



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867**

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**March 8, 2021**

## Site Plan Review **DECISION**

RECEIVED  
TOWN CLERK  
READING, MA  
2021 MAR 10 AM 9:25

Project: 323 Main Street, Bagel World  
Applicant: Michael Allan, Groom Construction  
Owner: Kantorosinski Zbigniew Trustees

*To the Town Clerk:*

*This is to certify that, at a public hearing of the Community Planning and Development Commission opened on December 14, 2020 and closed on March 8, 2021 by a motion duly made and seconded, it was voted:*

“We, the Reading Community Planning and Development Commission, upon request from Michael Allan, 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 323 Main Street (Assessors Map 12, Lot 109) – as shown on the Site Development Plans prepared by Bobrek Engineering, originally dated October 2020, and most recently dated February 26, 2021 and architectural plans prepared by Jones Architecture Inc., dated October 21, 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, dated 11/13/2020.
- b) Certified List of Abutters, dated 11/9/2020.
- c) Legal Notice published in the Daily Times Chronicle on 11/27/2020 and 12/4/2020.
- d) Construction Documents and Permit Set, 323 Main Street, Bagel World, Reading, MA 01867 prepared by Bobrek Engineering and Construction and Jones Architecture Inc., including the following:
  - a. Sheet A000: Cover Sheet, prepared by Jones Architecture Inc., dated 10/21/2020;
  - b. Sheet C-100: Site Plan, prepared by Brobek Engineering, dated 10/2020, most recently revised 2/26/21;
  - c. Sheet C-200: Civil Details, prepared by Bobrek Engineering, dated 10/2020;
  - d. Sheet AD101: Demo Plan, prepared by Jones Architecture Inc., dated 10/21/2020;
  - e. Sheet AD102: Demo Roof Plan, prepared by Jones Architecture Inc., dated 10/21/2020;

- f. Sheet AD201: Demo Exterior Elevations, prepared by Jones Architecture Inc., dated 10/21/2020;
- g. Sheet A101: Proposed Floor Plan, prepared by Jones Architecture Inc., dated 10/21/2020;
- h. Sheet A102: Proposed Roof Plan, prepared by Jones Architecture Inc., dated 10/21/2020;
- i. Sheet A201: Proposed Exterior Elevations, prepared by Jones Architecture Inc., dated 10/21/2020;
- j. Sheet A210: Exterior Elevations and Color Renderings (East, West and South), prepared by Jones Architecture Inc., dated 10/21/2020;
- k. Sheet A501: Door and Window Schedule and Types, prepared by Jones Architecture Inc., dated 10/21/2020;
- l. Sheet A502: Horizontal Lap Siding Details, prepared by Jones Architecture Inc., dated 10/21/2020;
- m. Sheet A503: Vertical Siding Details, prepared by Jones Architecture Inc., dated 10/21/2020;
- n. Sheet A900: Specifications, prepared by Jones Architecture Inc., dated 10/21/2020;
- o. Sheet A901: Specifications, prepared by Jones Architecture Inc., dated 10/21/2020;
- p. Sheet A902: Specifications, prepared by Jones Architecture Inc., dated 10/21/2020;
- e) Existing Conditions Plan of Land, 323 Main Street, Reading, MA 01867, prepared by C.L.G Associates, dated 9/29/2020.
- f) Site Locus Map, 323 Main Street, Reading, MA 01867, prepared by Bobrek Engineering, dated 11/2020.
- g) Memo from Town Engineer to Community Development Director, dated 12/10/2020.
- h) Proposed Dual Lane Drive-through at Bagel World, 323 Main Street, Reading, MA Traffic Memorandum, prepared by Amos Engineering, LLC dated 12/11/2020, most recently revised 2/9/21.
- i) Email from Conservation Administrator to Staff Planner, dated 2/18/21.
- j) Email from Conservation Administrator to Staff Planner, dated 3/1/21.
- k) Email from Town Engineer to Staff Planner, dated 3/3/21.
- l) Draft Decision, dated 3/8/2021.

### **Findings:**

- 1) **Overview:** Due to ongoing traffic spillover onto Main Street (Rte. 28) and on-site circulation challenges, the Applicant is proposing to incorporate an additional and second drive-through aisle and point of sale ordering system within the parking lot to accommodate more cars on-site and potentially reduce conflicts on Main Street. This will require re-striping and re-configuring the parking areas and circulation patterns on-site.

The project also includes re-siding, re-roofing, and installation of new windows, which do not trigger Site Plan Review. As such, with the consent of the CPDC Chair, a building permit has been issued for this work so progress can be made while the Site Plan Review is pending.

- 2) **Existing Site:** The site is located along South Main Street and currently contains an existing ~32,100sf two-story building, with a single-lane drive-through. The building is owned and occupied by Bagel World, a bagel and breakfast restaurant; homemade bagels are baked on-site. The site currently contains 43 total parking spaces as well as a drive-through lane and window. There are approximately thirty (30) seats inside the building. Customers enter the site through a one-way ingress at the southern end of the site and exit through a one-way egress at the northern end of the site. Landscaping exists along the northern boundary line.

- 3) Zoning: The site is split zoned between the Business-A Zoning District and the S-15 Residential District. Per Section 3.4 of the Zoning Bylaw a 30' zoning extension is allowable from the Business-A district boundary. The site abuts commercial uses to the north, south and west and abuts the residential homes of Benjamin Lane to the east.
- 4) 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; or
  - b) A change of use (from one use category to another) within an existing institutional, commercial, or multi-family structure;
  - c) The addition of 2 or more parking spaces, **a change to the layout or location of 2 or more parking spaces**, an increase in pavement of more than 300 square feet, or the alteration of any driveway.

The project triggers Site Plan Review by the change of layout and location of 2 or more parking spaces.

- 5) Site Access and Circulation: The proposed parking lot layout will maintain two driveways at the northern and southern ends of the site along Main Street. The northern driveway is proposed at 22' in width and the southern driveway is proposed to be 35' wide in order to accommodate the new drive-through designs. New aprons will be installed and will require Mass DOT permitting and approval. An on-site traffic director will be available to help direct customers in order to learn the new movements proposed below.

Northern Driveway: The Applicant is proposing to allow exit only at the 22' wide northern driveway, a restriction that currently exists today. A double sided 'Exit Only' sign will be provided at the driveway apron. Those leaving the site from this driveway would be allowed to make either a right-hand turn or a left-hand turn onto Main Street. Patrons who had parked in the front parking area will also be able to exit directly from the parking area without circumnavigating the site. The drive aisle width in the front parking area is 23.6'-24.6' which can accommodate two-way traffic.

Southern Driveway: The Applicant is proposing entrance only at the southern driveway, and to increase the curb cut width to 35', which could accommodate three lanes of cars entering the site. Those travelling northbound on Main Street would be able to turn right into the site and access the front parking area, either of the drive-through lanes, or the pass-through lane, which provides access to all site parking including the front parking area. Those travelling southbound on Main Street will enter this driveway via a left-hand turn off Main Street (which is currently striped with a dedicated left-hand turn lane into Bagel World due to the Trial Road Diet). A double-sided 'Enter Only' sign will be provided at the driveway apron.

Drive-Through: A double lane drive-through is proposed; both lanes will be 10.5' wide. A proposed island, encircled by vertical granite curbing, will be installed behind the building in order to separate the lane accessing the new POS ordering system from the existing POS

system and drive-through lane. The two lanes will then merge at the northeast corner of the building to a 12' wide lane where customers will pull up to the window in order to pay and pickup their orders. Customers would then exit through the northern driveway, which is straight ahead after leaving the pick-up window. The inner-most drive-through queue length, from entrance to pick-up window is 205'.

Pass-Through Lane: An 11.5'-12' pass-through lane will be provided around the entire site for customers who want to pull out of the busy drive through lanes, park along the edges of the site, or exit the site altogether. The pass-through lane leads directly to the northern driveway for exiting onto Main Street.

- 6) Parking and Loading: There are forty-three (43) existing parking spaces on-site including two (2) ADA spaces. Parking will be reduced to thirty (30) on-site spaces but the two (2) ADA spaces shall be maintained. The ADA spaces will be relocated from the side of the drive-through lane to the front of the building in order to provide direct and safe access. The largest shift of employees on-site at one time is eleven (11) and twenty-four seats will be provided on-site; this results in a minimum number of seventeen (17) parking spaces to be maintained at all times per Section 9.0 of the Zoning Bylaw.

Fifteen (15) perpendicular standard spaces will be provided in the front of the building, which includes the two (2) ADA spaces. Five (5) parallel spaces will be located on the southern boundary adjacent to the pass-through lane; one (1) additional perpendicular space is found at the southeast corner of the lot. An additional nine (9) perpendicular spaces are found at the northeastern corner of the site. Four (4) of these spaces at the north will be signed as 'Employee Only'. Standard perpendicular spaces dimensions include 18' in length and 9' in width. Parallel spaces measure 20' in length and 9' in width to allow easier movement. Wheel stops will be provided for the spaces directly in front of the building.

- 7) Interior Space: A second prep station will be added to the kitchen area. Restaurant seating will be reduced from thirty (30) seats to twenty-four (24).
- 8) Utilities: The site already maintains existing water, sewer and electric connections which will remain.
- 9) Drainage/Stormwater: Existing asphalt will be removed and repaved in order to promote drainage away from the building. A Leeching Catch Basin (LCB) will be provided on-site to capture runoff from the parking area. A downspout connection will be provided by a 4" PVC pipe to capture roof runoff.
- 10) Landscaping/Screening: Existing landscaped areas along the eastern property boundary is proposed to be removed in order to allow room for the pass-through lane and relocated parking. Four (4) separate landscaped islands will be provided in the front parking area. Additionally, bituminous curb and landscaping is provided at the northeastern corner of the front parking area and continues along the entire northern boundary of the lot for a width of 5'. Another landscaped island with bituminous curb is located at the southeastern corner. A landscaped area including ten (10) arborvitae trees is proposed along the eastern boundary in order to mitigate impacts to the residential abutters adjacent to the site.

- 11) Public Safety: The Police Department has requested that a police detail be required when traffic queue spills onto Main Street as the on-site traffic director cannot direct the traffic within the public way.
- 12) Traffic: A Traffic Impact Analysis (TIA) for the dual lane drive-through approach has been submitted by Amos Engineering Inc., originally dated 12/11/20 and most recently revised 2/9/21. Vehicular queuing and stacking on the Bagel World site were examined during the 2-hour peak period along with potential impacts to Main Street traffic. The report summarized that the existing 200' of drive-through queue will be increased to a total of 380' with the additional lane.

Both the north and south driveways serving Bagel World were analyzed during peak hours of use and traffic capacity. Due to Covid-19 impacts on traffic volumes 'today's' peak hour volumes were adjusted by 22% to utilize historic traffic counts conducted on Main Street prior to the pandemic.

Weekday traffic count was collected from 7:00-9:00AM in December 2020; peak hours of use were found to be from 7:45-8:45AM during the weekdays. The queue storage was found to be at capacity five (5) separate times, for a total of 28% of the time during the peak hour's usage. The queue extended beyond the parking area and onto Main Street once during this time.

Weekend data was captured on Saturday January 30, 2021 and peak hours of use were found to be from 10:00-11:00AM during the weekend peak rush. The queue storage for the existing drive-through was found to be at capacity for a majority of this 2-hour peak period.

Existing Levels of Service (LOS) for both the north and south driveways are summarized in Table One. The southern driveway maintains a LOS of 'A' in both the weekday and weekend peaks; currently exits from this driveway are not permitted. The northern driveway maintains a LOS of 'A' for those entering the site during weekday and weekend peaks; however, a LOS of 'C' is denoted for those exiting the site from this driveway.

Future LOS conditions are summarized in Table Two. The south driveway is shown to maintain its LOS of 'A' during both weekday and weekend peaks; exits from this driveway shall remain prohibited. The north driveway is found to maintain its LOS of 'A' for those entering the site during weekday peaks and its LOS of 'C' for those exiting the site during these times. The weekend peak is also found to maintain its LOS of 'A' for those entering the site; however, the LOS for those exiting the site during this time is demoted from 'C' to 'D'.

The report concludes that the addition of 180' to drive-through queue length/storage will help alleviate the queuing during peak hours of usage.

- 13) Conservation: Wetland buffers are present on-site, though none of the work proposed herein requires Conservation Commission review and approval. However, the Conservation Administrator prefers that the Applicant maintain as much landscaping as possible and believes that a larger buffer should be provided to the residential area behind the site.
- 14) Signage: Excluding the directional signage indicated on the plans, no other building or site signage has been approved herein.

- 15) **Dumpster**: The dumpster enclosure is proposed to be relocated to the front of the landscaped area along the northern boundary.
- 16) **Snow Storage and Removal**: Snow shall be stored in a manner so that it shall not impact the landscaping, 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.
- 17) **Sound Impacts**: Spec sheets for the proposed point of ordering system shall be submitted for review to ensure that the speakers for the drive-through aisle systems shall not be heard from beyond the property line.

**Waivers:**

- 1) **Loading Zone**: The Applicant has requested a waiver from the requirement of providing one (1) loading zone on-site.
- 2) **Utility Plan**: The Applicant has requested a waiver from the requirement of submitting a site utility plan as all connections to Town utilities are existing and will not be changed.
- 3) **Landscape Plan**: The Applicant has requested a waiver from the requirement of submitting a site landscape plan as hardy landscaping will be provided where shown and serve as a buffer from residential abutters.
- 4) **Photometric Plan**: The Applicant has requested a waiver from the requirement of submitting a site photometric plan as the building closes at 3:30PM and no changes to site lighting are proposed.

*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) **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.
- 4) **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.

- 5) **Handicap Parking:** The handicap parking spaces shall be properly posted in the locations depicted on the approved Plans.
- 6) **Landscaping:** The landscaping shall be installed as indicated on the final approved 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.
- 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) **MassDOT:** The Applicant shall abide by all MassDOT requirements imposed upon access to and egress from the site to/from Route 28.

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

- 9) **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 12/10/2020.
- 10) **Conservation Concerns:** The Applicant shall work with the Conservation Administrator to satisfy requirements for landscaping and snow removal.
- 11) **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. A note shall be provided indicating that the lot is to be restriped only and not entirely pulverized and re-paved.
  - b. Additional directional signage – indicating which way to go for the drive through and the parking area - shall be installed at the southeast corner of the front parking area within the 7' wide landscaped island.
  - c. A note shall be provided stating that the pavement markings/arrows at the southern driveway entry shall be painted on the site as they are shown on the plan.
- 12) **Dumpster Screening:** A detail of the dumpster screening shall be submitted to the Community Development Director, the Conservation Administrator and the Building Division for approval.
- 13) **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.
- 14) **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.
- 15) **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.

- 16) **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.
- 17) **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.

#### **During Construction:**

- 18) **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.
- 19) **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.
- 20) **Site Inspections:** Town staff or their designee shall have reasonable access to inspect the site to determine compliance with this Decision.
- 21) **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.
- 22) **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.
- 23) **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.

#### **Conditions for Ongoing Maintenance after Construction:**

- 1) **Compliance Review:** The Applicant shall schedule a meeting with the Building Inspector and Community Development Director to review compliance with this decision and any other applicable permits.
- 2) **Pavement Markings:** Pavement markings/arrows at the southern driveway entry shall be painted on the site as they are shown on the plan.
- 3) **Operation and Maintenance Plan:** An O&M Plan shall be prepared for the catch basins and stormwater management infrastructure.
- 4) **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.



- 5) **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.
- 6) **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 delivery shall be prohibited between the hours of 10:00PM and 5:00AM.
- 7) **Snow Removal:** Snow shall be stored in a manner so that it shall not impact the landscaping, 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.
- 8) **Trash Removal:** All trash collection and disposal are 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.
- 9) **Storm Water Operations & Maintenance:** Annual O&M reports shall be delivered to the Town Engineer by January 15<sup>th</sup> of each year.
- 10) **Police Detail:** The Applicant shall coordinate a meeting with the Reading Police Department to determine a schedule for providing police details on-site during peak seasons and/or hours. Police details shall be engaged at the Applicant's own expense.
- 11) **Sound:** Spec sheets for the proposed point of ordering system shall be submitted for review to ensure that the speakers for the drive-through aisle systems shall not be heard from beyond the property line.

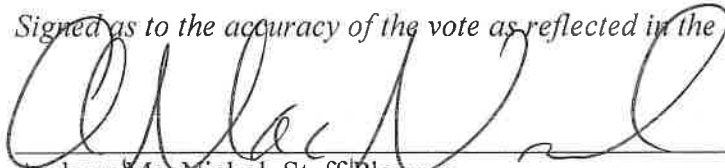
**Modifications/Revisions - Plan Changes after Approval by the Approving Authority:**

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:** 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. The following changes shall be deemed to qualify as a Major Modification: any relocation or shifting of structures or parking areas; any increase in the gross floor area of structures or any changes to the building envelope; any change that requires additional water or sewer usage or the relocation of water and sewer utilities; any increase in impervious areas, either by changes to structures or paved parking areas; or substantial changes to the approved architectural drawings, including changes in building materials and color.

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



Andrew MacNichol, Staff Planner  
*Cc: Applicant, Town Clerk, DRT Staff, planning file*

3/10/21  
Date