

## LYNNFIELD PLANNING BOARD MEETING December 20, 2016

A meeting of the Planning Board (PB) was held on Tuesday, December 20, 2016 at 7:00 in the Conference Room at Town Hall, 55 Summer Street. Present were: Co-Chairman John Faria, Co-Chairman Alan Dresios, and Heather Sievers. Co-Chairman Faria called the meeting to order at 7:00 PM and announced it was being recorded. He said Co-Chairman Dresios wished to discuss the Design Standards (DS), but another matter needed to be discussed off the record and asked that the recorder be turned off.

### **1. Design Standards**

When the recording resumed, Co-Chairman Faria stated he and Co-Chairman Dresios will review the changing of each “should” to “shall” in the DS in order to obtain prior approval from the state before the PB votes on them. Co-Chairman Faria also requested a change in 5.E.4b to say “a primary storefront sign shall not exceed”. Additional review and discussion of video signs, video pedestals, and various terminologies in the DS ensued. Co-Chairman Faria motioned for a brief recess, Ms. Sievers seconded, and the motion carried unanimously.

Co-Chairman Dresios said 5.E.5g, “window graphics”, was inadvertently omitted and must be reinstated; he added that the prior revision to the DS had never been approved by the PB and they must do so. Co-Chairman Faria said the PB must now “ratify and affirm” all changes submitted May 14, 2008 in addition to the new changes to be proposed. Co-Chairman Faria again requested to go off the record and the recorder was turned off.

When the recording resumes, Co-Chairman Faria states the time is 8:45 PM. Co-Chairman Dresios said there are several additional items to be discussed, the first being whether the revisions to the DS are to be presented at a Public Hearing (PH) or a regular meeting. Co-Chairman Faria states a PH is not required; subsequently, the Board decides to hold a PH. Additional discussion about the DS included the Appendix and reformatting to 8 ½” x 11”.

### **2. Master Plan Update**

Ms. Sievers stated the Survey Monkey questions were in test mode and several people had tested and responded. She added that a notice about the survey would be mailed with the Census, and publicity was being done. Ms. Sievers said that DLTA monies have been received from the state and could be used for the Master Plan (MP). Ms. Sievers said she would enlist help from MAPC with public

## **LYNNFIELD PLANNING BOARD MEETING December 20, 2016**

engagement and statistical analysis, as well as requesting grant monies to conduct the survey.

Co-Chairman Faria said he had been contacted by Atty. John Foley with an application to extend the completion deadline for Janet Way. He added that he is involved in litigation in that land area and would have to recuse himself.

### **3. Zoning Bylaws**

Co-Chairman Dresios asked if members had received updates. Ms. Sievers said she had reviewed and red lined the bylaws going back to 2008; Co-Chairman Dresios said that 2012 was the last bylaw the PB had approved.

### **4. Zoning Map**

Ms. Sievers said this project was currently in a “holding pattern”. Co-Chairman Faria said he had reviewed it with Ms. Randlele and that she had “what should be, and what shouldn’t be” on the zoning map sorted out perfectly. Co-Chairman Faria said the new map would reference the revised Zoning Bylaws and both would be updated with the same 2017 date.

### **5. Minutes**

Ms. Sievers said she had reviewed the minutes from the May 25<sup>th</sup>, 2016 meeting and found no errors. Co-Chairman Faria moved to adopt them; Co-Chairman Dresios seconded, and all 3 voted in favor of this.

Co-Chairman Faria then motioned to adjourn the meeting; Co-Chairman Dresios seconded it and the motion was approved unanimously.

Respectfully submitted,

Susan Lambe, Planning Office