



Planning Board Meeting Minutes Tuesday, August 22, 2023, at 7:15 pm – Remote Participation

Members Present:	Diab Jerius, Chair I-Ching Scott	Sally Dale, Vice Chair/Clerk Nicholas Rossettos
Members Absent:	Keri Layton	
Also Present:	Taylor Herman, Town Planner Nancy Polcari, Recording Secretary WinCam	Matt Shuman, Town Engineer Jay Talerman, Town Counsel
Others Attending:	Susan Verdicchio Dan Hubbard Patty Shephard Charlene Band Nicole Lentine John Suhrbier George	Steve Schlesinger Dave Traggorth Sarkis Kavlakian Jonathan Cacciola JP Faiella Jack Leavitt Jimmy Z. Joan O'Connor Andrew Consigli Maura Sullivan Randy Palmer Janet Boswell Timothy Matthews

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 7:18 pm noting that the meeting is being recorded via Zoom and WinCam. Roll call of PB members: Rossettos, Scott, Dale, Jerius in attendance. Layton absent.

1. Updates:

Chair Jerius: Welcomed Taylor Herman as Winchester's Town Planner. Also noted that at the previous PB meeting, the Board selected a logo design. Have not yet received the revisions.

Ms. Scott: The original 87-89 Cross Street development project with 9 rental units was approved at the ZBA. The developer had originally proposed 9 rental units, then due to finances moved to 8 condominiums. With further discussion with the Town to increase the FHI (Fair Housing Index), the developer agreed to return to the 9 unit rental design.

2. Approval of Minutes:

a. PB Meeting on Monday, July 17, 2023, at 7:00 pm:

Chair Jerius requested comments.

One edit identified and approved.

Ms. Dale moved to approve the PB Meeting Minutes of July 17, 2023, as amended. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent.

b. PB Meeting on Tuesday, July 18, 2023, at 7:30 pm:

Chair Jerius requested comments. No comments.

Ms. Scott moved to approve the PB Meeting Minutes of July 18, 2023. Ms. Dale second the Motion.

Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent.

c. PB Meeting on Tuesday, August 08, 2023, at 7:15 pm:

Chair Jerius requested comments.

Several edits identified, discussed, and approved.

Ms. Scott moved to approve the PB Meeting Minutes of August 08, 2023, as amended. Ms. Dale second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent.

3. Public Hearing Waterfield - Civico Development:

Ms. Dale moved to reopen the Public Hearing for the Waterfield – Civico Development (CBD Petition 25-27 Waterfield Rd and 0 Waterfield Rd) at 7:30 pm. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Layton absent. Motion passes 4-0-0.

Chair Jerius: Outlined the agenda for the continued Public Hearing: focusing on the 53G peer review proposals and then public comment. The first scope and fee is from Toole Design for traffic review.

Mr. Shuman: Comfortable with their proposal.

PB Discussion (questions by PB, answers as noted):

- Did Toole review the RFP for the original project? Andrew Consigli, with Civico: no, they did not.
- Did Toole review any of the previous agreements involving this project? Matt Shuman: no, they did not.
- Did Toole do the Church/Waterfield Streets redesign? Matt Shuman: yes.
- Did Toole include the Waterfield Development project when designing that intersection? Matt Shuman: not sure; VHB did the study with existing traffic.
- What about the review for fire? Matt Shuman: The fire department and consultant will review the fire issues, such as the turning radius of the trucks to make sure they will be able to service the new facility.
- What about snow removal? Matt Shuman: The town DPW and consultant will be reviewing snow removal.
- What about public parking? Who is responsible for these spaces: the town or the developer?
- What happens at Civico overnight with public parking? Is it open to residents? With a .8 parking allowance, we will have lots of cars on the street. Does the parking study for traffic account for all spaces or for just those appointed for residents?
- Many people have voiced concern about the Waterfield/Church Streets intersection and have suggested making it a 3-way stop.
- These Q&A will be posted on the Planning Board website.

Chair Jerius: Is the Developer ok with Toole's scope and fee?

Mr. Consigli: yes.

Ms. Scott made a motion to approve the scope and fee for Toole Design to perform a 53G Peer Review of the traffic study for a fee of \$11,900. Ms. Dale second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent.

Chair Jerius: Moved onto the scope and fee for Weston & Sampson a 53G Peer Review.

Mr. Shuman: Clarified that this peer review covers storm water management, sewer design, and water supply including extending the water main.

PB Discussion (questions by PB, answers as noted):

- Does this scope correlate with that needed for the Conservation Commission (ConCom) review of this project? Is there overlap? Matt Shuman: a small section of this project is within the 200-foot buffer zone resulting in the review by the ConCom. Can share the results of this peer review and communicate the storm water mitigation measures with ConCom. Jay Talerman: There might be overlap but ConCom focuses on impacts to the wetlands.
- Concerned about the historical flooding issues with this area and the riverway. Many mitigation measures have already been implemented. Is there still a concern? Matt Shuman: This site is not in the flood plain. The project cannot increase flow into the existing waterways. And due to the size of the property, the project will include a system to remove any phosphorous in the storm water.

- At the last PB meeting, the Board discussed landscaping. Is a review of the landscape design included in the Weston & Sampson scope/fee? Matt Shuman: it is not included. Weston & Sampson have a landscape architect in their company. Could ask them to include in their scope. Chair Jerius: Is the developer ok with this? Andrew Consigli: Would be appropriate. Hoping to include at the same fee.

Ms. Dale made a motion to approve the scope and fee for Weston & Sampson to perform a 53G Peer Review of the storm water, water and sewer systems for a fee of \$27,800, with the consideration to include landscape review at the same fee. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent.

Chair Jerius: Have reached out to 3 firms for design review. Form + Place and another company are two possible candidates. Still trying to locate a third.

Chair Jerius: Regarding public comments, the PB has received two emails: one voiced concern about the Aberjona and another was from an abutter. The Town is meeting with the abutter to address their specific concerns. Requested meeting attendees for comments.

Public Comment: No one responded.

Chair Jerius: Reminded that comments can be sent via email: planningboard@winchester.us.

Ms. Dale made a motion to continue the Public Hearing for the Waterfield – Civico Development (CBD Petition 25-27 Waterfield Rd and 0 Waterfield Rd) on Tuesday, September 12, 2023, at 7:30 pm. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent. Hearing closed at 8:06 pm.

4. North Main Street Design Guidelines and Zoning; MBTA 3A Design Guidelines and Zoning; Consultants, Proposal, Scope:

Chair Jerius: Received a proposal from Form + Place and Innes Design for the scope and fee to finish the North Main Street project while addressing the MBTA 3A requirements.

Mr. Herman: This had to be put out for bid. Have not yet received any other interest. Bids close tomorrow, August 23, 2023.

PB Discussion:

- Like the proposal format; this is a lot of work with parallel paths; well thought-out.
- We need to form a working group and/or Zoning Review Advisory Committee. Who should be on the committee? Thoughts included having representatives from related boards/committees (like the Design Review Committee), posting a request for volunteers, inviting Town Meeting members from precincts in the North Main Street/CBD area, seek community leaders who are not serving on other committees. Ms. Scott noted she has a list of names previously recommended as a starting point.
- Concerned about the Design Guidelines. Being addressed in Task 4.3 and 4.4.
- Is the financial impact of inclusionary zoning included in this scope? What is the impact to the Town?
- Mr. Suhrbier: Site Plan Review is not included in this scope. Would be useful to have a written description of Site Plan Review within the limits and outside as related to design. The MBTA zoning has to be As Right but should include Site Plan Review.
- Concern about protecting Historic Resources; does this require zoning changes or are design guidelines adequate? And how does it fit with the 3A zoning?

- Need to amend the proposal to include Historic Resources, Site Plan Review and Inclusionary Housing.
- Mr. Suhrbier: Recommend keeping the financial impact of inclusionary housing out of this proposal. The HLC has their own list of consultants who can provide this analysis. The inclusionary housing allows 10% of the units at 80% of BAMI (Boston Area Median Income). And for housing projects 25 units or greater, an additional 5% of the units are for incomes between 80% and 120% BAMI. Want to show that this second requirement is economically feasible. The Massachusetts Housing Partnership has resources to fund these financial analyses.

Chair Jerius: Noted the State recently released revisions to the MBTA 3A Compliance Guidelines (included in packet dated August 17, 2023). He summarized that for mixed use district (residential and commercial) a town can include the units in the totals but not the area. Our analysis did not include most of the existing properties with commercial on the first floor and residential above in the Center Business District (CBD). Winchester already meets the units requirements, so this update does not impact our analysis.

PB Discussion:

- This revision adds 13 discretionary grants to those communities in compliance.
- Noted that zoning changes do not change or impact a community “overnight”.

5. Update on ADU Bylaw Section 3.2.2 Amendment for Fall Town Meeting:

Chair Jerius: The issue involves the recent approval of the Accessory Dwelling Unit (ADU) by-law. The by-law states that the occupant of the ADU has to be either disabled or a senior (defined as 62 years or older). The State identifies a disabled person up to the age of 60 years old; after that, they are defined as a senior. The current ADU by-law has a gap for those disabled persons between 60 and 62 years of age. Presented on screen, language developed by Town Counsel that would close this 2-year gap and define the ages for ADU occupants as either disabled or 60 years or older. Propose to put this on the Town Warrant for the Fall Town Meeting.

Ms. Dale made a motion to put the proposed ADU Bylaw Section 3.2.2 Amendment on the Town Warrant for Fall Town Meeting 2023. Ms. Scott second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent.

6. Goals and Objectives for Town Planner:

Chair Jerius: Using the Goals and Objectives document (dated February 23, 2023, in the packet) requested comments to identify edits to this plan for our new Town Planner.

PB discussed the standard duties/yearly deliverables in relation to the list of projects, focusing on the next four months. Conclusion to keep the list of on-going tasks (1 through 13) with the exception of #11 and to prioritize the projects:

“A” Projects:

- Project #5 – MBTA Communities Working Group/MBTA 3A
- Project #6 – North Main Street Corridor Revitalization
- Project #8 – Multifamily Housing: Waterfield Lot/Civico

“B” Projects:

- Project #7 – Holton/Swanton/Cross Streets

“C” Projects:

- Project #1 – Master Plan Implementation Committee
- Project #2 – Tree Working Group
- Project #8 – Multifamily Housing: 735 Main Street (Fells Hardware)
- Project #8 – Multifamily Housing: 654 Main Street

- Project #8 – Multifamily Housing: Washington/Swanton Streets
- Project #4 – Transportation Master Plan

“Done” Projects (or close to done):

- Project #3 – ADU Bylaw
- Project #8: Multifamily Housing: 87-89 Cross Street
- Project #10 – CBD Approvals: 10-16 Mt. Vernon Street

On-Going Projects:

- Project #9 – Subdivision Approvals
- Project #10 – CBD Approvals: Design Review Thompson Street/Karma Restaurant
- Project #11 – Ongoing Zoning Bylaw Review and Revisions

It was noted that the CBD Historic District Committee is on hold; this is a Select Board initiative; they will be appointing a chair for that committee.

7. Adjourn:

Ms. Scott moved to adjourn the PB meeting of August 22, 2023. Mr. Rossettos second the Motion. Vote: Dale, Rossettos, Scott, Jerius in favor. Motion passes 4-0-0, with Layton absent. The meeting adjourned at 9:37 pm.

Sally Dale, Clerk

Nancy Polcari, Recording Secretary