

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

**Attendance & Call to Order:**

Ch. Wiggin called the meeting to order at 6:35 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:* Planning Board members Jack Wiggin, Steve Olanoff, Bruce Montgomery, Steve Rafsky and Chris Pfaff. Staff: Town Planner Nora Loughnane and Planning & Land Use Specialist Janice Barba, who recorded the minutes. (Mr. Pfaff recused himself from all University Station discussion and agenda items.) Special Counsel Dan Bailey was present for University Station discussions.

Ch. Wiggin welcomed the Proponent's development team: John Twohig from Goulston & Storrs, Paul Cincotta from N.E. Development, Ray Murphy from Eastern Development and Consultants from Tetra Tech. University Station Peer Review Consultants for the Town, Beta Group, Inc. led by Merrick Turner; Special Counsel Dan Bailey and members of the University Station Subcommittee of the Finance & Warrant Commission.

**University Station Proposal – Planning Board Work Session – Plan Refinement and Phase 1 Conformance Review**

**UAMUD BYLAW SUBMISSION DOCUMENTS & COMPLIANCE DOCUMENTS HANDOUTS**

Mr. Bailey distributed two draft documents to the Planning Board that were created by he and the Proponent's counsel which will be used as tools during the project development review and conformance determination in the future by the Planning Board.

[UAMUD Bylaw Submission Documents – Draft 04-22-13 – Table of Contents](#)  
[Compliance with UAMUD Bylaw Submission Requirements](#)

- The Table of Contents document will be used as a tool during the project development review and will also serve as a record of all final submittal items including reports and plans by the Proponent and its consultants as well as peer review responses and associated plans. The document is broken down into Tabs 1-17: Executive Summary Documents; Zoning Amendment Documents; Development Agreement; Existing Conditions; Roadway Layout & Takings; Bicycle & Pedestrian Plans; Open Space, Amenities, & Design Features; Lighting; Signage; Architecture & Proposed Structures; Stormwater; Fiscal Impact; Traffic; Noise; Utilities & Infrastructure Layout; Compliance & Sustainable Development Measures and Parking.
- Three-ring binders are being assembled which will contain all final documents and plans associated with the UAMUD Zoning Amendment, separated by tab/categories.
- The Compliance chart lists the Section Reference, Requirement, Document Name and the Tab referencing the three-ring binder, in which the document is located. This is further broken down by Sections: Zoning District Requirements; Master Development Plan Requirements; and Core Development Area Requirements.

*Board Questions and Comments:*

- Will these document and binders become the benchmark that reviewers will use for reference? (Yes)
- Will this document include only the final memos and plans on each subject/category? (Yes)

*Public Comments:*

None.

*Town Planner's Comments:*

None.

*Motion/Action Taken:*

None needed.

**University Station – Update on Summary of Technical Disciplines Review – BETA Group, Inc.**

Merrick Turner was present and gave the board an update on the final review memos of all detailed

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

plans and reports pertaining to Core Development Area 1 & 2:

Fiscal Impacts

A final memo from fiscal reviewer Judy Barrett of Community Opportunities Group was received by Beta today.

- The Development Agreement, provisions for school mitigation and long-term recurring fiscal benefits of University Station will provide several advantages to Westwood.
- In addition, Ms. Barrett provided a response to a question asked by a resident, Susan Wisialko, about the project's impacts on school enrollment figures. Ms. Loughnane read from an email written by Ms. Barrett: (1) "The 0.646 students per unit she refers to is substantially weighted toward renter-occupied, single family homes. It is not an appropriate multiplier for multifamily flats or townhouses. Cross-tabulating the census records for monthly rents by school-age children by number of bedrooms by units in structure shows that single-family homes make up the overwhelming majority of units in the 4+ bedroom and high rent sample. This is why we didn't rely on the high-rent multiplier to estimate the school age children at University Station." (2) "It is inadvisable to use Avalon Northborough as the main comparable because it includes three-bedroom units. Avalon Hingham is the better choice."

Noise Impacts

Beta is in the process of preparing a response to an email received from a resident requesting additional information regarding noise impacts. This will be forwarded to Ms. Loughnane as soon as it is ready. A final summary memo on Noise Impacts is expected in the next couple of days.

Traffic

Beta has received detailed responses to questions raised in its March 15<sup>th</sup> review of traffic plans, documents and traffic simulations. ([Click here to see associated memo and plans.](#))

- Proponent is committed to providing adaptive signal control along University Avenue, to the extent that such controls are approved by Mass DOT.
- Three mitigations have been identified: (1) Conceptual Safety Improvements at Nahatan Street at Clapboardtree Street. (2) Conceptual Capacity Improvements at Rte. 1, University Avenue and Everett Street. (3) Conceptual Safety Improvements at Rte. 1, University Avenue/Everett Street. These plans are subject to MassDOT approval.

*Board Questions and Comments:*

- Board members exchanged multiple questions and comments with Mr. Turner.
- A board member asked Mr. Turner if he knew what kind of traffic mitigation the Town of Norwood has in place for traffic issues at Clapboardtree, and Everett.
- A board member asked if signalization changes at Everett Street be a solution to the traffic issues. (No, because it is much more complicated than that and the arm is too old to add an additional signal head.)
- A board member asked if a definitive response or approval is needed from the Planning Board on the mitigations identified. (Ms. Loughnane said the board does not need to make a formal decision on this and it will affect its decisions made for Town Meeting. The Proponent has agreed to only fund design plans for these improvements.)

Roadway

Beta's questions have been answered and the final coordination and layout plan will be filed with the Town Clerk this Friday.

Pavement Design

Beta and the Proponent have agreed on the pavement design.

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

Lighting

Final lighting plans are being reviewed by Beta and a couple of outstanding issues remain. In general, lighting levels are as expected as well as light spillage onto abutting properties. The final memo will be submitted to the board in the next couple of days. Mr. Turner asked the Planning Board for its opinion on whether lighting should be located in the meadow area (open space behind the DWWD wellhead.)

[\(Click here to view the meadow-open space plan.\)](#)

- Ms. Loughnane reported that lighting in the meadow area is recommended by the interim police chief.
- Eileen Commane of DWWD said that the District is opposed to the walking paths in the meadow being lit because it wants to discourage dog walking in this environmentally sensitive area.
- Mr. Cincotta suggested installing pedestrian-scaled, bollard lighting on the walking paths in the meadow.
- A board member who serves on the Westwood Environmental Action Committee (WEAC), said that WEAC supports the use of LED lighting.
- The use of LED lighting of the streets is still being reviewed by the Proponent due to possible technological limitations associated with their use.

*Board Questions and Comments:*

- Can dog walking be prohibited in this location? (Yes, although it will be difficult to enforce.)
- How far down (in the ground) is the well? (Approximately 100' down.)
- Can a dog waste collection system be implemented? (Yes)
- Board members agreed that lighting the walking paths in the meadow area is imperative and that dog walking should be prohibited.
- Some board members agreed that they support the use of LED lighting, when possible.

Urban Design

Beta is satisfied that the design meets the intention of the Bylaw, noting that construction documents will provide more information on the remaining details.

*Board Questions and Comments:*

A board member said that he is very happy with the improved pedestrian flow.

Architecture

The Wegman's façade changes and Target window boxes issues remain outstanding. Final review comments will be closed out in the next few days.

Mr. Cincotta said that Wegman's latest design submission depicts a building style that complements the surrounding buildings as opposed to a company prototype. It is expected that the Wegman's will provide new information which will be forwarded to Beta in the next couple of days.

Signage

Mr. Cincotta said that a family and hierarchy of signs has been presented to the Planning Board, which includes pylon designs, typical signs for each retailer and vehicle way finding signs. Tenancy has yet to be finalized so sign logos, etc. will evolve with the construction documents. A comprehensive sign package will be submitted to the board after town meeting. [\(Click here to view sign family plan.\)](#)

Stormwater

Final closeout memos are due later this week.

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

Sustainable Initiatives

(1) Project Design Reduces Energy Use 21%; (2) Each Building Meets or Exceeds Stretch Energy Code; (3) Supermarket – High Efficiency Refrigeration System; Recover and Re-Use of Waste Heat. ([Click here to view this document.](#))

O&M

Mr. Twohig said that Beta is assisting Tetra Tech with updating the Westwood Station O&M plan which will be used as a basis for the new O&M plan for University Station. Mr. Turner informed that the O&M plan has been reviewed by both the DPW and DWWD.

TDM

Mr. Twohig briefly highlighted the proposed TDM Measures: ([Click here to view this document.](#))

- Purpose
- Infrastructure
- Incentives & Programs
- Information

Board Questions and Comments:

- A board member asked if the Proponent has spoken with the Neponset Valley TMA. (Mr. Twohig said that traffic engineer Jeffrey Dirk has contacted this agency to arrange a meeting.)
- A board member asked about the status of the outstanding request for changes to the exterior of Target and Wegman's about adding glazing. (This information is expected soon.)
- A board member asked about the status of the issuance of a Conformance Determination? (Ms. Loughnane said that the first step in the Determination is getting all the materials catalogued, as discussed by Mr. Bailey at the beginning of the meeting. Furthermore, the Conformance Determination will be only be required for areas CDA 1 & CDA 2. Other details will be reviewed post Town Meeting.)
- A board member commended the staff, special town counsel, Beta Group and fellow board members for their efforts and hard work to get to this point in the process.
- A board member asked if DWWD is satisfied with the O&M plan. (Ms. Commene said that she has not comprehensively reviewed this plan with the Proponent but anticipates that this will be settled after town meeting. ) (Mr. Twohig said that this is a separate matter between the Proponent and the DWWD.)

Public Comments:

- S. Wisalko, resident – asked the Planning Board if she could read an analysis she completed which readdresses the figures provided by the Fiscal Impact study.
- R. Maloof, 197 Whitewood Road – the proposed landscaping for his property is grossly inadequate and wants the same landscaping that was proposed for Westwood Station. (Mr. Cincotta said that the amount of proposed planting on the project property as screening is more than what was originally planned for Westwood Station. In addition, he said that 197 Whitewood Road is nearly 500' away from University Station property and Westwood Station Blvd. has been eliminated. Mr. Cincotta said that whatever arrangement Mr. Maloof had with the prior property owner, it is no longer in place.)
- C. Peckinpaugh, Whitewood Road – commented on the Development Agreement. When will the sound attenuation wall be built? When will the Blue Hill off-ramp be built? When can he see a picture of the proposed cul-de-sac? Have the plans for the Canton Street reconstruction been approved by the County Commissioner's yet? (A board member said that plans for the sound

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

attenuation wall and Blue Hill ramp were revealed at a previous meeting, although not renderings. The Canton Street reconstruction plans have not yet been submitted to the County Commissioners for approval.)

**Public Hearing to consider the following amendments to the Town of Westwood Zoning Bylaw and Official Zoning Map:**

**Article 1:** To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw and Official Zoning Map related to Overlay Districts, including the adoption of a new bylaw section entitled University Avenue Mixed-Use District (UAMUD), together with approval of a Master Development Plan and related materials, and vote to approve certain amendments to Section 2 [Definitions] of the Westwood Zoning Bylaw, or take any other action in relation thereto.

Ch. Wiggin opened the public hearing by reading the legal notice.

*Highlights of Presentation:*

Special Counsel Mr. Bailey stated that this is an additional public hearing on the UAMUD zoning bylaw amendment that was approved by the Planning Board for recommendation to the Finance and Warrant Commission on April 4<sup>th</sup>. This hearing will allow additional planning board comments and comments of the public.

- The new zoning bylaw creates a new overlay district;
- authorizes Master Development Plan ([click here to view plan](#)) including associated roadways and infrastructure;
- consisting of a mix of uses; retail uses, residential apartments, assisted living facility, hotel, restaurants and office uses.

*Board Questions and Comments:*

None.

*Public Comments:*

None.

*Motion/Action Taken:*

Upon a motion by Mr. Olanoff and seconded by Mr. Rafsky, four members of the Planning Board voted unanimously in favor,

1. To approve and recommend to Town Meeting the adoption of new Section 9.8 to the Westwood Zoning Bylaw, entitled "University Avenue Mixed-Use District (UAMUD)," as last revised on April 2, 2013 through the document entitled "Redline of Edits to Zoning Bylaw – 4/2/2013," and as appearing in the Westwood Finance and Warrant Commission 2013 Annual Report – Warrant and Recommendations for the Special and Annual Town Meetings at pages 27 through 58.
2. To approve and recommend to Town Meeting the amendment of Section 2.0 [Definitions] of the Westwood Zoning Bylaw to remove all subsection numbers, and to add the following new definitions to the list of previously included definitions, in the appropriate alphabetical order: Commercial Parking Garage; Cultural Facility; Data Storage Facility; Educational Use, Exempt; Fast Order Restaurant; Fitness or Health Club; General Office; Medical Center or Clinic; Memory Care Facility; Office of Health Care Professional; and Shuttle Service, the text of such new definitions as last revised on April 2, 2013 through the document entitled "Redline of Edits to Zoning Bylaw –

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

4/2/2013," and as appearing in the Westwood Finance and Warrant Commission 2013 Annual Report – Warrant and Recommendations for the Special and Annual Town Meetings at pages 58 through 59.

3. To approve and recommend to Town Meeting the amendment of the Town of Westwood Official Zoning Map to include a new University Avenue Mixed-Use District (UAMUD) overlay district, the boundaries of which are shown on the plan entitled, "University Avenue Mixed Use District – Overlay District Boundary Plan," prepared by Tetra Tech, last revised on March 28, 2013.
4. To approve and recommend to Town Meeting the approval of the Master Development Plan, entitled, "University Station – University Avenue Redevelopment, Master Development Plan," prepared by Tetra Tech, last revised on March 22, 2013, and related materials, which plan and materials are applicable to the UAMUD project area.

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery the board voted unanimously in favor to close this hearing.

**Pre-application Conference for proposed Open Space Residential Development (OSRD) Proposal - 565 Gay Street**

*Before this discussion began, Mr. Olanoff informed the other members of the board that he is a member of the Westwood Land Trust, who owns the abutting conservation land to 565 Gay Street. He said that he is not a party in interest in this property and his status as a member will not affect his objectivity in this discussion.*

*Highlights of Presentation:*

John Glossa of Glossa Engineering and Thomas Geraghty, property owner of 587 Gay Street were present to provide the board with an update on proposed OSRD plans since their first conference before the board in January. A draft plan was submitted to the Planning Board by Ms. Loughnane over the weekend via email ([click here](#)) and Mr. Glossa has since submitted an alternate plan this evening with the additional details that were requested by the board at the last informal discussion. Mr. Glossa identified and discussed the plans in relation to the OSRD 4-step Design Process:

- Identification of Conservation Areas – would be approved by the Conservation Commission
- Location of Housing Sites – two house sites have been drawn and preliminary tests have been conducted for proposed septic systems
- Alignment of Streets, Interior Drives & Trails – a traffic expert will be consulted on this step.
- Drawing of Lots & Easement Lines – Lot lines have been drawn and meet the requirements of zoning, each with adequate area and frontage on the street.

*Board Questions & Comments:*

- How old is the existing house? (1850's)
- Are the objectives of the OSRD being met with this proposed plan?
- Could this plan be presented as an ANR? (No, not enough frontage.)
- Could this plan be developed as-of-right subdivision? (No, as no street is being proposed, and there is not enough distance between intersecting streets – a waiver would be required.)
- Half of one of the house lots is within the 100' wetlands buffer, the septic system is also within the 100' wetlands buffer.
- A board member thinks that the intent of the bylaw is for the houses to be clustered and this appears to be resemble a two-lot subdivision.
- What is the town gaining by allowing this? (Mr. Glossa said that open space will be permanently

**Westwood Planning Board**  
**Meeting Minutes**  
**April 23, 2013**  
**6:30 PM**  
**Champagne Meeting Room**

restricted by Conservation Commission.)

- Some of the subdivision regulations would need to be waived within the OSRD and the plan would also be subject to site plan approval by the Planning Board.

*Town Planner's Comments:*

- The spirit of the OSRD bylaw is to provide meaningful preservation of open space.
- The lots should be configured as closely as possible or clustered, so as to preserve undisturbed land and conservation areas.
- This is nearly an ANR plan, waiving the frontage requirements.

*Mr. Glossa's comments:*

- The town will benefit from having a large swath of wetlands preserved, which border already restricted conservation areas.
- DEP requires only a 50' wetland buffer as opposed to the town's 100' requirement.
- He thanked the board for its feedback and said that the plans will be modified and he and the applicant will be moving forward with an OSRD application in the future.

*Public Comments:*

None.

*Motion/Action Taken:*

None needed.

**Pre-application Conference for Limited EIDR of an Exempt Use for Building and Athletic Field Expansion at Xaverian - Clapboardtree Street**

Josh Fiala of The Cecil Group, Brother Dan Skala and Maureen Bleday of Xaverian Brothers High School were present before the Planning Board.

*Highlights of Presentation:*

Mr. Fiala explained that Xaverian Brothers High School is preparing to file an application for Limited Environmental Impact and Design Review with the Planning Board for the following:

- Construction of a building addition for a new 25,000 sq. ft. Wellness Center
- New access driveway to provide circulation and emergency fire access.
- New 68,000 sq. ft. parking lot
- Associated utility and site improvements, including a new stormwater management system
- A waiver will be requested to omit submission of a traffic study and a model.

*Board Questions & Comments:*

- Will there be an increase in number of students? (no)
- A board member suggested that the proposed field lighting should be similar to those used at Westwood High School.
- A board member suggested that the applicant meet with the fire chief to discuss the pedestrian areas and parking lot lighting.
- What is the expected date for project completion? (Fall 2014)

*Public Comments:*

Arlene Bonura, Clapboardtree Street – said that there is a significant amount of traffic at the beginning and end of the school day; and when the school holds evening dances.

*Motion/Action Taken:*

None needed.

**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

**Consideration of Proposed Minor Modifications to EIDR Approval for Renovations to Morrison Park – 300 Washington Street**

*Highlights of Presentation:*

*Mr. Pfaff updated the board:*

- Request to install a new scoreboard just beyond the baseball outfield fence.
- Relocated existing scoreboard will be turned around for use by teams playing on the softball field.
- Request approval of the installation of a stone retaining wall which was needed for proper grading of the field.
- Public Safety Officer Sgt. Paul Sicard and building Commissioner Joe Doyle recommended installation of a fence at the top portion of the retaining wall so as to prevent pedestrians from falling onto or over the outfield fence.

*Board Questions & Comments:*

- Is the new scoreboard the same size? (No, it is larger. Position is the same as the old scoreboard.)
- Will the men's softball use the old scoreboard on its field? (Yes)
- What is the difference in the grading on the field? (Right field is 2.5' higher than the left.)

*Public Comments:*

None.

*Motion/Action Taken:*

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery, the board voted unanimously in favor to consider these limited plan changes as minor modifications to the EIDR Approval.

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to approve these minor modifications as discussed.

**Release of Covenant for Morgan Farm Estates**

At its meeting on 4/9/13 Board members signed a Release of Covenants for Lots A & B for Morgan Farm Estates. It was subsequently noticed that the approved subdivision plan refers to these Lots as Parcels A & B. The Release of Covenants was redrafted for consistency with the subdivision plan and was presented tonight for the board's endorsement.

*Motion/Action Taken:*

Board members signed two originals of the Release of Covenants.

**Next Meeting:**

Tuesday, April 29<sup>th</sup> at 6:30 p.m., 50 Carby Street, in the Champagne Meeting Room.

**Adjournment**

*Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor to adjourn the meeting at approximately 9:56 p.m.*



**Westwood Planning Board  
Meeting Minutes  
April 23, 2013  
6:30 PM  
Champagne Meeting Room**

**List of Documents, Materials and Exhibits**

Links listed throughout document:

|  |     |
|--|-----|
| <a href="#">UAMUD Bylaw Submission Documents – Draft 04-22-13 – Table of Contents</a><br><a href="#">Compliance with UAMUD Bylaw Submission Requirements</a> | PDF |
| Memo to Town Planner from Tetra Tech Re: University Station – Response to Peer Review, dated 4/11/13   | PDF |
| Meadow-Open Space Plan   | PDF |
| University Station – Sign Type Family plan   | PDF |
| Memo to Town Planner from Tech Environmental RE: Sustainability Initiatives for University Station, dated 4/26/13  | PDF |
| C-101 Master Development Plan  | PDF |
| 565 Gay Street Concept Plan - OSRD   | PDF |