TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
September 23, 2021

PLANNING BOARD MEMBERS

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

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

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CITY CLERK

PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION – 43 Minechoag Heights (Assessors' Map 32, Parcel 31V) Melanie Costa (accounting services business)

SEE ATTACHED MINUTES

SITE SKETCH – 183 Ravenwood Drive (Map 29, Parcel 39D) Dish Wireless, LLC (Darryl Gresham, Agent) (collocation of antennas & equipment on existing tower and ground equipment installed in existing lease area)

Darryl Gresham was present for the discussion via telephone.

Mr. Stefancik explained that the applicant is just adding a carrier onto the existing tower and that there is an existing site plan on file. He mentioned that they have asked for all the appropriate waivers and that everything seems to be in approvable form on the detailed plans. Mr. Stefancik also said that there were no comments from other town boards/departments.

Mr. Gresham said Dish Wireless wants to co-locate on an existing tower by putting up three antennas on the tower and associated equipment inside the fenced in compound, to be taking up an approximately five-foot by seven-foot space within that.

Mr. Phoenix: I'll make a **MOTION** in the standard form to approve the site sketch as submitted as an addendum to the existing site plan.
SECOND Ms. Houle.

Mr. Coelho: Is Mr. Carpenter playing on this one?

Mr. Stefancik: No, but you do need to do the waivers as well for a waiver of public hearing and waiver of the site plan for site sketch.

Mr. Coelho: Oh, so we do need a waiver of a public hearing and a waiver of site plan for site sketch.

Mr. Phoenix: Fair enough, I'll amend my motion to include both of those.
SECOND Ms. Houle.

4-0 in Favor
Roll call vote: Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master Application; Request for Waivers; American Tower Corporation Structural Evaluation (May 20, 2021); Plans/Construction Documents: Dish Wireless L.L.C. SITE ADDRESS: 183 Ravenwood Drive Ludlow, MA 01056 (8/24/21)

File Mail Item #41 – Certification of Letter of Resignation from Ralph Quiterio, from Kim Batista, Town Clerk

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File Mail Item #42 – Variance granted for 0 Knollwood Rd & 0 Bondsville Rd from Ludlow Board of Appeals

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Mr. Phoenix asked that the Change of Occupancy be pulled out of the consent agenda for discussion.

Change of Occupancy – LaTonya Marsh – 289 East Street (from café/retail to event space of less that 50 people & flower shop)

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Mr. Phoenix commented that since this change of occupancy is not a one for one change in use, that it might be something that would call for a site plan.

Mr. Stefancik said that there the applicant is looking to do an event space with a retail flower shop. He noted that there isn't any parking in the area to accommodate the event space for 50 people and would have to be all on street parking.

Mr. Phoenix: All in all, I think I'm gonna make a **MOTION** to deny the Change of Occupancy and request the applicant come in with a site plan indicating what they're gonna be doing on the property, parking, etcetera.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Master Application

APPOINTMENT – Ali Bulut – 4-8 White Street – Site Plan & Change of Occupancy

Ali Bulut did not show up for his appointment.

Mr. Stefancik stated that we reached out to him last year in regard to the fact that the site has changed and that there is a trailer on the property blocking parking spaces. He added that the only site plan on file is for a large building addition that was never completed. Mr. Stefancik said that Mr. Bulut came in for a change of occupancy last year, but it was denied. He also mentioned that a registered letter was send to Mr. Bulut with no response.

Mr. Phoenix said that since they are not responding, they need to start getting enforcement letters.

Mr. Stefancik will send this to the Zoning Enforcement Officer for enforcement.

ANR – 201 Pine Street & 0 Kirkland Avenue (Assessors' Map 15B, Parcels 97 & 110)
Marl-Lene Properties, Nominee Trust (Idalina Lavoie) (lot reconfiguration)

Mr. Queiroga said that he was contacted yesterday by the Lavoie family regarding the ANR. He explained that Lot 1 is over 15,000 square feet, and the other lot is over 19,000 square feet, and that the buyer of the smaller lot wanted a couple thousand more feet added to the lot.

Mr. Phoenix and Mr. Stefancik both said that they reviewed the plan and that it meets all the requirements.

Mr. Phoenix: So, 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.

Documents included: Master Application; Lot Reconfiguration Plan – Pine Street and Kirkland Avenue – Prepared for (Owner) Mare-Lene Properties (09/15/2021)

Amend Motion and Bylaw for Article 19 on Mobile Homes as per Town Counsel

Mr. Coelho explained that he met with the Finance Committee yesterday (regarding the Articles for the Warrant) and that in the meantime, the Town Attorney Rose Crowley noticed the following changes in Article 19, 3.0.6 Mobile Homes:

Section C – Allowing replacement of mobile homes is only intended to be allowed in the case of existing Mobile Home Parks (EMHPs) that are over 3 acres in size.

Section D.2 – Replace "and" with "or" so that a motor vehicle must either be registered, *or* it must be in an enclosed carport or garage, but not both.

Mr. Coelho: Ok, so if I could get a motion to accept the changes as indicated by the town counsel to Article 19 on Mobile Homes.
Mr. Phoenix: I'll **SO MOVE** especially since it seems like there's nothing that substantially is being changed by this from what we had discussed at our meeting anyhow. It's more clarifying language than anything of substance.
SECOND Ms. Houle.
4-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Email from Rose Crowley to Doug Stefancik re: Mobile Home Park proposed zoning bylaw amendment (September 22, 2021) including Article 19

Mr. Queiroga thanked Ralph Quiterio for the work he's done and wished him good will.

Mr. Stefancik said that he is composing a letter to Mr. Quiterio for the Board to sign.

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 40. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of August 26, 2021
- SIGN Special Permits:
  - Edyta Kolataj-Ramik – 30 Valley View Drive (online sales)
  - Eric Pescetta – 31 Maple Street (mobile welding business)

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

Meeting adjourned at 7:32 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
43 Minechoag Heights – Melanie Costa
(accounting services business)
September 23, 2021

PLANNING BOARD MEMBERS

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

The hearing began at 7:03 p.m. in the Selectmen's Conference Room.

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In attendance: Melanie Costa

Mr. Coelho read the legal notice, gave the applicant a copy of the Turley Publications invoice, and reviewed the application. He also advised the public that the cameras are recording and announced the Planning Board Members who were present for the hearing. The legal notice included the description of: accounting services business.

Mr. Coelho: Ok Miss Costa, why don't you give us a brief description of what you're looking to do over there and I'm gonna review your application again.

Ms. Costa: Ok, yeah so, it would be remote accounting services from my home if I were to work from home, otherwise, I'd be on site at client's. I'm self-employed, it would just be me, pretty much a freelancing accounting services for anyone, local community or anyone that I get referred to. I might have a client in San Francisco, but again, no intention on having any clients come to my home. There would be no changes to the circumstances of the property. There would be no additional disturbance to the neighbors. So, it would be very much as if I was working from home with an employer which I have done with my current employer, so the only difference really is that I'd be working for myself.

Mr. Coelho: Ok, so again I'm gonna tell everybody that the cameras are recording both audio and visual. You have the invoice. Do we have any comments from other boards? Probably not, this is pretty simple.

Mr. Phoenix: Mr. Chairman?

Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: Just to kind of take care of a couple things up front here, looking at the application, and with the description that we've heard, I'd like to make a **MOTION** to find that the home occupation described is a suitable home one under the Bylaw and further that we have a signed application for a waiver of the full site plan in favor of a sketch and photos, that we grant that waiver as it is in the best interest of the town and the neighborhood.
SECOND Ms. Houle.

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

Mr. Coelho: So, basically what we said --- appropriate and we're waiving the site plan for your pictures that you provided.

Ms. Costa: Thank you.

Mr. Coelho: You did fill out an application, you signed that you read the checklists.

Ms. Costa: Yup.

Mr. Coelho: That's what you are going to be required to stick to.

Ms. Costa: Yup. Should not be a problem.

Mr. Coelho: If you violate any of those and people start complaining then we can revoke this. Anybody on the Board got any questions? How about the public, has anybody called in on the public? And I'll call the public one more time.

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Mr. Phoenix: It's just us chickens here on the call in.

Mr. Coelho: Ok, that sounds good.

Mr. Phoenix: I will make a **MOTION** in the standard form to approve the Special Permit Home Occupation.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Coelho – yes.

Mr. Coelho: Motion to close?

Mr. Phoenix: I'll also make a **MOTION** to close the public hearing.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Coelho – yes.

Hearing ended 7:07 p.m.

APPROVED:

Kathleen J Houle
Kathleen Houle, Secretary

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Documents: Master application; abutters list

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