



# Town of Southwick Planning Board MINUTES



**Tuesday, February 15, 2022**  
**7:00 PM (recorded)**  
**Town Hall Land Use Hearing Room**

## Written Minutes

*(Not verbatim - comments can be heard on recordings available at [www.southwickma.org](http://www.southwickma.org))*

**MEMBERS IN ATTENDANCE:** Michael Doherty, Chair  
Marcus Phelps, Vice Chair  
Richard Utzinger  
David Sutton  
David Spina  
Jessica Thornton, Associate  
Jon Goddard, Town Planner  
Meghan Lightcap, Secretary

## **ABSENT: None**

Also attending the meeting were approximately 5 members of the public and several people via Zoom.

The “hybrid” meeting of the Planning Board was scheduled for participation in-person and via Zoom 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 and asked if anyone else was recording the meeting.

## **TOWN PLANNER’S REPORT:** 7:00 p.m.

1. Mr. Goddard relayed that he had received a Request for Information from Mr. Jim Sullivan on behalf of the Ranch Estates Homeowner’s Association for documents and minutes around March of 2013 referring to statements made by Mr. Peter Pappas or Mr. Peter Clark on the projected completion of subdivision roadways.

2. Mr. Goddard relayed that he had received a Request for Information from Jesse Saltmarsh for 55 Hudson Drive, seeking any information available related to a landfill lease at that location.
3. Mr. Goddard noted that the Town had received notice of a proposed sale of property at 126 North Loomis Street; as the site is currently under a Chapter 61 reduced-tax program, the Town has an option to exercise its First Right of Refusal. The Planning Board noted that this property was not on its list of priority sites for acquisition and did not move to recommend purchase of this site.
4. Mr. Goddard invited Ryan Nelson from R. Levesque Associates, Inc. to provide a coordination update for 0, 772-774 College Highway, where the project proponent is adding an additional residential unit to the multi-use proposal. Mr. Nelson reported that the site plan was able to accommodate the necessary additional parking space discussed at the previous meeting and that the septic system does not need to change.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Sutton to make the finding that this is a de minimis change that can be reflected on the final as-built plan, assuming there is not a significant septic system change.

The motion passed unanimously.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger for 6 resident-only spots to be designated by signage.

The motion passed unanimously.

#### **PUBLIC COMMENTS: 7:05 p.m.**

No public comments were made.

#### **APPOINTMENTS:**

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7:10 p.m.	159 Berkshire Avenue	<i>Stormwater Management Permit Continued Public Hearing</i>
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Mr. Goddard received information from the representative Mr. Hale who asked for more time to prepare plans and calculations.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger to continue the public hearing for 159 Berkshire Avenue Stormwater Management Permit to March 1, 2022 at 7:30 p.m.

The motion passed unanimously.

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7:20 p.m.          Hudson Drive – Large-scale Solar Array          *Special Permit, Site Plan Approval,  
Stormwater Management Permit & Wellhead Protection District  
Continued Public Hearing*

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Tom Saunders presented the project as the Applicant's representative and shared that they had been approved at the last Conservation Commission meeting. He then introduced Connie Lu as the project engineer and invited her to share the project plans via Zoom. Mr. Saunders said that the project will not touch the right-of-way that the property shared with the Shaker Farms Country Club property and the landowner's (Tilcon) agreement with them will remain intact. He described the project build in detail and said the only changes to the original plan were the slats in the fencing and vegetative strips. Mr. Sutton asked if the batteries in the steel building had any issues with leaking and Mr. Saunders said no, they did not have leaking issues and there were periodic inspections done to the site. Mr. Phelps recommended they use concrete under the building in lieu of stone. Mr. Kotowicz asked them to show where the gate would go and asked if the gate on Hudson Dr. would be left alone; Mr. Saunders said no. Mr. Doherty said they would draft a decision and vote on it at the next hearing.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger to close the public hearing for Hudson Drive – Large-scale Solar Array Special Permit, Site Plan Approval, Stormwater Management Permit and Wellhead Protection District.

The motion passed unanimously.

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7:30 p.m.          370 North Loomis St.          *Stormwater Management Permit  
Continued Public Hearing*

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Mr. Doherty read the request from the applicant to withdraw the application without prejudice.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mrs. Thornton to accept the withdrawal of 370 North Loomis Street Stormwater Management Permit without prejudice.

The motion passed unanimously

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7:45 p.m.          141 Congamond Rd.          *Special Permit Amendment & Site Plan Approval  
Continued Public Hearing*

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Mr. Doherty read revised comments from DPW, Fire, Building, Lake Management Committee and the residents. Ryan Nelson of R. Levesque Associates, Inc. shared his screen to show changes to the plans and address previous questions that came up at the last meeting. He said they eliminated the 4<sup>th</sup> dock, incorporated 20-foot fingers on the docks to 46.5', re-graded the southerly parking expansion area, added proposed shrub plantings to help shield lights away from homes, added wheel stops, updated the parking count to 59 with a 95-person occupancy,

and added a truck loading area at the front of the parking lot line. Mr. Sutton asked about spacing on the middle docks and vegetation. Mr. Phelps suggested a wall as opposed to vegetation and considerable discussion was devoted to the topic of parking spaces and the privacy border. Mr. Phelps suggested that the applicant should make 20 slips for rental and 20 slips for transient boats. Mr. Brown said he did not think the parking should be located within 15 feet of any lot. Jennifer Tibbets of Beach Rd. said she is concerned about parking, noise and lake pollution. Derek Cabana of 5 Beach Rd. said he agrees with Ms. Tibbets' concerns.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger to continue the public hearing for 141 Congamond Rd. to March 1, 2022 at 7:45 p.m.

The motion passed unanimously

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8:00 p.m.	1 Hudson Drive	<i>Request to amend Special Permit Conditions</i> <i>Continued Public Hearing</i>
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The Board reviewed the draft decision to modify the existing permit and discussed the necessary changes.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger to close the hearing for 1 Hudson Drive and Mr. Doherty said they would vote on this at the next meeting.

The motion passed unanimously.

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Discussion: The Greens of Southwick-West Subdivision
<i>Developer's request to release Lots 15 &amp; 18 from Covenant</i> <i>in Lieu of Bond and make Lot 25 subject to said Covenant</i>

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Mr. Goddard read an email for the DPW Director, Randy Brown, noting that adequate security would be held in Lot 25 to cover the balance of infrastructure work remaining at the subdivision.

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger to allow this substitution.

The motion passed unanimously

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Review of Plans not subject to Approval under Subdivision Control Law:

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- 166 Fred Jackson Road

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Sutton to approve the ANR plan for 166 Fred Jackson Road.

The motion passed unanimously

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Routine Business

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- Informal Discussion - Draft “Major Development Review” Bylaw: The Board revisited the discussion on a contemplated bylaw, and there was also discussion on the specifics of a proposed screening process. Mr. Doherty said he would work on this for the next meeting so the Planning Board can hold a public hearing.
- Master Plan Advisory Committee update: Mr. Goddard said the Pioneer Valley Planning Commission awarded the Town of Southwick a District Local Technical Assistance Grant for Phase 2 for implementation work to be conducted later this year. PVPC also submitted an agreement for scope of services awaiting Select Board action.
- Short-Term Rental Subcommittee Update. Mr. Utzinger said that Mr. Brown had been elected Chairman and he had been elected Vice-Chairman.
- Follow-up: Student suggested bicycle rack bylaw. Mr. Doherty said they are doing one at the Town Hall and they are looking into using ARPA funds and he also wants to look into incorporating this into the Design Guidelines Handbook.
- Follow-up: Gregoire property access (off Lincoln Rd). Tabled

A **MOTION** was made by Mr. Phelps and **SECONDED** by Mr. Utzinger to approve the Meeting Minutes of December 7, 2021.

The motion passed by majority vote.

A **MOTION** was made by Ms. Thornton and **SECONDED** by Mr. Spina to approve the Meeting Minutes of December 21, 2021.

The motion passed by majority vote.

Being no further business to be brought before the board, a **MOTION** was made by Mr. Sutton and **SECONDED** by Mr. Phelps to close the meeting at 10:49 p.m.

The motion passed unanimously.

*The Next Scheduled Meeting is March 1st, 2022.*

Respectfully submitted,

Meghan Lightcap  
Secretary Planning Board

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Michael Doherty, Chair

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Marcus Phelps, Vice Chair

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Richard Utzinger

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David Sutton

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David Spina

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Jessica Thornton, Associate