

LYNNFIELD PLANNING BOARD MEETING – DECEMBER 14, 2022

1. 7:00pm - Call to Order

Chair Brian Charville called the meeting to order at 7:00 pm and identified the Planning Board (PB) members in attendance, including himself, Vice Chair Kate Flaws, and members 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. Board Member Ed Champy was unable to attend the meeting.

2. 7:01pm – Sagamore Place subdivision – Request for Bond Reduction

Director Cademartori explained the developer at Sagamore Place had completed the final paving last month (November 2022). She added the As-Built plan, which is required as part of the bond reduction request, was not received until just before the present meeting. Given the absence of a current full-time Town Engineer, more time would be needed to peer review the As-Built plan with Geo-Syntec to ensure the appropriate amount of funds are released and/or retained. Director Cademartori noted that the developer still has a 1-year contingency period for the street, and that roughly \$35,000 would likely be kept as part of the bond until the street is accepted by the Town.

3. 7:05pm – ANR 211 Summer Street

Director Cademartori reiterated the history of 211 Summer Street (located at the corner of Taylor Terrace and Summer Street). She explained the property was recently subdivided by Approval Not Required (ANR) plan into two lots. Director Cademartori noted that there was a small sliver of land noted as a “spite strip” leftover from the creation of Taylor Terrace that included an easement. She said the applicant had previously purchased the spite strip and included it as part of his ANR division, however the spite strip was registered land, not recorded land, and therefore needs to have a Land Court plan signed by the PB. Director Cademartori continued that the applicant’s request is purely an administrative one to satisfy the Land Court and is not a new ANR request.

After some discussion regarding the beneficiary of the easement within the spite strip as an undetermined entity, the PB chose to review the deed certificates on the property at a later time in the meeting before signing the plan (*see topic item #6*).

4. 7:15pm ZBA Case #22-16 Review – Special Permit and Variance, 2 Charing Cross

Director Cademartori stated that the PB is to review a special permit for 2 Charing Cross, which includes a variance for a side yard setback to accommodate a garage addition. It also requires a special permit for imperviousness limitations set by the groundwater protection district overlay. The lot, which was originally built in 1973, is an existing non-conforming lot which currently exceeds the allowable 15% imperviousness, totaling approximately 22%. With increased imperviousness proposed as part of their site plan, the applicant must bring the lot into compliance. The applicant proposes removing the existing basketball court and installing roof infiltration to mitigate the additional

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impervious area for the new garage and driveway. Director Cademartori noted that the applicant plans to install a foundation drain around the base of the foundation.

Vice Chair Flaws inquired if the proposed infiltration system was typical for mitigation and would meet the infiltration standards of the groundwater protection district; Director Cademartori stated the infiltration system chosen is not the typical one used, and the PB could make a recommendation to the ZBA to have the calculations reviewed and listed on the plan for reference.

Director Cademartori noted that she could also reach out to the engineer for the applicant and discuss the system proposed to see if it meets the criteria for infiltration such as the 1inch rainfall event, etc.

Chair Charville confirmed the upcoming ZBA meeting would occur on January 10, 2023 before the next monthly PB meeting on January 25, 2023. He noted that should the PB require more time to issue a recommendation for the special permit, it would delay the applicant's request for a decision from the ZBA until February 2023.

Chair Charville asked the PB if they would choose not to issue a recommendation at the current time; Vice Chair Flaws stated she would vote to issue a recommendation in favor should the calculations for the system proposed meet the criteria necessary for mitigation.

Chair Charville made a motion in favor to recommend the ZBA not oppose the special permit request for 2 Charing Cross with the condition that ZBA approve the plan only after further infiltration calculations confirming compliance are submitted with the proposed plan; Ms. MacNulty seconded the motion. The motion passed 4-0.

5. 7:27pm Lynnfield Community Vision Plan- Kickoff Meeting

Andrea Harris-Long of MAPC presented a project overview and timeline for Lynnfield's Community Vision Plan. Ms. Harris-Long shared introductions, discussed the components of a vision plan as illustrated by other towns' efforts, and provided an overall timeline for completion. She noted that vision plans can exist as independent, stand-alone plans or a first step to creating a more comprehensive master plan for the Town. She continued that strategic planning will be necessary to facilitate and coordinate data collection efforts and that the PB will serve as leaders to recommend relevant groups that can contribute to the visioning plan process.

Ms. Harris-Long asked the PB what goals they had in mind for the vision plan; Ms. MacNulty expressed enthusiasm for the visioning plan and emphasized the importance of striking a balance between inspirational, abstract goal-setting and the practical means (steps, tools, resources) by which to achieve said goals. She noted it is important to bring as many residents as possible into the conversation about the vision plan, even if this brings about a diversity of opinions. Ms. Harris-Long expressed agreement with Ms. MacNulty's comments, and recommended having a "resources" section at the end of the plan to allow for next steps towards implementation.

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Ms. Wilkins asked how MAPC would facilitate reaching diverse demographics within the Town and soliciting responses; Ms. Harris-Long responded that MAPC has a community engagement division able to assist with strategies. She also welcomed PB recommendations for groups and organizations that could partner with the Town on the vision plan.

Ms. Harris-Long shared some of the typical topics discussed in a vision plan, specifically those that focus on transportation, energy, housing, community facilities, parks and recreation. She added these broad topics often frame discussions about specific goals for each town, depending on what residents consider to be important priorities for improvements and/or maintenance.

Chair Charville asked Ms. Harris-Long about her thoughts on Lynnfield's master plan from 2002, and to what extent, if at all, the current visioning plan would be impacted by this. Ms. Harris-Long stated that it is in the Town's best interest to keep their master plan current. She added that the visioning plan will be based on the current demographics and existing conditions of the town to give the PB an opportunity to determine the value of an updated master plan, should the Town desire to do so at a later date. She noted that Lynnfield's 2002 master plan serves as a reference point to compare/contrast the demographics of the existing conditions analysis in 2022.

Chair Charville discussed the limited pockets of undeveloped or underutilized land in Lynnfield and noted that these may serve as constraints or obstacles to implementing larger development-based goals for the Town. Vice Chair Flaws noted while there are limited areas for economic development, there are sites that could be improved and/or acquired for conservation purposes. Ms. MacNulty cited the importance of an existing conditions review of the Town to better assess what opportunities are available for improvements. Director Cademartori noted the parcels along Route 1 and the remaining 60,000 sq feet of buildable floor area at Market Street could be re-zoned and/or re-imagined to allow for alternate preferred uses.

Vice Chair Flaws inquired about existing conditions research, and asked if there was specific data on income by age; Ms. Harris-Long stated that the MAPC data team has many resources at their disposal to collect information about demographics. Vice Chair Flaws wanted to explore demographics for the purposes of evaluating the usefulness of Lynnfield's ADU Bylaw changes.

Chair Charville stated he would be interested in learning more about what is required for towns to hire an economic development staff person; Ms. Harris-Long stated that MAPC has an economic development team that could provide guidance.

Ms. MacNulty added that an economic development staff person could also be used for regional planning initiatives for the town, such as Willis Woods, and water and/or energy resource collaborations.

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Chair Charville suggested the PB consider the prospect of “sharing” an economic development staff person with a neighboring town, as it has in the past with other Town staff positions. Ms. Harris-Long stated that it is a worthwhile consideration as it could not only benefit Lynnfield but also surrounding communities seeking greater regional collaboration.

Ms. Harris-Long suggested having a survey that asks residents about their traveling patterns, specifically as it relates to shopping necessities (groceries, pharmacy, gasoline) and/or services (doctors, dentists, restaurants, salons, car repairs, etc.). She stated this would help guide a discussion on what amenities or resources Lynnfield would most like to see added to the Town.

Vice Chair Flaws asked about climate resiliency strategies the Town can explore as part of the visioning process, including the concept of adopting local power grids for public safety buildings and other Town-owned facilities. Director Cademartori noted that the Town’s Hazard Mitigation Plan, as well as the Municipal Vulnerability Plan, each discuss the need for more secure energy resources for emergency service facilities. Ms. MacNulty inquired about the possibility of supporting geo-thermal energy for municipal buildings as well.

Ms. Harris-Long discussed next steps. She stated over the next month the MAPC team would review past Town plans and schedule a “municipal immersion day” wherein MAPC staff could spend a day meeting with town officials, committees and groups that have an interest in the vision plan. She added that for the next scheduled meeting between the PB and MAPC (February 22, 2023), MAPC will present their results from census data research to provide a “community snapshot” of Lynnfield demographics for the PB to review.

Ms. Harris-Long asked for ideas for the logo/title of the Lynnfield vision plan; the PB discussed a number of ideas but eventually agreed upon a “Lynnfield 2040” title with blue and yellow colors and possibly the meeting house as a logo icon. Ms. Wilkins suggested adding a tagline; Ms. Sarah Scott, MAPC staff member in attendance, suggested the line “shaping our future, today,” to which the PB unanimously expressed favor.

Ms. Harris-Long discussed additional ways to reach out to the Lynnfield community to foster engagement in the project; she added it would be helpful for the PB to direct MAPC as to which in-town events or gatherings would be ideal opportunities to interact with residents. The PB discussed a number of committees and groups that host events throughout the year where MAPC could attend and/or provide information to residents about the vision plan.

6. 8:40pm – ANR 211 Summer Street (cont.)

Vice Chair Flaws and Chair Charville reviewed the registry of deeds online website for previous ANR plans for 211 Summer Street, finding multiple iterations of registered land ANR plans depicting the easement in question. Chair Charville stated the easement will not necessarily be dissolved by the signing of the current ANR as presented. Vice Chair Flaws, looking at an older plan, stated the

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easement beneficiary appears to be the abutting property owner, which is now one and the same person.

Chair Charville requested a motion that the PB endorse the ANR plan dated December 12, 2022 regarding 211 Summer Street as approval not required; Ms. MacNulty motioned in favor and Vice Chair Flaws seconded the motion. The motion passed 4-0.

Administrative Matters

7. 8:41pm- Approval of 2023 Planning Board Meeting Schedule

Director Cademartori stated she circulated the proposed dates for the 2023 Planning Board meeting calendar to PB members. She noted there was nothing unusual about the proposed schedule as compared to previous years, with only one exception not falling on the last Wednesday of each month.

8. 8:43 pm Discussion Regarding Topics for Next PB Meeting- January 25, 2023

Director Cademartori mentioned that the PB will likely have a few items on the upcoming January 25th, 2023, monthly meeting agenda, including a bond reduction for Sagamore Place and the review of the As-Built, as well as a potential proposal from Mr. Ogren on behalf of the Vallis Way subdivision to plan for tree bylaw permitting and mitigation.

Director Cademartori discussed plans for the proposed FY 2024 budget, specifically, to include an “ask” for an undisclosed capital allotment to be grant matched. She discussed a number of possible projects eligible for grant-matching including: assessments for street tree canopy, trail construction in Willis Woods, town sustainability and zoning enhancements. She asked the Board for their recommendations; Vice Chair Flaws requested looking into Green Communities technical assistant grants for non-members.

Director Cademartori added that she would be requesting an increase in the Open Space budget category, which uses funds to pay for sign installations and maintenance of conservation properties in Town.

Director Cademartori discussed the FY 24 Goals and Initiatives outline to be included with her proposed budget; she recommended the PB include the adoption of rules and regulations for the implementation of Special Permits. Chair Charville asked that the adoption of rules and regulations be given priority attention; he recommended a draft be done for the January 25, 2023 PB meeting with the expectation of a vote on a final draft at the February 2023 PB meeting.

Director Cademartori shared with the PB that currently, there are 12 raze and rebuild projects and nine new construction homes active, for a total of 21 homes that are soon to be “new” in Town. She noted another 12 homes are slated to be added to this list in the near future, commenting that Lynnfield continues to see a significant amount of private development projects throughout town. She noted that

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all of these homes have tree permits through the Tree Preservation Bylaw, but no mitigation funds have been collected to date.

Vice Chair Flaws asked Director Cademartori what percentage of housing stock is currently categorized as affordable 40B in Lynnfield; Director Cademartori stated that the increase in 40B units has placed Lynnfield just over the minimum 10% threshold, at 11.2 percent.

Chair Charville inquired about the ZBA ruling on North Main Street which requested a double driveway curb cut; Director Cademartori stated that it was approved with conditions recommended by the Town Engineer. She added that although it is a scenic road property, it does not trigger the Scenic Road Bylaw because there are no stone walls or trees being altered or removed.

9. 8:53pm – Adjournment

Chair Charville requested a motion to adjourn. Vice Chair Flaws motioned in favor and Ms. MacNulty seconded the motion. The motion carried 4-0.

Respectfully submitted,
Sondria Berman