

March 18, 2024

Town of Northborough
Town Clerk's Office
63 Main Street
Northborough, MA 01532

Re: **Application for Planning Board Site Plan Review**
New Northborough Fire Station
65 West Main Street
Northborough, Massachusetts 01532
Pare Project No. 23141.00

Dear Planning Department Reviewer:

Pare Corporation (Pare) has prepared this Application for Site Plan Review on behalf of the Town of Northborough for the New Northborough Fire Station project. The following items comprise the application package:

- One (1) copy of the Town of Northborough Planning Board Applicant Check List Form;
- Six (6) copies of the Town of Northborough Planning Department Application;
- Two (2) copies of the Stormwater Management Report, prepared by Pare Corporation;
- Two (2) copies of the Stormwater Operations and Maintenance Plan, prepared by Pare Corporation;
- Three (3) 24 x 36 Plan Set dated March 18, 2024;
- Five (6) 11x 17 Plan Set dated March 18, 2024;
- Six (6) copies of this application narrative and all supplemental documentation; and
- One (1) Flash drive with all application documents.

PROJECT DESCRIPTION

The Town of Northborough is proposing the construction of a new 30,000 SF +/- fire station at 65 West Main Street in Northborough, MA. The project area encompasses 2.70 +/- acres on portions of three parcels: Town of Northborough Assessor's Map 63 Lot 10 Parcel 1, Map 63 Lot 9 Parcel 2, and Map 63 Lot 7. The subject parcels are owned by Town of Northborough and are approximately 3.70 acres. The site previously consisted of a dwelling and gas station prior to its demolition in 2014. The site is currently a mix of pavement, roughly graded open space, and wooded hillside. The proposed fire station will include both public and fire station parking, drainage features, apparatus bays, access drives, and a retaining wall enabling the site grading. A total of 53 parking spaces are proposed to meet the parking demand of the facility with 23 spaces for firefighters and administration and 30 spaces for the public. Utilities, including drainage, will be connected to the existing infrastructure within West Main Street. Please see attached plan set for all site details and specifications.

LOCAL STATE AND FEDERAL PERMITS

Local Permits

- Zoning Board of Appeals: Application Submitted March 1, 2024.
- Land Disturbance Permit: To be submitted to Northborough Stormwater Authority.

State Permits

- MassDOT District 3 Permit Application: To be submitted.

Federal Permits

- Federal permits are not anticipated for this project.

STORMWATER MANAGEMENT DESIGN

The project has been designed to:

- reduce peak stormwater discharge rates from the pre- to post-development conditions for the 2, 10, and 100-year storm events through the use of underground detention systems,
- treat post-development stormwater water quality volume through the use of proprietary stormwater treatment units, and
- promote groundwater recharge through the use of underground infiltration systems where estimated seasonal high groundwater is of sufficient depth.

The project has been designed in compliance with current Massachusetts Stormwater Handbook including the 10 Stormwater Management Standards. Please refer to the attached stormwater report for detailed descriptions of the proposed treatment and detention systems, and for summary tables of peak flow conditions.

Operation and Maintenance of BMPs

As the property owner, the Town of Northborough will be responsible for the operation and maintenance of the proposed drainage structures and systems following completion of the project. An Operations and Maintenance Plan (O&M Plan) is included in this application, which includes a plan sheet detailing the locations of the drainage system components referenced in the plan narrative.

REQUESTED VARIANCES

The site, as a result of a multitude of restrictive design factors, must request a few variances in from the planning board in order to be reviewed. The entire checklist is reviewed below with those items needing a variance being in BOLD. All items will have a *brief description* either explaining where they are accounted for or why a variance is being requested.

- 1. Application Fee of _____ \$ made payable to the Town of Northborough.**
As this is a Town of Northborough project, a waiver is requested for the application fee.
2. Application Form
An application form is attached.
3. Application Narrative
This letter functions as the application narrative.
- 4. One original Site Plan (at a scale of 1" = 40') showing:**

A variance is requested to allow for a 1"=20' scale civil plan that is more easily viewed and read. A variance is also requested to allow for 30x42 Landscape, Lighting, Photometrics, and Architectural Plans.

- a. Existing and proposed boundaries of the site.
Existing conditions can be seen on the provided survey plans. Include the stamped Chappel Survey in the Plan Set
- b. Site area and zoning classification.
Site area and zoning considerations can be found on the General Plan.
- c. Ownership of abutting land.
All site plans display ownership of abutting land.
- d. **A north arrow and locus map at a scale of 1" = 100' showing the entire project, the location and use of any building thereon within 300 feet of the project boundary, & utilities within 200 feet of the subject property along the frontage street.**
Locus map is attached. A variance is requested for utility information along the frontage captured by the survey for the project.
- e. Location of the site in relation to the Groundwater Protection Overlay District.
The Groundwater Protection Overlay District is included in the existing conditions shown on all the site plans.
- f. Location of the site in relation to the Floodplain District.
Linework for FEMA Flood mapping is not provided as the entire site is within a Zone X. This is referenced in the Notes sheet.
- g. **Existing and proposed topography contour lines at 2 foot intervals. The contours shall extend at least 50' beyond the site boundaries. The plan shall include a benchmark consistent with the Town's vertical datum (NGVD 88).**
Topography shown is provided in 1 foot intervals for clarity. Grades shown are those surveyed that may be directly impacted by the project. A variance is requested to allow for the aforementioned items. Vertical and Horizontal Datums are NAD83 and NGVD 88 respectively.
- h. Location of all wetlands or water bodies on the site and within 100' of the perimeter of the development activity.
There are no wetlands within 100' of the proposed developments.
- i. The nature, location and size of all significant existing natural land features, including trees, shrubs, or brush masses, specimen trees and all other trees over 10" in diameter at breast height, grassed areas and soil features.
All of the above mentioned items are displayed in the existing conditions on all site plans and included in the provided survey.
- j. Cross-sections of proposed curbs and pavements, and vision triangles measured in feet from any proposed curb cut along the street where access is proposed.
All of the above mentioned items are provided in the site and detail plans.
- k. Proposed surface treatments of paved areas and the location and design of drainage systems, with drainage calculations prepared by a registered civil engineer.
The above mentioned items have been provided as a part of this application in the plans and as a separate report.
- l. Comprehensive parking and traffic circulation plan showing location and dimensions of parking spaces, dividers, bumper stops, required buffer areas and planting beds, the location and dimensions of pedestrian walkways, and provisions for ADA-compliant parking and circulation, and for EV charging stations.

The location and specifications for all aspects of traffic management have been provided in the site plans and detail sheets.

- m. Location, height, elevation, interior and exterior dimensions and uses of all existing and proposed buildings or structures; location, number and area of floors; number and type of dwelling units or proposed leaseable areas; location of emergency exits, retaining walls, existing and proposed signs.
Architectural Plans have been provided displaying the above items.
- n. Table summarizing all zoning requirements that apply to the project and demonstrates how the project complies with each.
A zoning table has been provided on the General Plan. Electronically changeable message signs are currently not allowed in Downtown Business Zoning District. Proposed L.E.D. sign to display static messages for town and emergency purposes.
- o. Provisions for waste disposal, dust, erosion control, and proposed fire hydrant locations.
Fire Hydrant and Waste Disposal areas are called out on the provided general plan. Erosion control is shown on the Demolition and Erosion Control Plan. Dust control will take place on an as-needed basis (as referenced on the Notes sheet).
- p. Existing and proposed on-site and abutting utilities (water, sewer, gas, drainage, electrical, cable, telephone).
Existing utilities are displayed in the existing conditions and on the survey. All proposed utilities are referenced on the Grading, Drainage, and Utilities Plan.
- q. Plans and documents illustrating the proposed system of wastewater collection, treatment, and disposal, along with documentation regarding the proposed treatment technology.
Wastewater is not proposed to be treated on site. Sewer is proposed to connect into the municipal sewer system.
- r. Proposed stormwater management system, designed in accordance with the MA DEP Stormwater Management Standards as further defined by the MA Stormwater Handbook. The stormwater management plan shall include an Operation & Maintenance Plan for post-construction.
Stormwater considerations are being shown in the Grading, Drainage, and Utilities Plan along with a separate Stormwater Management Report attached to this application.
- s. Lighting plan and photometric plan showing existing and proposed lighting, including intensity, pole height, design, and direction.
A Lighting and Photometrics Plan has been provided as part of this application.
- t. Landscape plan showing existing and proposed landscape features, including trees, signs, fences, walls, plantings and walks, and the location, name, number and size of plant types, and the locations and elevation and/or height of planting beds, fences, walls, steps, and paths.
A landscape plan is being provided as part of this application. 9 Street Trees and 9 Shade Trees are provided for a total of 18 Trees proposed as part of this project.
- u. Location, dimensions, construction materials, and lighting of all signage and location and screening of refuse containers.
Lighting is shown on the Lighting Plan attached and screening of the refuse containers are shown on the Landscape Plan.
- v. Location of all existing and proposed on-site snow storage areas.
Snow storage areas are referenced on the General Plan that is being provided as part of this application.

- w. Provisions for open space, where required, and method for dedicating such open space including covenants and restrictions.
Areas of open space are provided on the General and Landscape plans. Minimum open space requirements are referenced in the zoning table on the Notes sheet provided as part of this application.
5. Development impact analysis including:
 - a. **Traffic Impact Assessment**
Fire stations are known to be extremely low traffic generators. The Institute of Transportation Engineers maintains a database of trip generation data for various land uses in its Trip Generation Manual. While limited data is available for a fire station land use, the data indicates that a fire station with 23 employees is anticipated to generate approximately ten vehicle trips during peak travel hours. Therefore, it is not anticipated that the new fire station will have any significant impact on traffic in the vicinity of the station.

As part of the fire station construction, a fire signal will be installed. This signal will be activated through a button in the dispatcher's office within the fire station. This signal will only be activated to stop traffic on West Main Street at the time of an emergency call when fire apparatus is leaving the station, which is anticipated to be infrequently.

Finally, the station is anticipated to have a conference room with a capacity for approximately 30 people. As a result, the station could produce up to approximately 30 trips in a short period of time when the room is used and filled to capacity, but this is expected to be rare and these meetings typically do not occur during peak commuter travel hours.
 - b. **Environmental Impact Assessment**
The proposed site was previously developed. The proposed project will include stormwater management BMP's conforming to the MA DEP Stormwater Standards and MA DEP Stormwater Handbook. These BMP's will improve the current stormwater system and conform to the MA DEP regulations. There is no environmental impact from fire station operations except noise level. The affected noise level will be minimal as on occasion the fire department will need to use the siren to alert motorists as they enter West Main Street. The fire department uses sirens on a limited basis and only if absolutely necessary when exiting onto the street.
 - c. **Fiscal Impact Analysis**
The Fire Station is a municipal structure. The project will be funded with municipal funds following a successful Town Meeting and ballot vote. There will be no additional fiscal impact to the community as this is not a commercial development.
 - d. **Community Impact Analysis**
The new Fire Station is located close to the existing Fire Station on Pierce Street. As a result, fire department response times are similar to those experienced currently. This location will eliminate the need for fire department apparatus to negotiate the intersection at West Main and Church Streets which often results in fire apparatus having to travel against the flow of traffic which creates a dangerous situation for all involved. The station will provide a healthier environment for fire department personnel to work in and for community members to visit.
6. List of previously issued or denied special permits, variances, or easements with dates of decisions.
There are no previously issued special permits, variances, or easements for the subject property.
7. Copy of latest recorded deed.
The latest recorded deed is provided as a part of this application.

Town of Northborough

(6)

March 18, 2024

8. Waiver request letter.
This letter formally acts as the above required waiver request letter.
9. List of abutters certified by the Northborough Assessor's Office.
A list of abutters is attached as part of this application.

We look forward to your review and approval of this application for the new Northborough Fire Station. Please contact me with any questions or comments you may have regarding stormwater management and site development for the proposed new Northborough Fire Station project. I can be reached by phone at 508-543-1755 and by email at jjackson@parecorp.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Jackson', is positioned above the typed name.

James Jackson, P.E.
Managing Engineer, Pare Corp.