

TOWN OF SCITUATE



600 Chief Justice Cushing Highway
Scituate, Massachusetts 02066
Phone: 781-545-8730
FAX: 781-545-8704

Planning Board

January 15, 2021

Ms. Kathleen Gardner
Town Clerk
Town of Scituate

**Re: Site Plan Waiver – Scituate Food Pantry
327 First Parish Road**

RECEIVED
2021 JAN 15 AM 10:53
TOWN OF SCITUATE
TOWN CLERK

Dear Ms. Gardner:

Please be advised that at the January 14, 2021 Planning Board meeting, all the members and alternate member being present, the following Motion was voted unanimously by Ms. Burbine, Mr. Bornstein, Mr. Pritchard, Ms. Lambert and Ms. Lewis:

MOTION:

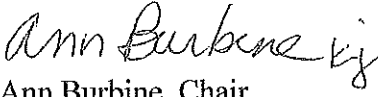
Move that the Planning Board finds improvements to the old cafeteria at the Old Gates Middle School in the B-wing basement at 327 First Parish Road for the Scituate Food Pantry, Inc. to include the proposed inside building work of painting, adding a sink and cosmetic improvements. No outside changes to the exterior of the building will be made. If, however, the existing window in the cafeteria basement is inoperable as a serving window, it will be replaced. No other site work is proposed other than a sign at the southwest corner of the existing "A wing" along with an outside closed box for food drop offs; all of which is minor in nature of effect. No changes to the parking lot are proposed at this time.

Move to grant the site plan waiver for the Scituate Food Pantry, Inc. for improvements to the old cafeteria at the Old Gates Middle School in the B-wing basement at 327 First Parish Road with the following conditions:

1. Construction shall comply with the improvements described in a letter dated December 3, 2020 from the Scituate Food Pantry, Inc. to the Scituate Planning Board and Town Planner submitted with the application and attached to this approval.
2. Approval is contingent upon all local approvals being obtained from the Town of Scituate.
3. Traffic patterns shall be as described in the above letter except that the exit on First parish Road may be used under this waiver. Any other changes to traffic patterns shall require notification of the Planning Board who shall determine if any additional review is required.
4. No parking for food pantry staffers is anticipated on site. Staff parking is being provided at the First Parish Unitarian church on the north side of First Parish Road. Staff will either be ferried to the food pantry or will use the existing sidewalks and crosswalks at the intersection of First Parish, Beaver Dam and Cudworth Roads. Should food pantry workers need to park on site, further Planning Board review may be required.
5. Hours of operation of the food pantry are generally limited to: Tuesday: Staff 8:30 am - 12:45 pm, Client hours 10:00 am to 12:15 pm; Wednesday: Staff 3:30 pm to 5:00 pm (high

- School Community Service Program); Thursday: Staff 1:30 pm to 5:30 pm, Client hours 3:30 pm to 5:30 pm; Friday: Staff 9:30am to 2:30 pm; Saturday: Staff 10:00 am to 11:00 am.
6. Coordination with programming of the Recreation Center must be done prior to occupancy.
 7. Coordination with the Scituate Historical Society on traffic must occur prior to occupancy.
 8. A refund of \$100 for the application fee for the non-profit organization who benefits the community will be processed.

Very truly yours,



Ann Burbine, Chair

Cc: James Boudreau, Town Administrator
Robert Vogel, Building Commissioner
Andrew Scheele, Public Health Director
James Hunt, Scituate Food Pantry
Planning Board
Nancy Holt, Finance Director



Scituate Food Pantry, Inc

PO Box 120

Scituate, MA 02066

TOWN OF SCITUATE
CLERK

2020 DEC 14 PM 3:21

December 3, 2020

Scituate Planning Board
Ms. Karen Joseph, Town Planner
600 CJ Cushing Hwy
Scituate, MA 02066

RECEIVED

Re: **Site Plan Waiver Application, supplemental information**

Dear Ms. Joseph:

Attached is our application for a Site Plan Waiver in accordance with Scituate Zoning Bylaw, sec 770.2.A together with our check for the filing fee and a copy of the request for abutters list. The following information expands on the details of our application, including the information you requested in your email of December 1, 2020.

1. The Scituate Food Pantry, Inc, ("SFP") is a 501c(3) not-for-profit Massachusetts "C" Corporation with the following Mission Statement:
"To operate and maintain a community food pantry, providing support and assistance to residents of Scituate facing challenges to their financial, physical or emotional well-being. The values that the Corporation espouses are: Compassion, Dignity, Empowerment, Respect and Responsibility."
2. SFP is governed by an independent Board of Directors composed of Scituate residents from the clergy, legal, business, education and retired communities. All Board members and staff are volunteers. SFP has no employees.
3. After more than a dozen years operating from the Masonic Lodge, it is now critical that we expand and streamline our operation in the light of the recent drastic increase in demand. Contingent upon permitting, SFP intends to enter into a lease agreement with the Town of Scituate to occupy the former cafeteria and kitchen area – approximately 6,500 sq ft – of the former Gates Middle School ("Old Gates"), together with two small classrooms and restrooms adjacent to the cafeteria in the B-Wing basement.
4. The town's Facilities Director and Town Administrator are preparing an estimate of start-up costs to refurbish and refit the existing facility to both meet code and the needs of SFP. SFP is fully prepared to subsidize those costs as discussed with the principals. SFP has received a generous "Nourishing Neighbors" grant from a national grocery chain that enables us to invest in this venture.
5. **Nature of Work Inside the Building.** During this pandemic, we are limited as to the numbers of volunteers working together. Approximately 12-14 volunteers will be engaged in the activities inside the building receiving food, dating food items, sorting items, boxing items for storage, reception of food orders from clients, filling same orders, moving filled orders via the passing window to waiting vehicles for pickup. In the kitchen area, food will be sorted and prepared for distribution to clients' grocery orders. Delivered food will be sorted by date and stored in appropriate refrigeration units or storage area. All food items are self-packaged, canned, frozen, boxed or re-sorted and packaged in the kitchen area. No cooking will take place on site. This is NOT a "commercial kitchen" operation.
6. **Nature of Work Outside the Building.** Two Volunteers outside in the vehicle queue will instruct clients, distribute grocery lists and bring completed lists to the dispatcher inside the building. One additional Volunteer to supervise food leaving the building via the passing window, manage cars in the queue to pick up orders. **No clients will be allowed inside the building.** This "drive-thru, no-contact" model has proven to be a safe and efficient method of fast and accurate food distribution, an especially critical safeguard during this pandemic.

7. **Hours of Operation.**

- Sunday and Monday: closed
- Tuesday: Staff 8:30 am - 12:45 pm, Clients hours 10:00 - 12:15
- Wednesday: Staff 3:30 - 5:00 pm (High School Community Service Program)
- Thursday: Staff 1:30 - 5:30 pm, Clients hours 3:30 - 5:15)
- Fridays: Staff First Friday of the month: 9:30 am - 12:30 (delivery)
Staff Third Friday of the month: 12:30 pm - 2:30 (delivery)
- Saturday: Staff 10:00 am - 11:00 (delivery)

8. **Traffic Flow.** The proposed traffic flow pattern is shown on the site plan sketch. All SFP clients will enter from Cudworth Road, "live park" in the queue at the cafeteria south wall (we estimate 5 to 7 vehicles at any one time in the queue), then circle around the parking area and exit the same way out to Cudworth Road. **Delivery vehicles** will be required to use the Cudworth Road entrance and will make their deliveries at the ramped loading dock entrance adjacent to the boiler room on the south side of the building.
9. **Parking.** No clients will park on the property except to "live park", remaining in their vehicles to receive their food items. Staff Parking is being provided by the First Parish Unitarian church on the north side of First Parish Road. To ensure safety - and in the absence of a suitable crosswalk in front of the property - staff members will use the existing sidewalk and crosswalks at the intersection of First Parish, Beaver Dam and Cudworth Roads. In inclement weather, staff members will be "ferried" to the site by a volunteer. In short, **SFP will not impact on site parking**, at least until the required "campus" site use study is complete and a separate proposal to be submitted in the future.
10. **Changes to Site and/or Building.** No substantial changes are proposed. We intend to use one of the large windows on the south wall of the cafeteria as a "passing window" to dispatch boxes and bags of food items to the client vehicles which will queue up in the approach driveway, as illustrated on the site sketch. No alterations will be made to the exterior of the building. No changes to the site will be necessary.
11. **Signage.** SFP proposes to erect a permanent wooden sign near the SW corner of the "A-Wing" building as shown on the attached sketch plan. The dimensions, colors and design are shown on that plan. Any other signage required will be small portable signs and safety cones directing client vehicles as they queue up for service. Those portable devices will be removed each day at the end of activities.
12. **Safety.** During COVID, safety of our staff and clients is paramount. The SFP Managing Director of Operations is a registered nurse and has implemented all recommendations of the Massachusetts DPH regarding PPE, sanitary practices and social distancing. The Scituate Health Agent is consulted regularly and has inspected the operation for compliance. SFP will not begin operations in the Old Gates without a thorough review by the Health Agent.

Unfortunately, we are up against a serious deadline. Our lease with the Masons expires at the end of February. Although it may be possible to agree on a month-to-month arrangement, the Masons have already increased our rent more than 40 percent this year alone and we are more than reluctant to have to re-visit that process once again. Any help getting this application reviewed in the very near future is much appreciated!

Please contact me directly with questions or any additional required material.

Best regards,



James Hunt

Jhunt66r@Verizon.net

617-407-3808 (voice and text)



Scituate Planning Board

REQUEST FOR SITE PLAN WAIVER

Checklist for applicants:

When minor changes to a site are proposed, the Planning Board may waive the process of Site Plan review when it deems the proposed site work to be minor or insignificant in nature or effect (Scituate Zoning Bylaw Section 730.2.) When applying for a waiver of Site Plan requirements, please include the following:

- 1) Ten copies of this form, the deed to the property, and a signed purchase and sale agreement or documentation authorizing submission by someone other than the owner, as applicable;
2) 10 copies of a Site Plan; if changes to the facade or signs are proposed, 10 copies of elevations and/ or a drawing of the sign as applicable. All plans 11' x 17" or larger must be folded.
3) A check for \$100 payable to the Town of Scituate;
4) A copy of a completed Request for Abutters form;
5) A copy of the most recent tax bill showing all taxes due on the property are paid in full.
6) Where changes to parking are proposed the Planning Board may require review of the system for stormwater management including drainage calculations prepared by a Registered Professional Engineer. Please check with the Planning Board staff to determine what is required.

Required Information:

LOCATION (Street address): 327-333 FIRST PARISH
ASSESSOR REF: MAP 38 BLOCK 12 PARCEL 0
ZONING DISTRICT: R-2

DESCRIPTION OF PROPOSED CHANGE TO SITE OR BUILDING:

(SEE ATTACHED)

APPLICANT(S): SCITUATE FOOD PANTRY INC.
ADDRESS: PO BOX 120, SCITUATE MA 02066
TELEPHONE: 617-407-3808

PROPERTY OWNER(S) IF DIFFERENT FROM APPLICANT: TOWN OF SCITUATE

ADDRESS:
TELEPHONE:

AGENT IF ANY: JAMES HUNT, TREASURER
ADDRESS: 66 MANN LOT, SCITUATE
TELEPHONE: 617-407-3808

EXPLAIN WHY YOU BELIEVE THE PROPOSED WORK IS MINOR IN NATURE OR EFFECT:

(SEE ATTACHED)

WILL A NEW SIGN BE NEEDED? YES NO

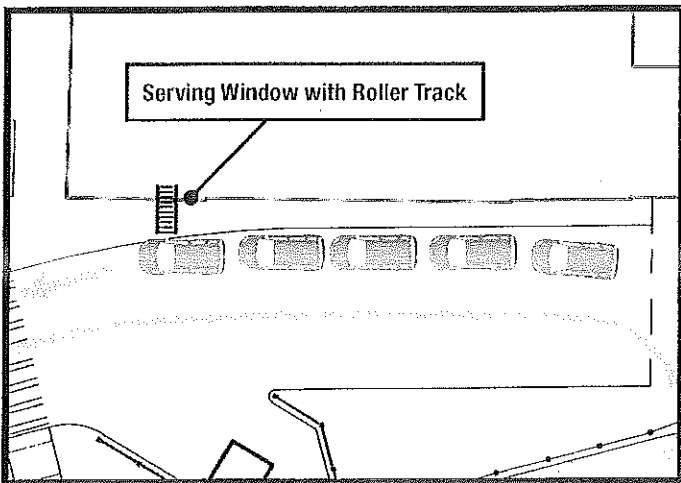
IF YES PLEASE ATTACH DRAWING OF SIGN WITH MATERIALS, COLORS AND DIMENSIONS.

SIGNATURE: J. Allen

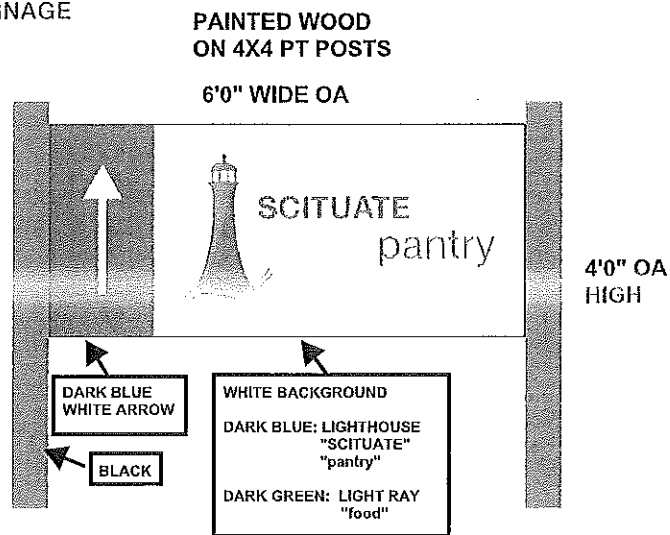
DATE: 12/3/2020



FOOD PANTRY TRAFFIC



SIGNAGE



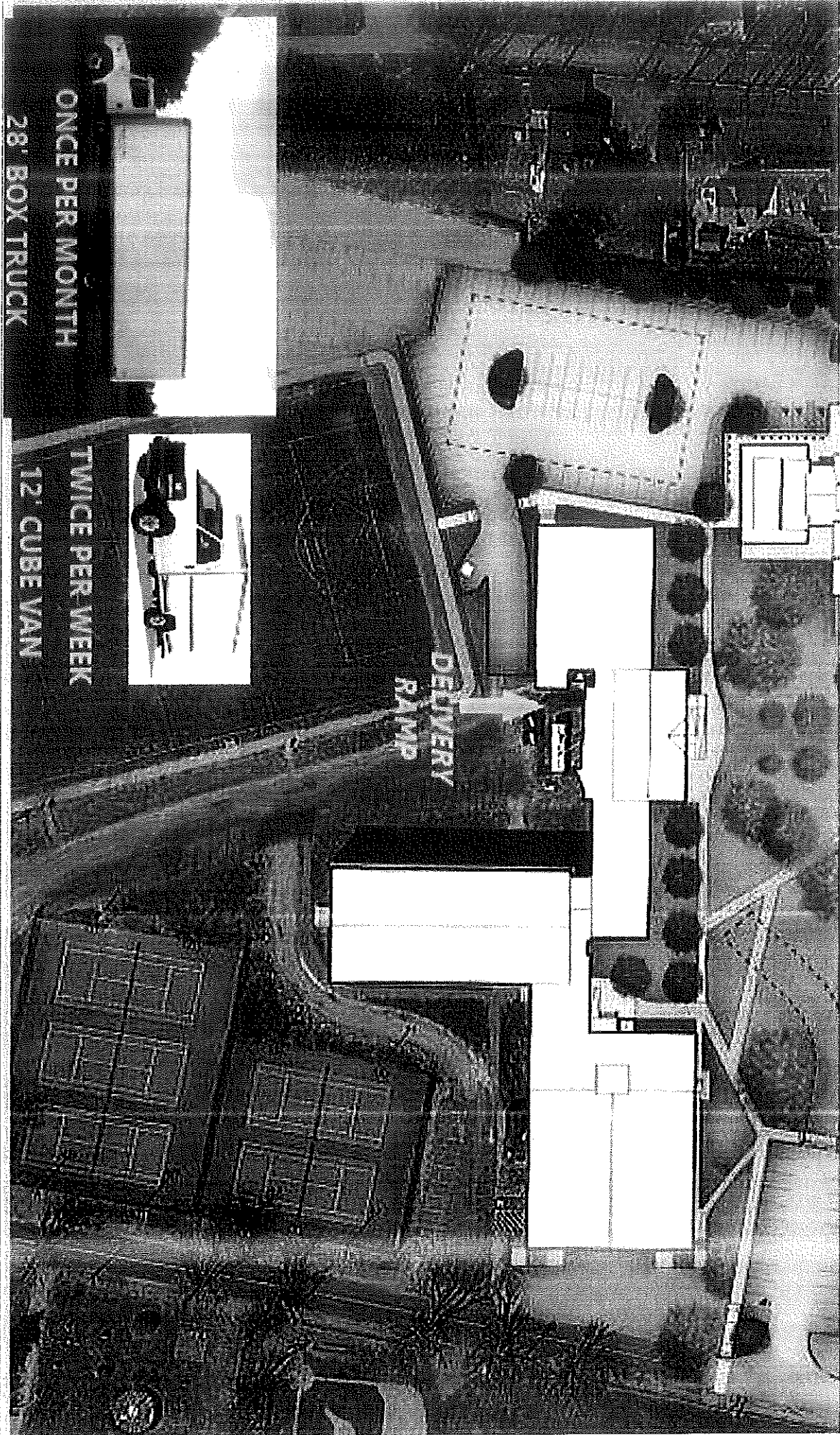
PAINTED WOOD
ON 4X4 PT POSTS
6'0" WIDE OA

4'0" OA
HIGH

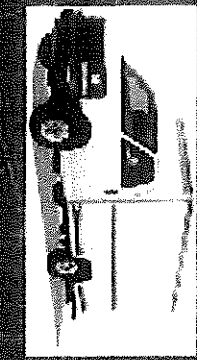
DARK BLUE
WHITE ARROW

BLACK

WHITE BACKGROUND
DARK BLUE: LIGHTHOUSE
"SCITUATE"
"pantry"
DARK GREEN: LIGHT RAY
"food"



ONCE PER MONTH
28' BOX TRUCK



TWICE PER WEEK
12' CUBE VAN