

**TOWN OF LUDLOW PLANNING BOARD  
MINUTES OF THE MEETING OF  
November 14, 2024**

**PLANNING BOARD MEMBERS**

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

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

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**PUBLIC HEARING – Special Permit/Home Occupation – Jessica Leonczyk –  
97 Allison Lane (Assessors' Map 11A, Parcel 72K) (baking sourdough goods)**

**SEE SEPARATE MINUTES**

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**ANR – Kevin Lavigne – 8-10 & 0 Wedgewood Drive (Assessors' Map 11A, Parcels 160 & 218)  
(subdivide the existing land into new parcels A & B)**

*Kevin Lavigne was present for the appointment.*

Mr. Stefancik noted that a zone change was done earlier this year on the property to Residence A as it was the only spot zoned Agricultural parcel in the area.

The Planning Board Members and Mr. Stefancik agreed that everything was on the plan.

Mr. Coelho: I **MOVE** to endorse the ANR for Kevin Lavigne at 8-10 and 0 Wedgewood Drive.  
**SECOND** Mr. Queiroga.  
**4-0 in Favor.**

*Documents: Master application; Plan of Land 8-10 Wedgewood Drive Ludlow, MA owned by Kevin M. & Melissa D. Lavigne (10/28/2024)*

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**CONSENT AGENDA:**

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

- ◆ FILE Mail Item 64. - Legal Notices from surrounding communities
- ◆ APPROVE/SIGN Minutes of October 10, 2024 & October 24, 2024
- ◆ APPROVE Change of Occupancies:
  - Katie & Chris Wolcott (C and R Auto Repair) 473 Holyoke Street (from auto repair to auto repair)
  - Chet Lokey Jr. (Slate Roof Repair LLC) 150 Moody Street (from office/storage to office/storage)

- Johnny Muhammad (KFC) 481 Center Street (restaurant to restaurant)
- Nick Raval (Pop-N-Kork) 12 Cady Street (from liquor store to liquor store)
- ◆ SIGN Special Permits:
  - Kevin Bradley – 6 Rosewood Drive (off-site retail distribution & operations, real estate management)
  - Hajer Saad Zaben Brak – 191 West Street (auto repair shop on mixed use property)

**Comprehensive Zoning Review – Kyle Finnell & Aodham Hemeon-McMahon – Pioneer Valley Planning Commission**

*Kyle Fennell and Aodham Hemeon-McMahan were present for the appointment.*

Mr. Hemeon-McMahan explained that the several review criteria were used in reviewing the Ludlow Zoning Bylaws including: bylaw structure and format; ease of access and navigability; clarity of language and presentation; internal conflicts and inconsistencies; obsolete or missing provisions; updates to implement recently completed plans; provisions that need to be updated to conform with MGL Chapter 40A and judicial decisions; and policy-level updates to implement recent completed plans and town initiatives. He also reviewed the past planning efforts which included the: Ludlow Master Plan (2011); Housing Production Plan (2019); Municipal Vulnerability Preparedness (MVP) Hazard Mitigation Plan (updated 2022); and Open Space Recreation Plan (updated 2023).

Some of the recommendations that were given to the Board included reorganizing and reformatting the bylaw; updating the Table of Uses; incorporating diagrams and cross-references; reviewing the Smart Growth Community Checklist for potential future implementation; providing low impact development standards (LID); along with a few other suggestions.

The Planning Board members will review the recommendations and discuss them at a future meeting.

*Documents: Comprehensive Zoning Review Town of Ludlow, Massachusetts (November 2024)*

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**File Mail Item 65 - Residences at Mill 8 Ribbon Cutting November 18th**

**File Mail Item 66 - Legal Notice – Ludlow Conservation Commission – Request for Determination – 31 Batista Circle**

**File Mail Item 67 - Legal Notice – Ludlow Conservation Commission – Notice of Intent – Santina Drive**

**File Mail Item 68 - Legal Notice – Ludlow Conservation Commission – Request for Determination – 33 Evergreen Circle**

**File Mail Item 69 - Legal Notice – Ludlow Conservation Commission – Notice of Intent – Lot 54 Knollwood Drive**

Mr. Phoenix asked if the public hearing for the revocation of the Site Plan for 4-8 White Street was set up yet. Mr. Stefancik said that it is scheduled for December 12, 2024. He also mentioned that the meat market that's located at the property has had all of their inspections and has been approved for

occupancy. Mr. Phoenix remarked that the social club is still in operation with the patrons not parking according to the site plan. He asked if there was a way to revoke the occupancy for just the social club without affecting the other tenant on the property. Mr. Stefancik will look into the options.

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### ADU Bylaw

Mr. Phoenix read the change that was noted in the draft bylaw under 6.6.5 Site Plan Approval: 5. The Planning Board may waive strict compliance from 7.1.5 Required Site Plan Contents under 7.1 Site Plan Approval or the purpose of the requirements of this ADU bylaw. Any applicant may submit a written request for a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request. The waiver request will be discussed at the time of the public hearing. Additionally, the Planning Board may waiver strict compliance to 6.6 Accessory Dwelling Units. Mr. Stefancik commented that he shortened the explanation and added Additional Accessory Dwelling Units to the Table of Uses.

*Documents: Draft Accessory Dwelling Units Bylaw*

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Mr. Coelho: I'd like to make a **MOTION** to adjourn.

**SECOND** Mr. Queiroga.

Mr. Phoenix: Those are always in order and not debatable.

**4-0 in Favor.**

Meeting adjourned at 8:41 p.m.

APPROVED:



Joseph Queiroga, 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 – SPECIAL PERMIT/HOME OCCUPATION  
97 Allison Lane (Assessors' Map 11A, Parcel 72K)  
Jessica Leonczyk  
(baking sourdough goods)  
November 14, 2024**

**PLANNING BOARD MEMBERS**

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

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

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*In attendance: Jessica Leonczyk, attendees*

Mr. Phoenix read the legal notice, advised the public that the hearing was being recorded, and gave the applicant a copy of the Turley Publications invoice. The legal notice included the description of: baking sourdough goods.

Mr. Phoenix: With that said, I know I read in the legal notice version of this, but just to hit some of the highlights, the detailed description of the proposal is, bake sourdough goods out of my home. And we do have the home occupation supplement. So, we have two copies of it doing double duty. Total area is 2,644. You're looking to use fifty square feet which is the kitchen. Number of nonresident employees is zero. We have no to any planned signage for the business, customers at the house, deliveries unlike a normal residence, and any change to the site that would make it look less residential. And as far as a vehicle that would be used in connection, it's a 2021 Hyundai Palisade, which is 4,127, which is below our 10,000 GVW. And there is also a signed waiver requested for the full site plan in favor of a sketch and photos as the applicant was able to provide. So, that's what I have, if you could just explain for us a bit about what you're looking to do.

Ms. Leonczyk: Yeah so, just bake bread and bagels, English muffins to sell to friends and family and other customers. That's about it. ---

Mr. Phoenix: Ok, sounds pretty straight forward. I think to start with I'd like to ask if anybody from the Board has any comments, questions, or concerns.

Mr. Silva: Customers at the house?

Ms. Leonczyk: No, probably it would be delivered. I mean...

Mr. Silva: So, no traffic?

Ms. Leonczyk: No.

Mr. Silva: Like busy.

Ms. Leonczyk: No, just walking them up to my neighbor's house.

Mr. Phoenix: Anything for you, Chris?

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Mr. Coelho: No, it seems pretty simple to me.

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Mr. Phoenix: Ok, I will, since this is a public hearing, open it up to the public for any comments, questions, or concerns that they have. If you do have anything, I would ask that you state your name and address for the record and address anything through myself as Chair, and I'll do my best to get you any information that you need. Does anyone have anything at this time? Hearing nothing, I'd like to start by asking if we have a motion on the finding and/or the waiver that has been requested.

Mr. Coelho: Mr. Chairman.

Mr. Phoenix: Mr. Coelho.

Mr. Coelho: I **MOVE** to find that the baking of sourdough goods as described by Jessica Leonczyk at 97 Allison Ave.

Mr. Phoenix: Allison Lane?

Mr. Coelho: I'm sorry, Allison Lane is a suitable home occupation under the bylaw. Additionally, I **MOVE** to waive the full site plan in favor of a site sketch, of the site sketch and photos prepared by the applicant since this is in relation to a home occupation and in doing so is consistent with the purpose and intent of the zoning bylaw.

**SECOND** Mr. Queiroga.

**4-0 in Favor.**

**Roll call vote: Mr. Coelho – yes; Mr. Silva – yes; Mr. Queiroga – yes; Mr. Phoenix – yes.**

Mr. Phoenix: On the matter itself and possibly on the status of the hearing, do we have a motion in the standard form or otherwise?

Mr. Coelho: Mr. Chairman.

Mr. Phoenix: 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 Jessica Leonczyk at 97 Allison Lane, with the restriction that the permit run with the applicant and not with the property, furthermore I **MOVE** to close the public hearing.

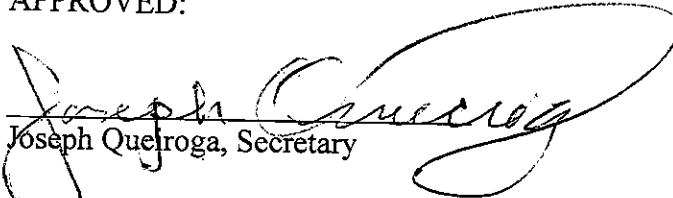
**SECOND** Mr. Queiroga.

**4-0 in Favor.**

**Roll call vote: Mr. Queiroga – yes; Mr. Coelho – yes; Mr. Silva – yes; Mr. Phoenix – yes.**

*The public hearing was closed at 7:05 p.m.*

APPROVED:

  
Joseph Quelroga, Secretary  
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Documents: Master application

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

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