Planning Board Meeting
(meeting is being recorded)

On Tuesday, March 8, 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 5:15 p.m. Public Hearings.

Attendance:
Planning Board
Mimi Panitch .................. Chairman
Christian LaChapelle.... Vice-Chairman
John Kelley ..................... Member

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

Others Present
Jesus Candelario .......... 1109 Dwight Street

OPEN

At 5:19 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.

ZONE CHANGE/ SITE PLAN REVIEW/ SUBDIVISION/SPECIAL PERMIT

1. City Council Special Permit Recommendation – Bed & Breakfast (Section 7.2.7.1)
   The Board, in reviewing the February 23, 2016 letter regarding the Bed & Breakfast plans as submitted by Jesus Candelario, discussed that the parking requirements would to be met even if all 5 rooms were occupied.

   MR. CANDELARIO explained the location of the property and the history of how he came to own the building.

   MIMI PANITCH asked if Mr. Candelario would be occupying the site as the requirements needed are 1 space for every quest and two for the owner. MR.CANDELARIO replied that he currently lives there; there are 8 parking spaces available. He added that the carriage house is available to be rented out.

   Photos of the property were viewed.

   A motion was made by JOHN KELLEY and seconded by CHRIS LACHAPELLE to recommend to the City Council that the Special Permit for the Bed & Breakfast be granted as the parking requirements were satisfied. The motion carried 4-0.

2. Zone Change Recommendation – Amend 7.1.1.4 Hospital, Accessory Use Parking Lots by Special Permit
   The Board reviewed the draft changes to the amendments to Section 7.1.1.4 as dated 3/8/16.

   During the Public Hearing Councilor Jourdain agreed to the suggestion to utilize the recently approved Ordinance amendment language regarding Section 6.1.7.1 Special Permit for Parking on Adjacent and Nearby Parcels. JEFFREY BURKOTT stated that a new section could be added to 7.1.1.5 which referenced following 6.1.7.1 Special Permit for Parking on Adjacent and Nearby Parcels in zones where hospitals are allowed.

   The Board discussed the Holyoke Medical Center existing parking lot(s) situation.

   MIMI PANITCH asked if the proposed language addressed if the existing adjacent parking lots were to expand. Section 7.1.1.5 was amended from “Accessory parking lots shall follow the provisions ...” to read "Any parking lots ...” as the concern was the potential for lack of buffering on parking lots that are not an accessory lot.

   MARCOS MARRERO stated that it would be beneficial to have one uniform process that governs how parking lots are expanded versus a different process for each section of the City; the process should remain consistent.

   The Board agreed and noted the success of the recent Holyoke YMCA Special Permit process and review.
A motion was made by CHRIS LACHAPELLE and seconded by JOHN KELLEY to recommend to the City Council Ordinance Committee the proposed amendments as presented and amended. The motion carried 3-0.

PLANNING BOARD BUSINESS

A) Project Updates/Old Business/New Business
   - Holyoke Hotel – A temporary Certificate of Occupancy could soon be granted for "Chipotle" & "The Vitamin Shoppe"; an anticipated change in construction staff should increase productivity.
   - Planner 1 – Matthew Grooms will be starting April 4th and provide staff support to the Planning & License Board.
   - Senior Project Manager – Debbie Opperman started March 7th and will be involved in Bike Pedestrian mobility and staff support to the Historic Commission.
   - Planning Board Procedures – John Kelley noted that the Rules & Regulations should be updated.
   - Solar Projects – The recently filed solar Site Plan Reviews could potentially be affected by the recent Orders filed regarding requiring a Special Permit for residential zones.
   - Lynch School – A Zone Change Public Hearing was scheduled for March 22nd, official notification had not been received.

B) Meeting Schedule (tentative):
   March 22, 2016 – Definitive Subdivision Crossroad Business Park; SPR O’Connell Headquarters; and ZC continuation Solar Fields allowed by SP for business in residential zones. MARCOS MARRRO stated he believes there is a joint Public Hearing with the City Council Ordinance Committee regarding a Zone Change for Lynch School although documentation from the Administrative Assistant to the City Council had not been received.
   April 12, 2016 – ZC Continuation: BL to BG and/or IG, 79 & 83 Lower Westfield Rd and Review the BG, BH, SC, and IG zones to consolidate or reformulate; SPR – Solar x2 (Lawler & Whitney).
   April 26, 2016 – Holyoke Farms Site Plan Review, Special Permit for Multiple Principal Structures; and Special Permit Parking reduction; The Cubit SPR & SWA Permit, and a possible Mountain View Baptist Church SPR & SWA Permit.

C) Minutes
   There were no minutes presented to the Board.

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 6:19 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