

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING
MEETING MINUTES OF MAY JUNE 14, 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 open comment period.

Agenda Item #2 --- Minutes

Draft minutes of the May 24 regular meeting and public hearing were sent to the Board for review.

Motion: Clerk Brown moved to approve the draft regular meeting and public hearing minutes of May 24, 2021. 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 sent to the Board prior to the meeting.

Agenda Item #4 --- Consider Endorsement of Approval Not Required Plan submitted by BigY Foods, Inc. Property Location: 44 Willimansett Street and 84 Willimansett Street (Assessor's Map #14 Parcels #67 and #43)

An Approval Not Required (ANR) Plan was received which sought to carve off a portion of the property owned by the Big Y Supermarket, 44 Willimansett Street, and convey it to the abutting office building property at 84 Willimansett Street. Willimansett Street was a publically maintained road and the ANR would not create non-conforming lots.

Motion: Vice-Chair Mulvaney moved to endorse the ANR plan for the adjustment of lot lines between 44 Willimansett Street and 84 Willimansett Street and moved to authorize the Director of Planning and Conservation to sign the endorsed ANR on behalf of the Board. Member Davis seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #5 --- Consider request for two illuminated wall signs for Janjua’s Beer and Wine at 19 Bridge Street (Assessor’s Map #5C - Parcel #30)

The applicant, Vinnie Shah, was present at the virtual meeting along with his consultant, Gary Moran of Moran Signs.

The applicant was proposing to install two internally illuminated wall signs for their new business located at 19 Bridge Street. The proposed night illumination would only illuminate the sign’s lettering. The Board reviewed hours of sign illumination for previously approved illuminated sign requests for other liquor and beer stores in Town. To maintain consistency with approval of other illuminated signs for similar businesses, the Board discussed approving sign illumination only for hours the store was open to the public. The applicant indicated that the store would be open from 9:00 AM to 10: 00 PM Monday through Saturday and 12:00 PM through 6:00 PM on Sunday.

Motion: Member Therien moved to find that illumination of the proposed wall signs for Janjua’s Beer and Wine located a 19 Bridge Street was not adverse to the exiting neighborhood and moved to approve the illuminated sign request subject to the following conditions: the sign is to function as proposed and the sign may only be illuminated during the hours the business is open to the public. Clerk Brown seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

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

Richard Harris detailed the following items:

- *Senior Center* – The Board had previously approved a Site Plan for the new municipal senior center. After approval of the Site Plan, the applicant expressed interest in converting conventional parking spaces into electric car charging stations. As the proposed revisions were minor, members indicated that additional Planning Board review would not be required. Vice-Chair Mulaveny noted that she was abstaining from any review relating to the new Senior Center as she was a member of its building committee.

Agenda Item #8 --- Other New Business

The Covid-19 state-of-emergency, which allowed municipal boards and committees to meet virtually, would end on June 15, 2021. The Planning Board was tentatively scheduled to meet virtually on June 21 to wrap up review of the Master Plan. If legislation was not enacted by June 16 to allow virtual meetings to continue, the meeting would need to be cancelled. The Selctboard, through Town Administration, would advise how and when meetings would commence.

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

Richard Harris detailed the following items:

- *McKinley Ave Duplex* – The public hearing to consider a special permit to develop a duplex at McKinley Ave would continue at the board’s meeting on July 19. Revised plans had been submitted.
- *Skinner Woods Flexible Development* – Department staff were working with the applicant to finalize the letter of credit
- *Rocky’s Ace Hardware* – Revised Plans had been submitted to the department which incorporated the special conditions associated with Site Plan approval
- *Town Meeting* – Reports had been posted on the Town’ website.
- *Land Conservation* - Town Meeting approved both warrant articles for preservation of the Lazier Farm and the property located at 315 Amherst Road.
- *Grant Activity* – Department staff were administering the MassWorks Grant, the Local Rapid Recovery Planning Grant and the Municipal Vulnerability Preparedness Action Grant.

Agenda Item #6 --- Review and Discussion of the Draft Master Plan Update as submitted by the Master Plan Update Advisory Committee

The Board resumed their review of the draft Master Plan on page 88 *Goal 4: Excellent Communication*

Summary of Action Strategy: No edits were proposed

Goal 4 Objective 1: The objective should be broken up into two separate items. One should relate to ‘supporting a diverse and welcoming community identity’ and the other should relate to ‘creating a consistent style of Town communication’

Goal 4 Objective 2: The objective should be rewritten to convey the point more clearly.

Goal 4 Objective 3: The sentence should be continued to read “...publicizing Town policies, regulations, bylaws, and procedures.”

Goal 4 Objective 4: No edits were proposed

Goal 4 Objective 5: No edits were proposed

Goal 4 Objective 6: The wording following ‘plan’ should be removed.

Goal 4 Objective 7: The objective should be rewritten to highlight the need for participation and could be rewritten to something to this effect, ‘Improve public access and ability for participation in Town governance to the extent permissible’

Goal 4 Action 4-1: An objective could be added to Goal 4 to better root the action in the objectives

Goal 4 Action 4-2: The words ‘...a podcast or video campaign...’ should be removed and replaced with ‘...digital resources on various platforms...’

Goal 4 Action 4-3: The word ‘departmental’ should be replaced with ‘inter-departmental’ and the wording ‘residents and business owners’ should be replaced with ‘public’

Goal 4 Action 4-4: The term ‘...and committees as appropriate’ should be added after ‘departments’

Goal 4 Action 4-5: After discussion, no edits were ultimately proposed.

Goal 4 Action 4-6: The action should be changed to the following, ‘Develop uniform standards and set of content for the website presence of boards and committees’.

Goal 4 Action 4-7: The action should be rewritten to simply reflect the desire for creation of a directory.

Goal 4 Action 4-8: No edits were proposed.

Goal 4 Action 4-9: No edits were proposed.

Goal 4 Action 4-10: The action should include the need for website training for board and committee members.

Goal 4 Action 4-11: The action should be deleted.

Goal 4 Action 4-12: No edits were proposed.

Goal 4 Action 4-13: No edits were proposed.

Goal 4 Action 4-14: No edits were proposed.

Goal 4 Action 4-15: No edits were proposed.

Goal 4 Action 4-16: No edits were proposed.

Goal 4 Action 4-17: No edits were proposed.

Goal 4 Action 4-18: No edits were proposed.

Goal 4 Action 4-19: The action was required by law. Therefore, it could be deleted. Department staff would follow up with DPW on the matter.

Goal 4 Action 4-20: After discussion, no edits were ultimately proposed.

Goal 4 Action 4-21: No edits were proposed.

Goal 4 Action 4-22: No edits were proposed

Goal 4 Action 4-23: The term ‘Town Reminder’ should be replaced with ‘area newspapers’.

Goal 4 Action 4-24: No edits were proposed.

Goal 4 Action 4-25: No edits were proposed.

Goal 4 Action 4-26: Staff would refer to a previous discussions relating to affirmative action and edit this action appropriately.

Goal 4 Action 4-27: No edits were proposed.

Goal 4 Action 4-28, 4-29 and 4-30 were discussed together. The Board had previously discussed the challenges associated with metric evaluation and data collection. Staff and the Town’s Master Plan Update consultant would work to evaluate the feasibility of metric evaluation and consider appropriate edits to these actions as needed.

Goal 4 Action 4-31: No edits were proposed.

Goal 4 Action 4-32: There was difference of opinions on the effectiveness of Town solicited surveys. Consideration for the action was tabled.

Goal 4 Action 4-33: The action was redundant and should be removed.

Goal 4 Action 4-34: No edits were proposed

Goal 4 Action 4-35: No edits were proposed

Goal 4 Action 4-36: No edits were proposed

Goal 4 Action 4-37: No edits were proposed.

Goal 4 Action 4-38: The language was addressed in a previous action.

Goal 4 Action 4-39: No edits were proposed

Goal 4 Action 4-40: No edits were proposed

Goal 4 Action 4-41: No edits were proposed.

Things to return to/carry forward

- Consider addition of a new Goal 4 objective relative to inter-departmental communication.

- Department staff would follow up with DPW on conformance to standards reflected in Goal 4 Action 4-19
- Goal 4 Action 4-26 --- Review earlier sections where Affirmative Action was addressed and revise action as appropriate
- Goal 4 Action 4-28, 4-29, and 4-30 --- Review these actions again after consensus is made on metric evaluation
- Goal 4 Action 4-32 --- Return to action as discussion was tabled.

Agenda Item #9 --- Adjourn

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

The meeting adjourned at 9:01 PM.

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

Appendix

Document	Document Location
No Q&A Comments	---
ANR	Planning Files
Illuminated Sign Request	Planning Files
Draft Master Plan Update	Planning Files