

**Planning Board Meeting Minutes**  
**Tuesday, May 24, 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 7:30 p.m. WestCAT was granted permission to videotape the meeting.

**Present:**

Planning Board members present: Chris Pfaff, Steve Olanoff, Trevor Laubenstein, Dave Atkins and Mike McCusker. Staff members present: Town Planner Abigail McCabe and Planning & Land Use Specialist Janice Barba, who recorded the minutes.

**Westwood Estates Subdivision (Wight Lane & 9 Hedgerow Ln.) – Definitive Subdivision and Earth Material Movement Special Permit Public Hearing – *Continued from 4/12/16***

Ms. McCabe informed the Board that the Applicant has submitted a request for a continuance of this hearing, to allow for additional time for plan revisions and responses to Board requests.

*Action Taken:*

On a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted 5-0 to continue this hearing without testimony taken to Tuesday, June 14<sup>th</sup> at 7:00 p.m., in the Champagne Meeting Room at 50 Carby Street.

**14 Washington Street, Hogan Tire Center – EIDR and EMM Special Permit Public Hearing for demolition of existing building and construction of new building for motor vehicle light service use and off-street parking – *Continued from 4/25/16***

Ms. McCabe informed the Board that the Applicant has submitted a request for a continuance of this hearing, to additional time to submit requested material.

*Action Taken:*

On a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted 5-0 to continue this hearing without testimony taken to Tuesday, June 14<sup>th</sup> at 7:00 p.m., in the Champagne Meeting Room at 50 Carby Street.

**1054 High Street - The Tobin School Limited EIDR Public Hearing**

Present before the Board was Joe Porter from VTP Associates, Civil Surveyor for the project who gave a brief summary of the proposed site alterations:

- Expand the parking into the existing lawn area to provide a total of 13 paved parking spaces in the front of the building.
- Improve the vehicle and pedestrian traffic circulation with the addition of traffic signs, one-way pavement markings, a new walkway and a new bicycle rack.
- Complete stormwater analysis was performed to evaluate post development impacts created by the proposed parking lot consisting of seven new parking spaces and the installation of a new drainage infiltration system. (A new tree will be planted for aesthetic purposes.)
- Mr. Porter said that he received staff's report about the prohibited spot lights and responded that the spot lights can be shielded.

**Board Questions & Comments:**

- A board member asked for clarification of the location of the spot lights; commented that the spot lights are not allowed. No lighting over 15 ft. above the ground is allowed.
- A board member commented on lack of lighting on the parking spaces at 11, 12 & 13 and suggested the addition of bollards or similar type light along the walkway, between every four parking spaces. Light posts were suggested.
- A board member agreed with Building Commissioner Joe Doyle with safety issues associated with parking space that backs onto High Street. Board recommended this space be reserved for employees only.
- A board member asked about the gravel area and whether it will stay. Applicant responded that a gravel driveway has existed with Conservation Commission approval but the gravel parking area was created over time. The Board wants the

gravel parking area restored to grass and advised Applicant to check in with Conservation Commission.

- A board member asked if curbing would be added to the new parking spots (curb stops only).
- Catch basin questions about pitch were raised.
- Applicant was asked to install bicycle rack in accordance with the Board's Bike Parking Regulations (staff will send to Applicant).
- Specs, types and pictures of lighting should be provided to Town Planner for approval.

Ms. McCabe summarized the staff comments received from the Conservation Agent, Town Engineer and Building Commissioner. She also summarized her suggested conditions based on the plans received with revisions in response to the Town Engineer's comments as outlined in her memorandum to the Board dated 5/17 & revised 5/23/16).

Public Comments:

- Chairman Pfaff asked if there were any public comments and there were none.

*Action Taken:*

On a motion by Mr. Olanoff and seconded by Mr. McCusker, the Board voted 5-0 to grant the following waivers: submission of a traffic study; model; partial waiver of photometric plan showing the illumination intensity, drawings/renderings and presentation model.

On a motion by Mr. Olanoff and seconded by Mr. McCusker, the Board voted 5-0 to approve the Limited EIDR for 1054 High Street with the following conditions in addition to the Board's standard conditions:

1. The infiltration chambers shall be coordinated with and inspected by the Town Department of Public Works during excavation, during installation, and after completion for final inspection for compliance with the approved plan.
2. The spot lights on the building and any lights over 15 feet above the ground be removed or altered to comply with Section 6.4 of the Zoning Bylaw. The Applicant shall install three additional lights to provide adequate lighting to serve the parking area near parking spaces numbered 3 and 4, number 8 and 9, and number 12. All lighting shall be shield to prevent glare onto nearby properties. The specific light locations, light fixture type, and manufacturer's specification shall be submitted to the Town Planner for review and approval prior to installation.
3. The parking space closest to High Street labelled #1 on the submitted plan shall be reserved for employee parking.
4. The proposed bicycle rack shall meet the Planning Board's Bicycle Parking Design Guidelines. The proposed detail/design shall be submitted to the Town Planner for review prior to installation.
5. There shall be no parking in the gravel area off of Lakeshore Drive. The unapproved parking gravel area in the wetlands buffer zone off of Lakeshore Drive shall be restored. The gravel driveway off of Lakeshore may remain.
6. The one-way circulation off of High Street and parking lot striping shall be as shown on the approved plan, the pavement markings, and directional signs shall be replaced and maintained as necessary.
7. The limit of work shall be clearly delineated to prohibit work beyond the erosion control line and appropriate erosion controls installed to protect the buffer zone.
8. The Applicant shall provide a certified copy of an "As Built" Site Development Plan prepared by a Registered Professional Engineer or Surveyor.

On a motion by Mr. Olanoff and seconded by Mr. Atkins the Board voted 5-0 in favor to close the hearing.

**9 School Street & 317 Washington Street** – EIDR Public Hearing – *Proposal to relocate the historic building known as the Blue Hart Tavern from 317 Washington Street to 9 School Street for temporary storage.*

Summary of Project:

The Applicant and Property Owner, Giorgio Petruzzello and his attorney Peter Zahka were present to the hearing. The proposal is to relocate the Blue Hart Tavern building from its current position at 317 Washington Street to the front portion of a wooded area of 9 School Street for temporary storage until a permanent use and location can be determined. Presently the property at 9 School Street contains a commercial building with off-street parking spaces.

- The Blue Hart Tavern will be relocated to the west of the existing building at 9 School Street.
- Trees and vegetation will need to be removed to provide a gravel access area.
- A 20 ft. landscape buffer to the residence at 21 School Street will remain and is shown on the plan.
- A temporary, perimeter fence will be placed around the building, which will be set up 4' off the ground on gravel, on blocks in the Applicant is fine with reviewing the support with the requirements of the Building Commissioner as requested in the Town Planner's review comments.
- Pest control will be completed.
- The same contractor that moved the Colburn School building (Rick Geddes) will be hired to move the Blue Hart Tavern.
- There will be no use of the Blue Hart Tavern building while in storage and will not be connected to any utilities.

Ms. McCabe noted that the Applicant has also filed with the Zoning Board of Appeals and is scheduled for the June 15, 2016 hearing for the temporary storage use and the specific location on 9 School Street.

#### Summary of Board Questions & Comments:

- A Board member asked about the building orientation on the lot. Historical Commission Chairman Peter Paravalos was present in the audience and responded that he has been working with the Applicant because of his experience with moving historic buildings and stated that the front of the building will most likely remain facing Washington Street/east facing because it's easiest to pick the building up and move it without having to do any turning. The more turning movements the longer the process.
- The Applicant noted that the move will be coordinated on a Sunday morning if possible to reduce impact on the traffic.
- The Board encouraged the tree removal to be limited to as few as possible to what is absolutely necessary to relocate the building.
- The trees will have to be removed from the edge of the street to 20 feet back.
- A board member asked for the fence to be set back from School Street, closer to the building.
- A board member said he would prefer the fence than looking at the gravel.
- A board member suggested a 6' chain link off the street, 10' back.
- Does moving the building compromise the future use? The Applicant and Mr. Paravalos responded that the building will not be compromised and they will take action to protect the building. Mr. Paravalos requested the building be properly mothballed and stabilized as outlined in the letter submitted to the Board.
- The Applicant stated that he would continue to work with anyone interested in preserving the building to find a permanent location and use. The Special Permit for 301-315, 317 & 323 Washington Street had a condition that this building be preserved for at least 19 months.
- A board member asked for an explanation of the process of documenting the historical aspects of the tavern.

#### Public Comments:

- Mr. Paravalos requested a copy of building mover's report and plan when submitted to the Building Department.

#### Action Taken:

On a motion by Mr. Olanoff and seconded by Mr. McCusker, the Board voted 5-0 to grant the following waivers: submission of a traffic study; model; exterior lighting plan and drawings/renderings finding these items not to be relevant to the application.

On a motion by Mr. Atkins and seconded by Mr. McCusker, the board voted 5-0 to approve the EIDR for Blue Hart Tavern at 9 School Street with the following conditions:

1. Applicant shall hire a pest control company to inspect the property and shall provide a copy of the invoice and the inspection report to the Health Department.
2. Prior to the commencement of relocation of the structure to the Property, the Planning Board and Westwood Historical Commission shall be provided thirty days to document the property, including photographs of the building interior.

3. The structure shall be moved by a firm working predominantly in the moving of structures, with verifiable qualifications and a demonstrable record of achievement in this kind of activity. And shall have significant experience in the moving of historic structures or buildings over 50 years old.
4. A continuous landscape buffer area extending a minimum of twenty (20) feet in depth along the entire length of the property line separating 9 School Street from 21 School Street shall be maintained in its current natural condition. Vegetation removal to the east of this landscape buffer area shall be limited to the minimum possible to allow the structure to be located on the property.
5. The Applicant shall maintain five (5) existing on-site parking spaces as shown on the approved plans.
6. A compost sock and construction fence shall be installed around the limit of work as shown on the submitted plan.
7. Plans for temporary support of the relocated structure shall be approved by the Building Commissioner prior to the move. The Applicant shall be solely responsible for any additional structural stabilization or support deemed necessary by the Building Commissioner over the period of time during which the relocated structure is temporarily located at 9 School Street.
8. The relocated structure shall be properly secured and mothballed while situated at 9 School Street. The structure shall be secured from vandals and break-ins by boarding up all windows and doors, leaving a single entry point reinforced by proper locking mechanism. Locked security fencing shall be installed and maintained around the perimeter of the relocated structure. The security fencing shall be temporary and removed when the structure is eventually removed. The security fencing shall be six (6) feet high chain-link and set back ten (10) feet from the School Street property line. The gravel area between School Street and the security fence shall be mulched. The exterior of the structure shall be secured from moisture penetration, including the cleaning of all gutters to allow for proper drainage. The Applicant shall be solely responsible for such other regular maintenance as required to ensure the structure's preservation.
9. The Applicant shall promptly repair any damage caused by the Applicant or any of its contractors, agents or assigns, to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the Town. Such repairs shall be performed to Town of Westwood standards.
10. The Town may inspect the Premises from time to time upon reasonable notice to the owner to determine the structure is safe, appropriately maintained, and properly secured.

On a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted 5-0 in favor to close the hearing.

#### **Approval Not Required Plan (ANR) for 301-323 Washington Street**

The purpose of the ANR is to reconfigure and combine the four lots so that the proposed two buildings with the shared parking will ultimately be on one lot so that continued ownership and use will continue. Ms. McCabe noted that all new lots will meet the minimum frontage requirements.

#### *Action Taken:*

Board members endorsed the ANR as presented.

#### **Approval of Minutes:**

On a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted 5-0, to approve the minutes of 05/10/16 as written.

#### **Other Business:**

- Ms. McCabe informed the Board that the Planning Board Committee Appointments will be made by the Board of Selectmen at their 6/20/16 meeting.
- Mr. Laubenstein reported that Islington Center Task Force (ICTF) met in April and had a productive meeting with focus groups to review the strengths and weakness of Islington. Ms. Loughnane reported that two development teams came to

the site visit, a number of bids were requested, and a scoring sheet was also created which will be shared on the Town's Procurement web page. A survey will appear in the newsletter which will go to every household in the Community Newsletter, will be published in the Westwood Press, sent via the School District Bulletin, posted on Facebook and a link to the survey will also be added to the Town's homepage. The Task Force Meeting was well attended and members of the public asked questions about the RFP and also expressed the desire to keep the ICC and the Library intact. Proposals are due on 6/20 and on 6/22 ICTF will meet to review these documents. Ms. Loughnane added that this will be a thorough and thoughtful process prior to any decisions being made. On 6/22 a walking tour of Islington is planned for the Task Force.

- Regional Transportation Committee – Expansion of Green Line. Mr. Olanoff updated the Board on the current expansion project, as the expansion does affect many current projects of MA DOT in terms of available funding. Mr. Olanoff informed Board members that the Dedham Street corridor was budgeted at \$53 million and the cities of Somerville and Cambridge are now being asked to contribute funds to assist with the expansion, which is the direction the state is going.

**Adjournment:**

Upon a motion by Mr. McCusker and seconded by Mr. Atkins, the Board voted unanimously in favor to adjourn the meeting at approximately 9:05 p.m.

**Upcoming Planning Board Meetings:** 6/14/16, 6/28/16, 7/12/16 *Note: Meetings will begin at 7:00 p.m.*

**List of Documents**

• Memo from Town Planner to Planning Board, May 24 <sup>th</sup> Meeting Summary dated 05-17-16	PDF
• Letter of Request for Continuance To Planning Board from Peter Zahka, Attorney for David Spiegel/Westwood Estates	PDF
• Letter of Request for Continuance To Planning Board from Edward Hogan, 14 Washington St./Hogan Tire	PDF
• Site Plan - 1054 High Street	PDF
• Memo from Town Planner to Planning Board, 1054 High Street – 5/17/16 and revised 5/23/16, (2 pages).	PDF
• 1054 High Street - Tobin School Aerial View	PDF
• Memo from Conservation Commission to Town Planner re: review of 1054 High Street	PDF
• Memo to Town Planner from Town Engineer re: review of 1054 High Street	PDF
• Memo to Town Planner from Building Commissioner re: Parking Plan for 1054 High St.	PDF
• Memo from Town Planner to Planning Board, 9 School Street, dated 5/17/16 (2 pages).	PDF
• Memo from Health Director to Town Planner, dated 5/24/16	
• Site Plan & Colored Site Plan - Temporary Location for Blue Hart Tavern – 9 School Street	PDF
• MACRIS Form – Blue Hart Tavern	PDF
• Email from P. Paravalos, Ch. Historical Commission to Town Planner – comments re: Blue Hart Tavern, sent 5/16/16.	PDF
• Photographs taken by planning staff – 9 School Street	PDF
• Photo of aerial view of ANR 301-323 Washington Street and 9 School Street	PDF
• ANR Plan 301-323 Washington Street	
• Memorandum from Town Planner, Meeting Summary for 5/24/16 meeting	PDF