



**Town of East Longmeadow**  
**Department of Planning and Community Development**  
**Memorandum**

To: Jeanne Quaglietti, Town Clerk/Clerk of the Council  
East Longmeadow Town Council

From: Bailey Mitchell, Director of Planning and Community Development  
East Longmeadow Planning Board

Date: August 16, 2023

Re: Recommendation of Bylaw Amendment – Parking Plan Review

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At the August 15, 2023 meeting of the East Longmeadow Planning Board, the Board reviewed proposed amendments to the Town of East Longmeadow Zoning Bylaws Article III - Use Regulations and Article V - Special Use Regulations in relation to Parking Plan Review (see attached). The Board voted unanimously to recommend that the Town Council review and adopt the amendments as presented.

The Board's discussion on this vote is duly noted in the minutes of their August 15, 2023 meeting.

Respectfully submitted,

Bailey Mitchell, Director of Planning & Community Development



**Town of East Longmeadow**  
**Department of Planning and Community Development**  
**Memorandum**

To: Town Council and Planning Board  
From: Bailey Mitchell, Planning & Community Development Director  
Date: May 4, 2023  
Re: Proposed Bylaw Amendments Related to Parking Plan Review

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**RECOMMENDATION**

For the purpose of improving administrative efficiency/clarity and improving consistency within the Town Bylaws, Town Staff recommends that the Town Council and Planning Board amend the Town of East Longmeadow Zoning Bylaws §450 Article III Use Regulations and Article V Special Use Regulations, as written in the attached documents. The attached documents include (1) current language to be repealed (indicated by ~~red strikethrough text~~), (2) proposed language to be added (indicated by blue underlined text), and (3) current language to remain (indicated by black text). Note, omission of current language indicates there is no need for such language to be amended and it shall remain as is.

**PROPOSED AMENDMENTS AND JUSTIFICATION**

Within §450-3.3, there are references to plot plans being submitted and approved by the Planning Board and Public Works Superintendent. In practice, the Planning Board does not review parking plans, rather, the Planning Director, Zoning Enforcement Officer and Public Works Deputy Superintendent review parking plans for approval. This process has been reinforced through the Town's new online permitting software which allows this review to take place in less time.

§450-5.6 also references parking plans; the proposed amendments shift the review from the Planning Board to the Planning Director, which again, is what happens in practice anyway. In order to waive parking requirements or lessen the number of required spaces, for example, a petitioner would need to submit a request to the Planning Board.

These proposed amendments only change the review process of parking plans, not the requirements surrounding parking. Amendments to parking standards should be explored by the Town, preferably with the assistance of a consultant, as the best practices surrounding parking regulation have change drastically over the last two decades.

Respectfully submitted.

ARTICLE III  
Use Regulations

**§ 450-3.3 Additional use, dimensional and density regulations**

C. Commercial District.

(2) Lot coverage. In the case of a single-story building, the building area shall not exceed 40% of the lot area and a minimum of 24% of the lot area shall be left as landscaped open space; in the case of a two-story building, the building area shall not exceed 30% of the lot area and a minimum of 16% of the lot area shall be left as landscaped open space. Plot plans must be submitted to the Planning ~~Board~~ [Department](#) for approval of parking provisions in all cases, and to the Department of Public Works Superintendent in accordance with the General Bylaw of the Town of East Longmeadow, Chapter 416, Vehicles and Traffic, § 416-3, [and chapter 450, Off-street parking, § 450-5.6](#), where applicable.

D. Business Districts.

(2) Lot coverage. Building area shall not exceed 25% of the lot area. Plot plans must be submitted to the Planning ~~Board~~ [Department](#) for approval of parking provisions in all cases, and to the Department of Public Works Superintendent in accordance with the General Bylaw of the Town of East Longmeadow, Chapter 416, Vehicles and Traffic, § 416-3, [and chapter 450, Off-street parking, § 450-5.6](#), where applicable.

E. Industrial District.

(2) Lot coverage. Plot plans must be submitted to the Planning ~~Board~~ [Department](#) for approval of parking provisions in all cases, and to the Department of Public Works Superintendent in accordance with the General Bylaw of the Town of East Longmeadow, Chapter 416, Vehicles and Traffic, § 416-3, [and chapter 450, Off-street parking, § 450-5.6](#), where applicable. Building area shall not exceed 60% of the lot area.

ARTICLE V  
Special Use Regulations

**§ 450-5.6 Off-street parking.**

A. Parking plan.

- (1) Uses requiring a parking plan. A parking plan shall be submitted at the time of any application for a building permit for the erection, alteration or enlargement of any building other than a single-family dwelling. No building permit for the erection, alteration or enlargement of any building may be issued without approval of said parking plan by the ~~East Longmeadow Planning Board~~ [Planning Director](#). In the case of alteration or enlargement, these standards shall apply only to the altered or enlarged area.
- (2) A parking plan shall be submitted to the ~~Planning Board~~ [Planning Department](#) at the time of any application for the ~~occupancy permit~~ [certificate of occupancy](#) required in § 450-7.1 of the Zoning Bylaw. No such ~~occupancy permit~~ [certificate of occupancy](#) may be issued without approval of said parking plan by the ~~East Longmeadow Planning Board~~ [Planning Director](#).
- (3) Parking plans shall show means of vehicular access and interior circulation. The proposed property use and proposed building square footage shall be indicated on the plan. Any required landscaping shall be indicated on the plan.
- (4) ~~Prior to~~ [Upon](#) submission of a parking plan to the ~~Planning Board~~ [Planning Director](#), egress, access and drainage for the site must be approved by the Town Engineer.
- (5) In granting a special permit for any use, the special permit granting authority may require off-street parking spaces, standards or conditions in addition to those set forth in this bylaw, if it deems necessary for the use.
- (6) [The Planning Board may grant waivers to the parking requirements outlined in this section of the Zoning Bylaw. A Request for Waiver \(Form W\) must be submitted for any and all requirements.](#)

B. Parking specifications.

- (1) In all districts, any and all parking spaces located on any lot shall be restricted to the use of the business allowed on the site by its employees, customers and other persons normally visiting the premises at any one time. There shall be no commuter parking nor shall any business enter into any type of agreement for commuter and/or satellite parking for businesses or activities not located on the site.
- (2) All new structures and alterations or enlargements on existing structures shall be provided with off-street parking spaces in accordance with the following specifications:
  - (a) Specifications for parking layout shall be in accordance with Town of East Longmeadow ~~Planning Board~~ Parking Standards. The standards shall include, and are not limited to, the following:
    - [1] All parking areas must meet the minimum parking dimensions in Diagram 5.6-1, except the handicapped parking requirements in Subsection **H** shall supersede where appropriate.
    - [2] Each off-street parking space shall contain, exclusive of approved access lanes, not less than 180 square feet when located in a parking lot and not less than 160 square feet when located in a garage or other building. For

planned business developments, retail outlets and other similar uses, there shall be a minimum of 300 square feet of total paved area for each car parking space required.

- [3] Parking spaces at a 90° angle are encouraged. Extra width at the end of parking stalls is desirable. Additional driveway width is necessary for main or through circulation aisles. (See Diagram 5.6-2 for a dimensional illustration.)
- [4] Any required landscaping shall be indicated on the parking plan for approval. (See Diagram 5.6-2 for a dimensional illustration.)
- [5] Parking aisles must be adjusted as necessary to accommodate the size of the trucks serving the facility. (See Diagram 5.6-2 for a dimensional illustration.)
- [6] Parking stall markings, directional arrows and other traffic signs shall be delineated by at least four-inch painted lines or by other suitable means and shall be permanently maintained.
- [7] One driveway per parcel shall be permitted as matter of right. Two driveways for business, commercial and industrial uses are generally desirable and shall be clearly marked as an entrance and as an exit.

(b) Drainage. Drainage facilities for each parking area should be designed and constructed to contain stormwater run-off on the premises, and stormwater should not be distributed on a public way. **[Amended 4-12-2022]**

(c) Surfacing. All off-street parking facilities shall be surfaced in accordance with the Town of East Longmeadow Department of Public Works (DPW) standards and specifications. The access driveways and parking areas for all business, commercial and industrial uses shall be surfaced with bituminous or cement material, according to established DPW standards and specifications. **[Amended 4-12-2022]**

I. ~~Planning Board decision:~~ Review procedure.

a. ~~The concurring vote of a majority (3/5) of the membership of the Planning Board shall be required for any decision on a parking plan. The Board's decision shall consist of either~~  
The Planning Director will either:

- i. ~~Approval of~~ Approve the parking plan based on the determination that the proposed parking plan meets all of the requirements of § 450-5.6.
- ii. ~~Denial of~~ Deny the parking plan based on a determination that either:

- 1. Insufficient information was submitted with the parking plan in order ~~for the Board~~ to adequately review the proposal; or
- 2. The project does not meet the requirements of § 450-5.6.

iii. ~~Approval of~~ Refer the parking plan to the Planning Board subject to conditions, modifications and reasonable restrictions necessary to ensure compliance with the requirements of § 450-5.6. If the proposed parking plan includes an expansion of any parking lot by 10 or more parking spaces or conversion of any use resulting in the addition of 10 or more required parking spaces, the Planning Board must review the parking plan as part of the Site Plan Review in conformance with Article IX.

- b. The concurring vote of a majority (3/5) of the membership of the Planning Board shall be required for a decision on a parking plan. The Planning Board shall render a decision within 60 days from the date the parking plan was ~~submitted to~~ referred to the Planning Board by the Planning Director and shall file its written decision with the Department of Public Works and the Town Clerk.