

CITY OF LYNN

Notice: Lynn City Council Public Hearing on Tuesday, March 16, 2021 at 5:15PM in the Council Chambers on the following Ordinance:

**IN THE YEAR TWO THOUSAND AND TWENTY-ONE AN ORDINANCE
ESTABLISHING A PLANNING DEPARTMENT IN THE CITY OF LYNN**

WHEREAS, the Mayor and the Lynn City Council have determined that the City of Lynn requires a full time City Principal Planning Director and City Planning Department that has not existed in approximately twenty-five years;

WHEREAS, the Mayor and Lynn City Council have solicited, identified, approved and obtained funding for a Principal Planning Director and an Associate Planning Director for a term of three years;

WHEREAS, the Mayor and the Lynn City Council have determined that a Planning Department should continue to exist beyond the three-year funding arrangement presently in place;

WHEREAS, an essential job function of the Principal Planning Director is to recommend Zoning Amendments to the Lynn City Council;

WHEREAS, only the Lynn City Council is statutorily delegated to approve Zoning Amendments pursuant to Massachusetts general laws Chapter 40A;

WHEREAS, the present City Principal Planning Director and Associate Planning Director are stationed within the Mayor's Office;

WHEREAS, the Lynn City Council has determined that the Planning Department should be its own independent office free of any perception of being an arm of the Mayor's Office;

WHEREAS, this Ordinance would extend the duration of the existence of the Planning Department beyond its current three-year life term;

WHEREAS, the Lynn City Council has determined that the duly elected Mayor of the City of Lynn should have an ability to determine who holds the position of Principal Planning Director and not be required to utilize a selection from a prior Administration;

WHEREAS, arts and cultural interests and programs are so interwoven into the fabric of the Lynn community, particularly in the Downtown Area;

WHEREAS, the Mayor and Lynn City Council have determined that that an Arts and Cultural Planning Director should be a permanent position within the City of Lynn;

WHEREAS, the Mayor and Lynn City Council have determined that the City's Planning Department must be cognizant and mindful of Lynn's rich and vibrant art and cultural community;

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WHEREAS, the Mayor and Lynn City Council envision that the Planning Department in order to effectively succeed must embrace Lynn's rich and vibrant arts and cultural community;

Be it Ordained as follows:

SECTION 1:00 ESTABLISHED; PURPOSE

A Planning Department is established in the City of Lynn. Such department shall advise and assist in the administration of municipal functions and responsibilities in the field of city planning; shall plan and coordinate zoning, urban renewal, land use and related municipal functions in the field of city planning; shall coordinate efforts directed toward the future development of the City; shall coordinate the preparation of applications and coordinate the implementation of all grants directed toward the future development of the city; and shall plan the City's continued improvement, consistent with its current and future physical, social, racial, ethnic and economic conditions and resources.

SECTION 2:00 COMPOSITION

The Planning Department shall consist of a Principal Planning Director as the head thereof, along with an Assistant City Planning Director, who shall work under the supervision and direction of the Principal Planning Director. The Planning Department shall further consist of an Arts and Cultural Planning Director who shall work under the supervision and direction of the Principal Planning Director. The Planning Department shall further consist of such subordinate officers and employees as the Mayor, with the approval and consent of the City Council, shall determine are necessary for the proper administration of the Department.

**SECTION 3:00 APPOINTMENT OF OFFICERS AND CONSULTANTS
GENERALLY**

The Mayor, subject to confirmation and approval of the Lynn City Council, pursuant to Section 3-9 of the Lynn City Charter, shall appoint a Principal Planning Director; an Assistant Planning Director; and an Arts and Cultural Director. Except as otherwise provided in this Ordinance, the Mayor shall appoint all subordinate officers, if any, within the Planning Department subject to appropriation by the Mayor and Lynn City Council pursuant to Massachusetts General Laws. Each such appointee shall be considered consultants, and not employees of the City of Lynn.

SECTION 4:00 TERMS OF OFFICE; CONDITIONS OF EMPLOYMENT

The present Principal Planning Director and Assistant Planning Director are presently engaged by the City of Lynn as contractual consultants whose terms expire in 2023. Upon the expiration of these contracts, the Principal Planning Director and Assistant Planning Director as well as all positions within the Planning Department shall be contemporaneous with the term of the Mayor of the City of Lynn and shall expire upon conclusion of each Mayoral term. No employee of the Planning Department shall be eligible for tenure pursuant to either Section 3-7(c) or Section 6-5 of the Lynn City Charter.

All consultants of the Planning Department shall be eligible for consideration for renewal of his/her contracts at the commencement of a new Mayoral term. All consultants within the Planning Department shall devote his/her full time to his/her respective position and shall not be actively engaged in any other business, occupation or profession during his/her term of office.

SECTION 5:00 SALARIES/BENEFITS

The salaries and benefits of all offices and positions in the Planning Department shall be established via a contract negotiated by and between the Mayor and the Consultant(s), with the approval of the Lynn City Council.

SECTION 6:00 PRINCIPAL PLANNING DIRECTOR

(a) Office Created. The position of Principal Planning Director in the City of Lynn is hereby created.

(b) Qualifications. In selecting and appointing the Principal Planning Director, the Mayor shall take into consideration such applicant's education, training and experience to perform the duties of the office. To be considered for appointment as the Principal Planning Director, an applicant must have a bachelor's degree in economics, environmental design, geography, political science, or urban planning; at least five years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A master's degree in Urban Planning, Transportation Planning, Environmental Planning or a directly related field and more than 10 years of related work experience in comparable community to Lynn is strongly preferred. Master's degree in Urban Planning, Transportation Planning, Environmental Planning, or a directly related field and more than 10 years of related work experience in comparable community to Lynn.

(c) Selection. The Mayor shall appoint the Principal Planning Director with the approval and consent of the Lynn City Council. The Mayor shall include a member of the Lynn City Council as a member of the selection committee during the interview process prior to submitting a finalist to be approved and confirmed to the full City Council pursuant to Section 3-9 of the Lynn City Charter.

(d) Term; Removal. The present Principal Planning Director's Consultant contract with the City of Lynn expires in 2023. Thereafter, the Mayor shall appoint, subject to confirmation and approval of the Lynn City Council, a Principal Planning Director to a term which shall be contemporaneous with the term of the Mayor. A Principal Planning Director shall be eligible to be reappointed by a successor Mayor at the commencement of a new Mayoral term. A Principal Planning Director may be removed from his/her position prior to the expiration of his/her term pursuant to Section 3-7(d) and Section 6-6 of the Lynn City Charter.

(e) Charge of Planning Department; Responsible to Mayor and City Council. The Principal Planning Director shall have full charge and supervision of the work of the Planning Department and its personnel. He/She shall, in the performance of his/her duties and responsibilities, be subject to the direction, authority and control of the Mayor and City Council.

(f) General Duties. The Principal Planning Director shall, in addition to any other duties, perform the following duties:

- (i) Setting the long-range planning objectives and coordinate a long-term vision for the City of Lynn that aligns with the Mayor and City Council's goals.
- (ii) Coordinating the Mayor's economic development working group and ensure priorities are implemented by working with its members which includes: Economic Development & Industrial Corporation Executive Director, Community Development Director, Inspectional Services Chief/Building Commissioner, Department of Public Works Commissioner, Lynn Water & Sewer Executive Director, and Lynn Housing Authority & Neighborhood Development Executive Director.
- (iii) Collaborating with state and federal partners.
- (iv) Providing advice and support on planning matters to other departments, including the Planning Board, Zoning Board of Appeals, City Council and Mayor.
- (v) Leading community engagement to solicit input and feedback, manage consultants/consulting teams, and represent the City on broader projects, as needed.
- (vi) Serving as a principal contact for external parties on the development process in Lynn.
- (vii) Seeking, preparing, and coordinating application and management of relevant grants, as well as state and federal funding opportunities.
- (viii) Initiating and overseeing the creation of a City of Lynn Master Plan.
- (ix) Managing projects of varying scale and magnitude – both internal and external – and effectively coordinate multiple, high-priority assignments.
- (x) Attending and presenting at public meetings of various elected and appointed bodies and other public forums.
- (xi) Regularly attend meetings of the Lynn City Council and subcommittees thereof, in no event less than on a monthly basis, to report on current developments, reports and initiatives regarding economic development in the City of Lynn and proposed Zoning Amendments and Master Plans to facilitate development within the City of Lynn.

- (xii) On a quarterly basis prepare a report and make a presentation to the full Lynn City Council on the activities and actions undertaken by the Planning Department with particular emphasis on progress achieved in promoting economic development within the City of Lynn.
- (xiii) Plan, organize and direct the activities of professional, technical, administrative and clerical personnel of the Planning Department engaged in the compilation, analysis and interpretation of data pertaining to municipal planning, including the work and responsibilities of the Arts and Cultural Planning Director.
- (xiv) Initiate and conduct studies of the resources possibilities and needs of the city and relationship to the metropolitan area.
- (xv) Prepare plans and recommendations for submission to the Mayor and City Council for:
 - a. The use of land for residential, commercial, industrial, recreational and/or other purposes.
 - b. Control of shifts of population.
 - c. Situating public and private ways, bridges, tunnels, parks, recreation facilities, public utility services, public housing projects, urban renewal projects, public garages and off-street parking facilities.
 - d. Affording further facilities for the housing, transportation, employment, health, safety and general welfare of the population.
- (xvi) Publish and distribute such copies of plans or reports as the Mayor and City Council may authorize in connection with planning and development problems and policies.
- (xvii) Act as technical advisor to the Lynn City Council and Subcommittees thereof, Planning Board, Zoning Board and other city agencies or officials on municipal planning matters.
- (xviii) Assist the Chief Financial Officer, Inspectional Services Department and Department of Public Works in the preparation of the long range capital improvement program for the city, including data as to the cost of each project recommended, relative priorities of the projects from an urgency and desirability standpoint, and after, consultation with the appropriate authorities, the amounts that might be available from borrowed funds, federal or state grants in aid or loans, special revenue and trust funds, accumulated surplus, and funds obtained from the annual tax levy, together with the estimated amounts returnable to the city by betterment assessments.
- (xix) Assist the Planning Board in the administration of the subdivision control regulations and zoning and other related ordinances.

- (xx) Cooperate with the municipal/regional planning commission and other agencies or groups to further the local planning program and to ensure harmonious and integrated planning for the area.
- (xxi) Supervise the work of planning consultants, employment of which may be authorized by the Mayor from time to time subject to the approval of the City Council.

(g) Duties with Respect to Planning Board. In addition to the duties set forth in Section (f) above, the Principal Planning Director shall cooperate with the Planning Board in the fulfillment of the Board's responsibilities under the General Laws and shall carry out such assignments as the Board, with the consent of the Mayor, may request from time to time. The Principal Planning Director shall provide full staff services to the Planning Board and cooperate with that agency in the fulfillment and implementation of its various policy decisions with which it is specifically charged by statute, such as are included in the following:

- (i) Adoption and amendment of the comprehensive plan (M.G.L. c. 41, § 81D).
- (ii) Adoption and application of subdivision regulations (M.G.L. c. 41, §§ 81K-81GG).
- (iii) Review and report on the Five-Year Capital Outlay Program.
- (iv) Approval of urban renewal plans (M.G.L. c. 121A).
- (v) Report on certain type of zoning appeals.
- (vi) Responsibilities for hearings and recommendations on amendments to the zoning ordinances (M.G.L. c. 40A).
- (vii) Review and report on matters set forth in this ordinance, in the city ordinances or in the general laws which fall under the purview of the Planning Department specifically or by implication.

(viii) Other similar job duties as assigned by the Mayor and Lynn City Council

(h) Relationship with Chief of Department of Inspectional Services. Nothing in this section (f) and/or (g) shall effect the Home Rule Petition Establishing a Department of Inspectional Services. The Chief of Inspectional Services shall continue to serve as an agent to the Planning Board and shall appear at meetings of the City of Lynn Planning Board.

The Chief shall continue to assist in the administration of the technical functions formerly performed by the Planning Department, including serving as administrative support to the Planning Board performing the statutory functions related to subdivision control, waterways regulation, and the laying out and discontinuance of public ways, project review and coordination, providing research and technical assistance to municipal officers, boards and agencies, record keeping and infrastructure and traffic safety/improvement project planning, development and implementation. The Chief shall also continue to further be responsible for overseeing the Facility Division of the Inspectional Services Department and for overseeing and coordinating all city of Lynn public construction and the inspection, maintenance and repairs of public buildings and facilities, including the public schools, and oversight of all capital construction.

SECTION 7:00 ASSISTANT PLANNING DIRECTOR

(a) Office Created. The position of Assistant Planning Director in the City of Lynn is hereby created.

(b) Qualifications. In selecting and appointing the Assistant Planning Director, the Mayor shall take into consideration such applicant's education, training and experience to perform the duties of the office. To be considered for appointment as the Assistant Planning Director, an applicant must have a bachelor's degree in economics, environmental design, geography, political science, or urban planning and at least five years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A master's degree in Urban Planning, Transportation Planning, Environmental Planning, or a directly related field and more than 5 years of related work experience in comparable community to Lynn is strongly preferred. Master's degree in Urban Planning, Transportation Planning, Environmental Planning, or a directly related field and more than 5 years of related work experience in comparable community to Lynn.

(c) Selection. The Mayor shall appoint the Assistant Planning Director with the approval and consent of the Lynn City Council. The Mayor shall include a member of the Lynn City Council as a member of the selection committee during the interview process prior to submitting a finalist to be approved and confirmed to the full City Council pursuant to Section 3-9 of the Lynn City Charter.

(d) Term; Removal. The present Assistant Planning Director's consultant contract with the City of Lynn expires in 2023. Thereafter, the Mayor shall appoint, subject to confirmation and approval of the Lynn City Council, an Assistant Planning Director to a term which shall be contemporaneous with the term of the Mayor. An Assistant Planning Director shall be eligible to be reappointed by a successor Mayor at the commencement of a new Mayoral term. An Assistant Planning Director may be removed from his/her position prior to the expiration of his/her term pursuant to Section 3-7(d) and Section 6-6 of the Lynn City Charter.

(e) General Duties. The Assistant Planning Director shall have the following specific duties:

- (i) Creating and implementing a sustainable transportation agenda and overseeing several transportation initiatives.
- (ii) Assisting the Principal Planning Director in setting the long-range planning objectives and coordinate a long-term vision for the City of Lynn that is equitable for the residents of the city and aligns with the Mayor and City Council's goals.
- (iii) Collaborating with state and federal partners.
- (iv) Providing advice and support as well as collaborating on planning matters with other departments, including the Economic Development & Industrial Corporation, Community Development, Inspectional Services Department, Department of Public Works, Lynn Water & Sewer, Lynn Housing Authority & Neighborhood Development, Planning Board, Zoning Board of Appeals, City Council, and Mayor.
- (v) Leading community engagement to solicit input and feedback, manage consultants/consulting teams, and represent the City on broader projects, as needed.

- (vi) Seeking, preparing, and coordinating application and management of relevant grants, as well as state and federal funding opportunities
- (vii) Managing projects of varying scale and magnitude – both internal and external – and effectively coordinate multiple, high-priority assignments.
- (viii) Attending and presenting at public meetings of various elected and appointed bodies and other public forums.
- (ix) Other similar job duties and responsibilities as assigned by the City Principal Planning Director.

SECTION 8:00 ARTS AND CULTURE PLANNING DIRECTOR

(a) Office Created. The position of Arts and Culture Planning Director in the City of Lynn is hereby created.

(b) Qualifications. In selecting and appointing the Arts and Culture Planning Director, the Mayor shall take into consideration such applicant's education, training and experience to perform the duties of the office. To be considered for appointment as the Arts and Culture Planning Director, an applicant must possess undergraduate degree in fine arts, cultural studies, urban studies or other relevant discipline. A graduate degree in arts administration or an arts or culture related discipline is preferred. A successful applicant should possess at least 5 years cultural program administration experience that includes event marketing and management and at least 3 years in a supervisory or leadership capacity is preferred. A successful applicant should possess a thorough knowledge of cultural program development, event planning, grant writing, budgeting, marketing and public relations and demonstrate the ability to plan programs, delegate tasks and coordinate large-scale, district-wide events.

The applicant should possess a clear understanding of the physical elements, organizational structures, and human capital that make up strong, vibrant, arts and cultural environment that is representative of the community along with a working knowledge of Lynn's creative economy and cultural organizations and assets, strongly preferred. The successful applicant shall also possess strong verbal and written communication skills. Then undergraduate degree in fine arts, cultural studies, urban studies or other relevant discipline. The applicant must be available to work evenings and weekends on a routine basis.

(c) Selection. The Mayor shall appoint the Arts and Culture Planning Director with the approval and consent of the Lynn City Council. Whenever possible, the Mayor shall include a member of the Lynn City Council as a member of the selection committee during the interview process prior to submitting a finalist to be approved and confirmed to the full City Council pursuant to Section 3-9 of the Lynn City Charter.

(d) Term; Removal. The Mayor shall appoint, subject to confirmation and approval of the Lynn City Council, an Arts and Culture Planning Director to a term which shall be contemporaneous with the term of the Mayor. An Arts and Culture Planning Director shall be eligible to be reappointed by a successor Mayor at the commencement of a new Mayoral term. An Arts and Culture Planning Director may be removed from his/her position prior to the expiration of his/her term pursuant to Section 3-7(d) and Section 6-6 of the Lynn City Charter.

(e) General Duties. The Arts and Culture Planning Director shall have the following specific duties:

- (i) Preserve and promote the arts and culture(s) of Lynn, including visual arts, graphic arts, sculptural arts, decorative arts, performing arts, musical arts, culinary arts, and literary arts. These fields also intersect with our proud manufacturing tradition and growing community of makers and tinkerers.
- (ii) Develop and implement processes for engaging and maintaining relationships with key stakeholders in the community whom are interested in developing district-wide arts and cultural events. These include but are not limited to: community groups, business owners, funders, public officials, youth organizations, arts and cultural related organizations, artists, performers, creative professionals and enterprises.
- (iii) Create regularly scheduled, collaborative programs that highlight the vibrant diversity and unique concentration of arts organizations throughout the City, and in particular, the Downtown Cultural District.
- (iv) In collaboration with the Lynn Cultural Council, the Public Art Commission, the City's Economic Development Team, the City Council, Mayor, and other arts and culture stakeholders, identify inclusive short and long-term plans to create the infrastructure necessary for arts and culture to flourish across sectors and geography of the City.
- (v) In collaboration with the Planning Team, advance existing and create new placemaking initiatives, particularly in the Downtown area.
- (vi) Forge relationships to help build diverse audiences and support Lynn's immigrant populations to participate, produce, and create arts and cultural related activities.
- (vii) Oversee brand, marketing, and public relations goals for the state-designated Downtown Cultural District. This may include creating web and social media strategies for engagement and managing consulting contracts with related vendors and working with the city's arts and culture organizations on the creation of a comprehensive marketing plan.
- (viii) Create a forum for the coordination of cultural activities including networking of resources and production of promotional materials.
- (ix) Develop and implement methods for collecting data, metrics, and assess outcomes from projects and programs to measure success and adapt implementation as needed.
- (x) Represent the City at community cultural events and exhibits.

- (xi) Serve as the City's liaison to local, state, regional and federal agencies and non-profit arts and culture funders, including the Massachusetts Cultural Council, New England Foundation for the Arts, Mass Development, National Endowment for the Arts and the Humanities, the Essex County Community Foundation's Creative County Initiative, and the Barr Foundation.
- (xii) Aggressively pursue grant funding opportunities that benefit the growth of the Downtown Cultural District, and arts and culture initiatives throughout the City.
- (xiii) Serve as the Mayor and City Council's liaison to the Lynn Cultural Council, Public Arts Commission, and Lynn Main Streets.
- (xiv) Other similar job duties and responsibilities as assigned by the Principal Planning Director, Mayor and City Council.

SECTION 9:00 REPEAL OF INCONSISTENT ORDINANCES

All Ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 10:00 TIME OF TAKING EFFECT

This ordinance shall take as provided by the Lynn City Charter.

This meeting is closed to the General Public due to the Covid-19 Pandemic. The meeting will be televised live on the Lynn Community Television Government Channel (LCTV) and also streamlined on LCTV Facebook page. The public is welcome to call in "live" any questions or concerns at 781-586-6783 or 781-586-6773. Written submissions either for or against this petition should be submitted by mail to Lynn City Council, c/o **Terry Young**, Council Office, Lynn City Hall, Lynn MA, 01901 or emailed to tyoung@lynnma.gov Documents and or Zip drives or similar devices may also be submitted via the Lynn City Hall Drop Box at the Johnson St. entrance with a deadline of 6 hours prior to the meeting.

CITY OF LYNN

Notice: Lynn City Council Public Hearing on Tuesday, March 16, 2021 at 5:15PM in the Council Chambers on the following Ordinance:

**IN THE YEAR TWO THOUSAND TWENTY-ONE AN ORDINANCE ESTABLISHING
A BUILDING PERMIT PLAN REVIEW REVOLVING FUND PURSUANT TO
MASSACHUSETTS GENERAL LAWS CHAPTER 44, §53G**

Be it Ordained by the City Council of the City of Lynn and by the authority of the same as follows, to wit:-

Section 1:00 Establishment

As authorized by Massachusetts General Laws Chapter 44, §55G, there shall be a separate fund known as Building Permit Plan Review Revolving Fund authorized for use by the Department of Inspectional Services with the approval of the Chief of the Department of Inspectional Services and/or his/her designee.

Section 2:00 Purpose

The Inspectional Services Department shall impose an additional fee on all building permits applications with a construction value exceeding two hundred and fifty thousand (\$250,000.00) dollars. Said fee shall be deposited in a revolving fund maintained by the Department of Inspectional Services to engage the services of an outside vendor to provide plan review services and code interpretation assistance. These services will be performed on building and other permit applications where the construction value exceeds two hundred and fifty thousand (\$250,000.00) dollars because such projects are of such complexity and/or magnitude that the permit application requires outside review by non-City of Lynn personnel.

Section 3:00 Revenues

The City Comptroller shall establish the Building Permit Plan Review Revolving Fund as a separate account and credit to the fund all additional fees charged by the Inspectional Services Department for building permit applications in which the cost of construction exceeds two hundred and fifty thousand (\$250,000.00) dollars as set forth in a fee schedule established by the Chief of the Department of Inspectional Services, as may be amended.

Section 4:00 Third Party Consultant Selection Process

Any third party outside vendor shall not be engaged by the City of Lynn absent compliance with all public bidding laws including but not limited to Massachusetts General Laws Chapter 30B.

Section 5:00 Permit Applicant's Appellate Rights

Any applicant for a permit from the Inspectional Services Department required to pay an additional fee for a third party outside vendor for plan review services and code interpretation assistance shall possess a right to appeal such charge to the Lynn City Council. Permissible grounds for said appeal

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shall be limited to instances only where (a) there exists a claim that the consultant lacks the minimum required qualifications to conduct such plan review services and code interpretation assistance and/or (b) the applicant alleges that the third-party vendor possesses a conflict of interest preventing him/her/it from providing plan review services and code interpretation assistance on an individual project.

The selection of the third-party vendor shall stand unless an appeal is upheld by the Lynn City Council within thirty days of the filing of the appeal.

The time required by law for the Inspectional Department to review and act upon a permit application shall be extended for the period necessary to adjudicate the appeal.

Section 6:00 Expenditures

During each fiscal year, the Chief of the Department of Inspectional Services and/or his/her designee may incur liabilities and spend monies from the Building Permit Plan Review Revolving Fund for the purpose of engaging the services of an outside vendor to provide plan review services and code interpretation assistance in conjunction with the review of certain building permit applications. These services will be performed on building and other permit applications where the construction value exceeds two hundred and fifty thousand (\$250,000.00) dollars because such projects are of such complexity and/or magnitude that the permit application requires outside review by non-City of Lynn personnel.

Section 7:00 Limitations

The Chief of the Department of Inspectional Services may incur liabilities against and spend monies for the Building Permit Plan Review Revolving Fund without appropriation subject to the following limitations:

- a. No liability shall be incurred in excess of the available balance of the Building Permit Plan Review Revolving Fund.

Section 8:00 Interest

Interest, if any, earned on monies credited to the Building Permit Plan Review Revolving Fund shall accrue to the benefit of the applicant if unexpended.

Section 9:00 Procedures and Reports

The Inspectional Services Department shall transmit all fees collected for the purpose of engaging plan review services and code interpretation assistance to the City Treasurer forthwith who shall deposit said funds unto a separate fund to be known as the Building Permit Plan Review Revolving Fund. In no event shall such fees be turned over to the Treasurer mess frequently than once per week. Except as provided in General Laws Chapter 44, §53G and this ordinance, the laws, Charter, ordinances, policies or procedures that govern the receipt and custody of city monies and the expenditures and payment of city funds shall apply to the use of the Building Permit Plan Review

Revolving Fund established and authorized by the is Ordinance. The City Comptroller shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure on or before June 1 of each year.

Section 10:00 Fiscal Years

The Building Permit Plan Review Revolving Fund shall operate for fiscal year that begins on or after July 1, 2020 and shall expire upon the repeal of this Ordinance as provided by Massachusetts General Laws and the Lynn City Charter. The Building Permit Plan Review Revolving Fund must be approved and reauthorized on an annual basis by the Lynn City Council.

Section 11:00 Refund of Unspent Fees

The Inspectional Services Department must notify the Comptroller when each consulting process is completed and all bills have been submitted for payment. The Comptroller shall prepare a final report of the account activities for the applicant. Upon completion of the consulting project, any balance remaining in the project account, including any interest, must be refunded to the applicant. If a refund is due, the Inspectional Services Department shall submit a voucher to the Comptroller for placement on the Treasury Warrant. Upon approval of the warrant, the Treasurer will issue the refund to the applicant.

Section 12:00 Inconsistent Ordinances

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section 13:00 Effective Date

This chapter shall take as provided for in the Lynn City Charter.

This meeting is closed to the General Public due to the Covid-19 Pandemic. The meeting will be televised live on the Lynn Community Television Government Channel (LCTV) and also streamlined on LCTV Facebook page. The public is welcome to call in "live" any questions or concerns at 781-586-6783 or 781-586-6773. Written submissions either for or against this petition should be submitted by mail to Lynn City Council, c/o **Terry Young**, Council Office, Lynn City Hall, Lynn MA, 01901 or emailed to tyoung@lynnma.gov Documents and or Zip drives or similar devices may also be submitted via the Lynn City Hall Drop Box at the Johnson St. entrance with a deadline of 6 hours prior to the meeting.