

**Westwood Planning Board
Meeting Minutes
Tuesday, August 18, 2015
Champagne Meeting Room
50 Carby Street - 7:30 PM**

Call to Order

Chairman Pfaff called the meeting to order at 7:30 p.m. and granted WestCat TV permission to record/videotape the meeting.

Present:

Planning Board members present: Chairman Chris Pfaff, Steve Olanoff, Bruce Montgomery and Trevor Laubenstein. Jack Wiggin was absent. Staff members present: Town Planner Abigail McCabe and Janice Barba Planning & Land Use Specialist, who recorded the minutes.

Old Business:

1. 171 University Avenue, Blue Hills Bank – Project Specific Signage Request for digital signage in window, continued from 7/7/15

Proponent Richard Pilla of Paramount Partners, LLC was present to give a brief overview of Blue Hills Bank's request for a 60" digital TV screen, located inside the window facing the Bank's parking lot. Mr. Pilla discussed the intent, purpose, and content to be displayed on the TV.

Board members had a brief discussion about the whether or not the requested sign is a variable message sign, which is prohibited in the underlying zoning but not clearly defined in the UAMUD bylaw.

Special Counsel Dan Bailey advised the board that this request could be considered under Project Specific Signage Alternative - Section 9.7.10.15, which was intended to capture undefined or unique signs that could be located in the UAMUD.

A majority of Board members was unable to agree on this request. Ch. Pfaff suggested that this item be continued to the next meeting when all five members of the Planning Board are present to make a vote on this request.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff the board voted unanimously in favor to continue this matter to Tuesday, September 1st at 7:30 p.m. in the Champagne Meeting Room.

New Business:

2. University Station – Project Specific Sign Package for Hotel and Station Drive

Paul Cincotta of NED presented Monument Sign Plan and Elevations for Offices at Station Drive and Monument Sign Plan and Elevations for the Courtyard Marriot. Mr. Cincotta explained that the developer is seeking a First Amendment to the Signage and Wayfinding Package approved by the Planning Board in 2014, as the plans are consistent with the Master Development Plan.

Special Legal Counsel Dan Bailey advised the board that these monuments signs are appropriate for consideration under the UAMUD alternative sign package provisions of Section 9.7.10.15, which recognizes "the importance of clear, adequate and effective signage" for the "safe and efficient operation" of operations within the UAMUD.

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the Board voted unanimously in favor to approve the University Station way-finding and monument sign package amendment #1 subject to staff approval for the final content.

3. Endorsement of Tri-Partite Agreement and Certificate of Release of Lots for Morgan Farm Estates Phase II (Lots 7-10)

This item was tabled to the end of the meeting agenda.

**Westwood Planning Board
Meeting Minutes
Tuesday, August 18, 2015
Champagne Meeting Room
50 Carby Street - 7:30 PM**

4. 800 Clapboardtree Street, Xaverian Brothers High School – Minor Modification to remove roof equipment screening on classroom addition.

J. Michael Sullivan of Beacon Architectural Associates was present on behalf of Xaverian Brothers High School requesting that the board consider and approve the removal of the rooftop equipment screening on the three-story classroom addition that recently received EIDR approval. Mr. Sullivan explained that Xaverian received a request from the immediate abutters (Charles Bean) to remove the roof screen so as to maintain the integrity of the roofline. Photographs of the classroom addition with the screening and without the screening were shown to the board.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to consider this modification as minor in nature.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to approve the removal of the rooftop equipment screening on the classroom addition at Xaverian Brothers High School, 800 Clapboardtree Street.

5. 719, 725-745 High St. (Stagecoach Plaza) and 54 Hartford St. – EIDR & Special Permit

(Alternate Planning Board Member Steve Rafsky participated in this matter but abstained from the vote as he has not yet been sworn in by the Town Clerk.)

Greg Salvatore of Salvatore Partners and engineer Jim Susi were present to answer questions of the board regarding the proposed change of use from a retail market to a medical office, located in the 725-745 High Street block as well as the application for special permit for a reduction of the required number of off-street parking, joint parking and shared parking spaces at both 719 High Street and 54 Hartford Street. Also present was owner and proposed tenant, Dr. Drew Chase of Arch Orthodontics.

Ms. McCabe summarized staff comments and recommendations:

- (1) Board of Health: Add a dumpster for the orthodontist office or expand the existing one. The Applicant responded that an additional dumpster was not necessary and if it was in the future, the frequency of trash pickup could be increased.*
- (2) Pedestrian Bike Safety Committee: installation of bike rack. The Applicant agreed to install a bike rack.*
- (3) Add shielding to the pole lights leased by Eversource to decrease light spillage. The Applicant responded that he would request removal of the pole lights at the back of the parking lot completely and evaluate the need for replacing them with a different light source. Board members expressed a concern for public safety with complete removal of all lights and added that if additional lights were added in the future it could be subject to the Town Planner's approval.*
- (4) Elimination or narrowing of the curb cut in the back of the property was suggested to allow for more parking spaces. The Applicant stated he was not inclined to do reduce the curb cut and go through the state permitting process.*
- (5) A guardrail between the parking lots of 719 and 725-745 High Street was suggested by Acting Town Engineer Phil Paradis. The Applicant stated he did not want to install a guardrail and would rather install asphalt for a sloped sidewalk.*
- (6) The police department suggested "do not enter" signs, directional signage and pavement markings. Suggested counter clockwise traffic flow around building. The Applicant agreed with these suggestions.*
- (7) A board member pointed out that there was a hazardous step of 6-7" should be fixed that should be fixed by raising the pavement or install a barrier.*
- (8) An easement for the shared parking at 54 Hartford Street was suggested by Acting Town Engineer. Applicant owns both properties and did not feel this was necessary.*

**Westwood Planning Board
Meeting Minutes
Tuesday, August 18, 2015
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50 Carby Street - 7:30 PM**

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted four votes in favor and one abstention (Mr. Rafsky abstained) to grant the following waivers associated with the submission of this application: (1) waiver of presentation model (2) waiver of traffic study (3) waiver of landscape requirements of Section 6.1.19 (4) waiver of the five foot parking setback requirements of Section 6.6.20.1.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted four votes in favor and one abstention (Mr. Rafsky abstained) to grant EIDR Approval for the project with the following conditions:

- (1) The connecting walkway/path between the two parking lots should be replaced with a staircase;*
- (2) The Decision is subject to receiving fully revised plans showing the two accessible spaces in the Hartford Street lot, update plan features not shown: curb, curb stops, correct number of parking spaces, the additional do-not enter sign, revised striping, clear signage, clarify the removal of the parking space on the north side of the High Street building, traffic flow with two-way for the southernmost High Street curb cut, newly rotated angled parking six spaces*
- (3) Install two bike racks (at Hartford and High Street lots)*
- (4) Add light shield or remove light from pole in rear of High Street lot/building. If additional lighting is needed, submit light fixtures to town planner for approval.*
- (5) Re-stripe front six parking spaces (change direction) on the southern side of the building*
- (6) Curbing in Hartford Street lot be repaired*
- (7) Signs installed in the accessible spaces*

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the Board voted four votes in favor and one abstention (Mr. Rafsky) to grant the Special Permit for a reduction of the number of required off-street parking at 725-745 High Street, joint parking and shared parking spaces at 54 Hartford Street.

6. 75-85 Providence Highway (Shell Station Redevelopment)

Ch. Pfaff opened the public hearing by reading the legal notice. He explained that Ms. McCabe received a request from the Applicant to postpone tonight's public hearing as plans for the project are being revised.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to immediately continue this hearing without testimony until Tuesday, September 1st at 7:30 p.m. in the Champagne Meeting Room.

7. 301-315, 317 & 323 Washington Street / Islington Center – Pre-Application conference to review concept redevelopment plans for mixed use building at 317 & 323 Washington Street under Flexible Mixed Use Overlay District #6 and façade improvements at 301-315 Washington Street

The purpose of the pre-application conference is for the proposed applicant to present concept plans for discussion purposes and to assist in the identification of the nature of information necessary to meet the requirements of the Rules and Regulations and Zoning Bylaw and to address issues of concern to the Town and abutters. Any information exchanged tonight shall be considered advisory and shall not be binding on the part of the Applicant or Board.

Developer Giorgio Petruzzello of Petruzzello Properties, LLC was present with his attorney Peter Zahka, Architect Mike McKay and Matt Smith of Norwood Engineering. Attorney Zahka gave a brief summary of the concept plans for façade improvements for the current businesses located at 301-315 Washington Street and the possible relocation of the Blue Heart Tavern at #317 Washington Street and proposed demolition of #323 Washington Street in order to construct a new, mixed-use building with commercial uses on the first floor and residential use (one-bedroom units) on the second and third floors.

**Westwood Planning Board
Meeting Minutes
Tuesday, August 18, 2015
Champagne Meeting Room
50 Carby Street - 7:30 PM**

- *Engineer Matt Smith presented the existing conditions and the proposed site plan layout.*
- *Architect Mike McKay presented proposed elevations and public amenities.*

Planning Board members offered initial feedback on design elements such as the façade, roofline and clock tower proposed for the new mixed use building. Signage and awnings were discussed on the existing building currently housing the pizza shop, post office and restaurant. Board members had questions about the parking for the apartments, the setback of the new building, sidewalk details including tree layout or removal.

Abutters, community members and individuals that attended a neighborhood focus group meeting in May were present. A summary of the comments are:

- *P. Churwin – 100 Brookfield Road - project is too large*
- *H. Gordon – 44 Brookfield Road - concerns about safety and increased traffic*
- *J. Walsh – 43 Brookfield Road - traffic and parking needs are underestimated*
- *P. Churwin – 100 Brookfield - what kind of housing is proposed and will any of it be considered affordable. Attorney Zahka responded that the zoning bylaw as a 15% unit affordability requirement.*
- *Enkelejda Klosi – 31 Beacon Street - wants outdoor tables and chairs/seating areas for gathering space to add vibrancy to the area, encouraged use of bike racks. Asked that there be fire access behind the new building.*
- *Brian Dunton – 106 School Street - concerns about public safety vehicle access and the long term plan for the area*
- *Jackie Keaveney - 22 Redwood Road – asked about the owners other properties in the area, not supportive of apartments, concerned over increased density in the area (Norwood, University Station, Dedham)*
- *M. Carty – asked owner to review proposed parking layout.*
- *Enkelejda Klosi – 31 Beacon Street -requested information about how this redevelopment project may affect the school buses*
- *P. Churwin – 100 Brookfield Road - wants a village design/feel and careful vision created for Islington*
- *M. Magnuson – 118 School Street - new building is too big for the footprint, too close to street, overwhelms the nearby residences and asked for a bigger residential buffer.*
- *H. Morrissey – 92 Pine Lane – would prefer to see condos and not apartments, consider plans at neighborhood schools, agreed the existing buildings needs a facelift.*
- *S. Rafsky – 646 Canton Street – in favor of the project because Islington should be a pedestrian-friendly focal point and a village center.*
- *B. Gorman – 145 School Street - need for shared parking, not supportive of using the town lot for parking*
- *S. Kaufman – 33 Ridgewood Road - concerned about traffic gridlock backing up into neighborhoods*
- *M. Recor – 126 Pine Lane – concerned about not having enough parking and the demolition of the historic building.*
- *A. Fusco – 20 Pine Lane – supportive of revitalizing the area but wants to know what the next phase and future long term plans are for the rest of the area.*
- *A. Mileta, Pine Lane – Encouraged the board to review the impacts to the schools*
- *Brookfield Road – most concerned with increased traffic.*

Applicant's Attorney Peter Zahka thanked the Planning Board for its time and feedback provided and informed that a formal application is a still a long way away.

**Westwood Planning Board
Meeting Minutes
Tuesday, August 18, 2015
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Closing comments were made by Ch. Pfaff who thanked the developer and his team for the presentation. He thanked his fellow board members for their comments and the comments received from the community members.

8. Continued Public Hearing – Board Rules and Regulations (Subdivision & EIDR)

Ms. McCabe asked that this discussion on the Subdivision Regulations be continued until the next meeting to allow for additional time for a more thorough review of the documents. She noted that she added two sections of the EIDR and sent to all Board members (project changes and continuances and sidewalk crossings at driveways). Encouraged members to review so that the EIDR Rules can be voted on at next meeting.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in favor to continue this discussion to Tuesday, September 1st, at 7:30 p.m. in the Champagne Meeting Room.

9. Review Complete Streets Policy from Pedestrian and Bike Safety Committee

Mr. Olanoff and Mr. Rich explained that the purpose of the proposed Complete Streets Policy will focus on developing a connected, integrated network that serves all road users. The Pedestrian & Bike Safety Committee, the DPW Director and MassDOT fully support this policy.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to refer the Town of Westwood Complete Streets Policy to the Board of Selectmen, as the street commissioners, for its consideration with intentions to present it to fall Town Meeting for official adoption.

Approval of Minutes: July 7, 2015

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to approve the minutes of the July 7, 2015 Planning Board Meeting, as edited and submitted.

Other Business:

- Reminder to complete conflict of interest form and online ethics training
<http://www.muniprog.eth.state.ma.us/>
- Distribute Special Permit Rules and Regulations
- Westwood Day – Saturday, October 3, 2015 – *Ms. McCabe asked Board members to let her know if they are available to sit at the Planning Board's table at Westwood Day.*
- Reserved for topics not reasonably anticipated to be discussed

Adjournment:

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to adjourn the meeting at approximately 12:01 a.m.

Upcoming Meetings: Tuesdays: 9/1, 9/15, 10/6, 10/20, 11/3, 11/17, 12/1, 12/15

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List of Documents:

171 University Avenue – Blue Hills Bank	PDF
<ul style="list-style-type: none"> • Letter to A. McCabe from R. Pilla of Paramount Partners dated 07-20-15 : Revised Exterior Sign Package Revised & Digital Screen Discussion Points 	PDF
University Station First Amendment to Signage & Wayfinding Package	PDF
<ul style="list-style-type: none"> • Figure 1 & Figure 2 	PDF
800 Clapboardtree Street – Xaverian Brothers High School Minor Modification to EIDR	PDF
<ul style="list-style-type: none"> • Letter to A. McCabe from J.M. Sullivan of Beacon Architectural Associates dated 08-05-15 requesting removal of roof screen; submitted photographs 	PDF
719,725-745 High St. (Stagecoach Plaza) & 54 Hartford St.	PDF
<ul style="list-style-type: none"> • Plans A1-1 first floor plan & A.1-2 exterior elevations • Shared Parking Plan (SP) for 725-745 High Street • Photographs taken by Town Planner 	
75-85 Providence Highway (Shell Station)	PDF
<ul style="list-style-type: none"> • EIDR Report/Narrative • Photographs submitted (Aerial View, four street views) • Renderings • Preliminary Traffic Review Memo • Site Improvement Plans 	PDF
300-323 Washington Street – Islington Redevelopment Concept Plans – FMUOD	PDF
<ul style="list-style-type: none"> • Pre-Application Meeting document prepared by Applicant • Proposed Site Plans/Site Layout, elevations and floor plans 	
Complete Streets Policy	PDF
<ul style="list-style-type: none"> • MAPC Presentation • Draft Policy • Complete Streets Brochure 	
Draft Rules & Regulations for EIDR	PDF