

## **Background Materials for February 22, 2021**

### **Agenda Items #1 through #14**

#### **Persons may join the meeting and/or public hearing by either of the following:**

Join ZOOM Webinar from your computer:

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#### **Facebook Streamed:**

Additionally, the Cable Studio Director and the Planning & Conservation Department staff have made necessary arrangements so that this meeting can also be viewed in real time via Channel 15.

During the meeting, persons who are not joining the meeting, but watching via the online streaming may submit questions or comments via the Google Form or the dedicated email address: [SHPlanBoard@southhadley.ma.gov](mailto:SHPlanBoard@southhadley.ma.gov)

#### ***Agenda Item #1 – Continuation of North Pole Estates Public Hearing***

On February 16, 2021, the Planning & Conservation Department received an email from the attorney representing Chicopee Concrete Services, Inc. requesting that the public hearing on this application scheduled for February 22, 2021 be continued to March 8, 2021. The attorney also extended the deadline for the Planning Board to file a Decision on the application to March 26, 2021.

The reason for the request is to allow their new hydrogeological consultant to complete additional work to address Planning Board and Board of Health questions/issues. They anticipate the report to be completed by March 1, 2021 – this would meet the practice of having new materials to the Town a week before the Planning Board meeting. However, in the interest of having a more complete and thorough assessment, they may need to take a few more days.

Pursuant to the Planning Board Policy regarding requests for continuations of public hearings, at the February 22, 2021 Planning Board meeting, the Board is anticipated to vote to continue the public hearing to a time on March 8, 2021 without any required representation from the applicant.

**ACTION NEEDED:** Vote to continue the public hearing to March 8, 2021 at 6:45 p.m.

#### ***Agenda Item #2 – Open Forum Agenda***

The Board began discussing the idea of a Public Comment Period or Open Forum Period on the Board's agenda in 2019. As discussed by the Board members, this period in the meeting would be limited to 10 to 15 minutes and is intended to allow members of the public to bring up ideas or issues for the Board to consider in future agendas – matters within the Board's jurisdiction. It would expressly not allow discussion of personnel issues or zoning complaints as the Board is not the right forum for such matters. The draft policy was reviewed at multiple meetings. The

most recent draft of the policy is provided to the Board as an attachment to the distribution of the meeting agenda for February 22, 2021.

The last meeting at which the draft policy was discussed was held February 24, 2020. Only 4 members were present, I would also note that since February 24, 2021, Mark Cavanaugh has left the Board, Nate Therien was elected to replace Mr. Cavanaugh and Mike Adelman was appointed as the Associate Member.

Below are the minutes from the February 24, 2020 meeting regarding this topic:

*Mr. Harris explained that considerations for a public comment period during regular meetings had been ongoing. Revisions were made to the draft policy following the Board's previous discussion at the January 27, 2020 meeting. The updated draft was included within the agenda's background materials. Mr. Harris explained that the Board needed to determine the comment period's placement on the agenda- either at the beginning or end.*

*Ms. Brown was in favor of holding the comment period at the beginning of the meeting. Vice-Chair O'Brien was partial to holding the comment period at the end but was amenable to holding it at the beginning. She noted that Clerk Mulvaney, who was not present at tonight's meeting, was partial to holding the comment period at the end of the meeting.*

*Members of the Board were agreeable to deferring the vote until the next meeting to allow all members to vote on the policy.*

Below are the minutes of the previous January 27, 2020 meeting as they relate to this topic:

*Ms. Brown opened the discussion as she was the initial Planning Board member to express interest in holding a designated public comment period during regular Planning Board Meetings. She reviewed the draft policy included within the agenda background material and had two main comments. She recommended that the draft policy allow public comments to be taken from the audience rather than requiring people to come to the front of the room. Additionally, she recommended that the comment period be held at the beginning of the meeting rather than the end.*

*Members were generally agreeable to the concept of a Public Comment Period and were generally agreeable to allowing comments to be taken from the audience during the Public Comment Period. There was not a consensus around placement on the agenda. Vice-Chair O'Brien noted that other Boards who have a designated public comment period do not accept public comment outside that time or a Public Hearing. She noted that it was customary during regular Planning Board meetings for the public to be allowed to comment.*

*Mr. Hutchison considered offering latitude to the Chair in determining when it was appropriate to take up the Public Comment Period.*

*Linda Young, 15 Westbrook Road, addressed the Board. She recommended that the draft policy should require that comments made during the Public Comment Period cannot be*

items that are already on the agenda. Mr. Harris responded that the draft policy included the requirement.

Martha Terry, 25 Brainard Street, addressed the Board. She asked how public comment could be made on items that were on the agenda but not a Public Hearing. Chair Cavanaugh responded that opportunity for public comment was not required outside of a Public Hearing. However, the Chair had latitude to accept comments during the regular meeting. He added that comments on agenda items could be sent to the Planning Department to be included within the record.

Sandra Zieminski, 50 Lyman Terrace, addressed the Board. She expressed hope that the Chair would receive comments from the Public and recalled Joan Rosner's welcoming disposition while she was on the Board.

As there was not a consensus on how to establish the Public Comment Period Policy, considerations were tabled and would be readdressed at the February 24, 2020 Planning Board Meeting.

The March 9, 2020 minutes indicate that consideration of this policy would be on a future agenda. However, with the COVID Pandemic, it was not discussed. Therefore, the above sections of the January 27, 2020 and February 24, 2020 minutes reflect the Board's most recent discussion.

A copy of the draft policy as discussed February 24, 2020 is posted on the Planning & Conservation Department page of the Town's website at the following link:  
<https://southhadley.org/DocumentCenter/View/8021/DRAFT---NOT-ADOPTED-Policy-on-Public-Comment-Period---Revised-2020-02-19>

**ACTION NEEDED:** Decide on a policy regarding public comment.

**Agenda Item #3 – Signs – PeoplesBank – 468-470 Newton Street**

As the Board is aware, PeoplesBank is constructing a new branch facility on Newton Street at its intersections with Lyman and Dayton Streets (see aerial photo below). This is a continuation of

the discussion began at the February 8, 2021 meeting – **supplemental materials have been received as noted on page 5 below.**



Agnoli Sign Co., Inc. has submitted a request for installation and illumination of new signs – wall and freestanding for the new PeoplesBank under construction at 468-470 Newton Street. The subject property is in the Business A zoning district. The materials submitted for this request have been posted on the Planning & Conservation Department page of the Town's website at the following link (Section labeled: "Newton Street (468) - New PeoplesBank – 2021"):

<http://southhadleyma.gov/973/Proposed-Projects---Signs>

When the Board granted Site Plan/Special Permit approval for this project, the issue of conversion, the issue of sign approval was left to the Building Commissioner and Director of Planning & Conservation:

*9. Signage. Prior to issuance of a sign permit or erection of any signage associated with this project all signs shall be approved by the Director of Planning & Conservation and Building Commissioner. This review is required to ensure compliance with the Zoning By-Law specifications and to assure that the sign does not impede motorists' visibility.*

This approval will occur through the normal permitting process. During the Board's review process, there were questions raised about the "Bobblehead" on the drive through wall. I had the Building Commissioner review all of the proposed signs including the "Bobblehead" and he provided the following:

*"I spoke with Amanda Pfeffer (from Agnoli Sign Co., Inc.) today (January 13, 2021) regarding the bobblehead panel at the drive-thru canopy. By definition, it is a sign. Plans are to amend the site plan to delete that sign. All other signs planned for the site are, in my opinion, permitted. Illuminated signs, of course, are subject to approval by the planning board."*

Accordingly, the "Bobblehead" panel has been removed.

However, the approval of the illumination of the signs is subject to Planning Board approval under Section 255-85G of the codified Zoning Bylaw which provides that,

*No illuminated signs shall be permitted unless first approved by the Planning Board. Prior to approving an illuminated sign, the Planning Board must make a determination that the sign will not be adverse to the character of the surrounding neighborhood or the community. The Planning Board shall notify, by mail, abutters of the date, time, and place of the Planning Board meeting at which the request for an illuminated sign is to be considered.*

*(1) Exception. Traffic control and directional signs by municipal, state and federal agencies shall be excepted from this requirement.*

*(2) Adverse to surrounding neighborhood or community. Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises from excessive light pollution. Therefore, in determining whether to approve the illumination of a sign, the Planning Board shall:*

*(a) Consider and minimize the illumination impact of the signage illumination on the surrounding properties; and*

*(b) Only approve internally illuminated signs where only the lettering or logo of the enterprise or message being promoted are illuminated; and*

*(c) Ensure that the illuminated sign does not illuminate adjoining or nearby residential properties or pose a danger to motorists on adjoining or nearby roadways which might arise from glare from the illumination source; and*

- (d) Not approve exposed or illuminated neon signs; and
- (e) Require that illumination sources not illuminate the background or field of a sign except to the extent that the background or field (due to the shape of the sign area) is clearly a logo of the company or enterprise being advertised.

Pursuant to the Zoning Bylaw, the abutters have been notified of the meeting.

### Post 2021-02-08 Meeting Submittals

#### *ATM traffic data*

At the February 8<sup>th</sup> meeting, there were questions raised as to the need for illuminated signage at the ATM overnight. PeoplesBank provided information on their ATM nighttime usage for their Amherst Center and Ludlow locations for the two-week period of January 25 to February 8:

*“Amherst Center:* We have one machine available for 24-hour drive thru service. For the two-week period, January 25 – Feb 8, we had 24 transactions between the hours of 8 pm – 6 am, and average of just under 2 per night, with a high of 6 on one night, and 5 nights with no transactions. The breakdown of hours is:

- 8-10 pm: 19
- 10-12 am: 0
- 12 – 2 am: 2
- 2 – 4 am: 0
- 4 – 6 am: 3

*Ludlow (at Mass Pike entrance)”* We have two machines available for 24-hour drive thru service. For the two-week period, January 25 – Feb 8, we had 54 transactions between the hours of 8 pm – 6 am, and average of just over 4 per night (2 per machine), with a high of 12 on one night, and no nights with no transactions. The breakdown of hours is:

- 8-10 pm: 34
- 10-12 am: 9
- 12 – 2 am: 1
- 2 – 4 am: 4
- 4 – 6 am: 10

Based upon these stats, traffic is heaviest in the early evening hours, or in the early morning hours. Of the 78 recorded transactions, 70% were before 10 pm, and about 15% were just prior to 6 am, mostly at the Pike entrance ramp location.”

#### *Photos of similar signage*

Agnoli Signs has submitted some supplemental photos depicting the nighttime illumination at some existing facilities. This information is posted on the Planning & Conservation Department page of the Town’s website at the following link:

<https://southhadley.org/DocumentCenter/View/8022/Newton-Street-268---New-PeoplesBank---Sign-Illumination---Other-Sites-Comparisons-2021-02-17>

Additional information was provided by PeoplesBank in the form of a photo adaptation of their new facility depicting the illuminating signs on the building, information regarding the proposed signage, and photos of signs at their Granby and Ludlow facilities. This information is also posted on the Planning & Conservation Department page of the Town’s website at the following links:

<https://southhadley.org/DocumentCenter/View/8024/Newton-Street-268---New-PeoplesBank---2021-02-18-Email-from-Matthew-Bannister>

<https://southhadley.org/DocumentCenter/View/8025/Newton-Street-268---New-PeoplesBank---2021-02-18-Photo-Adaptaion>

<https://southhadley.org/DocumentCenter/View/8026/Newton-Street-268---New-PeoplesBank---2021-02-18-Photo-Granby-and-Ludlow-Sites>

**ACTION NEEDED:** Determine if the illumination of the sign as proposed meets the Zoning Bylaw standards.

**Agenda Item #4 – Signs – Dunkin Donuts – 497 Newton Street**

Ace Signs, Inc. has submitted a request for replacement of existing signs including changing the means of illumination at the Dunkin Donuts located at 497 Newton Street (see aerial photos below). The subject property is in the Business A-1 zoning district. The materials submitted for



this request have been posted on the Planning & Conservation Department page of the Town’s website at the following link (Section labeled: “Newton Street (497) – Dunkin Donuts - 2021”):

<http://southhadleyma.gov/973/Proposed-Projects---Signs>

From the information provided by the applicant, it appears that the “area” of signs to be illuminated will actually be less than is currently illuminated. While changing the face of the sign would not normally require Planning Board approval, their proposal to change the method of illumination to LED and the fact that the use was approved by a Special Permit prompted me to determine that this request should go before the Board.



Approval of the illumination of the signs is subject to Planning Board approval under Section 255-85G of the codified Zoning Bylaw which provides that,

*No illuminated signs shall be permitted unless first approved by the Planning Board. Prior to approving an illuminated sign, the Planning Board must make a determination that the sign will not be adverse to the character of the surrounding neighborhood or the community. The Planning Board shall notify, by mail, abutters of the date, time, and place of the Planning Board meeting at which the request for an illuminated sign is to be considered.*

*(1) Exception. Traffic control and directional signs by municipal, state and federal agencies shall be excepted from this requirement.*

*(2) Adverse to surrounding neighborhood or community. Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises from excessive light pollution. Therefore, in determining whether to approve the illumination of a sign, the Planning Board shall:*

*(a) Consider and minimize the illumination impact of the signage illumination on the surrounding properties; and*

*(b) Only approve internally illuminated signs where only the lettering or logo of the enterprise or message being promoted are illuminated; and*

*(c) Ensure that the illuminated sign does not illuminate adjoining or nearby residential properties or pose a danger to motorists on adjoining or nearby roadways which might arise from glare from the illumination source; and*

*(d) Not approve exposed or illuminated neon signs; and*

*(e) Require that illumination sources not illuminate the background or field of a sign except to the extent that the background or field (due to the shape of the sign area) is clearly a logo of the company or enterprise being advertised.*

Pursuant to the Zoning Bylaw, the abutters have been notified of the meeting.

**ACTION NEEDED:** Determine if the illumination of the sign as proposed meets the Zoning Bylaw standards.

***Agenda Item #5 – Waiver Site Plan Review – Dunkin Donuts Expansion***

R. Levesque Associates, on behalf of Salmar Realty, have requested a waiver of Site Plan Review to allow for the expansion of the existing drive through window and make related exterior modifications of the Dunkin Donuts situated at 497 Newton Street (see aerial photos on the next page). The subject property lies in the Business A-1 zoning district.



The letter requesting the waiver identified the following proposed modifications:

- Order Window – Window will be bumped out per the attached site plan and architectural plans.
- Bollards – Additional bollards will be placed at the site per the attached site plan.
- Height Bar – A height bar will be installed with a swing-mechanism as shown on said site plans and architectural plans submitted hereto.
- Order Board – A new order board will be installed as shown on attached site plans and architectural plans.
- Exterior Signage – To be updated to reflect the latest Dunkin standards

This expansion and related work are connected to the expansion of the exterior freezer for which the Board granted a waiver of site plan review on November 13, 2018.

The subject property is in the Business A-1 zoning district. The materials submitted for this request have been posted on the Planning & Conservation Department page of the Town's website at the following link: <https://southhadley.org/1008/Waiver-Requests> in the section labeled "Newton Street (497) - Dunkin Donuts – 2021"

As noted in 2018,

*"the Dunkin Donuts, as a restaurant, is permitted by Site Plan Review. The Drive Through component requires a Special Permit which was approved in April 1997. Conditions of the Special Permit include:*

- 1) That adequate dimensions exist to permit emergency vehicles to safely pass those vehicles in the drive-in window service line.*
- 2) Any proposed signage and lighting for this business must be submitted to the Planning Board for approval both as to type and location.*
- 3) The hours of operation for the drive-in service will be subject to review by the Planning Board if it is determined that this service conflicts with the standards for a Special Permit.*

*The only condition which appears to relate to this waiver is in regard to the "adequate dimensions" for emergency vehicles. And the plan does not suggest that there would be a reduction in the space available for such passage.*

*The standard for granting a waiver under Section 255-145(D)(2) is that the Board must make a "finding that the Board determines the proposed development will have a de-minimis impact relative to the criteria set forth in Section 255-148 of the Zoning Bylaw". The term de-minimis suggest that it would be of "insignificant" impact.*

*In this instance, the expansion of the exterior cooler is not anticipated to have any impact on traffic, noise, employment, etc. It appears to be less than 3% of the square footage of the Dunkin Donuts space."*

The same situation would appear to apply in the present request. And the same standard applies for waiving Site Plan Review - "finding that the Board determines the proposed development will have a de-minimis impact relative to the criteria set forth in Section 255-148 of the Zoning Bylaw". The term de-minimis suggest that it would be of "insignificant" impact.

The request has been submitted to the various plan review Boards/Departments. As of February 19, 2021, the following responses have been received:

- *DPW:* No comments on this project.
- *Police:* No comments or concerns.
- *SHELD:* Reviewed the plans and have no comments.

- *District #1 – Water Department:* No objections
- *Building Commissioner:* The building commissioner has no concerns or objections to waiving a site plan review for the proposed changes. However, I would like to support Fire District 1 regarding addressing the chronic obstruction of the access drive for emergency vehicle and fire apparatus on the side of the building where the proposed changes will take place. Please include in any waiver conditions, a condition that will address this problem.
- *Board of Health:* "8-304.15 Notification of Changes." The Board of Health will need to have a plan review application submitted with a set of plans for review. In addition to requirements set forth in FC 8-304.11 Responsibilities of the Permit Holder, the permit holder shall:
  - (A) Notify the board of health within 48 hours after any change in ownership, and at least 30 days prior to any change of the name, location of the food establishment or addition of a new operation and shall promptly submit to the board of health an application for a new or amended permit, together with written documentation reflecting such change.
  - (B) Submit plans in accordance with FC 8-2 Plan Submission and Approval any time an establishment is being remodeled or a new operation added and shall promptly submit to the board of health an application if a new or amended permit is required."

The Board of Health will need to have a plan review application submitted with a set of plans for review.

- *District #1 Fire Department:* Need at least 20Ft wide fire access road/lane by the drive thru. The current locations of the dumpsters that prevent a vehicle from passing thru while cars are in the drive-up lane, or a delivery truck is backed into the loading dock area. The architect is going to remove the overhead bar in the drive-thru lane and talk to Mr. Falcone about the dumpster issue.

In response to the Fire Department comments, the project consultant sent an email 2021-02-19 stating he spoke with Jason Houle from District #1. He indicated his understanding is Jason Houle will allow the change to the site with less than 30' width, as that is what exists now. However, he is requiring us to resolve the dumpster location issue. The consultant spoke with Rocco Falcone this morning and he will be relocating the product he has adjacent to the dumpster which will allow them to reconfigure the dumpster location and orientation. This will be addressed in the Rocky's site plan to be submitted early next month. They will address this in letter format prior to the waiver meeting. They are waiting for Jason Houle to confirm that their understanding is correct.

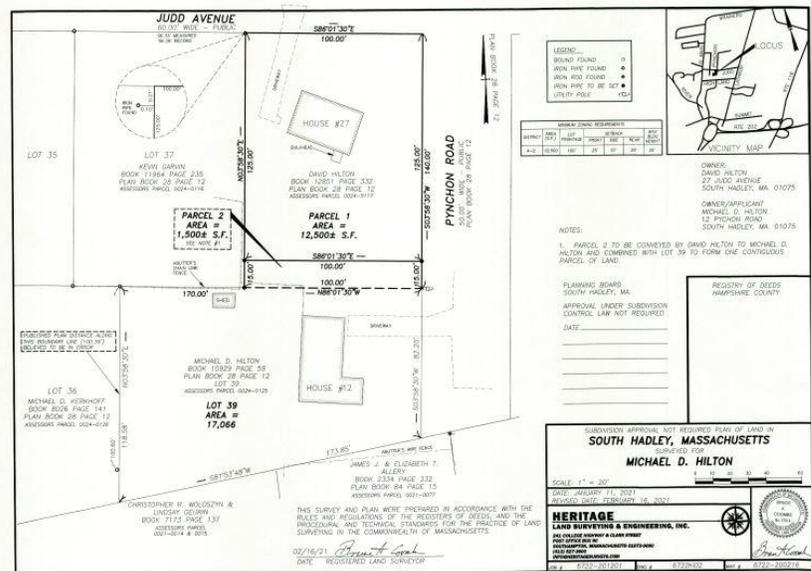
It should be noted that the request for the current waiver included the Board's conditions attached to the 2018 Waiver of Site Plan Review and the plan submitted appears to reflect those conditions. Thus, nothing in this request would alter the conditions attached in 2018 unless the Planning Board expressly altered such conditions.

**ACTION NEEDED:** Determine if the request meets the standard for a waiver. If the Board determines that a waiver is appropriate, attach appropriate conditions to its approval.

**Agenda Item #6 – ANR Plan 12 Pynchon Road & 27 Judd Avenue**

An ANR Plan has been submitted by Michael Hilton which will carve off a 1,500 square foot portion of the parcel for 27 Judd Avenue and add it to the parcel for 12 Pynchon Road – no new building lots will be created. The subject properties lie in the Residence A-2 Zoning District. Both lots have existing houses located thereon. The properties are located off the south side of Judd Avenue and west side of Pynchon Road (see aerial photo and excerpt of the ANR Plan below). The ANR Plan is posted on the Planning & Conservation Department page of the Town’s website at the following link:

<https://southhadley.org/DocumentCenter/View/8018/Pynchon-Road-12-and-Judd-Avenue-27---Hilton-2021-02-17>



Being in the Residence A-2 zoning district requires lots to have a minimum area of 12,500 square feet and minimum frontage of 100 feet to be deemed conforming. The lot at 27 Judd Avenue currently conforms to both of these standards while the lot at 12 Pynchon Road falls below the minimum frontage requirement. However, the lot at 12 Pynchon Road appears to have been in existing before the current 100-foot frontage requirement was adopted. The proposed ANR Plan will bring the lot at 12 Pynchon Road closer into conformity with the current Zoning Bylaw requirements, without altering the conforming status of the lot at 27 Judd Avenue.

Judd Avenue was accepted as a Town road by Town Meeting in July 1952. Both streets are maintained by the Town. Therefore, I believe the ANR Plan is appropriate for endorsement under the definitions and provisions of Chapter 41, Section 81L and Section 81P of MGL.

**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 or the Conservation Administrator/Assistant Planner to sign the plan on the Board’s behalf consistent with the Board’s vote on July 20, 2020.



The Request is posted on the Planning & Conservation Department page of the Town's website at the following link:

<https://southhadley.org/DocumentCenter/View/7033/2020-07-30-Sorbi-Circle---Pearl-Street-82---Knowles>

The Report to Town Meeting based on the prior public hearing is posted on the Planning & Conservation Department page of the Town's website at the following link:

<https://southhadley.org/DocumentCenter/View/7425/Article-PB-A---Zoning-Map-Amendment---82-Pearl-Street-aka-82-Sorbi-Circle---As-voted-by-Planning-Board-2020-11-02>

- A request for a zoning map amendment on four parcels on the southeast corner of Granby Road and Willimansett Street, known as 280 and 286 Granby Road and identified as Tax Assessor's Map #15 as Parcels 122, 123, 124 and 125, from the present zoning designation of Residence A-1 to Business A (see aerial photo below)



The Letter of Request and the accompanying narrative is posted on the Planning & Conservation Department page of the Town's website at the following link:

<https://southhadley.org/DocumentCenter/View/8027/2021-02-10-Zoning-Map-Amendment-Request---Granby-Road-280-Letter-with-Narrative-Attached>

Town Meeting is typically held in the second week of May (possibly around May 12 this year). The Board needs to hold their public hearings as early as possible so that any revisions in bylaw amendments can be made before the Warrant is set. Additionally, it is vital that the Planning Board Report to Town Meeting be available as far in advance of Town Meeting as possible. It would appear that the agendas for the March 8, March 22, and April 12 meetings are likely to be

filled with a public hearing on North Pole Estates. Thus, it would seem reasonable and appropriate to consider a separate meeting night to hold the public hearings on these items.

In any case, the Board needs to provide guidance as to when it wants the public hearings to be held so that staff can prepare and send out the public hearing notices.

**ACTION NEEDED:** Determine what data to hold the public hearings on Bylaw and Zoning Map Amendment requests.

***Agenda Item #9 – Public Hearing – North Pole Estates***

As noted under Agenda Item #1, on February 16, 2021, the Planning & Conservation Department received an email from the attorney representing Chicopee Concrete Services, Inc. requesting that the public hearing on this application scheduled for February 22, 2021 be continued to March 8, 2021. The attorney also extended the deadline for the Planning Board to file a Decision on the application to March 26, 2021.

The reason for the request is to allow their new hydrogeological consultant to complete additional work to address Planning Board and Board of Health questions/issues. They anticipate the report to be completed by March 1, 2021.

Pursuant to the Planning Board Policy regarding requests for continuations of public hearings, at the February 22, 2021 Planning Board meeting, the Board is anticipated to vote to continue the public hearing to a time on March 8, 2021 without any required representation from the applicant.

**ACTION NEEDED:** No action under this agenda item if the Board votes to continue the public hearing to March 8, 2021 at 6:45 p.m. under agenda item #1.

***Agenda Item #10 – Master Plan Update***

The Special Meeting to review the Master Plan Update which had been scheduled for February 18, 2021 was cancelled to allow members and staff to participate in a public meeting (“Virtual Open House”) regarding the recently completed 2020 Westover Air Reserve Base AICUZ Report. This report assesses the noise and APZ compatibility of the Air Reserve Base and land uses in the adjoining communities. Recommendations in the report have implications for possible future Zoning Bylaw recommendations and Project Review Decisions.

The Board had scheduled a meeting to review the Master Plan Update on February 18<sup>th</sup> as well as March 4<sup>th</sup> and March 18<sup>th</sup>. The Board could, as time permits, undertake the review on February 22<sup>nd</sup> in lieu of the cancelled February 18<sup>th</sup> meeting. Or the Board could schedule another Special Meeting.

It appears that the February 22<sup>nd</sup> agenda seems quite full. It would also appear that there may only be a need for 2 meetings for the Board to complete its initial review (this will be determined by the Board). Thus, the Board could wait until completing the March 18<sup>th</sup> meeting to decide whether or not a 3<sup>rd</sup> meeting is needed and schedule the meeting at that time.

**ACTION NEEDED:** Determine whether to undertake the review February 22<sup>nd</sup> or schedule a new special meeting for the review. Alternatively, the Board could wait till March 18<sup>th</sup> to determine if a new meeting needs to be scheduled.

***Agenda Item #11 – Minutes***

A draft of the minutes of the February 4, 2021 Planning Board special meeting to discuss the Master Plan Update were previously emailed for the Board’s review. The Planning & Conservation Senior Clerk has emailed a draft of the February 8, 2021 Planning Board meeting minutes for the Board’s review.

**ACTION NEEDED:** The Board needs to vote to approve the minutes as submitted or with edits.

***Agenda Item #12 – Correspondence***

A list of correspondence is attached.

**ACTION NEEDED:** No action is required.

***Agenda Item #13 - Development Update and Planner’s Report***

The Planning & Conservation Department staff will provide a report on the following items:

***a. Development Activity***

- Dunkin Donuts – “Expansion”: See Agenda Item #5 above.
- Dunkin Donuts – Signage”: See Agenda Item #4 above.
- PeoplesBank: They appear to be nearing completion of the construction.
- Skinner Woods: The project engineer has submitted a draft of their Form H Submittal along with a proposed modification of their Special Permit to address a change in the ownership. I am reviewing the materials before they submit their formal application.
- Rocky’s Hardware: The project engineer is working on the plan submittals and their architect is having some simulations prepared which will show how the building will relate to the massing of other buildings on the site and on the adjacent property. I anticipate the application for Site Plan Review and Stormwater Management will be submitted sometime in March which would result in public hearing, probably late April.
- The Park at Woodlawn: The developer is pursuing their funding.
- Senior Center Sign Illumination: The consultant for the Senior Center has indicated that they are planning to submit a request to illuminate the sign at the new Senior Center. I have provided the consultant with the application form and requirements for supplemental documentation. They have also been informed as to the extent to which the illuminated signs at the PeoplesBank have been an issue – this is in particular relevant as the Senior Center is in greater proximity to residences which could be impacted by the illumination.
- Eversource Laydown Yard: In a meeting on Thursday, EverSource indicated they are proposing to use the Gravel Pit off Route 47 as a “laydown yard” through 2022 for their major power line reconstruction project. The Building Commissioner is to determine whether or not a Special Permit (and, if so, what kind) is required for the project.

b. Bylaw and Map Amendments

- A request has been submitted for a change in the zoning for properties abutting Route 202 and Route 33. This request has been referred to the Planning Board from the Selectboard pursuant to Chapter 40A, Section 5, MGL
- 82 Pearl Street (aka 82 Sorbi Circle) request for a change from Agricultural to Business A.
- Stormwater Management Bylaw amendments

c. Master Plan Update

The Master Plan Update Advisory Committee has recommended the draft Update to the Planning Board for their review and consideration. Special Planning Board meetings were scheduled to review the Master Plan Update on the following dates – to be held at 6:00 p.m. for approximately 2 hours each night:

- ~~○ January 21, 2021~~
- ~~○ February 4, 2021~~
- ~~○ February 18, 2021~~
- March 4, 2021
- March 18, 2021

Following the Planning Board’s review, revisions will be considered based on input from various departments and boards/commissions as well as the public. A public hearing will be held to solicit additional public input prior to the Board considering adoption of the Master Plan Update.

d. Planning Board Meeting Schedule

As set at the December 14, 2020 meeting, the meeting schedule through April 30, 2021 is as follows:

- ~~○ Monday, January 11, 2021~~
- ~~○ Monday, January 25, 2021~~
- ~~○ Monday, February 8, 2021~~
- Monday, February 22, 2021
- Monday, March 8, 2021
- Monday, March 22, 2021
- Monday, April 12, 2021
- Monday, April 26, 2021

e. Planning & Conservation Department Grant Activity

- District Local Technical Assistance (DLTA)
- MassWorks
- MVP
- Land Grant
- APRs
- MDI Local Rapid Recovery Grant

f. Other

- As time permits, Anne Capra can provide a brief review of how to access and review the Town's Bylaws and Regulations – particularly the Zoning Bylaw – by accessing the eCODE360 link on the Town's website.
- Route 202/Roue 33 Corridor Study: The “draft” report has been received and posted on the Planning & Conservation Department page of the Town's website at the following link: <https://southhadley.org/DocumentCenter/View/8016/Route-202Route-33-Corridor-Study---2021-02-16-Draft---pending-in-person-public-meeting> It is noted that this report is a “Draft – pending in person public meeting”. It is not anticipated that the Planning Board or the Town will finalize the report and recommendations until an “in person” public engagement meeting can be and is held. It is hoped that such a meeting can occur in 2021. The videos of virtual meetings held which relate to this project are posted on the Cable Studio website.

***Agenda Item #14 – Other New Business***

I have included this agenda item for Board members to bring up new items (for discussion and future consideration) that are not on the agenda and which the Chair could not reasonably expect to be discussed/considered as of the date which the agenda was posted.

Additionally, this is an opportunity for the representatives on various committees and the PVPC Commissioner/Alternate Commissioner to make reports to the Board. The reports should be less than 3 minutes each.

