TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
June 10, 2021

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2021 JUL -9 P 12:24
TOWN OF LUDLOW

PLANNING BOARD MEMBERS

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

Mr. Coelho commented that tonight's meeting will be the last virtual meeting due to the ending of the COVID restrictions and announced the Board Members that were present.

PUBLIC HEARING – SPECIAL PERMIT / ESTATE LOT – 125 Munsing Street
(Assessors' Map 18, Parcel 36) – Mary Rarogiewicz (estate lot)

SEE ATTACHED MINUTES

File Mail Item #26 – Reorganization of Finance Committee

CONTINUED PUBLIC HEARING – SITE SKETCH – 14 Chestnut Place
(Assessors' Map 13C, Parcel 54)
Peter F. Morris (Everest Recovery Center – Massachusetts, LLC)
(update site plan to establish an opioid treatment program)

SEE ATTACHED MINUTES

File Mail Item #27 – Notice of Decision – Zoning Board of Appeals – Grant Special Permit for 209/215 Fuller Street

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Mr. Phoenix mentioned that he had questions regarding the Cady Street Barbershop in the consent agenda for discussion.

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 264B Fuller Street
(Assessors' Map 11C, Parcel 35A) – Sandra Auclair (interior design)

SEE ATTACHED MINUTES

ANR / SITE SKETCH – 564-570 Holyoke Street (Assessor's Map 3, Parcel 9A)
Judith Chiasson, Estate of Ronald Chiasson (divide existing parcel into Parcel A-1 & A-2, site sketch to show proposed property line change)

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Don Frydryk – Sherman & Frydryk was present for the appointment.

Mr. Frydryk explained that this was originally a site plan that was previously approved, and that Ms. Chiasson is looking to split the property into two parcels. He also noted that they have requested a waiver of the full site sketch in favor of a site sketch. Mr. Phoenix asked why a public hearing wasn't included with the site sketch submittal. Mr. Frydryk said that all of previous approvals that were put on the site plan approvals will be kept in place, and that the only change is the lot division line. Mr. Stefancik explained that the use of gate on Lawton Street was an issue in the past, but if they were to use that they would have to come in for site plan approval with a public hearing, and that the plan currently says existing gate not in use.

Mr. Stefancik said that everything on the ANR plan and site sketch met all the criteria.

Mr. Coelho read the comments from Doug (Stefancik) which said that everything met the requirements; DPW – no comments; Fire Department – no comments; Board of Health – noted that both septic systems need to be inspected; Safety Committee – no issues.

Mr. Phoenix: I would like to **MOVE** that we waive the full registered site plan in favor of a sketch as presented by the applicant along with the public hearing, based on the fact that this is only really discussing adding the lot line at this time, and further, to **MOVE** that we endorse the ANR in our standard form and approve the site sketch in our standard form.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; Comments from Town Departments/Boards; Plan of Land in Ludlow, MA prepared for (owner) Estate of Ronald J. Chiasson – Lot Reconfiguration Plan, Holyoke Street & Lawton Street (05/07/2021); Plan of Land in Ludlow, MA prepared for Estate of Ronald J. Chiasson – 564-570 Holyoke Street (06/27/12)

PUBLIC HEARING – SPECIAL PERMIT / SITE PLAN – 390 West Street
(Assessors' Map 3, Parcel 78) – Annunziata Cardaropoli (convert existing structure into office/call center in Agriculture Moderate Density Overlay District)

SEE ATTACHED MINUTES

ANR – 498, 504 Fuller Street (Assessor's Map 9, Parcels 69, 70) Huxley Solar, LLC
(creation of lots to separate the solar array from the residential lots, and creation of an additional conforming residential lot)

Larry Geissler – Design Professionals was present for the appointment.

Mr. Geissler commented that there are currently two parcels owned by two individual owners. The intent is two combine the two parcels and then ultimately subdividing this into four parcels: two existing houses, one conforming lot, and then the remaining land would be combined into the solar array.

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Mr. Stefancik said that the plan met all of the ANR criteria.

Mr. Phoenix: I will make a **MOTION** to endorse the ANR in our standard form.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; ANR Subdivision Plan, Huxley Subdivision 498, & 504 Fuller Street Ludlow, Massachusetts (5/26/21)

Consent Agenda:

Mr. Phoenix asked what is currently in the Ludlow Barbershop location (251 Cady Street).
Mr. Stefancik explained that it was a hair salon and that a site plan was done in early 2020. He noted that the hair salon had to leave because of septic issues with the chemicals used, but that the barber shop is allowed to go in there because they do not use those types of products.

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 25. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of May 13, 2021
- SIGN Special Permits:
  - Mario Ferrero & Norma Theriault – 28 Mountainview Street (mobile motorcycle repair shop)
  - Lupa Development Company, LLC – 615 Fuller Street (estate lot)
- APPROVE Change of Occupancies:
  - Chase Property Services Inc. – 264 Moody Street
    (from pest control business to property management & maintenance company)
  - Gary Pouliot II (Ludlow Barbershop) – 251 Cady Street
    (from salon to barbershop)
- APPROVE/SIGN Bills – Amazon Business (2 invoices) (office supplies)

ANR – 0 West Street (Assessor's Map 8, Parcel 1A) John C. Farr, Executor
(2 single family residential lots)

John Farr was present for the appointment.

Mr. Farr commented that he is splitting off two lots from the property that he has.

Mr. Stefancik said that the plan met all of the ANR criteria.

Mr. Phoenix: Unless anybody has anything else, I'll make a **MOTION** in the standard form to endorse the ANR as submitted.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

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Documents included: Master application; Approval Not Required (ANR) Subdivision Plan of Land in the Town of Ludlow, Massachusetts Hampden County – Prepared for The Estate of Robert H. Farr (05/17/2021)

Zoning Bylaws & Subdivision Rules and Regs

Mr. Coelho explained that there was a discussion at the last meeting about streamlining and updating some of the regulations. He said that every meeting he'd like to at least keep it on the front burner. He also remarked that there are changes that need to be made, particularly with the bank book/covenant situation, and that the Board either needs to stick to the bank books or covenants and make that official.

ANR – 0 Miller Street (Assessor's Map 25, Parcel 48A) Paul Adzima (divide into 2 lots)

Mr. Adzima was present for the appointment.

Mr. Adzima mentioned that he is creating two parcels out of one existing parcel.

Mr. Stefancik said that the plan met all of the ANR criteria.

Mr. Phoenix: Unless anybody has anything else, I'll make the **MOTION** to endorse the ANR as submitted in our standard form.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master application; Subdivision Approval Not Required Plan Center Street, Miller Street Ludlow, MA – Owned by Miller Gap, LLC (June 4, 2021)

Mr. Coelho remarked that he'd like to make the changes to the Bylaws in the course of the upcoming year, and to expect a little discussion every meeting regarding what kind of changes should be made and what kind of progress is being made on those changes.

Mr. Stefancik will upload the model PVPC Bylaw to Google Docs so that the Board can review it. He also commented that the Board can perhaps take another look at the Conservation Development Bylaw and the East Street Overlay District up to Center Street area.

Mr. Coelho: Ok, with that being said, I'm willing to entertain a MOTION to adjourn.
Mr. Phoenix: **SO MOVED**.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Meeting adjourned at 8:13 p.m.

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APPROVED:

Kathleen J Houle

Kathleen Houle, Secretary

su

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

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / ESTATE LOT
125 Munsing Street (Assessors' Map 18, Parcel 36)
Mary Rarogiewicz
(estate lot)
June 10, 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 7:03 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: Don Frydryk – Sherman & Frydryk

Mr. Coelho read the legal notice, reviewed the application, and advised the applicant and public that the meeting is being recorded. The legal notice included the description of: estate lot.

Mr. Coelho: Ok, Mr. Frydryk, why don't you give me a reminder of where we're at on this thing, and I know we went through it pretty well…

Ms. Houle: ---

Mr. Coelho: What's that?

Ms. Houle: --- plans over there?

Mr. Coelho: …we went through it pretty well last meeting but give us another quick summary please.

Mr. Frydryk: Ok, like you said at the previous meeting the ANR part of it was approved so they could sell the non-estate lot that was on the ANR plan. This special permit is for the, this hearing is for the estate lot special permit Lot 2B on the plan which is an estate with the all the required set backs for driveways, building setbacks, meets the frontage requirements, --- requirements, width requirements, and the overall area requirements.

Mr. Coelho: Ok, so last time we didn't have enough people to vote on that. Is that why we continued?

Mr. Stefancik: No, we just had to do the public hearing separately because they were selling the house, breaking it off from the original parcel, so we couldn't, we didn't have enough time to do the public hearing for the estate lot, so we just did the ANR and now part two is the estate lot.

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Mr. Coelho: So, it was a timing issue? So, Ray, you had the opportunity to review this file up to this point?

Mr. Phoenix: Yes.

Mr. Coelho: Ok, great. I got a comment here from Safety that says no comment from the Safety Committee. No comments from the DPW. The Board of Health says no issues. Conservation Commission has no issues with this estate lot, Jason Martowski. Mr. Falconer of the, Captain Falconer of the Fire Station (has no comments). From Doug here, our own superstar Town Planner, he says the site plan meets all the requirements of estate lots and I see a lot of black checks which leads me to believe he took a pretty thorough scrubbing over this plan?

Mr. Stefancik: Oh yes.

Mr. Coelho: Great. So, that's where we are from everybody around town. I think I have a good grasp of what's going on here now that I've been refreshed more thoroughly. Do we have any findings or waivers necessary?

Mr. Stefancik: No.

Mr. Coelho: Mr. Phoenix, did it sound like you had a question?

Mr. Phoenix: Well, I was just gonna say if there's nothing for comments from the public or from the Board, I can make a motion for you.

Mr. Coelho: Let me ask, let me call, anybody from the public on the line? Doug, you got anybody there?

Mr. Stefancik: Not for this.

Mr. Coelho: Ok. Once again, anybody from the public wish to speak to this? Ok great, now we can go.

Mr. Phoenix: I don't believe that there is anything on our suggested standard motions for estate lots specifically, so what I'm gonna say is I'll make a **MOTION** to grant the special permit in the standard format and to additionally grant the approval for the estate lot for 125 Munsing Street.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: And I'd be willing to entertain a MOTION to close.

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

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Hearing ended 7:08 p.m.

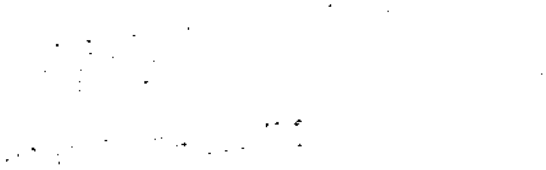
APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

Documents: Master application; Comments from Town Departments; Estate Lot Special Permit Plan – Munsing Street – Plan of Land in Ludlow, MA – Prepared for (owner) Mary Rarogiewicz (04/30/2021)

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



TOWN OF LUDLOW PLANNING BOARD
CONTINUED PUBLIC HEARING – SITE SKETCH
14 Chestnut Place (Assessors' Map 13C, Parcel 54)
Peter F. Morris (Everest Recovery Center – Massachusetts, LLC)
(update site plan to establish an opioid treatment program)
June 10, 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 (Absent)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:10 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 public hearing was continued from May 13, 2021.

In attendance: Peter Morris – Everest Recovery Center

Mr. Coelho: Mr. Morris are you on the line?

Mr. Morris: Yes sir ---.

Mr. Coelho: Ok, so what I remember from our last meeting correctly, we needed another member to grant the findings and waivers. Is that where we're at on this?

Mr. Stefancik: We needed to grant the waiver of the site plan for the site sketch.

Mr. Coelho: Ok, and that's in writing, correct, that request?

Mr. Stefancik: Correct, that is. It's in writing.

Mr. Coelho: Ok and again, just for the record, Ray, you've brushed up on this? I'm pretty sure you have.

Mr. Phoenix: Yup, I watched the video.

Mr. Coelho: Ok. So, yeah, we're looking for a motion to grant the waiver on the site plan for a site sketch. Is there any discussion on that?

Mr. Phoenix: I don't think we necessarily need more discussion because I think there was plenty of conversation about the whole project last time.

Mr. Coelho: Ok. Then I'll have a motion.

Mr. Phoenix: So, what I think I'll say is, I'll make a **MOTION** that based on the type of plan that we're getting in here, that a site sketch is an appropriate vehicle and accordingly to waive a full site plan in favor of a sketch as provided by the applicant.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

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Mr. Coelho: Again, this is a continued public hearing, and I'll be willing to hear from the public at this point. Is there anybody on the line from the general public that wants to speak to this proposal? And I'll call it one more time. Is there anybody on the line looking to speak to this proposal at 14 Chestnut Place? Ok, hearing none.

Mr. Phoenix: Mr. Chairman, I will make a **MOTION** in the standard form to approve the site sketch as submitted.
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

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

The public hearing was closed at 7:12 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

su

Documents: Master application; Waiver request; Comments from Town Departments; Everest Recovery literature (May 13, 2021); Site Plan – Mid America Properties, LLC, 14 Chestnut Place Ludlow, MA (10.11.2018 Revision 4/22/2021 Changes to Tenant/Occupancy Data)

(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
264B Fuller Street – Sandra Auclair
(interior design)
June 10, 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 (Absent)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:15 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: Sandra Auclair

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: interior design.

Mr. Coelho: That being said, Miss Auclair why don't you give us a brief description of what you'd like to do over there?

Ms. Auclair: Yes, I am doing interior design. So, what I would be doing in my apartment would be paperwork and finding products for customers for their homes either ordering them online or just looking it up for them, getting price quotes for them, and just bringing the product samples to the customer at their own home. So, it's just basically --- paperwork and look up products and get samples for customers.

Mr. Coelho: So, I'd have to assume by doing interior design at other people's houses nobody's going to be going to check out yours?

Ms. Auclair: No.

Mr. Coelho: Ok. We have some pictures here. Also, deliveries and stuff like that probably won't be going to your house, anything not normally delivered to a residential neighborhood, correct?

Ms. Auclair: That's correct, yes. It would only be like small products, if that, and then the rest would be going directly to customers homes.

Mr. Coelho: And you don't need a vehicle over 10,000 lbs. gross vehicle weight to do this work?

Ms. Auclair: No, I do not.

Mr. Coelho: Ok great. We have, I don't have any more questions. Does anybody else on the Board have any questions?

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Mr. Queiroga: I'm assuming, do you have, that you don't have any other employees?

Ms. Auclair: No, I do not.

Mr. Queiroga: Ok, and you own the house you live in?

Ms. Houle: No, rents.

Ms. Auclair: Yes, I'm on the deed.

Mr. Coelho: I know she has everything signed. Ok, I don't have any other questions. She's looking for a waiver.

Mr. Phoenix: Before we do that Mr. Chairman.

Mr. Coelho: Yup, Mr. Phoenix.

Mr. Phoenix: I have a question. I feel kinda silly asking it because I'm fairly certain I know the already, but just to make sure that it's in the record here. As far as the things you'd be storing on site, I know you said you'd have some samples. That's just, you know, standard like material and color samples, that sort of thing. It's not gonna be anything that's gonna be taking up a large amount of space or capacity, correct?

Ms. Auclair: That's correct. It would be samples for blinds and window treatments and fabric samples, yup. Nothing that's gonna take up much space.

Mr. Phoenix: Fantastic, thank you. With that in mind Mr. Chairman, I'd like to make a couple **MOTIONS**, the first one is to find that this is a suitable home occupation under the Bylaw, and the one that I'd like to make with it is also that the, that we grant the waiver of the full registered site plan in favor of sketch and photos as has been provided by the applicant.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: There are no comments here from the other town boards, so I just want to put that out there. Now, Miss Auclair, you did, you have signed the checklists here at the end of the application. Those are basically the rules that you will be held to, both sides of the page. Just want to make sure that you understand that by signing it and submitting it to us you're telling us you know those rules and you're gonna live by them.

Ms. Auclair: Yes, I will. Thank you.

Mr. Coelho: Ok, is there anybody on the public that would like to speak to this? You see any callers on there? Ok, doesn't look like anybody is really too concerned about a nice interior design consulting business, so that's good.

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Ms. Auclair: ---

Mr. Coelho: Yeah, that is good. I'd be willing to entertain a motion to approve or however the Board feels.

Mr. Phoenix: Hearing nothing, I'll make a **MOTION** in the standard form to approve the Special Permit as has been discussed, and then to close the public hearing following that.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Hearing ended 7:22 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).



TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SPECIAL PERMIT / SITE PLAN
390 West Street (Assessors' Map 3, Parcel 78)
Annunziata Cardaropoli
(convert existing structure into office/call center in Agriculture Moderate Density Overlay District)
June 10, 2021

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Raymond Phoenix (Present)
Kathleen Houle (Present)
Rafael Quiterio (Absent)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:35 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: Sofia Bitzas – R. Levesque Associates, Annunziata Cardaropoli, Nancy and Maggie - real estate brokers

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: convert existing structure into office/call center in Agriculture Moderate Density Overlay District.

Mr. Coelho: Ok, we are open now. Is Miss Cardaropoli on the line?

Ms. Bitzas: Actually, yes, Sofia from R. Levesque Associates is also on the line here with Nancy and Maggie who is the real estate broker for the project. If I may, through the Chair, give a brief description of the project?

Mr. Coelho: Ok, and you are?

Ms. Bitzas: I'm Sofia from R. Levesque Associates, Sofia Bitzas.

Mr. Coelho: Ok Sofia, thank you. Ok go ahead.

Ms. Bitzas: --- perfect. Thank you. Sorry, it's my first conference call. Usually, I'm used to doing these on Zoom and using my screen, so bear with me here.

Mr. Coelho: You can continue this till next meeting and do it live if you'd like.

Ms. Bitzas: No, nope.

Mr. Coelho: Oh ok.

Ms. Bitzas: Not at all. I'm sure we'll be able to move about quickly through the process here, so.

Mr. Coelho: Right.

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Ms. Bitzas: Nancy is proposing to convert the existing property and building to a proposed office/call center. Minimal site improvements will be made on the exterior. Most of the renovations will be to the interior. Our office has submitted a permitting application for both site plan approval and special permit for the overlay district ---. We have provided the use and parking tables as well as the zoning --- on our submitted site plan, and we're also requesting waivers #1 and #5 which have to do with the lighting on our plan and traffic study. If there's any specific questions we did submit also a narrative --- site conditions --- that would be on site --- so on and so forth, but I can definitely take any specific questions that the Board may have at this time.

Mr. Coelho: Ok, what's the current use of this property?

Ms. Bitzas: It was a restaurant that has been discontinued.

Ms. Houle: The old Europa?

Mr. Coelho: Oh, this is the old Fluffs.

Mr. Stefancik: --- Agriculture Moderate Density Overlay District.

Mr. Coelho: Ok, I just called it up on Google Earth.

Ms. Houle: It was Fluffs and then Europa.

Ms. Bitzas: Yes.

Mr. Coelho: Ok. Interesting, huh? So, I'd have to assume being a call center the only real traffic you'd be expecting there would be employee traffic.

Ms. Bitzas: Correct.

Mr. Coelho: And how many employees you plan on having there?

Ms. Bitzas: I believe we have, correct me if I'm wrong Nancy, I believe we are proposing twelve maximum employees.

Mr. Coelho: Yup, that's what the chart says. Good. So, everything you're telling me is lining up perfectly with what we have on the plan. I like it when that happens. And what improvements are gonna be made, if any? If you could briefly describe that for the record.

Ms. Bitzas: Yup. I believe just on the, I can speak to the exterior of the site and then I can defer to Nancy for the interior. --- restripe parking as shown on the site plan. We're just restriping it and repositioning it, also allowing for handicap accessible ability and a sight --- turning movements for vehicular traffic circulation on the site.

Mr. Coelho: Ok, none of the footprint of the building is changing?

Ms. Bitzas: Correct.

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Mr. Coelho: Ok. I don't know that we're too concerned about the interior of the building. Is that true?

Ms. Bitzas: --- yeah change from a restaurant to an office space so --- walls going up, nothing too drastic. There was a floor plan also submitted with our application showing the changes.

Mr. Coelho: Ok, I don't have any other questions. If anybody else here on the Board does. Oh wait, I have to, I'm sorry, I have to advise everybody that we are being recorded again on video and audio…

Ms. Bitzas: Ok.

Mr. Coelho: …for this. Just so that you know you're being recorded. I'm sorry, I skipped that. Anybody have any questions on the Board here about this plan?

Mr. Phoenix: I think the first thing that jumped out at me, maximum number of employees is twelve, and I understand that the required parking spaces --- eight, but the included, the parking limit has, is it providing eleven? Is that correct? Including one handicap, so ten plus a handicap?

Ms. Bitzas: Correct.

Mr. Phoenix: Ok, so although it may be approvable with the eight, I'm curious about having more people working than there are spots for, and making sure that the applicant is aware that, you know, they need to be able to fit the cars within the site properly or have some other kind of arrangement. They can't just be shoe horned in, blocking the flow of traffic.

Ms. Bitzas: Yes, and maybe Nancy --- can speak to how --- and how we came up with that twelve figure for maximum number of employees.

Nancy: We have twelve employees total, but they're never working at the same time. The most is four maybe five, but one of those five is actually in Florida.

Mr. Phoenix: Ok. That works.

Mr. Coelho: Ok, so it's just a shift thing basically.

Nancy: Yes.

Mr. Coelho: Ok, that makes sense. Anybody else have any questions? Hearing nothing from the Board, I'm gonna go to the comments from other boards. The Department of Public Works has no comments, Jim Goodreau Assistant Town Engineer. Fire Department, Captain Falconer (had no comments). We have a memo here from the Planning Board, I'm seeing a lot of black check marks. I'm seeing a highlight here where it says service.

Mr. Stefancik: Yeah, that's for the parking requirements. It's considered a service.

Mr. Coelho: Ok. And we have in red, area of lot shown.

Mr. Stefancik: Yup, they put that on there.

Mr. Coelho: So that's good. It looks like that passed Doug's scrutiny. I have a written waiver request here of the lighting plan and luminaire schedule; elevations shown for front, rear, and sides of the building; signage design with dimensions and locations; area where snow will be stored; and traffic study. But there are some codes on here, we got #1 and #5 got a block around them, #2 and #3 are circled. So, are you asking for relief of all of those or just?

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Ms. Bitzas: So, the one that I submitted specifically was #1 and #5…

Mr. Coelho: Ok.

Ms. Bitzas: …for the lighting plan and for the traffic study. My understanding is that the signage is gonna remain as-is. The client or the applicant is not proposing any new signage at this time, and should she need to apply for additional permitting she will do so when that is required.

Mr. Coelho: Ok.

Ms. Bitzas: --- the building is not changing, and then the area where snow will be stored is actually identified on our site plan.

Mr. Coelho: Ok, so I'm gonna cross out #4.

Mr. Phoenix: --- good reasons for a waiver, but that doesn't mean that they were included in the package, so I think that might be why they're indicated with the circles on the form because the things that you do need to either have waived or it's not gonna pass that requirement.

Mr. Coelho: Right.

Mr. Stefancik: They're not showing the elevations, they're not showing signage design. They're showing the existing site where the sign is, but not any new signage. That's why I circled the additional waivers.

Mr. Coelho: So, they are requesting waiver from all four of these.

Mr. Stefancik: Yes, 'cause they don't show those.

Mr. Coelho: Ok, and they have explained to us that the sign's not gonna change other than maybe what's on the sign.

Mr. Stefancik: Correct.

Mr. Coelho: The snow is already on the drawing, so that's kind of a wash. And, so they're looking for a waiver of 1, 5, and 2.

Mr. Phoenix: 1, 2, 3, and 5. Now as far as the lighting plan are there any lighting changes going on or is that why that's being requested to waiver as well?

Ms. Bitzas: Yup, there's no changes to lighting at this time.

Mr. Phoenix: Ok, and what's the rationale for the waiver of the traffic study?

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Ms. Bitzas: There's no, there's not gonna be any --- traffic from the previous. If anything, it's just gonna be the four employees showing up for shifts, so it'll be less traffic.

Mr. Phoenix: --- those all sound like perfectly valid reasons, I'll make a **MOTION** to grant the waiver of 7.1.5.o 1, 2, 3, and 5 for the reasons as discussed.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Phoenix: Mr. Chairman.

Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: Unless anyone has anything to add or ask…

Mr. Coelho: Let me open it up to the public.

Mr. Phoenix: Ok.

Mr. Coelho: Is there anybody on the line from the public wishing to speak to this proposal? Once again, anybody on the phone looking to speak to this proposal? Hearing none, I'm willing to take a motion, entertain a motion.

Mr. Phoenix: I make a **MOTION** in the standard form to approve the Special Permit as well as the Site Plan for 390 West Street as discussed.
SECOND Mr. Queiroga.
5-0 in Favor (special permit)
4-0 in Favor (site plan)
Roll call vote: Mr. Phoenix – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Carpenter – yes (special permit).

(multiple people talking)

Mr. Phoenix: I'll make a **MOTION** also to close the public hearing.

Mr. Coelho: Ok, we need to do the special permit?

Mr. Phoenix: Nope, that's done. I got the two things --- closing in the motion.

Mr. Stefancik: ---

Mr. Coelho: For the special permit.

Mr. Stefancik: For the special permit.

Mr. Coelho: Josh, how do you vote on the special permit?

Mr. Carpenter: Yes.

Mr. Coelho: Ok, there we go. That motion passes 5-0. Now we can move to close. Did somebody already move to close?

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

Hearing closed at 7:48 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

Documents: Master Application, Narrative & Supporting Documents (May 13, 2021); Revised Narrative Addendum to Site Plan Approval Application/Special Permit Application for Proposed Office/Call Center 390 West Street; Title 5 Official Inspection Form – 390 West Street (May 17, 2021); Waiver request; Comments from Town Departments; Site Plan – 390 West Street – Assessors' Parcel ID 8508 Ludlow, Mass. (Rev. 05/19/21)

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