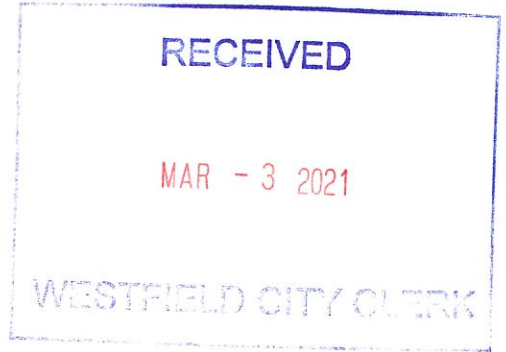




# City of Westfield

## PLANNING BOARD

William Carellas, Chair  
Cheryl Crowe, Vice Chair  
Robert Goyette  
Jane Magarian  
Philip McEwan  
Raymond St. Hilaire  
John Bowen  
Bernard Puza, Associate  
Richard Salois, Associate



February 2, 2021

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Westfield Planning Board was conducted via remote participation. Specific information could be found on the City website at [www.cityofwestfield.org](http://www.cityofwestfield.org). For this meeting, members of the public who wished to listen to the meeting were advised to do so by tuning into Channel 15 or Channel 12 or online at [westfieldtv.org](http://westfieldtv.org) or online at [Youtube.com](https://www.youtube.com) - Westfield Community Programming Channel. No in-person attendance of members of the public was possible*

**PB MEMBER PARTICIPANTS**  
 **MEMBERS ABSENT**

### STAFF

- William Carellas, Chair
- Cheryl Crowe, Vice-Chair
- Robert Goyette, Jr.
- Jane Magarian
- Philip McEwan
- Raymond St. Hilaire
- John Bowen
- Bernard Puza (Associate)
- Richard Salois (Associate)

- Jay Vinskey, Principal Planner
- Christine Fedora, Secretary

#### A. Call to Order. Roll Call attendance:

William Carellas	-	present
Cheryl Crowe	-	present
Robert Goyette	-	absent
Jane Magarian	-	present
Raymond St. Hilaire	-	present
John Bowen	-	present
Bernard Puza	-	present
Richard Salois	-	present
Richard Salois	-	present
Philip McEwan	-	present

#### B. Review and approval of previous minutes

Member Crowe MOTIONED, seconded by Member Carellas to approve the minutes of January 5 and 19, 2021.

By Roll Call vote:

William Carellas	-	yes
Cheryl Crowe	-	yes
John Bowen	-	yes
Jane Magarian	-	yes
Philip McEwan	-	yes
Ray St. Hilaire	-	yes
Bernie Puza	-	yes
Richard Salois	-	yes

C. Review of plans not requiring approval under Subdivision Control Law  
None

D. Public Hearings (and possible deliberation and decision)

Chair Carellas read the instructions for public participation.

- Tara Satkowski for a Special Permit per Zoning Ord. Sec. 5-100.2 to allow for a home-based baked goods business at 26 Laflin St., zoned Residence A

Tara Satkowski stated she is applying for a Special Permit to start her own waffle company from her house until she gets herself established. At that point she would like to get a food truck. The business would not be every day probably Saturdays and Sundays and possibly Wednesdays. Ms. Satkowski said she would like a window for hours of operation between 8 and 1. Just waffles.

Member Salois asked if she would start at her house and then move to a food truck? Ms. Satkowski replied she wanted to start out with the food truck but COVID it made it challenging, this way the customers can come to her house and pick up the waffles. Member Salois inquired as to how long before she would be getting a food truck. Ms. Satkowski replied she was hoping about a year. Member Salois asked if she would still run the business from her house. Ms. Satkowski replied probably not.

Member Magarian asked if she had any idea how many people would be coming between the hours of 8-1. Ms. Satkowski said she wasn't sure but thought someone had told her there is a limit of 15 customers, she was not sure if that was 15 customers per day she further added she could alter her hours to fit within the parameters of what the rules say, she would be focusing more on e-commerce.

Member Magarian asked if there would be any signage on the lawn and if there would be any consumption on site? Ms. Satkowski replied there would be no signage and no consumption on site.

Member St. Hilaire asked if she would be considering delivery. Ms. Satkowski replied the Middle School is next door maybe they could go to the parking lot and deliver that way.

Chair Carellas asked if there were any questions of additions from the public. Three being none the Board reviewed the draft decision:

*DRAFT Conditions*

1. *This Special Permit is non-transferrable and shall expire upon the sale/transfer of the property (unless the listed Applicant, as principal practitioner, continues to reside on the premises).*
2. *The Planning Board, and/or their designee, reserves the right to inspect the premises through the first year of the use of this Special Permit.*
3. *No associated signage is permitted.*
4. *Hours of operation (customer pick-up times) are limited to between \_\_\_\_ and \_\_\_\_.*
5. *This approval is limited to preparing/distributing pre-ordered baked goods; it shall not be construed to allow operation of a restaurant-type use.*

**DRAFT Findings**

*(1) the specific site is an appropriate location for a home-based bakery businesses as described; (2) the use will not adversely affect the adjacent residential neighborhood; (3) adequate and appropriate facilities will be provided for the proper continued operation of the principally residential use; (4) the plan, as approved, conforms to all other rules and regulations.*

The Board briefly discussed the hours of operation and felt they don't need to be as restrictive as the applicant's request. Members Magarian suggested 7 am start time. Member Bowen felt 7 days a week from 7:00 – 1:00 that way the applicant does not have to come back if the previous hours were too restrictive. Ms. Satkowski thought that was really good perspective and appreciated the Board's suggestion.

Chair Carellas declared the hearing closed.

Member Crowe MOTIONED, seconded by Member Puza to approve the Special Permit Application with conditions as presented and amended to allow 7 days a week from 7:00- 1:00.

By Roll Call vote:

Jane Magarian	-	yes
Philip McEwan	-	yes
John Bowen	-	yes
William Carellas	-	yes
Ray St. Hilaire	-	yes
Bernie Puza	-	yes
Cheryl Crowe	-	yes

Associate Salois was also in favor though his vote was not needed.

Chair Carellas explained to the Applicant: There is a 20 day appeal process which begins after the filing of the decision with the City Clerk, after the appeal period has passed a certified copy of the decision must be received from the City Clerk's office, once that is certified the decision must be filed at the Registry of Deeds. You cannot operate until the appeal process has passed and the decision has been recorded and must abide by the term of the special permit. These instructions will also be mailed.

**E. Other Business**

- Discussion as to processes and possible improvements and amendments relative to enforcement of zoning/permit conditions

Member Magarian stated she liked the instruction sheet that was e-mailed to them; she thought that failure to follow the conditions of the special permit could result in the special permit being revoked she felt his should be spelled out more.

Chair Carellas stated that Planner Vinskey and he had worked on the wording for what he read, he noted that the wording was scaled down for Tara's permit, it can be tailored to different situations.

Bill read the full instructions; he also liked Cheryl's idea of a signature. Planner Vinskey noted decisions and instructions are sent out certified, receipt returned.

Chair Carellas also noted he liked Springfield's wording. Member Salois felt it should be included in the zoning ordinance, even if redundant to existing provisions.

Chair Carellas and Member Magarian agreed. Planner Vinskey said he would draft something up for the next meeting for an amendment. Planner Vinskey noted the Board has a standard condition to revoke a permit; it could also be written in the ordinance. Also, extending the 2 year limit on Special Permits to 3 years could be included.

Member Magarian inquired if there is any advantage or disadvantage to changing the term from 2 years to 3 years on the special permits? Planner Vinskey did not feel there are any disadvantages, he further noted getting financing is taking longer and getting projects moving is also taking longer.

#### F. Announcements/Future Items

Member Salois asked if anyone was reworking the sign ordinance. Planner Vinskey stated no one wants to touch it. The Board did not wish to pursue it.

Member Salois felt letters should be sent to applicants who have special permits that are in not closed out/out of compliance. Member Magarian agreed she felt the Board should let the people know they have not done what they were supposed to do. Planner Vinskey stated he would put it on the Board's agenda. Chair Carellas stated to take off everything on the list that has not yet started/recent.

The meeting was adjourned at 7:36.