

INITIALS \_\_\_\_\_

## **LUNENBURG PLANNING BOARD TOWN OF LUNENBURG**

Joanna L. Bilotta-Simeone, Chair  
Nathan J. Lockwood, Vice-Chair  
Damon McQuaid, Clk.  
Kenneth Chenis, Mbr.  
Matthew Allison, Mbr.



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Minutes  
September 15, 2014

Meeting Posted: Yes

Place: Ritter Memorial Building, 960 Massachusetts Avenue, Lunenburg, MA

Time: 6:30 PM

Present: Joanna L. Bilotta-Simeone, Nathan J. Lockwood, Damon McQuaid, Kenneth Chenis, Matthew Allison

Also Present: Chantell Fleck, MRPC

### **VILLAGE CENTER DISTRICT DRAFT BYLAW:**

C. Fleck distributed the White Paper from the Charrette.

The Board picked up where they left off at the August 18<sup>th</sup> workshop with **#8 Design Standards**. C. Fleck to work on meshing the state and Town's bylaw together. **#9** - Consider incorporating a Planning Board special permit for three+ acres. D. McQuaid questioned if there is a state Demolition Protection Bylaw (C. Fleck to investigate).

#### **#8 Design Standards (state model)**

A.1) – ok

A.2) – use Protective Bylaw Section 4.6.5.2.c)

A.3) – ok

A.4) – reword- New retail buildings shall have one of the following features at the public entrance; awning, marquee, arcade and/or colonnade.

A.5) – use Protective Bylaw Section 4.6.5.2.d) – also add in screening of mechanical units on roof

A.6) – ok – change “variable signage” to variations of acceptable signage

Add in the following from 4.6.5. Design Standards:

- Occupied Lot Area. The total area on any lot devoted to building, parking, outdoor storage and display and other paved hard surface areas may occupy up to eighty-five (85%) percent of the total lot area.
- Utilities. All utilities shall be placed underground
- Roof colors shall be reviewed for consistency with other uses in the District and reviewed under DPR.
- The principal building(s) shall be connected to public water and sewer where readily available and accessible.
- Lighting, signage and architectural style shall be consistent with other uses in the District and reviewed under the DPR.
- Interior Streets, Drives, Walkways and Access.
  - Site access shall be a divided way (one way in and one way out) where and when appropriate determined under DPR.
  - Surfaces shall be pervious when possible and practical.
- Parking and Loading Area.
  - Parking shall be in the rear or side of building(s) and shall not be visible from the street line when possible. Parking will be reviewed under the DPR.
  - All loading docks shall be to the rear of the building(s) and shall not be visible from the street.
- Sidewalks. Sidewalks shall be provided from the street line, when applicable, and from the parking areas to building(s).

- Landscaping and Screening.
  - Landscaping and screening may be required during the DPR or by the permitting authority.
  - Such landscape shall be a type and height that does not interfere with sight lines of drivers.
  - Natural features shall be retained to the extent possible.
  - A landscape plan shall be provided and reviewed.
- Street Furniture.
  - Light fixtures shall be designed to be of number and height that grants plentiful lighting. Such lighting shall shine downwards as to not affect adjacent properties.
  - Lighting must also be placed on the side and rear of the building.
  - Outdoor tables, benches, and bicycle racks shall be of a style consistent with the principal use(s) of the site.
  - The location, number and style of trash receptacles shall be reviewed under DPR.

**8. C. Site Design (state model)**

- C.1) – use Zoning Bylaw’s Commercial District Design Standards Parking
- C.2) – keep
- C.3) – keep and add “e.g., sidewalks” after “pedestrian pathways”
- C.4) – keep – move to Landscaping and Screening Section
- C.5) – delete
- C.6) – keep
- C.7) – keep
- C.8) – keep

**8.B. Signs (state model)** – keep all, but will discuss at October 6<sup>th</sup> meeting.  
B.1) – B.7)

Will schedule the next workshop for October 6<sup>th</sup>, 6:30 PM to work on Signs above, draft bylaw, and review #9 special permit.

N. Lockwood requested lighting examples from C. Fleck.

Add a provision after Design Standards that the Planning Board can waive where appropriate.

**ADJOURNED:** 9:40 PM

Documents used at meeting:  
White Paper from Charrette  
VCOD Model Bylaw  
Village Center District Draft Bylaw