

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
June 26, 2025**

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

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TOWN OF LUDLOW

Ken Comia of Pioneer Valley Planning Commission was present for the meeting.

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

**PUBLIC HEARING – Special Permit/Home Occupation – Kevin Bradley – 6 Rosewood Drive
(Assessors' Map 17, Parcel 3H) (small batch bottling of wine)**

SEE SEPARATE MINUTES

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 38. - Legal Notices from surrounding communities
 - ◆ APPROVE/SIGN Minutes of May 8, 2025
 - ◆ SIGN Invoice: Sign Dynamics
-

File Mail Item 39 – Ludlow Conservation Commission reorganization

File Mail Item 40 – Commonwealth of Massachusetts Energy Facilities Siting Board Notice of Adjunction and Public Comment Hearing

Mr. Coelho **MOVED** to file.

SECOND Ms. Houle.

3-0 in Favor.

Mail Item 41 – Concerns at Ludlow Reservoir parking lot from Lindsay Robillard

Mr. Phoenix said that he would entertain a MOTION to send the Select Board a note that we are suggesting that from our perspective it looks like they are the ones situated to be able to do whatever is appropriate and possible in this situation.

Mr. Coelho: **SO MOVED** to send them a memo.

SECOND Ms. Houle.

3-0 in Favor.

**PUBLIC HEARING – Special Permit/Home Occupation – Dillon Price – 59 Lehigh Street
(Assessors' Map 15D, Parcel 52) (office for online work-travel job board)**

SEE SEPARATE MINUTES

Center Street Overlay

Mr. Phoenix glanced at the Center Street Overlay map showing the 150 feet overlay and said that if everyone is still comfortable with the map, the next question is how does the Board wants to go about this in doing an overlay district and saying that all of the uses require a special permit which is the only way to curtail some of the heightened development on that area with traffic congestion. He also asked how far up and down Center Street they want to make the overlay district. The Board and Mr. Comia talked about the pros and cons of including the entire parcel rather than the first 150 feet, and about site plan & special permit requirements. Mr. Phoenix suggested wording that includes along the lines of that anywhere within the defined overlay district, any project that's coming in that is specified as requiring a site plan in the Table of Principle Uses, will require a special permit even if not specially called out in the underlying zoning. Mr. Comia will put together some language and run it by town counsel.

**PUBLIC HEARING – Special Permit/Home Occupation – Evarist Ndererubusa –
144 Coolidge Avenue (Assessors' Map 2C, Parcel 122) (office for travel & tourism)**

SEE SEPARATE MINUTES

Continued discussion – Mail item #37. Request for consideration of land acquisition from Daniel Barroso

The Select Board responded to Mr. Barroso that he cannot acquire the land at this time.

Town Planner / Planning Board vacancy

The Board discussed the vacancies for the Town Planner and the Planning Board. Interviews for the Town Planner will be scheduled for August at an open meeting with Human Resources present.

Something will be put together to advertise the open Planning Board vacancies on the Town Facebook site or in the Register.

Zoning Bylaw/planning updates (Ken Comia)

Mr. Comia brought up his contract that ends at the end of July, and if the Planning Board wants to renew until the Town Planner position is filled.

Mr. Phoenix: Can I get a MOTION on whether the Board wants to have this signed off on?

Mr. Coelho: **SO MOVED.**

SECOND Ms. Houle.

3-0 in Favor.

Mr. Comia discussed the Town Zoning Map and how the Town is laid out. He said that the Board should at look at what future zoning development should look like and that they should comply with the uniform districts and not have instances of spot zoning.

Mr. Comia also mentioned that the Housing Production Plan requires at least one community engagement session. He said there are different types of engagement including focus groups, open house community wide conversation, and surveys.

Mr. Phoenix brought up his concerns with the problems on Center Street regarding traffic and curb cuts. Mr. Comia said that he will come up with an engagement plan for the next meeting which may include the Housing Production Plan component.

Documents: Agreement by and between Town of Ludlow and the Pioneer Valley Planning Commission; Town of Ludlow GIS Zoning Map.

Mr. Coelho: I'd like to make a **MOTION** to adjourn.

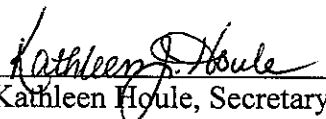
SECOND Ms. Houle.

Mr. Phoenix: Those are always in order and not debatable.

3-0 in Favor.

Meeting adjourned at 8:23 p.m.

APPROVED:


Kathleen Houle, Secretary

su

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

**TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT/HOME OCCUPATION
6 Rosewood Drive (Assessors' Map 17, Parcel 3H)
Kevin Bradley
(small batch bottling of wine)
June 26, 2025**

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

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

The applicant was not present for the public hearing.

Mr. Phoenix read the legal notice and advised the public that the hearing was being recorded. The legal notice included the description of: small batch bottling of wine.

Mr. Phoenix: I can't give the applicant a copy of the legal notice bill because they're not currently here. But what I will say is we're not all here either. In order to act on a special permit, we do need to have more members than we currently do, which is one of the reasons why we are allowed to have an associate member in order to fill in when we can't have all of our board members here. However, we are missing one board member due to resignation, one board member due to other commitments and our associate member stepped in to fill one of our board seats. So, we're currently soliciting for a new associate member as well. So, we have three of us that are here, which is enough to do some things but not this thing. With that in mind, I do have a note here suggesting that we continue to July 24th at 7:00 p.m. I would assume at this same location, et cetera, et cetera. Just to, to confirm, I'm pretty sure I know the answer to this, but that time and date has been run by the applicant, correct?

Ms. Urban: Correct.

Mr. Phoenix: So, since we don't have enough people to act on it, I would ask for a motion to continue to July 24th at 7:00 p.m.

Mr. Coelho: **SO MOVED.**

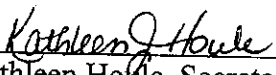
SECOND Ms. Houle.

3-0 in Favor.

Roll call vote: Ms. Houle – yes; Mr. Coelho – yes; Mr. Phoenix – yes.

The public hearing was continued to July 24, 2025, at 7:00 p.m.

APPROVED:


Kathleen Hogle, Secretary

su

Documents: Master application

(Documents pertaining to this hearing are available for viewing in the Planning Board Office during regular business hours).

**TOWN OF LUDLOW PLANNING BOARD
CONTINUED PUBLIC HEARING – SPECIAL PERMIT/HOME OCCUPATION
59 Lehigh Street (Assessors' Map 15D, Parcel 52)
Dillon Price
(office for online work-travel job board)
June 26, 2025**

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

The public hearing began at 7:15 p.m. in the Selectmen's Conference Room.

The applicant was not present for the public hearing.

Mr. Phoenix: So, this is a 7:10 continuation of a Special Permit Home Occupation. This one is the one for Dylan Price. For anybody who did not catch what we were talking about before. We are at a lack of people this evening to be --- on Special Permits. Under the law, we are allowed to have an alternate member that or associate member that's able to assist in filling one of those seats when needed. But we have one seat on the regular board that is empty due to resignation, one seat that is empty due to other commitments, and our most recent associate member is now a full board member and already sitting here and we are currently soliciting for a replacement for that slot. In the meantime, we only have three and need four, so we cannot act on this. I do have a note here to continue to July 24th at 7:20 p.m. and I would entertain a motion to do so.

Mr. Coelho: **SO MOVED.**

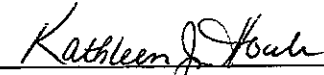
SECOND Ms. Houle.

3-0 in Favor.

Roll call vote: Ms. Houle – yes; Mr. Coelho – yes; Mr. Phoenix – yes.

The public hearing was continued to July 24, 2025, at 7:20 p.m.

APPROVED:



Kathleen Houle, Secretary

su

Documents: Master application

(Documents pertaining to this hearing are available for viewing in the Planning Board Office during regular business hours).

Public Hearing – Price
June 26, 2025

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TOWN OF LUDLOW PLANNING BOARD
CONTINUED PUBLIC HEARING – SPECIAL PERMIT/HOME OCCUPATION
145 Coolidge Avenue (Assessors' Map 2C, Parcel 122)
Evarist Ndererubusa
(office for travel & tourism)
June 26, 2025

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

The public hearing began at 7:34 p.m. in the Selectmen's Conference Room.

The applicant was not present for the public hearing.

Mr. Phoenix: And again, I know it's been covered already this evening, but in case anybody is new to this or joining specifically or looking at the minutes of this particular public hearing, we do not have adequate members here to be able to act on a special permit this evening. We have adequate members for some things but not for that. And due to, in part due to a board member that has resigned, in part due to a board member that had other obligations this evening. And normally we could have somebody filling in who's our associate member, but that position is currently also empty because that person stepped in as a full board member recently. So, we are actively soliciting for applicants for that slot to help prevent these situations in the future. But in the meantime, we have the situation that we do and I have a post it note suggesting that we continue to July 24th at 7:10 p.m. I would entertain a motion to do so.

Ms. Houle: **SO MOVED.**

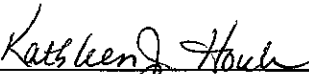
SECOND Mr. Coelho.

3-0 in Favor.

Roll call vote: Mr. Coelho – yes; Ms. Houle – yes; Mr. Phoenix – yes.

The public hearing was continued to July 24, 2025, at 7:10 p.m.

APPROVED:


Kathleen Houle, Secretary

su

Documents: Master application

(Documents pertaining to this hearing are available for viewing in the Planning Board Office during regular business hours).

Public Hearing – Ndererubusa
June 26, 2025

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