

Background Materials – October 3, 2022– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 9/30/22

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, as amended 8/8/22, posted on the Town of South Hadley Planning and Conservation Department webpage here:

<https://southhadley.org/DocumentCenter/View/9842/Open-Comment-Period-Policy---As-Adopted-2022-08-08>

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

AGENDA ITEM #2 Minutes

Senior Clerk Colleen Canning will forward minutes separately.

Action Needed: Vote to approve the minutes.

AGENDA ITEM #3 Correspondence

A list of correspondence received will be sent prior to the meeting.

Action Needed: No action needed.

6:30 PM AGENDA ITEM #4 1 Conti Drive – New Commercial Buildings Site Plan Review and Stormwater Permit

Project application is online here: [Conti Drive \(1\) - New Commercial Buildings | South Hadley, MA - Official Website](#)

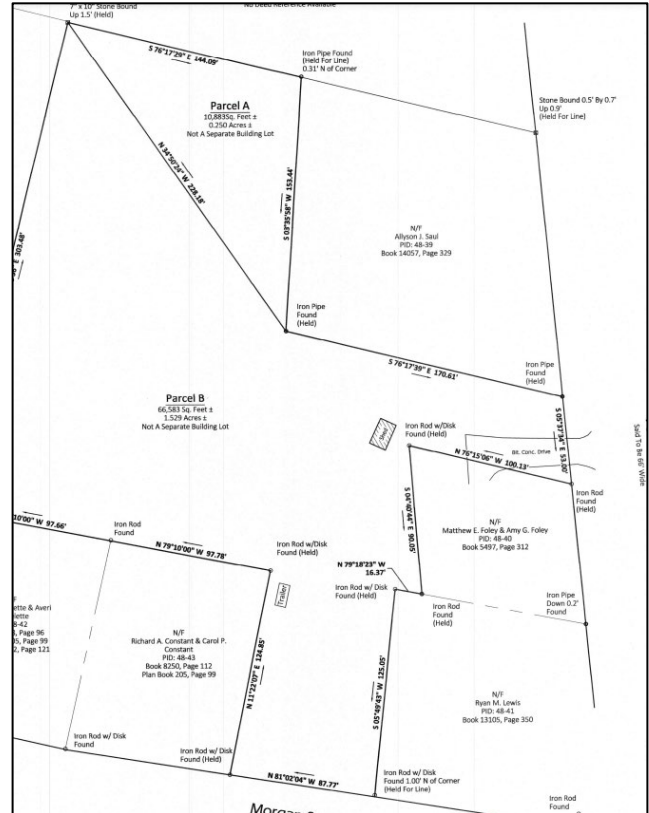
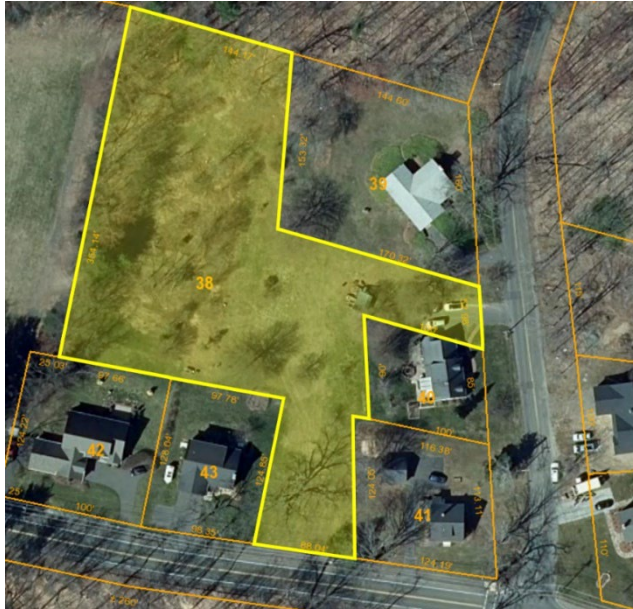
On 9/28/22, the applicant's representative Michael Schafer of Huntley Associates requested a continuance of the public hearing until 10/17/22 at 6:30PM to allow the project to be reviewed by the Conservation Commission prior to submitting revised plans to the Board. I think this is a good strategy for all and recommend the Board grant the request for a continuance.

RECOMMENDED MOTION: Move to continue the public hearing for Site Plan Review and a Stormwater Permit for 1 Conti Drive to October 17, 2022 at 6:30PM.

AGENDA ITEM #5 Morgan Street ANR – Assessor’s Map #48, Parcel #38

Project application is online here:

<https://www.southhadley.org/DocumentCenter/View/9941/Morgan-St-ANR---Mount-Holyoke-College?bidId=>



The Trustees of Mt. Holyoke College have submitted an Application for Endorsement of a plan believed not to require subdivision approval, a.k.a. Approval Not Required (ANR) plan for an approximately 1.76 acres parcel located at the northwest corner of the intersection of Morgan and Park Streets. The ANR proposes to create a new 0.25 acre “Parcel A” in the northeast corner of the lot, which will be sold to the abutter on Park Street, Assessor’s Map 48, Parcel 39.

ANR Standards for Approval

There are three standards for ANR approval:

1. **Type of Way:** Both Morgan and Park Streets are town-maintained roads for which Chapter 90 funds are received, and thus, meet the standard as publicly maintained roads.
2. **Minimum frontage requirements for zoning district:** The property is within the RA2 zoning district. Minimum lot size is 12,500 sq.ft. and minimum frontage is 100’. The existing parcel has frontage on both Morgan Street (88’) and Park Street (53’). Because this is existing frontage and is not proposed to be reduced through the ANR, this standard is satisfactorily met for endorsement. Additionally, since Parcel B exceeds the minimum lot size of 22,500SF (66,583SF), and Parcel A will be sold to the abutter to be

combined to that parcel (23,716SF existing + 10,883SF), and thus, both parcels will then exceed the minimum lot size which supports endorsement of the ANR plan. The ANR plan also includes a notation that Parcel A is “not a separate building lot”.

3. Vital access: Because both Morgan and Park Streets are publicly maintained, vital access to Parcel B is provided. Because Parcel A will be sold to the abutter and subsequently merged with Map 48, Parcel 39, the vital access standard is met for that parcel as well.

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.

Recommended Motion: *Move to endorse the Approval Not Required plan for Parcels A and B, located at the northwest corner of the intersection with Morgan and Park Streets, Assessor’s Map 48, Parcel 38; and, authorize the Director of Planning and Conservation to sign the ANR plan on behalf of the Planning Board.*

AGENDA ITEM #6 Discussion on Short Term Rental Bylaw

Based on feedback provided at the last meeting, I have developed drafts of the following which are attached to the Background Materials:

Proposed STR Permitting Path Chart

Attachement A - Draft Zoning Bylaw and Use Regulations Schedule

Attachment B – Draft General Bylaw

Map of zoning districts and short term rental locations

Please review the materials and come prepared to discuss content and any proposed edits. The following discussion items also need further consideration:

Zoning Bylaw –

1. Which zoning districts STR will be allowed and by what means (ie. SP, SPR, by-right, prohibited)?
2. Should non-owner occupied STR be allowed in commercial zoning districts?

General Bylaw –

1. What total number of Rental Registration Licenses should be issued? I have not heard back from Town Counsel on what type of formula or justification is needed to determine the cap.

Ideally, after this discussion, the Board can come to consensus on final draft bylaws. The Board should then schedule a Public Hearing to receive public comment. The earliest date we could hold the public hearing, due to public notification requirements, is November 7th. Based on public comment, the Board would amend the draft bylaws and finalize them at the November 21st meeting. This timeline may not align us with the pending Fall Town Meeting tentatively scheduled for 11/30/22. I’m checking with the Town Clerk to see if the warrant can be set without final warrant articles and a report to Town Meeting drafted. Also, the Selectboard hasn’t set the date yet, and plans to do so at their next meeting.

Action Needed: Discuss draft bylaws and work through any proposed edits. Schedule a public hearing.

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

Master Plan Annual Forum – Friday, 11/4 @ 8:30am – 1pm

A “Save-the-Date” has been sent out to Town departments, boards, committees and commissions. The event will be held at the South Hadley Public Library. Space is limited so registration will be restricted to 60 people. One representative from each board, committee, commission and department is asked to attend. Registration will open in early October, and a link for registration will be emailed at that time.

Planning and Conservation Department Webpage Redesign

Colleen has updated the webpage and will walk us through a tour of the new site. It is still a work in progress but the main framework is in place, and materials and resources used by the Board and the public are uploaded and live.

<https://southhadley.org/1124/Planning>

Ecode Updates Stormwater Bylaw

The updated Chapter 200 Stormwater Bylaw, adopted at ATM on 5/11/22 (Warrant Article #16) has been approved by the Attorney General’s Office and is now in Ecode under “New Laws”: [LF1628492.pdf \(ecode360.com\)](#) Official updates to Ecode only happen once per year so until that happens, staff need to direct applicants to the newly adopted bylaw.

Accessory Dwelling Units (ADU) Bylaw

I am pulling together sample ADU bylaws from other communities to begin our discussion on this for South Hadley. In terms of timeframe, we currently have planned to take up updates to the Subdivision Regulations and Flexible Development Bylaw after we finish the Short Term Rental Bylaws. However, due to the high level of interest in ADUs, and the nexus with the Housing Production Plan Update, I’m recommending we take up work on an ADU bylaw next, and move the subdivision regs and Flexible Development Bylaw out until after the ADU bylaw. It's possible we could get all three completed this winter and lined up for Annual Town Meeting in the Spring. The Board should determine if this is the schedule and order of priorities they want to pursue.

Next Meetings

10/17

11/7

11/21

12/5

12/19

I recommend the Board set meeting dates for January to March. First and third Mondays are as follows:

1/9 (1/2 is New Year's Day)

1/23 (instead of 1/16 so as not to have back to back meeting weeks)

2/6

2/20

3/6

3/20

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.