



# Town of Southwick Planning Board

## MINUTES



**Tuesday, January 23, 2024**  
**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  
David Spina, Vice Chair  
Richard Utzinger  
David Sutton  
Jessica Thornton

**ABSENT:** None

**TOWN STAFF:** Jon Goddard, Town Planner  
Meghan Lightcap, Secretary

Also attending the meeting were approximately 2 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 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.**

- Mr. Goddard reminded Board members that a meeting would be held the following Monday with the Select Board to interview candidates for the Associate Member position.
- Mr. Goddard shared that a scope modification request for grant-supported work with PVPC was approved by the State and would be proceeding.
- Mr. Goddard shared that he had been coordinating with Town Counsel regarding planned warrant articles for the May Annual Town Meeting for the acceptance of Liquori Drive and Cody Lane.

- Mr. Goddard noted that Town Counsel was assisting on a number of matters, including revisions to the Short-Term Rental bylaw as advised by the Attorney General's office and anticipated revisions to the Wireless Telecommunications Facilities bylaw as it relates to municipal privileges for equipment placement.

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

No public comments were submitted.

**APPOINTMENTS:**

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7:10 p.m.	662 A College Highway (Map 65, Parcel 26 - Industrial Restricted Zone) Proposed Self-Storage Facility: Special Permit, Site Plan Approval, and Stormwater Management Permit
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*Continued Public Hearing*

Mr. Goddard read a letter from Applicant Jim Boyle, asking for a continuance of the hearing.

A **MOTION** was made by Mr. Spina and **SECONDED** by Mr. Utzinger to continue the public hearing for 662 A College Highway to February 6, 2024 at 7:10 pm.

The motion passed unanimously.

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7:45 p.m.	250 College Highway (Map 133, Parcel 14 – Residential 40 Zone) Proposed Renovation/Reconstruction of a Preexisting Nonconforming Multifamily Dwelling: Special Permit & Site Plan Approval Application
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*Continued Public Hearing*

Mr. Goddard read a letter from the applicants request for continuance.

A **MOTION** was made by Mr. Spina and **SECONDED** by Mr. Utzinger to continue the public hearing for 250 College Highway to February 6, 2024 at 7:20 pm.

The motion passed unanimously.

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8:00 p.m.	Planning Board Review & Discussion of the Southwick 2040 Master Plan Final Draft; Consideration of its Adoption
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*Continued Public Hearing*

Planning Board members reviewed the document and made changes as needed. They discussed changing the wording of a suggested Dark Sky bylaw or maybe even eliminating it.

Diane Gale of 5 Point Grove Road referred to the Beautification Committee as a suggested Lead Party and said the main function of the group would be to seek grants, organize events, and obtain incentives for existing businesses. She said the members could change that to state voluntary participation. Ms. Gale then referred the Board to the Special Permitting criteria already referencing the need for projects to provide low impact lighting schemes. She said it doesn't need to be a bylaw, perhaps just a recommendation from other commissions with voluntary incentives.

After the Board reviewed the document in great detail, they decided to vote on it at the next meeting once the changes had been finalized.

A **MOTION** was made by Mr. Spina and **SECONDED** by Mr. Utzinger to continue the public hearing for Planning Board Review & Discussion of the Southwick 2040 Master Plan Final Draft to February 6, 2024 at 7:30 p.m.

The motion passed unanimously.

### **DISCUSSION:**

- Potential Future Expansion of the Sodom Mountain Campground, 233 South Loomis Street & Legal Opinion Letter: This discussion item was postponed at the consultant's request to the next meeting.
- Housing Production Plan – Planning Board Vote to Approve Plan as Reviewed by EOHLIC: Mr. Doherty thanked Mr. Phelps for getting this finished. The members reviewed the document, asked questions, and requested an additional map. They said they would vote on it at the next meeting.
- Suggested Composition of Master Plan Advisory Committee & Related Matters – The members discussed having 5 members; 3 residents, a Planning Board and Select Board member. They also agreed to send a letter to the Select Board to have them authorize the establishment of a Master Plan Implementation Committee, initially as a subcommittee of the Planning Board. Marcus Phelps of 28 Depot Street said it would be helpful to have Planning Board ideas for the group for extra guidance.

A **MOTION** was made by Mr. Spina and **SECONDED** by Mr. Utzinger to send a letter to the Select Board for the formation of a Master Plan Implementation Subcommittee, with 3 resident members to be appointed by the Planning Board, a Select Board member to be nominated by the Select Board and a Planning Board member to be nominated by the Planning Board.

The motion passed unanimously.

**ROUTINE BUSINESS:**

- Planning Board Member Comments – None.
- Minutes Approval: January 9, 2024 – Will be voted on at the next meeting.

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 9:13 p.m.

The motion passed unanimously.

*The Next Scheduled Meeting is February 6, 2024.*

*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, as recorded at the Hampden County Registry of Deeds in Book 24401, Page 596.*

Michael Doherty, Chair	<u>/s/ Michael Doherty</u>
David Spina, Vice Chair	<u>/s/ David Spina</u>
Richard Utzinger	<u>/s/ Richard Utzinger</u>
David Sutton	<u>/s/ David Sutton</u>
Jessica Thornton	<u>/s/ Jessica Thornton</u>