

**Westwood Planning Board  
Meeting Minutes  
Tuesday, September 1, 2015  
50 Carby St., Champagne Meeting Room  
7:30 P.M.**

**Call to Order**

The meeting was called to order by Chairman Pfaff at approximately 7:31 p.m.

**Present:**

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

**Old Business:**

**1. 171 University Avenue, Blue Hills Bank – Project Specific Alternative Signage Request**

Ms. McCabe informed the Board that this discussion will be continued at the request of the Applicant until the 9/15 Planning Board meeting when all five Board members will be present, as a majority vote is necessary. Board member Olanoff reiterated his position on the application as it relates to section 6.1 [Signs] of the Zoning Bylaw and the application from Blue Hills Bank was continued to the September 15 meeting (7:30 p.m. at the Westwood Public Library).

**New Business:**

**2. 75-85 Providence Highway (Shell Station Redevelopment) – Special Permit & EIDR Public Hearing**

Mark Vaughn, attorney for Applicant Colbea Enterprises, LLC and Al Micale of Ayoub Engineering, Inc. were present to introduce the project.

Summary of the Applicant's presentation:

- The subject property consists of two parcels of land with a combined lot area of 1.43 acres, which will be consolidated. Proposed is a new 3,600 s.f. building to be used as a gasoline filling station with convenience store, coffee shop with drive through service, a five gasoline pump canopy and two diesel pump canopy in the front of the building, and provide 18 parking spaces.
- Revised plans were submitted to the Board which depict the relocated diesel islands from the behind the building to the south (left) side, underground storage tanks relocated to front of site, gas pumps reduced from 6 to 5, parking relocated from side to front of building, drive-through moved from back to side wall, cross access from Dunkin Donuts added.
- The project will add new green space and landscaped buffer areas, the new architecture and design will complement the existing streetscape, traffic circulation will be improved as well as increased overall site stormwater recharge.
- A Board member asked the Applicant to explain what Special Permits would be sought from the Zoning Board of Appeals. The Applicant responded saying that Special Permits pursuant to Section 4.1.5.10, Section 4.1.5.15 Section 4.1.7.3 and Section 6.2.15 would be needed. A Notice of Intent application will be filed with the Conservation Commission but has not yet been submitted.
- Board members asked a few questions on the proposal and provided initial feedback to the Applicant. (A request was made for the relocation of the dumpster; clarification on delivery truck turning movements; timing of fuel deliveries; and comments about excessive signage. Chairman Pfaff asked the applicant to submit photographs of other newly renovated Shell Station locations to the Planning Office. A Board member asked for clarification on any easements on the property for the abutting hotel's right of way. The applicant said that any easements will be maintained. Details on the proposed infiltration basins were provided at the request of Board members.)
- Ms. McCabe summarized staff review comments as identified in the Board's August 28<sup>th</sup> memo; discussed a suggested condition of approval to require the filing of an ANR to combine the two parcels and then to seek approval from MassDOT for a curb cut and easements.
- Waiver requests were reviewed: Board members generally agreed that a full traffic study is not necessary and a memo evaluating traffic counts and vehicular circulation would be sufficient.

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- Ms. McCabe reviewed the peer review proposals as identified in the Board's August 28<sup>th</sup> memo.

Upon a motion by Mr. Wiggin and seconded by Mr. Olanoff, the Board voted unanimously in favor to select Beals & Thomas, Inc. as the town's peer review consultant for this project.

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to continue this public hearing until Tuesday, October 6<sup>th</sup>, at 7:30 p.m. in the Champagne Meeting Room, 50 Carby Street.

**Public Comment:**

Ms. McCabe summarized the letter she received from a resident requesting the continuation of the sidewalk across the site.

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to continue this public hearing until Tuesday, October 6<sup>th</sup>, at 7:30 p.m. in the Champagne Meeting Room, 50 Carby Street.

**3. University Station, Development Area B – Project Development Review (PDR)**

Present were Attorney John Twohig from Goulston & Storrs, Paul Cincotta from New England Development, Nate Cheal of TetraTech and Jeff McKay from TMI Hospitality, the Applicant.

- Mr. Twohig gave a brief description of the difference between the proposed Courtyard Marriott Hotel and the original master plan. The slight differences between the size and location of the hotel as well as the architecture.
- Mr. Cincotta displayed the new layout of the master plan including the restaurants, hotel and future village area; parking for hotel (155 spaces), discussed access points, pedestrian connections to the hotel, restaurants and village green area and future uses, which will likely be retail and office uses. Roadway connections are anticipated into the village area along with similar sidewalk layouts; lighted pedestrian connections will be made to the Amtrak Station from the Northeast corner of the property in accordance with the Development Agreement.
- Mr. McKay gave a brief presentation on proposed floor plan for the hotel: four-story, 130-guestrooms with a business center, bistro, indoor pool, spa and ~157 parking spaces.
- The following comments were made by the Board in response to the presentation: asked for the paths, sidewalks and walkways to be reconfigured to be closer to the building, go across the lawn area for a more direct walking path, and widen the pathway going towards Blue Hill Drive and the MBTA. Additional Board requests were to revise the elevations to be consistent with KAO's Option A design suggestions for façade and color changes, show the landscaping on the elevations particularly on the sides of the building, relocate or remove the parking in the front (3-5 spaces) when entering from the restaurant parking lot, and revise the truck turning movements to address the fire department's concerns.
- In Ms. McCabe's memo to the Planning Board dated 08-28-15 she summarized the staff comments made by BETA & KAO Design Group, Police Department, Fire Department, Health Department, Town Engineer, Building Commissioner and Licensing. Ms. McCabe recommended that this discussion be continued to the Board's October 6<sup>th</sup> meeting to allow time for the applicant and its engineers to address the issues identified this evening to the Board's satisfaction.

**4. Continued Public Hearing – Planning Board Rules and Regulations (Subdivisions & EIDR)**

Ms. McCabe's summarized that as outlined in her meeting summary dated 08-28-15 she informed the Board that final comments and changes to the Rules and Regulations for EIDR were made and requested that the Board consider adopting this document as amended. The revisions made included changes to the pre-application conference section to eliminate this to have applicant's meet with staff and when

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necessary, two board members to serve as a subcommittee rather than at a public meeting. Additionally, the administrative review section was added, a section was added on the completeness of applications, and continuances.

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the board voted unanimously in favor to adopt the Rules and Regulations for Environmental Impact and Design Review (EIDR), as amended.

As noted in Ms. McCabe's Meeting Summary for dated 08-28-15, five changes were made as noted in the EIDR Rules and Regulations that were different than the Special Permit Rules and Regulations adopted in July 2015.

Ms. McCabe informed the Board that she is still reviewing the Subdivision Rules & Regulations and will provide updated comments as soon as possible. The Board continued the public hearing for review of updates to the Board's Rules and Regulations to the October 20, 2015 meeting.

**5. Review Town Meeting Articles**

Ms. McCabe reviewed the list of eight warrant articles identified for Board of Selectmen consideration in her memo of 08-12-15 and revised on 08-26-15. Board members briefly discussed their two sponsored articles: (1) Amendments to Definitions and Use Chart Related to Commercial and Non-Commercial Solar and (2) Housekeeping Amendments – Section 5.5.7 and Map Changes. Board members generally agreed that the Board of Selectmen would sponsor Articles 3-5 and 7; Article 6 would be an amendment to the general bylaw and Article 8 - would be sponsored by the Planning Board, Board of Selectmen and the Department of Public Works.

**Other Business:**

**6. Update on Lamberts, 220-310 Providence Highway, July EIDR Decision**

In Ms. McCabe's Meeting Summary for 9/1 Planning Board Meeting dated 08-28-15 she identified several items that have been addressed for compliance and gave a status update on five conditions of the EIDR Decision. The only two outstanding conditions are the completion of the dumpster enclosures and the shielding of the light fixtures under the overhang of the building. The dumpster enclosure is currently in progress and a shield was installed on one side (the front side) of the light fixture while the other two sides and back of the light fixture were painted with the intent to block the light but there is still glare. Night time photographs of Lambert's lights were provided to the Planning Board in Ms. McCabe memo dated 08-28-15 and reviewed at the meeting.

**Public Comment:**

P. Kelly of 107 Willard Circle was present to offer comments on the status of the glare from the lights at Lambert's. His overall comment was that the glare from the light fixtures has been reduced but not eliminated.

Board members suggested that additional efforts are made to resolve glare possibly by using a timer to shut off outdoor lighting one hour after the last business closes at Lambert's Plaza; as well as the use of fabricated, extended light shields on all four sides of the light fixtures.

**Approval of Minutes:**

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to approve the minutes of 8/17/15 as written.

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted three votes in favor and one abstention (Mr. Wiggin) to approve the minutes of 8/21/15 as written.

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**Other Business:**

**Support for House Bill S122 – Zoning Reform Act**

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the Board voted unanimously in favor to authorize Town Planner Abby McCabe to write a letter to Representative McMurtry and Senator Rush on the Board’s behalf, to request support for the passage of House Bill S122, An Act Promoting the Planning and Development of Sustainable Communities.

**Planning Board Members Signature Page for Rules & Regulations for EIDR**

Board members approved the final edits to the Rules and Regulations for Environmental Impact and Design Review at the August 28<sup>th</sup> Planning Board meeting and signed the signature page for the record to be submitted to the town clerk.

**Decision for Arch Orthodontics 745 High Street**

Board members approved the EIDR and Special Permit for 745 High Street on August 18<sup>th</sup> and Ms. McCabe presented the Special Permit Decision for the Board’s signature and recording with the town clerk.

**Adjournment:**

Upon a motion by Mr. Laubenstein and seconded by Mr. Wiggin, the Board voted unanimously in favor to adjourn the meeting at approximately 11:36 p.m.

**List of Documents**

75-85 Providence Highway – EIDR & Special Permit Plans Revised - 08-26-15	PDF
<ul style="list-style-type: none"> <li>• Town Planner’s Meeting summary for 9/1 Planning Board Meeting dated 08-28-15</li> <li>• Town Planner’s Memo re: 75-85 Providence Highway – Shell Station Redevelopment (SP &amp; EIDR) dated 08-28-15</li> <li>• Staff Review Comments/memos: K. Catrone; P. Sicard; L. Shea</li> </ul>	PDF
• Copy of Memo to M. Turner of BETA Group from KAO Design Group, dated 08-28-45 re: Courtyard by Marriott – Architectural Peer Review – Façade Development	PDF
• Copy of Memo to P. Cincotta from TetraTech, dated 08-26-15 re: PDR Courtyard Marriott - Response to Peer Review Comments	
• Memo to A. McCabe Town Planner from J. Bina, Town Engineer, dated 08-27-15 re: comments on PDR Courtyard by Marriott	PDF
• Memo to A. McCabe Town Planner from L. Shea, Health Director, dated 08-10-15 re: comments on PDR Courtyard by Marriott	
• Memo to Planning Board from Town Planner dated 08-28-15 - Update on Lamberts, 220-310 Providence Highway, July EIDR Update (Photographs submitted.)	PDF
• Memo to BoS from N. Loughnane & A. McCabe re: Request for Consideration of Warrant Articles for Fall Town Meeting 2015, dated 08-26-15	PDF