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April 29, 2020

Danvers Planning Board  
Town Hall  
One Sylvan Street  
Danvers, MA 01923  
Attn: Josh Morris

Re: 28 Harbor Street – Special Permits and Site Plan Approval

Dear Josh:

On behalf of Harbor Property Group, LLC, owners of the property located at 28 Harbor Street, enclosed please find an application package seeking Site Plan Approval and Special Permits for a small contractor's yard, and trade shop use relative to the construction of a new 7,864 s.f. industrial building on the 28 Harbor Street property. An existing office and warehouse building on the site will remain.

The Site Plan and Special Permit Application package consists of the following;

1. Site Plan Approval Application
2. Special Permit Application
3. Filing Fee \$ 3,880.00
4. Project Narrative combine Site Plan and Special Permit
5. Site Plan (6 sets) including building elevation plans, landscaping plan and photometric plan
6. Floor Plans for clarity
8. Stormwater Management Report (3 copies)
9. Electronic Plans by e-mail

We would appreciate this matter being placed on the agenda of first available Planning Board meeting. Thank you.

Very truly yours,

  
Nancy A. S. McCann

NASM/kjl

# APPLICATION for SITE PLAN APPROVAL

**APPLICANT/ CONTACT:** Name: Harbor Property Group, LLC  
Address: c/o Nancy A.S. McCann, Esq. 89 Newbury Street, Ste. 302, Danvers, MA 01923  
Phone Number: 978-739-8484  
E-mail: nmccann@mccannlaw.com

**OWNER:** Name: Applicant  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

\* If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.

**PROJECT LOCATION:** Street Address: 28 Harbor Street, Danvers MA  
Assessors' Map: 59 Lot(s): 158  
Zoning District(s): Industrial 1 Lot Size: 88,295 sq0ft

### PROJECT TYPE:

For projects *with* an existing previous site plan:

\_\_\_ Change in Use from: \_\_\_\_\_ to \_\_\_\_\_.

For projects *without* an existing previous site plan:

\_\_\_ Change in Use from \_\_\_\_\_ to \_\_\_\_\_.

New construction 7,864 sq. ft.

\_\_\_ Over 500 sq. ft. increase in structure(s): \_\_\_\_\_ sq. ft.

Increase of impervious surface other than parking or buildings 1,120 sq. ft.

Increase in number of parking spaces: 14 new spaces

### PERMITS/APPROVALS:

Attach any previous or pending decision documentation regarding the site plan to (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

### SUBMITTAL REQUIREMENTS:

Application fee made payable by check to the Town of Danvers. (*see fee schedule*)

1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)

1 Completed Site Plan Approval checklist.

\_\_\_ 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)

1 Project narrative describing the proposal and listing all requested waivers.

6 **FOLDED** and **STAPLED** copies of all plan and elevation sets.

\_\_\_ 1 Completed Application for Commercial/Industrial Electric Service if applicable. (*available online*)

3 Copies of Stormwater Management/Sedimentation Control Plan (*if disturbing more than one (1) acre of land*)

\_\_\_ 3 Copies of Community Impact Assessment (*if project is over 20,000 GSF and/or project includes a drive-thru*)

Electronic PDF format of all plans, elevations, and applicable reports/studies.

(*Can be submitted on CD or emailed to [dfields@danversma.gov](mailto:dfields@danversma.gov)*)

Signature of Applicant/Agent: \_\_\_\_\_

Date: 3.30.20

For Department Use Only:

Date Comments Due \_\_\_\_\_

Date of Planning Board Hearing: \_\_\_\_\_

\* Must be submitted at least 30 days prior to Planning Board hearing.

\* Incomplete filings will not be accepted.

## SITE PLAN APPROVAL CHECKLIST

### General

x Plans shall be 24" x 36" in size. The scale shall be a minimum scale of 1" = 40', except for elevation views which shall be at a scale of 1/8" = 1' or 1/4" = 1'. The plans shall be legible and include legends. For projects over 30,000 GSF, the proposed layout, planting, utility, and grading for the site shall be separated into their own respective drawings.

x Each individual sheet shall include: Title Block, North Arrow, Scale, and Legend.

x Each individual sheet shall include original and revision dates with descriptions.

x Each individual plan sheet shall *be signed and stamped by a registered Civil Engineer.*

   A Community Impact Assessment if project is over 20,000 GSF.

x The site plan shall contain the following sheets (if applicable):

Cover/Title Sheet

Existing Conditions Plan

Proposed Layout Plan

Landscape Plan

Utility Plan

Grading Plan

Details

Building Elevations

Lighting/Photometric Plan

### Cover/Title Sheet

x Locus map and legend.

x Required and Proposed dimensional requirements (setbacks, height, area, impervious surfaces, open space)

x Signature block with five (5) signature lines for Planning Board approval.

x List of requested waivers from submittal and design requirements.

### Existing Conditions Plan

x Location and name of all streets and indicate if public or private.

x On-site and abutting lot lines.

x Zoning and Historic District lines and labels.

x Existing surveyed contour lines at one or two foot intervals. (If over 20,000 GSF, see 4.9.3)

x Location of all natural and man-made features such as waterways or ledge, outcroppings, stone walls, fences, trees of a 12" caliper or greater, significant stands of trees, vegetation cover and the like.

x Location of wetlands as defined by the Wetlands Protection Act and the Danvers Wetlands Bylaw.

x Location, size, and capacity of existing on-site and abutting utilities. (water, sewer, drainage, electrical)

x Location and dimensions of all existing buildings and uses on site and on abutting properties.

### Proposed Layout Plan

x Location and name of all streets and indicate whether the street is a public or private way.

x On-site and abutting lot lines.

x Zoning and Historic District lines and labels.

x Limit of Work delineation.

- x Location and dimensions of all existing buildings and uses on-site and on abutting properties.
- x Location, size and type of parking, loading, storage and service areas – *include table of parking calcs.*
- x Location of all proposed site amenities including, but not limited to fences, walls, lighting and special paving materials. (provide construction details)
- x Location and identification of proposed directional signage, including pavement markings.

### **Landscape Plan** *(Prepared by a Landscape Architect for projects over 20,000 GSF)*

- x Location of all proposed landscape features in accordance with Section 4 of the Zoning Bylaws.
- x Identification of all existing landscape features to be preserved.
- x A proposed Landscape Planting List, itemizing the species (common name) and size at planting.  
Quantity of all landscape features shall be included. Table format is recommended.
- x Identification of proposed snow storage areas. *(Snow storage is prohibited on landscaped areas, with the exception of lawn or grassed areas.)*

### **Utility Plan**

- x Location, elevation, and specifications (size and capacity) of all proposed on-site and adjacent utilities.  
*(water, sewer, electrical, drainage, cable, etc.)*

### **Grading & Drainage (Stormwater) Plan**

- x Existing & Proposed contours lines at 1 or 2 ft. intervals with spot elevations as to clearly show drainage patterns.
- x Location of wetlands as defined by the Wetlands Protection Act and the Danvers Wetlands Bylaw.
- x Size, location, and elevation of all proposed stormwater management facilities, including storm drainage pipes, catch basins, manholes, headwalls, outfalls, detention/retention basins, any other structure or appurtenances.
- x The drainage plan (stormwater management plan) shall be designed to handle peak stormwater runoff for the twenty-five (25) year storm and in accordance with the Stormwater Management Policy of the Dept. of Environmental Management and with the requirements of the Environmental Protection Agency's Phase II National Pollutant Discharge Elimination System (NPDES) regulations.
- x The drainage (stormwater management) plan shall contain sufficient information to evaluate the hydrological and hydrological-dependent characteristics of the land to be developed, the potential and predicated impacts of land development on the local hydrology, and the effectiveness and acceptability of all measures proposed for reducing adverse impacts. Summary calculations shall be provided.

### **Construction Details**

- x Construction details, as appropriate.
- Retaining walls over four (4) ft.

### **Building Elevations**

- x Elevation and façade treatment plans showing all sides of proposed buildings. Color renderings are appreciated. Must be prepared by a licensed architect. Preparation of plans by Licensed Architect will be provided at a later date

### **Lighting/Photometric Plan**

- x Location and height of all proposed exterior lighting, including freestanding and building-mounted.

x Manufacturer's specifications sheets.

    For projects over 20,000 GSF, a manufacturer's point-to-point printout indicating horizontal foot candle levels at grade with proposed property layout.

x Light sources shall either be High Pressure Sodium or Metal Halide.

x Luminaries should be shoebox type or decorative in nature (with interior directional shields), consistent with the architectural theme of the development. Flood and Area lighting is prohibited.

x Reflectors of proper (IES) distribution shall be selected for maximum efficiency. Reflectors and shielding shall provide total cutoff of all light at the property lines of the subject parcel.

x Freestanding light poles shall not exceed 25 ft. in height. Walkway lighting shall not exceed 12 ft. in height.

x Wall pack luminaries shall be equipped with a prismatic lens to reduce glare. Means should be designed to a maximum cutoff of 70 degrees from vertical. The location of wall pack luminaries shall not exceed 20 ft. in height.

x No light bulb may exceed of 400 watts.

x Minimum ft.-candle requirement is 1.0, measured at grade level. Maximum ft.-candle requirement is 8.0, measured at grade level.

APPLICATION for SPECIAL PERMIT

APPLICANT/ CONTACT: Name: Harbor Property Group, LLC
Address: c/o Nancy A.S. McCann, Esq. 89 Newbury Street, Ste. 302, Danvers, MA 01923
Phone Number: 978-739-8484
E-mail: nmccann@mccannlaw.com

OWNER: Name: Applicant
Address:
Phone Number:

\* If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.

PROJECT LOCATION: Street Address: 28 Harbor Street
Assessors' Map: 59 Lot(s): 158
Zoning District(s): Industrial 1 (I-1) Lot Size: 88,295 sq-ft

Applicable Section of Zoning Bylaw: Table 1 and Section 30.3
Proposed Use: Contractor's Yard

PERMITS/APPROVALS: Attach any previous or pending decision documentation regarding the site plan to (such as special permit, variance, finding, etc.) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

SUBMITTAL REQUIREMENTS:
x 1 Application fee made payable by check to the Town of Danvers. (\$200.00)
x 1 Completed application and all supporting documentation. (any previous Board or Commission decisions)
1 Letter providing owner(s) authorization. (if the owner is not the applicant)
x 1 Project narrative describing the proposal and listing all requested waivers.
x Electronic PDF format of all plans, elevations, and applicable reports/studies.
(Can be submitted on CD or emailed to dfields@danversma.gov)

Signature of Applicant/Agent: [Handwritten Signature] Date: 4.1-20

For Department Use Only: Date Comments Due Date of Planning Board Hearing: \* Must be submitted 30 days prior to Planning Board hearing. \* Incomplete filings will not be accepted.

Project Narrative  
to accompany  
Special Permit and Site Plan Applications

28 Harbor Street

The Applicant, Harbor Property Group, LLC, owner of the property located at 28 Harbor Street, requests Site Plan Approval together with a Special Permit to allow a small portion of the property to be used as a Contractor's Yard and a Special Permit for use of the property as trade shops if necessary.

The property located at 28 Harbor Street is located in the Industrial I Zoning District containing approximately 2.3 acres of land improved with an existing industrial building constructed circa 1960.

The Applicant acquired the property in April, 2017; the existing building contains approximately 10,000s.f. of area (two floors of 5,000 s.f.) occupied for industrial warehouse and office uses. The Applicant proposes to further improve this site by constructing a new fully conforming industrial building with 7,864 s.f. to be occupied for (a) industrial warehousing, (b) trade shops/workshops for contractors in the building trades such as carpentry, plumbing, and electrical contractors; (c) small area for wholesale goods for the building trades. In addition, a small enclosed area of 1,120 s.f. is proposed for use as a contractor's yard. No exterior storage of any kind is proposed outside of the enclosed contractor's yard. The existing building will continue to be occupied by office and warehouse uses.

The Applicant and his representatives have met with the building inspector numerous times as the design plans were being prepared. The proposed building is fully conforming to the dimensional and density requirements under the Zoning Bylaw. Adequate parking is provided in accordance with Section 4 of the Zoning Bylaw as calculated and shown on Sheet C-3 of the Site Plan: a total of 43 parking spaces are required and 43 parking spaces are provided.

**Special Permit - Contractor's yard**

The Applicant requests a Special Permit to allow a small portion of the site to be used as a Contractor's Yard as the same is defined under the Zoning Bylaw. Fodera Contracting, Inc. will occupy existing office space within the existing building for its business office. In conjunction with that office use, the contracting business will operate a small 1,120 s.f. contractor's yard for the exterior storage of contractor's materials consisting of brick, block, a bobcat, forklift and scaffolding. There will be no storage of earthen materials or asphalt. No outdoor water usage is associated with the proposed contractor's yard. The majority of supplies are shipped directly to the contractor's job site, so storage on-site will be minimal.

The small contractor's yard will be enclosed with a 6' wooden stockade fence. All equipment and materials will be stored within this fenced enclosure.

The Applicant submits that:

1. The municipal water and sewer systems will not become overloaded by the proposed contractor's yard; no water or sewer usage will be required for the contractor's yard.

2. The public streets shall not become overloaded by the proposed use. The small contractor's yard will have only 1-2 employees needed periodically in the yard area with no heavy construction equipment and no resulting impact on Harbor Avenue.

3. The value of other land and buildings will not be depreciated by the proposed use and the site is an appropriate location for the use and will not adversely affect the neighborhood. This is an industrially zoned parcel; the small contractor's yard is fully enclosed and tucked against the side of the proposed building.

4. There will not be an undue nuisance or serious hazard to vehicles or pedestrians, and adequate and appropriate facilities will be provided to ensure the proper operation of the use, structure and conditions, all as shown on the Site Plan. The use is a very low traffic generator with no customer vehicular or pedestrian traffic.

5. This proposal provides a viable and appropriate use of this existing parcel and is in harmony with the general purposes of the Zoning Bylaw. The enclosure of the yard area with opaque fencing will ensure that the use remains neat.

#### **Special Permit – Trade Shop**

To the extent necessary, the Applicant requests a Special Permit to allow the areas marked on the floor plan as "warehouse" to be used as a trade shop. It is anticipated that the tenant spaces will be occupied by those in the construction or other businesses that need space to warehouse and store supplies. For example, a plumber may need space to store his plumbing supplies but no production, work or repair is done onsite. This use would fall under the permitted warehouse definition. However, after consultation with the Building Inspector, the Applicant is requesting a Special Permit for trade shop use in case a trades person wishes to fabricate on-site in addition to storing materials. Relative to the possible trade shop for contractor use, the Applicant submits:

1. The municipal water and sewer systems will not become overloaded by the trade shop use as it will be a minor use of the premises

2. The public streets shall not become overloaded by the proposed use. No additional traffic will result from the trade shop use over that of the permitted warehousing use.

3. The value of other land and buildings will not be depreciated by the proposed use and the site is an appropriate location for the use and will not adversely affect the neighborhood. The minor trade shop use will be entirely within the building and not discernible from the other office and warehouse uses.

4. There will not be an undue nuisance or serious hazard to vehicles or pedestrians, and adequate and appropriate facilities will be provided to ensure the proper operation of the use, structure and conditions, all as shown on the Site Plan.

5. The proposal provides a viable and appropriate use of this existing parcel and is in harmony with the general purposes of the Zoning Bylaw and the other uses on the premises.



## Site Plan Approval

The Applicant requests Site Plan Approval under Section 4 of the Zoning Bylaw for the construction of the new fully compliant industrial building containing 7,864 s.f. as shown on the Site Plan package submitted with this application. The required 43 parking spaces are provided on site, including 7 indoor parking spaces. Loading areas with overhead doors are provided to meet the needs of the industrial tenants. The existing site provides a parking to the front lot line which is a grandfathered condition, however screening and fencing have been added to improve the appearance and streetscape.

The outdoor storage area for the contractor's yard is fully enclosed with a 6' high stockade fence; the dumpster area is fully enclosed.

Landscaping has been provided to screen the new building and provide added green space to an existing industrial site. A foundation landscaping strip has been provided except in those areas where doors exist, as permitted under the Zoning Bylaw. The proposed plan has a landscaped area to impervious surface calculation of 164.5% where 30% is required. The Applicant will be seeking an Order of Conditions from the Conservation Commission for work proposed within the Riverfront area.

Building elevation drawings and photometric plans are provided as part of the Site Plan set as required.