

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
April 26, 2018**

PLANNING BOARD MEMBERS

Joseph Queiroga – Chairman (Present)
Raymond Phoenix – Vice Chairman (Present)
Christopher Coelho (Present)
Kathleen Houle (Present)
Rafael Quiterio (Absent)

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TOWN OF LUDLOW

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

**PUBLIC HEARING – SITE PLAN – Pauldin, LLC (c/o Dinis Baltazar)
12 Carmelinas Circle (Assessors' Map 26, Parcel 9B) (utilizing the property as a contractor's yard)**

**Change of Occupancy – Ferguson Enterprises, Inc. – (Ferguson Waterworks) –
12 Carmelinas Circle**

SEE ATTACHED MINUTES

**ANR – 0 West Street (Assessors' Map 9, Parcel 18) – Lupa Development Company, LLC
(to form a new parcel – Parcel 1)**

Michael Pietras – ELS, Inc. was present for the appointment.

Mr. Pietras explained that the Lupa Development Company is cutting out a one-parcel lot, which is just shy of an acre, out of the northern side of their property, to construct a single family home. He also noted that they will be filing with Conservation to get the wetland line approved.

Mr. Phoenix read the ANR checklist:

- 1. Property owner's name, date of plan, and scale of plan.*
- 2. A space for endorsement by the Planning Board.*
- 3. The names of all abutters.*
- 4. The lines of existing streets, ways, property lines, and easements. Indicate whether streets and ways are public or private.*
- 5. The approximate distance from the property to the nearest street intersection, town line, or other definable physical feature.*
- 6. Sufficient data to determine the location and length of every property boundary line in the new parcel and to establish these lines on the ground. Indicate the area of the new parcel.*

7. *The location of all property corner monuments and whether they were found or set.*

Mr. Phoenix said that all of the pins on the remaining property are not shown, but given the size of that property, and that there are existing plans on file for it, he's not super concerned about it.

8. *The location, frontage, and area of the land remaining in the original parcel after establishing the new parcel.*

9. *The north arrow for bearing system used on the plan and whether it is true, magnetic, or assumed north.*

10. *The location of all existing buildings and the distance from the existing buildings to the new property lines.*

Mr. Phoenix asked what the closest structure is. Mr. Pietras responded that there are no structures on this piece of property.

11. *If a building lot is intended, the frontage requirement at the setback line must be shown.*

SUBMISSION: Two (2) Mylar's plus four (4) sets of prints (dark line on white background) shall be submitted to the Board for endorsement.

Mr. Coelho: I **MOVE** to endorse the ANR for Lupa Development Company LLC, at 0 West Street.

SECOND Mr. Phoenix.

4-0 in Favor.

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

Documents included: Master application; Subdivision Approval Not Required Plan – West Street Ludlow, MA – owned by Lupa Development Company, LLC (February 26, 2018)

SITE SKETCH – 679 Moore Street (Assessors' Map 33, Parcel 55) – Antonio Martins (Martin's Construction)(to allow expansion of the subject building)

Michael Pietras – ELS, Inc. and Antonio Martins were present for the appointment.

Mr. Pietras explained that Mr. Martins has received a 25% increase from the Zoning Board of Appeals for the building addition, and that they also approved a variance on the existing building setback of 17.7 from the property line, but that the proposed building will be in conformance. In addition, Mr. Pietras mentioned that there are letters from abutters supporting the business, along with a complaint letter from an abutter, Mr. Berry (mail item #109 from October 2017).

Mr. Queiroga read the comments from the Town Boards/Departments. Mr. Pietras remarked that the concerns with the neighbor (Mr. Berry) have been addressed, and that the property is well kept. He also noted that the property has always been used for some sort of commercial use since 1973 when it was built. Mr. Coelho asked if there was a lot of material processing going

on at the site. Mr. Martins said that only some loam is screened at the site about once every two years. Mr. Phoenix reviewed the concerns of the letter from Mr. Berry. Mr. Martins said that there have not been any other complaints. Mr. Phoenix remarked that Mr. Martins is already approved to do what he is doing without the addition, and if the addition is granted, will that likely increase the probability that there is going to be a screener on the site, or the backing up of equipment in the morning? He noted that he thinks it's essentially a wash, and that if there are issues as to how the site is being used, that it should be addressed outside of this particular issue.

Mr. Phoenix commented that the new building that Mr. Martins is putting up, aside from the additional square footage, is actually set back farther from the property line than the existing building, so Mr. Martins is not increasing any nonconformance going toward the neighbor's property, he's just increasing the square footage of the nonconforming structure.

Mr. Phoenix: I'll make a **MOTION** to accept this submission as a site sketch instead of a full site plan, to grant that waiver, and further to waive the full, further to waive the public hearing on this matter.

SECOND Mr. Coelho.

4-0 in Favor.

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

Mr. Phoenix read the Requirements for Site Sketch checklist:

_____ *Area of lot*

_____ *Area & size of buildings*

_____ *Number of parking spaces required for intended use based on Section 6.4*

_____ *Number of parking spaces existing at the site (including street parking adjacent to the site).*

_____ *Maximum area of building to be used for selling, offices, business, industrial or other uses.*

_____ *Maximum number of employees where applicable.*

_____ *Maximum seating capacity where applicable.*

_____ *Maximum sleeping capacity where applicable.*

Mr. Phoenix: I'll make a **MOTION** in the standard form to approve the site sketch.

SECOND Mr. Coelho.

4-0 in Favor.

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

Documents included: Master application; Request for waivers; Letters of support from abutters; Emails between Doug Stefancik & Mike Pietras (April 26, 2018); Special Permit from Board of Appeals (September 11, 2017); Mail Item #109 – Letter of concerns from Ralph Berry (Oct. 21, 2017); Plot Plan w/Existing & Proposed Conditions – 679 Moore Street Ludlow, MA 01056 for Antonio Martins (1/30/2017)

Dave Griffin was present for the meeting for the approval of the Change of Occupancy for The Dowd Agencies LLC.

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 29. - Legal Notices from surrounding communities
 - Town of Ludlow Board Reorganizations

- ◆ APPROVE Change of Occupancies:
 - Xiufeng Lin (gift shop) – 223 East Street
 - Ferguson Enterprises, Inc. (Ferguson Waterworks) – 12 Carmelinas Circle (included in Pauldin, LLC public hearing)
 - Kristine Chapin (Shear Performance – booth rental) – 300 West Avenue
 - Jon Lumbra – (The Dowd Agencies LLC) – 563 Center Street
 - Timm Marini (Hub International New England) – 564 Center Street

- ◆ SIGN Special Permits:
 - Donald E. Marchand – 177 Chapin Street (carpet & upholstery cleaning)
 - Kevin Brown – 16 Duke Street (flooring installation)
 - Country Bank c/o Brett LoCicero – 64 Cherry Street (drive thru for bank)

- ◆ APPROVE/SIGN Bills – American Planning Association (membership dues)

Committee Assignments

The Planning Board kept the Committee Assignments as they currently were:

Committee	Member Assigned
Administrative Review Committee	Joe Chris
Open Space Recreation Committee	Kathy
Cemetery Committee	Rafael Quiterio
Safety Committee	Chris
40R Smart Growth Zoning Committee	Joe

Community Preservation Committee	Ray
Capital Planning Committee	Ray
Long Range Planning Committee	Kathy
PVPC Alternate Member	John Pedro
PVPC Commissioner Member	Ray
Fair Housing Committee	John Pedro

Sign Payroll/Bills Authorization Form

Tabled until next meeting due to lack of a full board for signatures.

May 10, 2018 meeting (no public hearings)

Mr. Stefancik noted that there are not any public hearings or any appointments scheduled for the meeting of May 10, 2018.

(Mr. Phoenix made a motion to cancel below)

May 17, 2018 – HPP Public Forum

Mr. Stefancik said that there will be a meeting for the Housing Protection Plan on May 17, 2018 on the first floor, in Hearing Rooms 1 & 2.

Mail Item #26 - Release of Covenant – Pine Glen Subdivision

Mr. Stefancik explained that the Release of Covenant is for an old subdivision that always had an existing house on it, but the attorney wanted to have a release on it.

Mr. Phoenix: I'm gonna make two **MOTIONS**, the first one, well I heard Joe have kind of a breath in there, so I'll wait between the two motions, but the first one is to cancel the meeting of May 10th.

SECOND Mr. Coelho.

4-0 in Favor.

Mr. Phoenix: I'll **MOVE** to approve the Release of Covenant for Pine Glen Subdivision.

SECOND Mr. Coelho.

4-0 in Favor.

File Mail Item #27 - 2018 Western MA Developers Conference

File Mail Item #28 - 56th Annual Meeting of the Pioneer Valley Planning Commission

Mr. Phoenix commented that in regard to expediting the checklists at the meetings, that he would like to forego reading the lengthy checklists in favor of basically saying that since the Town Planner's reviewed the application and found that it's met the criteria, that it's acceptable. He noted that there are laminated copies of the checklists for the public to look at and went on to say that if there's something that a Board Member wants to pull out and review, that can be done.

Mr. Phoenix: I'll **MOVE** to institute a ninety-day trial period in which we have laminated copies of our checklists to pass around to anyone that happens to be here for the hearing, and instead of actually reading through the checklists we instead refer to comments from the Town Planner regarding his review of those items, our own personal judgement, and ensuring that the applicant has at least reviewed the checklists and is aware of those criteria.

SECOND Mr. Coelho.

Mr. Queiroga: You think, for discussion, do you think having something for the applicant to sign that he's reads, read them?

Mr. Phoenix: It's on the application, technically.

Mr. Queiroga: Ok.

Mr. Phoenix: So, I mean if we, I'd say verbally ask them, so it was part of the record of that hearing, that we literally ask them, they couldn't just sign off on it as part of a series of forms, I think that means more anyway.

Mr. Coelho: You've read the checklists and you understand what you're agreeing to. ---

Mr. Phoenix: Yeah, 'cause that's a lot more clear than, oh well I'm just signing everywhere where it said sign here.

Ms. Houle: Yeah.

Mr. Queiroga: Ok, that being said, I don't think there are any other items on the...

Ms. Houle **MOVED** to adjourn.
SECOND Mr. Coelho.
4-0 in Favor.

Meeting adjourned at 8:00 p.m.

APPROVED:



Kathleen Houle - Secretary

su

(All related documents can be viewed at the Planning Board Office during regular business hours.)

**TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SITE PLAN
12 Carmelinas Circle (Assessors' Map 26, Parcel 9B)
Pauldin, LLC (c/o Dinis Baltazar)
(utilizing the property as a contractor's yard)
April 26, 2018**

PLANNING BOARD MEMBERS

Joseph Queiroga - Chairman (Present)
Raymond Phoenix - Vice Chairman (Present)
Christopher Coelho (Present)
Kathleen Houle (Present)
Rafael Quiterio (Absent)

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

In attendance: Dinis Baltazar, Filipe Cravo – R. Levesque Associates, attendees

Mr. Queiroga read the legal notice and reviewed the application. The legal notice included the description of: utilizing the property as a contractor's yard.

Mr. Queiroga: It is a public hearing, and I'm gonna let everybody know, this is your favorite part, isn't it, that the cameras are on and...

Mr. Phoenix: That's the part, I think, is the stupidest ---.

Mr. Queiroga: The, have you gotten the notices, copies of the notices?

Mr. Cravo: The letters from the...

Mr. Queiroga: The various Boards?

Mr. Cravo: ...Planning, yeah, DPW, yup ---.

Mr. Queiroga: Ok, let me read those into the record. Board of Health; no comments on your plan. The Planning Board itself has a revised site plan comments; *Have applicant sign waivers request for o. 1, 2 & 5.* If you haven't already, you can have that done. Otherwise, you, Department of Public Works; *We have reviewed the site plan for the proposed contractor's yard and have the following comments: Show where deliveries will be made on site 7.1.5.e.3; Show circulation pattern for vehicles within the parking area entering and exiting the property.* So far these two you have done?

Mr. Cravo: Yes, yes.

Mr. Queiroga: Ok. *The required chart under section 7.1.5.n is missing.* But, you've already got it in there?

Mr. Cravo: Yes, we did. We added the chart ---.

Mr. Queiroga: Ok. *Section 7.1.5 Required Site Plan Contents Subsection O. The additional requirements need to be submitted if not waived by the Planning Board.* You got your copies you said?

Mr. Cravo: I did, yup, we have copies of all the comments.

Mr. Queiroga: Ok, and Conservation Commission: *No wetlands, no comments.* Ok, why don't I...

Mr. Phoenix: Before you go any further though, Joe, one of the things that we do have in the file is the letter from R. Levesque Associates, it actually talks about 0, 1, 2, and 5. They do request a waiver in there. I know we got the standard one that we're gonna be asking them to sign, but in the letter they do give reasoning for why they're asking for those waivers. I wanted to make sure that that gets into the record as well.

Mr. Queiroga: Ok.

Mr. Phoenix: As far as 7.1.5.o.1, lighting on site is already in place and no new lighting is proposed. With regard to number 2, existing building on site will be used, and no new structures are proposed. And with regard to number 5, proposed contractors yard will not generate any more traffic than the existing use of the site. So that's what they're giving us as rationale for asking for that waiver.

Mr. Queiroga: Ok, do we have comments or anything on that?

Mr. Phoenix: Well, I don't know personally, as far as how much traffic one uses versus another ---, that's normally part of what would come out of a traffic study ---. I don't know that one is needed in this case. I don't think it's gonna be all that substantial of a change if there is one, but that's the only thing that I would have any real qualms with. As far as using existing lighting and existing buildings, it's if you want to see what it looks like you can kind of go out there and see it.

Mr. Queiroga: Right, and I agree with you Ray, and we, of course, we had substantial traffic out there when it was a bus yard, and quite a lot of stuff moving in and out, and this use doesn't.

Mr. Coelho: I think the traffic patterns will be very similar.

Mr. Queiroga: Very similar, yeah.

Mr. Cravo: Yeah, it's very similar.

Mr. Queiroga: Ok, why don't you give us a rundown on what you're planning to do.

Mr. Cravo: Sure, for the record, my name is Filipe Cravo with R. Levesque Associates, here with Dinis Baltazar of Pauldin LLC, for the site plan application, for the proposed site plan improvements over at 12 Carmelinas Circle. So, as just discussed, the property is currently developed. There is existing parking areas shown on the plan here. Here there's an existing

structure. The existing structure has all the utilities; water, sewer, gas, electric, which all come off of Carmelinas Circle. There's an existing stormwater infrastructure on the property. There's a stormwater basin here. There are various catch basin structures located throughout the property. That's what's existing there right now.

Mr. Phoenix: I'm sorry...

Mr. Cravo: Yes.

Mr. Phoenix: ...just to interrupt real quickly. Is this the newer version of this plan?

Mr. Cravo: That...

Mr. Queiroga: These are the new ones?

Mr. Stefancik: No, those would be the older.

Mr. Queiroga: Do we have the new?

Mr. Stefancik: I have it up on the screen. ---

Mr. Phoenix: --- need that one. I've seen that one.

Mr. Baltazar: You want to take this one?

Mr. Cravo: It's very similar. Do you want to ---?

Mr. Phoenix: 'Cause I've got one on here, but it's, I was about to start trying to zoom in when he was passing me the paper copy.

Mr. Cravo: Sure. So, the proposed site improvements on the property are, you know, fairly minimal, as far as site, you know, site conditions are concerned. Where you see the hatched areas, those are currently landscaped areas within the parking area that will be removed and converted to an asphalt surface. Those are part of the master plan to move in the new tenant to the building and increase the maneuverability around the existing parking lot. So, essentially, the intent of the property is to have the tenant move into the building, utilize the building. They would utilize that rear parking area, that rear existing parking area as their material storage. So, the tenant moving in is Ferguson Water Works. They have just, to their, all the water materials associated with valves, fittings, piping, things like that. So, they would, that's a nice fenced in area for them to store their materials. We are proposing to install a fence around the front parking lot area, and that would be a sort of a, you know, a contractor's yard, sort of a truck parking area where Dinis can park some of his larger vehicles in that zone. Other than that, all the utilities are remaining to the existing building, the stormwater will remain as is, and that's really it. So, it's removal of the hatched areas, or conversion of the hatched areas from a grass landscaped area, to an asphalt surface. A few of the comments that we did receive from the DPW are, they sort of overlapped, essentially. They overlapped with the Planning comments, and all of those have been addressed on the site plan. And we can run through those if you'd like.

Mr. Queiroga: --- do that.

Mr. Cravo: So, you know, the first one was that a land surveyor's stamp, also stamp the plan. That has been done.

Mr. Phoenix: Along those lines, are you looking, the pins on here, the text for those items is a little bit harder to read, it's a little bit more dotty.

Mr. Cravo: Yup.

Mr. Phoenix: I think it says concrete bound found, down here on the bottom right hand corner. Is that correct for that for that pin? Am I reading that right, or is that something else entirely that just looks like that?

Mr. Stefancik: Yeah, in that area in the corner, that did have a concrete bound found.

Mr. Phoenix: Oh ok, thank you.

Mr. Cravo: Yup. We added a space for Planning Board approval. We called out the parking spaces and the landscaped areas on the property. So, there are a number of street trees along Carmelinas Circle, those little tree symbols there that you can see, and then also there's sort of a vegetated buffer between the property and East Street, which is located on that sort of mounded area. You can see from the topography on the right hand side of the plan.

Mr. Coelho: That will remain?

Mr. Cravo: That will remain, yup. So, the only thing that's actually changing physically on the site would be the asphalt...

Mr. Coelho: The islands?

Mr. Cravo: ...yeah, the islands, and the fence around the front.

Mr. Baltazar: Yeah, we're taking a little bit, we're looking to take a little bit of the space out just to increase turning radiuses, --- essentially...

Mr. Coelho: --- be islands in there, it won't be just one big flat?

Mr. Baltazar: Yeah, yeah, we just took a little bit of room so that any trucks coming in now, would be easier to turn, and adding a fence.

Mr. Queiroga: Where do you have parking spots?

Mr. Cravo: Over by the building.

Mr. Queiroga: How many?

Mr. Cravo: I believe there are five parking spaces. One accessible parking space.

Mr. Queiroga: How many employees will be at the ---?

Mr. Cravo: I believe there will be...

Mr. Baltazar: Three.

Mr. Cravo: ...three.

Mr. Queiroga: Three? Ok. The big high fence that was there for the busses, that stays?

Mr. Baltazar: Yeah, yup. So, everything's staying.

Mr. Queiroga: So, you're just adding a new fence along the --- border?

Mr. Baltazar: Right. Yup, yup.

Mr. Queiroga: Comments, questions from the Board?

Mr. Phoenix: I think this version of the plan looks pretty decent. I think the concept sounds good. I was very nervous, to be honest, coming into this hearing. The plan that I was looking at as of earlier today even, was substandard in a number of very glaring ways, and I was kind of shocked about that.

Mr. Cravo: Yup.

Mr. Phoenix: Especially coming out of a company that's brought stuff before the Planning Board on a number of occasions and usually with a pretty good track record with that, but to be missing things like the chart, space for endorsement, the seal of a surveyor. Those are giant red flags. My...

Mr. Cravo: --- I mean, well, Doug helped us out a lot.

Mr. Phoenix: Because we shouldn't be getting half a plan at the submittal, and then get the full plan the night of. If somebody came into Town Hall while this was published in the paper to review the plans, they wouldn't be seeing the correct plans. So, whatever happened that brought that plan in front of us as a submission, that can't happen.

Mr. Cravo: Ok, understood. ---

Mr. Phoenix: My standard is usually if that happens, I'm looking to deny the site plan. You can ask them, that's usually what I suggest, and have somebody reapply with new fees and everything. That's what I'd like to see when that happens. Because that's not...

Mr. Queiroga: I can vouch for that.

Mr. Cravo: Understood.

Mr. Phoenix: I'm glad that it came in complete tonight, but it should've been a lot closer to complete the first time.

Mr. Coelho: And that's maybe something we need to do some homework in-house to clear up. You know, when you submit a plan, and that's it, it's submitted as is, you know, at whatever, 48 hours before the meeting. But, that's something that doesn't matter...

Mr. Phoenix: Well, that's a separate thing, and I think that's a discussion that we can have as far as submittal procedure and getting into that. But, regardless of what we do in-house, the plan that comes in, the application has on it that the person signing off on it is saying that they certify that it is complete and correct and that they understand that it can be denied if it's not, if that's not the case. So, we should not be seeing plans like that.

Mr. Cravo: Understood.

Mr. Queiroga: ---

Mr. Cravo: --- that won't happen again.

Mr. Queiroga: And I'm sure Rob ---.

(multiple people talking)

Mr. Baltazar: I'll let Rob know. Don't worry about it. Rob's gonna know in about 10 minutes, in about 10 minutes.

Mr. Queiroga: Any more questions, comments from the applicants? If not, there's a couple things I'd like to, before I open it up to the public, is to look at the findings, grant findings on waivers.

Mr. Phoenix: Did we get that signed copy back?

Mr. Cravo: Yeah, I just had it. ---

Mr. Coelho: Right there.

Mr. Cravo: Yeah, it's right here ---.

Mr. Phoenix: With that in hand, I will **MOVE** that we grant the waiver of 7.1.5.o 1, 2, and 5, regarding the luminaire schedule, the elevations of the building, and the traffic study, for the reasons outlaid in the letter from RLA, with the additional notation that it's in the best interest of the Town, and certainly not to the Town's detriment or that of the area around it, to grant the waivers.

SECOND Ms. Houle.

4-0 in Favor:

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

Mr. Queiroga: What's the situation with the signage?

Mr. Cravo: So, the signage, we have submitted some documentation based on the signage from the owner. I printed out a few copies here, so we can all take a look at that. I think there should be four copies there. So, there's gonna be two sides out on the roadway, actually the last page

does a pretty good job of summarizing where the signs are going to go. There will be two signs out on the frontage of Carmelinas Circle, and then one sign on the building itself.

Mr. Queiroga: Ok.

Mr. Cravo: Just indicating that both entrances and then, and then just a...

Mr. Baltazar: A sign on the building.

Mr. Cravo: ...sign on the building.

Mr. Phoenix: So, the only thing that would really be at all visible from East Street would be if you happen to catch it from the trees, that first one on Carmelinas.

Mr. Cravo: Correct, yup.

Mr. Phoenix: That one on the building's gonna be too far, nobody's gonna...

Mr. Cravo: Yeah, and the building's sorta set back, so no one's gonna actually see that one.

Mr. Stefancik: Are the posts one and two gonna be ten feet back, just 'cause that's the conformance for...

Mr. Cravo: Yes. On the site plan we have set those back ten feet from...

Mr. Queiroga: With that being said, can we go to the checklist? --- volunteered?

Mr. Coelho: I always volunteer. That's been one of my downfalls.

Mr. Coelho read the Required Site Plan Contents Checklist:

7.1.5 Required Site Plan Contents

All site plans shall be prepared by a person or persons registered under the Massachusetts General Laws of the Commonwealth of Massachusetts to practice architecture and/or engineering, and land surveying and shall show the seals of the architect and/or engineer, and land surveyor. All site plans shall be on standard 24" X 36" sheets at a scale of 1 inch equals 40 feet, with additional narrative as necessary; (Amended 1/25/99)

All site plans shall also include the property owner's names, date of plan, and scale of plan; and a space for endorsement by the Planning Board (3" X 5") (Added 10/2/06)

a. Provision for adequate drainage of surface water from paved areas. Use of landscaped areas to provide such drainage in order to relieve storm drainage systems is encouraged. The piping for the storm water drainage systems shall be designed using the ten (10) year storm curve for parking area drains and the twenty-five (25) year storm curve for culverts over existing natural waterways and retention areas.

Mr. Cravo: To that point, we filed also, in addition, a waiver to the stormwater requirements, and the DPW did not have any comments on that.

Mr. Queiroga: Ok.

Mr. Coelho: So, you got the waiver, I'm assuming.

Mr. Cravo: Yes.

b. Existing and proposed vegetation. Such vegetation shall be indicated by:

(1) Type and location (whether woods, brush, shrubs, etc.)

(2) Number of plants (if appropriate)

c. Existing natural features such as wetlands, rock outcroppings, slopes, hills, etc.

d. Pedestrian facilities, if any, including walks, plazas, benches, etc.

e.1. Parking spaces and circulation area for automobiles as well as the location of landscaped areas within them. Existing and proposed curb cuts shall be indicated together with approval for such cuts from the appropriate town or state agency. The number of spaces shall be in accordance with Section 6.4.2 of the bylaw.

e.2. All parking areas shall be paved and noted on the site plan as "to be paved," with the type of pavement to be used.

e.3. Area where deliveries will be made on site.

Mr. Cravo: Deliveries will be made within the fenced in area.

f. Existing and proposed fencing to be used to buffer abutting residential dwellings and/or districts from the intended development (if appropriate). Section 3.0.4 of this bylaw.

g. Existing natural features and vegetation to be retained shall be so indicated. Due regard shall be shown for all existing vegetation and natural features which, if preserved, will add attractiveness and value to the development.

h. The location and type of monumentation at all property corners shall be shown and maintained.

i. Existing and proposed elevations and contours. The contour interval shall be two (2) feet or any interval which adequately depicts the grading.

j. All existing and proposed utilities, and to include utilities with easements.

k. All site plans required herein shall display names of all abutters.

l. All existing and proposed sidewalks and curbing.

m. Landscaping Requirements

(1) Required landscaping shall be provided as set forth in Table 3.

(2) Buffer strips required by Table 3 shall be reserved exclusively for plantings, pedestrian facilities such as benches and walkways, required fences, necessary traffic control signs and those free standing signs which conform to the requirements of Section 6.5.2e of this bylaw.

n. The plan shall also include a chart showing the following information:

(1) Area of lot.

(2) Area and size of building.

(3) Maximum area of building to be used for selling, offices, business, industrial, or other uses, if applicable.

(4) Maximum number of employees, where applicable.

(5) Maximum seating capacity, where applicable.

(6) Maximum sleeping capacity, where applicable.

(7) Number of parking spaces required for the intended use, based on Section 6.4.

(8) Number of parking spaces existing at the site (including street parking adjacent to site).

(9) Number of trees and/or shrubs.

(10) Number of trees and/or shrubs shown on plan.

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.

(5.) Traffic Study.

Mr. Queiroga: Good job.

Mr. Coelho: Thank you.

Mr. Queiroga: Ok, I'm gonna, at this time, open it up the meeting to the public, to anybody that might have questions for the Board or for the applicant. Don't all jump at once. Ok, I'd be looking for a motion to approve, it that's in order.

Mr. Phoenix: I'll make a **MOTION** in the standard form to approve the site plan as submitted.
SECOND Ms. Houle.

4-0 in Favor.

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

Mr. Queiroga: It'll be the standard twenty day waiting period and then record this.

Mr. Stefancik: No twenty day.

Ms. Houle: No twenty day.

Mr. Queiroga: ---

Mr. Stefancik: --- we just need four paper copies and one mylar copy.

Ms. Houle: When you bring them in, he'll just let me know and I'll come in and sign them.

Mr. Baltazar: Let me know and I'll bring them in.

Mr. Stefancik: We do have a Change of Occupancy with this property for Ferguson, if you want to act on that while Dinis is here.

Mr. Queiroga: Is that on the?

Mr. Stefancik: It's on the consent agenda.

Mr. Phoenix: Yeah, it's the second Change of Occupancy under there.

Mr. Queiroga: ---

Mr. Phoenix: 'Cause we already discussed it. If the application's there and the fee's been paid, then I'll make a **MOTION** to approve the Change of Occupancy.

Mr. Queiroga: ---

Ms. Houle: --- it's in the consent agenda.

Mr. Queiroga: Oh, in the consent agenda.

Mr. Phoenix: Blue.

Mr. Coelho: I'm sorry Ray, were you in the middle of something there, and...

Mr. Phoenix: I made a kind of a half a motion, I guess.

Mr. Coelho: A "mot"
Public Hearing – Pauldin, LLC
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Mr. Phoenix: Yeah.

Mr. Baltazar: Half.

Mr. Phoenix: Well, I made the motion that if it's there and if it's been paid, so we're just waiting on the question marks to resolving the periods or exclamation marks or something.

Mr. Queiroga: This is the Change of Occupancy?

Mr. Phoenix: Yup.

Mr. Baltazar: The check was with it.

Mr. Queiroga: The check's with it, then I'll definitely find it.

Ms. Houle: ---

Mr. Baltazar: ---

Mr. Phoenix: --- Sue, it's in there?

Ms. Urban: Yes.

Mr. Phoenix: We got the money?

Mr. Queiroga: Yes.

Mr. Phoenix: Ok, then I **MOVE** to approve the Change of Occupancy for Ferguson Waterworks, 12 Carmelinas.

SECOND Mr. Coelho.

4-0 in Favor.

Mr. Baltazar: Ok, thank you.

Mr. Cravo: Ok, thanks, guys.

Mr. Baltazar: Have a good night.

Mr. Phoenix: There is something --- the checklist that reminded me, I had mentioned to Doug before about putting something on the agenda about running through the checklists, trying to expedite that a little bit. It didn't make it on this agenda. If we have time for it, I can talk about it tonight, otherwise, we can push it to the next meeting.

Mr. Queiroga: I don't mind talking about it later. The, I think it's a good idea. ---

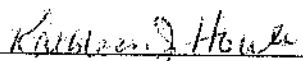
Mr. Stefancik: Oh, can you close the public hearing?

Mr. Queiroga: What?

Ms. Houle: **MOTION** to close the public hearing for 12 Carmelinas Circle.
SECOND Mr. Phoenix.
4-0 in Favor.

Hearing ended 7:24 p.m.

APPROVED:



Kathleen Houle, Secretary

su

Documents: Master application/Application for Site Plan Approval & Stormwater Waiver; request for waivers (April 26, 2018); Post and Panel Sign X2 (Ferguson Waterworks); comments from Town Departments/Boards; Proposed Site Improvements – 12 Carmelina’s Circle – Ludlow, MA. Assessors parcel: 26-9B (April 5, 2018); Master application for Change of Occupancy – Ferguson Enterprises, Inc.

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