

**Westwood Planning Board  
Meeting Minutes  
January 14, 2014  
50 Carby Street  
7:30 PM**

**Attendance & Call to Order:**

Ch. Montgomery called the meeting to order at 7:32 p.m. and asked if anyone present wished to record the meeting. WestCat TV was present and was granted permission to record the meeting.

*Present:* Board members Steve Olanoff, Steve Rafsky, Chris Pfaff and Jack Wiggin, who arrived at the meeting at approximately 8:00 p.m. Also present: Town Planner Nora Loughnane, and Planning & Land Use Specialist Janice Barba, who recorded the minutes.

**Consideration of Modifications to EIDR Approval for Bibi's Café – 1 Church Street (formerly 920 High Street)**

*Summary:*

Fataneh Dowlatshahi was present before the board to request its approval of modifications to the EIDR Decision for Bibi's Café.

- To relocate parking space #7 and;
- To remove Condition #8 which prohibits retail take-out sales as she is now proposing a coffee shop instead of a restaurant;
- To change the number of proposed seats from no more than 20 to no more than 8 (with five parking spaces).

*Ms. Loughnane's comments:*

- The Building Commissioner has reviewed the latest business plan for Bibi's Café and has determined that these changes will be consistent with the zoning requirements.
- The Board of Health is reviewing revised kitchen plans, but has no objection to the proposed modifications to the EIDR.
- Draft plans illustrating the proposed changes have been received and corrections to these plans are expected to be submitted to the Planning Office later this week.

*Board Discussion/Comments & Questions:*

- Parking is a concern as the circulation is less than adequate.
- The proposed catch basin is labeled on submitted plans as being 2.5' in depth but the requirement is 4' and the board hopes that this was installed as required and expect that the revised plans will depict this.

*Public Comment:*

None.

*Motion/Action Taken:*

Upon a motion by Mr. Olanoff and seconded by Mr. Pfaff, the board voted three votes in favor and one abstention, (Mr. Rafsky) (Mr. Wiggin was not present at the time of this motion.) to approve the modification of the EIDR approval for Bibi's Café, subject to the receipt of fully revised plans.

**Consideration of Modifications to USROD Special Permit for Colburn School Building – 668 High Street**

*Ms. Loughnane's Comments:*

Two additional modifications have been proposed at the Colburn School Building, which require modification of the USROD special permit.

- The addition of a parapet wall on the roof of the building addition to obscure the view of several roof top mechanical units. (The parapet wall has been reviewed and approved by the Chairman of the Westwood Historical Commission.)
- Changes to curbing in the area of the proposed dumpster. (Ms. Loughnane informed that she is waiting for confirmation from the project engineer to certify that the curbing changes will

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have no adverse effect on site drainage.)

*Board Discussion/Comments & Questions:*

- After a brief discussion, Board members were satisfied with the two requested modifications.
- Other items discussed included:
  - Light levels associated with the drive-thru area trespassing onto abutting properties and the need for lighting to be recessed, cutoff, wattage decreased and whether the lights need to be on throughout the night.
  - The need for camouflaging the metal handrail that installed (that was not on the approved plans) with wood or another material so it is more historically appropriate.
  - ATM sign does not conform with the Zoning Bylaw. (Ms. Loughnane has requested comments from the Building Commissioner and ZBA on this sign.)
  - Satisfaction with the attractiveness of the building and its details.
  - At the next meeting Ms. Loughnane will update the board on the curbing around the dumpster and the light trespass issues.

*Public Comment:*

Peter Paravalos, Chairman of the Historical Commission was present in the audience and commented that he had not noticed the ATM sign at all and said he would get back to the Planning Board on this.

*Motion/Action Taken:*

Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor to consider this request for modification, as minor in nature.

Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor to approve this minor modification to the USROD Special Permit for the Colburn School Building, 668 High Street.

**Pre-application Conference re: Proposed SRD on Gay Street – Chris Perchard**

Chris Perchard a real estate developer representing the property owner of 866 Gay Street was present before the board to discuss his proposal for a Senior Residential Development.

*Presentation:*

A conceptual plan showing 8 single-family detached units on a 2.8-acre site was presented to the board. Mr. Perchard highlighted the following:

- This project would have little impact on traffic.
- Proposed units will be duplexes or four-family.
- Project will be served by one long driveway with hammerhead at end.

*Board Discussion/Comments & Questions:*

- Shape of lot is very narrow and some concerns were expressed about the two-foot contours on the site.
- Site lacks adequate parking circulation and hammerhead end is not acceptable.
- Project lacks many of the requirements of Section 8.4.8 of SRD bylaw with regard to proximity to transportation, open space, neighborhood shopping and service facilities; and community feeling, etc.

*Public Comment:*

None.

*Motion/Action Taken:*

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None needed.

Mr. Perchard thanked the board for its time and consideration. He said that he would consider these comments and may return with amended plans for further comment or submission. (A copy of the plan is available with these minutes.)

**Presentation of MAPC Priority Mapping Project**

Steve Winters, Economic Development Manager of the Metropolitan Area Planning Council was present before the board to discuss the ongoing Priority Mapping Program for Westwood.

*Presentation Highlights:*

Mr. Winters defined Priority Development Areas (PDA's) as locally identified growth districts and Priority Preservation Areas (PPA's) are priorities for conservation.

- Discussed reasons why communities should identify priority areas: community based prioritization; create prompt and predictable zoning and permitting; target infrastructure investments; market priority areas; and better plan for growth with respect to environmental resources.
- Discussed how PDA and PPA designations can guide municipal decisions about zoning reform, infrastructure investments and conservation efforts.
- Provided this list of PDA's and PPA's that were identified using Westwood's existing plans and data with additional input from Westwood Planning Board and Planning Department.

GIS_ID	Name	Type	Approx. Acres
335-01	University Ave. Business District	Development	251.45
335-02	Southwest Park	Development	10.75
335-03	Glacier/Everett Business District	Development	80.90
335-04	Perwal/Walper Business District	Development	22.16
335-05	Allied Drive Business District	Development	13.71
335-06	Hale Reservation	Preservation	520.86
335-07	Grove Street Ch. 61A	Preservation	24.12
335-08	Clapboardtree Street Ch. 61A	Preservation	18.45
335-09	Dedham Country & Polo Club	Preservation	62.28
335-10	Norfolk Golf Club	Preservation	44.54
335-11	Neponset River ACEC	Preservation	37.23
335-12	Route 109 North	Development	9.13
335-13	Route 109 South	Development	2.66

(A copy of MAPC's draft Priority Map for Westwood is included with these minutes.)

*Board Discussion/Comments & Questions:*

- Added to this list: High Street/Route 109 in its entirety; Route 1 (including Lambert's Plaza area, which is in a residential zone and therefore missing.)
- A suggestion was made to include contiguous areas, including open space, on the next version of the map.

*Public Comment:*

Karen Manor Metzhold, a member of the Open Space, Natural Resources & Historic Preservation Subcommittee (part of the Comprehensive Plan Update Committee) was present and contributed to

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the discussion.

*Motion/Action Taken:*

None needed.

An updated version of this map will be presented to Ms. Loughnane and the Planning Board at a later date.

**Public Hearing for Application for Modifications to Special Permit for Reynolds Farm SRD to Permit Various Interior Alterations – 1561 High Street**

Ch. Montgomery opened the hearing at approximately 8:30 p.m. with reading the legal notice.

Ms. Loughnane gave the board a brief update on this Application.

- At the Planning Board's meeting on December 17, 2013, the board waived all fees associated with this application, and also granted a minor modification to the SRD Special Permit to allow the proposed changes which had already been made to a single unit.

*Presentation:*

Mr. Musto briefly summarized the requested modifications for each of the remaining eleven SRD units at Reynold's Farm.

- Finished basement plan, includes ½ bath and storage in all units.
- Conversion of storage area on second floor to exercise room/office.
- Modification of language in condition #14 of SRD Decision to allow for more flexibility and better utilization of interior floor space.

*Board Discussion/Comments & Questions:*

- The board agreed to allow for each of the twelve units to include; a master bedroom on the first floor, a single bedroom and an unfinished area on the second floor, and a finished room with a half bath in the basement.
- A board member suggested that the "converted storage room that was formerly an unfinished area" should not have a window, separate entrance or a closet.
- A board member suggested that the board might consider a change in the criteria in the SRD section of the Zoning Bylaw for primary occupancy from age 55 to age 62.
- Board members said they would consider multiple layout option plans, which should be submitted to the Planning Board as part of this request for modification.
- Submittal of fully revised plans is required prior to issuance of the Planning Board Decision.

*Public Comment:*

- Abutter, Fred Tremble of 1531 High Street commented that he is in favor of having modified interiors.

*Motion/Action Taken:*

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to grant a modification of the SRD Special Permit to allow each of the twelve units to include; a master bedroom on the first floor, a single bedroom and an unfinished area on the second floor, and a finished room with a half bath in the basement.

Upon a motion by Mr. Wiggin and seconded by Mr. Rafsky, the board voted unanimously in favor to continue this hearing until February 11<sup>th</sup>, at 7:30 p.m. in the Champagne Meeting Room.

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**Discussion regarding Proposed Warrant Articles for May 2014 Town Meeting**

Ms. Loughnane informed the Board that she has sent a request to the Board of Selectmen to reserve these warrant articles for the Annual Town Meeting in May.

*Board Discussion & Comments: (Comments are in parentheses and italics.)*

- Article 1:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Section 9.5 [Flexible Multiple Use Overlay District (FMUOD)], including the establishment of one or more additional FMUOD districts, or take any other action in relation thereto. *(Add Washington St. & High St.)*
- Article 2:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Section 9.6 [Mixed Use Overlay Districts (MUOD)], including the deletion of Section 9.6 in its entirety, or take any other action in relation thereto.
- Article 3:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Medicinal Marijuana Use, including amendments to Section 2.0 [Definitions], Section 4.1 [Principal Uses], and Section 4.2 [Notes for Table of Principal Uses], and Section 4.6 [Interim Regulations for Medicinal Marijuana Use], or take any other action in relation thereto. *(Moratorium language needs to be removed and SP standards must be created.)*
- Article 4:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to restaurants, including amendments to Section 2.0 [Definitions], Section 4.1 [Principal Uses], and Section 4.3 [Accessory Uses], or take any other action in relation thereto. *(Allow restaurants that are currently an accessory use in office buildings within the Industrial and Industrial-Office Districts, and to allow exterior signs, so long as parking requirements are met and there is no separate outside entrance.)*
- Article 5:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 2.0 [Definitions], to add, delete, or amend various definitions, or take any other action in relation thereto.
- Article 6:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 4.5 [Non-conforming Uses and Structures], or take any other action in relation thereto.
- Article 7:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw related to Section 5.0 [Dimensional Requirements], including amendments to the Table of Dimensional Requirements, or take any other action in relation thereto. *(Intended to amend requirements within Local Business A and Local Business B districts to encourage village style redevelopment in these areas.)*

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**Article 8:** To see if the Town will vote to approve housekeeping amendments to various sections of the Westwood Zoning Bylaw and Official Zoning Map as may be necessary to correct errors or inconsistencies and to clarify such sections, or take any other action in relation thereto.

**Article 9:** To see if the Town will vote to endorse the Dedham-Westwood Bicycle and Pedestrian Plan.

**Article 10:** Amendments to Section 6.2 [Signs]

**Article 11 ?:**

*Co-sponsor an article with the Board of Selectmen for the reuse of the Obed Baker House.*

*Public Comments:*  
None.

*Motion/Action Taken:*  
None needed. More information on articles will follow.

**Continuation of Public Hearing regarding the revision of various sets of existing Planning Board rules, regulations, standards and guidelines, and the adoption of new sets of rules, regulations, standards and guidelines.**

Ms. Loughnane informed the board that Phil Paradis is awaiting board members' comments on the proposed Lane Requirements he presented for the Board's consideration at the October 15th meeting.

Phil Paradis distribute the following document to the Board for discussion: (*Board Discussion/Comments & Questions are in CAPS*):

**DRAFT POLICY FOR A LANE SUBDIVISION**

It should be noted that the *Sustainable Neighborhood Road Design, a Guidebook for Massachusetts Cities and Town* sponsored the American Planning Association – Massachusetts Chapter & Home Builders Association of Massachusetts discourages the practice of constructing unconnected (dead-end) roads.

In order to facilitate small (2-5 lots) subdivisions to reduce the impacts to the natural environment and make them more sustainable the Planning Board uses this guideline to provide consistency between projects and aide developers in obtaining the following variances from the subdivision regulations. (BOARD WANTS TO KEEP THE MINIMUM SUBDIVISION TO 5 LOTS.)

The following findings are necessary to initiate this policy.

1. The applicant can clearly document that there are physical or environmental constraints that prohibit the reasonable construction of a through street, now or in the future.
2. The applicant can document that the subject parcel of land can be subdivided under the current zoning bylaws and subdivision regulations.
3. Lane subdivisions shall not exceed 5 new lots.
4. The modified design shall not exceed the number of lots that the parcel could develop without any waivers or variances from the zoning bylaws and subdivision regulations.
5. This policy only applies to residential subdivisions

These guidelines for waivers are intended to reduce the impact of the project and preserve the natural features and processes for the parcel to the extent feasible. Lot layout and street design shall comply with the zoning bylaws and subdivision regulations

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except as follows.

1. Minimum street right-of-way of 40 feet (4.6.1)
  - ❖ Encourage more compact design (away from sensitive resources), preserve open space and/or provide bigger lots increasing value to the parcel (and tax basis)
2. Minimum centerline radii of 100 feet (4.6.2)
  - ❖ Encourage the preservation and/or reduce impacts to natural resources
3. Maximum centerline grade of 9% (4.7.1)
  - ❖ Reduce earthwork impacts the preservation and/or reduce impacts to natural resources
4. Roadway centerline may deviate from centerline form the centerline of the street right of way to protect natural resources or accommodate LID techniques (4.8.1)
  - ❖ Encourage the preservation and/or reduce impacts to natural resources
5. Minimum pavement width of 18 feet with 1 foot stone shoulder each side (4.9.1)
6. Dead end street may use hammerhead design to facilitate turn around for vehicles (4.10.3)
  - ❖ Reduce necessary pavement area and stormwater management impacts and encourage the preservation and/or reduce impacts to natural resources (BOARD WANTS THIS DELETED.)
7. Lane is a shared roadway therefore sidewalks and grass plots are not required (5.8 & 5.9 - all)
  - ❖ With low expected pedestrian and vehicle use reducing potential safety issues this would reduce impacts to natural resources

***Board Discussion/Comments & Questions:***

- Add wording that says "the board will make a finding"
- Board wants to keep anything that is not encouraged or will require a waiver for, to be included.
- This document could be a separate document.

***Public Comment:***

None.

***Motion/Action Taken:***

Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor to continue this hearing, until January 28<sup>th</sup> at 7:30 p.m. in the Champagne Meeting Room.

***New Business – Reserved for topics not reasonably anticipated to be discussed.***

- "Opening Soon – New Rosemont" – A board member suggested that this sign should be shut off or a date should be added to the sign as to exactly when the new Rosemont will open.
- Revised Plans from Hanover Properties were distributed tonight to Board members.

***Adjournment:***

Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor to adjourn the meeting at approximately 11:00 p.m.

***Next Meeting:***

Tuesday, January 28<sup>th</sup>, 6:30 p.m., Champagne Meeting Room, 50 Carby Street

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**List of Documents:**

Bibi's Café - 1 Church St. Draft Plans	PDF
Colburn School Building - 668 High St. Left, Right, Back Elevations & Roof Plan	PDF
Proposed SRD - 866 Gay St. Concept Plan	PDF
MAPC Priority Maps for Westwood - Draft Map & associated attachments	PDF
Reynold's Farm - 1561 High St. Modified floor plans & basement plan	PDF
Reynold's Farm - 1561 High St. Modification Request SP application & narrative	PDF
Draft Policy for a Lane Subdivision - Phil Paradis	PDF