



Planning Board Meeting Minutes
Tuesday, January 10, 2023, at 7:00 pm – Remote Participation

Members Present:	Diab Jerius, Chair I-Ching Scott Kurt Spring	Sally Dale, Vice Chair/Clerk Nicholas Rossettos	
Also Present:	Bryan Manter, Asst. Town Engineer WinCam	Nancy Polcari, Recording Secretary	
Others Attending:	Richard Leaf Tom Chiudina Drew Gallant Mark Vaughan Ricky Belliveau Steele Divitto Connie Lu Vishal Sunak	Ralph Dinnean Matt Brockman Nick Pratt Allan Eyden Tom Mahoney Lee Hawley Keirsten David Errico	Di Collins Brian Timm Gina Gargano Michael D’Angelo Caroline Divitto Ben Anderson 781-369-2020 Ben McCoy

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 7:02 pm, noting that the meeting is being recorded via WinCam and Zoom. Roll call of PB members: Dale, Rossettos, Scott, Jerius in attendance; Spring arrived at 7:15 pm.

1. Public Hearing for 7 & 13 Church Street:

Chair Jerius: Opened the Public Hearing at 7:04 pm. This is a hearing for CBD Petition 16, for 7 & 13 Church Street, currently the location of the Santander Bank Branch. The petitioner is seeking a by-right proposal with design review to make exterior changes to the existing bank lobby and circulation areas for disability access upgrades, including new landings, steps, and walkway/ramp for an ADA compliant storefront.

Mr. Chiudina: As the architect, provided a presentation of the scope. Goal is to make the bank accessible, including a new entrance with wider doors, new landing, and new walkway (not considered a ramp as the slope is less than 5%) with a guard rail. The interior is also being renovated but is not in the scope of this review. Noted this design was reviewed with the Historical Commission (HC) and the Design Review Committee (DRC). The HC approved the design. The DRC had a few comments (changes to the awnings) that are being incorporated.

Chair Jerius: No letters or memorandums have been received.

Mr. Manter: The petitioner has responded to Engineering’s concerns, including a commitment to add a statement on the drawings saying the design meets all the ADA requirements.

Chair Jerius: Noted that the DRC has submitted comments as part of their meeting minutes, included in the PB agenda packet.

Discussion (PB questions/comments; Mr. Chiudina’s responses):

- Is the sign internally lit and what is the color? Response: It is a “halo light” sign, meaning it is lit from behind, creating a halo effect. The light is white.
- Appreciate making this business ADA compliant.
- The signage and entrance are improvements to what exists today.
- Request for a more aesthetic railing than what is shown.

- What is the narrowest distance between the property line and the sidewalk? Will the mailboxes be in the way of pedestrians? Response: Distance appears to be less than 2 feet. The sidewalk is 5 feet wide and has several items located there besides the mailboxes (tree grate, light pole).

Ms. Scott moved to close the hearing for CBD Petition 16, for 7 & 13 Church Street. Ms. Dale second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Spring absent.

Ms. Scott moved to approve the project with a recommendation to revise the railings. Mr. Rossetti second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

2. Planning Board Meeting Minutes:

a. Meeting Minutes for November 10, 2022:

PB Discussion: Ms. Dale noted she had not yet reviewed the minutes.

Mr. Rossettos moved to approve the PB Meeting Minutes of November 10, 2022. Ms. Scott second the Motion. Vote: Rossettos, Scott, Spring, Jerius in favor. Dale abstain. Motion passes 4-0-1.

b. Meeting Minutes for December 13, 2022:

PB Discussion: Ms. Dale noted she had not yet reviewed the minutes.

Ms. Scott moved to approve the PB Meeting Minutes of December 13, 2022. Mr. Spring second the Motion. Vote: Rossettos, Scott, Spring, Jerius in favor. Dale abstain. Motion passes 4-0-1.

c. Meeting Minutes for December 20, 2022:

PB Discussion: Ms. Dale noted she had not yet reviewed the minutes.

Mr. Spring moved to approve the PB Meeting Minutes of December 20, 2022. Ms. Scott second the Motion. Vote: Rossettos, Scott, Spring, Jerius in favor. Dale abstain. Motion passes 4-0-1.

3. Updates:

- Mr. Rossettos:** Attended the recent HC meeting and discussed the Town Planner position description. He agreed to address their concerns about getting support for HC from the Town Planner. Chair Jerius responded noting that the Personnel Board cannot move forward with the current description until the HC and DRC issues are resolved. In addition, the PB voted to proceed with the current description. Until the HC and DRC issues are resolved, the job cannot move forward. He recommended scheduling a separate PB meeting to discuss.
- Ms. Dale:** Met with several people regarding the property at 87-89 Cross Street. Mr. Covino owns this site of a two family home; he wants to turn it into 9 townhouses, where 2 would be designated affordable (both 50% AMI, and 1 for local resident preference), all 3 bedroom with parking on-sight. This would be called a Local Initiative Project (Friendly 40B). Those attending included representatives from Housing Trust, Housing Partnership Board and Select Board, the Town Manager, and Lynne Sweet.
- Chair Jerius:** Met with Josh Fiala with the Metropolitan Area Planning Council (MAPC) regarding the Holton/Cross/Swanton streets project. He continues to reach out to more businesses. The community meeting remains scheduled for March 18th.
- Chair Jerius:** There are several issues that have surfaced where the town does not have a policy, two being Air B&B's and locating a pet groomer in the CBD.

- e. **Chair Jerius:** Held a Master Plan Implementation Committee meeting. Noted a next step involves taking the strategies/goals of the Master Plan and establishing a way to organize and measure progress.

4. Public Hearing for Definitive Subdivision Rocky Ledge Terrace:

Ms. Dale made a motion to open the Public Hearing for the Definitive Subdivision Rocky Ledge Terrace at 8:00 pm. Mr. Spring second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

Chair Jerius: Noted the applicant seeks approval of a subdivision plan to create 3 buildable lots through the extension of the existing no-through (dead-end) street, Rocky Ledge Terrace, in the RDA-20 zoning district. The applicant also is seeking several waivers.

Mr. Vaughan: Attorney for Volnay Capital, provided a brief overview of the property, noting each lot will be 20,000 square feet.

Mr. Timm: Project Manager with R.J. O’Connell & Associates (RJOC); introduced his two colleagues working on this project: Drew Gallant, engineer with RJOC, and Mike D’Angelo, with Michael D’Angelo Landscape Architecture (MDLA). He also stated that they met with the Winchester Fire Chief who has no concerns with the design.

Mr. Gallant: Provided a presentation explaining the project site work, drainage, and cul-de-sac details, noting they reduced the amount of earthwork to create the road.

Mr. D’Angelo: Provided details on the landscape design.

Chair Jerius: No letters or memorandums have been received.

Mr. Manter: Has requested a peer review of the storm water system, sanitary system, and water supply, specifically with Weston & Sampson. This engineering firm provided a proposed scope and fee of \$28,900 for a peer review.

Chair Jerius: Noted that Town Planner Brian Szekely provided a memorandum outlining his comments and the requested waivers, included in the Agenda packet. Five of the waivers are:

- The Means of Access, Section 7.4.3
- No Dead-End Streets, Section 7.6.5
- Water Loop, Section 7.16.5
- Sidewalks on All Roads, Section 7.9.1
- Utilities within Paved Area Right-of-Ways, Section 7.14.1

PB Questions/Comments; Applicant Responses:

- Will there be a safety barrier at the end of the cul-de-sac? Response: there is a curb and guard rail; the design of the guard is not finalized yet.
- Request to use native plantings instead of plants like hydrangeas.
- Will trucks catch on the road during construction and after? Response: no.
- Appreciate the selection of dark sky lighting.

Chair Jerius: Is the applicant amenable to the consultant scope and fee for the peer review?

Mr. Vaughan: Amenable to the peer review but would like to review the scope with the engineers.

Mr. Manter: Open to modifying the scope.

Mr. Spring moved to approve the peer review for the Definitive Subdivision Rocky Ledge Terrace with Weston & Sampson for a fee not to exceed \$28,900. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

Ms. Dale moved to continue the Public Hearing for the Definitive Subdivision Rocky Ledge Terrace to February 7, 2023, at 7:15 pm. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

5. ZBA Petition 3985, 7 Prince Avenue:

Chair Jerius: The applicant is seeking a Special Permit to be permitted to construct a third story addition that will be located closer to the side property line than permitted as of right. The property is located in the RBD zoning district and contains about 5,000 square feet. He noted the basement is more than 50% above grade, making it count as a floor, and thus making this a 3 ½ story building, which is not allowed in this zone.

PB Comments with responses from Mr. McCoy, the applicant and owner:

- This does not look like a 3-story building due to the grading of the property.
- The neighborhood has similar appearance where the garage is located at the front of the house but at a lower grade.
- Are the neighbors opposed? Response: the one to the side is opposed; she is mainly concerned with height, privacy, and the construction process.
- The dormer is located on the opposite side of this neighbor.

Mr. Manter: Engineering has no comments.

Mr. Rossettos moved to recommend favorable action for ZBA Petition 3985, 7 Prince Avenue because this new nonconformity of 3 ½ stories does not worsen the nonconformity of the property and because of the topography of the lot, the new structure does not read as 3 ½ stories. Mr. Spring second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

6. ZBA Petition 3986, 407 Highland Avenue:

Chair Jerius: The petitioner, the Winchester Music Community School, is seeking Site Plan Review to be permitted to construct an addition that will exceed 25% of the existing building floor area and will have greater than 20 parking spaces. The petitioner is also seeking Site Plan Review to be permitted to construct an addition where the total floor area of the building will be greater than 5,000 square feet. The property is located in the RDB zoning district and contains about 2.72 acres.

Mr. Manter: There is a net increase of 4,000 square feet of impervious surface. The design uses an existing subsurface infiltration system meeting the stormwater requirements.

PB Comments:

- Request to select native plantings.
- Appreciate the design; the addition is large but not completely visible from the street.
- Appreciate that the petitioner reached out to their neighbors, and received their support.

Ms. Scott moved to recommend favorable action regarding ZBA Petition 3986, 407 Highland Avenue, encouraging the petitioner to use native plantings. Mr. Rossettos second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

7. 25 Ledgewood ANR:

Chair Jerius: This is a vote that is not required (ANR, Approval Not Required) but gives the PB an opportunity to provide comments. He provided a plot plan and summarized that the property

owner wants to divide the existing 2.6 acres into 3 lots. Per Mr. Szekely's comments, there is no technical reason to deny this ANR.

PB Discussion:

- Concern that the two lots will be cleared of their trees to build new homes.
- There is nothing in place to prevent this.

Mr. Errico: As representative for the owners, keeping trees does add value, but the family is not the builder. These are 22,000 square foot parcels that allow for large homes with enough area for keeping many of the trees. He would not anticipate clear cutting of the trees.

Ms. Dale moved to endorse the ANR for 25 Ledgewood and authorize the Town Clerk to sign on behalf of the Planning Board. Mr. Rossettos second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0.

8. Update for MBTA 3A Multi-family Zoning:

Chair Jerius: A meeting was held with Form + Place (Michael Wang, John Rufo), Jay Talerman (Town Counsel), Beth Rudolph (Town Manager), Brian Szekely (Town Planner), Sally Dale (PB), Diab Jerius (PB), and Jenn Goldson (JM Goldson, Community Preservation + Planning) to discuss the MBTA 3A Multi-family zoning. Ms. Goldson (who had worked on the Master Plan for Winchester) is providing consulting services to review the Town's zoning and determine what Winchester needs to do to be in compliance with the MBTA's 3A Multi-family Zoning. Her scope does not include public outreach. Her schedule is for about 4 months. The PB could hire her at a later date to address public outreach.

9. Adjourn:

Ms. Scott moved to adjourn the PB meeting of January 10, 2023. Ms. Dale second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0. Meeting adjourned at 9:56 pm.

Sally Dale, Clerk

Nancy Polcari, Recording Secretary