

INITIALS \_\_\_\_\_

**LUNENBURG PLANNING BOARD  
TOWN OF LUNENBURG**

Joanna L. Bilotta-Simeone, Chair  
Nathan J. Lockwood, Vice-Chair  
Damon McQuaid, Clk.  
Kenneth Chenis, Mbr.  
Marion M. Benson, Planning Director



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Workshop Minutes  
Master Planning  
June 16, 2014

Meeting Posted: Yes  
Place: Ritter Memorial Building, 960 Massachusetts Avenue, Lunenburg, MA  
Time: 6:30 PM  
Present: Nathan J. Lockwood, Damon McQuaid, Kenneth Chenis  
Also Present; Glenn Eaton & John Hume, MRPC  
Absent: Joanna L. Bilotta-Simeone

J. Hume reviewed MRPC's document outlining the updating of the Master Plan. Lunenburg is in the beginning stages of their Plan update. Public input is important. Workshops and charrettes should be held. The Economic Development Element is currently in draft form. The Town has an Open Space and Recreation Plan which can serve as the Natural and Cultural Resources and Open Space and Recreation Elements. He noted the \$4400+ being utilized in Planning Board encumbered funds leveraged with MRPC's DLTA (District Local Technical Assistance) program for a Housing Production Plan (HPP). This information can be utilized for the Housing Element. HPP should be done by end-November. The HPP could be converted to a Housing Element for approximately \$1000.

Brief background of MRPC given to new Board member.

The Town could initiate work on the Circulation/Transportation Element after completion of the Housing Element. To supplement local funds the Town could contact MRPC about its Unified Planning Work Program (UPWP) to explore the possibility of completing this Element under this program. J. Hume noted he could put together an implementation timeline for the Board; the Board could then determine who would be responsible for implementing and prioritization. N. Lockwood suggested C. Fleck follow up with the Open Space and Recreation Plan serving as the Natural and Cultural Resources and Open Space and Recreation Elements. Discussion ensued as to approval process for the Elements. Board discussed circulating Elements to other Boards for review and input. Ask for public comment. Discussion ensued on the Economic Development Element. Possibly meet with other Boards for discussion?

Motion, K. Chenis, to adopt the Economic Development Element of the Master Plan and circulate to Town Boards, Second, D. McQuaid. All aye. Action plan to follow.

Discussion ensued as to necessary actions to take; go through Section 2: Goals, Objectives and Recommendations in Element and determine actions that need to be taken to accomplish same. The possibility of sub-groups being formed was discussed. Each point was discussed.

Utilizing Town Web to Promote Economic Development- Develop presentation design. Research other town websites. Identify data that should be included to attract developers to Town. K. Chenis to put together framework.

Revisit Recommendations in "Lunenburg Priority Development/Priority Preservation Report"- Formation of an economic development committee through the Land Use Director and Board of Selectmen. Planning Board and Board of Selectmen hold a joint meeting to discuss same.

Continue work on Village District Bylaw- In process. Board to hold public workshop in July to develop framework for charrette and discuss Village District Bylaw.

Review Adequacy of Current Zoning- Have more "by-right" uses versus special permits, which can slow down a process. Outreach to developers, investors, realtors as to what makes investing in a project desirable. Expand the Summer Street Revitalization Overlay District to additional commercial areas. Why did businesses leave Town?

Aggressively seek Funding for Road/Infrastructure Improvements- Maintain liaison with Board of Selectmen MPO Rep P. Bertram. K. Chenis, MJTC Rep advocate for funding at MJTC meetings. There was discussion as to placing the burden of stormwater management on the developer versus the Town.

Prepare a Retail Market Study to Identify Potential Business- Come under the formation of an economic development committee?

Identify Areas in Town Suitable for Commercial/Industrial Development- Have joint meeting with Board of Selectmen on Economic Development. Hold meeting with boards, committees, departments and the public.

Review/Revise Site Plan Approval Bylaw- It was noted that the Design Standards currently in place pertain only to Commercial zoning. Standards need to be devised depending on location. Discussion on signage and that the current sign bylaw is too restrictive.

Work with the Re-Use Committee in Identifying Potential New Uses for Vacant/Soon to be Vacant Town Buildings- In process.

P. Bertram opined that the population projection numbers are low and to have the correct figures is key to master planning.

Motion K. Chenis to adjourn, Second, D. McQuaid, Adjourned 9:20 PM.

Documents used at workshop:  
Lunenburg Master Plan Update, Economic Development Element