TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
August 25, 2022

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2022 SEP -9 P 12:05
TOWN OF LUDLOW

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 (Absent)

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

PUBLIC HEARING – Special Permit / Accessory Apartment – 100 Waverly Road (Assessors' Map 33, Parcel 109Q) Robert W. Smith (change of ownership for existing accessory apartment)

SEE ATTACHED MINUTES

PUBLIC HEARING – Special Permit / Home Occupation – 9 Cady Street, Apt. 6 (Assessors' Map 12C, Parcel 106) Nicholas Suter (office for painting business)

SEE ATTACHED MINUTES

PUBLIC HEARING – Special Permit / Home Occupation – 1670 Center Street (Assessors' Map 38, Parcel 10B) Lauren Gauthier (bookkeeping company)

SEE ATTACHED MINUTES

PRELIMINARY SUBDIVISION – 0 & 694 Chapin Street (Chapin Heights) (Assessors' Map 11D, Parcel 97, and Map 16B, Parcel 1-1) VDS Properties, LLC c/o Mr. Joe Alves (proposed eight (8) lot residential subdivision)

John Tomaszewski was present for the appointment.

Mr. Queiroga noted that there were no comments from the DPW, Conservation Commission, Building Department, and Assessors. The Fire Department commented that extending the water main and locating a proposed hydrant at the end of the cul-de-sac is acceptable, and that the name "Chapin" should not be used in naming the new street. Mr. Stefancik's comments stated that the applicant is asking for a waiver of Section III A.4. B. Dead end streets: A center island shall be installed with a diameter of seventy (70) feet. Mr. Tomaszewski explained that he sent a response letter addressing the concerns.

Mr. Tomaszewski gave an overview of project to the Board. He said that it is a proposed eight lot subdivision on just under four acres of land located on the north side of Chapin Street. He said that the property is zoned Residence A from a recent zone change, and that town sewer and water is available with a storm water basin to be located in the rear.

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Mr. Phoenix questioned the size of the cul-de-sac and the reason for the waiver request for the center island and how that would benefit the town. He said that the inclusion of the center island is part of the rules and regs and without a reason why the waiver of the center island would benefit the town, he wouldn't approve it. Mr. Phoenix said that if the Planning Board doesn't want the cul-de-sacs in subdivisions, then they should have a public hearing on amending the subdivision rules and regs to change that regulation.

Mr. Phoenix: I make a **MOTION** to deny the requested waiver of the center island on the cul-de-sac.
SECOND Mr. Carpenter.
4-0-1 in Favor. (Mr. Queiroga)

Mr. Phoenix noted that the plan now does not meet the regulations. He said that the plan can either come back in with the center island, or that it can be denied.

Mr. Phoenix: Mr. Chairman, I'm gonna make a **MOTION** to put this on the agenda for our next meeting to review a revised submittal indicating the center island as required by the subdivision rules and regs.
SECOND Ms. Houle.
4-0-1 in Favor. (Mr. Queiroga)

The discussion will be continued to September 8, 2022.

Documents included: Preliminary Subdivision Application (Proposed Eight (8) Lot Residential Subdivision – "Chapin Heights" (August 10, 2022); Comments from Town Depts/Boards; Preliminary Plan – 694 & 0 Chapin Street – Ludlow, Mass. Parcel I.D.s: 16B-3650-1-1 & 11D-3650-97-1 (August 10, 2022 – Revision 8/22/22); Response to review comments from Robert M. Levesque (August 23, 2022)

Mr. Phoenix questioned whether the timeline for the bylaw changes has been prepared. Mr. Stefancik said that he will have that ready for the next meeting.

Mr. Phoenix mentioned that the vote for the proposed self-storage units at 590-596 Center Street still needs to be taken and why it wasn't on the agenda. Mr. Stefancik commented that the applicant had asked if he could be in attendance when the vote is taken, and he couldn't make tonight's meeting. Mr. Phoenix said that since the public hearing has been closed there is no need for the applicant to be present, and if the applicant wanted to change the plan, he would need a new public hearing.

The vote will be taken at the September 8, 2022 meeting.

File Mail Item #37 – Payroll/Bills Authorization Form from Kim Collins, Town Accountant ***(vote & sign)***

Mr. Coelho: I make a **MOTION** to have Doug authorized to sign the payroll and the bills.
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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CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 36. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of August 11, 2022 and August 18, 2022
- SIGN Special Permits:
  - Brent Allen – 19 Pine Knoll Drive (process paperwork for landscaping business)
- APPROVE Change of Occupancy:
  - Daniel Roberts (Overhead Door Co. of Pioneer Valley) – 541 Center Street (from bath remodeling to garage door installation company)

Site Plan Roundtable

Mr. Stefancik explained that Marc Strange sent out an email suggesting that round table discussions (for all the departments that review the plans) be held for any type of site plans and subdivisions that are submitted. Mr. Phoenix said that he would be interested in more information on the process, but it sounds fantastic in concept.

Mr. Phoenix: I'm gonna make a **MOTION** to inform the town administrator that we are on board in concept with the site plan round table concept as it's been named in the subject of the email, but that before signing on completely, we would need to have more details as to the construction of the group and how it would function and all of the policies and procedures that would be part in parcel with having that group meeting.
SECOND Mr. Coelho.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Coelho – yes; Ms. Houle - yes; Mr. Queiroga – yes.

Documents included: Site Plan Roundtable email from Marc Strange (August 23, 2022)

Mr. Carpenter: Alright Mr. Chairman, I make my **MOTION** to adjourn at 8:10 p.m.
SECOND Mr. Phoenix.
5-0 in Favor.

Meeting adjourned at 8:10 p.m.

APPROVED:

Kathleen J. Houle

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 / ACCESSORY APARTMENT
100 Waverly Road – Robert W. Smith
(change of ownership for existing accessory apartment)
August 25, 2022

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PLANNING BOARD MEMBERS

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

The hearing began at 7:01 p.m. in the Selectmen's Conference Room.

In attendance: Robert W. Smith, Robert G. Smith, Lisa M. Smith

Mr. Queiroga reviewed the application, gave the applicant a copy of the Turley Publications invoice, and advised the public that the hearing is being recorded. The legal notice included the description of: change of ownership for existing accessory apartment.

Mr. Queiroga: So, the accessory apartment is being transferred from the previous owners who obtained a special permit in 2002, to the new owner who is the son. The accessory apartment will be used by the owner's grandparents. Ok, questions from the board for our applicant?

Mr. Coelho: Checklist right there.

Mr. Phoenix: --- stuff that's on our sheet.

Mr. Queiroga: The Planning Board may authorize a special permit in all residential districts including the agricultural district and the agricultural moderate density district and uses --- accessory apartment. Owner occupied single family dwelling provided the following standards or criteria are met. This is, we have quite a few of these. So, you're going to be the owner of the property?

Mr. Smith: Yes, I am.

Mr. Queiroga: And they will be?

Mr. Smith: They will still reside there.

Mr. Queiroga: Reside in it?

Mr. Smith: Yup.

Mr. Queiroga: Ok.

Ms. Smith: Not in the apartment.

Mr. Smith: Not in the apartment.

Ms. Smith: His grandparents live in the apartment.

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Mr. Robert G. Smith: My mom and dad, his grandfather and grandmother.

Ms. Smith: His parents. We live with him.

Mr. Queiroga: Ok, very good. You got any questions?

Mr. Carpenter: So, your grandparents are currently residing in the apartment?

Mr. Smith: Yes.

Mr. Carpenter: Then it's just a change of ownership.

Mr. Smith: Yeah, that's it.

Ms. Smith: We all still live there.

Mr. Carpenter: Just the name on the deed.

Mr. Smith: Exactly.

Ms. Smith: Just the name on the deed changed, yes.

Mr. Queiroga: Ok.

Mr. Phoenix: It seems about as straight forward…

Mr. Coelho: So, there's no construction gonna happen. It's already the way it is?

Ms. Smith: We already did this in 2002, him and I.

Mr. Queiroga: Ok, I don't see any comments from any boards.

Ms. Houle: There shouldn't be.

Mr. Queiroga: Do we need a waiver on this?

Mr. Stefancik: No, there's no site plan.

Mr. Phoenix: Is there any public comment?

Mr. Carpenter: Mr. Chairman, hearing no comments, I **MOVE** to approve the Special Permit for the Accessory Apartment in the standard form.

SECOND Mr. Phoenix.
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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Mr. Phoenix: **MOVE** 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.

Hearing ended 7:05 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
9 Cady Street, Apt. 6 – Nicholas Suter
(office for painting business)
August 25, 2022

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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 (Absent)

The hearing began at 7:06 p.m. in the Selectmen's Conference Room.

In attendance: Nicholas Suter, attendees

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 painting business.

Mr. Queiroga: No comments, is there any, so do you have truck?

Mr. Suter: I have a van.

Mr. Queiroga: Do you own the house, by the way?

Mr. Suter: No sir, it's an apartment.

Mr. Queiroga: It's an apartment?

Mr. Suter: Yes, sir.

Mr. Queiroga: And is the owner?

Mr. Suter: Yeah, you should be able to see that he signed off on everything. I made him fully aware of everything.

Mr. Queiroga: What's his name?

Mr. Suter: I deal with his nephew. So, I don't know the actual owners first name, but Manny is who runs the apartment.

Mr. Queiroga: ---

Mr. Suter: Yeah. From my understanding he lives…

Mr. Queiroga: And he did sign it.

Mr. Suter: Yeah, he did sign it.

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Mr. Queiroga: Alright, do you, the truck you have, what's the weight on it?

Mr. Suter: It's not, it's a small van. I'm not exactly sure the gross weight.

Mr. Phoenix: The application says 6,700. It says it's a Ford E150. It's a small, you know, small.

Mr. Coelho: Will you be storing any paint other than what's carry-able in your van, materials of trade?

Mr. Suter: No, nothing. I have a shop.

Mr. Queiroga: Ok, do you have any employees?

Mr. Suter: I do not, just myself.

Mr. Queiroga: Just yourself.

Mr. Suter: Yes, sir.

Mr. Coelho: And I have to assume nobody's coming to your apartment too?

Mr. Suter: Oh no, no, no. If I ever needed that it would be at my shop in Wilbraham.

Mr. Phoenix: If it's helpful, the information on our application supplement says the total area of the home and other buildings housing the occupation is 1,000 square feet, he's anticipating to use 25 of those 1,000, number of nonresident employees is zero, and then he answered no to planned signage, planned customers at the house, deliveries unlike a normal residence as well as changes to the site that would make it look less residential. And then as I mentioned, the 4150 at 6,700 GVW. He also did sign the request for a waiver for the, from the full site plan down to a sketch and photos based on the nature of the proposal. With that in mind, I'm gonna make a **MOTION** number one, to find that the home occupation as described is a suitable one under the Bylaw, and secondly, to grant the waiver as requested given that this is a suitable home occupation for doing so.
SECOND Ms. Carpenter.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Coelho – yes; Ms. Houle – yes; Mr. Queiroga – yes.

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

Mr. Carpenter: Mr. Chairman, hearing nothing, I **MOVE** to approve the special permit in the standard form.
SECOND Mr. Phoenix.
5-0 in Favor.

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

Mr. Phoenix: **MOVE** to close the public hearing.
SECOND Mr. Coelho.
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 7:12 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
1670 Center Street – Lauren Gauthier
(Bookkeeping company)
August 25, 2022

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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 (Absent)

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

In attendance: Lauren Gauthier, attendees

Mr. Queiroga read the legal notice and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: bookkeeping company.

Mr. Coelho: How about a brief description of what you're gonna do over there?

Ms. Gauthier: Bookkeeping.

Mr. Coelho: Right, no clients are coming to the house?

Ms. Gauthier: No.

Mr. Phoenix: You want to hear me louder?

Mr. Coelho: No employees?

Ms. Gauthier: No employees, no company vehicles.

Mr. Queiroga: All by yourself.

Ms. Gauthier: All by myself, me and my TV tray.

Mr. Coelho: There it is.

Mr. Phoenix: Just to run through…

Mr. Coelho: ---

Ms. Gauthier: --- was comical when they asked for that. I'm glad you cropped out my toes, 'cause.

(multiple people talking)

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Mr. Phoenix: Just to run through what we do have in the file. You've got 900 square feet for the total area, you're using ten, number of nonresident employees is zero, nothing for planned signage, nothing for customers at the house, nothing for deliveries unlike a normal residence, and nothing for changes that would make it look less residential, and also no vehicle in connection with the business.

Mr. Queiroga: Anybody be coming, any of your customers be coming there?

Ms. Gauthier: I got a PO Box already in town, so no mail is even gonna be coming to the house.

Mr. Coelho: And she requested a, Mr. Chairman.

Mr. Queiroga: Mr. Coelho.

Mr. Coelho: Also make the same --- motion, I'll **MOVE** to find that the bookkeeping business as described for 1670 Center Street for Lauren Gauthier is a suitable for home office home occupation of the Bylaw, and I also **MOVE** to waive the full site plan in favor of a sketch and photos as prepared by the applicant since this is in relation to a home occupation and doing so is consistent with the purpose and intent of the Zoning Bylaw.
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.

Mr. Queiroga: I do want to advise the public that the cameras are recording, and I already did that. Are there any comments from town boards? There aren't any. And in a moment go to public comments. Was there a waiver on this?

Mr. Coelho: We've already done that.

Ms. Houle: We've already done that.

Mr. Queiroga: Does anybody at the meeting want to comment on this application? Ok.

Mr. Carpenter: Mr. Chairman, hearing nothing, I **MOVE** to approve the special permit for 1670 Center Street for Lauren Gauthier in the standard form.

Mr. Phoenix: And to close the public hearing.

Mr. Carpenter: And to close the public hearing.
SECOND Ms. Houle.
5-0 in Favor.
Roll call vote: Mr. Carpenter – yes; Mr. Phoenix – yes; Mr. Coelho – yes; Ms. Houle – yes; Mr. Queiroga – yes.

Hearing ended 7:17 p.m.

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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).