

**TOWN OF LUDLOW PLANNING BOARD  
MINUTES OF THE MEETING OF  
May 24, 2018**

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2018 JUN 15 P 1:41  
TOWN OF LUDLOW

**PLANNING BOARD MEMBERS**

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

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

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**RESCHEDULED PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION –  
Marineh Kirakosyan – 24 Edison Drive (Assessors' Map 28, Parcel 22)  
(teach piano lessons)**

**SEE ATTACHED MINUTES**

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**Discussion - Submittal of plans**

Mr. Phoenix remarked that the (Planning Board Master) Application outlines the way that things (applications, plans) are supposed to be turned in, and that if people are looking to meet with the Board, that the application should be submitted in a timely manner. He also mentioned that a lot of applications that are submitted are incomplete, and that the Planning Board is not turning them away. Mr. Phoenix said that what he would like to see is for the office to review things in cursory manner, not to look for deep detailed things all the time, but to look for the items that are glaring when they're missing, such as the north arrow for bearing, if the chart's missing, or missing pins, and if the items are not there, then the hearing doesn't get scheduled.

Mr. Phoenix noted that the piece that goes with that is that he reviewed the Town of Warren's Bylaws, and one thing that jumped out at him was that they have some things called out in the zoning bylaw, but then in a number of places it'll say that it's up to the Planning Board to create regulations for such and such, so that when the Planning Board wants to change those policies, they don't have to go to town meeting to get a policy change on how a plan comes in. He remarked that it might be worth talking to Town Counsel and looking at doing that here, so that if the Planning Board does need to make those changes, they don't need to do it only once or twice a year. He said that if it's a change to what the law actually is, that it should certainly go to town meeting floor, but that if the Planning Board decides to go from five copies to six copies, he doesn't think that that really needs to go to Town Meeting and waste their time.

*Discussion continued below.*

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## Sign Payroll/Bills Authorization Form

The request from the Town Accountant stated that one Board Member must be designated to approve departmental payroll and accounts payables.

Mr. Phoenix **MOVED** to designate Kathy.  
**SECOND** Mr. Coelho.

Mr. Queiroga: Is there any objection?

Ms. Houle: I guess not.

Mr. Queiroga: Ok. All those in favor?  
**5-0 in Favor.**

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### *Consent Agenda:*

Mr. Coelho questioned as to how long Tighe & Bond will be getting paid for the GIS Services, and asked what services the Town is getting.

Mr. Stefancik responded that the GIS services are updated every year for things such as zone changes and ANR's, that those changes are reflected on our maps and the Town GIS website, and that those changes are monitored for accuracy.

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

- ◆ FILE Mail Item 34. - Legal Notices from surrounding communities  
-Town of Ludlow Board Reorganizations
- ◆ APPROVE/SIGN Minutes of April 26, 2018 & May 10, 2018
- ◆ APPROVE Change of Occupancies:
  - John Margeson (Life Supply Corp) – 280 Moody Street (medical supply business)
  - c/o CT-BL, Justin Revelle (Epiroc USA LLC) – 151 Carmelinas Circle  
(sales, rental, service & parts for construction & mining products)
- ◆ APPROVE/SIGN Bills – Tighe & Bond (GIS Services)

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**PUBLIC HEARING – ZONE CHANGE – 607 Chapin Street  
(Assessors' Map 16A, Parcel 99) – Francisco Leitao, Trustee (Residence A to Business A)**

**Mail Item #31 - Letter from Ellie Villano, Town Administrator re: Zone Change application – 607 Chapin Street (included in public hearing)**

**SEE ATTACHED MINUTES**

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**Discussion (cont.) - Submittal of plans**

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Mr. Phoenix asked if the Board wants to formally make a decision if they want Mr. Stefancik to go over the plans before a public hearing is scheduled.

Mr. Coelho: I'll make a **MOTION** that Doug has the ability and the power.

Mr. Phoenix: Responsibility?

Mr. Coelho: ...responsibility, that's better, to reject a plan based...

Mr. Phoenix: No not reject, just to not schedule a public hearing until such time as the plan meets obvious minimum standards.

Mr. Coelho: And not Doug, but the Town Planner.

**SECOND** Ms. Houle.

**5-0 in Favor.**

Mr. Phoenix asked the Board if they want to talk to Town Counsel about changing the way that we have minutia of plan submittal, or just leave it the way it is? Mr. Queiroga said that he would let that one rest for now, unless something comes up that needs to be changed.

**ANR - Autumn Ridge Road, Harvest Drive & Turning Leaf Road (Assessors' Map 30, Parcel 112) – Whitetail Wreks / Armand Deslauriers (divide off 15 conforming lots)  
Release of Covenant for Lot 29, Covenant for Lot 31**

*Armand Deslauriers was present for the appointment.*

Mr. Deslauriers noted that he is releasing the remaining 16 lots for the subdivision as discussed at the last meeting (April 12, 2018). He also said that he will be going to the October Town Meeting, and that the trees are in, the grass is planted, and that he is paving the third week of June.

*Mr. Coelho 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.

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7. The location of all property corner monuments and whether they were found or set.
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.
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. Phoenix: I **MOVE** to endorse the ANR with our standard motion.

**SECOND** Mr. Coelho.

**5-0 in Favor.**

Mr. Deslauriers commented that he is requesting the Release of Covenant for Lot 29 and replacing with a Covenant for Lot 31.

Mr. Phoenix: I'll **MOVE** to release the Covenant on Lot 29 and accept Covenant for Lot 31 in its place.

**SECOND** Mr. Coelho.

**5-0 in Favor.**

*Documents included: Master application; Plan of Land – Autumn Ridge Road Ludlow, Mass., owned by Whitetail Wreks, LLC (May 18, 2018); Form K - Release of Covenant; Town of Ludlow Covenant*

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**File Mail Item #32 - Memo from Ellie Villano, Town Administrator re: Buying Recycled**

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**File Mail Item #33 - Invitation to the Annual Meeting of the Pioneer Valley Planning Commission**

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

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Meeting adjourned at 7:36 p.m.

APPROVED:

  
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Kathleen Houle, Secretary

su

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



**TOWN OF LUDLOW PLANNING BOARD**  
**RESCHEDULED PUBLIC HEARING – HOME OCCUPATION/SPECIAL PERMIT**  
**24 Edison Drive – Marineh Kirakosyan**  
**(teach piano lessons)**  
**May 24, 2018**

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**PLANNING BOARD MEMBERS**

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

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

*The public hearing was originally scheduled for May 10, 2018 and was rescheduled to May 24, 2018 as per Ms. Kirakosyan's request.*

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*In attendance: Marineh Kirakosyan, attendees*

Mr. Queiroga read the legal notice and reviewed the application. The legal notice included the description of: Home Office – teach piano lessons.

Mr. Queiroga: Ok, why don't you tell us what you have in mind of doing, and while I look over some of the paperwork you ---.

Ms. Kirakosyan: I live in Ludlow since 2005. So, I am planning to teach at home piano. Now I am teaching in two schools, which is Community Music School on State Street, and Conservatory of Music on Sumner Avenue. I am planning to teach Saturdays if I get enough students, just to teach the weekends at home.

Mr. Queiroga: Ok, I assume you have no other employees, just yourself?

Ms. Kirakosyan: Just myself.

Mr. Queiroga: Ok, and you own the house in which...

Ms. Kirakosyan: Yes, me and my husband.

Mr. Queiroga: You can jump in anytime anybody.

Mr. Phoenix: Well, most of the questions we have should all be on that sheet anyway.

Mr. Queiroga: Yup.

Mr. Phoenix: I believe if I remember right, when I was looking at it earlier, the square footage that she has is exactly at the 25% that you're allowed, so I think she's ok on that. I didn't see anything that jumped out at me that I can recall right now.

Mr. Queiroga: Ok, you plan to have any sign on the building?

Ms. Kirakosyan: Right now, no. I will try first with the publication, newspaper, and then see if it works.

Mr. Queiroga: Ok, and Mr. Phoenix...

Mr. Coelho: If you do have a sign, it can be only two square feet.

Ms. Kirakosyan: Ok.

Mr. Coelho: So, one by two, yeah.

Ms. Kirakosyan: Thank you.

Mr. Phoenix: You'd need to get a sign permit through the Building Office also.

Ms. Kirakosyan: Which I get here?

Mr. Phoenix: No, if you want to do a sign, then you'd go to the Building Department and you'd get a permit through them.

Ms. Kirakosyan: Thank you.

Mr. Queiroga: Ok, and you, it looks like you have, is that the only car in the house?

Ms. Kirakosyan: No, that's mine, and right next to it will be usually my husband's car.

Mr. Queiroga: So, you have room for...

Ms. Kirakosyan: Behind, yeah. Two more cars, they can fit.

Mr. Queiroga: Ok, and, let's see, we need to waive anything here?

Mr. Phoenix: We haven't made the finding or the waiver. I was waiting for a good time on that. Just based on the description that we've heard, I'll make a **MOTION** to find that the home occupation, as described, is a suitable home occupation under the Bylaw.

**SECOND** Mr. Coelho.

**5-0 in Favor.**

Mr. Queiroga: Ok, you already wrote the check to Turley Publications?

Ms. Kirakosyan: I just gave it to....

Mr. Queiroga: Gave it to her, very good.



Mr. Phoenix: And we also do have a waiver request signed, so I will make a **MOTION** to waive the registered site plan in favor of a sketch and photos as prepared by the applicant.

**SECOND** Ms. Houle.

**5-0 in Favor.**

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

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Mr. Queiroga: Ok, what do we have left to do here? I'll open it up to the public hearing. Anybody out there would like to speak on this applicant's request? Ok.

Ms. Houle: Do we have stuff to read?

Mr. Stefancik: You don't have to read ---.

Ms. Houle: --- oh we don't have to.

Mr. Stefancik: --- the checklist in the file and she can just sign it, initial it.

Mr. Phoenix: You've seen the checklist that we have when you were submitting the application? There's thirteen items on each.

Ms. Kirakosyan: Yes.

Mr. Queiroga: We do, does she have the one to sign?

Mr. Stefancik: You would have it in the file.

Mr. Queiroga: I would have it in the file.

Mr. Phoenix: It's over here. Ok, just both sides of that.

Mr. Queiroga: That just attests that you've read it and that you understand it.

Ms. Kirakosyan: Ok.

Mr. Queiroga: Ok?

Mr. Phoenix: And if anybody in the audience is interested in what they are, we've got copies of that available as well. They're just the standard points that are outlined in the Bylaw.

Mr. Coelho: Is this included in the application, or is there, do we give them one?

Mr. Queiroga: ---

Mr. Stefancik: --- the Special Permit and the Home Occupation Criteria are all in the application when they pick it up or they download it.

Mr. Queiroga: I think that will save us some time on these --- meetings. The other one is on the back, I think.

Mr. Phoenix: I think she got the other one already. Did you want to do public comment?

Mr. Queiroga: I've already done it.

Mr. Phoenix: If there's nothing else, I will make a **MOTION** in the standard form to approve the Home Occupancy as described.

**SECOND** Mr. Coelho.

**5-0 in Favor.**

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

Mr. Phoenix: **MOVE** to close the public hearing.

**SECOND** Ms. Houle.

**5-0 in Favor.**

*Hearing ended 7:06 p.m.*

APPROVED:

  
\_\_\_\_\_  
Kathleen Houle, Secretary

su

Documents: Master application; abutters list

*(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 – ZONE CHANGE  
607 Chapin Street (Assessors' Map 16A, Parcel 99)  
Francisco Leitao, Trustee  
(Residence A to Business A)  
May 24, 2018**

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**PLANNING BOARD MEMBERS**

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

*Hearing began at 7:15 p.m. in the Selectmen's Conference Room.*

*Mail Item #31 included in hearing – Letter from Ellie Villano, Town Administrator re: Zone Change application – 607 Chapin Street*

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*In attendance: Francisco Leitao, Kathleen Bernardo, attendees*

Mr. Queiroga read the legal notice and reviewed the application. The legal notice included the description of: Zone Change Requested from Residence A to Business A; Reason for Requested Change: Property abuts Business A zoned property owned by applicant. Applicant would like to combine these parcels in the future.

Mr. Queiroga: So, I'm gonna open the public hearing, and we already have the notice into the record, and this is Ray's favorite, advise everybody that the cameras are on, so smile.

Mr. Phoenix: I think that that's so fantastic that they want us to do that.

Mr. Queiroga: Ok.

Mr. Phoenix: The crazy thing is it doesn't matter how obvious the cameras are, or how many times we've said it, they think people just can't figure it out for themselves. I'd like to have at least some faith in people, but ---.

Mr. Queiroga: Did you already pay for the Turley Publications?

Ms. Bernardo: I believe my father just did.

Mr. Queiroga: Ok, that's good. Take care of the money.

Ms. Bernardo: Always.

Mr. Queiroga: Ok, why don't you give us an overview of what you would like to do on that parcel next to your office?

Mr. Leitao: ---

Ms. Bernardo: --- daughter. As you know my father owns 564 Center Street which is on the corner, and he recently had purchased 607 Chapin, which is adjacent to it. At some point, my father wants to merge those two together at some point, and in order to do so, obviously, we have to go through the zone change so it's consistent with 564 Center. So, that's what we're looking to do.

Mr. Queiroga: Ok, we'll open up to public here, oh.

Ms. Bernardo: I'm sorry. Alright, my father owns 564 Center Street, which is on the corner, and he recently purchased 607 Chapin Street. At some point, my father would like to merge those two together, and in order to do so, we would have to change the zone for 607 to Business A so it's consistent with the lot that he already owns.

Mr. Queiroga: The, as with most of these, with a lot of the buildings on are on that Center Street corridor, which is our biggest commercial corridor here in town, many of them, some are conforming, some are not conforming, and those that are not conforming are grandfathered nonconforming. And my feeling on this is that, and we'll turn to the other members of the Board, is that by doing so, three of the four corners on that have business, and in this case one large fire department, and by adding those two together, you are, in effect, are making it, if not conforming, you're making it much less nonconforming, which is, in my mind, is a plus. Comments from other members of the Board?

Mr. Coelho: No, I understand what's happening.

Mr. Queiroga: Ok.

Mr. Phoenix: I just think it's weird just looking at it on the plan, the one that we're talking about tonight is an even 10,000 square feet, the one that is already zoned that way is a little bit smaller, but it looks like it should be bigger. It's just the way that it's configured.

Mr. Queiroga: And they cut off that corner because of the sidewalks.

Mr. Phoenix: And that's what does it, but just it looks like it.

Ms. Bernardo: It does.

Ms. Houle: It does look like it's bigger.

Ms. Bernardo: It does.

Mr. Phoenix: I keep staring at the numbers, like it's wider. It's 88 feet across in the back versus the 80. It's got the same depth across the side with the 125, but then it's just it's that, the way the corner's cut off. It just dips it down.

Ms. Bernardo: --- taken for the expansion, then maybe it would have been bigger if it was left in its original state. But, I see what you're saying. It does.

Mr. Queiroga: Actually, that line was the original line there, the one on the corner, right? That black line that we see outside the property?

Ms. Bernardo: Yup.

Mr. Queiroga: Ralph, any?

Mr. Quiterio: No comments.

Mr. Queiroga: No comments?

Mr. Queiroga: Kathy?

Ms. Houle: You have a letter from the Selectmen's Office in there?

Mr. Queiroga: We do.

Mr. Phoenix: I think that's just the letter that sends it to us.

Ms. Houle: That sends it to us.

Mr. Queiroga: Passes it back to us, yeah.

Mr. Phoenix: Well, that's the way the process is set up. They got to give it them, they give it to us. It's like passing notes in high school.

Mr. Queiroga: The, I am going to open up the public hearing to anybody who wants to address on this issue. If you will, just give your name and address, and go through the Chair. Anybody here want to talk on this issue? Overwhelming.

Mr. Coelho: What are some of the limitations in Business A? We're not gonna get an oil refinery put up there, right?

Mr. Phoenix: No, that would have to go into Industrial. I mean, that whole corridor is essentially Business A anyway.

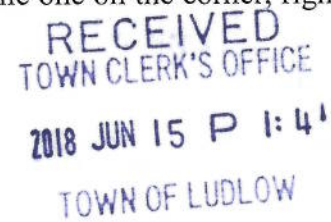
Mr. Coelho: Ok, so they'd be held to the same limitations that any other business would be on that corridor?

Mr. Phoenix: Yup.

Mr. Coelho: Ok.

Mr. Stefancik: Mostly site plan approval, like a service station is a special permit, or a drive thru is a special permit.

Mr. Coelho: Ok, I just wanted to make sure.



Mr. Stefancik: But, generally, office retail is ---.

Mr. Coelho: --- a shipping yard put in there.

Mr. Phoenix: That would be a heck of a shipping yard on there.

Ms. Bernardo: Not enough space.

Mr. Phoenix: One truck at a time.

Mr. Queiroga: Ok, do we need any findings or waivers on this?

Mr. Stefancik: No, you need to recommend, make a recommendation for Town Meeting.

Mr. Queiroga: Ok, and no checklist on this?

Ms. Houle: Yup.

Mr. Queiroga: This is easy.

Mr. Coelho: Mr. Chairman.

Mr. Queiroga: Mr. Coelho.

Mr. Coelho: I **MOVE** to recommend approval to Town Meeting of the zone change at 607 State Street.

Ms. Houle: No. Chapin.

Mr. Coelho: Whoops.

Ms. Houle: What's on your brain?

Mr. Coelho: 607 Chapin Street from Residence A to Business A because it is in the best interest of the Town and is consistent with any Master Plan of the Town and is not spot zoning.

**SECOND** Ms. Houle.

**5-0 in Favor.**

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

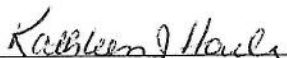
Mr. Phoenix: **MOVE** to close the public hearing.

**SECOND** Ms. Houle.

**5-0 in Favor.**

*Hearing ended 7:22 p.m.*

APPROVED:

  
Kathleen Houle, Secretary

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Documents: Master application; abutters list; Mail Item #31 - Letter from Ellie Villano, Town Administrator re:  
Zone Change application – 607 Chapin Street

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

