



VIA HAND DELIVERY

May 19, 2016

City of Amesbury Planning Board
Attn: Mr. Nipun Jain, City Planner
62 Friend Street
Amesbury, Massachusetts 01913

**Re: The Marina at Hatter's Point
60 Merrimac Street
Amesbury, Massachusetts**

Dear Members of the Board and Mr. Jain:

Meridian Associates, Inc. (MAI) has received the design review prepared by Stantec Consulting Services, Inc. dated May 9, 2016. MAI offers the following responses:

Development and Performance Standards:

The Applicant has provided undated information for review with the latest submission. We note the following for consideration by the Board, which is further noted in detail in **Section XI.C.8** below:

- A. Access and Traffic Impact: The Applicant provided a draft easement plan with the submission. However, the information does not address the proposed drop off zone or access by patrons from the parking lot near Bailey's Pond to the Marina Building across the Hatter's Point Phase II site.

MAI Response: A draft easement plan for the marina building and associated access and utilities is being prepared and will be brought to the Planning Board meeting on May 23, 2016. The amendment to marina easement document has been included.

- B. The Applicant has provided information relative to parking, but the supporting plan does not contain information to support the parking statement. The traffic generation information per section XI.C.6.I of the bylaws has not been provided.

MAI Response: The parking area plan for the marina has been included in the plan set and shown on the cover sheet. A parking table has also been included on the plan. The plan includes 4 public parking spaces for public access to Bailey's Pond which was a condition of approval for the Conservation Commission. The plan includes a proposed walkway along the access to the parking area and a crosswalk in Merrimac Street.

- C. Special Permit under Section XII.F of the Bylaw. The Applicant has included two separate tables relative to the areas of Flood Zone alteration and compensation relative to Hatter's



Point Phase II and the Marina Building. However, the information does not address if the volumes of the flood storage that are altered are adequately compensated for.

MAI Response: Volume calculations have been provided on the grading plan.

D. The Applicant has not filed for a Chapter 91 license.

MAI Response: The Order of Conditions was issued on May 6, 2016 and we will be filing for a new Chapter 91 License to allow for the proposed marina building and drop off zone.

Section XI.C.6 Additional Review Material:

e. Architectural Drawings: The Applicant has provided some updated information. However, the specific information noted in the bylaws under this item such as exterior material and colors, type and pitch of roofs, etc. were not identified on the submitted information. We recommend that the Board review and confirm the information submitted is consistent with the bylaws and acceptable to the Board.

MAI Response: This information will be submitted by the applicant under separate cover.

f. Legal Documents: The Applicant provided a draft easement plan with the submission. However, the information does not address the proposed drop off zone or access by patrons from the parking lot near Bailey's Pont to the Marina Building across the Hatter's Point Phase II site. The Applicant notes that public access is to be provided to Bailey's Pond, but no information has been provided relative to access. We recommend that the Applicant provide additional and complete information acceptable to the Board.

MAI Response: A draft easement plan for the marina building and associated access and utilities is being prepared and will be brought to the Planning Board meeting on May 23, 2016. The amendment to marina easement document has been included. A draft easement plan for public parking and public access to Bailey's Pond has been included.

g. Additional Information: The Applicant has not filed for a Chapter 91 license as noted in the response letter. The Applicant should obtain and provide a copy of the project license for the Planning Board's file.

MAI Response: The Order of Conditions was issued on May 6, 2016 and we will be filing for a new Chapter 91 License to allow for the proposed marina building and drop off zone.



Section XI.C.8 Development and Performance Standards:

- a. Access and traffic impacts: The Applicant provided a draft easement plan with the submission. However, the information does not address the proposed drop off zone or access by patrons from the parking lot near Bailey's Pond to the Marina Building across the Hatter's Point Phase II site. The Applicant should update the draft to include that draft location of all proposed traffic and pedestrian access. This should include access to Bailey's Pond as noted in the Applicant's response letter. We recommend that the Board review the submitted easement plan and discuss with the Applicant any additional information as may be needed for acceptance by the Board.

MAI Response: A draft easement plan for the marina building and associated access and utilities is being prepared and will be brought to the Planning Board meeting on May 23, 2016. The amendment to marina easement document has been included. A draft easement plan for public parking and public access to Bailey's Pond has been included.

- b. Parking: We recommend the Applicant clarify the following:
1. The updated information includes a separate plan identifying the off-site parking location but the specific spaces were not identified to clarify the number noted in the response letter or clarify compliance with Section VIII of the bylaws. In addition, no calculations were provided to clarify compliance with section VIII. The Applicant has provided separate information relative to parking with this submission, but the information is not consistent with the bylaws. We understand that the parking requirements are typically noted on the site plan. The Applicant should provide notes and additional information, such as the off-site parking lot plan, in project site plan set to address parking location, parking spaces and demonstrate conformance to the bylaws. We recommend that the Board review and confirm the information submitted is consistent with the bylaws and acceptable to the Board.

MAI Response: The parking area plan for the marina has been included in the plan set and shown on the cover sheet. A parking table has also been included on the plan. The plan includes 4 public parking spaces for public access to Bailey's Pond which was a condition of approval for the Conservation Commission. The plan includes a proposed walkway along the access to the parking area and a crosswalk in Merrimac Street.

3. The Applicant noted in the response letter that the Marina is open from May to October and snow storage areas do not apply. However, the project proposes a loading zone on the site and it is unclear if this area would be maintained during winter. In addition, it is unclear if the off-site parking lot that is part of this project is maintained during winter. We recommend that the Applicant clarify if these areas are



maintained during winter with notes on the plan and provide additional information to demonstrate compliance with the bylaw, if applicable, acceptable to the Board.

MAI Response: The drop off zone and parking area is not maintained in the winter. The public parking spaces and access to them will be maintained in the winter and a note has been added to the parking area plan.

c. Landscaping: We recommend the Applicant address the following:

1. The Applicant has added additional information relative to open space and notes that the project does impact Hatter's Point Phase II landscaping. The Applicant notes that this impact is mitigated by providing public access to Bailey's Pond. The Applicant should provide information and details relative to the proposed Bailey's Pond access for review and consideration by the Board.

MAI Response: A draft easement plan for public parking and public access to Bailey's Pond has been included.

2. The Applicant notes that communication with MassDEP to verify that the Marina Building would require a new chapter 91 license and would not affect the existing Chapter 91 license for Hatter's Point Phase II in the response letter. We recommend the Applicant provide the MassDEP correspondence for this issue to the Board for inclusion in the project file.

MAI Response: The correspondence with MassDEP Waterways has been included.

3. The proposed building is located adjacent to the City's public easement along the proposed Riverwalk. We note that a visual separation (landscaping) is not provided between the public way and the proposed building as implied in section XI.C.8.c.1 of the bylaws.

The Applicant indicates that this section of the bylaw does not apply in the response letter and the design is unchanged. We note that the proposed building would be elevated adjacent to the Riverwalk with the proposed area below the building appearing to be open as displayed on the revised elevation plans. The Applicant should discuss the proposed building design along the Riverwalk with the Board and update, as necessary, acceptable to the Board.

MAI Response: The open area underneath the building will have lattice work along the proposed riverwalk.

4. The Applicant provided additional information that notes a portion of the retaining wall will be over six feet in height. The Applicant should provide a fence for the wall



section in excess of 3 feet or as required by the Building Department and the Planning Board.

MAI Response: There is a proposed wood guardrail with a 42" high pedestrian fence attached to the front of the guardrail along the top of the wall that will be installed as part of Hatters Point Phase II.

- i. Lighting: A light detail was submitted separately and should be added to the plan set. The Board should determine if a photometric plan indicating light levels is needed.

MAI Response: The light detail has been added to the detail sheet.

- l. Wetlands: The foundation type recommended by the Conservation Commission is noted on the grading plan. We recommend additional notes be added to the site by the Applicant based upon Conservation Commission recommendations, as applicable.

MAI Response: The Conservation Commission had no additional recommendations.

- m. Utilities: We recommend the Applicant clarify the following:

3. The location of the gas shutoff was not indicated in the revised submission. The Applicant should update the plan accordingly.

MAI Response: The gas shutoff has been added to the utility plan.

4. The revised information did not include the requested utility letters. The comment has not been addressed.

MAI Response: We will work with the utility companies when preparing the construction plans and if the utility companies request changes we will revise the plans accordingly.

- o. Marina or Docking Facilities: We recommend the Applicant clarify the following:

2. Off-street parking is not provided as noted above in Section XI.C.8.b of the Bylaws. The Applicant should clarify and update the development plan set in accordance with the bylaws and acceptable to the Board.
See section XI.C.8.b above for comments to address this issue.

MAI Response: The parking area plan for the marina has been included in the plan set and shown on the cover sheet. A parking table has also been included on the plan. The plan includes 4 public parking spaces for public access to Bailey's Pond which was a condition of approval for the Conservation Commission. The plan includes a



proposed walkway along the access to the parking area and a crosswalk in Merrimac Street.

3. The development plans do not include information relative to the shorefront to be used per Section XI.C.8.o.3 of the Bylaws.
Information provided in the response letter. We recommend that the Applicant note the information on the site pan to address compliance.

MAI Response: A note has been added to the layout plan.

4. The development plans do not include information relative to other docking or mooring facilities per Section XI.C.8.o.4 of the Bylaws.
Information provided in the response letter. We recommend that the Applicant note the information on the site plan to address compliance.

MAI Response: A note has been added to the layout plan.

5. The development plans do not include information relative to any floats or associated equipment per Section XI.C.8.o.5 of the Bylaws.
Information was provided in the response letter. We recommend that the Applicant note the information on the site plan to address compliance.

MAI Response: A note has been added to the layout plan.

Other information for Planning Board Consideration:

A. Special Permit under Section XII.F of the Bylaws:

1. The Applicant has included two separate tables relative to the areas of Flood Zone alteration and compensation relative to Hatter's Point Phase II and the Marina Building. However, the information does not address if the volumes of the flood storage that are altered are adequately compensated for. The Applicant should provide additional information accordingly to clarify adequate flood storage compensation is provided acceptable to the Board.

MAI Response: Volume calculations have been provided on the grading plan.

2. The sewer pipe invert was revised in the submission. The Applicant should clarify if this pipe would be exposed under the building and address any concerns of the Building Department.

MAI Response: The sewer line will be installed under the building in accordance with the building codes.



3. The utility plan notes the water line would enter the proposed building at the proposed foundation wall. In addition, the power and telephone utility services are indicated to enter the building along this foundation wall. We note that the foundation plan appears to imply that this location along the foundation wall would be exposed. The Applicant notes the design would be part of the construction plan. We recommend that the Applicant provide addition information to clarify the proposed utilities can be constructed acceptable to the Board.

MAI Response: The water, electric and telephone service lines will directly enter the building and not be exposed.

4. The revised plans indicate the noted area. See comment A.1 above for additional comment on compensation clarification.

MAI Response: Volume calculations have been provided on the grading plan.

- B. The NOI Application Number is 002-1129. Upon approval, we recommend that the Order of Conditions file number be noted on the site plan.

MAI Response: A note has been added to the layout plan.

- C. The Applicant has not filed for a Chapter 91 license as noted in the response letter. The Applicant should obtain and provide a copy of the project Chapter 91 license for the Planning Board's file.

MAI Response: The Order of Conditions was issued on May 6, 2016 and we will be filing for a new Chapter 91 License to allow for the proposed marina building and drop off zone.

If you have any comments or questions please do not hesitate to call.

Sincerely,

MERIDIAN ASSOCIATES, INC.

Christopher J. Rokos, PE
Senior Project Engineer

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cc: Jay McPartland
Paul Gagliardi
Scott David