



**Town of Reading**  
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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:** January 17, 2017  
**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 December 15<sup>th</sup>.

New Information

The following new information has been received and posted to the website:

- Parking/Loading Peer Review Report, prepared by Green International Affiliates, Inc., dated 1/10/17.

The Applicant has responded as such:

- The Peer Review Report looks good. Jason's recommendations are appropriate and we agree to incorporate them into the Decision and then the final plans (Jim Burke may have some technical comments later on). The only item we would like some clarity on is the number of designated visitor spaces. Our preference is to assign 1 space per unit, have 5 designated visitor spaces, 4 handicap spaces and the last 8 spaces can be rented to any unit as an additional space (in the unlikely event they have more than one car).

Green International had the following reply:

- I think that plan for visitor spaces is reasonable. However, I would recommend that any of 8 parking spaces that could potentially be rented be marked as additional visitor spaces during times that they are not being rented by residents of the building.

The Applicant has agreed.

In addition, the Town Engineer provided the following feedback:

- I read the peer review and have determined the findings and comments to be fair and accurate. I would have no problem accepting these recommendations.

Draft Decision

The Draft Decision has been revised to reflect new information submitted since the December 15<sup>th</sup> hearing, including recommendations of the Parking/Loading Peer Review Report submitted on 1/10/17. It DOES NOT INCLUDE feedback from individual Board members sent to me via email – these changes are best discussed during the public hearing while the hearing is still open. The Draft Decision is dated 1/17/17. It was distributed to the Applicant and posted to the website on 1/17/17.

Follow up from 12/15

RMLD was asked about the proposed location for the transformer. The following response was received and forwarded to the Applicant:

- The first issue is the location of the riser pole. The creation of the loading space has moved the riser back into the property. This pole location will cause a property crossing issue with the abutter's property when we run our wires from the street pole.

- The second issue is access to the new transformer location. Specifically, our ability to set up our trucks properly to place the transformer, and in the future to replace the transformer, if needed. We need to be able to set up our flatbed delivery truck and our line truck next to the transformer pad to facilitate the placement of the transformer. All our lifting is done from the back of the line truck. We don't lift transformers over the line trucks. This location will not give the RMLD the ability to set up the trucks side by side to install and remove the pad-mounted transformer as necessary.
- The RMLD does not agree with relocation of the transformer and the riser pole.
- As far as the other issues, we met with the Developer to go over our concerns regarding the electric room, meter locations, etc., but I have not received any detailed plans regarding the electric service.

#### Outstanding Concerns of Staff, Board and Public

- All applicable staff concerns from prior memos still apply.
- Transformer location – has Applicant met with RMLD to discuss?
- O&M Plan re: Overflow Parking Management, Snow Storage & Removal, Trash Removal
- Screening for abutters
- Building colors

#### Recommended Process for ZBA Meeting on January 19<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
- Peer Reviewer – provide presentation of peer review findings
- Applicant – provide response to peer review findings
- Board – ask questions re: peer review
- Public Comment
- Board – consider Applicant's request to truncate 40-day period to finalize Decision
- Board – review and discussion of Draft Decision
- Board – determine next steps regarding Draft Decision, Close Public Hearing
- Adjourn

#### 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>
- Extension of Time of 35 days to: January 19<sup>th</sup>
- Today: January 19<sup>th</sup> (0 days left) – Hearing Must Close
- No new information can be taken into the record after close of hearing
- Next Steps: the ZBA should determine whether additional meetings need to be scheduled to accommodate finalization of Decision
  - Upcoming Meeting Dates: February 2<sup>nd</sup>, February 16<sup>th</sup>, March 2<sup>nd</sup>, March 16<sup>th</sup>