

# Background Materials – May 5, 2025 – Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 5/2/25

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### 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.

### 6:30pm Public Hearing

AGENDA ITEM #4 81 East Street Home Occupation II for Home Bakery– Site Plan Review

Application online: <https://www.southhadley.org/1479/16462/East-Street-81---Home-Occupation?activeLiveTab=widgets>

The applicant is seeking to establish a home bakery “Anya’s Creative Cakes” at 81 East Street (Assessor’s Map 36, Parcel 147). Baked goods will be made to order and either be delivered or picked up by customers by appointment. The property is located in the RA-1 zoning district and Home Occupation II is allowed by Site Plan Review. The applicant submitted a revised narrative on 4/17/25 address the Home Occupation II requirements.



| <b>Home Occupation II - Allowed by Site Plan Review and the following standards:</b>  |  |
|---|--|
| <p>1</p> <p>Conforms to the general criteria and standards applicable to all home occupations.</p> <p>C1 The home occupation shall be incidental and secondary to the use of a dwelling unit for residential purposes. It shall be conducted in a manner which does not infringe on the right of neighboring residents to enjoy the peaceful occupancy of their dwelling units and does not alter the character of the neighborhood.</p> <p>C2 More than one home occupation may be conducted on a lot, provided that the combined impact of all home occupations satisfies the criteria and standards enumerated for the appropriate level of home occupation.</p> <p>C3 The home occupation is conducted only by residents of the dwelling unit but the business may employ other workers who</p> | <p>Single-family residential dwelling principal use; home bakery incidental use;</p> |

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|---|--|---|
|   | do not engage in the work of the business at the site of the home occupation.  |   |
| 2 | The maximum area that may be occupied by the home occupation shall be the lesser of 20% of the floor area of the primary dwelling unit or 500 square feet.   | Home kitchen = 330 sq.ft. = 13% of home   |
| 3 | The home occupation shall not give the outward appearance of a business. (Signage, conducting of the business in accordance with these standards and criteria, and the incidental appearance of a vehicle allowed under § <b>255-86F</b> of the Zoning Bylaw to be parked in a residential district with the owner's business name, etc. on said vehicle shall not be construed as giving the outward appearance of a business.)   | No sign currently proposed  |
| 4 | Signs used in conjunction with a home occupation shall not be animated or illuminated and shall not exceed one square foot and must be affixed to the residence and not be freestanding. The Planning Board may approve a small (up to 0.25 square foot) nameplate to be affixed to a freestanding mailbox structure as a condition of the site plan review.   | Application states if a sign installed, will comply with bylaw                        |
| 5 | Parking shall be adequate for customers or clients.  | Existing driveway accommodates up to 6 cars; pick up times M-Sat 8am-10am and 4pm-7pm |
| 6 | No commercial vehicle other than Class 1 commercial vehicles, as defined by the Massachusetts Department of Transportation, at the DOT website ( <a href="http://www.massdot.state.ma.us/highway/TrafficTravelResources/VehicleClassTypeClassifications.aspx">http://www.massdot.state.ma.us/highway/TrafficTravelResources/VehicleClassTypeClassifications.aspx</a> ) may be parked on a property in connection with a home occupation.   | No commercial vehicle   |
| 7 | Automobile and truck traffic generated shall not be greater than the volume of traffic that would normally be generated by a residential use. As such, considering the property size, location, type of business, the Planning Board may establish maximum limits as to the number of client/customer visits which may be conducted during a set period of time as a condition of the site plan review. The applicant must, as part of his/her application, provide information as to the volume of vehicular and pedestrian traffic which is expected to be associated with the home occupation at its peak level and on a routine basis. | No more than 10 customers per week for pickup   |
| 8 | There shall be no exterior storage of materials, equipment, vehicles, or other supplies used in conjunction with a home occupation.  | No exterior storage   |
| 9 | The home occupation shall be conducted in a manner that will not interfere with the enjoyment of abutting residential dwellings by reason of noise, vibration, smoke, electrical interference, dust, odors, or heat. The use of substances in a manner which may endanger public health or safety or which pollute the air or water shall be prohibited. As such, the Planning Board may, as a condition of the site plan review,  |   |

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| establish limitations as to the hours of operation of the home occupation. |  |
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**Action Needed:** Conduct the public hearing, accept public comment, make a finding on each the Site Plan Review criteria for Home Occupation II criteria, and take a vote on the Site Plan approval.

### 6:30pm Public Hearing Continuation

#### AGENDA ITEM #4 Anthony’s Dance Club Special Permit, 500 new Ludlow Road

Application is online here: <https://www.southhadley.org/1475/16366/New-Ludlow-Road-500---Adult-Entertainmen?activeLiveTab=widgets>

New Materials:

Landscape/Screening Plan [https://www.southhadley.org/DocumentCenter/View/14063/510-New-Ludlow-Anthonys-Lot-PROGRESS-4\\_18\\_25?bidId=](https://www.southhadley.org/DocumentCenter/View/14063/510-New-Ludlow-Anthonys-Lot-PROGRESS-4_18_25?bidId=)

*The applicant has requested a continuance to 6/16/25 at 6:30pm.* The Board should deliberate on the request and take a vote as to whether or not to grant it. If granted, the Board should delay further discussion until that date. The Selectboard extended the due date for issuance of a Special Permit to 6/17/25 (related to their issuance of a Liquor License).

The public hearing was opened on 3/24/25. The Board determined that the application was incomplete and requested the following materials:

At this time, the Planning Board found your application to be incomplete and requested the information listed below. This list was sent to the applicant on 3/26/25 as follow up correspondence to be clear about application requirements.

1. Provide a narrative response to the Special Permit standards (not included in application).
2. Provide plans detailing all the lighting in the parking lot and on the exterior of the building.
3. Provide a current Security Plan:
  - a. Remove reference to South Hadley Police Officers providing security within the club
  - b. Provide operational plan for installation and regular testing for security cameras inside and outside the building.
  - c. Detail security protocols including staffing and training of security personnel.
4. Provide a proposed plan to address site screening requirements.
5. Update application form to remove "full service restaurant" as part of the permitting.
6. Provide description of employee information tracking and protocols for providing this information to the Police Department upon request when investigating complaints.
7. Provide plan for screening dumpster.
8. Provide a Management Plan (see SP Rules and Regulations Section VI Management Plan).
9. After the 3/24/25 meeting, the Police Chief specifically requested a plan showing all security cameras on the inside and outside of building. She also requested that this plan be submitted 2 weeks prior to the hearing so that she could schedule a site visit with the applicant to review the security plan at the site so she could provide feedback to the Board for the hearing.

Mr. Marion, owner of the property and building, provided an [updated site plan and a landscaping/screening plan](#). On 4/22/24, Mr. Tourangeau left me a voice message stating that he had not been able to deal with any follow up to the meeting, and stated he didn't believe there were any compliance issues that needed addressing. His Attorney contacted me on 4/23/25 and stated that they would be submitting a request for a continuance, which was received on 4/25/24.

**Action Needed:** Consider request for a continuation of the public hearing on June 16, 2025 at 6:30pm; vote on request. If request is denied, conduct public hearing continuation, accept public comment, deliberate on Special Permit standards and make a finding for each standard, vote on issuance of Special Permit, close the public hearing.

#### AGENDA ITEM #6 Discussion Route 202/33 & Business A-1 Design Guidelines

Draft Business A-1 Design Guidelines online:

<https://www.southhadley.org/DocumentCenter/View/14070/Draft-Business-A-1-Design-Guidelines-4302025?bidId=>

Draft Route 202/33 Corridor Proposed Zoning:

<https://www.southhadley.org/DocumentCenter/View/14071/Route-20233-Corridor-Zoning-Recommendation-Memo-4302025>

Innes Associates will present the [draft design guidelines for the Business A-1 zoning district](#). It is the intent that these guidelines will also be the design guidelines framework for the Route 202/33 Design Guidelines Overlay District, which will be adopted later this Fall after Town Meeting adopts re-zoning for Route 202/33 at the Special Town Meeting in November.

Amendments to the Business A-1 Zoning District to allow multifamily residential on qualifying parcels was adopted by Town Meeting in May 2024 (Report and AG Approval [HERE](#)). There is currently a moratorium on permitting for new multifamily developments within mixed-use projects in the Business A-1 zoning district until June 1<sup>st</sup>. Therefore, the Board needs to adopt design guidelines for the Business A-1 zoning district as soon as possible. After 6/1/25, any eligible property could apply for a permit and not be subject to design standards if the Board has not adopted them. Timeline for adoption:

5/5/25 – Innes Associates review of draft design guidelines and Planning Board discussion

5/19/25 – Public Hearing on Business A-1 Design Guidelines

6/5/25 – Planning Board final discussion on design guidelines, vote to adopt

A quick recap of the difference between zoning bylaws, design standards and design guidelines:

Zoning Bylaw – Municipal laws that govern how land can and cannot be used in certain geographic areas called *zoning districts*. Zoning bylaws, the zoning map (which identifies the zoning districts) and amendments to each of these are adopted by Town Meeting.

Design Standards – Mandatory design standards, typically included in the zoning bylaw, and therefore, adopted by Town Meeting.

Design Guidelines – Recommended guidelines for site layout, building/architectural form and detail, landscaping, parking, pedestrian/bicycle circulation, connectivity of the site to the street/public realm and surrounding neighborhood, etc.; adopted by the Planning Board.

**Action Needed:** Innes Associates will present the draft Business A-1 desing guidelines. The Board can ask questions and discuss the draft, make recommendations for edits, etc. Innes will then revise the draft accordingly, which will be reissued for the public hearing scheduled for 5/19/25 at 6:30pm.

**AGENDA ITEM #6**

**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>5/14/25</b>  | <b>Annual Town Meeting</b>   |
| <b>5/19/25</b>  | <ul style="list-style-type: none"> <li>• Illuminated Sign Permit – 341 newton Street, Jen’s Hair Care</li> <li>• Business A-1 Design Guidelines Public Hearing (w/ Innes Associates)</li> </ul>                    |
| <b>6/1/2025</b>                                       | <b>Business A-1 Mixed Use Permitting Moratorium Expires - Design Guidelines Adoption Due</b>   |
| <b>6/9</b><br><i>Nate absent</i><br><i>Rob absent</i> | <ul style="list-style-type: none"> <li>• Mixed Use Development Special Permit Public Hearing – 36 Bridge Street</li> <li>• Finalize Business A-1 Design Guidelines – Board vote to adopt</li> </ul>                |
| <b>6/16</b><br><b>Special Meeting</b>                 | <ul style="list-style-type: none"> <li>• Anthony’s Dance Club Special Permit Public Hearing continuation</li> </ul>  |
| <b>6/23</b>   | <ul style="list-style-type: none"> <li>• MHC Energy Center Site Plan Review Public Hearing continuation</li> <li>• Route 202/33 Corridor Re-Zoning and Design Guidelines Discussion w/ Innes Associates</li> </ul> |
| <b>7/14</b>   | <ul style="list-style-type: none"> <li>• Route 202/33 Corridor Re-Zoning Discussion</li> </ul>   |
| <b>7/28</b>   | <ul style="list-style-type: none"> <li>• Route 202/33 Corridor Re-Zoning Discussion</li> </ul>   |
| <b>August – 8/11 &amp; 8/25</b>                       | Sign Bylaw Amendment Public Hearing<br>Agricultural Uses Amendment Public Hearing  |
| <b>September</b>                                      | <ul style="list-style-type: none"> <li>• Route 202/33 Zoning Public Hearing (Special November Town Meeting Warrant)</li> <li>• Subdivision Regulations Public Hearing</li> </ul>                                   |

**B. Update Open Space and Recreation Plan Action Plan – Extend to Ten Years**

EOEEA has sent a letter to the Town indicated that we are eligible to extend the OSRP Action Plan out to ten years rather than the original seven years previously allowed by the State. To receive the

additional three years of eligibility, we need to make these changes to the OSRP by September 30, 2025. I am recommending we do this, and hold a public hearing in August/early September.

**C. Annual Town Meeting – May 14, 2025**

The Warrant, Budget Book, and other background materials are online here: [2025 | South Hadley, MA - Official Website](https://www.southhadley.org/DocumentCenter/View/14068/Article-17-Old-Lyman-Road-Zoning-Map-Amendment-Report-to-Town-Meeting)

The Planning Board Reports to Town Meeting on Articles 17-19 are appended to the Warrant, but here they are for easy access:

Article 17 Old Lyman Road Zoning Map Amendment

<https://www.southhadley.org/DocumentCenter/View/14068/Article-17-Old-Lyman-Road-Zoning-Map-Amendment-Report-to-Town-Meeting>

Article 18 Village District Bylaw

<https://www.southhadley.org/DocumentCenter/View/14066/Article-18-Village-District-Zoning-Bylaw-Report-to-Town-Meeting->

Article 19 ADUs

<https://www.southhadley.org/DocumentCenter/View/14067/Article-19-ADU-Bylaw-Amendment-Report-to-Town-Meeting---Revised-42925>

**AGENDA ITEM #7** 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  
MAY 5, 2025 REGULAR MEETING**

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**Letters and Memos**

- Letter received May 1 from Linda Sachs, 193 Woodbridge Street, expressing concern for the Site Plan Review application filed by Mount Holyoke College for an Energy Center at 9 Woodbridge Street.

**Legal Notices**

*Amherst*

•

*Chicopee*

•

*Granby*

•

*Hadley*

•

*Holyoke*

•

April 29, 2025

## **An Electrical Power Plant Does Not Belong in a Residential Zone On Woodbridge Street**

Mount Holyoke College (MHC) is attempting to pressure South Hadley into allowing a 6,000 square foot electrical power plant to be constructed on Woodbridge Street, next to All Saints Episcopal Church and across from The Ruby apartment building.

MHC is deceptively calls the proposed building an “Energy Center” to “showcase” their commitment to carbon neutrality. Yet MHC’s own architect said at a public hearing on April 14th: “Basically it’s an electrical power plant.”

This is a residential zone. The South Hadley Planning Board must prohibit this industrial use. It will destroy the neighborhood’s charming village character, and abutters and nearby residents will be subjected to constant noise from the electrical power plant heat pumps.

Also, MHC’s own engineer said there is a real danger from “relatively high concentrations” of toxic vapors seeping into the building from gasoline in the soil. The engineer recommends venting the gas above the roof. This potentially pollutes the air that neighbors breathe.

After encountering questions from the Planning Board and significant opposition from residents at that public hearing, MHC now claims the Planning Board has no jurisdiction and zoning regulations do not apply. They claim that the college is exempt under a state law called the Dover Amendment. The Dover Amendment gives institutions latitude in using land and structures for educationally significant purposes.

MHC conveniently ignores that the Dover Amendment also stipulates the educationally significant goal must be the primary or dominant purpose. How is the purpose of an electrical power plant “primarily educational?” If an electrical power plant is educational, so too is a garbage dump. After all, it could teach students about the importance of recycling.

Equally inappropriate is the fact that MHC didn't adequately explore putting the heat pumps somewhere on their massive campus. They studied only one site and rejected it due to vague "infrastructure constraints."

The South Hadley Planning Board needs the courage to stop this industrial facility in a residential neighborhood. I urge town residents to show up at the next public hearing. It's June 23<sup>rd</sup> at the South Hadley Senior Center, 45 Dayton Street; 6:30 PM.

Written and submitted by:

Linda Sachs  
193 Woodbridge Street  
South Hadley, MA 01075  
917-941-1609  
[lsachsnyc@earthlink.net](mailto:lsachsnyc@earthlink.net)