

PLANNING BOARD
TOWN OF WILBRAHAM
240 Springfield Street
Wilbraham, Massachusetts 01095

John McCloskey, Chair
John H. Luttrell Jr.
James Moore
Tracey Plantier
James Rooney
Bruce Williams, Associate



Michelle R. Buck, Planning Director
Heidi Burnham, Admin. Assistant

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MINUTES OF THE WILBRAHAM PLANNING BOARD
WEDNESDAY, SEPTEMBER 6, 2023

In attendance: John McCloskey, Chair
 John H. Luttrell Jr.
 James Moore
 Tracey Plantier
 James Rooney
 Bruce Williams, Associate

Staff: Michelle R. Buck, Planning Director
 John J. Walsh Jr, Building Inspector
 Heidi Burnham, Administrative Assistant

Board members Tracey Plantier and James Rooney attended via remote participation

Chair John McCloskey called the meeting to order at 5:30 PM and asked those assembled in the room to proudly join the Planning Board in the recitation of the Pledge of Allegiance.

1. **Citizens Open Forum**
 No citizens took advantage of the open forum opportunity.

2. **Building Inspector's Report**
 Building Inspector John Walsh was not in attendance at the meeting.

3. **Draft Decision – Special Permit (SP23-07)**
 To Exceed the Size Limitations in Sections 3.9.2.2 and 4.4.8 of the Wilbraham Zoning
 By-Law to Allow the Construction of a 1,500 Square Foot Accessory Building on
 Property owned by the Applicant, Marcel Verdon – 23 Pine Drive

Chair John McCloskey asked Planning Director Michelle Buck to provide feedback from the Zoning Board of Appeals (ZBA) site visit to 23 Pine Drive on August 31, 2023. Ms. Buck shared that the three members in attendance walked the site to see the location of the proposed accessory structure and witnessed that the rear part of the lot where the structure is proposed is heavily wooded. Mr. Verdon was asked to demonstrate the truck back-up alarm and members did not feel that the alarm was excessively loud.

Members of the Planning Board discussed the draft decision and determined that the size of the proposed accessory structure without the business is too large for the lot and the surrounding neighborhood and an alternate plan was needed in the event that the ZBA did not grant approval for the home occupation.

After further discussion the Board and Mr. Verdon came to an agreement that if the home occupation special permit is disapproved the maximum allowable size of the building shall be 1,200 square feet and the height would be 17 feet 6.5 inches in height. The 17 feet 6.5 inches in height may be increased by administrative approval if necessary.

MOTION (MOORE, LUTTRELL): I move that the Board grant Special Permit SP23-07, subject to conditions of approval contained in the draft Notice of Decision dated September 1, 2023 as modified at tonight's meeting. Approved by roll call vote (5-0).

4. **Draft Decision – Special Permit (SP23-08)**
To Allow Construction of an Addition to the Existing Residence to be Used as an Accessory Apartment on Property Owned by the Applicants, Francis & Carol Federico - 2 Merrill Road
Board members reviewed and unanimously approved the special permit decision as submitted.

MOTION (LUTTRELL, MOORE): I move that the Board grant Special Permit SP23-08, subject to conditions of approval contained in the draft Notice of Decision dated August 29, 2023. Approved by roll date (5-0).

5. **Draft Decision – Special Permit (SP23-09)**
Amendment to Special Permit Granted on March 15, 1988 (as amended through 5/2023). To Allow Modification of the Previously Approved Plan to Modify Parking Lot Lighting - Lia Toyota – 2145 Boston Road

Mr. McCloskey recapped that after several iterations Lia Toyota came back with the proposal to add light shields on all perimeter light fixtures to reduce light spillage on abutting properties and reduce the wattage of the bulbs on the fixtures. Lia agreed to the condition to dim the lighting by 30% after business hours and Board members were comfortable with the outcome of the proposal.

MOTION (MOORE, LUTTRELL): I move that the Board grant Special Permit SP23-09, subject to conditions of approval contained in the draft Notice of Decision dated August 30, 2023. Approved by roll call vote (5-0).

6. **Appt Michael Mazzuca, Economic Development Committee**
Michael Mazzuca, Economic Development Committee Chair and Jeffrey Smith, Vice-Chair appeared before the Board to formally introduce themselves and to share their committee's work and mission which is to increase the economic vitality of Wilbraham. Projects the Committee is working on include: town center parking and amenities such as benches and planters, funding for grant writer, zoning for additional business uses, and working with local Chambers of Commerce. The Committee wants to get the message out that Wilbraham is a great community; they are working on a marketing approach with a website to attract businesses to Wilbraham.

Mr. McCloskey thanked them both for reaching out and shared he feels it is good idea for Boards to network to help move the community forward.

7. **Planning Director's Report & Planning Board Updates**
A. Subdivision Regulation Amendment Project

Minutes from the last meeting were distributed to all Board members. The group is meeting again on Monday, expecting material on Friday or Monday and will get it out to the committee.

B. Miscellaneous Project Updates and Upcoming Business

Zoning By-Law amendment articles from the May 2023 town meeting were approved by Attorney General's office on August 29, 2023.

The Town has agreed to contract with a company called General Code to recodify both the town's General By-Laws and the Zoning By-Laws. General Code will look for inconsistencies between the two, create cross references and make them simpler to search online.

The pre-construction meeting for 285 Three Rivers Road was held this morning. They are finishing up their pre-construction requirements, tying up loose ends with Tonya Capparello, Director of Public Works on their stormwater permit. They will submit final paper copies of plans this week and hopefully get started in the next few weeks.

Next meeting is September 27th and there are no hearings scheduled; might be able to address fee regulations if there is time to work on them before the meeting.

8. **Other Business**

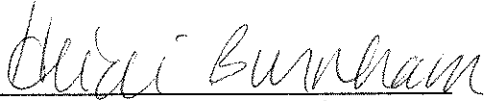
Reserved for Matters the Chair did not Reasonably Anticipate at the Time of Posting

Member James Rooney asked the Board for their feedback on cul-de-sac plantings before the next Subdivision Regulations meeting on Monday. Members felt feedback in regards to sustainability was needed from both Pioneer Valley Planning Commission (PVPC) and the tree warden.

Mr. McCloskey shared that he received an email from Kimberly Robinson (PVPC) about a Western MA solar forum being held by the University of MA each Tuesday in September. He attended the online session yesterday and provided the Board with an overview.

Having no further business, the meeting was adjourned by unanimous consent at 7:05 PM. The Board will reconvene at its next meeting on **Wednesday, September 27, 2023 at 5:30 PM.**

Submitted:

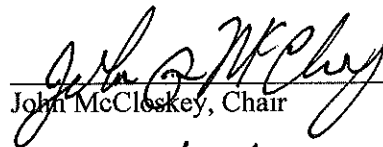


Heidi Burnham, Admin. Assistant

Date:

10/4/23

Approved As To Form And Content:



John McCloskey, Chair

Date:

11/8/23