



Town of Reading
16 Lowell Street
Reading, MA 01867

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August 10, 2020

Site Plan Review **DECISION**

RECEIVED
TOWN CLERK
READING, MA.
2020 AUG 24 AM 8:35

Project: 259-267 Main Street
Applicant: Stonegate Construction Corp.
Owner: 259-267 Main Street LLC

To the Town Clerk:

This is to certify that, at a public hearing of the Community Planning and Development Commission opened on January 13th, 2020 and closed on August 10, 2020 by a motion duly made and seconded, it was voted:

“We, the Reading Community Planning and Development Commission, upon request from Stonegate Construction Corp., under the provision of Sections 4.3 and 4.6 of the Zoning Bylaws of the Town of Reading, to consider the contemplated site plan for 259-267 Main Street (Assessors Map 12, Lots 39 and 40) – as shown on the Site Development Plans prepared by Hancock Associates Inc., dated December 2, 2019 and most recently revised June 15, 2020, and architectural plans prepared by Lowe Associates Architects, dated December 2, 2019 and most recently revised May 12, 2020 – do hereby vote 4-0-0, to approve the said plans, subject to the Findings and Conditions below.”

Materials Submitted:

The following materials were submitted into the public record:

- a) Site Plan Review Application, Narrative, Property Deed and Filing Fee, received 12/2/19.
- b) Certified List of Abutters, dated 11/20/19.
- c) Email from Staff Planner to Applicant stating submission was Substantially Complete, dated 12/9/19, including a list of minor revisions for the next plan submission.
- d) Legal Notice published in the Daily Times Chronicle on 12/24/19 and 12/31/19.
- e) Special Permit Decision from ZBA for parking in S-15 Zoning District, dated 10/2/19.
- f) Site Plan, 259& 267 Main Street, Reading, MA 02180 for Stonegate Construction Corp., prepared by Hancock Associates, including the following:
 - a. Sheet C1: Title Sheet, dated 10/8/19, and most recently revised 6/15/2020.
 - b. Sheet C2: Existing Conditions Plan of Land, dated 6/26/19, and most recently revised 10/1/19.
 - c. Sheet C3: Layout and Materials Plan, dated 10/8/19, and most recently revised 6/15/2020.

- d. Sheet C4: Grading, Drainage and Utilities Plan, dated 10/8/19, and most recently revised 6/15/2020.
- e. Sheet C5: Wetland Restoration and Replication Plan, dated 10/8/19, and most recently revised 6/15/2020.
- f. Sheet C6: Wetland Restoration and Replication Notes, dated 10/8/19, and most recently revised 6/15/2020.
- g. Sheet C7: Landscape Plan, dated 10/8/19, and most recently revised 6/15/2020.
- h. Sheet C8: Landscape Details, dated 10/8/19, and most recently revised 6/15/2020.
- i. Sheet C9: Details, dated 10/8/19, and most recently revised 6/15/2020.
- j. Sheet C10: Details, dated 10/8/19, and most recently revised 6/15/2020.
- k. Sheet C11: Details, dated 10/8/19, and most recently revised 6/15/2020.
- l. Sheet C11: Details, dated 10/8/19, and most recently revised 6/15/2020.
- m. Sheet C13: Emergency Access Plan, dated 10/8/19, and most recently revised 6/15/2020.
- n. Sheet C14: Site Photometric Plan - Main Street Reading 02, prepared by PEMCO Lighting Products, dated 10/8/19, and most recently revised 6/15/2020.
- o. Lighting Spec Sheet - Main Street Reading 01, prepared by PEMCO Lighting Products, dated 10/8/19, and most recently revised 6/15/2020
- g) Architectural Plans for Condominium Project at 259 & 267 Main Street, Reading, MA, prepared by Lowe Associates Architects, Inc., dated 5/12/2020.
 - a. Sheet A-1: Garage Plan, dated 5/12/2020, most recently revised 8/4/2020.
 - b. Sheet A-2: First Floor Plan, dated 5/12/2020, most recently revised 8/4/2020.
 - c. Sheet A-3: Second Floor Plan, dated 1/29/2020, most recently revised 8/4/2020.
 - d. Sheet A-4: Third Floor Plan, dated 1/29/2020, most recently revised 8/4/2020.
 - e. Sheet A-5: Fourth Floor Plan, dated 8/4/2020.
 - f. Sheet A-5: Exterior Elevations, Right Side Elevation and Front Elevation dated 5/12/2020.
 - g. Sheet A-6: Exterior Elevations, Left Side Elevation and Rear Elevation (Main Street Elevation) dated 5/12/2020.
 - h. Sheet A-7: Roof Plan, dated 1/29/2020, most recently revised 8/4/2020.
- h) Stormwater Report in support of 259 & 67 Main Street, Reading, MA, prepared by Hancock Associates, prepared for Stonegate Construction Corp., dated 12/2/19, and most recently revised 5/1/2020.
- i) 259-267 Main Street, Submittal Documents, dated 1/29/2020:
 - a. Response to Engineering Department Review Letter
 - b. Response to CPDC comments
 - c. Response to Conservation Commission comments
 - d. MassDEP Comment Letter
 - e. Economic Alternatives Analysis
 - f. Retaining Wall Product Specification Sheet
 - g. 259-267 Main Street Exterior Operations and Maintenance Plan
- j) Memo from Town Engineer to Community Development Director, dated 1/9/2020.
- k) Memo from Town Engineer to Community Development Director, dated 2/5/2020.
- l) MassDEP Notification Letter, dated 1/8/2020.
- m) Special Permit Decision from ZBA for parking in S-15 Zoning District, dated 7/15/2020.
- n) Summary of Changes, dated 2/10/2020.
- o) Memo from Senior Civil Engineer to Community Development Director, dated 8/5/20.
- p) Memo from Conservation Administrator to Community Development Director, dated 8/5/20.
- q) Draft Decision, dated 8/10/2020.

Findings:

- 1) Overview: The existing site is comprised of two abutting lots ('site') under common ownership that total approximately 4.3 acres of land. The rear of the site is characterized by woods, vegetated wetlands with a jurisdictional 100-foot buffer area extending to Main Street, and riparian areas associated with a perennial stream on the eastern property line. A Town-owned 10" sewer line and related easement of varying width run along the northern and eastern property lines coincident with the perennial stream.

The current proposal is to construct a 4-story, 24-unit apartment building. Each unit will consist of two bedrooms, for a total of 48 bedrooms. A parking garage containing 26 spaces will be located below-grade, and 22 surface parking spaces will be located at the rear of the site, for a total of 48 parking spaces. The site will be accessed through a 26' wide curb cut along Main Street at the northwest corner of the property. Main access into the building is to be provided at the rear of the building and not along the Main Street facade. Site work will include re-grading, re-paving, retaining walls, stormwater improvements, landscaping and wetland replication. A 5' walkway running along the northern and eastern property lines is proposed to connect to the existing drain sewer easement. A structural engineered retaining wall, over 4' in height, is proposed around the surface parking area and building.

- 2) Former Use: The site is currently vacant and is in a degraded condition. It was formerly occupied by a single-family home and a legal non-conforming commercial fuel oil facility for which storage and transportation were the primary services. The site included associated informal commercial parking. The Applicant has indicated that the site does not have an Activity & Use Limitation (AUL), and that the soil is not dirty or hazardous and has provided the Phase I and Phase II Environmental Reports for such.
- 3) Zoning: The site is split-zoned between the Apartment A-40 Zoning District along Main Street and the Single-Family S-15 Zoning District at the rear. A tiny sliver of the property is also within the Business A Zoning District. Multi-family housing is permitted within the A-40 Zoning District. The proposed multi-family housing development will be contained entirely within the A-40 portion of the site, while a surface parking area is proposed within the S-15 Residential Zoning District. The Zoning Board of Appeals granted a special permit on July 15, 2020 to allow a surface parking lot of up to 21 spaces within the S-15 Zoning District.
- 4) Parking and Loading: The proposed development will exceed the requirement for 1.5 spaces per unit by including 48 total parking spaces, or 2 spaces per unit. Twenty-six (26) spaces, measuring 8.5' x 17', will be located in the heated and secured parking garage underneath the building, one of which will be signed and striped handicap accessible. Twenty-two (22) surface spaces, at 9' x 18', have been proposed, one of which will also be striped and signed as handicap accessible. On July 15, 2020 the Reading Zoning Board of Appeals granted the Applicants a Special Permit to allow up to 21 surface parking spaces within the S-15 Zoning District. The Site Plan appears to comply with the Special Permit as one of the proposed 22 surface spaces is located within the A-40 Zoning District. In efforts to comply with the Complete Streets Policy of the Town of Reading, an outdoor bike rack has been proposed at

the rear (front entrance) of the building. An electric car charging station has also been proposed in the surface area lot.

- 5) Interior Space: The proposed building will comprise 59,820 square feet of gross floor area across four floors. Each of the four floors will contain six 2-bedroom, averaging 1,712 square feet, for a total of 24 units and 48 bedrooms. Each unit on the upper floors will be provided with a 5' x 10' balcony that will not infringe on zoning setbacks. The below-grade parking garage will include 26 parking spaces, twenty-two storage areas, an elevator shaft and elevator room, an electrical room, a trash room, and two stairwells.
- 6) Building Height: The building is proposed to be 46'-6" at its highest point. It complies with the 40' maximum height allowed in the A-40 Zoning District due to the fact that the tower elements on the roof 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. The habitable portion of the building is proposed to be 40' at its highest point.

6.3 Table of Dimensional Controls, Footnote 2: Maximum height limits shall not apply to appurtenances such as: chimneys, elevators, poles, spires, tanks, towers or similar structures not intended to be used for human occupancy.

- 7) Lighting: Six light poles are proposed in the surface parking area, each along the pedestrian accessible side of the drive aisle. Building lighting will consist of balcony lighting and egress lighting.
- 8) Utilities: Water service is proposed to be provided through an existing 8" water service off of Main Street. A 1" high pressure gas service also exists on Main Street and is proposed to be extended to the new building location. There is an existing utility easement that runs adjacent to the on-site stream and contains a 10" sewer line; the Applicant is proposing to connect to this sewer line through a new connection to the main at the north side of the property. Electric and telecommunications are proposed to connect to an existing utility pole located near the southwest corner of the property. All connections shall meet Town standards. A transformer and emergency power generator have been proposed to the north of the site across from the buildings garage entrance.
- 9) Drainage/Stormwater: The proposed development will result in an increase of approximately 23,200 SF of impervious area. Stormwater treatment will be captured via a series of deep sump catch basins and trench drains. Run-off from the new impervious areas will be directed towards two on-site subsurface infiltration system; one under the surface parking area in the eastern/rear portion of the site (6 rows) and one within the drive aisle accessing said parking area (5 rows). Overflow is proposed to discharge into the existing wetland area. A Stormwater Operation and Maintenance Plan was submitted within the Stormwater Report detailing cleaning and inspection requirements.
- 10) Landscaping/Screening: Landscaping is proposed around the building and surface parking areas. A total of 280 plantings have been proposed; 22 of which shall be 4" caliper size trees. The Applicant shall minimize the removal of mature trees and a minimum of 4" caliper trees shall be provided, along with a series of shrubs, grasses and perennials.

- 11) Resource Area Plantings/Wetland Replication: The Applicant is proposing to impact a total of 4,922 SF of Bordering Vegetated Wetlands. As mitigation, the Applicant is proposing to provide 23,076 SF of wetland replication within the same wetland system, as well as pockets of wetland restoration throughout the site, and stream bank stabilization in the Riverfront Area. In addition, the Applicant has proposed a 5' wide public access easement, that will contain a trail and boardwalk and will connect to the existing sewer easement that runs along the northern and eastern property boundaries. The Applicant received an Order of Resource Area Delineation (ORAD) from the Conservation Commission on August 29, 2019. A Notice of Intent was filed with the Conservation Commission in October 2019, and an Order of Conditions will be issued on August 26, 2020.
- 12) Public Safety: Reading Fire Department will need to be able to access the entirety of the site. The Applicant has revised the plan to show a circular turn-around area in the surface parking area constructed with the ability to bear the load of an emergency vehicle driving over it, including a standard fire truck. Flush concrete pavers and vertical granite curbing have been proposed within the landscape island. Gas meters have been proposed on the exterior of the rear (front entrance) of the building for proper access by the Reading Fire Department.
- 13) Design / Building Materials: The proposed building is long and rectangular with recessed portions and towers that help articulate and break up the massing of the façade. The roof will be partially flat and partially sloped, giving the perception of a flat roof from the street. The Applicant is proposing to use a mix of building materials and textures such as vinyl impressions to mimic clapboard in the recessed portions of the building, manufactured stone on the central tower, and cedar impressions on the other towers. The building façade facing Main Street shall have the same treatments as the 'front entrance' of the building so as to appear welcoming from Main Street. The fourth-floor level shall be a vinyl shingle material that differs slightly in color from the floors below in order to help alleviate the appearance of the building's massing from the sidewalk.
- 14) South Main Street Design Best Practices: The Applicant was advised to adhere to the Best Practices whenever possible including the provision of a building step-back at the fourth-floor level, which has not been provided.
- 15) Pedestrian Access: A pedestrian path is proposed through the site as follows: a 5' concrete walkway will extend from the public sidewalk on Main Street into the site along the southern side of the site entrance drive and follow the drive aisle all the way to the back of the site where it will meet up with pedestrian paths to main entrance of the building. In addition, before the drive aisle turns south toward the back of the site, the path will connect with a trail and boardwalk that will run north until it meets the sewer easement, and then northeast and south within the sewer easement until the property boundary. The Conservation Administrator is working with the neighboring properties to have the trail continue within the easement across their sites out to Cross Street. A public access easement will need to be established for the areas of the path leading from Main Street to the existing sewer easement.

- 16) **Signage:** No building signage has been proposed or is approved herein. Should the Applicant desire site signage, the Applicant shall submit a Sign Permit Application for the project. A series of ‘wayfinding’ signage is proposed along the boardwalk path.
- 17) **Dumpster:** A series of recyclable containers and dumpsters is proposed within the garage area with rollout bins for street pickup. The containers shall be emptied by a third-party service 3 times per week and removed off-site. Trash and litter throughout the site shall be removed routinely to ensure no debris falls into wetland areas.
- 18) **Snow Storage and Removal:** Snow Storage locations have been depicted at the end of the surface parking area and along the Riverfront Area to ensure clean runoff into the wetland system.

Waivers:

- 1) **Traffic Study:** The Applicant has requested a waiver from the full traffic study requirement of the Site Plan Review Application. The Applicant believes there will be minimal impact to existing traffic volumes on Main Street.
- 2) **Loading Zone:** The Applicant has requested a waiver from the requirement of providing two (2) loading zones for the 24-unit multi-family project. The Applicant has provided one 12’ loading zone along the surface parking area.

The CPDC voted 4-0-0 to approve the requested waivers.

Conditions:

General:

- 1) **Public Health, Safety and Welfare:** If, at any time, the site becomes a nuisance to public health, safety or welfare (i.e., traffic spillover onto Route 28, excessive noise, unreasonable site illumination beyond the hours of operation, etc.) – as shall be evidenced by substantiated complaints to the Police Department or Public Services Office – the Applicant/Owner shall agree to work with staff 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) **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 the Order of Conditions issued for the project by the Reading Conservation Commission on 8/26/20.
- 4) **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 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.
- 5) **Signage:** No site signage has been approved herein. The Applicant shall submit a Sign Permit Application to the Community Development Director for review and approval prior to the installation of any signage.
- 6) **Sidewalk Improvement:** The Applicant will need an access permit from MassDOT to modify the curb cut. As part of this permit, the Applicant shall seek permission to repair any

damage to the sidewalk along their property frontage in compliance with the Engineering Division and MassDOT standards.

Prior to the Commencement of Site Work:

- 7) **Engineering Concerns:** The Applicant shall work with Engineering staff to address the concerns delineated in the memo from the Town Engineer to the Community Development Director dated 8/5/2020.
- 8) **Conservation Concerns:** The Applicant shall work with the Conservation Administrator to satisfy the Order of Conditions issued on 8/26/2020.

Prior to the Issuance of Building Permits and Prior to the Start of Construction:

- 9) **Retaining Wall Detail:** A detail regarding the proposed engineered retaining walls shall be provided to both the Building and Planning Divisions for approval.
- 10) **Screening / Siding:** A detail on the transformer screening shall be provided to the Building and Planning Divisions for approval.
- 11) **Lot Consolidation:** An 81X Plan shall be provided for consolidation of the lots.
- 12) **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.
- 13) **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.
- 14) **Site 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. Revisions include but are not limited to:
 - a. Update rendering to depict changes to 4th floor materials & colors
 - b. Correct the zip code in the 'Prepared For' box of the site plan set to 01867
- 15) **Rooftop Mechanicals:** The Applicant shall ensure the shielding of rooftop mechanical units so they are not visible from the street, and to mitigate the visual and audible impact of the units.
- 16) **Transformer:** The Applicant shall provide a dimensioned detail of the proposed transformer so that the Building Commissioner can determine whether property setbacks are met.
- 17) **Electric Utility:** The electric utility plan, including the locations of light poles, transformers, etc. shall be approved by the Reading Municipal Light Department (RMLD).
- 18) **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).
- 19) **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.

- 20) **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.
- 21) **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.
- 22) **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:

- 23) **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.
- 24) **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.
- 25) **Site Inspections:** Town staff or their designee shall have reasonable access to inspect the site to determine compliance with this Decision.
- 26) **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.
- 27) **Water Services:** All water services and connections shall be in accordance with the Town of Reading’s Water Division standards.
- 28) **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.
- 29) **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:

- 30) **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.
- 31) **Handicap Parking:** The handicap parking spaces shall be properly posted in the locations depicted on the approved Plans.

- 32) **Operation and Maintenance Plan:** An O&M Plan shall be prepared for the catch basins; infiltration basins and stormwater management infrastructure.
- 33) **Conveyance of Easements:** The Applicant shall execute a Conveyance of Easements and Utilities transferring to the Town valid, unencumbered title to appurtenances thereto constructed and installed. All easements, as reviewed by the Town Engineer and Town Counsel, shall be properly written and recorded.
- 34) **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.
- 35) **Rooftop 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.
- 36) **Architecture:** The building façade on each elevation (north, south, east, west) shall be substantially as indicated on the approved architectural plans and elevations.
- 37) **Landscaping:** The landscaping shall be installed as indicated on the final approved landscape plans. 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.
- 38) **As-Built Plans:** 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 ensure 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.

Conditions for Ongoing Maintenance after Occupancy:

- 39) **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) so that any spillage onto abutting properties shall be limited to 0.1-foot candles.
- 40) **Landscaping:** The 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.
- 41) **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. Delivery by tractor trailer shall be prohibited.
- 42) **Snow Removal:** Snow shall be stored in the areas identified on the plan, in accordance with the approved snow management plan, and shall not impact the landscaping, pedestrian pathways 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 pedestrian pathways or the parking lot.

- 43) **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. If site access is impeded, trash pick-up shall be done utilizing the loading zone.
- 44) **Storm Water Operations & Maintenance:** Annual O&M reports shall be delivered to the Town Engineer by January 15th of each year.
- 45) **Public Access Easement – Trail & Boardwalk:** As specified in the Order of Conditions dated 8/26/20, ongoing maintenance of the public access easement, including the trail and boardwalk, shall be the responsibility of the future owner.

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

Contemplated future changes to the plan approved herein shall be presented to the Community Development Director and the Zoning Enforcement Officer/Building Inspector, or other relevant Town staff, for review prior to implementation of proposed changes.

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


 Julie D. Mercier, Community Development Director
 Cc: Applicant, Town Clerk, DRT Staff, planning file

Date 8/24/20