



Town of Reading

16 Lowell Street

Reading, MA 01867-2683

Phone: 781-942-9012

Fax: 781-942-9071

Email: jdelios@ci.reading.ma.us

COMMUNITY PLANNING AND DEVELOPMENT COMMISSION

ADMINISTRATIVE RULES for Section 4.3.3.11 Minor Site Plan Review:

Minor Site Plan Review by CPDC

A Minor Site Plan Review will be required by the CPDC for development projects that could have an impact on the areas described in Sections 4.3.3.5 or 4.3.3.6 and thus require abutter notification and review at a public meeting. In accordance with Sections 4.3.3.5 and 4.3.3.6, the CPDC will review the proposed project's impact on landscaping changes, the site layout, fences, walls, parking, pedestrian and vehicular safety, visibility of parking, storage and other outdoor storage areas, light intrusion, drainage and wastewater disposal, utilities, environmental impacts such as hours of operation, deliveries, noise and rubbish removal. The CPDC will review the request for a Minor Site Plan Review at one of the regularly scheduled meetings and may approve the request with or without Conditions to address items under the CPDC's authority and in accordance with Section 4.3.3.11 as outlined below:

1. **The property has been developed according to a full site plan review and approval within the last five years;**
2. **A change of use; but in a different use category** – Per ZBL Section 4.2.2, Table of Uses, *A change of use is proposed in a different "use category" that requires different parking requirements such as office to retail sales such as a restaurant and involves minor exterior changes.*
3. **Change of use is within the same use category** (e.g., retail to office);
4. **Minor Exterior changes proposed** (doors, paint, awnings, railing or step replacement, handicap ramp or other handicapped accessibility improvement related to compliances with the State Building Code);
5. **Interior Work Only within an existing space;**
6. **The property has not been approved for a Minor Site Plan review within the last three (3) years;**

Procedure:

The Applicant shall submit to the CPDC through the Town Planner's office, one electronic copy and 8 sets of:

- a written narrative explaining the proposed changes
- photographs of the existing site or area to be altered
- a rendering, site plan, plot plan or sketch
- The Applicant shall also submit stamped addressed envelopes for the abutter notification. The Application and abutter envelopes are due at least 2-3 weeks prior to the schedule meeting to allow time for abutter notification.

The Minor Site Plan Review shall not be considered complete, and a building permit shall not be issued, until a written approval is granted by the CPDC.

Minor Site Plan Review by Town Planner:

Projects subject to a Site Plan Review according to Section 4.3.3.1 may be eligible for administrative approval by the Town Planner under a Minor Site Plan Review. The Minor Site Plan Review applicants may bypass the Community Planning & Development Commission review when Section 4.3.3.11 can be met. Further, when there is no impact as determined by the Town Planner in accordance with Section 4.3.3.6 (e.g., hours of operation; intensity of use; parking requirements; traffic and circulation including drive thru's; substantial change in land use; pedestrian safety) or any other issue that meets the spirit of the zoning by-law under this section. This is further outlined below:

1. **Property has had Site Plan Review** (w/in past 5 years);
2. **Change of use is within the same use category** (e.g., retail to office);
3. **Interior Work Only with no change in business;**
4. **Interior Work Only within an existing space;**

Procedure:

The Applicant shall submit to the Town Planner one electronic copy and three complete sets of:

- a written narrative explaining the proposed changes
- photographs of the existing site or area to be altered
- a rendering, plan or sketch of the proposed changes.

After receipt of a complete application, the Town Planner will review and may approve an application with or without conditions. The Minor Site Plan Review shall not be considered complete, and a building permit shall not be issued, until a written approval is granted by the Town Planner.

Minor Site Plan Review Reminders (both CPDC and Town Planner Approval)

- Storefront glass shall not be tinted or otherwise obstructed by any exterior or interior construction including security grates or panelization and shall provide a clear unobstructed view into the commercial space;
- Collection drop boxes for charitable or other accessory uses allowed by zoning; exterior coolers or hampers; storage sheds (such as pods or other accessory structure) require a minor site plan review;
- Applicants are reminded that permits are required for signage including Grand Opening Banners and Temporary Signs;
- Modification of lettering on an existing awning sign without proper permits is prohibited;
- Exterior lighting of signs are subject to Site Plan Review and zoning conditions;
- Per Board of Health regulations, the dumpster enclosure may not be used for storage of other materials;
- Parking signage shall be included as part of the Site Plan Review and may require a Master Signage Plan.

Adopted by the CPDC on August 22, 2011