

**Westwood Planning Board Minutes  
Tuesday January 30, 2024  
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 January 30, 2024 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 7:00 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 (joined late) and Kathleen Nee.

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

**Proposed Modification of Environmental Impact & Design Review (EIDR) Approval and Consolidated Earth Material Movement (EMM) Approval for NSTAR Gas Company d/b/a Eversource Energy at 141 Woodland Road to Approve Revised Landscape Plan**

The applicant was not present and Mr. Romulus gave an overview.

Eastern red cedar and they did not make it through the season; the only available tree was eastern white cedar. The proposal is for the modification request. One condition was to review and do a site walk and make sure the installed trees are where they should be, and if they die the applicant will have to replace them and maintain the site in perpetuity.

Board Comments:

- Who walks the property? *Mr. Romulus: The Town Planner and Town Conservation Agent will check the site.*

Action Taken:

Motion For Modification Determination:

Ms. Nee moved that the Planning Board determine the Modification of the Environmental Impact & Design Review (EIDR) Approval and Consolidated Earth Material Movement (EMM) for the utility buildings at 141 Woodland Road, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on December 19, 2023, to be minor in nature:

Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Joshua C. Ames-Yes  
Christopher A. Pfaff-Yes  
Kathleen Nee-Yes

Motion For Minor Modification of EIDR-EMM:

Mr. Ames moved that the Planning Board grant a Minor Modification of the Environmental Impact & Design Review (EIDR) Approval and Consolidated Earth Material Movement (EMM) for the utility buildings at 141 Woodland Road, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on December 19, 2023, subject to the following condition:

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 Environmental Impact & Design Review (EIDR) Approval and Consolidated Earth Material Movement (EMM) 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. 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.
5. Applicant shall promptly repair any damage which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the Town. Such repairs shall be performed to Town of Westwood standards.
6. 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.
7. The applicant will schedule a site walk with the Town Planner and Conservation Agent between April 15 and May 15, 2024 in order to review whether or not plantings are in place. Applicant to make any additional plantings or replacements based on said review.

Ms. Nee seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Joshua C. Ames-Yes  
Christopher A. Pfaff-Yes  
Kathleen Nee-Yes

**Consideration of Proposed Approval Not Required (ANR) Plan for 909 High Street**

Mr. Sullivan could not attend the meeting, so Mr. Romulus went through a brief discussion. He mentioned the changes that were required and made. With the updates Mr. Romulus suggested that the plan was in order and recommended that the Planning Board endorse the plan.

Board Comments:

None.

Action Taken:

Ms. Nee moved that the Planning Board find the Approval Not Required Application for 909 High Street, dated January 10, 2024, to be complete, and that the Board vote to endorse the submitted plan as not requiring approval under the Subdivision Control Laws.

Mr. Pfaff seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Joshua C. Ames-Yes  
Christopher A. Pfaff-Yes  
Kathleen Nee-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 12/19/23)**

Mr. Romulus said that the applicant has yet to make the necessary updates based on the last discussion. In addition, there are several screening and landscaping measures that need to be updated. He suggested that the Planning Board grant a continuance to March 12, 2024.

Action Taken:

Motion For Continuance:

Ms. Nee 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, March 12, 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/>.

Mr. Pfaff seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Joshua C. Ames-Yes  
Christopher A. Pfaff-Yes  
Kathleen Nee-Yes

**Public Hearing for Zoning Bylaw and General Bylaw Amendment Articles for May 2024 Annual Town Meeting**

(continued from 1/9/24), including:

- Potential Amendments to Zoning Bylaw & Zoning Map Amendments Relative to Mixed-Use & Multi-Family Residential Overlay District
- Potential Amendments to Zoning Bylaw & Zoning Map Amendments Relative to Wireless Communication Facilities
- Potential Amendments to Zoning Bylaw Amendments Relative to Definitions
- Potential Amendments to Zoning Bylaw Amendment Relative to Zoning Map References for Overlay Districts
- Potential Amendments Relative to Accessory Apartments
- Potential Amendments to General Bylaws Relative to Solid Waste

Ms. Loughnane was present and suggested that the Planning Board start with Article 2.

Article 2: Zoning Bylaw & Zoning Map Amendments Relative to Wireless Communication Facilities

- 2 types of antennas, no higher than 10 feet in stealth canisters.
- Up to 2 monopoles.

Board Comments:

Are we assuming the selection of parcels will guarantee separation between 2 poles, or do we have a minimum requirement? *Ms. Loughnane: Yes, the Planning Board would review proposals, they could be next to each other or they could be at either end of the district. It will be dependent on the need for poles and the companies interested in installing them.*

Article 3: Zoning Bylaw Amendments Relative to Definitions

- Just to add illustrations and new definitions.

Article 4: Zoning Bylaw Amendment Relative to Zoning Map References for Overlay Districts

- Ms. Loughnane went through the draft language.

Article 5: Zoning Bylaw Relative to Accessory Apartments

- Added 'gross' to the bylaw.

Article 6: General Bylaw Amendment Relative to Solid Waste

Article 7: Housekeeping

- Ms. Loughnane has not found anything to date and it will be removed.

Article 1: Zoning Bylaw & Zoning Map Amendments Relative to Mixed-Use & Multi-Family Residential Overlay District (MUMFROD Article)

- MUMFROD 1,2,3 & 4.
- Ms. Loughnane went through the differences and language for MUMFROD 1,2,3 & 4.
- Ms. Loughnane has added parcels recommended by the Planning Board.
- Ms. Loughnane went through the color-coded map and which members recommended what parcels.
- Ms. Loughnane shared a draft proposal for MUMFROD zoning district expansion based on Planning Board suggestions. So far, 41.3 acres with 871-unit capacity.
- Will send it to the State and have the State review the parcels before going to Fin Com.
- 700 Canton Street is part of the University Station Project, it is the parcel next to Life Time Fitness.
- The Planning board then had a healthy discussion about parcels in Town.

Board Comments:

- Ms. Wolfe stated that the State is looking at underutilized parcels, the Planning Board was looking at a parcel owned by the State by Route 1.
- 160 University Avenue: Wellheads, a lot of the parcel is undevelopable. Does that help us make best use of the parcel? *Ms. Loughnane: It is in use as a public park which is probably best for the wellheads. It is about 1.5 acres.*
- How does this affect our tax rate? *Ms. Loughnane: Rezoning doesn't do anything to our tax rate, but if they are developed and they are currently bringing in commercial taxes and they are developed fully for residential uses they will have to go to the residential side of the Ledger. That will have a negative effect on the balance of commercial property value to residential property value. Undeveloped properties do not, MUMFROD 4 helps most with taxes.*
- When you introduce new zoning you introduce new development.
- Westwood Glen is already multi-family residential. It would not be exclusively 55 plus. Currently no affordable housing.
- Joan Courtney Murray: Housing Partnership: MBTA law, change zoning only by the deadline, just identify the parcels. *Ms. Loughnane: That is correct.*
- 700 Canton Street, very expensive to develop, no commercial value.
- Ms. Wolfe: Shift in housing is intergenerational housing.
- Ms. Murray: Encourage you to choose parcels where people want to live in Westwood. *Ms. Rollings: That is important to the Planning Board too.*
- Each Planning Board member gave suggestions with parcels to get to 50 acres.
- Ms. Loughnane stated that it is important to come to an agreement as a Board. Planning Board members compared their parcels and what MUMFROD zone they would be in.
- Ms. Wolfe: Access to the Budget Inn, there is Town owned conservation land behind and there might be options there. Could maybe get an easement through the State land.
- Still need the state to confirm parcels.
- It will get it mapped and posted to the website, give thought to it for the next meeting.

Public Comments:

- G. Weller, 48 Clapboardtree Street typed in chat: I am in favor of exceeding the required capacity and units/acres. I also support considering areas that are most likely to become high density housing (i.e. not currently used for something likely to remain) and to include High Street.
- S. Weller, 48 Clapboardtree Street typed in chat: The High Street area is in need of a 'visual refresh' and ought to be included.

Action Taken:

Motion For Continuance:

Ms. Nee moved that the Planning Board continue the Public Hearing for Zoning Bylaw and General Bylaw Amendment Articles for May 2024 Annual Town Meeting, to Tuesday, February 13, 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/>.

Mr. Pfaff seconded the motion.

Roll Call Vote:

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

**Review of Draft Meeting Minutes from January 9, 2024**

Upon a motion made by Mr. Pfaff and seconded by Ms. Nee, the Planning Board voted in favor (5-0) to accept the minutes from January 3, 2024 as presented.

Roll Call Vote:

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

**Updates from Agency and Committee Representatives**

- The Pedestrian and Bike Safety Committee met last week, and it was well attended. The working group for Canton Street Project is moving forward.
- Long Range Financial Planning Committee met last week. Ms. Loughnane gave an explanation on tax rate changes and the commercial development climate and landscape in Westwood. She fully explained why the residential taxes have been altered in one year.
- TRIC meeting: A lot of information about sharing. A lot of talk about MBTA zoning, getting drafts together.
- Canton Street working Group. Steve Rafsky and Marianne Le Blanc Cummings are co-charging the Committee.
- Climate Action, Resiliency & Sustainability Plan group is looking into transit issues to reduce single passenger vehicle use. Applied for a Mass Regional Transit Innovation Grant potentially bringing a micro-transit option, Westwood applied with Dedham, Norwood and Canton. The idea is to add something similar to a Rideshare in and around the region. The idea is to see what the needs are in the community. Is there a use for this system?

**General Miscellaneous Updates and Administrative Items**

Mr. Romulus mentioned that there are documents that need to be signed at the Police Station. The Notice of Decision for 384 Washington Street and the ANR Plan set for 800 Clapboardtree Street are at the Police Station for signature. Please sign at your earliest convenience.

**Upcoming Board Meetings:**

February 13, 2024 & March 12, 2024

FinCom Article Initial Public Hearing: February 27 & 28, 2024

**Adjournment**

Upon a motion made by Ms. Nee and seconded by Mr. Ames, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 10:09pm.

Roll Call Vote:

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

**List of Documents**

Link to Documents: [2024/01/09 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><b>909 High St</b>                  High St 909 - Site Plans, D. O'Brien Land Surveying, 5/9/2023, 1 page.                  909 High Street - ANR Town Planner Review, Westwood Planning Board, 1/4/2024, 2 pages.                  High St 909 - Site Plan R2 2024-01-22, D. O'Brien Land Surveying, 1/10/2023, 1 page.                  High St 909 - Site Plan R3 2024-01-24, D. O'Brien Land Surveying, 1/10/2024, 1 page.</p>	<p>PDF</p>
<p><b>141 Woodland Road</b>                  Woodland Rd 141 - Description, Epsilon Associates, Inc., 9/11/2023, 3 pages.                  Woodland Rd 141 - Previously Approved Plans, Odin, 1/10/2020, 1 page.                  Woodland Rd 141 - Proposed Site Plan, VHB, 1/8/2020, 1 page.</p>	<p>PDF</p>
<p><b>1054 High Street (Continued to March 12, 2024)</b>                  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 - Site Plan - Existing &amp; Proposed R2                  High St 1054 - Renderings &amp; Photos                  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 - Stormwater Report                  High St 1054 - Operations_Maintenance Plan                  High St 1054 - Peer Review 1 - 2023-10-06                  High St 1054 - Peer Review 1 Response - 2023-10-20                  High St 1054 - Peer Review 2 - BETA Markup - 2023-12-07                  High St 1054 - Peer Review 3 - 2023-12-18                  High St 1054 - Landscape Plan</p>	<p>PDF</p>
<p><b>Zoning Bylaw Amendments</b>                  May 2024 Proposed Bylaw Amendments 2023-12-20 - Long Form Notice, Westwood Planning Board, 12/20/2023, 17 pages.                  May 2024 Proposed Bylaw Amendment Notice 2023-01-09 - Short Form, Westwood Planning Board, 12/20/2023, 2 pages.                  Section 9.9 MUMFROD Bylaw, 13 pages.                  Potential MUMFROD Expansion Data, 1 page.                  Property Scoring Cards 11-30-2021                  PB Zoning Amendment Presentation 120523, Planning Board, 12/5/2023, 21 pages.</p>	<p>PDF</p>

**Received March 19, 2024@12:06PM**  
**By: Westwood Town Clerk**

<p>PB Zoning Amendment Presentation to Fincom 120623, Planning Board, 12/6/2023, 19 pages. PB Warrant Article Presentation to Fincom 011624, Westwood Planning Board, 1/16/2024, 29 pages. MUMFROD Helpful Links (1/30/24 Meeting Update), 1 page. Board of Health Dumpster Regulations 2024 Update, Westwood Board of Health, 4 pages. Chris Pfaff Parcel List, 1 page. Ellen Rollings Parcel List, 1 page. Josh Ames Parcel List, 1 page. Kate Nee Parcel List - All Options, 1 page. Phil Giordano Parcel List - All Options, 1 page.</p>	
<p><b>Approval of Meeting Minutes from 1/9/23</b> 01-09-24 PB Minutes - draft</p>	PDF