



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, February 13, 2019

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

Agenda Items

1. Approval of January meeting minutes.
2. Petition 3877, Special Permit and Site Plan Review – 28 Everett Avenue, addition of garage and connecting breezeway
 - a. Recommend favorable action, 7 to 0
 - b. Proposal is in keeping with the original structure in regards to style, scale and materials used.
 - c. Petition of signed consent was presented from all affected abutters.
 - d. There will be little to no impact on landscaping and use of hard space.
3. Petition 3873, Special Permit and Site Plan Review – 735 Main Street, new build. Previously reviewed December 5, 2018
 - a. Recommend favorable action with conditions, 7 to 0
 - b. Deemphasize the horizontal trim bands around the building.
 - c. Drop the center Gable element to integrate better with proposed roofline.
 - d. Add fencing to minimize impact of headlights.
 - e. Improve connection of building to the street by minimizing the separation/retaining wall between the retail entry and the sidewalk along front of the building.
 - f. Rain mitigation with gutters to divert water to the center of the building and incorporate snow guards.
 - g. Break up symmetry of building by modulating sizes of corner bays.
 - h. DRC is waiting to see revised Site Plan.
4. Sign Review - 547 Main Street, Caffè Nero
 - a. We do not consider this a complete application.
 - b. Is there an awning proposed? Where will it be?
 - c. Need to know where the awning is in relation to the proposed sign and the elevation above the sidewalk.

5. Sign Bylaw – Review for potential edits/updates.
 - a. Clarify the illumination of signs: clarify the use of backlit signs and their approval.
 - b. Posted or painted signs should have to be an intermediary surface with a depth of at least 5/8” (five eighths of an inch).
 - c. No Fax, Email and Phone Number on the sign proper. This information can be vinyl lettering on the storefront glass.
 - d. DRC members to compile additional proposed changes to share with Planning Board.

New Business

1. Revision to the Town Commons, relocating fountain - meeting March 7th.
2. MBTA working group - meeting March 7th.
3. Master Plan - meeting at the Jenks Center Tuesday February 26th.

Meeting adjourned. Next meeting will be March 6th; to be confirmed 2 days prior to the meeting.

- *Tracy Vartenigian Burhans, recording vice-chair; Minutes submitted to the DRC membership 2/19/2019*