



Planning Board Meeting Minutes
Tuesday, January 04, 2022, at 7:00 pm – Zoom Meeting

Members Present:	Diab Jerius, Chair I-Ching Scott Kurt Spring	Sally Dale, Vice Chair/Clerk Cheryl Wolfe	
Also Present:	Brian Szekely, Town Planner WinCam Art Kreiger, Legal Counsel	Bryan Manter, Asst. Town Engineer Nancy Polcari, Recording Secretary	
Others Attending:	Ian Gillespie Paul Soughley Rob Clocker Tara Doubman William Foucher Philip Chen	Jan Steenbrugge John Suhrbier Diom O'Connell Maura Sullivan Dylan Forester Dot Butler	Jamie Devol David Tabenken Sarah Girotti David Feigenbaum Fred Spencer Ellen Spencer

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 7:00 pm, noting that the meeting is being video recorded via WinCam. Roll call of PB members: Dale, Scott, Spring, Jerius in attendance.

1. Updates:

- a. Ms. Dale: The tree working group is outlining a forum about Winchester's trees: past, present and future. Putting together for early February as part of a larger tree series to educate Winchester residents and others about the importance of trees.
- b. Chair Jerius: The PB has reached out to other boards to form the Accessory Dwelling Unit working group. Now have representatives from the Housing Partnership Board (HPB), the Council on Aging, the Winchester Housing Authority, and the Disability Action Commission. Ms. Dale and Ms. Scott will be participating in that group.

2. Meeting Minutes:

- a. Minutes for the Planning Board Meeting held Tuesday, November 9, 2021.
Ms. Dale had one edit on page 1. Ms. Scott moved to approve the minutes for the PB Meeting held on November 9, 2021, as amended. Mr. Spring second the Motion. Vote: Dale, Scott, Spring, Jerius in favor. Motion passes 4-0-0, with Wolfe absent.
- b. Minutes for Planning Board Meeting held Tuesday, November 23, 2021.
Ms. Dale referred to her notes dated January 2, 2022 (presented on screen), regarding changes to these minutes. Chair Jerius tabled the review of these notes and minutes until the next PB meeting.
- c. Minutes for Planning Board Meeting held Tuesday, November 30, 2021.
Mr. Spring moved to approve the minutes for the PB Meeting on November 30, 2021. Ms. Scott second the Motion. Vote: Dale, Scott, Spring, Jerius in favor. Motion passes 4-0-0, with Wolfe absent.

- d. Minutes for Planning Board Meeting held Tuesday, December 7, 2021.
Mr. Spring moved to approve the minutes for the PB Meeting on December 7, 2021. Ms. Scott second the Motion. Vote: Dale, Scott, Spring, Jerius in favor. Motion passes 4-0-0, with Wolfe absent.
- e. Minutes for Planning Board Meeting held Tuesday, December 14, 2021.
Ms. Scott moved to approve the minutes for the PB Meeting on December 14, 2021. Mr. Spring second the Motion. Vote: Dale, Scott, Spring, Jerius in favor. Motion passes 4-0-0, with Wolfe absent.

2. Spring Town Meeting Articles:

Mr. Szekely: The Building Department has requested to update Section 3. Table of Uses Group VI #4 to reflect the changes in the current Building Code, specifically that an accessory structure can be built by-right if under 200 square feet. Currently, the table shows 150 square feet.

PB Discussion:

- This relates to many other factors, like Floor Area Ratio, building height, basement, cellar, etc. that are interrelated and need to be reviewed and revised.
- How does this relate to the definition of Accessory Dwelling Unit (ADU)? How is ADU defined in the state Building Code?

Note: Ms. Wolfe arrived during this discussion.

Mr. Feigenbaum: Noted that the building code “does not say much” regarding ADUs. He also noted that if someone lives on a small lot, 200 square feet is big. It will increase the impervious area, and this does not address water runoff. In relation to the other definitions, they are a problem and need work. They impact so much of the zoning bylaw. He does not see the purpose of changing the square footage.

Mr. Manter: The threshold for addressing runoff is when someone adds 500 square feet.

Mr. Szekely: Clarified that to include anything for Spring Town Meeting, it needs to be in final form by the first week of March (including legal counsel’s review).

PB Conclusions:

- The definitions should be addressed all together since they are interrelated.
- Three possible topics for Fall Town Meeting: reconcile definitions, North Main Street rezoning, and Accessory Dwelling Units bylaws.
- Have Legal Counsel review and provide recommendations.

4. Public Hearing for 10 Converse Place Special Permit CBD Petition #14 Continued:

Chair Jerius: Opened the Public Hearing for 10 Converse Place Special Permit at 8:00 pm, noted the focus of the discussion is on the initial design review meeting (December 17th) and referenced Philip Chen’s letter of December 22, 2021.

Mr. Chen: Noted his letter summarized the meeting, and specifically outlined the four PB’s chief concerns: activate Mt. Vernon Street and the waterfront, develop all four elevations with their own unique character, mitigate the service feel to the Converse Place side, and mitigate the massing and scale through the design development while integrating the village theme.

Discussion of PB with Mr. Chen and Development Team:

- Request for a computer and physical model to communicate the design to the community.
- Timing of a physical model is a question (would use a 1:20 scale); it will not show much detail; takes about two months to create. Concern that a physical model may not be available in time to be useful.
- Computer model is better when design is still changing.

Mr. Tabenken: Shared 3-D computer model images of the design. He also noted that Eversource has indicated they need a room with a 15-foot clear space for their transformers. Currently reviewing how to provide that dimension; may need to raise the height of the building.

Public Comments:

Ms. Devol (7 Dix Terrace): Agree that both models are critical. A physical model would be more accessible to the general public. The size and mass are more of a concern. Can the digital model be controllable and interactive to give different views from different locations?

Mr. Tabenken: Yes, can look at doing something like that.

Mr. Szekely: Noted that the Town website provides public access to the submitted material related to Converse Place; a link to a digital model could be added.

Conclusions: To move forward with a digital model and to have some images put on presentation boards for the public to access and review (suggestion to use the library), both, if possible, within the next two weeks.

Ms. Dale moved to continue the Public Hearing for 10 Converse Place Special Permit CBD Petition #14 to Tuesday, January 18, 2022, at 7:30 pm. Ms. Scott second the Motion. Vote: Dale, Scott, Spring, Wolfe, Jerius in favor. Motion passes 5-0-0.

4. Washington/Swanton Streets Request for Proposal (RFP):

Chair Jerius: The Town has purchased this property for \$5.27M as a 40B Eminent Domain taking, which (per Town Meeting) requires all the units to be counted toward the Town's Subsidized Housing Inventory (SHI). The Select Board (SB) has issued a draft RFP for the selection of a developer (dated December 9, 2021) for review; comments are to be presented at the SB meeting on Monday, January 10, 2022, including those of the PB. The Housing Partnership Board met and outlined several comments.

- Concern that all the units are SHI; can any developer afford to build 60 SHI units and give the Town back the purchase price upon completion of the units? The economic feasibility is in question. Is it an option for the developer to pay the Town back over time?
- Concern about putting commercial space on this site, taking up residential space.
- Concern about the timing and schedule; is it feasible to present this at Spring Town Meeting?
- They recommend a financial feasibility study prior to issuing the RFP.

PB Discussion:

- With condos, the developer gets money with the sale of the units upfront. With rental units, the developer slowly gets funds over time. May need a bigger project with more units to address the financial feasibility.
- Clarified that as rental units, they would all count toward the SHI, but only some (minimum 25%) would be affordable.
- On Page 5 under design considerations, add the Traffic and Transportation Advisory Committee.
- On Page 7, make sure all the boards mentioned on page 5 are included.

- Concur with the priorities of the RFP.
- Agree with HPB concern on the financial feasibility.
- With a 40B project, local zoning could be overridden, and so theoretically, a 10-story building would be possible

Continued discussion with Mr. Suhrbier (Chair, HPB):

- If the development achieves the \$5.27M purchase price, then cannot meet the affordable housing inventory criteria and vice versa. Advantageous to do both.
- Recommendation to revisit these two criteria and perform a financial feasibility analysis before issuing the RFP.
- The other option is to issue the RFP and see what developers submit.
- One important difference between this RFP and Waterfield, the objective is for lower income housing and not a priority to get the money back on the land (99 year lease).
- The Washington/Swanton purchase by Eminent Domain is justified with a condition that the full purchase price is recovered.

PB conclusions: Need to be flexible with the criteria. Better to have an RFP that is achievable and feasible to be attractive to developers who believe they can meet the criteria. A fiscal analysis will give a better sense on the number of units, massing and other details needed for the Town to evaluate the proposals.

5. Winter Schedule:

Mr. Szekely: Plan to meet twice a month. Next PB meeting is Tuesday, January 18, 2022. Currently staying with remote. The Town is testing a device called an “owl” that maintains the open Town Meeting laws and provides the ability to hold remote and in-person meetings (hybrid). The Acting Town Manager will reassess this on January 15, 2022.

6. Adjourn:

Ms. Wolfe moved to adjourn the PB meeting. Ms. Scott second the Motion. Vote: Dale, Scott, Spring, Wolfe, Jerius in favor. Motion passes 5-0-0. Meeting adjourned at 9:40 pm.

Sally Dale, Clerk

Nancy Polcari, Recording Secretary