

Background Materials – October 18, 2021 – Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 10/15/21

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 posted on the Town of South Hadley Planning and Conservation Department webpage here: [Policy-on-Open-Comment-Period---As-Adopted-2021-03-08 \(southhadley.org\)](#)

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

AGENDA ITEM #2 Minutes

Senior Clerk Colleen Canning will be forwarding the minutes of the following meetings for your review:

- 9/13 regular meeting
- 9/13 McKinley Ave Special Permit Public Hearing
- 9/20 regular meeting
- 9/20 Bank of America ATM Special Permit Public Hearing
- 9/20 Woodbridge Street Fence Special Permit Public Hearing

Action Needed: Discuss any edits, and vote to approve the minutes, as amended or not.

AGENDA ITEM #3 Correspondence

A list of correspondence received is attached.

Action Needed: No action needed.

AGENDA ITEM #4 Approval Not Required (ANR) Plan filed for 0 & 84 Willimansett Street

Application and project plans are online here:

<https://www.southhadley.org/DocumentCenter/View/8779/Willimansett-Street-84-ANR----September-2021>

The applicant is Crossroads Realty Holdings LLC of Killingworth, CT. They are seeking to combine Assessor's Map 14, parcels 43 and 67 into one lot, a.k.a. Parcel 5 and Parcel 5A. Parcel 5A is to be conveyed from Big Y Foods, Inc. to Crossroads Realty Holdings Inc and combined with parcel 5 to form one contiguous parcel of land with a total parcel area of 2.788 acres.

The proposed ANR meets the standards for endorsement of Approval Not Required under Subdivision Control Law MGL Chapter 41, sec 81L, as follows:

1. *Type of way* – Willimansett Street (Route 33) from Granby Road to the Chicopee Town line is a state owned and maintained road thus, it meets the definition as a public way.

2. *Minimum frontage requirements for zoning district* – The property is within the Business C zoning district which has a minimum 100’ frontage requirement, and 20,000 sq.ft. minimum lot size requirement. Parcel 5/84 Willimansett Street (Map 14, Parcel 43) has 220’ of frontage on Willimansett Street and therefore meets the frontage requirements for the zoning ditrict. The total parcel area of the combined two lots will be 2.788 acres.

3. *Vital access* – As a state owned and maintained roadway, Willimansett Street meets the adequacy of way standard. Additionally, an access easement (as recorded in Plan Book 181, Page 31) provides access to the subject parcels from Willimansett Street at a singaled intersection along a privately maintained driveway which serves as the primary access to the Big Y shopping Plaza. Therefore, the vital access standard 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 #5 Approval Not Required (ANR) Plan filed for 38, 40 & 48 Woodbridge Lane

Application and project plans are online here: [Woodbridge-Street-38-40-48-ANR---October-2021 \(southhadley.org\)](http://Woodbridge-Street-38-40-48-ANR---October-2021@southhadley.org)

This is a co-application field by CB Realty Trust LLC and Berkshire Hills Music Academy Inc. This ANR involves three existing lots (38/Lot 1; 40/Lot 2; & 48/Lot 3 Woodbridge Street), divided into five parcels (A thru E), that will be reconfigured into three lots via this ANR plan.

Address	Lot #	Total Area	Reconfiguration
38 Woodbridge	1	164,110 sq.ft.	Combined Lot 1 and Parcels A, B, D & E
40 Woodbridge	2	29,778 sq.ft.	Parcel E carved off for Lot 1; combined Parcel C
48 Woodbridge	3	48.784 acres	Parcels A, B, C carved off

The proposed ANR meets the standards for endorsement of Approval Not Required under Subdivision Control Law MGL Chapter 41, sec 81L, as follows:

1. *Type of way* – Woodbridge Street, at this location, is a state owned and maintained roadway (Route 116), and therefore used as a public way.

2. *Minimum frontage requirements for zoning district* – The properties are within the RA-1 zoning district, and the Water Supply Protection Overlay District. The parcels are on town sewer, making the minimum lot size 22,500 sq.ft. and minimum frontage 125’. Lot 1 will have 149.28’ of frontage on Woodbridge Street. Lot 2 will have 126’ of frontage on Woodbridge

Street. Lot 3 will have 587' of frontage on Woodbridge Street. All three lots meet the minimum frontage requirements for the RA-1 zoning district.

3. *Vital access* – As a state owned and maintained roadway, Woodbridge Street meets the adequacy of way standard. All three lots have driveways off of Woodbridge Street.

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 #6 Review of Master Plan Implementation Committee Bylaw

The Master Plan Implementation Committee (MPIC) has requested to meet with the Planning Board to discuss the roles and responsibilities of MPIC and to gather feedback from the Board. The Board is being provided an outline for this discussion as provided by Judy Gooch, MPIC Chair.

Action Needed: No action required.

AGENDA ITEM #7 Planning & Conservation Department Report on Planning Projects and Development Updates

Canal Street Condominiums Special Permit

The developer requested a release of their stormwater performance bond. The performance guarantee is not to be released until Certificates of Occupancy have been issued for 75% of the dwellings and 100% of the building foundations and the roadway have been installed. DPW and the Building Commissioner have conducted site visits. The sidewalk on High Street has not been installed to date. The developer has been informed of the work needed to complete before the bond can be released.

Bardwell Street Condominiums Special Permit

The developer has requested gas meter hookups and is working with Inspectional Services to move this along.

Route 202/33 Corridor Assessment Study Community Forum – November 10, 2021 @ 7pm

Public outreach about the community forum is underway and includes the following:

- A public notice was mailed to the property owners along the corridor on 10/7/21.
- Two hard copies as well as a comment box have been distributed to the South Hadley Public Library, the Gaylord Library and the Senior Center.
- A mailer insert will go out in the Fire District #2 Water Department bills on November 1st. Fire District #1 Water Department bills went out last week and don't go out again until January 1. I wasn't able to get the mailer inserts printed and back from the printer in time to make that deadline.

- The agenda has been posted, and it contains all of the modes for commenting and reviewing the plan.
- Content in the public notice has been distributed to Know Your Town and the Council on Aging for inclusion in their newsletters.
- A “News & Announcements” push went out via the Town website on 10/13/21; and a link to event was posted on the Town’s Facebook page.
- Notice to all Town Meeting members was emailed on 10/12/21.

The Town robocall system is not available for this use. It can only be used for emergency notifications and other public health and safety matters.

Between Colleen and I combined, we are at 16 hours total for the public outreach.

Lyman Street Smart Growth District Infrastructure Improvement Project – MassWorks Grant

Ludlow Construction has begun submitting shop drawings and materials specifications to our construction administration and project engineers at Fuss and O’Neill for review and approval. As indicated previously, the start of construction has been delayed until late Fall/early Spring due to a materials shortage.

MDI Local Rapid Recovery Planning Project – Village Commons District

Project consultants from Agency Landscaping and Planning, and three subject matter experts as assigned by the MDI program, have developed recommendations and strategies for supporting post-COVID business recovery in the Village Commons District. Other active stakeholders in the project included Jeff Labrecque of the Village Commons management, Michelle Theroux of the Chamber, and several representatives from MHC. The final plan was issued this week and is posted online here: [Rapid-Recovery-Plan-October-8-2021 \(southhadley.org\)](https://southhadley.org/rapid-recovery-plan-october-8-2021)

Housing Production Plan Expiration and Update

South Hadley’s Housing Production Plan was created in 2016 and approved by the Planning Board on 11/28/2016. The Plan and associated presentations can be found via the following link, by scrolling down to “Housing Studies and Reports”:

[Planning Documents | South Hadley, MA - Official Website](https://southhadley.org/planning-documents)

The Plan was prepared by the Pioneer Valley Planning Commission (PVPC) according to requirements of the state’s Housing Production Program (HPP), which is a program administered by DHCD and authorized by Massachusetts Chapter 40B to encourage communities to take a proactive approach to affordable housing development and to meeting their 10% affordable housing goal. The HPP is valid for a five-year period from the approval date by DHCD. According to DHCD, *the Plan expires 6/8/22*.

There are many advantages for a community to create and update an HPP including: 1) provides an opportunity to understand current housing conditions and then to determine both the projected housing needs of both the current populations and the growth/change in composition of the population; 2) identify sites and guidance for new development responsive to community needs; and 3) provides so called “safe harbor” from 40B Comprehensive Permit

applications. Safe harbor essentially means that the Zoning Board of Appeals can deny a 40B Comprehensive Permit application while the HPP is current. MGL Chapter 40B, also known as the Comprehensive Permit Law, is a state statute that was enacted in 1969 to address the shortage of affordable housing in Massachusetts. MGL Chapter 40B sets a goal for every community in Massachusetts to provide a minimum of 10% of their housing inventory as affordable. To achieve this, developers who file an application to build a 40B development are allowed to bypass certain local zoning bylaws, specifically the allowable density, so long as 20 to 25% of the units being built meet the state's definition of affordable.

More information about MGL Chapter 40B can be found here:

<https://www.mass.gov/service-details/chapter-40-b-housing-production-plan>

<https://malegislature.gov/laws/generallaws/parti/titlevii/chapter40b>

Therefore, I am in the process of requesting price quotes from qualified planning firms to develop an update to South Hadley's HPP prior to the June 2022 expiration date.

Master Plan Update

Updates are underway and should be completed within the next few weeks. Thereafter, the plan will be submitted to consultant Emily Innes to complete edits required from the consultant team.

Grant Applications

CHAPA Municipal Engagement Initiative

This program seeks to build support for affordable housing production in communities across the Commonwealth. IF funded, CHAPA staff will work with us to conduct public education in support of housing production, with an emphasis if affordable housing. This is a very competitive program, with only 2-3 communities to be selected. If funded, this program would be in support of the update to the Housing Production Plan.

Mass. Office of Disabilities ADA Grant – Leaping Well Nature Trail Parking Lot and Pocket Park
Conservation Administrator/Planner Rebekah Cornell prepared this grant application, based off the recently unfunded MassTrails Grant application or the same work. The project would create a formal parking area at the Mosier Street trailhead which is currently a gravel pull over area, formerly used as a storage area by DPW. The ADA accessible pocket park would be located next to the trailhead and provide small sitting area overlooking the trail.

Upcoming Meeting Dates

2021	2022
October 25	January 3*
November 8	January 24
November 22	February 7
December 6	February 28
December 13	

*The New Year's Day holiday is being observed on Friday 12/31/21 so there is no conflict with a Planning Board meeting on 1/3/22.

AGENDA ITEM #8 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.

SOUTH HADLEY PLANNING BOARD

LIST OF CORRESPONDENCES

September 21- October 14, 2021

Letters and Memorandums

- Notice received September 28, 2021 from Chelsea Beaudry, 81 Searle Road, identifying that they are aware of the requirements for Home Occupation 1 as they are operating a small batch granola busses out of their property.
- Approval Not Required (ANR) Plan received October 14, 2021 for the adjustment of lot lines associated with 38, 40, & 48 Woodbridge Street.

Legal Notices

Amherst

- Notice received October 12, 2021 from the Amherst Planning Board for a public hearing on October 20, 2021 to consider a site plan to construct new parking spaces and associated site work at the Podick & Cole Conservation Area

Chicopee

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Granby

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Hadley

- Notice received September 27, 2021 from the Hadley Planning Board for notice of a public hearing on October 5, 2021 to consider amendments to the Hadley Zoning Bylaw

Holyoke

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Publications

- **Zoning Practice** October 2021 - Issue Number 10 *Practice Dynamic Zoning*
- **Planning:** The Magazine of the American Planning Association - Fall 2021 *Climate change and public transit; last-mile e-commerce hubs; civic tech and participatory budgeting; mixed-realty planning tools*

For MPIC discussion with the Planning Board, Sept. 13, 2021

Roles & Responsibilities of the MPIC (As we understand it now: Current state)

1. Discuss MP tasks and activities with town entities so they understand and accept tasks (so they understand what they are)
2. Consult with entities on progress and challenges towards completing the tasks of the MP
3. Review and assess progress and report to the SB, PB and Annual Town Meeting
4. Assist Town Administrator, Selectboard, and Planning Board to identify challenges responsible entities have in implementing the plan and meeting targets, to ensure MP goals and objectives are met.
5. Encourage communication and collaboration among entities, departments, and residents

Challenges/Issues for implementing the Plan

- **The Plan includes goals whose implementation requires engagement from a range of Town entities that have different areas of responsibility. Some require collaboration. Who is in charge? Where is accountability? Clarifying different roles**
 - Elected boards (including independent entities like fire districts, water districts, SHELD, etc.)
 - Town departments
 - Commissions and committees (appointed volunteers)
 - Town Administrator
 - SB (determines budget and admin issues) and PB (owns the plan)
 - Town Meeting (budgeting and spending, bylaw approval)
- How can the implementation plan/process be structured in ways that will help determine when collaboration amongst entities is needed, especially between the Town Administrator, the Planning Board and the Selectboard? And how can it encourage this collaboration?
- How to determine communication needs and ensuring appropriate communication takes place?

Challenges/Issues for MPIC

- No budget, no resources, no staffing....challenging to meet tasks assigned to us in the MP (dashboard, using consultant—especially on metrics, QoL survey--scheduling, etc.)
- Having a full committee....people leave, institutional memory loss
- Maintaining connections to entities we engage
 - 9 MPIC members meeting with 27 different entities; trust/institutional memory
 - Some entities less willing to engage (may not fully understand MPIC role, accountability structure, bandwidth issue)
- MPIC's role is to report progress and challenges regarding implementation of the Master Plan. But currently it reports to the PB, SB and TM separately, not to an entity with overall responsibility for implementing the Plan that is also well placed to support the kinds of collaboration required for long term and ongoing implementation of a comprehensive Plan.

Best Practice

- Clarify roles/responsibilities of other leading functions in regard to implementation: town administrator, planning board, select board, etc.
- Some towns have different heads of departments on the MPIC (head of DPW, Planning, etc.), along with community members.
- Other towns use subcommittees that have department heads on it with MPIC coordinating.

- Hold regular reviews of targets with responsible entities to ensure successful implementation of the MP.
- Periodic review of the MP by key departments and town administrator (accountability), to determine where things stand and how to address challenges, shortcomings, and ensure impact.
 - Establish targets and report on progress
 - Annually? Every 2 years?
 - Ensure MP objectives and targets are linked with department's annual plans and department head's performance reviews.
- MPIC as convener/facilitator with town departments and boards to get together to develop plans, targets for the MP, and coordinate activities and address problems on a regular basis.