

Background Materials – February 28, 2022 – Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 2/24/22

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

Senior Clerk Colleen Canning forward the minutes of the 2/7/22 meeting.

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 Special Permit and Stormwater Permit Public Hearing Continuance – Elnk, Inc. Gaylord Street

Application and project plans are online here: [Gaylord Street \(7\) - Redevelopment \(2022\) | South Hadley, MA - Official Website](#)

A contract for peer review of the Special Permit and Stormwater Management Permit applications has been executed with Weston and Sampson. All application materials are posted online at the link above. Therefore, until peer review is complete, I recommend continuing the public hearing until March 14th at 6:30pm.

Action Needed: Continue the public hearing until March 14th at 6:30PM.

AGENDA ITEM #5 Request for Site Plan Review Waiver – Fuel Services, 27 Gaylord Street
Application and project plans are online here: <https://www.southhadley.org/1008/Waiver-Requests>

Site Plan Review Bylaw Article XII: [Town of South Hadley, MA Site Plan Review \(ecode360.com\)](https://www.southhadley.org/1008/Waiver-Requests)

Fuel Services Inc. is a propane delivery company with a plumbing division located in the Industrial B zoning district. They have submitted a request for a waiver from Site Plan Review for the construction of a new 65'x50' garage to store their fleet of trucks. Per 255-145(A)(2) the construction or exterior expansion of industrial structures requires Site Plan Review. Per 255-145(D)(2) waivers to Site Plan Review may be granted to exterior expansions if the expansion is less than 25% of the existing floor area of the complex. The Board must also make a finding that the proposed development will have a de-minimis impact relative to the criteria set forth in 255-148 (see attached spreadsheet for your reference).

***D.** Waiver permitted. The Planning Board may waive any and all requirements of site plan review/approval for the following:*

***(1)** New construction under 1,000 square feet; and*

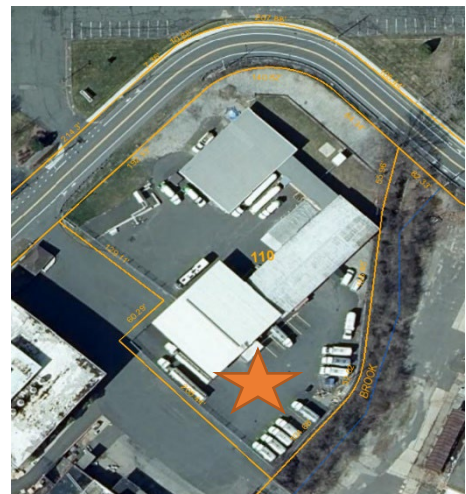
***(2)** Exterior expansions, provided that the expansion is less than 25% of the existing floor area of the structure. Where the structure is part of a complex consisting of multiple buildings functioning as a single facility, the sum of the total square footage of all structures comprising the complex may be used to determine the threshold for such a waiver.*

***E.** Finding required. Prior to granting any waiver of site plan review/approval, the Planning 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 § **255-148**.*

255-148 Review Criteria: [Town of South Hadley, MA Site Plan Review \(ecode360.com\)](https://www.southhadley.org/1008/Waiver-Requests)

Floor Area – The proposed expansion will be less than 25% of the existing floor area of the complex. The proposed expansion will be 14.8% of new floor space. Existing building complex 22,039 SF; new garage 3,250 SF.

Site Plan Review Criteria – The proposed new garage will be constructed on an existing paved parking lot, located at the rear of the site, behind existing buildings. The garage will house an existing fleet of trucks which currently are parked at the rear of the site abutting Buttery Brook. The Conservation Commission has issued Order of Conditions #288-468 for the proposed project. Per the Conservation Commission’s review of the project,



the plans were revised to include upgrades to the stormwater outfall to Buttery Brook which collected runoff from the site, and the inclusion of pretreatment in the form of an oil and water separator. Additionally, a catchbasin on site will be discontinued to direct runoff to the improved stormwater drain system. For these reasons, the proposed development will have de minimis impacts.

Action Needed: Vote on Site Plan Review Waiver.

Recommended Motion: Move to issue a waiver from Site Plan Review as the proposed garage is less than 25% of the existing facilities buildings and will have de minimis impact relative to the criteria set forth in 255-148.

AGENDA ITEM #10 Planning & Conservation Department Report on Planning Projects and Development Updates

PVPC District Local Technical Assistance Grant Awarded

PVPC has awarded a DLTA Grant to the Planning and Conservation Department in the amount of \$15,000 for:

- Form a Housing Partnership Board
- Develop a framework for creating an Affordable Housing Trust
- Conduct a public education program/workshop series about housing affordability.

Work is to be completed by December 2022. I have requested funds in both the Capital Budget and ARPA funding to update the 2016 Housing Production Plan which will expire in June. Ideally the HPP update will begin in tandem with the work of the DLTA grant.

Master Plan Update Public Hearing

The Master Plan Update public hearing has been scheduled for March 28th at 7pm. Hard copies of the final draft plan have been disseminated to the public libraries and the Senior Center. The legal notice as well as all other postings will include link to a Google Form for collecting final comments.

AGENDA ITEM #11 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.