



**TOWN OF NORFOLK
PLANNING BOARD
ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056
Tel. 508-528-7747**

SITE PLAN APPLICATION

DECISION NO. 2025-03

Date: June 10, 2025

Name/Address of Owner/Applicant: Charles River Equity Partners LLC
25 Pleasant Street
Medfield, MA 02052

Designer: Highpoint Engineering, Inc.
Dedham Executive Center
980 Washington Street, Suite 216
Dedham, MA 02026

Site Plan Dated: June 3, 2025

Drainage Report: Highpoint Engineering, Inc.

Location of Property: 15 Rockwood Road

Assessors' Reference: Map 14, Block 49, Lot 13

Zoning District: B-1

Purpose: Construction of 8 townhouses and renovations to the existing building at 15 Rockwood Road to convert it from 2 to 3 apartments with associated stormwater management facilities, grading, landscaping and utility infrastructure.

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TOWN CLERK
NORFOLK

PROCEDURAL BACKGROUND

In accordance with Massachusetts General Laws, Chapter 40A and the Town of Norfolk Zoning Bylaws, Section 310-6.11. (Site Plan Approval) Section 310-8.5 Town Hill/Pondville MBTA Communities Multi-Family Overlay District and the Norfolk Planning Board Rules and Regulations, Section 7 (Site Plan Approval Administrative Requirements), application was made for site plan approval by Charles River Equity Partners LLC by application dated and filed April 22, 2025.

A transmittal memo from the Planning Board soliciting comments on the application was sent with the application to the Building Commissioner, Board of Health, Conservation Commission, Police Chief, Fire Chief and DPW Director. The memo requested comments and noted that a public hearing was scheduled on May 20, 2025. Notices of the public hearing were published in the Attleboro Sun Chronicle on May 5, 2025 and May 12, 2025. The Planning Board convened the hearing on May 20, 2025, continued to June 10, 2025 and closed it on that date.

FACTUAL BACKGROUND

The site is in the B-1 zoning district. The project is to construct 8 townhouses and renovations to the existing building at 15 Rockwood Road to convert it from 2 to 3 apartments with associated stormwater management facilities, grading, landscaping and utility infrastructure.

SITE PLAN FINDINGS:

Specifically, it is the finding of the Planning Board that in granting said approval for the site plan, the conditions of 310-6.11. C. (General Conditions of Approval) of the Zoning Bylaws can be assured to a degree consistent with the proposed use of the site:

1. Protection of adjoining premises against seriously detrimental or offensive uses on the site.

The proposed use is expressly allowed by-right within the Town Hill/Pondville MBTA Communities Multi-Family Overlay District. The project is located at 15 Rockwood Road which is the Ware/Dupee/Thayer Gross House within Rockwood Road Historic District. The home has 2 apartments and some commercial space the project will repurpose some of the space into an apartment behind the home 8 townhouses will be constructed. By keeping the homestead and developing townhouses it complements the neighborhood which is a mix of single-family homes that are adjacent to Town Center and the Norfolk commuter rail station. The developer is selecting materials that work with the history of the Ware/Dupee/Thayer Gross House.

2. Convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent streets, property, or improvements.

The access drive has been adjusted based on Fire Chief comments. Residents can walk to the sidewalk along Rockwood Road easily along the access drive into the site. The access drive is across the from Ware Drive. The southbound stop line for the Rockwood Road railroad crossing is prior to the access drive so residents could enter and exit the site when the railroad grades are closed. There is a robust landscape plan and vegetated stormwater rock swale to enhance the site.

3. Adequacy of the methods of disposal of sewage, refuse, and other wastes resulting from the uses of the site, and the methods of drainage for surface water and its parking spaces and driveways.

The apartments and townhouses will be served by on-site septic system. The site has on-site dumpsters for refuse collection by will be serviced by a private hauler. The site meets the parking requirements with 2 parking spaces per dwelling unit and 22-foot drive aisle with adequate turning space for each townhouse. The stormwater system is designed to reduce the stormwater volume post development leaving the site.

4. Adequacy and safety of storage facilities/methods for fuel, refuse, vehicles and other material and equipment incidental to use of the site.

No storage of fuel is planned. There are dumpsters for residents to collect refuse. There won't be any vehicle or equipment storage. Landscape maintenance and snow removal will be handled by a private contractor.

5. Provisions for emergency access and operations within the site.

The Fire Chief reviewed the site plan and recommended some changes that have been incorporated into the site plan.

6. Provision for off-street loading, unloading and parking of vehicles incidental to the normal operation of the establishment.

There is adequate space for typical delivery to serve residents and adequate space for contractors to park on site for normal maintenance.

VOTE OF THE BOARD

After reviewing the application and information gathered during the public hearing process, the Board voted to conditionally grant, as noted herein, Site Plan Approval at a duly posted meeting of the Board held on **June 10, 2025**.

Voting Planning Board Member

Approve/Not Approve

Chad Peck
Gary Sullivan
Melissa Meo
Daniel Sieger

Approve
Approve
Approve
Approve

WAIVER REQUESTS

The specific sections of the Rules and Regulations from which waivers are requested and the Planning Board action and reasons for *denial/approval* are listed below. All waivers are subject to the Conditions of Approval, which follow this section.

1. Section 325-3.3. B. (21) Traffic Control & Analysis - The Applicant seeks a waiver from requirement to provide a traffic study.

The waiver is granted because vehicle trip generation is not expected to negatively impact the adjacent roadways. The project is located within Town Hill/Pondville MBTA Communities Multi-Family Overlay District and abuts the Norfolk commuter rail station which should translate into less vehicle trips.

2. Section 325-2. B. (23) and 7.5.B. Traffic Congestion Control and Analysis - The Applicant seeks a waiver from requirement to provide a traffic study.

The waiver is granted because parking lot expansion and redesign will improve existing circulation and appropriate traffic control devices are incorporated into the site plan.

3. Section 325-4.19. G. (2)(f) Drain lines - The Applicant seeks a waiver to not provide Class IV RCP drain pipe material and pipe diameter less than 12 inches to sloped granite curbing.

The waiver is granted because the drain lines will be privately owned and maintained. If there was a failure the drain pipes will be repaired by the property owner.

4. Section 310-6.7H. (1)- Maneuvering and access lane-The Applicant seeks a waiver to not provide a 24-foot access lane.

*The waiver is **granted** because the access lane is serving 8 townhomes not a commercial parking lot. Under Section 310-8.5. E. (1) the bylaw allows the Planning Board to grant waivers from this section.*

5. Section 310-(.4A. (3)- Pedestrian ways and street trees-The Applicant seeks a waiver to not street trees along the frontage side of the lot.

*The waiver is **granted** because landscaping is being provided fitting of a residential use. Under Section 310-8.5. E. (1) the bylaw allows the Planning Board to grant waivers from this section.*

CONDITIONS OF APPROVAL

The foregoing conditions shall assure that the Planning Board's decision to approve this site plan is consistent with its current Rules and Regulations, that the comments of various Town boards and public officials have been adequately addressed, and that concerns of abutters and other town residents which were aired during the public hearing process have been carefully considered.

1. All plan changes required by the following conditions shall be shown on a plan and submitted to the Planning Board for review and approval prior to endorsement of the site plans.
2. The recommendations of the Design Review Board accepted by the Planning Board relative to the Architectural plans, building specifications and landscape plan are hereby incorporated into this approval.
3. This Site Plan approval is subject to all subsequent permits, approvals and conditions imposed by the various Town boards, agencies or commissions. Any changes to the plans required by other Boards of Commissions shall be resubmitted to the Planning Board. Unless such changes are determined to be minor by the Planning Board, a formal modification of the site plan approval shall be required.
4. All elements of access onto and within the site (including any features added in the future) shall conform to the requirements of both the federal Americans with Disabilities Act and the state Architectural Access Board as applicable.
5. Hay bales or other approved erosion control measure shall be placed across the construction entrance during times when construction is not active (overnight and on weekends and holidays).
6. Prior to any construction, including moving of earth, the applicant shall install all erosion and siltation control measures and these shall be observed by the Planning Board's consulting engineer prior to the start of construction work. These measures shall be maintained in good repair throughout the construction period. Furthermore, the applicant shall take all measures necessary to ensure that no excessive dust leaves the premises during construction.
7. There shall be no off-site tracking of materials. If needed, daily sweeping of roadways adjacent to the site shall be done to ensure that loose gravel/dirt does not create a hazardous or deleterious condition

for vehicles, pedestrians or abutting residents. The Planning Board's Agent shall make periodic observations to ensure material is not tracked off-site.

8. Construction work at the site shall commence no earlier than 7:00 a.m. and is to end no later than 7:00 p.m. Monday through Saturday, including truck and machine start-up and movement. There shall be no work on Sundays or the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.
9. The applicant shall ensure that utility installation will not interfere with the installation of sidewalks, trees, retaining walls, guardrails or other improvements shown on the plans.
10. Any earth removal shall comply with Town of Norfolk Earth Removal Bylaw. Any earth removal shall comply with Chapter 325 of the Subdivision of Land and Site Plan Approval Regulations. Trucks used in earth removal operations shall not operate off-site prior to 9:00 AM and after 3:00 PM, Monday through Friday. On-site truck movements may operate between 7:00 AM and 5:00 PM Monday through Friday.
11. The site and its use must comply with all Zoning Bylaws or the applicant must obtain the necessary variances or Special Permits from the Zoning Board of Appeals or Planning Board, as deemed necessary, prior to endorsement of the plan. Any changes to the site plans referenced in this decision must be presented for further approval of the Planning Board and/or major modification by way of public hearing.
12. The applicant is required to comply with all applicable portions of Chapter 325 of the Subdivision of Land and Site Plan Approval Regulations. The applicant may cite individual portions of this section for a waiver request through a modification procedure.
13. The Board reserves the right to place further conditions on this approval upon receipt of requested details, specifications, and revised plans.
14. The affordable rental unit shall be occupied prior to the sale of the 5th townhome.
15. The Norfolk Fire Department shall review the final plans prior to endorsement. If any plan changes are necessary, they can be administratively reviewed and approved by the Planning Board.
16. All waivers that have been granted shall be noted on the face of the site plans presented for endorsement, and the plans changed accordingly.
17. All site plan lettering shall comply with the requirements of the Norfolk County Registry of Deeds.
18. All conditions indicated in this document are to be shown as revisions to the site plan and are to be submitted to the Planning Board and its consultant for review and approval prior to endorsement.
19. A final site plan shall be submitted for endorsement by the Planning Board, with all Conditions for Approval listed in this Decision No.2025-03, duplicated on a plan sheet, within 90 days of the date this decision is filed with the Town Clerk. If not submitted within 90 days, this approval shall expire, unless the deadline for submittal is extended by the Planning Board. Additional sheets may be added; however, all sheets must include a signature block and number.

20. The terms and condition of this Site Plan Approval shall remain in force throughout the duration of this use.
21. The applicant shall furnish two (2) copies of the as-built plans prepared by a registered surveyor to the Building Commissioner and two (2) copies of the as-built plans to the Planning Board. These as-built plans shall indicate that the structure and the site work were completed in strict compliance with the approved and endorsed Site Plan as conditioned. An electronic copy in a format acceptable to the Planning Board shall also be submitted to the Planning Board prior to the issuance of an occupancy permit.
22. No building permit for site construction work shall be issued until proof is supplied to the Planning Board that this decision, together with a copy of the endorsed Sheet 3 (Site Layout Plan), has been recorded by the applicant at the Registry of Deeds. No occupancy permit shall be issued and no use of the site shall commence until this site work is completed in accordance with this Site Plan Approval, as determined by the Planning Board following review of the as-built plans and an inspection of the site by the Board or its agent.
23. If any one portion of this Decision is found to be invalid, the remainder shall remain in force.
24. The Planning Board, or its designated agent(s), reserves the right to inspect the site for compliance with the approved site plan, at any time, with the cost borne by the applicant.
25. The applicant shall pay any additional review fees and a site observation fee of \$2000 prior to endorsement of the plan by the Planning Board. All additional fees shall be paid prior to the issuance of a Building Permit.
26. A pre-construction meeting shall be held with the Town Planner, owner, site contractor, Planning Board's consulting engineer prior the start of site construction. It is the responsibility of the applicant to request observations of the work for the installation of the erosion control, the storm water management system, underground utilities, an interim as-built plan shall be provided prior to paving for review and a final observation following submission of the final as-built plan to ensure compliance with the approved plan. Certification from the applicant's engineer for all elements of the approved site plan shall be submitted prior to final occupancy permits being issued. The observations of the work are called for on Form K-2, which is available in the Planning Board office.
27. If there is a conflict between the site plan and these Conditions of Approval, the Conditions of Approval shall rule. If there is a conflict between this Approval and/or site plan and the Zoning Bylaws of the Town of Norfolk, the Zoning Bylaws shall apply.
28. The Planning Board or its agent(s) shall use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with the foregoing Conditions of Approval.
29. The Conditions of Approval and General Conditions of Approval are enforceable under Section 310-7.1. B of the Norfolk Zoning Bylaws, Non-Criminal Disposition and violations or non-compliance are subject to the appropriate fine which is currently three hundred and No/100 (\$300.00) dollars per day per violation.

APPEALS

Appeals, if any, from this Decision shall be made pursuant to G.L. Chapter 40A, Section 17 and shall be filed within twenty (20) days after the date of filing in the Office of the Town Clerk. A copy of this Decision has been filed with the Town Clerk.

After the appeal period has expired, the applicant must obtain certified notice from the Town Clerk that no appeals have been made. Said notice must be filed with the Registry of Deeds with the accompanying approved site plan. A copy of said recording must be returned to the Town Clerk to complete the file.


Said site plan approval is granted pursuant to Section 310-6.11. of the Norfolk Zoning Bylaws and if the rights authorized by site plan approval are not exercised within one (1) year after the expiration of the appeal period for the decision, it shall lapse, and may be reestablished only after a notice and a new hearing has been held pursuant to Section 17 of Chapter 40A, Massachusetts General Laws, unless the Planning Board finds that the construction or use permitted by the site plan approval was not commenced for good cause.

NORFOLK PLANNING BOARD









I hereby certify that 20 days have elapsed from the date of this decision and that no appeal has been filed in this office.

A True Copy Attest: _____
Town Clerk Date

- Cc: Town Clerk, Applicant
Certified abutters within 300'
Planning Boards of Franklin, Millis, Medway, Wrentham, Medfield, Walpole, Foxboro
Building Commissioner/Zoning Officer
Zoning Board of Appeals
Board of Health
Department of Public Works
Board of Assessors
Fire Chief, Police Chief
Select Board