

Planning Board Meeting Minutes
Tuesday, November 1, 2016
Town Hall, Board of Selectmen's Room, 580 High St., Westwood – 7:00 PM

Call to Order:

The meeting was called to order by Chairman Chris Pfaff at approximately 7:05 p.m. The Chairman announced that WestCAT was recording this meeting and asked if anyone else wished to record the meeting, to which no one responded.

Present:

Planning Board members present: Christopher A. Pfaff, Steven H. Olanoff, Trevor W. Laubenstein, Associate Member Todd Sullivan and Associate Member Steve Rafsky. Staff members present: Town Planner Abigail McCabe, Nora Loughnane, Director of Community & Economic Development and Janice Barba, Planning & Land Use Specialist.

Westwood Estates Subdivision - (443 Canton St., Wight Lane & 9 Hedgerow Lane)

David Johnson from Norwood Engineering, Attorney Peter Zahka and David Spiegel of Canton Realty Trust were present for the Proponent. Mr. Johnson gave a summary of the revised plans and updates made since the last hearing in response to peer review comments and recommendations.

- Soils test for drainage basin performed on 10/26/16 and found sandy soils, no issues were found
- Infiltration basin adjusted to provide emergency overflow spillway, 10 ft. wide access provided, drawdown provided (all issues resolved)
- Sidewalk extending around cul-de-sac to connect with emergency access
- Three street lights added in front of lots 1, 3, and 5
- Existing trees with 24" in diameter shown on plan
- Landscape island at end of Lyon's Drive removed (sheet 9)
- Draft Home Owners Association document provided
- Long Term O&M and SWPPP submitted 10/18/16
- Draft construction SWPPP provided
- Filed with Conservation Commission and hearing opened on 10/26 and continued to 11/9. The Conservation Commission requested wetland replication area behind lot 10 and for the cart path to be wetlands replication area. They also requested the pea stone shown between the swale and road be changed to 1.5" crushed stone. However, the Planning Boards Subdivision Rules and Regulations and peer reviewer recommend keeping the pea stone so that water drains into the swale rather than infiltrate under the road.

Peer Review Comments

Phil Paradis of PSC, PC summarized his memo submitted to the Town Planner, dated 10/31/16, which identified resolution of all outstanding issues since the last hearing.

Board Comments

The following is a list of questions and comments exchanged between the Board and the Development team.

- A Board member expressed concern about the new homeowners of lot 6 and lot 10 being properly informed about Conservation Commission restrictions related to the lots. (Mr. Zahka informed the Board that the deeds for each of these lots will include Conservation restrictions. John Rogers, Chairman of the Conservation Commission, was present at the meeting and commented that the Commission would like to see mitigation for the lots that will be built within the 35' buffer zone. There was a discussion and a suggestion regarding the use of granite markers or other markers to identify the wetland boundaries.)
- A Board member stressed the importance that each house lot is reviewed to be in conformance with Earth Material Movement Special Permit, including the limits of grading.
- The Homeowner's Association details were discussed and will be formalized as a condition of the Decision after

review with staff and Town Counsel.

Public Comments

D. Cronin, 45 Lyons Drive – commented that he supports this plan; informed the Board that he and the neighbors have received a memorandum of understanding from the developer; commented on the existing properties that will be most affected by the development; asked if the fence between Norwood and Westwood will be replaced.

S. Nong, 88 Lyons Drive – Requested an explanation of the drainage in front of his property. *At the request of Ch. Pfaff, (Mr. Paradis discussed the plans to replace/upgrade the existing catch basins to a double catch basin on Lyons Drive to include hoods and an oil and debris trap, upgrade and improvement to the cul-de-sac and stormwater system in front of 88 Lyons Drive.)* Resident also commented that he wants the dirt bikes to be kept out of the Norwood Town line and his property. *(Mr. Spiegel and David Johnson confirmed that a fence will be erected along with a guardrail in that area.)* The Board agreed with Mr. Paradis's added suggested that the catch basin closest to Lyons Drive be increased to be a double catch basin and suggested if approved there could be a condition that further improvement's be required if needed in future.

J. Martin, 65 Lyons Drive – commented that he supports the project.

The Board asked that the Applicant provide landscape screening along the emergency access road and suggested this be made a condition of approval.

The Applicant asked that a chain link fence be provided instead of the Town Planner's suggested for a stockade fence on the west side of the emergency connection. The Board agreed that a painted black chain-link fence was acceptable.

Staff Comments:

Ms. McCabe noted that this application is for a Definitive Subdivision and Earth Material Movement Special Permit. She informed the Board that a draft list of conditions was provided to the Board in the memo dated 11/1/16 and summarized the following suggested conditions with the two new ones added tonight and the plan updates.

1. The Applicant shall updated the plan as follows:
 - Show proposed landscaping in the island in the cul-de-sac of the new road;
 - Revise the proposed emergency access signage notation on sheets 9 and 11 to read "Do Not Enter, Authorized Vehicles Only, Pedestrians & Bicycles Permitted";
 - Signage shall be installed at the beginning of Hedgerow Lane at Canton Street and Lyons Drive at Everett Street indicating that the streets are not a through way;
 - The catch basin proposed in the emergency access road closest to Lyons Drive shall be revised to be a double catch basin; and
 - The revision date shall be updated on all plan sheets.
2. A sidewalk shall be constructed on the north side of the new road and shall continue around the cul-de-sac in front of lot five and continue to the emergency access road. The sidewalk shall have a minimum width of no less than five (5) feet.
3. The Board waived the requirement for the sidewalk on both sides of the street and the Applicant has agreed to contribute funds into a sidewalk fund to be established by the Town of Westwood. The specific amount of the contribution shall be equivalent to the amount it would cost the Town to construct that length of sidewalk.
4. The sidewalk shall be installed with the binder course when the roadway binder course is laid.

5. The turnaround at the end of the new road shall incorporate a landscaped circle.
6. There shall be a minimum of seventy (70) trees planted approximately 30 ft. on-center with at least three varying tree species and shall be planted with at least a three (3) inch caliper when measured four (4) feet above the ground. A final landscape plan showing the specific tree species and plant size including trees along the emergency access to buffer the Lyons Drive residences shall be submitted to and approved by the Tree Warden and Town Planner.
7. Any tree plantings that do not survive shall be replaced within one growing season. Failed trees shall be replaced at expense of the Applicant or Homeowners Association as often as necessary until such roadway is accepted by the Town.
8. The Applicant shall make every effort to retain existing mature trees with greater than twenty-four (24) inch trunk diameter, unless removal of any such tree is unavoidable due to particular site constraints.
9. The 50-foot right-of-way consisting of a 20 ft. wide access with 14 ft. of pavement and 3 ft. gravel shoulders between the proposed cul-de-sacs at the end of Hedgerow Lane Extension and connecting to Lyons Drive shall be available for use as a means of emergency access and egress to and from those two cul-de-sacs at all times. Until such time as the new road and the emergency access is accepted as a public way by Town Meeting, the emergency access shall be continuously maintained by the Applicant or Homeowners Association including seasonal maintenance in all-weather including ice and snow. There shall be no gates, fences, vegetation, or any other obstructions that could prevent use by emergency and public safety vehicles at any time. Signage shall be installed and maintained at both ends of the emergency access way at the intersection of Lyons Drive and the new road that reads "Do Not Enter, Authorized Vehicles Only, and Pedestrians & Bicycles Permitted". The mountable curb on both ends of the emergency connection shall not exceed four (4) inches in height with sloped granite curbing as shown on the Project Plans.
10. The Applicant shall submit the plans for the construction of the emergency access road and stormwater management system in Norwood to the Norwood Planning Board for its review and shall apply for all permits required by the Town of Norwood.
11. There shall be a 6 foot high black chain-link fence and be maintained in good condition by the Applicant/ Homeowners Association takes over.
12. The Applicant shall replace the catch basins on Lyons Drive and improve the cul-de-sac and stormwater system at the end of Lyons Drive as
13. If the Town Engineer or other designee from the Department of Public Works determines there is a drainage problem at the end of Lyons Drive, the Applicant shall be responsible for additional drainage improvements.
14. Prior to the release of the Performance Guarantee by the Planning Board, the Applicant must grant to the Town the appropriate easements including drainage access easements and conveyance of utilities and a permanent easement granting to the Town of Westwood the right of access for public safety vehicles, pedestrians and bicycles over the emergency access road (said easement shall prohibit any of the home owner's from installing any fences, gates, landscaping improvements, walls or any other obstructions that would impair access by public safety vehicles, pedestrians or bicycles).
15. Prior to the conveyance of any of the lots in the subdivision, the Applicant shall establish a Homeowners Association.
16. The final signed Long Term Operation and Maintenance Plan (O&M Plan) and Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to the Planning Department, Conservation Commission, and Town Engineer for final review and approval. The Applicant and later the Homeowners' Association shall be responsible for the Long Term O&M Plan. The O&M Plan shall include Best Management Practices with a professional engineer to manage the stormwater system and shall be funded by the Homeowners Association.
17. The final signed SWPPP shall be provided to the Planning Department prior to the start of construction.

18. The Applicant shall remove the existing pavement and street features within the existing surplus layout of Hedgerow Lane and shall loam and seed all areas outside the new paved roadway and sidewalk area. The Applicant shall be responsible for extending the paved driveways serving #18 and #21 Hedgerow Lane to meet the new re-aligned road and relocating utilities if necessary. All work in the right-of-way shall be coordinated with the Department of Public Works.
19. All utilities for the Project, with the exception of the street light poles, shall be installed underground and shall have their above ground appurtenances, if any, designed or located to avoid damage in the event of flooding. All existing above ground utilities shall be removed.
20. The locations of the three (3) light poles in front of lot 1, in front of lot 3 on the west side, and in front of lot 5 on the west side close to the emergency access are acceptable to the Board. The final light fixture detail shall be approved by the Town Planner and Department of Public Works and shall be LED and shall include a control feature. The Applicant and/or Homeowner's Association is responsible for installing the light fixtures and is responsible for electricity and maintenance until such time as the road is accepted by Town Meeting.
21. The Applicant shall submit any and all documents establishing easements, covenants, restrictions, and the Homeowner's Association governing this Project to the Planning Department for review and approval, in consultation with Town Counsel. There shall be nothing in said Documents deemed to be contrary to this Decision.
22. The Homeowners Association shall provide for the following:
 - a. Maintenance responsibility for the emergency access road and its signage, the infiltration basin and the stormwater system for the Project, in perpetuity.
 - b. Provisions for management, maintenance and periodic cleaning of the stormwater management system activities.
 - c. A professional engineer shall be responsible for managing the stormwater system and shall provide regular inspections and reporting to the Homeowners' Association and Westwood Town Engineer. The Association shall fund the professional engineer.

Conditions # 23 – 39 are the Board's standard conditions related to the endorsement of the plan, recording at registry, construction hours, providing a final as-built plan, truck routes for the earth movement special permit and were not discussed in detail but were provided to the board and Applicant.

On a motion made by Mr. Laubenstein, seconded by Mr. Olanoff, the Board voted to approve the Definitive Subdivision and Earth Material Movement Special Permit with the 41 conditions summarized by the Town Planner, as amended tonight and outlined in the memo dated 11/1/16.

The Board discussed separating the earth material movement special permit conditions for clarity.

Other Business:

2017 Meeting Schedule: Board members present agreed to the following dates: 1/10/17, 1/17/17, 2/7/17 and 2/28/17.

Islington Center Task Force Meetings: Thursday, 11/10 at 7:00 p.m. at Middle School Cafeteria.

Canton/Everett/Forbes Traffic Calming Project Update Meeting – Wednesday, 11/2 at 7:00 PM at Downey School

Adjournment:

Upon a motion by Mr. Laubenstein, and seconded by Mr. Olanoff, the Board voted unanimously in favor to adjourn the meeting at approximately 9:15 p.m.

List of Documents

• Planning Board Meeting Summary to Board Members, dated 11/1/16, from Abby McCabe re: Westwood Estates Subdivision updated for 11/1/16 meeting (5 pages)	PDF
• Memo to Town Planner from Professional Services Corporation, Phil Paradis, dated 10/31/16, RE: Westwood Estates Definitive Subdivision Plan – Peer Review Update (12 pages)	PDF
Revised plans set for Plans entitled “Westwood Estates” Definitive Subdivision Plan, A Single Family Residential Subdivision Canton Street, Westwood, Massachusetts, dated February 10, 2016, and last on revised October 21, 2016 consisting of the following 16 sheets prepared by Norwood Engineering Co., Inc., prepared for Canton Street Realty Trust; received October 28, 2016.	PDF