

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING
MEETING MINUTES OF APRIL 5, 2021
As Approved**

Present: Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Melissa O'Brien, Member; Nate Therien, Member; Michael Adelman, Associate Member; Richard Harris, Director of Planning and Conservation; Anne Capra, Conservation Administrator/Planner; and Colleen Canning, Senior Clerk Planning and Conservation Department

Chair Hutchison called the meeting to order at 6:00 PM and reviewed the virtual meeting protocols.

Agenda Item #1 --- Public Comment Period

No requests were received to address the Board during the comment period.

Agenda Item #2 --- Minutes

Draft minutes of the March 4, 2021 Special Meeting; March 18, 2021 Special Meeting; and March 22, 2021 Regular Meeting were sent to the Board for review. Edits were received and incorporated into revised drafts which were sent to the Board prior to the meeting.

Motion: Member O'Brien moved to approve the draft special meeting minutes of March 4 March 18 and approve the draft regular meeting minutes of March 22. Clerk Brown seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #3 --- Correspondence

The list of correspondences was sent to the Board and was included in the agenda background materials. A list of additional correspondences was sent to the Board prior to the meeting.

Agenda Item #4 --- Deferral/Continuation of Scheduled Public Hearing: Zoning Map Amendment Request for the property at the south side of Granby Road (aka Route 202) and east side of Willimansett Street (aka Route 33) and known as 280 and 286 Granby Road

Richard Harris explained that the applicant seeking the zoning map amendment identified additional abutting parcels which they wished to be included within the amendment request. To allow for all parcels to be considered during the same hearing, the applicant requested the scheduled hearing be continued/deferred to the Board's April 26, 2021 meeting.

Motion: Vice-Chair Mulvaney moved to continue/defer the public hearing to consider zoning map amendments for the property known as 280 and 286 Granby Road to April 26, 2021 at 7:00 PM. Member Therien seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #5 --- Review and Discussion: Draft Master Plan Update

The Board picked up review of the draft Master Plan at *Chapter 6- Implementation Plan* (beginning on pg. 64).

On page 65, the term ‘should be’ could be added to a sentence in the right column so the sentence would read ‘...and *should be* integrated into the municipal budget process....’ Relating to that same paragraph, it was recommended that that greater clarity of authority could be defined. For instance, rather than referring to the ‘Town’ the draft could refer to ‘Town Administration’ as that was the entity tasked with municipal budgeting.

The Board reviewed the bulleted ‘summary of action strategy’ (pg. 67) for *Goal 1: A Thriving Community*. Under the third bullet in the right column, the term ‘subarea’ was questioned and members identified that the term should be hyphenated.

The Board discussed the ‘action strategy’ which defined the desire to attract business and job growth in Town. Some members recalled an earlier conversation in which the strategy would be given lesser consideration than others as the Town’s capacity to foster such growth was unclear. However, other members identified that the strategy sought to provide more diverse opportunities for both business and job seekers. Members considered ranking the strategies in importance but upon further discussion it was decided against as the existing layout would prevent actions from being duplicated as was seen in the 2010 Plan. A redundancy was noted in the reading of the Plan as the summary of action strategies appeared to just restate the objectives. Additionally, this was complicated by how easily the terms could be interchanged (action strategy vs action). Eliminating the ‘summary of action strategy’ or replacing it with a simple paragraph received support from multiple members.

The Board continued by reviewing the objectives for Goal 1 (pg. 67-68).

Objective 1-1: Member Therien stated that he was unable to find actions within the plan that directly supported this objective. However, he supported the objective. Clerk Brown identified a vagueness in the metric evaluation with this item as well as *Objective 1-2* which was somewhat related. Chair Hutchison recommended that ‘expansion of nonresidential tax base’ could be a metric applied to objective 1-1 or 1-2. The Board considered the need for current data to create benchmarks for progress. However, the difficulty to collect that data was acknowledged. The Board considered if objectives 1-1 and 1-2 could/should be combined.

Objective 1-3: Clerk Brown recommended that the term ‘typology’ within the metric be replaced. Richard Harris identified that term referred to the type of residence (apartment, single family, duplex).

Objective 1-4: Member O’Brien recommended that ADA accessible improvements could be included as a metric.

Objective 1-5: Associate Member Adelman asked which entity was responsible for the item. Anne Capra clarified that responsible entities were assigned to actions not objectives

Chair Hutchison directed the Board to jump to review of the actions for Goal 1 (starting on page 68) and noted the Board could return to review of the objectives later on.

Action G1-1: Clerk Brown stated the word ‘simple’ could be removed from the action and recommended that the word ‘wayfinding’ could be replaced. Other members preferred to keep the term ‘wayfinding’.

Action G1-2: The Board identified that the metric would be difficult to track. Member Therien recommended that the term ‘evaluation metric’ could be changed to ‘suggested evaluation metric’. Chair Hutchison questioned if metrics were needed for all items and considered if the metric column was needed at all. Members and staff acknowledged that the amount of data needed to be compiled for metric evaluation was not feasible.

Action G1-3: Member Therien identified that the action could be broken up into two separate actions (mapping and providing access). It was identified that the last phrase could be removed as it was considered separately under Action G1-4. As there was confusion with the wording ‘long-range mapping’, it was recommended that the phrasing be altered to explicitly relate to physical distance. Members supported adding a note to support regional connections under this action.

Action G1-4: The Board identified confusion as to who was the responsible entity. It was recommended that the word ‘Town’ could be removed to explicitly show that the Planning Department was the responsible entity – not the Board.

As there was a scheduled public hearing, Chair Hutchison paused the Board’s review of the draft Master Plan noting the review could begin again after the hearing.

Chair Hutchison called the meeting into recess at 7:40 PM.

Chair Hutchison called the meeting back into order at 7:48 PM.

Agenda Item #6 --- Scheduled Public Hearing: Proposed Repeal and Replace of the Town’s Stormwater Management Bylaw (Chapter 200 of the Town’s Code)

Chair Hutchison called the public hearing into order at 7:49 PM (See public hearing minutes)

The regular meeting reconvened at 8:24 PM.

Agenda Item #7 --- Consideration and Decision: Proposed Repeal and Replace of the Town’s Stormwater Management Bylaw (Chapter 200 of the Town’s Code)

Clerk Brown asked if further spelling or grammatical corrections could be incorporated if identified after the Board voted to support the bylaw revisions. Richard Harris responded that grammatical edits could be included in the Board's report prior to Town Meeting.

Motion: Member O'Brien moved to support the proposed repeal and replacement of the Town's Stormwater Management Bylaw. Vice-Chair Mulavney seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #8 --- Planning and Conservation Department Report

Richard Harris explained the following items:

- Illuminated sign requests – Two illuminated sign requests were received and anticipated to be considered at the Board's next regular meeting.
- New Rocky's Hardware Store – Applications for Site Plan Review and Stormwater management permit were received for new commercial construction at 501 Newton Street. The public hearing to consider the applications would held during the Board's regular meeting on April 26.
- Skinnerwoods Flexible Development –The project consultant was working on submitting a Form H Plan for the Board to consider.
- McKinney Ave Duplex – An expression of interest was received for duplex development at McKinley Ave. Special Permitting would be required and the Board could anticipate a hearing on the matter in May.
- Zoning Map Amendments Requests – The Board voted to continue/defer the hearing to consider map amendments for the properties at 280 and 286 Granby Road to April 26.
- Hangar Pub and Grill- The restaurant was interested in constructing an outdoor deck with a dining area. The Board could anticipate considering a waiver from site plan review for the work at their next regular meeting.

Agenda Item #9 --- Other New Business

There was no new business to discuss.

Agenda Item #5 --- Review and Discussion: Draft Master Plan Update

The Board resumed its review of the draft Master Plan at Goal 1-4 within the implementation plan (beginning on page 68)

Action G1-4: As was discussed earlier, the language was confusing as it did not clearly identify if it was a department lead or the board was the lead. The language needed to be altered to more explicitly show who the responsible entity was

Action G1-5: It was identified that the term 'regular funding' was confusing as the intention was to receive financial support through the general fund appropriation. However, grant funding and donations would be sought. General terms benefited the document as it allowed for flexibility in possibilities.

Action G1-6: There was confusion as to how the action would be achieved. In response, it was stated that it had not yet been determined. The Master Plan was intended to be community draft and over specificity was not always a benefit.

Action G1-7: Anne Capra recommended that the priority should be changed to long term as it was a large undertaking.

Action G1-8: It was recommended that the action be rewritten and incorporate language to 'allow seniors to age in place'. It was observed that there was overlap between this action and Action G1-20. As the action had so many components, it could be broken up into different action items.

Reminders for things to circle back to and/or carry forwarded.

- Consideration for the removal of 'summary of action strategy' or replacement with a simple paragraph.
- Develop recommended actions to support Objective 1-1/Objective 1-2 **and** consider if the two objectives could/should be combined.
- Reevaluation of metric evaluation ('suggested' metrics, removal, only a few overarching metrics).
- Remove the last phrase under Action G1-3 as it is addressed under Action G1-4.
- Change the term 'long range' under Action G1-3 to more clearly denote distance and add reference to supporting regional connections.
- Consider language within G1-4 to more clearly identify the responsible entity – It currently reflected the Planning Department but could also reflect the board.
- The priority for Action G1-7 should be changed to 'long term'.
- Action G1-8 should be rewritten and include language for 'advocacy for programs and services which allow seniors to age in place'.
- The Board did not review Objective 1-6 and 1-7.

Agenda Item #10--- Adjourn

As there was no additional new business to discuss, Chair Hutchison asked for a motion to adjourn.

Motion: Clerk Brown moved to adjourn the meeting. Member Therien seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

The meeting adjourned at 9:05 PM

Respectfully Submitted,
As Approved
Colleen Canning, Senior Clerk, Planning and Conservation Department

Appendix

Document	Document Location
No Q&A comments received	---
Draft Master Plan	Planning Files
Draft Updated Annotated Stormwater Bylaw	Planning Files

SOUTH HADLEY PLANNING BOARD VIRTUAL PUBLIC HEARING:

Proposed Repeal and Replace of the Town's Stormwater Management Bylaw (Chapter 200 of the Town's Code)

MINUTES APRIL 5, 2021 As Approved

Present: Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Melissa O'Brien; Member; Nate Therien, Member; Michael Adelman, Associate Member; Richard Harris, Director of Planning and Conservation; Anne Capra, Conservation Administrator/Planner; and Colleen Canning, Senior Clerk Planning and Conservation Department

Chair Hutchison called the public hearing continuance to order at 7:49 PM and reviewed the protocols for the virtual hearing.

Clerk Brown read the public meeting notice as follows:

Pursuant to the provisions of the South Hadley General By-Laws and the Governor's Executive Orders pertaining to public gatherings during the COVID 19 State of Emergency, will hold a virtual public hearing on Monday, April 5, 2021 at 7:45 p.m. to discuss a proposed amendment to the Town's General Bylaws to repeal Chapter 200 (Stormwater Management Bylaw) in its entirety as presently written and replace said Chapter 200 with a new Stormwater Management Bylaw to bring the Town's bylaws in compliance with the requirements of the 2016 Massachusetts Small MS4 General Permit for the control of stormwater runoff and illicit connections and discharges from new and redevelopment projects.. The public hearing will be conducted virtually/online using the Zoom Webinar platform and persons may join the meeting by either joining Zoom Webinar or by phone. At present, the log in information is as follows:

URL to join:

<https://us02web.zoom.us/j/81613481196?pwd=bDkxQzBYUJ4TG1SYWFiNGpRLlVlQT09> Or

join by phone: US: +1 301 715 8592

Webinar ID: 816 1348 1196 Passcode: 823695

However, interested persons should review the agenda for the meeting which will be posted on the Town's website no later than Thursday April 1, 2021 for any updated log in information for the meeting.

The complete materials (including text and maps, if any) relative to the proposed new Stormwater Management Bylaw are available are on file in the Planning & Conservation Department Office (Room U6) in Town Hall. The annotated draft of the proposed new Stormwater Management Bylaw is also posted on the Planning & Conservation Department Page of the Town's website www.southhadleyma.gov in a Section titled "Proposed Bylaw Amendments" in a subsection titled "General Bylaw Amendments". Any person interested in, or wishing to be heard regarding, this request should appear/join the hearing at the time and in the manner designated.

*Joanna Brown, Clerk
South Hadley Planning Board*

Publication: Friday, March 12, 2021

Friday, March 19, 2021

Anne Capra opened the discussion with background information. As the Board was aware, the town retained a consultant to help update the Stormwater Management Bylaw. The consultant attended two previous planning board meetings to review drafted updates with the Board. An annotated draft was included within the meeting's agenda background materials. The updates were necessary to conform to the standards under *Municipal Separate Storm Sewer System* (MS4). The revisions included reference to updated rainfall data, considerations for low impact development and the prohibition of illicit connections. The draft had been reviewed by the Department of Public Works.

Chair Hutchison inquired where the new mandates were generated. Anne Capra explained that the updates were required at a federal level. Using the 2010 census, South Hadley was identified as an 'urbanized' area which informed the standards required under MS4.

Richard Harris noted that the bylaw update was funded through the Municipal Vulnerability Preparedness (MVP) action grant. As was included in the scope of work, the engineering consultant would also generate a report showing where future updates could be considered across all the bylaws and regulations applicable to the Planning Board

Clerk Brown stated that under section C-7 the language stated, '...maintain or reduce to the extent feasible'. She inquired why the language needed to include '...to the extent feasible'. Richard Harris clarified that this language was relayed in the bylaw's 'purpose' and was not a standard. This was done as certain projects, such as redevelopment projects, would not be able to achieve zero net increase.

Clerk Brown noted spelling and grammatical errors under Article 2 and on page 6.

Clerk Brown stated that the threshold to trigger a Stormwater management permit would remain at one acre. She inquired if the threshold should be lowered. Chair Hutchison stated that lowering the threshold could negatively impact residential homeowners as the cost of preparing an engineering report could be high. He advised that changes to the zoning bylaws could be used to manage undesirable stormwater scenarios.

Clerk Brown inquired about the soil modeling standards outlined in page 14. The language in the draft update indicated that the 'Frimpter method' could be used when appropriate. She inquired if inclusion of this item was necessary. Anne Capra responded that the proposed edit was included by the consulting engineer who drafted the update.

Chair Hutchison asked if amendments to the zoning bylaw or subdivision regulations would be required to conform to the Stormwater bylaw update. Richard Harris stated that the consultant would be assessing the Town's bylaws and regulations to see how low impact development was encouraged or discouraged. The Board could use this assessment when considering future regulatory updates. Separately, staff participated in regional discussions regarding updates to subdivision regulations

No public comments were received during the hearing.

Motion: Member Therien moved to close the hearing. Member O'Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

The regular meeting reconvened at 8:24 PM. (See regular meeting minutes)

Respectfully Submitted,
As Approved
Colleen Canning, Senior Clerk, Planning and Conservation Department

Appendix

Document	Document Location
No Q&A comments	--
Annotated Draft Update	Planning Documents