

**Westwood Planning Board  
Meeting Minutes  
June 19, 2012  
7:30 PM**

**Attendance & Call to Order:**

The meeting was called to order at 7:35 p.m. by Ch. Jack Wiggin.

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

**Discussion and Consideration of Review Process for University Station Development Proposal**

*Board Discussion:*

Ch. Wiggin stated that the board would continue its discussion on the review process for the proposed University Station development with input from Economic Development Officer Chris McKeown and Special Counsel Daniel Bailey. Counsel from Goulston-Storrs, representing the development team was present in the audience.

At the last meeting of the Board the University Station development team proposed a process for creating a new zoning overlay district and development plan for a portion of the parcel formerly known as Westwood Station. Following this presentation, Board members generally agreed that it would be beneficial to review other town's zoning bylaws that have adopted this type of zoning.

Mr. Bailey informed the board that the development team is preparing a comprehensive response to all of the board's questions from the last meeting and suggested a few examples of other town's bylaws. Mr. Bailey reviewed several bylaws and found thus far that the Town of Burlington's zoning bylaw, "Planned Development District" may be a model to consider. He said that the intent of the bylaw allows a developer to propose, and for the Town to vote on, a development proposal that specifies a mixture of commercial, industrial, residential, open space or other uses and the site development requirements to be used for a specific site. Mr. Bailey identified the subsections of the bylaw: general requirements, procedures for rezoning, submission requirements, special permit requirements, public hearing, criteria for approval, etc. and compared these with the similar requirements of Westwood Zoning Bylaw Section 7.3 EIDR/Site Plan Review and Section 10.3 Special Permits. He said the level of detail required to be provided by a developer before a town meeting vote is substantial. (A copy of the 2009 Town of Burlington zoning bylaw was distributed to Planning Board members and is available with these minutes.)

Ch. Wiggin said he expects that the development team will provide all of the studies needed to assist the Planning Board in its assessment of the impacts on the community. In addition, he asked if other governmental regulatory reviews will be required and if so, will these occur simultaneously with the town's. Mr. Bailey said that there would be other customized regulatory reviews with MEPA and it is expected that those reviews will parallel the town's review process.

A board member asked Mr. Bailey to explain the flexibility component associated with this type of zoning and the implications of this project becoming an as-of-right development after an affirmative vote of town meeting. In addition, he asked what the Planning Board's role would be in a review process.

Mr. Bailey explained that a master plan would be submitted for 120 acres and it will contain details on Phase I, which will include retail and housing components; which will be thoroughly reviewed by the Planning Board before presenting it to town meeting. Following town meeting the Planning Board would conduct an administrative review.

*Board Questions & Comments:*

- What rules and regulations will be applied to the future phases of this project?

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- Will a non-regulatory agreement be created?
- Will the Board conduct a review under the guidelines or framework of the Flexible Multiple Use Overlay District (FMUOD) bylaw?
- Will the housing component of the project follow the "Percentage of Residential Units" section of the FMUOD Special Permit bylaw?
- Would a variance be permitted? Could a process be set up to prevent the developer from seeking one?
- What process will be used to address Minor or Major Amendments?
- Will the Planning Board have its own Development Agreement and if so will it be created prior to town meeting?
- The Board reiterated the necessity of receiving an adequate level of detail on the development plan in order to provide a thorough review so as to assess and mitigate the impacts on the community.

*Public Comments:*

None.

*This concluded the discussion on the University Station Development Proposal. This discussion will continue at the next meeting of the Planning Board on July 10, 2012 at 7:30 p.m. in the Champagne Meeting Room.*

**Consideration of Minor Modification of SRD Special Permit for Reynold's Farm – 1561 High Street**

Ms. Loughnane gave a brief update:

- A final set of revised plans was received for the Reynold's Farm Senior Residential Development. The revised plans reflect changes required by the Order of Conditions issued by the Conservation Commission, which includes the addition of a new surface stormwater storage area on top of the underground structure to the left of the entrance drive.
- The Applicant has requested that the Planning Board consider these revisions as a minor modification to the approved SRD Special Permit.
- Deputy DPW Director Chris Gallagher sent a memo to the Planning Board today informing the board that he has reviewed the plans and considers the revisions minor in nature.

*Board Discussion & Comments:*

There was a brief discussion that included questions and comments that were addressed by Phil Paradis, town engineer consultant. He essentially concurred with Mr. Gallagher's opinion that the SRD plan revisions are minor and do not substantially change the plan in use or function. Furthermore he said that he considers the changes to be improvements to the infiltration system, which will increase overflow capacity on the site.

*Public Comments:*

None.

*Motion:*

*Upon a motion by Mr. Montgomery and seconded by Mr. Rafsky the board voted unanimously in favor that it considers these changes as a minor modification of the SRD Special Permit for Reynolds' Farm, 1561 High Street.*

*Upon a motion by Mr. Montgomery and seconded by Mr. Rafsky, the board voted unanimously in favor to approve the revisions as amended for the SRD Special Permit for Reynold's Farm at 1561 High Street.*

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*Ms. Loughnane said that she would prepare a modified Decision for the Planning Board's signature for the next meeting.*

**Pre-application Conference for Proposed Alterations at Morrison Park – 300 Washington Street**

Ms. Loughnane welcomed John Loughnane, President of the Westwood Little League (WLL). She informed the board that fellow Planning Board member Chris Pfaff serves on the Board of Directors for Westwood Little League and that Mr. Pfaff will not be allowed to participate or act upon the forthcoming Environmental Impact and Design Review application for the proposed alterations at Morrison Park.

John Loughnane gave an update on the status of improvements to the baseball and softball fields at Morrison Park. Proposed improvements are related to the realignment and reconstruction of the two fields, including relocation of fencing and light poles, to allow for the creation of a regulation size baseball field. The concept plan also calls for the removal of two existing tennis courts, and the construction of new baseball dugouts, a refreshment stand/restroom facility, and a small park area between the baseball field and the fire station.

Mr. Loughnane said that these plans have been discussed over the last two years with the DPW, Mike Jaillet, Board of Selectmen, and Recreation Department and work will continue to finalize plan details. WLL would like to begin construction in the fall of 2012 and rededicate Morrison Park next spring. Mr. Loughnane said fundraising efforts to date have been very successful and have reached \$225,000.

*Board Discussion & Comments:*

- A board member asked who the owner of the property is. *The Town of Westwood owns the property and the Recreation Department maintains it.*
- A question was asked about the sources of the funding for the project. *The town will provide some of the revenue generated by the cell tower lease on the site; there have been several private donors including Roche Brothers, Dedham Savings and Mr. & Mrs. MacFarland; as well as proceeds from customized paving bricks that are for sale.*
- A board member suggested that WLL consider creating an entranceway to the fields complex from Roche Brother's parking lot.
- A suggestion was made to improve overall pedestrian access throughout the site and points beyond with appropriate fencing, safer walkways, etc.
- The next steps: WLL should finalize construction drawings and submit an application for Environmental Impact and Design Review (EIDR) to the Planning Board.

*Public Comments:*

None.

*Motion:*

*None needed.*

**Continuation of Public Hearing for Consideration of an 11-buildable lot Definitive Subdivision to be known as Morgan Farm Estates Subdivision & for Consideration of the Modification of an 8-buildable lot Definitive Subdivision known as Powissett Estates Subdivision, and for Consideration of any Alternative Subdivision Plan submitted by the Applicant – Wall Street Development**

Lou Petrozzi of Wall Street Development and his engineer Rob Truax of GLM Engineering were present as well as the Planning Board's peer review consultant, Paul Brodmerkle from Site Design

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Professionals, Inc.

Mr. Petrozzi gave a brief update since the last meeting and submitted a final set of revised plans (erosion control, box culvert plan & notes, and architectural elevations) for Morgan Farm OSRD Subdivision and the following documents:

1. Compliance Statement – OSRD Standards 8.3.12
2. Compliance Statement – OSRD Standards 7.3.7
3. Declaration of Covenants, Restrictions and Easements for MF Estates
4. Stormwater Operation and Maintenance Plan
5. Geotechnical Summary Report
6. Structural Plans for construction of footings and walls in connection with proposed 16' open bottom culvert
7. Architectural elevations for types/styles of proposed homes to be constructed in the subdivision; and
8. Sediment and Erosion Control Plan

In addition, a request for a waiver of Section V.F. – curbing of the Subdivision Rules & Regulations to allow Cape Code berm in place of standard granite vertical curbing, except for any radius along the cul de sac and catch basin throats.

Mr. Truax gave a presentation in which he summarized the changes made in response to Site Design Professionals' technical review:

1. The sewer has been raised above the culvert footings and the water main is proposed above the culvert to avoid conflict.
2. The gas main elevation has been provided and the sewer is adjusted accordingly.
3. The reinforced concrete retaining walls have been shown on the cross-section detail. Structural drawings from KMM Geotechnical Consultants were presented to the Site Design Professionals and the board.
4. The pavement in the "typical drain trench detail" has been revised to 4' depth.
5. A double grate has been provided for the basin at the end of the cul-de-sac.
6. Offsets have been provided on the plans to locate and construct the drain manhole structures.
7. Five-foot sewer manholes are provided for depths greater than 12'. (Jack – said he doesn't understand this.)
8. The sidewalk has been added at the culvert.
9. The plan scale has been revised to 1"=40'.
10. The clay core has been added and the top of the berm has been raised to provide 12" of freeboard.
11. The outlet for Basin #1 has been relocated.
12. Calculations and details for upgraded stormceptor units have been provided and will be called out on the plan.
13. Test pit for basin #2 has been provided.
14. Calculations have been provided for basin #2 forebay and spillway shown.
15. Trees with 10" or larger have been shown.
16. Proposed boundaries have been shown.

Additional details:

- An emergency access road was added at Lot 8, a paved driveway is proposed and a gravel road will be located off of that. (Wasn't this always shown?)
- All utilities have been removed from the gas line. (Electric company will provide a layout when the Planning Board approves the plans.)

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- After meetings with the DPW, developer decided to abandon the low impact development approach. (The DPW prefers sloped granite as opposed to Cape Cod berm.) The roadways will go back to 24' wide roadways with vertical granite curbing at the wetland crossing. Board would like the DPW's opinion on using vertical curbing on one side and slanted curbing on the other side.

*Board Discussion & Comments:*

- Board members agreed that the Performance Bond should be structured around phases of the development so as to ensure a proper street turnaround if only phase one is completed.
- A covenant should be placed on all lots.
- As lots are released, the covenant would be replaced with a tri-partite agreement.
- The use of fertilizer should be addressed in the homeowner's agreement. It was suggested that this matter can be added to the order of conditions with the Conservation Commission and DEP, which will issue a superseding order of conditions. It was suggested that the board receive an opinion of town counsel.

Mr. Brodmerkle made some additional comments:

- The retaining wall (3-4' off the property line) is now a segmented block wall that must be maintained by the homeowner's association. This wall will be placed at grade making the installation easier.
- There will be guardrail installed at the second wetland crossing.
- Additional calculations may be needed for the 4' diameter pipe culvert.

Mr. Petrozzi said a DEP pre-hearing conference is scheduled for next week.

Ms. Loughnane said she will review all submitted documents and a draft Decision will be prepared for the Planning Board's review at its meeting on July 10<sup>th</sup>.

*Public Comments:*

None.

*Motion:*

*Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery the board voted unanimously in favor to accept the request for additional time for the Planning Board to consider this application and render a decision until July 16, 2012.*

*Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff the board voted unanimously in favor to continue this hearing until July 10, 2012 at 7:30 p.m.*

**Tri-partite Agreement for 81 W Modification of Westview Estates Definitive Subdivision – Thompson Avenue and Briarwood Lane**

Ms. Loughnane informed the board that town counsel Tom McCusker prepared a tri-partite agreement for the 81W Modification of the Westview Estate Definitive Subdivision. The board was asked to review this agreement. Cornerstone Construction will be submitting a list of construction items and calculation of anticipated costs for inclusion in Exhibit A. Upon receiving this, the DPW will be asked to review that list and make a recommendation to the Planning Board.

Board members discussed and suggested a change in the completion of work date listed in section 1. C. "April 15, 2013" to be changed to a date sometime after the construction season, such as November 15<sup>th</sup>.

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Ms. Loughnane said she would share any revisions made by town counsel to the Board for its consideration.

**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**

Ms. Loughnane reminded the board that she has made substantial and extensive changes to all the Rules and Regulations and asked if members if they they would prefer to adopt the full new set of subdivision regulations at the July 10<sup>th</sup> meeting, or whether they would prefer to insert proposed language addressing the Flood Area Overlay District (FAOD) requirements into the 1998 subdivision regulations, as an interim step.

Board members agreed to adopt an interim set of Subdivision Rules and Regulations with the FAOD requirements and take additional time to continue its consideration of the more substantial revisions to the subdivision regulations.

Ms. Loughnane informed the board that Phil Paradis of Beta Engineering will be hired to review the revisions and suggest other edits to the Subdivision Rules and Regulations, which includes updates to drawings and diagrams in the document.

Ms. Loughnane said the Flexible Multiple Use Overlay District Regulations, which were previously drafted and approved in November, will be presented for the board's signature at its meeting on July 10<sup>th</sup>.

Lastly, Ms. Loughnane informed that all board members have received electronic copies of all draft Subdivision, EIDR and General Special Permit regulations. She said a new set of rules and regulations, covering all special permits in a single document, will be sent to board members as soon as it is ready.

*Public Comments:*

None.

*Motion:*

*Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff the board voted unanimously in favor to continue this hearing until July 10, 2012 at 7:30 p.m. in the Champagne Meeting Room.*

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

None.

**Consideration of Planning Board Meeting Minutes**

The draft minutes of June 12, 2012 were submitted to the Planning Board for its consideration and approval.

*Board Discussion & Comments:*

Mr. Rafsky and Mr. Wiggin sent edits to Ms. Barba and these edits were shared and reviewed the other board members. Mr. Olanoff requested an edit requesting that bike garden be changed to bike rack.

*Public Comments:*

None.

*Motion:*

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*Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff the board voted unanimously in favor to approve the minutes with amendments from June 12, 2012.*

**Upcoming Meeting Dates:**

7/10 & 7/24 at 7:30 p.m. in the Champagne Meeting Room  
8/7 & 8/28 at 6:30 p.m. in the Champagne Meeting Room

**Adjournment**

*Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery the board voted unanimously in favor to adjourn the meeting at approximately 9:40 p.m.*

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**List of Documents, Materials and Exhibits**

Copy of Town of Burlington Zoning Bylaws – Article XII

Memo to N. Loughnane from C. Gallagher re: Reynold’s Farm plan revisions

Letter to John Wiggin, from Wall Street Development Corp. dated 06/19/12 re: 2<sup>nd</sup> Modification of Powissett Estates Subdivision and Morgan Farm Estates Subdivision Open Space Residential Development.

Compliance Statement with Standards of OSRD – Section 8.3.12

Compliance Statement with Standards of OSRD – Section 7.3.7

Declaration of Covenants, Restrictions and Easements

Stormwater Operation and Management Plan

Letter to Planning Board from Site Design Professionals, LLC dated 06-18-12 re: Engineering Peer Review – Morgan Farm Estates & Powissett Estates

Copy of draft “Assignment of Security, Performance Secured by Tri-Partite Agreement” for Westview, LLC.

Copy of draft Westwood Subdivision Rules & Regulations revised through July \_2012