

June 16, 2021

Jean Bubon, AICP
Town of Sturbridge
Planning Board
Center Office Building
301 Main Street
Sturbridge, MA 01566

**Re: Special Permit Application
Sturbridge Plaza
178 Main Street, Sturbridge, MA 01566**

Dear Board Members,

Dragonfly Ibis Sturbridge, LLC (Owner) is proposing to redevelop the existing JCPenney (52,500 sf portion of Commercial Unit 1) located within the Sturbridge Plaza located at 178 Main Street in Sturbridge, MA. The Owner is requesting a Special Permit pursuant to Chapter 21, Section 21.12 of the Sturbridge Zoning By-Laws to allow a reduction in the required off-street parking to satisfy the Town of Sturbridge parking requirements. As proposed, the redevelopment as will consist of three new tenant spaces within Commercial Unit 1: 19,000 square-feet of fitness center space, 10,000 square-feet of retail space, and 23,500 square-feet of other retail space.

Per the Sturbridge Zoning Bylaws (Chapter 21 – Off Street Parking, Loading and Drive Thru Standards), the Code required parking assumes that the land uses are standalone developments with no opportunity for shared parking. A shared parking analysis has been prepared for Sturbridge Plaza, consistent with the methodology outlined in the Institute of Transportation Engineers (ITE's) Parking Generation Manual, 5th Edition and Urban Land Institute's (ULI) Shared Parking, 3rd Edition. This analysis has been prepared to demonstrate that the existing off-street parking will be adequate to serve the existing and proposed uses for which it is intended. The shared parking analysis has been included with the Special Permit application. Additionally, the Owner seeks to replace the existing monument sign at the plaza main entry and requesting approval pursuant to Chapter 22, Section 22.05.5 of the Sturbridge Zoning By-Laws.

Should you have any questions regarding this matter or require additional information, please do not hesitate to contact the undersigned if you required any additional information.

Very truly yours,



Mike Yentile
Senior Project Manager

Enclosures:

- 1 Transmittal
- 16 Request Letter
- 16 Special Permit Application
- 16 Proof of Ownership
- 16 Plans (full-size)
- 16 Plans (reduced size 11"x17")
- 16 Architectural Renderings
- 16 Pylon Signage Renderings
- 16 Shared Parking Analysis Memorandum
- 1 Certified List of Abutters
- 1 Filing Fee/Check (\$275.00) to the Town of Sturbridge
- 1 USB – Electronic copy of all documents

Cc: Sturbridge Town Clerk