

PLANNING BOARD & SELECT BOARD MINUTES

January 24, 2023

Virtual Meeting Pursuant to Bill S.2475 Signed by the Governor on June 16, 2021

Planning Board Members: Lynn DeLisi (Vice-Chair), Margaret Olson, Ephraim Flint, Gary Taylor

Select Board Members: Jennifer Glass (Chair), Jim Hutchinson, Jonathan Dwyer

Attendees: Ryan Herchenroether, Katherine Mierzwa, Allen Vander Meulen

7:00 PM Site Plan Review, Section 17.7: Betsey Dangel, 133 Weston Road, Parcel 170-2-0. Site Plan Review for additions to a single-family home. Vote Expected.

The Project:

JC presented the project as submitted by the applicant. The project will reduce the heated square footage of the home, remove sections of the 2nd floor and lower the overall roofline. There will be a new garage space at the main living level to aid with aging in place. The aesthetic of the home is to be maintained.

After construction, there will be a net reduction in overall interior square footage from 17,505 square feet to 17,325 square feet. The addition will be 219.3 feet from the NE lot line. There will be a new open porch 573' from the SW lot line. All other setbacks will remain the same. The height will be 36'. There will be minor grading on the south side of the house for retaining walls to provide access the back yard.

Zoning:

- Lot size: 1,030,992 square feet.
- Frontage: 257.26 feet
- 2 stories

Lighting: Lighting will consist of fully shielded wall sconces and recessed lighting.

- North Elevation: 6 wall sconces total at 3 doors and two garage doors in addition to 7 recessed lights under the roof overhang
- South Elevation: 7 recessed lights under the roof overhang,
- East Elevation: 1 recessed light under the roof overhang and two sconces between 3 garage doors
- West Elevation: 2 wall sconces on either side of the main door and 1 next to the door on the porch

The applicant submitted all required materials for Site Plan Review

Abutters were duly notified, and the Planning department did not receive any comments on the submission.

Since there are extensive wetland resource areas onsite, the project was reviewed by Conservation staff. In a memo from Stacy Carter, Conservation Planner on January 19, 2023 stated that no formal

Conservation Commission review is required but requested that the Planning Board require the following:

“Any proposed or executed changes to the plans as currently proposed shall be submitted to the Lincoln Conservation Department for review. Any work proposed within the 100-ft Buffer Zone will require review and prior approval by the Conservation Commission.

- Erosion controls (either 12-inch compost filter sock or a combination of straw wattle and entrenched siltation fence) shall be properly installed along the 100-ft Buffer Zone line as indicated on the “Berryfield Farm” site plan created by LKM Design and dated December 6, 2022.
- The Applicant shall contact Conservation staff for prior review and approval of erosion controls before work may begin.
- The erosion control barrier shall be inspected and maintained on a regular basis, and after all storm events, by the on-site supervisor. The barrier must be left intact until Commission staff approves its removal following a site inspection verifying that the area is stabilized. Immediately following removal of the barrier, any sediment that has built up at its base shall be removed by hand and the immediate area smoothed and stabilized with permanent, vegetative cover.”

MO moved to approve the Site Plan as submitting with the conditions requested by the Conservation Department. GT seconded. Roll Call: LD aye, GT aye, MO aye, EF aye.

7:15 PM Historic District Commission presentation and request for Planning Board endorsement on warrant article for Town Meeting. Andrew Glass, Chair presenting. Vote expected.

1. Addition of Property to the Historic District:

To see if the Town will vote to enlarge the Historic District by adding parcel No. 134-10-0, 58 Bedford Road to the Historic District

Andrew Glass gave a presentation on the history of the property. MO moved to endorse. GT seconded. Roll Call: LD aye, EF aye, MO aye, GT aye.

7:30 PM Updated Complete Streets Prioritization Plan Presentation
Request for vote of approval by the Select Board
Request for endorsement by the Planning Board

PVM, MO, Chris Bibbo, John Vancor, Tim Higgins and Deborah Howe were in the working group to develop the Plan. A Complete Streets Plan was done in 2017 which was good for 5 years so this is the update. The prioritization list incorporates the most important projects put forth by the Bicycle and Pedestrian Advisory Committee (BPAC). The Plan allows the Town to utilize Complete Streets funding for future projects.

MO moved to endorse the plan on behalf of the Planning Board. GT seconded. Roll Call: LD aye, EF aye, MO aye, GT aye.

JH said Chapter 90 funds are listed as additional funding sources. He asked how the projects are spaced to ensure there is adequate funding. PVM said it depends on the project cost. If it is a larger cost project, it would be done in phases. JH asked if we lose Safe Streets funding if we do not match the funding on the required timeline. PVM said that has not been done, but the Town has been careful to put forth projects that we know we can fund. She added that we can be awarded up to \$400,000 over a 4-year period.

JH moved to approve the Complete Streets Plan as submitted. JD seconded. Roll Call, JG aye, LH aye, JD aye.

7:45 Informational Meeting – The Commons Expansion

Mr. Herchenroether presented the project. The proposal includes additions to existing buildings and new construction to fill in between current housing.

Russell building addition A-1 will add a 3 story, 9 unit building with parking underneath. A-6 will be two wings with a total of 6 units separated by a courtyard. Location B is what has been called the “President’s House” which will be demolished and replaced with a 2-unit building. This will have to go before the Conservation Commission since work will cause disturbance within the 200-foot buffer to the riverfront wetland resource area. Addition C will include part of the Flint Building. 9 units will be added with structured parking underneath with more visitor parking. There will also be a second-floor connection to the flint building. There will be an additional 2 affordable units added to meet the 25% affordability requirement. Location D and E include 4 units. There will be a net of 38 parking spaces added.

PVM said that a townwide mailer will go out prior to Town Meeting which will show the project plan, number of units added, where the parking is etc. The plan will be approved by Town Meeting before it is permitted through the land use boards.

GT said the addition of 38 units requires 15% of those to be affordable under the inclusionary zoning provision of the bylaw.

Mr. Herchenroether said there is a regulatory agreement for the Flint Building that is for 25% is affordable so they will maintain that with the addition of 2 affordable units.

PVM said the 25% rule for SHI is that if you are building units and 25% of the units are affordable you are allowed to count all of the units on the SHI, but what GT is referencing is that the zoning bylaw requires a mandatory 15% inclusionary zoning. The two additional affordable units proposed will not meet the requirements under the Town Bylaw. They agreed to come back with a modified plan taking this point into consideration.

Allen Vander Meulen expressed his concern about how this project will impact the Town’s SHI percentage.

JD asked how much more expansion is possible at the site and is the height constrained? PVM said it is under the North Lincoln overlay so Town Meeting can approve any height. She added that any additional requested height or additional units must go back to Town Meeting.

JD said the Commons is the biggest contributor to taxes for the Town and asked if the current state of the property taxes being paid to the Town is expected to continue indefinitely.

Mr. Herchenroether said yes and that they are projecting an increase.

Tim Higgins said when the ownership was transferred, the Select Board underscored the point JD made to preserve the Town's interest in the property taxes generated by the Commons. The Town and One Point are working on language with their lawyers for some form of MOU which will also be referenced in the Special Permit to be issued by the Planning Board.

JG asked about the process and timeline for the project between now and Town Meeting.

Mr. Herchenroether said that they will present informally to the Conservation Commission to discuss the work within the riverfront area. They will also hold information sessions for the residents of the Commons and at the library and will utilize co-urbanize to gather feedback from the community. There will then be the formal public hearing for the project at the Planning Board meeting on February 28th.

PVM said we will need to revise the regulatory agreement with the additional affordable units.

JH asked if the additional affordable housing that the committee is asking for is going to jeopardize the financing of the units.

Mr. Herchenroether said that he was not expecting this issue and will have to revisit with the project team.

Mr. Higgins said that this is a joint problem-solving exercise between the Town and One Point.

Mr. Herchenroether said that the rents in some affordable units are much lower than the 80% threshold and they are achieving a diversity of housing options at the site.

JG said the project should be on a Select Board agenda for endorsement prior to Town Meeting for endorsement.

Mr. Vander Meulen said he is also concerned that this expansion will make the existing parking situation worse.

Mr. Herchenroether said they are trying to find every way to deal with the parking issues while balancing the open space of the site, such as finding a dedicated area for staff to park offsite.

Business

Approve December 13, 2022 and January 10, 2023 minutes

EF moved to approve the December 13, 2022 and January 10, 2023 minutes subject to GT changes. LD seconded. LD aye, EF aye, GT aye, MO aye.

GT moved to adjourn. EF seconded. Roll Call: LD aye, EF aye, GT aye, MO aye.

Approved on February 14, 2023.