Planning Board Meeting
(meeting is being recorded)

On Tuesday, August 11, 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 6:00 p.m.

Attendance:

Planning Board

Mimi Panitch	Chairman
Christian LaChapelle.....	Vice-Chairman
John Kelley	Member
Eileen Regan	Member
Harry Montalvo	Associate

Planning Staff

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

Others Present

Michael Fenton	Shatz, Schwartz, & Fentin, LLC, Spfld
Ellen Freyman	Shatz, Schwartz, & Fentin, LLC, Spfld
Doug Roberts	Hopson Design Group, Northampton
Greg Scibelli	Holyoke Sun

OPEN

At 6:09 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. **Zone Change Petition Recommendation – Parking as Principal Use by SP in Downtown Districts**
   The Board reviewed the documents as labeled *DRAFT J. Burkott 6/1/2015, Chairman Edition 6/9/2015, and Councilor Bartley Amendment 6/9/15.*

The changes to the *DRAFT J. Burkott 6/1/2015*, are as follows:

- 6.1.7.3 - #2 change *Proof* to *A written statement*; #3 in *to* after adjacent; #4 add *(s)* to parcel on 1st and 3rd line, relocate *on both the principal and accessory parcels* to the end of the paragraph, insert *all* before accessory parcels; and remove #8 in its entirety.
- 6.1.7.5 – add: l. Identify any changes that the proposed parking lot will make to features, structures of historical significance on parcels adjacent to the parcel
- 6.1.7.6 - #5 insert *at least* after installed; change ten (10.0) feet to *twenty (20)*, and #10 change **X** to 1/3.
- 6.1.7.7 - #2 replace that utilizes in the first sentence to *shall utilize*; add a *period* after Guide and remove the remainder of the section.
- 6,1,7,8 - #f replace *out* with *payable*.
- 6.1.7.9 - insert after days: running concurrently from the date received by the Planning Department Clerk.
- 7.1.7.11 – replace each year with *biannually* and add *Renewals are not subject to a fee* at the end of the paragraph.

The Board, regarding Councilor Bartley's comments, noted that none of the *shall's* should be changed to *may* as *may* implies an option to not comply; 6.1.7.6 #8 100 feet would remain; and 6.1.7.8 the $500 fee would remain as it was modeled after the Stormwater Permit.

A motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE to recommend to the Ordinance Committee of the City Council that the Zoning Text Change be adopted as amended. The Motion carried.

Staff would edit the document accordingly and submit the recommendation to the Ordinance Committee this evening.

A) Project Updates/Old Business/New Business

- Site Plan Review Amendment – D. Hotel & Suites
  ATTORNEY FENTON, representing Verizon Wireless, stated that the Feb 4, 1999 approved Site Plan Review read that any changes to the Hotel required an amendment to the Site Plan Review. Renderings were submitted and viewed that displayed the existing rooftop and the proposed two (2) antennas to be installed on the rooftop of the D. Hotel & Suites.

  A motion was made by JOHN KELLEY and seconded by CHRIS LACHAPELLE to approve the amendments to the Site Plan Review as submitted. The motion carried 4-0.

- Rail Platform – A ribbon cutting was scheduled for Thursday, August 27, 2015 at 12:30 p.m.

B) Meeting Schedule

The next meetings scheduled were:

August 25, 2015 – Holyoke Medical Center Site Plan Review (SPR)
Sept 8, 2015 – Continuation of the Joint Public Hearings regarding Review the BG, BH, SC, and IG zones, Create SC Zone for Large Districts, Amend SC Zone, Change BH in 5.2 Table of Dimensional Regulations, potentially 79 & 83 Lower Westfield Rd, and a Planning Board Special Permit to Exceed Fence Height
Sept 15, 2015 – Public Hearing SPR Gary Rome
Sept 22, 2015 – No meeting due to Elections
Sept 29, 2015 – possible SPR regarding Solar Fields and/or Gary Rome SPR continuation at 5:00 p.m.
October 6, 2015 – Possible continuations scheduled at 5:00 p.m.

Eileen Regan would not be present Oct. 8th - 15th; John Kelley would not be available Oct. 20th - 29th.

C) Minutes

There were no minutes to come before the Board.

D) Other Business

Annual Report – JOHN KELLEY requested that the Staff submit a summary report to the City Council documenting the Department's productivity of which a majority is conducted after normal business hours. He noted the commitment by the volunteers of the Planning Board in comparison to other Boards. MIMI PANITCH added that it should be highlighted the amount of critical work and uncompensated time performed by the staff on a daily basis.

E) Correspondence

There was no correspondence to come before the Board.

Adjournment

There being no further business to come before the Planning Board, MIMI PANITCH, at 6:30 p.m., called for a motion to close the Planning Board Meeting. A motion was made by JOHN KELLEY and seconded by CHRIS LACHAPELLE. The motion carried 4-0.

Respectfully submitted,

John Kelley, Secretary Pro Tempore