

May 6, 2022

Town of Billerica  
Planning Board  
365 Boston Road Office #G05  
Billerica, MA 01821

Copy: WCV-101 Billerica, LLC

RE: ***Site Plan Review***  
101 Billerica Ave. Building 2 (Map 3 Lot 2)  
Billerica, MA 01862

Dear Members of the Board;

The purpose of these documents is to assist the Board with documenting compliance with Section 6G Review Criteria For Site Plan Approval per Town of Billerica Zoning By-Law for the above referenced project. The criteria is in italics with response in regular text.

#### ***G. REVIEW CRITERIA***

*In making its decision, the SPGA shall consider the following:*

*1. Buildings, Structures, and Site Character: All buildings, structures, and uses of the property shall comply with the use and special permit requirements and dimensional, parking and loading, and signs and lighting regulations of this Zoning By-law. Any property subject to a variance shall comply with the provisions of the variance and need not comply with the section of the Zoning By-law that was varied. Unless otherwise provided by this Zoning By-law, any change, substantial extension of a use, reconstruction, extension, or alteration of a pre-existing nonconforming building, structure, or use that requires site plan approval shall comply with this section.*

As shown in the layout and zoning legend, the site fully complies for dimensional, parking and loading requirements. A waiver from green strips is respectfully requested as existing site is non conforming. Signage for branding will be applied for when known and relief sought if needed. Traffic safety signage such as stop signs will comply with MUTCD requirements. Lighting as shown in the provided photometric complies.

*2. Traffic: Adequate access shall be provided to serve the proposed use, building, or structure. Adequate access shall include provision for emergency and fire access and convenient and safe vehicular and pedestrian movements within the site and in relationship to adjoining streets and surrounding properties. If access is not adequate, the applicant shall apply for approval of a definitive subdivision plan from the Planning Board in accordance with M.G.L., Ch. 41, §§ 81K – 81GG.*

A traffic report is provided along with this submittal from MDM Transportation documenting traffic impacts from the development and safety at proposed curb cut on Billerica Ave. Full circulation for emergency access is provided around the building with a minimum 24' wide driveway. The site has 3 points of access for emergency vehicles.

*3. Parking, Loading, and Lighting: Safe and adequate parking, lighting, internal traffic control, and off-street loading and unloading shall be provided to permit normal operation of the proposed use.*

Parking spaces and drive aisles comply with dimensional requirements. Loading does not interfere with traffic or pedestrian flows. Lighting is provided throughout site as shown on photometric plan.

*4. Storm Water and Site Drainage: All storm water and site drainage shall comply with the requirements of any Town by-laws or rules and regulations pertaining to storm water and site drainage, other than Subdivision Rules and Regulations.*

The proposed stormwater management system has been designed to comply with the Town of Billerica Stormwater regulations. A stormwater permit from the Board of Health will be applied for as a part of this project.

*5. Utilities: All utilities shall comply with the requirements of any Town by-laws or rules and regulations pertaining to utilities. Moreover, all utilities shall be designed in accordance with the requirements of the particular utility company to which they are associated.*

All utilities will be coordinated with the Department of Public works and other applicable providers to ensure compliance.

*6. Town Services: Unreasonable demands shall not be placed on Town services and infrastructure.*

The proposed building replaces an existing office building. The proposed building will have similar demand on Town services and infrastructure.

*7. Vegetation and Landscaping: Whenever possible, existing vegetation and landscaping amenities shall be preserved to lessen the impact of the proposed use, building, or structure on surrounding properties, and the proposed use, building, and structure shall be integrated into the existing landscape through use of vegetative buffers, introduction of plant materials, slope protection, and retention of open space.*

Existing vegetation along the perimeter of the site is being retained and will be enhanced with new plantings. Impervious surfaces on the site are being reduced further enhancing the landscaping. See landscaping plans for details on plantings.

*8. Wetlands: The issuance of a site plan approval special permit shall be conditioned on obtaining and complying with any Order of Conditions issued by the Billerica Conservation Commission under the Wetlands Protection Act, M.G.L., Ch. 131 and on the Rules and Regulations of the Billerica Board of Health.*

A Notice of Intent from the Conservation Commission has been applied for this project as well as a Stormwater Management Permit from the Board of Health.

We look forward to meeting with you at your next scheduled meeting. If you have any questions or desire additional information please feel free to call the office at 781-843-4333.

Sincerely,

KELLY ENGINEERING GROUP, INC.

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Garrett Horsfall, Project Engineer