

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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960 Massachusetts Avenue
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Minutes
December 9, 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

MINUTES APPROVAL: Motion to approve 11-25-13, N. Lockwood, Second, M. Allison. Motion to approve 11-25-13 615/617 Leominster Road Public Hearing, N. Lockwood, Second, D. McQuaid.

PRESENTATION- MRPC: Represented by John Hume and Chantell Fleck. Presentation given on the draft Village District Bylaw and the Economic Development Element of the Master Plan. (Items on file in the Planning Office.) There was discussion on brownfields which led to the abandoned gas station in the center of Town and being able to do a possible site assessment through a grant - grant deadline of January 21- does the Town have to own the property to do the testing, no, but need owner's permission to go on property. P. Bertram recommended the Town Manager attend a Planning Board meeting to update the Board on the property. J. Bilotta-Simeone requested M. Benson ask the Town Manager to attend the January 13th Board meeting.

MRPC's current DLTA Program requires MRPC conclude its assistance by December 31, 2013. The Town can re-apply for additional assistance. Applications, signed by the Board of Selectmen, are due by January 17, 2014.

N. Lockwood noted he looked at land inventory that could support alternative energy – access to three phase electrical structure – typically owned by UNITIL – any state/federal grants to expand land that has access to grid? J. Hume noted funding to improve infrastructure would be obtained through the utility.

J. Hume recommended the Board develop a Design Guideline Handbook with illustrations, pictures, write up of particular architectural designs for developers.

J. Hume will provide the Economic Development Update to the Planning Office in Word format for extraction of information. Will also provide listing of towns that are doing a good job of promoting economic development on their website.

Draft map was presented showing proposed boundary of Village District as a result of Board input. C. Fleck opined that the District was rather large and including the schools did not lend to the intimate, walkability of a Village District. Possibly create a Reuse Overlay District on the lot where the schools are located - do not include in the Village District. Board will have to determine minimum lot size for the Village District.

Draft Village District Bylaw given to Board for review.

Action Items:

- Creation of Design Guideline Handbook
- Triplex housing by special permit in the Village District? This would provide for more apartments in Town. A business on the ground floor with two apartments on the second floor. The Board would have to determine lot size for same. Member inquired if all lots in the proposed district are sewerred. District Bylaw could specify triplex only allowed if sewerred. N. Lockwood felt growth success for the Town could involve triplex or larger. M. Allison suggested multi-family. D. McQuaid opined capping at quadplex. Concerned with availability of parking. There will be more Board discussion regarding this subject.
- Allow telecommunications towers in the Village District, other than those grandfathered in?
- Allow restaurants in the Town Center?
- Should gasoline service stations with automotive sales be included in the District; or keep it simply gas stations.
- N. Lockwood would like MRPC to help develop criteria for proposed commercial uses. J. Hume suggested building it into the next DLTA application.
- Possible list of suggested construction materials be included in the Design Guideline Handbook. Also include in District Bylaw. C. Fleck will look for specifics.
- Looking for stronger language for Additional Design Standards for the Village District, a) 8.- historical buildings.
- Have the Demolition Delay Bylaw referenced.

P. Bertram noted that the Board may have to expedite a Reuse Overlay District, depending on the vote for Article 1 at the January Special Town Meeting.

MRPC will work with M. Benson to craft another DLTA for continuing the Village District Bylaw, Economic Development, streamlining the zoning, and possible Reuse Overlay Bylaw.

ANR- 136 & 150 Sunset Lane, Bisceglia Family Realty Trust- Presented by David Leroy, David Ross Associates. The Suttons, residing at 130 Sunset Lane, currently use the upper corner of the property at 136 Sunset Lane for their driveway access. The applicant intends to sell Parcel A (394 square feet) to the Suttons so the applicant's lot is not encumbered by the Sutton's driveway. This will create a safe situation for driveway access purposes. Plan accepted for department review.

COMMITTEE REPORTS:

MJTC, M. Allison- No meeting

MRPC, J. Bilotta-Simeone- No meeting

School Building Committee, N. Lockwood- No meeting

Building Reuse Committee, D. McQuaid- Presentation given to Board of Selectmen. Committee suggestion is that Eagle House stay as is, Brooks House, Ritter Memorial Building, and Passios be sold. Town Hall could be renovated to house all Town Offices.

Capital Planning Committee, M. Benson- Continuing to prioritize department requests. Will meet with Town Manager on December 18th.

Green Community Task Force, M. Benson- Green Community Designation Criteria submitted to the State.

Agricultural Commission, M. Allison- Commission still working on Right-To-Farm Bylaw. Looking for ways to participate with farmer's market and possible multiple locations.

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

Special Town Meeting, January 7, 2014-

Article 1- School Building Project- N. Lockwood made a Motion for the Planning Board to support the proposal of the School Building Committee at Town Meeting, E. Bakaysa, Second. Discussion ensued with Board members various opinions regarding cost to the Town; impact on planning, e.g. economic development, quality of the Town and its school system to attract newcomers to Town; disadvantage of a possible increase in residential development; a new school will make it even less affordable to move to Lunenburg; the Board is looking for more commercial/retail development to offset taxpayer burden; increase in property value with a new school; too much money is spent to build a new school for the existing students; is it going to cost more to repair/revitalize the existing school; economic development will help to offset the cost of the new school; members have a civic and moral responsibility to the Town. P. Bertram opined that the Village District Bylaw is too restrictive. Board vote in favor of endorsing Article 1 on the Town Warrant for the new school, Roll Call Vote- J. Bilotta-Simeone, aye; E. Bakaysa, aye; N. Lockwood, aye; D. McQuaid, nay; M. Allison, nay. Vote 3-2 in favor of endorsing Article 1.

Article 2 & 3- Marijuana Moratorium Bylaw- Placed on Warrant. Used model provided by Town Counsel. J. Bilotta-Simeone noted under State law patients with a hardship cultivation registration do not have to register with local police/town/zoning officer. Registration may be required by a town general bylaw (not a zoning bylaw). Town Counsel has noted that would not be part of the moratorium bylaw, but would be in the subsequent bylaw. Board needs to prepare a bylaw for spring town meeting. The moratorium bylaw does not negate hardship cultivation. Board of Selectmen would have to put the general bylaw together. E. Bakaysa looking for verification that the Planning Board has authority to require a dispensary register with local police/town. M. Benson will confer with Town Counsel.

Force Corp., 305 Leominster Shirley Road- Plans needs to be revised as a result of peer review. M. Benson to schedule meeting with herself, project engineer and reviewing engineer. Issues with Conservation Commission have been resolved.

Definitive Subdivision Application, 50 Elmwood Road- Hearing set for January 13, 2014.

Whites Woods, Mass Ave- Weekly progress report noted.

Emerald Place at Lake Whalom- E. Bakaysa requesting update on number of units totally built and plan for completion. He also feels Town Counsel should be consulted as to how Board can leverage the fact that it was anticipated Emerald Place would be owner-occupied.

35 Leominster Road- Board member questioned how Building Commissioner could extend building permit when the Board was the permitting authority.

Smart Growth District/Tri Town Landing- Certificate of Compliance issued for FY2013. Town received 40R Density Bonus Payment of \$99,000.

White Tail Crossing- Owner wanted to get on Special Town Meeting Warrant to have road declared public way, but was not prepared.

NuGen Capital Management LLC- Letter of Guaranty received and noted at prior Board meeting. Has been forwarded to Town Counsel for review.

ACTION FILE:

Citizen Survey- J. Bilotta-Simeone requested M. Benson convey to the Town Manager that the Board of Selectmen, during their televised meetings, encourage the public to complete the Survey. Will have a notice put back on the Town Scroll.

Notices- Conservation Commission & Zoning Board of Appeals- Noted that the Zoning Board of Appeals has received a petition for 337 Page Street for a special permit dimensional variation to install a 100 kilowatt ground mount solar photovoltaic system in the rear of the property. Applicant was denied by the Building Commissioner as it did not meet the zoning bylaw.

MEETING SCHEDULE:

January 13, 2014, Town Hall, Public Hearing followed by Board meeting

January 27, 2014, Ritter Memorial Building, regular meeting

PUBLIC COMMENT: none

BOARD COMMENTS: J. Bilotta-Simeone opined that the signboard located at the PSFB should be used for community announcements. Board members noted that if it is on and flashing all the time, people lose interest and stop looking. There are signboards on the school and one outside the Ritter. Board member felt that if using the signboard at the PSFB for community announcement, local businesses will want to do the same thing.

MEMBER ISSUES: none

PLANNING DIRECTOR COMMENT: none

EXECUTIVE SESSION: Motion, E. Bakaysa, to enter into Executive Session, not to return to public session, Second, N. Lockwood, Roll Call Vote- J. Bilotta-Simeone, aye; N. Lockwood, aye; D. McQuaid, aye; E. Bakaysa, aye; M. Allison, aye.

ADJOURNMENT: Regular Session 10:30 PM

Documents used at meeting:

11-25-13 Minutes

Draft Village District Bylaw

ANR- 136 & 150 Sunset Lane

Economic Development Element of the Master Plan

11-25-13 615/617 Leominster Road Public Hearing Minutes

Notices- Conservation Commission & Zoning Board of Appeals

Warrant for January 2014 Special Town Meeting

Whites Woods Weekly Progress Report

Smart Growth District Certificate of Compliance