

Westwood Planning Board Meeting
Tuesday, June 25, 2019
7:00 pm
Champagne Meeting Room
50 Carby Street, Westwood, MA 0290

Call to Order:

The meeting was called to order by Chairman Gorman at approximately 7:00 pm. The Chair announced the meeting was video recorded by Westwood Media Center and explained the meeting procedures.

Present:

Planning Board members present: Brian D. Gorman, David L. Atkins, Jr., Deborah J. Conant and William F. Delay.
Staff members present: Abigail McCabe, Town Planner and Jessica Cole who recorded the meeting minutes.
Absent: Christopher A. Pfaff

119 University Avenue, Anthony's Coal Fired Pizza – Request for Project Specific Signage Alternative for widow signs.

Applicant, Mike Fishman, General Manager of Anthony's Coal Fired Pizza, was present to discuss his proposal to put up printed window graphics, generic stock photos, a better long term solution to the few exterior windows with pictures, the photos are becoming dilapidated. They have the same issue every year so they want to put up printed window graphics, with no depiction the name of the restaurant.

Staff comments:

Ms. McCabe stated that the Town has a sign section in the overlay district, they cannot be more than 20% of the window, unless the Planning Board approves it. Currently the restaurant has photos, not considered signage. Signs cannot be more than 20%.

Board Comments and Questions:

Only on the University Ave side, once you pull into the parking lot it is just a window.

Picture frames are behind the glass? Some type? *Just a final window wrap, pictures will stay, but will just cover the window.*

Are those shades? *No it is a solid wall, prep kitchen is behind it.*

Remove the window panes if the pic fades? *Yes, The vinyl should last longer and not as big of a hassle to change them.*

Has the Planning Board had this come up before? *Yes, once with Chipotle and LifeTime Fitness.*

Does Starbucks have a full window? *Not sure*

What is the rationale for 20% of the window? *To encourage an open storefront, requests are usually by the kitchen.*

How will this look? *Black lines is the divide of the window panes, final approved designs.*

The company that you are working with, can we get an example? *Would like to see material sample, the product before voting on this decision. Mr. Fishman can reach out to get more info. The company is local to make sure that it is good quality.*

If we approve this can we have a condition for a certain amount of time, or replace when needed? *Yes, can have a condition.*

Next meeting is July 23, will put on the next agenda.

The Board is requesting a material sample.

Public Comments:

F. Fusco, 20 Pine Lane: Is this only for University Ave for the signage in windows? It is different for University Ave, they have different sign regulations? *Ms. McCabe said that University Ave is more restrictive, but Planning Board can review and change.*

What are the sign restrictions for the new CVS? *Window sign has different requirements, can allow up to 50 sq ft, but was reviewed during the Special permit process.*

Action Taken:

The Board requested a material sample of the proposed new window installation. Mr. Fishman will come back with samples to the July 23 meeting.

90 Brigham Way, Partners Urgent Care - Special Permit Public Hearing. Application for storage, use and handling of materials in the Water Resource Protection Overlay District at the urgent care facility.

Applicant, Jason North, Executive Director of Partners Urgent Care was present to discuss how they store and contain materials at 100 Brigham Way, which is 3000 Sq. feet. Deliveries will be the same as 90 Brigham Way, except the route will be different. They will manage all chemicals the same way. This was reviewed by the Fire Chief and reviewed the Spill and Emergency plan. He discussed the 9 conditions suggested by staff that Brigham Health now follows the same process. They are Licensed by Department of Public Health. BioServe is their vendor who removes the empty containers. The Department of Public Health will do an inspection also. Finalizing construction, not open yet.

Staff and Board Comments:

Memo from consultants for Dedham Westwood Water District, they had no concerns from the submitted plan. Conservation agent, Building Commissioner, Health Dept. and Fire Dept. will do inspections and sign off before Certificate of Occupancy.

Spill response, Direct Contract? *We will not go beyond that major level, the Facility has 9 exam rooms with less than a quart in each room, have spill kits if there were any issue the 100 Brigham Way will support 90 Brigham way. Largest volume? 1 gallon of each chemical.*

Plans at other Partners Urgent Care locations? *Westwood is much more robust to come for a special permit, each has a spill kit, basically ne bucket with hazardous signs, and call administrator on call and steps for who else to call. Brigham has not had any issues.*

Spill cover outside, do other facilities have it? *No, being very conservative* Any issue with the rain? *No*
Plan originally had oil? *No we have no equipment has oil.*

Generator? *No*

When approved in October, same loading area as 100 Brigham Way? *Yes. Not a loading dock and not a designated parking, just an open space.*

Going through all these precautions, don't they need a designated spot to park for hazardous materials?
Mr. North said he would have to go back to 100 Brigham to ask, unsure of the delivery, or a designated deliver spot. Concerns about the Fire Zone.

Floor Drains in the building? *Only in the Environmental Services closet. Plumbing and buildout is the same for the building, so it should set from October. We don't carry enough volume that it would move or seep through to another room.*

Did you update the spill response and containment plan? *No, we do not carry the volumes or oil.*

Would that floor drain inside ever be covered? *No, unless there is a need.*

Environmental services would be the same as the Brigham and staff will go through the training working within the facility.

How can we resolve the designated space for Deliveries? *Can work out something, and will speak to Brigham?*
Supply closet, is there secondary storage? *It would be in another location, an exam room.*

Are chemicals sitting on flat shelves? *Yes, we can put them in basins, like buckets.*

Concentration of Hydrogen Peroxide? Is it less than 30%? *Want to say 70/30, but not sure. Can't say for certain, 70% sodium.*

Oxygen tank, secured by chain? *A looping mechanism on a cart.*

Drain outside? When it rains, how about when it snows? *Brigham Health has a daily process, and has a chemical if they need to melt the snow.*

How often is it tested? *It is done daily.*

How do we know this is being done, for the outside drain? They are self-checking could we check? There are various checking, annually. Would Board of Health get involved? *Ms. McCabe said Yes, if we saw an issue.*

All the waste is collected inside? *Yes, and stored in designated area and picked up by vendor.*

Cleaning solution, Steris Enzyme Cleaner, is it used to wash the floors? *Applicant is unsure, but it is used in Brigham Health too. He is mirroring what Brigham Health does, 90 Brigham Way has carpet.*

Sub out all maintenance and cleaning? *Yes, by CB Richard Ellis, does all the Brigham buildings, and follows all policies and procedures.*

Can we do a walk through? *Chief of Police and Fire Chief have done walkthroughs.*

No objections on Planning Board visiting? *Yes.*

Draining system, Environmental Service Room, floor drain and sink, where does the drain go?

Reach out to Westford and Sampson? *Yes, Ms. McCabe will do that.*

Conditions? Expand the conditions: -Delivery space-update spill prevention plan-Storage drain be covered-Secondary container for chemicals

Track each delivery on a daily basis and pick up of each waste? *Yes*

Who should we expect to see for a site visit? *Cindy, from Brigham, and myself, still in a hard hat zone.*

Do we have a date? *Not his property, Cindy can organize it, will need approval first.*

Planning Board wants to make sure that our water resource is safe.

Ms. McCabe will add conditions, and can approve with conditions, including the site visit, prior to occupancy all departments have to sign off.

Lots of concerns about the Water Supply.

Would not open until mid-September if we push back to the July meeting.

When will the approval be approved, it is a special permit with a 20 day appeal.

Looking to reschedule for Monday July 15th to allow time for a site visit to see how deliveries are handled and interior of building.

Ms. McCabe believes that there is enough information to approve and close the hearing tonight.

Public Comments: Chair Gorman asked for public comments, to which there were none

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board voted 3-0-1 (Atkins abstained from the vote) to continue 90 Brigham Way, Partners Urgent Care - Special Permit Public Hearing was continued to July 15, 7pm, 50 Carby Street, Champagne Room.

Ms. McCabe will coordinate a site visit.

690 Canton Street, AT&T Wireless - WCOD-EIDR* Public Hearing. Application to install wireless antennas, remote radio units, cables, fibers and equipment on the roof of existing wireless facility.

Applicant, Michael Dolan, Attorney, New Cingular Wireless (AT&T), was present to discuss having an existing antenna. It has 12 panel antennas presently and AT&T want to add 3 new antennas, to provide better efficiency, none of the equipment will be higher than the existing equipment.

Staff & Board Comments:

Ms. McCabe listed out the waivers, asked for the compliant certification based on the existing facility; the new existing facility will also comply.

What is the increase in waves? *Looking to get new signal where they are not getting now, better signals and additional amplifiers.*

Any deflector or shield needed for the roof? *It is not needed.*

How much does the additional equipment weigh? *Usually about 70lbs.*

It takes into account snow/ice? *Yes*

Do you paint them? *If needed*

In terms of conditions, site safe, made a recommendation of compliance? *It is made because of the FCC guidelines, can reference it if needed.*

Mr. Gorman went through the 5 waivers for the exterior lighting plan, traffic study, site plan showing full site details, drainage report, and the presentation model. Ms. McCabe stated that the compliance report was submitted yesterday.

Public Comment: Chair Gorman opened the hearing to any public comments, to which there were none.

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board voted 4-0 to approve the waivers as discussed. Motion passes

Ms. McCabe went over the 6 suggested standard conditions of approval as outlined in her memorandum to the Planning Board dated June 20, 2019 revised June 25, 2019.

Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board voted 4-0 to approve the application as stated with the conditions as stated by Ms. McCabe with the addition of section 5.2 of the SafeSite report.

Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board voted 4-0 to close the public hearing.

Other Business & Administrative Items:

Ms. McCabe presented the Westwood Estates Definitive Subdivision Modification approved by the Board on May 14, 2019. The appeal period has now ended and the Town Clerk has provided the certification that there has been no appeal, the Board may now endorse the plan that will then be recorded at the Registry of Deeds, which will change the lot lines. All Planning Board members signed the plans and will be sent to the Registry of Deeds.

Review of Town Meeting timeline and zoning articles:

Ms. McCabe discussed the Town Meeting schedule, Town Meeting in the fall the second Monday of the month if there is not a holiday, November 12th. The Select Board will open the warrant in August and close it in September depending on their schedule and if we have a Town meeting which is optional in the fall per the Town Charter. Planning Board has to hold a meeting on all amendments.

July 23: Brief description

Aug 13: Planning Board will submit listings of articles

Comprehensive Plan Update

Ms. McCabe discussed that after the last meeting, the Town received a summary of the May 18th vision session, and the preliminary goals document prepared by the consultant hired for the May Vision Session. This is used as a draft. She recommend meeting with each team as early as Planning Board members can. Currently she is putting together some drafts, and committee members will reach out to Planning Board members. The Steering Committee wants to have an Open House, and then subject areas will come one/two at a time to Planning Board meetings.

Re-signing of 11 Stonemeadow Drive ANR and Land Court Plan, voted on at June 11 meeting
The Planning Board re-signed the ANR from the June 11 meeting.

Approval of Minutes: 6/11/19 were not ready and were held until the next meeting for review.

Miscellaneous Updates:

Staff and Board Comments:

Site visit to Reynolds Farm, joint meeting with Conservation Commission on July 15 with Planning Board in the works. Schedule a site visit prior to July 15.

200 University, should the dumpster be covered? *The application has been approved in January, but it is a construction dumpster.*

Adjournment:

Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board members voted 4-0 in favor to adjourn the meeting at approximately 9:00 pm.

List of Documents

<p>Anthony's Signage Request Large Window Proposal, 1 page Small Window Proposal, 1 page Elevation Window Views Anthony's, From: JRS Architect, P. C.,6/2/2014, 1 page Anthony's Sign Graphic Request June 24 2019, From: Seylis Kaloyios, Facilities Manager, To: Abigail McCabe, 6/24/2019, 1 page Existing Window Display, 1 page Existing Window Display Photo 2, 1 page Existing Window Display Photo 3, 1 page</p>	<p>PDF</p>
<p>690 Canton Street-EIDR-Wireless Public Hearing Notice, From: Westwood Planning Board, 1 page Plans, From: VRG, 2/28/2019, 1 page Narrative, From: Michael Dolan, Brown Rudnick, To: Abigail McCabe, 4/30/2019, 11 pages Existing & Proposed Coverage maps, 5 pages Photographs & Images, From: VRG, 7 pages Structural Report, From: Miguel Nobre, To: David P. Cooper, 3/29/2019, 2 pages Waiver request Exterior Lighting, 1 page Waiver Request for Stormwater Report, 1 page Waiver Request Presentation Model, 1 page Waiver Request Traffic Study, 1 page Waiver for Drawings and Renderings, 1 page Staff Review Comments for 690 Canton Street, 1 page Compliance Report Certification, From: SiteSafe, 29 pages</p>	<p>PDF</p>
<p>90 Brigham Way Public Hearing Notice Brigham Way, Westwood Planning Board, 1 page Request for Special Permit, From: Jason North, Executive Director, Partners Urgent Care, To: Town of Westwood, 5/30/2019, 1 page Spill Response and Chemical Path Plan, From: Partners Urgent Care, 5/9/2019, 21 pages DWWD Memo Review Comments 90 Brigham Way Urgent Care 061919, From: Weston & Sampson, To: Dedham-Westwood Water District, 6/7/2019, 2 pages Staff Review Comments for 90 Brigham Way-SP, 1 page</p>	<p>PDF</p>
<p>Other Business Visioning Session Summary, 5/18/2019, 27 pages A Preliminary Vision, From: Community Circle with Barrett Planning Group, LLC, To: Town of Westwood, 6/19/2019, 26 pages Adopting and Amending Zoning Guide Sheet, From: Department of Housing & Community Development, 11/30/2009, 9 pages Zoning Amendment Flow Chart, 1 page</p>	<p>PDF</p>