

Background Materials – December 22, 2025 – Planning Board Meeting

Prepared by Anne Capra, Director of Planning and Conservation, 12/18/25

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

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.

2) Minutes

Planning and Conservation Coordinator Colleen Canning will forward minutes separately.

Action Needed: Vote to approve the minutes.

3) Correspondence

Correspondence is attached.

Action Needed: No action needed.

6:30PM Public Hearing

4) 373 Granby Road – Detached ADU – Site Plan Review

Application online: [Granby Road \(373\) - ADU | South Hadley, MA - Official Website](#)

ADU Bylaw – Approved May 2025 w/ Attorney General’s Comment Incorporated:

[SKM_C251i25121815450](#)

This application is for the construction of a 632 SF detached, 1-story ADU (1 bedroom). The principal dwelling is a single-family home with 1,812 SF of living area, located in the new Residential Mixed Use (RMU) zoning district on the north side of Granby Road. The lot has 66.5’ of frontage and 15,705 SF of area. Both the frontage and lot area are undersized for the RMU zoning district (and RA1) and therefore, the lot is a preexisting nonconforming parcel.

Site Plan Review Standards for Protected Use ADUs

ADUs are now defined as a protected use, and afford certain protections from local zoning per MGL c.40A, sec. 3, also known as the Dover Amendment. Therefore, the courts have determined the following types of regulation to be reasonable for “protected uses”:

- Bulk and height of structures
- Yard sizes
- Lot area
- Setbacks
- Open space
- Parking
- Building coverage
- Design standards that serve a legitimate municipal interest to be achieved by local zoning (i.e. public health, welfare and safety).

Therefore, as would be the case with other protected uses (i.e. schools, churches, daycare facilities), the standards for review in Article XII Site Plan Review may not apply. As discussed at length during the review of ADUs at 27 Ludlow Road, the SPR standard of 1 curb cut might be a design standard that serves a legitimate municipal interest in that it seeks to maintain public safety by managing circulation in and out of a site onto a roadway.

The standards for site plan review that are clearly applicable are also identified in the recently amended ADU Bylaw (link above):

Building Setbacks – The parcel is preexisting nonconforming for frontage and size in the RA1 district but the ADU will meet or exceed the most permissive setback requirements for this district: Front 40’, side 20’, rear 10’. This standard is met.

Parcel Dimensions – The parcel is 15,089 SF, below the minimum 22,500 SF lot size requirement for the RA1. However, as protected use this is allowable. Per 255-50 (5)(b), a protected use is exempt from a filing under MGL c.40A, sec. 6. This standard is met.

Off-Street Parking – The site is located more than a 0.5-mile radius of a transit station and therefore no more than 1 parking may be required. The project seeks to raze an existing garage and provide shared parking for the principal dwelling and the ADU in that location. One driveway curb cut to the parcel on Granby Road will be maintained. This standard is met.

Compliance with all other applicable state, federal and local codes and regulations – FD1 has indicated they are satisfied with the site plan. All other applicable entities will make determinations regarding code compliance during their respective permitting processes.

Department Comments

Subsequent to these comments, it was confirmed with the applicant that they intend to connect utilities through the principal dwelling.

DPW, John Broderick - DPW has no concerns with the proposed ADU. DPW does have a comment: All ADUs approved need to be assessed an additional annual sanitary sewer fee and an additional annual curbside collection fee. For DPW, sewer connection: There will be a new sanitary sewer fee (\$1200 + inspection and opening fees= \$1310), and an additional curbside trash fee.

FD1, Captain Houle – We have no additional comments.

Historical Commission, Bob Judge

No comments about this application.

SHELD, Matt Delmonte – It is understood that the electrical utilities will be connected through the principal dwelling. No comments.

FD1 Water Department, Jeff Cyr –

1. Will the proposed ADU be sharing a water service with the current residence or a separate service will be utilized?
2. If a separate service will be supplying the ADU, the watermain is located across Granby Rd. I believe there is a moratorium on impacting that road? Mass DOT can confirm.
3. A \$2,000.00 fee will be required in order to receive water service regardless of how it gets serviced.
4. If a separate service is going be utilized, a Meter pit at the property line will be needed considering the ADU will be over 100 ft. from the property line.
5. All work for the water service will be the responsibility of the homeowner.

Action Needed: Conduct the public hearing, review application and plans, accept public comment, and deliberate.

Recommended Motion:

Move to issue site plan approval. The Building Permit is conditioned upon the Building Commissioner determination that the accessory dwelling units meet the definition of allowable gross floor area.

5) 136 East Street Flexible Development Special Permit and Stormwater Management Permit

Application online: <https://www.southhadley.org/1512/East-Street-136---Flexible-Development>

Applicant submitted a revised application packet on 12/8/25, available at the link above.

Applicable Bylaws and Regulations for Planning Board Review:

- **Chapter 200 Stormwater Management** [Town of South Hadley, MA Stormwater Management](#)
- **255-31 Flexible Development** [Town of South Hadley, MA Supplemental District Regulations](#)
- **Article IX Special Permits** [Town of South Hadley, MA Special Permits](#)
- **Chapter 360 Subdivision Regulations, Article VI More than one building for dwelling purposes per lot:** <https://ecode360.com/30055288#30055288>

The public hearing was opened on 11/10/25, continued to 11/24/25, and continued again to 12/22/25.

Summary

The subject property is 8.9 acres in the RA1 zoning district. The proposed development is a Flexible Development for a 14-unit condominium development for persons age 55 and older, in two single-family and six duplex housing units. The site will be serviced by FD2 public water, Town sewer, and SHELDT. The proposed Flexible Development includes multiple buildings on a parcel for dwelling purposes and will require Form H approval under the Subdivision Regulations, which will be filed after the Special Permit application is approved.

Flexible Development - Open Space Layout and Calculation

See revised sheet OVR, Rev B dated 12/4/28. The applicant has provided the revised information below for the Board's consideration.

BASIC PARCEL INFORMATION

ZONING:	RESIDENCE A-1
PARCEL AREA:	8.9069 ACRES
TOTAL WETLAND AREA:	4.6163 ACRES
TOTAL UPLAND AREA:	4.2906 ACRES

OPEN SPACE CALCULATION

REQ'D OPEN SPACE FOR ADDITIONAL UNIT:
30% MINIMUM + 10% BONUS = 1 ADDITIONAL UNIT
40% OF PARCEL AREA USED FOR OPEN SPACE = 3.563 ACRES

50% OF OPEN SPACE CAN BE WETLAND

OPEN SPACE PROVIDED:

OPEN SPACE CONTAINING UPLAND (HEXAGONAL HATCH):	2.052 ACRES
OPEN SPACE CONTAINING WETLAND (BOX HATCH):	2.052 ACRES
TOTAL OPEN SPACE:	4.104 ACRES

UNIT CALCULATION

BASE NUMBER OF UNITS (1.2 X PARCEL AREA):	10.688 UNITS
OVER 55 COMMUNITY (25% INCREASE):	+2.672 UNITS
OPEN SPACE BONUS (EXTRA 10%):	+1.000 UNITS
TOTAL:	14.360 UNITS ~ 14 UNITS

Flexible Development - 55+ Age Restriction

The applicant has provided an [example HOA restriction](#) for the Board's consideration. Final language for the 136 East Street HOA would be required as a condition of the Special Permit prior to issuance of a building permit and/or release of the Flexible Development performance guarantee.

Flexible Development - Special Permit Standards

Per 255-31(B), Flexible Developments require approval of a special permit and a definitive subdivision plan. The Board must deliberate and make findings on the standards for special permits 255-129 <https://ecode360.com/30053868#30053888>.

Two-family dwellings (new) – Special Permit

The site is within the RA1 zoning district and new two-family dwellings are allowed by special permit. The proposed project includes 6 duplexes and 2 single-family dwellings. The Board must include deliberation of the two-family dwellings within its review of the Special Permit standards and findings.

Subdivision Regulations – Waiver Requests

The application comes under the jurisdiction of the Subdivision Regulations for *Multiple Buildings on a Parcel for Dwelling Purposes* and will require a Form H plan approval. They have requested two waivers: #1 Paved roadway width of 24-32': They have proposed a 22' roadway width. In the Board's proposed amendments to the Subdivision Regulations that are under review currently, this standard for Type I Residential Subdivisions is reduced to 22'. *I recommend the Board grant this waiver allowing a 22' roadway width. Fire District 2 also supports this.*

#2 Sidewalk Construction: The Subdivision Regulations require 4' sidewalks on both sides of the street. They are requesting to not construct any sidewalks. There is no sidewalk on East Street and this is proposed as a dead end residential subdivision that will generate approximately 56 weekday trips (per the traffic analysis submitted with the application). *The Board should discuss this request.*

Question – Will the roadway remain private in perpetuity or will the developer petition the Town for acceptance as a town road? Although the project is being reviewed under the subdivision regulations, the "roadway" is a common driveway to multiple buildings for residential purposes on a single lot. Therefore, it is a common driveway. The applicant should state their intentions regarding the long term ownership and maintenance of the roadway, and the Board should consider inclusion of a condition within the Special Permit regarding whether or not it will remain a private common driveway.

Subdivision Regulations - Form H Plan Required

The applicant's representative indicated that they would file the Form H Plan application and plan set once the Board had made decisions on the Special Permit and Stormwater Management Permit, ideally after the 20 day appeal period for the Special Permit has expired without an appeal. Therefore, the applicant is required to submit the Form H Plan application form, required plans per 360-29, and pay the required application fee. These items are to be filed jointly with the Board of Health and the Town Clerk. Within 60 days from the date of submission, the Planning Board shall approve, modify and approve, or disapprove the plan for more than one building for dwelling purposes per lot.

Stormwater Report - Peer Review Updates

The Board's peer reviewer Steve Lee from BETA will be in attendance at the public hearing. He has issued an initial review on 11/5/25 and a second review on 12/18/25 of the revised materials:

[Peer-Review-Report--136-East-Street-BETA-1152025](#)
[20251218_136-East-St-Peer-Review_2](#)

Peer Review Final Recommendation - After re-reviewing the soil test pit data, it is my opinion that the stormwater system has been appropriately modeled as currently proposed. The test pits indicate sandy soils throughout these areas, with varying amounts of loam. There is no indication of silts, clays, or other fine-grained materials that would warrant classification as a Hydrologic Soil Group D. All peer review comments have been addressed, with the exception of Comment G1 related to the sidewalk. The applicant is requesting a waiver for this item, and BETA defers to the Town's discretion on this matter.

Performance Guarantees – Special Permit and Stormwater Permit

The Board should require performance guarantees for the Special Permit (road, landscape plan) and a separate Stormwater Permit guarantee. The applicant will be required to submit cost estimates for each of these elements, to be reviewed by the DPW, prior to setting them as conditions in the permits.

Department Comments

Conservation Commission

The Conservation Commission issued an Order of Conditions at their meeting on 12/17/25 (DEP File #288-0502). Peer reviewer Steve Lee of BETA was in attendance at this meeting, and issued the final recommendation as indicated above. The OOC includes an extensive [invasive species removal](#) plan and wetland buffer zone restoration plan (See Sheet C-8 revised plan set).

BOH – Board of Health witnessed new perc tests in the vicinity of the proposed infiltration chamber. One of the three pits (TP20) the depth to the redox layer was more shallow, changed from 52” to 32”. This information was shared with the peer reviewer and incorporated into their revision of the revised materials.

FD2, Captain O’Neill - After reviewing the plans for this development, the following comments are what we have concerns or want to make sure happens prior to this being moved forward.

The width of the road to be 22 feet wide. Two hydrants to be located within this development, 1 in the beginning on right and one at the end where turnaround is. Adequate signage for the street. Each duplex will be required to have basement to roof peak fire wall separation of no less than two hours. Designated turn around areas to be marked with signage or markings in road designating Fire Lane. Also requesting the interior layouts of all proposed buildings.

12/19/25 – The second hydrant location needs to be changed. The hydrant needs to be to the left of unit 7 driveway when looking at the unit from the roadway. Other than that, as long as the road remains 22’ wide, I’m ok with the submittal.

FD2 Water, Tim Cauley – System is satisfactory, plenty of water and flow. <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.southhadley.org/DocumentCenter/View/14569/136-east-street---flow-letter?bidId=>

Police, Chief Gundersen – No concerns with this proposal.

DPW, J. Broderick, DPW Director – No concerns.

RECOMMENDATIONS:

Deliberate on the items as indicated above. Discuss potential conditions for the special permit and stormwater management plan. Discuss timeline for submittal of the Form H plan with applicant.

Close the special permit and stormwater permit public hearing. Continue discussion of the permit conditions and performance guarantees until 1/12/26 for review of the draft conditions in the Special Permit, receive cost estimates from the applicant related to setting performance guarantees. The Board votes to issue the Special Permit and Stormwater Permit at the 1/12/26 meeting, file with Town Clerk on 1/13/26 and appeal period clock starts.

Applicant files the Form H plan and application in late January and Board schedules review and endorsement process.

6) 506 Granby Road – Site Plan Review and Stormwater Management Permit – 7 duplexes (14 units) residential community

Application online: <https://www.southhadley.org/1500/Granby-Road-506---7-Duplex-14-Unit-Townh>

Public Hearing Status

The public hearing was opened on 10/6/25, continued to 10/20/25, and 11/10/25. Member Rob Watchilla was absent from the hearing on 10/6/25, and then recused himself on 10/20 stating that RLA has an application before him in the Town he works in and felt his participation was a conflict of interest. Therefore, this application requires a minimum of three (3) of the four (4) Board members voting in favor of the Site Plan Review and Stormwater Management Permit for each to be approved.

The applicant has requested a continuation to 1/26/26. Their next public hearing with the Conservation Commission is on 1/14/26. I recommend opening the public hearing and allowing the Planning Director to provide a summary of the status of the project as follows:

- 12/5/25 - Town Counsel has advised that the Board may review the proposed modifications to Conti Drive under Site Plan Review, rather than require an amendment to the Definitive Subdivision Plan, but that the Board should reserve their right to require a subdivision modification if needed. I have informed the applicant of this, and requested the following information:
 - Profiles of Conti Drive showing both the existing and proposed vertical profile and horizontal layout.
 - A cross section through the center of the housing development on both an x and y axis to illustrate existing grade and proposed finished grade.
- Culvert Assessment – the applicant has received administrative approval from the Conservation Administrator to cleanout the sediment in the culvert so that they may proceed with a detailed inspection and assessment of the Conti Drive culvert.
- At the hearing on 11/10/25, the applicant’s representative stated that they could accommodate 2 parking spaces per unit and would be forthcoming with a revised plan. The applicant is proceeding with conceptual design of a pedestrian bridge to provide safe access from the proposed housing development, along Conti Drive, to additional parking at 506 Granby Road.
- The following items remain outstanding:
 - Response to Peer Review Report (dated 10/17/25) submitted by BETA [Peer-Review-Report---BETA--10172025](#)
 - Open Space Calculation and Drawing - A drawing showing the area calculated for the required open space in the Bus A-1 district, along with the calculations and a narrative describing the uses for that area, and maintenance of such was requested.
 - Trash and Snow Removal - A plan for where and how trash would be stored, and the plan for snow removal was requested. No response to date.

Recommended Motion: Move to continue the public hearing to 1/26/26 at 6:30PM.

7) Planning & Conservation Department Report on Planning Projects and Development Updates

Agricultural Uses Zoning Bylaw Amendments

Assessment report and draft bylaws online (posted January 2025):

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

An advisory committee has been formed by the Director of Planning and Conservation, and appointed by the Town Administrator, to review the draft zoning bylaw amendments. As discussed in the late winter/early spring 2025, an advisory committee would be formed to explore the bylaw recommendations more in depth, and make any additional recommendations prior to the Planning Board taking this back up for discussion. The committee held their first meeting on [12/18/25](#), and anticipates meeting several more times before sending final bylaw recommendations to the Planning Board. Ideally, I would like to send this to Town Meeting for May 2025 which would require the Planning Board to begin public discussion and hearings in March.

Upcoming Meetings

1/12/26 <i>Virtual</i>	<ul style="list-style-type: none">• Sign Bylaw Amendment Discussion• Floodplain Bylaw Amendment Discussion
1/26/26 <i>Virtual</i>	<ul style="list-style-type: none">• 506 Granby Road SPR and Stormwater Management Permit – Public Hearing Continuation• Subdivision Regulations Public Hearing (7pm)
2/9/26 <i>Virtual</i>	
2/23/26 <i>Virtual</i>	
3/9/26	
3/23/26	

Associate Planning Board Member Vacancy

An application from Dan Dodge has been received. The Chair and Vice Chair have advised holding all applications until after the spring elections and interviewing all candidates at that time.

Additional Topics Under Consideration and Scheduling

The Board needs to set a schedule for discussion of the following items:

- Agricultural Uses Zoning Bylaw Amendments
- Floodplain Bylaw Amendment
- 202/33 Corridor Design Guidelines Adoption

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.

**SOUTH HADLEY PLANNING BOARD
LIST OF ADDITIONAL CORRESPONDENCES
DECEMBER 22, 2025 REGULAR MEETING**

Letters and Memos

- December 15 letter (attached) from Nina Fazio, R Levesque Associates Inc, requesting an extension of the December 22 public hearing continuance for applications for Site Plan Review and Stormwater Management Permit at 506 Granby Road.
- December 17 email (attached) from Martha Terry about Agricultural Uses Bylaws Advisory Committee
- December 18 email (attached) from Martha Terry about Agricultural Uses Bylaws Advisory Committee

Legal Notices

Amherst

-

Chicopee

- Notice from the Chicopee Planning Board for filing decision to approve waiver of frontage at 90 Anson Street to create a new single-family building lot.

Granby

-

Hadley

- Notice from the Hadley Planning Board for filing the following decisions: 1) Site Plan Approval with Solar Special Permit for Dual-Use Solar Array at 415 River Drive; 2) Site Plan Approval with Solar Special Permit for Solar System Phase III at 88 Shattuck Road; 3) Site Plan Approval with Solar Special Permit for Plainville Farm Dual Use Agricultural/Solar Project at 133A Mount Warner Road; and 4) Site Plan Approval with Solar Special Permit for Parson Farm Dual Use Agricultural/Solar Project at 143 Mill Valley Road.

Holyoke

-

R LEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085

p 413.568.0985 · f 413.568.0986 · www.rland.com



December 15, 2025

Via email: acapra@southhadleyma.gov

Diane Supczak-Mulvaney, Chairperson
Town of South Hadley Planning Board
116 Main Street
South Hadley, Massachusetts 01075

**RE: Request to Continue Public Hearing
506 Granby Road
South Hadley, Massachusetts 01075
(Map 32, Parcel 52)
RLA Project File No. 240926**

Dear Chairperson Supczak-Mulvaney and Commissioners:

On behalf of the applicant and property owner, SAI SHYAM, LLC c/o Mr. Himanshu Patel, R Levesque Associates, Inc. respectfully requests a continuance of the Planning Board public hearing currently scheduled for Monday, December 22.

Recent developments in the review process have allowed us to continue addressing the peer review comments, and a short extension would allow the project team to provide a complete and responsive set of materials for the Board. We are respectfully requesting to be placed on the Board's second meeting in January 2026, with revised materials submitted mid-January based on the Town and BETA's preferred schedule.

We appreciate the Board's consideration and are committed to ensuring that the next submission supports a clear and productive discussion at the continued hearing. Should you have any questions or comments regarding this information, please do not hesitate to contact our office at your earliest convenience.

Sincerely,
R LEVESQUE ASSOCIATES, INC.

Nina Fazio

Nina Fazio
Permitting Coordinator

A LAND PLANNING SERVICES COMPANY

Re: Message/question

1 message

Anne Capra <acapra@southhadleyma.gov>
To: Martha Terry <marthaterry25@gmail.com>

Wed, Dec 17, 2025 at 10:42 AM

Martha,

This is a committee appointed by the TA based on my recommendations. The draft bylaws and assessment report are online and have been available to the public since February 2025 Proposed/Draft Bylaws | South Hadley, MA - Official Website

The Planning Board began discussion in the spring. Town Hall is also working to coordinate permitting for events that occur on commercial agricultural properties and I need to ensure that process is brought into the bylaw updates. After the committee completes their review, the draft bylaws will go back to the Planning Board for public discussion.

Anne

Name	Affiliation
Tina Smith	MDAR APR Stewardship Southern Berkshire & Hampshire County Division of Agricultural Conservation and Technical Assistance
Steve McCray	Farm Business Owner
Rebekah Cornell	Conservation Administrator/Tree Warden
Anne Capra	Director Planning & Conservation
Rob Watchilla	Planning Board Member
Sharon Hart	Director of Public Health
Chuck Scott	Board of Health Member
Tom Reidy	Resident
Mark Cavanaugh	Resident

On Tue, Dec 16, 2025 at 12:09 PM Martha Terry <marthaterry25@gmail.com> wrote:

Dear Anne,

Please refresh my memory: how, when, and by whom was the advisory committee on the proposed Agricultural bylaws

Appointed ? And who are the members of this committee? Thank you.

Mterry

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FRAUD ALERT -- *FAKE APPLICATION FEE REQUESTS*

The Town of South Hadley has been made aware of a fraudulent scheme targeting applicants with fake requests for application fee payments. These emails and invoices are NOT from the Town of South Hadley. All application fees are handled in person at Town Hall. Do not pay any invoices or respond to these fraudulent emails and contact the Planning & Conservation Department directly.

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

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

Fwd: another question

1 message

Martha Terry <marthaterry25@gmail.com>

Thu, Dec 18, 2025 at 11:34 AM

To: Anne Capra <acapra@southhadleyma.gov>, Lisa Wong <LWong@southhadleyma.gov>

Dear Anne

I understand that you are very, very busy, and when you have time, I would appreciate an answer to the question below.

I would like both this correspondence and the one below submitted to the Planning Board Members and to the Selectboard Members.

Thank you.

Sincerely,

Martha Terry

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

From: **Martha Terry** <marthaterry25@gmail.com>

Date: Wed, Dec 17, 2025 at 1:30 PM

Subject: another question

To: Anne Capra <acapra@southhadleyma.gov>

Dear Anne,

I have a second question for you, and I appreciate your patience and consideration in getting back to me.

Why did the process of appointing this Agricultural ByLaws Advisory Committee not involve a notice to the public to apply for this committee,

the opportunity for interested citizens to submit an application for this committee, and public interviews of interested citizens?

I am curious about this, as are many other people who have written to me. So I have self appointed myself to write to you with this question.

Very gratefully,

Martha Terry