

# LAND USE DEPARTMENT BUDGET

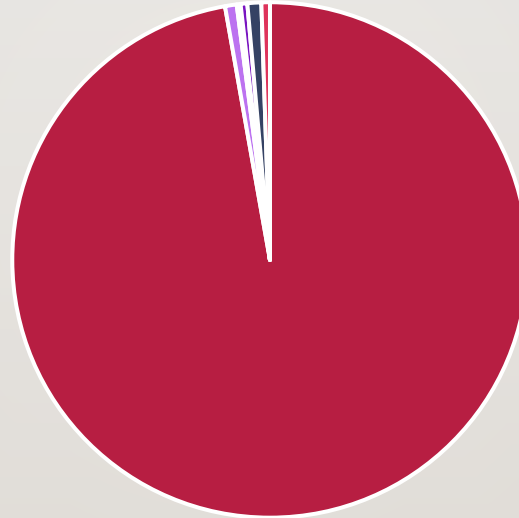
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# LAND USE DEPARTMENT BUDGET BREAKDOWN

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Budget



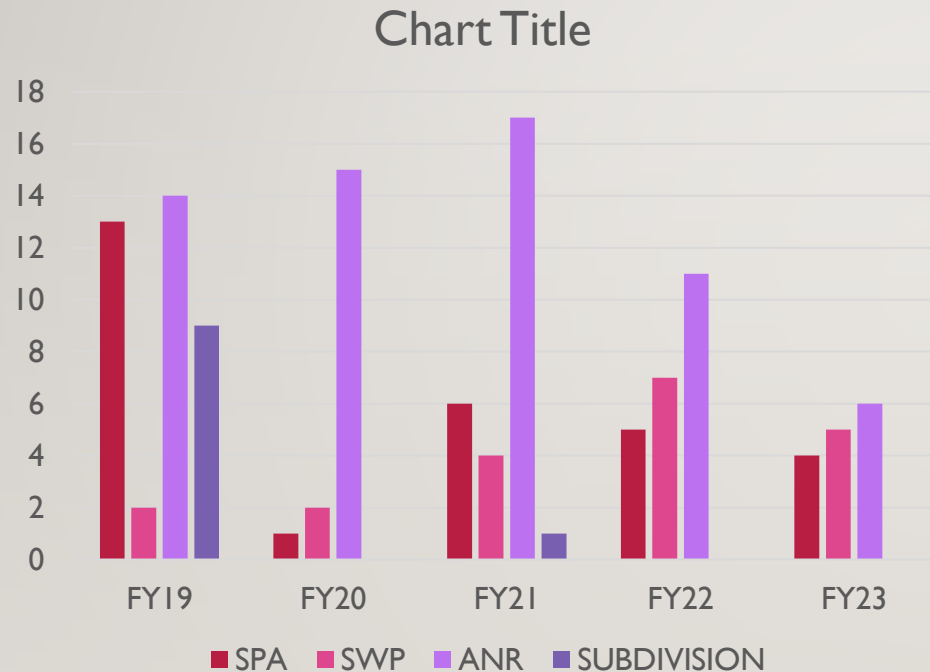
■ Personnel ■ Supplies ■ Postage ■ Advertising ■ Training ■ Publications

# PLANNING BOARD OFFICE

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- Accepts, reviews, and processes land development applications for Planning Board Action.
- Researches, drafts, and manages updates to the Zoning Bylaw.
- Provides material and secondary support for the Planning Board, Economic Development Committee, Stormwater Task Force, Open Space Committee, Historical Commission, and Architectural Preservation District Commission.
- Assists, residents, business owners, engineers, architects, lawyers, and developers who have questions or need assistance in the land development process or other related processes.
- Provides material or informational support to other Town Departments as necessary

# PLANNING BOARD APPLICATIONS BY FISCAL YEAR



\*FY23 Data as of 21 February 2023

- During this time multiple Bylaw updates were discussed and are being prepared for future Town Meetings.
- The Planning Board regularly hears and discusses items with potential applicants outside of formal filings.
- The Planning Board responds to and comments as part of the work other Boards and Commissions are moving forward.

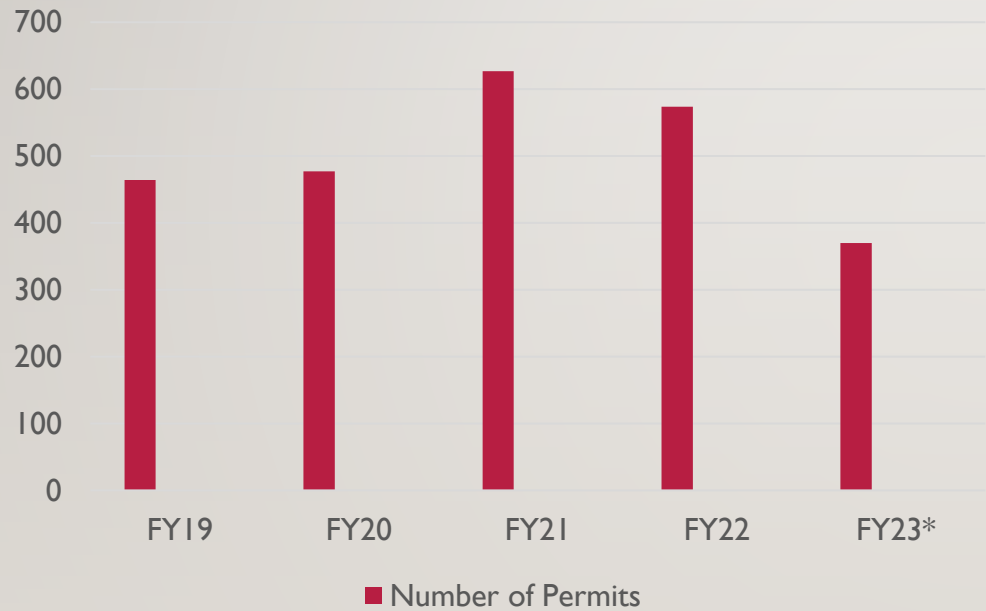
# BUILDING DEPARTMENT

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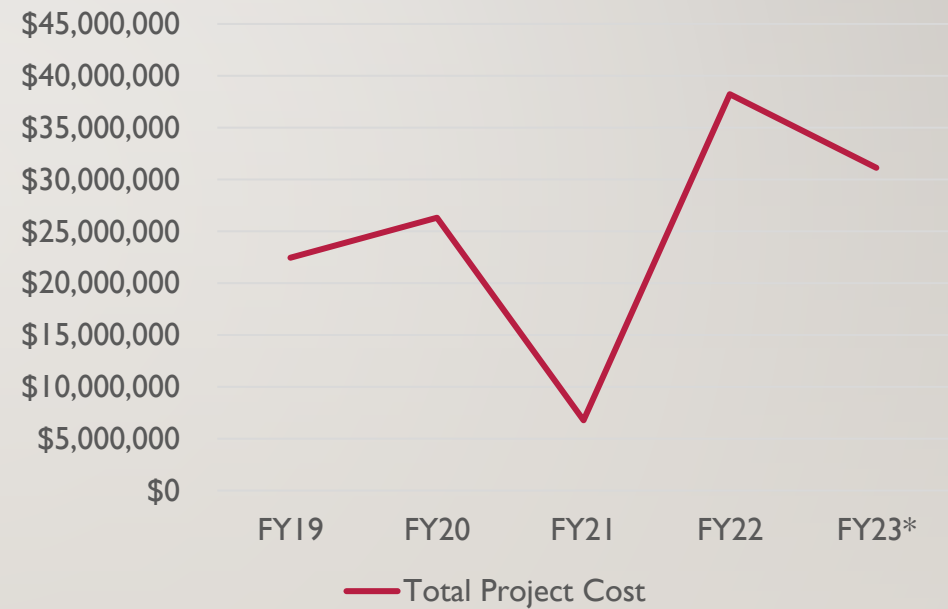
- Accepts, reviews, and processes all applications for Building, Wiring, Gas, and Plumbing Permits.
- Schedules and performs inspections connected to the aforementioned permits.
- Assists residents, business owners, and others in the permitting process.
- Handles complaints related to building and zoning issues.
- Interprets and enforces the Zoning Bylaw as it relates to Building Permits and Planning Board applications.
- Responds to emergency situations as needed.

# PERMIT METRICS

## Number of Permits By Fiscal Year



## Project Value By Fiscal Year



\*FY23 Values as of 21 February 2023

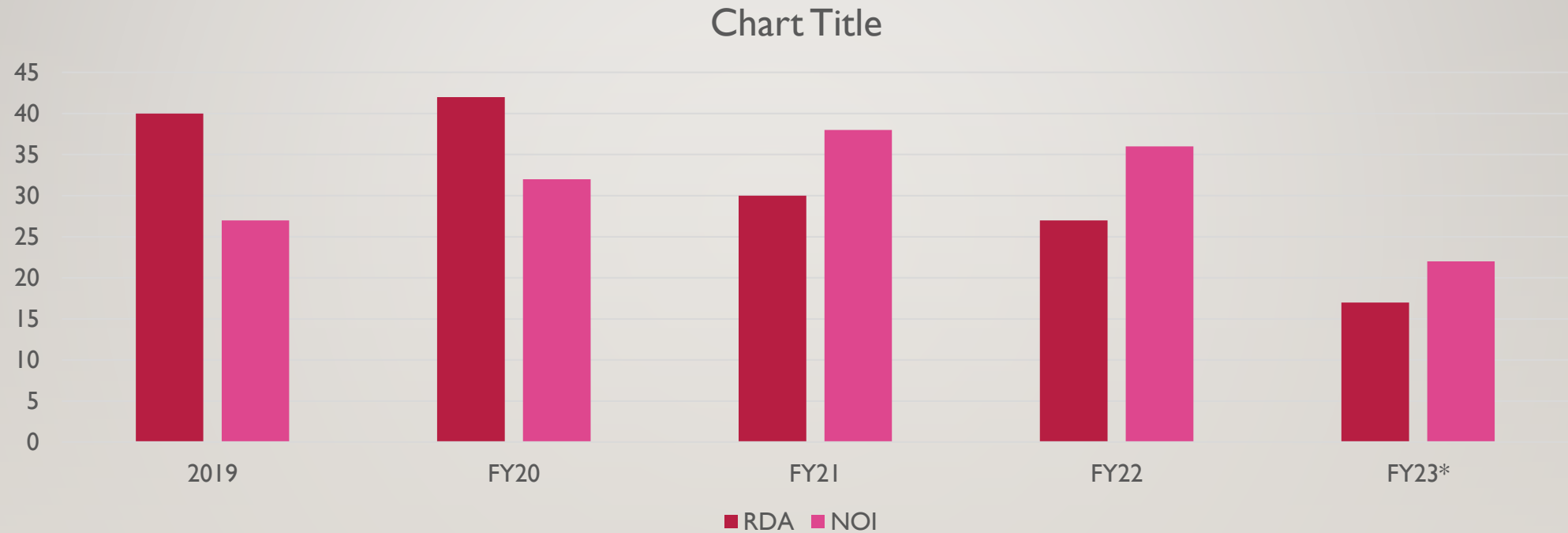
# CONSERVATION COMMISSION OFFICE

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- Accepts, reviews, and processes applications for permit issued under the Wetlands Protection Act (MGL 131 Section 40) and the Lunenburg Wetlands Bylaw.
- Responds to complaints of wetland violations.
- Performs inspections of projects permitted through the Wetlands Protection Act and/or the Lunenburg Wetlands Bylaw.
- Provides material and informational support to the Conservation Commission with respect to the property at 123 Hollis Rd, and the numerous Conservation Areas in Town.
- Provides material and informational support to other Town Departments as necessary.

# CONSERVATION COMMISSION PERMITS BY YEAR

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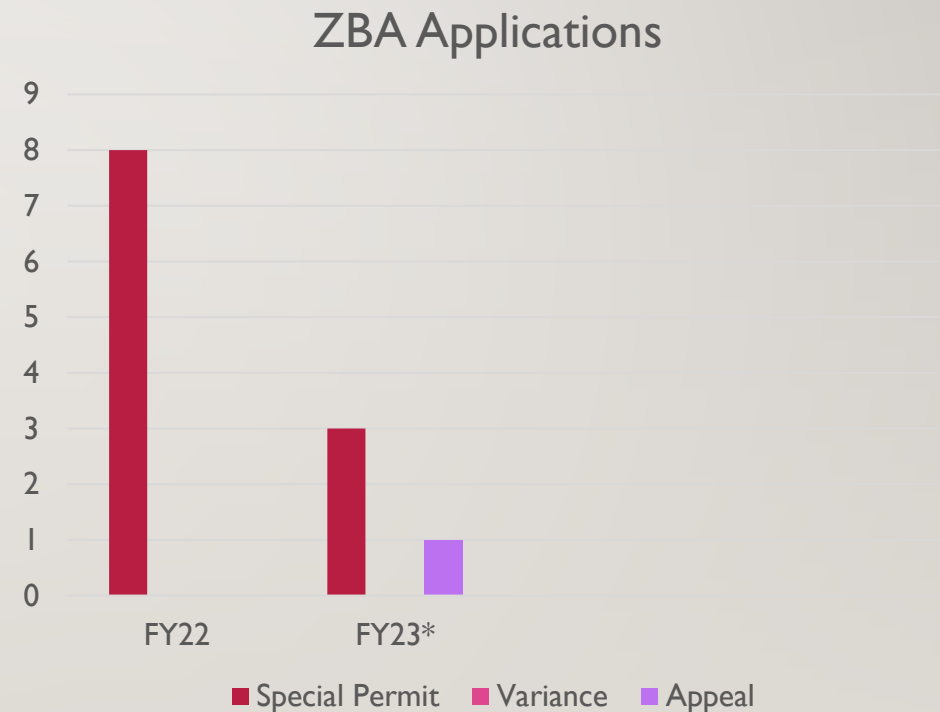


\* FY23 Data as of 21 Feb 2023



# ZONING BOARD OF APPEALS (ZBA)

- Meets to hear and review Special Permit Applications, Requests for Variance of the Zoning Bylaws, and Appeals of the Building Inspector's Determinations
- Per MGL the ZBA is the sole authority with responsibility for review of Comprehensive Permits as outlined in Chapter 40B.



# WHAT IS A MASTER PLAN? MGL 41 81D

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- Such plan shall be a statement, through text, maps, illustrations or other forms of communication, that is designed to provide a basis for decision making regarding the long-term physical development of the municipality. The comprehensive plan shall be internally consistent in its policies, forecasts and standards, and shall include the following elements:
  - Goals & Policy Statement
  - Land Use Plan Element
  - Housing Element
  - Economic Development Element
  - Natural & Cultural Resources Element
  - Open Space & Recreation Element
  - Services & Facilities Element
  - Circulation Element
  - Implementation Plan

# WHY CREATE/UPDATE A MASTER PLAN?

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- A Master Plan :
  - Begins with a public consensus building process
  - Outlines the current state of the Town.
  - Identifies where the Town would like to be in the future.
  - Provides a series of long-term goals and achievable short-term objectives to move the Town forward.
  - Supports grant applications and local decision making process.

# MASTER PLAN CAPITAL APPROPRIATION

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- FY20 Planning Board granted \$50,000 for Master Planning Activities
- ~\$6,800 spent on a Population Projection through 2040 to more accurately reflect Lunenburg's growth.
- FY23 Planning Board is granted \$110,000 to fund the entirety of the Master Plan (8 Elements)
- An RFP was issued in December 2022 with responses due 19 January 2023
- The Planning Board is interviewing potential consultants 27 February 2023

# FY23 REVIEW

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- Spending in general is on track with what would be expected with one major exception, Conservation Commission Advertising.
- To date there have been numerous transfers from Conservation Commission line items to the Advertising line item.
- There are four line items that are likely to be underspent (175-540000; 175-573100; 241-531017; and 241-573100). These items are highlighted on the budget spreadsheet.

# DIFFERENCES FY23 TO FY24

Line Item	Difference	Reason
171-511000	-\$11,134.52	Retirement of long-term employee and replacement at lower grade
171-511001	+\$1,613.54	Step Increase for employee
171-573000	-\$60	Budgeted to match actual cost of membership
175-531017	-\$200	Purchase of publications has been lowered recently
175-534200	+\$200	To cover printing needs for the Master Plan process
175-573100	-\$150	Budget has been unspent in past years
241-511003	-\$5,000	New Item (Alternate Inspector) created to match the position title
241-531017	+\$100	This should cover the actual cost of the book set for the new building and associated codes.
241-573100	-\$100	Commissioner has attended many fee trainings and the balance was moved to Publications