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TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7550

PLANNING

AMENDMENT DECISION MAJOR PROJECT SITE PLAN SPECIAL PERMIT July 22, 2025

Town of Needham
1407 Central Avenue
Application No. 2013-02

(Original Decision April 2, 2013, Amended June 10, 2014, July 8, 2014, January 20, 2015, May 6, 2015, January 26, 2016, July 19, 2016, November 20, 2018, August 6, 2019, September 3, 2019, October 19, 2019, January 4, 2021, June 1, 2021, and October 19, 2021 and Insignificant Change on September 15, 2020, further amended on September 20, 2022)

DECISION of the Planning Board of the Town of Needham, Massachusetts, (hereinafter referred to as the Board) on the petition of the Town of Needham, 500 Dedham Avenue, Needham, Massachusetts, (to be referred to hereinafter as the "Petitioner") for property located at 1407 Central Avenue, Needham, MA, located in the Single Residence A zoning district, the Wireless Communications Facilities Towers Overlay zoning district, and the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay zoning district. The property is shown on Assessors Plan No. 308 as Parcel 2 containing 75.9 acres.

This decision is in response to an application submitted to the Board on April 22, 2025, by the Petitioner for: (1) a Major Project Site Plan Review Special Permit Amendment under Section 7.4 of the Needham Zoning By-Law (hereinafter the "By-Law") and Section 4.2 of Major Project Site Plan Review Special Permit No. 2013-02, dated April 2, 2013, Amended June 10, 2014, July 8, 2014, January 20, 2015, May 6, 2015, January 26, 2016, July 19, 2016, November 20, 2018, August 6, 2019, September 3, 2019, October 19, 2019, January 4, 2021, June 1, 2021, and October 19, 2021 and Insignificant Change on September 15, 2020, further amended on September 20, 2022; and (2) a Special Permit under Section 5.1.1.5 of the By-Law, to waive strict adherence to the requirements of Section 5.1.3, Parking Plan and Design Requirements, is required.

The requested Amendment to Major Project Site Plan Review Special Permit No. 2013-02, would, if granted, permit the construction of a new Fleet Maintenance Facility to support Department of Public Works operations. The proposed project includes a new building addition of approximately 12,400 square feet, as well as the renovation of roughly 1,800 square feet within the existing storage garage to create a dedicated tire maintenance bay. The facility will be designed to provide a modern, fully functional workspace for maintaining and servicing the Town's vehicle fleet, including heavy-duty trucks, emergency response vehicles, and other municipal equipment. The facility will include maintenance bays, parts storage, administrative spaces, and employee facilities, with an emphasis on operational efficiency, sustainability, and long-term adaptability. The site is anticipated to accommodate six full-time employees, with provisions for a potential seventh staff member in the future.

After causing notice of the time and place of the public hearing and of the subject matter thereof to be published, posted, and mailed to the Petitioner, abutters, and other parties in interest, as

required by law, the hearing was called to order by Chairperson, Artie Crocker, on Tuesday, May 20, 2025, at 7:15 PM in the Public Services Administration Building, Charles River Room, 500 Dedham Ave, Needham, Massachusetts, as well as by Zoom Web ID Number 880 4672 5264. Board members Artie Crocker, Justin McCullen, Natasha Espada, Adam Block, and Eric Greenberg were present throughout the May 20, 2025 proceedings. The public hearing was continued to Tuesday, June 17, 2025 at 7:45 PM in the Charles River Room, Public Services Administration Building, 500 Dedham Avenue, Needham, Massachusetts as well as by Zoom Web ID Number 880 4672 5264. Board members Artie Crocker, Natasha Espada, Adam Block, and Eric Greenberg were present throughout the June 17, 2025 proceedings. Pursuant to Massachusetts General Laws Chapter 39, Section 23D, Adjudicatory Hearing, adopted by the Town of Needham in May of 2009, Justin McCullen examined all evidence received at the missed session and listened to an audio recording of the June 17, 2025 meeting. The record of the proceedings and submissions upon which this approval is based may be referred to in the office of the Town Clerk or the office of the Board.

Submitted for the Board's deliberations prior to the close of the public hearing were the following exhibits:

- Exhibit 1 - Application Form for Major Project Site Plan Review Special Permit Amendment completed by the applicant, dated April 22, 2025.
- Exhibit 2 - Cover Letter from Tyler J. Cofelice, Weston and Sampson, dated April 15, 2025.
- Exhibit 3 - Environmental Sound Study, prepared by Aaron M. Farbo, Cavanaugh Tocci, dated April 11, 2025.
- Exhibit 4 - Traffic Impact Assessment, prepared by Doug Ostler, PE, PTOE, Weston & Sampson, dated April 11, 2025.
- Exhibit 5 - Plan entitled, "Department of Public Works, Phase I Fleet Maintenance Facility," prepared by Weston & Sampson Engineers, Inc., 100 Foxborough Boulevard, Suite 250, Foxborough, MA 02035, consisting of 16 sheets: Sheet 1, Sheet C000, cover sheet, dated April 15, 2025; Sheet 2, Sheet C001, entitled "General Notes & Legend," dated April 15, 2025; Sheet 3, Sheet C100, entitled "Existing Conditions Plan I," dated April 15, 2025; Sheet 4, Sheet C101, entitled "Existing Conditions Plan II," dated April 15, 2025; Sheet 5, Sheet C110, entitled "Overall Site Reference Plan," dated April 15, 2025; Sheet 6, Sheet C200, entitled "Site Preparation Plan," dated April 15, 2025; Sheet 7, Sheet C300, entitled "Site Layout and Materials Plan," dated April 15, 2025; Sheet 8, Sheet C400, entitled "Grading and Drainage Plan," dated April 15, 2025; Sheet 9, Sheet C500, entitled "Utility Plan," dated April 15, 2025; Sheet 10, Sheet C510, entitled "Sewer Profile," dated April 15, 2025; Sheet 11, Sheet C600, entitled "Details I," dated April 15, 2025; Sheet 12, Sheet C601, entitled "Details II," dated April 15, 2025; Sheet 13, Sheet C602, entitled "Details III," dated April 15, 2025; Sheet 14, Sheet C700, entitled "Existing Site Photos," dated April 15, 2025; Sheet 15, Sheet L100, entitled "Landscaping Plan," dated April 15, 2025; Sheet 16, Sheet L101, entitled "Landscaping Details," dated April 15, 2025.
- Exhibit 6 - Architectural Plans entitled, "Needham Fleet Maintenance Facility," prepared by Weston & Sampson Engineers, Inc., 100 Foxborough Boulevard, Suite 250, Foxborough, MA 02035, consisting of 5 sheets: Sheet 1, Sheet A-00, entitled "Project Information & Overall Floor Plan", dated April 15, 2025; Sheet 2, Sheet A-10, entitled "Large Scale Floor Plans - Addition," dated April 15, 2025; Sheet 3, Sheet A-20, entitled "Large Scale Exterior Elevations - Addition," dated April

15, 2025; Sheet 4, Sheet A-21, entitled “3D Views & Materials Samples,” dated April 15, 2025; Sheet 5, Sheet A-30, entitled “Building Sections – Addition,” dated April 15, 2025.

- Exhibit 7 - Cover Letter from Tyler J. Cofelice, PE and Jesse O'Donnell, Weston and Sampson, dated June 3, 2025.
- Exhibit 8 - Response Letter from Tyler J. Cofelice, PE, Weston and Sampson, dated June 3, 2025, with attachments including:
- i. Photometric Plan, prepared by Arora Engineers, LLC, dated May 20, 2025;
 - ii. Proposed Automotive Fluid Storage and Spill Prevention Measures;
 - iii. Traffic Impact Assessment, prepared by Doug Ostler, PE, PTOE, Weston & Sampson, dated April 11, 2025, revised June 2, 2025, (also includes excerpts from a 2014 study from Pare Corporation); and
 - iv. Stormwater Report, prepared by Weston & Sampson, dated March 2025.
- Exhibit 9 - Email from Tyler J. Cofelice, PE with attached parking lot plan, dated June 10, 2025.
- Exhibit 10 - Design Review Board Approval dated April 28, 2025.
- Exhibit 11 - Email from David Lazarus, 115 Oxbow Road, dated June 17, 2025.
- Exhibit 12 - Weston and Sampson Power Point Presentation on Amendment to Site Plan Review 2013-02, Planning Board Meeting of May 20, 2025.
- Exhibit 13 - Weston and Sampson Power Point Presentation on Amendment to Site Plan Review 2013-02, Planning Board Meeting of June 17, 2025.
- Exhibit 14 - Inter-Departmental Communication (IDC) to the Board from Thomas Ryder, Town Engineer, dated May 16, 2025 and June 11, 2025; IDC to the Board from the Needham Fire Department, Tom Conroy, Chief, dated April 30, 2025; IDC to the Board from Tara Gurge, Assistant Director of Public Health, dated May 14, 2025; IDC from the Conservation Commission, Deb Anderson Director, dated May 20, 2025; and IDC to the Board from the Needham Police Department, John Schlittler, Chief, dated April 30, 2025.

Exhibits 1, 2, 3, 4, 5, 6, 7, 8 and 9 are referred to hereinafter as the Plan.

FINDINGS AND CONCLUSIONS

Based upon its review of the exhibits and the record of the proceedings, the Board found and concluded that:

- 1.1 The subject property is currently occupied by the Recycling & Transfer Station (RTS), the Town of Needham Salt Storage Shed Building, 1,200 solar panels on approximately 13 acres on the top of the 75.9 acre now closed Town of Needham Sanitary landfill, as well as the Jack Cogswell Building which is used to store the Department of Public Works' (DPW)'s seasonal vehicles and equipment while they are not in active use. The property is located in the Single Residence A zoning district, the Wireless Communications Facilities Towers Overlay zoning district, and the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay zoning district at 1407 Central Avenue,

Needham, Massachusetts. The said property is shown on Needham Town Assessors Plan No. 308 as Parcel 2 containing 75.9 acres.

- 1.2 The Needham Department of Public Works (DPW) has initiated a phased modernization of its facilities to improve operational efficiency, address aging infrastructure, and support the Town's long-term needs. Phase I of this initiative focuses on the design and construction of a new Fleet Maintenance Facility. The Petitioner now proposes the construction of said new Fleet Maintenance Facility at the Jack Cogswell Building (JCB) to support Department of Public Works operations. The proposed project includes a new building addition of approximately 12,400 square feet, as well as the renovation of roughly 1,800 square feet within the existing storage garage to create a dedicated tire maintenance bay. The facility will be designed to provide a modern, fully functional workspace for maintaining and servicing the Town's vehicle fleet, including heavy-duty trucks, emergency response vehicles, and other municipal equipment. The facility will include maintenance bays, parts storage, administrative spaces, and employee facilities with an emphasis on operational efficiency, sustainability, and long-term adaptability. The site is anticipated to accommodate six full-time employees, with provisions for a potential seventh staff member in the future. No new curb cuts onto Central Avenue are being proposed.

- 1.3 The proposed work for the project is at the southeasterly corner of the property identified as Assessor Map 308, Parcel 2 (the site). The site is on a parcel owned by the Town of Needham, containing approximately 76-acres of land and holds the Town's Recycling and Transfer Station (RTS), which is approximately 500-feet to the west of the JCB facility. This lot is in the Single Residence A (SRA) zoning district. Municipal uses are allowed by-right in the SRA district per the Schedule of Use Regulations in the Zoning By-Laws. The parcel abuts the northerly frontage of Central Avenue and is in the western end of the Town. Under existing conditions, the site consists of the previous JCB development and adjoining wooded areas. The westerly, northerly, and easterly extents of the project site contain bordering vegetated wetlands.

As part of the permitting process, a Notice of Intent (NOI) has been submitted for the proposed work within the 100-Foot Buffer Zone and to address stormwater management considerations associated with the development. The project site, located at the existing DPW complex, will undergo site improvements, including stormwater controls to mitigate runoff impacts while ensuring compliance with local and state environmental regulations. Additionally, best management practices (BMPs) will be implemented to protect nearby resource areas, ensuring the facility meets environmental and operational goals.

- 1.4 There are presently three (3) parking spaces serving the JCB exclusively. At the end of the proposed project, there will be a total of Eighteen (18) parking spaces at the JCB / Fleet Maintenance Facility; 6 of these spaces are not intended to be striped, as they are designated for vehicles being dropped off for maintenance or picked up after service. The project should have no effect on parking demand for the RTS or other areas of the property.
- 1.5 The By-Law does not contain a specific parking requirement for the Central Avenue Storage use. In cases where the By-Law does not provide a specific requirement, the required number of parking spaces shall be derived from the "closest similar use as shall be determined by the Building Commissioner" Section 5.1.2 (20). In the event that the Building Commissioner is unable to determine that a proposed use relates to any use within Section 5.1.2, the Board shall recommend a reasonable number of spaces to be provided based on the expected parking needs of occupants, users, guests, or employees

of the proposed business, with said recommendation based on the ITE Parking Generation Manual, 2nd Edition, or an alternative technical source determined by the Planning Board to be equally or more applicable.

- 1.6 The Petitioner assessed the number of parking spaces needed to support the noted Fleet Maintenance Facility use at the site. While “automotive repair” is the closest comparable use listed in the Zoning By-Law, that category generally applies to facilities serving the public. In contrast, the proposed facility is solely intended to maintain and store municipal fleet vehicles, with no public access. As such, the parking demand associated with an automotive repair use would significantly overstate the actual needs of the facility. The Petitioner evaluated parking needs based on the facility’s expected operations and considering the maximum number of DPW personnel that are expected to be on site at the facility at any given time. The parking program accounts for six full-time employees, three municipal vehicles, one future employee, two visitor spaces, and up to six service appointments occurring at peak times. Based on this operational breakdown, the Petitioner proposes a total of 18 parking spaces to support the storage and fleet maintenance facility. This includes general use spaces, one accessible space, and two electric vehicle charging spaces.
- 1.7 As indicated in the Zoning Table shown on the Plan, the lot conforms to zoning requirements as to area and frontage. As indicated in the Zoning Table shown on the Plan, the proposed building will comply with the following applicable dimensional and density requirements of the Single Residence A Zoning District for an institutional use: side and rear setback, maximum building height, maximum number of stories, maximum lot coverage, and maximum floor area ratio. There is a guard shed on the property which is located 4.9 feet from the front property line. It is less than 100 square feet in size, but is greater than 8 feet tall, meeting the definition of a structure and thus making it subject to the front yard setback requirements for the Single Residence A district of 35 feet for an institutional use. It is a legal preexisting nonconforming condition and was previously permitted to remain due to its age and function; it is requested that this structure continue to be permitted to remain.
- 1.8 The project complies with all of the parking area design criteria set forth in Section 5.1.3 except that the Petitioner is seeking a waiver from Sections 5.1.3(a), 5.1.3(k), 5.1.3(l) and 5.1.3 (n).

The Petitioner is seeking a waiver from the 5.1.3(a) requirement of a minimum parking lot illumination level, as the proposed site design does not include exterior light poles to reduce the visual impact of the project. Exterior lighting is only proposed to be provided over doorways on the new building addition. The Planning Board granted a waiver request from Section 5.1.3(a) for the JCB facility on November 20, 2018.

The Petitioner is seeking a waiver from the 5.1.3(k) requirement for landscaped areas to include trees, shrubs, flowers, and grass. The landscaped area adjacent to the proposed parking lot was originally constructed for the JCB facility as a stormwater detention basin. It is proposed to be modified in kind and in accordance with the Massachusetts Stormwater Management Standards. However, this basin requires occasional mowing to remain accessible for regular inspections and maintenance. Additional permanent plantings such as trees, shrubs, and flowers would hinder maintenance operations. Furthermore, a significant portion of the proposed basin should be built directly over the ledge and only hearty, shallow-rooted plantings suitable for saturated soil and partially sunny areas (such as grasses) are compatible for planting in this basin.

The Petitioner is seeking a waiver from the 5.1.3(l) requirement of a minimum tree planting for the parking lot. The parking spaces are proposed to be screened by the existing ledge wall face and woods in front of the parking lot. The ledge faced wall is approximately fourteen-feet in grade above the proposed parking spaces and is approximately six-to-ten-feet above Central Avenue. There are approximately seventy feet of undisturbed woods between the proposed site and the Central Avenue right-of-way. As a condition of approval from the Planning Board for the JCB facility, trees were planted adjacent to the curb cuts of the entrance driveway which provide additional screening to the facility. It is the opinion of the Petitioner that the existing site features provide sufficient screening of the proposed parking spaces to meet the intent of the By Law.

The Petitioner is seeking a waiver from the 5.1.3(n) requirement of bicycle racks. The proposed facility operates independently of the RTS facility on the parcel and is not intended to be accessed by the general public; therefore, a bicycle rack is not warranted. The Planning Board granted a waiver request from Section 5.1.3(n) for the JCB facility on November 20, 2018.

- 1.9 The proposed fleet maintenance garage will utilize the existing driveways currently used to access the Cogswell Storage Garage and the Recycling Transfer Station (RTS). No changes are proposed to the directional flow or restrictions of any of the four existing driveways. Ingress to the fleet maintenance garage will occur at the easternmost driveway, which currently serves the Cogswell Storage Garage. This driveway is restricted to DPW staff and fleet vehicles only and is not open to the public. Egress from the facility will occur at either the third driveway from the east, or the driveway furthest west. The third driveway from the east currently serves as the primary public exit from the site and includes two outbound lanes. The driveway furthest west allows both ingress and egress movements to the RTS but is not available for the proposed Fleet Maintenance Facility on Mondays due to a closed gate at the RTS. Drivers of heavy vehicles at the RTS are asked to use the westernmost driveway when possible as its intersection with Central Avenue provides increased visibility. Figure 2 of Exhibit 8 iii “Proposed Entrance and Exit Diagram” illustrates the designated ingress and egress routes for the proposed facility.
- 1.10 The facility will have six employees working typical shifts from 6:30 AM to 3:00 PM. Staff commuting trips based on the shift start and end times occur outside of the AM and PM peak periods recorded on Central Avenue. A total of 12 weekday staff trips (6 arrivals and 6 departures) is assumed. Additional incidental trips from vendors and parts deliveries are also expected. Based on input from the Fleet Maintenance Department, vendor traffic averages between 1–2 trips per day.
- 1.11 External repair-related trips are expected to primarily originate from or return to the existing fleet facility at 470 Dedham Avenue, where many Town vehicles are currently stored. Staff commute patterns will vary based on individual residences. However, the DPW has indicated that most staff driving or ferrying vehicles to the Recycling Transfer Station (RTS) prefer routes to the west of the facility—specifically South Street to Charles River Street—over eastern routes through Dedham Street to Great Plain Avenue. This preference is especially common when operating heavy vehicles due to lighter traffic, wider, more navigable turns, and easier turns onto Central Avenue.

Overall, the project is anticipated to generate approximately 32 total daily trips of which 4 daily trips are heavy vehicles. To the east of the facility, 24 new daily trips on Central Avenue are expected including no new heavy vehicle trips—equating to a 0.2% increase in total traffic volumes. To the west of the facility, 8 new daily trips on Central Avenue

are expected, including 4 new heavy vehicle trips—equating to a 0.1% increase in total traffic volumes and 1.4% increase in heavy vehicle traffic volumes.

To minimize neighborhood impacts, DPW has proposed a Standard Operating Procedure limiting the use of Marked Tree Lane for vehicle drop-offs and pickups related to the Fleet Maintenance Facility. Figure 2 of Exhibit 8 iii “Trip Distribution.” provides a visual representation of service trips through town.

- 1.12 The proposed fleet maintenance facility is expected to generate a total of 32 weekday trips, including vehicle repairs, staff commuting, and incidental vendor deliveries.

To the east of the facility, 24 new daily trips on Central Avenue are expected including no new heavy vehicle trips—equating to a 0.2% increase in total traffic volumes. To the west of the facility, 8 new daily trips on Central Avenue are expected, including 4 new heavy vehicle trips—equating to a 0.1% increase in total traffic volumes and 1.4% increase in heavy vehicle traffic volumes.

Of the 32 total trips, approximately 26 will occur outside of Central Avenue’s AM and PM peak hours. Only six trips (3 in, 3 out) are estimated during the morning peak hour, and no trips are expected during the PM peak hour based on staff work schedules.

Projected increase in traffic on Central Avenue to the east and west represents just 0.1% of daily traffic volumes, and up to four heavy vehicle trips per day (1.4% of existing heavy vehicle traffic)—well within the normal day-to-day variability of traffic patterns recorded in the traffic counts.

- 1.13 The Board finds the projected trips generated by the project will not have a meaningful impact to traffic on Central Avenue. Many of the vehicles served by this facility are already operating on-site or adjacent at the Recycling Transfer Station, meaning a portion of traffic is internalized and will not contribute to public road volumes. Additionally, the Town has committed to limiting the use of Marked Tree Lane through a formal Standard Operating Procedure to avoid neighborhood cut-through traffic by vehicles going to or from the new facility. In sum, the fleet maintenance facility is designed to improve operational efficiency for the DPW without generating meaningful new demand on the surrounding roadway network. The low number of daily trips, the off-peak distribution, and the operational characteristics in place all support the conclusion that this project will not create an adverse impact on traffic.
- 1.14 It is acknowledged that future developments—such as a daycare facility, pickleball courts, and a skate park across the street—are expected to contribute to increased traffic in the future. The daycare entered construction in 2023 and is expected to open in the future. Funding for the Claxon Field Renovation Project was appropriated in 2024. However, no traffic impact assessments or trip generation data for those projects were provided to Weston & Sampson at the time of this report. Future impacts from area developments will be addressed individually through their respective permitting processes.
- 1.15 The Petitioner appeared before the Design Review Board on April 28, 2025, and obtained approval for the project.
- 1.16 Consistent with the Town’s sustainability goals, the facility will be an all-electric building supported by geothermal heating and cooling systems and rooftop solar infrastructure.

- 1.17 This facility will have an emergency generator, but it will be used only in the case of a power outage and for intermittent testing. The generator will be housed within a level 2 sound-rated enclosure and further shielded by a 10-foot high, 20-foot-long sound barrier wall. These measures ensure that operational noise from the generator will not exceed ambient sound levels by more than 10 decibels (dB) in accordance with MassDEP noise regulation (310 CMR 7.10). Further, the Petitioner has stated that the back-up emergency generator will be designed and operated to comply with all applicable Federal, state and local regulations, including those addressing sound attenuation to protect the adjoining adjacent properties.
- 1.18 The project has been designed to protect adjoining premises against seriously detrimental uses by provision for surface water drainage, sound and sight buffers and preservation of views, light, and air. With respect to surface water drainage, the stormwater management system has been designed to comply with the Massachusetts Department of Environmental Protection (MassDEP) requirements and regulations.

The project includes a comprehensive stormwater management system designed in accordance with the ten Massachusetts Stormwater Management Standards outlined in the MassDEP Stormwater Handbook. A detailed stormwater report documenting compliance with these standards has been submitted to the Conservation Commission as part of the Notice of Intent application.

To address visual impacts, the facility incorporates substantial excavation of ledge, resulting in a significant ledge-faced wall extending to approximately the height of the proposed building. This ledge-faced wall, together with existing vegetation, will effectively screen the facility from Central Avenue and adjacent residential properties.

Site lighting will be minimal, with no new pole-mounted or freestanding lighting fixtures proposed. Exterior lighting will be limited to wall-mounted fixtures above overhead doors and personnel entrances, designed to match the lighting currently in use at the existing JCB facility. All fixtures will be shielded, downward directed, and compliant with dark-sky standards, minimizing glare and light spill onto adjoining properties.

Regarding noise impacts, the project proposes a natural gas generator located behind the building. The generator will be designed and operated to comply with all applicable Federal, state and local regulations, including those addressing sound attenuation to protect the adjoining adjacent properties, as noted in Section 1.17 of this Decision. Additional technical details and analyses are included in the sound study provided with the application.

- 1.19 Convenience and safety of vehicular and pedestrian movement within the site and on adjacent streets, and the location of driveway openings in relation to traffic and to adjacent streets have been fully addressed in the site design. The facility will utilize the existing driveway curb cuts on Central Avenue and utilize the internal circulation patterns shown on Figure 1 of Exhibit 8 iii "Proposed Entrance and Exit Diagram". The proposed project does not modify the configuration or directional flow of any of the existing driveways. Based on current conditions and their established use by heavy vehicles, these access points appear to operate safely and effectively. While it is acceptable for heavy vehicles to exit the site at the driveways, it is recommended to prioritize repair and servicing of heavy vehicles on days when the westernmost driveway is open for the facility for improved driver visibility of Central Avenue traffic.

The facility will be used exclusively by Town personnel and will not be accessed by the public. As described in the Traffic Study Report (Exhibit 8), vehicle trips associated with

the facility are expected to be minimal, and the project is anticipated to have a negligible impact on traffic volumes along Central Avenue.

While pedestrian access will be limited to Town staff, the facility has been designed to comply with all applicable accessibility requirements. Designated accessible parking and building entries will be provided to ensure safe access for employees, including those with mobility challenges.

The projected trips generated by the project will not have a meaningful impact on traffic on Central Avenue. Many of the vehicles served by this facility are already operating on-site or adjacent at the Recycling Transfer Station, meaning a portion of traffic is internalized and will not contribute to public road volumes. Additionally, the Town has committed to limiting the use of Marked Tree Lane through a formal Standard Operating Procedure to avoid neighborhood cut-through traffic. The trip distribution program to be utilized by DPW is shown on Figure 2 of Exhibit 8 iii "Trip Distribution."

In sum, the fleet maintenance facility is designed to improve operational efficiency for the DPW without generating meaningful new demand on the surrounding roadway network. The low number of daily trips, the off-peak distribution, and the operational characteristics in place all support the conclusion that this project will not create an adverse impact on traffic.

- 1.20 The site has been designed to accommodate the parking and loading operational requirements for the proposed facility. The 12 striped parking spaces are located along the southeastern limit of the paved portion of the project. These parking spaces have been sited to allow adequate room for the vehicles entering and exiting the storage facility to maneuver and will adequately serve the DPW staff that visit this facility. The 6 parking spaces that are not intended to be striped will be located to the southwestern side of the facility, as they are designated for vehicles being dropped off for maintenance or picked up after service.
- 1.21 Adequate methods of disposal or refuse and other waste will be provided. The existing JCB facility was constructed without exterior refuse or recycling storage areas, because it would be infrequently occupied. The proposed fleet maintenance facility addition should be regularly staffed. As such, refuse and recycling containers are proposed to be provided adjacent to the facility addition. Town solid waste collection vehicles will be scheduled to collect container contents and dispose of accordingly at the neighboring RTS facility.
- 1.22 The relationship of the proposed structure to the natural landscape, existing buildings, and other community assets in the area, and compliance with other requirements of the By-Law, have been carefully considered and addressed in the site design. The proposed fleet maintenance facility is located 186.1 feet from Central Avenue at its closest point, exceeding the required 35-foot front setback, and 92.7 feet from the nearest side lot line, where a 25-foot setback is required. The facility is constrained on the north, west, and east by wetlands, which limit the ability to shift the building further in any direction. As a result, the facility has been sited as far as possible from both Central Avenue and the eastern property line. The design meets all other dimensional requirements of the SRA zoning district.

The site is surrounded by vegetation, which will be largely preserved. Tree removal will be limited to what is necessary for construction and grading. A total of 11 trees are planned to be removed within the wetland buffer zone. To mitigate this impact, the project proposes planting 22 new trees within the buffer, resulting in a 2:1 replacement ratio.

- 1.23 This project will have no adverse impacts on the Town's resources. The proposed facility will be adjoining the JCB facility which neighbors the RTS facility on the same parcel. This site is currently developed and in active use. This project will add a new structure to the site, but use of this structure will be designated to the Town's fleet maintenance staff and will not generate any adverse impacts on the Town's resources. The Town has an adequate water and sewer system capacity to meet the demands of this proposed facility.
- 1.24 Under Section 7.4 of the By-Law, a Major Project Site Plan Review Special Permit may be granted in the Single Residence A District, if the Board finds that the proposed development complies with the standards and criteria set forth in the provisions of the By-Law. On the basis of the above findings and conclusions, the Board finds that the proposed development Plan, as conditioned and limited herein for the site plan review, to be in harmony with the purposes and intent of the By-Law, to comply with all applicable By-Law requirements, to have minimal adverse impact and to have promoted a development which is harmonious with the surrounding area.
- 1.25 Under Section 5.1.1.5 of the By-Law, a Special Permit to waive strict adherence with the requirements of Section 5.1.3 of the By-Law (Off-Street Parking Requirements) may be granted provided the Board finds that owing to special and unique circumstances, the particular use, structure or lot does not warrant the application of certain design requirements and that waiver of certain design requirements is warranted. On the basis of the above findings and conclusions, the Board finds that there are special and unique circumstances justifying a waiver of certain design requirements, as conditioned and limited herein, which will also be consistent with the intent of the By-Law and which will not increase the detriment to the Town's and neighborhood's inherent use.

THEREFORE, the Board voted 5-0 to grant: (1) the requested Major Project Site Plan Review Special Permit Amendment under Section 7.4 of the Needham Zoning By-Law and Section 4.2 of Major Project Site Plan Review Special Permit No. 2013-02, dated April 2, 2013, Amended June 10, 2014, July 8, 2014, January 20, 2015, May 6, 2015, January 26, 2016, July 19, 2016, November 20, 2018, August 6, 2019, September 3, 2019, October 19, 2019, January 4, 2021, June 1, 2021, and October 19, 2021 and Insignificant Change on September 15, 2020, further amended on September 20, 2022; and (2) the requested Special Permit under Section 5.1.1.5 of the By-Law, to waive strict adherence to the requirements of Section 5.1.3, Parking Plan and Design Requirements, specifically Sections 5.1.3(a), 5.1.3(k), 5.1.3(l) and 5.1.3 (n); subject to the following plan modifications, conditions and limitations.

PLAN MODIFICATIONS

Prior to the issuance of a building permit or the start of any construction on the site, the Petitioner shall cause the Plan to be revised to show the following additional, corrected, or modified information. The Building Commissioner shall not issue any building permit, nor shall he permit any construction activity on the site to begin on the site until and unless he finds that the Plan is revised to include the following additional corrected, or modified information. Except where otherwise provided, all such information shall be subject to the approval of the Building Commissioner. Where approvals are required from persons other than the Building Commissioner, the Petitioner shall be responsible for providing a written copy of such approvals to the Building Commissioner before the Commissioner shall issue any building permit or permit for any construction on the site. The Petitioner shall submit nine copies of the final Plans as approved for construction by the Building Commissioner to the Board prior to the issuance of a Building Permit.

- 2.0 The Plan shall be modified to include the requirements and recommendations of the Board as set forth below. The modified plans shall be submitted to the Board for approval and endorsement.
- a) The Plan shall be revised to show the total number of parking spaces as 18.
 - b) The Plan shall be revised to show the exact lot coverage and FAR calculations in the zoning table.
 - c) The architectural plans shall be stamped by a registered architect.

CONDITIONS

- 3.0 The following conditions of this approval shall be strictly adhered to. Failure to adhere to these conditions or to comply with all applicable laws and permit conditions shall give the Board the rights and remedies set forth in Section 3.35 hereof.
- 3.1 This permit is issued for the construction of a new building addition of approximately 12,400 square feet, as well as the renovation of roughly 1,800 square feet within the existing storage garage to create a dedicated tire maintenance bay. The facility will be designed to provide a modern, fully functional workspace for maintaining and servicing the Town's vehicle fleet, including heavy-duty trucks, emergency response vehicles, and other municipal equipment. The facility will include maintenance bays, parts storage, administrative spaces, and employee facilities, with an emphasis on operational efficiency, sustainability, and long-term adaptability. The site is anticipated to accommodate six full-time employees and a potential seventh staff member in the future.
- 3.2 The operation of the proposed Fleet Maintenance Facility shall be as described in Sections 1.2, 1.3, 1.4, 1.6, 1.8, 1.9, 1.10, 1.11 and 1.12 of this Decision and as further described under the support materials provided under Exhibits 1, 2, 3, 4, 5, 6, 7, 8 and 9. Any changes of such above-described use shall be permitted only by amendment of this Approval by the Board.
- 3.3 The Petitioner has committed to limiting the use of Marked Tree Lane through a formal Standard Operating Procedure to avoid neighborhood cut-through traffic. The DPW shall utilize the trip distribution program shown on Figure 2 of Exhibit 8 iii "Trip Distribution." Additionally, all visitors to the Fleet Maintenance Facility shall utilize the internal circulation patterns shown on Figure 1 of Exhibit 8 iii "Proposed Entrance and Exit Diagram".
- 3.4 In the event that traffic or parking problems caused by the use of the property develop that are inconsistent with what was represented to the Board at the hearing and that adversely affect the neighbors on Central Avenue, the Board may modify this Decision by imposing additional conditions in accordance with the provisions of Section 4.2.
- 3.5 The proposed Fleet Maintenance Facility building, parking areas, driveways, walkways, landscape areas, and other site and off-site features shall be constructed in accordance with the Plan, as modified by this Decision. Any changes, revisions or modifications to the Plan, as modified by this Decision, shall require approval by the Board.
- 3.6 The proposed Fleet Maintenance Facility building and support services shall contain the dimensions and shall be located on that portion of the locus as shown on the Plan, as modified by this Decision, and in accordance with the applicable dimensional requirements of the By-Law. Any changes, revisions or modifications to the Plan, as modified by this Decision, shall require approval by the Board.
- 3.7 All buildings and land constituting the premises shall remain under a single ownership.

- 3.8 The proposed building and parking areas shall contain the dimensions and shall be located on that portion of the site as shown on the Plan and in accordance with applicable dimensional requirements of the By-Law, except as waived hereby. Upon completion of the project, 72 parking spaces shall continue to be available at the RTS, 1 parking space at the Salt Shed building, and a total of 18 parking spaces (12 striped, 6 unstriped) shall be available at this proposed facility. All off-street parking shall comply with the requirements of Section 5.1.3 and 5.1.2 of the By-Law, as shown on the Plan, except as waived by this Decision. All snow shall be removed from the site so that the total number and size of parking spaces are not reduced.
- 3.9 All required handicapped parking spaces shall be provided including above-grade signs at each space that include the international symbol of accessibility on a blue background with the words "Handicapped Parking Special Plate Required Unauthorized Vehicles May Be Removed at Owners Expense". The quantity & design of spaces, as well as the required signage shall comply with the M.S.B.C. 521 CMR Architectural Access Board Regulation and the Town of Needham General By-Laws, both as may be amended from time to time.
- 3.10 Construction vehicles shall only use main arterials when traveling in Needham to and from the site, such as Central Avenue. Construction vehicles shall not utilize secondary streets for purposes of site access.
- 3.11 The maintenance of site and parking lot landscaping shall be the responsibility of the Petitioner, and the site and parking lot landscaping shall be maintained in good condition.
- 3.12 All new utilities, including telephone and electrical service, shall be installed underground from the street line.
- 3.13 The back-up emergency generator shall be designed, operated and screened so as to comply with all applicable Federal, state and local regulations, including those addressing sound attenuation to protect the adjoining properties and nearest inhabited residence. Prior to project occupancy, an as-built plan of the emergency generator together with a sound level analysis prepared by an acoustical consultant shall be submitted to the Building Commissioner. The sound analysis shall demonstrate compliance with all Mass DEP Noise Policy concerning protection of adjoining properties and the nearest inhabited residence from excessive noise, as defined in said policies.
- 3.14 Normal maintenance and testing of the back-up emergency generator as recommended by the manufacturer shall be limited to one occurrence per week between the weekday hours of 9:00 a.m. and 5:00 p.m. for a period not to exceed 15 minutes. The back-up emergency generator shall not operate more than 300 hours per rolling 12-month period, including the normal maintenance and testing procedure as recommended by the manufacturer and periods when the primary power source for the Fleet Maintenance Facility, has been lost during an emergency, such as a power outage, an on-site disaster or an act of God.
- 3.15 The Petitioner shall seal all abandoned drainage connections and other drainage connections where the Petitioner cannot identify the sources of the discharges. The sealing of abandoned drainage facilities and abandonment of all utilities shall be carried out as per Town requirements.
- 3.16 The Petitioner shall connect the sanitary sewer line only to known sources. All sources which cannot be identified shall be disconnected and properly sealed.

- 3.17 The Petitioner shall secure from the Needham Department of Public Works a Sewer Connection Permit, if applicable.
- 3.18 The Petitioner shall secure from the Needham Department of Public Works a Street Opening Permit and any grants of location that are required from the utility companies.
- 3.19 The Petitioner shall secure from the Needham Department of Public Works a Water Main and Water Service Connection Permit per Town Requirements.
- 3.20 The Storm Water Management Policy form shall be submitted to the Town of Needham signed and stamped and shall include construction mitigation and an operation and maintenance plan as described in the policy.
- 3.21 The construction, operation, and maintenance of the subsurface infiltration facility, on-site catch basins and pavement areas, shall conform to the requirements outlined in the Town's Stormwater By-Law.
- 3.22 The Petitioner shall implement the Operation and Maintenance Plan as detailed in the Stormwater Report, prepared by Weston and Sampson, dated March 2025 (Exhibit 8).
- 3.23 As part of the NPDES requirements, the applicant shall comply with the Public Outreach & Education and Public Participation & Involvement control measures. The Petitioner shall submit a letter to the town identifying the measures selected and dates by which the measures will be completed.
- 3.24 All solid waste shall be removed from the site. All snow shall also be removed or plowed. All snow shall be removed or plowed such that the total number and size of parking spaces are not reduced.
- 3.25 In constructing and operating the proposed building and parking area on the site pursuant to this approval, due diligence shall be exercised, and reasonable efforts shall be made at all times to avoid damage to the surrounding areas or adverse impact on the environment.
- 3.26 Excavation material and debris, other than rock used for walls and ornamental purposes and fill suitable for placement elsewhere on the site, shall be removed from the site.
- 3.27 All construction staging shall be on-site. No construction parking shall be on public streets. Construction parking shall be all on-site or a combination of on-site and off-site parking at locations in which the Petitioner can make suitable arrangements. Construction staging plans shall be included in the final construction documents prior to the filing of a Building Permit and shall be subject to the review and approval of the Building Commissioner.
- 3.28 All construction deliveries shall be limited to Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m. The Petitioner shall, by contract and by direct field intervention, divert traffic away from the local streets surrounding the subject property to the main streets. The Petitioner shall create a contract exhibit indicating possible truck/delivery routes, which details the area where no construction vehicles will be permitted. The noted map shall be submitted to the Building Commissioner for review and approval prior to the issuance of the building permit.
- 3.29 All Subcontractors/Vendors shall be contractually required to agree to the traffic conditions set forth in Section 3.28 in their contract with the Petitioner to work on this project. The Petitioner shall order signage, including poster boards of the above-noted

map, which will be posted on site for enforcement purposes. Weekly meetings between the Petitioner and the Subcontractors/Vendors shall emphasize this delivery requirement.

3.30 The following interim safeguards shall be implemented during construction:

- a. The hours of construction shall be 7:00 a.m. to 5:00 p.m. Monday through Saturday.
- b. The Petitioner's contractor shall provide temporary security chain-link or similar type fencing around the portions of the project site that require excavation or otherwise pose a danger to public safety.
- c. The Petitioner's contractor shall designate a person who shall be responsible for the construction process. That person shall be identified to the Police Department, the Department of Public Works, the Building Commissioner and the abutters and shall be contacted if problems arise during the construction process. The designee shall also be responsible for assuring that truck traffic and the delivery of construction material does not interfere with or endanger traffic flow on Central Avenue or the adjacent roads.
- d. The Petitioner shall take appropriate steps to minimize, to the maximum extent feasible, dust generated by the construction including, but not limited to, requiring subcontractors to place covers over open trucks transporting construction debris and keeping Central Avenue and the adjacent roads clean of dirt and debris and watering appropriate portions of the construction site from time to time as may be required.

3.31 No building permit shall be issued for the 12,400 square foot building addition nor the 1,800 square foot renovation within the existing storage garage (creating a dedicated tire maintenance bay) in pursuance of the Site Plan Approval until:

- a. The final plans shall be in conformity with those approved by the Board, and a statement certifying such approval shall have been filed by this Board with the Building Commissioner.
- b. A construction management and staging plan shall have been submitted to the Police Chief and Building Commissioner for their review and approval.
- c. The Petitioner shall have recorded with the Norfolk County Registry of Deeds a certified copy of this Decision granting this Special Permit and Site Plan Approval with the appropriate reference to the book and page number of the recording of the Petitioner's title deed or notice endorsed thereon.

3.32 The 12,400 square foot building addition nor the 1,800 square foot renovation within the existing storage garage (creating a dedicated tire maintenance bay) subject to this Site Plan Approval shall not be occupied until:

- a. An as-built plan supplied by the engineer of record certifying that the appropriate project was built according to the approved documents has been submitted to the Board and Department of Public Works. The as-built plan shall show the building, all finished grades and final construction details of the driveways, parking areas, drainage systems, utility installations, and sidewalk and curbing improvements in their true relationship to the lot lines for the project on-site and off-site. In addition, the as-built plan for the project shall show the final location, size, depth, and material of all public and private utilities on the site and their points of connection to the individual utility, and all utilities which have been abandoned for the project. In

addition to the engineer of record, said plan shall be certified by a Massachusetts Registered Land Surveyor.

- b. There shall be filed, with the Building Commissioner and Board, a statement by the registered professional engineer of record certifying that the finished grades and final construction details of the driveways, parking areas, drainage systems, utility installations, and sidewalk and curbing improvements on-site and off-site, have been constructed to the standards of the Town of Needham Department of Public Works and in accordance with the approved Plan for the project.
 - c. There shall be filed with the Board and Building Commissioner an as-built Landscaping Plan showing the final location, number and type of plant material, final landscape features, parking areas, and lighting installations for the project. Said plan shall be prepared by the landscape architect of record and shall include a certification that such improvements were completed according to the approved documents.
 - d. There shall be filed with the Board and Building Commissioner a Certificate of Compliance signed by a registered architect upon completion of construction of the project.
 - e. There shall be filed with the Board a noise report from an acoustical engineer showing that the emergency back-up generator as installed meets the MassDEP Noise Policy including those addressing sound attenuation to protect the adjoining adjacent properties.
 - f. Notwithstanding the provisions of Section a, b, c and e hereof, the Building Commissioner may issue one or more certificates for temporary occupancy of the building or parking lots prior to the installation of final landscaping and other site features, provided that the Petitioner shall have first filed with the Board a bond in an amount not less than 135% of the value of the aforementioned remaining landscaping or other work to secure installation of such landscaping and other site and construction features for the project.
- 3.33 In addition to the provisions of this approval, the Petitioner must comply with all requirements of all state, federal, and local boards, commissions or other agencies, including, but not limited to, the Board of Selectmen, Building Commissioner, Fire Department, Department of Public Works, Conservation Commission, Police Department, and Board of Health.
- 3.34 The Petitioner, by accepting this permit Decision, warrants that the Petitioner has included all relevant documentation, reports, and information available to the Petitioner in the application submitted, that this information is true and valid to the best of the Petitioner's knowledge.
- 3.35 Violation of any of the conditions of this Approval shall be grounds for revocation of any building permit or certificate of occupancy granted hereunder as follows: In the case of violation of any conditions of this Approval, the Town will notify the owner of such violation and give the owner reasonable time, not to exceed thirty (30) days, to cure the violation. If, at the end of said thirty (30) day period, the Petitioner has not cured the violation, or in the case of violations requiring more than thirty (30) days to cure, has not commenced the cure and prosecuted the cure continuously, the permit granting authority may, after notice to the Petitioner, conduct a hearing in order to determine whether the failure to abide by the conditions contained herein should result in a recommendation to the Building Commissioner to revoke any building permit or certificate of occupancy

granted hereunder. This provision is not intended to limit or curtail the Town's other remedies to enforce compliance with the conditions of this Approval including, without limitation, by an action for injunctive relief before any court of competent jurisdiction.

LIMITATIONS

- 4.0 The authority granted to the Petitioner by this permit is limited as follows:
- 4.1 This permit applies only to the site and off-site improvements, which is the subject of this petition. All construction to be conducted on-site and off-site shall be conducted in accordance with the terms of this permit and shall be limited to the improvements on the Plan, as modified by this Decision.
- 4.2 There shall be no further development of this site without further site plan approval as required under Section 7.4 of the By-Law. The Board, in accordance with M.G.L., Ch. 40A, S.9 and said Section 7.4, hereby retains jurisdiction to (after hearing) modify and/or amend the conditions to, or otherwise modify, amend or supplement, this Decision and to take other action necessary to determine and ensure compliance with the Decision.
- 4.3 This Decision applies only to the requested Special Permits and Site Plan Review. Other permits or approvals required by the By-Law, other governmental boards, agencies or bodies having jurisdiction shall not be assumed or implied by this Decision.
- 4.5 No approval of any indicated signs or advertising devices is implied by this Decision.
- 4.6 The foregoing restrictions are stated for the purpose of emphasizing their importance but are not intended to be all-inclusive or to negate the remainder of the By-Law.
- 4.7 This Site Plan Special Permit shall lapse on July 22, 2027, if substantial use thereof has not sooner commenced, except for good cause. Any requests for an extension of the time limits set forth herein must be in writing to the Board at least thirty (30) days prior to July 22, 2027. The Board herein reserves its rights and powers to grant or deny such extension without a public hearing. The Board, however, shall not grant an extension as herein provided unless it finds that the use of the property in question or the construction of the site has not begun, except for good cause.
- 4.8 This decision shall be recorded in the Norfolk District Registry of Deeds and shall not become effective until the Petitioner has delivered a certified copy of the document to the Board. In accordance with G.L. Chapter 40A, Section 11, this Major Site Plan Special Permit shall not take effect until a copy of this decision bearing the certification of the Town Clerk that twenty (20) days have elapsed after the decision has been filed in the office of the Town Clerk and either that no appeal has been filed or the appeal has been filed within such time is recorded in the Norfolk District Registry of Deeds and is indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The person exercising rights under a duly appealed Special Permit does so at the risk that a court will reverse the permit and that any construction performed under the permit may be ordered undone.

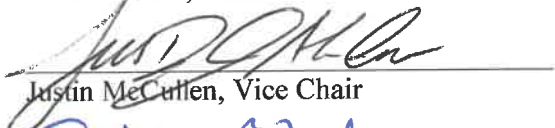
The provisions of this Special Permit shall be binding upon every owner or owner of the lots and the executors, administrators, heirs, successors and assigns of such owners, and the obligations and restrictions herein set forth shall run with the land, as shown of the Plan, as modified by this Decision, in full force and effect for the benefit of and enforceable by the Town of Needham.

Any person aggrieved by this Decision may appeal pursuant to General Laws, Chapter 40A, Section 17, within twenty (20) days after filing of this Decision with the Needham Town Clerk.

Witness our hands this 22nd day of July, 2025.

NEEDHAM PLANNING BOARD


Artie Crocker, Chair


Justin McCullen, Vice Chair


Adam Block

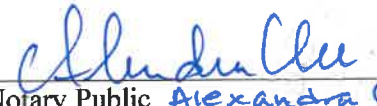

Natasha Espada


Eric Greenberg

COMMONWEALTH OF MASSACHUSETTS

July 22 2025

On this 22 day of July, 2025, before me, the undersigned notary public, personally appeared Natasha Espada, one of the members of the Planning Board of the Town of Needham, Massachusetts, proved to me through satisfactory evidence of identification, which was personally known, to be the person whose name is signed on the proceeding or attached document, and acknowledged the foregoing to be the free act and deed of said Board before me.


Notary Public Alexandra Clee
My Commission Expires: March 9, 2029

TO WHOM IT MAY CONCERN: This is to certify that the 20-day appeal period on the Amendment to Decision of the project proposed by Town of Needham, 500 Dedham Avenue, Needham, Massachusetts, for property located at 1407 Central Avenue, Needham, MA, has passed,

 and there have been no appeals filed in the Office of the Town Clerk or
 there has been an appeal filed.

Date

Louise Miller, Town Clerk

Copy sent to:

Petitioner - Certified Mail #	Board of Selectmen
Town Clerk	Engineering
Building Commissioner	Fire Department
Director, PWD	Police Department
Board of Health	Henry Haff, Director, Building Design & Construction Dept.
Conservation Commission	Parties in Interest