**TOWN OF LUDLOW PLANNING BOARD**
**MINUTES OF THE MEETING OF**
**July 8, 2021**

RECEIVED
TOWN CLERK'S OFFICE
2021 AUG 13 A 11:19
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.

---

**PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION –**
**38 Franklin Street (Assessors' Map 14B, Parcel 275) – Maria Suzana Machado (cleaning business)**

**SEE ATTACHED MINUTES**

---

**ANR – 111-113 Miller Street (Assessor's Map 30, Parcels 36, 36C, 36D) Casey Siok**
**(revise lot lines)**

*Casey Siok was present for the appointment.*

Mr. Siok commented they want to reorganize some of the property lines on his father's farm.

Mr. Phoenix said that he reviewed the plan earlier in the day and that everything looked to be on the plan.

Mr. Stefancik, who was not present at the meeting, had stated earlier that the plan met all of the ANR criteria.

Mr. Phoenix: I'll make a **MOTION** in the standard form to endorse the ANR as submitted.
**SECOND** Ms. Houle.
**4-0 in Favor.**

*Documents included: Master application; Revised Plan of Lots - Miller Street Ludlow, MA – Owned by Alan J. & Paula A. Siok, (June 23, 2021)*

---

## *Consent Agenda:*

*The Board approved the Consent Agenda under unanimous consent.*

- FILE Mail Item 28. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of June 10, 2021 & June 24, 2021

- SIGN Special Permits:
  - Annunziata Cardaropoli – 390 West Street (business in AGMD District)
  - Mary Rarogiewicz – 125 Munsing Street (estate lot)
  - Sandra Auclair – 264B Fuller Street (interior design)

- APPROVE Change of Occupancy:
  - Shan Maung (Shwe Sushi) – 433 Center Street (Suite 3)
    (new ownership of existing sushi bar in Big Y)

RECEIVED
TOWN CLERK'S OFFICE
2021 AUG 13 A 11:19
TOWN OF LUDLOW

**Zoning Bylaws & Subdivision Rules and Regs**

Mr. Coelho commented that Mr. Stefancik had sent out revised recommended changes to the Board members. Mr. Phoenix said that there are things in the Zoning Bylaws that contradict each other and that it needs to be figured out how to consolidate all of that and make it something that is sensible, understandable and saleable to town meeting. He mentioned that the easiest way to make it consistent with itself is if we try and write something that echoes the spirit of what's in there but, is written from scratch so that a lot of the contradictions can be taken out. He also said that it's a huge undertaking.

Mr. Coelho suggested that it be broken down into smaller steps, first being getting a list of the contradictions that Mr. Stefancik can provide.

The Board discussed possible future rezoning and adjusting of some of the districts in town such as the East Street Revitalization District, Mill Revitalization District, and Center Street.

Mr. Coelho: I think, with that being said, we've reached the end of the agenda, so I'm willing to entertain a MOTION to adjourn.
Mr. Queiroga: **SO MOVED**.
**SECOND** Mr. Phoenix.
**5-0 in Favor**.

Meeting adjourned at 7:14 p.m.

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 / HOME OCCUPATION**
**38 Franklin Street – Maria Suzana Machado**
**(cleaning business)**
**July 8, 2021**

RECEIVED
TOWN CLERK'S OFFICE
2021 AUG 13 A 11:19
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 hearing began at 7:01 p.m. in the Selectmen's Conference Room.

---

*In attendance: Maria Machado*

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: cleaning business.

Mr. Coelho: I need to tell everyone the cameras are on. We're being recorded for history. Ok, that's done. Here is a copy of the invoice for the advertisement. We will need a check.

Mr. Phoenix: It's for Turley Publications.

Mr. Coelho: Yup, I don't know if you brought a check with you, that would be great. We could take that tonight.

Ms. Houle: Make it out to them.

Mr. Coelho: So, Miss Machado why don't you tell us what you're looking to do exactly.

Ms. Machado: I do cleaning service for business, offices, and house.

Mr. Coelho: Ok.

Ms. Machado: And I just, I need a location.

Mr. Coelho: Ok, all your work's off site?

Ms. Machado: Yes.

Mr. Coelho: Nobody's coming to the house?

Ms. Machado: No, just me.

Mr. Coelho: Ok, any other employees?

Ms. Machado: No, me.

Mr. Coelho: Ok.

RECEIVED
TOWN CLERK'S OFFICE
2021 AUG 13 A 11:18
TOWN OF LUDLOW

Mr. Phoenix: I think on the special permit application, the extra sheet there, I think it was basically a column of all no's to all of our standard questions, standard size vehicle. You're not looking to put any signage up at the property, anything like that?

Ms. Machado: Nothing.

Mr. Coelho: Ok, doesn't look like…

Ms. Machado: Just needed to have, we needed to have a business for payment types, my address, that's it.

Mr. Phoenix: And I'm pretty sure I know the answer to this one, but just to ask it while the meeting's running, as far as cleaning, do you have any, you know, super strong chemicals you would be storing in large amounts, or is it just basically what you'd expect for a small.

Ms. Machado: No, just in the family's house, I have all my stuff is there.

Mr. Phoenix: Ok.

Ms. Machado: And the offices I clean, everything's there. Everyone's house have things I use.

Mr. Phoenix: Okey-dokey.

Ms. Coelho: Looks like we have a waiver request for full site plan in lieu of these drawings and pictures that were prepared for us. You guys want to take a look at that?

Mr. Phoenix: Well, I will make a **MOTION** in the standard form to grant the waiver request for the full site plan in favor of sketch and photos as prepared by the applicant, and also to find that the home occupation as described is a suitable one under the Bylaw.
**SECOND** Mr. Queiroga.
**5-0 in Favor.**
**Roll call vote: Mr. Carpenter – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Phoenix – yes; Mr. Coelho – yes.**

Mr. Coelho: So, Ms. Machado, you understand these last two pages here are basically what you're gonna be required to abide by, these are the rules for having a business at your house.

Ms. Machado: Yes.

Mr. Coelho: And if you're gonna violate those you run the risk of getting it revoked, so.

Ms. Machado: Yes.

Mr. Phoenix: And for anyone playing the home game, that's 26 itemized things that all basically say nothing can be changed that makes the residence seem less residential and more businesslike than it currently does. That's what it kind of all boils down to.

RECEIVED
TOWN CLERK'S OFFICE
2021 AUG 13 A 11:19
TOWN OF LUDLOW

Mr. Coelho: I'm not seeing any, I think I'm repeating myself here, but I'm not seeing any comments from other boards. At this point I'll open the meeting for public comments. We have one person here, doesn't look like he wishes to speak on this. With that being said, it looks like we've run the course of this hearing. I'd be willing to accept a motion to approve.

Mr. Phoenix: Unless anyone from the Board has any further discussion, I'll make a **MOTION** in the standard form to approve the Home Occupation, and to immediately close the public hearing after that.
**SECOND** Ms. Houle.
**5-0 in Favor.**
**Roll call vote: Mr. Carpenter – yes; Mr. Queiroga – yes; Ms. Houle – yes; Mr. Phoenix – yes; Mr. Coelho – yes.**

*Hearing ended 7:05 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).*