

**Westwood Planning Board Meeting**  
**Tuesday, January 29, 2019**  
**7:00 pm**  
**Champagne Meeting Room, 50 Carby Street**  
**Westwood, MA 02090**

**Call to Order:**

The meeting was called to order by Chairman Atkins at approximately 7:01 pm. Chair Atkins informed everyone that the meeting was video recorded by Westwood Media Center and explained the procedures that would be followed for the meeting. He summarized the agenda items and explained the process of the meeting would be for the Applicant to speak first, board and staff discussion, 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.

**University Station, 80 University Avenue (Map 33, Lot 056) Project Development Review Public Meeting** – Construction of a two-story building for 40,000 sq. ft. of office, surface parking, and associated site work.

**Applicant:**

Paul Cincotta of New England Development introduced the project and the project team and gave a brief summary of the project, which is a proposal for a two story office building.

Jeff Thompkins, the project architect of SGA, presented a two story masonry building with a glass curtain wall and a main entrance on University Avenue. The brick is a light warm gray, gray grout and slightly gray glass. Samples of the material were presented along with the full materials board. He has begun updating the plans in response to the peer review comments including screening of the roof equipment.

The Applicant has gone over many of the details with the peer reviewer consultant and they are working on incorporating changes into revised plans.

Merrick Turner of BETA Group, the Planning Board's professional peer review consultant, explained that the overall site layout and project proposal is consistent with the 2017 Master Development Plan. Circulation and drainage remains consistent. Minor amendment with a small change in square footage for the total use remains the same for office and retail distributed between two buildings, which the Town Planner has approved. Mr. Turner explained that he doesn't have any major concerns with traffic because it is consistent with the original mater development plan proposal, landscaping is similar an the landscape architect (Shadley

Associates) is the same as the rest of the development. The Applicant has submitted a response back to the Board addressing the review comments and most comments are noted to be addressed in the revised plans. He added that the outstanding issues are related to the size of the parking spaces on the request to reduce the width to 8.5 ft. from the typical 9 ft. width. Mr. Turner doesn't have any major issue with the parking stall size request in terms of public safety but it is for the Board's ultimate determination. He has also asked for a revised and more complete lighting plan that includes all site lighting and captures the photometric from the surrounding area lighting that will impact the light levels. They have reviewed a draft O&M (Operation and Maintenance) Plan that is consistent with the site specific plans for University Station and a backup generator is proposed and BETA recommends screening for the generator and gas a fuel source.

Mike Sinesi of DSK Architects, the Board's architectural peer review summarized his findings. He stated that he worked with the Applicant on some design revisions prior to filing, and believes the design is clean, happy overall and consistent. It will fit nicely into the development. He requested a final sign application package be submitted as one was not included in the application. No lighting such as up-lighting or wall mounted lights are proposed on the building.

#### Board Comments:

The Board asked for the Applicant to provide a central walk / crosswalk for pedestrians through the center of the parking lot for safe crossing. A board member asked what the size of the other parking spaces in the development are and how many spaces would be lost if they were changed from 8.5 to 9 ft. in width?

Staff responded that the parking throughout the development is 9 ft. by 18 ft. width 24 ft. aisle widths.

The Applicant responded that they would lose about half dozen parking spaces if the size was increased to 9 ft. wide.

A board member asked about the sizes of the accessible spaces.

The Applicant responded that the accessible spaces will comply with the size requirements for ADA and will be 9 ft. wide and provide the required access room. The Applicant asked for a slightly reduced width of the non-accessible spaces to gain more parking spaces because the office user expects a need for 170 total parking spaces based on the changes related to office demand where office users are opting for more employees.

The Board asked about trash disposal.

The Applicant responded that there is no exterior dumpster proposed. The dumpster (and recycling) will be stored inside the building and then taken out daily for pick up.

A board member commented on the building's design and didn't think it fit in with the overall design scheme with the rest of the development.

Mike Sinesi responded that he reviewed earlier iterations of the design proposal and the designed incorporated the stone work into the site but he felt comfortable that this building as designed fits in with the rest of University Station. The color of this building is different but the Gables is a residential building and this is an office building.

Staff informed the Board that the Fire Department asked for some site alterations to allow better access for their vehicles to eliminate one space near the building.

Chair Atkins opened the discussion up for public comments.

**Public Comments:**

S. Olanoff, 52 Glandore Road, inquired on the status of the pedestrian sidewalk path and connection to the train station. He asked for an update from Mr. Cincotta and contact that the Board could follow up on at Amtrak. He also supported the Board's request for the pedestrian walk in the center of the parking lot.

Mr. Cincotta responded that NED has contacted Amtrak for permission to allow access to the station, which they are still waiting for prior to constructing the sidewalk connection.

The Board's final comments were to consider some 9 ft. wide spaces and to re-design the parking lot for a central pedestrian path.

**Action Taken:**

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to continue the review of the Project Development Review to Tuesday, February 12, 2019 in the same room at 7:00 pm at 50 Carby Street, and request Applicant submit revised plans addressing comments from tonight's meeting and BETA's comments.

**200 University Avenue, EIDR\* Public Hearing**– Continued from 9/5, 9/25, 11/27, & 1/8.  
Proposal for exterior alterations, parking, and site improvements.

**Applicant:**

Albert Fine, project architect, was present on behalf of the building owner. He explained that the project proposal is for interior work by adding new stairs, sprinkler system, doors, windows, new roof and code compliance update. In response to Planning Board staff comments, they have submitted revised site plans.

Bob Chrusciel, the project engineer, explained that the project is a one acre property and they are proposing to install new catch basins, new accessible parking spaces, and to capture one inch of roof runoff.

Staff and Board Comments:

A board member asked about accessibility upgrades. The Applicant responded that there are three entrances with accessible spaces near the entrances.

Ms. McCabe reported that all request from BETA's review memo have been addressed and incorporated into the revised plans. The only outstanding is the final lighting plan. One was submitted this week but staff has requested an additional change to light the parking spaces in the back of the lot and asked the Board to include this as a condition of approval. Ms. McCabe summarized the 11 draft conditions listed in her memo to the Board as follows:

1. The dumpster shall be closed with a gate and meet Board of Health requirements.
2. Exterior lights, other than security lights, shall be turned off an hour after the close of business. The exterior lighting plan showing the locations of the light fixtures and light specifications shall be submitted to the Town Planner for review and approval.
3. 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.
4. Applicant shall contact the Department of Public Works (DPW) at least 48 hours in advance to have a DPW representative present during the installation and backfill of the drainage structures and systems.
5. The use of sodium chloride "rock salt" as a snow removal or de-icing agent is strictly prohibited.
6. 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.
7. Applicant shall submit asbestos survey conducted in compliance with DEP Asbestos Regulations to the Board of Health and Building Commissioner.
8. The applicant shall use a waste hauler, licensed by the Westwood Board of Health to dispose of construction debris.
9. If necessary, the applicant shall provide a portable toilet, licensed by the Westwood Board of Health.
10. Applicant is responsible for filing any other applications or permits that may be required such as with the Conservation commission, Board of Health, or any other board, committee, commission or regulatory agency of the Commonwealth or federal government.
11. A copy of this decision shall be kept on site at all times during construction.

A board member asked if a bike rack was included. The Applicant responded that a rack has been added to the side of the building in the revised plans.

Chair Atkins opened the hearing to any public comment. There were no comments from the public.

*Action Taken:*

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to waive the request to waive the traffic study and presentation model submission 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 200 University Ave. as shown on the site plans and stormwater report revised through January 25 with the conditions discussed earlier.

*Action Taken:*

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

## **Morgan Farm Estates**

### **Definitive Subdivision Bond Reduction Request for Phase II**

Ms. McCabe reported that she walked the site with the developer and approved a tree planting plan from the developer. She determined that 16 trees still need to be planted and the recommendation is that the amount that should be held for the remaining work is \$19,546 in a Bond for Phase II, a reduction of \$28,600.

**Public Comments:**

J. Previtera, 16 Dean Street, questioned when the trees were planted and wanted the Planning board to hold funds until at least two growing seasons. He urged the Board to follow Mass DEP rules and not release funds until documentation could be provided.

Ms. McCabe was not sure of the dates of when the trees were planted but this is not a standard of the Planning Board. The acting Town Engineer has inspected and provided the recommendation based on the work remaining. This estimate is for the unfinished work that still remains.

The Board asked that this item be held until documentation of when the trees were planted could be provided and supported continuing this to the next meeting.

*Action Taken:*

No action was taken.

**Open Space and Recreation Plan, Public Hearing** - Continued from December 11 & January 8. The Open Space and Recreation Plan (OSRP) sets goals and recommendations to related to open space and recreation in Westwood.

Board and Staff Comments:

Staff informed the Board that they received an electronic and hard copy of the revised OSRP highlighting changes since the last hearing and is dated January 29, 2019. A letter was provided from the Select Board to change the previous goal relative to pursuing the CPA to a potential funding source. Ms. McCabe reported that the general goal related to the CPA (Community Preservation Act) was removed as a goal and added as an action item to investigate in the action plan section. A board member asked for measurable goals to create a clearer road map. Ms. McCabe responded that the goals should not be too specific or detailed.

Nora Loughnane, Community & Economic Development Director, added that the text section related to explaining the CPA was changed on page 75.

Board members asked questions related to the survey. A board member inquired about getting more input from people over 65 after reviewing the results.

Ms. Loughnane responded that the survey was given specifically to the Council on Aging and there are provisions in the plan. In response to questions, Ms. Loughnane explained that the Open Space & Recreation Plan sets goals and aspirations related to open space and recreation and does not make any funding allocations or request any funds.

Chair Atkins opened the hearing up to public comments.

Public Comments:

A.B. Goodfellow, 119 Fox Hill Street, and Co-chair of the Westwood Disability Commission, provided a letter to the Board available in the packet. The Commission reviewed the plans and encouraged additional changes and items to be included such as additional universal access options with specific recommendations and updates to the ADA evaluation form in the appendix.

Board and Staff Comments:

Ms. McCabe will following up with the consultant on the updates to the ADA Transition Plan and Accessibility Self Evaluation form. Ms. McCabe asked for comments to be submitted by Monday February 4th, so Ms. McCabe can compile a final revised plan version in advance of 2/12 hearing.

Chair Atkins asked for specific edits to be submitted to the Town Planner by Monday, February 4<sup>th</sup>.

There was a question related to incorporating ways for seniors and disabled people to have better access to facilities such as mobility improvements. Ms. Loughnane responded that these items are included in the Plan, specifically in the objectives for each goal.

*Action Taken:*

Upon a motion made by Mr. Gorman and seconded by Mr. Pfaff, the Planning Board members voted 5-0, to continue the hearing to February 12, 50 Carby Street, at 7 pm.

**Public Hearing to Amendment Planning Board Rules and Regulations:**

Ms. McCabe requested the Board continue this hearing until February 12 meeting because she is still working on a draft highlighting changes for the Board's review. She stated the primary purpose is to no longer require hard copies and make the official copy of the application the electronic submission.

*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 Tuesday February 12, 50 Carby Street, at 7pm.

**Public Comments:**

Mr. Olanoff asked to make a few comments on this item.

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to re-open the hearing for the Rules and Regulations.

**Public Comments:**

S. Olanoff, 52 Glandore, asked the Board to consider in their update the following three items when they review the Subdivision Rules and Regulations: 1) that the Board only consider waivers from the maximum 500 ft. road length if a proof plan is provided showing that the subdivision can be completely waiver free, then the Board can consider waiving the road length but require that an emergency access road is provided 2) require concrete sidewalks instead of asphalt sidewalks and 3) encourage meandering sidewalks in the path that residents will walk rather than having this be a waiver request.

**Board Discussion:**

A board member noted that the Board should ask for the Fire Chief's input when revising the road length and emergency access item.

*Action Taken:*

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0, to continue the public hearing to Tuesday February 12, 50 Carby Street, at 7pm.

**Other Business:**

Chair Atkins asked about the possibility and what the Town can do about banning sales of tobacco and vaping shops. Ms. McCabe responded that the Board of Health issues the licenses for tobacco and that both uses are consider retail sales and operations which cannot be prohibited by zoning.

Ms. Loughnane further added that Westwood was one of the first towns to raise the age from 18 to 21 and first to prohibit the tobacco flavors. Westwood currently only has four locations that are allowed to sell to over 21.

Update on Islington Center Redevelopment Project – Ms. McCabe reported that the (corner of Washington and School Street) site has been demolished, owner is still investigating plans for the historic Blue Hart Tavern. Ms. McCabe received a modification, to the underground drainage because the developer ran into ledge and would like to relocate the unground infiltration system and this has been sent to BETA for review to verify that it will function the same way as approved. They have also requested the removal of some trees behind the parking area on the town owned land. The Planning Board recommended tree replacement and to stipulate the size of the trees when they are planted.

Update on Comprehensive Pan: Staff is working on securing consultants, survey is expected soon, stakeholder interviews are in progress by the Committee members.

Ms. McCabe informed the Board that the Town filed the appeal jointly on behalf of the Select Board and the Planning Board, of the Top Golf proposed in Canton.

*Action Taken:*

Upon a motion made by Mr. Pfaff and seconded by Mr. McCusker, the Planning Board members voted 5-0, to affirm its approval that Pierce Atwood LLP file an appeal of the Top Golf special permit proposed at 777 Dedham Street, Canton in Land Court.

**Approval of Minutes:** no minutes were reviewed or approved.

**Adjournment:**

Upon a motion made by Mr. Gorman and seconded by Mr. McCusker, the Planning Board members voted 5-0 in favor to adjourn the meeting at approximately 9:30pm.

**List of Documents**

<p><b>Project Development Review Public Meeting University Station</b>  Public Meeting Notice, Town of Westwood, 1 page  Project Development Application, From: New England Development, To: Planning Board, Abigail McCabe &amp; Dottie Powers, 12/20/2018, 136 pages  Plan Set, From: Tetra Tech, 12/20/2018, 21 pages  Unstamped Site Plans (Clearer Version), From: Tetra Tech, 12/20/2018, 12 pages  Lighting Detail Sheet, From: Tetra Tech, 12/20/2018, 1 page  Photometric Plan, From: Tetra Tech, 1/11/19, 1 page</p>	<p><b>PDF</b></p>
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<p>Health Director Comments, From: Linda Shea, To: Abigail McCabe, 12/31/2018, 1 page  Master Development Modification Application, From: New England Development, To: Planning Board, Abigail McCabe &amp; Dottie Powers, 12/20.2018, 18 pages  Master Development Plan Revised, From: Tetra Tech, 12/20/2018, 1 page  Master Site Layout Plan, From: Tetra Tech, 12/20/2018, 1 page  BETA Review Comments, From: Merrick Turner, BETA, To: Planning Board &amp; Abigail McCabe, 1/14/2019, 7 pages  Building Dept Comments, From: Mike Perkins, To: Abigail McCabe &amp; Karyn Flynn, 12/28/2018, 1 page  Police Comments, From: Paul Sicard, To: Karyn Flynn, 1/14/2019, 1 page  Applicant's Response to Comments, From: Tetra Tech, To: Paul Cincotta, 1/24/2019, 5 pages  Turning Templates, From: Tetra Tech, 1 page  Parking Space Size Summary, From: University Station, 1/24/2019, 1 page  Administrative Approval Town Planner Minor Modification, Town of Westwood, 1/25/2019, 1 page  Dedham Westwood Water District Review Comments, From: Weston &amp; Sampson Engineers, To: Eileen Commane, 1/16/2019, 3 pages</p>	
<p><b>200 University Avenue EIDR Public Hearing</b>  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  Revised Site Plans for January 29 Hearing,  Landscape Plan for January 29 Hearing,  Stormwater Report for January 29 Hearing,  BETA Engineer Comments, January 21, 2019,  Revised Landscape Plan dated January 22,  Response to Comments on Revised Plans, Dated January 25,  Revised Site Plans, Dated January 25,  Stormwater Report, Revised through January 25,  Revised BETA Engineer Comments, Dated January 28,  L-2 Lighting Plan, 200 University Avenue,  Light TYPE SL1  Light TYPE SL2  Light TYPE SW1  Revised BETA Engineer Comments, Dated January 28,  Stormwater Report, Revised through January 25  Revised Site Plans, dated January 25,  Revised Landscape Plan, dated January 22,  Response to Comments on Revised Plans, dated January 25</p>	<p><b>PDF</b></p>
<p><b>Morgan Farm Estates Subdivision Bond Reduction Request</b>  Morgan Farm Bond Reduction Requested Update January 2019, From: Wass Street Development Corp., To: Westwood Planning board, 1/17/2019, 2 pages  Revised Tree Planting Plan January 2019, 12/29/2019, 1 page</p>	<p><b>PDF</b></p>
<p><b>Open Space and Recreation Draft Plan</b>  Public Hearing Notice, From: Town of Westwood, To: Community News Company, 11/15/2018, 2 pages  Plan Cover Letter for Public Hearing, From: Town of Westwood, To: Westwood Residents, 12/18/2018, 1 page  Draft Open Space &amp; Recreation Plan, December 11, 2018, Town of Westwood, 107 pages  CPA Tax Background, 5 pages  2000 Open Space and Rec Plan, Town of Westwood, 2/8/2000, 74 pages</p>	<p><b>PDF</b></p>

<p>Letter of Support - Select Board, From: Select Board, To: David Atkins &amp; Westwood Planning Board, 1/29/2019, 1 page</p> <p>Draft Open Space &amp; Recreation Plan, Revised January 29, 2019, 107 pages</p> <p>Appendix: ADA Access Self-Evaluation, 12/11/2018 Draft, 27 pages</p> <p>Appendix: Fall Survey Results, From: Westwood Open Space and Recreation Survey, Survey Monkey, 23 pages</p> <p>Westwood Survey Summary, From: GM Goldson, 12/4/2017, 4 pages</p> <p>Survey Summary Part 2, From: JM Goldson, 4/2/2018, 3 pages</p> <p>Survey Comparison of Two Sets of Survey Results, From: JM Goldson, 4/2/2018, 2 pages</p> <p>Open Space and Recreation Plan Draft, Revised January 29, 2019, 114 pages</p> <p>Conservation Commission Letter of Support, From: Westwood Conservation Commission, 1/28/2019, 1 page</p>	
<p><b>Planning Board Rules and Regulations Public Hearing</b></p> <p>Current EIDR Rules &amp; Regulations, From: Town of Westwood, Town of Westwood, 9/18/2015, 34 pages</p> <p>Current Special Permit Rules &amp; Regulations, Westwood Planning Board, 7/10/2016, 36 pages</p> <p>Current Subdivision Rules &amp; Regulations, Westwood Planning Board, 5/2/2016, 79 pages</p> <p>Current UAMUD Rules &amp; Regulations, Westwood Planning Board, 9/3/2013, 32 pages</p> <p>Current Scenic Roads Rules &amp; Regulations, Westwood Planning Board, 7/14/2004, 10 pages</p> <p>Public Hearing Notice, Westwood Planning Board, 1/16/2019, 1 page</p>	<b>PDF</b>
<p><b>Other Business</b></p> <p>Summary of Planning Board Articles, From: Abby McCabe, To: Jane O'Donnell, Julianne Bride and finance and Warrant Commission, 1/17/2019, 4 pages</p> <p>Article Language November Town Meeting 2017, November 2017, 3 pages</p>	<b>PDF</b>
<p>Town Planner Memorandum to Planning Board Members, re: Meeting Summary for January 29 Meeting, dated January 24, 2019, revised through January 29, 2019</p>	<b>PDF</b>