

Background Materials – December 6, 2021 – Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 12/3/21

Cable Access Channel 15 – 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

Planning/Conservation Coordinator Colleen Canning forward the minutes of the November 22, 2021 meeting on December 2nd.

Action Needed: Vote to approve the minutes.

AGENDA ITEM #3 Correspondence

A list of correspondence received is attached.

Action Needed: No action needed.

AGENDA ITEM #4 Revised Approval Not Required (ANR) Plan for 38, 30 and 48 Woodbridge Lane

At the October 18, 2021 Planning Board meeting, the above referenced ANR was endorsed as having met the three statutory standards (type of way, minimum frontage for zoning district, and vital access). However, the ANR plan submitted for endorsement, incorrectly labeled the “prepared for” as “CB Realty Trust LLC”, instead of “CB Trust Realty LLC”. Thus, Berkshire Design has resubmitted the ANR plan for endorsement with this one correction. The previously approved ANR plan was not recorded at the Registry of Deeds.

Specific changes to the plan are:

1. “Prepared For” name is changed to CB Trust Realty LLC.
2. Plan is stamped and dated 11/19/21 as signed by Timothy Armstrong.

Revised ANR Plan: [Woodbridge-Street-384048-Revised-ANR--November-2021 \(southhadley.org\)](#)

Previously endorsed ANR Plan: [Woodbridge-Street-38-40-48-ANR---October-2021 \(southhadley.org\)](#)

October 18, 2021 Planning Board Meeting Background Materials: [Agenda-Items---10-18-21---Background-Materials-with-Attachments \(southhadley.org\)](#)

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 1, 3 & 5 Canal Street Condominiums/Library Commons – Stormwater Performance Guarantee Release Request

The above referenced project was issued a Special Permit for a 12-unit multifamily condominium development on March 20, 2017. The Special Permit was reissued on June 11, 2019 to add an additional applicant to the permit. In accordance with the Special Permit Performance Agreement, the applicant submitted Performance Guarantee in the form of a check in the amount of \$135,000, which was deposited by the Town Collector/Treasurer into an interest bearing account.

To release the guarantee, the following conditions must be met:

1. *File a Certificate of Performance* – On 11/16/21, the applicant's consultant Michael Mocko filed a letter certifying that the stormwater drainage system was installed in compliance with the approved plans.
2. *Planning Board's authorized representative has inspected the work* – DPW Superintendent Chris Bouchard inspected the system on 11/29/21. Grout work had not yet been completed on the new granite curb. The developer was informed of this punch list item, and submitted documentation of completion on 12/1/21. Superintendent Bouchard submitted written notification that the sidewalk and road patch is completed and the onsite stormwater system appears to be installed as per the plans.
3. *Certificates of Occupancy have been issued for 75% of the dwellings and 100% of the building foundations and the roadway have been installed* – Building Commissioner Dave Gardner submitted a letter dated 11/2/21 stating that 100% of the foundations for all buildings have been installed, and nine of the twelve condo units have been issued certificates of occupancy. In October, DPW Superintendent Chris Bouchard required the developer to complete the sidewalk on High Street, including ADA compliant curb cuts/ramps, as was included in the approved plans for the project. The developer has completed this work.

Action Needed: The Board must vote to release all or part of the performance guarantee, including any interest accrued.

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

Joint Master Plan Implementation Status Meeting – January 18, 2022

A joint meeting of the Planning Board, Selectboard and MPIC to discuss MPIC's biannual report on the implementation status of the 2010 Master Plan has been scheduled for the Selectboard meeting on Tuesday, January 18th. The agenda with the time of the meeting will be sent when scheduled.

Planning Board Priorities

At the last Planning Board meeting, Vice Chair Mulvaney suggested members submit their thoughts on priorities for the work of the Planning Board for the coming months. As of today, nothing has been received.

Subdivision Regulations Update

Former Planning Director Richard Harris has been retained to complete a review and recommended updates to the Subdivision Regulations. This work was started several months ago while Director Harris and then Conservation Administrator/Planner Anne Capra participated in a regional working group coordinated through PVPC to develop a modern subdivision regulation template. Additionally, the impervious coverage and green infrastructure regulatory reviews performed by Scott Turner of Environmental Partners in May 2020 made recommendations for changes to the subdivision regulations that were being evaluated.

The Flexible Development Bylaw is also being evaluating in tandem with the Subdivision Regulations. This bylaw has not been readily used as an alternative to traditional subdivisions. I anticipate bringing the proposed recommendations to the Planning Board to begin reviewing later this winter.

Annual Town Meeting – May 2022 – Pending Projects

Stormwater Management Bylaw Update

Due to COVID, this never went to Town Meeting. The Planning Board will need to schedule a new public hearing for this general bylaw (non-zoning bylaw) update. The final proposed annotated bylaw is online here:

[Proposed-Annotated-Stormwater-Management-Bylaw-2021-03-10 \(southhadley.org\)](https://www.southhadley.org/Proposed-Annotated-Stormwater-Management-Bylaw-2021-03-10)

Endorsement of Master Plan

The final revised draft of the Master Plan should be submitted by our consultant Emily Innes in January. Thereafter, the Planning Board will need to schedule a public hearing, receive final public comment, determine if any additional edits are needed, and vote to adopt the plan. After which time, the Master plan will be sent to Town Meeting for endorsement.

NEXT MEETING DATES

12/13/21

1/3/22

1/24/22

2/7/22

2/28/22

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 new business had been submitted to me as of today.

SOUTH HADLEY PLANNING BOARD - LIST OF CORRESPONDENCES
November 23 – December 3, 2021

Letters and Memorandums

- Illuminated Sign Request received December 2, 2021 for replacement of an existing illuminated sign at the First Congressional Church at 1 Church Street.

Legal Notices

Amherst

- Notice received December 2, 2021 from the Amherst Planning Board for public hearing on December 15, 2021 to consider a 4-lot preliminary subdivision plan at 446 and 462 Main Street.

Chicopee

- Notices received from the Chicopee Planning Board on November 29, 2021 for public hearings on December 2, 2021 to consider the following: new annual wine/malt package store license at 345 A Chicopee Street; and a new annual all alcohol restaurant license at 66 Cabot Street.

Granby

- Notices received November 29, 2021 and December 2, 2021 from the Granby Planning Board for public hearings on December 13, 2021 to consider the following: site plan review for expansion of AJ's Auto Body at 39 West State Street; and site plan review for a workshop/storage building at 81 Pleasant Street.

Hadley

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Holyoke

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Publications

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