

Administrative Review Committee  
Wednesday, April 12, 2023 @ 11:00 A.M.  
Selectmen's Conference Room, Third Floor,  
Ludlow Town Hall, 48 Chapin Street  
**MEETING MINUTES**

Committee Members Present: Doug Stefancik (Town Planner), Kenny Batista Interim DPW James Goodreau (Assistant Town Engineer), Leslie Ward (Building Commissioner), Joe Queiroga (Planning Board), Chris Coelho (Planning Board), Angela Tierney (Conservation Commission), Brain Shameklis (Ludlow PD), and John Moll (Historic Commission)

Committee Members Absent: Seth Falconer (Fire Dept.)

Consultant Team Present: James Soffen (Campora Construction,) Steve Pikul (Sherman and Frydryk), John Furman (VHB), and Saarah Lecours (Westmass)

Meeting called to order at 11:00 AM

The first order of business was to Reorganize.

The Board voted 8-0 to reorganize as follows:

Chairman: Town Planner Douglas Stefancik  
Vice Chair: Christopher Coelho  
Secretary: Joe Queiroga

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**Site Plan: Galaxie Foods – 80 First Avenue: Map 14B Parcel 130E:  
completing a site plan for the property.**

Steve Pikul and James Soffen presented to the Committee a proposed site plan for the property at 80 First Avenue. They are converting an existing warehouse into a food storage warehouse with offices. The paved area will be converted to 6 parking spaces and the remaining pavement will be loamed and seeded. On the right side of the building there will be located a loading dock for deliveries.

Mr. Stefancik went over the Planning Bord comments and shared copies of the comments with the applicant. AN endorsement box was needed with the Administrative Review committee title in the endorsement box. Show

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circulation. Show handicapped parking space. Show all pins to be set. Show gas line if it is to be proposed to building And complete the chart under n. Show snow storage area. Additionally if there is to be a free standing sign, it will need to be shown on the site plan. James Soffen said the sign would be on the building.

Mr. Stefancik read the comments that were submitted by Fire Prevention Officer, Seth Falconer. He stated the following will be required. In accordance with the Town of Ludlow By-laws a rapid entry system "Knox Box" is to be ordered and approved by the Fire Prevention Office. Mounting location of box to be approved by AHJ. Sprinkler system plan review to be conducted by Fire Prevention Office. Fire alarm system plan review to be conducted by Fire Prevention Office. Liquified propane gas permit required for greater than 42.lb aggregate capacity.

Jim Goodreau from Engineering went over the Engineering comments. The contractor must obtain a Construction within the Public Way permit for the underground utilities within the public way including but not limited to sanitary sewer, storm drainage, water, and gas service. A sanitary sewer connection fee shall be established. (SF of buildings X .50 SF = cost, plus a \$50-dollar inspection fee). Verify all new water connections with the Springfield Water and Sewer Commission. The location sand type of monumentation at all property corners shall be shown and maintained. The required chart under section 7.1.5.n. is missing information. Town of Ludlow Stormwater Permit or Stormwater Waiver need to be submitted. Show area where deliveries will be made on site. Drainage from paved parking lot area will be monitored. If there is a negative effect on the Town utilities it will be addressed by the developer. The applicant to submit additional information if requested waivers are not granted.

Mr. Stefancik asked other Committee members is they had any concerns and comments, some did and some did not. The applicant addressed all concerns.

The Committee approved (8-0) a Waiver of o. Additional Requirements: 1. Lighting Plan. 2. Elevations. 3. Signage design and 5. Traffic Study.

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The Committee approved (8-0) the site plan for Gallazie Food at 80 First Avenue with the condition that all comments from the Planning Board, Fire Department and Engineering are addressed.

**Site Plan: Westmass – 100 State Street: Map 14B Parcel 130: construction of 4 parking areas with 319 parking spaces.**

John Furman with VHB and Sarah Lecours with Westmass presented the parking lot project for the Ludlow Mills. Improvement of surface areas within the Ludlow Mills Development to create (4) – new parking areas providing a total of 319 new parking spaces. Parking lots include formal lighting, stormwater management and landscaping. Mr. Furman went over the plan set in detail.

There were comments from Planning, DPW and Fire Department.

Mr. Stefancik said that the Fire Department had no comments at this time. He went over the Planning comments, replace Planning Board endorsement box with the Administrative Review Committee. Double check to may sure the correct number of handicapped spaces are called out, based on the handicapped parking regulations, there needs to be 8 spaces. John said that all handicapped parking spaces would be van accessible. Mr. Stefancik said to re-count the parking spaces as he was getting a different count from what was called out on the chart. Those parcels that are separate should show the pins and square footage of each separate parking lot. Show all abutters and the area of the parking lots. On the additional requirements the site plan shows lighting and snow storage so a waiver could be granted on the remaining items.

Mr. Goodreau went over the Engineering Comments. The contractor must obtain a Construction within the Public Way permit for the parking lot entrances connecting to the public way. A Town of Ludlow stormwater permit needs to be submitted. Submit a copy of the NPDES Construction General Permit and the SWPPP when completed and submitted. Stormwater connections in recently paved Riverside Drive need to be discussed and

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necessary road repair requirements discussed before connections allowed. The drainage from Parking Lot 4 needs to be discussed and addressed. Proposed peak discharge rates from proposed development are greater than existing discharge rates. There are concerns of the existing detention pond flooding in to Riverside Drive causing dangerous conditions in the public way. Look at ways to reduce peak discharge rate from proposed development to get it under existing peak discharge rate.

Mr. Furman addressed the Engineering concerns about the peak discharge rate and he contended that they meet the discharge rates and that the detention basin would not overflow.

Ms. Ward brought up lighting concerns and questioned the lumens, being too low and whether the solar lighting will stand the test of time.

Sarah Lecours said the lighting is going to be solar based, not electrical, as the cost of electrical lighting to be maintained is expensive. Ultimately there will be more lighting than what there is currently. Also the lighting from the street lights on Riverside Drive will help illuminate the area too.

The Committee approved (8-0) a Waiver of o. Additional Requirements:  
2. Elevations. 3. Signage design and 5. Traffic Study.

The Committee approved (8-0) the site plan for Ludlow Mills Parking lot project at 100 State Street with the condition that all comments from the Planning Board, Fire Department and Engineering are addressed, along with any additional comments from the Committee members.

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These minutes were approved on 9/7/23 [date].

  
Administrative Review Committee Secretary

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