

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING  
MEETING MINUTES OF JUNE 13, 2022**

**Present:** Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Michael Davis, Member; Michael Adelman, Associate Member; and Anne Capra, Director of Planning and Conservation; Colleen Canning, Planning/Conservation Coordinator

Chair Hutchison called the meeting to order at 6:31 PM and reviewed the virtual meeting protocols.

**Agenda Item #1 --- Open Comment Period**

No members of the public spoke during the open comment period.

**Agenda Item #2 --- Minutes**

Draft minutes of the May 9, 2022 regular meeting; the May 23, 2022 regular meeting; and the May 23, 2022 public hearing were sent to the Board for review.

**Motion:** Vice-Chair Mulvaney moved to approve the May 9, 2022 regular meeting; the May 23, 2022 regular meeting; and the May 23, 2022 public hearing minutes. Member Davis seconded the motion. Four (4) out of four (4) members present voted in favor of the motion through roll call vote.

**Agenda Item #3 – Correspondence**

The list of correspondence was sent to the Board. Any additional correspondence had been emailed to members directly.

**Agenda Item #4 --- Public Hearing to consider re-adoption of Minor Site Plan Review rules & regulations and to consider amendments to General and Permitting (Site Plan Review, Special Permit, and Subdivision) rules and regulations**

Chair Hutchison called the public hearing to order at 6:35 PM (see public hearing minutes)

The regular meeting reconvened at 7:11 PM.

**Agenda Item #5 --- Review of drafted special conditions for Special Permit and Stormwater Management Permit to be issued to E Ink Corporation for industrial redevelopment at 7 Gaylord Street (Map 18, Parcel 86)**

Approval had been granted to E Ink for a Special Permit and Stormwater Management Permit at the Board's last meeting. As that meeting ran late into the night, the Board decided to defer review and approval of the special conditions tied to the project until the next meeting.

Director Capra prepared a draft of special conditions which were reviewed by Town Counsel and the Planning Board Chair and Vice-Chair. Member Therien, who was not in attendance at the meeting, was able to review the draft and indicated approval to Director Capra.

Clerk Brown recommended including a special condition which required the applicant to provide evidence that all permits and approvals needed for the operation had been granted. Other members were not supportive of this condition as it was not the Board's role to monitor compliance to all federal, state, and local permitting. The drafted special conditions did allow the Board to request documents as was desired.

Clerk Brown recommended including clarifying language to special conditions with reporting requirements to show which entities needed to receive the reports. The edits were incorporated.

**Motion:** Member Davis moved to ratify the conditions of approval for the Special Permit and Stormwater Management Permit issued to E Ink as discussed during the meeting. Vice-Chair Mulvaney seconded the motion. Three (3) out of four (4) members present voted in favor of the motion. Clerk Brown voted against the motion.

#### **Agenda Item #6 --- Review of the August 2022 meeting schedule**

The Board was scheduled to meet once during the month of July and once during August as was typical during the summer months. However, due to the Board's anticipated workload, additional meeting dates could be considered. The Board agreed upon the schedule as follows:

July 25, 2022  
August 8, 2022  
August 29, 2022  
September 12, 2022  
September 19, 2022

#### **Agenda Item #7 --- Planning & Conservation Department Report on Planning Projects and Development Updates**

Director Capra reviewed the following items:

- Housing Production Plan –A Committee was developed to review proposals from potential consultants to help update the Town's Housing Production Plan. A consultant would be selected within the upcoming weeks.
- REDO Grant – Grant funding had been awarded to aid local business in two areas of Town. Local businesses were encouraged to apply for funding for eligible projects.
- Master Plan Implementation – The Master Plan Implementation Committee would host a virtual meeting to discuss outdoor seating and gathering areas in Town. All were invited to attend.

#### **Agenda Item #8 --- Other New Business**

Vice-Chair Mulvaney called for a moment of silence in remembrance of Selectboard Member Sarah Etelman as she recently passed away.

**Agenda Item # 9 --- Adjournment**

**Motion:** Vice-Chair Mulvaney moved to adjourn the meeting. Member Davis seconded the motion. Four (4) out of four (4) members voted in favor of the motion through roll call.

The motion adjourned at 8:18 PM.

**Adjournment**

<b>Document</b>	<b>Document Location</b>
E-Ink – 7 Gaylord Street – Special Permit/ Stormwater Management Permit	Planning Files

**SOUTH HADLEY PLANNING BOARD VIRTUAL PUBLIC HEARING:  
Re-Adoption of Minor Site Plan Review Rules and Regulations &  
Amendments to General and Permitting Rules and Regulations  
MEETING MINUTES OF JUNE 13, 2022**

Present: Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Michael Davis, Member; Michael Adelman, Associate Member; and Anne Capra, Director of Planning and Conservation; Colleen Canning, Planning/Conservation Coordinator

Chair Hutchison called the public hearing to order at 6:35 PM.

Clerk Brown read the hearing notice as follows:

*The South Hadley Planning Board will hold a virtual public hearing on Monday, June 13, 2022 at 6:30 p.m. to discuss re-adoption of Minor Site Plan Review Rules and Regulations as was initially adopted by the Board on May 27, 2014 with consideration to include additional qualifying uses. Additionally, the Board will consider amending their General and Permitting (Site Plan Review, Special Permit, and Subdivision) Rules and Regulations to include submission deadlines for materials relating to public hearings.*

*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. The log-in information is as follows:*

*URL to join: <https://us02web.zoom.us/j/89498690764?pwd=OEJtbXRLRDF6ei9pZUYrK2lRSjgzUT09>*

*Or join by phone: +1(646) 558-8656*

*Webinar ID: 894 9869 0764*

*Passcode: 359034*

*Materials can be viewed on the South Hadley Planning Department's webpage here:*

*<https://www.southhadley.org/231/Bylaws-Regulations>. Alternatively, hard copies can be viewed at South Hadley Planning and Conservation Department office. Any person interested in, or wishing to be heard, regarding this application should appear/join the hearing at the time and in the manner designated. The public hearing is being conducted in accordance with the provisions of Chapter 40-A, Section 11, Massachusetts General Laws as modified by Chapter 53 of the Special Acts of 2020 and the Governor's Executive Orders pertaining to public gatherings during the COVID 19 State of Emergency.*

*Joanna Brown, Clerk*

*South Hadley Planning Board*

*Publication: Friday, May 27, 2022*

*Friday, June 3, 2022*

During a recent meeting, the Board discussed amending their Rules and Regulations to set a deadline for submission of materials relating to public hearings. The drafted language prepared by Director Capra indicated a deadline of three business days prior to the hearing date. Clerk Brown recommended adding the word 'full' so the regulation would read, '..three *full* business days..' for greater clarity. Members were agreeable to the edit.

As the Board already planned to consider amendments to their Rules and Regulations, it was an opportunity for the Board to remedy some inconsistencies within the presentation of the Rules and Regulations. A few years ago, the Town started using Ecode software to catalogue the Town's Bylaws and Regulations. When comparing versions of the Planning Board's Special Permit Rules and Regulations on Ecode and the Department's webpage, a few discrepancies could be seen. Special Permit Rules and Regulations on the department webpage were amended

more recently than the version posted to Ecode. The most recent amendment scaled back the number of copies of application materials required as technology now allowed for digital review. The Board could re-endorse the new version of the Rules and Regulations as posted on the department's webpage so it could be incorporated into Ecode. The Board could also add submission deadlines for materials relating to public hearings as was discussed to be incorporated into the Board's General Rules and Regulations.

Clerk Brown lost connection to the virtual meeting from 6:52 PM to 6:59 PM.

While reviewing the Board's Rules and Regulations in Ecode, it was observed that provisions for Minor Site Plan Review, as adopted in 2014, were not in Ecode. Therefore, the Board could choose to re-adopt those provisions to be included in Ecode as well. Bylaw references would need to be updated to conform to the most recent version of the Bylaw on Ecode. Clerk Brown addressed concern that Minor Site Plan Review did not require public hearings with abutter notification and wanted to closely consider the use eligible for Minor Site Plan Review.

No members of the public spoke during the comment period.

**Motion:** Vice-Chair Mulvaney moved to amend the Planning Board General Rules and Regulations Chapter 345-2 application procedure by adding the language as discussed during the hearing with the addition of the word 'full' to Director Capra's proposed draft so the regulation would read, "...three (3) FULL business days...". Member Davis seconded the motion. Four (4) out of four (4) members voted in favor of the motion through roll call.

**Motion:** Clerk Mulavney moved to repeal Chapter 255 Attachment 7 Appendix E, Application Rules and Regulations for special permits dated August 8, 2017 as posted to Ecode, and replace it with the Special Permit Rules and Regulations as adopted on December 13, 2010 and updated on August 26, 2019 with the addition of the same reference added to the Planning Board General Rules and Regulations within the previous motion. Member Davis seconded the motion. Four (4) out of four (4) members voted in favor of the motion through roll call.

**Motion:** Vice-Chair Mulvaney moved to amend Chapter 255 Attachment 4 –Appendix B Planning Board Rules and Regulations for Site Plan Review by adding (4) Minor Site Plan Review, as submitted, with updated references to the Zoning Bylaw as codified in Ecode. Member Davis seconded the motion. Three (3) out four (4) members present voted in favor of the motion through roll call. Clerk Brown abstained from the vote.

**Motion:** Vice-Chair Mulvaney moved to close the hearing. Member Davis seconded the motion. Four (4) out of four (4) members voted in favor of the motion through roll call.

The regular meeting reconvened at 7:11 PM.

Respectfully Submitted,

**DRAFT**

Colleen Canning, Planning/Conservation Coordinator

Document	Document Location
----------	-------------------

Chapter 345 Planning Board Regulations	Planning Files
Chapter 255 Attachment 4- Appendix B: Planning Board Rules and Regulations for Site Plan Review	Planning Files
Chapter 255 Attachment 7 – Appendix E: Application and Rules and Regulations for Special Permits	Planning Files