

Background Materials December 18, 2023– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 12/15/23

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

No correspondence has been received.

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 VII Definitive Plan, and continue into the Appendices.

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

AGENDA ITEM #5

Planning & Conservation Department Report on Planning Projects and Development Updates

A. Housing Production Plan –Selectboard Meeting for Adoption 12/19/23 @ 6:30pm

The Planning Board voted at the joint meeting with the Selectboard on 12/5/23 to the adopt the Housing Production Plan. The Board had posted this as a Public Hearing. Due to an administrative glitch, the Selectboard had not posted their agenda item as a public hearing ant therefore decided to postpone their vote until their next meeting on 12/19. Since then, Town Counsel advised that the Selectboard did not need to take a vote on adoption at a Public Hearing so the vote will occur in their regularly scheduled hybrid meeting at the Senior Center. Login information to attend virtually will be included in their posted agenda.

B. 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.

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

All Planning Board, Selectboard and MPIC members are invited to attend because of their oversight role in implementation of the Master Plan, For all other boards, committees and commissions, one representative may attend.

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>

D. Next Planning Board Meetings and Other Important Dates

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

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	

E. 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.