



Town of Reading

16 Lowell Street, Reading, MA 01867

Community Planning & Development Commission

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readingma.gov/community-planning-and-development-commission

March 9, 2026

Special Permit; Site Plan Review DECISION

Project: Montage on South Main
Address: 281 Main Street
Applicant & Owner: 281 Reading, LLC

To the Town Clerk:

*This is to certify that, at a public hearing of the Community Planning and Development Commission opened on February 9, 2026 and closed on **DATE** by a motion duly made and seconded, it was voted:*

“We, the Reading Community Planning and Development Commission, upon request from 281 Reading LLC, under the provision of Sections 4.3, 4.4, 4.6, 5.3 and 5.6.7, of the Zoning Bylaws of the Town of Reading, and MGL Ch. 40 §9 to consider the Site Plan and Special Permit for 281 Main Street (Assessors Map 12, Lot 42) as shown on the Site Development Plans prepared by Allen and Major Associates, Inc., dated November 25, 2026 and most recently revised February 27, 2026 and architectural plans prepared by RP Architectural Studio,— do hereby vote 0-0-0 to **approve** the Special Permit for Mixed-Use on site; do hereby vote **0-0-0** to **approve** said Site Plan Review subject to the Findings and Conditions below.”

Materials Submitted:

The following materials were submitted into the public record:

1. Site Plan Review Application, Narrative, received 1/14/26.
2. Site Plan Review Filing Fee, received 3/4/26.
3. Applicant Powerpoint Presentation, dated 2/9/26.
4. Application Narrative, dated 1/13/26.
5. Bay State Physical Therapy Letter of Support, dated 11/26/25.
6. Drainage Report, dated 11/24/25.
7. Certified List of Abutters, dated 1/7/26.
8. Email from Senior Planner to Applicant stating submission was Substantially Complete, dated 1/14/26, including a list of minor revisions.
9. Legal Notice published in the Daily Times Chronicle on 1/21/26 and 1/28/26.
10. Civil Engineering and Site Plans, 281 Main Street, Reading MA, prepared by Allen & Major Associates, Inc., including the following:
 1. Site Plan Cover Sheet, originally dated 11/24/26 and last updated 2/27/26.
 2. Sheet V-101: Existing Conditions Survey, dated 11/24/25 and last updated 2/27/26.
 3. Sheet C-001: Abbreviations & Notes, dated 11/24/25 and last updated 2/27/26.

4. Sheet C-002: Abbreviations & Notes, dated 11/24/25 and last updated 2/27/26.
 5. Sheet C-101: Erosion Control Plan, dated 11/24/25 and last updated 2/27/26.
 6. Sheet C-102: Layout & Materials Plan, dated 11/24/25 and last updated 2/27/26.
 7. Sheet C-103: Grading & Drainage Plan, dated 11/24/25 and last updated 2/27/26.
 8. Sheet C-104: Utilities Plan, dated 11/24/25 and last updated 2/27/26.
 9. Sheet C-105: Lighting Plan, dated 11/24/25 and last updated 2/27/26.
 10. Sheet C-106: Snow Storage Plan, dated 11/24/25 and last updated 2/27/26.
 11. Sheet C-107: Vehicle Movement Plan, dated 11/24/25 and last updated 2/27/26.
 12. Sheet C-108: Fire Truck Turning Plan, dated 11/24/25 and last updated 2/27/26.
 13. Sheet C-501: Details, dated 11/24/25 and last updated 2/27/26.
 14. Sheet C-502: Details, dated 11/24/25 and last updated 2/27/26.
 15. Sheet C-503: Details, dated 11/24/25 and last updated 2/27/26.
 16. Sheet C-504: Details, dated 11/24/25 and last updated 2/27/26.
 17. Sheet C-505: Details, dated 11/24/25 and last updated 2/27/26.
 18. Sheet L-101: Landscape Plan, dated 11/24/25 and last updated 2/27/26.
 19. Sheet L-501: Landscape Notes & Details, dated 11/24/25. and last updated 2/27/26.
 20. Sheet L-502: Landscape Notes & Details, dated 11/24/25 and last updated 2/27/26.
11. Architectural Plans for Montage, 281 Main Street Redevelopment, Reading, MA, prepared by SV Design, dated 11/25/25 and last updated 2/26/26 and including the following:
1. CoverG100, originally dated 11/25/25 and last updated 2/26/26
 2. SheetA101: Project Information, originally dated 11/25/26
 3. A101: Level 1 Plan, originally dated 11/25/25 and last updated 2/26/26
 4. A102: Level 2 Plan, originally dated 11/25/25 and last updated 2/26/26
 5. A103: Level 3 Plan, originally dated 11/25/25 and last updated 2/26/26
 6. A104: Level 4 Plan, originally dated 11/25/25 and last updated 2/26/26
 7. A105: Roof Plan, originally dated 11/25/25 and last updated 2/26/26
 8. A201: Exterior Elevations, originally dated 11/25/25 and last updated 2/26/26
 9. A202: Exterior Elevations, originally dated 11/25/25 and last updated 2/26/26
 10. A203: Building Signage, originally dated 11/25/25.
 11. A301: Building Sections, originally dated 11/25/25.
 12. A303: Shadow Study, originally dated 11/25/25 and last updated 2/26/26.
 13. P100: Photometric Study, originally dated 11/25/25.
 14. R100: Rendering, originally dated 11/25/25 and last updated 2/26/26.
 15. R101: Rendering, originally dated 11/25/25 and last updated 2/26/26.
 16. R102: Rendering, originally dated 11/25/25 and last updated 2/26/26.
 17. R103: Rendering, originally dated 11/25/25 and last updated 2/26/26.
12. Drainage Report, Mixed Use Building 208 Main Street, Reading, MA, prepared by Allen & Major Associates, Inc., prepared for 281 Main, LLC, dated 11/24/25.
13. Transportation Impact Assessment, Proposed Mixed-Use Development 281 Main Street Reading MA, prepared by Vanasse & Associates Inc., prepared for 281 Main, LLC, dated October 21, 2025.
14. Memo from Engineering Department, dated 3/5/26.
15. Draft Decision, dated 3/9/26.

Findings:

1. **Overview:** The subject site is comprised of one lot and totals 0.77 acres (33,554 sf) of land. The development tract is primarily zoned Business-A along its western edge which fronts onto Main Street. A portion of the development tract is zoned S-15 along the eastern edge toward the rear of the lot.
2. **Proposal:** The proposal is to construct a 4-story Mixed-Use building, including twenty-four (24) apartments, three (3) of which will be Deed Restricted Affordable Units. The building will include 2,400SF of commercial space on the first floor. The proposed parking on site includes thirty-nine (39) surface parking spaces, to be used by both the residential and commercial tenants. One existing curb on Main Street is to remain. Access to the residential units will be through a lobby at the east (rear) and north (side) of the building while the commercial tenant entrances will be provided along the building's west and south sides. Other site improvements include improving landscaping, installation of publicly available EV charging stations, upgraded sidewalks along Main Street, tree plantings, and street-level outdoor amenity space for residents and commercial tenants.
3. **Existing Use:** The site currently contains one two-story commercial building and is abutted by commercial properties directly to the north and south. The parcel directly abuts residential uses to the east and rear of the site. The rear of the lot is wooded and abuts riverfront area. To the west across Main Street will be 30 unit mixed-unit development with 7,500 sf of commercial space.
4. **Zoning:** The site overall is split-zoned between the Business-A (Bus-A) Zoning District along the Main Street frontage and the Single-Family S-15 Zoning District at the rear of the lots that front Main St. According to section 3.4.1 of the Zoning Bylaw:

Where a district boundary line divides any lot existing at the time of the line's adoption, any provision of the Zoning Bylaw applicable to a district in which the lot has frontage on a street may be extended so as to be applicable to the portion of the lot that is not more than thirty (30) feet from the district boundary line; provided, however, that this provision shall not apply to any lot used for multi-family housing or to the Aquifer Protection Overlay District boundary lines established by Section 10.3 of the Zoning Bylaw.

The proposed mixed-use building is entirely within the Bus-A zoned area. When Bus-A is extended the additional 30ft from Main Street, as allowed under Section 3.4.1, the parking lot is fully contained within said extension.

Per Section 5.6.7, Mixed-Use projects along south Main Street may be authorized by CPDC via Special Permit and shall be designed to comply with the South Main Street Design Best Practices. Per Section 5.3, multi-family housing is permitted by-right within the Bus-A Zoning District. Restaurants and retail stores are also allowed by-right within Bus-A.

5. **Site Plan Review Applicability:** According to Section 4.6.2 of the Zoning Bylaw,
“Site Plan Review is required if the proposed construction or site alteration involves any of the following:

- a. *An increase in Gross Floor Area of 500 square feet or more, via the creation of new floor area, that results in the requirement for or addition of 2 or more parking spaces (regardless of parking-related exemptions or waivers); or*
- b. *A Change of Use within a structure containing an existing public, institutional or commercial use; an existing multi-family dwelling, or a structure containing more than one use; to a use permitted by Special Permit from the CPDC.”*

The project triggers Site Plan Review by both a Change of Use to a use permitted by Special Permit from the CPDC and an Increase in Gross Floor Area that requires the addition of 2 or more parking spaces.

6. **Special Permit Applicability:** The Applicant requests a Special Permit per Sections 4.4 and 5.6.7 of the Zoning Bylaw in order to construct a Mixed-Use building in Business-A. Mixed-Use requires a Special Permit in Business-A and must meet the requirements laid out in Sections 5.6.7 and 6.3, or request waivers. The application must meet the Special Permit criteria laid out in Section 4.4.5 of the Zoning Bylaw.
7. **Site Access and Circulation:** The proposed redevelopment would maintain the existing curb cut on Main Street with no turning movement restrictions and includes a stop sign with painted STOP bar on-site. The curb cut is proposed as a XXft wide curb cut; a two-way drive-aisle is provided through the parking lot and measures 26ft wide.
8. **Parking:** Parking for residential uses must be provided at a rate of 1.25 spaces per unit. With 24 units proposed, 30 spaces are required for residential uses. Parking is required at 1 space per 300SF for commercial space. With 2,400 SF of commercial space proposed, 8 spaces are required for commercial uses. The development proposes 39 total parking spaces, exceeding the minimum required 38 spaces.
 - Two (2) ADA spaces are required with one (1) van accessible. The proposal meets this requirement.
 - Ten (10) standard parking spaces (9’ wide and 18’ long) are proposed with an additional sixteen (16) parking spaces located beneath a podium structure (8.5’ wide and 17’ long) meeting the requirements of Section 9.1.2.2. ~~9.1.2.2~~
 - Up to 30% of the total parking spaces are allowed to be proposed as compact spaces (8’ wide and 16’ long). Eleven (11) total parking spaces are proposed to be compact, or 28.2% of the total parking spaces.
 - Electric Vehicle Charging Stations:

Thus, exclusive of the 2 ADA spaces, and **X EV spaces**, (X) parking spaces are being offered as general unrestricted parking.

With the residential lobby located at the rear of the building it is presumed that residents would primarily park behind the building, leaving spaces towards the sides of the parking lot for commercial employees and customers.

9. **Bicycle parking:** A bicycle storage room is proposed on the main level of the building accessible from the north side.

10. **Loading Spaces:** One loading space is required for each Mixed-Use project. A 18ft by 42.5ft loading zone is proposed in the parking lot, directly off the rear of the building. The loading zone meets the minimum size requirements of 12ft by 35ft.

11. **Traffic Impacts:** The Applicant submitted a Transportation Impact Assessment prepared by Vanasse & Associates, Inc. who reviewed existing traffic conditions in the area in September 2025 and pedestrian/ bike conditions in October 2025. The project site currently consists of a single building occupied for office use. Both businesses were operations during the time traffic counts were collected.

In this stretch of Main Street there is one lane in each direction with a center two-way left turn lane. Proposed future traffic impacts were provided for the Mixed-Use project. Traffic generation was calculated using the ITE trip-generation statistics. The project was analyzed as *Strip Retail Plaza* for 3,600SF of commercial space and *Multifamily Housing (Low-Rise)* for twenty-three (23) multi-family units. Overall, this iteration of the project was expected to generate three-hundred-fourty (340) net new vehicle trips on an average weekday. Of those trips, one-hundred-fourty-four (144) were proposed to be for the general commercial uses, one-hundred-ninety-six (196) trips for miltu-family residential use. For peak travel they projected twenty-three (23) new vehicle trips during the weekday morning peak (10 entering and 13 exiting) and thirty-six (36) new trips during weekday evening peak hour (19 entering and 17 exiting).

The TIA reports that project related traffic-volume increases external to the study area relative to no-build conditions are anticipated to range from 17 to 24 vehicles or 1.3 to 1.8 percent during peak periods. The report concluded that project-related traffic increases will not result in significant increases in traffic volumes or traffic delays within the study area.

Changes to the project since the TIA was completed include an additional residential unit and a reduction of 1,200SF in the overall commercial square footage. It is estimated that lower traffic impacts than those modeled in the original Transportation Impact Assessment can be expected. No new curb cuts are being proposed as part of the development and the TIA reports that lines of sight at the project driveway exceed the recommended sight distances.

12. **Interior Space:** The proposed building will be 32,862sf of Gross Floor Area across the four floors. The proposed building will maintain 2,400 GSF of commercial space and 30,462 net GSF of residential space; the remaining 8,486 GSF space being shared utility, entry, circulation, hallway and other.

- a. **Commercial Component:** Section 5.6.7.2(a) requires that 25% of the gross floor area within a Mixed-Use project be dedicated to commercial space. The first floor of the proposed project includes 2,400 GSF of commercial space, which is 9.85% of the 24,376 GSF of the proposed building after netting out shared/common spaces and therefore requires a waiver. The commercial spaces are accessed via entrances on the sides and the front of the building facing Main Street. The first floor also includes the residential entrance in the rear of the building with a bike storage room, trash rooms, mail and package storage and the elevator lobby, associated mechanicals, and stairs.

- b. **Residential Component:** Section 5.6.7.3(a) requires that for Mixed-Use projects that front Main St, residential units will be located at the rear or upper floors only. The project contains thirty (24) residential units that are split across the three (3) upper floors. The second and third floors include nine (9) total units each. In total there are six (6) 1-bedroom units and eighteen (18) 2-bedroom units. Residential unit composition for each floor is as follows:
 - i. Second Floor: three (3) 1-bedroom units, and six (6) 2-bedroom units.
 - ii. Third Floor: three (3) 1-bedroom units, and six (6) two-bedroom units.
 - iii. Fourth Floor: six (6) 2-bedroom units.

The fourth floor maintains a rooftop resident amenity space overlooking Main Street.

Units are anticipated to be offered as rentals. Unit sizes range from 567-962 GSF 1-bedrooms, and 958-993GSF 2-bedrooms.

- iv. **Affordable Units:** 5.6.7.3(b) requires that in projects of ten (10) or more residential units a minimum of 10% of units shall be made affordable to households earning at or below 80% of Area Median Income (AMI). Three (3) of the thirty (24) apartments proposed will be deed-restricted Affordable units available at 80% AMI.

13. Dimensional Requirements:

- a. **Setbacks:** Mixed-Use in Bus-A districts requires a 5ft front yard setback, a 10ft side yard setback, and a 20ft rear yard setback. The proposed building meets all setback requirements, with a 5ft front yard setback, 10ft side yard setback, 21ft rear yard setback.
- b. **Lot Coverage:** The maximum lot coverage allowed is 60% and the proposed project maintains 33% lot coverage.
- c. **Step-backs:** South Main Street Design Guidelines recommend a 10ft step-back when above a 3rd floor level. The project proposes a 10ft step-back at the 4th floor level along the front/western façade facing Main Street.
- d. **Building Height:** The building is proposed to be 45ft tall and complies with the 45ft maximum height allowed in the Bus-A Zoning District. Mechanical roof elements will not be habitable, thus according to Table 6.3, Footnote 2 of the Reading Zoning Bylaw the structures are exempt from the maximum height requirements as height requirements do not apply to structures not intended for occupancy. The habitable portion of the building is proposed to be 45ft at its highest point. Stairwell and elevator overruns, as well as roof mounted infrastructure, shall be centrally located on the roof.

- 14. **Lighting:** Three (3) lights are proposed in the surface parking area, with one (1) 12' wall mounted LED light and two (2) 15' pole mounted lights. All building lighting will be dark-sky compliant and use energy efficient LEDs.

15. **Design / Building Materials:** The four-story building has a flat roof with amenity space and uses four styles of materials to showcase changes in the massing of the façade and features a series of overhangs and canopies to articulate the form. The façade features horizontal and vertical corrugated aluminum material, wood style composite paneling, and a dark concrete paneling. Black prefabricated aluminum balconies are proposed for residential units. Concrete paneling will be continued down to the groundlevel storefronts which will have floor to ceiling windows with black aluminum pane detailing providing transparency to the retail commercial components of the building and visibility from Main Street.
16. **South Main Street Design Best Practices:** The Applicant has incorporated many of the goals into the design of the site including: scaling the building to nearby buildings, minimizing parking in front of the building, putting landscaping/greenery along the street edge to provide screening and curb appeal, improving the pedestrian environment, locating the building as close to Main Street as permitted, commercial entry along Main Street and engaging the streetscape, having a step-back at the fourth floor, and enhancing residential uses. Overall, the proposal substantially meets the Design Guidelines.
17. **Pedestrian Access:** Concrete sidewalks with vertical granite curbing is to be provided and replaced along the frontage on Main Street and around the building to access points. Concrete pathways will fully surround the building footprint for residential and commercial access.
18. **Resource Area:** The southwestern portion of the site contains a 100ft riverfront wetland buffer area. The rear portion of the lot gradually slopes downward from 94 feet to 87 feet. The riverfront buffer area covers a portion of the building footprint and rear parking lot. The wetland line was delineated on **DATE**.
19. **Drainage/Stormwater:** Under current conditions the site surface drainage flows were analyzed at two points. A portion of the site flows west off-site to the municipal drainage on Main Street and a portion of the flows off-site toward the riverfront wetlands area at the eastern portion of the site. The proposed development will maintain **XXXXSF** of impervious area.

The proposed stormwater management system for the site consists of a series of drywells, catch basins, water quality units, roof drains, underground piping, area drains, that collect flows into two (2) underground infiltration chambers. The water quality volume for the site is captured and treated using underground infiltration systems with isolator rows and water quality units. The system has an emergency overflow pipe that connects to an existing drainage pipe that outlets to the riverfront. The infiltration system was designed to reduce the flow for the 25-year and 100-year storm events. A Stormwater Operation and Maintenance Plan was submitted within the Stormwater Report detailing cleaning and inspection requirements. An oil water separator is proposed for the structured parking area for the rear of the site, with the final location to be determined. The area will need drainage discharges designed to meet applicable plumbing codes.
20. **Landscaping & Screening:** Landscaping is proposed around the building and surface parking area. In its existing condition, the site contains 2 existing trees with landscaped areas in front of the building. The plan proposes to remove the two trees on site and plant ten (10)

deciduous trees and five (5) evergreen trees around the site for landscaping and screening, totaling seventeen (17) new trees planted. Planting is predominantly proposed for the north and south property boundaries and in the front of the building fronting Main Street.

Additional plantings include 63 shrubs and 119 perennials and grasses and a variety of annuals. There is an existing fence on site that provides screening from the property to the south which will remain. A retaining wall is proposed to the southeast corner of the site.

21. **Amenity Space:** There is a 194SF bike storage room. Outdoor seating and amenity space outside of the commercial storefront may be accessible for residential tenants dependant on the commercial tenant. The fourth floor contains a rooftop resident amenity space at 484 sf and overlooking Main Street. A roof deck is proposed for the fourth floor level of the building as an amenity space for residents.
22. **Utilities:** Electrical and communication services will be extended from Main Street below ground. The pad mount transformer will be located to the front of the site on the southern side of the driveway entrance. A connection to existing natural gas lines in Main Street is not currently anticipated. Water and sewer services will be connected off Main St. All connections shall meet Town standards.
23. **Public Safety:** Sheet C-109 demonstrates the fire truck turning movements through the parking lot.
24. **Signage:** No signage is proposed at this time. Final approval for all project signage, including commercial tenants, must be obtained in the form of a sign permit under Section 8 of the Reading Zoning Bylaw (see General Condition 4).
25. **Trash/Dumpster:** The applicant proposes dedicated residential and commercial trash rooms accessible from the rear of the building. An Operations and Maintenance Plan shall be submitted detailing the best practice of trash removal and maintenance practices of the facility to minimize litter, odor and attraction of rodents.
26. **Snow Storage and Removal:** Snow storage locations are not detailed on the plan set. Any excess snow that impedes sight lines or vehicular/pedestrian movements shall be hauled off-site.

Conditions:

General:

1. **Public Health, Safety and Welfare:** If, at any time due to conduct of the Applicant/Owner or site residents, the site becomes a nuisance to public health, safety or welfare (i.e., trash and littering found within the site perimeter, frequent traffic spillover onto Route 28, excessive noise in violation of applicable regulations/bylaws, unreasonable site illumination beyond the hours of operation, etc.) – as shall be evidenced by substantiated complaints to the Police Department or Public Services Office requiring responsive action – the Applicant/Owner shall agree to work with Staff to take reasonable, good faith, and cost-effective efforts to rectify the problem. Should the situation warrant it, an additional Site Plan Review by the CPDC may be required.

2. **Utilities:** All utilities, structures, frames and covers shall meet the Town of Reading standards. The electric utility plan is subject to approval by the Reading Municipal Light Department (RMLD).
3. **Site Plan Decision:** The Site Plan Decision herein does not include approval for any future uses or site renovations that may – on their own merits and design – trigger the requirements of site plan review and/or require a separate special permit. All future proposed uses requiring a site plan review or a special permit shall obtain such approval(s) prior to occupancy of any tenant space.
4. **Signage:** The Applicant shall submit a Sign Permit Application to the Planning Division for review and approval prior to the installation of any signage.
5. **Sidewalk Improvement:** The Applicant will need an access permit from MassDOT to modify the curb cuts. As part of this permit, the Applicant shall seek permission to repair any damage to the sidewalk along their property frontage and adjacent ramps to follow the Engineering Division and MassDOT standards.
6. **Handicap Parking:** The handicap parking spaces shall be properly posted in the locations depicted on the approved Plans.
7. **Landscaping:** The landscaping shall be installed substantially as indicated on the final approved plans, subject to reasonable availability of plantings. In the event that weather conditions prevent completion of the proposed landscaping prior to the desired date of occupancy, the Applicant shall submit a bond to cover the cost of installation of the remaining landscaping features.
8. **Architecture:** The building façade on each elevation (north, south, east, west) shall be substantially as indicated on the approved architectural plans and elevations.
9. **Commercial Spaces:** It is strongly recommended that the Applicant prep the commercial spaces with utility connections, grease traps, etc. in anticipation of future tenants.
10. **Order of Conditions:** At all times throughout construction of the project and occupancy of the site, the Applicant and/or future owners shall comply with all provisions of any Order of Conditions issued for the project by the Reading Conservation Commission. As part of the Purchase and Sale Agreement, the Applicant shall provide a copy of the Order of Conditions to the buyer for each lot.
11. **Affordable Units:** A total of 3 residential units (or 10% of total units), shall be deed restricted in perpetuity by households whose maximum income does not exceed eighty percent (80%) of the Boston Area Median Income (AMI), adjusted for household size, as published by the U.S. Department of Housing and Urban Development (HUD).
 - a. **Design & Construction:** Affordable units must be dispersed throughout a Development Project and be comparable in initial construction quality and exterior design to the Unrestricted Units. The Affordable Units must have access to all on-site amenities. Affordable Units shall be finished housing units. All Affordable Units must be constructed and available for occupancy not later than concurrently with construction and occupancy of Unrestricted Units.
 - b. **Unit Mix:** The total number of bedrooms in the Affordable Units shall be at least proportionate to the total number of bedrooms in all units of the project.
 - c. **Affordable Housing Restriction:** Each Affordable Unit shall be subject to an Affordable Housing Restriction which is recorded with the Middlesex South Registry

of Deeds, and shall include, at a minimum, items A through M of Reading Zoning Bylaw Section 10.5.10.5.

- d. **Documentation:** One hard copy and an electronic version of any documentation submitted to EOHLIC in compliance with their requirements shall be submitted to the Community Development Director. This shall include but not be limited to: the Affirmative Fair Housing Marketing Plan, the Tenant Selection Procedure, the Regulatory and Use Agreement, and any other documents pertinent to the affordability of each affordable rental unit.
- e. **Affirmative Fair Housing:** Pursuant to 760 CMR 59.00 (MGL Ch. 40R), the project shall comply with federal, state, and local fair housing laws, and the affordable units shall be subject to an Affirmative Fair Housing Marketing Plan (the “AFHMP”) that complies with EOHLIC Guidelines for G.L. c.40B Comprehensive Permit Projects applicable to the Project promulgated by DHCD (the “40B Guidelines”). The Applicant shall comply at all times with all provisions of its Affirmative Fair Housing Marketing Plan, including, without limitation the initial lottery and other tenant selection procedures. In the event of any conflict between (1) the requirements of this permit or the Reading Zoning Bylaw with (2) EOHLIC’s 40B Guidelines, the AFHMP, and/or the regulatory agreement establishing the Affordable Housing Restriction, the latter shall control.
- f. **Local Preference:** To the extent permitted by applicable law, the AFHMP shall include a local selection preference for the initial building rent-up for up to 70% of the Affordable Units for the following categories: (a) current residents of Reading, (b) employees of Reading (i.e., municipal, Public Schools, RMLD, etc.), (c) employees of local businesses, and (d) households with children attending schools in Reading. An annual report of sales activity to such local preference categories shall be submitted to the Community Development Director.
- g. **Monitoring Agent:** The Applicant shall ensure that there is effective annual monitoring and enforcement of the Affordable Housing Restriction during the term of Affordability, administered through a Monitoring Agent and pursuant to the criteria of Reading Zoning Bylaw Section 10.5.10.6.
- h. **Costs of Housing Marketing and Selection Plan:** The housing marketing and selection plan shall make provision for payment by the owner of reasonable costs to the Monitoring Agent and the owner shall pay reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements,

Prior to the Commencement of Site Work and Start of Construction:

- 1. **Engineering Concerns:** The Applicant shall work with Engineering staff to address any remaining concerns.
- 2. **Conservation Concerns:** The Applicant shall work with the Conservation Administrator to satisfy any remaining concerns.
- 3. **Plan Revisions:** The Applicant shall revise the Site Plan pursuant to any conditions imposed herein and submit 2 full-size (24x36) copies of the revised plans to the Community Development Director for review and approval prior to the issuance of a Building Permit. Should any plan revisions be made upon new findings or agreements with direct abutters a summary of revisions shall be submitted to the Community Development Director.

4. **Other Permits:** The Owner/Applicant is responsible for obtaining all other requirements and permits including but not limited to, utility connections, sewer, water, curb cut, street opening and Jackie's Law excavation permits from the Engineering Department (prior to excavation), and Board of Health approvals.
5. **Pre-construction Meeting:** The Owner/Applicant and contractors shall coordinate with the Community Development Director to schedule a pre-construction meeting with Town staff prior to applying for building permits, in order to review these conditions and any and all final construction sequencing, details and plans for this project.
6. **Stormwater:** A Stormwater Operation and Maintenance Plan shall be submitted for review and approval by the Engineering Department 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.
7. **Roof Mechanicals:** The Applicant shall ensure that rooftop mechanical units are not visible from the street, and to mitigate the visual and audible impact of the units.
8. **Electric Utility:** The electric utility plan, including the locations of light poles, transformers, etc. shall be approved by the Reading Municipal Light Department (RMLD). Additional considerations to expand conduit for additional EV Ready spaces shall be given.
9. **ADA/MAAB:** Certification shall be furnished to the Community Development Director that the proposal is in conformance with the provisions of the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (AAB).
10. **Construction Schedule:** A construction schedule shall be submitted to the Community Development Director, Town Engineer, Conservation Commission and Building Inspector prior to the start of construction.
11. **Construction Drawings:** Full construction documents must be submitted and approved by the Fire Department. A building permit shall not be issued until the Fire Department has approved the plans.
12. **I/I Fee:** The project will be subject to an Inflow/Infiltration Fee if it is determined that the new sewer flow is greater than historical usage.

During Construction:

1. **Construction Hours:** Construction shall be limited to the hours stated in Section 8.9.8 "Construction Hours" of the Reading General Bylaws and said hours shall be posted in a conspicuous place at the entrance prior to any work on the site.
2. **Construction Activities:** Construction activities shall be conducted in a workmanlike manner at all times. Blowing dust or debris shall be controlled by the Applicant through stabilization, wetting down, and proper storage and disposal methods, subject to the approval of the Health Agent or designee. The Applicant shall ensure that the abutting local streets are kept clear of dirt and debris, which may accumulate as a result of construction activities for the Project. Documentation shall be provided demonstrating ongoing pest management control, subject to the approval of and administration by the Health Division.
3. **Site Inspections:** Town staff or their designee shall have reasonable access to inspect the site to determine compliance with this Decision.

4. **Coordination with Town Officials:** The Applicant and/or its contractor shall provide – during construction – complete, full coordination with local officials on making alterations to existing utilities, future utilities on site shall be installed underground, subject to local utility approval.
5. **Water Services:** All water services and connections shall be in accordance with the Town of Reading’s Water Division standards.
6. **Plan Changes:** Any changes to the site layout or utility design during site work or construction shall be submitted to the Engineering Division and Community Development Director for review and approval prior to the construction of the change in design.
7. **Bond:** The Applicant/Owner shall furnish a bond for the final As-Built plans prior to the issuance of the final certificate of occupancy. The bond amount shall be determined by the Town Engineer. The bond shall be returned once the requirements of this condition are met.

Prior to the Issuance of a Certificate of Occupancy:

1. **Commercial Use and Maintenance of Separate Uses:** Should the Applicant/Owner have commercial tenants whose primary use includes sale/purchase of perishable items, considerations of additional maintenance and practice of waste disposal for those uses shall be submitted to the Community Development Director.
2. **Compliance Review:** The Applicant shall schedule a meeting with the Building Inspector and Community Development Director before a request for a Certificate of Occupancy to review compliance with this Decision and any other applicable permits.
3. **Pavement Markings:** Pavement markings/arrows within the site shall be painted as they are shown on the plan.
4. **Operation and Maintenance Plan:** An O&M Plan shall be prepared for the catch basins; infiltration basins and stormwater management infrastructure.
5. **Property Management Agreement:** A Property Management Agreement shall be submitted to the Community Development Director detailing the management of trash and recycling procedures; snow management; loading and unloading by moving trucks, vans, delivery vehicles, etc.; emergency vehicle access and maintenance of landscaping.
6. **Roof Mechanicals:** Any proposed or future rooftop mechanicals, or exterior building equipment, shall be screened with sound control devices or construction that mitigates the equipment noise. The equipment shall be set back from building facades so that it is not visible from street views or the abutting residential neighborhood, or screened from view behind parapets enclosed within architectural elements that integrate it into the building design.
7. **Architecture:** The building façade on each elevation (north, south, east, west) shall be substantially as indicated on the approved architectural plans and elevations.
8. **Landscaping:** See General Condition 7.
9. **As-Built Plans:** Within ninety (90) days after issuance of a Certificate of Occupancy, two full size paper copies and electronic AutoCAD final As-Built plans showing the building footprint, drainage systems and utility connections shall be submitted to the Community Development Director and Town Engineer to confirm compliance with this decision and other applicable Town standards. The bond held for this requirement will be returned to the Applicant once this condition has been fulfilled.

10. Affordable Housing:

Conditions for Ongoing Maintenance after Construction:

1. **Lighting:** All exterior building and site lighting shall comply with the dark sky initiatives (light shall shine down only) with the light source being fully shielded (with cutoff shields) to minimize spillage onto abutting properties as much as possible without compromising site safety.
2. **Landscaping:** The site landscaping as depicted on the approved plan shall be maintained in a healthy condition in perpetuity. In the event that landscaping is damaged during snow removal operations, the property owner shall replace such landscaping during the next growing season.
3. **Off-Street Loading and Delivery:** No delivery trucks shall queue on Main Street or within the on-site circulation aisles in a manner that impedes traffic flow through the parking lot. Commercial deliveries shall be prohibited between the hours of 10:00PM and 5:00AM. Delivery by tractor trailer shall be prohibited unless arranged with Reading Police.
4. **Snow Removal:** Snow shall be stored in a manner so that it shall not impact the landscaping, pedestrian pathways, vehicular sight lines, travel lanes or parking areas. Snow shall be removed from the site by the Applicant and/or its designee if the accumulated snow exceeds the capacity of the snow storage area or impedes vehicular sight lines, travel lanes or the parking lot.
5. **Trash Removal:** All trash collection and disposal is the responsibility of the future owner. The owner shall ensure daily that exterior areas of the site remain clear of debris, trash and any equipment used in connection with any commercial activities on site. Trash pick-up shall be contained on-site and shall not impede access into the site.
6. **Storm Water Operations & Maintenance:** Conditions within the long-term Operations and Maintenance Plan shall be adhered to by the Property Owner. Annual O&M reports shall be delivered to the Town Engineer by January 15th of each year.

7. Affordable Housing:

Modifications/Revisions - Plan Changes after Approval by the Approving Authority:

If, at any time before or during development, it becomes necessary or desirable for an Applicant to make modifications to a Site Plan, the Applicant shall appear at a regular meeting of the CPDC and submit, if required by the CPDC, plans showing the modification. Modification requests shall be processed in accordance with the rules governing Site Plan Review unless, upon review and determination by the Community Development Director, the proposed changes qualify as a Minor Modification pursuant to Section 4.6.9.2.

1. **Minor Modification:** Changes that do not substantially alter the concept of the approved Plan in terms of the specific location, the proposed land use, the design of building form and approved building details and materials, site grading or egress points. These include but are not limited to small changes in site layout, topography, architectural plans, landscaping plan, traffic circulation, parking, lighting, signage, open space or other criteria set forth in Section 4.6.9.1. Requests for approval under a minor modification for future renovations/alterations to the approved site plan or for future tenant changes shall be reviewed by the Community Development Director to determine if the proposed work qualifies for review through the Minor Site Plan Review process of Section 4.6.3 of the Reading Zoning Bylaw. If the work is eligible for review under Minor Site Plan review, the Community Development Director may review and grant approval of the

proposed work by administrative approval of the Minor Modification. At the determination of the Community Development Director, the Applicant may be required to present the proposed project at a public meeting of the CPDC.

2. Major Modification: Substantial additions, deletions or deviations from the approved plan, including but not limited to changes in site layout, topography, architectural plan, landscaping plans, traffic circulation, parking, lighting plan, signage, open space or other criteria set forth in Section 4.6.9.1 of the Reading Zoning Bylaw. (Note: Approval of the major modification shall be grounds for reconsideration of the Site Plan application. Denial of proposed major modifications shall not invalidate the Site Plan in conformance with the previously approved Plan).

Signed as to the accuracy of the vote as reflected in the minutes

Andrew MacNichol, Community Development Director

Date

Cc: Applicant, Town Clerk