

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Allison, Chair
Tanner Cole, Vice Chair
Paula Bertram, Clerk
Matthew Brenner, Member
Erik Torgersen, Member



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Adam R. Burney
Land Use Director

Marjorie J. Boggio
Administrative Assistant

Minutes
March 8, 2021

Meeting Posted: Yes
Time: 6:30 PM

CALL TO ORDER: Roll Call conducted by Adam Burney, Land Use Director: Matthew Allison, present; Tanner Cole, present; Paula Bertram (stepped away from meeting 8:23 p.m. – 8:32 p.m.), present; Matthew Brenner, present.
Absent: Erik Torgersen

A. Burney prefaced the meeting with the following reading. In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and will be broadcast over the LunenburgAccess channel. The meeting of the Planning Board is being conducted remotely. The Town of Lunenburg, in response to the COVID-19 (Corona Virus), is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread. All town facilities are currently open 10 a.m. to 2 p.m. and by appointment outside of those hours. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A, Section 20, all public meetings are being conducted remotely. The Governor's Order, which you can find posted on the Town's website COVID-19 Information Center page, accessed through the Town Manager's webpage allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment. For this meeting the Planning Board is convening by video conferencing via Zoom as posted on the Town's website. The public may join using a smart phone, tablet or computer, go to zoom.us and enter the meeting ID number or call 888-475-4499. The meeting ID for this meeting is: 83006136627. Please note that this meeting is being recorded and that some attendees are participating by video conference. Accordingly please be aware that other folks may be able to see you and take care not to screen share your computer. Anything that you broadcast may be captured by the recording.

PUBLIC COMMENT: A. Burney noted that Green Leaf Botanicals would be holding another community meeting on March 10th, 7 p.m., via Zoom. M. Allison noted Town Caucus would be held March 15th, 7 p.m., Middle/High School.

ANR Plan: 30 Gilcrest Street- Plan presented on behalf of property owners Northfield Associates by Gregory Roy, Dillis & Roy Civil Design Group. Property owners wanted to create two additional house lots. Due to a bordering vegetated wetland the owners had a hearing with the Conservation Commission and were awaiting an Order of Conditions. Soil testing was performed on all three lots. The septic system for the existing pool house on proposed Lot 3 would be upgraded and permits for all three lots were applied for through the Board of Health. P. Bertram inquired as to offsets for the existing tennis court on Lot 3. A. Burney responded that it could be considered a pre-existing non-conforming structure; that would require verification with the Building Commissioner. The Board of Health Compliance form, signed by the Board of Health Agent, stated that *"Prior to the issuance of a certificate of compliance for the sewage disposal systems for either new lots created; the sewage disposal system for the existing pool facility will need to be installed and a certificate of compliance issued for its installation"*. It was determined that the rear yard setback for the fence surrounding the tennis court would be five (5) feet as it would qualify as a detached

accessory structure. **M. Brenner made Motion to endorse the ANR Plan, T. Cole Seconded, Roll Call Vote- P. Bertram, aye; T. Cole, aye; M. Brenner, aye; M. Allison, aye. Vote passed 4-0.**

PUBLIC HEARING: Rules and Regulations for Site Plan Approval & Special Permits- Hearing opened 7:13 p.m. Hearing was to discuss revisions to the Board Rules and Regulations for Site Plan Approval and Special Permits. Section 4.1f.: revision would adjust the submitted number of full size and reduced size plans due to meetings being held digitally during COVID 19. Full size plans would increase from eleven (11) to eighteen (18) sets and reduced size plans would no longer be required. This would allow Board members to be possession of a full-size copy. Sections 4.2a. and 4.2b.: full size plans would increase from four (4) to (12) sets, and reduced size would no longer be required. It was noted that the Board should give thought to updating its Fee Schedule. Section 4.1h.*Stormwater*: P. Bertram suggested it be updated as there have been instances when the Board has not required strict compliance with the Massachusetts Department of Environmental Protection Stormwater Management Policy Handbook and Technical Handbook. Section 4.4b.3. it was suggested to precede "Drainage" with "minor changes to". Changes would be made; **T. Cole made Motion to continue the Hearing to March 22, 6:35 p.m., P. Bertram Seconded, Roll Call Vote- P. Bertram, aye; T. Cole, aye; M. Brenner, aye; M. Allison, aye. Hearing recessed 7:30 p.m.**

MINUTES APPROVAL: 02/22/21- P. Bertram made Motion to approve, M. Brenner Seconded, Roll Call Vote- P. Bertram, aye; T. Cole, aye; M. Brenner aye; M. Allison, aye. Vote passed 4-0.

COMMITTEE REPORTS:

Storm Water Task Force- no report

Agricultural Commission- no report

TCP Building Design Committee- The Committee discussed drafting a letter to the Select Board concerning its Charge. Discussion continued on the Committee's position at annual town meeting. T. Cole voiced his dissatisfaction with lack of progress over the past 5 -10 years and was of the opinion that the Planning Board should be spearheading the process.

Open Space Ad Hoc Committee- no report

Capital Planning Committee- no report

MRPC- no report

MJTC- no report

WORKSHOP: The two items below were taken in reverse order.

Chapter 325, Subdivision Regulations, Procedure for Submission and Review of Plans- Awaiting input from the Board of Health. Board consensus was to set Subdivision Regulations aside and instead focus on master planning.

Chapter 250, Zoning, Section 250-6.1. Off Street Parking and Loading Areas- Draft 3 presented to the Board. The seven (7) marijuana categories had been added to the chart. There was discussion of creating specific standards for the marijuana uses. Changes would be made to the categories of bed & breakfast, hotel/motel, private camp, and restaurant carry-out. Day care would also be added to the chart. The draft would be updated, finalized, and submitted as a warrant article for annual town meeting. A public hearing would be scheduled for the Board's April 12th meeting.

DIRECTOR'S ITEMS:

Greenleaf Botanicals Community Outreach Meeting- Via Zoom, March 10th, 7:00 p.m. Information available on the Town's website.

Section 250-4.1H(5) Two-Family Dwelling Definition- Previously, to be permitted, two-family dwellings required 1.5 times the lot size required for the zoning district in which they were located. When the Use Table was updated, this requirement was accidentally dropped. A warrant article would be submitted for annual town meeting reinserting the requirement. A public hearing would be scheduled for the Board's April 12th meeting.

APPOINTMENTS: Agricultural Commission Recommendation to Economic Development Committee (EDC)- The Commission unanimously voted to recommend to the Board that Maryrae Holman be the Commission's representative to the EDC. EDC composition to date: Cathy Clark and Jaclynn Nicoll (JC) would be the two Lunenburg residents. Ex-officio members would be Land Use Director Adam Burney, Planning Board member Paula Bertram, Select Board member Tom Alonzo, and a yet unknown Lunenburg Business Owner. **M. Allison made Motion to appoint Maryrae Holman to the EDC, P. Bertram Seconded, Roll Call Vote- P. Bertram, aye; T. Cole, aye; M. Brenner, aye; M. Allison, aye. Vote passed 4-0.**

MEETING SCHEDULE:

March 22-

Hearing, 757 Chase Road, North End Subaru

Hearing (cont'd), Rules and Regulations for Site Plan Approval & Special Permits

ADJOURNMENT: P. Bertram made Motion to adjourn, M. Brenner Seconded, Roll Call Vote- P. Bertram, aye; T. Cole, aye; M. Brenner, aye; M. Allison, aye. Adjourned 9:26 p.m.

Documents used at meeting:

ANR Plan, 30 Gilchrest Street

Minutes, 2/22/2021

Rules and Regulations for Site Plan Approval & Special Permits

Chapter 325, Subdivision Regulations, Procedure for Submission and Review of Plans

Chapter 250, Zoning, Section 250-6.1. Off Street Parking and Loading Areas