



TOWN OF WAKEFIELD

PLANNING BOARD

MEETING MINUTES
November 28, 2023 | 7:00 p.m.

ITEM 1 | Call to Order 7:05pm

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

ITEM 2 | Approval of Minutes – November 14, 2023

Motion to accept minutes dated November 14, 2023 by Bill Spaulding, Second by Matt Lowry
Motion passed 4-0 by roll call vote

ITEM 3 | Wakefield Bylaw Review Committee – update

Kevin York – meeting was November 20, 2023 – went through a few bylaws and the only one pertaining specifically to the Planning Board was to publicly post rules and regs. Standard with many towns. PB procedural rules on towns websites. PB governed by its rules and regs and not bylaw. Bill Spaulding feels it shouldn't be left to 5 members of the Board but should go through bylaw review committee. Jim Hogan - was there a timeline/feedback defined during the meeting? Next meeting will be December 4, 2023. Parking and cannabis were brought up as potential controversial items and the group would potentially pull those out to go forward.

ITEM 4 | MBTA Communities/3A multi-family overlay -general overview of processes and responses to date, any additional preparation or approach for the next public Q&A. (This is not a public comment period - next Q&A is December 12).

Working group met again and will go through another round of review. Hopefully finalized in the January timeline with more feedback from public discussions. Bill Spaulding would like all subcommittee/working group meetings kept on website videos. Should frequently asked questions be put on the website as well? Statistics will also be put on the website regarding housing in Wakefield. Traffic Adv Comm will be meeting Friday and will be recorded

ITEM 5 | Subdivision Rules and Regulations

Monday December 4th Bill Spaulding and Theo Noell will be meeting with Town Engineer Bill Renault.

ITEM 6 | Future Agenda Items

Bill Spaulding spoke regarding specialized energy code passing at Town Meeting. Will projects be coming in front of the PB and is there something the PB should review for the future?
Matt Lowry - Clyde Court – changes to original approval will be coming in front of the Board



ITEM 7 | Items Not Anticipated by Chair

Bill Spaulding – next TC meeting Dec 11 the Bike/Ped Plan will be on the agenda

Erin Kokinda – will have more info at the next meeting regarding the Master Plan.

Jim Hogan – is there a targeted end date for the Master Plan. Erin – hopefully Spring.

ITEM 8 | Adjournment 7:38pm

Motion to adjourn by Bill Spaulding

Second by Kevin York

Motion passed 4-0 by roll call vote

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
- **MBTA Communities - Planning board resources and public forum**
<https://www.wakefield.ma.us/mbta-community-zoning-project>
- **MBTA Public Discussion continued December 12, 7:05pm**
- **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 December 12, 2023 7pm.**