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July 23, 2018

Mr. Brian R. Charville  
Chairman  
Planning Board  
Town of Lynnfield  
55 Summer Street  
Lynnfield, MA 01940

Re: Minor Change Request – Planned Village Development District  
(PVDD) MarketStreet Lynnfield

Dear Chairman Charville and Members of the Board:

Market Street Retail South LLC (the “Applicant”) is submitting an application for a Minor Change to the Site Plan for a parking layout change in the area to the east of Building 1350. The proposed Minor Change reorients a row of the adjacent parking lot to facilitate improved pedestrian safety when accessing Building 1350. The revised plan includes switching a row of existing parking and its adjacent landscape island so that the parking spaces will now be accessed directly from the drive aisle similar to the configuration of Market Street. The plan includes the addition of two crosswalks to allow safe crossing of the roadway. Overall, the plan is designed to improve safety and convenience of those using the building and will serve to calm traffic using the road.

Minor adjustments to parking or site details are allowed changes subject to Planning Board approval under the PVDD, and this application seeks to revise the site plan for a modification to parking layout adjacent to Building 1350. Minor Changes are reviewed at a public meeting of the Planning Board, and do not require a public hearing.

Copies of this application have also been delivered to the Lynnfield Town Clerk, the Department of Housing and Community Development and the Board of Selectmen (in its role as Administering Agency for the affordable housing provisions of the Bylaw).

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There are no structures being applied for at this time. The overall permitted buildout of 475,000 s.f. is not proposed to be changed.

The definition of a Minor Change is:

*Minor Change. After Site Plan Approval, an Applicant may apply to make minor changes in a Development Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall build out or building envelope of the site, or provisions of open space, number of housing units or housing need of affordability features. Such minor changes must be submitted to the Approving Authority on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the Approving Authority. The Approving Authority may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The Approving Authority shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Town Clerk.*

The Applicant is hereby submitting this application to the Planning Board as a Minor Change.

The parking has been modified from the prior application as follows:

1. The number of parking spaces has been reduced by two (2) spaces, but the total number of spaces is well in excess of that required by zoning.
2. There are two (2) new crosswalks.
3. Twenty one (21) parking spaces will face Building 1350, and access will be from the drive aisle instead of access from the parking lot behind Building 1200.
4. The adjacent landscape island will be moved into the Building 1200 lot, in the current location of the parking spaces.

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Application Procedures

The following responds to Site Plan Review 9.5.2 Application Procedures:

- (a) An original copy of this application has been filed with the Town Clerk and the Building Inspector.
  - 1) Housing affordability requirements have been satisfied.
  - 2) Housing affordability requirements have been satisfied.
  - 3) Housing affordability requirements have been satisfied.
- (b) Review Fees are not applicable.
- (c) Planning Board requirement to distribute.
- (d) Planning Board requirement to determine completeness.

Our enclosed application demonstrates that the project complies with the requirements for a Minor Change in 9.5.15 (Changes in Plans after Approval by Approving Authority) as follows:

1. **The proposed Change does not affect the overall buildout of the property.** The overall program for the project, which includes 475,000 square feet of combined office and retail space and 180 residential units, will not increase.
2. **The provision of open space has not been affected.** The open space features of the project have been constructed and will not change. The island that will be relocated has not changed in size.
3. **Proposed Change does not affect the number of units, housing needs or affordability features.** The housing component of the project, which has been constructed, has not changed.
4. **Such Change must be submitted on redlined prints of the approved plan.** A redlined version of the prior approved plan is enclosed (Plan LR-12.0).
5. **An application form is required.** An application form used by the Planning Board in its review of prior applications is enclosed.

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With regard to the Design Standards, there is no material change to site design or improvements. The landscaping in the new island will be consistent with current landscaping and the original approved planting schemes. Existing site lighting will be reoriented according to the attached plan set, and there is no impact to photometrics.

The Applicant requests that the Board schedule this to be heard at its next available meeting.

Please contact us if there is any additional information that the Board requires in advance of the meeting. We appreciate the Planning Board's continued work on this project and look forward to meeting with you regarding this application.

Sincerely,



Ted Tye  
Managing Partner



Douglas A. Straus  
Senior Vice President

Enclosures:

1. Application Form Planned Village Development District (PVDD) Request for Modification dated July 18, 2018
2. MarketStreet Lynnfield Compliance Checklist Site Form Building 1350 Parking dated July 18, 2018
3. Project Size Tracking Spreadsheet dated July 18, 2018
4. J&M Lighting Design Photometric Analysis dated February 21, 2017
5. Annual Compliance Report – 40R Affordable Housing Program (45 Units) dated April 24, 2018
6. Master Affordable Housing Restriction Agreement Arborpoint at MarketStreet executed and dated October 3, 2012
7. Plan Set Titled MarketStreet Lynnfield Request for Approval of Minor Change prepared by Stantec and dated July 18, 2018
8. MarketStreet Rendered Site Plan Titled Building 1350 Parking Rendered Site Plan prepared by Stantec and dated July 18, 2018