MEETING MINUTES
Tuesday, April 14, 2026 | Woburn Planning Board Meeting | 7:00 P.M.

1. ROLL CALL OF MEMBERS

Chair Callahan called the meeting to order at 7:00 P.M. and asked everyone to silence their cellphones and noted the meeting is being recorded. Assistant Planner Matt Littleton called the roll.

Ms. Amanda Harvey, Ms. Claudia Bolgen, Mr. Dave Edmonds, Chair Jim Callahan, Mr. Bob Doherty and Ms. Talya Moked were in attendance. Mr. Rob Klein was absent. Planning Director John Cashell and Assistant Planner Mr. Littleton were also in attendance.

2. SUBDIVISION APPROVAL NOT REQUIRED (ANR's):

N/A.

3. PUBLIC HEARINGS:

N/A.

4. DEFINITIVE SUBDIVISION STATUS REVIEW:

A. UPDATE ON THE CLIFFSIDE TERRACE SUBDIVISION

Director Cashell stated that the blasting survey relative to this subdivision had recently begun. He was contacted by an abutter and went through the pre-blast survey with her. The pre-construction meeting with department heads is being organized and will hopefully occur in the next 2-3 weeks. Planning Board members are welcomed to attend. He added that the house previously slated for demolition had already been razed a few weeks ago, and that 1 house on the right side of property will remain and be rehabilitated.

5. PLANNING BOARD DIRECTOR UPDATE:

A. COMMENCE AN IN-DEPTH REVIEW OF THE NEW BOSTON STREET OPPORTUNITY ANALYSIS STUDY

Director Cashell suggested giving the Board the option of forming an ad hoc committee to review the study, rather than beginning a detailed review during the meeting. He expressed that this approach would likely be more effective, proposing that the Planning Board establish a committee that would meet monthly at the outset.

Economic Development Manager Casey Hagerty addressed the Board. She stated that previously, 3 scenarios were presented and the latest report dove deeper into the specifics of the scenarios, especially within pages 100 to the end of the report. In those pages, the report again outlined the 3 scenarios and provided 10 strategies for implementing different pieces of the scenarios. The report contained a deep dive into definition changes, use table and dimensional requirements and it was up the Board to discuss what components to move forward with to the City Council. She added that additional grants have been applied for to keep their consultants on board to aid in fine-tuning any zoning change recommendations.

Chair Callahan asked if any Board members had questions.

Mr. Edmonds asked if an ad-hoc committee would consist of any other members other than Planning Board members. Chair Callahan stated that previous ad-hoc committees consisted of Planning Board and City Council members and that those meetings were run with a chairperson, were less formal, and had no public interjection during the meetings. He expressed his support in the creation of an ad-hoc committee.

Director Cashell stated that a main finding from this report was that the industrial park consisted of mostly first-generation development, which consisted of a lot of pavement, massive roadways designed for heavy industry, it lacked modern design and control features, was not pedestrian friendly and that most buildings were comprised of the building footprint and large parking lots. He continued that based on this, the report contained many zoning changes related to the building footprint and lessening the amount the pavement to ensure that any future development is better situated to handle stormwater runoff.

Chair Callahan asked about a timeline for the ad-hoc committee to complete their review and Director Cashell responded that within 6 months would be sufficient.

Chair Callahan stated that roadway width reduction could happen fairly easily and would assist in better stormwater management. Chair Callahan asked if there was any vision on what the City would be looking for architecturally in the area. Director Cashell responded that the focus was to create a plan that allowed for a mixed-use of economic development opportunities.

Mr. Doherty asked if there was any land in the New Boston Street area that had not been built on yet. Director Cashell stated that many of the properties in the area were ripe for redevelopment. Mr. Doherty asked if there were a lot of empty properties. Director Cashell responded that vacancies were slowing increasing with many properties up for lease. Mr. Doherty asked whether the goal is to rezone the area to attract new businesses to currently vacant properties, or to implement zoning changes that would support both future businesses and existing ones that may be considering relocation. Economic Development Manager Hagerty stated that the focus was on redevelopment opportunities because businesses relocated or their lease cycles expired and potential spots for infill development, however, there are not many lots available for new development.

Mr. Doherty expressed his support of forming an ad-hoc committee but would like to check with the City Council to see if any councilors had interest in joining.

Director Cashell stated that there are currently 9 overlay districts in the city and described how they are a piecemeal approach to attempt to plan for the development of a site that did not accommodate the necessary zoning for development. He continued that given the scenarios presented in the study, essentially what would be adopted would be an overlay district that is 2 or 3 times larger than any of the existing overlay district and by doing so, it would prevent having to through the long processes of crafting smaller overlay districts and going through the associated permitting processes.

Director Cashell stated the Planning Board had the authority to develop a city's master plan by statute and that this project is a sub-master plan planning process, but, if members of the community at large and/or elected officials wanted to be included, they should be welcomed. He stated that the Planning Department could reach out the Council to see if they wanted to assign a councilor or play a formal role in forming an ad-hoc committee.

Related to the formation of an ad-hoc committee, Ms. Bolgen stated that her memory was that the Planning Board cannot form an ad-hoc committee with City Council members, however, the City

Council can form a subcommittee with Planning Board members. She suggested consulting City Solicitor Salvati for clarification on this issue.

B. UPDATE TO THE 2017 HOUSING PRODUCTION PLAN

Economic Development Manager Hagerty advised the Board that the final copy was recently received. The consultant was previously before the Board in 2025 and presented the most recent draft at that point. The Planning Board was comfortable with the plan but wanted the plan presented to the City Council. The plan was presented to the City Council on March 23, 2026. The Planning Department drafted an order for the City Council to put the plan on their agenda for April 21, 2026 and then it be will presented to the Planning Board at its May, 2026 meeting for final adoption. Once the plan is approved by both the Council and Planning Board, it will be sent to the Executive Office of Housing and Livable Communities for their final approval.

C. UPDATE ON THE DOWNTOWN OPPORTUNITY ANALYSIS STUDY AND THE MAIN STREET IMPROVEMENT

Director Cashell stated that the WRA would be the lead for the City for the downtown area. He added that the Downtown Opportunity Analysis Study was similar to the New Boston Street study that was conducted. A consultant team conducted a thorough review of the physical aspects of downtown Woburn and the purpose was to create a scenario that would attract higher economic development activity downtown.

Director Cashell continued that the Main Street Improvement Project is moving forward. The consultants are working with the City engineering team on the over the shoulder (OTS) design phase review with MassDOT which should conclude shortly and will be followed by the formal 25% design review. Director Cashell stated that Woburn is currently on the Transportation Improvement Plan for FY31. He stated that a major point of this plan is to improve the safety of both vehicular and pedestrian traffic in the downtown area. Economic Development Manager Hagerty stated the consultants would provide their final plan with their recommendations by the end of May and the WRA would be the lead committee.

6. APPROVAL OF MINUTES: MARCH 10, 2026

MOTION to approve the March 10, 2026 meeting minutes as submitted made by Ms. Bolgen; seconded by Mr. Edmonds.

All members in favor; MOTION carried 6-0.

7. OTHER BUSINESS MATTERS THAT MAY LEGALLY COME BEFORE THE BOARD NOT KNOWN AT THE TIME OF POSTING

Director Cashell and Economic Development Manager Hagerty provided an update on the 250th Celebration that is being planned for June 13, 2026. The Celebration will be an extension of the Flag Day celebration and will begin in the morning at the pocket park with a reenactment, followed by a march to the common where there will be a flag raising and a reading of the Declaration of Independence on the City Hall steps. Director Cashell continued that the Woburn Library is the custodian of 1 of the 13 original copies of the Declaration of Independence and that it would be on display at the library from 10:00 A.M. to 4:30 P.M. and there would be guided tours of the burial grounds.

8. ADJOURNMENT

MOTION to adjourn the April 14, 2026 Planning Board meeting at 7:52 P.M. made by Ms. Bolgen; seconded by Mr. Edmonds.

All members in favor; MOTION carried 6-0.

Meeting adjourned at 7:52 P.M.

Table of Documents Used and/or Referenced at the April 14, 2026 Meeting:

DEFINITIVE SUBDIVISION STATUS REVIEW: E-mails from Cliffside Terrace abutter
COMMENCE AN IN-DEPTH REVIEW OF THE NEW BOSTON STREET OPPORTUNITY ANALYSIS: New Boston Street Area Plan; PowerPoint entitled: New Boston Street Area Plan, Dated: March, 2026; Summary of New Boston Street Area Plan
UPDATE TO THE 2017 HOUSING PRODUCTION PLAN: Final edition of Housing Production Plan
UPDATE ON THE DOWNTOWN OPPORTUNITY ANALYSIS STUDY AND THE MAIN STREET IMPROVEMENT: Report entitled: Downtown Woburn Planning Community Meeting #2; Dated: April 8, 2026
Planning Department Meeting Agenda and **Director's Report** both dated April 14, 2026
DRAFT MEETING MINUTES: March 10, 2026

Respectfully submitted,

Matt Littleton

Matt Littleton
Assistant Planner

APPROVED