



# TOWN OF WAKEFIELD

## PLANNING BOARD

MEETING MINUTES  
January 9, 2024 | 7:00 p.m.

### ITEM 1 | Call to Order

Attendance: Chair Theo Noell, Jim Hogan, Matt Lowry, Bill Spaulding, Kevin York  
Community & Economic Director: Erin Kokinda  
Clerk: Susan Auld

### ITEM 2 | Approval of Minutes – December 12, 2023

Motion to accept minutes dated December 12, 2023 by Jim Hogan, Second by Bill Spaulding  
Motion passed 4-0-1 by roll call vote  
Kevin York abstained

### ITEM 3 | Wakefield Bylaw Review Committee – update

Kevin York explained to the PB members first draft of the recodified Wakefield Zoning Bylaw prepared by Attorney Bobrowski. The Bylaw Review Committee will review this as a group at the next meeting on January 29. Following that, BRC is looking to get feedback from the Planning Board and ZBA.

### ITEM 4 | MBTA 3A Community Overlay – 7:05pm-8:32pm

Jim Hogan gave an overview and went over the mixed use overlay map. Matt Lowry spoke as a member of the working group. The State is mandating more rights to homeowners by right and sees this as an opportunity for downtown revitalization. Bill Spaulding, Kevin York and Theo Noell spoke in support of this overlay map.

Jim Hogan presented the Bylaw being Proposed for Town Meeting Article as well as Erin Kokinda explained what she went over with Town Engineer Bill Renault. He raised a few concerns he had on the Bylaw- specifically about parking. The PB discussed parking buffers between property lines and buildings as well as safety entering and exiting lot. Plantings, lighting, height and stormwater management were also gone over briefly.

Jim Hogan - Motion for Planning Board to refer the MBTA Communities Multi-Family Overlay District map and bylaw as edited per discussion at this meeting to Town Council for the purposes of inclusion in the warrant for Spring Town Meeting

Second by Matt Lowry

Motion passed 5-0 by roll call vote

Discussion of timeline regarding Public Hearings and submitting for Spring Town Meeting.

### ITEM 5 | Subdivision Rules and Regulations

Theo Noell - Will come back to this on January 23, 2024

### ITEM 6 | Master Plan Update

Erin Kokinda – will be moving forward and provide updates as they come.



**ITEM 7 | FY2025 Planning Board Budget**

Erin Kokinda – presented the current budget as well as FY2025

Bill Spaulding – Motion to accept the Planning Board FY2025 budget as reviewed

Second by Matt Lowry

Motion passed 5-0 by roll call vote

**ITEM 8 | Future Agenda Items**

None at this time

**ITEM 9 | Items Not Anticipated by Chair**

Jim Hogan – question regarding Sr Planner – Erin replied the process is moving forward.

Theo Noell - Open space rec plan meeting on January 18

Bill Spaulding - up for re-election this year

**ITEM 10 | Adjournment 8:43pm**

Motion to adjourn by Jim Hogan

Second by Bill Spaulding

Motion passed 5-0 by roll call vote

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**Notes |**

- **New town planning position: Senior Planner**, please find the link here:  
[https://www.wakefield.ma.us/sites/g/files/vyhlif3986/f/uploads/2023-10-24-job-posting-nu-s-13-senior-planner\\_2.pdf](https://www.wakefield.ma.us/sites/g/files/vyhlif3986/f/uploads/2023-10-24-job-posting-nu-s-13-senior-planner_2.pdf)
- **MBTA Communities - Planning board resources and public forum**  
<https://www.wakefield.ma.us/mbta-community-zoning-project>
- **Revised Subdivision Control Rules and Regulations** - the Planning Board is continuing to revise these with input from the Board and Building Department.
- [2033 Master Plan Project](#) - check out our Master Plan Project currently in development.
- [Wakefield Zoning Bylaw Review Committee](#) - work is underway.
- **Next scheduled meeting January 23, 2024 7pm.**