

**Westwood Planning Board  
Meeting Minutes  
Tuesday, February 9, 2016  
50 Carby Street  
7:30 P.M.**

**Call to Order:**

The meeting was called to order by Chairman Chris Pfaff at approximately 7:32 p.m. WestCAT was granted permission to videotape the meeting.

**Present:**

Planning Board members present: Chris Pfaff, Steve Olanoff, John Wiggin, Bruce Montgomery and Trevor Laubenstein. Staff members present: Town Planner Abigail McCabe, Community & Economic Development Director Nora Loughnane and Planning & Land Use Assistant Janice Barba who recorded the minutes.

**60-90 Glacier Drive – Special Permit Public Hearing – Postponed**

Ms. McCabe informed the Board the Applicant has requested a postponement of this Special Permit public hearing for a Major Wireless Communications Facility to install an 87-100 foot tall telecommunications structure until the March 15 meeting.

On a motion by Mr. Laubenstein, and seconded by Mr. Olanoff, the Board voted 5-0 to postpone this hearing until 3/15/16 at the Downey School at 7:30 p.m.

**Sandy Valley Road – Scenic Road Public Hearing**

Ms. McCabe presented photographs of the six dead and diseased trees located within the public right-of-way of Sandy Valley Road. Five of the trees are near 447 and 461 Sandy Valley and the sixth tree is across the street near 506 Sandy Valley Rd.

On a motion by Mr. Montgomery, and seconded by Mr. Olanoff, the Board voted 5-0 to approve the request for removal of six dead and diseased trees within the public right-of-way on Sandy Valley Road.

**20 Southwest Park – EIDR Public Hearing**

Applicants and co-owners of the property at 20 Southwest Park, Marilyn Lee-Tom and Richard Lee were present with representatives of their development team and a proposed tenant. The proposal includes making interior renovations for a ~5,000 SF Certified Public Accounting office, a tenant space for a ~10,000 SF child care use, replacing the exterior building light fixtures, replacing windows, creating a new front entrance, and adding hemlocks and boxwoods plantings in the front lawn area along a new six foot walkway. Mr. Lee explained that for the tenant has requested a new 15' x 30' play space. The parking lot would be restriped and bollards would be added. The site has parking spaces for 48 cars, meeting the bylaw requirements.

Ms. McCabe reported that Town Engineer Jeff Bina identified missing plan submittal requirements including an existing and proposed plantings, landscaping and screening; existing or proposed grades; existing or proposed entrances to the building; and existing storm drainage information. The Applicant has requested a waiver from these items.

Board members requested that the Applicant provide a revised site plan showing: the relocated play area; bollards around the play area; any trees to be removed for the play area, and proposed new landscaping; provide the light specifications and locations on the walls of the building; cross-hatch the parking space next to the handicap accessible space; the proposed dumpster location (if an exterior one is needed); a bike rack; adjust the sidewalk so it doesn't end directly into a parking space; and to provide updated floor plans to match the site plan.

On a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted 5-0 to continue this public hearing to Tuesday, February 23<sup>rd</sup> at 7:30 in the meeting room at the Library.

### **Mill Street (Map 19, Lot 23) EMM Special Permit Public Hearing**

This project involves the movement of a total volume of 3,250 cubic yards of earth removal and regrading associated with the construction of a new single-family residence and pool.

Engineer Dan Merriken attended and presented the site plans which have been updated and revised in accordance with the engineering review comments provided by Town Engineer, Jeff Bina. Some of these revisions include grading changes, shifting of the trench drain, the addition of an area drain with a 3' sump and grate cover, the addition of roof runoff downspout screens and pipeline cleanouts at bends. Lastly, Mr. Merriken stated that the Applicant has no objections to require town inspections of the proposed infiltration chambers prior to certificate of occupancy.

#### Public Comments:

L. Mahoney, 198 Mill St. commented that this project is clear cutting trees and the slope; requested denial of the special permit due to the adverse material effect on her home, which is built on pylons, and its structural integrity. She submitted a letter with photographs to the Board.

L. Mahoney, 198 Mill St. asked the Board what will be done if the property is deemed unbuildable.

G. Buckley, Mill St. commented that we should let DEP and the Conservation Commission finish with the process before Planning Board makes its decision.

Dan Merriken commented that Special Permit should not be withheld as the Town concluded that this is a buildable lot. The proposed drainage and onsite stormwater management system for a single family house will negate drainage on both properties.

P. Eramo, 77 Mill St. commented that this special permit for earth material movement is for normal and customary activity to build a single family home.

K. Becker, 127 High St. commented that the topography is hilly, wet and filled with ledge.

#### Board Comments:

Board members requested additional information on the proposed 3' sump and its capacity to capture driveway runoff before entering the filtration system; and that it fits the MA DEP Stormwater Standards, meeting 44% TSS removal rate.

On a motion by Mr. Olanoff and seconded by Mr. Wiggin, the Board voted 5-0 to continue this public hearing to Tuesday, February 23<sup>rd</sup> at 7:30 in the meeting room at the Library.

### **Public Hearing to Review Zoning Amendments for Annual Town Meeting Warrant Articles**

The Planning Board opened the public hearing for the zoning amendment articles submitted for Annual Town Meeting.

Ms. McCabe presented on the following zoning articles. Comments from the Board and public were taken after each article.

**Article 1: Zoning Amendments Related to Senior Housing** – To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 8.3 [Open Space Residential Development (OSRD)] to provide a density bonus for age-restricted housing, amend the application procedures, and to delete in its entirety Section 8.4 [Senior Residential Development (SRD)], and Section 8.5 [Residential Retirement Community (RRC)].

The Board decided to keep the RRC since it was discovered that Fox Hill Village was constructed under the RRC and may have plans for future expansion. The 10% reduction for the infrastructure factor in the yield formula should clearly specify to be reduced after the wetlands removed, add language to clarify that all

bonus units should be age-restricted. Consider options to encourage senior housing to be more affordable and less expensive, or include a local preference in the bylaw.

K. Becker, 127 High St. – encouraged the Board to find a way to make the units more affordable, available to Westwood seniors, and asked about how the bonus units are calculated.

E. Musto, Blue Hill Dr. – was not supportive of the lot size and the removal of some of the residential districts (SRB, SRA, GR).

D. Atkins – also encouraged affordable housing for seniors

**Article 2: Zoning Amendments to Allow Outdoor Seating as an Accessory Use** – To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw to allow outdoor seating as a permitted accessory use in association with non-residential uses by adding a new use category to Section 4.3.1 [Table of Accessory Uses], or take any other action in relation thereto.

1) Add a new Section 4.3.2.5 to read as follows:

	SRA	SR B	SR C	SR D	SR E	GR	SR	LB A	LB B	HB	I	IO	ARO
4.3.2.5 Outdoor Seating in association with permitted commercial uses Restaurant, Fast Order Food Establishment, Coffee Shop, Ice Cream Parlor, Retail Take-out Counter, Professional Service Establishment, or Research and Development pursuant to Section 4.4.2	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y

The Board suggested clarifying the language in the use column of the table.

**Article 3: Zoning Amendments Related to Calculating the Required Affordable Units** – To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw to further define how to calculate the required number of affordable housing units in various sections of the Zoning Bylaw, including without limitation Section 8.3 [Open Space Residential Development], Section 8.4 [Senior Residential Development], Section 9.5 [Flexible Multiple Use Overlay District], and Section 9.7 [University Avenue Mixed Use District].

The suggested language specifies how to round based on the Board’s past practice of rounding up when of .5 and down when under .5. A letter from the Westwood Housing Authority was submitted suggesting

revisions to the Board's proposal that included rounding up to be closer to 15% in all cases. Steve suggested slightly different figures by starting to require affordable units when 8 units are proposed. Between 8-9 units require 1 affordable unit, require 2 affordable units when between 10-15 units are proposed, require 3 units when there are between 16-22 units proposed, 4 affordable required when 23-26 are proposed, and then require 15% and round up in all cases for larger projects beginning at 27 units. The Board agreed with this suggested and was supportive of requiring affordable units with 8 units to help Westwood maintain the 10% necessary for the SHI.

Public Comment:

D. Aktins, Housing Authority – Also suggested adding language that the affordable units be in perpetuity, and the Planning Board consult the Housing Authority when reviewing process especially when alternatives if an applicant is not going to provide the affordable units within the development.

**Article 4: Zoning Amendments to Allow Administrative Review for Minor Alterations of Existing Wireless Facilities** – To see if the Town will vote to amend the Westwood Zoning Bylaw to add a new Section 9.4.5.5 under Permits Required in the Wireless Communications Overlay District to allow an administrative process for minor alterations.

The Board added clarifying language that this be allowed for only minor changes that are considered de minimus by the Building Commissioner and are not significant visible exterior changes.

**Article 5: Zoning Amendments Related to Joint Off-Street Parking** – To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 6.1 related to Joint Off-Street Parking.

The Board was supportive of changing the shared parking to a waiver rather than a special permit.

**Article 6: Housekeeping Amendments to Zoning Bylaw and Official Zoning Map** – To see if the Town will vote to approve certain housekeeping amendments to various sections of the Westwood Zoning Bylaw and official Zoning Map as may be necessary to correct any errors or inconsistencies, including without limitation the correction of one or more erroneous section references, and the correction of a scribner's error in Section 4.1.6.1 [Earth Material Movement per Section 7.1] to properly show that said use is allowed by a special permit in all zoning districts.

There were no comments on this article.

**Article 7: Zoning Amendment Related to Project Area in the FMUOD-1** – To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 9.5.9.1 [Minimum Project Area] under the Flexible Multiple Use Overlay District (FMUOD-1) also known as the University Avenue Business District from 30 acres to 10 acres.

On a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted 5-0 to continue this public hearing to allow the above mentioned revisions to be made and reviewed on Tuesday, February 23<sup>rd</sup> at 7:30 in the meeting room at the Library.

**600 Clapboardtree Street Subdivision, Bond Reduction Request**

On a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted 5-0 for a partial release of \$22,427.00. The new amount to be held for the 600 Clapboardtree Street Subdivision is \$18,573.00.

**Approval Not Required Plan – 44 Mill Street**

Planning staff conferred with Town Counsel and informed the Board that after review of the application the application was determined to be incomplete because the Applicant did not submit evidence to demonstrate that the physical access exists today to provide frontage for the proposed lots.

On a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted 5-0 to declare the ANR submission incomplete, as the Applicant did not demonstrate that the vital access exists to such lots as contemplated by M.G.L. Chapter 41, Section 81L & M.

**Approval of Minutes:**

On a motion made by Mr. Olanoff and seconded by John Wiggin, the Board voted 5-0 to approve the minutes from 01/12/16 and 01/19/16, as written.

**Review and Signing of Decisions from Prior Meetings:** None

**Adjournment:**

Upon a motion by Mr. Wiggin and seconded by Mr. Olanoff, the Board voted unanimously in favor to adjourn the meeting at approximately 11:45 p.m.

**Upcoming Planning Board Meetings:** Tuesdays: 2/23, 3/15, 4/12, Monday 4/25

**List of Documents**

• Sandy Valley Road –photographs of subject trees for removal	PDF
• Memo to Town Planner from 20 SWP, LLC dated 02-08-16 re: response to comments from engineer and police dept.	PDF
• Plot Plan for 20 Southwest Park, prepared by RE Cameron & Associates	PDF
• Revised plan for 20 Southwest Park, prepared by BKA Architects, Inc. dated 2/8/16	PDF
• Memo to Town Planner from Town Engineer dated 2/1/16 re: EIDR 20 Southwest Park	PDF
• Email communication from Sgt. Paul Sicard to A. McCabe dated 02-03-16 re: EIDR 20 Southwest Park	PDF
• Memo from Town Engineer Jeff Bina to Town Planner dated 02-01-16 re: review comments Lot 1 Mill Street	PDF
• Memo from Merrikin Engineering to Planning Board dated 02-07-16 re: Responses to Jeff Bina’s review comments of 02-01-16	PDF
• Electronic Mail from Ed Musto, Re: 1561 high St & 600 Clapboardtree, sent 1/29/16	PDF
• Photographs, exhibits, and letter prepared by Lindsey and Fernando Almenas, 198 Mill Street, dated February 9, 2016.	PDF
• Memo from Town Planner to Planning Board Members, Proposed Zoning Amendments Articles for Annual Town Meeting, dated 2/5/16 (28 pages)	PDF
• Power Point presentation, 12 slides, 2/9/16 Planning Board Zoning Public Hearing	PDF
• Letter from Westwood Housing Authority, consisting of 3 pages, received 2/4/16.	PDF