TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
February 25, 2021

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2021 MAR 12 A 11:01
TOWN OF LUDLOW

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present)
Kathleen Houle (Present)
Rafael Quiterio (Present)
Joshua Carpenter, Associate Member (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)

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 99 Edgewood Road (Assessors' Map 25A, Parcel 25) Kaitlin Greener (tutoring/test prep)

SEE ATTACHED MINUTES

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 7 Nash Hill Road (Assessors' Map 9, Parcel 77) Deanna Szczepanek-Bingham (e-commerce business)

SEE ATTACHED MINUTES

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 150 Ridgeview Circle (Assessors' Map 27B, Parcel 6) Marcio Duarte (contracting business)

SEE ATTACHED MINUTES

File Mail Item #07 – Articles for the May 10, 2021 Special Town Meeting within the Annual Town Meeting Warrant from Ellie Villano, Town Administrator

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File Mail Item #08 – Letter from Department of Inspectional Services re: 57 Haswell Circle – No permits for Construction/Pool

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ANR – Knollwood Drive / Bondsville Road (Map 39, Parcels 56-59, 23E & 23F) Matt Cloutier (combine 6 existing parcels into 2 new parcels)

Dan O'Brien – Smith Associates was present for the appointment.

Mr. O'Brien explained that the property owners purchased six lots from a previously approved subdivision plan, and that their intention is to combine the parcels as shown into two new parcels to make them buildable lots.

Mr. Stefancik noted that everything on the plan appeared to be in approvable format.

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Mr. Phoenix: I'll **MOVE** in the standard form to endorse the ANR as submitted.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; Plan of Land Consolidation – Knollwood Drive Bondsville Road - Ludlow, Mass. – owned by Matthew H. + Ashley M. Cloutier (February 12, 2021)

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 06. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of January 14, 2021
- SIGN Special Permits:
  - Joseph M. Scurti – 299 Fuller Street (real estate brokerage)
- APPROVE Change of Occupancies:
  - Theodore E. Metayer Jr. (Heavenly Inspirations Flowers & Gifts) 64 East Street (change of ownership)
  - Lydia Chagnon (The East Street Coffee Company) 135 East Street (from prepared food service to coffee shop)

ANR – 0 Pine Glen Drive / 0 Center Street (Map 24, Parcels 73D & 72) John A. O'Keefe, Jr. (subdivide 68' wide lot on Center Street to be merged with 1084 Center Street. Merge existing lot on Pine Glen Drive with remaining land on Center Street to form one lot.)

Ed Chapdelaine – Durkee, White, Towne and Chapdelaine was present for the appointment.

Mr. Stefancik said that the large parcel is being given to the house at 1084 Center Street, and then the remainder will be combined with the lot on Pine Glen Drive.

Mr. Phoenix remarked that he reviewed the plan and that it meets and exceeds everything that is required.

Mr. Phoenix: I make a **MOTION** in the standard form to endorse the ANR.
SECOND Ms. Houle.
5-0 In Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; "Approval Not Required Subdivision" Plan of Land in the Town of Ludlow, Massachusetts Hampden County – Prepared for John A. O'Keefe, Jr, et al (02/23/21)

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Discussion:

APPROVE Change of Occupancies:

- Jomary Morales (Waves Energy & Wellness) 44 Sewall Street, Suite 2 (from Ludlow Printing to smoothie shop)
- Nicole Afonso (Hair Haven) 44 Sewall Street, Unit 3 (from hair school to hair salon)
- Michelle LaRocque (Is Makes Scents by Michelle) 44 Sewall Street, Suite 4 (from hair school to gift shop)

Mr. Phoenix explained that he had these Change of Occupancies pulled out of the consent agenda because the use is going from a print shop and beauty school to three businesses of varying types. He said that there seems to be enough parking at the property, but he feels that the chart needs to be updated with a site plan addendum. Mr. Phoenix remarked that the original site plan just called out business with storage in the basement, and that the chart should be updated to call out for retail with how many parking spaces are required for each unit, the usages of the building, and how many square feet for each, to get it up to the current standard.

Mr. Phoenix: I'll make a **MOTION** to approve the Change of Occupancies for 44 Sewall Street, Suites 2, 3 & 4 on the condition that we have an updated site sketch --- Town Hall within the next week for inclusion on our next regularly scheduled Planning Board meeting in two weeks.
SECOND Mr. Quiterio.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: Ok, I don't, I'm not seeing any more business in front of the Town at this point, I'd be willing to entertain a MOTION to close.

Mr. Phoenix: To adjourn?

Mr. Coelho: I'm sorry, to adjourn.

Mr. Phoenix: **SO MOVED.**
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Meeting adjourned at 7:41 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.)

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION
99 Edgewood Road - Kaitlin Greener
(tutoring/test prep)
February 25, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present)
Kathleen Houle (Present)
Rafael Quiterio (Present)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:02 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)

The applicant was not present for the hearing.

Mr. Coelho read the legal notice. The legal notice included the description of: Kaitlin Greener (tutoring/test prep).

Mr. Coelho: We have an email here from Miss Greener: *Hello, I would like to withdraw my current application for special permit home occupation public hearing set for 2/25. Thank you for your time.* So, she's looking to…

Mr. Phoenix: Mr. Chairman.

Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: I will make a **MOTION** to accept the request for withdrawal and to close the public hearing.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Mr. Quiterio – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Hearing ended 7:03 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

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Documents: Master application; abutters list; request to withdraw application

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

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION
7 Nash Hill Road – Deanna Szczepanek-Bingham
(e-commerce business)
February 25, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present)
Kathleen Houle (Present)
Rafael Quiterio (Present)
Joshua Carpenter, Associate Member (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: Deanna Szczepanek-Bingham

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: Deanna Szczepanek-Bingham (e-commerce business).

Mr. Coelho: Ok, Miss Szczepanek-Bingham, why don't you please give us a brief description of what you're looking to do at your house and I'll review your application while you're doing that.

Ms. Bingham: Ok, well basically what I'm looking to do is start an online store where I would sell hand made crafts that I make myself and substitute that with a little bit of some other things that may be made, or excuse me, purchased through wholesale avenues, but everything would be done online.

Mr. Coelho: Ok, and how about storage of any materials you're gonna be selling?

Ms. Bingham: Any materials that I would be selling from a third party, meaning a wholesale person or a business, would be just through that wholesaler. I would not actually have physical inventory here at my house.

Mr. Coelho: Ok good. I'm reviewing the, hold on, where's my checklist?

Mr. Phoenix: Mr. Chairman?

Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: Given the described nature of the business, it certainly sounds like it meets our criteria for a home occupation, especially looking over the application seeing that there's no intended nonresident employees, no vehicle, no signage, none of those things that would be externally visible, so with that in mind and the fact that the applicant did sign the request for the

waiver of a full plan in favor of a sketch and photos, I'd like to make a **MOTION** at this time to find that the home occupation is a suitable one under the Bylaw and further to grant the waiver of the full registered site plan in favor of a sketch and photos as prepared by the applicant.

Mr. Coelho: Ok, before I call for the second, I just want to advise everybody that the cameras are recording both audio and visual of this for history. So, everybody knows your being recorded. Ok, so we have a motion on the floor, is there a second?
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

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Mr. Coelho: It doesn't appear that we have any comments from other boards...

Mr. Stefancik: No.

Mr. Coelho: ...or anything like that. Findings and waivers have granted, checklists are not applicable anymore. Ok, I'd like to open this up to the public. Is there anybody on the line from the general public looking to speak to this proposal? And once again, anybody on the line have any questions for the applicant that can be addressed through me? Hearing none, I'm looking for a motion to approve.

Mr. Queiroga: Mr. Chairman?

Mr. Coelho: Mr. Queiroga.

Mr. Queiroga: I make a **MOTION** to approve the special permit under 7.o.4 a-m and the home occupation under 6.2.1-6.2.13 with the restriction that the permit will run with the applicant and not with the property.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: We're looking for a MOTION to close.

Mr. Queiroga: **SO MOVED** Mr. Chairman.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Hearing ended 7:10 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

su

Documents: Master application; abutters list

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TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION
150 Ridgeview Circle – Marcio Duarte
(contracting business)
February 25, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present)
Kathleen Houle (Present)
Rafael Quiterio (Present)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:11 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: Marcio Duarte

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: Marcio Duarte (contracting business).

Mr. Coelho: Ok Mr. Duarte, why don't you go ahead and give us a description of what you're looking to do. Hello?

Mr. Duarte: Yes, I'm just looking to do some contracting work --- and licensed with the state of Massachusetts --- contracting business.

Mr. Coelho: Ok, and you are understand that there's a whole list of things you have to comply with and a lot of those involve not changing the exterior of your house or the neighborhood, so I don't know what kind of contracting you're doing, but certainly large deliveries and things of that nature wouldn't be allowed including, you know, including dumpsters or what have you.

Mr. Duarte: No, none of that sir. I don't plan to change the physical appearance of the residence whatsoever. I do need it for some office space and it will be mainly plans and paperwork that's gonna be dealt with over here, no equipment, no physical change to the yard, house, driveway, none of that, no signs or none of that.

Mr. Coelho: Ok, and at the end of our application there are a couple of checklists that you signed off on having read and understood, so I just want your verbal, just, you understood those checklists and those are what you're gonna have to live by and work by.

Mr. Duarte: Yeah.

Mr. Coelho: Ok. I have no more questions. Does anybody else on this side of the board have any questions or comments? Ok, I got to advise everybody that the cameras are recording, both audio and visual. So…

Mr. Phoenix: ---

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Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: Given the nature of the business as described and the information that we have on the application that goes along with that as well as the signed request for waiver of the full registered site plan in favor of sketch and photos, I'd like to make a **MOTION** as this time to find that the home occupation as described is a suitable one under the Bylaw, and further to grant the waiver of the full registered site plan in favor of sketch and photos prepared by the applicant.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: Doesn't appear that we have any comments from other town boards or departments, so that's good. Is there anybody on the board that has any other questions or comments? Ok, hearing none, I'm gonna open this up to the public. Is there anybody on the line looking to ask any questions about this home office home occupation? And once again, anybody on the line have any questions for the applicant through the Chair? Hearing none, I'd be willing to entertain a motion to approve.

Mr. Phoenix: Mr. Chairman.

Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: I'll make a **MOTION** in the standard form to approve the home occupation as we've discussed and to then close the public hearing.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Quiterio – yes; Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Hearing ended 7:16 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

su

Documents: Master application; abutters list

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