



7/16/24

Received September 5, 2024@2:56PM  
By: Westwood Town Clerk

**Westwood Planning Board Minutes**  
**Tuesday, June 25, 2024**  
**7:00 pm**  
**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 June 25, 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 7:02pm. 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, Joshua C. Ames, Philip M. Giordano, Kathleen Nee & Sean R. Weller.  
Staff members present: Elijah Romulus, Town Planner; Nora Loughnane, Director of Community & Economic Development; and Jessica Cole, who recorded the meeting minutes.

**Consideration of Proposed Approval Not Required (ANR) Plan for 78 Fox Hill Street (continued from 6/4/2024)**

Mr. Romulus updated the Planning Board.

The application and the ANR plan have been updated and edited. There is one need to be addressed, and it has a condition to ensure the tennis court, Parcel X, is conveyed to 32 Farm Lane.

Action Taken:

Proposed Motion to Endorse ANR Plan:

Mr. Weller moved that the Planning Board find the Approval Not Required Application for 78 Fox Hill Street, dated June 24, 2024, which the Planning Board voted not to endorse on June 4, 2024, to now be complete, and that the Board vote to endorse the submitted plan as not requiring approval under the Subdivision Control Laws, subject to the following condition:

1. Prior to endorsement, the ANR is revised to add a label to "Parcel 'X'" which states: Lot Line to be abandoned after conveyance of Parcel "X" to 32 Farm Lane.

Ms. Nee seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes  
Joshua C. Ames-Yes  
Philip M. Giordano-Yes  
Kathleen Nee-Yes

**Consideration of Proposed Approval Not Required (ANR) Plan for 101 High Street (continued from 6/4/2024)**

Mr. Romulus stated that the applicant has requested a continuance to July 16, 2024.

Action Taken:

Proposed Motion to Continue:

Ms. Nee moved that the Planning Board accept the applicant's waiver of time pursuant to MGL Section 81P of Chapter 41 and continue the Approval Not Required Application for 101 High Street, dated May 30, 2024, to Tuesday, July 16, 2024.

Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes  
Joshua C. Ames-Yes  
Philip M. Giordano-Yes

Kathleen Nee-Yes

**Consideration of a Modification to the Open Space Residential Development Subdivision Environmental Impact Design Review Approval at Morgan Farm Estates – 9 Appleseed Lane**

This item was removed from the agenda due to being an incomplete application.  
No action is required.

**Consideration of Proposed Approval Not Required (ANR) Plan for 9 Appleseed Lane**

Mr. Romulus stated that the applicant submitted an ANR plan, but to be approved it would need to go through a subdivision modification and a conditional on approval. All owners of said land had to sign off to get property owner authorization. The ANR cannot move forward without authorization.

Board Comments:

- Do we continue or not endorse? *There was no waiver of continuance, so Mr. Romulus suggested That the ANR plan not be endorsed.*

Action Taken

Proposed Motion to Not Endorse ANR Plan:

Mr. Ames moved that the Planning Board find the Approval Not Required Application for 9 Appleseed Lane to be incomplete and not in accordance with Section 3.1 of the Planning Board's Rules and Regulations for the Subdivision of Land, and that the Board vote to not endorse the submitted plan as not requiring approval under the Subdivision Control Laws.

Ms. Nee seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes  
Joshua C. Ames-Yes  
Philip M. Giordano-Yes  
Kathleen Nee-Yes

**Consideration of a Modification Request to the Flexible Multiple Use Overlay District (FMUOD) Special Permit for Rehabilitation and Expansion of Historic Obed Baker House and Construction of a New Veterinary Facility – 909 High Street**

Ms. Loughnane gave a brief update on the project that was discussed at the Select Board meeting. Mr. Sullivan discovered that the beehive oven and fireplace had wooden shims and was concerned about structural instability. Commissioner Perkins suggested that Mr. Sullivan have a modified proposal. Mr. Sullivan asked to demolish the beehive oven and fireplace and replace it with false chimneys.

The order only required the preservation of the exterior.

The use of the Veterinary building, the operator of the clinic walked away from the project. Looking for different types of services for the space.

Mr. Sullivan is now looking for the Planning Board to consider an additional condition, such as administrative approval, so the project can move along faster.

The Select Board felt that the project was still good for the Town.

Changes that affect the Special Permit.

- Veterinary clinic and or hair salon
- Administrative approval
- Remove the beehive oven and the fireplace

Board Comments:

- Parking and Traffic, water usage and stormwater at a hair salon. How did we end up with these parameters? *Ms. Loughnane: The water and electricity may differ; the stormwater for the building will not change. Drainage will be the same. Those items are not a concern; there are only parking and traffic concerns.*
- Impacting on the anticipated traffic, the degree of the traffic, can be a concern. *Ms. Loughnane: Conditions can be added; the site angle is difficult. It would need similar hours. The property should not have a negative impact on the cemetery.*
- If anything is more stringent, it would need new conditions.
- The chimney and type of brick and mortar are consistent with the time period. *Mr. Sullivan: The chimneys are not original. The plan said to replicate the chimneys that are there now.*
- Administrative review instead of coming back. *Mr. Sullivan: Looking for a speed of the project.*

- Ms. Loughnane: Mr. Sullivan wants to apply for a building permit before July 1, 2024, so he is under the current building code; if not, he will have to conform with the modified stretch code, which will be difficult to meet in a historic building like the Obed Baker House.
- Is there a way to donate anything to the Historical Society? *Mr. Sullivan can definitely save some bricks.*
- Concerns with traffic and parking, but less concerned with an administrative review.
- Is it possible for the Administrative approval memo to be circulated to the Planning Board prior to approval?
- It is only a change of use, the type of business.
- Administrative approval is usually within ten days.
- Ms. Loughnane clarified the procedure and said that Mr. Sullivan needs three steps to complete the building permit application.
  - Getting modification approval from the Select Board.
  - Get a modification of the special permit from the Planning Board.
  - A declaration of historic covenants that need to be signed and recorded with the Registry.

Action Taken:

Proposed Motion For Modification Determination:

Mr. Ames moved that the Planning Board determine the Modification of the Flexible Multiple Use Overlay District (FMUOD) Special Permit, consolidated Environmental Impact & Design Review (EIDR), and Water Resource Protection Overlay District (WRPOD) Approval for 909 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 20, 2024, to be minor in nature: Ms. Nee seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes  
Joshua C. Ames-Yes  
Philip M. Giordano-Yes  
Kathleen Nee-Yes

Proposed Motion For Minor Modification of FMUOD, Consolidated EIDR & WRPOD Approval:

Mr. Weller moved that the Planning Board grant the Minor Modification of the Flexible Multiple Use Overlay District (FMUOD) Special Permit, consolidated Environmental Impact & Design Review (EIDR), and Water Resource Protection Overlay District (WRPOD) Approval for 909 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 20, 2024, subject to the following conditions:

1. Except as modified by the conditions and findings hereof, the Project shall comply with the Project Plans and with the conditions of all prior decisions, 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 FMUOD Special Permit consolidated EIDR & WRPOD approval 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. Notwithstanding the above, the Town Planner may grant Administrative EIDR Approval for a Change of Use for the proposed commercial structure if said use is found by the Town Planner to be:

- a. A commercial use permissible within the FMUOD overlay district;

b. A commercial use consistent with the Applicant's Modified Proposal in response to RFP #ECON-22-R-003 which was accepted by the Select Board on June 24, 2024;and

c. A commercial use which has parking requirements and traffic generation that are no greater than the parking requirements and traffic generation which were reported to the Planning Board at the time of the original Special Permit Approval in April 2023.

5. Prior to the issuance of a building permit the applicant must submit documentation and samples indicating the type and color of brick, the type of mortar joint, and the color of mortar to be used for the brick veneer on the replaced chimneys, to ensure aesthetic consistency with historic brick chimneys of other historic properties on High Street and the surrounding area; with the type of brick used to be waterstruck or other molded brick, and not wirecut or extruded; for review and approval by the Town Planner

6. If any hazardous materials associated with the proposed commercial use would otherwise require a Water Resource Protection Overlay District (WRPOD) Special Permit then the applicant shall return to the Planning Board to request an amendment to this FMUOD Special Permit.

7. Prior to the issuance of a building permit for the commercial use building the applicant must submit an updated site plan reflecting the reduction of the Project Area per the Modified Proposal in response to RFP #ECON-22-R-003 which was accepted by the Select Board on June 24, 2024, for review and approval by the Town Planner.

8. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction. Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes  
Joshua C. Ames-Yes  
Philip M. Giordano-Yes  
Kathleen Nee-Yes

**2020 Comprehensive Plan Implementation Updates**

June 25, July 16, and August 6, we will be reviewing the 2020 Comprehensive Plan Implementation Actions.

We have asked each department, division, board, and committee with Implementation Actions to present at one of these three meetings.

For the June 25 meeting we will have updates from the following entities:

Conservation Commission

Karon Skinner Catrone, Conservation agent, was present to share major updates on the Comprehensive Plan.

(8:27) The commission is updating wetlands protection

tree and plant removal guideline

native plantings

with the planning Board Climate resiliency plans.

Board Comments:

- Anything about contiguous trail network conservation. Would it require an expansion of the Conservation Land Management plan scope? *Ms. Skinner Catrone: The commission spoke to BETA and added more properties. It is possible if we get a future grant.*
- Tree and Plant removal guidelines. *Ms. Skinner Catrone: It was previously vague, but now policy guidelines have been attached. It is a detailed plan.*
- Discuss improvement to stormwater bylaw. *Ms. Skinner Catrone: Phil Paradis will be discussing the stormwater bylaw at the July meeting.*
- Ensure water quality should be ongoing.
- Adoption of a tree preservation bylaw and the Tree plant removal guidelines were discussed,
- Wish list? *Ms. Skinner Catrone: More funds to maintain the conservation areas.*
- Can we add work done by other Boards?
- Where do fines go? *Ms. Skinner Catrone: They go to the General funds. Under tree guidelines, go to the Tree fund.*
- Is it enforceable? *Ms. Loughnane: The tree guidelines have a force of a regulation and can impose penalties. Town Council reviewed the guidelines and ran past the finance Director to confirm.*

Land Trust

Karen Manor Metzold, President of Westwood Land Trust, was present. Land Trust has been consumed with Hale. It is a non-profit in Westwood. Hale 520 acres in Westwood. Hale will send a Conservation restriction to the state \$33 million has been pledged of \$38 million.

Board Comments:

- Encourage Donations? Efforts solicitation to large organizations? *Ms. Manor: I met with Eversource but did not get the result we hoped for. Have had luck with foundations.*
- Suggest organizations or companies in local communities.
- How many people visit the properties in a given year? *Ms. Manor: Most land is not publicly accessible. She did not have a number.*
- How can the Planning Board be helpful? *Support in spirit or a good lead.*
- All private donations are used in the Westwood Land Trust.

Public Comments:

S, Harte: 174 Pond Street typed in chat: It is important to note that Westwood Land Trust only owns one very small parcel of land. Most of the land protected by WLT is privately owned.

Westwood Environmental Action Committee-WEAC

Kate LaCroix, Chair of WEAC, was present with Stephen Harte. Gave a highlight of what WEAC has been working on.

- Advocating for Solar.
- Recycling is a big push and supporting the DPW.
- Reuse-buy less, the repair cafe, New Life Furniture.
- Land Protection
- Composting

Board Comments:

- How can you collaborate with other groups/boards? *Ms. LaCroix: Try when we can; we are an advisory Board to the Select Board.*
- How does the Planning Board become proactive?
- WEAC has a Facebook page.

Historical Commission:

12 separate actions-3 not started yet. lack of active membership  
4 members out of 7 possible members.  
Accomplished the Demolition bylaw.  
Ms. Loughnane gave a summary of what they have done.

Board Comments:

- Reach out to Tish Healey if you're interested in being on the Historical Commission.

Economic Development:

Ms. Loughnane was present:  
35 actions, 9 have been completed. 6 have not been started.  
She touched on the ones that have been completed.  
Ms. Loughnane mentioned all the new businesses and encouraged new development.

Board Comments:

- Westwood has been successful with in-house zoning changes.
- What is on your wishlist? *Ms. Loughnane: Improve High Street and Providence Highway as we did to Washington Street*
- Master calendar. Get it pushed out further and add holidays.

Planning & Housing

Mr. Romulus was present:  
84 action items, he discussed the completed ones, and there are 15.  
And discussed the ongoing items.

**Board Comments:**

- Corridor study could be useful.
- Deerfield School? *Ms. Loughnane: It is the School Committee property. No public plans are being made, but will be programmed for the Rec Dept into the fall.*
- Do we have a sense of what the Town wants to do with Deerfield? *Ms. Loughnane: The Town's priority changes often.*
- Is Deerfield zoned for anything? *Ms. Loughnane: General municipal uses in a residential area. Would need Town meeting approval for zoning changes.*
- Acknowledge that University Station is a Town Center.

Housing will be discussed at the July meeting.

**Review of Draft Meeting Minutes from June 4, 2024**

Upon a motion made by Ms. Nee and seconded by Mr. Weller, the Planning Board voted in favor (5-0) via roll call vote to accept the minutes from June 4, 2024 as presented.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes  
Joshua C. Ames-Yes  
Philip M. Giordano-Yes  
Kathleen Nee-Yes

**Updates from Agency and Committee Representatives**

Mr. Romulus said the Housing Partnership is looking for members.  
The Pedestrian and Bicycle Advisory Committee met last week.

**General Miscellaneous Updates and Administrative Items**

(10:51)Mr. Romulus off-leash dog walking group ...

Upcoming Board Meetings:

July 16, 2024, August 6, 2024 & September 10, 2024

**Adjournment**

Upon a motion made by Ms. Nee and seconded by Mr. Giordano, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 10:53pm.

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:[2024/06/25 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>

<b>78 Fox Hill Street</b> Fox Hill St 78 - ANR Plan, A. Berry, P.L.S., 2/7/2023, 1 page. Fox Hill St 78 - Property Owner Authorization, Westwood Planning Board, 5/31/2024, 1 page. Fox Hill St 78 - ANR Town Planner Review, Westwood Planning Board, 6/4/2024, 2 pages.	PDF
<b>101 High Street</b> High St 101 - Proposed Plan, Control Point Associates, Inc., 5/16/2024, 1 page. High St 101 - Existing Conditions, Control Point Associates, Inc., 4/12/2024, 4 pages. High St 101 - Project Narrative, P. Zahka, 6 pages. ANR Town Planner Review - 101 High Street, Westwood Planning Board, 5/30/2024, 3 pages.	PDF
<b>9 Appleseed Ln</b>	PDF

<p>Appleseed Ln 9 - ANR Plan, GLM Engineering, 11/30/2021, 1 page.  Morgan Farm Estates - Open Space Decision_2013, Westwood Planning Board, 4/11/2013, 7 pages.  Morgan Farm Estates - Open Space EIDR_2013, Westwood Planning Board, 4/11/2013, 5 pages.  Morgan Farm Estates - Open Space EIDR Modification - 2_2013, Westwood Planning Board, 4/11/2013, 9 pages.  Morgan Farm Estates - Open Space Subdivision Modification_2013, Westwood Planning Board, 4/11/2013, 6 pages.  Morgan Farm Estates - Open Space Subdivision - Modification - Morgan Farm Estates -Westwood Planning Board, 4/11/2013, 6 pages.  Morgan Farm Estates - Subdivision Plan - 1, GLM Engineering, 9/10/2012, 1 page.  Morgan Farm Estates - Subdivision Plan - 2, GLM Engineering, 2/4/2013, 1 page.  Morgan Farm Estates - Subdivision Plan - 3, GLM Engineering, 2/4/2013, 1 page.</p>	
<p><b>9 Appleseed Ln</b>  Appleseed Ln 9 - ANR Plan, GLM Engineering, 11/30/2021, 1 page.</p>	PDF
<p><b>909 High St</b>  High St 909 - FMUOD Special Permit, Westwood Planning Board, 4/27/2023, 9 pages.  High St 909 - Obed Baker House Architectural Plans V1 - 2024-06-06, RBL Architects, 6/6/2024, 9 pages.  High St 909 - Obed Baker House Architectural R1 - 2024-06-11, RBL Architects, 6/11/2024, 9 pages.  High St 909 - Previously Approved Plans, Site Design Professionals, 3/2/2023, 1 page.  High St 909 - Description, 1 page.  High St 909 - Description - Housing &amp; Land Use Planner Notes, 1 page.  High St 909 - Proposed RFP Revisions  High St 909 - Draft Historic Restriction,  High St 909 - Additional Description, 1 page.</p>	PDF
<p><b>2020 Comprehensive Plan Implementation Updates</b>  2024 Implementation Matrix - Conservation, 5 pages.  2024 Implementation Matrix - Economic Development, 9 pages.  2024 Implementation Matrix - Historical Commission, 4 pages.  2024 Implementation Matrix - Housing, 5 pages.  2024 Implementation Matrix - Land Trust, 3 pages.  2024 Implementation Matrix - Planning, 13 pages.  2024 Implementation Matrix - WEAC, 5 pages.  Comprehensive Plan Adopted 12-15-2020, 544 pages.</p>	PDF
<p><b>Minutes</b>  06-04-23 PB Minutes - draft, 3 pages.</p>	PDF