

**TOWN OF NEEDHAM
MASSACHUSETTS**



500 Dedham Avenue
Needham, MA 02492
781-455-7550

PLANNING BOARD

APPLICATION FOR SITE PLAN REVIEW

Project Determination: (circle one) Major Project Minor Project

This application must be completed, signed, and submitted with the filing fee by the applicant or his representative in accordance with the Planning Board's Rules as adopted under its jurisdiction as a Special Permit Granting Authority. Section 7.4 of the By-Laws.

Location of Property 28 Glen Gary Road
Applicant Town of Needham Select Board
Applicant's Address 1471 Highland Avenue
Phone Number (781) 455-7500

Applicant is: Owner _____ Tenant _____
Agent/Attorney X Purchaser _____

Property Owner's Name Town of Needham
Property Owner's Address 1471 Highland Avenue, Needham MA 02492
Telephone Number (781) 455-7500

Characteristics of Property: Lot Area 24.6 acres Present Use Temporary Police & Fire
Map #102 Parcel #1 Zoning District GR

Description of Project for Site Plan Review under Section 7.4 of the Zoning By-Law:

The Applicant seeks an amendment of the Amendment to Decision dated June 29, 2021 to Major Project Site Plan Special Permit No. 2018-05, which authorized the construction and operation of a temporary headquarters for the Police and Fire Departments at 28 Glen Gary Road, to delete Condition 3.2.

Signature of Applicant (or representative) 
Address if not applicant 40 Grove Street Suite 190, Wellesley MA 02482
Telephone # (617) 804-2422
Owner's permission if other than applicant _____

SUMMARY OF PLANNING BOARD ACTION

Received by Planning Board _____ Date _____
Hearing Date _____ Parties of Interest Notified of Public Hearing _____
Decision Required by _____ Decision/Notices of Decision sent _____
Granted _____

Denied _____ Fee Paid _____ Fee Waived _____
Withdrawn _____

NOTE: Reports on Minor Projects must be issues within 35 days of filing date.



J. Raymond Miyares Thomas J. Harrington Christopher H. Heep Donna M. Brewer Jennie M. Merrill
Bryan Bertram Ivria Glass Fried Alexandra B. Rubin Ethan B. Dively Maurica D. Miller Rian Rossetti

March 18, 2022

BY EMAIL (lnewman@needhamma.gov)

Lee Newman, Director of Planning and Community Development
Town of Needham
Public Services Administration Building
500 Dedham Avenue
Needham MA 02492

**Re: Request to Amend—Amendment to Decision dated June 29, 2021 for
Major Project Site Plan Special Permit No. 2018-05
Temporary Facility for Police and Fire Departments—28 Glen Gary Road**

Dear Lee:

The Town of Needham Select Board (the “Applicant”) respectfully requests that the Planning Board amend the Amendment to Decision of Major Project Site Plan Special Permit No. 2018-05 dated June 29, 2021 to remove Condition 3.2. The underlying MPSP 2018-05 authorized the construction and operation of the Temporary Facility for Needham Police and Fire Departments at 28 Glen Gary Road, the site of the former Hillside Elementary School (the “Property”). The Police and Fire Departments’ temporary headquarters required Major Project Site Plan approval from the Planning Board because it included construction of a new modular structure containing 9,259 square feet of floor area. The underlying MPSP decision required the Applicant to return the Property to its prior condition at the conclusion of the Police and Fire Departments’ temporary use, and the Amendment Decision dated June 29, 2021 approved a change to the restoration plan that the Applicant was required to follow once that temporary use concluded.

In particular, Condition 3.1 of the Amendment Decision states as follows:

- 3.1 The Petitioner shall return the site to the conditions shown on the plan submitted with the application (“Site Layout & Materials Plan” on the plan entitled Hillside Site Plans Post-Use, Sheet LT1.02 and “Post Development Site Grading Plan” on the plan entitled Hillside Site Plans Post Use, Sheet LT2.01, both as further detailed in in Exhibit 2C), when the Police and Fire Department conclude their temporary use of the site. The restoration shall be completed within 6 months of the date the Police and Fire Departments

vacate the property with an as-built plan showing the restored condition submitted to the Board for review and approval. Additionally, within 6 months of the date the Police and Fire Departments vacate the property, the Petitioner will return to the Planning Board to describe any new reuse or redevelopment opportunities anticipated at the site, so that the Board can, at that time, determine whether the fence shall remain or be taken down.

The Police and Fire Departments' temporary use of the Property has now concluded. The Applicant has removed all temporary structures constructed pursuant to MPSP 2018-05 and otherwise restored the Property to its prior condition as required by the Amendment Decision. In addition, the Applicant removed all of the construction fencing referred to in Condition 3.1 from the Property on March 16, 2022. The Applicant has prepared an existing conditions plan, and is presently waiting for warmer weather to finish the striping and to receive a stamped original as-built plan from the surveyor. The Applicant will file the stamped as-built with the Planning Board upon receipt, and before any public hearing on this new request.

The Applicant is now planning to temporarily move the Needham Public Schools ("NPS") administrative staff from their current workspace in the Emery Grover Building (1330 Highland Avenue) into the Hillside Elementary School building while Emery Grover undergoes renovation. NPS's temporary occupancy of the Hillside Elementary School does not involve any significant exterior changes or additions to the existing school building, and it does not involve any significant changes to the site as depicted on the as-built restoration plan. In particular, NPS will not require any changes or additions to the existing parking layout: There are typically 55 NPS staff based at the Emery Grover Building, and there are 115 existing striped parking spaces at the Property now that the Applicant has restored it to the prior condition in accordance with the restoration plan.

This temporary occupancy of the Hillside Elementary School by NPS does not require site plan approval under Section 7.4 of the Zoning Bylaw.¹ However, Condition 3.2 of the Amendment Decision states as follows:

- 3.2 There shall be no use of the parking lot for municipal purposes, except as needed for drop off and pick up of possible storage in the building. There shall be no municipal overnight parking.

¹ NPS's use is not a Major Project because it does not involve the construction of 10,000 or more square feet of gross floor area, an increase in gross floor area by 5,000 or more square feet, or the creation of 25 or more new off-street parking spaces. It is not a Minor Project because it does not involve the construction of more than 5,000 but less than 10,000 square feet of gross floor area, or an increase in gross floor area such that the total gross floor area, after the increase, is 5,000 or more square feet.

Lee Newman
March 18, 2022
Page 3 of 3

NPS will of course need to use the existing parking spaces at the Property in connection with its temporary occupancy of the Hillside Elementary School building. Accordingly, given that the temporary Police and Fire Department headquarters permitted in MPSP 2018-05 has been removed, and the Property has been returned to its prior condition as required by Condition 3.1 of the Amendment Decision, the Applicant hereby requests that the Planning Board delete Condition 3.2.

Thank you very much for your consideration of this request, and please let me know if I can provide any additional information.

Sincerely,



Christopher H. Heep

cc: K. Fitzpatrick
H. Haff