

**TOWN OF MILLBURY
APPLICATION FOR SITE PLAN REVIEW**

APPLICANT:

NAME Town of Millbury c/o Sean Hendricks, Town Manager

STREET 127 Elm Street CITY/TOWN Millbury

STATE MA ZIP 01527 TELEPHONE (508) 865-4710

NAME OF PROPERTY OWNER (if different from Applicant) Town of Millbury

Deed recorded in the Worcester District Registry of Deeds Book Null Page Null

SITE INFORMATION:

STREET AND NUMBER 130 Elm Street

ZONING DISTRICT R1 ASSESSOR'S MAP/LOT #(S) Map 53/Lot 22

LOT SIZE 1.84 Acres FRONTAGE 236.5 Feet

CURRENT USE Educational Center

PROJECT PLAN INFORMATION:

PLAN TITLE Millbury Fire Station

Garcia, Galuska, DeSousa, Inc.

PREPARED BY (name/address of PE/Architect) 370 Faunce Corner Rd- Suite D, Dartmouth, MA 02747

DATES January 25, 2021

USES FOR WHICH SITE PLAN REVIEW PERMIT IS SOUGHT (refer to the Zoning Bylaw – Use Regulation Table):
Municipal Use Not Elsewhere More Specifically Cited

CITE ALL APPROPRIATE SECTIONS OF THE ZONING BYLAW WHICH PERTAIN TO THIS APPLICATION; USE AND SITE: Zoning Bylaw Section 22.12,

Section 22.3, Section 33.

TO THE MILLBURY PLANNING BOARD:

The undersigned, being the Applicant named above, hereby applies for Site Plan Review to be granted by the Planning Board and certifies that, to the best of applicant's knowledge and belief, the information contained herein is correct and complete.

Applicant's Signature _____

Property Owner's Signature (if not Applicant) _____

CHECKLIST
Millbury Planning Board
Submission of Site Plan Review

Plan Name: Millbury Fire Station

Property Address: 130 Elm Street Assessor's Map 53, Lot 22

Applicant's Name: Town of Millbury Address: 127 Elm Street Tel. No. (508) 865-4710
(If the applicant is not the owner, a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest shall be submitted)

Owner's Name: Town of Millbury Address: 127 Elm Street Tel. No. (508) 865-4710

Engineering Firm: Garcia, Galuska, DeSousa, Inc. Address: 375 Faunce Corner Rd-Suite D Tel. No. (508) 998-5700
North Dartmouth, MA 02747

Submission Checklist:

two (2) per 10/16/20
email

- 1) Submission Fee of \$ Waiver and Technical Review Fee of \$ \$6,000 made payable to the Town of Millbury
- 2) One original Site Plan (at a scale of 1" = 20'), ten (10) full size copies, and seven (7) 11" x 17" copies thereof showing:
 - a. Names, addresses and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan. If the applicant is not the owner, submit a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest.
 - b. Identification of the plan by name of the project, property address, assessor's map and lot number, the date, datum NAD83 and NAVD 88, north arrow, names of abutters and scale.
 - c. Natural features including watercourses, water bodies, wetlands, soil properties, and any other environmental features of the landscape that are important to the site design process.
 - N/A d. Location of all existing and proposed easements, rights-of-way and other encumbrances.
 - N/A e. All floodplain information, including the contours of the one-hundred (100) year flood elevation based upon the most recent Flood Insurance Rate Map for Millbury, or as calculated by a professional land surveyor for unmapped areas.
 - f. Location, width, curbing, and paving of all existing and proposed streets, rights-of-way, easements, alleys, driveways, sidewalks, and other public ways.
 - g. Location of all pavement markings.
 - h. Location of all existing and proposed on-site snow storage areas.
 - i. Location and name of all streets and indicate whether the street is a public or private way.
 - j. Lot lines with dimensions.
 - N/A k. Zoning district lines.
 - l. Five (5) signature lines for the Planning Board approval.
 - m. Existing and proposed topography contour lines at one (1) foot intervals.
 - n. Information on the location, size, type and number of existing and proposed landscaping features.
 - o. Information on the location, size and capacity of existing and proposed on-site and abutting utilities (water, sewer, drainage, electrical, cable, etc.)
 - p. The location, type and intensity of lighting, the location and dimensions of all signage and any site amenities, the location screening of refuse containers.
 - q. The location, dimensions of all existing and proposed buildings and uses on-site and on abutting properties.
 - r. Elevation and façade treatment plans of all proposed buildings.
 - s. Information on the location, size, and type of parking, loading, storage and service areas.
 - t. Zoning and other applicable setback distances, and zoning parking calculations
 - u. At least three property boundary marker locations, remotely separated, indicated with Mass Grid Plane Coordinates
- 3) A landscape plan at the same scale as the site plan, showing the limits of work, existing tree lines and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.
- 4) An isometric line drawing (projection) at the same scale as the site plan, showing the entire project and its relation to existing areas, building and roads for a distance of one hundred feet from the project boundaries.
- 5) A locus plan at a scale of one inch equals 100 feet (1" = 100') showing the entire project and its relation to existing areas, buildings and roads for a distance of one hundred (100) feet from the project boundary or such other distances as may be approved or required by the Planning Board.
- 6) Building elevation plans at a scale of one-quarter inch equals one foot (1/4" = 1') or one-half inch equals one foot (1/2" = 1') showing all elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades.
- 7) Development impact statements which shall describe potential impacts on the proposed development, compare them to the impacts of uses which are or can be made of the site without a requirement of site plan review, identify all significant positive or adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts. The development impact statement shall include:
 - a. Traffic Impact Assessment
 - b. Environmental Impact Assessment

- _____ c. Fiscal Impact Statement
- _____ d. Historic Impact

Note: The Planning Board may waive any of the above listed requirements if it believes that said requirement is not necessary based on the size and scope of the project. The applicant may petition the Planning Board prior to making a formal application to request notification as to which sections (s) of the site plan review by-law requirements are necessary. The Planning Board will then notify the applicant within thirty (30) days as to which sections relate to the proposed project based on the size and scope of the project.

The Millbury Planning Board has accepted the submission of the above Site Plan. This document certifies that, as currently submitted, the Site Plan meets the minimum submission guidelines as set forth by the Town of Millbury. This document certifies that the Site Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Site Plan.

Town Planner/Planning Board Clerk Signature _____ Date _____

**TOWN OF MILLBURY, MASSACHUSETTS
FORM E**

CERTIFIED LIST OF ABUTTERS

To the Town of Millbury Planning Board:

The undersigned being an applicant for approval of a Special Permit and/or Definitive Plan of a Subdivision entitled: Millbury Fire Station

requests the names and addresses of each abutter within a 300 foot radius of said property.

Applicant's Signature: _____

Mailing Address: 127 Elm Street

Owner of Property: Town of Millbury c/o Town Manager

Property Address: 130 Elm Street

Assessor's Map #: 53

Parcel #: 22

Date of Public Hearing: February 22, 2021

To the Town of Millbury Planning Board:

This is to certify that at the time of the last assessment for taxation made by the Town of Millbury, the names and addresses of the parties assessed as adjoining owners to the parcel of land shown above, where as above written, except as follows:

Assessor's Signature: _____

Date: _____

APPLICATION REVIEW

I, Sean Hendricks, Millbury Town Manager hereby request that my application for Millbury Fire Station

be reviewed by the Millbury Planning Department whenever possible. I understand that I will be billed for review of said application at an hourly rate determined by the Town Treasurer for Planning and Secretarial support. Payments to the Town of Millbury, will be in accordance with Article 1, Section 14.6, 14.7 and 14.8 of the Town's Zoning Bylaws, and in accordance with the Town's Rules & Regulations Governing the Subdivision of Land.

Date: _____ Signature: _____

I, Sean Hendricks, Millbury Town Manager hereby request that my application for Millbury Fire Station

be reviewed by consultant(s) at my expense on behalf of the Town of Millbury Planning Board. I understand that the Planning Board shall hire the consultant of their choice in accordance with Section 53G, G.L. Chapter 44. Payments to the Town of Millbury will be in accordance with Article 1, Section 14.6, 14.7 and 14.8 of the Town's Zoning Bylaws, and in accordance with the Town's Rules & Regulations Governing the Subdivision of Land.

Date: _____ Signature: _____

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Inc.

Millbury Fire Station Planning Board Narrative

Applicant: Town of Millbury c/o Town Manager, 127 Elm Street, Millbury, MA 01527
Owner: Town of Millbury c/o Town Manager, 127 Elm Street, Millbury, MA 01527
Project Location: 130 Elm Street, Millbury, MA 01527 (Identified as Lot 22 on Assessor's Map 53)
Proposed Use: Municipal Fire Station
Zoning District: Residential 1 (R-1)
Representative: Christopher M. Garcia, P.E.
Garcia, Galuska & DeSousa, Inc.

This report is intended to document how the project is in compliance with the requirements set forth by the Site Plan Review Submission Requirements and Procedures of the Millbury Planning Board.

A. INTRODUCTION

The project site proposed for the new Millbury Fire Station, is located on the north side of Elm Street in Millbury, MA, and sits on approximately 1.84 acres of land. The site is located at 127 Elm Street and is further identified on Millbury Assessor's Map 53 as Lot 22. The project site is located in the Residential 1 (R-1) Zoning District. Development on the site dates back to at least to the 1830s with previous school building. In the early 1900s the current building was constructed. The project site is bound by the residential properties on the west and north side, River Street on the west side, Elm Street to the South and Waters Street to the east.

The Millbury Fire Station construction project involves the removal of an existing three story, 7,400 square foot (footprint) building, removal of existing bituminous concrete driveways, walkways, play areas and parking facilities and selective tree, brush and branch removal on the parcel. In its place, a fire station structure with a footprint totaling approximately 17,535 gross square feet will be constructed on the site consisting of one and two story segments, along with new parking facilities located north, east and south of the proposed building. New water, sewer, drainage, natural gas, site lighting, electrical and communications utilities will be installed as well. The project is expected to be publically bid in the spring of 2021. Funding for the project will be considered for approval at the May Town Meeting.

The existing site grades will be lowered by 8 to 10 feet to provide safe access to Elm Street. To facilitate the lowering of the site, bedrock removal will need to be completed on the site, likely utilizing explosives and/or excavator-mounted hammers. The Planning Board will be notified once the selected contractor has determined the most feasible method of removal.

The building will be accessed by the public from the main entrance located on the east side of the building. An illuminated sidewalk will be provided from the parking lot to the entrance. Multiple employee entrance will be provided around the building with paved walkways from the parking areas.

The existing impervious coverage on the site is approximately 32,247 square feet consisting of the existing building, driveways, walkways, parking facilities and play areas. The proposed construction will result in a total impervious cover of approximately 50,709 square feet.

The fire station will connect to municipal water and sewer. There is an eight inch water main on the west side of Rivers Street that the project propose to connect to with the fire protection

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service piping. In coordination with Aquarion Water Company, the fire station's domestic water connection will connect to the existing domestic water service at the existing curb stop valve. The new sewer will discharge from the north side of the building, follow the route of the existing piping and connect to the existing municipal sewer main in Waters Street.

The entire site is located within the Zone X (Areas determined to be outside the 0.2% annual chance floodplain) as indicated on the FEMA Flood Insurance Rate Map, Community Panel 25027C 0809E, last revised July 7, 2011.

B. WAIVER REQUESTS:

Request #1:

We request that a waiver be granted for the Site Plan Review Application Fee (\$500 + \$20/parking space) and Stormwater Management Permit Application Fee (\$200). The proposal is to construct a municipal fire station on property owned by the Town of Millbury.

Request #2:

We request that a waiver be granted for the Traffic Impact Assessment at the proposed development. The existing Fire Station is currently located two parcels east of the proposed site, also on Elm Street. The proposed use type of the former fire station is unknown at this time. The proposed development should not represent a significant change in traffic in the area.

Request #3:

We request that a waiver be granted for the Fiscal Impact Assessment at the proposed development. The project has been brought forth by the citizens of Millbury based on an understanding that the existing fire station is in need of replacement. The new facility represents a betterment to the community in that it provides for the Town a modern fire station prepared to address emerging issues in the Town. Citizens will have an opportunity to vote to appropriate funding for the project at the annual Town Meeting in May of 2021.

C. ZONING

The site is located within the Residential 1 Zoning District, which permits a "Municipal use not elsewhere more specifically cited" (Fire Station) as an allowed use. Table 1 contains the proposed conditions as it relates to the dimensions for the site.

Residential 1 District Zoning Dimensions		
	Required	Proposed
Minimum Lot Size (sf)	40,000	80,193
Frontage (ft.)	100	236.5
Minimum Front Setback (ft.)	25	105.84
Minimum Side Setback (ft.)	10	10.68
Minimum Rear Setback (ft.)	10	78.7
Maximum Building Height (ft.)	30	30
Maximum Lot Coverage (%)	30 Percent	23.9 Percent

Table 1: Zoning Dimensions

D. PARKING FACILITIES

Section 33.2, Schedule of Requirements, of the Town of Millbury Zoning Bylaw does not have a “fire station” use. Fire Chief Richard P. Hamilton was consulted for present and future parking needs for the Fire Department and the public visiting the building. A total of 31 parking spaces, two of which will be fully compliant with the requirements of 521 CMR 23, are proposed for the site.

Access to the northern parking facilities (23 spaces) and apparatus apron will be from a 24 foot wide driveway from Rivers Street at the northeast corner of the site. This driveway is similarly located to the existing site access driveway. The southern parking facilities (8 spaces) and apparatus apron will be from a 52.33 foot wide apron onto Elm Street. The Elm Street apron will service as the main entrance and exit point for fire apparatus. The 29 standard parking spaces located on the site will be constructed to the standard dimension of nine feet wide by eighteen feet deep. The accessible parking spaces will be constructed to the standard accessible dimensions of eight feet wide by eighteen feet deep. Two-way driveway aisle will be constructed to a width of 24 feet with no bumper overhang included for the parking spaces set at 90 degrees to the access aisle.

In addition, light fixtures within the parking lot will be LED with shields to prevent light trespass onto abutting properties. Light pole heights are proposed at 16 feet with 2.0 foot concrete bases.

The property is proposed to be screened with vegetation, particularly along the north and northwest edge where the property abuts residential buildings. Refer to the provided landscape drawing for further detail.

E. ENVIRONMENTAL IMPACT ASSESSMENT:

The 1.84 acre Town-Owned parcel is currently developed as a former school with associated school building structure, driveway, parking facilities, walkways, hardtop play surfacing and lawn areas. Approximately 32,247 square feet (40.2%) of the parcel consists of impervious cover with the balance of land developed as lawn.

Prior to the commencement of work, the selected contractor will hold a pre-construction meeting to establish supervisory and inspection procedures for sediment and erosion control measures. The meeting shall be attended by the Contractor, Architect, Engineer, Town Representative and the Owner. Erosion control measures consisting of straw wattles and siltation barrier shall be installed around the perimeter of the site. Stone entrance mats shall be established where heavy equipment will exit the site. At the same time, the contractor will install sediment control bags in existing catch basins. Sediment control bags will be installed in new catch basins once they have been installed. All erosion control shall be inspected weekly and after major rain events. Accumulated sediment shall be collected and removed or reused onsite or at a suitable offsite location. Damaged erosion controls will be repaired or replaced immediately. Dewatering shall be achieved by low point sump pumps. Dewatering discharges shall be pumped through a dewatering filter bag prior to discharge. The dewatering bags shall be surrounded by silt barrier. The contractor shall designate vehicle and concrete truck wash down areas. These areas shall be contained with stone reinforced silt barrier. Accumulated concrete shall be disposed of offsite. Fueling areas shall be scraped monthly to a depth approved by the Architect/Engineer and redressed. Scraped material shall be disposed of off-site at an approved disposal facility appropriate for the material. The contractor shall reduce surface and air movement of dust from exposed soil surfaces as required by construction activities. Construction activities shall be so scheduled so that the least area of disturbed soil is exposed at one time. In disturbed areas not subject to traffic, the contractor shall use temporary seeding and mulching operations. In

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disturbed areas subject to traffic, Contractor shall sprinkle surface with water to minimize dust. Dust control measures shall be maintained through dry weather periods until all disturbed areas have been permanently stabilized.

The project will be subject to a Construction General Permit (CGP) under the U.S. Environmental Protection Agency National Pollution Discharge Elimination System (NPDES) for stormwater discharges associated with construction activities. It is required that the contractor submit the permit application at least 20 days prior to any site disturbance. The permit and associated Storm Water Pollution Prevention Plan (SWPPP) will be submitted to the Planning Board upon receipt of the contractor's submission. The permit drawings and Drainage Analysis include information regarding the long-term inspection and maintenance of the proposed drainage system on the site.

Under the proposed redevelopment condition, approximately 63.3% of the site will be rendered impervious. These impervious areas consist of the new driveways, apparatus aprons, parking facilities, walkways and the building.

The proposed drainage system will consist of deep-sump catch basins to collect runoff from the north apron, the driveways and parking facilities. Runoff from the south apron will be collected by a trench drain the entire width of the apron. The catch basins and trench drain will discharge to hydrodynamic water quality separators for total suspended solids (TSS) removal. The runoff will then be directed three subsurface detention chamber systems for flow attenuation. To meet the Total Phosphorus (TP) removal requirements, runoff accumulated in each of the subsurface detention chamber systems will pass through six inches of sand filter media prior to discharging from the system. Runoff from the current site sheet flows from the site to Waters and Elm Street, and the west and north abutters with no peak flow attenuation or water quality treatment. The proposed design is an improvement over the existing condition.

F. FISCAL IMPACT STATEMENT:

The proposed project is a public building located on municipally-owned land and will not generate revenue. Town Meeting has previously authorized the appropriation of funds to complete the design of the Fire Station. The project will be publicly bid in the spring of 2021. Upon receipt of bids, the Owner will seek a bond to fund construction at the spring 2021 Town Meeting.

G. HISTORIC IMPACT:

The project will result in the demolition of the existing school building on the site. Portions of the existing stone retaining walls will be removed to provide vehicular access on Elm Street. Pedestrian access will be accomplished from existing wall openings.