

June 6, 2024

Department of Economic and Community Development  
City of Methuen 41 Pleasant Street  
Methuen, MA 01844

Attn: Kathleen Bradley-Colwell, Planning Division Director

**Re: Response to Comment Letter - Site Plan Review  
Methuen Credit Union - Proposed Site Improvements  
248 Broadway, Methuen, MA – Map 612, Block 120, Lot 11**

Dear Planning Board Members:

Bohler is in receipt of a comment letter from TEC, dated May 16, 2024. On behalf of Applicant, NES Group, Inc., Bohler offers the following responses. For clarity, the original comments are in *italics*, while our responses are directly below in **bold** type.

**Site Plan Review:**

**Comment #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.*

**Response:** **A vehicle queuing detail has been included on the enclosed Proposed Site Plan Documents which indicates a minimum of twelve (12) feet is provided for the bypass lane that serves as a drive-aisle for the proposed parallel parking spaces. The project proposed to provide separate teller and ATM service lanes to improve operational efficiency and accordingly, is anticipated to reduce vehicle queues relative to existing conditions.**

**Comment #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.*

**Response:** **Comment acknowledged. The Applicant will coordinate with the adjacent property Owner regarding the potential installation of signs designated for Methuen Credit Union parking only.**

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.*

**Response:** **The Applicant is amenable to providing a copy of the revised parking and access agreement to the Community Development Board once completed.**

**Comment #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.*

**Response:** **The Zoning Table has been updated to include accessible parking, as shown on the enclosed Proposed Site Plan Documents.**

**Comment #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.*

**Response:** **Comment acknowledged. The project proposes to minimize grades to the extent practicable within existing site constraints.**

**Comment #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.*

**Response:** **It is not anticipated the existing dumpster location will interfere with on-site traffic flow. Solid waste pickup for the facility is anticipated to be infrequent and not during peak operational periods.**

**Comment #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.*

**Response:** **Enclosed with this letter is a plan entitled "Schematic Exterior Elevations", prepared by NES Group, Inc. which indicates the height of the proposed canopy is intended to be the same height as the existing canopy.**

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

**Comment #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.*

**Response:** **Proposed striping has been updated to provide a clear bypass lane, as shown on the enclosed Proposed Site Plan Documents. Additionally, the project proposes to provide separate teller and ATM service lanes to improve operational efficiency and accordingly, is anticipated to reduce vehicle queues relative to existing conditions.**

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**Comment #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.*

**Response:** **Proposed “Employee Parking Only” signage has been provided for the proposed parallel parking spaces on-site, as shown on the enclosed Proposed Site Plan Documents.**

We trust the above as well as the attached information are sufficient for your continued review of the project. Should you have any questions or require additional information, please do not hesitate to contact me at (508) 480-9900.

Sincerely,

**BOHLER ENGINEERING MA, LLC**



Kate Engler



Erica K. Rochefort