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Mayor

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James Freas  
Acting Director

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## PUBLIC HEARING MEMORANDUM

Public Hearing Date: September 16, 2014  
Land Use Action Date: October 14, 2014  
Board of Aldermen Action Date: December 1, 2014  
90-Day Expiration Date: December 15, 2014

DATE: September 12, 2014

TO: Board of Aldermen

FROM: James Freas, Acting Director of Planning and Development  
Alexandra Ananth, Chief Planner for Current Planning  
Stephen Pantalone, Senior Planner

SUBJECT: **Petition #275-14, BRIGHT HORIZONS CHILDRENS CENTER/320 NEEDHAM DE, LLC** petition for a SPECIAL PERMIT/SITE PLAN APPROVAL to waive 20 parking stalls, to locate parking stalls within a setback, to waive landscape, lighting, and surfacing requirements for the parking lot and to waive the requirement for bicycle parking facilities in order to locate a child care center at **320 Needham Street**, Ward 8, on land known as SBL 83, 31, 26, containing approx. 97,600 sq. ft. of land in a district zoned Mixed Use 1. Ref: Sec 30-24, 30-23, 30-19(d)(13),(h),(i),(j),(k), 30-5(a)(3)(d) and 30-19(m) of the City of Newton Rev Zoning Ord, 2012.

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The purpose of this memorandum is to provide the Board of Aldermen and the public with technical information and planning analysis which may be useful in the special permit decision making process of the Board of Aldermen. The Planning Department's intention is to provide a balanced view of the issues with the information it has at the time of the public hearing. There may be other information presented at or after the public hearing that the Land Use Committee of the Board of Aldermen will want to consider in its discussion at a subsequent Working Session.



**320 Needham Street**

### EXECUTIVE SUMMARY

The property at 320 Needham Street consists of a 97,600 square foot lot in a Mixed Use 1 zoning district, improved with a two-story, approximately 41,780 square foot office building. The petitioner is proposing to use approximately 11,060 square feet of the first floor for Bright Horizons Family Solutions, a day care center for children, and a portion of the existing parking lot for an outdoor play area. To accommodate the play area the petitioner is proposing to remove approximately 23 parking stalls, which reduces the on-site parking supply below the amount required for the proposed uses by the Newton Zoning Ordinance (“NZO”). The petitioner is seeking a special permit for a 20-stall parking waiver, and to legalize, through additional waivers, other existing nonconformities in the parking lot relating to parking within a setback, interior landscaping, lighting, surfacing and bicycle parking.

The petitioner is proposing to locate a fenced-in outdoor playground area in the lower level parking lot in the northeast corner of the site, which requires reconfiguring and restriping that portion of the parking lot. The Planning Department and the Transportation Division believe this is the best location for the play area, as it is separated from the main parking area on the lower level and will have a minimal impact on vehicular circulation. The Transportation Division recommends that the petitioner add crosswalks to the portion of the parking lot where the play area is proposed. The proposed playground also requires approval from the Conservation Commission, as the site is located within 200 feet of the riverfront. The petitioner is presenting the project at the September 18<sup>th</sup> Conservation Commission meeting.

The petitioner provided parking data from a similarly sized Bright Horizons site in Redmond, Washington (**ATTACHMENT A**). The Redmond data suggests that the peak parking demand (approximately 37 stalls) for the Newton site will be less than the number of parking stalls required under the NZO (50 stalls). Planning Department staff also conducted several site visits, including during the evening and morning peak operating hours of the day care use, and counted at least 60 vacant parking stalls in the lower parking level during these hours. The building is fully leased except for the proposed day care space, so these parking counts should reflect the approximate extent of the office use in the future. Based on the available data, there appears to be sufficient parking on the site to accommodate the proposed parking waiver. The Planning Department and the Transportation Division do not have any particular concerns regarding the project’s impact on parking, circulation, or traffic.

#### I. SIGNIFICANT ISSUES FOR CONSIDERATION:

When reviewing this request, the Board should consider whether:

- The waiver of up to 20 parking stalls is appropriate for the following reasons:
  - Based on the information available, there appears to be adequate parking on the site for the proposed day care use, as well as the other

uses on the site.

- The 2007 *Newton Comprehensive Plan* encourages economic development that does not adversely impact the surrounding neighborhood. (§30-19(c)(3),(d)(13) and (m))
- The specific site is an appropriate location for the proposed day care use. (§30-24(d)(1))
- There will be no nuisance or serious hazard to vehicles or pedestrians (§30-24(d)(3))
- Access to the site over streets is appropriate for the types and number of vehicles involved. (§30-24(d)(4))

## II. CHARACTERISTICS OF THE SITE AND NEIGHBORHOOD

### A. Neighborhood and Zoning

The site is located in the Needham Street commercial corridor at the corner of Needham Street and Christina Street. The land uses within the corridor consist of mostly retail, service and office types of uses (**ATTACHMENT B**). The site is located within a Mixed Use 1 zoning district (**ATTACHMENT C**).

### B. Site

The site consists of a 97,600 square foot lot improved with a two-story commercial building with office space, and two separate asphalt parking areas that combine for a total of 166 parking stalls. The existing building is approximately 41,780 square feet, of which 30,720 square feet is currently being used as office space. The site is a corner lot that is abutted by the Charles River to the south and an office building to the east. The site is located within the 200-foot riverfront buffer, thereby subjecting most site changes to review by the Conservation Commission.

Due to the significant change in the grade of the site, the entrance at the front of the building is on the second floor while the entrance at the rear of the building is on the first floor. There is a small parking lot directly off of Christina Street, and a large parking lot behind the building that is accessed by a private right of way through the parking lots of the adjacent office building. The existing parking areas on the site are legally nonconforming in regards to parking within a setback, interior landscaping, lighting, surfacing and bicycle parking.

### III. PROJECT DESCRIPTION AND ANALYSIS

#### A. Land Use

The petitioner is proposing use to approximately 11,060 square feet of the existing building for a Bright Horizons day care center. Bright Horizons is proposing a maximum of 122 children and 25 staff members at any one time, and to operate five days per week from approximately 7:00 a.m. to 6:00 p.m. The Planning Department does not have any particular concerns with the type of use, as Needham Street is a large commercial corridor with a variety of active businesses.

As a day care use, Bright Horizons is allowed in any zoning district through the Administrative Site Plan Review process. The petitioner is applying for a special permit because the removal of the parking stalls reduces the parking supply below the amount required by the NZO.

#### B. Building and Site Design

The petitioner is proposing to add an outdoor play area to the site that will necessitate the removal of approximately 23 parking stalls. The petitioner is proposing to remove the existing asphalt from the area and resurface the play area with a permeable surface. The portion of the parking lot surrounding the proposed play area will be reconfigured and restriped. The Transportation Division reviewed the proposed site plan and believes that the proposed striping and circulation is appropriate. The Transportation Division recommends that the petitioner provide a crosswalk between the restriped parking area and the front entrance to the building. The petitioner is not proposing any changes to the lighting on the site.

The Planning Department has no particular concerns with legalizing the existing parking conditions, as the existing design does not raise any safety concerns for vehicles or pedestrians, and the petitioner is not proposing to extend its nonconformities.

#### C. Traffic and Parking

There are currently 166 parking stalls on the site where 163 would be required for the existing and proposed uses. However, by removing 23 parking stalls to build the play area, the petitioner will create a parking deficit of 20 stalls, which requires a parking waiver.

The petitioner provided traffic and parking data from a Bright Horizons site in Redmond, Washington, which has approximately 113 children and 39 staff. Bright Horizons expects this site to experience similar trip generation and parking

demand as the Redmond site, which peaks between 8:30 a.m. and 9:30 a.m. and 5:00 p.m. and 6:00 p.m. Based on the data from the Redmond site, the use will generate approximately 78 vehicle trips between 5:00 p.m. and 6:00 pm, which is slightly more than one vehicle per minute. The Planning Department believes that this level of trip generation during peak hours will not substantially impact traffic in the surrounding neighborhood.

In terms of the parking demand during peak hours, the data from the Redmond site suggests that the peak parking demand (approximately 37 stalls) will be less than the number of parking stalls required under the NZO (50 stalls). The Planning Department also notes that there will be significant turnover every few minutes after parents have dropped off/picked up their children, and that the peak parking demand will last for approximately one hour in the morning and one hour in the evening. Planning Department staff conducted site visits at 8:30 a.m. and 5:00 p.m. during a weekday, in order to evaluate the parking demand of the existing uses at the proposed day care's peak times. At both times, there were an excess of 60 vacant parking stalls, which appears to be sufficient to meet the needs of the day care use, even after the proposed reduction in stalls on the site. Since the office space is fully leased, these observations should be reflective of the current uses.

While the Planning Department believes there is sufficient parking on the site and that the surrounding roads are adequate for the number vehicle trips generated, the petitioner is encouraged to incentivize employees to utilize alternative forms of transportation to get to work, such as public transportation, biking, or carpooling. The Planning Department notes that employees will be able to use the 128 Business Council shuttle, and that there are several bus stops in close proximity to the site. The petitioner has agreed to provide a bicycle rack on the site (not shown on the site plan), which should be a condition of the special permit, if approved.

D. Landscape Screening

The proposed outdoor play area will be screened and will not be visible from the public way.

IV. TECHNICAL REVIEW

A. Technical Considerations (Chapter 30, Newton Zoning Ordinance):

The Zoning Review Memorandum (**ATTACHMENT D**) provides an analysis of the proposal with regard to zoning. The petitioner is seeking the following reliefs:

- Section 30-5(a)(3)(d) and Section 30-19(d)(13), to waive 20 parking stalls
- Section 30-5(a)(3)(d) and Section 30-19(h), to locate parking within the setback
- Section 30-5(a)(3)(d) and Section 30-19(i), to waive landscaping requirements for a parking lot
- Section 30-5(a)(3)(d) and Section 30-19(j), to waive lighting and surfacing requirements for the parking lot
- Section 30-5(a)(3)(d) and Section 30-19(k), to bicycle parking facilities requirements

B. Engineering Review

The Engineering Division Memorandum, (**ATTACHMENT E**), provides an analysis of the proposal with regard to engineering issues. As the petitioner is not increasing the impervious surfaces on the lot, the Associate Engineer did not raise any significant concerns.

C. Conservation Commission Review

The site is located within 200 feet of the Charles River, thereby requiring the approval of the Conservation Commission for most changes to the site. The Conservation Commission will review this project on September 18<sup>th</sup>. The Planning Department does not expect any significant issues to be raised from the review, as the project is decreasing the amount of impervious spaces on the site. An approval of this project by the Board should require a condition to receive approval from the Conservation Commission.

V. PETITIONER'S RESPONSIBILITIES

The petition is considered complete at this time.

**ATTACHMENTS:**

- Attachment A:** Redmond Parking Data  
**Attachment B:** Land Use Map  
**Attachment C:** Zoning Map  
**Attachment D:** Zoning Review Memorandum  
**Attachment E:** Engineering Memorandum  
**Attachment F:** Parking Guidelines  
**Attachment G:** Stantec Drainage memo

**PARKING ANALYSIS SUMMARY**

August 13, 2014

**Bright Horizons Family Solutions**  
**320 Needham Street, Newton**

Up to 122 Children  
25 employees

Comparing - Redmond Washington  
113 children  
39 employees (based on more infant rooms)

Trip Generation Counts - September 2008  
Parking Counts - November 2008

Significant findings from the Redmond Washington Data:

Trip Generation

- PM peak hour is 5:00 - 6:00
- PM peaks increase later in the day and later in the peak hour. Average in and out 4:00 - 4:15 PM is 6 cars, and average in and out on Tuesday and Wednesday 5:45 - 6:00 is 25 cars.

Parking

- Peak parking demand is in the morning at about 9:25 AM with staff plus 9-16 parents at the peak
- Staff peak is midday with 75% utilizing on-site parking
- Afternoon peak is after 5:00 PM with a range of 12-19 parents doing pick-up
- The maximum number of cars at the site was 40 at 9:28 on November 13

Bright Horizons  
 EXISTING SITE PARKING RATE SUMMARY  
 TENW Project No. 4282

BHI Stats	November Counts	December Count
Employees =	39	39
Children =	113	109

Existing Site:

<b>AM PEAK PERIOD (8:00 - 9:30 AM)</b>						
Maximum Parking Demand						
Day	Time	Employee Parking Demand	Rate per Emp	Resulting Parent Parking Demand	Rate per Child	
Thursday, 11/6/08	9:23 AM	20	0.51	14	0.12	
Thursday, 11/13/08	9:28 AM	24	0.62	16	0.14	
Wednesday, 12/10/08	9:29 AM	27	0.69	9	0.08	
<b>Three-Day Average</b>			<b>0.61</b>	<b>Three-Day Average</b>	<b>0.11</b>	

<b>PM PEAK PERIOD (5:00 - 6:00 PM)</b>						
Maximum Parking Demand						
Day	Time	Employee Parking Demand	Rate per Emp	Resulting Parent Parking Demand	Rate per Child	
Thursday, 11/6/08	5:26 PM	18	0.46	12	0.11	
Thursday, 11/13/08	5:25 PM	18	0.46	19	0.17	
Wednesday, 12/10/08	5:08 PM	17	0.44	16	0.15	
<b>Three-Day Average</b>			<b>0.45</b>	<b>Three-Day Average</b>	<b>0.14</b>	

<b>MIDDAY STAFF PEAK PARKING DEMAND</b>			
Maximum Employee Parking Demand			
Day	Time	Rate per Emp	
Thursday, 11/6/08	1:04 PM	0.74	
Thursday, 11/13/08	1:01 PM	0.74	
Wednesday, 12/10/08	1:20 PM	0.74	
<b>Three-Day Average</b>		<b>0.74</b>	



## Bright Horizons Existing Site Trip Generation Summary

Tuesday - September 23, 2008 PM Peak Hour				
Interval Begin	Driveway on 150th Avenue NE			Hourly Totals
	In	Out	Total	
4:00 PM	4	2	6	
4:15 PM	4	3	7	
4:30 PM	5	5	10	
4:45 PM	5	3	8	31 4:00 pm - 5:00 pm
5:00 PM	11	11	22	47 4:15 pm - 5:15 pm
5:15 PM	7	8	15	55 4:30 pm - 5:30 pm
5:30 PM	8	9	17	62 4:45 pm - 5:45 pm
5:45 PM	10	14	24	78 5:00 pm - 6:00 pm
	<b>36</b>	<b>42</b>	<b>78</b>	<b>Peak Hour is 5:00 p.m. - 6:00 p.m.</b>

## Bright Horizons Existing Site Trip Generation Summary

Wednesday - September 24, 2008 PM Peak Hour				
Interval Begin	Driveway on 150th Avenue NE			Hourly Totals
	In	Out	Total	
4:00 PM	1	5	6	
4:15 PM	4	4	8	
4:30 PM	3	2	5	
4:45 PM	4	3	7	26 4:00 pm - 5:00 pm
5:00 PM	7	6	13	33 4:15 pm - 5:15 pm
5:15 PM	9	5	14	39 4:30 pm - 5:30 pm
5:30 PM	17	7	24	58 4:45 pm - 5:45 pm
5:45 PM	9	17	26	77 5:00 pm - 6:00 pm
	<b>42</b>	<b>35</b>	<b>77</b>	<b>Peak Hour is 5:00 p.m. - 6:00 p.m.</b>

# Land Use Map 320 Needham Street

City of Newton,  
Massachusetts

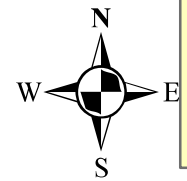
**Legend**

**Land Use**

**Land Use**

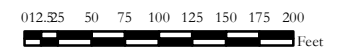
- Commercial
- Industrial
- Property Boundaries
- Building Outlines

**ATTACHMENT B**

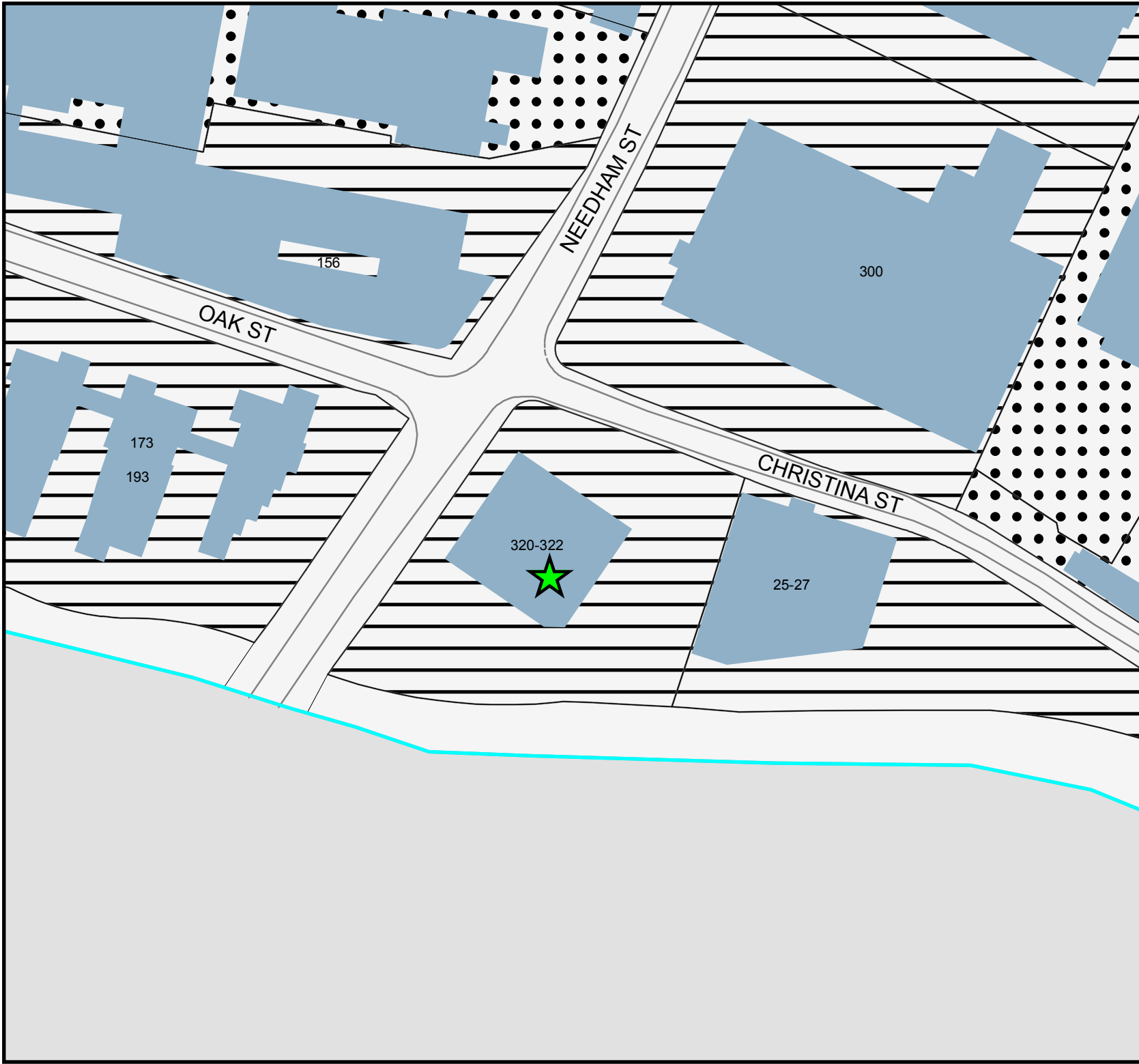


The information on this map is from the Newton Geographic Information System (GIS). The City of Newton cannot guarantee the accuracy of this information. Each user of this map is responsible for determining its suitability for his or her intended purpose. City departments will not necessarily approve applications based solely on GIS data.

CITY OF NEWTON, MASSACHUSETTS  
Mayor - Setti D. Warren  
GIS Administrator - Douglas Greenfield



Map Date: September 11, 2014



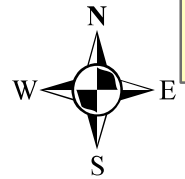
# Zoning Map 320 Needham Street

*City of Newton,  
Massachusetts*

**Legend**

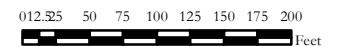
- Manufacturing
- Mixed Use 1
- Property Boundaries
- Building Outlines

**ATTACHMENT C**

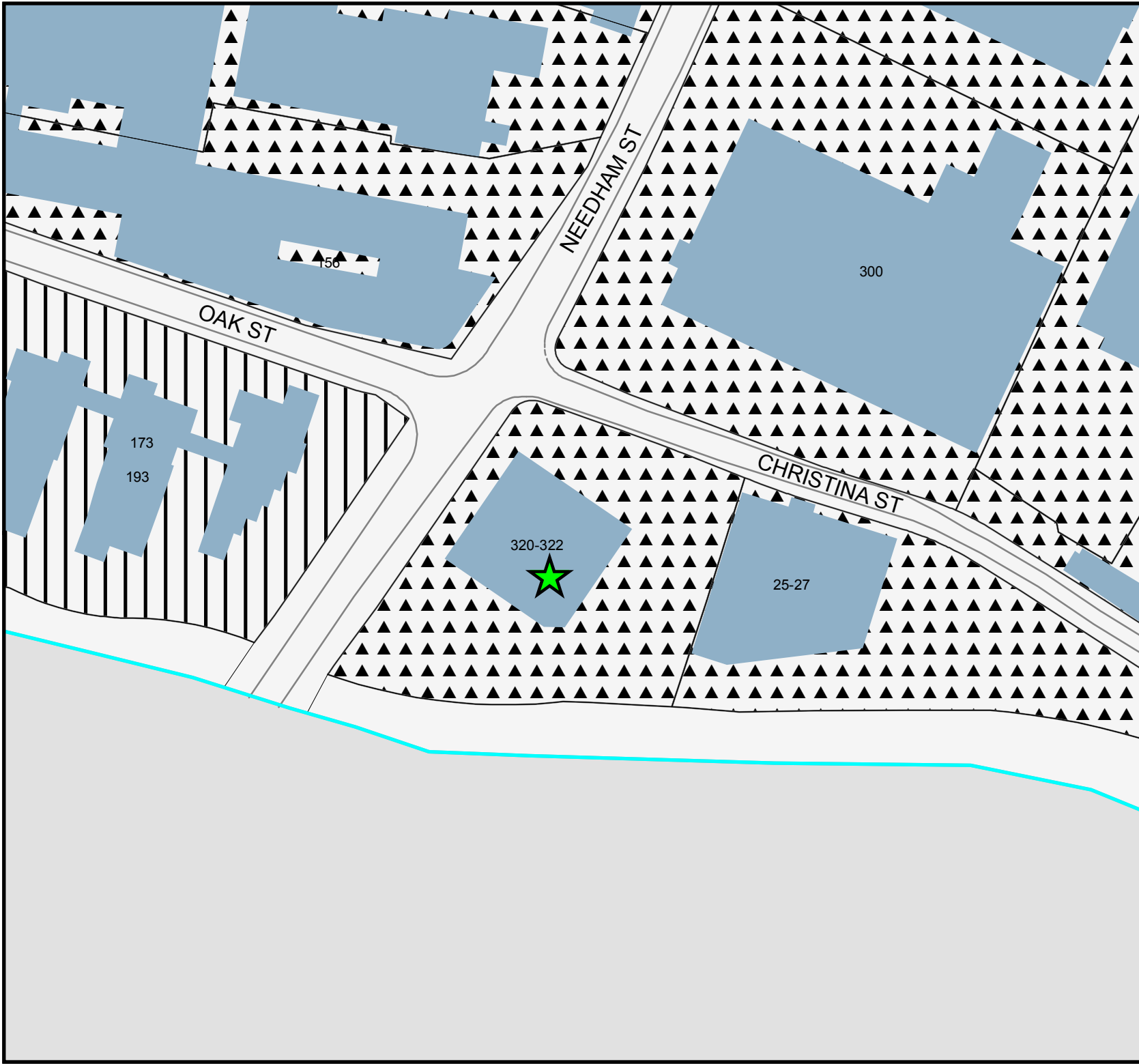


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CITY OF NEWTON, MASSACHUSETTS  
Mayor - Setti D. Warren  
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Mayor

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Candace Havens  
Director

## ZONING REVIEW MEMORANDUM

Date: July 28, 2014

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official  
Alexandra Ananth, Chief Planner for Current Planning

Cc: Alan J. Schlesinger, Attorney  
Bright Horizons Children's Centers, Applicant  
Candace Havens, Director of Planning and Development  
Ouida Young, Associate City Solicitor

**RE: Request for a parking waiver for a Bright Horizons Children's Center to co-locate within an existing office building**

Applicant: Bright Horizons Children's Centers	
Site: 320 Needham Street	SBL: 83 31 26
Zoning: MU1	Lot Area: 97,600 square feet
Current use: Office	Proposed use: Office and day care center

### BACKGROUND:

The property at 320 Needham Street consists of a 97,600 square foot lot improved with a multi-tenanted 41,780 square foot office building built in 1961. The property is reached by an access easement over the adjacent parcel at 25-27 Christina Street along the Charles River. There are 166 parking stalls available on the property between two levels of parking.

The Applicant is proposing to locate a Bright Horizons Children's Center in a first-floor, 11,060 square foot space. The center will serve up to 122 children with 25 staff members. The Applicant intends to introduce a play area on the site. The play area will be located on the lower parking level and will necessitate removal of 23 existing parking stalls.

The removal of the existing parking stalls will create a parking deficit which will require a special permit.

The following review is based on plans and materials submitted to date as noted below.

- Zoning Review Application, prepared by Alan Schlesinger, attorney, dated 6/27/14

- Easement agreement, Middlesex County Reg of Deeds book 14243, page 402, filed 3/18/1981
- Schematic Site Plan, prepared by Stantec, Planning and Landscape Architecture, dated 6/18/2014
- Construction Plan, prepared by Davis Square Architects, architect, dated 6/2/2014
- Playground Plan, prepared by Studio MLA, architects, dated 6/11/2014
- City of Newton Building Permit Number 256, dated 1/18/1961

### **ADMINISTRATIVE DETERMINATIONS:**

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1. The proposed Bright Horizons Children's Center is subject to the administrative site plan review procedure per Section 30-5(a)(2) of the Newton Zoning Ordinance pursuant to Section 30-5(a)(3). This procedure governs the review of uses protected under MGL Chapter 40A, section 3, also known as the "Dover Amendment".
2. The subject site is located in the Mixed Use 1 zoning district and must comply with the dimensional standards of Section 30-15, Table 3. As no changes are proposed for the footprint of the building, there are no issues with regard to dimensional controls for the building. The stationary play structures within the proposed play area are within the required setbacks. Should the applicant change their proposed locations to encroach on the setbacks, the applicant must obtain a "Dover waiver" from the Commissioner of Inspectional Services.
3. Section 30-5(a)(3)(d)i) requires a dense year-round vegetative buffer at least four feet wide and six feet high along the perimeter of any outdoor play area. Any fence must be located inside the required vegetative buffer per state regulation. The plans indicate that the applicant meets this requirement. Should the applicant not be able to meet this requirement, a "Dover waiver" or special permit is necessary.
4. The applicant is proposing 122 students and 25 staff members for the day care facility. Section 30-5(a)(3)(d)(iii) of the Ordinance requires that a day care provide one on-site parking stall per each five students for drop-off and per Section 30-19(d)(16) one stall per each employee. Per the Ordinance, the applicant is required to provide 25 stalls for drop-off and 25 stalls for employees, for a total of 50 stalls.

The remaining 30,720 square feet in the building will continue to be used as office space. Per Section 30-19(d)(11), one parking stall is required per each 250 square feet of space in a professional office up to 20,000 square feet, and one per each 333 square feet of gross floor area in excess of 20,000 square feet. Per the Ordinance, 113 stalls are required for 30,720 square feet of office space.

A total of 163 parking stalls are required for the combined uses.

5. The Applicant proposes to remove 23 stalls to introduce a play area for the day care. There are currently parking 166 stalls. The removal of 23 stalls will reduce that to 143 stalls. The existing office use, and the proposed day care will require 163 parking stalls. A parking waiver is required per Section 30-19(m) to reduce the number of parking stalls required on the site by 20 stalls.

6. Section 30-19(h) sets out the design standards of parking facilities containing more than five stalls. The Ordinance states that no stalls shall be located within a setback distance. Several stalls are located within the setback and require a “Dover waiver” or a special permit.
7. Section 30-19(i) sets out the requirements for interior and perimeter landscaping of parking lots. The applicant requires either a “Dover waiver” or special permit to waive the requirements of this section.
8. The parking facility must meet the lighting requirement of Section 30-19(j)(1) of the Ordinance, or request a “Dover waiver” or a special permit per Section 30-19(m). The submitted plans do not show existing or proposed lighting. The applicant should ensure that the lights do not spread onto adjacent properties and streets.
9. The parking facility must meet the surfacing requirement of Section 30-19(j)(2) of the Ordinance, or request a “Dover waiver”. The applicant should ensure that the parking facility meets the requirements for approval from the City Engineer.
10. Section 30-19(k) requires parking facilities greater than 20 stalls to provide space exclusively allocated for bicycle parking. It is unclear from the submitted plans whether or not the applicant meets the requirements of this section. Should the applicant not meet these requirements, they must request and obtain a “Dover Waiver” from the Commissioner of Inspectional Services.
11. While the applicant has not indicated any signs, all signs are subject to the permitting requirements established in Section 30-20.
12. See “Zoning Relief Summary” below:

<b>Zoning Relief Required</b>		
<i>Ordinance</i>	<i>Required Relief</i>	<i>Action Required</i>
§30-19(d)(13) §30-5(a)(3)(d)	Parking waiver for 20 parking stalls	S.P. per §30-24
§30-19(h), §30-5(a)(3)(d)	To locate parking stalls within a setback	S.P. per §30-24 or “Dover waiver”
§30-19(i), §30-5(a)(3)(d)	To waive landscaping requirements for the parking lot	S.P. per §30-24 or “Dover waiver”
§30-19(j), §30-5(a)(3)(d)	To waive lighting and surfacing requirements for the parking lot	S.P. per §30-24 or “Dover waiver”
§30-19(k), §30-5(a)(3)(d)	To waive bicycle parking facilities requirements	S.P. per §30-24 or “Dover waiver”

6-27-14 Parking calculation

Use	Parking Required By Ordinance	Existing Parking	Proposed Parking
Office – Existing	41,780 s.f. total 20,000 s.f. @ 1/250 = 80 spaces plus 21,780 s.f. @1/333 = 66 spaces Total 146 spaces	166	N/A
Office – Proposed	41,780 s.f. – 11,060 daycare = 30,720 s.f. 20,000 s.f. = 80 plus 10,720 s.f. @1/333 = 33 Total 113 spaces	N/A	113
Bright Horizons Family Solutions	122 children 1 drop-off/ 5 children = 25 drop-off	N/A	13
	24 Teachers 1 Director Total 25 Staff required 25 Staff parking plus 25 Drop-off = 50 total	N/A	17
Total	Office 113 Day Care 50 Total Required: 163	Total Current: 166	Total Proposed: 143



**CITY OF NEWTON  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

MEMORANDUM

To: Alderman Mark Laredo, Land Use Committee Chairman

From: John Daghlian, Associate City Engineer

Re: Special Permit – 320 Needham Street

Date: August 14, 2014

CC: Lou Taverna, PE City Engineer  
Linda Finucane, Associate City Clerk  
Alexandria Ananth, Chief Planner  
Dan Sexton, Sr. Planner

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In reference to the above site, I have the following comments for a plan entitled:

*Site improvements Plan  
Newton, MA  
Prepared by: Stantec  
Dated: 8/1/'14*

*Executive Summary:*

A portion of an existing asphalt parking lot will be converted to a play area for the day care center. The one concern is that there should be a fenced in path to corral the children from the building to the play area without the potential to running out into the area between parked and moving vehicles. Since all the improvements are over existing impervious areas no drainage improvements are warranted, however; the site should be graded and constructed so that no increase in rate of runoff is directed to the abutting property.



General:

1. All trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property. *This note shall be incorporated onto the plans*
2. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
3. Prior to Occupancy Permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading. *This note must be incorporated onto the site plan.*
4. If a Certificate of Occupancy is requested prior to all site work being completed. *This note must be incorporated onto the site plan.*

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.



**Bright Horizons Child Care  
320 Needham Street Newton  
Parking Guidelines**

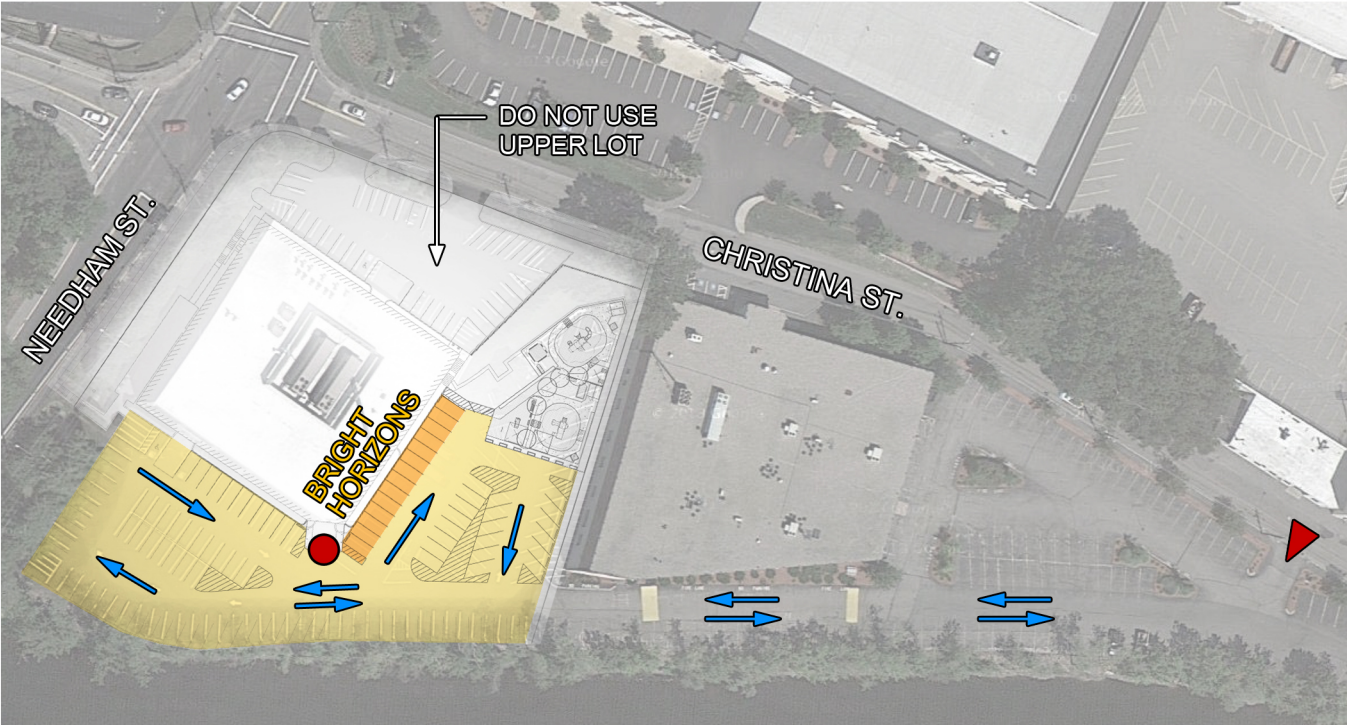
Following are guidelines for parent and staff parking at the Bright Horizons Child Care center at 320 Needham Street, Newton. This memo is to be made available to all parents and staff, and is intended to clarify parking procedures for drop-off, pick-up, and daytime parking.

**1. Parent and Visitor parking:** Please enter the parking lot down the road on Christina Street, at the entry marked '25-27 Christina Street/320 Needham Street'. Drive through the parking lot back towards 320 Needham Street. Drop-off and pick-up parking is in the designated spaces at the side of the building, to the right of the Bright Horizons entry. For longer visits, use any of the other spaces in the surrounding parking lot. Please observe circulation arrows around the parking islands. Parents and visitors should not use the small upper parking lot at the corner of Needham and Christina Street.

**2. Staff parking:** Please enter the parking lot down the road on Christina Street, at the entry marked '25-27 Christina Street/320 Needham Street'. Drive through the parking lot back towards 320 Needham Street. Staff parking is allowed anywhere in the building parking lot adjacent to 320 Needham Street. Staff may park in pick-up/drop-off parking between the hours of 10:00 and 4:00, but should not use these spots during pick-up and drop-off times. Please observe circulation arrows around the parking islands. Staff should not use the small upper parking at the corner of Needham and Christina Street.

**Please see diagram below and discuss any questions with Bright Horizons Staff.**

- BRIGHT HORIZONS ENTRY
- PICK-UP / DROP-OFF PARKING
- ▶ PARKING ENTRANCE
- STAFF AND LONGER VISIT PARKING





## Memo

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To: Alan J. Schlesinger  
Schlesinger and Burchbinder, LLP  
1200 Walnut Street  
Newton, MA 02461

From: Kevin Beuttell  
226 Causeway St.  
Boston, MA 02114

File: File Name

Date: August 13, 2014

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**Reference: SPECIAL PERMIT - Bright Horizons Child Care Center, 320 Needham St., Newton, MA**

Drainage Description

The existing drainage infrastructure at the 320 Needham Street property will not be modified as part of the proposed improvements. Impervious surfaces will be reduced by over 1,700 square feet within the proposed playground area. The landscape bed located at the south end of the playground will have a slight depression to promote infiltration. The water entering this infiltration zone will come from pedestrian and playground surfaces only. No vehicular pavements will be allowed to drain into the infiltration zone.

**STANTEC PLANNING AND LANDSCAPE ARCHITECTURE P.C.**

A handwritten signature in black ink that reads "Kevin Beuttell". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kevin Beuttell, RLA, LEED AP  
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Kevin.Beuttell@stantec.com

c. project file