

**Westwood Planning Board Minutes**  
**Tuesday, December 5, 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 5, 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 7:04 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 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 11/14/23)

Mr. Romulus stated that the applicant would like a continuance to the Dec 19 meeting.  
Have updated the plan with the parking but still need to address the stormwater.

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, December 19, 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/>

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

**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 11/14/23)

Attorney Peter Zahka was present along with: Giorgio Petruzzello, Ken Cram, Mark Fougere and Angela Botto. Attorney Zahka gave the Planning Board a brief update on the rent for the affordable units. The applicant met with Mr. Romulus and Ms. Wolfe with the actual rents. The applicant wants to do 160 units.

136 market rate units

80 % AMI-12 (1-bedrooms)/8 (2-bedrooms)/1 (3-bedroom)

60% AMI-1 (1-bedroom)/1 (2-bedroom)/1 (3-bedroom) for a total of 3.

Mr. Zahka went through the proposed conditions and believes that they have come to a consensus. He requested a phasing plan and will build the front building with commercial spaces first.

The Chair wanted to know about any concerns.

Mr. Zahka had concerns with proposed condition #46, the signal timing of the traffic signal at Upland Road/Clapboardtree/Everett/Washington Street. Attorney Zahka and his team believe that the applicant should share in the cost. He wants the adjustments to happen after residents are in the units to see their impact on the intersection, after some sort of occupancy is reached, not before the issuance of Certificate of Occupancy. It is the only condition that the applicant has a concern with.

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Board & Staff Comments:

- The MassDOT changes are necessary at the intersection and will probably be a local share and this project would probably contribute.
- What is the cost of the re-signalization?
- The state owns the intersection. Ms. Loughnane thinks that the signal needs to be adjusted, we don't have the permission until MassDOT permission.
- Prorate, is it based on volume? Take it into account the projects in Town.
- Why before the Certificate of Occupancy and not at 80%? *Ms. Loughnane: Does not need to be tied to the Certificate of Occupancy, but it is ideal. The Planning Board can set a date instead. Mr. Romulus: Maybe a Certificate of Occupancy for the second building.*
- Mr. Romulus suggested tying it to the 80% of Phase 1 and reassessing then.
- Mr. Zahka and Ms. Loughnane had a discussion about wording that all agreed on.
- Mr. Zahka added we all understand that it requires MassDOT approval.
- Mr. Romulus wanted to mention at the last meeting that he does support the project with the 160 units that it accommodates for affordable housing.
- Increase up to 160, 28 students at 150. It is in condition #22, it will be 29 students.
- Question about the unit breakdown, is there any wiggle room? *Mr. Petruzzello: It is best with the same footprint.*
- Breakdown of the affordable units:
  - 13 1-bedroom
  - 9 2-bedroom
  - 2 3-bedroom
- Curious, how much of an impact based on the actual rents. *Mr. Fougere: It was based on the Gables. 60% are 1 bed, 40% are 2 bed.*
- 308 unit assessment. The value will increase, this project has a higher percentage of 2 and 3 bedrooms.
- Fiscal impact will be greater.
- Curious of traffic estimates to the playground? *Mr. Cram: No, the TDM did not factor in measures for the playground.*
- Do we have numbers of trips for 160 units? *Mr. Zahka: It can be done.*

The Chair asked for some considerations:

- Join Neponset Valley Transportation Management Association. It would be a condition.
- #47-try to see about pedestrian access, the Chair would like to see a solid commitment, offer alternate pedestrian access. *Mr. Petruzzello-the Property owners, in the pipeline, there are developers who could be coming in. Mr. Zahka, cannot add a commitment to cross someone else's property. Can commit to exploring it. We do not control that land. They will agree to a 'best efforts'.*
- Curbing? *All granite.*
- Courtyard, any steps? *Mr. Petruzzello: It is completely flat, handicap accessible.*
- Solar? Any calculations? *Mr. Petruzzello: We have to hire an electrical engineer, and with Eversource to get the proper calculations and how big it can be. SolarOne will do it.*

Ms. Loughnane shared her screen with conditions.

- 19, 20, 23, 41, 42, 48

The Housing Partnership joined the meeting.

Joan Courtney Murray  
Louis Rizoli  
Joe Previtera

Housing Partnership Comments:

- Mr. Rizoli asked about the affordable units, is it possible to get another 2 or 3 bedroom unit?

Public Comments:

F. Fusco, 20 Pine Lane typed in chat, With how the East St./Washington Street left on light turn has taken five years total. Inaccurate. I believe it would be in the best interest of the town to select the traffic study consultant and not the developer we need to do. What's best for the town.

J. French, 3 Cranston Avenue, School Committee member, was present. Condition #23, concerned with the 95% occupancy. Is it common for a project to reach 95% occupancy, could it be a lower threshold? *Ms. Wolfe: Demand for housing is so great, Gables is at 97%-100% right now, it is feasible. Mr. Fougere agreed. What about the number of students over 29? Mr. Romulus: We have*

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*worked out the conditions, tying it to a future trend would be unpredictable. The Planning Board felt that it is reasonable to keep the condition the way that it is.*

S. Olanoff, 52 Glandore Road, Associate member, was present. Transportation management, is it possible to charge for parking stickers? *Mr. Romulus: We do have until the Issuance of Occupancy to work on this.* Shuttle Bus to the Route 129 station, is that being considered? *Mr. Cram: It was part of the TDM.* The path: Is there a wall blocking them from getting to Frugal Fannies? Are there physical barriers? *Mr. Petruzzello No, will extend the paths, there is a grade change too.* Mr. Olanoff asked about a ramp near Building 1. He asked about the drop off areas, the bike rack and solar panels.

Action Taken:

Motion for Waivers

Mr. Ames moved that the Planning Board grant the following waivers in association with the application for the Mixed-use Multi-family Residential Overlay District (MUMFROD) Special Permit at 22 Everett 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.

1. Waiver from strict compliance with Section 9.9.8 of the Westwood Zoning Bylaw prohibiting parking between the building and street.

Mr. Giordano 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 for Mixed-Use Multi-Family Residential Overlay District (MUMFROD) special Permit

Mr. Ames moved that the Planning Board grant the Mixed-use Multi-family Residential Overlay District (MUMFROD) Special Permit at 22 Everett 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, 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 MUMFROD Special Permit 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 MUMFROD Special Permit 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 MUMFROD Special Permit and will require a new public hearing before the Planning Board.

4. The Project consists of two (2) buildings and Applicant, at Applicant's discretion, may construct the Project in phases and Building Permits may be issued, construction commenced and/or completed, and Occupancy Permits for one of the buildings issued prior to Applicant obtaining Building Permits and/or constructing the second building. Project phasing plan shall be clearly addressed in the required Construction Sequencing Plan, which shall be submitted by the Applicant for review and approval by the Town Planner and Consulting Town Engineer prior to the start of construction. Said Construction Sequencing Plan shall be updated, as needed throughout the period of development, and any updates shall require review and approval by the Town Planner and Consulting Town Engineer.

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5. Prior to the start of construction of the playground, the Applicant must provide a set of plans for the playground to the Disability Commission for comment and for review and approval by the Town Planner and Building Commissioner.
6. Prior to the issuance of a Building Permit for any building, the Applicant must submit data based on a fire flow test to demonstrate that static pressure and fire flow shall comply with DEP Guidelines and Policies for Public Water Systems (2001), and that static pressure shall be 60 pounds per square inch (psi) desirable, 35 psi minimum; and that fire flow shall meet Insurance Services Office (ISO) fire flow guidelines while maintaining a residual pressure of 20 psi for review and approval by the Town Planner and Fire Department.
7. Prior to the start of construction, the Applicant must provide confirmation that the proposed Site changes are or have been reviewed by the Algonquin Gas Company (or successor) and provide information on any issues that Algonquin Gas Company (or successor) may have regarding the proposed Site modifications encroaching upon and/or interfering with any easement rights Algonquin Gas Company (or successor) may hold on the Subject Property for review and approval by the Town Planner; provided, however, this Condition shall be deemed satisfied if Applicant can demonstrate that Applicant provided written notice of said Site changes to Algonquin Gas Company (or successor) for its review and comment and that Algonquin Gas Company (or successor) has failed to respond within sixty (60) days of such notice.
8. Prior to the start of construction, the Applicant must submit an assessment of construction impacts and truck traffic impacts on area traffic. Such an assessment should include a proposed site construction schedule and describe proposed efforts to minimize impacts, and to mitigate anticipated impacts during the construction period for review and approval by the Town Planner.
9. Prior to the start of construction, the Applicant must submit a construction phase Transportation Demand Management (TDM).
10. Prior to the issuance of a Building Permit for the first building, the Applicant shall file an application for an Approval Not Required (ANR) Plan to combine the two parcels into a single parcel of land prior to the issuance of any Building Permit.
11. Prior to the start of construction, the Applicant shall submit a Storm Water Pollution Prevention Plan (SWPPP) for review and approval by the Town Planner, Conservation Agent, and Consulting Town Engineer.
12. Prior to the issuance of a Building Permit for the first building, the Applicant shall submit an Operations & Maintenance Plan (O&M Plan) for review and approval by the Town Planner, Conservation Agent, and Consulting Engineer.
13. Prior to the issuance of a Building Permit for the first building, the Applicant must provide information on the latest Site status relative to MGL Ch. 21E and the Massachusetts Contingency Plan (MCP): Discuss the location(s) and status of Site areas that have been impacted by the release of oil or hazardous waste, and provide evidence that the LSP of record for the Site does not have concerns about mobilization of subsurface contaminants in the Site areas of proposed stormwater infiltration for review and approval by the Town Planner. It is understood that the remediation efforts relative to any hazardous waste are independent of the Project and may be undertaken prior to or simultaneously with the construction of any of the buildings. It is further understood that no Certificate of Occupancy for any building shall be issued absent sufficient evidence of compliance with an approved 21E Plan for this Property.
14. Prior to the issuance of a Building Permit for each building, the Applicant must submit a report prepared, by a Massachusetts Professional Engineer (PE), detailing measures required to ensure that the residential and commercial spaces in said building do not experience concentrations of carbon monoxide or other pollutants from vehicle emissions exceeding air quality standards for review and approval by the Town Planner.
15. Prior to the issuance of a Building Permit for each building, the Applicant must submit final plans for the garage fire protection system in said building, prepared by a Massachusetts Mechanical Professional Engineer (PE). Said plans must include design of a fire suppression system in the garages must accommodate exposure to freeze/thaw conditions for review and approval by the Fire Department and Town Planner.
16. Prior to the issuance of a Building Permit for the first building, the Applicant must submit a landscaping plan for the entire Property, stamped by a registered landscape architect, indicating all Massachusetts native plant species for review and approval by the Town Planner and Conservation Agent.

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17. Prior to the issuance of a Building Permit for each building, the Applicant shall submit details and documentation for all exterior mechanical equipment units or other noise sources associated with said building, to demonstrate compliances with the noise requirements in Section 6.6 to the Town Planner for review and approval

18. Prior to the issuance of a Certificate of Occupancy for the mixed-use building, the Applicant shall submit a letter report from a MA Civil Professional Engineer (PE)

estimating parking spaces available upon leasing of space by a commercial tenant, for review and approval by the Town Planner and Building Commissioner.

19. Prior to the issuance of the first Certificate of Occupancy for the Project, the Applicant shall submit an updated TDM plan which includes:

- a. Traffic counts associated with the final residential unit count and the proposed accessible playground;
- b. A last mile shuttle service to the Islington commuter rail station and Route 128 commuter rail station; and
- c. Employee sponsored subsidized commuter rail passes.

20. Prior to the issuance of the first Certificate of Occupancy for the Project, the Applicant shall provide confirmation of membership in the Neponset Valley Transportation Management Association, which membership shall be continuously maintained.

21. The Applicant shall participate in the submission of a Local Action Unit (LAU) Application for twenty-four (24) Affordable Dwelling Units eligible for listing on the Subsidized Housing Inventory (SHI) to the Executive Office of Housing & Livable Communities (EOHLC) prior to the start of construction. All Affordable Dwelling Units shall be affordable in perpetuity, shall count towards the Town's requirements under M.G.L. Chapter 40B, Sections 20-23, and shall be permanently listed on EOHLC's Subsidized Housing Inventory (SHI). All Affordable Dwelling Units shall be restricted through the recording of a Regulatory Agreement at the Norfolk County Registry of Deeds, in a form approved by the Town and EOHLC. No Certificate of Occupancy shall be issued for any residential unit at the Property until the Regulatory Agreement has been recorded at the Registry of Deeds and a receipt showing the book and page of recording has been submitted to the Town Planner.

22. Twenty (21) of the twenty-four (24) Affordable Dwelling Units shall be made available to households earning no more than 80% Area Median Income (AMI) for the Boston-Cambridge-Quincy, MA-NH HUD Metro Fair Market Rent Area (BCQ), and three (3) of the Affordable Dwelling Units shall be made available to households earning no more than 60% AMI for the BCQ. The Affordable Dwelling Units shall be indistinguishable from market-rate dwelling units, shall be interspersed among market-rate dwelling units within each building, shall not be grouped together nor located on a single floor, and shall be allocated as follows:

- a. twelve (12) one-bedroom, eight (8) two-bedroom, and one (1) three-bedroom apartments available to households earning no more than 80% AMI, and
- b. one (1) one-bedroom, one (1) two-bedroom, and one (1) three-bedroom apartments available to households earning no more than 60% AMI.

23. The Applicant shall notify the Westwood School Department as soon as the residential apartments reach 95% occupancy. The Westwood School Department shall then certify to Applicant the actual number of school-aged children who are registered to attend the Westwood Public Schools with home addresses at the Property. In the event the number of school-aged children so certified by the Westwood Public Schools exceeds 29 students, the Applicant will pay and tender to the Town of Westwood a one-time payment of the sum of \$10,000 for each student in excess of 29 students.

24. The Applicant shall ensure that all walls, windows and doors are properly insulated to lessen the potential for residents of the proposed dwelling units to be disturbed by noise related to adjacent land uses, including the nearby rail line.

25. 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.

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26. All trucks carrying earth material and/or building materials to or from 22 Everett Street shall be required to access the Property from either of the two existing curb cuts on Everett Street via eastbound or westbound Washington Street/Upland Road; and no trucks associated with the Project shall be permitted to travel on Clapboardtree Street or any non-arterial road in Westwood. If determined necessary by the Building Commissioner, the Applicant shall engage a Police Detail to assist with trucks entering and exiting the site during heavy traffic hours.

27. Any trucks delivering or removing materials shall be covered as to prevent said material from spilling onto the public roadway and any spilled material shall be cleaned from Everett Street, Washington Street and any other roadways traveled in the transport of earth material to and from the site. Construction entrances and exits, shall be cleaned daily or more frequently, as needed.

28. The existing pavement on Everett Street shall be protected from damage from loading and unloading of material and/or equipment related to the proposed construction.

29. All existing trees on the property or near the property and within the public right-of-way, which are shown on Project Plans to remain, shall be protected at all times during construction activity including shielding of the root area wherever possible.

30. There shall be no substandard or hazardous fill material used with this Project. Prior to the import of any earth material, the Applicant shall submit certification to the Town Planner and Building Commissioner from the company providing said material, stating that the material does not contain any hazardous material.

31. All chemicals used during construction shall be located in a designated containment area and shall be located on an impervious surface designed to prevent the discharge of contaminated run-off into the soil or groundwater.

32. The Applicant shall promptly repair any damage which the Applicant or its agents cause to sidewalks, street pavement, street signs, trees, tree grates, curbing, driveway aprons, signs, or other fixtures or features within the public right-of-way, after first obtaining permission from the Town of Westwood Department of Public Works or Town of Norwood Department of Public Works, as appropriate. Such repairs shall be performed to Town's standards.

33. The Town of Westwood Department of Public Works shall be notified at least 48 hours prior to installation of infiltration systems, catch basins, and drainage chambers, and shall be afforded an opportunity to be present during the installation and backfill.

34. All landscaping approved herein shall be installed at the earliest possible date, but only during the spring growing season running from April 15 thru June 15 or during the fall

growing season running from September 15 thru November 15. Any plantings that do not survive shall be replaced in-kind in perpetuity at the Property Owner's expense.

35. All proposed dumpsters, compactors, trash and/or recycling containers, generators, gas tanks, electrical switch gear, electric transformers, and similar features shall be fully screened from view by gated solid enclosures constructed of wood, stone, brick or similar materials, and shall not include chain link fencing. Dumpsters, compactors, trash and/or recycling containers shall have an impermeable lid or cover integral to the dumpster, compactor or container itself, and shall be located on an impervious concrete surface designed to prevent the discharge of contaminated run-off or leachate into the soil or groundwater. Gates shall be closed and fastened at all times other than active loading and/or unloading of trash and/or recycling materials.

36. All sidewalks and walkways shall remain clear from snow. Snow shall be stored in the snow storage locations and not stored in the required parking spaces. The Applicant shall remove snow off site and treat areas as outlined in the Operation and Maintenance (O&M) Plan.

37. All vehicles loading or unloading at the mixed-use building must use the designated loading space shown on Project Plans.

38. All outdoor seating areas and play areas shall be cleaned daily or as often as needed. All outdoor furniture shall be secured to withstand inclement weather or removed in advance of forecasted storms. Outdoor furniture shall be situated as to always maintain a minimum three (3) foot wide accessible aisle for pedestrian travel.

39. All building mounted light fixtures shall be designed and installed to prevent glare onto nearby properties. No fixtures shall be mounted higher than fifteen (15) feet above the ground directly below such fixtures.
40. Parking lot site lighting may remain on throughout the night where needed for security purposes. All building walls and signage lights associated with commercial portions of the property shall be turned off an hour after the close of business.
41. The Applicant shall work with the Westwood Department of Public Works, the Norwood Department of Public Works, the MBTA, and the owners of properties along Washington Street in Westwood to install improved pedestrian lighting along the existing pedestrian route from the Property entrances on Everett Street to the northernmost lot line for the existing commercial property at 436 Washington Street.
42. The Applicant shall be responsible for the removal of trash and recycling from the residential building on a weekly basis, or more frequently, if necessary.
43. All parking lot line striping and on-site crosswalks shall be maintained by the Applicant, as necessary.
44. The bicycle racks shall be installed and maintained in compliance with the Planning Board's current Bicycle Parking Standards and shall be located a minimum of two (2) feet from any obstructions on at least three sides such as walls, landscaping, signage or other street furniture as shown on the Project Plans.
45. All sidewalks across driveways on Everett Street shall be continuous and maintain the existing height of the adjacent sidewalk. The driveway apron shall slope down to meet the grades of the street and the site's driveway, as shown on the approved plans. All work within the public right-of-way including sidewalk replacement, utility work, and curbing repairs shall be coordinated with the Town of Westwood's Department of Public Works or the Town of Norwood's Department of Public Works, as appropriate.
46. 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. A final sign package for each separate building shall be submitted to the Town Planner including dimensions, materials, and lighting details prior to applying for a sign permit from the Building Department for that building to ensure compliance with the Zoning Bylaw Sections 6.2 and 9.9.13.6. All wall signage shall have a wooden appearance and shall have exterior illumination by gooseneck lighting fixtures.
47. The Applicant shall work cooperatively with the Town Planner, Town Engineer, Public Safety Officer, Town of Westwood Select Board, Town of Norwood Select Board, and MassDOT, to design and facilitate signal timing adjustments in order to realize operational improvements at the Everett Street/Clapboardtree Street/Upland Road/Washington Street intersection, without geometric or physical modifications to said intersection. All costs associated with signal timing adjustments related to this project, including the installation of new signal equipment, if required and if authorized by MassDOT, shall be the responsibility of the Applicant. Signal timing adjustments, if required, shall be implemented following 80% residential occupancy and within two (2) years of the issuance of the final Certificate of Occupancy for the Project, unless additional time for such implementation is granted by the Westwood Select Board.
48. The Applicant shall apply best efforts to ensure the earliest feasible installation of improved pedestrian routes from the Property to area amenities including Islington Center and the Islington MBTA station.
49. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.
50. At the conclusion of each phase of construction, prior to the issuance of a Certificate of Occupancy for any building, and again at the conclusion of the Project as a whole the Applicant shall submit As-Built plans which shall indicate the location of all water quality units, underground storage tanks, pipes and/or appurtenances which remain on the site. The As-Built plans shall be delivered in a format approved by the Information Systems Director for compatibility with the Town of Westwood GIS database.
51. This MUMFROD Special Permit 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.

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Ms. Wynne seconded the motion

Discussion:

#32 had typos-amend the motion and reread.

Mr. Ames amended his motion and re-read #32

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

Motion to Close the Public Hearing

Mr. Pfaff moved that the Planning Board close the Mixed-use Multi-family Residential Overlay District (MUMFROD) Special Permit public hearing for the proposed development at 22 Everett 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

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

**Verizon has asked for a continuance on their presentation and will be at the Planning board's December 19, 2023 meeting.**

Ms. Loughnane had a brief Planning Board zoning discussion

-MBTA Communities Law and what Westwood's current zoning is.

Ms. Loughnane showed the 16 acres in Town and where they are located.

Westwood is a Commuter Rail Community

MBTA Communities Guidelines

Need to amend Section 9.9.

Ms. Loughnane suggested 2 Options to get to 50 acres and 870 units.

Ms. Loughnane went over Density examples.

This needs to go to the May Town Meeting for a simple majority.

Board Comments:

- Prohibitions of certain parcels that cannot be covered. Ms. Loughnane will send out the guidelines. No public and private schools, bodies of water or state land.
- Conservation restrictions are not a factor.
- Is MUMFROD taxed differently? *Ms. Loughnane: Based on appraised value. Assessed after the project is built.*
- Credit for Pulte and Gables? *Ms. Loughnane: The Town cannot take credit for the density we have in the actual construction of those units if those units are in our existing MUMFROD zone which only allows 15 units per acre by right.*
- Do we have height restrictions in MUMFROD? *Ms. Wolfe: Max building height is 45 feet.*
- How many properties are currently residential? *Ms. Loughnane: The Gables, Bridges and Pulte.*
- What about Meditech? *Ms. Loughnane: It can be considered.*
- When do we need to have the properties determined? *Ms. Loughnane: Feb 27 and March 26 we will meet with the Finance & Warrant Commission. March 26 the final article needs to be finalized.*
- Any MUMFROD projects in the state? *Ms. Loughnane is not aware of any.*
- 15 units per acre, is it prorated under an acre? *Ms. Loughnane stated, Yes.*

What type of MUMFROD do you want? Planning Board members should know by the end of the December 19,2023 meeting.

Proposed Article #2

- Amendments to University Avenue Mixed Use District (UAMUD) to allow wireless communication Facilities.
- Amend Section 9.7  
Rooftop Wireless

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Monopole Wireless

Proposed Article #3

- Amend Section 2.0
- Clarify and revise definitions for:
  - Lot Width
  - Detached Structure
  - Accessory Use
- Add illustration for:
  - Average Height calculation
  - Wall and Fence Height Limitations

Housekeeping article, if needed.

Removal of Addresses and Parcel Numbers from Overlay District Sections.

Potential General Bylaw Amendment Articles:

- Temporary Construction Dumpster Requirements
- Tree Canopy Preservation Requirement-The Conservation Commission is looking into this too.
- Leaf Blower Restrictions
- Speed Limits (MGL Chapter 90, Section 17c)-Need opinion from Public Safety
- Dog Leash Requirements on Public Property-Ms. Loughnane is working on it.
- Resiliency Stretch Code-will need to discuss with Mike Perkins.

Ms. Loughnane is looking for feedback from the Planning Board.

Board Comments:

- Dogs need to be under the control of their owners. Wants to be leashed and under control.

All Board members were in agreement with just working on the Temporary Construction Dumpster Requirements. Ms. Loughnane will reach out to the Health Department and follow up with the Planning Board.

Have we heard back from the State regarding the Sustainability Bylaw? *Ms. Loughnane: Yes, the State approved it however they did strike out the line about the compensation for EV chargers.*

**Continuation of Public Hearing for Consideration of Amendments to Various Planning Board Rules & Regulations** (continued from 11/14/23), including:

- Environmental Impact & Design Review
- Special Permit Granting Authority
- University Avenue Mixed Use District
- Scenic Roads
- Governing the Subdivision of Land
- Earth Material Movement Approval
- Solar Design Review Approval
- Access Approval Overlay District

Ms. Loughnane asked for feedback and received some revisions from the Planning Board.

Public Comments:

None.

Action Taken:

Motion for Rules & Regulations Amendments:

Ms. Wynne moved that the Planning Board approve the amendments to various Planning Board Rules and Regulations as it pertains to Environmental Impact & Design Review, Special Permit Granting Authority, University Avenue Mixed-Use District, Scenic Roads, Governing of the Subdivision of Land, Earth Material Movement Approval, Solar Design Review Approval, and the Access Approval Overlay District.

Mr. Pfaff seconded the motion.

Roll Call Vote:

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

Motion to Close:

Ms. Wynne moved that the Planning Board close the amendments to various Planning Board Rules and Regulations public hearing for the proposed Environmental Impact & Design Review, Special Permit Granting Authority, University Avenue Mixed-Use District, Scenic Roads, Governing of the Subdivision of Land, Earth Material Movement Approval, Solar Design Review Approval, and the Access Approval Overlay District amendments.

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

Ms. Loughnane stated that signatures are required, and can be signed at the Police Station.

**Review of Draft Meeting Minutes from November 14, 2023**

Upon a motion made by Ms. Wynne and seconded by Mr. Pfaff, the Planning Board voted in favor (5-0) to accept the minutes from November 14, 2023 as presented.

Roll Call Vote:

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

**Updates from Agency and Committee Representatives**

- Ms. Wynne attended the Pedestrian Bike and Safety Committee and stated that there is interest in understanding what is happening with the Canton Street project. The Select Board has not appointed a committee yet.
- The Housing Partnership had a meeting and they voted to send their recommendations to the Select Board. Ms. Loughnane: The Housing Partnership reviewed the Local Action Unit application that goes to the State. An agreement has been reached by the owner at 436 Washington Street.

**General Miscellaneous Updates and Administrative Items**

- Upcoming Board Meetings: December 19, 2023, January 9, 2024,
- FinCom Article Sponsors Meeting: January 16, 2024.
- Special Town Meeting: January 17, 2024
- FinCom tomorrow night, Optional meeting at 7pm. They want an early look.

**Adjournment**

Upon a motion made by Mr. Giordano and seconded by Mr. Pfaff, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 11:04pm.

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: [2023/12/05 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>

1054 High Street-Continued to 12/19/2023	PDF
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<p>High St 1054 - Legal Notice  High St 1054 - Narrative  High St 1054 - Site Plan - Existing &amp; Proposed  High St 1054 - Site Plan - Existing &amp; Proposed R1  High St 1054 - Renderings &amp; Photos  High St 1054 - Architectural Plans  High St 1054 - Land Disturbance Estimate  High St 1054 - Exterior Lighting Plan Waiver  High St 1054 - Stormwater Waiver  High St 1054 - Traffic Impact Study Waiver  High St 1054 - Landscape Plan</p>	
<p><b>22 Everett Street</b>  Everett St 22 - Stamped Legal Notice, Westwood Planning Board, 5/11/2023, 2 pages.  Everett St 22 - Presentation 2023-09-26, Bohler, 27 pages, 9/26/2023.  Everett St 22 - Presentation 2023-08-08, Bohler, 13 pages, 8/8/2023.  Everett St 22 - Site Plans V4 (2023-09-01), Bohler, 9/1/2023, 30 pages.  Everett St 22 - TDM, Bayside Engineering, 11/1/2023, 20 pages.  Everett St 22 - TDM R1, Bayside Engineering, 20 pages, 11/13/2023  Everett St 22 - Traffic Impact Study, Bayside Engineering, 4/13/2023, 342 pages.  Everett St 22 - Engineering Peer Review 1 Response (2023-08-04), Bohler, 616 pages, 8/4/2023.  Everett St 22 - Engineering Peer Review 2 - PSC (2023-08-23), PSC, 8/23/2023, 53 pages.  Everett St 22 - Engineering Peer Review 2 Response (2023-09-01), Bohler, 9/1/2023, 22 pages.  Everett St 22 - Engineering Peer Review 3 - PSC (2023-09-09), PSC, 9/9/2023, 28 pages.  Everett St 22 - Engineering Peer Review 3 Response (2023-09-15), Bohler, 9/15/2023, 3 pages.  Everett St 22 - Engineering Peer Review 4 - PSC (2023-09-16), PSC, 9/16/2023, 3 pages.  Everett St 22 - Engineering Peer Review 5 - PSC (2023-11-11) - TDM, PSC, 11/11/2023, 5 pages.  Everett St 22 - Norwood Traffic Review Memo, Town of Norwood, 11/9/2023, 5 pages.  Everett St 22 - Westwood-Norwood Presentation (2023-09-11), Bohler, 9/11/2023, 12 pages.  Everett St 22 - Stormwater Management Report, Bohler, 3/22/2023, 189 pages.  Everett St 22 - Pipe Sizing Calculations (2023-08-30), Bohler, 8/30/2023, 1 page.  Everett St 22 - HydroCAD Report (2023-08-30), Bohler, 8/30/2023, 67 pages.  Everett St 22 - Operation &amp; Maintenance Post Const Inspection Report, 11 pages.  Everett St 22 - Snow Storage (Combined), Bohler, 8/31/2023, 4 pages.  Everett St 22 - BMP Map (2023-08-29), Bohler, 8/29/2023, 1 page.  Everett St 22 - Passenger Vehicle Turning Exhibit V2 (2023-09-15), Bohler, 9/15/2023, 1 page.  Everett St 22 - Fire Truck Turning Exhibit (2023-08-31), Bohler, 12/16/2022, 1 page.  Everett St 22 - Roof Plans (2023-06-28), McKay, 6/28/2023, 2 pages.  Everett St 22 - Turret Height, 1 page.  Everett St 22 - Fiscal Report V2 (2023-08-28), Fougere, 8/28/2023, 17 pages.  Everett St 22 - Fiscal Peer Review 1, RKG, 8/1/2023, 7 pages.  Everett St 22 - Fiscal PR Presentation 2023-08-08, RKG, 8/8/2023, 5 pages.  Everett St 22 - Fiscal Peer Review 1 Response (2023-08-30), Fougere, 8/30/2023, 6 pages.  Everett St 22 - Fiscal Peer Review 2 (2023-09-14), RKG, 9/14/2023, 2 pages.  Everett St 22 - Fiscal Report V1, Fougere, 4/13/2023, 17 pages.  Everett St 22 - Site Plans V3 (2023-08), Bohler, 30 pages.  Everett St 22 - Site Plans V2 (2023-07-28), Bohler, 27 pages.  Everett St 22 - Site Plans V1 (2023-03-08), Bohler, 3/8/2023, 27 pages.  Everett St 22 - Elevations (2023-04-11), McKay, 4/11/2023, 7 pages.</p>	<p>PDF</p>
<p><b>Consideration of Amendments</b>  PB EIDR Rules Regulations - 2023 Draft Amendments - clean copy, May 30 2023, 33 pages.  PB EIDR Rules Regulations - 2023 Draft Amendments - redline, 5/30, 2023, 35 pages.</p>	<p>PDF</p>

Planning Board Special Permit Rules Regulations - 2023 Draft Amendments - clean copy, 5/30/2023, 38 pages. Planning Board Special Permit Rules Regulations - 2023 Draft Amendments - redline, 5/30/2023, 40 pages. Scenic Roads R&R - 2023 Draft Amendments - clean copy, 5/30/2023, 13 pages. Scenic Roads R&R - 2023 Draft Amendments - redline, 5/30/2023, 16 pages. Subdivision RR - 2023 Draft Amendments - clean copy, 5/30/2023, 79 pages. Subdivision RR - 2023 Draft Amendments - redline, 5/30/2023, 80 pages. UAMUD Rules and Regulations - 2023 Draft Amendments - clean copy, 5/30/2023, 31 pages. UAMUD Rules and Regulations - 2023 Draft Amendments - redline, 5/30/2023, 33 pages.	
<b>Review of Draft Meeting Minutes from November 14, 2023</b> 11-14-2023 PB Minutes - draft	PDF