

**Planning Board Meeting Minutes
Tuesday, August 23, 2016
Champagne Meeting Room, 50 Carby St. – 7:00 PM**

Call to Order:

The meeting was called to order by Chairman Chris Pfaff at approximately 7:00 p.m. and it was announced that WestCAT would be videotaping the meeting. No others present announced that they would be recording.

Present:

Planning Board members present: Chairman Chris Pfaff, Steve Olanoff, Trevor Laubenstein, Mike McCusker and Dave Atkins. Staff members present: Town Planner Abigail McCabe.

580, 582, 590 High Street and 72 & 90 Deerfield Avenue – EIDR Minor Modification (Police Headquarters)

Rick Almeida of Dore & Whittier Architects, Inc. introduced himself and explained that the EIDR Plans for the Police Headquarters building is again before the Board due to changes since the EIDR plans sets were approved in October 2015. Mr. Almeida explained that since the Planning Board approved the plans the Town and the hired consultants then further reviewed the plans and performed a value engineering analysis in advance of the bid being released in February and prior to Town Meeting approval in May. The EIDR plan set now submitted to the Board dated August 23, 2016 along with the letter dated August 1, 2016 summarize all the changes to the plans since the Board's approval. Most of the changes were made to reduce project costs.

Marc Gabriel of Pare Engineering summarized the civil changes to the plans, which includes realignment of the driveway from High Street to stay in its existing layout while the previous plans straightened the drive to a ninety degree angle; the mechanical yard enclosure on the south side of the building slightly changed its geometry; vertical granite curbing along the driveway was replaced with precast concrete curb, the plaza area between the Police Station and Town Hall was changed from a circular shape to rectangular; two benches, a bike rack and trash receptacle was removed from the plaza area; a guardrail removed from along the south property line; water and gas line reconfiguration; adjusted catch basin location; and more detailed callouts added to the plans.

The Board asked why the benches, trash receptacle and bike rack were being removed. Town Administrator Mike Jaillet and Project Landscape Architect Brian Bacon responded that these items were value engineered out of the bid documents but the Town's Department of Public Works will install these landscape features at a later date. Mr. Bacon further explained that some of the plant quantities in the plaza area were decreased in some locations and increased in others due to the prisoner detention area's increase but no plant species changed just refined to match the final building and site design.

A board member requested there be at least four bike racks, two benches and the trash receptacle be a joint trash and recycling receptacle and should be noted on the plan that they're to be installed later but shown on the plan. The bike racks should be on a stamped concrete base.

Mr. Almeida reviewed the changes to the exterior elevations as follows: precast bands stay on the front facade but changed to solid course on the south, north and east sides, the dormer is flattened and enlarged for mechanical condensing units; a mechanical chimney added for the flu vents in the attic space; solid panel doors for the Sally Port were added to replace the glass and aluminum doors at the request from the Police Chief for security reasons; Sally Port roof was raised 2 ft.; cameras and lights added for security; two windows on the second floor removed for privacy in the locker room; reorganize and shift windows on the second floor; and hardi-board siding for material for new mechanical chimney.

Board Questions and Comments:

- What changed on the east elevation? Applicant responded was an entry door but now a brick wall.
- A board member asked the Applicant to summarize the sidewalk connections and that there should be a crosswalk across all the driveways, specifically on High and Westwood Glen.
- Asked if all the catch basins had the 4 ft. sump with hood. Mr. Gabriel said he believed all catch basins had the minimum of the 4 ft. sump and included the hood but he will check.
- The board asked about the height of the condensing units at the mechanical area where the dormer was removed and asked if the units could be further screened.
- Board members requested brick for the mechanical chimney or something other than the hardi-plank to make it

- look more real or to appear as a dormer from High Street.
- Show the bench, bike rack, and trash/recycling receptacle on a separate sketch showing the location details and note that it will be installed by Town DPW later.

Town Planner Comments:

Ms. McCabe noted that the Health Director and Conservation Agent requested a curb around the dog kennel pad and a cleanup plan be submitted detailing the cleanup procedures.

Public Comments:

Chairman Pfaff asked if there were any public comments and there were none.

Motion/Action Taken:

On a motion made by Mr. Laubenstein, seconded by Mr. McCusker, the Board voted 5-0 to determine that the proposed changes as discussed tonight and in the submitted material are considered a minor modification to the original EIDR plans.

On a motion made by Mr. Olanoff, seconded by Mr. Atkins, the Board voted 5-0 to approve the minor modification with the following three conditions and request the Applicant review the driveway crossings for identifying with paint and ADA compliance, further hide the condensing units, and reconsider the hardi-plank siding for the chimney and dormer.

1. All catch basins shall have a minimum of a four (4) ft. sump with hood.
2. Curbing shall be installed around the dog kennel and a cleanup plan submitted to the Conservation Agent and Health Department detailing waste cleanup procedures.
3. The bicycle rack, two benches, and joint trash and recycling receptacle removed from the modified plan set shall be shown on a separate sketch plan with a note that they are to be installed at a later date. The bicycle rack shall conform to the Planning Board's Bicycle Parking Design Guidelines.

390 Washington Street – EIDR and Special Permit Public Hearing

John DeSousa of Sea-Coast Consulting was present on behalf of the Applicant. Mr. Sousa summarized the changes since the last hearing on August 2, which shows drainage plans on sheet 4 showing the proposed trench drains added along the front of the property, two catch basins to collect the canopy roof run-off and the drain manholes in the rear of the site. Sheet 6 of the plan set submitted on August 23 shows the canopy connected to the pipes to go to 24 leaching galleys to can mitigate up to the 25 year storm event. The catch basins will have hoods and grit chamber has a hood and separator. The Applicant will install the drainage system unless they find clay or encounter a really deep water table. Mr. Sousa also reviewed the updated architectural plans and color renderings that showed the stone veneer on the bottom of the building with stucco sides, white columns, beige building and canopy over the pumps. The building's wall sign has been raised to be visible over the canopy. The existing building is 23'8" and is increasing to 25 ft. in height. The stonework is on the main portion of the building. The existing pylon sign will be removed but a pylon sign that is 8 ft. high is proposed in its place on the north side of the site. More plantings were also added to the north side of the site to match the south landscaped area.

Ms. McCabe added that the updated plans showing the drainage improvements were submitted this afternoon. The Town Engineer performed an initial review and agreed that the proposed system is a vast improvement from the current condition.

Board Questions and Comments:

- A board member asked about the curbing at the front of the site in the landscaped area between the two curb cuts. The Applicant responded that the curbing will match the existing granite curbing in the Town's right-of-way adjacent to the sidewalk.
- Will there be any speakers or TVs? The Applicant responded that no TVs or radio/audio is proposed only the intercom system that is mandatory for ADA compliance.
- A board member asked about the lights and if any lighting would be on overnight? Mr. DeSousa responded that they will have five security lights proposed to stay on overnight; two site lights on the front corners of Washington Street and three in the back of the building. The Board added that only security lights can remain on and all other must turn off within an hour after closing.
- Is there room for recycling? The Applicant agreed to alter the layout of the dumpster behind the building to

- o accommodate recycling.
- o A board member asked about snow removal and the Applicant responded that it will be removed from the site.
- o Dumpster material? Wood panel with vinyl.
- o How much will the mulch bed be raised? Mr. DeSousa responded no more than 2 inches.
- o The board discussed the proposed one-way access in from the southerly curb cut over the right-of-way and concluded that it was best if there was no directional sign/remove the "Do Not Enter" marking at the entrance, the arrow be moved out of the right-of-way to be closer to direct cars to the pumps, signs be added along the south property line that there is no parking to keep the right-of-way clear, and believe these changes would still keep the right-of-way safe and usable for Roche Bros.
- o Asked Applicant to increase size of parking spaces to 22 ft. in length for the three behind the building. The Applicant said two could be increased to 22 ft. and the third will be for an employee.

Public Comment:

The Chairman opened the hearing to public comment and there was none.

Motion/Actions Taken:

Waivers:

On a motion made by Mr. Olanoff, seconded by Mr. McCusker, the Board voted 5-0 to waive the request from the requirement for a traffic study due to the finding that the ITE model projects less daily trips with the proposed use than the former repair service station use.

On a motion made by Mr. Olanoff, seconded by Mr. Laubenstein, the Board voted 5-0 to waive the requirement from the presentation model because it is not necessary for this redevelopment application.

The request for the storm drainage information is no longer needed. The Applicant submitted revised plans on August 23, 2016 showing the drainage information and the requirement for updated calculations are made a condition of the Board's approval.

Findings:

The Board finds that the submitted plans and directional signage as amended this evening as conditioned by the Board does not interfere with the existing 25 ft. right of way over the southern portion of the property and the one-way in is for the general traffic flow only. The plan as revised is designed to maintain safe passage and full access to the right-of-way.

Ms. McCabe summarized her memo to the Board updated on August 23, 2016, and reviewed the 21 conditions with the Board. The Board amended some of the language during the hearing and added two additional conditions related to the speakers/audio/TVs and security lighting.

On a motion made by Mr. Olanoff, seconded by Mr. McCusker, the Board voted 5-0 to approve the Special Permit for the landscape screening requirement finding that it is an improvement from the present nonconforming condition.

On a motion made by Mr. Olanoff, seconded by Mr. Laubenstein, the Board voted 5-0 to approve the EIDR with the conditions outlined in Ms. McCabe's 8/23/16 memo with the additions and changes made this evening.

Other Business:

The Board signed the signature page for the 390 Washington Street hearing.

Ms. McCabe informed the Board about an application for a motor vehicle use at 376 University Avenue. The Board recommended EIDR filing with the Planning Board.

Ms. McCabe informed the Board that Target has applied for roof solar panels at University Station and stated that she reviews this for consistency under the UMAUD and the recent zoning bylaw amendment allows this to be filed with the building department as an accessory use. No further comments from the Board.

Ms. McCabe will prepare a letter from the Board with opposition for the billboard proposed on the MBTA building.

Adjournment:

Upon a motion by Mr. Laubenstein and seconded by Mr. McCusker, the Board voted unanimously in favor to adjourn the meeting at approximately 9:50 p.m.

List of Documents

• Planning Board Meeting Summary for 8/23 meeting, dated 8/19/16	PDF
• Memorandum requesting EIDR modification prepared by Rick Almeida to Nora Loughnane, dated August 1, 2016.	PDF
• Plan set entitled “Westwood Police Department, 590 High Street, Westwood, Ma 02090, Permitting Set”, prepared by Dore & Whittier Architects, Inc., CR Architecture & Design, Pare Corporation, and Brown Sardina, Inc., consisting of 21 sheets.	PDF
• Exterior Elevations sheet A4.10 for Westwood Police Department, 590 High Street, Westwood, MA 02090, and last revised August 23, 2016.	PDF
• Project Budget Status Report, Westwood Police Station, provided by Compass.	PDF
• Color Renderings/Drawings from Sea-Coast Consulting, LLC, Proposed Alterations for: 390 Washington Street, undated; Sheets A01, A02, A03, A04.	PDF
• Plan set entitled “Definitive Site Plan, 390 Washington Street, Westwood, Massachusetts”, prepared by Sea-Coast Consulting, and stamped by Vladimir L. Nemchenok, dated June 10, 2016 and last revised on August 11, 2016, updated sheets received by Planning Board on August 23, 2016.	PDF
• Architectural plans prepared by Sea-Coast Consulting, LLC dated May 12, 2016, revised August 5, 2016.	PDF
• Memorandum from Abby McCabe, Town Planner, to Planning Board Members, Re: EIDR & Special Permit Application – 390 Washington Street, dated July 29, 2016, revised August 19 and August 23, 2016.	PDF
• Trip Generation Rates from 8 th Edition ITE Trip Generation Report.	PDF
• Letter from James A. Sperber of Roche Bros. Supermarkets (3 pages), dated August 18, 2016, exhibit A: Letter from Charles Comely, Exhibit B: Plan of Land 338 Washington Street, Westwood, Mass.	PDF
• Quitclaim Deed, Dated November 7, 2013, Book 31891 P236 Norfolk County Registry of Deeds.	PDF
• Frank N. Gobbi Deed, dated 1970.	PDF
• Land in Westwood, Mass. dated April 15, 1952.	PDF
• Plan of Land in Westwood, Mass. dated November 5, 1969.	PDF
• Letter from Charles A. Bomely, Jr. Re: Westwood/Convenience Store Site Plan Submission; dated August 16, 2016.	PDF
• Public Comments, Electronic Email from Kevin McCabe, sent to Dave Atkins, Sent: August 17, 2016.	PDF
• Target Solar proposal, project narrative dated 8/19/16, elevations, plan set from Core States.	PDF