

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
October 9, 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.

Town Meeting

Mr. Phoenix remarked that the two Articles the Planning Board submitted for Town Meeting passed.

PUBLIC HEARING – Site Sketch – Cleide Dos Santos – 8 White Street (Assessors' Map 15B, Parcel 39) (addition of sandwich/ice cream shop)

SEE SEPARATE MINUTES

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 68. - Legal Notices from surrounding communities
- ◆ APPROVE/SIGN Minutes of August 28, 2025 & September 11, 2025
- ◆ APPROVE Change of Occupancy:
 - Glen Sullivan (Duro-Last Roofing) 84 Westover Road (from roofing company to roofing company)

Board to discuss and possibly sign Release of Covenant and Development Agreement Extension for Santana Drive

Mr. Coelho **MOVED** to extend the Development Agreement to October 9th, 2027.

SECOND Ms. Houle.

4-0 in Favor.

The Board members will need to come to the Town Hall to sign the Development Agreement in the presence of a notary. The Release of Covenant will need to be reviewed by Town Counsel.

Documents: Extension of Development Agreement

PUBLIC HEARING – Special Permit/Home Occupation – Marcella McAneany – 107 Stivens Terrace (Assessors' Map 16A, Parcel 156) (independent contractor of physical therapy)

SEE SEPARATE MINUTES

Change of Occupancy – 456A Center Street (Jersey Mike's) Peter La Pointe, Colvest/Wilbraham, LLC

Peter La Pointe, Frank Colaccino, and Attorney Ellen Freyman were present at the discussion.

Mr. La Pointe explained that they are not proposing any changes to the site plan or any changes to the exterior of the building other than the tenant signs. Mr. Phoenix remarked that a Change of Occupancy is normally done for a "like for like" change in use, such as retail to retail. He also mentioned that where the phone store was doesn't have any details noted on the original site plan as far as number of employees, and maximum space to be used for selling, services, all that other stuff, and that the number one thing that they look for on an addendum is usually the updated chart.

Ms. Houle **MOVED** to approve the Change of Occupancy for the, for the property for Jersey Mike's with the stipulation that an updated Site Sketch be submitted within one month for action.

SECOND Mr. Silva.

4-0 in Favor.

Documents: Master Application; Jersey Mike's Subs Exterior Signage Plans (9/23/25); Preliminary Floor Plan – Jersey Mikes Subs (09/23/2025); Site Plan – Change of Use Jersey Mikes (2025-10-01); Comments from Town Boards/Departments

Planning Board Member interviews

Mr. Carpenter is currently working with Marc Strange, Town Administrator, on scheduling a joint meeting with the Select Board to conduct the interviews.

Outstanding items

The Board quickly discussed the missing Site Plan for the Town Hall, the sheds on the property, and the change in traffic patterns.

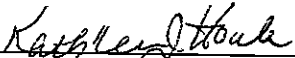
Mr. Coelho **MOVED** to adjourn.

SECOND Ms. Houle.

4-0 in Favor.

Meeting adjourned at 8:27 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 – SITE SKETCH
8 White Street (Assessors' Map 15B, Parcel 39)
Cleide Dos Santos
(addition of sandwich/ice cream shop)
October 9, 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: Cleide Dos Santos, Marcelo Coelho, attendees

Mr. Phoenix read the legal notice, advised the public that the hearing was being recorded, and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: addition of sandwich/ice cream shop.

Mr. Phoenix: We've talked about this a little bit informally before. I'm just gonna kind of touch on some of the things from the application. We are opening an ice cream shop that will be selling sandwich, soups, hot dogs, and acai.

Marcelo Coelho: Yep.

Mr. Phoenix: We have the signed certification of ownership authority, and I've got a copy of the checklist for requirements for a site sketch.

(Mr. Silva had a conversation in Portuguese with the applicants.)

Mr. Phoenix: As far as comments, from the Fire Department, I have: *Site sketch for the property located at 8 White Street has been reviewed for compliance. Ludlow Fire Department has no comments or concerns. Please note any omissions or missed items during this plan review does not relieve the owner/contractor from meeting all applicable codes, laws, regulations, and standards as they apply to the construction, maintenance or use of this building. Please feel free to contact this office if you have any questions or concerns regarding this matter.* Per the Building Department: *No frying of foods, sandwiches and ice cream are ok.* Per ConsCom: *No wetlands.* Per Public Works: *No comments.* Board of Health: *Check in with Health Department for any permits needed.* So that's what I have on my side. If you could, I know I touched on some of it in the application, but could you just explain for us what you're looking to do?

Marcelo Coelho: Yeah, you're gonna open the ice cream shop. You know you're going, you're gonna sell some like a sandwich. Like it's not gonna fry anything. You not going to, you're gonna bake --- things, you know, and you're gonna have three tables. You're gonna have three parking lots. It's already do the modifications. She has the paper they want to bring and that's it.

Mr. Phoenix: Okay.

Mr. Silva: Mr. Chairman, just to clarify where I said before, I was asking if they needed any translation on anything due to the primary language.

Mr. Phoenix: Okay. So, here's what I have. I found it in the file here. I guess you and I'll share and Chris and Kathy can share. I have another copy Mr. Chairman if you want. And Chris has a copy down there if somebody else needs it. We have called out.

Mr. Coelho: You guys don't need to share.

Mr. Phoenix: Oh, you got copies, okay, got copies. Everybody's got copies.

Mr. Carpenter: You're well prepared, Mr. Carpenter.

Mr. Phoenix: So, unit area is 1,030, number of employees is two. So that's in addition to the three over on the other side. Hours of operation looks like Monday through Sunday. So, basically all week 10:00 to 8:00.

Ms. Dos Santos: Monday no open.

Ms. Houle: The other things are open. The other units are open on Monday through Sunday.

Mr. Phoenix: Well, I thought it was going down the column for number eight. I see Monday, Wednesday, Friday, Sunday, but the Wednesday, Friday are kind of crossed out. Is that what shows on others?

Mr. Silva: Yep. But the Monday's still there, yes.

Mr. Phoenix: Right. That's, that's over on the, the other side, the four and six. So that's the market is the left column. We're mainly looking at the right column is the updated one. Okay.

Marcelo Coelho: Yeah, she doesn't want to open Monday but you know, you put in the paper like Monday to Sunday. Okay. And you know, like you can skip Monday. Yeah, no problem.

Mr. Phoenix: Okay. I mean, better to give yourself a little bit of room if you have the opportunity, I suppose. We have the use called out, seating capacity is 12; sleeping capacity is n/a. Existing parking spaces on site, that's just kind of combined with the other, that's a total of 14 required parking spaces. Three for this use, which brings the total required up to 14. There's a note, parking places to be shared between units during any alternate hours of operation. Total provided is 14, which it, it's fine either way. Number of trees/shrubs kind of just shared between the property anyway, same thing with the number of trees and/or shrubs shown on plan. And the total building area and lot area obviously have not changed as part of this. So, the chart looks like it's been updated appropriately. Any notations up here? So, you're looking to still keep the dumpster in the same location and all of that?

Marcelo Coelho: Yeah, it is gonna be next to, next to it for the other two, the one I already have.

Ms. Dos Santos: Yeah.

Mr. Phoenix: Okay.

Marcelo Coelho: Yeah.

Mr. Phoenix: Anybody from the Board have any comments, questions, or concerns?

Mr. Silva: Nothing on my end.

Mr. Phoenix: Okay. Since it is public hearing, we'll open it to public comments, questions or concerns. If you do have anything, please state your name and address for the record and state any, ask anything through me as Chair. I will do my best to get you any information you need. Does anyone have anything that they would like to add or ask at this time? Hearing nothing, I did see that our Town Planner ran the checklist and much like we just saw when we looked at the chart, everything is there with that. Unless somebody has something else to bring up, I would ask for a motion in the standard form to approve the site sketch. Oh we, 'cause we did the, the waiver already, right?

Mr. Carpenter: I believe you did, yes.

Mr. Phoenix: So, to approve the site sketch and to close the public hearing.

Mr. Coelho: Mr. Chairman.

Mr. Phoenix: Mr. Coelho.

Mr. Coelho: I **MOVE** to approve the site sketch for Cleide Dos Santos at 8 White Street and to close the public hearing.

SECOND Ms. Houle.

4-0 in Favor.

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

The public hearing was closed at 7:08 p.m.

APPROVED:


Kathleen Houle, Secretary

su

Documents: Master application; Existing Conditions Site Plan 4-8 White Street Ludlow, MA (10/30/2023); Comments from Town Boards/Departments

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

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT/HOME OCCUPATION
107 Stivens Terrace (Assessors' Map 16A, Parcel 156)
Marcella McAneany
(independent contractor of physical therapy)
October 9, 2025

PLANNING BOARD MEMBERS

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

The public hearing began at 7:19 p.m. in the Selectmen's Conference Room.

In attendance: Marcella McAneany, attendees

Mr. Phoenix read the legal notice, advised the public that the hearing was being recorded, and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: independent contractor of physical therapy.

Mr. Phoenix: From the application in front of us, this is for an independent contractor of physical therapy, much like from legal notice from the application supplement sheet, I have the total area of the home and other buildings at 930 square feet; the area for the Home Occ is 70; number of non-resident employees is zero; planned signage for the business, none; also no customers at the house; no deliveries made unlike those of normal residence; no changes to the site that would make it look less residential; one commercial vehicle in connection with the business, which would be a 2009 Toyota Camry at 3,307 pounds. And I do have a signed request of waiver of full site plan in favor of sketch and photos as provided by the applicant. So, I believe where we are at is that we have not actually made that waiver yet and we have not made a finding yet. And I do have a signed certification of ownership and authority for this and signed copies of the Special Permit and Home Occupation Criteria from the applicant. So that's what I have. Could you explain for us what you're looking to do?

Ms. McAneany: I'm looking to have a computer and a printer and go to people's houses to help treat their children.

Mr. Phoenix: Okay. Sounds pretty simple and straightforward to me.

Ms. McAneany: Okay.

Mr. Phoenix: No weird curve balls or anything?

Ms. McAneany: Nope.

Mr. Phoenix: No buoyant materials? It's an old joke for our Board. With that, first off, any comments, questions, anything from the Board?

Mr. Silva: Pretty straightforward.

Ms. McAneany: Yeah.

Mr. Phoenix: Hearing nothing from the Board, I will open it up to public comments, questions, concerns at this time. If you do have anything, I would ask that you state your name and address for the record and address anything that you have through myself as Chair, and I'll do my best to get you any answers that you need. Does anyone have anything that they would like to add or ask at this time? Hearing nothing, I'll go back to the Board one last time in case you changed your mind in the last few moments. And hearing nothing, I would entertain a motion in the standard form to approve the Special Permit Home Occupation and to close the public hearing.

Mr. Coelho: Do we need to make findings and waivers?

Mr. Phoenix: Oh yeah, the finding and waiver, apologies. Thank you.

Mr. Coelho: Mr. Chairman.

Mr. Phoenix: Mr. Coelho.

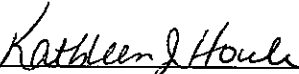
Mr. Coelho: I **MOVE** to find that the independent contractor of physical therapy for Marcella McAneany at 107 Stevens Terrace is a suitable home occupation under the bylaw. Furthermore, I **MOVE** to waive the full site plan in favor of a site sketch and photos as prepared by the applicant since this is in relation to the home occupation and doing so is consistent with the purpose and intent of the zoning bylaw. Furthermore, I **MOVE** to approve the Special Permit under 7.0.4 a-m and the Home Occupation under 6.2.1 - 6.2.13 for Marcella McAneany at 107 Stevens Terrace with the restriction that the permit will run with the applicant and not with the property. Furthermore, I **MOVE** to close the public hearing.
SECOND Ms. Houle.

Mr. Phoenix: That's a lot. So, just to summarize this is to make the finding, to grant the waiver, to approve, and to close. With that understanding, all those in favor?
4-0 in Favor.

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

The public hearing was closed at 7:24 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).