

**Joshua Lee Smith**  
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Direct facsimile: 508-929-3064  
Email: [jsmith@bowditch.com](mailto:jsmith@bowditch.com)

November 14, 2024

**BY HAND DELIVERY AND E-MAIL – [planning@worcesterma.gov](mailto:planning@worcesterma.gov)**

Division of Planning & Regulatory Services  
City Hall Room 404  
455 Main Street  
Worcester, MA 01608  
Attn: Michelle M. Smith, Assistant Chief Development Officer

***Re: Polar Views LLC – Application for Definitive Site Plan Review for  
Single Family Attached Development Project at  
60 Wall Street, Worcester, Massachusetts***

Dear Ms. Smith:

This firm represents Polar Views LLC in its application to the City of Worcester Zoning Board of Appeals (the “Board”) for site plan review approval as more particularly described herein, in connection with the construction of 4 single family attached dwelling units, each unit to contain 3 bedrooms (the “New Building”), and to perform associated site work and improve Montreal Street from Wall Street to Oakham Street (the “Project”). The Project will include a total of 8 parking spaces, including a two-car garage and a paved driveway for each unit. The Project will also include the construction of a retaining wall in the northern and eastern portion of the site which will be approximately 5 feet tall at its highest point, and a 6-foot stockade fence on top of the retaining wall.

We hereby submit the following items for filing with the Board:

1. Site Plan Review Application with Statement in Support;
2. Zoning determination form (to be provided);
3. Plan set;
4. Floor plans and elevations;
5. Hydrology Memo; and
6. Certified List of Abutters.

We will coordinate with staff to facilitate the submission of the addressed envelopes, the filing fees payable to the City of Worcester and necessary copies of the above items.

Kindly file this Application with the City Clerk, and schedule this Application to be presented and discussed at the Board's next available meeting, which is scheduled to occur on **December 18, 2024**. Please let me know if you have any questions concerning the enclosed.

Thank you for your assistance with this matter.

Very truly yours,

A handwritten signature in blue ink, appearing to read "J Lee Smith", enclosed in a light gray rectangular box.

Joshua Lee Smith

JLS

Enclosures

cc: Project team

City of Worcester Planning Board



**DEFINITIVE SITE PLAN APPLICATION**

Division of Planning & Regulatory Services

City Hall, 455 Main Street, Room 404, Worcester, MA 01608

Phone: (508) 799-1400 x 31440 – Fax: (508) 799-1406 – E-mail: [planning@worcesterma.gov](mailto:planning@worcesterma.gov) (preferred)

**1. PROPERTY INFORMATION**

- a. 60 Wall Street  
Address(es) – please list all addresses the subject property is known by
- b. 04-011-09+10  
Parcel ID or Map-Block-Lot (MBL) Number
- c. Worcester District Registry of Deeds, Book 70486 Page 321  
Current Owner(s) Recorded Deed/Title Reference(s)
- d. RG-5  
Zoning District and all Zoning Overlay Districts (if any)

**2. APPLICANT INFORMATION**

- a. Polar Views LLC  
Name(s)
- b. 89 West Main Street, Unit 101, Northborough, MA 01532  
Mailing Address(es)
- c. jsmith@bowditch.com; (508) 926-3464  
Email and Phone Number(s)
- d. Owner  
Interest in Property (e.g., Lessee, Purchaser, etc.)

I certify that I am requesting the Worcester Planning Board grant the Definitive Site Plan as described below Polar Views LLC

By:  Daniel Yarnie, Its Manager  
(Signature)

**3. OWNER OF RECORD INFORMATION (IF DIFFERENT FROM APPLICANT)**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Mailing Address(es)
- d. \_\_\_\_\_  
Email and Phone Number

Division of Planning & Regulatory Services  
455 Main St., 4<sup>th</sup> Floor, Worcester, MA 01608  
Office 508-799-1400 – Fax 508-799-1406

[Planning@worcesterma.gov](mailto:planning@worcesterma.gov)

6. PROVIDE THE FOLLOWING ITEMS, 1 DIGITAL COPY IN PDF FORMAT VIA EMAIL TO [PLANNING@WORCESTERMA.GOV](mailto:PLANNING@WORCESTERMA.GOV) AND CONFIRM WITH STAFF BEFORE SUBMISSION OF 1 PHYSICAL COPY BY HAND DELIVERY OR MAIL:

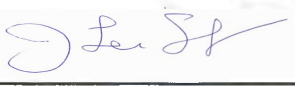
- Zoning Determination Form** obtained from the Inspectional Services Division (email [inspections@worcesterma.gov](mailto:inspections@worcesterma.gov) or call 508 – 799 – 1198 for more information)
- Completed Site Plan Application, signed by all parties involved.
- Completed **Tax Certification** for the  Applicant and  Owner (if different) are attached (page 4)
- If the applicant is NOT the Owner, the **Owner(s) Authorization** for the applicant to apply is attached (page 2)
- A **Certified Abutters List(s)** issued within 3 months of this application's filing date which includes all properties affected and includes any contiguous, commonly owned property(s). This can be obtained from the Assessor's Office and includes all abutters and abutters within 300' of the edge of the land owner's property.  
*Note: if the property(s) is within 300 ft. of another town an abutters list from that town may be required*
- Project Impact Statement** describing the proposed project and analyzing how the project and site layout were designed with consideration for and to be compatible with the review criteria in the Zoning Ordinance.
- Site Plan** showing the full project scope and all elements listed in Item 11 of this application, stamped and signed by all applicable professionals
- Architectural drawings** showing exterior elevation, height in feet and stories, exterior materials for all structures, and corresponding floor plans stamped and signed by all applicable professionals
- Stormwater Report** demonstrating compliance with Massachusetts Stormwater Standards for the project, as applicable based on project type and scope (*contact staff to confirm*)
- Traffic Study**, if necessary based on expected traffic generation (*contact staff to confirm*)

7. PROVIDE 1 PHYSICAL COPY OF THE FOLLOWING ITEMS:

- One stamped (i.e. postage paid) pre-addressed envelope for *each* party on the Abutters List and the applicant (if different from the owner), with the following return address:  

Division of Planning and Regulatory Services  
455 Main Street (City Hall), Room 404  
Worcester, MA 01608
- Filing Fee** of \$\_\_\_\_\_ is enclosed (*see fee schedule or contact staff to confirm amount*).

**4. REPRESENTATIVE INFORMATION**

- a. Joshua Lee Smith  
Name(s)
- b.   
Signature(s)
- c. Bowditch & Dewey, LLP, 311 Main Street, Worcester, MA 01608  
Mailing Address(es)
- d. jsmith@bowditch.com; (508) 926-3464  
Email and Phone Number
- e. Attorney  
Relation to Project (Architect/Attorney/Engineer/Contractor, etc.)


**5. AUTHORIZATION**

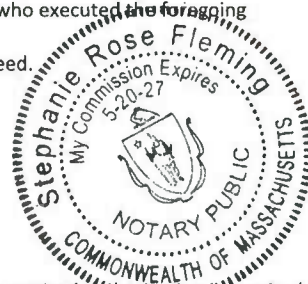
Authorization I, Polar Views LLC, Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map 04 Block 011 Lot(s) 09+10 do hereby authorize Joshua Lee Smith to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the      day of October, 2024.

Polar Views LLC  
By , Daniel Yarnie, Its Manager

On this 6<sup>th</sup> day of November, 2024, before me personally appeared

Daniel Yarnie to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

  
NOTARY PUBLIC  
My Commission Expires: 5/20/27



*(If there is more than one owner of the land to be considered in this application, a notarized authorization is required for each owner.)*

**8. TAX CERTIFICATION**

This certification must be completed by all applicants and owners of the property, certifying payment of all local taxes, fees, assessments, betterments, or any other municipal charges of any kind. Failure to include a completed certification shall result in the application being deemed incomplete.

**If a Single Owner or Proprietorship:**

- a. \_\_\_\_\_  
Name
- b. \_\_\_\_\_  
Signature certifying payment of all municipal charges
- c. \_\_\_\_\_  
Mailing Address
- d. \_\_\_\_\_  
Email and Phone Number

**9. IF A PARTNERSHIP OR MULTIPLE OWNERS:**

- e. \_\_\_\_\_  
Names
- f. \_\_\_\_\_  
Signatures certifying payment of all municipal charges
- g. \_\_\_\_\_  
Mailing Address
- h. \_\_\_\_\_  
Email and Phone Number

**Applicant, if different from owner:**

- i. \_\_\_\_\_  
Printed Name & Signature of Applicant, certifying payment of all municipal charges

**If a Corporation or Trust:**

- j. Polar Views LLC \_\_\_\_\_  
Full Legal Name
- k. MA \_\_\_\_\_ 89 West Main Street, Unit 101, Northborough, MA 01532  
State of Incorporation Principal Place of Business
- l. 89 West Main Street, Unit 101, Northborough, MA 01532 \_\_\_\_\_  
Mailing Address or Place of Business in Massachusetts Polar Views LLC
- m. By: [Signature] Daniel Yarnie, Its Manager  
Printed Name & Signature of Owner or Trustee, certifying payment of all municipal charges
- n. \_\_\_\_\_  
Printed Name & Signature of Owner or Trustee, certifying payment of all municipal charges
- o. \_\_\_\_\_  
Printed Name & Signature of Owner or Trustee, certifying payment of all municipal charges
- p. \_\_\_\_\_  
Printed Name & Signature of Owner or Trustee, certifying payment of all municipal charges

**10. PROJECT TYPE AND DESCRIPTION**

a. Existing Conditions. Describe the current/existing use of the property

Vacant Lot.

b. Proposed Conditions. Check the box for all of the categories that describe the proposed project:

Proposed Project Type			
Residential	<input checked="" type="checkbox"/>	New Construction	<input checked="" type="checkbox"/>
Industrial/manufacturing	<input type="checkbox"/>	Rehabilitation/Renovation	<input type="checkbox"/>
Business	<input type="checkbox"/>	Expansion/Addition	<input type="checkbox"/>
Mixed Use	<input type="checkbox"/>	Change of use	<input type="checkbox"/>
Subdivision	<input type="checkbox"/>	Drive-through	<input type="checkbox"/>
		Gas station	<input type="checkbox"/>
		Lodging House	<input type="checkbox"/>
		Historic Property	<input type="checkbox"/>
		Abuts Historic Property	<input type="checkbox"/>
		Billboard	<input type="checkbox"/>
		Airport Environs Overlay	<input type="checkbox"/>
		≥15% Slope Disturbed	<input type="checkbox"/>

c. Describe the proposed use of the property (attach separate narrative if needed)

The applicant seeks to construct four (4) single family attached dwellings (3 BRs) and conduct associated site work at 60 Wall Street and to improve the Montreal Street frontage (from Wall Street to Oakham Street).

d. Fill in all information relevant to the proposed project

All Projects	Existing	Change +/-	Total
Overall lot size in square feet	7,000	No Change	7,000
Number of buildings	0	+1	1
Total square footage of building(s)			
Number of stories of building(s)		2	2
Number of parking spaces		8	8
Number of loading spaces			
Changes to on-street parking			
Total vehicle daily trips. <i>Please consult staff for specific thresholds requiring review.</i>			
Square feet of wetlands	0	0	0
Square feet of surface (open) water	0	0	0
Square feet of area vegetated/wooded	0	0	0
Number of trees over 9" in caliper			
Cubic yards of fill material to be imported/ exported			
Square feet of property in floodplain			
Length of roadway (in feet or miles)			
<b>Residential</b>	<b>Existing</b>	<b>Change +/-</b>	<b>Total</b>
Number of units	0	4	4
If multi-family, number of bedrooms per unit			
Number of accessible units			
Number of affordable units			
<b>Business/ Industrial</b>	<b>Existing</b>	<b>Change +/-</b>	<b>Total</b>
Gross square feet of floor area			

**11. ZONING**

If this project has already been granted Zoning Relief by the Zoning Board of Appeals, please list the relief below:

Type of Relief	Date Approved
Special Permits (Front Yard Impervious Surface % and Number of driveways)	9/14/2020

**12. PERMITS REQUIRED**

List any Federal, State, or City of Worcester agencies from which permits or other actions have been or will be sought. Please continue list on an attached sheet if needed.

Agency Name	Permit Type	Date Filed	File Number
Zoning Board of Appeals	Special permit and Variances	11-12-2024	
Conservation Commission	NOI	TBD	

**13. PLAN REQUIREMENTS**

The following information is required of all applications submitted for Site Plan Review. If you are not providing one of these, please check "waiver requested" next to the item.

Feature	Waiver Requested	Location in Set (Sheet/ page #)
a. Site Plan at a minimum 1" = 40'-0" scale, legend, & properly oriented north arrow	<input type="checkbox"/>	Sheet 1
b. Locus plan with zoning information shown	<input type="checkbox"/>	Sheet 1
c. Existing utilities	<input type="checkbox"/>	Sheet 3
d. Existing and proposed grading using differing linetypes, showing 2' contours	<input type="checkbox"/>	Sheet 2
e. Soil types identified on the plan (including test-pit/boring locations)	<input type="checkbox"/>	N/A
f. Location of all trees over 9" caliper inches on existing conditions plan	<input type="checkbox"/>	N/A
g. Architectural elevations or renderings (including exterior materials)	<input type="checkbox"/>	A2-2
h. Landscape plan including plantings, and details for all landscape elements	<input type="checkbox"/>	Sheet 1
i. Shade trees to reduce heat island effect. (1 tree required per dwelling unit and a minimum of 1 tree required for every 10 interior parking spaces, 3.5" caliper size)	<input type="checkbox"/>	Sheet 1
j. Stormwater mitigation measures for the 2, 10, 25, & 100-year design storm. Provide a stamped Stormwater Checklist & Calculations. <i>All projects shall comply with Massachusetts Stormwater Standards, as applicable to project scale.</i>	<input type="checkbox"/>	Hydrology Memo
k. For multi-family residential dwellings in B zones, 10% of site area has been provided for recreation. <i>Note: See Article IV, Section 2, Table 4.2, footnote 3.</i>	<input type="checkbox"/>	N/A



**14. REVIEW STANDARDS**

The following standards shall be used by the Planning Board in reviewing all applications for site plan review. These standards are intended to provide a frame of reference for the applicant in development of applications. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention or innovation. Applicants are encouraged to evaluate the extent to which the site plan, its immediate and general locus and the City more generally can tolerate the development being proposed and adjust their proposals accordingly.

Applicants should additionally provide a narrative “project impact statement” summarizing how the proposed project has been designed with the following criteria in mind by evaluating their proposal on the basis of the following 16 review standards, as outlined in the Zoning Ordinance per Article V, Section 5, B.

Provide the following information about the proposed project in relation to the review standards. If you are not providing one of these features please check “none” next to the item.

**1. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.**

Feature	None	Page/ sheet #
a. Pedestrian pathways internal to the site, with dimensions of path widths	<input type="checkbox"/>	1
b. Pedestrian pathways connecting to sidewalks or nearby amenities	<input checked="" type="checkbox"/>	
c. Doors/egress to all existing and proposed buildings	<input type="checkbox"/>	1
d. Pedestrian paving and surface treatment details	<input type="checkbox"/>	1
e. Safe, ADA accessible pedestrian crossings at driveways and intersections	<input type="checkbox"/>	1

**2. Adequacy and arrangement of vehicular traffic access and circulation including intersections, road widths, pavement surfaces, dividers and traffic controls.**

Feature	None	Page/ sheet #
a. Driveway layout & materials	<input type="checkbox"/>	1
b. Dimensions of all drives and curb cut widths, minimizing the number and width of curb-cuts (see Note 5 to Table 4.4)	<input type="checkbox"/>	1
c. Access control and directional signage (e.g. gates, pavement markings, etc.)	<input checked="" type="checkbox"/>	
d. Pavement and curb details, including level sidewalks at driveways	<input type="checkbox"/>	3-5
e. Permeable or porous paving, and/ or cool pavements/ treatments	<input checked="" type="checkbox"/>	

**3. Location, arrangement, appearance and sufficiency of off-street parking and loading.**

Feature	None	Page/ sheet #
a. Number of parking spaces provided (9 x 18)	<input type="checkbox"/>	1
b. Number of compact parking spaces (8 x16)	<input checked="" type="checkbox"/>	
c. ADA parking spaces	<input checked="" type="checkbox"/>	
d. Parking aisle width (24 feet for 90° parking; see policy for angled spaces)	<input type="checkbox"/>	1
e. Parking is outside front & exterior side yard/setback (except residential drives)	<input type="checkbox"/>	1
f. Loading spaces or docks (see Table 4.5 and related notes)	<input checked="" type="checkbox"/>	
g. Screen planting between parking and edge of property or pedestrian paths	<input type="checkbox"/>	1
h. Number of electric vehicle charging stations or “ready” (conduit run) spaces	<input checked="" type="checkbox"/>	
i. Bicycle parking (is it covered, or provided inside the building? Circle: YES NO)	<input checked="" type="checkbox"/>	

4. Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.

Feature	None	Page/ sheet #
a. Building entrance fronting on the sidewalk	<input type="checkbox"/>	A2-2
b. Front façade with features to add visual interest and activate street (e.g., window placement, variation of materials, reduction in massing, etc.)	<input type="checkbox"/>	A2-2
c. Green roof, blue roof, rooftop solar, or use of high-albedo roof treatments	<input checked="" type="checkbox"/>	
d. Light levels appropriate for safety (1 foot candle) where pedestrians and vehicles will meet	<input checked="" type="checkbox"/>	
e. Parking and circulation directional signage	<input checked="" type="checkbox"/>	
f. Signage facing the street	<input checked="" type="checkbox"/>	

5. Adequacy of stormwater and drainage facilities.

Feature	None	Page/ sheet #
a. Flood Zones, wetlands, watercourses, and water quality and wellhead protection areas	<input checked="" type="checkbox"/>	
b. Bioswale or other open stormwater infiltration area planted with native vegetation (rain garden, etc.)	<input checked="" type="checkbox"/>	
c. Infiltration of clean runoff to maintain groundwater supply	<input type="checkbox"/>	Hydrology Memo
d. Overflow or other connection to City stormwater infrastructure***	<input type="checkbox"/>	Hydrology Memo

\*\*\*Contact DWP&P to determine any applicable sewer connection or use change fees.

6. Adequacy of water supply and sewerage disposal facilities.

Feature	None	Page/ sheet #
a. Connections to or extensions of city sanitary sewer and water utilities. Contact DWP&P to determine any applicable sewer connection or use change fees.	<input type="checkbox"/>	3
b. Connections to or extensions of city storm drainage infrastructure	<input type="checkbox"/>	3
c. Footing or foundation drainage for a proposed structure or wall	<input type="checkbox"/>	3

7. Adequacy, type and arrangement of trees, shrubs and other landscaping elements in accordance with the Landscaping Design Standards set forth in Article V, Section-5(C).

Feature	None	Page/ sheet #
a. Walls, including height (show top & bottom elevations at highest and all intersecting points, minimize height whenever possible), materials, and related drainage.	<input type="checkbox"/>	2
b. Engineered slopes (rip-rap is not recommended)	<input type="checkbox"/>	2
c. Planted buffers between parking facilities and adjacent properties or roads	<input type="checkbox"/>	1
d. Proposed plantings and areas to be seeded (number, species or mix, size)	<input type="checkbox"/>	1
e. Fencing, including information on material, height, and style (including gates)	<input type="checkbox"/>	2&7
f. Planted buffers along rear and side yard setbacks	<input type="checkbox"/>	1

8. In the case of an apartment complex or other multiple dwelling, the adequacy of useable common property or open space. Note: for residential uses in Business Districts see Article IV, Section 2, Table 4.2, footnote 3.

Feature	None	Page/ sheet #
a. Outdoor seating (i.e. benches, seat walls, picnic tables, etc.)	<input checked="" type="checkbox"/>	
b. Recreation or play area (Is it designed for children/ families? Circle: YES NO)	<input checked="" type="checkbox"/>	
c. Raised beds for a community garden or other urban agriculture provisions	<input checked="" type="checkbox"/>	
d. Paved pedestrian plaza area (includes patios) or deck	<input type="checkbox"/>	1
e. Interior common space and amenities or balconies	<input checked="" type="checkbox"/>	

9. Protection of adjacent or neighboring properties against noise, glare, unsightliness or other objectionable features.

Feature	None/	Page/ sheet #
a. Plan locating all existing (to remain) & proposed light fixtures	<input checked="" type="checkbox"/>	
b. Details of all proposed light fixtures: showing max temperature of 4,000K, dark-sky compliant, and with shielding to prevent light spillover	<input checked="" type="checkbox"/>	
c. Photometric plan for parking lots with ≥12 new spaces	<input checked="" type="checkbox"/>	
d. Opaque fencing or evergreen planting to screen trash or utility areas (including siting and screening of roof-top equipment, as applicable)	<input type="checkbox"/>	1
e. Sound attenuation at loading, utility, and other noise generating areas with particular attention to sensitive neighbors	<input checked="" type="checkbox"/>	
f. Limit of clearing, with mature vegetation protected where possible	<input checked="" type="checkbox"/>	

10. Adequacy of fire lanes and other emergency zones and the provisions of fire hydrants.

Feature	None	Page/ sheet #
a. Diagram of fire truck access path (applicant should coordinate turning radius and access requirements with the Fire Department)	<input checked="" type="checkbox"/>	
b. Clearly marked fire or emergency loading areas	<input checked="" type="checkbox"/>	
c. Fire hydrants and/or FDC connections	<input checked="" type="checkbox"/>	

11. Special attention to the adequacy of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.

Feature	None	Page/ sheet #
a. All buildings and utilities are located at or above the 500-year flood elevation	<input checked="" type="checkbox"/>	
b. Drainage infrastructure is designed to reduce ponding and slow runoff	<input type="checkbox"/>	Hydrology Memo

12. Adequacy of erosion and sedimentation control measures to be utilized during and after construction.

Feature	None	Page/ sheet #
a. Erosion control plan narrative sequence (including perimeter controls and temporary stormwater management) for construction activities	<input type="checkbox"/>	2
b. Plans for securing of any stockpiles on site during construction	<input type="checkbox"/>	2
c. Temporary and permanent slope stabilization/designs for slopes greater than 3H:1V; (note: loam and seed is not sufficient)	<input checked="" type="checkbox"/>	
d. Slopes ≥2.5H:1V are engineered (note: loam and seed is not sufficient)	<input checked="" type="checkbox"/>	
e. Temporary sediment basins and other means of stormwater velocity attenuation or conveyance proposed during construction	<input type="checkbox"/>	2

13. Conformance and compatibility of the site plan design with structures listed in the most recent State Register of Historic Places.

Feature	None	Page/ sheet #
a. Protection of existing historic architectural or site features	<input checked="" type="checkbox"/>	
b. Historically-sensitive façade, window, and roof treatments	<input checked="" type="checkbox"/>	

**14. Adequacy and impact on the regional transportation system.**

Feature	None	Page/ sheet #
a. Bus service within ¼ mile (indicate number of stops and route numbers)	<input checked="" type="checkbox"/>	
b. Improvements to neighborhood walk/bike-ability or public transportation	<input checked="" type="checkbox"/>	

**15. Adequacy of plans and protective measures to ensure minimal risk of contamination to surface or ground water.**

Feature	None	Page/ sheet #
a. Snow storage locations (outside of basins and required parking/landscape buffer)	<input type="checkbox"/>	1
b. Water quality structures to remove total suspended solids (TSS) from runoff	<input type="checkbox"/>	Hydrology Memo
c. Water quality structures to remove pollutants from runoff (i.e. oil/ water separators, etc.)	<input type="checkbox"/>	Hydrology Memo
d. Plan for mitigation of any contaminated soils (include RTN, RAM Plan, AUL)	<input type="checkbox"/>	Hydrology Memo
e. Locations of material to cut or filled (including the location of the source material if fill)	<input checked="" type="checkbox"/>	
f. Dewatering plans	<input checked="" type="checkbox"/>	

**16. Conformance of the site design with the purposes and intent of the Worcester Zoning Ordinance.**

Feature	None	Page/ sheet #
a. Minimum yard setbacks (for front, side, and rear)	<input type="checkbox"/>	1
b. Property and right-of-way boundary lines (include the status of ways)	<input type="checkbox"/>	1
c. Easements for any utilities, public access, or adjacent properties	<input type="checkbox"/>	1
d. Regularity factor for all lots	<input type="checkbox"/>	1
e. % paving within the front-yard for residential uses	<input type="checkbox"/>	1
f. Height of all structures in feet and stories	<input type="checkbox"/>	1