

Background Materials April 9, 2024– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 4/5/24

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

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Background Reports for all Planning Board meetings are posted online:

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

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.

6:30PM AGENDA ITEM #4 Public Hearing – Home Occupation II Site Plan Review– 20 Meadow Lane

Application online: <https://www.southhadley.org/1407/Meadow-Lane-20---Home-Cottage-Kitchen>

Karyna Rondeau of 20 Meadow Lane has submitted a Site Plan Review application for Home Occupation II per Zoning Bylaw Chapter 255-22 for a home business she describes as a “cottage kitchen” to prepared custom ordered cakes, cupcakes and cookies. The property is within the RA

zoning district and the Water Supply Protection Overlay District. Per the Use Regulation Schedule, Home Occupation II is allowed by Site Plan Review.

She will utilize the 192 sq.ft. kitchen space in the home. Customers will place orders over the phone and pick up orders between 11am to 3pm Friday through Sunday. Customers will park in her driveway and utilize a side door on the house. Inquiry as to whether or not there will be any signage associated with the business to ensure compliance. Any permit approval by the Planning Board would need to be conditioned upon any required permitting by the Board of Health and Building Commissioner. See attached Home Occupation checklist.



Action Needed: Conduct the public hearing, vote on approval of Site Plan Review for Home Occupation II.

AGENDA ITEM #5 DRAFT Report to Town Meeting Business A-1 Zoning Amendment

Draft Report online [here: https://southhadley.org/DocumentCenter/View/12715/DRAFT-Report-to-Town-Meeting---Business-A-1-Zoning-Amendment---452024](https://southhadley.org/DocumentCenter/View/12715/DRAFT-Report-to-Town-Meeting---Business-A-1-Zoning-Amendment---452024)

A draft report to Town Meeting has been prepared and needs to be reviewed by the Planning Board.

Action Needed: The Board must review the draft report and provide any edits and vote to approve the Report to Town Meeting on the Business A-1 Zoning Amendment.

AGENDA ITEM #6

Planning & Conservation Department Report on Planning Projects and Development Updates

A. Climate Resilience Planning - Community Feedback Needed!

South Hadley is engaged in a new project to improve the community's resilience to the impacts of climate change by better understanding how people's lives are affected by extreme weather.

Community input can be provided in one of two ways:

1. Attend an upcoming community event and share your thoughts (see attached flier). Attendees will receive dinner and a \$10 gift card to Big Y!

2. Take our survey online:

<https://www.surveymonkey.com/r/SouthHadleyMVP>

[QR code for survey](#)

Those that complete the survey online are not eligible for the \$10 gift card, but we still hope to get participants. Survey closes April 25, 2024.

Where did this project come from?

Funding for our project is through an MVP 2.0 Grant from the Massachusetts Executive Office of Energy and Environmental Affairs. The Municipal Vulnerability Preparedness (MVP) program provides support for cities and towns in Massachusetts to build resilience to climate change. In May 2020, the community identified the top climate vulnerabilities for South Hadley and developed an action plan for building resilience to these (MVP 1.0). Several projects have been completed and/or are underway to address the vulnerabilities identified. The MVP 2.0 program expands on the work of South Hadley to date and provides new methods, tools and resources for building climate resilience within South Hadley. In particular, MVP 2.0 focuses on updating community resilience priorities with a focus on social equity and translating these priorities into action through project development and implementation.

The social equity components of this project are focused on conducting outreach to members of the community that may be under represented in community planning projects for a number of reasons. Other target populations include people and families that may not have regular access to transportation, low income, families with young children, food and/or housing insecure, people with disabilities, and seniors that may also meet some of these other criteria.

Our community outreach will have three phases:

Phase I – Gather feedback from people about their top priorities related to how they are impacted by extreme weather.

Phase II – Share the community priorities and identify possible “seed projects” to address some impact of climate change.

Phase III – Share possible seed project concepts and identify final seed project to be implemented.

A Seed Project is a project selected by the Core Team that will advance the community's resilience priorities, and that can be completed in 9-10 months. We received \$50,000 from the grant to complete a Seed Project.

PLANNING FOR CLIMATE CHANGE IN SOUTH HADLEY

Come join us to talk about how extreme weather events such as heat waves, flooding, and more frequent large storms are impacting you and our community.



**PUBLIC HEALTH INSTITUTE
OF WESTERN MASSACHUSETTS**
PARTNERS FOR HEALTH EQUITY

TOWN OF
SOUTH HADLEY
MASSACHUSETTS 

4/25/24

South Hadley
Public Library
6-8 PM

5/15/24

South Hadley
Council on Aging
6-8 PM

6/4/24

Location TBD in
South Hadley
6-8 PM

Attendees will receive dinner + \$10 gift card!

Can't join in person, complete the survey online:
<https://www.surveymonkey.com/r/SouthHadleyMVP>

QUESTIONS??

acapra@southhadleyma.gov | (413) 538-5030 x6128

B. Flexible Development Bylaw Updates

The Board invites the public to an open discussion on potential amendments to the bylaw at their April 22, 2024 meeting. The Board began discussion of these bylaw amendments in January and has developed a draft bylaw for initial public comment. More information is online here: <https://southhadley.org/1318/ProposedDraft-Bylaws>

C. Route 202/33 Corridor Rezoning Advisory Committee Appointed

The Town Administrator has appointed a five member advisory committee to work with the selected project consultant, Innes Associates, and the Director of Planning and Conservation to develop recommended new zoning and design guidelines for the corridor. A summary of the project and scope of work is online on the Planning Board webpage: <https://southhadley.org/1400/Route-202-33-Corridor-Re-Zoning>

Advisory members include: Dan Luis, Michael Beauchemin, Martha Terry, Ken LeBlanc, and Nate Therien

D. Dry Brook Aquifer Test Wells Decommissioned

Fire District 2 Water Department has completed decommissioning of seven (7) test wells installed in the vicinity of the District’s Dry Brook Well off of Sullivan Lane and include three (3) 6” wells and four (4) 2.5” wells. All wells were decommissioned in accordance with MassDEP specifications, and the cooperation of the landowner.

E. Thank You Mike Davis!

This is Member Mike Davis’ last meeting. Thank you very much for your service to the Town of South Hadley as a Planning Board member. We appreciate your desire to continue as the Planning Board representative on the Town Meeting Review Committee.

F. Next Planning Board Meetings and Other Important Dates

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

4/22/24 – PB Mtg	New PB Members Terms Starts
5/6 – PB Mtg	6:30 Public Hearing - STR Non-owner Occupied Special Permit, 112 River Road
5/8/24	Annual Town Meeting
5/20 – PB Mtg	
6/10/24 – PB Mtg	
6/24/24 – PB Mtg	

Need to set July and August meeting dates.

G. FY25 Budget and Municipal Reorganization

The proposed FY25 budget as well as additional information on the proposed reorganization of several municipal departments can be found online here: <https://www.southhadley.org/679/Budget-Town-Meeting-Documents> This reorganization includes the proposed renaming of the Planning and Conservation Department to Planning and Community Development. The intent is to elevate the

inclusion of other aspects of community planning including housing and economic development. There are not any proposed reductions or changes in programming, budget or services for conservation related community planning, Wetlands Protection Act and South Hadley Wetlands Bylaw administration or conservation area stewardship.

H. Arbor Day Celebration - Friday April 26th from 9:30-10:30 at the Hahn Warner Arboretum

AGENDA ITEM #7 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.

255-22 Home Occupations Checklist – 20 Meadow Lane – Cottage Kitchen

<p>Home Occupation I (allowed by right). A home occupation is allowed by right if it is carried out in compliance with the following criteria and standards:</p>		
1	<p>Conforms to the general criteria and standards:</p> <p>C1 The home occupation shall be incidental and secondary to the use of a dwelling unit for residential purposes. It shall be conducted in a manner which does not infringe on the right of neighboring residents to enjoy the peaceful occupancy of their dwelling units and does not alter the character of the neighborhood.</p> <p>C2 More than one home occupation may be conducted on a lot, provided that the combined impact of all home occupations satisfies the criteria and standards enumerated for the appropriate level of home occupation.</p> <p>C3 The home occupation is conducted only by residents of the dwelling unit but the business may employ other workers who do not engage in the work of the business at the site of the home occupation.</p>	Meets requirement.
2	All client and customer contacts are conducted via the internet or telephone or regular mail or at a site other than the location of the home occupation.	Meets requirement for Home Occupation II
3	The types of businesses which are so conducted may vary widely but only utilize machinery and materials which are kept within the dwelling. Examples of permitted Type/Category I home occupations include, but are not limited to, artists with a home studio; web developer who utilizes a computer, telephone, and similar small equipment; internet sales business; engineers, surveyors, architects who utilize a small portion of their residence as a home office; building contractors who utilize a small portion of their residence as a home office.	Meets requirement – home bakery; will require Board of Health approval
4	The home occupation shall not involve the repair or maintenance of client or customer property (including equipment or machinery) on the premises on which the home occupation is located.	Meets requirement
5	All work associated with the home occupation is carried out within the dwelling unit in a space which shall be the lesser of 20% of the floor area of the dwelling unit or 500 square feet.	Meets requirement – kitchen 192 sq.ft.
6	No signs denoting the conduct of the home occupation business shall be permitted or displayed on the property.	
7	The home occupation shall not give the outward appearance of a business. (The incidental appearance of a vehicle allowed under § 255-86F of the Zoning Bylaw to be parked in a residential district with the owner's business name, etc. on said vehicle shall not be construed as giving the outward appearance of a business.)	Meets requirement
8	Persons intending to conduct a Type/Category I home occupation shall submit to the office of the Planning Board a signed acknowledgement that they are aware of and will comply with the conditions for such home occupation.	N/A
<p>Home Occupation II - Allowed by Site Plan Review and the following standards:</p>		
1	Conforms to the general criteria and standards applicable to all home occupations as provided in #1 above	Meets requirements

2	The maximum area that may be occupied by the home occupation shall be the lesser of 20% of the floor area of the primary dwelling unit or 500 square feet.	Meets requirement – 192 sq.ft.
3	The home occupation shall not give the outward appearance of a business. (Signage, conducting of the business in accordance with these standards and criteria, and the incidental appearance of a vehicle allowed under § 255-86F of the Zoning Bylaw to be parked in a residential district with the owner's business name, etc. on said vehicle shall not be construed as giving the outward appearance of a business.)	Meets requirement
4	Signs used in conjunction with a home occupation shall not be animated or illuminated and shall not exceed one square foot and must be affixed to the residence and not be freestanding. The Planning Board may approve a small (up to 0.25 square foot) nameplate to be affixed to a freestanding mailbox structure as a condition of the site plan review.	
5	Parking shall be adequate for customers or clients.	Meets requirement – ample parking for up to 4 cars
6	No commercial vehicle other than Class 1 commercial vehicles, as defined by the Massachusetts Department of Transportation, at the DOT website (http://www.massdot.state.ma.us/highway/TrafficTravelResources/VehicleClassTypeClassifications.aspx) may be parked on a property in connection with a home occupation.	Meets requirement
7	Automobile and truck traffic generated shall not be greater than the volume of traffic that would normally be generated by a residential use. As such, considering the property size, location, type of business, the Planning Board may establish maximum limits as to the number of client/customer visits which may be conducted during a set period of time as a condition of the site plan review. The applicant must, as part of his/her application, provide information as to the volume of vehicular and pedestrian traffic which is expected to be associated with the home occupation at its peak level and on a routine basis.	Meets requirement
8	There shall be no exterior storage of materials, equipment, vehicles, or other supplies used in conjunction with a home occupation.	Meets requirement
9	The home occupation shall be conducted in a manner that will not interfere with the enjoyment of abutting residential dwellings by reason of noise, vibration, smoke, electrical interference, dust, odors, or heat. The use of substances in a manner which may endanger public health or safety or which pollute the air or water shall be prohibited. As such, the Planning Board may, as a condition of the site plan review, establish limitations as to the hours of operation of the home occupation.	Establish hours of operation – Friday – Sunday 11am to 3pm

**SOUTH HADLEY PLANNING BOARD
LIST OF CORRESPONDENCES
APRIL 9, 2024 REGULAR MEETING**

Letters and Memos

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Legal Notices

Amherst

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Chicopee

- Notice from the Chicopee Planning Board for the following decisions: 1) Approval of a Site Plan for a pre-engineered metal building and associated site improvements at 41 Robbins Road; 2) Approval of a Site Plan for a construction services facility at New Ludlow and Ludlow Roads; and 3) Waiver of frontage to allow an existing three family house to remain on reduced lot at 19 Beaumont Ave.
- Notice from the Chicopee Zoning Board of Appeals for the following decisions: 1) Approval of a variance from pavement setbacks for additional parking at 400 East Main St; 2) Approval of a variance from frontage to allow an existing three family to remain on a reduced size lot at 19 Beaumont Ave; and 3) Approval of a variance from parking setbacks, pavement setbacks, and accessory rear and side yard setbacks for the Chicopee Fire Department located at 580 Chicopee Street.

Granby

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Hadley

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Holyoke

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