

**Westwood Planning Board
Meeting Minutes
September 3, 2013
Champagne Meeting Room
50 Carby Street
7:30 PM**

Attendance & Call to Order:

Ch. Montgomery called the meeting to order at 7:40 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: other Planning Board members: Jack Wiggin, Steve Olanoff, and Chris Pfaff. Steve Rafsky was absent. Also present was Town Planner Nora Loughnane, and Planning & Land Use Specialist Janice Barba, who recorded the minutes. (Mr. Pfaff recused himself from discussions related to University Station.)

Consideration of Minor Amendments to EIDR for 920 High Street, Bibi's Café

Bibi's Café owners Ms. Fatenah Dowlatshahi and Mr. Kaveh Zafar were present. Ch. Montgomery asked them if they were presenting a written zoning determination from the building commissioner tonight, as requested by the Planning Board at the last meeting. Ms. Dowlatshahi said that she did not receive any written documentation from the building commissioner.

Ch. Montgomery informed the applicants that the Planning Board would not hear this matter until such documentation has been received and submitted to the Town Planner and suggested that the applicants hire a lawyer specializing in land use and zoning matters, to assist them.

Continuation of Public Hearing for Environmental Impact and Design Review (EIDR) of Proposed Alterations to Wireless Communications Facility – 100-200 Lowder Brook Drive

Mr. Montgomery reopened the public hearing.

Highlights of Presentation:

Ms. Loughnane informed the board that she received amended plans from the applicant's representative Sam Adelson, which were sent to the board for its review.

- Antennas will be 1'-7" (**19 inches**) from the existing monopole to the outside of the antenna
- Antennas have been placed much closer to each other to reduce the visual impact
- Pipe mounts will be 56" long, the same size as the antenna

Board Questions & Comments:

- Board members briefly discussed the plan revisions and agreed that the plans were acceptable.

Public Comments:

None.

Motion/Action Taken:

Upon a motion by Mr. Olanoff and seconded by Mr. Pfaff the board voted unanimously in favor to close this hearing and to grant EIDR approval with the standard conditions for Proposed Alterations to Wireless Communications Facility – 100-200 Lowder Brook Drive.

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Continuation of Public Hearing for Consideration of Adoption of New Rules and Regulations Pursuant to Section 9.8 of the Westwood Zoning Bylaw - [University Avenue Mixed Use District \(UAMUD\)](#). (Click on the underlined link to view this redlined document, showing the changes since the board's last hearing.)

Ch. Montgomery reopened the public hearing and welcomed Dan Bailey, Special Counsel and Gareth Orsmond, Special Counsel for the Town of Westwood.

Highlights of Presentation:

Mr. Orsmond gave a brief summary.

- Only minor changes have been made since the board's last hearing.
- It is expected that as the project develops further, additional amendments to the UAMUD Rules and Regulations will be necessary.

Board Questions & Comments:

- A board member questioned the addition of Section 17.3.4. - Inspection Fees – Mr. Orsmond explained that this refers the reader back to Section 4.3, in accordance with the Development Agreement and does not apply to full build-out.
- What is the definition of ministerial? (Having characteristics of administrative approval and not an approval requiring a public hearing.)
- Why is the public excluded from a Site Visit? (Mr. Orsmond said that allowing the public to be present at a site visit opens up possible liability issues for the property owner. Mr. Bailey agreed with Mr. Orsmond and said that site visits are not subject to open meeting law.)
- Section 6.11.16 – Number of dwelling units restricted or intended for senior housing – Missed this comment....
- Section 8.2 – Bicycle Parking – A suggestion was made to require compliance with Bicycle Parking Design Guidelines within the EIDR process and for various Special Permits.

Public Comments:

None.

Motion/Action Taken:

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the board voted unanimously in favor (C. Pfaff abstaining) to close this hearing and to approve and adopt the new Rules and Regulations Pursuant to Section 9.8 of the Westwood Zoning Bylaw - University Avenue Mixed Use District (UAMUD).

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, including the following:

- 1) Revision of Rules and Regulations Governing the Subdivision of Land in Westwood, Massachusetts, pursuant to M.G.L. Chapter 41, § 81Q;

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- 2) Revision of Rules and Regulations for Planning Board Special Permits Pursuant to Various Sections of the Westwood Zoning Bylaw;
- 3) Revision of Rules and Regulations Pursuant to Section 9.5 of the Westwood Zoning Bylaw – Flexible Multiple Use Overlay District (FMUOD);
- 4) Revision of Rules and Regulations for Scenic Roads pursuant to M.G.L. Chapter 40, §15C (the “Scenic Road Act”), and M.G.L. Chapter 87, §3 (the “Public Shade Tree Act”);
- 5) Adoption of Rules and Regulations Pursuant to Section 7.3 of the Westwood Zoning Bylaw – Environmental Impact and Design Review (EIDR);
- 6) Adoption of Rules and Regulations Pursuant to Section 8.3 of the Westwood Zoning Bylaw – Open Space Residential Development (OSRD);
- 7) Revision of existing Traffic Study Guidelines;
- 8) Revision of existing Parking Design Standards; and
- 9) Adoption of Bicycle Facility Design Standards.

Presentation Highlights:

Ms. Loughnane gave a brief summary of changes to the since the last hearing.

[Bicycle Parking Design Guidelines](#) (Click on link to view this document.) The other Rules and Regulations will be reviewed at a subsequent hearing.

Board Questions & Comments:

None.

Public Comments:

None.

Motion/Action Taken:

Upon a motion by Mr. Wiggin and seconded by Mr. Olanoff, the board voted unanimously in favor to approve and adopt Bicycle Parking Design Guidelines.

Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the board voted unanimously in favor to continue this hearing until Tuesday, September 24th at 7:30 p.m. in the Champagne Meeting Room at 50 Carby Street.

New Business:

Proposed Zoning Amendments

Six zoning amendment articles have been submitted to the Board of Selectmen's office for consideration on the November 18th Special Town Meeting warrant.

Article 1: To see if the Town will vote to approve certain amendments to the Town of Westwood Official Zoning Map, to correct errors or omissions, or take any other action in relation thereto.

Article 2: To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 8.4 [Senior Residential Development (SRD)], or take any other action in relation thereto.

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Article 3: To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 8.3 [Open Space Residential Development (OSRD)], or take any other action in relation thereto.

Article 4: To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw, Section 8.1 [Conversion of One-Family Dwelling], or take any other action in relation thereto.

Article 5: To see if the Town will vote to approve certain amendments to the Westwood Zoning Bylaw to distinguish between pet care facilities and commercial kennels, including amendments to Section 2.0 [Definition], Section 4.1 [Principal Uses], and Section 6.1 [Off-Street Parking], or take any other action in relation thereto.

Article 6: 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.

The BoS will discuss warrant articles at its meeting on Monday, September 09, 2013.

Comments:

A board member informed other members that he is not in favor of increasing parking requirements for Senior Residential Developments, although he said that he is in favor of requiring sufficient parking for visitors/service vehicles.

Comprehensive Plan Update/Steering Committee

- Brief discussion about whether an update to the Comprehensive Plan should be produced by Phil Herr and the distributed to the Steering Committee for questions and comments.
- Schedule a work session/meeting with Phil Herr, Town Planner, Land Use Specialist and one or two members of the Planning Board.
- Schedule a meeting of the Steering Committee.

Adjournment:

Upon a motion by Mr. Olanoff and seconded by Mr. Pfaff, the board voted unanimously in favor to adjourn the meeting at approximately 8:20 p.m.

Next Meeting:

Tuesday, September 24th at 7:30 p.m., Champagne Meeting Room, 50 Carby Street.