

**Planning Board Meeting**

(meeting is being recorded)

On Tuesday, September 30, 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**

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

**Planning Staff**

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

**Stormwater Authority**

Dave Moore .....	Chairman
Jose Garcia .....	Member
Matthew Sokop .....	City Engineer

**Others Present**

John Furman .....	Vanesse Hangen Brustlin, Inc. (VHB)
Matthew Mainville .....	Holyoke Housing Authority (HHA)
Rachana Crowley .....	The Community Builders, Inc. N'ton

**OPEN**

MIMI PANITCH called for a motion to open the Planning Board meeting at 5:55 p.m. A motion was made by JOHN KELLEY and seconded by EILEEN REGAN. The motion carried 5-0.

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

1. **Site Plan Review Continuation – Lyman Terrace Revitalization, 2-16 Court Street**  
Hearing continued until October 28, 2014 at 6:30 p.m.
2. **Special Permit Continuation – Section 5.4 Multiple Principal Structures, Lyman Terrace Revitalization**  
Hearing continued until October 28, 2014 at 6:30 p.m.
3. **Special Permit Continuation – Section 6.1.7 Reduction of Parking Requirements, Lyman Terrace Revitalization**  
Hearing continued until October 28, 2014 at 6:30 p.m.
4. **City Council Joint Public Hearing Zoning Ordinance Amendment - Special Permits**  
Hearing continued until December 9, 2014 at 6:30 p.m.
5. **City Council Joint Public Hearing Zone Change Continuation, Whiting Farms Road 18-acre Parcel**  
Public Hearing closed. Discussion October 14, 2014.

**PLANNING BOARD BUSINESS**

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

- HCC access Road – JOHN KELLEY asked when the traffic signal for the access road would be activated. JEFFREY BURKOTT responded that he had not heard anything but would check into it.
- Holyoke Hotel (Holiday Inn) – CHRIS LACHAPELLE asked the status of the Site Plan Review. JEFFREY BURKOTT responded that two leases were signed but not disclosed. A Site Plan Review was anticipated as there may be a substantive change in the footprint.

**B) Meeting Schedule**

The next Planning Board meeting was scheduled for October 14, 2014 regarding the Special Permit to Increase a Sign Size for H&R Block on High Street.

**C) Minutes**

There were no minutes available.

## D) Other Business

- *Operational Rules & Regulations*

MIMI PANITCH stated that upon her joining the Planning Board she was not given a copy of, nor has she seen, the Planning Board Rules & Regulations. When the Planning Department and Office of Economic & Industrial Development merged as one, certain implications may not have been taken into consideration. A review of the document may need to occur as it may not reflect the reality.

JOHN KELLEY stated that after reviewing the yearly voting requirements in the Rules & Regulations, he realized there was a need to amend the document. He asked Marcos Marrero if there were copies available to which there was no answer.

MIMI PANITCH stated that the merging of the two departments does at times create situations where there is a conflict of interest. Economic Development and the Planning Department do not always go hand in hand with each other. She recalled prior meetings when the Board viewed such things as the budget which was indicative of a statutory obligation. EILEEN REGAN agreed that an expenditure sheet was previously provided for review at every meeting.

MARK JOY stated that amendments to the Rules & Regulations were most likely under the purview of the Planning Board and not under the purview of the City Council. MIMI PANITCH responded that if there are Rules & Regulations, they should be reviewed to be upheld or determine if the Board will not abide by them.

MARCOS MARRERO stated that he would be happy to address the concerns of the Board members on an individual basis. JOHN KELLEY responded that he had no issues with the operations of the office. He just recently took notice that some of the details within the document may not be appropriate to the operations as one office as there were details specific to the Planning Board and staff. EILEEN REGAN & MIMI PANITCH agreed that the document needed to be amended.

MARK JOY stated that perhaps the Law Department could research what is the document of record with the Registry of Deeds. The document should have been recorded. He requested a copy of the Rules and Regulations for each member of the Board to review. MIMI PANITCH stated that she would make copies of John Kelley's copy for the Board.

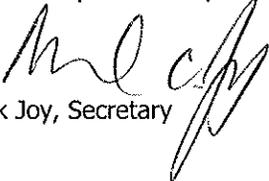
## E) Correspondence

Mimi Panitch and Eileen Regan volunteered to be the Holyoke Representatives to the Pioneer Valley Planning Commission. A motion was made by EILEEN REGAN to appoint MIMI PANITCH as the PVPC Commissioner. The motion was seconded by JOHN KELLEY. The motion carried 4 in favor (Mimi Panitch abstained). MIMI PANITCH stated that she would speak to the Mayor to request that Eileen Regan be the Mayoral appointee as the alternate Commissioner.

## Adjournment

There being no further business to come before the Planning Board, MIMI PANITCH, at 6:23 p.m., called for a motion to close the Planning Board Meeting. A motion was made by JOHN KELLEY and seconded by MARK JOY. The motion carried 5-0.

Respectfully submitted,

  
Mark Joy, Secretary