



**TOWN OF WAYLAND**  
MASSACHUSETTS  
01778  
**PLANNING DEPARTMENT**

Sarkis Sarkisian  
Wayland Town Planner

TOWN BUILDING  
41 COCHITUATE ROAD  
TELEPHONE: (508) 358-3615  
FAX: (508) 358-4036

**DATE:** September 8, 2016  
**TO:** Geoff Larsen, Building Commissioner  
**FROM:** Sarkis Sarkisian, Town Planner  
**RE:** Advisory opinion – The Carroll School, 39-45 Waltham Road-Site Plan Approval

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On August 16, 2016, the Planning Board reviewed the proposal for 39-45 Waltham Road "The Carroll School" an Educational use governed by Massachusetts General Laws 40A §3. A site plan submission was filed by Schlesinger and Buchbinder, LLP dated June 28, 2016 along with Plans prepared by DSK Architects and Planners, dated June 27, 2016 and revised on July 27, 2016. The Application also included a Stormwater Management and Pollution Plan prepared by Oak Consulting Group, LLC and a Traffic Report prepared by Bayside Engineering, Inc. In response to comments which the applicant has received from neighbors and officials of the Town of Wayland, the applicant has voluntarily proposed the following conditions, which we recommend be incorporated into your site plan approval. The Planning Board on September 6, 2016 reviewed and voted unanimously to submit the following conditions along with the Drop-off/Pick-up/parking protocol dated August 22, 2016.

On behalf of the Planning Board we thank you for providing this opportunity to comment on the subject application.

**RECEIVED**

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Board of Selectmen  
Town of Wayland

**39 AND 45 WALTHAM ROAD, WAYLAND  
CONDITIONS TO SITE PLAN APPROVAL**

1. All parking shall be on-site (and not on Town streets, roads, or ways) in accordance with: (a) the "Drop-Off/Pick-up/Parking Protocol" dated August 22, 2016 (the "Drop-Off/Pick-up/Parking Protocol"), a copy of which is attached hereto, and (b) a plan entitled "Proposed Site Circulation Plan" sheet No. C-007 prepared by Dewing Schmid Kearns dated June 27, 2016 (the "Site Circulation Plan"), a copy of which is also attached hereto.
2. Drop-off and Pick-up will be conducted in accordance with: (a) the Drop-Off/Pick-up/Parking Protocol; and (b) the Site Circulation Plan. The rear access road shall be used only by emergency vehicles and for temporary overflow queuing during drop-off/pick-up.
3. With respect to the athletic fields, there shall be (a) no lighting of the same, (b) no permanent electronic scoreboard, (c) no permanent spectator seating, and (d) no outdoor sound amplification.
4. No landscaping maintenance shall be scheduled prior to 7AM on weekdays nor 8AM on Saturdays, and no landscaping maintenance shall be scheduled on Sundays.
5. No trash removal shall be scheduled prior to 7AM on weekdays nor 8AM on Saturdays, and no trash removal shall be scheduled on Sundays.
6. No deliveries shall be requested before 7AM on weekdays nor 8AM on weekends.
7. The applicant agrees to submit a proposed lighting plan for the parking area at the front of the site and to submit cut sheets with the proposed light fixtures for review and approval by the Town Planner, which approval shall not be unreasonably withheld. The lighting plan shall provide for a measurement of 0-foot candles at the boundaries of the property (i.e., there shall be no light spillover onto abutting properties). All lighting shall be of a residential style and dark-sky compliant. A review of lighting may be made by the Town not less than six (6) months after the issuance of an occupancy certificate.
8. The applicant agrees to submit details of the proposed signs at the front entrance and egress of the site for review and approval by the Town Planner, which review and approval shall not be unreasonably withheld.
9. The applicant agrees that the Bioretention basin which it has proposed shall be vegetated and maintained to ensure that it is in proper working condition, with no new flow of stormwater intentionally designed to flow onto Waltham Road.
10. The applicant agrees to pay up to \$5,000.00 towards a traffic study of existing conditions along Waltham Road and at major intersections along the Waltham Road corridor in both Wayland and Lincoln. Said payment shall be made within seven (7) days of the issuance of a building permit for proposed improvements to the principal building at the site. In the event that traffic calming measures are proposed as a result of such study, the

applicant agrees to contribute up to an additional \$5,000.00 towards any such improvements. In no event shall the applicant's total contribution toward the traffic study and any associated traffic calming measures exceed \$10,000.00.

11. A review of traffic and parking may be conducted by the Town not less than six (6) months and not more than twelve (12) months after the issuance of a Certificate of Occupancy for the use of the main building.
12. The applicant intends to demolish the barn currently on the premises. The Town, at its option, and at its sole cost and expense, may (a) remove the barn on or before September 15, 2016, or (b) dismantle the barn on or before October 1, 2016, and store its component parts on the site in a location to be determined by the applicant until March 15, 2017, by which time all of the component parts of the barn must be removed from the site.
13. The applicant agrees that these conditions apply to the site plan application and related plans filed by the applicant in this instance, and that any change in use or change in ownership shall require a new application for site plan review if such a review is triggered by the applicable thresholds and criteria set forth in Article 6 of the Zoning Bylaw.
14. The applicant agrees that these conditions shall be binding upon the applicant, its successors, and assigns.

## **THE CARROLL SCHOOL**

### **DROP-OFF/PICK-UP/PARKING PROTOCOL**

August 22, 2016

The following narrative describes the proposed drop-off/pick-up and parking protocol for The Carroll School (the "School") at 39-45 Waltham Road (the "Property").

#### **Drop-off / Pick-up**

As shown on a plan entitled "Proposed Site Circulation Plan" by Dewing Schmid Kearns, Architects and Planners, dated June 27, 2016 (the "Plan"), vehicles would enter the Property through a dedicated one-way entrance off of Waltham Road at the western end of the Property. Vehicles would then be directed by School staff members to the student drop-off area. After drop-off, vehicles would exit through a dedicated one-way exit at the eastern end of the Property back on to Waltham Road. Afternoon pick-up would be conducted in the same manner.

For those parents who need to enter the building, there is ample visitor parking provided as shown on the Plan.

Prior to the beginning of the school year, the School will notify all parents of this drop-off / pick-up protocol, and make clear that no parking is allowed on any public street.

#### **Parking**

All visitor parking will be accommodated on site. The Plan shows 45 lined spaces in a parking facility at the front of the Property, with an additional area as shown on the Plan which can be used for overflow special event parking. In the rare event that even more parking is required, the School will arrange for shuttle service to and from the site from an offsite location.

For any special event which the School reasonably anticipates will generate over 110 guests, it will:

- 1) notify both the Town and abutting neighbors at least 48 hours in advance of such function; and
- 2) post School staff members at the access drive to direct patrons to available parking, where School staff members will also be available to coordinate parking.

(6) 8/22/16