

**Longmeadow Planning Board**  
**NOTICE OF PUBLIC MEETING AND AGENDA**  
**\* Wednesday November 1, 2023 at 7:00pm \***

Longmeadow Public Schools' Central Office Room A15 – 535 Bliss Road, Longmeadow MA 01106.

1. Chair's Call To Order & Roll Call
2. Acceptance Of Minutes: Regular Meeting, Public Hearing – October 4, 2023

Documents:

[PB REGULAR MEETING - DRAFT MINUTES 2023-10-04.PDF](#)

3. Sign Applications:
  - 3.I. Case 20231101-1: 803 Williams Street, Razzmatazz Kids - Sign Application
  - 3.II. Case 20231101-2: 819 Williams Street, Jersey Mike's - Sign Application
4. Discussion: Draft Revisions To Planning Board Rules And Regulations (Continued)
5. Set Planning Board Meeting Dates For Calendar Year 2024

Documents:

[2024 PLANNING BOARD DATES DRAFT.PDF](#)

6. Other Business
  - a. Long Range Plan Update
  - b. Director of Planning and Community Development Comments
  - c. Updates from Liaisons to Other Committees
    1. Community Preservation Committee
    2. Energy & Sustainability Committee
    3. Middle School Building Committee
    4. Pioneer Valley Planning Commission
    5. Other
  - d. Announcements/Correspondence
  - e. Planning Board Member Comments

7. Visitor Comment/Question Period (10 Minutes Total Time Limit)

8. Adjourn - Regular Meeting

*Relevant documents associated with this agenda are available digitally by visiting the [Active Case Files](#) on the Town's website and clicking on the Planning Board folder from the list found on the left of your screen.*

## **PLANNING BOARD – REGULAR MEETING & PUBLIC HEARING**

Longmeadow Public Schools' Central Office, Room A15 – 535 Bliss Road, Longmeadow MA 01106  
Wednesday October 4<sup>th</sup>, 2023 7:00 p.m.

**Members Present:** Cheryl Thibodeau, Chair; Bruce Colton; Bryant Miller; Chris Legiadre. Members Absent: Walter Gunn, Clerk.

**Others Present:** Director of Planning Corrin Meise-Munns, Town Counsel Jay Talerman, Dave Blais.

The Planning Board Regular Meeting was called to order at 7:00pm by Chair Cheryl Thibodeau.

### **Meeting Minutes Review:**

Regular Meeting + Public Hearing September 6<sup>th</sup>, 2023: Bruce Colton made a motion, and was seconded by Bryant Miller, to accept the minutes as amended. All in favor 4-0, motion passed.

Cheryl Thibodeau made a motion, seconded by Bruce Colton, to take the Sign Applications out of order and move Sign Application Case 2023104-2 ahead of Case 2023104-1 as the applicant for the former was in attendance and the applicant for the latter was not. All in favor 4-0, motion passed.

### **Sign Application – Case 2023104-2: 791 Williams Street, The Thirsty Dog**

Cheryl Thibodeau stated that the application was complete and the appropriate fee had been paid.

Dave Blais represented the Thirsty Dog.

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to approve the sign application as presented. All in favor 4-0, motion passed.

### **Sign Application – Case 2023104-1: 151 Longmeadow Street, Hair Boutique by Yagmur**

Cheryl Thibodeau stated that the application was complete and the appropriate fee had been paid.

The applicant was not in attendance to represent the sign application.

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to approve the sign application as presented. All in favor 4-0, motion passed.

### **Public Hearing: Proposed Amendment to Zoning Bylaw §315-4 Definitions**

The public hearing, which was originally advertised in the local paper on September 14<sup>th</sup> and September 21<sup>st</sup> as well as at the Town Clerk's Office and on the town's website, had the purpose of reviewing a petition to amend the Zoning Bylaw §315-4 Definitions, "Offsite Medical Marijuana Dispensary" and "Registered Marijuana Dispensary."

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to enter the public hearing. All in favor 4-0, motion passed.

The Planning Board is the proponent of the petition and were represented by themselves; Corrin Meise-Munns, Director of Planning; and Town Counsel Jay Talerman. The proponents provided the following information regarding the purpose and vision of their petition:

Bruce Colton explained that the Town was in receipt of a letter from the Massachusetts Attorney General's Office alerting the Town that our Zoning Bylaw definitions for "Off-Site Medical Marijuana Dispensary (OMMD)" And "Registered Marijuana Dispensary (RMD)" did not align with the definitions for the same terms provided by the Cannabis Control Commission (CCC). Municipalities are unable to preempt the CCC's regulations. The Town defines OMMDs and RMDs as being operated by a not-for-profit; therefore the Planning Board is proposing to amend those definitions by deleting the term "not-for-profit" from both definitions.

There was no further discussion from the Board. There were no members of the public who wished to speak.

Cheryl Thibodeau made a motion, and was seconded by Chris Legiadre, to close the public hearing. All in favor 4-0, motion passed.

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to recommend these proposed bylaw changes to the November 7<sup>th</sup> Fall Town Meeting. All in favor 4-0, motion passed.

**Public Hearing: Proposed Amendment to Zoning Bylaw §315-45 Site and Design Review**

The public hearing, which was originally advertised in the local paper on September 14<sup>th</sup> and September 21<sup>st</sup> as well as at the Town Clerk's Office and on the town's website, had the purpose of reviewing a petition to amend the Zoning Bylaw §315-45 Site and Design Review.

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to enter the public hearing. All in favor 4-0, motion passed.

The Planning Board is the proponent of the petition and were represented by themselves; Corrin Meise-Munns, Director of Planning; and Town Counsel Jay Talerman. The proponents provided the following information regarding the purpose and vision of their petition:

Corrin Meise-Munns explained that application filing procedures are described in both the Planning Board Rules and Regulations (§326 of the Code of the Town of Longmeadow) and in the Zoning Bylaw's Site and Design Review section. Describing filing procedures in both locations is duplicative and unnecessary, and increases the chances of conflicting code should one section be updated and the other accidentally overlooked. This proposed amendment to the Zoning Bylaw will delete detailed filing instructions and refer applicants to the Planning Board Rules and Regulations for up-to-date information. The proposed revisions do not affect the overall content requirements of the applications or the standards of Site and Design Review.

There was no further discussion from the Board. There were no members of the public who wished to speak.

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to close the public hearing. All in favor 4-0, motion passed.

Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to recommend these proposed bylaw changes to the November 7<sup>th</sup> Fall Town Meeting. All in favor 4-0, motion passed.

### **Other Business**

- A. Long Range Plan Update** – Bruce Colton reported that the Long Range Plan Steering Committee held their most recent meeting on September 11, 2023 at the Adult Center. Corrin Meise-Munns noted that Barrett Planning Group had indicated at that meeting that the draft Inventory and Analysis would be available for public comment on September 25. Due to the recent delivery of the draft Age Friendly Addendum, the release of the draft Inventory and Analysis will be delayed to incorporate the addendum as a section of the draft. The new target date for release is October 10. Corrin will post the document on the website and make email and social media announcements once it's open for public comment.
- B. Director of Planning and Community Development Comments** – In response to previous questions regarding what recourse the Town may or may not have to encourage quicker redevelopment of the Maple Road Plaza, Corrin Meise-Munns reported that she spoke with the Building Commissioner/Chief Code Enforcement Officer. The Building Commissioner reported that as of the previous week, the Town was in receipt of a building permit to begin work on the site. In terms of the opportunities that the Town may have to improve aesthetics of the site, Town staff is limited. The Building Code regulates the safety of a site, and because the building is ruled safe and is fenced off from the public, it is considered in compliance. The Zoning code does not specifically cover the recovery of damaged buildings.
- C. Announcements/Correspondence** – Bruce Colton acknowledged and summarized [correspondence](#) from Terry Weiner, 114 Emerson Rd regarding the September 6, 2023 vote of the Planning Board to recommend to Town Meeting the proposed zone change from Residence A-1 to Business Zone for 916 Williams Street. Mr. Colton stated that the Planning Board can only respond to the zone change petition from the applicants; in 2021, when the zone change petition first came to the Planning Board, the Board had requested the applicants to consider mixed use development to accommodate the development of new housing units. Cheryl Thibodeau responded that there seemed to be quite a bit of confusion on the public's side about the power of the Planning Board regarding zone changes. Ms. Thibodeau clarified that the Planning Board votes only to make recommendations for or against zone change petitions to Town Meeting; it is the voters at Town Meeting who make the final decision.
- D. Planning Board Member Comments** –
  - a.** Bryant Miller stated that he received a letter from resident Andrea Chasen asking what the applicants for the 916 Williams St zone change petition were proposing in terms of “green building techniques” and what the Planning Board may require. Mr. Miller asked if Site and Design Review applications could be sent to the Energy & Sustainability Committee for their comment during the 45-day review period afforded to several Town departments and boards/commissions. Chris Legiadre replied that the Energy & Sustainability Committee does not have any formal jurisdiction over Site and Design Review. Corrin Meise-Munns concurred, and added

that the Energy & Sustainability is advisory to the Select Board while the boards/commissions and municipal departments that are afforded comment for Site and Design Review all have legal jurisdiction in areas pertaining to development. Ms. Meise-Munns stated that the Energy & Sustainability Committee could provide public comment during a public hearing for Site and Design Review, either by sending a representative to any associated hearing or by authoring a letter and submitting during the comment period. Ms. Meise-Munns also noted that in order to be considered as comment from the Committee itself and not from a single resident, the Committee would have to vote on the comments before sharing with the Planning Board. Otherwise, any comment would be from an individual resident and not from the Committee itself.

- b. Chris Legiadre provided a brief update as to the School Building Committee's timeline for issuing a Request for Services for the feasibility study of building a new middle school.

**Visitor Comment/Questions**

None.

**Adjourn**

Bruce Colton made a motion, and was seconded by Bryant Miller, to adjourn. All in favor 4-0, motion passed.

DRAFT

	<b>Proposed Meeting Date 2024</b>	<b>Deadline for Site and Design Review Application Submission (20 business days prior to scheduled meeting)</b>	<b>Deadline for All Other Agenda Items (7 business days prior to scheduled meeting)</b>	
	Wednesday January 3	Monday December 4	Thursday December 21	
	Wednesday February 7	Tuesday January 9	Monday January 29	
	Wednesday March 6	Tuesday February 6	Monday February 26	
	Wednesday April 3	Wednesday March 6	Monday March 25	
	Wednesday May 1	Tuesday April 2	Monday April 22	
	Wednesday June 5	Tuesday May 7	Monday May 27	
*	Wednesday July 10	Monday June 10	Friday June 28	
	Wednesday August 7	Wednesday July 10	Monday July 29	
	Wednesday September 4	Tuesday August 6	Monday August 26	
*	Wednesday October 9	Wednesday September 11	Monday September 30	
	Wednesday November 6	Tuesday October 8	Monday October 28	
	Wednesday December 4	Monday November 4	Monday November 25	
* Deviation from normal schedule due to proximity to public holiday				