



# Town of Brookline Massachusetts

Town Hall, Third Floor  
333 Washington Street  
Brookline, MA 02445  
(617) 730-2130  
www.brooklinema.gov

## PLANNING BOARD

Steve Heikin, Chair  
James Carr  
Linda K. Hamlin  
Blair Hines  
Matthew Oudens  
Mark J. Zarrillo

## BROOKLINE PLANNING BOARD MINUTES By Zoom Event February 5, 2021 – 8:30 a.m.

**Board Present:** Steve Heikin, Linda Hamlin, James Carr, Matthew Oudens (left at 9:45), Mark Zarrillo (left at 9:20), and Blair Hines

**Staff Present:** Victor Panak

Steve Heikin opened the meeting.

### 1) **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

There were no public comments on matters not on the agenda.

### 2) **FINAL DESIGN REVIEW**

**37 Harvard Street** – *Final Design Review* - Conversion of a commercial building into 3 residential units and one commercial unit requiring design review and zoning relief for setbacks and parking (11/23) Pct. 4

Victor Panak briefly summarized the project and indicated that it required final design review.

Bond Worthington (project architect) reviewed the project, focusing on the changes that were made in response to the Planning Board comments (expanding the window wells and general improvements to livability).

Mr. Heikin asked what the Zoning Board of Appeals comments were. Mr. Worthington stated that the ZBA had concerns about exterior lighting, tree preservation, and treatment of the exterior front façade. Mr. Worthington also review the tweaks that were made to add square footage to the basement unit.

Blair Hines asked if it wouldn't be better from an expense perspective to simply join the two window wells into one larger well. Mr. Worthington responded that it was considered but the benefits to the basement unit was limited given that space is also needed in the alleyway for trash and recycling.

James Carr stated he felt that the planters are superfluous and that the outdoor space should just be expanded and allow the resident to include portable planters if they want. Mr. Worthington responded that he thinks that makes sense. Matt Bless (property owner) said he would ensure the planters are professionally maintained.

The Board continued to discuss the viability and usability of the proposed planters.

The Board discussed drainage issues with the window wells. It was suggested that further excavation be done to install proper drainage infrastructure.

There were no public comments.

**Mr. Heikin made a motion to approve the final design of the project. Mr. Hines seconded the motion. The Board voted unanimously (6-0) to approve the motion.**

### 3) OTHER BUSINESS

#### **Presentation from Planning Director on Planning Department Workplan**

Alison Steinfeld made a presentation to the Board on the Planning Department's workplan. The presentation included an overview of the Planning Department's divisions, their hierarchy of responsibilities, the Boards that are supported by the Planning Department, and ongoing/upcoming discretionary and non-discretionary projects. Ms. Steinfeld spent some time providing particular detail on the Multi-family Housing Study.

Mr. Heikin asked about any appetite to increase Planning Department funding to add additional positions. Ms. Steinfeld said that the Town is facing serious budget constraints and that the Planning Department is not top priority.

The Board discussed issues related to the Town's Zoning By-law requirements that should be examined in the Multi-family Housing Study.

The Board continued to discuss broad issues relating to high-level planning in Brookline and the interaction between the Board and the Planning Department and other Boards.

### 4) APPROVAL OF MINUTES

**Mr. Heikin made a motion to approve the minutes for 1-16-2020, 2-20-2020, 10-8-2020, 10-15-2020, 11-5-2020, 12-10-2020, 1-21-2021, and 1-28-2021. Mr. Hines seconded the motion. The motion was approved unanimously (6-0).**

The meeting was adjourned.