

## **LYNNFIELD PLANNING BOARD MEETING – March 29, 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, Vice Chair Kate Flaws, Clerk Edward Champy, III, Amy MacNulty and Page Wilkins. He noted staff members in attendance; Director Emilie Cademartori and Administrative Assistant Sondria Berman, and stated the meeting was being recorded by audio.

### **2. 7:01pm – Continued PUBLIC HEARING: Special Permit Rules and Regulations**

*Chair Charville requested a motion to reopen the public hearing on the Planning Board's proposed Special Permit Rules and Regulations; Ms. MacNulty motioned in favor and Clerk Champy seconded the motion. The motion carried 5-0.*

Director Cademartori previously circulated the proposed rules and regulations, as amended at the March 1, 2023 PB meeting, with Town Counsel who has since returned the draft to the planning office with both minor and more substantive edits, including the removal of performance bonds, inspection fees, and a requirement for a certificate of compliance. Director Cademartori stated that Town Counsel did not believe the enabling legislation from M.G.L. Ch. 40A provides basis for these special permit regulatory requirements, but that instead performance guarantees and/or the authority for inspections and compliance reside with the building inspector. She added that an as-built plan may be conditioned as part of a permit if the PB felt it necessary to ensure the criteria for special permit approval is met.

Chair Charville requested PB comments; Ms. MacNulty asked why requirements for compliance were included in the initial draft; Director Cademartori stated that often, performance guarantees and certificates of compliance are included in town and state permitting mechanisms, and it was believed that these methods of ensuring compliance would be applicable with special permit rules and regulations.

Clerk Champy asked if performance guarantees could be tied to other state enabling legislation; Director Cademartori stated that Town Counsel believed the building inspector was the means by which compliance and performance guarantees could be enforced. Sondria Berman reiterated Town Counsel's determination that requests for modification to an approved special permit would also be at the discretion of the building inspector, who would evaluate and determine if said modification constitutes a minor change, or if it requires a new special permit application to the PB.

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Director Cademartori stated the omission of a certificate of compliance makes it harder for the PB to enforce the conditions of the special permit prior to a certificate of occupancy. She emphasized the need for significant cooperation and communication between Town departments in order to ensure that the permit conditions are met. Clerk Champy noted that it's important to make the building inspector aware that his responsibility for special permits goes beyond the building itself and pertains to the entire site plan and special permit conditions therein; Director Cademartori concurred.

Vice Chair Flaws asked if a requirement could be included in the rules and regulations that requires the Town Engineer to review the as-built for a special permit; Director Cademartori stated that the special permit conditions could speak to a requirement for an as-built review from the Town Engineer.

Chair Charville stated he was surprised the enabling legislation does not provide the PB with a method of permit enforcement or compliance; Director Cademartori stated a mechanism for enforcement by the PB could be the issuance of a violation of the special permit, should a special permit as-built not reflect what had been permitted.

Vice Chair Flaws recommended the requirements for how the applicant must close out their permit should be articulated in the PB permit decision; Chair Charville concurred, noting that the PB must be precise and clear with special permit decision language and instruction. Director Cademartori added that as part of design review and peer review inspections, the PB will have some degree of oversight during construction.

Chair Charville asked if the PB would be reviewing site plans separately or as part of the special permit; Director Cademartori stated that site plan review is included in the special permit approval.

Chair Charville asked to review the edited fee schedule included in Appendix A of the proposed draft rules and regulations. Chair Charville reviewed special permit fees from other Massachusetts towns that previously permitted Toll Brothers active adult developments, as noted in the schedule of fees from other municipalities; he noted that almost all towns determined fees by size of project based on number of units, square footage, or acreage. Clerk Champy noted that the fees for most towns were too low; Director Cademartori stated that other towns with lower filing fees expressed frustration to Planning staff that their fees were often insufficient to recover costs for processing permits.

Ms. Wilkins asked about the other PB special permit for cannabis facilities, and whether or not the fee schedule should separate permit fees by project type; Director Cademartori stated upon further

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review of the Lynnfield Zoning Bylaws it was determined the rules and regulations for special permits pertaining to medical cannabis facilities have already been codified into the bylaw itself.

Chair Charville suggested the abutter notification fee be increased from \$2 to \$5 to account for staff time involved in mailing out said notices.

Chair Charville invited audience comments; none were made. Clerk Champy asked if a flat fee is required in addition to a per-unit cost for the special permit fee; Director Cademartori noted that an elderly housing project requires a minimum of four acres, and therefore, it would be unlikely that only a few units would be built on such a large amount of land. She agreed a per unit cost would be commensurate with the size of a project. Clerk Champy suggested \$500 per unit as the special permit fee; Ms. Wilkins stated that the PB could omit the flat fee and simply include a per-unit cost as the special permit fee.

Chair Charville confirmed that the design review fee will be a separate fee allocated to a separate account as defined in M.G.L. Ch. 40A, § 9; Director Cademartori concurred.

***Chair Charville requested a motion that the PB approve the proposed Planning Board special permit rules and regulations, as edited by Town Counsel, inclusive of the fee schedule amendments discussed of a \$5 abutter notification fee and a \$500 per unit application fee.***

Director Cademartori noted that the proposed rules and regulations draft, first created on February 7, 2023, was updated by staff and the PB at the March 1, 2023, PB meeting prior to Town Counsel's review and edits; she requested the motion be amended to include these chronological drafting details.

***Chair Charville requested to amend the motion as follows: a motion for the PB to approve the proposed PB special permit rules and regulations, as edited by administrative staff and the PB on March 1, 2023, followed by Town Counsel's edits and inclusive of the fee schedule amendments presently discussed of a \$5 abutter notification fee and a \$500 per unit application fee; Vice Chair Flaws motioned in favor and Ms. Wilkins seconded the motion. There was no debate on the motion when debate was invited. The motion carried 5-0.***

### **3. 7:18pm – CONTINUED Market Street Request for Minor Modification- Roadway Configuration**

Katie Wetherbee of WS Development addressed the PB on behalf of WS Development and shared an updated overview of the proposed roadway configuration at the northernmost portion of the

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property included in phase 2B. She stated that since the previous PB meeting on March 1, 2023, the WS Development staff spoke with the Lynnfield Chief of Police and obtained his approval for the proposed roadway reconfiguration. She added that adjustments to the proposed roadway reconfiguration included a modification to the curb along the main street median, inclusion of stop signs at all intersections, and slight adjustments to the stop locations. She added the traffic civil engineer hired by WS Development reviewed and approved the proposed roadway configuration.

Ms. Wilkins asked Ms. Wetherbee why the PB recommendation to make the turns into 90-degree angles was not adopted; Ms. Wetherbee stated that the curve was designed to keep the cars facing straight ahead. Ms. Wilkins asked if the individuals at the Sweetgreen intersection would be able to see oncoming traffic when stopped; Ms. Wetherbee said Yes. Ms. Wetherbee added that the new handicap accessible parking spots by Alchemy were relocated to allow suitable room for vehicles to park and access the adjacent handicap ramp.

Ms. Wetherbee stated the patio outlines were added to the roadway reconfiguration plan to allow the PB to review; she noted additional security patrols would be added to this area both during and after construction. Chair Charville inquired about the start date for construction of the roadway reconfiguration; Ms. Wetherbee stated she was unsure, and said WS Development did not want to disrupt store openings with the installation of patios and other construction. She noted that summer 2023 appeared to be a likely timeframe for the start of construction.

Chair Charville asked for further staff comments and invited audience members to comment; none replied.

***Chair Charville requested a motion that the PB approve the minor site plan modification for a roadway reconfiguration as detailed on the updated site plan entitled, Market Street Layout and Materials Parking/Roadway Adjustment Building 1100, dated March 23, 2023; Clerk Champy motioned in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0.***

### **4. 7:25 pm Market Street – Patio Plans Update**

Ms. Wetherbee shared a comprehensive site plan for existing patios at Market Street. She stated that the plan will not only define patio spaces for current and future tenants, but also serve as a reference point should any restaurants wish to modify their approved outdoor seating space. Ms. Wetherbee stated that most tenants, including Otto Pizza, Okipoke, Panera, Boloco, Yard House,

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King's Bowling, Tezmacal, Davio's, La Gallina, Wahlburgers and Sweetgreen were to maintain their leased patio areas and remove any additional outdoor seating areas that were extended during COVID. Ms. Wetherbee added the new sushi restaurant's request for patio seating (immediately east of Yard House) was not finalized on the site plan, as the restaurant is working on a patio seating proposal.

Ms. Wilkins confirmed the site plan patio areas shown are both new and old; Ms. Wetherbee answered in the affirmative. Ms. Wilkins asked if the PB is being asked to review and approve any of the depicted patio areas on the site plan; Ms. Wetherbee said no, but that she wanted to get specific feedback from the PB about a couple of patio areas, which she would specify in her presentation.

Director Cademartori asked what the minimum clearance was for the tentative sushi restaurant patio space shown on the plan; Ms. Wetherbee stated it was 9 ft. Ms. Wilkins asked if there had been outdoor seating in that location before; Ms. Wetherbee stated she could not recall.

Ms. Wetherbee showcased the Village Green area; she stated that most patios are already delineated via structures, but that one patio area on the plan adjacent to what was formerly the Capital One Café does not have any structural delineation. She added that this patio seating along the perimeter of the former Café was approved, so she added it to the site plan to allow the PB to review.

Chair Charville commented the main sidewalk in the Village Green area has a width of 10.6 ft., he added that the addition of street light posts and trash receptacles could make the sidewalk feel narrower. Ms. Wetherbee stated that there was nothing to approve at this time for the patio space, as a tenant was not confirmed.

She added that Chicken and The Pig, which opened last fall, is proposing the addition of a new patio area. Ms. Wetherbee shared the proposed patio and seating plan, along with clearance measurements for ADA compliance and said there will be a fence with planters to enclose the seating area. Ms. Wetherbee stated that the patio area would reduce the sidewalk to a minimum width of 6 ft.

Ms. Wilkins stated that Main Street is supposed to be 10 ft wide; Director Cademartori stated that the PB has required 8 ft. minimums throughout Market Street with a few specific exceptions. Ms. Wetherbee stated she would go back to Chicken and the Pig and ask them to reduce the patio size to allow for an 8 ft. sidewalk. Clerk Champy suggested two-top tables instead of 4-top table seating might help reduce the patio space to meet the sidewalk minimum.

Ms. Wetherbee stated Wahlburgers has a structurally defined patio space; Clerk Champy confirmed that the sidewalk to patio width at Wahlburgers is 7.8 ft.

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Ms. Wetherbee discussed Alchemy's patio area, with the proposed 1100 Roadway Reconfiguration approved, and said the patio to sidewalk distance has a minimum 8 ft. clearance. Director Cademartori asked about the distance between the fenced patio at Alchemy and the pinch point of an adjacent tree planting met the minimum of 8 ft.; Ms. Wetherbee stated it appeared this was the case. Ms. Wetherbee showcased a proposed patio area at Alchemy with an outdoor bar and a structure to provide a retractable covering over the bar and some seating. Chair Charville requested more information about the structure and awning, including pictures and details of materials and colors to be used to ensure it will comport with the design standards for Market Street. Ms. Wetherbee stated she would come back with more information for the PB to issue a final decision. Clerk Champy added that there doesn't need to be a complete design presented but more information is needed to understand the proposed look and feel of the patio.

Ms. Wetherbee stated that La Gallina's patio complies with last year's review. Director Cademartori asked if the sign/kiosk adjacent to the La Gallina patio was ever removed; Ms. Wetherbee stated that the sign is slated to be removed. Ms. Wetherbee explained La Gallina's patio will remain largely the same, with the addition of a squared-off portion to the originally approved design. She noted it serves as dead space otherwise, and the addition appears to work better for the vendor. Clerk Champy recommended that brick inlay be added to the ground for future outdoor patio areas to delineate boundaries; Director Cademartori stated that WS Development mentioned that future patios will have scoring in concrete below to delineate boundaries. Ms. Wetherbee stated most patios have planters, fencing or rope to delineate boundaries, as well. Clerk Champy stated that fixed boundaries, however delineated, makes it easier for staff and management to understand patio limits.

Ms. Wetherbee stated Legal C's patio was not included in the site plan, as both she and the Market Street property manager, Ms. Charlotte Woods, preferred to speak to them about their patio before coming before the PB.

Ms. MacNulty inquired about Burton's Grill's patio and construction start time; Ms. Wetherbee stated they are moving forward with the approved patio design but have not announced a firm start date. Ms. Wetherbee stated she anticipates the work to start when the weather is warmer.

Chair Charville summarized the discussion by noting the PB recommends WS Development discuss with their vendors the following: making the patio outside Chicken and the Pig restaurant smaller to allow for a sidewalk minimum of 8 ft., creating a smaller patio to be flush with the building

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at Alchemy, and design inspiration and materials for Alchemy's covered outdoor bar. Ms. Wetherbee stated she would take these recommendations and report back to the PB with changes and updates.

Chair Charville invited comments from the audience; none replied.

Ms. Wetherbee added that Davio's patio has a much larger sidewalk area, allowing for a larger outdoor patio space with a rope enclosure to delineate the space. She noted that Davio's has aspirations to make alterations to their patio design, and if this comes to fruition Ms. Wetherbee will bring the proposal to the PB for review.

### **5. 7:47pm – ZBA Case # 23-18 505 Summer Street Sec. 8.3 Special Permit Accessory Apartment**

Director Cademartori stated that Attorney Doyle, on behalf of the applicant, has requested a continuance; she stated it is possible the applicant may withdraw their application to the ZBA at a later date, but for now, the applicant is requesting more time. Director Cademartori noted that the applicant will need to address construction challenges to ensure zoning and septic compliance.

### **6. 7:49pm ZBA Case 23-4 Noto Partners, LLC, 922 Lynnfield Street Section 10.6 Site Plan Review – Restaurant and Retail**

Rick Salvo of Engineering Alliance, introduced owner and applicant, and Rob Noto and presented an overview of the proposed site plan for 922 Lynnfield Street to include a restaurant and retail space. He stated the applicant and his family intend to construct a sit-down restaurant similar to their Wakefield restaurant. Mr. Salvo stated that given the size and cost of the site, the Noto family wished to add a retail space adjacent to the restaurant. He discussed the site is mostly flat, with the exception of a 10ft grading change at the rear of the property, and a 4 ft grade change along the access easement. He noted that the parcel is accessible to Lynn Water and Sewer; he stated that after the site plan was approved by the Town, the applicant would proceed to Lynn Water and Sewer to obtain a fee calculation for services, which he anticipates will be agreed upon by both parties.

Mr. Salvo noted there is an existing municipal drainage system that would be utilized, with a catchbasin system for stormwater overflow and filtration. He noted the proposal includes ledge removal and grading work, restoration of the sidewalk at the front of the property with granite curbing, the creation of a full access driveway, and the establishment of a paved area with 29 parking spaces. He added there would also be a loading area for the restaurant and retail, and some additional employee parking spaces at the rear of the site. With the parcel being located in the LB district, Mr. Salvo stated the site plan meets all zoning requirements.

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Clerk Champy asked if the stormwater overflow is discharged to Lynnfield or Lynn; Mr. Salvo stated he did not know the final location of discharge. Clerk Champy asked if any infiltration testing, such as perc tests, had been performed on the site; Mr. Salvo stated they have not completed any testing but assumed due to the amount of ledge there would be very little infiltration on the site (.5 inches of water per hour).

Chair Charville inquired if there would be a determination made of the specific location for stormwater discharge prior to site plan approval; Mr. Salvo stated the engineering team would do additional research and confirm the discharge location.

Ms. MacNulty asked if any buildings were being demolished on the site; Mr. Salvo stated prior structures had been demolished years ago, with the exception of the sign and a few rock walls.

Mr. Salvo said the applicant also has a proposed landscaping plan and a tree inventory plan which includes saving some larger existing trees and additionally planting a double row of arborvitae as a wall between heritage woods and the site. Ms. Wilkins asked if the proposed restaurant's size is any bigger than the previous restaurant on site; Mr. Salvo was unsure, and stated their proposed development is 5,000 sq. ft. total.

Director Cademartori asked if they planned to create a retaining wall for the grading at the rear of the property; Mr. Salvo stated if the ledge is solid, it would not be necessary. Director Cademartori stated that abutters concerns would be brought before the ZBA; she noted that the PB is tasked with site plan review recommendations and enforcement of the Tree Preservation Bylaw. Director Cademartori stated that it would be likely that stormwater approval would be included in the site plan approval by the ZBA.

Chair Charville asked about any traffic concerns; Mr. Salvo stated they had not conducted a traffic study. Ms. Wilkins asked about off-street parking; Mr. Salvo stated there would be no off-street parking. Director Cademartori recommended the applicant consider potential abutters concerns, such as traffic, ahead of the ZBA meeting to have information and answers available for discussion.

Patricia Campbell of 7 Patrice Road asked what the capacity of the restaurant would be; Ms. Salvo estimated approximately 70-80 seats. Ms. Campbell stated that she believed the existing traffic in the area was "dangerous" to navigate.

Chair Charville requested staff comments. Director Cademartori stated the applicant has not officially submitted their Tree Preservation Bylaw (TPB) application, however, upon informal review



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of the application, she anticipates a PB discussion on Norway Maples as an invasive species to be removed, but not mitigated. She added that mitigation of one species of tree is not compliant with the required variety of tree mitigation species for an approved permit. Clerk Champy recommended the applicant consider the TPB discussion when preparing their application.

Chair Charville asked for further audience comment; hearing none, *Chair Charville requested a motion the PB not oppose the proposed site plan at 922 Lynnfield Street subject to the applicant complying with the requirements of the TPB; Clerk Champy motioned in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0. The PB will inform the ZBA by letter.*

### **7. 8:12pm – ZBA Case 23-6 Tesla, Inc/ 28 Broadway Section 10.6 Site Plan Review – EV Charging Station**

Matt Tilden of Dewberry Engineers spoke on behalf of applicant Tesla, Inc. to discuss their proposed site plan at 28 Broadway. The proposal includes the installation of 12 EV charging station posts in the side parking lot adjacent to Christmas Tree Shops. He stated these charging stations are different from the Market Street chargers, noting the PSU units charge and super charger are mounted on a concrete slab. Mr. Tilden stated the location does not require a new utility service; he stated Peabody Municipal Light allowed them to bring an overhead high-voltage connection service to a new pole on the opposite side of the street that connects to their transformer station, with an underground conduit connecting the EV units. Each supercharger cabinet will connect to four charge posts.

Director Cademartori stated that there are already trees on the location where the EV units are to be installed, which will necessitate their removal. She added that the ZBA will likely require mitigation for the lost trees, as prior site plan approval for the development likely included street tree plantings. Mr. Tilton confirmed there have been discussions with the owner about re-planting trees elsewhere on the site to mitigate for those removed. Director Cademartori added that this site plan review (as well as commercial sites) would also trigger the Tree Preservation Bylaw, as the current trees are likely within the setback. The PB reviewed an aerial of the site to locate where trees could be planted.

Ms. MacNulty asked about overhead versus underground electrical access; Director Cademartori stated the existing primary power is above ground. Clerk Champy noted that if underground conduits were proposed they would also be considered a suitable means of running power to the EV stations.

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Clerk Champy stated that moving power underground can make the site look less cluttered and the lines would be less risk and potential damage.

Clerk Champy and Ms. Wilkins asked if the parking spaces are restricted to EV vehicles only; a Dewberry representative stated that no vehicles are prohibited from parking in the EV parking spaces, although it is their hope that such spaces would be utilized by EV vehicles.

Ms. MacNulty asked if the EV stations will allow for charging of non-Tesla electric vehicles; a Dewberry representative stated Tesla will be opening up its EV network with “super charging” stations that allow for non-Tesla vehicles to be charged. She noted that Tesla is increasingly opening its network.

Chair Charville requested audience comments; hearing none, *Chair Charville requested a motion that the PB not oppose the proposed site plan addition of EV charging stations for 28 Broadway, subject to the PB recommending the applicant revisit underground conduits for electrical power service with Peabody Municipal Light Department and comply with the Tree Preservation Bylaw; Clerk Champy motioned in favor and Ms. Wilkins seconded the motion. The motion carried 5-0.*

**-8:28pm**-Chair Charville stated that the PB did not formally close the public hearing on the Rules and Regulations for the PB Special Permit; *Chair Charville requested a motion to close the public hearing on the proposed Rules and Regulations for PB Special Permit; Vice Chair Flaws motioned in favor and Ms. Wilkins seconded the motion. The motion carried 5-0.*

### **8. 8:28pm – ZBA Case 23-7 – 6 Alexandra Road, Section 9.2 Wetland Buffer District Special Permit**

Director Cademartori summarized the request for Special Permit from the ZBA for 6 Alexandra Road for a proposed residential addition within 50 ft. of a wetland buffer zone. She described the property having an intermittent stream along its eastern boundary, and given the proximity of the addition to the stream a special permit is required. Applicant Mr. Covino explained the addition will be a two-car garage with a second-floor master suite and office. He explained that it is the only location on his property that allows for residential expansion and is adjacent to his pool. He stated two existing sheds would be moved to the rear of the property, and low-level vegetation would be added along the stream. He stated his existing two car garage would become a two-bay, one car garage.

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Ms. MacNulty asked how close the wetland is to the structure; Director Cademartori stated that at its closest point the structure is approximately 40 ft from the top of the bank. Director Cademartori noted that Mr. Covino has already received a permit from the Conservation Commission the week prior. Director Cademartori stated that due to underground septic and plumbing line constraints on the lot, the structure could not be moved further out of the buffer. She added that there would be no vegetation removed due to construction, and restoration work is also a part of the Conservation Commission permit. Director Cademartori shared pictures of the site with the PB.

Vice Chair Flaws asked about impervious calculations for the lot; Director Cademartori stated the property is not in the Groundwater Protection Overlay district, and the impervious calculations for the zoning district are 35%, which has not been exceeded.

*Chair Charville requested a motion that the PB not oppose the proposed Special Permit for 6 Alexandra Road; Clerk Champy motioned in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0. The PB will inform the ZBA by letter.*

### **9. 8:38 pm – MAPC Update – Lynnfield Community Vision Plan**

Andrea Harris-Long of the Metropolitan Area Planning Council (MAPC) addressed the PB, and discussed the proposed draft survey for the Lynnfield 2040 visioning plan. She noted that she already received survey feedback from board member Ms. MacNulty, as well as staff, but wished to hear from other PB members. She noted that the survey is on track to be ready for publication by mid-April, and that MAPC is working on setting up community forums to get people involved and participate in the survey.

Vice Chair Flaws stated that the language under option 3 referencing “new development” is vague, and could be confusing to survey takers. Ms. Harris-Long stated that the purpose behind the question was to determine growth management planning for the Town – specifically as it related to zoning. Vice Chair Flaws stated that the question could be improved by asking a more pointed, direct question about interest in specific economic development areas or projects.

Director Cademartori stated that the language used for the question is pulled from the Town’s 2002 Master Plan, and that if it is not useful, the PB could either remove or replace it with an improved, focused question. Clerk Champy stated that questions about broad zoning changes can be complicated to answer and difficult for the Town to implement.

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Director Cademartori asked the PB to consider how much of the survey should reflect on the 2002 Master Plan; Ms. MacNulty stated the master plan is not necessary to revisit for the current survey.

Ms. Wilkins asked Ms. Harris-Long what fundamental questions are often asked in community vision surveys; Ms. Harris-Long stated that it is community-specific, adding that perhaps the first question of the draft survey could be omitted to reduce length. She added that the previous master plan did not address certain topics that have become more relevant to municipalities in recent years; she recommended keeping questions about environmental stewardship, climate resiliency and change in the survey as these would be good topics to cover down the road in the next master plan.

Vice Chair Flaws asked to modify the second question to read “economic development” instead of “economic opportunity for residents”; Ms. Harris Long stated that the question is meant for survey respondents to consider the types of jobs available in-town. Ms. Harris-Long suggested separating the two phrases into two separate categories as “economic development” and “economic opportunity.” Director Cademartori stated that “economic opportunity” means in more simplified terms, jobs. She asked if the PB is interested in promoting more jobs in Lynnfield; Ms. MacNulty noted that most people do not look to Lynnfield for job opportunities, but may already work from home. Clerk Champy stated he was uncertain if companies would seek to bring their headquarters to Lynnfield over a more city-based location; Vice Chair Flaws stated the allure of cheaper land and office space could bring businesses into Town. Clerk Champy stated most companies require office space that exceeds the available developable space and zoning/septic limits in Town making it impossible for most major companies to relocate to Lynnfield. Ms. Harris-Long stated that keeping the questions general will allow MAPC members to dig deeper into the questions and responses during public forums.

Ms. MacNulty stated that she hoped to include an open-ended question on the survey about public health initiatives, focusing specifically on community health and well-being. The PB discussed recent proposals and initiatives from community groups looking to add facilities to the Town and if these specific items should be incorporated or referenced in the survey. Ms. Wilkins stated that asking specific questions gets “into the weeds” and may not be an appropriate use of the vision survey, which is meant to serve as a broad overview of interest.

Director Cademartori asked the PB to consider the goal of the survey – to create a vision plan to guide future planning initiatives for town officials- and if incorporating both specific and broad

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questions would accomplish this goal. She added that housing questions will need to also reflect the Town's MBTA Communities compliance and determine what kind of multi-family housing options are preferred.

The PB discussed the concepts of economic diversity and economic opportunity; Clerk Champy noted that some of the terms may be either unknown or confusing to some; Ms. Harris-Long stated that the terms are intentionally vague to allow individuals to answer based on their own understanding. She added that clarification can be achieved during focus groups, where more specific questions can be asked to provide additional context. The PB discussed the concept of diversity as it related to housing, economic opportunity, and education in town and if the survey would be able to delineate each.

Ms. MacNulty stated she felt there was some redundancy with the housing questions; she recommended consolidation of these questions to streamline the survey.

Chair Charville invited audience members to comment. Ms. Patricia Campbell of 7 Patrice Road stated she spearheaded the previous Master Plan in 2002; she noted that the master plan process had great participation from community members. Ms. Campbell agreed with Ms. Harris-Long's recommendation to ask broad questions instead of questions with specific topics. She added that the concept of a visioning plan was confusing to her, and recommended renaming it as a master plan. Ms. Wilkins and Chair Charville responded to Ms. Campbell, explaining that a visioning plan serves as a small stepping-stone to a more costly, more elaborate master plan and as such, the visioning plan cannot be re-titled a master plan. They continued that a master plan requires the support and funding from the Select Board and Town Meeting, and was not requested by the Board or allocated funds for the current fiscal year.

Ms. Campbell stated the previous master plan was completed but never fully implemented; she highlighted the example of the master plan's intention for affordable housing behind the senior center, and expressed disappointment that it instead became a market-rate adult community (Windsor Estates). Ms. Campbell continued that previous Town committees and boards did not take into consideration the 2002 master plan in their decisions and therefore, what was implemented was not always consistent with the master plan. She recommended an implementation committee for any future master plan to ensure the master plan is followed accordingly.

Ms. Campbell stated some phrasings in the survey were particularly confusing to her, such as "economic opportunity for residents" and predicted others would experience the same confusion and be

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dissuaded from completing the survey. Ms. Campbell asked what categories of questions would be included in the visioning survey; Ms. Harris-Long stated that the topics would be varied but limited.

Ms. MacNulty stated that the purpose of the visioning survey is to understand current Lynnfield community values and hopes for the future of Lynnfield over next two decades. Ms. Campbell stated she felt elderly adults living in Lynnfield are not being adequately served by the Town; Ms. MacNulty emphasized that the survey is designed to help collect information to address community priorities.

Ms. Campbell asked if people would have open forums in which to talk; Vice Chair Flaws stated that open forums for in-person discussions would take place during and after the survey. Ms. Campbell asked Ms. Harris-Long if she was an impartial consultant to the Town and had no conflicts of interest; Ms. Harris-Long answered in the affirmative. Ms. Campbell asked about circulation of the survey; Director Cademartori stated that the survey is open to everyone and it will tabulate each respondents' connection to the Town. She added that the survey will be online but that there will be many opportunities, including Town Meeting and other local events, where individuals can fill out a paper copy of the survey. She also stated that many town leaders and community groups have partnered with the Planning Board to assist with publicity and outreach efforts for the survey.

Chair Charville summarized the survey would take place April through May, and June-July will allow for public forums; Ms. Harris-Long confirmed this was the timeline.

Ms. Harris-Long and PB members reviewed upcoming tabling events schedule for the survey launch, and PB members stated they would review the google document and sign up to attend events.

### **Administrative Matters**

#### **10. 10:01pm - Approval of Minutes- March 1, 2023**

Chair Charville asked for comments or corrections to the March 1, 2023, minutes as circulated to the PB. Hearing none, *Chair Charville requested a motion to approve the March 1, 2023, minutes as circulated; Ms. Wilkins motioned in favor and Clerk Champy seconded the motion. The motion carried 5-0.*

#### **11. 10:02pm: Next Meeting Agenda Items**

- Reminder for PB members to attend Town Meeting April where survey will be launched.
- Director Cademartori shared with the PB that it was written in the decision for Vallis Way that the PB will review and approve of the wall design. With the wall yet to be fully engineered, Director Cademartori wanted to gather feedback from the PB on the proposed materials and design which

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included the Shea standard concrete block that looks like granite. She noted the wall would be 11 ft. high to address the height of the hill. She continued the setback would be at least 3 ft back from the edge of pavement, with the base of the wall having 5 ft. width block, and proceeding upward 11 ft.

Director Cademartori stated the limit of grading easement was 20 ft for most of the right of way, but was reduced to 15 ft on Lot 5. Ms. Wilkins asked if the wall could be staggered with plantings, Clerk Champy echoed Ms. Wilkins comments suggesting a 1:1 vegetated slope design instead.

Director Cademartori asked the PB if they approved the wall 3 ft back from the road and if they approved the style of block; Clerk Champy and Ms. MacNulty stated the look is not preferred. Director Cademartori stated that while the style of block can be changed for another style, it is unlikely the size of block would change.

Chair Charville asked Clerk Champy if he would be amenable to a fifteen-minute phone call with Director Cademartori and the Vallis Way developer, to talk through potential approaches to building the wall; Clerk Champy stated he would be glad to do so. Vice Chair Flaws asked if the PB would consider suggesting the developer consider another style of block; Director Cademartori stated the developer chose the specific style of block because it required the least amount of grading for the least amount of cost. She cautioned that more grading would disturb more of the hill (and trees).

Chair Charville stated he did not have significant aesthetic concerns with the proposed wall, given the street length, surrounding trees, landscaping and curbing. Ms. Wilkins recommended adding street trees in front of the wall; Director Cademartori stated she was unsure what kind of tree would be able to grow in only a 3ft strip of land (width). Director Cademartori recommended Clerk Champy discuss further with the engineers.

The PB reviewed the aesthetic of a natural stone wall in Lynnfield and discussed whether or not the area of disturbance would increase if a natural stone wall was preferred; Clerk Champy was skeptical the natural stone would expand the current area of disturbance. Ms. Wilkins concurred with Clerk Champy's assessment of the aesthetic of the wall. Director Cademartori stated she would reach out to the developer and let him know the PB's initial reflections of the aesthetic and design of the wall were not satisfactory, and more discussion would need to take place before the wall could be approved by the PB.

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- Director Cademartori reminded the PB that Beth Aaronson shared a letter with the PB last month regarding light pollution in Lynnfield, and expects to discuss it at the next PB meeting on April 26.

### **12. 10:20 pm – Adjournment**

*Chair Charville requested a motion to adjourn. Vice Chair Flaws motioned in favor and Ms. MacNulty seconded the motion. The motion carried 5-0.*

Respectfully submitted,  
Sondria Berman