

TOWN OF LUNENBURG

Office of the Planning Board

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Timothy Willsmer, *Vice Chair*

Amanda Reid, *Clerk*

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05/11/26 Minutes

Roll Call: T. Willsmer, A. Reid, A. Burney

Absent: M. Brenner

1. **CALL TO ORDER**

- *T. Willsmer @ 6:01pm*

2. **BOARD COMMENT**

- *T. Willsmer let the audience know that due to Board attendance there cannot be any votes on Special Permits, and the ones on the agenda will have to be continued. Also stated there will be a hard adjournment of 7pm.*

3. **CHAIR / DIRECTOR'S REPORT**

- *S. Wallace stated he is still working on the sample bylaws from surrounding communities and will have more Cluster Housing by the end of the week. He wants the Board's feedback by the end of the month. He still plans to have the draft completed in June and the final by the end of summer, getting out to all the boards in the fall.*

4. **APPROVAL NOT REQUIRED (ANR) PLANS**

- **Continued from 2/23/26: (Applicant Request): 0 Reservoir Rd., (ANR-26-2)**
Brian Marchetti (McCarty Engineering) explained this is the ANR presented by J. LeClair at the last meeting. A. Burney moved to Endorse. A. Reid, Second.
Verbal Vote: AYE (3/0)

5. **PUBLIC HEARINGS**

- **Continued from 11/24/25: 30 Summer St., Stormwater Permit (PBSW-25-6); Site Plan Review (PBSA-25-8); Special Permit (PBSP-25-9)**
Ryan Proctor (Dillis & Roy) representing the applicant stated he understands the hearing will be continued until the next meeting. A. Burney motioned to continue until 6/8/26 at 6:05pm. A. Reid, Second.
Verbal Vote: AYE (3/0)

- **Continued from 4/13/26: 222 West Townsend Rd., Stormwater Permits (PBSW-26-2 PBSW-26-3, PBSW-26-4, & PBSW-26-5)**

C. Stoddard (Stoddard Engineering) stated that all the concerns addressed during the Peer Review have been addressed, and no further concerns have been identified. A. Burney asked if the plans are to open all lots at once. C. Stoddard stated the intention is to open two lots at a time. Having no Public Comments, A. Reid moved to Close the Hearing. A. Burney. Second

Verbal Vote: AYE (3/0)

A. Burney moved to approve projects with the Standard Conditions and Work hours Monday – Friday 7am–4pm, Sat. 8am–1pm, No Sundays, No Holidays.

A. Reid, Second.

Verbal Vote: AYE (3/0)

- **Continued from 4/27/26: 60 Cross Rd., Stormwater Permit (PBSW-26-11)**

Chris Anderson (McCarty Engineering) stated they have responded to all the concerns addressed in the Peer Review, and there are no further concerns. He stated he was asked to provide a written “phasing” plan, which he uploaded to the portal. The phasing will be to start at 64 Cross Rd, go to 68 Cross Rd, then to 30 Pine Grove, with the addition being the last. There were no Public Comments. A. Reid moved to Close the Hearing. A. Burney, Second.

Verbal Vote: AYE (3/0)

A. Burney moved to approve with the Standard Conditions, Working Hours Monday – Friday 7am-4pm, Sat. 8am-1pm, No Sundays, No Holidays and the condition that the phasing plan (construction phases) be attached to the permit. Each phase is to be signed off, or a Board approved Bond is placed prior to issuance of Occupancy. A. Reid, Second.

Verbal Vote: AYE (3/0)

- **149 Summer St., Site Plan Review (PBSA-26-3)**

Applicant Philip Smith was present and Kevin Murphy (Murphy Akashian Law) via Zoom. S. Wallace explained applicant has already obtained a Special Permit from ZBA. Also stated that there has not been a Peer Review requested as it is a Site Plan and not disturbing any earth. A. Burney inquired if the current use will be in conjunction with the sales? P. Smith replied yes that it will be in conjunction. Having no public comment, A Reid moved to Close the Hearing. A. Burney, Second.

Verbal Vote: AYE (3/0)

A. Burney moved to approve with the Standard conditions and the additional conditions that All vehicles for sale will be parked in the spaces numbered 1-12 on the plan submitted. No vehicles will be parked or stored outside of the marked spaces. All spaces shown on the approved site plan shall be repainted before the sale of vehicles commences. A. Reid, Second.

Verbal Vote: AYE (3/0)

- **10 Parmenter Rd., Stormwater Permits,(PBSW-26-12 & PBSW-26-13); and Special Permits (PBSP-26-3 & PBSP-26-4)**

Ryan Proctor (Dillis & Roy) representing the applicant. R. Proctor explained this project does have a Special Permit and understands will be continued to the next meeting. He explained that there are 4 applications for the 1st phase as requested by the board. The first two permits (PBSW-26-12 & PBSP-26-3) consist of 5 single family dwellings. All with private driveways, four lots will have a common driveway. There are no waivers

being sought as it is designed per the bylaw. The lots on the common driveway are 5,6,8, &9. Will be on public water and private septic. Stated Conservation and water are ok, but there were no department comments. Plan is for BMP's, typically stone recharge trenches discharging into rain gardens with sediment forebay at the bottom of the hill for erosion control for the individual driveways. A more common design for the common driveway, still having the stone trenches. Remainder of lots will access through frontage on either Ruth St or Parmenter Rd. A. Burney inquired if there is a maintenance agreement or HOA in place for the upkeep/ maintenance of the trenches? R. Proctor stated he believes an HOA will be in place. A. Burney stated the Board will want to see it and have the language reviewed by legal counsel. A. Burney inquired about the turning movements for the fire department and suggested maybe a "U" shape, not as an official part of the driveway but as a grass or pave system for less turns/movements. R. Proctor stated he will look into it. A. Burney stated he will want a phasing plan with a construction timeline. Do not want nine open lots. R. Proctor explained that the second two permits (PBSW-26-13 & PBSP-26-4) will be 3 lots. Similar designs as other two permits. Again, not seeking waiver as the common driveway is designed per the bylaw. They will drain from top to bottom. A. Burney stated it will eventually overflow/discharge onto the road/ wetlands and will want something in writing that the town is not responsible for repairs. R Proctor stated he will review that. This went before the Conservation Commission last week and was continued. A. Reid commented she is not a fan of the fact that there are no comments from the Fire Department. S. Wallace agreed. Abutter, Judy Viviano, 13 Ruth St. Stated she is downwind from the lake and is concerned of future flooding. If they clear all the land, will there be future flooding? Will there be appropriate drainage? S. Wallace explained that the project will be sent to a third-party engineer for review. T. Willsmer explained the stormwater bylaw. S. Wallace reiterated there are 40 conditions that must be met before the final approval is given. With no other public comment, **A. Reid moved to continue until 6/8/26 at 6:05pm. A. Burney, Second. Verbal Vote: AYE (3/0)**

- **Continued from 3/16/26: 860 New West Townsend Rd., Site Plan Review (PBSA-26-1); Stormwater Permit (PBSW-26-1) Special Permit (PBSP-26-1) Letter to continue received**

T. Willsmer explained that the applicant contacted us and requested a continuance. A. Burney moved to continue until the June 8th meeting at 6:05pm. A. Reid, Second. Verbal Vote: AYE (3/0)

6. **DECISIONS and BUSINESS**

- **Master Plan – Discuss/Approve**

Moved to June 8th due to not having a full board

- **250 & 356 Hollis Hill Rd – Tax Title Discussion**

A. Burney believes they could do a lot with the property, but there is no funding to purchase. A. Reid agreed. **A. Burney recommends selling at auction unless another department has the funds to purchase. A. Reid, Second.**

Verbal Vote: AYE (3/0)

7. **COMMITTEE REPORTS**

- **Master Plan Steering Committee**

No update

- **Open Space Committee**

S. Wallace is to attend the 5/13/26 meeting to discuss the benefits of setting up a conservation fund and how to establish that.

- **Municipal Bldg. Design Committee**

No update

- **Capital Planning Committee**

No update

- **Economic Development Committee**

No update

- **Storm Water Task Force**

Will meet Thursday 5/14/26

- **Montachusett Regional Planning Commission**

The meeting was not attended. FY27 appointment forms are out, will be on the 6/8/26 agenda

- **Montachusett Joint Transportation Committee**

The meeting will be Wednesday 5/13/26. FY27 appointment forms are out, will be on the 6/8/26 agenda

8. **MINUTES APPROVAL**

- **4/27/26**

A. Reid moved to approve. A. Burney, Second

Verbal Vote: AYE (3/0)

9. **MEETING SCHEDULE**

6/8/26, 6/22/26, 7/13/26, & 7/27/26

10. **ADJOURNMENT**

- *A. Burney moved to close, A. Reid, Second*

Verbal Vote: AYE (3/0)

Adjourned @ 6:43pm