Planning Board Meeting
(meeting is being recorded)

On Tuesday, October 13, 2015 the Holyoke Planning Board held a Public Meeting in the 4th Floor Conference Room, City Hall Annex, Holyoke City Hall, Holyoke, MA 01040 at 5:00 p.m.

Attendance:

Planning Board		**Planning Staff**	
Mimi Panitch	Chairman	Marcos Marrero.....	Director
Christian LaChapelle.....	Vice-Chairman	Jeffrey Burkott	Principal Planner
Eileen Regan	Member	Sharon Konstantinidis	Head Clerk
John Kelley	Member		

Others Present
Jonathan Goddard ..... R. Levesque Associates, Inc.

OPEN
At 5:04 p.m., MIMI PANITCH called for a motion to open the Planning Board meeting. A motion was made by CHRIS LACHAPELLE and seconded by JOHN KELLEY. The motion carried 4-0.

PLANNING BOARD BUSINESS

A) Project Updaes/Old Business/New Business

- **Discussion of Planning Board Regulations & Procedures**
  JOHN KELLEY noted that the current Rules & Regulations were not reflective of the combined departments and that amendments may need to be more in depth then time allowed. EILEEN REGAN agreed noting that per the regulations, Marcos Marrero should have been hired by the Board and not the Mayor. Discussion was tabled until Dec 8, 2015.
- **Potential Projects**
  MARCOS MARRERO stated that potential projects forthcoming were a 4,100 square foot Dunkin Donuts at the corner of Hampden and Pleasant and Library Commons consisting of three buildings for residential units next to the Library.

B) Meeting Schedule

The next meetings scheduled were:
October 27, 2015 – Special Permit (SP) for Increase in Sign Size, Holyoke Restaurant Center Pylon; an Increase in Fence Height, U. S. Tsubaki; Site Plan Review (SPR) – Fairfield Inn & Suites; SPR Amendment – Holyoke Medical Center.
November 10, 2015 – ZC Section 7.8.4 Telecommunication Facility (5:00 p.m.)
November 24, 2015 – John Kelley would not be available. (5:00 p.m.)
December 8, 2015 – Zone Change Petitions BL to BG and/or IG – 79 & 83 Lower Westfield Road; Table 5.2 Table of Dim. Regs: change BH Zone; and Review the BG, BH, SC, and IG zones to consolidate or reformulate.
December 22, 2015 – nothing currently scheduled.

C) Minutes

There were no minutes available.

D) Other Business

There was no other business to come before the Board.

E) Correspondence

There was no other business to come before the Board.

ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT

1) **Approval Not Required – Steiger Road/Mountainview Drive**
JEFFREY BURKOTT explained that the ANR would be correcting current parcel lines as well as then dividing the area into 3 lots. The ANR met the requirements. The ANR was signed.

2) **Site Plan Review Amendment - So Summer Street Self Storage (File #89), J. Gonzalez Enterprises, LLC**

JOHN GODDARD stated that 5 items remain to be addressed: driveway access, chain-link fencing, stormwater and curbing to the rear of the site, bollard placement, and abutter landscaping questionnaire.

JOHN GODDARD stated that:

1) Per the DPW, he agreed that the existing curb cut should be closed because it was not accessible per ADA Standards.
2) The fence fabric does extend over the top bar when the approved plans show the fence fabric at the top bar. He would present during installation that this site was not atypical; at the very least the fabric twist would extend over the bar. It was the Boards discretion if further action was needed.
3) Regarding Stormwater and curbing to the rear of the site, he met with their engineer to understand the intent of the design. The rear berm was omitted to open the rear gates to allow the snow to be pushed through to the alley for ease of maintenance. (Mr. Gonzalez plows across the alley and removes the snow off site.) The proposal would match the flow rates of 2-10 year storm.
4) The Bollards in between the units were removed from the plans at the owner's risk.
5) The approval of the abutter landscaping questionnaire regarding planting on site or off site. MIMI PANITCH asked that the wording "at the owners expense" be added to the second option following the words "on my property".

A motion was made by CHRIS LACHAPELLE and seconded by JOHN KELLEY to approve the abutter landscaping questionnaire as amended. The motion carried 4-0.

The Board noted that the driveway access issue was resolved; the changes in the stormwater did not alter the operations of the stormwater system; and the bollards were no longer a concern since any issue was at the owners' expense. The Board also noted that the approved plans showed the rear gate closed and the amended plans show the gate open. Amendments in writing would be forthcoming.

JOHN GODDARD noted that he would return (October 27, 2015) with a letter addressing the outstanding issues with plans tailored to include the amendments.

3) **Site Plan Review #100 Signage Review – Marcotte Commercial Service, 933 Main Street**
JEFFREY BURKOTT stated that per the Notice of Decision (NOD) (#100) Condition #6, final sign plans needed to be submitted to the Board for review. An amendment was also submitted (per the NOD #4) as the front doors were not all glass as originally proposed but a mix of panes and glass.

A motion was made by JOHN KELLEY and seconded by EILEEN REGAN to approve the amendments to the site plan. The motion carried 4-0.

A motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE to approve the sign package as proposed. The motion carried 4-0.

4) **Site Plan Review #101-A Signage Review(Chipotle) – Holyoke Restaurant Center**
JEFFREY BURKOTT stated that per the Notice of Decision (NOD) (#101) Condition #12, final sign plans needed to be submitted to the Board for review.

A motion was made by EILEEN REGAN and seconded by JOHN KELLEY to approve the sign package as proposed. The motion carried 4-0.

5) **Zone Change Petition Continuation** (4/14/15; 5/12/15; 7/14/15; 7/28/15, 9/8/15) – **Amend SC Zone**
Public Hearing closed. Recommendation schedule to be discussed November 10, 2015

6) **Zone Change Petition Continuation** (4/14/15; 5/12/15; 7/14/15; 7/28/15; 9/8/15) – **Create SC Zoning for Large Scale District**
Public Hearing closed. Recommendation schedule to be discussed November 10, 2015

Adjournment

There being no further business to come before the Planning Board, MIMI PANITCH, at 6:37 p.m., called for a motion to close the Planning Board meeting. A motion was made by CHRIS LACHAPELLE and seconded by EILEEN REGAN. The motion carried 4-0.

Respectfully submitted,

Eileen Regan

Eileen Regan, Secretary