

Background Materials – December 5, 2022– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 12/2/22

Cable Access Channel 15 – Cable Access Channel 15 – The Cable Studio has indicated that this meeting will be live streamed on Channel 15.

AGENDA ITEM #1 Open Comment Period

This 10-minute period is set aside for the public to offer comments on items not on the posted agenda, in accordance with the adopted policy, as amended 8/8/22, posted on the Town of South Hadley Planning and Conservation Department webpage here:

<https://southhadley.org/DocumentCenter/View/9842/Open-Comment-Period-Policy---As-Adopted-2022-08-08>

Action Needed: Allow members of the public to offer comments to the Board.

AGENDA ITEM #2 Minutes

Senior Clerk Colleen Canning will forward minutes separately.

Action Needed: Vote to approve the minutes.

AGENDA ITEM #3 Correspondence

A list of correspondence received is attached.

Action Needed: No action needed.

6:30 PM AGENDA ITEM #4 510 New Ludlow Road – Special Permit Amendment Request Public Hearing

Amendment request and 2019 Special Permit Decision are online here: [New Ludlow Road \(510\) - Amendment Request | South Hadley, MA - Official Website](#)

South Hadley Motors LLC has filed a request to amend a 2019 Special Permit issued on January 22, 2019 for a used car sales business to add a car rental business. The applicant intends to use the existing space as permitted in the 2019 Special Permit for the proposed car rental operation, which consists of approximately 0.25 acres. Refer to Site Plan Exhibit A from the 2019 Special Permit, online at the above link. The applicant’s Used Car Dealer license under the Selectboard is current.

The subject property is within the Business B zoning district, and new and secondhand car dealers are allowed by Special Permit. Under the Chapter 255 Definitions, car rentals are not “Professional Business” or “Retail Sales”, and probably must accurately categorized under “Personal, business, and professional services”, which are allowable by Site Plan Review. Thus, amending an existing Special Permit to allow for the use is appropriate.

The 2019 Special Permit Conditions were as follows:

2. Limits on Usage. This Special Permit is to allow usage of the site for display/sale of used automobiles. There shall be further limitations on this usage as follows:
- a. *Number of Vehicles to Display.* Consistent with the prior use of the subject property, and as concurred with by the applicant, no more than twenty (20) vehicles may be on display or “for sale” on this property at any one time.
 - b. *Hours of Operation.* The selling of the used cars will be limited to 8 AM to 5 PM.
 - c. *Condition of Vehicles.* Any vehicle kept on the property must be in operable condition and properly registered.
 - d. *Parking of Vehicles.* All vehicles shall be parked within the delineated spaces in accordance with the approved parking plan.
 - e. *Repairing of Vehicles.* No repairs of vehicles shall be undertaken on the project site.

Note – The applicant plans to call into the meeting due to an unexpected change in his schedule and the need to be out of town on the date of the scheduled public hearing. Thus, if he is not able to connect to the virtual hearing, I recommend continuing the hearing until 12/19. At the Board’s last meeting, you requested dedicating the 12/19 meeting to discussion of drafting an Accessory Dwelling Unit Bylaw. Although I love the idea of dedicated time for this, I have already scheduled an ANR endorsement for this date due to the statutory requirements for the Board to act within 21 days of the submittal. The next meeting after 12/19 will be 1/9 for consideration for any hearing/meeting continuances.

Departmental Comments to date:

Sharon Hart, Public Health Director:

Will this change the hours of the operation? Vehicles being dropped off at different hours? Otherwise, no concerns.

Recommendations:

1. An updated site plan was not submitted with the amendment request, and the applicant requested that the 2019 site plan be used because it was not their intention to expand or alter the site in any way. Thus, review the Special Permit conditions on “Limits of Usage” above with the applicant and identify if any conditions are proposed to be altered.
2. Go through the Special Permit Mandatory Standards in 255-129 and make a finding. The Board may choose to review the findings within the 2019 Special Permit and make a determination as to whether or not the proposed amendment alters each finding or not as a preferred approach.

Action Needed: Motion to approve or deny the request to amend the 2019 Special Permit to allow car rentals.

6:45PM AGENDA ITEM #5 1 Conti Drive – Site Plan Review and Stormwater Management Permit Public Hearing Continuance

Project plans are online here: [Conti Drive \(1\) - New Commercial Buildings | South Hadley, MA - Official Website](#) The 12/1/22 revised documents are the most recent and address past comments.

Project Background:

Site Plan Review and Stormwater Management Permit applications were received on August 22, 2022 for the construction of two commercial buildings, each 50'x150', a short driveway, a 26-car parking lot, and a detention pond. The public hearing was opened on September 28, 2022, and continued to October 17, 2022 to allow the project to be reviewed by the Conservation Commission prior to submitting revised plans to the Board. The Conservation Commission has issued an Order of Conditions. The meeting on October 17, 2022 was continued to 12/5/22 so that the applicant could coordinate plan revisions with Fire District #1.

The subject parcel is 8.9 acres located at Map 31, Parcel 104. The proposed project is within the Business A-1 district. The parcel has split zoning with a portion to the east within the Residence A-1 District, but the proposed project appears to be fully outside of that district per plan sheet C100.

The parcel also houses the applicant's existing business, Page's Automotive. The revised application states that the use is "Personal, Business, and Professional Service" which is permissible by Site Plan Review. The applicant further states that these will be small rentable spaces for 1- to 3-person service-related businesses in South Hadley, and per the revised narrative dated 10/10/23, the use is "personal, business, professional service". The narrative offers further description of the buildings related to building code compliance and parking. Revised plans for the buildings dated 10/10/22 have been submitted showing a window, pedestrian door, as well as a garage door for each bay.

December 1, 2022 Revisions:

Email from applicant's consultant Michael Schaeffer of Huntley Associates, dated 12/1/22: "Please see attached the (2) updated plan sheets, updated O&M Plan, updated Project Narrative, and cover letter.

The Project Narrative and Plan Sheets include the dumpster locations and bike racks (as discussed), as well as the slight changes requested by Capt. Houle for easier access of his fire apparatus (increased the entry drive's curb radius by 5-feet and added the 18-foot gravel area at the end of the asphalt parking area for their emergency turn-around (this also will serve to house the proposed dumpsters). I did talk with Capt. Houle today and informed him that the FD needed to provide their response to your office by Monday (he indicated he'd get something out to you by tomorrow).

The revised O&M Plan (with a December 2022 date) includes a snow removal/storage requirement now to eliminate any potential impediment of snow melt/stormwater runoff from making its way into the detention basins.

As discussed, the buildings are intended for the occupants only and their operations....not for the public who would come to view and/or make a purchase at these buildings. This is important to note and explains why we have been somewhat “resistant” for the need for sidewalks, decorative building facades, plantings, etc. Even the need for bike racks seems a little “excess” at this location since the occupants are more likely to store their bicycles within their individual rented spaces than store them outside (but we have made provisions for them none-the-less).

Email from applicant’s consultant Michael Schaeffer of Huntley Associates, dated 11/30/22: “The attached (2) drawings [C101 and C102] were slightly modified at Capt. Houle’s request to make it a little easier for his apparatus truck to get through. He liked our past plans, but asked us to make some slight modifications for better access of his fire apparatus. We:

- Increased the radii of the (2) curbs slightly at the junction of the entryway and parking area.
- put down a gravel turnaround area at the end of the parking lot so his trucks could circumvent any parking.

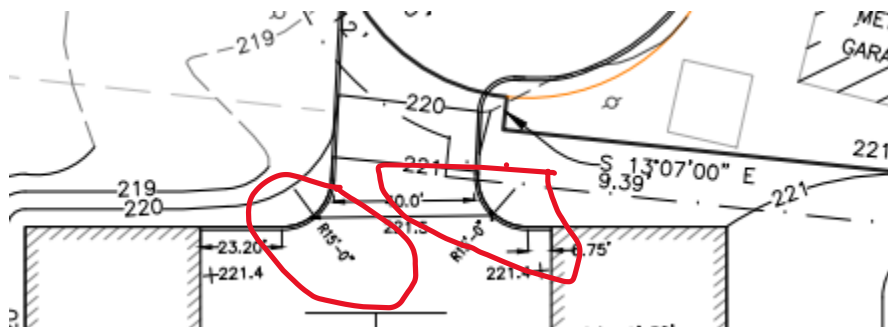
Everything else stayed the same from our last submission. I will give you a call tomorrow to discuss our presentation on the 5th.”

The change to the radii of the curb is circled in red and went from R10’ to R15’.

Email from FD#1, Captain Houle:

“We are OK with the site plan as long as the following conditions are met.

1. If it is determined that the new buildings require fire sprinklers, a fire hydrant will need to be provided within 50’ of the fire department connections.
2. The existing hydrant on the Liquor Town property must be made more accessible off Conti Drive. Currently there are bushes blocking it. They will have to have an agreement with Liquor Town since it's on their property.”



Parking Standards - Use of buildings is undetermined and therefore, the parking standards are not definitively determined.

255-86 Off Street Parking:

255-86(C): Application states that 26 parking spaces are shown. Plan revisions eliminated the extra 11 spaces at the end of the lot due to the need for a gravel surfaces fire lane.

Per 255-86(C) the provisional parking standards are:

Retail or personal services – 4 spaces /1,000 sq.ft. enclosed floor space

The plans show 5 - 30’x50’ bays = 7,500SF and 3 - 50’x50’ bays = 7,500SF for a total of 15,000SF

For retail or personal services, parking requirements are 4 x 15 = 60

Industrial/warehouse: 1 space/1,000 SF enclosed space = 15 (Technically the use being permitted is not either but it more closely corresponds to such over “retail or personal services”.

255-86(C)(1)(f) Uses not listed above: as appropriate to the circumstances based upon information submitted by the applicant and obtained by the Planning Board based upon its knowledge of the community, conditions in the surrounding area, and information provided from other sources.

Plans currently show 26 paved parking spaces which is less than half the required spaces for the maximum parking standard for the most intensive use (retail or personal services) and more than that for industrial/warehouse. The applicant has stated that the intended business model is 1 to 3 person service related business. Thus, if each of the 8 bays had 3 employees, the total parking needed would be 24 spaces. It would be reasonable to reduce the parking requirements given the intended use. Site Plan Approval could include a condition limiting the parking of commercial service fleet vehicles to no more than 1 per bay within the parking lot to allow for employee vehicles and/or customer parking. No additional on street parking on Conti Street should be permitted.

Site Plan Review Standards 255-148

A. Does site plan reasonably fulfill the following objectives:		
1.	Compliance with bylaws, regulations, and Master Plan.	Proposed commercial development on Conti Drive abuts Page’s automotive and garage storage for A-1 Landscaping. Frontage along Granby Road is underutilized commercial/retail space. The Granby Road/Route 202 corridor is known for mixed commercial and residential development. The addition of this commercial development is within an area zoned for commercial development.
2.	Integration of site into existing terrain, surrounding landscape, and built environment to minimize disruptions.	The project abuts Pine Grove Condominiums to the southwest and Hadley Village Condominium Complex to the north.
3.	Site design characteristics avoids and minimizes disturbance to	Natural vegetative screening surrounding the commercial development will be maintained.

	natural resources, scenic views, and open space.	
4.	Conforms to Special Permit requirements , if applicable.	N/A
5.	Structures shall be compatible with the character and scale of structures in the neighborhood and zoning district.	Size and style of proposed buildings are similar to adjacent Page’s Automotive, and A-1 Landscaping company.
6.	Landscaping shall be an integral part of the proposed site design, and shall enhance the design and arrangement of structures, define usable public and private outdoor spaces, integrate the site into the surrounding landscape, as appropriate, and provide buffering from objectionable or noxious elements both within the site, between the site, and the surrounding area.	No landscaping is proposed. Order of Conditions from Conservation Commission requires extensive planting of native shrubs and trees on the west side of the lot.
7.	Provide for the convenience and safety of vehicular, bicycle, and pedestrian movement within the site and should provide connections, wherever feasible and appropriate, to adjoining public ways and properties.	No bike/ped connections are proposed.
8.	Prevent pollution of surface and groundwater, changes in ground water levels, increased run-off, and potential for flooding; and minimize erosion and sedimentation.	Stormwater management system is proposed that includes a detention basin. Order of Conditions issued by the Conservation Commission.
9.	Minimize and/or mitigate adverse impacts on the Town’s services and infrastructure .	It is presumed that planned commercial development will be serviced by public water and sewer.
10.	Minimize intrusion of light into adjacent properties and shall minimize excessive night-sky lighting while ensuring adequate light for safe use of the property.	Outdoor lighting and signage is not indicated on the plans and should be identified.
11.	Place electric, telephone, cable TV, and other utilities underground	Utilities are not identified on the site plans.

	where physically and environmentally feasible.	
12.	Drainage of the site shall recharge ground water to the extent practical. The peak rate of surface water flowing off-site shall not increase above predevelopment conditions and shall not adversely affect drainage on adjacent properties or public roads or increase turbidity of water flowing off-site.	Stormwater Management Plan has been provided. Post development runoff rates appear to be slightly lower than predevelopment rates.
13.	To create more walkable and pedestrian-friendly developments, minimum frontage occupancy requirements apply in certain locations to create a sense of enclosure in the streetscape. As used herein, "frontage occupancy" means the percentage of the lot width at the front of the building that must be occupied by the facade of a building.	N/A
B. Modifications to a site plan may be required to ensure the objectives above are fulfilled.		

Stormwater Management Permit

The outstanding concern is maintaining sheet flow off of the parking lot into the detention base/swale during the winter. The plans indicate that snow will be stored at the end of the parking lot, which is the same location for sheet flow. With the new proposed gravel lane at the south end of the driveway and buildings as a turn around for firetrucks and access for trash dumpsters, the revised Stormwater O&M Plan includes provisions for winter maintenance of this lane to: 1) allow for sheet flow from the parking lot into the detention basin, and 2) prevent blocking the lane for access by service vehicles.

DPW Chris Bouchard reviewed the Stormwater Report and Revised O&M Plan, and provided the following comment via email, dated 12/2/22:

“I have reviewed all of the follow up documentation from questions and comments and the original submission. This appears to meet the standards in the provided calculations for the storm water as it is designed. The one thing that is going to make this function as it is designed and keep it working is the ongoing maintenance and upkeep of the storm water system.”

Action Needed:

1. Move to approve or deny Site Plan Review, with or without Conditions.
2. Move to issue or deny a Stormwater Management Permit, with or without Conditions.

Recommended Site Plan Review Conditions

1. No on-street parking is permitted.
2. Compliance with all other applicable local, state and/or federal codes in a condition of approval.
3. If it is determined by the Building Commissioner and/or Fire District that the new buildings require fire sprinklers, a new fire hydrant within 50' of the fire department connections will be required.
4. Access to the existing hydrant on the Liquor Town property shall be cleared and maintained in an open condition for Fire District access.
5. Trash removal shall be during daytime hours and not before 8am and not after 5pm.

Recommended Stormwater Management Permit Conditions

1. Submittal of annual maintenance plan to Planning and Conservation Department.

AGENDA ITEM #6 459 Granby Road, Delaney's Market – Illuminated Sign Permit Request

Project plans are online here: [Delaney-Illuminated-Sign \(southhadley.org\)](https://southhadley.org/Delaney-Illuminated-Sign) Revised plans for the building mounted sign were submitted on 12/1 and are online at this link as well.

The subject property is within the Business A-1 zoning district. At the Board's 11/21/22 meeting, the Board granted a waiver from Site Plan Review to the conversion of 459 Granby Road into Delaney's Market. The business has submitted an application for an Illuminated Sign at this location. The application includes two illuminated signs: 1) building mounted sign, and 2) a freestanding sign on an existing sign pylon. Upon review of the application, I determined that the freestanding sign pylon is actually on the abutting property owned by Fire District #2. Thus, the applicant needs to submit documented permission from the Fire District for use of the pylon and sign at that location. Until such permission is documented, the Board shall not consider any application for a sign at that location. It is my understanding that the request is being forwarded to the Prudential Board for consideration.

Regarding the building mounted sign, the original plans as submitted with the application included a backlit portion of the sign. After review of the standards in 255-85(2)(b) with the sign contractor, they redesigned the sign and submitted revised plans, as available at the link above. The revised sign has illumination only for the lettering at night.



Standards 255-85(A)(1) appears to be met:

The sign or signs shall be attached parallel to the wall of the principal building; the aggregate area of such a sign or signs on any one face of a building shall be less than 10% of the area of such building face, including openings; and such signs do not extend above a flat roof or eave line of a pitched roof more than 10% of the average height of the front elevation of such building. No sign shall be painted on the wall of any building.

Action Needed: Motion to approve or deny an Illuminated Sign Permit for the building mounted sign. Motion to continue the public meeting to December 19, 2022 at 6:30pm for consideration of the freestanding sign. If the Board votes to approve, the Board should also authorize the Director of Planning & Conservation to sign the plan on the Board's behalf.

AGENDA ITEM #7 79 College Street, Mount Holyoke College – Approval Not Required Plan

Project plans are online here: [College-Street-79 \(southhadley.org\)](https://southhadley.org/College-Street-79)

Mount Holyoke College owns three parcels on College Street: 46-46 (79 College Street); 46-46 (0 College Street); and 46-48 (83 College Street). The parcels are within the RA1 zoning district and each are nonconforming due to frontage of less than 125'. The proposed ANR plan seeks to combine the front halves of parcels 46-46 and 46-47 into a new Lot 1, and carve off a new Parcel A at the rear of the merged lots. The new Lot 1 would conform to the RA1 zoning dimensional requirements with 147.2' of



frontage, and 30,297 SF (minimum lot size is 22,500 SF). The new Parcel A would not have any frontage but would have 22,505 SF. The plan includes a notation on Parcel A "Not a separate

building lot without further relief from zoning”. It is my understanding that the College intends to retain ownership of Parcel A, and sell Lot 1 (79 College Street) and 83 College Street to interested parties.

The proposed ANR plan has been reviewed by Town Counsel and as presented, does meet the standards for endorsement. Such endorsement in no way guarantees any other zoning compliance, and is recognized in Note #4.

ANR Standards for Approval

1. Type of Way: College Street is part of State Route 116 and as such is a public owned and maintained roadway. Thus, this standard for approval is met.
2. Minimum frontage requirements for zoning district: Minimum frontage requirements for the RA1 zoning district are 125’. The proposed Lot 1 will have 147.2’ of frontage making it compliant with the minimum frontage requirements. Parcel A does not have frontage but includes a notation that it is not a separate building lot without further relief from zoning. Thus, this standard for approval is met.
3. Vital access: College Street is part of State Route 116 and as such is a public owned and maintained roadway. Thus, this standard for approval is met.

Action Needed: The Board must either endorse the plan or file a notice of denial with the Town Clerk. If the Board votes to endorse the ANR Plan, the Board should also authorize the Director of Planning & Conservation to sign the plan on the Board’s behalf.

AGENDA ITEM #8 Discussion on Master Plan Implementation Status

MPIC has requested Implementation Plan status reports by December 1st. Thus, I have gone through the Board’s tasks and provided an update related to each one. Please review and we can discuss any specific edits or comments. I don’t anticipate going line by line and discussing each action but rather Board members making note of any specific edits that need incorporating. See attached Implementation Matrices.

AGENDA ITEM #9 Planning & Conservation Department Report on Planning Projects and Development Updates

Next Meetings

12/19

1/9 (1/2 is New Year’s Day)

1/23 (instead of 1/16 so as not to have back to back meeting weeks)

2/6

2/20

3/6

3/20

AGENDA ITEM #10 Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

No new business had been submitted to me as of today.