

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING
MINUTES OF MAY 18, 2020
AS APPROVED**

Present: Brad Hutchison, Chair (as appointed at tonight's meeting); Diane Mulvaney, Vice-Chair (as appointed at tonight's meeting) Joanna Brown, Clerk (as appointed at tonight's meeting); Melissa O'Brien; Member; Nate Therien, Member; Richard Harris, Director of Planning and Conservation; Anne Capra, Conservation Administrator/Planner; and Colleen Canning, Senior Clerk Planning and Conservation

Vice-Chair O'Brien called the meeting to order at 6:39 PM.

Agenda Item #1 --- Board Reorganization: Election of Chair, Vice-Chair, Clerk and appointment of representatives

Vice-Chair O'Brien noted that she would prefer not to be appointed to Chair, as would be a customary appointment for the existing Vice-Chair. She was looking to take on less responsibility as a Planning Board Member.

Motion: Member Mulvaney moved to nominate Member Hutchison as Chair. Member Brown seconded the motion.

Motion: Member O'Brien moved to nominate Member Mulvaney as Vice-Chair. Member Hutchison seconded the motion.

Motion: Member Mulvaney moved to nominate Member Brown as Clerk. Member O'Brien seconded the motion.

Motion: Member Therien moved to nominate Member Brown as the Pioneer Valley Planning Commission Representative. Member O'Brien seconded the motion.

Motion: Member Mulvaney moved to approve the aforementioned elections and appointments. Member O'Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

Member Nate Therien was welcomed to his first Planning Board Meeting as a Member.

Agenda Item #2 --- Discussion/Confirmation of the Planning Board's 2020 Regulatory Revision Priorities (not in any particular or priority order):

- a) **Revisions to Zoning Bylaw regarding Water Supply Protection District and Earth Removal/Excavation/and/or Fill**
- b) **Rewrite of Subdivision Regulations**
- c) **Revisions to Stormwater Management Bylaw**
- d) **Creation of Mount Holyoke Range Resource Protection District**
- e) **Other priorities as may arise from current and proposed planning studies – to be determined at a later date**

Chair Hutchison noted that the Board’s priorities were discussed during the previous term and were routinely revisited after a term election.

Mr. Harris overviewed the priorities and detailed the outlook on administering the changes. At the recent Town Meeting, a General Bylaw was adopted which required changes to the Zoning Bylaw so both would be reconcilable. Creation of the ‘Mount Holyoke Range Resource Protection District’ would require research into defining the importance of the area, outside of water protection, and outlining a regulatory framework to administer the district. Technical assistance from PVPC to develop the district was denied. Model Subdivision Regulations had been developed with the regional planning commission. The model would be reviewed by department staff to see what items within the model regulations could be proposed to be incorporated within the Town’s regulations. Rainfall figures were being updated on a Federal level and would be required to be incorporated into Stormwater Management regulations across the country.

Chair Hutchison inquired if the Board should prioritize the proposed 2020 regulatory revisions. Mr. Harris noted that it would be helpful but was not necessary. The Board could move to endorse the listed regulatory priorities but defer ranking their importance until public input was received. Mr. Hutchison solicited opinions on the priorities from each member. All members were agreeable to the priorities but noted the need for public input.

Member O’Brien agreed that public input was needed but advocated that Water Supply Protection District revisions should be a high priority as the proposed changes were nearly brought to Town Meeting recently.

Motion: Vice-Chair Mulvaney moved to confirm that the aforementioned items comport with the Planning Board’s regulatory priorities for 2020. Member O’Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

Agenda Item #3 --- Planning Director’s Report on Planning Projects and Development Activities

a) Master Plan Update

Mr. Harris explained that the draft Master Plan update had been reviewed by staff. Recommended changes were sent to the consultants who were working on incorporating the edits. The Master Plan Update Committee meetings had been rescheduled pursuant to the State of Emergency due to COVID-19.

b) Route 202/33 Corridor Study – Rescheduling of Community Meeting and Posting of Questionnaire

Mr. Harris explained that the Route 202/Route 33 Corridor Study community meeting needed to be rescheduled pursuant to the State of Emergency due to COVID-19. Through discussions with the consultant, a ‘virtual’ community meeting would be scheduled in mid-June. A postcard

would be mailed out to property owners along the corridor inviting them to take a questionnaire and to attend the virtual meeting. Registration information for the virtual community event and a link to the questionnaire would be posted on the Town's website and social media. The consultant agreed to hold an 'in-person' community meeting when conditions allowed.

Clerk Brown observed that the postcard only included a link to a digital version of the questionnaire. She inquired if those interested could request a hard-copy of the questionnaire. Mr. Harris responded that he would talk with the consultant regarding acquiring hard copies of the questionnaire.

Member Therien inquired if members of Town Meeting would include in the mailing. Mr. Harris responded that property owners along the corridor were sent the postcard. The entire community was notified through the Town's website and social media. Member O'Brien noted that the current outreach approach seemed reasonable as the study was still in early development. She added that sending out the postcard to one sub-group could lead another sub-group to feel excluded.

Clerk Brown recommended that residents who live near in neighborhoods that interact with the corridor could be included in the mailing. Anne Capra, Conservation Administrator/Planner, commented in the meeting's chat function that postal code subgroups could be used to target mailings to certain areas in Town.

c) New Applications Pending/Expected

Mr. Harris updated the Board on items including the following:

- The Planning Department had received a Special Permit amendment request from Drunken Rabbit Brewing to modify aspects of hours, signage, and the allowance for a food truck.
- Two ANR Plans were expected to be received.
- Developers of the Woodlawn Plaza site were continuing to engage the community and were incorporating the feedback into a redesign. No application for development had been received.
- A veterinary clinic expressed interest in a site along Route 33. No application for development has been received.
- Ethan Circle subdivision had not yet planted the required trees to release the set Performance Guarantee. The buyer of the lot expressed that they did not want the trees planted. Mr. Harris advised the developer to solicit a Landscape Architect to develop a planting plan for the Board to consider as an alternative
- Mountain Brook Subdivision submitted a letter of credit to release the Covenant Agreement. Mr. Harris reached out to the creditor to finalize details.

Agenda Item #4 --- Adjourn

As there was no additional discussion, Chair Hutchison inquired if there was a motion to adjourn.

Motion: Member O’Brien moved to adjourn the meeting. Vice-Chair Mulvaney seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call. The meeting adjourned at 7:35 PM.

Respectfully Submitted,
AS APPROVED
Colleen Canning, Senior Clerk Planning and Conservation