



TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9636
Fax (978) 264-9630

Planning Department

INTERDEPARTMENTAL COMMUNICATION

To: Planning Board **Date:** January 6, 2006
From: Kristin K. Alexander, AICP, Assistant Town Planner JKA
Subject: Colonial Path Definitive Subdivision (Residential Compound)
(formerly "Sylvia Place")

Attached is an application and plan for Colonial Path Definitive Subdivision. It is filed under Section 10 of the Subdivision Rules and Regulations (Residential Compound) which contemplates waivers from the Rules so small-scale residential subdivisions can be designed and constructed to Common Driveway standards to minimize pavement, maintenance responsibility, and cost (Zoning Bylaw Section 3.8.1.5). General information about the proposed development is listed below.

Location: 7 & 11 Sylvia Street
Maps and Parcels: H-3B/68, 69
Zoning: R-2; Affordable Housing Overlay Subdistrict B; GPD Zone 4
Street Length: +/-330 feet
Site Area: +/-2.9 acres
Lots: 5 (with 2 existing dwelling units)
Applicant/Owner: Sylvia Fletcher, LLC, c/o Paul Gaboury, Acton, MA
Engineer: Stamski and McNary, Inc.
Public Hearing: January 10, 2006
Decision Due: February 27, 2006

The following Town departments and agencies have reviewed the Colonial Path Definitive Subdivision Residential Compound application, the "Definitive Subdivision Plan for Colonial Path a Residential Compound, Acton, MA, 11/7/2005" (Plan), and other related documents:

- Assessor's Office (memo dated 12/13/05)
- Fire Department (memo dated 1/5/06)
- Engineering Department (memo dated 12/20/05)
- Building Commissioner (memo dated 12/2/05)
- Municipal Properties Director (memo dated 12/2/05)
- Water District of Acton (memo dated 12/8/05)
- Health Department (memo dated 12/2/05)
- Finance Director (memo dated 12/1/05).

The Planning Department's comments are below. The applicant should review and address all departmental and agency comments.

Application Materials

1. The list of mortgage holders still needs to be provided.
2. Submit a draft common driveway maintenance agreement and covenant for the street and all its appurtenances (Section 10 of the Subdivision Rules and Regulations (Rules)).

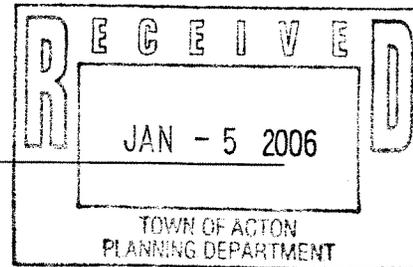
Plan Modifications

3. 11 Sylvia Street is in a life estate. It appears that David Castelline and Paul Castelline are now the owners. On the record plan, please change the owners from Dominic and Alice Castelline to David Castelline and Paul Castelline.
4. Add a Planning Board signature space to the Construction Details sheet (Sheet 5 of 6) (Section 5.3.12 of the Rules).
5. Add a note to the plan making reference to the decision, any Restrictive Covenants under MGL Chapter 41, Section 81-U, or any amendments thereto, and any conditions required by the Board of Health (Section 5.3.12 of the Rules).
6. Are there any existing or proposed underground structures within 150 feet north of the perimeter of the subdivision? If so, show them on the plan (Section 5.3.25 of the Rules).
7. The plan should show the Sylvia Street extension against the northerly edge of the Sylvia Street layout (to allow the option for parking) and include language and/or details showing that the extension will be paved to street construction standards in order to accommodate emergency vehicles (3.3.1 of Decision 05-03).
8. The plan shows a shed on the rear property line of Lot 3. It should be relocated to meet minimum zoning setback requirements.
9. Each easement on the plan should be labeled with a different letter to avoid confusion.
10. Add the "maintain existing trees along Sylvia Street" note to the Site Development and Grading Plan (Sheet 3 of 6) and the Plan and Profile (Sheet 4 of 6).

Other Issues

11. A Low Impact Development (LID) drainage design was not proposed as stated in 3.2.3 of Decision 05-03. Why? At a minimum, runoff from roofs and driveways could be designed to drain into the soil on the individual lots.
12. The Fire Department was concerned that the size of the turnaround could be a little too narrow for emergency vehicles. Planning Department staff measured Colonial Path using turning vehicle templates and found that the road is designed so emergency SU-30 vehicles have enough room to enter, turnaround, and exit.

ACTON PLANNING DEPARTMENT
Inter-departmental Memo
978-264-9636



Date: November 30, 2005

To: Assessors
Conservation Commission
Fire Department
Municipal Properties
Water District

Building Commissioner
Engineering Administrator
Health Department
Police Department, fyi
Acton Community Housing Corporation, fyi

From: Kim DelNigro, Secretary

Subject: Review of Definitive Subdivision: Colonial Path Residential Compound

Attached is an application for approval for a definitive subdivision which is being proposed as a Residential Compound: Colonial Path Residential Compound. General information about the proposed development is as follows:

Location: 7 & 11 Sylvia Street
Applicant & Owners: Sylvia Fletcher, LLC
Address: 12 Assabet Crossing, Acton, MA 01720
Dominic Castelline
11 Sylvia Street, Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 2
Street Name: Sylvia Street
Street Length: 483.28 feet
Map: H-3B
Parcel: 68 & 69
Zoning: R-2
Decision Due: February 27, 2006

Please review the enclosed application and send your comments to the Planning Department no later than December 22, 2005. The public hearing is scheduled for January 10, 2006 at 7:45 PM.

We have also received a copy of Drainage Calculations and Soil Observation Logs & Percolation Test. If you need to review the booklets or have any questions, please call the Planning Department at 264-9636.

Review Comments: The only comment that I have is
relative to the turning radius at the cul-de-sac.
It appears that this would be tight to
maneuver, especially during winter months
with snow build-up at ~~road~~ the road edge.

R. Lang
1/5/06

TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9628
Fax (978) 264-9630

Engineering Department

INTERDEPARTMENTAL COMMUNICATION

To: Planning Department

Date: December 20, 2005

From: Engineering Department

Subject: Review of Colonial Path Residential Compound – Definitive Plan

We have the following comments regarding the above mentioned definitive plan dated November 7, 2005.

1. The engineer will need to re-assign the street addresses on Colonial Path so that the odd street numbers are located on the right side and the even street numbers are located on the left side of the road.
2. The Fire Chief will have to review Colonial Path to ensure that the proposed turnaround and the intersection at Sylvia Street are adequate for emergency SU-30 vehicles. Based on our turning templates, a fire truck cannot maneuver at these locations without driving over the grass road shoulder.
3. The engineer should revise General Note #24 on the Erosion and Sedimentation Control Plan and Details Sheet (sheet 6 of 6) to include the following notes for the proposed stone bounds:
 - The bounds shall be a six (6) inch square by four (4) feet long piece of granite set flush with the finished grade.
 - No permanent monuments shall be installed until all construction that would destroy or disturb the monuments is completed.
 - The Applicant will be required to submit a certificate (Form CB) by a registered land surveyor at the subdivider's expense, indicating that these permanent monuments are in place and are accurately located, including evidence that the bound traverse had a ratio "error of closure" of 1:15,000 or better.

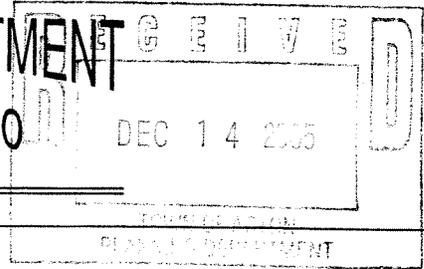
4. The existing and proposed survey monumentation (i.e. stone bounds and iron rods) should be shown on the Site Development and Grading Plan (sheet 3 of 6) and the Plan and Profile Sheet (sheet 4 of 6). We want to make sure that these locations are protected during construction. There should be some notes added to the plans to require the existing survey monuments to be marked in the field prior to construction. There should also be a note on the plans stating that if these existing survey markers are damaged or destroyed during construction that the applicant will be required to hire a registered land surveyor to reset the monuments and certify the new locations.
5. The location for one of the stone road bounds in front of Lot 4 is shown within the proposed driveway on the subdivision plans. The engineer will need to relocate the driveway so that this stone bound can be set.
6. The engineer added General Note #14 on the Erosion and Sedimentation Control Plan and Details Sheet requiring an as-built plan for Colonial Path. We recommend that the as-built plan be accompanied with a letter from the registered engineer that certifies the subdivision has been built in compliance with the approved plan.
7. The engineer should add some spot grades along Sylvia Street to show that a puddle will not be created along the road as a result of the grading for this subdivision.
8. The length of Sylvia Street from Main Street to Colonial Path is about 405 feet. By adding Colonial Path, the total length of the single access road becomes approximately 725 feet. This exceeds the overall 500 feet length requirement for single access streets.
9. The proposed vertical curve "K" values for the two sag vertical curves (K=15) is below the minimum K-value for a typical low intensity street (K=20) as set forth in the Subdivision Rules and Regulations. The proposed K-values for the 2 crest vertical curves exceed the minimum requirements for a typical low intensity street.
10. The Engineer should add the following notes about the proposed street name sign on the plan:
 - The street name sign shall be set in concrete and be of the same type that exists in the Town.
 - The sign shall be erected prior to construction of the first house on the street.
 - The signpost shall have affixed thereto a sign designating the street as a private way.
11. The Board has a condition in the preliminary decision (Condition #3.2.3, Decision #05-03) that requires a low impact type drainage design (LID) for this project. The preliminary design had some LID drainage designs with driveway infiltration trenches

and roof drywells. We noticed that these LID drainage designs have been removed from the definitive plans.

12. It is our opinion that the engineer will need to show a curb along Colonial Path in order to direct the pavement runoff into the proposed catch basins. Otherwise, the runoff could drain onto the road shoulder and bypass these drainage structures. At a minimum, the engineer should show curbs along both sides of Colonial Path from Sylvania Street to the high point at about Station 2+00. Our concern is that runoff from Colonial Path will not be intercepted by the catch basins on the private road and this runoff will discharge directly onto Sylvania Street causing potential icing problems.
13. The engineer needs to show an inlet such as a catch basin or a drop inlet within the layout of Sylvania Street allowing the runoff on Sylvania Street to enter the existing 10-inch drain pipe under the road. The engineer could label the existing 10-inch pipe to be replaced and realigned so that the end of the pipe by Colonial Path is located in a location better-suited to accommodate an inlet structure on Sylvania Street.
14. The engineer should identify the elevation of estimated high groundwater in the vicinity of the proposed drainage basins on Lot 5. We want to confirm that the storage capacity of this drainage basin will not be diminished due to a groundwater table that is higher than the bottom of the basin. Based on the soil observation logs, the estimated high groundwater on Lot 5 at the corner of Sylvania Street and Colonial Path seems to be located at or slightly above the bottom elevation of the proposed drainage basin.
15. We recommend that the engineer remove the filter fabric from the bottom of the subsurface recharge area in order to maximize the infiltration capacity of the trench and to minimize the risk of clogging due to the fine particles being trapped by the filter fabric. Our recommendation is based upon a recent conference on Stormwater Improvements for Low Impact Developments. There was a speaker from the University of New Hampshire that discussed their results showing an infiltration system that failed within 10 months of the installation due to the premature clogging of the filter fabric.
16. The cleanouts for the subsurface recharge area need to be shown on the Site Development & Grading Plan (sheet 3 of 6) and the Subsurface Drainage Area detail on the Plan and Profile Sheet (sheet 4 of 6).
17. The engineer should revise the description in the Drainage System Operation and Maintenance Plan for inspecting and maintaining the subsurface recharge area in the proposed turnaround. We recommend using the description for the subsurface infiltration bed from the proposed site plan at 144 Great Road that was prepared by Stamski & McNary. The final rim grades for the cleanouts of the subsurface recharge area would need to be shown on the as-built plan. If the as-built rim grade differs from the proposed rim grade, the engineer should add a note to adjust the depth to water requirement for the routine inspection of this drainage facility as noted in the Drainage System Operation and Maintenance Plan.

18. The maintenance agreement for Colonial Path should incorporate the standard language for private ways so the future residents clearly understand the Town will not be responsible for snow plowing or any other related maintenance and that the shared driveway will not become a public way.
19. The Private Way Maintenance Agreement for Colonial Path should also include the Drainage System Operation and Maintenance Plan that is shown on the Erosion and Sedimentation Control Plan and Details (sheet 6 of 6).
20. The Drainage System Operation and Maintenance Plan and the Private Way Maintenance Agreement should clearly indicate that the Town will only be responsible for the future maintenance of the existing 10-inch diameter drain pipe under Sylvania Street. The remainder of the proposed drainage system on private property will be the joint responsibility of the future homeowners on Colonial Path.
21. The engineer should change the label for the easement shown on Lot 4 adjacent to Lot #3 from a **Grading and Utility easement** to a **Grading, Drainage, and Utility easement**.
22. We recommend that the engineer add a gate to the proposed 12-foot wide paved emergency vehicle access at the end of Sylvania Street to prevent non-emergency vehicles from driving onto the railroad property.
23. The engineer might want to show a 10-foot wide utility, construction and slope easement along the sideline of Colonial Path to encompass future underground utilities such as electric, cable and telephone that are constructed outside of the road layout.
24. The engineer should add some notes to the plans for the existing utility pole and the overhead wires located on private property. We assume that the utility pole and the overhead wires will be removed.
25. The engineer should also add a note on the plans to clearly state that the existing gravel driveway will be removed and stabilized with vegetation.
26. The engineer should add a note on the plan which states that the proposed dwelling locations and tree lines are only representational and dwellings may be built in another location within the allowable building envelope and additional trees may be removed.

ACTON PLANNING DEPARTMENT
Inter-departmental Memo
978-264-9636



Date: November 30, 2005

To: Assessors (U) Conservation Commission Fire Department Municipal Properties Water District
Building Commissioner Engineering Administrator Health Department Police Department, fyi Acton Community Housing Corporation, fyi

From: Kim DelNigro, Secretary

Subject: Review of Definitive Subdivision: Colonial Path Residential Compound

Attached is an application for approval for a definitive subdivision which is being proposed as a Residential Compound: Colonial Path Residential Compound. General information about the proposed development is as follows:

Location: 7 & 11 Sylvania Street
Applicant & Owners: Sylvania Fletcher, LLC
Address: 12 Assabet Crossing, Acton, MA 01720
Dominic Castelline
11 Sylvania Street, Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 2
Street Name: Sylvania Street
Street Length: 483.28 feet
Map: H-3B
Parcel: 68 & 69
Zoning: R-2
Decision Due: February 27, 2006

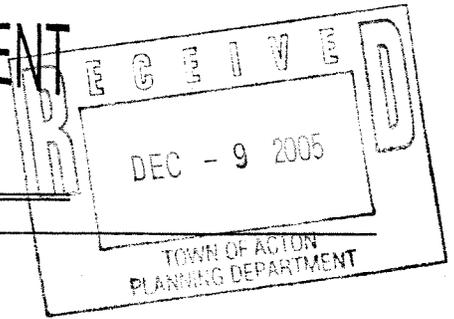
Please review the enclosed application and send your comments to the Planning Department no later than December 22, 2005. The public hearing is scheduled for January 10, 2006 at 7:45 PM.

We have also received a copy of Drainage Calculations and Soil Observation Logs & Percolation Test. If you need to review the booklets or have any questions, please call the Planning Department at 264-9636.

Review Comments: _____

NO COMMENTS
Brian Mc...

ACTON PLANNING DEPARTMENT
Inter-departmental Memo
978-264-9636



Date: November 30, 2005

To: Assessors
Conservation Commission
Fire Department
Municipal Properties
Water District *(initials)*

Building Commissioner
Engineering Administrator
Health Department
Police Department, fyi
Acton Community Housing Corporation, fyi

From: Kim DeINigro, Secretary

Subject: Review of Definitive Subdivision: Colonial Path Residential Compound

Attached is an application for approval for a definitive subdivision which is being proposed as a Residential Compound: Colonial Path Residential Compound. General information about the proposed development is as follows:

Location: 7 & 11 Sylvia Street
Applicant & Owners: Sylvia Fletcher, LLC
Address: 12 Assabet Crossing, Acton, MA 01720
Dominic Castelline
11 Sylvia Street, Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 2
Street Name: Sylvia Street
Street Length: 483.28 feet
Map: H-3B
Parcel: 68 & 69
Zoning: R-2
Decision Due: February 27, 2006

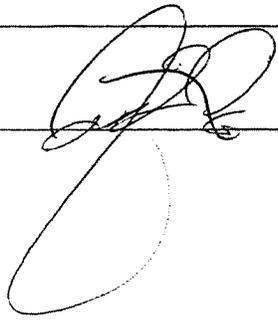
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Review Comments:

The attached plan does not address the proposed public water supply issues in any way. As such, the Acton Water District can not consent.

Signature: _____

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Date: _____

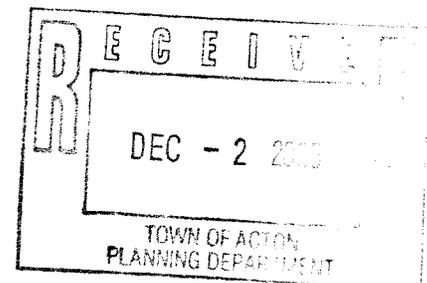
Dec 8, 2005

ACTON MUNICIPAL PROPERTIES DEPARTMENT

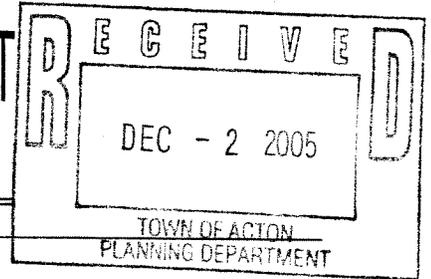
INTERDEPARTMENTAL COMMUNICATION

To: Kim DelNigro, Planning Department Secretary *Date:* 12/2/05
From: Dean A. Charter, Municipal Properties Director *DA*
Subject: Colonial Path Residential Compound, definitive review

I have reviewed the plans submitted for the above proposed Residential Compound, and have visited the site. Provided that the roadway is to remain private, the proposal will have no impact on my areas of interest (there are no significant Public Shade Trees along Sylvia Street near the proposed street cut), I have no comment. If the decision is made to make Colonial Path a public way, street trees in compliance with the Subdivision Rules and Regulations must be installed, after clear cutting the entire width of the right-of-way.



ACTON PLANNING DEPARTMENT
Inter-departmental Memo
978-264-9636



Date: November 30, 2005

To: Assessors
Conservation Commission
Fire Department
Municipal Properties
Water District
Building Commissioner
Engineering Administrator
Health Department (LB)
Police Department, fyi
Acton Community Housing Corporation, fyi

From: Kim DelNigro, Secretary

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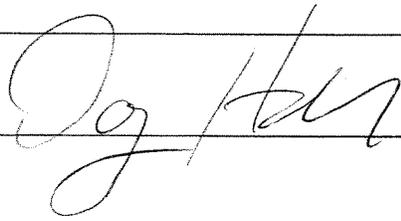
Location: 7 & 11 Sylvia Street
Applicant & Owners: Sylvia Fletcher, LLC
Address: 12 Assabet Crossing, Acton, MA 01720
Dominic Castelline
11 Sylvia Street, Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 2
Street Name: Sylvia Street
Street Length: 483.28 feet
Map: H-3B
Parcel: 68 & 69
Zoning: R-2
Decision Due: February 27, 2006

Please review the enclosed application and send your comments to the Planning Department no later than December 22, 2005. The public hearing is scheduled for January 10, 2006 at 7:45 PM.

We have also received a copy of Drainage Calculations and Soil Observation Logs & Percolation Test. If you need to review the booklets or have any questions, please call the Planning Department at 264-9636.

Review Comments: Soil testing indicates that individual on-site systems can be designed and built in accordance with Title 5 & 304H regulations. Existing house will require a Title 5 inspection prior to transfer or system must be replaced. Development is outside of the current service area for the sewer system.

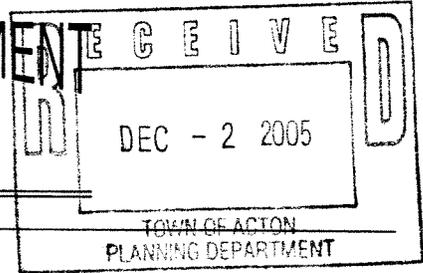
Signature:

A handwritten signature in cursive script, appearing to read 'Dg Hm', written over a horizontal line.

Date:

12/2/05

ACTON PLANNING DEPARTMENT
Inter-departmental Memo
978-264-9636



Date: November 30, 2005

To: Assessors
Conservation Commission
Fire Department
Municipal Properties
Water District

Building Commissioner
Engineering Administrator
Health Department
Police Department, fyi
Acton Community Housing Corporation, fyi

From: Kim DelNigro, Secretary

Subject: Review of Definitive Subdivision: Colonial Path Residential Compound

Attached is an application for approval for a definitive subdivision which is being proposed as a Residential Compound: Colonial Path Residential Compound. General information about the proposed development is as follows:

Location: 7 & 11 Sylvia Street
Applicant & Owners: Sylvia Fletcher, LLC
Address: 12 Assabet Crossing, Acton, MA 01720
Dominic Castelline
11 Sylvia Street, Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 2
Street Name: Sylvia Street
Street Length: 483.28 feet
Map: H-3B
Parcel: 68 & 69
Zoning: R-2
Decision Due: February 27, 2006

Please review the enclosed application and send your comments to the Planning Department no later than December 22, 2005. The public hearing is scheduled for January 10, 2006 at 7:45 PM.

We have also received a copy of Drainage Calculations and Soil Observation Logs & Percolation Test. If you need to review the booklets or have any questions, please call the Planning Department at 264-9636.

Review Comments: no comments *WAK* 12/2/05

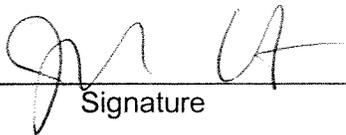
ACTON PLANNING DEPARTMENT
Inter-departmental Memo
978-264-9636

Date: November 30, 2005
To: Steve Barrett, Finance Director
From: Kim DeNigro, Planning Department Secretary 
Subject: Review of Definitive Subdivision entitled "Colonial Path Residential Compound"
77 11 Sylvia Street
Map: H-3B, Parcel: 68 & 69

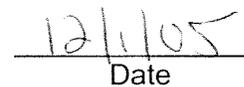
The Planning Board has received an application for the above referenced subdivision and is scheduled to hold a public hearing on January 10, 2006. Please advise the Board of any delinquent taxes owed on the property at this time. If any property taxes are overdue, the Planning Board will include a condition requiring tax payment in their decision.

No property taxes due at this time.

The following property taxes are overdue at this time:



Signature



Date

Thank you for your attention to this request.

