

Revisions Submitted February 12, 2016

STAMSKI AND MCNARY, INC.

1000 Main Street
Acton, Massachusetts 01720
(978) 263-8585
FAX (978) 263-9883

JOSEPH MARCH, P.E., P.L.S.
GEORGE DIMAKARAKOS, P.E.

February 9, 2016

Acton Board of Selectmen
Attn: Scott Mutch
472 Main Street
Acton, MA 01720

RE: 267 Great Road
Site Plan Special Permit # 11/06/15-458

Dear Mr. Mutch,

On behalf of our client, Acton Management, Inc., we have revised the Site Plan for the referenced project in accordance with the Site Plan Special Permit dated October 30, 2015, as follows:

Planning Department Comments dated December 14, 2015

1. No response needed.
2. The cape cod berm has been updated to be 12". Our office met with the Fire Department on January 8, 2016, and the department had no issues with the revised plans.
3. No response needed.
4. The private driveway has been adjusted to allow for the 10' perimeter landscaping area to be adjacent to the parking area.
5. No response needed.
6. No response needed.
7. Unit 1 has been redesigned to stay out of the 75' buffer zone.

Engineering Department Comments dated December 9, 2015

1. The applicant proposes to keep the office building as 267 Great Road. The proposed residential units will be numbered 1, 3, 5, and 7. The proposed name for the private way is "Stella Court" and a proposed street sign has been shown on the plan set. The plan set shows an access and utility easement along Gabriel Lane up to the entrance of the proposed driveway.
2. No response needed.
3. The Contech detail has been updated to show DMH-5 requiring a CDS unit and the label in plan view has been updated as well.
4. Our office met with the Fire Department on January 8, 2016, and the department had no issues with the revised plans.
5. No response needed.

Health Department Comments dated December 3, 2015

No response needed.

Water Supply District Comments dated December 11, 2015

1. No response needed.
2. A label has been added stating the size of the proposed water main.
3. The proposed water main has been relocated behind the proposed dwellings in order to keep 10' off the foundations.
4. No response needed.
5. No response needed.
6. The applicant will provide the "Water Impact Report".
7. No response needed.
8. Irrigation will be addressed in the "Water Impact Report".
9. The plants that have been selected for installation within 50' of the isolated wetland are hearty, native/naturalized, species that are very resilient to harsh conditions and are often used in parking lots.

Gate valves have been shown at the branch to the hydrant and after the hydrant near Gabriel Lane.

Fire Department dated November 12, 2015

The radii of the driveway have been shown on the plan set. The proposed driveway and curbs are equal to a total width of twenty feet. Turning software has been utilized to evaluate the driveway and a detail has been provided. Our office met with the Fire Department on January 8, 2016, and the department had no issues with the revised plans.

Design Review Board dated November 20, 2015

1. The site is constrained on one side by the town's Zone 2 and on the other side by the wetland setback. The actual density of the 4 dwellings over the entire rear of the site is not much different than what would be seen in an R2 zoning district. The constraints noted force the grouping of the structures. The applicant is proposing four single family dwellings, but one unit has been reduced in size to stay out of the 75' buffer zone.
2. The buildings are still proposed as single family dwellings. Connection of the dwellings would not be comparable in terms of value. The grouping of the units together would create an unbroken wall of structure, which is not desirable to the applicant nor potential buyers.
3. The applicant has considered a number of design alternatives for the rear portion of this site from some time. One consideration was dozens of apartments in an apartment building under a comprehensive permit. The proposal of 4 dwellings is modest and has received an abundance of interest. Therefore, it is evident that the layout is appealing to many. The driveway has been relocated to maintain a 10' perimeter landscaping area around the parking for the office building.

4. The driveways to provide a twenty-foot-long parking space. Dimensions have been added to the driveways of units 3 and 4.
5. Unit 1 has been redesigned to stay out of the 75' buffer zone. The driveway was approved by the Conservation Commission.
6. The plants that have been selected for installation within 50' of the isolated wetland are hearty, native/naturalized, species that are very resilient to harsh conditions and are often used in parking lots and require minimal maintenance. The Conservation Commission has approved the plan.

Building comments

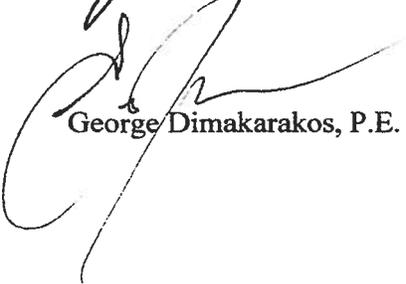
1. Complete architectural drawings have been provided.

Please do not hesitate to contact our office if you have any further questions.

Respectfully,
Stamski and McNary, Inc.



James Melvin, E.I.T.

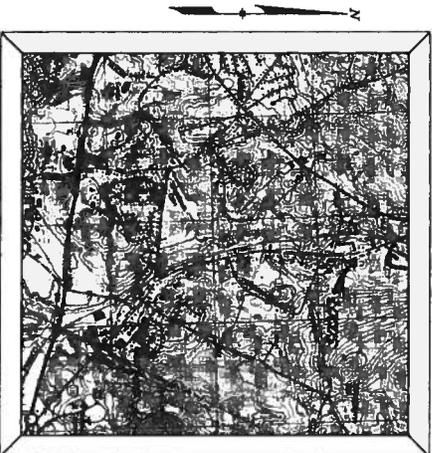


George Dimakarakos, P.E.

SITE PLAN FOR ACTON MANAGEMENT, INC. 267 GREAT ROAD ACTON, MASSACHUSETTS

DATE: JUNE 27, 2014
 REVISED: OCTOBER 10, 2014 REVISED: NOVEMBER 3, 2014
 REVISED: OCTOBER 16, 2015
 REVISED: FEBRUARY 3, 2016

INDEX	TITLE SHEET
SHEET 1	EXISTING CONDITIONS PLAN
SHEET 2	GRADING & DRAINAGE PLAN
SHEET 3	LAYOUT PLAN
SHEET 4	CONSTRUCTION DETAILS
SHEET 5-6	



LOCUS PLAN

RECORD OWNER:
 SPS-ACTON, LLC

APPLICANT:
 ACTON MANAGEMENT, INC.
 P.O. BOX 2250, 69 GREAT ROAD
 ACTON, MA

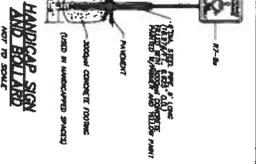
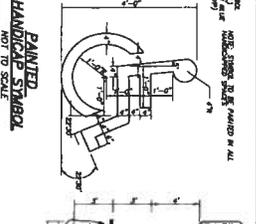
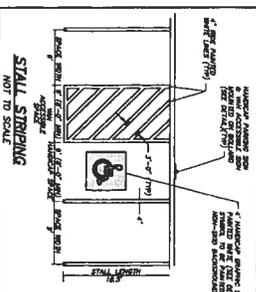
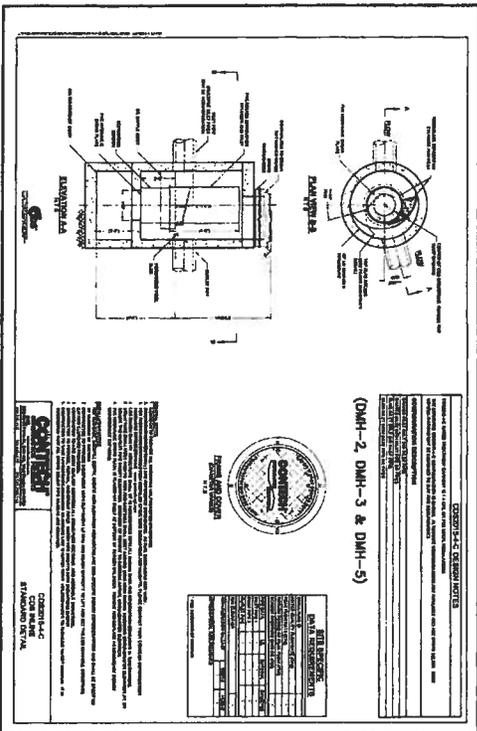
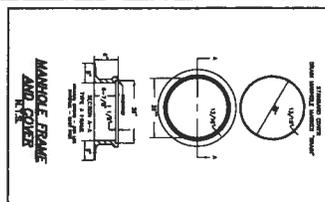
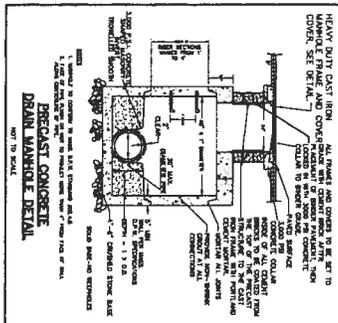
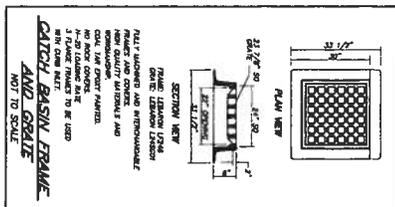
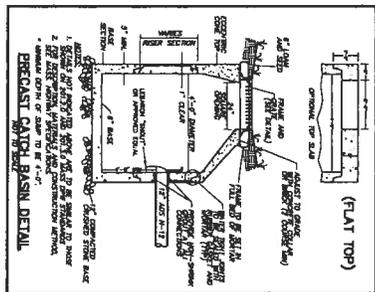
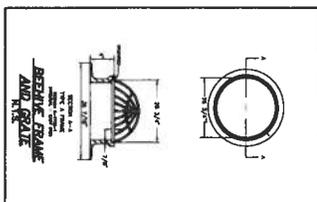
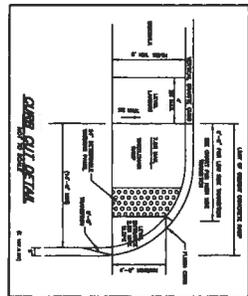
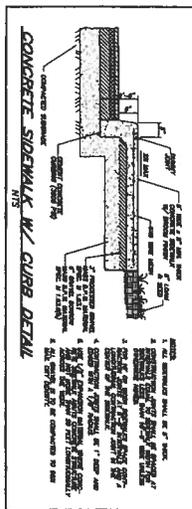
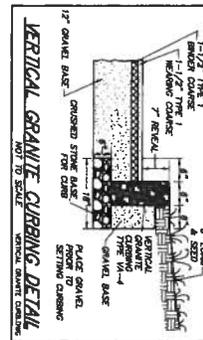
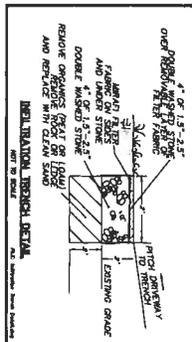
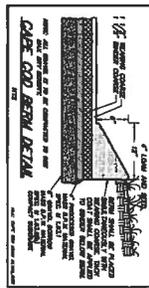
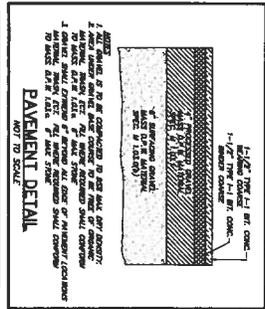
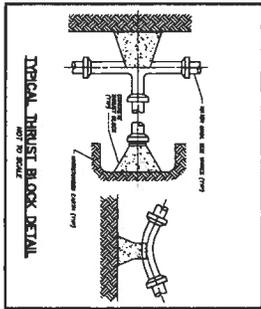
ZONING DISTRICT:
 LIMITED BUSINESS
 GROUNDWATER PROTECTION DISTRICTS
 ZONES 2 AND 3

REFERENCES:
 MIDDLESEX REGISTRY OF DEEDS
 SOUTH DISTRICT
 TOWN MAP E3 PARCEL 13
 DEED BOOK 59933 PAGE 547
 DEED BOOK 60628 PAGE 414
 PLAN No. 578 OF 2012
 PLAN No. 578 OF 2012



ENGINEER/SURVEYOR
 STANSKI AND MCQUAY, INC.
 1000 MAIN STREET
 ACTON, MASSACHUSETTS 01720
 (978) 263-8885

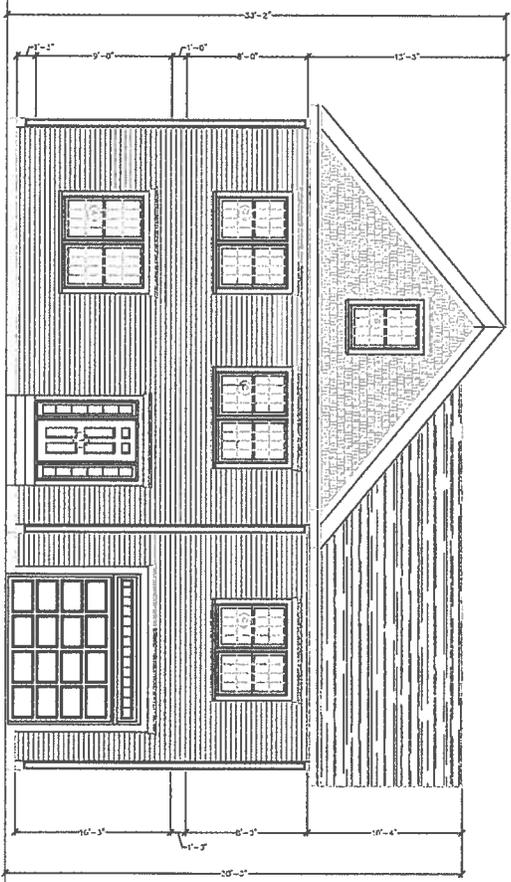




SITE PLAN
ACTON, MASSACHUSETTS
 (MIDDLESEX COUNTY)
CONSTRUCTION DETAILS
ACTON MANAGEMENT, INC.
 SCALE: 1"=20'
 FOR: JUNE 27, 2014
 REVISION: OCT 10, 2014
 REVISION: OCT 30, 2015
 REVISION: FEBRUARY 3, 2016
STAMSA AND MONARY, INC.
 100 HUNTER STREET - LAWRENCE - MASSACHUSETTS
 01840
 (978)-687-5151
 GREAT ROAD - SH-480A - SHELL 5 & 6



BEFORE BEING USED TO OBTAIN PERMITS FOR THE CONSTRUCTION OF THE PROPOSED WORK, THE ARCHITECT SHALL OBTAIN ALL NECESSARY PERMITS FROM THE LOCAL, STATE AND FEDERAL AGENCIES AND SHALL BE RESPONSIBLE FOR THE OBTAINING AND MAINTENANCE OF ALL SUCH PERMITS. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE OBTAINING AND MAINTENANCE OF ALL SUCH PERMITS. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE OBTAINING AND MAINTENANCE OF ALL SUCH PERMITS.



FRONT ELEVATION

© COPYRIGHT CANCON LINEAS CONSTRUCTIVAS 2005

DATE	12/20/05
BY	23
SCALE	1/4" = 1'-0"
PROJECT NO.	10000000000000000000
ARCHITECT	CONCAN LINEAS CONSTRUCTIVAS

ACTON MANAGEMENT
287 GREAT ROAD, ACTON, MA

FRONT ELEVATION

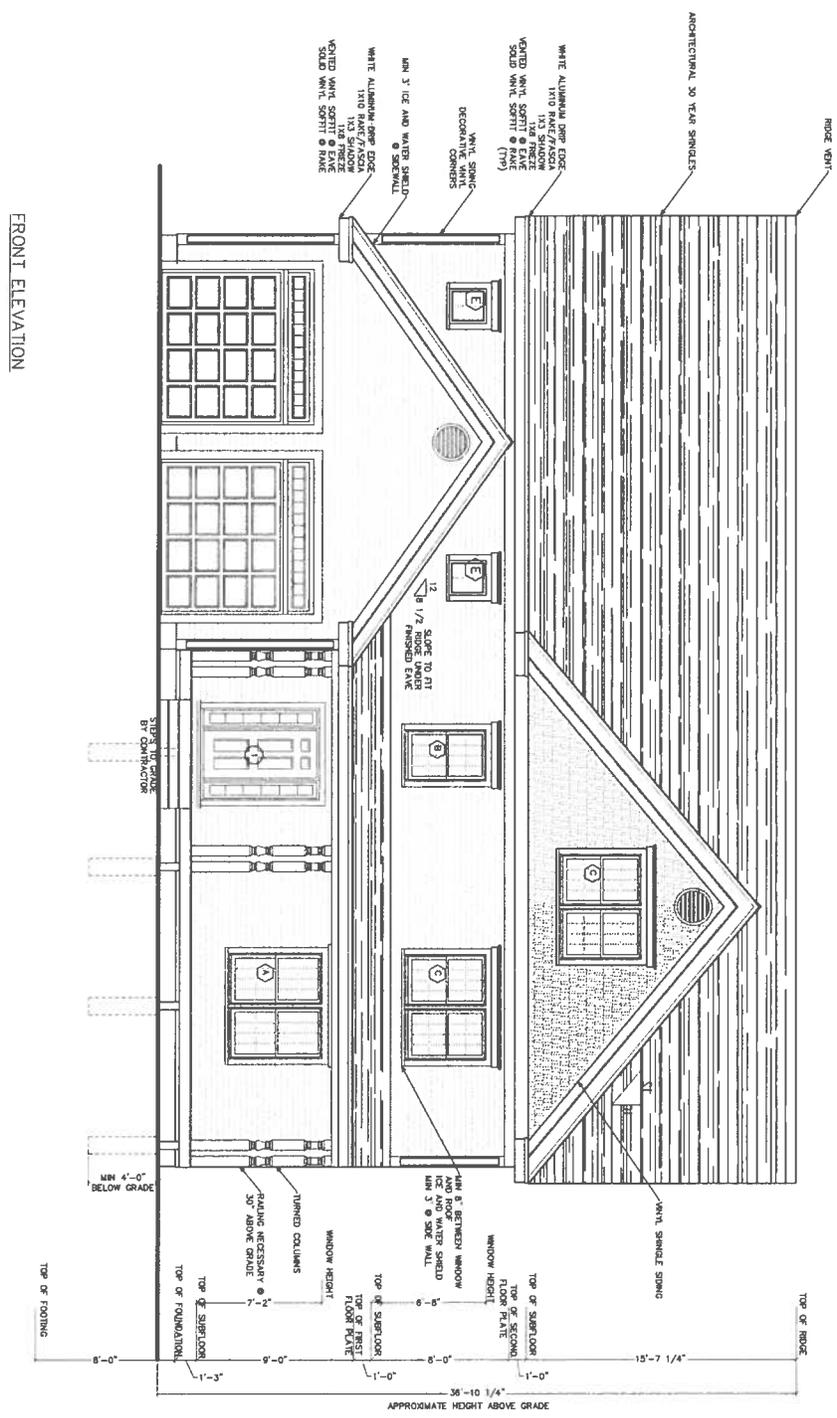
SCHROEDER CORPORATION
WILTON, MA

ARCHITECTURE DEPARTMENT
P.O. BOX 2000 • WILTON, MA 01897 • TEL: 978-650-8782 • FAX: 978-650-8785

NO.	REVISION

A-1

DRAWING NOTES:
 1. DRAWINGS INDICATE THE DESIGN INTENT OF THE FINAL APPEARANCE OF THE BUILDING ONLY. THE ARCHITECTURAL DEPARTMENT OF CONCORD LUMBER CORPORATION SHALL NOT BE RESPONSIBLE FOR THE BUILDING CODE COMPLIANCE AND ALL APPLICABLE REGULATIONS. THE ARCHITECTURAL DEPARTMENT OF CONCORD LUMBER CORPORATION SHALL NOT BE RESPONSIBLE FOR THE DESIGN OF THE BUILDING OR THE CONSTRUCTION OF THE BUILDING. THE ARCHITECTURAL DEPARTMENT OF CONCORD LUMBER CORPORATION SHALL NOT BE RESPONSIBLE FOR THE DESIGN OF THE BUILDING OR THE CONSTRUCTION OF THE BUILDING. THE ARCHITECTURAL DEPARTMENT OF CONCORD LUMBER CORPORATION SHALL NOT BE RESPONSIBLE FOR THE DESIGN OF THE BUILDING OR THE CONSTRUCTION OF THE BUILDING.



FRONT ELEVATION

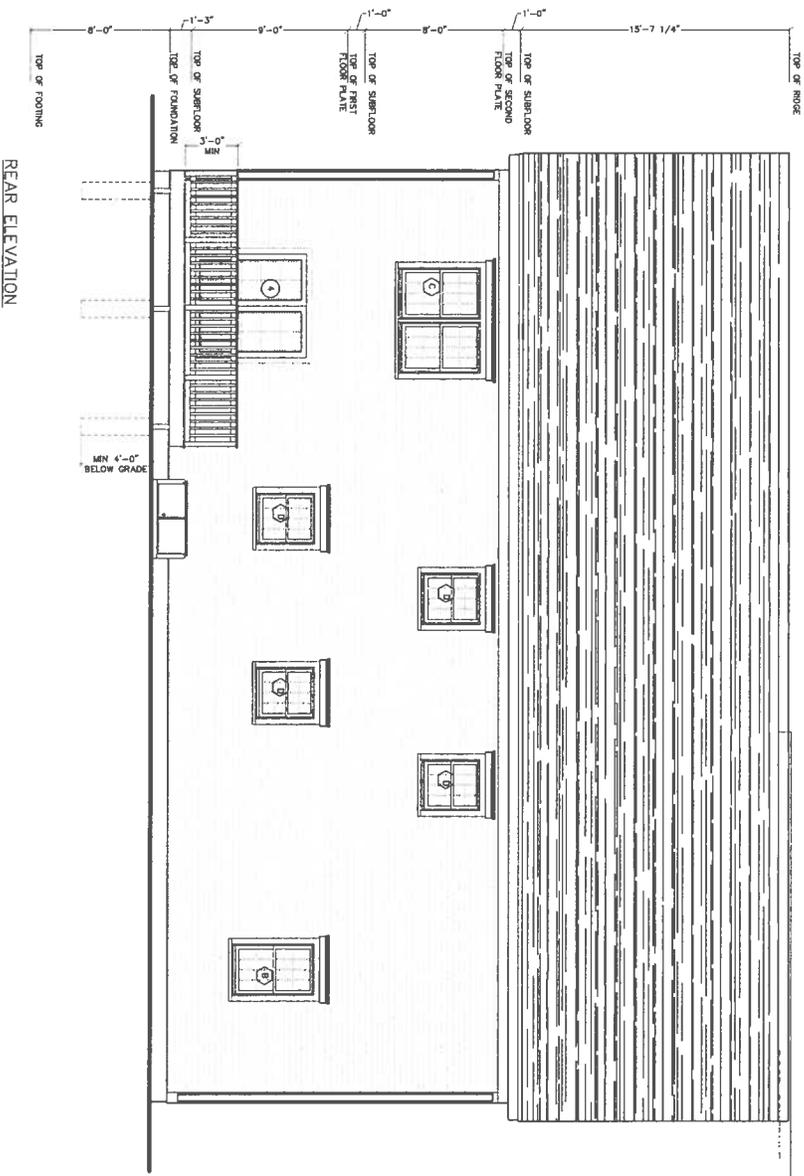
© COPYRIGHT CONCORD LUMBER CORPORATION 2015

<p>A-1</p>	<p>DATE: 8-21-13</p>	<p>DESIGNED BY: []</p>	<p>ACTON MANAGEMENT 267 GREAT ROAD, ACTON, MA (MIRROR)</p>	<p>CONCORD LUMBER CORPORATION ARCHITECTURAL DEPARTMENT P.O. BOX 1800 • 26 GORRA WAY • LITTLETON, CO 80400 TEL: 877-668-8742 FAX: 877-668-8743</p>
	<p>SCALE: 1/4" = 1'-0"</p>	<p>CONTRACTOR'S TAILORING</p>		

DOOR SCHEDULE					
LABEL	LOCATION	TYPE	WFR & NO.	R.O.	REMARKS
1	FRONT ENTRANCE	SCOTTISH HEAVYWEIGHT	1280-380-1280	63 1/2 x 82 1/2	MIN 3/4" SLIP FRAME
2	SIDE ENTRANCE	4 LITE OUTSWING DOOR	TR80A-190	34 1/2 x 81 1/2	20 MIN RATED STEEL DOOR
3	DOORWAY	INSULATED STEEL DOOR	TR80A-190	34 1/2 x 81 1/2	
4	REAR ENTRANCE	WHL. SLIDING	TR80A-190	0/0 x 0/0	

*NOTE:
WINDOW SCHEDULE IS BASED
ON SEVERAL WINDOWS

WINDOW SCHEDULE						
LABEL	SERIES	SIZE	QUANTITY	R.O.	TYPE	REMARK
A	3002	2/10x2/2-2	3	72 x 63 1/4	TWIN DOUBLE HUNG	
B	3001	2/10x4/8	6	36 1/4 x 57 1/4	DOUBLE HUNG	
C	3002	2/10x4/8-2	5	72 x 57 1/4	TWIN DOUBLE HUNG	
D	3001	2/10x3/2	4	36 1/4 x 41 1/4	DOUBLE HUNG	
E	70	2/0x2/0	2	24 5/8 x 24 5/8	AWNING	



REAR ELEVATION

© COPYRIGHT CONCORD LUMBER CORPORATION 2018

DATE	8-21-18
SCALE	1/4" = 1'-0"
CONTRACTOR	ACTON MANAGEMENT
PROJECT	ACTON MANAGEMENT

ACTON MANAGEMENT
267 GREAT ROAD, ACTON, MA (MIRROR)

REAR ELEVATION

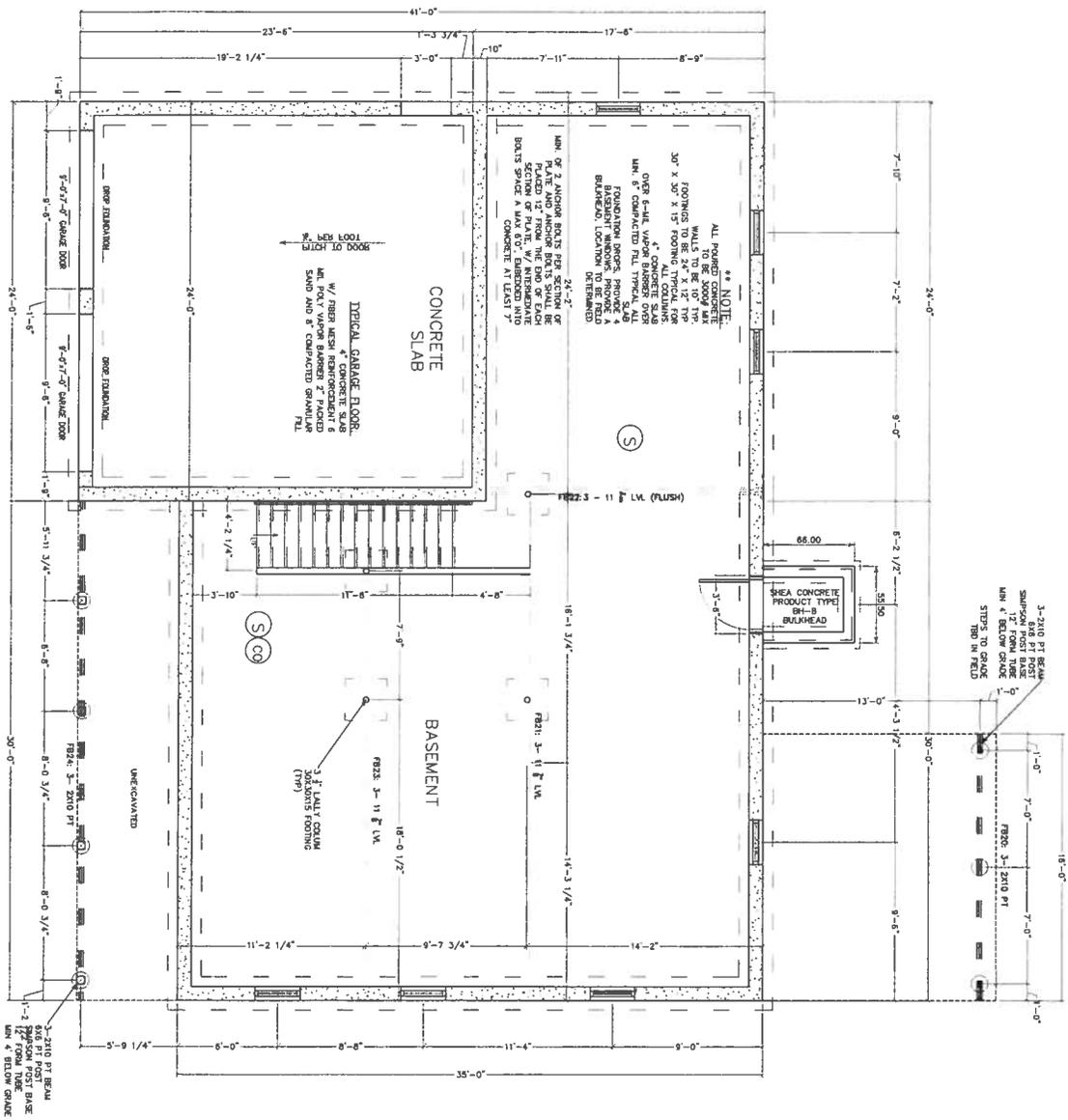
CONCORD LUMBER CORPORATION
LITTLETON LUMBER

ARCHITECTURE DEPARTMENT
P.O. BOX 1800 • 2 CORDA WAY • LITTLETON, MA 01460
TEL: 978-480-9781 FAX: 978-480-9782

NO.	DESCRIPTION

A-3

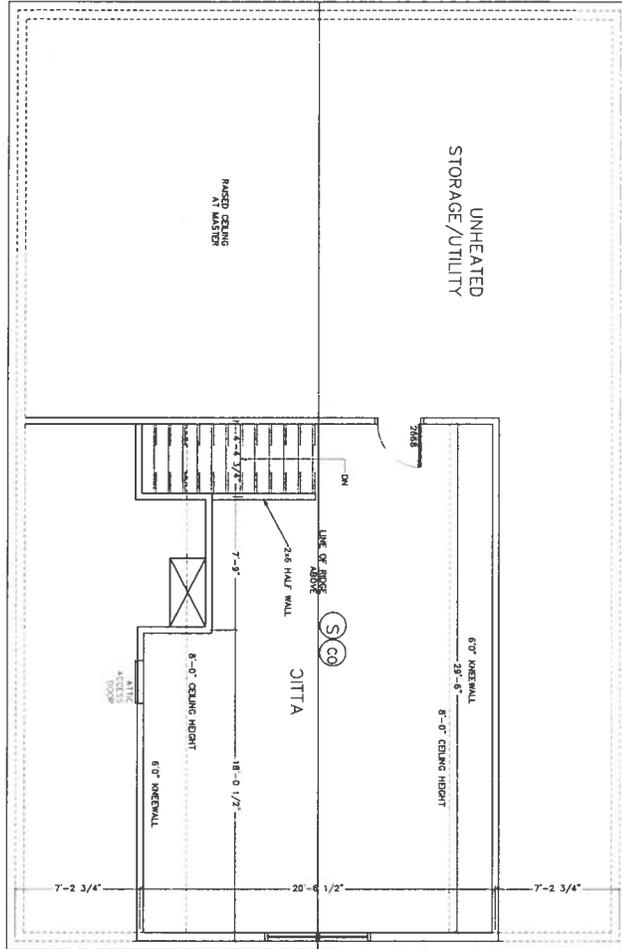
FOUNDATION PLAN



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<p>A-4</p>	<p>ACTON MANAGEMENT 267 GREAT ROAD, ACTON, MA (MIRROR)</p>	<p>FOUNDATION PLAN</p>	<p>CONCORD LUMBER CORPORATION LITTLETON LUMBER ARCHITECTURE DEPARTMENT P.O. BOX 1000 • 9 GERRA WAY • LITTLETON, MA 01460 TEL: 978-488-0701 FAX: 978-488-0702</p>	<p>NO.</p>
	<p>DATE: 8-24-15</p> <p>SCALE: 1/4" = 1'-0"</p> <p>CONSTRUCTION: SEE DRAWING</p>			<p>REVISIONS</p>

THIRD FLOOR PLAN



© COPYRIGHT CONCORD LUMBER CORPORATION 2005

DATE	8-31-13
SCALE	1/8" = 1'-0"
CONTRACTOR'S SEAL	

ACTON MANAGEMENT
 267 GREAT ROAD, ACTON, MA (MIRROR)

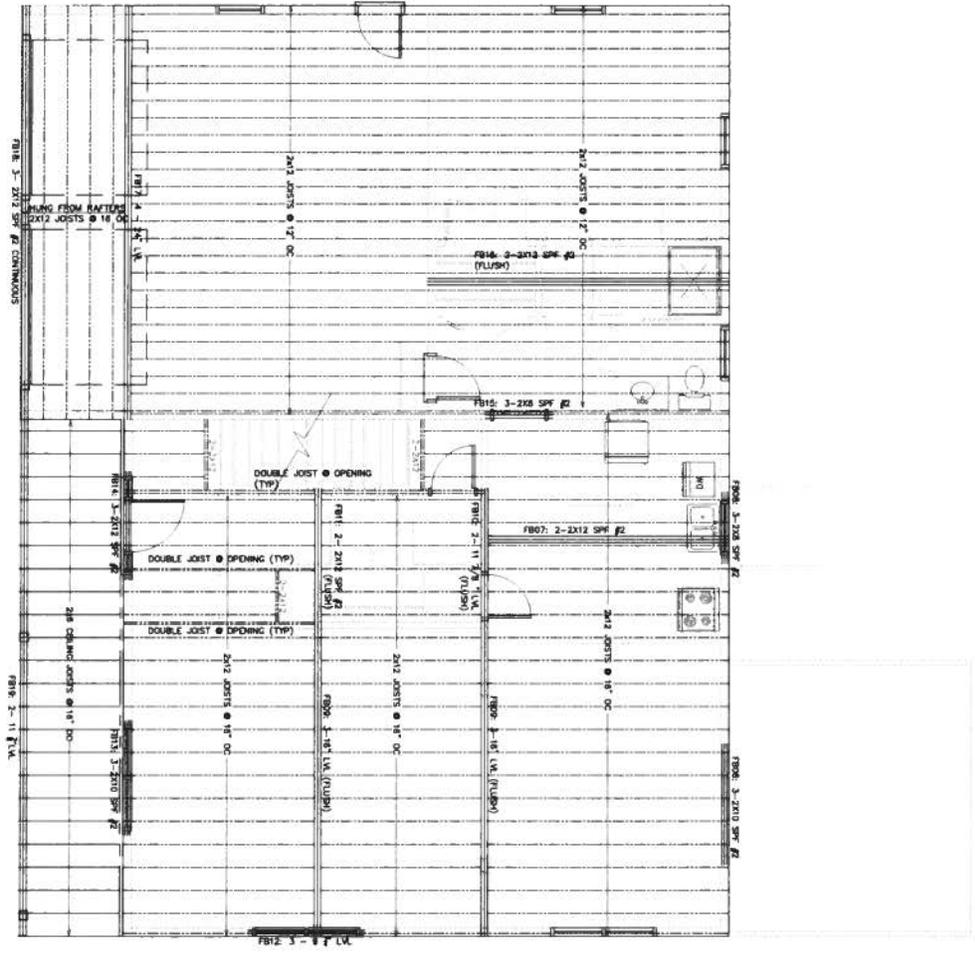
THIRD FLOOR PLAN

CONCORD LUMBER CORPORATION
 LITTLETON LUMBER
 ARCHITECTURE DEPARTMENT
 P.O. BOX 1898 • 5 CHINA WAY • LITTLETON, MA 01460
 TEL: 978-480-0711 FAX: 978-480-0702

NO.	DESCRIPTION

A-7

NOTES:
 ALL JOISTS TO BE 2" X 8" OR
 2" X 10" UNLESS NOTED OTHERWISE.
 TO HAVE TWO JOIST STUDS AND ONE 1/2" X 1/2" STUD
 @ EACH END OF JOIST



SECOND FLOOR FRAMING PLAN

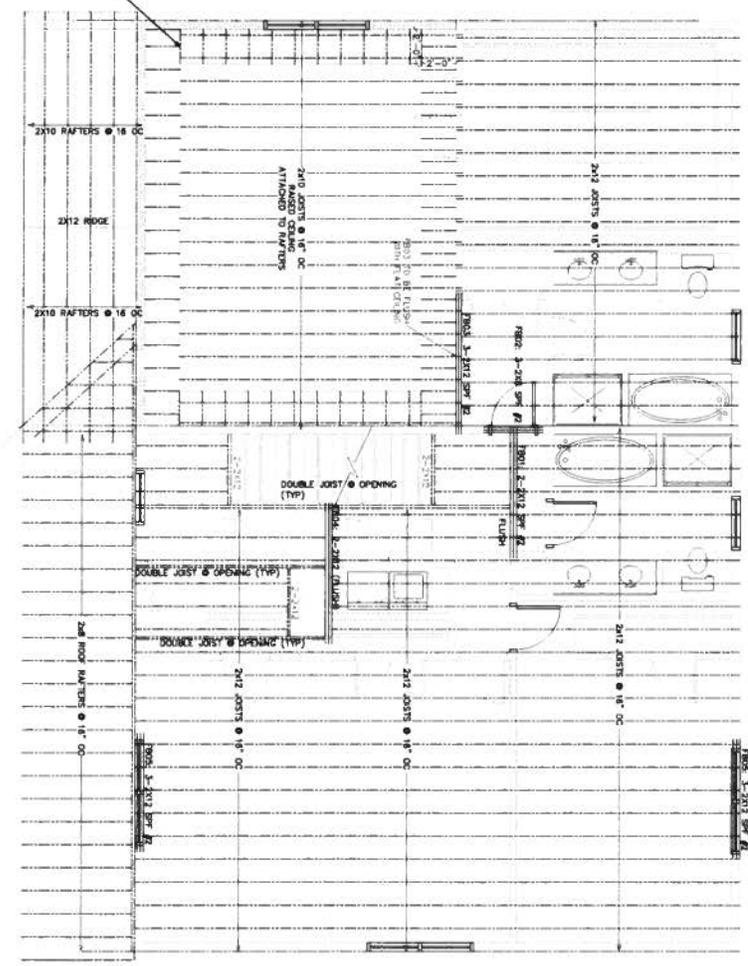
© COPYRIGHT CONCORD LUMBER CORPORATION 2005

F-2	DATE: 8-23-11 SCALE: 1/4" = 1'-0" DRAW NO.: 1000-01 CONTRACTOR: SHAWMUT	ACTON MANAGEMENT 267 GREAT ROAD, ACTON, MA (MIRROR)	SECOND FLOOR FRAMING PLAN	CONCORD LUMBER CORPORATION LOTTELYN LUMBER ARCHITECTURE DEPARTMENT P.O. BOX 1800 • 8 CHERRY TREE • LITTLETON, CO. 80120 TEL: 877-666-6762 FAX: 877-666-6762	NO. _____ REVISIONS _____
	DRAWN: _____ CHECKED: _____ APPR: _____				

NOTE:
 ALL HEADERS TO BE 3" x 8" OR 4" x 8" UNLESS OTHERWISE NOTED.
 TO HAVE TWO JOISTS ATTACHED TO EACH SIDE OF THE HEADER.

SHEDDING SHALL BE MAINTAINED AT ALL TIMES TO PREVENT WATER DAMAGE TO THE ROOF.

CEILING & ATTIC FLOOR FRAMING PLAN



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DATE	ISSUED
	REVISED
SCALE	1/4" = 1'-0"
CONTRACTOR'S SIGNATURE	

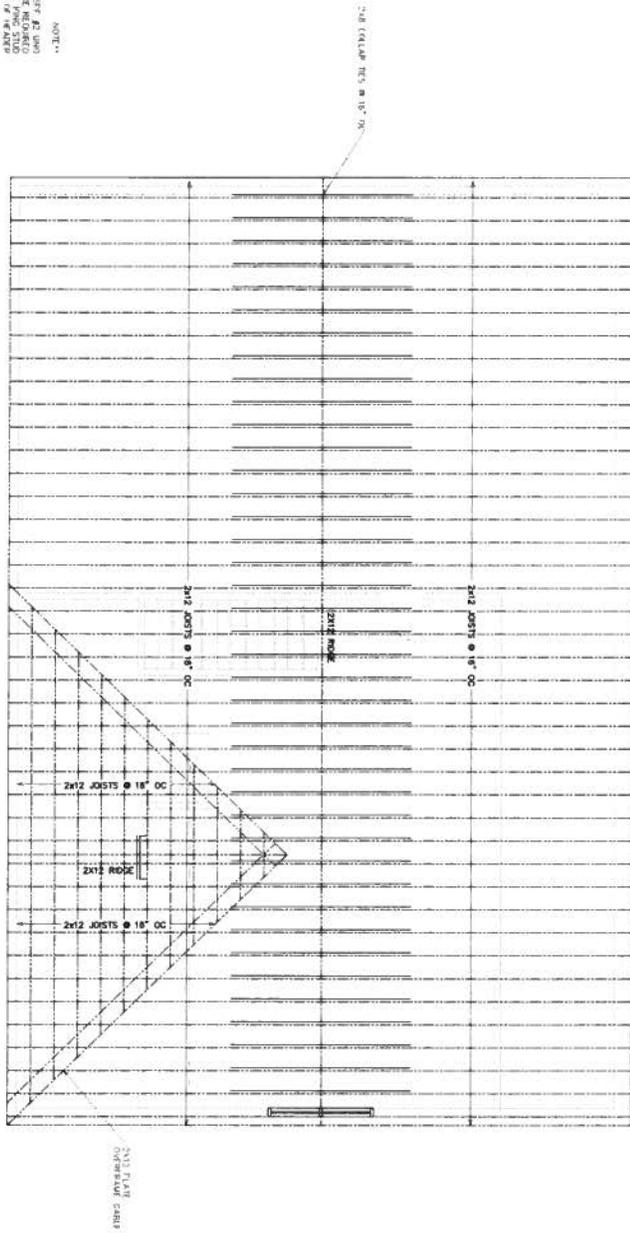
ACTON MANAGEMENT
 267 GREAT ROAD, ACTON, MA (MIRROR)

CEILING & ATTIC FLOOR FRAMING PLAN

CONCORD LUMBER CORPORATION
LITTLETON LUMBER
 ARCHITECTURE DEPARTMENT
 P.O. BOX 1800 • WINDHAM, VT • LITTLETON, CO, 80400
 TEL: 877-668-8762 FAX: 877-668-8762

NO.	REVISIONS
1	AS SHOWN

NOTE:
 ALL MEMBERS TO BE A MIN OF 2" DIA
 OFFSETS GREATER THAN 3" ARE REQUIRED
 TO HAVE TWO JOIST STOPS AND ONE JOIST STOP
 AT EACH END OF RAFTER



ROOF FRAMING PLAN

© COPYRIGHT CONCORD LUMBER CORPORATION 2000

DATE	ISSUE	BY	CHECKED
	8-25-15		
SCALE	1/4" = 1'-0"		
FIG. NO.	1000-13		
CONSTRUCTION MATERIALS			

ACTON MANAGEMENT
 267 GREAT ROAD, ACTON, MA (MIRROR)

CEILING AND ROOF FRAMING PLAN

11/10/07

CONCORD LUMBER CORPORATION
KITTLETON LUMBER
 ARCHITECTURE DEPARTMENT
 P.O. BOX 1000 • 2 ORPHEA HWY • KITTLETON, MA 01450
 Tel: 8700 4000 0702 Fax: 8700 4000 0703

NO.	REVISION

F-4

DETAIL DESCRIPTION

1 BRACED WALL LINE

48 CS-WSP 1 WALL BRACING

48 WSP 48" LENGTH OF WOOD STRUCTURAL PANEL ON ONE SIDE OF WALL BLOCK ALL EDGES NAIL WITH 6d COMMON NAILS AT 6" O.C. AT PANEL EDGES AND 12" O.C. IN PANEL FIELD. MAX. STUD SPACING 16"

24 CS-WSP CONTINUOUS SHEATHING PANEL. 24" WIDTH OF 3/8" SHEATHING ON ONE SIDE OF WALL BLOCK ALL EDGES NAIL WITH (2) 8d NAILS AT 6" CENTERS AT ALL EDGES AND 12" CENTERS IN THE FIELD.

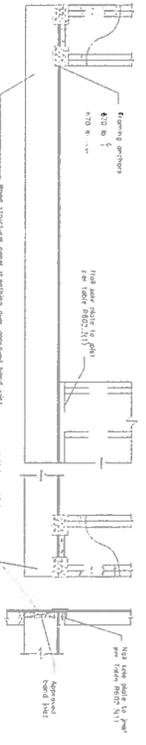
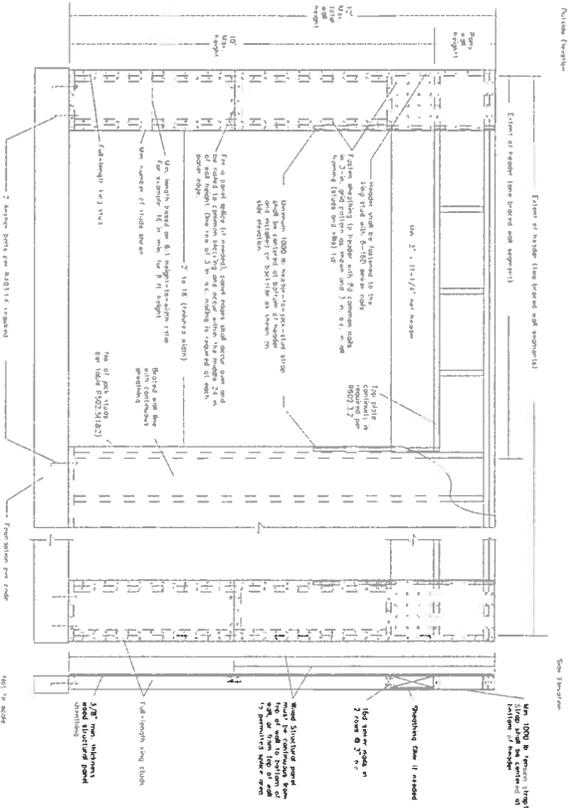
24 CS-PF 24" FIELD BUILT PORTAL FRAME SEE DETAIL 1/ WB-4

48 GB-2 48" LENGTH OF GYPSUM BOTH SIDES OF WALL 1/2" GYPSUM BLOCK ALL EDGES NAIL WITH 6d NAILS @ 7" O.C.

48 GB-2(4"O.C.) 48" LENGTH OF GYPSUM BOTH SIDES OF WALL 1/2" GYPSUM BLOCK ALL EDGES NAIL WITH 6d NAILS @ 4" O.C.

NOTES:

1. BRACED PANEL MINIMUM WIDTHS ARE SHOWN ON PLAN DETAILS. CONTRACTOR MAY INCREASE WIDTH OF ANY PANEL, BUT CANNOT DECREASE PANEL WIDTH.
2. BRACED PANELS ARE FULL HEIGHT AND EXTEND FROM SILL OR BOTTOM PLATE TO TOP OF DOUBLE TOP PLATES, WHERE NOT DIMENSIONED. USE 25" MAXIMUM SPACING (CENTER TO CENTER) BETWEEN PANELS.
3. PROVIDE SINGLE JOIST OR BLOCKING UNDER ALL INTERIOR-BRACED WALL LINES AND NAIL BOTTOM PLATE OF DESIGNATED-BRACED WALL PANELS WITH 3-16d NAILS @ 16" O.C.
4. WOOD STRUCTURAL SHEATHING: MAY USE PLYWOOD OR OSB



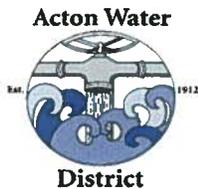
1 DETAIL OF METHOD CS-PF

4 CONTINUOUS PORTAL FRAME PANEL CONSTRUCTION SEE FIGURE R602.10.4.1.1

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ACTON MANAGEMENT 287 GREAT ROAD, ACTON, MA (MIRROR)		CONCORD LUMBER CORPORATION LITTLETON LUMBER <small>MEMBER COMPANY OF CONCORD LUMBER CORPORATION</small> P.O. BOX 1000 • 5 ORCHARD WAY • LITTLETON, MA 01460 TEL: 978-488-0701 FAX: 978-488-0702	
WB-1	DETAIL AND LEGEND		

Staff Comments



Water Supply District of Acton

693 MASSACHUSETTS AVENUE
P.O. BOX 953
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

DATE: December 11, 2015

TO: Town of Acton Planning Department

FROM: Chris Allen, District Manager

RE: Comments on 267 Great Road/SPSP #11/06/15-458

1. All water mains, services, appurtenances and installation of such must comply with Acton Water District (AWD) specifications.
2. Water main/service sizes are not annotated on the proposed plan. Since there is a proposed hydrant at the end of the main, it is assumed ≥ 6 ".
3. The proposed water main is far too close in proximity to the foundations of the proposed dwellings. This could be extremely problematic in the future where a line failure may cause excessive property damage. Survey of the proposed drawings indicates that this is to achieve the 10-ft separation from Sewer. AWD recommends that the buried infrastructure be relocated/reconfigured to maintain the 10-ft separation, and move the water main away from the dwellings.
4. A proposed "As-Built" plan of the water infrastructure must be submitted, reviewed and approved by AWD prior to any installation of said infrastructure.
5. A final "As-Built" plan denoting exact locations of all water infrastructure will be submitted by the contractor prior to filling of any water mains for pressure test or disinfection per AWD specifications.
6. The proposed development will require $>5,000$ Gallons-per-day (GPD), and/or the proposed connection to existing water infrastructure is >2 ", the owner, or owner's representative, must submit a "Water Impact Report" per Appendix 2 of AWD "Rules & Regulations". This report shall be submitted and approved prior to the commencement of water infrastructure installation. Additional comments on water efficiency and use reduction will be reserved until the Report is submitted.
7. Wherever possible, US EPA Water sense philosophies should be implemented for best and highest indoor and outdoor water efficiency and minimization of water demand.
8. The need for irrigation at this project has not been indicated. Alternative sources of irrigation water should be explored, especially collection of rooftop runoff. AWD expects this to be addressed in the Impact Report.
9. All grass and plantings should be native and drought tolerant to reduce irrigation needs.

Respectfully submitted
Chris Allen
District Manager



TOWN OF ACTON
Health Department
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6632
Fax (978) 929-6340

December 3, 2015

To: Planning Department
From: Evan Carloni, Health Department
Re: **Site Plan Special Permit #SPSP 11/06/15 – 458 for 267 Great Road**

-
- The Acton Health Department has received all necessary items needed for this property. The septic system design plan has already been approved for construction.
 - The property appears to have all on site drainage, but a storm water discharge permit may be required depending on the final grading of the property.

Please feel free to contact the Health Department with any questions.



DRB Memorandum

Project: 267 Great Road –Housing
Project Location: 267 Great Road – Rear portion of lot
Memorandum Date: 11.20.15

Drawings Reviewed:

Acton Management, Inc, 267 Great Road – Permit Package	
Existing Conditions Plan C2	Date: 6-27-14, Rev. 10-30-15
Grading & Drainage	Date: 6-27-14, Rev. 10-30-15
Layout Plan	Date: 6-27-14, Rev. 10-30-15
Landscape Plan	Date: 9-18-15

Proponent Representatives:

Not Present – Reviewed Drawings

DRB Members:

Holly Ben-Joseph (HBJ), Kim Montella (KM), Michael Dube (MD), Peter Darlow (PD)

Date of DRB Review: 11-20-15

The DRB met on November 18, 2015 to review the second phase of development of 267 Great Road by the Proponent. The DRB has previously reviewed the office building at the front of the lot. In addition, the same proponent has developed the 40B project directly to the west of this project. The DRB has reservations about this proposal for four single-family homes replacing a single home. The DRB has the following comments on the drawings:

Site Comments:

1. The four buildings are placed very close together with little space between the buildings. From the building footprint, it seems like the buildings will be similar in size and scale to the buildings of the adjacent development (by the same developer), which the DRB feels is too dense. The DRB recommends reducing the number of units to two, or maximum three buildings.
2. If the proponent does not reduce the number, the DRB recommends converting the buildings to townhomes instead of single family homes, which would free up space for driveways, plantings and the road.
3. In addition, the DRB feels the access road is squeezed in behind the existing commercial building parking lot; the close proximity is exasperated by a three foot grade change between the parking lot and the road. The DRB recommends that in the future, even if the developer doesn't plan to build out a lot or adjacent lots at one time, they should be designed at one time to enable the planning of a cohesive site layout. This layout reads as an afterthought.

4. The DRB questions whether the driveways are long enough for one car to park, the drives in Units 3 and 4 in particular seem too short. The DRB would like to see dimensions on the lengths of the driveways.
5. The DRB notes Unit 1 and Unit 2 are located within the 75' setback line of the wetlands. In addition, the access road is within the 75' setback line.
6. The landscape plan is appropriate for the site and many native species are used. The DRB notices that some of the ornamental plantings are within 50' setback line; generally these plants require yearly fertilization which is not recommended within 50' buffer as the chemicals will drain into the wetland.

Building Comments:

1. No architectural drawing submitted to review.

The DRB in general supports the addition of a few housing units, especially since they are linked to the adjacent housing development. However, as submitted, the plan seems too crowded, with limited buffers between all site elements. As shown in the drawings, the DRB believes this new development will be similar to the adjacent 40B project which, we believe is too dense for the scale of the buildings as built.

Respectfully Submitted,

Design Review Board



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
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Engineering Department

INTERDEPARTMENTAL COMMUNICATION

To: Board of Selectmen

Date: 12/9/2015

From: Engineering Department

Subject: Site Plan Special Permit #11/06/15 - #458 – Acton Management Inc – 267 Great Road

We have reviewed the plans titled "Site Plan for Acton Management, Inc, 267 Great Road, Acton, Massachusetts" dated June 27, 2014 revised October 16, 2015 for the above mentioned special permit and have the following comments:

1. The applicant should propose a street address for the office and residential units. We recommend keeping the office 267 Great Road, naming the common drive and assigning street numbers 1, 3, 5 and 7 to the residential units. There should be a street sign for the common drive at the intersection with Gabriel Lane. The sign shall be MUTCD compliant and state that the road is a private way. The name of the roadway will need to be approved by the Planning Board.

It's unclear whether the property is in common ownership with the abutting property from which they are getting access or will remain as such. There may be a need to create an access easement for the common drive on the abutting property if they aren't currently or won't remain under common ownership.

Our office will coordinate with the other Town departments on the new street address once the applicant suggests which number they will use. The address should be assigned before building permits are issued.

2. The property is located in both Zones 2 and 3 of the Groundwater Protection District. The drainage design does not utilize clay lined detention basins required in the Groundwater District regulations however the use of Contech CDS units meets the intent of the regulations.
3. There is a typo on the drainage plan and detail. DMH-5 should be equipped with a CDS unit.
4. Based on our turning templates, an emergency SU-30 vehicle (fire truck) can maneuver within the office parking lot and residential common drive. There may be a need for an

emergency access to the common drive from the office parking lot. The emergency access could be secured with an emergency gate. We will defer to the Fire Department regarding the need for access and the maneuverability of a fire truck within the site.

5. An as-built plan certified by a Massachusetts Licensed Surveyor showing the buildings, pavement, drainage, utilities, etc. should be required at the conclusion of construction. A Professional Engineer should also stamp the as-built plan to certify that the site has been completed in accordance with the approved site plan and that all features required on the site by the approved plans, decisions, etc... have been field inspected by the PE and conform with the approved design. Any non-conforming features shall be clearly noted.

From: Robert Hart

Sent: Thursday, November 12, 2015 2:15 PM

To: Kim Gorman; Building Department; Planning Department; Engineering Department; Patrick Futterer; Health Department; Natural Resources Department; Sidewalk Committee; Chris Allen; Design Review Board; Economic Development Committee; Transportation Advisory Committee

Cc: Lisa Tomyl

Subject: RE: 267 Great Road - Site Plan Special Permit Application - Comments

Hello Kim,

Minimum inside turning radius is 25 Feet, the drive must be 20 feet wide to meet current access code (527 CMR 1.0) Fire apparatus access road plans must include an analysis and evaluation of fire apparatus maneuvers throughout the access roads created by swept path analysis and turn simulation software, per 527 CMR 18.0.

Respectfully,

Robert Hart
Deputy Fire Chief
Acton Fire Department

From: Kim Gorman

Sent: Thursday, November 12, 2015 10:36 AM

To: Building Department; Planning Department; Engineering Department; Patrick Futterer; Robert Hart; Health Department; Natural Resources Department; Sidewalk Committee; Chris Allen; Design Review Board; Economic Development Committee; Transportation Advisory Committee

Cc: Lisa Tomyl

Subject: 267 Great Road - Site Plan Special Permit Application - Comments

Importance: High

Good afternoon,

I am in receipt of an application for a Site Plan Special Permit #SPSP 11/06/15 - 458 for 267 Great Road.

The location of the documents are within docushare, here is the link - <http://doc.acton-ma.gov/dsweb/View/Collection-7091>

The applicant is proposing development of four (4) single family dwellings with associated private drive.

Please email your questions or comments if any to the Planning Department – planning@acton-ma.gov no later than Friday, December 11, 2015.

Thank you!

Sincerely,
Kim Gorman
Secretary
Acton Planning Department
472 Main Street
Acton, MA 01720
kgorman@acton-ma.gov
978-929-6631



Planning Department

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MEMORANDUM

To: Board of Selectmen **Date:** December 14, 2015
From: Kristen Guichard, AICP, Assistant Town Planner *KSG*
Subject: **Site Plan Special Permit Application #11/06/15 - 458**

Location: 267 Great Road
Map/Parcel: E5-13
Applicant: Acton Management, Inc.
Owner: SPS-Acton, LLC
Engineer: George Dimakarakos, P.E. – Stamski and McNary
Previous Site Plans: #07/03/14 - 451
Zoning: Limited Business (LB)
Groundwater Protection Districts Zone 2 and 3

Lot Area & Developable
Site Area (same): +/- 98,646 square feet (2.265 acres)
Proposed Net Floor Area: +/- 17,891 square feet
(+/- 14,708 square feet (proposed 4 single family dwellings)
(+/- 3,183 square feet (previously permitted office building and associated parking))

Proposed Floor Area
Ratio (FAR): .184
Proposed Uses: Combined Business & Dwelling (4 new single family dwelling units)
Hearing Date: 12/21/15
Decision Due: 3/20/16

Below are the Planning Department comments. Please review comments from other departments, boards and agencies.

Overview

The Site in review is located off Great Road in the Limited Business (LB) Zoning District. The northerly portion of the property is located within the Groundwater Protection Overlay District Zone 2; the remaining area is located within Zone 3. There are 1,086 square feet of wetlands located on the southeasterly portion of the lot.

In 2014, the Board approved a site plan special permit for a 3,183 square foot office building and associated parking lot on the Site. The Applicant now proposes four single-family dwelling units on the Site behind the previously approved office building with a shared driveway off Gabriel Lane. The proposed four single family dwellings and the previously approved office use is classified as

Combined Business and Dwelling under Bylaw Section 3.5.6. This use is allowed by-right but requires a site plan special permit.

1. The plan shows a proposed bituminous concrete sidewalk along the frontage on Great Road and is designed to connect with the existing sidewalk network. This sidewalk will replace the existing sidewalk.
2. The Applicant has proposed an 18-foot wide driveway off Gabriel Lane with 10" cape cod berms. The Fire Department's comments stated that the drive must be 20-feet wide to meet current access code (527 CMR 1.0). Applicant should confirm with the Fire Department that the proposed cape cod berms comply as part of the required width and provide an analysis and evaluation of fire apparatus maneuvers throughout the access roads (527 CMR 18).
3. The Site and proposed uses comply with minimum parking space requirements set forth in the parking schedule and parking maximums set forth in Section 5.4.6.2.
4. Bylaw Section 6.7.6 requires all parking lots/cells with more than 5 spaces and loading areas be bordered on all sides with a minimum of a 10-foot wide perimeter landscaping area. The original site plan for the office building complied with this requirement but the proposed plan eliminates the 10-foot wide perimeter landscaping for the parking lot. Alternatively the Applicant shows a 10-foot wide landscaping to the easterly portion of the proposed shared driveway which is separate from the parking lot. This does not meet the requirements of the bylaw. The Applicant should amend the plans to include the 10-foot wide landscape area around the parking spaces.
5. A portion of the Site is located within the Groundwater Protection District Zone 2 and complies with the minimum 70% open space and maximum 30% impervious coverage.
6. The Site complies with the Dimensional Regulations set forth in the Bylaw for the Limited Business (LB) District and Groundwater Protection District Zone 3.
7. A portion of Unit 1 is located within the 75 foot and 100 foot wetland buffer zone. The Applicant was in front of the Conservation Commission on December 2, 2015; the hearing was continued to January 6, 2015.

Recommendations

The current plans do not comply with the required 10-foot wide landscape area around the existing parking lot and should be amended. This may require adjustments to other aspects of the plan. The Applicant should also confirm driveway width and access compliance with the Fire Department and address the wetland buffer issues with Unit 1 as required by the Conservation Commission. The property could be reconfigured to comply with these regulations by either relocating some of the housing units or changing some of the single family units to duplexes. In all other respects the plan complies with the Zoning Bylaw. As with all site plans the Board should determine if it is consistent with Bylaw Section 10.4.5. If the Board finds the plans are consistent with Section 10.4.5 the Planning Department could draft a decision for the approval of the Site Plan with conditions addressing comments #2, #4 and #7 above.

The Board should note comments submitted by the Design Review Board, the Fire Department and Acton Water District.

cc: Fire Department
Engineering Department
Natural Resources Department