

Planning Board –Regular Meeting

Longmeadow Adult Center’s Multipurpose Room – 211 Maple Road, Longmeadow MA 01106
Zoom Virtual Platform – www.zoom.us, P: 646-558-8656, Meeting ID: 850 4114 4037, Password: 446914
Wednesday July 7th, 2023 7:00 p.m.

Members Present: Cheryl Thibodeau, Chair; Walter Gunn, Clerk; Bruce Colton, R. Bryant Miller.

Members Absent: Chris Legiadre

Others Present: Director of Planning Corrin Meise-Munns, Selectman Dan Zwirko, Angela Dubois, Caroline Joos, Kristin Lapperto, Tom Karas, Tom Kay, Sara Hein Reminder, Steve Walker, Jim Moran, Philippe Saad, Jeff Squire, Diana Pun, Carol Godbout, Jill Goldstein, Jeffrey Roberts, Peter La Pointe, Frank Colaccino, Tom Shea.

The *Planning Board Hybrid Regular Meeting* was called to order at 7:05pm by Chair Cheryl Thibodeau.

Vote – Planning Board Liaison Assignments

Walter Gunn Chair Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to appoint Cheryl Thibodeau as the Planning Board Chair. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Chair Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to appoint Walter Gunn as the Planning Board Clerk. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Meeting Minutes Review:

1. Regular Meeting June 7th, 2023: Walter Gunn made a motion, and was seconded by Cheryl Thibodeau, to accept the minutes as amended. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: abstained. All in favor 3-0 with one abstention, motion passed.

Site & Design Review Application, Request for Amendment to Previously Approved Waiver – New Restaurant at Longmeadow Shops (Grove Properties), 732 Bliss Rd. – Case #20230301-2A:

Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to accept the aforementioned application as complete. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes All in favor 4-0, motion passed.

Mr. Walker presented the following highlights:

- a) The interior design underwent some layout modifications that impacted the glazing layout proposed for the restaurant’s façade.
- b) Upon review of exterior material samples it was determined that some of the proposed options created a color palette that was deemed too dark, therefore the client and its design consultant are proposing the use of brick and Longboard (material used in Posto’s façade) in lighter tones with a saturated color to be selected for the awning.
- c) Additionally, the original proposal for a double-door entrance and storefront windows proved to be cost-prohibited therefore the entry door was changed to a single panel door and new window sizes were proposed that still provided the functionality and interior light as originally intended but better aligned with the budgetary needs of the project.

Walter Gunn made a motion, and was seconded by Bruce Colton, to accept the amendment as presented for the previously issued Waiver of Site & Design Review (original case# 20230301-2) issued to Grove Properties and now deemed case #20230302-2A. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Documents Presented: Form E Amendment to a previously granted permit, 732 Bliss Rd - Storefront Development Letter.pdf, 732 Bliss Rd - Original Approved.pdf, 732 Bliss Rd - Sketch of Proposed Changes.pdf

Site & Design Review Application, Request for Amendment to Previously Approved Application – 899-925 Shaker Rd., – Case #20221005:

Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to accept the aforementioned application as complete. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Architect David Holmes indicated the following changes to the original design, which in his opinion provide a more cost-effective construction process while still maintaining curb appeal:

- a) Relocation of new fire service line, new electrical switch gears and new conduits (the existing conduits are not to be used as originally intended) and new water circulation line. There is no change in the type of service or proposed load, the only change being proposed is their location throughout the site to allow for more cost-effective solutions.
- b) A new gas line is to be installed in the location of the existing gas line.
- c) From an aesthetics standpoint, the following changes are being proposed:
 - a. The brick and gable siding on the existing building structure is to remain though new architectural asphaltic fiberglass shingles are to be installed on the roof in lieu of the prefinished metal roof originally proposed.
 - b. The wall cladding system to be used on the new building structure is to be a typical Exterior Insulated and Finish System (EIFS) in lieu of the prefinished composite materials originally proposed.
 - c. A prefabricated suspended aluminum canopy will hang above the walkway from the Armata's exit vestibule to the joint line between the existing and new structures. It was noted that the drawings shown on this evening's presentation only reflect the use of these architectural elements above building entrances but the property owner requested that such canopy be redesigned to provide continuous protection from the elements to the pedestrians using the walkway.
 - d. The building's height was reduced and the "clock tower" feature was eliminated.
 - e. Wheel stops are proposed for every parking space facing the building and its sidewalk as well as bollards around the loading dock are and electrical switch gears.
 - f. Final construction documents are expected to be finalized and ready for building permitting process within 60 days and construction is expected to last 8-12 months from the start of construction.

Additionally, Ms. Diana Pun reiterated the Pun family's continuous work on engaging prospective tenants with new lease agreements.

Walter Gunn made a motion, and was seconded by Bryant Miller, to accept the amendment as presented for the previously issued Waiver of Site & Design Review (original case# 20221005) issued to Grove Properties and now deemed case #20221005-A with the clarification that the building is to feature a continuous aluminum canopy above the building's pedestrian walkway as opposed to the individual aluminum canopies above building entrances as shown on the drawings presented. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Documents Presented: Form E Amendment to a previously granted permit, 20221005 - 899-925 Shaker Rd Pun Longmeadow Realty - Site and Design Review Amendment July 12 2023, PZ Arch_6-27-234821 and Site Plan-02 C-SP1

Site & Design Review Application, Request for Waiver – Longmeadow Veterinary Clinic, 904 Maple Rd. – Case #20230712-1:

Chair Cheryl Thibodeau made a motion, and was seconded by Bryant Miller, to accept the aforementioned application as complete. Roll call vote – Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

The applicants seek to occupy the old Hamden Bank location and refurbish its interior to accommodate a veterinary clinic that will serve domestic animals, specifically cats and dogs, during daytime hours only; overnight pet stay will not be part of the services to be provided at this location. As such, the space will undergo a change of use from "business" to "professional" and a petition for a parking finding has been filed with the ZBA for review at their August 1st hearing. The exterior features of the space are to remain with the exception of the chute located in the drive-thru. While there are no plans to utilize the drive-thru at this time, the applicant is considering utilizing its window in the future for prescription pickups, at which time all required permits would be filed as needed. A sign application will be submitted for a subsequent meeting.

Director of Planning Corrin Meise-Munns understands that comments from town departments aren't needed for this case due to its minimal impact on building and site use, though she will contact the Health Department to confirm whether they have jurisdiction on this matter.

Walter Gunn made a motion, and was seconded by Bruce Colton, to waive the requirements for a Site & design Review Application for the Longmeadow Veterinary Clinic at 904 Maple Road, case #20230712-1, on the condition that the

parking finding is approved by the ZBA and the Health Department provides input as needed. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Documents Presented: Form E Site and Design Application, 904-Shaker-Road-Locus-Map-and-Drawings

Site & Design Review Application – Glenmeadow Inc., 24 Tabor Crossing – Case #20230712-2:

Walter Gunn made a motion, and was seconded by Bruce Colton, to accept the aforementioned application as complete. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed. The application will be edited to remove any indication of a two-story addition and adequately describe the project as a one-story addition.

Architect Philippe Saad presented the project, which consists of an approximately 2,600 sq. ft. one-story building addition within the 23-acre property to allow for a pool area expansion and additional space for fitness rooms. The existing parking is to remain though new walkways and curbs are being proposed to ensure pedestrian safety. Given the negligible increase in stormwater runoff from this addition, the existing drainage system is to remain intact, though downspouts will convey roof runoff to a central controlled outlet location with adequate scoring and erosion controls in place. The project does not increase the bed capacity and represents only an improvement to the existing building for the exclusively use of its residents.

Given the scope of the work and its impact on surrounding areas, Walter Gunn made a motion, and was seconded by Chair Cheryl Thibodeau, to effectively waive the requirements of submission of the following documents per the application checklist: (20) Drawings of existing and proposed business signs, (21) traffic study, (23) exterior lighting plan, (24) plan showing historic building located within ¼ mile of the site and (25) table outlining changes to number of employees, parking spaces, and spatial change of use. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

A public hearing has been set for August 16th, 2023, information will be in a timely matter.

Request for Zoning Change at 916 Williams St. – Acknowledgement of Receipt of Select Board’s Referral to Planning Board:

Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to formally acknowledge the referral made by the Select Board at their June 26th meeting of the Request for Zoning Change application filed by Colvest Management for their property at 916 Williams Street, the former site of the Church of Christian Scientists, Longmeadow.

Attorney Jeffrey Roberts indicated that the project’s scope remains intact since it was presented back in 2021. With no other details offered, and in order to include this matter in the Special Town Meeting’s warrant, the Planning Board agreed to set a public hearing for September 6th.

Vote – Planning Board Liaison Assignments

Chair Cheryl Thibodeau made a motion, and was seconded by Bryant Miller, to appoint Walter Gunn as the Planning Board liaison to the Community Preservation Committee. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to appoint Bryant Miller as the Planning Board liaison to the Energy & Sustainability Committee. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Chair Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to appoint Walter Gunn as the Longmeadow Planning Board liaison to the Pioneer Valley Planning Commission. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Discussion - Goal Settings for FY2024

Ms. Meise-Munns circulated a checklist of general and procedural goals and tasks that she anticipates are in the best interest of the board to tackle throughout the new fiscal year, with emphasis on items that are expected to be presented at the Fall Town Meeting and should be prioritized to meet any required deadlines.

Dates for FY2024

Due to scheduling conflicts, Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to cancel the scheduled August 2nd Planning Board Meeting. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed. Additionally, Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to accept the list of proposed FY2024 meeting dates as presented with the clarification that the third-to-last date on the list is to read April 3rd as opposed to March 3rd. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Discussion – Draft Revisions to Planning Board Rules & Regulations:

Due to time constraints, Chair Cheryl Thibodeau made a motion, and was seconded by Walter Gunn, to postpone the aforementioned topic to a subsequent meeting. Roll call vote – Ms. Thibodeau: yes; Mr. Gunn: yes, Mr. Colton: yes; Mr. Miller: yes. All in favor 4-0, motion passed.

Other Business:

1. The next Long Range Plan Steering Committee is scheduled for July 24th.
2. As part of the goals being set for the LRP overhaul, the Select Board voted at their June 26th meeting to sign a letter to be submitted to AARP that will present the Town’s intention to submit an Age Friendly Action Plan that will help the Town achieve “Age Friendly” designation. The Age Friendly Task Force recently held a meeting.
3. The plan’s Inventory Chapter Assessment has been completed by the consultant and the information will be used to set future goals.

Chair Cheryl Thibodeau made a motion, and was seconded by Bruce Colton, to adjourn the meeting. All in favor 4-0, motion passed, meeting adjourned at 8:54pm.

Respectfully submitted,

Bianca Damiano