

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
February 27, 2025**

PLANNING BOARD MEMBERS

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

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

Mr. Carpenter: Mr. Chairman I make a **MOTION** to go into executive session to discuss pending litigation and to return to normal session or regular session after.

SECOND Mr. Silva.

3-0 in Favor.

**EXECUTIVE SESSION – Attorney Steve Chaplin – discuss pending litigation –
590-596 (0) Center Street**

SEE SEPARATE MINUTES

The meeting returned to regular session at 7:59 p.m.

**PUBLIC HEARING – Site Plan – Shardool Parmar, Pioneer Valley Hotel Group, Inc. –
321 Center Street (Assessors' Map 12C, Parcel 169) (addition of seven (7) electric vehicle charging
stations within the existing parking lot)**

SEE SEPARATE MINUTES

**Ken Comia, Pioneer Valley Planning Commission – Community Planning Grant – Zoning Bylaw
Update and Planning Board Assistance**

Ken Comia was in attendance for the appointment.

Mr. Phoenix explained that Ken is going through the Bylaws and checking for inconsistencies or opportunities to improve readability. Mr. Comia remarked that the town was awarded a \$67,500 grant to update the Zoning Bylaws which included the Zoning Diagnostic Report that was presented to the Board in December 2024. He added that the second part of this particular grant would include a lot more engagement with the community as well as review of the zoning maps and doing an analysis based on that. Mr. Comia noted that the monies expire in June 2026 and that the scope would include a map analysis document with updated zoning map for adoption, public engagement and outreach, and updated zoning bylaw drafts. Mr. Phoenix remarked that he thinks that the ZBA, the Building Inspector, Conservation, and DPW should be included in the process.

Mr. Carpenter: I'll make a **MOTION** to allow the Town to contract with PVPC in regard to the Community Planning Grant and Zoning Bylaw Updates.

Mr. Phoenix: Do you want to include in that motion that the Planning Board will be taking point on handling that work on the town's side with coordination and input from other interested town departments?

Mr. Carpenter: As amended.

SECOND Ms. Houle.

3-0 in Favor.

Mr. Comia said that the first step would be doing a map analysis and discussing public engagement and outreach.

The Board and Mr. Comia discussed contracting PVPC for Town Planner Assistance and what would be needed. A contract will be drawn up and presented the Planning Board.

The Town Planner Position Description discussion was tabled for the next meeting.

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 10. - Legal Notices from surrounding communities
- ◆ SIGN Special Permit / Plans:
 - Muhammad Ali Saleem – 0 Sunset Ridge (estate lot)

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File Mail Item 11 – Legal Notice - Ludlow Conservation Commission – 715 West Street

Mr. Phoenix mentioned that there is a dog park dedication in the memory of Doug Stefancik for April 18, 2025, at 12:30 p.m.

Ludlow Planning Board Fees

Mr. Phoenix: So, I would entertain a **MOTION** at this time to update the Planning Board Fee Schedule related to Site Plan to read as \$1,000 minimum, \$250 / acre + \$0.25 / S.F. of new footprint.

Mr. Carpenter: **SO MOVED.**

SECOND Mr. Silva.

3-0 in Favor.

Review Site Plans for Westmass Area Development Corporation – Ludlow Mills Parking Lots #2 & 2A – 0 Riverside Drive (Administrative Review Committee)

Mr. Carpenter: Mr. Chairman, I'll make a **MOTION** to fill in until the election for the Administrative Review Committee.

SECOND Mr. Silva.

3-0 in Favor.

The plans will be reviewed at the Administrative Review Committee meeting.

Mr. Carpenter: **MOTION** to adjourn.

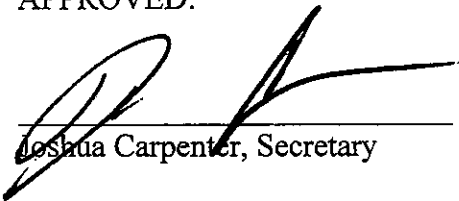
SECOND Mr. Silva.

Mr. Phoenix: Motion to adjourn is always in order and not debatable.

3-0 in Favor.

Meeting adjourned at 9:39 p.m.

APPROVED:



Joshua Carpenter, 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 – SITE SKETCH
321 Center Street (Assessors' Map 12C, Parcel 169)
Shardool Parmar, Pioneer Valley Hotel Group, Inc.
(addition of seven (7) electric vehicle charging stations within the existing parking lot)
February 27, 2025**

PLANNING BOARD MEMBERS

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

The public hearing began at 7:59 p.m. in the Selectmen's Conference Room.

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In attendance: Shardool Parmar, attendees

Mr. Phoenix advised the public that the hearing is being recorded, gave the applicant a copy of the Turley Publications invoice, and read the legal notice which included the description of: addition of seven (7) electric vehicle charging stations within the existing parking lot.

Mr. Phoenix: And as far as what we have in front of us here, Building Department, comments is empty, which I'm assuming is no comment. From Board of Health, no comments. Safety, no comment. Fire Department: *The site sketch submitted to this office for the addition of seven electric vehicle charging stations within the existing parking lot located at 321 Center Street has been reviewed for compliance. Furthermore, upon inspection it was determined that the bollard protection to be installed and conspicuously labeled shutdowns were all provided as required. Both have satisfied the request of the Fire Prevention Office for this addition of EV charging stations. Any further expansion or subsequent projects or subject to additional review. Please feel free to contact this office if you have any questions or concerns regarding this matter.* There's a second one. Looks like this one may have been older. Someone said: *To whom it may concern Site Sketch submitted to this office for the addition of seven electric --- stations. This has been reviewed for compliance following will be required. Any EV charging stations subjected to vehicle damage, quality protection needs to be installed. Which sounds like that's been resolved, and rapid electrical shutdown equipment.* Yeah, so it sounds like the one that I already read is just saying that those issues are already handled. ConsCom, will not impact wetland, and DPW, no comments. So that is, I think, the shortest list of comments we've had in a very, very long time. Which is nice. Which is very nice. So, I know we've discussed informally what's going on, just so that we can have it as part of this hearing, could you explain for us what's going on with the charging stations?

Mr. Parmar: We've added some level two charging stations to the existing charging stations. So, they're taking up in, in the spots that are closest to Center Street. And we did them just as a, again, more of a convenience to our guests who wanted to charge faster. If, if they were coming from far away, they have a EV, they have a short period of time between they check in and they

need to go out. They can quickly charge with level two, which these are 125 KW chargers while the other ones are six. So, they charge up to, you know, 20 times faster.

Mr. Phoenix: Okay. And this also, I believe, includes the, the original bank of the level one chargers that...

Mr. Parmar: Yes.

Mr. Phoenix: ...kinda, they showed up and nobody kinda caught it when it happened. And then I think that's what led to some of the confusion when the level two ones went in as well. So, this is just catching all of that up and getting, getting it all, all on paper.

Mr. Parmar: Sure.

Mr. Phoenix: Essentially just to match what's already there on the property.

Mr. Parmar: Yeah, made sense.

Mr. Phoenix: Does anybody from the board have any questions, comments, concerns?

Mr. Carpenter: No. I think the only thing that I saw in the narrative was you're losing one parking spot, but they're still over the 89.

Mr. Parmar: I, you know, what I did notice, 'cause I think you brought it up, I think when we last resealed our parking lot, I think the sealing guy, he painted over one line, which took away two parking spots for some reason. So, because we walked it, 'cause we didn't understand where they went, and we can see where the old parking line was and for some reason, I think we don't use them anymore. So, I don't know. He was an interesting guy, so he might've just thought like it was too close to the corner or something, 'cause it's right on the corner in the entrance. So, he might've thought, oh it's, this is, you know, you have, they have more than enough parking because for the, for the hotel, he thought, well it's gonna, maybe somebody parks there, they're gonna smash their car, some truck comes in or something. I don't know.

Mr. Phoenix: So, we're assuming good intent.

Mr. Parmar: Yeah, I did notice. But thank you for, you know, we would've never caught it. But I did notice it because we did, 'cause we were surprised when we were told that there's less than what our. So, there's, there's two parking spaces that are, that are gonna be coming back once the weather improves and we'll be re-stripping the parking lot.

Mr. Phoenix: I think part of that's just the nature of, you know, reality versus what's on paper.

Mr. Parmar: Yeah.

Mr. Phoenix: As, as things are going on, sometimes you have a, a contractor that comes in and does something that you might not have expected. And sometimes that might change drainage on a property or in this case, you know, parking or something like that. And it's one of the reasons why as plans get a little bit older, we usually look to get updates on 'em anyway just to make sure that it still matches with what's actually there because there's, there is that natural drift sometimes in those things.

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Mr. Parmar: No, it's a good practice. That's especially after, you know, 20 years. So, it's good.

Mr. Phoenix: It's still hard for me to believe it's been that long, but yeah. Anything else from the board? Okay, this being a public hearing, I am gonna open it up to public comments, questions, concerns at this time. I see a huge number of people in the audience that are chomping at the bit, but I will ask if you do have something to add or ask, just state your name and address for the record. Address it all through myself. I'll do my best to get you any information that you need. Does anybody have anything at this time? Okay,

Mr. Silva: Just...

Mr. Phoenix: Yes, Joel.

Mr. Silva: I don't know if I'm reading this correctly. You doing, you have seven charging stations or eight?

Mr. Phoenix: There should be 7, because I think it was, was it three of the old ones? Four of the new ones?

Mr. Parmar: Honestly, I don't, I don't remember exactly. I thought it was, I thought it was eight. I --- four.

Mr. Silva: Count eight on this sheet and I count seven on this one.

Mr. Phoenix: Okay.

Mr. Parmar: I thought it was four and four, but I couldn't.

Mr. Silva: Is that considered the charging station in the middle? No.

Mr. Parmar: Oh, that might be the panel.

Mr. Silva: Okay. That's okay. Okay. Okay. Thank you.

Mr. Parmar: Okay.

Mr. Phoenix: With that said, hearing not a whole lot of comments or anything from anybody. One piece that we do need to address is that there are some waivers requested here. Generally, in order to grant waivers, we need to have four board members present. And although Kathy will be rejoining us as a full board member in the near future, she's not quite a full board member again yet, so she doesn't count toward our, our quorum for waivers at this moment. Just for the record, those waivers that are being requested are lighting plan, which I believe you're not changing any of the lighting on the site with any of this; building elevations, again, you're not changing any of that; the signs, which the only changes that you're making are the EV ones. Which, thinking of that, I know we talked about it when you were in before as far as the EV only versus EV preferred. Has anything been done with those? 'Cause I know right now you've got the, the spaces are kind of blocked out anyway.

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Mr. Parmar: Yeah, once everything is, the renovations are done, we we're gonna be changing all the signage when that time comes. But right now, the other ones are not, really only two are accessible, two stations, but we will be up updating all the signage.

Mr. Phoenix: Okay. And that's gonna be for preferred, not only, was that where that shook out, I think?

Mr. Parmar: Yeah, I think we're, we're just gonna say, you know, charging stations, it's, and we're not gonna put only or any type of restriction for anybody to park there.

Mr. Phoenix: Snow storage plan, which you're not changing any of that based off of putting in the chargers.

Mr. Parmar: No.

Mr. Phoenix: And traffic study again, I mean there, there's a remote chance that you might end up with a couple extra cars that are sitting there for a little while with somebody's charging, but it's unlikely that they're gonna be doing that unless they're either going to the hotel or maybe Taco Bell or something. There's a couple other businesses in the neighborhood. But again, I think that usage would be fairly minimal for most people. It's largely just gonna be for your, your clients.

Mr. Parmar: Yeah.

Mr. Phoenix: I'm pretty sure if you had a whole lot of people making use of them that aren't otherwise paying for services, that might change some of how you utilize those.

Mr. Parmar: Yeah.

Mr. Phoenix: So, I don't think that any of those sound unreasonable unless.

Mr. Carpenter: I don't think anything's really changing except what they've, you know, highlighted here. Mr. Chairman, I do have one question.

Mr. Phoenix: How dare you?

Mr. Carpenter: It requires a three fifths.

Mr. Phoenix: Normally we're, where is it? Normally I think, is it three fifths

Mr. Carpenter: What our little handy dandy cheat sheet says?

Mr. Phoenix: Hey, if it says three fifths, I might wanna roll with it. Normally we've done four, we've been looking for the, the super majority, but 'cause we've been going for over the two thirds, which would be four out of five.

Mr. Carpenter: So, that would be up to you if you wanted to accept a motion on that.

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Mr. Phoenix: I'm gonna trust my younger self from when I wrote that down and put that in ink and the fact that nobody's called it out since then and we'll go with that. Also, the fact that I don't know that these waivers are in any way really controversial or ---.

Mr. Carpenter: No, that's why I'm kind of just addressing it that way.

Mr. Phoenix: Is that agreeable to the, the rest of the board as well?

Mr. Silva: Yes.

Mr. Carpenter: It's not really a change, it's not even really a change of footprint except for the chargers.

Mr. Phoenix: 'Cause otherwise I was just gonna suggest that we, you know, formally keep it open until we can get Chris at a meeting and then he can just review it and we can handle them possibly without even having the applicant need to come back in. But if we can do it tonight, let's, let's do it tonight.

Mr. Carpenter: Are you okay with tonight?

Mr. Silva: I'm okay either way.

Mr. Phoenix: Yeah, so I'm going to entertain a motion to approve the waivers of 7.0, 7.1.5 o 1-5 as already mentioned from the waiver section here, based on the fact that none of those items are being, are being changed as part of this, this work.

Mr. Carpenter: **SO MOVED.**

Mr. Phoenix: Further, to approve the plan as submitted and further, to close the public hearing.

Mr. Carpenter: Ah, you got me. **SO MOVED.**

SECOND Mr. Silva.

3-0 in Favor.

The public hearing was closed at 8:13 p.m.

APPROVED:



Joshua Carpenter, Secretary

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Documents: Master application; waiver request; comments from town departments/boards; Overall Site Sketch /Enlarged Site Sketch – Pioneer Valley Hotel Group – Holiday Inn Express 321 Center Street Ludlow, Massachusetts (January 2, 2025)

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

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