



Town of Reading
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Reading, MA 01867

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November 7, 2018

Site Plan Review DECISION

Project: 292 (aka 288) Grove Street
Applicant: Meadowbrook Golf Club

“We, the Reading Community Planning and Development Commission, upon request from Meadowbrook Golf Club, under Section 4.3 and 4.6 of the Zoning Bylaws of the Town of Reading, to consider the application for Site Plan Review to raze and reconstruct the clubhouse at 292 (aka 288) Grove Street (Assessors Map 37, Lot 4) – as shown on the Site Plans prepared by Sullivan Engineering Group, LLC, most recently revised October 3, 2018, and architectural plans prepared by Weaver + Associates Architects, dated June 1, 2018 – do hereby vote 4-1-0, to **approve** the site plan, subject to the Findings and Conditions below.”

Materials Submitted:

The following materials were submitted into the public record:

- a) Certified List of Abutters, dated 6/11/18.
- b) Site Plan Review Application, filed with Town Clerk 6/11/18.
 - a. List of Waivers requested from Site Plan Checklist, filed 6/11/18.
- c) Email from Staff Planner to Applicant’s Engineer with a statement deeming the submission Complete, and including a list of minor revisions to be made for the next plan submission, dated 6/11/18.
- d) Legal Notice, published in the Daily Times Chronicle on 6/21/18 and 6/28/18.
- e) Drainage Analysis, 288-292 Grove Street – New Clubhouse, prepared by Sullivan Engineering Group, LLC, dated 7/8/17, revised 6/4/18 and 7/30/18.
- f) Site Plan Submission, Meadowbrook Golf Club “New Clubhouse,” 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18.
 - a. Sheet 1 of 9: Cover Sheet and Locus Map, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
 - b. Sheet 2 of 9: Existing Conditions Plan of Land, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
 - c. Sheet 3 of 9: Demolition Plan, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.

- d. Sheet 4 of 9: Site Layout & Materials, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
- e. Sheet 5 of 9: Grading, Drainage & Utility Plan, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
- f. Sheet 6 of 9: Construction Details, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
- g. Sheet 7 of 9: Landscape Plan, Meadowbrook Golf Club, prepared by Sullivan Engineering, dated 6/1/18, most recently revised 10/3/18.
- h. Sheet 8 of 9: Photometric Plan with Site Lighting, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
- i. Sheet 9 of 9: Aerial Plan of Site, Meadowbrook Golf Club, 288-292 Grove Street, Reading, MA, prepared by Sullivan Engineering Group, LLC, dated 6/1/18, most recently revised 10/3/18.
- g) Rendering of the New Clubhouse, Meadowbrook Golf Club, Reading MA, prepared by Weaver + Associates Architects, received 7/10/17, revised and received 6/11/18.
- h) Architectural Plans, Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
 - a. Sheet A1.1: Lower Level Floor Plan, Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
 - b. Sheet A1.2: Upper Level Floor Plan, Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
 - c. Sheet A2.1: Entrance Elevations (South), Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
 - d. Sheet A2.2: Golf Course Elevation (North), Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
 - e. Sheet A2.3: Parking Lot Elevation (West), Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
 - f. Sheet A2.4: Grove Street Elevation (East), Meadowbrook Golf Club "New Clubhouse" 288-292 Grove Street, Reading, MA, prepared by Weaver and Associates Architects, dated 6/1/18.
- i) Memo from Conservation Administrator to Staff Planner, dated 6/21/18.
- j) 'Resident Opposition' Letter to CPDC Chair, dated 6/25/18.
- k) Memo from Town's Civil Engineer to Staff Planner, dated 7/9/18.
- l) Loading Area Maps – Existing vs Proposed, received 8/2/18.
- m) Letter to Staff Planner from Applicant's Attorney, dated 8/2/18.
- n) Memorandum addressing Occupancy Load and Seating Capacity – Existing vs Proposed, by Weaver and Associates Architects, dated 7/30/18.
- o) Memo from Town's Civil Engineer to Community Development Director, dated 8/8/18.
- p) 'Abutter Input & Requested Conditions' Letter to Community Development Director, dated 9/12/18, with signatures from residents.
- q) 'Comments re: Working Draft Decision,' prepared by Nick Bonanno, submitted 9/13/18.
- r) Letter from Applicant's Attorney to CPDC Chair, dated 10/1/18, including the following exhibits:
 - a. Occupancy Load and Seating Capacity Analysis, dated 7/30/18;
 - b. Certificates of Inspection & Common Victuallers Licenses 2014-2018;

- c. Certificates of Inspection 2012 and 2013
 - d. Occupancy Load Comparison Old vs. New Clubhouse, dated 10/1/18; and
 - e. Event Data from 2013-2017.
- s) 'Requested Conditions for Meadow Brook Golf Club' Abutter Letter to CPDC, dated 10/30/18, revised 11/3/18.
 - t) Draft Decision, dated 11/5/18.

Findings:

- 1) Overview: The Applicant is proposing to raze its existing 70-year old clubhouse and replace it with a new 13,921 square foot clubhouse (roughly the same size as the existing) in a reoriented footprint at 292 (aka 288) Grove Street. The intent of the project is to upgrade the building to make the space more efficient and handicap accessible and to reduce the need for ongoing maintenance. The Applicant is seeking Site Plan approval from the CPDC under Sections 4.3 and 4.6 of the Reading Zoning Bylaw.

The project also includes the restriping of the lower parking lot with the addition of handicap spaces and a circular drop-off area with a landscaped island; the addition of low impact drainage features (i.e. a raingarden and swale); and landscaping, lighting and signage.

- 2) Zoning: The front of the site, where the building is located, is within an S-20 Zoning District, and the rear of the site is within an S-40 Zoning District. The Meadowbrook Golf Club was founded in 1898, prior to the Town's adoption of zoning. As the private club use is not today permitted within the S-20 or S-40 residential zoning districts, it is considered a legal pre-existing, non-conforming use. The existing clubhouse structure is a legal non-conforming structure because it has a front yard setback of 16.9 feet and 20 feet is required, pursuant to the Bylaw, in the S-20 Zoning District. The proposed new clubhouse will meet all of the dimensional requirements of the current Bylaw including, but not limited to, the front yard setback requirement in that it will have a front yard setback of 34.1 feet, well over the 20 feet minimum requirement. The entire golf club property is within the Aquifer Protection District.
- 3) Special Permit History: Meadowbrook Golf Club was founded in 1898, prior to the Town's adoption of zoning. Private clubs are not an allowed use in residential districts. As such, it is considered a legal pre-existing non-conforming use, and a special permit is required for any change or substantial extension of the legal non-conforming use.

In 1958, Meadowbrook received a Special Permit for the removal and sale of gravel in order to raise funds to enhance the landscape and club, and a second Special Permit for the construction of a 37' x 20' addition to the clubhouse and the extension/enclosure of the existing porch. In 1959, the Club received a Special Permit for the removal of burrowings and gravel from the pit areas, and in 1960, a Special Permit was granted for the construction of a swimming pool, patio area, wading pool and two buildings. In 1961, the Club received a Special Permit for the construction of the pro shop, and another Special Permit for the extension and reconstruction of the golf course.

- 4) Special Permit Determination: Based on information provided by the Applicant and the Applicant's Attorney along with testimony and evidence submitted at the public hearing – and

documented herein – regarding the nature and use of the proposed new clubhouse compared to the existing clubhouse, the Commission, in consultation with Reading’s Town Counsel, has determined that the proposed new clubhouse is similar in quality, character and degree to the existing clubhouse use. The CPDC further determined that the proposed new clubhouse will not have an appreciably different effect on the neighborhood than the existing clubhouse, and as such it will not result in a change or substantial extension of the legal non-conforming use. Thus, the Applicant does not need to seek a Special Permit for the proposed clubhouse project described herein. This determination is supported by the fact that i) the proposed new clubhouse is approximately the same size as the existing clubhouse; ii) the legal occupancy load of the proposed new clubhouse is significantly less than the existing clubhouse; iii) the conditions in this decision will limit the number of allowed seats in the proposed new clubhouse (including the terrace and pool porch) to be consistent with those in the existing clubhouse; iv) the conditions in this decision will limit the number per year and size of private functions/events in the proposed new clubhouse so as to be consistent with those occurring in the existing clubhouse; and v) the conditions in this decision will limit the operating hours of the proposed new clubhouse so as to be consistent with those of the existing clubhouse.

5) Wetlands: A portion of the project within the limits of work is within the 100’ wetlands buffer and will require a Determination of Applicability (DOA) from the Conservation Commission. The Applicant submitted a Request for Determination of Applicability (RDA) and the Conservation Commission issued a DOA allowing the proposed work on October 24, 2018.

6) Parking/Traffic*: The total number of existing and proposed parking spaces on the site is 138, not including the informal head-in spaces in the gravel area along Grove Street, which will no longer be available once the proposed new clubhouse is constructed. The proposed re-striping of the parking lot brings the parking into compliance with ADA requirements by marking 3 spaces for handicap access, and converting 1 conventional space to handicap. The project is not anticipated to generate any additional traffic to and from the site as it is not intended to increase membership or the frequency/size of events. Private events are scheduled at 2:00 PM or later, when the parking lots are mostly utilized by patrons of the pool and tennis courts.

*The Big Swim Meet (which Meadowbrook hosts every 5 years) is a large event for which valet parking and a police detail are provided.

7) Loading / Deliveries: A proposed loading space has been included within the circle at the front entrance, which will accommodate deliveries by smaller trucks and box trucks. Tractor trailers and larger trucks shall park temporarily at the top of the site along the west side of the building for loading/unloading. The delivery schedule varies seasonally, with the most deliveries occurring between the months of June and September at a roughly every-other-day frequency. Deliveries rarely occur on Saturdays, so major conflicts with Town of Reading compost facility traffic are not anticipated. Deliveries to the Pro-Shop are done by hand cart or by small delivery trucks that pull to the side of the road for drop-off/pick-up similar to home delivery.

8) Curb Cuts: No additional curb cuts are proposed. The existing curb cut will be modified slightly but remain 24’ in width.

- 9) Architecture / Materials: The proposed building will be colonial in style with shiplap/PVC siding, synthetic hardie board shingles and a metal roof parapet that screens the mechanicals. The rear elevation will be mostly glass and doors to allow views of the 9th green. Dormers are utilized on the upper level to break up the building massing.
- 10) Interior Space: The proposed structure new clubhouse will comprise approximately 13,924 gross square feet, as follows: 6,947 (lower level) and 6,977 (upper level). The lower level will contain locker rooms, bathrooms, mechanical spaces, and storage areas; the upper level will consist primarily of dining facilities such as the kitchen and grill room, a bar and a function room. The building will have an elevator.
- 11) Occupancy Loads: According to Memo from Weaver + Associates Architects, dated 10/1/18:

<u>Existing (Lower Floor)</u>		<u>Proposed (Lower Floor)</u>	
Administration	4	Administration	6
Card/Mtg Rm	42	Storage	2
Men Locker Rm	57	Men Locker Rm	32
Lady Locker Rm	26	Lady Locker Rm	21
TOTAL:	129	TOTAL:	61

<u>Existing (Upper Floor)</u>		<u>Proposed (Upper Floor)</u>	
Grill Room	84	Grill Room	73
Event Dining Rm	98	Event Dining Rm	67
19 th Hole/Bar	112	Golf Dining Rm	27
Kitchen	4	19 th Hole/Bar	58
TOTAL:	298	Kitchen	6
TOTAL EXISTING:	427	TOTAL:	231
		TOTAL PROPOSED:	292

- 12) Indoor Seating: The proposed clubhouse will have four indoor rooms that can accommodate seating in different configurations: the Grill Room, Event Dining Room, Golf Dining Room and 19th Hole/Bar. In recent years, the Applicant has received Common Victuallers Licenses and Food Permits from the Town for 184 seats in the existing clubhouse, and after construction of the proposed new clubhouse the Applicant will have a maximum of 200 seats in use at any one time between the four aforementioned indoor rooms.
- 13) Outdoor Seating: The proposed new clubhouse will provide limited seating on couches and chairs on an outdoor terrace (36 seats plus two couches and two soft chairs), as well as limited seating for pool users on the pool porch (20 seats). The outdoor terrace will be shut down during private functions/events at 9:00 PM and the pool porch will be shut down for private functions/events and to members at 9:00 PM. In any event the outdoor terrace and pool porch may be used for access and egress purposes at all times.
- 14) Functions/Events: Based on testimony and evidence submitted at the public hearing the Commission determined that the existing clubhouse hosted no more than 30 private functions/events per year with a maximum of 140 attendees per private function/event. The

new proposed clubhouse will continue to be limited to no more than 30 non-bereavement functions/events per year with a maximum of 140 attendees per private function/event.

- 15) Hours of Operation: Current and proposed operations are as follows:
- a. April-November: prime season; activity schedules are as follows:
 - i. Golf: 7:30AM-Dusk Sunday through Saturday; earliest tee times on weekends
 - ii. Pool/Tennis: 8:00AM-Dusk Sunday through Saturday
 - iii. Locker Rooms: 7:30AM-9:00PM Sunday through Saturday
 - iv. Dining Area Lunch: 11:00AM-3:00PM Tuesday through Sunday
 - v. Dining Area Dinner: 5:30PM-9:30PM Wednesday through Friday
 - vi. 19th Hole Area: 11:00AM-11:30PM Tuesday through Sunday; Dinner and light snacks available.
 - vii. Private Events: 2:00PM-12:00AM, with most occurring on weekends; events are usually booked by a member.
 - b. December-March: off season; other than the occasional holiday function there are limited/no services during this time. Any such occasional holiday functions will be limited to the times listed above.
- 16) Noise: The project is not anticipated to generate noise beyond what exists today and is typical for a golf club with its limited private functions/event as referenced above. The proposed covered outdoor terrace is located at the rear of the building and faces away from the nearby neighborhoods. A combination of Lexan/plexi-glass and lattice screening will be used in the area to further address any concerns.
- 17) Lighting: Nine bollards are proposed to light the pedestrian walkways, and six 8' pole lights are proposed around the project area. In addition, wall sconces are proposed on the front pilasters of the building. No lighting spills off the property and lights near the clubhouse are down facing.
- 18) Landscaping / Screening: The project will include the creation of a landscaped island and a rain garden, which shall be appropriately landscaped in coordination with the Conservation Commission. In addition, a mix of perennials and annuals are proposed mainly at the front of the building and around the covered porch.
- 19) Dumpster / Trash Removal: A 10-12 yard dumpster/recycle bin is proposed at the rear of the site behind the existing maintenance building. It is proposed to be enclosed on three sides by a retaining wall with a wooden guard rail fence. Trash removal will be by a private hauler on Mondays and Fridays; recycling will be removed on Mondays.
- 20) Retaining Walls: Retaining walls approximately four feet in height are proposed along the edge of the handicap parking area, possibly around the dumpster enclosure, along the side stairs/walkway, and along the concrete walkway by the drop-off circle. Wooden guard rails are proposed on top of the retaining walls by the parking lot.

21) Public Safety / Parking on Grove Street: To date, the Police Department reports one complaint from an abutter regarding parking and deliveries at Meadowbrook Golf Club. This one complaint was subsequent to the filing of the application for this site plan review. Deliveries on private property are not a safety concern for the Police. There are "No Parking" signs along the northbound side of Grove Street, but there are no regulations regarding parking along the southbound stretch in front of the Meadowbrook Golf Club. Vertical granite curbing has been proposed along a portion of the site frontage to better define the site and eliminate head-in on-street parking. Due to sight distance concerns at the entrance/exit to Meadowbrook Golf Club members of Meadowbrook Golf Club and their guests shall be prohibited from parking along Grove Street along the area where the proposed vertical granite curbing is to be located.

22) Hazardous Materials: All hazardous materials are stored in an appropriate chemical storage room at the maintenance facility.

23) Grading / Drainage: The proposed drainage system meets and exceeds the Town of Reading storm water drainage requirements. The Applicant worked with the Town of Reading Engineering Department and added additional drainage features beyond what is required as detailed herein. The portion of the site under consideration declines approximately 10-12 feet in elevation as it slopes down toward Grove Street, and the existing clubhouse is built into this grade. Currently, runoff from a portion of the parking lot sheet flows onto Grove Street into an existing catch basin on the westerly side of Grove Street near the site entrance. The lower parking lot is proposed to be regraded and reconfigured, with a deep sump catch basin and trench grate installed at the site entrance to collect runoff and discharge to a landscaped rain garden. This rain garden is intended to capture runoff from the lower parking lot, and will include a rip rap emergency spillway to allow larger storm events to have a controlled release to the abutting wetland resource area. With these drainage features in-place sheet flow onto Grove Street from the clubhouse parking lot will be largely reduced.

Runoff from the entire roofed area of the proposed new clubhouse will be conveyed via roof drains to an infiltration field sized to store and infiltrate the 100-year storm event.

Two leaching catch basins with 2 foot sumps interconnected via a 12" perforated HDPE pipe with crushed stone bedding are planned to be installed up-gradient of the site entrance to capture drainage from the upper parking lot. These catch basins will serve to collect, store, and infiltrate the first flush storm event. Larger storm events will overflow the catch basin grates and proceed down the driveway entrance to the deep sump catch basin and trench grate for collection and ultimate discharge to the rain garden.

In addition to the reduction of stormwater peak rates of runoff and volumes of runoff, the proposed drainage systems offer Total Suspended Solids (TSS) removal that presently does not exist. The deep sump catch basin, rip-rap spreader into the raingarden, trench drain and the raingarden itself will provide TSS removal which will improve water quality discharging to the wetland resource area.

24) Utilities: A 12" water line and an 8" sewer line exist in Grove Street. New water, sewer (with a grease trap) and a dedicated fire service will be extended to the building. The Applicant is

considering extending natural gas to the site and will need to coordinate with National Grid and the Town Engineer on timing relative to the Town's paving schedule. [Currently, the proposed paving of Grove Street is to stop just before the Club.] In the meantime, Meadowbrook Golf Club will utilize propane. The electric utility will be extended off of an existing overhead wire along Grove Street in coordination with the RMLD. Transformer and AC condenser pads are depicted on the plans.

- 25) Pedestrian Access: Concrete and asphalt walkways are proposed throughout the site, parking areas, and around the building.
- 26) Signage: The Applicant is proposing a free-standing monument sign within the landscaped island at the front of the building. The free-standing sign is proposed to be externally illuminated.
- 27) Limitations: 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.

Waivers from Site Plan Checklist Requirements:

The Applicant has requested the following waivers:

Q. Traffic Study – waiver from providing a Traffic Study; the proposed clubhouse will be approximately the same size as the existing clubhouse, and the proposed use of the property will remain the same with no expansion of functions or membership.

The CPDC voted 5-0-0 to approve the requested waiver.

Conditions:

General:

- 1) **Use Restrictions**: To ensure that the proposed new clubhouse does not result in a change or substantial extension to the current legal non-conforming use, the use of the proposed new clubhouse shall be restricted to the occupancy loads, indoor and outdoor seating counts, number and size of private functions/events per year, and hours of operation described in the Findings above. The Big Swim Meet involving multiple private clubs, for which valet parking and a police detail are needed, can continue as before; however, should the Club wish to hold any additional large special events (where parking cannot be accommodated on the property), the Club shall advise the Town so the Town can determine whether such use results in a change or substantial extension of the legal non-conforming use and triggers the need for a Special Permit.
 - a. **Outdoor Terrace**: If the Select Board determines that the liquor license hours can be extended, the Applicant shall ensure that the outdoor terrace is not used after 9:00 PM for private functions/events.
 - b. **Private Functions/Events**: The Club shall provide a detailed list of private functions/events that took place the previous year to the Community Development Director annually in January so that compliance with this condition can be verified.

- c. **Future Use:** This decision or the conditions stated herein shall not bar or prohibit the Applicant from seeking a special permit in the future to change or substantially extend the legal non-conforming use.
- 2) **Public Health, Safety and Welfare:** If, at any time, the site becomes a nuisance to public health, safety or welfare (i.e., traffic spillover, 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.
- 3) **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). The Applicant shall work with the RMLD to appropriately screen the transformer and condenser units.
- 4) **Propane Tank:** At the request of the Engineering Division, the Applicant is encouraged to consider a different location for the propane tank proposed at the front of the building.
- 5) **Grove Street Safety Issues:** Grove Street is heavily utilized by patrons of the Meadowbrook Golf Club, town forest, and compost facility, causing ongoing safety issues. The Applicant shall consider installing ‘cart crossing’ signs to alert cars to slow down as they approach the Club.

Prior to the Commencement of Site Work:

- 1) **Engineering Concerns:** The Applicant shall work with the Town Engineer to address any outstanding concerns in the memo to the Community Development Director dated 8/8/18.

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

- 1) **The Applicant shall make the following plan changes, and shall submit two (2) full size (24x36) copies of the revised plans to the Community Development Director:**
 - a. Details of the proposed retaining walls and guard rails – including verified heights and materials - shall be added to the Site Plans.
 - b. Details of the proposed walkways shall be added to the Site Plans.
 - c. A curb ramp shall be added to the walkway at the front of the building for deliveries and handicap access and depicted on the Site Plans.
 - d. Additional plantings along the wall, or between Grove Street and the proposed new clubhouse, shall be added upon completion of construction as necessary to provide buffering and screening similar to what exists today.
 - e. Turning movements for delivery trucks and tractor trailers shall be added to the Site Plans.
 - f. The trench drain detail shall be specified to have a bolted cover to prevent banging as cars drive over it.
- 2) **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.

- 3) **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 demolition and/or building permits, in order to review these conditions and any and all final construction sequencing, details and plans for this project.
 - a. The Owner/Applicant shall prepare a Parking Plan that depicts where construction vehicles will be parked on-site during construction, and how Meadowbrook staff and member vehicles and flow of traffic will be managed on-site during construction.
- 4) **Construction Documents & Fire Safety:** 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:

- 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 Director.
- 3) **Construction Vehicles:** All construction vehicles and Meadowbrook staff and member vehicles shall be accommodated on-site during construction activity.
- 4) **Roadway Safety:** To minimize conflicts with compost facility traffic, all site demolition and trucking of debris from the site shall take place during the week.
- 5) **Site Inspections:** Town staff or their designee shall have reasonable access to inspect the site to determine compliance with this Decision.
- 6) **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) **Dumpster:** The Applicant shall ensure that the dumpster complies with the requirements of the Health Agent.
- 2) **Signage:** No site signage is approved with this Decision. The Applicant shall submit a Sign Permit Application to the Community Development Director for the proposed free-standing sign and any proposed wall signs. In addition, a Sign Permit must be issued by the Building Inspector before the installation of any signage. The property address shall be added to the free-standing site sign for public safety purposes.
- 3) **Architecture:** The building façade on each elevation (north, south, east, west) shall be substantially as indicated on the approved architectural plans and elevations.

- 4) **Landscaping:** The landscaping shall be installed as indicated on the 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.
- 5) **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:

- 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) so that no lighting or glare spills onto abutting properties. Any exterior lighting that is required for security purposes may be illuminated by photocells and is not required to be extinguished at the close of business. All site and building lighting, beyond what is needed for security purposes, shall be programmed to shut off at the close of business each day.
- 2) **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, the property owner shall replace such landscaping during the next growing season.
- 3) **Dumpster:** The dumpster enclosure shall be maintained in good condition by the property owner. Any retaining wall, guard rail or fencing shall be repaired or replaced as necessary to maintain screening and ensure containment of all trash and debris.
- 4) **Trash Removal:** All trash collection and disposal is the responsibility of the owner. The Applicant 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.
- 5) **Delivery Trucks:** Delivery trucks shall not idle their engines while loading/unloading, and shall park on the Meadowbrook property without blocking site access. Tractor trailers shall park temporarily at the top of the site along the west side of the building for loading and unloading.
- 6) **Grove Street Parking:** Due to sight distance concerns at the entrance/exit to Meadowbrook Golf Club, members of Meadowbrook Golf Club and their guests shall be prohibited from parking along Grove Street along the area where the proposed vertical granite curbing is to be located as shown on the Site Plan.

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

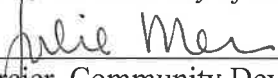
Contemplated future changes to the plans approved herein shall be presented to the Community Development Director and the Zoning Enforcement Officer/Building Inspector, or other relevant Town staff, for review prior to implementation of proposed changes.

1. Minor Modification: Changes that do not substantially alter the concept of the approved plans 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 plans, 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 plans).

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



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

11/7/18
Date