TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
April 14, 2022

PLANNING BOARD MEMBERS

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

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

Board to Reorganize / Appoint Joel da Silva as Associate Member / Committee Assignments

Mr. Phoenix: I'd like to make a **MOTION** to start the reorganization by having Joe Queiroga step in as the Chairman.
SECOND Mr. Carpenter.
5-0 in Favor.

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Mr. Coelho: I'd like to make a **MOTION** to name Mr. Phoenix as Vice-Chairman.
SECOND Mr. Carpenter.
5-0 in Favor.

Mr. Phoenix: I'd like to make a **MOTION** to continue to subject Kathy to being the secretary and signing stuff for us.
SECOND Mr. Carpenter.
5-0 in Favor.

The Planning Board Reorganized as follows:

Chairman: Joseph Queiroga
Vice Chairman: Raymond Phoenix
Secretary: Kathy Houle
Members: Christopher Coelho, Rafael Quiterio
Associate Member: Joel da Silva

Committee Assignments

Mr. Phoenix: Unless anybody has anything else to add on it, I'll make a **MOTION** to have all committee assignments remain the same with the exception of the one that still marked as Rafael Quiterio to go to Josh as well as my spot on Capital Planning to go to Josh.
SECOND Mr. Coelho.
5-0 in Favor.

Mr. Phoenix: And on the alternate member, or associate member, I'll **MOVE** to continue having that be Joel.
SECOND Mr. Coelho.
5-0 in Favor.

Mr. Carpenter: Mr. Chairman, I make a **MOTION** to appoint Mr. Silva to become the PVPC Alternate Member for Ludlow.
SECOND Mr. Coelho.
5-0 in Favor.

The Committee Assignments are as follows:

Administrative Review Committee	Joe Queiroga, Chris Coelho
Open Space Recreation Committee	Kathy Houle
Cemetery Committee	Joshua Carpenter
Safety Committee	Chris Coelho
40R Smart Growth Zoning Committee	Joe Queiroga
Community Preservation Committee	Ray Phoenix
Capital Planning Committee	Joshua Carpenter
Long Range Planning Committee	Kathy Houle
PVPC Alternate Member	Joel da Silva
PVPC Commissioner Member	Ray Phoenix
Fair Housing Committee	Joshua Carpenter

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PUBLIC HEARING – Special Permit / Home Occupation – 530 Lyon Street (Assessors' Map 18, Parcel 107) Jordyn Noonan (candle making for online sales)

SEE ATTACHED MINUTES

PUBLIC HEARING – Special Permit / Home Occupation – 60 Haswell Circle (Assessors' Map 11B, Parcel 153) James Gelonese (office for scheduling craft shows)

SEE ATTACHED MINUTES

Meeting with Town Boards/Committees to discuss Center Street Traffic

Brian Shameklis – Safety Committee, Ryan Churchill – Safety Committee, Steve Santos – Board of Public Works, Keith Ouellette – Board of Public Works, Bao Lang – Mass DOT (via telephone) were present for the appointment.

Mr. Phoenix talked about the fact that there have been traffic issues on Center Street near the Turnpike entrance. He explained that there have been traffic studies done when the Starbucks was proposed to go in, and that he thinks that there should be an approach taken to help try to mitigate the traffic problems in both the present and the future.

Mr. Queiroga read the letter to Patricia Leavenworth from Jim Goodreau *(see file)* which was a request for modification to the pavement markings through adding gore striping in the taper lane before the "do not block driveway" box. Mr. Shameklis explained that there have been 83 accidents in the last five years at the Starbucks intersection, with 40 at the Mass Turnpike intersection. He said that most of the accidents are occurring in the right hand turning (bike) lane for the Turnpike near the box at Starbucks. Mr. Shameklis remarked that he met with the DOT engineer, and the idea was to exclude traffic traveling in the right land to stop the third lane from hitting people that are coming through the box in and out of Starbucks. Mr. Santos said that the percentage of accidents compared to the number of vehicles that travel through that intersection also needs to be looked at.

Mr. Phoenix mentioned that when some of the businesses came into that area, the road improvement project hadn't been done yet, and that the thought process was to wait and see how the traffic situation worked out after the road improvements were complete. He also said that a lot of the businesses in that area of Center Street have Special Permits attached to them because they have a drive thru, and that conditions can be put on those permits to help alleviate the traffic situation. In addition, Mr. Phoenix remarked that he'd like to get rid of the curb cut at CVS near the abandoned ATM, and the one at the MedExpress closest to the Turnpike entrance. He said that those can be looked at again as those businesses come back in and as patterns continue to emerge at those locations.

Mr. Lang of Mass DOT mentioned that any changes at that location, including driveway access, would require approval from the DOT in which a written request with a sketch from the town would need to be submitted for review.

Mr. Churchill suggested that with the proper signage, perhaps people could take a left turn out of the People's Bank curb cut at the Starbuck's Plaza which would prevent people from crossing the third lane.

Mr. Phoenix commented that as long as someone follows the rules in the Bylaw for a site plan, the Planning Board is legally bound to approve it, whether or not they agree with it.

Mr. Santos explained the Road Safety Audit Pamphlet from Mass Dot. He also remarked that the letter sent to the DOT in reference to the line painting modification request, was submitted in response to a meeting with the Mass DOT representative and from a request from the Safety Committee.

Mr. Lang said that if the Town could provide the DOT with some data statistics regarding crash numbers, it may help to expedite an approval.

Mr. Santos remarked that as soon as DOT grants approval, the DPW will stripe the road. He also agreed to let the Planning Board know of any progress or changes in the situation.

Documents included: Letter to Patricia Leavenworth from Jim Goodreau re: Center Street Project (605011) Line Painting Modification Request (April 14, 2022); Road Safety Audit – Center Street (Route 21) at Mass Pike Interchange 7/Harding Avenue and Cherry Street – Town of Ludlow (June 19, 2014)

PUBLIC HEARING – SITE SKETCH – 599 East Street (Assessors' Map 15D, Parcel 126)
Luso Federal Credit Union (addition of five (5) diagonal parking spaces on west side of building)
(Request to continue public hearing to May 12, 2022 included)

SEE ATTACHED MINUTES

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 19. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of March 24, 2022
- APPROVE Change of Occupancy:
  - Fernando Blanco (Blanco Electric, LLC) – 120 East Street
    (from yogurt shop to office space)
  - Joanne Martins & Kevin Martins (Ray Haluch Inc.) – 1014 Center Street
    (partial change of ownership)
  - Diogo Ribeiro (Juniors Barbershop) – 48 Hubbard Street
    (from church, sewing, convenience store, barbershop, fish market to barbershop)
  - Cristina Afonso (Beautiful You) – 206 Holyoke Street
    (from sandwich shop to beauty salon)
  - Luis Ruperto (LR Cuts) – 322 West Avenue
    (booth rental/barbering at Hair West Design)
- SIGN Release of Covenant for Lot 7R Dowd Court
- SIGN Special Permits:
  - Kimberly S. Reed – 98 Barna Street (dog grooming salon)
  - Daniel Shaw – 579 Fuller Street (sewer & drain cleanout)
- APPROVE/SIGN Bills – Bridgeport National Bindery (minutes bound)

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Parking in Fire Lane at Big Y

Mr. Phoenix explained that Big Y came in not too long ago asking for permission to do a My Picks program with a plan showing that they were using the first few parking spaces along the Cherry Street side with a storage locker outside the building where groceries would be held so someone could bring the orders to the customers vehicles. He said that the parking spaces have been shifted from what is noted on the plan, but more significantly, the storage area that they have is a good spot to service the parking spaces, but there is a truck that pulls up and parks in the fire lane to unload the groceries to the lockers. Mr. Phoenix said that he spoke with the store director regarding the truck blocking the traffic and line of sight there, and that the store director would speak with Big Y corporate for a possible solution. He also mentioned that there is nothing on the site plan showing that they would be getting deliveries in the front of the building, and that they need to have a solution that addresses that.

Mr. Stefancik said that he could contact Lori Bryant from Big Y and ask her to come in to talk to the Board to discuss some type of resolution. The Board agreed to send a letter and to cc the Police Department and the Building Commissioner.

Mr. Coelho: I'll make a **MOTION** that we send Big Y a letter indicating that the current unloading and loading area for the, what is it called?

Mr. Carpenter: My Picks.

Mr. Coelho: My bites…

Ms. Houle: My Picks.

Mr. Coelho: …My Picks is presenting a safety hazard at the intersection and that they're not following what was originally proposed…

Mr. Carpenter: And cc the Building Department.

Mr. Coelho: …and I'd like the Building Inspector and the Police Chief cc'd on that, oh and the Fire Chief because it presents, they're parking in the fire lane. I mean, it's that simple. You can word it however you like, but.

Mr. Carpenter: Do you want to, can we invite them in?

Mr. Coelho: Who?

Mr. Carpenter: Are you inviting them in?

Mr. Phoenix: Well, I think they're gonna need to come in. I think by doing motion, if there's a second for it, I think what that does is it essentially says you need to solve this problem. We're not inviting you in here to explain it away, we're inviting you in here to have a solution and to present it so that we can find a way to move forward.

Mr. Queiroga: Is that a second?

SECOND Mr. Carpenter.
5-0 in Favor.

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File Mail Item #20 – Reorganization of Town Boards

Mail Item #21 – Letter from Stephen Santos, Chairman, Board of Public Works addressing Cady Street Storm Water Issue

The letter stated that a catch basin was never discussed by the BPW for the Cady Street area, and that they believe that it would not resolve the water issues. Mr. Santos said in the letter that the DPW will clean out the culvert and preventative maintenance going forward should rectify the problem. *(This letter is a result of the discussion at the Public Hearing for the Zone Change for 279 Cady Street on 3/24/22)*

Mr. Stefancik remarked that the letter will be kept on file in case any of the abutters of 279 Cady Street want a copy. He also noted that Mr. Santos said that he went out there and that the cleanout of the culvert seemed to solve the water issue.

Mr. Phoenix: Well with that, I see nothing else on the agenda, I'll make a **MOTION** to adjourn.
SECOND Mr. Carpenter.
5-0 in Favor.

Meeting adjourned at 8:38 p.m.

APPROVED:

Kathleen Houle, Secretary

su

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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
530 Lyon Street – Jordyn Noonan
(candle making for online sales)
April 14, 2022

PLANNING BOARD MEMBERS

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

The hearing began at 7:08 p.m. in the Selectmen's Conference Room.

In attendance: Jordyn Noonan

Mr. Queiroga read the legal notice. The legal notice included the description of: candle making for online sales.

Mr. Queiroga: Jordyn, can you tell us what you have in mind for this?

Ms. Noonan: Well, I started just a very small candle making business from home, one of our spare bedrooms. After my husband and I lost a child, I wanted to make sure that I could give back because I got a lot of positive feedback. So, we have one spare bedroom. It's our smallest room. It has a desk and some supplies in there. I just have a website to sell online.

Ms. Houle: I have seen your candles. Linda Martin's had ---. I work with Linda. They're beautiful candles.

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Ms. Noonan: Thank you.

Mr. Queiroga: The, it's just you and your husband, right?

Ms. Noonan: Yes.

Mr. Queiroga: Ok, and…

Mr. Phoenix: Mr. Chairman?

Mr. Queiroga: Do you have any vehicles, special vehicles of any kind?

Ms. Noonan: No. I'm not doing any deliveries. It's just my own car.

Mr. Queiroga: Ok. And you folks are the owners of the house?

Ms. Noonan: My husband and I are, yes.

Mr. Phoenix: I'm just gonna run through the stuff that she's already provided to us. So, the area that you're using is gonna be about 100 square feet out of 3,057, so that's certainly below our threshold. As you said, no nonresident employees. You've indicated no signage for the business at the house. No customers at the house which makes sense for an online business. No unusual deliveries and no changes to the site that are gonna make it look less residential. No commercial vehicle. You have provided us with some photos and everything of the area to just kind of show what it looks like before the business is really in there. And you've asked us to waive a full site plan in favor of a sketch and the photos as you've presented. The first thing I think I'd like to do is make a **MOTION** to find that the type of business as described is a suitable home occupation under the Bylaw.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Queiroga – yes.

Mr. Queiroga: I want to advise everybody that the cameras are recording this meeting both with voice and picture and I'm gonna give you the invoice for the Turley application. You can either leave a check with us or make it out to Turley and…

Mr. Phoenix: Mr. Chairman, the second thing I'd like to do is act on the waiver request and based on the type of business that's being described for the home occupation. I'd like to make a **MOTION** to grant the waiver of the full site plan in favor of a sketch and photos as prepared by the applicant.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Queiroga – yes.

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Mr. Phoenix: The next I wanted to do is ask you if you wanted to just plug the website for the business ---. There are a few people that actually watch these meetings. You might want to get it out there while you can.

Ms. Noonan: Sure, it's Harper's Light Candle Company, harperslight.com. Facebook, Instagram, all that good social media.

Mr. Queiroga: You getting a cut of this?

Mr. Phoenix: No, but a lot of the ones that come in, they have the name of the business attached to it or something. If people are interested in seeing what the products look like, I don't know that they're gonna find it just by looking up her name, so I figured.

Mr. Queiroga: Ok, you're not working with Yankee Candle, are you?

Ms. Noonan: No.

Mr. Queiroga: Alright. Any other questions or comments from people on the Board?

Mr. Coelho: Do you have large volumes of wax you're storing in your house?

Ms. Noonan: No.

Mr. Coelho: Ok.

Ms. Noonan: The biggest box I've gotten is 45 pounds. It's like this big.

Mr. Coelho: No 55-gallon drums?

Ms. Noonan: No, no, no, no. It's just me, so it's.

Mr. Phoenix: Did you see the pictures of the work area Chris?

Mr. Coelho: Yes.

Ms. Noonan: And it hasn't even changed much since that picture. That's about it.

Mr. Coelho: That's my aunt's old house.

Ms. Noonan: Is it?

Mr. Coelho: Yup.

Mr. Queiroga: Anybody in the audience would like to speak on this issue?

Mr. Phoenix: Hearing nothing, Mr. Chairman, I'd like to make a **MOTION** in the standard form to approve the home occupation as we've discussed, and then to close the public hearing.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Coelho – yes; Ms. Houle – yes; Mr. Queiroga – yes.

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Hearing ended 7:14 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

Documents: Master 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
60 Haswell Circle – James Gelonese
(office for scheduling craft shows)
April 14, 2022

PLANNING BOARD MEMBERS

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

The hearing began at 7:16 p.m. in the Selectmen's Conference Room.

In attendance: James Gelonese

Mr. Queiroga read the legal notice and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: office for scheduling craft shows.

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Mr. Queiroga: James, could you…

Mr. Coelho: Cameras.

Mr. Queiroga: What?

Mr. Coelho: Cameras.

Mr. Queiroga: Yeah, for those that haven't heard it before, open public hearing, read legal notice onto the record, please advise the public what we have to, that all cameras are recording both video and the words. Give applicant a copy of Turley invoice. It's already done. Read any comments. Do we have any comments from?

Ms. Houle: No.

Mr. Queiroga: No?

Mr. Phoenix: Nothing from other boards.

Mr. Queiroga: No? Ok, very good. So, please tell us what you intend to do and.

Mr. Gelonese: Sure, first of all, good evening to all. Basically, I retired on March 31st, and I need something to do. Can't just sit in the chair. So, I decided to try the craft business. It's always interested me how people, the creative things that people do. So, that's what I'm gonna

be launching is a craft business. I've been accepted for two shows for the remainder of the year at the Deerfield Craft Fairs.

Ms. Houle: Oh wow.

Mr. Gelonese: It's not that easy to get into that. From my home, the primary reason I'm here, it's a commercial, it's a requirement of the bank, if you're gonna open up a commercial checking account. And I just want to make sure every i is dotted, every t is crossed relative to the whole process. So, that's the main reason. Nothing is done at the house other than I might have a phone conversation on my cell phone which could be any place except when you're driving.

Mr. Phoenix: It's looks on the application like the name of the business is just Creations or is there ---?

Mr. Gelonese: Creations, yeah.

Mr. Phoenix: Ok, and also from your application I'm seeing on here, it looks like you're just calling out literally the area of the phone because you're saying four square feet.

Mr. Gelonese: That's about, that's a little bigger than the space of my recliner. I took a picture of the recliner 'cause it said show me your office, so the office is the recliner. There you go. I don't sit at that angle though, I can tell you that.

Mr. Phoenix: But, that's out of, you know, 1,344, so that's well under the amount that we'd allowed percentage wise. We're just size wise straight up. No nonresident employees, no signage at the property advertising the business. No customers to the house, 'cause you want them to all go to the shows.

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Mr. Gelonese: No, ---.

Mr. Phoenix: No deliveries unlike a normal residence. No changes to make it look less residential. And no commercial vehicle.

Mr. Gelonese: No.

Mr. Phoenix: So, it's like you said, it's literally just taking calls on the phone and making things happen.

Mr. Gelonese: That's about it, yeah.

Mr. Phoenix: Ok.

Mr. Queiroga: We don't need any waivers on this?

Mr. Phoenix: We're gonna need a finding. We're also gonna need the waiver. I was gonna say, we also do have the waiver request that's been signed by the applicant. We've got the photo of the work area. And we've got all that squared away, so to start with, I'd like to make a **MOTION** to find that the business as described is a suitable under our Home Occupation Bylaw. **SECOND** Mr. Coelho.
5-0 in Favor.

Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Queiroga – yes.

Mr. Phoenix: Secondly, I would like to make a **MOTION** to grant the waiver request of the full registered site plan in favor of a sketch and photos as has been prepared by the applicant.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Queiroga – yes.

Mr. Queiroga: Ok, you might have heard on the prior person that was here, that there'll be a…

Mr. Phoenix: Well, we haven't done that yet. We still have to do Board comments, public comments and a motion.

Mr. Queiroga: Ok, is there anybody that would like to speak on this here? Are we still checking anybody on line?

Mr. Stefancik: Yeah, if someone's on the line.

Mr. Queiroga: Anybody on line to speak about this issue? Nobody. Ok, so.

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

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Hearing ended 7:24 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

Documents: Master 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 – SITE SKETCH
599 East Street (Assessors' Map 15D, Parcel 126)
Luso Federal Credit Union
(addition of five (5) diagonal parking spaces on west side of building)
April 14, 2022

PLANNING BOARD MEMBERS

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

The hearing began at 8:22 p.m. in the Selectmen's Conference Room.

(Request to continue public hearing to May 12, 2022 included)

The applicant was not present for the public hearing.

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Mr. Queiroga read the legal notice. The legal notice included the description of addition of five (5) diagonal parking spaces on west side of building.

Mr. Phoenix: Mr. Chairman.

Mr. Queiroga: Mr. Phoenix.

Mr. Phoenix: So, we have a letter that we've received as part of this from Luso *(Mr. Phoenix read the waiver request letter - see file).* So, based off of that, I'm also looking, I don't know that I have the request for the continuation, but just off of that, a request for the waiver of the full plan down to a sketch and the waiver of the public hearing, I would make a **MOTION** that based on the type of change being contemplated, that we grant the waiver, number one, of a site plan approval down to a sketch, and to deny the waiver of a public hearing as part of that approval process.
SECOND Mr. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Queiroga - yes.

Mr. Phoenix: I'm assuming somewhere in the file we do have that letter asking for the…

Mr. Stefancik: Right up there is the waiver request.

Mr. Phoenix: So, do we have a time and date?

Mr. Stefancik: We already did the denial, this is the public hearing.

Mr. Phoenix: Well it says on here request to continue public hearing, oh, this is, ok, sorry my mistake, ok. I saw request to continue public hearing, I assumed that was from tonight. So, that's from tonight to May 12th.

Mr. Stefancik: No, this is, they're just gonna continue it till May 12th.

Mr. Phoenix: So, they want to go to May 12th. What time May 12th do they want to go to?

Mr. Stefancik: 7:00.

Mr. Phoenix: I will make a **MOTION** to continue this public hearing until May 12th at 7:00 p.m. same place.
SECOND Mr. Carpenter.
5-0 in Favor.

The public hearing was continued until May 12, 2022 at 7:00 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

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Documents included: Master application; Request for continuance of the public hearing from Jason Codding (April 5, 2022); Request for waivers; Comments from Town Boards/Depts; Plans: Site Sketch Approval – Luso Federal Credit Union -599 East St, Ludlow, MA 01056 (Existing Conditions Plan, Site Layout Plan) (February 1, 2022)

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