

# Memo

**To:** Andrew MacNichol, Community Development Director  
**From:** Meg Anderson, E.I., Civil Engineer;  
**CC:** Community Planning and Development Commission; Ryan A. Percival, P.E., Town Engineer;  
**Date:** March 5, 2026  
**Re:** Proposed Mixed Use Development 281 Main Street

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## Materials reviewed:

- Proposed Site Plan entitled; "Civil Site Plans for: Mixed-Use Building: Retail and Residential, 281 Main Street (Map 42 Lot 12)", 281 Main Street, Reading, Massachusetts; prepared by Allen & Major Associates, Inc.; issued for notice of intent February 27, 2026
- Drainage Report; prepared by Allen & Major Associates, Inc.; dated November 24, 2025

The Engineering Division has reviewed the proposed site application for the proposed project and offers the following comments:

- The applicant is required to obtain a State Highway Access Permit for the driveway curb cuts and utility work.
- ADA accessibility shall be maintained along the sidewalk at the proposed driveway entrance.
- Ensure that wheel stop blocks, columns, and bollards do not prevent access to the ramps adjacent to the ADA accessible parking spaces. Please show path of travel from accessible parking spaces to building entrances.
- The driveway apron may have a maximum width of 24 feet.
- Existing water and sewer connections to the site shall be disconnected prior to demolition of the existing building.
- The proposed water service conflicts with a catch basin in Main Street.
- Please show the sewer main on the utility plan. It currently appears to be covered by the shading of the sidewalk area.
- Please show locations of building columns within the covered parking area to ensure no conflict with proposed stormwater structures, accurate parking space counts, and adequate driving clearance around columns.
- The stormwater management system analyzed in the drainage report is not consistent with the most current set of civil site plans. Please provide an updated report.
- Please ensure accuracy and consistency of all rim and invert elevations for the proposed stormwater structures.
- Please show locations of inspection ports within the infiltration system.
- The site may be subject to a Sewer Connection Fee.
- All utilities shall be approved materials and installed in accordance with the Department of Public Works Standards.
- Engineering Division shall be notified 72 hours in advance to mark out Town utilities.
- All water, sewer, curb cut, street opening, and Jackie's Law excavation permits shall be obtained at the Engineering Division prior to any excavations.
- 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.
- 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.