

APPLICATION for SITE PLAN APPROVAL

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DANVERS
PLANNING BOARD

APPLICANT/
CONTACT:

Name: Erald Kerri Represented by: H.L. Graham, P.E.
Address: H.L. Graham Associates, Inc., 2 Central Street, Ipswich, MA 01938
Phone Number: (978) 356-2756
E-mail: hl.graham@verizon.net

OWNER:

Name: Erald Kerri
Address: 8 Charnock Street, Beverly, MA 01915
Phone Number: (978) 235-3479

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

PROJECT LOCATION: Street Address: 13 Essex Street

Assessors' Map: 43 Lot(s): 423
Zoning District(s): CBZD, DTC-L/W Lot Size: 9,689 S.F.

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 2 Family to 5-Family.

 New construction _____ sq. ft.

 Over 500 sq. ft. increase in structure(s): 1,100± sq. ft. (Net Increase)

 Increase of impervious surface other than parking or buildings _____ sq. ft.

 Increase in number of parking spaces: _____ new spaces TOTAL 10 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:

n/a Application fee made payable by check to the Town of Danvers. (see fee schedule) **FEE WAIVED PREVIOUSLY PAID**

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

1 Completed Site Plan Approval checklist.

n/a 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.

n/a 1 Completed Application for Commercial/Industrial Electric Service if applicable. (available online)

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

n/a 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).

Signature of Applicant/Agent:  Date: 5/27/2020

For Department Use Only:
Date Comments Due 06.17.20
Date of Planning Board Hearing: 06.23.20

* Must be submitted at least 30 days prior to Planning Board hearing.
* Incomplete filings will not be accepted.

SITE PLAN APPROVAL CHECKLIST

General

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.

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

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

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

n/a Community Impact Assessment if project is over 20,000 GSF.

The site plan shall contain the following sheets (if applicable): **SEE WAIVER REQUEST**

Cover/Title Sheet

Existing Conditions Plan

Proposed Layout Plan

Landscape Plan

Utility Plan

Grading Plan

Details

Building Elevations

Lighting/Photometric Plan

Cover/Title Sheet **SEE WAIVER REQUEST**

Locus map and legend.

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

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

List of requested waivers from submittal and design requirements. **SEPARATE DOCUMENT**

Existing Conditions Plan **SEE WAIVER REQUEST**

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

On-site and abutting lot lines.

Zoning and Historic District lines and labels.

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

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

n/a Location of wetlands as defined by the Wetlands Protection Act and the Danvers Wetlands Bylaw.

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

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

Proposed Layout Plan **SEE WAIVER REQUEST**

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

On-site and abutting lot lines.

Zoning and Historic District lines and labels.

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)
- n/a Location and identification of proposed directional signage, including pavement markings.

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

- 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 **SEE WAIVER REQUEST**

- n/a 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 **SEE WAIVER REQUEST**

- x Existing & Proposed contours lines at 1 or 2 ft. intervals with spot elevations as to clearly show drainage patterns.
- n/a 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.
- n/a 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.

Lighting/Photometric Plan **SEE WAIVER REQUEST**

- n/a Location and height of all proposed exterior lighting, including freestanding and building-mounted.

n/a Manufacturer's specifications sheets.

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

n/a Light sources shall either be High Pressure Sodium or Metal Halide.

n/a 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.

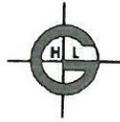
n/a Reflectors of proper (IES) distribution shall be selected for maximum efficiency. Reflectors and shielding shall provide total cutoff of all light at the property lines of the subject parcel.

n/a Freestanding light poles shall not exceed 25 ft. in height. Walkway lighting shall not exceed 12 ft. in height.

n/a 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.

n/a No light bulb may exceed of 400 watts.

n/a Minimum ft.-candle requirement is 1.0, measured at grade level. Maximum ft.-candle requirement is 8.0, measured at grade level.



GRAHAM ASSOCIATES, INC.

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May 27, 2020

Town of Danvers
Planning Board
Town Hall
1 Sylvan Street
Danvers, MA 01923



Attn: Josh Morris
Principal Planner

Re: *Application for Special Permit and Site Plan Approval
13 Essex Street (Kerri)
H.L. Graham Project No. 20-2025*

Dear Board:

Attached herewith please find the requisite number of copies of documents and our Site Plan for the above referenced matter.

In February of this year we filed an Application for Site Plan Approval for this site. That application followed an approval by the Danvers Zoning Board of Appeals dated June 27, 2018 for a Special Permit for a Dwelling Conversion of a 2-family to a 3-family residence at the subject site. The primary reason for this initial application was the need to provide organized and adequate parking for three units.

Within a few weeks of our initial Site Plan filing, the Applicant was advised of the zoning change (Character-Based Zoning District) that included his Essex Street property. That zoning change permitted a greater density at his property. The Applicant put further permitting of the 2 to 3 unit conversion on hold and requested we look at a 5-unit site plan commensurate with the new zoning. Our efforts indicated that 5 units with the required parking could be accommodated on the site. Given that potential, we began communicating with the Town Planner about appearing before the Planning Board to discuss the 5-unit Site Plan concept. About that time the COVID-19 crisis hit and planning progress came to a screeching halt where it has remained. Now that some safe re-openings are happening, we are hoping to make some progress in the review and ultimate permitting for the 5-unit application submitted herewith.

In preparing this application we have completed and are submitting the single-page application forms (Special Permit and Site Plan) and the three-page Site Plan Approval Checklist. We have prepared and attach hereto a List of Requested Waivers. We have included the \$200 Special Permit filing fee. We have requested a waiver for submitting the Site Plan filing fee as it was previously submitted for the conversion application now on hold.

The Site Plan as submitted proposes to convert the existing 2-unit building into a 3-unit building and then add 2 additional units to the rear of that building for the total of 5 units. A garage and rear addition to the existing building would be removed to accommodate the new addition.

The CBZD requires 1.5 parking spaces per unit for the 3 proposed units in the existing structure, which have 2 bedrooms each for a total of 5 parking spaces. The two units in the proposed rear addition are planned to have 3 bedrooms, which require 2 parking spaces per unit or 4 parking spaces. The total required number of parking spaces is then 9. The Site Plan proposes 10 parking spaces as follows:

6 garage spaces beneath the proposed rear addition	6 Spaces
3 exterior on-site spaces at the rear of the site	3 Spaces
1 exterior space on Essex Street	1 Space
	—
Total	10 Spaces

One additional parking space could be counted (when not used for snow storage) being the graveled area at the rear of the site, which could accommodate another vehicle (in tandem for the same unit).

The existing paved driveway varies in width. The minimum width in the front of the dwelling is 15 feet. Beyond that point the drive widens to 20 feet. The drive is of ample width, existing and proposed, for all vehicles to turn around on site so as to avoid the need to back out into Essex Street.

The Site Plan proposes a small square footage increase of impervious surfaces. The building roof area increase is approximately 1,100 square feet and the paved area increase is approximately 1,300 square feet for a total of approximately 2,400 square feet. To assure however that this small increase in impervious surface does not cause an increase in runoff to the abutting properties (per the Zoning Bylaw requirements), the Site Plan proposes a drainage system consisting of roof drainage, pavement and berm grading, curbing, a catch basin, water quality tank and an infiltration system. Melting from the proposed snow storage areas will also be directed to this drainage system. As well the system has been designed to meet the water quality requirements of the Massachusetts Stormwater Management Standards.



The Site Plan proposes the requisite 5-foot minimum "green" buffer zone along the westerly and northerly property lines at the rear of the site. In addition the Site plan proposes a 6-foot high privacy fence along the property line that will enclose the entire rear area of the site.

We look forward to meeting with the Board on June 23, 2020 to formally present this application and address any questions. We also understand that we will be on the June 9 meeting agenda to introduce ourselves and to informally present our Site Plan and architectural drawings. In the interim, should you have any questions, please contact me.

Very truly yours,

H.L. GRAHAM ASSOCIATES, INC.

H.L. Graham, P.E.
President

HLG/gb

Enclosures

cc: Erald Kerri
Bill Noland

List of Requested Waivers
Site Plan Application
13 Essex Street, Danvers, MA

May 27, 2020

On behalf of the Applicant, Erald Kerri, in the above matter, the following Waivers are requested from strict compliance with the Site Plan Bylaw:

a. **Submission Requirements**

1. Request waiver from the requirement to provide multiple plan sheets and instead provide the submitted two-sheet plan set which provides all necessary information commensurate with the scale of the project (Sect. 4.8.2.d.).
2. Request waiver from the requirement to show information on all utilities. Existing sewer and domestic water will be extended through the existing building to serve the new units. Electric service will be upgraded and extended to serve all units. A new fire protection (sprinkler) water service (size to be determined) is proposed. (Sect. 4.8.4.g.).
3. Request waiver from the requirement to provide a separate Landscape Plan or details. Proposed landscaping is identified on the plan and commensurate with the scale of the project. (Sect. 4.8.6.).
4. Request waiver from the requirement to provide a separate Utility Plan. See Requested Waiver 2. above. (Sect. 4.8.7.).
5. Request waiver from the requirement to provide a separate Grading and Drainage Plan as same is provided on the Site Plan. (Sect. 4.8.8.).
6. Request waiver from the requirement to provide a Lighting/Photometric Plan as there are no proposed changes to on-site lighting. (Sect. 4.8.11.).
7. Request waiver of the Site Plan Application filing fee as same was paid in February 2020 for a 2 to 3 unit conversion filing never presented/permitted.
8. Request waiver of providing a 5-foot wide landscaped green buffer along the side and rear property lines. A 5-foot wide green buffer along the westerly property line at the rear of the site is proposed. A 10-foot wide grassed berm (green buffer) along the rear property line is proposed except at the 10-foot wide turnaround area where it is reduced to a 5-foot width. A 1.5-foot wide green buffer along the easterly property line at the rear of the site is proposed. A 6-foot high privacy fence is proposed along the rear and side property lines in the rear of the site.

9. Request waiver to provide 25-year stormwater mitigation (Sect. 4.8.8.d.) and in lieu thereof provide 1-year stormwater mitigation (Sect. 18.5.E.3.a).

b. Design Requirements

1. Request waiver from the requirements of Site Landscaping. (Sect. 4.10.2.). See a.3. above.
2. Request waiver from requirements for Site Lighting. (Sect. 4.10.3.). See a.6. above.