

Background Materials – August 14, 2023– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 8/11/23

Cable Access Channel 15 –The Cable Studio has indicated that this meeting will be live streamed on Channel 15.

6:15 – 7:00pm Executive Session

7:00pm Regular Meeting

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

Planning and Conservation Coordinator Colleen Canning will forward minutes separately.

Action Needed: Vote to approve the minutes.

AGENDA ITEM #3 Correspondence

Correspondence is attached.

Action Needed: No action needed.

AGENDA ITEM #4 Discussion on Draft Housing Production Plan Update with June McCartin, Outwith Studio

<https://www.southhadley.org/1372/Housing-Production-Plan>

Outwith Studio's June McCartin will give a presentation on the draft plan. The pre-public release of the draft plan and the Executive Summary has been sent to Board members. The intent of this presentation and meeting is to provide the Planning Board and Advisory Committee with an overview of the plan and updates based on the survey and public comments. This is a public meeting and the public is welcome to attend however the intent of this meeting is to provide the Board and Committee an opportunity to discuss the draft plan content and the updates made to the goals and strategies based on the survey and public comments after the second community forum. We will also discuss an agenda for the 9/13 Community Forum.

Next Steps:

1. Review the pre-public draft plan. Comments due to Anne via email by Sunday, August 20th.
2. June will make any final edits needed by 8/27.
3. 8/28/23 -- DRAFT Plan released for 60-day Public Comment period.
4. 9/13 - Community Forum #3 (interactive exercises to learn more about proposed strategies for new housing)
5. 9/25 Draft Plan Public Hearing
6. 10/16 Public Hearing continuation
7. 10/25 Public Comment Period ends

Action Needed: No action needed. Board comments on pre-public draft plan are due to Anne by 8/20 via email.

AGENDA ITEM #5 Discussion on appointment of candidate for Associate Planning Board Member, Preston Smith

Resident Preston Smith attended the 7/24/23 meeting to express his interest in being appointed as the Associate Planning Board Member. This is a joint appointment by the Selectboard and the Planning Board. The Board needs to vote on whether or not to appoint Mr. Smith to this position. Thereafter, the Selectboard will vote on the appointment at their 9/5/23 meeting.

Action Needed: Discuss application from Preston Smith for Associate Planning Board Member. Motion to vote on appointment of Mr. Smith as Associate Planning Board Member.

AGENDA ITEM #6

Planning & Conservation Department Report on Planning Projects and Development Updates

A. Subdivision Regulations Update

At the Board's July 24th meeting, a Board member inquired as to when the Board decided to move forward on updates to the Subdivision Regulations and work with PVPC to develop model regulations for the region. A review of past meeting minutes and published background reports indicates that it was first reported to the Board in October 2017 by former Planning Director Richard Harris that South Hadley, through the Town Administrator, committed to staff time as in-kind contribution to the necessary local match for PVPC's FY18 EOEPA Planning Assistance Grant for development of an updated Subdivision Regulation Model. Then in September 2018 under the Planner's Report, Mr. Harris identified that PVPC had received the grant and that he would be participating in the model subdivision group. Mr. Harris provided brief subsequent updates to the Board thereafter noting his participation in the working group.

Additionally, because of these ongoing discussions, an action was also included in the 2020 Master Plan Update -- *G2-18: Revise subdivision regulations through such means as: limitations on clear cutting trees, decrease impervious cover and encouragement of more shared open space.* The proposed regulations and bylaws update package attempts to address these issues.

B. Housing Production Plan (HPP) Update

Information about the HPP can be obtained at the following:

Planning Board [Webpage](https://www.southhadley.org/1264/11840/Housing-Studies-and-Reports?activeLiveTab=widgets): <https://www.southhadley.org/1264/11840/Housing-Studies-and-Reports?activeLiveTab=widgets>

[Project Website](https://shhousingplan.org/) (hosted by project consultant Outwith Studio): <https://shhousingplan.org/>

NEW! Frequently Asked Questions are online here: [NEW---Frequently-Asked-Questions \(southhadley.org\)](https://www.southhadley.org/1264/11840/Housing-Studies-and-Reports?activeLiveTab=widgets)

Community Forum #3 – In Person only
 Wednesday, September 13th at 7-9 PM
 South Hadley Senior Center, 45 Dayton Street

Come explore strategies for creating new housing in your community for people of all incomes, ages, and abilities.

Housing Production Plan (HPP) Revised Schedule

Below is the **REVISED** schedule for the HPP, as approved by the Planning Board on 6/26/23. The revised schedule is based on public comment on the amended timeline put forth in May.

DATE	TASKS
7/17-7/31 7/29-8/18	Draft HPP submitted to Advisory Committee and Planning Board for review
8/14	Planning Board Meeting – Presentation by Outwith Studio title on HPP highlights, comments from Board; Invite Advisory Committee for discussion (post joint meeting)
8/19-8/27	Draft Plan edits by Outwith Studio (project consultant)
8/28	Final Draft HPP issued for public comment (60 30 -day comment period)
9/11	Draft HPP Public Hearing
9/13 (TBD)	Community Forum #3
9/25	Draft HPP Public Hearing continuation (TBD depending on public comment)

10/16	Draft HPP Public Hearing continuation (TBD)
10/25-9/29	60- 30-day Public Comment Period ends
10/26-11/8 10/2 – 10/13	HPP revisions by consultant Utile
11/9 10/16	Final HPP issued
December November	Joint Selectboard & Planning Board Meeting for adoption

C. Short Term Rentals

The Short Term Rentals General and Zoning Bylaws have been approved by the Attorney General and are now law in South Hadley. I am working with the Building Commission on a STR License application package and anticipate issuing press about the availability in late August. Anyone interested in applying for a STR license should contact the Planning and Conservation Department. As a reminder – short term rentals are not allowed without a license from the Town of South Hadley.

D. Next Planning Board Meetings and Pending Agendas

Planning Board meets the 2nd and 4th Mondays of the month.

8/28	NO MEETING
9/11	
9/13	Housing Production Plan Community Forum #3
9/25	Draft Housing Production Plan Public Hearing
10/2	Draft Housing Production Plan Public Hearing Continuation (TBD)
10/23	
11/13	
11/27	
12/4	12/4 and 12/18 TBD – Christmas Holiday is Monday 12/25
12/18	

There are two pending ANR applications, a pending Illuminated Sign application, and two pending Special Permit applications for altering a nonconforming structure (both are for signs).

AGENDA ITEM #7 Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

No additional business has been submitted to me as of the date of this notice.