

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF**

November 13, 2025

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PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)

Christopher Coelho – Vice Chairman (Present)

Joel Silva (Absent)

Kathleen Houle (Present)

Haley Rivers, Associate Member (Present)

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

Mr. Phoenix welcomed new members Bud Ellison and Haley Rivers to the Planning Board.

Mike Pietras – Change of use discussion for 534 Center Street

Mike Pietras and Edyta Halastra were present for the appointment.

Mr. Pietras explained that Ms. Halastra is looking to occupy the second floor of 534 Center Street, which is currently a dentist's office on the first floor. He said that she wants to put an IV nutrition therapy plus aesthetics studio on the second floor and will basically be by appointment only visits.

The Board reviewed the current site plan on file and noted that there are more than enough parking spaces at the location. Mr. Phoenix remarked that if there aren't going to be any external changes, then they would just need to update the chart showing the change in what the usage is and any associated things such the parking count, maximum number of employees, hours of operation, etc.

Mr. Chairman, I'd like to make a **MOTION**, Mr. Chairman, that the use as a transfer as a clinic falls under services.

SECOND Ms. Houle.

3-0 in Favor.

Ms. Houle: Mr. Chairman, I **MOVE** to waive the full site plan in favor of a sketch for the property at 534 Center Street as there is an existing approved site plan on file less than 25 years old and has not been modified more than twice, and doing so is consistent with the purpose and intent of the bylaw.

Mr. Phoenix: Just as discussion, we can either contemplate it as part of this, or separately would we want to talk about the public hearing or do we wanna do that separate?

Mr. Coelho: Mr. Chairman, I **MOVE** to waive the public hearing?

Mr. Phoenix: Well, I don't know if, or we, we do want to. Do we want to or do we not? Do we wanna keep the public hearing on this and just do it as a sketch with the public hearing?

Ms. Houle: We can do it as a sketch with the public hearing.

Mr. Phoenix: Does that work for you as the SECOND Chris, just to waive the?

Mr. Coelho: Yes.

Mr. Phoenix: Okay. So, the motion is just waive the full plan in favor of a sketch.

3-0 in Favor.

Documents: Plan: SK-01 Existing Second Floor July 23, 2025 – 534 Center Street Ludlow, MA; Site Plan 534 Center Street Ludlow, MA owned by Haviland Pond LLC.

**PUBLIC HEARING – Special Permit/Home Occupation – Yani Baez de Marichal
61 Homestretch Drive (Assessors' Map 10, Parcel 73) (facials & lashes)**

SEE SEPARATE MINUTES

**RESCHEDULED PUBLIC HEARING – Special Permit/Home Occupation
Joshua Edward Picard – 23 Adams Street (Assessors' Map 16A, Parcel 24) (online book sales)**

SEE SEPARATE MINUTES

Zoning Bylaw Update discussion – Pioneer Valley Planning Commission

PVPC requested that the discussion be rescheduled to the December 11, 2025, meeting.

File Mail Item 71 - Ludlow Conservation Commission Legal Notice – 0 & 1093 Lyon Street

Outstanding items

There were no updates to the outstanding items at this time.

CONSENT AGENDA:

Except for the Change of Occupancy, the Board approved the Consent Agenda under unanimous consent.

♦ FILE Mail Item 70. - Legal Notices from surrounding communities

APPROVE Change of Occupancy:

- SM Capital Partners LLC (Martin Geo Environmental) 411 West Street (from Geo Environmental to same)

A request was received from the applicant to withdraw the application.

Mr. Phoenix: So, on the request to withdraw, is there a motion to accept the withdrawal without prejudice for 411 West Street?

Mr. Coelho: **SO MOVED.**

SECOND Ms. Houle.

3-0 in Favor.

Documents: Request to withdraw email from Stas Maltsev (November 13, 2025)

Ms. Houle **MOVED** to adjourn.

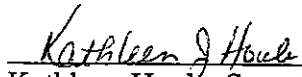
SECOND Mr. Coelho.

Mr. Phoenix: Motion to adjourn is always in order and not debatable.

3-0 in Favor.

Meeting adjourned at 7:29 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
61 Homestretch Drive (Assessors' Map 10, Parcel 73)
Yani Baez de Marichal
(facials & lashes)
November 13, 2025

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)
Haley Rivers, Associate Member (Present)

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

In attendance: Yani Baez de Marichal, 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: facials & lashes.

Mr. Phoenix: I don't believe we have any comments or things from other boards on this one. We have not yet made any findings or waivers on it. So, this is a home occupation as I described already for facials and lashes. I do have a signed request for the waiver of a full plan in favor of a sketch and photos as prepared by the applicant. We have listed on here that the total area of the home and other buildings housing the occupation is 1,596, area to be used for the home occupation is 50 square feet; number of non-resident employees is zero; no planned signage; customers at the house is a yes; no deliveries unlike those of a normal residence; no changes to the site that would make it look less residential; and no commercial vehicle in connection with the business. So that's, that's what I have here. With that said, could you just explain for us in a little bit more detail what you're looking to do?

Ms. Marichal: Okay. In the past I work in the salon, do the lashes. I have, I am...

Ms. Houle: Esthetician?

Ms. Marichal: Yes, I have, I am, I have two, two baby child, two baby small. I work, I would like work in my house because you know, I no have more time. Basically, is do the lashes in the my - -- because I have clients in the salon, you know? Yes.

Mr. Phoenix: Okay. The way the bylaw's written, you are allowed to have customers come to the house. The condition is that you can't have more than two vehicles there during business hours more than what you have during non-business hours. So, do you have an idea of, you know, how often you'd have people coming, how much overlap there'd be? Like how many extra cars, things like that?

Ms. Marichal: No, it's by one by one. It's for appointment. It is like three client for day or two because I no have a lot time.

Ms. Houle: Gotta take care of those babies.

Ms. Marichal: Yes.

Mr. Phoenix: Okay. With that I'm gonna start off by asking if anybody from the Board has any comments, questions, or concerns on this. Kathy, Chris, Haley, anything?

Mr. Coelho: It's pretty clear to me Mr. Chairman.

Mr. Phoenix: Just since we do have some new members here, in addition to the regular application, we do get a certification of ownership and authority, and we have the supplement sheet that I was reading off of here. We also, out of the Bylaw, there are 13 criteria for Home Occupation and another 13 for Special Permit. Normally these get reviewed also by the, by the town planner ahead of time. We also have the applicant sign off that they understand that these all exist. Generally, they are in the spirit of what we already talked about as part of the application that the nature of the residence isn't gonna be impacted. They're not putting up giant signage, having big vehicles, things like that. But there's 26 points that they kinda sign off on that they, they understand, they agree to, and those become part of the permit. And then instead of doing a full site plan, they usually request that we waive that because it's overkill for most of the home offices and they give us the most important thing out of the pictures. Less so the interior but the exterior. So, if there are major changes to what's going on there, we've got something to fall back on. So, we do have that as part of the file. With that, this is a public hearing, I strongly suspect looking at the audience I know what the answer's gonna be, but I do need to open this up for any public comments, questions or 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 through myself as Chair and I'll do my best to get you any information that you need. Does anybody have anything at this time?

Mr. Picard: All set. Thank you.

Mr. Phoenix: With that I'll ask the Board one more time, do you have anything?

Ms. Rivers: No.

Mr. Phoenix: Hearing nothing. I would ask if we have any motions beginning with the finding and the waiver and leading into actual action.

Ms. Houle: Mr. Chairman, I **MOVE** to find that the business for a lash, for lashes as described by Yani Baez de Marichal at 61 Homestretch Drive is a suitable home occupation under the bylaw, and also I **MOVE** to waive the full site plan for, for Yani Baez de Marichal at 61 Homestretch Drive in favor of a sketch in photos at which were prepared by the applicant since this is in relation to the home occupation and in doing so is consistent with the purpose and intent of the zoning bylaw.

Mr. Phoenix: That's a lot. Is there a second?

SECOND Mr. Coelho.

Mr. Phoenix: So, for clarity, this would be a motion to make a finding that this is a suitable home occupation under the bylaw, to grant the waiver of a full site plan down to a sketch in photos as presented by the applicant as well as to approve, but not at this time yet to close. We'll do that as a separate motion. With that understanding, this is a special permit, so I am gonna call the roll. We'll start with Haley.

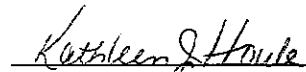
**Roll call vote: Ms. Rivers – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Phoenix – yes.
4-0 in Favor.**

Mr. Phoenix: That is four zero in favor. So, this is approved. I will ask for a motion to close the public hearing.

Mr. Coelho: **SO MOVED.**
SECOND Ms. Houle.
4-0 in Favor.

The public hearing was closed at 7:18 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).

**TOWN OF LUDLOW PLANNING BOARD
RESCHEDULED PUBLIC HEARING – SPECIAL PERMIT/HOME OCCUPATION
23 Adams Street (Assessors' Map 16A, Parcel 24)
Joshua Edward Picard
(online book sales)
November 13, 2025**

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)
Haley Rivers, Associate Member (Present)

The public hearing began at 7:20 p.m. in the Selectmen's Conference Room.

In attendance: Joshua Picard, attendees

Mr. Phoenix: This was open previously, so I don't need to read in the legal notice. This was from the Thursday, November 13th meeting at 7:05. No, that's when it's continued due to a lack of quorum. What was the original day on this?

Ms. Houle: October 23rd.

Mr. Phoenix: There it is, okay. From October 23rd at 7:00. Like I said before, cameras are cameras, microphones are microphones, we're being recorded. And again, I don't believe there's anything from any other town departments on this matter. And from the application, we have, selling books online on eBay using basement of home as office book storage area, occasionally sell other small items on eBay. We have a signed request for the waiver of the full site plan in favor of a sketch. The total area of home and other buildings housing the occupation is 912. You're looking to use 225.

Mr. Picard: Correct.

Mr. Phoenix: No non-resident employees, also no to any planned signage for the business, customers at the house, deliveries unlike those of normal residence or changes that would make it look less residential.

Mr. Picard: Correct.

Mr. Phoenix: And you are looking to use one vehicle in connection with the business, which is currently a 2021 Toyota Tundra, which is 5,700 pounds GVW. Again, normally we don't cover some of these things, but we do have some newer people with us this evening. The requirement on the GVW is it has to be under 10,000 pounds GVW. So, we're about half of the maximum. With that said, I know I kind of covered some of it in the, the description that's in the application, but could you describe for us what you're looking to do?

Mr. Picard: That's it. I buy books and sell 'em on eBay. Go to estate sales, things like that. Don't go often. But yeah, just buy books and sell them online, and occasionally various other knickknacks or things like that, but not often.

Mr. Phoenix: So, does anybody from the Board have any questions? You good, Chris?

Mr. Coelho: Yeah, as long as the buoyant materials ---.

Mr. Phoenix: Yeah, we're not covering that part of that quite yet.

Mr. Coelho: Okay. I'm good, thank you.

Mr. Phoenix: Okay, this is a public hearing so again I'm gonna open up for public comments, questions or concerns, but I think I have even less thought than anybody's gonna have much to say than last time. If you do have anything, please state your name and address for the record, address anything that you have through myself as Chair, and I'll do my best at getting any information you need. Does anybody have anything at this time? That's about what I expected. So, unless somebody from the Board has something to surprise me with, I would ask for any motions that we care to make on the finding, the waiver, the matter at hand, and/or the status of the public hearing at this time.

Ms. Houle: Mr. Chairman, I **MOVE** to find that the online book sales, as described by Joshua Piard is a suitable home occupation under the bylaw. I further move the waive the full site plan for Joshua Picard at 23 Adams Street in favor of sketch and photos prepared by the applicant as this is in relation to the home occupation in doing so, is consistent with the purpose and intent of the bylaw and I further **MOVE** to approve the special permit in accordance with all regulations. **SECOND** Mr. Coelho.

Mr. Phoenix: So, the motion's been made and seconded to grant the, to make the finding that it's a suitable home occupation under the bylaw, to grant the waiver request, and to approve the special permit for home occupation. With that understanding, I'm gonna call the roll this time we'll start with Chris.

Roll call vote: Mr. Coelho – yes; Ms. Rivers – yes; Ms. Houle – yes; Mr. Phoenix – yes. 4-0 in Favor.

Mr. Phoenix: Is there a motion on the public hearing?

Ms. Houle: **MOTION** to close the public hearing.

Mr. Phoenix: Anybody wanna second that one?

SECOND Mr. Coelho.

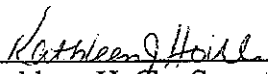
Mr. Phoenix: I heard you, Chris. Motions made and secondary to close. All those in favor? **4-0 in Favor.**

Mr. Phoenix: That is four zero in favor. So, this is approved. I will ask for a motion to close the public hearing.

Mr. Coelho: **SO MOVED.**
4-0 in Favor.

The public hearing was closed at 7:25 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).