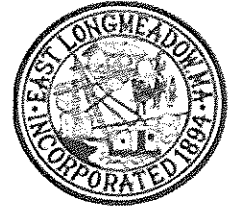


**EAST LONGMEADOW PLANNING BOARD  
MEETING NOTICE**

Date: February 5, 2019

Time: 6:00 PM

Place: School Committee Conference Room  
East Longmeadow High School, 180 Maple St., East Longmeadow, MA



**MINUTES**

**CALL THE MEETING TO ORDER 6:00 pm**

(Pursuant to Mass General Law as we are recording this meeting for the minutes and ELCAT is taping the meeting, if anyone else is recording this meeting please identify yourself and your organization)

**CALL THE ROLL**

**Present:** George Kingston, Chair; Tyde Richards, Clerk; Jonathan Torcia; Louis Morabito; Russell Denver

**Staff Present:** Constance Brawders, Planning and Community Development Director  
Bethany Yeo, Planning and Community Development  
Administrative Assistant

**APPROVAL OF MINUTES**

JANUARY 15, 2019

Motion to approve the amended minutes of January 15, 2019 by Board member R. Denver; second by Board member J. Torcia approved five (5)-zero (0).

**ITEMS FOR DISCUSSION:**

1. Discussion for the purposes of resolving pending litigation at 618-634 North Main Street and 13 North Main Street  
R. Denver asked for confirmation that there an application has been filed to amend the Special Permit for 13 North Main Street. The Chair confirmed and stated that the item will be heard at the next Planning Board meeting on March 13, 2019.
2. **Clarification: Official Posting Site for Public Hearings is 1. Under CALENDAR found on Town Web site main page and 2. The Bulletin Board outside the Town Clerk's office, NOT THE LIBRARY.**

In accordance with the Americans with Disabilities Act (ADA), if any accommodations are needed, please contact Constance Brawders at 413-525-5400 x 1701 or (constance.brawders@eastlongmeadowma.gov) or MassRelay 711. Requests should be made as soon as possible but at least 48 hours prior to the scheduled meeting.

The matters listed are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed.

Other items not listed may be brought up for discussion to the extent permitted by law.

Massachusetts General Laws, chapter 30A, Section 20(e) requires any person making a video or audio recording of the meeting to notify the Chair at the start of the meeting.

**5. Comments from Conservation Commission for plan submittals**

No comments from the Conservation Commission for the Planning Board.

**6. Form Revisions**

Planning and Community Development Director, Ms. Brawders explained that current forms such as the Special Permit form are lacking in critical information that would, if included, make the process smoother and quicker. For instance, the current application does not ask the land owner to identify the zoning classification, the present use of the premises, or the proposed use of the premises. Furthermore, the revised Special Permit application asks landowner to include the number of customers per day, the number of employees, hours of operation, the days of operation, the hours of delivery and frequency of delivery. Ms. Brawders explained that these additions to the application give the planning board an opportunity to address these matters in public hearing.

R. Denver inquired of the Director if, in her professional opinion these additions to the application for the Special Permit would streamline the process. Ms. Brawders confirmed. Ms. Brawders cited Shaker Rd., a project that was approved in one meeting as an example of how quickly an application can be processed when the applicant is more prepared at the forefront of the review process.

Ms. Brawders also suggested the ANR application form is also being revised to ask the applicant for more information. J. Torcia inquired if other communities are using application forms that ask for such materials from the applicant. Ms. Brawders confirmed.

**7. Update to Master Plan**

No updates to note.

**8. Mixed Use Zoning**

The Chair G. Kingston passed out an outline draft of a Mixed Use Zoning bylaw. The Chair suggested the board take a look at the outline and share their comments. The Director of Planning and Community Development Ms. Brawders asked why the outline used the term "multi-use" instead of "mixed-use". The Chair found it to be a typo and asked the board to replace the term "multi-use" with "mixed-use" as they see it in the outline draft. The Chair explained that he used other special districts in town as a template for the outline draft. Starting out with the suggestion that developments done in this district shall be under Special Permit, site plan review and site design review. R. Denver commented that there was a push for the site design review committee to be re-established and suggested that this may be a good project for such a committee. Ms. Brawders commented that she would be interested in

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The Chair responded questioning how they will create a bylaw that can apply to both large and small parcels as small parcels in the downtown area do not have setbacks or buffer requirements contrary to large parcels outside of the downtown area. The Chair stated that this bylaw is for a large development district.

Hearing this, Ms. Brawdres suggested that they call the bylaw a Planned Urban Development and not a Mixed Use District and suggested looking at other examples of Planned Urban Development zoning bylaw.

J. Torcia inquired if Planned Urban Developments can be in towns the size of East Longmeadow. Ms. Brawdres confirmed and explained that under a Planned Urban Development bylaw you are creating a development on land that has not been developed yet also known as a green field whereas a Mixed Use bylaw allows for organic developments to be built on or within existing structures.

At this point the Chair asked if the board could move forward to the next item on the agenda.

R. Denver made a motion to adjourn the meeting for 10 minutes; second by J. Torcia (5:0).

#### **9. Zoning By-law Amendments/Revisions**

#### **10. Open Space and Recreation Plan**

Draft for Open Space and Recreation plan was completed February 5, 2019.

#### **OTHER BUSINESS:**

#### **11. Endorsement of Plans**

**Case SITE 2018- 08: The Fields at Chestnut** – Request by applicant for modification of Site Plan approval at Chestnut Street (Assessor's Parcel 7-5-0) a 54.12+/- acre site in the PAR (Planned Adult Residential) zoning district. Applicant: Rick Granger, D. R. Chestnut, P.O. Box 823, Somers, CT 06071.

#### **ADJOURN:**

On returning from the 10 minute break at 6:45 p.m. Board member R. Denver made a motion to adjourn the meeting; second by Board member J. Torcia passed unanimously five (5)-zero (0).

#### **DATE OF NEXT MEETING:**

The next scheduled meeting of the Planning Board is February 19, 2019.

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