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TOWN OF SUTTON

PLANNING BOARD & DEPARTMENT

MEMORANDUM

TO: Planning Board

FROM: Jen Hager,
Community Development Director

DATE: February 23, 2024

RE: 100 Worcester Providence Turnpike - Great Dane Trailer Repair

I have reviewed the Revised submittal for this project in accordance with Section IV.C.- Site Plan Review, V.B. – Groundwater Protection District, and V.D. - Route 146 Overlay District Bylaw of the Zoning Bylaws and have the following comments:

Stormwater Calculations

Storm water calculations show the use of three Hydroworks stormwater structures. Please provide required O & M Plan which will be specifically referenced as part of the Board's approval.

IV.C. - Site Plan Review

- 4.h. Please provide revised sign drawings showing full bylaw compliance.
- 4.l. Landscape Plan – Please revise to show water tank location, some trees at the rear of the site need to be change to coniferous (NOT white pine) and add more coniferous shrubs more southerly in the line of site from #34. What is the ground cover on the slopes and in the loop created by the driveway? Consider clover and/or other cover that has stabilization benefits and also benefits to bees/birds and/or needs less watering and maintenance – more resilient!

V.B – Groundwater Protection Overlay District

- 6.c.6. – See the stormwater calculations section above.

V.D. - Route 146 Overlay District Bylaw

- 4.c.1.d. Please provide detail for patio area gathering place including surface block and seating details.
- 4.c.1.f. Roof HVAC Structures may need to be screened depending on their location on the roof. Please provide potential means of screening.
- 4.c.6. Please provide revised sign drawings showing full bylaw compliance.

Waiver Requests:

The applicant has requested the following waivers with justification in a letter dated 2/14/24.

IV.B.4.e. – Driveway wider than 30’.

V.D.4.a.3. – Work to occur on slopes over 15%.

V.D.4.c.2.d. – Eliminate facilities to enhance transit services /reduce automobile travel.

V.D.4.c.3.d. – More than 25% of parking in front of the building.

V.D.4.c.3.f. – Sidewalks constructed with broom finished concrete instead of pavers/block.

V.D.4.c.3.g. – Eliminate car and van pool parking spots.

Should the Board feel they have enough information to take action on this application, I recommend the following minimum conditions. I have not provided conditions addressing issues already addressed by the ZBA, except where life safety may be involved.

Route 146 Special Permit, Groundwater Protection District Special Permit & Site Plan Approval

Prior to Plan Endorsement:

1. The Applicant shall submit an O & M plan approved by the Town’s consulting engineer.
2. The applicant shall revise landscape plans to address all related comments from the review memo dated 2/23/24 from the Community Development Director

General:

3. Within a month of the appeal period concluding, the applicant shall provide a final set of plans with waivers granted and conditions of approval on the plan set for the Board’s endorsement as the record set of plans upon which construction shall be based.
4. Unless a specific exception is approved by the Planning Director or Building Commissioner, construction shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m. and Saturdays, 8:00 a.m. to 12:00 p.m., and shall exclude Sundays and the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, after 12 PM on Christmas Eve, and Christmas. From November 15th to April 1st, equipment may be started at 6:30 a.m. but no construction may commence until 7:00 a.m. unless a specific exception is granted as noted above.
5. During any construction, the Applicant shall maintain all feasible and reasonable means of dust control and shall collect all trash and debris daily.
6. The Applicant shall implement measures to ensure that noise during construction activities does not exceed acceptable levels, as set forth by Federal and State regulatory agencies. The Applicant shall cease any excessively loud noise during construction activities when directed by a duly appointed agent of the Board. No excessively loud activities are permitted prior to 8:00 AM or after 5:00 PM.
7. The Board reserves the right to review landscaping for the purpose of requiring the addition of plants or screening materials which may be reasonably necessary to complete the intended aesthetics and screening.
8. The Board reserves the right to review lighting and require adjustments if they find it to be a danger or nuisance.
9. The Board reserves the right to review and assess noise complaints related to onsite operations. If the applicant/operator fails to cure or remedy a complaint the Board deems to be valid within a reasonable time as determined by the Board, the Board reserves the right to require the applicant and/or operator to provide adequate mitigation.
10. Loaded earth removal trucks may not exit the site during peak hours of 6:30-8 AM and 5 to 6:30 PM.

11. The applicant must provide a minimum of 6 weeks' notice if they anticipate blasting will be necessary on the site in order for the Board to establish an education and notification process for abutters and to evaluate and require mitigation of any potential impacts, all to be funded and carried out by the applicant with oversight of the Planning Board.

Prior to Commencement of Construction:

12. All required approvals and/or permits shall be received from applicable permitting authorities including MassDOT.
13. The applicant shall request permission from MassDOT to remove any compromised trees within their right of way while site tree removal is being undertaken. Evidence of this request and response from the State shall be provided to the Planning Board.
14. The applicant must maintain vegetation along Worcester Providence Turnpike to ensure clear sight lines for entering and exiting the site.
15. A pre-construction meeting shall be held with the Planning Director and other Town staff as appropriate, the Town's consulting engineer, the applicant and/or his representative, the applicant's engineer, and the applicant's construction supervisor for this site. Minutes shall be drafted by the Town's consulting engineer and provided to all parties in attendance within 48 hours for approval prior to construction start to ensure all parties are in agreement.
16. The applicant will provide a minimum of one week's notice to review staked limits of clearing with a Planning Board representative.

Prior to Issuance of Building or Sign Permits:

17. Prior to issuance of permits for signage within the Town of Sutton the applicant shall submit a compliant sign design and receive approval from the Planning Board.

Prior to Issuance of Occupancy Permits:

18. Once HVAC equipment is installed, it's visibility shall be reviewed by the Planning Board or their agent and a determination shall be made if screening is required. If it is required, it shall be installed prior to issuance of a certificate of occupancy.
19. Prior to issuance of a certificate of occupancy, security systems and all necessary amplifiers shall be installed as required by the Police and Fire Chiefs.
20. Prior to issuance of a certificate of occupancy on any building, the Applicant shall submit to the Planning Board and receive approval for an As-Built Plan and written certification from the Project's engineer that the site and all infrastructure to serve this area of the site has been constructed substantially in accordance with the Site Plan. Additionally, the Applicant shall provide an As-Built plan to the Town of Sutton Assessors in accordance with their requirements.
21. Prior to issuance of occupancy on any structure a knox box with building access keys and/or codes, a building layout plan and emergency contact shall be installed to the satisfaction of the Fire Department.
22. All exterior doors and roof access shall be marked on the interior and exterior with reflective, sequential numbering that is reflected on the building layout plans in the knox box.
23. The Fire Departments shall be given the opportunity to tour the building to orient themselves with the new structure.
24. The building occupant shall detail the method and location of snow removal from trailers before they leave the site.

Site Maintenance:

25. The Applicant shall ensure proper maintenance of plantings on the site, including immediate replacement of dead or diseased plantings unless it is winter or summer, in which case in the following planting season.
26. The applicant shall comply with the final O&M plan for the site drainage systems. Inspection and maintenance shall be performed in accordance with the recommended schedule and a written report shall be prepared by the inspector, including any required correction actions to be taken, such report to be submitted to the Planning Board within fourteen (14) business days of owner's receipt of the report. Any required correction actions shall be promptly implemented by the owner at its expense.

Class 2 Earth Removal Permit

1. Unless a specific exception is approved by the Planning Director or Building Commissioner, construction shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m. and Saturdays, 8:00 a.m. to 12:00 p.m., and shall exclude Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, after 12 PM on Christmas Eve, and Christmas. From November 15th to April 1st, equipment may be started at 6:30 a.m. but no construction may commence until 7:00 a.m. unless a specific exception is granted as noted above.
2. Loaded earth removal trucks may not exit the site during peak hours of 6:30-8 AM and 5 to 6:30 PM.
3. The applicant must provide a minimum of 6 weeks' notice if they anticipate blasting will be necessary on the site in order for the Board to establish an education and notification process for abutters and to evaluate and require mitigation of any potential impacts, all to be funded and carried out by the applicant with oversight of the Planning Board.
4. During any earth disturbance activities, the Applicant shall maintain all feasible and reasonable means of dust control and shall collect all trash and debris daily.
5. The Applicant shall implement measures to ensure that noise during construction activities does not exceed acceptable levels, as set forth by Federal and State regulatory agencies. The Applicant shall cease any excessively loud noise during construction activities when directed by a duly appointed agent of the Board. No excessively loud activities are permitted prior to 8:00 AM or after 5:00 PM.
6. The Board reserves the right to review and assess noise complaints related to onsite operations. If the applicant/operator fails to cure or remedy a complaint the Board deems to be valid within a reasonable time as determined by the Board, the Board reserves the right to require the applicant and/or operator to provide adequate mitigation.

Prior to Commencement of Site Work:

7. The applicant shall provide the Planning Board with the receiving location of earth removed from the site and travel routes and receive the Board's approval of routes and receiving locations within Sutton.
8. All required approvals and/or permits shall be received from applicable permitting authorities including MassDOT.
9. The applicant shall request permission from MassDOT to remove any compromised trees within their right of way while site tree removal is being undertaken. Evidence of this request and response from the State shall be provided to the Planning Board.

10. A pre-construction meeting shall be held with the Planning Director and other Town staff as appropriate, the Town's consulting engineer, the applicant and/or his representative, the applicant's engineer, and the applicant's construction supervisor for this site. Minutes shall be drafted by the Town's consulting engineer and provided to all parties in attendance within 48 hours for approval prior to construction start to ensure all parties are in agreement.
11. The applicant will provide a minimum of one week's notice to review staked limits of clearing with a Planning Board representative.