



City of New Bedford

Department of Planning, Housing & Community Development

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DIRECTOR

STAFF REPORT

REPORT DATE
June 29, 2018

PLANNING BOARD MEETING
July 11, 2018

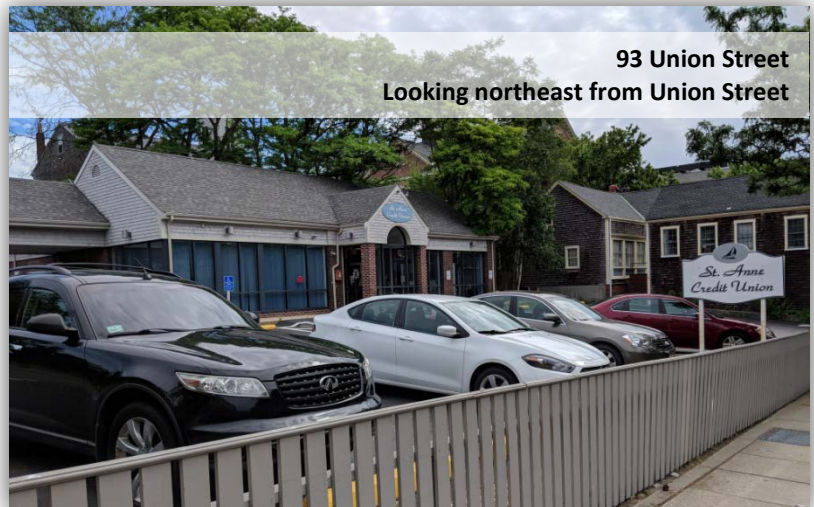
Case #18-30: SITE PLAN REVIEW

93 Union Street

Map: 53 Lot: 154

**Applicant/
Owner:** St. Anne Credit Union
93 Union Street
New Bedford, MA 02740

**Applicant's
Agent:** Mount Vernon Group
Architects, Inc
C/o Jorge Figueiredo
47 N. 2nd Street
New Bedford, MA



Overview

The request by the applicant is for **Site Plan Approval** for the installation of a Drive-Up ATM and canopy, on a 0.43+ acre site, located at 93 Union Street (Map: 53, Lot: 154) in an Industrial A [IA] and Downtown Business Overlay District [DBOD] zoned district.

Under the Site Plan Review regulations, Section 5420, Applicability, the following activities and uses require site plan review by the Planning Board:

*"Any new construction or expansion of existing construction where a drive-thru window for any service including self-service is proposed; and **any expansion of a structure presently containing a drive-thru**; or any facility currently containing a drive-thru, at which the owner or operator of the drive-thru is altered or changed; or at which the drive-thru is closed for a period of 10 days or more and to be reopened."*



Existing Conditions

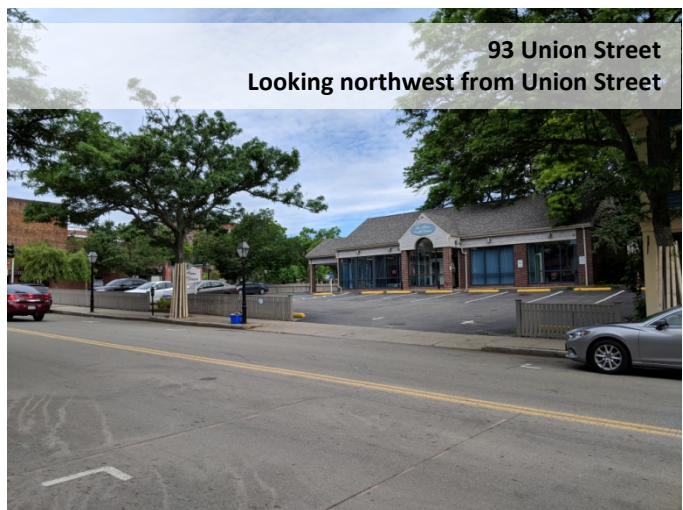
The 0.43 acre site is located downtown at the corner of Union and N. Second Street. The site is “L” shaped with 128’ of frontage on Union Street and 206’ on the adjacent N. Second Street. There is an “L” shaped single-story (2,744 SF) building on-site with a drive-thru canopy attached on the west side. Asphalt surrounds the building with customer parking in the front of the building on Union Street (south) and employee parking located in the rear (north). Three driveways provide access to the site – two from N. Second Street and one from Union Street. North Second Street is a one-way street northbound. Landscaping on-site consists of a tree in the southwest corner of the site, low-level flowering plants around the ground sign located along the frontage, and a landscape area on the east side of the building. A low painted fence approximately three (3) feet in height surrounds the site. There is a ground sign and one wall sign displaying the “St. Anne Credit Union” name. There is one sign that reads “drive-up” which serves as a directional sign for the drive-thru, at the northern-most driveway entrance on North Second Street.

The surrounding neighborhood consists of commercial properties. Directly to the east is a multi-tenant commercial building with a law office, yoga studio, and nonprofit. The YMCA is located directly across Union Street (south). The DeMello International Center is diagonal across Union Street (southwest). To the rear (north) of the site is the Seamen’s Bethel parking lot.

Proposed Conditions

The proposal for the site consists of the installation of an ATM on the exterior wall of the existing drive-thru and the installation of a canopy over the ATM unit. The proposed location for the ATM installation is on the west façade, in between a current deposit drop box and the teller window. The roof line would extend 3’9” westward over the proposed ATM unit and have a nine foot (9’) clearance.

Parking & Loading. The applicant proposes no changes to the parking or loading conditions. The site currently has twenty (20) striped parking spaces, including one handicapped parking space. Nine (9) parking spaces, including the handicapped space, are located directly in front of the building for customers. Eleven (11) parking spaces are available in the rear of the lot for employees. An additional eleven informal parking spaces are not striped, yet wheel stops are present along the south property line (Union Street).



Circulation. The applicant proposes no changes to the site circulation. Vehicles have access to the site via three driveways. The northern most vehicular entryway is intended for customer use of the drive-thru and is marked as such with a directional sign and arched pavement arrow. Vehicles utilizing the proposed ATM would utilize the same circulation pattern currently existing on-site.

Landscaping. The applicant has not proposed any new landscaping and has requested a waiver of the landscape plan.

Snow/Trash Removal. Snow and trash removal are not noted on the plans submitted.

Storm water. There are no changes are proposed in regards to stormwater management. The applicant has requested a waiver from the stormwater requirements.

Lighting. No changed are proposed to the site lighting. The applicant requests a waiver for the lighting plan.

Signage. Within the proposal, signage would remain unchanged.

Operations. The applicants indicated that the business currently has 5.5 employees, and serves approximately 75 customers per day. Business hours vary each day. While the application indicates that the credit union is open 43 hours per week, the business has confirmed that the drive-up teller service is available Monday-Saturday 35 hours/week, and the lobby is open 30 hours/week Monday-Saturday. The earliest activity for the drive-up hours is posted as 8am and the latest hours shown are 6pm.¹ Drive-thru teller service is open one hour prior to lobby service Monday-Saturday.

Review Comments

As required under city ordinance, the case submittal documents were distributed to City Clerk, City Solicitor, Health Department, Inspectional Services, Engineering, Public Infrastructure, Conservation Commission, Fire Department and School Department.

Comments were not received as of the publication of this report; any comments received will be made available at the public meeting.

Master Plan Goal

The City Master Plan New Bedford.2020 called for a strategic approach to economic development. This strategic approach has “six pillars of activity” (see Figure 1²). One of the pillars supporting the 10 year plan for sustainable economic development is supporting existing and small businesses. The plan particularly focuses identifies the Downtown as a targeted area in this regard (see Figure 2³). Insofar as this proposal supports the continued and expanded operation of an existing local community bank in the Downtown, staff finds that this proposal is consistent with the master plan’s economic development goals.

Figure 1

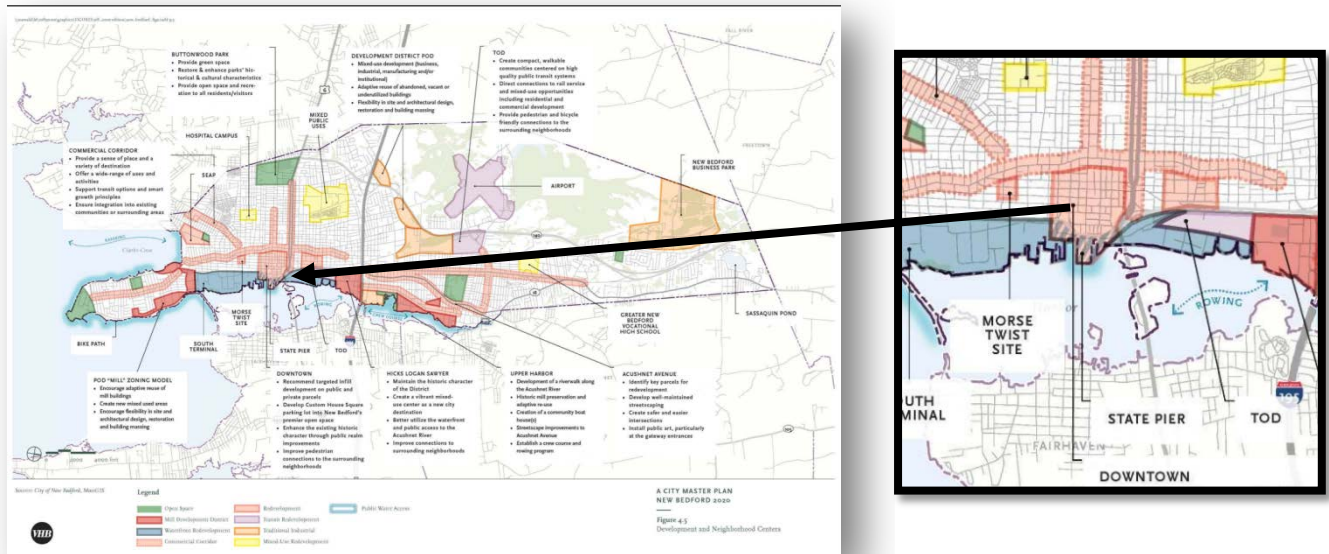


¹ St. Anne Credit Union, <http://stannecreditunion.com/credit-union-hours/>, accessed 6/25/18.

² A City Master Plan: New Bedford 2020 Figure 5.2 Page 5-3

³ A City Master Plan: New Bedford 2020 Figure 4.5 Page 4-25

Figure 2



Materials for Consideration

The plan submittal is shown as St. Anne Credit Union Proposed Drive Up ATM, 93 Union Street New Bedford, MA 02740; Owner: St. Anne Credit Union; dated June 07, 2018, with revisions dated through June 12, 2018. Plans were prepared by Mount Vernon Group Architects, in New Bedford, MA and stamped by Marshal Gary, RLA.

The plan set consists of the following sheets:

- Cover Sheet
- Sheet A1.01 Existing Site Plan & Photos
- Sheet A1.02 Floor Plan, Exterior Elevations, Section Detail

In addition to the foregoing submitted materials, the Planning Board may also wish to consider:

Waivers

The applicant has submitted the following waiver petitions for consideration by the Planning Board:

- | | |
|--|--|
| ○ Existing Conditions | ○ Sign Plan |
| ○ Demolition Plan | ○ Lighting Plan |
| ○ Construction/Layout Plan | ○ Details Sheet (typical) |
| ○ Grading and Drainage Plan | ○ Development Impact Statement (DIS) |
| ○ Utility and Grading Plan, Landscape Plan | ○ Traffic Impact & Access Study (TIAS) |
| ○ Erosion Control Plan | ○ Stormwater Management Report |

Planning Staff has acknowledged that the waiver requests are appropriate given the scope of this particular project (proposed addition of the ATM and roof canopy).

#18-11 Site Plan Approval

In considering Site Plan Approval for the proposed project, the Board must find the plan to meet a number of objectives identified in Section 5470 of the City's (c.9) Zoning Ordinance including:

- **Adequate access to each structure for fire and service equipment;**
- **Adequate provision for utilities and stormwater drainage;**
- Site alteration shall be designed after considering the **qualities of the specific location, proposed land use, the design of building form, grading, egress points and other aspects of the development** so as to:
 - Minimize cut/fill volumes, removal of 6" caliper trees and larger, removal of stone walls, displacement of wetland vegetation, extent of stormwater flow increase from the site, soil erosion and the threat of air/water pollution;
 - Maximize pedestrian/vehicular safety to/from the site;
 - Minimize the obstruction of scenic views from publicly accessible locations;
 - Minimize visual intrusion by controlling layout/visibility of parking, storage and outdoor service areas viewed from public ways and residential areas;
 - Minimize glare from vehicle headlights and lighting fixtures;
 - Minimize unreasonable departure from the character, materials and scale of buildings in the vicinity;
 - Minimize contamination of groundwater from on-site wastewater disposal systems or operations on the premises involving the use, storage, handling or containment of solid/liquid wastes and hazardous substances;
 - Ensure compliance with the Zoning Ordinance;
 - Minimize damage to existing adjacent public ways;
 - Promote orderly and reasonable internal circulation within the site so as to protect public safety.

The project proposal includes a minor addition to the exterior façade including a new ATM and canopy with no other changes to the site. The business' operation would remain the same on the site, and no new vehicular movement patterns are anticipated as a result of this proposal. Staff finds that with the conditions presented under "staff recommendations" this proposal satisfies the Site Plan Review objectives.

Staff Recommendations



Site Plan Approval. Having reviewed the submitted materials, planning staff offers the following recommendations for conditions to the Planning Board should it act favorably on the requested site plan approval for the project:

- That the following general conditions also be applied to this decision:
 - The project shall be completed according to the plans, notes, reports, and specifications submitted for consideration and final approval by the Planning Board.
 - The project shall be undertaken in a manner consistent with the Memorandum from the Department of Public Infrastructure received and placed on file and the Planning Board incorporates the DPI memo as part of these conditions.
 - The applicant shall submit final plan revisions to the Planning Division in the following formats: one (1) -11" x 17" Plan Set and one (1) CD or USB with Plan Set in PDF format and shall ensure that these same plans are properly submitted to the Department of Inspectional Services.
 - The applicant shall ensure that a copy of the Notice of Decision, bearing the certification of the New Bedford City Clerk signifying no appeal has been made against the project's approval, be provided for the Planning Division Case file folder.
 - The applicant shall present any proposed modification from the approved plans for consideration to the City Planner for determination as to whether the modified plan must return before this Board for further review.

- The rights authorized by the granted approval must be exercised by issuance of a Building Permit by the Department of Inspectional Services and acted upon within one year from the date the decision was granted or they will lapse.

Materials Provided by the Applicant are available at: <http://www.newbedford-ma.gov/planning/planning-board/planning-board-agenda-info-2018/>:

93 Union Street Map: 53, Lot: 154

NOTE: Property line is approximate; for discussion purposes, only. Aerial map is oriented north.

