

**TOWN OF WESTWOOD**  
COMMONWEALTH of MASSACHUSETTS

Christopher A. Pfaff, Chairman  
Steven H. Olanoff, Vice Chairman  
Trevor W. Laubenstein, Secretary  
John J. Wiggin  
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TOWN CLERK  
TOWN OF WESTWOOD

**PLANNING BOARD**

**DECISION OF THE PLANNING BOARD  
LIMITED ENVIRONMENTAL IMPACT AND DESIGN REVIEW**

**APPLICANT:** Town of Westwood  
580 High Street  
Westwood, MA 02090

**PROPERTY OWNER:** Town of Westwood  
580 High Street  
Westwood, MA 02090

**PROPERTY LOCUS:** Off Laura Lane and Gay Street  
Assessor's Map 16, Lot 451

**BACKGROUND AND PROJECT SUMMARY**

The Applicant proposes to transfer the 23,038 S.F. parcel to the Girl Scouts of Eastern Massachusetts for the construction of a ~1,000 S.F. meeting house with shared parking at the Hanlon School. The property is located off of Laura Lane and Gay Street located in the Single-Residence A (SRA) zoning district and Wireless Communications Overlay District (WCOD). The proposed non-profit education use is an exempt use pursuant to M.G.L. Chapter 40A, Section 3 and is thus permitted in the SRA zone. The proposal for new construction is subject to Limited Environmental Impact and Design Review (EIDR), pursuant to Section 7.3 of the Westwood Zoning Bylaw.

**STATEMENT OF FINDINGS**

**PROCEDURAL FINDINGS:**

After having reviewed all the plans and reports filed by the Applicant and its representatives and having considered the technical analysis, supplemental information provided during the course of the public hearing, correspondence and testimony from representatives from various boards and commissions and departments within the Town of Westwood and from all other interested parties, the Town of Westwood Planning Board makes the following procedural findings and project findings:

1. On February 3, 2016, an application was filed by or on behalf of the Town of Westwood, pursuant to Section 7.3 [Environmental Impact and Design Review] of the Westwood Zoning Bylaw with the Westwood Planning Board and the Westwood Town Clerk (hereinafter "Application").

2. Pursuant to M.G.L. Chapter 40A, Section 9 and 11 and the applicable provisions of the Westwood Zoning Bylaw and the Rules and Regulations of the Westwood Planning Board (hereinafter "Rules and Regulations"), the Planning Board caused notice of the public hearing to be published in the *Westwood Press*, a newspaper of general circulation in Westwood, on February 5, 2016 and February 12, 2016. Notice of the public hearing was posted in the Westwood Town Hall commencing on February 4, 2016, and continuing through the opening of the public hearing on February 23, 2016. Said notice of the public hearing was mailed postage prepaid to all Parties in Interest as defined in M.G.L. Chapter 40A, Section 11 on February 4, 2016.
3. The Planning Board provided copies of the Application to other Town of Westwood boards and commissions, departments and officials including, but not limited to, the Board of Health, Board of Selectmen, Building Commissioner, Conservation Commission, Department of Public Works, Fire Chief, Police Chief, Town Engineer, Historic Commission, Pedestrian and Bike Safety Committee on February 4, 2016.
4. After notice and publication was provided pursuant to M.G.L. Chapter 40A, Section 9 and 11, the public hearing on the Application commenced on February 23, 2016, in the Community Meeting Room at the Library at 660 High Street, Westwood, MA 02090. The Planning Board closed the public hearing on February 23, 2016.
5. Westwood Planning Board Members Trevor W. Laubenstein, Steven H. Olanoff, John J. Wiggin, Bruce H. Montgomery, and Christopher A. Pfaff deliberated on the Application at a duly authorized meeting on February 23, 2016.

#### **PROJECT FINDINGS:**

1. The subject property consists of approximately 23,038 S.F. located off of Laura Lane and is shown as Map 16, Lot 451 on the Westwood Board of Assessors' Map (hereinafter "Project Site" or "Property").
2. Presently, the project site is located on undeveloped land behind the Hanlon School owned by the Town of Westwood. The lot was created by an Approval Not Required Plan from the Hanlon School parcel at 790 Gay Street. The Town intends to transfer this parcel to the Girl Scouts of Eastern Massachusetts for the construction of a ~1,000 S.F. meeting house.
3. The Project Site is located within the SRA zoning district. The proposed non-profit education use is an exempt use pursuant to M.G.L. Chapter 40A, Section 3, subject to a Limited Environmental Impact Design Review (EIDR), pursuant to Section 7.3.3 of the Westwood Zoning Bylaw.
4. Parking is proposed to be shared with the Hanlon School. The proposed parking spaces are sufficient to meet the minimum parking requirements of Section 6.1 of the Westwood Zoning Bylaw.
5. The Project, as modified by the Conditions of this Decision, will not be detrimental to the Town or to the general character or visual appearance of the surrounding

properties, and will be consistent with all applicable standards set forth in Section 7.3.8 of the Westwood Zoning Bylaw.

#### **WAIVERS:**

The Planning Board considered requests for the specific waivers listed below, and determined that such waivers will result in a substantially improved project; that such project will otherwise meet the performance and design standards set forth in this Section; and that such waivers will pose no substantial detriment to any adjacent property or proximate neighborhood, and will not nullify or substantially derogate from the intent or purpose of the Westwood Zoning Bylaw. The following waivers are hereby granted by the Planning Board:

1. Waiver of the application filing fee. The Applicant is the Town of Westwood.
2. Waiver of submission of an existing and proposed site plan showing all plantings, landscaping and screening required by Section 7.3.7.1.1 of the Westwood Zoning Bylaw. The Board found the Applicant proposed to maintain all existing trees and lawn area surrounding the new structure.
3. Waiver of the submission for the site plan showing the location, type, size and dimension of existing trees, rock masses, and natural features required by Section 7.3.7.1.2 of the Westwood Zoning Bylaw. The Board found that the proposed meeting house is on what is presently lawn area and contains no trees or other apparent natural features.
4. Waiver of submission of the site plan showing existing and proposed topography and grading required by Section 7.3.7.1.4 of the Westwood Zoning Bylaw. The Board found the proposed meeting house is proposed on a relatively flat portion of the parcel and no substantial grade changes are proposed.
5. Waiver of the requirement that the site plan include parking areas, traffic circulation, driveways, loading areas, access and egress points required by Section 7.3.7.1.5 of the Westwood Zoning Bylaw. The Board found the shared parking with two exempt education uses is compatible and sufficient to meet the parking demands of the proposed meeting house.
6. Waiver of the requirement for stormwater drainage prepared by a professional engineer required under Section 7.3.7.1.6 of the Westwood Zoning Bylaw. The Board found the proposed meeting house will be surrounded by existing pervious area which will be adequate to absorb the roof drainage from the proposed development.
7. Waiver of the requirement to show the sanitary sewerage, water supply, and fire protection measures on the site plan of Section 7.3.7.1.7 of the Westwood Zoning Bylaw. The Board found the proposed meeting house to be served by sanitary sewer, public water, and gas, which will be located at the time of construction.
8. Waiver of the requirement for the site plan to show all the utilities, signage and trash disposal areas required by Section 7.3.7.1.8 of the Westwood Zoning Bylaw. The application does not propose any signage at this time and utilities will be located prior to construction.

9. Waiver of the requirement to locate and describe the proposed disturbance to vegetation or historic features. The Board found the proposed development will not disturb existing vegetation other than the existing lawn area and will not alter natural or historic features of the site.
10. Waiver of Section 7.3.7.2 of the requirement for a submission of an exterior lighting plan. The only exterior lights proposed are standard residential wall-mounted entrance light fixtures and motion detector lights which will comply with applicable requirements of Section 6.4 [Exterior Lighting] of the Zoning Bylaw.
11. Waiver of Section 7.3.7.3 for the requirement for a submission of a traffic study. The Board found the proposed use is not expected to generate a significant increase in the volume of traffic currently experienced at this location.

**DECISION:**

The Planning Board evaluated the Application in relation to the above Findings, and as the approving authority, by a vote of five (5) in favor and none (0) opposed, hereby grants Limited Environmental Impact and Design Review **Approval** of an Exempt Use pursuant to Section 7.3 of the Westwood Zoning Bylaw for the Project as described above and in the application therefor filed in the office of the Town Clerk on February 3, 2016, subject to the Conditions stated herein, all of which are an integral part hereof:

**CONDITIONS OF APPROVAL:**

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. The shared parking arrangement is a specific condition of the exempt non-profit education use. If, in the future, the shared parking arrangement is found to be insufficient to meet the demands of the meeting house, a sufficient number of parking spaces to meet the demand shall be provided on the subject parcel.
3. Any proposed signage shall obtain a sign permit from the Westwood Building Department.
4. Exterior lighting shall comply with Section 6.4.4 of the Westwood Zoning Bylaw.
5. Any public events held at the proposed meeting house shall be licensed as temporary food events by the Westwood Board of Health.
6. Any exterior dumpsters shall be screened from view and licensed with the Westwood Board of Health pursuant to Westwood Board of Health Regulations.
7. If the Project, or any Condition imposed in this Decision, requires permit, license, or other approval from any other board, committee, or 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. 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 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.

8. Applicant shall promptly repair any damage which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the Town. Such repairs shall be performed to Town of Westwood standards.
9. This EIDR Approval 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. In the case of the EIDR Approval, the term "substantial use thereof or construction thereunder" shall mean the commencement and substantial progress of approved vertical construction activity.
10. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.
11. The Applicant shall provide one (1) original and three (3) certified copies of an "As Built" Site Development Plan. Certification shall be by a Registered Professional Engineer and/or Land Surveyor, as required, and shall indicate that all driveways, parking areas, sidewalks, storm drains, sewer mains, water mains and their appurtenances have been constructed in accordance with said Project Plans and are accurately located as shown thereon. The "As Built" plan shall be delivered to the Board in a format approved by the Information Systems Director for compatibility with the Town of Westwood GIS database.
12. Any alterations, modifications, deletions or amendments to the EIDR Approval shall be done in accordance with the requirements of M.G.L. Chapter 40A § 9.

#### **APPLICATION AND PLANS**

The Planning Board evaluated the Application filed by or on behalf of the Applicants in the Planning Office and the Office of the Town Clerk on February 3, 2016. All of the following plans and material are hereby incorporated by reference and made part of this Decision.

1. Application, cover letter and narrative prepared by Michael Jaillet, Town of Westwood dated February 2, 2016, received by the Town Clerk and Planning Department on February 3, 2016.
2. Approval Not Required Plan entitled "Plan of Land", project title "Paul Hanlon School #790 Gay Street, Westwood, Massachusetts", prepared by Hoyt Land Surveying, 1287 Washington Street, Weymouth, MA 02189, and dated October 13, 2015.
3. Plan entitled "Proposed House Location", project title "Girl Scout Meeting House", prepared by Jeffrey J. Bina, dated January 27, 2016.
4. Architectural Plans entitled "Girl Scout House, Hanlon School, Westwood, MA 02090" (9 Sheets), prepared by Spectrum Design & Construction, dated October 14, 2015.

- A-1 Cover Sheet, dated 10/14/15
- A-2 Foundation Plan, dated 10/14/15
- A-3 First Floor Plan, dated 10/14/15
- A-4 Front & Right Side Elevation, dated 10/14/15
- A-5 Rear & Left Side Elevation, dated 12/10/15
- A-6 Rear Section, dated 12/10/15
- A-7 First Floor Framing, dated 10/14/15
- A-8 Roof Framing, dated 10/14/15
- A-10 General Notes, dated 10/14/15

5. Memorandum from Health Director, Linda Shea to Town Planner, Abigail McCabe, subject: Limited EIDR Approval of an Exempt Use-for Girl Scout meeting House- Laura Lane, dated February 9, 2016.
6. Memorandum from Building Commissioner, Joe Doyle to Westwood Planning Board, RE: Girl Scout House, Gay St., dated February 11, 2016.

#### RECORD OF VOTE

The following members of the Planning Board voted on February 23, 2016 to grant Limited EIDR Approval for the abovementioned Project: Christopher A. Pfaff, Steven H. Olanoff, Bruce H. Montgomery, John J. Wiggin, Trevor W. Laubenstein.

The following members of the Planning Board voted in opposition to EIDR Approval for the abovementioned Project: None.



Abigail McCabe  
Town Planner  
March 9, 2015