



Town of Lancaster
Planning Board
Lancaster, Massachusetts 01523

December 27th, 2021

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To: Ms. Jasmin Farinacci
Lancaster Community Development and Planning Director
Anticipated to start January 3rd, 2022

Re: Current Lancaster Planning Board Projects and Priorities

Welcome to Lancaster Ms. Farinacci,

Thank you for choosing Lancaster as the community in which to continue your career. We're all very excited to begin working with you.

As you know your role is described in section 55-1 of the Lancaster bylaws and you'll be engaged with the Planning Board on many things important to the town.

The Planning Board usually meets biweekly on the second and fourth Monday of each Month at 7PM. Our meetings have been on "Zoom" since the beginning of the pandemic. Our current meeting schedule, through the town election, is:

- January 10th 7PM Regular Meeting on Zoom
- January 18th 7PM Extra meeting: hearing for Select Board Zoning District Change
- January 24th 7PM Regular Meeting on Zoom

- February 14th 7PM Regular Meeting on Zoom
- February 15th Anticipated Special Town Meeting*

25 February 28th 7PM Regular Meeting on Zoom
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 27 March 14th 7PM Regular Meeting on Zoom
 28 March 28th 7PM Regular Meeting on Zoom
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 30 April 11th 7PM Regular Meeting, location TBD *
 31 April 28th 7PM Regular Meeting, location TBD *
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 33 *May 2nd Anticipated Annual Town Meeting (First Monday in May)*
 34 *May 9th Anticipated Town Election (No Regular Planning Board Meeting)*
 35 *May 3rd 7PM Regular Meeting, location TBD*

36 * The state provision allowing fully remote meetings expires April 1st.
 37

38 The Planning Board is presently engaged on several ongoing projects:
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- 40 1. **North Lancaster, LLC Application for Amendment to Subdivision Approval:** Deb
 41 Dennis can provide you with the current documents. We opened this hearing on 7/7/2021
 42 and continued it to 7/26/2021, 9/27/2021 and 12/13/2021. It's currently continued to
 43 1/24/2022 at the applicant's request.
 44
- 45 2. **Fort Pond LLC building expansion:** They have applied for a site plan approval,
 46 stormwater permit, and water resource district special permit. We opened the hearing on
 47 December 13th, 2021 and it's continued until January 10th, 2022. CEI will be the peer
 48 reviewer for the site plan and stormwater permit and is outsourcing the traffic study.
 49
- 50 3. **201 Hilltop Road Stormwater Permit Application:** in summer of 2021 the town
 51 identified a parcel where work was completed without a stormwater permit; a cease and
 52 desist was issued in July and remains in effect. We ultimately received a stormwater

53 application on December 13th, 2021 and the public hearing will open on January 24th,
54 2022.

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- 56 4. **Public Hearing for Select Board Zoning Map Amendment:** The Select Board is the
57 proponent of a zoning map change in North Lancaster, on behalf the 702, LLC/The
58 Capital Group. It would rezone part of the Residential District that abuts an existing
59 neighborhood to the Enterprise Zone district. The expect to include the article on the
60 warrant for a planned February 15th Special Town Meeting. The public hearing will be
61 on Tuesday, January 18th, 2022 at 7PM on Zoom.
- 62
- 63 5. **Issues at Hawthorne Hills Subdivision, off Hilltop and George Hill:** This is a
64 subdivision constructed under a Flexible Development special permit issued in 2016. As
65 of this past July all homes have been conveyed. There are still uncompleted punch list
66 items, the open space has not been conveyed or restricted, and a pump station building
67 was constructed on the open space. Lots were not included in a homeowner’s association
68 prior to conveyance. A performance bond is in place and has not been released. The
69 select board is engaged with resolving this; Select Board Member Jay Moody is their
70 appointed liaison.
- 71
- 72 6. **Proposed amendments to Lancaster Solar Bylaws from Pro-Tech:** in December Pro-
73 Tech submitted some bylaw amendments that they’d like the Planning Board to take up
74 for the Annual Town Meeting. We have not met with the proponent yet but should
75 schedule them for a meeting in January. Deb Dennis can provide you with what they
76 submitted.
- 77
- 78 7. **Cease & Desist under Stormwater Bylaw, Old Union Turnpike, Assessors Map 3**
79 **Parcel 4:** This is a large solar field. Construction seems to be complete but it is not in
80 service; they have not applied for their Stormwater Certificate of Completion. The
81 Planning Board approved a Stormwater bylaw “Cease and Desist” for this project in
82 November, 2020 due to stormwater issues. It’s the subject of litigation and Town

83 Counsel is engaged. We anticipate an executive session meeting in January, when Town
84 Counsel requests it, to further discuss this.

85 Upcoming priorities for the Planning Board include:

86

87 8. **GFI Development:** We also anticipate that in 2022 the Planning Board will receive an
88 application for another large development in North Lancaster from GFI. The proponents
89 met with the “Economic Development Committee” (a Select Board ad-hoc committee) on
90 December 3rd and there are some materials on their section of the town website.

91

92 9. **Amendments to IPOD Bylaw and any other bylaws or amendments for 2022 Annual**
93 **town meeting:** the board discussed some possible IPOD bylaw amendments in October
94 and November 2021 – initially we were targeting a special town meeting in February,
95 2022. We ultimately tabled those changes.

96

97 10. **Updates to “eCode” online bylaws:** Our town bylaws and zoning bylaws are
98 maintained on ecode360.com (<https://ecode360.com/LA2689>) but have been allowed to
99 fall quite out of date. At this time ecode does not include bylaws and amendments
100 adopted at our annual town meeting in 2020 or 2021 or our updated stormwater
101 regulations adopted over the summer. According to the chair’s inquiries this is
102 maintained by the Town Clerk but it has not been clear if the updates are scheduled.

103

104 11. **Updates to the town “Master Plan”:** our master plan from 2007 is on the town website.
105 There is also an “Economic Development Plan” from 2015 on our planning board
106 website and a current “Open Space and Recreation” plan elsewhere on the town website.
107 Reviewing, consolidating, and updating this plan should be a priority.

108

109 12. **Planning Board Policies and Procedures:** The Lancaster Planning currently doesn’t
110 have a set of rules and regulations. It would be helpful to have formal expectations for
111 when documentation for hearings must be received, when applications need to be

112 received to appear on the subsequent agenda, etc.

113

114 **13. Public Hearing for proposed 40R bylaw:** the Lancaster Affordable Housing Trust
115 prepared a 40R bylaws and 40R district map to propose for the February 15th, 2022
116 Special Town Meeting. It appears to be behind schedule: it first needs to have a hearing
117 with the Select Board and then receive preliminary approval from the state Department of
118 Housing and Community Development. Currently the Select Board hearing has not
119 been scheduled or advertised. Presumably at some point this bylaw and map will be
120 ready for a Planning Board hearing. The Planning Board did send a memo to the Select
121 Board and Affordable Housing Trust in the fall advising them that we need to receive
122 finalized zoning bylaws by December 27th, 2021 to schedule hearings.

123

124 **14. 2022 Annual Town Report:** last year the town clerk solicited a request for calendar
125 year 2020 annual report submissions on January 29th with a deadline of February 26th –
126 presumably we’ll receive a similar request in 2022. Russ Williston has a copy of our
127 calendar year 2020 submission and can help assemble the calendar year 2021 submission.

128

129 **15. Zoning changes to assist Lancaster farms:** In the fall the board mailed a request to
130 chapter 61a farms in town to request help identifying zoning changes that would be
131 helpful to farmers in town. We didn’t receive any responses. Russ Williston was the
132 proponent and hopes to take this up again when time allows.

133 Ms. Ferinacci, we are all eagerly anticipating your arrival. Don’t hesitate to reach out to any
134 member of the Planning Board as you settle into your role.

135

136 On behalf of the Lancaster Planning Board,

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138

139 Russell W. Williston, Chair

140 RussWillistonPublic@gmail.com