

# Background Materials July 8, 2024– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 7/5/24

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

### 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

Planning and Conservation Coordinator Colleen Canning will forward minutes separately.

**Action Needed:** No action needed.

### AGENDA ITEM #4 654 New Ludlow Road Approval Not Required (ANR) Plan

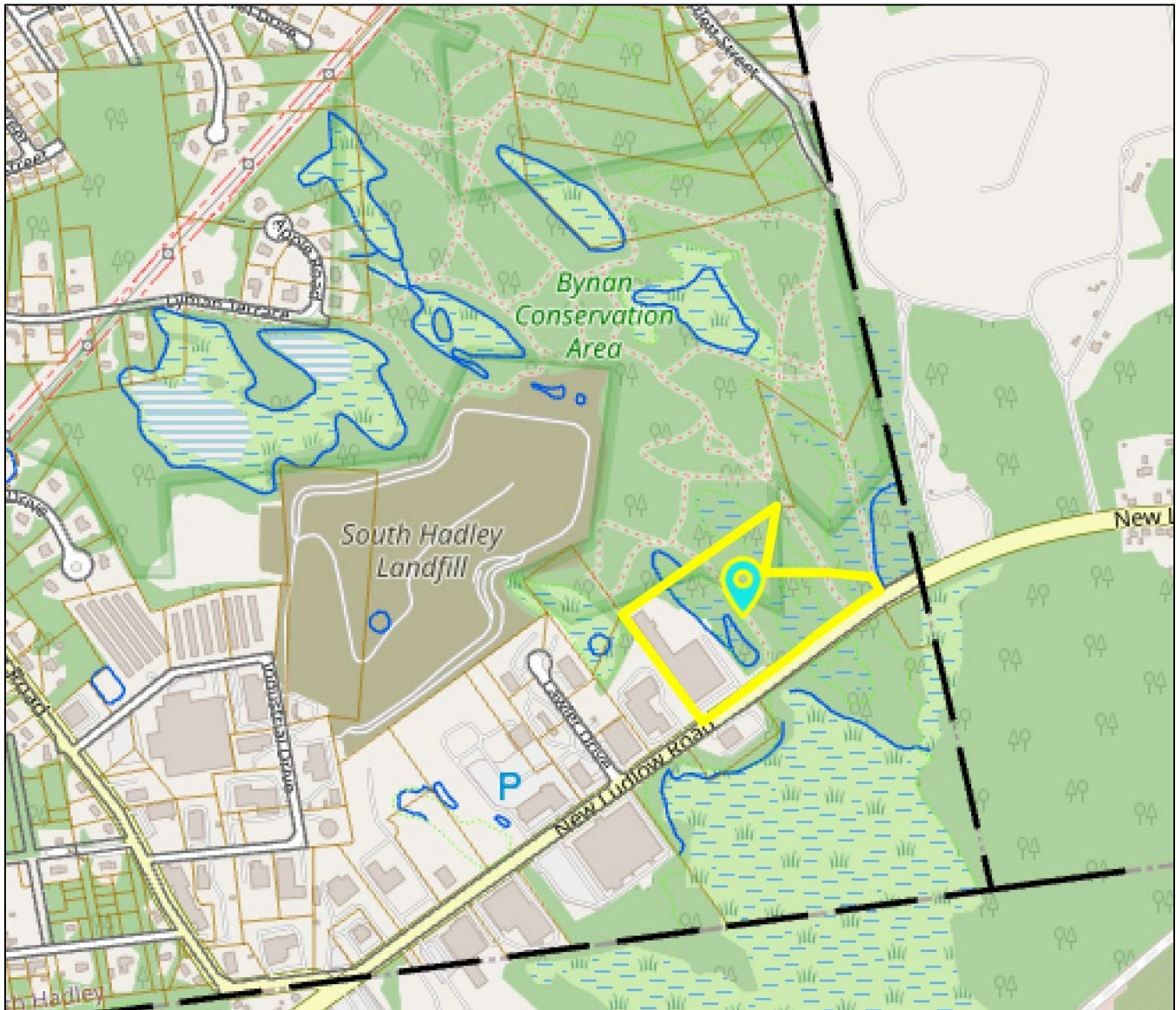
Application is online here: <https://www.southhadley.org/DocumentCenter/View/13041/654-New-Ludlow-Road---2024?bidId=>

This is a 13.8 acre parcel in the Industrial A zoning district (Map 10, Parcel 2) owned by D&S Properties LLC, adjacent to the town-owned Bynan Conservation Area. The property owner, Stephen Doyle, is seeking the proposed ANR so that he may donate the 9.155 acres Parcel B to the South Hadley Conservation Commission. Mr. Doyle will retain the 4.64 acres Parcel A with the existing manufacturing building and associated parking area. The Conservation Commission intends to establish a formal trailhead and parking area for Bynan on Parcel B.

Location	Acres	Square Feet	Frontage
Parcel A	4.64	202,134	318.6'
Parcel B	9.155	398,807	563.54'
Industrial A - Minimum		40,000	200'

Parcel A building coverage = 33.7% (max = 40%)

Parcel A impervious coverage = 73% (max = 85%)



#### ANR Standards for Approval

1. Type of Way: New Ludlow Road is a public way, owned and maintained by the Town of South Hadley. Therefore, this standard is met.
2. Minimum frontage requirements for zoning district: The minimum frontage for the Industrial A zoning district is 200'. Both Parcels A and B will exceed the minimum, therefore, this standards is met.

3. Vital access: Access to both parcels for emergency response can be achieved from New Ludlow Road therefore, this standard I met.

**Action Needed:** The Board must either endorse the plan or file a notice of denial with the Town Clerk. If the Board votes to endorse the ANR Plan, the Board should also authorize the Director of Planning & Conservation to sign the plan on the Board's behalf.

#### AGENDA ITEM #5 Illuminated Sign Request – Ben & Meg's Farm and Garden Center, 300 Newton Street

Application is online here: <https://www.southhadley.org/1430/15498/Newton-Street-300--Ben-Megs-Farm-Garden-?activeLiveTab=widgets>

A portion of the existing Carey's Flowers business site located at 300 & 302 Newton Street is being leased to a new business to be owned and operated by Ben and Meg Haber called Ben and Meg's Farm and Garden Center (Map 17, Parcels 18 & 20). Both parcels are zoned Business A-1. They are seeking to modify the existing "Carey's Flowers" sign by removing the lower panel and replacing it with a new illuminated panel of the same size (36" x 94") for the garden center. Each panel of the sign is 23.5 sq.ft., total 47 sq.ft. which is below the maximum for this site which is 60 sq.ft. Residential parcels abut to the north and south on Newton Street, and the High School is across the street.

Per 255-85 Signs, the standards for approving illuminated signs are as follows:

(2) Adverse to surrounding neighborhood or community. Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises from excessive light pollution. Therefore, in determining whether to approve the illumination of a sign, the Planning Board shall:

(a) Consider and minimize the illumination impact of the signage illumination on the surrounding properties; and

(b) Only approve internally illuminated signs where only the lettering or logo of the enterprise or message being promoted are illuminated; and

(c) Ensure that the illuminated sign does not illuminate adjoining or nearby residential properties or pose a danger to motorists on adjoining or nearby roadways which might arise from glare from the illumination source; and

(d) Not approve exposed or illuminated neon signs; and

(e) Require that illumination sources not illuminate the background or field of a sign except to the extent that the background or field (due to the shape of the sign area) is clearly a logo of the company or enterprise being advertised.

Refer the the nighttime illumination which show that only the lettering and logo are illuminated. The Carey's Flowers sign panel will remain non-illuminated.



**Action Needed:** Review the proposed sign illumination against the standards for illumination, and vote as to whether or not the proposed sign illumination will not have a detrimental impact on the surrounding neighborhood.

#### AGENDA ITEM #6 Discussion of Flexible Development Bylaw and Associated Bylaws Amendments

Proposed bylaw amendments and past presentations are online:

<https://www.southhadley.org/1318/ProposedDraft-Bylaws>

At the 7/24/24 Planning Board meeting, the Board finalized the draft dated 7/24/24 to be scheduled for a public hearing.

[255-31-Flexible-Development-Bylaw---Draft-Amendments-7524 \(southhadley.org\)](#)

[Use-Schedule-Amendments-7524 \(southhadley.org\)](#)

The amendments to 255-31 Flexible Development and the Subdivision Regulations are designed to refer all developments to common open space standards (per proposed new bylaw 255-96 Common Open Space, and a proposed new bylaw 255-95 Common Drive (for those non-subdivision multifamily projects, i.e. developments with more than one building for dwelling purposes on a single parcel of land). The Board needs to review the following tonight and make any comments so that the public hearing in September covers all of the proposed new and amended bylaws going to Town Meeting in November:

[255-47 Multifamily and multiple dwellings – Amendment](#)

[255-95 Common Drive – NEW](#)

[255-96 Required Common Open Space – NEW](#)

### **255-95 Common Drive**

This bylaw establishes standards for common driveways (i.e. common drives) in non-subdivision multifamily developments (i.e. developments with more than one building for dwelling purposes).

### **255-96 Required Common Open Space**

The intent of this new bylaw is to create one set of standards for common open space in residential developments, for those types of residential developments where open space is required. Most of the standards in this bylaw were extracted from 255-31 Flexible Development with the addition of the following new standards:

A(2) Contiguity of Open Space

A(5)(b) Percent of open space that can be wetlands

B(2)(b) “Perpetually kept in open space unless the Planning Board has approved an alternative condition for the common open space;”

B(2)(d) “Prohibited from being further subdivided or otherwise developed or altered without prior approval by the Planning Board in the same manner as approval was granted for the original development.”

### **255-47 Multifamily and multiple dwellings**

The amendment simply deletes the standards for open space within the bylaw, (D) Required open space, and inserts reference to the new 255-96 bylaw where there will now be one set of standards that all projects requiring common open space will be required to meet.

**Action Needed:** Review final draft bylaws and vote to schedule public hearing.

**AGENDA ITEM 7 Planning & Conservation Department Report on Planning Projects and Development Updates**

**A. Master Plan Joint Meeting – MPIC, Selectboard, Planning Board – August 6th**

The joint meeting will occur as part of the Selectboard’s meeting on August 6<sup>th</sup>. The agenda and time will be posted at a later date. MPIC will be forwarding their Annual Report as well.

**B. 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.*

7/22/24	Director on Leave 7/11-8/23
8/6/24	<b>Master Plan - Joint Selectboard, PB, MPIC mtg</b>
8/12/24	Director on Leave 7/11-8/23
8/26/24	
9/9/24	<b>NEW BYLAWS/AMENDMENTS PUBLIC HEARING</b>
9/23/24	
10/7/24	
10/28/24	
11/4/24	
11/13/24	<b>Special Fall Town Meeting</b>
11/25/24	
12/2/24	
12/9/24	
January – 1/13 & 1/27/25	February – 2/10 & 2/24/25
March – 3/10 & 3/24/25	April – 4/14 & 4/28/25

**AGENDA ITEM #8 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.