

**Town of Westwood Planning Board  
Meeting Minutes  
Carby Street Building  
April 27, 2006  
7:30 PM**

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

**Board Members Absent:** None

**Staff Members Present:** Diane Beecham, Town Planner

The meeting was convened at 7:30 pm.

**Working Session on MUOD Rules and Regulations**

**In Attendance: Dan Bailey, Rackemann, Sawyer & Brewster; Ralph Willmer, VHB**

Dan Bailey stated the MUOD Rules and Regulations as now drafted create a process/structure around the issuance of a special permit. The process has been divided in three different levels. The first conceptual master plan stage tries to take advantage of the MEPA process by incorporating most of the requirements of that process into the conceptual special permits stage to avoid duplication. Also at this stage, the application will have to provide the maximum build-out of the site and its types of uses in addition to a schematic design. The applicant will not have to provide detailed engineered plans at this level.

The next level is the stage level which requires specific information and engineered plans. As discussed previously, the intent is that this stage require an additional special permit. Mr. Bailey indicated that he has provided an overview of this process to Cabot, Cabot & Forbes' attorney and they have expressed concern about additional special permits. Instead, they want this stage to be covered through the site plan review process. CC&F is concern about risk as they may not be able to finance some parts of the project because of multiple special permits. Mr. Bailey stated that the applicant's risk in this regard may be minimized by what is included in the development agreement, such as reliance on performance standards and the maximum and minimum thresholds set in the conceptual master plan (maximum amount of retail, office space, etc.).

Mr. Malster stated that he thought that the draft Rules and Regulations needed some more visual presentation of how the process will unfold, such as an organizational chart. There is also a need to get a better sense of the level of information required for the conceptual master plan and the subsequent stages of special permits. It needs to be better defined.

Mr. Nedder wanted to know why the traffic impact study was not being done for the entire town?

Mr. Nedder stated that he is very concerned about the protections that would be put

in place to adequately safeguard the town. This project may impact the schools for the next 20 years. How will we insure that the town is adequately protected?

[The Board requested the following changes be made to the draft:

1. The use of the word 'stage' and the use of the word 'phase' needs to be clarified. This draft uses the word 'stage' but MEPA uses the word 'phase'.
2. The draft should reflect that the focus of the information provided should be at the Stage level and not at the Concept level. Currently, most of the descriptions of the required information is found in the Concept Area Master Plan sections of the Rules and Regulations and in the Stage sections of the Rules and Regulations, it just indicates that the information found in the Concept sections needs to be provided in more detail. This needs to be changed so that the detailed descriptions are found in the Stage sections.
3. Issue of what to include in the definitions section of the Rules and Regulations. Should all the definitions be removed that are already in the zoning bylaw? Ms. Beecham stated that it may be a good idea to define words such as open space, public amenity areas and vegetated area in order to give the applicant a better understanding of how the Board defines these terms so that there is no misunderstanding.
4. The Memorandum of Understanding section should be removed at this point in time.
5. Issue of making the affordable housing restricted to seniors. Md. Beecham stated that the Board has to keep in mind that any restrictions have to comply with the Department of Housing and Community Development regulations so that they will be included in the affordable housing inventory. Restricting the affordable units to only seniors may make that more difficult.

The meeting was adjourned at 9:30 pm.