

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
January 16, 2007
7:30 PM**

Board Members Present: Steven Olanoff, Bob Moore, Rob Malster, George Nedder

Board Members Absent: Bruce Montgomery

Staff Members Present: Diane Beecham, Town Planner; John Bertorelli, Town Engineer

In Attendance: Peter Alpert, Esq., Ropes and Gray, Planning Board Special Counsel for Westwood Station

[The peer review consultants from VHB, Cecil Group and RKG Associates were also in attendance to introduce themselves to the Planning Board.]

The meeting was convened at 7:30 pm.

Westwood Station: Informal Discussion about Westwood Station Process/Procedure/Schedule

Presenter: Dan Quinn and Jackie Henke, Meredith & Grew [Westwood Station Project Management Consultants]

Mr. Dan Quinn, of Meredith & Grew, stated that the purpose of this meeting is to discuss with the Planning Board the overall process, procedures and organizational structure of the upcoming meetings prior to the opening of the public hearing for Westwood Station.

Peter Alpert stated that there will be minimal discussion of the Westwood Station application at tonight's meeting and instead, the purpose of this meeting is to focus on the process. This is also an opportunity for the Board to personally meet the peer review consultants and get a status report of their work for the past couple of weeks.

Rob Malster stated that it is important that the Board receive the appropriate resources before embarking on this application.

Mr. Quinn suggested the establishment of a weekly, 2 to 3 hour meeting, to be held on Fridays with the peer review consultants. Mr. Quinn said that these meetings are important in order for the peer review consultants to report back to the core group about what work has been done during that week. These meetings will be held in addition to the Monday morning meetings with representatives of the various boards and commissions that has transpired throughout the week with the developers. These meetings are held in addition to the Monday morning meetings, chaired by Nancy Hyde, of representatives of the Town boards and commissions involved in the Westwood Station permitting process. The information from these meetings are, in turn, are provided to the Planning Board.

Craig Seymour of RKG Associates, Inc. stated that he will advise the Board on the fiscal implications of the project. His involvement in this process has been ongoing for the past year and will now advise the Board with respect to the specific fiscal issues that are specified in the Fiscal Appendix of the MUOD Rules and Regulations. Mr. Seymour stated that he will also be working with the Finance Commission on the Tax Increment Financing package, which will play a major role in the overall fiscal analysis of project. Mr. Seymour also indicated that he has a list of at least fifteen different pieces of information that he needs from CC&F in order to evaluate their fiscal application.

Ken Schwartz of VHB, Inc. stated that VHB was hired by the Town to conduct the comprehensive pre-permitting planning for Westwood Station and thus are very familiar with the project. They have now been retained by the Board to conduct the environmental and transportation peer review of the application. In the last couple of weeks, VHB has attended five meetings with the developer, the Department of Environmental Protection and the Dedham-Westwood Water District to discuss the initial memorandum of completeness, with respect to environmental issues. In the transportation area, they have also had a number of meetings with the developer's consultants on parking, TDM, traffic circulation analysis and other technical information.

Steve Cecil of The Cecil Group was the consultant selected to do urban design peer review. Mr. Cecil stated his analysis will focus on two key points: 1) look at the composition of all the urban design pieces—particularly the mix of uses—of the plan and evaluate how they fit together. The goals outlined by the Steering Committee and the Town as a whole will be used as the basis for this analysis; and 2) make specific recommendations to incorporate design guidelines as part of the special permit decision.

In terms of the schedule, Dan Quinn indicated that the developer has developed a schedule in which the decision of the Board is made prior to the Town's elections at the end of April, 2007. Mr. Quinn stressed that this was the developer's schedule and that Meredith & Grew is developing a separate schedule for the Town based on the inputs from the Planning Board and Town officials.

Mr. Malster responded that as far as schedules go, the only thing that is set in stone is that the hearing will open on January 30th. Everything from that point on is dependent on the feedback and information that comes into the process on a timely manner so that the Board can make informed, substantive decisions.

[Jackie Henke of Meredith & Grew went over the developer's schedule, dated January 16, 2007.]

Mr. Malster stated that the schedule is ultimately dependent upon the Planning Board's thorough review of all aspects of the project that must be done for a project of this magnitude. The time that it takes for this thorough and comprehensive review will dictate the schedule; the schedule will certainly not dictate the time that it takes to do the review. Based on these reviews, it is expected that the schedule

will be a dynamic document. There will have to be a process set up in which the peer review consultants can provide information and direction to the Planning Board can make informative and timely decisions as well as also allow for Planning Board members to work directly with the consultants.

Mr. Moore stated that he appreciates the amount of work and level of detail that will be required for this process and he is not convinced that two meetings each for the four disciplines (i.e. urban design, fiscal, environmental and transportation) will be sufficient in order for the Board to make an informed decision about the project. The schedule as presented tonight is a congested schedule; the Board can not feel like they are being rushed with such an important decision just to meet a deadline. Above all, the Board has to be comfortable with the process.

Mr. Moore indicated that he has a very specific request as part of this process: he wants a broad-based fiscal analysis on Westwood Station from the Finance Commission. The Finance Commission must essentially approve of the fiscal impacts of the project. With respect to the development agreement that is currently being negotiated between the developer and the Selectmen, Mr. Moore stated that a process needs to be in place in which the Planning Board gets regular updates so that they are well aware of its contents before a final report is submitted to the Board.

Mr. Nedder stated he has some conflicts with some of the public hearing dates that are shown on the schedule and he wants all back-up data relating to the fiscal analysis.

Endorsement of Final Decisions: Application for Special Permit to Reduce Required Number of Parking Spaces and Site Plan Review
Applicant: Romanow Container
Address: 346 University Avenue
Project: Construction of a 67,000 square foot addition to Romanow Container building

[The Planning Board endorsed the following decisions to be filed with the Town Clerk]:

APPLICANT

/OWNER: Romanow, Inc., d/b/a Romanow Container
346 University Avenue, LLC
346 University Avenue
Westwood, MA 02090

PROPERTY

LOCUS: 346 University Avenue
Town of Westwood Assessors' Map 38, Parcels 008, 009 and 010

PROJECT SUMMARY

Romanow Container proposes to construct a 67,300 square foot addition to its existing 145,320 square foot industrial building located at 346 University Avenue. The building expansion will provide for additional warehouse space, to be used in a manner consistent with the facility's current use as a manufacturer of corrugated boxes and other corrugated materials. The current driveway and parking area are proposed to remain as presently configured, with minimal modifications to accommodate loading docks on the new addition. A portion of the project site is located within two (2) Zone I wellhead protection areas. A special permit pursuant to Section 6.1.8 of the Zoning Bylaw [Reduction of Required Minimum Number of Parking Spaces] was granted so that the Applicant was not required to stripe or line the additional 75 parking spaces needed to meet the required minimum number of 143 parking spaces on the project site. The total number of marked parking spaces will instead remain at 68 spaces.

The Planning Board's review of this Project was limited to site plan review pursuant to Section 7.3 of the Bylaw. Water supply protection, wetlands and similar environmental issues are to be considered pursuant to Section 9.3, the Water Resource Protection District and M.G.L. Chapter 131, § 40, the Wetland Protection Act and Article 18 of the General Bylaws, Wetlands Protection Bylaw.

DECISION OF THE WESTWOOD PLANNING BOARD

The Planning Board, by a vote of five in favor and none opposed, hereby submits its Environmental Impact and Design Review *approval* pursuant to Section 7.3 of the Westwood Zoning Bylaw for the Project as described above and in the application therefor dated October 19, 2006 and subsequent revisions, and the following related submissions filed with the Planning Board by or on behalf of Romanow, Inc., d/b/a Romanow Container:

1. Plan entitled "Romanow Container Corp. Building Addition in Westwood, Massachusetts (Norfolk County)", dated September 18, 2006, prepared by Beals and Thomas, Inc., Reservoir Corporate Center, 144 Turnpike Road, Southborough, Massachusetts 01772 (Civil Engineer/Surveyor and Landscape Architect); Planners Designers Architects, Inc., 16 Huron Drive, Natick, Massachusetts 01760 (Architect) and consisting of the following eight (8) sheets;
 - Sheet C1, Topographic Plan, dated October 12, 2006;
 - Sheet C2, Layout, Grading and Utility Plan, dated October 12, 2006;
 - Sheet C3, Notes, Legend and Site Details, dated September 18, 2006;
 - Sheet C4, Site Details, dated September 18, 2006;
 - Sheet EXH, Parking Striping Exhibit, dated October 16, 2006;
 - Sheet A1, Floor Plan, dated November 29, 2005 and revised through October 16, 2006;
 - Sheet A2, Elevations, dated November 29, 2005 and revised through October 16, 2006;
 - Sheet E1, Photometric Site Plan, dated October 12, 2006;

2. Report of application materials entitled "Romanow, Inc. d/b/a Romanow Container 346 University Avenue, Westwood, Massachusetts, Application to Planning Board, Special Permit and Site Plan Review", dated October 19, 2006, prepared by Michael M.T. Romanow, Esquire, Romanow and Romanow, 190 North Main Street, Natick, Massachusetts 01760;
3. Memorandum to Diane Beecham, Town Planner Re: Romanow, Inc. d/b/a Romanow Container ("Romanow") 346 University Avenue, Westwood, Massachusetts 02090 (the "Property"), Site Plan Review—Building Addition, dated December 7, 2006, prepared by Michael M.T. Romanow, Esquire, Romanow and Romanow, 190 North Main Street, Natick, Massachusetts 01760, consisting of four (4) pages;
4. Technical Memorandum to Westwood Planning Board Attention: Mr. Rob, Malster, Chairman, dated December 19, 2006, prepared by John R. Bertorelli, P.E., P.L.S., Town Engineer, consisting of two (2) pages;
5. All of the foregoing plans and reports are hereby incorporated by reference and made part of this Decision.

CONDITIONS

The foregoing approval is issued to the Applicant for the aforementioned Project in accordance with the terms and conditions set forth below, all of which are an integral part hereof:

1. Except as modified by the conditions and findings hereof, the Project shall comply with the final Project Plans in all respects, and the Applicant shall pursue completion of the Project with reasonable diligence and continuity.
2. The minimum number of required striped or lined parking spaces as set forth in the Table of Parking Requirements shall be provided on the Project Site if there is a change of use or in the intensity or character of use that results in an increased parking need, as determined by the Planning Board. This condition shall be included as a note on the Project Plans.
3. The Applicant shall provide at least the minimum required number of handicapped spaces as required by the State Building Code, based on the current number of sixty-eight (68) striped parking spaces.
4. All catch basin hoods shall be inspected to ensure that they are fitted and operating properly. All catch basins shall be inspected and vacuum cleaned on an annual basis.
5. The manufacturer specifications for the Grasscrete Fire Lane shall be reviewed and approved by the Fire Chief.
6. All wall-mounted lighting fixtures attached to the building expansion shall be mounted no higher than fifteen (15) feet above grade as required by Section 6.4.6 of the Bylaw.
7. The Applicant shall comply with all provisions of the Special Permit granted to the Applicant with respect to this Property, dated January 9, 2007, to reduce the required minimum number of parking spaces pursuant to Section 6.1.8 of the Westwood Zoning Bylaw.
8. This Environmental Impact and Design Review approval shall lapse within a specified period of time, not more than two (2) years, which shall not include

such time required to pursue or await the determination of an appeal referred to in Chapter 40A § 17, from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause or, in the case of permit for construction, if construction has not begun within the specified period of time except for good cause. Prior to the expiration of the Environmental Impact and Design Review approval, the Applicant may apply for an extension of this approval for a period not to exceed one (1) year if the substantial construction or use thereof has not commenced for good cause.

**DECISION OF THE PLANNING BOARD
OF THE TOWN OF WESTWOOD**

APPLICANT

/OWNER: Romanow, Inc., d/b/a Romanow Container
346 University Avenue, LLC
346 University Avenue
Westwood, MA 02090

PROPERTY

LOCUS: 346 University Avenue
Town of Westwood Assessors' Map 38, Parcels 008, 009 and 010

PROJECT SUMMARY

Romanow Container proposes to construct a 67,300 square foot addition to its existing 145,320 square foot industrial building located at 346 University Avenue. The building expansion will provide for additional warehouse space, to be used in a manner consistent with the facility's current use as a manufacturer of corrugated boxes and other corrugated materials. The current driveway and parking area are proposed to remain as presently configured, with minimal modifications to accommodate loading docks on the new addition. A portion of the project site is located within two (2) Zone I wellhead protection areas.

There are currently 68 striped parking spaces of which the Applicant has indicated is sufficient to serve the existing facility and its expansion. The site plan submitted as part of the application provides for an additional 86 spaces that can be provided on the project site to accommodate the existing facility and building addition. The additional spaces would all be created by striping the existing paved areas on the site. The Applicant has requested a special permit pursuant to Section 6.1.8 of the Zoning Bylaw [Reduction of Minimum Number of Required Spaces] for permission not to stripe or line these additional 86 parking spaces.

This project will also require Environmental Impact and Design Review pursuant to Section 7.2 of the Bylaw and a Water Resource Protection District special permit pursuant to Section 9.3 of the Bylaw.

STATEMENT OF PLANNING BOARD FINDINGS

1. On October 19, 2006, an application was filed by Romanow, Inc., d/b/a Romanow Container pursuant to Section 6.1.8 of the Westwood Zoning Bylaw. This Section provides for the issuance of a special permit to reduce the minimum number of parking spaces as required by Section 6.1.2 (Table of Parking Requirements) if specific criteria can be met as outlined in Section 6.1.8.2. The Planning Board is the Special Permit Granting Authority under this Section.
2. There are currently 68 striped or lined parking spaces on the Romanow Container site. The minimum number of required parking spaces for the existing 145,320 square foot industrial building is calculated as follows: 11,200 square feet of office use at which at one (1) space for each 333 square feet of such use equals 34 spaces; 6,000 square feet of warehouse/assembly/light manufacturing space at which at one (1) parking space for each 500 square feet of such use equals 12 spaces; and 126,400 square feet of storage/warehouse space at which one (1) parking space for each 2,000 square feet of such use equals 63 spaces, for a total minimum number of 109 required parking spaces.
3. The proposed 67,300 square foot building addition will be used entirely as warehouse space at which one (1) parking space for each 2,000 square feet of such use equals 34 additional parking spaces, for a total of 143 parking spaces for the project site.
4. The Applicant is requesting to a special permit pursuant to Section 6.1.8 for permission not to stripe or line the additional 75 parking spaces required to meet the minimum number of 143 parking spaces in order that the total number of marked parking spaces on the site remain at 68 spaces.
5. The Planning Board of the Town of Westwood held a public hearing on December 19, 2006 in accordance with the General Laws of the Commonwealth of Massachusetts to consider the aforementioned application of Romanow, Inc., d/b/a Romanow Container. The public hearing was closed at the adjournment of the hearing on December 19, 2006. Westwood Planning Board members Robert C. Malster, Robert E. Moore, Jr., Steven H. Olanoff, George A. Nedder and Bruce H. Montgomery were present for this public hearing.
6. The building expansion for primarily warehouse and storage uses does not warrant the minimum number of parking spaces otherwise required in the Table of Parking Requirements.
7. Based on the information provided in the submitted application and the technical memorandum submitted by the Town Engineer, the Applicant has adequately demonstrated that the minimum number of required parking spaces as set forth in the Table of Parking Requirements can be accommodated on the site should the use, or the intensity or character of the use, of the premises ever be changed so that the additional parking spaces were needed. Further, the continued availability of appropriate space on the site to accommodate these additional parking spaces has been assured in a manner satisfactory to the Planning Board.
8. The issuance of a special permit pursuant to Section 6.1.8 of the Westwood Zoning Bylaw for the aforementioned application of Romanow, Inc., d/b/a Romanow Container will not be detrimental to the Town or to the general

- character or visual appearance of the surrounding neighborhood or abutting uses, and would be consistent with the intent of this Bylaw.
9. The total floor area of the building expansion is not greater than that which would be permitted absent the grant of a special permit pursuant to Section 6.1.8.
 10. The Applicant currently rents additional warehouse space in a building on the north side of University Avenue across from its facility and shuttles trucks between the two facilities on an average of twelve (12) trips per day. The new addition would alleviate the need to rent this additional space and thus would eliminate this shuttling, which will improve traffic safety on University Avenue.

DECISION

The Planning Board has evaluated the application in relation to the above findings and as the Special Permit Granting Authority, the Board, by a vote of five in favor and none opposed, voted to **grant** a special permit for the application of Romanow, Inc., d/b/a Romanow Container, as described above and in the application therefor dated October 19, 2006 and subsequent revisions, and the following related submissions filed with the Planning Board by or on behalf of Romanow, Inc., d/b/a Romanow Container:

1. Plan entitled "Romanow Container Corp. Building Addition in Westwood, Massachusetts (Norfolk County)", dated September 18, 2006, prepared by Beals and Thomas, Inc., Reservoir Corporate Center, 144 Turnpike Road, Southborough, Massachusetts 01772 (Civil Engineer/Surveyor and Landscape Architect); Planners Designers Architects, Inc., 16 Huron Drive, Natick, Massachusetts 01760 (Architect) and consisting of the following eight (8) sheets;
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Sheet A2, Elevations, dated November 29, 2005 and revised through October 16, 2006;
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3. Memorandum to Diane Beecham, Town Planner Re: Romanow, Inc. d/b/a Romanow Container ("Romanow") 346 University Avenue, Westwood, Massachusetts 02090 (the "Property"), Site Plan Review—Building Addition,

dated December 7, 2006, prepared by Michael M.T. Romanow, Esquire, Romanow and Romanow, 190 North Main Street, Natick, Massachusetts 01760, consisting of four (4) pages;

4. Technical Memorandum to Westwood Planning Board Attention: Mr. Rob, Malster, Chairman, dated December 19, 2006, prepared by John R. Bertorelli, P.E., P.L.S., Town Engineer, consisting of two (2) pages;
5. All of the foregoing plans and reports are hereby incorporated by reference and made part of this Decision.

CONDITIONS

The foregoing approval is issued to the Applicant for the aforementioned Project in accordance with the terms and conditions set forth below, all of which are an integral part hereof:

1. Except as modified by the conditions and findings hereof, the Project shall comply with the final Project Plans in all respects, and the Applicant shall pursue completion of the Project with reasonable diligence and continuity.
2. The minimum number of required striped parking spaces as set forth in the Table of Parking Requirements shall be provided on the Project Site if there is a change of use or in the intensity or character of use that results in an increased parking need, as determined by the Planning Board. This condition shall be included as a note on the Project Plans.
3. The Applicant shall provide at least the minimum required number of handicapped spaces as required by the State Building Code, based on the current number of sixty-eight (68) striped parking spaces.
4. All catch basin hoods shall be inspected to ensure that they are fitted and operating properly. All catch basins shall be inspected and vacuum cleaned on an annual basis.
5. The manufacturer specifications for the Grasscrete Fire Lane shall be reviewed and approved by the Fire Chief.
6. All wall-mounted lighting fixtures attached to the building expansion shall be mounted no higher than fifteen (15) feet above grade as required by Section 6.4.6 of the Bylaw.
7. The Applicant shall comply with all provisions of the Environmental Impact and Design Review decision granted to the Applicant with respect to this Property, dated January 16, 2007, to construct a 67,300 square foot expansion to the existing building.
8. The Project Plans shall include a reference to this Decision and its date of approval.
9. This Special Permit shall not take effect until a copy of the Decision, bearing the certification of the Town Clerk that twenty (20) days have elapsed after the filing of the decision and either that no appeal has been filed or the appeal has been filed within such time is recorded in the Norfolk County Registry of Deeds and indexed under the name of the property owner of record and parcel address. If the Special Permit has been approved by reason of the failure of the Special Permit Granting Authority to act within the time prescribed, a copy of the Application for the Special Permit accompanied by the certification of the Town Clerk stating the fact that the Special Permit Granting Authority failed to

act within the time prescribed, and whether or not an appeal has been filed within that time, and that the grant of the Application resulting from the failure to act has become final, is recorded in the Norfolk County Registry of Deeds and indexed under the name of the property owner of record and parcel address.

10. This Special Permit shall lapse within a specified period of time, not more than two (2) years, which shall not include such time required to pursue or await the determination of an appeal referred to in Chapter 40A § 17, from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause or, in the case of permit for construction, if construction has not begun within the specified period of time except for good cause. Prior to the expiration of the Special Permit, the Applicant may apply for an extension of the Special Permit for a period not to exceed one (1) year if the substantial construction or use thereof has not commenced for good cause.
11. Any alterations, modifications, deletions or amendments to this Special Permit shall be done in accordance with the requirements of M.G.L. Chapter 41A § 9.

RECORD OF VOTE

The following members of the Planning Board voted to grant a special permit for this Application: Robert C. Malster, Robert E. Moore, Jr., Steven H. Olanoff, George A. Nedder and Bruce H. Montgomery.

The following members of the Planning Board voted in opposition to the grant of a special permit for this Application: None.

The meeting was adjourned at 9:00 pm.