



PLANNING BOARD MEETING

Tuesday, September 5, 2023 6:00 PM EST
Pleasant View Senior Center; Media Room
328 North Main Street, East Longmeadow, MA 01028

MEETING MINUTES

1. CALL THE MEETING TO ORDER

Chair Russell Denver called the meeting to order at 6:00 PM.

2. CALL THE ROLL

Present	Russell Denver, Chair Cassandra Cerasuolo, Vice Chair Robert Tirrell, Clerk William Fonseca
Absent	Peter Punderson
Staff Present	Bailey Mitchell, Planning & Community Development Director

3. APPROVAL OF MINUTES

A. August 15, 2023 – Open Session Minutes

Vice Chair Cassandra Cerasuolo motioned to approve the August 15, 2023 Open Session Minutes; Clerk Robert Tirrell seconded. The motion carried by vote three (3) in favor, zero (0) opposed and one (1) abstention. Vice Chair Cassandra Cerasuolo abstained.

B. August 15, 2023 – Executive Session Minutes

Board member William Fonseca motioned to approve the August 15, 2023 Executive Session Minutes; Vice Chair Cassandra Cerasuolo seconded. The motion carried by vote three (3) in favor, zero (0) opposed and one (1) abstention. Vice Chair Cassandra Cerasuolo abstained.

C. December 6, 2022 – Executive Session Minutes

Clerk Robert Tirrell motioned to approve the December 6, 2022 Executive Session Minutes; Board member William Fonseca seconded. The motion carried by unanimous vote four (4) in favor, zero (0) opposed and zero (0) abstentions.

D. November 1, 2022 – Executive Session Minutes

Board member William Fonseca motioned to approve the November 1, 2022 Executive Session Minutes; Vice Chair Cassandra Cerasuolo seconded. The motion carried by unanimous vote four (4) in favor, zero (0) opposed and zero (0) abstentions.

E. September 20, 2022 – Executive Session Minutes

Board member William Fonseca motioned to approve the September 20, 2022 Executive Session Minutes; Vice Chair Cassandra Cerasuolo seconded. The motion carried by unanimous vote four (4) in favor, zero (0) opposed and zero (0) abstentions.

4. OLD BUSINESS – None

5. **NEW BUSINESS**

- A. Case ANR-2023-06:** Request by applicant for endorsement of a plan believed not to require subdivision approval under Subdivision Control Law for the reconfiguration of Rear Allen Street (Assessor's Parcel ID 46-32-0) and Allen Street (Assessor's Parcel ID 58-13-0) located in the Residence A zoning district. Applicant: Paul Pauquette, 2050 Allen Street, Springfield, MA 01118

Michael Smith, Smith Associates Surveyors, Inc., was present for discussion on behalf of the applicant. Mr. Smith explained there are three (3) existing parcels located in both East Longmeadow, MA and Springfield, MA. Mr. Smith stated the reconfiguration results in two (2) new parcels, both having frontage in Springfield, MA; one new parcel is located entirely in Springfield, MA, one new parcel is located in both Springfield, MA and East Longmeadow, MA.

Clerk Robert Tirrell motioned to endorse the plan of land at Rear Allen Street (Assessor's Parcel ID 46-32-0) and Allen Street (Assessor's Parcel ID 58-13-0) as one not requiring approval under Subdivision Control Law; Board member William Fonseca seconded. The motion carried by unanimous vote four (4) in favor, zero (0) opposed and zero (0) abstentions.

6. **ANNOUNCEMENTS**

- A.** Planning and Community Development Director's Report

Planning Director Bailey Mitchell provided an overview of the applications on the next meeting agenda.

- B.** Review of Executive Session Minutes for release, per Open Meeting Law

Planning Director Bailey Mitchell and the Board announced approved Executive Session Minutes will be retained at this time pursuant to MGL Chapter 30A Section 22(f).

- C.** Discussion of PVPC Model Subdivision Regulations

Planning Director Bailey Mitchell and the Board discussed forming a working group to begin the review process of Subdivision Rules and Regulations.

- D.** Discussion of PVPC Town of East Longmeadow Comprehensive Zoning Review (2010)

Planning Director Bailey Mitchell and the Board discussed possible future implementation of recommendations in the 2010 Comprehensive Zoning Review.

7. **EXECUTIVE SESSION** – None

8. **ADJOURNMENT**

Vice Chair Cassandra Cerasuolo motioned to adjourn the September 5, 2023 Planning Board meeting at 6:10 PM; Clerk Robert Tirrell seconded. The motion carried by unanimous vote four (4) in favor, zero (0) opposed and zero (0) abstentions.



Town of East Longmeadow
Department of Planning and Community Development
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DIRECTOR REPORT

UPCOMING MEETING

The following is a summary of the draft agenda for the September 19, 2023 meeting:

- A. Old Business: Anything continued from this, September 5 meeting.
- B. New Business: NONE – No new waiver applications have been submitted (deadline 9/8/23 for 9/19)
- C. Public Hearings: SP-2023-06 for café/bakery at 182 North Main
- D. Other Business: Director Report; Review of Subdivision Regulations; Comprehensive Zoning Review

EXECUTIVE SESSION MINUTES FOR RELEASE

- A. MGL 30A, § 22(g)(1) states “*The public body, or its chair or designee, shall, at reasonable intervals, review the minutes of executive sessions to determine if the provisions of this subsection warrant continued non-disclosure. Such determination shall be announced at the body's next meeting and such announcement shall be included in the minutes of that meeting.*” It is my recommendation that the Board make it a practice to review such minutes at least once every six months.
- B. The executive session minutes for 9/20/2022, 11/1/2022, 12/6/2022, and 8/15/2023 all should continue to be retained at this time as the publication would defeat the purpose of the meetings being held.

MODEL SUBDIVISION REGULATIONS

- A. I recommend that the Board form a small working committee to thoroughly review the Town's Subdivision Regulations and amend them to closely follow the PVPC Model Subdivision Regulations over the next 10 months (there are 10 sections, and at least one working session should be devoted to each section of the regulations).
- B. The Board should pay close attention to the Introduction and Tips, Advice and Further Explanations sections of the Model Subdivision Regulations

COMPREHENSIVE ZONING REVIEW

- A. I recommend that the Board begin to review and proceed with several of the recommendations outlined in Section 4 of the PVPC Comprehensive Zoning Review (2010). These recommendations are explained in-depth in the document; I further recommend that we prioritize all of the recommendations under “Consistency with Massachusetts General Law” and the following recommendations under “Issues Requiring Clarification”:
1. Draft Purpose Statements for each Zoning District.
 2. Ensure all terms used throughout the bylaw are defined in Section 11.2 Terms defined, and all defined terms in Section 11.2 are actually used in the bylaw.
 3. Absolve the special residential zoning districts of Elderly Residential, Planned Adult Residential, and Planned Unit Residential and amend the Table of Uses to permit these residential uses in other zoning districts.
 4. Rename “Commercial District” and “Business District” to “Business A” and “Business B” to avoid confusion of terminology.
 5. Combine “Commercial Uses” and “Business Uses” in the Table of Uses into one “Commercial Uses” category.
 6. Determine the purpose of the Industrial District and its current district boundary in the community.
 7. Remove Section 3.1(B)(1) regarding prohibited industrial uses and develop Industrial Performance Standards.
 8. Determine the intent and purpose of the Golf Recreational District.