



TOWN OF HOPKINTON

OFFICE OF THE PLANNING BOARD

TOWN HALL
18 MAIN STREET
HOPKINTON, MA 01748
(508) 497-9755

October 1, 2003

DECISION OF SITE PLAN REVIEW

Application for Site Plan Review filed by Middlesex Savings Bank, 10 Main St., Hopkinton, MA for modifications to the exterior of the building at **10 Main Street**, Hopkinton.

The Planning Board held a public hearing on the application submitted by Middlesex Savings Bank (the "Applicant") for Site Plan Review on September 29, 2003, pursuant to Article XX of the Zoning Bylaw. The proposal constitutes a Site Plan Review Minor Project, as it involves a change in the outside appearance of a building, visible from a public street, requiring a building permit.

Under the Town of Hopkinton Zoning Bylaws, Site Plan Review is an administrative review of site design for uses that are allowed in the underlying Zoning district, and is not a review of a proposed or existing use.

The property is zoned Business and contains the existing bank building, which will be renovated. The Applicant proposes to add a handicapped ramp on the front of the building and make cosmetic changes to the exterior of the building.

Review Standards

The criteria for approval of a Site Plan are contained in Section 210-136 of the Zoning Bylaw and are as follows:

- A. The Site Plan conforms to the purpose and intent of the bylaw and proposes an appropriate and beneficial development of this site;
- B. The surrounding area will be protected from the proposed use on the site by provision of adequate surface water drainage, buffers against light, sight, sound, odors, dust and vibration and the preservation of adequate light and air;
- C. The convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas and public ways is ensured;
- D. Environmental features of the site and surrounding areas are protected;
- E. The Site Plan is consistent with the Master Plan;
- F. The proposed building scale and/or site development plan is consistent with the surrounding neighborhood;

- G. All variances or special permits required from the Zoning Board of Appeals have been granted.

The Bylaw further states that Site Plan approval may be made subject to conditions, modifications and restrictions as the Planning Board may deem necessary.

Site Plan Review is for uses permitted in the underlying zoning district, and is not a review of the use but of the design of the site to serve a permitted use.

Discussion at the Public Hearings and Information Received

The Applicant submitted the materials required by the Planning Board. At the hearing the proposed changes to the exterior of the building were discussed, which included construction of a parapet wall in the front and other modifications to the visible sides of the building, and a change in brick color. The Applicant stated that the handicapped ramp railing would be black steel and there would be 8 to 10 feet of sidewalk between the ramp and the street. The Applicant also stated that the landscaping on the east side of the building would be improved to enhance the façade. Signage proposed for the building was also discussed, and the Applicant stated that a new sign had not been designed, but it would be 30 sq. ft. with exterior illumination.

The Planning Board noted that the Minor Site Plan Review process does not require review by the Design Review Board (DRB), but asked the Applicant if they would be willing to present the plans to the DRB for possible recommendations, since the Bank occupies a prominent downtown location. The Applicant stated they would be willing to attend a DRB meeting for that purpose.

Findings and Votes of the Board

The Planning Board conducts its review of Site Plans in accordance with the Criteria contained in the Bylaw. The review is of the design and functionality of the site elements and not of the proposed use. With respect to the Criteria, the Board determined that with the conditions of approval listed below, the following Criteria are met:

- A. The Site Plan conforms to the purpose and intent of the bylaw and proposes an appropriate and beneficial development of this site;
- B. The surrounding area will be protected from the proposed use on the site by provision of adequate surface water drainage, buffers against light, sight, sound, odors, dust and vibration and the preservation of adequate light and air;
- C. The convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas and public ways is ensured;
- D. Environmental features of the site and surrounding areas are protected;
- E. The Site Plan is consistent with the Master Plan;
- F. The proposed building scale and/or site development plan is consistent with the surrounding neighborhood;
- G. No variances or special permits were required from the Zoning Board of Appeals.

The Board voted at its meeting on September 29, 2003 to approve the Site Plan, entitled "Proposed Site Plan", prepared by FCI Associates, Inc., dated April 3, 2003, revised through August 21, 2003, with the following conditions:

1. No mechanical equipment shall be kept on the sidewalk during construction, and all mechanical equipment shall be screened from view from the ground after construction.
2. Lighting on the building shall be directed downward and not outward or upward.
3. If the sign on the front of the building is to be lit, it shall have exterior illumination.

On the Motion to Approve the Site Plan with the foregoing conditions, the vote of the Planning Board was as follows:

Mark Abate	Yes
Scott Aghababian	Yes
Sandy K. Altamura	Yes
John Coolidge	Yes
Pamela Duffy	Yes
Brian Herr	Yes
Tina Rose	Yes
Claire Wright	Yes

This Decision shall become void two (2) years from the date of issue if the actions authorized hereby are not exercised.

Any person aggrieved by this Decision may appeal in accordance with Article XX, Section 210-135 F. of the Hopkinton Zoning Bylaw within 30 days of the filing of the decision with the Town Clerk.

John H. Coolidge
Chairman

Cc: Middlesex Savings Bank
FCI Associates, Inc.
Director of Municipal Inspections
Director of Public Works
Board of Selectmen