

JUNE 15, 2026- PLANNING BOARD MEETING MINUTES

Time: 7:00 p.m.
Location: Winthrop Town Hall-Harvey Room & Virtual via Zoom
Members Present: Chris Boyce (Chair), Alyssa Gamble, Honor Merceret,
Sarah Jane Fourness and Jason Pollutro
Members Absent: N/A

PETITION: 2026-PB2 210 WINTHROP STREET

Petition by Capricorn 24 Series LLC and represented by Attorney Delahanty-seeks to construct a mixed-use building in the Center Building District (CBD) consisting of nineteen residential units and one commercial unit. Rick Salvo from Engineering Alliance presented.

This project includes nineteen residential units (fourteen one-bedroom and five two-bedroom units) and a commercial space, with seventeen on-site parking spaces provided at ground level. The units range from 548 to 974 square feet, with a median size of 675 square feet. The building is designed to be ADA compliant, with elevator access to all floors, and the overall height is proposed at 32 feet at the rear and forty-two feet at the roof peak. The project meets the zoning requirements for the Center Business District, including parking ratios and dimensional standards.

The Applicant addressed several technical aspects, including site drainage, which will be managed by a subsurface Caltech system under the garage to handle roof runoff, resulting in a net reduction in stormwater discharge compared to the current fully paved site. The drainage system is designed to comply with state plumbing codes, and runoff from outside the building will be directed to landscaped or pervious areas. The team also discussed trash management, confirming that two dumpsters will be located inside the garage, with provisions for recycling. Mechanical equipment will be located on the roof, with screening to be provided as requested by the board.

Chris Boyce requested an updated Memorandum (Traffic Study) from Vanasses & Associates, Inc. to show one building and the side lot. The current memorandum on file is dated 11/12/2024 for an earlier design. The Chair also requested a structural engineer to evaluate the retaining wall. Additional Board comments included requested further study on parking access to reduce curb cut width and expand commercial frontage; provide building sections indicating building height as defined by the zoning ordinance with roof deck height, roof mechanical equipment and screening, and other relevant sectional characteristics; indicate exterior materials on the building elevations and verify that the fenestration percentage shown conforms to building code; provide memo of meeting with Historic Commission referenced during this WPB meeting; verify consistency of plans with stated accessibility provided and with energy code requirements (example: potential Passive House applicability); Review plans for opportunities to increase access to natural light in every unit (related to entire units facing adjacent building);

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miscellaneous comments on elevational characteristics including study on what might compliment the adjacent stone building and create a more appropriate active commercial street edge.

PUBLIC COMMENT:

Opponent – Ellen Connors-142 Winthrop Street-Stated the lot size was too small. Frontage was too small; the building would create additional traffic in an area that already struggles with accidents and safety. Requested a traffic study and added that the area needs wider sidewalks and more greenery.

Proponent Cassandra Withaus-24 Fremont Street-in favor of the project, Appreciated the new fence creating privacy for the residents. She was happy with the building design/drainage and that the building was not taller than other buildings.

Kyle Hogason 46 Jefferson Street questioned the trash pickup services.

Chris King-26 Freemont questioned the water run-off near rear retaining wall. Applicant will provide retaining wall report, as well as finished grade elevation (proposed grade is lower than existing).

Capricorn 24 Series LLC agreed to meet with neighbors regarding the retaining wall. Attorney Delahanty stated there will be 2 (2) yard plastic dumpsters on site and recycling as well.

MOTION: A motion was made to continue the 120 Winthrop application to the next meeting. All voted in favor.

OTHER BUSINESS:

Meeting Minutes Reviewed and Approved: Motion to approve was made by H. Merceret and seconded by A. Gamble

- March 16, 2026
- April 13, 2026

MOTION: A motion to adjourn was made by Chris Boyce and seconded Honor Merceret. All Board Members voted in favor (5/0).

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