

**Received April 26, 2024@9:35AM  
By: Westwood Town Clerk**

**Planning Board Meeting Minutes  
(Planning Board Attending & Participating at Finance and Warrant Commission's Hearing)  
Tuesday March 26, 2024 7 p.m.  
Westwood Public Library, Community Meeting Room  
660 High Street  
Westwood, MA 02090**

The Planning Board attended the Finance and Warrant Commission's public hearing on Annual Town Meeting warrant articles to participate in the discussion and presentation of annual town meeting warrant articles.

**Planning Board members present:**

Ellen Larkin Rollings, Christopher A. Pfaff, Joshua C. Ames, Philip M. Giordano and Kathleen Nee.

**Staff members present:**

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

**7:00 p.m. Planning Board Attending & Participating in Finance & Warrant Commission Public Hearing  
(Community Meeting Room)**

Ms. Rollings called the meeting to order at 7:13 p.m.  
The Planning Board started by showing a PSA that they created.  
Ms. Rollings gave a brief opening.

**Discussion of Zoning Bylaw/Zoning Map and General Bylaw Amendment Articles for May 2024 Annual Town Meeting, including:**

**Planning Board-1: Potential Amendments to Zoning Bylaw & Zoning Map Amendments Related Relative to Mixed-Use & Multi-Family Residential Overlay District**

Ms. Loughnane explained the properties included and the 4 separate districts that the Planning Board is proposing.

- MUMFROD District 1: 15 units per acre, 31.51 acres-473 units, 450 are existing already.
- MUMFROD District 2: 5.54 acres-20 units per acre, 111 units. Approved 160 units.
- MUMFROD District 3: 35 units per acre, 9.22 acres, 320 units of capacity. Fully developed.
- MUMFROD District 4: 15 units per acre with mixed use, 2.64 acres, unit density is 40 units.

Ms. Loughnane received a finding of Interim Compliance from the Executive Office of Housing and Livable Communities. We submitted an action plan that requires a vote at May 2024 Town Meeting, we have until December 31, 2024, to receive final compliance and bring the Article to Town Meeting with the correct guidelines.

**Comments:**

- Where will the students go to school? *Ms. Loughnane: The School Committee will be consulted when a special permit is issued.*
- The Parks, who owns them? *Ms. Loughnane: All part of the University Station Development. University Station LLC.*
- If it passes at Town Meeting, and the requirements change. Any town meeting you can amend/propose an article.
- If we are not compliant, we will not get state funding, comply or lose funding? *Ms. Loughnane: It is not just the funding/grants, it is more. The State will not approve funding. Can enforce compliance with this law. Suspension of zoning.*
- Has the Town hired external counsel? *Ms. Loughnane: No, but have worked with Town Counsel, we need to comply with the guidelines.*
- At a future Town Meeting we can propose different parcels.
- No permit application, can be as early as September, 3 months to approve an article. Or as late as February 2025.
- Are we awaiting any funds, pending applications, have we received money in the past? *Ms. Loughnane: Yes. Mass Works Funds: \$5.5 Million at University Station. DPW: is applying for a couple of Grants.*

**Public Comments:**

Kate Nee, 10 Cedar Hill Drive. Comprehensive Plan, housing choice near Commuter Stations. Residents were asking for housing choices. Not just from the state.

**Planning Board-2: Potential Amendments to Zoning Bylaw & Zoning Map Amendments Related Relative to Wireless Communication Facilities**

Ms. Loughnane discussed how the wireless communications near University Avenue allows up to 2 antennas. Along with 2 additional properties: June Street Playground and the Pheasant Hill Conservation Area. There are no emergency communications in these 2 additional properties. All stealth monopoles.

Comments:

How long does it take for all necessary permits to build? *Ms. Loughnane: 4-6 months.*

**Planning Board-3: Potential Amendments to Zoning Bylaw Amendments Related Relative to Definitions**

Ms. Loughnane explained that our Building Commissioner has asked the Planning Board to revise definitions, add illustrations and some new definitions. 2 illustrations were backwards at the last public hearing, they have been corrected.

Comments:

- Are these illustrations included in the Bylaw? *Ms. Loughnane: Yes, they are confusing definitions, just being added to make it user friendly.*

**Planning Board-4: Potential Amendments to Zoning Bylaw Amendment Related Relative to Zoning Map References for Overlay Districts**

Ms. Loughnane explained that this article takes specific parcel references out of the Bylaw and replaces them with map references.

**Planning Board-5: Potential Amendments Related Relative to Accessory Apartments**

Adding 'gross' because of misinterpretation to make it clear in our bylaw.

**Planning Board-6: Potential Amendments to General Bylaws Related Relative to Solid Waste**

This is a General Bylaw amendment. It adds temporary construction dumpsters to the bylaw. It is only applicable to non-residential, institutional and multi-family residential properties.

Ms. Loughnane noted that the Planning Board voted unanimously on March 12, 2024 to recommend Town Meeting approval of all 6 warrant articles, however 3 typos were found.

Action Taken:

Upon a motion made by Ms. Nee and seconded by Mr. Giordano, the Planning Board voted in favor (5-0) to recommend Town Meeting approval for Article 1 and Article 2 as corrected.

**Public Comments:**

Mr. Hertz wanted to congratulate Mr. Pfaff on his service on the Planning Board.

**Adjournment**

Upon a motion made by Ms. Nee and seconded by Mr. Giordano, the Planning Board voted in favor (5-0) to adjourn at approximately 8:12 p.m.