

## **AUGUST 24, 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 Attorney Terence Delehanty- The Applicant proposes a mixed use building in the Center Business District consisting of 19 residential units and 1 commercial unit.

The Applicant presented 210 Winthrop Street as a mixed-use development project, which proposes 19 residential units and 1 commercial space in the Center Business District.

David Bonsky, the architect, presented updates addressing previous board concerns including roof screening, mechanical areas, lighting fixtures, and building height compliance.

Key issues discussed included the need for better coordination between civil and architectural drawings to accurately show elevation grades, concerns about EFIS panel usage and material selection to better match historical context, and questions about parking requirements and tree planting plans.

The Board requested updated drawings showing proper elevation details and cross-sections, along with clarification on curb cut dimensions and accessibility clearance requirements.

Public comment focused on parking calculations, tree planting plans, and the impact on pedestrian experience along the narrow sidewalk.

The Board and Applicant agreed on the following next steps: 1)- The Applicant will confirm with the civil engineer (Rick Salvo) regarding the average grade and elevation calculations for the 210 Winthrop Street project, and provide a precise memorandum to the Planning Board. 2)- The Applicant will update the architectural drawings to show better coordination with the civil drawings, particularly for elevations and door alignments, and provide a clean set of drawings for the next meeting. 3)- The Applicant will provide at least two building sections to clarify the roof and interior configurations. 4)- The Applicant will confirm the curb cut dimensions on the civil plan. 5)- The Applicant will reach out to Mr. Farino (Historic Society) to obtain confirmation or documentation regarding the roof design for the 210 Winthrop Street project. 6)- The Applicant will investigate and possibly adjust the location of the transformer on the street side to give more space to the retail facade. 7)- The Applicant will consider changing the material for the roof screening from PVC to a more contextually appropriate material (e.g., wood or metal louver). 8)-

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The Applicant will investigate the possibility of adding a front entrance to the retail space, in addition to the side entrance, to improve pedestrian experience. 9)- The Applicant will determine if the town removes the two existing trees in front, plant two new trees on the property.

**MOTION:** A motion was made by XXX and seconded by XXX to continue this project to the September meeting. WHO voted in favor.

### **PETITION: TREE VARIANCE DISCUSSION**

A motion from the Tree Committee wanting to add Section G to the current 17.44.060-Materials for Review-Required) for multifamily, commercial and industrial projects only) Ordinance. Because the proposed amendment would modify Chapter 17.000 of the Town's Zoning Ordinance, the matter must be referred to Planning Board for a public hearing and recommendation to the Town Council prior to any action being taken by the Council. The Tree Committee has proposed adding Section G, as follows:

*Section G. Developer Tree Plan: A Developer Tree Plan that has been approved by the Tree Warden and that is consistent with Section 13 of "Title 12-Streets, Sidewalks, and Public Places, Chapter 12.48-Trees."*

The Board will schedule a special meeting (potentially via Zoom) within a week to review the Tree Ordinance amendment proposal, in coordination with Attorney Cipolletta; send the Tree Ordinance amendment documents (two Word files) to Cheryl McCormick, Assistant Town Manager, for distribution to the Planning Board.

### **OTHER BUSINESS:**

**Meeting Minutes Reviewed and Approved: July 20, 2026**

**MOTION:** A motion to approve the minutes was made by XXX and seconded BY XXX?! All Board Members voted in favor.

**MOTION:** A motion to adjourn was made by XXX and seconded BY XXX?! All Board Members voted in favor.

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