



Town of Reading
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Reading, MA 01867

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May 8, 2018

Major Modification to Approved Site Plan DECISION

Project: 306 Main Street
Original Applicant: Brandon Simpson
New Applicant: Tower Home Loans

To the Town Clerk:

This is to certify that, at a public meeting of the Community Planning and Development Commission held on April 9, 2018, by a motion duly made and seconded, it was voted:

“We, the Reading Community Planning and Development Commission, upon request from Tower Home Loans, under Section 4.6.9.1 of the Zoning Bylaws of the Town of Reading, to consider the application for a Major Modification to the Site Plan Approval dated May 18, 2015 and extended for 1 year to May 18, 2018, to allow a change of use from restaurant to office, changes to the building envelope and architecture, and changes to the site walkways, lighting and signage, for the property located at 306 Main Street (Assessors Map 11, Lot 226) – as shown on the materials submitted – do hereby vote 5-0-0 to **approve** the Major Modification to the Approved Site Plan, subject to the Findings and Conditions below.”

Materials Submitted:

The following materials were submitted into the public record:

- a) Certified Abutters List, dated 3/28/18.
- b) Site Plan Review Application – Major Modification, dated 3/27/18, submitted 4/2/18.
- c) List of Changes – Major Modification to an Approved Site Plan, submitted 4/2/18.
- d) Public Meeting Notice, sent by mail as a courtesy to abutters.
- e) Site Development Plans – “Tower Home Loans Headquarters”, 306 Main Street, Reading MA, prepared by Sullivan Engineering Group, LLC, dated 2/17/14 and revised through 6/30/15 for Pizza World, most recently revised 3/8/18 for Tower Home Loans, including the following:
 - a. Sheet 1: Cover Sheet, dated 3/8/18, revised 4/30/18.
 - b. Sheet 2: Existing Conditions Plan, dated 3/8/18, revised 4/30/18.
 - c. Sheet 3: Site Development Plan, dated 3/8/18, revised 4/30/18.
 - d. Sheet 4: Grading, Drainage & Utility Plan, dated 3/8/18, revised 4/30/18.
 - e. Sheet 5: Landscaping/Lighting Plan, dated 3/8/18, revised 4/30/18.
 - f. Sheet 6: Construction Details, dated 3/8/18, revised 4/30/18.
- f) Architectural Plans - Proposed Tower Home Loans Headquarters, 306 Main Street, Reading, MA, prepared by Homes by Concept, dated 2/2/18, including the following:

- a. Sheet A-1: Cover Page / Drawings Index, dated 2/2/18, revised 4/30/18.
- b. Sheet A-2: Project Data / Code Summary, dated 2/2/18, revised 4/30/18.
- c. Sheet A-3: Proposed Floor Plans – 1st Floor & 2nd Floor, dated 2/2/18, revised 4/30/18.
- d. Sheet A-4: Attic Floor Plan / Foundation Plan, dated 2/2/18, revised 4/30/18.
- e. Sheet A-5: East (front) Elevation / North (right side) Elevation, dated 2/2/18, revised 4/30/18.
- f. Sheet A-6: West (back) Elevation / South (left side) Elevation, dated 2/2/18, revised 4/30/18.
- g. Sheet A-7: Floor Framing Plans – 1st Floor & 2nd Floor, dated 2/2/18, revised 4/30/18.
- h. Sheet A-8: Roof Plan, dated 2/2/18, revised 4/30/18.
- i. Sheet A-9: Building Sections, dated 2/2/18, revised 4/30/18.
- j. Sheet A-10: Life Safety Plan, dated 2/2/18, revised 4/30/18.
- g) Phase V Completion, Remedial Monitoring Report, and Permanent Solution Statement, dated 12/9/15, and received 3/29/18.
- h) Drainage Analysis, prepared by Sullivan Engineering Group, LLC, dated 3/11/14 and revised 2/19/15 for Pizza World, most recently revised 3/30/18 for Tower Home Loans.
- i) Exterior Lighting Specs, received 4/2/18.
- j) Proposed Site Signage, 306 Main St, Reading, MA, dated 4/2/18.
- k) Memo from Town Engineer to Community Development Director, dated 4/3/18.
- l) List of Changes since April 9th, 2018 submitted 4/30/18.
- m) Draft Decision, dated 5/7/18.

Zoning Bylaw Section 4.6.9.1 – Major Modification

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. Modifications 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

The following changes shall be deemed to qualify as a Major Modification:

- a. Any relocation or shifting of structures or parking areas;
- b. Any increase in the **gross floor area** of structures or any **changes to the building envelope**;
- c. Any change that requires additional water or sewer usage or the relocation of water and sewer utilities;
- d. Any increase in impervious areas, either by changes to structures or paved parking areas;
- e. **Substantial changes to the approved architectural drawings**, including changes in building materials and color.

Findings:

1. **Original Approval:** In 2015, a Site Plan Approval was granted at 306 Main Street for the development of a two-story, 4,400 square foot building. The 2,200 square foot first floor was approved for use as a 32-seat pizza restaurant, and the 2,200 square foot second floor was approved for use as an office and storage space. The approved site plan also included: 17 parking spaces – 10 regular, 1 handicap and 6 tandem employee spaces; a bike rack; site lighting and landscaping; an enclosed dumpster; stormwater management features; and a 6' high fence along the 25' wetland buffer line. Waivers were granted for the required loading space and vertical granite curbing.
2. **Proposed Modifications:**
 - a. **Architectural**
 - i. Use: Change from restaurant/office/storage use to entirely office use.

- ii. Exterior Envelope: Changes to fenestration pattern, entries and trim details for better symmetry and alignment.
- iii. Dormer: The dormer has been changed in shape and size to better reflect the area, as well as to allow storage space within the attic.
- iv. Band: The band around the building should be continuous throughout the whole building. It shall be wide enough to incorporate the sign entirely.
- v. Roof Line: Changes to accommodate dormer in front and mechanical area in rear being moved onto the roof with proper screening.
- vi. Interior Layout: Changes to accommodate two full floors of office use with storage in the attic – new Gross Floor Area equals 5,100sf.
- vii. Exterior Lighting: No exterior site lighting has been proposed on site. Building lights that meet safety requirements will be installed.
- viii. Signage: Details have been provided for a single wall mounted sign and awnings will be used above the first floor windows to improve the façade.
 - Applicant will need to file a Sign Permit Application with the Building Department subject to approval.

b. Civil / Site


- i. Parking: The property will retain its 17 spaces, where 17 are required.
 - ii. Pads & Bollards: Two concrete pads and 4 bollards at rear of site removed.
 - iii. Mechanicals: Mechanicals moved to roof.
 - iv. Pedestrian Access: Concrete walkway added to rear of building; walkway provided from Main Street sidewalk to front of building.
 - v. Amenities: Front patio and fencing removed from site layout.
 - vi. Fire Protection: Separate 2” or 4” fire protection water service to be extended from street to building.
 - vii. Snow Storage: Snow storage has been provided on site and is shown within the site plan.
- c. Conservation: The Applicant will be having a formal meeting with the Conservation Commission in order to receive approval from the Board.
- d. Zoning: The majority of the lot is within the Business A Zoning District, with a ~35’ strip of the rear of the site zoned S-15. Office use is allowed in the Business A Zoning District.
- e. Building Inspector Comments: The Building Inspector has found the 5,100sf GFA to be correct but adds that one additional off street parking space is required. Also on the attic floor, any space labeled as ‘Attic’ cannot have a door or any access to the space.

Conditions:

General:

1. **Site Plan Modification:** Upon approval of a Site Plan Modification, the Applicant shall submit one (1) paper copy and one (1) electronic copy, in a format acceptable to the Building Inspector, of the modified plan, as well as a letter issued by a registered professional engineer, registered architect or registered landscape architect certifying, under pains and penalties of perjury, that the modified plan is consistent in all aspects with the approved modification and that all conditions of approval have been satisfied.
2. **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.
3. **Samples:** Prior to Building Permit Application the Applicant will submit a sample board to Planning Staff of proposed building materials and colors including any awnings or other appurtenances.
4. **Snow Storage:** Excess snow will be hauled off site and removed as needed.
5. **Other Permits:** The Owner/Applicant is responsible for obtaining all other requirements and permits including but not limited to: utility connections, street opening, and Jackie's Law excavation permits from the Engineering Department (prior to excavation).
6. **May 18, 2015 Approval:** All conditions listed in the May 18, 2015 approval, which has subsequently been extended to May 18, 2018, remain in full force and effect to the extent that they are not rendered obsolete by the Major Modification herein.
7. **Engineering Concerns:** In general throughout the project, the Applicant shall work with the Town Engineer to address any outstanding concerns in the memo to the Community Development Director dated 4/3/18.

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


Jean Delios Assistant Town Manager
Cc: Applicant, Town Clerk, planning file

Date: May 8, 2018