



Planning Department

**TOWN OF ACTON**  
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**MEMORANDUM**

**To:** Board of Selectmen **Date:** December 14, 2015  
**Revised February 18, 2016**

**From:** Kristen Guichard, AICP, Assistant Town Planner *KGB*

**Subject:** **Site Plan Special Permit Application #11/06/15 - 458**

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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

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Below are the Planning Department comments. Please review comments from other departments, boards and agencies. **Revised plans were submitted on February 12, 2016, the following comments in red are the Planning Department's response to the revised plans.**

**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. **It should be noted an access and utility easement is on record at the Registry of Deeds for the shared driveway off Gabriel Lane (Book 60658, Page 415).**

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-foot 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). **The Applicant indicated in their response memo dated February 9, 2016 that they met with the Fire Department; they have no concerns with the revised plans.**
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. **The Applicant has revised the plans to include the 10-foot wide landscape area around most of the parking lot, but the 10-foot wide landscape area should be extended around the *entire* parking lot.**
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. **The Applicant has redesigned Unit 1 so it is no longer within the 75 foot buffer zone.**

### **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.

The Applicant has addressed the Planning Departments concerns regarding the driveway width, and the location of Unit 1. The remaining 10-foot wide landscape buffer area around the remaining portion of the parking lot could be easily addressed by a minor plan modification. 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 a condition addressing comment #4 above. The condition could be incorporated as a plan modification within a Decision which would require the Applicant to submit a revised final plan prior to endorsement and issuance of a building permit.

cc: Fire Department  
Engineering Department  
Natural Resources Department