



Town of Southwick

Planning Board

MINUTES



Tuesday, October 19, 2021
7:00 PM (recorded)
Town Hall Land Use Hearing Room

Written Minutes

(Not verbatim - comments can be heard on recordings available at www.southwick.org)

MEMBERS IN ATTENDANCE: Michael Doherty, Chair
Richard Utzinger
David Sutton
David Spina
Jessica Thornton, Associate
Jon Goddard, Town Planner

ABSENT: Marcus Phelps, Vice Chair

Also attending the meeting were 18 members of the public and several were identified in chat on Zoom.

The “hybrid” meeting of the Planning Board was scheduled via Zoom and in-person to take place at the Town Hall Land Use Hearing Room and was called to order at 7:00 p.m. by Mr. Doherty. He stated that the meeting was being recorded, if anyone else was recording the meeting, asked if all persons could hear and if the participants on Zoom could sign into the chat and use the raised hand function to ask questions.

PLANNER’S REPORT: 7:00 p.m.

1. Mr. Goddard was pleased to report that Meghan Lightcap has been hired as the Planning Board Administrative Assistant.
2. Mr. Goddard shared his gratitude for an Employee Appreciation Lunch held at Town Hall for municipal employees.
3. Mr. Goddard attended a quarterly meeting of the Pioneer Valley Planning Commission as Southwick’s alternate member.

4. Mr. Goddard attended a meeting with Mr. Doherty and Southwick resident Diane Gale regarding a contemplated bylaw proposal from *Save Southwick* related to the establishment of a “major development” project definition and review process. He noted that an offshoot from this discussion may give rise to a discussion surrounding a contemplated moratorium on “major” projects. Mr. Goddard noted that the meeting also identified specific areas of overlap or conflict with existing bylaws.
5. Mr. Goddard reported that he fielded numerous inquiries related to a pre-existing nonconforming house and lot at 10 Second Street, mostly related to its current status and what mechanisms might need to be employed in order to re-establish it as a buildable lot.
6. Mr. Goddard met with Ken Eggleston, the owner of 141 Congamond Road, as a follow-up to a discussion held with the Planning Board regarding the impact of off-street parking requirements at that site related to leased and transient boat slips. Mr. Goddard researched bylaws in several communities, including South Hadley, to see if any relevant bylaws or ordinances could be identified. Mr. Goddard also posted on a Massachusetts Planner’s “listserv” to direct his inquiry to a peer community of professionals but did not receive a fruitful response.
7. Mr. Goddard participated in a conference call with DPW on the topic of Depot Square and permit/utility close-out matters, where consultant Robert Levesque walked through a punch list of items to be addressed and/or clarified on as-built plans.
8. Mr. Goddard spoke with Robert Hinkley of Westfield, a farmer, who indicated that he was a former partner with Tom Arnold for farm labor and an associated camp at property on College Highway. Mr. Hinkley is asking whether or not it would be permissible to split off the labor camp and associated buildings from the current on-site agricultural operations and continue its use as a farm labor camp. Mr. Goddard indicated that he was working with Town Staff to develop a response to this inquiry.
9. Mr. Goddard met with Connie Lu, a civil engineer working on a proposed solar array to be located off Hudson Drive on land of Tilcon, Inc. to review a site permitting path.
10. Mr. Goddard posed a question to the Board regarding short-term rentals as was received that day. It was his understanding that the Board had several initial discussions and Mr. Doherty confirmed that a subcommittee had been assembled but not convened to explore the matter.
11. Mr. Goddard reported that he attended a meeting of the Agricultural Commission the previous week as a follow-up to a request from former member Maryssa Cook-Obregon to help the Commission look at existing Town procedures and policies related to the APR program. Mr. Goddard noted that his coordination with Karl Stinehart, the Chief Administrative Officer, indicated that recent application comments received from the APR program were managed seamlessly, and Mr. Goddard agreed to be a conduit and help with any inquiries that the Commission might have related to this process.

PUBLIC COMMENTS: 7:05p.m.

[None]

DISCUSSION:Master Plan Advisory Committee

Mr. Doherty discussed the composition of the Master Plan Advisory Committee and set its first meeting for 7:00 PM on November 4, 2021. Mr. Doherty noted that the two members of the Planning Board on the Committee (Mr. Spina and Mr. Phelps), in addition to his *ex officio* role on the Committee, would comprise a quorum of the Planning Board and would require that the meeting be posted and held as a joint meeting between the two bodies. Mr. Doherty noted that the initial meetings would be focused on logistics.

APPOINTMENTS:

7:10 p.m. 125 Sheep Pasture Rd. Estate Lot Special Permit, Stormwater Mgmt. Permit
& Site Plan Approval Continued Public Hearing

The hearing was continued at the applicant's request per a letter received from Ryan Nelson of R. Levesque Associates, Inc., the applicant's representative. The Board observed that the applicant's matter before Conservation was still open.

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Mr. Sutton to continue the public hearing for 125 Sheep Pasture Road Estate Lot Special Permit, Stormwater Management Permit & Site Plan Approval to November 9, 2021 at 7:25 p.m.

The motion passed by majority vote.

DISCUSSION:Draft Citizen Petition for a Temporary Moratorium on "Major Development"

Mr. Doherty asked if the Board was inclined to explore this topic on behalf of the Diane Gale, a resident of Southwick and the designated representative of *Save Southwick*. Ms. Thornton asked if this would apply to projects currently permitted or in construction; Mr. Doherty indicated that it did not. Mr. Sutton expressed concern that this would have significant impacts to businesses and builders in town, acknowledging that he was not provided with enough time to read the draft document.

APPOINTMENTS:

7:20 p.m. Wireless Communications Services District Public Hearing

Mr. Doherty read the Notice of Public Hearing into record and reminded the Board of the Consultant bylaw that was recently passed which they could now utilize. Mr. Sutton reminded them about adding private properties of residents that wanted to be included. There was discussion about making a list of properties available for a tower in relation to the fall zone. Mr. Doherty recommended getting the some of the bylaws on this circulated to the Board. Mr. Doherty designated Mrs. Thornton as a Voting Member.

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Mr. Sutton to continue the public hearing for Wireless Communications Services District Public Hearing to November, 9 2021 at 8:00 p.m.

The motion passed by majority vote.

7: 25 p.m.	Noble Steed Crossing	Request to release building lot 16
from Covenant in lieu of Bond		

Jesse Saltmarsh has requested a release of Lot 16 from Covenant in lieu of Bond. Mr. Doherty read DPW comments that said they would the lot to be released but they have not completed a thorough evaluation of the work completed.

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Mr. Sutton to continue the discussion for Noble Steed Crossing to November, 9 2021 at 8:15 p.m.

The motion passed by majority vote

7:30 p.m. Review of Plans Not Requiring Approval under Subdivision Control Law

115 Fred Jackson Road: Mr. Goddard described the plan as familiar to the Board following recent Conservation and Estate Lot/Common Drive/Stormwater permitting efforts.

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Mr. Sutton to endorse the ANR for 115 Fred Jackson road.

The motion passed by majority vote

Lots 7 & 8, Mort Vining Road: Mr. Goddard explained the plans to the Board as creating additional frontage lots from parent acreage on Mort Vining Road. Mr. Sutton asked if DPW Director Randy Brown could take a look at the driveway.

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Mr. Spina to endorse the ANR for Lots 7 & 8, Mort Vining Road.

The motion passed by majority vote.

8:00 p.m. Routine Business

Being no further business to be brought before the board, a **MOTION** was made by Mr. Sutton and **SECONDED** by Mr. Spina to close the meeting at 8:24 p.m. The motion passed unanimously.

The Next Scheduled Meeting is November 9th, 2021.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant

Michael Doherty, Chair

Marcus Phelps, Vice Chair

Richard Utzinger

David Sutton

David Spina

Jessica Thornton, Associate

Electronic signatures have been affixed in accordance with M.G.L. c.110G and pursuant to the Board's electronic signature authorization vote of January 4, 2022.