

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

Attendance & Call to Order:

The meeting was called to order at 7:38 p.m. by Ch. Jack Wiggin.

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

Pre-application Conference for University Station Development Proposal

Ch. Wiggin stated the main purposes of this pre-application conference is to discuss procedures for reviewing any anticipated development plans for University Station; and to hear a presentation by the developers of its preliminary concept plans.

Ch. Wiggin said that in accordance with the Zoning Bylaws, the Planning Board encourages all developers to meet informally with the Board before submitting an application for a permit. This exchange of information helps to increase coordination, identify issues and the regulatory framework applicable to the proposed project and to increase the overall efficiency of the permit approval process.

During this pre-application conference there may be questions asked and comments made by the Planning Board but it will not deliberate on anything, as neither an application nor plans have been submitted by the proponent. In addition, it is not customary for the Board to hear public comments during this conference. Ch. Wiggin said that although a one-time mailing/postcard was sent as a courtesy to neighbors adjacent to University Avenue informing of tonight's pre-application conference, any future pre-application conferences will be posted on the town's website and will not be noticed by mail.

Ch. Wiggin gave a brief explanation of the differences between a pre-application conference and a public hearing with regard to the dialogue between the board and the proponent and if there is any extra time, the board may entertain brief questions or comments; whereas during a public hearing there is a portion of the hearing process where the public is invited to ask questions and offer comments to the Planning Board. Ch. Wiggin assured the public that if the board does not allow public questions or comments this evening, there will be ample opportunity in the future.

Ch. Wiggin welcomed the proponent and development team to begin its presentation on the initial conceptual plan for University Station.

Steve Fischman President of New England Development introduced the development team: Paul Cincotta, New England Development, attorney John Twohig from Goulston & Storrs, Raymond Murphy from Eastern Real Estate and Jack O'Neil from National Development. The development team highlighted the following:

- Project scope will be substantially smaller in size comprising approximately two million square feet, will have a simplified roadway network, eliminating Westwood Station Blvd. and will include a proposal to widen University Ave.
- Proposed: 550,000 square feet of retail use (including Wegman's and Target).
- Proposed: Approximately 500-600 mixed housing units (ownership and rental) and 150-200 senior housing units.
- Proposed: Hotel with 150-175 rooms
- Proposed: 300,000-400,000 square feet of office space
- Proposed: Village Area 60,000-70,000 square feet
- Proposed: New "overlay" zoning district coupled with a master plan will be presented to Town Meeting for approval.

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

- Proposed: As a part of the review, the developer will provide fiscal, traffic and other studies
- Proposed: Construction will begin in Spring 2013

Board Questions & Comments:

After the development team made their presentation, Ch. Wiggin opened the discussion to Board members questions and members of the proponent's development team answered. The questions included:

Q: Does the proponent expect the Planning Board to conduct a low-level site plan review?

A: The intention is that full studies will be provided to the Planning Board as well as providing reimbursement for Peer Review Consultants and a consistency review process.

Q: What is a "consistency review"?

A: An administrative review done to ensure the final plan is consistent with the provisions of the adopted overlay district.

Q: Would the post TM process would be an advisory process?

A: The process would be more than advisory.

Q: What happens if there is a change in the square footage of the components of the project?

A: New studies would be done.

Q: What other towns have adopted plans as part of its zoning?

A: Berlin, Sharon, Marlboro, Foxboro.

Q: What is the order of phasing?

A: Wegman's, Target, one residential building (senior housing), office and village retail components at a later phase.

Q: What types of senior housing are proposed?

A: housing will be integrated but separate; independent living, assisted living, memory care units

Q: Would the quality of housing for seniors be comparable to other housing; would there be an affordable housing component?

A: The quality will be comparable; there will be affordable housing and may possibly be off site.

Q: Will the proponent create the zoning language and will it be adapted over a period of time?

A: The proponent will draft zoning language and then give the Planning Board the opportunity to collaborate on it.

Q: Will traffic studies be available to the public?

A: yes

Ch. Wiggin made closing comments stating that the Planning Board is looking forward to further discussions with the development team. He stressed that the content of the project is important to the community in that the proposed overlay zoning process must afford protections for community interests and allow for a fully public process. Over the next few months the Planning Board will expect to receive more details on the key elements of the process, an outline, reports and other materials and supporting data and plans with December town meeting in mind.

Public Comment:

D. Cronin, 25 Lyons Drive: expressed concerns about traffic and wants the developer to meet

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

individually with neighborhoods.

Town Administrator, Mike Jaillet commented that this process is appropriate and it is extremely important to the community to increase the commercial tax base.

Resident, Juniper Ridge Road – requested that the proponent clean up an area near Juniper Ridge Road.

This concluded the pre-application conference and Ch. Wiggin invited and encouraged the public to attend the next meeting of the Planning Board on Tuesday, June 19th.

The board took a five minute recess.

Continuation of Public Hearing for Environmental Impact and Design Review (EIDR) Approval and Earth Material Movement (EMM) Special Permit for Progressive Insurance – 62 Everett Street

Ch. Wiggin reopened the hearing at 9:07 p.m.

Sean McDermott of Zarembo Group, LLC, attorney Brian Levy and Shane Oates of Coneco Engineers were present before the board.

Ms. Loughnane reported that the following items were submitted to the Planning Office and distributed to planning board members on June 7, 2012:

- Second Response Letter to BETA Group, Inc.
- Revised Permitting Plans
- Stormwater Pollution Prevention Plan
- Future Access Plans

Mr. McDermott briefly reviewed responses to BETA's memo & Planning Board comments are in *italics*:

- P1 – Waiver of Landscaping Requirements: Plans have been updated to provide greater compliance with bylaw requirements. *(This waiver applies only to the use of shrubs instead of trees in front of the building.)*
- E2 – Earth Material construction staging plan is included with the SWPP Plan *(Board members agreed that the EMM plan shall be submitted in accordance with the SWPP, when available as a condition of the approval of the EMM Special Permit.)*
- T11 – Alternative Access Plans have been submitted. *(Two plans have been provided to demonstrate that an alternative entrance layout can be accommodated and they will be considered only if land is taken by eminent domain in the future for access to Glacier Avenue and will be referenced in the Decision.)*
- T15 - \$3,000-\$5,000 will be placed in escrow so following the full build-out signal timing can be addressed then. *(Board members and Mr. Paradis of BETA Group discussed the fact that MASS DOT has been already monitoring the traffic signals at the Route 1A/Everett Street intersection and the complex coordination between Westwood, Norwood and MASS DOT could result in construction delays for this project. The applicant requested that \$5,000 be placed in escrow so as to not delay any approvals and stated that said funds may be used for any type of mitigation associated with improving safety at this intersection. Mr. Levy said he will work with Ms. Loughnane on the escrow details.)*
- S8, 1, 3, 8, & 9 – issues have been resolved in the SWPP Plan.

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

- S9 – Mr. Oates said the Operations & Maintenance contractor will answer these questions prior to construction. *(Board members agreed that this information should be submitted to town planner when available.)*

Mr. McDermott further stated that the Conservation Commission's Order of Conditions is pending and he asked the Planning Board to consider a conditional approval tonight so that construction may begin in August.

Ch. Wiggin thanked Mr. Paradis for the timely and thorough quality of work provided to the Planning Board on this application.

Mr. McDermott said he agreed with the board's comments on the quality of Mr. Paradis' work.

A specification sheet for a proposed bike garden was submitted to the board. Mr. Olanoff appeared to be satisfied with this bike garden bike rack and asked a few questions which were answered by Mr. McDermott.

Board members asked Ms. Loughnane to include the standard conditions in the Decision, two proposed conditions which would incorporate decisions of the BoH and Conservation Commission's Order of Conditions as well as a conditions related to compliance with the exterior lighting plan section of the bylaw.

Public Comments:

None

Motion:

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

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in favor to grant approval of Environmental Impact and Design Review (EIDR) Approval and Earth Material Movement (EMM) Special Permit for Progressive Insurance, with conditions as discussed.

Continuation of Public Hearing for Consideration of Revisions to Planning Board Rules and Regulations – Comments on Revised SP Rules and Regulations and New EIDR Rules and Regulations, Introduce Revised Subdivision Rules and Regulations

Ch. Wiggin reopened the public hearing and gave board members the opportunity to comment on the revised Special Permit Rules and Regulations and new EIDR Rules and Regulations which were distributed to the Board on May 22nd.

Board Discussion & Comments:

- A request was made to email "Word" versions of the draft regulations to Board members so as to make it easier to insert and track comments made.
- A suggestion was made to combine all Special Permit Rules and Regulations into one document.
- Ms. Loughnane informed the board that the Subdivision and EIDR Rules and Regulations must be amended and approved at the June 19th meeting, as the new language related to the Flood Area Overlay District must become effective on or before July 12th in order for the town to meet the requirements of the FEMA Flood Insurance Program. (A draft of the new EIDR Rules and Regulations were distributed to the board this evening.)

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

Public Comments:

None.

Motion:

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery, the board voted unanimously in favor to continue this hearing to Tuesday, June 19th at 7:30 p.m. in the Champagne Meeting Room.

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

- Mr. Olanoff asked about the status of work with the Neponset River Watershed Association. Ms. Loughnane said that she is working with Steve Pearlman on the Stormwater, Drainage and Erosion Control section of the EIDR so as to ensure compliance with the new DEP Stormwater Regulations. They will be meeting this Thursday to discuss the progress on this work.
- *Wireless Communication Overlay District amendments* – Mr. Rafsky reminded the board that it should determine the warrant articles, if any, it plans to propose to the Fall town meeting. He suggested that the Wireless Communication Overlay District should be considered. If the board was inclined to do so, he suggested the board consider working with those responsible for the Westwood Cemetery. Any new article might only include non-burial area land. This may require an ANR plan to accomplish. The board will also have to dedicate time to hold a public educational forum(s) on the WCOD and to schedule a site visit of the cemetery by the board.
- *Earlier Meeting Time* – A suggestion was made that board members consider an earlier start time of 6:30 p.m. for board meetings when University Station is on the agenda.

Consideration of Planning Board Meeting Minutes

The draft minutes of May 22, 2012 were submitted to the Planning Board for its consideration and approval.

Board Discussion & Comments:

- Mr. Wiggin discussed the comments he submitted to the board.
- There were no other comments.

Public Comments:

None.

Motion:

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff the board voted unanimously in favor to approve the minutes with submitted edits for May 22, 2012.

Next Meetings:

Tuesday, June 19
Tuesday, July 10
Tuesday, July 24
Tuesday, August 7
Tuesday, August 28

Meetings will be held at 7:30 p.m. in the Champagne Meeting Room, unless otherwise noted.

Adjournment:

Motion:

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

Upon a motion by Mr. Montgomery and seconded by Mr. Rafsky the board voted unanimously in favor to adjourn the meeting at approximately 10:08 p.m.

**Westwood Planning Board
Meeting Minutes
June 12, 2012
Thurston Middle School Cafeteria
7:30 PM**

List of Documents, Materials and Exhibits

Letter to Ch. John Wiggin, dated 05/30/12 from Douglass E. Karp, Manager of Westwood Marketplace Holdings, LLC re: University Station – Presentation of Initial Concept Plan

Letter to Ch. John Wiggin, dated 06/06/12 from Shane Oates from Coneco Engineering, re: Second Response Letter to BETA Group, Inc.

Revised Permitting Plans and Future Access Plans (two concepts) – 62 Everett Street

Stormwater Pollution Prevention Plan - 62 Everett Street

Memo to John Wiggin, dated 06/12/12 from Phil Paradis re: Progressive Insurance – 62 Everett Street Review of Submitted Documents

Specification Sheet for Bike Garden Bike Rack