



Town of Southwick

Planning Board

MINUTES



December 4, 2007

MEMBERS IN ATTENDANCE: Doug Moglin, Chairman
Roz Terry, Vice Chairman
Sam Santaniello
Cal Chunglo
Richard Utzinger, Associate

ABSENT: Bob Johnson

OTHER: Marcus Phelps, Town Planner

The regularly scheduled meeting of the Planning Board was called to order at 7:00 p.m. by Mrs. Terry

TOWN PLANNER'S REPORT: 7:00 p.m.

1. Contacted Atty. Buckley about submission of a letter on extending the continuation of the Public Hearing on the Southwick Inn and the Planning Board's intention to reschedule it to January 29. Letter received on November 30, 2007 from Atty. Buckley representing John Whalley agreeing to an extension of time. The Planning Board secretary sent letters to abutters notifying them of the December 4 hearing and intention to continue the hearing.
2. Met with Dick Grannells and PVPC staff to review draft Traffic Study reports for College Highway and Feeding Hills Road. The reports include detailed traffic counts and recommendations for improving traffic flow on College Highway, Depot St., and Feeding Hills Road.
3. Reviewed the Phase 2 Sewer System Expansion Study prepared in January 2005 by Tighe & Bond. Copies were made of Section 2, Phase 2 Expansion Areas, for Planning Board members to use.
4. Saw an announcement in the Westfield Evening News about a public meeting about the FY 2008 Community Development Strategy that will be held on December 10 at 7:10 PM during the Board of Selectmen's meeting. Currently, there is a six page document that describes Southwick's development strategy for 2007 to 2011.
5. Met with Dan and Nancy Kotowitz who own property adjacent to the Tilcon, Inc. Sand and Gravel pit located on Hudson Drive. They are looking into extending this earth excavation onto their property. An appointment has been scheduled on Dec. 11 to informally discuss this matter with the Planning Board.



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6. Received a memo from the Conservation Commission regarding the status of conservation restrictions that are associated with subdivisions. There is a concern that they are not being completed in a timely manner.

PUBLIC COMMENTS: 7:15 pm.

There were no public comments.

APPOINTMENTS:

7:15 p.m. - 568 College Highway – Site Plan Review

Pastor King, of Christ Lutheran Church, presented plans for a coffee shop on 568 College Highway. Mr. Phelps provided a memo to the Board indicating that a Special Permit was not required for the Coffee Shop since it is located in a Business Restricted (BR) zone. Mr. Phelps produced a large photograph of downtown Southwick provided by the Pioneer Valley Planning Commission. Pastor King said that the coffee house would be open to the church, child care and the public. The plan is to refurbish the upper part of the building. There will be no changes to lighting or parking. The coffee shop will be handicap accessible. A discussion followed concerning increase in traffic flow onto College Highway. The Church is considering a new traffic pattern for exiting their property.

A MOTION was made by Mrs. Terry and seconded by Mr. Chunglo to endorse the site plan review for the Coffee Shop on 568 College Highway. The vote was unanimous.

7:30 p.m. – 72 Mort Vining Rd – ANR

Art Pinell presented his plans to the Planning Board.

A MOTION was made by Mrs. Terry and seconded by Mr. Chunglo to approve the ANR for 72 Mort Vining Rd. The vote was unanimous.

7:40 p.m. - Status of the Conservation Restriction

Mrs. Terry asked if Conservation Restrictions property had to be on the plan before they were submitted. Mr. Moglin replied that it does not. Some Conservation Restriction have not been approved by the State. The Board members discussed a memo from the Conservation Commission regarding incomplete conservation restrictions for subdivisions. Mr. Moglin suggested that the next subdivision that comes that the Planning Board add an extra \$10,000 to the bond to insure completion of the Conservation Restrictions. The Conservation Commission has the power to enforce these Restrictions.

7:50 p.m. – Southwick Revitalization Report

Sam Santaniello reported on the activities of the Southwick Revitalization Committee. They are sponsoring a holiday decorating contest for the businesses community from Depot Street to Tannery Rd. The contest is underway. The committee members have been meeting with business leaders to encourage participation and to secure prizes for the winners. The winning categories are: Most Creative, Most Traditional and Best Overall. There will be some publicity for businesses that are participating in the contest or are working at improving their store front



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appearances. The Committee is also researching grant money for improved façades, tree planting and other revitalization projects. The Committee is working with Mass. Highway Department. The next committee meeting is scheduled for January 17th at 7 p.m.

8:00 p.m. - Continuation of Southwick Inn Hearing

Mr. Moglin recused himself from the meeting. Mrs. Terry chaired the Southwick Inn Hearing continuation. Mrs. Terry read the letter from Mr. Attorney Buckley requesting a continuation of the Public Hearing until January 29, 2008. Mr. Buckley said that this extension would allow more time for preparation of the three properties and the Special Permit applications required. He said that the completed applications would be filed shortly with changes of the boundary lines and revisions to the current application. The Public Hearing was continued to January 29, 2008 at 7:30 p.m.

ROUTINE BUSINESS:

8:15 p.m. Amberleaf Bond

Jeff Neece, DPW, requested that the Board release an additional \$48,121 of Amberleaf Bond funds. The remaining bond to be retained is \$34,000.

A MOTION was made by Mrs. Terry and seconded by Mr. Chunglo to approve the bond release of \$48,121. The vote was unanimous

8:30 p.m. Budget

Mr. Phelps informed the Planning Board that the Town of Southwick has requested that the budget be level funded. Mr. Phelps made a recommendation that the budget be rearranged by reducing the Professional fees from \$4,000 to \$3,500, increase supplies from \$550 to \$700, and increase publications from \$150 to \$500. At this time the Planning Board has used 14.6% of its annual budget. Mr. Moglin stated that historically the Planning Board has under spent its' budget. Mr. Moglin said we should take the budget down by \$1000. Mr. Phelps stated that the Planner expects to make more maps. At this time he is using the Conservation Commission GIS System computer and software. He also stated that the \$300 in professional memberships will probably be used. Legal ads and legal fees come out of the Town budget. Mr. Moglin proposed that the professional fees be reduced by \$1000 and leave the other changes as presented. This would reduce the total Planning Boards budget by \$500. Mr. Moglin and Mr. Phelps will be present the budget to the Board of Selectmen and the Finance Committee on February 9, 2008 at 10:45 a.m.



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Being no further business to be brought before the Board, **A MOTION** was made by Mr. Chunglo, **SECONDED** by Mr. Santaniello to adjourn at 8:40 p.m. Vote was unanimous.

Doug Moglin _____
Chairman

Roz Terry _____
Vice Chairman

Cal Chunglo _____

Sam Santaniello _____

Bob Johnson _____

Richard Utzinger _____
Associate

Respectfully submitted,

Ruth Preston
Recording Secretary