

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

Date: November 9, 2018

Re: **234 Main Street Site Plan**

I have reviewed a Site Plan Application, Short Environmental Assessment Form, and 3-sheet Site Plan Application set, all dated October 30, 2018.

**Proposal**

The applicant is proposing to construct a new second story on an existing one-story retail building to create an additional 2,500 square feet of office space. The proposed parcel is in the CMS district.

**Comments and Recommendations**

1. Since the expanding building is up against the rear property line, the Site Plan sheet should show nearby buildings on adjacent properties.
2. The Bulk Table on Sheet 1 should list the maximum front setback as 10 feet. The 150-foot building depth only applies to a corner building and can be removed from the table.
3. The minimum landscaped area should be represented in the table. This could be effectively satisfied by the rear portion of the adjacent alley, but chain link fencing is not permitted under CMS Design Standards, Section 223-41.18 J(11). The fencing on the alley parcel should be removed or replaced. Is the tree in that area on the alley parcel or the adjacent property?
4. The required 25-foot rear setback should be applied to the new second story by increasing the size of the rear roof deck.
5. Required parking for office and retail uses in the CMS district is now two spaces per 1,000 square feet of floor area. Once the parking analysis is revised, the Building Inspector should confirm the 1964 parking exemption.
6. Given the narrow sidewalk, the front plane of the building, including the new storefront and flanking steel columns, should not project beyond the existing building. The Board should determine if the application needs to be referred to the Architectural Review Subcommittee.
7. The applicant should be prepared to discuss potential ADA access to the second floor and explain how the proposed side roof deck will affect the privacy and emergency access for the adjacent building's second floor windows.

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

John Clarke, Beacon Planning Consultant

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