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**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. 487 Park Avenue, Worcester, MA 01603  
Address(es) – please list all addresses the subject property is known by
- b. 08-006-0004A  
Parcel ID or Map-Block-Lot (MBL) Number
- c. Worcester District Registry of Deeds, Book 49590 Page 392  
Current Owner(s) Recorded Deed/Title Reference(s)
- d. BG-3.0  
Zoning District and all Zoning Overlay Districts (if any)

**2. APPLICANT INFORMATION**

- a. Olsi Gjinko (Gjinko Realty LLC)  
Name(s)
- b. 487 Park Avenue, Worcester, MA  
Mailing Address(es)
- c. olsiautosales@gmail.com  
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**

(Signature)

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

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

4. REPRESENTATIVE INFORMATION

a. Michael Andrade, P.E.

Name(s)

b. [Signature]  
Signature(s)

c. 100 Grove Street, Worcester, MA

Mailing Address(es)

d. mandrade@gravesengineering.com 508-856-0321 x103

Email and Phone Number

e. Engineer

Relation to Project (Architect/Attorney/Engineer/Contractor, etc.)

5. AUTHORIZATION

Authorization I, [Signature], Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map 08 Block 006 Lot(s) 0004A, do hereby authorize Graves Engineering, Inc. to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the 25<sup>th</sup> day of March, 2024.

On this 25<sup>th</sup> day of March, 2024, before me personally appeared Olsi Gyinko, 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.

[Signature]  
NOTARY PUBLIC  
My Commission Expires: 1/24/2031

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

**6. PROVIDE THE FOLLOWING ITEMS, 1 DIGITAL COPY IN PDF FORMAT VIA EMAIL TO 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 to 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 \$ 3,330 is enclosed (*see fee schedule or contact staff to confirm amount*).

**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. Olsi Gjinko (Gjinko Realty LLC)  
Name
- b.   
Signature certifying payment of all municipal charges
- c. 487 Park Avenue, Worcester, MA 01603  
Mailing Address
- d. olsiautosales@gmail.com  
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. \_\_\_\_\_  
Full Legal Name
- k. \_\_\_\_\_  
State of Incorporation                                      Principal Place of Business
- l. \_\_\_\_\_  
Mailing Address or Place of Business in Massachusetts
- m. \_\_\_\_\_  
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

Auto sales and service

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

Proposed Project Type		
Residential	<input 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 checked="" 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)

6-story, 40 apartment unit building with a ground level coffee shop, and electric vehicle service station.

d. Fill in all information relevant to the proposed project

All Projects	Existing	Change +/-	Total
Overall lot size in square feet	21,968	0	21,968
Number of buildings	1	0	1
Total square footage of building(s)	±1,945	+5,295	±7,240
Number of stories of building(s)	1	+5	6
Number of parking spaces	N/A (unmarked)	+34	34
Number of loading spaces	0	0	0
Changes to on-street parking	0	0	0
Total vehicle daily trips. <i>Please consult staff for specific thresholds requiring review.</i>	0	±90	±90
Square feet of wetlands	0	0	0
Square feet of surface (open) water	0	0	0
Square feet of area vegetated/wooded	1,501	+910	2,411
Number of trees over 9" in caliper	0	0	0
Cubic yards of fill material to be imported/exported	0	-	-
Square feet of property in floodplain	0	0	0
Length of roadway (in feet or miles)	0	0	0
<b>Residential</b>	<b>Existing</b>	<b>Change +/-</b>	<b>Total</b>
Number of units	0	+40	40
If multi-family, number of bedrooms per unit	0	2	2
Number of accessible units	0	40	40
Number of affordable units	0	15%	15%
<b>Business/ Industrial</b>	<b>Existing</b>	<b>Change +/-</b>	<b>Total</b>
Gross square feet of floor area	1,945 sq. ft.	+1,620 sq.ft.	3,565 sq.ft.

### 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
Various Relief will be sought. See plans for details.	

### 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
Planning Board	Definitive Site Plan	TBD	
Conservation Commission	NOI- Local Ordinance	9/12/23	
Zoning Board of Appeals	Variance	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"/>	C101
b. Locus plan with zoning information shown	<input type="checkbox"/>	C001
c. Existing utilities	<input type="checkbox"/>	E1
d. Existing and proposed grading using differing linetypes, showing 2' contours	<input type="checkbox"/>	E1
e. Soil types identified on the plan (including test-pit/boring locations)	<input type="checkbox"/>	C103
f. Location of all trees over 9" caliper inches on existing conditions plan	<input type="checkbox"/>	E1
g. Architectural elevations or renderings (including exterior materials)	<input type="checkbox"/>	ARCH
h. Landscape plan including plantings, and details for all landscape elements	<input type="checkbox"/>	C105
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"/>	C105
j. Stormwater mitigation measures for the 2, 10, 25, & 100-year design storm. Provide a stamped Stormwater Checklist & Calculations. All projects shall comply with Massachusetts Stormwater Standards, as applicable to project scale.	<input type="checkbox"/>	C103
k. For multi-family residential dwellings in B zones, 10% of site area has been provided for recreation. Note: See Article IV, Section 2, Table 4.2, footnote 3.	<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"/>	C102
b. Pedestrian pathways connecting to sidewalks or nearby amenities	<input type="checkbox"/>	C102
c. Doors/egress to all existing and proposed buildings	<input type="checkbox"/>	C102
d. Pedestrian paving and surface treatment details	<input type="checkbox"/>	C102
e. Safe, ADA accessible pedestrian crossings at driveways and intersections	<input type="checkbox"/>	C103

### 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"/>	C102
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"/>	C102
c. Access control and directional signage (e.g. gates, pavement markings, etc.)	<input type="checkbox"/>	C102
d. Pavement and curb details, including level sidewalks at driveways	<input type="checkbox"/>	C501
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"/>	C102
b. Number of compact parking spaces (8 x16)	<input type="checkbox"/>	C102
c. ADA parking spaces	<input type="checkbox"/>	C102
d. Parking aisle width (24 feet for 90° parking; see policy for angled spaces)	<input type="checkbox"/>	C102
e. Parking is outside front & exterior side yard/setback (except residential drives)	<input type="checkbox"/>	C102
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"/>	C105
h. Number of electric vehicle charging stations or "ready" (conduit run) spaces	<input type="checkbox"/>	C102
i. Bicycle parking (is it covered, or provided inside the building? Circle: YES NO)	<input type="checkbox"/>	C102

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"/>	C102
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"/>	ARCH
c. Green roof, blue roof, rooftop solar, or use of high-albedo roof treatments	<input type="checkbox"/>	ARCH
d. Light levels appropriate for safety (1 foot candle) where pedestrians and vehicles will meet	<input type="checkbox"/>	C104
e. Parking and circulation directional signage	<input type="checkbox"/>	C102
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"/>	C103
d. Overflow or other connection to City stormwater infrastructure***	<input type="checkbox"/>	C103

\*\*\*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"/>	C104
b. Connections to or extensions of city storm drainage infrastructure	<input type="checkbox"/>	C103
c. Footing or foundation drainage for a proposed structure or wall	<input type="checkbox"/>	C504

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"/>	C103
b. Engineered slopes (rip-rap is not recommended)	<input type="checkbox"/>	C103
c. Planted buffers between parking facilities and adjacent properties or roads	<input type="checkbox"/>	C105
d. Proposed plantings and areas to be seeded (number, species or mix, size)	<input type="checkbox"/>	C105
e. Fencing, including information on material, height, and style (including gates)	<input type="checkbox"/>	C103
f. Planted buffers along rear and side yard setbacks	<input type="checkbox"/>	C105

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 type="checkbox"/>	ARCH
d. Paved pedestrian plaza area (includes patios) or deck	<input checked="" type="checkbox"/>	
e. Interior common space and amenities or balconies	<input type="checkbox"/>	ARCH



**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 type="checkbox"/>	C104
b. Details of all proposed light fixtures: showing max temperature of 4,000K, dark-sky compliant, and with shielding to prevent light spillover	<input type="checkbox"/>	C104
c. Photometric plan for parking lots with ≥12 new spaces	<input type="checkbox"/>	C104
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"/>	C102
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 type="checkbox"/>	C101

**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 type="checkbox"/>	ARCH

**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 type="checkbox"/>	C101
b. Drainage infrastructure is designed to reduce ponding and slow runoff	<input type="checkbox"/>	C103

**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"/>	C101
b. Plans for securing of any stockpiles on site during construction	<input type="checkbox"/>	C101
c. Temporary and permanent slope stabilization/designs for slopes greater than 3H:1V; (note: loam and seed is not sufficient)	<input type="checkbox"/>	C103
d. Slopes ≥2.5H:1V are engineered (note: loam and seed is not sufficient)	<input type="checkbox"/>	C103
e. Temporary sediment basins and other means of stormwater velocity attenuation or conveyance proposed during construction	<input checked="" type="checkbox"/>	

**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 type="checkbox"/>	Route 7, Stop 825
b. Improvements to neighborhood walk/bike-ability or public transportation	<input type="checkbox"/>	C102

**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"/>	C102
b. Water quality structures to remove total suspended solids (TSS) from runoff	<input type="checkbox"/>	C103
c. Water quality structures to remove pollutants from runoff (i.e. oil/ water separators, etc.)	<input type="checkbox"/>	C103/C104
d. Plan for mitigation of any contaminated soils (include RTN, RAM Plan, AUL)	<input checked="" type="checkbox"/>	
e. Locations of material to cut or filled (including the location of the source material if fill)	<input type="checkbox"/>	C103
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"/>	C102
b. Property and right-of-way boundary lines (include the status of ways)	<input type="checkbox"/>	C102
c. Easements for any utilities, public access, or adjacent properties	<input type="checkbox"/>	C102
d. Regularity factor for all lots	<input checked="" type="checkbox"/>	
e. % paving within the front-yard for residential uses	<input checked="" type="checkbox"/>	
f. Height of all structures in feet and stories	<input type="checkbox"/>	C102