

APPROVED

On Meeting Date: 8/13/24

Westwood Planning Board Minutes
Tuesday, September 10, 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 September 10, 2024, Planning Board meeting was conducted via remote participation by the Board.

Call to Order

The meeting was called to order by the Chair Ellen Larkin Rollings at approximately 7:00 pm. 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.

Staff members present: Elijah Romulus, Town Planner; Amanda Wolfe, Housing & Land Use Planner; and Jessica Cole, who recorded the meeting minutes.

2020 Comprehensive Plan Implementation Updates

Select Board/Finance

Mr. Previtera called the meeting to order. Mr. Gotti and Mr. Previtera were present. Mr. Previtera went through the Comprehensive Plan actions that the Select Board has been working on.

Mr. Coleman was present and wanted to discuss the Fire Station (CF9). Last night, it was discussed and mentioned that there was an Abutters Forum, and there will be Community Forums next week and one in November. Mr. Coleman also stated that the Annual Town meeting will be moved to May 19, 2024, to vote on the Fire Station project.

Board Comments:

- There was very little action done, a lot of work has been done, but explain the action better and document it. Mr. Gotti: Not all of the action is complete and it is ongoing because it takes time.
- The Board asked about the Community Preservation Act (CPA H9). *Asked to look at it, the CPA provides funding. There are 4 discrete uses: Open Space, Housing, Recreation & Historic Preservation. It was not the right time to explore this further because of the burden on the taxpayer and the tight restrictions on how the money gets used. It has been voted down in the past, too. It was not in the best interest to pursue at this time.*
- Hale? Mr. Previtera, it came down to time constraints; the decision was not made by the Select Board, and Hale decided to go a different route. Mr. Coleman: A number of different funding options to try to address it. The last option was one that did not comply with Municipal Finance law. There was also a timing issue for Hale in that they had certain obligations that were approaching some time sensitivity. Hale will continue to work with some type of conservation restriction for their property.
- Deerfield, in progress? Have we made any progress? Mr. Coleman: The Town has been able to use it temporarily; the IT is in Deerfield temporarily and sees it as progress. There is a sub-working group that has conversations with the schools.
- Annual review of infrastructure and improvements TC10? Mr. Gotti: As part of the annual budget process, the Town put together the Capital Improvement Plan, and that has a number of budget items that go out 5 years. It is a standard part of the Select Board budget planning process.
- Mr. Coleman: What we do as part of our 5-year capital plan is part of the infrastructure. Currently doing a Comprehensive Review of all the buildings with Dore & Whittier.
- Mr. Romulus reminded the Board that TC10 is under Town Centers.
- H2? Is this going for approval at the Town Meeting? Mr. Coleman: It has been completed.

- How can the Planning Board be kept in the loop, and how are they progressing? How do we improve communication? Can we be updated periodically? *Mr. Coleman: Communication can always be improved. We have dedicated pages on the Westwood Website, but we are open to ideas. The Wire, The Word, Alert Westwood (reverse 911 for texts and emails).*
- What can the Planning Board do to help out the Select Board?
- Anything you can do to help with the Town Website.
- Is the Gay Street sidewalk on the Select Board's radar? *Mr. Gotti: We share that safety is a priority for our residents. Canton Street redesign could be a wonderful model with some state funding for Gay Street. Both are scenic roads. Mr. Coleman: If we are successful with Canton Street, Gay Street may happen. It is on the Select Board's radar.*
- This is a specific long-term vision; progress can be slow.

Town Administrator

Mr. Coleman was present and went through his portion of the Comprehensive Plan Implementation Table.

Board Comments:

- Emergency Planning? *In addition, we continue to look for funding sources with Senator Rush and Representative Paul McMurtry and have \$200,000 earmarked for generators.*
- How can the Planning Board help you? *Mr. Coleman: Continue doing what you're doing.*

Pedestrian & Bicycle Advisory Committee

Steve Olanoff, vice chair of the Pedestrian & Bicycle Advisory Committee, was present.

He went through the Comprehensive Plan Implementation table.

Board Comments:

- How many residents attend the hikes? *Mr. Olanoff: Community trails about 10-25 people. Publicity is being done through Hale.*
- 25 MPH in town, do you see it as a solution? *Mr. Olanoff: We considered adopting it, but a number of problems were brought up, and we should start thinking about it again*

Continuation of 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 (continued from 8/6/24)

Present were John Glossa, engineer and Daniel Burke from Life Works.

Mr. Glossa gave a quick overview of what has been happening with BETA. Mr. Glossa will add a Stormwater Report and an O&M plan that was asked for by BETA. Mr. Glossa also went over the changes to the plan.

Mr. Romulus stated that the applicant has worked hard with BETA, and all have been addressed and satisfied with BETA. Mr. Romulus suggested continuing because of the Conservation Commission meeting tomorrow evening with the applicant.

Board Comments:

The Board is satisfied with the plan.

Public Comments:

None.

Action Taken:

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

Mr. Ames moved that the Planning Board modify the Limited Environmental Impact & Design Review (EIDR) Approval at Lifeworks, 789 Clapboardtree Street, at its meeting on August 6, 2024, for the project described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on July 2, 2024, to replace the previously approved Project Plan Set with the latest Project Plan Set revised through September 3, 2024, with no changes to the conditions as of approval.

Ms. Nee seconded the motion.

Roll Call Vote:

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

MOTION TO CONTINUE THE PUBLIC HEARING:

Mr. Ames 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, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on July 2, 2024 to Tuesday, September 24, 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/>.

Ms. Nee seconded the motion.

Roll Call Vote:

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

Continuation of a Public Hearing for Consideration of a Shared Driveway Special Permit approval for a shared driveway for five single-family residences at 101 High Street (continued from 8/6/24 - Hearing to be continued to 9/24/24 for simultaneous meeting with Conservation Commission)

Attorney Peter Zahka and Giorgio Petruzzello were present.

Earlier today the applicant submitted a request to extend the date on the ANR until the special permit is addressed. They will have a joint meeting on 9/24 with the Conservation Commission. Mr. Zahka does not want to start the process all over with the sudden passing of Tom Houston of PSC. Mr. Romulus has reached out to BETA as a backup in case we cannot work with PSC.

Ms. Rollings asked for a continuance with no further discussion.

Action Taken:

MOTION FOR CONTINUANCE:

Mr. Ames 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 24, 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/>.

Ms. Nee seconded the motion.

Roll Call Vote:

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

Public Meeting for Consideration of Proposed Approval Not Required (ANR) Plan at 101 High Street (continued from 8/6/24)

Ms. Rollings stated that the Planning Board will continue without discussion.

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, September 24, 2024.

Ms. Nee seconded the motion.

Roll Call Vote:

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

Public Meeting for Consideration of a Modification to a Mixed-Use Multi-Family Residential Overlay District (MUMFROD) Special Permit at 22 Everett Street

Attorney Peter Zahka and Giorgio Petruzzello were present, along with Zachary Richards from Bohler. Units and bedrooms are the same, but we had to bring the plan into compliance. The commercial space was 3 spaces, and now it is 4. Building heights and materials are still the same. Increased the number of EV charging stations.

Mr. Richards of Bohler discussed some minor changes and positives, including landscaping and trees.

Board Comments:

- Elevations, current vs. proposed, a lot of windows are gone; why the change? *Mr. Petruzzello: More were added on another wall instead of the walls facing the train tracks. On the right front side is the electrical room; that wall will be covered with landscaping.*
- Please choose a Northeast native wildflower mix.
- Will the seating affect runoff? *Mr. Richards: Confirm there is no impact to stormwater design.*
- 3-4 retail spaces, tenants? *Mr. Petruzzello: None yet, but looking for flexibility.*

Mr. Romulus considers them minor in nature.

Action Taken:

MOTION FOR MODIFICATION DETERMINATION:

Ms. Nee moved that the Planning Board determine the Modification of the Mixed-Use & Multi-Family Residential Overlay District (MUMFROD) Special Permit and consolidated Environmental Impact & Design Review (EIDR) Approval for 22 Everett Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on August 2, 2024, to be minor in nature:

Mr. Ames seconded the motion.

Roll Call Vote:

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

MOTION FOR MINOR MODIFICATION OF MUMFROD SPECIAL PERMIT & CONSOLIDATED EIDR APPROVAL:

Ms. Nee moved that the Planning Board grant the Minor Modification of the Mixed-Use & Multi-Family Residential Overlay District (MUMFROD) Special Permit and consolidated Environmental Impact & Design Review (EIDR) Approval for 22 Everett Street, as described in the Application therefore submitted to the Planning Board and filed in the Office of the Town Clerk on August 2, 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 an 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. Any proposed alterations to "Building B" must come before the Planning Board for a modification determination. Mr. Ames seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes

Joshua C. Ames-Yes

Philip M. Giordano-Yes

Kathleen Nee-Yes

Public Meeting for Consideration of a Modification to an Open Space Residential Development (OSRD) Special Permit at 9 Appleseed Lane

Mr. Romulus had an update, and the applicant would like a continuance for this and the ANR plan, which is next on the agenda. His engineer is working on updating the plan.

Ms. Rollings suggested that the Planning Board continue without discussion.

Action Taken:

MOTION TO CONTINUE

Mr. Ames Moved that the Planning Board accept the Applicant's request for the Board to postpone consideration of a Modification to the Morgan Farm Estates Open Space Residential Development (OSRD) Definitive subdivision and Morgan Farm Estates, OSRD-EIDR Approval to allow for the reconfiguration of parcels at 9 Appleseed Lane and 63 Morgan Farm Road until the Board's next meeting on September 24, 2024.

Ms. Nee seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes

Joshua C. Ames-Yes

Philip M. Giordano-Yes

Kathleen Nee-Yes

Public Meeting for Consideration of Proposed Approval Not Required (ANR) Plan at 9 Appleseed Lane

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 9 Appleseed Lane and 63 Morgan Farm Road to Tuesday, September 24, 2024.

Ms. Nee seconded the motion.

Roll Call Vote:

Ellen Larkin Rollings-Yes

Joshua C. Ames-Yes

Philip M. Giordano-Yes

Kathleen Nee-Yes

Discussion of Potential Warrant Articles for the November 2024 Fall Town Meeting, if any, and May 2025 Annual Town Meeting

- Mr. Romulus stated that the Governor has signed into law the Affordable Home Act. Within it, there is a section on Accessory Dwelling Units (ADU) by right. The deadline is February 2, 2025, to update the current zoning. The Town is still actively looking into this new legislation. The new law will reduce restrictions. Guidances are still being worked out.
- How about articles that we deferred from last year? *Mr. Romulus will look into it.*
- The Attorney General confirmed the bylaw. We have not received a determination of compliance.

- Mr. Romulus' suggestions are:
 - Accessory Dwelling Units
 - MUMFROD expansion
 - Gas Leaf Blower bylaw
- Ms. Rollings mentioned suggestions from the past:
 - 25 MPH
 - Tree canopy bylaw
 - Scenic streets
 - Changing our affordability requirements to new developments coming to the Town

Review of Draft Meeting Minutes from August 6, 2024

Upon a motion made by Mr. Giordano and seconded by Mr. Ames, the Planning Board voted in favor (3-0-1) via a roll call vote to accept the minutes from August 6, 2024, as presented.

Roll Call Vote:

Ellen Larkin Rollings-Yes
Joshua C. Ames-Yes
Philip M. Giordano-Yes
Kathleen Nee-Abstain

Updates from Agency and Committee Representatives

Canton Street is still working on designs and working with abutters.

General Miscellaneous Updates and Administrative Items

- The Climate Action, Resiliency & Sustainability Draft Plan is available for viewing. The public comment period is open through September 15, 2024. After the 15th, I will be revising it to present to the Board in October. More info at www.tinyurl.com/CRSPlanWestwood
- The Housing Production Plan update is underway. The Housing Partnership Fair Housing is leading the process. There is a survey open to residents; more information can be found at the Library
- Mr. Giordano would like to improve communication and efficiency. Can we have a weekly update? Suggest we improve the efficiency of our meetings. We need parameters for our meetings. Propose 2.5-hour meetings and extend to 3 hours.
 - Mr. Romulus and Ms. Wolfe can look into emailing when something has been posted to IQM.
 - Suggesting timing for each agenda item.
- Upcoming Board Meetings: September 24, 2024, October 15, 2024 & October 29, 2024

Adjournment

Upon a motion made by Ms. Nee and seconded by Mr. Giordano, the Planning Board voted in favor (4-0) via roll call vote to adjourn at 10:20 pm

Roll Call Vote:

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

List of Documents

Link to Documents: [2024/09/10 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>

2020 Comprehensive Plan Updates 2024 Implementation Matrix - Ped Bike, 5 pages. 2024 Implementation Matrix - Select Board_Finance, 8 pages. 2024 Implementation Matrix - Town Administrator, 5 pages.	PDF
789 Clapboardtree St Clapboardtree St 789 - Legal Notice - Recorded, Westwood Planning Board, 6/28/2024, 1 page. 789 Clapboardtree St EMM EIDR Update 8-29-2024, BETA, 8/29/2024, 4 pages. Clapboardtree St 789 - Site Plans R3 - Pg 1 Color - 2024-09-03, Glossa Engineering, 5/21/2024, 1 page.	PDF

<p>Clapboardtree St 789 - Site Plans R3 - Pg 1 - 2024-09-03, Glossa Engineering, 9/3/2024, 1 page. Clapboardtree St 789 - Site Plans R3 - Pg 2 - 2024-09-03, Glossa Engineering, 9/3/2024, 1 page. Clapboardtree St 789 - Peer Review - 2024-09-06, BETA, 9/6/2024, 4 pages.</p>	
<p>101 High Street (Continued to 9/24/2024) High St 101 - Legal Notice - Recorded High St 101 - Proposed Site Plans R2 High St 101 - Existing Site Plan High St 101 - Narrative High St 101 - Stormwater Drainage High St 101 - Supplemental Drainage Package High St 101 - Traffic Memo High St 101 - Traffic Impact Assessment High St 101 - Waiver Requests High St 101 - Peer Review High St 101 - Peer Review Response</p>	PDF
<p>101 High Street (Continued to 9/24/2024) High St 101 - ANR Plan R1 High St 101 - Existing Conditions Plan High St 101 - Narrative</p>	PDF
<p>22 Everett Street Everett St 22 - Narrative Everett St 22 - Previously Approved Site Plans, Bohler, 9/1/2023, 30 pages. Everett St 22 - Building A Revised, Bohler, 7/23/2024, 42 pages. Everett St 22 - Previously Approved Site Plans, Bohler, 7/25/2024, 25 pages.</p>	PDF
<p>9 Appleseed Lane (Continued to 9/24/2024) Appleseed Ln 9 - Proposed Plan Morgan Farm Estates - Open Space Decision_2013 Morgan Farm Estates - Open Space Subdivision - Modification - 2_2013 Morgan Farm Estates - Open Space Subdivision Modification_2013 Morgan Farm Estates - Open Space EIDR_2013 Morgan Farm Estates - Open Space EIDR Modification - 2_2013 Morgan Farm Estates - Subdivision Plan - 1 Morgan Farm Estates - Subdivision Plan - 2 Morgan Farm Estates - Subdivision Plan - 3</p>	PDF
<p>9 Appleseed Ln(Continued to 9/24/2024) Lot 4 Morgan Farm - Modification Plan_21November30</p>	PDF
<p>Minutes 08-06-24 PB Minutes - draft, 8/6/2024, 11 pages.</p>	PDF