

4/2 (3)

Lili Early

From: Scott Mutch
Sent: Thursday, March 28, 2013 10:16 AM
To: Lili Early
Subject: FW: Decision #01/31/13 - 439, Site Plan Special Permit, 321 Main Street, Acton Crossroads, Inc., April 2, 2013
Attachments: Decision #01-31-13 - 439, Site Plan Special Permit, 321 Main Street, Acton Crossroads, Inc., April 2, 2013.pdf

If you have any questions, comments or concerns regarding this matter, please feel free to contact our office at (978) 929-6631, Monday through Friday (except for holidays) between the hours of 8:00 am and 5:00 pm. Sincerely,

Scott A. Mutch
Zoning Enforcement Officer & Assistant Town Planner
Town of Acton
Planning Department
472 Main Street
Acton, MA 01720
Tel: (978) 929-6631
Fax: (978) 929-6340
Email: planning@acton-ma.gov
Website: www.acton-ma.gov

From: Scott Mutch
Sent: Wednesday, March 27, 2013 5:18 PM
To: Christine Joyce
Subject: Decision #01/31/13 - 439, Site Plan Special Permit, 321 Main Street, Acton Crossroads, Inc., April 2, 2013

Christine,

Please find attached the Site Plan Special Permit Decision for Acton Medical (321 Main Street – Acton Crossroads, Inc.) for you to add to the Selectmen’s packet for them to sign on Monday evening.

If you have any questions, comments or concerns regarding this matter, please feel free to contact our office at (978) 929-6631, Monday through Friday (except for holidays) between the hours of 8:00 am and 5:00 pm. Sincerely,

Scott A. Mutch
Zoning Enforcement Officer & Assistant Town Planner
Town of Acton
Planning Department
472 Main Street
Acton, MA 01720
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Email: planning@acton-ma.gov
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Acton Crossroads, Inc.
Site Plan Special Permit #01/31/13 – 439 (Sonner)
321 Main Street
April 2, 2013



Board of Selectmen

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6611
Fax (978) 929-6340
bos@acton-ma.gov
www.acton-ma.gov

DECISION
#01/31/13 - 439

Acton Crossroads, Inc.
Site Plan Special Permit
321 Main Street
April 2, 2013

GRANTED with Conditions

Decision of the Acton Board of Selectmen (hereinafter the Board) on the application of Acton Crossroads, Inc., 321 Main Street, Acton, MA 01720 (hereinafter the Applicant), dated and received January 31, 2013. The application is requesting a Site Plan Special Permit pursuant to Section 10.4 of the Zoning Bylaw (hereinafter the Bylaw) and the Site Plan Special Permit Rules and Regulations (hereinafter the Rules) for property owned by the Applicant and located at 321 Main Street in Acton, Massachusetts. The property is shown on the 2007 Acton Town Atlas map F-3 as parcels 82 and 99-3 (hereinafter the Site).

The Board opened a duly noticed public hearing on March 11, 2013. During the hearing, the Board heard testimony from the Applicant and his engineer as well as municipal staff, and then proceeded to close the public hearing. Board members Pamela Harting-Barrat (Chair), Janet Adachi (Vice Chair), Mike Gowing (Clerk), David Clough and John Sonner were present throughout the hearing, during which evidence was heard and substantive discussion took place. Mr. Bruce D. Ringwall, P.E. of Goldsmith, Prest & Ringwall, Inc. represented the Applicant. The minutes of the hearing and submissions upon which this Decision is based upon may be found and referred to in the Town Clerk's office or the office of the Board at the Acton Town Hall.

1 EXHIBITS

Submitted for the Board's deliberation were the following exhibits:

- 1.1 An application package consisting of the following items and documentation as required by the Rules or additionally provided:
 - A properly executed application form for a Site Plan Special Permit, dated December 13, 2012 and received on January 31, 2013;
 - Application/cover letter (consisting of 4 pages) by Bruce D. Ringwall, Pres. of Goldsmith, Prest & Ringwall, Inc., dated January 31, 2013, with a brief description and explanation of the proposed application;
 - Locus Map from the Town of Acton's Geographical Information System identifying the subject property's location and surrounding parcels of land;
 - "Stormwater Management Report", prepared by Goldsmith, Prest & Ringwall, Inc., 39 Main Street, Suite 301, Ayer, MA 01432;
 - "Long Term Pollution Prevention & Stormwater System Operation and Maintenance Plan", prepared by Goldsmith, Prest & Ringwall, Inc., 39 Main Street, Suite 301, Ayer, MA 01432;
 - "Subdivision Plan of Land in Acton", prepared by Acton Survey & Engineering Inc., dated April 23, 1970;
 - "Subdivision Plan of Land in Acton", prepared by Acton Survey & Engineering Inc., dated June 8, 1971;
 - "Plan of Land", prepared by Acton Survey & Engineering Inc., dated October 6, 1970, revised April 1971, August 23, 1971 and last revised September 3, 1971 and endorsed by the Acton Planning Board September 20, 1971;
 - Letter dated December 14, 2012 from Joseph Berman, Clerk, Acton Crossroads, Inc., Chief Operating Officer, Acton Medical Associates, P.C., providing authorization for Goldsmith, Prest & Ringwall, Inc. to act as their agent and representative in administrative and civil engineering matters pertaining to the subject application;
 - Letter (single page, double sided) by Bruce D. Ringwall, Pres. of Goldsmith, Prest & Ringwall, Inc., dated March 11, 2013, documenting Applicant's operational need for additional parking spaces to be constructed on the property;
 - Certified Abutter's List;
 - Filing fee.
- 1.2 A set of engineering plans entitled "Parking Expansion, Acton Crossroads, Inc.", prepared by Goldsmith, Prest & Ringwall, Inc., consisting of 5 sheets as follows:
 - Title Sheet (C.1), dated January 2013;
 - Existing Conditions & Demolition Plan (C.2), dated January 2013, revised February 6, 2013;
 - Site Plan (C.3), dated January 2013, revised February 6, 2013;
 - Storm Water Pollution Prevention Plan (C.4), dated January 2013; and
 - Construction Details (C.5), dated January 2013.
- 1.3 Interdepartmental communication received from:
 - Natural Resources Director, dated February 15, 2013;
 - Acton Health Department, dated February 19, 2013;
 - Acton Engineering Department, dated February 27, 2013; and
 - Acton Zoning Enforcement Officer, dated February 27, 2013.

Exhibits 1.1 through 1.3 are hereinafter referred to as the Plan.

2 FINDINGS AND CONCLUSIONS

Based upon its review of the exhibits and the record of the proceedings the Board finds and concludes that:

- 2.1 The Site is located within the Kelley's Corner (KC) zoning district and Groundwater Protection District Zone 4.
- 2.2 In addition to the Zoning Bylaw, development of property located within the Kelley's Corner (KC) zoning district is governed by the "Kelley's Corner Specific Area Plan – June 1995".
- 2.3 The Site is currently utilized as a Doctor's Office/Health Care Facility. The Site is the home of the offices of Acton Medical Associates and includes Administration, Pediatric Care, Adult Care and Labs.
- 2.4 Approximately 100 employees are present at the facility during business hours. Patients and clientele are in addition to this number.
- 2.5 The Site is approximately 3.6 acres (156,816 square feet) in land area.
- 2.6 The Site is located at the interchange of Route 2 and Main Street (Route 27).
- 2.7 The Site is bounded by Main Street (Route 27) to the north and Route 2 to the east. A shopping plaza is located on the property immediately to the west and there are wetlands along the southern portion of the property.
- 2.8 Based upon the daily operational needs of the Use specified in Finding 2.2 and 2.3 above, and the traffic congestion which currently exists within the Site, the existing parking lot does not adequately provide a sufficient amount of parking spaces.
- 2.9 Based upon Zoning Bylaw Section 6.9.5.3, the subject use has a minimum requirement of 74 parking spaces.
- 2.10 There are currently 149 parking spaces existing on the property. The property has two separate parking areas. One is located in front of the building running parallel along the Main Street frontage with 44 spaces reserved for staff parking. There is a larger, general parking lot located down and behind the building which has 105 parking spaces.
- 2.11 The proposed plan would increase the total number of parking spaces to 178. The additional parking spaces would be located on the eastern side of the medical facility.
- 2.12 Ten (10) of the new additional parking spaces are designed and configured in such a manner, that they are considered and deemed to be "stacked parking spaces". These ten (10) parking spaces are in addition to the minimum requirement of parking spaces necessary.
- 2.13 The existing shed and trash enclosure (currently located on the eastern side of the property) are proposed to be relocated to the far western side of the lower parking lot area.
- 2.14 There is no sidewalk currently existing along the Main Street (Route 27) property frontage.
- 2.15 There are no significant proposed modifications or alterations proposed to the existing structure.
- 2.16 There are two (2) prior Site Plan Special Permits (SPSP) for the subject property and structure. SPSP #11/29/71-0029 permitted an addition to be constructed to the existing building, and SPSP #09/20/85-0265 permitted the construction of a 3-story addition to the existing building.
- 2.17 The Board has received comments from various Town departments, which are listed in Exhibit 1.3 above. These comments were considered by the Board in its deliberations, were made available to the Applicant, and are incorporated into this decision as deemed appropriate by the Board.

- 2.18 The Site Plan Special Permit as amended and conditioned in this Decision will be reasonably consistent with the Master Plan, will not be detrimental or injurious to the neighborhood in which the use is to take place, provides for convenient and safe vehicular and pedestrian movement within and through the site, provides an adequate number of parking spaces, provides adequate methods of refuse and waste removal from the site, and is in harmony with the purpose and intent of the Bylaw.

3 BOARD ACTION

Therefore, the Board voted unanimously on March 11, 2013 to GRANT the requested Site Plan Special Permit #01/31/13 – 439 subject to and with the benefit of the following Plan modifications, conditions, and limitations.

3.1 PLAN MODIFICATIONS

The Building Commissioner shall not issue a building permit for this project or any portion thereof, nor shall any construction activity approved hereunder begin on the Site, until and unless the Zoning Enforcement Officer (ZEO) confirms that the Plan is revised to include the following additional, corrected, or modified information. Except where otherwise provided, all such information shall be subject to the approval of the Zoning Enforcement Officer. Where approvals are required from persons, boards, commissions, or agencies other than the Zoning Enforcement Officer, the Applicant shall be responsible for providing evidence of such approvals to the Zoning Enforcement Officer.

- 3.1.1 The existing shed and trash enclosure which are being relocated to the far western side of the lower parking lot area shall be screened from view by a fence which has an overall height greater than the maximum height of the garbage and recycling bins. The individual garbage and recycling bins shall have lids/covers on them which remain closed and covered at all times.
- 3.1.2 The Applicant shall modify the Plan as needed, to comply in all respects with the Bylaw.

3.2 CONDITIONS

The following conditions shall be binding on the Applicant and its successors and assigns. Failure to adhere to these conditions shall render the Site Plan Special Permit that is granted with this Decision null and void, without force and effect, and shall constitute grounds for revocation of this Site Plan Special Permit, and of any building or occupancy permit issued hereunder. The Town of Acton may elect to enforce compliance with this Site Plan Special Permit using any and all powers available to it under the law.

- 3.2.1 The Applicant shall ensure that the new lighting fixture being installed on the eastern façade of the building is in compliance with the specifications, regulations, and requirements as set forth in the Zoning Bylaw under Section 10.6 – Outdoor Lighting Regulations for Site Plan Special Permit.
- 3.2.2 In lieu of constructing a sidewalk along the Main Street (Route 27) property frontage of the Site, the Applicant shall submit a monetary contribution to the Town of Acton’s Sidewalk fund in the amount of \$4,750.00 prior to beginning any construction activity on the Site in conjunction with this Site Plan Special Permit.
- 3.2.3 Prior to commencing any work on the Site, which is being conducted in accordance with the terms of this Site Plan Special Permit, the Applicant shall address, to the satisfaction of the Town Engineer, all comments and concerns identified by the Acton Engineering Department in a memo dated February 27, 2013.
- 3.2.4 Prior to commencing any work on the Site, which is being conducted in accordance with the terms of this Site Plan Special Permit, the Applicant shall address, to the satisfaction of the

- 3.2.5 Health Director, all comments and concerns identified by the Acton Health Department in an email memo dated February 19, 2013.
- 3.2.6 The Applicant shall be diligent in complying with the erosion and sediment control plan and notes. The Applicant shall not cause or permit the runoff of water or erosion that results in the flooding or siltation of any street, way or drainage facility owned or maintained by the Town. If such runoff or erosion occurs, the Building Commissioner or the Zoning Enforcement Officer may order the immediate cessation of any excavation, construction and building activities until the conditions that caused the runoff or erosion have been corrected.
- 3.2.7 No work on the Site authorized hereunder shall begin prior to the issuance of a building permit for the Site.
- 3.2.8 All work on the Site shall be conducted in accordance with the terms of this Site Plan Special Permit and shall conform with and be limited to the improvements shown on the Plan as conditioned, modified, and approved herein.
- 3.2.9 All water service lines shall be installed in accordance with the procedures and specifications of the Acton Water Supply District including but not limited to the Applicant's submission of a water impact report and as-built plans.
- 3.2.10 If applicable, the Applicant shall pay in full all taxes, and penalties and back charges resulting from the non-payment of taxes prior to the issuance of any Building Permit or Certificate of Occupancy.
- 3.2.11 All work on the Site shall be performed in compliance with the applicable law and regulations protecting wetlands and wildlife habitat in the Town of Acton.
- 3.2.12 All construction activity on the property relating to this Site Plan Special permit shall be limited to the following hours: Monday – Friday: 7:00am – 6:00pm; Saturday 8:00am – 5:00pm; Sundays & Holidays as recognized by the Commonwealth of Massachusetts: No work permitted.
- 3.2.13 The Applicant shall make every attempt to minimize adverse or nuisance construction conditions (such as, but not limited to dust, noise and vibrations, etc.) from existing in and around the Site and affecting neighboring and abutting properties during the construction operations. The Applicant shall at all times use all reasonable means to minimize inconvenience to individuals within the general area.
- 3.2.14 Any changes in the work that this Site Plan Special Permit authorizes and that the Plan approved hereunder depicts shall require the approval of the Board.
- 3.2.15 All activities on the Site shall comply with the Town of Acton Hazardous Material Control Bylaw.
- 3.2.16 This Project shall be established and conducted at all times in accordance with the terms of this Site Plan Special Permit and shall conform with and be limited to the improvements indicated on the Plan as modified herein.
- 3.2.17 The Applicant shall be diligent to ensure that absolutely no construction debris or material from the Site enter any of the abutting properties or the Main Street (Route 27) and Route 2 public rights-of-ways. The Applicant shall be responsible for sweeping, removal of snow, and sanding of the internal roadways permitting access to clientele and emergency vehicles during construction and thereafter.
- 3.2.18 The Applicant shall ensure safe and convenient vehicular access into and around the Site during the entire duration of the Project. Any traffic problems that occur as a result of onsite operations and construction shall be mitigated immediately, at the expense of the Applicant. Additional

- 3.2.19 traffic mitigation measures may be required as necessary, or as directed by the Zoning Enforcement Officer or Building Commissioner.
- 3.2.20 All construction vehicles shall be parked on the Site and off of Main Street (Route 27) and abutting and adjoining properties.
- 3.2.21 Prior to any work commencing on the Site, the Applicant shall demonstrate compliance with any and all other comments/concerns provided by other municipal disciplines.
- 3.2.22 The Applicant shall ensure that this Decision is promptly recorded at the Middlesex South District Registry of Deeds or the Land Court. Proof of recording shall be forwarded to the Zoning Enforcement Officer prior to the issuance of any building permit for work on the Site.
- 3.2.23 Upon the completion of all work on the Site being conducted in accordance with the terms of this Site Plan Special Permit, the Applicant shall demonstrate compliance with all conditions and comments imposed by the Board through this Site Plan Special Permit.
- 3.2.24 Upon the completion of all work on the Site being conducted in accordance with the terms of this Site Plan Special Permit, the Applicant shall submit to the Zoning Enforcement Officer, a final certified as-built site plan stamped by a land surveyor and/or engineer as required for the information shown, showing the buildings, pavement, pavement markings, walkways, drainage facilities, utilities, outdoor lighting installations and appropriate grades and elevations, all in their true relationship to lot lines. The final certified as-built site plan shall be accompanied by a Professional Engineer's certification stating that the site work has been completed in accordance with the approved Site Plan Special Permit and that all features required on the Site by the approved Plans, and the Site Plan Special Permit Decision have been field inspected by the Professional Engineer and conform with the approved design. Any non-conforming features shall be clearly noted.

4 LIMITATIONS

The authority granted to the Applicant under this Site Plan Special Permit is limited as follows:

- 4.1 The foregoing required modifications and conditions have been stated for the purpose of emphasizing their importance, but are not intended to be all inclusive or to negate the remainder of the Bylaw and the Rules.
- 4.2 This Site Plan Special Permit applies only to the Site identified in this Decision and to the proposed uses and activities shown and noted in the Plan.
- 4.3 Other approvals or permits required by the Bylaw, other governmental boards, agencies or bodies having jurisdiction shall not be assumed or implied by this Decision.
- 4.4 This Site Plan Special Permit shall lapse if substantial use thereof has not commenced within two years of the filing date of this Decision with the Town Clerk, except for good cause, or if construction under this Site Plan Special Permit is not continued through to completion as continuously and expeditiously as is reasonable. For construction to continue towards completion as continuously and expeditiously as is reasonable, construction activity shall not rest for more than 2 years. A request to extend said time limits must be made in writing to the Board at least 30 days prior to said expiration dates, and the Board herewith reserves its rights and powers to grant or deny such extension, to issue any appropriate changes to this Site Plan Special Permit and to require any appropriate modifications of the Plan.
- 4.5 The Board hereby reserves its right and power to modify or amend the Plan and the terms and conditions of this Site Plan Special Permit with or without a public hearing upon the request of the Applicant, its designees or assigns, or upon its own motion.

5 APPEALS

Any person(s) aggrieved by the issuance of this Site Plan Special Permit has the right to appeal pursuant to M.G.L., Ch. 40A, §. 17 and shall file such appeal within 20 days after the filing date of this Decision with the Town Clerk.

The Town of Acton Board of Selectmen

Pamela Harting-Barrat, Chair

Date Filed with Town Clerk

Eva K. Szkaradek, Town Clerk

This is to certify that the 20-day appeal period on this Decision has passed and there have been no appeals made to this office.

Eva K. Szkaradek, Town Clerk

Date

Copies furnished:

Applicant -
certified mail #
Town Clerk
Fire Chief
Owner

Building Commissioner
Town Engineer
Conservation Administrator
Police Chief
Assistant Assessor

Health Director
Municipal Properties Director
Town Manager
Acton Water District
Planning Department



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6611
Fax (978) 929-6350

Pamela Harting-Barrat
Chairperson, Board of Selectmen

February 4, 2013

Acton Beacon Legal Ad Division

Below please find a copy of a legal advertisement to appear in the Acton Beacon on February 21 and March 7, 2013

Please send the bill to:

Acton Crossroads, Inc.
321 Main Street
Acton, MA 01720
978-653-8800

Please send proof copy and tear sheet to:

Town Manager's Office
472 Main Street
Acton, MA 01720

Very truly yours,

Christine Joyce
Town Manager's Office

Selectman Sonner

LEGAL NOTICE
TOWN OF ACTON
NOTICE OF HEARING

The Acton Board of Selectmen will hold a public hearing on March 11, 2013 at 7:30 PM in the Francis Faulkner Hearing Room in Town Hall, 472 Main Street, Acton on the application of Acton Crossroads, Inc. for a Site Plan Special Permit Application #1/31/13-439, under Section 10.4. of the Zoning Bylaw at 321, Main Street Acton, MA 01720. The application and accompanying plans can be inspected at Town Hall during normal business hours.

Acton Board of Selectmen

Christine Joyce

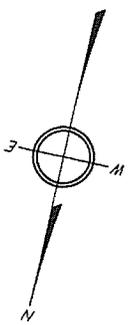
From: Scott Mutch
Sent: Wednesday, March 06, 2013 4:34 PM
To: Christine Joyce
Cc: Steve Ledoux; John Sonner; 'Bruce D. Ringwall'
Subject: Site Plan Special Permit - 321 Main Street
Attachments: img-306162525-0001.pdf.pdf; img-306162559-0001.pdf.pdf

Christine,

Please find attached a copy of a revised Site Plan and the Staff comments for the Site Plan Special Permit proposed at 321 Main Street.

If you have any questions, comments or concerns regarding this matter, please feel free to contact our office at (978) 929-6631, Monday through Friday (except for holidays) between the hours of 8:00 am and 5:00 pm. Sincerely,

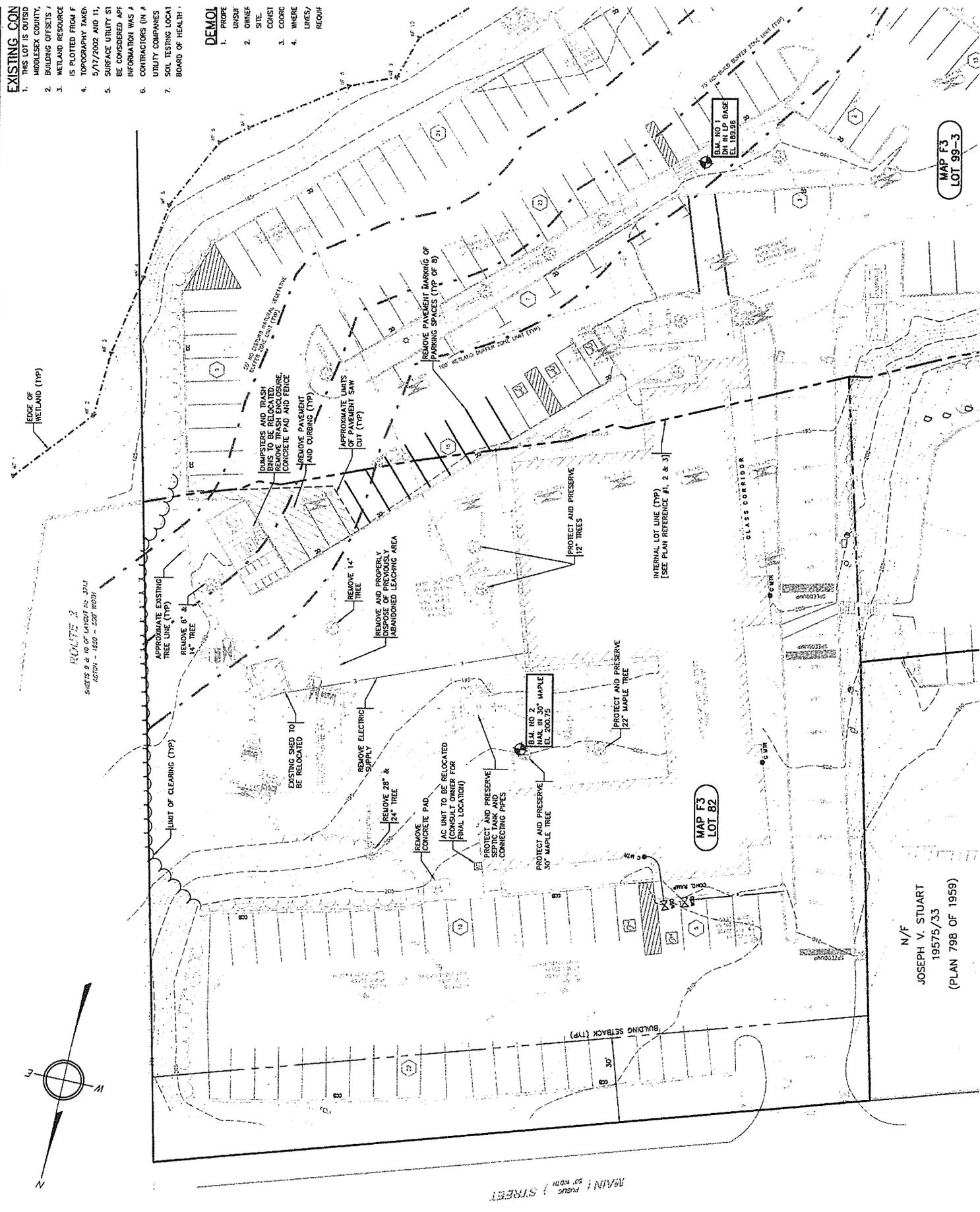
Scott A. Mutch
Zoning Enforcement Officer & Assistant Town Planner
Town of Acton
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Acton, MA 01720
Tel: (978) 929-6631
Fax: (978) 929-6340
Email: planning@acton-ma.gov
Website: www.acton-ma.gov



EXISTING CON
 THIS LOT IS OUTSIDE
 MIDDLESEX COUNTY,
 BUILDING OFFSETS /
 WETLAND RESOURCE
 IS PLOTTED FROM F
 TOPOGRAPHY TAKER
 5/17/2002 AND 11,
 SURFACE UTILITY ST
 BE CONSIDERED APP
 INFORMATION WAS A
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 UTILITY COMPANIES
 SOIL TESTING LOCAL
 BOARD OF HEALTH

DEMOL
 1. PROPE
 UNSUB
 2. OWNER
 SITE
 3. CONST
 COORC
 4. WHERE
 LINES/
 REQUIR

PLATE 2
 SHEETS 8 & 19 OF LAYOUT NO. 374
 ACTION - 1959 - 250' NORTH



**MAP F3
 LOT 82**

N/F
 JOSEPH V. STUART
 19575/33
 (PLAN 798 OF 1959)

**MAP F3
 LOT 99-3**

MAIN STREET
 50' R.O.W.



TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6631
Fax (978) 929-6340
planning@acton-ma.gov
www.acton-ma.gov

Zoning Enforcement Officer

INTERDEPARTMENTAL COMMUNICATION

To: Steven Ledoux, Town Manager
Board of Selectmen
Date: February 27, 2013

From: Scott A. Mutch, Zoning Enforcement Officer & Assistant Town Planner

Subject: Site Plan Special Permit Application #1/31/13-439 (Sonner)
321 Main Street

Location: 321 Main Street, Acton, MA 01720
Applicant: Acton Crossroads, Inc., 321 Main Street, Acton, MA 01720
Owner: Acton Crossroads, Inc., 321 Main Street, Acton, MA 01720
Engineer: Goldsmith, Prest & Ringwall, Inc. (GPR)
39 Main Street, Suite 301, Ayer, MA 01432
Previous Site Plans: #11/29/71-0029: Construct Addition to Existing Building
#09/20/85-0265: Construct 3-Story Addition to Existing Building
Zoning: Kelley's Corner (KC)
Groundwater Protection District Zone 4
Proposed Use: Doctor's Office/Health Care Facility
Permitted FAR: 28,807 square feet (Section 5.6.3 - 0.20)
Existing FAR: 26,047 square feet (0.181)
Map/Parcel: F-3/82&99-3
Hearing Date: March 11, 2013
Decision Due: June 9, 2013

Attached are the legal ad, application, plan sheets and departmental comments. As of this date, comments have been received from the Town of Acton's Engineering Department, Health Department and the Conservation Commission.

The Planning Department has multiple comments regarding the proposed Site Plan Special Permit Application. Those comments are as follows:

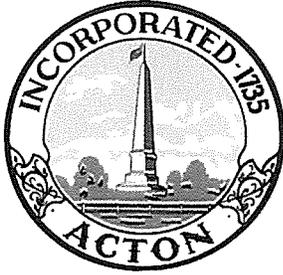
- There are currently 149 total parking spaces existing on the subject property. This Site Plan Special Permit is seeking to add another 33 surplus parking spaces. 23 of the new proposed spaces would be considered compliant parking spaces. The other remaining 10 proposed parking spaces are "double stacked" spaces. Due to the fact that these 10 spaces are in excess of the minimum number of parking spaces required, the "staking" of such spaces would be acceptable.

The addition of the new proposed 33 parking spaces would result in approximately 176 parking spaces being provided on the subject property. Section 6.9.5.3 of the Zoning Bylaw states that for property located within the Kelley's Corner Zoning District, the minimum number of required parking spaces shall be 70% of the requirements set forth in Section 6.3.1. Based upon this requirement, the minimum number of parking spaces required for this facility is 74. The 149 parking spaces currently in existence, is already over double the minimum number of spaces required.

The applicant indicates that there are approximately 100 people currently employed at this facility on any given day. This number seems to perhaps be high. Previous Site Plan Special Permits were based on a belief that only approximately 40 people would be employed at this facility.

There should be significantly more solid documentation provided by the applicant to adequately justify the need for even more additional surplus parking.

- A generator and shed currently exist at the bottom of the driveway on the western side of the property which provides access to the lower parking area. These should be adequately and appropriately screened from the view of the general public using the site.
- The relocated trash enclosure shall be totally and completely screened from the view of anyone on the 321 Main Street property as well as anyone on any of the other adjoining and/or abutting properties. The Applicant shall provide a completely enclosed structure (with a roof) to house all of the garbage and recycling dumpsters and bins. This totally and completely enclosed structure is classified as a "building service area" with regards to the Zoning Bylaw and the calculation of Floor Area Ratio (FAR). Building service areas are excluded from the FAR calculations, and therefore, this added structure/building would not adversely affect the property's overall Floor Area Ratio.
- The Applicant shall ensure that any proposed and/or modified lighting associated with this Site Plan Special Permit is in compliance with Zoning Bylaw Section 10.6 – Outdoor Lighting Regulations for Site Plan Special Permit.
- There are no significant proposed modifications or alterations to the existing structure itself which would affect the overall FAR of the property.
- The Town of Acton has a long-term vision for improvements and redevelopment within the Kelley's Corner area, part of which includes the creation of a much more "walkable" area. The applicant should construct a sidewalk along the entire Main Street (Route 27) frontage of its property. That sidewalk shall be in compliance with the Kelley's Corner design standards already in existence (example 6'-0" wide, granite curb, etc.).
- The Engineering Department has a number of comments and concerns which appear to be somewhat significant in nature and should be addressed.



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9628
Fax (978) 264-9630

Engineering Department

INTERDEPARTMENTAL COMMUNICATION

To: Planning Department

Date: February 27, 2013

From: Engineering Department

Subject: 321 Main Street – Acton Crossroads Medical – SPSP # 439

The Engineering Department has reviewed the Site Plan Special Permit plans dated January 2013 and have the following comments:

1. The applicant proposes a steep 1:1 slope between the upper parking lot and the proposed parking area. Generally a maximum of 2:1 slope is recommended for cut slopes. The applicant proposes to use grass seeding and a turf reinforcement mat to stabilize the slope which is the recommended practice in absence of a geotechnical report and is more economical than a retaining wall. We recommend that the applicant provide a detail for the installation of the mat and add inspection of the slope as part of the operation and maintenance plan of the stormwater system.
2. The section along the frontage of this property on Main Street is without a sidewalk. The adjacent property (Not Your Average Joe's, etc) is planning on adding a sidewalk along Main Street, among other improvements, and the Planning Department is planning renovations in the Kelly's Corner area.
3. The applicant proposes to direct all stormwater from the new pavement towards the rain garden however a significant portion of the runoff from the new pavement is directed towards the existing drainage system due to the manner in which the parking area is graded. We've attached a sketch of the area in question.
4. The volume of runoff from the 10-year storm is greater in the post-development condition than the pre-development condition.
5. As per the Massachusetts Stormwater Regulations, since one practice (a rain garden) is being proposed to provide both water quality treatment and recharge, the larger of the two volumes controls the design. According to the report, Standard 3 (the recharge volume) is based on a 0.35 inches of recharge per storm event and Standard 4 (the water quality) is based on 0.5 inches of recharge. The applicant should use 0.5 inches for the calculations in Standard 3.

Tom

Cheryl Frazier

From: Cheryl Frazier
Sent: Tuesday, February 05, 2013 11:07 AM
To: Planning Department; Health Department; Building Department; Engineering Department; Tom Tidman; Patrick Futterer; Municipal Properties Department; Chris Allen; Sidewalk Committee; Assessor Department; Transportation Advisory Committee
Subject: <https://doc.acton-ma.gov/dsweb/View/Collection-5192>

| | | |
|------------------|-----------------------------------|-------------------------|
| Tracking: | Recipient | Read |
| | Planning Department | |
| | Health Department | |
| | Building Department | |
| | Engineering Department | |
| | Tom Tidman | |
| | Patrick Futterer | |
| | Municipal Properties Department | |
| | Chris Allen | |
| | Sidewalk Committee | |
| | Assessor Department | |
| | Transportation Advisory Committee | |
| | Kristen Caouette | Read: 2/5/2013 11:13 AM |
| | Kim Gorman | Read: 2/5/2013 11:15 AM |
| | Paul Campbell | Read: 2/5/2013 11:19 AM |
| | Doug Halley | Read: 2/5/2013 11:20 AM |

Good morning,

I am in receipt of a **Site Plan Special Permit Application (#01/31/13-439)** Acton Crossroads, Inc. (Acton Medical Associates Building) 321 Main Street. The hearing is scheduled for Tuesday, March 11, 2013 at 7:30 PM.

Attached in the subject line above is the docushare link for your viewing of the application and plans.

Could you please forward all you comments to Scott Mutch in the Planning Department and cc; me in the Building Department no later than Thursday, February 28, 2013.

If you have any questions or comments, please feel free to contact us.

Regards,
Cheryl

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Cheryl - a portion of the proposed parking lot extension and the bio-retention area are within 100' of wetlands. A Notice of Intent has been filed and will be heard by the Conservation Commission on February 20th.

Tom.