

# TOWN OF SOUTH HADLEY

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### Interim Policy Regarding Standards to be Applied to Special Permits For Conversion of Single-Family Dwellings to Two-Family Dwellings

The Planning Board will work with a Task Force (of citizens and residents) to develop standards applicable to Conversion of Single-Family Dwellings to Two-Family Dwellings and bring forth a Bylaw to enact such standards; hopefully at a Spring 2017 Town Meeting. In the interim, the Planning Board will utilize the following standards as guidelines for consideration of any Special Permit application for Conversion of Single-Family Dwellings to Two-Family Dwellings. Where the application raises issues which can be addressed (in the Board's opinion) by application of these standards, the Board will incorporate conditions which appropriately attach the standards.

1. Owner-Occupancy. Where no more than one two-family dwelling is located on a parcel, at least one of the dwelling units must be occupied by an owner of the dwelling unit.
2. Design Standards – Minimum. Two-family dwellings subject to this Subpart shall conform to standards #3, #5, #6, and #7 of the Site Plan Review Criteria specified in Section 12(E) of the Zoning Bylaw. In applying these specific standards, the Planning Board should pay specific attention to the appearance of the proposed structure in terms of number of primary entryways as viewed from the adjoining public ways and the number of driveway entrances from a single public way. As a generally rule, in applying these criteria, the following features are to be deemed "objectionable":
  - a. Multiple entryways visible from a single public way
  - b. More than one driveway accessing the structure from a single public way
3. Design Standards – Basis for comparison. The Planning Board may, where it the members deem it to be appropriate, focus on the existing residential structures which would be deemed "abutters" under the Special Permit notice requirements for use in making assessments as to the compatibility of the proposed Two-Family Dwelling. Accordingly, if the "abutting" residential structures are single-family, the approved two-family dwelling – particularly those resulting from conversion of a single-family dwelling – are to appear as though they are also single-family dwellings.
4. Footprint Expansion – Limited to Safety Items. The footprint of the building may not be expanded except for possible installation of safety required items.
5. Footprint Expansion – Limited to 5%. The footprint of the building may not be expanded by more than 5%; however, any such expansion is to be generally screened from view from adjoining properties used as single-family residences.

6. Exterior Façade. The exterior facade shall not be altered other than to restore its original exterior appearance; however, measures to upgrade the building to more sustainable conditions (by such means as installation of energy efficient building materials including but not limited to windows, installation of gutters and downspouts, and similar such measures) will generally not be considered as impermissibly altering the exterior appearance.
7. Sanitary Sewer. The dwellings must be served by the Town's sanitary sewer system
8. Impervious Runoff. No increase in impervious surface except where necessary under "4" above subject to the limitation of "5" above.

Discussed and approved by the Planning Board under "Other New Business" January 9, 2017  
Further Discussed and Formally Approved by the Planning Board on January 23, 2017

AS APPROVED JAN 23, 2017