



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, September 11, 2019

Attendees: Casciari, Storeygard, Riemenschneider, Burhans, Spencer

Agenda Items

1. Approval of August meeting minutes. No exceptions noted.
2. 25 Thompson Street, construction of a dormer, CBD Design Review.
 - a. Do not recommend favorable approval unless comments below are addressed and resubmitted, 5 to 0.
 - b. Eileen will confirm with Town Planner next steps for the review process as required by the Center Business District (CBD) bylaw.
 - c. Design and overall height of dormer on the back of the roof must match the dormer that already exists on the front of the building.
 - d. Window should be centered in the dormer and should be sized per code if intended for emergency egress.
 - e. Proposal should be in keeping with the materials used on original structure.
 - f. Applicant agreed to the above recommendations and to resubmit revised drawings, incorporating the DRC's comments.
3. New Business

Meeting adjourned. Next meeting will be October 9th; to be confirmed 2 days prior to the meeting.

- *Tracy Vartenigian Burhans, recording vice-chair; Minutes submitted to the DRC membership 9/18/2019*

