

**DEPARTMENT OF PLANNING & LAND MANAGEMENT**

Minute Man Arc Parking & Sports Court  
35 Forest Ridge Road

Report Date: July 2, 2020  
Prepared by: Elizabeth Hughes, Town Planner

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**GENERAL INFORMATION**

Owner/Applicant Minute Man Arc for Human Services, Inc.  
35 Forest Ridge Road  
Concord, MA 01742

Requested Action: **Decision** for Site Plan Approval for the expansion and reconfiguration of parking lot, addition of sports court, and internal sidewalk pursuant to Zoning Bylaw Section 11.8

Location/ Size: The property is located at the corner of Forest Ridge Road and Main Street and addressed as 35 Forest Ridge Road. (Parcels 2971-1). The Site is approximately 5.23 acres.

Zoning/Existing Land Use: The property is located in the Limited Industrial Park 2 Zoning District and is developed with educational and philanthropic use.

Surrounding Land Uses/(Zoning): The property is surrounded by industrial, residential, recreational and municipal uses. The adjacent zoning is Limited Industrial Park 1 and Residence A.

Utilities: Town water and electric, as well as gas service is available from Forest Ridge Road. There is no Town sewer available.

**I. Proposed Project**

The Applicant seeks a Site Plan Approval to allow:

1. the expansion of the parking lot by 22 spaces for a total of 93 parking spaces;
2. Removal of the landscape islands in the existing parking lot;
3. Construction of a 42x60' sport court and interior sidewalk, and;
4. Berm re-grading and catch basin rehabilitation adjacent to Forest Ridge Road.

The Applicant states that the existing landscape islands are essentially just mulch and the areas are a big issue during snow events. The facility is very busy at certain times of the day, especially early morning and when it snows, this area is a mess as the vehicles line up and various people are walking all around at the same time the snow plows are dealing with minute work around these islands that serve little purpose to the staff other than annoyance. Additionally, when the piled snow on the islands melt, it has the capacity to cause icing problems in the absolute worst location. Hence, the striping to ease snow plowing and to eliminate any snow storage these areas.

The Applicant's engineer has reviewed the original stormwater drainage report for the construction of the site and determined that the berm should have been built originally. The berm re-grading is to correct that construction mistake.

## II. Zoning Bylaw Review

### 11.8.5 Site Plan Review

- a) *Protection of adjoining premises against seriously detrimental uses by provision for surface water drainage, sound and sight buffers, and preservation of views, light and air;*

In a June 29, 2020 memo, the Assistant Town Engineer has raised five issues regarding the stormwater drainage that the Applicant needs to address. The Site is fairly well screened from adjoining premises by existing vegetation and trees. The sports court is not proposed to be lit and will be used during the day Monday through Friday, which will provide sufficient protection of adjoining premises.

- b) *Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or to adjacent streets and, when necessary, compliance with other regulations for the handicapped, minors and the elderly;*

The proposed project does not alter the location of the driveway, which provides convenient and safe vehicular movement onto Forest Ridge Road. The Building Commissioner commented that the Applicant needs one of the four handicapped parking spaces to be a van accessible parking spaces in compliance with 521 CMR, and the slopes and cross slopes for the accessible walkways and accessible ramps will be required to be on the Final As-built for the project. In a June 29, 2020 memo, the Assistant Town Engineers notes that if the new 9' walkway on the east end of the parking lot is to be ADA accessible then the curb will need to be removed and replaced with a ramp. The Town Planner does not support the removal of the existing landscape islands. The islands would have been landscaped and contained trees to help shade the parking lot and reduce the heat island effect. They help define the parking spaces and travel lanes and slow vehicles down. The striping of islands is not effective, especially in the winter when a dusting of snow can obscure the area and lazy drivers will park in those locations. A snow plow operator can direct the plowing of snow in a manner so that large amounts of snow are not pushed in those areas. Additionally, the Applicant could look into making the island furthest away from the leach field into a rain garden. At a minimum, the islands should be replanted with appropriate landscaping and shade tree.

- c) *Adequacy of the methods of disposal of refuse and other wastes resulting from the uses permitted on the site;*

The proposed project has no impact on refuse or other wastes resulting from the uses permitted on the site.

- d) *Adequacy of the arrangement of parking and loading spaces in relation to the proposed uses of the premises;*

The Building Commissioner has also commented that the Site Plan application states there are 83 vehicles used for the business parked on the Site. This would leave only 10 parking spaces left for other staff and visitors with 4 other those spaces marked as handicapped. The Applicant should clarify the total number of vehicles used to transporting of clients. The Assistant Town Engineer commented that the parking count at the east end of the parking area is wrong. The 17 spaces have now become 16 spaces and the plan should be updated.

- e) *Adequacy of the method of exterior lighting for convenience, safety and security within the site and for protection of neighboring properties, roadways and the night sky;*

In a June 24, 2020 memo, the Building Commissioner notes the proposed parking lot lights need to comply with Section 7.7.3.11 of the Concord Zoning Bylaws and that the Applicant needs to submit cut sheets of the proposed parking lot lights.

- f) *Relationship of structures and open spaces to the natural landscape, existing buildings and other community assets in the area and compliance with other requirements of this Bylaw;*

The Site is fairly well screened from adjoining premises by existing vegetation and trees and once all issues and concerns raised by Town staff have been addressed, the project will be in compliance with all other requirements of the Zoning Bylaw.

- g) *Impact on the Town's resources including the effect on the Town's water supply and distribution system, sewage collection and treatment, fire protection, and streets, and;*

The Community Safety Officer and the Assistant Fire Chief do not have any issues or concerns with the proposed project. In a June 29, 2020 memo, the Water-Sewer Engineer notes that the Water/Sewer Division does not object to the installation of the proposed sports court over the existing water easement as long as the Division retains access to the full extent of the easement in order to complete routine maintenance activities, and to perform emergency repairs in the event they are required. The Public Works Water-Sewer Engineer raises questions about the construction of the sports court and the proposed netting. The Applicant will be required to provide a written statement regarding the construction of the sports court over the Town's water line and the Town's ability to maintain that line. This can be a condition of approval should the Planning Board move forward with granting the Site Plan application.

- h) *Incorporation of sustainability and resiliency principles into the site design that result in a plan that is responsive to the environment and actively contributes to the development of more sustainable community.*

The Applicant has not indicated any additional sustainability measures that are being incorporated into the site design. The Planning Board may wish to discuss whether this is feasible given the scope of the project.

### **III. Town Planner Recommendation**

The Town Planner recommends that the Planning Board discuss the issues and concerns raised in this report and continue the public hearing to July 21<sup>st</sup> to allow the Applicant time to address Town staff comments.