

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
September 11, 2025**

PLANNING BOARD MEMBERS

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

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

September 11 remembrance moment of silence was observed.

Mr. Phoenix discussed some outstanding issues including the site plans for the Town Hall and for the schools that have not been updated to reflect changes in traffic patterns. Mr. Comia said that there was \$1,850 encumbered for the site plan for the Town Hall, and that he contacted the town administrator and the surveyor that was solicited for the scope of work. He said that the town would need to seek out a new scope of work, and the town planner and town administrator would need to figure out when that would be scheduled. He also said that he emailed the superintendent also and had not heard back. Mr. Phoenix remarked that they don't necessarily need to even really redo a site plan and go through that expense if they just get rid of the cones and have traffic be able to exit onto Fuller Street. He also discussed the sheds on the Town Hall and school property that are not shown on the site plans.

Notice of Decision for Order of Remand issued by the Hampden County Superior Court – Special Permit/Site Plan – JLL Real Estate, LLC - 590-596 (0) Center Street (Assessors' Map 16B, Parcels 116 & 116A) (Redevelopment of site into a self-storage facility in an Agricultural Moderate Density Overlay District)

Attorney Steve Chaplin was present for the discussion.

The Board and Attorney Chaplin discussed some of the conditions included in the Notice of Decision which included the special condition of the hours of operation limited to 6:00 a.m. to 10:00 p.m.; the project be constructed according to the May 23, 2023, plan submitted by the applicant with construction hours to be conducted only between 7:00 a.m. and 5:00 p.m. and shall not be conducted on Sundays or legal holidays. Also included in the discussion was the footnote noting that "de minimis" shall be determined by the Planning Board.

Mr. Phoenix: Are we just saying that we are making the motion in accordance with the paperwork in front of us with those two amendments? The motion is to, to endorse the decision as modified. Anyone care to make that motion?

Mr. Coelho: **SO MOVED** as eloquently described by counsel.

SECOND Mr. Silva.

3-0 in Favor.

Roll call vote: Mr. Coelho – yes; Mr. Silva – yes; Mr. Phoenix – yes.

Documents: Notice of Decision for Proposed Self-Storage Facility at 590-596 Center Street

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ♦ FILE Mail Item 57. - Legal Notices from surrounding communities
 - ♦ SIGN Special Permits:
 - Ryan Dorcas – 350 West Street, Unit 26 (hair braiding salon)
-

File Mail Item 58 - Invitation: Pre-Town Meeting Gathering for Precinct Members

Mail Item 59 – Parking concerns at Casa Pizzeria (321-325 East Street) from BJ Church, Building Commissioner

The letter noted that the current parking layout could cause vehicles to block the public sidewalk on Prospect Street, creating unsafe conditions for pedestrians, including children, seniors, and individuals with disabilities who rely on unobstructed access. The Board reviewed the site plan on file and discussed the parking concerns. Mr. Phoenix remarked that if there's a problem where the site plan does not reflect what's actually doable on the ground, then that sounds like something that the Zoning Enforcement Officer should probably be initiating something about and that hopefully Building is reaching out and talking to the property owner and trying to figure out what needs to be done to satisfy everybody.

Planning Board Member Applications/Interviews

Mr. Phoenix said that the Planning Board still has a full board member seat available as well as the associate member, and that the next step in this process would be to coordinate with the Select Board to have a joint meeting to conduct interviews and make a decision.

Mr. Phoenix: I would entertain a MOTION to reach out to the Select Board and cordially invite them to join us at one of our meetings of their convenience in the nearest future possible so that we can schedule interviews with the people that would like to be Planning Board Members.

Mr. Coelho: **SO MOVED.**

SECOND Mr. Silva.

3-0 in Favor.

Mr. Silva said that there's at least nine crosswalks on East Street without any signs to warn drivers that people want to cross. He also mentioned that the sidewalks are completely blocked with debris from the pole replacements on the sidewalks on Hubbard Street and that people have to get off the sidewalks, go into the road, and go back to the sidewalk where it's a hazard for pedestrians. Mr. Silva went on to say that on Sunday mornings Warsaw Street is a one-way street only and people are still coming down (the opposite way) and asked if there's a possibility of putting a bigger sign there because people are used to going the opposite way the rest of the week.

Mr. Coelho: Mr. Chairman, I'll make a **MOTION** summarizing these concerns and forwarding it to the Safety Committee for their next meeting and looking for them to review.
SECOND Mr. Silva.

Mr. Phoenix: Just by way of discussion. I will say driving down East Street today in that general section I saw a father and child crossing the street. And as I was looking, I was trying to identify are there any crosswalks anywhere nearby. And I could not actually spot any on the pavement. So, they may have been there and just not been terribly visible. Yep. I don't know. But it led to a father and a small child doing what appeared to be jaywalking, which is not the greatest thing at the best of times. So, anything that can be done to make that safe would be a good thing with the motion being made and seconded.
3-0 in Favor.

Zoning Bylaw and Map Project – Project Updates including Center Street Zoning Discussion, Engagement Plan

Mr. Comia said that he hasn't heard back from the schools in town regarding using some of the school space for the projected October 2nd community engagement meeting and will now try to schedule something for October 16th. He also touched on the proposed agenda for the engagement meeting.

Mr. Phoenix remarked that he would be willing to wait until next year to submit the Center Street Zoning to the October 2026 Town Meeting. They discussed the pros and cons to an overlay district, what would be included, and where the zoning would begin and end on Center Street. Mr. Comia said that he and his staff will put together a draft table to share with the Town Planner.

Mr. Comia will gather a priority list of projects with timelines for the new town planner.

Open Space and Recreation Plan – Updated 10 Year Action Plan

Mr. Comia said that the town worked with PVPC back in 2023 to update the Open Space and Recreation Plan, and since then, the state has relaxed the seven-year requirement to ten years to update the plan and that it's as easy as changing the action plan and just fixing the dates to stretch out the ten years versus the seven. He remarked that there is the likelihood of requesting assistance because there is a conditional approval of the open space plan and that there are some minor changes that the state is requiring.

Mr. Phoenix: So, I'll entertain a **MOTION** to reach out to the state with the updated ten-year action plan for the OSRP to replace the seven-year action plan previously submitted.

Mr. Coelho: **SO MOVED.**

SECOND Mr. Silva.

3-0 in Favor.

Documents: Section 9: Ten-year Action Plan – Ludlow 2023 Open Space and Recreation Plan

Mr. Coelho: **MOVED** to adjourn.

SECOND Mr. Silva.

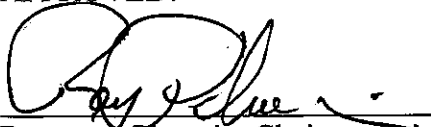
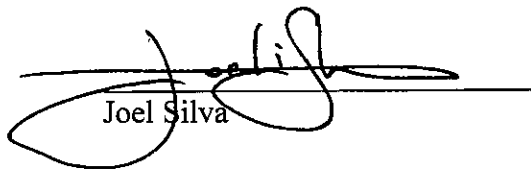
3-0 in Favor.

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Meeting adjourned at 8:19 p.m.

APPROVED:


Raymond Phoenix, Chairman
Christopher Coelho
Joel Silva

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