



TOWN OF WINCHESTER
PLANNING BOARD AGENDA
TUESDAY, APRIL 23, 2019 @ 7:30PM
WINCHESTER ROOM

	BUSINESS
7:30PM	Open and any Chair/Planner updates
7:45PM	Review previous Action Items
7:50PM	Approve Outstanding Minutes
7:55PM	Board/Committee Liaisons
8:10PM	Planning Board Goals for May 19th - May 20th
8:30PM	Quarterly Report discussion
8:50PM	Rules and Regulations governing Public Hearings for Zoning Changes
9:20PM	New Business not known at the time of the posting
9:45PM	Future Agenda Items
9:55PM	Action Items
10:00PM	Adjourn

	CORRESPONDENCE
	<p>Winchester Historical Commission – 36 - 38 Middlesex Street (Residence & Detached Tool Shed) – Please do not issue such demolition permit until the earlier of further notification to your Department from the Commission on this matter or on March 22, 2020.</p> <p>Winchester Historical Commission – 49 Allen Road – (Residence & Garage) Please do not issue such demolition permit until the earlier of further notification to your Department from the Commission on this matter or on March 22, 2020.</p> <p>Winchester Historical Commission – 90 Fletcher Street - (Residence) Please proceed with issuance of the demolition permit for residence located at 90 Fletcher Street. (RED BOOK)</p>
	<p>Notice of Decision City of Medford - 407 R, Unit 10 Mystic Avenue Granted with conditions (RED BOOK)</p>

	2019 MEETINGS
Monday April 29	<p>6:00PM Master Plan Steering Committee Meeting, Winchester High School, Conference Room A114</p> <p>7:30PM Spring Town Meeting, Winchester High School Auditorium</p>
Tuesday April 30	<p>7:30PM Regular Planning Board Meeting, Select Board Room</p>

**Winchester Planning Board
Procedures for Public Hearings
Subdivision Control**

1. Opening of Hearing

Chair calls the meeting to order, e.g.

“Welcome to a public hearing of the Winchester Planning Board. Please sign in.”

2. Meeting Purpose

Chair states the purpose of the public hearing or reads the legal notice aloud.

3. Rules and Procedures

a) Chair announces the rules and procedures of the hearing, e.g.

1. “If you are planning to speak, please state your name and address for the record.”

2. “Please direct your comments and questions to the chair.”

3. “Speakers are asked to come to the table to address the board and shall leave the table when finished.”

b) Chair has the right to exclude irrelevant, immaterial, or repetitive information.

c) Chair shall maintain decorum and may have unruly persons removed.

4. Presentation by Applicant

a) Chair introduces the applicant.

b) The applicant is given 15 minutes to present the project. An extension of 10 minutes may be allowed at the chair’s discretion.

5. Opening of Public Comment Period

a) Chair opens hearing to public comment.

b) Chair asks the audience if anyone wishes to speak in opposition to the project.

1. Each speaker is given 5 minutes, with an extension of no more than 2 minutes allowed at the chair’s discretion.

2. A representative of three or more opponents may be given 15 minutes to speak, with an extension of 10 minutes at the chair’s discretion.

c) After four people have spoken in opposition to the project, the chair will ask if anyone wishes to speak in favor of the project. If so, proponents and opponents will

take turns speaking (four from each group in succession) until all who wish to speak have been recognized.

1. Each speaker is given 5 minutes, with an extension of no more than 2 minutes allowed at the chair's discretion.
- d) After members of the audience have spoken, letters and other correspondence received by the Board from the public will be acknowledged aloud by the chair.
6. **Comments from Town Staff and Other Boards**
The Board reviews comments from the Engineering Department, the Department of Public Works, the Health Department, the Planning Department, the Winchester Historical Commission, and the Design Review Committee.
7. **Board Discussion**
Board members discuss the received testimony.
8. **Determination of need of Consultants**
The Board votes on whether outside consultants (under MGL Ch. 44 §53g) are necessary based on the review and testimony presented.
9. **Questions of the Applicant**
 - a) Board members ask questions of the applicant.
 - b) Audience members ask questions of the applicant or the Board. Questions are limited to 3 minutes each. Chair reminds audience that questions must be addressed to the Chair.
10. **Determination of Continuation of Hearing**
The hearing may be continued to a time certain to allow more time for testimony and for expert reviews to be prepared and presented.
11. **Closing of Public Comment Period**
Board moves and votes to end public input
12. **Board Deliberates**
Board begins deliberation. Board members may seek clarifying information from all parties.

13. Board Votes

- a) Three members of the Board present and voting constitute a quorum.
- b) Three members of the Board present constitute a majority vote of the Board, and the vote of a majority of the Board is required to take action as set forth in the Subdivision Rules and Regulations, §6.7.
- c) The Board may vote to:
 1. approve the project, with or without conditions;
 2. deny the project, with or without prejudice;
 3. accept, with or without prejudice, the applicant's offer to withdraw, if proffered.
 - A Withdrawal or a Denial **with** Prejudice assumes that the same or very similar project would be denied and that a significantly different project should be pursued by an applicant.
 - A Withdrawal or a Denial **without** Prejudice assumes that the same or very similar project could be applied for and potentially approved with or without conditions.
 - A hearing to determine if a newly proposed project is significantly different from a previous application is warranted whenever a vote occurred for that application.