

EAST LONGMEADOW PLANNING BOARD

Date: March 7, 2023

Time: 6:00 PM EST

Place: Pleasant View Senior Center

328 North Main Street, East Longmeadow, MA 01028

And via zoom webinar



MINUTES

Chair Jonathan Torcia opened the meeting at 6:00 PM.

CALL THE ROLL

Present Jonathan Torcia, Chair
Cassandra Cerasuolo, Vice Chair
Russell Denver, Clerk
George Kingston
Pete Punderson (remote)

Staff Present Bailey Mitchell, Planning & Community Development Director

APPROVAL OF MINUTES

- February 21, 2023

The Board will take more time to review the February 21, 2023 meeting minutes due to the length of the meeting.

SITE PLAN REVIEW WAIVERS

1. **Case SPRW-2023-08:** Request for Site Plan Review Wavier for VA Motors, a home office at 57 Tufts Street (Assessor's Parcel ID 3-14-23) located in the Residence C zoning district. Applicant: Andrii Fedosh, 57 Tufts Street, East Longmeadow, MA 01028

Applicant Andrii Fedosh was present for discussion. Mr. Fedosh explained his request for a home office for office work only. Chair Jonathan Torcia confirmed with Mr. Fedosh that no cars would be stored at the residence; they will be stored at a lot out of town.

Motion to approve made by Board member George Kingston; second by Vice Chair Cassandra Cerasuolo and approved by roll call vote five (5)-zero (0).

2. **Case SPRW-2023-09:** Request for Site Plan Review Waiver for Michael Meyer Electrical, a home office at 409 Chestnut Street (Assessor's Parcel ID 7-43-41) located in the Residence B zoning district. Applicant: Michael Meyer, 409 Chestnut Street, East Longmeadow, MA 01028

Applicant Michael Meyer was present for discussion (remote). Mr. Meyer explained his request for a home office for office work only. Mr. Meyer stated he does not currently have a commercial vehicle, but will eventually have one and intends to screen it properly.

Motion to approve made by Board member George Kingston; second by Vice Chair Cassandra Cerasuolo and approved by roll call vote five (5)-zero (0).

APPROVAL NOT REQUIRED

1. **Case ANR-2023-01:** Request by applicant for endorsement of a plan believed not to require subdivision approval under Subdivision Control Law for the conveyance of land known as Parcel D, a 2.17 +/- acre lot, from 540 Somers Road (Assessor's Parcel ID 66-33-0) to 520 Somers Road (Assessor's Parcel ID 66-43-A) located in the Residence A zoning district. Applicant: Cindy Normandin, 540 Somers Road, East Longmeadow, MA 01028

Paul Smith, Paul S. Smith Land Surveying, was present for discussion on behalf of the applicant. Mr. Smith confirmed frontage and lot size is met on both parcels; Board member George Kingston confirmed that statement.

Motion to endorse the site plan as one not requiring approval under Subdivision Control Law made by Board member George Kingston; second by Vice Chair Cassandra Cerasuolo and approved by roll call vote five (5)-zero (0).

PUBLIC HEARINGS

1. **Case ZN-2023-02:** For the purpose of amending and clarifying the Town of East Longmeadow Zoning Bylaws §450-3.0, §450-3.3, §450-5.6, Article IX and Table 3-1 Schedule of Use Regulations. Petitioner: Town of East Longmeadow Planning Board, 60 Center Square, East Longmeadow, MA 01028

Planning Director Bailey Mitchell reviewed the proposed bylaw amendments (Attachment A). Mr. Mitchell stated the changes to the use table should not be recommended to the Town Council at this time and will be addressed in a separate bylaw amendment proposal.

Clerk Russell Denver asked about the business certificate review process; Mr. Mitchell confirmed Town Staff will review and approve business certificates without Planning Board review, unless there is a significant change in use or parking requirements. Clerk Russell Denver asked about the timeline of business certificate review. Mr. Mitchell stated this proposed bylaw amendment will reduce review time for applicants significantly. Clerk Russell Denver and Mr. Mitchell reviewed enforcement efforts and a potential lack of public notice.

Chair Jonathan Torcia reviewed the proposed appeal period for Minor Site Plan Review and stated the number of days should be further established. Chair Jonathan Torcia reviewed the submission requirements of Department Head comments for Site Plan Review.

Board member George Kingston stated the proposed changes to parking requirements should not be reviewed by the Planning Board at this time as they fall under Special Permit review, not Site Plan Review. Board member George Kingston reviewed definition and lettering changes to the proposed bylaw.

Board member Pete Punderson stated he believes the proposed bylaw amendment requires more clarification to any vagueness and is not in support of recommending this proposed bylaw amendment tonight. Clerk Russell Denver reiterated the need for public notice of any project requiring any of the tiers of Site Plan Review; Vice Chair Cassandra Cerasuolo agreed. Board member George Kingston and Board member Pete Punderson stated this proposed bylaw amendment may be viewed as the Planning Board giving up a lot of its "review" power. Chair Jonathan Torcia stated he does not believe shifting review of minor applications, such as business certificate applications, as giving up "review" power.

Board member George Kingston stated he believes home offices should come to the Planning Board whether or not a business certificate is being applied for. The Board reviewed the requirements for obtaining a business certificate.

Chair Jonathan Torcia noted the presence of Design Review Committee in the existing bylaw; however, it is rarely used. Board member Pete Punderson spoke in support of the need for Design Review Committee.

Chair Jonathan Torcia opened the hearing up for public comment.

Marilyn Richards, 342 Pinehurst Drive and a member of the Town Council, raised concern on a few of the proposed bylaw amendments; specifically, the lack of public notice for Minor Site Plan Reviews and stated any project abutting a residential zoning district should require a public hearing. Clerk Russell Denver referenced Enfield, CT's public notice requirements and spoke in favor of it. Clerk Russell Denver stated a joint meeting with the Planning Board, Town Council and/or Bylaw Review Committee to review this proposed bylaw amendment would be beneficial. Ms. Richards suggested further criteria for granting waivers of parking plans. Mr. Mitchell stated the existing zoning bylaw empowers the Planning Board to waive any requirement of the zoning bylaw and the proposed bylaw amendments do not change that power. Mr. Mitchell reiterated there are other bylaws and enforcement mechanisms already in place that serve as fail-safes for the public to pursue for any development/project that they find objectionable. Mr. Mitchell stated the proposed amendments do not eliminate public comment being accepted during Planning Board review; the proposed amendments eliminate public notice requirements that take significant time and money which prolongs the review process.

Motion to continue the public hearing to April 4, 2023 at 6:00 PM made by Clerk Russell Denver; second by Board member George Kingston and approved by roll call vote five (5)-zero (0).

OTHER BUSINESS

1. Director's Report
 - a. Proposed Zoning Bylaw Amendments Related to Self-Storage Facilities

Planning Director Bailey Mitchell reviewed the proposed bylaw amendments (Attachment B). Mr. Mitchell noted that self-storage facilities are not specifically identified in the zoning bylaws, which makes them prohibited, even though there are existing facilities in Town. Mr. Mitchell suggested a joint public hearing between the Planning Board and Town Council to review the presence of self-storage facilities and indoor self-storage facilities in the Use Table and Definitions.

Marilyn Richards, 342 Pinehurst Drive and member of the Town Council, stated self-storage facilities are allowed in the Mixed use Village District to aid in storage for the residents of the parcel; however, whether self-storage facilities are permitted in other zoning districts was not established at that time. Ms. Richards noted there was previously a definition of "self-storage facility" but it was accidentally omitted in the adoption of e-code.

Attorney Tom Reidy, Bacon Wilson P.C., questioned the proposed definition of "indoor self-storage" and suggested it be further reviewed during the future public hearing.

Motion to recommend holding a joint public hearing to the Town Council on the adoption of proposed zoning amendments related to self-storage facilities on April 11, 2023 at 6:00 PM made by Board

member George Kingston; second by Vice Chair Cassandra Cerasuolo and approved by roll call vote five (5)-zero (0).

2. General discussion on current zoning regulations relating to unregistered vehicles, boats, RVs, campers and detached trailers in residential zones

Clerk Russell Denver expressed the need for further restriction of uses and storage of recreational vehicles in residential zones. Clerk Russell Denver suggested the Town Council review strengthening of enforcement mechanisms.

Clerk Russell Denver suggested the Town Staff review previous Site Plan Review Waivers for business certificates granted by the Planning Board to ensure the business is in operation, and if not to “close out” approval.

Clerk Russell Denver raised concern on residents parking vehicles on their front lawns and suggested enforcement, if there is an enforcement mechanism for this in place. Board member George Kingston reiterated this is an enforcement issue for the Building Commissioner to address and suggested the Town Manager request more responsiveness from the Building Commissioner.

Chair Jonathan Torcia stated he would be willing to review draft zoning language if a Board member would like to bring any amendments forward. Board member Pete Punderson suggested a new position for a part-time Zoning Enforcement Officer be created and be hired by the Town Manager to take over any enforcement issues the Building Commissioner may not have time to address. Clerk Russell Denver raised the point that many residents do not want to report their neighbors’ zoning violations for fear of retaliation.

Marilyn Richards, 342 Pinehurst Drive and member of the Town Council, reviewed the existing definition and regulations of “unregistered vehicle” in the Town’s zoning bylaw. Chair Jonathan Torcia reiterated that this is an enforcement issue and suggested the Board recommend to the Town Manager and Town Council that the Town strengthen their enforcement mechanisms. Clerk Russell Denver stated he is willing to draft proposed bylaw amendments relating to the topics discussed tonight for future review.

Board member George Kingston stated his term on the Planning Board is due to expire on April 1, 2023; however, he intends to stay on the Board until a replacement has been found. Board member George Kingston encouraged members of the public to apply for the position in the Town Manager’s Office.

ADJOURN

Motion to adjourn made by Clerk Russell Denver; second by Vice Chair Cassandra Cersuolo and approved by roll call vote five (5)-zero (0) at 7:42 PM.



Town of East Longmeadow
Department of Planning and Community Development
Memorandum

To: Town Council & Planning Board
From: Bailey Mitchell, Planning & Community Development Director
Date: February 9, 2023
Re: Site Plan Review Bylaw Amendment Proposal

RECOMMENDATION

I recommend that the Town Council and Planning Board amend the following sections of the Zoning Bylaw as amended in the attached documents and summarized in this memorandum:

- 1) §450 Article III – Use Regulations and Table 3-1: Schedule of Use Regulations
- 2) §450 Article V – Special Use Regulations (*450-5.6 Off-Street Parking*)
- 3) §450 Article IX – Site Plan Review

BACKGROUND

The Town of East Longmeadow changed its form of government from a Board of Selectmen to Town Manger-Town Council. With the change in form of government comes a change in administrative and approval processes where the Charter and Zoning Bylaws are currently unaligned. In other words, where there are ***clear, written requirements within the bylaws*** and ***a non-discretionary approval***, approvals can, and should, be done administratively. This same thought process was applied by the Planning Board and Town Council when they both reviewed and approved the shift of Sign Permit approvals from the Planning Board to the Building Commissioner.

The Town has implemented a new online permitting system for several departments that has improved the quality and efficiency of cross-departmental reviews for various permitting processes. While reviewing the Planning Department's permitting processes, with the intent of implementing them within this new permitting system, it is clear that East Longmeadow has some arduous requirements surrounding Site Plan Review approval. When comparing our requirements to those of other municipalities within our region, it is apparent that this complication is mainly due to the old form of government, which required (then elected) members of the Planning Board to review a full site plan (or issue a waiver) before nearly any action could be taken on almost any property.

The proposed changes will allow a business that (1) is not increasing the impact on a site or surrounding properties, and (2) is not constructing or expanding parking or structures to obtain a business certificate

without a need for Site Plan Review (or a waiver). These changes will not change the fact that commercial building permits cannot be obtained without a Site Plan Review by the Planning Board.

PROPOSED BYLAW AMENDMENTS

Attached to this memorandum are documents outlining amendments to the following Town Bylaws:

Article III – Use Regulations and Table 3-1 Schedule of Use Regulations

The proposed changes made to Article III and Table 3-1 are minor. Article III now references Article IX for details on Site Plan Review requirements. In Table 3-1, the requirement for a Site Plan Review Waiver for the Home Office has been removed. Business Certificates are required for Home Offices already, if standards & conditions listed in the table are not met, this becomes an enforcement issue. Lastly, a definition of the (E3) indoor self-storage use is needed. The use is currently permitted in MUV but no other district; this makes me think the intent was to include this use as an accessory use to residential uses in mixed-use districts for multi-family dwellings. However, because it is listed under “Business Uses” the intent could be for commercial operations, and if this is the case, the remaining districts should be assigned “N” or “SP” in the use table to clarify if the use is permitted or not.

Chapter 450 Article V – Special Use Regulations (§450-5.6 Off-street parking)

The changes made to Chapter 450 Section 5.6 were made to shift the review and approval of parking plans for business licensing purposes. A full site plan review by the Planning Board, including a parking plan, will still be required for new building construction that does not meet the criteria for waiver nor Minor Site Plan Review.

Chapter 450 Article IX – Site Plan Review

The proposed changes are made to accomplish the following:

- 1) clarify the process of site plan review,
- 2) establish minor site plan review for smaller projects,
- 3) establish clear triggers for a full site plan review waiver, and
- 4) shift approvals from the Planning Board to the Director of Planning and Community Development, where appropriate.

BENEFITS OF AMENDING THE BYLAWS

Along with streamlining processes to decrease application review time, these bylaw amendments will:

- 1) align administrative processes with the new form of government,
- 2) increase administrative efficiency across departments,
- 3) result in a smooth, intuitive permitting process for businesses and contractors,
- 4) allow the Planning Board to hold more meetings focusing on the Master Plan and other long-term planning initiatives, including much needed amendments to other bylaws and regulations, and
- 5) increase the Town’s economic development capacity.

Respectfully submitted.

EAST LONGMEADOW ZONING CODE

450 Attachment 1

Town of East Longmeadow

**Table 3-1
East Longmeadow Schedule of Use Regulations
[Amended 12-22-2021; 4-12-2022]**

Types of Districts					Permitted Uses	
AA	Residence AA	ER	Elderly Residential	IGP	Industrial Garden Park	Y Use permitted by right – Site Plan Review required for projects meeting criteria listed in § 450-9.3, See Article IX
A	Residence A	COM	Commercial	GR	Golf Recreational	
B	Residence B	BUS	Business	PUR	Planned Unit Residential	N Use prohibited
C	Residence C	I	Industrial	PAR	Planned Adult Residential	SP Use allowed by Special Permit from the Planning Board
				MUV	Mixed Use Residential	NA <u>Not an applicable use for the corresponding district</u>

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
A.	GENERAL USES														
(1)	Agriculture, horticulture, floriculture, viticulture, aquaculture uses. On parcels of land more than 5 acres including: a. Commercial Livestock, dairy, poultry farm.		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	b. Farm business commercial greenhouse, farm stand.	See Article XI, Definitions.													
(2)	Agriculture, horticulture, floriculture, viticulture, aquaculture uses. On parcels of land 5 acres or less, including: a. Commercial Livestock, dairy, poultry farm.		Y	Y	N	N	N	N	N	N	N	Y	Y	Y	Y
	b. Farm business commercial greenhouse, farm stand.	90% of products sold must have been raised or produced on the premises.													
	c. Farm stand.	For the sale and display of farm products, 90% of which must have been raised or produced on the premises													

SCHEDULE OF USE REGULATIONS

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
(3)	Commercial riding academy, boarding stable	Must be over 5 acres, farm-related	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
(4)	Commercial kennel		N	N	N	N	N	N	N	N	N	N	N	N	N
(5)	Pet day care and grooming	See Article VIII.	N	N	N	N	N	N	SP	SP	N	N	N	N	SP
(6)	Forestry, wood harvesting tree farm, nursery		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
(7)	Golf Recreation Uses are permitted as golf recreation uses: a. Area and facility for practice golf, basketball or tennis b. A swimming pool c. A golf club house with accessory buildings for caddies, golf professional shop, and storage for the golf course maintenance equipment. d. The conduct of a restaurant in the golf club house, together with the right to act as a common victualer. e. A golf course.		N	N	N	N	N	N	N	N	N	Y	N	N	N
(8)	Area and facility for sporting activity	Does not apply to family use.	N	N	N	N	N	N	N	N	N	N	N	N	N
(9)	Recreational facility, commercial and private	See Article VIII.	N	N	N	N	N	N	N	SP	NSP	SP	N	N	SP
(10)	Commercial landing strip or heliport		N	N	N	N	N	N	N	N	N	N	N	N	N
(11)	Nonconforming structures or uses	See § 450-3.5 and Article VIII.	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP

EAST LONGMEADOW ZONING CODE

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
B.	RESIDENTIAL USES														
(1)	Single-family detached dwelling		Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y
(2)	Multifamily dwelling	Permitted in Elderly Residential District	N	N	N	N	Y	N	N	N	N	N	Y	Y	Y
(3)	Multiple dwelling Town property	Managed by the Housing Authority in conformity with Chapter 121B of the Massachusetts General Laws, including dwellings for the aged	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	Y	N
(4)	Mobile home	A mobile home is not a single-family dwelling. The owner or occupier of a residence which has been destroyed by fire or disaster may place a trailer or mobile home on the site of such residence and may, by right, reside in such trailer or mobile home for a period not to exceed twelve (12) months while the residence is being rebuilt. Any such trailer or mobile home shall be subject to the provisions of the State Sanitary Code.	N	N	N	N	N	N	N	N	N	N	N	N	N
(5)	Mobile home park		N	N	N	N	N	N	N	N	N	N	N	N	N
C.	COMMUNITY AND PUBLIC SERVICE USES														
(1)	Town buildings, playgrounds and parks and associated accessory buildings	As may be ordered by the Department of Public Works or Town officials having charge of the land upon which said accessory buildings are or will be erected	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	N	Y
(2)	Ground-mounted photovoltaic arrays	See Article X.	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	SP
(3)	Public or nonprofit school and college	See § 450-5.10.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
(4)	Child-care facility		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
(5)	Family home day-care and large family home day-care	See § 450-8.5.	SP	SP	SP	SP	SP	SP	N	N	N	N	SP	N	N
(6)	Church or other place of worship	See § 450-5.10.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
(7)	Public library, museum	See Article VIII.	SP	SP	SP	SP	SP	Y	N	N	N	N	SP	N	N
(8)	Public or commercial garage	See Article VIII.	N	N	N	N	N	N	SP	SP	SP	N	N	N	N
(9)	Telephone exchange buildings, public utility substation	See Article VIII.	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	SP

SCHEDULE OF USE REGULATIONS

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
(10)	Wireless/Telecommunications service facilities and towers	See Article VIII.	N	N	N	N	N	SP	SP	SP	SP	N	N	N	SP
(11)	Cemetery	Must be adjacent to or extension of an existing cemetery	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	N	N
(12)	Crematory	Must be situated within existing cemetery	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	N	N
(13)	Membership club, lodge, social, recreational and community center organization		N	N	N	N	N	N	Y	N	N	N	SP	N	SP
(14)	Convalescent, assisted-living, congregate elderly, handicapped housing or nursing home	See Article VIII.	SP	SP	SP	SP	SP	N	N	N	N	N	SP	N	N
(15)	Hospital or sanitarium, medical clinic	See Article VIII.	SP	SP	SP	SP	SP	N	N	N	SP	N	SP	N	SP
D.	COMMERCIAL USES														
(1)	Professional office	Including, but not limited to doctors, architects and lawyers	N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(2)	Bank, financial, brokerage and loan office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(3)	Insurance and real estate office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(4)	Dental, medical and scientific labs		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(5)	General consultant office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(6)	Telephone and utility office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(7)	Studio for professional photographer and artist		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(8)	Travel agency		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(9)	Commercial school		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(10)	Sales office	Provided no goods for sale are stored on the premises and no retail sales are conducted from the location	N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
E.	BUSINESS USES														
(1)	Retail store	See § 450-8.11 for IGP allowance.	N	N	N	N	N	N	Y	Y	SP	N	N	N	Y
(2)	Convenience store		N	N	N	N	N	N	Y	Y	N	N	N	N	Y
(3)	Indoor self-storage	See Article VIII.													Y
(4)	Wholesale business		N	N	N	N	N	N	Y	Y	N	N	N	N	Y

Commented [BM1]: Needs to be reviewed, defined and clarified by the Planning Board and Town Council.

EAST LONGMEADOW ZONING CODE

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
(5)	Planned business development	Includes shopping centers. See § 450-5.2	N	N	N	N	N	N	SP	SP	N	N	N	N	N
(6)	Supermarket		N	N	N	N	N	N	Y	Y	N	N	N	N	Y
(7)	Personal service shop		N	N	N	N	N	N	Y	Y	N	N	N	N	Y
(8)	Massage therapist facility or licensed massage therapy salon	See Article VIII and § 450-8.9.	N	N	N	N	N	SP	SP	SP	N	N	N	N	SP
(9)	Gasoline filling station	Body and fender work prohibited. See § 450-5.7.	N	N	N	N	N	N	Y	Y	N	N	N	N	N
(10)	Gasoline filling station with convenience store	Body and fender work prohibited. See § 450-5.7 and Article VIII.	N	N	N	N	N	N	SP	SP	N	N	N	N	N
(11)	Car washing facility	See § 450-5.7 and Article VIII.	N	N	N	N	N	N	SP	SP	N	N	N	N	N
(12)	Automobile repair shop, storage battery service, greasing station	Body and fender work prohibited. See § 450-5.7.	N	N	N	N	N	N	Y	Y	N	N	N	N	N
(13)	Used car lot	See § 450-5.7. and Article VIII.	N	N	N	N	N	N	SP	N	N	N	N	N	N
(14)	Restaurant	See Article VIII.	N	N	N	N	N	N	SP	SP	N	N	N	N	SP
(15)	Funeral establishment		N	N	N	N	N	N	Y	Y	N	N	N	N	N
(16)	Veterinary hospital	All animals must be kept inside permanent buildings	N	N	N	N	N	Y	Y	Y	N	N	N	N	Y
(17)	Gaming establishments		N	N	N	N	N	N	N	N	N	N	N	N	N
(18)	Medical marijuana treatment centers, registered marijuana dispensaries	See Article VI, Article VIII and § 450-8.10.	N	N	N	N	N	N	N	N	SP	N	N	N	N
(19)	Adult uses	See definitions in Article X and § 450-8.12.	N	N	N	N	N	N	N	N	SP	N	N	N	N
F.	INDUSTRIAL USES														
(1)	Industrial uses, not commonly considered hazardous or noxious	All industrial uses are permitted except those uses listed in See § 450-3.1. No use shall be permitted which would be detrimental or offensive or tend to reduce property values in the same or adjoining districts by reason of dirt, odor, fumes, smoke, gas, sewage, refuse, noise, excessive vibration or danger of fire or explosion.	N	N	N	N	N	N	N	Y	Y	N	N	N	N
(2)	Wholesale trade and warehouse operations		N	N	N	N	N	N	N	Y	Y	N	N	N	N
(3)	Construction supply establishment (including a lumber yard)		N	N	N	N	N	N	Y	Y	Y	N	N	N	N
(4)	Open quarrying and removal of sandstone		N	N	N	N	N	N	N	N	N	N	N	N	N

SCHEDULE OF USE REGULATIONS

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
G.	ACCESSORY USES														
(1)	Home office or studio	<p>The use of a portion of a home by a bona fide resident of the premises as an office or studio for the private conduct of a profession, home occupation, or trade shall be considered accessory to the use of the residence, provided that:</p> <p>a. A waiver of site plan approval for a private home office or studio must be granted by the Planning Board prior to any business being conducted at the residence.</p> <p>b.a. The home occupation is to be conducted in an office or studio in the primary dwelling and is carried on only by members of the resident family living on the premises.</p> <p>b. The home occupation is clearly incidental to and secondary to the use of the dwelling as a residence.</p> <p>c. The area devoted to the conduct of the home occupation does not exceed 20% of the habitable floor area of the dwelling unit.</p> <p>d. No external change is made which alters the residential appearance of the dwelling or the residential character of the lot.</p> <p>e. There is no exterior display, signage or visible storage or other outward evidence that the premises are being used for any purpose other than for a residential use.</p>	Y	Y	Y	Y	N	Y	Y	N	N	Y	Y	N	Y

EAST LONGMEADOW ZONING CODE

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
(1)	Home office or studio (continued)	<p><u>g-f.</u> The use will not constitute a nuisance by reason of an unacceptable level of air or water pollution, noise, vibration, smoke, dust, odor, heat, glare, unsightliness, electrical interference or other activity which, when produced, is detectable to normal sensory perception beyond the property line in amounts exceeding those normal to a residential property. The use shall not constitute a safety hazard to abutters.</p> <p><u>h-g.</u> No articles are sold or offered for sale on the premises.</p>	Y	Y	Y	Y	N	Y	Y	N	N	Y	Y	N	Y
(2)	Private garage	A private garage or storage space for not more than 5 vehicles shall be permitted on a lot. Not for lease. The standards and conditions in this section shall not apply to any business, commercial or industrial use in the COM, BUS or IGP Districts.	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y
(3)	Home-based trade	The incidental and secondary use of a portion of the home or accessory building therefor, as a place for storage in connection with an off-premises trade by a homeowner and resident of the premises as a builder, carpenter, electrician, painter, plumber, landscaper or similar person. Said use is specifically limited as enumerated in § 450-8.8 of the East Longmeadow Zoning Bylaw.	SP	SP	SP	SP	N	N	N	N	N	N	N	N	N
(4)	Garaging or parking commercial vehicles Notwithstanding § 450-8.8, additional criteria for home-based trade	Vehicles used primarily for agricultural purposes on the premises are exempt. The following standards AND CONDITIONS shall apply only in the residential district (AA, A, B, C, and ER): a. Commercial vehicle shall not be more than 1 ton in rated capacity. b. Not more than 1 commercial vehicle of any size can be kept per lot.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y

SCHEDULE OF USE REGULATIONS

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
(4)	Garaging or parking commercial vehicles (continued)	c. If not garaged, commercial vehicles must be screened from view. d. The lease or rental of garage storage to a nonresident owner of a commercial vehicle is not permitted.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y
(5)	Private stable, not conducted for gain	Business operations are prohibited. No more than 4 horses shall be kept on a single lot. A minimum area of lot shall be 10,000 square feet per horse.	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	N	N
(6)	Family pool	See § 450-5.9.	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	N	N
(7)	Neighborhood pool, not conducted for gain	See § 450-5.9.	Y	Y	Y	Y	Y	N	N	N	N	N	Y	N	Y
(8)	House trailer, mobile home	Not more than 1 house trailer may be located on a lot. Cannot be used as a dwelling unit on the lot. Must conform to accessory building setback, side yard and rear yard requirement of the zone in which it is located	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N
(9)	Clubhouse	Intended for residents and guests in the Mixed Use Village District	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Y
(10)	Public transportation service area to support bus stop, regional bus, rapid transit bus, shuttle bus or ride services		N	N	N	N	Y	Y	Y	Y	Y	N	N	N	Y
(11)	Helistop, limited use		N	N	N	N	N	N	N	N	SP	N	N	N	N

ARTICLE III
Use Regulations

§ 450-3.0 Applicability of use regulations.

A. Use designations. The restrictions and controls intended to regulate development in each district are set forth in Table 3-1, East Longmeadow Schedule of Use Regulations. The following notations apply to the Schedule of Use Regulations:

Y Yes - designates uses allowed by right in the district indicated. Site plan review is required for all uses as prescribed in Article IX of this Zoning Bylaw for all uses except for single-family residential dwellings. (**NOTE: Subdivisions are covered by the Town of East Longmeadow Subdivision Rules and Regulations.)

N No - designates uses prohibited in the district indicated.

SP Special permit - designates uses only allowed in the district with a special permit and site plan review as outlined in **Article VIII**, Special Permits.

B. Uses subject to other regulations. Uses permitted and uses allowed by special permit shall be in conformity with all density and dimensional regulations and any other pertinent requirements of this bylaw.

C. Exemptions

(1) Uses for federal government of the commonwealth, not-for-profit educational organizations and religious organizations. In accordance with MGL Chapter 40A, any facilities or uses where owner and/or operated by the federal government or the commonwealth, or not-for-profit educational organizations or religious organizations are exempt from the special permit process of this bylaw. See **Article VIII**.

§ 450-3.3 Additional use, dimensional and density regulations

C. Commercial District.

(2) Lot coverage. In the case of a single-story building, the building area shall not exceed 40% of the lot area and a minimum of 24% of the lot area shall be left as landscaped open space; in the case of a two-story building, the building area shall not exceed 30% of the lot area and a minimum of 16% of the lot area shall be left as landscaped open space. Plot plans must be submitted to the Planning Board Department for approval of parking provisions in all cases, and to the Department of Public Works Superintendent in accordance with the General Bylaw of the Town of East Longmeadow, Chapter 416, Vehicles and Traffic, § 416-3, and chapter 450, Off-street parking, § 450-5.6. where applicable.

D. Business Districts.

(2) Lot coverage. Building area shall not exceed 25% of the lot area. Plot plans must be submitted to the Planning Board Department for approval of parking provisions in all cases, and to the Department of Public Works Superintendent in accordance with the General Bylaw of the Town of East Longmeadow, Chapter 416, Vehicles and Traffic, § 416-3, and chapter 450, Off-street parking, § 450-5.6. where applicable.

E. Industrial District.

- (2) Lot coverage. Plot plans must be submitted to the Planning ~~Board~~Department for approval of parking provisions in all cases, and to the Department of Public Works Superintendent in accordance with the General Bylaw of the Town of East Longmeadow, Chapter 416, Vehicles and Traffic, § 416-3, and chapter 450, Off-street parking, § 450-5.6, where applicable. Building area shall not exceed 60% of the lot area.

ARTICLE V
Special Permit

§ 450-5.6 Off-street parking.

A. Parking plan.

- (1) Uses requiring a parking plan. A parking plan shall be submitted at the time of any application for a building permit for the erection, alteration or enlargement of any building other than a single-family dwelling. No building permit for the erection, alteration or enlargement of any building may be issued without approval of said parking plan by the ~~East Longmeadow Planning Board~~ Planning and Community Development Director (“Planning Director”). In the case of alteration or enlargement, these standards shall apply only to the altered or enlarged area.
- (2) A parking plan shall be submitted to the ~~Planning Board~~ Planning and Community Development Department at the time of any application for the ~~occupancy permit certificate of occupancy~~ required in § 450-7.1 of the Zoning Bylaw. No such ~~occupancy permit certificate of occupancy~~ may be issued without approval of said parking plan by the ~~East Longmeadow Planning Board~~ Planning Director.
- (3) Parking plans shall show means of vehicular access and interior circulation. The proposed property use and proposed building square footage shall be indicated on the plan. Any required landscaping shall be indicated on the plan.
- (4) ~~Prior to~~ Upon submission of a parking plan to the ~~Planning Board~~ Planning Director, egress, access and drainage for the site must be approved by the Town Engineer.
- (5) In granting a special permit for any use, the special permit granting authority may require off-street parking spaces, standards or conditions in addition to those set forth in this bylaw, if it deems necessary for the use.
- ~~(5)~~ (6) The Planning Board may grant waivers to the parking requirements outlined in this section of the Zoning Bylaw. A Request for Waiver (Form W) must be submitted for any and all requirements.

B. Parking specifications.

- (1) In all districts, any and all parking spaces located on any lot shall be restricted to the use of the business allowed on the site by its employees, customers and other persons normally visiting the premises at any one time. There shall be no commuter parking nor shall any business enter into any type of agreement for commuter and/or satellite parking for businesses or activities not located on the site.
- (2) All new structures and alterations or enlargements on existing structures shall be provided with off-street parking spaces in accordance with the following specifications:
 - (a) Specifications for parking layout shall be in accordance with Town of East Longmeadow ~~Planning Board~~ Parking Standards. The standards shall include, and are not limited to, the following:
 - [1] All parking areas must meet the minimum parking dimensions in Diagram 5.6-1, except the handicapped parking requirements in Subsection H shall supersede where appropriate.
 - [2] Each off-street parking space shall contain, exclusive of approved access lanes, not less than 180 square feet when located in a parking lot and not

less than 160 square feet when located in a garage or other building. For planned business developments, retail outlets and other similar uses, there shall be a minimum of 300 square feet of total paved area for each car parking space required.

- [3] Parking spaces at a 90° angle are encouraged. Extra width at the end of parking stalls is desirable. Additional driveway width is necessary for main or through circulation aisles. (See Diagram 5.6-2 for a dimensional illustration.)
- [4] Any required landscaping shall be indicated on the parking plan for approval. (See Diagram 5.6-2 for a dimensional illustration.)
- [5] Parking aisles must be adjusted as necessary to accommodate the size of the trucks serving the facility. (See Diagram 5.6-2 for a dimensional illustration.)
- [6] Parking stall markings, directional arrows and other traffic signs shall be delineated by at least four-inch painted lines or by other suitable means and shall be permanently maintained.
- [7] One driveway per parcel shall be permitted as matter of right. Two driveways for business, commercial and industrial uses are generally desirable and shall be clearly marked as an entrance and as an exit.

(b) Drainage. Drainage facilities for each parking area should be designed and constructed to contain stormwater run-off on the premises, and stormwater should not be distributed on a public way. **[Amended 4-12-2022]**

(c) Surfacing. All off-street parking facilities shall be surfaced in accordance with the Town of East Longmeadow Department of Public Works (DPW) standards and specifications. The access driveways and parking areas for all business, commercial and industrial uses shall be surfaced with bituminous or cement material, according to established DPW standards and specifications. **[Amended 4-12-2022]**

C. Joint-use parking. Joint use of off-street parking facilities is permitted, provided that the parking area is contiguous or within the same parcel of land to be occupied by a joint user's principal building and its accessory building(s). The area of such facilities shall not be less than the sum of the requirements of the various users computed in accordance with the specifications of this section.

D. Off-premises parking.

- (1) The use of off-premises parking facilities to meet the requirements of this section may be permitted in the Industrial District if access, egress and travel to and from the same, consistent with § **450-5.6**, are provided.
- (2) A proposal to use such facilities must be approved in writing by the Planning Board and Town Engineer.
- (3) Any termination or reduction of use of such off-premises parking facilities so that minimum required parking spaces are not available in accordance with Subsection **G** (entries for "manufacturing and industrial establishment" and "warehouse or wholesale storage facility") hereof will constitute further use of the principal premises and buildings and constitute a violation of the Zoning Bylaw.

- E. Multipurpose building. In the case of a building or structure to be devoted to more than one kind of use, the off-street parking spaces provided shall equal the total number which would be required in Subsection **G**, as if the uses were to be conducted in separate buildings.
- F. Additional parking specifications for business, commercial and industrial uses.
- (1) Landscaping. There shall be 12% of the total parking and circulation area devoted to landscaping within the boundaries of the parking lot. In addition, there shall be at least a ten-foot landscaped buffer along the street lines, except to provide openings for reasonable access to the site. Such landscaping shall include, but not necessarily be limited to, the planting of grass, ground cover, flower beds, shrubs, hedges or trees. All landscaping shall be maintained in a healthy growing condition, neat and orderly in appearance and free of refuse and debris. All plantings shall be arranged and maintained so as not to obscure the vision of traffic.
 - (2) Lighting. Any outdoor lighting fixture newly installed or replaced shall be shielded so that it does not produce a strong, direct light beyond the property boundaries.
- G. Minimum required parking spaces. In addition to parking requirements for specific uses found elsewhere in this bylaw, the following minimum required spaces shall be provided for the uses shown: **[Amended 4-12-2022]**

Use	Required Spaces
Each single-family dwelling	1 parking space or garage
A project for the aged permitted under the Table of Use Regulations, Subsection B(3)	Parking spaces for 75% of the number of units
Fraternity, sorority house or dormitory	1 parking space for each 4 persons residing on the premises
Hospital or sanitarium	1 parking space for every 2 beds, plus 1 parking space for every 2 employees on any 1 shift
Nursing home	1 parking space for every 3 beds, plus 1 parking space for every 2 employees on any 1 shift
Retail outlets and other similar uses	6 parking spaces for each 1,000 square feet of floor area. For upper floor or basement area used for office or sales purposes, additional parking shall be provided, amounting to 5 spaces per 1,000 square feet of such space.
Restaurants, clubs or similar facilities serving food or beverages (even when in conjunction with retail stores and the like)	1 parking space for each 3 seats

Use	Required Spaces
Theaters	1 parking space for each 3 seats
Professional and commercial offices	5 parking spaces for each 1,000 square feet of gross floor area on all floors, but in no case fewer than 10 spaces
Manufacturing or industrial establishment	1 parking space for every 2 employees on combined employment of the 2 largest shifts, plus space for visitor parking, company vehicles based at the facility and off-street parking
Churches	1 parking space for each 6 seats
Elderly residential permitted under § 450-5.1	Parking spaces for 75% of the number of units plus 1 parking space per person for 1/4 of the maximum total capacity of dining rooms, banquet rooms and meeting rooms available for non-tenants
Planned residential unit developments	2 parking spaces per dwelling unit, which may include garages
Planned adult residential developments	2 parking spaces per dwelling unit, which may include garages
Gas/Service station	3 parking spaces per service bay, but not less than 1 parking space per 100 square feet of gross floor area
Warehouse or wholesale storage facility	1 parking space for 3,000 square feet of gross floor area and/or lot area in such use
Used car lot	1 parking space for each employee; 1 parking space for each company vehicle; and 1 parking space for every 8 spaces devoted to sale or storage of cars

H. Handicapped parking.

- (1) All parking areas shall provide handicapped-accessible parking spaces, as required by the Federal Americans with Disabilities Act (ADA), and as specified in Diagram 5.6-3, except for the following uses, which are specifically exempted in ADA requirements:
 - (a) Owner-occupied residential dwellings with no more than four units;
 - (b) Single-family homes sold or rented without the use of a broker;
 - (c) Housing operated by religious organizations and private clubs that limit

occupancy to members.

- (2) Accessible spaces shall be eight feet zero inches wide, with an adjacent access aisle five feet zero inches wide, and shall be marked with signs and pavement paint. One in every eight accessible spaces, but not less than one, shall have an access aisle eight feet zero inches (rather than five feet zero inches), and shall be signed "van accessible".
[Amended 4-12-2022]

I. ~~Planning Board decision.~~Review procedure.

- (1) ~~The concurring vote of a majority (3/5) of the membership of the Planning Board shall be required for any decision on a parking plan. The Board's decision shall consist of either~~The Planning Director will either:
 - (a) ~~Approval of Approve~~ the parking plan based on the determination that the proposed parking plan meets all of the requirements of § 450-5.6.
 - (b) ~~Denial of Deny~~ the parking plan based on a determination that either:
 - [1] Insufficient information was submitted with the parking plan in order ~~for the Board~~ to adequately review the proposal; or
 - [2] The project does not meet the requirements of § 450-5.6.
 - (c) ~~Approval of Refer~~ the parking plan to the Planning Board subject to conditions, modifications and reasonable restrictions necessary to ensure compliance with the requirements of § 450-5.6. If the proposed parking plan includes an expansion of any parking lot by 10 or more parking spaces or conversion of any use resulting in the addition of 10 or more required parking spaces, the Planning Board must review the parking plan as part of the Site Plan Review in conformance with Article IX.
- (2) ~~The concurring vote of a majority (3/5) of the membership of the Planning Board shall be required for a decision on a parking plan.~~ The Planning Board shall render a decision within 60 days from the date the parking plan was ~~submitted to~~ referred to the Planning Board by the Planning Director and shall file its written decision with the Department of Public Works and the Town Clerk.

Diagram 5.6-1 Minimum Parking Dimensions

[\[Image\]](#)

Diagram 5.6-2 Dimensional Illustration of Parking Area

[\[Image\]](#)

Diagram 5.6-3 Accessible Parking Spaces

(required minimum)

[\[Image\]](#)

ARTICLE IX
Site Plan Review

§ 450-9.1 Purpose.

This section is enacted under the authority of Chapter 40A of the General Laws to accomplish the purposes set forth in Section 1 of the Bylaw. In considering a Site Plan, the Planning Board shall assure that all structures and uses other than a single-family dwelling are developed in a manner which considers community needs, including protection of abutting properties and visual amenities, convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas, adequacy of methods of disposal for wastes and surface water drainage and protection of environmental features on the site and in adjacent areas.

§ 450-9.2 Design review.

A. Purpose

- (1) It is the intent of this section to provide design criteria and recommendations for external development and/or modification of all non-residential development projects in an effort to maintain and enhance the character of the Town. The goal is to enhance the natural and aesthetic qualities of the Town; to preserve the value of land and buildings and to protect and preserve the cultural aspects and heritage of the Town. In addition, specific purposes of design review are intended to:
 - (a) Maintain and enhance existing buildings which have historical and architectural significance.
 - (b) Protect existing historical buildings from deterioration and demolition.
 - (c) Foster new development that is aesthetically compatible with existing buildings and infrastructure.
 - (d) Encourage and assist building owners to restore and rehabilitate existing buildings.
 - (e) Encourage originality and creativity in the design and remodeling of existing buildings.
 - (f) Maintain and enhance the appearance and size of signage, new and existing.
- (2) All submitted plans are subject to the requirements of the East Longmeadow Zoning Bylaws.

~~B. Design Review Committee~~

- ~~(1) The Design Review committee is established in accordance with the provisions of Chapter 40A of the Massachusetts General Laws. The Design Review committee shall be appointed by the Planning Board, to serve for a period of three (3) years, with member rotation every three years after the initial two year period, and consist of five (5) members with the following credentials, if possible:
 - ~~(a) Planning Board Administrator (to serve as committee chair);~~
 - ~~(b) One person qualified by training and experience in architecture or landscape design;~~~~

- ~~(c) One person owning and/or operating a business located in East Longmeadow governed by this by-law;~~
- ~~(d) One "at-large" resident of the Town; and,~~
- ~~(e) One member of the Board of Directors of the East Longmeadow Chamber of Commerce.~~
- ~~(2) The Planning Board may also appoint up to two (2) voting alternate members, at least one (1) of whom shall be a business owner representing the business district. In the event that a quorum is not obtained, a member of the Planning Board may participate as a voting member.~~
- ~~(3) The Design Review committee shall review applications for all actions that are subject to the provisions of this section and shall make recommendation to the Planning Board, prior to the public hearing for site plan review, as to the conformance with the design standards established within this section. The Planning Board shall retain overall responsibility and authority for design review approval.~~

C.B. Applicability and Reviewable Actions

- ~~(1) Design review shall apply to all projects requiring Site Plan Review pursuant to Section 450-9.3 of the Zoning Bylaw. ~~non-residential proposals to construct new, or change, alter, modify, remodel, move or demolish any and all existing structures or signs, excluding interior modifications. The Industrial Garden Park District is exempt from this review.~~~~
- ~~(2) Design Review is not required for projects that conform to the provisions of Section 450-9.9(B) and 450-9.9(C). For external enlargements of less than two thousand square feet (2,000 sq. ft.), the Planning Board may request a determination from the Design Review committee prior to waiving any or all of the Site Plan Review requirements.~~

D.C. Initiating Design Review

- ~~(1) The Planning Board Administrator Planning and Community Development Director ("Planning Director") shall meet with the owner and/or representative of the project to discuss the project, the Design Review process and the items needed for Design Review, prior to the submittal of an application. Depending on the complexity of the proposed project, it may be necessary to submit the following:~~
 - ~~(a) Color photographs showing buildings and site conditions adjacent to the proposed project.~~
 - ~~(b) Building elevations at 1/8" = 1' scale showing configuration, details and adjacent site/building conditions. All elevations are to be titled and dated. Eight (8) copies are to be provided.~~
 - ~~(c) Samples of finish materials~~
 - ~~(d) Study model of the proposed project (three dimensional for major projects only as requested by the Design Review committee).~~
 - ~~(e) Site line study indicating concealment of rooftop mechanical equipment from the street, if applicable.~~
 - ~~(f) Site Development plan and architectural drawings specifying:
 - ~~[1] The building footprint and dimensions, including all points of access and egress;~~
 - ~~[2] Plans of interior spaces where applicable in order to determine dual formulas for parking requirements when affected by use;~~~~

[3] Architectural rendering specifying exterior elevations showing finish materials, windows, doors, light fixtures, stairways, balconies, decks and architectural details. The elevations shall be provided for all affected exterior surfaces;

[4] Exterior lighting on the proposed building including the location, size;

[5] Method of illumination of all exterior signs;

[6] Location of areas to be landscaped; and,

[7] Location of garbage disposal area and utility appurtenances, if visible.

- (2) The ~~Design Review committee~~Planning Board shall review the proposed plan according to the criteria established herein. ~~The committee shall complete its review within twenty-one (21) days of the date of receipt of a completed application and shall make its recommendation within fourteen (14) days thereafter. Should the Design Review committee not provide comments within thirty five (35) days, the Planning Board shall assume responsibility for design review determination. The committee's~~Planning Board's recommendations shall be in writing and state the reasons relied upon in reaching its decision.

E.D. Design Standards

- (1) The ~~Design Review Committee~~Planning Board shall review the project for conformance with the following Design Review Standards:
- (a) Any proposed landscape development or alteration should be compatible with the character and appearance of the surrounding area and the proposed project. Landscape and streetscape elements should provide continuity and definition to the street, pedestrian areas and surrounding landscape.
 - (b) The design should give attention to the placement of storage, waste or mechanical equipment so as to screen it from view.
 - (c) The proposed materials and colors must be compatible with the character of the Town and the intent of the design standards.
 - (d) Where feasible, fire escapes, window mounted air conditioners or other mechanical features should not be located on facades which front major streets, or face residential districts.
 - (e) Architectural details including additions, signage, awnings, lighting, pedestrian furniture, planting and paving, shall be compatible with the architecture of the principal building and site landscaping with regards to scale, materials, color, and texture.
 - (f) Buildings and structures shall be designed and arranged so as to relate to open space in a manner compatible with adjacent lots.
 - (g) Relation of buildings to the environment
- (2) New development shall be compatible with existing natural and developed environment within the surrounding visual area. New buildings, additions or alterations shall be related to their surroundings with respect to:
- (a) Street façade. All buildings should present high quality and architecturally related front facades to streets.
 - (b) Buildings on corner lots. If one street is more heavily used, then the façade of a new or

renovated building facing that street may be more highly articulated and/or detailed than the façade which faces the side street.

- (c) Renovations to historic buildings. Historic buildings should be renovated so as to retain historic features with original storefront elements and façade detailing.
- (d) Roof Slopes. Heights of new buildings erected on sites without an existing building shall approximate those of adjacent buildings where feasible. Diverse roof heights are encouraged, however, should be complimentary to the surrounding developed environment.

§ 450-9.3 Projects Requiring Site Plan Review

~~A. Notwithstanding anything contained in the by-law to the contrary, no building permit for the construction, exterior alteration, or relocation, occupancy or change in use of any building, structure or premises shall be issued, nor shall an occupancy certificate for any new occupant, or any change of use of a building, structure, or premise be issued, without Site Plan Review and approval by the Planning Board; provided however, that a single family dwelling not within a residential development shall be exempt from these provisions. It is the intent of this section that no individual, corporation or any business entity, regardless of the form chosen, shall occupy any building structure or premises or change the use thereof or the construction or alteration to the exterior of any structure without first complying with the provisions of Site Plan Review.~~

~~B.A. For the purposes of this Section of the Bylaw, a Residential Development is any residential use of land made possible by the provision of adequate frontage through the subdivision of land. No permit for the construction of a single family dwelling located within a Residential Development shall be granted until the Planning Board has reviewed and approved a Site Plan for the Residential Development as required by this Section. A Residential Development shall be considered to be a single project for the purposes of Site Plan Review.~~

~~C. Further, if the Planning Board determines that there is no substantive change in use and the proposed use is less detrimental than its present or immediate prior use and that the external enlargement, if applicable, is less than 2,000 (two thousand) square feet, the Board may waive any or all of the requirements of Site Plan Review.~~

A. Projects requiring site plan review:

- (1) Any change in use determined by the Planning Director to significantly increase the occupancy load or parking requirements of the subject building or unit from its most recent use;
- (2) The construction or exterior expansion of non-single-family residential structures;
- (3) The expansion of any parking lot by 10 or more parking spaces or conversion of any use resulting in the addition of 10 or more required parking spaces;
- (4) The construction or exterior expansion of any educational institution or religious institution;
- (5) Any other use specified in Table 3-1, Schedule of Use Regulations, which indicates that site plan review is required, unless the use is locating in an existing structure and no additions to the structure are to be undertaken and the Planning Director determines no additional parking will be required to conform to the parking requirements outlined in Article V of the Zoning Bylaw (§ 450-5.6).

(6) Where a use is allowed with only site plan review and no special permit is required, the use shall be approved if it satisfies the criteria in this Article IX.

(7) Any use that requires a special permit as specified in the Use Regulations Schedule, in which case a single review and approval process shall be conducted, as provided in §450-8.2A.

B. No special permit or building permit shall be applied for or issued for any of the above uses unless a site plan has been endorsed by the Planning Board, after consultation with other boards, including but not limited to the following: Building Commissioner, Board of Health, Town Engineer, Conservation Commission, DPW Superintendent, Fire Department and Police Department.

C. For the purposes of this Section of the Bylaw, a Residential Development is any residential use of land made possible by the provision of adequate frontage through the subdivision of land. No permit for the construction of a single-family dwelling located within a Residential Development shall be granted until the Planning Board has reviewed and approved a Site Plan for the Residential Development as required by this Section. A Residential Development shall be considered to be a single project for the purposes of Site Plan Review.

D. Site plan review for any use exempt from zoning under MGL c. 40A is for the purpose of ensuring compliance with reasonable regulations as related to parking, open spaces, building height, and building setbacks requirements as provided for in MGL c. 40A.

E. Waiver permitted. The Planning Board may waive any and all requirements of site plan review/approval for the following:

(1) New construction under 1,000 square feet; and

(2) Exterior expansions, provided that the expansion is less than 25% of the existing floor area of the structure. Where the structure is part of a complex consisting of multiple buildings functioning as a single facility, the sum of the total square footage of all structures comprising the complex may be used to determine the threshold for such a waiver.

F. Finding required. Prior to granting any waiver of site plan review/approval, the Planning Board must make a finding that the Board determines the proposed development will have a de-minimis impact relative to the criteria set forth in §450-9.7.

G. A "minor site plan review" may be granted for projects which would not qualify for a waiver under § 450-9.3(D) of this Zoning Bylaw and shall allow approval of minor site plan review projects without holding a public hearing, provided the Board makes findings that the project conforms to the site plan review criteria within this Zoning Bylaw.

§ 450-9.4 Content of Site Plan

A. A site plan shall be prepared by a Registered Professional Engineer and/or a Registered Land Surveyor at a scale of 1" = 20' or such scale as may be approved by the Planning Board on standard 24" x 36" sheets and continuation on 8 1/2" x 11" sheets as necessary for narrative. The site plan shall include:

- (1) Name of the project, locus, boundaries, date and scale of the plan.
- (2) Name and address of the record owner, developer, and seal of the engineer or surveyor.
- (3) Name and addresses of all record owners within three hundred (300) feet of the property lines.

- (4) All existing lot lines, easements, rights-of-way, size in acres or square feet, abutting land uses and location and use of structures within three hundred (300) feet of the site.
- (5) The location and use of all existing and proposed buildings and structures within the site plan, including dimensions and height, and showing exterior entrances, exits and all anticipated future additions or alterations, and a rendering of buildings to be constructed. The requirements of this Section do not apply to residential developments.
- (6) Location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, buffers for screening purposes, paths, landscaping, lighting fixtures, planting areas, walls, signs, service areas, refuse and other waste disposal containers.
- (7) Location of all present and proposed utility systems including sewage or septic systems, water supply system, existing and proposed surface and subsurface drainage systems, telephone, cable and electric lines. Storm drainage system will include existing and proposed drain lines, culverts, drainage swells, catch basins, headwalls, end walls, hydrants, manholes, channels, and sub-drainage along with soil logs, percolation tests when necessary, and drainage calculations. The applicant shall submit plans to prevent the pollution of surface or groundwater, erosion of soil, excessive run-off of precipitation, excessive raising or lowering of the water table and flooding of other properties.
- (8) Existing and proposed topography at a two (2) foot contour level. Sufficient information to indicate areas in the site and within 50 feet of the site where gravel removal or filling is proposed and the approximate volume in cubic yards. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark.
- (9) A landscape plan showing all existing natural land features, forest coverage and water sources, and all proposed changes to these features. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains and drainage retention areas.
- (10) Zoning District boundaries within five hundred (500) feet of the site's perimeter shall be drawn and identified on the plan. Floodplain boundaries and the square feet within this district shall be shown.
- (11) Existing and proposed business signs and traffic signs located on the site and within one hundred feet of the site, and the size, dimension, height, color and illumination of all signs.
- (12) A traffic study to include:
 - (a) Traffic flow patterns within the site, egresses and entrances, loading and unloading areas, and curb cuts on site and within one hundred feet of the site.
 - (b) Traffic impact - the projected number of motor vehicle trips to enter or depart from the site shall be estimated for daily hour and peak hour traffic levels.
 - (c) A projected traffic flow pattern for both vehicular and pedestrian access shall be described and related to the site plan, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.
 - (d) The impact of this traffic upon existing abutting public and private ways in relation to road capacities. Existing and proposed daily hour and peak hour traffic levels will be given and road capacity levels.
 - (e) As a result of subparagraph items a-d above, the Planning Board may request a plan to implement the improvements needed to provide for the free flow of traffic in areas surrounding the site and identified by the Planning Board as impacted by the proposed uses.
- (13) A plan for the control of erosion, dust and silt, both during and after construction. Such plan shall include all existing and proposed slopes, construction sequencing, temporary and permanent erosion control, and protection of water bodies.
- (14) For alterations to any existing or new business/commercial/industrial uses a table containing the following information:
 - (a) Maximum area of building to be used for selling, offices, business, industrial or other

- uses.
- (b) Maximum number of employees where applicable.
- (c) Maximum seating capacity where applicable.
- (d) Number of parking spaces existing or required for the intended use, based on §450-5.6 of the Bylaw.

B. The Planning Board shall have the right to waive any of the above items under unique site conditions or request any additional data it should need to render its decision. A Request for Waiver (Form W) must be submitted for each requested requirement waiver, unless an applicant is requesting the full Site Plan Review be waived, the Site Plan Review (Form SITE) must be submitted, indicating such request. A majority vote of the Planning Board would be required to waive any of the site plan items.

§ 450-9.5. Review Procedure

- A. ~~An applicant for Site Plan Review under this section shall file with the Planning Board at a regularly scheduled meeting seven (7) copies each of an application and site plan. A copy of the application shall be given to the Town Clerk by the applicant. Each application for Site Plan Review shall be submitted to the Planning and Community Development Department on Form SITE, accompanied by two (2) hard copies of the site plan and complete application and one (1) electronic pdf version of the same. A copy of the complete application Form SITE shall be concurrently filed with the Town Clerk by the applicant.~~
- B. ~~The Planning Board shall transmit to the Town Engineer, Conservation Commission, Board of Health and Building Inspector or other boards as deemed necessary copies of the application and site plan. The boards shall have up to forty-five (45) days to make recommendations to the Planning Board. The Planning Director shall, upon receipt of complete application and no later than two (2) business days of the established submittal deadline, transmit electronic copy of the complete application material and Site Plan to the Building Commissioner, Director of Public Health, Conservation Commission, Public Works Superintendent, Town Engineer, Water and Sewer Administrator, Fire Department and Police Department. These departments shall have fourteen (14) calendar days to provide comment to the Planning Board, prior to the meeting.~~
- C. ~~The applicant shall submit a filing fee to cover any expenses connected with the public hearing and review of the plan. All applications for Site Plan Review must include payment of the application fee specified in Section 500-1, Schedule of Town fees. The cost of advertising the public hearing is to be paid by the applicant.~~
- D. The Planning Board may hire, at the expense of the applicant, independent consultants to review the plans and application materials submitted, or require new application materials completed by independent consultants be submitted, if it determines expert review is appropriate for the interest of the neighborhood and/or community. In such event, the Planning Director, shall:
 - a. Select an expert independent consultant to perform the review and determine a Scope of Services agreeable to the Planning Board and the applicant.
 - b. Require the applicant pay the estimated cost of said expert to the Town

Collector/Treasurer prior the any review being undertaken. No site plan shall be approved until the total cost of said review has been paid by the applicant. Any excess of deposit, shall be returned to the applicant upon completion of the review.

D.E. Residential Developments

- (1) Any person proposing a Residential Development may, at such person's election, combine the process of the Site Plan Review under this Section of the Bylaw with any review by the Planning Board required under the Subdivision Control Law. The Applicant shall make such request in writing upon the submission of a proposed Definitive Plan of subdivision to the Planning Board. Such written request shall include a request to extend the Definitive Plan review process for an additional ninety-five (95) days. Upon such request, the Planning Board shall, for the purposes of review, treat the Residential Development and the Definitive Plan of subdivision as a unified submission under the Site Plan Review Bylaw and the Subdivision Control Law. The Planning Board shall hold a hearing for such submission pursuant to §450-9.6 (Administration) of this Bylaw.
- (2) Persons proposing a Residential Development who do not elect to make a unified submission must satisfy individually this Section's requirements and the requirements under the Subdivision Control Law.

§ 450-9.6 Administration

- A. The Planning Board shall hold a public hearing within sixty-five (65) days of receipt of an application and shall take final action within ninety (90) days from the time of hearing, as provided in M.G.L., Chapter 40A, Sections 9 and 11, and in Section 7.2 of this Bylaw relating to special permit procedures. Such final action shall consist of either (1) a finding that the proposed project will constitute a suitable development and will not result in detriment to the neighborhood or the environment; or (2) a written denial of the application stating the reasons for such denial. Approval may be made subject to conditions, modifications and restrictions as the Planning Board may deem necessary; and any construction, reconstruction, alteration or addition shall be carried out only in conformity with such conditions, modifications or restrictions and in conformity with the application and site plan. A denied applicant may resubmit his application to comply with the requirements of this Site Plan Review Bylaw and resubmit the plan for review. In no event may the Planning Board deny an application that meets all the standards set forth in this Section of the Bylaw.
- B. The Planning Board may require the posting of a security to assure compliance with the plan and conditions and may suspend any permit or license when work is not performed as required.
- C. The Planning Board may, after a public hearing, adopt and periodically amend or add rules and regulations relating to the procedures and administration of this section shall file a copy of said rules with the Town Clerk.

C.D. Any decision by the Planning Board to grant approval of a Site Plan Review, Minor Site Plan Review, or Waiver must be recorded at the Hampden County Registry of Deeds by the Applicant within 30 days of such decision for said decision to be in effect.

§ 450-9.7 Standards for Review

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 with 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 Massachusetts General Laws, Chapter 40A and 41A, the rules and regulations of state and federal agencies and the Bylaw of the Town of East Longmeadow.

§ 450-9.8 Sewer and Water Capacity

Each development proposal shall demonstrate that it will not adversely affect the existing loads on the public water and public sewer systems of the Town. The Board of Public Works or the Board of Public Works agent shall serve to determine what is the existing load on the public water and public sewer systems of the Town. In the event that the Applicant is unable to demonstrate that there will be no adverse effect or if the Board should find there will be an adverse impact, the Board may require the Applicant to redesign the development proposal to minimize such impact and may require the Applicant to proceed with development in phases as specified by the Board. The Board may specifically require a development density less than that otherwise permitted under this Bylaw. In the alternative, the Applicant may offer to fund any required capital improvements deemed necessary by the Board to handle the increased water and sewer demands of the proposed development and the Board may require bonding in an amount sufficient to provide adequate security to the Town for completion of said capital improvements. Any such capital improvements will be subject to the approval and continuing review of the Department of Public Works.

§ 450-9.9 Minor Site Plan Review

- A. Projects requiring Site Plan Review pursuant to Section 450-9.3 of the Zoning Bylaw will be considered as "Minor Site Plan Review" projects if they conform to the provisions of Section 450-9.9(B) and 450-9.9(C). All projects which qualify for Minor Site Plan Review will be processed and reviewed in accordance with Section 450-9.9(E).
- B. Thresholds. Subject to the conditions detailed in 450-9.3(C) below, the following qualify for Minor Site Plan Review:

1. Exterior expansion not more than 50% of the existing building's floor area.
2. New parking areas (including expansion of existing parking areas) not more than 4,500 square feet.
3. Uses which require Site Plan Review under (§ 450-9.3) of the Zoning Bylaw but no new construction (other than interior renovations or alterations with no increase in floor area) will be undertaken and the new use will not require more than 4,500 square feet of additional parking area.
4. Uses which qualify for an exemption under MGL Chapter 40A, Section 3 but which are subject to limited Site Plan Review under (§ 450-9.3) of the Zoning Bylaw.
5. Construction of new buildings under 5,000 square feet provided a Special Permit is not required.

C. Conditions. Projects which meet one or more of the following conditions shall not qualify for a "Minor Site Plan" Review even though they meet the threshold in Section 450-9.9(B):

1. The use proposed for the site requires a Special Permit under Chapter 450 Table 3-1 of the Zoning Bylaw.
2. The property abuts residentially developed property unless the proposed building or portion of the building to be used for the project is at least 300 feet from the nearest dwelling unit.
3. The project site was developed based on a prior Site Plan Review with conditions and the proposed activity would involve an alteration of one or more of the conditions.
4. The project site is the subject of a Zoning Violation complaint at the time application is made for Site Plan Review.
5. A Medical Marijuana facility which is subject to Article VI of the Zoning Bylaw.

D. Sequential Development. For the purposes of computing the total increase in the footprint of the structure, the Planning Board shall aggregate all expansions made within the previous 60 months.

E. Applications and Procedures.

1. Applications for Minor Site Plan Review shall be made in the same manner as prescribed in Section 450-9.4 and 450-9. At the time of the application, the applicant shall note on the application that the request is for Minor Site Plan Review and how the project meets with the requirements of Section 450-9.9(B) and 450-9.9(C).
2. No public hearing shall be required for the Minor Site Plan Review. However, if the Planning Director determines, and the Planning Board agrees with said determination, that the project does not meet the standards for Minor Site Plan Review, the applicant is required to follow the procedure for full Site Plan Review outlined in 450-9.4, 450-9.5, and 450-9.6.
3. Within three (3) business days of receipt of the application, the Planning Director shall determine whether or not the project qualifies for a Minor Site Plan Review by meeting the Threshold and Conditions outlined in Section 450-9.9(B) and 450-9.9(C). In the absence of the Planning Director, the Planning Board shall designate someone staffed by the Town of East Longmeadow to make such a determination.
 - a. If the Planning Director determines that the project does not qualify for a Minor Site Plan Review, the applicant may appeal the decision to the Planning Board by requesting such an appeal be placed on the next Planning Board agenda provided the posting would conform to time requirements associated with

public meeting notices.

b. The Planning Board shall, by majority vote of members present, affirm or not, the Planning Director's decision.

4. All projects determined to qualify for Minor Site Plan Review shall be processed as follows:

a. Within five (5) business days of receipt of the application (or determination by the Planning Board that the project qualifies for Minor Site Plan Review in the case of an appeal), the Planning Director shall submit the application materials to the various departments as provided in Section 450-9.5(B).

b. Departments shall be provided ten (10) calendar days in which to respond to the Planning Director with comments.

c. Within four (4) weeks of receipt of the application (or determination by the Planning Board that the project qualifies for Minor Site Plan Review in the case of an appeal), the Planning Board shall consider the application at a public meeting for which such matter is identified on the agenda for consideration. If the Planning Board determines that more information is required to make a decision on the application, the Board may defer a decision to a future meeting by identifying a date and time certain for such consideration and specify in the additional information which is required, but such future meeting shall be no more than five weeks (5) from the date on which the Planning Board began its consideration of the Minor Site Plan Review application.

d. The Planning Board review of the submittal is to determine if the submittal conforms to the Site Plan Review criteria specified in Section 450-9.7 of the Zoning Bylaw.

e. As part of its written decision, the Planning Board is to make findings that the project conforms to the Site Plan Review criteria within the Zoning Bylaw.

f. Before approval of a site plan, the Planning Board may require that the applicant make modifications in the proposed design of the project to ensure that the Site Plan Review Criteria in Section 450-9.7 of the Zoning Bylaw are fulfilled.

g. The Planning Board shall render a written decision upon completion of the public review of the Minor Site Plan Review application but will file such a decision with the Town Clerk within three (3) weeks of completion of the public review.

a.h. The Planning Board's decision shall be mailed to the applicant and filed with the Town Clerk. A copy shall also be sent to the Building Commissioner.



Town of East Longmeadow
Department of Planning and Community Development
Memorandum

To: Planning Board
From: Bailey Mitchell, Planning & Community Development Director
Date: March 2, 2023
Re: Proposed Zoning Bylaw Amendments Related to Self-Storage Facilities

BACKGROUND

Through my review of §450, the Town of East Longmeadow Zoning Bylaws, in preparation of the proposed Site Plan Review Bylaw Amendments, the subject of the Public Hearing during the March 7, 2023 Planning Board meeting, I noticed the following two issues:

- 1) §450 Article XI omits a definition for “Indoor self-storage,” and Table 3-1 does not clearly delineate the permission or prohibition of the “Indoor self-storage” use for all Zoning Districts.
- 2) Table 3-1 does not identify “self-service storage” (indoor or otherwise) as a permitted use in any Zoning District within Town, however, the Town has permitted the use in the past in more than one district.

In further research of the above issues, I discovered several definitions within the Mixed-Use Village District Bylaw, as adopted by the Town Council on December 8, 2020, were either never added to the Town Zoning Bylaw, or, these definitions were added and unintentionally removed with the adoption of ECode in 2022. Regardless, the current Zoning Bylaw does not expressly permit “Indoor self-storage” or “self-service storage” in any capacity, and any use that is not denoted as a permitted use within Table 3-1 is prohibited, as prescribed in §450-3.1(A).

RECOMMENDATION

I recommend that the Planning Board recommend, to the Town Council, the amendments as written in the attached documents to clearly define both “Indoor self-storage” and “Self-service storage facility” as uses within §450 Article XI – Definitions, and clearly delineate the permission or prohibition of both uses within §450 Table 3-1. This amendment will allow “Indoor self-storage” and “Self-service storage facility” uses in the Industrial Garden Park District and the Industrial District with a Special Permit from the Planning Board. I further recommend that the Planning Board and Town Council hold a joint public hearing on these amendments during the April 11, 2023 Town Council meeting.

Respectfully submitted.

ARTICLE IX
Definitions

§ 450-11.2 Terms defined.

Indoor self-storage – A facility that provides indoor units leased to individuals and business owners for the storage of household goods, excess supplies and archived records, as examples. Such facilities may be climate controlled, individually secured, and may have multiple stories with elevator access. All storage units to be accessed from within the building and no storage unit shall be used as a residence.

Self-service storage facility – Any real property designed or used for the purpose of renting or leasing individual storage space to tenants who are to have access to that space for the purpose of storing and removing personal property. A self-service storage facility is not a warehouse. All storage units must be individually secured and no storage unit shall be used as a residence.

Bylaw No.	Land Use Classification	Standards and Conditions	AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MUV
(10)	Wireless/Telecommunications service facilities and towers	See Article VIII.	N	N	N	N	N	SP	SP	SP	SP	N	N	N	SP
(11)	Cemetery	Must be adjacent to or extension of an existing cemetery	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	N	N
(12)	Crematory	Must be situated within existing cemetery	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	N	N
(13)	Membership club, lodge, social, recreational and community center organization		N	N	N	N	N	N	Y	N	N	N	SP	N	SP
(14)	Convalescent, assisted-living, congregate elderly, handicapped housing or nursing home	See Article VIII.	SP	SP	SP	SP	SP	N	N	N	N	N	SP	N	N
(15)	Hospital or sanitarium, medical clinic	See Article VIII.	SP	SP	SP	SP	SP	N	N	N	SP	N	SP	N	SP
D.	COMMERCIAL USES														
(1)	Professional office	Including, but not limited to doctors, architects and lawyers	N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(2)	Bank, financial, brokerage and loan office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(3)	Insurance and real estate office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(4)	Dental, medical and scientific labs		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(5)	General consultant office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(6)	Telephone and utility office		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(7)	Studio for professional photographer and artist		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(8)	Travel agency		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(9)	Commercial school		N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
(10)	Sales office	Provided no goods for sale are stored on the premises and no retail sales are conducted from the location	N	N	N	N	N	Y	Y	Y	Y	N	N	N	Y
E.	BUSINESS USES														
(1)	Retail store	See § 450-8.11 for IGP allowance.	N	N	N	N	N	N	Y	Y	SP	N	N	N	Y
(2)	Convenience store		N	N	N	N	N	N	Y	Y	N	N	N	N	Y
(3)	<u>Self-service storage facility and indoor self-storage facility</u>	See Article VIII.	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>SP</u>	<u>SP</u>	<u>N</u>	<u>N</u>	<u>N</u>	Y
(4)	Wholesale business		N	N	N	N	N	N	Y	Y	N	N	N	N	Y