



**Planning Board Meeting Minutes**  
**Tuesday, March 21, 2023, at 7:15 pm – Remote Participation**

Members Present:	Diab Jerius, Chair I-Ching Scott Keri Layton	Sally Dale, Vice Chair/Clerk Nicholas Rossettos	
Also Present:	Bryan Manter, Asst. Town Engineer WinCam	Nancy Polcari, Recording Secretary	
Others Attending:	Richard Leaf John Suhrbier William Band Jill Hourihan	Richard Rohan Tanli Shen Charlene Band Timothy Matthews	Pamela Court Susan Verdicchio Matt Preotle

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 7:15 pm, noting that the meeting is being recorded via WinCam and Zoom. Roll call of PB members: Dale, Scott, Layton, Rossettos, Jerius in attendance.

**1. Updates:**

- a. Chair Jerius: Welcomed Keri Layton as the new member to the PB and also thanked Kurt Spring for his past participation on the PB.
- b. Chair Jerius: He attended with John Suhrbier an initial area meeting regarding the MBTA Section 3A Multi-family Housing; it included several communities (Concord, Milton, Reading, Braintree, etc.). Discussion focused on public outreach.
- c. Chair Jerius: The Town Planner Search Committee (including the chairs of the Historical Commission (Jack LeMenager), Design Review Committee (Ellen Spencer) and Housing Partnership Board (John Suhrbier)) met to review the applications for the Town Planner Position. They voted unanimously to advance one person, Ms. Kelly Lynema (resume included in the PB packet). Next step will be in-person interviews, first with the Town employees, and then with representatives from the other boards.
- d. Chair Jerius: There is a public forum on May 11<sup>th</sup> at the Jenks Center focusing on Emerging Housing Opportunities. A PB volunteer is needed to discuss Accessory Dwelling Units.
- e. Ms. Dale: With Carol Savage from the Communications Study Committee, went as mentors to the High School Civics class; the teacher is Anne Marie Edenhoffer. Ms. Dale spoke about citizen engagement and provided a handout that contained a link to a video Ms. Savage produced about existing communications channels.
- f. Ms. Dale: Discussed her attendance at the Citizens Planner Training Collaborative's Annual Day of Workshops.

**2. Approval of Meeting Minutes:**

- a. **PB Meeting February 28, 2023**: Chair Jerius requested comments. Ms. Dale identified 2 edits. Ms. Scott moved to approve the PB Meeting Minutes for February 28, 2023, as amended. Ms. Dale second the Motion. Vote: Dale, Scott, Rossettos, Jerius in favor; Layton abstain. Motion passes 4-0-1.
- b. **PB Meeting March 07, 2023**: Chair Jerius requested comments. None. Ms. Dale moved to approve the PB Meeting Minutes for March 07, 2023. Ms. Scott second the Motion. Vote: Dale, Scott, Jerius in favor; Rossettos and Layton abstain. Motion passes 3-0-2.

### 3. Election of Officers:

Chair Jerius: Requested nominations for PB Chair and Vice Chair/Clerk, noting that Liaison nominations (for various boards and committees) will be at the next meeting.

Mr. Rossettos: Nominated Diab Jerius for Chair and Sally Dale for Vice Chair, indicating that they have been doing a great job in those roles.

Ms. Scott: Concurred with those nominations. Asked if Sally Dale wanted to be Chair.

Ms. Dale: Without a Town Planner, she would prefer to keep her current role.

Ms. Scott moved to appoint Sally Dale to PB Vice Chair/Clerk. Mr. Rossettos second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

Ms. Scott moved to appoint Diab Jerius to PB Chair. Mr. Rossettos second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

### 4. Josh Fiala, MAPC, Holton/Swanton/Cross Streets:

Chair Jerius: Introduced Josh Fiala with the Massachusetts Area Planning Council (MAPC) for his draft presentation in preparation for the public meeting on April 4<sup>th</sup>.

Mr. Fiala: His presentation of the study for Holton/Swanton/Cross Streets consisted of 4 parts: Reintroduction of the Study, Summary of Community Feedback, Initial Recommendations, Next Steps. He identified 3 possible choices for the future of this area:

- Reverse the current trend of increasing residential/other uses (like sport facilities), and preserve light industrial uses
- Over time, continue to evolve toward lighter impact uses.
- Reduce the limited industrial uses over time and allow encroaching uses (residential/other).

PB Discussion with Mr. Fiala's Responses:

- Light industrial areas are becoming more scarce making it more valuable over time.
- How do we compete with other towns, especially Woburn? Response: Woburn is more business friendly. Woburn also allows some functions that Winchester does not.
- Are there items in this presentation that need improving or are missing?
- What do you mean by Market Forces? Would that be the large multi-unit housing complex with commercial space below? Is that the highest use? Response: Would have to change the zoning to accommodate a mixed-use development. Market Forces would trend toward the commercial and less industrial uses, which the current zoning allows. Could create a mixed-use area here but North Main Street is much better situated for that type of development.

### 5. Holton/Swanton/Cross Streets Outreach Effort:

Chair Jerius: What can be done to extend the outreach for participation from the public in the April 4<sup>th</sup> community meeting and beyond?

Suggestions included:

- Place a notice in the Town Manager newsletter.
- Work with the Chamber of Commerce – via Richard Leaf.
- Carol Savage has an Existing Channels Analysis that will provide additional ideas.
- Place an ad in the Daily Times Chronicle.
- Work with the Precinct leaders, Town Meeting Members.
- Communicate with the schools' Parent Teacher Organizations and school newsletters.
- Explore the possibility of the sports groups, like the soccer club.
- Is there a network for the real estate agents in town?
- Facebook and WinCam

- What about posting a flyer on bulletin boards around town?
- Mr. Fiala has developed a flyer for these purposes.

## 6. Dog Grooming Zoning Request:

Chair Jerius: The PB has received a formal request to locate a dog grooming business in Winchester. Noted there are no explicit use zoning requirements for dog grooming, but it is addressed in parking in the bylaws.

Ms. Hourihan: Introduced herself as the owner of Metro Pets (dog grooming business in Natick) and Pet Republic (dog training business in Cambridge).

Chair Jerius: Sally Dale’s memorandum dated March 16, 2023, outlines her research (displayed on screen and included in the agenda packet).

Ms. Hourihan: Explained that there are 3 stations in their Natick location. But the number of stations depends on the square footage available. Her business is “high-end” so there is a lot of open area per station (also called a service provider). They do not allow lingering before an appointment and very little after. Currently, there are no regulations, standards or inspections. She is in the process of selecting a site to add to her current locations.

PB Discussion:

- If located in the Central Business District (CBD), then it’s use would have to come under personal services or general services.
- Could possibly process as a Special Permit and add conditions.
- Are we creating a precedent? Should the bylaw be changed?
- What conditions would we want to impose?

Conclusion: Chair will discuss this with Town Counsel regarding the Special Permit process, possible conditions, and whether to bring a bylaw to Town Meeting.

## 7. Mass Builds Data Base:

Chair Jerius: Sally Dale and I-Ching Scott have been working on updating the Mass Builds data for Winchester.

Ms. Scott: Mass Builds tracks major developments in towns. Winchester’s information is not current, is missing information, and many details in the data base are not accurate. She presented a matrix that Ms. Dale developed with her help. To check, correct, and update this information will require a lot of time. Propose putting this on hold and wait for the new Town Planner.

## 8. Spring Town Meeting PB Report:

Chair Jerius: Will be drafting the PB Report for Town Meeting. Usually take the previous report and update. The big issues will happen in Spring 2024. But plan to provide information at each Town Meeting to start educating Town Meeting Members. Specific issues include rezoning for North main Street and the 3A MBTA Zoning overlay. Forward any other ideas to the Chair.

## 9. Adjourn:

Ms. Dale moved to adjourn the PB meeting of March 21, 2023. Mr. Rossettos second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0. Meeting adjourned at 9:48 pm.

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Sally Dale, Clerk

Nancy Polcari, Recording Secretary