

APPROVED

On Meeting Date: 9/10/24

**Westwood Planning Board Minutes  
Tuesday August 6, 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 August 6, 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](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 & 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.

**Public Hearing for Consideration of an Environmental Impact & Design Review approval for the construction of a 525 sf shed/garage at the Pine Hill School 790 Gay Street**

Ms. Rollings read the Public Hearing notice.

David Fite and Michael Wolfson were present from Meander Studio and went through the site plan.

Board Comments:

- Is the lighting compliant? *Mr. Wolfson: It will be dark sky compliant and LED compliant.*
- What are the stormwater controls? *Mr. Wolfson: It is out of his purview for the whole site, but can be brought up with the OPM. Concerns of stormwater management.*
- Chin Lin from Vertex was present, OPM for the Pine Hill project. *Mr. Lin stated that the lighting calculation was sent to the Planning Board in a previous package and that Ms. Skinner Catrone walked the project last week. We have taken down portions of the erosion controls after reviewing it with the Conservation Agent. Mr. Lin is in contact with the Conservation Commission in terms of the storm water drainage. The substantially complete portion of the project has been reviewed and the fields will be receiving sod soon.*
- Are there interim storm measure controls in the meantime? *Mr. Lin: The storm management systems are installed and they are cutting in the last bit the runoff systems are in place. The condition on site is almost the same as the final condition.*
- Permanent stabilization will not happen until 70% growth? *Mr. Lin: That is correct.*
- What is the set back requirement for an accessory building? *Ms. Wolfe: 30 feet.*

Staff Comments:

- The color rendering appears to be a light gray, and Mr. Romulus suggests it be a gray that matches the school and a dark gray for the roof. And would like a new rendering for an administrative review.
- Mr. Wolfson will explore color combinations.

Action Taken:

MOTION FOR WAIVERS:

Mr. Weller moved that the Planning Board grant the following waivers in association with the application for the limited Environmental Impact & Design Review (EIDR) Approval for the Pine Hill School, 790 Gay Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on July 11, 2024.

1. Waiver from strict compliance with Section 7.3.7.1 of the Westwood Zoning Bylaw requiring the submission of a Site Plan.
2. Waiver from strict compliance with Section 7.3.7.1.6 of the Westwood Zoning Bylaw requiring the submission of a Stormwater Drainage Report.

3. Waiver from strict compliance with Section 7.3.7.2 of the Westwood Zoning Bylaw requiring the submission of an exterior lighting plan.

Mr. Giordano seconded the motion.

Roll Call Vote:

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

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

Mr. Weller moved that the Planning Board grant the limited Environmental Impact & Design Review (EIDR) Approval for the Pine Hill School, 790 Gay Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on July 11, 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. Prior to the start of any construction the applicant will submit a new set of elevation plans with colors for the siding to match the deep gray to match the nearest portion of the school exterior and the roof color to be changed to a complimentary charcoal gray or a color combination to match the terracotta shingle to be reviewed and approved by the Town Planner.

5. 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.

6. 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.

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

8. 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.

Mr. Giordano seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes  
Sean R. Weller-Yes

Joshua C. Ames-Yes  
Philip M. Giordano-Yes

**MOTION TO CLOSE PUBLIC HEARING:**

Mr. Weller moved that the Planning Board close the EIDR public hearing for the construction of a 525 sf shed/garage at the Pine Hill School, 790 Gay 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

**Public Hearing for Consideration of an Environmental Impact & Design Review approval for changing the use from a bank to a medical spa in the Goode Plaza located at 693 High Street**

Mr. Rollings read the Public Hearing notice.

Allison Daly was present, Westwood Medical Aesthetics, she has 3 offices and this would be their 4th location. Ms. Daly has been working with James Goode the landlord and is looking for a change of use. Facials, injectable treatments with 3 staff members at this location.

Board Comments:

- Any products that would require disposal? *Ms. Daly: Yes, we are partnered with Steri Cycle, only sharps and they will be safely removed. They work in our other locations too.*
- Any modifications for the HVAC? *Ms. Daly: No, intention of modifications to the HVAC system.*
- Products, are any hazardous materials? *Ms. Daly: No, do not use any products that need special disposal. Most products go home with the patients.*
- Any equipment that needs to be disinfected, in case of a spill? *Ms. Daly: All the machinery is all disposable, all tips go into the sharps disposal.*
- Signage? *Ms. Daly: Mayo Designs will do the signage and will have the same look and sizing and will blend with the rest of the plaza.*
- Signage goes through the Building Department.
- Where do you keep RMW (Regulated Medical Waste)? *Ms. Daly: There is a sharps container in each room. There will be a clean and dirty utility room. In the dirty utility room is where Steri Cycle will put the big box with the Biohazard signage and it will be a room where no patients have access to. It remains there until Steri Cycle comes to dispose of it.*

Staff Comments:

- Mr. Romulus: Will need an exterior elevation indicating the door and storefront and the proposed signage.
- For the owner of the site: Dumpsters and striping of the lot. There are a few conditions that will be added.

Public Comments:

None.

Action Taken:

**MOTION FOR WAIVERS:**

Mr. Ames moved that the Planning Board grant the following waivers in association with the application for the Environmental Impact & Design Review (EIDR) Approval at the Goode Plaza, 693 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.

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 7.3.7.2 of the Westwood Zoning Bylaw requiring the submission of an exterior lighting plan.
3. Waiver from strict compliance with Section 7.3.7.3 of the Westwood Zoning Bylaw requiring the submission of a full Traffic Study.
4. Waiver from strict compliance with Section 7.3.7.4 of the Westwood Zoning Bylaw requiring the submission of drawings/renderings.
5. Waiver from strict compliance with Section 7.3.7.5 of the Westwood Zoning Bylaw requiring the submission of photos.

Mr. Giordano seconded the motion.

Roll Call Vote:

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

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

Mr. Weller moved that the Planning Board grant the Environmental Impact & Design Review (EIDR) Approval at the Goode Plaza, 693 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 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. Prior to the start of any construction the applicant will submit an elevation plan indicating the door and signage for review and approval by the Town Planner.
5. Prior to the issuance of a Certificate of Occupancy the Applicant and/or Owner shall re-stripe their entire parking lot.
6. The Applicant and/or Owner shall submit a plan and specifications for a new dumpster enclosure(s), 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.
7. 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.
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. 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.

Mr. Ames seconded the motion.

Roll Call Vote:

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

MOTION TO CLOSE PUBLIC HEARING:

Mr. Weller moved that the Planning Board close the EIDR public hearing for the change of use from a bank to a med spa at the Goode Plaza, 693 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

**Public Hearing for Consideration of an Environmental Impact & Design Review approval for reconfiguring and restriping the rear portion of the parking lot to allow for 29 additional parking stalls and stormwater drainage improvements at 789 Clapboardtree Street**

Ms. Rollings read the Public Hearing Notice.

John Glossa of Glossa Engineering and Daniel Burke of Lifeworks were present. Mr. Glossa gave a brief review of what Lifeworks does and went through the plan. The project will increase the parking by 29 spaces with very little impact. Mr. Glossa submitted a stormwater report and has gone to the Conservation Commission, and will make improvements to the drainage.

Stephen Borgatti, Peer Reviewer from BETA was present and went through comments on the stormwater report, the parking configuration and administrative comments.

Board Comments:

- Any change to review the Stormwater Drainage, are they sufficient? *Mr. Borgatti: There still needs to be a detailed review.*
- What has been changed on the plans from BETA's comments? *Mr. Glossa: Added the turrets, the apparatus that controls the flow from the parking lot into the detention basin, added the detail for the outlet structure, submitted the construction period plan, the operation and Maintenance plan, long term pollution plan and the annual inspection plan.*
- Impact on the traffic? *Mr. Glossa: Cars and vehicles that are already coming to this site.. The traffic will not change.*
- Daniel Burke of Lifeworks: In the past they were able to use the additional parking lot 6-8 times a year for special events. Most events would not happen at the same time as any Xavarian events.
- Ms. Loughnane: Traffic is not in the Planning Board's purview because of the Dover Amendment. Can consider stormwater, lighting and landscaping in their application. Cannot condition traffic on the approval of this application.
- Is there a planting list? We require all Massachusetts natives. *Mr. Glossa: 6 trees will be removed and 12 Red Maples will be added. The trees may not be necessary and can be donated somewhere else in town.*
- EV charging station requirements? *Mr. Romulus: 1 for 25 spots, because it is a limited EIDR and a Dover Amendment property. Mr. Burke: Is planning on adding EV charging stations.*
- Mr. Glossa proposed no island, but has a plan with an island too.
- Did you consider keeping the trees? *Mr. Glossa: No.*
- Are there any risks if we go forward with conditional approval? *Mr. Borgatti: It is a minimalist stormwater report, he expects more documentation to be added. This project would qualify as a new development or a mix of redevelopment and new development. Provide the calculations for recharge and pollutant removal and may have to make some modifications so it qualifies as an infiltration basin. And will clear the vegetation of the basin. It is not in the O&M plan.*
- Mr. Burke will be comfortable with 20 events.
- Mr. Glossa stated that he works well with BETA.

Staff Comments:

- Concern with the easement with the Select Board and cannot find a recording of the easement and will have to work with Town Counsel.
- Raised planting beds on the sidewalk. *Mr. Burke: The raised beds are temporary and are looking for the easement paperwork.*
- Mr. Romulus: This decision will go to the Conservation Commission.

Ms. Rollings polled the Planning Board on making a decision tonight.

- How will it affect your situation? *Mr. Burke: Will support donating trees. Every delay hurts, and needs to lock in contractors for paving the parking lots. The project that needs to be done by the end of April, it is part of a capital improvement fund.*
- Lifeworks works with a vulnerable population, let's be sensitive to their mission.

Public Comments:

Dick Henderson, a Board Member of Lifeworks. 163 School Street. He assured the Board that the organization will work with the Planning Board and neighbors. Any conditions will be met. We are up against a timeline.

Ms. Rollings suggested looking at the conditions.

Ms. Loughnane stated that the project will have to go back to the Conservation Commission. It would be helpful to give them more than one day's notice. Consider approving an application with conditions and leave the hearing open.

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 at 789 Clapboardtree 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.

1. Waiver from strict compliance with Section 7.3.7.2 of the Westwood Zoning Bylaw requiring the submission of an exterior lighting plan.
2. Waiver from strict compliance with Section 7.3.7.4 of the Westwood Zoning Bylaw requiring the submission of drawings/renderings.
3. Waiver from strict compliance with Section 7.3.7.5 of the Westwood Zoning Bylaw requiring the submission of photos

Mr. Giordano seconded the motion.

Roll Call Vote:

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

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

Mr. Weller moved that the Planning Board grant the Environmental Impact & Design Review (EIDR) Approval at 789 Clapboardtree 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 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. Prior to the start of any construction the Applicant shall submit a fully revised set of site plans and Stormwater Report/O&M Plan addressing all remaining comments in the Memorandum from Philip Paradis, Jr., PE, LEED AP, CPSWQ of BETA Group, Inc., to the Westwood Planning Board dated August 2, 2024. Said Stormwater Report/O&M Plan shall comply with Town of Westwood Stormwater Regulations as set in the Town Bylaws and to reflect the views set forth by the Planning Board at the August 6, 2024 Planning Board meeting. Said fully revised set of site plans and Stormwater Report/O&M Plan shall be reviewed by the Town Planner and approved if consistent with all of the above.

5. Prior to the start of any construction the Applicant shall submit a fully revised set of site plans including construction detail for the landscape island and a planting schedule indicating Massachusetts native species for the review and approval by the Town Planner.

6. Prior to the start of any construction the Applicant shall submit a document indicating the donation of 12 trees to Town owned property for review and approval by the Town Planner and Tree Warden.

7. The proposed parking lot expansion shall be used for approximately 20 special events (i.e.: memorials, fundraising events, open house, or similar events) per year.

8. 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.

9. 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.

10. 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.

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

12. 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.

Mr. Giordano seconded the motion.

Roll Call Vote:

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

MOTION TO CONTINUANCE:

Mr. Weller moved that the Planning Board continue the public hearing for the Limited EIDR public hearing for the parking lot expansion at Lifeworks, 789 Clapboardtree Street to Tuesday, September 10, 2024, at 7:00 pm 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. Ames seconded the motion.

Roll Call Vote:

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

Ms. Rollings suggested having a quick break .

Action Taken:

Upon a motion made by Mr. Weller and seconded by Mr. Ames, the Planning Board voted in favor (4-0) via roll call vote to have a recess from 9:44 pm to 9:47 pm.

Roll Call Vote:

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

## 2020 Comprehensive Plan Implementation Updates

### Youth & Family Services

Katy Colthart from Youth & Family Services went through highlights for the Comprehensive plans.

Comments:

- What do you hear from Youth and Families related to space? *Ms. Colthart: The walkability with the Deerfield and Hanlon combining.*
- Plans to get out in nature.
- How can we support Youth & Family Services? *Ms. Colthart: Promote spaces that are accessible. A recreation center.*

Mr. Romulus: There were 4 other departments that had to leave early. The reports can be found on the Town of Westwood Website.

### **Public Hearing for Consideration of a Shared Driveway Special Permit approval for a shared driveway for five single-family residences at 101 High Street**

Ms. Rollings read the Public Hearing Notice and stated that there are a few boards that have purview over parts of this project.

Mr. Romulus stated that it will go through the Conservation Commission, there are no ZBA appeals or applications. There are some concerned residents in the vicinity of the blasting. Fire Chief Lund will contract a company to do a pre-blast survey of homes in the vicinity. The survey will look at the foundations of the homes, and after the blasting if there are concerns the same contract will come out and do a post blast survey to check for potential damage.

Peter Zahka, attorney for Supreme Development was present with Zachary Richards from Bohler, Ken Cram and Giorgio Petruzzello. Mr. Zahka gave a quick overview of the 12 acres of land and that the property is under agreement.

Zachary Richards from Bohler was present to discuss the best way to go forward with this project. The goal is to gather feedback to refine this project and come back with a final project. Mr. Richards had a brief presentation.

Ken Cram was present to discuss traffic and did a traffic impact assessment. Looked at trips, the safety of the location and 10 years of crash history. He suggested cutting back some brush to improve site lines.

Mr. Zahka stated that for the record, Mr. Petruzzello has reached out via telephone to some of the rear abutters.

### Board Comments:

- Shared driveways, do we have 5 or more homes in Westwood with this? *Mr. Romulus: Not to his knowledge. Ms. Loughnane: The Planning Board sees very few shared driveway applications.*
- Applicants comments on Fire, Trash/Recycling Collection trucks and mailboxes. *Mr. Romulus: We have had meetings with the applicant. Trash collection and Mail, a turnaround will be included.*
- Mr. Richards: We thought this was the best approach with the shared driveway vs the 5 driveways. Trash collection will be a private service and there will be a bin area.
- How wide is the proposed driveway? *Mr. Richards: 20 feet wide.*
- Topography, why seek a waiver on stormwater? *Mr. Zahka: Looking to do a Form A plan, the access onto the lots, normally go through a process that is administrative. The full stormwater plan will be submitted.*
- Continuous management, the plowing, how do we envision it working? *Mr. Zahka: We would do the same as a subdivision and have a Home Owners Association. They would be the entity of the shared driveway and the stormwater system. There would be a budget set in place. It is not a road, it is a shared driveway.*
- Abutters are expressing concerns with runoff and flooding. Will the project increase impervious surfaces? *Mr. Richards: The future homes will have their own Stormwater management facilities.*



- Mr. Romulus: The shared driveway will have its own stormwater management for each individual lot and will have to contain their runoff within that site.
- Emergency vehicles, what is the solution if they can't get up the driveway? *Mr. Richards: Had a discussion with Fire, want to get more feedback and be thorough. Extending the turnaround area to accommodate to their satisfaction. have prepared some truck turn plans.*

Staff Comments:

- Accessibility for Emergency services, an additional hydrant.
- DWWD: The applicant will need to address concerns with the Water District.
- PSC will be doing the peer review.
- Consider a site visit prior to the next Planning Board meeting.

Public Comments:

- Mr. Yanni Tsipis, 152 Grove Street. Direct abutters. Have met with the applicant many times. This proposed use would be precedent setting in town. In Dedham, on Schoolmasters Lane the applicant clear cut many trees. This project location is the gateway into town. Consider having strict conditions for the whole site. Stormwater report, much more than just a shared driveway. Suggest that the Board have a stormwater report for the entire site. The topography is just too steep. Please consider the project in totality.
- Eric Brucato & Daiva Braunfelds, 148 Grove Street, are very concerned with blasting and water runoff and have 2 wells for drinking water. Any analysis on discussion of the wells in the area? *Mr. Petruzzello: Will do a 200 meter diameter and the blasting is 475 feet away from the blast but will take precaution. It really is crucial that we talk about the trees being taken down. Concerned with clear cutting, be careful of the tree canopy and the mature trees. Mr. Petruzzello: We do not like to clear trees, it costs money. We have the same concerns and want to keep as many trees as possible. Doing a tree survey for the entire site. Mr. Richards: Tree preservation and will have a tree mitigation plan. Daiva Braunfelds, how do we make sure we are getting all of the public information? Mr. Romulus: Sent through certified mail, this is the first meeting. Public meetings are not advertised, Public Hearing are. Mr. Petruzzello stated that he is happy to meet with any residents.*
- Mark Callahan, 20 Grove Street. Have a real interest in Stormwater management. Interested in a site walk. *Mr. Romulus: Not actually a public meeting so not open to residents. Mr. Petruzzello stated that he can do a walk through with concerned residents.*

Action Taken:

MOTION FOR CONTINUANCE:

Mr. Weller moved that the Planning Board continue the public hearing for the Shared Driveway Special Permit for 101 High Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on July 3, 2024 to Tuesday, September 10, 2024, at 7:00 pm 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. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes

Sean R. Weller-Yes

Joshua C. Ames-Yes

Philip M. Giordano-Yes

**Public Meeting for Consideration of Proposed Approval Not Required (ANR) Plan for 101 High Street (continued from 7/16/24)**

The applicant has asked for another continuance.

Action Taken:

PROPOSED MOTION TO CONTINUE:

Mr. Weller 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, September 10, 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

**Review of Draft Meeting Minutes from July 16, 2024**

Upon a motion made by Mr. Weller and seconded by Mr. Ames,the Planning Board voted in favor (4-0) via roll call vote to accept the minutes from July 16, 2024 as presented.

Roll Call Vote:

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

**Updates from Agency and Committee Representatives**

- There was a Long Range Financial Planning meeting earlier today.
- Comprehensive Plan updates are continuing through the summer.
- The Climate Action Plan has received some comments and the final draft will be at one of the September meetings.
- Off Leasehold Dog Walking Committee met on July 25, 2024.
- The Pedestrian and Bicycle Advisory Committee presented a vote and it will be discussed at the next Planning Board meeting.

**General Miscellaneous Updates and Administrative Items**

Upcoming Board Meetings: September 10, 2024, September 24, 2024 & October 15, 2024

**Adjournment**

Upon a motion made by Mr. Weller and seconded by Mr. Giordano, the Planning Board voted in favor (4-0) via roll call vote to adjourn at 11:55pm.

Roll Call Vote:

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

**List of Documents**

Link to Documents:[2024/08/06 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>790 Gay Street</b>  Gay St 790 - Legal Notice - Recorded, Westwood Planning Board, 7/11/2024, 1 page.  Gay St 790 - Detailed Project Description, Meander Studio, 6/13/2024, 1 page.  Gay St 790 - Plans_Drawings, Meander Studio, 6/11/2024, 8 pages.  Gay St 790 - Site Plan Waiver, Meander Studio, 6/13/2024, 1 page.  Gay St 790 - Existing Conditions Photographs, 4 pages.  Gay St 790 - Photometrics Plan Waiver, Meander Studio, 6/13/2024, 1 page.  Gay St 790 - Presentation Model Waiver, Meander Studio, 6/13/2024, 1 page.  Gay St 790 - Stormwater Drainage Waiver, Meander Studio, 6/13/2024, 1 page.  Gay St 790 - Traffic Study Waiver, Meander Studio, 6/13/2024, 1 page.  Gay St 790 - Westwood Shed Color Rendering, 1 page.</p>	PDF
<p><b>693 High Street</b>  High St 693 - Legal Notice - Recorded, Westwood Planning Board, 6/28/2024, 1 page.  High St 693 - Narrative, 1 page.  High St 693 - Waiver Request - Stormwater, Lighting, Traffic, Model, Drawings, 1 page.</p>	PDF
<p><b>789 Clapboardtree St</b>  Clapboardtree St 789 - Legal Notice - Recorded, Westwood Planning Board, 6/28/2024, 1 page.  Clapboardtree St 789 - Narrative, Glossa Engineering, 6/13/2024, 2 pages.  Clapboardtree St 789 - Narrative Supplement, D. Burke, 6/20/2024, 3 pages.</p>	PDF

<p>Clapboardtree St 789 - Site Plan, Glossa Engineering, 6/13/2024, 2 pages.  Clapboardtree St 789 - Stormwater Waiver Request, Glossa Engineering, 6/13/2024, 1 page.  Clapboardtree St 789 - Addtl Waiver Requests, Glossa Engineering, 6/13/2024, 1 page.  Clapboardtree St 789 - Peer Review - 2024-08-02, BETA, 7/29/2024, 3 pages.  Clapboardtree St 789 - Peer Review Response, Glossa Engineering, 8/5/2024, 36 pages.  Clapboardtree St 789 - Site Plan R1 - 2024-08-02, Glossa Engineering, 8/5/2024, 2 pages.  Clapboardtree St 789 - Site Plan R2 - 2024-08-03, Glossa Engineering, 8/5/2024, 2 pages.</p>	
<p><b>101 High Street</b>  High St 101 - Existing Site Plan, Control Point, 3/7/2024, 4 pages.  High St 101 - Proposed Site Plans R1, Bohler, 7/2/2024, 10 pages.  High St 101 - Narrative, Peter Zahka, 6 pages.  High St 101 - ANR Plan, Control Point, 3/7/2024, 1 page.  High St 101 - Waiver Requests,  High St 101 - Stormwater Drainage, Bohler, 7/2/2024, 110 pages.  High St 101 - Traffic Memo, BAyside Engineering, 7/3/2024, 19 pages.  High St 101 - SP Town Planner Review, Westwood Town Planner, 6/3/2024, 3 pages.  High St 101 - Legal Notice - Recorded, Westwood Planning Board, 7/8/2024, 1 page.</p>	PDF
<p><b>101 High St - ANR-CONTINUED</b>  High St 101 - ANR Plan R1  High St 101 - Existing Conditions Plan  High St 101 - Narrative  High St 101 - Property Authorization Form</p>	PDF
<p><b>Comprehensive Plan Updates</b>  2024 Implementation Matrix - YFS, 3 pages.</p>	PDF
<p><b>Minutes</b>  07-16-24 PB Minutes - draft, 7/16/2024, 11 pages.</p>	PDF