

## Background Materials – October 2, 2023– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 9/29/23

**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

Planning and Conservation Coordinator Colleen Canning will forward minutes separately.

**Action Needed:** Vote to approve the minutes.

### AGENDA ITEM #3 Correspondence

There is no new correspondence as of 9/29/23.

**Action Needed:** No action needed.

### AGENDA ITEM #3 Discussion on Proposed MPIC Bylaw Amendments

The proposed amended Master Plan Implementation Committee (MPIC) Bylaws are attached. MPIC Chair Nate Therien will provide a description of the proposed amendments for the Boards consideration. MPIC is seeking review and comment also from the Selectboard and the Bylaw Review Committee, and submittal to Town Meeting at Special Town Meeting in November for adoption. They have requested that the Planning Board either recommend the proposed amended bylaw or make any comments thereto.

Action needed: Discuss the proposed bylaw and vote to either recommend for adoption by Town Meeting or offer recommendations for further amendments.

## AGENDA ITEM #4 Discussion on Subdivision Regulations Update – Design Standards and Required Improvements

Board discussion of the Design Standards began at their 9/11/23 meeting, covering Article IX 360-44 thru 360-46. Discussion will resume with 360-47.

### General Background

The Board initiated work on updating the Subdivision Regulations in July 2023. All materials prepared for this are posted online here: <https://southhadley.org/1318/ProposedDraft-Bylaws> The draft materials are based on the subdivision regulation model prepared by PVPC, with the participation of South Hadley staff including former Planning Director Richard Harris, Anne Capra, then Conservation Administrator, former DPW Director Jim Reidy, and Public Health Director Sharon Hart.

### South Hadley's Existing Design Standards versus Model Regulation Design Standards

A table with a detailed comparison of the Design Standards in South Hadley's existing Subdivision Regulations versus the PVPC model regulation design standards, and editorial comments on their differences and/or any further modification recommend to make the standard more appropriate for South Hadley, is online here:

<https://southhadley.org/DocumentCenter/View/11569/Comparison-of-Existing-Subdivision-Regs-to-Model-Regs---Design-Standards>

Based on this analysis of the model standards versus the existing standards, proposed design standards are integrated into the proposed Subdivision Regulation amendments in Article IX Design Principles and Standards (go to pages 9-1 thru 9-13):

<https://southhadley.org/DocumentCenter/View/11566/Proposed-Subdivision-Regulations-Amendments---DRAFT---July-2023>

To further assist understanding the proposed amendments to the Subdivision Regulations, I prepared a comparison chart for the Table of Contents within the existing regulations versus the proposed: <https://southhadley.org/DocumentCenter/View/11696/Subdivision-Regulations--Table-of-Contents---Proposed-vs-Existing>

Items highlighted in yellow are either new or are proposed for amendment. This document can also be used to navigate where content is located/relocated in the proposed amended regulation as the section numbering has been changed as part of the overall restricting of the regulations.

**Action Needed:** Continue discussion on each of the design standards including proposed amendments/additions.

## AGENDA ITEM #5

### Planning & Conservation Department Report on Planning Projects and Development Updates

**A. Housing Production Plan (HPP) Update – Public Comment Period Open until October 28th**

- Draft Plan, Executive Summary, and a Video recording of the plan overview are available online:
  - ◆ <https://shhousingplan.org/resources/draft-plan/>
  - ◆ <https://shhousingplan.org/resources/>
- Hard copies available for review at: Town Hall, Senior Center, Public Library
- Email comments: [acapra@southhadleyma.gov](mailto:acapra@southhadleyma.gov)  
Submit via Google form: <https://forms.gle/xWSNuKpPWozagYcA>

**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
8/28	Final Draft HPP issued for public comment (60-day comment period)
9/13	Community Forum #3 – Senior Center, 45 Dayton Street @ 7-9pm
9/25	Draft HPP Public Hearing Opened
10/23	Draft HPP Public Hearing continuation (TBD)
10/25	60-day Public Comment Period ends
10/26-11/8	HPP revisions by consultant
11/9	Final HPP issued
December	Joint Selectboard & Planning Board Meeting for adoption

**B. Fall Housing Speaker Series**

***Join us for a three-part speaker series to explore affordable housing in western Massachusetts.*** The term "affordable housing" means different things to different people, and often is associated with stereotypes and misperceptions about what it will look like, who will live there, and how it will impact local neighborhoods and the community. Come hear from affordable housing developers and policy experts about projects they have built and operate in communities surrounding South Hadley. <https://southhadley.org/1373/What-is-Affordable-Housing>

Due to technical issues on 9/20 (I couldn't get into Zoom to start the meeting), we cancelled the speaker panel scheduled for that night. *It has been rescheduled for Monday 10/2 at 3pm.* All sessions will be recorded and posted for viewing if you are not able to attend.

- Monday, 10/2 at 3pm – What is Affordable Housing, How is it Built, and Who is Involved
- Wednesday, 10/18 at 7pm – Housing for All: Workforce, Middle Income and Affordable
- Wednesday, 11/29 at 7pm – Housing as a Human Right

Please click the **LINK** below to join the webinar:

<https://us02web.zoom.us/j/86091171588?pwd=WHEzVUNQQk1oZVljbmtdJdDU3L1pOQT09>

Or By Phone: 1 (646) 558 8656

Webinar ID: 860 9117 1588

Passcode: 044290

**C. Next Planning Board Meetings and Other Important Dates**

*Planning Board typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.*

10/2 – 3pm	Housing Speaker Series – Workshop #1 – 3pm via Zoom
10/2 – PB Mtg	
10/18	Housing Speaker Series – Workshop #2 – 7pm via Zoom
10/23 – PB Mtg	Draft Housing Production Plan Public Hearing Continuation (TBD)
10/25	Draft HPP - Public Comment Period Closes
11/13 – PB Mtg	
11/15	Housing Speaker Series – Workshop #3 – 7pm via Zoom
11/27 – PB Mtg	
12/4 – PB Mtg	
12/18 – PB Mtg	

**AGENDA ITEM #6** 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.

# **Town of South Hadley, Massachusetts Master Plan Implementation Committee (MPIC) Bylaws**

## ***1. About the Master Plan***

A Master Plan is a community's plan for its future, guiding regulatory changes, land use policies, budgeting decisions, and community decision making. The South Hadley Master Plan is generally updated every 10 years. Master Plan goals and objectives are the result of input from the community through town-wide meetings, forums, surveys, and other information sessions.

The Master Plan is adopted by the Planning Board and endorsed by Town Meeting. The Town Administrator and Town boards, commissions, and committees and Town Meeting use the plan to guide decision making and to ensure accountability in achieving the goals and objectives of the Plan.

## ***2. Charge of the Master Plan Implementation Committee (MPIC)***

The MPIC serves as an advisory body for implementation of the Master Plan to town entities and the community. In this role it coordinates and makes recommendations as appropriate to achieve the goals of the Plan and reports on implementation status to the Town Administrator, Planning Board, Select Board and Town Meeting.

## ***3. Structure of the Master Plan Implementation Committee***

Members shall be appointed jointly by the Planning Board and Select Board and shall be composed of five to nine official members who shall be Town residents appointed for staggered three-year terms to maintain continuity of members and experience. If a member resigns mid-term, a new member shall be appointed to serve the remainder of the term.

The Planning Board and Select Board shall appoint one board member each as liaisons to MPIC to assist the Committee in its work to coordinate with these Boards. Liaisons shall be non-voting members of MPIC.

MPIC shall annually elect officers from its official members, including a Chairperson, Vice chair, and Clerk. The Chairperson shall preside over meetings, with the Vice chair filling in when needed, and the clerk recording meetings summaries to be posted on the Town website. 51% of official members shall constitute a quorum for the purpose of conducting the business of MPIC and all decisions shall be by a majority vote of the official members present and voting. Members shall serve without compensation. Members of MPIC may be removed by the appointing authority for just cause.

## ***4. Tasks and Responsibilities***

The Committee shall:

- Meet monthly or on a regular basis. The purpose of the monthly meetings is to discuss MPIC ongoing and planned activities, the means to implement these activities, and suggest revisions to the Master Plan as they become necessary due to changing conditions of the Town.
- Monitor progress towards goals of the master plan by coordinating with, and regularly meeting with, entities assigned tasks in the Master Plan.
- Identify successes, progress, and barriers to MP implementation.
- Assist entities as possible in overcoming barriers. This could include connecting them with opportunities, other entities, suggesting actions and procedures, flagging issues to bring to the attention of the Town Administrator, Select Board, and Planning Board, or similar facilitative actions.
- Help entities identify ways to measure progress (metrics) and how to collect and report data.
- Update Master Plan task matrices on a regular basis and make these updates available to the Select Board, Planning Board, Administration, and the public.
- In conjunction with Planning Department and Administration, plan and conduct an annual gathering of representatives of entities and departments to address issues of joint interest/concern as it relates to MP activities and goals.
- Encourage outreach and communication with the public to create awareness and provide information and status of MPIC activities. This may include periodic media coverage, social media, communications through the Town website, etc.
- Undertake other activities relating to the Master Plan at the request of Planning Board, Select Board, or Town Administrator.

## **5. Reporting**

MPIC shall:

- Submit a written report to the Planning Board, and Select Board, at least once per year.
- Meet with the Planning Board, Select Board, and Town Administrator jointly, at least once per year.
- Submit a report to the Annual Town Meeting, which will describe Committee's activities within the realm of Master Plan implementation over the appropriate fiscal year, and, where appropriate, ongoing, and proposed future Master Plan implementation activities.

- Submit a brief report as part of the annual Town Report.

# What is Affordable Housing?

The term "affordable housing" means different things to different people, and often is associated with stereotypes and misperceptions about what it will look like, who will live there, and how it will impact local neighborhoods and the community. Come hear from affordable housing developers and policy experts about projects they have built and operate in communities surrounding South Hadley.

**Join us for a three-part, virtual speaker series to explore Affordable Housing in western Massachusetts.**

**Monday, October 2<sup>nd</sup> @ 3PM**

**“What is Affordable Housing, How is it Built, and Who is Involved?”**

Featuring a Keynote presentation from **Katy Lacy**, Senior Planner with Mass Housing Partnership, and guest presenters **Peter Serafino**, from Home City Development Inc., and **Dave Christopolis**, from Hilltown CDC

## **UPCOMING EVENTS:**

**Wednesday, October 18<sup>th</sup> @ 7PM**

***“Housing for All: Workforce, Middle-income, and Affordable”***

**Wednesday, November 29<sup>th</sup> @ 7PM**

***“Housing as a Human Right”***



Zoom Login Information &  
Learn more about  
planning for housing in South Hadley

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## *Virtual speaker series continues to explore Affordable Housing in western Massachusetts.*

**Wednesday, October 18<sup>th</sup> @ 7PM**

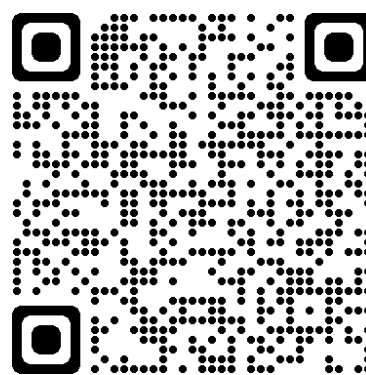
### ***Housing for All: Workforce, Middle-income, and Affordable***

Keynote Presenter—**Monica Keel**, Municipal Engagement Program Associate with CHAPA & Guest Presenters—**Rachana Crowley**, VP for Real Estate Development, New England with The Community Builders & **Erica Piedade**, Co-chair and **John Hornik**, former Chair, Amherst Affordable Housing Trust

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