

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

Board Members Present: Chairman Robert Malster, Robert Moore, Steve Olanoff, Bruce Montgomery and Henry Gale.

Staff Members Present: Diane Beecham, Town Planner; John Bertorelli, Town Engineer; Peter Alpert, Esq. and Nancy Kolb, and Peer Review Consultants from VHB [for Westwood Station deliberations]

Chairman Malster opened the meeting at approximately 7:15 pm.

Proposed Amendments to 100 High Street

In Attendance: Edward Richardson, Esq., Leahy & Richardson, Project Attorney; James Burke, of the DeCelle Group, LLC, Project Engineer

Attorney Richardson stated that his client is seeking approval of modification to the previously approved site plan for the on-site parking at 100 High Street. He stated that he believes that these modifications are not substantive and although they do require discussion at a duly authorized meeting, they do not require a formal amendment to the approved site plan.

The proposed revisions include (1) deletion of the so-called upper parking area, eliminating ten parking spaces; (2) the addition of a new parking area with nine spaces which has direct access to the existing driveway; (3) the relocation of the retaining wall approximately fifteen feet south to allow for the new parking area. The modification would provide a total of 25 spaces, which is one space above the required 24 spaces. The net effect of this modification is the deletion of one parking space

Mr. Burke, Project Engineer, reported that the revision in the plans reduces the amount of pervious area and lessens the amount of fill.

Mr. Bertorelli, Town Engineer, concurred with the findings stated above and further stated that the changes will improve the drainage system by decreasing the amount of stormwater flow through the detention basin. The retaining wall along the driveway will need a guardrail or fence in accordance with the building code.

[There was some general discussion on the matter including some questions from the Board regarding tree removal and preservation; the need for a police detail during construction, earth removal permits, loaming and seeding.]

On a motion by Mr. Moore and seconded by Mr. Olanoff, the Board unanimously voted to approve the modification of the approved site plan as follows:

APPLICANT

/OWNER: Mr. Antione Nakhle
183 Morse Street
Sharon, MA 02067

PROPERTY

LOCUS: 100 High Street

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

Town of Westwood Assessors' Map 6, Parcel 19

**PUBLIC
MEETING:**

The Planning Board of the Town of Westwood held a public meeting in accordance with the General Laws of the Commonwealth of Massachusetts on November 15, 2007 in the Champagne Meeting Room in the Carby Street Municipal Office Building, 50 Carby Street, Westwood, Massachusetts 02090 to consider the request of Mr. Antione Nakhle to modify an approved site plan pursuant to the provisions of Section 7.3 [Environmental Impact and Design Review] of the Westwood Zoning Bylaw.

PROJECT SUMMARY

The Planning Board approved an Environmental Impact and Design Review application to convert a 6,000 square foot building located at 100 High Street from its current residential use into a commercial office building. The approved application dated August 14, 2007 provided for a 26-space landscaped parking lot to accommodate the new commercial use. The property is located in the Administrative-Research-Office (ARO) zoning district. An office building is an allowed use in this district.

The Proponent has requested a modification to the approved site plan to eliminate the ten spaces in the upper parking area and instead create a new nine-space parking area immediately adjacent to old layout of Route 109, which serves as the property's driveway. A retaining wall will also be relocated approximately 15 feet southerly from its formerly approved location to accommodate the new parking configuration. The modifications will result in a net loss of one parking space on the property.

DECISION OF THE WESTWOOD PLANNING BOARD

The Planning Board, by a vote of four in favor and one abstention, hereby submits its Environmental Impact and Design Review modification *approval* pursuant to Section 7.3 of the Westwood Zoning Bylaw for the Project as described above and in the application therefor dated April 5, 2007 and subsequent revisions, and the following related submissions filed with the Planning Board by or on behalf of Mr. Antione Nakhle:

1. Plan entitled "Proposed Parking Lot Site Plan 100 High Street Westwood, MA", dated March 29, 2007 and revised through June 22, 2007, prepared by The DeCelle Group, LLC, 149 Independence Avenue, Quincy, MA 02169 consisting of the following five (5) sheets:

Sheet 1 entitled "Proposed Parking Lot Site Plan 100 High Street Westwood, MA" [Cover Sheet], dated March 29, 2007 and revised through June 22, 2007;

Sheet 2 entitled "Site Plan in Westwood, MA [Existing Conditions]", dated March 29, 2007 and revised through June 22, 2007;

Sheet 3 entitled "Proposed Amended Site Plan in Westwood, MA [Proposed Site Plan]", dated October 8, 2007;

Sheet 4 entitled "Site Plan in Westwood, MA [Details]", dated March 29, 2007 and revised through June 22, 2007;

Sheet 5 entitled "Site Plan in Westwood, MA [Landscape Plan]", dated March 29, 2007 and revised through June 22, 2007.

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

2. Report entitled "Stormwater Management Plan for a Proposed Parking Lot at 100 High Street in Westwood, Massachusetts", dated March 29, 2007, prepared by The De and revised through June 22, 2007, prepared by The DeCelle Group, LLC, 149 Independence Avenue, Quincy, MA 02169 consisting of the following five (5) sheets:
3. Plan entitled "Proposed Parking Lot Site Plan 100 High Street Westwood, MA", dated March 29, 2007 and revised through June 22, 2007, prepared by The DeCelle Group, 149 Independence Avenue, Quincy, MA 02169, prepared for Tony Nakhle, 183 Morse Street, Sharon, MA 02067 and consisting of the following sections: Project Narrative, On-Site Stormwater Analysis & Methodology; Section 2: Supplemental Information, Abutters List; USGS Map, Soils Map, Natural Heritage Map, FEMA Flood Map; Section 3: Stormwater Analysis Data Sheets (Existing Conditions and Proposed Conditions for 2, 10, 25 & 100 Year); and Section 4: Watershed Plans.
4. Memorandum to Diane Beecham, Town Planner from Sergeant Paul R. Sicard, Re: 100 High Street, dated May 14, 2007;
5. Memorandum to Diane Beecham, Town Planner from Linda R. Shea, REHS/RS, Re: Site Plan Review-100 High Street-Construction of a Parking Lot and Change of Use of a Residential Building to a Commercial Use, dated May 22, 2007;
6. Memorandum to Planning Board from Joe Doyle, Building Inspector, Re: 100 High Street, dated May 25, 2007;
7. Memorandum to Westwood Planning Board, Attention: Mr. Robert Malster, Chairman, from Christopher Gallagher, Assistant Town Engineer and John R. Bertorelli, P.E., P.L.S., Town Engineer, Re: Proposed Parking Lot - 100 High Street, dated May 24, 2007;
8. Memorandum to Westwood Planning Board, from James W. Burke, P.E., Principal, The DeCelle Group, LLC, 149 Independence Avenue, Quincy, MA 02169, Re: Proposed Parking Lot, 100 High Street, dated June 22, 2007 [Responses to comments letters and other revisions];
9. Memorandum to Westwood Planning Board, Attention: Mr. Robert Malster, Chairman, from Christopher Gallagher, Assistant Town Engineer and John R. Bertorelli, P.E., P.L.S., Town Engineer, Re: Proposed Parking Lot - 100 High Street, dated June 26, 2007;
10. Memorandum to Westwood Planning Board c/o Ms. Diane Beecham, Town Planner, Re: 100 High Street Westwood, MA. - Proposed Project, from Traffic Solutions, LLC, Two Center Plaza, Suite 700, Boston, MA 02108, dated June 26, 2007.

CONDITIONS

The foregoing modification 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:

Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM

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 landscaping that was originally approved for the area that will now be used for parking shall instead be located to the area in which the parking has been eliminated. The remaining area of the eliminated parking area shall also be loamed and seeded.
3. To the fullest extent possible, the 24-inch pine tree located in the eliminated upper parking area shall be retained.
4. The handicap accessibility of the two building entrances shall be reviewed and approved by the Building Commissioner at the time of the application for a building permit.
5. The Dumpster shall be screened according to Board of Health Dumpster Regulations and if applicable, Section 6.3.5 of the Zoning Bylaw [Uses Requiring Screening].
6. The inactive cesspool shall be properly abandoned in accordance with 310 CMR 15.000 of the State Environmental Code. The Applicant shall present documentation of this abandonment to the Health Director prior to the start of construction.
7. The limit of construction and clearing shall be clearly staked or flagged prior to any site disturbance work. The Town Engineer shall be notified of this flagging, for his review and approval.
8. During the construction period, all necessary steps shall be taken to protect the vegetation and trees outside the limits of construction from construction vehicles, equipment, materials and the like. Appropriate erosion and sedimentation controls shall be utilized during all phases of construction.
9. The clean up of construction debris, including the tracking of dirt by construction vehicles, shall be conducted on a daily basis on Lowder Brook Drive and Route 109/High Street.
10. The Project Plans shall include a reference to this Decision and its date of approval.
11. The Applicant shall notify the Town Engineer at least two business days in advance of any on-site drainage system, sewer or water utility work.
12. The Applicant shall obtain all required permits, licenses or other approvals from any other Town board, commission or agency or other State and Federal regulatory agency, which may include, but not be limited to, the Board of Health, Conservation Commission, Zoning Board of Appeals, Massachusetts Department of Highways and the Massachusetts Department of Environmental Protection. The Earth Material Movement special permit pursuant to Section 7.1 of the Zoning Bylaw is an additional special permit that may be required.
13. The Applicant shall provide three (3) certified copies of an "As Built" Site Development Plan. Certification shall be by a Registered Professional Engineer and/or Land

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

Surveyor, as required, and shall indicate that all infrastructure has been constructed in accordance with said Project Plans and are accurately located as shown thereon. The "As Built" plan shall be delivered to the Board in a digital format compatible with the Town's current Geographic Information System (GIS).

14. A copy of this Decision and the final Project Plans shall be kept on the Project Site at all times.
15. The modified Environmental Impact and Design Review Approval shall take effect immediately upon its issuance to the Building Commissioner.
16. The modified 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 the Environmental Impact and Design Review Approval for a period not to exceed one (1) year if the substantial construction or use thereof has not commenced for good cause.

Continuation of Westwood Station Deliberations

Attorney Alpert stated the focus of this evening's discussion will be on the following:

6. Special Conditions Regarding the Design, Construction, and Maintenance of Project Roadways and Driveways.

- (a) The Project Roadways and Project Infrastructure shown on the Approved Plans shall incorporate the revisions shown on the Definitive Subdivision Plan.
- (b) Specific dimensions and details of roadway, sidewalks, drainage, sewer, utilities, lighting, traffic signals, pedestrian signals at intersections, pavement box, pavement markings, and all other elements of the roadway design associated with the Subdivision Roads shall be as shown in the Definitive Subdivision Plan.
- (c) If any EIDR Application shows any Site Drive in a location that is offset by more than twenty-five feet (25') from the Project Roadway locations shown on the Approved Plans, an amendment to this Decision shall be required.
- (d) The alignment, profile, grading, building location, and all other aspects of the intersection of Westwood Station Boulevard, Blue Hill Drive, and Greenlodge Street shall not preclude future improvements to that intersection as shown in Figure 4-41 of the Final Environmental Impact Report dated September 17, 2007 and as proposed by the Massachusetts Highway Department in connection with the possible reconstruction of the I-95/I-93 interchange and ramp system.
- (e) Loading and unloading facilities shall be arranged to ensure that no trucks shall occupy any sidewalk or Subdivision Road, or any Site Drive in a way that inhibits public safety or general circulation while loading, unloading or waiting to do so.
- (f) No wall placed alongside or supporting any Project Roadway shall include a reinforcement fabric or other component that extends toward the roadway and that could, in the reasonable opinion of the Board, result in a maintenance obligation or access problem for the Town.

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

- (g) Building setbacks and landscape design elements shall be designed so that the American Association of State Highway and Transportation Officials ("AASHTO") sight line requirements can be met for vehicles exiting loading docks, Site Drives, and Driveways.
- (h) The Applicant shall consult with the Westwood Historic Commission before naming any Site Drive or Driveway.

Exhibit – Classification of Roadways

Attorney Alpert identified the four roadway classifications: Public Subdivision Road, Private Subdivision Road, Site Drive and Driveway. Please see the following table and attached plan.

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

EXHIBIT CCC Table 1.0

PROJECT ROADWAY DESIGN AND CONSTRUCTION GUIDELINES

<u>Roadway Classification</u>	<u>Design Standards</u>	<u>Construction Standards</u>	<u>Lighting Standards</u>
Public Subdivision Road	MassHighway/AASHTO Standards for arterial roadways	2004 Draft Subdivision Rules and Regulations, supplemented by 1988 MassHighway Standard Specifications for Highways and Bridges <ul style="list-style-type: none"> • Pavement Design to be prepared and submitted to Town Engineer. Minimum design per MHD Exhibit 9-1, arterial roadway. 	IESNA standards for arterial roadways
Private Subdivision Road	MassHighway/AASHTO Standards for collector roadways	2004 Draft Subdivision Rules and Regulations, supplemented by 1988 MassHighway Standard Specifications for Highways and Bridges <ul style="list-style-type: none"> • Pavement Design to be prepared and submitted to Town Engineer. Minimum design per MHD Exhibit 9-1, collector and local roadway. • Vertical Granite Curbing Required (Type VA-4) 	IESNA standards for collector roadways
Site Drive	MassHighway/AASHTO Standards for collector roadways, supplemented as follows: <ul style="list-style-type: none"> • Width of Pavement (Min) - 26 feet (22 feet for one way, minimum lane width 11 feet for two way) • Centerline Grade (Max) - 5 percent (with pedestrian access), 8% max (non accessible route) • Centerline Grade (Min) - 1 percent • Centerline Grade (within 50' of Intersect.) - 2 percent • Centerline Intersection Angle (Min) - 70 Degrees • Centerline Radius (Min) - 200 feet (except radius on Site Drive "B", which shall be no less than 100') • Curb Radius (Min) - 30 feet (or as required for Truck accommodation) • Roadway Cross Slope - 2% 	2004 Draft Subdivision Rules and Regulations, supplemented by 1988 MassHighway Standard Specifications for Highways and Bridges. <ul style="list-style-type: none"> • Pavement Design to be prepared and submitted to Town Engineer. Minimum design per MHD Exhibit 9-1, collector and local roadway. • Vertical Granite Curbing Required (Type VA-4)(On Market Street South, Market Place, and Campus Drive) 	IESNA standards for collector roadways

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

	<ul style="list-style-type: none"> • Sidewalk Widths & Locations – In conformance with Urban Design Guidelines • Turnaround Radius (Min) - 120 feet 		
Driveway ¹	<p>2006 Zoning Regulations, supplemented by 2004 Draft Subdivision Rules and Regulations and by the following:</p> <ul style="list-style-type: none"> • Width of Pavement (Min) - 26 feet (22 feet for one way, minimum lane width 11 feet for two way) • Centerline Grade (Max) - 5 percent (with pedestrian access), 8% max (non accessible route) • Centerline Grade (Min) - 1 percent • Centerline Grade (within 50' of Intersect.) - 2 percent (excepting parking garage access and egress, which may be up to 10 percent) • Centerline Intersection Angle (Min) - 70 Degrees • Centerline Radius (Min) – Depending on types and volumes of vehicles • Curb Radius (Min) - Depending on types and volumes of vehicles • Roadway Cross Slope - 2% • Sidewalk Widths & Locations - In conformance with Urban Design Guidelines • Turnaround Radius (Min) – As Determined by Fire Chief 	<p>2004 Draft Subdivision Rules and Regulations supplemented by the following:</p> <ul style="list-style-type: none"> • Cement Concrete curb permitted • Pavement Design is dependent on type and volume of vehicles • HDPE Drainage Pipe Permitted 	<p>Town of Westwood Zoning Requirements, supplemented by IESNA standards for local roadways</p>

¹All standards and waivers there from subject to review and approval by the Town Engineer.

Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM

[Board members discussed each classification. A question was asked as to why site drives were not classified as subdivision roads. Attorney Alpert stated that these roads are not needed to meet the minimum requirements for lot frontage and have met been extensively peer reviewed for all technical and safety issues, the same as for the subdivision roads. These roads are primarily in the large retail format area and there is a need for flexibility for the road configuration in this area.]

7. *Special Conditions Governing the Construction, Operation, and Maintenance of Utilities, and Storm Water Management Systems*

- (a) A sewer entry fee shall be paid concurrently with the Applicant's submission of an application for a Building permit.
- (b) If there is an Excess Flow Rate or Deficient Flow Rate, as defined in the O&M Plan, the Applicant shall propose corrective measures to the Town Engineer that will ensure that no surcharging, overflowing, or deposition of the sewer system occurs, as applicable.
- (c) All public storm water management systems shown on the Approved Plans shall be designed and constructed in accordance with the applicable sections of the 2004 draft version of the *Rules and Regulations Governing the Subdivision of Land in the Town of Westwood, Massachusetts*, unless otherwise specified in this Decision.
- (d) In addition to fulfilling all EIDR submission requirements under the Bylaw and Rules & Regulations, the Applicant shall demonstrate in each EIDR Application that storm water runoff at the four analysis points identified in the Stormwater Management Report prepared by Tetra Tech/Rizzo revised September 10, 2007, do not exceed proposed rates indicated in Table 3-2 of the report.
- (e) Private Drainage Systems shall be maintained and operated at the Applicant's sole expense.
- (f) Any proposed changes or alterations to the drainage design, sewer system design or utility design presented in the Application must be submitted to the Town Engineer for approval.
- (g) All utilities constructed within the Project Site shall be located below ground.
- (h) The Applicant takes all practicable efforts, consistent with applicable codes and utility company policies and regulations, to locate and screen transformer boxes from view from sidewalks and Project Roadways.
- (i) All street lighting on Site Drives and Driveways shall be reviewed as part of the EIDR.
- (j) All private utility infrastructure located in Subdivision Roads shall be constructed during Phase I.

Also covered in this section:

- *Requirements relating to the Applicant's ownership of sanitary sewer system components.*
- *Requirement to monitor sewer flows*
- *Requirement to submit hydraulic analysis if actual sewer flows exceed projected flows*
- *Requirement to submit hydraulic analysis if actual sewer flows are lower than projected flows*
- *Applicant responsible for the cost to restore surface conditions in connection with excavation to maintain sewer lines underneath roadways*
- *Requirements relating to operation and maintenance of Private Drainage Systems*

[Steve Olanoff asked about the frequency of road sweeping and cleaning schedule, which is covered in the O&M plan. He also indicated that he would like to have a condition requiring the dimming of lights on the top floor of parking garages and to have a bike lane along the Canton Street bridge.]

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
November 15, 2007
7:00 PM**

After some discussion it was determined that there may be sufficient room within the right of way to allow for appropriate striping for this bike lane.]

The meeting adjourned at approximately 10:00 PM.