

To: John Gunn, Chair, and the City of Beacon Planning Board

Date: February 8, 2019

Re: **21 South Avenue, Site Plan**

I reviewed the Special Permit Resolution approved by the City Council on September 17, 2018, a December 11, 2018 response memo from Barry Donaldson Architects, September 16, 2015 Topographic Survey, and 4-sheet Site Plan set with the last revision date of December 26, 2018.

Proposal

The applicant is proposing to renovate an existing building, creating three apartments. The proposed parcel is in the R1-7.5 zoning district, the Local Waterfront Revitalization Area (LWRP), and the Historic District and Landmark Overlay (HDLO) Zone.

Comments and Recommendations

1. The Sheet 1 Site Plan should include the Parking Requirements Schedule and Zoning Regulations Schedule from the previous submittal.
2. The proposed tree and shrubs now shown around the parking lot on Sheet 1 should include notes indicating the species and tree diameter.
3. Sheet 2 should include the Window Schedule, Exterior Lighting Schedule, and Finish Schedule, similar to the previous submittal.
4. The City of Beacon Historic Survey form from 1979 shows original 6 over 6 windows. The new windows should follow this historic pattern, providing vertically oriented panes consistent with Historic Preservation Section 134-7 B(3)(g).
5. A note should be included that the dividing muntins will be on the exterior of the glass.

If you have any questions or need additional information, please feel free to contact me.

John Clarke, Beacon Planning Consultant

c: Tim Dexter, Building Inspector
Jennifer L. Gray, Esq., City Attorney
Arthur R. Tully, P.E., City Engineer
John Russo, P.E., City Engineer
Barry Donaldson, Project Architect