



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867-2683**

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**To:** Zoning Board of Appeals / Board of Selectmen / Community Planning and Development Commission / Development Review Team staff  
**CC:** Matt Zuker & Ken Chase, MKM Reading / Geoff Engler, consultant  
**From:** Julie Mercier, Community Development Director  
**Date:** October 13, 2016  
**Re:** Reading Village 40B – Status Update

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This memo is intended as an update to the ZBA from staff on progress made since July 21<sup>st</sup>. The hearings scheduled for August 25<sup>th</sup> and September 22<sup>nd</sup> were continued without testimony. On August 25<sup>th</sup>, the Applicant granted the Board a 45-day Extension of Time to December 15, 2016.

New Information from the Applicant

The Applicant has provided the following new information, which has been posted to the website:

- Revised Civil Engineering Plans (Sheets 1-8), dated 9/12/16, submitted 9/13/16.
- Trash Removal Sketch, Automobile Access Sketch, and Bike Path Sketch, dated 9/12/16, submitted 9/13/16.
- Revised Site Engineering Report, dated 9/12/16, submitted 10/6/16.
- DeCelle-Burke & Associates, Inc. Response, dated 10/7/16, on behalf of Applicant, to Civil Engineering Peer Review Report, submitted 10/11/16. This letter also includes a response to the 10/3/16 comments from the Town Engineer.

Peer Review Reports

The following peer review reports have been received and posted to the website:

- Civil Engineering Peer Review, prepared by Nitsch Engineering, dated 9/30/16.

Planning staff were involved in a productive conversation between the development team and Nitsch Engineering on October 6<sup>th</sup>.

Feedback from Staff

The revised plan submission was forwarded to Town staff on September 13<sup>th</sup>. The following comments were received:

DPW / Engineering:

- See attached memo dated 10/3/16. [As noted above, the Applicant has submitted a response to these comments].

Reading Municipal Light Department (RMLD):

- Main service entrance size, main service entrance voltage, # of services, individual service sizes & voltages, service location(s), meter locations, easements, transformer location, riser pole location, access, etc.
- They do show a transformer, but the actual transformer pad size is 10' x 10'. The transformer they depict is 5' x 5'.

- They show a riser pole right next to the transformer within the Lincoln Street public way. This pole would need to be petitioned if was agreed upon.
- They placed the proposed pad-mount transformer in between a sewer connection and a drain connection. That is not acceptable.
- They haven't addressed how the other utilities are getting into the building, i.e. Verizon, Comcast, Fire Alarm.
- I just want to be clear, the RMLD hasn't agreed to any of the electric service arrangement as shown on their plans.

In addition, the following comments from the Development Review Team (DRT) meeting on July 20<sup>th</sup> may still be applicable – the Applicant is advised to address these comments and follow up with staff as needed.

Fire Department:

- The building will need to be sprinklered.
- EMS vehicles do not have to access the parking podium; street access is sufficient.
- Building height is no longer an issue.
- Building Permit plans will be reviewed by Fire Plan Reviewer for compliance with Fire Code – 70% design plans should be provided as soon as possible to get this review under way.

Police Department:

- Ongoing concerns with low parking ratio.

Planning / Town Manager:

- Landscape Plan should show public sidewalks.
- Applicant should consider revising landscaping at edge of building – perhaps pavers with groundcover could be provided instead of sod and bushes.
- Benches, bike racks, and other public amenities should be added to site where possible.
- Entrances/Exits could be challenging for vehicles pulling out if sight lines are blocked.
- Applicant should clarify loading/unloading and trash removal operations.
- How many existing on-street parking spaces will be lost?
- Construction staging should be discussed; will be important to manage properly.

Recommended Process for ZBA Meeting on October 20<sup>th</sup>

- Call to Order
- Chair – read Legal Ad and Ground Rules for Public Meetings
- Chair – give brief overview of Board process with this Application
- Applicant – provide update of progress since July 21<sup>st</sup>
- Peer Review Consultant – present findings
- Applicant – opportunity to respond
- Board – discussion and questions
- Public Comment
- Board – determine next steps, date of continued hearing on this Application:
  - November 10<sup>th</sup> – open
  - December 1<sup>st</sup> – may have to be canceled due to Town Meeting
  - December 15<sup>th</sup> – date Hearing needs to close without another Extension of Time
- Adjourn

### Outstanding Information

The following information has been requested and should be provided by the Applicant:

- Additional data to justify the parking ratio
- Strategy for visitor parking & how it will be managed
- 3D graphics of the building in its neighborhood context
- Dimensioned elevations
- Landscaping – additional information regarding screening, public amenities & lighting
- Draft of Operations & Maintenance Plan that addresses snow removal, trash pick-up, loading/unloading, management of common areas, landscape maintenance, EMS protocols, etc.
- Lighting – locations on Landscape Plan, fixture specifications, and photometrics

### Timeline

- Hearing Opened: February 4<sup>th</sup>
- Halfway Point (90 Days): May 3<sup>rd</sup>
- 180 Days: August 1<sup>st</sup>
- Extension of Time of 91 days to: October 31<sup>st</sup>
- Extension of Time of 45 days to: December 15<sup>th</sup>
- Today: October 20<sup>th</sup> (56 days left)
- Next Hearing: November 10<sup>th</sup>?

### Ongoing Staff Efforts

- Coordination between and phone calls with the peer reviewers and the Applicant.
- Continued documentation of correspondence from abutters.
- Maintenance of a spreadsheet to track the Applicant's responses to concerns.
- Uploading of documentation to Town website: <http://www.readingma.gov/planning-division/pages/reading-village>
- Preparation of Staff Memos and other documentation for the Board.

# Memo

To: Julie Mercier, Community Development Administrator  
From: Ryan A. Percival, P.E., Town Engineer  
CC: CPDC Members  
Date: October 3, 2016  
Re: 2 Prescott Street & 39 Lincoln Street – Site Plan

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## Materials reviewed:

- Proposed Apartment Building, 2 Prescott Street and 39 Lincoln Street, Reading, Massachusetts, sheets 1-9 prepared by DeCelle-Burke & Associates, Inc. dated September 12, 2016

The Engineering Division has reviewed the Site Plan application for the proposed project at 2 Prescott Street and 39 Lincoln Street and offers the following comments.

- 31 Lincoln Street is incorrectly numbered and should be changed to the correct address of 35 Lincoln Street.
- The existing water service for 31 Lincoln Street is located incorrectly and should be shown coming off of Prescott Street.
- A final Landscape plan shall be submitted for review as part of the final design plan set.
- Snow storage appears to be inadequate, additional information should be provided.
- The applicant should provide more information regarding trash removal.
- The temporary crushed stone construction entrances shall be a minimum of 50' in length.
- The existing catch basins located in the vicinity of the construction site and within the Town Right-of-Way (ROW) shall be protected with silt sacks or approved sedimentation controls.
- The applicant shall provide a Storm Water Pollution Prevention Plan (SWPPP).
- Proposed Cape Cod Berm is not permitted within the Town ROW and shall be type VA-4 vertical granite curbing.
- Proposed Bituminous Concrete Sidewalk is not permitted and shall be Cement Concrete as indicated by the Board of Selectman Policies.
- New crosswalks and stop bars shall be installed at the intersection of Prescott and Lincoln Street, as well as both entrances to the property.
- Proposed handicap ramps shall include tactile warning strips. An additional detail of the handicap ramps shall be provided.
- Only 73 parking spaces were counted and 74 spaces were listed on the plan. Plans need to be confirmed and corrected.

- Proposed overflow drain connection shall be connected to the Town's drainage system with a manhole, a rubber boot is not permitted.
- The proposed plans show two water services, domestic and fire, entering separately into the building. The Town prefers to see one service tapped into the main and then branching off domestic and fire supply close to the building. It is suggested that the Applicants engineer meet with the Town Engineer to go over the utility design.
- Tapping Sleeve and Gate detail should be modified to show a concrete thrust block supporting the tapping sleeve. Restrained joint fittings are required for all fittings.
- Sewer I&I fee will be required for this project prior to building permit.
- The applicant shall design all drainage in accordance with the new NPDES general permit.
- The applicant shall provide soil reports and hydraulic calculations necessary to review and evaluate the proposed drainage system.
- All utilities shall be of approved materials and installed in accordance with the Department of Public Works Standards and must be installed by a licensed drain layer.
- Engineering Division shall be notified 72 hours in advance of excavations to mark out Town owned utilities.
- All site work shall be inspected by the Engineering Division. The Applicant\Owner's contractor shall submit a construction schedule of proposed work. All inspections shall be scheduled 48 hours in advance.
- All water, sewer, curb cut, street opening and Jackie's Law excavation permits shall be obtained at the Engineering Division prior to any excavations.
- A Traffic management plan shall be submitted prior to any work within the Town ROW
- The Engineering Division will issue a corrected street address number upon application of the building permit.
- An approved site as-built shall be submitted to the Engineering Division within 60 days of certificate of occupancy. The as-built shall be submitted in mylar and electronic ACAD format.
- A stormwater Operation and Maintenance Plan shall be submitted for review and approval by the Engineering Division prior to the start of construction. The Plan shall be developed for construction and post construction procedures and shall be provided in a report separate from the construction plans. Annual O&M reports shall be delivered to the office of the Town Engineer by January 15 of each year.