

Background Materials December 4, 2023– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 12/1/23

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 9/11/23, posted on the Town of South Hadley Planning and Conservation Department webpage here:

<https://www.southhadley.org/DocumentCenter/View/11705/Policy-on-Open-Comment-Period---As-Adopted-2023-09-11>

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 Subdivision Regulations Update –

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.

Discussion will pick up at Article I Authority and Purpose, continuing as far along as time allows, thru Article VIII Pre-Endorsement, Endorsement, Performance Guarantees, and Implementation of Definitive Plan, then Article XI Administration, and Appendices.

Action Needed: Continue discussion on updates and revisions to the Subdivision Regulations beginning with Article I.

AGENDA ITEM #5

Planning & Conservation Department Report on Planning Projects and Development Updates

A. Housing Production Plan – Joint Meeting with Selectboard for Adoption 12/5/23 @ 7:15pm

The Planning Board and Selectboard will be holding a joint public hearing to consider adoption of the Housing Production Plan. Please join us!

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89191584587?pwd=Uzg0YVNGaXBGcmFNUFJoQjcyS0w2dz09>

Or Telephone: +1 646 558 8656

Webinar ID: 891 9158 4587

Passcode: 388383

B. Fall Housing Speaker Series

Links to the three presentations are online here:

- [What is Affordable Housing, How is it Built, and Who is Involved](#)
- [Housing for All: Workforce, Middle Income and Affordable](#)
- [Housing as a Human Right](#)

C. MVP 2.0 – Seeking Community Liaisons

South Hadley has been awarded a Municipal Vulnerability Preparedness (MVP) 2.0 Grant. The focus of the program is to improve resiliency to the impacts of climate change in the most vulnerable populations with a focus on social equity. We are seeking 5 residents to join the project steering committee as Community Liaisons. The steering committee (called the Core Team) will receive training on climate change and will work collaboratively to understand community needs around climate change and develop a seed project to improve climate resilience in the community. Community Liaisons will be paid \$50/hour for their time, anticipated to be approx. 5-8 hours per month.

Community liaison job description online here:

<https://www.southhadley.org/DocumentCenter/View/12096/Community-Liaison-Flier-and-Job-Description->

Please submit your interest by 12/8. Contact me to discuss details or ask questions at

acapra@southhadleyma.gov | (413) 538-5030 x6128

D. Capital Planning Committee Planning Board Representative

The Planning Board representative to the Capital Planning Committee Jon Camp, recently resigned. The CPC is seeking a new representative from the Planning Board. If anyone is interested in serving this role, please let the Director of Planning and Conservation know.

E. Master Plan Annual Forum – Friday 1/12/24 – Registration is Open

REGISTRATION IS OPEN!

**Master Plan Implementation Annual Forum
“Be a Leader in Municipal Communication”**

Friday, January 12, 2024

8:45 am – 1:00 pm

South Hadley Public Library, 2 Canal Street

Registration Link: <http://bit.ly/3QYCu7g>

One member from each Town department, board, committee and commission tasked with Master Plan Implementation should attend this annual workshop. Food will be served.

Guest Speaker Jon Wortmann

Executive coach, trainer and facilitator Jon Wortmann will lead the Master Plan workshop titled “Being a Leader in Municipal Communication”. His best-selling books include *Hijacked by Your Brain* and *Mastering Communication at Work*. Jon works with municipalities and school districts in New England and has served as the leadership trainer for municipal employees in towns including Needham and Shrewsbury for over a decade.

A focused team with intentional communication patterns always makes progress. Our workshop will involve three stages: communication training including communication tendencies and effective goal setting, a review of the forums and methods for working together as laid out in the updated Board and Committee Handbook, and development of specific tools to become more impactful communicators as well as identify short-term action items to facilitate implementation of Master Plan strategies.

2020 Master Plan

<https://www.southhadley.org/1277/2020-Master-Plan>

F. Next Planning Board Meetings and Other Important Dates

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

12/4 – PB Mtg	Subdivision Regulations Update Discussion Article I thru Article VIII
12/5	Joint Selectboard/Planning Board Meeting – Vote on Adoption Housing Production Plan
12/18 – PB Mtg	
1/8/24 – PB Mtg	
1/22/24 – PB Mtg	
2/12/24 – PB Mtg	
2/26/24 – PB Mtg	
3/11/24 – PB Mtg	
3/25/24 – PB Mtg	
4/8/24 – PB Mtg	
4/22/24 – PB Mtg	

G. Sign up for Planning and Conservation Department, Planning Board and/or Conservation Commission Alerts

Help us help you stay informed! Customize your notifications and whether you want to receive them by email or text here:

[Alerts & Notifications | South Hadley, MA - Official Website](#)

You can also sign up for CivicReady mass notification on the website too. This is for various weather alerts and emergency notifications.

Background Reports for all Planning Board meeting are posted online here:

<https://www.southhadley.org/1274/Agenda-Background-Materials>

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.

**SOUTH HADLEY PLANNING BOARD
LIST OF CORRESPONDENCES
DECEMBER 4, 2023 REGULAR MEETING**

Letters & Memos

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Legal Notices

Amherst

- Notice from the Amherst Zoning Board of Appeals for filing the following decisions: 1) Special Permit to reflect updated management plan at 320 West Street; and 2) Special Permit to change use of an existing single-family home with attached ADU at 318 Lincoln Ave to a two-unit dwelling.

Chicopee

- Notice from the Chicopee Planning Board for a public hearing on December 7 to consider a waiver of frontage requirements to create a new single-family building lot from 371 East St.
- Notice from the Chicopee Zoning Board of Appeals for a public hearing on December 13 to consider a variance from frontage requirements to create a new single-family building lot from 371 East St.

Granby

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Hadley

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Holyoke

- Notice from the Holyoke Planning Board for approval of the following: 1) Special Permit to reduce minimum lot size and frontage requirements to construct a duplex at 267 Elm St; 2) Special Permit to construct 8 battery storage cabinets on Sargeant St; and 3) Site Plan Review to demolish and construct a middle school at 1916 Northampton Street.