

**Planning Board Meeting Minutes
Monday, March 4, 2019
Library, Community Meeting Room
660 High Street - 7:30 PM
Westwood, MA 02090**

The Planning Board attended the Finance and Warrant Commission's public hearing on Annual Town Meeting Warrant Articles to participate in the discussion and presentation of annual town meeting warrant articles.

Present:

Planning Board members present: David L. Atkins, Jr., Michael L. McCusker, and Deborah J. Conant. Staff members present: Town Planner Abigail McCabe, Community & Economic Development Director, Nora Loughnane were also present.

Planning Board Articles

Ms. McCabe and Planning Board Chair Atkins presented to the Finance and Warrant Commission (Fin Com). Ms. McCabe explained that the Planning Board held a hearing last week on February 26, 2019 and were unable to make a final recommendation on two articles – the article related to medical uses and accessory uses on residential properties – The Planning Board requests discussion of these two articles be postponed until the Fin Com's March 25 meeting to allow time for the Planning Board to report back with a final recommendation.

The Fin Com requested the final article language and supporting material be submitted by March 14. The Fin Com Chair explained to the audience that discussion on these two articles will not be this evening.

Endorsement of the Open Space & Recreation Plan (OSRP) Update

This article is intended to request Town Meeting endorsement of the updated Open Space & Recreation Plan (OSRP) that is currently being reviewed by the Planning Board and Open Space & Recreation Planning Committee.

Ms. McCabe reported that over the last year and a half an Open Space and Recreation Plan Committee worked on updating the Open Space and Recreation Plan (OSRP). The Committee was comprised of 21 members that included representatives from the Select Board, Board of Health, Recreation Commission, Planning Board, Conservation Commission, Commission on Disability, Westwood Land Trust, youth sports organization, at large members and staff members. The Committee performed a survey and held a vision session and developed goals. The OSRP was submitted to the Planning Board with goals categorized into general goals, open space goals, and recreation goals.

Members of the Fin Com asked what the purpose of this review was, and why an endorsement is requested. There were questions related to the survey and how the survey results were used to develop the Plan, and why this was coming to Town Meeting.

Ms. McCabe and Chair Atkins responded that the Planning Board is presenting a community wide plan with aspirational goals and is looking for Fin Com's support to bring this to Town Meeting for an endorsement. Ms. McCabe explained the Planning Board has approved the OSRP on February 26 and would like overall support to bring forward to Town Meeting before formally submitting the OSRP to the Massachusetts Department of Conservation and Recreation. Ms. McCabe explained that the Town receives eligibility to apply to certain grants once an OSRP has been approved by the state. Ms. Loughnane explained that the Fin Com reviews all

warrant articles. In 2011, there was a charter change to have the Finance and Warrant Commission review all warrant articles, not just financial articles.

The Fin Com members were concerned about endorsing a plan at this stage.

Zoning Amendment Related to Accessory Use in Highway Business

This article is intended to allow accessory retail uses such as cafeterias, snack bars, gift shops, and vending machines within buildings in the Highway Business (HB) zone, where such uses are primarily intended to serve employees and clientele.

Ms. McCabe explained this is one of the articles approved in November 2017 by Town Meeting but later disapproved by the Attorney General due to a minor procedural error. The existing zoning allows accessory retail uses such as cafeterias, vending machines, and snack bars allowed Industrial, Industrial Office, and the ARO zones but not the HB (Highway Business) zoning district. These uses are intended to serve employees of businesses and their clientele without exterior advertising. In summer 2017, the Planning Board was requested by a property owner on Wilson Way to sponsor this article to allow these uses in the HB zone because his office building was currently on the market. The Planning Board agreed to sponsor this article to allow these accessory uses in the HB zone.

Zoning Amendment Related to Medical Uses

This article was not discussed. The Planning Board will report on this article on March 25.

Housekeeping – Zoning Article

This article is intended to approve certain housekeeping amendments to the various sections of the Zoning Bylaw and Official Zoning Map. Ms. McCabe explained this article is to correct errors in the bylaw such as correcting section numbers that have changed over time and non-substantial changes.

Fence Height

This article is intended to amend the definition for “Structure” in relation to fence height to increase the fence height from 6 to 7 feet.

Ms. McCabe explained that fences 6 ft. in height and under do not require a permit today. This zoning amendment proposes to allow up to 7 ft. for a fence height without a permit by making changes to the definition of structure in the zoning. This would mean fences or walls 7 ft. or less do not require a building permit, but over 7 ft. and up to 8 ft. require a special permit.

Public Comment: A question was asked about removing the special permit section and only allowing fences up to 7 ft. in height. Ms. McCabe and Chair Atkins responded that the Board can consider this.

Private Residential Garage or Storage Area for more than 3 vehicles

This article is intended to amend the requirements for vehicle parking and storage of registered vehicles on residential properties in the Accessory Use Table. This article was not discussed. The Planning Board will report on this article on March 25.

Amendments to Section 8.4 [Residential Retirement Community (RRC)]

This article is intended to make various amendments to the Residential Requirement Community (RRC) Section 8.4 of the Zoning Bylaw including adding a requirement to provide affordable housing units and revise the building height definition. Ms. McCabe reported that this article adds a new requirement for RRC special permit section of the zoning bylaw to add a new section that requires affordable units for proposals for 8 or more units to require 15% of the units to be affordable. A nursing facility at Fox Hill Village recently closed and including this requirement will now require future proposals to have an affordability component. Additionally, changes to the building height definition were changed to be more consistent with how the building height is measured and defined by feet rather than stories, general language changes, and a small density increase. These additional changes were requested by Fox Hill Village as they are looking for zoning clarity on the height and density to be incorporated into plans to be submitted.

Action:

On a motion made by Mr. Atkins, seconded by Mr. McCusker, the Planning Board voted 3-0 to continue the public hearing to the Planning Board's next meeting on Tuesday, March 12, 2019 at 7:00 pm at Downey Elementary School in the Cafeteria, 250 Downey Street in Westwood. Chair Atkins announced the hearing was continued to March 12, 2019.

List of Documents

• Finance and Warrant Commission Public Hearing March 4, 2019 Meeting Book with Article listings for March 4, 2019 hearing (includes full article language).	PDF
• Memorandum from Abby McCabe, Town Planner and Planning Board to Finance and Warrant Commission, Re: Planning Board Summary of Warrant Articles, dated: February 28, 2019.	PDF
• Article PowerPoint Presentation Slides	PDF