

Planning Board Meeting Minutes
Tuesday, May 9, 2017
Champagne Meeting Room - 7:00 PM
Westwood, MA 02090

Call to Order:

The meeting was called to order by Vice Chairman Laubenstein at approximately 7:01 p.m.

Present:

Planning Board members present: Trevor W. Laubenstein, Steven H. Olanoff, David L. Atkins, Jr., Michael L. McCusker and Brian D. Gorman. Staff members present: Town Planner Abigail McCabe, Director of Community & Economic Development Nora Loughnane and Planning & Land Use Specialist Janice Barba.

Board Reorganization

Action Taken

Upon a motion by Mr. Olanoff and seconded by Mr. Atkins, the Board voted unanimously in favor to nominate Trevor W. Laubenstein as Chairman.

Upon a motion by Mr. Olanoff and seconded by Mr. McCusker, the Board voted unanimously in favor to nominate David L. Atkins, Jr. as Vice Chairman.

Upon a motion by Mr. Atkins and seconded by Mr. McCusker, the Board voted unanimously in favor to nominate Steven H. Olanoff as Secretary.

University Station (Development Area B) Brigham and Women's Hospital: Project Development Review (PDR) Public Meeting - Proposal for two story 30,000 sq. ft. building in Phase I, and a four story 50,000 sq. ft. building and structured parking garage in a Phase II.

Presentation

Stephen Dempsey, Director of Real Estate & Facilities Planning for Brigham and Women's introduced the project and his development team including: attorney Ronald Ruth of Sherin & Logden, LLP; Emma Jones of Trammell Crow and Project Manager for CBRE; Mark Clayton of CBRE and Brian McKenna of Cannon Design.

Presentation – Emma Jones

Ms. Jones gave a brief overview of the construction of two buildings (two stories/30,000 square feet) (four stories/ 50,000 square feet) and an associated, five story parking garage. Construction will occur in two phases: the 30,000 square foot building and associated surface parking in Phase I and the four story building and parking garage in Phase II.

A PowerPoint presentation summarized Site Overview; Construction Phasing; Landscaping; and Architecture and Design details. Ms. Jones informed the Board that the slides show the site plans edited according to the BETA Group's comments and recommendations.

- Site Overview – the limits of the PDR have been highlighted
 - Phase I Construction – expected Summer 2017 through Summer/Fall 2018, opening Fall 2018
 - Phase II Planning – will follow 3+ years (approximately 2021) A phase IIA would be the four story parking garage and phase IIB for the four story building
 - Phase II Construction – will follow 5+ years (approximately 2023)
- Lighting Plan – has been edited to provide ratios of uniformity
- Phase II Parking Garage Lighting – Headlight intrusion has been addressed according to BETA's comments to be blocked by a wall
- Garage Roof Deck Lighting Plan – all lights will be wall mounted or pole mounted, both with shields preventing light pollution onto other properties.
- Circulation, Traffic Impact, Public Street Access – "Brigham Way" will be the main entrance to the site leading to a one way drop-off, and parking area. Traffic will circulate in one direction to ensure public safety.

- Phase II, same philosophy with regard to traffic flow will be used. Garage will have two entrances.
- Pedestrian Access – walkways and pathways will be coordinated with NED's in both Phase I & Phase II.
- Phase IIA – structured parking garage: 6 handicapped parking spaces; 49 patient parking spaces; and 46 staff/construction parking spaces.
- Phase IIB – 12 handicapped surface spaces; 8 surface parking spaces; structured garage patient parking; 44 staff/construction spaces.
- Landscaping – Dumpster location has been clarified – located at rear of the building on the east side with a continuous sidewalk. Recycling will be gathered inside the building and then picked up by an outside vendor.
- Hazardous Materials – Sharps needles/red bag trash will be collected and stored in a biohazard room inside the building and picked up by an outside vendor.
- There will be three doors for the following uses: Staff Entrance; Delivery Entrance for storage and pick up; Biohazard Access
- If Phase II is delayed there will be additional landscaping provided.

Architect Brian McKenna of Cannon Design – reviewed the architectural design including exterior building materials; rooftop screening elements; elevations of Phase I & Phase II and garage, including materials boards.

Board Questions & Comments

- Questions were asked about the proposed exterior materials in relation to the samples presented to the Board; about the connection between the Phase I building and the garage; and about the façade of the building.

Peer Review Comments

Project Manager Merrick Turner, BETA Group, Inc. was present with Architectural Peer Reviewer Mike Sinesi of KAO Design Group, Inc. Mr. Turner gave a brief summary of the review memo.

- Technical issues have been addressed and material submitted today but will need further information and review;
- Overall shape and configuration – applicant has been working hard to make it fit into the development as a whole with material changes and design modifications.
- Site comments – Clarifications are needed from the applicant and would like to work directly with the applicant throughout the phasing and build out.
- More information on the Land Use and Common Area; Utilities; Traffic Circulation, parking – requested floor layout for the garage; loading & unloading including turning templates for trash truck and fire trucks need review.
- Soil testing verifications are needed.
- Outdoor lighting modification is needed to be consistent with the rest of the site.
- Signage – size of directional signs are not compliant.

Mike Sinesi of KAO Design Group, Inc. gave a brief summary of his comments.

- Most of the points in the April 27th memo have been addressed with this presentation and but this presentation will need additional review and further discussion.
- Requested specific elevations of the Phase I building – want the same understanding for Phase II and want the example of the materials for the garage; also identify the material of the header of the garage; also the glass material; dark panels; parapet coping materials; a stair tower and elevator; roofing material; building mounted illumination and signage.
- More detail need on the proposed materials for the parking garage.

Staff Comments:

Ms. McCabe noted that modifications to the Conservation Commission's Order of Conditions may be required; asked if

there was a proposed gate at the edge of the property; front turn around area need to be improved according to public safety standards of the Fire Department and turning templates to be reviewed by Fire Department.

The Applicant responded that no gate was proposed.

Board Comments:

- A Board member asked for a point of clarification about how effective the permitting of both phases is. *Special Counsel Dan Bailey – recommended that the Planning Board add a condition of the Project Development Review approval should be the requirement of a conformance determination addressing any approval of Phase I & II with updated plans. Ronald Ruth, Attorney for Applicant agreed that this Project Development Review application is for the full 80,000 s.f. project and agreed with the requirement for schematic design approval and then a conformance determination.*
- Board members also requested the following:
 - Additional traffic study counts for Brigham Way; (*The Applicant stated that VHB will make comments to BETA on this issue. They want vehicular directional certainty and will coordinate with NED.*); Transportation Demand Management TDM) describing information about public transportation options available and a TDM analysis; improved sidewalk crossing for safe pedestrian passage throughout the project and across parking garage exit; LEED checklist or summary of LEED qualifying aspects of proposal; accessible spaces in front of building; warmer façade; improved pedestrian connections; construction ready plans; bike racks and additional architectural details.

Paul Cincotta of NED gave a brief summary of an enabling package and said that all comments heard this evening will be taken into consideration and full package will be provided to the Planning Board and BETA including; the boundaries of the Brigham & Women’s parcel; pedestrian pathways will be developed with mounding, plantings, and park developed in front of the Brigham property; planting and final park construction will be held off; construction stages and limits of work will be provided; crosswalks will be studied and these connections will be shown on the layout. An ANR Plan creating the Brigham parcel will also be forthcoming.

Ms. Loughnane suggested that the Board form a subcommittee to meet and work on the items mentioned to address concerns prior to the continued meeting of this application. Board members agreed that Ch. Laubenstein and Mr. Olanoff will sit on the subcommittee and staff will coordinate a date.

Public Comments:

P. Kelly 107 Willard Circle – suggested the green space near the circle should be removed to allow for more space and efficiency for the patient drop-off area.

Action Taken

Upon a motion by Mr. McCusker and seconded by Mr. Atkins, the Board voted unanimously in favor to continue this discussion and Project Development Review until Tuesday, May 23, at 7:00 p.m. at this location.

Upon a motion by Mr. McCusker and seconded by Mr. Atkins, the Board voted unanimously in favor to appoint Steve Olanoff and Trevor Laubenstein to the Brigham and Women’s Project Development Review Subcommittee to meet before the continued meeting date.

480 Summer Street, Special Permit Public Hearing – Proposal for a 500 ft. long common driveway to serve three, single-family residences on Summer St.

Presentation

Paul Brodmerkle of Site Design Professionals was present representing Paul Sullivan of Coastal Building Solutions, Inc. He explained that this Special Permit application is for a shared driveway to serve a three-lot subdivision. The site includes an existing house on 480 Summer St. and proposes two, new single-family house lots. All three lots meet and exceed both the minimum frontage and lot size requirements. Mr. Brodmerkle stated that the developer prefers to avoid creating a roadway meeting the standards of the subdivision rules and regulations and would require multiple waivers if filed as a Definitive Subdivision including: Landscape plan; Exterior lighting plan; Traffic impact study; Stormwater report; Right of way width (50 required for standard subdivision, 40 for Lane, 30 proposed); Reduced pavement width (22 required for lane subdivision, 20 + 1' gravel shoulders in Planning Board's Lane Policy. The Applicant said that they are willing to revise the plan originally submitted to be 16' paved with 1' pervious pavers or crushed stone or proposed to provide a full 18 ft. of a level drive area). The Applicant said the existing driveway is 10-11 ft. wide with the historic emergency access out the rear to Westfield Street. They are proposing to remove the exiting tree in the turnaround area.

Town Engineer's Comments

Phil Paradis reported that he walked the site and displayed photographs for the Board. He explained that locating the driveway at the proposed location reduces impacts trees and the removes the need for increasing the number of curb cuts on Summer Street for the proposed lots. *The following comments and recommendations were provided:*

- Update waiver requests to reflect the Planning Board's policy for lane subdivisions and Subdivision Regulations for comparison purposes.
- Provide an AutoTURN plan to show that fire department vehicles can safely maneuver on the driveway.
- Provide sight distance measurements to show conformance with §4.5.1 of the Subdivision Regulations.
- Recommended that the driveway be built in accordance with the minimum requirements of the Westwood Planning Board's Lane Policy.
- Fire Department should comment on access and minimum requirements of Fire Safety Code.
- Recommended driveway for Lot 9 be relocated outside 100 foot buffer zone

Board Questions & Staff Comments

- A Board member requested clarification on the site plans related to existing trees and the number of trees that may be lost with the construction of a new driveway.
- A Board member requested the specifications for a shared driveway. *Ms. McCabe responded that there are no specifications for a shared driveway special permit according to the zoning bylaw.*
- A Board member asked the Applicant to explain how the plans have changed since the previous application to the Planning Board several years ago. *(Mr. Brodmerkle stated that the lotting plan with a different lot configuration is different on these plans.) (Ms. McCabe said that the Regulations for Subdivisions have been updated in 2016 and a 20 ft. minimum width was agreed upon with the Planning Board and Fire Department.)*
- A Board member requested that the Applicant show a plan in which a fire truck can maneuver around the tree in the middle of the cul-de-sac. *(Ms. McCabe stated that the Fire Department is requesting 20' width of pavement and one foot on either side in order to have adequate access.)*
- Ms. McCabe informed that the Police Department has requested clear signage for the addresses for the three houses, be located at the driveway entrance on Summer Street for the ease of finding houses in the case of an emergency.
- A Board member asked for the angle of the roadway to be adjusted to be straightened out at entrance.
- A Board member asked how many more trees would need to be removed if the driveway width was increased. *(Mr. Brodmerkle said approximately 6 trees would need to be removed but grass pavers or gravel could be used around the trees.)*
- A Board member asked for the details about the emergency access driveway. *(The driveway is gated and paved and exits from Summer Street onto Westfield Street.)*

Public Comments

M. Gillis, 136 Westfield Street: expressed dissatisfaction with conditions of the existing emergency access easement/driveway that connects 480 Summer Street to Westfield Street. The easement is 10' wide, paved, does not have the speed bumps and the gate that was required at the time of the former application was approved several years ago and the gate is always open. Commented that the easement is overburdened with this proposal; is dissatisfied with the lot plan; the application is faulty; and requested evidence that the land is not marketable.

Ch. Laubenstein asked background details about the original Planning Board Shared Driveway approval including details on the purpose of the emergency access drive. *(Mr. Brodmerkle responded that the emergency access drive is for use by the inhabitants of 480 Summer Street and for public safety vehicles emergency access only.)*

J. Toffoloni, 65 Ridge Road: commented that the proposed house construction will result in negative visual impacts to him and his property; disagrees with the use of the emergency access road by anyone other than public safety vehicles. *(Mr. Brodmerkle responded that the owner of the land owns the view scape and that the houses can be located anywhere on the lots if compliant with minimum zoning setbacks.)*

S. Cochrane, 135 Westfield Street: commented that the house lot plan submitted this evening is completely different than the plans approved in 2006; she wants the open space protected and more information on the future of the hunting lodge on the property.

Ch. Laubenstein asked if there has been any effort to prevent the emergency access road from being overused. *(Ms. McCabe stated that this plan's proposal to further widen the shared driveway and cul de sac will eliminate the need for emergency vehicles or other vehicles to use the access driveway to Westfield Street because they'll be able to turnaround and go back to Summer St.)*

A Board member suggested that each board member visit the site prior to the next meeting.

Ms. McCabe asked the Board to provide the Applicant with direction for changes to the plans for the next meeting.

Ch. Laubenstein suggested that the Applicant do the following:

1. Widen driveway pavement to at least 18 ft. wide with 1 foot shoulders to comply with the Board's recently adopted Lane Policy for small subdivisions for 20 ft. width
2. Relocate the house on proposed lot 9 to move out of the buffer zone
3. Update plans to address all comments and recommendations in Town Engineer's memo
4. Show landscape proposed screening or limit of work
5. The Applicant was asked to propose a resolution to prevent overuse of the emergency access drive.

Action Taken

Upon a motion by Mr. Atkins and seconded by Mr. Olanoff, the Board voted unanimously in favor to continue this hearing until Tuesday, May 23, 2017 at 7:00 p.m. in the Champagne Meeting Room, 50 Carby Street.

Approval of Covenant and Endorsement of Canton Terrace Definitive Subdivision Plan approved on 2/7/17

Ms. McCabe reported that the appeal period for the approved Canton Terrace Definitive Subdivision plan has expired without an appeal and the Applicant has submitted the final revised definitive subdivision plans for Planning Board endorsement and request approval of the covenant for the construction of ways and the installation of municipal services. The Covenant was reviewed by Ms. McCabe and Town Counsel Thomas McCusker. The Planning Board's endorsement of the Definitive Plan will permit a zoning freeze for eight years (until 2025).

Action Taken

Upon a motion by Mr. McCusker and seconded by Mr. Atkins, the Board voted four votes in favor (B. Gorman abstained) to endorse the Canton Terrace Definitive Subdivision Plan approved on 2/7/17 and to accept and sign the subdivision

covenant for Canton Terrace Definitive Subdivision.

Board Reorganization for Regional and Town Committees

Planning Board voted unanimously in favor to recommend the following appointments to the Board of Selectmen: Metropolitan Area Planning Council (MAPC) – Steven Olanoff and Alternate – Dave Atkins; Housing Partnership Representative – Michael McCusker and Alternate – Brian Gorman; MBTA Advisory Board Designee – Steven H. Olanoff and Alternate – Dave Atkins; Regional Transportation Advisory Council – Trevor W. Laubenstein and Alternate – Brian Gorman; Three Rivers Inter-Local Council (TRIC) – Michael McCusker and Alternate – Steven Olanoff.

Other Business:

- Planning Board Signatures for Registry of Deeds and Land Court Letter – *Board members provided their official signatures for these annual letters.*
- Discussion about Meeting Schedule for July – December – *Board members will email Ms. McCabe with their schedules.*

Adjournment

Upon a motion by Mr. Atkins and seconded by Mr. McCusker, the Board voted unanimously in favor to adjourn the meeting at approximately 9:55 p.m.

List of Documents

• Memo to Planning Board dated 5/5/17 & revised 5/9/17 re: Meeting Summary	PDF
• Memo to Town Planner from BETA Group, Inc., M. Turner dated 4/27/17 re: Brigham and Women’s Hospital at University Station Project Development Review	PDF
• Site Plans – Brigham & Women’ Hospital Medical Office Building dated 3/20/17	PDF
• PDR Application Submittal Package for Brigham and Women’s Hospital	PDF
• Supplemental Material (binder) submitted to Planning Board from Brigham and Women’s Hospital	PDF
• Memorandum from Health Director, Linda Shea for Brigham and Women’s PDF	PDF
• Memo from BETA Group, Inc., P. Paradis to DPW Director re: 480 Summer Street Shared Driveway Application Review, dated 4/28/17	PDF
• Letter to Ch. Pfaff dated 5/7/17 from Paul Sullivan re: Waivers for Shared Driveway Special Permit – 480 Summer Street Application and Plans	PDF
• Memo dated 5/9/17 from Westwood Fire Department re: Site Plan Checklist	PDF
• Memo to Town Planner from Conservation Specialist dated 5/2/17 re: lot 9 located in buffer zone	PDF
• Canton Terrace Definitive Subdivision Plans Approved by Planning Board 2/7/17 with revisions dated 2/23/17	PDF
• Canton Terrace Definitive Subdivision Covenant, dated 5/9/17	PDF