

Background Materials January 8, 2024– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 1/5/24

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 9/11/23, posted on the Town of South Hadley Planning and Conservation Department webpage here:

<https://www.southhadley.org/DocumentCenter/View/11705/Policy-on-Open-Comment-Period---As-Adopted-2023-09-11>

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 are attached.

Action Needed: No action needed.

AGENDA ITEM #4 Consider Appointment of Planning Board Representative to Capital Planning Committee

From Ira Brezinsky:

The CPC met on December 14. One of our agenda items was a discussion regarding filling the vacant seat created as a result of Jon Camp's resignation. The committee voted to appoint Ken Leblanc as the Planning Board representative, subject to concurrence of the Planning Board. Sorry for not letting you know about this earlier. Here is the bylaw which allows the CPC to appoint a replacement in the event of a resignation. Although we voted to appoint Ken, we made the vote subject to approval by the Planning Board.

Membership and term. The Capital Planning Committee will consist of nine members, each of whom shall be appointed for a three-year term, and shall consist of three individuals appointed by the Selectboard, two members appointed by the School Committee, three individuals appointed by the Appropriations Committee, and one member appointed by the Planning Board. The Committee shall choose its own officers, and in the event of a vacancy by removal, resignation or otherwise, the remaining Committee members shall have the power to fill the vacancy for the balance of that term.

[Amended 5-10-2017 ATM by Art. 13]

At this time, I haven't heard back from Ken as to whether or not he can attend the meeting on 1/8.

Recommendation: If Ken is present, ask any questions. For the previous appointee, the Board requested he meet with the Board occasionally to keep them informed.

Action Needed: Vote to approve Ken LeBlanc as the Planning Board's representative to the Capital Planning Committee.

AGENDA ITEM #5 Elnk Corporation Request for Extension on Special Permit and Stormwater Management Permits (7 Gaylord Street; Assessor's Map 18, Parcel 86)

Permit Extension [Request: https://www.southhadley.org/DocumentCenter/View/12275/Request-for-Extension---Special-Permit-and-Stormwater-Management-Permit---December-15-2023](https://www.southhadley.org/DocumentCenter/View/12275/Request-for-Extension---Special-Permit-and-Stormwater-Management-Permit---December-15-2023)

Construction Updates Summary: [20240103 E Ink Construction Updates.pdf \(southhadley.org\)](#)

All Special Permit and Stormwater Management Permit Application Materials [HERE](#):

<https://www.southhadley.org/1246/11791/Gaylord-Street-7---Redevelopment?activeLiveTab=widgets>

On June 14, 2022, Elnk Corporation was granted a Special Permit and Stormwater Management Permit for the demolition of a 17,500 SF former mill building and construction of a 17,900 SF manufacturing facility, loading dock, and ink chemicals storage tank farm at the same location. Per the permit: *"LAPSE: The Special Permit shall lapse if the work authorized hereunder is not commences within one year of the date on which the Special Permit is authorized, and if the work is not substantially completed within two years."* Thus, **the permit is scheduled to expire on June 14, 2024**, and the permittee is requesting an extension of this date for two years – June 14, 2026.

Elnk has commenced the project and undertaken the following activities in summary:

- Demolished the former mill building to ready the site for new construction;
- Repaired the existing stormwater outfall to remove tree roots to prepare the system for permitted upgrades;
- Additional soil assessment

From Conservation Administrator Rebekah Cornell via email 12/26/23: *E ink was issued an amended OOC to repair/replace an existing outlet that was clogged with tree roots this past spring. Ted Boulais was the contractor that completed the work. He has said the upgrade is doing well and there have been no noticeable issues that he has seen during routine inspection.*

An extension of the Special Permit may be granted for good cause. The applicant has begun the project within one year, however substantial completion will not occur within two years due to reasons stated in the applicants letter dated December 15, 2023.

Recommendation: Delays due to complications related to the stormwater system upgrades appear to be beyond the applicant's control. Further, global supply chain delays and increased lead times are being experienced in all construction sectors and are beyond the applicant's control. The project is

fairly complex and without any unaccounted for delays would seem to be exceptional to be completed within the two year permit window. Thus, the applicant appears to have presented both documentation of having begun construction, and good cause for an extension. I recommend granting the two year extension, with the new permit expiration date of June 14, 2026.

Action Needed: Discuss the extension request to understand the current status of the project, and good cause for granting an extension. Vote to grant a two-year extension, with a permit expiration date of June 14, 2026.

Recommended Motion: Move to find that the applicant has demonstrated good cause for a two-year permit extension, and grant an extension of the Special Permit to June 14, 2026.

AGENDA ITEM #6 Discussion on Subdivision Regulations Update

The Board initiated work on updating the Subdivision Regulations in July 2023. All materials prepared for this are posted online here: <https://southhadley.org/1318/ProposedDraft-Bylaws>
The draft materials are based on the subdivision regulation model prepared by PVPC, with the participation of South Hadley staff including former Planning Director Richard Harris, Anne Capra, then Conservation Administrator, former DPW Director Jim Reidy, and Public Health Director Sharon Hart.

Discussion will pick up at Article VII Definitive Plan Section 360-28 Plan Requirements; continue thru Article VIII Pre-Endorsement, Endorsement, Performance Guarantees, and Implementation of Definitive Plan; and, into the Appendices.

Action Needed: Continue discussion on updates and revisions to the Subdivision Regulations beginning with Article VII Section 360-28 Plan Requirements.

AGENDA ITEM #6

Planning & Conservation Department Report on Planning Projects and Development Updates

A. Housing Production Plan –Selectboard Adopted 12/19/23

The Selectboard voted to adopt the Housing Production Plan at their meeting on 12/19/23. Thereafter, I submitted the final plan to the Massachusetts Executive Office of Housing and Livable Communities for final review and approval. I anticipate their review taking several months.

B. Master Plan Annual Forum – Friday 1/12/24 – Registration is Open

All Planning Board, Selectboard and MPIC members are invited to attend because of their oversight role in implementation of the Master Plan. For all other boards, committees and commissions, one representative may attend.

Registration Link: <http://bit.ly/3QYCu7g>

REGISTRATION IS OPEN!

**Master Plan Implementation Annual Forum
“Be a Leader in Municipal Communication”**

Friday, January 12, 2024

8:45 am – 1:00 pm

South Hadley Public Library, 2 Canal Street

Registration Link: <http://bit.ly/3QYCu7g>

One member from each Town department, board, committee and commission tasked with Master Plan Implementation should attend this annual workshop. Food will be served.

Guest Speaker Jon Wortmann

Executive coach, trainer and facilitator Jon Wortmann will lead the Master Plan workshop titled “Being a Leader in Municipal Communication”. His best-selling books include *Hijacked by Your Brain* and *Mastering Communication at Work*. Jon works with municipalities and school districts in New England and has served as the leadership trainer for municipal employees in towns including Needham and Shrewsbury for over a decade.

A focused team with intentional communication patterns always makes progress. Our workshop will involve three stages: communication training including communication tendencies and effective goal setting, a review of the forums and methods for working together as laid out in the updated Board and Committee Handbook, and development of specific tools to become more impactful communicators as well as identify short-term action items to facilitate implementation of Master Plan strategies.

2020 Master Plan

<https://www.southhadley.org/1277/2020-Master-Plan>

C. Zoning Amendment Petition – 506 Granby Road

A petition for a zoning amendment has been submitted to the Selectboard by the owner of 506 Granby Road, Himanshu Patel. The amendment sought is to amend the Business A-1 zoning district to allow multifamily residential uses as part of a mixed-use development. This proposed amendment was the subject of an informational meeting with the Planning Board held on November 13, 2023. As soon as the Selectboard refers the petition to the Planning Board for review, I will schedule a public hearing with the Board.

D. Next Planning Board Meetings and Other Important Dates

Planning Board typically meets the 2nd and 4th Mondays of the month.

1/22/24 – PB Mtg	
2/12/24 – PB Mtg	<ul style="list-style-type: none">• 40R Smart Growth Zoning Districts and Design Standards Amendment Discussion w/ June McCartin, Outwith Studios• Short Term Rental SPR – 22 Hollywood Street
2/26/24 – PB Mtg	
3/11/24 – PB Mtg	
3/25/24 – PB Mtg	
4/8/24 – PB Mtg	
4/22/24 – PB Mtg	

Regulation and Bylaw Amendment Schedule - January 5, 2024

Meeting Date	Topic	Discussion/ Hearing
January 8, 2024	Subdivision Regulations - Article VII 360-28 Plan Requirements 360-29 Additional subdivision requirements 360-30 Reviews by Other Municipal Boards and Departments 360-31 Public Hearing 360-32 Action on Definitive Plan	Discussion
	<ul style="list-style-type: none"> • EINK Special Permit Extension Request • CPC Representative 	
January 22, 2024	Subdivision Regulations - Article VIII – Pre-Endorsement, Endorsement, Performance Guarantees, and Implementation of Definitive Plan 360-33 thru 360-43	Discussion
February 12, 2024	Subdivision Regulations – Appendices	Discussion
	<ul style="list-style-type: none"> • Short Term Rental SPR – 22 Hollywood Street • 40R Smart Growth Zoning Districts and Design Standards Amendment Discussion w/ June McCartin, Outwith Studios 	
February 26, 2024 March 11, 2024	Flexible Development Bylaw <ul style="list-style-type: none"> • Board Review • Public Hearing 	Discussion Public Hearing
March 25, 2024	Multifamily Bylaw Amendment - Common Open Space	Discussion Public Hearing
	Multifamily Bylaw Amendment – Common Driveway	
	Common Driveways Bylaw – New (associated with Multifamily Developments)	
June 2024 (after adoption of Common Driveway Bylaw by Town Meeting)	Common Driveway Regulations – New <ul style="list-style-type: none"> • Board Review • Planning Board Hearing • Planning Board adoption only 	Discussion Public Hearing
April 2024	Sign Bylaw Amendment <ul style="list-style-type: none"> • Board Review • Public Hearing 	Send to Fall Town Meeting for adoption
May 2024	Agricultural Uses Amendments <ul style="list-style-type: none"> • Board Review 	Send to Fall Town

	<ul style="list-style-type: none"> Public Hearing 	Meeting for adoption
March 11, 2024	Business A1 Zoning Amendment – Landowner Petition 506 Granby Road	Public Hearing
March 29, 2024	Warrant Articles due to Selectboard	
May 8, 2024	Annual Town Meeting	

Process Notes

Updated Subdivision Regulations should not be adopted by the Planning Board until Town Meeting has adopted zoning amendments for Flexible Development Bylaw and Multifamily Bylaw, and a new Common Driveway Bylaw.

After Common Driveway Bylaw adopted, the Planning Board needs to develop and adopt Common Driveway Regulations which will include the design standards for common driveways.

E. Sign up for Planning and Conservation Department, Planning Board and/or Conservation Commission Alerts

Help us help you stay informed! Customize your notifications and whether you want to receive them by email or text here:

[Alerts & Notifications | South Hadley, MA - Official Website](#)

You can also sign up for CivicReady mass notification on the website too. This is for various weather alerts and emergency notifications.

Background Reports for all Planning Board meeting are posted online here:

<https://www.southhadley.org/1274/Agenda-Background-Materials>

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)

No additional business has been submitted to me as of the date of this notice.

**SOUTH HADLEY PLANNING BOARD
LIST OF CORRESPONDENCES
JANUARY 8, 2024 REGULAR MEETING**

Letters & Memos

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Legal Notices

Amherst

- Notice from the Amherst Zoning Board of Appeals for public hearing on December 14, 2023 to consider a special permit request filed by “Gabe’s Underground” to establish a restaurant and nightclub at 23-25 North Pleasant St.
- Notice from the Amherst Zoning Board of Appeals for a public hearing on December 2, 2023 to consider modification to an existing comprehensive permit to change use of commercial space at 81 Cowls Road.
- Notice from the Amherst Planning Board for a public hearing on January 17, 2024 to consider a site plan review and special permit filed by the Town of Amherst for a new elementary school building at 70 South East Street.

Chicopee

- Notice from the Chicopee Planning Board for a public hearing on January 4, 2024 to consider a zone change from ‘Garden Industrial Planned Unit Development Type 2’ to ‘Residential A’ at Carew and Robbins Road to allow for future residential development.
- Notice from the Chicopee Planning Board for filing a decision of denial for waiver of frontage at 371 East St. to allow for a new single-family building lot.

Granby

- Notice from the Granby Zoning Board of Appeals and Planning Board for a joint public hearing on January 22, 2024 to consider a site plan review and special permit to establish an antique shop in an accessory barn at 4 Porter St.

Hadley

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Holyoke

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