

Westwood Planning Board Meeting Agenda
Tuesday, January 8, 2019
7:00 pm
Champagne Meeting Room, 50 Carby Street
Westwood, MA 02090

Call to Order:

The meeting was called to order by Chair Atkins at approximately 7:02 pm. Chair Atkins informed everyone that the meeting was video recorded by Westwood Media Center and explained the procedures for the meeting. He summarized the agenda items and explained the process of the meeting which will be to first hear from the Applicant, board questions, staff comments, then open to public comments.

Present:

Planning Board members present: David L. Atkins, Jr., Michael L. McCusker, Brian D. Gorman, Christopher A. Pfaff and Deborah J. Conant. Staff members present: Abigail McCabe, Town Planner, Nora Loughnane, Community & Economic Development Director and Jessica Cole who recorded the meeting minutes.

200 University Avenue – EIDR (Environmental Impact & Design Review) Public Hearing (continued from 9/5, 9/25, 11/27) Proposal for exterior alterations to parking lot and façade.

Ms. McCabe informed the Board that the Applicant has not yet submitted the requested material. Staff has notified the Applicant that material must be received prior to the January 29 meeting to allow the hearing to continue on January 29th.

Action Taken:

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 4-0 (Ms. Conant arrived after the vote), to continue the EIDR Public Hearing for 200 University Avenue to Tuesday January 29 at 7:00 pm at 50 Carby Street.

240 University Avenue, Dacon Corporation – EIDR (Environmental Impact & Design Review) Continued Public Hearing for façade changes, parking lot and landscape improvements from 12/11/18

Applicant:

Mark Beaudry, the project engineer, was present on behalf of the Applicant. Mr. Beaudry summarized the plan changes made since the last hearing. The changes incorporated into the revised plans are: in response to BETA's and staff's comments, include full depth parking lot reclamation to improve the stormwater and parking surface; relocate accessible spaces to be closer to main door; dumpster enclosure added; four street trees added; new subsurface

infiltration system, three catch basins and designed to capture one inch of roof runoff; new parking lot striping including loading spaces.

Phil Paradis, of BETA Group as acting on-call Town Engineer, noted that there was some back and forth but the Applicant has revised the plans to incorporate and address all of his comments. With the full parking lot disturbance a land disturbance permit is required by the Conservation Commission.

Staff Comments:

Ms. McCabe added that the Application requires ZBA (Zoning Board of Appeals) review for a special permit because of the work within the Water Resource Protection Overlay District.

Ms. McCabe has prepared a draft list of 13 conditions for the Board's consideration. She summarized the 13 conditions listed in her meeting summary memo dated January 8, 2019.

Board Questions and Discussion:

A board member asked about accessibility upgrades for the building.

Mr. Beaudry responded that there are changes to the walkway to level the slope to meet the accessible entrance at the front (University Avenue) side of the building.

A board member requested the Applicant add a bike rack. The Applicant agreed.

A board member asked about the zoning district and the use of sodium chloride because it is included in the stormwater report and the O&M Plan as a de-icing agent. Staff noted that sodium chloride is prohibited in the Water Resource Protection Overlay District. The Board agreed to add this as an additional condition of approval.

Chair Atkins opened the hearing up to the public for any public comment.

Public Comments: None

Chair Atkins noted that there are 4-5 waivers from application submittal requirements; traffic study, providing the locus map on a separate sheet, exterior lighting plan, presentation model, and fill removal calculations.

Action Taken:

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to waive the previously mentioned application requirements because they are not necessary for the scope of this project for the redevelopment of an existing building.

Action Taken:

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to approve the EIDR application for 240 University Ave as shown on the site plans and stormwater report revised through January 7 with the following conditions.

1. Owner shall provide an update parking calculations to the Building Commissioner and Town Planner when new tenants are proposed to verify zoning compliance.
2. Any future change of use or exterior alterations requires EIDR review and approval prior to any work, pursuant to Section 7.3 of the Zoning Bylaw.
3. Applicant shall perform soil tests and have a DPW representative present during the soil tests to verify soil assumptions to capture 1" of roof runoff into the subsurface infiltration system.
4. Applicant shall provide updated dumpster detail showing the screening and enclosure dimensions to Town Planner for review and approval prior to occupancy. The dumpster shall include a gate that shall be closed at all times and the screening shall be repaired as necessary. Dumpster shall be in compliance with Board of Health regulations.
5. Exterior lights, other than security lights, shall be turned off an hour after the close of business.
6. Trees and associated landscape improvements shall be installed and completed prior to occupancy. If occupancy is ready during the winter months, Applicant shall install and complete plantings by May 30, 2019.
7. The trees shall be at least 4" caliper at the time of planting and shrubs at least 2" at time of planting.
8. Applicant shall contact DPW at least 48 hours in advance of soil testing and to inspect during the installation and backfill of the drainage structures and systems.
9. Applicant shall repair any damage caused to roads or structures in the p Applicant shall promptly repair any damage which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the Town. Such repairs shall be performed to Town of Westwood standards.
10. Applicant shall submit asbestos survey conducted in compliance with DEP Asbestos Regulations to the Board of Health and Building Commissioner.
11. The applicant shall use a waste hauler, licensed by the Westwood Board of Health to dispose of construction debris.
12. If necessary, the applicant shall provide a portable toilet, licensed by the Westwood Board of Health.
13. Applicant is responsible for filing any other applications or permits that may be required such as with the Conservation commission, Zoning Board of Appeals, Board of Health, or any other board, committee, commission or regulatory agency of the Commonwealth or federal government.
14. There shall be no use of Sodium Chloride and the stormwater report and O&M plan shall be updated to reflect this prohibition.
15. Applicant shall install a bike rack.

Action Taken:

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to close the public hearing on 240 University Avenue.

**Westwood Open Space and Recreation Plan, Continued Public Hearing (cont. from 12/11)
- The Open Space and Recreation Plan sets goals and recommendations to protect open space and recreation resources in Westwood.**

Nora Loughnane, Community & Economic Development Director, gave a presentation to the Board. Ms. Loughnane explained that the current Open Space and Recreation Plan (OSRP) was adopted in 2000, must be adapted by the Planning Board and then by Department of Conservation and Recreation (DCR) in order for the town to become eligible for various open space and recreation grant programs. The Select Board appointed an Open Space and Recreation Plan Committee in the fall of 2017 and they met throughout 2018. Ms. Loughnane summarized the process. A survey was created and 809 responses were received. The majority of responses rated town recreation facilities as very good or excellent. The Committee held a vision shop in February of 2018. The Committee worked with a consultant, PGC Associates, to prepare the OSRP update. In November 2018, the Committee met and voted to forward the draft plan to the Planning Board. The OSRP categorizes the goals into general goals, open space goals, and recreation goals in no particular order. One general goal is to pursue adoption of the Community Preservation Act (CPA), a law that allows local CPA tax surcharge up to 3%. She explained that many towns do 1%-1.5% and become eligible for grants in the Community Preservation trust fund. There are currently ~173 towns that have adopted the CPA in MA.

The Board asked questions largely about the CPA and Ms. Loughnane responded to questions. The CPA can only fund outdoor recreational facilities only, not indoor recreation facilities. The CPA must be adopted by Town Meeting and may also be removed by Town Meeting but must complete any pending projects that may have already received CPA funding.

The Long Range Financial Planning Committee submitted a letter to the Planning Board recommending the Select Board not pursue the CPA as a warrant article for May 2019 Town Meeting.

Ms. Loughnane noted that if the Board removes the goal related to pursuing the CPA, the Board would need to also revise the action plan where the CPA is identified as a funding source.

Chair Atkins opened the hearing up to public comments.

Public Comments:

C. Donahue, 407 Gay Street, spoke in support of the CPA and his support to keep pursuing the CPA as a goal. The OSRP does not call for adoption of the CPA but merely asks for it to be considered which requires a specific and separate Town Meeting vote. He explained that many towns have adopted the CPA within the last decade and have been able to receive funding for many items such as ball fields, tennis courts, and feels it is important for the town and residents to learn more about the CPA option.

J Hickey, 117 Sunrise Road, Select Board Member, spoke in support of the OSRP and the plan's overall purpose. He supports more recreation facilities particularly with a need for an indoor facility but encouraged revised language related to the CPA goal and suggested it be recognized as a funding tool.

S. Olanoff, 52 Glandore Road, Chairman of Open Space & Recreation Plan Committee, added that the CPA is a way of funding specific items called for in the plan. The CPA is one method of funding but it was highly recommended by the committee.

F. Fusco, 20 Pine Lane, asked about the 5 year Capital Spending Plan and how this Plan relates.

Ms. Loughnane responded that the Open Space and Recreation Plan sets goals related to Open Space and Recreation only and does not fund any specific projects; the plan is essentially aspirational goals and is not allocating funding.

Board Discussion:

The Board members discussed next steps. A member inquired about adding in considerations for parking improvements particularly at town fields and playgrounds and more tennis courts. The Board asked about including additional funding sources in the action plan.

Staff requested board member comments and staff could provide an updated revised plan for the January 29th meeting. Board members can submit comments to the Town Planner for inclusion in a revised plan for the next meeting.

Action Taken:

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to continue the hearing to January 29, 50 Carby Street, 7 pm.

Morgan Farm Estates Definitive Subdivision Bond Reduction Request for Phase II

Ms. McCabe explained this item is not ready to be considered because it needs another site visit. No action was taken by the Board.

Comprehensive Plan (Master Plan) Update & Work Session -Respond to any submitted questions or comments

Ms. McCabe explained that the survey is still being drafted and the vision session has not been scheduled yet, these items are still in progress. Once we have a consultant we will schedule a vision session. The website is in good shape. The Board of Library Trustees is meeting on 1/14 and 2/6 at Council on Aging will meet with the committee members working on the Facilities Section.

Warrant Closed for Annual Town Meeting. Review of zoning articles submitted for May 6 Town Meeting.

The Select Board met on January 7 and closed the warrant that evening. After the December 11 meeting Ms. McCabe submitted the Planning Board articles including the three disapproved last year and three new ones: the fence height, vehicles and storage on residential properties, and affordable housing requirement for Residential Retirement Community. A placeholder for Town Meeting endorsement of the Open Space and Recreation Plan.

Other Business:

Review of upcoming ZBA applications Ms. McCabe noted that 240 University Ave. is the only ZBA application and she will provide a memo with updates from tonight’s Planning Board meeting.

Review & Complete Conflict of Interest Law & Return Acknowledgement Form, and complete Online Ethics Training

-Ms. McCabe reminded Board members to complete the online training and review and read.

Update on Islington Center Redevelopment Project

-Demolition and site work is continuing, CVS will go up first, still finalizing Blue Hart Tavern restoration plans, plans have not been submitted yet for a building permit.

Approval of Minutes: 12/11/18

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gorman, the Planning Board members voted 5-0 in favor to approve the Minutes from 12/11/2018.

Adjournment:

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted in favor (5-0) to adjourn the meeting at approximately 9:00 pm.

List of Documents:

Town Planner Meeting Summary to Planning Board Members, re: Planning Board Meeting Summary for January 8, 2019 Meeting, dated January 4, 2019, revised through January 8, 2019.	PDF
<p>200 University Avenue - EIDR Public Hearing Original Public Hearing Notice, Town of Westwood, 8/10/2018, 1 page Architectural Plans, From: Fine Associates, 5/30/2018, 5 pages Proposed Site Plan (Revisions Requested), From: Hancock Associates, 6/19/2018, 1 page Engineering Review Comments, From: BETA, To: Abigail McCabe, Karyn Flynn and Todd Korchin, 8/27/2018, 3 pages</p>	PDF
<p>240 University Avenue - EIDR Public Hearing Application and Narrative, From: Meridian Associates, Mark Beaudry, To: Abigail McCabe, David Atkins and Westwood Planning Board, 11/8/2018, 11 pages 240 University Ave AO Plan, From: Planners Designers Architects, 10/8/18, 1 page 240 University Ave EX-1 Plan, Planners Designers Architects, 8/23/2018, 1 page Public Hearing Notice, 1 page 240 University Ave Rec Plan, From: Meridian Associates, 11/5/2018, 1 page Health Director Review Comments, From: Linda Shea, To: Abigail McCabe & Planning Board, 11/26/2018, 1 page</p>	PDF

<p>Engineering Review Comments, From: BETA-Christopher Luppino & Philip Paradis, To: Abigail McCabe & Todd Korchin, 12/7/2018, 5 pages</p> <p>Aerial View, 1 page</p> <p>240 University Ave Site Dev Plan, From: Planners Designers Architects, 11/8/2018, 1 page</p> <p>Conservation Agent Review Comments, From: Karon Skinner Catrone, To: Abigail McCabe, 11/13/2018, 1 page</p> <p>Narrative Response to Comments for January 8 Hearing, From: Meridian Associates, To: Abigail McCabe, 12/24/2018, 2 pages</p> <p>Revised Proposed Site Plans for January 8, From: Meridian Associates, 12/24/2018, 2 pages</p> <p>Stormwater Operation & Maintenance (O&M) Plan, From: SLD University AVenue, LLC, 12/27/2018, 8 pages</p> <p>CDS Maintenance Guide, From: Contech Engineered Solutions, Contech Engineered Solutions, 7/2018, 4 pages</p> <p>CDS Unit Sizing & Det, From: Contech Engineered Solutions, 3 pages</p> <p>Ilex glabra 'Shamrock', From: Missouri Botanical Garden, 5 pages</p> <p>Engineering Review Comments on Revised Submittal for January 8, From: BETA, To: Abigail McCabe & Todd Korchin, 1/4/2019, 6 pages</p> <p>January 7 Updated Cover Letter, From: Meridian Associates, To: Abigail McCabe, David Atkins & Westwood Planning Board, 1/7/2019, 1 page</p> <p>Drainage Report January 7, From: Meridian Associates, 1/7/2019, 31 pages</p> <p>Plans Revised January 7, Planners Designers Architects, Inc., 1/7/2019, 3 pages</p> <p>BETA January 8 Review Memo, From: BETA, To: Abigail McCabe & Todd Korchin, 1/8/2019, 7 pages</p> <p>Elevations, From: Planners Designers Architects, Inc., 8/23/2018, 1 page</p>	
<p>Open Space and Recreation Draft Plan</p> <p>Public Hearing Notice, From: Town of Westwood, To: Community News Company, 11/15/2018, 2 pages</p> <p>Plan Cover Letter for Public Hearing, From: Town of Westwood, To: Westwood Residents, 12/18/2018, 1 page</p> <p>Draft Open Space & Recreation Plan, December 11, 2018, Town of Westwood, 107 pages</p> <p>CPA Tax Background, 5 pages</p> <p>2000 Open Space and Rec Plan, Town of Westwood, 2/8/2000, 74 pages</p> <p>Presentation by Community & Economic Development Director, 22 – 26 slides</p>	PDF
<p>Morgan Farm Bond Reduction Request</p> <p>Phase II Bond Reduction Request, From: Wall Street Development Corp., To: Westwood Planning Board, 12/1/2018, 6 pages</p> <p>Planting Plan Cover Letter January 2019, From: Lou Petrozzi, To: Abby McCabe, 12/30/2018, 2 pages</p> <p>Street Tree Planning Phase I & II Morgan Farm, 1 page</p> <p>BETA Engineering Morgan Farm Estimate 12/11/2018, From: BETA, To: Todd Korchin & Abigail McCabe, 12/7/2018, 3 pages</p>	PDF
<p>Zoning Amendment Review & Work Session</p> <p>Planning Board sponsored zoning articles of Annual Town Meeting, From: Abby McCabe, To: Mike Jaillet & Board of Selectmen, 12/12/2018, 2 pages</p> <p>Zoning Amendment Flowchart, 1 page</p> <p>Current Zoning Bylaw, Town of Westwood, 221 pages</p> <p>Zoning Articles 10, 11 & 12 (To be resubmitted for 2019), Westwood Finance and Warrant Commission, 11/13/2017, 25 pages</p>	PDF
<p>Other Business: Islington Center December 2018 Update, 3 pages</p>	PDF