

INITIALS _____

LUNENBURG PLANNING BOARD TOWN OF LUNENBURG

Joanna L. Bilotta-Simeone, Chair
Nathan J. Lockwood, Vice-Chair
Damon McQuaid, Clk.
Emerick R. Bakaysa, Mbr.
Matthew Allison, Mbr.
Marion M. Benson, Planning Director



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Minutes
October 7, 2013

Meeting Posted: Yes

Place: Ritter Memorial Building, 960 Massachusetts Avenue, Lunenburg, MA

Time: 6:30 PM

Present: Joanna L. Bilotta-Simeone, Emerick R. Bakaysa, Nathan J. Lockwood, Damon McQuaid, Matthew Allison, Marion M. Benson

PUBLIC COMMENT: None

BOARD ENDORSEMENT: ANR- 419 Sunny Hill Road- Motion to endorse ANR Plan, Mr. Lockwood, Second, Mr. McQuaid, Plan endorsed. At some time in the future, Board to look at Bylaw that applies to "tails".

Stone Farm Estates: Developer represented by Jamie Rheault, Whitman & Bingham Associates. Developer has a four-unit building that he wishes to modify to a three-unit building. Change has been reviewed by Jesse Johnson, David Ross Associates. Developer applied for a building permit for the three-unit building, but the Board-approved plan has a four-unit building. Building Commissioner requested verbal approval from the Planning Board before issuing building permit. Process usually handled internally between the Building Commissioner and the Planning Director. Board consensus allowed developer to move forward with the three-unit building. In the future, any similar administrative changes are to come before the Board.

MRPC: Master Planning- Represented by John Hume, Chantel Fleck, and Tom Roufus. MRPC is looking for input from the Board as to a Village Bylaw. A study was presented to the Board as to boosting commercial and recreational aspects with the Center, but to still maintain rural character of the Town. Mr. Hume presented The Village Area Study for Lunenburg; topic items- A. Introduction to the DLTA Program, B. Background for Village Study, C. What Other Towns have done for Outreach, D. Common Discoveries, E. Lunenburg Zoning at a Glance, F. Site Walk, G. Local Market Potential, H. Vision for Center, I. Examples of Village Bylaws, and J. Next Steps (on file in the Planning Office). Board questions:

Mr. McQuaid wanted to know where wetlands are located in location to bank; what is developable?

Ms. Bilotta-Simeone asked if a village bylaw is created, should the verbiage be different that the regular zoning? Yes; as it would be a different bylaw.

Mr. Bakaysa asked if MRPC recommends a Village District Bylaw or an Overlay District Bylaw. Ms. Fleck noted with an overlay you would be adding features to the underlying existing zoning. Totally up to the Board.

Mr. Lockwood asked if they should clean up current "uses" in the bylaw or just build on existing. Ms. Fleck responded that the Board could clean up the current uses if the Board felt it would help clarify the bylaw. If the Board chooses to do that, she suggested they look at ALL the districts as they are all interconnected.

Mr. Lockwood concerned with "walkability" of Town Center. Does this come under infrastructure? Mr. Hume noted an MRPC program – UPWP (Unified Planning Work Program) – which includes transportation planners. UPWP could provide a walkability study. Mr. Lockwood also inquired if a parking garage in the Center would be viable? Would grants be available?

Ms. Bilotta-Simeone asked what steps could be taken in the Leominster Shirley Road area along the Lunenburg-Shirley line to generate commercial and/or industrial taxes; possibly in conjunction with Devens. Possibly a future DLTA study?

Mr. Allison noted his Town Center/Marshall Park proposal provided 450 parking spaces at Marshall Park.

MRPC needs the Board to define the boundaries for the Village Center. Mr. Bakaysa opined that starting with a smaller radius was better with the possibility of future expansion. Discussion ensued; Board consensus was, northeast- Northfield Road (the school side) to Oak Avenue (the school side) to Massachusetts Avenue. East- Massachusetts Avenue to North side of Whiting Street. West to Stone Farm Estates. South on Lancaster to the Gazebo/Whiting Street. The South sides of Chestnut and Highland Street to Massachusetts Avenue to include the South side of Massachusetts Avenue.

Mr. Hume noted the DLTA program ends at the beginning of December. He anticipates another round of DLTA funding from the Commonwealth. The Board of Selectmen could submit another application and MRPC could return on an "as needed" basis to help the Board through the village bylaw process. MRPC will present a refined draft of a radius map to the Board next month. (May possibly add wetlands to the map.)

MINUTES APPROVAL: Minutes not available for 9-23-13 and Force Corp. Information Meeting 9-23-13

PLANNING DIRECTOR'S REPORTS/NEW BUSINESS/DEVELOPMENT STATUS REPORTS:

Highfield Village, Massachusetts Avenue- Extension approved to October 31, 2013 due to Board meeting dates. Developer will be asked to come before the Board at the October 28th meeting.

ACTION FILE: Citizen Survey- Survey ready to go on website. Paper copies also available. Ms. Bilotta-Simeone requested Chief Sullivan be approached to put Survey information on "board" by Public Safety Facility. Mr. Lockwood was of the opinion that the Survey should be on Facebook. Ms. Benson noted that the Town Manager informed her the Board of Selectmen will have to make a social media policy.

OLD BUSINESS: Planning Board Goals- Board will provide quarterly updates on assigned Goals. If any Board member feels they need to relate an update to the Board prior to that, may do so under Member Issues. Mr. Lockwood made Motion to accept Goals for this year, Second, Mr. McQuaid, all aye.

MEMBERS ISSUES:

Mr. Lockwood noted regarding Goals, there are two sections of the Rules and Regulations Governing the Subdivision of Land (R&R) the Board wanted Town Counsel to look into. Cleaning up the section that prohibits work on non-approved subdivisions. Board in agreement. Mr. Lockwood made Motion to commission Kopelman & Paige and Planning Director to begin background research to add enforcement capability to R&R prohibiting work on non-approved subdivisions, Second, Mr. Allison, all aye. Mr. Lockwood also feels work needs to be done on the cluster bylaw, especially lot size provision.

MEETING SCHEDULE:

October 14 – no meeting – holiday

October 28 – 6:30 PM, Ritter Memorial Building

November 14 – the Board will be attending a Site Plan Review seminar at MRPC

November 25 – 6:30 PM, Ritter Memorial Building

PUBLIC COMMENT: Reporter asked for clarification of the boundaries for the Village Center. Board suggested she note approximately ½ mile radius for the news article. Ms. Benson noted MRPC will email that information to the Planning Office.

EXECUTIVE SESSION: Motion, Mr. Lockwood, to enter into Executive Session for discussion of O'Brien Homes Inc., Second, Mr. Bakaysa, Roll Call Vote- Mr. Allison, aye; Mr. Bakaysa, aye; Mr. McQuaid, aye; Mr. Lockwood, aye; Ms. Bilotta-Simeone, aye.

Adjourned Regular Session 9:30 PM

Documents used at meeting:

ANR Plan, 419 Sunny Hill Road
The Village Area Study for Lunenburg
Draft working Map Lunenburg Village District
Highfield Village Extension Request

