**TOWN OF LUDLOW PLANNING BOARD**
**MINUTES OF THE MEETING OF**
**May 12, 2022**

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**PLANNING BOARD MEMBERS**

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

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

**CONTINUED 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)**

**SEE ATTACHED MINUTES**

**PUBLIC HEARING – Site Plan – 37 Letourneau Lane (Assessors' Map 5, Parcel 8)**
**John Garcia (Royal Coach Sales, LLC) (used car sales)**

**SEE ATTACHED MINUTES**

**APPOINTMENT – Atty. Stephen Reilly – Cannabis Facilities Discussion**

*The appointment was rescheduled until June 9, 2022 per the request of Atty. Reilly.*

**CONSENT AGENDA:**

- APPROVE Change of Occupancy:
  - Kristen Procon (Wellness First LLC dba Remedi) – 485 Holyoke Street (from dance studio/office space to day spa)

Mr. Phoenix questioned the Change of Occupancy for 485 Holyoke Street and whether the site would support the use. Mr. Stefancik remarked that the site has a generous parking lot to accommodate the change in use.

Mr. Phoenix: I'll make a **MOTION**, on that one specifically, to approve the Change of Occupancy.
**SECOND** Ms. Houle.
**4-0 in Favor.**
**Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga – yes.**

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

- FILE Mail Item 24. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of April 14, 2022 & April 28, 2022
- SIGN Special Permits:
  - Jordyn Noonan – 530 Lyon Street (candle making for online sales)
  - James Gelonese – 60 Haswell Circle (office for scheduling craft shows)

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**Fence at Festa** (*continued from 4/28/22*)

Mr. Queiroga said that he met again with the organizer (of the Festa) and that they had told him that the fence/gate would only be in use at the Festa on Friday from 6:00-11:00 p.m., Saturday 5:00-11:00 p.m., and Sunday 8:00-11:00 p.m. Mr. Phoenix suggested to let the fence be used this year for the Festa, and then if they are looking to continue to use the fence for subsequent years, that the Planning Board possibly require something more formal and look at how this is impacting the way people are parking, and how it's affecting different neighborhoods and the general area.

*Documents included: Photos and diagram of fence and location*

**Parking in Fire Lane at Big Y** (*continued from 4/28/22*)

Mr. Stefancik remarked that he sent a letter to Big Y letting them know that all deliveries need to be in the back of the building, with a copy sent to the Safety Committee so that they can discuss the situation.

Mr. Phoenix said that there didn't appear to have much thought put into the plan that was submitted for the alternative delivery location along Cherry Street. He also remarked that if Big Y doesn't submit anything by the next Planning meeting, that the Police Department and the Building Inspector need to be contacted about the enforcement of the site plan and the fire lane to make sure that Big Y is complying with what they're supposed to be doing.

Mr. Phoenix: If that's it, I'm gonna make a **MOTION** to adjourn.
**SECOND** Ms. Houle.
**5-0 in Favor.**

Meeting adjourned at 7:34 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**
**CONTINUED 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)**
**May 12, 2022**

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Christopher Coelho (Absent)
Kathleen Houle (Present)
Joshua Carpenter (Present)(via telephone)
Joel da Silva, Associate Member (Absent)

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

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*In attendance: Jason Codding, attendees*

Mr. Queiroga read the legal notice into the record.

Mr. Queiroga: Ok, Jason, I'm gonna read the Board of Health, Conservation, and Public Works, and Fire Department, and Safety Committee, no comments. Safety Committee has no concerns regarding the parking spaces. Conservation has no concerns over the parking spaces. Fire Department (*had no comments – see file for letter*). The Planning Board, this plan meets criteria for a site sketch. Ok, so…

Mr. Phoenix: I don't know whether it's Sue or Doug that scans this stuff in for the PDF, but I did notice it was handy to have the minutes from the April 14th meeting in here, but it's only got page one of two. I don't know it that was intentional or?

Ms. Urban: --- the motion.

Mr. Phoenix: Ok.

Ms. Houle: That is handy.

Mr. Queiroga: Ok, so…

Mr. Stefancik: 'Cause you acted on the waiver on that, so you didn't need to do the waiver again.

Mr. Phoenix: That makes sense. That it explains why it's only the first page. It's just, I saw page one of two and then I didn't see the two of two.

Mr. Stefancik: Right.

Mr. Phoenix: So, I just figured I'd mention it to make sure it was a choice.

Mr. Stefancik: That's probably just where it just ended for that portion of it.

Mr. Phoenix: Yeah that makes sense. I just wanted to make sure it wasn't an accidental omission-y thing, that's all.

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Mr. Queiroga: This is the notice from Turley Publications for the advertisement.

Mr. Codding: Yup, I have the check.

Mr. Queiroga: Ok, you can make it out, it's already made out?

Mr. Codding: Yup, to Turley.

Mr. Queiroga: We love checks right away.

Ms. Houle: This is his copy. That's Luso's copy.

Mr. Queiroga: Ok, we've read all that, all the comments from the board, grant findings and all waivers, so.

Mr. Phoenix: We've already acted on the waivers.

Ms. Houle: We already acted on them.

Mr. Queiroga: All done.

Mr. Phoenix: Yup.

Mr. Queiroga: We're efficient today.

Mr. Phoenix: We don't really need to do the checklist because that's already been run.

Mr. Queiroga: Ok, so what's your plan? I notice, I went by today and it's kind of packed.

Mr. Codding: Yup, so right now we just have like hard pack gravel, but what we want to do it add a spot and pave it. Just because you know the parking there is at a premium to say the best, so. People work on that side of the building, so they park on that side, and just paving it would be easier for us when they plow it. We're getting gravel all over the lawn and stuff and it gets ripped up so, and esthetically, you know, it just looks better paved, so.

Mr. Queiroga: Ok, and so ---

Mr. Codding: I think it's only four spots though. I know you guys read off five, but I think it's only four.

Ms. Houle: 'Cause I think the straight ones were five.

Mr. Codding: No, the straight ones were only three.

Ms. Houle: Only three?

Mr. Codding: And he actually added one with the fourth, he just moved it down towards East Street a little bit more. So, I don't know if you have to amend that, but.

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Mr. Phoenix: As long as it's less of an impact I think we're fine with it.

Mr. Codding: Yeah, it's less than five.

Mr. Phoenix: If it's five or less I think I'm happy.

Mr. Stefancik: In case you grow, you can have the five.

Mr. Codding: I don't know if there's space, but they could use all the spots they could get.

Mr. Stefancik: I mean, they show five spaces.

Mr. Codding: Oh, is there five?

Ms. Houle: Yeah, there's five.

Mr. Stefancik: One, two, three, four, five.

Mr. Codding: Oh ok, alright. I was mistaken.

Mr. Queiroga: Am I right in assuming this is mainly for employees?

Mr. Codding: It's gonna be strictly for employees, yup.

Ms. Houle: The door there is for employees on that side.

Mr. Codding: Yup, exactly, yup.

Mr. Queiroga: Does it say, you gonna put blacktop on it?

Mr. Codding: Yeah.

Ms. Houle: Yes.

Mr. Queiroga: Ok.

Mr. Codding: We hope to.

Mr. Queiroga: Questions from anybody on the Board?

Mr. Phoenix: My issues are resolved because we heard back from Safety and the other committees that they're all set, so if they're satisfied I am too.

Mr. Queiroga: Ok, so we'll be looking for a…

Ms. Houle: Motion?

Mr. Queiroga: ...a motion.

Mr. Phoenix: Nope, we need the public comment.

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Ms. Houle: Public comment.

Mr. Phoenix: Public comment.

Ms. Houle: Is they anyone on line other than Josh?

Mr. Queiroga: Is there ---

(multiple people talking)

Mr. Queiroga: Josh, you have any?

Mr. Carpenter: ---

Ms. Houle: No one else? Nope? There's no one else.

Mr. Stefancik: Just Josh.

Ms. Houle: Just Josh.

Mr. Queiroga: Just Josh.

Mr. Phoenix: So, if there's nothing further from the Board and nothing from the public, I'll make a **MOTION** in the standard form to approve the site sketch as an addendum to the site plan in the standard form and to close the public hearing thereafter.
**SECOND** Ms. Houle.
**4-0 in Favor.**
**Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga - yes.**

*Hearing ended 7:09 p.m.*

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

su

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).*

**TOWN OF LUDLOW PLANNING BOARD**
**PUBLIC HEARING – SITE PLAN**
**37 Letourneau Lane (Assessors' Map 5, Parcel 8)**
**John Garcia (Royal Coach Sales, LLC)**
**(used car sales)**
**May 12, 2022**

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

The hearing began at 7:13 p.m. in the Selectmen's Conference Room.

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*In attendance: John Garcia*

Mr. Queiroga read the legal notice. The legal notice included the description of: used car sales.

Mr. Phoenix: Now Letourneau Lane, refresh me, that's over by Perimeter, right?

Mr. Garcia: Off of Perimeter, yup. It's the first one.

Mr. Phoenix: Just want to make sure I'm thinking of the right street. There's only a, maybe what, two or three places that face onto that one?

Mr. Garcia: Just me.

Mr. Phoenix: Just you?

Mr. Garcia: Yup. There's a piece of property at the end but it's where the pipes are.

Mr. Queiroga: Waiver requests. Please circle each requested item to be waived. I'm requesting a waiver for the following sections: 7.1.5 Required Site Plan Contents o. Additional Requirements. Site plans need to have the following information unless waived by the Planning Board: Lighting plan with luminaire schedule prepared by an engineer; Elevations showing the front, rear and sides of the building design; Signage design with dimensions and locations; Area where snow will be stored; and traffic study. The Public Works has no comments, Mr. Jim Goodreau. Mr. Stefancik, Ludlow Planner, the only thing you have in red is the circulation.

Mr. Stefancik: Yeah, usually they put the arrows on, how the traffic runs around the property, entrance and exit.

Mr. Queiroga: Are they on the?

Mr. Stefancik: No, usually with the driveways, if Paul could put them on.

Mr. Phoenix: Well driveways, and then some of the properties will have just like one way going around the building, that sort of thing, so they'll put the directional arrows for that.

Mr. Queiroga: Ok, do you want to see what he's got here?

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Mr. Phoenix: I got it here.

Mr. Queiroga: So, you're asking for these, Board of Health has no comments, Planning Board has no comments, Fire Department: *To whom it may concern, The site plan submitted to this office for used car sales have been reviewed for compliance. The following will be required: Schedule a fire safety inspection to be conducted on all the buildings shown on the site plan under 527CMR1.00 Mass Comprehensive Fire Code Chapter 41 welding, cutting and other hot work, obtain a hot work permit for the auto parts.* You involved with that? No?

Mr. Garcia: Nope.

Ms. Houle: You just said Unit 3, right?

Mr. Queiroga: What?

Mr. Garcia: I'm in Unit 3, yup.

Mr. Queiroga: Ok, schedule a fire safety inspection to be conducted in all of the buildings shown on site plan.

Mr. Garcia: I can tell you Unit 1 is actually out of there at the end of the month.

Mr. Queiroga: It'll be empty?

Mr. Garcia: It'll be empty if I can get them out.

Mr. Stefancik: We can give you a copy of the fire comments if you want. That way…

Mr. Garcia: Well, we went through court and everything to get them evicted. *Not paying the rent* ---.

Mr. Queiroga: Just to finish up with the Fire Department, *schedule a fire safety inspection to be conducted on all the buildings on the plan under 527CMR1.00 Mass Comprehensive Fire Safety Code Chapter 41 welding, cutting and other hot work obtain a permit. Under 527CMR Massachusetts Comprehensive Fire Code Chapter 69, keeping storage or use of LP gas greater than 42 pounds aggregate capacity will require permit.* Ok, any questions, John, so far?

Mr. Garcia: Nope.

Mr. Queiroga: Questions from members of the board?

Mr. Phoenix: Well, I know you read the legal notice, but do we want to ask the applicant to describe what they're looking to do on the site?

Mr. Queiroga: Why don't you?

Mr. Garcia: It's gonna be used car sales. We're gonna have five cars stored outside and five inside.

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Mr. Queiroga: Are these?

Mr. Garcia: It's mostly classic cars.

Mr. Queiroga: Classic, ok. Any questions Kathy?

Ms. Houle: Nope.

Mr. Queiroga: Now we have to act on the waivers?

Mr. Phoenix: Well, we've got to certainly look at them. As far as those go, you're looking for a waiver on the lighting plan. I'm assuming that's because, are you changing any of the lighting on site?

Mr. Garcia: No, there's already lighting on the buildings and everything.

Mr. Phoenix: And you're not digging any holes or building any hills or anything and anything like that in there for the elevations. Signage, I'm assuming that's just gonna be putting the name of the business up, that sort of thing --- location and type of signage.

Mr. Garcia: Hang it right on the building, just so they can find us. Nobody can find the building.

Mr. Phoenix: So, the only one that I think we can even make any stink about would be traffic study. I don't know what anybody's feeling is, but I think that on similar size businesses we've certainly entertained waiving that before. So, I'm gonna make a **MOTION** to grant the waiver of 7.o.5, is that 7.1.5, 7.1.5 sorry, o. 1, 2, 3, and 5 as for the first three nothing is changing and for number 5 it's not relevant for this particular change.
**SECOND** Ms. Houle.
**4-0 in Favor.**
**Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga - yes.**

Mr. Queiroga: See, that didn't hurt too much.

Mr. Phoenix: Then if there's nothing from the Board, if you want to just check with the public, we can probably do the motion.

Mr. Queiroga: Is there anybody that wants to comment on this request?

Mr. Phoenix: Hearing nothing, I'll make a **MOTION** in the standard form to approve the site plan as presented and to close the public hearing.
**SECOND** Mr. Carpenter.
**4-0 in Favor.**
**Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Ms. Houle – yes; Mr. Queiroga - yes.**

*Hearing ended 7:20 p.m.*

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

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Documents included: Master application; Request for waivers; Comments from Town Boards/Depts; Site Plan – 37 Letourneau Lane Ludlow, MA – owned by Ronald J. King & John Garcia (April 15, 2022)

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