Westwood Planning Board Meeting
Tuesday, September 3, 2019
7:00 pm
Champagne Meeting Room
50 Carby Street, Westwood, MA 02090

Call to Order:
The meeting was called to order by Chairman Gorman at approximately 7:05 pm. Chair Gorman announced that the meeting was video recorded by Westwood Media Center. Chairman Gorman explained the meeting procedures.

Present:
Planning Board members present: Brian D. Gorman, David L. Atkins, Jr., Christopher A. Pfaff, Deborah J. Conant and William F. Delay. Staff members present: Abigail McCabe, Town Planner, Pat Ahearn, Town Counsel and Jessica Cole who recorded the meeting minutes.

10 Longwood Drive, Fox Hill Village – EIDR* and EMM* Continued Public Hearing (from 8/13/19).
Application proposes the demolition of an existing two-story south building wing formerly occupied by the Clark House Nursing Facility to construct a new three-story building addition for 24 assisted living residences with associated indoor amenities, walkways, parking, utilities, landscaping, drainage and associated site work.

Applicant: Attorney Johanna Schneider for the Applicant Fox Hill Village was present and her team was ready to discuss open issues.

Charlie Shepherd, CDW Consultants, Civil Engineer, was present and went through comments from BET A, which included: a pedestrian safety rail, details on light bulbs on the landscape plans, earth movement calculations have been provided, new drain manhole, trip estimates will be a 50% reduction, the radio box and BDA will be provided, a new hydrant and plans with native species. They said that they were still reviewing options for meeting the affordable housing requirement. The Applicant has reached out to Eversource and have contacted a contractor, the roof is able to support solar panels and a next will be to investigate the feasibility and programming to see if solar will be pursued.

Phil Paradis, BETA was present, reviewed the submission and all comments were satisfactory.

Ms. McCabe reported that the ZBA is waiting on affordable housing proposal along with the special permit application for the use. The Applicant is required to submit the proposal to meet the 15% affordable to the Planning Board for review and the Planning Board will provide a recommendation to the ZBA on the affordability requirement. She noted that Conservation Commission meeting is next week, and there is nothing outstanding with the EIDR and Ms. McCabe will update the conditions.

Comments from the Board:
Remind us on units: Clark House 45/70 beds and will become 24 units, reduction of total units.
That is why trip generation is cut by 50%?  Yes
EIDR, we have a set of conditions, anything that is concerning with it? Condition of where the trucks can go, trucks will stay on 109 and highway, recommend a construction entrance and inspections and being notified of them, certification, clean fill, where it is coming from and hours of construction.
Mentioned looking into Solar, 2 options on the roof.  Yes, 12.8 megawatts, we will need to know the payback and the cost, comes down to lifecycle.

Public Comments:
Chair Gorman asked if there were any comments from the audience, to which there were none

Ms. McCabe listed the 3 waivers needed with this application.
Waivers:
1. Traffic study (traffic evaluation comparison and projects provided and not expected to result in an increase)
2. Presentation model.
3. From providing the plan and profiles of streets, and general map layout on one sheet.

Ms. McCabe prepared a draft list of 20 conditions that were summarized for the Board and provided to the Applicant. Draft decision included in board’s packet and in meeting summary from Town Planner to Planning Board dated 8/29/19 revised 9/3/19. The Board amended and expanded condition 1 to include the Applicant to submit written request summarizing any of the changes in writing to the Planning Board.

Action Taken:
Upon a motion by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to approve the requested waivers because they are not necessary for the review of this application for a similar use in a similar location of the previous building.

Action Taken:
Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to approve the EIDR for 10 Longwood Drive from Fox Hill Village with the 20 conditions amended tonight and summarized by Ms. McCabe.

Upon a motion made by Mr. Atkins and seconded by Mr. Pfaff, the Planning Board voted 5-0 to add to the approval the Earth Materials Movement EIDR approval along with the standard conditions discussed by Ms. McCabe including adding that trucks carrying the earth stay on Route 109, a certification that the earth to be imported is clean and does not contain any hazardous material be submitted, and follow the Town’s bylaws for construction hours.

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to close the Public Hearing.

**Westwood Estates Definitive Subdivision, Hedgerow Lane** – Minor Modification request related to phasing the timing of installation of street trees and sidewalk construction.

David Johnson from Norwood Engineering was present to discuss the minor modification to Westwood Estates. He is concerned about the Planning Board’s 2016 approval required for the developer to install the sidewalk and street trees to be done prior to the first occupancy permit is issued in a subdivision. He requests these conditions language be modified because the sidewalks will be damaged during construction. He explained that this is a LID (Low Impact Development) subdivision with a country drainage system that directs water to the swales along the side of the road. First 500 feet of roadway done in the next 3-4 weeks, all existing houses, proposing to do the first 28 trees. Poles and granite will be completed by November 15. He explained the Board is holding the bond for the remaining work and they are asking for the timing of some of the items to be revised.

Staff Comments and Board comments:
Street lights? Yes, 3 all will be in.
How will it be landscaped? There will be a plan by a landscape architect, with a combination of trees and shrubs.
Sidewalk, trees, landscaping and will be seeded. Yes, From Canton Street to lot 1.
500 feet of sidewalk, country drainage and trees.
When will it be completed? It is phased based upon the rate at which houses are built.
It was a condition of the approval, for 2 years it was tied up with abutters and town meeting.
It would be a hardship to put in sidewalks to then tear up the sidewalks.
Almost $700,000 in escrow, $1100 per tree.
The Board wants to make sure that the subdivision gets done.
There is an approved landscape plan on the Emergency Access Road and will be compliant.
Driveways that cross over sidewalks, the driveway will remain consistent throughout.
When is the escrow money used? There is no date.
Mr. Johnson suggested that the Board come up with a date or a selling of certain lots to finish up the subdivision.
The applicant will accept a trigger date? Yes.
Are they custom homes? Yes, 2 housed are done.
What lots are spec? 1 & 9, Lot 1 is in negotiations.
Why not do the whole project?  It is costly.

Chair Gorman asked if there were any public comments.

Public Comments:
D. Conole, 485 Canton Street, was present and expressed his concern that neighbors where not notified of this meeting.  Nov 1, 2016 it was approved.  Binder course down in March or April, 5.8.10, that was not done 5.10.6 condition in the agreement said all 3 should have been put in when the binder course was put down.  The applicant is not following the conditions.  He lives at 485 Canton Street, and he is an abutter of lot 1, he wants them to put down the sidewalks, the applicant can hold off on the trees, but at least get the sidewalks in.

Staff Comments:
Ms. McCabe explained that if the Planning Board thinks that it is not a minor modification, they would need to vote to make that determination and if not minor it would be a full public hearing.  Ms. McCabe stated that she believes this is minor because the Applicant is following the plans and not requested to modify the plans but is requesting clarifying language related to the timing of completion for the trees and sidewalk.

Applicant:
The Applicant explained that the requirement to complete the sidewalk and trees at the same time as the binder course was not in the old subdivision regulations but was added as a condition of approval by the Board.

Ms. McCabe added that the Subdivision Rules and Regulations were amended after this Application was approved but the Applicant proposed plans that were consistent with the Planning Board’s Subdivision Rules and Regulations currently in draft form and this is the first time a subdivision was approved with this LID drainage design.

Board Comments:
Is this sidewalk design anywhere else in Westwood? No
Mr. Paradis and Mr. Johnson explained the design.
Trigger of Lot 5 is not reasonable, but the applicant needs a timeline.
Why this type of drainage?  2014-2015 low impact subdivisions, going through town codes, stormwater drainage, applicant agreed.  A number of options on subdivision drainage.  In the long run it will work.  Go to the end of Lot 1 and the end of lot 9.
Timing is critical; it is not a minor modification.
Abutters need to be notified.

Public Comments:
David Conole, 485 Canton Street, requested notification to abutters?

Mr. Johnson, Norwood Engineering, said that if the Planning Board votes about having a public hearing the work will continue, and he would like the Planning Board to set up a timeline.

Action Taken:
Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board voted 4-1 (Pfaff voting against) that this request is not a minor modification.

Follow up from August Zoning Amendment Discussion.
Ms. McCabe sent in the Planning Board requests to the Select Board but it has since been determined that there will be no Fall Town Meeting.  Pat Ahern, Town Counsel, said that only the Planning Board submitted articles.

Other Business Items:
Ms. McCabe gave the Planning Board a Comprehensive Plan Update, Progress Reports from Liaisons Teams and Steering Committees have all met and are working on drafts and will meet later this month.
Planning Board Budget Review
Ms. McCabe provided the Fiscal Year 2019 budget detail and summary to the Planning Board. Mr. Ahern, Town Counsel, was present and suggested that they have a meeting with the Department Head, and the budget process will start in November, think about what you need for next year. He suggested the Planning Board work with Ms. McCabe and Ms. Loughnane to get what you need and add it to the budget. Ms. McCabe said that all Planning Board applications are electronic, and she has requested seven chrome books to use at meetings and will be shared with the Zoning Board and the Conservation Commission for use during the meetings.

A Planning Board member said that the Inspector General recommends not using your home computer. Maybe not a budgetary discussion, but an IT discussion. A board member believes members are at risk if they are using their personal devices? The Town needs to come up with an official position.
A board member said that they should not ask for people to give addresses when speaking at public meetings. Mr. Ahern questions this and asked for information on this from the Board member.

A board member asked about budgeting. Mr. Ahearn responded that only three Boards in Town deal have budget authority and that’s the Select Board, School Committee, and Finance Commission.

Ms. McCabe said that there is a Moving Together Conference scheduled for Thur. Oct. 24 if one board member is interested. Mr. Gorman is interested in going.

Review of Abutting Town Developments
Ms. McCabe stated that under the State Zoning Act, abutting towns do get notified of special permit public hearings. Ms. McCabe receives the notices, reviews, and will send information if it is of interest to the Planning Board.

Committee Appointments
Ms. McCabe informed Planning Board members to go to Town Hall and have the Town Clerk swear them in.

Approval of Minutes:
Upon a motion made by Conant and seconded by Mr. Atkins, the Planning Board voted 4-0-1 (Pfaff) to accept the Minutes as amended from June 25.

Upon a motion made by Ms. Conant and seconded by Mr. Atkins, the Planning Board voted 5-0 to accept the Minutes as amended from July 15.

Islington Center Redevelopment:
Ms. McCabe let the Planning Board know that CVS is coming along, the landscaping will be done by October 1st, and through the CVS windows, you can see the refrigeration, signage should be coming to cover them up.

Staff & Board Comments:
It would be helpful for residents to be updated by staff and the developer.
Application for 215 High Street: Ms. McCabe told the Planning Board that there is an application for 19 age restricted homes filed for the Oct 1st meeting, and has asked Peer Reviewers to respond by Monday. Ms. McCabe is looking for permission for her to make the decision, the Planning Board wants to review them at the next meeting on 9/17.

Adjournment:
Upon a motion made by Ms. Conant and seconded by Mr. Delay, the Planning Board members voted 5-0 in favor to adjourn the meeting at approximately 9:50pm.

List of Documents

<table>
<thead>
<tr>
<th>10 Longwood Drive - Fox Hill Village - EIDR</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Hearing Notice, Westwood Planning Board, 7/12/2019, 1 page</td>
<td></td>
</tr>
<tr>
<td>Stormwater Drainage Report, From: CDW Consultants, Inc., 7/10/2019, 239 pages</td>
<td></td>
</tr>
<tr>
<td>Environmental Impact Narrative, From: CDW Consultants, Inc., 7/10/2019, 4 pages</td>
<td></td>
</tr>
<tr>
<td>Plan Set - Civil &amp; Architecture, From: Perkins Eastman, 7/11/2019, 22 pages</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Aerial Photo, From: Perkins Eastman, 1 page</td>
<td></td>
</tr>
<tr>
<td>Staff Review Comments, 8/12/2019, 2 pages</td>
<td></td>
</tr>
<tr>
<td>BETA Peer Review Comments 10 Longwood Drive Peer Review 8-9-19, From: BETA, To: Abigail McCabe, 8/9/2019, 7 pages</td>
<td></td>
</tr>
<tr>
<td>Photos from August 7, 2019, 2 pages</td>
<td></td>
</tr>
<tr>
<td>Visual Summary, From: Perkins Eastman, 8/7/2019, 1 page</td>
<td></td>
</tr>
<tr>
<td>Waiver Request-Longwood Drive #10, From: CDW Consultants, Inc., To: Town of Westwood, 7/10/2019, 1 page</td>
<td></td>
</tr>
<tr>
<td>NEW: Response to Comments, From: CDW Consultants, Inc., To: Abigail McCabe, 8/16/2019, 1 page</td>
<td></td>
</tr>
<tr>
<td>NEW: Revised Plan Set Dated 8-22-19, From: Perkins-Eastman, 8/22/2019, 25 pages</td>
<td></td>
</tr>
<tr>
<td>NEW: Checklist for Stormwater Report, From: Massachusetts Department of Environmental Protection, 7/10/2019, 7 pages</td>
<td></td>
</tr>
<tr>
<td>NEW: Estimated Operations Maintenance Budget, From: CDW Consultants, Inc., To: Fox Hill Village, 8/16/2019, 3 pages</td>
<td></td>
</tr>
<tr>
<td>NEW: Site Logistics Plan, From: Perkins-Eastman, 1 page</td>
<td></td>
</tr>
<tr>
<td>NEW: Stormwater Pollution Prevention Plan (SWPPP), From: C. E. Floyd Company, Inc., To: Fox Hill Village, 8/21/2019, 178 pages</td>
<td></td>
</tr>
<tr>
<td>NEW: BETA Updated Peer Review Comments 10 Longwood Drive 8-28-19, From: BETA, To: Abigail McCabe, 8/28/2019, 8 pages</td>
<td></td>
</tr>
<tr>
<td>Draft Decisions-Longwood-Drive10-2019-09-03</td>
<td></td>
</tr>
<tr>
<td><strong>Westwood Estates Minor Modification Request</strong></td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Modification Narrative, From: Norwood Engineering, To: Westwood Planning Board &amp; Abigail McCabe, 8/27/2019, 2 pages</td>
<td></td>
</tr>
<tr>
<td>Decision 2016 Definitive Subdivision Approval, From: Westwood Planning Board, 11/15/2016, 16 pages</td>
<td></td>
</tr>
<tr>
<td>Westwood Estates Photos, 8/28/2019, 4 pages</td>
<td></td>
</tr>
<tr>
<td><strong>Zoning Amendment Review &amp; Discussion</strong></td>
<td></td>
</tr>
<tr>
<td>Planning Board Request for Warrant Articles to Select Board, From: Abby McCabe &amp; Westwood Planning Board, To: Mike Jaillet &amp; Select Board, 8/16/2019, 1 page</td>
<td></td>
</tr>
<tr>
<td>Approval of May 2019 Town Meeting Articles, From: Westwood Town Clerk, 8/27/2019, 8 pages</td>
<td></td>
</tr>
<tr>
<td>2019 May Zoning Bylaw, Town of Westwood, 5/6/2019, 222 pages</td>
<td></td>
</tr>
<tr>
<td><strong>Other Business</strong></td>
<td></td>
</tr>
<tr>
<td>FY20 Municipal Detail Budget Book, Town of Westwood, 7/1/2019, 152 pages</td>
<td></td>
</tr>
<tr>
<td>Planning Budget</td>
<td></td>
</tr>
<tr>
<td>Dedham Zoning Amendment Hearings September 2019, Dedham Planning Board, 2 pages</td>
<td></td>
</tr>
<tr>
<td>Needham Zoning Amendments Hearing September 2019, Needham Planning Board, 12 pages</td>
<td></td>
</tr>
<tr>
<td>Draft Minutes 6-25-2019</td>
<td></td>
</tr>
<tr>
<td>Draft Minutes 7-15-2019</td>
<td></td>
</tr>
<tr>
<td>Top Golf Settlement Agreement</td>
<td></td>
</tr>
<tr>
<td>Gay Street Sidewalk Colored ROW Plans</td>
<td></td>
</tr>
<tr>
<td>Town Planner, Abby McCabe, Memo to Planning Board, re: Meeting Summary for Tuesday, September 3, 2019, dated August 29, 2019, updated September 3.</td>
<td></td>
</tr>
</tbody>
</table>