



PLANNING BOARD

10 West State Street
Granby, MA 01033

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Website: www.granby-ma.gov

Members: Glen Sexton, Chair
Jim Trompke, Vice Chair
Robert Sheehan, Jr., Treasurer
Lillian Camus, Secretary
Jay Joyce, PVPC Representative

Others: Ed Chapdelaine
Raymond Simon
Steve Sapowsky

Absent:

Meeting: Monday, April 23, 2018

Location: One Library Lane, Upper Level, Granby, MA

Minutes

CALL TO ORDER: Glen Sexton called the meeting to order at 6:02 p.m.

Administrative Items

Approve Bills

Two invoices from PVPC. Invoice #2 in the amount of \$6,103.12 covering the period of October 1, 2017 through March 31, 2018, and final invoice #4 in the amount of \$830.46 covering the period of April 1, 2017 through June 30, 2017.

Motion was made by Jim Trompke and seconded by Robert Sheehan, Jr. approve PVPC invoice #2 in the amount of \$6,103.12, and invoice #4 in the amount of \$830.46. Motion carried 5 in favor, 0 opposed, 0 abstained.

Approve Minutes

Approval of April 9, 2018 Minutes

Glen Sexton asked if there were any changes to the April 9, 2018 minutes. Lillian Camus noted two changes. Change date of meeting from March 26 to April 9 and add a letter "d" to the word Board in the first paragraph on page 3.

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke approve the April 9, 2018 minutes as amended. Motion carried 5 in favor, 0 opposed, 0 abstained.

Munsing Estates Subdivision – PC Development

The Board reviewed a letter, dated April 17, 2018, from John P. DaCruz, Attorney representing PC Development, LLC. In the letter Mr. DaCruz requested “a general extension be granted for the submission of documents requested in the March 5th letter until such time as the revised plan has been filed and addressed by the Planning Commission.”

Robert Sheehan, Jr suggested the Board request Attorney DaCruz attend a Planning Board meeting and ask Larry Smith to attend the meeting as well. The Board agreed.

Lillian Camus will draft a letter and send to the Board for review.

Memo from Al Wishart, Marijuana Ad Hoc Committee

The Board reviewed a memo from Alan Wishart, Chair of the Marijuana Ad Hoc Committee requesting the Board “send at least one representative to a meeting that is planned for April 25, 2018 at 5:30 p.m. at the Town Hall building (10B West State Street). The purpose of the meeting will be to discuss the numerous issues related to the law and also to develop a coordinated and planned approach to resolve any concerns the change in the law may have for the Town.”

Jay Joyce and Robert Sheehan, Jr. expressed a desire to attend the April 25 meeting.

Raymond L. Brousseau – 59 Ferry Hill Road

Glen Sexton read a copy of a letter the Board received from Kathy Kelly-Regan noting the ZBA specified in its ruling that “Per by-law 3.102 no business, service or industry is conducted therefrom or therein.”

Jim Trompke noted a corral has been built, which is fine, but they have also added floodlights. There is some concern a business is being run at that location.

PVPC Contract

Glen Sexton reported he will be in contact with Larry Smith to request an update the addendum to the PVPC contract for additional money.

Payments to PVPC

Lillian Camus updated the Board on billing for specific projects and whether enough was billed to cover Larry Smith’s fees.

- 134 South Street – Dickinson Farms Large Scale Ground Mounted Solar Facility Special Permit – Invoice #18-01 dated 01/11/18 included \$1973.20 for Consultant Fees. Larry Smith’s e-mail dated 04/05/18 indicated his fees were \$1,973.20. An e-mail from Larry Smith dated 11/29/17 indicated his fee at that moment was \$1,973.20.
- 174 South Street – Large Scale Ground Mounted Solar Facility Special Permit – The project was withdrawn on 07/24/17 before the Planning Board could make a decision. Invoice #17-07 dated 12/11/17 did not include any consulting fees. Larry Smith’s e-mail dated 04/05/18 indicated his fees were \$893.70. The Board decided not to pursue charging Larry Smith’s fees

- Munsing Estates Definitive Subdivision Plan – Invoice #17-06-A dated 12/11/17 included \$2,534.85 for Consultant Charges. Larry Smith's e-mail dated 04/05/18 indicated his fees to date were \$3,304.40. The difference of \$769.55 will be included in future billings for this project.

New Business

Ed Chapdelaine - ANR

The Board reviewed an ANR presented by Ed Chapdelaine on behalf of Raymond Simon. The ANR concerns land owned by Irene Simon which is being split into four (4) lots. Most of the land of the lots are located in South Hadley. A portion of each lot is located in Granby.

Mr. Chapdelaine produced a mylar signed by the South Hadley Planning Board showing they have already endorsed plan.

The Board approved the ANR as presented.

Check #4264 received from Raymond Simon drawn on the Peoples Bank in the amount of \$500.00

6:25 p.m. - Sapowsky Farms – Discussion - Sign

Steve Sapowsky explained they are replacing signs that were already there. The signs are 4x8 feet. Mr. Sapowsky indicated they may want to add a smaller sign at the bottom to advertise their bakery.

The Board noted if the word “bakery” is included in the 4x8 sign there is no need for any special signatures or permits as the sign would remain within the bylaw limit.

Mr. Sapowsky indicated he would find a way to include the word “bakery” in the 4x8 foot sign.

6:31 p.m. - Kelly Bernier – Discussion – 181 West State Street

No discussion and Ms. Bernier did not attend the meeting.

Review of Potential Bylaw Changes

The Board reviewed the revised bylaws Lillian Camus created after the April 9 Board meeting.

Subdivision Bylaws

- Fee Schedule – Special Permit w/Site Plan Approval - **Jay Joyce reviewed Westfield's fees as the best to match Granby. The Board decided to break down projects with the following definitions of size and fees.**
 - **Small project - Zoned Residential - \$400 plus \$0.10/sq. ft.**
 - **Medium project - Business operates out of home or structure - \$800 plus \$0.10/sq. ft.**
 - **Large project – Business - \$1,200 plus \$0.10/sq. ft.**
- Add ability to charge consultant fees -
 - **Consultant Fees - Jay Joyce to ask Sue Westa to research if the Town of Granby may require the need of an escrow account before the project can begin.**

- Shrink Village Center Zone to improve business opportunities – to be reviewed at a later date
- Develop an exempt use section that permits exempt use by right but still requires site plan approval – to be reviewed at a later date
- 7.02 Roadway Designs, 8. Sidewalks – Add a new paragraph at beginning: Construct sidewalks to be in compliance with ADA requirements.
 - **Completed. See revised bylaw.**

Zoning Bylaws

- 6.29 - Changes, Alterations, Expansion – Additional change in bold below
 - Add Appeals after Expansion
 - Number the paragraph as 1.
 - Add a second paragraph as 2: Per Mass Law under Section D. (**Clarify what specific portion of MGL**) Notices and Certifications, paragraph 1. “Notice of the decision must be mailed forthwith, by the Special Permit Granting Authority, to the petitioner, parties in interest and to every person at a public hearing that requested a notice. The notice must specify that any appeal must be made pursuant to MGL, Chapter 40A, Section 17 and filed within 20 days after the date the notice was filed with the municipal clerk.”
- 5.4 – Single Family Dwelling on Estate Lot(s) **Completed – see revised bylaw**
 - 5.41 – Change to read, Two (2) estate lots may be adjacent to each other at the street line without Site Plan Approval. Additional estate lots up to a total of five (5) consecutive estate lots require Site Plan Approval.
- 5.2 – Performance Standards for Business, Industrial and Residential Uses (**Completed – see revised bylaw**)
 - Add before first paragraph - Business Estate Lots shall be permitted in the GB, Mixed Use and Industrial districts. They are subject to the dimensional and density regulations as stipulated in Section III, Table 2 – Table of Dimensional and Density Regulations, and in accordance with the additional requirements specified below.
 - (add business estate lots to table with same numbers, etc. as single family).
- 5.20 Purpose and Applicability – add the following (**New – change the word foot to feet in all cases here to be consistent**)
 - Two (2) estate lots may be adjacent to each other at the street line without Site Plan Approval. Additional estate lots up to a total of five (5) consecutive estate lots require Site Plan Approval.
 - The area of each estate lot, excluding the access strip, shall be a minimum of 80,000 square feet.
 - Any estate lot created must be held in common and contiguous ownership with the front access strip.
 - The estate lot(s) shall have a minimum street frontage of not less than forty (40) feet and an access width of not less than forty (40) feet from the front lot line to the principal structure.
 - The front width of the lot where the principal building is to be constructed shall be one hundred fifty (150) feet minimum and parallel to the street line. The forty (40) foot building set back line is to be measured from the point of the lot where the one hundred fifty (150) foot minimum has been satisfied.

- The access strip shall begin at the street line and end where the one hundred fifty (150) foot minimum width has been satisfied. Acceptable examples are shown as Illustrations Type 1-4 in Appendix A.
- **5.21 Lighting**
 - **Change the word “light” paragraph 2 to “lighting fixture”.**
- 5.57 Illumination
 - Add LED lights to the chart. Jay Joyce will research numbers for the Low and High Illumination Areas in the chart. **Jay still researching on the information for the chart.**

Lillian Camus will make the additional changes noted above in bold for the Board’s review at the next meeting.

Agenda Items for Next Meeting

Items for next meeting:

- Review of Potential Bylaw Changes
- Update from meeting with Marijuana Ad Hoc Committee
- Anything else that comes up before the next meeting

Old Business and Information

Discussion of Business Estate Lots

Duplexes

Sewer/Water Infrastructure

Westover Metropolitan District Commission (WMDC)

Review of Action Items

The Board reviewed the action items.

Open/New Action Items

Item	Responsible Party	Due Date
Draft letter to Attorney DaCruz for Board review	Lillian Camus	April 28, 2018
Request updated PVPC contract addendum for signature from Larry Smith	Glen Sexton	April 30, 2018
Contact Susan Westa regarding escrow account prior to the start of projects	Jay Joyce	May 14, 2018
Research LED wording for Bylaw chart	Jay Joyce	May 14, 2018
Make bylaw changes for review at next meeting	Lillian Camus	Ongoing
Purchase name plates for Planning Board meetings.	Glen Sexton	In Process
Review sample bylaws for Common Driveways, Flag Lots/Estate Lots and Driveway Standards	Planning Board	Ongoing
Create a spreadsheet for PVPC charges	Lillian Camus	Ongoing
Keep track of items to submit for town annual report	Lillian Camus	Ongoing

Completed Action Items

Item	Responsible Party	Due Date
Follow up with Chris Martin RE Planning Board Budget and Larry Smith Increase	Glen Sexton	Completed
Review 134 and 174 South Street Billings with Cathy Leonard	Lillian Camus	Completed

The next Planning Board meeting will be Monday, May 14, 2018 at 6 p.m. in the Carnegie Library.

Adjournment

Motion was made by Jay Joyce and seconded by Robert Sheehan, Jr. to adjourn at 8:32 p.m. Motion carried 5 approved, 0 opposed, 0 abstained

I, Lillian Camus, certify that these minutes are true and accurate minutes of the April 23, 2018 Planning Board meeting.

Respectfully submitted,

Lillian Camus
Secretary