



TOWN OF WINCHESTER
PLANNING BOARD MEETING
TUESDAY, APRIL 26, 2022 @ 7:00PM
REMOTE PARTICIPATION

Join Zoom Meeting

<https://us02web.zoom.us/j/85997658805?pwd=c0ttWkl4Ym5jV2xDcFBGOENDT3hnQT09>

Meeting ID: 859 9765 8805

Passcode: 684727

One tap mobile

+16465588656,

Meeting ID: 859 9765 8805

Passcode: 684727

Find your local number: <https://us02web.zoom.us/j/85997658805?pwd=c0ttWkl4Ym5jV2xDcFBGOENDT3hnQT09>

	BUSINESS
7:00PM	Open Meeting, Updates Approval of regular minutes: March 15 th , 29 th and April 12 th , 2022
7:15PM	Public Outreach/Education
7:30PM	Town Meeting process document
7:45PM	Form & Place
8:20PM	Prioritizing Planning Board goals
8:55PM	Position Description
9:15PM	Leaf blower
9:30PM	Adjourn

	CORRESPONDENCE
	None

	2022 MEETINGS
Thursday April 28	7:00PM Spring Town Meeting Session #1, Winchester High School, Auditorium
Monday May 2	7:00PM Spring Town Meeting Session #2, Winchester High School, Auditorium
Monday May 9	7:00PM Spring Town Meeting, Session #3, Winchester High School, Auditorium
Tuesday, May 10	7:00PM Planning Board Meeting, Remote Participation
Thursday May 12	7:00PM Spring Town Meeting Session #4, Winchester High School, Auditorium



TOWN OF WINCHESTER PLANNING BOARD

Diab Jerius, Chair
I-Ching Katie Scott
Nicholas Rossettos
Sally Dale
Kurt Spring

April 26, 2022

Kara Runsten, Municipal Vulnerability Preparedness Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

RE: Winchester Municipal Vulnerability Preparedness (MVP) ENV 23 MVP 02

Dear Ms. Runsten:

On behalf of the Planning Board, I am pleased to support Winchester's Municipal Vulnerability Preparedness (MVP) project to develop designs for two nature-based stormwater features.

Through this application, the Town is addressing climate change vulnerabilities, more specifically the anticipated increase in the frequency of intense rainfall events. The project directly aligns with several of the goals of Winchester's recently approved Master Plan (March 2020) to improve water quality and increase climate resiliency in the community, as well as the Board's overall goal to prepare for the future while maintaining our Town's cultural and historic character.

Thank you for your consideration of the Town of Winchester's MVP application.

Sincerely,

Diab Jerius
Winchester Planning Board, Chair

Winchester MVP Expression of Interest

Name of Lead Municipality: Winchester

Name of Contact: Ken Pruitt

Project title: Stormwater Infiltration Demonstration Projects

Contact Title and Agency/Department: Sustainability Director, Office of the Town Manager

Address for Project Location (enter town hall address for town-wide projects)*

Address 1: Middlesex Park, Middlesex St. near Fairfield Place

Address 2: 701 Washington Street

City, State, Zip: Winchester, MA 01890

MVP Region: Greater Boston (Carolyn Meklenburg)

What climate impacts will this project address?

Coastal Erosion (no)

Coastal Flooding (no)

Drought (no)

Ecological Changes (no)

Extreme Heat (no)

(X) Inland Flooding

Landslide (no)

Severe winter storm, tropical storm, Nor'easter, tornado (no)

Other (no)

Describe how this project will address identified climate hazard(s) (max 100 words): It will reduce inland flooding by infiltrating stormwater into the ground, reducing flow into waterways during storm events.

Project Type*

Type 1 - Planning, Assessment, Capacity Building & Regulatory Updates (no)

(X) Type 2 - Design & Permitting

Type 3 - Construction & On-the-ground Implementation (no)

Approximate total population that will benefit from this project: Between 1,000 and 10,000

Approximate geographic area served and/or project location: Neighborhood (streets). (Other options I rejected: "Site specific (parcel)", "Designated Census Tract/Block", "Area (ward, district, zone)", "Town-wide", "Region (multi-town)", "Other"). Instructions were: "Site specific projects will benefit a specific location on the scale of a single parcel or street. Neighborhood-scale projects will benefit multiple parcels and/or streets. Area projects will benefit multiple neighborhoods on the scale of a school district, voting ward, zoning district, etc. Town-wide projects benefit an entire town. Regional projects benefit more than one town."

Environmental Justice and Climate Vulnerable Populations

Environmental Justice is defined as a census block group in which one or more of the following criteria is met, and as depicted the [Massachusetts EJ Viewer Map](#):

- the annual median household income is not more than 65% of the statewide annual median household income
- 40% or more of its population are minority, including individuals who identify themselves as Latino/Hispanic, Black/African American, Asian, Indigenous people, and people who otherwise identify as non-white
- 25% or more of households lack English language proficiency
- minorities comprise 25% or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150% of the statewide annual median household income

Climate Vulnerable Populations are those who have lower adaptive capacity or higher exposure and sensitivity to climate hazards like flooding or heat stress due to factors such as access to transportation, income level, disability, racial inequity, health status, or age.

Please describe aspects of proposed project that will benefit EJ or Climate Vulnerable population(s).

The 701 Washington Street project location was previously designated an EJ community based on income. The new 2020 Census data resulted in the removal of EJ designation for this Census block. However, we believe this project location would serve a Climate Vulnerable population based on the neighborhood's large minority population and large percentage of non-native English speakers.

Are the impacted EJ and/or climate vulnerable population(s) supportive of the project? (Support should be demonstrated in the application-applicants should seek support/involvement now at the project idea phase. We will seek public input during the project, which involves design and permitting. We believe these flood mitigation projects will be popular.

Estimated grant request: Between \$100,000 and \$150,000.

Important note: Awardees must provide at least 25% of the total project cost with cash and/or in-kind contributions from non-state sources.

Anticipated project timeframe: FY 23 (completed by June 30, 2023)

Keywords (Please select 1-3 key words that will be helpful in sorting your EOI for review)

(X) Stormwater Management

Energy Resilience

Climate Adaptation Plan

Trees and Forests

Regulations, Zoning, Policy

Inland Flooding

Dam

(X) Redesign and Retrofit

Data and Mapping

Watershed Management

Green Infrastructure

(X) Nature-Based Solution

Environmental Justice

Civic Engagement

Public Outreach
Climate Education
Open Space Preservation
Stream Crossing
Culverts and Small Bridges
Coastal Flooding
Soils
Other:

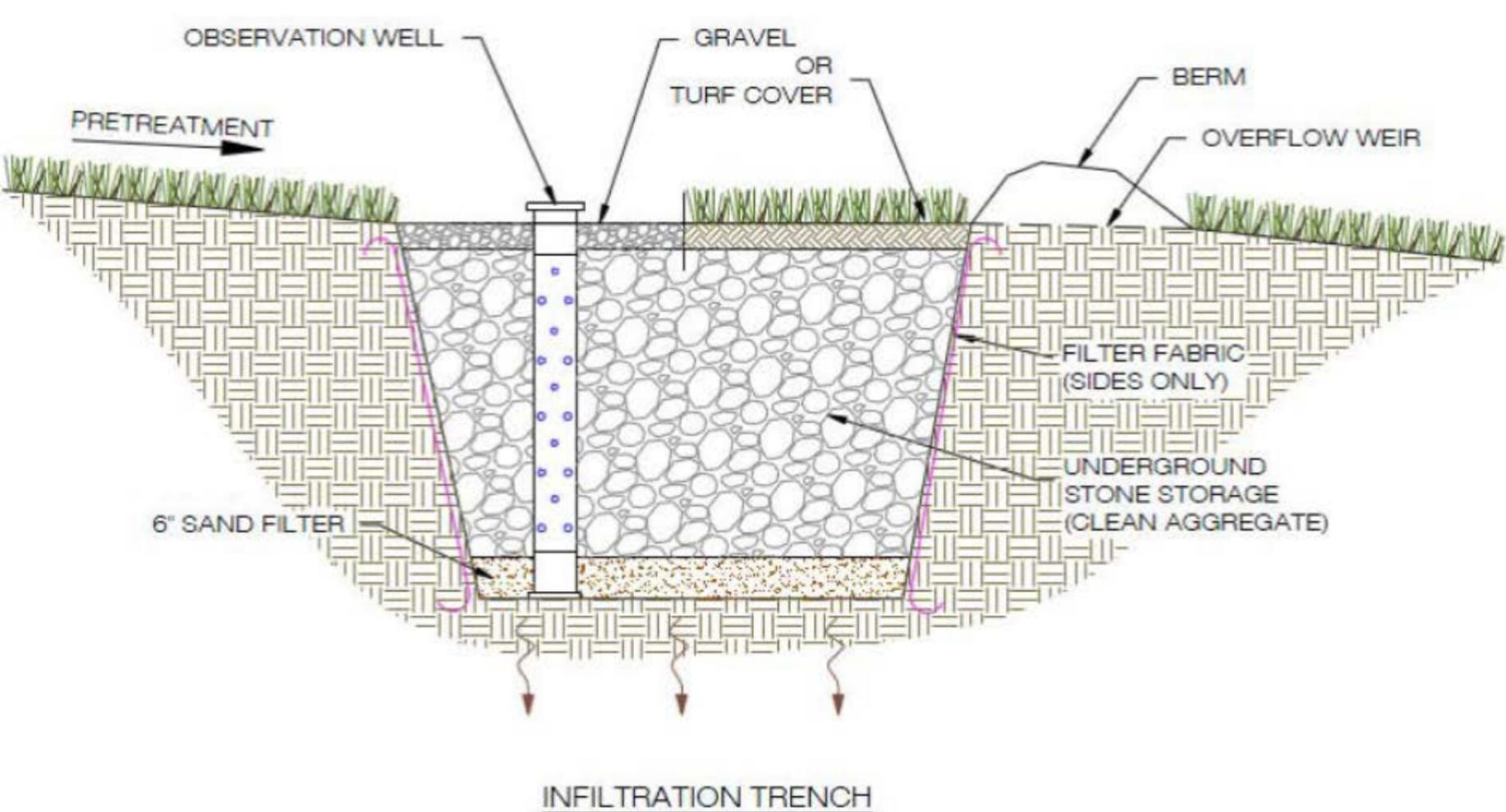
Project Summary: Maximum of 350 words identifying goals and activities of the project.

The project's goal is to utilize nature-based solutions to reduce stormwater discharges and improve stormwater quality. Utilizing climate resiliency information and green infrastructure technology, the Town of Winchester seeks to modify our current stormwater system by constructing infiltration trenches at two locations. This project will reduce stress and potential backup of the current stormwater system by reducing flows, and will improve water quality.

The BMPs will treat stormwater and recharge it back into the ground, rather than discharging to the adjacent resource areas (Aberjona River and Wedge Pond). The project will be designed to reduce nutrient loads to the receiving waterbodies, with an emphasis on the reduction of phosphorus loading, which is a pollutant of concern in the Mystic River Watershed. In May, 2020, EPA and MassDEP released the "Mystic River Watershed Alternative TMDL Development for Phosphorus Management," which documents the need for significant reductions in phosphorus loading in the watershed.

This project would fund the design and permitting of two stormwater infiltration trenches. It would also involve extensive public outreach to educate project neighbors, Winchester High School students, and Town residents about the benefits of treating stormwater via green infrastructure. If these demonstration projects are as successful as we think they will be, we will use them as a model for more widespread adoption throughout town to increase climate resiliency.

Optional: Upload a supporting document (Let's try to get a better diagram of the BMP since MVP reviewers were confused last time)



PLANNING BOARD PROCESS FOR TOWN MEETING

Draft skd 4-7-2022 11:30 AM

TIMELINE for rolling out the ideas to Town Meeting in stages (from notes from speaking w Heather von Mering April 2022)

STEP ONE: At least **five months before Town Meeting**

Draft #1 Bylaw language by the PB → meet with Town Counsel: review language

STEP TWO: At least **four months before Town Meeting, BEFORE** Warrant closes

Draft #2 Bylaw language – incorporating edits from Counsel → First Public Hearing held – receive comments /edits

Also meet with / present to Select Board – receive comments /edits

And, as appropriate:

- DRC – receive comments /edits
- FinCom – receive comments /edits
- Hist. Commission – receive comments /edits
- Building Dept. – receive comments /edits
- Assessor’s Office – receive comments /edits
- Engineering – receive comments /edits
- DPW – receive comments /edits

STEP THREE: At least **2 ½ months before Town Meeting, BEFORE** Warrant closes

Draft #3 Bylaw language, with edits from above meetings → Second Public Hearing held– receive comments and edits

Draft #4 to Town Clerk (?) for warrant

WARRANT CLOSES ~ 1 ½ months before TM: September 17, 2021, for Fall (November) ’21 TM

March 11, 2022, Spring (April-May) ’22 TM

STEP FOUR: **One month before Town Meeting**

Town Meeting Members’ Warrant Article Hearings

Build awareness and flush out concerns and issues

Have the conversations to address them, or to find they are not really issues

Examine the issues and the facts: clarify and communicate

STEP FIVE: **AT Town Meeting:**

The 1st Roll Out of proposed new Bylaw at a Town Meeting ← Can Make a Motion to Amend if absolutely needed

Goal: continue to build awareness and further flush out concerns

EITHER (A) take to a vote ← allows maximum dialog and feedback

OR (B) pull it at the last minute ← if too far from a winnable proposal

STEP SIX: After 1st Roll Out at a TM – if it does not pass

Draft #5 incorporating language to address ALL issues and concerns flushed out at 1st Roll Out

Repeat Steps One to Five.

Deliverable	Fall (early November) Town Meeting Schedule	Spring (late April to early-May) Town Meeting Schedule
Draft #1 of Bylaw written by PB and run by Counsel → capture & address concerns → get edits for next draft	Early May	Late November to Mid-December of prior year
Draft #2 presented at 1st Public Hearings , and to SB, and to all other relevant Boards and Committees → capture & address concerns → get edits for next draft	Mid-May to mid-June (before last day of Winc. Public Schools)	Early January through mid- to late February
Draft #3 presented at 2nd Public Hearing Draft #4 with final edits submitted for warrant to Town Clerk (?)	Mid-August to early September	Early March
WARRANT CLOSES (for printing)	Mid-September	Mid-March
Town Meeting Members’ Warrant Article Hearing → capture & address concerns → get edits for submitting revision before TM????	Mid- to late October	Mid-April
Present to Town Meeting for vote	Early November	Late April into early May

TOWN OF WINCHESTER-TOWN PLANNER

Department: Planning Board
Reports To: Planning Board/Town Manager

Salary Grade: F
FLSA Status: Exempt

Summary of Position: Under the policy direction of the Planning Board and the general administrative oversight of the Town Manager, the Town Planner shall perform work at both technical and professional levels to assist the Planning Board in the preparation and presentation of studies and plans regarding the long-term physical development of the Town, and in the Planning Board's recommendations on comprehensive land use planning, zoning analysis, subdivision and site plan review, design review, the planning aspects of specific projects, and related matters.

Nature of Position:

Work involves knowledge of specialized planning and development procedures, applicable regulations and statutes, and will require independent judgment in analyzing facts and circumstances regarding specific planning or development issues. Work shall require the incumbent to apply technical expertise and standard professional techniques to assist the Planning Board in making recommendations regarding alternatives to land use problems and opportunities in a manner consistent with Town rules, regulations, laws and the Town's long-term land use planning objectives.

The incumbent is required to develop and refine his or her own work routines independently to carry assignments through to completion. Directions from the Planning Board shall be received in the form of general outlines and work priorities with detailed instructions received only on occasion. This position entails comprehensive knowledge of Town planning and oral and written communication skills. On behalf of the Planning Board, the incumbent shall have frequent contact with Town departments and employees, State and Federal agencies, consultants and developers, real estate and appraisal agents; contacts generally involve discussion of land use issues.

Principal Activities to Attain Accountabilities and Objectives

The Town Planner shall provide technical and professional assistance to the Planning Board on a variety of matters, including, but not limited to those set forth below. The Planner will:

- Assist the Planning Board in its creation and revision of a Master Plan or portions thereof to provide a basis for long-term decision-making with respect to the development of the Town, with such plan to include elements covering: goals and policies; land use, housing, economic development, natural and cultural resources, open space and recreation, services and facilities, circulation and transportation, and an implementation program. The plan will be accompanied by an official Town map.

- Develop and prepare studies and plans for the Planning Board concerning the resources, possibilities and needs of the Town, including, but not limited to comprehensive planning studies, zoning research, and the Planning Board's annual report to Town Meeting regarding the condition of the Town.
- Assist the Planning Board in making recommendations and giving information to the Town regarding any plans and proposals for the Town's development, with said recommendations to include, at the direction of the Planning Board, possible alternatives to land use problems and opportunities.
- Review and analyze site plans, comprehensive permits, special permit applications, and proposals for the subdivision of land, for compliance with the Subdivision Control Law, the Town's zoning by-law and all other applicable decisions, rules and regulations; assuring that all commitments and deadlines are met; report to and advise the Planning Board with regard to the same.
- Assist the Planning Board in its review, preparation and presentation of proposed amendments to the zoning by-law and its conduct of public hearings in connection with said proposed amendments for consideration by the Town Meeting and with consultation by other boards and agencies as appropriate.
- Develop and recommend for the Planning Board's consideration amendments of subdivision regulations to ensure that said regulations are consistent with current best practices and the Town's long-term land use objectives, with consultation by the Town Counsel and consideration by other boards and agencies as appropriate.
- At the direction of the Planning Board, provide information and advice on behalf of the Planning Board to Town boards and committees such as the Capital Planning Committee, Housing Partnership, the Open Space Committee, the Zoning Board of Appeals, Conservation Commission, Historical Commission, Design Review Committee, Fields Management Committee, the Educational Facilities Planning and Building Committee, and the Sanborn House Re-Use Committee.
- Serve as the Planning Board's liaison to the Board of Selectmen regarding Traffic Advisory Committee issues.
- Assist Town Boards and other staff in responding to 40B proposals.
- Manage Site Plan Review and the Special Permit process within the Center Business District in cases involving the Planning Board as the Permit Granting Authority according to the Town's updated zoning bylaw.
- Coordinate and direct volunteer committees that arise from various projects planned for the Town.
- Staff the Heritage District Commission and review plans presented to it.
- Act as reviewing authority and case manager for the Heritage District Commission and any potential new Heritage Districts.
- Attend the majority of Historical Commission meetings and support their efforts through historical data research and bylaw drafting.

- At the direction of the Planning Board, communicate the Planning Board's policies and activities to all other officials, boards, commissions and departments of the Town, the public, and the citizen groups. Respond on behalf of the Planning Board to the inquiries of officials, boards, commissions, departments, and bodies concerning land use regarding regulations and Town planning issues.
- On behalf of the Planning Board, maintain communication with state officials and other state and regional planning agencies and associations, keep apprised of legislation or other actions affecting local planning programs and land use, and keep the Planning Board and appropriate Town officials informed about such outside developments.
- Attend all meetings of the Planning Board and assist the Chair of the Planning Board in establishing the agenda for Planning Board meetings and hearings and assembling supporting materials in a complete and timely manner and, together with the Chair of the Planning Board, assist in coordinating meetings with other agencies.
- Assist the Planning Board in various administrative tasks, including the preparation of budgetary requests and, subject to the provisions of Chapter 30B and at the direction of the Planning Board, administer any funds that may come under the direction or control of the Planning Board and ensure that the Planning Board operates within budgetary constraints.
- Recommend and manage consultants, **including those hired for Center Business District planning initiatives**, and other assistants retained by the Planning Board or, at the Town Manager's request, retained by the Town for the purpose of supporting the activities of the Planning Board (including the recording secretary).
- Identify and recommend to the Town Manager grant opportunities that may be available to the Town for land use planning and, at the Town Manager's request or consent, write, apply for and, as appropriate, administer such grants.
- At the Town Manager's request, provide Planning Board input in the development of, and the maintenance of, the Town's Geographical Information System (GIS).
- Upon the request and consent of the Board of Selectmen, assist Town Counsel in preparing Planning Board or related court cases and testify at court proceedings as required.
- Assist the Planning Board in the development and maintenance of data, databases, and published materials to support land use planning, zoning, and development analyses.
- Perform other related duties as assigned.

Minimum Qualifications

Master's Degree in planning, or a related field, and three to five years' experience in municipal planning, strong computer skills, or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities

The Town Planner should have a general working knowledge of economic development; land use and development; architecture, urban design, and historic preservation; affordable housing; environmental analysis; geographic information systems; and municipal systems (transportation, water, sewer, power, communications, etc.). The Town Planner should be capable of producing high-quality, professional work; advising Town officials and committees; and guiding the work of consultants. The Town Planner should have an excellent working knowledge of local, state, and federal laws and regulations [e.g., Massachusetts General Laws (MGL) Chapter 40A (the Zoning Act), MGL Chapter 41 (Subdivision Control), MGL Chapter 131 (Wetlands Protection Act), and the Department of Environmental Management's Stormwater Regulations].

The Town Planner should have excellent verbal and written communications skills, including knowledge and experience in developing and delivering PowerPoint presentations, developing and using geographic information systems (GIS) software and databases, and developing and maintaining Internet web pages (e.g., Town's Internet home page). The Town Planner should have knowledge of municipal budgets and development finance, and the ability to work with spreadsheet software and municipal financial reporting systems such as MUNIS.