

Westwood Planning Board Minutes
Tuesday, December 15, 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 15, 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 7:03pm. 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 and available here: <https://www.youtube.com/watch?v=JWQHZZEeHK0> Chair Atkins explained the meeting procedures, and how the Planning Board process works.

Present via Remote Participation:

Planning Board members present via Roll Call: David L. Atkins, Jr., Deborah J. Conant, Christopher A. Pfaff and Robert R. Gotti. William F. Delay was absent.

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, Minor Modification Request from Petruzziello Properties, LLC to alter window fenestration. Islington Center Redevelopment Phase III. -Islington Village Redevelopment Project Update.

Applicant: Giorgio Petruzziello, President of Petruzziello Properties & Mike McKay of McKay Architects, were present to discuss the design and are proposing a few changes for a minor modification. The proposal is to go with more full glass on the first level retail with the store front glassing so it's the space is open and visible; adding windows on the third floor to add more natural light to the condo units; and changed the window in the gable facing East Street above the column; and added dormers on third floor. They will reuse the spire, the windows will still inspire the ICC and in terms of materials, nothing has changed, trim and siding are all the same.

Board Comments:

- Shed dormers at the attic level, does it increase the square footage to the units? *No it does not increase the square footage, just added windows to the units.*
- It was always living space? *Yes, it was always living space.*
- The round top window flanked by the double hung, you're going to replace the round window in the gable and replace it with a round top flank double hung for emergency egress? Is that also living space? *Yes, the round top window is not for egress only the double hung windows.*
- All of it is living space, nothing new? *Correct, the applicant responded that there is no increase in living space.*
- On the approved architectural plans, it shows on the far left an entrance door and 2 windows, but it is not on the pictures that you showed tonight. Is that still there? *No, we have changed the access points and it could change as tenants come on board.*
- All the windows, will any be able to open to outdoor dining? *Only doors with windows.*
- Reiterate what to put in on the lower level? *Storefront glazing, it will be more commercial. All storefront glazing.*
- Mechanicals? Sloped roof, parapet and it drops down 42". *Similar to what was done at 321 Washington Street. It hides it and cuts down on the noise.*
- East Street elevation? *Awnings are facing the back. It has not changed it is the entrance to the residence.*
- Far left on Washington Street? Difference in lower roof line? *It is by the stairway, just added windows into the stairway, it is 40' back.*
- The condos are on both levels, where were the windows? *On the side and back, there were not enough windows, and we needed them and it looks better.*
- East Street elevation, the original looks like a church, liked the original. *There may be a different configuration and look at another option and submit to Ms. McCabe. There are no other windows in the entire unit.*
- Unit with one window, will it be a dark unit? *There are additional windows in the living space.*
- Are there any common areas or outdoor spaces here? *No.*
- Accessibility? How do you get from the parking lot to the front of the building? *There is an elevator in the old CVS building and the sidewalk is ADA compliant.*

Staff comments:
None.

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted 4-0 in favor via roll call vote to approve the request for fenestration window changes and additional dormers as submitted is minor and the building is still consistent with the originally approved design.

Discussion:

Can they submit any changes to Ms. McCabe? Do not want to hold up the Building Permit. Submit something back to the Planning Board with an alternative, and it should be specific, to allow the permitting to move forward.

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted in 4-0 in favor via roll call to approve the plans as submitted with the exception of the gable window facing East Street which further alternatives are to be discussed at the next Planning Board meeting on January 12, 2021, 7 pm via Zoom.

Discussion: Is this sufficient, Ms. McCabe will work with Mr. McKay to have alternative designs for the January 12, 2021 meeting. Ms. Loughnane, for the Building Permits set right now shows the substitute window, should the Building Permit set show the approved window at that location with a note that it can be changed or should it show that window and have a notation saying that specific window is not approved and further approval is required and building code compliant. Something will be needed on the set that the Building Permit is issued on, to make it clear.

Mr. McKay will add a bubble to the drawing with a note on it that the window is not approved for final design but will meet all egress requirements, and will come back to the Planning Board for final approval.

Board Comments:

Can we get an update on the project from Mr. Petruziello? Mr. Petruziello responded that the old CVS building at 278 Washington still searching for tenants for rent, no tenants yet. Difficult at this time with COVID. Phase 3 hoping to get a permit in the next few days, start the construction fence and demo work soon. CVS is done. Ms. Loughnane, working on the new Wentworth Hall with Tower Construction should be complete at the end of June 2021. Library, Youth and Family Services and the Recreation Dept. are expected to move in July 2021.

808 High Street AT&T WCOD-EIDR-Public Hearing- AT&T proposes changes to an existing wireless communication antenna to temporarily collocate three panel antennas within a concealment wrap on the existing facility at a centerline height of 65' above ground level on the existing 92 ft. flagpole style tower. Proposal will also include related amplifiers, cables, fiber and other associated antenna equipment, including remote radio heads and other appurtenances with associated electronic equipment within the existing fenced compound area at the base.

Applicant: Michael Dolan, lawyer from Brown Rudnick, was present on behalf of the applicant. He explained that the lease at the Thurston Middle School is ending at the end of the month. AT&T is working with Crown Castle. The temporary location is an existing structure. Key part of AT&T's wireless network and emergency communication system. AT&T needs to relocate its antennas ASAP to avoid any interruption in service. The proposal involves the attachment of 3 panel antennas on an existing pole, with ground equipment too. In the next two months Crown Castle will be looking into putting in a new Flagpole.

Board Comments:

- Reiterate the temporary, how long is temporary? *The hope is that Crown Castle can replace the pole in the months to come. AT&T wants a 1 year permit and would propose if he has to. The existing pole is not a great height for AT&T, the new pole is their goal.*
- Why is this beyond the 3 feet diameter? *So they can mimic the service from the Thurston School. The permanent solution will probably fix this.*
- Why does that Applicant need to increase the diameter to 3.9ft? *So AT&T can mimic the coverage we are getting from a more fulsome site, like Thurston Middle School. The antennas are situated in a certain way that does get out beyond the 3 feet. Also they are on the outside of the pole instead of getting inside of it.*

Public Comments:

Chair Atkins asked for public comments and explained that people could raise their hand in the Zoom, press *9 on the phone, or type a question in the Q&A. There were no questions.

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted 4-0 in favor via roll call vote to approve the waivers for the standard application submittals and to increase the diameter to 3.9 ft. finding that it has no

significant adverse impact on the surrounding residential properties or the town and that this request is temporary at 808 High Street.

Ms. McCabe summarized her recommended conditions as follows:

1. Project shall comply with all state and federal requirements including Federal Communications Commission (FCC) guidelines including signage as outlined in Section 9.4.7.15 related to restricted access signage.
2. The visual and aesthetic impact of the antennas, remote radio units, and any attachments shall be minimized to the fullest practical extent with a paint color to match the existing facility and shall be and repainted as necessary to minimize any fading or discoloration as shown on the submitted plans.
3. All antennas, cabling and accessory equipment at the property at 850 High Street shall be removed within six months of abandonment or discontinuance or after the new facility is operational, whichever occurs sooner. The Planning Board shall receive written notification of when the removal of equipment is complete.
4. This temporary WCOD-EIDR Approval shall be good for one year. Applicant shall return to the Planning Board with an application seeking approval for a permanent location within one year of grant of this approval or request an extension from the Planning Board prior to expiration on December 15, 2021. If no extension or new permanent approval is granted, Applicant shall remove this temporary facility and all associated equipment by December 15, 2021.
5. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted 4-0 in favor via roll call vote to approve the WCOD-EIDR from AT&T for 808 High Street with the 5 conditions Ms. McCabe summarized.

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted 4-0 in favor via roll call vote to close the public hearing.

Continued Public Hearing to review Draft Comprehensive Plan. The public hearing opened on November 17, continued to December 1, and further continued to December 15. The Comprehensive Plan Steering Committee will be present to participate in the discussion.

Mr. Wiggin, along with several Steering Committee members were present. Mr. Wiggin gave a brief summary explaining that the draft dated December 10th copy is the final draft to review, which is the same as what the Board last saw on December 1st but incorporates the couple changes the Board made on December 1st and some minor edits shown in red after a final editing review mainly by Steve Olanoff.

Final Board Comments:

- Thank you to the steering committee. It's a huge accomplishment.
- It reads incredibly well; it is a shared vision for the Town.
- Glad to see COVID was incorporated and that it should be reviewed annually.
- Request minor edit to Implementation first paragraph on page 86 of 12/10/20 Draft:

From: It is suggested that the Planning Board creates a schedule to conduct an annual review of the various sections of the Comprehensive Plan and the status and execution of the implementing actions. It is recommended the Planning Board begin an annual review in May and continue through the summer months as needed depending on timing and workflow.

To: After reviewing and adopting this Plan, the Planning Board agreed to review the status and execution of these implementing actions, beginning each May and continuing through the summer months as needed depending on timing and workflow.

Public Comments:

Anonymous: The draft of The Master Plan continues to omit any language respecting bringing back a Long-Term Financial Planning Committee. Why is this?

Ms. McCabe responded that this is in the Community Facilities section as action and read CF32 Considered the establishment of a municipal staff committee to assist the Town Administrator in the regular reviewing of capital building and long-range projects.

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted 4-0 in favor via roll call vote to adopt the Comprehensive Plan.

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted 4-0 in favor via roll call vote to close the public hearing.

Discussion to review submission of zoning amendment articles to Annual Town Meeting Warrant

Ms. McCabe reported that the Select Board opened up the Warrant for Annual Town Meeting and is seeking articles. She reviewed the timeline to the Annual Town Meeting on May 3 explaining that the Board will have a meeting on January 12th to review the articles so should have draft articles prepared by then because after that meeting the newspaper legal advertisement will need to go to the newspaper before the next meeting. The public hearings will begin with the Planning Board on February 23 and with the Fin Com on March 8, 2021.

Ms. McCabe recommends the following 4 articles:

- 1) Amendment to Temporary Structures & Uses Section 4.1.7.4
- 2) Define and regulate various medical uses - making progress and are working to pull this together.
- 3) Resubmit zoning article relative to removing Fire Arms Sales and Explosives from LBB and LBA districts. This article was submitted for Annual Town Meeting 2020 but postponed due to COVID-19.
- 4) Housekeeping - To correct any errors or typos

Board Comments:

- The Board discussed solar panels rooftop and ground based and if there is a need to revise. ZBA for ground based, but can put any on your house. Ms. McCabe, suggested adding language on the design standards and criteria for approval for ground mounted solar arrays.

Public Comments:

Ms. Milosavljevic-Fabrizio asked why the medical use article keeps coming up.

Mr. Atkins explained this is an important article and the Select Board also wanted the Planning Board to work on this article again and the Planning Board will talk about this further in January.

Action Taken:

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board voted 4-0 in favor via roll call vote that the Planning Board will submit the 4 Zoning Articles discussed earlier to the Select Board to the Warrant.

Other Business:

Review of Meeting Minutes: 11/17 & 12/1

Upon a motion made by Mr. Pfaff, and seconded by Mr. Gotti, The Planning Board voted 4-0 in favor via roll call to approve the minutes from November 17, 2020 as amended with the changes discussed.

Discussion:

Typos: "Clarity". Look at page 1 of 6 at the bottom

Minutes adopted.

12/1

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted 4-0 in favor via roll call to approve the Minutes from December 1, 2020 as amended with the changes discussed.

Discussion:

Page 3 of 4, good idea to look at the Comprehensive Plan

Same page: should be "our" and add "is" where it says Mr. Gotti thankful

New Business:

- Ms. McCabe announced that Mr. Delay is informed us this evening that he is resigning from the Planning Board effective immediately.
- Mr. Ahearn explained that he reviewed the Town Charter and state law. The Planning Board should meet with the Select Board and can hold a joint meeting where they will vote to select a 5th member. In the Spring, 2 open seats or can run for the remainder of Mr. Delay's term. The appointed person will serve until the conclusion of Annual Town Meeting.
- Both Boards will interview and vote on a member.

Adjournment

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted 4-0 in favor via roll call to adjourn the meeting at approximately 9:03 pm.

List of Documents:

Link to Documents:

http://westwoodtownma.ig2.com/Citizens/Detail_Meeting.aspx?ID=1582

Link to the Planning Board web page

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

<p>282-296 Washington Street Minor Modification Request, From: Michael McKay, To: Abigail McCabe, 12/8/2020, 2 pages. Elevation Comparison - Approved & Proposed Modification, McKay Architects, 12/8/2020, 2 pages. 2018 FMUOD Special Permit Approval Planning Board Decision, Westwood Planning Board, 4/18/2020, 22 pages. Full Approved Architectural Design Plan Set 04-10-2018, McKay Architects, 3/13/2018, 30 pages. EAST ST LAYOUT SITE PLAN, GCG Associates, Inc., 12/12/2017, 1 page.</p>	<p>PDF</p>
<p>808 High Street WCOD EIDR Recorded Hearing Notice High Street 808, Westwood Planning Board, 11/19/2020, 1 page. Project Narrative, From: Brown Rudnick, To: Westwood Planning Board, 11/11/2020, 35 pages. Project Plans, Crown Castle, 11/6/2020, 11 pages. Radio Frequency Analysis Report, C Squared Systems, LLC, 11/11/2020, 15 pages. Radio Frequency Emission Compliance Report, Crown Castle, 11/4/2020, 7 pages. Structural Analysis Report, Crown Castle, 10/14/2020, 30 pages. Waiver Requests, 5 pages. Westwood Coverage Maps, AT&T, 3 pages. Westwood Redacted Lease, 22 pages. Mass Dept of Health Letter, 3/15/2002, 1 page. FCC Licenses, 1 page. Existing Conditions, Crown Castle, 11/4/2020, 5 pages. Photograph, 10/13/2020, 1 page. Staff Review Comments, 12/11/2020, 1 page.</p>	<p>PDF</p>
<p>Draft Comprehensive Plan Public Hearing FINAL Draft Comprehensive Plan 12-10-2020 with Redlines, 114 pages. Wording Edit Request-Implementation Annual Review, 1 page. Select Board Letter, From: Westwood Select Board, To: David Atkins & Westwood Planning Board, 12/11/2020, 1 page. Draft Comprehensive Plan 12-02-2020 CLEAN, 114 pages. Draft Comprehensive Plan 12-02-2020 REDLINED, 119 pages. Letters of Support Combined, 10 pages. Appendix, 416 pages.</p>	<p>PDF</p>
<p>Zoning Amendments for Submission to Annual Town Meeting Warrant FinCom 2020-21 Meeting Schedule-072020, 1 page. Zoning Amendment FlowChart, 1 page. FireArms Zoning Article, 1 page. Zoning Bylaw, Town of Westwood, 222 pages. Draft Placeholder List of Zoning Articles, 1 page.</p>	<p>PDF</p>