

**TOWN OF LUDLOW PLANNING BOARD  
MINUTES OF THE MEETING OF  
May 22, 2025**

**PLANNING BOARD MEMBERS**

Raymond Phoenix – Chairman (Present)  
Christopher Coelho – Vice Chairman (Present)  
Joel Silva (Present) (7:01 p.m.)  
Kathleen Houle (Present)

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TOWN OF LUDLOW

The meeting began at 7:00 p.m. in the Selectmen's Conference Room.

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**Derek Gomes – 436 Poole Street – Discuss Estate Lot approval**

*Derek Gomes was in attendance for the appointment.*

Mr. Gomes questioned the 50' feet of street frontage for an estate lot. The Board explained that the width would need to be 50' all the way up the driveway from the street to the structure for access. Mr. Gomes said that they would only have 23' at the end. Mr. Gomes was advised that he could ask for a waiver with the application process.

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**ANR – Joe Alves/VDS Properties – 0 Prospect Gardens (Assessors' Map 1B, Parcel 15 & Map 1A, Parcel 15A) (revise lots)**

*Paul Smith – Paul S. Smith Land Surveying was in attendance for the appointment.*

Mr. Smith said that they are looking to revise the two existing lots down to a smaller size and take the remaining back land and add it to the adjacent land of Mr. Alves.

The Planning Board reviewed the ANR checklist.

Mr. Coelho: I **MOVE** to endorse the ANR for Joe Alves/VDS Properties at 0 Prospect Gardens.  
**SECOND** Mr. Silva.  
**4-0 in Favor.**

*Documents: Master application; Approval Not Required Plan – Prospect Gardens – Cady Street Ludlow, MA (May 8, 2025)*

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**Mail Item 33 – Email from Karen Klimek re: installation of yellow poles on walkway at Ludlow Housing Authority**

*Karen Klimek was in attendance.*

Ms. Klimek submitted an email that stated that the yellow poles that were installed by Big Y are preventing disabled individuals from using the walkway from the Ludlow Housing Authority to the rear of the Big Y parking lot. The letter from BJ Church was also read into the record and noted that the placement of the poles are on private property and to the back of a busy plaza where safety would be an

issue. Mr. Phoenix questioned whether the poles need to be put on a site plan. *(Discussion continued below)*

*Documents: Email from Karen Klimek (May 15, 2025); email from Christopher Harkins – Ludlow Commission on Disability (May 27, 2025); Letter from Department of Inspectional Services (May 20, 2025)*

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#### **Mail Item 34 – Resignation of Joshua Carpenter from Planning Board**

Mr. Phoenix: I would entertain a MOTION to accept Josh's resignation and thank you for his service with the Planning Board.

Mr. Coelho: **SO MOVED.**

**SECOND** Ms. Houle.

**4-0 in Favor.**

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#### **Kevin Bradley – 6 Rosewood Drive – Home business discussion**

*Kevin Bradley was in attendance for the appointment.*

Mr. Bradley explained that he has a current wine business that is primarily distributed on Martha's Vineyard Island and was approved for a home business to manage his company from his current address. He said that to bring costs down, he'd like to do very small batch quantities (two to three cases a week) of bottling his own wine at his residence to test the market and then go into commercial operations somewhere else. Mr. Bradley said that he won't be fermenting, just buying bulk wine and transferring it into bottles. Mr. Phoenix read the Table of Principle Uses in reference to winery uses. The Board agreed that he could submit an application for a home occupation with a new public hearing.

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#### **Gary Coombs – 12 Cedar Street – Room rental/Airbnb at church**

*Pastor Lisa was in attendance for the appointment.*

Pastor Lisa told the Board that since the initial scheduling of the appointment she found out that they cannot have an Airbnb at the location because of the tax status of the church. She asked if there were any needs from the Town for use of the space that they have and that they are trying to figure out how to use the space to give back to the community and asked if they would need special permits to do that. Mr. Phoenix said that if the change in use is minimal, then they would need to update the site plan and table to match the proposed use. He added that if the change is a major one, then a new site plan would be required. Mr. Coelho mentioned that it would be a great idea to let people that are trying to start a new business use the available space.

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*(Continued discussion)* **Mail Item 33 – Email from Karen Klimek re: installation of yellow poles on walkway at Ludlow Housing Authority**

*Karen Klimek was in attendance.*

Mr. Phoenix reviewed the current site plan on file for Big Y. Mr. Phoenix said that the bollards are not on the plan and asked whether they need to be. Ms. Klimek was in attendance and voiced her concerns over the placement of the poles. Mr. Phoenix remarked that the Zoning Enforcement Officer is the one to enforce the Bylaw according to their interpretation.

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The Board discussed filling Mr. Carpenter's town committee appointments which include the Administrative Review Committee, 40R Smart Growth Zoning Committee, Capital Planning Committee, and the Fair Housing Committee.

Mr. Phoenix: I'll entertain a MOTION to appoint Kathy to the Administrative Review Committee.

Mr. Coelho: **SO MOVED.**

**SECOND** Mr. Silva.

**4-0 in Favor.**

The other committee assignments will be decided at the next meeting after the committee schedules are confirmed.

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### **CONSENT AGENDA:**

*The Board approved the Consent Agenda under unanimous consent.*

- ◆ FILE Mail Item 32. - Legal Notices from surrounding communities
  - ◆ APPROVE/SIGN Minutes of March 13, 2025
  - ◆ APPROVE Change of Occupancy:
    - Minh Hoang Nguyen (Peony Nails & Spa) 190 East Street (from nail salon to nail salon)
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Mr. Phoenix mentioned that the Articles for Planning passed at Town Meeting.

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### **Nonconforming Site Plans on town properties**

Mr. Phoenix read an email thread had been sent out stating that the traffic flow at Harris Brook School will be changed 5/26/25 with the approval of the Safety Committee and Board of Selectmen. He expressed his concerns about safety with the new right turn only traffic pattern and explained that site plan approval is required for changes in traffic patterns and that a public hearing with comments from the town departments should have been held. Mr. Silva asked if the original engineers could be held accountable to come up with a new solution for traffic issues. Mr. Phoenix said that he will see what happens with the traffic pattern and go from there.

Mr. Phoenix remarked that there is a tractor trailer sized trailer parked at Baird Middle School. He said that trailers cannot be used for long term storage in town. The Zoning Enforcement Officer will be contacted to inquire with the school as to the purpose of the trailer.

A short conversation was also had regarding the traffic on the Center Street corridor and that special permit approval needs to be added to new businesses in that area.

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Mr. Coelho: **MOTION** to adjourn.

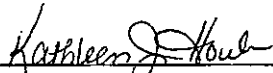
**SECOND** Ms. Houle.

Mr. Phoenix: Always in order and not debatable.

**4-0 in Favor.**

Meeting adjourned at 9:36 p.m.

APPROVED:

  
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Kathleen Houle, Secretary

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