TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
August 27, 2020

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2020 SEP 29 A 8:36
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PLANNING BOARD MEMBERS

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

The meeting began at 7:00 p.m. in the Selectmen's Conference Room via Telephonically (by order of the Governor's March 10, 2020 order titled "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, § 20" due to the COVID-19 Virus Outbreak)

ANR – 314-316, 0, 326, 330 Sewall Street (Map 15B, Parcels 4, 5, 6, 7, 8) Paul M. Santos (combine properties into one)

Paul Santos was present for the appointment.

Mr. Santos explained that he wants to bring all of the properties together into one parcel so that all properties can share a single parking lot.

Mr. Stefancik said that he went through the checklist and that it met all the criteria for the ANR checklist. He also noted that a zone change was done at May 2020 Town Meeting from Residence A to Business A.

Ms. Houle: I **MOVE** to endorse the ANR for Paul M. Santos, property at 314, 316, 326, 330, and --- Sewall Street.
SECOND Mr. Quiterio.
4-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; Subdivision Approval Not Required Plan, 314-330 Sewall Street, Ludlow, Mass. – owned by CPN & J Realty, LLC (August 4, 2020)

PUBLIC HEARING – SITE PLAN – 314-316, 0, 326, 330 Sewall Street (Map 15B, Parcels 4, 5, 6, 7, 8) Paul M. Santos (update site plan to show combined properties with driveway and parking improvements)

SEE ATTACHED MINUTES

ANR –368 Lyon Street (Map 18, Parcel 54) Brian A. Roberts (creating a building lot)

Brian Roberts was present for the appointment.

Mr. Roberts remarked that he wants to cut one building lot out of the parcel to build a residential house for a family member.

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Mr. Stefancik stated that he went through the checklist and that it met all the criteria except for a few items that have been corrected by the surveyor, and that everything should be an approvable format.

Ms. Houle: Mr. Chairman, I **MOVE** to endorse the ANR plan at 368 Lyon Street for Brian A. Roberts.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; ANR Lot Plan of Land in Ludlow, Mass surveyed for Brian A. Roberts (Revised 8/26/2020)

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 41. - Legal Notices from surrounding communities
- APPROVE Change of Occupancies:
  - Ariana Crespo (Bella Couture Salon) 154 East Street (booth rental)
  - Randi Pereira (Bella Couture Salon) 154 East Street (booth rental)
- SIGN Special Permits:
  - Joseph Deponte – 283 Poole Street (3 estate lots)
- APPROVE/SIGN Minutes of July 23, 2020
- APPROVE Bills:
  - Turley Publications (advertising for Associate Planning Member)
  - Postmaster (5 rolls stamps)
  - Roberts & Ludlow Printing (binding of 2019 minutes)

Mr. Coelho: Well with that, I'm willing to entertain a MOTION to adjourn.
Mr. Queiroga: **SO MOVED**.
SECOND Mr. Quiterio.
4-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Meeting adjourned at 7:21 p.m.

APPROVED:

Kathleen Houle

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
PUBLIC HEARING – SITE PLAN
314-316, 0, 326, 300 Sewall Street (Assessors' Map 15B, Parcels 4, 5, 6, 7, 8)
Paul M. Santos
(update site plan to show combined properties with driveway and parking improvements)
August 27, 2020

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PLANNING BOARD MEMBERS

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

The hearing began at 7:05 p.m. in the Selectmen's Conference Room via Telephonically.
(by order of the Governor's March 10, 2020 order titled "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, § 20" due to the COVID-19 Virus Outbreak)

In attendance: Paul Santos, Elizabeth Scanlon(abutter)

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: update site plan to show combined properties with driveway and parking improvements.

Mr. Coelho: Ok that being said, Paul why don't you go ahead and give us, now that you have the ANR done and your zone change, give us a --- of what's going on over here please.

Mr. Santos: Ok, so if you look at the site plan where it says out, there's five spaces there for cars. That's where we're going to put the five cars that are for sale. That will be authorized for it because the, I was gonna remove the mechanic, the garage from there, but because of the COVID it seemed like that was one of the only things going to stay open, so that's going to stay and we're going to try to keep the dealership license over, like I said, to the left, that will be where the cars will be for sale. The previous site plan, those cars were on the right-hand side.

Mr. Coelho: Ok, ok I see those five spots there.

Mr. Santos: From the previous site plan to this one, we redesigned the parking lot. We removed everything that was there, the garages, you name it, we cleaned it up and everything you see in red, that is the new design for the parking, for customer parking, handicap parking. And over in the back, the building that says Building 2, you see UDS; UDS stands for United Driving School. I was planning on putting a future office there someday. Right now, to the left-hand side, we'd like to keep some, one or two cars parked there for the school. You will also see a gravel driveway with limited access, that's for the cars to, driving school cars to go around the building, to circulate so. On the right-hand side where it says parking for auto school cars, there's gonna be a car there so students can practice their parallel parking and then from there they go exit right onto the street.

Mr. Coelho: Ok.

Mr. Santos: So, the building right now where it says UDS and Building 2, that is, those have been vacant now for, since February. We still have the mechanic in Building 1, and then where it says Building 3, that is office space at the first floor and there's a tenant upstairs on the second floor, which he's been there over ten years.

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Mr. Coelho: And I'm assuming you have enough parking spots to meet the needs of your current tenants.

Mr. Santos: We do. According to the surveyor, we have more than the required parking spaces for the square footage of all the buildings.

Mr. Coelho: Ok. With that, Doug, do we have any input from other boards?

Mr. Stefancik: We do. Do you want me to read the comments?

Mr. Coelho: I would like you to because I don't think I have those.

Mr. Stefancik: Oh ok, well Board of Health had no comment, DPW they had no comment, from me in Planning, I just had a question whether there was gas utilities to the site. And then the applicant is looking for a waiver on o.1, 3, and 5, which is the lighting plan, elevations, signage design and traffic study. They do show a snow storage area. And then from Fire: *Dear Mr. Chairman, the Ludlow Fire Department has reviewed the site plan as presented. We have no comments at this time. Please note any omission or missed items during this plan review does not relieve the owner contractor from meeting all applicable codes, laws, regulations and standards as they apply to construction maintenance or use of this building project. Please feel free to contact this office if you have any questions or concerns regarding this matter. Sincerely, Seth M. Falconer, Fire Prevention Officer.* And that's all the comments.

Mr. Coelho: Ok, good. Ok, so anybody on the Board have anything to add to this?

Ms. Scanlon: Mr. Chairman?

Mr. Coelho: Ms. Houle.

Ms. Houle: Not me.

Ms. Scanlon: I'm Elizabeth Scanlon. I'm ---.

Mr. Coelho: Excuse me. We're starting with the Board and then we'll move to the public.

Ms. Scanlon: I'm sorry. Ok.

Mr. Coelho: That's ok. It's tough on the phone with these meetings.

Ms. Scanlon: Yeah, it is.

Mr. Coelho: Ok, again, anybody from the Board have any questions for the applicant? Alright, hearing none, now I'll take it out to the public. Please state your name and address for the

record, and I know there's at least one out there, so if you could go ahead and state your name and address and ask the question.

Ms. Scanlon: Yeah, my name is Elizabeth Scanlon, I'm an abutter of Mr. Paul Santos. I live at 21 Barrett Street and I just, with regards to the gravel driveway, I just wondered if there's going to be any parking of vehicles in that area.

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Mr. Santos: Mr. Chairman, Paul Santos. The answer is no. That is just like it says there, limited access. That's only going to be for driving school cars to circulate around the building to come over and exit through the other end.

Ms. Scanlon: Ok, so they won't be parking there at any specific times?

Mr. Santos: No. I mean, the only place they're gonna be parking the driving school cars will be where it says storage shed, in that area next to the building that says UDS.

Ms. Scanlon: Ok, I can't --- to be able to access the plan online, so I'm not sure which building is which.

Mr. Coelho: There's a storage shed right adjacent to the auto repair building, correct Paul?

Mr. Santos: Yes, that's correct. It's over at the other end on the north side of the property.

Mr. Coelho: And that shed is enclosed right? So, any cars will be parked inside of that?

Mr. Santos: There's going to be one car on the outside. And the reason why is because so when instructors are giving driving lessons they can parallel park to that car. ---

Mr. Coelho: Yeah, I see where parking for auto school cars, ok.

Mr. Santos: Correct.

Mr. Coelho: And how many cars do you have?

Mr. Santos: At that location?

Mr. Coelho: Yeah.

Mr. Santos: We only have, right now we only have two parked. We have the one that we're parallel parking to, and then we have another vehicle that's there.

Mr. Coelho: Ok. And you don't anticipate loading that up with cars, correct?

Mr. Santos: We might have maybe less than a half a dozen, but I don't foresee having twenty cars or ten cars. We might have three or four parked there in that area. The storage shed alone can take three cars in here.

Mr. Coelho: Oh, ok. Ok, so the parking where he's gonna be parking for whatever auto school cars he needs are not gonna be on the gravel driveway or around that area. It's more adjacent to the building, the backside of that current building. Does that answer your question?

Ms. Scanlon: Yes, yes. Thank you very much.

Mr. Coelho: Ok, you're welcome. Is there anybody else from the public with any questions? Ok, hearing none, I understand we have a waiver of some things that we typically waive for preexisting sites and situations like this. I'd be willing to entertain that motion to start with.

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Ms. Houle: Mr. Chairman?

Mr. Coelho: Ms. Houle.

Ms. Houle: I **MOVE** to approve, I need to find the section, I **MOVE** to approve the waiver of Paul Santos, Section o.1, 3, and 5.

Mr. Stefancik: Oh, and 2., 1, 2, 3, and 5.

Ms. Houle: Ok, 1, 2, 3, and 5, 1, 2, 3, and 5.

Mr. Stefancik: Yes.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: And now for the motion to accept the site plan as presented.

Mr. Queiroga: **SO MOVED.**
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: And I believe we can close, correct Doug?

Mr. Stefancik: Yes, you can close the public hearing.

Ms. Houle: **MOTION** to close the hearing.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

The public hearing ended at 7:16 p.m.

APPROVED:

Kathleen Houle

Kathleen Houle, Secretary

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Documents: Master application; Comments from Town Departments/Boards; Request for waivers; Site Plan – 314-330 Sewall Street Ludlow, MA, owned by CPN & J Realty, LLC (August 4, 2020)

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