Planning Board Meeting
(meeting is being recorded)

On Tuesday, November 10, 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
John Kelley	Secretary Pro Tempore	Sharon Konstantinidis	Head Clerk
Eileen Regan	Member		

Others Present

Jonathan Goddard	R. Levesque Associates, Inc.
Javier Gonzalez	J. Gonsales Enterprises, LLC

OPEN

At 5:15 p.m., MIMI PANITCH called for a motion to open the Planning Board meeting. A motion was made by JOHN KELLEY and seconded by CHRIS LACHAPELLE. The motion carried 4-0.

ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT

1. **Special Permit Signage – Ingleside Square Pylon Sign, 245 Whiting Farms Road, Shield Hotel Management**
   A motion was made by JOHN KELLEY and seconded by CHRIS LACHAPELLE to approve the pylon signs as proposed: a pylon sign on the Whiting Farms Road (east entrance) not to exceed 110 s.f. and a pylon sign on Lower Westfield road (south entrance) not to exceed 150 s.f. and 60 feet high. The motion carried 4-0.

2. **Zone Change Recommendation - Amend SC Zoning District and Create SC Zoning for Large Scale District**
   The Board reviewed the following draft documents;
   - Section 2 Definitions dated 7/27/15 (add Shopping Center);
   - Section 4.3 Table of Principal Use dated 7/27/15 (change all CC to PB, change #13 to Y by PB, add 13A Class 1 Passenger Vehicle, change 17 to Y, change 22, 22A, 24, 24A to N, and change 33 to Y)
   - Section 5.2 Table of Dimensional Regulations dated 7/27/15 (add dimensions);
   - Section 6.4.6 Signs in Business and Industrial Districts dated 11/10/2015. (Add SC** 200 square foot sign as of right and 400 square feet by special permit); and
   - Section 8.3 Shopping Center District (SC). (Section 8.3.2.4 Set building coverage at 45%, set percentage of total square footage of development at 10%, and cross reference 8.3.3 Uses available by Special Permit).

   Amended documents and discussions relative to setting Special Permit criteria would be discussed at the November 24, 2015.

3. **Site Plan Review Amendment Continued - So Summer St Self Storage (File #89), J. Gonzalez Enterprises, LLC**
   The applicant requested a continuance of discussions until November 24, 2015

PLANNING BOARD BUSINESS

A) Project Updates/Old Business/New Business

Lynch School – Marcos Marrero explained that a significant amount of asbestos was discovered in the walls that could affect the project going forward as any demolition proposed would substantially increase the cost.

B) Meeting Schedule (tentative):

November 24, 2015 – Eileen Regan will not be in attendance; Harry Montalvo will need to be available,
December 8, 2015 – All Board members would be available.
December 22, 2015 - The Board would not meet.

C) Minutes

There were no minutes to come before the Board

D) Other Business

MARCOS MARRERO announced that the Mayor had appointed him for another 2-year term.

In keeping with the Reorganization Plan of the Municipal Offices, MARCOS MARRERO submitted amended job description for the Senior Planner (formerly Claire Ricker). The change includes eliminating work on Site Plan Review and Subdivisions as it did not reflect the actual work being done. The Senior Planner will staff the Historic Commission, oversee the Historic Preservation Plan, and be the liaison to the DPW regarding complete street, streetscapes, and place making activities. The Board was in support of the amendments to the job description by a 4-0 vote. JOHN KELLEY stated that going forward, policies and procedures should be developed for the other Boards overseen by the Office of Planning & Development.

MARCOS MARRERO stated that additionally, the Office of Planning & Economic Development Head Clerk position being sought would encompass staffing the License Board and supporting the Conservation Commission; this position would no longer be under the purview of the Board of Health.

E) Correspondence

There were no correspondences to come before the Board.

RECESS

At 6:19 p.m., MIMI PANITCH called for a motion to recess the Planning Board meeting for the purpose of attending the joint Public Hearing with the City Council Ordinance Committee regarding a zone change of 161 Lower Westfield Road. A motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE. The motion carried 4-0.

RESUME

At 6:54 p.m. while in City Council Chambers, MIMI PANITCH called for a motion to reopen the Planning Board meeting for the purpose of discussing the zone change petition for 161 Lower Westfield Road. A motion was made by CHRIS LACHAPELLE and seconded by EILEEN REGAN. The motion carried 4-0.

ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT

4. Zone Change Petition IG to IP - 161 Lower Westfield Road, Emil Schlegel

Based on testimony during the Public Hearing, a motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE to grant the petitioner "Leave to Withdraw without Prejudice". The motion carried 4-0.

RECESS

At 6:54 p.m., MIMI PANITCH called for a motion to recess the Planning Board meeting for the purpose of attending the joint Public Hearing with the City Council Ordinance Committee regarding amending Section 7.8 Special Permit Wireless Telecommunication Facility. A motion was made by JOHN KELLEY and seconded by EILEEN REGAN. The motion carried 4-0.

RESUME

At 7:04 p.m., MIMI PANITCH called for a motion to reopen the Planning Board meeting for the purpose of discussing the amendments to Section 7.8 Special Permit Wireless Telecommunication Facility. A motion was made by EILEEN REGAN and seconded by JOHN KELLEY. The motion carried 4-0.

ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT

5. Zone Change Petition - Amend Section 7.8 Wireless Telecommunication Facility's and antennas.

Based on testimony during the Public Hearing, a motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE to approve the amendments to 7.8 to include a provision that space may be provided for public safety uses at no cost to the City as proposed (Section 7.8.3.13). The motion carried 4-0.

Adjournment

There being no further business to come before the Planning Board, MIMI PANITCH, at 7:05 p.m., called for a motion to close the Planning Board meeting. A motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE. The motion carried 4-0.

Respectfully submitted,

Eileen Regan

Eileen Regan, Secretary