

**Planning Board – Regular Meeting**  
Longmeadow High School – Meeting Room A15  
535 Bliss Road, Longmeadow, MA

*Wednesday, January 2, 2019 7:00 p.m.*

**Members Present:** Walter Gunn, Clerk; Ken Taylor, Bruce Colton, Heather Laporte.

**Absent:** Donald Holland, Chair; Stephen Crane, Town Manager.

**Others Present:** Steve Walker.

The **Planning Board Regular Meeting** was called to order at 7:07 p.m. by Walter Gunn.

**Meeting Minutes Review:**

1. **Regular Meeting December 5, 2018:** Bruce Colton made a motion to accept the minutes as presented, Ken Taylor seconded the motion, all in favor 3-0 with none opposed and one abstention (Heather Laporte), meeting minutes approved as presented.

**Site & Design Review Application – 724 Bliss Rd – Case# 20190102:**

Steve Walker from Longmeadow Shops presented a Request for Waiver of Site & Design Review application for the address mentioned above, a 2,555 sf vacant space within the Shops. A new tenant is currently being negotiated and the potential new business, an anti-aging and wellness center (also known as medical spa), would entail a change of use from “retail” to “health clinic”. The staff is projected to consist of four (4) employees and one (1) practitioner. Per bylaws, this proposed use and staff would require nine (9) parking spaces: one (1) parking space per employee and five (5) spaces per practitioner. Currently, the number of parking spaces available on the entire site exceeds the required overall amount by 17, therefore no changes would be required in the approved current parking requirements to accommodate the new use. A sign application will be submitted in the near future and it is anticipated that the Board of Health would have jurisdiction over the project.

Bruce Colton wondered how to best describe the dynamic of the business and the staff/customer ratio to ensure the parking needs are being met. Heather Laporte noted that the current bylaw does not reflect the medical business’ current trend of nurse practitioners, physician’s assistant and other professionals, and suggested a revision of the bylaw’s language in the future to better define the term “practitioner”.

Heather Laporte made a motion to approve the Request for Waiver of a Site & Design Review application, Case #20190102, and its proposed change of use from “retail” to “health clinic” based on staff of one (1) practitioner and up to four (4) employees. Ken Taylor seconded the motion, all in favor 4-0.

*Documents presented:*

1. *Complete Request for Site & Design Review Application.*

**Announcements:**

1. Walter Gunn announced that a special town meeting will be held on January 17 and on the agenda is a charter amendment that would allow the recall of town officials.

Ken Taylor made a motion to adjourn the meeting, Heather Laporte seconded the motion, all in favor 4-0, none opposed, meeting adjourned at 7:50pm.

Respectfully submitted,

*Bianca Damiano*