

# AZIMUTH LAND DESIGN, LLC

*Civil Engineers & Erosion Control Specialists*

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September 20, 2021

Laurie Connors, Town Planner  
Millbury Town Offices  
127 Elm Street  
Millbury, Massachusetts 01527

Re: Rice Pond Village  
17 Rice Road, Millbury  
Special Permit Application for a multi-family condominium development

Dear Ms. Connors:

Enclosed are three full sized and seven reduced(11"x17") size copies of Rice Pond Village Site Plans now with a revision date of 3 September 2021. The Site Plans were revised pursuant to input from the Board, audience members and you.

I want to take this opportunity to explain how our revised Site Plans have addressed your most recent review comments dated 28 July 2021. The form that this letter will take is that I will repeat your comments in italics and explain how we have responded in normal text.

- 1) *The Applicant submitted a waiver request for the requirement to submit isometric line drawings. I am amenable to this waiver request*

No response is necessary.

- 2) *In accordance with Zoning Bylaws, Section 12.44(a), please revise the plan as follows or request a written waiver from the applicable requirements:*
  - i) *Site Plans should be at a scale of 1"=20'*  
*July 28<sup>th</sup> comment: The Applicant noted in memo from Azimuth Land Design, LLC dated July 27, 2021 that they will submit a written waiver request to allow plan to be drawn at a scale of 1"=30'. I recommend that the Planning Board grant this waiver request.*

No response is necessary. A waiver request is attached to this letter.

- ii) *Existing and Proposed Site Plans should be at one (1) foot intervals. The Site Plan is currently drawn to 2 foot intervals.*  
*July 28<sup>th</sup> Comment: The Applicant noted in memo from Azimuth Land Design, LLC dated July 27, 2021 that they will submit a waiver request to allow plan to show 2' contour intervals. The Planning Board should comment about whether they are amenable to this waiver request.*

In a previous meeting, the Chairman indicated that he was not amenable to this waiver request so we added the 1 foot interval existing contours to the plans. Attached to this message is a waiver request asking to waive the requirement for proposed 1 foot interval contours as it will make the plan very difficult to read.

- iii) *Include datum references and a surveyors stamp on the Existing Conditions Plan.*

*July 28<sup>th</sup> Comment: The Applicant noted in memo from Azimuth Land Design, LLC dated July 27, 2021 that they will submit an existing conditions plan with surveyors stamp once the surveyor completes his work.*

We have now included Land Plans and Existing Conditions Plans stamped by Robert Nunnemacher of Thompson-Liston Associates, Inc. in the Site Plan set.

- iv) *Identify the style, type and location of all proposed signage, including development signage at the entrance of Hillcrest Circle, stop signs, street signs, etc. All signs must be in conformance with Section 34 of the Zoning Bylaw. At a minimum, the Applicant should include a stop sign and street sign at the entrance to the development, as well as a stop sign at the intersection in front of units 37 & 38.*

*July 28<sup>th</sup> Comment: This comment is not addressed by the revised plan.*

We added proposed stop signs to the intersection of Hillcrest Circle and Rice Road and to the terminus of Hillcrest Circle at station 14+08. We added a proposed street sign to the east side of the intersection of Hillcrest Circle and Rice Road. These can be seen on sheets S1, G1 and P1.

- v) *Identify snow storage areas in the Site Plan.*

*July 28<sup>th</sup> Comment: This comment is not addressed by the revised plan.*

The Site Plans now show eight proposed snow storage areas, on the right side of Hillcrest Circle at station 1+10, on the left at stations 1+50, 6+10, 7+25 and 8+10, on the right side at station 9+00, on the left at station 11+50 and on the right at station 13+75. This can be seen on sheets S1, G1 and P1 & P2 of the Site Plans.

- vi) *Add five signature lines for Planning Board Approval to all Site Plan sheets.*

*July 28<sup>th</sup> Comment: This comment is not addressed on the revised plan.*

We have added these signature lines to every sheet in the Site Plan set.

- vii) *Indicate on the Site Plan that Hillcrest Circle will be a private way.*

*July 28<sup>th</sup> Comment: This comment is now addressed in the notes on Sheet P1.*

No response is necessary.



viii) *Include information on the type, style, and intensity of street lighting within the project area.*

*July 28<sup>th</sup> Comment: The Applicant noted in memo from Azimuth Land Design, LLC dated July 27, 2021 that they will install the same lights as within the Cobblestone Village development on Howe Avenue. However, the site plan must be updated with this information and a photometric plan provided. Streetlight placement should be adjusted so that parking areas and hydrant locations are lit. Also, street lights should be at 300' intervals maximum. There are a couple locations where the intervals between street lights are considerably more than 300'.*

We now propose street lights at 9 locations throughout the site, on the left side of the traveled way at stations 0+13, 1+80, 4+80, 6+00, 7+20, 8+00, 10+48, 11+17 and 13+42. These locations can be seen on sheets S1, G1, P1 and P2 and are called for in the lighting notes on sheet D4 which also calls for the street lights to be the American Revolution Deluxe LED Series ARDL lights which were also used at that other development.

ix) *Include the size of the parking area on ten surplus parking spaces on the site plan.*

*July 28<sup>th</sup> Comment. This comment is addressed. The site plan was updated to include 15 extra parking spaces, which exceed the minimum number of parking spaces required by Section 33.2 of the Zoning Bylaws. In comment letter, Azimuth Land Design stated that parking spaces will be 9'x18'. The Plan should be modified to specify this.*

We added notes to sheets P1 and P2 explicitly calling for all parking spaces to be a minimum 9' wide and 18 feet deep and for the handicapped access aisle to be 8 feet wide.

3) *In accordance with Zoning Bylaw 12.44(b), please add a "Landscape Plan" label to sheets LS-1 & LS-2. The Applicant should also add labels to the landscape plan, LS-1, to show areas that will be loamed and seeded.*

*July 28<sup>th</sup> Comment: This comment is not addressed on the revised plan.*

The sheet labels were added as requested. On sheet LS2, landscaping note #11 calls for all disturbed areas not shown otherwise shall be loamed and seeded.

4) *In accordance with Zoning Bylaw 12.44(e), please add elevation measurements to the Elevation Plans, particularly for total height of the proposed structures. Please also indicate the type and color of materials to be used on facades.*

*July 28<sup>th</sup> Comment: This comment is addressed. Elevation measurements were provided on updated elevation plans and in memo from Azimuth Land Design, LLC dated July 27, 2021 the Applicant explained that the buildings will be clad in vinyl siding in earth tones.*

No response is necessary.



- 5) *The Applicant may consider narrowing the proposed roadway to 22' to reduce the amount of impervious surfaces and the amount of stormwater created from the roadway, and to provide additional space for sidewalks.*  
*July 28<sup>th</sup> Comment: The site plan was modified as suggested. Written waiver request should be submitted for this deviation from Subdivision Regulations, Section 6.7(6)*

A waiver request to allow the 22' wide traveled way is attached. It should also be noted that we now propose that Hillcrest Circle be a one way private road from the intersection at station 1+75 to its terminus at station 14+08.

- 6) *The Applicant should revise the Grading Plans to show contour lines sloping away from the proposed dwelling units, particularly between dwelling units where the grade should be pitched away from the sides of the buildings, per applicable Building Codes.*  
*July 28<sup>th</sup> Comment: The grading plan was modified as suggested.*

No response is necessary.

- 7) *Zoning Bylaws Design Standards 12.45(a) state that "the landscape shall be preserved in its natural state by minimizing tree and soil removal...Finished site contours shall depart only minimally from the character of the natural site and the surrounding properties." The design proposes significant grade changes within 100' of the pond in violation of this design standard. I recommend redesign of the site plan to minimize regrading in the 100' buffer area and impacts to the pond. The Applicant should consider eliminating units 9-12 and retaining this area in its natural state.*  
*July 28<sup>th</sup> Comment: The duplexes closest to the pond were moved to minimize disturbance to the pond.*

The Site Plans now propose 46 total units and there are no duplexes proposed on the left side of Hillcrest Circle between stations 4+80 and 6+50.

- 8) *In accordance with Zoning Bylaw Design Standards 12.45(k), the Applicant should include plantings that serve as an effective privacy screen, such as arborvitae or similar evergreens, where the property abuts 11 and 19 Rice Road, the railroad, and any another area that will not retain existing vegetation as a visual buffer in order to maintain privacy to abutting property owners.*  
*July 28<sup>th</sup> Comment: This comment is partially addressed. Screening is now provided for 19 Rice Road. The limit of disturbance line shows that a buffer of existing vegetation will be maintained for 11 Rice Road and the memo from Azimuth Land Design, LLC dated July 27, 2021 states that evergreens will augment existing vegetation behind units 5-8, however this is not depicted on the landscaping plan. The site plan should be modified to depict landscaping*



*in this location. Note that no additional vegetation is proposed to screen the railroad.*

Evergreen plantings are now proposed behind units 9&10 and 11&12 which will be located on the north side of the pond. We pulled back the limit of work behind unit 5&6 and 7&8 such that 75 and 100 foot thick buffers of existing vegetation will remain between 11 Rice Road and those units. This can be seen on Landscape Plan LS1 and on sheet G1.

- 9) *For the safety of those living in units abutting the railroad, fencing should be installed.*

*July 28<sup>th</sup> Comment: The site plan was modified to depict fencing of some type abutting the railroad but the type and height of fencing is not specified. Please provide a detail of the fencing and define the symbology in the legend. If chain link fencing is proposed, I recommend black weather resistant chain link fencing at least 5 feet high.*

We added a label to this fencing along the railroad boundary indicating that it shall be 5 foot high black vinyl coated chain link fence. This can be seen on sheets S1, S2, G1 and G2.

- 10) *In accordance with Zoning Bylaw Design Standards 12.45(r), the Applicant should install concrete sidewalks on at least one side of the proposed roadway for the safety and facilitation of pedestrian movement. The Town of Millbury is a Complete Streets Community and, as such, looks to accommodate all modes of transportation in all new developments, whether it be public or private.*

*July 28<sup>th</sup> Comment: The site plan was modified to show a 13" thick bituminous concrete sidewalk along one side of the roadway. I recommend that the Planning Board deny a written waiver request to allow a bituminous concrete sidewalk. A 4" thick concrete sidewalk is required and preferable for aesthetic and maintenance reasons. Also, the site plan should be modified to depict ADA-compliant ramps. Note that the Hillcrest Circle cross-section depicted on sheet D2 does not match the site plan in that the site plan shows a 5' wide grass strip between the sidewalk and the curb in accordance with section 7.5 of the Subdivision Rules and Regulations. The Hillcrest Circle cross-section shows no grass strip and sidewalk abutting the curb. For safety reasons, the grass strip between the sidewalk and the curb is preferred. Please revise the plan accordingly or submit a written waiver request for Planning Board consideration.*

The Hillcrest Circle cross-section on sheet D2 was revised to be consistent with the representation on the Site Plans in showing a 5 foot wide paved sidewalk inside the sloped granite curb edge. They typographical error in regard to its thickness was fixed. A detail for ADA compliant sidewalk ramps was added to sheet D2 along with a detail of the tactile pad to be included at each ramp. A waiver request for this layout is attached.



11) *In accordance with Zoning Bylaw Design Standards 12.45(o), concrete curbs and gutters shall be installed around the perimeter of all driveways and parking areas. Granite curbs shall be installed in front of sidewalks abutting buildings. If the applicant is proposing sloped granite curbing, they should submit a waiver request.*

*July 28<sup>th</sup> Comment: The written waiver request was not submitted. Once submitted, I recommend that the Planning Board grant the waiver as granite curb tends to hold up better than concrete curb.*

We agree with this comment. A written waiver request is attached.

12) *In accordance with Zoning Bylaw Design Standards 12.45(t), the Applicant should provide a detail of the proposed outdoor lighting and ensure that the luminaire shields in such a manner that all light emitted by the fixture, either directly from the lamp or indirectly from the fixture is projected below the horizontal plane. The fixture should be decorative in design to fit with the character of the development and neighborhood.*

*July 28<sup>th</sup> Comment: The Applicant noted in memo from Azimuth Land Design, LLC dated July 27, 2021 that they will install the same lights as within the Cobblestone Village development on Howe Avenue. However, the site plan must be updated with this information and a photometric plan provided. Streetlight placement should be adjusted so that parking areas and hydrant locations are lit. Also, street lights should be at 300' intervals per Subdivision Regulations, Section 6.19.*

We added Lighting Notes to sheet D4 and these specify the stations at which proposed streetlights will be located. These locations can also be seen on sheets S1, G1, P1 and P2. The parking areas and hydrants will all be lit and lights will not be more than 300 feet apart. The notes also call for the streetlights to be American Revolution Deluxe LED series ARDL model lights, the same model used at the Howe Avenue apartment development.

13) *The Applicant should clarify the method of trash removal from the project site. No dumpster pads/areas are identified on the site plans and it is not mentioned in the Development Impact Statement.*

*July 28<sup>th</sup> Comment: This comment is addressed. Garbage pickup will be curbside.*

No response is necessary.

14) *The Applicant should provide additional detail to the site plan as soon as practicable regarding the sports court over the large infiltration area, including the proposed material (grass, artificial turf, etc.) and any additional site amenities, such as benches, lights. The Applicant should add (or label) a fence along the property line facing the railroad.*



*July 28<sup>th</sup> Comment: This comment is not addressed by site plan modifications. I recommend a Condition of Approval that requires the preparation and submission of a plan for this area for Planning Board review and approval prior to issuance of a building release for the 10<sup>th</sup> duplex structure. The recreation area should be constructed prior to issuance of a building release for the 15<sup>th</sup> duplex structure.*

We have no objection to such a condition. Because the sports court area is over the infiltration structure which must be constructed at the beginning of the project to receive captured stormwater runoff from the Hillcrest Circle drainage system, it is very likely that it will be constructed long before the building release for the 10<sup>th</sup> duplex structure. As noted previously, neither benches nor lights are proposed but the applicant will be working with the homeowners association and if there is a consensus among its members desiring such installation, the Applicant will install those features.

*15) The Applicant should consider including an ADA-accessible parking space as one of the 10 surplus parking spaces.*

*July 28<sup>th</sup> Comment: This comment is partially addressed by plan modifications. The space is depicted on the site plan however a detail of the ADA-compliant space, including signage should be included.*

We added a note to sheet P2 indicating that all proposed parking spaces shall be a minimum 9' wide and 18 feet deep and that the handicapped access aisle on the accessible parking space at station 11+00 shall be 8 feet wide. We also added a detail of the handicapped access parking space sign to sheet D2.

*16) The Applicant should consider installing signage, including a map with mileage, at each end of the proposed walking trail, and should provide detail on the construction material, width, and maintenance plan for the walking path.*

*July 28<sup>th</sup> Comment: In memo from Azimuth Land Design, LLC dated July 27, 2021, the Applicant states that the path will be hand blazed and will not contain special surfacing. It will be cleared twice a year. I recommend including this as a Condition of Approval and specifying a minimum width of 4' and inclusion of trail signage where it intersects Hillcrest Circle.*

We have no objection to such a Condition and added notation to the plan in several locations that a sign shall be installed where the trail enters off the traveled way of Hillcrest Circle. These notes can be seen on sheets S1, G1, P1 and P2.

*17) The Applicant should provide detail on the design, materials, and maintenance plan of the proposed dog park. I would recommend a 5' tall black vinyl-coated chain-link fence for the perimeter, trash bins for dog waste, and signage for policies and hours of operation. A maintenance plan should be provided for the upkeep of the dog park area. If hours of operation go beyond dusk at points*



*throughout the year, the Applicant should consider installing lighting, in accordance with 12.45(t).*

*July 28<sup>th</sup> Comment: In memo from Azimuth Land Design, LLC dated July 27, 2021, the Applicant states that the surface will be stone dust, the park will be encircled by a 4' tall black coated chain link fence, and trash bins for dog waste and signage for policies and hours of operation will be installed. A maintenance plan shall be provided for upkeep of the dog park. I recommend inclusion of a Condition of Approval requiring the submission of the signage and maintenance plan to the Director of Planning and Development for review and approval prior to issuance of a building release for the 10<sup>th</sup> duplex structure. Construction of the dog park should be completed prior to issuance of a building release for the 15<sup>th</sup> duplex structure.*

The Applicant would have no objection to such conditions and expects to install the dog park before either of those milestones is reached.

*18) The Applicant should denote the location of exterior mailboxes, if any, and include a detail.*

*July 28<sup>th</sup> Comment: The location of the central mailbox is now shown on Sheet LS1 of the site plan but a detail is not provided. Please revise to include a detail of the mailbox structure/enclosure.*

With the switch back to a layout showing only a single access onto Rice Road, the proposed mailbox shall be located on the right side of Hillcrest Circle at station 1+30. This will allow for multiple cars to queue up if necessary. This location can be seen on sheets S1, G1 and P1. We added Mailbox Notes to sheet D4 calling for the development's mailbox to consist of three standard USPS Florence model 1570-16 (type III) cluster box units each with 16 standard compartments and for the installation of the cluster box units and concrete pad on which they rest to meet USPS's standards.

*19) Please demonstrate that all turning radii are sufficient to accommodate the Fire Department's Tower 1 truck (truck specifications are attached). Hydrant locations are subject to Fire Department review and approval.*

*July 28<sup>th</sup> Comment: In memo from Azimuth Land Design, LLC dated July 27, 2021, the Applicant states that the turning radius is sufficient, but did not demonstrate that on the plan. Also, comment has not yet been received from the Fire Chief approving hydrant locations.*

We have verbal approval on these issues and will work to get official assent.

*20) Due to the presence of wetlands and proximity of the project to the Town's water supply reservoirs, I recommend inclusion of a Condition of Approval stating that no sodium based de-icing agents shall be utilized on the site. Agents such as potassium chloride or calcium chloride are deemed acceptable for usage at the site.*



We have no objection to this possible condition of approval.

21) *In accordance with Zoning Bylaws Design Standard Section 12.45(f), please specify that areas to be planted shall contain good quality loam of not less than 6" compacted depth.*

*July 28<sup>th</sup> Comment: This comment is not addressed by the Plan modifications. Note that, in addition to the notes on sheets LS-2 and D4, the Hillcrest Circle cross-section on sheet D2 should be updated to reflect loam with a compacted depth of 6".*

We revised Sheet D4 to call for a 6 inch depth of loam in multiple locations and also altered the cross-section detail on sheet D2 to call for 6 inches of loam where areas off the curb are to be given grass cover.

22) *In accordance with Millbury Municipal Code, Chapter 13.15, please submit TSS, Total Phosphorus and Nitrogen removal calculations.*

*July 28<sup>th</sup> Comment: This comment is not yet addressed.*

We submitted TSS removal calculations as part of the Stormwater report checklist. There will be a 25% reduction in TSS at the deep sump catch basins capturing stormwater runoff in Hillcrest Circle. All of this runoff will be directed through a CDS stormwater filtration unit which achieves 80% reduction in TSS. So, remaining TSS will be  $(1 - (.25) - (.80 \times .75)) = .15$  or 85% reduction of total suspended solids even before discharge into the infiltration structure would DEP credits with a further 70% reduction of TSS but the infiltration structure will not have any discharge in even the 100 year return frequency storm event. Because all captured stormwater runoff will be infiltrated, required phosphorus and nitrogen removal is achieved.

23) Please submit an Erosion & Sediment Control Plan depicting the location of the anti-tracking pad, settling basins, soil stockpiles, and other measures described on Sheet D4.

*July 28<sup>th</sup> Comment: This comment is not yet addressed.*

We are not adding a separate Erosion and Sediment Control Plan. We show the proposed location of the erosion control barrier on sheets G1, G2 and G3. We added a note to the site entrance mat detail on sheet D1 calling for it to be installed location in the location proposed for Hillcrest Circle as it enters off Rice Road. The locations of temporary settling basins are determined in the field but we suggested, on sheet D4, in item #6 under the heading of Erosion Control Devices or Processes that the expected locations of temporary settling basins are in the proposed locations of units 1&2, behind unit 10, in the location of unit 17 and behind unit 27. We suggest, under the project description heading on sheet D4, that a likely soil stockpile location will be the proposed location of units 35&36. The locations of many temporary erosion control measures have to be determined in the field and can't be prescribed in advance.



- 24) Rice Road is in poor condition. Comment should be received from the DPW Supervisor regarding the paving schedule, which I understand was originally planned for 2021.  
July 28<sup>th</sup> Comment: It is my understanding that the DPW is working with the developer to coordinate utility stub installation prior to repaving, which is scheduled for September/October 2021.

This is correct. The applicant is trying to coordinate with all utilities to have stubs and main connections left for this project so that pavement will not have to be cut for them later. The applicant acknowledges that if construction traffic damages the road he will be asked to fund remedial work.

- 25) *Please update the Site Plan so that it complies with Subdivision Rules and Regulations, Section 5.3(3).*  
July 28<sup>th</sup> Comment: *This comment is not fully addressed. In particular, the profile should show existing ground on the center in a solid black line, the existing right side in a short dashed line and the existing left side in a long dashed line. Only 1 existing contour line is depicted (center line?). Also, I am concerned about the significant cuts proposed and suggest minimizing them where possible. Will the extra material be shipped off site? An Earth Removal Permit may be necessary if the amount removed exceeds the thresholds identified in Millbury Municipal Code, Chapter 12.20*

We would normally have existing elevations 25 feet left and right of center shown on profile sheets. We have now added the existing elevations 15 feet left and right of center to Sheets P1 and P2.

- 26) *The design of Hillcrest Circle should comply with Subdivision Rules and Regulations Section 6.7. Please revise accordingly.*  
July 28<sup>th</sup> Comment: *The plan was modified to comply with this requirement by providing two separate means of egress. As stated above, written waiver request should be submitted regarding the paved width of Hillcrest Circle. I believe that reduction in width to 22' is justified given the extra off-street parking provided and the Town's goal of reducing stormwater runoff and maximizing infiltration.*

We have attached a letter requesting a waiver to construct the traveled way to a width of 22 feet. We have also revised the layout of Hillcrest Circle to again have a single entrance onto Rice Road directly opposite Thomas Hill Road. We showed, with the previous iteration of the Site Plans that we could create a second access but we believe that the single access is a better plan because the location opposite Thomas Hill road is a better spot for sight distance and because an access across from another street is preferable to an access opposite an existing home. We have also attached a letter requesting a waiver to allow the single point of access.

*Additional Comments:*

- 27) *The applicant has offered to supply 6 affordable units for low income persons suffering from mental, intellectual or physical disabilities in an offsite location within the Town of Millbury. I recommend this as a Condition of Approval.*



No response is necessary.

*28) The Applicant offered to provide \$50,000 in improvements to Windle Field recreation facilities. I recommend reflecting this as a Condition of Approval.*

No response is necessary.

If you have any questions at all, please contact me.

Sincerely,

AZIMUTH LAND DESIGN, LLC

A handwritten signature in blue ink, appearing to read "James Tetreault", with a long horizontal flourish extending to the right.

James Tetreault, PE, CPESC

Enclosures

Cc: Stantec Consulting Services, Inc.  
Whitney Street Home Builders, LLC