

**APPROVED MEETING MINUTES**  
**Tuesday, June 25, 2019 Meeting | 7:00 p.m.**  
**Council Chamber, Woburn City Hall, 10 Common Street, Woburn, MA**

Chair Dave Edmonds called the meeting to order at 7:00 pm and asked City Planner/Grant Writer Dan Orr to call the roll.

Mr. Kevin Donovan, Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Michael Ventresca and Chair Dave Edmonds were present; Mr. Bob Doherty and Ms. Carolyn Turner were absent.

Planning Director Tina Cassidy and City Planner/Grant Writer Dan Orr were also present and introduced themselves.

**MODIFICATIONS TO SPECIAL PERMIT PLAN OF RECORD AND APPROVED SITE PLAN (Lord Hobo Brewing Company)**

Attorney Mark Salvati, 10 Cedar Street, approached the Board on behalf of the Petitioner to provide an overview of newly-submitted plans via projector presentation and stated that all required departments' comments have been received for the Board's information.

Salvati further stated that the most recent modifications to the plan, in response to the concerns of the Building Commissioner, including the incorporation of a crosswalk and related lighting to address off-site parking accessibility and safety for Lord Hobo's employees.

Ventresca asked for clarification that the current crosswalk configuration addresses all outstanding department concerns. Salvati responded that the current site plan reflects all department comments.

Edmonds opened the comment period of the public hearing and asked if any audience members would like to step forward to speak for or against this matter.

**PUBLIC HEARING**

No members of the audience stepped forward.

Motion to close the public hearing, made by Bolgen;  
Seconded by Callahan;  
Motion carried, 5-0-0.

Cassidy stated that she would recommend adoption of modified plan of record and conditional Planning Board approval of the special permit, based upon on the following:

- That the Plans of Record shall include the most recent "Site Plan in Woburn Mass" for Lord Hobo Brewing Company with a final revision date of May 17, 2019, the site/patio plan dated April 9, 2019 by Joe the Architect, lighting plan by Illuminate dated 6/24/19;
- That the proposed crosswalk on Draper Street will comply with all applicable provisions of 521CMR and any City required approvals shall be obtained prior to construction of or use of the outside patio;
- The patio area shall not be utilized if parking spaces designated for snow storage are being used for snow storage; and

- That all conditions of the prior Special Permit shall remain in full force and effect if they do not conflict with any conditions herein.

Motion to approve the special permit modification for the Lord Hobo site plan, including the Planning Director's aforementioned conditions, made by Bolgen;  
Seconded by Ventresca, for discussion;

Ventresca asked about the terms of the second condition. Cassidy responded that if members are inclined, using only the term "construction" would be sufficient. Members settled on the use of the term "construction" and striking the terms "use of."

Motion carried, 5-0-0.

### **22-24 WALTHAM STREET DEFINITIVE SUBDIVISION (Ryall Meyer, Meyer Development Group LLC)**

Mr. Fred Russell, project engineer, 154 Aldrich Road, Wilmington, MA, approached the Board to provide an overview of the proposed further revised three (3)-lot subdivision development plan, including a review of the existing and proposed conditions, lotting and grading via projector presentation.

Russell further noted the waivers requested for the application. Cassidy added that the developer will also need a waiver for the street length (proposed as approximately 220-feet whereas the short cul-de-sac maximum roadway length is 200-feet).

Russell continued to provide an overview of the proposed subdivision relative to the current drainage conditions and the proposed infiltration purported to improve drainage conditions in the neighborhood.

Callahan asked about the rationale for requesting the sidewalk waiver. Russell responded that no sidewalks are currently in the vicinity of the proposed subdivision on Waltham Street.

Ventresca asked for clarification of the drainage and infiltration capacity for the proposed subdivision. Russell responded by reviewing the watershed map of the neighborhood and assured that the infiltration system, as designed, would be able to capture runoff from properties within and abutting the proposed subdivision.

Cassidy asked for clarification of the request to waive the required water loop. Russell verified that a waiver of the water loop is included with the waiver list.

Bolgen asked about the status of the proposed subdivision and what progress has been made by the developer in addressing the comments and concerns raised by the Building Commissioner, Public Works Superintendent and Senior Engineer. Cassidy responded by summarizing the fundamental issues that have been raised and yet to be resolved by the developer, including setback requirements and utility capacity, and how they might be addressed.

Cassidy asked Russell if a land survey had yet been completed to ensure that the setback requirement (25-foot) for homes adjacent to a newly-formed roadway is in fact being met. Russell responded that he has engaged a land surveyor to conform to this requirement but cannot confirm whether that work has been completed.

Russell stated that the applicant understands that there are a number of issues to address relative to several department comments but would appreciate if Board members would be in a position to offer any guidance this evening on how to proceed with plan modifications.

Edmonds opened the comment period of the public hearing and asked if any audience members would like to step forward to speak for or against this matter.

#### PUBLIC HEARING

No members of the audience stepped forward.

Bolgen stated she is concerned with the number of issues that are being presented to the Board this evening, and it is difficult to envision how the plan can be reconfigured to become conforming, such as setback deficiencies discussed this evening. Additionally, she does not necessarily have feedback for the applicant without having resolved the preliminary concerns.

Russell stated that the subdivision would be constructed property without significant changes to the grading and improve the drainage conditions in the neighborhood. His client's purpose in presenting the plan this evening is to receive the Board's feedback.

Cassidy stated that one of the things she would like the Board to consider, in light of recent Subdivision Rules & Regulations discussions, is to ask for the increase of the pavement width to 24-feet and to adjust the drainage calculations accordingly. Callahan responded to explain that he agrees with the Planning Director's recommendation and would like to see an improvement made to the roadway in lieu of the required sidewalk; he is opposed to varying the pavement width from a minimum of 24-feet.

Ventresca asked if any written resident comments had been received thus far on this filing. Cassidy responded that none have been received thus far on this specific application, although they will be forwarded to members if they are so received for upcoming meetings.

Bolgen stated that she is willing to keep an open mind regarding pavement width for the proposed subdivision given the relatively few (3) lots served and the satisfaction of the fire department with the proposed roadway layout.

Cassidy stated that recommendations is for the Board to continue the public hearing and discussion on this matter until September 10, 2019 meeting, at 7:00 pm.

Motion to continue the public hearing and Board discussion on this matter to the September 10, 2019 meeting, at 7:00 pm, made by Bolgen;  
Seconded by Ventresca;  
Motion carried, 5-0-0.

#### **HIGHVIEW ESTATES SUBDIVISION: EXPIRATION OF CONSTRUCTION COMPLETION DATE ON JUNE 30, 2019 AND UPDATE ON PENDING COURT CASE (Santullo Construction)**

Mr. Michael Santullo, project developer, approached the Board to verbally state his request to the Board for a two-year extension to the construction completion date.

Bolgen stated that she has researched electronic docket of the Highview project's lawsuit pending in the court system and could not obtain the information she was looking for relative to progress on scheduling. Santullo responded that although it is not reflected on the record, he has made progress on obtaining a new attorney and is providing requested documents; however, the deposition process has been delayed due to scheduling conflicts.

Bolgen stated that her concern is due to the fact that the developer's new counsel has not yet filed for an appearance, which indicates a lack of progress on the case.

Bolgen further stated the developer has a status conference scheduled for August 30<sup>th</sup> and that his attorney would be best suited to answer what the expectations are for his case at this juncture.

Bolgen stated that she would like more information, in the form of an appearance by the developer's attorney to the Planning Board, prior to making a decision on whether to grant a full, two (2)-year timeline extension.

Motion to approve an extension of the subdivision completion date until September 30, 2019, subject to an appearance of the developer's attorney at the Board's September 10, 2019 meeting, made by Bolgen;  
Seconded by Callahan;

Ventresca stated, for discussion, that he would like the developer to address the concerns that have been communicated to the Board by neighbors affected by project construction relative to rock removal, erosion and dust controls and truck idling issues.

Cassidy summarized some of the concerns presented to the Board in written and picture form, including rock removal disturbances, siltation deficiencies, and the need for street sweeping. She further explained the observations made by the City's engineering staff via site visit and asked the developer to estimate the amount of time remaining for the rock processing/removal operation and confirm the measures that have been taken to address the concerns raised by neighbors. Santullo responded to verify the following information: 1) that the rock processing/removal operation would likely be finished in two (2) business days; (2) that water service has been established for dust controls; (3) that silt sacks have been replaced; (4) that a piece of scrap metal affecting an abutting property owner has been relocated; and (5) that boulders/signage restricting access to the construction site has not been erected; and (6) that comprehensive street sweeping has not yet occurred.

Cassidy stated that the Board may consider using July 10<sup>th</sup> as an interim conditional date for a subdivision extension to ensure siltation, dust and construction site restriction measures have been adequately addressed, to be documented via photograph and field-verified by the Engineering staff.

Cassidy asked the developer if he envisions any issues with meeting a July 10<sup>th</sup> deadline for the rock removal operation and completing all other site maintenance requirements. Santullo responded that he does not.

Motion to amend prior motion to incorporate the condition of the developer ceasing all rock removal operations on the construction site by July 10<sup>th</sup>, subject to the above noted conditions, made by Ventresca;  
Seconded by Bolgen;  
Motion carried, 5-0-0.

Motion on the primary motion to extend the subdivision completion date until September 30, 2019, incorporating all aforementioned conditions;  
Motion carried, 5-0-0.

**BAKER WAY SUBDIVISION: EXPIRATION OF CONSTRUCTION COMPLETION DATE ON JUNE 30, 2019  
(David Baker)**

Cassidy provided an overview of the status of subdivision construction as per the letter submitted by Mr. Baker. The letter indicates that 90% of home construction is complete. As to remaining roadway work, Mr. Baker must install sidewalks, including ADA-accessible curb cuts, and pour bituminous concrete for the remainder of the curbing and roadway top coat.

Cassidy further stated that the developer's letter has been forwarded to the Engineering Department for comment on the feasibility of meeting the projected timeline, and staff indicated that the new timeline for

project completion is “reasonable.” She thusly recommends that the Board grant the requested extension of the completion date to September 11, 2019 as to accommodate the Board’s scheduled September 10<sup>th</sup> meeting.

Bolgen stated that, given the amount of work that has been completed thus far on this project, the pace of construction, and the requested extension of time, she would be in favor accepting the Planning Director’s recommendation to grant the request.

Motion to accept the Planning Director’s recommendation to extend the subdivision completion date until September 11, 2019, made by Bolgen;

Seconded by Donovan;

Motion carried, 5-0-0.

**APPROVAL OF MINUTES:** June 11, 2019 Planning Board meeting

Motion to approve as the June 11, 2019 meeting minutes, as submitted, made by Bolgen;

Seconded by Donovan;

Motion carried, 5-0-0.

**PLANNING BOARD DIRECTOR UPDATE**

Cassidy stated that the Board’s next scheduled meeting will be on September 10<sup>th</sup>, with at least two definitive subdivision public hearings (including the continued Waltham Street application and a forthcoming one (1)-lot definitive subdivision application).

Cassidy further stated that, in preparation for the Board’s summer recess, she would recommend that the Board take a motion to authorize sole Planning Chair endorsement of Approval Not Required (ANR) plans filed, reviewed and deemed acceptable by Planning staff, until September 12, 2019.

Motion to approve of sole Chair authorization of ANR plans during the Board’s summer recess, until September 12, 2019, made by Bolgen;

Seconded by Callahan;

Motion carried, 5-0-0.

**ADJOURNMENT**

Seeing no further business, Bolgen made a motion to adjourn the meeting at 7:49 pm;

Seconded by Ventresca;

Motion carried, 5-0-0.

The meeting adjourned at 7:49 pm.

*Table of Documents Used and/or Referenced at Meeting*

Planning Board Staff Report
Staff Report Attachments (Lord Hobo Site Plan Modification): (1) Department comments; (2) City Council Special Permit Decision; (3) Email Correspondence between DPW Superintendent and Attorney Salvati; and (4) Correspondence from Attorney Salvati
Staff Report Attachments (22-24 Waltham Street Definitive Subdivision Application): (1) Proposed subdivision plan; and (2) Copy of Department comments
Staff Report Attachments (Highview Estates Definitive Subdivision Extension): (1) Comments received from abutting neighbors; and (2) Engineering Department comments on construction progress
Staff Report Attachments (Baker Way Definitive Subdivision Extension): (1) Developer's subdivision extension request letter; and (2) Engineering Department comment on requested subdivision extension
Draft Planning Board Meeting Minutes: June 11, 2019

Respectfully submitted,

*Dan Orr*

Dan Orr  
City Planner/Grant Writer