

TOWN OF WESTWOOD

COMMONWEALTH OF MASSACHUSETTS TOWN ADMINISTRATOR

FEB 0 3 2016

Town Of Westwood Planning Department

RECEIVED

Michael A. Jaillet, Town Administrator Pamela M. Dukeman, Finance Director Christine E. McCarthy, Executive Assistant 7016 FEB -3 P 1: 31

TOWN CLERK TOWN OF WESTWOOD

Westwood Town Hall 580 High Street Westwood, MA 02090 T: 781-326-4172 F: 781-329-8030

February 2, 2016

Christopher A. Pfaff, Chairman Westwood Planning Board 50 Carby Street Westwood, MA 02090

Dear Chairman Pfaff,

Enclosed herewith is an application for Limited Environmental Impact and Design Review (EIDR) of an Exempt Use pursuant to Section 7.3.3 for the Westwood Zoning Bylaw. The Town of Westwood hereby files this request for EIDR Approval of the proposed new Girl Scout House at Laura Lane, on the parcel known as AP 16, Lot 451, which was recently created by ANR plan from the Hanlon School parcel at 790 Gay Street.

It is the Town's intention to transfer this parcel to the Girl Scouts of Eastern Massachusetts (GSEM), who will subsequently construct an approximately 1,000 sq. ft. meeting house. The proposed use of this property will constitute a non-profit education use which is exempt pursuant to M.G.L. Chapter 40A, Section 3. Funding for the construction of the proposed meeting house will be provided to the GSEM as part of a property exchange agreement. The Town hereby requests that the Planning Board waive the \$750.00 EIDR Application Fee for this project.

Section 7.3.3 of the Westwood Bylaw states as follows:

Exempt Uses. In cases where M.G.L. Chapter 40A, Section 3 provides certain exemptions from 7.3.3 zoning restrictions for uses protected thereunder, review and approval pursuant to this Section shall be limited consistent with those statutory provisions and on other matters shall be advisory only. For all uses exempt under M.G.L. Chapter 40A, Section 3, the Planning Board shall make determinations of compliance with dimensional and parking requirements of this Bylaw, including requirements related to setbacks, building height, building coverage, impervious surface, parking and circulation, buffers, screening, landscape, lighting, and stormwater management. Application and review procedures for such uses shall be as provided herein, except that the Planning Board shall waive the requirement of any submittals which are unnecessary for the Planning Board's regulatory determinations.

Accordingly, the Town requests that the Planning Board find the following EIDR submittal requirements to be unnecessary for the board's regulatory determination, and requests that the board formally waive the submission of these items:

- 1. Section 7.3.7.1.1 The Town requests that the Planning Board waive the requirement that the site plan include existing and proposed planting, landscaping and screening, including the location, dimension and arrangement of all open spaces and yards, including type and size of planting materials, methods to be employed for screening and proposed grades and a plan for maintenance. The Town proposes to maintain all existing trees and lawn area surrounding the proposed new structure. Additional foundation plantings may be added following the construction of the proposed new meeting house.
- 2. Section 7.3.7.1.2 The Town requests that the Planning Board waive the requirement that the site plan include the location, type, size and dimension of existing trees, rock masses and other natural features with designations as to which features will be retained. The Town proposes to maintain all existing trees and other natural features on the parcel. The proposed meeting house will be constructed on a portion of the parcel that is currently lawn area and contains no trees or other apparent natural features.
- 3. **Section 7.3.7.1.4** The Town requests that the Planning Board waive the requirement that the site plan include notations of existing topography, including any proposed grade changes. The application includes a printout from the Town's Geographic Information System showing the existing contours. The proposed meeting house will be constructed on a relatively level portion of the parcel, and no substantial grade changes are proposed.
- 4. Section 7.3.7.1.5 The Town requests that the Planning Board waive the requirement that the site plan include parking areas and facilities, traffic circulation, driveways, loading areas, access and egress points. The meeting house will be served by existing parking spaces on the adjacent Hanlon School property. For non-exempt uses, the Planning Board has the authority under Section 6.1.9 to require a special permit in association with a reduction in the minimum number of parking spaces where it can be demonstrated that the proposed use does not warrant the number of parking spaces otherwise required, and to accept documentation of the sufficiency of available parking on an adjacent site. Since both the proposed Girl Scout Meeting House use and the adjacent school use are covered by M.G.L. Chapter 40A, Section 3, which prohibits the requirement of a special permit, the Town requests that the board treat the shared parking arrangement as a condition of the Limited EIDR Approval of an Exempt Use. If at any time in the future the shared parking arrangement is found to be insufficient to meet the demands of the meeting house use, there is sufficient area within the subject parcel upon which new parking spaces can be created.
- 5. Section 7.3.7.1.6 The Town requests that the Planning Board waive the requirement for demonstration of storm drainage provisions, including direction of flow and means of ultimate disposal, and drainage runoff prepared by a Registered Professional Engineer. The proposed meeting house will be surrounded by existing pervious area which will be sufficient to absorb the roof drainage from the proposed development.
- 6. **Section 7.3.7.1.6** The Town requests that the Planning Board waive the requirement that the site plan include provisions for sanitary sewerage and water supply, including fire protection measures. The proposed meeting house will be served by sanitary sewer, public water, and gas, all of which will be field located at the time of construction.
- 7. Section 7.3.7.1.8 The Town requests that the Planning Board waive the requirement that the site plan include locations of all utilities, signage, outdoor storage and trash disposal areas. The proposed meeting house will be served by sanitary sewer, public water, and gas, all of which will be field located at the time of construction. There are no plans for signage at

this time. If the GSEM desire signage in the future, that organization will apply to the Building Department for the required Sign Permit.

- 8. Section 7.3.7.1.9 The Town requests that the Planning Board waive the requirement that the site plan include location and description of any proposed disturbance to existing vegetation, or alteration of natural or historic features, which are proposed in relation to temporary access, utility installation, or other aspects of construction, including provisions for site restoration. The proposed development will not disturb existing vegetation other than existing lawn area, and will not alter natural or historic features of the site.
- 9. Section 7.3.7.2 The Town requests that the Planning Board waive the requirement that the application include an Exterior Lighting Plan. The only exterior lighting fixtures proposed at this time are standard residential wall-mounted entrance light fixtures and wall-mounted motion-detector lights. All exterior fixtures will be compliant with Section 6.4.4 of the Zoning Bylaw.
- 10. Section 7.3.7.3 The Town requests that the Planning Board waive the requirement that the application a Traffic Study prepared by a Registered Professional. The proposed use is not expected to generate a significant increase in the volume of traffic currently experienced at this location.

Along with the completed WESTWOOD PLANNING BOARD APPLICATION FOR HEARING for EIDR Approval, I have enclosed a copy of the endorsed and recorded ANR Plan that created the development parcel; a site plan entitled "Girl Scout Meeting House" prepared by the Town of Westwood Department of Public Works and dated January 27, 2016, consisting of one (1) sheet; proposed building elevations and floor plans, entitled "Girl Scout House, Hanlon School, Westwood, MA 02090, prepared by Spectrum Design & Construction and dated June 21, 2015 with revisions dates through December 10, 2015, consisting of nine (9) sheets; a Narrative Impact Statement addressing compliance with applicable subsections of Zoning Bylaw Section 7.3.7, dated February 2, 2016, consisting of two (2) pages; and photographs of the existing project site.

I respectfully request that the Planning Board schedule a public hearing for consideration of this Limited EIDR Approval of an Exempt Use at the earliest possible date.

Sincerely,

Michael A. Jaillet

Town Administrator

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WESTWOOD PLANNING BOARD APPLICATION FOR HEARING

1.	Requested Approval(s): <u>Limited EIDR Approval of an Exempt Use</u>							
2.	Brief Narrative of Proposal:							
	Construction of a new building (approximately 1000 sq. ft.) for use as a Girl Scout							
	Meeting House with joint/shared use of existing parking spaces at the Hanlon School							
3.	Address/Location of Property Subject to Hearing: Laura Lane, formerly party of 790 Gay Street (awaiting address assignment)							
4	Assessor's Map and Parcel Number(s):AP 16, Lot 451							
5.	Size of Parcel: 23,038 sq. ft.							
6.	Name of Applicant: Town of Westwood							
7.	Applicant's Mailing Address: 580 High Street							
	Westwood, MA 02090							
8.	Applicant's Telephone: (H)(W)781-326-4172							
9.	Applicant's E-Mail Address: mjaillet@townhall.westwood.ma.us							
10	. Applicant is: Owner X Tenant Licensee Prospective Purchaser Other							
11	.Name of Property Owner(s):							
12	.Property Owner's Mailing Address: 580 High Street							
	Westwood, MA 02090							
13	a. County Registry of Deeds, Book <u>644</u> Page <u>48</u> b. Registry District of the Land Court, Certificate Number							

Page 1 of 2 Special Permit and EIDR Application Form Revised through January 2016

14. Has any Application	n ever been filed with the P	lannin	g Board regarding this Property?					
Yes, When? X_No				_				
15. Has the Lot been s	urveyed by a Registered La	and Su	urveyor?					
X_Yes, When? No	October 2015							
the cost of all legal adverse Regulations, which will be be consents to pay for all cost Planning Board Rules and review fees, inspection fee	ertisements required by the illed directly to the Applicant is required pursuant to applic Regulations, unless expressl	Zonin by the able so y waive scriptio	twood Planning Board and consents to g Bylaw and/or Planning Board Rul newspaper at a later date. The Applic ections of the Westwood Zoning Bylawed by the Planning Board, including all on, in addition to all other fees, expensition of this Application.	les and ant also v and/or l project				
Signed: Applicant (o	r Agent) Signature			_				
Michael Jaillet, Town Administrator Printed Name of Applicant Signed: Property Owner(s) of Record Signature(s)								
Michael Jaillet, Town Administrator Printed Name(s) of Property Owner(s) of Record								
Date: February	2, 2016							
Payments Received: Appli	0 (Waiver requested)							
	Project Review Fees: (if applicable)	\$	0					
	Inspection Fees: (if applicable)	\$	0					
	Other Fees: (if applicable)	\$	0					

Page _____ Book ____

Page 2 of 2 Special Permit and EIDR Application Form Revised through January 2016

Girl Scout Meeting House - Laura Lane Narrative Impact Statement for Limited Environmental Impact and Design Review of an Exempt Use

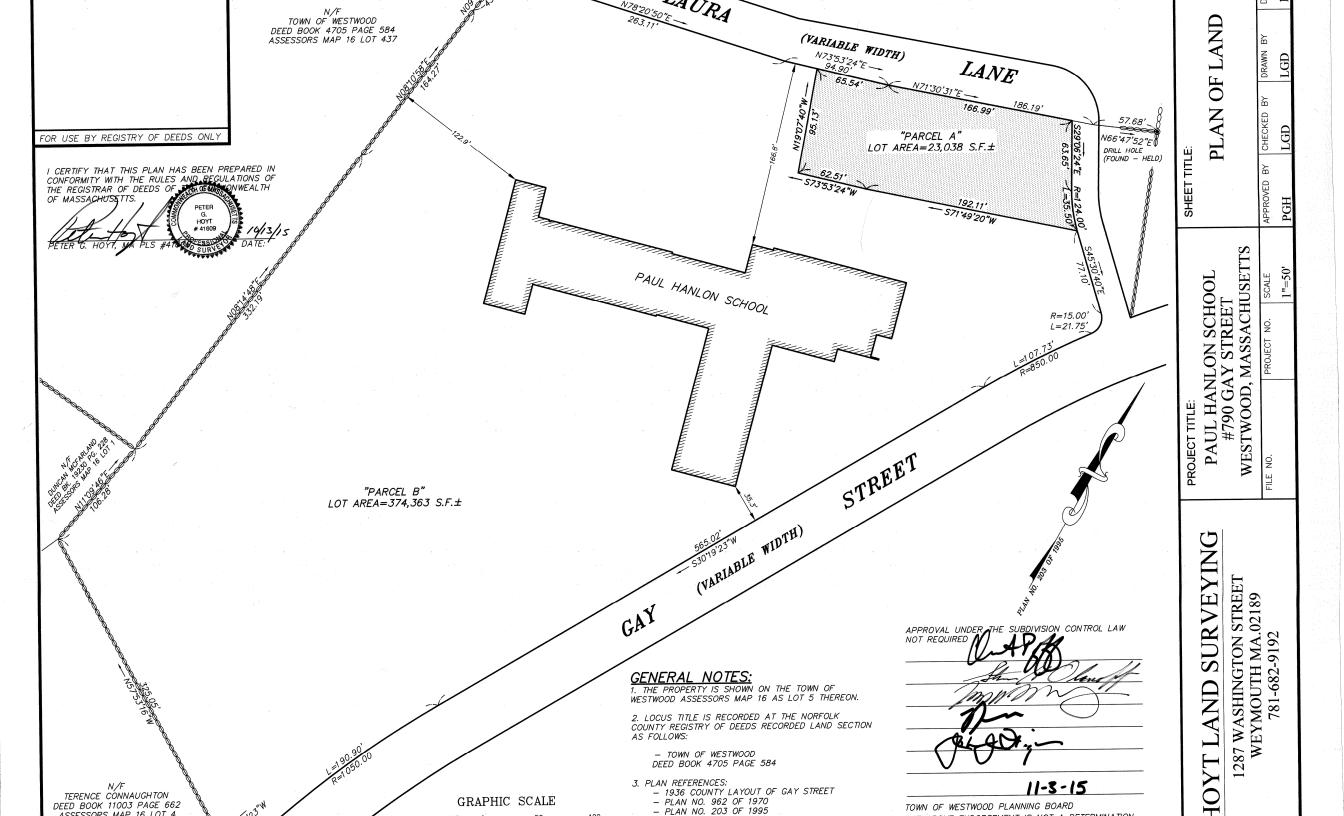
February 2, 2016

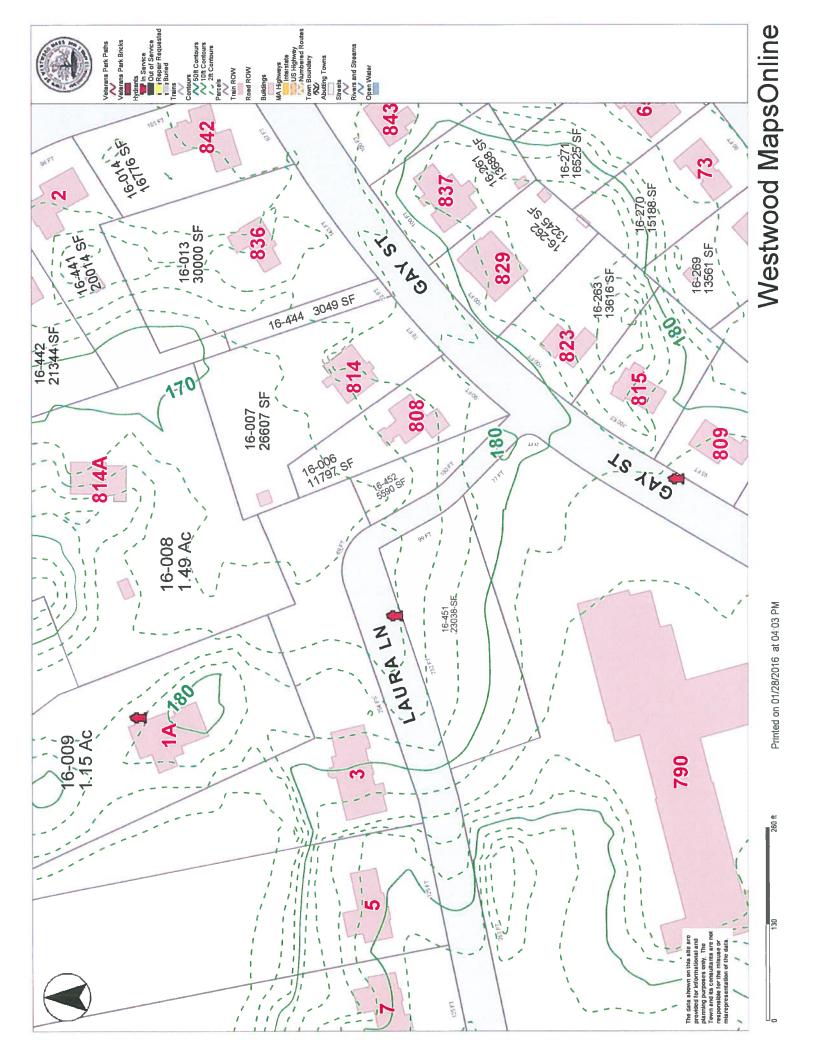
This Narrative Impact Statement is submitted pursuant to Sections 7.3.7.6 and 7.3.8 of the Town of Westwood Zoning Bylaw, relative to an application for Limited Environmental Impact and Design Review of an Exempt Use for the Girl Scout Meeting House proposed for construction on Laura Lane, Westwood, MA. Said statement addresses the project's compliance with applicable portions of Section 7.3.8, subsection 7.3.8.1 through subsection 7.3.8.21.

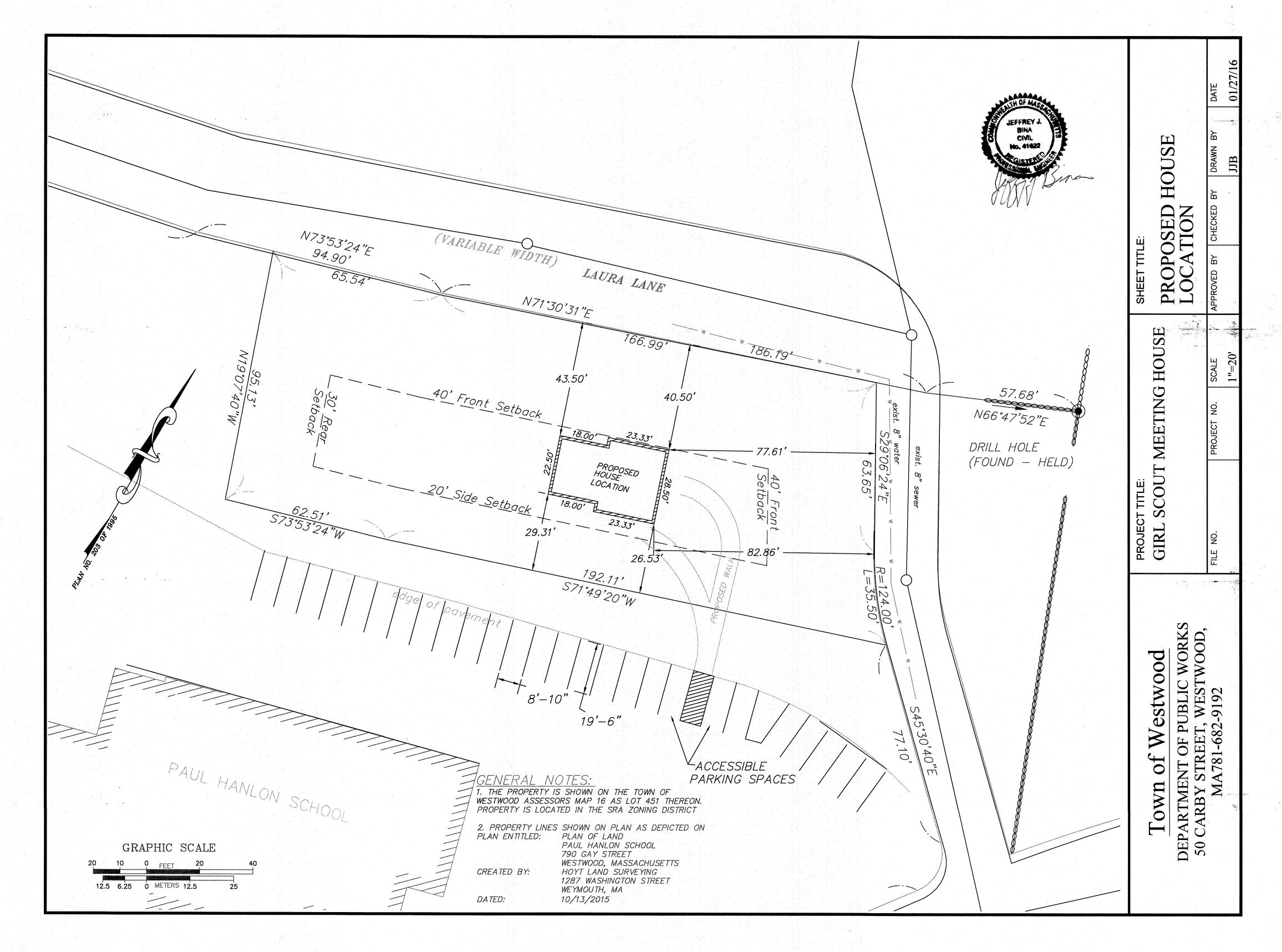
- **Section 7.3.8.1 Preservation of Landscape.** The existing landscape will be preserved in its natural state to the greatest possible extent. No trees are proposed to be removed. Soil removal and grade changes will be limited to that necessary for construction of the proposed building foundation, and will be consistent with the general appearance of neighboring developed areas.
- **Section 7.3.8.2** Relation of Buildings to Environment. The proposed meeting house will relate harmoniously to the terrain and to the use, scale and architecture of existing residential buildings on Laura Lane and Gay Street.
- Section 7.3.8.3 Open Space. Existing open space surrounding the proposed meeting house will be maintained so as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties.
- Section 7.3.8.4 Circulation, Traffic Impact and Alternative Means of Transportation. Vehicular and pedestrian circulation and traffic, will utilize the existing Hanlon School driveway and parking area. Improvements to facilitate turn-around movements within that existing parking area will be undertaken by the Town. No new access points are proposed. No alterations are proposed which might negatively affect the use and enjoyment of neighboring properties. The traffic impact of the proposed development on nearby public and private streets will be negligible.
- Stormwater Drainage and Erosion Control. Stormwater will be removed from all roofs, canopies and paved areas in a manner complying with the stormwater management standards adopted and as amended from time to time by the Massachusetts Department of Environmental Protection. The proposed meeting house will be surrounded by existing pervious area which will be sufficient to absorb the roof drainage and drainage from limited paved areas. Appropriate erosion control methods will be employed, as necessary, during the period of construction. No grading or drainage provisions will adversely affect neighboring properties, the public storm drainage system, or any nearby "downstream" properties.
- Advertising Features. There are no plans for signage at this time. If the signage is desired in the future, the property owner will apply to the Building Department for the required Sign Permit, and the features of any proposed sign will not detract from the use and enjoyment of proposed meeting house or the surrounding properties.
- Section 7.3.8.7 Special Features. Not applicable.
- Section 7.3.8.8 Safety. The proposed meeting house has been designed to facilitate building evacuation and

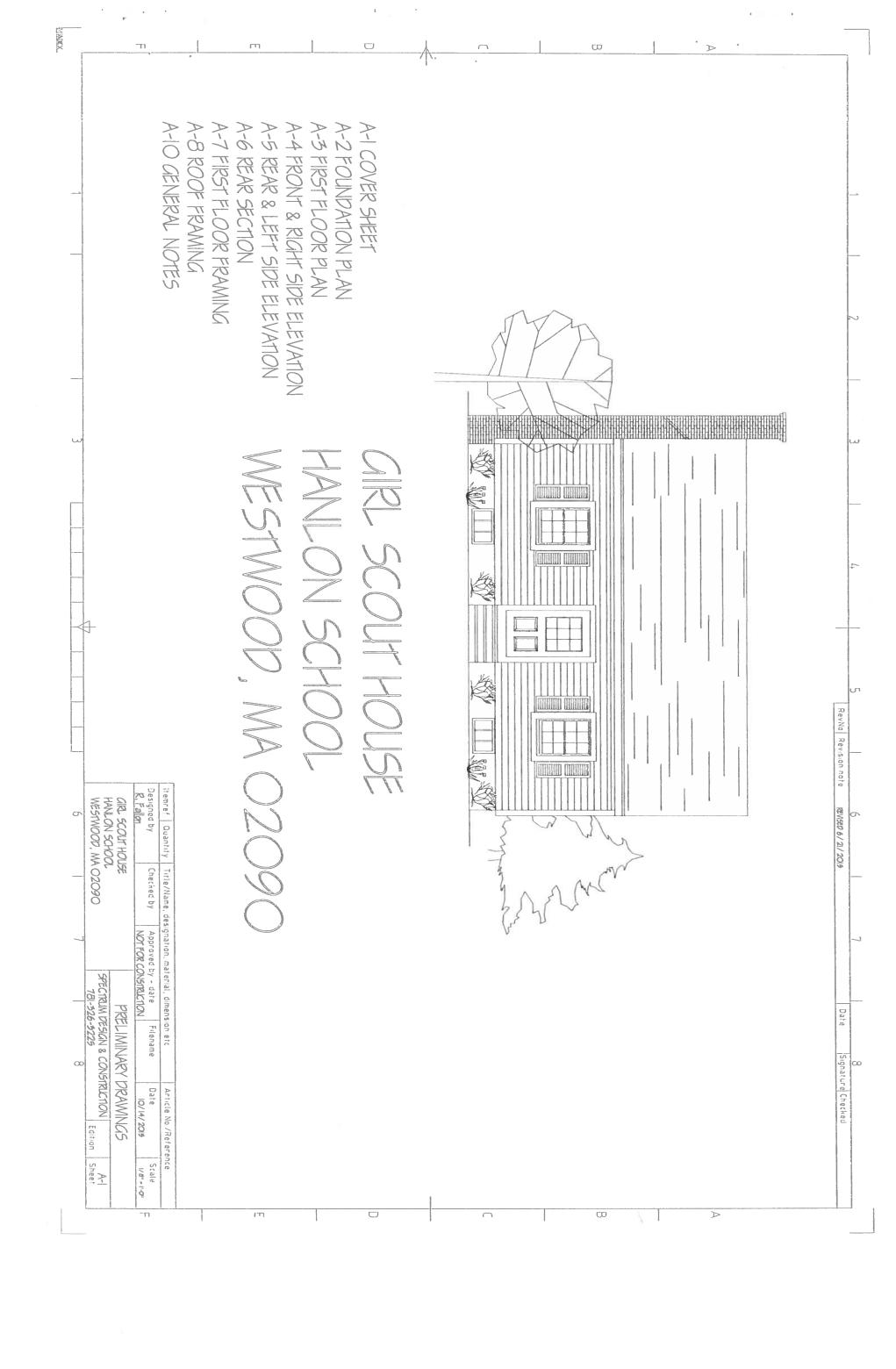
maximize accessibility by fire, police and other emergency personnel and equipment. Exterior spaces have been designed to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of an accident or attempted criminal act. Traffic to and from any facility will not cause safety hazards or increased congestion in nearby residential neighborhoods.

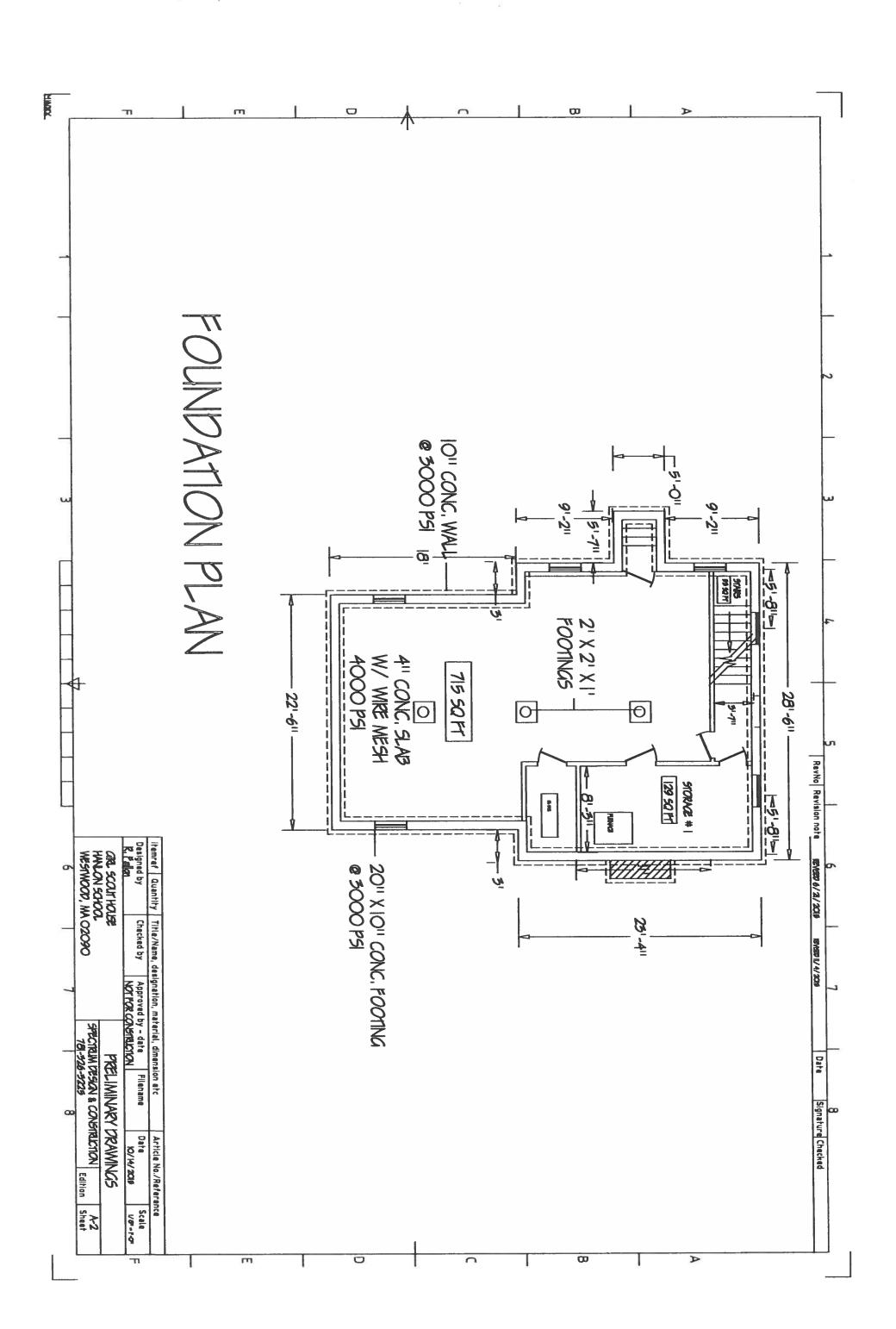
- Section 7.3.8.9 Heritage. Not applicable..
- Section 7.3.8.10 Microclimate. Not applicable...
- **Section 7.3.8.11 Energy Efficiency.** The proposed meeting house has been designed to adhere to the principles of energy-conscious design.
- Section 7.3.8.12 Detrimental Effects. The proposed meeting house will not be detrimental to the health, safety or welfare of persons working or living in the neighborhood, or by reason of danger of fire or explosion, environmental pollution, corrosion, toxic or noxious fumes, gas, smoke, soot, dust, odors, noise or vibrations or other hazards.
- Section 7.3.8.13 Nearby Properties. Not applicable...
- Section 7.3.8.14 Specific Standards for High and Washington Street. Not applicable.
- Section 7.3.8.15 Air Quality. Not applicable.
- Section 7.3.8.16 Plants and Animals. The location and design of the proposed meeting house will not cause avoidable damage to wildlife habitats or corridors, or to any plant species listed as endangered, threatened or of special concern by the Massachusetts Natural Heritage Program, or to any tree with more than a twenty-four (24) inch trunk diameter one (1) foot above grade.
- Section 7.3.8.17 Vibration. Not applicable.
- Section 7.3.8.18 Electrical Disturbances. Not applicable.
- Section 7.3.8.19 Historic and Archaeological Sites. Not applicable.
- Section 7.3.8.20 Solid Waste. Appropriate arrangements will be made for the satisfactory disposal of tree stumps and debris resulting from construction. On-site storage of refuse pending its removal will be through the use of typical residential-style trash and recycling containers.
- Section 7.3.8.21 Water Quality. Not applicable.

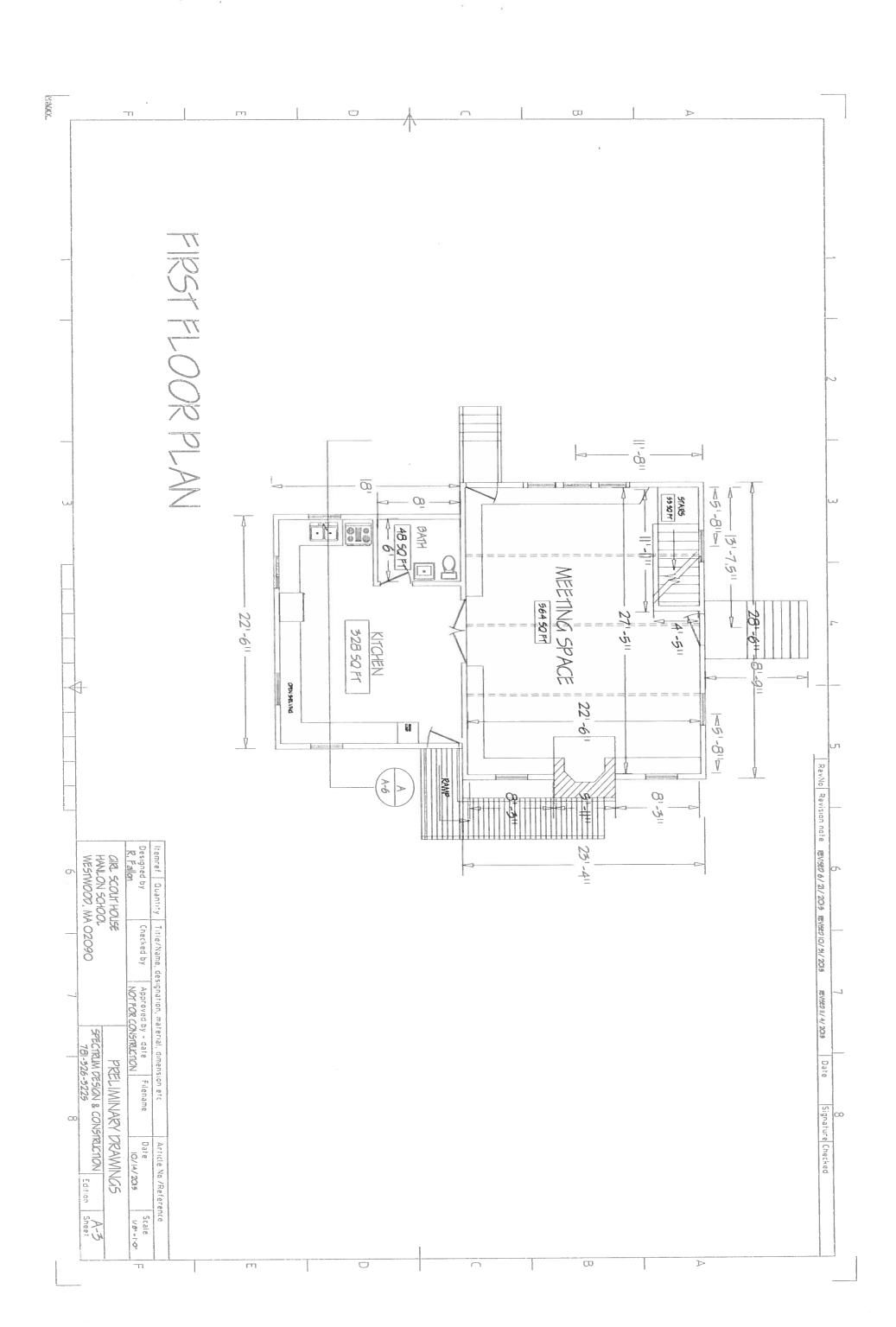


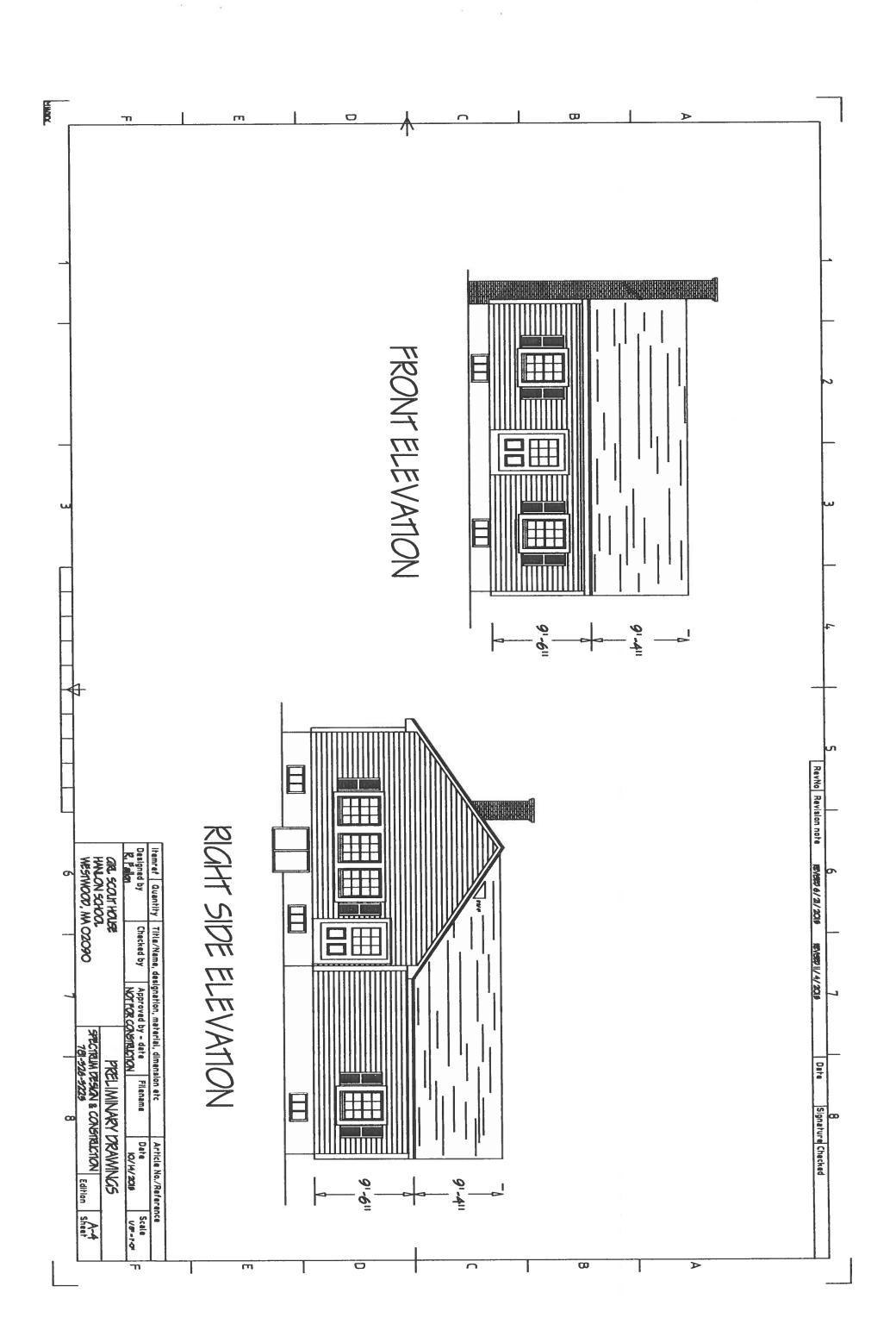


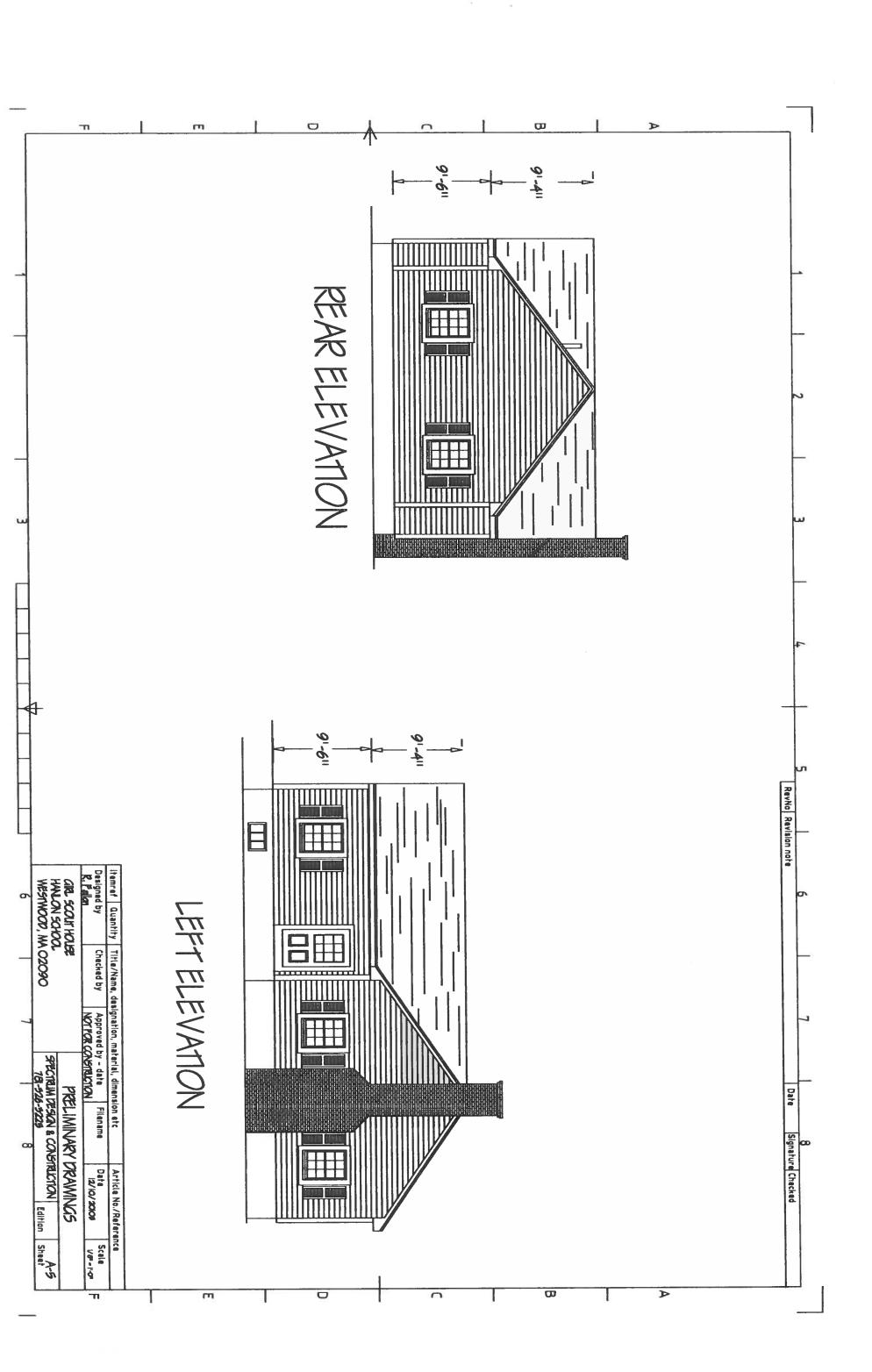


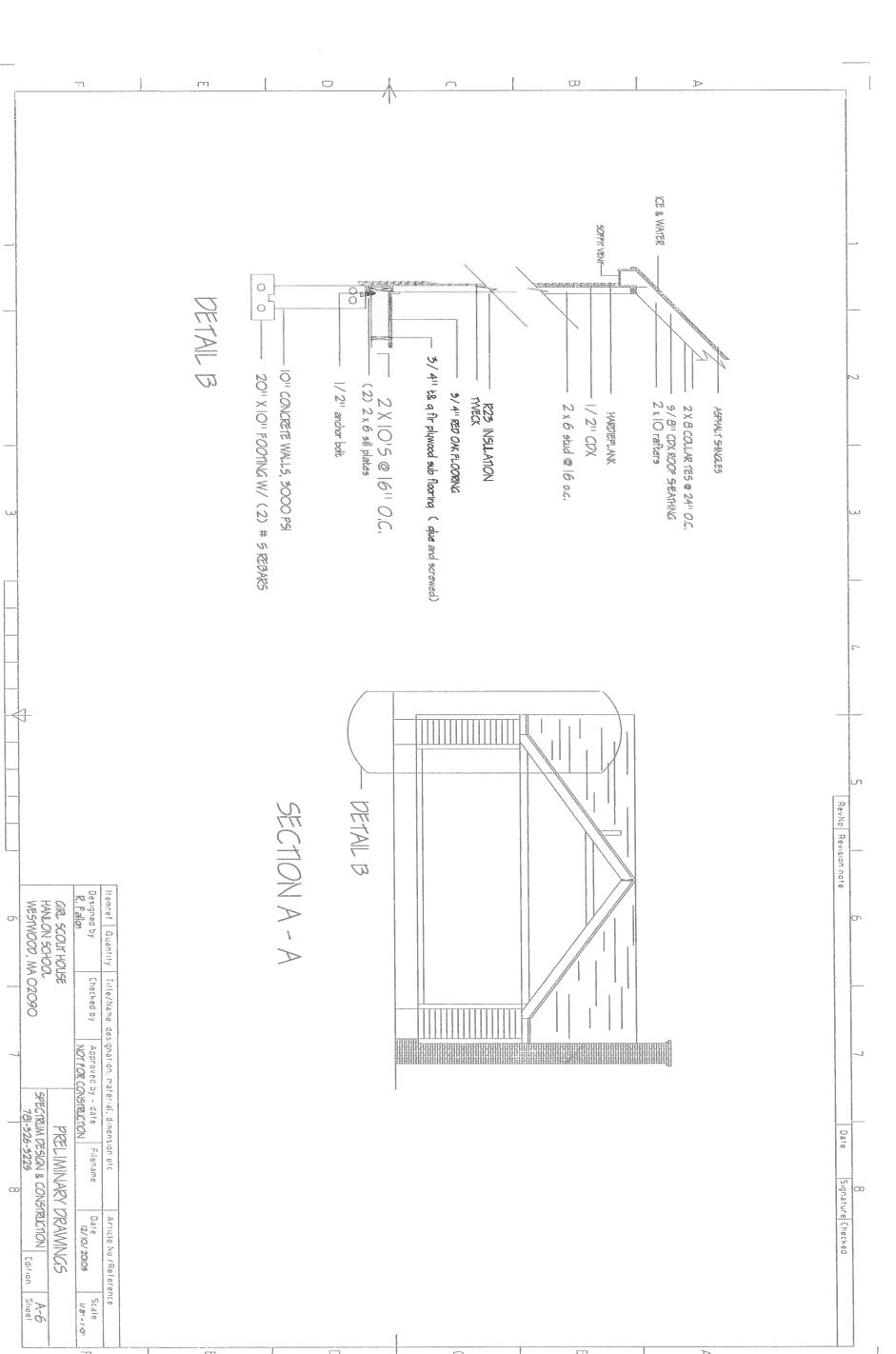






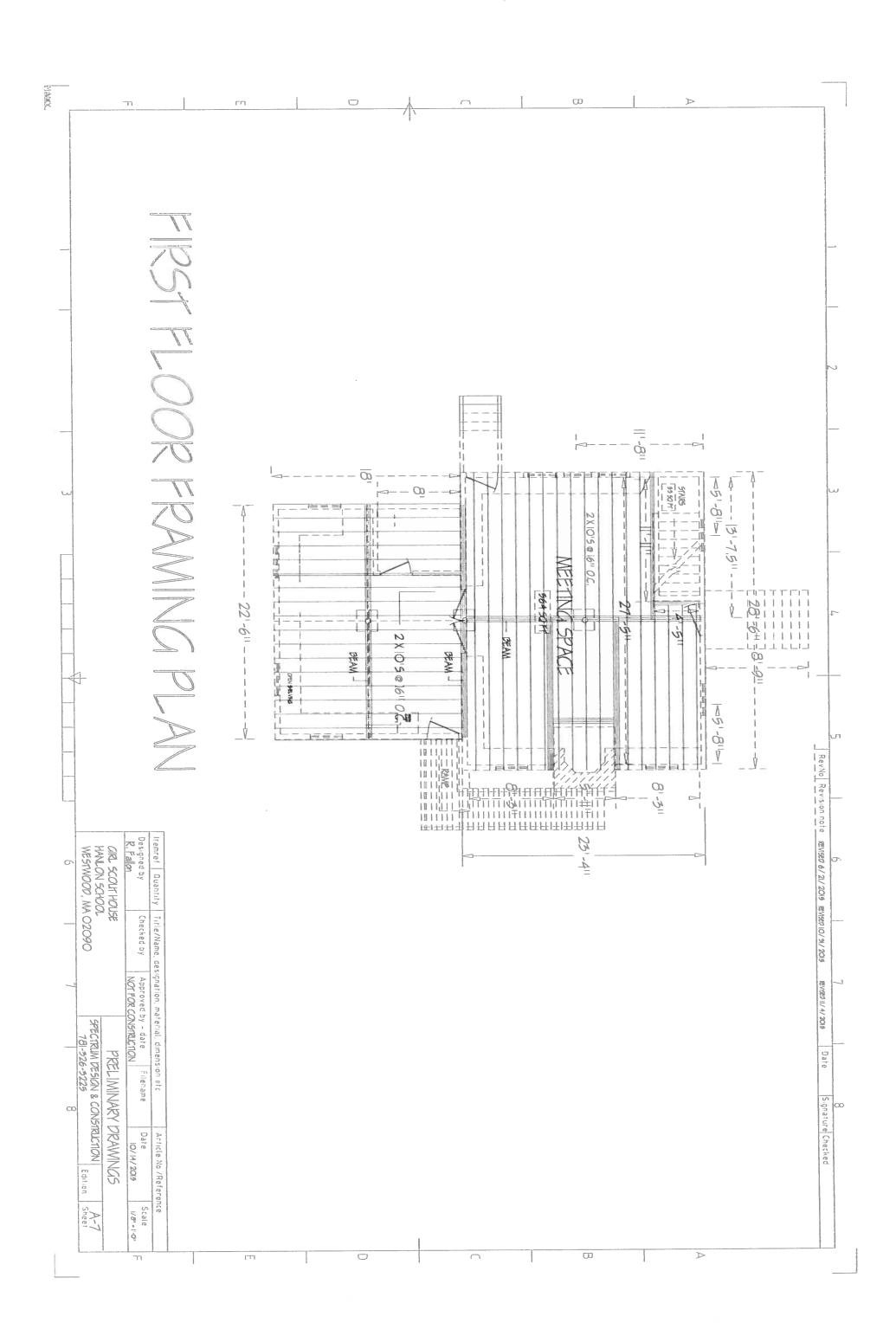


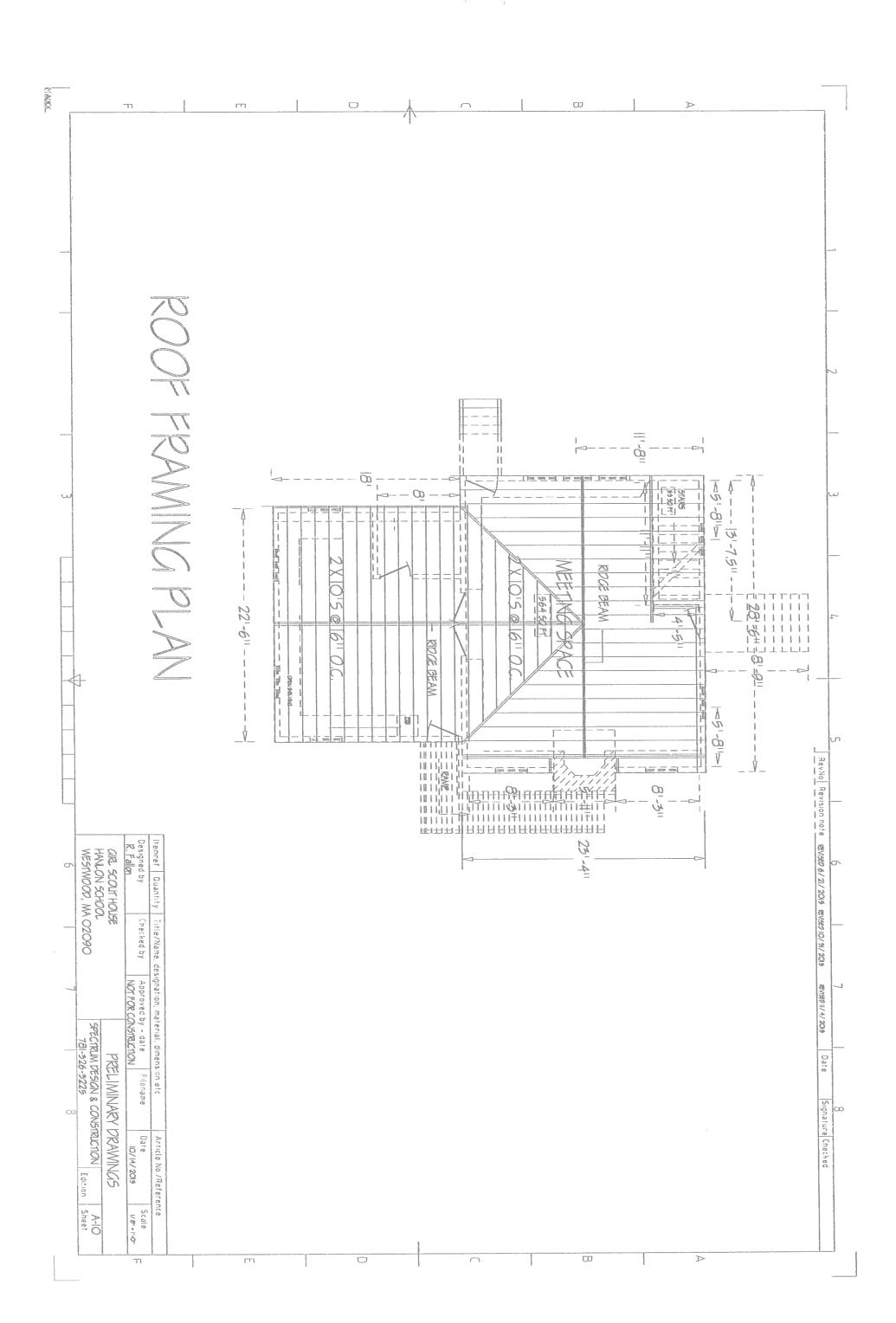




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* 4, CONTRACTOR TO FIELD VERIEY ALL DIMENSIONS; CONTACT DESIGNER BY THE SPECIFIED MANUFACTURER. BE PRESSURE TREATED, 5.ALL WOOD IN CONTACT WITH CONCRETE OR WITHIN 18" OF GRADE TO 5.ALL REQUIRED PERMITS SHALL BE THE RESPONSIBILITY OF THE SHALLBE COMPLETED ON A DESIGN-BUILD BASIS BY THE CONTRACTOR, 6 ALL SPECIFIED ITEMS SHALL BE INSTALLED PER WRITTEN INSTRUCTIONS CENTERLINE OF STUD WALLS, DOORS AND WINDOWS LINLESS NOTED. 8,ALL DIMENSIONS ARE TO FACE OF EXTERIOR SHEATHING AND TO 7, ALL FINISHES TO BE SELECTED BY THE OWNER WITH ANY DISCREPANCIES PRIOR TO PROCEEDING WITH WORK 2, ALL STRUCTURAL, MECHANICAL, PLUMBING AND ELECTRICAL WORK ALL DIMENSIONS SUBJECT TO FIELD ADJUSTMENT CONTRACTOR I.ALLWORK TO COMPLY WITH ALL LOCAL AND STATE CODES, CURRENT SHANDA NOTING NO RevNo Revision note HANLON SCHOOL WESTWOOD, MA 02090 Approved by - date GENERAL NOTES Filename Date Article No /Reference Signature Checked Scale ധ

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