

**TOWN OF LUDLOW ADMINISTRATIVE REVIEW COMMITTEE  
MINUTES OF THE MEETING OF  
March 18, 2025**

**RECEIVED**  
TOWN OF LUDLOW OFFICE  
2025 MAR 18 PM 2:55

**Committee Members Present:** Christopher Coelho (Planning) (Chairman), Joshua Carpenter (Planning) (Vice Chairman), James Goodreau (DPW), Brandon Vigneault (Police Dept.), Peter Gallagher (Police Dept.), Zac Ellison (Fire Dept.), John Moll (Historical Commission), Angela Tierney (Conservation Commission), BJ Church (Building Commissioner)

**Consultant Team Present:** Jeff Galarneau (VHB), Sarah la Cour (Westmass)

The meeting began at 10:00 a.m. in the Selectmen's Conference Room.

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**REORGANIZE**

Mr. Carpenter **MOVED** to nominate Christopher Coelho as Chairman.  
**SECOND** Ms. Tierney.  
**9-0 in Favor.**

Mr. Coelho **MOVED** to nominate Joshua Carpenter as Vice Chairman.  
**SECOND** Mr. Goodreau.  
**9-0 in Favor.**

Mr. Carpenter **MOVED** to nominate Peter Gallagher as Secretary.  
**SECOND** Mr. Ellison.  
**9-0 in Favor.**

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**Site Plan Addendum: Westmass Area Development Corporation – 100 State Street / 0 Riverside Drive (Map 14B Parcel 130) Ludlow Mills Parking Lots #2 & 2A (Improvement of surface areas within the Ludlow Mills Development to create (1) new parking area providing a total of 55 new parking spaces. Parking lots to include formal lighting, stormwater management, and landscape. Also included is update to previously approved Lot No. 2 to reduce parking from 53 spaces to 31 spaces, and Parking Lot 3B from 37 spaces to 31 spaces.)**

Mr. Galarneau explained the proposed new Parking Lot 2A Project and that this is an addendum to the site plan approved in 2024.

Mr. Goodreau **MOVED** to approve the Parking Lots 2 & 2A changes with the condition that revised plans are resubmitted showing all the parking lot areas at the Ludlow Mills, with all lots numbered.  
**SECOND** Mr. Carpenter.  
**9-0 in Favor.**

Documents: Master application; Letter to Marc Strange from John J. Furman re: Ludlow Mills New Parking Lot No. 2A Project (February 12, 2025); Comments from Ludlow DPW (February 12, 2025); Stormwater Management Report – Ludlow Mills Parking Lots #2 & 2A (February 2025); Site Plans – Ludlow Mills Parking Lots #2 & #2A – 0 Riverside Drive Ludlow, MA (February 10, 2025)

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**Review/Approval of sign for Tandem Bagel – 44 Riverside Drive**

The Administrative Review Committee reviewed the plans for the sign at Tandem Bagel that were submitted by Sign Dynamics.

Mr. Goodreau **MOVED** to approve the sign for Tandem Bagel.

**SECOND** Mr. Ellison.

**9-0 in Favor.**

Documents: Sign Dynamics Tandem Bagel Sign Plans (Feb 20, 2025); Preliminary Layout Plan – Ludlow Mills (Building 44) Ludlow, MA

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**Sarah la Cour - Discussion regarding 100' buffer at Ludlow Mills**

Ms. la Cour explained that there are some potential buyers for parcels at the Ludlow Mills who are questioning whether there is any flexibility for negotiating changes to the 100' buffer setback along State Street at the Millside Drive Business Park. The Administrative Review Committee Members agreed that they are not really in favor of removing the setback but that a plan would need to be submitted before making any final decision.

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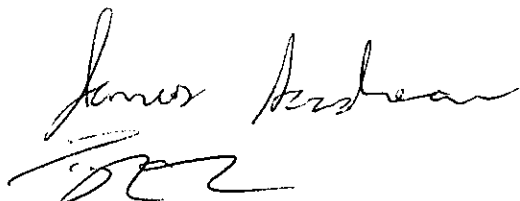
Mr. Carpenter: **MOVED** to adjourn.

**SECOND** Ms. Tierney.

**9-0 in Favor.**

Meeting adjourned at 10:49 a.m.

APPROVED:



(All related documents can be viewed at the Planning Board Office during regular business hours.)

