

**Draft of the Minutes of the Meeting of the
Zoning Board of Appeals of South Hadley
May 25, 2022, 5 PM,
Community Room, South Hadley Main Public Library
Approved at the Meeting of August 3, 2022**

Present: Jacqueline Dupre, Martha Terry, Stephen Frantz associate member

1. **Call to Order:** The meeting was called to order at 5:10 PM.
Martha requested that Stephen function as an acting member for the meeting.

2. **Approval of Minutes:** The minutes of September 8, 2021 were approved 3-0.

3. **Election of Officers:**

Martha Terry, Chair
Jacqueline Dupre, Vice Chair
Stephen Frantz, Clerk, contingent on his appointment to full membership by the
Selectboard in June.

Motion: Jacqueline so moved
Stephen, 2nd
No further discussion.
Vote 3-0

4. **Edit to Notice of Administrative Appeal:**

Notice of Administrative Appeal: page 2 The Plan, delete "If Applicable" and insert
"Required"
Page 3 will now be page 3 of the Application for a Variance
Page 4 will now be page 4 of the Application for a Variance
up to section "p"

motion: Jacqueline so moved
Stephen 2nd
No further discussion
Vote 3-0

5. **Edit to Application for a Variance:**

Page 4, delete from "The chair" to "application."

Motion: Jacqueline so moved
Stephen 2nd
No further discussion
Vote 3-0

6. Rules and Regulations:

Page 7: Insert "The Zoning Board of Appeals or any member thereof has the right to request any information he/she deems necessary to render a decision on an application." on page 7, before section A.

Martha will sign for Jacqueline and Stephen.

Motion: Jacqueline so moved
Stephen 2nd
No further discussion
Vote 3-0

7. Adjournment: 7:10 PM

Jacqueline motion
Stephen 2nd
Vote 3-0

Documents referenced at the meeting:

Draft of Minutes of September 8, 2021
Application for Variance
Notice of Administrative Appeal
Rules and Regulations of the Zoning Board of Appeals

Respectfully submitted

Martha Terry, Chair