



January 27, 2026

By Electronic Mail: rhummel@wayland.ma.us

Wayland Planning Board
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Re: 37, 39, and 45 Waltham Road – Application for Limited Site Plan Approval

Dear Members of the Board:

As you know, this firm represents neighbors and abutters to the Carroll School's North Wayland campus located at 37-45 Waltham Road. Yesterday, the Carroll School's attorney, Bill Proia, sent you a draft list of conditions that could be included in a site plan approval decision issued by this Board pursuant to the Zoning Bylaw, § 603.3.2. As Attorney Proia stated in his letter, we have been discussing language for these conditions with the School's representatives over the last two months. While we have not reached a consensus on all issues, we have substantially narrowed the areas of disagreement.

Attached are our proposed edits to Attorney's Proia's draft conditions, which we respectfully ask the Planning Board to consider incorporating. We plan on attending your meeting tomorrow evening, and look forward to a discussion of these open issues at that time.

Very truly yours,

/s/ Daniel C. Hill

Daniel C. Hill

Enc.

cc: William J. Proia, Esq.
Lincoln Planning Board

**37-45 Waltham Road, 10A Appletree Lane, Wayland (Property)
Draft Proposed Conditions to Site Plan Approval**

A. Access and Parking

1. All parking shall be on-site (and not on public streets, roads or ways) in accordance with: (a) the "Student Arrival/Student Dismissal/Parking Protocol" dated XXXXX, and (b) a plan entitled "Proposed Site Circulation Plan" by Crowley Cottrell, Landscape Architects, dated XXX XX, 2025 (the "Site Circulation Plan").
2. Student Arrival and Student Dismissal will be conducted in accordance with: (a) the Student Arrival/Student Dismissal/Parking Protocol dated XXXX, and (b) the Site Circulation Plan dated XXXX, both of which are on file with the Wayland Planning Department.
3. The driveway that runs along the easterly boundary of the Property (behind 1 and 5 Appletree Lane) shall be used solely for emergency vehicle access, and for secondary access to the garage noted in Condition No. 9 by vehicles and equipment; (excluding heavy-duty or construction vehicles and equipment); customarily used in the course of the ordinary use, care and maintenance of the Property; provided, however, no parking or standing thereon shall be permitted and the School shall use reasonable efforts to ensure that access to said garage is predominantly through Appletree Lane.
4. A review of the Student Arrival/Student Dismissal/Parking Protocol and trends, and other matters, may be conducted by the Planning Board on its own initiative, and shall be conducted by the Planning Board upon the request of two or more abutters or neighbors (within 300 feet of the School), in both cases no sooner than six (6) months after the completion of the improvements described in the site plans for this Site Plan Approval and the commensurate increase in enrollment to 200 or more students. The Planning Board's review, shall be at a public hearing, notice of which is sent to all abutters and neighbors within 300 feet of the School, consistent with G.L. c. 40A, § 11. Notwithstanding any election by the Planning Board to conduct such a public hearing or other review, any public hearing or other review the Planning Board holds hereunder shall be subject to applicable local, state and federal statutes, laws and regulations governing the permissible regulation of the Educational use of the Property, and the Applicant hereby reserves and does not waive any of its rights and remedies under said local, state and federal statutes, laws and regulations regarding (i) the conduct of any such public hearing or other review held hereunder regarding this Site Plan Approval or the Conditions, (ii) any actions the Planning Board may take relative to such a public hearing or other review, and (iii) any other matter governed by said local, state and federal statutes, laws and regulations pertaining to and protective of the

Educational use of the Property.

5. Having voluntarily funded and provided a Traffic Impact Assessment, as subsequently expanded in response to comments received during the public hearing, the Applicant agrees to a further one-time payment to the Town of Wayland of \$5,000.00 to be used for additional study and/or for the implementation of mitigation measures within the public ways. Said payment shall be made within seven (7) days of the issuance of a Certificate of Occupancy for the Project.

B. Facilities and Operations

6. With respect to the athletic fields now or hereafter located on the property, 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.
7. No landscaping maintenance shall be scheduled, except in compliance with applicable local bylaw and/or regulation, but in no case shall be scheduled to start prior to 7AM on weekdays and 9AM on Saturdays, and no landscaping maintenance shall be scheduled on Sundays or holidays.
8. An exterior storage/shed of approximately [] square feet shall be located adjacent to the westerly façade of the New Academic Building substantially within that area so depicted on the approved Site Plan and shall be used for the storage of tools and maintenance equipment used in the ordinary care and maintenance of the Property.
9. The garage located on 10A Appletree Lane may be used for the garaging of vehicles and equipment permitted under Condition No. 3, and for materials storage customarily used in the course of the ordinary ~~use,~~ care and maintenance of the Property (but no stockpiling of salt, sand or other earth materials), and shall not be let for personal or private use. Other than limited secondary access to the garage permitted under Condition No. 3, all ~~other~~ access to the garage shall be via Appletree Lane, provided no parking on, or obstruction of, Appletree Lane shall be permitted.
10. The Project will not include institutional kitchen/cafeteria facilities for the preparation of meals for consumption by students, faculty or staff, or by other parties, provided the following are permitted as ancillary to the Educational Use of the Property: (i) small kitchens/staff lounges/break rooms, (ii) dining spaces for students, faculty and staff, and (iii) temporary structures/facilities or vehicles, i.e. catering, food trucks, related to special School events, which events are otherwise subject to this Site Plan Approval. Regarding this Condition, the Applicant may elect in the future to add such institutional kitchen/cafeteria facilities to the Property relative to its Educational Use, as a request to modify this condition pursuant to Article 6 of the Zoning Bylaw, as it

may be amended from time to time, subject to applicable local, state and federal statutes, laws and regulations governing the permissible regulation of the Educational use of the Property, and the Applicant hereby reserves and does not waive any of its rights and remedies under said local, state and federal statutes, laws and regulations governing the permissible regulation of the Educational use of the Property.

11. No trash removal shall be scheduled, except in compliance with applicable local bylaw and/or regulation, but in no case shall be scheduled to start prior to 7AM on weekdays and 9AM on Saturdays, and no trash removal shall be scheduled on Sundays or holidays.
12. No deliveries shall be scheduled, except in compliance with applicable local bylaw and/or regulation, but in no case shall be scheduled before 7AM on weekdays and 9AM on Saturdays, and no deliveries shall be scheduled on Sundays or holidays. In addition, the Applicant shall use reasonable efforts to ensure that deliveries do not occur during the pick-up and drop-off times at the campus to avoid additional traffic impacts and safety hazards.
13. All campus lighting shall be dark-sky compliant with no light spillover onto abutting properties, including the public ways. A lighting schedule will be maintained to coincide with the standard hours of the School (which ~~generally~~ are 6:00 AM to 8:00 PM ~~Monday through Friday, but can vary seasonally and with programming~~), as well as ~~scheduled events and after-hours~~ occupancy for applicable cleaning and maintenance purposes ~~in the ordinary course~~¹. Interior and exterior lighting shall be subject to the noted lighting schedule, except for security lighting that may be necessary or desirable, ~~and that is may be~~ triggered by motion sensors; provided all lighting shall be turned off by 140:00 PM ~~(other than security lights that are actively triggered after hours), unless otherwise permitted hereunder.~~
14. Landscape screening shall be implemented along the north boundary of the Property along Waltham Road with varying heights of trees, shrubs and other vegetation to mitigate views of the School campus, enhance privacy and reduce noise, as depicted on and in accordance with the approved Site Plan.
15. Snow that cannot be stored within excess parking spaces [those spaces that exceed the number of spaces required by the zoning bylaw, as depicted on the approved Site Plan], shall be removed from the Property.

C. Construction

¹ We would like to better understand what event scheduling might be made outside of these hours. What would take place after 8pm, when and how often? We would not expect this to be an active site on holidays, weekends or late evenings and would expect this to remain a peaceful residential neighborhood when the school day ends. We would like a commitment to that effect in these conditions. We were previously informed that all sports, events and activities would be over by 6pm on school days.

16. A Construction Management Plan (CMP) shall be submitted to the Planning Board for administrative review and approval, prior to the issuance of any building permit for the Project. The CMP shall include, but not be limited to, the following elements: any Conditions hereunder that related to Project construction matters, i.e. Condition No. 18, without limitation, site access and traffic management, hours of operation, worker parking, noise and dust control measures, waste management protocols, construction-related stormwater management, and a community communication plan. The Applicant shall ensure that all construction activities comply with the approved CMP throughout the duration of the Project. Notwithstanding the foregoing, the CMP shall be subject to applicable local, state and federal statutes, laws and regulations governing the permissible regulation of the Educational use of the Property, and the Applicant hereby reserves and does not waive any of its rights and remedies under said local, state and federal statutes, laws and regulations governing the permissible regulation of the Education use of the Property regarding (i) the CMP, (ii) any actions the Planning Board may take hereunder, and (iii) any other matter governed by said local, state and federal statutes, laws and regulations governing and protective of the Educational use of the Property.

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17. As depicted on the approved Site Plan, bioretention basins shall be vegetated and maintained to ensure that they are in proper working condition, with no new flow of stormwater designed to flow onto Waltham Road.

18. All construction vehicles shall be parked on-site (and not on public streets, roads or ways). During construction, all local, state and Federal laws and regulations shall be followed regarding noise, vibration, concussion, dust and blocking of Town ways. At all times the Applicant shall use diligent efforts to minimize inconvenience to the residents in the area. All trucks transporting earth materials of any type to and/or from the site shall be covered in compliance with state law. Any debris or materials that fall from such trucks onto public ways shall be removed and cleaned up promptly. The hours of construction shall be in compliance with applicable local bylaw and/or regulation, but in any case, said hours shall be Monday - Friday from 7:00 AM to 4:00 PM and Saturdays from 8:00 AM to 3:00 PM. No work or construction-related activity shall take place on Sundays or holidays.

D. Term

19. The Project shall be constructed and operated in compliance with the approved Site Plan, and related, approved ancillary materials duly submitted to, and approved by the Planning Board regarding the Project. These conditions apply to the approved Site Plan, and related approved ancillary materials, filed by the Applicant regarding the Project, and any change therein, or in the use of the site, or a change in ownership shall require the filing of a new site plan application if such a review is triggered by the applicable thresholds and criteria set forth in Article 6 of the Zoning Bylaw, as it may be amended from time to time, subject to applicable local, state and federal statutes,

Draft January 23, 2026 [\[Neighbor Comments 1-27-26\]](#)

laws and regulations governing the permissible regulation of the Educational use of the Property, and the Applicant hereby reserves and does not waive any of its rights and remedies under said local, state and federal statutes, laws and regulations governing the permissible regulation of the Educational use of the Property.

20. These Conditions shall be binding upon the Applicant, its successors and assigns.²

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² We would like the school to memorialize the understanding that the school's facilities (including the gym, athletic fields, event space, etc.) shall be for the School's use only and not leased or let to any other public or private individuals or organizations. Any such use would certainly not be an educational use by the School so it should not be controversial to include a condition here.

STUDENT ARRIVAL/STUDENT DISMISSAL/PARKING PROTOCOL

The following narrative describes the proposed student arrival/student dismissal/parking protocol for The Carroll School (the "School") 37-45 Waltham Road (the "Property").

Student Arrival/Student Dismissal

As shown on a plan entitled "Proposed Site Circulation Plan" by Crowley Cottrell, Landscape Architects, dated XXX XX, 2025 (the "Site Circulation Plan"), vehicles would enter the Property through a dedicated one-way entrance drive at the center of the Property from Waltham Road. Vehicles would then be directed by School staff to the student arrival area. After drop-off, vehicles would exit through a dedicated one-way exit drive at the eastern end of the Property on to Waltham Road. Afternoon dismissal would be conducted in the same manner with School staff posted at the entrance drive and at the exit drive to monitor traffic flow from and to the public way to minimize conflicts / backups on Waltham Road.

School staff will be stationed throughout the vehicle queue areas to ensure an efficient loading and unloading of vehicles as well as at the entrance drive and exit drive. A police detail will be utilized at certain times during the school year if deemed appropriate by the School. Pursuant to the Site Circulation Plan, there shall be no temporary overflow queuing, standing or parking of vehicles on any public ways in Wayland or Lincoln, or on the driveway that runs along the easterly boundary of the Property (behind 1 and 5 Appletree Lane).

For parents who need to remain on campus for any reason, visitor parking is provided as shown on the Site Circulation Plan.

Prior to the beginning and throughout the school year, the School will notify parents of this arrival/dismissal protocol, with express instructions that no parking and/or queuing is allowed on any public way. School staff periodically shall monitor adjacent public ways in this regard. Further, the School shall provide written notice to each student's parent/caregiver and busing service, as applicable, not less than twice a year of the School's policy requiring that no driver shall use Longmeadow Road for purposes of accessing the School's entrance for drop-off or upon exit after drop off. The School will maintain a written policy requiring that staff and delivery services do not use Longmeadow Road for purposes of accessing the School's entrance or upon exit from the School. The School will use reasonable efforts to cooperate with abutters and neighbors to remediate any violations of these policies.

Event Management Plan

For any special event hosted on the Property (or for which the Property will be used as parking for an event at another campus) that the School reasonably anticipates will generate over 400 guests, or use of substantially all of the parking spaces shown on the Site Circulation Plan for such special event or an event at another campus, the School shall:

1. ~~At least two (2) business days in advance thereof. N~~otify (i) each of the direct abutters, ~~and~~ their abutters, and ~~any~~ other parties, provided ~~such other parties~~ they have requested in writing such notice from the School using carrollneighbors@carrollschool.org; notices delivered to such direct abutters and their abutters, and such other parties shall be made to the email addresses provided to the School by any such person, as may be updated from time to time, ~~at least two (2) business~~

Draft January 23, 2026 [\[Neighbor Comments 1-27-26\]](#)

- ~~days in advance of such special event~~, and (ii) the Police Departments of the Town of Lincoln and the Town of Wayland in the manner prescribed by such Departments; and
2. Post School staff at the entrance drive to direct guests to available parking, where School staff will also be stationed to coordinate parking.

Parking

All regular operation and special event parking will be accommodated on the Property in parking areas depicted on the Site Circulation Plan. In the unexpected case where event parking cannot be accommodated on the Property, the School will arrange for shuttle service to and from the Property.

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