

Application for Site Plan Approval

Pembroke Community Center

May 2022



Prepared for the Town of Pembroke by:

Compass Project Management
Norwood, MA

Bargmann Hendrie + Archetype
Boston, MA

Merrill Engineering
Hanover, MA

Kyle Zick Landscape Architecture
Boston, MA

Pembroke Community Center
Site Plan Review Submittal

To: Town of Pembroke
Pembroke Planning Board
100 Center Street
Pembroke, Massachusetts 02359

Date: May 6, 2022

Re: Application for Site Plan Approval
Pembroke Community Center

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Project Summary:

The Pembroke Community Center will house the Towns Council on Aging and Recreation Departments. A variety of programs are anticipated including afterschool and camps for youth, a senior center with social gatherings spaces, sports venues, and a variety of multipurpose spaces.

The new Community Center will replace the existing 35,300 SF building and include site improvements to the Town Green through new landscape and lighting, new parking, and pedestrian paths linking the Community Center with other adjacent facilities including, the Library, Town Hall, play fields and basketball/tennis courts.

The new building will be approximately 27,800 SF with roughly half of that area comprised of a double height steel frame gym and the other half consisting of a two story, wood frame structure including activity & meeting rooms and offices. The gymnasium will have two courts and a suspended walking/jogging track above. A large subdividable multipurpose room, with adjacent commercial kitchen, will accommodate 130 people for a meeting or 80 people for a meal. The senior center will have a dedicated lounge and multipurpose space with direct access to a porch overlooking the Town Green. Four activity/program rooms on the second floor will serve a variety of functions from yoga and aerobics to quilting and other crafts. A separate game room / lounge will also be located on the second floor.

The simple massing of the building and selection of exterior materials are in response to the Center District where it will be located and in respect of adjacent historic buildings that are of traditional New England architectural character. The building will be white clapboard and board and batten with varying sizes of trim boards. Windows are typically four over one divided light that are grouped and positioned proportionately to the exterior massing as well as the activities within. A ground face block base will help anchor the building to the site and a large barn door provides a link between the gymnasium and outdoor Town Green.

1. Application for Site Plan Approval

TOWN OF PEMBROKE
APPLICATION FOR SITE PLAN APPROVAL

Submit to Town Clerk with \$1,000.00 Filing Fee and Complete Site Plans as required in Section V. 7., Site Plan Approval of the Zoning By-laws.

Name of Applicant: Town of Pembroke, Attn: William Chenard, Town Manager

Address: 128 Center Street Pembroke

Telephone: 781-293-3844

E-Mail wchenard@townofpembrokemass.org

If applicant is not the owner complete the following. NOTICE: written permission of the owner is required for a complete application.

Name of Property Owner: Town of Pembroke

Address: 128 Center Street Pembroke

Telephone: 781-293-3844

E-Mail: wchenard@townofpembrokemass.org

Property Address: 128 Center Street Pembroke

Assessors Map(s) and lot(s) number: D9-1 Zoning District: Residential A and Pembroke Center Historical District

Explain current use of property, attach additional information if needed: Community Center and Town Green

Explain proposed use of property, attach additional information if needed: Community Center and Town Green

	<u>By-law Requirement</u>	<u>Existing Condition</u>	<u>Proposed Condition</u>
Site Size (Sq. ft.)	40,000 sf	34.19 ac (1,489,316 SF)	NO CHANGE
Structure Coverage*	15%	3.1%	2.6%
Frontage	150'	592'	NO CHANGE
Sidyard Setbacks	20'	27'	26'
Rearyard Setbacks	25'	1,558'	1,584'
Sideline Buffers (ft.)	N/A		
Rearline Buffer	N/A		
Frontline Buffer	N/A		
Parking Spaces (No)	135	147	160

Anticipated Traffic: (Vehicle number per day)

Ex: 1,130*

Prop.: 1,210*

Trucks: 2+/- Autos: Employee Autos: 15

*This is interpreted as the footprint of the existing/proposed buildings. See submitted Layout Plan for additional lot coverage information.

2. General information

1. Name: Pembroke Community Center
2. Address: 128 Center Street
Pembroke, MA 02359
3. Description: New Community Center for the Town's Recreation Department and Senior Center.
4. Applicant Name: Town of Pembroke, William Chenard, Town Manager
100 Center Street
Pembroke, MA 02359
5. Owner: Same as Applicant
6. Owners Rep: Compass Project Management
One Edgewater Drive, Suite 204
Norwood, MA 02062
7. Engineer: Merrill Engineers & Land Surveyors
427 Columbia Road
Hanover, MA 02360
8. Architect: Bargmann Hendrie + Archetype, Inc
9 Channel Center Street, Suite 300
Boston, MA 02210

3. Request for Waiver(s)

May 9, 2022

Pembroke Planning Board
Town Hall
100 Center Street
Pembroke, MA 02359

ATTN: Matthew Heins, Planning Board Assistant

**RE: Site Plan Review Application - Proposed Community Center Redevelopment
128 Center Street
Applicant: Town of Pembroke, William Chenard, Town Manager**

Dear Matthew and Board Members:

Acting on behalf of the applicant, Merrill Engineers and Land Surveyors Inc. respectfully request that the Planning Board grant the following waivers from the Planning Board Rules & Regulations Governing the Issuance of Site Plan Approval for the above-referenced project.

Summary of Requested Waivers

Section II – Application

2.3 Administrative and Project Review Fee.

- As this is a Town project, to redevelop the Pembroke Community Center, the Applicant requests a waiver to the Application Fee requirement.

Section IV – Site Plan Content

4.4 Requirement to show specific features within 200' of entire property.

- Due to the size of the parcel, the Applicant requests a waiver to this requirement but has shown this information within the proximity of the Project Area.

4.6 Requirement to show topography within 50' of entire property.

- Due to the size of the parcel, the Applicant requests a waiver to this requirement but has shown this information within the proximity of the Project Area.

4.22 Requirement for a Traffic Impact Study

- The Applicant requests that the "Traffic Impact Assessment" letter dated 12/27/2019, prepared by Pare Corp be accepted to address this requirement as no change in use is proposed on the property and the redevelopment project is not expected to have any major impacts on the surrounding roadway network.

Section V – Requirements

5.4 Requirement for median strips and landscape islands within parking area.

- A waiver to this requirement is requested in order to keep snow plowing simple as requested by the Pembroke DPW, interior islands within the parking area have been minimized.



HANOVER OFFICE:
427 Columbia Road
Hanover, MA 02339
781-826-9200

NORWELL OFFICE:
687 Main Street
Norwell, MA 02061
781-659-8187

PLYMOUTH OFFICE:
40 Court Street, Ste 2A
Plymouth, MA 02360
508-746-6060

MARINE DIVISION:
26 Union Street
Plymouth, MA 02360
508-746-6060

merrillinc.com



Merrill Engineers and Land Surveyors
& Cavanaro Consulting are divisions
of the Merrill Corporation.

- 5.6.2 Requirement that curbing not be bituminous concrete and curb stops be provided where parking abuts sidewalks.
- A waiver has been requested to this requirement to keep construction costs down by using cape cod berm where possible on the interior of the site and eliminating wheel stops except at ADA parking spaces adjacent to ramps, etc.
- 5.9.9 Requirement that a minimum of 50% of the street side façade shall contain windows.
- The new Community Center's west facade, that facing Center Street has an area of roughly 6,480 SF with windows comprising roughly 910 SF for approximately 14%. The proposed Community Center will be a four-sided building and windows are planned for all sides and have been provided for all interior rooms/spaces. Roughly half of the building is comprised of the double height gymnasium. Windows have intentionally not been located at the first-floor level of the gym for safety and glare concerns related to the internal functions and performance for sports. Windows are typically four over one divided light that are grouped and positioned proportionately to the exterior massing and in response to its Center District location and in respect of adjacent historic buildings that are of traditional New England architectural character. A waiver is requested for this architectural/building design criteria.

Section VI – Development Impact Statement

- 6.0 Requirement for a Development Impact Statement
- A waiver is requested from this requirement as the existing Use(s) are currently in place and the proposed project will simply be a redevelopment of the property to provide a new Community Center and Senior Center building where the existing Community Center Building is located.

Zoning Bylaw - Section IV.1.D.6. & IV.7.D.8

- Pursuant to Section IV, Use and Dimensional Regulations and specific to 7. Center Protection District, item 8 - buildings shall not exceed 36' in height. From grade at the base of the building to the peak of the gymnasium roof, the height will be 43'-9.5". The grade along Center Street is roughly 5' higher than the grade at the building, thereby indicating the building height at it's peak exceeds the limit by 2'-9.5", roughly 180' from Center Street. The inside height of the gymnasium is driven by rules and regulations of sports, specifically basketball and volleyball for this facility. These rules establish clear boundaries of play and height clearances. The method for calculating height is not explicitly defined in the Bylaws, however, a common methodology is to use the mean average height (the average of the roof eave height and the height of the highest point on the roof). Using this method, the gymnasium is 34' in height, below the 36' limitation. A waiver is requested for this zoning dimensional regulation.

Should you have any questions or need additional information, please do not hesitate to contact this office.

Sincerely,

MERRILL CORPORATION



Dana M. Altobello, P.E.
Senior Project Manager

CC: Joel Bargmann & Brad McCord
William Chenard

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4. Proposed Use of Property

The proposed use of the property will remain similar to the existing use of the Pembroke Community Center. The new Community Center will continue to house the Town of Pembroke Recreation Department and the Council on Aging Senior Center will relocate from it's current building just to the south of the site. The pre-school program currently leasing space within the building will located to other premises.

The Recreational Department intends to run a variety of programs for both youth and adults ranging from sport activities to arts & crafts. Youth programs include after school, school vacations, and summer camps that will utilize indoor as well as existing adjacent outdoor fields and courts. The departments administrative offices will be located in the new building.

The Senior Center will be a hub for programs supported by the Council on Aging. It will serve as a gathering and social center with indoor and outdoor lounge space as well as program space for group activities. The department's offices will also be located in the building.

As a multifunctional building many spaces will be shared between Recreation and Seniors. Large spaces such as multipurpose rooms and a two-court gymnasium will allow the Town to hold larger town meetings and special events. In addition, the Community Center will be able to be used as an emergency shelter if needed.

The Town Green, between the new Community Center and Center Street, will be enhanced with landscaping and sidewalks connecting adjacent community buildings. The existing bandstand will remain as will the basketball and tennis courts to the north of the building and the playground to the east of the existing building . Access drives will remain similar to existing access routes however, the main entry will be from Center Street utilizing the existing curb cut and drive for the Hatch building. A secondary access route will remain to Town Hall and the Police station. There will be parking and drop-off areas at the site similar to what exists today.

5. Changes to the Site

The project includes the abatement and demolition of the existing 35,300 SF Community Center building and replacing it with a new 27,800 GSF facility including multipurpose activity rooms, a two-court gym, changing rooms and toilets, and administrative offices. The new building footprint is roughly the same in area but much more compact in its layout thereby allowing the site to be developed more efficiently for access, parking, and outdoor programming.

Following are site improvements:

- Primary access drive will utilize and improve the existing Hatch Building drive and will extend to a new main entry drop off circle and extend to parking.
- Parking at the east side of building to minimize view from Center Street.
- On site parking will be increased from 147 spaces to 160. This does not include existing parking at Hatch or the Boys & Girls Club. Similarly, overflow parking at Town Hall and the Library is not included in the new on-site parking count.
- New pedestrian sidewalks and cross walks serve not only the new Community Center and Town Green but also connect Hatch, the outdoor tennis/basketball courts, the Boy's & Girls Club, Library and sidewalks along Center Street.
- Enhanced Town Green will include a variety of landscape features to encourage and optimize use:
 - Sidewalk oval – defining inner lawn, providing accessible circular circulation ideal for art or food fairs.
 - Paved area at existing bandstand for accessible spectator seating area.
 - Planted area serving as backdrop to bandstand and screen to Hatch drive.
 - Porches/platforms at building. Senior Center seating area and barn door at gym to allow for indoor/outdoor functions.
 - Open rail fence along Center Street
 - Site lighting
- Planted parking islands and screened utilities and trash enclosure
- Outdoor tennis & basketball courts as well as playground will remain in current locations.
- Two electric car charging stations are anticipated accommodating up to four vehicles at any one time.

New utility connections will be made to the proposed building including gas, electric, water, and sewer. A new septic system for the building is proposed under the parking area to the east of the building footprint. Gas, electric and water will be brought to the building at connections along Center Street. The majority of overhead electrical and telephone lines will be buried, improving visual aesthetics of the Town Green. As part of the abatement and demolition phase, utilities will need to be cut and capped. Lighting for the outdoor tennis and basketball courts will be maintained throughout all phases of construction. A secondary overhead power line for Hatch will need to be buried.

6. Parking and Traffic

A parking and traffic study was prepared by PARE Corporation and included with the Feasibility Study in February 2020. While the overall building square footage has been reduced since the feasibility study the traffic and parking analysis remains relevant. A copy of the report is included.

December 27, 2019

Mr. Joel Bargmann
Bargmann Hendrie + Archetype, Inc.
300 A Street
Boston, MA 02210-1710

Re: **Professional Traffic Engineering Services**
Pembroke Community Center
Pembroke, Massachusetts
Pare Project No. 19197.00

Dear Mr. Bargmann:

Pare Corporation (Pare) has completed the requested traffic engineering assessment for the construction of a combined Community Center and Senior Center (Center) in Pembroke, Massachusetts. The proposed Center will replace the existing Pembroke Community Center located at 128 Center Street. The proposed Center will be a two-floor building with a gross floor area of 41,715 square feet. The proposed facility is expected to have a drop-off area as well as an adjacent parking lot, which will connect to adjacent parking lots associated with the Town's library, town hall and police station. The Center will have three points of access/egress. A figure depicting the proposed site is attached.

EXISTING CONDITIONS

The existing Pembroke Community Center facility hosts various activities each day of the week and the existing Senior Center hosts all senior activities for the Town from Monday through Friday. The hours of operation for the Community Center are from 8:00 a.m. to 10:30 p.m., excluding the operations of a private daycare/pre-school, a tenant to the Town, which commences at 6:30 a.m. The hours of operation for the Senior Center are from 8:30 a.m. to 4:30 p.m. The existing Community and Senior Centers are 35,300 square feet and approximately 3,600 square feet respectively. There are currently 148 parking spaces in the Community Center parking lot and the Senior Center has an exclusive lot with 11 parking spaces. The Senior Center also shares a parking area with the library. The Community Center can currently be accessed via the driveways for the police station/town hall and the library.

Based on observations performed at the existing facilities and conversations with the staff, the following pertinent data was obtained:

- the Community Center currently houses a private daycare/pre-school tenant with drop-off as early as 6:00 a.m. and pick-up as late as 6:30 p.m.;
- the Community Center operates an after-school program with students dropped off by school buses and picked up by parents by 5:30 p.m.;
- the Community Center operates a summer childcare program with drop-off between 8:00 a.m. and 9:00 a.m. and pick-up between 3:15 p.m. and 4:15 p.m.;
- the maximum parking demand generally occurs between 4:30 p.m. and 5:30 p.m. when afternoon activity pick-up and evening activity drop-off overlap; and





- many patrons utilize the northern driveway to avoid additional delay associated with the traffic signal along Center Street south of the site.

The study area for the proposed Center is defined as the significant roadways and intersections in the vicinity of the site that may be impacted by the reconstruction of the site. This includes Center Street (Route 14) from Mattakeesett Street to Allen Street/High Street. A field review of the study area was conducted with geometric measurements, a speed study and other field observations recorded for the roadway in the vicinity of the project site. The information obtained was used in the traffic assessment of the proposed site.

Center Street (Route 14)

Center Street (Route 14), designated as an urban minor arterial under Town jurisdiction, runs north/south along the western edge of the site and east/west along the northern edge of the site. The roadway has an approximate width of 30 feet, with an 11 to 12-foot lane and a 3 to 4-foot striped shoulder in each direction. A curbed 6-foot wide concrete sidewalk runs along the eastern/southern side of the roadway along the edge of the proposed Center site. There are utility poles located at the back of the sidewalk. There is a crosswalk across Center Street just north of the Pilgrim Area Collaborative connecting to a short stretch of sidewalk at the First Church of Pembroke. Sidewalk along the west side of Center Street begins again across from the library driveway and continues south towards the intersection with Mattakeesett Street. Land use along Center Street is a mix of residential, institutional and commercial. The posted speed limit along Center Street is 25 miles per hour.

The intersection of Center Street with Mattakeesett Street is a three-legged signalized intersection with Center Street running in the north/south direction and Mattakeesett Street approaching from the west. Mattakeesett Street is the continuation of Route 14 through town and is also an urban minor arterial. Sidewalks are present along both sides of each approach, and there are crosswalks across the western and southern legs of the intersection.

The intersection of Center Street with Allen Street/High Street forms a four-legged unsignalized intersection with Center Street running east/west, Allen Street approaching from the north and High Street approaching from the south. Allen Street and High Street operate under stop control while Center Street has free movements. Allen Street is a local road and High Street is classified as an urban collector. Sidewalk is present along the south side of Center Street only and there is a crosswalk across High Street at the intersection.

SAFETY ANALYSIS

Site Circulation

The site will continue to be accessible via the entrance to the police station/town hall and the entrance to the library. The loop driveway that currently serves the Pilgrim Area Collaborative and allows egress from the Community Center will be reconstructed to a full-access driveway with direct access beyond the school to the Center parking lot.

Sight Distance

The site was reviewed to determine if there is adequate sight distance for staff and patrons of the proposed Center to safely access and egress the site. Sight distance is determined based on the 85th percentile speed of the roadway. A spot speed study was performed along Center Street adjacent to the site. The 85th percentile speeds



were found to be 26 miles per hour in both directions. A design speed of 30 miles per hour is recommended for Center Street.

According to the American Association of State Highway and Transportation Officials (AASHTO) publication *A Policy on the Geometric Design of Highways and Streets, Sixth Edition 2011*, the minimum safe stopping sight distance (SSD) for speeds up to 30 miles per hour is 200 feet and the intersection sight distance (ISD) for speeds up to 30 miles per hour is 335 feet. According to AASHTO, if the available sight distance is at least equal to the appropriate stopping sight distance, then drivers have sufficient sight distance to anticipate and avoid collisions. A summary of the sight distance available can be seen below in Table 1. Sight distance to the south of the northern driveway is limited by the horizontal curvature of the roadway. The sight line available accommodates the required SSD and though it does not quite meet the ISD for speeds up to 30 miles per hour it is adequate for the 85th percentile speed of 26 miles per hour.

Table 1: Sight Distance Summary

		Required SSD (ft)	Measured SSD (ft)	Required ISD (ft)	Measured ISD (ft)
Northern Driveway – Police Station/Town Hall	To the North	200	600	335	600
	To the South	200	330	335	330
Central Driveway – Pilgrim Area Collaborative	To the North	200	400	335	400
	To the South	200	520	335	520
Southern Driveway - Library	To the North	200	500	335	500
	To the South	200	550	335	550

FUTURE CONDITIONS

Proposed Center

The proposed Center will incorporate both the community center and senior center activities. The two-story building will have a total area of 41,715 square feet inclusive of an approximately 2,000 square foot multipurpose room suitable for large meetings or assemblies. It is assumed that the general hours of operation of the existing facilities will be maintained with the exception of the daycare, which will not be a part of the proposed Center.

Trip Generation

As noted, the proposed Center will be nearly 42,000 square feet, inclusive of the community center and senior center uses. Trip generation for the site is assessed using rates established by the Institute of Transportation Engineers (ITE) *Trip Generation Manual*. For a Recreational Community Center, identified as land use code (LUC) 495, the new Center at the proposed size could generate up to 1,210 trips per day, with 605 entering vehicles and 605 exiting vehicles. During the morning commuter peak, one hour between 7:00 a.m. and 9:00 a.m., the site could generate up to 115 trips, with 76 entering vehicles and 39 exiting vehicles. During the afternoon commuter peak, one hour between 4:00 p.m. and 6:00 p.m., the site could generate up to 127 trips, with 59 entering vehicles and 68 exiting vehicles. It is worth noting that Recreational Community Centers, as defined by ITE, often include a daycare. The proposed center will likely reach the indicated trip generation in the morning during the summer and in the afternoon during the school year. However, this may be a



conservative estimate in the morning during the school year and in the afternoon during the summer. The table below shows the comparison of proposed trip generation compared to the existing facilities.

Table 2: Trip Generation Comparison

	Weekday	AM Peak	PM Peak
Existing Community Center	1,010	105	110
Existing Senior Center*	120	7	9
Existing Total	1,130	112	119
Proposed Center	1,210	115	127

* Senior Center assessed as Recreational Community Center, as ITE does not have a separate LUC for senior centers.

The proposed Center is not expected to generate any significant increase in traffic volume compared to the existing facilities and any traffic increase is expected to be distributed onto Center Street between the three driveways to the site.

Parking Demand

Parking generation is estimated for particular land uses by utilizing rates provided in the *Parking Generation* manual developed by ITE. Parking rates for recreational community centers range from an average of 3.20 vehicles per 1,000 square feet of gross floor area (GFA) to an 85th percentile demand of 5.03 vehicles per 1,000 square feet GFA. For the proposed Center size, this equates to a range of 134 to 210 spaces.

Alternatively, Pare has completed a review and assessment of the Town's zoning bylaws for parking regulations. The zoning does not specify the use of Recreational Community Center; therefore, other comparable uses were considered. Based on the zoning, facilities for assembly, which applies to the multi-purpose room, require 1 parking space per 100 square feet or 1 space per 4 seats, whichever is greater. The remainder of the building, with the exception of the basketball courts, seems to lend itself to larger buildings estimated at 1 space per 150 square feet ground floor area and 1 space per 300 square feet for higher floors. The basketball court is likely to draw people already using other facilities within the Center or would lend itself to a high carpool rate for an independent pick-up game. For these reasons, one parking space for every four individuals of expected attendance is reasonable for the basketball courts. These uses total approximately 185 spaces. Another one space per three employees should be added.

The current site plan accommodates 195 spaces. This exceeds the average anticipated demand per ITE, as well as the zoning requirements per the above justification. The proposed parking is marginally short of the potential 85th percentile demand. However, the peak periods for the Center are likely to fall on weekends or evenings when the adjacent Town use parking lots could be used for overflow.

CONCLUSION

Upon completion of the assessment of the proposed Community/Senior Center, the following points can be made.

- Sight distances were assessed based on proposed driveway locations and meet the minimum stopping and intersection sight distances for the 85th percentile speed of Center Street.



Mr. Joel Bargmann

(5)

December 27, 2019

- The proposed Center will not generate much additional traffic compared to the existing facilities and will be distributed between the three site driveways.
- The proposed parking should be more than sufficient to handle the average demands of the Center, and larger events that may have a few additional spaces needed could utilize adjacent Town owned lots.

Overall, the proposed reconstruction of the site located at 128 Center Street which will develop a shared Community Center and Senior Center in place of the existing Community Center is not expected to have any major impact on the surrounding roadway network.

We are available to discuss this report with you at your convenience. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

Amy Archer
Project Engineer

JPS/AA

7. Building Coverage and Open Space

The proposed building will have a total footprint of 18,450± s.f., which results in a total site Building Coverage of 2.6% where 15% is allowed by the Town of Pembroke Zoning Bylaw. (Existing building = 3.1%)

The proposed site layout will have 139,470± s.f. SF of total impervious area, which results in 9.4% impervious coverage where 65% is allowed by the Town of Pembroke Zoning Bylaw. (Existing site coverage is 12.3%)

8. Drainage Calculations

(See Attached Stormwater Management Report)

9. List of Drawings (under separate cover)

Site Plan Review 5/9/2022

Cover Sheet

C101 – Vicinity and index Plan

C201 - 203 - Existing Conditions Plan - 11x17 AND 24x36

C301 – Erosion Control/Demo Plan - 11x17 AND 24x36

C401 & 402 – Layout and Zoning Plans - 11x17 AND 24x36

C501 & 502 – Grading and Utilities Plan - 11x17 AND 24x36

C601 – 604 – Site Detail Sheets - 11x17 AND 24x36

L100 – Landscape notes

L101 – Landscape Plan

L102 – Planting Plan

LD1 – Landscape Details

LD2 – Landscape Details

Site Lighting Plan - photometric

First Floor Plan – 24 x 36

Second Floor Plan – 24 x 36

Roof Plan – 24 x 36

Exterior Elevations – 24 x 36

Exterior Elevations – 24 x 36