

Background Materials – March 28, 2022 – Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 3/25/22

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 will send the minutes of the 3/14/22 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 ANR Application for 39 Pine Street and Dove Hill

ANR plan is online here: [8294-Ci01 24X36-PLAN-Digital Stamp \(southhadley.org\)](#)

An ANR plan has been submitted by the Estate of Michael Ciolek Sr. for two parcels sharing an address of 39 Pine Street, Map 40, Parcel 94 and Parcel 2. Parcel 94 is within the RA-1 and Agricultural Zoning Districts; Parcel 2 is within the RA-1 Zoning District. The applicant is seeking to carve off portion of parcel 94 (10,469 SF) and combine it with the existing Parcel 2. This action would result in the creation of Lot 1 (82,915 SF) which would contain the existing house, garage, shed and driveway; and, Lot 2 (35,190 SF).

The applicant is also seeking to reconfigure the northern lot line of Parcels 94 and 2 by creating a 1,133 SF parcel identified as Parcel A on the ANR plan and transfer that to the abutter (Magri) to address a driveway encroachment.

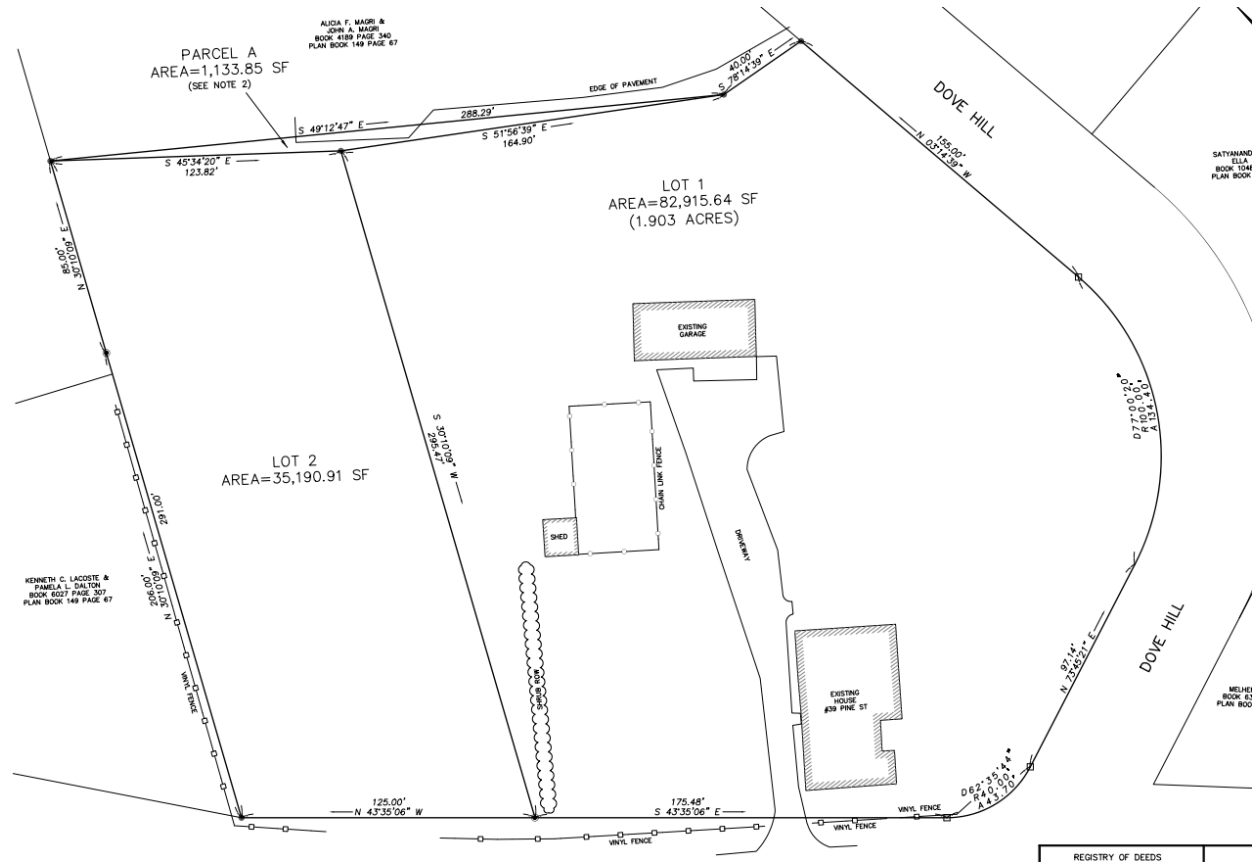
ANR Standards for Approval

1. Type of Way: Both Pine Street and Dove Hill are presumed to be Town owned roads and are maintained by the Town.
2. Minimum frontage requirements for zoning district: Both Lot 1 and Lot 2 will have frontage on Pine Street within the RA-1 zoning district. The minimum frontage

requirement in the RA-1 district is 125'. Due to the way the ANR is being configured, the existing frontage on both Parcel 94 and 2 will not change. Both parcels meet the current frontage standard for the RA-1 district of 125'. Thus, Proposed Lots 1 and 2 will retain their existing frontage (Lot 2 – 125' and Lot 1 - 614'). Some of this frontage for Lot 1 is on Dove Hill Road and within the Agricultural Zoning District which has a minimum frontage requirement of 150'. Because this lot is currently developed, and the proposed size of the Lot 1 will be 1.9 acres, the split zoning district is of no significance for the ANR. Similarly on Lot 2, the portion of the lot within the RA-1 district (which is the current Parcel 2) meets the RA-1 frontage requirement of 125' and minimum lot size of 22,500, the split zoning district is of no significance for the ANR. The Building Commissioner has previously determined that on lots with split zoning, the portion of the lot where the development is to occur must meet the zoning district standards for frontage and lot size on that portion of the lot.

3. Vital access: Because both Pine Street and Dove Hill are presumed to be Town owned roads and are maintained by the Town, 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 6:30 PM

Special Permit and Stormwater Management Public Hearing – Elnk Corporation Facility Expansion, 7 Gaylord Street

Representatives from EINK have informed me that they are still working on revisions to address the peer reviewer's comments as well as Fire District #1's comments. Thus, I am recommending that the Board does not open the Public Hearings and votes to continue the Public Hearings until 4/11/22 at 6:30pm.

New and Revised Materials Submitted since last meeting:

Architectural Conceptual Plans and Renderings: [E-Ink-Special-Permit---Architectural-Concept-Plans-and-Renderings-3162022 \(southhadley.org\)](https://www.southhadley.org/DocumentCenter/View/9256/Elnk-Special-Permit---Architectural-Concept-Plans-and-Renderings-3162022)

Weston and Sampson's Peer Review Presentation on 3/14/22:

<https://www.southhadley.org/DocumentCenter/View/9256/Elnk-Peer-Review-Report--March-14-2022-Presentation-Weston--Sampson-03-15-2022>

All application and project plans are online here:

<https://www.southhadley.org/1164/11004/Gaylord-Street-7---Redevelopment-2022?activeLiveTab=widgets>

Action Needed: Motion to continue the Public Hearings until April 11, 2022 at 6:30PM. If the Board closes the Public Hearing, a Decision must be made within 90 days and filed with the Town Clerk.

Recommended Motion: Move to continue the Special Permit and Stormwater Management Permit Public Hearings for the Elnk Corporation facility expansion located at 7 Gaylord Street, Map 18, Parcel 86, until April 11, 2022 at 6:30PM.

AGENDA ITEM #6 7:00 PM

Adoption of 2020 Master Plan Update Public Hearing

Endorsement of the Master Plan update will be on the May 11th Annual Town Meeting warrant. The Board should take action on adoption of the plan prior to this TM, and such action will be incorporated into the report to Town Meeting. Update of the plan begun in January 2019. A final draft plan was issued in January 2021, the Board reviewed and submitted detailed comments which have been incorporated into the revised plan issued in January 2022.

The final draft plan has been posted online: <https://southhadley.org/1078/2020-Master-Plan-Update>

I will give a brief presentation recapping the planning process, outlining the goals and objectives of the plan, and providing a cursory overview of the Implementation Matrix (Appendix F). MPIC representatives will be present to answer any questions about their role as needed.

Action Needed: Open the public hearing, Director of P&C will give a brief presentation as outlined above, the Planning Board will offer any comments on the final draft plan as they choose and, open the hearing to public comments. Thereafter, move to close the public hearing. At a future Planning Board meeting (4/11 or 4/25), the Board will take a vote to adopt the 2020 Master Plan Update.

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

Master Plan Update Public Hearing – March 28th at 7pm.

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.

Thereafter, I am recommending at the April 25th regular Planning Board meeting, the Board vote to adopt the plan. This would occur prior to Town Meeting on May 11th. I have submitted a draft warrant article to the Town Administrator for endorsement of the 2020 Master Plan Update by Town Meeting at that time.

First Annual Master Plan Workshop – Friday, November 4th

The Town Administrator and I have scheduled the first annual Master Plan workshop for Friday, November 4th. This is intended to be an event attended by representatives from all of the “responsible entities” listed in the Master Plan Implementation Plan, which is Appendix F, to discuss status of tasks, coordination efforts, and whatever else is needed to get the work done. More information to come on this in the coming months!

[Appendix F Implementation Matrix.xlsx \(live.com\)](#)

Route 33/202 Corridor Study Public Hearing – schedule for after Town Meeting in late May

Due to the Board’s existing priorities and schedule, I am recommending the Board schedule a public hearing on May 23rd regarding endorsement of the plan.

Stormwater Bylaw Update

The Public Hearing is scheduled for April 11th at 7pm. I will develop report to Town Meeting after the public hearing, including any comments or changes as proposed as a result of the hearing.

Proposed Annotated Stormwater Bylaw:

<https://www.southhadley.org/DocumentCenter/View/8164/Proposed-Annotated-Stormwater-Management-Bylaw-2021-03-10>

Housing Production Plan Update

The Selectboard voted to fund this with ARPA funds allocated to the Town from the Commonwealth. I am working on a RFP for a consultant and hope to get that issued in April. We also have received a DLTA grant from PVPC to work on related tasks to develop a robust housing program for the community. We have not been notified on a start date but I anticipate it to be before the end of the fiscal year.

Planning Department Website Revision

Planning and Conservation Coordinator Colleen Canning is actively engaged in updating the Planning Department website. I'm very excited about the new streamlined and logical organization structure she has put together. We hope to launch the new website in the next month or so. Stay tuned!

Next Meeting Dates

4/11 EINK Public Hearing s continuance; Stormwater Bylaw Amendments Public Hearing

4/25 Vote to Adopt Master Plan Update

5/11 – Annual Town Meeting

5/9, 5/23, 6/13, 6/27, 7/25, 8/8, 8/22, 9/12 and 9/26

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.