

# **LUNENBURG PLANNING BOARD**

## **TOWN OF LUNENBURG**

Joanna L. Bilotta-Simeone, Chair  
Nathan J. Lockwood, Vice-Chair  
Damon McQuaid, Clk.  
Kenneth Chenis, Mbr.  
Matthew Allison, Mbr.



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Adam R. Burney  
Land Use Director

Minutes  
November 24, 2014

Meeting Posted: Yes

Place: Town Hall, 17 Main Street, Lunenburg, MA

Time: 6:30 PM

Present: Joanna L. Bilotta-Simeone, Nathan J. Lockwood, Damon McQuaid, Kenneth Chenis, Matthew Allison, Adam R. Burney

### **MINUTES APPROVAL:**

All minutes signed

9/9/14, Motion, D. McQuaid, Second, N. Lockwood

11/10/14, Motion, D. McQuaid, Second, K. Chenis

11-10-14 Highfield Village Hearing, Motion, D. McQuaid, Second, N. Lockwood

11-10-14 322 Flat Hill Solar Hearing, Motion, D. McQuaid, Second, N. Lockwood

### **COMMITTEE REPORTS:**

**MRPC, J. Bilotta-Simeone-** Meeting 12/4/14.

**Capital Planning Committee, J. Bilotta-Simeone-** Met 11/18/14. Reviewed requests of the School Department and the Police Department.

**School Building Committee, N. Lockwood-** Main topic at last meeting was contracting with aerial photographer to make site progress available.

**Open Space Ad Hoc Committee, N. Lockwood-** No report

**Building Reuse Committee, D. McQuaid-** No report

**MJTC, K. Chenis-** Updating regional transportation plan. Push to have more street funding. Reviewed trail map; going to print in next few weeks. Street funding program present where communities can apply for funds that are in addition to Ch. 90 funds. Sidewalk projects would qualify; e.g., under the Village District Bylaw. Have to have a bylaw that works towards complete street criteria. Next meeting 1/21/15.

**Agricultural Commission, M. Allison-** Met 11/20/14. Sherri Bean (MRPC) attended in her personal interest as a farmer to promote "eat fresh, eat local" program. RMV possibly coming out with agricultural license plate. Proceeds go to agricultural ventures and are tax deductible. Reviewed draft letter to Planning Board regarding a year-round public market. Discussed jurisdiction of the farmers' market being moved from the Board of Health to the AgCom. Received a grant to purchase "Right To Farm Community" signs.

### **NEW BUSINESS/DEVELOPMENT STATUS REPORTS:**

**Whites Woods, Massachusetts Avenue-** Developer requested road inspection of Jacklyn Drive in order to obtain release of Letter of Credit; inspected by Hamwey Engineering Inc. (HEI) 11/21/14. As built needs to be submitted.

**Highfield Village-** no report

**Definitive Subdivision, 50 Elmwood Road-** Progress reports note water main installed; inspected by Water District. M. Allison noted much sediment on the road.

**White Tail Crossing-** Developer Dan Proctor indicated to the office he was prepared for a road inspection. Road inspected 11/21/14 by David E. Ross Associates Inc. Inspection noted a few minor things still need to be done. A. Burney noted the road is not yet ready to be accepted. Question arose as to whether or not the Approval waived the requirement for street bounds. M. Allison inquired if road acceptance could be conditioned upon proper monumentation; would be up to town meeting. Outstanding items may be minor enough that the Board could release the "cannot be occupied" restriction, thereby allowing the new builder to get his occupancy permits.

**909 Massachusetts Avenue-** Currently in appeal period

**Tri Town Landing-** no report

**MS/HS Project-** no report

**Emerald Place at Lake Whalom-** no report

**Force Corporation, 305 Leominster Shirley Road-** No report. M. Allison noted debris piled on top of dumpster. Is sightliness one of the Conditions?

**651 Chase Road Solar-** no report

**265 Pleasant Street Solar-** no report

**ACTION FILE:**

**322 Flat Hill Community Solar-** Special Permit and Development Plan Review denial endorsed by the Board. Will be filed with the Town Clerk and entered into a 20-day appeal period.

**Village District Bylaw-** Draft bylaw was reviewed by the Board. It was questioned why drive-thru windows would be prohibited for restaurants. Response was to have restaurants be a place for individuals to sit and mingle vs. just driving through Town. Take out and/or delivery could be a secondary use. The Planning Board will act as the administering authority for any development plan review under Section 8.4. of the Protective Bylaw of the Town of Lunenburg as well as special permit per Section 9 of the Village District Bylaw. The Zoning Board of Appeals (ZBA) shall serve as the special permit granting authority for any use that requires a special permit in the district. Of the uses under B., the Board is interested in getting feedback from the citizens as to single and two-family homes being allowed only through the granting of a special permit by the ZBA. There was discussion on C.2) as whether to prohibit retail operations with more than 5,000 square feet of gross floor area on any individual floor or change it to 5,000 square feet total. Decision was to leave at 5,000 per floor. Parking requirements will be added to 7. as there will be no underlying zoning district to reference for parking standards.. B. Buildings 2)- Discussion of high quality (how is that determined?) vinyl siding being allowed under Design Standards and focus being more on aesthetics than materials. Height bonus in the Village Center Overlay District (VCOD) was discussed; maximum building height of forty (40) feet and a maximum of no more than three and a half (3 ½) stories above street level grade. J Bilotta-Simeone noted she would like the public hearing process to commence as soon as the draft bylaw is finalized by the Board. To expedite the hearing process, A. Burney suggested public work sessions in advance of the hearing. Board discussed the possibility of adding a sidewalk plan to the bylaw; it should be discussed with the DPW Director.

**Scenic Road-** no report

**250 Whalom Road, Whalom Luxury Apartments-** no report

**Master Planning- Economic Development Element-** A. Burney working on presentation for various Boards.

**40 Leominster Shirley Road-** no report

**MEETING SCHEDULE:**

December 8, 6:30 PM, Town Hall

December 22, 6:30 PM, Town Hall

January 12, 6:30 PM, Town Hall

January 26, 6:30 PM, Town Hall

The possibility was discussed of televising all meetings.

**BOARD COMMENT:** J. Bilotta-Simeone noted her attendance at the Stormwater workshop, noted a previous meeting she and C. Fleck from MRPC had with the DPW Director on the same subject, and provided documents from Salem and Reading to the Board. M. Allison noted Reservoir Road markings need to be reinforced. N. Lockwood has been working on changes to the solar bylaw and distributed copies to the Board.

**MEMBER ISSUES:** J. Bilotta-Simeone questioned whether or not the chain was supposed to be across the Massachusetts Avenue exit from Asian Imperial. A. Burney will note to the Building/Zoning Official.

**ADJOURNED:** 10:10 PM

Documents used at meeting:

Minutes- 11-10-14 Highfield Village Hearing, 11-10-14 322 Flat Hill Solar Hearing, 11-10-14, 9-9-14

50 Elmwood Road Progress Form

Draft Village District Bylaw

Board Decision- 322 Flat Hill Community Solar, Inc.

David E. Ross Associates Review Letter, White Tail Crossing

Fred Hamwey Engineering Review Letter, White's Woods