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:	December 14, 2016
Re:	Reading Village 40B – Status Update

This memo is intended as an update to the ZBA from staff on progress made since November 10th.

New Information from the Applicant
The Applicant has provided the following new information, which has been posted to the website:
- Memo from the Applicant to the ZBA, dated 12/6/16.
- Sheet 5 of 8: Proposed Parking Layout, dated 9/12/16, revised 10/17/16, 11/4/16, and 12/6/16 to show 86 parking spaces.
- Sheet 5 of 8: Proposed Parking Layout, dated 9/12/16, revised 10/17/16, 11/4/16, 12/6/16, and again (no date) to show a 30'x17' on-site loading space.
- Plan of Record- still needed

Draft Decision
The Draft Decision has been revised to reflect new information submitted since the November 10th hearing. It is now dated 12/14/16. It was distributed to the Applicant and posted to the website on 12/14/16. It does not include any new information on the Plan of Record.

Follow up from 11/10
- A memo dated 11/14/16 was sent to the Applicant recapping the guidance given to the Applicant by the ZBA on 11/10/16 regarding the requested waivers.
  - No feedback was received from the Applicant indicating that any of the guidance would "render the project uneconomic."
- It was determined that there is no separate board process for obtaining water and sewer connection permits; therefore, the waiver requests are obsolete.

Feedback from Staff
The revised parking layout plan (with the on-site loading space) was forwarded to Town staff on December 12th. The following comments were received:

Fire Department:
- The Fire Department does not object to the proposed loading site.

Prior Comments:
- A hydrant has been requested on Lincoln Street.
- All prior comments from 10/13/16 memo still apply.

Police Department:

- It is evident that many folks have taken a lot of time and effort to convey their suggestions. That being stated, we took a close look at the proposed changes and also consulted with Planning and Engineering. The Police Department is satisfied with the proposed document. Simply, at the onset of the project our concerns were parking and the placement of a loading zone. They have increased parking and also provided an on-site loading area as we have requested.

Reading Municipal Light Department (RMLD) Prior Comments:

- Peter Price, RMLD Engineer, met with the Applicant on 10/24 to review requirements, which are expected to be incorporated into revised plans.
- The Applicant has been instructed to contact Verizon and Comcast to discuss their needs for the project.

Recommended Process for ZBA Meeting on December 15th

- 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 overview of plan changes and updated information
- Board – review and discussion of Draft Decision
- Public Comment
- Board – determine next steps regarding Draft Decision, Close Public Hearing
- Adjourn

Timeline

- Hearing Opened: February 4th
- Halfway Point (90 Days): May 3rd
- 180 Days: August 1st
- Extension of Time of 91 days to: October 31st
- Extension of Time of 45 days to: December 15th
- Today: December 15th (0 days left) – Hearing Must Close without Extension of Time
- Next Steps: the ZBA has 40 days to finalize the Decision, and no new information can be taken into the record during this time.
  - January 19th has been reserved for this Application if needed