

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
January 8, 2026**

PLANNING BOARD MEMBERS

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

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

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**ANR – Michael Duffey, 732 Fuller Street (Assessors’ Map 8, Parcels 15, 16, 17)
(combine three parcels into one)**

The applicant was not present for the appointment.

Mr. Carpenter mentioned that they’re just combining the three lots into one to do some housekeeping for tax purposes. The Board reviewed the ANR checklist and the plan.

Ms. Houle: I **MOVE** to endorse the ANR for Michael Duffey at 732 Fuller Street.

SECOND Mr. Ellison.

3-0 in Favor.

*Documents: Master application; Approval Not Required Combination of Land – 732 Fuller Street Ludlow, Massachusetts
(January 5, 2026)*

Mike Sotiropoulos – ADU discussion (648 Chapin Street)

Mr. Sotiropoulos cancelled the appointment.

Brenden Golden & Christian Biseinere - ADU discussion (81 Erin Lane)

The property owners said that they bought their house with an existing Accessory Apartment at the end of June. Mr. Phoenix remarked that the Special Permit would have lapsed when the ownership changed and that they would need to apply for something theoretically, but that as far as Planning is concerned, if they’re not using the apartment for anything, then it’s just part of the dwelling using it as a single-family home. He said that if they’re looking to do something that actually utilizes that space as a second livable area, that’s a separate issue and that they might want to just reach out to the building inspector as the zoning enforcement officer to give guidance on what they might be looking for enforcement and what would prevent that from happening.

Zoning Bylaw Update discussion – Pioneer Valley Planning Commission

Minutes of January 8, 2026

Ken Comia and Aodhan Hemeon-McMahan were present for the appointment.

Mr. Comia explained that they have produced the finalized Community Planning Survey which will be online, in addition to paper copies that will be available at four different locations in town. The idea is to have the survey open until February 16th. He also said that January 29th has been solidified as the community meeting date for the zoning bylaw project. Mr. Comia commented that the town also submitted a district local technical assistance grant, and that PVPC is currently reviewing those to look at opportunities for future smart growth in addition to looking at the Housing Production Plan and implementing any strategies identified in that.

Documents: Ludlow Community Planning Survey

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 01. - Legal Notices from surrounding communities
 - ◆ APPROVE/SIGN Minutes of December 11, 2025
 - ◆ APPROVE Change of Occupancies:
 - Bin Li (Sakura) 456 Center Street, Suite B (from restaurant to restaurant)
 - Amys Landscaping – 170 Munsing Street (from construction use to landscaping)
 - ◆ SIGN Special Permits:
 - Jonathan Chenier – 335 Munsing Street (office for junk removal)
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File Mail Item 02 - Annual Town Meeting Warrant from Marc Strange, Town Administrator

File Mail Item 03 - Emails from Sheila Dias re: Ground-mounted solar panels abutting Ludlow Reservoir in 2025 & response letter from BJ Church, Department of Inspectional Services

Mr. Phoenix read the letter of complaint and the response from the Building Commissioner which stated that Mr. Serrazina has complied with all applicable codes, regulations and bylaws relevant to the scope and parameters of this project, and that each complaint received regarding this project was reviewed, addressed and determined to lack merit.

Accessory Apartment/ADU application

Mr. Carpenter said that he put this on the agenda to reflect the change from Accessory Apartment to Accessory Dwelling Unit. The Board suggested that Mr. Carpenter make the necessary edits to the application and bring back a red line version to see what changes were made.

Town Meeting Discussion

Mr. Carpenter remarked that he added this one on because the warrant is officially open and that we have the partial acceptance of the ADU Bylaw and that under the circumstances it would make sense because it's fixing clerical errors from an earlier town meeting. Mr. Carpenter will put together the formal changes in article format so that the Board and Town Counsel can review them.

Review/approve 2025 Annual Town Report

The Board Members will review the draft report and discuss it at the next meeting.

Outstanding items

Mr. Carpenter remarked that he discussed with Marc Strange the encumbrance of \$1,850 for the Town Hall site plan. He said that Smith and Associates said that they will honor that price, and that they should have a plan in 10 to 12 weeks.

The updated site plan and traffic pattern was also discussed for Harris Brook School. Mr. Phoenix commented that he wants to schedule a meeting on January 22nd with all parties involved (Building Commissioner, Select Board, Safety Committee) in changing the traffic pattern at the school.

The Housing Production Plan Forum will be scheduled for February 12, 2026.

Mr. Carpenter will contact Town Counsel to see if there are any suggested things to tack onto standard motions which could be a substantial benefit during any potential litigation.

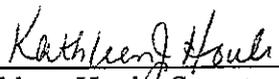
Ms. Houle **MOVED** to adjourn.

SECOND Mr. Ellison.

3-0 in Favor.

Meeting adjourned at 8:17 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.)