

**Westwood Planning Board - Meeting Minutes**  
**May 12, 2015**  
**50 Carby Street**  
**7:30 PM**

**Call to Order**

Vice Chairman Olanoff called the meeting to order at 7:35 p.m.

WestCat TV was granted permission to record/videotape the meeting.

**Present:**

Planning Board members: Chris Pfaff, Steve Olanoff, Jack Wiggin, Bruce Montgomery and newly elected member, Trevor Laubenstein. Staff members: Nora Loughnane, Director of Community & Economic Development, Abigail McCabe, Town Planner and Janice Barba, Planning & Land Use Specialist (who recorded the minutes).

**1. Board Reorganization – Chairman, Vice Chairman, Secretary**

*Chairman:*

*Motion/Action Taken:*

Upon a motion by Mr. Laubenstein and seconded by Mr. Montgomery, the board voted unanimously in favor to recommend Mr. Pfaff as Chairman.

*Vice Chairman:*

*Motion/Action Taken:*

Upon a motion by Mr. Montgomery and seconded by Mr. Pfaff, the Board voted unanimously in favor to recommend Mr. Olanoff as Vice Chairman.

*Secretary:*

*Motion/Action Taken:*

Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the Board voted unanimously in favor to recommend Mr. Laubenstein as Secretary.

***New Business:***

**2. 248 Nahatan & 340 Clapboardtree Street (First Parish of Westwood) - Public Hearing**

Limited Environmental Impact and Design Review (EIDR) to construct a 2.5 story addition on the rear of the building and install 74 parking spaces.

*Ch. Pfaff opened the public hearing by reading the legal notice.*

- *Mr. Laubenstein recused himself from participating as a Board member due to a conflict of interest as an abutter.*

Brian Bayer, Moderator of the First Parish of Westwood, introduced the project and the development team, including Diom O'Connell and Bill Silvia of Holmes & Edwards Architects, Inc., and Michael Joyce, PE of Joyce Consulting Group, as the project engineer.

Applicant's Presentation Highlights:

- The property is approximately 7.8 acres with the principal building for the church use, the Pastor's dwelling and 78 parking spaces.
- This proposal is to construct a 2.5 story ~4,500 SF addition on the rear of the building for classroom and meeting space and construct a 74 space new parking area with associated site work.
- Every effort will be made to provide a visual buffer from the parking lot and the neighbors; and improved stormwater management systems will prevent stormwater runoff. A new stormwater management system will include the installation of catch basins treated in an oil grit separator and then will go into an outlet in the rear.

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- Some lamp posts are proposed and two-three bollards. The lamp posts will be on a switch and shielded.
- Accessible parking spaces are being added at the front of the lot and the site's access curb cut will be shortened.
- The vegetation along the east side of the property will remain as much as possible.

The applicant requested the following waivers:

- Waiver from the strict adherence to show tree species and specific dimensions for all trees and landscaping
- Waiver from the requirements to provide photometric and exterior lighting plan
- Waiver from providing a traffic study
- Waiver from providing a presentation model

### *Public Comments:*

L. Resha, 141 Thatcher Street, expressed concerns about the possibility of increased stormwater runoff from this project onto her property and lighting.

V. Beggs, 165 Thatcher Street, commented that she was supportive of the project because she thought it would be an improvement. She requested that existing large trees remain onsite and to ensure their protection during construction. Ms. Beggs also requested the relocation of the dumpster to the western side of the site; and requested that the Dexter School buses park on the opposite side of the parking lot from which they currently are parked.

### *Board Comments:*

- A board member asked about the modeling of the stormwater system.
- A board member asked for clarification about the elevator door
- A board member asked about the purpose of a ramp shown in the back of the building on the plans (the applicant responded that it was functions/catering truck access)
- A board member asked how many bicycle racks would be installed (Mr. Bayer responded that the Church would consider installing bicycle racks.)
- A board member suggested that the new sidewalk be more rounded at the corner where it connects up to the parking area and walkway to the front door.
- A board member asked if automobile headlights would glare at any second floor windows of neighboring homes. (The applicant responded that plantings were added along the new parking area along the abutting property lines to prevent light disturbance, despite the distance from houses.)

### *Town Planner's Comments and Suggestions for Conditions:*

- The parking lot striping shall be painted as shown on the approved plan last revised on May 12, 2015.
- The accessible spaces shall be indicated with signage at the head of the space.
- The area along the easterly pavement line and stone wall shall remain lawn / grass area and clearly delineated for protection during construction.
- The entrance shall be painted for one-way in and two-way out to assist with traffic flow (to allow left and right turn out).
- The dumpster shall be relocated to the westerly side of the parking lot from where it is shown on the approved plans on the easterly side of the proposed new parking lot to be further from the Thatcher Street abutters.

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- The sidewalk on the east side of the site's curb cut shall be rounded out at the outer corner at the intersection of the new sidewalk along the street and the two walkways to allow for the appropriate turning radius.

Ms. McCabe also reviewed the Town Engineer's comments in his memo to the Board asking for some further drainage details, vertical granite curbing, add a cross walk, and accessible ramps. The application submitted revised plans today (5/12/15) and the Town Engineer reviewed the plans and all his items were addressed to his satisfaction.

### *Motion/Action Taken:*

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to approve the requested waivers.

### *Motion/Action Taken:*

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to Approve the Application for Limited EIDR.

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the Board voted unanimously in favor to close the public hearing.

### **Old Business:**

### **3. Continuation of Public Hearing for Discussion of Proposed Revisions to Various Planning Board Rules and Regulations**

Ms. Loughnane briefly discussed the status of the proposed revisions and updated the Board on some additional recommendations and changes. She asked that Board members finalize their comments and send to her so that action can be taken at the next meeting.

### *Motion/Action Taken:*

Upon a motion by Montgomery and seconded by Mr. Laubenstein the Board voted unanimously in favor to continue this hearing until Tuesday, May 26<sup>th</sup> at 7:30 p.m. in the Champagne Meeting Room, 50 Carby Street.

### **Other Business:**

### **4. Board Committee Appointments:**

### *Motion/Action Taken:*

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Planning Board voted unanimously in favor to recommend these Committee appointments to the Board of Selectmen.

- Housing Partnership Representative: Mr. Wiggin & Alternate Mr. Pfaff
- MAPC Representative Mr. Olanoff & Alternate Mr. Laubenstein
- MBTA Advisory Board Designee Mr. Olanoff & Alternate Mr. Wiggin
- Regional Transportation Advisory Council Representative Mr. Laubenstein & Alternate Mr. Olanoff
- Three Rivers Interlocal Council (TRIC) Representative Mr. Pfaff & Alternate Mr. Olanoff

### **5. Review and Signing of Decisions from Prior Meetings**

Ms. McCabe said that she had emailed draft Decisions from the April meetings to Board members for review and if there are no changes she will sign and finalize. She also asked if the Board would consider having the Town Planner sign the special permit decisions in the interest of time and the Board responded that they could consider it if it comes up.

### **6. Approval of Meeting Minutes – 4/27/15, 4/29/15, 5/4/15**

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*Motion/Action Taken:*

Upon a motion by Mr. Wiggin and seconded by Mr. Olanoff, the Planning Board voted unanimously in favor to approve the meeting minutes of 4/27/15 with edits, 4/29/15 and 5/4/15 as drafted.

**7. New Business** – No new business was discussed.

***Adjournment:***

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to adjourn the meeting at approximately 9:20 p.m.

***Next Meeting:***

- Monday, May 26<sup>th</sup>, 7:30 p.m., Champagne Meeting Room, 50 Carby Street

**List of Documents:**

Letter to A. McCabe, Town Planner, from Joyce Consulting Group, dated 05-06-15, RE: Proposed Expansion, 348 Nahatan Street - Response to Pre-Application Conference	PDF
Letter to A. McCabe, Town Planner, from J. Bina, Town Engineer, RE: 248 Nahatan St., dated 05-11-15	PDF
Letter to A. McCabe, Town Planner, from Joyce Consulting Group, dated 05-12-15, RE: Proposed Expansion, 348 Nahatan Street - Response to DPW Review Comments	PDF
Revised Site Plan – 348 Nahatan St – First Parish Church of Westwood, dated 05-12-15 C-0 thru C-5	PDF