



PLANNING BOARD PUBLIC HEARING PROCEDURES

1. Chairman will open the public hearing by announcing:
“This is a public hearing for [Case File Number]”
2. Chairman will announce the Board members present:
“Planning Board members present are: [ROLL CALL]”
3. Chairman will ask the Clerk to read the Public Hearing Notice.
4. Chairman will allow the applicant to present their application to the Board
5. The Planning & Community Development Director will give their report to the Board, *if applicable*
6. Chairman will allow the Board to ask questions of the applicant and provide initial comments.
7. Chairman will open the hearing for public comment. All speakers must:
 - A. Wait until recognized by the Chairman;
 - B. Sign-in on the sign-in sheet and state their name and address for the record;
 - C. Direct all questions and comments only the Chairman;
 - D. Speak as clearly and concisely as possible.

NOTE: *The Chairman may place time limits on public comment, if necessary.*
8. The Board may request additional information/documentation from the applicant and continue the hearing to a date certain.
9. The Board will vote to close the public hearing after all are heard.

NOTE: *Once the public hearing is closed, the board may not accept any new information from the public or the applicant.*
10. The Board will deliberate, asking clarifying questions of the applicant if necessary.
11. The Board will provide its findings on how the application meets the following:
 - A. For Site Plan Review/Approval: Standards for Review, *see page 2*
 - B. For Special Permit Review/Approval: Criteria for Review, *see page 2*
 - C. For Subdivision – Preliminary & Definitive Review/Approval: Criteria for Review, *see Page 3*
12. **The Board votes on the application by a motion for approval, and a second; the board can discuss the motion prior to the vote, the Board will vote via roll call vote.**

SITE PLAN REVIEW / APPROVAL STANDARDS FOR REVIEW

Town Bylaw §450-9.7

In reviewing site plans, the Planning Board shall consider the following:

- A. Protection of the abutting properties and community to minimize any detrimental use of the site.
- B. Convenience and safety of vehicular and pedestrian movement within the site and the relationship to adjoining ways and properties.
- C. Adequacy of the methods of disposal of sewage and refuse and the drainage of surface and subsurface water.
- D. Adequate means of protecting wetlands, watersheds, aquifers and well areas.
- E. Provisions for off-street loading and unloading of vehicles incidental to the normal operation of the establishment, parking, lighting and internal traffic control.
- F. Provision of open space consistent with [Town Master Plan Concepts](#).
- G. Protection of agricultural land within the proposed development and minimization and development impact on abutting agricultural land.
- H. The layout of design features, such as vegetative buffers, within developments which will integrate into the existing landscape.
- I. Consistency of the proposed development with the [Town Master Plan Concepts](#).
- J. Compliance with the provision of [MGL c. 40A](#) and the [Subdivision Control Law](#), the rules and regulations of state and federal agencies and the bylaw of the Town of East Longmeadow.

SPECIAL PERMIT REVIEW / APPROVAL CRITERIA FOR REVIEW

Town Bylaw §450-8.3

The following general standards and conditions, in addition to the specific standards and conditions set forth in the dimensional and density regulations, shall be met before a special permit can be granted by the special permit granting authority:

- A. The specific site must be an appropriate location for the use, structure or condition.
- B. The use as developed will not adversely affect the neighborhood.
- C. There will be no nuisances, such as noise etc., or safety hazards created.
- D. Adequate and appropriate facilities will be provided for the proper operation of the proposed use.
- E. Appropriate screening by walls, fences, planting or other devices shall be provided for parking areas.
- F. Exterior features or appearance will not be detrimental to the surrounding neighborhood.
- G. Number and design of access drives and traffic features shall be adequate for intended use.
- H. Uses must be in harmony with the general purpose and intent of the Zoning Bylaws.
- I. All required state and local licenses must be acquired and kept current. Failure to meet this criterion is grounds for revocation of the special permit by the special permit granting authority.

SUBDIVISION – PRELIMINARY AND DEFINITIVE REVIEW / APPROVAL

The following is paraphrased from [M.G.L. Ch. 41 §81M](#) (emphasis and bullets added for clarity)

The powers of a planning board under the subdivision control law shall be exercised with due regard for:

- A. The provision of adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel;
- B. Lessening congestion in such ways and in the adjacent public ways;
- C. Reducing danger to life and limb in the operation of motor vehicles;
- D. Securing safety in the case of fire, flood, panic and other emergencies;
- E. Insuring compliance with the applicable zoning ordinances or by-laws;
- F. Securing adequate provision for water, sewerage, drainage, underground utility services, fire, police, and other similar municipal equipment, and street lighting and other requirements where necessary in a subdivision;
- G. And coordinating the ways in a subdivision with each other and with the public ways in the city or town in which it is located and with the ways in neighboring subdivisions.

It is the intent of the subdivision control law that any subdivision plan filed with the planning board shall receive the approval of such board ***if said plan conforms to the recommendation of the board of health and to the reasonable rules and regulations of the planning board*** pertaining to subdivisions of land; provided, however, that such board may, when appropriate, waive, as provided for in section eighty-one R, such portions of the rules and regulations as is deemed advisable.

See the [East Longmeadow Subdivision Rules and Regulations](#) for details

This document is meant as a guide only and does not negate any requirements set forth in Federal Law, Massachusetts General Law, or the Town of East Longmeadow Bylaws.