



TOWN OF WALPOLE
COMMONWEALTH OF MASSACHUSETTS
OFFICE OF COMMUNITY DEVELOPMENT

JAMES A. JOHNSON
Town Administrator

ASHLEY CLARK
Community Development Director

To: Zoning Board of Appeals
From: Ashley Clark
Community Development Director
Date: March 9, 2020
Subject: Dupee Street 40B Application

Dear Zoning Board of Appeals:

An application was submitted on February 28, 2020 to the ZBA pursuant to M.G.L. c. 40B Sections 20-23 to construct 12 dwelling units in six buildings at Map 35, Parcel 380-1. Applications submitted under this statute are regulated by 760 CMR 56.00 "Regulations". The application referenced here includes the submitted plan set dated 2/26/2020, "Plan Set" and the Application for Comprehensive Permit Sections 1-10, the "Application".

Pursuant to 760 CMR 56.05(2), the application materials provided are incomplete. Staff recommends the ZBA direct the Applicant to submit a complete application in order to facilitate a timely review of the Application. The outstanding and/or insufficient materials are outlined by subsection of 5.05(2) a-h below. Additional information and/or materials may be requested of the Board as the review process moves forward.

(a) preliminary site development plans showing the locations and outlines of proposed buildings; the proposed locations, general dimensions and materials for streets, drives, parking areas, walks and paved areas; and proposed landscaping improvements and open areas within the site. An Applicant proposing to construct or rehabilitate four or fewer units may submit a sketch of the matters in 760 CMR 56.05(2)(a) and (c) which need not have an architect's signature. All Projects of five or more units must have site development plans prepared by a registered architect or engineer;

- While staff acknowledges the development plans at this phase should be preliminary, the Regulations, are clear that for proposals of five or more units, they should be prepared by a

registered architect or engineer. The Plan Set is stamped by a Professional Land Surveyor. The development plans should be stamped with either an engineer stamp or architect.

- The Plan Set does not identify the materials for the drives, parking areas, walks and other paved areas. The Plan Set should also identify any proposed sidewalks and their dimensions.
- No information has been provided on the proposed landscaping improvements and open areas within the site. This should be provided.

(b) a report on existing site conditions and a summary of conditions in the surrounding areas, showing the location and nature of existing buildings, existing street elevations, traffic patterns and character of open areas, if any, in the neighborhood. This submission may be combined with that required in 760 CMR 56.05(2)(a);

- A report and summary of conditions in the surrounding areas should be provided, particularly, the Applicant should show the location and nature of existing buildings immediately abutting the property. The conditions of the surrounding areas include changes in grade to abutting properties.
- No existing street elevations were provided.
- The Traffic Report submitted provides a description of traffic patterns, however, the report is based on a site plan dated May 8, 2019 which shows a turnaround easement at the end Dupee Street and does not match the site plan submitted that show a hammerhead separating two of the townhouse buildings. These documents should be consistent.

(c) preliminary, scaled, architectural drawings. For each building the drawings shall be prepared by a registered architect, and shall include typical floor plans, typical elevations, and sections, and shall identify construction type and exterior finishes;

- The submitted materials did not include any architectural drawings. The submittal included two different renderings and two sets of unlabeled floor plans. These materials are insufficient for the review of this Board.
- Architectural elevations and floors plans, prepared by an architect should be provided.
- Architectural sections, prepared by an architect should be provided. The sections should address the disparity demonstrated in the topography and Top of Concrete elevations provided.
- The construction type and exterior finishes should be provided.
- The Application describes a mix of “roof shapes and configurations, building materials and entry typesPitched roofs, clapboard and shingle siding, architectural roof shingles, double-hung windows and a mix of masonry elements will enhance each building’s façade and attractiveness” These should all be reflected in the architectural plans submitted and the location of each building type should be specified.

(d) a tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and other paved vehicular areas, and by open areas;

- No such tabulation was submitted. Applicant should provide and include each criterion outlined in 760 CMR 56.05(2)d.

(e) where a subdivision of land is involved, a preliminary subdivision plan;

- If the applicant is seeking to subdivide the land a preliminary subdivision plan should be provided.

(f) a preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants;

- The utilities plan submitted shows water lines, sewer lines, and preliminary drainage. Upon initial review, while hydrants appear in the legend of the Plan Set, their proposed locations were not provided.

(g) the Project Eligibility letter, showing that the Applicant fulfills the requirements of 760 CMR 56.04(1); (h) a list of requested Waivers

- The Application adequately satisfies this criterion.

This is an initial review of the application materials submitted. Through the ZBA review process additional information and materials may be identified as necessary.