



8/6/24

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

**Westwood Planning Board Minutes
Tuesday July 16, 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 July 16, 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 7:00pm. 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. 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, Amanda Wolfe, Housing & Land Use Planner and Jessica Cole, who recorded the meeting minutes.

Consideration of Proposed Approval Not Required (ANR) Plan for 101 High Street (continued from 6/25/24)

Attorney Peter Zahka and Giorgio Petruzzello were present representing Supreme Development and requested if their ANR be continued to the Planning board's next meeting and need to address some comments and concerns.

Action Taken

MOTION TO CONTINUE:

Mr. Ames 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, August 6, 2024.

Mr. Weller 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 22 Everett Street

Attorney Peter Zahka and Giorgio Petruzzello were present.

The applicant wants to consolidate 2 properties into one lot, and remove the internal lot line. It is currently owned by 2 properties, they will go to land court and then go to the Registry.

Mr. Romulus stated that the 4 regulations were met.

Action Taken

MOTION TO ENDORSE ANR PLAN:

Mr. Ames moved that the Planning Board find the Approval Not Required Application for 22 Everett Street, dated June 13, 2024, to be complete, and that the Board vote to endorse the submitted plan as not requiring approval under the Subdivision Control Laws. Page 4 of 13 Carby Street Municipal Building • 50 Carby Street • Westwood, MA 02090 <https://www.townhall.westwood.ma.us/departments/community-economic-development/planning-division>

Mr. Weller 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

Joint Public Hearing with the Westwood Tree Warden for Consideration of a Scenic Road Approval to remove a tree in the public right of way at 157 Grove Street

Ms. Rollings read the Public Hearing notice.

MOTION TO OPEN THE JOINT PUBLIC HEARING:

Ms. Nee moved that the Planning Board open the Scenic Road joint public hearing for the removal of a tree in the right-of-way 157 Grove Street.

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

Karon Skinner Catrone-Yes

Ms. Skinner Catrone was present to discuss the tree.

It has a severe lean near a home and on wires.

Board Comments:

- Is it a healthy tree? *Ms. Skinner Catrone: There is no rot, but it is leaning at a dangerous angle.*
- Is your recommendation to remove the tree? *Ms. Skinner Catrone: Yes.*

Public Comment:

The Tsipis Family, 152 Grove Street. Mr. Romulus read the letter into the record. They live across the street and agree with Ms. Skinner Catrone that the tree should be removed.

Action Taken

MOTION FOR SCENIC ROAD APPLICATION:

Mr. Weller moved that the Planning Board and Westwood Tree Warden grant Scenic Road Approval for removal of one Tree within the public right-of-way at 157 Grove 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, 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. No work shall start until the Applicant has complied with all applicable provisions of M.G.L. Chapter 87.
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. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during removal.

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

Karon Skinner Catrone-Yes

MOTION TO CLOSE THE JOINT PUBLIC HEARING:

Mr. Ames moved that the Planning Board close the Scenic Road joint public hearing for the removal of a tree in the right-of-way 157 Grove Street.

Mr. Weller 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
Karon Skinner Catrone-Yes

Public Meeting for Consideration of Request for Modification of an Environmental Impact & Design Review approval for a parking lot circulation at 1652 High Street (Bubbling Brook)

Ms. Rollings read the Public Hearing Notice.

Alex Kraplin, Engineer with Norwood Engineering and Marie Adams from Bubbling Brook were present.

Mr. Kraplin gave an overview of the project.

Board Comments:

- Could we add one more arrow directing the traffic to the right.
- Traffic issue, will there be any traffic issues? *Mr. Kraplin: Business has been running this way since 2020, we don't believe there will be any impact. Ms. Adams: Changed the traffic pattern during COVID to be one way.*
- What kind of signage do you have? *Ms. Adams: "This Way Out" sign.*
- Add a right turn only. It can be added as a condition of approval.
- Current signing doesn't work.
- Have we reached out to the Conservation Commission if it is okay to have food trucks? *Mr. Romulus: We did send out to the departments for comments and the Health Dept and Conservation Commission had no concerns.*
- Ms. Loughnane: The mobile food trucks have Board of Health approvals. The trucks are on existing pavement and no Conservation Commission approval is needed.
- How about an Out arrow?
- Ms. Loughnane suggested using barriers in the parking lot similar to what the Town uses for Westwood Day.

Public Comments

J. Cole, 23 Eastman. How about an arrow like the one on North Street directing the traffic?

Action Taken

MOTION FOR MODIFICATION DETERMINATION:

Ms. Nee moved that the Planning Board determine the Modification of the Environmental Impact & Design Review (EIDR) Approval for 1652 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 28, 2024, to be minor in nature:

Mr. Weller 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

MOTION FOR MINOR MODIFICATION OF EIDR APPROVAL:

Ms. Nee moved that the Planning Board grant the Minor Modification of the Environmental Impact & Design Review (EIDR) Approval for 1652 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 28, 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 Decision shall be requested in writing to the Town Planner and Building Commissioner prior to implementation.
 - a. Proposed alterations which are considered de minimis by the Building Commissioner may be accepted as a note to the file.
 - b. Proposed alterations which are considered minor by the Building Commissioner shall require the filing of a Modification Application of said approval for review by the Planning Board at a publicly posted Planning Board meeting.
4. 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.
5. Applicant to paint arrows in a prominent manner and add right turn only signage in parking lot indicating the flow of traffic per the intent expressed by the Planning Board at the July 16, 2024 meeting and provide an updated site plan indicating such on or before December 31, 2024 or this approval will be void.
6. Applicant to include barriers around the food truck location per the intent expressed by the Planning Board at the July 16, 2024 meeting and provide an updated site plan indicating such on or before December 31, 2024 or this approval will be void.
7. Applicant to submit a planting schedule indicating a Massachusetts native species.
8. The Applicant shall submit a plan and specifications for a new dumpster enclosure, which shall be in full compliance with applicable Zoning Bylaw and General Bylaw requirements, to the Town Planner for review and approval and, following approval, shall install said dumpster enclosure on or before December 31, 2024.
9. 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.

Ms. Nee made a motion to amend the motion and reread the conditions and 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

Public Meeting for Consideration of Project Development Review Approval for changing the use of the former Casa Loca Restaurant to a Chase Bank at 174 University Avenue

Applicants: Josh Kline, Engineering and Design, Civil Engineer for the project.

Mr. Kline stated that it will be an adaptive reuse from a restaurant to a Chase Bank who will be tenants.

It does require some site plans that Mr. Kline went through, which included ADA parking, bike racks, removing the grease traps.

Board Comments:

- Doing any exterior painting? *Mr. Kline: Yes. Material replacements as well as paint.*
- Does the signage meet guidelines? Do we need special approval? *Mr. Kline: Signage permitting is handled separately, only there for change of use.*
- Where are we with the O&M plan? *Mr. Kline: It could not be located, but it can be redone. Conservation: within 100 feet from the wetlands.*
- Add the O&M plan to a condition.
- Note on the plan that the contractor will replace and look at the landscaping.
- Mr. Romulus: A resident noticed that the site has been unkept, and he will send notice to the owner of the site.
- Add planters in extra parking spots.

- Mr. Weller wants to change the color palette. *Mr. Kline: The color palette has been worked out with the client and owner.*
- Ms. Loughnane reminded that the Planning Board has considerable authority; most of University Avenue has warm colors.
- Mr. Kline was happy to work with the colors as a condition of approval.
- Update the site plan with light fixtures and the landscaping and debris needs to be cleaned up.
- Can we have the current owner address the landscaping? *Ms. Loughnane: Yes, it should be with the property owner and the applicant.*

Action Taken

MOTION FOR WAIVERS:

Mr. Weller moved that the Planning Board grant the following waivers in association with the application for the Project Development Review (PDR) Approval for 174 University Avenue, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 20, 2024.

1. Waiver from strict compliance with Section 7.3.7.1.6 of the Westwood Zoning Bylaw requiring the submission of a Stormwater Drainage Report.

2. Waiver from strict compliance with Section 7.3.7.3 of the Westwood Zoning Bylaw requiring the submission of a full Traffic Study.

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

MOTION FOR PROJECT DEVELOPMENT REVIEW (PDR) APPROVAL:

Mr. Weller moved that the Planning Board grant the Project Development Review (PDR) Approval for 174 University Avenue, 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 finding hereof, the Project shall comply with the Project Plans, and with the conditions of all prior decisions for the Property, 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 Town of Westwood board, commission, or agency, or other Commonwealth or federal regulatory agency, 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 Decision shall be requested in writing to the Town Planner and Building Commissioner prior to implementation.

a. Proposed alterations which are considered de minimis by the Building Commissioner may be accepted as a note to the file.

b. Proposed alterations which are considered minor by the Building Commissioner shall require the filing of a Modification Application of said approval for review by the Planning Board at a publicly posted Planning Board meeting.

c. 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. This PDR Approval only allows the use of the 3,499 sf section of the building, as indicated on the site plans, for a bank. The portion of the existing structure which is titled "Future Permitted Use" on said site plans shall not be used

for any purpose unless and until an additional PDR Approval applicable to that portion of the existing structure is requested by the Applicant or Property Owner and granted by the Board.

5. The Applicant shall submit a Sign Plan for review and approval by the Town Planner for any signage not included in this Application and shall obtain Sign Permits from the Building Division prior to installation of any sign on the Property.

6. Prior to the issuance of a Certificate of Occupancy for any portion of the structure, the Applicant shall submit an updated landscape plan including new planters containing Massachusetts native plant species, consistent with the intentions expressed by a majority of Planning Board members at the July 16, 2024 hearing, for review and approval by the Town Planner.

7. Prior to the issuance of any building permits for any portion of the structure, the Applicant shall submit updated elevation plans reflecting façade changes including but not limited to color, texture, and material, consistent with the intentions expressed by a majority of Planning Board members at the July 16, 2024 hearing, for review and approval by the Town Planner.

8. Prior to the issuance of a Certificate of Occupancy for any portion of the structure, the Applicant shall submit an updated site plan indicating a dumpster enclosure in full compliance with applicable Zoning Bylaw and General Bylaw requirements, for review and approval by the Town Planner.

9. Prior to the issuance of any building permits for any portion of the structure, the site must be cleaned of any litter and/or debris, and landscaping must be remedied.

10. Prior to the issuance of a Certificate of Occupancy for any portion of the structure, the Applicant must submit an updated site plan indicating light fixtures in full conformance with applicable Zoning Bylaw requirements, for review and approval by the Town Planner.

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

12. 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.

13. The Decision 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.

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

Public Hearing for Consideration of an Environmental Impact & Design Review approval for purposes of making exterior façade alterations including rear HVAC and exhaust equipment and implementing outdoor dining for a new restaurant on the property at 569 High Street

Ms. Rollings read the Public Hearing Notice.

Applicants: Ken Cusson was present and gave a brief description of the project. They have taken over Chiara and are not making any significant changes. Adding A/C equipment and adding a bathroom on the first floor. The parking plan is the original parking plan. Will change the branding of the sign, but will keep it similar to make the permitting smoother.

Board Comments:

- Dumpster enclosure, what are the current conditions? *Mr. Cusson: The enclosure could maybe use some paint, but the fencing is fine.*
- Parking, any plans associated with parking, are we meeting the requirements? *Mr. Cusson: The parking plans were submitted and we will not be making any changes.*

- Mr. Romulus: There is a discrepancy with the seating, it was previously 112 seats, the current applicant calls for 122. 36 Parking spaces were previously approved. In order to meet the 36 parking space threshold Mr. Cusson would need to confirm employees on the largest shift. *Mr. Cusson He will have to look into further, but will make sure that the largest shift is no more than 10.*
- Ms. Loughnane discussed the temporary approval, it expired and was not removed. Standard. Conditions as long as the parking count is the same. If increasing seats or employees.
- The plan says 112 seats.
- Ms. Loughnane: The Planning board can grant the EIDR approval with a condition that the number of seats be limited and the number of employees be limited to no greater than those at Chiara. All were in agreement.
- How is that enforceable? Ms. Loughnane: There is a requirement for Certificate of Occupancy that involves a review of the dining room, the bar and the number of seats and the Building Commissioner will enforce that. In addition, the alcohol license for the property requires a specific floor plan be submitted and it will have to show exactly what has been developed. The alcohol license will be conditioned upon the floor plan that is actually developed, it will be fully compliant.
- Compressors on the building? Noise for neighbors? *Mr. Cusson: An acoustic engineer will be taking care of this; the existing fans are probably louder.*
- Any impact on abutters? *Mr. Cusson: The testing will happen with a specialist; the new equipment will be quieter and it will be an improvement.*
- Need a site plan with the new units on the plan, it can be a condition.

Public Comments:

S. Sinnott, 161 Birchtree Drive, was present, to explain that it is pretty common to have parking on Barlow. Can it be managed? Is there some way to add a condition? Employee count of 10 seems low. *Mr. Romulus: The road is controlled by the Select Board, they can put up No Parking signs.*

N. Patsio, 555 High Street, was present. Are you keeping the same hours? *Mr. Cusson: Yes, no lunch.*

Action Taken:

MOTION FOR WAIVERS:

Mr. Weller moved that the Planning Board grant the following waivers in association with the application for the Environmental Impact & Design Review (EIDR) Approval for 569 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 24, 2024.

1. Waiver from strict compliance with Section 7.3.7.1.6 of the Westwood Zoning Bylaw requiring the submission of a Stormwater Drainage Report.
2. Waiver from strict compliance with Section 7.3.7.3 of the Westwood Zoning Bylaw requiring the submission of a full Traffic Study.
3. Waiver from strict compliance with Section 7.3.7.7 of the Westwood Zoning Bylaw requiring the submission of a presentation model.

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

MOTION FOR ENVIRONMENTAL IMPACT & DESIGN REVIEW (EIDR) APPROVAL:

Mr. Weller moved that the Planning Board grant the Environmental Impact & Design Review (EIDR) Approval for 569 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on June 24, 2024, subject to the following conditions:

1. Except as modified by the conditions and finding hereof, the Project shall comply with the Project Plans, and with the conditions of all prior decisions for the Property, 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 Town of Westwood board, commission, or agency, or other Commonwealth or federal regulatory agency, 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 M.G.L. Chapter 40A §9 and all applicable Planning Board rules and regulations.

3. Any proposed alterations, modifications, deletions, or changes to the Decision shall be requested in writing to the Town Planner and Building Commissioner prior to implementation.

a. Proposed alterations which are considered de minimis by the Building Commissioner may be accepted as a note to the file.

b. Proposed alterations which are considered minor by the Building Commissioner shall require the filing of a Modification Application of said approval for review by the Planning Board at a publicly posted Planning Board meeting.

c. 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. The Applicant shall submit a Sound Attenuation Plan consistent with the intentions expressed by a majority of Planning Board members at the July 16, 2024 hearing and town bylaws, for review and approval by the Town Planner, and shall install all required sound attenuation materials prior to the issuance of a Certificate of Occupancy for any portion of the structure.

5. The Applicant shall submit an updated Site Plan including the mechanical equipment in the rear of the building consistent with the intentions expressed by a majority of Planning Board members at the July 16, 2024 hearing, for review and approval by the Town Planner, prior to the issuance of any building permits.

6. If at any time the Building Commissioner determines that parking provisions are inadequate to serve the needs of the business, the Applicant shall address the apparent parking inadequacy by taking one of the following actions:

- a. Reduce the number of seats within the restaurant or within the outdoor seating area;
- b. Provide a plan for off-site parking of cars, which will require Special Permit approval by the Planning Board.

7. Prior to the issuance of a Certificate of Occupancy for any portion of the structure, the Applicant shall submit an updated site plan indicating a dumpster enclosure in full compliance with applicable Zoning Bylaw and General Bylaw requirements, for review and approval by the Town Planner.

8. The Applicant shall submit a Sign Plan for review and approval by the Town Planner for any signage not included in this Application and shall obtain Sign Permits from the Building Division prior to installation of any sign on the Property.

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

10. 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.

11. The Decision 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.

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

MOTION TO CLOSE PUBLIC HEARING:

Ms. Nee moved that the Planning Board close the EIDR public hearing for the exterior façade alterations including rear HVAC and exhaust equipment and implementing outdoor dining for a new restaurant on the property at 569 High Street.

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

Housing

Amanda Wolfe was present to discuss the Comprehensive Plan. Westwood has continued to exceed the 10% threshold on our SHI.

Comments:

- Housing Production Plan? *Ms. Wolfe: Every Community is encouraged to update it every 5 years. Housing needs, predictions, types of housing needed. Plan adopted in 2020.*

Council on Aging

Lina Arena DeRosa was present to discuss the Comprehensive Plan table. 3,000 seniors a month, the elder population is the largest.

We need more elderly housing.

Comments:

- We can help facilitate elderly housing.
- How do you help people live where they live? *We help families to help age in place. Tax relief in Westwood. Health proxy's. We work with the Executive Office of Elder Affairs.*
- Highland Glen moderate housing has a 4 year wait list. More Highland Glen would help people be independent.

Health

Jared Orsini was present and went through the Comprehensive Plan Implementation Table.

Comments:

- Any wish list items? *Mr. Orsini: He appreciates native species. Appreciate continuing that.*
- Did we miss anything on the Comprehensive Plan?
- What are other towns doing really well, where we can improve? *Having access to a social worker.*

Library

Lizzy McGovern and Maureen VonEuw were present to discuss the highlights on the Comprehensive Plan table.

Comments:

- How do you use the calendar? Westwood Day? *Ms. McGovern: Just what is happening at the Library.*
- Add a link to the Library calendar from the town Website calendar.
- Anything you could tell us? *Ms. McGovern: Think of us as more than just a building with books. Ms. VonEuw: We are so fortunate to have a great library staff in town.*

Police

Mr. Romulus was present to discuss the Comprehensive Plan, Chief Silva was unable to attend.

Comments:

- How old is University Station? *It will be 15.*

Recreation

Danielle Sutton was present to discuss the Comprehensive Plan. Within the Dept of Human Services is Recreation.

Rich Adams was not available so Ms. Sutton was present to discuss the highlights.

Pickleball has been hot right now, land will need to be found. Waiting for the Facilities study.

Comments:

- Interplay between the school facilities and recreation. *Ms. Sutton: Great relationships make it possible. They share a lot of spaces and work well together.*
- The catalog is sent to all residences.

Schools

Mr. Romulus went through the Comprehensive Plan for the schools, and a School Board representative was not available.

Comments:

- How far out is the facilities assessment looking? *Ms. Loughnane: There is a School Facility Study and a Municipal Facility Study being done by Dore & Whittier. The School Facilities Study will address just school properties and the Municipal Facilities Study will follow that and discuss all other town properties. Not sure how far out they are looking.*
- Can we pass on questions to the School Board? *Ms. Wolfe: The School Board said that if the Planning Board had any questions they could be passed along.*
- Are the school facilities being evaluated for potential use for the Recreation Department?

Review of Draft Meeting Minutes from June 25, 2024

Upon a motion made by Mr. Giordano and seconded by Ms. Nee, The Planning Board voted in favor (5-0) via roll call vote to accept the minutes from June 25, 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

- Tri Rivers meeting, very productive and interesting meeting.
- Off Leash/Dog Park Working group meeting on July 25, 2024.
- Pedestrian & Bicycle Advisory Committee on July 25, 2024
- Long Range Financial Planning Committee Meeting on July 30, 2024
- The Climate Action, Resiliency & Sustainability Draft Plan is available for viewing online.

General Miscellaneous Updates and Administrative Items

Upcoming Board Meetings:

- August 6, 2024,
- September 10, 2024
- September 24, 2024

Adjournment

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 adjourn at 12:20am.

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:[2024/07/16 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>101 High Street-Continuation High St 101 - ANR Plan R1 High St 101 - Existing Conditions High St 101 - Project Narrative ANR Town Planner Review - 101 High Street</p>	<p>PDF</p>
<p>22 Everett Street Everett St 22 - ANR Plan R1 - 2024-07-09, Feldman, 7/9/2024, 1 page. Everett St 22 - Description, PP Everett Street, LLC, 2 pages. Everett St 22 - ANR Town Planner Review, Westwood Planning Board, 7/9/2024, 2 pages.</p>	<p>PDF</p>

<p>157 Grove Street Grove St 157 - Hearing Notice (Scenic Road) - Recorded, Westwood Planning Board, 6/21/2024, 1 page. Grove St 157 - Description, Westwood Conservation Division, 6/13/2024, 2 pages. Grove St 157 - Tree Locus Plan, 1 page. Grove St 157 - Sign on tree, 1 page.</p>	<p>PDF</p>
<p>1652 High Street High St 1652 - Proposed Plans, Norwood Engineering, 6/12/2024, 1 page. High St 1652 - Narrative High St 1652 - 2008 As-Built Plans, Norwood Engineering, 12/2/2008, 1 page. High St 1652 - Administrative Decision - 2024, Westwood Planning Board, 4/11/2024, 5 pages. High ST 1652 - Photo1, 1 page. High ST 1652 - Photo2, 1 page. High ST 1652 - Photo3, 1 page. High ST 1652 - Photo4, 1 page.</p>	<p>PDF</p>
<p>174 University Avenue University Ave 174 - Elevations with signage and photographs, Philadelphia Sign/Chase, 6/10/2024, 8 pages. University Ave 174 - Narrative and Waiver Requests, Stonefield, 5/9/2024, 2 pages. University Ave 174 - Rendered Exterior Elevations, 2 pages. University Ave 174 - Site Plans, Stonefield, 5/9/2024, 7 pages.</p>	<p>PDF</p>
<p>569 High Street High St 569 - Legal Notice, Westwood Planning Board, 6/25/2024, 1 page. High St 569 - Description, High St 569 - Plans,ZDS Inc., 5/24/2024, 24 pages. High St 569 - Parking and Patio Plan, LDL Studio, 6/5/2014, 1 page. High St 569 - Front Elevation, ZDS Inc, 5/24/2024, 1 page. High St 569 - Rear Elevation, Wilkinson Associates inc, 4/10/2024, 1 page. High St 569 - Reference for Rear Elevation, Wilkinson Associates inc, 4/10/2024, 1 page. High St 569 - Waiver Request - Traffic, Model, Stormwater, B. Brzoza, 1 page.</p>	<p>PDF</p>
<p>Comprehensive Plan 2024 Implementation Matrix - Housing, 5 pages. 2024 Implementation Matrix - COA, 2 pages. 2024 Implementation Matrix - Library, 3 pages. 2024 Implementation Matrix - Recreation, 6 pages. 2024 Implementation Matrix - Police, 5 pages. 2024 Implementation Matrix - Health, 3 pages. 2024 Implementation Matrix - Schools, 2 pages.</p>	<p>PDF</p>
<p>Minutes 06-25-24 PB Minutes - draft, 7 pages.</p>	<p>PDF</p>