



June 12, 2020

Mr. Stephen Wallace
Westminster Town Planner
11 South Street (Town Hall)
Westminster, MA 01473

**Re: Betty Joe Way
Reduced Subdivision Review
84 State Road West
Westminster, Massachusetts**

Dear Mr. Wallace:

Tetra Tech (TT) has performed a review of the proposed Reduced Subdivision Plan for the above-mentioned Project at the request of the Town of Westminster Planning Board (WPB). The proposed Project is located at #84 State Road West in Westminster, MA. The Project includes development of a two-lot subdivision with private access roadway parcel served by a common access road on approximately 8.62 acres. Stormwater infrastructure will be installed to mitigate runoff from the driveway.

TT is in receipt of the following materials:

- A plan (Plan) titled "Definitive Subdivision Plan, Site Plan and Profile", dated May 15, 2020, prepared by Trowbridge Engineering, LLC (TEL).
- A plan (Subdivision Plan) titled "Definitive Subdivision prepared for Bear Investments, LLC", dated May 14, 2020, prepared by SZOC Surveyors (SZOC).
- A stormwater management report (Stormwater Report) titled "Drainage Analysis, Reduced Standard Subdivision, Betty Joe Way, 84 State Road West, Westminster, MA 01473" dated May 15, 2020, prepared by TEL.
- A Cover Letter with appurtenant application information dated May 14, 2020, prepared by TEL.

The Plans and accompanying materials were reviewed for conformance with the Rules and Regulations Governing the Subdivision of Land in the Town of Westminster, adopted September 10, 1986 (Subdivision Regulations), Policy-Reduced Road Standard Subdivisions (Policy) and good engineering practice. Additionally, a general review of the Stormwater Report was conducted to ensure abutting properties are not adversely affected by the proposed development.

CHAPTER 231: SUBDIVISION OF LAND

The submission was reviewed against the Subdivision Regulations to determine the extent of required waiver requests for the Project.

1. An Environmental and Community Impact Analysis has not been submitted. The Applicant has requested a waiver from this Regulation. (§231-12.A.5)
2. Elevations shown on the plan reference an assumed datum. The Regulations require reference to mean sea level. Additionally, benchmarks have not been provided on the Plan. (§231-12.D.1.f)
3. The Applicant is proposing to use iron pins to mark the boundaries of the proposed Betty Joe Way right-of-way. Typically, concrete or stone bounds are used to demarcate the right-of-way. However, we recommend the Board clarify the requirement if iron pins are sufficient to meet the Subdivision Regulations. (§231-12.D.2.d)

4. Roadway grades and sufficient vertical curve information has not been provided on the profile. (§231-12.D.2.e)
5. The Applicant has not shown proposed utilities on the plan related to electric, tel/cable and gas. (§231-12.D.2.k)
6. The Applicant has not shown the 100-foot buffer zone to the wetland resource area located in the northeastern corner of the property. Additionally, the note pointing to the wetland line says that it is approximate, wetlands shall be properly flagged and surveyed to determine actual extent of resource area at the property. (§231-12.D.2.l)
7. There is conflicting information provided on the plan (title block and “References” section of the plan) related to existing zoning district. (§231-12.D.2.m)
8. The Applicant has not provided the total area of wetlands located at the site. (§231-12.D.2.n.6)
9. The Applicant has not provided the total number of bounds to be set, this should be shown on the plan for clarity. (§231-12.D.2.n.8)
10. The proposed roadway does not appear to meet the requirements of the “Width and Grade of Ways” table. The Applicant has requested several waivers from this Regulation. (§231-14)
11. The proposed intersection of the subdivision roadway with Route 2A is not at a 90° angle. Additionally, radii are less than the 25’ required. The Applicant has requested a waiver from this Regulation. (§231-16.A)
12. It does not appear the Applicant has provided the 2% required “flat area” where the subdivision roadway intersects with Route 2A. Additionally, sight distance triangle has not been provided on the plan to determine if proper sight distance is provided. (§231-16.C)
13. The Applicant shall provide written correspondence related to access to Route 2A, a state highway. (§231-19)
14. See Comment 3 related to proposed bounds for the subdivision. The Applicant has requested a waiver from this Regulation. (§231-27.A)
15. The Applicant is proposing to use asphalt grindings as the primary surface for the roadway, the Subdivision Regulations require a paved surface. The Applicant has requested a waiver from this Regulation. (§231-28)
16. The Applicant is proposing greater than one driveway cut per lot. (§231-30)
17. The Applicant has not proposed any street name signage for the proposed roadway. (§231-31)
18. The applicant has not proposed any street trees as part of the project. The Applicant has requested a waiver from this Regulation (§231-32)
19. The Applicant shall coordinate with the Westminster Fire Department to determine if the driveway is sufficient to accommodate proposed fire apparatus and appurtenant maneuverability throughout the project site. (§231-33)
20. The applicant has not provided any erosion controls on the proposed plan. (§231-36)
21. The Applicant has not provided an Environmental and community impact analysis. (§231-38)

POLICY-REDUCED ROAD STANDARD SUBDIVISIONS

22. The Applicant is proposing a two-lot subdivision from one master lot which meets criteria for the Policy. Additionally, it appears all other requirements have been met to allow approval of this Project. However, as provided above, we believe additional waiver requests are required to ensure proper administration of the project is adhered to.

STORMWATER REVIEW

The applicant has supplied a Stormwater Report which provides analysis of how the Project is intended to impact stormwater flow as compared to existing conditions and proposed best management practices to mitigate increase in runoff from the site. However, per the Massachusetts Stormwater Handbook, Volume 1, Chapter 1, the MA DEP Stormwater Management Standards (Standards), the Standards do not apply to the project since less than four single-family residential dwellings are proposed and discharge from the site does not impact a critical area. We have provided comments below related to stormwater which are best practices to ensure the overall safety of groundwater and wetland resource areas adjacent to the site.

23. It appears offsite areas may flow onto the property from the southeast and should be included in the analysis to ensure the infiltration basin is designed to accommodate all tributary flow directed to it.
24. Existing and proposed drainage areas in the HydroCAD analyses do not match. These areas should match to ensure consistency in the analysis.
25. We recommend the Applicant provide test pit at proposed infiltration basin location to confirm soils and groundwater elevation.
26. The proposed infiltration basin is located within 100' of the private well on Lot A and 50' from the wetland resource area, both of which are not recommended as shown in the MA DEP Stormwater Handbook. The infiltration basin shall also be located minimum 50' from existing soil absorption system, the existing system has not been shown on the Plan.

GENERAL COMMENTS

27. We recommend the Applicant confirm with Westminster Fire Chief that the proposed driveways are suitable to ensure proper emergency access and egress from the subdivision.
28. The existing shed is shown on the proposed right of way parcel. We recommend the Board determine if this is permissible.

These comments are offered as guides for use during the Town's review and additional comments may be generated during the course of review. The applicant shall be advised that any absence of comment shall not relieve him/her of the responsibility to comply with all applicable local, state and federal regulations for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,

Steven Bouley

Steven M. Bouley, P.E.
Senior Project Engineer