

Requested during the 2/28/23 Planning Board Public Hearing:

1. In the materials submitted to the Planning Board by the project team on February 17, 2023, there is an April 15, 2022 letter from TEC that refers to TEC's "red-lined concept of the parking lot". That schematic was not shared with the Planning Board. Please provide a copy to the Planning Department for me to share with the Planning Board.
2. With regard to number of required parking spaces, provide information referred to by the project team in tabular form comparing Council on Aging/Community Centers In Massachusetts Towns – town, gross sq. ft., number of parking spaces, number of spaces per 1,000 sq. ft., year of construction. And any additional data in support of the need for 100 spaces for the 12,892 sq. ft. building that you can share with me would be helpful.

I have started to review new revised plans that were submitted on March 1, 2023 to the Planning Department and to assist in the preparation of a written Decision:

1. Provide a list of the provisions of the 2008 Master Special Permit that you are still seeking to amend (i.e., substance, page number, section, paragraph).
2. Please provide a traffic flow analysis (at full capacity) for the parking lot as well as the entrance/exit.
3. Please explain how the elements of the current plan meet the applicable Section 198-2309 performance standards (see also 198-2304.4.4.).
4. Please identify which of the several solar canopy styles shown on the plan are the one(s) that are proposed to be used. Provide an affirmative statement in writing concerning how roof runoff, drainage, and lighting will be handled with regard to the solar canopies.

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[Please see the attached titled, "TEC Parking Redline Concept_Comm Ctr_4-15-2022.pdf".](#)
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[Please see the attached titled, "COA-Community Center 2023 Parking Needs.pdf"](#)

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[Section III. Decision/p.33/First Paragraph. "\(iii\) 40,000 square feet of gross floor area \(GFA\) which shall be used only for municipal purposes exclusive of any uses related to a wastewater treatment facility, and related infrastructure;"](#)

[Our proposed gross floor area revision as part of this permit application has decreased from the original agreement to 12,892 SF GFA.](#)

[Section H.1/ p.63 "construction of the access way from Route 20 to the southwesterly portion of the "municipal pad" acquired by the Town and for completion of the connection from the "municipal pad" to Street "C":](#)

[This access point off of Route 20 to the southwest of the site is being incorporated into the plans, but as emergency egress only. This is done to comply with requirements of the RAM plan and the limits of ground disturbance for this site which would be impacted if a paved entrance were to be installed as well as the significant amount of additional traffic and stormwater runoff that would need to be treated for that area. Should the emergency access drive be paved, with an impervious surface, this would direct untreated stormwater onto Route 20. This would not be allowed by MassDOT. As such, we would need to install stormwater management measures to treat and detain the stormwater and then potentially connect into the existing stormwater management system in Route 20, which is owned and operated by MassDOT. This would require additional permitting and studies with MassDOT to determine the impacts that the additional stormwater would have on the existing stormwater management system within Route 20.](#)

Section F.2 Lighting / p.56 "Public Green Lighting. Lighting around the perimeter of the Public Green shall be installed by the Applicant in locations and according to specifications established during Phase I Site Plan Review."

In order to prevent lighting runoff to the abutting condo association, the lighting of this site is isolated to the parking area only. There is no lighting proposed on the Lillian Way Street side of the site.

Exhibit A Site Plans

- The existing building envelope is smaller than the initially approved 40,000 SF building. The project plans to repurpose the existing structure with the proposed parking area surrounding the existing building with a majority of the parking to the east of the building, as well as north, and west. This parking lot includes two (2) Electrical Charging Station with two (2) separate vehicle connections each, which was not previously specified on the Exhibit A Site Plans as part of the 2008 Master Plan Decision. As well as 4500SF of added greenspace than what was originally approved in the 2008 Decision.
- The original site plan as portrayed in the Exhibit A Site Plan of the 2008 decision included an entrance off of Lillian Way at the property line of the CoA/CC site. The proposed driveway access on Lillian Way, has been shifted east on Lillian way by approximately twenty (20) feet from the location that was shown and approved on the 2008 Master Plan. The driveway location was shifted east to allow for additional plantings and screening to be installed between the driveway and the abutting property as well as it allows the existing landscaped berm and plantings to remain. Although the driveway has shifted slightly to the east, it is in the same general location as was shown on the previously approved plan and has the same basic width and configuration. With that said, the slight change in location is minor and does not propose a significant change in the traffic pattern, on Lillian Way, from what was approved in 2008.

2. Please provide a traffic flow analysis (at full capacity) for the parking lot as well as the entrance/exit.

We are in the process of updating the traffic analysis from April 2022, which was previously submitted as part of our application.

3. Please explain how the elements of the current plan meet the applicable Section 198-2309 performance standards (see also 198-2304.4.4.).

The existing abandoned structure has laid dormant with limited maintenance for over a decade. Due to this limited maintenance, invasive species plants were able to flourish in the area and resulted in a massive overgrowth of these nonnative plantings. As part of this project, the site will be improved by removing a number of these invasive species and overgrowth and incorporate local species and noninvasive plantings such as Red Maple, Eastern Hemlock, Red Oak, among others. Significantly improving the site landscape and the overall look of the Town Common, which was intended to invite a sense of community and gathering for the Town of Wayland. The proposed design also adds 4,500SF more

greenspace area than what was originally approved as part of the 2008 Planning Board decision for this site.

The new Council on Aging and Community Center shall meet the style requirements by being designed in the Shingle Style, a classic New England style of the late 19th century. The Planning Board's public survey at the last Route 20 Study hearing supported that approach when voters preferred more traditional styles over modern by a significant majority. The proposed design will complement the other New England styles buildings that stand at the Town Common today. Please see the attachment "COA-Community Center-MUOD Design Guidelines" PDF document for more examples of how the proposed design will incorporate this design style to the structure.

In regards to screening and buffers, Eastern Hemlock trees will be incorporated along the Lillian Way entrance as to provide screening from the adjacent condo area. The trash and loading area will be screened by an enclosure to the left rear of the building, away from the building entrance and parking area.

Signage for the site will adhere to what was listed in the 2008 Planning Board decision and designed by Arrowstreet Graphic Design. This design version is listed as the "Residential Entrance Sign" and includes a carved wood signpost in white with carved wood sign panel and wrought iron bracket connections.

The stormwater system is comprised of a standard deep sump catch basins connected to drain manholes via a piping system. This system is directed to a filter media 'tank' which ultimately discharges to a subsurface infiltration system. The filter 'tank' is required to remove the required total suspended solids, phosphorus and other pollutants as required by MassDEP Stormwater Management Guidelines. The subsurface infiltration system is proposed to detain, infiltrate, and further treat the stormwater runoff prior to discharge into the ground. The subsurface infiltration system is being utilized due to the lack of above ground surface land area available due to the many resource areas and associated buffers that encumber this site.

The proposed site plan includes an emergency egress off Route 20 directly to the building, primary entry way off of Lilian Way and traffic flow past the front of the building. To the left of the building will be a turning circle to accommodate traffic flow from the east so those utilizing the drop off area at the entrance can easily navigate back out onto Lilian Way. The site also incorporates sidewalk and pathways from the parking areas to the facility and sidewalks that connect Lilian Way and Andrew Avenue.

The Municipal Parcel Site Plan approval is guided by the Mixed Use Overlay District (MUOD) & Site Plan Approval Letter signed by the Planning Board, the Site Plan Approval Granting Authority (SPAGA), in 2008. Even though the proposed community center building size is 12,892 SF instead of the approved 40,000 SF office building, the 100-space parking lot is actually less than the ZBA would require if this were a new project before them (see Code summary below). The Site Plan Approval regulation 506.1.11 directs the authority of the "need to provide sufficient parking capacity to satisfy parking demands" of the building use. The Planning Board has been searching for more definitive standards for determining an "adequate parking" count for this building. Though the MUOD is not

regulated by ZBA's regulation 506.3 Mixed Use, it is normally the applicable code for most projects, and may serve as a more definitive guide for determining "adequate" parking for a mixed-use community center. It states that the parking shall be the sum of requirements for each individual use counted separately, as follows in this application: a). Assembly use requires 1 space for every 3 occupants allowed. The total number of occupants in assembly spaces is 330 people. Divide 330 by 3 =110 spaces required for Assembly use alone. b). Office use shall require 1 car per 200 SF of ground floor space, plus 1 space per 400 SF of second floor space. That tallies 4,590 SF/ 200 =23 spaces. Plus 1,920 SF of 2nd floor space/ 400 = 5 spaces. Total ZBA regulations would require 138 spaces if this were a new application before them. Therefore, the CoA/CC is already offering concessions to have fewer than ZBA required parking spaces by accepting only 100 cars. If the Planning Board does not approve this 100-space parking lot, the site plan will not "satisfy parking demands" as required in the Wayland Site Plan Approval regulations 506.1.11.

The proposed site lighting will be that of solar powered site lights with built in battery storage. These are being implemented as a part of the intent to make this development as eco-friendly, green and to require low energy consumption from 'the grid'. The physical style of the lights are similar to other lights located within Town Center. Wall mounted sconce building lighting is proposed and will provide downward facing lighting along the walls of the building and illuminate the adjacent walkways. The overall proposed site lighting implements approximately twelve (12) pole mounted, LED, downward facing parking lot lights. The lights have a mounting height of fourteen (14) feet above finished grade. The parking lot lights implement zero cutoff fixtures which prevent light from spilling behind the lights, onto adjacent roadways and abutting properties. The proposed wall mounted fixtures are also downward facing, LED lights and are mounted on the building with a height of ten (10) feet above finished grade. The wall lights will illuminate the building and the adjacent walkways. The solar canopies will have downward facing lights installed under the canopies and they will illuminate the paved areas below the canopies.

As part of the project site design, the Formal Town Green will be incorporated as approved by the 2008 Planning Board decision. This green space will include .32 acres of open area for the community to utilize for outdoor activities.

The project complies with Section 198-2309.10.4 with regards to the Aquifer Protection District by only proposing 35% lot coverage with impervious surfaces. This is a reduction in the amount of proposed impervious cover that was approved in the initial MUOD, and therefore does not bring the total impervious lot coverage within the MOUD over 65%.

The interior of this proposed design makes every effort to maximize natural light within building as well as the intent to incorporate solar panel canopies to the east parking area in an effort to make the design as green and efficient as possible as outlined in the Wayland Climate Action Mobilization Plan approved by the Town Select Board in June of 2022.

All utilities as part of this design will be installed underground as is listed in the performance standards.

4. Please identify which of the several solar canopy styles shown on the plan are the one(s) that are proposed to be used. Provide an affirmative statement in writing concerning how roof runoff, drainage, and lighting will be handled with regard to the solar canopies.

It should be noted that the solar canopy portion of this project is still being developed. The final design of the canopies has yet to be determined but it will be similar to one of the designs shown on the Detail Sheet, sheet C 7.0 of the Site Plan set. Regardless of the canopy style chosen, there will be a minimum of fourteen (14) feet clearance below the canopy and associated appurtenances and the canopies will have an integrated gutter and downspout system that will connect to the proposed subsurface stormwater management system. Refer to the Detail Sheet, sheet C 7.0 of the Site Plan set for additional notes and information pertaining to the solar canopies.

Stormwater runoff from the Solar Canopies is captured via an integrated gutter and downspout system, which is connected to the proposed subsurface stormwater system. The snow from the panels will either melt and be captured in the gutter system, or it will slide off onto the ground and plowed with the other surface snow. It should be noted that the accumulation of snow on the panels will generally be less than the accumulation that occurs on the ground due to the materials that the panels are constructed of. It is not anticipated that large amounts of snow will accumulate and slide off of the panels in an unsafe manner.

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