Westwood Planning Board - Meeting Minutes  
Monday, April 27, 2015  
50 Carby Street  
7:30 PM

Attendance & Call to Order:  
Ch. Rafsky called the meeting to order at 7:32 p.m. and granted WestCat TV permission to record/videotape the meeting.

Present:  
Planning Board members: Steve Rafsky, Steve Olanoff, Jack Wiggin, Bruce Montgomery and Chris Pfaff. Staff members: Nora Loughnane, Director of Community & Economic Development, Abigail McCabe, Town Planner, and Janice Barba, Planning & Land Use Specialist (who recorded the minutes).

Pre-application Conference re: Proposed EIDR Application for Westwood Police Station – 590 High Street  
Selectman Nancy Hyde was present on behalf of the Board of Selectmen to introduce this project. Town Administrator Mike Jaillet was also present.

Don Walter of Dore & Whittier Architects and Marc Gabriel of Pare Consultants gave a brief summary of the concept plans for a new Westwood Police Station.

- Displayed existing site plan and aerial view; site improvements plan; drainage & utility plan; first and second floor plans
- Displayed images of exterior design goals: complementary architectural style to Town Hall; traditional forms with contemporary level of detail; blend tradition with a strong entrance and creation of a plaza space between the two buildings
- The existing police station will remain open while the new police station is constructed
- Revised traffic circulation, a secured (fenced) parking area and a small visitor parking lot off High Street are planned
- Utilities will be similar - just lengthened
- Funding will be requested at the May 2016 Town Meeting

Board Members exchanged questions and answers with Architect and Engineer and offered their opinions on concept plans. Application for EIDR is expected to be submitted later in the summer for consideration by the Planning Board.

This concluded the pre-application conference.

Continuation of Public Hearing to Consider EIDR Approval of Proposed Alterations at Needham Bank – 341 Washington Street  
Applicant Attorney Peter Zahka, Project Manager Vic Taylor and engineers from MZO Group were present to provide revised plans in response to Phil Paradis’ review update of 4/27/15. Mr. Zahka reported that several of the revisions recommended by BETA Group are included in the revised plans and requested that the Board consider waiving the requirement for curb stops; allow flexibility in the number of trees planted in the front of the parking lot so as to keep sight lines clear and so as not to block the bank’s signage; to allow the planting bed to be shortened.

Town Planner’s Summary  
Ms. McCabe recommended that the Board consider the following conditions of approval:

- Revise catch basin in the southerly parking area to show the correct location in parking space # 1;
- Provide 3 additional trees in the front landscaped area to the north of the parking lot along Washington Street planted 27 ft. on center;
- Provide a landscape table showing the number, size, and type of the proposed plantings;
- Extend the landscape bump-out adjacent to the building near the drive-through to add a second tree; and
- Annotate on the plans and provide section detail of the interior island to be designed as a rain garden, depressed to capture runoff, or raised with berm or curbing to divert runoff to the catch basin on the southern side of the parking lot.

Motion/Action Taken:  
Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to waive the requirement for curb stops and the strict tree planting requirements for the total number of trees required in the Zoning Bylaw.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the Board voted unanimously in favor to approve the EIDR of Proposed Alterations at Needham Bank, 341 Washington Street, with conditions for final revised plans that show two new trees in Planning Board Minutes – April 27, 2015
the front landscape area along Washington Street, identify the proposed tree species and size (at least 3.5 inch caliper), add the cape cod berm and detail for the interior planting island, and annotate the sign was approved by the Zoning Board of Appeals, and the Board voted to grant the requested waivers.

**Deliberation and Discussion on Application by CRP Development, LLC for Proposed Senior Residential Development – Four Seasons Village at Harlequin Stables – 215 High Street**

Ch. Rafsky read the letter received from CRP Development, LLC into the record for a “Request for Withdrawal without Prejudice” requesting the application be withdrawn without prejudice.

**Motion/Action Taken:**
Upon a motion by Mr. Olanoff and seconded by Mr. Pfaff, the Board voted unanimously in favor to accept the Applicant’s request to Withdraw its Special Permit Application for Proposed Senior Residential Development, without prejudice.

**Public Questions & Comments:**
K. Manor Metzhold – 5 Longmeadow Drive  
S. Hayes – 10 Longwood Drive  
B. Rands, 157 Grove Street

- Questions were asked about the ramifications of granting a request for withdrawal without prejudice  
- Questions were asked about the impact of this withdrawal on the proposed zoning amendment article to impose a moratorium on the issuance of SRD Special Permits.

Ms. Loughnane clarified questions from the public that the Board’s approval of a withdrawal without prejudice essentially dismisses an application, so as if it never existed. If Town Meeting votes to approve the new section 8.4.1 Moratorium [on May 4, 2015] on the Issuance of SRD Special Permits, then this applicant will have to wait until after the Moratorium ends on May 10, 2016 to file a new application for SRD Special Permit.

**Continuation of Public Hearing to Consider Proposed Far Reach Road Definitive Subdivision**

**Town Planner’s summary:**
Ms. McCabe informed Board members that she received an email on April 27th from Attorney Christopher Milton for Far Reach Road, LLC, requesting a Leave to withdraw its Application, without prejudice. In addition, Mr. Milton asked that the Planning Board consider waiving the fee for a new application, due to the change in the Board membership the applicant plans to refile.

**Motion/Action Taken:**
Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the Board voted unanimously in favor to accept the Applicant’s request to withdraw its application for the Far Reach Road Definitive Subdivision without prejudice, and to apply funds already paid by the applicant toward a future application.

**Pre-application conference: First Parish of Westwood EIDR - 248 Nahatan Street**

Brian Bayer of First Parish Church, Michael Joyce of Joyce Consulting Group and Bill Silvia of Holmes Architecture were present to give an overview of the proposed project:

- Removal of the existing parking area and the construction of a 2.5 story expansion to the existing meeting house;  
- Associated site grading, site parking (74 spaces), landscaping, utilities and new driveway are proposed; new stormwater management structures; and fire protection system;  
- Fire protection, 74 parking spaces (58 required). The proposed expansion will have vehicular access at the same driveway entrance as existing from Nahatan Street and bituminous concrete driveways will access a proposed parking area at the rear of the development.  
- Lighting specification were identified;

**Board Questions & Comments:**

- A board member asked if parking lot and site lighting would operate on a timer. (Manual operation only)  
- A board member asked questions about lighting spillover to abutting neighbors and suggested that if necessary, planting of evergreen bushes or trees to provide a buffer from parking lot headlights on the neighbor to the east on Thatcher Street
• A board member requested that the applicant consider adding bicycle racks.
• A board member requested that trees to be saved are protected during construction.
• A board member suggested that a landscape island at the end of the middle parking spaces in the rear lot.
• A board member suggested that a hood be added to the catch basin.

**Motion/Action Taken:**
Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, Board voted four votes in favor and one abstention (Ch. Rafsky abstained) to grant the applicant’s request to waive the EIDR application fee due to the applicant’s non-profit status.

Continuation of Public Hearing for Discussion of Proposed Revisions to Various Planning Board Rules and Regulations
Upon a motion by Mr. Olanoff and seconded by Mr. Pfaff, the Board voted unanimously in favor to continue this hearing until Tuesday, May 12th at 7:30 p.m.

**ANR Plan – 36 & 44 Blue Hill Drive and 124 & 124 Rear Canton Terrace**

**Presentation**
Ed Musto property owner of 36 & 44 Blue Hill Drive presented ANR plans on behalf of all property owners to combine four lots into one buildable lot, with the plan note that the existing houses will be demolished on all lots. Ms. McCabe commented that Town Counsel reviewed the ANR plan and did not think the existing houses being shown to be combined onto one lot were grounds for denial. She reiterated that the Board’s review is for frontage and access and endorsement is not a determination of zoning compliance.

**Board Comments**
None

**Motion/Action Taken:**
Upon a motion by Mr. Montgomery and seconded Mr. Wiggin, the Board voted unanimously in favor to endorse the ANR plan.

Mr. Musto also added that he submitted a preliminary subdivision plan prior to Town Meeting with the intention of a zoning freeze to develop within the current zoning requirements. Staff said they would review the application for completeness and it will be scheduled at an upcoming Board meeting.

Continuation of Public Hearing for Consideration of Proposed Zoning Amendment Articles for Annual Town Meeting

• Mr. Montgomery requested that Chair consider his motion to propose to withdraw the Demolition Delay Bylaw.  
  *The motion was not seconded and failed.*

• Ms. Loughnane reviewed the list of the ten proposed zoning amendment articles plus the one petition article.

**Board Comments**
None

**Motion/Action Taken:**
Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the Board voted unanimously in favor to recommend Town Meeting approval of Zoning Amendment Warrant Articles 20, 22, 23, 24, 25, 26, 27, 28, 29, and 30.

Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the Board voted unanimously in favor to close the hearing.

**Approval of Minutes for Planning Board Meetings**
The following draft minutes were submitted to the Board for consideration: 01-13-15, 02-03-15, 02-10-15, 02-24-15, 03-10-15, 04-08-15 and 04-14-15.
Board Comments

- Ch. Rafsky requested an edit on the draft meeting minutes of March 10, 2015 on page 1.

Motion/Action Taken:
Upon a motion by Mr. Wiggin and seconded by Mr. Pfaff, the Board voted unanimously in favor to approve the minutes as drafted of 01-13-15, 02-03-15, 02-10-15, 02-24-15, 03-10-15, 04-08-15 and 04-14-15, with the one requested edit by Ch. Rafsky, in the minutes of 03-10-15.

Review Summer Meeting Schedule
The following summer meetings were scheduled: Tuesday, June 16th; Tuesday, July 7th, Tuesday, July 14th (tentative, if needed) and Tuesday, August 18th. All meetings will be held at 7:30 p.m., in the Champagne Meeting Room, 50 Carby Street.

No New Business

Adjournment:
Upon a motion by Mr. Wiggin and seconded by Mr. Montgomery, the Board voted unanimously in favor to adjourn the meeting at approximately 10:10 p.m.

Next Meeting:
- Monday, May 4th, 6:30 p.m., Meeting @ WHS Cafeteria. Immediately following: Annual Town Meeting, 7:30 p.m. @ WHS Auditorium

List of Documents:

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<tr>
<th>Presentation: Proposed Westwood Police Station by Dore &amp; Whittier Architects</th>
<th>PDF</th>
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<tr>
<td>Memo to Planning Board from Phil Paradis, BETA Group, Inc., dated 04-27-15 re: Review of Needham Bank Parking Lot Modification</td>
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<tr>
<td>Needham Bank - Revised Parking Plan, Sheet 1 by MZO Group and Landscape Plan - Sheet L1</td>
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<td>215 High Street – Letter Request for Withdrawal Without Prejudice</td>
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<td>248 Nahatan Street – First Parish Church of Westwood Site Plans</td>
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