On Tuesday, November 27, 2018 the Holyoke Planning Board held a Public Meeting in the 4th Floor Conference Room, City Hall Annex, Holyoke City Hall, Holyoke, MA 01040 at 5:30 p.m.

Attendance:
Planning Board
Eileen Regan .......... Vice-Chairman
Mimi Panitch .......... Member
Gustavo Acosta ......... Member
Harry Montalvo .......... Associate

Planning Staff
Jeffrey Burkott ............ Principal Planner
Curtis Wiemann ............ Planner I
Sharon Konstantinidis ..... Administrative Clerk

Others Present
Aurea Riveria.............. 12 Myrtle Avenue
Walter Sykulski, Jr........ SKI Properties

At 5:37 p.m., EILEEN REGAN called for a motion to open the Planning Board meeting. A motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA. The motion carried 4-0. The agenda was taken out of order.

ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT

4. Section 7.1.6 Drive-thru facility Review – 1650 Northampton Street, Westfield Bank
JEFFREY BURKOTT reviewed the Planning Staff letter dated November 13, 2018 regarding a request for a City Council Special Permit for a Drive-thru for Westfield Bank located at 1650 Northampton Street.

A motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA to approve as drafted provided that the City Engineer receive a traffic study.

RECESS
At 6:05 p.m., a motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA to recess the meeting of the Planning Board in order to open the Public Hearing regarding a Site Plan review for Russell Terrace. The motion carried 4-0.

RESUME
At 7:37 p.m., a motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA to resume the meeting of the Planning Board. The motion carried 4-0.

1. Site Plan Review (Section 10) Russell Terrace (#131) Cont. (11/13) – Russell Terrace, (112-00-022/022A; 111-00-072/073), Stiebel Properties. The Board reviewed the draft Notice of Decision with conditions.

A motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA to approve the Notice of Decision with 15 Conditions. The #9 condition was amended to read “any certificate of occupancy” will require a designer sign off what has been completed up to that point.

2. Special Permit (Section 4.6.3.2) Fence Height (2018-16) – Russell Terrace, (112-00-022/022A; 111-00-072/073), Stiebel Properties. The Board reviewed the renderings for the temporary construction fence noting that the increase in fence height (6 feet) was necessary for safety during construction. A motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA to approve the Special Permit as submitted. The motion carried 4-0.

3. SPR Amendment #2 – Hadley Mills Solar (#120), Gatehouse Road (023-01-008) – Solworks Energy, LLC
Tabled: An application had not been submitted.

PLANNING BOARD BUSINESS
A) Project Updates/Old Business/New Business: Tabled
- Holyoke Hotel – It was noted that this Site Plan has been out of compliance since June 1, 2018 for the second building and Landscaping Plan and that the Applicant should be contacted to appear before the Board with a status
update. A motion was made by MIMI PANITCH and seconded by GUSTAVO ACOSTA to request his attendance at the December 11, 2018 meeting. The motion carried 3-0.
• Lyman Terrace – It was noted that Phase 1C was nearing completion and Phase 2 will be submitted as a new Site Plan and anticipated around the first of the year; a new architect has been assigned.
• Tiny Houses – No further action required.

B) Meeting Schedule (tentative):
   Dec 11, 2018 – SPR Hamp/Pleasant retail building (Phase 2)
   Dec 25, 2018 – The Board agreed that there would be no meeting.

C) Minutes: There were no minutes available.

D) Elections – Tabled until January 8, 2018

E) Other Business – There was no other business to come before the Board.

F) Correspondence – There was no correspondence to come before the Board.

Adjournment
There being no further business to come before the Planning Board, EILEEN REGAN at 7:54 p.m. called for a motion to close the Planning Board meeting. A motion was made by MIMI PANITCH and seconded by GUSTAVO. The motion carried 3-0.

Respectfully submitted,

[Signature]
John Kelley, Secretary