

**TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
June 12, 2025**

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

Ken Comia of Pioneer Valley Planning Commission was present for the meeting.

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

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Karen Sunnarborg – Housing Production Plan

Karen Sunnarborg was in attendance for the appointment.

Ms. Sunnarborg said that last time she met with the Board they reviewed the key highlights of the housing needs assessment and commented that she would like to go through the strategies. The Board discussed rentals versus home ownership, and the zoning and regulatory strategies. They also talked about what types of housing can respond to different types of needs in the community. Some of the community outreach suggestions included ads on LCTV and the town website, in person meetings, or surveys. Ms. Sunnarborg touched on funding through the Community Preservation Act, various trusts or federal and state funding. She asked about expanding the boundaries for the 40R Districts, including the Ludlow Mills subdistrict, and mixed-use properties with incentives to the property owner and developers, and inquired about town owned properties that may be suitable for affordable housing. Ms. Sunnarborg will prepare the housing production goals and strategies and meet with the Planning Board again and discuss community outreach.

Documents: Ludlow Housing Production Plan (HPP) Items for Discussion at 6-12-25 Planning Board Meeting

The public hearings for Dillon Price and Evarist Ndererubusa were tabled until later in the meeting since the applicants were not present.

**ANR – Mark Lemelin – 0 Grandview Avenue (Assessors’ Map 12B, Parcels 29 & 44)
(combine existing lots into a single parcel)**

Mark Lemelin was in attendance for the appointment.

Mr. Lemelin said that there is small parcel that he purchased and would like to add to his Lot 601 to create Lot 609.

Mr. Comia said that he reviewed the ANR checklist and didn’t see any issues.

Mr. Coelho: I **MOVE** to endorse the ANR for Mark Lemelin at 0 Grandview Avenue.

SECOND Ms. Houle.
3-0 in Favor.

Documents: Master application; Plan of Land being a subdivision of Lots 430, 431 & 601 shown on L.C. Plan 4465 G Grandview Avenue Willard Avenue Ludlow, Mass. owned by Mark G. & Lisa M. Lemelin (April 23, 2025)

Mail Item 36 – Legal Notice – Ludlow Conservation Commission – 508 East Street

Mr. Phoenix asked whether the office was notified of the playground equipment being moved at East Street School and that they should be told that they will need to update their site plan.

Mail Item 37 – Request for consideration of land acquisition from Daniel Barroso

The letter stated that Mr. Barroso had maintained the land since 1987 and that he would like the town to facilitate a process in which he can acquire the land.

Mr. Phoenix asked if we can find out who owns that paper street and continue the discussion at the next meeting.

**PUBLIC HEARING – Special Permit/Home Occupation – Dillon Price – 59 Lehigh Street
(Assessors' Map 15D, Parcel 52) (office for online work-travel job board)**

SEE SEPARATE MINUTES

**PUBLIC HEARING – Special Permit/Home Occupation – Evarist Ndererubusa –
144 Coolidge Avenue (Assessors' Map 2C, Parcel 122) (office for travel & tourism)**

SEE SEPARATE MINUTES

Robert Bourdeau – Estate lot discussion – 415 Holyoke Street / 0 Deroche Circle

Robert Bourdeau was in attendance for the appointment.

Mr. Bourdeau explained that he had two estate lots approved on Deroche Circle and that the property was sold and the lots got changed from the special permit for the estate lot. He said that he wants to know how that happened. The Board reviewed the plans. Mr. Phoenix explained that if another ANR came in, they would have to approve it if there's adequate frontage on an adequate road, north arrow, metes and bounds, etc., and as long as it meets those criteria, the Board would have to endorse under state law. He also said that if something violates what is in the special permit, it would have to go through the courts. Mr. Phoenix also advised Mr. Bourdeau to speak with the Building Inspector/Zoning Enforcement Officer and read the conditions on the Special Permit for the Estate Lot that stated that the permit runs with the property and not with the applicant.

CONSENT AGENDA:

The Board approved the Consent Agenda under unanimous consent.

- ◆ FILE Mail Item 35. - Legal Notices from surrounding communities
 - ◆ APPROVE/SIGN Minutes of May 22, 2025
 - ◆ SIGN Special Permits:
 - Katherine L. Hope Oakley & Kemar A. Oakley – 87 Ventura Street (pool service)
 - Valdemar Rodrigues – 24 Ridgeview Circle (mobile home-improvement company)
-

Committee Assignments

The Board discussed filling Mr. Carpenter's town committee assignments which include the 40R Smart Growth Zoning Committee, Capital Planning Committee, and the Fair Housing Committee.

Mr. Coelho: I'll make a **MOTION** to appoint Kathy to Capital Planning.

SECOND Mr. Phoenix.

3-0 in Favor.

Ms. Houle: I make a **MOTION** to appoint Chris to Smart Growth Committee and Fair Housing Committee.

SECOND Mr. Phoenix.

3-0 in Favor.

Planning Board vacancy

Mr. Phoenix said that there are currently three vacancies for Planning: Town Planner, Planning Board Member, and Associate Member. He said two applications have been received for the Town Planner position. The Board discussed how the interviews will be held and if Human Resources would need to be involved. Human Resources will also be contacted on how to advertise for the board member positions.

Zoning Bylaw/planning updates (Ken Comia)

Mr. Comia mentioned that the Zoning Bylaw Update Project is going on and that he has some staff looking at the zoning map and went through some of the strategies going forward. He said that he will have some maps available for the next meeting. Mr. Comia noted that the meeting minutes appear to be very long, and that public hearing minutes do not need to be verbatim. He commented that key items need to be noted in the minutes, but that there are also video recordings available for review. The Board will table the discussion to a future meeting.

Ms. Houle: **MOTION** to adjourn.

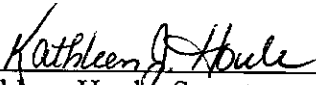
SECOND Mr. Coelho.

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

3-0 in Favor.

Meeting adjourned at 8:56 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 – SPECIAL PERMIT/HOME OCCUPATION
59 Lehigh Street (Assessors' Map 15D, Parcel 52)
Dillon Price
(office for online work-travel job board)
June 12, 2025

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

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

In attendance: attendees

Mr. Phoenix read the legal notice and advised the public that the hearing was being recorded. The legal notice included the description of: office for online work-travel job board.

Mr. Phoenix: Since nobody's here representing this. We also have an outstanding bill to Turley that they're gonna be responsible for either way. What is the board's pleasure? I mean, we've got published that it could be rescheduled to the 26th. Did we want to continue to that day or did we wanna take action on this and close? What's the board's pleasure?

Mr. Coelho: If we had enough people here to vote on it would be one thing. I think at this point...

Mr. Phoenix: Well, that's true, but we had to open, and we have to take some kind of action 'cause we can't just leave the hearing open indefinitely. So, I'm thinking maybe just do the continuance.

Ms. Houle: Continuance.

Mr. Coelho: That's what I'm saying. I mean, it's one thing if we got a full board here and they don't show up.

Mr. Phoenix: So, since we need a time and date certain for the continuance, what is currently available on the 26th?

Ms. Urban: 7:10 p.m.

Mr. Phoenix: I'll entertain a motion to continue this matter until June 26th at 7:10 p.m. here in this room.


Mr. Coelho: Mr. Chairman.

Mr. Phoenix: Mr. Coelho.

Mr. Coelho: I'll make a **MOTION** to continue this until June 26th at 7:10 PM.
SECOND Ms. Houle.
3-0 in Favor.

The public hearing was continued to June 26, 2025, at 7:10 p.m.

APPROVED:



Kathleen Houle, Secretary

su

Documents: Master application

(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 – SPECIAL PERMIT/HOME OCCUPATION
145 Coolidge Avenue (Assessors' Map 2C, Parcel 122)
Evarist Ndererubusa
(office for travel & tourism)
June 12, 2025

PLANNING BOARD MEMBERS

Raymond Phoenix – Chairman (Present)
Christopher Coelho – Vice Chairman (Present)
Joel Silva (Absent)
Kathleen Houle (Present)

The public hearing began at 8:02 p.m. in the Selectmen's Conference Room.

In attendance: attendees

Mr. Phoenix read the legal notice and advised the public that the hearing was being recorded. The legal notice included the description of: office for travel & tourism.

Mr. Phoenix: Anybody here to speak on this particular matter? Okay, hearing nothing. Did we want to give 10 minutes between the last one and this one and look to continue until 7:20 on June 26th.

Mr. Coelho: That sounds good, Mr. Chairman, I'll make a motion to continue this hearing until June 26th at 7:20.

SECOND Ms. Houle.

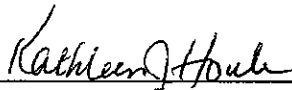
Mr. Phoenix: Just for clarification, that would be still here in this room, correct?

Mr. Coelho: Yes.

3-0 in Favor.

The public hearing was continued to June 26, 2025, at 7:20 p.m.

APPROVED:



Kathleen Houle, Secretary

su

Documents: Master application

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