

**Westwood Planning Board  
Meeting Minutes  
Tuesday, November 3, 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. WestCAT was granted permission to videotape the meeting.

**Present:**

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

**New Business:**

**790 Gay Street, Approval Not Required (ANR) Plan**

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to waive the fee for the ANR plan.

Ms. McCabe explained that plan creates the lot that is to be given to the Girls Scouts for their relocation from the High Street property to Gay Street. Parking and physical access for the Girl Scout House will be within the existing parking lots at the school off of Gay Street.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to endorse the ANR plan for 790 Gay Street.

**300 Summer Street, Approval Not Required (ANR) Plan**

Ms. McCabe explained that this ANR plan was filed to change the lot lines to create five lots from the three existing lots in the SRC zoning district. The SRC zone requires a minimum of 125-ft. of frontage. Frontage and physical access are in conformance.

Board members had a few questions that were answered by the representative from Norwood Engineering and by the Applicant.

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to endorse, the ANR plan for 300 Summer Street.

**248 Nahatan Street, Approval Not Required (ANR) Plan (agenda addition)**

*Mr. Laubenstein abstained from endorsing the plan as he is a direct abutter.*

This ANR plan filed by the First Parish Church creates two lots that have adequate frontage, access and lot area, in conformance with the zoning bylaw.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted four votes in favor to endorse the ANR plan for 248 Nahatan Street and Mr. Laubenstein abstained from endorsement.

**Request for Minor Modification – 375-411 Providence Highway, Prime Dealership for modification to entrances and exits on Providence Highway**

David Mackwell of Kelly Engineering was present on behalf of the Applicant, to give the Board a brief explanation of the requested modifications to the entrances/exits for 375-411 Providence Highway.

- One bi-directional entrance on Providence Highway was changed to two single directional entrance and exits as required by the Massachusetts Department of Transportation.
- The elevation of portions of the site was changed due to the retention on site of approximately 10,000 cubic yards of excavated soils.
- Notes were added for the gas company.
- A transformer was added near the Porsche building.
- A few parking spaces were removed near the Porsche building in response to comments received from the Fire Department.
- The water line was modified after consulting with Dedham Westwood Water.
- The building elevations were raised 6 inches
- And the four display spaces at the front corner of the property were rearranged.

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

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to approve the minor modification requested for 375-411 Providence Highway and to accept these final revised plans with the final revision date of September 18, 2015 (11 sheets) as the final plan set for Prime Dealership's 2015 EIDR Decision.

### **335 Providence Highway – Planting and screening enforcement**

In January 2015, the property owner, Mr. Federico, was asked to make lighting changes and to add landscape screening this planting season to replace the ones that had died. Ms. Loughnane reported that previously planted evergreens (in or around 2000) have been destroyed over the years and now gaps exist and as a result neighbor's homes are no longer effectively screening the building and parking lot. Lights at night are visible and cars are visible during the day.

#### **Public Comments:**

W. Kelly, 107 Willard Circle – commented that some of the trees located behind her property have died and some of the trees promised to be planted were not.

P. Kelly, 107 Willard Circle – reiterated similar comments that the landscape screening is insufficient and was important part of original 1999/2000 approval.

Mr. Federico was present and submitted photographs. He informed the Board that light levels on the property line are within the limits of the zoning bylaw but did add shields to the lights as a courtesy. He also said that he planted a couple of sheered, approximately 7' white pines within the last couple of weeks, and added two-eight foot sections of fencing to screen the property this year.

Ms. Loughnane suggested the planting of two additional trees with species such as Canadian or Norway spruce which would provide more effective screening.

Chairman Pfaff recommended that Mr. Federico provide the screening depicted on the approved (2002) plan or to present a new informal screening plan with the help of the town planner so as to ensure abutters' satisfaction.

Ms. Loughnane suggested that the Board continue this discussion at the next meeting.

### **Prepare for Town Meeting – Planning Board Report on Zoning Articles**

In accordance with Ms. McCabe's draft memo to Town Meeting, dated 11-09-15, she reviewed the warrant articles 10-15 with the Board members and requested they vote on each in order to provide a recommendation to Town Meeting.

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the Board voted unanimously in favor to recommend that Town Meeting approve Article 10, 11, 12, 13, 14, & 15.

### **Select Peer Review Consultants for upcoming projects**

Ms. McCabe identified two upcoming projects that the Board may like to require outside professional peer review consulting services. The projects are an application for a Definitive Subdivision at 420 Providence Highway and an application for a Special Permit FMUOD-6 for the redevelopment of 301-315, 317 & 323 Washington Street.

In accordance with Ms. McCabe's meeting summary memo to the Planning Board of 10-30-15, she asked that the Board select the peer review consultants for each project this evening so that the consultant can be present from the start of each application and have completed their first review by the time of the opening of the public hearings in December.

There was a general discussion about whether peer review was necessary for the Definitive Subdivision Plan submitted for 420 Providence Highway, as the Applicant stated in the application that the purpose of filing this application is solely for purposes of obtaining a zoning freeze. It is further stated that the owner has no intention of constructing the subdivision road. The Applicant requested waivers from providing the minimum Sight Distance, providing a Traffic Study, and Stormwater Management Study. The Board noted concerns of the proposed proximity of the proposed road to the intersection and the request for the sight distance waiver and was not initially supportive of granting waivers typically not granted for other subdivisions.

Ms. Loughnane commented that this plan should be reviewed as a full commercial subdivision, with full conformance required. It was suggested that when the public hearing is opened, the Planning Board should determine if the waiver requests can be approved or if it would be inclined to grant any waivers.

Board and staff members generally agreed to not require a peer review for this application.

Upon a motion by Mr. Montgomery and seconded by Mr. Laubenstein, the Board voted unanimously in favor to select BETA Group, Inc. as the town's peer review consultant to review a Special Permit application submitted under Section 9.5 Flexible Multiple Use Overlay District (FMUOD). It was noted that the proposal from BETA Group was strong because it included review from a professional civil engineer, a traffic engineer, and registered architect to provide the design review.

### **Review 2016 Meeting Schedule**

The Planning Board selected 1/12/16 and 1/19/16 were chosen as the first meetings in January 2016. The Board was informed that the Finance Commission is scheduled to meet on 1/26, the fourth Tuesday and likely that the Planning Board will be required to attend that as warrant article sponsors. Additionally, the Board selected 2/9/15 and 2/23/16 as their February meeting dates.

### **Old Business:**

#### **580, 582, 590 High St. and 72 & 90 Deerfield Ave. – Public Hearing for Definitive Subdivision & EIDR\* (Public hearing continued from 10/20 meeting)**

Ms. McCabe explained that the Board approved in these applications in October but kept the hearings opened and continued until after Conservation Commission meeting to review final modifications. The Conservation Commission reviewed and approved the same plans as the Planning Board and no further modifications to the Planning Board's plans are necessary, therefore, the hearings can be closed.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to close the hearing for the Deerfield Avenue Extension Definitive Subdivision and EIDR for the Police Station.

**Other Business:**

Signing of decisions from previous meetings, the Board signed and or reviewed the draft of the following decisions:

- 580, 582, 590 High St. & 72 & 90 Deerfield Avenue –Ms. McCabe asked that edits to the draft Decision be sent to her.
- Courtyard Marriott Hotel – Ms. McCabe asked that edits to the draft Decision be sent to her.
- 75-85 Providence Highway (Shell Station) – Ms. McCabe asked that edits to the draft Decision be sent to her.

**Approval of Minutes:**

Upon a motion by Mr. Wiggin and seconded by Mr. Montgomery, the Board voted unanimously in favor to approve the minutes of 9/15/15; 9/30/15; 10/06/15; and 10/19/15 as written.

**Adjournment:**

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the Board voted unanimously in favor to adjourn the meeting at approximately 10:00 p.m.

**List of Documents**

• Town Planner’s Meeting summary for 11/03/15 Planning Board Meeting	PDF
• Photographs submitted of 335 Providence Highway	PDF
• DRAFT Memo to Town Meeting from Town Planner Abby McCabe, dated 11-09-15 Re: Proposed Zoning Articles – Special/Fall Town Meeting	PDF
• Modification Letter request from Attorney John P. Dougherty for 375-411 Providence Highway, dated 10-27-15	PDF
• Modified plans entitled “Site development Plans for 375-411 Providence Highway, Westwood, MA” dated November 18, 2014 and last revised on September 18, 2015 (11 sheets).	PDF
• PowerPoint Presentation – Town Meeting Zoning Amendment Articles 10-15	PDF
• ANR application and ANR Plan of Land for 248 Nahatan Street dated 10-28-15	PDF
• ANR application and Plan of Land for 300 Summer Street dated 10-27-15	PDF
• ANR application and Plan of Land for 790 Gay Street dated 10-13-15	PDF
• Responses to Request for Peer Review Services from BETA Group, McMahan Associates, and Beals and Thomas.	PDF
• Draft EIDR and Subdivision Decisions for 580-590 High Street and Deerfield Avenue	PDF