

April 30, 2024

*Via FedEx and Electronic Mail*

City of Methuen  
Community Development Board  
41 Pleasant Street  
Methuen, MA 01844

Attn: Stephen F. DeFeo, Chair – Central District

**Re: Methuen Credit Union - Proposed Canopy Addition  
Site Plan Approval and Special Permit Applications  
248 Broadway (RTE 28) – Map 612, Block 120, Lot 11**

Dear Members of the Board:

On behalf of the Applicant, NES Group, Inc., please find the enclosed Application for Site Plan Approval and Special Permit for a proposed addition to the existing drive-thru canopy of a Methuen Credit Union and associated site improvements located at 248 Broadway (RTE 28). The Applicant respectfully requests to be on the agenda

with the Methuen Community Development Board at their June 12, 2024 hearing for Site Plan Approval. In support of this application, please find enclosed the following documents:

- Seventeen (17) copies of the completed and signed Application for Site Plan Approval;
- Seventeen (17) copies of the completed and signed Application for Special Permit;
- Seventeen (17) copies of the Special Permit Narrative;
- Nine (9) 24"x36" copies of the Site Plan Documents, dated April 30, 2024;
- Eight (8) 11"x17" copies of the Site Plan Documents, dated April 30, 2024;
- Three (3) copies of Drainage Memo, dated April 30, 2024;
- One (1) sets of abutter mailing labels;
- One (1) Certified Abutters List obtained from the Assessor's Office;
- One (1) cover letter containing a written narrative description of the project;
- One (1) check for \$300.00 for the Special Permit application fee;
- One (1) check for \$300.00 for the Site Plan Review application fee (under separate cover);
- One (1) check for \$5,000.00 for the Project Review fee (under separate cover)

The subject site is a 0.2± acre parcel of land, denoted as Block 120, Lot 11 on the City of Methuen Assessor's Map 612. The site is located on the west side of Broadway (RTE 28) and is located within the Central Business District (CBD), the Methuen Center Smart Overlay District (MCSOD), and within the Historic Overlay District. The site is bordered by an apartment complex to the north, a retail plaza to the south, an assisted living facility to the west, and a bank across Broadway to the east. The site currently contains a Methuen Credit Union which is intended to remain.

The project proposes a 130± square-foot addition to the existing drive-thru canopy to accommodate an additional proposed drive-thru aisle with limited site improvements. These improvements include reconfiguration of the parking area to accommodate an additional drive-thru lane for the site to consist of a total of two (2) drive-thru lanes with one (1) bypass lane in support of Methuen Credit Union. To accommodate these proposed improvements, this results in a reduction of six (6) parking spaces on-site.

# BOHLER //

The Applicant is currently coordinating with the Owner of the adjacent property south of the subject site, located at 246 Broadway, to provide additional site parking for Methuen Credit Union. There are three (3) existing parking spaces including one (1) accessible parking space abutting the subject site south of the existing building that are currently dedicated to Methuen Credit Union which are intended to remain. The existing parallel parking spaces west of the existing drive-thru egress onto the adjacent parcel are intended to be dedicated to Methuen Credit Union. With the proposed parking on-site and the off-site parking intended to be provided by the adjacent property owner, there are ten (10) parking spaces intended to be provided where a minimum of eight (8) parking spaces are required for Methuen Credit Union per zoning. As the subject site is located on Broadway, there appears to be available on-street parking immediately proximate to Methuen Credit Union that are intended to serve as additional parking as needed.

We appreciate the opportunity to continue to work with the City of Methuen and look forward to discussing the project further at the June 12, 2024 Community Development Board Meeting. Please do not hesitate to call us at 508-480-9900 should you wish to discuss in advance of the June 12, 2024 meeting.

Sincerely,

**BOHLER ENGINEERING MA, LLC**



Kate Engler



Erica K. Rochefort