

JULY 12, 2017

TOWN OF OAK BLUFFS

APPLICATION FOR SITE PLAN REVIEW

BEFORE

THE OAK BLUFFS PLANNING BOARD

PROJECT

NEW TOWN HALL

56 SCHOOL ST.

OAK BLUFFS, MA 02557

ARCHITECT

KEENAN + KENNY ARCHITECTS, LTD.

189 MAIN ST.

FALMOUTH, MA

SITE ENGINEER

JOHN LOLLEY, P.E.

P.O. BOX 1858

VINEYARD HAVEN, MA 02568

LANDSCAPE ARCHITECT

TL STUDIO

35B N. MAIN ST.

FALMOUTH, MA 02540

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TOWN OF OAK BLUFFS

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Board of Selectmen

Kathleen A. Burton, *Chairman*
Gail M. Barmakian
Gregory A. Coogan
Brian C. Packish
Michael J. Santoro

Robert L. Whritenour, Jr.
Town Administrator

June 15, 2017

TO: Oak Bluffs Planning Board
FROM: Robert Whritenour, Town Administrator
RE: **Authorization of Designer to Apply for Site Plan Review**

This letter authorizes the Architectural firm of Keenan and Kenny, John Keenan and Antonia Kenny to serve as the agent of the Town (owner) in making application on behalf of the Town for site plan review for the development of a new Town Hall Facility to be located at 56 School Street, Assessors' Map 11, parcel 292.

Please feel free to contact me if you should require any further information regarding this authorization.

Sincerely

Robert Whritenour,
Town Administrator



APPLICATION FOR SITE PLAN REVIEW BEFORE THE OAK BLUFFS PLANNING BOARD
(Section 10.4 of the Oak Bluffs Zoning By-laws)

Date: July 12, 2017

Applicant's Name John J. Keenan, R.A.
Applicant's Mailing Address Keenan + Kenny Architects, Ltd., 189 Main St., Falmouth, MA 02540
Applicant's Telephone 508-540-0075
Applicant's E-mail office@kandkarchitects.com
Owner's Name Town of Oak Bluffs
Owner's Mailing Address 56 School St., Oak Bluffs, MA 02557
Owner's Telephone 508-693-3554
Owner's E-mail rwhritenour@oakbluffsma.gov

Applicant is (circle one): owner agent tenant licensee prospective purchaser other

Location of Property:

Address 56 School St., Oak Bluffs, MA 02557
Map/Parcel 11/292 Zoning District R1
Overlay Districts/DCPCs N.A.

Description of Project: (you may attach additional sheets if needed)

A new 3 story w/partial basement 21,000 S.F. Town Hall office building to be located on the same footprint of the existing structure which will be razed. (See attached Site and Building Plans.)

Additional Review Required: (i.e. Development of Regional Impact from the MVC, Special Permit, Variance, etc.)

N.A.

Minor Site Plan:

A minor site plan is defined in 10.4.7 as applications for permits to build, alter or expand any non-residential building, structure or use in any district where such construction will exceed a total gross floor area of 500 square feet but not exceed a total gross floor area of 2000 square feet, or will not generate the need for more than 10 parking spaces.

Does this project qualify as a minor site plan?(circle one) **Y** / **N**

Site Plan Review Trigger(s):

- Construction, exterior alteration or exterior expansion of, or change of use within, a municipal, institutional, commercial, industrial or multi-family structure involving more than 500 square feet.
- Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or multi-family structure or purpose.
- Grading or clearing more than ten percent of a lot, or 5,000 square feet, whichever is smaller, except for the following: landscaping on a lot with an existing structure or a proposed single or two family dwelling; clearing necessary for percolation and other site tests, work incidental to agricultural activity, work in conjunction with an approved subdivision plan, or work pursuant to an earth removal permit.
- Other (i.e. DCPC requirement, etc.) _____

Payment:

- Check to The Town of Oak Bluffs for \$275 **Waived by Planning Board**

Distribution of Submission: (see Oak Bluffs Zoning By-Law section 10.4 for complete description of requirements)

- Five Copies of the Site Plan delivered to the Planning Board
- Digital Copy of Site Plan e-mailed to planningboard@oakbluffsma.gov (Assistant will distribute)

OR

- Eight Copies of the Site Plan HAVE BEEN DISTRIBUTED BY APPLICANT to:

DEPARTMENT	INITIALS
<input type="checkbox"/> Wastewater	_____
<input type="checkbox"/> Water District	_____
<input type="checkbox"/> Board of Health	_____
<input type="checkbox"/> Highway Department	_____
<input type="checkbox"/> Police Chief	_____
<input type="checkbox"/> Fire Chief	_____
<input type="checkbox"/> Building Commissioner	_____
<input type="checkbox"/> Conservation Commission	_____

Contents of Plan:

- ✓ Five separate plans, 24"x36", minimum scale 1"=20' (1"=80' if minor site plan), prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect as appropriate.
- ✓ Site Layout containing boundaries of the lot(s) in proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, and areas for snow storage after plowing. First page includes:
 - ✓ locus plan at 1"=100" showing 1000 feet from project
- ✓ Topography and drainage plan showing existing and proposed final topography at two-foot intervals and plans for handling storm water drainage (If Minor Site Plan then topological plan may depict topographical contours at intervals available on maps provided by the USGS)
- ✓ Utility and landscaping plan showing:
 - ✓ all facilities for refuse and sewerage disposal or storage of all wastes
 - ✓ the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site
 - ✓ all proposed recreational facilities and open space areas
 - ✓ all wetlands including flood plain areas
- ✓ Architectural Plan including:
 - ✓ Ground Floor Plan
 - ✓ Architectural Elevations of all proposed buildings
 - ✓ Color Rendering
- ✓ Landscaping plan showing:
 - ✓ Limits of work
 - ✓ Existing tree lines
 - ✓ All proposed landscape features and improvements including:
 - Screening
 - ✓ Planting areas with size and type of stock for each shrub or tree
 - Proposed erosion control measures
- ✓ Written Statement indicating:
 - ✓ Estimated time required to complete proposed project and any phases
 - ✓ Detailed estimate of costs of all planned site improvements
- ⓧ Written Summary of contemplated projects indicating, where appropriate:
 - ⓧ Number of dwelling units to be built
 - ⓧ Acreage in residential use
 - ⓧ Evidence of compliance with parking and off-street loading requirements
 - ⓧ Forms of ownership contemplated for the property
 - ⓧ Summary of the provisions of any ownership or maintenance
 - ⓧ Identification of all land that will become common or public land

- Other evidence necessary to indicate compliance with Oak Bluffs Zoning By-law
- Drainage Calculations by a Registered Professional Engineer
- Drainage Design conforms with Town's Subdivision Regulations
- Additional narrative assessments (as may be required by Planning Board) of on site and off site impacts of the proposed project on:
 - Traffic
 - Drainage
 - Noise
 - Other environmental factors
- Certification that the proposal is fully compliant with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board

Waiver of Technical Compliance Written Request

The Planning Board may, at their discretion, waive any of the technical requirements of Section 10.4.5 where the project involves relatively simple development plans or constitutes a minor site plan. Please Note, if the Board refuses a waiver request, the application may be denied or approval delayed by a minimum of two weeks.

Written Request for Waiver may be attached to this application or provided below:

Additional Comments for Planning Board:

Authorization:

- Applicant is owner OR Letter from owner giving applicant authority to apply for site plan review and act on their behalf

I hereby request a site plan review as described above:

Signed _____
 Title _____
 Date _____

Additional Information and Clarification for Application:

1. There is no work included in the Project Scope for the existing drives and parking area at the Town Hall and Library.
2. All new outdoor lighting will be building mounted. Exception: Ground surface flag/pole upright.
3. Loading facilities and snow removal/storage will remain as currently provided.
4. Topography contour intervals are at 1 foot.
5. No change in drainage systems at existing parking areas.
6. Refuse and waste disposal will be as currently provided for both existing Library and New Town Hall by Town.
7. The construction completion time is approximately 16 months.
 - Start of construction planned for October 2017.
 - Existing Town Hall building demolition complete by November 2017.
 - Project complete: March 2019
 - Estimated cost of site improvements: \$928,000.00
8. On and off site impacts:
 - No increase in traffic is expected; the project replaces the existing Town Hall with basically no change in operations.
 - All required storm drainage is contained on-site; there are no additional or increased paved area drainage loads.
 - Besides noise during the 16 month construction phase, the new Town Hall will not change the current neighborhood ambience.
9. Certification:

The full complete project will be totally compliant with all provisions of the ADA and MABB.
10. Miscellaneous:

A separate application will be prepared and filed for the Temporary Town Hall complex using modular office trailers at a future date.

Rainfall Data

Average recurrence interval: **25 years**

Duration: **24 hr**

Precipitation with 90% confidence interval: **5.89 in** (REF: NOAA Atlas 14, Volume 10, Version 2)

Rainfall Intensity: 5.89 in/day = 0.245 in/hr

Soil permeability: **2.0×10^{-2} cm/s = 2.36 ft/hr** (REF: **Soils report**)

Safety Factor: 2.0

North Roof Catch Basin

North Facing Roof Area: 3040 ft²

Runoff Coefficient: 0.95

StormTech CS-160LP Filtration Area: 15.75 ft²

$$V_{Soil} = 2.36 \frac{ft}{hr} \geq V_{Runoff}$$

$$Q = ciA = (0.95) \left(0.245 \frac{in}{hr} \right) \left(\frac{1 ft}{12 in} \right) (3040 ft^2) = 59 \frac{ft^3}{hr}$$

$$V_{Runoff} = \frac{Q}{A} = \frac{Q}{(\#Chambers)(A_{Chamber})} \leq V_{Soil}$$

$$\#Chambers \geq \frac{Q}{(A_{Chamber})(V_{Soil})}$$

$$\#_Chambers \geq \frac{\left(59 \frac{ft^3}{hr} \right)}{(15.75 ft^2) \left(2.36 \frac{ft}{hr} \right)} = 1.58$$

$$\#Chambers = 2(SF) = 4$$

South Roof Catch Basin

South Facing Roof Area: 4000 ft²

Runoff Coefficient: 0.95

$$Q = 78 \frac{ft^3}{hr}$$

$$\#_Chambers \geq \frac{\left(78 \frac{ft^3}{hr}\right)}{(15.75 ft^2) \left(2.36 \frac{ft}{hr}\right)} = 2.1$$

$$\#chambers = 3(SF) = 6$$

East Parking Lot Swale

East Parking Area: 2700 ft²

Runoff Coefficient: 0.95