

Background Materials for November 09, 2009 –

Agenda Items #5 through #11

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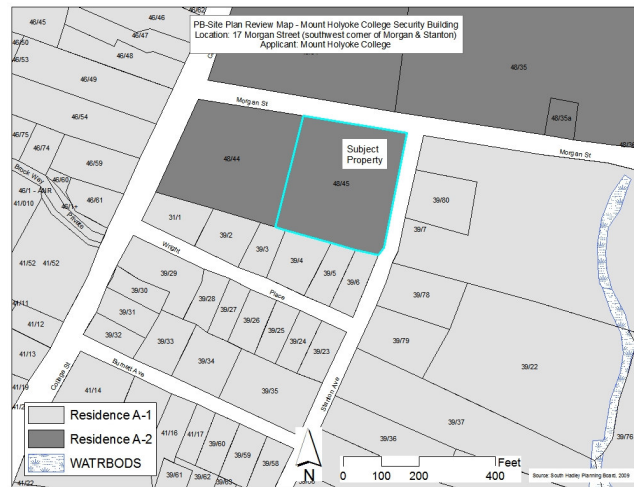
Agenda Item #5 – Request to Waive Site Plan Review for Mount Holyoke College Security Building

Mount Holyoke College owns the subject property and utilizes the building as a two-family for student housing. They also own the other residential buildings located on the same property and on the opposite side of Stanton Avenue which are used as faculty housing. The College is proposing to convert the building at 17 Morgan Street into the offices for their Security Services. This project will involve addition of 2 more parking spaces and some access ramps. There may be some tree removal, the College has indicated they will seek to minimize such removal.



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The subject property is presently zoned Residence A-2. However, the property is owned by the College and has been and is proposed to be used for an essential function of the College. Therefore, under Chapter 40A, Section 3, the project is exempt from Zoning Bylaw restrictions as to its use and subject only to “reasonable regulations” as to height, setbacks, parking, bulk, etc. There is some question whether the extent of the modifications would require Site Plan Review. However, the College is requesting a waiver of Site Plan Review due to the limited scale of the proposed changes. To grant such a waiver, the Planning Board must make a finding that the Board determines the proposed development will have a de-minimis impact relative to the criteria set forth in Part (E) of the Zoning Bylaw.



The College representatives have indicated that they believe the number of officers working at any one time is no more than five. They will be able to provide more information as to the volume of officers working on the largest shift at the meeting.

Presently, these operations are located in the Central Services complex. There is a need to separate these services. In terms of employee parking, they have indicated that the officers typically park in the faculty parking lots near the Central Services Building. It appears that there are other faculty parking lots at least as close, if not closer, to this proposed location.

ACTION NEEDED: The Board should determine whether the proposed modifications would warrant waiver of the Site Plan Review process.

Agenda Item #6 – Informational Meeting – Proposed Duplex on Jacob’s Edge Outparcel

Note: This item was deferred from the October 26th meeting since there was not anyone present to represent the proposed project. I do not know whether anyone will be present on November 9th. I am attempting to contact a representative.

When Jacob’s Edge Condominiums was approved and plans subsequently endorsed, an “outparcel” was created. The subject property is situated on the north side of Granby Road

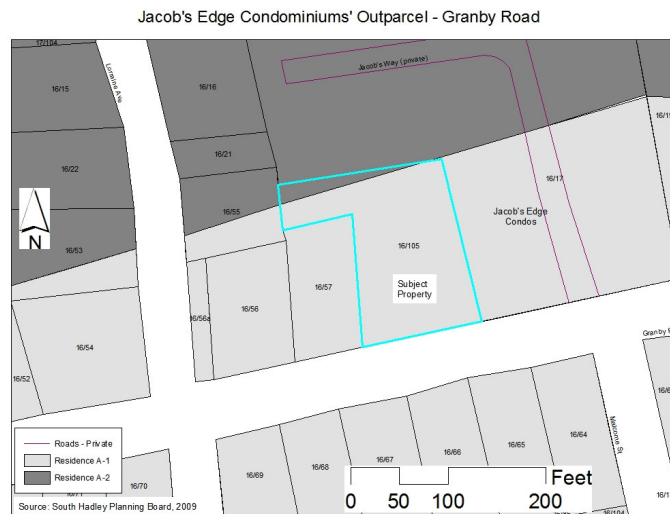


(Route 202) between Lorraine Avenue on the west and the entrance to Jacob’s Edge Condominiums to the east. A prospective purchaser of the outparcel has indicated an intent to develop the site with a duplex.

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Nearly all of the outparcel is zoned Residence A-1 which allows single-family development by right, but duplex, triplex, and multifamily development only by Special Permit.

At the time the condominium development was considered, the application described the outparcel portion of the project by stating that a “single family” house lot would be created via the ANR process.



Additionally, the project description within the Planning Board's decision on Jacob's Edge restated that the outparcel was to be developed for single family use as noted below:

*“Project Description: Applicant requested a Special Permit under sections 5(D) and 9 of the South Hadley Zoning By-Law to develop a twenty-eight (28) unit multiple-family residential development in ten (10) buildings on a 5.82-acre tract with a separate 23,067 square foot tract to be used for a single-family dwelling and stormwater detention and utilities for the multiple-family dwelling. **However, this Decision limits the scope of the development to a residential development encompassing no more than twenty-five (25) multiple-family dwelling units in no more than ten (10) buildings on a 5.82-acre tract and does not preclude the use of a separate 23,067 square foot tract to be used for a single-family dwelling and stormwater detention and utilities for the multiple-family dwelling. The subject property is located on the north side of Granby Road and easterly of Lorraine Avenue. The property proposed for development is generally described as a 6.35-acre property identified on Assessor's Map #16 as Parcel #17.**”*

I have encouraged the prospective applicant to meet with the Planning Board in an informational meeting to allow him to describe his project. I understand his “plans” for the duplex involve constructing a duplex using the same plans as used in Jacob's Edge Condominiums.

The Informational Meeting will provide an opportunity for the Board to discuss whether they feel that the original Special Permit needs to be amended or whether legal counsel should be sought on this issue. As with other “informational meetings”, the purpose of this meeting is not to express opinions as to whether the project is good or bad, but to identify initial issues which the Board feels the applicant should address. It should be noted that other issues can arise during the public hearing process.

ACTION NEEDED: Voice any issues which this initial discussion prompts. However, no opinion should be expressed as to whether this project should be approved or disapproved.

Agenda Item #7 – Comprehensive Plan

As discussed at the last meeting, CPAC is expected to complete their recommended plan and deliver it to the Planning Board November 17th. I have been advised that the Selectboard can attend the meeting which is scheduled for 6:00 p.m. in the Selectboard meeting room. The Cable Studio will broadcast the meeting. It is my intent to notify and invite all of the elected officials serving the community. Members of CPAC will make a powerpoint presentation providing an overview of the plan.

Once the plan is delivered to the Planning Board, I anticipate the Board will review and make its own edits in the plan before holding a hearing prior to adoption of the plan. Subsequently, the Board has indicated a desire to request that Town Meeting endorse the plan. We need to set forth a schedule for these actions.

A presentation on the Comprehensive Plan is to be made by CPAC members at a Know Your Town meeting on November 12, 2009. The next CPAC meeting is scheduled for November 12th to follow their presentation to Know Your Town.

We have developed a “tab” for Comprehensive Planning under “Departments” on the Town website. I intend to move everything over from the VHB website. However, that will take more time. In the meantime, I have provided a link to the VHB website and intend to have the “Revised Plan” as it is to be presented to the Planning Board on the website on November 12, 2009.

A “status draft” or “final draft” of the plan was distributed to all CPAC members present at the September 2009 meeting. This draft has been posted on the Town’s website and the VHB-managed Comprehensive Plan website for public review. I have received comments from various CPAC members for edits to the chapters in the plan. I am working to incorporate the edits into the plan by the first of November 2009.

Agenda Item #8 – Development Update

The Development Review Team met on October 19th. A copy of the Development Status Report has been and posted on the website. The next meeting is scheduled for December 21st unless the members indicate a desire to meet earlier.

Agenda Item #9 – Status of Zoning Issues/Violations Complaints

I have begun including this agenda item to provide a focused opportunity to discuss and update each other on various zoning issues and/or violations complaints. Since the last meeting, one issue has been raised:

- a. Ms. Rosner and I met with Ms./Mr. Archambault regarding the proposed amendment to the Zoning Bylaw which was recently submitted by petition.
- b. I have received a complaint about the “Murphy lot” as to the builder accessing the lot from the “Park Avenue Extension” and as to the condition of the drainage.

Agenda Item #10 –Other New Business

I have included this agenda item for Board members to bring up new items (for discussion and future consideration) that are not on the agenda.

Agenda Item #11 - Planner’s Report

I will report on the following items:

1. *Community Development Advisory Committee.* The Committee recommended that the Selectboard authorize applying for a State Technical Assistance grant for downtown revitalization efforts. The PVPC has offered to assist the Town in putting together the application this year. This request was approved by the Selectboard on November 3rd and the PVPC is working on an application which will focus on providing a “preliminary market assessment”. Efforts are currently underway to implement the \$800,000 CDBG funding recently awarded to the Town. At their meeting on November 3rd, the Selectboard approved a contract for materials for the water line improvements on Canal Street.
2. *MassDevelopment Environmental Assessment Funding.* At their meeting on November 3rd, the Selectboard approved a Scope of Work for conducting the Phase 1 and Phase 2 Environmental Assessment of the town-owned land at 351 East Street. This project was awarded to Tighe & Bond for a cost of \$4,000 less than what MassDevelopment approved for the project.

3. *Training.* I will report on the New England American Planning Association Annual Conference being held on November 5th and 6th in Connecticut. I also plan to attend a Mass Housing Partnership seminar on November 17th regarding Local Housing Trusts.