

APPROVED MEETING MINUTES
Tuesday, October 22, 2019 Meeting | 7:00 p.m.
City 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, Mr. Bob Doherty, Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Michael Ventresca, Ms. Carolyn Turner, and Chair Dave Edmonds were present.

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

PUBLIC HEARING: 0 VILLAGE STREET DEFINITIVE SUBDIVISION PLAN (Frederick J. Gonsalves)

Cassidy provided a status update for this proposed one (1) lot subdivision. Because additional time is needed to address various concerns of City departments and several abutting and nearby residents about pre- and post-development drainage conditions, the applicant has requested a continuance of this matter to the Board's December 10th meeting.

Cassidy further stated that the developer has submitted two documents for consideration this evening: A request to extend the time for Board action/consideration of the definitive subdivision application to December 13, 2019, as well as a letter that specifically requests a continuance of the public hearing to the Board's December 10th meeting.

Edmonds opened the public hearing and asked any audience members who would like to speak for or against the Petition to address the Board.

PUBLIC HEARING

Mr. Shawn and Ms. Corrine Dwyer, 9 Cummings Avenue, approached the Board to read written statements on behalf of Jerry Gorrasi, 11 Cummings Avenue and Deborah Finn, 2 Village Street, neither of whom could attend the meeting this evening. Both letters expressed concern as to the sufficiency of the proposed drainage scheme for the subdivision given current experiences with flooding-related issues.

Ms. Dwyer further stated, on behalf of Ms. Finn, that in speaking with the Fire Department that a stabilized turf turnaround is no longer a requirement of the subdivision design and should thus be removed.

Motion to accept the abutter correspondence into the public record, made by Bolgen;
Seconded by Doherty;
Motion carried, 7-0-0.

Mr. Frederick Gonsalves, project applicant, residing at 119 Winn Street, approached the Board to say that he is in favor of the proposal.

Edmonds asked if there were any other members of the public who wished to speak this evening. There were none.

Cassidy stated that she would recommend that Board accept the applicant's proposed extension of Board action on the definitive subdivision application to December 13, 2019 and to continue the public hearing on this matter to the Board's December 10th meeting, at 7:00 p.m.

Motion to accept the request for an extension of the final date of Board action on the 0 Village Street definitive subdivision application to December 13, 2019, made by Bolgen;
Seconded by Doherty;
Motion carried, 7-0-0.

Motion to continue the public hearing on this matter to the Board's December 10, 2019 meeting, at 7:00 p.m., made by Doherty;
Seconded by Bolgen;
Motion carried, 7-0-0.

DRAGON COURT (GARVEY ROAD) SUBDIVISION: REQUEST FOR APPROVAL AND ACCEPTANCE OF AS-BUILT AND ACCEPTANCE PLANS, RELEASE OF REMAINING BOND MONEY HELD TO GUARANTEE PROJECT COMPLETION (Robert Murray and Associates)

Turner recused herself from discussion of this matter and left the meeting room.

Cassidy provided an overview of the status of the subdivision for which as-built and street acceptance plans have been submitted, in addition to a request for the full release of all remaining bond monies held as surety. The Board has also been asked to investigate current drainage and landscaping conditions for the subdivision by a couple of current residents via email to city staff.

Cassidy added that the developer's project engineer and the City's Senior Engineer, Greg Rheaume, have both found the subdivision, as constructed, to be in substantial compliance with the approved definitive subdivision plans.

Cassidy stated that at the last meeting Board members tabled discussion of the request and asked the City's Engineering Department to photograph the condition of the various drainage easements. A forecasted rain event did not occur so no photos were taken by the Engineering Department, but the developer has provided pictures of the subdivision with the most current drainage and landscaping conditions and those have been provided to members.

Cassidy further stated that, since the Board's last meeting discussing this matter, the developer has certified-mailed copies of the Board-approved tree reserve strip deed language and the HOA Declaration and Bylaws, as requested.

Members continued to review the pictures submitted by the developer via PowerPoint.

Callahan asked about the lots that appear to be lacking in landscaping (at the rear of #9 and #11 Garvey Road). Ms. Phyllis Etsell, representing the developer, Murray Hills, approached the Board to respond that some of the landscaping/vegetation was, in fact, removed by the homeowners. It had been left in its natural state.

Edmonds stated he believes the developer should inspect the portion of the subdivision sidewalk where the installed concrete meets the pre-existing pavement to ensure no tripping hazards are present. Etsell stated she would look into the matter.

Edmonds asked about a requirement of the developer to replant trees to replace those that had to be removed from the site. Etsell responded that some trees on the property had to be removed for the installation of the drainage swale; no additional tree installation was required beyond the standard two (2) per building lot, which the developer has completed. Ventresca and Callahan corroborated this recollection and added that that there was discussion at the time of subdivision review of saving as many large trees as

possible; however, the number that trees could be preserved ultimately dwindled to zero as a result of construction and regrading work on each lot.

Cassidy stated that her recommendation is for the Board to: (1) accept the As-built and Street Acceptance Plans; (2) accept the Conveyance of Utilities; (3) declare the subdivision complete; and (4) release all remaining bond monies.

Motion to accept the Planning Director's recommendation, made by Doherty;
Seconded by Callahan;

Ventresca asked, for discussion, if the Board needs to take any motions separately on this matter. Cassidy responded that the vote can be taken as one general motion.

Motion carried, 5-1-1 (Bolgen, Doherty, Donovan, Callahan, and Ventresca in favor, Edmonds opposed, Turner recusing).

DISCUSSION: POTENTIAL AMENDMENTS TO PLANNING BOARD SUBDIVISION RULES AND REGULATIONS (Planning staff)

Turner returned to the meeting.

Cassidy provided an update to the Board as to her intended next steps for proposing modifications to the Board. Her research did not yield any examples of a planning related body, in any municipality across the nation, that has adopted a more "open-ended", regulation-compliant-based approach to subdivision review. However, she believes that it may still be possible to draft a version that could use those standards in the context of the waiver request process.

Cassidy further stated, if the Board takes no objection, her next step would be to re-configure the example of the short cul-de-sac (fewer than 200' feet in length) so that the Board could consider how at least one section of the Subdivision Rules & Regulations would appear in a draft revised format to incorporate a standards-based model, particularly in light of the fact that smaller, one (1) and two (2)-lot subdivisions will likely be what the City will see most often in the coming years.

APPROVAL OF MINUTES: September 24, 2019 Planning Board meeting

Ventresca stated that on page two (2) of six (6), in the sixth (6th) paragraph from the top, the word "that" should be stricken from the text.

Motion to approve the draft September 24, 2019 meeting minutes, as amended, made by Ventresca;
Seconded by Turner;
Motion carried, 7-0-0.

PLANNING BOARD DIRECTOR UPDATE

Cassidy stated that she would appreciate feedback on the proposed 2020 Planning Board meeting schedule should it present any major conflicts for any members.

Cassidy further stated that there are several upcoming subdivisions with expiring completion dates that will be before the Board over the course of the November and December meetings (Baker Way, Downs Court, Russo Estates, Legacy Lane, Flagg Street and Carlson Way). The continued public hearing for the Village Street definitive subdivision application will also be before the Board on December 10th.

ADJOURNMENT

Seeing no further business, motion made to adjourn at 7:33 p.m., made by Bolgen;
Seconded by Doherty;
Motion carried, 7-0-0.

The meeting adjourned at 7:33 p.m.

Table of Documents Used and/or Referenced at Meeting

Planning Board Staff Report
Staff Report Attachments (0 Village Street Definitive Subdivision): (1) Application Time Extension Request Form; (2) Request for continuance of the public hearing submitted by the project applicant; (3) Written testimony from abutters
Staff Report Attachments (Dragon Court Definitive Subdivision): Pictures of landscaping and drainage conditions at various subdivision vantage points taken by the developer; (2) Documentation of certified-mail HOA and “tree belt” deed restriction language sent to all Dragon Court residents; (3) As-built & Street Acceptance Plans, Conveyance of Utilities, and Letter requesting release of all remaining bond monies; (4) City Solicitor memo re: Board obligations relative to bond release/subdivision close-out.
Planning Board Meeting Minutes: September 24, 2019

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer