

Westwood Planning Board - Meeting Minutes
Tuesday, October 6, 2015
7:30 P.M.

Call to Order

The October 6, 2015 Planning Board meeting was called to order by Chairman Pfaff at approximately 7:31 p.m. in the Champagne meeting room at 50 Carby Street and WestCAT was granted permission to videotape the meeting.

Present:

Planning Board members present: Chairman Chris Pfaff, Steve Olanoff, John Wiggin, Trevor Laubenstein and Bruce Montgomery. 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. Courtyard Marriott at University Station, Development Area B – Public Meeting for Project Development Review

Ms. McCabe informed the Board that the Applicant requested this item be continued to the next meeting, as the development team needs additional time to review new materials, specifically the drainage report.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to continue this meeting until October 20 at 7:30 p.m., in the Champagne Meeting Room, 50 Carby Street.

~~**2. ANR (Approval Not Required Plan) Courtyard Marriot**~~ *(This item was on the agenda as a placeholder but the Applicant did not have the plan ready.)*

3. 75-85 Providence Highway – Public Hearing for EIDR & Special Permit (Continued from 9/1)

Shell Station redevelopment proposal for new service station with convenience store and coffee shop with drive-through

Present for the Applicant included: Attorney Mark Vaughn, Al Micale of Ayoub Engineering, Jim Schemer of Colbea and Phil Fusco, D'Amico Engineering (Traffic Engineer).

Peer Review Consultant Matt Cote of Beals & Thomas was present to summarize his EIDR peer review memo to the Planning Board, dated 09-29-15. Eighteen items identified for needing clarification from Ayoub Engineering, and comments on stormwater management and landscape design were also provided.

Al Micale of Ayoub Engineering provided a detailed response memo to the Planning Board addressing Beals & Thomas' EIDR peer review, dated 10-06-15 in which he addressed all items identified by Matthew Cote, with the exception of providing additional details on stormwater management by next week and will be filing of a Notice of Intent with the Conservation Commission. Mr. Micale also summarized responses to Town Staff comments including: proposed design of the 2-way access driveway on Route 1; pavement markings requested by the Police Department, Health Department regulations and agreed that an ANR is required with the approval of the MassDOT.

Board Questions & Comments:

- What is a typical schedule for fuel delivery and would the tanker block the entrance to the facility during fueling? (Ans. three times a week during off-peak hours and the entrance would not be blocked and area would be coned off during fuel delivery.)
- How many semis are expected to fill up there on a daily basis? (Ans. Maybe three or four trucks during peak hours. This station will offer the first high speed diesel offering.)
- What size fuel tanker trailers can be accommodated? (Ans. 55', 30' and 25'. A substantial cueing area is available.
- Where is the truck loading zone for goods offered for sale in the store? (Ans. There will be a zone painted on the pavement.)

Westwood Planning Board - Meeting Minutes
Tuesday, October 6, 2015
7:30 P.M.

- How will motorists be prevented from entering the hotel property? (Ans. There will be two DO NOT ENTER signs and a sign stating turning is prohibited.)
- How will the drive-through lane be delineated? (Ans. Arrows will be painted on the pavement.)
- Have curb cuts been approved by the MassDOT? (Ans. – not yet.)
- Clarification was requested on the exact location of the Shell sign at entrance.
- A suggestion was made to add a sign or designate a lane for diesel truck traffic only.
- Questions were asked about the turning radius, repair of sidewalks, limits of concrete on plans, landscape details, curb cuts for the motel and a request to relocate the dumpster away from the wetlands.
- A back-up aisle with curbing and a guardrail was suggested.
- Can the construction of the detention basin be done without an easement from the hotel property? (Yes)

Town Planner's Comments:

Ms. McCabe recommended continuing this public hearing until the Applicant can submit revised plans addressing Beals & Thomas' comments and the Planning Board's concerns.

Public Comment: None

Upon a motion by Mr. Laubenstein and seconded by Mr. Montgomery, the Board voted unanimously in favor to continue this hearing until Tuesday, October 20th at 7:30 p.m., in the Champagne Meeting Room, 50 Carby Street.

4. 580, 582, 590 High Street and 72 & 90 Deerfield Avenue – Public Hearing for Definitive Subdivision & EIDR (Continued from 9/15)

Extend and reconstruct Deerfield Avenue, parking lot redesign, construction of a new police station and associated site improvements as part of the Westwood Police Headquarters Redevelopment Project

Rick Almedia of Dore & Whittier gave a brief recap of the design plans for the Police Department project since the last meeting and Marc Gabriel of Pare Engineering gave a presentation on the technical aspects of the revised plans for Deerfield Avenue Extension Definitive Subdivision and Police Headquarters.

Ms. McCabe referred to her memo to the Planning Board dated 10-06-15 - In response to the requests of the Planning Board at the last hearing on September 15th, the following was provided:

- Traffic evaluation was submitted
- The pedestrian access sidewalks and connections between town hall and the police station and the parking lots were added on landscape plan
- The landscaping in the American Legion lot was added and updated
- The parking summary table (existing and proposed) was added *and* new spaces added on north side of Deerfield
- The American Legion parking lot was re-arranged as suggested by the Board at the last hearing
- The two parking lots behind town hall and the police station now have access to the portion of Deerfield Extension
- Two light poles were added on Deerfield Ave. near the American Legion lot
- The chain link for the dumpster enclosure was replaced with six foot high white PVC fence enclosure
- The fire department has reviewed the revised plans and has no further comment as all previous concerns have been addressed (the American Legion lot, the turn-around spaces in the parking lots)
- Ms. McCabe summarized town staff comments of the Zoning Board of Appeals, Conservation Commission, Health Department, Dedham Westwood Water District, Fire Department and Town Engineer.

Westwood Planning Board - Meeting Minutes
Tuesday, October 6, 2015
7:30 P.M.

Board Questions & Comments:

- What is the capacity of the American Legion?
- How do pedestrians travel to get to the front entrance of the police station?
- Is security fencing around the police department parking area still planned? (No)

Ms. McCabe recommended the following conditions with Planning Board approval:

1. A Final As-Built showing the road and utilities shall be submitted after construction;
2. The design for landscapes irrigation system be submitted to the Town Engineer and Town Planner prior to final certificate of occupancy;
3. Speed humps be added on Deerfield Avenue; - *to be reviewed further*
4. That there be no parking on Deerfield Avenue Extension after the turn from the school's property and identified as a no parking area;
5. The posted speed limit be 20 mph on Deerfield and signs posted at on each end of Deerfield in addition to school zone signage; - *to be reviewed further*
6. The standard conditions of the Board of Health;
7. A final operation and maintenance plan for fuel deliveries and spill containment shall be submitted to the Planning Department.
8. Add "No Parking" signs - *this should be reviewed further by police and the Board of Selectmen as road commissioners*
Added during meeting:
9. Establish a formal School Zone
10. Landscaping be added along Westwood Glen and the parking lot behind town hall to shield vehicle lights and to serve as a buffer between the road and parking lot
11. Additional improvements along the existing portion of Deerfield Ave. near the school: trees along on/near school property, additional lighting, culvert, curbing

John Shevlin gave a summary of the Traffic Impact Analysis:

- Crash volumes are at or below Statewide and District averages within the study area
- The majority of the crashes were rear end collisions of low severity
- Sight distance requirements are currently achieved or can be achieved with the removal of existing vegetation.
- The impacts of the construction of the project on the overall roadway network surrounding the site are expected to be minor and the new station will not generate additional traffic.
- Removing the roadway between Westwood Glen Road and Deerfield Ave. is not recommended.
- Installation of speed humps on Deerfield Ave. extension is recommended as a traffic calming measure.
- 20 mph speed limit signage on Deerfield Avenue is recommended.

Board Questions & Comments:

- Where will speed humps be installed? (At mid-point of Deerfield Ave. extension due to police traffic.)
- Low growing shrubbery was suggested.
- Was an origin/destination traffic study conducted? (No)

Public Comments:

Westwood Planning Board - Meeting Minutes
Tuesday, October 6, 2015
7:30 P.M.

- S. Sweeney, 77 Deerfield Ave. – submitted a marked up plan and gave a presentation proposing six changes to enhance safety for the students, teachers, and parents of the Deerfield School, as well as the participants and spectators of sport teams using the fields.
- A. Franco – 566 High St. – wants a speed hump on High Street; wants traffic patterns changed, wants a “Town Hall Parking Only” sign.
- A. McCaul, 39 Deerfield Ave. – concerned about kid’s safety about traffic accidents and future plans for the school
- A. Smith, 78 Gay St. – wants this public hearing extended for additional stormwater and drainage review; to consider the growth of town hall; suggested use of the basement of the proposed new police headquarters, wants impervious areas reduced; wants more detail on the proposed landscaped areas, additional open space. (Dore & Whittier responded that no program space is planned for the basement due to the high water level, the need for additional stairs and an elevator.)
- P. O’Keefe, 36 Deerfield Ave. – why is the Deerfield Extension plan already out to bid? Why is the building so large? Why is the town in such a rush?
- A. McCall, 26 Deerfield Ave. – she is scared that the town has not fully disclosed the plans for extending Deerfield Ave.
- A. Smith, 78 Gay St. – wants the building footprint made smaller; wants the building re-oriented and wants town hall expansion, wants open space assurances for fields; asked how many trees will be removed
- A. McCaul, 39 Deerfield Ave. –wants to know how the parking for the American Legion will be changed.
- E. O’Sullivan, 35 Deerfield Ave. – why is the bid registered?
- A. Stanke, 19 Deerfield Ave. – have stormwater calculations been considered for the lower elevation required?

Board & Town Official Comments:

- Town Administrator Mike Jaillet informed the public that a public meeting is being hosted by the Public Safety Task Force tomorrow on October 7 to address neighborhood concerns related to this project.
- Additional improvements 1,000 feet beyond the subdivision, is outside the scope of this project.

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the Board voted unanimously in favor to approve the subdivision with conditions as discussed (additional street lighting to be submitted to Town Engineer, revised plans showing the trees, lights, curbing, and culvert).

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the Board voted unanimously in favor to continue the two hearings for the Definitive Subdivision and the EIDR until Tuesday, October 20, 2015 at 7:30 p.m. in the Champagne Meeting Room, 50 Carby Street.

5. Continued Public Hearing to Consider Town Meeting Zoning Amendment Warrant Articles

Ms. McCabe reported that Articles 1-6 have not changed since the last public hearing, Article 7 is likely to be withdrawn as well as Article 8 (Housekeeping).

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to rezone the full Hanlon School parcel (790 Gay Street) from SRE to SRA, regardless of whether Article 7 is withdrawn by the original Selectmen as the sponsors.

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the Board voted to withdraw Article 8 – Housekeeping.

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

Westwood Planning Board - Meeting Minutes
Tuesday, October 6, 2015
7:30 P.M.

Approve the language of the remaining Articles as written, to be presented to the Finance & Warrant Commission on October 19.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to continue the public hearing to October 19 with the Finance & Warrant Commission.

New Business

6. Consideration of Formation and Membership of Islington Center Task Force

Ms. McCabe explained that the Board had previously discussed a Task Force comprised of Board and Committee representatives, Staff Representatives, Neighborhood Business Representatives and Neighborhood Resident Representatives. Ms. McCabe distributed the list of interested neighborhood residents with the Planning Board a few days ago and asked each board member to submit three votes for residents to serve as neighborhood representatives for possible appointment by the Board of Selectmen. Ms. McCabe tallied the votes of the five Board members and the three candidates selected by vote were Helen Gordon of 44 Brookfield Road, Trish Tucke of 43 School Street and Rab Shanshury of 1 Park Circle. Chairman Pfaff assigned Mr. Laubenstein as the Planning Board's representative.

Ms. Loughnane thanked all the residents who submitted letters of interest in serving on the Islington Center Task Force and reminded those who were not chosen for appointment, as well as all town residents are welcome to attend any meeting of the Task Force. The meetings have not been scheduled yet but these names will be forwarded to the Board of Selectmen for their official appointment and creation of the Islington Task Force later in October. Once all members have been appointed, a meeting will be organized.

Mr. Wiggin suggested sending a thank you letter to everyone that submitted a statement of interest.

7. Select Peer Review Consultant for Upcoming application – Far Reach Road Open Space Residential Development (OSRD), Definitive Subdivision, and EIDR application scheduled for 10/20/15 Public Hearing

As written in Ms. McCabe's memo to the Board dated 10-02-15, requests for proposals were solicited from three consultants and one peer review scope and fee was received from BETA Group, Inc.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to select BETA Group, Inc. as the peer review consultant for the Far Reach Road Open Space Residential Development.

Minutes: No minutes were approved at this meeting.

Adjournment:

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to adjourn the meeting at approximately 11:25 p.m.

List of Documents

• Memo from Town Planner A. McCabe to Planning Board, dated 10-02-15 re: 10-06-15 Meeting Summary	PDF
• Memo from Town Planner A. McCabe to Planning Board, dated 10-02-15 re: 75 & 85-87 Providence Highway – Shell Station Redevelopment	PDF
• Memo to Ch. of Planning Board from M. Cote of Beals & Thomas, dated 09-29-15 re: EIDR Peer Review 75-85 Providence Highway	PDF
• Memo to Planning Board & Beals & Thomas from A. Micale of Ayoub Engineering, dated 10-06-15, re: Response to Beals & Thomas Peer Review Comment Letter	PDF
• Definitive Subdivision Plan – Deerfield Avenue Extension Revised 10-01-15	PDF

Westwood Planning Board - Meeting Minutes
Tuesday, October 6, 2015
7:30 P.M.

• Westwood Police Department Permitting Plan Set 10-01-15	PDF
• Memo to Planning Board from Pare Corp. dated 10-01-15 re: Revised plans for Deerfield Avenue Extension	PDF
• Memo to Planning Board from Pare Corp. dated 10-01-15 re: Revised EIDR Plans for Westwood Police Headquarters	PDF
• Traffic Impact Analysis for the Westwood Police Station by Pare Corp. dated September 2015	PDF
• Deerfield Neighborhood Plan – submitted by Deerfield Ave. resident, Sean Sweeney	PDF