

Memo

To: Marc Maxwell, Maxwell Architects, LLC
Robert Littleton, Jr., President of Criterion Child Development
Kenneth Margolin, P.C.
Jack Sullivan, Sullivan Engineering Group

CC: CPDC
Bob LeLacheur, Town Manager
George Zambouras, Town Engineer
James Cormier, Police Chief
Gregory Burns, Fire Chief
Ruth Clay, Health Director
Bob Keating, Tree Warden

From: Jessie Wilson, Community Development Administrator
Jean Delios, Assistant Town Manager, Community Services

Date: December 11, 2014

Re: Site Plan Review: 186-190 Summer Avenue, Proposed Criterion Child Enrichment

The CPDC opened the Public Hearing on December 8, 2014 for the Site Plan Review Application for 186-190 Summer Avenue, the proposed Child Criterion Enrichment. The public hearing was continued to January 12, 2014 so that the Applicant could provide additional information and revised materials based on comments received during the proceedings. The following is a summary of those items:

1. Parking Demand Study – A parking demand study was requested by Staff in the December 2, 2014 memorandum (provided to the applicant). The CPDC agreed that a parking demand study should be provided.
2. Class Schedule and Attendance – The Applicant shall provide a class schedule that indicates the days and times of classes, information on how many classes occur at a time, and how many students and teachers per class. Other use of the property should be included to fully describe how the site will be used, including any weekend use.
3. Site Plan – The Applicant shall revise the site plan to include additional snow storage areas, “No Parking Signs”, and any changes as a result of the parking demand study. The Applicant agreed to investigate alternative site plans that would consider an alternative layout of playground area and rear parking area to minimize any impacts on the neighborhood. The Site Plan (or various alternatives) should reflect any changes based on this investigation.
4. Landscape Plan – The Applicant shall provide a revised Landscape Plan to reflect the adjustment of the proposed ginkgo trees as well as any other adjustments based on the topics listed above.
5. Signage – The Applicant should include any changes to the proposed signage based on the discussion from the public hearing, including shifting the free standing monument sign closer to the building.
6. Architectural Plans
 - a. The Applicant shall provide revised architectural drawings to include false windows and additional fenestration on the northern façade.
 - b. The Applicant shall consider re-designing the window trim and roof brackets on the proposed addition to better resemble the existing home.

- c. The Applicant shall consider re-designing the building “connector” and the entryway of the proposed addition to be more consistent with a residential design that resembles the existing home.
7. Lighting – The Applicant shall consider the impact of lighting on the playground area and reduce if possible. Information should also be provided on when the lighting is expected to be on and when it is expected to be turned off based on the timer settings.
8. Grading, Drainage and Utility Plan
 - a. The Applicant shall address all the comments contained in the Town Engineer Memo related to grading, drainage and utilities.
 - b. The Grading, Drainage and Utility Plan shall be revised to include gutter inlets and any other changes that result in further study by Sullivan Engineering.
 - c. The Applicant shall also provide an updated Drainage Report that includes data from the two additional test pits to be performed.
 - d. The Applicant shall submit a Stormwater Operations and Maintenance Plan for the proposed drainage system.

Please feel free to contact Community Development Administrator, Jessie Wilson at 781-942-6648 or Town Engineer George Zambouras at 781-942-6683 with any questions or comments.