

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
January 22, 2026**

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Present)
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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TOWN OF LUDLOW
2026 FEB 13 A 9 27

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 04. - Legal Notices from surrounding communities
 - ◆ APPROVE Change of Occupancy:
 - Kamisha Brantley (Kamisha Kiyel Brantley DBA Ki’Yel Beauty) 114 Sewall Street
(from clothing store to hair salon)
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**ANR – Paul Adzima, 0 Center Street (Assessors’ Map 25, Parcels 48C & 48D)
(ANR four (4) building lots)**

Paul Adzima was present for the appointment.

Mr. Carpenter said that he reviewed the checklist and everything looked good. Mr. Adzima explained that he is doing the ANR to create four building lots.

Mr. Phoenix: Hearing no questions, I’ll entertain a MOTION to endorse the plan in the standard form.

Ms. Houle: **SO MOVED.**

SECOND Mr. Ellison.

5-0 in Favor.

Documents: Master application; Subdivision Approval Not Required Plan Center Street Ludlow, MA owned by Miller Gap, LLC (January 1, 2026)

Review/approve 2025 Annual Town Report

Mr. Phoenix: I will entertain a MOTION to accept the town report as drafted and submit that.

Mr. Ellison: **SO MOVED.**

SECOND Mr. Coelho.

5-0 in Favor.

Accessory Apartment/ADU Application

Mr. Carpenter presented the Board with the current red-lined version of the Accessory Apartment application that was changed to Accessory Dwelling Unit and explained the changes that were made.

Mr. Phoenix: I'll entertain a MOTION to update the documentation relevant for submitting for accessory dwelling units as opposed to accessory apartment as drafted by the Town Planner.

Mr. Coelho: **SO MOVED.**

SECOND Ms. Houle.

5-0 in Favor.

Documents: Draft Accessory Dwelling Unit Application

MOTIONS

Mr. Carpenter explained that he ran the current motions by Town Counsel and one of the big things that Attorney Chaplin saw was that a lot of the waivers state "photos prepared or to be prepared" and that he wanted to change it to either dated or stamped received on a certain date. Mr. Carpenter said that the only other change was the Accessory Apartment to Accessory Dwelling Unit motions.

The Board agreed to run the motions by Town Counsel again and continue the discussion to a future meeting.

Documents: Draft Time to Act and Standard Motion Quick Reference

Brad Tierney, Safety Committee (discuss Harris Brook School Site Plan)

Brad Tierney, Zac Ellison, and Mickey Buhl were present for the appointment.

Mr. Phoenix read the email from Amy Kurtz that explained the chain of events that led to the change in the traffic pattern at the Harris Brook School: *Received a request from resident about safety concerns at Harrisburg Elementary entrance exit on Chapin Street Safety Committee; Met and voted to recommend to the Select Board that a right turn only sign at the Chapin Street exit; Select Board met and voted to accept the Safety Committee's recommendation; DPW placed the sign.* Mr. Phoenix remarked that basically the issue is that the traffic pattern overall changed after the last site plan that was approved. Zac Ellison from the Safety Committee commented that he was at that meeting regarding the no left-turn sign and said that while it was well intended, he doesn't know that the sign is effective. He also said that he wasn't aware of the changes to the site plan and that had they known that there were already amendments to the site plan, they probably would've tabled that and come back to the Planning Board. Mr. Buhl talked about how the bussing issues are part of the traffic problem and how any changes in dismissal times would have to go through Principal Reed and the school staff. Mr. Buhl said that he and Mike Bertini could serve as the point people to determine the best path forward and follow up accordingly.

Another meeting was scheduled for February 26, 2026, for an update on any progress.

Documents: Email from Amy Kurtz to Kelly Strempek re: Harris Brook Elementary School - Sign (January 20, 2026)

Town Meeting Discussion

Mr. Carpenter distributed copies of the Accessory Dwelling Units (ADU) Bylaw to Board members and explained that the Bylaw had been rushed through at the state level, requiring communities to make corrections as they went. He noted that every municipality that adopted an ADU bylaw has since had to return to make revisions. The bylaw will be forwarded to Town Counsel for review so it may be placed on the warrant for the May Town Meeting.

Documents: 6.6 Accessory Dwelling Units Bylaw

Outstanding items

Mr. Phoenix mentioned that another part of outstanding items, besides Harris Brook School, would be to try and remedy the lack of a site plan for the High School. Mr. Carpenter said that there are existing funds to get the site plan for the Town Hall completed.

Mr. Phoenix read a letter from Pioneer Valley Planning Commission awarding \$15,000 to the Town of Ludlow for "Ludlow Future Growth". The grant will be used to work on some of the issues for trying to find some housing opportunities within Ludlow and trying to refine some stuff for the Smart Growth District.

Mr. Silva questioned the Change of Occupancy from the consent agenda. Mr. Carpenter said that as part of the Lighthouse property, the property owner is required to submit a site plan by August 2026 for the entire parcel.

Upcoming Meetings:

1/29/26 – 6:00-8:00 p.m. - Community Development Forum – Harris Brook School Cafeteria

2/05/26 – 7:00 p.m. - Executive Session (discuss pending litigation for 590-596 (0) Center Street)

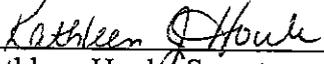
Ms. Houle **MOVED** to adjourn.

SECOND Mr. Coelho.

5-0 in Favor.

Meeting adjourned at 8:18 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.)