

**Official Copy**

**Town of Groveland  
Planning Board  
Meeting Minutes**

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**Date:** December 6, 2016

**Members Present:** Jim Freer, Debbie Webster, Jon Perkins, Lisa Chandler, Bob Arakelian

**Members Absent:**

**Others Present:** Jim Billis, Adam Costa, Bill Holt, Melissa Kimball, Rick Lamome, Jeff Miller, Tony George, Stephen Billis

**Minutes Secretary:** Amy Bedard (by DVD & Notes)

Chandler motions to open the Planning Board Meeting of December 6, 2016 @ 7:00pm, seconded by Perkins. All members are in favor. Vote is unanimous. Meeting opens.

**Planning Board Business/Updates:**

**PB Sign Offs:**

No Sign offs

**PB Bills:**

Webster motions to approve PB invoice from Amy Bedard for \$75.00, seconded by Chandler. All members are in favor. Vote is unanimous.

**PB Meeting Minutes:**

Chandler motions to approve the meeting minutes for November 15, 2016, seconded by Perkins. All members are in favor. Vote is unanimous.

**Billis Way Continued Hearing:**

Bill Holt is before the PB and states since they last met they had the site walk and he has a revised plan based on comments from GZA, Water Dept. and the hearing. Bill presents the PB with a letter highlighting the comments.

Bill Holt discusses the GZA comments. Summary of Bmps has been rectified. The storm water treatment addressed with catch basin. Item 3 & 4. Peter states items 5 extension of roadway to abutter properties, they are not proposing that. Freer asks about road on plan, Peter states that is an easement. Bill states they are asking for a waiver added to sheet #1 a 4<sup>th</sup> waiver. Bill Holt states as far as sewer extension will get permits. Bill states the circle radius is 10-15' off property line.

Request from Conservation Committee they verified the flagged location and they had to move some back and will add some.

Bill states at the site walk there is a basketball court on the backside of the house.

Bill states the last part of his letter is related to the comments from the Water / Sewer Dept.

Bill states that was a summary of the revisions nothing is to major to affect the plan.

Freer states he wants to see what Peter comes back with and the fourth waiver. Freer asks when they will start building, stated 20 days after definitive plan approval.

Freer states in regards to the cemetery may be great to help out with the fence.

Webster states on lot 3 why is the house set back so much. Bill states it is where he would put his house if he could choose.

Webster motions to continue preliminary plan to 12/20/2016, seconded by Perkins. All members are in favor. Vote is unanimous.

### **Sunset Circle:**

PB discusses Sunset Circle with abutters.

Abutter asks when Street name changed. Freer states this is on the 3<sup>rd</sup> owner.

Anthony George from Salem St. an Abutter is before the PB with concerns about drainage. George states Developer took down trees and water now comes onto his land. George wants wall higher 2' deep and 2' high on plan.

Developer only wants to plant grass and George states he will not mow the grass on a pitch.

Abutter would like bushes as well as fence and wall.

Freer states he had a meeting with Wallace about items they needed to have completed. Freer states he was on property today. The PB asked for an interim as-built plan. Freer states they wanted a soil test. PB wanted hale bails to stabilize erosion. Webster states on the plan it only shows a fence not a wall.

Discussions over plan and that the setup isn't great. Webster states she just searched the registry of deeds and there is nothing in the records that he signed an easement. Debbie states if it was lost the PB can assist if Wallace has a copy of the signed easement then they will go from there. Debbie explains to George that in Groveland there is no setback for fences you can put one up on the end of your property.

Webster motions to contact Bob Wallace to come before PB at a meeting, seconded by Chandler. All members are in favor. Vote is unanimous.

### **PB Budget Update:**

Freer states

Normal line items are staying the same.

New line items – Part time Planner - \$32,500.00

Full time Planner - \$65,000.00

Freer states he has heard that Fin. Committee isn't approving any added expenses.

Freer passes out a letter from the Building Inspector stating reasons the BOS should approve a planner.

Webster motions to present as full time position to finance committee, seconded by Arakelian. Vote is unanimous.

Perkins abstained.

**Site Plan Form Discussions:**

Freer states he passed out the application for site plan review last meeting. Freer states he worked closely with the Building Inspector.

Webster states she looked at the new Georgetown site plan and some other towns and she passes out what she has worked on. Debbie states if any members have anything they want to add or remove just make notes and she will edit it.

**Waivers on last 4 sub-divisions:**

PB will look at common waivers now and get Bob O'Hanley to give his ideas. Debbie proposes that they try and get everything together and the PB will look at it by the end of January. Debbie states may be a couple year project to get this all complete.

**List of Money Owed:**

Freer shows a list that he has been working on regarding money owed:

Some recognized to return.

Some recognized but need contacts to call.

Some calls out but no return.

Debbie states she will help Freer. Debbie states only issue she has on list is Verizon because they have pole holes everywhere.

Need PB members to help with proof reading new ZBL. Lisa states she will help with that. PB members states maybe divide and conquer.

**Adjournment:**

Webster motions to adjourn at 8:44pm, seconded by Perkins. All members are in favor. Vote is unanimous. Meeting is adjourned.

P.B. Attendance Sheet 12-6-16

Name Address

Melissa Kimball

Main St Blissway

Pick Lomoyne

" "

Jeff Miller

" "

Wm Holt

83 W MAIN ST MEMPHIS BLISSWAY

Adam Costa

BBMBT Newburyport MA

TONY GEORGE

978-572-5108

874 SALEM ST GROVE

Jim Billis

157 MAIN ST GROVE

Stephen Billis

157 MAIN ST. GROVE.



William G. Holt, PLS, RS, SE  
WGH Land Surveying and Design Services

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83 West Main Street  
Merrimac, MA 01860  
978-257-4576 email [billgholt@aol.com](mailto:billgholt@aol.com)

December 5, 2016

Groveland Planning Board  
Attn: James Freer, Chairman  
Town Hall  
183 Main Street  
Groveland, MA 01834

Re: Billis Way Preliminary Subdivision application. Applicant response to first peer review letter by GZA GeoEnvironmental, Inc., dated November 11, 2016.

Dear Board Members:

The following summarizes the applicant's responses to the items addressed in the GZA review letter:

✓ 1. Pursuant to Section 3.3.2.7 of the R&R, we have added a descriptive summary of the BMP's proposed to be used to meet the requirements of the MA Stormwater Policy. The summary has been included on Sheet 10 of the design plans.

✓ 2. Section 3.3.2.23 -The proposed roadway centerline has been staked at the project site, for review during the site visit on December 3<sup>rd</sup>.

To do

3. Section 4.1.5.1 Although noted in a typical general fashion on Sheet 4 of the original filing; we have included a stone monument symbol and label at all roadway right of way angles and curves, within the subdivision.

To do

4. Section 4.1.5.3 -Although noted in a typical general fashion on Sheet 4 of the original filing; we have included an iron pin monument symbol and label at each lot and easement corner within the subdivision.

✓ 5. Section 4.3.7 and 4.3.7.1 - We are not proposing an extension of the proposed roadway to the abutting boundaries, since the Town owns the parcel to the rear of the project, and we are proposing to grant the Town Parcel "B", there is no need to extend in that direction. The Cemetery owns the parcel to the entire left side of

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William G. Holt, PLS, RS, SE  
PLS MA #39688  
PLS ID #16012  
RS #1161 SE #1083

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Thad D. Berry, PE, SE  
PE MA # 41258  
PE NH #12087  
SE # 154

the project, and we are offering Parcel "A" and a emergency/utility access drive to connect the proposed roadway with the Cemetery driveway network. Parcels to the immediate right are limited in size, with little potential for future subdivision, and the parcels located along Cranston Ave are separated from the proposed roadway by a steep grade leading to a wetland resource, offering little opportunity to extend in that direction. We have added a waiver request to the plan set, and it is listed on Sheet 1. *Path to well - on plan.*

- ✓ 6. Section 4.3.8.5 - We have added the intersection location of Broad Street to the design plans, Sheets 1, 2,4, and 6.
- ✓ 7. Section 4.3.10 - We have adjusted the centerline grade of the proposed roadway from 0.75% to the 1% minimum as required.
- ✓ 8. Section 4.3.11.1 -We have requested and received a waiver for the length of roadway, which has been noted on Sheet 1 of the plans.
- ✓ 9. Section 4.3.11.15 - We have requested and received a waiver for the cul-de-sac landscaping to eliminate the cobble treatment on the inner circle of the turnaround, landscaping is proposed in its place. A notation of said waiver has been included on Sheet 1 of the plans.
- ✓ 10. Section 4.4.3 – We have added a proposed drain easement to encompass the existing watercourse that traverses the property, a portion of the property is being offered to the Town, (Parcel "B").
- To do* ✓ 11. Section 4.5.1.2 - The applicant/developer proposes to adhere to all Federal (TR-16); State (CMR 7.00) regulations for sewer extension, and will obtain the necessary permits, prior to construction.
- Will do* ✓ 12. Section 4.5.1.3 - The applicant/developer proposes to adhere to the Groveland Sewer Board rules and regulations for sewer extension, and will obtain the necessary permits, prior to construction.
- ✓ 13. Section 4.6.2.1- The spacing of the proposed fire hydrants has been revised to be no more than 500' apart.
- ✓ 14. Section 4.6.2.2 – The proposed water main extension connection has been revised to include gate valves as required. We note that as required by the Water Department comments, the connection will be made to the newer existing 12" water main, rather than the older existing 8" main as originally proposed.
- ✓ 15. Section 4.3.9 - We have requested and received a waiver for providing sidewalks on only one side of the proposed roadway. A notation of said waiver has been included on Sheet 1 of the plans.

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✓ 16. Section 5.2.6 –The roadway sub-base gravel treatment has been revised to comply with the requirements of the R&R.

✓ 17. Section 5.2.8.1 –The roadway binder course pavement thickness has been revised to comply with the requirements of the R&R.

To do

18. As shown the proposed drainage design is preliminary and therefore conceptual in nature, as we proceed to the Definitive design phase, we will be performing a complete Hydrological Design which will include a watershed delineation plan, Pre Development and Post Development runoff calculations; and an hydraulic analysis of all existing and proposed drainage structures; and proposed mitigation measures to be implemented to comply with the MA DEP, EPA and local Stormwater management regulations.

To do

19. We have based our designation of the existing stream as “intermittent” from past experience with NOI and RDA filings with the Groveland Conservation Commission for projects along Cranston Ave, in which the stream was not considered perennial. As well as statements indicating that the stream had no flow on several occasions in the past. However, we will perform a Stream-stats check on the site to determine its status as we move forward in the Definitive process.

✓ 20. We have added a tree specification legend to the design plans, which can be found on the Existing Conditions plan Sheets 2 and 3.

✓ 21. The approximate limit of the wooded “canopy” has been added to the design plans and can be found on Sheets 2, 3, 6 and 7.

✓ 22. The limit of the established FEMA 100 year floodplain is elevation 18.0' as shown in the note in the upper right corner of Sheet 1. The location of the floodplain limits was contained within the wetland resource area, which will not be altered by this project. We have expanded the topographic detail within established wetland resource area, to include the elevation 18 contours line. We have labeled this line as the 100 year floodplain limit. It is shown on Sheets 3 and 7 of the design plan. Our note on Sheets 6 and 7 have been revised to reflect that the floodplain does in fact exist on the property in the northeast quadrant.

✓ 23. The existing Stopping Site Distance (SSD) has been depicted on Sheet 6 of the design plans. A table with the required SSD, for the posted 35 mph speed limit is also indicated. In addition to the SSD, we have included a notation of the Intersection Sight Distance (ISD) - sometimes referred to as exiting sight distance; for the proposed subdivision roadway intersection location, which demonstrates adequate sight distance is available, in addition it is the intent of the

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developer to raze the existing structure located at 157 Main Street and construct a new home that conforms to all zoning setbacks. This will further increase the available ISD for the project.

- ✓ 24. There will be no impact to the Town Well located on the adjacent Town owned land. As requested by the Water Department, we have surveyed the location of the existing Town Well designated as Well #3116000-04GP. The 400 ft Zone I wellhead protection radius is entirely within the Town owned parcel, and falls outside of the proposed project limits, as is required by MGL. In addition the entire project is located within the Zone II Groundwater Protection District, and will adhere to the regulations pertaining to it. We have calculated the overall percent of impervious area proposed by the project to be 11.75% which is less than the allowed 15% within the Zone II area. The proposed residential use, is not a use associated with higher potential pollutant loading, and the design will adhere to the MA DEP Stormwater Regulations, for treatment and recharge of groundwater. The project is proposed to be serviced entirely by municipal sewer and water so there will be no private wells, or septic installation within the Zone II area. Based upon the above conditions there will be little to no impact upon the Town Well. We will include this narrative, as part of the revised Environmental Assessment memorandum previously prepared. *415' - well*
- ✓ 25. We will expand on the topographic survey, and include a surveyed location of the existing path that leads to the adjacent Town owned parcel. While current grades and width may limit the current access, with a proper design, we believe the use of this parcel to obtain and alternate access to the well field is possible. At the very least it affords the Town control of additional land that is contiguous with other land owned by the Town and could be used as access to the existing passive trail system that exists and extends all the way to the Pines recreation facility.
- ✓ 26. We have obtained additional information on the existing sewer main constructed within Main Street, from the Sewer Department. The as-built drawings indicate that the existing sewer within Main Street is at a greater depth than presumed on our original Preliminary plans. Based upon this information, which will be field verified as we move to the Definitive design phase, it is possible to extend the proposed sewer further into the project allowing for gravity service to most of the proposed homes. The proposed home on Lot 3 may require an individual pump design to accommodate sewer service. If needed we will provide design specifications for such a pump system.

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We have also addressed the following concerns that were the result of the public and Board discussion during the initial Planning and Conservation hearings:

*Todo*  
Due to the length of time that has transpired from our original survey and plan preparation, Patrick Seekamp, from Seekamp Environmental, has revisited the site to re-establish the wetland delineation that was performed by them in 2007. We will be including his revised delineation on the Definitive Plans and future Conservation permit filings.

✓ As requested by a Board member, we have located the dwelling located at 147 Main Street and depicted it on the revised plan set, see Sheets 3 and 7. *On Plan*

We have had informal discussions with members of the Cemetery Commission and have field surveyed the location of the existing roads nearest to our proposed roadway and Parcel A on the design plans. Discussion with the Commission members revealed that our originally proposed "emergency and service access" connection from the proposed roadway to the cemetery roadway network is not feasible, since they intend to abandon and remove the drive at the location we had shown. Based upon our field location and discussion with the Commission members we have identified an alternate location for the access connection. The new location is depicted on the revised plans, see Sheets 4 and 8.

✓ The Cemetery Commission members also expressed concern over some drainage issues they are experiencing, that will affect the Billis property. We have initiated preliminary discussion with the Commission and will endeavor to work with them in the interim period prior to our Definitive filing, to determine if a mutually beneficial resolution can be attained. *C C wants to tie into Billis drainage*

We have met with the Water and Sewer Department to discuss their review comments dated November 14, 2016. The following summarizes our response to the comments:

- ✓ 1 - The well has been field located and the Zone I, 400 ft protective radius has been shown. A separate sketch will be provided to demonstrate the well location in relation to the Billis property., See Sheets 3 and 7.
- ✓ 2 - We have addressed the proposed sewer extension length as noted in our response to item # 26 of the peer review comments. See Sheet 7 and 8.
- ✓ 3 - We have added a note related to the meter pit requirements, see Sheet 6 and 7 of the design plans.
- ✓ 4 - We have revised the water main tapping location and added the newer 12" water main location in Main Street to the plans. See Sheets 4 and 8.

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- ✓ 5 – We have re-designed the proposed sewer manhole layout at the entrance to provide less work within the right of way for Main Street. Typical sewer manhole details are shown on Sheets 9 and 10.
- ✓ 6 – We have attended a meeting of the Board to discuss the project.

We trust that the revised plans have adequately addressed the review comments, however; should you have any additional questions pertaining our responses, please feel free to contact us at any time.

Sincerely,



William G. Holt, PLS RS, SE

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190 Old Derby Street  
Suite 210  
Hingham, MA 02043  
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www.gza.com



November 11, 2016

Via Email

James Freer, Chairman  
Groveland Planning  
Town Hall Complex  
183 Main Street  
Groveland, MA 01834

RE Billis Way Preliminary Subdivision  
157 Main Street  
Groveland, Massachusetts

Dear Board Members:

This letter presents the results of GZA GeoEnvironmental, Inc. (GZA) review of the preliminary subdivision application for the subject project. The application was reviewed with respect to the applicable sections of the Town of Groveland Subdivision Rules and Regulations, Groveland Zoning Bylaw and general engineering practices.

Material reviewed by GZA included the following:

- Plans entitled "Preliminary Subdivision Plan, Billis Way" prepared by WGH Land Survey & Design of Merrimac, Massachusetts, prepared for James Billis of Groveland, dated October 4, 2016.
- Preliminary Subdivision Application Package prepared by WGH Land Survey & Design of Merrimac, Massachusetts, prepared for James Billis, Steven Billis and Deborah Billis dated September 2016.
- Report titled "Preliminary Traffic Assessment Memorandum, Section 3.3.3.20, For Billis Way" prepared by WGH Land Survey & Design of Merrimac, Massachusetts, prepared for James Billis, Steven Billis and Deborah Billis dated September 2016.
- Report titled "Preliminary Environmental Assessment, Section 3.3.3.17 – Schedule A, For Billis Way" prepared by WGH Land Survey & Design of Merrimac, Massachusetts, prepared for James Billis, Steven Billis and Deborah Billis dated September 2016.
- Observation during site visit.

The following presents our review comments:

1. Section 3.3.2.7 of the Town of Groveland Rules & Regulations (R&R) requires that a description the BMP's to be used to meet the requirements of the Massachusetts Stormwater Policy Act.



2. Section 3.3.2.23 of the R&R requires that the layout of the proposed roadway be staked out and that the stakes show the proposed grading.
3. Section 4.1.5.1 of the R&R requires that monuments be installed at front lot corners.
4. Section 4.1.5.3 of the R&R requires the iron rods be installed at internal corners and boundary points.
5. Sections 4.3.7 and 4.3.7.1 of the R&R require that the roadway be extended to the property boundary which is not proposed.
6. Section 4.3.8.5 of the R&R requires that existing street intersections on the opposite side street to which the subdivision connects, within 400 feet of the subdivision entrance be shown on the plans.
7. Section 4.3.10 of the R&R requires that the minimum centerline for any street not be less than one percent.
8. Section 4.3.11.1 of the R&R limits the length of a cul-de-sac street to 750 feet. The applicant is requesting a waiver to allow a street length of 824 feet.
9. The proposed cul-de-sac landscaping does not comply with Section 4.3.11.15 of the R&R. The applicant is requesting a waiver from the requirement to install cobbles along the inner diameter of the turnaround.
10. Section 4.4.3 requires that drainage easements are provided for watercourses that traverse a subdivision.
11. Section 4.5.1.2 of the R&R requires that the applicant obtain a DEP Sewer Extension Permit prior to construction.
12. Section 4.5.1.3 of the R&R requires that the proposed sewer system meet all the requirements of the Groveland Sewer Board Rules and Regulations.
13. Section 4.6.2.1 of the R&R requires that the spacing of hydrants be a maximum of 500 feet.
14. Section 4.6.2.2 of the R&R requires the water gate valves be provided at intersections.
15. Section 4.9.3 of the R&R requires that sidewalks be installed on both sides of the roadway. A waiver has been requested to allow the installation of a sidewalk only on one side of proposed roadway.
16. The roadway subbase should comply to the requirements of Section 5.2.6 of the R&R.
17. Section 5.2.8.1 of the R&R requires that the binder course be 4" thick
18. The proposed subdivision includes a new drain connection to the existing drainage system in Main Street. The applicant should confirm that the Main Street drainage system has adequate capacity and that structural condition of the system.
19. The basis for the designation of the existing stream as intermittent should be submitted.
20. A legend should be provided for the existing trees shown on Sheets 2 and 3.
21. The limit of the existing woods should be shown on the plans.



22. The limit of the FEMA flood zone should be shown on the plans.
23. The available stopping sight distances should be shown on the plans. The existing house at 157 Main Street may limit sight distance to the east.
24. The Environmental Assessment memorandum should address potential groundwater impacts to the Town Well located northwest of the site.
25. The owner of the property is proposing to donate Parcel B to the Groveland Water Department to provide the potential for a future access drive and water main connection to the existing well fields on the adjacent parcel. There is a steep slope at the rear of the subdivision property. Additional topographic information should be submitted to confirm the feasibility of the access drive and water main connection.
26. The proposed sewer main should be extended to the cul-de-sac to allow direct access to the sewer main for Lots 3 and 4.

Should any of the Board Members have any questions on the information presented in this letter, please feel free to contact me at (781) 278-4821 or [peter.williams@gza.com](mailto:peter.williams@gza.com).

Sincerely,

**GZA GeoEnvironmental, Inc.**

A handwritten signature in black ink that reads "Peter J. Williams".

Peter J. Williams, P.E.  
Senior Project Manager

cc: Adam Costa, Blatman, Bobrowski, Mead & Talerman, LLC  
William Holt, WGH Land Survey & Design



# Town of Groveland

Water and Sewer

183 Main Street

Groveland, MA 01834

Phone: 978.556.7200 Fax: 978.373.6147

To: Mr. James Freer, Chairman

11/14/2016

Groveland Planning Board

Re: Preliminary Plan Billis Way, MAP 6 Lots 6-7 Groveland MA

Dear Mr. Freer

Please be advised that after reviewing the applicant's submittal the Department has the following comments.

1. The Department would like the applicant to add a plan sheet showing the delineation of the 400' radius for the Town's Well # 3116000-04GP abutting this project. Also any existing easements or proposed land donation LOT B as mentioned in the project narrative.
2. The new proposed sewer line ends at STA 5+60, narrative states all the homes will be serviced by Town water & sewer. Will lots 3,4&5 have pressure sewers that terminate to the last man hole? If so add a sheet showing a force main and eone pump sets per Department specs.
3. Lot 3 will need a meter pit, house set back is over 150' and requires the outside pit. Applicant should review all service installation requirements of the Water & Sewer Department.
4. The new 8" CLDI water main tap must be installed on the 12" CLDI main and not the 8" older CI main located on Main Street.
5. A detail showing the new man hole located on Main Street, all work on Main Street requires a separate permit from MassDOT and is the responsibility of the applicant.
6. The Department requires the applicant to attend a regular scheduled meeting to discuss the project in person.



Respectfully

Thomas D Cusick Jr.,

Superintendent, Groveland Water and Sewer Department

A handwritten signature in black ink, written in a cursive style, that reads "Thomas D Cusick Jr.". The signature is positioned above a solid horizontal line.

# PLANNING BOARD ITEMS FOR WALLACE CAPITAL

1. NEED AN INTERIM AS BUILT
2. NEED A SOIL TEST ON SOIL BROUGHT INTO SITE.
3. NEED HAY BALES ALONG EASTERN SIDE OF ROAD TO STOP EROSION.
4. NEED TO STABILIZE BANKING ABOVE DARTMOUTH STREET.
5. NEED TO STABILIZE BANKING ALONG EASTERN SIDE OF ROAD.
6. NEED TO DO VEGATATION PLANTINGS IF POSSIBLE ALONG EASTERN SIDE OF ROAD.
7. NEED TO CLEAR SITE OF DEBRIS, PILES OF STUMPS AND VEGATATION.
8. NEED TO FILL IN THIRD LOT FOUNDATION. THIS IS A SAFETY HAZARD.
9. NEED TO CUT DOWN DRAINS ABOVE ROAD SURFACE FOR WINTER PLOWING.
10. NEED TO DO RADIUS AT SIDES OF ENTRANCE TO SITE.
11. WHAT IS THE ANTICIPATED TIMELINE TO COMPLETE THE ABOVE ITEMS?
12. WHAT IS THE ANTICIPATED TIMELINE TO COMPLETE EXISTING HOUSE FOR OCCUPANCY?

**-Reviews: Subdivision Plans**

- Approval Not Required submissions
- Special Permit applications
- Site Plan Review applications and plans

(reduces time and burden on already overworked Planning Board which will ensure development in the town is a better product)

**-Resource for applicants as to compliance with subdivision rules and regulations and portions of the zoning bylaw.** (Ensure current and potential future residents of the Town have an accessible resource which will help in developing the Town in a manner appropriate for the Town.

**-Monitors subdivision projects under construction to ensure compliance.** (monitoring currently done by volunteers on the Planning Board. As the Board changes this may not continue to be the case)

**-Ensures proper procedures are followed for to meet state statutes for deadlines of submissions for:**

- Subdivisions
- Special Permits
- Site Plan Review applications
- Zoning and regulation changes

Failure to monitor procedures and deadlines can result in “constructive approval” without proper review resulting is project that may not be what the Town wants.

**-Reviews and proposes zoning amendments.** (current zoning is in serious need of repair and will be brought to Town Meeting for the first step in the overhaul. Dozens of section will need to be rewritten as even with the much needed changes there is a long way to go.)

**- Update/develop a Master Plan.** Which will ensure the public has input in the future development (or not) of sections of town. Failure to have a current Master Plan may exempt the Town from grants and other funding sources.

**-Failure to properly write zoning amendments can result in rejection by the Attorney General and slow the process of instituting amendments that can help protect the town and reduce the risk of lawsuits/ appeals by applicants or parties of interest.**

**-Administrative duties;**

- Accurate minutes recorded and posted to Town website in a timely manner
- Post agenda in accordance with open meeting law requirements
- Post legal ads as required by statute
- Organize record keeping
- Generate a budget for the department
- Apply for grant applications
- Coordinate all above efforts with MVPC to ensure we get the most for our money
- Work with MVPC and Assessor to update town maps
- Record and draft zoning amendments
- Assist with correspondence and notices

**The bottom line: The Town cannot continue to lean heavily on volunteer members of the Planning Board with the expectation they will continue to put in the number of unpaid hours they currently do. This will result in the Board making errors which will ultimately cost the Town a great deal more in legal fees, missed opportunities and the ability to protect the Town.**



**PLANNING BOARD  
TOWN OF GROVELAND**

183 Main Street  
Groveland, MA 01834  
Tel: (978)                      Fax: (978)

**SITE PLAN REVIEW APPLICATION**

In accordance with Section 108 of the Groveland Zoning Bylaws, Site Plan Approval is required for the following:

\_\_\_\_\_ Construction, exterior alteration, relocation, occupancy, or change in use of any building for commercial, industrial, office, multi-family, municipal, institutional, utility, fraternal or recreational purposes.  
\_\_\_\_\_ Resumption of any use discontinued or not used for more than two (2) years

**Applicant:** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Consultant:** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Owners:** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Number of Years of Ownership: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Assessors Map & Lot \_\_\_\_\_

Registry of Deeds: Book: \_\_\_\_\_ Page: \_\_\_\_\_

**PROJECT DESCRIPTION**

**Project Type:** \_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial  
\_\_\_ Institutional \_\_\_ Mixed Use

**Scope of Work:** (Check all that may apply):

\_\_\_ Vegetation Removal \_\_\_ Façade Change \_\_\_ Demolition  
\_\_\_ New Paving \_\_\_ Earthwork \_\_\_ New Structure  
\_\_\_ Structure Expansion \_\_\_ Accessory Structure \_\_\_ New Parking  
\_\_\_ Home Occupation \_\_\_ Government \_\_\_ Other

**Proposed Building:** (Attach building plans including front and side elevation and site plan drawing.)

Ground Floor (Sq Ft): \_\_\_\_\_ Number of Floors: \_\_\_\_\_  
Total Square Feet: \_\_\_\_\_ Height: \_\_\_\_\_  
Use: \_\_\_\_\_ Construction Cost: \$ \_\_\_\_\_  
Setback Rear Lot Line \_\_\_\_\_ Setback Side Lot Line \_\_\_\_\_  
Setback Front Lot Line \_\_\_\_\_ Frontage on Road \_\_\_\_\_

**Other Information:**

- 1. Is the property part of a subdivision? \_\_\_\_\_
- 2. Are there any wetlands or tributary streams involved? \_\_\_\_\_
- 3. Are there any restricting deeds or covenants? \_\_\_\_\_
- If yes please explain: \_\_\_\_\_

**ALL COMPLETED APPLICATIONS MUST BE RECEIVED AT THE TOWN OFFICE AT LEAST \_\_\_\_\_ DAYS PRIOR TO THE PLANNING BOARD MEETING. REGULAR PLANNING BOARD MEETINGS ARE SCHEDULED EVERY OTHER TUESDAY PER MONTH.**

\* Please Provide a copy of any other permit required for your project. If new construction or an addition, a building permit is required from the Groveland Building Inspector.

\* Please attach parking plan sketch

\* Please attach a sketch of any sign(s), including all sign dimensions. Include on your site plan setbacks from the edge of the road, location on the property, type of fixture, direction of output, and light output of any sign lighting fixture or area lighting fixtures.

\* Please attach a written erosion plan

\* Please attach a certified abutters list

\* If you have any questions about this process, this form, or require special accommodations based on disability or language barriers please call the Code Enforcement Officer or Planning Board Chairman.

The undersigned owner or authorized agent hereby applies for a permit in accordance with all statues, laws, and by-laws of the Commonwealth of Massachusetts and the Town of Groveland. It shall be the responsibility of the applicant to furnish all supporting documentation with this application. The applicant shall be responsible for all expenses for filing and legal notification.

The applicant hereby agrees to permit inspection to confirm construction as per plan during ordinary business hours by the Planning Board or its agent. The Planning Board reserves the right to hire a consultant at the applicant's expense if deemed necessary to further review plans or supporting data (M.G.L. Ch 44 Sec 53G)

Failure to comply with the application requirements, as cited herein and in the Planning Board Rules and Regulations may result in a dismissal by the Planning Board of this application as incomplete.

The applicant certifies that all the information and attachments submitted are true and correct.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Name Printed**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Name Printed**

WAIVER REGULATIONS

SECTION 3.3.2 - REQUIREMENT THAT PLAN SHEETS BE AT A SCALE OF 1"=40 FT OR SUCH OTHER SCALE AS THE PLANNING BOARD MAY ORDER TO ADEQUATELY SHOW THE ENTIRETY OF LOCUS PROPERTY WITH SHEET ONE AT 1000 SCALE AND SHEETS TWO AND FOUR BEING PLAN SET ARE AT A FORTY SCALE. WE ASK THAT THE PLANNING BOARD DETERMINE THE THREE SHEETS NOT AT A FORTY SCALE TO PLAN SET ARE AT A FORTY SCALE.

SECTION 3.3.2.2 - WAIVER FROM THE REQUIREMENT THAT THE TITLE BLOCK RUN ALONG THE ENTIRE RIGHT HAND EDGE OF EACH SHEET; HOWEVER, ALL REQUIRED INFORMATION IS CONTAINED WITHIN THE TITLE BLOCK.

SECTION 3.4.18 - WAIVER FROM THE REQUIREMENT THAT ALL EXISTING TREES WITH TRUNKS OVER 12" IN DIAMETER MEASURED FOUR FEET MAJORITY OF THE LOCUS PARCEL IS WOODED AND THE LIMIT OF WOODS ON SITE HAS BEEN SHOWN ON THE PLAN. IF ANY TREES ARE BOARD THAT IN THE OPINION OF THE BOARD SHOULD BE SHOWN ON THE PLANS, SAID TREES CAN BE FLAGGED AND FIELD LOCATED FIELD

SECTION 3.4.2.22 - WAIVER FROM STRICT COMPLIANCE WITH THE TRAFFIC MEMORANDUM. A TRAFFIC MEMORANDUM HAS BEEN SUBMITTED DEVELOPMENT ON TRAFFIC IN THE AREA. GIVEN THE SMALL NATURE OF THE SUBDIVISION, NO VEHICLE COUNTS OR TRAVEL SPEED MEASUREMENTS

SECTION 3.5.1.2 - WAIVER FROM THE REQUIREMENT THAT THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM DATUM NAD83 BE USED ON RECORD INFORMATION OF RECORD FOR ESTY'S WAY SHOWN ON PLAN BOOK 350 PLAN 37.

SECTION 4.3.10.6 - WAIVER FROM THE REQUIREMENT THAT A REVEGETATION PLAN BE PREPARED BY A LANDSCAPE ARCHITECT. THE FUTURE ENGINEER.

SECTION 4.3.11.5 - WAIVER FROM THE REQUIREMENT THAT COBBLES BE INSTALLED ALONG THE INNER DIAMETER OF THE CUL-DE-SAC REQUESTED FOR LONG TERM MAINTENANCE ISSUES AND SNOW REMOVAL COMPLICATIONS PER DISCUSSIONS WITH THE TOWN OF GROVELY INTENDS TO PETITION THE TOWN TO ACCEPT THE PROPOSED ROADWAY AS A PUBLIC WAY. THE CUL-DE-SAC, AS DESIGNED, WILL ACCOMMODATE SIZED VEHICLE THAT ENTERS THE ROADWAY.

SECTION 4.3.10.4 & SECTION 4.3.8.7 - WAIVER FROM THE REQUIREMENT THAT A LEVEL LANDING AREA OF 2% FOR 75 FEET BE PROVIDED PROPOSED DESIGN PROVIDES A TWO PERCENT SLOPE FOR THE FIRST TWENTY FIVE FEET OF THE NEW ROADWAY. THE AVERAGE SLOPE OF THE WAIVER IS REQUESTED TO REDUCE THE DEPTH OF CUT INTO EXISTING GROUND.

SECTION 4.3.8.9 - WAIVER FROM REQUIREMENT THAT PROPERTY LINE RADII BE 25 FEET AT RIGHT OF WAY INTERSECTIONS. THE WEST SIDE NO ROUNDING DUE TO CONFLICT WITH THE ABUTTING PROPERTY LINE. DESIGN FEATURES AND CONSTRUCTION OF THE PROPOSED ROADWAY OF WAY CURVE RADII. NO OTHER WAIVER REQUESTS ARE REQUIRED DUE TO THE REDUCED RADII.

SECTION 4.3.11.11 - WAIVER FROM THE REQUIREMENT THAT THE CUL-DE-SAC LENGTH SHALL NOT EXCEED 750 FT IN LENGTH WHEN THE ROAD IS INCLUDED IN THE CUL-DE-SAC LENGTH CALCULATION. THE CUL-DE-SAC LENGTH OF THE NEW ROADWAY IS 745 FT; HOWEVER, LENGTH CALCULATION IT INCREASES BY APPROXIMATELY 700 FT FOR A TOTAL LENGTH OF 1,445 FEET. WHEN ESTY'S WAY IS INCLUDED

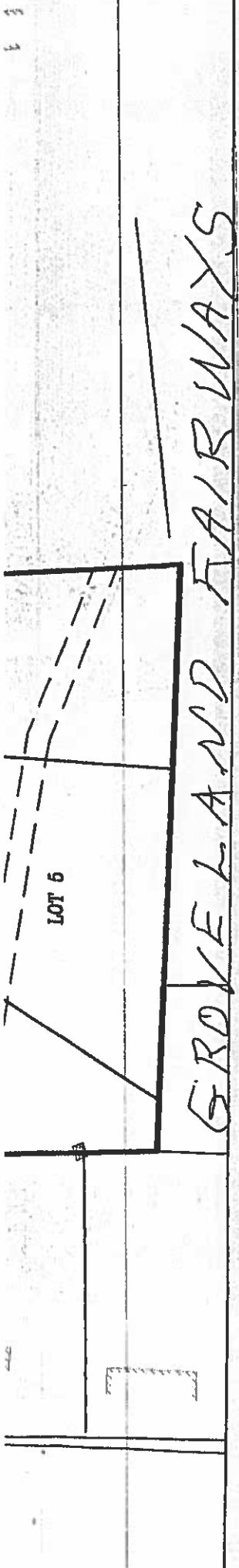
SECTION 4.9.3 - PER SECTION 4.9.3 THE RULES AND REGULATIONS STATE "THE BOARD MAY WAIVE THE SIDEWALK REQUIREMENT, ENTIRELY ONE SIDE OF THE ROADWAY." WE ASK THAT THE BOARD WAIVE THE SIDEWALK CONSTRUCTION ALONG PARCEL A TO PRESERVE MORE SPACE FOR THE NEW ROADWAY AND THE ABUTTING HOMEOWNER.

ESTY WAY

AS PREPARED FOR APPLICANT:



APPLICANT



**WAIVER REQUESTS**

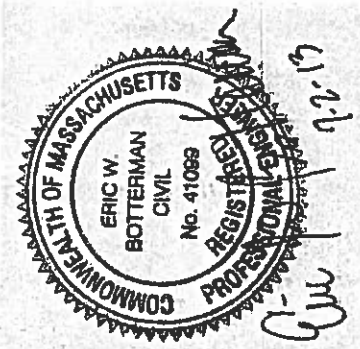
SECTION 3.4.2.22 - WAIVER FROM STRICT COMPLIANCE WITH THE TRAFFIC MEMORANDUM. A TRAFFIC MEMORANDUM HAS E SUBMITTED ANALYZING THE IMPACT OF THE PROPOSED DEVELOPMENT ON TRAFFIC IN THE AREA. GIVEN THE SMALL NATUF SUBDIVISION, NO VEHICLE COUNTS OR TRAVEL SPEED MEASUREMENTS HAVE BEEN COLLECTED.

SECTION 4.3.11.5 - WAIVER FROM THE REQUIREMENT THAT COBBLES BE INSTALLED ALONG THE INNER DIAMETER OF THE CUL-DE-SAC TURNAROUND AS SHOWN IN DETAIL "A". THE WAIVER IS REQUESTED FOR LONG TERM MAINTENANCE ISSUES SNOW REMOVAL COMPLICATIONS PER DISCUSSIONS WITH THE TOWN OF GROVELAND PUBLIC WORKS DEPARTMENT. THE APP INTENDS TO PETITION THE TOWN TO ACCEPT THE PROPOSED ROADWAY AS A PUBLIC WAY. THE CUL-DE-SAC, AS DESIGNE ADEQUATELY ACCOMMODATE TURNING MOVEMENTS BY ANY SIZED VEHICLE THAT ENTERS THE ROADWAY.

SECTION 4.3.8.9 - WAIVER FROM THE REQUIREMENT THAT PROPERTY LINE RADII HAVE A 25 FOOT RADIUS AT PROPERTY L INTERSECTIONS. THE NORTHERLY INTERSECTION WITH SEVEN STAR ROAD HAS A RADII OF 15 FEET DUE TO THE CONFLICT. ABUTTING PROPERTY LINE. NO DESIGN FEATURES ARE ALTERED DUE TO THE REDUCED RADII.

SECTION 3.4.2.3 - WAIVER FROM REQUIREMENT THAT VERTICAL DATUM BE ON NGVD29 IN FAVOR OF USING NAVD88 WHICH CONSISTENT WITH CURRENT STATE AND FEDERAL VERTICAL DATUMS.

AS PREPARED FOR  
 APPLICANT:  
**SEVEN STAR REALTY TRUST**  
**GEORGE HASELTINE, TRS.**  
 66 GILCREAST ROAD  
 LONDONDERRY, N.H.  
 OWNER:  
**ROBERT ARAKELIAN**  
 4 SEVEN STAR ROAD  
 GROVELAND, MA



400

NO.	DATE	DESCRIP
5	7/2/13	PLOT TO
4	5/20/13	REVISIONS PER
3	5/14/13	ADDRESS P.B
2	4/19/13	ADDRESS REVIEW
1	4/1/13	ADDRESS REVIEW



DATE PRINTED

465-8594 (3)

HOMESTEAD LANE

**WAIVER REQUESTS**

SECTION 4.3.8.3

-WAIVER FROM REQUIRED 150' TANGENT BETWEEN REVERSE CURVES.

SECTION 4.3.8.5

-WAIVER FROM REQUIRED 400' SEPARATION BETWEEN INTERSECTIONS OF MINOR STREETS. OUTLOOK DRIVE IS APPROX. 275' FROM PROPOSED HOMESTED LANE (CL TO CL).

SECTION 4.9.3

-WAIVER FROM THE CONSTRUCTION OF SIDEWALKS ON BOTH SIDES OF THE STREET. IT IS REQUESTED TO CONSTRUCT A SIDEWALK ON ONE SIDE ONLY IN ORDER TO MAINTAIN THE APPEARANCE OF A RURAL ROADWAY CONSISTENT WITH THE SURROUNDING NEIGHBORHOOD.  
A 5' GRASS STRIP IS PROPOSED ALONG THE OPPOSITE SIDE OF THE ROADWAY. IN THE FUTURE, A SIDEWALK COULD BE INSTALLED IN THAT 5' GRASS STRIP AREA IF NEEDED.

SECTION 303.6(2) ZONING BY LAW

-THE APPLICANT REQUESTS THAT THE PLANNING BOARD ALLOW THE EXISTING DRIVEWAY TO THE EXISTING 2 FAMILY DWELLING SHOWN HEREON AS LOT 1 TO REMAIN WHERE IT IS RATHER THAN RELOCATING THE EXISTING DRIVEWAY TO THE NEW ROADWAY WHERE THE FRONTAGE IS DERIVED FROM. THIS WILL PROVIDE MINIMAL IMPACT TO THE EXISTING SITE AND WE BELIEVE IT POSES NO SAFETY HAZARDS

**NOTES:**

1. PROPERTY LINES SHOWN HEREIN WERE ESTABLISHED BY A CADASTRAL RETRACEMENT SURVEY MADE ON THE GROUND, IN ACCORDANCE WITH THE PROVISIONS OF 250CMR 6.01-CADASTRAL, ORIGINAL, AND RETRACEMENT SURVEYS.
2. THE ELEVATION DATUM FOR THIS PLAN IS N.G.V.D. OF 1929. BEGINNING BENCHMARK: TOP OF THE WEST CORNER POST AT THE RIGHT OF STEPS TO THE CIVIL WAR MONUMENT

**REFERENCE**

BILLY & KATIE A.  
ASSESSOR'S MAP 17,  
E.S.D.R.D. BK. 5637

CHRISTOPHER & KARI

SUNSET CIRCLE

REQUESTED SUBDIVISION VARIANCES/WAIVERS

SECTION 3.4.4.6 WAIVER FROM THE REQUIREMENT TO SUBMIT A SITE SPECIFIC SOIL MAP.

SECTION 3.4.2.20 WAIVER FROM THE REQUIREMENT TO SUBMIT AN ENVIRONMENTAL IMPACT STATEMENT.

SECTION 3.4.2.22 WAIVER FROM THE REQUIREMENT TO SUBMIT A TRAFFIC REPORT.

SECTION 4.3.8.9 PROPERTY LINE ROUNDING AT INTERSECTION  
A VARIANCE IS REQUESTED FROM THE REQUIREMENT FOR A 25 FOOT R.O.W.  
ROUNDING AT INTERSECTIONS TO ALLOW NO ROUNDING AT THE EASTERLY SIDE OF THE  
PROPOSED INTERSECTION OF THE NEW ROAD AND SALEM STREET.

SECTION 4.3.9.3 PAVEMENT WIDTH  
A VARIANCE IS REQUESTED FROM THE REQUIRED ROADWAY PAVEMENT OF 24' WIDE TO 22' WIDE  
TO REDUCE THE IMPACT IN ZONE II OF THE EXISTING AQUIFER DISTRICT.

SECTION 4.9.3 SIDEWALKS ON BOTH SIDES OF ROADWAY  
IN ACCORDANCE WITH THE PROVISIONS OF THIS SECTION, A WAIVER IS  
REQUESTED TO ALLOW SIDEWALK CONSTRUCTION ON THE WESTERLY SIDE OF THE  
PROPOSED ROADWAY ONLY.

SECTION 4.11.1 & 5.3.1 SIDE SLOPES  
A VARIANCE IS REQUESTED FROM THE REQUIREMENT FOR 4:1 SIDE SLOPES TO ALLOW A  
PROPOSED RETAINING WALL WHERE ADJACENT SLOPE REQUIREMENTS CANNOT BE MET.

4.3.11.5  
TYPICAL CUL-DE-SAC DETAIL  
A VARIANCE IS REQUESTED FROM THE REQUIREMENT FOR AN ELEVEN FOOT WIDE RING  
OF COBBLES AT THE CENTER OF THE CUL-DE-SAC, AREA TO BE LANDSCAPED INSTEAD.

SECTION 4.9.1 SIDEWALK WIDTH  
PROPOSED SIDEWALKS TO BE 4 FEET WIDE AS OPPOSED TO THE REQUIRED 5 FEET.

SUBDIVISION PLAN APPROVAL SUBJECT TO A LAND DISTURBANCE SPECIAL PERMIT  
GRANTED ON \_\_\_\_\_