



Planning Department

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9636
Fax (978) 264-9630
planning@acton-ma.gov

MEMORANDUM

To: Planning Board **Date:** May 18, 2006
From: Kristin K. Alexander, AICP, Assistant Planner *KKA*
Subject: Spring Farm Circle Preliminary Subdivision (Residential Compound)

Attached are the application and departmental/agency reviews for Spring Farm Circle Preliminary Subdivision. The applicant is proposing a **4 lot Residential Compound** under Section 10 of the Acton Subdivision Rules and Regulations (Rules). Below is general information about the proposed development and the Planning Department's comments. The applicant should address all departmental and agency comments.

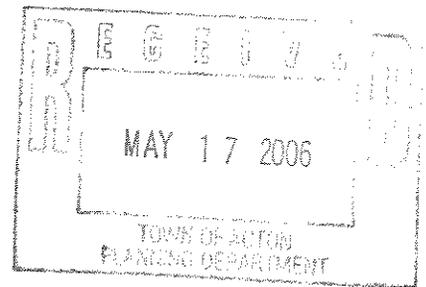
Location:	105 & 107 Summer Street, West Acton
Applicant/Owner:	Jane A. Gruber (and Benjamin Gruber) 105 Summer Street, Acton, MA 01720
Owner:	Nancy Meehan 107 Summer Street, Acton, MA 01720
Engineer:	Stamski and McNary, Inc., Acton, MA 01720
Units:	4 proposed units (2 existing)
Street Name:	unnamed
Street Length:	+/-240 feet proposed
Map/Parcel:	F-1/110 & 110-1
Zoning:	R-2, Groundwater Protection District Zones 2 & 3

1. The Proof Plan complies with the zoning requirements and design standards of a conventional subdivision layout under the Acton Zoning Bylaw (Bylaw) and Acton Subdivision Rules and Regulations (Rules). However, to fully understand how a conventional subdivision could be developed at 105-107 Summer Street, the Proof Plan should show the proposed soil absorption systems and dwellings for Lots 2 and 3.
2. The proposed lots on the Preliminary Plan comply with the area and frontage requirements of the Bylaw. Since the legal frontage for Lot 1 is shown along the private way (rather than Summer Street), Lot 1 should also be allowed full rights to use the private way for access.
3. Two of the reasons for allowing waivers to construct Residential Compound subdivisions are to minimize infrastructure costs and to preserve the Town's rural character. The proposed private way is designed to be 18 feet wide with a cul-de-sac at the end. To meet the intent of the Residential Compound provision, the private way pavement width should be reduced to the

minimum requirement of 12 feet and a t-turnaround (or similar design with less pavement) should be proposed at the end of the private way.

4. The applicant has not requested any specific waivers from the Rules. However, the proposal as a Residential Compound contemplates waivers from Sections 8 and 9 of the Rules. The Board, in its discretion, may grant waivers to any or all, or to none of the portions of these sections. Staff believes that regardless, the sidewalk requirement of the Rules should not be waived. Rather than requiring that a sidewalk be constructed along the private way to serve just the two houses and along the subdivision's Summer Street frontage, staff recommends that the applicant construct a sidewalk either along (1) the south side of Summer Street extending west from approximately 148 Summer Street to the Acton/Boxborough town line, or (2) the west side of Willow Street from Kingman Road extending north for the length of the proposed private way and frontage along Summer Street.
5. Two dwellings are shown on the Potter property next to Lots 1 and 2. The "dwelling" in the rear (furthest from Summer Street) is actually a barn or garage. Please make this correction for the Definitive Plan.
6. According to the Proodians, there is a shed on their property close to the Lot 2 property line. Please show the shed on the plan.
7. Since the proposal is located in an established neighborhood, care should be taken to preserve the existing vegetation to the greatest extent possible for screening along the boundaries of Lots 2 & 3.
8. Dean Charter's memo dated 5/5/06 discusses street trees. In the past, the Board typically hasn't required street tree plantings along private ways (waived as part of Section 9 of the Rules).
9. If the project is applied for as a definitive plan, the following information should be submitted for review:
 - a. a draft common driveway maintenance agreement and covenant (see Section 10 of the Rules);
 - b. a restriction stating that the private way shall only serve the lots shown on the plan.

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



Engineering Department

INTERDEPARTMENTAL COMMUNICATION

To: Planning Board

Date: May 17, 2005

From: Engineering Department

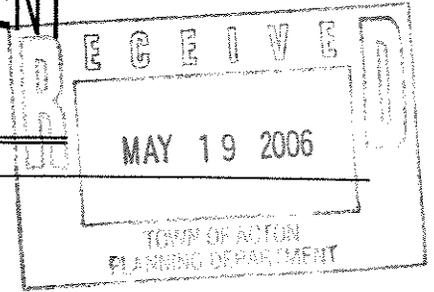
Subject: Review of Spring Farm Circle - Residential Compound – Preliminary Plan

We have the following comments regarding the above mentioned preliminary plan dated May 2, 2006:

1. The engineer will need to assign street addresses to the two new lots. We recommend that the lots be reassigned to allow sequentially numbered Summer Street addresses instead of a proposing a street name for the new private way. We would like to minimize the risk of confusion during a 911 emergency. We also recommend that the engineer show a sign adjacent to the private way at Summer Street clearly indicating the street addresses of the new lots since the new dwellings may not be visible from Summer Street. This would be in addition to the street number being clearly posted on the dwelling in accordance with the Town Bylaw (Section E1).
2. We recommend that the proposed private way be constructed in compliance with the standards set forth for common driveways in Section 3.8.1.5 of the Zoning Bylaw.
3. There is no proposed monumentation such as stone bounds shown on the plans for the new private way. The engineer should either monument the layout of the private way or propose some alternative locations such as at the property corners for the lots.
4. We recommend that the engineer monument the front property corners along Summer Street.
5. The engineer should be required to submit an as-built plan to certify the subdivision has been built in compliance with the approved plan.
6. The applicant will need to address the sidewalk requirement for this subdivision. We recommend that the applicant propose an equivalent length of sidewalk on Willow Street that would extend the existing sidewalk on Willow Street from Kingman Road toward Summer Street.

7. The maintenance agreement for the private way 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 private way will not become a public way.
8. The maintenance agreement for this private way should incorporate an Operation and Maintenance Plan for the proposed drainage system.
9. The engineer will need to show an easement encompassing the road drainage facilities on Lot 2 so that the future homeowners have the right to enter upon said lots to inspect, maintain and repair the drainage system, as necessary.
10. The engineer will need to submit copies of the deep test holes and percolation tests for the proposed drainage recharge area to support their drainage design when they submit the definitive plans.
11. The contractor will be responsible to apply for Permits to Construct within a Public Way for any work proposed in Summer Street such as the new underground utilities and the improvements to the existing driveway apron for the new shared access.

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



Date: May 4, 2006

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 DeNigro, Secretary

Subject: Review of Spring Farm Circle – Residential Compound – Preliminary Plan
105 & 107 Summer Street

Attached is an application for approval for a Preliminary Plan of a Residential Compound which is being proposed at 105 & 107 Summer Street. General information about the address is as follows:

Location: 105 & 107 Summer Street
Applicant & Owners: Jane A. Gruber
Address: 105 Summer Street
Nancy Meehan
107 Summer Street
Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 4 2.85 acres
Street Name: Spring Farm Circle
Street Length: 242 +/-
Map: F-2
Parcel: 110 & 110-1
Zoning: R-2
Decision Due: July 27, 2006

Please review the enclosed application and send your comments to the Planning Department no later than May 18, 2006. The public meeting is scheduled for May 23, 2006 at 7:45 PM.

Review Comments: The only comment I would have is
that no fire hydrants have been indicated.
I would request that this office be contacted
relative to this.

Signature: Robert C. Long, Fire Chief Date: 5/18/06

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

RECEIVED

MAY 05 2006

ACTON BOARD OF HEALTH

Date: May 4, 2006

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 Spring Farm Circle – Residential Compound – Preliminary Plan
105 & 107 Summer Street

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107 Summer Street
Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 4 2.85 acres
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Map: F-2
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Decision Due: July 27, 2006

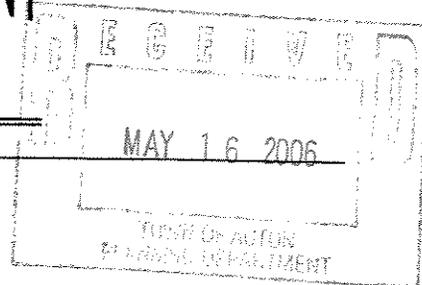
Please review the enclosed application and send your comments to the Planning Department no later than May 18, 2006. The public meeting is scheduled for May 23, 2006 at 7:45 PM.

Review Comments: The existing SAS location on lot 4 of the preliminary plan is inconsistent with the location shown on the Conceptual Plat plan. Lot 1 will require a Title 6 inspection prior to the sale of lots 2&3. The Health Department's position on lot 4 is that the existing SAS must be replaced because it can not comply under the Conceptual Plat even though it does comply with the Preliminary Plan

Signature: _____

Date: 5/17/06

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



Date: May 4, 2006

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 

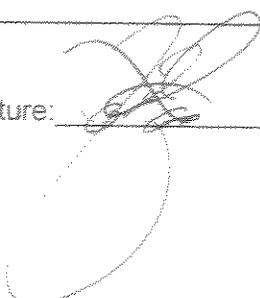
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105 & 107 Summer Street

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Nancy Meehan
107 Summer Street
Acton, MA 01720
Engineer: Stamski & McNary, Inc.
Lots: 4 2.85 acres
Street Name: Spring Farm Circle
Street Length: 242 +/-
Map: F-2
Parcel: 110 & 110-1
Zoning: R-2
Decision Due: July 27, 2006

Please review the enclosed application and send your comments to the Planning Department no later than May 18, 2006. The public meeting is scheduled for May 23, 2006 at 7:45 PM.

Review Comments: Both # 105 and # 107 Summer Street have existing individual water service lines. It is not clear from the attached plan what is proposed for lot #2 and lot #3? Further detail is needed.

Signature: 

Date: May 12, 2006

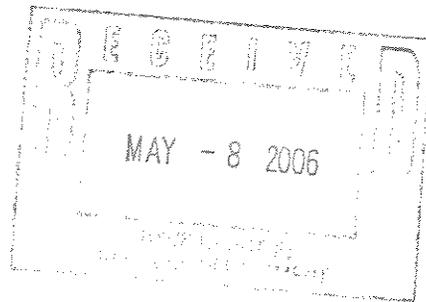
ACTON MUNICIPAL PROPERTIES DEPARTMENT

INTERDEPARTMENTAL COMMUNICATION

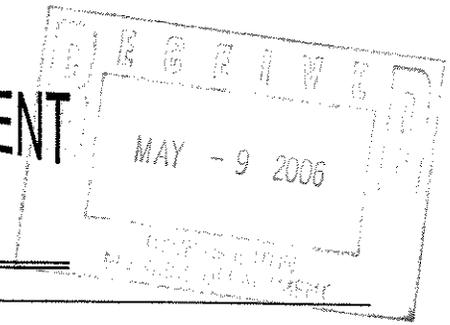
To: Kim DelNigro, Planning Department **Date:** 5/5/06
From: Dean A. Charter, Municipal Properties Director 
Subject: Review of Spring Farm Circle Residential Compound

I have reviewed the plans submitted and visited the site of the proposed residential compound. My comments are as follows:

1. The proposed access strip is quite narrow, and when paved there will not be any room for street trees in proximity to the roadway. The developer should provide street trees on the private properties and the cul-de-sac island as part of the site landscaping. If these trees are not feasible due to subsurface structures, they could be planted along Summer Street in front of #105 and #107.
2. All brush and overhanging limbs growing into Summer Street from #105 and #107 Summer Street should be trimmed back to the property line to provide improved visibility for vehicles turning onto Summer Street from Spring Farm Circle.
3. Due to the roadway width issue noted in #1 above, I do not think it is feasible (or necessary) to have a sidewalk on Spring Farm Circle. An appropriate contribution to the sidewalk fund seems more in order.



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



Date: May 4, 2006

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 DeNigro, Secretary *(Signature)*

Subject: Review of Spring Farm Circle – Residential Compound – Preliminary Plan
105 & 107 Summer Street

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Decision Due: July 27, 2006

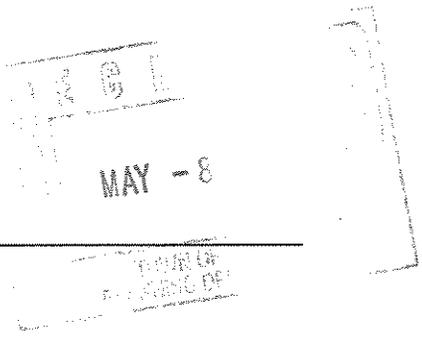
Please review the enclosed application and send your comments to the Planning Department no later than May 18, 2006. The public meeting is scheduled for May 23, 2006 at 7:45 PM.

Review Comments: no comments

Signature: *(Signature)*

Date: May 9, 2006

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



Date: May 4, 2006
To: Steve Barrett, Finance Director
From: Kim DelNigro, Planning Department Secretary 
Subject: Spring Farm Circle – Residential Compound – Preliminary Plan
105 & 107 Summer Street
Map: F-2, Parcel: 110 & 110-1

The Planning Board has received an application for the above referenced and is scheduled to hold a public meeting on May 23, 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.