



SHELDON K PENNOYER, AIA LEED AP
WWW.SPENNOYERARCHITECTS.COM

May 15, 2017

Ms. Martha A. Morrison, Chairman
Town of Topsfield Planning Board
461 E-6 Boston Street
New England Business Park
Topsfield, MA 01983

Dear Members of the Board,

I submit to you, an application for Site Plan Review for an addition to the Essex County Co-operative.

This year the Essex County Co-operative celebrates its 100th year of business in the Town of Topsfield. The CO-OP has become a well-regarded retailer of feeds and agricultural supplies to many customers in Topsfield and the surrounding region. The CO-OP has a Board of Directors and serves over 6,700 members plus many nonmember customers.

Located at 146 South Main Street, the CO-OP last expanded the facility in 1990. Today there is a need for additional retail space for the expanding customer demands.

Sheldon Pennoyer Architects has been working with the Essex County CO-OP to design a new addition that will enhance the presence of the facility on Boston Street/ Route 1. The new wing is scaled as a barn structure to carry on the tradition of the agricultural vernacular that has been known to so many.

The building has been designed to use minimal energy for heating and cooling. Lighting will be energy efficient LED, to significantly reduce electrical demands. We have included new exterior lighting for your review. The new electrical system is being designed to allow the addition of Solar PV to provide renewable energy to the facility.

64 NORTH MAIN STREET
SUITE ONE
CONCORD, NH 03301
P: 603-856-8994
F: 603-856-8995

The proposed restrooms replace the existing restrooms to provide a Barrier Free facility. These new bathrooms will be connected to the newly constructed leach field built in 2014.


Minimal changes in pavement area to the original parking lot are being proposed. By rearranging the layout of the parking spaces and vehicular circulation, the parking lot capacity is being increased by 42%.

Outdoor retail display and storage is designed for greater efficiency for both the CO-OP employees, and the customers.

I believe you will find this application of the proposed expansion to the Essex County Co-operative appropriate to the site and meets all the requirements of the Topsfield Zoning Regulations.

Thank you in advance for your time in reviewing this application. Please feel free to contact me if you have any questions.

Sincerely,



Sheldon K. Pennoyer A.I.A. LEED AP



Planning Board Application for Special Permit & Site Plan Review

Form A

Before you file this application, it is necessary that you be familiar with the requirements for filing plans and other materials in support of this application as specified in the Topsfield Zoning Bylaws, scenic road Bylaw, Stormwater & Erosion Control Bylaw and the respective Planning Board Rules and Procedures that are available from the Town Clerk and Community development Coordinator as well as the Town website at www.topsfield-ma.gov.

Incomplete applications will not be considered unless waivers are previously obtained from the Planning Board.

SPECIAL PERMIT FEES:

Business Park Use Permits	\$200.00	
Elderly Housing Special Permits	\$1000.00	(New construction EHD see Site Plan Review fees listed below)
Common Drive	\$100.00	
Accessory Apartment	\$100.00	
Groundwater Protection District		
Wind Energy Conversion System – Small Scale	\$200.00	
Ground Mounted Solar Photovoltaic Installations	\$200.00	
Scenic Road		
Stonewall Removal	\$75.00	
Tree Removal	\$75.00	
Stormwater & Erosion Control	\$100.00 plus 4.0030	times the total square footage of the area to be altered by the project; see exemptions under regulations

SITE PLAN REVIEW:

1). Coverage Fee

\$100/5,000 sq. ft. or any portion thereof of new/alterd lot disturbance (the total square footage of all new/alterd building footprints, plus all paved surfaces, septic installations and stormwater management systems).

11,510 sq. ft. ÷ 5,000 sq. ft. x \$100 = \$230.20 area of new/alterd coverage

2). Gross Floor Area Fee

\$200/5,000 square feet or any portion thereof of new/alterd Gross Floor Area (gross floor area – the total square footage of all new floor area on all levels of all new or existing buildings).

5,510 sq. ft. ÷ 5,000 sq. ft. x \$200 = \$220.40 area of new/alterd gross floor area

Coverage Fee	\$ <u>230.20</u>
Gross Floor Area Fee	\$ <u>220.40</u>
Total Site Plan Review Fee	\$ <u>450.60</u>

NATURE OF APPLICATION:

- Petition for Special Permit pursuant to Article ____, Section ____ of the Zoning Bylaw.
- Petition for Finding pursuant to Article ____, Section ____ of the Bylaw.
- Petition for Site Plan Review pursuant to Article IX of the Zoning Bylaw (and the Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw; and Supplement Form C for submitted requirements and formats).
- Petition for a Scenic Road Permit pursuant to Chapter LV.
- Petition for a Stormwater & Erosion Control Permit pursuant Chapter LI.

DESCRIPTION OF APPLICANT:

- a. Name Essex County Co-Operaritive Farming Association
- b. Address 146 South Main St., Topsfield MA
- c. Phone Number (978) 887-2300
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) owner
(Attach copy of lease and/or letter of authorization from owner, if applicable)

DESCRIPTION OF PREMISES:

- a. Assessor's Map 57, Lot(s) 3, Zoning District BH
- b. Location of Premises (number and street) 146 South Main St., Topsfield MA
- c. Name and address of legal owner (if different from Applicant) _____
- d. Deed to the Premises recorded at (if known):
 Essex South District Registry of Deeds, Book 3581 Page 338
 Essex South Registry District of the Land Court, Certificate Number _____
- e. Prior zoning decisions affecting the Premises (if any):
Date of Decision _____ Name of Applicant _____
Nature of Decision _____
- f. Present use of the Premises _____
- g. Present structures conform to current Zoning Bylaw. Yes No. If no, in what respect does it not conform. _____

PROPOSAL (attach additional sheets if necessary):

- a. General Description:
See attached cover letter.

b. If proposal is for construction or alteration of an existing structure, please state:

	FRONT	REAR	SIDE(S)
1. Setbacks required per bylaw	<u>75'</u>	<u>40'</u>	<u>40'</u> _____
2. Existing setbacks	<u>113'</u>	<u>313'</u>	<u>n/a</u> _____
3. Setbacks proposed	<u>113'</u>	<u>308'</u>	<u>n/a</u> _____

	FRONTAGE	AREA
4. Frontage and area required by bylaw	<u>200'</u>	<u>40,000 SF</u>
5. Existing frontage (s) and area	<u>920'</u> _____	<u>10.34 AC</u>
6. Frontage (s) and area proposed	<u>920'</u> _____	<u>10.34 AC</u>

	FEET	STORIES
7. Existing Height	<u>22'</u>	<u>1</u>
8. Height proposed	<u>25.5'</u>	<u>1</u>

c. Other town, state or federal permits or licenses required, if any:

NECESSARY ACCOMPANYING DATA:

It is required that every application be accompanied by appropriate supporting data. Failure to submit appropriate and complete data could result in delay and/or denial of application for zoning relief. Place a check next to the applicable accompanying supporting data:

Variance of Special Permit Applications:

(See Planning Board Rules and Procedures Section III)

All required supporting data attached Yes No

Site Plan Review Applications:

(See Town of Topsfield Zoning Bylaw, Article IX, Section 9.05. See also Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw)

All required supporting data attached Yes No

Comprehensive Permit Applications:

(See G.L.c. 40B, Sections 20-23)

All required supporting data attached Yes No

Appeals from decisions of Building Inspector or Others:

(See Planning Board Rules and Procedures, Section III (1) (e))

All required supporting data attached Yes No

If all required supporting data is not attached, why not:

Date

Signature of Applicant

**TOWN OF TOPSFIELD, MA
PLANNING BOARD**

Application Supplement Form B

Attach to this form a copy of the Assessor's map (scale 1" equals 200') showing the property and all other properties and roadways within 300 feet of any portion of the property. Also, show the lot number and lot owner's name on each lot within the 300'.

List below the lot owner names and mailing addresses as shown in the Assessors' records, beginning with the property of the Applicant (locus).

Applicant's Name, Mailing Address: Essex County Co-Operative Farming Association
146 South Main St. Topsfield, MA
(978) 887-2300

Telephone No.

Locus: Map: 57 Lot: 3

<u>Map</u>	<u>Block</u>	<u>Location</u>	<u>Owner</u>	<u>(If different from location) Mailing Address</u>
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SEE ATTACHED LIST

If needed, attach additional sheets.

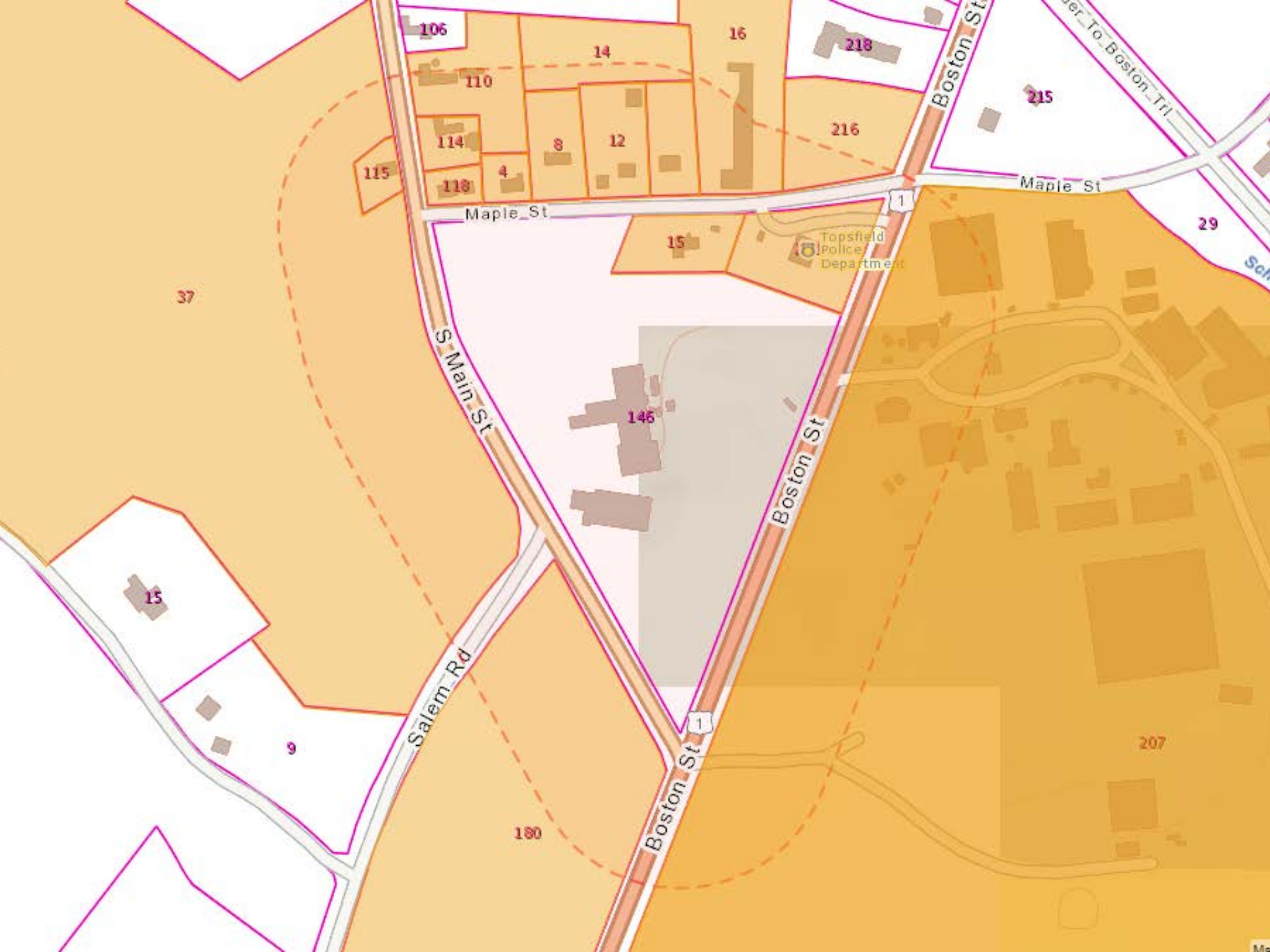
Assessor's Certification

To the Topsfield Planning Board:

This is to certify that, at the time of the last assessment for taxation made by the Town of Topsfield, the names and mailing addresses of the parties assessed as owners of land within 300' of the parcel of land shown in the attached sketch were as listed.

Authorized Signature
Assessors' Office _____

Date of Verification _____



Map	Lot	Parcel Address	Owner	Mailing Address
57	3	146 S. Main St.	Essex County Co-Operative Farming Association	146 S. Main St.
48	13	37 River Rd.	Ara S Aftandilian	29 River Rd.
49	1	115 S. Main St.	John W Ellsworth	115 S. Main St.
49	29	110 S. Main St.	Phyllis M McKeon & Doris M Earle Trust	110A S. Main St.
49	30	114 S. Main St.	Peter M Cowan & Eliza B Cowan	114 S. Main St.
49	31	118 S. Main St.	John Pirrotta Jr. & Marie Rao Pirrotta	118 S. Main St.
49	32	4 Maple St.	Jeffrey T Voner & Michele J Voner	4 Maple St.
49	33	8 Maple St.	David A Love & Tricia A Fusco-Love	8 Maple St.
49	34	12 Maple St.	Collins Topsfield Realty Trust	94 S. Main St.
49	35	14 Maple St.	Fotaq Qirjazi & Florentina Qirjazi	14 Maple St.
49	36	16 Maple St.	Topsfield Motor Company, LLC	16 Maple St.
49	37	216 Boston St.	Town of Topsfield	8 W. Common St.
49	38	210 Boston St.	Town of Topsfield	210 Boston St.
49	39	15 Maple St.	Tracy Thurdin	15 Maple St.
49	87	14R Maple St.	Collins Topsfield Realty Trust	94 S. Main St.
57	7	180 Boston St.	Essex Agricultural Society	PO Box 134 207 Boston St.

**TOWN OF TOPSFIELD, MA
PLANNING BOARD**

**Application Supplement Form C
Site Plan Review Submittal Requirements & Formats**

Submittal Distribution Requirements and Formats:

1. An applicant shall file with the Town Clerk copies of all required documents in the quantities and forms as outlined below. The Clerk's copy of the required documents shall be kept on file by the Town Clerk for the duration of the permitting process and the remaining copies shall be distributed immediately by the Town Clerk to the following:

	Plan
Town Clerk	1
Granting Authority *	7
Granting Authority electronic	1
Reviewing Engineer	1
Conservation Commission	1
Public Works Department (Water & Highway)	1
Board of Health**	1
Historical Commission**	1
Building Inspector**	1
Fire Department**	1
Police Department**	1
Tree Warden**	1
Planning Board or Board of Appeals if not the Granting Authority **	1

- * Two full size and five reduced size (11" x 17")
- ** Reduced size plans (11" x 17") are acceptable

Additional copies of any and all documents shall be furnished if requested by the Granting Authority or any other Board, Commission or Department.

2. An electronic copy of all documents shall be submitted to the Granting Authority, formatted in a single paginated PDF file with descriptive bookmarks for each plan set and for each document on either a CD or DVD disc.
3. An electronic copy of the final plans with same format as in section "4.11.2." above, and a full size hard copy of said plans showing the Signatures of the Granting Authority and date of approval shall be submitted to the Granting Authority.

SUMMARY:

* Granting Authority: **(2) Full Scale, (5) Reduced Size 11 x 17**
 Town Clerk, Review Engineer, Conservation, Public Works: **Full Scale**
 All Others: **Reduced Size 11 x 17**

Total: (6) Full Scale; (12) Reduced Size 11 x 17; (1) electronic copy