

**TOWN OF WINCHESTER**  
**Planning Board**  
**Tuesday, March 22, 2016, 7:30 pm—Board of Selectmen Meeting Room**

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Planning Board Members: Elizabeth Cregger, Chairman, Maureen Meister, Clerk, Jacqueline Welch and Charles Tseckares

Staff: Brian Szekely, Town Planner and Matthew Haringa, Assistant Town Engineer

Ms. Cregger opened the meeting at 7:31 pm.

**CBD Rules and Regulations**

It was noted that the Planning Board was going to have a hearing on the CBD Rules and Regulations, but cannot because there was an issue with the posting of the public hearing. The Woburn Daily Times did not post the advertisement for the public hearing. Mr. Szekely will speak with them about the Planning Board postings and let them know it is important that they are posted timely.

**Spring Town Meeting Article Conversations**

**Article 4-New triggers for site plan review**

Mr. Szekely explained the proposal. There was discussion on the article for content, language and definitions. There was discussion on if basements are included in the square footage. There was discussion on the definitions in the zoning code bylaw and how it applies to the article. There was discussion on the square footage that would trigger a site plan review.

Motion: Ms. Meister moved that the Planning Board set 3,600 sf as the threshold for a site plan review trigger in the RG-6.5 zoning district. Mr. Tseckares provided a second and all voted in favor (4-0-1) (Mr. Bottaro was absent).

It was noted that the threshold amount of 3,600 sf for site plan review was affected by a review of other town's threshold amounts and problems in neighborhoods in town that are seeing houses that are out of character with the neighborhood.

**Article 2-Historical Commission demolition delay bylaw**

Mr. Szekely explained the proposal. There was discussion on the article. It was noted that if a house is not on the list of historical properties then developers can get a demolition permit and it is demolished without the opportunity to review the historic significance.

The Historical Commission received a \$5,000.00 grant from the state to do research on individual cases for the hearings. The survey sheets on homes are out of date. Ms. Von Mering explained the process of the survey. She noted most demolition permits are being pulled by builders.

Motion: Mr. Tseckares moved that the Planning Board recommend favorable action on articles 2 and 3 of Spring Town Meeting presented by the Historical Commission. Ms. Meister provided a second and all voted in favor (4-0-1) (Mr. Bottaro was absent).

#### Article 5-Definitions of green space and hardscape

Mr. Szekely explained the proposal. There was discussion on content, language and definitions. There was discussion on definitions related to swimming pools and other water features. There was discussion on permeable surfaces and drainage issues. There was discussion on definitions related to tennis courts.

Motion: Ms. Meister moved that the Planning Board present article 5 on green space and hardscape to Spring Town Meeting as amended. Ms. Welch provided a second and all voted (3-1-1) (Mr. Tseckares was opposed and Mr. Bottaro was absent).

#### Article 6-Inclusion of slope in the table of dimensional requirements

Mr. Szekely explained the proposal. There was discussion on content, language and definitions. It was noted that there is a need for further review of article 6.

Motion: Ms. Welch moved that the Planning Board table article 6 on slope for further discussion. Ms. Meister provided a second and all voted (3-1-1) (Ms. Cregger abstained from the vote and Mr. Bottaro was absent).

#### **Planning Board Meetings Schedule**

There was discussion on the dates of upcoming Planning Board meetings. The Planning Board will meet on May 10 and 24, 2016, and June 14 and 28, 2016. There was discussion on the agenda items for these Planning Board meetings. It was noted that there is a need for hearings for Elmwood Avenue and Winning Farm. There was discussion on a review of the Elmwood Avenue project by consultant Dennis Carlone and on requiring the applicant to pay for the consultant.

Motion: Ms. Meister moved that the Planning Board require the proponents of the Elmwood Avenue project to appropriate funds to go into escrow to fund a design professional of the Planning Board's choice to review the Elmwood Avenue project under chapter 48 section 5 of MGL which allows towns to request funding from proponents to procure outside consultants for special permits. Ms. Welch provided a second and all voted in favor (4-0-1) (Mr. Bottaro was absent).

Motion: Ms. Welch moved that the Planning Board adjourn the meeting at 10:08 pm.  
Ms. Meister provided a second and all voted in favor (4-0-1) (Mr. Bottaro was absent).

Maureen Meister  
Maureen Meister, Planning Board  
Clerk

Recording Secretary: Liz Campbell

