TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
December 9, 2021

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) *(via telephone)*
Kathleen Houle (Present)
Joshua Carpenter (Present) *(via telephone)*

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

RESCHEDULED PUBLIC HEARING – SITE PLAN – 291 Moody Street
(Assessors' Map 3, Parcel 106A) Don Cameron (storage trailers, warehouse, and office space)

SEE ATTACHED MINUTES

Mail Item #53 – Notice of public hearing from Board of Selectmen for Class II Motor Vehicle License for Sewall Top Car, LLC – 330 Sewall Street

Mr. Phoenix mentioned that the with the car licenses, the Selectmen need to check with Planning to make sure that the site plan is sufficient for the number of cars that are being asked for.

Mr. Stefancik said that the license is for five cars, and that there were at least five spaces approved on the site plan, and that the plan was recently updated. He also noted that a Change of Occupancy was recently approved because all of the spaces were existing, and it showed that they were all dealer spaces.

Mr. Phoenix: I'll make a **MOTION** to send a letter to the Board of Selectmen for that meeting that they have on 330, I think it was, Sewall Street…

Mr. Queiroga: 330 Sewall, yup.

Mr. Phoenix: …332 Sewall, that the site plan that we have on file is sufficient for the business plus a five-car license.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes; Mr. Coelho - yes.

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Mail Item #54 – Petition for Zone Change for 244 Hubbard Street from Board of Selectmen

Mr. Stefancik said that there is public hearing for the zone change scheduled for January 13, 2022.

CHANGE OF OCCUPANCY - Nfamara Taal (FT Custom Printing) – 44 Sewall Street #2 (from wellness/smoothie shop to t-shirt printing shop)

At their November 18, 2021 meeting, the Planning Board had asked Mr. Taal to come in to further discuss the Change of Occupancy for FT Custom Printing.

Mr. Taal explained that they print and embroider custom t-shirts, hats, etc. He said that they don't really use any chemicals with their digital printing business, and that all of the inks are water based, and handed out a CPSIA ink brochure to the Board Members.

Mr. Phoenix: I'll make a **MOTION** to approve the Change of Occupancy in the standard form.
SECOND Mr. Queiroga.
5-0 in Favor
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes; Mr. Coelho - yes.

Mr. Taal also noted that his company also likes the give back to the community and does a lot of fundraisers for those in need.

Documents included: CPSIA compliant ink literature / GTX Pro

APPOINTMENT – Joel D. da Silva – Associate Panning Board Member Position
(mail item #52 included: Letter of interest for Associate Planning Board Member from Joel D. da Silva)

Joel da Silva was present for the appointment.

Mr. Coelho read the letter of interest for the Associate Planning Member position from Mr. da Silva.

Mr. Carpenter: I make a **MOTION** that we appoint Mr. da Silva as the new Associate Planning Board Member.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes; Mr. Coelho – yes.

APPOINTMENT – Sean O'Donnell – Westmass (reduction in 100' vegetative buffer along State Street between Oakridge Street and Stevens Street)

Sean O'Donnell was present for the appointment.

Mr. O'Donnell said that he is the Facilities Manager for the Ludlow Mills. He said that Westmass is looking to reduce the 100' buffer on the portion of State Street between Oakridge and Stevens. Mr. Stefancik remarked that the 100' wide vegetative buffer was written in the original Westmass Comprehensive Plan for new construction (Section 4). Mr. O'Donnell said that the purpose for the reduction in the buffer is that they are currently designing the new road into the vacant land with a proposed project for the first parcel just east of First Avenue behind Chemi-Graphics, and that there is a conservation buffer with the riverfront and a conservation restriction of 16 acres. Mr. Phoenix

commented that it's a huge issue going from a 100' buffer down to a 25' buffer. Mr. Coelho and Mr. Phoenix both said that a public hearing should be required for any changes so that neighbors can be given the opportunity to be heard. Mr. Phoenix also mentioned that there needs to be a benefit to the town and the neighborhood for losing the buffer.

Documents included: Ludlow Mills Preservation and Redevelopment Project - Figure 1-2 Master Plan (December 2011)

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 51. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of November 18, 2021
- APPROVE Change of Occupancies:
  - Benjamin Hemingway (B.K. Lumber Inc.) – 84 Hubbard Street (change of ownership of lumber/feed business)
- SIGN Special Permit:
  - Matt Gilman – 39 Andrew Street (organic material hauling service)

Mr. Carpenter: **MOVED** to adjourn.
Mr. Phoenix: Those are always in order and not debatable and I will **SECOND** it.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga – yes; Mr. Coelho – yes.

Meeting adjourned at 7:44 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.)

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TOWN OF LUDLOW PLANNING BOARD
RESCHEDULED PUBLIC HEARING – SITE PLAN
291 Moody Street (Assessors' Map 3, Parcel 106A)
Don Cameron
(storage trailers, warehouse, and office space)
December 9, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Present) (*via telephone*)
Kathleen Houle (Present)
Joshua Carpenter (Present) (*via telephone*)

The hearing began at 7:02 p.m. in the Selectmen's Conference Room.

In attendance: Don Cameron

Mr. Coelho read the legal notice, reviewed the application, and advised the public that the cameras are recording. The legal notice included the description of: storage trailers, warehouse, and office space.

Mr. Coelho: Ok, I'm gonna go right into comments from other Boards. Fire Department: *The site sketch submitted to this office has been reviewed for compliance. The Ludlow Fire Department requires that the building's existing Knox Box be relocated and affixed securely to the exterior proposed fence main security gate off of Tyburski Street. Please allow clearance for emergency vehicles to enter the property off Tyburski Street or around the building and exit onto Moody Street. Please note any omissions or missed items during this plan review does not relieve the contractor from meeting all applicable codes, laws, regulations and standards as they apply to the construction, maintenance, or use of the building. Please feel free to contact the office if you have any questions or concerns regarding this matter. Respectfully Captain Seth M. Falconer, Fire Prevention Officer.* Department of Public Works, Jim Goodreau Assistant Town Engineer, has no comments. Board of Health, Andrea, I can't read her last name…

Mr. Stefancik: Crete.

Mr. Coelho: …Crete has no comments or concerns. Doug, it appears here that Doug sent a memo to us and he's reviewed it. I don't see any red check marks.

Mr. Stefancik: No, the applicant is asking for waivers on o. 1-5, our usual requirements.

Mr. Coelho: Ok, I do, I was, I had the pleasure of attending the Safety Committee meeting this afternoon, and the Safety Committee has no alarming issues with the change of plan. Ok, now let's get to the waiver request. I have a request in writing here. Dear Planning Board Members, I'm requesting a waiver of the following Section 7.1.5 Required Site Plan Contents o. Additional Requirements: All site plans need to have the following information unless waived by the Planning Board: 1. Lighting Plan with Luminaire Schedule, prepared by an engineer, 2. Elevations showing the front, rear, and sides of the building design, 3. Signage design with

dimensions and locations, 4. Area where snow will be stored, and 5. Traffic Study. So, on the topic of the waiver request, again this is gonna less impactful, I think, generally from a traffic perspective, so my opinion, I don't have a problem with any of these. There's plenty of room over there to store snow. If he can't store his snow he's gonna have to move it because people are gonna have to access the trailers, so I don't see a problem with any of those. And the site already has existing lighting, correct?

Mr. Stefancik: I believe it does, yes.

Mr. Coelho: And that's not being changed?

Mr. Cameron: No, as soon as I can figure out how to shut off the electric timer. They go on every night. There's plenty of lights there.

Mr. Coelho: Ok, but you're not adding any more or?

Mr. Cameron: I was pretty surprised. The building has beautiful lights all the way around the building. It's pretty safe at night. I just don't know to shut them off.

Mr. Coelho: Ok.

Mr. Cameron: When I saw the electric bill, I was pretty surprised.

Mr. Coelho: Again, I have the master application here. It appears that all fees have been submitted. We have the owners.

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Mr. Phoenix: Mr. Chairman?

Mr. Coelho: Mr. Phoenix.

Mr. Phoenix: I'd like to make a **MOTION** to grant the waiver request for 7.1.5.o 1-5 based on the conversation that we just had in the meeting, specifically that the usage should be less intense for traffic, and there will be no additional lighting and the building itself isn't really changing. So, since there's no impact to the town that we can see in a negative way, to grant that waiver.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes; Mr. Coelho – yes.

Mr. Coelho: Does anybody from the Planning Board have anything to add to this discussion? Hearing none. There's nobody in house today from the public. Is there anybody on the line that has?

Mr. Phoenix: There's nobody other than me and Josh on the line, the one thing I would like to say on the record is just to, at least, reference that we've had prior discussions recently on this property with the fact that we have the same plan just submitted in a different way. So, for anyone that might be looking at this after the fact, they might want to look back at those discussions just to see some of the things that we've already talked about on it.

Mr. Coelho: And again, I'm not hearing anything from the public.

Mr. Phoenix: Mr. Chairman, I'll make a **MOTION** in the standard form to approve the site plan as submitted and then to close the public hearing.
SECOND Mr. Queiroga.
5-0 in Favor.
Roll call vote: Mr. Phoenix – yes; Mr. Carpenter – yes; Ms. Houle – yes; Mr. Queiroga – yes; Mr. Coelho – yes.

Hearing closed at 7:09 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

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Documents: Master Application; Waiver request; Comments from Town Departments/Boards; Site Plan 291-293 Moody Street Ludlow, MA owned by Ludlow Storage, LLC (November 18, 2021)

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