

WINTHROP PLANNING BOARD MEETING MINUTES
May 23, 2022

Meeting Called to Order at: 7:12

Roll call:

Board Members	Attendance
Robert Carroll, AIA, Chair	Y
Christopher Boyce	Y
Gina DiMento, Esq.	N
Sarah Jane Fourness	Y
Kimberly Hirsh	N
Alyssa Jackson Gamble	Y
Steve Koutalakis	N
Honor Merceret	N
Julia Wallerice	Y
<i>Rachel Kelly, Town Planner</i>	Y

New Business:

Discussion: 5 Fremont Street

R. Carroll – introduces the project documents and asked that the Board use this discussion for fact-finding, in preparation for a formal public hearing. Asked the Board to focus project documents, permit drawings dated January 2021, Administrative Site Review, dated April 15, 2021 and the letter from the client’s attorney, dated May 17, 2022. A discussion on the permitting process or status of the building, is not necessary at this time, but will be likely take place as a follow up to the formal public hearing on the matter.

The Board will be reviewing this document and how it relates to the current online version of the Town of Winthrop Ordinances, linked to from the Town of Winthrop website. The Board is aware that changes, codified by Town Council vote on April 22, 2021 are not reflected in the online code or easily accessible elsewhere.

Findings:

The 5 Fremont Street project....

- is located in the center business (CB) district and has a total proposed area of 24,605 sf. The project requires a Major site plan and design review, by the Planning Board per section 17.50.020. (over 10k gsf)
- has a combined lot area of 11,032 sf ((Lot 67) 5,829 sf + (Lot 2) 5,203 sf), which meets the minimum lot area requirement of 5,000 sf per Table 17.16. (Board to confirm this is now a single parcel with applicant.)
- has frontage of 125’-6” feet, this exceeds the minimum frontage requirement of 30’-0”, per Table 17.16.
- has the following setbacks:
 - Front setback of zero feet (0’-0”), meets the minimum front setback requirement of 0, per Table 17.16. *(Board to confirm element over property line with applicant.)*
 - Side setback of 1’-0” to 1’-7” to the south, which does not meet the minimum side setback requirement of 10’-0” for a commercial lot abutting a residential district, per footnote 10/Table 17.16.

- Side setback of zero feet (0'-0") to the north, which meets the minimum side setback requirement of 10 for a commercial or mixed-use development, per footnote 10/Table 17.16.
- Rear setback of 7'-1 ½" to 5'-0", which does not meet the minimum rear setback requirements of 15'-0" (could be lowered to 10 by WPB), per footnote 12/Table 17.16. Board to review rationale for 2 fronts/2 sides with applicant.
- has a building height of 4 stories/ approx. 47 feet, this exceeds the maximum allowable height of 2.5 stories and 35 ft for a lot adjacent to a residential district, per footnote 14, table 17.16. Board confirmed height is measured from mean grade to roof level per 17.04.050.
- is a mixed-us development totaling 24,605sf, 20,575 sf of apartment houses (midrise) and 4,030 sf of retail stores and services.
 - Commercial space required to be a minimum of 30% of total floor area or (7,382 sf), per 17.48.070 – Mixed-use development.
 - Dwelling units at ground floor not permitted, per 17.12.040 – Mixed use. Can review alternate with new code language with applicant.
- has a total of twenty (20) dwelling units proposed.
 - contains six (6) 2-bedroom units, ranging from 879 sf to 858 sf. These units do not meet the minimum floor area of 900 sf required, per 17.48.060/G.
 - contains eight (8) 1-bedroom units, ranging from 671 to 560 sf. These units do not meet the minimum floor area of 700 sf required, per 17.48.060/G.
 - contains eight (4) studio units, all 377 sf. There is currently no dimensional regulations associated with studio apartment size. (Micro units 350 for reference.)
- has lot coverage of 75% (based on first floor area of 8,303sf), which meets the maximum lot coverage requirements of 90% (9,929 sf), per table 17.16. Will request confirmation from applicant.
- has seven (7) parking spaces proposed on the property and fifteen (15) adjacent parking on deeded easement Will need information on this from applicant, including address and terms. This does not meet the minimum parking requirements for the project, see chart below:

17.50.210 Option A

	quantity	rate	Off-street parking (required)	Off-street parking (provided)	Ordinance Reference
Studio & 1 bedroom	12	.75	9		17.50.210
2-bedroom	6	1.25	7.5		17.50.210
commercial/retail	4,030 sf	1/250 sf	16.12		17.20.060
Total			32.62		
Total (w/shared)			30	22*	17.20.210/B

Shared Parking Analysis A 17.20.210/B					
	Weekday	Weekday	Weekday	Weekend	Weekend
	Night	Day	Evening	Day	Evening
Residential	16.50	9.95	14.85	13.2	14.85
Commercial/Retail	.08	12.90	14.51	16.12	11.28

Total	16.58	22.85	29.36	29.32	26.13
Total rounded	17	23	30	30	27

17.50.210 Option B

	quantity	rate	Off-street parking (required)	Off-street parking (provided)	Ordinance Reference
Studio & 1 bedroom	12	.75	9		17.50.210
2-bedroom	6	1.25	7.5		17.50.210
Business office	4,030 sf	1/350 sf	11.51		17.20.060
Total			28.01		
Total (w/shared)			29	22*	17.20.210/B

Shared Parking Analysis B 17.50.210/B					
	Weekday Night	Weekday Day	Weekday Evening	Weekend Day	Weekend Evening
Residential	16.50	9.95	14.85	13.2	14.85
Business Office	0.06	11.51	1.15	1.15	0.06
Total	16.56	21.46	16	14.35	14.91
Total rounded	17	22	16	15	15

Other Notes:

- Maximum Density calculation is not required for projects in the center business (CB) district.

Missing Elements: Parking Analysis, Shared..., Lease Agreement/Easement, terms, location, and plan

Next Steps:

- Schedule for Formal Public Hearing: special meeting? Date proposed must be within 45 days of May 17, so prior to July 1.
- Upcoming reg. scheduled planning board mtg canceled, due to vacations. **(Tentative - June 13, 14, 15, 16, 17)**

Public Comment - none

TC Referral: Climate Zoning Language Changes:

- R. Kelly –
- Motion to recommend adoption of this climate zone language to Town Council. Motion passed. BC to send to TC.

Old Business:

- TC Referral - Signage Ordinance, continued.
- Discussion on Public Street Art, continued.

Public Comment:

- Name / Precinct -

Adjournment:

Motion to adjourn made by Kimberly, Motion seconded by Alyssa. All in favor.

Meeting adjourned at 8:31