TOWN OF LUNENBURG

Office of the Planning Board

Matthew Brenner, *Chair*

Timothy Willsmer, *Vice Chair*

Amanda Reid, *Clerk*

Adam Burney, *Member*

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Stephen Wallace – *Director of Planning and Economic Development*

Leigh Bain – *Administrative Assistant*

October 19, 2026 Minutes

- **08/24/26 Minutes**
- Roll Call: M. Brenner, A. Reid, A. Burney, A. Nicastro, T. Willsner

1. CALL TO ORDER

M. Brenner called the meeting to order at 6:04 pm.

- **2. BOARD COMMENT**

  None.

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

  Planning Director Stephen Wallace provided an update on outreach regarding proposed zoning amendments. He reported that presentations had been made to the Zoning Board and Conservation Commission and that additional meetings are scheduled. A public forum on the proposed zoning amendments is planned for December 1, 2026. Comments from boards and committees are being requested by the end of November to allow time for revisions before the 2027 Annual Town Meeting process.

  Mr. Wallace also reported that Town Counsel recommended issuing separate decisions for Stormwater Permits because stormwater permits are subject to a different appeal period than other Planning Board permits. Future decisions will reflect this distinction.

4. APPROVAL NOT REQUIRED (ANR) PLANS

None

5. PUBLIC HEARING`

- **30 School Street,** Site Plan Approval (PBSA-26-6)

  The Board continued the public hearing for the proposed temporary relocation of the Lunenburg Food Pantry to 30 School Street. The applicant reported that the Zoning Board of Appeals had approved the requested variance for the project. Additional plan revisions were submitted showing the location of recycling bins and a donation drop-off

container. The applicant also updated the Board regarding permitting activities associated with the existing septic system.
Board members reviewed a draft decision and discussed additional conditions regarding storage of the pantry trailer, location of recycling bins, and parking surface improvements if necessary.
One abutter spoke during the public hearing. Concerns were raised regarding potential upgrades to existing street lighting near the site and possible impacts on neighboring residential properties. The Board discussed the concern with the applicant and staff. The applicant indicated that no street lighting modifications were included in the site plan application. The Board advised the abutter to contact the Department of Public Works regarding any proposed municipal lighting changes.
Motion: A. Burney to continue close the hearing
Second: A. Reid
All in favor.
Following discussion, the Board voted to approve the Site Plan Approval subject to conditions, including:
Construction work hours limited to Monday through Friday, 7:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 3:00 p.m., with no Sunday or holiday work.
· Any pantry trailer used for pickup activities shall be stored west of the building
· The gravel pad may be expanded, if necessary, to accommodate trailer storage and recycling bins.
· Any proposed changes to existing street lighting adjacent to the project shall require Planning Board review.
Motion: A Burney to approve Site Plan Approval PBSA-26-6 subject to conditions.
Second: A Reid
All in Favor

- **Zoning Amendments for Special Town Meeting**

  The Board opened a public hearing to consider several housekeeping amendments to the Zoning Bylaw and General Bylaws for the November 17, 2026 Special Town Meeting.
  Proposed amendments included:
  · Replacing references to "development plan review" with "site plan review."
  · Removing obsolete references to the former Retail Commercial District.
  · Replacing references to the Land Use Director with Planning Director.
  · Removing the bylaw provision allowing two dwellings on one lot.
  · Revising language regarding residential common driveways. · Authorizing the Planning Board to establish stormwater permit fees.
  Mr. Wallace explained the purpose of the proposed amendments and noted that they were intended primarily to correct outdated references, improve consistency, and address administrative issues identified during application reviews. Board members discussed the history of the Retail Commercial District and the reasoning for removing the remaining obsolete references.
  Motion: A. Burney moved to close public hearing
  Second: T. Willsmer
  All in favor
  Motion: A Burney recommend all proposed zoning and general bylaw amendments favorably to the Special Town Meeting
  Second: T. Willsmer
  All in favor

- **6. DECISIONS and BUSINESS**

  None

- **7. BOARD DISCUSSIONS**

  None

- **8. COMMITTEE REPORTS**

  Master Planning Steering Committee - reported that the Committee's work has been completed, although final administrative closeout remains.
  Open Space Committee – No Report
  Municipal Bldg. Design Committee – M. Brenner reported no meeting since last Planning Board Meeting
  Capital Planning Committee – The Committee is beginning its annual process with several new members
  Economic Development Committee – The committee had not met recently. Board members noted upcoming ribbon-cutting events for local businesses, including Empire Athletics and Kiku Japanese Restaurant.
  Storm Water Task Force – T. Willsner reported that they are preparing a presentations for the Select Board and Finance Committee and planning a public Information session regarding stormwater initiatives property to Town Meeting.
  Montachusett Regional Planning Commission – An update was provided regarding the retirement of Executive Director Glenn Eaton and ongoing search process for his replacement
  Montachusett Joint Transportation Committee – The Committee discussed the Transportation Improvement Program (TIP) and project funding opportunities with the region.

- **9. MINUTES APPROVAL**

  9/28/26
  The Board reviewed the September 28, 2026 minutes. Several corrections were identified, including incomplete motion and vote information associated with 149 Summer Street and clarification that Mr. Nicastro did not participate in one vote because the hearing commenced prior to his election to the Board. The Board deferred approval pending revisions.

10. MEETING SCHEDULE

11/9/2026
11/23/26
12/14/26
The Board agreed not to meet on December 28, 2026
The Planning Board meets at 6:00 p.m. on the second and fourth Mondays of the month at Town Hall unless otherwise posted.

- **11. ADJOURNMENT**

  Motion: A. Burney motion to adjourn the meeting.
  Second: A. Reid

  All in Favor