Planning Board Meeting Minutes  
Tuesday, April 11, 2017  
Champagne Meeting Room - 7:00 PM  
Westwood, MA 02090

Call to Order:  
The meeting was called to order by Chairman Chris Pfaff at approximately 7:04 p.m.

Present:  
Planning Board members present: Christopher A. Pfaff, Steven H. Olanoff, Trevor W. Laubenstein, David L. Atkins, Jr. and Michael McCusker. Staff members present: Town Planner Abigail McCabe, Nora Loughnane Director of Community & Economic Development, and Planning & Land Use Specialist Janice Barba.

565 Gay Street, Gay Street Estates – Definitive Subdivision Public Hearing, Opened 1/17/17, continued to 2/28 and 4/11 – Proposal for two lot subdivision  
Ms. McCabe reported that the applicant has requested a further continuance of this hearing as no new material or information has been submitted to the Planning Office since the public hearing opened on 1/17/17.

Action Taken  
Upon a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted four votes in favor, none opposed, and one member abstained (D. Atkins abstained from vote) to continue this public hearing until Monday, April 24, at 7:00 p.m. in the Champagne Meeting Room.

188 Mayfair Drive, Earth Material Movement Special Permit Public Hearing, continued from 2/28, 3/21 and 4/11 – Earth material movement related to house remodel  
Ms. McCabe reported that the applicant has requested a continuance of this hearing as they are preparing the Conservation Commission filing and revising drainage and stormwater systems and no new material has been submitted to the Planning Office.

Action Taken  
Upon a motion by Mr. McCusker and seconded by Mr. Atkins, the Board voted unanimously in favor to continue this public hearing until Monday, April 24, at 7:00 p.m. in the Champagne Meeting Room.

ANR (Approval Not Required) Plan – 288 Washington Street (Map 23, Lot 189); 280 Washington Street (Map 23, Lot 188); 277-283 Washington Street (Map 23, Lot 163); East Street (Map 23, Lot 190)  
Presentation  
Ms. McCabe reported that on April 4th the Board of Selectmen voted to submit this ANR Plan to the Planning Board for the four town-owned parcels in Islington currently being considered as part of the RFP. This ANR Plan will freeze the currently allowed uses (multi-family dwelling use) for land shown on the plan for three years since it has been submitted prior to the upcoming May 1 Town Meeting. The ANR Plan shows four lots being reconfigured to create five lots and by changing the lot lines. The lot on East Street is labelled as an unbuildable lot. All new lots meet the minimum frontage requirements, which is 40 ft. in the Local Business B District.

Board Questions & Comments  
Board members asked for clarification of existing and proposed lot lines. Ms. McCabe provided clarification for the Board on the proposed plans and added that there is no intent to record these plans and only for the freeze of zoning.

Action Taken  
Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to endorse, 288 Washington Street (Map 23, Lot 189); 280 Washington Street (Map 23, Lot 188); 277-283 Washington Street (Map 23, Lot 163); East Street (Map 23, Lot 190).
Lot 163); East Street (Map 23, Lot 190) in the Local Business B and FMUOD 6 zoning district.

18-20 Southwest Park, Encounter Church, Public Hearing for a Limited EIDR* – Request for interior renovations for church use and parking relief for shared parking and reduced parking requirements.

Presentation
Jason Hodges, Executive Pastor of Encounter Church gave a brief summary of the project which is an interior demolition and renovation of the 10,000 s.f. office building for the purpose of creating a space for church assembly, which is a change of use. J. Peter Vanko of Vanko Studio Architects presented site plans for the proposed Encounter Church and gave a summary of the proposed shared/joint parking. Mr. Vanko explained that this is a non-traditional place of worship, which includes educational spaces for children and other office activity; with 48 parking spaces available on site and the Applicant is seeking approval for 192 seats, which requires 48 parking spaces.

Town Planner’s Comments
Ms. McCabe explained that the Encounter Church will have services on Sunday mornings and the abutter at 22-30 Southwest Park has agreed to share 30 spaces on Sunday, which brings the total available parking spaces to 78, which will provide parking for 312 seats based on zoning requirements. She added that 17 spaces are shared on site and this project is considered an exempt use which requires a limited site plan review.

Board Comments
A board member requested clarification about whether the accessible parking requirements have been met. Mr. Hodges responded that the requirements have been met for the Church. A board member asked for an explanation of the parking plan.

Public Comments
Rich Vito from Southwest Park Realty, LLC - 16 Southwest Park welcomed the Encounter Church and wished the Pastor success. He said that with that he is concerned about the Church’s possible need for weeknight parking and the impact this may have on the parking spaces used by his customers and employees. Pastor Hodges informed the Board that the Church does expects to hold weeknight activities and that the 33 parking spaces already allocated for it is sufficient for the number of people expected to attend those activities.

Action Taken
Upon a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted unanimously in favor to approve the request for the following waivers:

1. Waiver of EIDR application filing fee.
2. Waiver of the requirement for the submission of a full site plan showing the full site details (utilities, topography etc.)
3. Waiver of the requirement for an exterior lighting plan
4. Waiver of the requirement for the submission of a traffic study
5. Waiver of the requirement for the submission of drawings/renderings
6. Waiver of the requirement for the submission of a presentation model

Upon a motion by Mr. Atkins and seconded by Mr. Olanoff, the Board voted unanimously in favor to grant Limited EIDR for 18-20 Southwest Park, Encounter Church with the standard conditions plus the following:

1. The Applicant shall return to the Planning Board for further consideration and modification of the shared/joint parking arrangements or parking reduction if occupancy over 312 is requested.
2. If the Planning Board and/or Building Commissioner determine the parking is not sufficient, the Applicant shall return to the Board to modify the parking arrangements.
3. The Applicant shall use a licensed waste hauler for trash disposal licensed by the Board of health for construction debris.

4. A copy of this decision kept on the project site at all times during construction.

University Station Request for a modification of the approved Master Plan relative to Development Area B

Presentation – New England Development (NED) & TetraTech - Paul Cincotta of NED and Nate Cheal, Sr. Project Manager of TetraTech and attorneys Brian Dugdale and John Twohig were present. Mr. Cincotta gave a brief recap of what has been developed of the 2013 Master Development Plan so far and the proposed modifications to the Master Development Plan. In Summary Table 1, retail/service/restaurant entertainment; residential; hotel; and assisted living use categories square footage proposed and constructed to date differ by approximately 782,000 s.f. The proposed Master Development Plan includes the addition of 11,200 s.f. of retail/service/restaurant entertainment; 164,700 s.f. of office/R&D; an additional 100 residential units; 64 more units of assisted living and approximately 1,127 parking spaces. Mr. Cincotta stated that the Modified Master Development Plan is consistent with previously issued conformance determinations and project development review approvals. A one-acre green way will serve as a primary link from the northern area to the village area. The Pedestrian/bicycle Circulation Plan was displayed; perspective and aerial views; Fiscal Update Summary & Comparison; Development Area B Layout Plan; Grading & Drainage Plan; Utility Plan; with the Constructed or Approved to Date and Plans were briefly presented. (A copy of this document is available with these minutes.)

Board Questions & Comments

Ch. Pfaff asked Ms. McCabe to give a brief explanation of the project review process. Ms. McCabe explained that the Board may approve a minor modification of the Master Development Plan by a majority vote at a public meeting. For a plan modification to be considered minor the changes must be consistent with the requirements and standards set forth in Section 9.7 and do not have a material adverse effect on the overall design and implementation of the Project. If the Board decides that the modification is not consistent with the standards in Section 9.7, it may choose to not to approve the proposed modification and the proponent has the option to seek an amendment of the Master Development at Town Meeting or a special permit for modification of the Master Development Plan.

A board member asked the Proponent to explain why the parking requirements have increased despite the decrease in overall density of the project.

Mr. Cincotta responded that the original Master Plan was more conceptual in nature than this plan. This amended master plan has a much better idea of expected parking needs for the Brigham and Women’s office building; residential development in the corner with 100 units and two thirds of the parking located under the building. The commercial space on University Ave. will also demand more parking. The two restaurants, Not Your Average Joes and Del Frisco’s Grille are large spaces with large outdoor patios that have higher parking demands; and for the office space Mr. Cincotta stated that industry standards for parking demands have increased.

A board member asked why the residences are located closer to the train tracks and how this is considered desirable. Mr. Cincotta said the view beyond the immediate foreground is the best view from the site, looking over the meadow and has good proximity to the wellhead park. Some developers view the railroad as something that disappears into the foreground.

A board member expressed dissatisfaction with the changes in orientation of the project; that the decreased in proposed housing units and the increase in number of parking spaces. He added that the Pedestrian Bike Safety Committee reviewed the proposed modifications and found there to be unsatisfactory pedestrian flow. Mr. Cincotta stated that this proposed modification keeps the mix of commercial and residential in balance. He said that he is hopeful that the development of the Brigham and Women’s facility will be a catalyst for more commercial office
development.

A board member asked Mr. Cincotta about the approximate square footage of the proposed condos. Mr. Cincotta said he did not have that information now but details would be submitted during the Project Development Review. A board member asked about the ratio of parking to rental units in place. Mr. Cincotta said approximately 1.6 or 1.75 spaces per unit.

Special Counsel Dan Bailey commented that Board members are asking great questions but reminded the board that the bylaw capped residential units at 650 and requires a special permit from the Planning Board to have more than 350, and the zoning was established that way to encourage more commercial rather than residential development to limit impacts to schools. Mr. Bailey added that the Board of Selectmen recently voted to approve the Brigham & Women’s development program because it understands that medical office uses drive a lot of other visitors to the development and they are hoping Brigham’s is a catalyst for further development. Mr. Bailey reminded the board that there was always great resistance to have a large number of residential units as opposed to commercial uses.

Peer & Staff Review Comments
BETA Group, Inc. – Merrick Turner was present to summarize the memo of to the Planning Board which reviewed the proposed Amended Application for the University Statin Master Development Plan, dated March 30, 2017. (A copy of this document is available with these minutes.) Mr. Turner stated that the fundamental design changes include the reconfiguration of the original Master Plan for buildings, green/open space and parking. The proposed uses are consistent with the Section 9.7 but noted that the proposed condos will require a special permit; one additional accessible parking space is needed; and that there are 108 more parking spaces than the original Master Plan’s parking space count. Mr. Turner also mentioned the importance of the general site layout is in agreement with the fire department’s requirements. Detailed design plans for the general layout of proposed landscaping and park furniture should be provided to determine buffering and general aesthetic; also a request for elimination of parking areas for additional planting areas increasing the east west connections. A photometric plan was not provided however, the Amended Application notes that lighting design shall be in accordance with the performance standards of the 2013 plan. Clarification on the phasing of the development is needed to identify when the park area will be constructed; stormwater systems and time frames when other infrastructure will be in place. The parking lot should have more plantings to break up the mass of parking spaces. Overall Mr. Turner said the technical requirements of the bylaw will be met with the same techniques already in place with the original Master Plan and expects future PDR submissions to provide specific information which will be reviewed at that time. The traffic circulation and volumes essentially remain the same as the original Master Plan.

TetraTech, Inc. Response to Peer Review Comments – Nate Cheal briefly summarized responses to the review comments made by BETA Group, Inc., which is fully documented in his memo dated April 7, 2017. (A copy of this document is available with these minutes.) Mr. Cheal stated that the Proponent understands the special permit requirement for condos; an additional accessible parking space shall be provided and will be addressed as part of a future PDR submission; underground utilities and details will be provided in future PDR submissions, general site layout, hydrant locations and emergency access will be reviewed with Fire Chief; timing of construction will be provided and details submitted to Town Planner for staff review; and parking count will be adjusted as part of future PDR submissions.

RKG Fiscal Impact – Craig Seymour of RKG Associates was present and summarized his review of the fiscal impact studies for the Modification Request of the Master Development Plan. (A copy of this document is available with these minutes.) Mr. Seymour stated that in genera, he concurs with the findings of the 2017 Updated Financial Analysis by Mark Fougere but recognizes that there may be differences in municipal revenues and costs in the future as Phase II is built out. However, even when applying more conservative cost factors to the various municipal services, the net fiscal impact is still significantly positive given the higher property valuation that has been, and is anticipated to be, experienced by the Town at University Station.
Developer’s Attorney Comments
John Twohig reassured board members that the developer has every intention to build out the entire 2.1 million square feet. This amended plan seeks to expand the interest in commercial office space use at University Station.

Community & Economic Development Director’s Comments
Ms. Loughnane stated that the Board’s affirmative vote of this modification of the Master Development Plan is important to permit Brigham and Women’s medical office development and to attract more commercial users. The Planning Board will have several opportunities to review future PDR submissions that will include site specific information on each component of the modified Master Development Plan. This modification will provide a plan that is in keeping with 1/3 residential and 2/3 commercial development. Development Area B is denser than other areas of the development and the overall project square footage has not been changed and all technical requirements have been met and consistent with the University Avenue Mixed Use District.

The Board emphasized the importance of a coordinated effort so that the green space/park area is completed once projects/businesses start coming to the area and would like to see more green and less parking along University Avenue. More trees in the parking lot is recommended since this plan shows large parking areas and more parking than in the original master plan.

Action Taken
Upon a motion made by Mr. Laubenstein and seconded by Mr. McCusker, The Board voted unanimously in favor to approve the request to modify the Master Development Plan, pursuant to Section 9.7.12.13 (b) as shown on the plan entitled “University Avenue Mixed Use District, Modified Master Development Plan,” prepared by Tetra Tech, last revised November 22, 2016.

Zoning Amendments proposed for Annual Town Meeting Public Hearing - Continued from 3/27
Town Planner’s Comments
Ms. McCabe asked the Board to vote on all the zoning amendments so that a verbal and written report can be provided to Town Meeting and recommended keeping the public hearing opened until the meeting immediately before Town Meeting. The updated articles number as they will appear in the Town Meeting Warrant are: 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 and 32. The Finance and Warrant Commission voted in favor of all Planning Board articles and indefinite postponement of the three petitioner articles.

The Chairman opened up the public portion of the meeting and asked if there were any public comments, to which no one responded.

Action Taken
Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to support the Finance and Warrant Commission’s recommendation for indefinite postponement and voted to recommend unfavorable action for Articles 21, 22 & 23 to Town Meeting (these are the three petition articles).

Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously to recommend Town Meeting approve articles 20, 24-32 (the articles sponsored by the Planning Board).

Action Taken
Upon a motion by Mr. Olanoff and seconded by Mr. Laubenstein, the Board voted unanimously in favor to continue this public hearing until to Monday, April 24, 2017 at 7:00 p.m. in the Champagne Meeting Room.
Other Business:
- Review of upcoming ZBA Applications
- Signing of decisions from prior meetings or hearings closed on 4/11 (signing of street acceptance plans approved on 3/21 for Wilson Way, Phillips Way, and Deerfield Ave.)
- Committee Reports
  1. Islington Task Force voted to recommend Option 6 with conditions, to the Board of Selectmen. The Board of Selectmen will schedule public forums for residents to ask questions and make comments on this option. The Islington Task Force will be discussing a proposal to update the Town Centers section of the 2000 Comprehensive Plan and the proposed Preliminary Subdivision Plans for Islington.
  2. MPO – the East Street Bridge construction will begin in 2018.
  3. Route 95 Off-Ramp notice to proceed announced.

Approval of Minutes: Upon a motion by Mr. Olanoff and seconded by Mr. Atkins the Board voted unanimously in favor to approve the minutes of 3/21/17, as submitted.

Adjournment
Upon a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted unanimously in favor to adjourn the meeting at approximately 10:20 p.m.

List of Documents

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<th>Document Description</th>
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<tr>
<td>Memo to Planning Board dated 4/7/17 – Meeting Summary for April 11, 2017 Meeting</td>
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<td>ANR application and plan for 280, 288, 277-283 Washington Street and East Street</td>
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<td>Memo from J. Doyle to Planning Board dated 04/05/17 re: Encounter Church, 18-20 Southwest Park</td>
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<td>Application, narrative, waiver request, and plans for Encounter Church, 18-20 Southwest Park</td>
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<td>Memo from L. Shea to A. McCabe dated 03/28/17 re: Encounter Church, 18-20 Southwest Park</td>
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<td>University Station- Amended and Restated Application to Modify University Station Master Development Plan, University Avenue Mixed Use District (&quot;UAMUD&quot;)</td>
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<td>Modified Master Development Plan – Site Plans; C-101 Development Area B Enlargement; Pedestrian Circulation Diagram; Landscape Master Plan; Village Renderings</td>
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<td>Updated Technical Reports: Drainage &amp; Utilities; Parking &amp; Circulation; Noise Sound Levels; Fiscal Analysis</td>
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<td>Memo to Planning Board Chair from BETA Group, Inc., dated 03/30/17 re: Amended and Restated Application for Review and Approval of Modifications to University Station Master Development Plan</td>
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<td>Memo to P. Cincotta from TetraTech, Inc., dated 4/7/17 re: Response to Peer Review Comments</td>
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<td>Memo to N. Loughnane from RKG Associates, Inc., dated 4/7/17 re: Response to University Station Fiscal Impact Peer Review</td>
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<tr>
<td>Staff Comments re: University Station- Amended and Restated Application to Modify University Station Master Development Plan – Fire Department; Conservation Agent; Pedestrian Bicycle Safety Committee</td>
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<td>Street Acceptances: Deerfield Ave. Extension Plan &amp; Description; Wilson Way Extension Plan &amp; Description</td>
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