

LYNN PLANNING BOARD
ROOM 401 - CITY HALL
LYNN, MASSACHUSETTS
(781) 598-4000, EXTENSION 6816

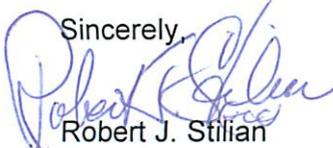
April 16, 2013

Mrs. Mary Audley
City Clerk
City Hall
Lynn, MA 01901

Dear Mrs. Audley:

Please be advised that a meeting of the Lynn Planning Board will be held on Tuesday, April 23, 2013, at 6:30 p.m., Room 302, Lynn City Hall.

Sincerely,



Robert J. Stilian
Chairman

Planning Board Agenda for April 23, 2013

AGENDA

1. ROLL CALL
2. APPROVAL OF MINUTES
3. PUBLIC HEARING
 - A. SITE PLAN REVIEW - ZONE ORDINANCE
4. DIRECTOR
5. GENERAL BUSINESS
6. ADJOURN

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CITY OF LYNN
CORRECTED AD

Notice is hereby given that the Planning Board will hold a public hearing on Tuesday, April 23, 2013 at 6:30PM in Room 302 and the Lynn City Council will hold a public hearing on Tuesday, June 11, 2013 at 6:00PM in Council Chambers, Lynn City Hall for the following:

SECTION 16C. SITE PLAN REVIEW - BUILDING PERMITS FOR ALL CONSTRUCTION EXCEPT SINGLE AND TWO FAMILY DWELLINGS

16C.1 PURPOSE AND INTENT The purpose of this section is to insure that the design and layout of commercial, industrial, and residential development will not be detrimental to the City of Lynn's neighborhoods and environment.

16C.2 SITE PLAN REVIEW A Site Plan Review is required for all projects in the City of Lynn except for the construction, repairs and/or renovations to a One Family Detached House and a Two Family House. For the purpose of this Section of the City of Lynn Zoning Ordinance, the term "Project" shall mean: (a) for the construction of a new building or replacement building, any building greater than 1,000 square feet in gross floor area; (b) for the renovation, repair, or reconstruction of an existing building, the cost of which shall equal or exceed 25 percent of the assessed value of the building within the five years immediately preceding the submission of the application; (c) for the construction or expansion of a parking lot which results in total of ten spaces for a municipal, institutional, agricultural, business, industrial, or multi-family structure or purpose; (d) for the addition of new gas pumps or a drive through or drive up customer service facility; (e) for the construction of freestanding towers /antennas not subject to the Telecommunications Ordinance; (f) for the change in use of an existing structure to a residential use; (g) any new structure or alteration of an existing structure or change of use of any entity claiming an exemption under M.G.L. c. 40A, §3, provided, however, that site plan review shall not be applicable to any municipally owned or operated preschool, elementary school, middle school or high school (said site plan review shall be limited to the imposition of reasonable regulations concerning the bulk and height of the structure and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements).

16C.3 RELATIONSHIP TO A BUILDING PERMIT The Building Department shall not issue a building permit unless and until a Site Plan Review has been completed, and a letter with or without site plan conditions, has been forwarded to the Building Commissioner by the Lynn Site Plan Review Committee. In the instance where the Lynn Site Plan Review Committee fails to forward a letter within the specified time periods specified in Section 16C.7, the application shall be deemed approved.

16C.4 SITE PLAN SUBMISSION CRITERIA The applicant shall submit 7 copies of a site plan proposal drawn at scale not to exceed one inch equals 40 feet (1" = 40'). The site plan review materials shall be submitted to the Department of Inspectional Services, said office shall forward all materials to the Lynn Site Plan Review Committee. At a minimum, the submitted materials shall include the following as applicable:

- (a) a cover letter generally describing the nature and location of the project;
- (b) parcel lot lines for the proposed project and surrounding parcels;
- (c) use of all buildings abutting the proposed project;
- (d) proposed parking plan, if applicable, including location of access and egress;
- (e) location and type of residential access;
- (f) location and type of commercial access;
- (g) location of existing and any proposed buildings on the project site;
- (h) rendering of all facades of proposed buildings;
- (i) location of solid waste containers, if any;
- (j) areas subject to a one hundred (100) year flood, if any;
- (k) provisions for drainage, sewage, and fire safety as applicable to City of Lynn Ordinances;
- (l) proposed landscaping, including all screening and buffering of parking areas, electronic transformers, solid waste containers and similar ancillary facilities;
- (m) existing and proposed fencing, walls and lighting;
- (n) location, material, and size of all signs;
- (o) Erosion and sedimentation control plan.
- (p) location of handicapped access, if applicable.

16C.5 SITE PLAN REVIEW CRITERIA The Lynn Site Plan Review Committee shall, at a minimum, review all site plans for the following:

- (a) Consistency with the overall character of the surrounding area.
- (b) Consistency with all sign design guidelines, landscaping, and buffering requirements of the City of Lynn.
- (c) Protection and enhancement of important existing site features.
- (d) Protection of adjoining premises against detrimental uses by provision of surface water drainage, sound and light barriers, and preservation of light and air.
- (e) Adequacy and arrangement of parking and loading spaces, as applicable.
- (f) Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent streets, properties or improvements, including regulation of the number, design and location of access driveways and the location and design of handicapped parking.
- (g) The sharing of access driveways by adjoining sites is to be encouraged wherever feasible;
- (h) Adequacy of the methods for disposal of sewage, refuse and other wastes and of the methods of regulating surface water drainage;
- (i) Provision for off-street loading and unloading of vehicles incidental to the servicing of the buildings and related uses on the site;
- (j) Screening of parking areas and structure(s) on the site from adjoining premises or from the street by walls, fences, plantings or other means.
- (k) Location of parking between the street and existing or proposed structures shall be discouraged;
- (l) Avoidance of major topographical changes; tree and soil removal shall be minimized and any topographic changes shall be in keeping with the appearance of neighboring developed areas;
- (m) Location of utility service lines underground wherever possible.
- (n) Consideration of site design, including the location and configuration of structures and the relationship of the site's structures to nearby structures in terms of major design elements including scale, materials, color, roof and cornice lines;
- (o) Avoidance of the removal or disruption of historic resources on or off-site. Historic resources as used herein include designated historical structures or sites, historical architectural elements or archaeological sites.
- (p) Significant contribution to the efficient use and conservation of natural resources and energy for projects proposing building(s), structure(s), or additions to existing building(s) or structure(s), if those proposed buildings, structures, or additions contain individually or in the aggregate 20,000 or more square feet in gross floor area.
- (q) Drainage system design and drainage calculations.
- (r) Construction schedule.
- (s) All underground/above ground utilities.
- (t) Topography of site pre and post construction; and
- (v) Exterior lighting plan.

16C.6 SITE PLAN REVIEW COMPOSITION The City of Lynn Planning Board shall comprise the Site Plan Review Committee (SPRC). Prior to issuing any approval, with or without conditions, the SPRC shall request comments from the Director of the COMMITTEE Office of Economic and Community Development, the Director of the Lynn Economic Industrial Corporation, the Director of the Lynn Housing Authority and Neighborhood Development, the Building Commissioner, the Commissioner of the Department of Public Works, the Ward Councilor where the project is located, the Director of the Lynn Water & Sewer Commission, the Chairman of the Lynn Traffic Commission, the Chief of the Lynn Fire Department and the Chief of the Lynn Police Department. The SPRC may impose any recommendations issued by these municipal entities as conditions for approval.

16C.7 REVIEW SCHEDULE The SPRC shall hold a public hearing with the applicant no later than forty-five (45) days after submitting the proposed site plan to the Department of Inspectional Services. The SPRC shall hold as many meetings as necessary within a forty-five (45) day review period to review the proposal. With the approval of both the applicant and the SPRC, the review period may be extended for an additional thirty (30) days. However, within ninety (90) days of the submission of the plan to the Department of Inspectional Services (or one hundred and twenty (120) days if the review period is mutually extended), the SPRC shall impose conditions to be placed on the project. If no approval, with or without conditions are imposed within ninety (90) days of the submission of the plan to the Department of Inspectional Services (or one hundred and twenty (120) days if the review period is mutually extended), the application shall be deemed approved as submitted.

16C.8 EXPIRATION The approval of the SPRC, with or without conditions shall expire two (2) years from the date that the approval is granted.

16C.9 APPEAL Any person aggrieved by a decision of the SPRC may appeal said decision to a court of competent jurisdiction pursuant to M.G.L. c. 17.

Per Order:

Mary F. Audley
City Clerk

Item: April 19, 2013