



## Planning Board Meeting Minutes Tuesday, February 23, 2021 at 7:30 pm – Zoom Meeting

Members Present:	Heather von Mering (chair) Maureen Meister Heather Hannon	Diab Jerius (Vice Chair, Clerk) Cheryl Wolfe	
Also Present:	Brian Szekely, Town Planner Beth Rudolph, Town Engineer WinCam	Nancy Polcari, Recording Secretary Bryan Manter, Asst. Town Engineer Mina Makarious, Town Counsel	
Others Attending:	John Stevens John Suhrbier Kevin Ryan Grisnette Colon Ian Gillespie Tom Howley Kelly Errico I Ching Scott Steve Latzanakis Paul Soughley Christopher Keeler	Sally Dale Larry Beals Phillip Farrow Andrew Ryan James Rissling Ted Touloukian Eileen Casciari Lucy Zhang Marshall Roch Peter Lewandowski Vincenzo Siniscalco	Dennis Carlone Antonio Siniscalco Emerson Clauss IV Jamie Devol Nickle Chi-Lung Cheung Jan Steenbrugge Maureen Pimentel Russell Hulteen MJ English Todd Morey

A quorum being in attendance, Chair von Mering calls the Winchester Planning Board (PB) meeting to order at 7:35 pm, noting that the meeting is being video recorded via WinCam.

### 1. Updates from Chair von Mering:

- a. Curb Cuts: there is a zoning anomaly regarding curb cuts. A driveway opening is identified as 20-feet at the street, but it is not clear whether that includes the “flair” on each side or not. Mr. Manter provided a proposal for PB review; plan to bring this issue to spring Town Meeting.
- b. There are two percentages used to determine whether a Town is in the Safe Harbor for two years: the % of affordable housing and the % of land for affordable housing. We know the % of housing but have not calculated the % of land. Engineering currently working on how much land is dedicated to 40B units.
- c. The subdivision closeout review is scheduled for the March 9<sup>th</sup> PB meeting.
- d. The March ballot includes a Capital Planning override to extend the life of the Muraco School building for 10 years; work includes heating system, roof repair, electrical work; the override also includes the last phase of the Town’s flood mitigation project.

### 2. Updates from Mr. Szekely:

- a. Washington/Swanton Streets: discussions continue.
- b. Sheraton Property: Ron Bonvie proposal for developing property off Forest Circle will be scheduled after the Town election.
- c. Community Meeting for the North Main Street Study is March 2<sup>nd</sup> at 7:00 pm.

### **3. Design Review Committee (DRC) Reappointment of Eileen Casciari:**

Chair von Mering introduced Ms. Eileen Casciari, an architect who has served on the DRC and requests to continue for another term.

Ms. Meister moved to appoint Eileen Casciari to the Design Review Committee for a three-year term. Mr. Jerius second the Motion. Vote: Meister, Hannon, Jerius, Wolfe, von Mering in favor. Motion passes 5-0-0.

### **4. Public Hearing for 654 Main Street Special Permit Continued:**

Chair von Mering opened the Public Hearing at 8:09 pm noting this stage of the hearing involves deliberations of the Board. The several recent emails on comments from residents have been posted on the Town's website. She noted that the deliberations will follow the Site Plan criteria in Section 7.3.15.5, the Special Permit criteria in Section 9.4.2, and any waivers. Started with updates from Engineering.

Ms. Rudolph highlighted Engineering's comments listed in the February 16, 2021, memorandum, which notes several should be conditions of the PB's approval:

- On Main Street, working with the DPW, prefer to see 5- to 6-foot-wide sidewalks and then pavers; the crosswalk has been discussed but is not shown on the plans; Chair von Mering noted it currently does not align with what is on the opposite side of the street; until that site changes, a crosswalk is not feasible.
- Storm runoff remains a question on Elmwood Avenue.
- Need an Operating and Maintenance plan for the storm water system.
- With no setbacks on Main, Vine, and Elmwood, how does the applicant plan to stage and manage construction?
- Electrical services should be underground.

Chair von Mering: noted that an electrical outlet is needed for each of the street trees for the Town holiday lights. Mr. Rudolph asked who would pay for the electricity and how would they tie into the electrical service.

Mr. Szekely: goal of deliberations is to go through the Site Plan Criteria, Special Permit Criteria and any Waivers and identify conditions for the PB's approval.

Starting with the General Standards for Site Plan Review, PB Discussion:

- Reference made to the Toole Design Review, and Memorandum dated February 4<sup>th</sup>, to use as conditions for the approval.
- Concerns with the loading activities and congestion in the area on the one-way street; these are under the jurisdiction of the Select Board (SB); add a condition to work with the SB on designated loading zones with hours for deliveries.
- Concerns with decoupling the parking spaces with the units; include as a condition to make the parking ownership assigned to the units, with the option of the owner to rent them out.
- Add Toole's comments regarding vehicle warnings (beacons, alarms) and crosswalks over Vine and over Elmwood (not over Main Street).
- Applicant to make sure curb cuts work and visibility is safe; parking to be restricted on the north side of Elmwood Avenue, east of the site driveway.

- Landscaping plan needs to be submitted to the PB including screening between the historic house and adjacent abutters. Ensure all plantings, landscaping and signage along the site frontage does not restrict visibility.

These address the first three issues of the Site Plan Criteria (traffic, pedestrian safety, emergency vehicles) as well as item #6 (landscaping). Engineering and the peer review with VHB have addressed item #4 and #5 (stormwater drainage and flood mitigation conditions).

- Item #7 (historic structure): concerns about the rear elevation of the house; the historic consultant will be involved and will address this concern.
- Item #8 (signage and exterior lighting): have not seen anything so this is a condition.
- Item #9 (mitigation of visual impact of parking, service areas): include language that applicant will work with the town and owner of 51 Vine Street to develop screening/landscaping around the perimeter (south and east) of 51 Vine Street.
- Item #10 (consistency with character and scale of surrounding buildings): postponing discussion for next meeting.

Ms. Meister moved to continue the Public Hearing for 654 Main Street to Thursday, March 4<sup>th</sup> at 7:30 pm. Ms. Wolfe second the Motion. Vote: Hannon, Jerius, Meister, Wolfe, von Mering in favor. Motion passes 5-0-0.

#### **5. Preapplication Meeting for 831 Main Street:**

Mr. Peter Lewandowski, LR Designs (architect) spoke, introducing Emerson Clauss (contractor) and Vincenzo Siniscalco (owner): plan to renovate the existing building at 831 Main Street, adding 9 residential units, with one affordable. They have a question regarding parking spaces. Currently have 31 parking spaces on the site (6 are tandem); 6 are in the front on the street; 37 are required.

Mr. Jerius: The parking on Main Street is for businesses. How many floors are being added?

Ms. Meister: hard to discuss this site when PB is embarking on a study for this area.

Mr. Lewandowski: The parking is the only issue. By-right they can build up to a height of 45 feet, noting the project will be three floors.

Chair von Mering: Recommended they attend the public meeting next week. Cannot respond to their question without more information, including elevations.

#### **6. Planning Board Meeting Minutes for November and December 2020:**

Ms. Meister noted she had minor edits. Ms. Hannon noted she was absent at the November 2<sup>nd</sup> meeting.

Ms. Meister moved to approve the PB meeting minutes for November 2, 5, 9, and 16, 2020. Mr. Jerius second the Motion. Vote: Hannon, Jerius, Meister, Wolfe, von Mering in favor. Motion passes 5-0-0.

Ms. Meister moved to approve the PB meeting minutes for December 1, 8, and 15, 2020. Mr. Jerius second the Motion. Vote: Hannon, Jerius, Meister, Wolfe, von Mering in favor. Motion passes 5-0-0.

#### **7. Zoning Board Review 6 Webster Street:**

Mr. Szekely: this is a new house next to an historic house at 8 Webster. This design responds to previous PB comments. ZBA requesting review of this new design. This is a refiling. The applicant provided new site plan and watercolor of front elevation.

PB discussion:

- Visual clutter in front elevation; change the double pediment.
- Concern with amount of asphalt behind the house.
- Concern with width of rear dormers.
- Concern with vinyl siding.

Kelly Errico provided clarifications to the design.

- The front doors are in one elevation and do not stick out.
- The windows over the front doors can be moved into one plane, eliminating the second smaller pediment.
- The depth of the front porch is 6-feet.
- The siding is not vinyl; it is cedar clapboard.
- The driveway behind the house is to accommodate a second parking space for each side of the duplex.
- Confirmed the size of the windows meet Building code requirements.
- Can reduce the size of the rear dormers as well as dropping them from the roof ridge.
- The architect is FS Design, Diane Hemorer.

Ms. Meister moved to recommend favorable action for ZBA Petition for 6 Webster Street subject to the following conditions:

- Simplify the front with a single pediment in one plane over the center pavilion.
- Reduce the width of the rear dormers to 15 feet each.
- Lower the top of the shed from the ridge for each of the rear dormers.
- Incorporate building materials as specified and previously outlined in recent correspondence (siding is cedar clapboard; painted medium gray with white trim; using copper flashing for window and doors; windows black either 6 over 6 or 6 over 1; all composite trim; window to have 2 and 11/16" historic sills; 1 3/4" back band and flat stock on top and sides of windows; soffits with 14" overhangs and 4 5/5" crown up the gables on top of 1x8 frieze board; transitions from shingles to clapboard will be 1x8 flat stock and crown; retaining walls will be fieldstone from original house foundation; walkway will be brick from original house; corners will have eave returns).

Ms. Hannon second the Motion. Vote: Hannon, Jerius, Meister, Wolfe, von Mering in favor. Motion passes 5-0-0.

Ms. Meister moved to adjourn the PB meeting. Mr. Jerius second the Motion. Vote: Hannon, Jerius, Meister, Wolfe, von Mering in favor. Motion passes 5-0-0. Meeting adjourned at 10:25 pm.

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Diab Jerius, Clerk

Nancy Polcari, Recording Secretary