

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

*Wednesday, May 2, 2018 7:00 p.m.*

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

**Others Present:** Stephen Crane, Town Manager; Andrew Lam, Chris Orszulak, Jeff Squire, Andrew Fox, Jim Carlin from Ace Sign.

The **Planning Board Regular Meeting** was called to order at 7:18pm by Chair Donald Holland.

The Board proceeded to approve the following meeting minutes:

- Regular Meeting April 4, 2018; Bruce Colton made a motion to approve the meeting minutes; all in favor, minutes approved.
- Public Hearing September 20, 2017; Donald Holland made a motion to approve the minutes with amendments. Bruce Colton had corrections that had already been caught up. All in favor, minutes approved.
- Regular meeting October 4, 2017; Donald Holland made a motion to approve the minutes with amendments. Bruce Colton had corrections that had already been caught up. All in favor, minutes approved.
- Regular Meeting November 1, 2017; Donald Holland made a motion to approve the minutes with amendments. All in favor, minutes approved.
- Public Hearing November 6, 2017. Donald Holland made a motion to approve the minutes with amendments. All in favor, minutes approved.

**New business – Document presented:**

1. Sign application – Case #20180502-1: Jim Carlin from Ace Sign and on behalf of Baystate Health Urgent Care submitted an application, including fees, for an 11 sf commercial sign to be placed on 688 Bliss R. (Longmeadow Shops). Sign to be reverse lit, will fit current Shops standards. Donald Holland made a motion to accept signed application, Heather Laporte seconded the motion; all in favor and application approved.

**Final decision on reviewed items:**

1. Proposed Site & Design Application. The Board reminded Mr. Lam that, moving forward, the following will apply:
  - a. Sign application will be required for in-and-out signage.
  - b. Should the upper floor have additional offices than those currently estimated, additional parking may be needed which will require an additional site plan review by the Board.
  - c. Applicant must ensure that landscape screening will suffice to provide privacy for all abutters and that site lighting is off at night. Bruce Colton suggested looking into the potential existence of a By-law related to evening illumination.
  - d. Driveway issue has been discussed in the past and, while an easement was likely provided in the past for the original driveway to be used for the developed residence known as “734R”, it’s a condition that no longer stands nowadays.

Bruce Colton made a motion to accept the site plan design for 734 Longmeadow St., with the construction document reflecting the following dates “original 03/07/2018, revised 04/03/2018, revised May 05/02/2018”. All in favor, site plan approved.

2. Proposed revisions for By-laws, Article 28:
  - a. Bruce Colton, while having no objections to revisions, is concerned that proposed language is too lenient in the event residents fail on all four criteria.
  - b. Walter Gunn understands that the current By-law language is vague as is an enforcement challenge and is interested in verifying the vehicle’s license plate registration to the property.
  - c. Stephen Crane reiterated the challenges of enforcing the By-law with its current language. It’s being generated internally to alleviate unnecessary burdens placed on the LPD and Building Inspector.
  - d. Donald Holland made a motion to accept proposed language for Article 28, and Walter Gunn seconded the motion. Two (2) votes in favor (Walter Gunn, Heather Laporte), three (3) votes against (Donald Holland, Bruce Colton, Ken Taylor). Proposal cannot come back for review for another two years unless withdrawn at Town Meeting.
3. Proposed revisions for By-laws, Article 29: the Board made a change on the floor in the proposed language by changing the word “in” to “is”. Donald Holland made a motion to accept the proposal with the correction and Heather Laporte seconded the motion. A vote was carried out 5-0, approved.
4. Proposed revisions for By-laws, Article 30. Walter Gunn made a motion to accept the proposed language and Bruce Colton seconded the motion; the vote was carried out 5-0, approved.
5. Walter Gunn requested an update on the case of the cell phone tower in order to set and publish a public meeting if necessary. Stephen Crane indicated that he’s aware of a special permit application to the ZBA and the balloon test was performed. According to a submittal, the tower may be the equivalent in height to a 13-story building tower.

Walter Gunn made a motion to adjourn the meeting and Donald Holland seconded the motion. Meeting adjourned at 8:10pm.

Respectfully submitted,

*Bianca Damiano*