

## MEMORANDUM

**TO:** Lynnfield Planning Board  
**FROM:** Cheri Ruane, RLA  
**DATE:** March 26, 2008  
**SUBJECT:** Meadow Walk Landscape Peer Review Progress Report

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This memorandum serves as a report to update the Lynnfield Planning Board on the progress of the Landscape Peer Review for the Meadow Walk development.

The Planning Board meeting on March 13, 2008 served as a kick-off for the Landscape Peer Review process. The project was presented by National Development and their consultant, Theo Kindermans of Stantec.

Following the Planning Board meeting Weston & Sampson secured a current copy of the design guidelines and a full set of the most recent design submission. The review of these documents was initiated.

On March 20, 2008 I had a phone conversation with Angus Jennings (Concord Square Planning & Development, Inc.) to discuss the review process so far and understand project background.

On March 24, 2008 I met with both Ed Marsteiner (National Development) and Theo Kindermans (Stantec) to get clarification on the drawings that had been reviewed. During that meeting Ed and Theo committed to furnishing the following drawings to supplement the initial submittal:

- Detailed plan of the berm with planting list and cross section drawing
- Parking analysis drawing
- Construction detail for a typical street tree pit
- Detailed plans of prototypical planting design for:
  - Village Green
  - Main Street
  - Traveled Way

As of this morning, March 26, 2008, I have received the detailed plan of the berm with cross section, the parking analysis drawing, and a plan and section rendering of the Town Green.

Once I have received the rest of the drawings I intend to coordinate with Bartlett Design on the lighting component of this review. If all goes according to plan, I will provide the Planning Board with a final report at the next meeting.