

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
September 25, 2025**

PLANNING BOARD MEMBERS

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

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

**CONTINUED PUBLIC HEARING & ANR – Special Permit/Estate Lot – Mary & Andrew
Nocrasz - 0 Lyon Street (Assessors' Map 19, Parcel 17) (estate lot)**

SEE SEPARATE MINUTES

Outstanding Items

Mr. Phoenix said that he had a thought as far as the issue with where the sheds are between Town Hall and the High School, and if it's easier instead of doing a site plan to put those where they're supposed to be, it might not be a bad idea to look at possibly just doing an ANR to shift where that property line is between the two properties since we already did attach those to the Town Hall site plan. He said it might be a path of less resistance for those, but that the updated site plan for Town Hall is still needed. Mr. Carpenter said that he will continue to investigate where the money went that was put aside to do a site plan.

Review/approve Site Sketch for 108 Sewall Street (Assessors' Map 14B, Parcel 20) Luis Texeira (Lighthouse)

The Board reviewed the updated Site Sketch and Table. The plan showed that the applicant was just expanding the footprint but not adding any additional seating. Mr. Phoenix read the comments from the Town Departments. The applicant requested a waiver of a public hearing and a waiver of a full site plan in favor of a sketch since a full site plan will be submitted on the entire property.

Mr. Coelho **MOVED** to waive the site plan in favor of a site sketch with the public hearing waived as well or is that gonna be two separate motions?

Mr. Phoenix: It can all be one. You can do a motion to waive the full plan in favor of a sketch, which we may have technically made already, but I'm not positive. So, I'd rather do a second one and be safe as well as to waive the hearing and to waive the fee for the reasons provided in the letter.

Mr. Coelho: **SO MOVED.**

SECOND Ms. Houle.

4-0 in Favor.

Mr. Phoenix: So, then I guess the next thing would be a motion to approve the site sketch as submitted with the, in the standard form with the added condition that we will be getting a full site plan well before the deadline that we had established.

Mr. Coelho: **SO MOVED.**

SECOND Ms. Houle.

4-0 in Favor.

Documents: Master Application; Floor Plans/Interior Modifications to: The Lighthouse 108 Sewall Street Ludlow, MA (08/12/2025)

Karen Sunnarborg – Housing Production Plan Update

Karen Sunnarborg was present for the appointment

Ms. Sunnarborg explained that she'd like to go over the draft sections of the housing production goals and most importantly the strategies and see if there's anything that needs to be further tweaked or eliminated. She also noted that the Accessory Dwelling Unit Bylaw should be put into the plan. A discussion was held about the next steps and that a meeting should be held, whether it's part of the Planning meeting or the Select Board's meeting, to account for civic engagement where there's notification to the public with invitation for people to come and learn about the draft and what's being proposed and have some opportunity for input. Mr. Phoenix asked if Ms. Sunnarborg could provide a blurb explaining why the housing production plan is important, and as it relates to trying to have a smart way to go about generating affordable housing in town and how that can also slow down 40B developments if we push some of this forward and actually make some of those changes.

Documents: Table 1-1: Summary of Housing Strategies; Town of Ludlow, Massachusetts Housing Production Plan (? 2025)

Signage request on East Street & Warsaw Avenue; sidewalk blockage at Hubbard Street; brush overgrowth at 144 Hubbard Street

Mr. Silva took pictures of the problematic areas in town in which the sidewalks are hazardous to pedestrians due to overgrown bushes and debris from the repair of telephone poles.

Mr. Coelho **MOVED** that we write a letter expressing our concerns about the shoddiness of this project, the fact that it's encroaching on the sidewalks, safety concerns, piles of spoils, just everything in general and write up a letter and send it to Safety, the Selectmen and DPU/Verizon, and Public Works also.

SECOND Ms. Houle.

4-0 in Favor.

Documents: Email and photos from Joel Silva (September 23, 2025)

Changes to Warrant Articles by Town Counsel

The email from Marc Strange explained that Town Counsel made a couple of small changes to the two Planning Board warrant articles. For the new Article 10, stating that with the recent state law change, the ADU Bylaw change only requires majority vote not two thirds. Wording to Article 11 added the

verbiage "Select Board Member" as may be appropriate.

Documents: Email from Marc Strange re: Changes to Warrant Articles (September 9, 2025)

Board to discuss and possibly vote to authorize the Town Planner to sign payroll and invoices

Mr. Coelho **MOVED** for the Town Planner to sign payroll and invoices as necessary.

SECOND Ms. Houle.

4-0 in Favor.

Board to discuss and possibly vote to appoint the Town Planner to Administrative Review Committee

Mr. Coelho **MOVED** to approve the Town Planner to the, to appoint the Town Planner to the Administrative Review Committee.

SECOND Ms. Houle.

4-0 in Favor.

Board to approve/sign Town Planner job description

Human Resources will be contacted to get clarification on what revisions were made on the job description before signing.

Documents: Town Planner Position Description

Board to discuss and possibly schedule date for Planning Board Member interviews

Mr. Carpenter will schedule a joint meeting on a Thursday with the Select Board to conduct the interviews and to discuss the Strategic Planning Committee.

Documents: Email from Hailey Rivers re: Letter of Interest – Ludlow Planning Board Open Positions (September 11, 2025)

Discuss Bylaw change to Zoning Bylaw & Subdivision Rules and Regs (from Board of Public Works to Select Board)

Mr. Carpenter said that he put this discussion on the agenda because he noticed at one of the town meetings when the Board of Public Works became dissolved and became the Select Board or integrated with the Select Board, the Zoning Bylaws and the Subdivision Rules and Regs still mention the Public Works. He commented that he didn't know if they would be now switching through to the Select Board or if they'd be going through the DPW itself. Mr. Carpenter will send a memo to the Select Board to see what they are responsible for.

Documents: Subdivision Rules & Regs - Section III, Section IV, Section X

Board to cancel meetings of November 27, 2025 & December 25, 2025

Mr. Coelho: **MOVED** to cancel the meetings of November 27th and December 25th.

SECOND Ms. Houle.

4-0 in Favor.

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

♦ FILE Mail Item 60. - Legal Notices from surrounding communities

File Mail Items:

61. Legal Notice from Ludlow Conservation – Notice of Intent – 20 East Street

62. Legal Notice from Ludlow Conservation – Notice of Intent – Lot 6 Center Street

63. Legal Notice from Ludlow Conservation – Notice of Intent – Lot 8 Center Street

64. Legal Notice from Ludlow Conservation – Notice of Intent – Lot 9 Center Street

65. Legal Notice from Ludlow Conservation – Notice of Intent – Lot 10 Center Street

66. Legal Notice from Ludlow Conservation – Notice of Intent – 164 Rood Street

67. Legal Notice from Ludlow Conservation – Notice of Intent – Town of Ludlow DPW

Mike Pietras – Site Plan discussion for 534 Center Street

Mr. Pietras did not show up for the appointment. Mr. Carpenter mentioned that someone had come in to pick up a Change of Occupancy application for a new business to be located at 534 Center Street but had not returned it yet. The current site plan was reviewed by the Board.

Mr. Phoenix asked if we could avoid adding anything to the agenda after the Friday before the meeting unless it is determined to be urgent or needs to be acted on.

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

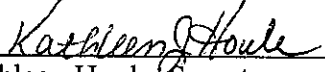
Mr. Phoenix: Funnily enough, those motions are always in order, and they are not debatable. Go figure.

SECOND Ms. Houle.

4-0 in Favor.

Meeting adjourned at 8:13 p.m.

APPROVED:


Kathleen Houle, Secretary

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

TOWN OF LUDLOW PLANNING BOARD
CONITNUED PUBLIC HEARING & ANR – SPECIAL PERMIT / ESTATE LOT
0 Lyon Street (Assessors' Map 19, Parcel 17)
Mary & Andrew Nocrasz
September 25, 2025

PLANNING BOARD MEMBERS

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

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

In attendance: Rob Levesque – R Levesque Associates, attendees

Mr. Phoenix: Top of the agenda, we have a continued public hearing and ANR Special Permit Estate Lot, Mary and Andrew Nocrasz, 0 Lyon Street, Assessors Map 19 Parcel 17, Estate lot, which looks like that would be this plan right here. If you want to come on down, you're welcome to. Now the always question, is this two copies of the same plan or is this two different sheets and it looks like two copies? The ANR that goes with it. So, you wanna tell us what we're looking at this time?

Mr. Levesque: Yes sir. So, good evening for the record I'm Rob Levesque from R Levesque Associates representing Nocrasz family. They're behind me to my right. This is a Special Permit request for an estate lot. We're located on the, where am I, east side of Lyon, Lyon Street. They own the properties on both sides of the street in the general vicinity right here, the idea is to create lot one is 5.62 acres of land for a single-family home. It'll be a family member that will own the home. We have a proposed driveway access off of the frontage located across from the homestead, across the street in general. We're coming in with a kind of a [inaudible] roadway to a single-family home that's shown on our plan. We also have a septic shown and a well just from a schematic standpoint so you can understand that. We also, just for informational purposes, have an overall copy of a layout grading and septic plan. We have submitted a septic plan to the Board of Health as well. So just to give, kinda give you some background, a little bit more detail shows topography, so we're working through those other aspects of the permitting process as we speak. I'd be happy to answer any questions you may have but this is, kinda shows the, the lot and proposed lot remaining land of Mr. Nocrasz.

Mr. Phoenix: Oh, I just had a realization. This is a continuation so I already did the, the legal notice, but I did skip an important step that'll, you know, get somebody upset with me because this is government and we can't assume anything. The things that look like cameras are cameras, they're recording you. The things that look like microphones are microphones. They're also recording you. This is being recorded for the internet and posterity and to keep the attorney general happy. I don't know, but they're cameras, they're microphones. That's what they are. Apologies. But I was supposed to say that at the top and I did miss that. So yeah, as far as comments, questions, I do have a checklist over here. I was starting to thumb through here. I'm looking for, were there any comments that we got back on this?

Mr. Carpenter: I don't believe so. This was one that was under Ken, Ken's purview.

Mr. Levesque: I do believe, through the Chair, I do believe that the Mylar being submitted at, at the appropriate time was, was an important component. So, we, I believe we have that now. I wasn't aware of anything else. I did hear that you were looking for some perspective on how the lot was gonna be developed, so that's why I brought this plan for informational purposes.

Mr. Phoenix: Just wanted to make sure I'm not missing something like from one of the other boards or anything like that. So. Okay. And have you looked at the checklist at all in relation to special permit stuff and the estate lots?

Mr. Carpenter: Again, that was Ken. With this one, we just kind of bounced it between each other.

Mr. Phoenix: Okay. I just didn't know if you looked at it at all Okay. Okey dokey. So, I've got the checklist here for estate lots. I don't seem to have the checklist for special permits. Do we have a copy of that handy?

Mr. Carpenter: I can go get one printed if you want.

Mr. Phoenix: That would be good. While you're doing that, I'm gonna start by asking if anybody on the Board has any questions, comments, concerns on this particular plan in front of us?

Mr. Silva: No.

Mr. Phoenix: Hearing nothing from the Board, I will open it up to the public at this time. If anyone does have anything that they would like to add or ask, please do so through myself as the Chair and I'll do my best to get any, get you any information you do need. I would just ask that you state your name and address for the record. Does anybody have anything at this time? Okay, hearing nothing. And we're not looking at any particular waivers on this, I don't believe, correct?

Mr. Levesque: Correct sir.

Mr. Phoenix: Okay. So, I suppose while we're getting the special permit one, I can at least start going through the estate lot criteria. No more than two consecutive estate lots shall be located on a public way. Stop me if you hear something you find objectionable. The estate lot or lots shall have a minimum street frontage of not less than 50 feet and access width of not less than 50 feet from the front lot line to the principal structure. The front lot shall meet all the zoning dimensional requirements normally required in the district. An estate lot or lots shall be double the minimum lot area normally required for that district inclusive of the access strip. An access strip that is accessible having a maximum length, not exceeding 400 feet. The width of the lot where the principal building is to be constructed shall be equal to or exceed the distance normally required for street frontage in the district. Front, rear, and side yards must equal or exceed those normally required in the district. The Planning Board may require that there be maintained or kept a naturally occurring or a planted vegetated buffer strip. Thank you. Between estate lot or lots, and adjacent lots to provide effective visual screening between the buildings at grade level. The estate lot entrance driveway shall be clearly designated with a house number sign, mailboxes shall not suffice. The driveway is to be located, constructed, and maintained a

distance of no closer than 10 feet to any abutting property line. Plan submitted shall include the statement: Lot (fill in the lot number) is an estate lot, building is permitted only in accordance with the special permit estate lot provisions of the Ludlow Zoning Bylaw. Eleven, permit shall run with the property and not with the applicant. And that's the one I just did, special permit. Proposal is suitably located in the neighborhood in which it was proposed and or the total town is deemed appropriate by the special permit granting authority. Proposal is compatible with existing uses and other uses permitted by right in the same district. Proposal would not constitute a nuisance due to air and water pollution, flood, noise, dust, vibrations, lights or visually offensive structures and accessories. The proposal would not be a substantial inconvenience or hazard to abutters, vehicles, or pedestrians. Adequate and appropriate facilities would be provided for the proper operation of proposed use. The proposal reasonably protects the adjoining premises against any possible detrimental or offensive uses on the site, including unsightly or obnoxious appearance. The proposal ensures that it is in conformance with the sign regulations of the bylaw. The proposal provides convenient and safe vehicular and pedestrian movement within the site and in relation to adjacent streets, property or improvements. The proposal ensures adequate space for the off-street loading and unloading of vehicles, goods, products, materials and equipment incidental to the normal operation of the establishment or use. The proposal provides adequate methods of disposal and/or storage for sewage, refuse, and other waste resulting from the uses permitted or permissible on the site and methods of drainage for surface water. Proposal ensures protection from flood hazards considering such factors as the following: elevation of buildings, drainage, adequacy, adequacy of sewage disposal, erosion and sedimentation control, equipment location, refuse disposal, storage of buoyant materials, extent of paving, effect of fill, roadways or other encroachments on flood runoff and flow. Proposal is in harmony with the general purpose and intent of this bylaw, and the proposed use complies with any and all additional special permit criteria or special use regulations imposed on individual uses in Section VI of this bylaw. The only other thing that I can think of would be the ANR checklist, which we can at least kind of do a mental run through, I think. Is this the, is this the ANR?

Mr. Coelho: This ANR is cutting the estate lot out of the larger lot.

Mr. Levesque: Yes sir.

Mr. Phoenix: Pins everywhere. [inaudible] Space for endorsement, the seal. It's good. Public. And.

Mr. Silva: These ones don't require? [inaudible]

Mr. Phoenix: That's separate.

Mr. Silva: Because this one has it. [inaudible]

Mr. Phoenix: Because that's other people's stuff. Anybody seeing anything jump out them, at them that is missing? Me neither. Okay, so I'm gonna ask one more time for anything from the Board?

Mr. Coelho: Are any of the abutters here tonight or just the applicants?

Ms. Houle: Just the applicants.

Mr. Coelho: That's all I got.

Mr. Phoenix: I'm gonna ask one more time for anything from the public. So, I'm going to entertain a MOTION to endorse the ANR in the standard form, as well as to approve the special permit for the estate lot. I believe we have a standard form for the estate lot one as well. I think. Anybody got the sheet to double check? And then to close the public hearing. Is there an estate lot one?

Mr. Coelho: There is. **SO MOVED.**

SECOND Ms. Houle.

4-0 in Favor.

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

The public hearing closed at 7:12 p.m.

APPROVED:



Kathleen Houle, Secretary

su

Documents: Special Permit Application – Proposed Estate Lot (including Master Application) (July 14, 2025); Comments from Town Departments/Boards; Plan of Land in Ludlow, Massachusetts – Mr. Stephen E. Nocrasz, Jr. (August 14, 2025); Response Letter to Review Comments from R Levesque Associates, Inc. (August 14, 2025); Email & attachments from Nina Fazio re: Grading Plans for BOH & ConCom (September 25, 2025)

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