

**Westwood Planning Board
Meeting Minutes
Tuesday, November 17, 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, and Trevor Laubenstein. Mr. Montgomery participated in the second item on the agenda via conference call in accordance with the Town's Remote Participation Policy, and John Wiggin 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.

New Business:

60-70 University Avenue, Approval Not Required (ANR) Plan

Approval Not Required Plan for University Station Development Area B (Courtyard Marriott, 64 University Avenue)

Paul Cincotta, John Twohig, and Dan Bailey were present to discuss this plan, which creates Lot G for the Courtyard Marriott Hotel, and reconfigures Lot H for a proposed restaurant. Mr. Bailey, the Planning Board's special legal counsel, explained that the frontage was extended to University Avenue for the hotel because there is the possibility of Blue Hill Drive becoming the future on-ramp for I-95, this ANR will ensure lot conformance.

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to endorse the ANR plan for 60-70 University Avenue.

75-85 Providence Highway – Public Hearing for Earth Material Movement Special Permit

Proposed cut and fill work greater than 250 cubic yards associated with the demolition of the existing retail and service station buildings for the construction of the new service station, convenience store and drive-through.

Mr. Montgomery was called in via conference call to remotely participate in this public hearing at 7:47 p.m.

Chairman Pfaff opened the hearing and the Board waived the complete reading of the public hearing's legal notice at 7:48 p.m. Chairman Pfaff announced that Mr. Montgomery would be participating under 940 CMR 29.10(5), due to illness and emergency he was not able to make it from out of state for tonight's Board meeting. Let the record reflect that Mr. Montgomery is attending remotely via speakerphone and Mr. Montgomery's response was clearly audible in the affirmative. Confirmation of the Mr. Montgomery's participation was audible to all Board members was confirmed with a roll call, Steve Olanoff – present, Trevor Laubenstein – present, Bruce Montgomery – present and Chris Pfaff – present.

Al Micale of Ayoub Engineering gave a brief summary of the cut and fill calculations; grading plan; soil erosion and sedimentation control plan; and site detail plan. He explained that this site preparation work includes 2,481 cubic yards of cut and 1,368 cubic yards of fill, for a total of 1,113 new cubic yards being added to the site.

Ms. McCabe summarized her memo to the Board dated 11/13/15 and discussed staff comments received from the town engineer regarding standard conditions and the need for the Applicant to file with the Conservation Commission. Further, Ms. McCabe recommended that the Planning Board approve the Special Permit with the nine standard conditions listed in the staff memo dated 11/13/15.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to approve the Special Permit for Earth Material Movement for 75-85 Providence Highway. Chairman Pfaff asked for a roll call, Steve Olanoff – aye; Trevor Laubenstein – aye; Bruce Montgomery –aye and Chris Pfaff – aye.

Upon a motion by Mr. Laubenstein and seconded by Mr. Olanoff, the Board voted unanimously in favor to close this hearing. Chairman Pfaff asked for a roll call, Steve Olanoff – aye; Trevor Laubenstein – aye; Bruce Montgomery –aye and Chris Pfaff – aye. Mr. Montgomery left the meeting after this application.

Gables at University Station Core Development Area 2

Project Specific Alternative Signage Plan Modification – Proposal for an additional leasing signs (a third one) from the two approved in July 2015.

John Dockerty and Jennifer Ahern from Gables property management office to request the same temporary type of signage, two 4'x8' "Now Leasing" signs to be located at the corner of University Avenue and Station Drive and one at the corner between the apartments and facing the retail establishments on University Ave.

Upon a motion by Mr. Laubenstein and seconded by Mr. Olanoff, the Board voted unanimously in favor to approve the request for the additional leasing sign pursuant to the project specific sign alternative of the zoning bylaw at Gables at University Station valid through June 30th, 2017 and may be extended an additional six months with Town Planner approval (through to December 31, 2017).

Far Reach Road – Public Hearing for Definitive Subdivision, Open Space Residential Development, EIDR (Continued from 10/20/15)

Proposal to construct at 170 ft. cul-de-sac and to subdivide an 8.9 acre parcel (Assessor's Map 03, Lot 023) to create three buildable lots and one open space lot.

John Bensley of Beals & Thomas was present to update the Board on the changes to the plans since the last hearing on 10/20. A pedestrian easement is shown behind lot 3 to allow access from Far Reach Road to the open space parcel; the lot lines for lots 1 and 2 were changed to allow for lot 2's driveway to be fully on its own lot, the pavement was reduced to be 22 ft. wide, which was the smallest the Fire Department felt was needed, the 22 ft. width continues around the end of the cul-de-sac and the landscape island was added, thus increasing the dead ends diameter to 88 ft., an Operation and Maintenance Plan, and a draft Homeowner's Association Document was submitted.

The Board's Peer Review Consultant Phil Paradis gave a brief summary of his report to the Planning Board.

The Board asked that a note be added to the plan that there be no fences, vegetation, structures, or other obstructions within the pedestrian access that would interfere with access to the open space, asked that the 2 ft. of gravel around the landscape be island be loamed and grassed and noted on plan, and the extent of the sidewalk be clarified on revised plan.

Public Comments:

The Chairman opened the hearing to public comments.

B. Waterhouse, 136 Far Reach Road – commented that she is very pleased with the updated plans. She suggested a discreet and very small wooden post to be erected at the entrance to the trail. She also asked that the proposed tree plantings be increased in size.

D. O'Dea, 416 Far Reach Road – commented that she does not want a parking lot created for the open space parcel and preferred there be no trail signage.

The Board asked that the easement be identified with a small sign such as cedar post under 4 ft. in height and the guard rail on Far Reach be cut to allow access, and that the deciduous trees be 3.5-4 inch caliper at the time of planting and 12 foot evergreens.

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to close this hearing and approve the Definitive Subdivision, Open Space Residential Development & EIDR for Far Reach Road with the following waivers and conditions:

1. Waive of traffic study
2. Waiver of requiring the location of major site features, including existing trees with a caliper of ten (10) inches or larger, to allow the Applicant to show only those trees with a caliper of 24 inches or greater.
3. Waiver of requirement for a six (6) foot-wide sidewalk on both sides of the proposed roadway. A five (5) foot sidewalk is provided on the north side of the proposed road extending from Far Reach Road and connects to all three driveways serving each house lot.
4. Waiver of requirement for a six (6) foot grass plot on each side of the roadway. A grass plot will be provided on the north side of the road adjacent to the sidewalk between the sidewalk and private property line.
5. Waiver of requirement for a park or playground for recreation purposes.
6. Waiver of requirement for dead-end streets to have an outside street line diameter at the closed end of the cul-de-sac to be at least one hundred feet (100). The proposed cul-de-sac has an outside diameter of 88 feet, which is sufficient for emergency access for Westwood fire vehicles and minimizes unnecessary impervious surfaces.
7. Waiver of requirement for the minimum width of 26 feet for paved roadways. The proposed plans show a 22 foot wide paved area from Far Reach Road and continuing through the end and around the cul-de-sac of the new roadway. The Fire Department found 22 ft. to be sufficient for emergency access.
8. Waiver of requirement to have property lines at street intersections to be rounded or cut back to provide for a curb radius of not less than 40 feet. The proposed plans provide a 30 ft. curb radius to reduce pavement.
9. Waiver of requirement for granite vertical curbing and to allow Cape Cod berm instead.
10. Partial waiver of requirement for a minimum of 12 inch reinforced concrete pipe for all stormwater/drainage piping. A partial waiver was approved to provide HDPE drain pipes less than 12 inches in diameter in the tributary drainage areas on the individual private lots.
11. Waiver of Section X.A.6 requiring headwalls at open ends of pipe. The plans propose flared end outlets in lieu of headwalls.

CONDITIONS

1. The Applicant shall submit revised plans showing 12 inch reinforced concrete drainage pipes within the road and in the drain easement.
2. Revise the plans to label the abutters separated from the subdivision only by a street, pursuant to Section III.B.3.d of the Subdivision Regulations.
3. The Applicant shall verify the infiltration rates of the soil conditions with test pits and percolation tests prior to the construction of the detention and infiltration basins. The test results should be submitted to the Town Engineer and Planning Board through the Town Planner. Any resultant changes or modifications to the plan based on the test shall be reviewed by the Planning Board.
4. The Department of Public Works shall be contacted to inspect the basins after excavation and before loam and seed is installed to verify the soil conditions.
5. The catch basin detail shall be revised to have a hood on the outlet pipe and a minimum of a 4 foot sump.
6. The final long-term Operations and Maintenance Plan shall be reviewed and approved by the Town Planner, Fire Chief, and the Town Engineer, prior to issuance of building permits.
7. A final Sediment and Erosion Control Plan and Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to the Town Engineer and Planning Board prior to the commencement of construction.
8. Stockpile areas during construction shall be located outside the 100-ft. wetland buffer.
9. A pedestrian access easement over lot 3 shall be provided to permit access to all areas of the open space lot and shall be clearly noted on the revised plan. The easement shall not be restricted with fencing, plantings, signage, or other obstructions to prevent pedestrian access.
10. The pedestrian easement shall be identified with cedar post trail signage, or other similar material, of not more than 4 feet in height on Far Reach Road.
11. The existing guard rail along Far Reach Road shall be opened to at least three feet in width to allow physical access and annotated on the revised plan.
12. The Applicant shall submit to the Town Planner, in a timely fashion, final drafts of all legal documents related to the project, including deeds for each lot, sewer easement, homeowners' association documents, pedestrian access easement, and other documents related to the transfer, permanent preservation, and maintenance of the open space parcel, for review and approval by Town Counsel.
13. A conservation restriction or other means acceptable pursuant to Section 8.3.11.4 of the Zoning Bylaw to convey and ensure the ownership, protection, maintenance of the Open Space parcel shall be submitted to the Planning Board, the Town Planner, and Town Counsel prior to the issuance of final certificate of occupancy. The open space shall be perpetually kept in an open state.
14. The Applicant and Owner, including future owners, shall preserve the existing natural landscape features of the open space parcel.
15. There shall be a 20-ft. wide sewer easement for the area of the proposed sewer main from the connection in Far Reach Road to SMH-2 located in the proposed roadway. The easement shall be granted to the Town of Westwood Sewer Division.
16. The maintenance of the individual low pressure sewer services from the houses to SMH-2 shall be the responsibility of the individual property owners.
17. If the Project, or any Condition imposed in this Decision, requires a permit, license, or other approval from any other board, committee, or agency of the Town of Westwood or other regulatory agency of the Commonwealth or the federal government, the Applicant shall make an appropriate application for the same [e.g., Earth Material Movement Special Permit, Land Disturbance Permit, Order of Conditions, Notice of Intent with local Conservation Commission and EPA]. If any condition of such

permit, license, or other approval from any other board, committee, or agency is inconsistent with this Decision, the Applicant shall make application to the Planning Board for amendment of this Decision.

18. After notice from the Town Clerk of "No Appeal", the Applicant shall submit the Definitive Subdivision Plan, for endorsement by the Planning Board and the Certificate of Vote, and following said endorsement, shall record the Definitive Subdivision Plan and a copy of this Decision at the Norfolk County Registry of Deeds.
19. The Applicant shall promptly repair any damage which applicant causes to sidewalks, streets, pavements, or other fixtures or features within the public right of way, after obtaining permission from the Town and such repair shall be to Westwood standards.
20. The Applicant shall provide for a Performance Guarantee, in a manner acceptable to the Planning Board, prior to the release of any lot or the issuance of any building permit.
21. A final As-Built plan showing the road and utilities shall be submitted to the Town Engineer and Town Planner. The "As Built" plan shall be delivered in a format approved by the Information Systems Director for compatibility with the Town of Westwood GIS database.
22. Project related construction shall comply with the Town's General Bylaws Chapter 292, for Noise and Construction between 7:00 a.m. and 7:00 p.m. Monday through Saturday and 12:00 p.m. to 7:00 p.m. on Sundays.
23. The two (2) foot wide gravel strip around the cul-de-sac island shall have at least three (3) inches of loam and seed.
24. The extent of the sidewalk on the north side of the road shall be clearly identified on the revised plan with a plan note.
25. Revise the planting plan to show the deciduous trees to be planted at a 3-3.5 inch caliper and 12-foot evergreens to be planted.

75-85 Providence Highway – EIDR & Special Permit

Ms. McCabe explained that the Planning Board approved these two applications on 10/20 but the public hearing was continued to review any modifications during ZBA or CC review. The ZBA approved the same plans as the Planning Board without any modifications. The Applicant still has to file with the Conservation Commission so she recommends this be continued to the January 12 meeting to allow Conservation Commission filing.

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to continue this hearing until January 12th at 7:30 p.m., in the Champagne Meeting Room, 50 Carby Street.

Other Business:

Signing of decisions from previous meetings: The Board signed the special permit and EIDR decision for 75-85 Providence Highway.

Ms. McCabe gave the Board an update on landscape screening and planting at 335 Providence Highway. Staff found the approved plans from 2002 and a recent site visit with the property owner found that three trees are missing from the existing plantings and three new green giant arborvitae (10-12 ft. tall), two new Norway Spruces (10-12 ft. tall) would be planted and the tow sheared white pines that were planted in October would be relocated, preferably this season if the owner could purchase the trees before it was too cold.

Adjournment:

Upon a motion by Mr. Laubenstein and seconded by Mr. Olanoff, the Board voted unanimously in favor to adjourn the meeting at approximately 9:28 p.m.

List of Documents

• Town Planner's Meeting summary for 11/17/15 Planning Board Meeting	PDF
• ANR Plan – Courtyard Marriott 60-70 University Station	PDF
• Photographs submitted of Proposed Leasing Signs for Gables	PDF
• Off Far Reach Road, OSRD & EIDR Plans	PDF
• Town Planner memo to Planning Board; re: 75-85 Providence Highway – Earth Material Movement Special Permit, dated 11/13/15 (two pages).	PDF
• Memorandum from Town Engineer to Town Planner, Re: Earth Material Movement Special Permit, 75-85 Providence Highway, dated 11/1/15, one page.	PDF
• Aerial Photos – Far Reach Road	PDF
• Town Planner memo to Planning Board, Re: Far Reach Road, dated 11/13/15 and revised 11/17/15.	PDF
• Copy of Approved Landscape Plan for 335 Providence Highway, 2002	PDF
• Gables letter and sign elevation for leasing sign, dated 11-12-15	PDF