TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
July 25, 2019

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PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joseph Queiroga (Present)
Kathleen Houle (Present)
Rafael Quiterio (Absent)

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

Appointment – Armand Nunes – 201 West Avenue – Site Sketch Discussion
(Mail items #51 & 52 included)

Mail Item #51 - Letter from residents of Barre Drive neighborhood re: use of Barre Drive by Nunes Co.

Mail Item #52 - Email from Shelene Tirado re: use of Barre Drive / West Avenue by Nunes Co.

Armand Nunes was present for the appointment.

Mr. Phoenix read mail items #51 and #52 and commented that what needs to be done is to find a way to make sure that what's happening on the property is being done in a manner that is appropriate for the neighborhood and is also appropriate for a business that is an industrial business in an industrial zone. He also noted that if the access from West could be operational where Mr. Nunes would be able to utilize that access, that would alleviate a lot of the concerns that the residents have.

Mr. Queiroga said that he met with Mr. Baltazar at the property a few days ago, and that Mr. Baltazar had shown him the drainage (culvert with catch basin and retention area) that was put in all along the edge of Wenonah Drive. Mr. Queiroga also mentioned that Mr. Baltazar told him that he is going to try to rent out the other portion of the lot in the future, and that he will consider letting Mr. Nunes use the West Street entrance.

Mr. Phoenix commented that there is a full site plan in the file within the 20-year limit, and that there has been only one addendum (for the cell tower) that has been submitted, therefore this falls under the category of site sketch. Mr. Phoenix suggested to Mr. Nunes that he make a copy of the site plan on file, and make the changes needed to show where his operation sits in relation to what was already approved and submit that as a site sketch.

The Board agreed that an industrial use on an industrially zoned piece of property is appropriate.

Mr. Phoenix: So, let's get the sketch in as an addendum to the plan. Once that's in, we can schedule the hearing and we'll go from there. Just to put a time frame on it, is everyone

comfortable with maybe having a MOTION to say that we'd like to see that come in within 30 days?

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Mr. Coelho: **SO MOVED.**

SECOND Mr. Queiroga.

Mr. Nunes: The sketch, and then we can schedule the?

Mr. Coelho: Yeah.

Mr. Nunes: Yup.

Mr. Phoenix: So, we have a motion made and seconded to ask for the sketch to be submitted within 30 days so that we can schedule the public hearing and move forward on this. All those in favor?
4-0 in Favor.

Tony Goncalves – Discussion of Bylaw Changes & Growth

Mr. Goncalves did not show up for the appointment.

ANR – Erica Heim – 38 Goddu Street (Assessors' Map 12A, Parcel 32C)
(corrective plan to remove encroachments of buildings located at 34 & 38 Goddu Street)

Edward Chapdelaine and Carlos Dos Santos were present for the appointment.

Mr. Chapdelaine explained that when the two houses were built, they were constructed on the property lines because someone had assumed that the concrete retaining wall was the property line, which it was not, making the lot lines approximately ten feet off. He noted that the problem was discovered recently when Ms. Heim put her house up for sale, and that the ANR will resolve that issue.

Mr. Coelho: I **MOVE** to endorse the ANR for 38 Goddu Street for Erica Heim.
SECOND Ms. Houle.
4-0 in Favor.

Documents included: Master application; "Approval not Required Subdivision" Plan of Land in the Town of Ludlow, Massachusetts Hampden County – Prepared for Erica L. Heim (07/11/2019)

Consent Agenda:

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The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 54. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of June 13, 2019
- SIGN Special Permit:
  - Steven A. Monteiro – 60 Bluegrass Lane (property management business)
- APPROVE Change of Occupancies:
  - Todd Hanks (Discount Auto Repair) – 135 Carmelinas Circle (from C&S Auto & Diesel)
  - Erin Roch (Esthetics by Erin @ Spa West) – 326 West Avenue (hair salon booth rental)

Appointment – Ana Gomes, Caracas Construction – Avelino Way Subdivision Update & Development Agreement Extension

Ms. Gomes did not show up for the appointment.

Appointment – Michelle Vargas – 114 Sewall Street – Change of Occupancy (Coco Lush Studios)

Michelle Vargas was present for the appointment.

Ms. Vargas explained that she takes one customer at a time, every 1 1/2 to 2 hours, by appointment only. She said that she could have anywhere from five to eight customers a day, with business hours from approximately 7:30 a.m. to 7:00 p.m.

Mr. Phoenix said that there should be minimal traffic generation with a fairly low impact to the neighborhood, which is, in concept, consistent with what was already there.

Mr. Coelho: I'll make a **MOTION** to waive the fee on a new submittal for a Change of Occupancy.
SECOND Mr. Queiroga.
4-0 in Favor.

Mr. Phoenix: I will also ask for a MOTION to find that a Change of Occupancy will be acceptable for this business provided that there are no more than two stylists working there at any given time.
Mr. Coelho: **SO MOVED.**
SECOND Ms. Houle.
4-0 in Favor.

Ms. Houle: **MOTION** to approve the Change of Occupancy.

SECOND Mr. Coelho.
4-0 in Favor.

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File Mail Item #53 - Memo from Ellie Villano, Town Administrator – Warrant for Special Town Meeting – October 7, 2019

ANR – Jose M. Alves – 17-21 Lower Whitney Street (Assessors' Map 14B, Parcels 74, 75) (combine parcels into one lot)

The applicant was not present for the appointment.

Mr. Phoenix mentioned that the supplement page of the application was missing and therefore the application is incomplete and cannot be acted on.

Mr. Phoenix: I'll entertain a MOTION to find that the application was not complete and that we would appreciate it if the applicant could actually give us a complete application so that we can act on it for them.
Mr. Coelho: **SO MOVED.**
SECOND Ms. Houle.
4-0 in Favor.

Documents included: Master application; Subdivision Approval Not Required Plan, Lower Whitney Street Ludlow, MA, owned by Jose M. Alves (July 15, 2019)

Mr. Coelho: I make a **MOTION** to adjourn.
SECOND Ms. Houle.
Mr. Phoenix: Always in order, not debatable. All those in favor?
4-0 in Favor.

Meeting adjourned at 8:07 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

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(All related documents can be viewed at the Planning Board Office during regular business hours.)