

**Westwood Planning Board
Meeting Minutes
October 2, 2012
50 Carby Street
6:30 PM**

Attendance & Call to Order:

The meeting was called to order at 6:30 p.m., by Ch. Jack Wiggin.

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 recorded the minutes.

Discussion - University Station Development Proposal

Ch. Wiggin welcomed the development team: Attorney John Twohig, Carmine Tomas from Goulston & Storrs, and Paul Cincotta from NE Development. Also present, Special Counsel Dan Bailey.

Presentation Highlights:

Mr. Twohig explained that the goal of this meeting is to gain a better understanding of how the proposed bylaw amendment will be structured, and what issues will be covered, rather than to focus on the language of the proposed amendment.

Transit Oriented Mixed Used District (TOMUD):

- Overview
 - How is the TOMUD integrated into the zoning bylaw? How will the uses in this project interact with the Master Development Plan? Can the TOMUD be modified after the Master Development Plan has been approved? What is the role of the Planning Board?
 - Purpose of the Bylaw
 - Location of TOMUD
 - Process and Standards
- Master Development Plan
- Permitted Uses
- Dimensional Requirements
- Parking and Loading
- Signage
- Design and Performance Standards
- Administration

(A copy of this handout is available with these minutes.)

Board Questions & Comments:

- The proposed bylaw should allow for a consistency review by the Planning Board.
- Can an amendment to the proposed bylaw be presented during the town meeting process?
- Can the board decide to eliminate the underlying FMUOD zoning on the parcel?
- How can the Planning Board maintain jurisdiction over this project, post approval, if a Special Permit is not required?
- Can a process be built into the bylaw to make corrections outside town meeting process?
- The Master Plan will resemble a development plan.
- This type of development approach illustrates a zoning regulation and the master plan will resemble a development plan.
- This proposal is more similar to a subdivision plan with regard to specificity; as opposed to a site plan review.
- Sequencing & connection between the multiple uses are missing.

Public Comments:

- An unidentified resident asked when the construction will begin.

Action Taken:

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No Motion needed.

Ch. Wiggin concluded this portion of the meeting and informed the public that the University Station discussion will continue at the next meeting of the Planning Board, Tuesday, October 9th, at 6:30 p.m., in the Champagne Meeting Room.

Continuation of Public Hearing for Consideration of EIDR Application for Expansion of Parking Lot at Westwood Lodge – 45 Clapboardtree Street

Ch. Wiggin reopened the public hearing and welcomed the Applicant Carmen Agresti from Westwood Lodge and engineer Chris Kirby. At the last hearing, Mr. Agresti gave a presentation on proposed site improvements, including an increase in the width of the existing driveway, an increase in the number of parking spaces and alterations to the ambulance staging area.

Highlights of Discussion:

- Mr. Agresti informed the board that since the last meeting, he and engineer Chris Kirby met with the town's engineering department to revise the site plans according to the zoning bylaws and regulations.
- Proposed revisions are now compliant with parking regulations, with the exception of Section 6.1.17.1. of the bylaw. Some Board members agreed to permit the landscaping as shown on the plans.

Board Questions & Comments:

- Town Engineer Phil Paradis suggested that the applicant be required to submit a letter from a qualified professional engineer, stating that the proposed improvements are in conformance with current DEP stormwater management standards.
- Ms. Loughnane stated that the applicant must submit a revised site plan showing a minimum of 8'8" width for all new parking spaces.

Public Comments:

None.

Action Taken - Motion:

Upon a motion by Mr. Montgomery and seconded by Mr. Pfaff, the board voted four in favor and one abstention, to grant a waiver of Section 6.1.17.1, landscape design requirements.

Upon a motion by Mr. Montgomery and seconded by Mr. Pfaff, the board voted unanimously in favor to grant EIDR approval for the project, subject to the conditions discussed.

Discussion of Draft Bicycle and Pedestrian Plan Prepared by MAPC

Ch. Wiggin welcomed David Loutzenheiser from MAPC to present the latest draft of the proposed Bicycle and Pedestrian Network Plan 2012 for Westwood and Dedham.

Highlights of Discussion:

- MAPC goal is to develop bicycle and pedestrian network plan and implement pedestrian and bicycle accommodation at the local level in Dedham and Westwood.
- "Cross Westwood Trail" – would connect Hale Reservation to the west, Lowell Woods in the center and the Blue Hill Reservation to the east.
- Key gaps have been identified due to high traffic volumes and speeds and a lack of sidewalks.
- Sidewalk Recommendations – Westwood Sidewalk Installation Priority Locations
- Bicycle Recommendations – Cycle Track; Buffered Bicycle Lanes; Bicycle Lane; Advisory Lane and Shared Lane Marking.

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- High Priorities for Westwood – Washington Street; High Street, Thatcher Street and High Rock Street.

Board Questions & Comments:

- Who is responsible for painting bicycle logos and lane striping for an advisory lane? (Mr. Loutzenheiser said that the Town would be responsible for these tasks.)
- Why is Thatcher Street being considered? (Mr. Loutzenheiser said that Thatcher Street is being considered as it is slated for reconstruction this year; is a very short, mostly straight road; would be a way to provide traffic calming; centerline would be removed.)
- What is the plan for Fox Hill Street? (Mr. Loutzenheiser said that the plan is to remove all pavement markings, retaining the country road feel and would result in traffic calming.)
- Ms. Loughnane explained that the next step is for this Plan to be reviewed by the DPW, Public Safety departments, Board of Selectmen and then to be considered by the Planning Board for endorsement and recommendation to Town Meeting for adoption.

Public Comments:

- Two members of the Pedestrian Bicycle Safety Committee: Virginia and John Lester thanked the Planning Board for its consideration of this Plan; thanked David Loutzenheiser for his work and acknowledged the work of other Committee members, Steve Olanoff and Nora Loughnane.

Action Taken:

No Motion necessary.

Ch. Wiggin and the rest of the board members thanked Mr. Loutzenheiser for the work done to create this Plan.

Public Hearing for Consideration of Proposed 2-Lot Definitive Subdivision Plan for 600 Clapboardtree Street

Ch. Wiggin read the legal notice of public hearing and welcomed the applicant Bill Schroeder, engineer John Glossa and attorney Ned Richardson.

Highlights of Discussion:

- Mr. Glossa gave a brief summary of the proposed single family definitive subdivision plan consisting of five sheets: (1) locus & layout (2) existing conditions (3) lot layout plan (4) proposed access driveway & utilities plan and (5) details, standards and specifications.
- Lot 1 is #600 Clapboardtree Street – existing single family house
- Lot 2 is the proposed lot, creating 87,275 s.f.
- Proposed 5' wide drainage easement with restrictive language preventing the future construction of a roadway and would be donated to the town.
- Proposed driveway is 12' wide and 550' long without a turnaround, serving one house.
- A list of waiver requests was read into the record. (This document is attached with these minutes.)

Board Questions & Comments:

- Would the town own this proposed roadway? (Ms. Loughnane said that this road will essentially be a private driveway owned by both homeowners.) Attorney Richardson said that a joint maintenance agreement for the roadway would be created. Ms. Loughnane said that this shall be a condition of the subdivision approval.
- Contiguous upland area is not marked on plans and should be identified.
- Lot shape formula should be noted on the plan.
- Lot numbers must be corrected on the plan.

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- Require a turnaround at the entrance or on the private property.
- Phil Paradis – stormwater management report showing drainage is required.
- The house will need to be reviewed by the Conservation Commission as it is in within 100' buffer.

Public Comments:

Karen Flaherty - 602 Clapboardtree Street requested clarification on the width of the driveway. (Mr. Glossa said that the existing driveway is 10' wide and the proposed driveway is 12' wide.)

Action Taken - Motion:

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in favor to approve the waivers as requested.

Upon a motion Mr. Montgomery and seconded by Mr. Pfaff, the board voted unanimously in favor to continue this hearing to October 9th at 7:30 p.m. in the Champagne Meeting Room.

Discussion - Peer Review Qualifications

Ch. Wiggin stated that in response to the Request for Qualifications for Peer Review Services for University Station, the Planning Board received four peer review qualifications proposals from the following engineering firms: Beta Group, Inc., BSC Group, Professional Services Corporation, PC and Brown-Walker Planners, Inc.

Highlights of Discussion:

- Board members briefly discussed the firms selected and a majority of members agreed that the top two choices for finalists were Beta Group, Inc. and Professional Services Corporation, PC.

Public Comments:

None.

Action Taken:

No Motion needed.

Ch. Wiggin requested that Ms. Loughnane proceed with contacting the two finalists and to schedule interviews before a subcommittee of the Planning Board on Tuesday, October 9th at 5:00 p.m., just prior to the Board's scheduled meeting at 6:30 p.m.

Next Meetings:

Tuesday, October 9th at 6:30 p.m., Champagne Meeting Room
Tuesday, October 16th at 7:30 pm., Thurston Middle School
Monday, October 22nd at 6:30 p.m., Champagne Meeting Room
Tuesday, October 30th, at 6:30 p.m., Champagne Meeting Room
Monday, November 5th, at 6:30 p.m., Champagne Meeting Room
Tuesday, November 13th, at 6:30 p.m., Champagne Meeting Room
Tuesday, November 20th, at 6:30 p.m., Champagne Meeting Room

Adjournment

Upon a motion by Mr. Pfaff and seconded by Mr. Rafsky the board voted unanimously in favor to adjourn the meeting at approximately 9:50 p.m.

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List of Documents, Materials and Exhibits

Document: Transit-Oriented Mixed Use District (TOMUD) – Discussion of Draft Zoning Bylaw

Copy of Plan Sheet #1 – C. Kirby, P.E. – 45 Clapboardtree Street

Dedham & Westwood Bicycle & Pedestrian Network Plan, Draft #2, submitted by Sustainable Metro Boston/MAPC

Dedham & Westwood Bicycle & Pedestrian Network Plan 2012 – MAPC

Copy of Plan Sheet #4 – Glossa Engineering: Access Drive & Utilities – 600 Clapboardtree Street