

SITE PLAN REVIEW AND APPROVAL

SPA Form C

Application for Site Plan Review and Approval

Application is hereby made for site plan review and approval under the Zoning Bylaws, Article 6. As required by the Site Plan Review and Approval Regulations, § 302-16B, the applicant shall submit one original and 10 copies of this Form C at the Planning Board office, together with one original and five copies of all plans and other required materials. One copy of this Form C shall be filed at the Town Clerk's office at the time of said submittal, with a receipt for said filing included as part of the Planning Board submittal. The information on this Form C shall be shown on the site plan. Attach additional pages if necessary.

1. Name, address and telephone number of applicant(s):
Louise Miller, Town Administrator
Town of Wayland, 41 Cochituate Road, Wayland Ma 01778
2. Name, address and telephone number of owner(s) of record (if different from applicant):
Town of Wayland, 41 Cochituate Road, Wayland, MA 01778
3. Name, address and telephone number of design engineer(s)/surveyor(s)/architect(s):
See attached Memo. Beta Engineering Kien Ho.
4. Name, title and/or other identification of proposed development/activity:
41 Cochituate Road Traffic Circulation + Parking Plan
5. Other information:
 - a. Recording information for deed(s) of property recorded in the South District Middlesex Registry of Deeds and/or Land Court (include copies of deeds):
Book 4425, page 306308, or Land Court Cert. No. ____
Book _____, page _____; or Land Court Cert. No. ____
Book _____, page _____; or Land Court Cert. No. ____
Book _____, page _____; or Land Court Cert. No. ____
Book _____, page _____; or Land Court Cert. No. ____
 - b. Zoning district(s), and acreage for each district, in which the site is located:
Zoning district: R49000/180'; Acreage: 33 Acres
Zoning district: _____; Acreage: _____
Zoning district: _____; Acreage: _____
 - c. Information from Assessor's office:
Map No. 23; Lot No. 1
Map No. _____; Lot No. _____
Map No. _____; Lot No. _____
 - d. Other permits, licenses, approvals, etc., required prior to commencement of construction:
None. no construction required.

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30231

12-1-98

WAYLAND CODE

Special permit:

Variance:

Subdivision approval not required under

MGL c. 41, § 81P:

Subdivision approval under MGL c. 41, § 81U:

Conservation Commission order of conditions:

Board of Health construction works permit:

Massachusetts Environmental Protection

Act (MEPA) review:

Massachusetts Highway Department curb cut permit:

All other required permits, licenses, approvals, etc.:

Amend site plan/special permit

Type: _____; Issuing authority: _____

Type: _____; Issuing authority: _____

Type: _____; Issuing authority: _____

Type: _____; Issuing authority: _____

Type: _____; Issuing authority: _____

- e. Describe the timing of all permit, etc., applications listed in Paragraph d above (include copies of all permits already obtained):

No permits needed.

6. History of the use of the site:

- a. Past uses, as researched from readily obtainable sources (cite sources):

- b. Present use(s):

- c. All zoning variances granted, listed chronologically by case number, with brief descriptions of each:

None

- d. All special permits granted, listed chronologically by case number, with brief descriptions of each:

Yes see attached.

- e. If any part of the site is protected as a nonconforming use or structure, describe:

None

- f. If any part of the site is part of an approved subdivision under MGL c. 41, name of subdivision and date of approval: N/A.

Name: _____ Date of approval: _____

7. Existing site characteristics:

- a. Total acreage of site: 33 acres +/-

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- b. Total acreage in Floodplain District: 24; % of total acreage: 73%
 - c. Total acreage in Aquifer Protection District: .67; % of total acreage: 2%
 - d. Total acreage in Watershed Protection District: .48; % of total acreage: 1.5%
 - e. Total acreage in wetlands and wetland buffer areas, as defined by MGL c. 131, § 40:
Wetlands: 13.5; % of total acreage: 41%
Buffers: 28; % of total acreage: 85%
 - f. Total acreage of legally dedicated open space: 27; % of total acreage: 82%
8. Proposed site characteristics: No changes
- a. Total acreage of site: _____
 - b. Total acreage in Floodplain District: _____; % of total acreage: _____
 - c. Total acreage in Aquifer Protection District: _____; % of total acreage: _____
 - d. Total acreage in Watershed Protection District: _____; % of total acreage: _____
 - e. Total acreage in wetlands and wetland buffer areas, as defined by MGL c. 131, § 40:
Wetlands: _____; % of total acreage: _____
Buffers: _____; % of total acreage: _____
 - f. Total acreage of legally dedicated open space: _____; % of total acreage: _____
9. Existing and proposed site improvements:
- a. Existing structures, with name and total square footage of footprint and gross floor area of each:
Name: Town Hall; Footprint area: 24,997;
Gross floor area: _____
Name: _____; Footprint area: _____;
Gross floor area: _____
Name: _____; Footprint area: _____;
Gross floor area: _____
Name: _____; Footprint area: _____;
Gross floor area: _____
Name: _____; Footprint area: _____;
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Name: _____; Footprint area: _____;
Gross floor area: _____
Name: _____; Footprint area: _____;
Gross floor area: _____
Name: _____; Footprint area: _____;
Gross floor area: _____

WAYLAND CODE

Gross floor area: _____

Grand totals: Footprint area: _____;
Gross floor area: _____

- b. Proposed structures, with name and total square footage of footprint and gross floor area of each: Same, no additions

Gross floor area: _____
Name: Tan Hall; Footprint area: 24,997;
Gross floor area: 45,693
Name: _____; Footprint area: _____;
Gross floor area: _____
Name: _____; Footprint area: _____;
Gross floor area: _____

Grand totals: Footprint area: 24,997;
Gross floor area: 45,693

- c. Total square footage and number of spaces by type of existing parking:
Area: 43,560; Spaces: _____
- d. Total square footage and number of spaces by type of proposed parking:
Area: _____; Spaces: _____
- e. Describe existing and proposed materials used for any impermeable surfaces:
No construction
- f. Method of sewage disposal and summary of drainage impacts:
No construction
- g. Describe existing and proposed access to the site:
see attached plans/description.

10. Submit the following written documents and materials:

- a. List of and justification for requested waivers:
Date received: _____
- b. Drainage calculations:
Date received: _____; Waived: _____
- c. Statement of water resources impacts:
Date received: _____; Waived: _____
- d. Statement of landscape impacts:
Date received: _____; Waived: _____
- e. Statement and report of traffic impacts:
Date received: _____; Waived: _____

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- f. Statement of waste disposal impacts:
Date received: _____; Waived: _____
- g. Receipt from Town Clerk:
Date received: _____; Waived: _____
- h. Fee: Amount: _____;
Date received: _____; Waived: _____

I hereby request site plan approval under the Zoning Bylaws, Article 6.

Signature and printed name of applicant(s):

<u><i>Louise Miller</i></u>	Date: <u>10/22/2020</u>
<u>Louise Miller</u>	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Signature and printed name of owner(s) of record, if different:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Form C received by (signature): _____ Date: _____
Printed name: _____

(Cont'd on page 30237)



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: Wayland Zoning Board of Appeals
From: Louise Miller, Town Administrator
Date: October 22, 2020
Re: Bus Parking Request at Town Building

FACTS & REASONS

The property, the site of the Wayland Town Building, is located at 41 Cochituate Road, in a Single Residence District. The lot contains a total of 33 acres and buildings with an aggregate footprint of 33,160 square feet. In 1978, the use of the property changed from a school use to Town Offices and School administration, both of which are permitted uses in a Single Residence District. Since that time, the property has been used for such purposes. In March of 1999, the Zoning Board of Appeals approved as a matter of right to allow a "child day care facility" for the Children's Way with an approved site plan. Prior to and up until 2009, the school buses parked at Town Building at which point they were moved to the Wayland Sudbury Treatment plant on Boston Post Road. Since 2009, The Boston Post Road site has been the Town's location for its school bus parking. Now, the Boston Post Road site is in the process of being sold to Wood Partners, which will provide 218 units of affordable and market rate rental housing units in Wayland. The question of where to park school buses has become an urgent matter facing our town. The Town has exhausted all efforts to locate Bus Parking considering the cost of the various options as well as their impact on neighborhoods and our school children. See enclosed timeline of options, reports and studies going back to 2016.

The request is to park the Buses at Town Building in accordance with the Town Building proposed layout plan dated October 22, 2020. The traffic from Route 27 to Town Building will be changed to a one way access only. We will provide 31 new parking spaces along the one way access drive. The parking lot behind town Building will require the removal of 36 parking spaces to accommodate 17 Buses. With the proposed changes to the Town's use of the parking lot described in the summation below, there will be a net of five (5) additional spaces. All of which can be accomplished with line painting. All bus fueling will take place off site. See summation below:

Existing parking summation

160 - Total Parking spaces

8- Handicapped spaces

0 - Handicapped Van spaces

New parking plan for 17 Buses

Add 31 additional spaces in front of Town Building by making Route 27 driveway one way access

Remove 36 parking spaces in back parking lot behind Town Building

Remove 2 Trailers behind Town Building off site

Relocate 1 Recycling dumpster to free up 1 space

Relocate 2 Maintenance Vehicles off site

Provide 1 Handicapped Van Parking in back parking lot

Remove 1 Handicapped space in back parking lot.

Final Bus Parking summation

160 - Total Parking spaces

7 - Handicapped spaces

1- Handicapped Van space

17- Bus Parking spaces

Enclosed is a Memorandum from BETA Group, Inc which has reviewed the Town Hall and Parking Lot Traffic Circulation for the Town of Wayland.

Attachments:

SPA form C application

Memorandum from BETA group dated October 19, 2020

Town Hall proposed layout parking dated October 22, 2020

Project Timeline October 2016 – Present

Planning Board Site Plan Review decision dated August 17, 2007

Zoning Board of Appeals decision 98-46 dated June 30, 1999

Planning Board status report and recommendations to Zoning Board of Appeals dated February 17, 1999

Site Plan for 41 Cochituate Rd, Children's Way dated January 12, 2000

Date: Oct 19, 2020 Job No.: 7000

To: Sarkis Sarkisian, Town Planner
41 Corchituate Road, Wayland, MA 01778

From: Kien Ho, PE, PTOE, Vice president

Subject: **Town Hall and Parking Lot Traffic Circulation Evaluation
Wayland, Massachusetts**

As requested, we have reviewed the recently implemented Town Hall traffic circulation flow pattern. A project site investigation was performed on October 16th, 2020. The following locations within the Town Hall traffic circulation network (including the parking lot) were evaluated. An aerial of the four locations is also attached for your reference.

1. Town Hall Driveway at Route 27
It is our understanding that the traffic flow from the Route 27 entrance was converted from a two-way traffic pattern to a one-way access which is a significant safety improvement mainly due to its close proximity (approximately 30 feet) to the busy signalized intersection of Route 27 and Route 20. The one-way access pattern eliminates the unsafe left turn from the Town Hall Driveway onto Route 27.
2. Potential Stop Sign at the Route 27 entrance approach to the Town Hall elongated roundabout.
Based on our site investigation, a Stop sign is not required at this approach. The traffic circulation movements within the elongated roundabout are similar to a roundabout and the traffic volumes are not heavy. Therefore, a Stop sign is not required.
3. Access/Egress lane configuration at the westerly roundabout merge (adjacent to fire hydrant)
This roundabout area can be restriped to improve traffic channelization. Today it appears that a left turn movement is not permitted due to the presence of a traffic cone. We also suggest that left turn circulation back to the Town Hall be considered. By providing this movement will prevent traffic from having to turn around at the parking lot and Pelham Island Road. A sketch of the proposed lane marking is attached for your reference. One parking space is eliminated at the end of the approach adjacent to the fire hydrant. In addition to this parking space, we recommend eliminating the second parking space due to its close proximity (approximately 5 to 6 feet) to the hydrant.
4. Traffic circulation pattern within the parking lot.
The traffic circulation pattern is stripped in a one-way pattern to match the angle parking layout configuration. Currently a right turn movement is not permitted at the second aisle of the angle parking lot. Creating a right turn at the second middle aisle will require the elimination of at least two parking spaces and the intersection approach to the parking lot would need to be re-striped to accommodate the two-way pattern at the confined area. In addition, the crosswalk to the

playground is located approximately 27 feet from the intersection approach to the parking lot. Creating a two-way travel pattern within the confined area would create additional vehicle conflict points at the intersection and it would also impact the Town Hall pedestrian crosswalk safety. We would not recommend creating a right turn at the second aisle.

Project Timeline

October 2016-present

- **October 2016** – The School Department knowing that the school buses must be moved from their current parking site on Route 20 in Wayland by June 2018, expanded their school bus transportation service bid for the period FY2018 to FY2020 to include a price for storing buses out of town. One bid response was received: First Student's price bid for storing the buses at one of their sites totaled an additional amount of \$241,000 per year.
- **November 2016** - The School Committee felt the quote was a large amount of money to be charged to the operating budget each year and decided to explore the option of storing the buses on town-owned land. The School Committee contracted with The Engineering Corp (TEC), an approved town vendor, to look at various town-owned sites and whether they would be feasible sites to park the buses based on a general set of criteria.
- **December 2016/January 2017** - The School Department met with a WRAP committee representative along with 14 Town committees and department directors to discuss the pros and cons of the various potential sites identified by TEC.
- **January 2017** – The School Committee received public comments from many residents concerning the various town-owned sites being considered.
- **March 2017** - The School Committee, realizing there are many obstacles to storing the buses in town, requested the School Department to prepare a Request for Proposal (RFP) to be advertised and distributed to private organizations, non-profit organizations, and municipalities in Wayland and surrounding towns for possible leasing of commercial land to store the buses. This RFP was distributed in May with a proposal due date in June 2017.
- **May 2017** – The RFP to lease land was issued and the old town dump site was identified for use in conjunction with the DPW as a possible location for school bus parking.
- **July 2017** – The Evaluation Committee convened and reviewed the one bid received. The Committee found that bid highly responsive and responsible.
- **August 2017** – School Committee recommended to Board of Selectmen to enter into a contract with HDR Holdings as the highly advantageous bidder contingent upon the outcome of a TEC traffic safety review of the site.
- **September 2017** – School Committee recommended to Board of Selectmen to enter into a contract with HDR Holdings contingent upon implementation of site line improvement recommendations resulting from the TEC site assessment.
- **December 2017** – School Committee and Town of Wayland hired Weston and Sampson to assess the site of the Old Landfill to determine if there was potential for re-developing the space for use for school bus parking and DPW equipment lay-down area. A CIP was approved for presentation to Annual

Town Meeting to fund re-development of Old Landfill. Confirmation of site re-development remains unconfirmed.

- **January 2018** – River's Edge project delayed resulting in school buses to remain in current location until April 2019.
- **March 2018** – Board of Selectmen were advised by Town Counsel to reject the results of the RFP for school bus parking given the change in required duration of lease. River's Edge project delayed resulting in school buses to remain in current location until June 2019.
- **April 2018** Town Planner reaches out to MassDOT Highway Engineer about leasing property in Sudbury located at 105 Boston Post road
- **April 2018** Board of Selectmen meet with MassDot send letter dated April,12 2018
- **June 2018** Meet with MassDOT OREAD regarding a lease agreement.
- **July 2018** MassDOT recommends that a license be issued, not a lease.
- **May 8, 2019** Town of Wayland files RDA with Sudbury Conservation Commission.
- **May 23, 2019** Town of Sudbury issues approval of Determination of Applicability.
- **July 30, 2019** MassDOT and Town of Wayland enter into a license for 105 Boston Post Rd. License shall run from August 1, 2019 to June 30, 2020. May be extended if said property is not sold.
- **August 29, 2019** MassDOT issues Invitations to bid 105 Boston Post Rd with a minimum bid amount of \$3M.
- **March 27, 2020** Herb Chambers closes on property at \$5M.
- **April 2020 COVID -19 Virus Outbreak**



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PLANNING DEPARTMENT

Joseph Laydon
Wayland Town Planner

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-3606

MEMO

DATE: August 17, 2007

TO: Town Clerk,
Nancy McShea, Park and Recreation Director

FROM: Joe Laydon, Town Planner

SUBJECT: Planning Board Decision Dated August 17, 2007 and filed on August 17, 2007 regarding Park and Recreation Parking Lot Site Plan Review and Approval Application

This memo certifies the attached Decision of Approval, namely, that on July 31, 2007 the Planning Board voted to approve with conditions the site plan submitted by the Wayland Park and Recreation Commission, for the construction of a parking lot at 41 Cochituate Road in Wayland, Massachusetts. This decision may be appealed in accordance with Chapter 302, Site Plan Review and Approval, Article IV, §302-24.D, of the Code of the Town of Wayland.



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TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-3606

FINDINGS AND DECISION

RE: Approval of Application for Town of Wayland Park and Recreation Department Parking Lot at 41 Cochituate Road, Wayland, MA

Date: August 17, 2007

I) PROCEDURAL HISTORY

- A) A site plan application was received on May 24, 2007, pursuant to Article VI of the Town of Wayland Zoning By-Laws (the "Bylaws") and the Planning Board's Site Plan Approval Regulations. The Planning Board has jurisdiction over the application pursuant to §198-601.5.3.
- B) The Wayland Planning Board held a public meeting on June 19, 2007, and continued the hearing to July 10, 2007, July 23, 2007 and July 31, 2007, at which time the Board closed the hearing. The Board voted to approve the application on July 31, 2007, with conditions.
- C) The Planning Board conducted a site visit on June 25, 2007.
- D) This Site Plan Approval application contained a set of plans entitled "Trinitarian Congregational Church, Wayland, Massachusetts" consisting of four sheets, prepared by Samiotes Consultants, Inc., 10 Central Street, Framingham, MA 01701, dated April 12, 2007.
- E) The plans and other submission material were reviewed by the Planning Board. Throughout its deliberations, the Planning Board has been mindful of the statements of the applicants and their representatives, and members of the public all as made at the public meeting.

II) APPLICATION SUBMITTALS AND RELATED DOCUMENTS

A) Application Submittals

- 1) Entitled – 30 – space Parking Lot for Park and Recreation and Trinitarian Congregational Church Use.
- 2) Engineering Prepared by – Samiotes Consultants, Inc., 10 Central Street, Framingham, MA 01701.
- 3) Dated – April 12, 2007.
- 4) Comprising four (4) sheets as follows:
 - a Sheet C1.1 "Layout and Materials Plan"
 - b Sheet C2.1 "Drainage and Utilities Plan"
 - c Sheet C3.1 "Grading Plan"
 - d Sheet C4.1 "Details"

B) Related Documents

- 1) Memorandum dated May 24, 2007 from Doug Sacra, to Joseph Laydon, Town Planner regarding submission of Site Plan Review Application;
- 2) Memorandum dated April 3, 2007 from Doug Sacra, Maple Hill Architects to TCC Building Task Force regarding the April 2, 2007 Park and Recreation Commission Meeting regarding the proposed 30-space parking lot.
- 3) Draft License Agreement dated May 24, 2007 between the Trinitarian Congregational Church and the Park and Recreation Commission for the use of the proposed 30-space parking lot and access to said lot.
- 4) Massachusetts GIS map of Site delineating wetlands, aquifer protection district boundaries, and 120' and 124' contours.
- 5) Memorandum dated May 22, 2007 from Doug Sacra to the Wayland Planning Board responding to information requested by the Supplemental SPA Form C.
- 6) Executed License Agreement dated June 5, 2007 between the Trinitarian Congregational Church and the Park and Recreation Commission.
- 7) PowerPoint Presentation dated July 10, 2007 prepared by Doug Sacra, Maple Hill Architects regarding proposed 30-space parking lot.
- 8) Memorandum dated July 17, 2007 from Nancy McShea, Park and Recreation Director to Joseph Laydon, Town Planner regarding the Park and Recreation Commission's position on how the proposed parking lot meets the site plan standards and criteria under the Zoning Bylaw.
- 9) Letter dated July 19, 2007 from Doug Sacra, Maple Hill Architects to the Wayland Planning Board responding to comments received at the July 10, 2007 public hearing.

C) Documents including application and minutes regarding the site plan application

- 1) SPA Form "C" – Application Site Plan Review and Approval dated May 24, 2007.
- 2) Legal Notice for Public Hearing publishes in May 31, 2007 and June 7, 2007 editions of the Wayland Town Crier.
- 3) Abutters Notice dated July 25, 2007 regarding the continuation of the July 23, 2007 public hearing to July 31, 2007.
- 4) Planning Board Meeting minutes of June 19, 2007; July 10, 2007; July 23, 2007; July 31, 2007; and August 15, 2007.

D) Documents including memos, letters, reviews and others information regarding the site plan application

- 1) Memorandum dated July 19, 2007 from Joseph Laydon, Town Planner to the Wayland Planning Board regarding the Site Plan Review and Approval Process and how it relates to the application for 30 parking spaces on Town Land.
- 2) Memorandum dated July 26, 2007 from Alfred Berry, Town Surveyor to Nancy McShea, Park and Recreation Director regarding the "Center School Park" and whether the proposed parking lot is on that park.
- 3) Written Public Comment received by the Planning Board during the public hearing process is contained within Attachment A of this Decision.

III) FINDINGS

A) General Findings

- 1) The property is owned by the Town of Wayland, 41 Cochituate Road, Wayland, MA 01778, and is controlled and managed by the Park and Recreation Commission.
- 2) The location of the proposed parking lot is at 41 Cochituate Road; Assessor's Map 23, Lot 001.
- 3) The size of the parcel is 33 +/- Acres
- 4) The property is located within the Residential 40 District.
- 5) The subject application involves the construction of a 30-space parking lot.
- 6) A parking lot is an allowed accessory use in the Residential 40 District.
- 7) The subject application has been reviewed for any impacts on the immediate neighbors or surrounding area.
- 8) The proposed parking lot is adjacent to the Trinitarian Congregational Church and Town of Wayland land containing recreational fields and under the jurisdiction of the Park and Recreation Commission.
- 9) The Board finds the parking lot is not located on land restricted to park use.
- 10) As evident on the Site Plan, the Board finds no lighting was proposed for the parking lot in the application submittal.

B) Specific Findings

- 1) The Planning Board finds that the applicant has submitted the required information for determination of site plan approval.
- 2) The Planning Board finds that the construction of the 30-space parking lot as proposed does not satisfy the following criteria set forth in Article VI of the Bylaws:
 - a 606.2.1.2. Preserve natural and historic features
 - b 606.2.1.3. Maximize retention of open space
 - c 606.2.1.4. Preserve scenic views from publically accessible locations
 - d 606.2.1.6. Screen objectionable features from adjacent properties and roadways.
- 3) The Board finds that the construction of the 30-space parking lot in the proposed location will negatively impact the open space as viewed from Cochituate Road, surrounding properties and from within the open space.
- 4) The Board finds that the construction of a reduced parking lot in the approved location will reduce the impacts and thus satisfy the criteria listed above in subsection a through d,
- 5) The Board finds that the reduction of the parking lot from 30 spaces to a parking field behind Bradford Hall at 47 Cochituate Road (Parcel 23-109) will not impact the requirement of parking for the recreational fields since, in accordance with §198-506.5 of the Bylaws, parking is provided within 300 feet of the recreational fields.
- 6) The Board finds, in accordance with §198-506.1.10 of the Bylaws, that the total parking for the recreational fields utilizing the existing parking field at the Town of Wayland Town Building and the reduced parking lot proposed adjacent to the Trinitarian Congregational Church is satisfactory and provides sufficient parking for the demonstrated needs of the fields.

IV) DECISION

Based on the foregoing findings and the evidence received during the public hearing, the Planning Board hereby approves said application for Site Plan Approval, subject to the following conditions:

A) General Conditions

- 1) The parking lot shall be reduced in size from 30 spaces to a number of parking spaces that shall be located within the area shown on Sketch A in Exhibit A, which shows the extension of the southern property line of Parcel 23-109 westerly into the Town owned open space, designated as Parcel 23-00.1. The Parking Lot shall not extend south of Line A on Sketch A.
- 2) The portion of the existing sidewalk which lies within the area of the approved parking shall be relocated along the southerly and westerly perimeter of the parking lot and reconnect to the existing walkway. No segment of the walkway shall be installed within the approved parking lot.
- 3) A gentle landscaped berm, with grassed ground cover, shall be installed along the south and south east perimeter of the parking lot.
- 4) Landscaping shall be installed along the southeast corner of the parking lot and shall consist of low growing vegetation and shrubs. Such landscaping shall not hamper visibility from Cochituate Road and the open space.
- 5) The berms to be installed within the parking lot shall be designed to deter vehicles from parking on the open space.
- 6) A revised Site Plan shall be submitted prior to the commencement of construction of the parking lot for review and approval by the Board for consistency with this decision.
- 7) This Site Plan approval is subject to the Applicant receiving all other applicable municipal and state permits and approvals. The applicant shall submit any revised plan to the Planning Board for its review and determination as to whether approval is required for modification of the site plan.
- 7) On-site construction work shall be limited to weekdays during the hours of 7:00 AM to 5:00 PM. There shall be no work done on weekends or legal holidays. All construction vehicles and equipment shall park on-site. The applicant shall require its contractors to control the generation of dust during the demolition of buildings, grading, and other construction at the site in accordance with State law.
- 8) This site plan approval and its conditions apply to the applicant and its successors and assigns.

B) Pre-Construction Conditions

- 1) The applicant shall notify the Planning Department to schedule a pre-construction meeting with appropriate Town Departments.
- 2) Erosion controls shall be installed and maintained in accordance with this approval and Department of Environmental Protection's Stormwater Guideline Best Management Practices.

- C) This site plan approval shall lapse if substantial construction of the approved parking lot has not begun by August 17, 2009.

V) RECORD OF VOTE

On July 31, 2007, the following members of the Planning Board voted (4-1-0) to approve the application for Site Plan Approval, with conditions.

William Steinberg, Chair Lynne Dunbrack, Clerk

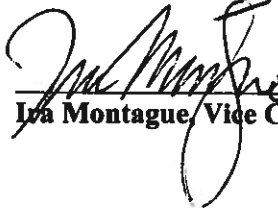
Ira Montague, Vice Chair Kevin Murphy

Daniel Mesnick dissented

DATE OF FILING OF DECISION:

August 17, 2007

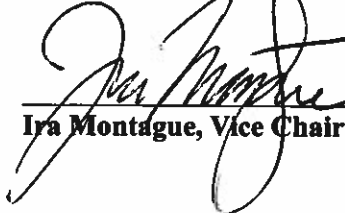
BY ORDER OF THE BOARD


Ira Montague, Vice Chair

CERTIFICATION:

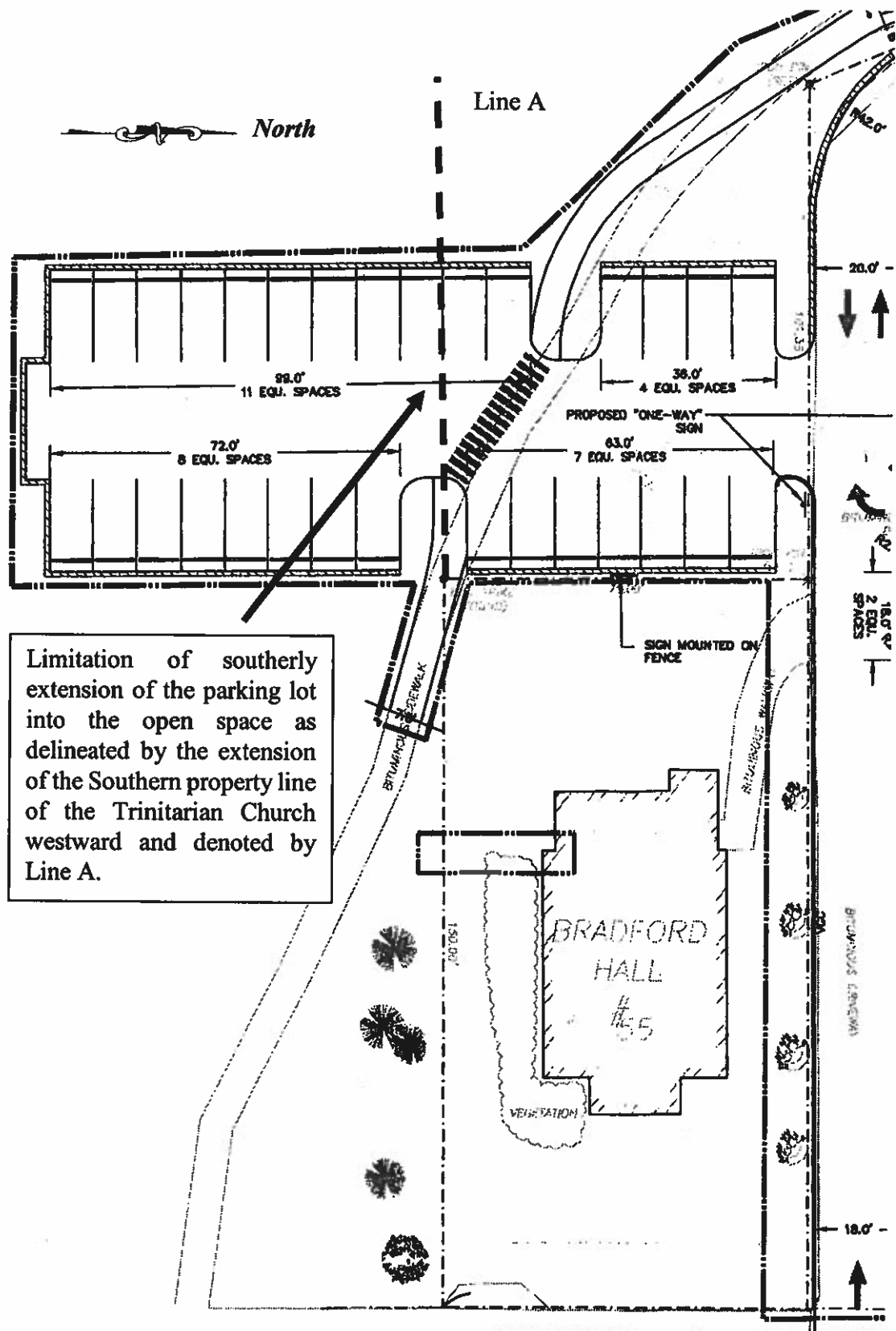
The Planning Board, by delivery of a copy of this Decision to the Applicants, *Wayland Park and Recreation Commission*, does hereby certify that a copy of this Decision has been filed with the Town Clerk of the Town of Wayland.

PLANNING BOARD


Ira Montague, Vice Chair

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Sketch A: Planning Board depiction limitation of southerly extension of parking lot into open space.



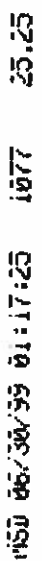
Attachment A

Written Public Comments Received in regards to the Site Plan Application.

1. Email from Paul Church to Joe Laydon dated July 23, 2007, asking Planning Department to approve the parking lot.
2. Email from Thomas Cooper to Joe Laydon dated July 23, 2007, stating the constitution forbids the use of public property to aid a church and noting he will pursue any and all legal options to prevent the proposed use from proceeding.
3. Letter from Lois Cosloy to Planning Board dated July 21, 2007, asking to have the green space remain as is.
4. Email from Evelyn Wolfson to Joe Laydon dated July 19, 2007, asking to have the park preserved as open space.
5. Letter from 13 neighbors of Center School Park to the Planning Board, Park and Recreation Commissioners and Director, the Board of Selectmen and the Town Counsel dated July 18, 2007, asking the Planning Board to turn down the proposal for the parking lot.
6. Letter from J. Dawson Milne and Glenn Sacra to the Planning Board dated July 18, 2007, summarizing the Church's official position on the parking lot.
7. Email from Peter and Christine Armstrong to the Planning Board and Joe Laydon dated July 18, 2007, supporting the proposed parking lot.
8. Email from Nancy Germain to Joe Laydon dated July 17, 2007, supporting the parking lot.
9. Copy of a letter from Elizabeth Butler to Fred Turkington dated July 17, 2007, noting incorrect date for signing of the license agreement between the Church and Park and Recreation Director and advocating keeping the park.
10. Email from Margie Langsdorf to Joe Laydon dated July 17, 2007, as a relative newcomer recommending the parking lot.
11. Email from James and Nancy Santamaria to Joe Laydon dated July 16, 2007, urging the Planning Board to approve the parking lot.
12. Email from Natalie Kmit to Joe Laydon dated July 16, 2007, noting she is in favor of the parking lot.
13. Email from JoAnn Kunz, Council on Aging, dated July 16, 2007, saying the COA uses the Church parking lot in the fall and at other times for senior trips and parking (except during the summer) could be a problem for them.
14. Email from Daniel Forte to Joe Laydon dated July 16, 2007, saying he approves of the parking lot.
15. Letter from Reverend James Pocock, Jr., Minister at the Trinitarian Congregational Church, to the Planning Board dated July 13, 2007, urging the Board to make a decision to approve the parking lot.
16. Email from Kim Antonell to Joe Laydon dated July 11, 2007, responding to comments at the Planning Board meeting of July 10, 2007, and asking the Board to approve the parking lot.
17. Email from Cindy Leonard to Joe Laydon dated July 11, 2007, making additional comments regarding the July 10, 2007, meeting and asking the Board to consider the points when deciding on allowing the parking lot.
18. Email from Molly Upton to Joe Laydon and 3 members of the Planning Board dated July 10, 2007, requesting if the Board approved the parking lot that the Town wait five years to assess the need for the lot.
19. Email from Stephen Sandler to Nancy McShea and forwarded by her to Joe Laydon dated July 9, 2007, indicating Mr. Sandler's belief that the parking lot would benefit the kids who play baseball.
20. Email from Gray Holmes, Wayland Youth Soccer, to Nancy McShea and forwarded by her to Joe Laydon dated July 9, 2007, stating they support 100% the parking lot.
21. Email from Molly Upton to Joe Laydon dated July 6, 2007, indicating she is against paving over green space, comments on who owns the land (not Park and Recreation) and lack of need for the parking lot.

22. Copy of a letter from Barbara Buell and Paul Langner to the Board of Selectmen dated July 8, 2007, stating they and a number of other neighbors are decidedly opposed to the parking lot and asking questions about ownership of the land, need for the parking spaces, and several other issues.
23. Letter from Ann and Neil Gordon to the Planning Board dated June 29, 2007, attaching a copy of an email sent by them to Park and Recreation Commissioners and Nancy McShea indicating they are against the parking lot and listing their reasons.
24. Letter from Steven Freundlich to Bill Steinberg dated June 29, 2007, noting Mr. Freundlich is against the proposed parking lot and indicating his reasons.
25. Letter from Steven Freundlich to Bill Steinberg dated June 28, 2007, attaching a copy of Mr. Freundlich's letter to the Town Tree Warden on the removal of Tree #0486 which had been located in an area overlooking the proposed parking lot.
26. Email from Gloria Villari to Joe Laydon & others dated June 28, 2007, attaching a copy of a letter from Gloria and Phillip Villari which was sent to the *Town Crier* editors and to Park and Recreation Commissioners, the Planning Board and the Board of Selectmen with copies also to concerned neighbors indicating their opposition to the parking lot and giving reasons why.
27. Letter from Gloria and Phillip Villari to the Planning Board, Park and Recreation Commission and Board of Selectmen dated June 27, 2007, which contains some of the same information from the prior letter and indicting their complete opposition to the proposed plan.
28. Another copy of the Email from Gloria and Phillip Villari to the Planning Board, Park and Recreation Commission and Board of Selectmen dated June 27, 2007, was sent just to the Board of Selectmen.

11/25/25



RECEIPT FORM

APPLICATION NO. 98-46

RECORD OWNER'S NAME WAYLAND SCHOOL DEPARTMENT

ADDRESS OF PROPERTY AFFECTED 41 COCHITUATE ROAD

DEED RECORDED: BOOK 215 PAGE 50

CERTIFICATE OF TITLE NO. _____ BOOK _____ PAGE _____

This is to certify that the attached is a true copy of the decision of the Board of Appeals of the

Town of Wayland granting: 1. No special permit is required under By-law § 198-901.1.7.5, and the Applicant can conduct the proposed "child care facility" as a matter of right. The board further finds that the Applicant meets the requirements for a special permit. 2. The site plan submitted to the Board is approved. 3. The Applicant may locate a sign on the property of the dimensions and in the location depicted on Sheet LL of the site plan. 4. A special permit under By-law §§ 198-1701.1 and 198-1703.4 is granted, provided that the proposed parking lot expansion and drainage plan receives approval from the Conservation Commission.

filed with the Town Clerk of Wayland on March 9, 1999

that twenty days have elapsed since the filing, and no appeal has been filed.

Town Clerk/Asst. Town Clerk - Wayland

Date June 30, 1957

M _____ 19 _____ at _____ o'clock and _____ minutes _____

Received and entered with the Register of Deeds in the County of Middlesex

Book _____ Page _____

ATTEST

Register of Deeds

BK 30366PG535



TOWN OF WAYLAND

MASSACHUSETTS

01778

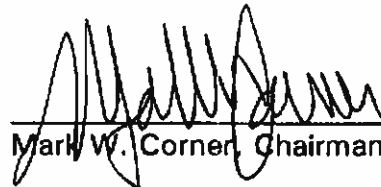
BOARD OF APPEALS

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3605

DECISION 98-46

APPLICANT: Wayland School Department

I, Mark W. Corner of the Board certify that, in accordance with
Massachusetts General Laws, Chapter 40A, Section 11, notice was published in
the Town Crier, a newspaper of general circulation in Wayland on February 4, 1999
and on February 11, 1999, and that notice by mail, postage prepaid, was sent
to the Applicant, abutters, owners of land directly opposite on any public or
private street or way, and abutters to abutters within three hundred feet of the
property line all as they appear on the most recent applicable tax list and to the
Wayland Planning Board, on February 4, 1999. I further certify that notice of
the Decision was mailed to each of the parties in interest as above designated on
March 9, 1999.


Mark W. Corner, Chairman

The record and decision was received and recorded as a public record on
3/9/99 by the TOWN CLERK, WAYLAND, MASSACHUSETTS.


TOWN CLERK/ASSISTANT

TOWN OF WAYLAND
TOWN CLERK

99 MAR -9 AM 9:39



**TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS**

**TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3605**

DECISION NO. 98-46

NAME OF APPLICANT:

WAYLAND SCHOOL DEPARTMENT

APPLICATION FOR:

Permits and approvals necessary to conduct a child care facility in the existing unoccupied second floor of the Town Building, including a Special Permit pursuant to Town of Wayland Zoning By-law §§198-901.1.7.5 to operate a day care facility, Site Plan Approval pursuant to By-law §198-606 *et seq.*, Floodplain Protection District permits under By-law §198-1701 *et seq.*, Watershed Protection District permits under By-law §198-1703.4, and for signage, on property located at 41 COCHITUATE ROAD, which is in a SINGLE RESIDENCE DISTRICT.

DATE OF HEARING: February 23, 1999.

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Mark W. Corner, Mary Ann McDougall, Carolyn Klein, Lawrence Glick and Linda Segal.

DECISION:

1. No special permit is required under By-law §198-901.1.7.5, and the Applicant can conduct the proposed "child care facility" as a matter of right. The Board further finds that the Applicant meets the requirements for a special permit.
2. The site plan submitted to the Board is approved.
3. The Applicant may locate a sign on the property of the dimensions

WAYLAND SCHOOL DEPARTMENT
DECISION 98-46
Page 2

and in the location depicted on Sheet LL of the site plan.

4. A special permit under By-law §§198-1701.1 and 198-1703.4 is granted, provided that the proposed parking lot expansion and drainage plan receives approval from the Conservation Commission.

VOTE OF THE BOARD: Unanimous

CONDITIONS:

1. Construction and landscaping shall be substantially in accordance with the plans submitted to the Board, prepared by Knight, Bagge & Anderson, Inc. and dated December 23, 1998 (unless otherwise indicated), specifically:
 - a. Sheet T1, entitled "Additions and Renovations to the Wayland Town Hall for the Children's Way, 41 Cochituate Road, Wayland, MA 01778."
 - b. Sheet LS, entitled "Overall Site Plan & Locus."
 - c. Sheet LE, entitled "Existing Site Plan."
 - d. Sheet LP, entitled "Proposed Site Plan and Details" (dated January 13, 1999).
 - e. Sheet LL, entitled "Proposed Site Lighting."
 - f. Sheet A1, entitled "Proposed First Floor Renovations and Additions."
 - g. Sheet A2, entitled "Proposed Second Floor Renovations and Additions."
 - h. Sheet A3, entitled "Proposed Exterior Elevations and Sections."
 - i. "Existing Conditions and Wetland Resource Areas for Parking Expansion at Wayland Town Hall," and "Proposed Drainage

WAYLAND SCHOOL DEPARTMENT

DECISION 98-46

Page 3

Improvements for Parking Expansions at Wayland Town Building," both prepared by Andrews Survey & Engineering, Inc. and dated December 28, 1998.

2. The Applicant shall pay all fees upon billing, including any balance of the review fee and the \$2,000 inspection fee due the Planning Board.
3. The Applicant shall obtain all necessary approvals from other Boards with jurisdiction over this matter, including the Conservation Commission.

FACTS AND REASONS:

The property, the site of the Wayland Town Building, is located at 41 Cochituate Road, in a Single Residence District. The lot contains a total of 33 acres, and contains buildings with an aggregate footprint of 33,160 square feet. In 1978, the use of the property was changed from school use to Town Offices and School Administration, both of which are permitted uses in a Single Residence District. See Decision 78-9. Since that time, the property has been used for such purposes.

The Applicant has been operating a fee-based preschool known as the "The Children's Way," for children 2.6 to 5 years of age, for several years. This program has been decentralized in the past, having been unable to locate a permanent home. Accordingly, it has maintained classrooms in available space within School Department buildings.

The Applicant now seeks to utilize the vacant portion of the second floor of the Town Building as its permanent, centralized home. The Applicant seeks to construct a total of five (5) classrooms within the existing second floor space, along with space for office, storage and other related use. The proposed gross floor area to be utilized by the Applicant within the existing building is 6,980 square feet.

The Applicant's plan calls for four changes to the property that will be visible from the exterior of the building. First, the Applicant proposes a substantial alteration to the areas of parking and vehicular access. This change triggers Site Plan Review. See By-law §198-601.1. The Applicant

WAYLAND SCHOOL DEPARTMENT

DECISION 98-46

Page 4

seeks to resurface and expand the existing parking area, which will change the design of the drainage system for the site. By-law §198-601.2.4. Second, the Applicant seeks to make a change to the exterior of the building to accommodate a new stairwell and elevator. Third, the Applicant seeks to relocate some existing trees from one location to another on the site, to accommodate the new parking plan. Finally, the Applicant seeks to add a new sign, identifying the location of the preschool.

The Applicant seeks the following forms of relief from this Board. First, the Applicant seeks a special permit pursuant to By-law §198-901.1.7.5 to locate a preschool in a residential district. Second, the Applicant seeks a special permit pursuant to By-law §1701.1, to locate a structure in the Floodplain District, and pursuant to By-law §1703.4 to locate a structure in the Watershed Protection District. Third, the Applicant seeks a variance to locate a way-finding sign on the property, a use not permitted in the Residential District. Finally, the Applicant requires Site Plan Approval, over which this Board has jurisdiction by virtue of the pending special permit and variance applications. See By-law §198-603.2. Each of these separate forms of relief is discussed as follows:

1. **Use Permit to Operate a Child Care Facility.** The Zoning By-law provides that "nursery schools, day-care centers and other facilities that receive children of school or preschool age for temporary custody, with or without stated educational purposes, during all or part of the day," is a permitted use in a Single Residence District, provided that the Applicant receives a special permit. By-law §198-901.1.7.5. The Applicant has sought a special permit for such purposes.

This By-law, and the requirement of a special permit, conflicts with the Massachusetts Zoning Act, which provides as follows: "No zoning ordinance or by-law in any city or town shall prohibit, or require a special permit for, the use of land or structures, or the expansion of existing structures, for the primary, accessory or incidental purpose of operating a child care facility; provided, however, that such land or structures may be subject to reasonable regulation concerning the bulk and height of structures and determining yard sizes, lot area, open space, parking and building coverage requirements." G.L. c.40A, §3.

WAYLAND SCHOOL DEPARTMENT

DECISION 98-46

Page 5

In view of this clear conflict between the town's zoning by-law and controlling state law, we are bound to follow the latter, from which the very authority for local zoning regulation is drawn. Following the requirements of G.L. c.40A, §3, the Board finds that the Applicant's use of its property for operation of a "child care facility," as proposed, may be conducted as a matter of right. The preschool proposed by the Applicant is a "day care center," as defined in G.L. c.28A, §9, and as such is a "child care facility" for purposes of G.L. c.40A, §3. The building meets all necessary set-back and height requirements, and the lot is of more than sufficient size for the proposed use.

Nonetheless, the Board finds that the proposed child care facility meets the requirements for a special permit, as called for in By-law §198-203.1. The Board finds that the use of the Property for the proposed child care facility is not against the public interest, does not derogate from the character of the neighborhood, and is not detrimental, offensive or injurious to public health or safety.

2. Floodplain District/Watershed Protection District. The property is located in both the Floodplain District and the Watershed Protection District. The Applicant proposes an expansion of the parking area, increasing the number of spaces from 105 existing to 161 proposed, to accommodate the increased need for vehicular access and parking during hours in which parents will drop off and pick up students enrolled at the preschool. The addition of these parking spaces requires the expansion of the paved parking area, with a slight encroachment into the wetlands surrounding the property. The Applicant will replicate 1760 square feet of wetlands, to replace the 1620 square feet of existing wetlands to be filled in connection with the parking lot expansion.

By-law §198-1701.1 provides in relevant part that "no filling, excavating or transferring of any material that will reduce the natural floodwater storage capacity or interfere with the natural flow or recession of any floodwater shall be done in the Floodplain District, and no structure shall be erected or placed in the Floodplain District unless a special permit for such action or structure has been issued by" this Board. In addition, By-law §198-1703.4 provides that "[a]ny person desiring to fill, excavate or transfer materials or to erect or place a structure within the Watershed Protection District" shall

WAYLAND SCHOOL DEPARTMENT
DECISION 98-46
Page 6

seek a special permit, and that no such works shall commence until the ZBA shall have issued a special permit.

The Applicant has submitted a report entitled "Drainage Analysis for Parking Expansion at Wayland Municipal Building," prepared by Andrews Survey & Engineering, Inc. This report concludes that "[t]he peak runoff rate from the 1.4 acre area studied remained virtually unchanged from the additional 12,000 s.f. of pavement for the requisite storms analyzed. The outlet structure proposed for the water quality swale controls runoff for the 2, 10 and 100 year storms, keeping post-development discharge rates to within an acceptable tolerance of existing."

The Board finds that the proposed changes to the impervious parking areas warrant issuance of a special permit, provided that the Conservation Commission approves the Applicant's proposal.

3. **Signage.** The Applicant proposes locating a new sign outside the new entrance to the building to be utilized by the preschool. As depicted on Sheet LL submitted to the Board, the proposed sign measures 2.5 feet by 4.5 feet, and will be two feet off the ground.

Signs are not permitted in Single Residence Districts, and are, for the most part, inconsistent with the character of a residential neighborhood. Accordingly, the Applicant requires a variance for its proposed sign. This Board is authorized to grant a variance where we find "that owing to circumstances relating to the soil conditions, shape, or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the ordinance or by-law would involve substantial hardship, financial or otherwise, to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of such ordinance or by-law." G.L. c.40A, §10.

The Board finds that the Applicant's proposed sign meets the requirements necessary for the grant of a variance. The Applicant will suffer a hardship if it is unable to provide parents and others visiting the preschool with guidance necessary to locate the newly relocated preschool. The placement

WAYLAND SCHOOL DEPARTMENT
DECISION 98-46
Page 7

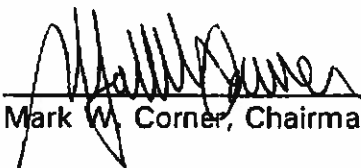
of the building on the lot justifies the placement of a sign in the proposed location. The entrance to the building, and to the preschool, is on the opposite side of the building from vehicular access to the building, and the entrance itself is some distance from the parking area. Under these specific circumstances, it would be unreasonable not to allow for a sign, particularly in view of the existing way-finding signs on the property and the unique use of residentially zoned property for both municipal and preschool use. Allowance of the proposed sign will not cause any detriment, substantial or otherwise, to the public good and will not substantially derogate from the intent or purpose of the By-law.

4. **Site Plan Approval.** Finally, this Board must administer Site Plan Approval, pursuant to Article 6 of the Zoning By-law, by virtue of its jurisdiction over the variance and special permit applications. The Board has reviewed the Status Report and Recommendations prepared by the Planning Board, and accepts its recommendations. The Board finds that the plans submitted by the Applicant meet the standards set forth in By-law §606.2, to the extent applicable, and approves the Applicant's site plan, subject to the conditions set forth above.

DATE OF FILING OF DECISION:

March 9, 1999

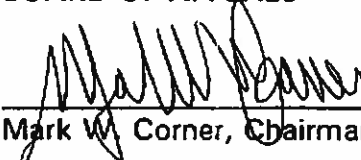
BY ORDER OF THE BOARD


Mark W. Corner, Chairman

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicant, Wayland School Department, does hereby certify that copies of this Decision and all plans referred to in this Decision have been filed with the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS


Mark W. Corner, Chairman



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TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 98-46

THE BOARD OF APPEALS HAS MADE THE FOLLOWING DECISION:

WAYLAND SCHOOL DEPARTMENT

APPLICATION FOR:

Permits and approvals necessary to conduct a child care facility in the existing unoccupied second floor of the Town Building, including a Special Permit pursuant to Town of Wayland Zoning By-law §§198-901.1.7.5 to operate a day care facility, Site Plan Approval pursuant to By-law § 198-606 *et seq.*, Floodplain Protection District permits under By-law § 198-1701 *et seq.*, Watershed Protection District permits under By-law § 198-1703.4, and for signage, on property located at 41 COCHITUATE ROAD, which is in a SINGLE RESIDENCE DISTRICT.

DATE OF HEARING: February 23, 1999.

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Mark W. Corner, Mary Ann McDougall, Carolyn Klein, Lawrence Glick and Linda Segal.

- DECISION:
1. No special permit is required under By-law § 198-901.1.7.5, and the Applicant can conduct the proposed "child care facility" as a matter of right. The Board further finds that the Applicant meets the requirements for a special permit.
 2. The site plan submitted to the Board is approved.
 3. The Applicant may locate a sign on the property of the dimensions and in the location depicted on Sheet LL of the site plan.
 4. A special permit under By-law §§ 198-1701.1 and 198-1703.4 is granted, provided that the proposed parking lot expansion and drainage plan receives approval from the Conservation Commission.

VOTE OF THE BOARD: Unanimous.

DATE OF FILING OF DECISION:

March 9, 1999

The decision and the reasons therefore are on file with the Town Clerk. Any person aggrieved by a decision of the Board of Appeals may appeal to the Superior Court of Middlesex County by bringing an action within twenty days after the decision has been filed in the office of the Town Clerk. Appeal, if any, shall be made pursuant to Massachusetts General Laws, Chapter 40A, Section 17. Notice of appeal action with a copy of the complaint shall be given to the Town Clerk so as to be received within the same twenty day appeal period.

BOARD OF APPEALS

Mark Corner
Mary Ann McDougall
Mary L. Lentz
Carolyn J. Klein

Lawrence Glick
Brian T. O'Herlihy, Associate
Linda Segal, Associate



**TOWN OF WAYLAND
MASSACHUSETTS
01778**

PLANNING BOARD

**TOWN BUILDING
41 COCHITUATE ROAD
TEL. (508) 358-7701**

**STATUS REPORT & RECOMMENDATIONS
TO THE ZONING BOARD OF APPEALS--SITE PLAN REVIEW**

**Additions and Renovations to the Wayland Town Hall for the Children's Way,
41 Cochituate Road, Wayland, MA 01778**

February 17, 1999

STATUS & RECOMMENDED DECISION

1. a. The Planning Board has completed its review of the above-referenced development application. Based on the information provided, the Planning Board voted to recommend that this application be approved, but with the conditions listed in paragraph 2 below. In addition, this recommendation is subject to the resolution to the satisfaction of the Zoning Board of Appeals (ZBA) of certain issues, also cited in paragraph 2 below.

RECOMMENDED CONDITIONS AND ACTIONS

2. In the event that the ZBA decides to approve this application, the Planning Board recommends that the following conditions be included as part of the approval:

- a. Require that all changes to the plans be listed and keyed to the sheets of the plans, and be shown clearly on the final plans, which shall be submitted to the Zoning Board of Appeals and Planning Board for their review and written approval.
- b. Require that any approval be conditioned upon the payment of all fees upon billing, including any balance of the review fee and the \$2,000 inspection fee due the Planning Board.
- c. Require that all other required permits and approvals be obtained and proof of such be submitted to the ZBA in order for any approval granted by the ZBA to remain effective.
- d. Require that the dimensions of all parking spaces and aisles be added to the plans.
- d. Require that the applicant address to the ZBA's satisfaction the comments of Friend's February 9, 1999 memo.

APPLICATION SUBMITTAL, PUBLIC MEETING, AND VOTE

3. On February 16, 1999 the Wayland Planning Board voted to submit to the ZBA this Status Report and Recommendations to the Zoning Board of Appeals--Site Plan Review on the Additions and Renovations to the Wayland Town Hall for the Children's Way, 41 Cochituate Road, Wayland, MA 01778, as required by the Zoning Bylaw, Article 6, Site Plan Approval, and the Site Plan Review and Approval Regulations promulgated thereunder. The application and plans were

submitted on December 23, 1998 by Daniel P. Bradford, Knight, Bagge & Anderson, Inc., (KBA) 205 Portland Street, Boston, MA 02114, on behalf of the applicant and owner, Wayland School Department-Wayland School Community Programs, P.O. Box 408, Wayland, MA 01778, Attention Debbie Bearse, Director. The design team includes KBA Architects, 205 Portland Street, Boston, MA 02114. The complete application was submitted on January 5, 1999. The complete application consists of the SPA Form C, Application for Site Plan Review and Approval, dated December 23, 1998, with related documents, as listed in paragraphs 4, 5, 6, and 7 below. No public hearing by the Planning Board is required. Instead, the Planning Board has conducted a public meeting, on February 16, 1999.

4. The original set of plans submitted with the application is as follows:
 - a. Sheet T1, entitled "Additions and Renovations to the Wayland Town Hall for the Children's Way, 41 Cochituate Road, Wayland, MA 01778," dated 12/23/98.
 - b. Sheet LS, entitled "Overall Site Plan & Locus," dated 12/23/98.
 - c. Sheet LE, entitled "Existing Site Plan," dated 12/23/98.
 - d. Sheet LP, entitled "Proposed Site Plan & Details," dated 12/23/98.
 - e. Sheet LL, entitled "Proposed Site Lighting," dated 12/23/98.
 - f. Sheet A1, entitled "Proposed First Floor Renovations and Additions," dated 12/23/98.
 - g. Sheet A2, entitled "Proposed Second Floor Renovations and Additions," dated 12/23/98.
 - h. Sheet A3, entitled, "Proposed Exterior Elevations and Sections," dated 12/23/98.

ADDITIONAL SUBMITTAL MATERIALS

5. Subsequent to the submittal of the set of plans cited in paragraph 4 above, the following set of plans was submitted by the applicant or applicant's agents, and received on 12/30/98:

- a. All of the plans cited in paragraph 4 above, with the same titles and dates.
- b. Unnumbered sheet, entitled "Existing Conditions and Wetland Resource Areas for Parking Expansion at Wayland Town Hall in Wayland, Massachusetts," dated December 28, 1998.
- c. Unnumbered sheet, entitled "Proposed Drainage Improvements for Parking Expansion at Wayland Town Hall in Wayland, Massachusetts," dated December 28, 1998.

6. Subsequent to the submittal of the set of plans cited in paragraph 5 above, the following set of plans was submitted by the applicant or applicant's agents, and received on 2/16/99:

- a. All of the plans cited in paragraph 5 above, with the same titles and dates, except that the date for Sheet LP, "Proposed Site Plan & Details," is dated 1/13/99; and all sheets are stamped by the appropriate registered professional.

7. The following additional materials were submitted by the applicant or the applicant's agents as part of the original or subsequent submittals:

- a. "Parking Analysis," received 12/23/98.
- b. SPA Form C, Application for Site Plan Review and Approval, dated 12/23/98.
- c. Copy of Board of Appeals Application for Hearing, received 12/23/98.
- d. Letter of Transmittal to the Planning Board from KBA, received 12/23/98.

- e. SPA Form C, Application for Site Plan Review and Approval, receipted by the Town Clerk 12/30/98, received by the Planning Board 12/30/98.
- f. "Waste Disposal Impact Statement," received 12/30/98.
- g. "Landscape Impact Statement," received 12/30/98.
- h. "Water Resources Impact Statement," received 12/30/98.
- i. Check #2226 in the amount of \$2,000 from KBA, received 12/30/98.
- j. Letter of Transmittal to the Planning Board from KBA, receipted by the Town Clerk on 12/30/98, dated December 30, 1998.
- k. "Drainage Analysis for Parking Expansion at Wayland Municipal Building," dated December 31, 1998.
- l. Letter of Transmittal to the Planning Board from KBA, dated January 4, 1999.
- m. Memo to Dave Berry from Debbie Bearse, dated 1/16/99.
- n. Facsimile memo to Marchionda & Associates, L.P. from KBA, dated January 29, 1999.
- o. Facsimile memo cover sheet to Marchionda & Associates, L.P. from KBA, dated January 29, 1999.
- p. Facsimile memo to David J. Friend from KBA, dated January 29, 1999.
- q. Facsimile memo to the Dave Berry from KBA, dated February 1, 1999.
- r. Facsimile memo to David J. Friend from KBA, dated February 8, 1999.
- s. Facsimile memo cover sheet to Dave Berry from KBA, dated February 8, 1999.
- t. Facsimile memo to David Berry from David Friend, dated February 9, 1999.
- u. Facsimile letter to KBA from Eric J. Bazzett, P.E., of J.R. Andrews Survey & Engineering, Inc., dated February 11, 1999.
- v. Facsimile memo to Toma Duhani of the Wayland Highway Department from KBA, dated February 9, 1999.
- w. Facsimile cover sheet to the Wayland Planning Board from KBA, dated February 8, 1999, but transmitted February 12, 1999, and received 2/16/99.
- x. Undated letter to the Town Planner from KBA, received 2/16/99.

COMMENTS FROM OTHER BOARDS & CONSULTANTS (See Attachments)

- 8. The following materials were submitted to the Planning Board by its consultants or other boards:
 - a. Letter from Paul A. Marchionda, Marchionda & Associates, L.P., to the Planning Board, dated January 20, 1999.
 - b. Fax memo from David J. Friend to David Berry, dated January 22, 1999.
 - c. Faxed memo from David J. Friend to David Berry, dated February 1, 1999.
 - d. Memo from Paul Marchionda to David Berry, dated 2/1/99.
 - e. Faxed memo from David J. Friend to David Berry, dated February 9, 1999.

REQUESTED ZONING APPROVALS

- 9. The applicant is applying to the ZBA for a special permit and site plan approval for use of the site under the classification of "child care facility." Note that, since the Planning Board is submitting its recommendations to the ZBA, which is the decision-making authority, it is not

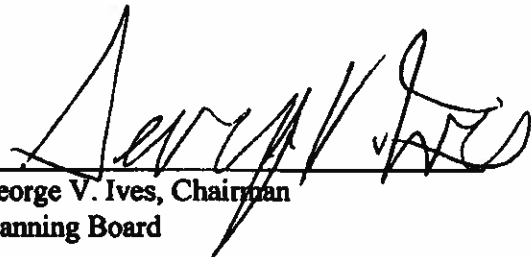
necessary that the plans submitted to the Planning Board be submitted in a form suitable for recording, or endorsement by the Planning Board.

REVIEW PROCESS

10. On February 16, 1999 the Planning Board voted to recommend approval with the conditions listed in paragraph 2 above, after review and analysis of the application and plans, which review included the following:

- a. Review of all correspondence and plans.
- b. The public meeting referenced above, which included a presentation by the applicant; questions and comments by the Planning Board and the public; and requests and recommendations to the applicant by the Planning Board.

11. The Planning Board submits this Status Report and Recommendations to the ZBA as part of its ongoing review.


George V. Ives, Chairman
Planning Board

Date signed: FEB 17, 1999

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