

**Planning Board Meeting Minutes**  
**Monday, April 25, 2016**  
**Champagne Meeting Room, 50 Carby St. – 7:30 PM**

**Call to Order:**

The meeting was called to order by Chairman Chris Pfaff at approximately 7:37 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 as well as Alternate member Steve Rafsky. Staff members present: Town Planner Abigail McCabe and Planning & Land Use Specialist Janice Barba, who recorded the minutes.

**300 Washington Street, Morrison Park Snack Shack – EIDR minor modification request**

Chairman Chris Pfaff recused himself from this application and left the Board member table. Vice Chairman Steven Olanoff took over as acting Chairman.

Brian Hunt, President of Westwood Little League was present for this request. Mr. Hunt explained that due to the construction of the new Fire Station the Little League is requesting to modify the 2012 approval to alter the location and size of the snack shack at Morrison Field. He explained that the snack shack is now proposed to be smaller and in two buildings. A couple different draft proposals with sketches were presented to the Board.

Ms. McCabe explained that the final site plan and architectural plans have not been created yet because the Little League is looking for direction from the Planning board on what would be acceptable prior to finalizing the professional plans. She suggested the Board make a condition of any approval that the final site plans and final architectural plans be submitted to the Town (Public Works, Building, and Health) prior to applying for building permits.

The Board reviewed the submitted options and agreed that the sketch plan and model drawings prepared by the architect (Timothy E. Lund) was acceptable if the bathroom doors were revised to face inside the snack shack's interior and not East Street and that the fencing and sidewalks be shown on the final plans. The fencing should surround the field's perimeter to direct pedestrians and field users through the main entrance and onto the sidewalks that lead to the crosswalk at the Washington St./East St. intersection for safe crossing.

Public Comment: No comments from the public.

On a motion made by Steve Rafsky, seconded by John Wiggin, the Board voted 4-0 to consider this proposal a minor modification to the 2012 EIDR approval.

On a motion made by Steve Rafsky, seconded by John Wiggin, the Board voted 4-0 to approve the architectural sketch and model drawings prepared by Timothy Lund with a condition that the plans be revised to relocate the bathroom doors, define the sidewalks, and fencing to be submitted to the Town's Planning, Public Works, Building, and Health prior to applying for building permits.

Chris Pfaff rejoined the Board as Chairman. John Wiggin recused himself and sat in the audience.

**14 Washington Street, Hogan Tire Center – EIDR and Special Permit Public Hearing**

Chairman Pfaff appointed alternate members Steve Rafsky and Todd Sullivan to sit on this application as full members. Mr. Sullivan was not present this evening but is allowed to miss one hearing.

Project Engineer, Tim Paris, was present for the applicant, Ed Hogan of Hogan Tire Centers. Mr. Paris explained that in late 2014 and early 2015, Hogan Tire received EIDR approval for a renovation. This current proposal includes demolition of the existing building and construction of a new smaller building with six bays facing south. Mr. Paris explained the different options considered when proposing the reconstruction of the building. If the building was moved closer to Lull Street the existing property's slope would prohibit the use of the lift's used with this business, if changed the layout of the building to face the street the building would have to be two stories with less landscaping, the current layout proposed was ideal because they are working with the property's existing grades by allowing the storage underground to help with the lifts so the building could be one story. On April 19<sup>th</sup>, staff and the

Planning Board's peer review consultant Phil Paradis of PSC met with the Applicant to discuss review comments and suggested changes. In response, the Applicant submitted updated plans on April 22<sup>nd</sup> that are still in progress but show sixteen parking spaces with one handicap space, a loading area of the side street (Gay Street extension), more landscaping on the front corner, the edges of paved parking area and less parking as requested by town staff.

Mr. Paradis provided a summary of his memo to the Board. (A copy of this memo is available with these minutes.) He has not had the opportunity to thoroughly review the updated plan emailed on Friday or the options presented by the applicant this evening but can see that the updated plan reduces parking, added the loading area on the north side of the building, moves the building closer to Washington Street and adds landscaping in front of the new building. This application also requires Conservation Commission review under the Stormwater Bylaw. Ms. McCabe added that a Special Permit from the Planning Board for the Earth Material Movement is also needed and was included in the public hearing notice, the application was distributed to relevant review staff and Police and Fire had no concerns, and the Health Director submitted a memo with suggested standard conditions related to demolition and construction.

Board members requested that the Applicant address the following:

- Replace the sidewalk's/paved area adjacent to the north side of the building to include landscaping to extend the landscaping along the Gay Street Extension
- Show the truck turning and loading movements and circulation through the site for the large trucks
- The Board was not inclined to grant the applicant's request for a waiver from providing the required lighting plan because the property is surrounded by residences and this is new construction. The Board asked for the specification detail sheets showing the proposed exterior light fixtures, show the location on the plans (architectural and site plans), and the photometric plan showing the light levels. The proposed sign lighting should also be submitted, the applicant noted goosenecks proposed but not shown on the plan. Any security lighting proposed to stay on all night should also be identified; other lighting to be turned off at specific times should be provided in lighting plan.
- Show the HVAC mechanical units and any/all roof mechanicals
- More information on the proposed height of the roof, show the pitch and overall height to the top of the new roof. Consider reducing the pitch.
- Provide the sign and sign lighting package.
- Provide dumpster detail and address abutter concerns about dumpster not staying closed and causing trash to be blown out of the dumpster.
- The Board provided options for the applicant to consider for the front door in response to resident concerns over the main door entry facing south towards Lull St. The Board asked the applicant to re-arrange the front door to face Washington Street or to minimize the front entry awning, sign and lighting currently shown facing south towards the parking and Lull St.
- Keep the landscaping in front of the new building along Washington Street
- Provide information on how the bay doors will open; the Board suggested automatic sensor doors or another alternative to the current practice of honking to open the doors. The doors should remain closed to limit noise.

#### Public Comments:

S. Zinno, 6 Lull St. – concerned with lighting, acoustics, and the overall increase in customers because of the additional six bays. The proposed building will be visible over the 8 ft. fence which causes concern about the massing and views from the neighborhood, opposed to proposal for free-standing sign.

M. Jerome, 15 Gay St. Extension – reported loud horn beeping associated with the garage door opening and closing and asked if there will be another way to control the door; commented that dumpster is overflowing and lid is left open and trash ends up on his property; commented that with large trucks turning around the deadened street, his landscaping is crushed and run over. He asked if a "dead-end" sign could be installed at the beginning of the Gay Street extension because large trucks are coming and turning around at the end.

P. McManus, 10 Lull St. – commented about the negative conditions caused by light, noise and visibility. Encouraged the Board to place conditions on any decisions similar to the ones from the 2014 project.

B. O'Brien, 11 Gay St. Extension – asked how Hogan Tire plans to dispose of tires going and from what door the tires will be removed. (Mr. Hogan responded that tire disposal will be carried out through the back door, once a week.)

M. Fleming, 10 Lull St. – asked why the entrance to the premises is facing Lull Street, preferred entrance with the signs and lights to be facing Washington St.

S. Zinno, 6 Lull St. – commented that there is poor communication between Hogan Tire and the abutters; is very frustrated.

E. Hogan – disagreed with comments and complaints from residents about condition of property and added that this proposal will be an improvement to the current business and site.

B. Gorman, 145 School St. – asked questions about the proposed roof material, encouraged roof be redesigned to fit in with neighborhood.

On a motion by Mr. Laubenstein and seconded by Mr. Olanoff, the Board voted 4-0 in favor, none opposed, to continue this hearing until Tuesday, May 24<sup>th</sup> at 7:30 p.m. in the Champagne Meeting Room at 50 Carby Street.

### **20 East Street, T-Mobile WCOD – EIDR and Special Permit Public Hearing**

Chairman Pfaff appointed alternate Steve Rafsky to sit on this application as a full board member.

Eric Kallio representing T-Mobile Northeast, LLC was present to give a summary of the proposal to install a new T-Mobile antenna within a 4 ft. diameter canister, nine feet above the parapet to an elevation of 49 ft. above grade on the roof of the existing Public Storage building. The Applicant also proposes modifications to the existing T-Mobile antenna by increasing the diameter of the existing canister width from 3 ft. to 4 ft. and increasing the overall height from an elevation of 48.6 ft. to 49 ft. above grade, and to install a fiber cable line and remote radio units at 20 East Street.

#### *Summary of Changes include:*

- *Increase canister diameter width from 3 ft. to 4 ft.*
- *Add second antenna in canister*
- *Overall height changing increasing by 6 inches*
- *Overall height of all components above roof is 11'8", including what's below the parapet*
- *Replace and install new antennas, canisters, remote radio units*

#### Board Discussion of Waivers Needed/Requested:

- 1- Full site plan with all existing plantings, screening, rocks, topography, drainage, parking, signage, sewer, etc.
- 2- Exterior lighting plan
- 3 – Traffic study
- 4- Model
- 5- Balloon test
- Radio frequency coverage visual maps – the applicant requested a waiver from this requirement but the Board was not supportive of this request. The Board agreed to waive the requirement prior to the vote but suggested a condition that the updated coverage maps be submitted as a condition of approval to demonstrate the need for the additional wireless facility. The applicant shall demonstrate the need and proposal to fill the void.

Public Comment: Chairman Pfaff opened the hearing up to public comment and there were none.

On a motion made by Mr. Olanoff, seconded by Mr. Laubenstein, the Board voted 4-0 to approve the waivers 1-5 above based on a finding that those requirements are not relevant to this application.

- The Board found that the increased diameter from 3 ft. to 4 ft. would not have a significant impact on the town and nearby residential properties because of the location next to I-128 and in a WCOD and Highway Business zone.
- The Board reviewed the definitions for minor and major wireless communications facilities and found that this proposal to be considered a major wireless facility, thus requires a special permit.

On a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted 4-0, none opposed to grant a Special Permit with the usual conditions for the roof equipment to be painted to match the existing building, all antennas and equipment to be removed

within six months if ever abandoned, plus a condition to submit an updated Radio Frequency Radiation Coverage Visual Plan, for a new major wireless communications facility on the roof of the existing Public Storage building at 20 East Street.

On a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted 4-0, to close the hearing.

Alternate Steve Rafsky left the meeting and members Bruce Montgomery and John Wiggin joined the meeting.

### **301-315, 317, & 323 Washington Street – FMUOD Special Permit deliberation and vote**

The Board closed the hearing on this application at the last meeting on April 12. A draft decision was distributed to the Board in the meeting packet. Mr. Laubenstein submitted the 4/12/16 missed hearing certification.

On a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted 5-0 to approve the waivers and conditions as written in the provided draft FMUOD special permit decision with the following changes to the draft distributed on 4/22/16:

- Change the order of the sentences in condition # 6 about the preservation of the Blue Hart Tavern and timing;
- Language added to condition #2 about a recycling plan to be submitted to the Town Planner; and
- Add that the tandem spaces in the parking garage shall not be used for storage in condition #17.

The FMUOD special permit for 301-323 Washington Street was unanimously approved.

### **Continued public hearing to update Planning Board Rules and Regulations – Subdivision Rules and Regulations**

Phil Paradis was present to finalize the recommendations and updates to the Subdivision Rules and Regulations.

Ms. McCabe summarized some of the major changes to the Regulations when compared to the existing Regulations as outlined in her memo to the Board. Items for the Board to consider is the sidewalk width reduced to five feet from six feet and the addition of the waiver option to have the developer give to a sidewalk fund when requesting a waiver from providing the sidewalk on one side of the street instead of both sides. The Board was okay with the language to allow the Board to consider waiving the requirement for the sidewalk on both sides of the street with the alternatives including the sidewalk fund. Another item of discussion was that new ways could not be created if the proposed road is within 40 feet of a lot line outside of the proposed subdivision. The Board agreed to add this language into the Regulations. The language for private driveways to drain to private property or as otherwise approved by the stormwater granting authority was revised in Section 5.18 “driveways”; the appendix section was removed, the road sections were included in the Regulations but a reference to the standard details is noted that they are not part of the Regulations but any changes must be approved by the Board; landscaping requirements to match the special permit and EIDR regulations; final check on formatting and numbering. The Board agreed that the Policy for a Lane Subdivision – proposals consisting of 2-5 lots be a separate Board Policy and not part of the Regulations. The Lane Subdivision Policy has a greater emphasis on low impact development.

On a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted 5-0 to approve the revisions to the Subdivision Rules and Regulations Governing the Subdivision of Land.

### **Prepare for Annual Town Meeting – Planning Board Report on Zoning Articles**

On a motion by Mr. Montgomery and seconded by Mr. Wiggin the Board voted 5-0 in favor to recommended Town Meeting approval of the following Articles 23-28:

**Article 23:** 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 for age-restricted housing, amend the application procedures, and delete in its entirety Section 8.4 [Senior Residential Development (SRD)].

**Article 24:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw to allow commercial outdoor seating as a permitted accessory use in association with permitted commercial uses by adding a new use category to Section 4.3.1 [Table of Accessory Uses].

**Article 25:** 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].

**Article 26:** 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.

**Article 27:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw Section 6.1 related to Off-Street Parking.

**Article 28:** 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.

On a motion by Mr. Montgomery and seconded by Mr. Wiggin the Board voted 5-0 in favor to approve Article 29, subject to receiving a signed settlement agreement prior to Town Meeting vote.

**Article 29:** 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 and define minimum project area.

**Adjournment:**

Upon a motion by Mr. Wiggin and seconded by Mr. Montgomery, the Board voted unanimously in favor to adjourn the meeting at approximately 10:55 p.m.

**List of Documents**

• 300 Washington St. Morrison Park Snack Shack Sketch and Visuals, prepared by Timothy Lund and Brian Hunt, electronic request for modification from Brian Hunt	PDF
• 2012 EIDR Approval for 300 Washington St. Morrison Park	PDF
• Letter to A. McCabe from PSC dated 4/18/16 RE: 14 Washington St. – Hogan Tire Site Plan Peer Review (7 pages)	PDF
• 14 Washington St. – Hogan Tire Site Plan application and packet	PDF
• Hogan Tire colored elevations and site plan, revision date 4/22/16	PDF
• Public Comment Letter from Salvatore Zinno, 6 Lull Street, to Planning Board, Re: Hogan Tire Centers, Inc. 14 Washington Street	PDF
• Memo from Health Director, Linda Shea, to Planning Board, 4/6/16, Re: EIDR Hogan Tire	PDF
• T-Mobile – 20 East St. Application and Narrative	PDF
• T-Mobile - 20 East St. Plans & Photo-simulation Package	PDF
• Subdivision Rules & Regulations – Redlined Draft	PDF
• Draft Decision with conditions for FMUOD Special Permit, 301-323 Washington Street (17 pages)	PDF
• Memo from Abby McCabe to Planning Board Members, dated 4/22/16, Re: Subdivision Rules & Regulations Update & Summary (4 pages)	PDF
• Subdivision – Detail Standards	PDF
• Subdivision – Typical Roadway Sections	PDF
• Lane Policy for Subdivisions	PDF