



Planning Board Meeting Minutes
Tuesday, February 15, 2022, at 7:00 pm – Zoom Meeting

Members Present:	Diab Jerius, Chair I-Ching Scott Kurt Spring	Sally Dale, Vice Chair/Clerk Cheryl Wolfe
Also Present:	Brian Szekely, Town Planner WinCam	Bryan Manter, Asst. Town Engineer Nancy Polcari, Recording Secretary
Others Attending:	Ian Gillespie Paul Soughley David Hacin Tara Doubman Ellen Spencer Philip Chen	Jamie Devol John Suhrbier Sean Sanger Maura Sullivan Fred Spencer J. Copley
		Steve Cohn David Tabenken David Feigenbaum David Miller William Foucher

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 video recorded via WinCam and Zoom. Roll call of PB members: Dale, Scott, Spring, Jerius in attendance.

1. Updates:

Chair Jerius: Has been invited to attend a meeting this Wednesday (tomorrow) at 7:30 pm to discuss the Civico proposal for the Waterfield Lot project. Requested another PB meeting to attend with him. Ms. Dale volunteered.

Mr. Szekely:

- There may be a warrant on the next Town Meeting regarding Washington/Swanton Streets project.
- The Accessory Dwelling Unit (ADU) working group is meeting this Friday to discuss a public outreach campaign. Currently exploring with the Council on Aging (COA) the possibility of working with AARP since they already have existing presentations. Also, evaluating whether to focus on seniors first. This group is in the research stage.
- The state has new guidelines for MBTA designated communities. The area designated for higher density is within a half mile radius of the station; there must be 15 units per acre. But there is flexibility; for example, could apply a quarter mile radius around each station if have more than one. This is being reviewed.
- The Affordable Housing Trust (AHT) received a grant for technical assistance (consulting services) for 9 months to work with Mass Housing Partnership. Work will involve the coordination of AHT with other housing groups like the Housing Partnership Board, the Winchester Housing Authority, non-profit groups (like the Network for Social Justice).

Note: Ms. Wolfe joined the PB meeting.

2. Public Hearing for 10 Converse Place Special Permit CBD Petition #14 Continued:

Chair Jerius: Opened the Public Hearing for 10 Converse Place Special Permit at 7:17 pm, noting the focus is to review the landscape design and then discuss the PB decision process.

Mr. Gillespie: Provided a brief introduction. He noted that they are working with the Housing Partnership Board (HPB) regarding the affordable housing units.

Mr. Sanger: Provided a presentation on the landscape design that included the walkways, pause spaces, plantings, trees, oval green/grass area, and steps to the water. He also noted they met to coordinate with Parterre who is working on the Mill Pond clean-up (removing the invasive growth and stabilizing the area from further erosion).

Mr. Szekely: Many of these design areas are under the Conservation Commission (ConCom) jurisdiction.

PB Comments with noted feedback:

- The area along the commercial space (Mill Pond façade) does not have access to the outside along the pond.

Mr. Sanger: The intent is to put the retail outside area by the retail entrance. The area around the curve could be green as shown or active hardscape for the commercial space. The use of that retail space could impact the design of the outside area.

Mr. Gillespie: Noted that there is a second entrance to that commercial space from the Town House façade side. Also, the oval area gets significantly smaller with the addition of a hardscape area for commercial use.

- There is a lot less green area with this project than what exists now. Nice to see the green area along the pond. Nice to see more trees.

Mr. Sanger: Noted that the existing Willow tree will remain and receive pruning/care. They hope to retain some of the existing smaller trees (evergreens) if possible.

- Like the village feel that is being created.
- Don't understand the program of creating a lawn; it does not fit the village character; looks like a big backyard.
- What is the width of the bike path? Suggest looking at the Minuteman bikeway and see how it has been designed to provide safety to people biking as well as walking. Some areas on the plan look tight and narrow.
- Concern about keeping the Willow tree alive during construction.
- Looking for a balance of grass vs hardscape; any hardscape should also be permeable.
- Concern about the overlook area next to the Willow tree with the bike path and how close this area is to the unit along that façade. With people congregating, it could be too close and disruptive to the occupants in that unit.

Mr. Manter: The infiltration system is under the green space (the oval area), with the outlet near the steps to the water. This needs to be coordinated with the engineering design.

Mr. Chen: This is his first time seeing these plans and remarked that there is a lot of program in a small width in some locations. He also noted that in previous discussions, the PB had proposed to have a lawn/green space for public use at the oval.

Mr. Sanger: The plantings between the oval grass area and the building are low, about 24-30 inches tall. They will not block the view from the commercial space.

Mr. Szekely: Stated that the Design Review Committee (DRC) will review and approve the landscaping plan at a later date.

Chair Jerius: In the next week, the PB will be receiving review comments from the HPB, DRC, ConCom, and Toole. Mr. Chen will summarize his comments in relation to the design guidelines (Zoning ByLaw Section 7.3.17). On March 1st, there will be a review of these comments. What additional information is needed for making a decision? Forward this list by end of the day, Thursday.

Some Initial PB Comments/Questions:

- Do all the windows open?
- When do the materials get selected and reviewed?
- What will the exact height be, including the mechanical space?
- Will there be a shadow study presentation?
- Would like a lighting study based on the selected fixtures. Will this be dark-sky compliant?
- What is the turnover rate for the parking? Cycle-time of each vehicle? Don't want to have a back-up of cars onto Mt. Vernon Street.
- Where will the handicap and retail parking be located?
- What has taken place to coordinate with the abutters of 10 Converse Place?
- What features are being added for the Town's sustainability goals?

Mr. Szekely: Stated that commercial parking inside the garage will be for the employees. There is no on-street parking required for this project. Handicap parking is available in the Town center.

Chair Jerius: Noted the following will provide the primary outline for voting; it includes the criteria for deciding:

- Site Plan Review Section 7.3.15.5.
- Design Review Guidelines Section 7.3.17.
- Special Permit Criteria Section 9.4.2

Mr. Szekely: Clarified that the PB relies on other boards and committees to assist in assessing the criteria. Excluding anything dealing with public health and safety, evaluating is based on "that the beneficial impacts of the proposed use or structure will outweigh its adverse effects on the town" (Special Permit Criteria Section 9.4.2).

Chair Jerius: Explained further the process for voting and requested PB members to review these sections in preparation.

Ms. Scott moved to continue the Public Hearing for 10 Converse Place Special Permit CBD Petition #14 to Tuesday, March 1, 2022, at 7:15 pm. Mr. Spring second the Motion. Vote: Dale, Scott, Spring, Wolfe, Jerius in favor. Motion passes 5-0-0.

3. North Main Street:

Mr. Szekely: After several discussions with the proposed consultants, three are interested: Gamble and Associates, Form and Place, and MAPC. Currently waiting for scope of work and quote (cost) from each. Since the cost is under \$30,000, there is no requirement for an RFP. Does the PB want to interview the consultants?

PB discussion concluded that interviews are necessary and helpful.

Chair Jerius: Possible schedule for interviews is March 8, 2022. Requested Town Planner to clarify the budget available for this task.

5. Executive Session:

Mr. Spring moved to continue the PB meeting in Executive Session. Ms. Scott second the Motion. Vote: Dale, Scott, Spring, Wolfe, Jerius in favor. Motion passes 5-0-0. Open Session of PB Meeting ended at 8:59 pm.

Sally Dale, Clerk

Nancy Polcari, Recording Secretary