



# TOWN OF ANDOVER

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TOWN OF ANDOVER, MASS

November 29, 2018

Mr. Christopher Clemente, Inspector of Buildings  
36 Bartlet Street  
Andover, MA 01810

## SITE PLAN CERTIFICATE OF APPROVAL – 32 Park Street

Dear Chris:

On November 26, 2018, the Andover Planning Board deliberated and subsequently voted to issue a Site Plan Certificate of Approval associated with an application by Lillian Montalto to build a 9,872 SF, three story (2 stories + a penthouse) building located at 32 Park Street at the current location of Learning Express. The building will be used as a professional office. The lot area is 11,597 SF and the new building foot print is 4,423 SF.

The site is currently used as a retail store and is slated to be demolished. The proposed use is allowed in the General Business (GB) Zoning District under Appendix A Table 1 Section 3.1.3 – Table of Use Regulations C. Business and Commercial Uses 15. Business, professional or administrative office.

The changes to the site include demolition to the existing building, the drainage system is designed to include underground infiltration chambers to infiltrate stormwater runoff from the proposed building roof, parking and landscaping.

Parking requirements for this type of business (professional office) are twenty six (26) spaces, the business will be providing pedestrian walkways and an opening at the rear of the property to allow for pedestrian circulation in the downtown which allows for a 15% reduction in parking (ZBL Section 5.1.12.3) changing the requirement to twenty two (22) parking spaces. The property is able to provide ten (10) parking spaces; a Special Permit for Change in Parking Space Requirements SP18-05 has been issued to allow for the ten (10) spaces.

The site plan was approved subject to the following conditions:

1. For purposes of this Certificate of Site Plan Approval, the project shall encompass and be defined as the structure, parking areas, access driveway, utilities, drainage system, street improvements, signage, landscaping and all other details as shown on the approved plans. The site is identified as property at 32 Park Street, more specifically shown as Lot 6 on Assessors Map 39. The applicant is also defined as the developer, Lillian Montalto, and shall include any successor in interest to the project. Any successor in interest shall be bound by, and subject to, these terms and conditions. The developer, as defined, shall be responsible for construction of the project, including all contractors, subcontractors, vendors, or other parties working on the site and on the project;

2. Except as otherwise provided for in these conditions, all work associated with the project shall be in conformance with the following plans and drawings and all information depicted and shown thereon as prepared by JD LaGrasse & Associates Inc and TEC, Inc.:

- a) A000 - Cover dated September 26, 2018;
- b) A001 - Site Improvement Plan dated September 26, 2018;
- c) A002 - Site Grading and Utility dated September 26, 2018;
- d) A101 - Preliminary First Floor Plan dated September 26, 2018;
- e) A102 - Preliminary Second Floor Plan dated September 26, 2018;
- f) A103 - Preliminary Penthouse Plan dated September 26, 2018;
- g) A104 - 3D Views dated November 13, 2018;
- h) A200 - Exterior Elevations dated November 16, 2018;
- i) A201 - Exterior Elevations dated September 26, 2018;
- j) C-001 - Existing Conditions Base Plan dated August 24, 2018;
- k) C-100 - Stormwater Plan dated November 4, 2018;
- l) C-200 - Utility Plan dated November 4, 2018;
- m) C-300 - Utility Details dated November 4, 2018;
- n) C-400 - Infiltration Details dated November 4, 2018;
- o) SK02 Elevation Rendering dated November 13, 2018 revised November 14, 2018;
- p) SK03 Rendered Site Plan dated November 16, 2018;
- q) SK04 Site Improvements I dated November 16, 2018;

3. The plans must be updated to include review comments regarding the utilities from the Department of Public Works;

4. Prior to demolition of the existing building a plan for noise mitigation shall be submitted for the demolition and construction due to the proximity of residential housing;

5. Construction of the project, once begun, shall continue through to completion as expeditiously as possible;

6. All exterior lighting of the building, access driveway, amenities and parking area shall be of such type, and installed in such manner so as not to create a nuisance in the form of glare or spillover into adjacent properties.

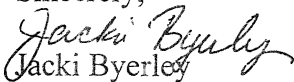
7. All utility work, including new installation, and/or removal, and any capping of existing lines, shall be in accordance with the specifications and standards as shown on the approved plans in Condition 2;

8. Construction activities on the site including equipment startups, site preparation, excavation, grading, filling, paving, erection of the structure, and installation of utilities, shall be conducted between the hours of 7:00 a.m., and 6:00 p.m., Monday through Friday. The Planning Board may consider approval of Saturday activities on written request from the developer. Work within the building once fully enclosed (including doors and windows) is not restricted by these conditions;

9. All activities on the site shall be conducted in a workmanlike manner. All construction equipment, building materials and debris shall be stored on the developer's property. Construction debris and litter shall be collected and stored in appropriate containers on the site and shall be removed as promptly and regularly as possible. Appropriate measures (or those directed by the Inspector of Buildings) shall be taken on the site so as to protect adjacent properties and ensure the safety of pedestrian and vehicular traffic during construction;

10. All trucks making deliveries of building materials to the site shall be unloaded within the site itself;
11. Prior to start of construction the applicant shall provide to the Planning Department a digital file containing the plan if produced using computer aided drafting and design (CADD) software. The file format shall be in AutoCAD DWG (or ASCII DXF) version 2004 or earlier and Adobe PDF, delivered on CD-ROM or DVD-R media. AutoCAD file delivery shall be in full model view and individual sheet views. The digital file shall include property boundaries, dimensions, easements, rights-of-way, edge of pavement, edge of sidewalk, topographic contours, spot elevations, parking areas, road centerline and associated text. Said digital data shall be delivered in the Massachusetts Coordinate System, North American Datum 1983 and North American Vertical Datum 1988, in U.S. Survey Feet. A review of the digital file shall be made by the Department of Public Works;
12. Once the utilities are completed a set of utility as-built plans must be submitted to the Department of Public Works for review prior to issuance of Certificate of Occupancy;
13. The developer shall complete the activities outlined in the Stormwater Operation and Maintenance report dated September 25, 2018 which include, but are not limited to, the submission of inspection and annual reports to be performed by a professional engineer. Copies of these reports are to be submitted to the Department of Public Works;
14. Prior to issuance of a Certificate of Occupancy the infiltration basin and forebay must be completed and stabilized;
15. Prior to issuance of a Certificate of Occupancy a set of as-built plans with a digital file as described in #9 for site improvements including the building and utilities (water, sewer and drainage) both on and off the site shall be submitted to and approved by the Department of Public Works;
16. The landscaping and plantings must be planted and survive one (1) year following initial planting. The owner shall replace any trees that die within one year from the date of planting in kind and in similar size;
17. The developer shall follow the architectural plans for site improvements to landscaping, fencing, lighting, pavers, and walkways.

Sincerely,

  
Jacki Byerley

Planner

cc: Chris Cronin, Director of Municipal Services  
Art Martineau, Acting Town Engineer  
Scott Kandrut, Junior Engineer  
Thomas Carbone, Director of Public Health  
Lt. Ryan Beal, Fire Prevention Officer  
Glen Ota, Police Department  
Pat Sullivan, Senior Assessor  
32 Park Street Properties, LLC  
J. D. LaGrasse & Associates