

**Planning Board Meeting**  
(meeting is being recorded)

On Tuesday, August 26, 2014 the Holyoke Planning Board held a Public Meeting in the 4<sup>th</sup> Floor Conference Room, City Hall Annex, Holyoke City Hall, Holyoke, MA 01040 at 5:00 p.m.

Attendance:

**Planning Board**

John Kelley .....	Chairman
Mimi Panitch .....	Vice-Chairman
Mark Joy.....	Secretary
Eileen Regan .....	Member
Christian LaChapelle ....	Member

**Planning Staff**

Marcos Marrero.....	Director
Jeffrey Burkott .....	Principal Planner
Claire Ricker .....	Senior Planner
Sharon Konstantinidis.....	Head Clerk

**Others Present**

Jeremy Cigal .....	Tighe & Bond, Inc.	Michelle Williams .....	MassLive.com
Jeffrey Hayden .....	Holyoke Community College		

**OPEN**

JOHN KELLEY called for a motion to open the Planning Board meeting at 5:03 p.m. A motion was made by EILEEN REGAN and seconded by MARK JOY. The motion carried 5-0.

**ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT**

**1. Site Plan Review Amendment--Holyoke Community College (HCC) Kid's Place, 330 Homestead Ave**

JEREMY CIGAL stated that there were three remaining issues that had to be resolved:

- 1- The resolution of the curb line at the island near the building entrance to accommodate the Fire Prevention Bureau's comments;
- 2 - The landscaping, relative to the replacement of trees; and
- 3 - A letter to be submitted by the Kids' Place Director noting that the amount of 55 parking stalls was sufficient.

Regarding 1, the Fire Department met on site with the applicant and Tighe & Bond and they were requesting that there be 24-feet of useable area in front of the building. Additional footage was obtained from the center island.

Regarding 2, Holyoke Community College Foundation stated that they were amenable to providing the additional trees necessary to comply with the original amount of plantings approved. Two original trees remain on the site; eight additional trees were added to the plans.

Regarding 3, a letter dated August 18, 2014 was submitted by the Kid's Place Director noting that the amount of 55 parking stalls was sufficient for his business. Fifty-two spaces were proposed but at the request of Kid's Place there were 3 additional parking spaces added.

MIMI PANITCH stated that the Boards request was to obtain an explanation of how the number was calculated, since there was a substantial reduction in parking formerly granted. What would be the number of employees parking on site at any given time per shift was the criteria to base the Board's approval on. JEREMY CIGAL replied that the maximum number of employees is 43.

JEFFREY BURKOTT stated that 39 parking spaces were originally approved (1999). The amended plan proposed 57 parking spaces, which was then reduced to 52 spaces, and finally requested at 55 parking spaces by the business owner. The requirements are 1 space per employee and 2 spaces per classroom. To determine the parking requirements, the Board was looking to obtain the maximum number of employees on site at any given time. MIMI PANITCH stated that it was for evidentiary purposes prior to rendering a Decision.

JEFFREY HAYDEN stated that the building has 12 classrooms and, if they operated at full occupancy, there would be 198 students. However, they have never operated at full occupancy; 120 students were anticipated in the fall. The proposed 43 maximum employees figure is calculated from the maximum number of students, being 198. He added that one of the difficulties in identifying the maximum number of employees per shift is due to the fact that the employees operate on flexible hours. It has been difficult to get a specific answer from the Kids Place regarding the shift numbers.

EILEEN REGAN roughly calculated the minimum number of parking spaces based on the 43 employees and 12 classrooms. JEFFREY BURKOTT noted that, based on their response letter dated August 11, 2014 there were 15 classrooms. JEFFREY HAYDEN replied that there are actually only 12 classrooms; the other 3 are meeting rooms.

MIMI PANITCH stated that she was troubled by the fact that the Board was asked to grant a waiver from the requirements because the leaser would not provide the information. She realized that it may not be an issue but that it was a difficult way to do business

JEREMY CIGAL noted that there was no change in the use of the building and that the 1999 approved plan was for 39 parking spaces.

EILEEN REGAN asked why the parking plan would have been approved for 39 spaces. JEFFREY BURKOTT replied that the plans identified the facility as "Childcare" but the parking calculations use was that of a "service establishment" at 1 space per 300 s. f. (noted on the plan).

EILEEN REGAN asked if the children were dropped off by a bus. JEFFREY HAYDEN replied that it was scattered parent drop-off and pick-up; peak hours are at 6:00 a.m. to 9:30 .a.m., and 3:00 p.m. to 6:00 p.m. Some parents park while others wait in the drop-off line: few cars at the most.

MIMI PANITCH clarified that she had no problem with the parking plan submission; she just was looking for a document to be submitted that was requested of the maximum employees per shift. She was disturbed that the Board was asked to render a Decision based on oral evidence instead of findings based on written evidence. JEFFREY HAYDEN replied that the owner stated that providing this information on record might have an impact on the business in the future.

JOHN KELLEY asked the position of the Board. A motion was made by EILEEN REGAN that the amendment be approved based on the fact that the use was not changing, the expectation of the number of staff would not change, and that the previously approved 39 parking spaces were increased to 55 parking spaces. The motion was seconded by MARK JOY. The motion carried 4-1 (opposed Mimi Panitch).

The Board reviewed the draft Notice of Decision. A motion to approve the draft Notice of Decision with amendments was made by MIMI PANITCH and seconded by MARK JOY. The motion carried 5-0.

## **PLANNING BOARD BUSINESS**

### **A) Project Updates/Old Business/New Business**

There were no updates to come before the Board.

### **B) Meeting Schedule**

The next Planning Board meeting was scheduled for September 23, 2014 with a possible Site Plan Review Public Hearing for Lyman Terrace Rehabilitation Project (File 99). A Joint Public Hearing with the City Council to amend the Special Permits and the continuation of the Whiting Farms Road 18-acre parcel zone change were scheduled for September 30, 2014.

### **C) Minutes**

JOHN KELLEY called for a motion to accept the minutes as presented from August 12, 2014 (Planning, P.H. SP - DXL signage, and P.H. Zone Change 18-acre BG to IP). A motion was made by MIMI PANITCH and seconded by EILEEN REGAN. The motion carried 5-0.

### **D) Other Business**

There was no other business to come before the Board.

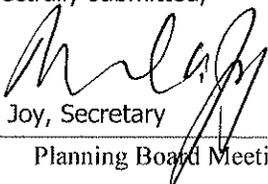
### **E) Correspondence**

There was no other correspondence to come before the Board

### ***Adjournment***

There being no further business to come before the Planning Board, at 5:38 p.m., JOHN KELLEY, called for a motion to adjourn the Planning Board Meeting. A motion was made by MIMI PANITCH and seconded by MARK JOY. The motion carried 5-0.

Respectfully submitted,

  
Mark Joy, Secretary