

# TOWN OF LUNENBURG

## Office of the Planning Board

Matthew Brenner *Chair*  
Timothy Willsmer *Vice Chair*  
Amanda Reid *Clerk*  
Matthew Allison *Member*  
Glenn McLeod *Member*



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Christopher Reilly – Land Use Director  
Logan O'Connell – Admin Asst.

### MINUTES

### 2025-02-24

**MEETING POSTED:** [Yes](#)

**ADDRESS:** Town Hall – 17 Main St, Lunenburg, MA 01462

**TIME:** 6:06 P.M.

**PRESENT:** Matthew Brenner (Chair), Timothy Willsmer (Vice Chair), Amanda Reid (Clerk),  
Matthew Allison, Glenn McLeod

**ABSENT:** Christopher Reilly (Land Use Director)

### CALL TO ORDER / PLEDGE

**Matthew Brenner** called the meeting to order at 6:06 P.M after slight delays. The pledge of allegiance was led by **Matthew Allison**.

C. Reilly could not attend.

### CHAIR / DIRECTOR'S REPORT

Skipped due to C. Reilly's absence.

### ANRs (Approval Not Required)

#### 589 Flat Hill Rd<sup>i</sup>

The Board reviewed the plan, which C. Reilly recommended endorsing in his staff report.

**G. McLeod** moved to endorse the ANR for 589 Flat Hill Rd.

**T. Willsmer** seconded.

**Voice vote, passed unanimously.**

### ZONING WORKSHOP

#### Accessory Dwelling Units

Skipped due to C. Reilly's absence.

#### Floodplain Map Updates

Skipped due to C. Reilly's absence.

### PUBLIC HEARINGS

## 494 Electric Ave – Site Plan Approval (SPA), Stormwater Management Permit (SMP)<sup>ii</sup>

(cont. from 2025-02-10)

Following discussions are re-ordered for clarity. **Bill Hannigan** (Hannigan Engineering) presented on behalf of applicant D&A Lunenburg, LLC.

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Ownership status of Pierce Ave: Complete title abstract package *including* backing documentation sent to C. Reilly, who forwarded to Town Counsel (per **Atty. Jeff Avini**). Board is awaiting a cost estimate to verify applicant's title abstract from Town Counsel, would be at applicant's expense.

**M. Allison** opined application shouldn't be before the board without legal resolution of Pierce Ave. Applicants clarified position: the road *is* a Public Way. Adopting a Public Way involves (1) the acceptance of the way, which Lunenburg completed, and (2) the conveyance of the fee within the road, which Lunenburg did *not* complete. This generally results in the way becoming a "paper street" (i.e. right to pass & repass over the way is limited to residents living on & around the road). Applicants noted legal review was anticipated but then delayed well beyond expectations.

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The validity of the application was discussed. Per **M. Allison**, the Land Use Director & Zoning Officer agree application *is invalid* if Pierce Ave is a Public Way. The board cannot waive parking requirements, which are only met if the applicant is correct about owning the road's fee / the lots it splits being merged. Applicants opined it was their choice to proceed despite possible invalidity, acknowledged use of other parties' time (Board, abutters) as an indicator of their confidence about Pierce Ave. **M. Allison** recommended withdrawing application without prejudice until Pierce Ave resolution, applicant declined.

**M. Allison** opined the project qualified as a "Shopping Center" under bylaw<sup>1</sup>, which Board hadn't received an application for. Applicants disagreed – definition is more than 5,000 sqft (applies) *as well as* more than 3 uses (doesn't apply). Emphasized any later application adding more uses would trigger that bylaw / come before the Board anyway, but that was out-of-scope for this application.

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**B. Hannigan** asked for plan-specific feedback (traffic, crosswalk, etc) to make the Board comfortable, assuming applicant does own Pierce Ave.

**A. Reid** preferred moving the entrance off Pierce Ave & using a deceleration lane. **B. Hannigan** explained the proposed entrance location provides sight-distance for drivers. Opined a deceleration lane would be dangerous here due to traffic speed, i.e. no slowing down to wait for next driver's right-hand turn. Noted typical deceleration lanes much longer than the one at Lunenburg CVS. **G. McLeod** agreed entrance should be moved but acknowledged impact of permitting delays on businesses.

**B. Hannigan** provided sketches<sup>iii</sup> of crosswalk location options to the Board, noting the importance of planning around realistic pedestrian behavior.

**M. Allison** agreed entrance could be moved to Electric Ave, suggested combining with a curb cut for the new building. Asked about possibility of future development on Pierce Ave increasing traffic (i.e. residential lots being used for MBTA Communities Act zoning). **B. Hannigan** declined to comment beyond the application's scope but suggested conditioning the location of Pierce Ave based on its subsequent traffic volume.

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<sup>1</sup> See [§ 250-4.1K\(19\)](#)

**J. Avini** asked if the Board could permit the inter-building canopy portion of the plan only. Per **M. Brenner** they can't, suggested submitting a de minimis change to the original plan that the Building Commissioner relies on for Building Permits.

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**M. Brenner** sought public comment.

**Dave MacDonald (155 Island Rd)** advocated helping businesses through the permitting process, suggested using conditions like B. Hannigan described.

**Bob Pease (11 Wintergreen Ct)** suggested more non-binding straw-polling of Board members' opinions to help applicants adjust and reach approval. Opined previously mentioned concerns beyond scope of application (Shopping Center status, MBTA Communities) was opposite of working with businesses.

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**T. Willsmer moved to continue the hearing for 494 Electric Ave SPA and SMP to 2025-03-10 at 6:05 P.M.**  
**A. Reid seconded.**

**Voice vote, passed unanimously.**

#### 801 Northfield Rd – SPA<sup>iv</sup>

**A. Reid** read the Public Hearing Notice. Hearing opened 7:14 P.M.

**Greg Roy** (Dillis & Roy) presented for applicant Lunenburg Conservation Commission. Project creates parking area for Rayno Conservation Area, using a grant for construction & improvement of conservation land access. Designed to avoid Conservation jurisdiction / wetlands buffer zone, requires SPA through Planning Board and a Driveway Permit through Department of Public Works.

Utilizes existing access to property currently being used for a logging operation leading into proposed 10-car gravel parking surface with access to land. No trigger for local Stormwater Permit but Stormwater Management mechanisms were included for MA Department of Environmental Protection (MassDEP).

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**M. Brenner** sought public comment.

**Bob Pease (11 Wintergreen Ct)** explained the area is currently being logged: the loggers will leave selected skid-trails, clear the area of the parking lot. Area contains two substantial loop trails & connectivity to other conservation land.

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**T. Willsmer moved to close the public hearing for 801 Northfield Rd SPA.**

**A. Reid seconded.**

**Voice vote, passed unanimously. Hearing closed 7:20 P.M.**

**T. Willsmer moved to grant Site Plan Approval for 801 Northfield Rd as-presented, with Standard Conditions.**

**A. Reid seconded.**

**Voice vote, passed unanimously.**

#### 994 Northfield Rd – SPA<sup>v</sup>

**A. Reid** read the Public Hearing Notice. Hearing opened 7:23 P.M.

**G. Roy** presented for applicant Lunenburg Conservation Commission. Project creates 10-car parking area for Table Rock Conservation Area using grant mentioned above. Site (north of Northfield Rd) is within

Conservation jurisdiction / subject to Wetlands Protection Act. Stormwater Management Plan required for MassDEP, but local SMP bylaw not triggered. Goal is to establish a distinct access point, reducing reliance on Stage Coach Rd. Project also being reviewed by Conservation Commission.

Board members discussed Scenic Road impacts & tree preservation. **G. Roy** clarified no trees or stone walls would be removed at the access point / no trigger for Scenic Road bylaw.

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**M. Brenner** sought public comment.

**Michelle Matthew (914 Northfield Rd)** expressed concerns about potential increased parking near her property. **G. Roy** marked the plan to clarify the parking's location & distance from the lot line.

**Laura Caron-Gustus (19 Burke St) & Tanya Eberlin** own & manage abutting golf course, Settler's Crossing. Raised concerns about golf ball hazards, unauthorized course access, & general security of parking lot, as well as potential Stormwater impacts on course. **T. Eberlin** noted past issues with illicit activities in their own parking lot & questioned whether the new lot would be patrolled. **B. Pease** (previous Conservation Commission member) addressed these concerns:

- Misuse: Lot is designed to be visible from Northfield Rd to deter misuse.
  - Golf Balls: He and G. Roy saw no evidence of golf balls on-site.
  - Stormwater: G. Roy explained project must meet strict Stormwater regulations of Conservation Commission & MassDEP, preventing impact.
  - Unauthorized access: Conservation Commission has placards for delineating approximate boundaries of its land, could help prevent accidental wandering onto golf course.
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Applicant seeking continuance pending Conservation Commission's review of the project.

**T. Willsmer moved to continue the Public Hearing for 994 Northfield Rd SPA to 2025-03-10 at 6:05 P.M.**

**A. Reid seconded.**

**Voice vote, passed unanimously.**

### 110 Pleasant St – SPA<sup>vi</sup>

**G. Roy** presented for applicant Peritus Contractors. Project proposes construction of addition to existing garage & office building. Building increase is > 25%, triggering Site Plan Approval. Site zoned Commercial, historically used by another contractor. Footprint of addition contains an existing storage trailer & shed, both to be removed. Use will be a shop area / garage door bays.

No local Stormwater Permit required, but memo outlining Stormwater metrics was included. Area of addition is currently impervious with existing structures or hard-packed gravel, so no runoff impact.

Acknowledged Board of Health comment requesting Title V inspection—no objection from applicant, would be needed prior to a Building Permit.

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**T. Willsmer moved to close the public hearing for 110 Pleasant St SPA.**

**A. Reid seconded.**

**Voice vote, passed unanimously. Hearing closed 8:01 P.M.**

**T. Willsmer moved to grant Site Plan Approval for 110 Pleasant St with Standard Conditions.**

**A. Reid seconded.**

**Voice vote, passed unanimously.**

## **BOARD DISCUSSIONS**

### **MRPC GIS Contribution to Conservation Commission (Trail Mapping)**

The Montachusett Regional Planning Commission (MRPC) contributes 8 hours of GIS work to the Planning Board as a membership perk. The Board regularly “donates” these to the Conservation Commission, having no current mapping needs. **B. Pease** outlined Conservation’s plans to update maps, including the Large Town Forest, Table Rock Conservation Area, Small Town Forest, and Hunting Hill.

**A. Reid moved to authorize the Land Use Director to assign the Board’s MRPC GIS contribution to the Conservation Commission for trail mapping.**

**T. Willsmer seconded.**

**Voice vote, passed unanimously.**

### **Citizens’ Caucus Overlap (March 10<sup>th</sup> 7PM)**

The Citizens’ Caucus is part of electing officials to Boards / Committees, which members seeking re-election generally attend. This overlaps with the upcoming 2025-03-10 meeting. The Board discussed and opted to proceed with the meeting as-scheduled, since their terms are staggered and one members’ absence wouldn’t impact quorum for the scheduled applications.

### **Review of Standard Operating Procedures**

(Out of order): Skipped due to C. Reilly’s absence.

## **DECISIONS**

The Board reviewed decisions for **560 Goodrich St** (Special Permit<sup>vii</sup>, Stormwater Management Permit<sup>viii</sup>) and **255 Sunny Hill Rd** (Stormwater Management Permit<sup>ix</sup>), deferred from the previous meeting pending revisions including a provision for SMP maintenance requirements to be recorded on the deed.

The Board discussed and clarified that deed-recorded maintenance requirements are a practical tool to prevent unintentional lapses of maintenance (which would violate the permit) between property owners. They found no revised provision for deed-recorded maintenance requirements in the Stormwater Management Permits.

The Board signed the Special Permit decision for **560 Goodrich St**, and deferred the Stormwater Management Permit decisions for **560 Goodrich St** and **255 Sunny Hill Rd** pending revisions.

## **ABUTTING COMMUNITY NOTICES**

Notice from Lancaster Planning Board and Zoning Board of Appeals for Public Hearings on 2,000 sqft. addition for truck repair at 71-75 Main St. No concerns from Board.

## **COMMITTEE REPORTS**

### **Master Plan Steering Committee**

Per T. Willsmer – have enough people for quorum at upcoming meeting (2025-03-03). Would like to eliminate two remaining positions which were vacant from beginning. Board discussed, opted to have MPSC choose at their upcoming meeting.

### Open Space Committee

Per G. McLeod – still working on 100 Townsend Harbor Rd Right of First Refusal. Had quorum but not full committee, still waiting for a full board to formally discuss. Good topic to review in Planning Board Standard Operating Procedures in the future—OSC was notified by a citizen forwarding the statutory notification letter, rather than the Planning Board doing it as the parent group.

**M. Brenner** noted the Board’s historical procedure was notifying the OSC through the Land Use Director, and added 100 Townsend Harbor Rd’s Right of First Refusal to the March 10<sup>th</sup> Agenda.

### Municipal Bldg. Design Committee

Per M. Allison – meeting cut short due to technical issue with zoom. Representative from school committee presented public feedback about costs & timing with school budget issues. Group is preparing presentation to Town Meeting.

### Capital Planning Committee

Per M. Brenner – has not met since last meeting.

### Economic Development Committee

Per G. McLeod – has not met since last meeting.

### Storm Water Task Force

Per T. Willsmer – received initial breakdown of fee schedules & implementation from consultant Comprehensive Environmental Inc. Planning a 5-minute introduction at upcoming Town Meeting to remind public.

### Montachusett Regional Planning Commission

Per A. Reid – has not met since last meeting. Special meeting scheduled for 2025-02-26 to approve travel for MRPC members.

### Montachusett Joint Transportation Committee

Per A. Reid – met a couple weeks ago. Lunenburg has an upcoming traffic and safety review for Mass Ave from Electric Ave to Chase Rd.

## MINUTES APPROVAL

The Board reviewed the minutes for 2025-02-10.

**T. Willsmer moved to approve the minutes for 2025-02-10.**

**A. Reid seconded.**

**Voice vote, passed unanimously.**

## MEETING SCHEDULE

Upcoming meetings are **03-10** and **03-24** at 6:00 P.M.

## PUBLIC COMMENT

None at this time.

## **BOARD COMMENT / CONCERNS**

On Accessory Dwelling Unit bylaw updates, **M. Brenner** noted mild concern from Town Counsel about remaining “within the four corners” of the preliminary Warrant Article language while meeting the state’s new requirements.

**G. McLeod** noted a recent email from the Land Use Director indicating that employees are discouraged from sending emails outside of work hours and wanted to know more, opining it was somewhat limiting.

**M. Allison** agreed and opined that *if* an employee was willing and able to do this they shouldn’t be prevented. **T. Willsmer** noted that as a volunteer, most of the time he’s able to dedicate to this work *is* outside of working hours.

**M. Allison** noted concerns about 494 Electric Ave: the Board *can* request that Town Counsel attend a meeting (common when crafting bylaw). Opined the Pierce Ave legal questions involved were far beyond Board purview. Explained that previous questions the applicant considered out-of-scope were efforts to fulfill responsibility of position—residents on Pierce Ave have stopped coming to Board meetings due to the extensive delays and it isn’t fair to them or the Board. **M. Brenner** acknowledged the frustrations of the legal delays.

## **ADJOURNMENT**

**A. Reid** moved to adjourn. **T. Willsmer** seconded.

Voice vote, passed unanimously. Adjourned 8:54 P.M.

Minutes by Logan O'Connell, Admin Asst.

## DOCUMENTS REFERENCED

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- <sup>i</sup> 2024-11-24 Plan of Land 579 & 589 Flat Hill Road in Lunenburg, PFS Land Surveying
- <sup>ii</sup> 2024-01-09 Site Development Plan Commercial Development & Parking Lot - Electric Avenue in Lunenburg, Massachusetts, Hannigan Engineering. See [PBSA-24-4](#) and [PBSW-24-1](#) on OpenGov.
- <sup>iii</sup> 2025-02-24 Alternate Crosswalk Plan in Lunenburg, Massachusetts, Hannigan Engineering Inc
- <sup>iv</sup> 2025-01-16 Proposed Site Plan 801 Northfield Road, Dillis & Roy Civil Design Group, Inc. See [PBSA-25-3](#) on OpenGov.
- <sup>v</sup> 2024-12-16 Notice of Intent Site Plan, Dillis & Roy Civil Design Group, Inc. See [PBSA-25-2](#) in OpenGov.
- <sup>vi</sup> 2025-01-10 Layout & Grading Plan 110 Pleasant St, Dillis & Roy Civil Design Group. See [PBSA-25-4](#) in OpenGov.
- <sup>vii</sup> 2025-01-27 560 Goodrich St Special Permit (Common Driveway) Decision, Town of Lunenburg. See [PBSP-24-2](#) in OpenGov.
- <sup>viii</sup> 2025-01-27 560 Goodrich St Stormwater Management Permit Decision, Town of Lunenburg. See [PBSW-24-6](#) in OpenGov.
- <sup>ix</sup> 2025-01-27 255 Sunny Hill Rd Stormwater Management Permit Decision, Town of Lunenburg. See [PBSW-24-8](#) in OpenGov.