



# Town of Sudbury

Planning and Community Development Department

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-443-0756

Meagen P. Donoghue, Director

<http://www.sudbury.ma.us/services/planning>  
[donoghue@sudbury.ma.us](mailto:donoghue@sudbury.ma.us)

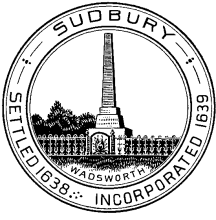
TO: Zoning Board of Appeals  
FROM: Meagen Donoghue, Director of Planning and Community Development  
DATE: December 1, 2016  
RE: The Coolidge Subdivision of Land and Comprehensive Permit for Phase II

The Office of Planning and Community Development (PCD) is in receipt of revised materials and plans for the above application. I have reviewed the materials, and offer the following considerations:

1. The correspondence list indicating materials submitted to the file since the September 12, 2016 hearing is attached to this memo.
2. Many of the revisions made to the site plans are in relation to recommendations of Town staff. However, many aspects remain works in progress; most prevalent include the design of Phase II, the turn-around access/drop off location, and emergency services access. The Fire Chief expressed concern with the most recent iteration of plans submitted on November 28, 2016. Specifically, for the width and distance, the proposed road behind Phase II is unclear. Pages C5 and C7 show a road that stops mid-way behind the building on the west side. This will need to be clarified. Additionally, the Chief stated he needs at least 29 feet for the ladder from the ground to the window ledge and the architectural elevations do not reflect this. It is recommended the Applicant continues their collaboration with the Fire Department. The Board should further discuss the waiver for the east side-yard setback, the applicant proposes reducing from the required 20 feet to 18 feet.

Also to consider: The original application indicates a number of surface parking spaces allocated to Phase I (70 spaces) will remain the same, although some will be relocated in the lot.

- a. How many will be relocated? Will that number be absorbed into the new parking space count of 56?
- b. Our parking standards require (Zoning Bylaw Article 3110):
  - i. C. Any such decrease in the number of required parking spaces shall be based upon documentation of the special nature of the use or building.
  - ii. E. The reduction in the number of required spaces will not create undue congestion or traffic hazards and that such a relief may be granted without substantial detriment to the neighborhood and without derogating from the intent and purpose of this bylaw.
- c. According to the Sudbury Table of Parking Requirements for the use of "Dwelling:"
  - i. Two (2) spaces for each dwelling unit
  - ii. This was waived for Phase I to allot 70 spaces for 64 dwelling units.



# Town of Sudbury

Planning and Community Development Department

Meagen P. Donoghue, Director

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-443-0756

<http://www.sudbury.ma.us/services/planning>  
[donoghue@sudbury.ma.us](mailto:donoghue@sudbury.ma.us)

There is also no waste-water reporting included in their application or recent iterations. The Office of Planning and Community Development has reached out the Coolidge team requesting this information.

Wetland and Water District impacts will also have to be further discussed.

As requested from the ZBA from the October 24, 2016 meeting, the applicant provided correspondence outlining steps taken to resolve the strain on Town emergency resources and the conversation and collaboration is on-going.

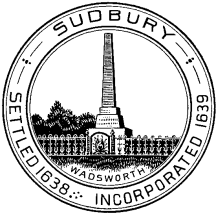
3. To date, the Town has not contracted with any peer review services. However, on November 28, 2016, a Stormwater Report was submitted to PCD and is being reviewed by the Planning Board on December 28, 2016; comments will follow. As such, this report needs to be reviewed by a professional peer reviewer and the ZBA will need to determine and vote for the use of these services.

Any other peer reviews needed should be determined ASAP! Please consider the following other peer reviews:

- Waste water treatment
- Impact on Wetlands
- Water Impact Report

PCD is reaching out to staff at the Conservation Commission, Health Department and Sudbury Water District to determine if they anticipate if peer review will be required.

4. A working session occurred on November 18, 2016 between the architects for Coolidge Phase II, ZBA members Jeffery Klofft and John Riordan, and Design Review Board members Jennifer Koffel and Deborah Kruskal. The Coolidge team presented changes to the original design including: a new turn-around/entrance configuration to the building and the gable organization at the entrance from one to two; which in turn requires internal changes. It was also determined that the handicapped ramp location will have to be moved as will the location of the handicapped parking spaces. The working group also determined that the roof massing has improved but is still concerned with the peaks of the gable above the entrance and falling snow causing a potential danger to residents. At the garage entrance, the gable has changed from wide to narrow and the pitch is shallower. The working group indicated that the height now matches the height of Phase I. Other changes the group wants the Coolidge team to consider include the grading at the garage entrance, fire access, the vent circles at the peak of each gable, and recessed lights under the canopy.



# Town of Sudbury

*Planning and Community Development Department*

Meagen P. Donoghue, Director

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-443-0756

<http://www.sudbury.ma.us/services/planning>  
[donoghue@sudbury.ma.us](mailto:donoghue@sudbury.ma.us)

5. The Public Hearing was opened on September 12, 2016. It was determined that the ZBA would meet with the applicant once a month, with a month in between, with the following agenda:
  - Meeting 1: Overview (September 12, 2016)
  - Meeting 2: Revised Overview and Traffic (October 24, 2016)
  - Meeting 3: Stormwater and Wetlands (December 5, 2016)
  - Meeting 4: Landscaping and Other (TBD)
  
6. The ZBA has until March 11, 2017 (180 days from the opening of the public hearing on September 12, 2016) to issue a decision on this application.

Please advise if you need anything further.

cc:	Community Housing Specialist	Health Director
	Planning Board	Fire Chief
	Board of Selectmen	Police Chief
	Building Inspector	Applicant
	Conservation Coordinator	Council on Aging
	DPW Director	Sudbury Water District