



Town of Winthrop Planning Board

REVISED MINUTES

September 18, 2024

7:00 PM

Harvey Meeting Room

Roll Call:

Chris Boyce-Chair	Present
Honor Merceret	Absent
Jason Pollutro	Present
Sarah Jane Fourness	Present
Alyssa Gamble	Present

The meeting was called to order at 7:00pm by Chris Boyce, Chair, followed by roll call.

1. New Business:

- **67 Woodside Drive-** This was a pre-submission discussion presented by Attorney Delehanty regarding the building known as Letterie's Market. There was a power point presentation displayed. It showed an undescribed easement that allows access to repair the abutting buildings, including the building on Bartlett Road that abuts that uses it as their second egress. The Administrative Site Review Plan was completed in August 2024 and a copy of the report was submitted to the Members. The plan includes making six bedrooms. The police asked for CCTV and a secured package drop off area. The Fire Department requires it to be fully sprinkled and monitored, and the elevator to be gurney approved. DPW stated that because the sidewalk is less than five years old, patching and repairs would be done at the builder's expense. The Applicant is looking for feedback only currently and no votes.

Public Comment:

- Is it common for a non- owner of a building to come before a board to get advice? How does the Applicant have standing?
 - PB- It is common to give feedback to understand if the project would meet some of the requirements, especially in the Center Business District (CBD).

Questions from Board Members/ Responses from Applicant:

- Will any solar studies be done regarding sun/ shade casting?
 - It is defined retail based in New England vernacular accommodations.
- Explain the easements and the mitigation of them.
 - The easements are access only and they are 3' on the sides and 10' on the back. The other buildings do not have easement rights. It is meant for repair purposes.
- The plan is a "funky shaped site" with some things to consider: 1)- Will the units be furnishable and usable? 2)- The parking plan needs to be more descriptive of how it would be manageable. 3)- What would trash management look like (a trash room? Weekly pick up?) 4)- Be mindful of the sidewalk width, landscaping, and resale factors. 5)- How is drainage being considered?
- Plans should include something regarding the buildings that use those easements for second egresses.

- The applicant should meet with the neighbors and get comments and feedback from them regarding the proposal.
- Confirm electrical infrastructure
- Attorney Delehanty is going to ZBA

2. **Old Business:**

- **63- 69 Putnam Street-** Revised plans were presented by Attorney Edmondson- Korom. The new plans include a reduction in units from sixteen to fourteen and a reduced parking spot count. The building design has flipped to allow better pedestrian access. The stairway was reconfigured to exit within the property and not onto the public way. The third-floor balconies are smaller, and the fourth floor is fluted. The top remains the mechanics of the building.

Public Comment:

- No public testimony.

Discussion Among Board Members:

- The setbacks should be considered along with the sun/ shade study.
- The parking ratio (demand: unit count) should be considered.
- Each unit is listed as 1000 square feet for a single bedroom unit while most sing bedroom units are listed as 875 square feet. The Board wants to ensure that they are not being listed and marketed as single families with the intention of using the offices within as additional bedrooms in an effort to skew parking. The design may be better as an open concept so as not to confuse the situation.
- Plan to move forward: get a new Denial Letter from the Building Inspector and go to Board of Appeals.
- The following requests were made by the Planning Board to the applicant:
 - Revised solar study
 - Fully updated drawings (not redlines)
 - Number of stories
 - Detail at adjacent property (wall, roof vent, etc)
- Motion to continue

3. **Meeting Minutes:**

- January 2024- approved.
- February 2024- approved.
- March 2024- request revised copy for review and approval.
- April 2024- approved.
- Members will read the remaining minutes and send comments for next meeting.

4. **General Business:**

- The next meeting with RKG for the final analysis for the Town Council to prepare recommendations will be tentatively scheduled for 10/3/24 at 6:00 at the Senior Center.

A motion was made to adjourn the meeting at 8:32. The motion was seconded and all members voted in favor.

https://us02web.zoom.us/rec/share/e533JDZ0Ed9jCZHjkmMvZSEeYIWioOZSo_8pwqEeSSPuDtIGpY-KQ1diCJUq6c.jUAbTfjP3IKoN1IQ?startTime=1726698520000