

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
June 25, 2026**

PLANNING BOARD MEMBERS

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

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TOWN OF LUDLOW

Mr. Ellison acted as Chair in Mr. Phoenix's absence.

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

**CONTINUED PUBLIC HEARING- Site Plan- Michael Sotiropoulos – 648 Chapin Street
(Assessors' Map 16B, Parcel 84) (Proposed 500 SF Accessory Dwelling Unit (ADU))**

SEE SEPARATE MINUTES

**ANR – Jim Nawrocki (JLN Properties LLC) 1402 Lyon Street (Assessors' Map 20, Parcel 4C)
(add newly created Parcel A to existing land of Page & Dirico)**

In attendance: Jim Nawrocki

Mr. Nawrocki explained that the application is intended to correct a surveying error involving a small parcel of land in Ludlow adjacent to property that had previously been conveyed to the current owner. The parcel, located along the side of the property, was originally intended to be included in the prior conveyance but was inadvertently omitted. He also noted that the surveyor had advised that the omission would not be an issue, but it later became necessary to correct the error.

The Board confirmed that the proposal simply conveys the omitted parcel so that the property line is consistent with the original intent. Mr. Nawrocki also stated that he had spoken with the Town Planner, who indicated that the plan was otherwise complete, with the exception of adding the required public way and street name information to comply with Approval Not Required (ANR) plan requirements. The revised plan, dated June 16, 2026, reflects those corrections.

Mr. Coelho **MOVED** to endorse the ANR for JLN Properties on Lyon Street.

SECOND Ms. Houle.

3-0 in Favor.

Documents: Master application; "Subdivision Approval not Required" Plan of Land in Ludlow, Massachusetts, Prepared for JLN Properties, LLC (June 16, 2026)

ANR – Michael Gavoni (Pamet LLC) – Millside Drive (Assessors' Map 14C, Parcel 106B)

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(divide existing parcel into two lots) (continued from 6/11/26)

The applicant was not present for the meeting.

The Board reviewed the Approval Not Required (ANR) plan for Pamet LLC, represented by Michael Gavoni, concerning property on Millside Drive. The only outstanding item identified by the Town Planner was the addition of the designation indicating whether the roadway was public or private. The revised plan had been updated to include the required "public" designation, satisfying the remaining review comment. The Board confirmed that all checklist items had been addressed.

Ms. Houle **MOVED** to endorse the ANR for Pamet LLC, Michael Gavoni on Millside Drive.
SECOND Mr. Coelho.

3-0 in Favor.

Documents: Master application; Plan of Land in Ludlow, Massachusetts surveyed for Pamet, LLC (Revised June 9, 2026)

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- ♦ FILE Mail Item 31. - Legal Notices from surrounding communities
- ♦ SIGN Special Permit:
 - David Moise – 643 Poole Street (office for painting business)

File Mail Item 32 - Conservation Commission Legal Notice – Minechoag Pond

File Mail Item 33 - Conservation Commission Legal Notice – 125 Watson Lane

File Mail Item 34 - Conservation Commission Legal Notice – 0 & 329 Holyoke Street and 0 Athol Street

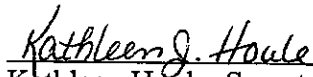
Mr. Coelho **MOVED** to adjourn.

SECOND Ms. Houle.

3-0 in Favor.

The meeting adjourned at 7:25 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.)

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**TOWN OF LUDLOW PLANNING BOARD
CONTINUED PUBLIC HEARING – SITE PLAN
648 Chapin Street (Assessors' Map 16B, Parcel 84)
Michael Sotiropoulos
(Proposed 500 SF accessory dwelling unit (ADU))
June 25, 2026**

PLANNING BOARD MEMBERS

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

Mr. Ellison acted as Chair in Mr. Phoenix's absence.

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

In attendance: Michael Sotiropoulos, attendees

Mr. Ellison advised the public that the cameras are recording.

Mr. Ellison: So, at this point in time, we're just gonna kind of go down and see what else we got. We wanted to talk about the lighting. We wanted to talk about the crawl space area. And so, what we have here in front of me is a letter from the Building Department and says the ADU being proposed is allowed by Mass Law to have a crawl space. It is only allowed to be 17 feet in height for one story building. He is only permitted to have an ADU total of 508.5 square feet. His current lot is located in two different zones. The front is Residence A and back Agricultural. From what was proposed it seems he's placing his ADU in the Residence A zoned area, so that as long as his setbacks are in compliance with the Table of Dimensional Regulations, the Building Department doesn't have any comment at this time. I do want it noted that we will still need to review the application that will be submitted for approval of any structure that is being placed on the parcel. So, that said, have you communicated directly with the Building Department?

Mr. Sotiropoulos: No. They, they asked me to just proceed with the planning first and then it would transition into their department. That was BJ and Kelly, both told me that.

Mr. Ellison: Okay. Was there any discussion about the interior height of that crawl space?

Mr. Sotiropoulos: The crawl space is sub six feet, seven inches, and the roof peak line is below 19 feet. That was, that's the municipal bylaws.

Mr. Ellison: Okay. And that, and that was what was passed to me too, to check on it. So, that's all set.

Mr. Sotiropoulos: Yep.

Mr. Ellison: Okay.

Mr. Sotiropoulos: And that was, if I may also add in continuance from the last meeting, it was those two issues that we just mentioned. The roof line and the crawl space, and also the lighting Luminaire schedule.

Mr. Ellison: Okay. So, right. So, moving on to that. Does anybody on the Board have any questions or comments about that height requirement that I just mentioned?

Mr. Coelho: She said 17 in her, in her letter. You're saying 19, that's probably gonna be between you and her, you know.

Mr. Sotiropoulos: Unless hold it now. Unless I, I may have misspoken. It might be 17. Let me see.

Mr. Coelho: I just didn't want you to get jammed up.

Mr. Sotiropoulos: Yeah, no, no, no.

Mr. Ellison: Yeah, she, she's saying 17.

Mr. Sotiropoulos: Cause 17. Okay. Hold on. It's right here. Yeah. 16' 10". If you look on page two of five of the current plans dated 5/25/26. The top of the roof is 16'10". Okay?

Mr. Coelho: Okay. And that's fine.

(multiple people talking)

Mr. Coelho: Like I said, I did not want you to get jammed up.

Mr. Sotiropoulos: Yeah. I misspoke.

Mr. Coelho: This is a tough process. Thank you for clarifying that.

Mr. Sotiropoulos: Yeah. And on page four, it gives the dimensions for the basement. Six feet, six feet, six and three sixteenths, which is sub six seven.

Mr. Ellison: As long as it's under six seven.

Mr. Sotiropoulos: Just under six seven.

Mr. Ellison: All right. Then we have the lighting schedule and then, what is it, Mr. Sotiropoulos, one light? Am I, am I right on that? One exterior.

Mr. Sotiropoulos: Well, they want two spotlights. Two, two motion sensor lights.

Mr. Ellison: Separate fixtures or?

Mr. Sotiropoulos: Yes. Yep.

Mr. Ellison: Are those the automatic kind?

Mr. Sotiropoulos: Yes. They're gonna be, motion sensor. They stay on for, I think you can, you can, you can adjust it. So, they stay on for like 30 seconds or up to two and a half minutes.

Mr. Ellison: Okay.

Mr. Sotiropoulos: And I, at each activation. Excuse me for interrupting.

Mr. Ellison: They're probably a photocell as well.

Mr. Sotiropoulos: Yeah.

Mr. Ellison: Okay. So, you can manually adjust their position, I assume, too, right?

Mr. Sotiropoulos: Absolutely. Yep.

Mr. Ellison: Looking at this, it looks like, obviously, so if, if there were issues about where they were pointing or if they were obtrusive to anyone, that could be easily adjusted, adjusted down or whatever.

Mr. Sotiropoulos: Yeah. In the case of light pollution, yes. They can be adjusted. Yeah.

Mr. Ellison: Okay. Does anybody have anything, Kathy or Chris, on the lighting?

Mr. Coelho: They are dimmable as well.

Mr. Ellison: That's good.

Mr. Coelho: Yep.

Mr. Ellison: So, it would appear that I'm not missing anything on our end. Right? I think that was it.

Ms. Houle: Here's the site plan.

Mr. Ellison: The updated site plan, right? Yep.

Mr. Coelho: Yeah, there's a chart here that shows the spillage depending on how high you mount them. So, you know, and the power of the light, any of these numbers here are not, are not gonna be spilling over anywhere.

Mr. Ellison: Yeah. It's ---.

Mr. Coelho: Yeah. So that's, that's a luminaire schedule. Yeah.

Mr. Ellison: And that is consistent with the letter that we had made forth from the Building Department regarding the Zoning Bylaws for the roof height in the basement, that other

comment. So that's good. Okay. Anything else from the Board before we open it up to the public? Does that site plan look good?

Ms. Houle: It's the one he had the other day.

Mr. Ellison: Same one.

Ms. Houle: Yeah.

Mr. Ellison: Chris, anything else?

Mr. Coelho: No, sir. Thank you.

Mr. Ellison: Okay. So, we can open this up to the public if anyone has any comments, just state your name and your address please.

Mr. Lubas: Mr. Chairman or Mr. Vice Chairman?

Mr. Ellison: Vice.

Mr. Lubas: Vice Chairman. My name is Phil Lubas. I'm an abutter to the property on which this ADU is proposed.

Mr. Ellison: Sure.

Mr. Lubas: Okay. And a couple of questions. You said this crawl space is like six foot, seven inches. Isn't that kind of big for a, tall for a crawl space?

Mr. Ellison: Well, it's not for us to really judge that. That's a Building Department building code. And she's, the Building Department has stated that it needs to be under a certain amount and we kind of have to go with what they say.

Mr. Lubas: Now I understand that this ADU is supposed to have a fire sprinkler system installed. Is it in the plans?

Ms. Houle: We wouldn't get that.

Mr. Ellison: I, no, that would've gone through...

Ms. Houle: The Building Department.

Mr. Ellison: Yeah. Building and Fire.

Mr. Lubas: So, you guys wouldn't handle that at all? [inaudible]

Mr. Ellison: That, that's design. Yeah, that falls under Building Department and Fire Department.

Mr. Lubas: So, the, the approval would then have to come from the Building Department?

Mr. Ellison: Correct.

Ms. Houle: They, they issue the actual permit to build.

Mr. Ellison: Correct. He would have to meet their standard.

Mr. Lubas: And also, is this ADU supposed to be all electric?

Mr. Ellison: I actually, I don't think we know that. And why do you just, what's your?

Mr. Lubas: I thought there might be some state mandate.

Mr. Ellison: Not to my knowledge.

Mr. Lubas: All electric for an ADU.

Mr. Ellison: I don't have anything. You? Never heard that.

Mr. Coelho: No. Again, I think that's probably a design permit situation if there is. But I, I still think you can build stuff how you want to, nowadays.

Mr. Ellison: Currently. Currently, for example. And just, just to enter into it, you can build an ADU in an, in an existing structure. So, you, it wasn't like you'd have to change that existing structure to become all electric. So, and, and I haven't seen anything from you that says anything about those details, right? To, to date.

Mr. Sotiropoulos: Well, I have that if you wanna see it.

Mr. Ellison: Not necessarily. I don't, it's not, it's not pertinent to what we would do. Okay. Thank you. I don't see anybody else with any other comments or questions. So, I suppose at this point we can close the public hearing.

Ms. Houle: We have to act on the site plan.

Mr. Ellison: Hmm?

Ms. Houle: We have to act on the site plan.

Mr. Ellison: Okay. Do we have a motion to accept it, approve it?

Ms. Houle: Okay. Mr. Vice Chair, I **MOVE** to approve and sign the site plan for Mr. Michael Sotiropoulos at 648 Chapin Street in accordance with the regulations for ADUs in the Town of Ludlow.

SECOND Mr. Coelho.

3-0 in Favor.

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

Mr. Ellison: All right. So that passes.

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

Mr. Ellison: Second? All in favor? You want to close? You have a question?

Mr. Coelho: Do we need to approve it as a special permit or, no?

Ms. Houle: No, because it's ADUs don't fall under special permit anymore. That's what we.

Mr. Coelho: Okay. Alright. So, I'm just getting confused.

Ms. Houle: I did the same thing.

Mr. Ellison: When they're accessory, now they don't need that.

Mr. Coelho: My bad. So, we have a motion to close?

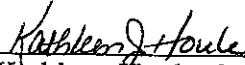
Mr. Ellison: We do.

SECOND Mr. Coelho.

3-0 in Favor.

The public hearing was closed at 7:10 p.m.

APPROVED:


Kathleen Houle, Secretary

su

Documents: Master application; waiver request; comments from town boards/departments; letters from abutters; Site plan – 648 Chapin Street Ludlow, MA (Revision: 4/30/26); Elevations plan set (05/25/2026); Halo Luminaire Schedule; Email from Kelly Strempek re: 648 Chapin Street ADU (June 24, 2026)

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