

TOWN OF LUNENBURG

Office of the Planning Board

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Minutes
September 12, 2022

Meeting Posted: Yes
Place: Town Hall, 17 Main Street, Lunenburg, MA
Time: 6:00 p.m.

Present: Matthew Allison, Matthew Brenner, Amanda Reid, Adam Burney
Erik Torgersen participated remotely under the OML Simple Extension Legislation.

APPOINTMENT: Karen Chapman, MRPC- With the assistance of MRPC, Lunenburg had applied for a grant through the state for compliance with MBTA Communities zoning requirements. After input from rural communities, DHCD (Department of Housing and Community Development) made some changes to the compliance guidelines and issued final guidance in August. The requirement for 750 units no longer applies. The Definitions also changed with the addition of "adjacent small town", which is the category for Lunenburg. Only 5% of the community's housing count would have to be multi-family units; this would be 240 units. Lunenburg would have to zone for 240 units at 15 units per acre. Up to 10% of the units could be affordable housing. (That would be superseded by Lunenburg's inclusionary housing of 15 %.) K. Chapman believed that if a community had a 40R District, which Lunenburg does, then it could have up to 20 %. The Action Plan deadline is January 31, 2023 with the District Compliance deadline being December 31, 2025. MRPC would be trained on the compliance model. There is also a draft model bylaw on the MHP (MassHousing Partnership) website. The requirement could also be met through an overlay district.

A. Burney felt that Lunenburg's challenge would be the infrastructure outside of a sewer area that goes along with this density.

PUBLIC HEARINGS:

3 Lancaster Avenue- See separate minutes. **M. Brenner made Motion to approve the Site Plan Approval for 3 Lancaster Avenue, A. Reid Seconded, Roll Call Vote- E. Torgersen, aye; A. Reid, aye; M. Brenner, aye; M. Allison, aye.**

235 Leominster Road- See separate minutes. M. Brenner made the point that anytime the Board approved something along a scenic road, it made the road less scenic, e.g. taking down five trees, but replacing with only two. A. Burney responded that instead of coming to the Board, D. Proctor could have simply walked away. M. Brenner stressed that he did not have a problem with D. Proctor's application, he was just using it as an example. A. Burney explained that the town did not have a scenic road bylaw, and therefore had no capability to enforce. **M. Brenner made Motion to approve the scenic road application for 235 Leominster Road, E. Torgersen Seconded, Roll Call Vote- E. Torgersen, aye; A. Reid, aye; M. Brenner, aye; M. Allison, aye.**

COMPREHENSIVE PERMIT APPLICATION: Pond View Commons, LLC, Howard Street- Board members had been provided with the application for review and comment. A. Burney recommended Board members give particular attention to the requested waivers in reference to the Aro Estates subdivision approvals. Members will review the application for continued discussion at the next meeting.

BOARD DISCUSSION:

Section 250-6.4., Driveways & Entrances- Discussion would continue at future Board meetings.

Section 250-4.1, Use Table – Motels- An article would be placed on the warrant for fall special town meeting. The article would change motels from being allowable by right in the Commercial District to requiring a special permit from the Zoning Board of Appeals. **M. Brenner made Motion to put forward a warrant article with the discussed change to the Use Table, A. Reid Seconded, Roll Call Vote- E. Torgersen, aye; A. Reid, aye; M. Brenner, aye; M. Allison, aye.**

Records Storage Memo from the Lunenburg Municipal Building Design Committee (LMBDC)- The memorandum addressed future records' storage by digitization to minimize the cost of constructing space for long-term record storage. A. Burney noted that record storage would still continue to grow though as building records must be maintained as long as a building is standing. Electronic records are not considered archivable by the state of Massachusetts. The Planning Office, in addition to paper copies, requires digital submissions of applications. A. Burney noted there were at least 70 boxes of Planning Office documents in the attic dating back to the 1950's which would require digitization. He questioned who would determine what gets digitized and who does it. Most planning submissions are required in large-document format, i.e., 24" x 36". The office did not have the equipment to scan that size; how would those documents be scanned? A. Burney would submit comments to the LMBDC by the requested date.

MINUTES APPROVAL: M. Brenner made Motion to approve minutes of 8/22/22 and 8/22/22, 43 Summer Street, A. Reid Seconded, Roll Call Vote- E. Torgersen, aye; A. Reid, aye; M. Brenner, aye; M. Allison, aye.

COMMITTEE REPORTS:

Open Space Ad Hoc Committee- Title Search on-going for Stump Cove. There is a citizen-at-large vacancy on the Committee.

Lunenburg Municipal Building Design Committee- See BOARD DISCUSSION above regarding records storage.

Agricultural Commission- Farmers' Market continues for two more weeks.

Capital Planning Committee- No report.

Economic Development Committee- No report.

Storm Water Task Force- No report.

MRPC- See APPOINTMENT above.

MJTC- No report.

MEETING SCHEDULE:

September 26- Public Hearings- 260 Falulah Road and 245 Holman Street

October 10- No meeting. Columbus Day & Indigenous Peoples' Day

October 24- Master Plan

ONGOING ITEMS:

Zoning for MBTA Communities- See APPOINTMENT above.

Zoning, Infrastructure and Master Plan- A. Burney was finishing up the RFP to go to the Assistant Town Manager.

Pond View Commons, LLC- The Zoning Board of Appeals hearing is scheduled for September 14th.

Special Town Meeting, November 15th

BOARD COMMENT/CONCERNS: M. Brenner expressed interest in reviewing common driveways and scenic roads with a view towards maintaining the rural town feel.

ADJOURNMENT: M. Brenner made Motion to adjourn, A. Reid Seconded, Roll Call Vote- E. Torgersen, aye; A. Reid, aye; M. Brenner, aye; M. Allison, aye. Adjourned 7:53 p.m.

Documents used at meeting:

DHCD Compliance Guidelines

Records Storage Memo, LMBDC

Minutes:

8/22/22

8/22/22, 43 Summer Street

Comprehensive Permit Application, Howard Street