

## Background Materials – May 8, 2023– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 5/5/23

**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

Planning and Conservation Coordinator Colleen Canning will forward minutes separately.

**Action Needed:** Vote to approve the minutes.

### AGENDA ITEM #3 Correspondence

Correspondence is attached.

**Action Needed:** No action needed.

### AGENDA ITEM #4

#### Virtual Open House for Town Meeting Members on Zoning Related Town Meeting Warrant Articles

The Planning Board will host an “open house” for Town Meeting members and the public to ask questions and share their thoughts on Articles 20-24. There will not be a presentation on these Articles but rather an open forum for question and answer. The Articles and links to the Planning Board Reports to Town Meeting are as follows:

#### **Article 20 Residential Short-Term Rental Units General Bylaw**

Establishes a licensing and enforcement process for residential short-term rentals. The number of short-term rental licenses is capped at 25 total, with no more than five of those granted for non-owner occupied (whole house) short-term rentals.

Report to Town Meeting:

<https://southhadley.org/DocumentCenter/View/11068/Report-to-Town-Meeting---Article-20---Short-Term-Rental-General-Bylaw>

**Article 21 Residential Short Term Rental Units Zoning Bylaw**

Enables residential short-term rentals under the Zoning Bylaw. Owner-occupied short-term rentals would be permitted by Site Plan Review in the Residential, Agricultural and Business zoning districts. Non-owner occupied short-term rentals would be allowed by Special Permit in the Residential, Agricultural and Business Districts. Both Site Plan Review and Special Permits require a public hearing and abutter notification.

Report to Town Meeting:

<https://southhadley.org/DocumentCenter/View/11065/Report-to-Town-Meeting---Article-21---Short-Term-Rental-Zoning-Bylaw>

**Article 22 Accessory Dwelling Units Zoning Bylaw**

Defines accessory dwelling units as a separate housing unit not larger in floor area than ½ the floor area of the principal dwelling or 900 square feet, whichever is smaller. Enables both *attached* accessory dwelling units and *detached* accessory dwelling units (ADUs). Attached ADUs are allowed by-right in the Residential, Agricultural, Business B and Business C zoning districts, and prohibited in all others. Detached ADUs are allowed by Site Plan Review in the same districts as attached ADUs (Residential, Agricultural, Business B and Business C zoning districts), and prohibited in all others. Site Plan Review requires a public hearing and abutter notification. The owner of the property must occupy either the principal dwelling or the ADU, and no more than 1 ADU is allowed per single-family residential lot.

Report to Town Meeting:

<https://southhadley.org/DocumentCenter/View/11066/Report-to-Town-Meeting---Article-22---Accessory-Dwelling-Unit-Bylaw>

**Article 23 280 & 286 Granby Road Zoning Map Amendment**

A landowner petition to convert six tax parcels totaling 2.72 acres from Residence A-1 to Business B.

Report to Town Meeting:

<https://southhadley.org/DocumentCenter/View/11069/Report-to-Town-Meeting---Article-23---280-286-Granby-Road-Zoning-Map-Amendment>

**Article 24 460 Amherst Road Zoning Map Amendment**

A citizen’s petition to convert one 0.69-acres parcel from the current split zoning configuration of part Agricultural and part Business B to fully Business B. Note – There is a scrivener’s error in the Article on the Warrant. Amherst Road is noted as “Route 47” and is actually “Route 116”.

Report to Town Meeting:

<https://southhadley.org/DocumentCenter/View/11079/Report-to-Town-Meeting---Article-24---460-Amherst-Road-Zoning-Map-Amendment>

**Action Needed:** Conduct a question and answer session for the public on Warrant Articles 20-24.

## 6:30 PM - AGENDA ITEM #5

### Discuss and Consider Planning Board Appointment to Town Meeting Review Committee

The Town Administrator has informed me that the Planning Board will need to meet to make this appointment. Term is May 15, 2023 to June 30, 2024.

[Town of South Hadley, MA Boards, Commissions and Committees Search: § 7-19 Town Meeting Review Committee. \(ecode360.com\)](#)

*A Town Meeting Review Committee shall be appointed every five years beginning in 2015. Said committee shall include the Town Moderator, one representative each from the Selectboard, School Committee, Appropriations Committee, Planning Board, three Town Meeting members and up to four registered voters who are not Town Meeting members to be appointed by the Selectboard. Said committee shall report its findings and recommendations regarding ways and means to improve the effectiveness and efficiencies of Town Meeting to the Selectboard within six months of its appointment or such further time as the Selectboard may grant.*

**Action Needed:** Vote to appoint a Planning Board member to the Town Meeting Review Committee.

## AGENDA ITEM #6 Planning & Conservation Department Report on Planning Projects and Development Updates

### Housing Production Plan - Community Forum #2 – May 25<sup>th</sup> @ 7PM, South Hadley Public Library

The second community forum for development of the Housing Production Plan will focus on plan goals and strategies. Hope you can join us!

Agenda: [05252023-5053 \(southhadley.org\)](#)

### Master Plan Annual Joint Meeting w/ Selectboard & MPIC – June 6<sup>th</sup> at 6:00 PM

The Selectboard and MPIC have requested June 6<sup>th</sup> as the date for the annual joint meeting of the Selectboard, Planning Board and MPIC for MPIC's annual report and discussion. This will be at a regularly scheduled Selectboard meeting. Please save the date. I'll post an agenda with login info as it is available.

### Next Meetings and Posted/Pending Agendas

*Planning Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.*

5/10 (& 5/14 for a continuation if needed)	Annual Town Meeting
5/22	Illuminated Sign Permit – Min Min Kitchen, 532 Newton Street SP Expansion Nonconforming Structure and Use – Baltazar Dental, 2078 Memorial Drive

JUNE	<ul style="list-style-type: none"> <li>• Housing Production Plan – Planning Board review of draft plan</li> </ul>
6/6	MPIC Annual Report – Joint PB & Selectboard Mtg
6/12	
6/26	
JULY	Schedule joint meeting with Selectboard for Housing Production Plan Adoption
7/10	
7/24	
AUGUST	
8/14	
8/28	

**AGENDA ITEM #6 Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)**

**Pioneer Valley Planning Commissioner and Alternate**

PVPC informed me that the Alternate needs to be a resident of South Hadley, which I am not so I will not be seeking that appointment. The Town Administrator and/or Selectboard must appoint the Alternate. Thus, I recommend the Board nominate a candidate(s) for the Alternate Commissioner and I will forward to them for appointment.

Excerpts from PVPC Bylaws:

**Section 3.0 -- Commissioner**

In accordance with Chapter 40B, Section 4, of the General Laws of Massachusetts, the planning board of each member municipality shall name a Commissioner as the municipality’s representative to the Commission. Said Commissioner shall be a Commissioner from the planning board. Said Commissioner shall be elected annually by the planning board and certified in writing to the Commission by the chairperson of each planning board at the time of the election.

**Section 3.1 -- Alternate Commissioner**

In accordance with Chapter 40B, Section 4 of the General Laws of Massachusetts, each member municipality may name an Alternate Commissioner who may or may not be a planning board member, who shall be a resident of the city or town he or she represents and who shall be appointed by the mayor, board of selectmen or city/town manager as appropriate. The Alternate Commissioner will assume all the rights and duties of the Commissioner in his or her absence.

**SOUTH HADLEY PLANNING BOARD  
LIST OF CORRESPONDENCES  
MAY 8, 2023 REGULAR MEETING**

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**Letters & Memos**

- April 26, 2023 letter (attached) from Tay Silveria, Chair Person of the South Hadley Commission on Disability, showing support for attached and detached Accessory Dwelling Units (ADU) as presented in the proposed ADU Bylaw.
- May 3, 2023 memo (attached) from Jesse Liu, recipient of a special permit for redevelopment at 27 Bardwell Street, detailing project updates.

**Legal Notices**

*Amherst*

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*Chicopee*

- Notice from the Chicopee Zoning Board of Appeals for approval of the following variances: 1) reduction of frontage and area to create two single family building lots fronting Harding Ave and 2) reduction in pavement and parking lot aisle setbacks for the purpose of constructing a parking lot at 147 Grape Street.

*Granby*

- 

*Hadley*

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*Holyoke*

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April 26, 2023

South Hadley Planning Board  
116 Main Street  
South Hadley, Ma 01075

Re: Letter of Support for Accessory Dwelling Unit Bylaw

Dear Planning Board,

The Commission on Disability is writing to express our support of the concept of accessory dwelling units. We believe both *attached* and *detached* accessory dwelling units offer housing options which are fundamental to more equitable and suitable housing options for people with disabilities.

Accessory dwelling units provide possible solutions to various concerns someone may have as a result of disability, including but not limited to financial and accessibility.

Accessory Dwelling Units offer a path to homeownership for someone who may use the rental income to support the expenses but are also a good option for people who need smaller spaces to maintain or onsite and semi-assisted living options. And of course, architectural accessibility is a concern for a variety of disabilities including people who use wheelchairs, walkers, mobility aids, or who benefit from features that can easily be achieved in ADUs.

Accessibility is complex, because not only is the dwelling important, but the location and access to community resources is vital, too. ADUs can be employed to keep people in their communities and with their support networks, and this is invaluable, especially if someone is responding to a lifestyle modification due to disability.

Special consideration should be given to the fact that a lot of our housing stock was built before public access for people with disabilities was granted, so accessibility, especially in older stock is limited. Detached accessory dwelling units are especially important for people who may need specific architectural features that are not easily achievable relative to existing architecture.

Accessory Dwelling units will expand access and options in housing, especially for people with disability and the Commission on Disability supports the concept of attached and detached accessory dwelling units in an effort to achieve more inclusive housing.

Sincerely,

Tay Silveira (Chair Person)  
South Hadley Commission on Disability

May 3, 2023

**Anne Capra**  
**Director of Planning & Conservation**  
**Town of South Hadley**  
**413-538-5017 Ext 128**

Hi Anne,

Since the Planning Board meeting and the Special Permit extension, I've had a very serious family emergency. Following our meeting we met with the building commissioner to determine what was needed to renew the building permit and as soon as my family emergency is resolved I will hasten to resume construction. In the meantime, I have ordered materials for the interior finishing of units 3,4, and 5 and have arranged for their delivery.

Status to date:

1. Buyers of units 1 & 2 have withdrawn their offers.
2. Finish work for units 3,4,&5 is nearly complete.
3. Exterior construction is now nearly complete.

Our current estimate for completion of units 3,4,&5 is around August 30 barring material delivery delays.

Yours,

Jesse Liu