

# Background Materials November 4, 2024– Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 11/1/24

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

## Help us help you stay informed!

Receive notifications when **Planning Board notices** are posted to the Town website. Customize your notifications and whether you want to receive them by email or text here:

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

Sign up for [CivicReady](#) notifications for **weather alerts and emergency notifications**.

**Background Reports for all Planning Board meetings** are posted online:

<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

Correspondence are attached.

**Action Needed:** No action needed.

### AGENDA ITEM #4 Interviews for Associate Planning Board Member – Walter Hamilton

With assistance from Kristin Maher, Executive Assistance to Administration, we posted an ad in the Town Reminder for the open Associate Planning Board member position, which ran for several weeks. We have received two applications: John Parenteau and Walter Hamilton. Mr. Hamilton’s application materials are attached.

**Action Needed:** Conduct an interview with Walter Hamilton for the Associate Planning Board Member position. Deliberate on the two candidates, and vote on an appointment. The position is a joint appointment by the Selectboard and Planning Board. The Selectboard has requested the Planning

Board join them at their 11/26 meeting to make the appointment. Alternatively, if the Board votes tonight, I could send the vote to the Selectboard for their meeting on 11/26.

## AGENDA ITEM #5 Question & Answer Session on Zoning Bylaw Amendments for consideration on Special Town Meeting Warrant November 13, 2024 – Article 9, 10, 11, 12

Draft bylaws and other background materials are online: <https://southhadley.org/1318/ProposedDraft-Bylaws>

With Special Town Meeting just a few weeks away, this time is intended to answer questions from the public about the four zoning bylaw articles that are on the warrant. I can give a revised brief presentation if the Board believes that would be beneficial, or you could just open it up to Q&A. I've prepared a short summary presentation that also shows examples of residential densities in neighborhoods in South Hadley to provide a local frame of reference.

[NEW---Zoning-Articles-Review-and-Residential-Density-Examples-Presentation](#)

[NEW---SH-Neighborhoods-Housing-Density-Presentation](#)

[Planning-Board-Report-to-Town-Meeting---Articles-9-10-11-12](#)

The proposed amendments and new bylaws include the following:

- 255-31 Flexible Development Bylaw Amendment & Use Regulations Schedule
- 255-47 Multifamily and multiple dwellings Amendment
- 255-95 Common Drive NEW Bylaw
- 255-96 Common Open Space NEW Bylaw

**Action Needed:** Respond to questions from the public.

## AGENDA ITEM #6 Planning Board Hybrid Meeting Protocols

The Board voted unanimously at their 10/28/24 meeting to switch to hybrid meetings. A request was made to develop hybrid meeting protocols. Below is the conditions for hybrid meetings which was approved as part of the vote:

- 1) Meetings shall be held in the large conference room at the Senior Center (a.k.a. multipurpose room) or in a similar space that is well equipped to accommodate hybrid meetings as well as large numbers of persons attending in person.
- 2) Meeting space should be available following a schedule that is consistent as to day of the week and time.
- 3) The Town shall provide all staff currently necessary for the good conduct of hybrid meetings, including Cable Access Staff as provided to the Select Board for its meetings.
- 4) For the purpose of making quorum and conducting all business of the Board, Board members attending meetings virtually shall be considered present in the same way as those attending in person.
- 5) All meetings will require the in person attendance of a presiding officer, either the Chair, Vice Chair, or a regular Member appointed by the Chair for that meeting.
- 6) Members shall notify the Chair if they are not able to attend a meeting in person as soon as possible.
- 7) The Board will develop and maintain protocols for the conduct of its meetings with an eye to ensuring the equal and fair participation of all persons attending its meetings, whether in person or virtually.

These protocols should take into account the importance of maximizing the visibility of materials under review by the Board.

**Action Needed:** Discuss potential protocols, a draft of which may be reviewed at a future meeting for adoption.

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

### A. 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.*

<b>11/13/24</b>	<b>Special Fall Town Meeting</b>
<b>11/14/24</b>	<b>Community Forum #3 – Route 202/33 Corridor Rezoning 6-8pm @ South Hadley Public Library, 2 Canal Street</b>
<b>11/25/24</b>	Illuminated Sign Permit - Rocky's Ace Hardware, 501 Newton Street Business A-1 Zoning Amendment Discussion Dry Brook Well Aquifer Study Discussion
<b>12/2/24</b>	
<b>12/9/24</b>	
January – 1/13 & 1/27/25	February – 2/10 & 2/24/25
March – 3/10 & 3/24/25	April – 4/14 & 4/28/25

### B. Route 202/33 Corridor Rezoning Project

**Project website:** <https://community.innesassocltd.com/south-hadley>

[Route 202 & 33 Corridor Re-Zoning | South Hadley, MA - Official Website](#)

Next Forum #3 – Thursday, November 14<sup>th</sup> at 6-8 PM  
South Hadley Public Library – in person

We are still requesting site specific comments from the public on the project's interactive web map (see below). Let's us know your thoughts about sites that are good candidates for new uses/change of use/redevelopment; open space that should be preserved or used as a park; traffic and circulation concerns for vehicles, pedestrians and cyclists; and locations for paths/trails that would facilitate connectivity throughout the neighborhood.

Recording of Forum #2 is online here: [Rt 202/33 Rezoning Community Forum #2: 10/16/2024 on Vimeo](#)

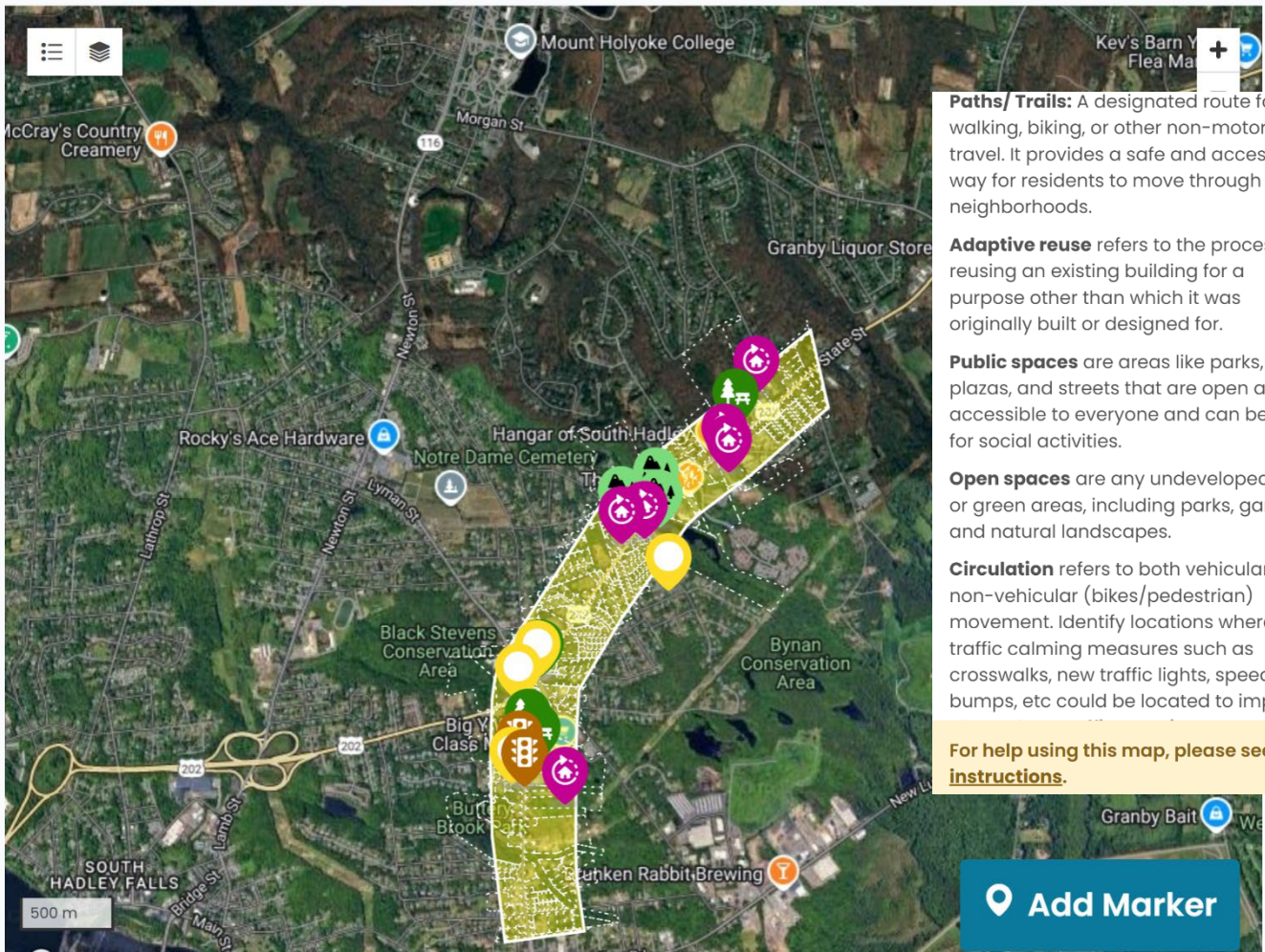
Open

# Show us what you would like to see on the Corridor!

Click on the "Add Marker" tab, place the marker of the relevant category, and answer the questions!  
To view the definitions of the terms, click on the (i) symbol next to the address bar.

19 contributions so far



**Paths/ Trails:** A designated route for walking, biking, or other non-motorized travel. It provides a safe and accessible way for residents to move through neighborhoods.


**Adaptive reuse** refers to the process of reusing an existing building for a purpose other than which it was originally built or designed for.

**Public spaces** are areas like parks, plazas, and streets that are open and accessible to everyone and can be used for social activities.

**Open spaces** are any undeveloped land or green areas, including parks, gardens, and natural landscapes.

**Circulation** refers to both vehicular and non-vehicular (bikes/pedestrian) movement. Identify locations where traffic calming measures such as crosswalks, new traffic lights, speed bumps, etc could be located to improve

For help using this map, please see the [instructions](#).

 **Add Marker**

Can't make it to the Forums?

Scan for our interactive project site and stay engaged throughout the process!



<https://community.innesassocltd.com/south-hadley>

## Routes 202/33 Corridor

### Zoning Amendments



## COMMUNITY FORUMS

**01 16TH SEPTEMBER, 2024** *Monday*  
6:00 - 8:00 pm

South Hadley Council on Aging  
45 Dayton Street

**02 16TH OCTOBER, 2024** *Wednesday*  
6:00 - 8:00 pm

Virtual via Zoom  
Join the webinar:



<https://bit.ly/4fPZM9P>

Or Telephone: +1 646 558 8656  
Webinar ID: 883 0895 6522  
Passcode: 713870

**03 14TH NOVEMBER, 2024** *Thursday*  
6:00 - 8:00 pm

South Hadley Public Library  
2 Canal Street

**04 16TH JANUARY, 2025** *Thursday*  
6:00 - 8:00 pm

South Hadley Public Library  
2 Canal Street

**YOUR** voice matters - please join us!

### C. Planning Board Communication with the Public

Planning and Conservation Department staff engage in a variety of public outreach and engagement modes to both keep the public informed about the work of the Planning Board and Department, and gather their input and feedback to inform the work we do. One of the *notification* tools we use is the Town's "Notify Me" electronic notification system. Once signed up, the person will receive notifications when Planning Board notices are posted to the Town website. Notifications can be customized as to whether you want to receive them by email or text here:

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Sign up for [CivicReady](#) notifications for *weather alerts and emergency notifications*.

**Background Reports for all Planning Board meetings** are posted online, typically the Friday before the Monday meeting: <https://www.southhadley.org/1274/Agenda-Background-Materials>

Currently, only a small number of people are signed up for Planning Board notifications (see below). This is the tool the Town has adopted so it is what we have available to work with.

News & Announcements - 41

Planning Board Agendas - 63

Planning Department Agendas - 43

Planning Calendar Events - 43

If you are interested in the work of the Planning Board, please take a minute to sign up for Planning Board notifications in the “Notify Me” system: [Alerts & Notifications | South Hadley, MA - Official Website](#)

**SOUTH HADLEY PLANNING BOARD  
LIST OF CORRESPONDENCES  
NOVEMBER 4, 2024 REGULAR MEETING**

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**Letters and Memos**

- October 30 email (attached) from Marie Rohan, Town Meeting Member, with questions regarding the proposed zoning bylaw amendments (STM Articles 9, 10, 11 &12) with responses from Planning and Conservation Department Director, Anne Capra.

**Legal Notices**

*Amherst*

•

*Chicopee*

•

*Granby*

•

*Hadley*

•

*Holyoke*

•

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## Fwd: Zoning by law revision

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Anne Capra <acapra@southhadley.ma.gov>  
To: Colleen Canning <ccanning@southhadley.ma.gov>

Thu, Oct 31, 2024 at 8:46 AM

Please add to the Board's correspondence.

----- Forwarded message -----

From: **Anne Capra** <acapra@southhadley.ma.gov>  
Date: Thu, Oct 31, 2024 at 8:46 AM  
Subject: Re: Zoning by law revision  
To: MARIE ROHAN <noon31@aol.com>

Good Morning Marie,

Responses to your questions below. The Planning Board Report to Town Meeting as well as other background information from along the process is online here:

[Planning-Board-Report-to-Town-Meeting---Articles-9-10-11-12](#)  
[Proposed/Draft Bylaws | South Hadley, MA - Official Website](#)

### **1. Is there a schedule for review of the zoning by laws and who is responsible for doing that review/**

The Planning Board began working on the bylaw amendments, and the precursor to these amendments which were updates to the Subdivision Regulations in July 2023. They held 14 publicly advertised meetings on the bylaws proposed for Town Meeting including a public listening session on 4/22/24 and two public hearings on 9/9 and 9/23. Based on the feedback at those three sessions, the Board h=made revisions and the final bylaws in the warrant articles are what is proposed.

Zoning Bylaws are the purview of the Planning Board and are not "reviewed" by the Bylaw Review Committee. Not sure if that is what you are asking. Town Counsel has reviewed them in both their earlier drafts and final versions and her comments were incorporated into the final bylaws.

### **2. Once a permit of some type is approved for building, how does the town ensure that what was approved is what is being done.**

Permits issued by the Planning Board are considered "zoning permits" and it is the Building Commissioner who is the Zoning Code Enforcement Officer. The Building Commissioner ensures compliance through the building permit inspection process.

### **3. Building around the fire district 2 aqua fir....will the fire district 2 water commission have any say in plan reviews.**

Fire District 2 Water is *always* submitted plans that require Site Plan Review and Special Permits for comment. This is written into the Rules and Regulations for both Site Plan Review and Special Permits. The same is true for the Board of Health, DPW, Fire Depts, Police, SHELD, and other Town Departments to ensure all concerns are considered in the permitting process.

### **4. Fines - how are fines determined- is there a cost to not doing what was approved.**

Fines are issued by the Zoning Code Enforcement Officer (Building Commissioner) for zoning violations. Both the Planning Board nor myself have any authority to issue fines. This is the section of the Zoning Bylaw that cites enforcement: [Town of South Hadley, MA Administration](#)

The penalty for zoning code violations is \$300/day per offense.

### **5. What type of feedback will the town meeting get on by law implementation and how often**

To my knowledge, there is no process for Town Meeting to receive feedback on the implementation of any of the warrant articles that they pass. The Master Plan Implementation Committee (MPIC) tracks implementation of the Master Plan by seeking updates from all of the responsible parties identified in the plan for implementation and publishes those responses 2x per year and sends a Report to Town Meeting 1x per year. The zoning articles put forth by the Planning Board address multiple goals, objectives and actions in the Master Plan (as outlined in their Report to Town Meeting). Specifically, G2-19 called for the review of the Flexible Development Bylaw and whether it should be allowed by right.

The Planning Board will hold a hybrid meeting on Monday 11/4 at 6:30pm and do have a Q&A on the agenda:

[11.04.24\\_Planning\\_Agenda.docx](#)

Please let me know if you have any other questions.

Thanks,  
Anne

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On Wed, Oct 30, 2024 at 4:53 PM MARIE ROHAN <noon31@aol.com> wrote:

Hi Ann, I missed parts of the discussions on the by law revisions for zoning. I have three questions;

1. Is there a schedule for review of the zoning by laws and who is responsible for doing that review/

2. Once a permit of some type is approved for building, how does the town ensure that what was approved is what is being done/
3. Building around the fire district 2 aqua fir....will the fire district 2 water commission have any say in plan reviews.
4. Fines - how are fines determined- is there a cost to not doing what was approved.
5. What type of feedback will the town meeting get on by law implementation and how often

Thank you  
Marie Rohan

--  
Anne Capra, AICP  
Director, Planning & Conservation  
Town of South Hadley  
116 Main Street | South Hadley, MA 01075  
(413) 538-5030 x6128  
[acapra@southhadleyma.gov](mailto:acapra@southhadleyma.gov)

**Learn more about South Hadley's community plans [HERE](#).**

--  
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## Fwd: Online Form Submittal: Application for Appointment to Board, Commission, or Committee

1 message

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**Kristin Maher** <kmaher@southhadleyma.gov>  
To: Anne Capra <acapra@southhadleyma.gov>

Wed, Sep 18, 2024 at 2:38 PM

----- Forwarded message -----

From: <noreply@civicplus.com>

Date: Wed, Sep 18, 2024 at 2:24 PM

Subject: Online Form Submittal: Application for Appointment to Board, Commission, or Committee

To: <sgmeiner@southhadleyma.gov>, <kmaher@southhadleyma.gov>, <ljacobs@southhadleyma.gov>, <zingram@southhadleyma.gov>

### Application for Appointment to Board, Commission, or Committee

#### Step 1

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##### Committees

*Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.*

**Please Note:** *When submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.*

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Choose up to TWO From the    Other  
Following

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List your board or committee    Planning Board (Associate Member)  
choices here in the order of  
preference. If you selected  
"Other" above, please  
indicate which board or  
committee to which you wish  
to apply.

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Please give any details    My wife, Joan, and I have lived in our house on Hadley Street  
regarding your interest in this    for 37 years. We love this town and its people. We feel that we  
appointment.    must engage in the community and do our part to make it as  
the bumper sticker says: "a great place to live."

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**Please Provide the Following Information**

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Name	Walter Hamilton
Email	<a href="mailto:hamiltonw7747@yahoo.com">hamiltonw7747@yahoo.com</a>
Address1	<a href="#">77 Hadley St.</a>
Address2	<i>Field not completed.</i>
City	South Hadley
State	MA
Zip	01075
Primary Phone	(413) 532-7518
Alternate Phone	<i>Field not completed.</i>
Cell Phone:	<i>Field not completed.</i>

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**General Questions**

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Are you a registered voter in the Town of South Hadley?	Yes
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Are you a Town Meeting Member?	No
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Is any of your immediate family employed by the Town of South Hadley?	Yes
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Do you now or have you previously served in town government?	Yes
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If yes, please list the board(s), commission(s), or committee(s) on which you serve(d), and the dates of service for each.	Town Meeting member Precinct D 2012-2015 Public Library Building Committee 2011-2014 Sustainable Design Assessment Steering Committee 2011-2012 Rise of the Falls Committee 2014
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What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	As a reporter and editor for the former Holyoke Transcript-Telegram, from 1979 to 1981 and subsequently holding the same positions at the Springfield Morning Union and Sunday Republican from 1981 to my retirement in 2010, I was deeply involved with town government business. I produced and edited daily newspaper articles concerning municipal boards and committees. In retirement, I continued to write articles about town governments in Belchertown, Granby and South Hadley for the Town Reminder and Belchertown Sentinel.
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Please list any additional information you think may be	<i>Field not completed.</i>
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helpful in reviewing your application.

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How did you learn of the vacancy you are applying for?

Town Website

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If you indicated another resident or other above, please provide the resident's name or provide additional details.

Joan Vohl Hamilton (spouse) is a poll worker under the Town Clerk's office.

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Upload a Letter of Interest

[statement.pages](#)

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Email not displaying correctly? [View it in your browser.](#)

My wife Joan Vohl Hamilton and I began looking for homes shortly before our marriage 37 years ago in 1987.

I suggested we look at property in South Hadley because I, as a reporter for the Springfield Republican, known then as the Springfield Union-News, had covered this town's government. I began to know and admire many of the town residents that held positions on town committees.

We agreed to begin looking at houses here. But before our search began in earnest, on our way to a sledding hill in Hadley, we spotted an open house at 77 Hadley Street. We agreed to buy it that day and put down a deposit. We still feel that the house was just waiting for us to drive by.

We brought up our daughter here, now 33. She attended Plains, Mosier, Smith Middle and South Hadley High, where she graduated fifth in her class of 2009. We can attest that the education she received at town schools is top quality. She is now employed as a researcher at Pennsylvania State University.

We both feel at home here, even though I was raised in a city north of Boston and Joan on a farm in northwestern New Jersey. We have volunteered our time and labor to town institution and church events over the years.

I have served on the Library Building Committee and Rise of the Falls Committee. For several years I wrote news stories about South Hadley for the Town Reminder until earlier this year, when I retired.

I believe that volunteers are crucial to maintaining the quality of this and any other community. I hope to continue doing my part by being named associate member of the town Planning Board.