Planning Board Meeting
(meeting is being recorded)

On Tuesday, February 23, 2016 the Holyoke Planning Board held a Public Meeting in the 4th Floor Conference Room, City Hall Annex, Holyoke City Hall, Holyoke, MA 01040 following the 6:00 p.m. Public Hearings.

Attendance:
Planning Board
Mimi Panitch .................. Chairman
Christian LaChapelle....... Vice-Chairman
Eileen Regan ................. Secretary
Harry Montalvo ............. Associate

Planning Staff
Marcos Marerro ............. Director
Jeffrey Burkott ............. Principal Planner
Sharon Constantinidis .... Head Clerk

OPEN
At 6:43 p.m., MIMI PANITCH called for a motion to open the Planning Board meeting. 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

1. Approval Not Required (Section 6.4.6.4) (ANR) – Apremont Highway, Sheelagh Roache
JEFFREY BURKOTT stated that the ANR plan was previously signed by the designated signer, Chris Lachapelle, as it met the frontage requirements, minimum parcel size, and access on a public way.

2. Zone Change Petition Recommendation – Table 5.2 Table of Dimensional Regs: Change BH, Councilor Lisi
MIMI PANITCH stated that during the Public Hearing it was discussed to give “Leave to Withdraw” as the Order would be addressed as a package under the "SC" zoning amendments running concurrently.

A motion was made by EILEEN REGAN and seconded by CHRIS LACHAPELLE to give “Leave to Withdraw”. The motion carried 4-0.

3. Street Acceptance – Liberty Street
JEFFREY BURKOTT stated that it was recently discovered that Liberty Street was inadvertently never accepted as a public way. The street was laid out in 1913 and currently there are 17 houses located on it.

A motion was made by CHRIS LACHAPELLE and seconded by HARRY MONTALVO to accept the street as presented and reviewed by the City Engineer.

4. Site Plan Review Amendment #1 – Restaurant 2/Retail Building, Vitamin Shoppe, John Redmond
JOHN REDMOND stated that the amount of signs had increased on the north & east side of the “Rest 2/Retail” building as well as an increase in the signage square footage on the south side. The glass windows on the right side elevation would have an opaque film covering the glass, instead of the logos.

CHRIS LACHAPELLE asked why the opaque film was on the glass. JOHN REDMOND replied to shield the storeroom contents from the public. He added that the proposed amendments were inadvertently already installed without approval.

A motion was made by CHRIS LACHAPELLE and seconded by EILEEN REGAN to approve the amendments to the Site Plan Review. The motion carried 4-0.

5. Zone Change Petition – Solar be allowed by SP for businesses in residential zones, Councilor Vacon
Tabled; continued until March 22, 2016.

6. Zone Change Petition – Amend Section 7.1.1.4 Accessory Use Parking Lots by SP of City Council, Councilor Jourdain
MIMI PANITCH stated that the suggestion was to recommend incorporating provisions for the recently created special permit for a parking lot. MARCOS MARRERO replied that the proposed amendments to 7.1.1.4 would also reference the criteria as
listed in Section 6.1.7.1 “Special Permit for parking on adjacent or nearby parcel (Downtown Zones)” which would have to be reviewed for applicability. A draft of the amendment would be available for the March 8, 2016 meeting.

PLANNING BOARD BUSINESS

A) Project Updates/Old Business/New Business
JEFFREY BURKOTT stated that:
• Site Plans were received regarding two solar facilities, one on Whitney Avenue and one on Martin Street;
• Site Plans were expected by O’Connell Development as they will be relocating their headquarters to Kelly Way;
• Subdivision plans were expected by Crossroad Development for Kelly Way; and
• A City Council Special Permit for a Bed & Breakfast (1109 Dwight Street) would be reviewed by the Board as the home is of historical nature.

B) Meeting Schedule (tentative):
March 8, 2016 – SPR Subdivision for Kelly Way. (Eileen Regan will not be present).
March 22, 2016 – Holyoke Farms Site Plan Review; SP for Multiple Principal Structures; and SP for Parking Reduction.

C) Minutes
A motion was made by CHRIS LACHAPELLE and seconded by EILEEN REGAN to approve the minutes as listed on the agenda (Feb. 2, 2016 PB Meeting and Feb 9, 2016 PB Meeting & Public Hearings). The motion carried 4-0.

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

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 7:04 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, Secretary