



## TOWN OF WINCHESTER

Design Review Committee  
Town Hall, Winchester, Massachusetts 01890

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

### Meeting minutes: Wednesday January 6, 2021

**In attendance via Zoom:** Burhans, Casciari, Riemenschneider, LeBuffe, Spencer, Storeygard

#### Agenda Items Discussed

1. Meeting minutes of 2 December were approved.
2. **Petition 3923:** 32 Lawson Road – Special Permit from Section 3.5.5 of the Winchester Zoning By-Law in accordance with Chapter 40A, Section 9 of the Massachusetts General Laws so as to be permitted to construct additions that will be located closer to the front property lines than permitted as of right and located closer to another building than permitted as of right.
  - a. The Committee finds the proposed addition in keeping with the character of the building.
  - b. The encroachment will not negatively impact the neighborhood and is warranted due to angular property line.
  - c. The Committee recommends favorable action 6-0.
3. **Petition 3924:** 7 Winslow Road – Special Permit from Section 3.5.5 of the Winchester Zoning By-Law in accordance with Chapter 40A, Section 9 of the Massachusetts General Laws so as to be permitted to construct an addition that will be located closer to the side property lines than permitted as of right.
  - a. Replacement and enlargement of garage and connection to existing house.
  - b. Addition replaces small existing cinder block garage. Materials for addition are to match existing house in color and detailing except that addition will use clapboard rather than metal siding.
  - c. The proposed work is in keeping with the pattern of existing building and lot configurations in this neighborhood.
  - d. The Committee recommends favorable action 6-0.
4. **Petition 3925:** 7 Grassmere Avenue – Special Permit from Section 3.5.5 of the Winchester Zoning By-Law in accordance with Chapter 40A, Section 9 of the Massachusetts General Laws so as to be permitted to construct an addition that will be located closer to the side property lines than permitted as of right.
  - a. Property to be transferred from neighboring parcel to allow construction of a two car but single width garage.
  - b. Materials and detailing are to match the existing house.
  - c. The Committee recommends favorable action 6-0 with the condition that paving materials and colors reflect the distinction between driveway and new walkway.
5. **Petition 3926:** 49 Church Street – Appeal – Petitioners appeal under Section 9.3.3(3) of the Winchester Zoning By-Law in accordance with Chapter 40A, Section 8 and 15 of the Massachusetts General Laws from the Building Commissioner/Zoning Enforcement Officer's determination (email dated November 18, 2020).

- a. The Committee supports the request for retroactive Site Plan Review, agreeing that grading changes, plastering over of an existing stone wall, tree removal and exterior lighting changes warrant Site Plan Review. The owner also has installed cement blocks for a type of sign that is not permitted by the bylaws
- b. Ellen Spencer will plan to attend, if possible, the Zoning Board consideration of this matter on January 21.

**6. Fish Ladder Preview**

- a. John Kilborn and David Andersen presented a review of progress on design of proposed signage to be installed along the proposed bikeway explaining the herring run and fish ladder.

**7. Sign Review: 41 Thompson Street**

- a. Proposed sign matches detailing and color of similar nearby existing sign.
- b. The Committee recommends approval.

- 8.** Ellen Spencer, at the request Town Hall, met with Meg White to confer on color choice for replacement of lower-level carpet with non-carpet.

- 9.** Maureen Meister and the Planning Board have requested that B forms from the Historic Commission be included when available for properties coming before their Board, the DRC and any other relevant committees. DRC is in agreement.

- 10.** The DRC will review the latest version being distributed of the **Design Review Committee Membership Handbook** to ensure that communications to the committee are being routed through proper channels.

- 11.** Tracy Burhans has been in communication with Michael Bettencourt and the Select Board will readvertise for a replacement member to fill the open DRC seat.

- 12.** As a requirement of a past approval Ellen Spencer and Eileen Casciari will recommend color choices for the project at 40 Elmwood.

- 13.** Rotation of Committee officers brings David Storeygard to be this year's Chair and Julie Riemenschneider to be Vice Chair.

*David Storeygard, Vice Chair*