

LYNNFIELD PLANNING BOARD MEETING – March 1, 2023

1. 7:00pm - Call to Order

Chair Brian Charville called the meeting to order at 7:00pm and identified the Planning Board (PB) members in attendance, including himself, Amy MacNulty and Page Wilkins. Chair Charville noted other board members Clerk Edward Champy, III and Vice Chair Kate Flaws were delayed but expected to arrive momentarily. He noted staff members in attendance; Director Emilie Cademartori and Administrative Assistant Sondria Berman, and stated the meeting was being recorded by audio.

2. 7:02pm – PUBLIC HEARING: Special Permit Rules and Regulations

Chair Charville requested a motion to open the public hearing on the Planning Board's proposed Special Permit Rules and Regulations draft dated February 7, 2023; Ms. MacNulty motioned in favor and Ms. Wilkins seconded the motion. The motion carried 3-0.

Chair Charville requested a staff member read the public hearing notice aloud; Director Cademartori read aloud the following: *“The Planning Board of the Town of Lynnfield will hold a public hearing on Wednesday, March 1, 2023 at 7:00pm in the Joseph Maney Meeting Room at the Lynnfield Town Hall, 55 Summer Street, second floor, Lynnfield, MA. The purpose of the hearing will be to provide interested persons an opportunity to comment on the proposed Rules and Regulations for the issuance of Planning Board Special Permits per Town Zoning Bylaw, Ch 260 §10.5. The complete text of the proposed Rules and Regulations is on file with the Office of Planning and Conservation, Lynnfield Town Hall, 55 Summer Street Lynnfield, MA 01940, where it is available for inspection during regular business hours.”*

Director Cademartori stated that the PB's work to develop Special Permit rules and regulations began in December of 2022, culminating in a draft dated 2/7/2023 for the Public Hearing. She added that substantive and non-substantive edits have been made internally to the draft since it was established, and these would be reviewed for amendment to the existing draft at the current meeting.

Sondria Berman shared a summary of the additional changes made to the rules and regulations draft, including the following edits: addition of specificity for clarification purposes; reference to enabling Massachusetts General Laws and/or Town Bylaws; additional definitions under Article II, and grammatical changes to ensure consistency in language, capitalization and punctuation. Ms. Berman noted the addition of “§10.4 As-Built plan,” as the singular substantial change to the draft, which

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included criteria for a required as-built plan and the process by which a Certificate of Compliance for the permit can be issued.

(Clerk Ed Champy joined the meeting at 7:08pm)

Director Cademartori added that in addition to the aforementioned changes, she recommended the draft rules and regulations be amended to allow for the application forms to be on file in the planning office instead of a static form in Appendix A. She stated that this would allow for administrative corrections and/or updates to be made in a timely manner. She clarified all substantive changes to application forms would be presented to the Planning Board for approval.

Chair Charville requested the heading for the Special Permit Fee Schedule, as proposed, be amended to specify it pertains to the Planning Board to avoid confusion with the Zoning Board of Appeals (ZBA).

Director Cademartori requested the PB review the Fee Schedule; she added the filing fee dollar amount is a placeholder, and asked for PB comment and recommendation on what fee would be appropriate. Clerk Champy inquired about other local Town's fees; Director Cademartori stated there is diversity amongst Town fee schedules, in part due to which town board is responsible for granting Special Permits. She continued that unlike a majority of other local towns, the Lynnfield ZBA, instead of the Planning Board, issues smaller special permits with a \$100 filing fee. She inquired if the PB's special permit fee schedule should delineate between smaller and larger projects to keep fees commensurate with work required to process applications. Director Cademartori stated that aside from Elderly Housing developments, the PB serves as the Special Permit Granting Authority (SPGA) for cannabis facilities.

Chair Charville stated cost recovery is an important consideration for determining appropriate filing fees; Director Cademartori concurred emphasizing fees that are commensurate with the scope of work required to process applications of varying sizes. The PB discussed gathering more information pertaining to administrative costs; Clerk Champy noted that costs are often based on a per foot or per unit measurement. Director Cademartori added she will be requesting input from peer review consultants regarding the proposed Fee Schedule.

Ms. Wilkins stated other towns' fee schedules assign filing fees based on the type of plan and/or project to be reviewed; Director Cademartori stated this was an alternate option to consider, noting some towns, such as Holliston, ask for fees of \$7000 for elderly housing developments up to 20 units

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plus \$300 for each additional unit over 20. Chair Charville recommended separating fees by project size, and then determining the administrative costs to process each.

Director Cademartori stated the planning office would update the draft with the aforementioned changes and ask for review and comments from the Town Engineer, as well as finalize application forms to be reviewed at the next scheduled PB meeting on March 29, 2023.

Ms. Wilkins asked Director Cademartori if she had any additional comments; Director Cademartori stated she planned to review the as-built language as well as the technical specification references and correct minor typographic errors. She added she would also circulate the draft to town counsel for review.

Chair Charville invited audience members to speak on the proposed Special Permit Rules and Regulations. Mr. Anthony Moccia, Chair of the Lynnfield ZBA, shared positive comments about the rules and regulations proposed and expressed interest in amending the ZBA's current special permit rules and regulations along the same rubric. Mr. Moccia recommended town counsel review the proposed rules and regulations, with a specific focus on the bonding requirements therein. He asked if the rules and regulations were patterned after other municipalities; Director Cademartori stated that the draft rules and regulations were a curated collection of other town's rules and regulations with some examples drawing from Site Plan Review rules and regulations. Mr. Moccia asked about whether or not the application forms would be codified into the rules and regulations; Ms. Cademartori explained the application forms, which are currently being drafted, would be referenced in the rules in regulations but kept on file in the planning office. Mr. Moccia expressed support for this approach, noting the ZBA often experiences issues with application processing and administration as a result of forms that are outdated and/or unclear. He shared examples of the manner in which the ZBA manages bonds for special permits issued. Chair Charville thanked Mr. Moccia for his comments and stated the updated draft would be available for his review and comment at the upcoming PB meeting on March 29, 2023.

Chair Charville requested a motion to continue the public hearing on the Planning Board's adoption of proposed Special Permit Rules and Regulations (dated 2/7/2023) to Wednesday, March 29th 2023 at 7pm in the Maney Room at Town Hall; Ms. Wilkins motioned in favor and Ms. MacNulty seconded the motion. The motion passed 4-0.

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3. 7:32pm – Market Street Request for Minor Modification- Roadway Configuration

Katie Wetherbee of WS Development addressed the PB, and introduced other WS Development staff present, including general manager Charlotte Woods. Ms. Wetherbee shared an overview of the proposed roadway configuration at the northern most portion of the property included in phase 2B.

She noted that the current U-turn configuration limits accessibility and makes it less likely for vehicles to access the northernmost area of the property and by extension, visitors to access stores in this area. She also noted the existing pedestrian crosswalks are pushed back from the main sidewalk, prompting pedestrians to take more direct routes across the median to stores and shops instead of using the crosswalk. In an effort to promote pedestrian safety and increase vehicular accessibility to the area, Ms. Wetherbee proposed two solutions: re-designing the roadway configuration to allow for two-way traffic north and south as well as east and west at the intersection; and establishing a new crosswalk location that provides a more direct route to shops. Ms. Wetherbee stated the U-turn would remain but the grass island median would be removed to allow for a second lane for vehicular movement north and south. She also noted that with the new two-way configuration of the roadway, the parking spots, originally at an angle would become perpendicular spots with the sidewalk, allowing for vehicles on either side of the road to turn into the parking spots.

Ms. Wilkins asked what was being proposed as a change to the sidewalk area in front of Sweetgreen; Ms. Wetherbee stated that there would be an added stop sign and sidewalk modification to connect and build new crosswalk access.

Ms. MacNulty asked about the safety of creating two and three-way stops; Ms. Wetherbee stated that stop signs would be instituted at all turns, prompting drivers to take their time regardless of which direction or turn they were making at the intersections.

Clerk Champy noted that the area is already congested with traffic at the U-turn, in large part because vehicles must drive to the U-turn at the end of Main Street to access stores on the opposite side of the street. He suggested creating another U-turn before the end of the street to alleviate this congestion issue.

Ms. Wilkins inquired if the new design would encourage more traffic around the perimeter of the property, prompting more vehicles to drive and park behind stores. Ms. Wetherbee stated that the new design will allow individuals to take a right at the rotary down Ring Road to then allow a left turn

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onto Main Street, thereby allowing perimeter vehicles more options to access stores from multiple directions.

Ms. Wilkins asked about the safety studies for the proposed configuration changes; Ms. Wetherbee stated they worked with their civil engineer and considered multiple options but ultimately decided the proposed plan was preferred to address pedestrian safety with improved crosswalk access and increased stop points for vehicles.

Director Cademartori asked if there were any other areas for cars on Main Street to alter direction; Ms. Wetherbee stated there is an option to turn right at the Apple Store. PB members discussed the benefits and drawbacks of having an increased number of stop signs for traffic flow. Ms. Wetherbee stated that the number of stops is required to allow for safe turning access. Director Cademartori suggested making the intersection stops 90-degree angles to allow for increased visibility; Ms. Wilkins, Chair Charville and Ms. MacNulty concurred, stating that drivers would be better able to see pedestrians and other oncoming vehicles. Ms. Wetherbee stated she would talk to the engineer about modifying the design to include 90-degree stops.

Clerk Champy asked Ms. Wetherbee if there have been any traffic studies conducted on-site at Market Street; Ms. Wetherbee responded that she was unsure, she noted that a civil engineer designed the proposed roadway configuration. Ms. Wilkins asked if said engineer had observed the Market Street traffic, Ms. Wetherbee affirmed the engineer had observed the traffic. Ms. MacNulty asked if the civil engineer was aware of the locations where accidents commonly occur at Market Street; Ms. Wetherbee stated she was unsure.

Chair Charville reiterated the 90-degree angle at each stop intersection was preferred; he stated that squaring off the curb would allow drivers better visibility to determine which turns are permissible and/or prohibited. Chair Charville also recommended WS Development share the proposed roadway configuration with the Lynnfield police chief for comments and guidance, adding that it does not seem necessary to coordinate a formal peer review for this minor modification.

Ms. Wetherbee stated she would be glad to meet with the Lynnfield Police Chief to review the proposed roadway reconfiguration and procure a detailed narrative from the civil engineer justifying proposed changes to the roadway. She stated she would return to the next PB meeting with this information.

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Chair Charville asked for comments from the audience; none replied. Director Cademartori requested the PB decide if the proposed change is to be considered a “minor site change;” the PB members concurred unanimously that the application is a minor site change.

4. 7:53pm Market Street- Site Plan Updates- Burton’s Patio Update

Ms. Wetherbee summarized Burton’s restaurant’s previous minor site plan change request approved in 2021 that included the removal of a few parking spaces and two trees to develop an outdoor patio area. She stated that due to delays in materials and other design issues, the patio was allowed to open under temporary conditions which were expected to be brought into compliance with the original permitted design of the patio. Ms. Wetherbee showcased an updated patio design, which meets the originally permitted conditions but includes the following changes: a reduction in the pergola cover and height, and a uniform 6ft. 6-inch sidewalk width around the perimeter of the patio.

Director Cademartori inquired about the reduction of one tree from the original plan, which featured two trees on either end of the patio. Ms. Cademartori specified approval of the design was conditioned on replacing the two lost trees. Ms. Wilkins stated she believed the inclusion of the second tree was necessary to meet the original conditions; Ms. Wetherbee stated she would add the second tree back into the plan according to the PB’s desired placement.

Ms. MacNulty asked if the patio and sidewalk would all be concrete; Ms. Wetherbee stated in the affirmative. Ms. Wilkins asked about placement of the planters to separate the patio from the sidewalk, and what measures were being taken to prevent encroachment of the patio into the sidewalk area; Ms. Wetherbee responded that the concrete will feature scoring marks that delineate the patio area from the sidewalk according to the dimensions discussed.

Ms. MacNulty asked about patio access for servers; Ms. Wetherbee stated there is a side door included in the patio space that connects the indoor and outdoor restaurant areas.

Ms. Wetherbee summarized the WS Development team will amend the design with the addition of the second tree, granite curbing and concrete. Chair Charville mentioned that the design standards call for a “traditional New England village” aesthetic for facades, and added that the Burton’s façade, with its brick and faux steel exterior resembling a 19th century warehouse, does not clash with this aesthetic theme.

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Director Cademartori stated that the PB agrees the Burton's sidewalk width does not meet the design standards minimum of 10ft, and that the design waiver for the reduction in sidewalk width was permissible due to the particular location of Burton's and the significantly lower amount of pedestrian traffic in the area. She added that while Market Street's sidewalks are not all compliant with the minimum width standards, the standards should either be followed (especially among tenants with existing patio areas) or revised to allow for reduced width sidewalk standards.

Ms. Wilkins asked how one would define, according to the design standards, the street where Burton's is located. All agreed it could not be considered a "main street," but the PB agreed the design standards were unclear as to what definition would apply. Ms. Wetherbee explained that WS Development team plans to propose clarifying language be added to the design standards to help avoid ambiguity over what the definitions are, and what standards are applicable.

Chair Charville inquired if the signage would change; Ms. Wetherbee stated she did not believe anything from the existing signage would change.

Chair Charville asked for audience comments; Joe O'Callaghan, Building Inspector for the Town of Lynnfield, asked if there is an opening between the planters on the patio to allow for emergency egress; Ms. Wetherbee confirmed that there is emergency egress from the patio between a set of planters, however, she cautioned that this was never intended to be used as a means of access by customers.

Chair Charville asked for any further updates from Ms. Wetherbee; Ms. Wetherbee responded that she wished to discuss a draft plan codifying all the existing patio spaces at Market Street. She noted that the plan would feature exact dimensions and locations of all patio spaces. She also stated that in conjunction with the plan, WS Development would like to work with the PB to develop a set of criteria for tenants to request outdoor space through the PB.

Director Cademartori stated the relaxed rules for liquor licenses during COVID are expiring the end of March, and municipalities are being asked to adopt policies to address how they will or will not approve of continued outdoor seating. She stated that the Select Board will have to create a process by which tenants can apply for permanent outdoor seating so that they can then reapply for their liquor licenses with accurate space/seating counts.

Chair Charville asked which tenants expanded their outdoor space due to COVID; Ms. Woods responded that almost all restaurants increased their outdoor seating space, citing examples at

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Temescal, Yard House, and Legal C Foods and Davios. She noted that WS Development is still considering if it will allow tenants the option of keeping their outdoor seating spaces or if they will all be mandated to revert to their original lease lines/footprint. Ms. Wilkins asked if all older restaurants had existing patio space prior to COVID; Ms. Wetherbee responded that all the restaurants had outdoor dining space however COVID allowed them to expand on this original footprint to include more outdoor dining space. Ms. Wetherbee cited Temescal as an example of a restaurant that always had covered outdoor seating, but was allowed to increase this seating area into the adjacent parking lot area during COVID.

Director Cademartori stated that Ms. Wetherbee plans to come back with a more detailed plan, but asked the PB to confirm if the information presented was satisfactory. Ms. Wilkins asked if the final plan would include the design and number of outdoor seats; Ms. Wetherbee stated that the seating counts would be determined by both the liquor licensure and the building inspector for the Town and not by WS Development. She added that special dimensions to the layout of Market Street would be featured on the plan, and changes to these dimensions would be forwarded to the PB for review and approval.

Chair Charville thanked the WS Development team for their presentations and indicated the discussion would continue at the following PB meeting on March 29, 2023.

5. 8:21pm – ZBA Case # 23-2 17 Edgemere Road Sec. 8.3 Special Permit Accessory Apartment

Ryan McCormick of 17 Edgemere Road presented his site plan for a Special Permit for an Accessory Dwelling Unit (ADU) to be built over his garage for his mother-in-law. Mr. McCormick reminded the PB that this was his second visit to the PB for the project, with his previous ADU request being unopposed by the PB in early 2020. He stated that because he couldn't build an addition to his home as part of the ADU construction, he had to first build an addition and then apply to retrofit the existing space into an ADU area.

Ms. Wilkins asked where in the Bylaw it states that the individual who lives in an ADU unit must be an elderly parent; Mr. O'Callaghan stated that it is listed in the Bylaw's purpose and intent that the ADU's purpose was to assist with the care of elderly parents. Ms. Wilkins asked how the Building Inspector would know who was to live in an ADU unit if it is not listed on an application; Mr. O'Callaghan stated that homeowners are expected to pull a bond that the Town holds for as long as a

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parent tenant dwells in the ADU. The bond is then used by the Town to take out the kitchen when the tenant vacates the ADU. Mr. O’Callaghan stated that this never occurs, as many individuals do not seek a Special Permit nor does the Building Department have the staffing to confirm annual compliance and/or removal of kitchens for empty ADU units. Clerk Champy stated that this discussion on ADUs would occur later in the meeting.

Director Cademartori stated that the owners have already updated their septic capacity to allow for the ADU; she added that they also maintained the character of the single-family home as required in the ADU Bylaw.

Chair Charville requested a motion the PB not oppose the applicant’s Special Permit under Section 8.3 of the Lynnfield Zoning Bylaw to establish an ADU; Clerk Champy motioned in favor and Ms. MacNulty seconded the motion. The motion carried 4-0.

6. 8:30pm ZBA Case 23-3 200 Essex Street Sec. 9.2 Wetland Buffer, Sec. 8.3 Special Permit

Attorney Tim Doyle, on behalf of the applicant, requested a continuance citing communication delays with out-of-state consultants to finalize the application site plan. He stated that he intends to request a continuance as well from the ZBA.

Ms. MacNulty inquired about the timeline for new construction or additions relative to applying for a Special Permit for an ADU; Director Cademartori explained that because ADU units are not permitted to be built as part of new construction or additions, individuals have to first build the addition/structure and then seek a permit to have it retro-fitted as an ADU unit.

7. 8:35pm – Zoning Bylaw Discussion on ADUs

Joe O’Callaghan shared a draft of revisions to the ADU Bylaw to make it more efficient and enforceable. He proposed amendments to procedural timeline to allow homeowners to include the ADU Special Permit application as part of their addition or new construction permit; the addition of an inspection fee to better enforce tenant restrictions, broadening allowable tenants, and the removal of the bond requirement for the demolition of the ADU post-use.

Ms. Wilkins asked what specific concerns Mr. O’Callaghan had with respect to the ADUs; Mr. O’Callaghan stated one of his largest concerns is the bond requirement. Director Cademartori stated that the bond is in place to ensure the kitchen is removed post-tenant. Mr. O’Callaghan argued it

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would be incredibly difficult for the Town to follow through on this, even if funds are allocated for this purpose, and that the legal system would likely side in favor with a homeowner if they did not wish to remove it.

Ms. Wilkins asked about ADU inspections; Mr. O’Callaghan stated that because of the strict limitations of the Bylaw, many residents do not apply for a Special Permit, and therefore it is likely many homes have illegal ADUs which remain uninspected. For safety reasons, Mr. O’Callaghan wished to amend the Bylaw so that it can better accommodate the needs of Lynnfield resident’s use of their own homes. He cited the caveat that the ADUs would still need to comply with septic, zoning dimensional regulations and overlay districts, unit square footage limits, and other conditions which would curtail use.

Ms. Wilkins suggested amending the ADU Bylaw to incorporate application requirements and decision criteria for the Special Permit. The PB discussed when a draft of the proposed amendments would be ready for Town Meeting; it was decided that the fall Town meeting would allow for the public hearing and notices as well as allow for the ZBA to have suitable time to refine the draft. Clerk Champy recommended Town Counsel be issued a draft to review as well before Town Meeting.

Ms. Wilkins asked about parking for ADU units; Director Cademartori stated that Lynnfield does not allow overnight parking on residential streets, therefore any cars would need to be parked on property overnight. Chair Charville asked to see a redlined version of the Bylaw changes if Town Counsel reviews the draft prior to the public hearing.

Director Cademartori noted that Mr. O’Callaghan is working on codifying work start times and noise ordinances in the Town’s general bylaws. She stated that these amendments would be forthcoming for the PB to review.

8. 8:57pm – MAPC Community Snapshot Presentation

Andrea Harris-Long and Sarah Scott of the Metropolitan Area Planning Council (MAPC) presented an update on the Community Vision plan titled, “Lynnfield 2040: Shaping Our Future Today”. Ms. Scott introduced a PowerPoint presentation titled “Lynnfield Community Snapshot” which featured an existing conditions analysis for Lynnfield, touching on census data pertaining to housing (type, size, pricing, income data), population data (age, occupation, and education, race, and

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language or residents), employment and transportation (jobs, wages, commute times, vehicle ownership, public transportation accessibility).

Ms. MacNulty inquired if the Town's 2017 community survey had been incorporated into the data presented; Ms. Harris-Long explained that because the community snapshot was intended to focus on current census data, the MAPC team did not incorporate a comparison analysis. Ms. Harris-Long stated she could take a closer look at the 2017 survey to consider if there were any significant changes in responses from the 2002 master plan and the 2017 community survey.

PB members reflected on the statistic that 92% of Lynnfield is comprised of single-family residences. Ms. Scott noted that although population of the town has increased, particularly amongst the number of younger individuals ages 34 and under, the public schools have seen a 7% overall decrease in enrollment. Chair Charville recommended the MAPC team reach out to the superintendent of schools, Kristen Vogel, for additional, up-to-date data on school enrollment statistics.

The PB discussed open space and land use policy and zoning, and PB members noted that the open space map required some corrections and updates as the assessor's map is not accurate regarding non-taxable land. Director Cademartori stated she would share an internal data set and shape files with MAPC to correct the open space map.

Ms. MacNulty stated that some of Lynnfield's open space is not be accessible for public use due to various reasons including lack of parking and trails and no-trespassing restrictions. Director Cademartori stated that the planning office is in talks with the Lynnfield Water District board to allow passive recreation on their land.

Reviewing housing data, Ms. Scott showcased the type and number of housing units in Lynnfield; Director Cademartori noted that there were more 40B and 40R units than presented, and offered to provide more internal data to MAPC staff. Ms. Scott noted that updating this data would offer additional housing choice.

Clerk Champy noted that available, undeveloped land in Lynnfield is very limited and therefore requires the Town to be circumspect in planning residential economic development, referencing by example the re-zoning of Sagamore Springs Golf Course to allow for an elderly housing development. Director Cademartori added that certain co-op communities, such as L.I.F.E, are often overlooked in data collection because they are the units are not defined as "affordable housing."

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The PB discussed the affordability of housing in Lynnfield, and the struggles that various demographics face when seeking rental or permanent housing the community. Clerk Champy noted that accessory dwelling units may be the Town's best option at creating more affordable housing options.

Ms. Scott reviewed employment opportunities within town and noted most are limited to retail jobs offering lower wages, part-time hours and less advancement opportunities. She added that the median household income in Lynnfield is approximately \$147,000 with the regional average around \$140,000. Ms. Scott continued reviewing educational achievement among residents by race, and the number of persons who live and work in Town. Ms. MacNulty questioned if the sudden changes in remote work due to COVID have perhaps changed the number of people who are able to work from home, even if their office is out of town. Ms. Harris-Long stated that survey questions would need to consider the ways in which hybrid/remote jobs are classified and if qualifying language would be needed.

Ms. Scott reviewed transportation access and availability in Lynnfield; she noted that Lynnfield's location offers vehicle access to major highways such as Route 1, I-95 and I-93 but that it has limited public or multi-modal transportation opportunities. The PB discussed the Rail Trail as an opportunity for alternative transportation. Director Cademartori discussed Lynnfield's Complete Streets project that incorporated priorities for sidewalk improvements. She explained the Town has completed two sidewalk priorities with a grant to address a third. The PB discussed the use of sidewalks by cyclists, many of whom are middle schoolers riding bikes to and from school.

MAPC encouraged the PB to review the data further over the coming weeks and consider what it most striking and/or what topics are the most interesting to explore more in depth with the upcoming survey. Director Cademartori noted that although Lynnfield is 97% built, changes can be encouraged by changing or adding new zoning overlays to enable other uses on existing lots, such as multifamily housing or to enable more economic development for the Town.

Ms. Wilkins asked about what topics will be included in the Town survey and if resident's opinions on existing conditions will be included; Ms. Harris-Long stated that they can ask questions about existing facilities that allow responses on a continuum, such as a "satisfaction scale" of 1-5.

Ms. Harris-Long talked about community engagement strategies; she recommended setting up booths at locations residents frequent (community events, sports practices, school events) and hosting a

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community forum to get additional feedback from residents. She noted that active community groups, such as the Rotary Club and Girl and Boy Scouts could be avenues for engagement, as well as the “Town Talk” segment through Lynnfield’s public access channel.

Ms. Harris-Long made a modification to the original timeline to focus on prioritizing the survey launch ahead of the April Town Meeting. She added that target outreach to community groups and forums would occur during the survey window (6-8weeks) to capture additional participation. She noted that MAPC plans to have a draft survey available for review at the upcoming PB meeting on March 29, 2023. Chair Charville recommended an editorial would be helpful to incorporate into the community engagement timeline, as well.

Administrative Matters

9. 10:36pm - Approval of Minutes- January 25, 2023

Chair Charville asked for comments or corrections to the January 25, 2023 minutes as circulated to the PB. Director Cademartori noted some typographic errors be amended. *Chair Charville requested a motion to approve the January 25, 2023 minutes as corrected by Director Cademartori; Clerk Champy motioned in favor and Ms. Wilkins seconded the motion. The motion carried 4-0.*

10. 10:33pm: Next Meeting Agenda Items

- Director Cademartori shared a letter with the PB from Beth Aronson regarding light pollution to be discussed at the next PB meeting.

- Director Cademartori discussed the Green Communities Initiative for Lynnfield. She noted that the Town Police/Fire Building project might spur adoption of this initiative if it will ultimately benefit the project. She noted that the Town would need to make a decision to proceed in the coming weeks ahead of Town Meeting. The adoption would require 1) general bylaw change to adopt stretch code and 2) a tweak to the zoning bylaw to broaden certain allowances related to R&D for alternative energy in commercial and/or industrial districts.

11. 10:37pm – Adjournment

Chair Charville requested a motion to adjourn. Clerk Champy motioned in favor and Ms. Wilkins seconded the motion. The motion carried 4-0.

Respectfully submitted,
Sondria Berman