

TOWN OF LUNENBURG

Office of the Planning Board

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Timothy Willsmer, *Vice Chair*

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Stephen Wallace – *Director of
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Development*

Leigh Bain – *Administrative
Assistant*

8/24/26 Minutes

Roll Call: M. Brenner, T. Willsmer, A. Reid, A. Burney, A. Nicastro

Absent: T. Willsmer

1. **CALL TO ORDER**

- M. Brenner at 6:00 pm

2. **BOARD COMMENT**

- None

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

- S. Wallace reported that Town Counsel is reviewing the zoning amendments planned for May 2027 Annual Town Meeting. The Board plans to post the proposed amendments online in September, meet with relevant boards and committees during the fall, hold a public forum, conduct the required public hearing in March and bring the amendments to Town Meeting in May, 2027. Town Counsel has reviewed the minor zoning amendments planned for the November Special Town Meeting. The Board discussed a possible additional amendment to the shared driveway provision. S. Wallace reported that he and the Town Administrator met with Town Counsel regarding the creation of an affordable housing trust. Town Counsel will prepare a step by step guide.

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

50 Page Street (ANR-26-6)

Greg Roy of Dillis & Roy represented the owners of 50 and 52 Page Street. The application proposes an equal exchange of land between the two parcels. The Board discussed the resulting frontage configuration and determined that the proposed configuration was not precluded by the bylaw.

A Burney moved to endorse the ANR for 50 Page Street. A. Reid Second All In favor.

5. **PUBLIC HEARINGS**

- **881 Flat Hill Road**, Special Permit, Flood Plain (PMSP-26-5)

Matt Marro of Matthew. S. Marro Environmental Consulting represented Nathan Jones. The application proposes reconstruction of a boathouse and deck area on an island in Lake Shirley within the flood plain. The proposed boat house is approximately 10 feet by 12 feet and would use the existing support system. No filing, grading or changes to drainage patterns were proposed. The applicant reported that the Conservation Commission had issued an Order of Conditions. The Board discussed the existing supports and the limited nature of the work. No public comment was received.

A. Burney moved to close the public hearing. A. Reid Second

All In favor.

A Burney moved to approve the proposed project at 881 Flat Hill Road with standard administrative conditions and construction hours of 8:00 am to 5:00 pm, Monday through Friday and 9:00 am to 2:00 pm Saturdays and no Sundays. A. Reid Second.

All in favor.

- **18 Oak Ridge Road** Special Permit Flood Plain, [\(PBSP-26-9\)](#)

Dan Wolf of David Ross Assoc. represented Melissa McCarthy and Steven Vittone. The proposal is to remove and reconstruct an existing two-bedroom single family dwelling farther from Lake Shirley and outside the flood plain. The applicant reported that the septic system will be replaced and that the Conservation Commission had issued an Order of Conditions. A Zoning Board of Appeals hearing is scheduled regarding reconstruction of the pre-existing non-conforming dwelling. There was no public comment.

A Burney moved to continue to close the public hearing. A. Reid Seconded.

All in favor

A Burney moved to approve the proposed project at 18 Oak Ridge Road with standard administrative conditions and construction hours of 8:00 am to 5:00 pm, Monday through Friday and 9:00 am to 2:00 pm Saturdays. No Sundays. A. Reid Seconded.

All in favor

- **27 Fire Road 15A** Special Permit Two Dwellings on one lot, [\(PBSP-26-8\)](#),

Greg Roy of Dillis and Roy represented Steven Bean. The proposed is to remove and replace one of three existing dwelling structures on the property. The replacement structure will be somewhat larger but will remain generally in the same location. The Board discussed the Planning Board's authority regarding multiple dwellings on a single lot and the building commission's determination that the application should be received by the Planning Board. The applicant reported that the conservation commission had issued an order of Conditions. No public comment was received.

A Burney moved to continue to close the public hearing. A. Reid Seconded.

All in favor

A Burney moved to approve the proposed project at 27 Fire Road 15A with standard administrative conditions and construction hours of 8:00 am to 5:00 pm, Monday through Friday and 9:00 am to 2:00 pm Saturdays. No Sundays. A. Reid Seconded.

All in favor

- **10 Parmenter Road Phase 1** (Continued from 5/11/26

Stormwater Permits ([PBSW-26-12](#)) & [PBSW -26-23](#) and Special Permits ([BPSP-26-2](#) & [PBSP-26-4](#)

The applicant requested continuances. The Board discussed outstanding materials, including a proposed legal/maintenance agreement, construction inspection information and review by Town Counsel and Graves Engineering.

A Burney moved to continue 10 Parmenter Road, Phase 1 to 9/14/26 at 6:05 pm

A. Reid Second

All in favor

- **10 Parmenter Road, Phase 2**

Stormwater Permits ([PBSW-26-16](#)) and Special Permits ([PBSP-26-6](#) & [PBSP-26-7](#))

The applicant requested continuances. The Board discussed outstanding materials, including a proposed legal/maintenance agreement, construction inspection information and review by Town Counsel and Graves Engineering.

A Burney moved to continue 10 Parmenter Road, Phase 1 to 9/14/26 at 6:05 pm

A. Reid Second

All in favor

- **860 New West Townsend Road, Continued from 3/16/26, Site Plan Review, ([PBSA-26-1](#)) Stormwater Permit ([PBSP-26-1](#)) Special Permit ([pbsp-26-1](#))**

The Board noted outstanding review items, including conditions recommended by Graves Engineering and driveway permit thickness.

A Burney moved to continue to 9/14/26 at 6:05 pm.

A. Reid Seconded.

All in favor

6. **DECISIONS and BUSINESS**

None

7. **BOARD DISCUSSIONS**

A Burney proposed that applicants submit materials intended for Board consideration sufficiently in advance of meetings to allow adequate review by the Board and staff. The Board discussed possible submission deadlines. No formal policy was adopted.

8. **COMMITTEE REPORTS**

- **Open Space Committee**

No Update

- **Municipal Bldg. Design Committee**

M. Brenner reported positive progress and a recent joint meeting with the Select Board regarding municipal facilities.

- **Capital Planning Committee**

No Update

- **Economic Development Committee**

The Committee reported recent activity, including a ribbon cutting event and plans for a local official meet and greet on September 17th. S. Wallace also reported that the business certificate process is now available online.

- **Storm Water Task Force**

No Report

- **Montachusett Regional Planning Commission**

No Update

- **Montachusett Joint Transportation Committee**

No Update

9. **MINUTES APPROVAL**

- 7/13/26

A. Burney moved to Approve. A. Reid Second

All in favor

10. **MEETING SCHEDULE**

- **6:00 pm at town hall or stated otherwise**
9/14 & 9/28

11. **BOARD COMMENT**

The Board discussed the September 3rd Town Meeting and the allocation of additional state funding dedicated to the Town

12. **ADJOURNMENT**

A. Burney motion to adjourn at 7:18 pm,

A. Reid Second

All in favor.