



**TOWN OF WINCHESTER**  
**MASTER PLAN STEERING COMMITTEE AND**  
**JOINT PLANNING BOARD AND DESIGN REVIEW COMMITTEE MEETING**  
**TUESDAY, JUNE 25, 2019 @7:00PM**  
**SELECT BOARD ROOM**

	<b>BUSINESS</b>
7:00PM	Open Master Plan Steering Committee Meeting
7:35PM	Jennifer Goldson Report on Phase II with discussion
8:25PM	Adjourn Master Plan Steering Committee Meeting
8:30PM	Open Joint Planning Board and Design Review Committee Meeting Approval process Applicant communication Application process
9:30PM	Adjourn Joint Meeting and Open Planning Board Meeting
9:35PM	Updates: Freedom's Way, Subdivision Close-out, Subdivision Procedures
9:45PM	Approve Outstanding Minutes
9:55PM	New Business not known at time of the positing
10:00PM	Adjourn

<b>CORRESPONDENCE</b>	
Winchester Historical Commission – 4 Ardley Place ( Residence, Garage and Shed) Please do not issue such demolition permit until the earlier of further notification to your department from the Commission on this matter or May 6, 2020. Winchester Historical Commission – 17 Stowell Road ( Garage) The Building Department may proceed to issue the demolish permit without any hindrance from the Commission. Winchester Historical Commission – 60 Lorena Road (Residence) Please proceed with issuance of the demolition permit for residence located at 60 Lorena Road.	(RED BOOK)
Town of Lexington Public Hearing	(RED BOOK)
Town of Stoneham Public Hearings	(RED BOOK)
City of Woburn	(RED BOOK)

<b>2019 MEETINGS</b>	
July Meeting TBA	



**TOWN OF WINCHESTER**  
Design Review Committee  
Town Hall, Winchester, Massachusetts 01890

*Eileen Casciari, RA, Chair*  
*Tracy Vartenigian Burhans, Vice-Chair*  
*David N. Storeygard, AIA, LEED AP*  
*Juli Riemenschneider, RLA, ASLA*  
*Adrian LeBuffe LEED*  
*Ellen Spencer*  
*Erik Nottleson*

**Meeting minutes, June 12, 2019**

Attendees: LeBuffe, Casciari, Storeygard, Riemenschneider, Burhans, Spencer, Nottleson

**Agenda Items**

1. Approval of May meeting minutes.
2. Petition 3884, Special Permit – 20 Pilgrim Drive, addition of a balcony
  - a. Recommend favorable action, 7 to 0
  - b. Proposal is in keeping with the size, materials and scale of the original structure.
  - c. There will be minimal visibility and impact on abutting neighbors and minimal view of the balcony from the road.
  - d. Abutting neighbors have submitted a letter in favor of this proposal.
3. Petition 3885, Site Plan Review – 336 Main Street, construction of an addition.
  - a. Recommend favorable action, 7 to 0
  - b. Recommend elimination of the overhang of the garage to better incorporate the addition to the original design of the house.
  - c. Proposal is in keeping with the size, materials and scale of the original structure.
  - d. There will be minimal visibility from the road.
  - e. The proposal is an improvement on the existing structure.
4. Petition 3887, Site Plan Review – 82 Ridge Street, Wright Locke Farm, demolition of existing structure and construction of a new building.
  - a. The applicant presented the revised design to the DRC and our comments reflect this latest design.
  - b. The DRC unanimously supports this proposal and agree the plans should proceed with the review process. We would like to see the final plans submitted to the DRC especially in regards to water run-off and regrading of the land.
  - c. Recommend the planting of some deciduous and/or fir trees to reduce the visual impact of the parking lot surrounding the building.
  - d. The architectural design of the proposal is in keeping with the size, materials and scale of the original structures of the farm, with thoughtful attention to detail and proportion. The challenge of the

proposal will be to implement a site design that does not feel over-engineered and is in keeping with the naturalistic environment of a farmland.

- e. There will be minimal impact on abutting neighbors and view of the building from the road.
- f. Proposal is an improvement of the existing structure. The proposed program of classrooms and event space will be an asset to the Winchester community.

5. Petition 3886, Special Permit – 5 Chesterford Road East, construction of an addition.

- a. Recommend unfavorable action 7-0. These plans are not ready for approval.
- b. We recommend that this not go forward until the following are addressed; addition does not integrate successfully with existing structure and is not in keeping with the style and character of the house. See Zoning By-Law Sections 9.4.2.4 (special permits) and 9.4.2.8 (special permits).
- c. The proposed low pitch roof does not relate to the steeper roof pitches of the original house.
- d. Rear gable should not extend the entire width of the house but only the width of the first level deck to maintain an appropriate roof pitch and proportion; the roof as shown on the site plan works better than the rear elevation. It is not clear what is being proposed due to this lack of consistency between drawings.
- e. Windows of the rear façade should be aligned and organized.
- f. Retaining wall appears to be at least 3.3 feet tall. This appears to be a fall hazard without a guardrail at the stair landing. Better resolution needed for stair landing from deck to pond.
- g. We would like to see tree protection for both 30” and 20” trees.
- h. Access to install Cultec chamber should be clarified. This may impact existing trees.
- i. Driveway – is the width changing? Please clarify.
- j. Need to see existing vegetation plan and if there is a plan for its removal.

6. 17A Ginn Road: Appeal from Issuance of Building Permit No. 251.

- a. The DRC has noted this as an appeal.
- b. If a Special Permit application is submitted the DRC can provide a design review.

7. New Business:

Juli and David: MBTA meeting June 12

Meeting adjourned. Next meeting will be July 10th; to be confirmed 2 days prior to the meeting.

- *Tracy Vartenigian Burhans, recording vice-chair; Minutes submitted to the DRC membership 6/13/2019*



# TOWN OF WINCHESTER

## OFFICE OF PLANNING DEPARTMENT

71 Mount Vernon Street  
Winchester, MA 01890

BRIAN SZEKELY

Town Planner

### Freedom's Way National Heritage Area Report for Winchester, Massachusetts

Record of town meeting endorsement/approval/ vote to join heritage area

Overview of the Planning Process

Summary of Context and relationship to the three heritage area themes

#### Theme 1: A Mosaic of Subtle Beauty

Originally called Waterfield, Winchester, located 8 miles northwest of Boston is 6.49 square miles in the middle of the FWNHA. Nearly 22% of the total land area is covered by water bodies, protected open space, or otherwise undevelopable land<sup>1</sup>. Winchester is home to multiple bodies of water: including Winter Pond, Wedge Pond, Mill Pond, Judkins Pond, Long Pond, the Upper and Lower Mystic Lakes, the North, Middle and South Reservoirs, the Aberjona River, and the Middlesex Canal. Winchester's geography and natural resources shaped the town's development and contributed to its rise as a center of industry. The Town was originally chosen for colonial transportation routes due to its location along the Aberjona River, which is a tributary to the Mystic River. Surrounded by what is now the Middlesex Fells Reservation and other hills, Winchester lay in the most easy-to-traverse path between Boston and Lowell<sup>2</sup>.

#### Theme 2: Inventing the New England Community

Previously part of Woburn, Winchester was incorporated in 1850. After incorporation, the area near the First Congregational Church, the railroad, and Town Common rapidly took shape as the town's commercial, social, and institutional center. Many of the town's important historic civic buildings, including the Town Hall, Winchester Post Office, Public Library, and Winchester Savings Bank are still located within Winchester Center. Industry flourished along the Aberjona River in small mills and tanneries, bolstered by the opening of the Middlesex Canal (1803) and later, the Boston and Lowell Railroad (1835). These developments provided quick and easy access to markets in Boston. While the railroad boosted industrial production, Winchester's population began to fracture economically and

geographically as wealthy Boston residents—attracted by the easy commute and eager to escape city life—began moving into one side of town. From the 1870s onward, upper- and middle-class Bostonians settled in mansions and architect-designed commuter neighborhoods in the Flats, Myopia Hill, and east of Town Center. In the north, industrial workers settled near the mills and factories, such as the Canal Street-Salem Street neighborhood and Swanton-Cross Street neighborhood.

By the early 1900s, Winchester's industrial peak had passed—paving the way for residential development to now dominate the landscape. Over time, residential development pushed westward past Route 3. Neighborhoods with gridded streets were replaced by curvilinear streets and large lot subdivisions. Winchester still maintains several commercial corridors and areas, including the Town Center. The Main Street and Washington Street corridors radiate out from Winchester Town Center and continue to serve as commercial and residential spines that connect to Woburn to the north. Now, as a mature suburb, Winchester must balance development with maintaining the community's natural character.

### Theme 3: Revolutionary Ideas: Visionaries and Experimenters

#### Geography and Landscape including watersheds, rivers, land use/cover

*Taken from the Master Plan Existing Conditions Report written by JM Goldson*

Winchester's earliest settlements grew out from several north/south transportation routes that connect Winchester to Woburn in the north and to Medford in the south. In the 1700s, the roadways of Cambridge Street/Route 3, Washington Street, and Main Street provided key connections to nearby settlements and helped establish some of Winchester's earliest neighborhoods. Industry flourished along the Aberjona River in small mills and tanneries, bolstered by the opening of the Middlesex Canal (1803) and later, the Boston and Lowell Railroad (1835). These developments provided quick and easy access to markets in Boston. While the railroad boosted industrial production, Winchester's population began to fracture economically and geographically as wealthy Boston residents—attracted by the easy commute and eager to escape city life—began moving into town. Workers settled near the mills and factories.

From the 1870s onward, new suburban-style neighborhoods were constructed to support the residential growth in Winchester. People were attracted to the architecture of these new homes as they grew outward from the historic town center. By the early 1900s, Winchester's industrial peak had passed—paving the way for residential development to now dominate the landscape. Over time, residential development pushed westward past Route 3. Neighborhoods with gridded streets were replaced by curvilinear streets and large lot subdivisions.

Although change has occurred with land use patterns over time, Winchester still maintains several commercial corridors and areas. Winchester's Town Center thrives as the cultural, historic, and commercial hub of the town drawing residents and visitors alike. The town center benefits from the confluence of several major roadways that cut through Winchester, as well as the Winchester Center MBTA Commuter Rail station.

The Main Street and Washington Street corridors radiate out from Winchester's town center and continue to serve as commercial and residential spines that connect to Woburn to the north. The area between Main Street and the MBTA Commuter Rail line is home to much of the Town's remaining commercial and industrial activity outside of the town center.

The change in Winchester's land use composition between 1971-1999 was one that many communities in Eastern Massachusetts experienced. The continued build-out of our region's suburban cities and towns converted agricultural lands, open spaces, and forests into residential and commercial land uses. As shown in table X below, over this twenty-eight-year period, Winchester saw a 20 percent decline in open space and a 29 percent decline in forested land as the expansion of lower density residential development spread outward. Over the same twenty-eight-year period, Winchester's low-density residential land uses increased by 62 percent or an additional 153 acres of land. Land was also converted to support high density residential development (including multi-family).

### Transportation

Winchester's colonial-era development pattern began in the low-land valley areas of town. These original land-based pathways linked larger towns, like Lowell and Boston, to the north and south of Winchester. The Middlesex Canal cut through the town in 1803, briefly provided a transportation waterway from Charlestown to Lowell. The Canal was closed in 1851 and then replaced in 1883 by the Boston & Lowell Railroad as a means of quick and convenient transportation of goods and people to and from Boston. These original transportation routes and roadways established the development pattern for the town and remain as the framework of the circulation network today.

The transportation planning policies in place in Winchester today promote multi-modal transportation. Safe, accessible, and town-wide pedestrian and bicycle routes, along with lowering speed limits and traffic calming are key elements of the Town's transportation goals. In 2016 the town adopted a *Complete Streets Policy* and formed a Traffic and Transportation Advisory Committee. This eleven-member committee is appointed by the Select Board and Town Manager and advises on transportation policies, projects and provides technical information. Lowering traffic volumes through walking, biking, and public transportation, is at the core of the discussions, addressing the transportation needs for the next decade and beyond.

The Lowell Line of the Massachusetts Bay Area Transit Authority's (MBTA) Commuter Rail stops at two stations in Winchester—Wedgemere Station and Winchester Center. Approximately 75 percent of riders board at the Winchester Center station, which is centrally located in the downtown. Wedgemere Station is located less than half-a-mile south of downtown at the intersection of Bacon Street and the Mystic Valley Parkway. Municipally-owned and maintained parking lots serve each station. The Wedgemere Station parking lot costs users \$1-per-hour up to \$5-per-day on weekdays. Commuters with resident permits are permitted to park along Bacon Street and other neighborhood streets. Although no statistics are available, stakeholders reported that many commuters from surrounding towns drive to Winchester to access the train and take advantage of the free parking in neighborhoods surrounding Wedgemere Station. Although not sanctioned by DCR, commuters also park in the Mystic Lakes Shannon Beach Parking lot along Mystic Valley Parkway.

Two MBTA bus routes also serve the Town. Route 134 connects North Woburn to Wellington Station (MBTA Orange Line) in Medford, traveling along Main Street through Winchester, and stopping at 13 locations, including the Town's most-used bus stop at the Winchester Center Commuter rail station on Laraway Road. The first 134 bus traveling inbound arrives at Winchester Center at approximately 6:30 AM on weekdays and arrives At Wellington Station at Approximately 6:48 AM. This bus runs every hour on the half-hour throughout the day with the last bus leaving Winchester Center at approximately 8:30

PM. The last outbound bus leaves Wellington Station at 7:00 PM and arrives at Winchester Center at approximately 7:25 PM. The Route 350 bus runs along Cambridge Street/Route 3 from North Burlington to Alewife Station (MBTA Red Line) in Arlington. The 350 bus makes 13 stops in Winchester from the Woburn town line to the Arlington town line with the first inbound bus arriving at approximately 6:20 AM and the last inbound bus at 10:43, with a similar schedule for the outbound direction. Frequency of times vary ranging from approximately every half-hour (during morning and afternoon commuting hours) to every hour. The local bus fare for a one-way trip is \$1.70 when using a CharlieCard (reusable pre-paid cards), or \$2.00 for Charlie Ticket (individual ticket) or cash. Average daily bus boarding numbers range from approximately 60 people at the Winchester Center Stop on the 134 bus to less than 5 at stops along Route 3 and Route 38 for the 350 bus.

Winchester is included in *The RIDE*, MBTA's door-to-door, shared-ride paratransit service. This is an on-demand service for trips in and around the greater Boston area. The Winchester Hospital also operates a bus shuttle service for their employees who require transportation to and from hospital remote-parking facilities.

Dedicated bicycle facilities are limited in Town. Plans to add bike lane shoulders and/or shared lane markings to Main Street, Church Street, Johnson Road, and Highland Avenue are being discussed and are part of the Complete Street Priority Plan. The neighboring towns of Stoneham and Woburn recently joined Winchester in constructing a roughly seven-mile shared-use path, the Tri-Community Greenway. The trail starts at the Wedgemere rail station in Winchester, running north through Woburn and into Stoneham, with a spur between Wedge and Horn Ponds into Woburn. The Greenway is paved with a few short segments on neighborhood streets. This path is used for commuting, getting around town on foot and bicycle well as for recreation.

#### Community Organization and Structure

Winchester's local legislative body is in the form of an 8-precinct representative Town Meeting; its chief executive body is a five member Select Board; and it is administered by a Town Manager.

#### Demographics including population from 2000 - 2010

#### Median Household Income

#### Town Demographics

#### Information about their planning and economic development regions

#### Historic Preservation including inventory of historic resources and state and district listings in the national register

#### Tourism Region and Listing of Hospitality and Leisure Businesses



Conserved Land

Listing of existing regional and rail-trails

Listing of agricultural attractions

Listing of arts and culture sites

Listing of interpretive attractions

- (1) Metropolitan Area Planning Council, Housing Production Plan 2018
- (2) JM Goldson Phase I Existing Conditions Report Chapter 5 Open Space, 2019

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

**1. Opening of Hearing**

- a) Chair calls the meeting to order: "Welcome to a public hearing of the Winchester Planning Board. Please sign in."
- b) If the meeting is being recorded, restate that it is being recorded for the benefit of those who have come just for the hearing.

**2. Meeting Purpose**

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

**3. Rules and Procedures**

- a) Chair announces the following:
  - 1. When you begin to speak, please state your name, company if applicable, 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 up to 10 minutes may be allowed at the chair's discretion.

**5. Memos and letters**

List any memos or letters received by the Board and summarize them.

**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, the Design Review Committee, and other agencies.

**7. Opening of Public Comment Period**

- a) Chair opens hearing to public comment and asks the audience how many people wish to speak in favor and how many wish to speak in opposition, and whether any of those speakers represent three or more parties, and who those parties are.
- b) Time limits for all speakers are as follows:
  - 1. Each speaker is given 5 minutes, with an extension of no more than 5 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 no more than 10 minutes at the chair's discretion.
- c) Opponents and proponents will take turns speaking until the Board is satisfied that all views have been heard. Opponents will go first.

**8. Board Discussion**

Board members begin their initial discussion.

**9. 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.

**10. 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.

**11. 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.

**12. Closing of Public Comment Period**

Board moves and votes to end public input.

**13. Board Deliberates**

Board begins deliberation. Board members may seek clarifying information from all parties.

## 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.

SUBDIVISION	YEAR APPROVED	UNITS	SECURITY	OUTSTANDING ISSUES	RESEARCH
Briarwood (Conventry Lane) Michael Collins	1997	12	Passbook \$22,290	Street lights not finished (unnecessary however), no final as-builts, Form H and I, Certificate of Compliance for DEP 346-190	Checking final easement language in deeds to make sure all are recorded properly
Cobblestone Lane C&C Development	2006	5	Tripartite, was released 9/2010	final as-builts	Checking final easement language in deeds to make sure all are recorded properly