

Planning Board Meeting Minutes
Tuesday, July 12, 2016
Champagne Meeting Room, 50 Carby St. – 7:00 PM

Call to Order:

The meeting was called to order by Chairman Chris Pfaff at approximately 7:02 p.m. WestCAT was granted permission to videotape the meeting.

Present:

Planning Board members present: Chris Pfaff, Steve Olanoff, Trevor Laubenstein, and Mike McCusker. Dave Atkins was absent. Staff members present: Town Planner Abigail McCabe and Community & Economic Development Director Nora Loughnane.

Ms. McCabe announced the following two changes to the agenda:

390 Washington Street – EIDR & Special Permit Public Hearing – Request for Postponement

The Applicant requested that this hearing be postponed until the Board's next meeting on Tuesday, August 2, 2016 at 7:00 p.m. in the Champagne Meeting Room, 50 Carby Street.

Action Taken:

On a motion by Mr. McCusker and seconded by Mr. Laubenstein, the Board voted 4-0 to continue this hearing to Tuesday, August 2, 2016 at 7:00 p.m. in the Champagne Meeting Room, 50 Carby Street.

14 Washington Street – Hogan Tire EIDR & Special Permit – Continuation of Public Hearing

Ms. McCabe reported that this public hearing was left open on June 14th for the purposes of allowing time for the Conservation Commission's review, which is scheduled for tomorrow night, Wednesday, July 13th. Ms. McCabe requested that this hearing be continued to Tuesday, August 2, 2016 at 7:00 p.m. in the Champagne Meeting Room, 50 Carby Street.

Action Taken:

On a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted 4-0 to continue this hearing without discussion to Tuesday, August 2, 2016 at 7:00 p.m. in the Champagne Meeting Room, 50 Carby Street.

University Station Sign Request for Project Specific Signage Alternative

In accordance with the July 12th meeting summary to Board members, NED submitted revised Supplemental Sign Plans and Narrative and Ms. McCabe provided recommended the following additional revisions in **RED**:

Town Planner & Board Comments:

Under "Purpose"

This Supplemental Sign Plan may be amended or supplemented, **at the Planning Board's discretion**, with additional signage information and plans for businesses located within the University Station Project, as such plans and information become available.

Under "Drawing"

The Supplemental Sign Plan drawing (the "**Drawing**") identifies certain types of temporary and operational signage, including University Station Business Signs, Code of Conduct Signs, **Parking Lot Locator Signs**, Wegmans Parking Lot **Signs**, Restaurant Parking Lot Signs, Temporary "Now Open" Signs, and Cart Corral Re-useable Bag Signs, which were not previously identified in alternative sign packages previously submitted in accordance with applicable UAMUD regulations.

Under "Alternative Controls"

- **Parking Lot Locator Signs**– Parking Lot Locational Signs assist drivers in identifying their parking locations amid a large parking field. These will be interspersed throughout various parking fields. The number of Parking Lot Signs shall not be limited, provided the total number of such Signs to be constructed is reasonable or necessary to adequately direct **drivers to the location of their vehicles**. The area of each Parking Lot Sign shall be limited to approximately 24" x 24" (each side, if double-sided).

- **Wegmans Parking Lot Locator Signs**– Wegmans Parking Lot Signs identify tenant specific rules and regulations. These will be interspersed throughout two parking fields. The number of Wegmans Parking Lot Signs shall be limited to no more than 10 signs, with no more than 8 signs in the front parking lot and no more than 2 signs in the side parking lot. The area of each Wegmans Parking Lot Sign shall be limited to approximately 18” x 26”. For illustrative purposes only, Wegmans Parking Lot Signs are shown on the enclosed Drawing.
- **Restaurant Parking Lot Signs** – Restaurant Parking Lot Signs identify tenant specific rules and regulations. These will be interspersed throughout various parking fields. The number of Restaurant Parking Lot Signs shall be limited to no more than 3 signs. The area of each Restaurant Parking Lot Sign shall be limited to approximately 18” x 26”. For illustrative purposes only, Restaurant Parking Lot Signs are shown on the enclosed Drawing with one located along the entrance road and two in the restaurant parking area with the exact same locations to be approved by the Town Planner.
- **Cart Corral Re-useable Bag Sign (Cart Corral Signs)** – Cart Corral Signs provide tenant specific information to shoppers, reminding shoppers to utilize reusable shopping bags. One Cart Corral Sign may be located on each cart corral located in the Project’s parking lot. Each Cart Corral Sign shall be limited to approximately 24” x 36”. Cart Corral Reusable Bag Signs shall be allowed thru September 2017, at which time all such signs shall be removed in their entirety, unless a written extension of time for display of said signs has been granted in writing by the Town Planner, following consultation with the Planning Board. For illustrative purposes only, a Cart Corral Sign is shown on the enclosed Drawing.

Action Taken:

Motion made by Planning Board Member Michael L. McCusker, as follows:

I move that, pursuant to Section 9.7.10.15 [Project-Specific Signage Alternative] of the Westwood Zoning Bylaw and with respect to the “University Avenue Mixed Use District, Master Development Plan” approved by the Town of Westwood on May 6, 2013 (the “Master Development Plan”), the Planning Board:

- (1) Votes to approve the University Station Supplemental Sign Package for University Station Project as depicted in the narrative document entitled, “Project-Specific Signage Alternative Package, University Station, Supplemental Sign Package – University Station Project”, dated July 1, 2016, prepared by Westwood Marketplace Holdings LLC, and submitted to the Planning Board on July 7, 2016 and the corresponding project plan entitled “Supplemental Sign Plan Drawing” Sheet S-1, prepared by Tetra Tech, dated May 10, 2016, revised July 1, 2016 as amended and with the following conditions:

Conditions:

1. The Wegmans Park Lot Signs shall be limited to a maximum of ten (10) total signs interspersed in the two parking areas; with no more than eight (8) signs in the front parking lot and no more than two (2) signs in the side parking lot;
2. The Restaurant Parking Lot Signs shall be limited to no more than three (3) single-sided signs with a maximum size of 18” x 26” as shown on the submitted plan with one sign located in the entrance road and the other two in the restaurant parking lot with the specific location to be acceptable to the Town Planner;
3. The Cart Corral Reusable Bag Signs shall be allowed through September 1, 2017. The Applicant may request a one-year extension of time prior to the end of the expiration period with written approval granted by Town Planner, after consultation with Planning Board.
4. At no time shall the Temporary Now Open Signs, the Code of Conduct Signs, or the University Station Business Signs be located to interfere with the flow of pedestrian traffic and shall be located within the sidewalk’s brick furniture band. If any of the signs are found to be problematic to pedestrian flow, a more permanent mounting mechanism shall be implemented. The Board shall review the locations of the non-permanent signs in six months for compliance.

Motion seconded by Planning Board Member Trevor W. Laubenstein, the Board voted 4-0 in favor to approve the University Station Supplemental Sign Package for University Station Project.

510 Far Reach Road, Request for Minor Modification of Approved Earth Material Movement (EMM) Special Permit

Ms. McCabe’s reported that this is a proposal for a minor modification to the special permit approved in March, and although this modification did not require a public hearing, abutters were notified of the modification and the meeting. The purpose of this minor

modification is to shift the location of the proposed dwelling to the north, remove the originally proposed retaining wall, cut 1,319 cubic yards of fill, and fill in 203 cubic yards, for a net result of 1,115 cubic yards generated for removal. The only modification associated with this request is the removal of fill, the relocation of the residence, and removal of the retaining wall originally proposed to be located south of the house.

Ms. McCabe reported that the Town Engineer reviewed the plan modifications and provided comments including: the overall drainage pattern for the surface water is not changing; details of the type and construction of the retaining wall is missing; and that the installation of any material within the ROW will require review and approval by the DPW.

Board Comments:

Board members exchanged questions and answers with the Applicant Don Devaney of Devaney Building Corp.

Public Comments:

None

Action Taken:

On a motion by Mr. McCusker and seconded by Mr. Laubenstein, the Board voted 4-0 to consider this modification as minor in nature.

On a motion by Mr. Olanoff and seconded by Mr. McCusker, the Board voted 4-0 to approve the Minor Modification of the Earth Material Movement Special Permit and revised plans dated 7/8/16 with the following conditions:

1. The road shall be protected from tracking of excess dirt onto the public way with a crushed stone entrance on the driveway and cleaned daily.
2. All conditions of the original March 15, 2016 approval related to construction hours, truck carrying routes, pavement protection, and repairing any damage caused to any features of the right-of-way shall remain in full force and effect.
3. The Applicant shall contact the Westwood Department of Public Works to inspection the installation of the proposed infiltration system before, during, and after construction.
4. Any major deviations from the approved plan shall require the applicant to submit a certified As-Built plan prepared by a professional engineer.

Committee Meetings:

The Islington Task Force has scheduled a meeting for Thursday, September 8th at 7:00 p.m., at the ICC Sanctuary to discuss the newly received Petruzzello proposal.

Upcoming Meetings:

Tuesday, July 26th - a charrette for the redevelopment of Islington Center will be held at the Westwood High School cafeteria at 7:00 p.m. The purpose of the meeting will be to hold a visioning session for residents to receive ideas of what they would like to see for Islington Center. Ms. Loughnane explained that this forum is for residents to share ideas as opposed to hearing from Board members and the Developer. These ideas will be shared at the next Islington Task Force meeting on September 8th.

Tuesday, August 2nd – Planning Board meeting: No new applications have been submitted although the Westwood Estates Subdivision application may be ready for further review, as the easement documentation was provided and is under review by Town Counsel.

Other Business:

May 2016 TM Zoning Amendment Articles were approved by the Attorney General.

At the last meeting of the Land Use Committee, Tony Amico and a legal representative from *Fox Hill Village* were present to discuss future development of the property. Mr. Amico informed that Fox Hill Village is exploring the possibility of developing land under the Open Space Residential bylaw for housing residents age 55 and over.

Target – has submitted a proposal to install rooftop, solar panels.

Meeting Minutes for Planning Board Consideration – Draft minutes from the meetings of 6/14 and 6/28 were distributed to the Board members with Ms. McCabe’s July 12th meeting summary. Some Board members reported that they were not ready to vote on the draft minutes. These minutes will be reconsidered at the next meeting of the Planning Board on 8/2/16.

Action Taken:

None

Adjournment:

Upon a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted unanimously in favor to adjourn the meeting at approximately 8:00 p.m.

List of Documents

• Planning Board Meeting Summary for 7/12 meeting dated 7/8/16	PDF
• Revised Narrative University Station Supplemental Sign Plan Package dated 7/1/16	PDF
• Revised University Station Supplemental Sign Plan Package S-1, dated 7/1/16	PDF
• Revised Site Plan #510 Far Reach Road, dated 7/8/16	PDF
• Town Engineer’s Comments to Town Planner, RE: EMM SP #510 Far Reach Road, dated 7/1/16	PDF