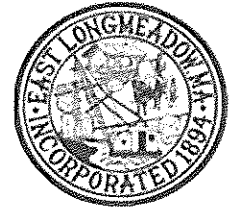


**EAST LONGMEADOW PLANNING BOARD  
MEETING NOTICE**

Date: March 5, 2019

Time: 6:00 PM

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



**MINUTES**

Chairman Kingston opened the meeting at 6:00 p.m. and called the role.

**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**

February 5<sup>th</sup> minutes were approved by a vote of five (5)-zero (0).

**ITEMS FOR DISCUSSION:**

**5. Form Revisions**

The New Application for Special Permit was discussed. The Chair suggested that the new application should be more targeted such as special permits issued toward pre-existing daycares and restaurants.

**6. Update to Master Plan**

**Funding:**

Brawders reported on the need to secure funding mechanisms, stating that it will cost eighty thousand (\$80,000) to one hundred forty thousand (\$140,000) to prepare the Master Plan document and the Planning Board may have to go before Town Counsel to appropriate this expenditure. With this in mind, Brawders stated the Planning Board should first look to "in house funds" and utilize the services of their RPA and nearby universities as best as they may for additional assistance in the form of a summer internship.

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](mailto: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.

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The Chair suggested applying for District Local Technical Assistance (DLTA) funding as a funding source for grants and put together the Request for Proposal and analyze the result. DLTA funding is state money administered by the Pioneer Valley Planning Commission, the regional planning agency.

**Timeline:**

The Chair inquired of the Master Plan timeline specifically when input from residents would be incorporated and suggested organizing a *charrette* to do so. A *charrette* is a process of brainstorming and focused discussion when there are multiple issues and many people involved to allow for all to contribute in a meaningful way. Brawders replied that a charrette could be organized for later in the year.

*RICHARDS* *TR*  
Tyde  Clerk made a motion for Constance Brawders, Director of Planning and Community Development to put together a Request for Proposal for the Master Plan including the description of work, price point and project timeline; second J. Torcia by a vote of five (5) - zero (0).

**7. Mixed Use Zoning**

Chair Kingston distributed his revised Mixed Use Zoning draft outline.

**Legal Notice:**

Brawders stated that they have re-advertising for March 19<sup>th</sup> hearing. Two separate legal notices have run the first to introduce Mixed Use Zoning to the town East Longmeadow the second is parcel specific to consider *if* the zoning amendment is approved by the town development of 330 Chestnut St. as a Mixed Use zoning district. Brawders added that as part of the addition of the Mixed Use zoning district to the town, they simultaneously will consider amending the zoning map to avoid needing to publish another ad. Morabito inquired if the zoning map would need to be approved by the Town Council beforehand. Chair confirmed that any amendments to the zoning map must be approved by the Town Council because the zoning map is part of the zoning bylaw.

**Design Review:**

R. Denver asked if a Design Review Committee needed to be appointed to oversee required design review of site plan review applications or, if the Design Review Committee would be made up of Planning Board members. The Chair replied that either option is possible. Brawders suggested yet another option: to have an associate member on the Planning Board who specializes in landscape, architecture or another design profession. The associate member would be required to attend public hearings when a Special Permit is being reviewed, otherwise they would not be required to attend all Planning Board meetings. Discussion of Design Review will be re-visited at a later date.

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**General Uses & Building Types:**

The Chair listed the proposed uses and building types. T. Richards commented under the current draft outline language there is no obligation for developers to adhere to the Mixed Use project and suggested requiring three different components such as residential, office, and retail to avoid this issue.

The following sentence was added to provide clarity of what is required of a Mixed Use development: *Mixed Use development shall mean a development consisting of three of the allowed uses as defined in Table 3.1.* R. Denver suggested re-visiting the Types of Uses in Table 3.1 at a future date.

**Minimal Parcel Size:**

The Chair suggested a minimal parcel size of forty (40) acres. T. Richards commented that forty (40) acres seemed too big and suggested fifteen (15) acres. His reasoning behind the reduced acreage is to avoid re-inventing the wheel and making amendments on a case-by-case basis. However, fifteen (15) acres is large enough to avoid poorly thought out plan proposals. R. Denver asked Brawdgers if she could create an inventory of lots at fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35) and forty (40) acres to visualize potential Mixed Use lots in Industrial legacy sites.

**Density:**

The Chair asked the board if they would like to discuss a limit on the number of units per multi-family dwellings and what the proposed number should be. The Chair suggested setting a maximum limit on the number of units per multi-family dwellings. T. Richards suggested that for now it will be a sliding scale depending number of units per dwelling but also what the project will look like overall. The Chair confirmed. The Chair stated that the Town Council is concerned about keeping the height of the buildings in portion to surrounding structures. The Chair suggested three to four stories as a maximum height. T. Richards proposed percentage of space rather than a fixed amount such as 10% commercial, 50% residential and 40% industrial. The Chair stated that percentage of space is a good idea. R. Denver asked for clarification in the language to include a minimum limit for square footage. T. Richards suggested the following language, *"20% of the project must be commercial but not less than 30,000 SF"* as an example. Further discussion on the use of percentages of space will continue going forth.

**Public Transit:**

The Chair suggested that projects be compatible with bus services meaning that they have designated space for a potential bus stop. J. Torcia agreed and commented that the population interested in living in a residence in a Mixed Use district may be young professionals, not all of whom may have cars. Brawdgers suggested a possible new transportation bus route from a Mixed Use development directly to rail lines in Hartford and Springfield.

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8. Zoning By-law Amendments/Revisions

**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.

The site plans were endorsed by the appropriate Planning Board members.

**ADJOURN:**

The Chair entertained a motion to adjourn the meeting at 7:32 pm. Motion made by R. Denver; second by J. Torcia by a vote of five (5)-zero (0).

**DATE OF NEXT MEETING:**

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



Tyde Richards, Clerk



Date

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