



**TOWN OF WINCHESTER**  
**HOLTON ST. VISIONING**  
**TUESDAY, JUNE 28, 2022 @ 7:00PM**  
**PLANNING BOARD REGULAR MEETING**  
**TUESDAY, JUNE 28, 2022 @ 8:30PM**  
**REMOTE PARTICIPATION**

**7:00PM Join Holton St Visioning Meeting:**

<https://us06web.zoom.us/j/87130913270>

Meeting ID: 871 3091 3270

**Join by Phone**

(646) 558-8656

**8:30PM Join Planning Board REGULAR Meeting:**

<https://us02web.zoom.us/j/82003802705?pwd=M1ZTczJTdE5Lc1VyZjVWbHBTOFQ5UT09>

Meeting ID: 820 0380 2705

Passcode: 760080

**Join by Phone**

(646) 558-8656

	<b>BUSINESS</b>
7:00PM	Holton Street MAPC Information/Feedback Session
8:30PM	<b>Open Planning Board REGULAR Meeting</b> Planner Position Description update
8:50PM	Approval of Planning Board Minutes: May 24, May 31 and June 14, 2022
9:00PM	Town Counsel discussion
9:15PM	Wavier of Site Plan Review 9.5.1A discussion
9:30PM	Action Items/Adjourn

	<b>CORRESPONDENCE</b>
	None

	<b>2022 MEETINGS</b>
Tuesday July 12	7:00PM Planning Board Meeting, Remote Participation
Tuesday July 19	Planning Board Meeting

## **JOB DESCRIPTION**

**Job Title: Town Planner**

**Department:** Planning Board

**Reports To:** Planning Board/Town Manager

**Salary Grade:** F

**FLSA Status:** Exempt

### **Summary of Position:**

Under the policy direction of the Planning Board and the general administrative oversight of the Town Manager, the Town Planner shall perform work at both technical and professional levels to assist the Planning Board in the preparation and presentation of studies and plans regarding the long-term physical development of the Town, and in the Planning Board's recommendations on comprehensive land use planning, zoning analysis, subdivision and site plan review, design review, the planning aspects of specific projects, and related matters. **Additionally, the Town Planner assists the Select Board and other Boards/Committees where economic development, land use, Affordable Housing and other related studies are discussed.**

### **Nature of Position**

Work involves knowledge of specialized planning and development procedures, applicable regulations and statutes, and will require independent judgment in analyzing facts and circumstances regarding specific planning or development issues. Work shall require the incumbent to apply technical expertise and standard professional techniques to assist the Planning Board in making recommendations regarding alternatives to land use problems and opportunities in a manner consistent with Town rules, regulations, laws and the Town's long-term land use planning objectives.

The incumbent is required to develop and refine his or her own work routines independently to carry assignments through to completion. Directions from the Planning Board shall be received in the form of general outlines and work priorities with detailed instructions received only on occasion. This position entails comprehensive knowledge of Town planning and oral and written communication skills. On behalf of the Planning Board, the incumbent shall have frequent contact with Town departments and employees, State and Federal agencies, consultants and developers, real estate and appraisal agents; contacts generally involve discussion of land use issues.

### **Principal Activities to Attain Accountabilities and Objectives.**

The Town Planner shall provide technical and professional assistance to the Planning Board on a variety of matters, including, but not limited to those set forth below. The Planner will:

- Assist the Planning Board in its creation and revision of a Master Plan or portions thereof to provide a basis for long-term decision-making with respect to the development of the Town, with such plan to include elements covering: goals and

policies; land use, housing, economic development, natural and cultural resources, open space and recreation, services and facilities, circulation and transportation, and an implementation program. The plan will be accompanied by an official Town map.

- Develop and prepare studies and plans for the Planning Board concerning the resources, possibilities and needs of the Town, including, but not limited to comprehensive planning studies, zoning research, and the Planning Board's annual report to Town Meeting regarding the condition of the Town.
- Assist the Planning Board in making recommendations and giving information to the Town regarding any plans and proposals for the Town's development, with said recommendations to include, at the direction of the Planning Board, possible alternatives to land use problems and opportunities.
- Review and analyze site plans, comprehensive permits, special permit and Variance applications, and proposals for the subdivision of land, for compliance with the Subdivision Control Law, the Town's zoning by-law and all other applicable decisions, rules and regulations; assuring that all commitments and deadlines are met; report to and advise the Planning Board with regard to the same.
- Assist the Planning Board in its review, preparation and presentation of proposed amendments to the zoning by-law and its conduct of public hearings in connection with said proposed amendments for consideration by the Town Meeting and with consultation by other boards and agencies as appropriate.
- Develop and recommend for the Planning Board's consideration amendments of subdivision regulations to ensure that said regulations are consistent with current best practices and the Town's long-term land use objectives, with consultation by the Town Counsel and consideration by other boards and agencies as appropriate.
- At the direction of the Planning Board, provide information and advice on behalf of the Planning Board to Town boards and committees such as the Capital Planning Committee, Housing Partnership, the Open Space Committee, the Zoning Board of Appeals, Conservation Commission, Historical Commission, Design Review Committee, Fields Management Committee, the Educational Facilities Planning and Building Committee, and the Sanborn House Re-Use Committee. Should discuss these boards/committees.....
- Serve as the Planning Board's liaison to the ~~Board of Selectmen~~ regarding Traffic and Transportation Advisory Committee issues.
- Assist Town Boards and other staff in responding to 40B proposals.
- Manage Site Plan Review and the Special Permit process within the Center Business District in cases involving the Planning Board as the Permit Granting Authority according to the Town's updated zoning bylaw.
- Coordinate and direct volunteer committees that arise from various projects planned for the Town.

- Staff the Heritage District Commission and review plans presented to it.
- Act as reviewing authority and case manager for the Heritage District Commission and any potential new Heritage Districts.
- Attend the majority of Historical Commission meetings and support their efforts through historical data research and bylaw drafting.
- At the direction of the Planning Board, communicate the Planning Board's policies and activities to all other officials, boards, commissions and departments of the Town, the public, and the citizen groups. Respond on behalf of the Planning Board to the inquiries of officials, boards, commissions, departments, and bodies concerning land use regarding regulations and Town planning issues.
- On behalf of the Planning Board, maintain communication with state officials and other state and regional planning agencies and associations, keep apprised of legislation or other actions affecting local planning programs and land use, and keep the Planning Board and appropriate Town officials informed about such outside developments.
- Attend all meetings of the Planning Board and assist the Chair of the Planning Board in establishing the agenda for Planning Board meetings and hearings and assembling supporting materials in a complete and timely manner and, together with the Chair of the Planning Board, assist in coordinating meetings with other agencies.
- Assist the Planning Board in various administrative tasks, including the preparation of budgetary requests, **contracts** and, subject to the provisions of Chapter 30B and at the direction of the Planning Board, administer any funds that may come under the direction or control of the Planning Board and ensure that the Planning Board operates within budgetary constraints.
- Recommend and manage consultants **including those hired for Center Business District planning initiatives**, and other assistants retained by the Planning Board or, at the Town Manager's request, retained by the Town for the purpose of supporting the activities of the Planning Board (including the recording secretary).
- Identify and recommend to the Town Manager grant opportunities that may be available to the Town for land use planning and, at the Town Manager's request or consent, write, apply for and, as appropriate, administer such grants.
- At the Town Manager's request, provide Planning Board input in the development of, and the maintenance of, the Town's Geographical Information System (GIS), **and e-permitting software**.
- Upon the request and consent of the **Select Board of Selectmen**, assist Town Counsel in preparing Planning Board or related court cases and testify at court proceedings as required.

- Assist the Planning Board in the development and maintenance of data, databases, and published materials to support land use planning, zoning, and development analyses.
- Perform other related duties as assigned, **such as facilitating/moderating meetings and info sessions where land use, housing or other types of development, and long-range planning topics are discussed.**

### **Minimum Qualifications**

Master's Degree in planning, or a related field, and three to five years' experience in municipal planning, strong computer skills, or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

The Town Planner should have a general working knowledge of economic development; land use and development; architecture, urban design, and historic preservation; affordable housing; environmental analysis; geographic information systems; and municipal systems (transportation, water, sewer, power, communications, etc.). The Town Planner should be capable of producing high-quality, professional work; advising Town officials and committees; and guiding the work of consultants. The Town Planner should have an excellent working knowledge of local, state, and federal laws and regulations [e.g., Massachusetts General Laws (MGL) Chapter 40A (the Zoning Act), MGL Chapter 41 (Subdivision Control), MGL Chapter 131 (Wetlands Protection Act), and the Department of Environmental Management's Stormwater Regulations].

The Town Planner should have excellent verbal and written communications skills, including knowledge and experience in developing and delivering PowerPoint presentations, developing and using geographic information systems (GIS) software and databases, and developing and maintaining Internet web pages (e.g., Town's Internet home page). The Town Planner should have knowledge of municipal budgets and development finance, and the ability to work with spreadsheet software and municipal financial reporting systems such as MUNIS.

## **JOB DESCRIPTION**

**Job Title: Town Planner**

**Department:** Planning Board

**Reports To:** Planning Board/Town Manager

**Salary Grade:** F

**FLSA Status:** Exempt

The Town Planner follows the direction of the Planning Board with the general administrative oversight of the Town Manager. They are responsible for work in the long-term and short-term planning initiatives of the Town's land use planning, zoning analysis, Affordable Housing, historic preservation, economic development, subdivision and site plan review, design review, and other planning aspects of specific projects. Working under the policy direction of the Planning Board and the general administrative oversight of the Town Manager, the Town Planner helps advance the key strategies and goals outlined in the Town's Comprehensive Master Plan, Housing Production Plan, Climate Action Plan and other initiatives designed to address the Town's long-range vision.

Work shall require the incumbent to apply technical expertise and standard professional techniques to assist the Planning Board in making recommendations regarding alternatives to land use problems and opportunities in a manner consistent with Town rules, regulations, laws and the Town's long-term land use planning objectives.

### **Essential Duties and responsibilities**

#### **Planning**

- Conduct research on issues, policies and concepts pertaining to long-range planning;
- Guide the execution of short and long-term projects
- Author reports, policies and correspondences
- Assist in the development of bylaws, policies, planning studies and reports
- Seek out and author grant applications
- Conduct special projects as assigned by the Planning Board.

#### **Collaborative Work**

- Provide expertise to other elements of Town government
- Act as liaison of the Planning Board with residents, community groups, state, federal, and other agencies, elected officials, other town Boards and Committees, and key stakeholders;
- Provide effective and efficient customer service and promote and maintain responsive community relations.
- Coordinate, attend and facilitate community meetings
- Present materials/slide shows as needed;
- Attend public hearings and conferences and report back to the community.

- Provide guidance to the Master Plan Implementation Committee and work in concert with members of the Committee.

### **Administrative Duties**

- Maintain Department records and files.
- Manage grants and projects funded by grants, including oversight of budget, development of comprehensive scopes of work, and management of consultant teams and contracts.
- Recommend and manage consultants and other assistants retained by the Planning Board or retained by the Town for the purpose of supporting the goals of the Planning Board.
- Assist the Planning Board in various administrative tasks, including the preparation of budgetary requests, and administer any funds that may come under the direction or control of the Planning Board and ensure that the Planning Board operates within budgetary constraints.
- Attend Planning Board and other evening meetings as needed.
- Follow safe work practices.

### **Minimum Qualifications**

Master's Degree in planning, or a related field, and three to five years' experience in municipal planning, strong computer skills, or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

The Town Planner should have a general working knowledge of

- economic development
- land use and development
- architecture
- urban design
- historic preservation
- affordable housing
- environmental analysis
- geographic information systems
- municipal systems (transportation, water, sewer, power, communications, etc.)
- local, federal, and state laws [ex. MGL c. 40A, 40B, and 41]
- municipal budgets and development finance



Ability to:

- prioritize work
- work independently with minimal supervision
- conduct research and interpret and communicate results
- review plans and apply provisions of the Town bylaws to determine compliance with regulations.
- conduct field work at various site conditions.
- create graphic designs, development strategies and site plans.
- interpret regulations and explain relevant rules and procedures to the public.
- establish and maintain effective working relationships with supervisors, elected officials, residents, and members of the general public.

Skills in:

- oral and written communications
- preparing reports and making presentations
- customer service and problem-solving