

Background Materials for June 16, 2016

Agenda Items #1 through #10

Agenda Item #1 – Minutes

I have distributed the minutes of the May 23, 2016 Planning Board meeting.

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #2 – Bills and Correspondence

A list of the bills and correspondence are attached. We have processed two bills for Town Reminder publications and I am requesting that the Board concur with payment of the bills:

- Turley Publications, Inc. Amendment to Site Plan Review Rules & Regulations - \$133.04
- Turley Publications, Inc. Housing Public Forum - \$161.64

ACTION NEEDED: Review the correspondence and concur with paying the Town Reminder bills

Agenda Item #3 – Right of First Refusal – 339 Pearl Street

The subject property is zoned Agricultural and consists of a 3.16 acre tract with two houses currently situated thereon (see aerial photo below). Where a residence is located on such



property, at least one acre must be excluded from the Chapter 61A assessment program. Thus, All but 2 acres of the subject property are in the Chapter 61A assessment program which applies to land used for agricultural purposes. The town has the right of first refusal under Chapter 61A section 14 whenever a property taxed under this chapter is sold or converted to another use.

The property owner has indicated a desire to convert the rest of the 3.16 acre tract to residential use. Thus, even though this property is not being sold, the use is being converted so a single family home can be built and, therefore, the Town's Right of First Refusal in regards to the 1.16 acres of "Chapter land" applies. It should be noted that there is not a specific portion of the property considered to be "chapter land"; just 1.16 of the 3.16 acres. This conversion does NOT

apply to the other parcel(s) owned by the property owner and in the Chapter 61A assessment program.

Under the Chapter 61A assessment program, the following Town entities have the right to purchase the property under the Right to First Refusal:

- Board of Assessors
- Conservation Commission
- Planning Board
- Selectboard

The Board of Assessors voted not to exercise their right to purchase the property at their June 13, 2016 meeting.

The Conservation Commission voted not to exercise their right to purchase the property at their June 8, 2016 meeting.

ACTION NEEDED: The Planning Board needs to vote whether or not to exercise the right to purchase the property. I would note that the 1.16 acres is not “defined” in terms of its geographical location – it could be several smaller tracts. For various reasons I don’t foresee any reasonable public use of such portion of this property.

Agenda Item #4 – ANR Plan – 339 Pearl Street

Russell Adams has submitted an ANR Plan which proposes to create a new 1.08 acre lot out of the existing 3.16 acre parcel at 339 Pearl Street. The subject property is located on the northside of Pearl Street and is currently developed with two existing single-family residences as well as some accessory structures (see aerial photo below). The existing residences predate the Zoning Bylaw.



The applicant’s property is zoned Agricultural which allows single-family dwellings by right on parcels of 30,000 square feet and 150 feet of frontage. Both lots depicted on the proposed ANR Plan will conform to the lot frontage and lot area requirements. Pearl Street is a publicly maintained roadway. Based on the available

information, I believe the ANR Plan is “entitled” to endorsement under the definitions and provisions of Chapter 41, Section 81L and Section 81P of MGL.

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, three members should sign the plan.

Agenda Item #5 – ANR Plan – Newton Street – Stonybrook Village Commercial

The property owners have submitted an ANR Plan to create a new building parcel. The proposed building parcel will be approximately 34,822 square feet in area and have approximately 312.61 feet of frontage along the east side of Newton Street (Route 116). The remaining property



consisting of the Stonybrook Condominiums will be approximately 9.25 acres in area and have 149.70 feet of frontage along the east side of Newton Street (Route 116). The Business C zoning district requires a minimum of 20,000 square feet in lot area and 100 feet of frontage. Thus, both new parcels would exceed the minimum requirements.

In terms of the “project” compliance with the Zoning Bylaw, I would note that the Zoning Bylaw requires a residential development in Business C to be done as part of a mixed-use project. It does not require that the residential and business uses be on the same parcel.

Newton Street (Route 116) is a publicly traveled and maintained roadway. Based on the available information, I believe the ANR Plan is “entitled” to endorsement

under the definitions and provisions of Chapter 41, Section 81L and Section 81P of MGL.

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, three members should sign the plan.

Agenda Item #6 – Public Hearing – Professional Business Special Permit - 2 Lyman Street

The South Hadley & Granby Chamber of Commerce has submitted an application for a Professional Business Special Permit to use a small portion of the existing structure at 2 Lyman Street as their business office. The subject property is a 1.41 acre parcel situated on the west side of Lyman Street (see aerial photo below) and is currently zoned Residence A-2. Property situated in Residence A-2 along select roadway corridors including this portion of Lyman Street, may be approved for Professional Business by Special Permit.



Constructed in 1970, the building has a gross floor area of 3,800 square feet of which slightly over one third is in an unfinished basement.

The Planning Board granted a Special Permit in 1991 for operating a real estate office on the premises. Two subsequent amendments to the Special Permit allowed inclusion of the current permittee “M Connie Laplante, Inc.” and to expand the allowed uses to include conducting real estate courses on the site.

The present application by the South Hadley & Granby Chamber of Commerce is in conjunction with the current permittee and would expand the current uses to only allow the Chamber of Commerce to have their business office on the site in an existing office space and to place signs on the property as permitted by the Zoning Bylaw. To meet the sign limitation of 16 square feet, the applicant is proposing to alter the existing sign so that the Chamber sign can be placed on the same sign structure. Additionally, the applicant will be permitted to place one name plate sign at their door. A copy of the current application is posted on the Town’s website at the following link: <http://southhadleyma.gov/DocumentCenter/Home/View/2158>

The Public Hearing has been properly noticed for 6:45 p.m. on Thursday, June 16, 2016.

ACTION NEEDED: Conduct the public hearing.

Agenda Item #7 – Decision – Professional Business Special Permit - 2 Lyman Street

Once the public hearing is closed, the Planning Board must act on the application within 90 days but may do immediately following the close of the hearing.

ACTION NEEDED: Determination as to whether the application meets the criteria for approval and whether to grant the Special Permit.

Agenda Item #8 - PUBLIC FORUM: Housing Production Plan and Multifamily Study

This is a public forum as an integral part of the process for developing the Housing Production Plan and the related Multifamily Study. As the board members will recall, Shawn Rairigh, Senior Planner and Larry Smith, Senior Planner with the Pioneer Valley Planning Commission presented a powerpoint at the last meeting which reviewed much of the data and issues behind the Housing Production Plan. A copy of this PowerPoint presentation has been placed on the Town's website at the following link:

<http://southhadley.ma.gov/DocumentCenter/Home/View/2156>

Shawn Rairigh, Senior Planner and Larry Smith, Senior Planner will again be present to facilitate the public forum on this vital project. We hope to gather input as to how the community wants to meet its housing demands. This will also be an opportunity to begin consideration as to where, under what conditions, various locations would be appropriate for multifamily development.

ACTION NEEDED: Conduct the public forum. However, I expect the PVPC staff to be the primary facilitators of the forum.

Agenda Item #9 - Development Update and Planner's Report

I will provide a report on the following items:

a. Development Report

- ***548 New Ludlow Road Quality Fleet Services*** – The owner/developer has inquired about changing the method of Stormwater management from above ground detention basin to underground detention. The Conservation Commission Administrator has indicated that she does not think there should be an issue. The question has been as to what the applicant needs to submit and what would be the “process” for amending the Stormwater Management Permit. I will review this matter before the meeting Thursday and make a recommendation for the Board's consideration – which you may consider under Agenda Item #9.
- ***One Canal Street*** – A very preliminary schematic design has been submitted for departmental discussions. I am holding a preliminary joint meeting with the various departments and the applicant this Friday.
- ***Mountainbrook Street Acceptances*** (no change)
- ***Rivercrest Condominiums*** (no change)
- ***Ethan Circle*** – I have had three inquiries (from the contractor, developer, and builder) as to how the developer can receive a partial release of the Covenant Agreement so that they can begin building/selling lots. In response, I sent all parties in email reminding them of the provisions of the Planning Board Decision and the Subdivision Regulations which detail what is required. However, I also noted that when the Board approved the recent modification of the plan, they did so with a condition that a revision be submitted stamped by a PE and no such stamped revision has been received yet and must be received before we can consider a Release of the Performance Guarantee.
- ***Annafield Estates*** (still waiting for the surveyor to submit the required materials).
- ***Western Mass Yacht Club*** (no application has been received)

- **Zoning for small domesticated pets – pot belly pigs, miniature goats, etc.** – Conducting some very interesting research on this potential amendment for Fall Special Town Meeting
- **Zoning Bylaw** –The updated Zoning Bylaw is on the Town’s website (on the Planning Board page) at the following link: <http://ma-southhadley.civicplus.com/233/Zoning-Bylaws>

b. Other Projects

- **Urban Renewal Plan and Redevelopment Authority.** (No change – Joint Meeting on June 21st may discuss this matter)
- **Housing Studies.** (To be discussed under agenda item #8 above)
- **Complete Streets Program Participation.** I have been asked by the Town Administrator to handle submittal of the Town’s Complete Streets Policy to MassDOT for approval. This submittal should be completed this week.
- **Chapter 43D Expedited Permitting Program.** I have received a “sign off” from the authorized representative of the owner of the Gaylord Street Industrial Priority Development Site and anticipate submitting the application to the State for approval by the end of this month.
- Participating with the Bike/Ped planning process.
- Mount Holyoke College Intern Opportunity
- Permitting Guide.
- General Code.
- **Health Impact Assessment.** PVPC staff are scheduled to meet with the Board in June (likely on June 27th) on this project.
- **South Hadley Falls Smart Growth District.** The adopted Design Guidelines have been posted on the Town’s website at the following link: <http://ma-southhadley.civicplus.com/776/SH-Falls-Smart-Growth-District-Design-Gu>

c. Workshops/Training Opportunities

I have attended the following:

- “Massachusetts Association of Planning Directors Annual Conference” held May 19-20, 2016.
- “Massachusetts Housing Partnership Housing Institute” being held June 14-15, 2016
- “Massachusetts Smart Growth Conference” held June 2, 2016

Agenda Item #10 – Other New Business

I have included this agenda item for Board members to bring up new items (for discussion and future consideration) that are not on the agenda and which the Chair could not reasonably expect to be discussed/considered as of the date which the agenda was posted.

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF MAY 23, 2016

Draft – Draft

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Brad Hutchison, Member; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:30 p.m.

1. Minutes

a. May 2, 2016 Planning Board meeting minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes.

Motion - Ms. Rosner moved and Ms. O'Brien seconded the motion to approve the May 2, 2016 Planning Board Meeting minutes as submitted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

2. Bills and Correspondence

Mr. Harris noted that he previously distributed a list of correspondence and referred to a list of Additional Correspondence. He also noted that there are no bills ready to be paid.

3. Consideration of June meeting dates and time.

Mr. Harris reviewed an issue with the June 13th meeting date and noted that all members had indicated that June 16th would work for a replacement meeting date.

Motion - Ms. O'Brien moved and Ms. Rosner seconded the motion to reschedule the June 13, 2016 meeting date to Thursday, June 16, 2016. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Mr. Cavanaugh noted that there is a joint meeting with the Selectboard on June 21st. Mr. Harris stated that, originally, this was to be a discussion of just the status of the Master Plan. However, it now appears that there will also be a presentation and discussion of the Redevelopment Plan. He noted that he had a very good meeting and discussion with Tony Judge and Frank DeToma the previous Tuesday. He has encouraged them to plan to meet with the Board June 27th, July 18th, and August 15th as he believes it will take multiple meetings to reach consensus on the plan. All members indicated that they agreed.

4. Discussion of the Housing Production Plan and Multifamily Study with PVPC staff.

Mr. Harris reviewed the background on this project noting the Town was using a combination of PATH Grant and DLTA Grant resources and locally appropriated funds to undertake these projects.

Shawn Rairigh, Senior Planner and Larry Smith, Senior Planner with the Pioneer Valley Planning Commission were in attendance to present the work to date.

Shawn Rairigh, used a PowerPoint presentation (copy is on the Town's website and a hard copy is in the Planning Board files) to review the purpose and scope of a Housing Production Plan and the demographic changes and projections which have been gathered to date. There was discussion regarding changing housing market needs – smaller housing and more rental units – and how the past shifts and projected shifts in household size and population age and incomes have and will continue to impact the needs.

Members and the PVPC staff and members discussed the Subsidized Housing Inventory. Shawn Rairigh noted that a large portion of the housing in South Hadley would fit within the price level of affordable housing but is not included on the SHI. There was discussion as to whether it could be put on the SHI.

Shawn Rairigh suggested that the next meeting – a public forum scheduled for June 16, 2016 – would focus on the “where, what type, and form” that housing (particularly higher density multifamily housing) would be acceptable to South Hadley. He stated that the Board's “homework” is to consider those issues. As to where they can begin that consideration, Larry Smith noted that he had, at a previous meeting, provided the Board with a preliminary map identifying approximately 5 areas which could be considered.

In discussing the purposes of the Housing Production Plan, it was noted that the plan helps the market know what South Hadley wants. But, it can also be a tool to guide 40B developments, geographically and in character, to be more acceptable to the community.

There was discussion as to various tools which can be used to implement a Housing Production Plan. Among the tools mentioned were the Community Preservation Act, grants and loans, infill development, accessory apartments, and Inclusionary Zoning. The major challenge to implementing the plan – even with resources – is not fall behind.

_____ Blodget, inquired as to the significance of a CPA funding source. Larry Smith and Shawn Rairigh commented that it provides a steady funding source. Mr. Harris noted that communities with CPA leveraged significant resources in the area of housing.

Mr. Squire thanked everyone for attending and noted the forum will be held at 7:15 p.m. on June 16, 2016.

5. Consider/discussion and possible modification of the Ethan Circle Subdivision Plans

Mr. Harris provided background on the project. He noted that the developer's contractor detected seasonal groundwater and they installed an additional drain which was not on the original plans. This information came to Mr. Harris' attention from the Conservation Commission. As a result, the developer's wetland's consultant submitted a “plan and detail” for the drain line.

Mr. Harris commented that Mr. Squire noted that the plan was not stamped by a P.E. However, Mr. Harris stated that Chuck Dauchey, the consultant, said he would submit a plan stamped by a P.E. and revised drainage calculations.

Mr. Harris has contacted the DPW and District #2 Water Superintendents and provided the Board with emails containing their comments as well as an email from the Conservation Commission Administrator. He recommended that the Board approve the modification with conditions to ensure that the plan is stamped by a P.E. and that the comments from the departments be incorporated.

Board members discussed the reason for the change and the appropriateness of the additional drainage. They asked for clarification of the Conservation Commission Administrator's concerns.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve modification of the approved Plans as depicted on the submittal subject to the following conditions:

- 1). Submittal of a revised plan sheet, detail, and Stormwater Calculations stamped by a qualified Professional Engineer with said revised plan to depict the location of all utilities proposed for the right of way area.
- 2). Compliance with any conditions specified by the DPW Superintendent, District #2 Water Superintendent, Conservation Commission, or South Hadley Electric Light Department.

The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

6. Discussion of Design Review Bylaw issues/questions

Mr. Harris noted that the Board discussed, in general terms, at the last meeting as to the questions and issues which need to be addressed in order to draft a Design Review Bylaw. He suggested that the Board determine how to proceed with the exploration – noting that Mr. Hutchison had offered to contact persons involved with three of the western Mass communities which have Design Review.

Mr. Harris stated that, at the Massachusetts Association of Planning Directors conference last week, one the sessions was on the Watertown Design Review Guidelines. He noted that the Commercial Guidelines went through fairly well with a consultant and willing developer serving as the “guinea pig”. However, many who supported those guidelines are apparently opposed to Residential Design Guidelines.

Several members noted that the Board had already determined that it would not be a Town-wide Design Review and would not regulate residential development – except for multifamily perhaps. Therefore, the first question is answered as “selected areas/corridors”. Board members discussed several of the other questions.

Linda Young, 15 Westbrook Road, suggested that the Board should hear from the other communities Mr. Hutchison has contacts with prior to determining how to proceed. Mr.

Squire indicated he thought they could preliminarily address some of the easier questions. However, he stated he had no objection to hearing from the communities first.

There was discussion as to the difference between a General Bylaw and Zoning Bylaw approach. Mr. Harris noted that a Zoning Bylaw approach would exempt churches, schools, etc. including the largest institution in Town. Ms. Rosner suggested that Mount Holyoke College does a thorough job and they should not be subject to the Design Review. Ms. O'Brien commented that they do a great job and, therefore, being subject to Design Review should not be a burden for them – they already do the work.

There was discussion as to the approach and scheduling for meeting with representatives from Northampton, Amherst, and Greenfield. Mr. Hutchison stated he would contact the individuals to see which of the meetings in June, July, and August they could meet. Mr. Harris stated he would forward to Mr. Hutchison the “questions/issues” which is guiding the process. But, the major item for the three communities relates to their experience with Design Review – what has worked and what would they change.

7. Discussion of revisions to the Rules & Regulations governing submittal of Special Permit applications and Site Plan Review applications and revisions to the Subdivision Regulations governing submittal of applications for approval

Mr. Harris related that he is going through the Planning Board office in preparation for a renovation. This has prompted him to review and discard many, many trees worth of excess plans. All the regulations currently require submittal of 10-11 copies of the plans. He suggested that number could be reduced to 3 or 4 hard copies with a pdf. But, such a change would require amendments to the Subdivision Regulations, Rules & Regulations for Special Permits, Rules & Regulations for Site Plan Review, and the Stormwater Management Bylaw. The Board has control over the first three items but the Bylaw will require Town Meeting approval of an amendment.

Mr. Squire suggested that 2 copies and a pdf would be sufficient. The amendments could leave the Town with authority to require more paper copies of a set of plans if circumstances required it. Mr. Harris and the other Board members indicated they concurred.

Mr. Harris stated he will draft amendments and a public hearing notice to begin the process of changing the submittal requirements. In terms of the Stormwater Management Bylaw, he suggested that the amendment should provide the Board the authority to develop and adopt Rules & Regulations just as the Zoning Bylaw allows such Rules & Regulations.

8. Development Update and Planner's Report

Mr. Harris reviewed the status of various developments and recent Planning Department activities:

a. Development Report

- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (No Change)
- Ethan Circle. (Discussed previously).

- Adam & Eve Estates subdivision. Mr. Harris stated he has released the Performance Guarantee.
- Annafield Estates subdivision (The developer has indicated that he has all of the materials except for the Right of Way deed)
- Western Mass Yacht Club – potential Special Permit (no change – no application has been received)
- South Hadley/Granby Chamber of Commerce – Mr. Harris stated that the application was just dropped off during the meeting.
- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – Mr. Harris stated he is researching this matter and it is quite interesting.
- Zoning Bylaw –The updated Zoning Bylaw is on the Town’s website.

b. Other Projects

- Urban Renewal and Redevelopment Authority. (Discussed previously)
- Housing Studies. (Discussed previously)
- Participating with the Bike/Ped planning process.
- Mount Holyoke College Intern Opportunity
- Permitting Guide (in progress)
- General Code (continuing to participate as needed)
- Health Impact Assessment. PVPC staff are scheduled to meet with the Board in June (likely on June 27th) on this project.
- South Hadley Falls Smart Growth District. The adopted Design Guidelines have been posted on the Town’s website

c. Workshops/Training Opportunities

Mr. Harris stated that he attended or will be attending the

- “Massachusetts Association of Planning Directors Annual Conference” May 19-20, 2016.
- “Massachusetts Housing Partnership Housing Institute” June 14-15, 2016.
- “Massachusetts Smart Growth Conference” being held June 2, 2016

9. Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

Ms. Rosner inquired about the iPads which were distributed. Mr. Harris said that they will be replacing the paper copies he has been making. If the members have any need for technical assistance, they should contact him and he will see what can be done.

10. Adjournment

Motion – Ms. Rosner moved and Ms. O’Brien seconded the motion to adjourn. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion. The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in May 23, 2016 Planning Board Meeting

<u><i>Document</i></u>	<u><i>Record Location</i></u>
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
PowerPoint presentation on Housing Production Plan	Planning Board Files
Ethan Circle modification	Planning Board Project Files

DRAFT

SOUTH HADLEY PLANNING BOARD

BILLS & CORRESPONDENCE

June 16, 2016

BILLS PAYABLE

Turley Publications, Inc.	Amendment to Site Plan Review Rules and Regulations (Previously Paid)	\$133.04
Turley Publications, Inc.	Housing Production Plan (Previously Paid)	\$161.64

Letters & Memos

- Form A Application for Endorsement of Plan Believed Not to Require Approval dated May 23, 2016
- Letter from Russell S. Adams dated June 2, 2016 regarding change of use for a parcel of land currently enrolled in Chapter 61A
- Letter from Town Administrator to Patricia A. Leavenworth, Chief Engineer, MassDOT regarding the intersection of Route 202 and Route 33
- Invitation to attend the Western MA Developers Conference on June 23, 2016 at the MassMutual Center in Springfield
- E-mail from Massachusetts Municipal Association dated June 10, 2016 entitled “Senate Approves Controversial Housing and Zoning Bill”
- Email from Martha Terry dated June 14, 2016 regarding the Public Forum on Housing

Town Department Comments on Pending Projects

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Town Department Agendas & Minutes

- Board of Commissioners of SHELD Agenda for May 26, 2016
- Conservation Commission Agenda for June 8, 2016

Legal Notices

Amherst

- Town of Amherst Zoning Board of Appeals Notice of Public Hearing/Public Meetings on ZBA FY2016-00022 Special Permit to establish and operate an Off-Site Medical Marijuana Dispensary (OMMD); involves the interior renovation of an existing building, with some exterior changes, and all associated site work including but not limited to construction of a new parking area, landscaping, and lighting at 169 Meadow Street GTI-Massachusetts NP Corp.

Chicopee

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Legal Notices (continued)

Granby

- Town of Granby Board of Appeals Notice of Decision to grant a variance to allow a setback of 15 feet back from the pin locations without recourse
- Town of Granby Board of Appeals Notice of Public Hearing on a variance regarding insufficient minimum side yard setbacks regarding the proposed construction of a garage addition to the rear of the existing attached garage at 5 Leo Drive

Hadley

- Town of Hadley Planning Board Notice on Special Permit Renewal the Accessory Apartment Special Permit for a period of three (3) years

Holyoke

- City of Holyoke Planning Board Notice of Decision on Site Plan Review to approve the installation of a 19-acre ground-mounted solar facility on a 54 acre parcel

News Articles

- News article from MassLive.com dated June 1, 2016 entitled “Business Owners Buy Former Big Y Plaza in South Hadley for \$2.4M”

Publications

- Massachusetts Housing Partnership, **2015 Annual Report**.
- International City/County Management Association, **Key Findings on Housing Affordability**. May 20, 2016
- American Planning Association magazine, **Planning**. June 2016

FORM SP

SOUTH HADLEY PLANNING BOARD

APPLICATION FOR SPECIAL PERMIT

Date: May 25, 2016

Pursuant to the provisions of Chapter 40A of the General Laws of the Commonwealth of Massachusetts and the South Hadley Zoning By-Laws, the undersigned herewith submits the accompanying application for a Special Permit as described below and detailed in the supporting documentation which is incorporated into and made part of this application.

NATURE OF REQUEST (Check and Describe as Appropriate):

- a. Alteration/expansion/change of a nonconforming use and/or structure
- b. Home occupation
- c. Professional business
- d. New/second hand car dealer
- e. Flag lot
- f. Two-family dwelling/Three-family dwelling
- g. Multifamily dwellings for more than three families
- h. Flexible development
- i. Wireless communications facility
- j. Major earth removal, extraction, and/or fill activity
- k. Other (Describe _____)

GENERAL DESCRIPTION OF REQUEST: Please see enclosed or attached Amend Special Permit for 2 Lyman Street to permit a second occupant that will utilize 1 existing finished room in the back of the building as shown by the enclosed exhibits. This request also includes altering the existing outdoor sign as shown in front of the building to include the South Hadley & Granby Chamber of Commerce on the sign.

APPLICABLE SECTIONS OF THE ZONING BYLAW: Section 7 and or 8

1. **Applicant 1)** South Hadley & Granby Chamber of Commerce
Address: PO Box 94, South Hadley, MA 01075 Telephone : 413-532-6451
Email Address: Dale@SHGChamber.com
Applicant 2) ERA Laplante,
2 Lyman Street, South Hadley, MA 01075 Telephone: 413-246-4911
Email Address: steven.laplante@era.com

2. Owner : 2 Lyman Street, LLC _____

Address 2 Lyman Street, South Hadley, MA 01075

Email Address: steven.laplante@era.com

3) Site Plan Preparer: _____
Title or License: _____
Address: _____
Telephone: _____
Email Address: _____

4) Deed of property recorded in the Hampshire County Registry of Deeds,
Book 3811, Page 3

5) Location and description of property (street and number if any)
2 Lyman Street, South Hadley, MA 01075
Assessors Map # 15, Parcel # 79

6) The subject property is presently in zoning district(s): Residential A-2

7) Is the subject property located within one or more of the Master Plan's Use Area
Districts? Yes If so, in which of the districts or areas? Lyman Street

8) Is the subject property located in a National Historic District or listed as a Priority
Heritage Landscape? No If so, which one? _____

9) Does the subject property abut a designated Scenic Roadway? No

10) Is the subject property within the designated South Hadley Falls Economic Opportunity
Area? NO

FOR PLANNING BOARD OFFICE USE:

11) Amount of Application Fee: _____

12) Fee Paid? Yes ___ No ___

FOR TOWN CLERK (indicate date and time received):

Submission received on (Date) _____
At (time) _____

Signature M. Annie Repante for 2 Lyman St L.L.C.
Dale H. Johnston



South Hadley and Granby Chamber of Commerce 2016 Application for Special Permit General Description for 2 Lyman Street, South Hadley.

The Chamber of Commerce would like to move into an existing space/ office at 2 Lyman Street. The Chamber intends to rent the approximately 200 square foot office to replace its Town Hall office that needed to be vacated for Town of South Hadley use. There is no proposed interior construction or significant alterations required at 2 Lyman Street. It is move in ready. (Please refer to the attached or enclosed materials.)

The Chamber of Commerce would like to add to the existing ERA Laplante sign on the front lawn (refer to attached or enclosed sign example). The Chamber of Commerce would like to add three lines of text to the sign that would, for example, state:

South Hadley & Granby
Chamber of Commerce Office
www.SHGChamber.com

There is an example enclosed of a potential Laplante / Chamber of Commerce sign. It is the Chamber's intention to work with the Laplante's to get a mutually acceptable sign that is also acceptable to the Planning Board and Building Inspector. We intend to have a sign company provide alternative proposals to the example attached or enclosed.

The Chamber of Commerce would also like to place a small plaque/plate on the building structure next to the parking lot side door so visitors will know they have the correct entry door for the Chamber Office.

There is already sufficient parking at 2 Lyman Street to handle the parking needs of the Chamber. On a typical day there might be one Chamber related car parked. One or Two days a week there might be 2 cars parked. Once every other month there might be 5 cars parked there for 2 hours from 8-10am when none or 1 Laplante Real Estate person may be there. Two or three times a year there might be more than 5 cars for a full Board meeting from 8-10am. If parking becomes an issue in the last example we could hold the meeting somewhere else.

In conclusion the Chamber's presence will only produce a small incremental increase in the number of people or cars on the property on a daily or yearly basis. The only visible impact on the surroundings would be the signage change.

I REPORT THAT THE PROPERTY LINES SHOWN HEREON ARE THE LINES DIVIDING EXISTING OWNERSHIP AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STRAITS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

SURVEYOR: _____

N/F
ITINER



NANCY B. BEAUDRY
BOOK 4373, PAGE 256

N 88°22'25" E 436.95'
386.95'

S 01°37'35" W 180.32'

S 23°54'52" E 59.98'

N 23°54'52" W 117.07'

70.00'

303.20'

S 88°22'25" W 507.20'

124.00'

S 01°37'35" W 180.32'

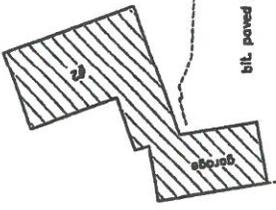
S 23°54'52" E 59.98'

N 23°54'52" W 117.07'

70.00'

303.20'

S 88°22'25" W 507.20'



RICHARD W. LAPLANTE AND M. CONNIE LAPLANTE
BOOK 3811, PAGE 3

70,583± SQ. FT.
1.6204± ACRES

THE TOWN OF SOUTH HADLEY

LEGEND

- FOUND IRON PIN
- IRON PIN TO BE SET
- ▲ UNMARKED POINT
- FOUND GRANITE HIGHWAY BOUND

"EXISTING CONDITIONS"
PLAN OF LAND IN
SOUTH HADLEY, MASSACHUSETTS
PREPARED FOR
RICHARD W. AND M. CONNIE LAPLANTE



SCALE: 1"=30'
JULY 2, 2008
HAROLD L. EATON AND ASSOCIATES, INC.
REGISTERED PROFESSIONAL LAND SURVEYORS
235 RUSSELL STREET - HADLEY - MASSACHUSETTS
413-584-7589 413-585-5976 (fax)
email - hlecton@aol.com

I REPORT THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE 1876 RULES AND REGULATIONS OF THE REGISTRARS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

RANDALL E. IZER #35032



2 Lyman Street Assessors Map 15 - Parcel 79

Add Chamber
to Existing Sign



small Chamber
plaque on building
near door

Proposed Chamber
Office Location





LaPlante_2720.jpg



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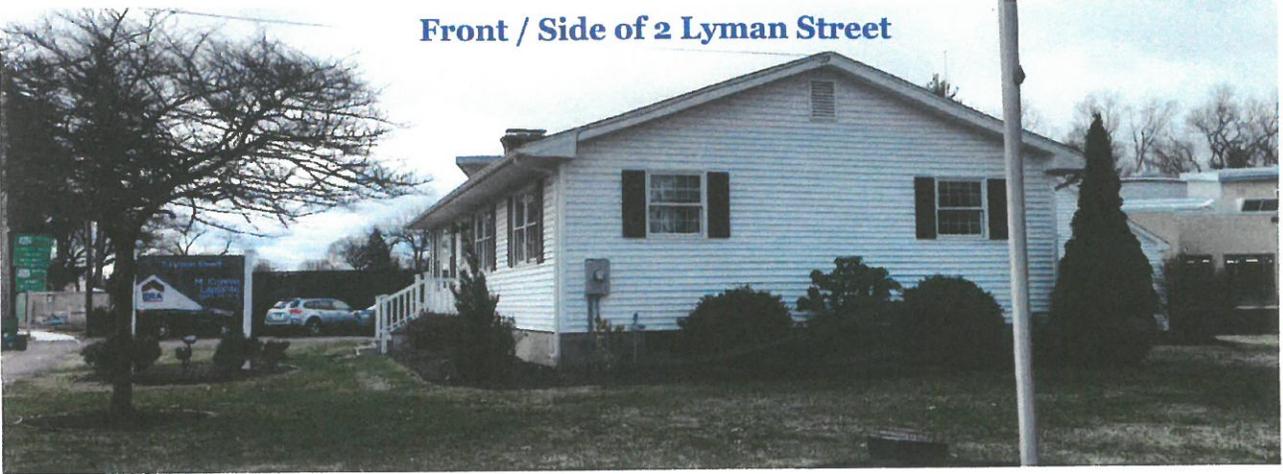


LaPlanteSign_2721.jpg

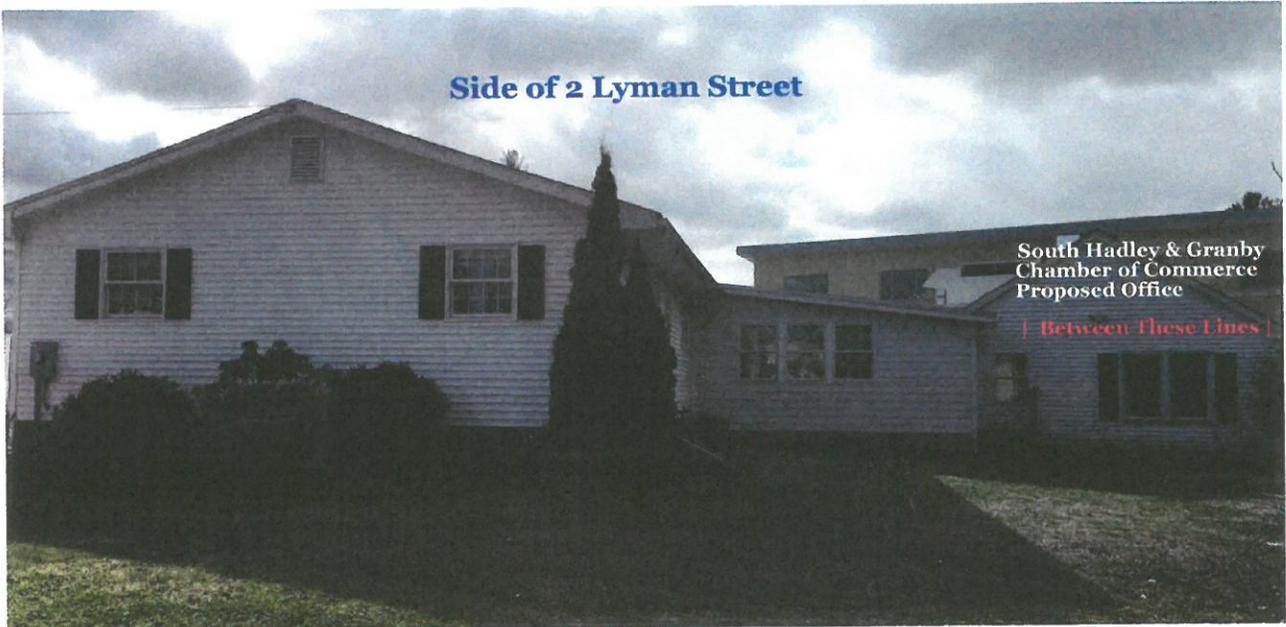
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Front / Side of 2 Lyman Street



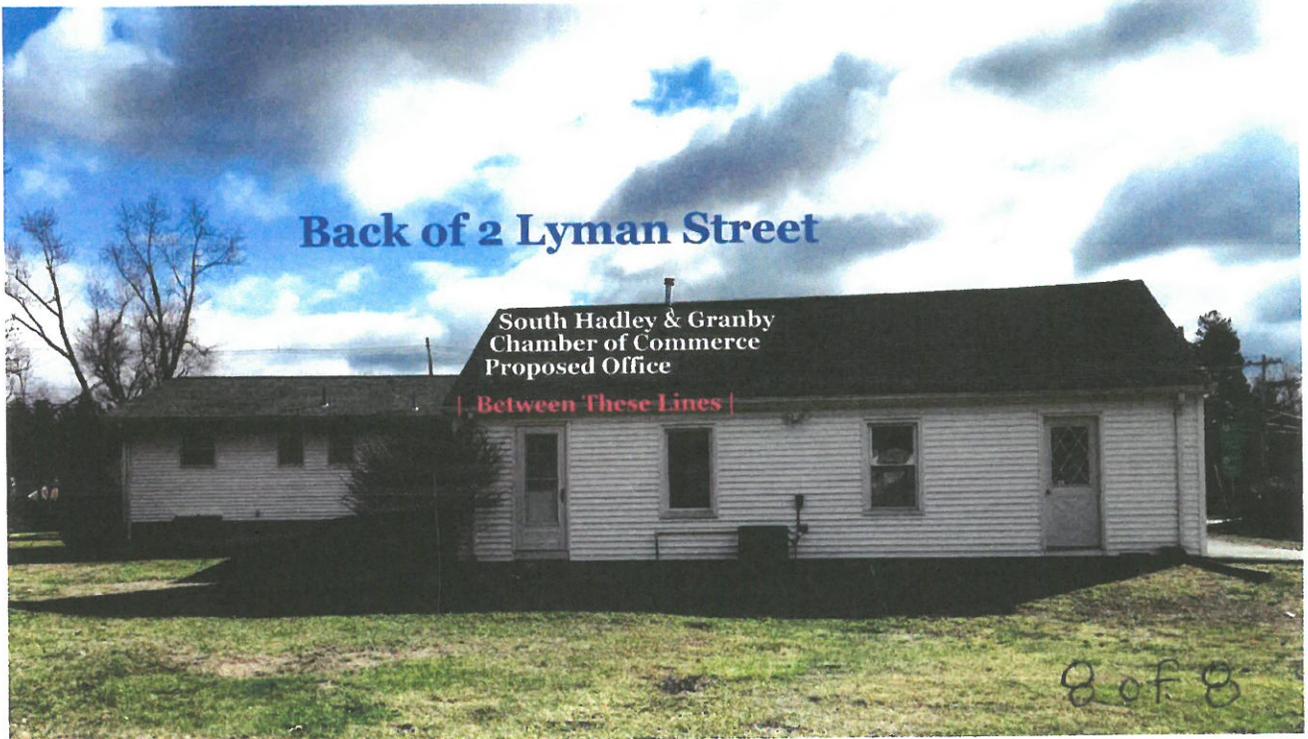
Side of 2 Lyman Street



South Hadley & Granby
Chamber of Commerce
Proposed Office

| Between These Lines |

Back of 2 Lyman Street



South Hadley & Granby
Chamber of Commerce
Proposed Office

| Between These Lines |

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