

**Planning Board's Charge to the South Lincoln Planning Advisory Committee (SLPAC)**  
**May 27, 2021**

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Charge

The South Lincoln Planning Implementation Committee (SLPIC) is hereby reformed and renamed the South Lincoln Advisory Committee (SLPAC). The SLPAC committee shall be an advisory committee to the Planning Board and is charged with continuing efforts to pursue goals set out in Lincoln's 2009 Comprehensive Plan : "Create a compact, vital, walkable village center in the Lincoln Station area that provides more housing choices near public transportation, goods and services for residents and opportunities for social interaction". SLPAC will endeavor to collaborate with town residents and stakeholders to develop a shared vision, with the goal to establish a sustainable Village Center that benefits the entire Town of Lincoln. SLPAC will also ensure a wide range of perspectives are considered and represented – both within its process and in any potential changes proposed to the Village Center – including those from historically marginalized populations.

The SLPAC committee will meet on a regularly published schedule to solicit broad based feedback on their initiatives, including any proposed zoning changes in the South Lincoln Village area. The Planning Board members of the SLPAC committee will report a minimum of once monthly to the Planning Board. The Planning Board will hold a formal vote prior to moving any South Lincoln zoning proposal to a public hearing.

Background

The original SLPIC committee was a concept approved by the Planning Board and Board of Selectmen to address the goals established in Lincoln's 2009 Comprehensive Plan relating to revitalization of the area around Lincoln Station. Led by two Planning Board members, it included business owners, housing representatives, the RLF, Lincoln Woods and residents at large. It rapidly grew to 11 members. Subcommittees were formed and worked with the Director of Planning to implement specific projects and initiatives. Various projects identified by the Planning Board and SLPIC were implemented through project specific teams created by SLPIC. Many well received projects include new wayfinding signage, the creation of a pocket park, and most recently moving towards a pay by phone parking system for the commuter parking lot.

One of the subcommittees of SLPIC was the Zoning Team which brought a draft rezoning proposal to the Planning Board. The draft proposal was the subject of debate during a public forum and other public meetings. Feedback from the forum and these meetings, raised the concern that a very small team rather than the SLPIC committee itself was carrying out the very important work of developing zoning proposals for the Village Center and that, due to SLPIC's composition, there might be conflicts of interest. The Planning Board now feels that an advisory committee of five members made up entirely of Town officials that reports regularly to the Planning Board is a more efficient way forward. The SLPAC committee, although it may continue task-specific teams, will itself be tasked with drafting any zoning changes to facilitate or incentivize the goals for the Village Center and will not delegate this work to any subcommittee. The Planning Board has formed this new advisory committee (SLPAC) to better represent the leadership of the Town, drawing from representatives of other Boards and Commissions to bring needed expertise to complex issues involved in the Village Center. This minimizes the possibility of conflicts and gives all stakeholders equal footing to join and contribute to the discussion through

regularly scheduled SLPAC public meetings and other specially called forums on specific topics.

Tasks: (\*Note: The Planning Board may consider changing, adding, or deleting any of these charges over time as the work of the committee evolves)

- Follow direction from the Planning Board regarding the goals and scope of SLPAC's work.
- Report back to the Planning Board on a regular basis and minimally monthly;
- Explore options for supporting the financial viability of the Mall at Lincoln Station, including, e.g., grants, public-private partnerships, purchase by a municipal entity, etc.;
- Hold regularly scheduled meetings with stakeholders and residents generally to report on progress and to solicit broad-based input/feedback;
- Explore grants and other resources for funding of proposed projects that will have a positive impact on commercial activity, transportation, energy consumption, the environment, and the quality of life for the community. Some of the projects needing funding may include roads, parking areas, charging stations, parking garages, train station and accessibility improvements, sidewalks, street scape, parks, playgrounds, shuttle busses, recreation facilities, brownfields, low carbon energy generation, water, and wastewater sewage treatment;
- Collaborate with other relevant boards, committees, and department staff;
- Conduct and/or request studies and analysis as needed, such as feasibility studies, traffic studies etc.;
- Promote investment in enterprises, facilities, housing and activities in order to make the Village Center a more vibrant, attractive place for residents and others to visit, spend time and spend money;
- Promote the development of a more pedestrian and bicycle friendly environment, including connections to and from the Village Center, the MBTA Station, adjacent trails and conservation land, and other walkable amenities such as Codman Farm, Codman House, Drumlin Farm, de Cordova Museum, Gropius House, the Lincoln school campus and housing developments such as Lincoln Woods and Ryan Estates;
- Explore and pursue opportunities to improve MBTA facilities, accessibility, and service;
- Collaborate with surrounding communities, large scale residential facilities (e.g. The Commons), area institutions (de Cordova, Drumlin Farm, Minuteman National Historical Park, etc.) and transportation agencies to develop and support regional shuttle and/or bus services;
- Determine if and what changes to the Zoning Bylaw are needed to accomplish the goals of the 2009 Comprehensive Plan and other goals of the Town pertaining to the Village Center.
- Establish project specific subcommittees as needed with scope and membership determined by the Planning Board.

### Membership

SLPAC will consist of 5 members and 1 ex-officio non-voting member from the Planning and Land Use Staff. Members will be appointed by the Planning Board and serve a 1-year term. Such appointments shall be made annually following Town Meeting. Appointments and category of memberships will be reevaluated on an annual basis as changes in the direction of development change.

2 Planning Board Members
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1 Board of Selectmen Member
1 Housing Commission or Housing Trust Member
<del>1 Finance Committee Member *</del>
1 ex-officio non-voting member from the Planning and Land Use Staff.

- \* PB voted on August 11, 2020 to remove Finance Committee Member

SLPAC will retain three subcommittees of SLPIC: Wayfinding, Placemaking and Transportation and will establish new subcommittees and membership as authorized by the Planning Board.

Supporting Resources

Although there is no specific appropriation that has made in support of the work of the Committee, the Town’s Planning and Land use staff will be made available when necessary. In addition, the Town Administrator will provide support.

Timetable

The Planning Board intends to recruit Committee members and make appointments during the summer of 2020 and convene the first meeting at the Planning Board’s discretion.

Open Meeting and Conflict of Interest Law

SLPAC and its subcommittees, acting as advisory special committees to the Planning Board, are subject to the requirements of the Open Meeting and Conflict of Interest Laws. The Committee shall conduct its affairs in an open and transparent manner, will post notice of its meetings (including an agenda), keep minutes and maintain its records in accordance with the provisions of the Open Meeting and Public Records laws. Approved minutes will be posted on the Town website: [www.lincolntown.org](http://www.lincolntown.org).

Approved by the Planning Board:

Date: \_\_\_\_\_

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Margaret Olson, Chair

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Lynn DeLisi, Vice Chair

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Gary Taylor

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Stephen Gladstone

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Robert Domnitz