

Westwood Planning Board Minutes
Tuesday October 24, 2023
7:00 p.m.
Via Zoom Remote Participation
Westwood, MA 02090

Pursuant to Chapter 2 of the Acts of 2023, On March 29, 2023, Governor Maura Healey signed into law, an Act Extending pandemic-related authorizations related to public meetings, allowing remote meeting options for public bodies through March 31, 2025. The October 24, 2023 Planning Board meeting was conducted via remote participation by the Board.

Call to Order

The meeting was called to order by the Chair Ellen Larkin Rollings at approximately 7:00pm. The remote meeting was video recorded by Westwood Media Center and was available on Comcast channel 6, Verizon channel 42 and on Westwood Media's YouTube channel https://www.youtube.com/results?search_query=westwood+media+center. Chair Rollings explained the meeting procedures, and how the Planning Board process works.

Present via Remote Participation

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

Staff members present: Elijah Romulus, Town Planner, Nora Loughnane, Director of Community & Economic Development, Amanda Wolfe, Housing & Land Use Planner and Jessica Cole, who recorded the meeting minutes.

Change to the Agenda.

Mr. Romulus: 22 Everett Street has asked for a continuance to Tuesday, November 14, 2023.

Continuation of Public Hearing for Consideration of Mixed-use Multi-family Residential Overlay District (MUMFROD) Special Permit for Mixed-use Redevelopment – 22 Everett Street (continued from 9/26/23)

Mr. Romulus read a letter that he received from Attorney Zahka.

Please accept this email as a formal request to continue the Planning Board public hearing To Tuesday, November 14th, 2023. This continuance is requested to provide time to undertake the following, which can then be presented at the continued hearing.

- Preliminary/draft of a transportation management plan.
- Meeting with Westwood School Department on October 30th, 2023.
- Traffic peer review by the Town of Norwood.

Action Taken:

Ms. Wynne moved that the Planning Board continue the public hearing for the Mixed-use Multi-family Residential Overlay District (MUMFROD) Special Permit and consolidated Earth Material Movement Environmental Impact & Design Review (EMM-EIDR) Approval for 22 Everett Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on May 24, 2023, to Tuesday, November 14, 2023, at 7:00 p.m. 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. Pfaff seconded the motion.

Roll Call Vote:

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

Public Hearing for Consideration of a Limited Environmental Impact & Design Review (EIDR) to construct an Addition to a Private School Building with Parking Alterations at 1054 High Street

Ms. Rollings read the Legal Notice.

Mary Beth Claus Tobin Executive Director of the Tobin School and Tom Neal were present to describe the project. The applicant wants to add a 1 ½ story addition, adding 2 classrooms. The Tobin School currently has 2 classrooms.

Staff Comments:

Mr. Romulus: Had a parking concern. Parking still does not have the correct dimensions for the parking. Will need a revised plan with the standards and the rules and regulations for parking.

Board Comments:

- Asked about the parking. *Mr. Neal explained the parking spots and is one spot short of what is expected. Will have 14-15 spaces.*
- Mr. Romulus: If they can fit up to 13 spaces, that should accommodate it.
- Adding how many spots? *Adding 9 spots.*
- Do you have volunteers or parent helpers taking spots? *Ms. Tobin: No.*
- Landscape plan? *Ms. Tobin stated that she was waiting for direction.*
- How will the pedestrians walk around? What will the instructions be to the parents?
- We require Massachusetts native plantings.
- Need a landscape plan.
- Add Single Residence C to the plan with impervious surface numbers.
- Storm water design and study waiver. There are a lot of impervious surfaces. What is the storm water management plan?
- Wetlands and a steep slope behind the building. Would like to see calculations.
- Land disturbance review, it is 5,600 SF which will trigger a review and conservation commission.
- Existing gravel parking, what is being proposed for that area? *Mr. Neal: Yes, it will be turned into grass and no longer a parking area.*

Staff Comments:

Mr. Romulus:

- Confirmed that the staff capacity is 2 classrooms with 6 teachers and will add 2 rooms, but adding just one class. For a total of 9 teachers.
- Screening along the proposed parking lot. Mr. Romulus will send guidelines to the applicant.

Board Comments:

- Verify the number of children. *Ms. Tobin: Will add 18 children to the classroom. Currently 36 students.*
- How is traffic on 109 at pick up and drop off? *Ms. Tobin: We have never had congestion.*
- Would like to see the car flow.
- Incorporate arrows/traffic flow.

Public Comments:

None.

Action Taken:

Motion for Continuance:

Ms. Wynne moved that the Planning Board continue the public hearing for the limited Environmental Impact Design Review (EIDR) for 1054 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on September 13, 2023, to Tuesday, November 14, 2023, at 7:00 p.m. 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. Giordano seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes

Philip M. Giordano-Yes

Christopher A. Pfaff-Yes

Kathleen Wynne-Yes

Consideration of Proposed Approval Not Required (ANR) Plan for 18 Alcott Lane

Greg Bunavicz, Borderland Engineering was present to discuss the ANR plan. It is land court property, registered land, there is a process to subdivide it, and it goes through the Land Court Department of Registered Land. We need to comply with strict standards. It did go through and now needs the Planning Board endorsement on the ANR. Mr. Bunavicz needs the non-buildable portion of land held in common ownership with the property at 15 Connors Street.

Board Comments:

- Who gets lot 8? Mr. Bunavicz: It is not a subdivision and does not create new parcels. It cannot be combined, it has to be in common ownership.
- Is the application complete for us to consider? *Mr. Romulus: There are a few outstanding items but can be dealt with in conditions. Add not a buildable lot. Lot 8 needs to be transferred to 15 Connors Street, 15 Connors Street needs to file an ANR plan to combine the proposed Lot 8.*
- Mr. Bunavicz stated that it is not possible to create another ANR plan at 15 Connors Street.
- Mr. Romulus: Having the owner petition in land court should cover it.

- What if the conditions are not adhered to? *Mr. Romulus: Mr. Romulus will make sure it is handled correctly.*

Action Taken:

Motion to Endorse ANR Plan:

Ms. Wynne moved that the Planning Board find the Approval Not Required Application for 18 Alcott Lane, dated September 13, 2023, and which the Planning Board voted not to endorse on September 26, 2023, to now 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. Prior to endorsement, the ANR is revised to add a label to "Proposed Lot 8" which designates that parcel as "Not a Buildable Lot".
2. That "Proposed Lot 8" is transferred to the owners of 15 Connors Street in a manner such that the name of the grantee(s) on the Deed for "Proposed Lot 8" are identical to the names of the grantee(s) on the Deed for 15 Connors Street.
3. That the owners of 15 Connors Street shall petition the land court to release the "Proposed Lot 8" and allow it to be combined with 15 Connors Street within six (6) months of the date this ANR Plan is recorded with the Land Court. Confirmation of approval by the Land Court in the ordinary course of its proceedings must be submitted to the Town Planner.
4. That the owners of 15 Connors Street shall file a new ANR Plan or Perimeter Plan to combine "Proposed Lot 8" with the existing 15 Connors Street parcel within six (6) months of the date that Proposed Lot 8 is released by the Land Court.

Mr. Giordano seconded the motion.

Roll Call Vote:

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

Review of Draft Meeting Minutes from October 10, 2023

Upon a motion made by Mr. Pfaff and seconded by Ms. Wynne, the Planning Board voted in favor (4-0) via roll call vote to adopt the minutes from October 10, 2023 as accepted.

Roll Call Vote:

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

Updates from Agency and Committee Representatives

Long Range Financial Planning Committee Meeting:

Mr. Pfaff stated that the committee will move forward with the rebuilding of Fire House 1 and sent the recommendation to the Select Board. The VFW Hall may become a temporary location. There will be a Special Town meeting in January to align the progress of the build.

Ms. Loughnane: The proposal will be a Special Town Meeting January 17, 2024. Opened and Closed the Warrant Article and put 3 articles on it that will deal with the Design of a Fire Station.

Community Visioning Session:

Mr. Romulus stated that it was a productive meeting, everyone wanted to contribute and got some great ideas and the next meeting will be on November 2 at 6 p.m. at the Main Library.

TRIC Meeting:

Ms. Rollings stated that 2 representatives from the Boston Metropolitan Planning Organization and they are working on a Transportation Improvement Plan. They wanted the TRIC communities to highlight areas where there are concerns about transportation challenges and traffic. Lots of talk about MBTA zoning.

General Miscellaneous Updates and Administrative Items

Upcoming Board Meetings: November 14, 2023, December 5, 2023 and December 19, 2023.

Mr. Romulus: 22 Everett Street on the Nov 14th meeting and he hopes to wrap it up.

Warrants and Topics of different proposals from the Board, read through the Rules and Regulations.

MBTA Communities so we can comply.

Housing Partnership: Ms. Wolfe stated that with the Affordable housing inventory in town right now at 80%, the AMI is becoming increasingly unaffordable. The Committee asked how can we enforce the lower AMI? The response was: The Planning Board. Mr. Romulus stated that with the Special permits the Planning Board has the ability to condition different projects.

Adjournment

Upon a motion made by Ms. Wynne and seconded by Mr. Pfaff, the Planning Board voted in favor (4-0) via roll call vote to adjourn at 8:25 p.m.

Roll Call Vote:

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

List of Documents

Link to Documents: [2023/10/24 07:00 PM Planning Board Regular Meeting - Web Outline - Town of Westwood, Massachusetts \(iqm2.com\)](https://www.townhall.westwood.ma.us/departments/community-economic-development/planning-division)

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

<p>1054 High Street</p> <p>High St 1054 - Exterior Lighting Plan Waiver, Thomas Neal, 8/30/2023, 1 page.</p> <p>High St 1054 - Narrative, Thomas Neal, 8/30/2023, 1 page.</p> <p>High St 1054 - Site Plan - Existing, VTP Associates, 6/13/2023, 1 page.</p> <p>High St 1054 - Site Plan - Proposed, VTP Associates, 6/29/2023, 1 page.</p> <p>High St 1054 - Stormwater Waiver, Thomas Neal, 8/30/2023, 1 page.</p> <p>High St 1054 - Traffic Impact Study Waiver, Thomas Neal, 8/30/2023, 1 page.</p> <p>High St 1054 - Land Disturbance Estimate, Thomas Neal, 9/20/2023, 1 page.</p> <p>High St 1054 - Peer Review, BETA, 10/6 2023, 6 pages.</p> <p>High St 1054 - Peer Review Response, Thomas Neal, 10/20/2023, 2 pages.</p> <p>High St 1054 - Legal Notice, Westwood Planning Board, 9/29/2023, 1 page.</p>	PDF
<p>22 Everett St. <i>Continued to November 14, 2023</i></p> <p>Everett St 22 - Stamped Legal Notice</p> <p>Everett St 22 - Project Narrative</p> <p>Everett St 22 - Site Plans V4 (2023-09-01)</p> <p>Everett St 22 - Site Plans V3 (2023-08)</p> <p>Everett St 22 - Site Plans V2 (2023-07-28)</p> <p>Everett St 22 - Site Plans V1 (2023-03-08)</p> <p>Everett St 22 - Fire Truck Turning Exhibit (2023-08-31)</p> <p>Everett St 22 - Passenger Vehicle Turning Exhibit V2 (2023-09-15)</p> <p>Everett St 22 - Passenger Vehicle Turning Exhibit V1 (2023-08-31)</p> <p>Everett St 22 - BMP Map (2023-08-29)</p> <p>Everett St 22 - Fire Chief Turning Exhibit Email</p> <p>Everett St 22 - HydroCAD Report (2023-08-30)</p> <p>Everett St 22 - Traffic Impact Study</p> <p>Everett St 22 - Operation & Maintenance Post Const Inspection Report</p> <p>Everett St 22 - Stormwater Management Report</p> <p>Everett St 22 - Pipe Sizing Calculations (2023-08-30)</p> <p>Everett St 22 - Snow Storage A</p> <p>Everett St 22 - Snow Storage B</p> <p>Everett St 22 - Snow Storage C</p> <p>Everett St 22 - Snow Storage Volume</p> <p>Everett St 22 - Roof Plans (2023-06-28)</p> <p>Everett St 22 - Turret Height</p> <p>Everett St 22 - Elevations (2023-04-11)</p>	PDF

<p>Everett St 22 - Fiscal Report V2 (2023-08-28) Everett St 22 - Fiscal Report V1 Everett St 22 - Presentation 2023-08-08 Everett St 22 - Presentation 2023-09-26 Everett St 22 - Engineering Peer Review 4 - PSC (2023-09-16) Everett St 22 - Engineering Peer Review 3 Response (2023-09-15) Everett St 22 - Engineering Peer Review 3 - PSC (2023-09-09) Everett St 22 - Engineering Peer Review 2 Response (2023-09-01) Everett St 22 - Engineering Peer Review 2 - PSC (2023-08-23) Everett St 22 - Engineering Peer Review 1 Response (2023-08-04) Everett St 22 - Engineering Peer Review 1 - PSC Everett St 22 - Fiscal Peer Review 2 (2023-09-14) Everett St 22 - Fiscal Peer Review 1 Response (2023-08-30) Everett St 22 - Fiscal PR Presentation 2023-08-08 Everett St 22 - Fiscal Peer Review 1 Everett St 22 - Response to Bldg Dept Comments 2023-09-26</p>	
<p>18 Alcott Lane Alcott Ln 18 - Plan R4 (2023-10-23), Borderland Engineering, Inc., 10/17/2023, 1 page. Alcott Ln 18 - Plan R3, Borderland Engineering, Inc., 10/6/2023, 1 page. Alcott Ln 18 - Letter (2023-10-23), Borderland Engineering, Inc., 9/21/2023, 1 page. Alcott Ln 18 - Plan R2, Borderland Engineering, 8/16/2023, 1 page. Alcott Ln 18 - Plan, Borderland Engineering, 8/16/2023, 1 page. ANR Plan 9-13-23, Borderland Engineers, 8/16/2023, 1 page.</p>	PDF
<p>Review of Draft Meeting Minutes from October 10, 2023 10-10-2023 PB Minutes - draft</p>	PDF