



Design Consultants, Inc.

Civil Engineering  
Transportation/Traffic  
Water/Wastewater  
Geotechnical  
Land Surveying  
Environmental  
Planning

March 29, 2018

Project 2017-137

Ms. Bonnie Sontag  
Newburyport Planning Board  
City Hall  
Newburyport, Massachusetts 01950

RE: Site Plan Application Waiver of Submitted Material.  
3 Perkins Way  
Newburyport, Massachusetts

Dear Ms. Sontag:

The project proposes two additions to the existing large facility. One a small expansion to accommodate a large new printing press and the second a large addition to be used as warehouse only. No expansion of parking is proposed other than the conversion of a small portion of the parking lot into three new loading docks at the new warehouse. With this we are asking to waive the following submission requirements of Site Plan Review XV-E Materials for Review.

*Signage:* The location, dimensions, height, lighting, and other characteristics of all proposed signs. – ***No Signs Proposed with no change to existing driveway or parking.***

*Landscaping:* Proposed landscape features including the locations and a description of buffer areas, screening, fencing, and a planting plan. A registered landscape architect shall prepare a planting plan, unless the planning board deems a licensed plant nursery person appropriate for small projects such as minor additions or alterations. – ***Only new rain gardens are proposed in existing parking lot to improve stormwater treatment. There is no plan provided by Registered Landscape Architect.***

*Traffic:* The plan shall show pedestrian, bicycle, and vehicular traffic flow patterns and show adequate access to and from the site and adequate circulation within the site. The planning board encourages accommodation of public transportation and/or private vanpooling arrangements. – ***Only minor changes to existing parking lot. Plan provided shows parking, drive isles and loading docks.***

*Lighting:* Existing and proposed exterior lighting, including locations, lighting source, and fixture types. The planning board may require photometric analysis of proposed lighting. – ***No Proposed site lighting changes within the existing parking lot. There may be some building mounted lights but we do not see this requiring a photometric analysis.***

*Narrative submittals—Major projects:* For major projects, the planning board may require the materials or information listed below as it deems necessary. If not requested at the time of the public hearing, this information shall be requested not more than 30 days from the date of commencement of the public hearing and will not extend the review period, unless mutually agreed. – ***With the proposed project only providing for a large warehouse addition with no significant addition of employees we are not providing any of the Narrative Submissions.***

*Architectural style:* Plans and other drawings shall include architectural elevations of all sides of all new buildings and of those sides of existing buildings which are proposed to be altered in any way. A registered architect who shall sign the plan and place his/her seal upon it shall prepare the renderings or elevations. The drawings shall be prepared at a minimum scale of 1/8 " = 1' and shall show the following: - ***Elevations only to be provided with the building addition to match the existing building materials.***

We look forward to meeting with the Planning Board to present the plans and discuss the project in greater detail. In the meantime, if you have any questions regarding this project, please feel free to contact me at 978-884-6850.

Sincerely yours,  
**DESIGN CONSULTANTS, INC.**

*Stephen B. Sawyer*

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Stephen Sawyer, P.E.  
Engineering Director