

**BOROUGH OF WESTWOOD
PLANNING BOARD MINUTES
REGULAR PUBLIC MEETING
March 28, 2019**

APPROVED 4/11/19

1. OPENING OF THE MEETING

The meeting was called to order at approximately 8:00 p.m.

Open Public Meetings Law Statement:

This meeting, which conforms with the Open Public Meetings Law, Chapter 231, Public Laws of 1975, is a Regular Public Meeting of the Planning Board.

Notices have been filed with our local official newspapers and posted on the municipal bulletin board.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

PRESENT: Jaymee Hodges, Chairman
Dan Olivier, Vice-Chairman
Mayor John Birkner
Erin Collins, Councilmember
William Martin
Thomas Constantine
Ann Costello
Yash Risbud
Dritan Xhillari (Alt. #1)
Kristy Dougherty (Alt. #2)

ALSO PRESENT:

Thomas Randall, Esq., Board Attorney
By Steve Paul, Esq.
Louis Raimondi, Board Engineer
Ed Snieckus, Burgis Associates, Board Planner

ABSENT: Keith Doell (excused absence)

4. MINUTES: The Minutes of the **3/14/19** meeting were approved on motion made by Thomas Constantine, seconded by Mayor Birkner and carried unanimously on roll call vote by those members eligible to vote.

(WWPB 3/28/19 Minutes)

5. CORRESPONDENCE:

1. Memo of Ed Snieckus, Burgis Associates, dated 3/25/19
RE: Master Plan Review, CBD/SPE Uses;

2. Memo of Ed Snieckus, dated 3/27/19 RE: Tentative
Schedule for Review of the Master Plan Re-examination Report;

3. Memo of Ed Snieckus, Burgis Associates dated 3/27/19
RE: Master Plan Re-examination Review - Parking Analysis;

4. Letter from First Westwood Realty dated 3/21/19 RE:
Re-examination of the CBD/SPE and CBD;

5. Thank you letter from Eagle Scout Aaldrich Douma for
Board visit on 5/24/18, which assisted his completion of his
merit badges for Eagle Scout designation.

6. RESOLUTIONS: None

7. PENDING NEW BUSINESS:

1. **Rolling Pin Cafe, LLC, 347 Broadway, Block 901, Lots 5
& 6 - Application for Minor Site Plan Approval** - Not yet deemed
completed; Carried to next meeting;

8. VOUCHERS: None

9. VARIANCES, SUBDIVISIONS AND/OR SITE PLANS: None
SWEARING IN OF BOARD PROFESSIONALS FOR PUBLIC HEARINGS
The Board Professionals were sworn in.

10. DISCUSSION:

1. **Affordable Housing Update** - Mayor Birkner asked Ed
Snieckus for the status of Affordable Housing in the Borough.
Mr. Snieckus responded they are ready to submit final
documentation, but are awaiting information from the group
homes. It should be done before the end of the summer.

2. **Mr. Snieckus Memo dated 3/27/19 RE: Tentative Schedule
for Review of the Master Plan Re-examination Report - Draft** -
Mr. Snieckus discussed his Memo containing the schedule and
itinerary of tasks. The Background and Data Review were

(WWPB 3/28/19 Minutes)

completed in November 2018. New Issue Review is ongoing, with the CBD/SPE and CBD Zones scheduled for the March through April 2019 meetings. Past Issues are ongoing and also scheduled for April. Refinement of items would finalize the Re-examination with a final draft report for April/May, Public Review at the May Worksession and Public Hearing at the May Public Session. This is an aggressive schedule.

Mr. Martin commented in all likelihood this will last through the summer to accommodate the public input and volume of review. More time should be spent on the CBE/SPE Zones. Mr. Risbud commented he agreed, but it would be nice to get it done on schedule. Chairman Hodges commented we really need to complete the CBD/SPE first. Mr. Snieckus suggested they could amend the Master Plan Re-examination Report with just that topic if the Board feels it is in the best interest of the Borough and viable. Mayor Birkner commented the Fair Share Housing has delayed us. He appreciates Mr. Snieckus' review, and he sees more focus on the CBD/SPE, but the Board should continue on with the aggressive approach. We are on course and on track and trying to engage the public through various methods every way we can. He suggested a Press Release. Councilwoman Collins commented there are opportunities coming up in the community to have a captive audience and get the message out such as Opening Day of baseball, the Easter Egg Hunt and other community events. Yash Risbud will set up a table at Opening Day. Some Board Members said they will attend. Mr. Snieckus noted 4/11/19 is the date for the CBD and CBD/SPE Zones discussion. The Board discussed flyers, banners, the Borough website, and the Chamber as ways to engage the public and stakeholders. The Public Session for those zones will be on 4/25/19 and must be noticed. Kristy Dougherty suggested ways for people to comment without appearing, such as sending suggestions through emails, or a Google doc survey form. Ms. Costello suggested posting at the train stop and post office. Mr. Martin stressed the importance of people coming to the meeting.

3. Memo of Ed Snieckus, Burgis Associates, dated 3/25/19, RE: Master Plan Re-examination Review - CBD and CBD/SPE Review - Ed Snieckus reviewed his Memo submitted pursuant to the Board's request at the last meeting following discussions about the changes to the permitted principal and conditional uses in the CBD/SPE and CBD Zones. In refining specific recommendations for the re-examination study, the following was offered:

(WWPB 3/28/19 Minutes)

CBD/SPE ZONE

1. Upper floor restrictions: Remove the first and upper floor distinction between uses. This would permit the following uses on the first and second floor:

- a. Brokerage houses, Stockbrokers;
- b. Finance companies;
- c. Nail salons;
- d. Business and professional offices;
- e. Radio and television repair shops (likely not a current need maybe group this into an electronics repair store);
- f. Custom packaging and retail mail services;
- g. Tailor shops;
- h. Travel and ticket agencies.

2. Medical uses: The Board discussed the permission of medical offices such as general medical practitioners, chiropractors and, physical therapists. Consideration should be given to limiting the maximum square footage of such a facility to not overburden parking availability. Recommendation 1,500 to 2,000 square feet maximum. Larger users should be encouraged and likely would want to be closer to available parking such as the CBD zone where they are unrestricted.

3. Retail Uses:

- a. Houseware sales;
- b. Merchandise showrooms (such as kitchen and cabinetry);
- c. Retail merchandise pick up locations.

4. Educational and Lifestyle:

- a. Learning center or cooking school;
- b. Personal training or Instructional-yoga studios (max 1,750 sf, excluding health clubs);
- c. Arts and crafts studios;
- d. Life coach, therapists;
- e. Weight loss center;
- f. Language arts center;
- g. Coworking offices or study cafés;
- h. Dance studios.
- i. Arcades (currently commercial amusements are not permitted in all zones);

(WWPB 3/28/19 Minutes)

j. Recording studio.

5. Service uses: Expand the service uses permitted in the district to include:

- a. Personal care cosmetic or beauty salons including waxing, eyelashes, make-up studios, blow dry or beauty type bar (not including massage parlors, subject to applicable health licensing)
- b. Internet website design and hosting services;
- c. Tattoo studios;
- d. Locksmith;
- e. Animal grooming.

6. Restaurants: Permit restaurants in other areas of the CBD/SPE zone with limitations such as:

- a. Maximum number of 70 seats (current limit 50 seats);
- b. Limits on floor area of 2,500 square feet and no more than 1,500 square feet of patron seating area (current limit 1,500 square feet of patron area only for corner lot buildings);

7. Residential: Permit second and upper floor residential uses (currently not permitted plus parking required). The following is offered regarding parking for residential uses:

- a. Should parking be required for residential or require no parking for retrofitting existing building areas;
- b. Consider a density limit trigger wherein should a proposal exceed a certain density such as, say 25 units/acre, then a parking need analysis should be required and approved by the Board;

8. Outdoor dining: Update outdoor dining regulations:

- a. Clarify the permission of the use of the entire storefront in the regulations for outdoor dining;
- b. Permit alcoholic beverages to be consumed in outdoor dining areas;
- c. Amend regulations so only the chairs need to be brought in overnight, but tables shall be secured;

(WWPB 3/28/19 Minutes)

- d. Permit rooftop dining as a conditional use thereby requiring specific Board approval.

CBD ZONE

Recommendations discussed:

1. Adult day care facilities.

OTHER ITEMS

Summary of other items discussed:

1. Valet parking- public and private could be conditionally permitted (such receiving lots in LB-1 zone could serve downtown CBD);
2. Permit shared parking and ride share service parking areas;
3. Review fees and escrows for an appeal of a zoning denial before the Zoning Board.

Board discussion followed. Mr. Martin asked if Internet cafes were still desirable. Also microbreweries for craft beers were of interest with sales and tastings. We're just defining uses, Mr. Snieckus noted, and regulations would govern. Mayor commented it is a great synopsis and accomplishment of all the efforts made thus far. As for Farmhouse and Hanami, he asked for number of seats. He'd like to make them a point of reference for Board Members. It is a great review. Mr. Olivier commented it is a great and comprehensive list. The parking analysis was very thorough and thanked Mr. Snieckus. They are trying to get more people involved. Besides signage, conversation is extremely powerful, with neighbors, people around town and in parks. Some people don't even know what the Planning Board does. Westwood Pride Day is coming up, the Mayor noted. A performing arts space also brings people to town. Mr. Constantine commented we should try to locate businesses on the main floor and residential on the second floor. Chairman Hodges asked if Dunkin' Donuts was considered fast food, per a call he received. Mr. Snieckus said it would be vs. say Baskin Robbins ice cream, which is permitted. More thought would be given to this. Cryogenics was discussed. It is more of a medical use. Mayor Birkner felt they should consider these other specialty uses with caution.

(WWPB 3/28/19 Minutes)

4. Ed Snieckus, Burgis Associates Memo dated 3/27/19 RE: Review of the Master Plan Re-examination Review - Parking Analysis - Ed Snieckus reviewed his Memo with Board discussion following. The most recent parking analysis pertaining to the business district was reviewed to determine if the study would assist them in the review of permitting restaurants in the CBD/SPE Zone. The most recent study was prepared for the Westwood Parking Authority by 50 Walker Parking consultants dated 11/23/15, which report updates an earlier study of parking in 2008. Peak ours where restaurants have the greatest effect on parking are weekday and Saturday evenings between 5-7pm and lunchtime between 12-2pm. Westwood Avenue area or CBD/SPE has the greatest level of parking use. Less spaces were available in the 2008 and 2015 studies. Rideshare services should increase over time, as they are becoming more popular. Board discussion followed. The Board was looking at 70 vs. 50 seats maximum.

Open to Public: A motion to open to the public was made by William Martin, seconded by Thomas Constantine and carried. Ray Arroyo came forward and stated the reason you don't get many people here is because you are doing an excellent job. There were no further questions or comments from the public.

Closed to Public: A motion to close to the public was made by William Martin, seconded by Thomas Constantine and carried.

11. ADJOURNMENT - On motions, made seconded and carried, the meeting was adjourned at approx. 9:45 p.m.

Respectfully submitted,

**MARY R. VERDUCCI, Paralegal
Planning Board Secretary**