

Westwood Planning Board Minutes
Tuesday, September 17, 2019
7:00 pm
Champagne Meeting Room
50 Carby Street, Westwood, MA 02090

Call to Order:

The meeting was called to order by Chair Gorman at approximately 7:02 pm. Chair Gorman announced that 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, Pat Ahern, Town Counsel and Jessica Cole who recorded the meeting minutes. Members Absent: Christopher A. Pfaff

Open Space and Recreation Plan (OSRP) – Continued Public Hearing. Ms. McCabe summarized that the OSRP was adopted by the Planning Board on February 26, 2019 and received conditional approval from MA Department of Conservation and Recreation (DCR) in July. The hearing was continued to September 17 to provide more time to revise the plan in response to DCR comments.

Ms. McCabe reported that at the July 23rd meeting the Planning Board continued the public hearing to tonight, but staff and the consultant need more time to incorporated the requested changes from MA DCR received in July.

Action Taken:

Upon a motion made by Ms. Conant, and seconded by Mr. Delay, the Planning Board voted 4-0 to continue the public hearing to Tuesday, November 5, at 7:00 pm at 50 Carby Street to allow more time to complete requested revisions.

200 Station Drive, University Station - Citizens Bank Signage Package Review, condition # 6 of the Planning Board's April 23, 2019 Project Development Review Approval required the Applicant to submit a final signage plan for the Board's review.

Jeff Tompkins was present to explain the signage package for 200 Station Drive Citizens Bank. Signage will point to driveways, visitor parking, parking lot letter system to recall where you parked, and he showed different renderings of the building with details of the signs and dimensions.

Staff Comments:

Ms. McCabe informed the Board that zoning only allows the illumination to be through the lettering and logo only. She requests the address be added to the monument sign to assist with public safety response and that the signage be revised to show illumination that meets the zoning. She also noted that absent member Chris Pfaff submitted comments for this application and believes this proposal is consistent with the master development plan for university station.

Board Comments:

Monument signs, how will it look? *A blank panel, we could add the University Station logo sign/grey.*

Just white letters will glow in Citizens Bank sign.

Sign will be lit all night long? *Yes*

How bright are the lights? On the building? *The letters are internally lit. Internally illuminated signs lights differently, you will see it, but it will not shine through curtains, it's too far away.*

Are you using any alternative energy? *No*

Thought of it? *No, there is not a battery storage facility.*

Light source will be LED, it all meets the energy code.

Chair Gorman asked if there were any public comments.

Public Comments:

D. Conole, Canton Street, was concerned about the placement of the monument sign labeled as M2 on the plans, as you leave at night, people speed from Eversource. It's a speed issue and may block the sight lines. He asked if the sign location be adjusted.

Mr. Tompkins responded that they could move the sign back.

Action Taken:

Upon a motion made by Mr. Atkins and seconded by Mr. Delay, the Planning Board voted 4-0 to accept the signage package as requested by the condition in the April 23, 2019 PDR approval, as modified on 9/17 with the three conditions discussed: relocate the monument sign to the south, revise the illumination detail of letters only, and add a University Station sign on the panel so there is not a blank sign panel.

Westwood Estates Definitive Subdivision, Hedgerow Lane – Modification Request related to timing and construction phasing of the street trees and sidewalk along the new Hedgerow Lane.

Applicant David Spiegel Developer of Canton Realty Trust and David Johnson project engineer of Norwood Engineering were present. Mr. Johnson refreshed the Planning Board on the Modification Request. Since September 3rd, they have made some modifications and have extended the sidewalk in excess of 50% that is required, and 60% of the street trees installed. Granite curbing was installed by the entrance and 41 trees will be installed.

Staff Comments:

Ms. McCabe stated that it is not technically a public hearing because there was not enough time for a newspaper legal ad but abutters have been notified for this meeting with a mailing.

Board Comments:

What are you recommending as the staging? *1 & 9 are constructed. Northern side would be constructed from Canton Street to Lot 1. Southern side Canton Street up to Lot 9. 2-5 would be completed next and then add sidewalks. We are looking for a timeline, the southern side no sidewalk just trees.*

Mr. Spiegel, Developer, stated that the amount of work that has been done underground has been significant. If we built what was originally proposed the swales will be damaged.

Timing on lots 2-5? How far into the future? *They are custom built homes.*

Major vs. Minor? *Nothing on the approved plan is proposed to be changed, the design, trees, nothing is being waived, it is simply the sequencing.*

Chair Gorman asked for public comments.

Public Comments:

D. Conole, 485 Canton Street, stated that he did not get notified about this meeting. He asked for a public hearing on September 3rd. It is important to have a Public Hearing, and he believes that it is a major modification.

S. Olanoff, wants the Planning Board to insist that the sidewalk is added as the road and lots progress. Put sidewalks in correctly, the Planning Board of 2016 did not plan on the gas company being an issue and didn't discuss or think too much about the construction details. The builder asked the gas company and it was not anticipated. He suggested the Planning Board be flexible because the intent of the condition was that the sidewalks and trees be started within a reasonable timeframe.

J. Chang, 6 Hedgerow Lane, stated that he sees Mr. Spiegel every day and it shows that he is committed to the project. Mr. Spiegel will accomplish what he wants to get done, and Mr. Chang thinks he is doing a good job.

D. Conole, 485 Canton Street, stated that he walked the site today, and Lot 10 has curbing. What is the explanation?
—Mr. Johnson responded—*Try to make it continuous up to Lot 9 as per the Planning Board, rather than leaving a gap. Easier to address the driveway, rather than addressing the sidewalk.*

S. Nong, 88 Lyons Drive, said that he understands that Mr. Spiegel, wants to install all the trees at the Emergency Drive and it can be completed in 30 days, and paved if the Engineer approves it. Emergency Access and fencing is complete, he just needs to plant the trees and it can be done when the trees are done up front.

Board Comments:

The Board wants to see transparency, it still seems major.

Sounds like we have a notice problem? Do we need extra time? *For it to be a Public Hearing you need a month. A butter mailing was done, but the newspaper did not have enough time.*

All work is being done in the subdivision.

It is policy and procedure.

It sounds reasonable, moving forward we need to follow the process.

Mr. Spiegel, said that a buyer wants to be in October, he will still be installing trees and paving driveways. He wants to get the project completed.

Mr. Conole, 485 Canton Street, stated that the project will be completed, but he knows that there are concerns.
Mr. Spiegel, stated that he builds each home one at a time, and the project will get done 100%.

The Board feels that there needs to be a Public Hearing

Ms. McCabe asked, the Chairman if he thought that you will hear something new if you have a public hearing?

D. Boch, 501 Canton Street, stated that the subdivision seems to be technical. He doesn't think there needs to be a public meeting, he does not want it to be delayed any longer.

S. Olanoff, the real objective of the Planning Board is to make sure it gets finished he suggested giving a timeline.

Staff & Board comments;

Lot 2 is done, build the house, do the sidewalks as they sell them.

The gas line is a problem, the gas line is on one side of the street.

October 1 is our next meeting, but it is not enough time for a public hearing legal advertisement.

Mr. Ahern, Town Counsel, the findings were made 2 weeks ago

Action Taken:

Upon a motion made by Mr. Atkins and seconded by Mr. Delay, the Planning Board voted 4-0 that having reviewed the additional information the Planning Board has determined that there is not sufficient new information to overturn the previous decision that it was not a minor modification. Therefore the applicant will need to apply for a major modification have a public hearing for this request.

Update and Review of Gay Street Sidewalk Design Plans

Public Works Director Todd Korchin and the hired project consultant Mike Meyers of TEC was present and gave an update on the Gay Street Sidewalk design. They had two goals for the plans: safety and keeping the character. There will be a 5 foot concrete sidewalk, challenges with a buffer, 3 foot wide natural buffer between the road and the sidewalk. They spoke to residents, and went through the plans, explaining that there will be two 10 foot travel lanes and 2 foot shoulders. Their challenges are wetlands, and propose a drainage infrastructure and they want to replace a retaining wall by Purgatory Brook.

Comments:

5.5 feet of concrete? *Yes, includes granite*

Safety? Can you keep it safe? *Natural buffer, Reflectors, Ballard's, yes, safe but want to keep the character.*

Width of street compromised? *Roughly the same, some places less.*

Walls, will they be moved? Same materials? *Idea to reuse the stones, relocation yes, are using a landscape architect.*

Tree removal? *Certified tree arborist and them mitigate the trees.*

Any idea of cost? *Upwards of \$4 million.*

Any word on lawsuit? *No. Have met with the abutters.*

One of the abutters said he would fight this. *Not aware of any legal lawsuits.*

Funded by the town? *No commitment from the town, just looking for the design. Will bring the final design to the Select Board, with the possibility of it being state funded.*

State funded, would need to have bike lanes, etc.

Focus is to finalize the design.

Public comments:

S. Olanoff, Bike Safety Committee, 850 feet of grass buffer, would like to see more, want it to be safe. He suggests moving the stone walls, and sidewalk behind it which will make it more safe.

Todd Korchin, was present and stated that they have had very conversations with all the abutters. They are trying to achieve a design that will be accepted by the town, and they have exhausted the moving of the walls and trees.

Public comments

M. Kraft, 30 Coach Lane, Chairman of the Pedestrian and Bike Safety Committee stated that it is a very delicate and challenging and that pedestrian safety is priority number 1 and number 2 is aesthetics. He asked about crossings. Narrowing the right of way, for traffic calming. Does it narrow at Milk Street? Yes some places the right of way is past the walls, but do it politely. Finally, cyclists are fearful of granite curbing, but he was not sure of the solution.

Board Comments:

Plans are at 75%, if you have any recommended changes, make them now.

Would like to see more of a buffer.

Something to do with the granite curb, protective barrier, more safety features.

Make it enjoyable

Against lane reduction

Action Taken:

Upon a motion made by Mr. Atkins and seconded by Ms. Conant, the Planning Board voted 4-0 to recommend the design plans be revised to incorporate safety features, 2 foot shoulder preserved-fog line and granite curb and 10 foot lanes and 2 foot shoulders before completing the final design plans.

Review Proposed Housing Production Plan

Sarah Bouchard, Westwood Housing and Zoning Agent, was present gave an informal presentation to the board. Ms. Bouchard explained what a Housing Production Plan is which aims to achieve affordable housing in town. She explained the purpose and process of chapter 40B overview regional planning law. She explained that Westwood has 5389 units in Westwood with 576 affordable housing units with 10.6% on the Subsidized Housing Inventory currently based on 2010 census figures. A Housing Production Plan sets action plan goals and an action plan implementation guide.

Staff and Board Comments:

Can we get a red lined draft? *Ms. Bouchard responded that she can prepare one, but the content of the plan has not changed but she incorporated comments from the comprehensive plan committee members working on the housing section which focused on clarifying some items.*

When is the next Housing Partnership meeting? *Within the next 2 weeks*

Chair Gorman asked for the Board to provide feedback, and the Planning Board will go through Ms. McCabe to submit any additional comments.

Public Comments:

N. Fabrizio, 32 Webster Street, asked for a redlined version of the plan highlighting changes since the last draft.

Other Business Items:

Comprehensive Plan Update, Report from Liaisons

Ms. McCabe stated that the Steering Committee will be meeting on the 25th and will work on a specific timeline on when they'll be ready to appear before the Planning Board. The Committee is planning to present two sections at a time to cover all subjects by the end of the year at Planning Board meetings. Chair Gorman requested all drafts be submitted a week prior to the Board meeting to allow enough time for Planning Board members to review.

Select Peer Reviewer for 215 High St. OSRD Application

The Board received two peer reviewers in response for the request, and the Planning Board needs to choose one. Ms. McCabe said that PSC did the review 565 Gay Street, Canton Terrace and Westwood Estates.

Action Taken:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 4-0 to use PSC as a consultant for 215 High Street special permit project.

Approval of Minutes:

Upon a motion made by Ms. Conant, and seconded by Mr. Delay, the Planning Board voted 4-0 to accept the Minutes from July 23, 2019.

Citizen Planner Training Collaborative:

Free training in Norwood tomorrow at the Norwood Police Station 7pm

Adjournment:

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 4-0 in favor to adjourn the meeting at approximately 9:45 pm.

List of Documents:

Memorandum from Ms. McCabe to Planning Board Members, Re: September 17 th Meeting Summary, dated September 13, 2019, revised September 16, 2019 Open Space & Recreation Plan (OSRP) continued Public Hearing Westwood OSRP - Adopted by Planning Board 02-26-2019, Town of Westwood, 2/26/2019, 162 pages MA DCR Conditional Approval Letter 07-10-19, From: The Commonwealth of Massachusetts, To: Nora Loughnane, 7/10/2019, 2 pages	PDF
Citizens Bank Signage Package Review Citizens Sign Package Filing, From: SGA, 9/11/2019, 17 pages Planning Board Approval 04-23-2019 PDR, Westwood Planning Board, 4/25/2019, 5 pages April 2019 Concept Signage with Building Elevations, From: SGA, 1 page BETA Review Comments April 2019 PDR Review (Sign Review last page), From: BETA, To: Abby McCabe, 4/18/2019, 12 pages	PDF
Westwood Estates Minor Modification Request Abutter Public Meeting Notice, Westwood Planning Board, 1 page Application Modification Narrative, From: Norwood Engineering, To: Westwood Planning Board & Abigail McCabe, 8/27/2019, 2 pages NEW: Modification Request 09-12-2019 Construction Phasing, From: Norwood Engineering, To: Abigail McCabe, 9/12/2019, 2 pages NEW: Revised Modified Westwood Estates Construction Phasing Plans, From: Norwood Engineering, 9/12/2019, 2 pages	PDF

<p>Plan Proposed Modifications (Trees & Sidewalks) Construction Phasing, From: Norwood Engineering, 8/27/2019, 2 pages Photo Roadway 09-16-2019, 1 page Photo Facing Canton St at Old Hedgerow Built 09-16-2019, 1 page Photo View New Hedgerow Drainage 09-16-2019, 1 page Decision 2016 Definitive Subdivision Approval, From: Westwood Planning Board, 11/15/2016, 16 pages Westwood Estates Photos, 8/28/2019, 4 pages Peer Review Comments-Westwood Estates Review 10-31-16, From: Professional Services Corporation, PC, To: Abigail McCabe, 10/31/2016, 12 pages Planning Board Approves Meeting Minutes 11-01-2016, 5 pages Chris Pfaff Comments for Westwood Estates</p>	
<p>Informational Review Gay Street Sidewalk Design 2018 Planning Board Recommendation Memo, From: Westwood Planning Board, To: Mike Jaillet & Board of Selectmen, 8/16/2018, 2 pages Summary Memorandum to Planning Board, From: TEC, To: Abigail McCabe & Todd Korchin, 9/6/2019, 1 page 75% Stage GAY ST SIDEWALK PLANS, 9/6/2019, 15 pages</p>	PDF
<p>Housing Production Plan Housing Production Plan (HPP) DRAFT 8.9.19, 8/9/2019, 46 pages UPDATE Housing Production Plan (HPP) Draft 9.10.19, 9/10/2019, 47 pages Zoning Map Official May 2018, 1 page Group Exercise Materials-Introductions, 3 pages Group Exercise Materials-Obstacles, 3 pages Group Exercise Materials-Parcel Mapping, 2 pages Group Exercise Materials-Perfect World, 3 pages Group Exercise Materials-Strategic Zoning, 3 pages Group Exercise Materials-Strategies, 3 pages Survey of Housing Needs Results, From: Response, 11/6/2018, 73 pages</p>	PDF
<p>BETA Peer Review Estimate for 215 High Street project PSC Estimate and PSC Qualifications for 215 High Street project Draft meeting minutes 07-23-2019 Sample of two PSC peer review comments for 2017 canton terrace definitive subdivision and 2017 Gay Street Estates definitive subdivision review</p>	PDF