



**Date** February 3, 2024

**To** Hamilton Planning Board

**From** Thomas C. Houston, PE, AICP

**Project** Site Plan Review Application and  
Stormwater Management Permit Application for  
Hamilton Wenham Regional High School  
Athletic Campus Redevelopment, Hamilton, MA

**Subject** Evaluation of Gale Associates Response to Peer Review Comments and the  
Revised Submittals of Site Plans and Information

## INTRODUCTION

Professional Services Corporation, PC (PSC) evaluated zoning and site planning issues and issued a peer review memorandum on the First Submittal of the Site Plan Review Application on January 8, 2024. Gale Associates responded to our peer review comments by letter dated January 22, 2024 with attachments that included 14 revised plan sheets dated January 22, 2024. PSC identified unresolved issues in an email to Kathleen D. Hervol dated January 26, 2024. We received an email response on January 29, 2024.

Based upon the responses from Gayle Associates, we find that most issues raised in our peer review comments have been fully resolved. Comments is not applicable due to a zoning amendment and comments 25, 26, 27, and 30 are not applicable due to design revisions. For Comment 6, we recommend waiver of the requirement to show the layout and floor are of all buildings on-site as these buildings are remote from the work area and will not impact construction. For Comments 18, 31, and 32, Gale Associates has initiated contact with the Police Department and the Fire Department, and we await resolution of any Police or Fire concerns.



## **SECOND SUBMITTAL**

The second submittal includes plans and information received on January 22, 2024 and January 29, 2024.

- A. Gale Associates Letter dated January 22, 2024 re: Hamilton-Wenham Regional High School Athletic Campus Redevelopment, Site Plan Review Application and Stormwater Management Permit Application – Response to Comments.
- B. “Site Plan Review Application and Accompanying Stormwater Management Report, Hamilton-Wenham Regional School District, Hamilton-Wenham Regional High School Athletic Campus Improvements, Hamilton, Massachusetts 01982,” revised sheets G002, C100,-C102, C102B, C103, C301, C302, C502, C503, C505, C514, IS1, and IS2, prepared by Gale Associates, Inc. dated January 22, 2024. Note that the plans submitted as a set but only the first sheet bears a revision date.
- C. Kathleen D. Hervol email to Thomas Houston and Patrick Reffett with attachments dated January 29, 2024.
- D. Pole and Foundation Plan, prepared by Structural Engineers, PC, dated December 1, 2023, one sheet.
- E. Athletic Lighting Pole Height Exhibit Plan, prepared by Gale Associates, Inc., one sheet.
- F. Hamilton-Wenham Regional School, Existing Conditions, prepared by Hancock Survey Associates, Inc, dated April 4, 1998 (2/10/1997 revision), 2 sheets.
- G. Lighting Specification for Hamilton-Wenham Regional High School, prepared by Gale Associates, Inc., December 6, 2023.
- H. Progression of Athletic Lighting Exhibit.
- I. Total Light Control–TLC–LED–1200 Luminaire sheet.
- J. Typical Athletic Light – Assembly, Total Light Control.

## **FIRST SUBMITTAL**

- A. “Site Plan Review Application and Accompanying Stormwater Management Report, Hamilton-Wenham Regional School District, Hamilton-Wenham Regional High School Athletic Campus Improvements, Hamilton, Massachusetts 01982” prepared by Gale Associates, Inc. dated November 16, 2023.



- B. "Hamilton-Wenham Regional School District, Hamilton-Wenham Regional High School Athletic Campus Improvements," Engineer, Gale Associates, Inc, Electrical Engineer, Vincent A DiOrio, Inc., dated November 16, 2023, containing 40 sheets.

### **REFERENCES**

- A. "Town of Hamilton Zoning Bylaw, First Adopted 1954 Including Amendments Up To October 22, 2019, Adopted Pursuant To The Massachusetts Zoning Act MGL. Chapter 40a As Amended," August 11, 2021.
- B. "Zoning Map, Hamilton, Massachusetts," date April 24, 2017.
- C. "Town of Hamilton Bylaws, Chapter XXIX Stormwater Management," November 6, 2023.
- D. "Town of Hamilton Stormwater Management Permit Rules and Regulations, Revised, Approved, and In Effect as of November 9, 2021" August 11, 2021."

### **ACRONYMS/ABBREVIATIONS**

MGL – Massachusetts General Laws

ZBL – "Town of Hamilton Zoning Bylaw...as amended," August 11, 2021

### **SITE PLAN CONTENTS**

1. The plans should be signed and sealed by the Professional Engineer (PE) of record and the Professional Land Surveyor (PLS) of record prior to final approval of the Site Plan Review Application (ZBL §10.7.5 3).  
*Gayle Associates: As discussed at the Planning Board hearing on January 9, 2024, the plans will be signed and sealed following final review by the Peer Reviewer once all changes have been incorporated into the plan.*  
**PSC: Resolved, plans will be signed and sealed upon finalization of peer review.**
2. The land surveyor shall certify the accuracy of the locations of the buildings, setbacks, and all other required dimensions to property lines (ZBL §10.7.5 3). It does not appear that an instrument survey was performed and consequently, relief is required. In lieu of seeking relief, it is likely that a property plan of the Hamilton-Wenham Regional High School facility was prepared at the time of property acquisition or at the time that the school was constructed and could be updated by the Professional Land Surveyor of Record and submitted to satisfy the requirement.  
*Gayle Associates: A copy of the property survey for the Hamilton-Wenham Regional High School has been provided as part of the submittal, which was utilized to confirm setbacks. Refer to Existing Conditions Survey Sheets 1 and 2 prepared by Hancock Survey Associates, dated 2/10/1997.*



**PSC: Resolved, an April 4, 1998 (2/10/1997 revision) survey plan of the entire property showing bearings and distances of the property boundary was submitted.**

3. A Zoning Chart should be provided showing “required and provided” for “applicable criteria.” We recommend that the Planning Board allow the Zoning Chart to be omitted (ZBL §10.7.5 4).  
*Gayle Associates: A zoning chart has been provided on Plan Sheet G002.*  
**PSC: Resolved, zoning chart added to sheet G002 of the revised Site Plans dated January 22, 2024.**
4. Show bearings and distance for on-site lot lines and lot lines of abutting properties in a general way or seek relief (ZBL §10.7.5 7). It is likely that a property plan of the Hamilton-Wenham Regional High School campus was prepared when the property was acquired or developed, and this could be submitted to satisfy the requirement.  
*Gayle Associates: Refer to Comment 2 above.*  
**PSC: Resolved, refer to Comment 2.**
5. Show the approximate boundary of the Conservancy District (Wetland Overlay Zone) (ZBL §10.7.5 8).  
*Gayle Associates: The Wetland Overlay Zone has been added to the plans. Refer to Plan Sheet C100.*  
**PSC: Not applicable. Although the Wetland Overlay Zone is shown on the Zoning Map, the zone has been deleted.**
6. Seek relief from requirements to show the entire property and in particular the total square footage of all buildings and the entirety of all wetland resource areas (ZBL §10.7.5 9, 10). As stated in Comment 2, it is likely that a property plan of the Hamilton-Wenham Regional High School facility was previously prepared and could be submitted to satisfy the requirement.  
*Gayle Associates: Refer to Comment 2 above.*  
**PSC: Resolved. An April 4, 1998 (2/10/1997 revision) survey plan showing bearings and distances of the entire property boundary was submitted. This plan does not show the current configuration and square footage of all buildings. However, survey information in proximity to the work area has been updated. Accordingly, we recommend waiver of any requirements to show all buildings as this information will not impact construction.**
7. Show utilities (water, sewer, natural gas (if applicable), and electrical cables or seek relief (ZBL §10.7.5 12).  
*Gayle Associates: Utilities associated with this project have been shown on Plan Sheets C301 and C302.*  
**PSC: Resolved, utilities serving the Amenities Building are shown on the revised Site Plans dated January 22, 2024.**



8. Show the proposed “front yard “setbacks to the sideline of Longmeadow Way for the Amenities Building and possibly the storage units or seek relief. Refer to Comment 2 (ZBL §10.7.5 14).  
*Gayle Associates: The front yard setback for the proposed Amenities Building has been provided on Plan Sheets C102 and C102B.*  
**PSC: Resolved, front yard setback to Amenities Building is shown on the revised Site Plans dated January 22, 2024.**
9. Show any directional or way finding signage (ZBL §10.7.5 16).  
*Gayle Associates: Signage will be provided, as requested. Refer to Plan Sheet C102 and C102B.*  
**PSC: Resolved, signage provided on the revised Site Plans dated January 22, 2024.**
10. Provide a parking calculation (ZBL §10.7.5 19). Refer to Comments 21-22.  
*Gayle Associates: As noted in Comments 21-22, based on places of public assembly, one (1) parking space is required for every three (3) seats. The permanent grandstand will have 993 seats. Therefore, 331 parking spaces are required. Note that the high school has 357 spaces. Based on the fact that athletic events are not conducted when school is in session, adequate parking spaces should be provided. In addition, with the field project, we are adding two (2) accessible spaces and one (1) loading space at the Amenities Building.*  
**PSC: Resolved, the response states that “...athletic events are not conducted when school is in session.”**

## UTILITIES

11. Show utilities for the Amenities Building including pipe diameters, materials, class, slopes, structures, and inverts.
  - a. Show the building water service.
  - b. Show the building sanitary sewer service.
  - c. Show the cable utility services (electric, cable)
  - d. Show the building natural gas service if applicable.*Gayle Associates: The utilities for the Amenities Building have been provided on the plans. Please refer to Plan Sheets C301 and C302. Note that no gas service will be provided at the site.*  
**PSC: Resolved, utility services for the Amenities Buildings are shown on the revised Site Plans dated January 22, 2024.**
12. Provide a complete photometric of the Athletic Campus, not just the cutoff perimeter line.  
*Gayle Associates: The updated photometric for the campus has been provided. Refer to updated Plan Sheets IS1 and IS2.*  
**PSC: Resolved, updated photometric plans provided.**



13. Provide detail on the lighting fixtures and in particular provide information on compliance with dark skies principals.  
*Gayle Associates: The proposed lighting has been designed to meet the Dark Skies program.*  
**PSC: Resolved, the proposed lighting fixture (Total Light Control–TLC–LED–1200 Luminaire) provides shielding of upward projecting light.**
14. Specify fixture mounting heights.  
*Gayle Associates: Light fixture mounting heights for each field have been provided in the Athletic Lighting Exhibits attached.*  
**PSC: Resolved, pole mounting heights are shown on the “Athletic Lighting Pole Height Exhibit Plan EXH-1 as 60 and 70-ft. for the softball field, 80-ft. for the football field, and 80 and 90-ft. for the baseball field.**
15. Provide a light pole and pole foundation detail.  
*Gayle Associates: A typical light pole and pole foundation detail has been provided. Refer to the Athletic Lighting Exhibits attached.*  
**PSC: Resolved, a typical light pole and pole foundation detail provided.**
16. Provide any possible mitigation which minimizes the visibility of lighting fixtures and point sources of light from adjacent residences.  
*Gayle Associates: Each of the proposed light fixtures is equipped with shields to minimize glare from adjacent residences. Refer to the Athletic Lighting Exhibits attached, including the standard light shield and Progression of Athletic Lighting.*  
**PSC: Resolved, the lighting fixtures provide substantial enclosure for the light source.**
17. Provide lighting controls that shut off field lights when the fields are not in active use.  
*Gayle Associates: The proposed lighting systems are provided with an elaborate control system where lights can be turned off and on by school staff using their cell phones, as well as via a timing system that will turn the lights off at the required times specified.*  
**PSC: Resolved, lighting controls are provided allowing for lights to be turned off when the fields are not in active use.**

#### **ACCESS AND PARKING**

18. Confer with Town emergency services and determine which vehicles would respond to the fields in case of injury or other emergency. It is likely that an ambulance (AASHTO SU vehicle) and fire apparatus with defibrillator (AASHTO BUS 40 commonly used to emulate fire apparatus) must be accommodated.  
*Gayle Associates: HWRSD/Gale are in the process of scheduling meetings with the Fire Department, EMTs, and Police to confirm vehicles that will respond to the fields and will provide adequate access, as required.*



**PSC: Awaiting Fire and Police Comments. Gale Associates has initiated contact with the Police Department and the Fire Department, and we anticipate that comments will be forthcoming.**

19. Revise the geometry of the pavement approach and/or adjust the location of the 12-ft. wide swing gates serving the multipurpose field and track and the two adjacent 12-ft. wide swing gates serving the west multipurpose field and the 165 X 300 soccer field such that each field can be accessed (enter and exit) by the emergency vehicles (per Comment 18) in a single continuous turning movement. Revise the geometry of the gravel access road approach and/or adjust the location of the 12-ft. wide swing gates serving the softball field such that the field can be accessed by the emergency vehicles in a continuous turning movement.

*Gayle Associates: The plans have been updated to adjust 12-ft. access gates, as requested, as well as providing continuous turning movements at each field. Refer to Plan Sheets C101, C102, and C103.*

**PSC: Resolved, access gate locations have been adjusted on the revised Site Plans dated January 22, 2024.**

20. Provide bicycle racks at each field.

*Gayle Associates: Bike racks will be provided at each field, as requested. Refer to Plan Sheets C101, C102, and C103.*

**PSC: Resolved, bicycle racks are shown on the revised Site Plans dated January 22, 2024.**

21. Determine through field observation, the peak parking demand for non-athletic based school use that occurs during the time when the athletic facilities are in use for competitive events. Determine if the parking supply can accommodate simultaneous nonathletic based school parking demand plus the 336 parking spaces required for the athletic facilities.

*Gayle Associates: HWRSD has confirmed that athletic events are not permitted to occur when school is in session. Therefore, with 357 spaces available at the school, adequate parking should be provided.*

**PSC: Resolved, the response states that "...athletic events are not conducted when school is in session."**

22. Expand the parking supply if required to accommodate the calculated parking demand (Comment ) or provide a parking management plan.

*Gayle Associates: HWRSD has confirmed that athletic events are not permitted to occur when school is in session. Therefore, with 357 spaces available at the school, adequate parking should be provided.*

**PSC: Resolved, refer to Comments 10 and 21.**

23. Provide a hammerhead turnaround at the east end of the existing parking field to accommodate drop-offs and turnarounds.



*Gayle Associates: The plans have been updated to provide a hammerhead turnaround, as requested, along with three (3) additional parking spaces by the Amenities Building. Refer to Plan Sheets C102 and C102B.*

**PSC: Resolved, a turning area is provided on the revised Site Plans dated January 22, 2024.**

24. Place a sign at the east end of the parking area stating, "Busses Only Beyond this Point."

*Gayle Associates: HWRSD has indicated that bus drop-offs are at the front of the school and the drive around the rear of the school is used for fire access only. An "Authorized Vehicles Only" sign (MUTCD R5-11) has been incorporated into the design, prefer to Plan Sheet C102B.*

**PSC: Resolved, an "Authorized Vehicles Only" sign (MUTCD R5-11) is shown at the entrance to the service road to the rear of the school building on the revised Site Plans dated January 22, 2024.**

### **GRADING**

25. Clarify is the 4-ft. wide walk adjacent to the softball field curbed or is the walk to be delineated with a pavement edgeline.

*Gayle Associates: Based on emergency access peer review comments, access to the softball field has been revised and the 4-ft. walk has been removed.*

**PSC: Not applicable as the walk has been removed.**

26. Segments of the unit masonry wall south of the Amenities Building has an exposed face of approximately 5.3-ft. and require fall protection.

*Gayle Associates: Based on updated plans, the masonry wall south of the amenities building is no longer required and has been removed.*

**PSC: Not applicable as the retaining wall has been removed.**

27. Show top and bottom of wall elevations for the wall at the east end of the track and along the east and south edges of the Multi-Purpose Combination Synthetic Turf Field.

*Gayle Associates: Grading plans will be adjusted accordingly to reflect the updated Layout and Materials Plan and peer review stormwater review comments, once received. Should a retaining wall be required, top and bottom wall elevations will be provided.*

**PSC: Not applicable.**

### **ACCESSIBILITY**

28. Confirm that all bleachers have provisions to accommodate persons with limited mobility.

*Gayle Associates: The proposed bleacher system will provide required ramps and designated seating areas for person of limited mobility. Refer to the Grandstand Plan attached.*





**PSC: Resolved, accessible ramps and seating areas for persons of limited mobility are provided.**

29. Ensure that all bleachers are provided with an accessible route. We note that the bleacher seating for the tennis courts is not accessible by pavement.

*Gayle Associates: All proposed walkways will meet ADA requirements for accessible routes.*

**PSC: Resolved, all proposed walkways will be designed in compliance with accessible routes standards.**

30. The 4-ft. wide walk adjacent to the softball field is not an accessible route as it is obstructed by a light pole and does not provide continuity to reach the bleachers. If the walk is curbed, ramps must be provided at either end.

*Gayle Associates: Refer to Comment 25 above.*

**PSC: Not applicable. Refer to Comment 25.**

#### **PUBLIC SAFETY**

31. Obtain written approval of the Athletic Campus from the Fire Department/Emergency Services.

*Gayle Associates: Refer to Comment 18 above, HWRSD/Gale are in the process of scheduling a meeting with the Fire Department/Emergency Services to review the project. Any comments they may have will be addressed and their approval requested. Note their written approval will be provided to the Planning Board.*

**PSC: Awaiting Fire and Police Comments. Refer to Comment 18.**

32. Obtain written approval of the Athletic Campus from the Police Department.

*Gayle Associates: Refer to Comment 18 above, HWRSD/Gale are in the process of scheduling a meeting with the Police Department to review the project. Any comments they may have will be addressed and their approval requested. Note their written approval will be provided to the Planning Board.*

**PSC: Awaiting Fire and Police Comments. Refer to Comment 18.**

#### **CONSTRUCTION**

33. Work hours including deliveries and on-site engine warmup and idling shall comply with the School District's requirements and further shall be limited to 7:00 AM to 5:00 PM on weekdays with no work on Sunday or legal holidays.

*Gayle Associates: note has been added to the plans, refer to Plan Sheet G002.*

**PSC: Resolved, note added to Sheet G002 on the revised Site Plans dated January 22, 2024.**

34. Mark the limit of work with high visibility temporary fencing.



*Gayle Associates: As noted at the hearing on January 9, 2024, the limit of work on the plans is depicted by the limit of the silt sock. Temporary construction fencing has been added to the plans. Refer to the Plan Sheet G002 for "Construction General Notes" addressing the limit of work and construction fencing.*

**PSC: Resolved, note added to Sheet G002 on the revised Site Plans dated January 22, 2024.**

35. Provide convenient sanitary facilities and trash collection containers. Remove any litter or waste two times per week or more frequently if required.

*Gayle Associates: This note has been added to the plans, refer to Plan Sheet G002. Also note that this is covered in Gale's standard clean-up and protection specification sections.*

**PSC: Resolved, note added to Sheet G002 on the revised Site Plans dated January 22, 2024.**

36. Due to proximity of wetlands, dust control should be limited to the application of mist using potable water.

*Gayle Associates: This note has been added to the plans; refer to Plan Sheet G002.*

**PSC: Resolved, note added to Sheet G002 on the revised Site Plans dated January 22, 2024.**

37. Designate an on-site refueling area with a paved surface and berm to contain a fuel spill.

*Gayle Associates: This note has been added to the plans; refer to Plan Sheet G002.*

**PSC: Resolved, note added to Sheet G002 on the revised Site Plans dated January 22, 2024.**

38. Sweep Bay Road in proximity to the site during earth or materials transport whenever sediment deposits are visible.

*Gayle Associates: This note has been added to the plans; refer to Plan Sheet G002.*

**PSC: Resolved, note added to Sheet G002 on the revised Site Plans dated January 22, 2024.**

### **CONSTRUCTION DETAILS**

39. Pavement Jointing Detail – Specify joint to be sawcut.

*Gayle Associates: The Pavement Jointing Detail 5 on Plan Sheet C502 has been updated to specify joint to be sawcut.*

**PSC: Resolved, the detail is revised to show a sawcut pavement joint.**

40. Driveway Pavement Section – If the "Dense Graded Crushed Stone" layer specifies MassDOT M2.01.7, we recommend limiting the thickness to approximately 2-inches due to the fines content. The remainder of the granular base should be specified as Gravel Borrow MassDOT M1.03.0 Type c or crushed stone. We recommend a minimum thickness of 12-inches for the granular base in areas



subject to regular vehicle traffic (which is the standard for subdivision streets) and a minimum thickness of 8-inches for the granular base elsewhere.

*Gayle Associates: Driveway Pavement Section Detail 3 on Plan Sheet C502 has been updated, as requested.*

**PSC: Resolved, a 12-in thick gravel base is provided on the revised Site Plans dated January 22, 2024.**

41. Sidewalk Pavement Section – We recommend limiting the thickness of the "Dense Graded Crushed Stone" layer to approximately 2-inches. Refer to Comment 40.

*Gayle Associates: Sidewalk Pavement Section Detail 2 on Plan Sheet C502 has been updated, as requested.*

**PSC: Resolved, an 8-in thick gravel base is provided on the revised Site Plans dated January 22, 2024.**

42. Handicapped Accessible Ramp – Show maximum slope. The specified length of 14-ft. would only apply to a specific elevation change.

*Gayle Associates: Handicap Accessible Ramp Detail 5 on Plan Sheet C503 has been updated to show maximum slope.*

**PSC: Resolved, the detail is revised to show a maximum 1 on 12 slope on the revised Site Plans dated January 22, 2024.**

43. Backstop Detail – Shop drawing review by a Structural MA Professional Engineer is recommended. Require site specific soil testing as part of shop drawing review. Consider specifying black vinyl coated fabric to match fencing.

*Gayle Associates: The Backstop Detail 1 on Plan Sheet C505 has been updated to specify the use of site specific soil testing as part of the shop drawing review. Also note the backstop will be specified to be black vinyl fabric.*

**PSC: Resolved, the detail is revised to require location specific soil testing and black vinyl coated fabric is specified on the revised Site Plans dated January 22, 2024.**

44. Segmental Block Retaining Wall – Require site specific soil testing as part of shop drawing review. Specify the free-draining backflow material.

*Gayle Associates: The Segmental Block Retaining Wall Detail 4 on Plan Sheet C514 has been updated to specify the use of site specific soil testing as part of the shop drawing review and the free draining backfill material specified.*

**PSC: Resolved, , the detail is revised to require location specific soil testing.**