

Approved MEETING MINUTES

Tuesday, April 28, 2020 Woburn Planning Board Meeting | 7:00 p.m.

Meeting held virtually via Zoom Platform

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

Mr. Dave Edmonds, Mr. Bob Doherty, Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Michael Ventresca, Ms. Carolyn Turner, and Chair Kevin Donovan were in attendance. Planning Director Tina Cassidy, City Planner/Grant Writer Dan Orr, and Planner Karen Smith were also in attendance.

Cassidy stated that there are no ANR applications before the Board for review this evening.

DISCUSSION/DECISION: 3 SHERMAN TERRACE PRELIMINARY SUBDIVISION PLAN (Kathleen Paulsen)

Cassidy provided an overview of the status of the application following several continuances of Board discussion. Discussion has stretched over several meetings in order to provide the applicant with additional time to obtain feedback from the Department of Public Works (DPW) Superintendent on the design of the proposed roadway improvements.

Attorney Mark Salvati, 10 Cedar Street, addressed the Board on behalf of the applicant and provided an update on recent conversations with the DPW Superintendent and the project engineer. He explained that a revised plan has been submitted for Board consideration after incorporating feedback from DPW. The plan now proposes **(a)** installation of a new fire hydrant, **(b)** relocation of the proposed water line into the Sherman Terrace right-of-way instead of through private property (only the sewer and gas lines remain on private portion of the property, for which an easement can be granted by the applicant for maintenance purposes), and **(c)** increasing the new pavement width from a planned 24' to 26'. Although removal of the turnaround was suggested by Superintendent Duran, it was ultimately left in as part of the design in case the Board deemed it essential.

Attorney Salvati stated that abutting property owners have expressed most concern to him on the topic of drainage, but this is an issue that will be addressed in greater detail at the definitive stage of subdivision approval.

Cassidy stated that the Board has been supportive of incorporating emergency access/turnaround easements for past subdivisions, which might be worthwhile to include in this case for use by vehicles and emergency vehicles, even if the Fire Department does not envision using it. She added that the newly-proposed pavement width of 24' is in excess of the 20' pavement width required for a short cul-de-sac design and consistent with other recent decisions the Board has rendered on other subdivisions. She added a 24' pavement width exceeds the minimum requirement in the Subdivision Rules and Regulations for a minor subdivision roadway.

Cassidy further stated that the Board might want to consider allowing a 24' roadway pavement width to reduce the amount of impervious pavement and its resulting impact on drainage calculations, and in recognition that the roadway will continue to serve a relatively minimal number of residences.

Ventresca asked for clarification of the proposed roadway grading. Mark Sleger, project engineer for the applicant, Alan Engineering, 110 Winn Street, #209, explained that under the requirements for a

short cul-de-sac configuration, a maximum 8% grade is allowable. This roadway would not exceed that.

Ventresca continued by stating that he is in favor of improving safety conditions in all scenarios of subdivisions where possible, such as 24 Flagg Street. He added that he would not be in favor of a waiver of the granite curbing requirement. Sleger responded that granite curbing is now incorporated into the design with the exception of a small portion along the length of the proposed retaining wall.

Callahan asked for clarification regarding the location of the proposed water lines for the newly-constructed residences. Sleger responded that a new 8" water line will be constructed in Sherman Terrace and the two new homes will have individual water lines installed to service them (the exact location of the water line "tie-ins" will be determined prior to the submission of a definitive plan, and subject to review by the DPW Superintendent.

Salvati stated, for the clarification of one of the abutters in the virtual audience, that the proposed electrical service for the subdivision is going to be above-ground but that no additional utility poles will be installed (existing poles will be sufficient for the extended service). Sleger added that it may be possible to extend electrical service underground to proposed house Lot #2, but that depends on the arrangement of other utility services and how the extension is handled by the electric company.

Bolgen asked for clarification of the proposed roadway width. Sleger responded that the proposed roadway width shown on the plan is 26' throughout, which will require a roadway easement for the section of new roadway opposite the retaining way, because it falls outside of the existing right-of-way.

Bolgen asked the Planning Director to reiterate her thoughts on Board consideration of potentially reducing the proposed pavement width to 24' instead of 26'. Cassidy responded that a 24' pavement width is considered sufficient to safely accommodate two-way automobile passage, which the Board might deem ideal in an effort to minimize excess impervious surface area to the benefit of drainage conditions on the affected and abutting properties.

Bolgen stated that she would appreciate more feedback on the point of drainage from the DPW Superintendent before making the ultimate decision to accept a certain pavement width. Sleger and Salvati responded that they would obtain more clarity from Superintendent Duran regarding his rationale for preferring a 26' pavement width, although snow plowing is likely a factor. Cassidy added that existing street width information for Sherman Place may also help to guide Board members in making a decision at the definitive stage.

Cassidy asked if there would be anything to prevent snow plowing beyond the edge of the pavement for Sherman Terrace (past the driveway for Lot #2) to alleviate the lack of snow storage area on the roadway. Sleger and Salvati responded that there is nothing that would prevent plowing into that area and that a snow storage easement could be integrated into the subdivision plan, if necessary.

Ventresca stated that he would like to have more information at the definitive stage that provides more assurance regarding the handling of stormwater mitigation and the presence of curbing for water channeling. Sleger responded that he intends to incorporate at least one (1) but potentially two (2) catch basins/underground chambers to capture runoff that would otherwise collect on the abutting Sherman Place.

Donovan asked the Planning Director for her recommendation. Cassidy responded for the benefit of audience members by first explaining the general purpose of submitting preliminary subdivision applications. She added that Board feedback to applicants on preliminary plans is intended for use in refining the design of a potential definitive subdivision plan application presented at a public hearing for formal Board consideration and public comment.

Cassidy further stated that her recommendation is to consider approving the 3 Sherman Terrace preliminary subdivision plan, with notice to the applicant of the potential denial of a number of requested waivers currently reflected on it, including a partial lack of granite curbing and a lack of street trees.

Doherty made a motion to accept the Planning Director's recommendation;
Seconded by Bolgen;

Roll call vote on the motion to approve the Planning Director's recommendation

Bolgen-Aye
Callahan-Aye
Doherty-Aye
Edmonds-Aye
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 7-0-0.

12 BUCKMAN COURT DEFINITIVE SUBDIVISION: REQUEST FOR ACCEPTANCE OF HOA DECLARATION/BYLAWS AND DRAINAGE & ACCESS EASEMENT DOCUMENTS (Nardone Electric)

Cassidy provided an overview of the developer's requests to accept the draft HOA and Drainage and Access Easement Documents, which have been revised since the Board's April 14th meeting to incorporate definitive plan recording information. She recommended the Board accept the draft HOA and Drainage and Access Easement Documents for the 12 Buckman Court subdivision, as submitted.

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

Roll call vote on the motion to accept the Planning Director's recommendation:

Bolgen-Aye
Callahan-Aye
Doherty-Aye
Edmonds-Aye
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 7-0-0.

BAKER WAY, DOWNS COURT AND LEGACY LANE SUBDIVISIONS: WRITTEN PROGRESS REPORTS FROM DEVELOPERS REGARDING CONSTRUCTION COMPLETION DATE EXPIRATIONS

Cassidy provided an update to Board members on staff efforts to solicit written updates from developers as to the status of outstanding subdivision-related obligations in lieu of formally requesting a Board extension and requiring a formal appearance at a Planning Board meeting. Most of the obligation in each case relates to the submission of final As-built plans, as field work is largely complete. Staff was able to obtain written updates from developers Mr. David Baker (Baker Way) and Mr. Frank Michienzi (Legacy Lane), although a formal update remains outstanding from Mr. Fred Cialdea relative to Downs Court. Both letters obtained have been provided to the Board for their information this evening.

Cassidy further stated that staff will endeavor to reach out to Mr. Cialdea for a written update by the May 12th meeting for the Board's information, in addition to several other developers whose subdivision completion dates will be expiring or who are otherwise required to provide updates during the course of May, and will provide these to the Board in similar fashion.

Salvati addressed the Board on behalf of Mr. Cialdea and stated that he has been in touch with the project engineer for the Downs Court subdivision but has not been able to receive a firm answer as to when a revised As-built plan will ultimately be finished. He will endeavor to submit a written update the Board for their May 12th meeting after getting some more clarity on a timeline and will likely be requesting a 60-day extension.

She explained that no formal action by the Board was needed relative to these updates.

PLANNING BOARD DIRECTOR UPDATE

Cassidy stated that, at its April 14th meeting, the Board expressed its intent to forego conducting meetings for the duration of the COVID-19 related State of Emergency unless required to do so by virtue of the Acts and declaration of the State of Emergency by Governor Baker. In fact, the Planning Board has received a proposed zoning amendment relative to the Technology and Business Overlay District (TBOD) and staff will therefore be scheduling this matter for a Board meeting and public hearing on May 12th.

APPROVAL OF MINUTES: April 14, 2020 regular meeting

Chair Donovan asked if members had reviewed the draft minutes of the last meeting and whether anyone was prepared to offer a motion to accept them.

Motion to accept the April 14, 2020 meeting minutes, as submitted, made by Bolgen;
Seconded by Doherty;

Roll call vote on the motion to accept the April 14, 2020 meeting minutes, as submitted:

Bolgen-Aye
Callahan-Aye
Doherty-Abstain
Edmonds-Aye
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 7-0-0.

Donovan asked Cassidy if there was any other business for the Board to conduct and Cassidy stated no.

ADJOURNMENT

Seeing no further business, Bolgen made a motion made to adjourn the April 28, 2020 Planning Board meeting at 7:40 pm;
Seconded by Doherty;

Roll call vote on the motion to adjourn April 28, 2020 Planning Board meeting at 7:40 pm:

Bolgen-Aye
Callahan-Aye
Doherty-Aye
Edmonds-Aye
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 7-0-0.

The meeting adjourned at 7:40 pm.

Table of Documents Used and/or Referenced at Meeting

Planning Board Staff Report (April 28, 2020 meeting)
Staff Report Attachment (3 Sherman Terrace Preliminary Subdivision): (1) Revised preliminary subdivision plan; (2) Comment memo from the DPW Superintendent (dated 4/24/2020); (3) List of project waivers drafted by the project engineer
Staff Report Attachments (12 Buckman Court): (1) Draft HOA/Bylaws Document; (2) Draft Drainage Access Easement Document
Staff Report Attachments (Various subdivisions) (1) Staff request letters requesting status updates on the Baker Way, Downs Court, and Legacy Lanes subdivisions; (2) Status update letters submitted by developers re: Baker Way and Legacy Lane subdivisions
Draft Meeting Minutes: April 14, 2020 meeting

Respectfully submitted,

Dan Orr

Dan Orr
City Planner/Grant Writer