

**Westwood Planning Board**  
**Meeting Minutes**  
**May 28, 2013**  
**50 Carby Street**  
**7:30 PM**

**Attendance & Call to Order:**

Ch. Wiggin called the meeting to order at 7:32 p.m. & acknowledged WestCAT TV is present to record the meeting and granted permission to do so.

*Present:* Planning Board members, Jack Wiggin, Steve Olanoff, Steve Rafsky, Bruce Montgomery and Chris Pfaff; Town Planner Nora Loughnane and Planning & Land Use Specialist Janice Barba, who recorded the minutes.

**Reorganization of Planning Board and Assignment of Committee Positions**

*Board members briefly discussed its reorganization.*

**Motion/Action Taken:**

Upon a motion by Mr. Olanoff and seconded by Mr. Rafsky, the board voted unanimously in favor to select Bruce Montgomery as Chairman of the Planning Board, effective immediately, through the next Annual Town Meeting in May, 2014.

**Motion/Action Taken:**

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the board voted unanimously in favor to select Steve Rafsky as Vice Chairman of the Planning Board, effective immediately, through the next Annual Town Meeting in May, 2014.

*Board members discussed assignment of committee positions for the coming year.*

**Motion/Action Taken:**

Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor to assign the following board members to the Committees listed below, effective immediately, through the next Annual Town Meeting in May, 2014; and to forward these recommendations to the Board of Selectmen for appointment.

- Housing Partnership Representative – *Steve Rafsky*  
Alternate – *Chris Pfaff*
  
- Metropolitan Area Planning Council (MAPC) – *Steve Olanoff*  
Alternate – *Jack Wiggin*
  
- MBTA Advisory Board Designee – *Jack Wiggin*  
Alternate – *Steve Olanoff*
  
- Regional Transportation Advisory Council – *Steve Olanoff*  
Alternate: *Bruce Montgomery*
  
- Three Rivers Inter-local Council – *Chris Pfaff*  
Alternate – *Steve Olanoff*

**Public Hearing for Consideration for Environmental Impact and Design Review Approval and Special Permit for Reduced Number of Parking Spaces – 323-325 Washington Street**

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Ch. Montgomery opened the meeting by reading the Notice of Public Hearing at approximately 7:42 p.m. He welcomed applicant Kevin Gillis, Manager of Michael Matthew, LLC to the meeting.

**Highlights of Presentation:**

Application for Site Plan Review & Application for Special Permit to Reduce Parking

- Applicant is seeking EIDR approval for exterior alterations to an existing commercial building and parking area, and for a Special Permit pursuant to Section 6.1.8 of the Westwood Zoning Bylaw to permit a reduced number of parking spaces, and to allow parking needs related to the commercial use of said property to be met, in part, through the use of available parking spaces at the Washington Street Municipal Parking Lot.
- Applicant is requesting permission to reduce the number of parking spaces from 8 to 7.
- Applicant proposes to remove the existing one-car garage and wooden deck to provide easier access to the back of the property where three new parking spots and a wheelchair ramp are proposed.
- Applicant proposes to move steps on main front porch to provide parking space in front.
- Applicant proposes to move existing curb and tree to allow for parking greater access.
- Applicant requests use of parking spaces in the municipal parking lot.
- Applicant commented that he does not think that handicapped accessibility is necessary for this building.
- Applicant commented that he does not agree with the way the bylaw is written with regard to use.
- Applicant requested waivers from submittal of the following items: exterior lighting plan, traffic study, drawings/renderings with elevations, impact statement and model.

**Board Questions & Comments:**

- How many vehicles come and go on a daily basis?
- A special permit is granted for a property and not a specific use on that property.
- Is removal of the tree bordering the sidewalk absolutely necessary?
- The parking lot has less than a 5' buffer between, no buffer on the right of the property and no screening.
- Site Plan Review Approval cannot be granted subject to ZBA approval. ZBA approval should be sought before the Site Plan Review process.

**Town Engineer/Phil Paradis' Comments:**

- Proposed use and floor area must be provided to verify parking requirements.
- Plan should show how vehicle can get out of each space without backing onto the street or sidewalk.
- Provide sidewalk details.
- Provide handicap van accessible parking at 96" wide space with 96" aisle or a total of 16' wide. Show parking area spot grades.
- Provide details and elevations for wheelchair ramp.
- Show how stormwater runoff to the street will be mitigated, if necessary.
- Provide documentation from fire department indicating acceptance of the plan.
- Provide locations for snow storage areas.
- All grading information should be shown on plans.

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- Suggested the use of curb-stops.

**Public Comments:**

T. McCusker, 33 Brookfield Rd. – He agreed with a board member's comment that the Zoning Board of Appeals should act before the Planning Board in this matter.

**Town Planner's Comments:**

- The board must determine whether the property qualifies for the requested special permit under Section 6.1.8.1, and if so, whether all of the necessary findings under Section 6.1.8.2 can be found. The board should consider both the current parking needs of the existing businesses and the future parking needs that could evolve should the use, or the intensity or character of the use, of the premises ever be changed.
- Any Planning Board approval should be conditioned upon the following: 1) Zoning Board of Appeals granting of a variance from Section 6.3.2 of the Zoning Bylaw to permit the 3-car parking area at the rear of the property within the required 20' buffer area; 2) Massachusetts Architectural Access Board approval of the proposed handicapped ramp leading from a parking space in front of the building to an accessible entrance at the rear of the building as shown on submitted plans; and 3) Department of Public Works approval of a new curb cut permit.

**Motion/Action Taken:**

Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the board voted unanimously in favor to continue the public hearing until Tuesday, June 25<sup>th</sup> at 7:30 p.m. in the Champagne Meeting Room, 50 Carby Street.

**Executive Session – To Discuss Ongoing Litigation**

**Adjournment to Executive Session**

**Motion/Action Taken:**

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to adjourn the meeting and move into Executive Session at approximately 8:36 p.m., to discuss matters related to pending litigation with SBA Towers. *A roll call vote was taken: Ch. Montgomery – yes, Mr. Wiggin - yes, Mr. Rafsky - yes, Mr. Olanoff – yes, and Mr. Pfaff - yes.*

It was noted that following Executive Session, the Planning Board will reconvene to open public session.

**Meeting Reopened to Public Session**

**Motion/Action Taken:**

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to reopen the meeting to public session at approximately 9:05 p.m. *A roll call vote was taken: Ch. Montgomery – yes, Mr. Wiggin - yes, Mr. Rafsky - yes, Mr. Olanoff – yes, and Mr. Pfaff - yes.*

**Continuation of Public Hearing for Revisions to the Planning Board Rules and Regulations**

Ch. Montgomery reopened the public hearing at approximately 9:05 p.m.

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Ms. Loughnane distributed the final draft of the proposed Planning Board Rules and Regulations for Special Permits. This version was last discussed by the board in the fall. In addition, tonight Board members were given paper copies of the first draft of the proposed Planning Board Rules and Regulations for Environmental Impact and Design Review. Ms. Loughnane explained that the proposed Rules and Regulations for EIDR is based on the new Special Permit Rules and Regulations, amended to apply to site plan review.

**Board Comments on Rules and Regulations for Special Permits:**

*Yellow highlighted sections within the document were discussed. Sections listed below had more than minor discussion, which is summarized in italics.* [\(Click here to view this document.\)](#)

- Section 1111.2 – Creation of Ways *(Remove this section from all Rules and Regulations, Special Permits and Zoning Bylaws.)*
- Section 3.1.5 – Open Space Special Permit; Section 3.1.6 – Senior Residential Special Permit and Section 3.1.7 – Wireless Communication Overlay District – *These sections need work on wording so as to not override the intention of or contradict the zoning bylaws.*
- Section 6.7.3 – Affordable Dwelling units – *Board members discussed creating a new, separate set of requirements for affordable units.*
- Section 22.1 – Issuance of Building Permit; Section 22.2 – Issuance of Occupancy Permit – *Board members agreed that these sections should be removed.*
- Will separate Rules and Regulations be written for the UAMUD? (Yes, by Dan Bailey and Gareth Orsmond.)
- These Rules and Regulations for Special Permits will be the basis for all other sets of Rules and Regulations.
- The OSRD and SRD bylaws need amendments.

**Motion/Action Taken:**

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to immediately continue this hearing until Tuesday, June 11, 2013, in the Champagne Meeting Room, 50 Carby Street.

**Planning Board Discussion Items:**

- 1) Request for Appointment of Associate Planning Board Members  
*The Board of Selectmen's office has asked Planning Board members to consider appointing two associates. (No action was taken on this item.)*
- 2) Revival of the Comprehensive Planning Process  
*Phil Herr will be contacted to see if he is still interested and available to assist the Planning Board with the Comprehensive Plan process. A letter will be sent to current Comprehensive Plan Steering Committee members to check on continued interest in serving.*
- 3) Proposed Zoning Bylaw Amendments for Fall Town Meeting  
*Amendments to the Senior Residential Development bylaw, Open Space Residential Development bylaw and Housekeeping items will be considered for fall town meeting.*
- 4) Planning Board Meeting Schedule

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*Next meetings: 7/9, 7/23, 8/20, 9/3 and 9/24*

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

- MassDOT Letter of Support for Tiger Grant – I-95/Dedham Street Corridor Widening ([Click here to view this letter.](#))

***Motion/Action Taken:***

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the board voted unanimously in favor to accept the letter of support as written and submitted by Town Planner Nora Loughnane.

***Adjournment:***

Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the board voted unanimously in favor to adjourn the meeting at approximately 10:24 p.m.

***Next Meeting:***

Tuesday, June 11, 2013, 7:30 p.m., Champagne Meeting Room, 50 Carby Street

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**List of Documents:**

Memo to Town Planner N. Loughnane, from Town Administrator Mike Jaillet, dated 05-24-13 re: comments on meeting parking needs of uses proposed for 323-325 Washington Street.

Memo to Town Planner N. Loughnane, from Building Commissioner Joseph Doyle, dated 05-25-13 re: comments on 323-325 Washington Street.

Email to Town Planner N. Loughnane, from Safety Officer Sgt. Paul Sicard, dated 05-06-13 re: comments on 323-325 Washington Street.

Memo to Town Planner N. Loughnane, from Health Director Linda Shea, dated 05-03-13 re: comments on 323-325 Washington Street.

Draft – Town of Westwood Planning Board Rules & Regulations for Special Permits

Letter to MassDOT Supporting Tiger Grant – I-95/Dedham Street Corridor Widening