

TOWN OF WELLESLEY



MASSACHUSETTS

## ZONING BOARD OF APPEALS

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482

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ZBA 2022-52

Petition of Town of Wellesley/Permanent Building Committee  
525 Washington Street (Town Hall)

### **INTRODUCTION**

Town of Wellesley Permanent Building Committee, the "Applicant", has requested from the Zoning Board of Appeals (the "Board") the issuance of a site plan approval permit and associated special permits subject to the Zoning Bylaw Section 2.1, Section 5.6, Section 5.17, and Section 6.3 authorizing a major construction project for associated site improvements pertaining to accessibility and mechanical systems related to the interior renovation of the existing Wellesley Town Hall, at 525 Washington Street, in a 10,000 square foot Single Residence District.

### **THE PROJECT**

#### **Description**

The Site consists of land located at 525 Washington Street totaling 553,876 square feet and includes the Town Hall building, a parking lot, access drives connecting Washington Street and Grove Street, and existing pedestrian walkways. The Limit of Work is 61,744 square feet within a fenced boundary. The existing building footprint is 7,475 square feet, total structure footprint is 7,475 square feet, total floor area of existing building is 26,031 square feet, total floor area of proposed construction is 9,335 square feet, and total floor area after proposed construction is 26,052 square feet. The height of the building is 67 feet 9 inches. There are 61 existing parking spaces and 58 proposed parking spaces. The number of accessible parking spaces is unchanged at 5.

The Project involves regrading and/or disturbance of existing vegetative cover of more than 5,000 square feet for a new accessible entrance, reconfigured parking and new utilities. Exterior work will also include work on the flat roof of the building's center core, accessed by a scaffold assembly stair tower.

Accessible parking spaces will be relocated from the north to the south end of the parking lot to be closer to the new accessible entrance. A new accessible pathway will connect from the parking spaces to the walkway from Washington Street. The courtyard at the south end of the building will be re-graded where the existing steps are and the steps and a ramp will be relocated to the new entrance. The area at the northeast corner of the building will be re-worked to accommodate a new emergency generator and mechanical area. The mechanical area will be visually screened with new landscaping. A new egress path from the emergency access on the side of the building will connect to a public way. The sidewalk on the west side of the building will be widened to meet Massachusetts Architectural Board and ADA requirements. Code required lighting at the exterior doors will be dark sky compliant. An EV pedestal will provide two simultaneous charges. Conduit under the parking lot for future stations will be added to the west side of the parking lot.

The driveway coming up from Washington Street will be narrowed to 13.5 and angled as it comes into the parking lot. Existing nonconforming parking lot maneuvering aisles will be maintained at 16.85 feet and 17.17 feet. Spaces 1 to 7 and 11 to 24 will be restriped to match the existing parking lot. Spaces 8 to 10 and A3 will be striped over three existing accessible spaces. Spaces A1 and A2 and the associated 8 foot accessible van aisle will be striped over 3 existing standard 90 degree spaces. An arrow showing the traffic directions shall be painted on the pavement in accordance with the approved plans.

The only proposed change to the existing stormwater system is the addition of one area drain on the south side of the building. The drain is designed to capture non-vehicular stormwater runoff and connect to the existing on-site drainage system. The proposed site design and layout will result in a decrease in impervious conditions.

## **RECORD OF DISCUSSIONS**

The Board held public hearings on July 21, 2022 and September 1, 2022. The public hearing was closed on September 1, 2022.

## **FINDINGS OF FACT**

### **Zoning**

The Zoning Bylaw provides, for each zoning district, requirements for the use of land and structures, as well as dimensional requirements for the land and structures erected upon the land. As described above, the Project is located in a 10,000 square foot Single Residence District.

### **Requirements**

A Major Construction Project involves one or more of the following: construction of twenty-five hundred (2,500) or more square feet gross floor area; or an increase in gross floor area by fifty (50) percent or more which results in a gross floor area of at least twenty-five hundred (2,500) square feet; grading or

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regrading of land to planned elevations, and/or removal or disturbance of the existing vegetative cover, over an area of five thousand (5,000) or more square feet; any activities regulated or restricted under Section 3.7; or any activities regulated under Section 3.8. Major Construction Projects are subject to Site Plan Review.

### Submittals from the Applicant

- Letter to Zoning Board of Appeals, dated June 7, 2022, from Kelsey Laser, AIA, Schwartz/Silver Architects, re: Application for Site Plan Approval and Finding, Wellesley Town Hall Interior Renovation Project.
- Application for Site Plan Approval, dated June 7, 2022
- Plan Submittal List
- Development Prospectus
- Application for special permit for existing nonconforming maneuvering aisles
- Memorandum to Zoning Board of Appeals, dated June 7, 2002, from Nicholas O. Botts, PE, Nitsch Engineering, re: Stormwater Analysis
- Memorandum to Kelsey Laser, from Christopher Garcia, PE, GGD Consulting Engineers, Inc., dated June 3, 2022, re: Fire Protection
- Letter to Peter Kleiner, Schwartz/Silver Architects, Inc., dated April 29, 2022, from Elizabeth Sherva, Director of Architectural Review, Massachusetts Historical Commission, re: MHC# RC.71335
- Letter to Schwartz Silver, dated February 14, 2022, from Nicholas D. Hodge and Jonathan W. Patch, PE, McPhail Associates, LLC, re: Foundation Engineering Recommendations
- Site Logistics Plan, prepared by Consigli
- Email to Zoning Board of Appeals, dated August 23, 2022, from Kelsey Laser, re: Site Plan Approval
  - Attachments:
    - Construction Management Plan prepared by Consigli
    - Existing Site Survey Annotated to include Existing Drive Aisle Dimensions (revisions to Sheet EX-3)
    - Copy of Sheet C-301 with proposed drive aisle dimensions
    - Existing Site Survey Annotated to include Areas Disturbed Triggering Major Project Designation
    - Parking Memo prepared by Meghan Jop
    - Generator basis of design cut sheet
- Email to Zoning Board of Appeals, dated September 7, 2022, from Kelsey Laser, re: Town Hall #2022-52

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Plan Number	Drawing Title	Date of Issue	Prepared By	Date of Revision
G000	Cover	6/7/22	Schwartz/Silver Architects, Inc.	
EX-1	Topographic Survey	8/16/21	Denis Seguin, PLS	

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EX-2	Topographic Survey	8/16/21		
EX-3	Topographic Survey	8/16/21		
EX-4	Topographic Survey	8/16/21		
C-000	Notes, Legend & Abbreviations	6/7/22	Nicholas Oran Botts, PE	
C-100	Site Erosion Control Plan	6/7/22	Nicholas Oran Botts, PE	
C-200	Civil Demolition Plan	10/4/21	Nicholas Oran Botts, PE	5/9/22, 6/7/22
C-300	Civil Site Layout	6/7/22	Nicholas Oran Botts, PE	
C-301	Parking Lot Layout Plan	6/7/22	Nicholas Oran Botts, PE	
C-400	Civil Utility Plan	6/7/22	Nicholas Oran Botts, PE	
C-500	Civil Grading Plan	6/7/22	Nicholas Oran Botts, PE	
C-600	Civil Site Details	6/7/22	Nicholas Oran Botts, PE	
C-601	Civil Utility Details	6/7/22	Nicholas Oran Botts, PE	
L-100	Site Plan	6/7/22	Deborah A. Myers, RLA	
L-101	Layout and Materials	6/7/22	Deborah A. Myers, RLA	
L-201	Grading	6/7/22	Deborah A. Myers, RLA	
L-301	Planting Plan	6/7/22	Deborah A. Myers, RLA	
L-401	Site Details	6/7/22	Deborah A. Myers, RLA	
L-402	Planting Details	10/1/21	Deborah A. Myers, RLA	2/7/22, 2/22/22, 5/9/22, 6/7/22
A100	Level 0 Floor Plan	6/7/22	Robert H. Silver, RA	
A101	Level 1 Floor Plan	6/7/22	Robert H. Silver, RA	
A102	Level 2 Floor Plan	6/7/22	Robert H. Silver, RA	
A103	Level 3 Floor Plan	6/7/22	Robert H. Silver, RA	
A104	Attic Floor Plan	6/7/22	Robert H. Silver, RA	
A105	Roof Plan	6/7/22	Robert H. Silver, RA	

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A200	Building Elevations – South	6/7/22	Robert H. Silver, RA	
A201	Building Elevations – West	6/7/22	Robert H. Silver, RA	
A202	Building Elevations – North	6/7/22	Robert H. Silver, RA	
A203	Building Elevations – East	6/7/22	Robert H. Silver, RA	
A400	Exterior Modifications – Doors & Windows	6/7/22	Robert H. Silver, RA	
A401	Exterior Modifications – Stair & Ramp	6/7/22	Robert H. Silver, RA	

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### **Submittals on behalf of the Town of Wellesley:**

On July 21, 2022, the Planning Board reviewed the project and submitted comments.

### **DECISION**

The Applicant has requested from the Board the issuance of a site plan approval subject to the Zoning Bylaw Section 5.6, authorizing the Applicant to construct a major construction project for associated site improvements pertaining to the accessibility and mechanical systems related to the interior renovation of the existing Wellesley Town Hall.

The Board has made a careful study of the materials submitted and the information presented at the hearing, and has documented the results of the study above. Based on the results of the study, on October 12, 2022 the Board voted unanimously to grant the site plan approval pursuant to Section 5.6 of the Zoning Bylaw for a major construction project subject to site plan review.

The Inspector of Buildings is hereby authorized to issue a permit for construction upon receipt and approval of a building application and detailed construction plans. If construction has not commenced, except for good cause, this site plan approval shall expire two years after the date time stamped on this decision.

### **CONDITIONS TO THE DECISION**

The Board's site plan approval is subject to the Applicant's and the Project's compliance with the following conditions. All requirements imposed by these conditions or this site plan approval shall be applicable to the Applicant, its successors and assigns, and all users of the Project, regardless of whether the condition specifically identifies the Applicant or no entity as having responsibility for a particular condition.

**General**

1. This site plan approval authorizes the construction, use and occupancy of a project comprised of interior renovations to Town Hall, along with associated parking and infrastructure, as shown on the Approved Plans above.
2. The Project shall be constructed in accordance with the Approved Plans and written materials specified above, subject to modifications required below:
3. By accepting this site plan approval, the Applicant agrees to the terms, covenants and conditions and agreements contained herein.
4. Except for the relief granted by the Board as listed in these Conditions, the Applicant shall comply with all provisions of the Zoning Bylaw and general bylaws generally applicable to a project approved in October, 2022.
5. Contract documents, including working drawings and specifications for the Project shall undergo the usual and customary review and approvals of the Building Inspector, the Town Engineer, or any other applicable local inspector or board.
6. The Project shall be designed and constructed substantially in compliance with the drawings and data submitted with the application for site plan approval, except as modified by these Conditions.

**Design Conditions**

7. Design and construction of the Project shall fully comply with all applicable federal and state laws and regulations, including, but not limited to, the requirements of the Massachusetts State Building Code (780 CMR) and the Massachusetts Architectural Access Board (521 CMR). The Project shall be designed and constructed on the Site in accordance with the Approved Plans, except as provided in this site plan approval, including these Conditions. Any requirement of consistency with the Approved Plans means as those Approved Plans are modified by the Conditions.
8. The Project shall contain a total of not fewer than 58 parking spaces, as shown on the Approved Plans.
9. There shall be no pavement added to the Project beyond that which is depicted on the Approved Plans and there shall be no additional accessory structures added to the Project or to the Site other than that which is shown on the Approved Plans.
10. All utilities to serve the Site shall be installed underground (with the exception of junction boxes, transformers and similar appurtenances) by the Applicant using methods standard to those installations. Utilities shall include electric service lines, gas service, telephone lines, water service lines, CATV lines, municipal conduit, and the like.

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11. The water, wastewater, drainage, and stormwater management systems servicing the building shall be installed and tested in accordance with applicable Town standard requirements and protocols.

### **Construction Conditions**

12. The Applicant shall implement its “Construction Management Plan – Town Hall Interior Renovation” submitted August 23, 2022, as modified by these Conditions.
13. During the period of construction, all construction equipment and materials deliveries shall utilize: (1) Route 16 (Washington Street) to Site; or (2) any other such route as specified in the Construction Management Plan; or (3) any other such route not prohibited in the Construction Management Plan as the Applicant shall agree with the Wellesley Police Chief prior to its use.
14. During the period of construction, all deliveries of construction materials and equipment shall be made only on Monday through Friday no earlier than 7:00 a.m. and no later than 6:00 p.m. All construction work may be performed on the Site Monday through Friday commencing not earlier than 7:00 a.m. and completing not later than 6:00 p.m., or Saturday commencing not earlier than 8:00 a.m. and completing not later than 4:00 p.m. No work shall be performed on Sundays or local, state or national holidays celebrated in the Town.
15. During the period of construction, on-site parking for construction workers and for construction equipment is specifically permitted, including along the Washington Street entrance and along the Grove Street exit, and no vehicles of construction workers and no construction equipment shall be parked on any other public way of the Town or in the Town-owned or private parking lots within 600 feet of the Site. In the event that construction parking demand exceeds the on-site parking supply, the Applicant will provide for construction parking at such private lots as the Applicant can arrange. Trucks and construction vehicles on-site shall shut off engines when not in use, or when idling time exceeds five minutes.
16. All construction and delivery vehicles exiting the Site shall stop at an established construction exit for a wheel wash to prevent the entrance of deleterious materials onto the streets of the Town. The Applicant shall cause Washington Street and Grove Street to be swept as frequently as required in the event that dust, dirt and debris not completely removed by the truck wash are deposited on Washington Street or Grove Street.
17. Insofar as practicable, refueling of construction equipment on the Site shall be prohibited. In the event that on-site refueling cannot be avoided, such refueling shall be performed with due consideration to spill prevention and control measures that should reasonably be applied.

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**Use Conditions**

19. The stormwater management system design shall function consistent with the Approved Plans, and with the "Wellesley Town Hall – Interior Renovation - Stormwater Analysis," prepared by Nitsch Engineering dated June 7, 2022, and shall be maintained by the Applicant or its appointed manager, in accordance with existing procedures.
20. Landscaping shall be in conformance with the Landscaping Plan and shall be maintained, repaired, or replaced as needed by the Applicant.

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APPEALS FROM THIS DECISION,  
IF ANY, SHALL BE MADE PURSUANT  
TO GENERAL LAWS, CHAPTER 40A,  
SECTION 17, AND SHALL BE FILED  
WITHIN 20 DAYS AFTER THE DATE  
OF FILING OF THIS DECISION IN THE  
OFFICE OF THE TOWN CLERK.

*J. Randolph Becker (Ch.m.)*

J. Randolph Becker, Chairman

*Robert W. Levy (Ch.m.)*

Robert W. Levy

*Derek B. Redgate (Ch.m.)*

Derek B. Redgate

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Applicant Town of Wellesley/Permanent Building Committee  
Address 525 Washington Street (Town Hall)

NOT VALID FOR RECORDING UNTIL CERTIFIED BY TOWN CLERK

In accordance with Section 11 of Chapter 40A of the Massachusetts General Laws, I hereby certify that twenty (20) days have elapsed after the within decision was filed in the office of the Town Clerk for the Town of Wellesley, and that no appeal has been filed, or that if such appeal has been filed, that it has been dismissed or denied.

Date:

Attest:

Cathryn Jane Kato  
Town Clerk

cc: Planning Board  
Inspector of Buildings  
lrm



