

Westwood Planning Board Meeting
Tuesday, June 11, 2019
7:00 pm
Champagne Meeting Room
50 Carby Street, Westwood, MA 0290

Call to Order:

The meeting was called to order by Chairman Gorman at approximately 7:03 pm. The meeting was video recorded by Westwood Media Center. Chairman Gorman explained the meeting procedures.

Present:

Planning Board members present: Brian D. Gorman, David L. Atkins, Jr. Christopher A. Pfaff, Deborah J. Conant and William F. Delay. Staff members present: Abigail McCabe, Town Planner and Jessica Cole who recorded the meeting minutes.

80 Wilson Way, EIDR* Public Hearing – Request for façade and entry alterations at existing commercial building.

Applicant: Michael Grill, Manager of Fairlane Westwood, LLC was present and described the current property. They have been marketing the building to tenants for over a year, and planning improvements to the property. They have added more amps of power with Eversource, and now want to spruce up the building facade from 1974.

Conor Nagle, VHB, site Civil Engineer, was present and explained that the intent is to improve the facade to entice new tenants and will make the building look more modern. He wants to add a simple canopy over the door, and proposing a dry well to capture additional runoff off from the canopy.

Board and Staff Comments:

Ms. McCabe recommended recharging the one inch of storm water and want to see the fully designed plans in advance. Phil Paradis will be looking for the fully designed plans and has reviewed the initial concept designs plans submitted.

Existing lights on the building, and the applicant has requested a waiver, no site improvement only the facade.

Is it a flat roof, is runoff in just one section? *Over the last 8 years, added crickets, plastic devices that help the roof drain, there is not a lot of volume off the top. It is pretty efficient.*

What is the height? *20 feet, at the tallest part.*

How many parking spaces? *263? 259? Somewhere in that range, the tenant did restripe and pave in the past 3 years.*

What is the lighting? How close is it to approval? *The building is surrounded by woods, and the lighting gets no complaints, and there are light poles in the parking lot.*

Roof recharge system? *Doing it because the Town is asking us to, and it will treat the stormwater.*

In 2016 and 2018, there was mention of a sidewalk... *VHP came up with an idea to build a sidewalk and it will go to East Street, it is only a marketing tool, and we will only add a sidewalk if a tenant wants it.*

The Conservation Commission went out to see it, so no need, they just had a reissuance from the Conservation Commission, good until 2021.

There will be lighting and fencing if they build a sidewalk to East Street.

Have the Police been asked about this? *If the sidewalk is done...Police have been looped in on this, and would get a blue lighting system.*

Recommend submitting the design for review once they get a tenant.

Chair Gorman went over the waivers noting that the stamped site plan dated May 30, 2019 provided on June 10 [traffic study, exterior lighting plan, partial drainage report waiver, presentation model].

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Pfaff, the Planning Board voted 5-0 to grant the waivers read by Mr. Gorman for the four (4) application submission waivers.

Public comments: Chair Gorman asked for public comments. There were none.

Ms. McCabe summarized the 8 conditions prepared in her draft conditions in her memo dated June 6, revised through June 11. The Board reviewed and deleted the condition #6 related to the sidewalk and screening along the sidewalk approved under a separate application.

1. Final design details for the roof recharge and drainage to be submitted to the Town Engineer and Town Planner for review and approval.
2. The stormwater recharge system to be completed within 30 days of final occupancy permit for the first tenant.
3. Soil test data to be performed prior to construction and inspected by the Town Engineer/BETA Group.
4. Applicant shall install a bike rack.
5. Provide a final as-built plan.
6. Enclose the dumpster with solid screen if exterior dumpster is needed.
7. All non-security lights turned off an hour after close of business. If any new lighting is proposed by future tenant shall submit lighting plans to Town Planner for review and approval prior to installing.

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Pfaff, the Planning Board voted 5-0 to approve the application for 80 Wilson Way EIDR Public Hearing as presented with the 8 conditions read by Ms. McCabe.

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to close the Public Hearing.

11 Stonemeadow Drive (Assessor's Map 05, Lot 126) – Approval Not Required (ANR) - Plan to create two lots from the existing 4.33 acre parcel in SRC zoning district.

Ms. McCabe stated that it is currently a vacant lot and they want to create 2 lots, both lots have the minimum required frontage on Stonemeadow Drive.

Board Comments: None

Action taken:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to endorse the ANR for 11 Stonemeadow Drive.

45 Clapboardtree Street – Approval Not Required (ANR) - Plan to create eight lots consistent with the April 23 open space residential special permit approval for a lot with 40 residences, a field lot, and six single-family lots in SRC zoning district.

Board Comments: None

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Ms. Conant, the Planning Board voted 5-0 to endorse the ANR for 45 Clapboardtree Street.

Other Business & Administrative Items:

Comprehensive Plan Update:

Ms. McCabe gave an update and announced that Jack Wiggins was present, she spoke about the session on May 18, with breakouts, and will meet with the consultant next week. Next steps working closely with the committee members and compliant information. The plan will be adopted by the Planning Board, and it does not need to go to Town Meeting for a formal approval.

Board Comments:

Should the plan be brought to Town Meeting?

It does not need to go through Fin Com, can we do it as a resolution?

No one from the Planning Board is a member of the Steering Committee, only liaisons that will serve as to act as a subcommittee member.

Each Planning Board member is a liaison for 2 sections.

When are the meetings? Who are they meeting with? The Board members would like to be part of the process.

Jack Wiggins, Chair of the Comprehensive Plan Steering Committee, was present to address the Planning Board and assured them that what we are hoping to happen will happen. The Select Board has already selected the 18 Steering Committee Members, and he explained that most towns create a separate committee that works closely with the Planning Board. He explained that they will they work with the Planning Board, and there is a Planning Board Liaison for each area. Next, the Steering Committee will look at the input that they have received via the survey and the visioning session in May. He said that the Steering Committee will work with their Planning Board liaisons and will help with the bulk of the leg work involved the outreach, data collection, and analysis, but will want your input throughout the process.

Board Comments:

Can we make the steering committee meetings public? *No reason why the draft can't be online and can be at the PB meetings*

Scheduling? *Comprehensive Plan Steering Committee Page, all meetings and agendas are posted on the Town website, sign up for reminders on the website.*

When will the Steering Committee meetings be? *Ms. McCabe will let the Planning Board know and they will be recorded by Westwood Media Center.*

Public Engagement and difficulty? *When doing the plan, it can it be summarized.*

There are 9 areas of the Plan and 5 pages per section.

Only 2 Planning Board members can attend a committee member.

Going to rewrite the Comprehensive Plan

Review of upcoming ZBA Applications

Ms. McCabe announced that there are 2 applications one for a special permit and a variance.

Review of Planning Board best practices:

Ms. McCabe has requested iPads that will be shared at meetings and another large monitor on the wall for the public. She is also trying to get information to the Planning Board as soon as possible via email and the website.

Approval of Minutes:

Upon a motion made by Mr. Pfaff and seconded by Mr. Atkins, the Planning Board voted 4-0-1(Delay) to accept the Minutes from March 25, April 2 and April 23.

Upon a motion made by Mr. Pfaff and seconded by Ms. Conant, the Planning Board voted 5-0 to accept the minutes from May 14.

Bill Delay made a statement thanking residents in town for their vote and he wants to work, and will do what is best for Westwood. He also requested that the Planning Board members have some sort of identification when going to look at sites.

Adjournment:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board members voted 5-0 in favor to adjourn the meeting at approximately 8:50 pm.

List of Documents:

<p>80 Wilson Way - EIDR Public Hearing Notice, From: Westwood Planning Board, 5/16/2019, 1 page Architectural Plans, From: Mangel Architects, Inc, 1/11/2019, 7 pages Plan of Land, From: VHB, 6/2/2010, 1 page Site Plan 80 Wilson Way - Stamped 053019, VHB, 5/30, 2019, 1 page Aerial View, 1 page Existing Conditions Photographs, 18 pages Waiver Request, Drainage Report, From: Michael Grill, Fairlane Westwood, LLC, To: Abigail McCabe, 5/8/2019, 1 page Waiver Request, Exterior Lighting Plan, From: Michael Grill, Fairlane Westwood, LLC, To: Abigail McCabe, 5/8/2019, 1 page Waiver Request, Traffic Study, From: Michael Grill, Fairlane Westwood, LLC, To: Abigail McCabe, 5/8/2019, 1 page Staff Review Comments for 80 Wilson Way - EIDR, 1 page 2018 Decision Approval for Sidewalk to East Street, From: Westwood Planning Board, 4/25/2018, 4 pages Approved Plans Wilson Way 80 2018 Sidewalk, From: VHB, 3/5/2018, 4 pages 2016 Sidewalk Approval, From: Westwood Planning Board, 6/22/2016, 3 pages Stormwater Memo Applicant 06-10-2019 Response, From: VHB, To: Westwood Planning Board, 6/6/2019, 2 pages Engineer Comments Phil Paradis 2019-06-11, From: Phil Paradis, To: Abigail McCabe, 6/6/2019, 1 page</p>	<p>PDF</p>
<p>11 Stonemeadow Drive - ANR ANR Plan - Stonemeadow Drive #11, From: Old Grove Partners, LLC, 5/14/2019, 1 page ANR - Land Court Version of Plan for Stonemeadow Drive #11, From: Old Grove Partners, LLC, 5/14/2019, 1 page Property Owner Authorization - Stonemeadow Drive #11, From: Westwood Planning Board, 5/21/2019, 1 page Aerial View, 1 page</p>	<p>PDF</p>
<p>45 Clapboardtree - ANR ANR Application 45 Clapboardtree, 5/31/2019, 3 pages ANR Plan - 45 Clapboardtree Street, From: VHB, 5/23/2019, 2 pages Owner Authorization - Clapboardtree Street 45, Westwood Planning Board, 5/23/2019, 1 page</p>	<p>PDF</p>