

**TOWN OF WINCHESTER**  
**Planning Board**  
**Tuesday April 23, 2019, 7:30 p.m.–Winchester Room**

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Planning Board Members: Heather von Mering, Chairman, Heather Hannon Vice-Chairman and Clerk, Maureen Meister and Diab Jerius

Staff: Brian Szekely, Town Planner

Ms. von Mering opened the meeting at 7:38 p.m.

**Municipal Affordable Housing Trust Article**

It was noted that the information that the Planning Board is a co-sponsor of the Municipal Affordable Housing Trust article did not get into the Town Meeting booklet. However, it can be stated at Town Meeting.

**248 Cross Street Development**

There was discussion on the development at 248 Cross Street. It was noted that before properties are released for demolition by the Historical Commission, plans for new construction need to comply with the Zoning Bylaws.

**Town Boards and Committees Planning Board Liaisons**

Mr. Szekely reviewed the responsibilities of the Planning Board liaisons to town boards and committees including; meeting attendance, correspondence and meeting with the chairman of the boards. The liaison should be involved with anything having to do with land use or that impacts the Planning Board. There was discussion on the responsibilities. There was discussion on each board and committee.

**Planning Board Goals for the Next Year**

There was discussion on the Planning Board goals for the next year. There was a review of the memo with Ms. Meister's comments on potential goals. There was discussion on the following highest priorities:

1. Completing the Master Plan
2. Hiring a part-time Assistant Town Planner
3. Adopting hearing procedures
4. Holding joint meetings with other boards and committees
5. Developing a process to hire 53G consultants
6. Insert illustrations of duplexes in the zoning bylaw

There was discussion on the following next priorities:

1. Review and closeout of outstanding subdivisions
2. Draft and adopt design guidelines in commercial areas outside of the CBD and the north Main Street GBD.
3. Hiring a part-time Zoning Enforcement Officer
4. Amend the table of fees for subdivisions
5. Put Planning Board related documents on the Planning Board website and design the website to be more user friendly

There was discussion the following priorities for after the completion of the Master Plan:

1. Relocate the Sign bylaw in the zoning bylaw
2. Revisit FAR to include garages in multi-unit and commercial buildings
3. Revisit the review of additions over a certain square foot percentage
4. Revisit inclusionary housing requirements
5. Revisit dimensions that call for Site Plan review for large homes
6. Revisit the table in the Subdivision Regulations on street widths
7. Analyze and pursue bylaws to address the loss of small single-family homes

There was a review of Mr. Jerius's comments on potential goals. There was discussion on the following priorities:

1. Framework for an ADU zoning bylaw
2. Multi-unit overlay zones
3. Tree preservation and a potential clear-cutting bylaw
4. Inclusionary housing outside of business districts
5. Mid-cycle Town Planner review
6. Planning Board handbook
7. New Planning Board website design and update
8. Coordinate with the Town Clerk to publish the Zoning Bylaws
9. Hiring a summer intern for specific projects
10. Outreach to citizen groups
11. Housing production plan

There was a review of Ms. von Mering's comments on potential goals. There was discussion on the following priorities:

1. MBTA train station renovations to include art work and funding to complete
2. Develop a street book with the width of roads

### Quarterly Planning Board Reports

There was discussion on developing quarterly Planning Board reports that include what the Planning Board is working on, what types of projects that are coming into the town and what issues are coming up.

### Spring 2019 Town Meeting Warrant Articles

There was discussion on the Spring 2019 Town Meeting warrant articles. There was discussion on Article 3-Definition of floor area. It was determined that article 3 requires more work before presenting it at Town Meeting.

Motion: Mr. Jerius moved that the Planning Board indefinitely postpone Town Meeting Article 3-Definition change of floor area. Ms. Meister provided a second and all voted (4-0-1) (Ms. Cregger was absent).

There was discussion on articles 7 & 8 which address a language change in the dimensional requirements to address height exceedance and the size and location of all rooftop equipment.

### Future Agenda Items

Planning Board members can send requests for agenda items to the Town Planner. He will send out a reminder email at the beginning of each week. He will keep a running list and add to the agenda the ones that need to be reviewed, but ultimately it will be the decision of the chairman.

Motion: Ms. Hannon moved to adjourn the meeting at 9:36 p.m. Mr. Jerius provided a second and all voted (3-0-2) (Ms. Meister and Ms. Cregger were absent).



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Heather Hannon, Planning  
Board Vice-Chairman and Clerk

Recording Secretary: Liz Campbell

