

Westwood Planning Board Meeting
Tuesday, July 23, 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 7:01pm. The meeting was video recorded by Westwood Media Center. Chairman Gorman explained the meeting procedures.

Present:

Planning Board members present: Brian D. Gorman, David L. Atkins, Jr., Christopher A. Pfaff and Deborah J. Conant and William F. Delay (via phone). Staff members present: Abigail McCabe, Town Planner and Jessica Cole who recorded the meeting minutes. Chair Gorman announced that Mr. Delay participated remotely in accordance with the Town's Remote participation policy.

45 Clapboardtree Street, The Green Company – Performance Guarantee for the Open Space Residential Development (OSRD) Special Permit approved on April 23, 2019

Ms. McCabe summarized the OSRD which was approved back in April. One of the conditions was that the Applicant provides a performance guarantee, this insurance will be done in a covenant. It references the final approved plan, with standard language. The Applicant must complete the work, units cannot be conveyed until the Planning Board releases each lot. The covenant will protect that the work gets done, it was reviewed by Town Counsel with no comments or concerns. It is typical that a covenant is the first guarantee and certain lots will be released at a time.

Applicant, Dan Green, President of the Green Company, was present and wants to get started this fall so they can begin the sales process in the spring. The covenant says they will not close or sell any homes until the infrastructure is done. There will be 40 units, 38/2 affordable.

Staff and Board Comments:

We release each lot? *Yes. Before convey the first until they will put up a bond.*
This is extreme, if you don't do the work, you can't sell homes.

Public Comments:

None

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to accept the covenant as sufficient means for a performance guarantee to sufficiently cover the construction of the ways and utility services for the OSRD special permit at 45 Clapboardtree Street.
Motion passes 5-0 on a roll call vote all members voted in favor.

University Station, Pulte Homes of New England, Request to extend temporary use of sales trailer

Mr. Pfaff recused himself

Applicant, Mark Mastroianni, Pulte Homes of New England, was present to discuss the need for additional time for the sales trailer and signage that the Planning Board approved last summer. The Planning Board requested last year for Mr. Mastroianni to return in one year if Pulte needed more time and they requested an update too. He updated the Planning Board that there are 100 total homes at Westwood Place, 50 in each building. He said that 43 homes have been sold in building one, which is going through final punch list. The second building has 26 sold units which are still being built and hope to close in November or December.

Staff and Board Comments:

McCabe reminded the Planning Board that a year ago the Planning Board wanted Mr. Mastroianni to check back in a year.

What were the conditions? *They paved the lot, with drainage, the location of sign and the trailer.*

How long? *Looking for 6 month extension-February 6th, but would prefer May 7th, because the weather in February is not good for removal of trailer.*

Mr. Mastroianni stated that nothing is happening on the site, and that there is a license agreement with New England Development.

What is happening with the Affordable Units? *The affordable units are behind, there was a marketing agent, became ill so had to switch agents, at this time the approvals are all complete and the Lottery is scheduled for September 24th. Pulte already has a list of over 50 people for the 10 affordable units.*

Public Comments:

None

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 4-0 (No Pfaff as he recused himself) to extend the temporary use of the sales trailer until May 7, 2020.

Motion passes on a roll call vote (Gorman, Atkins, Conant, Delay voted to approve).

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

Applicant, Mike Fishman, General Manager of Anthony's Coal Fired Pizza, was present to discuss his proposal to put up printed window graphics because the current ones are becoming dilapidated. He wants to permanently solve the problem with a vinyl wrap.

Staff and Board Comments:

Ms. McCabe explained why the applicant was coming before the Planning Board and the Zoning Bylaw for the Overlay District and how window graphics can't be more than 20% coverage of all the glass for the whole building, if it is intended for advertising. 2 reasons it is in front of the Planning Board:

1. it is fixed to the glass
2. it reflects Images reflect advertising

The windows need to reduce the amount of advertising so it will comply, and it is pretty much all advertising.

3 Windows? Yes

Do you need to go back to your company? *Yes, through corporate.*

Can you put it in the window?

The Planning Board is in agreement with the window depth.

Applicant: *They need to remove the glass, there is no access door and there is a wall behind the windows. The windows would need to be removed.*

The Board wants to remain consistent with the windows and signage in the bylaws in the overlay District, University Station.

Applicant: *Corporate is working on new branding/design.*

The Board is against the vinyl wrap idea, on the outside of the window.

Ms. McCabe will follow up with the Applicant with current information.

Board members recommended a redesigned proposal with less advertising (signage explicit to product being sold), stay within the 20% coverage for the total windows, maintain the depth by attaching to the walls.

Open Space and Recreation Plan (OSRP) – Continued Public Hearing. The OSRP was adopted by the Planning Board on February 26, 2019 and the hearing was continued to May 14 to allow time for submission to the MA Department of Conservation and Recreation. Review pending, this hearing will be further continued.

McCabe let the Planning Board know that last week she got a conditional letter of approval from the State. They had several comments and requests for edits. It will take some time to get it all together, so the Planning Board will need to continue the public hearing.

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning board voted 5-0 to continue the public hearing to Tuesday, September 17th, at 50 Carby Street, 7pm. On a roll call vote all members voted in favor to continue.

Summer and Fall Work Plan:

Comprehensive Plan Update, Liaison Reports

Ms. McCabe reported that Groups are trying to get together to set up times to meet within the next couple of weeks, so they can review all of the information so far. Ms. McCabe is hoping to draft it by early September.

Town Meeting Discussion

Ms. McCabe told the Planning Board that the Select Board will decide in September if there will be a Fall Town Meeting. Submit warrant articles by the end of August, the Planning Board should bring drafts to the next meeting, because final language needs to be done by Early October. Ms. McCabe is not proposing any zoning articles.

Administrative Items:

Fox Hill Village Application for August 13, Selection of Peer Reviewer & schedule site visit: Ms. McCabe put out a request for peer reviewer and she received 3 responses. The 3 companies are: BETA Group, McMahan Associates and Professional Services Corp., they submitted references, and initial estimates. The Planning Board needs to make a decision tonight, so the contract can get started, and be at our meeting on August 13th.

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 4-0-1 (Delay abstained) for BETA to be the peer reviewer for the Fox Hill Village Application.

Ms. McCabe asked about scheduling a site visit at Fox Hill Village.

August 7th may work, but Ms. McCabe will send out a few dates, if you can't be there visit on your own is recommended.

Approval of Minutes:

Upon a motion made by Ms. Conant and seconded by Mr. Pfaff, the Planning Board voted 5-0 to accept the Minutes from June 11.

Ms. McCabe let the Planning Board know that the Select Board has not voted on all of the re-appointments of subcommittees from the May 14th meeting the Pedestrian bike Safety, the Planning Board recommended Mr. Gorman and Mr. Delay, but recommend one, so Mr. Gorman was interested and selected for the recommendation.

Adjournment:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board members voted 5-0 in favor to adjourn the meeting at approximately 8:15 pm.

List of Documents:

45 Clapboardtree Street Planning Board OSRD Special Permit Approval, April 2019, Westwood Planning Board, 4/23/2019, 16 pages APPROVED OSRD Plans 2019-04-23, From: VHB, 4/17/2019, 19 pages	PDF
University Station Planning Board Approval - Accessory Use Trailer, Westwood Planning Board, September 2018, 1 page	PDF

<p>Pulte Trailer Plans APPROVED 08-07-2018, From: BOHLER, 8/7/2018, 1 page Plans-Landscaping & LID APPROVED 08-07-2018, From: BOHLER, 8/7/2018, 1 page</p>	
<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 Window Graphic Material Sample-Anthonys, 1 page</p>	<p>PDF</p>
<p>Open Space & Recreation Plan (OSRP) Continued Public Hearing Westwood OSRP - Adopted by Planning board 02-26-2019, 162 pages MA DCR Conditional Approval Letter 071019, From: the Commonwealth of Massachusetts, To: Nora Loughnane, 7/10/2019, 2 pages</p>	<p>PDF</p>
<p>Administrative Items BETA Peer Review Estimate-Longwood Drive #10, From: BETA, To: Abigail McCabe, 7/17/2019, 3 pages McMahon Peer Review Proposal-Longwood Drive #10, From: McMahon, To: Abigail McCabe, 7/17/2019, 6 pages Professional Services Corp.-Peer Review 10 Longwood Scope Fee, From: Professional Services Corporation, PC, To: Abigail McCabe, 7/18/2019, 3 pages</p>	<p>PDF</p>
<p>Town Planner Meeting Summary to Planning Board Members, dated July 15, 2019, revised July 23</p>	<p>PDF</p>