

**Westwood Planning Board  
Meeting Minutes  
Tuesday, April 7, 2020  
7:00 pm – Zoom Remote Meeting**

Members Present: Chair Brian Gorman, Christopher Pfaff, David Atkins, William Delay.  
Members Absent: Deborah Conant

Also Present: Town Planner Abby McCabe, whom also recorded the minutes.

At 7:03 pm Chair Brian Gorman called the meeting to order. Mr. Gorman welcomed everyone to the Westwood Planning Board meeting. Mr. Gorman explained that he and the other Board Members Bill Delay, Chris Pfaff, and David Atkins as well as all Applicants, Staff, and public are participating remotely pursuant to Governor Baker's March 12<sup>th</sup> Order Suspending Certain Provisions of the Open Meeting Law and the Governor's Order imposing strict limitations on the number of people that may gather in one place due to the COVID-19 public health state of emergency. This public meeting of the Westwood Planning Board is fully conducted via remote participation. The public can view this meeting being streamed by Westwood Media Center viewable on [Westwood Media's YouTube station](#) (available here) and on Comcast Channel 12 or Verizon Channel 42. He noted that there is no participation through the TV or YouTube. If you would like to participate please use the Zoom link or call (888)-475-4499 or (877)-853-5257. Mr. Gorman requested the audio be muted when participants are not speaking so that the audio is as clear.

Mr. Gorman explained that for each item the Board will hear from the Applicant, ask for staff comments, and have board discussion. Then the Board will provide the opportunity for public comment and questions from the public. At this time the Board will ask anyone participating through Zoom to send a chat request indicating that they have a question and the system operator will open the audio line in the order of receipt or raise your hand by clicking on the "participants" icon and clicking on "raise your hand" button on the bottom of the window on the right.

**Brigham and Women's Phase II, 100 Brigham Way** – Continued from March 17<sup>th</sup> meeting. University Station Consistency Review for Phase II for a four-story addition and parking garage as originally approved in the Project Development Review granted May 2017.

Mr. Stephen Dempsey Director of Real Estate and Facilities for Brigham and Women's Hospital, Brian McKenna Project Architect of Cannon Design, and Mark Klopfer project landscape architect presented the application.

Mr. Dempsey introduced the project team and gave a brief introduction to the project. Project Architect Mr. McKenna summarized the project and presented the proposed renderings, site layout, and visuals. Mr. Klopfer presented the landscape plan and noted that the plantings in the area between the parking garage and addition are shade resistant and plantings that will do well in the shade. Mr. McKenna explained that the revised plans were responsive to BETA's peer review request from the previous meeting in regards to updates to the plans, the photometric plan has been revised, light shields are included on all sides of the parking garage

to prevent glare from the car headlights. A memorandum from the project engineer from Tetra Tech in response to questions about water consumption has been provided.

The Planning Board's peer reviewer Merrick Turner senior association at BETA Group, Greg Lucas transportation engineer of BETA Group, and Mike Sinesi principal of DSK Architects were present and summarized their review. Mr. Turner summarized their response as outlined in their remove memo to the Board. They ultimately recommend three suggested conditions of approval; to have the Applicant provided additional resolutions if the headlight glare becomes a problem. They have proposed shields to prevent this as shown on the plans but in the event that this is not sufficient after construction the Board can require additional means to resolve; a final Operation & Maintenance (O&M Plan) to be submitted. The Applicant has one currently but it will need to be updated to include the phase II additional materials and submitted along with the special permit; and for a final signage package to be submitted, which is a typical conditions because final sign details usually come later. Mr. Turner also explained that the University Station Project Engineer from Tetra Tech provided the Board with the summary of water consumption. The original project called for a water budget summary and projections and the proposed project is consistent with the original projections. Mr. Sinesi summarized his request and how the Applicant included the material request into the plans for phase II and provides relief. Stone was incorporated in phase I and II to have continuity with the full Development.

Mr. Turner reported that in response to questions raised at the last meeting, they report that they do not expect any traffic issues to result from the expansion of the Brigham facility. He explained that there have been no issues reported to the Town regarding traffic operations at this location to date; the University Station development as a whole will not achieve the full planned and permitted buildout. In total, the original developed was planned to reach 2.1 million square feet but with the completed phase II for Brigham expansion will bring the Development to 1.7 million. The overall development is lower than originally anticipated because the hotel and less condos than originally planned. Additionally, the nature of the medical facilities versus the other uses in the vicinity is that peak use is complimentary and will not occur at the same time. The intersection at Brigham way has spare capacity, notably the left in and the right turn lane out.

#### Board Questions and Comments:

- A board member asked about some of the architectural material details.
- The board discussed the sidewalks and crosswalks and which ones are raised. Mr. Turner responded that only one crosswalk near the David's bridal is raised across the road. The crosswalk near the Not Your Average Joe's is stamped concrete.
- A member noted that the sidewalk across the garage should hold the height of the sidewalk and not drop down to at the entrance at the vehicle level. Mr. Turner responded that the rear garage entry was where this original condition originated in 2017 and that entry/exit point has now been removed in the back and the height is maintained at the front sidewalk.
- A board member asked about the crosswalk across the front drive aisle from the Park. The Applicant responded that they considered the request for a raised crosswalk but was concerned about drainage and snow plowing and proposed a flush crosswalk with pavement striping.
- A member expressed support for more alternative energy but heard the applicant's response.

- Previous request for consideration of light from the garage into the condos was addressed by the Applicant.

**Public Comments:**

Chair Gorman asked anyone wishing to comment or ask a question to raise their hand or send a request in the chat.

Mr. Olanoff, Glandore Road, asked about the surface parking area in the front with one entry, if it was designated for short term parking only. He also asked about the sidewalk design between the addition and the garage and asked why it couldn't be straightened and rounded at the turns.

Ms. Reeve, 529 Canton Street, asked about traffic and follow up to the previous traffic calming measures implemented a couple years ago on Canton and Everett Street. She said there is currently back up on Canton Street and requested a future traffic review for Canton Street. Chair Gorman responded that this is something that the Pedestrian and Bike Safety Committee could look into.

**Board Discussion:**

Ms. McCabe reported that she has prepared in the Board's packet a draft motion with finding and conditions based on the revised plans and the review memo from BETA Group. She summarized the following list of draft recommended conditions for the Board.

1. The conditions of the May 23, 2017 PDR approval remain in full force in effect.
2. Applicant shall provide a final updated O&M Plan to BETA Group and the Town Planner for final review and approval.
3. In the event the proposed shields in the parking garage are not effective in reducing headlight overflow, the Applicant shall propose another solution to address light glare and overflow.
4. Applicant shall submit an interim parking plan for approval by the Building Commissioner and Town Planner that further describes how parking including accessible spaces will be managed during construction.
5. A final signage package with sizing, lighting, color, and material details submitted to Town Planner.
6. Applicant shall provide a final as-built plan.

**Action Taken:**

Mr. Atkins moved that the Brigham and Women's Phase II application is consistent with the May 23, 2017 PDR approval and Section 9.7.12.2.2 PDR and Section 9.7.13 for phased development and that the project is consistent with the Findings and Conditions as outlined in Ms. McCabe's memo. The motion was seconded by Mr. Pfaff. The motion passed 4-0 on the roll call vote.

**Roll Call Vote:**

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

**230 High Street**, Limited Environmental Impact & Design Review (EIDR) and Earth Material Movement (EMM)\* Public Hearing, Continued from March 17. Toward Independent Learning and Living, Inc. (TILL) proposes to construct a group home residences for individuals with Acquired Brain Injuries and intellectual disabilities. Project also involves import of more than 200 cubic yards of earth material for re-grading for the new construction.

Director of TILL Dafna Krouk-Gordon and Project Engineer from Norwood Engineering David Johnson was present. Mr. Krouk-Gordon explained that this hearing was continued from the last meeting to allow more time for public comment. They are looking to construct a 5 resident group home for residents with acquired brain injuries. Mr. Johnson summarized the site plan which proposes a driveway with a turnaround area, six parking spaces including accessible space and landscaping along the parking spaces and presented the elevations.

Ms. McCabe responded that earlier staff comments have been incorporated into these revised plans. The Conservation Commission approved the application since the Planning Board's last meeting.

The board members had no further questions.

Public Comment: The Chair asked for any public comments by raising your hand or entering in the chat. There were no public comments.

Three waivers requested:

1. Traffic Study.
2. Exterior Lighting Plan.
3. Presentation Model.

On a motion made by Mr. Pfaff, seconded by Mr. Atkins, the board voted to approve the three application waivers because they are not needed for this Limited EIDR for a single family home and earth movement application. The Board voted 4-0 on a roll call vote.

Roll Call Vote:

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

Ms. McCabe summarized the 8 suggested standard conditions as follows:

1. Parking shall be screened from view from High St with the landscaping
2. Pavement on High St shall be protected from damage from loading and unloading during construction.
3. Any proposed alterations or changes shall be submitted to the Planning Board. Any future expansion or addition shall be submitted as an Amendment to the Limited EIDR and return to the Planning Board.
4. A crushed stone entrance shall be replaced when the stone becomes clogged with dirt.
5. Comply with the Town's Bylaws for Noise and Construction between 7:00 a.m. and 7:00 p.m. Monday through Saturday and 12:00 p.m. to 7:00 p.m. on Sundays.
6. Fill shall not contain any hazardous materials. A certification that the fill does not contain any hazardous or substandard material shall be submitted.

7. Applicant is responsible for submitting any other required permits.
8. Applicant shall promptly repair any damage within the public right of way, after obtaining permission from the Town. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.

On a motion made by Mr. Atkins, seconded by Mr. Pfaff, the Board voted 4-0 on a roll call vote to approve the Limited EIDR and EMM application with the eight conditions listed.

Roll Call Vote:

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

On a motion made by Mr. Pfaff, seconded by Mr. Atkins, the Board voted 4-0 on a roll call vote to close the public hearing.

Roll Call Vote:

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

**72 Reservoir Road**, Earth Material Movement (EMM) Public Hearing, Continued from March 17. – Applicant has submitted an earth material movement application for the amount of fill imported and grading changes during the recent construction of new single-family residence.

John Walsh of Walsh Brothers construction summarized his application. He presented at the board's last meeting but the hearing was continued to tonight to allow more time for public comment. The house is almost completed but it was discovered recently that it needed an earth movement application because of approximately 200 cubic yards of fill brought in and the finished grades slopes of 15% in some areas triggered this review.

Mr. Gorman asked if there were any public comment, please raise your hand or enter into the Chat. Ms. McCabe said there were none in the zoom chat.

Ms. McCabe said she has no further staff comments. She summarized the list of the following three conditions. She noted that the third one was suggested by a Board member and the Applicant requests the Board reconsider this one.

1. Applicant shall extend the erosion controls along the full limit of disturbance up to the driveway entrance.
2. Applicant/Owner shall monitor the roadway for sedimentation until disturbed areas have been stabilized and providing corrective measures as needed.
3. Applicant shall provide a certification from a professional that the earth brought to the site does not contain any hazardous materials. This written certification shall be submitted to the Town Planner prior to final occupancy permit.

Mr. Walsh said it takes time at least a couple of weeks and about \$1,000-3,000 to have the fill tested. He explained the fill came from another construction site of his at a lot in Holliston.

The Board members discussed this and did not have an issue removing this condition for this application since the main trigger was the slope rather than a large amount of fill. A board member noted that this is something the Board should review going forward to discuss this process and when to require this certification as the bylaw says the board “may” require the fill certification and the Board should discuss when this should be imposed for a consistent practice.

4 Waivers:

1. Exterior Lighting Plan
2. Traffic Study
3. Presentation Model
4. Full drainage calculations report not required because Applicant has designed project to collect and treat stormwater on-site.

On a motion by Mr. Atkins, seconded by Mr. Pfaff, the Board voted to waive the 4 application requirements for this single family home as they are not applicable. The Board approved on a roll call vote.

Roll Call Vote:

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

On a motion by Mr. Atkins, seconded by Mr. Pfaff, the Board voted 4-0 on a roll call vote to approve this EMM EIDR with the two conditions discussed this evening.

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

On a motion by Mr. Atkins, seconded Mr. Pfaff, the Board voted 4-0 on a roll call vote to close the public hearing.

Dave Atkins – Yes  
Bill Delay – Yes  
Chris Pfaff – Yes  
Brian Gorman – Yes

**Other Business:**

On a motion made by Mr. Gorman, seconded by Mr. Atkins, the Board voted 4-0 on a roll call vote to approve the minutes from January 7, 2020 as amended this evening.

On a motion made by Mr. Atkins, seconded by Mr. Pfaff, the Board voted 4-0 on a roll call vote to approve the minutes from January 21, 2020 as written.

The minutes for March 2<sup>nd</sup> were not voted on.

Ms. McCabe said that there are no new items for April 27<sup>th</sup> and that meeting is canceled. As of now the next meeting is scheduled for Tuesday, May 12<sup>th</sup>.

On a motion made by Mr. Pfaff, seconded by Mr. Atkins, the Board voted on a roll call vote to adjourn the meeting at 8:50 pm.

List of Exhibits:

Agenda
Meeting Summary from Ms. McCabe to Planning Board Members, dated April 7, 2020
Planning Board meeting presentation, PowerPoint
<b><u>Brigham &amp; Women's Consistency Review Application, Narrative</u></b>
Brigham and Women's response to BETA Comments
BWH Phase II Water Consumption Response from Tetra Tech
Revised Plans for April 7, 2020 Meeting
Revised Photometric Plan
BETA Review Comments on Revised Plans dated April 2, 2020
Application
Cover Letter Brigham and Women's
Application Narrative & Description
Phase Overview
Civil Site Plans
Landscape Plans
Signage Proposal
Stormwater and Drainage
2017 Planning Board Project Development Review Approval
2017 Approved BWH Plan Set
Master Development Plan for University Station
2017 BETA peer review memo
Applicant Response to Comments dated March 13, 2020
Plan Set Phase I and II Comparisons
BWH Presentation from March 17, 2020
Material Sample Sheet
Lighting Photometric Plan
Architectural Plans
Draft decision motion prepared by staff for April 7, 2020 meeting
<b><u>230 High Street Application for EIDR and EMM, Narrative, Public Hearing Notice</u></b>
Site Development Plans prepared by Norwood Engineering for TILL 230 High Street
Floor Plans and Elevation Drawings
BETA Engineering Comments
Staff Review Comments from View Permit
Ambulance Turning Radius Plan
Fire Truck Turning Radius Plan

Stormwater Report prepared by Norwood Engineering
Request for Waivers, Photographs, Aerial View
Revised Landscape Parking Screen Plan March 13, 2020
Planning Board approval for Fox Hill Village September 2019
Planning Board memo to the ZBA November 6, 2019
ZBA Fox Hill Village Decision
Draft decision for 230 High Street for April 7, 2020 meeting
<b><u>72 Reservoir Road EMM and EIDR Application, public hearing notice</u></b>
Project Description
Site Plot Plan
Architectural Plan
BETA Review Comments
Staff Review Comments from View Permit
Conservation Commission's Order of Conditions
Waiver requests
Photograph
Draft decision for Reservoir Road EMM
Draft minutes for January 7, January 21, and March 2, 2020