

**TOWN OF LINCOLN**  
**MINUTES OF THE PLANNING BOARD**

**JULY 12, 2016**

**TOWN OFFICES**

**PRESENT:** Margaret Olson (Chair) (MO), Lynn DeLisi (Vice-Chair) (LD), Richard Rundell (RR), Gary Taylor (GT), Steve Gladstone (SG).

**STAFF:** Jennifer Burney

**7:00 PM DETERMINATION OF MINOR CHANGE, Section 17 Site Plan Review: Mason, 207 Old Concord Road, Parcel 140-24-0.** Request for a Determination of Minor Change to an approved site plan to add landscaping. 7/12/2016

Mr. Mason and his landscape architect, Kimberly Mecurio presented the proposed landscape plan. The original site plan approval did not include a landscape plan but did include building code compliant entrances to the house. The applicant presented an overview of the landscape plan which was detailed in the submitted plans.

GT made a Motion to determine the proposed landscape changes as minor changes to the approved site plan. SG Seconded. Passed 5-0.

GT made a Motion to approve the changes as detailed in a narrative dated June 24, 2016 and Construction Drawings Sheets L-1 and L-2 dated June 24, 2016. SG Seconded. Passed 5-0.

**7:15 PM PRELIMINARY MEETING, Section 17 Site Plan Review: Miller, 15 Stonehedge, Parcel 186-31-0.** Preliminary meeting for new construction located at 15 Stonehedge. 7/12/2016

The applicant Seth Miller and his contractor appeared before the Board and presented an overview of the project. The Board indicated that they were primarily concerned with drainage, lighting and screening. They requested that the applicant confirm that all lighting was dark sky compliant. The Board was unconvinced that the proposed post light was necessary and asked that it be removed from the plan. In the event that the applicant felt that they needed more light in that location after construction was complete, they could come back to the Board. LD asked about the width of the driveway. The applicant responded that it was approximately 16'-18' wide. LD asked if the driveway could be narrower and the applicant responded that the driveway configuration currently exists and no changes were proposed. The Board was satisfied with this explanation and would not require any change to the driveway.

**Business:**

**Minutes:** The Board asked that the June 28, 2016 minutes be redistributed with Gary and Margaret's edits for approval at the next Planning Board meeting.

**7:45 PM      REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY, Section 17 Site Plan Review: Threatte, 5 Reiling Pond Road, Parcel 129-22-0.** Request for a temporary certificate of occupancy. Vote expected.

Mr. and Mrs. Threatte appeared before the Board and requested an extension of the Board's previous recommendation to issue a temporary certificate of occupancy. They explained the items that are still outstanding and that the siding would be completed by the following week. The Board noted that it was willing to give an extension until November 15<sup>th</sup> with the caveat that the issuance of the temporary certificate of occupancy would be subject to the building inspector's determination that the building complies with the Massachusetts building code and is appropriate for occupancy. The Board stated that they may not grant another extension.

SG made a Motion to grant an extension of their previous recommendation for the issuance of a temporary certificate of occupancy subject to the building inspector's determination that the building complies with the Massachusetts building code and is appropriate for occupancy. LD Seconded. Passed 5-0.

**7:50 PM      DETERMINATION OF MINOR CHANGE, Section 17 Site Plan Review: Traynor, 16 Todd Pond Road, Parcel 162-13-0.** Request for a Determination of Minor Change to add 495 square feet to the basement of the house structure and other minor changes to the site plan.  
7/12/2016

The Board discussed the easement for the trail on the property that allows access around the pond and the effect of the requested change. RR reminded Charles Rose and the Board that staking the easement between the foundation and the spill pond and a site visit by the easement holders still needed to happen to finalize the easement boundaries. Mr. Rose said that he would bring that back to the project team who would follow up with the residents association.

The proposal is to convert an area of 495 square feet within previously approved foundation walls from dirt to basement space.

LD made a Motion to determine the addition of basement space within previously approved foundation walls as a minor change to the approved site plan. GT Seconded. Passed 5-0.

LD made a Motion to approve the additional 495 square feet of basement space as detailed in the submitted plans. RR Seconded. Passed 5-0.

**8:00 PM      DETERMINATION OF MINOR CHANGE, Section 17 Site Plan Review: Daniel and Yolanda Cellucci, 169 Lexington Road, Parcel 131-4-0.** Request for a Determination of Minor Change to substitute Daniel and Yolanda Cellucci for Best Builders, Inc. as applicant and owner on a Notice of Decision regarding 169 Lexington Road. 7/12/2016

GT made a Motion to determine that the substitution of names on the Notice of Decision regarding 160 Lexington Road dated October 19, 2015 was a minor change. LD Seconded. Passed 5-0.

GT made a Motion to approve the substitution of names on the Notice of Decision regarding 169 Lexington Road dated October 19, 2015 as requested. RR Seconded. Passed 5-0.

**8:10 PM      Planning Director's Update:**

McLean, 16 and 22 Bypass Road: The Board noted that they would like the Police and Fire Departments to review the McLean parking plan to ensure adequate access for public safety vehicles.

Site Plan Review Process: The Board discussed the current process of site plan review. They suggested that staff propose a revised policy document that lists items that could be reviewed and approved by staff. They suggested that the Board could review the policy document every six months or so to add or remove items.

The Planning Staff would also work on Bylaw language to create thresholds for different types of review such as administrative Planning staff review, Department Head technical review, and Planning Board review.

The Board also requested a draft policy statement stating that a preliminary review can be waived at the discretion of the Planning staff and/or the Board.

Submitted by Paula Vaughn-MacKenzie

Approved as amended August 9, 2016