



Mead, Talerman & Costa, LLC
Attorneys at Law

30 Green Street
Newburyport, MA 01950

Phone 978.463.7700

Fax 978.463.7747

www.mtclawyers.com

January 22, 2020

By Hand

Bonnie Sontag, Chair
Planning Board
City of Newburyport
City Hall
60 Pleasant Street
Newburyport, Massachusetts 01950

Re: Site Plan Review;
93 State Street, Newburyport, MA (the "Property");
Assessor's Map: 14 Lot: 40

Dear Chair and Members of the Board:

Reference is made to the above-captioned matter. In that connection, this firm represents the owner of the Property, the Institution for Savings in Newburyport (the "Bank"), relative to the construction of a two-story addition to the rear of the building located on the Property. In an effort to assist the Board in better understanding the relationship of the proposed addition to the existing structure and nearby streets, we have attached hereto renderings of the proposed addition.

The Bank would also like to clarify the use of the parking at 93 State Street and how the new addition will impact that parking. Notwithstanding the square footage calculations in the Ordinance, the practicality of the matter is as follows. The Bank currently employs 23 people at the Property. There are 24 spaces located in the rear of the Property over which the addition will be built. Practically speaking that is 1 more than the number of employees. It should be noted that all 23 employees are not on site every day all day. There are work shifts due to the hours of operation which include Saturday. Therefore, currently on any given day there are no more than 20 employees on site.

The Bank also provides 12 additional spaces located adjacent to the corner of State Street and Prospect Street for customers only. No employees are permitted to park in these spaces. There will be no impact on the customer spaces by the project. Further, the project will not impact the amount of retail banking available. As you are aware, from our prior filing, the Bank is reallocating office space and archival space.

As noted in our original filing, the Bank will be adding 7 employees, for a total of 30 employees. Additionally, the new addition will remove 6 spaces and the result will be 18 employee spaces on site. Therefore, practically speaking there will be a shortage of 12 spaces on site. Again, there are several employees that work shifts, so, there will be no more than 27 employees on site at any given time, resulting in a shortage of only 9.

The Board should be aware of several other methods the Bank employs in

Millis Office

730 Main Street, Suite 1F
Millis, MA 02054

Phone 508.376.8400

order to address parking for its employees and not impose upon public parking. First, the Bank offers to its employees, as a benefit, payment for annual parking in a municipal lot; 4 employees currently utilize this benefit. Second, the Board will be pleased to know that currently, the Bank instructs its employees NOT to park in the nearby Harris Street municipal lot. Indeed, it is a policy of the Bank not to use the Harris Street lot.

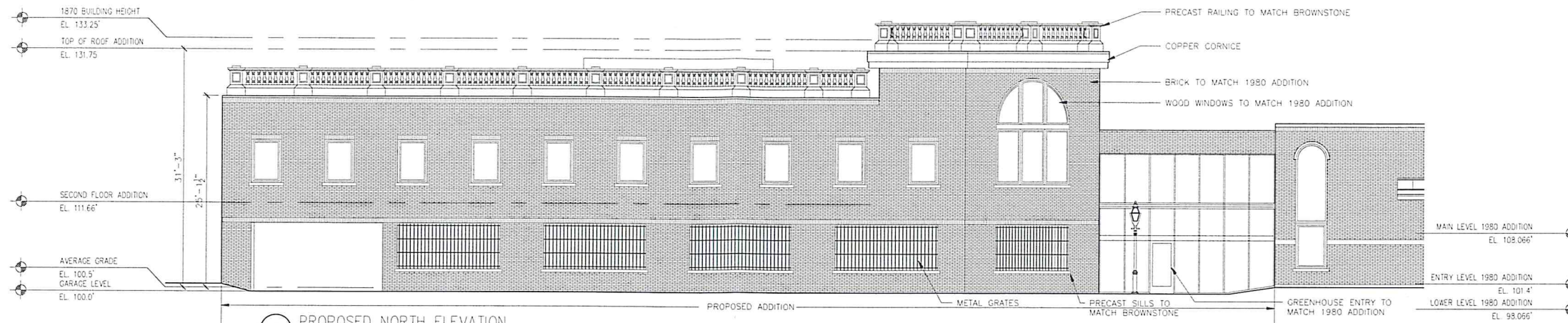
Given the foregoing, while there are 35 additional spaces that the Bank is required to provide under the Ordinance based upon square footage, for which the Bank seeks an ITIF Special Permit, the reality is that in fact under the future number of employee and customer parking needs, the Bank requires only 12 spaces not accounted for on the Bank's property, of which the Bank provides a sticker for the municipal parking lot for 4 employees. Finally, given that the largest employee shift will be 27 at a time, the actual shortage is 9.

Finally, on the Otis Place elevation there has been a revision to the stairwell as shown on the revised architectural plan attached hereto. A sketch is attached to provide a depiction of the revised stairwell's appearance. An updated site plan reflecting this revision is also attached.

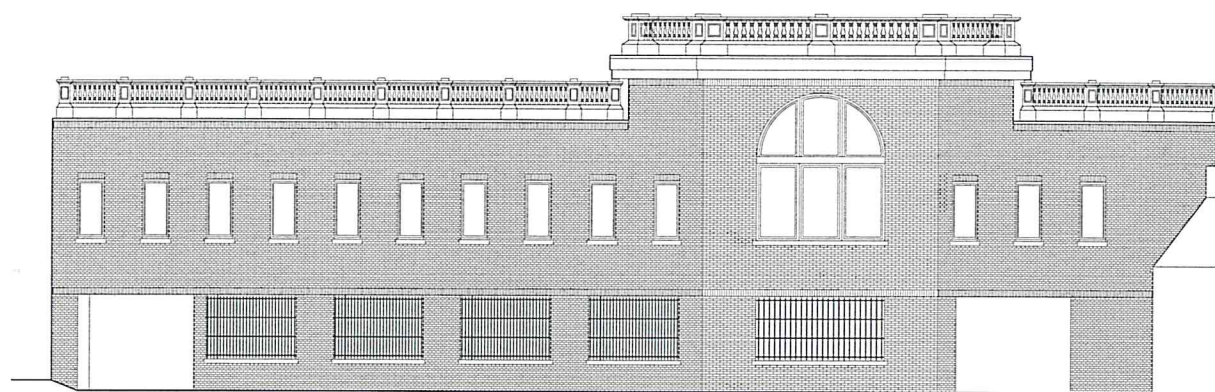
Respectfully submitted,
Institution for Savings in Newburyport
By its attorney


Lisa L. Mead 

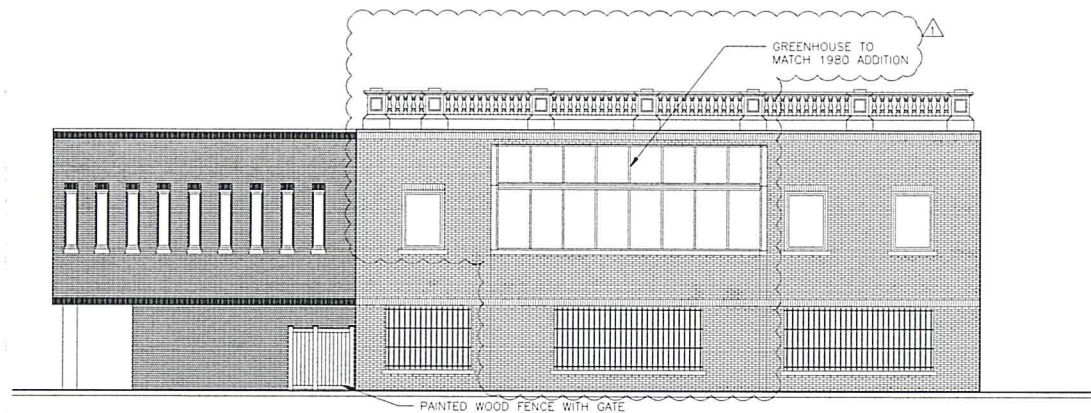
cc: Client



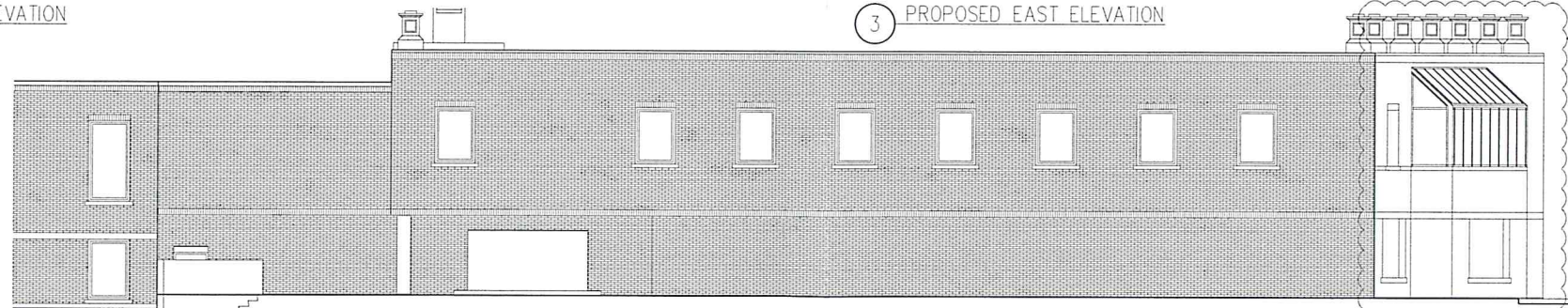
1 PROPOSED NORTH ELEVATION



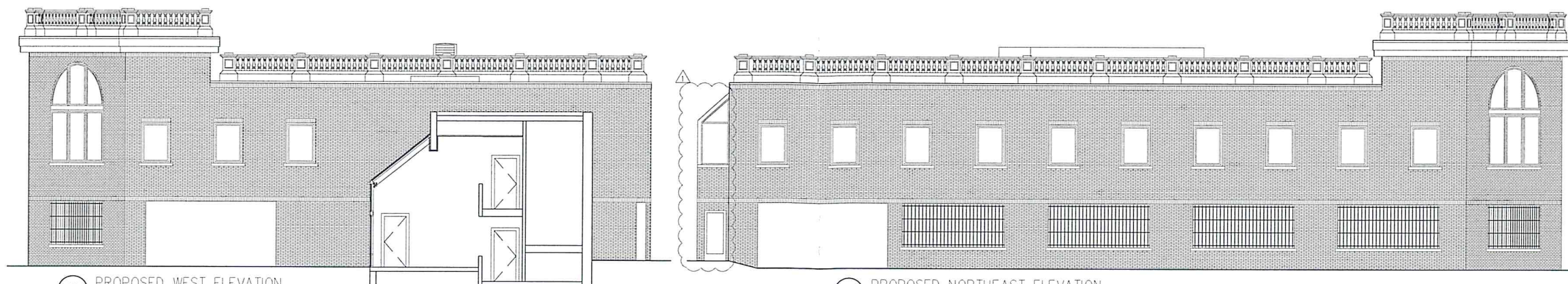
2 PROPOSED NORTHWEST ELEVATION



3 PROPOSED EAST ELEVATION



4 PROPOSED SOUTH ELEVATION



5 PROPOSED WEST ELEVATION

6 PROPOSED NORTHEAST ELEVATION



Woodman Associates Architects

Architecture
Design
Planning

76 State Street
Newburyport, MA
01950 USA

978-462-9522
978-462-9523 fax
email @
WoodmanAssociates.com

Project:
INSTITUTION FOR SAVINGS
OFFICE ADDITION

Location:
93 STATE STREET
NEWBURYPORT, MA

Drawing Title:
PROPOSED ELEVATIONS

Scale:
1/8"=1'-0"

Date:
1/6/20

Consultants:

Project No:
17004.00

Drawn by:
CKN

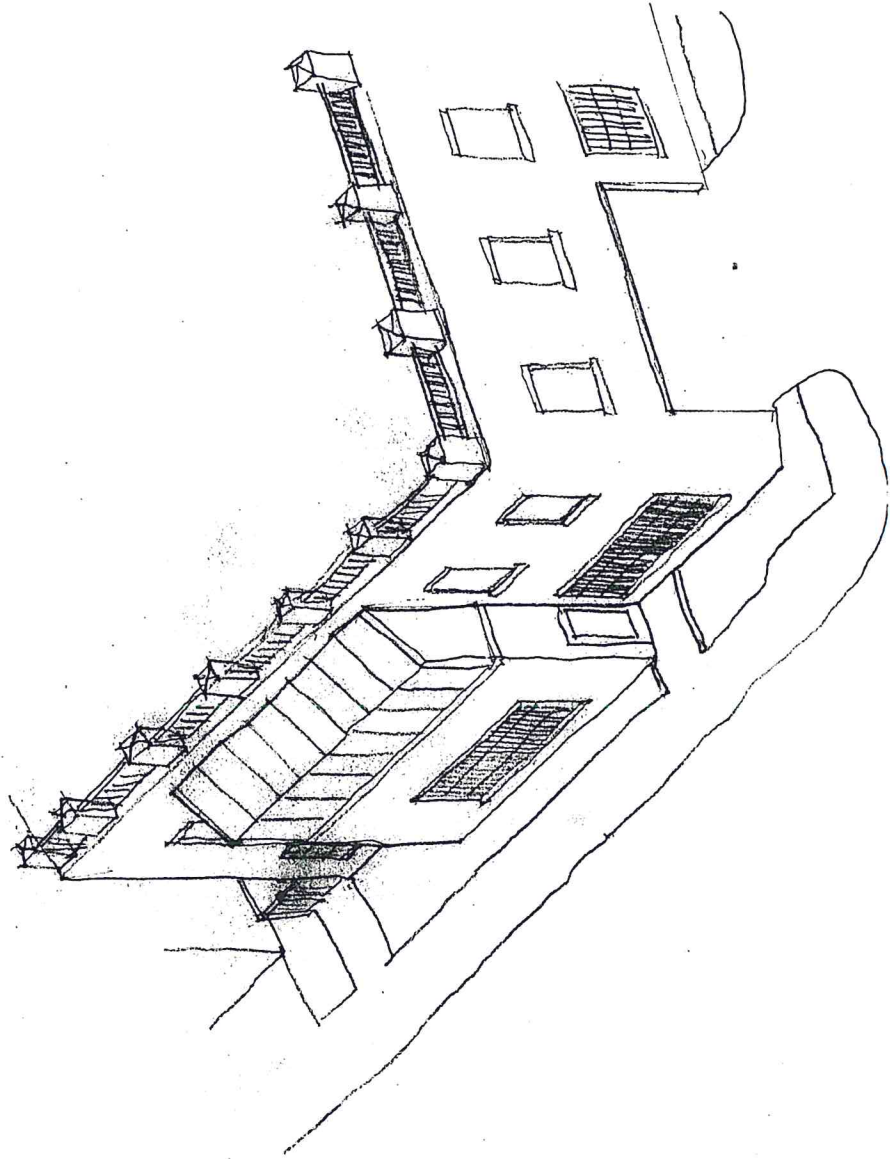
Checked by:

Revisions:
Revision #1 1/20/20



3.3

Drawing No.



Axonometric at
corner of Otis Place
and Prospect St.

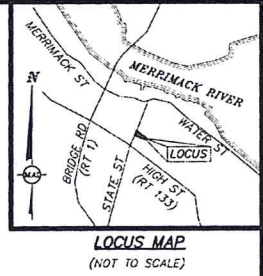
SCHEDULE OF DIMENSIONAL CONTROLS
 ZONING DISTRICT: 404 B-2 (DOWNTOWN OVERLAY DISTRICT)

REQUIREMENT	REQUIRED	EXISTING	PROPOSED ADDITION
LOT AREA:	5,000 S.F.	36,998± S.F.	36,998± S.F.
FRONTAGE:	60 FT.	491.06± FT.	491.06± FT.
LOT WIDTH:	N/A	VARIES	VARIES
FRONT YARD:	0 FT.	37.4± FT.	4.2± FT.
SIDE YARD:	0 FT.	2.7± FT.	4.5± FT.
REAR YARD:	0 FT.	4.5± FT.	5.5± FT.
BUILDING LOT COVERAGE:	100%	18%	40%

TEMPORARY BENCHMARK CHART

T.B.M.#	DESCRIPTION	ELEVATION
△	X-CUT RIGHT FRONT CAP BOLT HYDRANT, 2.8' A.G.	102.30
△	TOP OF GRANITE POST	107.26

(SEE NOTE 6 SHEET 2)



EROSION CONTROL LEGEND

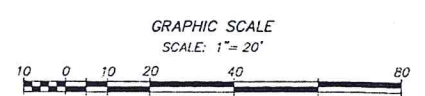
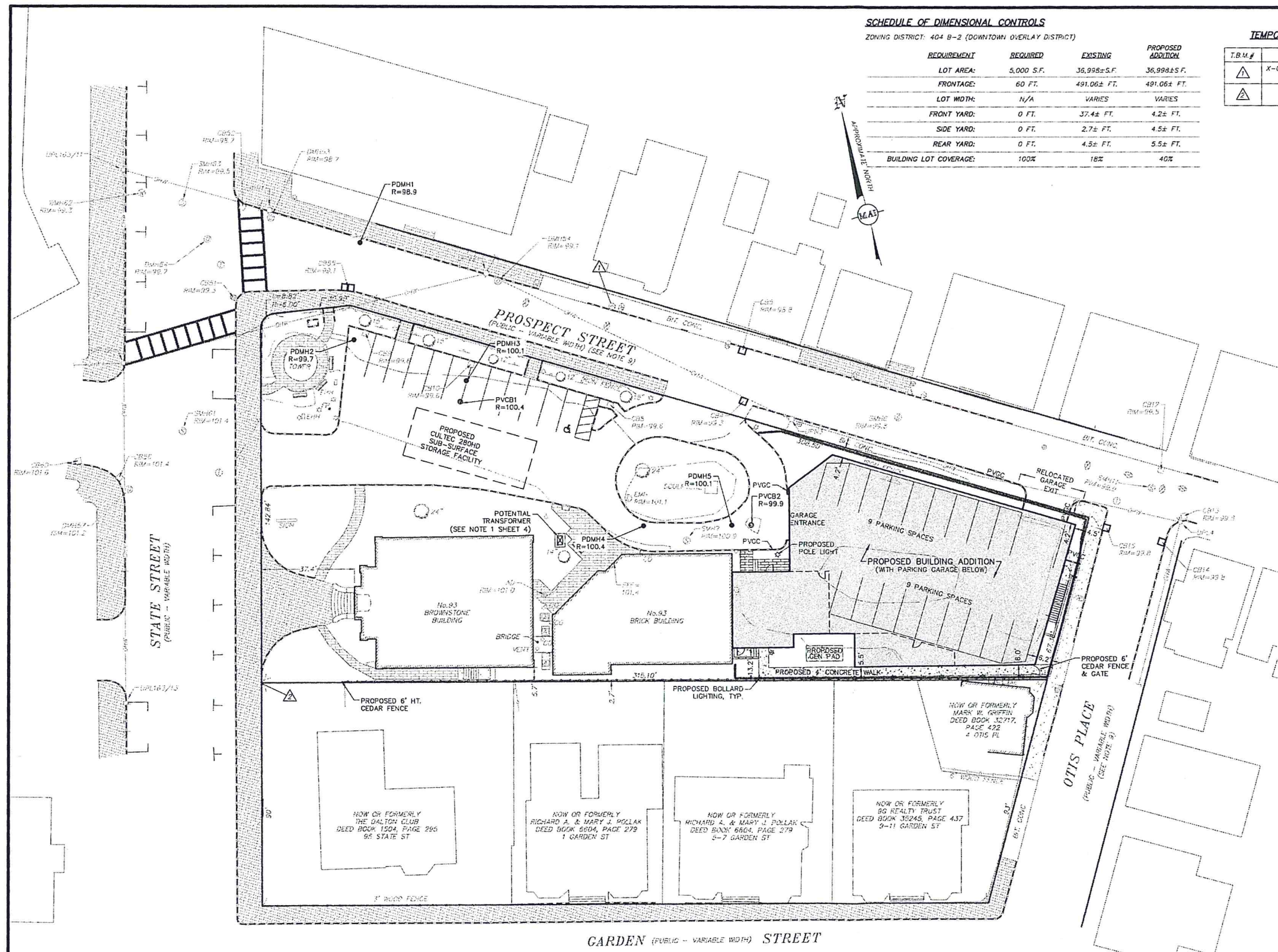
- PROPOSED FILTERMATT
- PROPOSED CATCHBASIN INLET PROTECTION

EROSION CONTROL NOTES:

1. ALL EXISTING STRUCTURES WITHIN THE LIMIT OF WORK TO BE REMOVED SHALL BE PROTECTED AND MAINTAINED UNTIL TIME OF REMOVAL/REPLACEMENT.
2. EROSION CONTROL DEVICES SHALL BE CHECKED DAILY TO ENSURE PROPER FUNCTION.

PROPOSED LEGEND

- PROPOSED GRANITE CURB
- PROPOSED WALL
- PROPOSED WOODEN FENCE
- PROPOSED CONCRETE WALK
- ☆ PROPOSED DECORATIVE POLE LIGHT
- PROPOSED BOLLARD LIGHT
- PDMH PROPOSED DRAIN MANHOLE
- PVCB PROPOSED VORTECH CATCHBASIN
- PROPOSED SUB-SURFACE STORAGE FACILITY



REVISIONS	DESCRIPTION	DATE	BY



93 STATE STREET
SITE LAYOUT, GRADING & EROSION CONTROL PLAN
 LOCATED IN
NEWBURYPORT, MASSACHUSETTS
 (ESSEX COUNTY)
 PREPARED FOR
INSTITUTION FOR SAVINGS

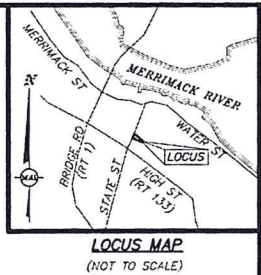
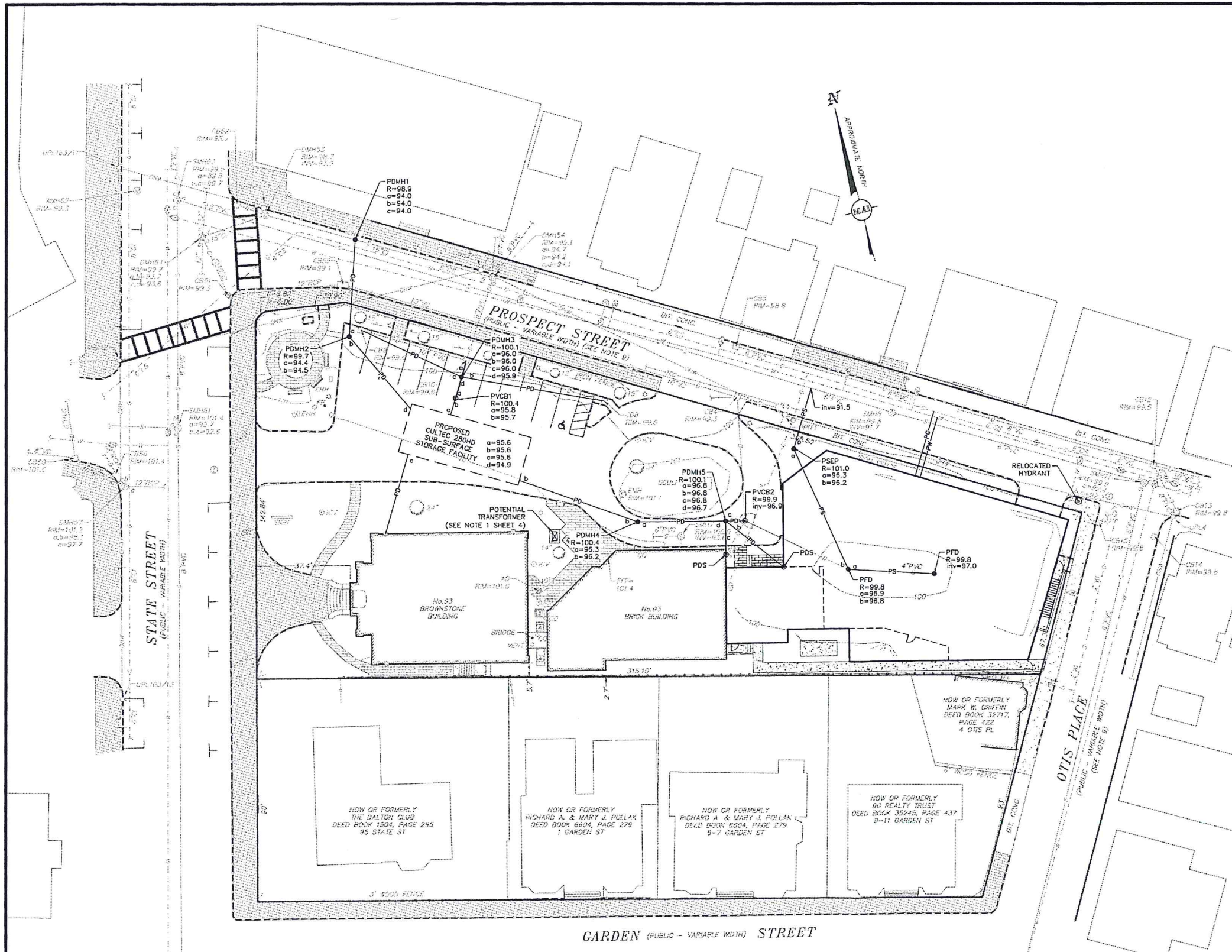
MERIDIAN ASSOCIATES
 500 CUMMINGS CENTER, SUITE 990
 BEVERLY, MASSACHUSETTS 01915
 TELEPHONE: (978) 681-7000
 WWW.MERIDIANASSOCIATES.COM

DATE: JANUARY 8, 2020
 SCALE: 1"=20'
 SHEET No. **3 OF 6**
 PROJECT No. **6215**

**FOR PERMITTING ONLY
 NOT FOR CONSTRUCTION**

(XREF: 6215-REC)
 DWG. No. 6215_SITE.DWG

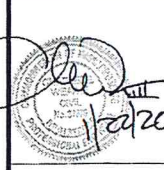
Copyright © by Meridian Associates, Inc. All rights reserved.



- PROPOSED LEGEND:**
- PD — PROPOSED DRAIN LINE
 - PDMH PROPOSED DRAIN MANHOLE
 - PDS PROPOSED DOWNSPOUT
 - PVCB PROPOSED VORTECH CATCHBASIN
 - PS — PROPOSED SEWER LINE
 - PFD PROPOSED FLOOR DRAIN
 - PSEP PROPOSED OIL & GRIT SEPARATOR
 - PS — PROPOSED SEWER LINE
 - PW — PROPOSED WATER LINE
 - PROPOSED HYDRANT
 - PG — PROPOSED GAS LINE
 - R= RIM ELEVATION
 - a= / b= / i= INVERT ELEVATIONS

- PROPOSED UTILITY NOTES:**
- PROPOSED TRANSFORMER LOCATION IS APPROXIMATE AND MAY CHANGE PER REQUEST OF UTILITY COMPANY. ADDITIONAL UTILITY INFORMATION IS NEEDED TO VERIFY THE FINAL LOCATION.
 - COORDINATE UTILITY CONSTRUCTION WITH ALL TRADES AND CORRESPONDING DESIGN PLANS FOR CONNECTION TO PROPOSED BUILDING AND SITE UTILITIES.
 - PROPOSED ELECTRIC AND UTILITY CONNECTIONS DEPICTED HEREON HAVE BEEN PROVIDED FOR SCHEMATIC PURPOSE ONLY. ACTUAL UTILITY CONFIGURATIONS SHALL BE DETERMINED BY RESPECTIVE UTILITY PROVIDERS, MEP SPECIFICATIONS AND ARCHITECTURAL PLANS.
 - LOCATION OF PROPOSED SUBSURFACE SEWAGE DISPOSAL SYSTEM AND COMPONENTS SHOWN FOR SCHEMATIC PURPOSE ONLY. ALL DESIGN CALCULATIONS AND DETAIL FOR SYSTEM SHALL BE SHOWN ON SUBSURFACE SEWAGE DISPOSAL SYSTEM CONSTRUCTION PLANS WHICH WILL BE PROVIDED TO THE BOARD OF HEALTH FOR REVIEW AND APPROVAL.
 - LOCATIONS OF ROOF DRAIN GUTTER DOWNSPOUTS TO BE COORDINATED WITH ARCHITECTURAL PLANS.

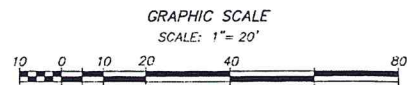
REVISIONS	DATE	BY



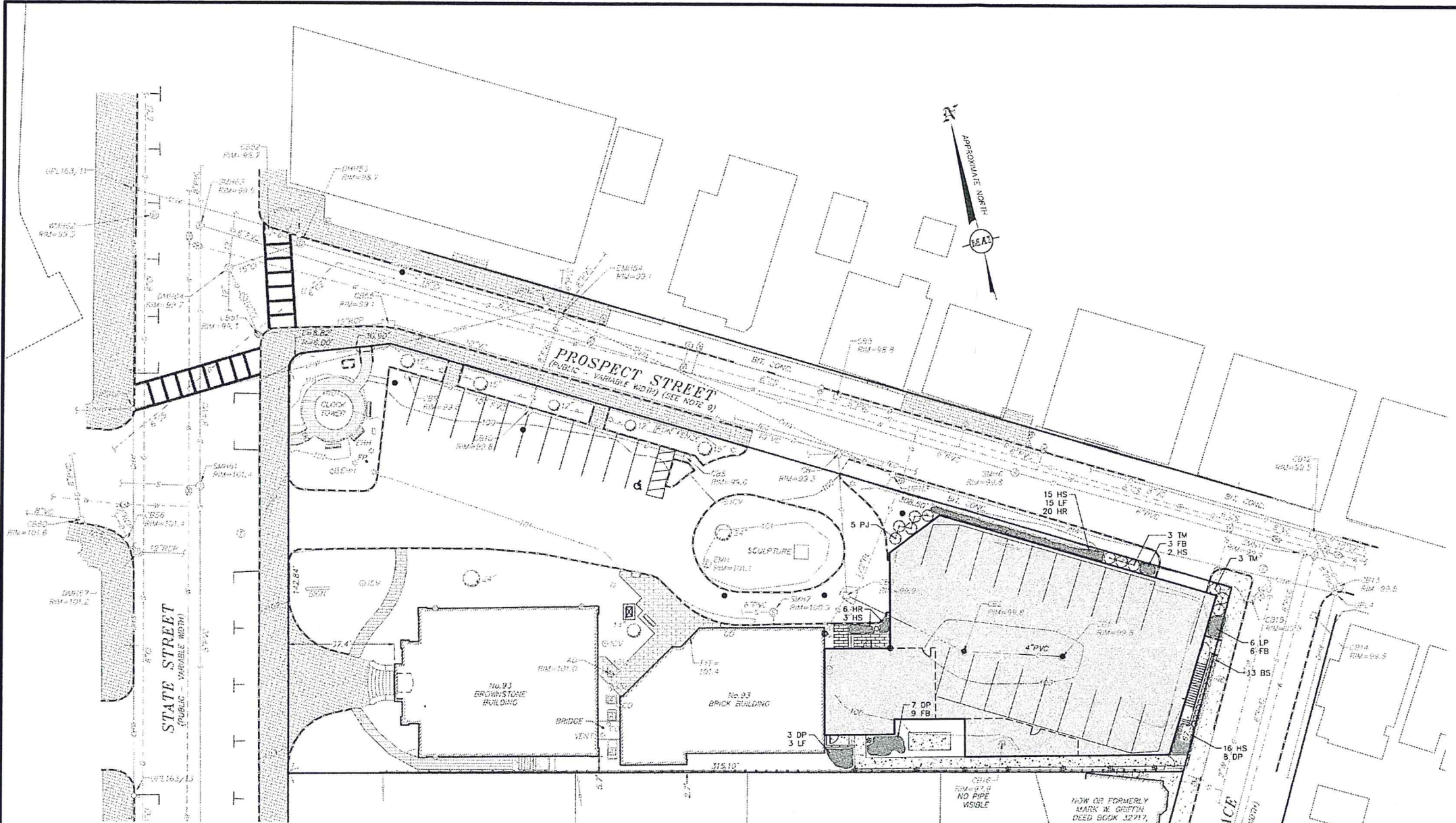
93 STATE STREET
 SITE UTILITY PLAN
 LOCATED IN
 NEWBURYPORT, MASSACHUSETTS
 (ESSEX COUNTY)
 PREPARED FOR
 INSTITUTION FOR SAVINGS

MERIDIAN ASSOCIATES
 408 COLUMBIAN BLVD., SUITE 200
 NEWBURYPORT, MASSACHUSETTS 01881
 TELEPHONE: (978) 299-0447
 WWW.MERIDIANASSOC.COM

DATE: JANUARY 8, 2020
 SCALE: 1"=20'
 SHEET No. 4 of 6
 PROJECT No. 6215

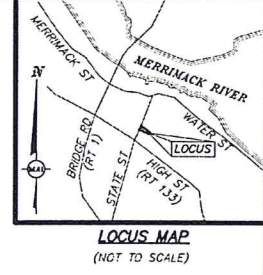


FOR PERMITTING ONLY
 NOT FOR CONSTRUCTION



PROPOSED LEGEND

- PROPOSED SHRUBS
- PROPOSED PERENNIAL PLANTINGS



REVISIONS	DATE	DESCRIPTION

[Signature]
1/22/20

93 STATE STREET
 SITE LANDSCAPE PLAN
 LOCATED IN
 NEWBURYPORT, MASSACHUSETTS
 (ESSEX COUNTY)
 PREPARED FOR
 INSTITUTION FOR SAVINGS

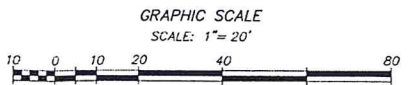
MERIDIAN ASSOCIATES
 500 CUNNINGHAM CENTER, SUITE 500
 BEVERLY, MASSACHUSETTS 01915
 WESTBOROUGH, MASSACHUSETTS 01581
 TELEPHONE: (978) 861-1100
 FAX: (978) 861-1100
 WWW.MERIDIANASSOC.COM

DESIGNED BY: _____
 CHECKED BY: _____

PLANT SCHEDULE

QTY.	SYM.	SCIENTIFIC NAME	COMMON NAME	SIZE	NOTES
	PJ	<i>Pieris japonica</i> 'Mountain Fire'	Mountain Fire Andromeda	24"-30" HL. #3 Pot	DR DT 48" OC White Evergreen Winter Interest Heavy Shade April
	TM	<i>Taxus x media</i> 'Hatfieldi'	Hatfield Yew	30"-36" HL. B&B	DT ST 60" OC Evergreen Winter Interest Heavy Shade
	BS	<i>Buxus sempervirens</i> 'Green Mountain'	Green Mountain Boxwood	30"-36" HL. #7 Pot	DR 30" OC Greenish-Cream Water Interest April-May
	DP	<i>Dennstaedtia punctilobula</i>	Hay Scented Fern	#1 Pot	DR N 30" OC Fall Color Heavy Shade
	HS	<i>Hosta</i> 'Big Daddy'	Big Daddy Hosta	#1 Pot	ST 30" OC White-Pale Lavender Hummingbirds Showy Heavy Shade July-August
	LF	<i>Leucothoe fontanesiana</i>	Leucothoe	#2 Pot	ST 30" OC White Fragrant Heavy Shade May
	FB	<i>Hosta</i> 'Fragrant Bouquet'	Fragrant Bouquet Hosta	#2 Pot	ST 30" OC White Fragrant Hummingbirds Heavy Shade June-July
	HR	<i>Hemerocallis</i> 'Happy Returns'	Happy Returns Daylily	#1 Pot	DR DT ST 12" OC Yellow Butterflies Fragrant June-October

B&B = BALLED & BURLAPPED | DR = DEER RESISTANT | DT = DROUGHT TOLERANT | ST = SALT TOLERANT | N = NATIVE | OC = ON-CENTER



NOTES:

- ALL PLANT MATERIAL SHALL CONFORM TO THE MINIMUM GUIDELINES ESTABLISHED BY THE "AMERICAN STANDARD FOR NURSERY STOCK" PUBLISHED BY AMERICANHORT 2014 AND AS AMENDED.
- ALL PLANT MATERIAL SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FOLLOWING THE DATE OF ACCEPTANCE BY OWNER OR OWNER'S REPRESENTATIVE.
- NO DEVIATIONS OR SUBSTITUTIONS FROM THE PLANT SCHEDULE SHALL BE ALLOWED WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL PLANT MATERIALS INCLUDING EXISTING TREES AGAINST DAMAGE DURING THE CONSTRUCTION PERIOD. PROTECTION SHALL BEGIN PRIOR TO COMMENCEMENT OF ANY WORK AND CONTINUE UNTIL FINAL ACCEPTANCE BY OWNER OR OWNER'S REPRESENTATIVE.
- ALL NEW PLANTING AREAS SHALL BE EXCAVATED TO A DEPTH THAT CONFORMS WITH THE PLANTING DETAILS (SHEET 6 OF THIS PLAN SET) AND RECEIVE NEW PLANTING SOIL.
- ALL MATERIALS REMOVED FROM SITE SHALL BE DISPOSED OF IN A LEGAL AND PROFESSIONAL MANNER.
- ALL DISTURBED AREAS SHALL BE RE-SEEDING WITHIN 15 DAYS OF DISTURBANCE OR REPLANTING AS SHOWN HEREON WITH A DROUGHT TOLERANT TURFOGRASS SEED MIX (80% TALL FESCUE, 10% PERENNIAL RYE GRASS, 10% KENTUCKY BLUEGRASS) AT THE DIRECTION OF THE OWNER'S REPRESENTATIVE.
- BALLED AND BURLAPPED PLANTS MAY BE PLANTED IN THE SPRING FROM APRIL 1ST UNTIL JUNE 15TH AND IN THE FALL FROM AUGUST 15TH TO NOVEMBER 1ST.

FOR PERMITTING ONLY
NOT FOR CONSTRUCTION