



November 1, 2021

Town of Williamsburg
Planning Board
141 Main St
P.O. Box 447
Haydenville, MA 01039

**RE: 16 Main Street, Williamsburg Safety Complex
Site Plan Review**

Dear Planning Board:

On behalf of the Town of Williamsburg, Berkshire Design Group respectfully submits this application for Site Plan Review for the development of the Williamsburg Safety Complex to the Town of Williamsburg Planning Board for their review and approval.

SITE DESCRIPTION

The parcel located at 16 Main Street, Parcel J-173, contains approximately 2.90 acres. It is bound by Main Street to the north, South Street to the west, and private parcels to the south and east. The site contains the former James School building and playground amenities. Existing parking areas and drive lanes are a mix of asphalt and gravel surfacing. There is a historic stone fountain within a pedestrian sidewalk connection to the public sidewalks along South and Main Streets. The parcel is gently sloping and contains several mature trees, shrubs, and maintained lawn vegetation.

The property contains several resource areas on the southern portion of the site, including Riverfront and Bordering Vegetated Wetlands. Redevelopment work is proposed within the 100' and 200' Riverfront Area and within the 100' buffer zone of the wetlands. No work is proposed within the wetlands.

The parcel does not contain any Land Subject to Flooding or NHESP Priority Habitat.

PROJECT DESCRIPTION

The proposed project includes a new safety complex building for fire and police departments, new parking areas with ingress-egress connections to Main and South Streets, new sidewalk curb ramps, and stormwater management structures, including level spreaders and rain gardens with native plantings to handle the impervious area run off. The historic stone fountain will be retained as well as some of the existing concrete sidewalks, where feasible. Several existing trees will be retained, where feasible and

new trees and foundation shrub plantings are proposed around the building and parking area. The rain gardens are proposed with native pollinator-friendly herbaceous perennial and shrub plantings.

SITE PLAN REVIEW CRITERIA

The lot is within the Mixed Village zoning district. The proposed building is approximately 8,100 square feet and requires Site Plan Review by the Planning Board.

In accordance with Zoning Bylaw section 6.5, the proposed project complies with the regulations in the following ways:

- a. The proposed building site is designed to be integrated into the existing topography and surrounding landscape and not have any adverse impacts on abutting properties or community amenities in the following ways:
 1. The existing site is a shallow sloping site draining to the south and east. It is not on a hilltop nor within the 100-year floodplain. The proposed site is designed to maintain the shallow slopes. The design includes stormwater management pre-treatment and holding areas, following state stormwater standards, to minimize any adverse impact to adjacent wetlands and riverfront area.
 2. No scenic views are obstructed by the proposed site design.
 3. The proposed site design maintains the character of the existing site to preserve natural and historical features of the site.
 4. Existing trees, where feasible, are preserved, and proposed site is designed to maintain shallow slopes of the site and minimize and soil removal.
 5. The site contains open space to the east of the existing building and the proposed site is designed to maintain the existing open space.
 6. No features are considered objectionable in the proposed design and no screening is proposed.
- b. The proposed building is connecting to Town water and sanitary services.
- c. The proposed site plan maximizes the safety and efficient circulation of pedestrian and vehicular traffic. The proposed site maintains existing sidewalks on Main and South streets and includes accessible sidewalk connection to the building and parking area. The site maintains two vehicular egress connections to Main and South streets. Curb cuts on both egresses are updated to meet vehicular requirements for fire and police department vehicles. Review of Trip Generation, 8th Edition, published by the Institute of Traffic Engineers, under the category (575) Fire and Rescue Station, provides little functional data to calculate impacts to traffic from emergency responder Vehicle Trip Ends, as frequency of incident and number of responders required per incidence varies widely. The Fire Department reports that they have 2-3 regular employees who will arrive and depart from the site daily. This will produce a negligible impact on peak hour traffic on Main Street.

- d. The site plan includes stormwater management measures to provide pre-treatment and recharge areas that adequately treat surface runoff, following state stormwater standards. Groundwater recharge areas are incorporated into the design to not adversely affect groundwater supply. Recharge areas are proposed with native vegetation cover to provide sediment filtration and wildlife value.
- e. Electric and fiberoptic utilities are proposed to be underground from a connection on South Street.
- f. The proposed building includes a sally port for the police department facing South Street and garage bays for fire department vehicles facing Main Street. These vehicle garage bays maintain the visual, orderly character of police and fire stations. There is minimal visual blocking to maintain line of site to the street front for emergency vehicle circulation, ingress, and egress.
- g. Outside lighting is with down lighting fixtures to ensure no excess spillover glare of light to abutting parcels.
- h. Noise generated by Police and Fire Department emergency vehicles may, by their very nature, extend beyond the property line to alert the surrounding public of their movement during an emergency. During non-emergency periods, there is no machinery or equipment proposed that would provide excess noise to abutting properties.
- i. The Site Plan complies with all other regulations within the Town of Williamsburg bylaws.

ZONING REGULATIONS

In accordance with the general regulations of the Zoning bylaws, the project complies in the following ways:

9.0 GENERAL REGULATIONS

The proposed project complies with the lot size, frontage, and setback requirements for Zoning District, Village Mixed, outlined in Section 9 – District Locations and Area Provisions.

| | Min. Lot Area in sq. ft. | Min. Lot Width in feet ¹ . | Min. Yards in feet front/side/rear | | | Max. Lot Coverage. | Frontage in feet |
|----------|--------------------------|---------------------------------------|------------------------------------|----|----|--------------------|------------------|
| Required | 65,000 | 200 | 40 | 15 | 15 | 50% | 200 |
| Proposed | 112,480 | 400 | 86 | 70 | 59 | 27% | 400 |

1. Within 50' of the front lot line.

9.3 LOT COVERAGE

The proposed project contains a total of approximately 30,376 square feet of impervious area, resulting in approximately 27% of lot coverage. This is below the maximum lot coverage of 50%.

9.4 PROJECTIONS

The proposed building has no proposed projections into the public right of way or abutting properties.

9.5 RAINWATER

The proposed building downspouts are directed to avoid runoff from running onto dedicated public sidewalks and rights-of-way. Snow storage is proposed to areas away from dedicated public sidewalks and rights of way. Proposed surface runoff from the building and parking area is directed to pre-treatment and recharge areas to the east and south of the facility.

9.6 OFF-STREET PARKING

In accordance with section 9.6, the proposed site provides 25 parking spaces, which we believe to be adequate parking for the municipal needs of the Police and Fire Department needs. According to the Williamsburg Fire Department, they require parking spaces to accommodate a range of requirements: 2-3 spaces for daily employee parking; 2-15 spaces for incident responders, depending on the incident; 5-20 spaces for trainings, depending on the training and with whom.

9.7 FENCES

No fencing is proposed in this project.

9.8 SIGN REGULATIONS

Aside from standard traffic and directional signage proposed within the parking lot, no ground-mounted signage identifying the uses of the facility are proposed. If identifying signage is deemed to be warranted, it will be submitted for review by this Board.

9.12 LIGHTING

Proposed site and building lighting include fixtures that provide downlighting to minimize glare and excess lighting to abutting properties.

We believe that this project meets the requirements set forth in the Zoning bylaws of the Town of Williamsburg. We look forward to discussing this project with you at your next available hearing.

Sincerely,

Berkshire Design Group

The Commonwealth of Massachusetts
TOWN OF WILLIAMSBURG

Office of the
Planning Board
APPLICATION FOR SITE PLAN REVIEW

Non-residential, non-agricultural structure or structures, which have an aggregate footprint exceeding five thousand (5000) square feet. (Section 6.0)
And not in excess of ten thousand (10,000) square feet (section 4.3)

To the Town Clerk
Williamsburg, Massachusetts:

Pursuant to the provisions the Protective Bylaw of the Town of Williamsburg, application is hereby made to the Planning Board for Site Plan Review

On premises located at 16 Main Street J-173
Street and number assessor's map and parcel number
Town of Williamsburg 141 Main
Owned by St Haydenville, MA 01039 2868/ 292
Name address deed recorded Book - Page

Applicant *Amy E Mathew* Phone 413.268.8418
Signature

Applicant Town of Williamsburg address 141 Main St Haydenville, MA 01039
Please print name street town zip

Please include the attached check list of application elements as part of the application.

*****ADMINISTRATIVE USE ONLY*****

Completed application received by Town Clerk _____ and _____
(date) (time)

Filing fee \$ _____
(\$250.00)

Signature of Town Clerk _____

Received by Planning Board _____
Signature date

Application No. _____ Date of Joint Public Hearing _____

**Application elements to be included as part of the application for
Site Plan Review**

| | | |
|--------------------|----------|--|
| | | The Planning Board may request any additional information it judges to be necessary or convenient, or waive any information requirements it finds unnecessary, for the review of a particular plan. |
| Administrative Use | Included | Application Elements |
| | | A. Fee paid. Town of Williamsburg exempted. |
| | | B. Each application for Site Plan Review shall be submitted to the Planning Board by the current owner of record, accompanied by eleven (11) copies of the site plan. |
| | | C. A registered architect, surveyor, landscape architect, or professional engineer shall prepare all site plans. All site plans shall be on standard 24" x 36" sheets and shall be prepared at a sufficient scale to show: |
| | | D. The location and boundaries of the lot, adjacent streets or ways, and the location and owners names of all adjacent properties. |
| | | E. Existing and proposed topography including two foot contours, the location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, and unique natural land features. |
| | | F. Existing and proposed structures, including dimensions and elevations. |
| | | G. The location of existing and proposed parking and loading areas, driveways, walkways, access and egress points. |
| | | H. The location and description of all existing and proposed septic systems, water supplies, storm drainage systems, utilities, and refuse and other waste disposal methods. |
| | | I. Proposed landscape features including the location and a description of screening, fencing and plantings. |
| | | J. The location, dimensions height, and characteristics of proposed signs and lighting. |
| | | K. The location and a description of proposed open space or recreation areas. |

| Meets | Does Not Meet | For Administrative Response Included for Applicant Information |
|-------|---------------|--|
| | | 6.5 Site Plan Review Criteria |
| | | 6.51 The following criteria shall be considered by the Planning Board in the review and evaluation of a site plan, consistent with a reasonable use of the site for the purposes permitted or permissible by the regulations of the district in which it is located: |
| | | a. The development shall be integrated into the existing terrain and surrounding landscape, and shall be designed to protect abutting properties and community amenities. Building sites shall, to the extent feasible: 1) minimize impact on wetlands, steep slopes, flood plains, hilltops; 2) minimize obstruction of scenic views from publicly accessible locations; 3) preserve unique natural or historical features; 4) minimize tree, vegetation and soil removal and grade changes; 5) maximize open space retention; and 6) screen objectionable features from neighboring properties and roadways. |
| | | b. In the absence of town services, the development shall be served with adequate water supply and waste disposal systems provided by the applicant. For structures to be served by an on-site waste disposal system, the applicant shall submit a septic system design prepared by a Certified Engineer and approved by the Board of Health. |
| | | c. The plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent ways. The plan shall describe estimated average daily and peak- hour vehicular traffic to be generated by the site, traffic flow patterns for vehicles and pedestrians showing adequate access to and from the site, and adequate circulation within the site. |
| | | d. The site plan shall show adequate measures to prevent pollution of surface or groundwater, to minimize erosion and sedimentation, to prevent changes in groundwater levels, and to prevent increased run-off and potential for flooding. Drainage shall be designed so that run-off shall not be increased and that neighboring properties will not be adversely affected. A system of groundwater recharge shall be provided that does not degrade groundwater quality. Recharge shall be by storm water infiltration basins or a similar system covered with natural vegetation. Dry wells shall be used only where other methods are not feasible. All basins and wells shall be preceded by oil, grease and sediment traps to facilitate removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner. |
| | | e. Electric, telephone, cable TV, and other such utilities are required to be underground unless proven to be physically and environmentally unfeasible. |

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| | | f. Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and other unsightly structures or uses shall be set back or visually screened to protect the neighbors from objectionable site characteristics. |
| | | g. Outdoor lighting shall be designed to prevent glare or light, which reflects, strays or scatters beyond the subject structure of structures. |
| | | h. Noise generated by machinery or equipment shall not extend beyond the property line. |
| | | i. The site plan shall comply with all other provisions of this Bylaw. |
| | | 6.52 Before a finding on a site plan, the Planning Board may request the applicant to make modifications in the proposed design of the project to ensure that the above criteria are met. |
| | | 6.53 After a public hearing, the Planning Board may waive, for good cause shown, any or all requirements of site plan review where such action is in the public interest and not inconsistent with the purpose and intent of the Protective Bylaw. |







