

**Westwood Planning Board Minutes  
Tuesday December 19, 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 December 19, 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 7:03 p.m. 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](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, Joshua C. Ames, 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.

**Public Hearing for a Consolidated Environmental Impact & Design Review (EIDR) and Special Permit for a Reduction of Required Minimum Number of Parking Spaces and Change of Use for an Additional Office Use at 384 Washington Street**

Ms. Rollings read the Public Notice for the Public Hearing.

William O'Connell, attorney for the tenant Mr. Frangiosia was present and wanted a reduction in the number of parking spaces. 12 are required and there are only 7 spaces.

Ariel D'Angelo, an additional tenant was present along with James Lambrianidis, the building owner.

Mr. O'Connell went over the dimensions and uses of the building and a quick background.

Building inspector requires 12, but he believes that 7 spaces will be adequate.

There will be 2 businesses in the building and both businesses will be by appointment only.

Board Comments:

- Can you confirm Oct 4, 2023, is that the same plan from 2021? *Ms. Loughnane: No, it has been revised, but it is the same number of spaces.*
- Signs? *Yes, and entrance and an exit. And arrows on the pavement.*
- Ms. Loughnane stated that the main difference from 2021 is that there was one business, and now there will be 2 businesses with the same 7 spaces.
- Will there be any monuments outside? *Mr. O'Connell: No, the applicant was told no monuments outside.*
- Is there an accessible spot in front of the door? *It is not required because it is less than 15 spaces. Difference between the Building Commissioner and the Planning Board.*
- The Wealth Management business has clients from Massachusetts to California so many clients are virtual. Ms. D'Angelo sees 2-3 clients a week from 30-60 minutes.
- There have been changes with the bylaws since then, are changes needed? *Ms. Loughnane: No only the use of an existing building.*
- Are there occasional walk-ins? How frequently does this happen? *Ms. D'Angelo: Not often, usually with a heads up to drop off paperwork, signing or picking up. It is a showroom, there is no signage yet, they have had no walk-ins.*
- Is the business currently open? *Not the monument business.*
- What has caused the delay? *Mr. O'Connell: The applicant has been getting the inside and outside ready, carpeting and painting inside.*
- No access to an emergency vehicle? *Mr. Romulus: There was a conversation with the Building Commissioner Mr. Perkins who was concerned, but the police and fire are okay with the site.*

Public Comments:

None.

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Action Taken

Motion for Waivers:

Mr. Ames moved that the Planning Board grant the following waivers in association with the application for the Consolidated Environmental Impact & Design Review (EIDR) and Special Permit for a Reduction of Required Minimum Number of Parking Spaces/ Change of Use at 384 Washington Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on November 20, 2023.

1. Waiver from strict compliance with Section 7.3.7.1.6 requiring a Stormwater Management Report.
2. Waiver from strict compliance with Section 7.3.7.2 requiring photometric plan for exterior lighting.
3. Waiver from strict compliance with Section 7.3.7.3 requiring full traffic study.
4. Waiver from strict compliance with Section 7.3.7.5 requiring photos
5. Waiver from strict compliance with Section 7.3.7.7 requiring a presentation model.

Ms. Wynne seconded the motion.

Roll Call Vote:

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

Consolidated Environmental Impact & Design Review (EIDR) and Special Permit for a Reduction of Required Minimum Number of Parking Spaces/Change of Use:

Ms. Wynne moved that the Planning Board grant the Consolidated Environmental Impact & Design Review (EIDR) and Special Permit for a Reduction of Required Minimum Number of Parking Spaces/ Change of Use at 384 Washington Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on November 20, 2023, 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. If the Project, or any Condition imposed in this Decision, requires any other permit, license, or other approval from any board or commission, or any agency of the Town of Westwood, or other regulatory agency of the Commonwealth or the federal government, the Applicant shall make an appropriate application for the same and shall obtain all required approvals prior to the start of any work. If any condition of such permit, license, or other approval from any other board, committee, or agency is inconsistent with this Decision, the Applicant shall make application to the Planning Board for an amendment of this Decision, and the Planning Board shall consider such application in accordance with the requirements of M.G.L. Chapter 40A §9 and all applicable Planning Board rules and regulations.
3. Any proposed alterations, modifications, deletions or changes to the Consolidated Environmental Impact & Design Review (EIDR) and Special Permit for a Reduction of Required Minimum Number of Parking Spaces/ Change of Use shall be requested in writing to the Town Planner and Building Commissioner prior to implementation. Proposed alterations which are considered de minimis by the Building Commissioner may be accepted as a note to the file. Proposed alterations which are considered minor by the Building Commissioner shall require the filing of an Application of Modification of said approval for review by the Planning Board at a publicly posted Planning Board meeting. Proposed alterations which are determined to be major by the Building Commissioner or by the Planning Board, shall be considered by the Planning Board as a formal Amendment to the approval and will require a new public hearing before the Planning Board.
4. There shall be no outside storage or display of merchandise.
5. This Special Permit & EIDR granting relief of five (5) parking spaces and parking as shown on the plan shall only be permitted for the two (2) uses and is not transferable to a future use or future tenant.
6. Employees shall not park in the front spaces of the building.
7. There shall be no more than seven (7) vehicles on site at any one time. The operations shall be by appointment only.

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8. The catch basin shall be cleaned prior to occupancy and cleaned as needed (typically twice per year in the fall and spring).

9. In minor snow events the lot should be cleared with storage in the rear corners not to impact parking and vehicle flow. The Applicant shall remove snow from the site in major snow events.

10. The Applicant must appear before Planning Board within one (1) year to review the Special Permit & EIDR approval in relation to the parking relief and its viability for both commercial uses at the property. If the parking relief is deemed insufficient the Applicant will have to file for a new Special Permit & EIDR approval.

11. The Applicant shall obtain approval by the Town Planner for any signage not included in this Application and shall obtain all required Signage Permits from the Building Division prior to installation.

12. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.

13. This Special Permit & EIDR 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.

Discussion:

- Comfortable with #7? *The applicants had no concerns.*
- #10, must appear within 1 year?
- Will it be a Public Hearing? *It will be a public meeting. You will need to go through the Planning Board meeting process.*  
*Mr. Romulus: By Dec 2024, the applicant needs to reach out to the Planning Division, and will be added to the agenda.*
- Is this just for the first year? *Mr. Romulus: Yes, before the 2nd Planning Board meeting of December 2024. Not an annual review, just to see how the parking is working in 1 year.*

Ms. Wynne amended the motion and edited #10.

Ms. Pfaff seconded the motion.

Roll Call Vote:

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

Motion to Close the Public Hearing:

Ms. Wynne moved that the Planning Board close the Consolidated Environmental Impact & Design Review (EIDR) and Special Permit for a Reduction of Required Minimum Number of Parking Spaces/ Change of Use public hearing to add an office use with reduced parking at 384 Washington Street.

Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Joshua C. Ames-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 (continued from 12/5/23)**

Tom Neal, architect, was present with Mary Beth Claus Tobin, principal, and Joseph Porter.

Mr. Neal walked the Planning Board through the changes since the October meeting. The updated site plan and the water mitigation strategy was shared. The landscape plan adds the species and will shield the parking from the street and neighbors.

Town Peer Reviewer Phil Paradis was present from BETA. He provided a review in October and the applicant has provided the changes. There are still a few items that need to be taken care of.

- The accessible ramp.
- Information needs to be added.
- Parking setbacks need to be approved by the Planning Board.
- The accessible spot needs to be van accessible.
- The biggest impact will be on the east abutter. The grading may shed water onto the resident's property next door and should be addressed.

Board Comments:

- Would this proposal increase non-conformity and existing non-conformity? *Mr. Paradis: Cannot have parking within 25 feet of the street layout on both High Street and Lakeshore Drive.*
- Does parking non-conformity need to go to the Zoning Board? *Mr. Romulus: Because it is an educational building, it does not need to. the terms of the setbacks.*
- How do you fit the landscaping and the parking spots? *The landscaping will go away.*
- The Board has concerns with parking.
- Dover Amendment:
- Can we consider the setback issue?
- Add striping for spots that look like possible spots. *Mr. Porter: No problem.*
- Logistics of the parking plan. *Mr. Porter: Have moved around the spots for a travel aisle and emergency vehicles.*
- A lot of unaddressed items from BETA. Planning Board members had concerns.
- Compact car only, can it be shorter? *Mr. Romulus: Yes.*
- The Board had concerns with the setback for neighbors.
- Ms. Loughnane: Parking needs to be screened to residences for more than 5 spots: Fence or landscaping needs to be installed.
- Standard trash barrels? *Ms. Tobin: Yes, standard trash barrels.*
- Does a parking lot fall under a ZBA review? *Ms. Loughnane: It does not. It is not a non-conforming use, it is a permitted use of a day care facility. The parking lot line cannot be sent to the ZBA for consideration because you cannot require a special permit under the Dover Amendment.*
- Concern about runoff to the neighbor. Does the plan address the runoff? *Mr. Paradis: It will increase, it is not clear with the grading, he does suggest that they do something.*
- Add the table to the site plan.
- What percentage of the property surface will be impervious? *Mr. Porter: 40% of it is in the drainage report.*
- Mr. Paradis: The soils are high draining, would like to add the roof runoff to it. The system should be adequate and we require a soil test.
- Plant species: Pleased With the rain garden. A couple of the species are not native. We want all Mass natives.
- Is the rain garden still part of the project? *Ms. Tobin: Yes, if it is needed.*

Staff Comments:

None.

Planning Board members were in agreement to recommend a continuance.

Public Comments:

None

Action Taken

Motion for continuance

Mr. Pfaff 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, January 30, 2024, 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/>.

Ms. Wynne seconded the motion.

Roll Call Vote:

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

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### Discussion of Potential Warrant Articles for the May 2024 Annual Town Meeting

#### Verizon Amendment:

Ellen Freyman, attorney representing Verizon Wireless, was present with Stephen Sobey, Aidan Griffin, Oscar Suarez and Keith Vellante. Ms. Freyman discussed a zone change for the Spring Town Meeting. Ms. Freyman did an overview of 85 University Avenue as a rooftop installation.

Mr. Suarez, Dewberry Engineers, explained the project in detail along with a proposed view of antennas on the building.

Mr. Vellante, C Squared Systems, prepared the RF report and gave a rundown of the maps. He went through the coverage maps with frequencies.

Ms. Rollings stated that this presentation was a reference for the Planning Board.

#### Board Comments:

- There will be a bit of contention with neighbors, requiring some education. Lay terms will be helpful.

#### Staff Comments:

Mr. Romulus shared some points from the last meeting:

Amend Section 9.7 to allow wireless communication facilities at University Station

- Rooftop Wireless Facilities
- Project Development Review (PDR) Approval required
- No higher than 10 feet above existing roof surface
- Stealth enclosures required if visible from adjacent properties
- Subsequent antenna replacements permitted by Administrative PDR Approval

#### Monopole Wireless Facilities

- Special Permit Approval required with abutter notification
- Flagpole style stealth monopole with maximum 36" diameter
- No more than two (2) monopoles within the UAMUD
- Subsequent antenna replacements permitted by Administrative PDR Approval

Ms. Loughnane shared draft language.

#### Article 2

#### Zoning Bylaw & Zoning Map Amendments Relative to Wireless Communication Facilities

To see if the Town will vote to approve certain amendments to Zoning Bylaw Section 9.4 [Wireless Communication Overlay District (WCOD)] and Section 9.7 [University Avenue Mixed Use District (UAMUD)], and/or to the Official Zoning Map, in order to permit the potential expansion of wireless communication service coverage throughout Westwood, as follows, or take any other action in relation thereto:

Revise Section 9.7.4.1.2 [Uses Allowed Anywhere on the Master Development Plan] to read as follows:

#### 9.7.4.1.2

Uses Allowed Anywhere on the Master Development Plan

- a. Commercial Parking Garage
- b. Child Care Facility
- c. Cultural Facility
- d. Educational Use, Exempt
- e. Essential Services
- f. Shuttle Service
- g. *New language:* Rooftop Wireless Communication Facility approved pursuant to Section 9.7.11.19

Ms. Loughnane went through in detail the conditions and restrictions. This is just draft language to get the Planning Board started for the Public Meeting.

If granted any rooftop in the University Avenue.

#### Board Comments:

- Citizens Bank building, can they see the whole roof? *Ms. Loughnane:* Yes, so it would need to be in a stealth enclosure.

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- Support generator requirements.
- Will have a public meeting on this on January 9, 2024.

MUMFROD expansion:

Article 1:

Zoning Bylaw & Zoning Map Amendments Relative to Mixed-Use & Multi-Family...

Ms. Loughnane suggested changes to location.

**9.9.2.1 MUMFROD 1: Medium Density MUMFROD Overlay District.**

MUMFROD 1 shall include the areas as shown on the Official Zoning Map within Mixed-use & Multi-family Residential Overlay District 1.

**9.9.2.2 MUMFROD 2: High Density MUMFROD Overlay District.**

MUMFROD 2 shall include the areas as shown on the Official Zoning Map within Mixed-use & Multi-family Residential Overlay District 2.

**9.9.2.3 MUMFROD 3: Medium Density Ground Floor Commercial**

MUMFROD Overlay District. MUMFROD 3 shall include the areas as shown on the Official Zoning Map within Mixed-use & Multi-family Residential Overlay District 3.

9.9.5. Permitted Uses

9.9.6. Residential Density Allowances

Zoning Map Amendments

Where will the MUMFROD overlay Districts be?

Board Comments:

- 25 acres have to be ½ mile from train stations.
- Cons to High Density? *Ms. Loughnane: It could be redeveloped and pulled out of the University Ave District.*
- Will need to publish the FAQ's.
- Discussion on what properties and where they should be.
- The Medium and High MUMFROD was liked by 2 Board members.
- A low, medium and a High district was suggested.
- Good Plaza was discussed with 1.37 acres.

Suggestions:

- Low, Medium and High.
- In an area close to 109.
- Be cautious of parcels near Islington.
- GIS map, look at the flood risk.

Article 3

Changes to Definitions requested by the Building Commissioner.

**Discussion of Potential Warrant Articles for May 2024 Annual Town Meeting**

Ms. Loughnane briefly discussed the Planning Board Amendments.

**Review of Draft Meeting Minutes from December 4, 2023 and December 5, 2023**

Upon a motion made by Mr. Giordano and seconded by Mr. Pfaff, the Planning Board voted in favor (3-0-2) to accept the minutes from December 4, 2023 as presented.

Roll Call Vote:

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

Upon a motion made by Ms. Wynne and seconded by Mr. Ames, the Planning Board voted in favor (5-0) to accept the minutes from December 5, 2023 as presented.

Roll Call Vote:

Ellen Larkin Rollings-Yes

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

**Updates from Agency and Committee Representatives**

Mr. Romulus stated that the Climate Action wanted to share that the survey has been extended until January 15th.

**General Miscellaneous Updates and Administrative Items**

- Upcoming Board Meetings: January 9, 2024, January 30, 2024, and February 13, 2024
- FinCom Article Sponsors Meeting: January 16, 2024
- Special Town Meeting: January 17, 2024
- The Planning Board will continue to work on the other bylaws - MPH, Tree canopy, etc.

**Adjournment**

Upon a motion made by Ms. Wynne and seconded by Mr. Giordano, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 10:21pm.

Roll Call Vote:

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

**List of Documents**

Link to Documents:

<https://www.townhall.westwood.ma.us/?splash=https%3a%2f%2fwestwoodtownma.igmp2.com%2fCitizens%2fDetailMeeting.aspx%3fID%3d1837&isexternal=true>

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

<b>384 Washington Street</b> Washington St 384 - Site Plans, RE Cameron & Associates, 10/4/2023, 1 page. Washington St 384 - Legal Notice, Westwood Planning Board, 11/20/2023, 1 page. Washington St 384 - Narrative, Westwood Monuments, 11/14/2023, 2 pages. 2021 Decision (Expired), Westwood Planning Board, 5/6/2021, 6 pages.	PDF
<b>1054 High Street</b> High St 1054 - Legal Notice, Westwood Planning Board, 9/29/2023, 1 page. High St 1054 - Narrative, 8/30/2023, 1 page. High St 1054 - Site Plan - Existing & Proposed, VTP Associates, 6/13/2023, 2 pages. High St 1054 - Site Plan - Existing & Proposed R1, VTP Associates, 6/13/2023, 2 pages. High St 1054 - Site Plan - Existing & Proposed R2, VTP Associates, 6/13/2023, 2 pages. High St 1054 - Renderings & Photos, T. Neal, 8/30/2023, 2 pages. High St 1054 - Land Disturbance Estimate, T. Neal, 9/20/2023, 1 page. High St 1054 - Exterior Lighting Plan Waiver, T. Neal, 8/30/2023, 1 page. High St 1054 - Stormwater Waiver, T. Neal, 8/30/2023, 1 page. High St 1054 - Traffic Impact Study Waiver, T. Neal, 8/30/2023, 1 page. High St 1054 - Landscape Plan, VTP Associates, 6/29/2023, 1 page. High St 1054 - Stormwater Report, VTP Associates, 12/11/2023, 89 pages. High St 1054 - Operations_Maintenance Plan, VTP Associates, 12/11/2023, 3 pages. High St 1054 - Peer Review 1 - 2023-10-06, BETA, 10/6/2023, 6 pages. High St 1054 - Peer Review 1 Response - 2023-10-20, T. Neal, 10/20/2023, 2 pages. High St 1054 - Peer Review 2 - BETA Markup - 2023-12-07, VTP Associates, 6/29/2023, 1 page.	PDF
<b>Bylaw Amendments</b> PB Zoning Amendment Presentation 120523, Planning Board, 12/5/2023, 21 pages. PB Zoning Amendment Presentation to Fincom 120623, Planning Board, 12/6/2023, 19 pages. Potential MUMFROD Expansion Data, 1 page.	PDF

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<p>Section 3A Compliance Guidelines, Commonwealth of MA Executive Office of Housing &amp; Livable Communities, 8/17/2023, 26 pages. MUMFROD Helpful Links, 1 page. Section 9.9 MUMFROD Bylaw, 13 pages. 10 - RF_Report_Uni_Station_MA_02162023, C Squared Systems, 2/16/2023, 17 pages. Photosims_Westwood Union Station MA_16662373_661444_rec100523_REV1_10-30-23, Verizon, 8 pages. ZD_Westwood Union Station MA_16662373_Rec100523_Rev0_12-13-23, Verizon, 6 pages, 12/13/2023.</p>	
<p><b>Review of Draft Meeting Minutes from December 4, 2023 and December 5, 2023</b> 12-05-2023 PB Minutes - draft 12-04-2023 PB Minutes - draft</p>	PDF