

Ms. Kathleen Bradley-Colwell  
Planning Division Director  
Department of Economic and Community Development  
City of Methuen  
41 Pleasant Street  
Methuen, MA 01844

May 16, 2024

Ref. T0222.98

Re: Proposed Methuen Credit Union – 248 Broadway  
Civil & Traffic Engineering Peer Review #1

Dear Ms. Bradley-Colwell and Members of the Planning Board:

On behalf of the City of Methuen, TEC, Inc. (TEC) has reviewed documents as part of the traffic and civil engineering peer review for a proposed Methuen Credit Union at 248 Broadway in Methuen, Massachusetts ("the Project"). The Project consists of proposing an approximate 130 square-foot addition to the existing drive-thru canopy to accommodate an additional drive-thru lane. The following documents were considered as part of our review:

- "Application For Site Plan Approval" prepared by Bohler, dated April 24, 2024;
- "Application For Special Permit" prepared by Bohler;
- "Special Permit Narrative" prepared by Bohler;
- "Proposed Site Plan Documents" prepared by Bohler, dated April 30, 2024;
- "Drainage Memo", prepared by Bohler, dated April 30, 2024;

Upon review of the documents and plans, TEC has compiled the following comments for the Board's consideration:

### **Site Plan Review**

1. TEC acknowledges that the Applicant has provided at least 12' of a drive aisle for the parallel parking along the western perimeter of the site in accordance with the bylaws. However, potential vehicle queuing within the bypass lane could encroach upon this, and results in a drive aisle of less than 12'. TEC recommends including a vehicle queuing detail to ensure a suitable drive aisle width as well as emergency vehicle access.
2. The following comments are associated with the four existing parking spaces located within Map 612, Block 120, Lot 10, that are proposed to be dedicated to Methuen Credit Unit:
  - a) According to Section 8.2.A.2 of Methuen's Zoning Bylaws, "*Said off-lot parking facilities shall be designated for the use of one principal use only, and shall be clearly marked as dedicated for such principal use on site in a manner to be approved by the Building Commissioner*". TEC recommends marking the off-lot parking spaces for only Methuen Credit Union parking.
  - b) Also within Section 8.2.A.2 of Methuen's Zoning Bylaws, "*Off-street parking facilities may be provided on a lot other than the lot or tract upon which the building or use requiring such facilities is located, provided the lot is located within 500 feet of the principal building or use, and that the*

*owner shall execute, on behalf of himself, his successors and assigns in the ownership of said principal building or use, a written instrument in a form acceptable to the City Solicitor...* TEC ultimately defers to the Planning Board to request the parking agreement between the Applicant and the owner of Lot 10.

3. According to Section 8.2.G, *"Parking for handicapped persons in accordance with the published standards of the Methuen Municipal Code and the Massachusetts Architectural Barriers Board shall be provided."* TEC recommends the Applicant revise the Parking Table to include accessible parking.
4. It is noted that the proposed slope between the 68' and 67' contour near the southwestern exit exceeds the common industry standard of 5%. However, TEC acknowledges that the proposed slope improves on existing driveway slope, and ties into existing grades at the property line.
5. The Applicant should confirm that the existing location for the dumpster will not result in any traffic congestion issues with the proposed drive through layout.
6. The Applicant is proposing an addition to the existing drive-through canopy. TEC recommends the Applicant submit an architectural/building elevation plan to ensure the addition is in accordance with Methuen's maximum building height requirement.

#### **Site Plan Traffic-Related Review**

7. Considering TEC Comment #1, the vehicle queuing on drive aisles may extend to Broadway. TEC recommends shortening the drive-through lane storage to one lane prior to accessing the canopy windows and extending by-pass lane.
8. TEC recommends that the proposed three (3) parking stalls located on the southwesterly portion of the site be assigned as employee-only parking with accompanying signage to reduce any undesirable patron traffic conflicts in this area of the site.

Please do not hesitate to contact us if you have any questions concerning this peer review at 978-794-1792. Thank you for your consideration.

Sincerely,

TEC, Inc.

*"The Engineering Corporation"*



David Nader, PE  
Project Manager



Kevin Dandrade, PE, PTOE  
Principal