

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
September 27, 2018**

PLANNING BOARD MEMBERS

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

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

**PUBLIC HEARING – SPECIAL PERMIT / HOME OCCUPATION & SITE PLAN –
443 Moore Street (Assessors' Map 32, Parcel 31C) – Tammy Batch (Home Office – sign
language interpreting services & consulting business)(Batch Interpreting)**

SEE ATTACHED MINUTES

October 1st Town Meeting

Mr. Stefancik noted that the October 1st Town Meeting will be at 7:30 p.m. at the Ludlow High School, and that Mr. Queiroga will need to attend to give the motions. He explained that there are five articles in total: one for postponement; two zone changes; and two Bylaw changes.

Housing Production Plan

Mr. Stefancik gave the Board Members a copy of the revised draft of the Housing Production Plan for their review. He told them that the consultant would like to meet with the Planning Board to go over the Plan, and that he will contact her to see which meeting she can attend.

Mr. Queiroga asked what the next steps are in moving forward with the Plan. Mr. Stefancik said that a public input session would need to be held in conjunction with the Board of Selectmen. He remarked that the Planning Board and the Board of Selectmen would both need to endorse the plan, with the Plan then getting sent off to the Department of Housing and Community Development to be approved and ratified. Mr. Stefancik said that after the Plan is in place, it would need to be reviewed every five years. He commented that the Community Preservation Act would help with funding towards community housing, but that the Town voted it down twice in the past.

Mr. Coelho said that one of the biggest compulsions to get people to do this is to be able to deed restrict their property, and that he wants to make sure that there's a mechanism that allows for some sort of incentive. Mr. Stefancik remarked that the Smart Growth Zoning District allows for the deed restriction, because you're looking at keeping something in place for 50 years, but privately, if somebody owns multi-family property, that something that's gonna be hard to make

somebody do that unless they want to. Mr. Coelho said that that's why the Town needs to offer an incentive to the property owners. Mr. Stefancik mentioned that looking for ways for developers to want to do this, and what the trade off will be, is something that the plan does try to address, but the Town needs to find a way to make it happen too. He said that the local developers have been more interested in developing single family housing, but groups such as WINN Development or HAP Housing/Wayfinders are the ones that develop affordable housing. He remarked that perhaps the Housing Authority would like to create additional housing units, and that they do own additional land around town. Mr. Coelho said that the Housing Authority needs to be personally invited to the Housing Production Plan public forum.

Documents included: Town of Ludlow, Massachusetts Housing Production Plan (September 2018)

File Mail Item #55 – Westover ARB Land Use Plan Public Forums

Consent Agenda:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 56. - Legal Notices from surrounding communities
- ◆ APPROVE/SIGN Bills – D. Stefancik (reimbursement for conference & travel expenses)

Housing Production Plan (continued)

Mr. Coelho inquired as to whether there are any additional funds in order to do some advertising for the Housing Production Plan public forum. Mr. Stefancik said that there would be some additional money left for advertising in the Ludlow Register.


Mr. Coelho **MOVED** to adjourn.

SECOND Mr. Quiterio.

4-0 in Favor.

Meeting adjourned at 7:17 p.m.

APPROVED:


Kathleen Houle, Secretary

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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 – HOME OCCUPATION/SPECIAL PERMIT
443 Moore Street – Tammy Batch
(sign language interpreting services & consulting business – Batch Interpreting)
September 27, 2018**

PLANNING BOARD MEMBERS

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

Hearing began at 7:02 p.m. in the Selectmen's Conference Room.

In attendance: Tammy Batch, attendees

Mr. Queiroga read the legal notice, gave Ms. Batch a copy of the invoice from Turley Publications, and reviewed the application. The legal notice included the description of: Home Office – sign language interpreting services & consulting business – Batch Interpreting.

Mr. Queiroga: I'll pass some of these around. So, tell us about your, what you intend to do, what your business plan is.

Ms. Batch: I've been a sign language interpreter for over 20 years. I am originally from Connecticut. Both my parents are deaf, so I've kind of just grown into the position. I, there's no business actually conducted in my home outside of doing invoices and answering emails and phone calls. All of the work happens outside of the home. I primarily work with the Massachusetts Commission on the Deaf and Hard of Hearing, or for the Deaf and Hard of Hearing, excuse me. And I work primarily in the court and legal system.

Mr. Queiroga: The, you have no employees?

Ms. Batch: I have no employees.

Mr. Queiroga: You said already nobody comes to the house?

Ms. Batch: Nobody comes to the house.

Mr. Queiroga: Ok.

Ms. Batch: There will be no signage. I won't change any structure of the home. I just have my filing cabinet for my invoicing, and my printer and laptop.

Mr. Coelho: Big loud diesel truck to carry your equipment around?

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Ms. Batch: Yes, working on the logo for that one.

Ms. Houle: It's probably down the street there's one.

Mr. Coelho: I'm sure there are.

Mr. Queiroga: Do you, questions from members of the Board for Tammy?

Mr. Quiterio: I don't have any questions.

Ms. Houle: We need findings?

Mr. Coelho: Seems pretty...

Mr. Stefancik: Yes, findings, a waiver.

Ms. Houle: Ok.

Mr. Queiroga: There's no, nothing on, from any of the other boards?

Mr. Stefancik: No, and there's something in there that she needs to sign, the Special Permit and the Home Occupation Criteria.

Mr. Queiroga: Have you been given one of these?

Ms. Batch: I have.

Mr. Queiroga: You understand it?

Ms. Batch: Yes.

Mr. Queiroga: Would you mind putting your John Hancock on there?

Mr. Coelho: Jane Hancock.

Ms. Houle: Jane Hancock. We need to make a finding and a waiver?

Mr. Queiroga: Yes.

Ms. Houle: Mr. Chairman? I **MOVE** to find that the sign language interpreting services and consulting business as described by Tammy Batch is a suitable home occupation under the Bylaw.

SECOND Mr. Coelho.

Ms. Houle: And secondly, I **MOVE** to waive a full site plan for Tammy Batch at 443 Moore Street in favor of a sketch and photos to be prepared by the applicant, since this is in relation to the home occupation and doing so is consistent with the purpose of the Zoning Bylaws.

SECOND Mr. Coelho.

4-0 in Favor.

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

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Mr. Queiroga: Any other questions? I'd like to open it up to the audience. He's not gonna say anything against it, is he?

Ms. Batch: No, I should hope not.

Mr. Queiroga: Ok, we, there's a twenty-day waiting period.

Ms. Batch: Yes.

Mr. Queiroga: Once that comes back, either Sue or Doug will call you to come on in and pick it up. I would suggest that you register with the Registry of Deeds, so you don't have to go through this exercise again.

Ms. Batch: Ok.

Mr. Queiroga: Alright?

Ms. Houle: Chris, we just got to make a motion.

Mr. Coelho: Mr. Chairman.

Mr. Queiroga: Mr. Coelho.

Mr. Coelho: I **MOVE** to approve the Special Permit under 7.0.4 a-m, and the Home Occupation under Section 6.2.1 – 6.2.13 for Miss Batch at 443 Moore Street with the restriction that the permit will run with the applicant and not with the property.

SECOND Ms. Houle.

4-0 in Favor.

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

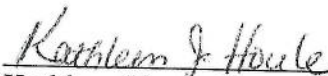
Ms. Houle **MOVED** to close the public hearing.

SECOND Mr. Coelho.

4-0 in Favor.

Hearing ended 7:07 p.m.

APPROVED:



Kathleen Houle, Secretary

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Documents: Master application; abutters list

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

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