

PLANNING COMMISSION

PRELIMINARY MINUTES

June 21, 2022

**6:00 PM
Zoom Meeting**

Ludlow Planning Commission
June 21, 2022 06:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87387936899?pwd=eG5DTUFENjd3Tyt0T2ZPdWc3bW9zQT09>

Meeting ID: 873 8793 6899

Passcode: 583569

Dial by your location

Find your local number: <https://us02web.zoom.us/u/kxN8HhoKf>

MEMBERS PRESENT:

Terry Carter

Andrea Goldman

Judy Pullinen

Ted Stryhas

MEMBERS ABSENT:

Ryan Silvestri

STAFF PRESENT:

Rose Goings

OTHERS PRESENT:

Eric Alden

Phil Carter

Troy Caruso

Allison Hopkins

Meredith Milliken

Jason Rasmussen

Andrea Sanford

Rachel Scudder

Jean Strong

Lisha Klaiber, Recorder

Okemo Valley TV

I. CALL TO ORDER – ELECTRONIC MEETING GUIDELINES

1. Terry Carter called the meeting to order at 6:06 p.m. She advised that the Electronic Meeting Guidelines are still in effect.

II. ROLL CALL

1. Terry Carter said that we did the roll call at the Re-organizational meeting. All members are present, except Ryan Silvestri.

III. CONSIDERATION OF ANY CHANGES, ADDITIONS OR REMOVALS TO THE AGENDA

1. No changes are needed.

IV. APPROVE MINUTES

1. Terry Carter advised that the minutes to be approved are from the meeting of February 15, 2022.
2. Judy Pullinen noted that on page 4, item VII, (1) (E) – should read “...that will put the onus on the owner.”
3. Rose Goings advised that since only 2 of the board members who were present at the meeting on February 15, 2022, they do not have a quorum for a vote. They will need to put this on the agenda for their next meeting.

V. COMMENTS FROM CITIZENS

1. There were none.

VI. REGIONAL COMMISSION CONSULTATION – Jason Rasmussen, Director of MARC

1. Jason Rasmussen advised that every couple of years, regional meets with town planning commissions and discuss the town’s needs and how MARC can help. We provide technical assistance. There are 10 towns covered by MARC, including Ludlow, Reading, and Andover. He said that Allison Hopkins does work with Emergency Management. Rachel works on a variety of things such as maps, grants. MARC manages the Solid Waste District, Storm water grants, zoning and town plan updates. Recently we worked with Ludlow on the master plan for the Village Center. Allison has also been working on the Commonwealth Avenue issues and is working on zoning updates for Ludlow.
2. Rose Goings said that she met with Allison, Rachel and Scott Murphy to set up a schedule. She said we have issues, other than the Village Center. She advised that Andrea Sanford and Jean Strong would like to see zoning changes for Andover Street. She said we need to set aside time for other areas in the Village. There have been complaints about the zoning regulations in the Preservation District: they may be outdated and kind of “fumble.” Maybe they are too much. We would also like to consider expanding the Village Center or look into a Downtown District Designation. She doesn’t know if that would be possible because there are obstacles. Expanding the Village Center may be a problem.
3. Jason Rasmussen said the Downtown Designation is harder to get. The state wants to see an organization in the town to run the program, with its own budget, funded by the town. He said there is another option, the Neighborhood Development Designation. This would help fund sewer/water projects.
4. Rose Goings asked if the Pleasant Street side already has that designation.
5. Jason Rasmussen said that the State may approve areas ¼ mile around the Village Center. It would expand the benefits and gives access to funding for housing projects.
6. Rose Goings said there are funds available from the Downtown designation
7. Jason Rasmussen said grants up to \$100,000 with 50% town match from the Open Transportation fund.

8. Rose Goings asked about setting up a group and budget.
9. Jason Rasmussen said it is more work, but no insurmountable.
10. Terry Carter asked if Springfield and Windsor have the Downtown designation. She said that the designation does make the town eligible for grants. She asked if a grant could be used for electric vehicle charging stations.
11. Jason Rasmussen said he thinks they may be.
12. Andi Goldman asked if it is possible to get a copy of the town with the overview of changes for comparison.
13. Jason Rasmussen said he would follow up with a memo and links to the documents.
14. Rose Goings asked that the links be sent not only to Andi Goldman and Judy Pullinen, but to all board members, to look up the Village Center and if there are learning tools. She said that she had sent board members copies of "So Now You're on a Board."
15. Jason Rasmussen said he would send the links. He added that he will be doing a training session this week and down the road. He said that there will be a couple sessions for newer board members.
16. Terry Carter asked about the Downtown designation.
17. Jean Strong said that – through Streetscapes- she knows that it is a complex process and not quick. You will need real leadership from the Town Manager or his designee. It would be a job in itself.
18. Jason Rasmussen said he will send board members information.
19. Eric Alden suggested that they start with basic training. What is the plan, what is zoning? He said that he considers the Planning Commission to be the most important board in town. It is responsible for direction and growth.
20. Jason Rasmussen said they could look at the Neighborhood designation.
21. Terry Carter said that she has been the town's representative to the regional planning commission (MARC). She said it is interesting and they control a lot of money. She will continue to serve as representative.

VII. BYLAW MODERNIZATION GRANT – Allison Hopkins and Rachel Scudder, MARC

1. Allison Hopkins said that work is ongoing. They are modernizing the by-laws, and housing needs. She said that they had met with the previous board and had introduced the scope, time line and met with Rose Goings and Scott Murphy.

- **SCHEDULE**

- A. Phase 1 – Zoning Updates
 - i. Section 255
 - a) Administrative Review
 - b) Streamline permitting process
 - ii. Article 4
 - a) Zoning district regulations
 1. Consider re-evaluating zoning district boundaries in Village
 - b) Uses and dimensional standards – consider aligning dimensional standards, uses graphics to depict standards
 - c) housing is key issue in the grant application
 - d) Review and consider revisions to Preservation District
 1. update language
 2. review size dimensions

- 3. design materials
- iii. Section 520.14
 - a) Conversions and Changes of Use
- iv. Section 530
 - a) Parking – review standards
- v. Section 540
 - a) Signs
- vi. Definitions

- 1) They will review the schedule and details

- **REVIEW TASKS**

- B. Task 1 – Kick-Off Meeting
 - i. February and May, 2022 – define scope & Objectives
 - ii. June 2022 Kick- off meeting
 - C. Task 2 – Outreach: Conduct outreach to get input from housing providers, businesses and property owners
 - i. Discuss what to survey with Planning Commission and input on holding an outreach meeting
 - ii. Survey, Interviews? - Fall 2022
 - D. Task 3 – Draft zoning updates: Prepare draft updates to the Village Zoning ordinance, consider zoning map changes and review/refine at Planning Commission meeting
 - i. On-going/review monthly with Rose Goings/attend quarterly Planning Commission meetings – Rose Goings to review changes to see if they make sense or need revising
 - ii. Summer 2022 – Spring 2023
 - E. Task 4 – Public Meeting: Facilitate a public meeting to review draft zoning changes and get input
 - i. Late Spring 2023
 - F. Task 5 – Prepare final draft: Develop final, public hearing draft and prepare documentation necessary for the adoption process
 - i. Summer 2023
2. Judy Pullinen asked about the approval process
 3. Rose Goings said if we are working on the village zoning, we would submit to the Trustees. If we are working on the town zoning regulations, we submit to the Select Board. If we are working on the Town Plan, we would submit to both the Select Board and the Trustees.
 4. Andi Goldman asked for a copy of the proposed changes.
 5. Rose Goings said that Jason Rasmussen has the draft of the proposed changes.
 6. Allison Hopkins said that she has the red-line draft and will send it, along with a memo to board members, through Rose Goings.
 7. Judy Pullinen asked if they will train or review this with new board members.
 8. Terry Carter said the board will review it and decide what to keep and what to change. She noted that after we had come up with a draft, we had tremendous traffic this winter.
 9. Rose Goings said the document is available on the town website. She said that Allison Hopkins can send the changes
 10. Andi Goldman said she prefers to have the redline copy.
 11. Judy Pullinen would also prefer the redline copy.
 12. Terry Carter said she would also want the redline.

13. Rose Goings said that her office is short-staffed and we will not be meeting every month. Our next meeting will be in August. She asked board members to review the paperwork. She said that she will find out from Jason Rasmussen about dates for training next week.
14. Terry Carter asked if it would be ZOOM.
15. Rose Goings said yes, they will send an email.
16. Andi Goldman asked if signage is part of this.
17. Rose Goings said we haven't gotten to signs yet.
18. Andi Goldman asked if it will be part of the redlined copy.
19. Rose Goings said when done, it will.
20. Rachel Scudder said there will be some small changes in redline.
21. Andi Goldman said that she had taken pictures of gas station signs and noted that some were different. She said that there are garbage bins in front of TDS and asked if we have an ordinance for that. There are 2 huge industrial bins,
22. Rose Goings said there is an ordinance for restaurants to have them covered, but she doesn't think there is on that would include TDS. She said that she will ask Scott Murphy about it tomorrow. She said that she doesn't think it is in zoning. She said that the DRB would write that into the conditions of a permit.

VIII. OTHER BUSINESS

1. Jean Strong and Andrea Sanford Request
 - A. Jean Strong said that the DRB denied the permit for the proposed hotel at Parker Avenue and Andover Street. It was denied because Chief Billings said that it would add hundreds of vehicles onto Parker Avenue and Andover Street. Parker Avenue is a dead-end street. Also, Route 100 South did not meet requirements. She added that it would unduly affect the character of the area. The hotel didn't meet traffic requirements, road requirements, parking requirements and pedestrian safety requirements. The scope didn't come in line with the houses in the area, they are all residential homes. She said that she and Andrea Sanford are asking the Planning Commission to consider changing the zoning regulations. She said that in the district, there are 30 conditional uses and some of them do not make sense for the area. Please revise them and make them reasonable. She said they want the Planning Commission's support as they are going to the Trustees' meeting. They are going to ask the Trustees to revise the Village zoning...they are going to request Interim Zoning for the area regarding Andover Street and Parker Avenue. If approved, the changes would be interim until the Planning Commission can come up with their own regulations for the area.
 - B. Rose Goings said they are asking to change the zoning regulations for the RC district. It is over a mile long and runs up Andover Street. It was the RC2 district and less uses were put in. She said that area – the DRB denied the large feature on the lot. She said the decision is public and may be seen in her office. She said that Andi Goldman, Jean Strong, and other neighbors all want interim zoning. We would need to write another section for that area. Then we would hold a public hearing. Then we would send it to the Trustees and they would hold a public hearing. Once we have that public hearing, it becomes effective.
 - C. Andi Goldman asked if they would be changing the Residential district only.
 - D. Rose Goings said we would change it to have fewer conditional uses. We need to look at what does belong in the area and what doesn't.

- E. Andrea Sanford said that a hotel does not fit in the area and we want to make sure what does go in there suits the environment.
 - F. Andi Goldman said they don't want a 24/7 restaurant/bar or anything that large. It is not in the character of the area.
 - G. Troy Caruso asked what does fit and would not be an eyesore; one story condos?
 - H. Andrea Sanford said she doesn't know - something tasteful that enhances the area of the homes. She is concerned about the scope of the project and the traffic.
 - I. Terry Carter noted that there have been a number of accidents there.
 - J. Jean Strong asked the time frame for this.
 - K. Terry Carter said they will put it on the agenda for their next meeting.
 - L. Rose Goings said that she will look into interim zoning and talk to Scott Murphy. They will have to talk to the trustees. She will look into it tomorrow.
 - M. Jean Strong asked Rose Goings to let them know if they need to submit something to the Trustees.
 - N. Eric Alden said this is really spot zoning and is a slippery slope.
 - O. Rose Goings said it is in the statute. She said that the whole RC area goes all the way up Andover Street.
 - P. Andi Goldman asked who owns the land.
 - Q. Rose Goings said we will talk about the RC district, not one specific piece of land. She said that other parcels may be affected by it. She doesn't want to list one name.
 - R. Terry Carter said that Rose Goings will look into interim zoning.
2. Rental Registry Committee
- A. Terry Carter said that they need to appoint someone from this board to the Rental Registry Committee.
 - B. Rose Goings advised that Ryan Silvestri has already been appointed by the Select Board.
3. Town Meeting with Vail
- A. Andi Goldman asked who from the town and who from Vail will meet and what is the impact on the town. She would like to see the facts.
 - B. Rose Goings said that is not a Planning Commission issue. It will not come before us. That is an issue for the Select Board and the Trustees. It will come before the Select Board soon.
 - C. Andi Goldman said if it impacts the traffic and resources of the Town, why is it not the Planning Commission. They have to have a permit.
 - D. Rose Goings said that she has been in the meeting and it has nothing to do with the Planning Commission. She said that anyone may go to the Select Board meeting and ask questions.

IX. ADJOURN

- 1. **MOTION by Judy Pullinen and seconded by Andi Goldman to adjourn this meeting. Motion passed unanimously.**
- 2. Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Lisha Klaiber

Terry Carter, Chairman

Ryan Silvestri

Andi Goldman

Ted Stryhas

Judy Pullinen