PLANNING BOARD

SHERBORN MA
2016 AUG 31 PM 4:08
CAROLE B. MARPLE
TOWN CLERK

19 WASHINGTON STREET
SHERBORN, MASSACHUSETTS 01770

SITE PLAN SPECIAL PERMIT DECISION

Address:	4 Sanger Street Assessors Map #11, Parcel 170
Applicants/Owners:	Town of Sherborn Sherborn Library Board of Trustees
Date:	**August 30, 2016**
Decision:	Application APPROVED with conditions

I. Procedural Background

By application filed with the Planning Board and Town Clerk on July 21, 2016, the applicants sought a Site Plan Special Permit from the Planning Board under Section 5.3.1 of the Sherborn Zoning By-law ("Zoning By-law") as more particularly described in the application and the Final Development Plans ("Plans"). The proposed activity would take place on a parcel of property located on Sanger Street a portion of Assessors Map #11, Parcel 170 ('Site"). The Property is located in the Residence A district. The applicant proposes to construct an addition and renovate the existing building along with associated driveway, parking, landscaping, lighting, drainage, etc.

Notice of the application and the scheduled public hearing was published in the Dover-Sherborn Press on July 21 and 28, 2016, posted at the Town Hall on July 25, 2016, mailed to parties in interest and transmitted to the Applicant on July 25, 2016, in accordance with Chapter 40A of the General Laws. Copies of the application and a memo requesting comments were forwarded to the Board of Selectmen, Board of Health and Board of Appeals, as required by Section 5.3 of the Zoning By-law, and to the Conservation Commission, Community Maintenance and Development, and Police and Fire Chiefs on July 21, 2016.

A public hearing was held on August 10, 2016 in the Town Hall, continued until August 30, 2016, and closed on that date. Four members of the Planning Board were present for the entire hearing. A fifth member reviewed all materials from, and listened to a recording of, the first hearing. Minutes of the hearing are available at the offices of the Planning Board as well as Town Clerk.

II. Factual Background

The Site includes 4.91 acres of land. In addition to the Library, Town Hall and the Police Station are also located on the campus, along with associated common parking, drainage, landscaping and utilities. The Library has a 6500 square foot footprint.

The proposed development includes a 5,000 square foot footprint 2-story addition totaling 9,160 square feet, including a new Children's Room on the first floor level and a new community hall with a Multi-Purpose Room on the lower level. The existing Library building will be renovated and there will be improvements to the drainage system, lighting, parking, landscaping, and other site improvements on the campus.

III. Findings

In connection with the approval subject to the conditions set forth in this Decision ('Conditions") of the Special Permit application, the Planning Board makes the following findings in accordance with Section 5.3.1 b) D) of the Zoning By-law:

1. Compliance with the requirements for parking lot size, frontage, yards and heights, and coverage of buildings, and all other provisions of the By-Laws, -- *The Planning Board finds that the proposal meets these requirements, subject to the Conditions described below.*

2. Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent streets, properties or improvements, -- *The site plan formalizes a one-way traffic pattern and adds pedestrian connections between the three buildings on the campus. The Planning Board hereby finds that this requirement is satisfied, subject to the Conditions below.*

3. Adequacy of the arrangement and number of parking spaces in relation to the proposed uses of the premises, *The project increases the number of spaces in proximity to the Library from 29 to 44. Additional parking on the campus is needed. The CMD Director is working with Town Administrator on a parking plan on the west side of Town Hall. Also, issues during construction need to be addressed. The Planning Board finds that this requirement is satisfied, subject to the Conditions below.*

4. Provision for off-street loading and unloading of vehicles incidental to the servicing of the buildings and related uses on the lot or tract, -- *Minimal loading and unloading is used by the Library. The plan is adequate and Planning Board finds that this requirement is satisfied.*

5. Arrangement and appearance of proposed buildings, structures, illumination systems, signs, screening and landscaping *The proposed appearance and arrangement of the building and structures is appropriate. A photometric plan was provided that demonstrated compliance with the light standards. No signage is proposed at this time. Proposed landscaping is minimal but mature trees are*

being protected and saved when possible and screening is adequate. The Planning Board finds that this requirement is satisfied, subject to the Conditions below.

6. Adequacy of methods for waste disposal, surface and subsurface drainage and lighting, -- *The library will continue to use the shared dumpsters. Stormwater is addressed by adding catch basins, a water quality inlet, and expanding the existing detention basin. DEP stormwater management standards are met to the maximum extent practicable. The Planning Board finds that this requirement is met subject to the Conditions below.*

7. Protection of adjoining premises and the general neighborhood from detrimental use of the lot or tract, -- *The addition does not present any detrimental uses to the general neighborhood. An 8-foot fence is proposed around the emergency generator, fire pump and AC condensers. The Planning Board finds that, subject to the Conditions below, this requirement is satisfied.*

8. Consideration of the natural characteristics of the site, including geological features, soils, vegetation, slopes, watershed boundaries, scenic areas and views, -- *The natural characteristics of the site have been considered to the extent practical. The Board finds that this requirement is satisfied.*

9. Adequacy of all municipal facilities relative to fire and police protection and public works and other municipal services required to meet the needs of the uses to be accommodated on the site, -- *The Police and Fire Chiefs reviewed and commented on the plans and their concerns have been addressed in the conditions below. The Board finds that this requirement is satisfied.*

10 Description of the methods to be used during construction to control erosion and sedimentation, to protect soil stockpiles and existing trees, and to insure the continuation of the unique characteristics of the site, -- *The erosion control plan shows silt fence and compost filter tube around the limit of work. A crushed stone construction entrance to the site off the existing driveway will be added to the plan to reduce off site tracking of material. The plans do note that any tracked material must be cleaned up "as often as necessary," but without a specified limit. Designated staging and stockpile areas (in addition to the existing note stating not to stockpile material near trees) will be part of a site logistics plan to be provided prior to endorsement of the plan. The site logistics plan will ensure that the current number of spaces for the Town Hall and Police Station will be maintained at all times during construction. There is a note pertaining to dust control and requires watering roadways or other areas where dust may occur. The Board finds that this requirement is satisfied, subject to the Conditions below.*

11. Whether the proposed location and exterior appearance of the buildings will promote and preserve harmony in architectural treatment and avoid incongruous or inappropriate architectural appearance and building arrangement detrimental to property values of the adjoining owners or the community, -- *Based upon the representations of the applicant as to the materials to be used in the construction of the building and other improvements on the Site and the Conditions below, the Board finds that this requirement is satisfied.*

12. Adequacy of methods to preserve and protect the quality and quantity of groundwater at the site and neighboring locations. -- *The stormwater management plan, and the forthcoming preparation of a Stormwater Pollution Prevention Plan, ensure that groundwater will be adequately protected. The Board finds that this requirement is satisfied, subject to the Conditions below.*

IV. Waivers

1. . To allow plan sheets to exceed the maximum size of 24" x 36" as specified in Section 3.4.1. -- *The Planning Board **approves** the waiver because the larger size allows the entire campus site to be shown on a single sheet at the required 1" = 20' scale, facilitating review of the plans in and the impacts on the other buildings on the site.*

2. To exceed the maximum foot-candle level of 5 specified in Section 3.4.2.13.1 to allows levels of 12.8 and 13.4 in one spot on rear terrace. -- *The Planning Board **approves** the waiver because it is limited to one area and it is the result of low lights within the wall surrounding the terrace and not from light poles.*

3. To allow roof runoff to be discharged into swale to expanded detention basin as specified in Section 3.4.2.16 instead of recharging. -- *The Planning Board **approves** the waiver because soil conditions including the extent of ledge, and existing buildings precludes recharging.*

V. Approval and Conditions

Based upon and subject to all of the foregoing, the Planning Board hereby issues the applicant a Special Permit under Section 5.3.1 b) of the Zoning By-laws for a location at 4 Sanger Street subject to the following conditions:

Specific Conditions

Prior to Endorsement

1. *A final plan set incorporating all relevant conditions shall be submitted to the Planning Board for endorsement within 60 days of the filing of this decision with the Town Clerk. This approval will expire if the plans are not submitted unless an extension is granted by the Planning Board.*

2. *The plans shall be revised to clearly indicate that (a) the fire protection water storage tank will be provided with a domestic water make-up line (from the site well) to make-up small amounts of water (i.e. leaks, periodic testing); (b) the fill line will be on a float system where it will fill the tank automatically should the level drop; (c) there will be a tank level monitor tied into the fire pump controller and fire alarm system; (d) the tank will be provided with a fire department connection for filling and/or drafting; and (e) the initial fill will be from a water truck or other source.*

3. *The list of approved waivers shall be added to the cover sheet.*

4. *The signature block on the cover page shall be amended to add a heading that says "Approved Site Plan under Section 5.3.1 of the Zoning Bylaw," above five lines for signatures, the "Date of Approval _____" and "Date of Endorsement _____" below the signature lines.*

5. *The Zoning district (Residence A), Assessors Map and Lot Number and FEMA panel number shall be added to the cover sheet.*

6. *A master signage plan shall be added to the plan set indicating locations and details of all proposed signs, with the exception of the Library building sign, which shall be submitted to the Planning Board for review and approval when it is designed.*

7. *Pedestrian entrances shall be added to plans.*

8. *A calculation indicating the volume of cuts and fill on the site shall be added to the plans.*

9. *The plans shall indicate that the existing sewer line to the septic system will be abandoned and a new line will be installed through the new addition.*

10. *Details of the fence surrounding the generator, fire pump and condenser, and the stone retaining wall and gate for the transformer shall be added to the plans.*

11. *Performance specifications for the site logistics plan shall be submitted including locations for temporary parking and access for Town Hall and Police Station employees and visitors, parking and access for construction vehicles and employee vehicles, and staging and storage areas for equipment, materials and supplies.*

Prior to Issuance of Building Permit

12. *A site logistics plan shall be added to the plan set illustrating, at a minimum, a construction entrance, temporary parking and access for Town Hall and Police Station employees and visitors ensuring that the current number of spaces is maintained at all times (including how the locations may change in accordance with different phases of construction), and staging and stockpile areas for materials and equipment during each phase of construction.*

13. *A copy of the Stormwater Pollution Prevention Plan shall be submitted to the Planning Board.*

Prior to Start of Construction

14. *The erosion and sediment control measures shall be installed and documentation that they have been inspected and approved by the Conservation Agent shall be provided to the Planning Board prior to the commencement of any site work or construction and shall be maintained throughout the construction period.*

General Conditions

15. *All lighting on the site shall be of cut-off design. The maximum foot-candle level shall not exceed .25 at all property lines.*

16. *The Library building sign shall be submitted to the Planning Board for review and approval when it is designed and prior to installation. That there be no internally-lighted or back-lit signage on the Site.*

17. *Construction on the Site be in accordance with the Plans as submitted and listed above and*

    a) that the materials and architecture be substantially as presented to the Board in the application and plans and at the public hearing.

    b) that landscaping be substantially as shown on the Plans.

18. *An as-built plan certifying conformance to the approved site plan and incorporating the approved conditions shall be submitted to the Planning Board and building department for approval prior to the issuance of an occupancy permit.*

Upon a motion made and seconded to approve the application subject to the above conditions, the vote was **unanimous** as follows:

John Higley, Chairman	Yes
Neil Kessler	Absent
Marian Neutra	Yes
Christopher Owen	Yes
Addie Mae Weiss	Yes

Appeals

Pursuant to Massachusetts General Laws Chapter 40A, Section 17, appeals of this decision shall be filed within 20 days after the date of filing this decision in the Office of the Town Clerk.

Sherborn Planning Board

John Higley, Chairman

absent

Neil Kessler

Marian Neutra

Christopher Owen

Addie Mae Weiss

Town Clerk Certification

This decision was filed in my office on this 31st day of August, 2016.

Carole B. Marple, Town Clerk