



**BOXBOROUGH PLANNING DEPARTMENT**  
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## **MEMORANDUM**

To: Boxborough Planning Board, and Boxborough Town Center, LLC.  
From: Simon Corson, Town Planner  
Date: June 21, 2021  
Re: Priest Lane Preliminary Subdivision

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### **Priest Lane Preliminary Subdivision**

The submittals reviewed included the following:

1. Priest Lane Form B – Application for a Preliminary Subdivision dated January 20, 2021.
2. Priest Lane Preliminary Plans by Dillis & Roy Civil Design Group, Inc. dated January 5, 2021, and comprised of three (3) sheets.
3. Dillis & Roy Civil Design Group, Inc. Letter titled, “Waiver Request Preliminary Subdivision – Priest Lane Boxborough, MA 01719” dated January 21, 2021.
4. Zoning District Exhibit Plan by Dillis & Roy Civil Design Group, Inc. dated February 27, 2020, and comprised of one (1) sheet.
5. Dillis & Roy Civil Design Group, Inc. Letter titled, “Preliminary Subdivision – Priest Lane Police Chief /Fire Captain Comments Boxborough, MA” dated February 16, 2021
6. Dillis & Roy Civil Design Group, Inc. Letter titled, “Preliminary Subdivision – Priest Lane Proposed Road & Way Boxborough, MA” dated February 16, 2021
7. Town Planner’s Report titled “Preliminary Subdivision Plan” dated February 18, 2021.
8. Places Associates, Inc. Letter titled “Priest Lane Preliminary Subdivision” dated February 19, 2021
9. Planning Board February 22, 2021 Meeting Minutes as approved on March 22, 2021.

A duly noticed public hearing was held on February 22, 2021, the Planning Board heard a presentation from the applicant’s representative, Dillis & Roy Civil Design Group, Inc., took public comments, and deliberated on the proceedings. The Board discussed Places Associates, Inc. Letter titled “Priest Lane Preliminary Subdivision” dated February 19, 2021, which contained the following comments:

1. The width of the proposed common and single driveways is not shown. All geometry needed to construct the common driveway should be shown on the plan.
2. The fire truck turn around is inadequate. The Turning Exhibit shows that the end of the fire truck would overhand the edge of pavement. Any snowbanks would impede this truck turn. The turnout should be elongated to accommodate the truck overhang.
3. The plans should include a driveway cross section.

4. All utilities should be shown as underground.
5. The shared driveway construction standards, 6104.5.A.9 requires “*A turning location within 100 feet of each house served to accommodate Fire Department apparatus.*”
6. The applicant has requested a waiver to the requirements under Section IV.B to meet the MA Stormwater Standards. It is unclear as to whether the applicant intends to provide drainage calculations demonstrating compliance with the Private/Common Driveway Guidelines 5.A.11. This section requires “*No runoff shall be allowed to flow directly into the public way unless the private/common driveway is part of a subdivision which accommodates the runoff in its design.*” It is our recommendation that drainage calculations be provided to address any increase in the rate of runoff from the development of these two lots. We agree that full compliance with the water quality standards is not applicable to a two lot development.
7. It is unclear as to whether the common driveway design provides a leveling area at the junction with Priest Lane and at the terminus of the common driveway by the turnaround. The Private/Common Driveway Guidelines 5.A.12 “*Require a leveling area at the road intersection of 40-50’ with the grades 4-5% and at the terminus of the common portion of the driveway. Require the geometry at these intersections to accommodate a SU-30 truck turn (ambulance, moving van, fire truck). Minimum centerline radius of 80’. Recommend that a plan and profile of the driveway (vertical scale: 1” = 4’, horizontal scale 1” = 40’) to be part of the submittal so the intent is clear on the plans.*”
8. The applicant has requested a waiver to the requirements of Section IIB2-1 to waive providing a profile. It is our recommendation that a profile be provided to facilitate construction.
9. The common driveway should include signage indicating the street addresses of the houses and identify the common driveway as private.
10. The applicant should include with the Definitive Subdivision submittal the draft common driveway agreement between these two lots.

The Board unanimously approved the preliminary plan and made the following comments:

1. The applicant shall apply to the Planning Board under the Stone Walls Bylaw for the removal of stone wall to allow for the proposed common driveway.
2. Following the construction of subdivision, the Board shall not allow more housing lots unless the private/common driveway is modified.
3. The applicant plans shall meet the Private/Common Driveway Guidelines unless a waiver is requested and approved by the Planning Board.
4. The applicant shall provide the Common Driveway Covenants & Maintenance Agreement per the Private/Common Driveway Guidelines.
5. The applicant shall provide drainage calculations to ensure that no increased runoff to a public way will be generated from this proposed project.
6. The applicant shall work with the Fire Department to address concerns associated with driveway width. The Fire Department prefers that the driveways are 14 to 16 feet wide.
7. The applicant shall work with the Fire Department to resolve any concerns with the proposed subdivision relating to the location of existing fire cisterns. The Fire Department asked the Planning Board to require that the cistern requirements contained

in the Rules and Regulations Governing the Subdivision of Land be applied to this proposed project.

8. The applicant shall work with the Fire Department to address concerns associated with turn around and fire truck access easement.
9. The Board noted a concern that the existing island on Priest Lane may be an impediment for accessing the driveway for the Fire Department. While Priest Lane is a public road, and the proposed common driveway would be private road, the Board strongly recommends that the applicant work with Fire Department and Public Works Department to ensure that Fire Department has adequate access to proposed common driveway.
10. The applicant shall submit a legal opinion to the Planning Board relative to whether this proposal requires a modification to the Priest Lane Definitive Plan Decision. This legal opinion would be submitted to Town Counsel for review and comment.

The Planning Board will be holding a duly noticed Public Hearing in response to an application for Priest Lane Definitive Subdivision on July 19, 2021 at 7:15 p.m.

Please let me know if you have any questions. Thank you.

Respectfully,  
Simon Corson

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