



Deerfield Planning Board
8 Conway Street, South Deerfield MA 01373
August 15, 2022

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Planning Board was held on August 15, 2022 at 7:00 PM at the Municipal Offices, Main Meeting Room, 8 Conway Street, South Deerfield, MA, and virtually as recorded by FCAT.

1. Chair Analee Wulfkuhle opened the meeting at 7:02 PM.

2. Identify Board members in attendance

Members Present:

Virtual: Andrea Leibson, Ann-Mary Cloutier

In-person: Analee Wulfkuhle, Denise Mason, Kathy Sylvester, Kathy Watroba

Also Present: Robert Walden, Building Inspector; Jennifer Gannett, Assistant Town Administrator; Amy Hahn, Building Assistant; Ken Comia, Pioneer Valley Planning Commission

3. Review Minutes: 7/11/2 deferred

4. New Business: Tree House bridge and walkway

Presenters: Anthony Wonseski, SVE Associates and Mark Stadnicki, Designer

Overview of Phase 3-A: “recreational component” of construction (walking trails and pedestrian bridge)

- 3-A design has been approved by the Deerfield Conservation Commission

Discussion:

- Safety: walking/jogging, not bicycles
- Lighting: none of the trail nor the bridge are anticipated to be lit for evening use (to be noted in updated narrative)
- Pets, trash/recycling: monitored by Tree House staff
- No concerns/comments from Building Inspector

Motion by Denise Mason: attach minutes of this meeting to Phase II decision, noting Planning Board agreement with plans for walking trails and pedestrian bridge as outlined in Phase 3-A

- ***Attachments: Phase III-A Narrative (updated to include approximate length of walking trail), reports (Stream Crossing and Stormwater Management), and diagrammatic plans***
- ***Tree House will inform the Planning Board of any future projects that would alter the existing Site Plan as approved by the Planning Board***

Second: Kathy Sylvester

No further discussion by Planning Board

Roll Call Vote: 6 IN FAVOR - 0 OPPOSED – 0 ABSTAIN

5. Old Business

a. Planning Board Fees & Regulations: Andrea Leibson

Overview : Stormwater permit fee should be included in the updated Fees & Regulations schedule

- Current fee: \$100
- Recommended fee: \$150, which is more reflective of staff time

Discussion:

- Stormwater applications often are combined with other applications. We don't want to be burdensome for the applicant while still covering staff time
- Agreed: increase the Stormwater permit fee to \$150
- Agreed: Public Hearing 9/12/2022 on updated Fees & Regulations

b. Priorities: FRCOG Planning Assistance

Overview : Review of Planning Board initiatives as discussed at previous meetings, with emphasis on possible assistance from Franklin Regional Council of Governments/FRCOG

Discussion:

- Agreed: Updating our 2000 Master Plan and reviewing zoning bylaws (Chapter 179) for inconsistencies, redundancies, etc. are foundational to further Planning Board initiatives
- Agreed: Chair discuss with Peggy Sloan, FRCOG Planning, what is involved with both of these projects

c. Accessory Apartment Update: Kathy Sylvester, Workgroup Chair

Considerations of maximum size of accessory apartment:

(1)_Current draft (as agreed-upon by Workgroup): 900 sq. ft. With this size, the entire bylaw would need to be passed by 2/3 majority at Town Meeting. OR

(2)_MA guidelines: "size limited to no larger ... than half the floor area of the principal dwelling or 900 sq. ft, whichever is smaller." With this size, the entire bylaw could be passed by a simple majority at Town Meeting.

Discussion:

- Option #2 could mean a 600 sq. ft. accessory apartment for a 1200 sq. ft. principal dwelling
- Agreed: Option #2 is too small

Considerations of rental options:

- Workgroup agreement: only one unit may be rented (owner-occupied clause removed)
- Planning Board: concurred

Miscellaneous considerations:

- Do we want to try to get more resident input for this bylaw? Survey? Questionnaire at the Transfer Station?

Agreement:

- Present the bylaw at Annual Town Meeting in spring 2023 rather than Special Town Meeting in October 2022

d. Contract for consulting services from Chris Curtis

Motion by Kathy Sylvester: Extend the contract to continue work on the Accessory Apartment bylaw not to exceed \$495

Second: Denise Mason

No further discussion by Planning Board

Roll Call Vote: 6 IN FAVOR - 0 OPPOSED – 0 ABSTAIN

6. Other Business Not Anticipated: Snowberry Court stormwater management (disagreement between some homeowners and the builder re: if the stormwater plan as approved by the Planning Board was followed sufficiently)

Motion by Denise Mason: Planning Board engage a peer review engineer to review the Snowberry Court stormwater engineering at a cost of approximately \$1,000.

Second: Kathy Watroba

Discussion: This is being expended by the Planning Board, rather than the developer, since a bond never was collected to cover expenses such as these.

Roll Call Vote: 5 IN FAVOR (A. Leibson, A-M Cloutier, D. Mason, K. Sylvester, K Watroba - 0 OPPOSED – 1 ABSTAIN (A. Wulfkuhle, abutter)

7. Public Comments: none

8. Reports:

- Connecting Community Initiative/CCI: Jim McGovern is supportive of seeking additional money for the Town Campus plans
- Open Space: continues to condense the Open Space & Recreation survey results

- Peggy Sloan, FRCOG, has recommended (Best Management Practices) that Planning Board, Conservation Commission, and Zoning Board of Appeals members keep informed of each other's activities, especially through attending meetings (or listening to meeting recordings)

9. Review Mail

10. Next meetings: 9/12; 10/3; 11/7; 12/5 ^{SEP}

11. Adjourn meeting

Motion to adjourn: Kathy Sylvester

Second: Kathy Watroba

No further discussion

Roll Call Vote: 6 IN FAVOR - 0 OPPOSED – 0 ABSTAIN

Meeting adjourned: 9:02 PM

Respectfully Submitted,

Analee Wulfkuhle, Chair