

**Planning Board Minutes
Wednesday April 10, 2018
Downey Public School Cafeteria
250 Downey Street
Westwood, MA 02090 7:00 PM**

Call to Order:

The meeting was called to order by Chairman Trevor Laubenstein at approximately 7:10pm. The meeting was video recorded by Westwood Media Center.

Present:

Planning Board members present: Chairman Trevor Laubenstein, David L. Atkins, Jr., Steven H. Olanoff, Michael L. McCusker and Brian D. Gorman. Staff members present: Abigail McCabe, Town Planner, Nora Loughnane, Community & Economic Development Director and Jessica Cole who recorded the meeting minutes.

266-278, 277A, 277-283, 280, 288, 291-295 Washington St., 9 School St., East St. Islington Center Redevelopment – Special Permit Public Hearing continued from 1/16, 2/13, 2/27, 3/20 & 4/4 - Request for FMUOD* Special Permit, Earth Material Movement, and EIDR* proposal for new mixed use building for first floor commercial with two floors of 18 condominium residences and underground parking at 288 Washington, to renovate building at 266-278 Washington St. for retail and childcare uses, relocate, expand and renovate branch library to 277-283 Washington, new retail pharmacy (CVS) building at 9 School St., construct and install parking, landscaping and associated site improvements. The Planning Board will re-open the continued public hearing and deliberate on the application.

Applicant:

Peter Zahka, attorney for Petruzzello Properties introduced the Applicant's team and noted the project team will give updates from last week's hearing and changes made since then.

Mike Carter, project engineer for Applicant, of GCG Associates, Inc., summarized changes after the April 4th meeting. Mr. Carter explained that they will remove invasive species, the revised plan has adjusted the crosswalk in the CVS parking lot, added a speed hump and added snow storage areas. A concept CVS sign package and lights have been submitted but still need a final review once the final building and business specific signage has been determined.

Chairman Laubenstein announced that he missed the last hearing and has reviewed all the material and submitted the required missed hearing certification as well as member Steven Olanoff from a previous hearing in February.

Staff Comments:

Ms. McCabe addressed the Planning Board on new information, which includes the speed hump, updated memo from the BETA Group, support from the Islington Task Force and letters of support from Y&FS (Youth & Family Services), the Recreation Director and the Library Director.

Chairman Laubenstein noted that this is a continued hearing and asked for any new comments or questions from the public.

Public Comments:

J. Layden, 136 School Street - Mr. Layden had some questions and comments based on the spreadsheet that was handed out at the March meeting related to capital needs, estimated taxes, and revenue from the ICC.

B. Delay, 148 School Street - Mr. Delay was not supportive of selling town-land and commented on the land sale process, expressed his concern for moving the Wentworth Hall can be moved, and concern over new traffic particularly during peak hours.

J. Onderdonk, 28 Lynn Terrace, Chairman of the Housing Authority and member of Westwood Affordable Housing Associates. Ms. Onderdonk spoke in support of the additional affordable unit at 321 Washington Street but concerned about the conversion of the two apartments at 256 Washington Street and how beneficial they'll be as affordable units.

The Applicant responded that there is a process for the affordable units to be listed on the SHI including submission to the MA DHCD where floor plans are required and the Applicant expects to make improvements to get the units listed on the SHI. There are currently two apartments at 256 Washington Street, the one on the second floor is two bedrooms with one bath, and the third floor apartment is one bedroom.

Planning Board's Peer Review Consultants:

Phil Paradis, BETA Group, provided an overall summary of the final close out memo from the earlier 22 page review comments. There are a few minor items that can be adjusted such as the parking lot island in the municipal lot to be adjusted to have the six inch reveal that the Board is looking for, details and specifications on the mechanical equipment to confirm compliance with the noise performance standards, snow storage details included in the final O&M (Operation and Maintenance Plan) after approval by the Conservation Commission, revisions to the photometric and lighting plan to increase light levels in a couple dark spots (in front of CVS and by the driveway going into the East Street site from Washington Street). The revised lighting plan should include identification of security lighting.

Board Comments:

Can you explain the Lighting?

- Mike Carter, GCG Associates reviewed the lighting plan.

The Board pointed out the low lighting levels near the dumpster on the East Street site near the driveway from Washington Street, the dark area in front of CVS and the bright spot behind CVS.

- Applicant explained that they didn't want spillover into the neighboring residents but they can add additional lighting in those areas.

Ms. McCabe noted that the Board can impose a condition for a final revised lighting plan. Applicant responded that it is the intent to have the parking lot and site lights to be the security lights that will be on all night and the lighting on the building such as the wall lights and the

signage lighting will be turned off at night. The Board noted that the zoning bylaw has a certain time for lights on building to be turned off and hour after the close of business unless approved as security lighting.

Existing catch basin on Washington Street in front of the Wentworth Hall library currently, marked to be graded towards and not moved.

- Mr. Carter replied: Slope the parking spaces and they will flow into the catch basin. Proposing to keep it, not to add a new catch basin at this location.

Is the Speed bump in the plan?

- Yes, it's a speed hump behind CVS mid-way between the parking area and the exit onto School Street.

What are off hours for delivery at CVS?

- Ms. McCabe suggested in a draft condition that there be no deliveries to CVS between 12 am-6 am.

Fiscal Impact Report of the units does it include the appraised value of the ICC?

- Ms. McCabe said that RKG Associates is not present this evening but presented the report at the February meeting.

Is there an appraisal that is pending?

- That is a different proposal for the land post development for the Town Meeting article for the funding article relative to the renovation and addition for community space.

Questions related to the proposed impact to the wetlands, snow storage, and salt use.

- Ms. McCabe said that the Conservation Commission has not voted yet, but there will be a final O&M Plan and she prepared a draft condition that the final O&M including snow storage and removal be included and submitted to the Conservation Agent and Town Planner.

Concerns about where grass will be, especially one spot by the School Street exit.

- The Applicant will check, it may need to be concrete but could possibly be room for grass near the loading space.

With the speed bump, is there a set speed? Where will it be?

- Applicant: The speed hump can be anywhere, it is gradual, it is 3 inches in height and it will not damage a car. Designed to slow down vehicles, speed humps are more gradual.

Is it at an appropriate place?

- Yes, don't want it too close to the intersection.

The Board agreed to leave the speed hump as shown on the revised plans with only one hump.

Chairman Laubenstein noted that if there were no further Board questions and discussion items they should begin to deliberate on the application and the specific findings.

Board Deliberation:

Parking Determination Discussion – The Board discussed the proposed parking. The proposed uses have different peak times, a total of 78 new parking spaces are being added to the area and 178 total proposed. The lack of parking for the baseball field is not caused by this project and is something the Town can work to improve. The project proposes enough parking for the project's uses.

One Board member was still concerned that there was not enough parking and was concerned about impacts to the ballfields and impacts to other businesses.

Action Taken:

Upon a motion made by Mr. McCusker and seconded by Mr. Olanoff, the Planning Board voted 4-1 (Gorman voting against) to determine the proposed parking is adequate for the project as specified in the draft determination finding prepared by staff.

Number of Residential Units – In addition to the finding prepared by staff, an additional benefit of the project is that the Town will receive twelve (12) affordable units to add to the SHI (Subsidized Housing Inventory) so the Town will be close to the required 10% of affordable units in Town.

Action Taken:

Upon a motion made by Mr. Olanoff and seconded by Mr. Atkins, the Planning Board voted 5-0 to determine that the eighteen (18) residential units is acceptable based on the fiscal impact report and the finding as prepared by staff and further modified this evening.

Staff Comments:

Ms. McCabe explained that the Board voted to find the project met the affordability requirements on February 27 but asked that the Board re-vote this and make the specific finding that the proposal is “at least equivalent to meeting the Town’s housing needs”.

Action Taken:

Upon a motion made by Mr. McCusker and seconded by Mr. Olanoff the Board voted 5-0 to find that the proposal meets the affordability requirements and is at least equivalent to meeting the Town’s housing needs as prepared in the finding #2 prepared by staff and modified this evening by adding in the words “at least equivalent to”.

Residential District Landscape Buffer for relief of 8-11 feet from providing the full 20 foot wide landscape buffer as required by Section 9.5.12. The Board discussed that the proposal is an improvement from the existing non-compliant buffer. The project proposes an 8 ft. high new privacy fence, and new arborvitae planted every five feet and is an improvement. Mr. Atkins asked staff to look at what a compliant buffer would look like and Ms. McCabe showed a visual on the screen that would decrease parking and interfere with circulation and photographs of the existing buffer area on the East Street property. Granting the waiver is an improvement from not granting it because it maximizes parking, improves traffic flow, and still provides a landscape buffer to the adjacent residential properties. One Board member said that he would like to see the full 20 ft. wide landscape buffer and more green space in the buffer.

Action Taken:

Upon a motion made by Mr. Olanoff and seconded by Mr. Atkins, the Board voted 4-1 (Gorman voting against) to grant the waiver from providing the full 20 ft. wide landscape buffer as drafted by staff finding the waiver results in a substantially improved project and further modified this

evening by finding that the waiver will not pose substantial detriment to any adjacent property or nullify or substantially derogate from the intent of the Bylaw.

Waiver for Building Height – The Board discussed support to grant relief from the required maximum height of 36 ft. to allow the proposed 42 feet in the rear of the mixed use Building B because the proposed building is replicating the former church that people wanted to be kept and is lower than the current height of the building, which is at 38 ft. and 44 ft. today. The Board discussed how the average height is measured from the crest of the building. The proposed height is lower than the existing and will result in a substantial improvement.

Action Taken:

Upon a motion by Mr. Olanoff, and seconded by Mr. McCusker, the Board voted 4-1 (Gorman voting against) as written in waiver #2 prepared by staff finding that the waiver will result in a substantially improved project and will not pose substantial detriment to any adjacent property or nullify or substantially derogate from the intent of the Bylaw.

The Board reviewed the findings in the draft decision as prepared by staff and had no other changes. The Board proceeded to review of the draft conditions beginning on page 9 of the draft decision.

Draft Condition #1 on page 9:

End of bullet one removed, keep the speed hump as shown on the plan, add bullet to show the accessible ramp on sidewalk at rear of CVS building, revise traffic island for the six inch reveal.

Draft Condition #2 on page 10:

Condition number two was split into two separate conditions. Language added that if the construction was delayed more than three months during the construction season or six months after a building was demolished the Applicant should return to Board for screening. The Applicant agreed to this change.

Draft Condition #3 on page 10:

Revised to allow the site lighting in the parking lots to be considered security lighting that can be on all night and the building lights should be turned off after hours.

Draft Condition #11 on page 11:

The Board discussed this condition related to Blue Hart Tavern (BHT). Ms. McCabe and Ms. Loughnane explained that this condition was revised today different from the one sent to the Board on Friday after further review by the Applicant. As written, the Applicant is not required to restore it but allows the Applicant to move forward with construction of the CVS building by the "Final Moving Date" or November 30, 2018 so the Applicant can construct the new building and the Blue Hart Tavern is currently in the way. But the Applicant cannot demolish the building prior to this time. This allows time for the Town or another party to relocate the building for restoration prior to the date for which the Applicant will need to get to the land for construction on phase I.

In response to a question from the Board, Ms. Loughnane responded that the Board of Selectmen would love to see the BHT restored, but they don't want the funding of the BHT to take away from the project. The Disposition Agreement is drafted to match this condition that allows the developer the right to restore the building and maintain it or give the building to a buyer or it can go back to the Town.

Draft Condition #15 on page 12 fix typo by changing p.m. to a.m. for the deliveries.

Draft Condition #13 on page 12:

Verbiage added to provide a temporary sidewalk over parking spaces without impacting traffic.

Draft Condition #19 on page 13:

A Board member asked about maintenance of the outdoor seating.

Ms. Loughnane responded that this condition runs with the special permit. It has to be appropriately maintained by the owner.

Draft Condition #27 on page 13:

Add the words "on at least 3 sides" before a minimum of 2 feet

Draft Condition #34 on page 14:

The Board discussed the condition related to the affordable units.

The Applicant commented that there is not a problem of finding applicants for the affordable units currently at the property across the street at 321 Washington Street but the owner has guidelines and needs to do background checks for the tenants.

Change verbiage in 34 instead of "Town Planner" to say to "Planning Board".

Draft Condition #38 on page 15:

Amended to include submission to the "Conservation Agent" for the final O&M plan.

Draft Condition #46 on page 16:

Amended to allow interior and emergency only construction on Sundays.

The Board discussed if things don't follow through and what would happen if there are significant delays with construction and the phasing. The Board agreed to add a condition (#49) that the Town Planner and Town Engineer have to inspect the project for compliance at each phase and sign off on each Occupancy Permit before any business/use can be occupied.

There was a question if the Town is a co-applicant.

Ms. Loughnane responded that the Town is a co-owner and supporter of the application. There are articles that need to pass at Town Meeting for the project to go forward. The articles scheduled for Town Meeting are packaged together as part of the Islington Center Redevelopment Project. There is the Article related to the disposition of the Town owned-land,

the funding Article for the Wentworth Hall and Community Space work for the Town, and the zoning Article. All three articles need to be approved for the project to be constructed.

Action Taken:

Upon a motion made by Mr. Olanoff, and seconded by Mr. McCusker, the Board voted 4-1 (Gorman voting against) to approve the Islington Center Redevelopment FMUOD Special Permit, EIDR and Earth Material Movement Application for the Washington, East and School Streets submitted by Petruzzello Properties, LLC, as shown on the project plans revised through April 6, 2018, based on the findings and conditions prepared by staff and modified by the Board this evening. Mr. McCusker seconded.

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

Continued Public Hearing for Zoning Amendments submitted for Annual Town Meeting.

The hearing was opened on 2/27, and continued hearings were held on 3/5, 3/20, 3/26, & 4/4. Zoning Map Amendments to Alter the Boundaries of the LBB District and the FMUOD 6 / Washington Street Business District Related to Islington Center Redevelopment

Ms. McCabe explained that the Board previously voted to make the recommendation to Fin Com and there is no need to vote again. Ms. Loughnane recommended leaving the public hearing open until the night of the Fin Com meeting on Monday April 23, 2018.

Action Taken:

Upon a motion made by Mr. Olanoff, seconded by Mr. Gorman, the Board voted 5-0 to continue the public hearing for Zoning Amendments to 6:00 pm on Monday April 23, 2018 at the Westwood Police Emergency Operation Center at the Police Station, 588 High Street. The Board will meet at 6:00 pm then adjourn and reconvene at the Library at 7:00 pm to participate in the Finance and Warrant Commission's public hearing.

480 Summer Street (Assessor's Map 02, Lot 001), Approval Not Required Plan

Ms. McCabe presented the ANR plan showing the creation of three lots (two lots additional lots from the one existing). She added that this is the property that the planning Board approved the shared driveway special permit last summer in July 2017, and this is the ANR plan is creating the lot lines and matches the plan approved last year. All lots have the minimum frontage on Summer Street.

Action Taken:

Mr. Olanoff made a motion to accept the ANR plan for 480 Summer Street and McCusker seconded. All voted in favor 5-0 to endorse the plan.

Bicycle Parking Design Guidelines & Parking Design Standards – Rules and Regulations Amendment Public Hearing, continued from 3/20

– Hearing to amend the Planning Board's Rules and Regulations related to parking standards and bike parking design guidelines.

The bicycle parking guidelines were last updated on 9/3/2013 to establish guidelines for the installation, style, and maintenance of bike racks. The Vehicle Parking Design Standards were last adopted on 5/18/1992 to regulate the size and dimensions of parking stalls.

Summary of Changes:

Revised to include the circular bike racks, changing the words and picture.

Changing verbiage to Section 1.3.5 to add language after “nor within 4 feet” to add the words “unless it can be determined that it will not interfere or impede automobile parking, operation, loading or unloading”.

Action Taken:

Mr. Atkins made a motion to approve the updated Bicycle Rules and Regulations Parking guidelines as amended this evening, Mr. Gorman seconded. All in favor 5-0.

Ms. McCabe recommended keeping the hearing open for the car parking standards to your next meeting on May 15th at Carby Street.

Mr. Atkins made a motion to continue the Car Parking Rules and Regulations Public Hearing to 7 pm at Carby Street on May 15, 2018, Mr. McCusker seconded. All in favor 5-0.

Other Business:

Ms. McCabe noted that the next meeting is on Monday, April 23 starting at 6:00 pm for a regular meeting at the Police Station and then the Board will attend the Fin Com’s hearing at 7 pm at the Library.

Approval of Minutes: 1/30, 2/13, 2/27, 3/5, (3/30, 3/26 tentative)

Mr. Olanoff made a motion to approve the meeting minutes from January 30, February 13 and February 27 as written. Mr. Atkins seconded. All in favor 5-0. The March minutes were not approved.

New Business:

The Board discussed improvements to the audio system for meetings with new microphones. Staff explained that this was not the board’s/department’s equipment but the school’s while using the school facilities.

A board member asked about the study of crosswalks and evaluation of intersections in town. Ms. McCabe said that she will check with DPW on the status of the study by BETA Group.

Adjournment:

Upon a motion made by Mr. McCusker and seconded by Mr. Atkins the Board voted 5-0 in favor to adjourn the meeting at approximately 10:11pm.

List of Documents:

<p>Islington Center Redevelopment FMUOD Special Permit Public Hearing</p> <p>Notification of Continued Public Hearing, 3/16/2018, 2 pages</p> <p>Building Lighting and Concept Signage (CVS), 8 pages</p> <p>Building Commissioner Comments, From: Joseph Doyle, To: Abigail McCabe, Proposed Islington Development, 4/5/2018, 1 page</p> <p>Applicant's Presentation from April 4, 2018, GCG Associates, Inc., 10 pages</p> <p>Architectural Drawings from April 4 Meeting, Supreme Development/McKay Architects, 10 pages</p> <p>BETA Peer Review Memo based on April 4 Meeting Plans, BETA, To: Abigail McCabe, Islington Center-Mixed Use Development Peer Review Update, 4/4/2018, 20 pages</p> <p>BETA Parking Summary Memo, BETA, to: Abigail McCabe, Islington Center, 3/15/2018, 10 pages</p> <p>BETA Signal Phasing Diagram, BETA, 2 pages</p> <p>RKG Fiscal Peer Review February 26 Report, RKG, To: Abigail McCabe, Islington Village, 2/26/2018, 9 pages</p> <p>Final Architectural Design Plan set 4/10/2018, Supreme Re-Development/McKay Architects, 4/10/2018, 30 pages</p> <p>Applicant's Response to BETA Comment, GCG Associates, Inc., To: Abigail McCabe, Islington Center, 4/6/2018, 24 pages</p> <p>Revised Site Plan Set Islington Center 4/6/2018, GCG Associates, Inc., 4/6/2018, 25 pages</p> <p>Operation & Maintenance Plan (O&M) Revisions, 11 pages</p> <p>Public Comment Letter from June Cassidy Rec'd 4/9/2018, Letters to all Board Members, 6 pages</p> <p>Staff Response to J. Cassidy, From: Abigail McCabe, 4/9/2018, 2 pages</p> <p>Letter from Youth & Family Services Director, From Danielle Sutton, To: Planning Board, 4/9/2018, 1 page</p> <p>Recreation Director Memo, From: Nicole Banks, To: Abby McCabe, 4/9/2018, 1 page</p> <p>Letter from Library Director, From: Tricia Perry, To: Planning Board, Islington Branch Library, 4/9/2018, 3 pages</p> <p>East Street Side Residential Landscape Buffer Review & Photos, 4/10/2018, 5 pages</p> <p>4/10 – Islington FMUOD Deliberation Cheat Sheet Bullet Point List of Discussion Items & Suggested Conditions prepared by Town Planner, Abby McCabe</p> <p>Draft decision prepared by Town Planner Abby McCabe, dated April 10, 2018, 17 pages with findings and 48 conditions.</p> <p>Mullen Rule Certification form for Missed Hearing and Confirmation of Evidential Review, Town of Westwood, certified by Trevor Laubenstein, dated April 10, 2018.</p> <p>Mullin Rule Certification form for Missed Hearing and Confirmation of Evidential Review, Town of Westwood, certified by Steven Olanoff, dated February 22, 2018.</p>	<p>PDF</p>
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<p>Continued Public Hearing for Zoning Amendments Public Hearing Notice, 3/16/2018, 1 page Proposed Zoning map, May 2018, 1 page Presentation to Fin Com on March 5, 6 pages Presentation Fin Com Islington Center Redevelopment 3/26/2018, 66 pages Fin Com Memo - Islington Summary, From: Abby McCabe, To: Finance and Warrant Commission Members, Zoning Amendments & Islington Center Redevelopment Summary, 3/22/2018, 4 pages Planning Board Memo to Fin Com 3/2/2018, From: Abby McCabe, To: Finance and Warrant Commission Members, Summary of Proposed Zoning Articles for Annual Town Meeting, 3/2/2018, 3 pages Petitioner Article, Certification of Names, 1/8/2018, 8 pages</p>	<p>PDF</p>
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<p>ANR Plan 480 Summer Street ANR Plan 480 Summer Street, Borderland Engineering, Inc., 3/7/2018, 1 page Application, Michael and Yvette Mouhanna, 4/3/2018, 2 pages Shared Drive 2018 Special Permit Approval, Notice of Decision, 8/24/2017, 8 pages Approved Plans 2017 Shared Driveway Special Permit, Site Design Professionals, LLC, 4 pages</p>	<p>PDF</p>
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<p>Board Rules & Regulations Public Hearing Current Bicycle Parking Design Guidelines, 9/3/2013, 8 pages Current Parking Design Standards, 5/18/1992, 3 pages Public Hearing Notice, 2/26/2018, 1 page Proposed 2018 changes to Bicycle Parking Guidelines, 1 page</p>	<p>PDF</p>
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