

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING
MEETING MINUTES OF MAY JUNE 21, 2021
As Approved**

Present: Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Nate Therien, Member; Michael Davis, Member; Michael Adelman, Associate Member; Richard Harris, Director of Planning and Conservation; Anne Capra, Conservation Administrator/Planner; and Colleen Canning, Senior Clerk Planning and Conservation Department

Chair Hutchison called the meeting to order at 6:00 PM and reviewed the virtual meeting protocols.

Agenda Item #1 --- Open Comment Period

No members of the public indicated their interest to speak during the public comment period.

Agenda Item #2 --- Minutes

Draft minutes of the April 22 special meeting to consider the draft master plan were sent to the Board for review.

Motion: Vice-Chair Mulavney moved to approve the April 22 special meeting minutes. Member Davis seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #3 --- Correspondence

The list of correspondence was attached. No new correspondence was received.

Agenda Item #4 --- Green Infrastructure and Impervious Surface Review

Scott Tuner, Environmental Partners, was present at the virtual meeting. He prepared memorandums which detailed his review of the Town's existing bylaws and his evaluation on where future revisions could be considered to encourage green infrastructure and minimization of impervious surface cover. As the Board was aware, revisions to the Stormwater Management Bylaw had been drafted to conform to the current *Massachusetts Small Municipal Separate Storm Sewer System* (MS4) standards. The revisions were endorsed by the Board but would require final endorsement from Town Meeting. Ideally, these revisions would be heard at the next special Town Meeting. In the future, the Board could consider revisions to the Subdivision Regulations as they adopted in 1995 which predated the state's adoption of stormwater management standards. Department staff had participated in a regional campaign through the Pioneer Valley Planning Commission (PVPC) which sought to develop an updated subdivision regulation model.

Agenda Item #6 --- Overview of Guidance on the New Housing Choice Legislation regarding Supermajority voting on Zoning Bylaw amendments and Special Permits

New legislation was enacted that impacted Planning Board functions across the state. Voting thresholds for certain Special Permit applications had been changed from super majority to simple majority. Primarily, the legislation sought to relax the thresholds for approval of permits which would create greater housing equity in ‘eligible locations’. These ‘eligible locations’ heavily related to urbanized areas. Therefore, this new legislation was not relevant to the majority of South Hadley. However, these voting threshold changes could impact approval of certain zoning bylaws at Town Meeting. In that event, Town Counsel would be available to the Board and department staff to advise further.

Agenda Item #5 --- Review and Discussion of the Draft Master Plan Update as submitted by the Master Plan Update Advisory Committee

The Board commenced their review of the draft Master Plan by reviewing the comments received from various town-wide boards and committees as follows:

Goal 1 Action 1-2: In response to comments from the Bike-Walk Committee, the Commission on Disabilities should be added as a responsible entity.

Goal 1 Action 1-3: The Bike-Walk Committee commented that the action was too similar to another. The comment was already incorporated as the Planning Board identified the same concern previously.

Goal 1 Action 1-8: Comments from the Council on Aging were not incorporated as they related to metrics which that Board was not considering at this time.

Goal 1 Action 1-9: The Council on Aging advised to delete that action as it was already completed. However, the Board chose to keep the action.

Goal 1 Action 1-11: In response to comments from the Council on Aging, staff would evaluate the feasibility of combining this action with G2-17

Goal 1 Action 1-12: In response to comments from Council on Aging, staff would evaluate the feasibility of combining the action with G4-17.

Goal 1 Action 1-15: In response to comments from Council on Aging, staff would evaluate the feasibility of combining with G1-11.

Goal 1 Action 1-16: In response to comments from the Board of Library Trustees, Holyoke Gas and Electric should be identified as a partner.

Goal 1 Action 1-17: The recommendation from the Board of the Library Trustees to include the Town’s Information Technology Department was not included as that department did not perform direct services to the general public.

Goal 1 Action 1-18: In response to comments from the Council on Aging, staff would review the feasibility of combining the action with G1-20.

Goal 1 Action 1-20: In response to comments from the Council on Aging, the action would be edited to reflect the need for accessible housing.

Goal 1 Action 1-39: In response to comments from the Commission on Disabilities, the action would be edited to include wording ‘... including affordable and accessible options’

Goal 1 Action 1-41: The Municipal Light Department wanted the item removed. However, the Board chose to re-craft the action to ‘investigate offering Wi-Fi hotspots’ and add Town Administration as a responsible entity.

Goal 2 Action 2-1: In response to comments from the Bike-Walk Committee, staff would cross reference G1-24, G2-1 and G3-2 and include more responsible entities

Goal 2 Action 2-11: In response to the comments from the Board of Assessors, they would be removed as a responsible entity.

Goal 2 Action 2-12: In response to comments from the Cultural Council, the action should be rewritten to ‘encourage applicants who seek grants to include interns as part of the project’

Goal 2 Action 2-17: In response to comments from the Cultural Council and the Council on Aging, the action should be removed.

Goal 2 Action 2-30: In response to comments from the Tree Committee, they would be removed as a responsible entity.

Goal 3 Action – In response to comments from the Council on Aging, a new action would be created to ‘work with administration and various Town Departments to enable Tax Work-off for seniors’. However, the action should be under Goal 1.

Goal 3 Action 3-8: In response to comments from the Board of Assessors, reference to a ‘campaign’ should be removed.

Goal 3 Action 3-12: In response to comments from the Commission on Disabilities, the timeframe should be changed to I.

Goal 3 Action 3-20: The Board incorporated the Commission on Disabilities’ comments during their initial review.

Goal 3 Action 3-25: The Board incorporated comments from the Municipal Light Department during initial review.

Goal 3 Action 3-27: The Board incorporated comments from the Municipal Light Board during initial review.

Goal 4 Action 4-28: The Board chose to keep the current time frame of ST/MT even though the Council on Aging questioned if it should be ST only.

Goal 4 Action 4-29: In response to comments from the Master Plan Implementation Committee, the time frame was changed to MT.

Goal 4 Action 4-31: In response to comments from the Master Plan Implementation Committee, the timeframe was changed to ST/MT.

Goal 4 Action 4-32: In response to comments from the Master Plan Implementation Committee, the timeframe was changed to ST/MT.

Goal 4 Action 4-33: In response to comments from the Master Plan Implementation Committee, the timeframe was changed to MT/LT and Town Administration, Selectboard, Planning Board and other entities and departments would be added as responsible sub-entities.

Goal 4 Action 4-34: In response to the comments from the Commission on Disabilities, the time frame was changed to I.

Things to return to/carry forward

- G1-11 and G2-17 - consider combining per recommendation of Council on Aging
- G1-12 and G4-17- consider combining per recommendation of Council on Aging
- G1-15 and G1-11- consider cross-referencing per recommendation of Council on Aging
- G1-18 and G1-20 – consider combining per recommendation of the Council on Aging
- G1-24, G2-1 and G3-2 – cross-reference and consider additional responsible entities per comments from the Bike-Walk Committee
- Create new Action under Goal 1 for tax work-off program per recommendation of Council on Aging.

Agenda Item #7--- Planning & Conservation Department Report on Planning Projects and Development

- *McKinley Ave Duplex* – The public hearing to consider a special permit application to construct a duplex was continued to the Board’s July 19 meeting. Revised plans had been received.
- *Skinner Woods* – The applicant was coordinating with department staff to submit a finalized letter of credit and final Form H Plans for endorsement.
- *Meeting Schedule* – The Board scheduled summer meeting dates on July 19 and August 16. The Board could consider their autumn meeting schedule at their next meeting.
- *Grant Activity* – The work associated with the MassWorks Lyman Street infrastructure improvements would be out to construction bid within the upcoming weeks.

Agenda Item #8 --- Other New Business

- *Department Staff Appointments-* With Anne Capra’s recent appointment to Director of Planning and Conservation, her position as the Town’s Conservation Administrator/Planner was now vacant. Clerk Brown considered if the Planning Board was responsible for appointment as the Planning Board was responsible for appointing their own professional staff. She motioned to seek clarification from Town Council on the matter. Richard Harris stated that the Conservation Administrator/Planner was primary staff to the Conservation Commission, who were appointed through the Selectboard, and their planning-related duties were in the assistance of the Planning Director. Chair Hutchison, Vice-Chair Mulvaney and Member Therien indicated that appointment of the Conservation Administrator/Planner did not appear to be the responsibility of the Planning Board. Member Davis and Associate Member Adelman had no comments on the matter. Clerk Brown withdrew her motion.
- *Richard Harris’ Retirement-* The meeting would be Richard Harris’ last meeting before retirement. The Board expressed gratitude for his decades of service to the Town.

Agenda Item #9 – Adjournment

Motion: Member Therien moved to adjourn the meeting. Vice-Chair Mulvaney seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

The meeting adjourned at 9:02 PM.

Respectfully Submitted,
As Approved
Colleen Canning, Senior Clerk, Planning and Conservation Department

Appendix

Document	Document Location
No Q&A Comments	---
Environmental Partners Memo	Planning Files
Master Plan Annotated Matrix	Planning Files