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**CONCORD PUBLIC WORKS  
ENGINEERING DIVISION**

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133 Keyes Road  
Concord, MA 01742



**DATE: 12/02/2022**

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**MEMORANDUM**

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**TO:** Elizabeth Hughes, Town Planner  
**COPY:** Alan Cathcart, Director of Public Works  
**VIA:** Steve Dookran, P.E., Town Engineer  
**FROM:** Justin Richardson, P.E., Assistant Town Engineer  
**SUBJECT:** Concord Center for Visual Arts: ZBA Special Permit, Site Plan Approval Application

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CPW Engineering Division was requested to review the Zoning Board of Appeals, Special Permit with Site Plan Review Application, dated October 31, 2022 and supplemental plans and reports prepared by Hancock Associates and Vanasse & Associates, Inc., dated October 12, 2022 and September 7, 2022 respectively. Engineering offers the following:

Engineering Division Comments

1. A Form 11 - Soil Suitability Assessment was not submitted with the application. Soil testing appears to be performed on site by a Certified Soil Evaluator, but a Town representative was not present to observe the testing. The Town representative observation is required, but can be a condition of approval. The condition of approval should be that a Town representative should observe the soil in the infiltration area and bioretention area prior to the construction. As such, the Applicant and their representative Hancock Associates understands that if soil conditions are different than what is shown on the plans, revised plans calculations and even an amendment to the Decision could be required prior to the installation of the infiltration systems. Soil observation can be scheduled with the Engineering Division with a certified soil evaluator registered in the Commonwealth of Massachusetts.
2. An area drain with sump detail should be added to the plans.
3. Area Drain maintenance should be added to Stormwater Operation and Maintenance Plan.
4. The inspection reports of the Stormwater Operation and Maintenance Plan shall be submitted to the CPW Engineering Division on an Annual Basis. This shall be a condition of approval.
5. The TSS removal calculations should include the bio-retention area and the area drain.
6. According to the Concord Public Works Design and Construction Standards and Details: "All stormwater designs and calculations shall be completed for the 2 year, 10 year, 25 year and 100 year frequency, Type III, NRCS 24 hour rainfall distribution." Please include the 25 year storm event calculations.
7. According to the Concord Public Works Design and Construction Standards and Details: "The Narrative shall also include a summary table which clearly compares pre-development and post-development runoff rates and volumes at each analysis point." Please include the volumes as required. It appears from the provided table that there is an increase to the volume of water

- being discharged to Lexington Road in all storm events. The post-development volumes should mitigated?
8. Please provide rational method calculations for the piping as required by the Concord Public Works Design and Construction Standards and Details.
  9. The Infiltration System overtops in the 10 year storm event and greater. The outlet is modeled as a broad crested rectangular weir. There is no overflow area shown on the plans; how will the overflow happen when the area drain rim is at 136.75, but the weir is at 137.45? It will back up into the bio-retention area. This should all be modeled in the calculations.
  10. There is a call out for capping the existing water and sewer services. A Right of Way (ROW) and/or Driveway permit is required for the work being performed in the Lexington Road right of way. All work shall comply with CONCORD PUBLIC WORKS DESIGN & CONSTRUCTION STANDARDS & DETAILS.
  11. In the Transportation Impact and Parking Demand Assessment there is no discussion of handicap parking spaces for the project. Please address this.
  12. What will the existing driveway be utilized for?
  13. On Page 5 of the Transportation Impact and Parking Demand Assessment, in Paragraph 3 the number of guests is missing.
  14. In the Transportation Impact and Parking Demand Assessment it states that special events are scheduled on site "during off-peak periods on weekdays, during the evening and on weekends,...". Please provide more detail on the days and times of said special events. If the site plan is approved, it is recommended that a condition of approval be implemented that strictly limit large special events to be outside of the peak parking times within the concord center.
  15. The Concord Art facility has been in operations for a long time. Does it have records on the number of patrons using the facility and where the patrons currently park? It appears that the required 27 spaces for the existing site are being calculated per zoning requirements, but if actual data is available that would be of more value. Additionally, the Transportation Impact and Parking Demand Assessment presumes that all patrons park in public spaces, but have any arrangements been made with private parking areas in close proximity to the site that could facilitate parking? If not, it is recommended that this be pursued.
  16. The Transportation Impact and Parking Demand Assessment states that the development will create a "deficit of 16 parking spaces" during regular operation, but it does not provide any analysis on the public parking spaces that are currently used. Where are the current primarily used spaces located for the site? Where are the anticipated extra 16 spaces located?
  17. CPW regularly receives complaints about traffic, parking, pedestrian access and safety, and bicycle access and safety in concord center. Further parking zoning relief seems excessive and will only exacerbate a current and ongoing issue in concord center. How common is this for

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developments similar to Concord Center for Visual Arts to receive additional parking zoning relief?

18. Was the "Parking Inventory and Regulations (5 Minute Walking Distance)" figure prepared from a field examination of the area? What criteria was used to determine where public spaces are available and were parking limitations explored? For example, parking on both side of Heywood Street is not recommended due to the narrowness of the roadway, heavy traffic, and is a primary response route for emergency vehicles. Were the Town of Concord, Massachusetts Traffic, Parking and Pedestrian Rules & Regulations reviewed prior to the preparation of said figure?
19. Because of the concern that on-street parking may not be adequate for the proposed changes, a post construction review of the traffic and parking after 6 months of issuing occupancy should be performed and reported to the Town.
20. The introduction paragraph of the Transportation Impact and Parking Demand Assessment states "(iv) evaluates safety considerations with respect to motor vehicle crash data, pedestrian and bicycle accommodations and sight lines." VAI reviewed MassDOT's high crash location database and made mention of existing sidewalks and lack of bike lanes. Have they reviewed the existing conditions of the street proximate to the site to identify any safety issues with sight lines, sidewalks, pedestrian crossings and bicycle use? Accident data from CPD should also be evaluated within close proximity to the site. Will any of the patrons be walking or biking to events and therefore not require parking spaces?
21. The Engineering Divisions reserves the right to comment on future submittals related to any new or previously submitted information provided to the Town for review.