

Westwood Planning Board Minutes
Tuesday, December 1, 2020
7:00 pm
Via Zoom Remote Participation
Westwood, MA 02090

Pursuant to Governor Baker's March 12, 2020 Order suspending Certain Provisions of the Open Meeting Law MGL C. 30A, §18 and the Governor's March 23, 2020 Emergency Order imposing strict limitations on the number of people that may gather in one place, the December 1, 2020 Planning Board meeting was conducted via remote participation by the Board.

Call to Order:

The meeting was called to order by Chairman Atkins at approximately 7:02pm. The remote meeting was video recorded by Westwood Media Center and was available on Comcast channel 12, Verizon channel 42 and on Westwood Media's YouTube channel <https://www.youtube.com/watch?v=T5ImJdMLPbk> Chair Atkins explained the meeting procedures, and how the Planning Board meeting process will work.

Present via Remote Participation:

Planning Board members present via Roll Call: David L. Atkins, Jr., Deborah J. Conant, Christopher A. Pfaff, William F. Delay and Robert R. Gotti. Staff members present: Abigail McCabe Town Planner, Nora Loughnane Director of Community & Economic Development, Pat Ahern Town Counsel and Jessica Cole, who recorded the meeting minutes.

282-296 Washington Street, 298 Washington Approval Not Required (ANR) Plan

Lot configuration for phase 3 of Islington Village Center redevelopment.

Ms. McCabe gave a brief summary of the ANR Plan which proposes to combine the lot where the ICC building and driveway is currently and a portion of right of way which is to be combined and continued to be owned by the Town and the other lot will be combined and conveyed to Petruzzello.

Applicant Peter Zahka, attorney for Giorgio Petruzzello were present to discuss the ICC lot to divide the East Street Parcel, minus 1500 square foot area along East Street.

Board Comments:

- Ms. Conant: On the Application form under applicant believes the division of land shown is not a subdivision for the following reasons...Nothing was checked off. *Ms. McCabe, it is because it does have frontage on East Street and Washington Street, it is a lot line change, not a creation of a new lot on new frontage, or a new road. Mr. Zahka: He should have checked that we have frontage on Washington Street for Lot 1.*

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted via roll call 4-0-1 in favor (Mr. Delay abstained) to endorse the ANR for 282-296 Washington Street, 298 Washington Street as presented.

25 Phillips Way- EMM EIDR Public Hearing. The Applicant is proposing to import 100 cubic yards of fill and export a total of approximately 700 cubic yards of earth material to re-grade the property for the construction of a new single family residence.

Applicant Daniel Merrikin of Legacy Engineering was present, the project is a single home. 700 yards is coming out, and gravel, sand, loam and crushed stone will come in. Already have water and sewer services and a roof runoff infiltration system. There is already a storm water management system for all of the lots. The Building Commissioner determined that guards (3 feet) will be needed on some of the retaining walls, for a height total of 7 feet.

Board Comments:

- Approximately how many truck loads in terms of traffic: *Approximately 30-35 trucks.*
- How will you be driving? *109-North Street-Bubbling Brook Road*
- Do you have enough driveway for trucks not to be on the road? *Yes, 80-85 feet of driveway, there is room for trucks on site.*

Public Comments:

Mr. Fengler-There was a request for a blast survey, any more details on what the scope of blasting might potentially be and how much additional material that might add to this? No, probably not, the contractor is doing a pre blasting survey. Daniel Merrikin of Legacy Engineering: Blasting would not add any materials; the site contractor has taken the precautionary step of doing a pre-blast survey in case blasting is needed.

Staff Comments:

Ms. McCabe mentioned that the Project needs a land disturbance permit and the applicant has filed with the Conservation Commission. It is a new road, so a bond is required to protect the road in case there is any damage. The bond will be returned if there is no damage.

Mr. Atkins went over the waivers.

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted 5-0 in favor via roll call to approve the requested application submission waivers because they are not necessary for this application for a single family house.

Ms. McCabe summarized of the following nine conditions and updated the driving directions for the trucks to enter from Trailside from the direction of High Street.

1. The existing pavement on Phillips Way shall be protected from damage.
2. Applicant shall coordinate the road protection bond with Public Works prior to beginning construction.
3. The crushed stone entrance shall be replaced when needed to prevent excess onto the road.
4. Project related construction and earth material movement shall comply with the Town's General Bylaws Chapter 292, 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.
5. All trucks carrying earth material to or from 25 Phillips Way shall be required to access Phillips Way by turning left on Margery Lane via Tamarack Road only. This was amended by the Board to be from the west from Trailview Road from High Street/North Street area.
6. Applicant is responsible for contacting the Dedham Westwood Water District to coordinate water service.
7. Applicant responsible for seeking approval from other boards or agencies such as Conservation.
8. Applicant shall monitor roadway and promptly repair any damage which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the Town. Such repairs shall be performed to Town of Westwood standards.
9. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted via roll call 5-0 in favor to approve the requested Earth Material Movement EIDR with the 9 conditions of approval that Ms. McCabe summarized.

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, The Planning Board voted 5-0 in favor via roll call vote to close the Public Hearing for 25 Phillips Way-EMM EIDR.

Continued Public Hearing to review Draft Comprehensive Plan. The public hearing opened on November 17 and was continued to update the draft to include comments. The Comprehensive Plan Steering Committee will present an updated draft.

Jack Wiggin the Steering Committee Chair was present gave a brief summary of the Comprehensive Plan since the last hearing. He explained the updated draft includes comments from Westwood's Environmental Action Committee, from planning board members at the last hearing, any received from other residents, and staff edits. He discussed that we will go over revisions tonight. He explained that the impact of COVID 19 is not fully known but a statement was added in the introduction and the implementation section, and they worked on the tone to match the rest of the plan.

Committee member Tom Viti explained we received some edits to the Wentworth Hall Branch Library description in page 5 of the community facilities section from the Board of Library Trustees.

Board and Staff Comments:

- Mr. Gotti said he is thankful to everyone who has worked on the Comprehensive Plan and provided edits that have now been incorporated. He remarked that this updated Plan does a nice job incorporating all of the comments brought up at the last meeting.
- Mr. Delay said everyone did a great job, things have changed, take a look at the plan in a year or two.
- Ms. Conant: Thank you for all the edits, Under the Land Use section asked for a reference the number for the Zoning Act so we have a better understanding. Ms. McCabe responded that on page 3 they added the Zoning Enabling Act, and what it is but she can further update it to say Zoning Act.
- Ms. Conant: She has concerns with the housing section, blanket statement on COVID, will it address the issues down the line. Density is an issue with COVID concerns with putting in the density. We may need to rethink it. Don't rush the plan on housing.
- Open Space and Rec Plan: The Select Board just disbanded the long-range financial committee. We still need to consider, the plan is ours. A lot of big ticket items in there. Ms. McCabe responded that it was in the Community Facilities section CF32 received some requests. Mr. Wiggin, the Planning Board can make that recommendation. Mr. Gotti responded, you want to pause due to the pandemic, good idea to revisit it, but not to stop the plan.
- Mr. Pfaff: Great work on the entire document and it reads well and much improved since the last hearing. The Plan now reads with one voice. The Comprehensive Plan will allow the Town to pursue a vision, not prioritizing the goals. Deeper and better than the 2000 document. In favor of how the document reads now.
- Mr. Viti: The Library Director had a revision. Page 56 in the pdf version, The Islington Branch Library, wanted a few minor tweaks tying the Branch Library and Wentworth Hall.
- Mr. Atkins had some comments: presents a unified vision of where we want to go.
- Ms. McCabe elaborated on the Implementation Matrix section noting that we rushed through it a bit at the last meeting, it has been updated more, and going forward we should look at it once a year. She suggested at the Board's first meeting after the Town Meeting the Board could review the Plan and think about what you want to work on each year.
- In response to comments about housing density she responded that the housing section of the plan calls for more types of housing in terms of smaller units, cottage style residences, and diversifying the types of housing but does not propose increasing the Town's overall housing density.
- Mr. Olanoff: Density in our housing, create density where we need it around public transit and when new proposed cluster to give us more open space in the appropriate places.
- Ms. Conant: Good idea to look at an annual review of the Plan's implementation items and Mr. Gotti agreed. Add a specific time for it to be looked at. Mr. Pfaff thought that all boards should do a report annually rather than the Planning Board doing all of it. Spread it around the multiple boards.
- Ms. Loughnane, Page 1, of the Implementation Section, states: "*The responsibility for the Plan adoption lies with the Planning Board, the intention is that the Board will annually review the implementation table to help guide efforts over the forthcoming year.*"
- Ms. Conant said she would like the annual review in the implementation section too.
- Mr. Olanoff do it when you want, have it regularly reviewed to review the status and progress.
- Mr. Delay: Annually, suggested a particular month.
- Mr. Atkins: Have a document with periodic updates regularly so it can be a living document.

Public Comments:

Mr. Atkins read the comments received in the Question and Answer function and informed people that they could raise their hand in Zoom or by pressing *9 if calling in.

Mr. Atkins read the questions and comments received and responded as questions were posed. There was a comment that density is not necessarily the cause of the COVID test rates, agreement about revisiting the Plan, discussion about housing choices and not density but allowing residents to downsize, question about street lighting at specific streets, density, and sustainability.

Ms. Hanley Longval responded that the Committee heard strong support for more starter homes and desire for more housing diversity in terms of the types, style, and costs of housing.

Board Comments:

- Ms. Conant inquired about finding a better way to where our numbers are with affordable housing, we should not wait for the Census to come out every 10 years. Ms. Conant wants a better way to track the numbers.

Ms. Loughnane responded that the reason the Town gives a range is because we do not know what the Census will determine. All communities are faced with the same unknown as to how the Census Bureau will categorize Assisted Living units and Accessory Apartments, which may be linked to addresses. The decennial Census is the only way to know the exact number of residences in Town, which is used to perform the calculation as to how much percentage of the total housing stock is affordable. The Town knows exactly how many affordable units we have in Town and exactly how many total housing units.

- Ms. McCabe responded that if there are any further edits we should review them tonight so that we can get the updated Plan to the Select Board. The Select Board will review this Plan at their meeting next week on December 7th and have been asked to provide a letter of support to you.
- Mr. Olanoff directed the Board to please look at the implementation table if you have not already.
- Ms. Conant likes the idea of revisiting the Comprehensive Plan the same time every year.
- Ms. McCabe recommended the summer, as an annual review it will depend on our workload but generally the summer is the lightest workload and gives the Board a full year until the next Town Meeting and also a few months to prepare for fall Town Meeting.
- Mr. Gotti suggested an annual review for the Planning Board and spread it out over time, make a schedule for the other committees in Town, and discuss how it will be done.
- Mr. Atkins: Each year, figure out a month.
- Mr. Pfaff: Every year May-August, we could review and addressing the Comprehensive Plan because summers are not as busy with applications.
- Mr. Atkins: There seems to be consensus to add each May to the wording in the document.

Action Taken:

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted 5-0 in favor via roll call to continue the Public Hearing to review the Comprehensive Plan to December 15, 2020 @ 7:00 pm via Zoom.

Other Business: Review of the meeting minutes was postponed to the next meeting

Adjournment:

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board members voted 5-0 in favor via roll call to adjourn the meeting at approximately 8:47pm.

List of Documents:

Link to Documents:

http://westwoodtownma.igm2.com/Citizens/Detail_Meeting.aspx?ID=1580

Link to the Planning Board web page

<https://www.townhall.westwood.ma.us/departments/community-economic-development/planning-division>

<p>282-296, 298 Washington Street ANR PLAN-Islington EAST-WASHINGTON PARCEL, From: GCG Associates, Inc., 11/30,2020, 1 page. SHT C9-LAYOUT SITE PLAN-Special Permit Approved Plan, GCG Associates, Inc.,12/12/2017, 1 page. SHT L@-LANDSCAPE AND LIGHTING PLAN-Special Permit Approved Plan, GCG Associates, Inc., 3/28/2018, 1 page.</p>	<p>PDF</p>
<p>25 Phillips Way- EMM EIDR Recorded Hearing Notice Phillips Way 25, From: Westwood Planning Board, 11/4/2020, 1 page. Project Narrative and waiver requests, 11/2/2020, 2 pages. Revisited Site Plan 20-11-30, From: Legacy Engineers, 11/30/2020, 1 page. Existing conditions Photo, 1 page. BETA Review 25 Phillips Way EMM, From: BETA, To: Todd Korchin, Abigail McCabe, Cindy Barenthaler, 11/25/2020, 3 pages.</p>	<p>PDF</p>
<p>Draft Comprehensive Plan Public Hearing Cover Memo Plan Revisions, From: Westwood Planning Board, 11/25/2020, 2 pages. Draft Comprehensive Plan 11-30-2020-REDLINED, Westwood Planning Board, 119 pages. Draft Comprehensive Plan 11-30-2020 CLEAN, Westwood Planning Board, 113 pages. Library Description Community Facilities, 12/1/2020, 1 page. Letters of Support Combined, 10 pages. Appendix, 416 pages.</p>	<p>PDF</p>