

Westwood Planning Board Minutes
Tuesday January 24, 2023
7:00 pm
Via Zoom Remote Participation
Westwood, MA 02090

Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2021, Governor Baker signed into law An Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act included an extension of the remote meeting provisions of his March 12, 2020, Executive Order thru July 15, 2022. Governor Baker signed a further extension of that order on July 15, 2022, running through March 31, 2023. The January 24, 2023 Planning Board meeting was conducted via remote participation by the Board.

Call to Order:

The meeting was called to order by Chairman Pfaff at approximately 7:00pm. 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/results?search_query=westwood+media+center. Chairman Pfaff explained the meeting procedures, and how the Planning Board process works.

Present via Remote Participation:

Planning Board members present via Roll Call: Christopher A. Pfaff, Ellen Larkin Rollings, Joshua C. Ames, Philip M. Giordano and Kathleen Wynne.

Staff members present: Nora Loughnane, Director of Community & Economic Development, Pat Ahearn, Town Counsel and Jessica Cole, who recorded the meeting minutes.

Introduction of New Planning Staff

Ms. Loughnane took this item out of order and introduced Grant McGregor who has been hired for the position of Planning Administrator. Mr. McGregor joined the staff on January 18. He was previously a Town Planner for the Town of Dalton in western Massachusetts.

Joint Public Hearing with the Westwood Tree Warden for Consideration of Scenic Road Approval for the Removal of Approximately 35 Trees within the Public Right-of-Ways of Downey Street and Canton Street in Conjunction with the Construction of a New Sidewalk Running along Downey Street from Canton Street to Booth Drive.

Ms. Loughnane stated that the hearing notice was not physically posted on trees until January 3rd and requested continuation of the Public Hearing to February 7, 2023.

Action Taken:

Motion for Continuation:

Ms. Wynne moved that the Planning Board and Westwood Tree Warden continue the public hearing for the Scenic Road Approval application for the proposed removal of approximately 35 Trees within the public right-of-ways of Downey Street and Canton Street to Tuesday, February 7, 2023, at 7:00 pm via Zoom, where a Zoom link and associated call in numbers will be provided on Town's calendar on the homepage at:

<https://www.townhall.westwood.ma.us/>.

Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes

Kathleen Wynne-Yes

Joshua C. Ames-Yes

Philip M. Giordano-Yes

Christopher A. Pfaff-Yes

Karon Skinner Catrone-Yes

Public Hearing for Consideration of Wireless Communication Overlay District Environmental Impact & Design Review (WCOD-EIDR) Approval for DISH Wireless Collocation – 100-200 Lowder Brook Drive.

Katie Adams was present to discuss DISH wireless looking to install 3 antennas on the tower at 93 feet. DISH takes up a 5 x 7 platform. She explained that the steel platform and a cabinet sits right on the platform. She had some simulated photos.

Board Comments:

- Explain why DISH protrudes out so much? *Ms. Adams: Puts less onto the tower with weight and wind. The goal is not to change the mount if the equipment needs to be modified.*
- How new is DISH? *Ms Adams: July of 2020. These mounts are used on monopoles.*
- This would be the 5th carrier on this monopole.
- Ms. Loughnane stated that the Town's zoning bylaw that regulates wireless communication facilities has a section that she read: Section 9.4.7.12 requires that all antennas on a major wireless communication facility shall be single unit cross-polar antennas. Antennas shall be designed and mounted in such a manner as to present the smallest possible silhouette profile or cross section. The most recent approval that the Planning Board approved was 22" from the mount.
- How far out are these antennas? *Ms. Loughnane: Approximately 4 feet. It is a wider profile and is lower down on the pole.*
- Can it be reduced? *Ms. Adams: Has a team that could work on the mounting.*
- Suggest no more than 24".
- Structural analysis? *Ms. Adams: Passed at 81.4% overall.*
- Radio frequency report and structural report was not included in the packet. *Ms. Adams will send them to Ms. Loughnane.*
- Board members asked for more pictures at the February hearing which show the proposed antennas from a greater distance.

Motion to continue:

Ms. Rollings moved that the Planning Board continue the public hearing for the Wireless Communication Overlay District Environmental Impact & Design Review (WCOD-EIDR) Approval for DISH Wireless Collocation at 100-200 Lowder Brook Drive to Tuesday, February 7, 2023, at 7:00 pm via Zoom, where a Zoom link and associated call in numbers will be provided on Town's calendar on the homepage at: <https://www.townhall.westwood.ma.us/>.

Ms. Wynne seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

Continued Consideration of Project Development Review Application for Alterations to Site Lighting and Building Lighting at Target, University Station – 221 University Avenue (Continued from 1/3/23).

Casey Lieberman Target Civil Engineer consultant, Jeff Bisso in Operations at Target and Steve Breidenbach in charge of lighting were present. Target was unaware that they were violating the terms of approval by turning their lights off. Looking for recommendations from the Planning Board.

Peer Review consultant Merrick Turner of BETA Group, Inc. was also present to advise the Board.

Ms. Loughnane pointed out the Target property line at University Station which extends through the center of the Core Retail Area parking lot. She confirmed that lights have been timed to turn off after Target closes. That is currently 10pm. Westwood Police are concerned that there are no lights when customers are still present at other businesses with the Core Retail Area. She notes that the proposed new lights will have motion sensors which is a positive feature and may alleviate safety concerns.

Board and Staff Comments:

- Lights are on all night except in front of Target.
- Merrick Turner had a concern and wanted the last light closest to University Avenue, near Panera, to be left on all night.
- What is to prevent a violation of the terms of approval happening again? *Mr. Bisso: We will have notes on this Target being an exception.*
- New England Development controls the rest of the lights in the Core Retail Area, and has not expressed concerns about Target's proposal. NED may look to make similar changes in the future, but no commitment yet.

- Mr. Breidenbach: Lights are programmable. The motion detector effectiveness begins to diminish 50 feet from the pole. When a detector senses motion, the light turns on to full power and remains on for 10 minutes.
- A reduction in light levels from 45% to 30% is acceptable to Mr. Turner.

Action Taken:

Motion for Project Development Review Approval:

Ms. Wynne moved that the Planning Board grant the requested Project Development Review Approval for Alterations to Site Lighting and Building Lighting at Target, University Station – 221 University Avenue, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on December 5, 2022, subject to the following conditions:

1. Except as modified by the conditions and findings hereof, the Project shall comply with the Project Plans, in all respects, and the Applicant shall pursue completion of the project with reasonable diligence and continuity.
2. All Target-controlled parking lot light fixtures shall be fitted with photocell sensors which turn lights on upon detection of darkness prior to dusk and which turn lights off upon detection of lightness following dawn.
3. All Target-controlled parking lot light fixtures shall remain illuminated at 100% output from the photocell detection of darkness prior to dusk until thirty (30) minutes after the close of business of the Target store. All Target-controlled parking lot light fixtures, with the exception of any fixtures within 20-feet of the Access Drive, may then be reduced to a minimum of 45% output from one (1) hour after the close of business of the Target store until one (1) hour after the last close of business within the University Station Core Retail Area. Any Target-controlled light fixtures within 20-feet of the Access Drive shall remain illuminated at 100% output from the photocell detection of darkness prior to dusk until the photocell detection of lightness after dawn. (Note: The current last closing time is for Wegmans at 12:00 midnight, so all Target-controlled parking lot light fixtures, with the exception of any fixtures within 20-feet of the Access Drive, shall currently remain illuminated with at least 45% power from thirty (30) minutes after the close of business of the Target store until 12:30 am.)
4. All Target-controlled parking lot light fixtures shall be fitted with motion detection sensors which immediately increase illumination of fixtures to 100% output upon detection of pedestrian or vehicular motion in reasonable proximity to such fixtures for a minimum of ten (10) minutes.
5. All Project-related construction activities shall comply with the timeframes set forth in the Town's General Bylaws Chapter 292, for Noise and Construction, which allow such work Monday through Saturday between the hours of 7:00 a.m. and 7:00 p.m., and Sunday between the hours of 12:00 p.m. and 7:00 p.m.
6. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.
7. This PDR Approval shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within two (2) years following the grant thereof. The Planning Board may extend such approval, for good cause, upon the written request of the Applicant. In the case of this Approval, the term "substantial use thereof or construction thereunder" shall mean the commencement and substantial continued progress of the approved activity.

Mr. Ames seconded the motion.

Public Comments:

None

Roll Call Vote:

Ellen Larkin Rollings-Yes

Kathleen Wynne-Yes

Joshua C. Ames-Yes

Philip M. Giordano-Yes

Christopher A. Pfaff-Yes

Upon a motion made by Ms. Rollings and seconded by Ms. Wynne, the Planning Board voted in favor (5-0) via roll call vote to close the Public Hearing for Consideration of Project Development Review Application for Alterations to Site Lighting and Building Lighting at Target, University Station – 221 University Avenue.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

Consideration of Proposed Approval Not Required (ANR) Plan for 345 Nahatan Street.

Grace Li was present and explained the proposal. The proposed lots are Lot 101, 102 and 103. The point is to make the 3 lots buildable.

Board Comments:

- The plan is missing some information, Name and Address of the Property Owner, Applicant's name, Abutters, surveyor's signature, owner's name? Can and should we if it is not in compliance? *Ms. Loughnane: This information can be added to the mylar before Board members add their signatures.*
- Can this be a condition of the Board's endorsement? *Ms. Loughnane: The Board may either reject the plan as incomplete and require the new plan to be submitted in time for the next meeting on February 7, 2023, or vote to endorse the plan subject to the revision of the mylar to add the missing items.*

Action Taken:

Motion to Endorse ANR Plan:

Mr. Ames moved that the Planning Board find the Approval Not Required Application for 345 Nahatan Street, dated November 29, 2022, to be complete, and that the Board vote to endorse the submitted plan as not requiring approval under the Subdivision Control Laws, subject to the following conditions:

1. That the Mylar plan is revised to reflect all requirements in the Planning Board's Rules and Regulations pertaining to Approval Not Required Plans, including the names and addresses of the property owner, applicant and all direct abutters; and
2. That the Mylar plan contains a wet signature of the Professional Land Surveyor.

Mr. Giordano seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

Review of Draft Meeting Minutes from December 13, 2022 and January 3, 2023

Upon a motion made by Ms. Wynne and seconded by Mr. Ames, the Planning Board voted in favor (5-0) via roll call vote to adopt the minutes from December 13, 2022 as presented.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

Upon a motion made by Mr. Giordano and seconded by Mr. Ames, the Planning Board voted in favor (4-0-1) via roll call vote to adopt the minutes from January 3, 2023 as amended.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Abstain
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

Updates from Agency and Committee Representatives

Ms. Rollings is the liaison for WEAC and is trying to work on pollinator protection. Can the Planning Board look into it? The Conservation Commission is taking steps to address the issue. Can we contribute to their effort? *Ms. Loughnane will add a discussion item to a future meeting agenda.*

Mr. Ahearn suggested it be brought up when future Zoning Articles are discussed. It would be helpful for WEAC members to attend the Board meeting to participate in that discussion.

General Miscellaneous Updates and Administrative Items

- Selection of Peer Review Consultant to assist in the Board's review of the FMUOD Application for the proposed mixed-use development at 436 Washington Street.
- The public hearing for 436 Washington Street is scheduled for February 7.

Board Comments:

- Only difference is a traffic assessment is included by BETA in their proposal.
- The cost of Professional Services Corp proposal is less.
- Some level of Traffic Assessment Review will be needed. Ask PSC to add a cost item for this work.

Public Comments:

Ms. Fusco, 20 Pine Lane typed in chat: Has this property been purchased by the developer? *Ms. Loughnane did not know if it had been purchased.*

Action Taken:

Motion for Selection of Peer Review Consultant:

Ms. Wynne moved that the Planning Board select Professional Services Corporation as the Peer Review Consultant to assist the Board with its consideration of the 436 Washington Street FMUOD application.

Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

- **MBTA Communities Work Plan Submission**

Ms. Loughnane is responsible for submitting an Action Plan to the Department of Housing & Community Development (DHCD) by January 31st. She will state that the Town has adopted the new Mixed-use Multi-family Residential Overlay District (MUMFROD), and that the Planning Board recognizes that this district is smaller than DHCD's guidelines require, understand the size is not compliant, but the Planning Board feels it is "a by-right district of reasonable size" compliant with the law. She will also note that the Planning Board will re-evaluate the MUMFROD district boundaries following anticipated development within the new district.

Adjournment

Upon a motion made by Mr. Giordano and seconded by Ms. Wynne, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 8:48 pm.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Kathleen Wynne-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Christopher A. Pfaff-Yes

List of Documents:

Link to Documents: [2023/01/24 07:00 PM Planning Board Regular Meeting - Web Outline - Town of Westwood, Massachusetts \(iqm2.com\)](https://www.townofwestwood.com/2023/01/24/07:00-PM-Planning-Board-Regular-Meeting-Web-Outline-Town-of-Westwood-Massachusetts-iqm2.com)

Link to the Planning Board web page: <https://www.townhall.westwood.ma.us/departments/community-economic-development/planning-division>

<p>Downey Street and Canton Street Downey St and Canton St - legal notice, Westwood Planning Board, 1/10/2023, 2 pages. Plans, The Engineering Corp, 12/20/2022, 9 pages. Statement of Work, 1 page. Locus Map, 1 page. Photo of Posted Notice, 1 page. Staff Comments, 1 page.</p>	PDF
<p>100-200 Lowder Brook Drive 100-200 Lowder Brook - DISH - legal notice, Westwood Planning Board, 1/11/2023, 2 pages. Site Plans, Hudson Design Group, 4/20/2022, 19 pages. Minor Modification Request Letter, Crown Castle, 11/16/2022, 3 pages. Coverage Map, 2 pages. Co-Location Criteria Verification Form, Crown Castle, 12/29/2022, 1 page.</p>	PDF
<p>221 University Avenue Narrative, Villa Lighting, 2 pages. Site Plan, Tetra Tech, 2/6/2014, 17 pages. Existing Condition Photos, 47 pages. Lighting Plan, Villa Lighting, 11/2/2022, 1 page. T2649 Existing Photometric, Tetra Tech, 2/6/2014, 1 page. Type 5WQ-07, Cooper Lighting Solutions, 6/14/2022, 9 pages. Type T3-05, Cooper Lighting Solutions, 6/14/2022, 9 pages. Type T4W-04, Cooper Lighting Solutions, 6/14/2022, 9 pages. Type T4W-06, Cooper Lighting Solutions, 6/14/2022, 9 pages. XSB-Data Sheet, Crossover LED Lighting Technology, 2 pages. Target PDR_2022.12.23, BETA, 12/22/2022, 3 pages. Staff Comments - 221 University Ave, 12/8/2022, 1 page</p>	PDF
<p>345 Nahatan Street ANR Plan, Field Resources Inc., 1 page. Property Owner Authorization, Westwood Planning Board, 1/12/2023.</p>	PDF
<p>Meeting Agenda & Meeting Procedures Official Meeting Procedures- Remote Public Participation Guide - Remote PB Agenda 2023-01-24</p>	PDF