



# Planning Board Meeting

Wednesday, March 11, 2026 at 7:00 PM  
City Council Chamber Second floor, 149 Main Street,  
Watertown, MA, 02472

## Agenda

Pursuant to Chapter 2 of the Acts of 2025, the meeting and public hearing will be conducted with remote opportunities for participation. Remote participation and access methods include:

### ACCESS INFORMATION:

- A. This meeting will be held on **March 11, 2026 at 7:00PM**. Location: City Council Chamber Second floor, 149 Main Street, Watertown, MA, 02472
- B. This is an in-person meeting - any remote access is provided solely as a courtesy and may not be relied upon as alternative access. Therefore, any interruption in remote access technology shall not interrupt the meeting, and the meeting will proceed accordingly in person. In the event of such interruption, in-person attendance is available and encouraged.
- C. The meeting will be televised through WCA-TV (Watertown Cable Access Television) on Comcast Channel 22 or RCN Channel 13 and can be streamed online at <http://vodwcatv.org/internetchannel/watch-now?site=3>
- D. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92709029148>
- E. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 927 0902 9148
- F. Public may comment through email: [pb@watertown-ma.gov](mailto:pb@watertown-ma.gov)
- G. Please Visit the Planning Board Website here: <https://www.watertown-ma.gov/226/Planning-Board>

---

## 1. ADMINISTRATIVE BUSINESS

- A. Approval of Meeting Minutes--February 11, 2026
- B. Arsenal on the Charles (AOTC)--MHC Determination for a modification to Building 311 Arsenal St and 100 Talcott Ave. [Link](#)
- C. Members of the Board to consider and discuss update for Planning Board Rules of Practice and Procedure. (See attached Draft)

## 2. CASES

- A. **108 California St**--(Continued from February 11, 2026) Request for a Site Plan Review to allow a protected use Accessory Dwelling Unit in the proposed structure. Located in the T (Two-Family) Zoning District. [Link](#)
- B. **649 Main St**--Request for a Site Plan Review to allow a detached protected use Accessory Dwelling Unit (ADU) in a new modular structure. Existing garage to be demolished. Located in the S-6 (Single-Family) Zoning District. [Link](#)



# Rules of Practice and Procedure-Draft

Staff are working on preparing a draft of updated Rules of Practice and Procedure. Please review the previous section below drafted in May 2024 and consider any revisions to be discussed at next week's meeting. The following summarizes the purpose of the Rules:

These Rules of Policy and Procedure (“Rules”) are adopted by the Planning Board of the City of Watertown (“The Board”) pursuant to M.G.L. c. 40A §12, M.G.L. c. 40B §§20-23, and the Watertown Zoning Ordinance (“WZO”) §§9-10.

The Rules clarify roles and responsibilities between City Staff and Board Members to ensure that applications, public hearings, and decisions are processed in a timely, orderly, and just manner. The Rules are intended to provide insight into land use decision-making processes involving the Planning Board for residents, members of Boards and Commissions, and City Staff.

## 1. Public Participation in Meetings

### 1. Permitting Cases

4.1 Board’s Role: The Planning Board’s role in public hearings on permitting cases is to listen to members of the public and consider their comments, along with all other evidence presented.

4.2 Order of Business: The following steps will be the usual order of business on a case; this order may be modified at the Chair’s discretion.

- 1) Reading of agenda item or legal notice, by a member or staff;
- 2) Petitioner presentation, including clarifying questions from Board members;
- 3) Staff report summary of findings and recommendations;
- 4) Public testimony and Petitioner's responses, if any;
- 5) Further questions and comments from Board members and Petitioner's responses, if any;
- 6) Closing of the public hearing at the initial or subsequent meeting, followed by deliberations/discussion by the Board; and
- 7) Motion and vote.

4.3 Petitioner Presentation: The Petitioner will be generally expected to limit its opening presentation to less than thirty (30) minutes. With rare exceptions, presentations at

subsequent meetings should be no more than ten (10) minutes and should focus on any changes made since the last presentation.

4.4 Public Testimony: The Board shall follow the following protocol to facilitate public participation in each case.

1. The Chair will call on members of the public who are present in the hearing room. Those present in the hearing room must come to the podium to testify. The Chair will ask staff to call on members of the public who are participating remotely. All those speaking on a case must state their name and address.
2. Public comments and Petitioner's responses, if any, shall be directed to the Planning Board. Any questions for the Petitioner or staff will be noted by the Board and, at the Chair's discretion, posed by the Board to the Petitioner/staff at an appropriate time. Similarly, the Petitioner may not engage directly with members of the public during the hearing. The role of the Planning Board during public testimony is to listen and not to engage in dialog with members of the public regarding the case.
3. The time limit for each speaker is three (3) minutes or at the discretion of the Chair. Everyone will be given an opportunity to speak before anyone will be given a second time to speak.
4. Speakers should try to avoid repeating points previously made by others; briefly stating agreement with what prior speakers have said would be appreciated.
5. While speakers may act as the personal or legal representative of others, they must identify the person(s) represented and will be subject to the same time limit as other speakers.
6. Staff will accept written comments from members of the public until the public hearing is closed. The Chair will acknowledge receipt of such written comments before closing the public hearing. While such comments will be part of the record, Board members may not have an opportunity to read comments submitted on the day of the hearing.

Members of the public are encouraged to provide written comments by 4 PM on the day before the hearing.

4.5 Deliberation: Once the Chair closes the public hearing, no further comments from the public will be taken. The Board will then enter the deliberation stage of the meeting (i.e., discuss and vote on the case). If the case is likely to take more than one meeting, the Chair may conclude public comments for the meeting without closing the public hearing on the case.

#### Consideration of Zoning Amendments and Plans

4.6 When the Board is required to provide recommendations to the City Council on a proposed zoning amendment under G.L. c. 40A, or to approve a comprehensive or other plan under G.L. 41, Section 81D, it shall conduct the public hearing using substantially the same rules as with permitting cases. In circumstances where a zoning amendment does not have a specified Petitioner, staff may undertake that role. Staff shall be deemed the Petitioner on any proposed plan.