



## Planning Board Meeting Minutes Tuesday, July 25, 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, Assistant Town Engineer  
WinCam  
Nancy Polcari, Recording Secretary

Others Attending: Richard Leaf  
Aaron Weinert  
Patrick Campbell  
Jack LeMenager  
Susan Verdicchio  
Tony  
George Nowell  
Chris Mulhern  
Richard Rohan  
Michael Wang  
Chelsea  
Scott Grady  
Joe Fratoni  
Pamela Dill  
Emily Innes  
Carolyn

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 7:16 pm noting that the meeting is being recorded via Zoom and WinCam. Roll call of PB members: Rossettos, Scott, Dale, Layton, Jerius in attendance.

### 1. Updates (by Chair Jerius unless otherwise noted):

- a. Town Counsel finished reviewing the HOA covenant for Rocky Ledge Subdivision. Anticipate discussing at the August 8<sup>th</sup> PB meeting.
- b. The Public Hearing for the Waterfield Lot will start on August 8<sup>th</sup>. Brian Szekely has been hired as a consultant to review that application.
- c. The PB needs to draft the decision for the 10-16 Mt. Vernon Street application. It was a 3-2 decision, so it requires more detail in the report. Chair requested help from the Board members.

Mr. Rossettos: Noted that the Board needs to have a united presentation regarding MBTA 3A zoning. Suggested he work with Ms. Layton to review the draft maps showing the parcels proposed to be part of the 3A zoning overlay district for the PB to review and discuss.

### 2. Approval of Minutes for PB Meeting on Tuesday, July 11, 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 July 11, 2023, as amended. Ms. Dale second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

### 3. ZBA Petition #4001, 3 Crescent Road:

Chair Jerius: The petitioners are seeking a Special Permit under Section 3.5.5 of the Winchester Zoning By-Law in accordance with Chapter 40A, Section 9 of the Massachusetts General Laws so as to be permitted to construct an addition that will be located closer to side property line than permitted as of right. The property is in the RDB (Single Residence) zoning district and contains 6,122 +/- square feet.

Mr. Manter: No comments from Engineering on this petition.

PB Discussion:

- The addition is no closer to the non-conforming side property line than the existing nonconformity. Referenced Section 3.5.5; this modification is not substantially more detrimental than the existing nonconforming structure.

Ms. Dale moved to recommend favorable action to ZBA Petition #4001 for 3 Crescent Road. Ms. Layton second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

#### 4. ZBA Petition #4002, 75 Bacon Street:

Chair Jerius: The petitioners are seeking a Special Permit under Section 5.1.10(1) of the Winchester Zoning By-Law in accordance with Chapter 40A, Section 9 of the Massachusetts General Laws so as to be permitted to have the width of the driveway entrances greater than 10 feet. The property is in the RDB (Single Residence) zoning district and contains 18,210 +/- square feet.

Mr. Manter: This project received a building permit in 2022. The drawings submitted at that time showed the driveway as 14.5 feet and the apron as 18.5 feet. Engineering does not have any concerns with the actual width or the proposal to shift it.

PB Discussion:

- Does the maximum width include both driveways? The one on Bacon Street and the one on Cottage Avenue?
- Clarified that the maximum of each can be 10 feet for a total of 20 feet.
- Question asked when was the driveway on Cottage added; possibly for construction.
- Mr. Grady: Architect for the project; noted that he was unclear as to when the driveway was added.
- Mr. Manter: confirmed that he has the existing conditions plot plan (from the 2022 Building Permit application).
- Suggestion to maintain the width as shown on the existing conditions drawings (from preconstruction permit in 2022) for the driveway and apron.

Ms. Scott moved to recommend favorable action to ZBA Petition #4002 for 75 Bacon Street, but using the preconstruction permit drawings from 2022, maintain the width of the driveway and apron as shown for Bacon Street and Cottage Avenue, but shifted as proposed. Ms. Layton second the Motion.

PB Discussion:

- Why are both driveways not being brought into compliance with the regulations?
- This proposal is not having a more detrimental impact on the neighborhood.
- The apron is larger and creates a larger impervious surface on Town land.

Ms. Dale moved to amend the Motion to add that the apron width be the same as the driveway width, using the drawings from the 2022 permit. Ms. Scott second the Amendment. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Amendment to the Motion passes 5-0-0.

Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Original Motion with Amendment passes 5-0-0.

#### 5. 27 Church Street:

Chair Jerius: This project is located in the CBD. This is a preapplication review that has several waiver requests prior to the proponent submitting the application.

Mr. Mulhern: The architect for the project; propose to build a small one-story addition at the back left corner of the existing building. The client is BeSpoke, a business who has outgrown their existing space in Winchester. They have purchased the building. The addition is about 400 square feet.

Chair Jerius: Referenced a letter from Chris Mulhern dated July 10, 2023, outlining the list of requested waivers.

- Ms. Dale moved to grant a Partial Waiver for 7.3.16.3 (Existing Condition Plan). Ms. Scott second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.
- Ms. Scott moved to grant a Partial Waiver for 7.3.16.4 (Site Development Plan). Ms. Dale second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

- Ms. Scott moved to grant a Waiver for 7.3.16.5 (Building Development Program) and 6 (Phasing Plan). Ms. Dale second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.
- Ms. Scott moved to deny a Partial Waiver for 7.3.16.7 (Visual Plans). Ms. Dale second the Motion. Vote: Dale, Layton, Rossettos, Scott, in favor. Jerius abstain. Motion passes 4-0-1.
- Ms. Dale moved to grant a Waiver for 7.3.16.8 (Traffic and Parking), 9 (Open Space Plan), 10 (Historic Preservation Plan), and 11 (Utilities Plan). Ms. Scott second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.
- For Waiver 7.3.16.12 (Stormwater Management), Mr. Manter did not anticipate a requirement for a stormwater management system but will need to review the plans to confirm. Chair Jerius put this waiver on hold.
- Ms. Scott moved to grant a Waiver for 7.3.16.14 (Housing Plan). Ms. Dale second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.
- (NOTE: No waivers were requested for 7.3.16.2 (Project Narrative) and 7.3.16.13 (Landscape Plan))

Chair Jerius: Clarified that this is not the application. This vote impacts the submission of documents required for the application.

## 6. Town Planner Selection Discussion:

Chair Jerius: Two candidates were interviewed this week (Jenny DeGranda and Taylor Herman). He received input from the other boards and committees; contacted the candidates references. Does the Board wish to offer a position to either candidate or seek more candidates?

Mr. Rossettos: Senses a need for a Town Planner soon; need someone with “hard” skills, with Town Planning experience; neither of the candidates have that experience; neither would have helped in tonight’s discussion; recommend continuing the search.

Ms. Layton: Candidates were very different; Jenny would have a hard time bringing people together; Taylor had a great attitude and would be more able to accomplish the role.

Ms. Dale: Jenny would struggle with the Massachusetts General Laws and was not as articulate; Taylor has a great foundation to take the job; he has the aptitude, enthusiasm, energy, attitude; he will need to gain experience in Town Planning.

Ms. Scott: Taylor was the stronger candidate with a very brief experience related to town planning. He would be a better candidate for an assistant Town Planner position. Could he be considered for the temporary Town Planner role?

Chair Jerius: Taylor’s biggest asset is his dedication to public and community, but he does not have any urban planning experience.

Ms. Dale moved to offer the Town Planner position to Taylor Harmon. No one second the Motion.

PB Discussion:

- Are there any other candidates?
- Mr. LeMenager: (member of the screening committee) the third candidate did not respond to our inquiries. He is in the process of moving to Medford from Hawaii. Not clear as to why he never responded.
- Can the position be reposted and keep it posted until filled?
- Can we offer the position on a probationary basis?
- Concern that the Town Planner will be required to answer questions on planning issues, like at Town Meeting.
- Suggestion to continue discussing next week.

**7. Waterfield Lot Schedule/consultants:**

Chair Jerius: Will need to have peer review by consultants. Proposed:

- Toole Design for traffic review.
- Weston and Sampson for stormwater review.
- Philip Chen with Anne Beha Associates for design review.

The Public Hearing will begin August 8<sup>th</sup> and the developer has a goal to be completed by October. Town Counsel will participate in the public hearings.

**8. Holton/Swanton/Cross Streets MAPC IL Report:**

Chair Jerius: Noted that Ms. Scott and Ms. Dale volunteered to review the MAPC draft report (June 2023) for content to finalize (not on policy), prior to Board discussion.

**9. Form + Place North Main Street Project - Next Steps:**

Chair Jerius: Referred to the email dated July 20, 2023, from Form + Place (Michael Wang, John Rufo) that included a Potential Road Map/Schedule. There is a lot of overlap between this project and the MBTA 3A zoning. The goal is to bring both to Spring Town Meeting.

PB Discussion:

- Need a Town Planner to make this happen
- Timeline looks aggressive.
- Concern about losing momentum.
- Much of this work is not just by the PB; also, consultants.
- There is a working group in the proposed plan.
- Suggestion to focus on the 3A and North Main Street projects and hold on the Light Industrial project.

**10. Public Outreach:**

Chair Jerius: Reference made to Ms. Innes correspondence of July 6, 2023, titled Draft Engagement Strategy – Framework. Outreach is a critical component of the process for the 3A and North Main Street projects.

Ms. Innes: There are two types of approaches as outlined. Framework 1 is on-going communication, focusing on specific groups, like new Town Meeting members. Framework 2 targets specific projects.

Discussion:

- Need to have clear message.
- Coordination is key.
- Consultants can help with many aspects.
- Will need to develop zoning and design guidelines for the projects (3A and North Main Street); both Ms. Innes and Mr. Wang have worked together and individually on both.
- Key to understand limitations.
- Ms. Innes noted that her framework would need to be translated into a scope of work.

**11. Adjourn:**

Ms. Dale moved to adjourn the PB meeting of July 25, 2023. Ms. Scott second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0. The meeting adjourned at 9:37 pm.

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Sally Dale, Clerk

Nancy Polcari, Recording Secretary