

**Community & Economic  
Development Department**

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Director



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## TOWN OF MEDWAY

Date: March 29, 2016

To: Zoning Board of Appeals

From: Stephanie Mercandetti, Director, Community & Economic Development

Re: Initial Review of Timber Crest Estates Comprehensive Permit Submission

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Per a completeness review of the application filing by Timber Crest LLC for a comprehensive permit under MGL c. 40B and 760 CMR 56 for Timber Crest Estates, in addition to items to be addressed per the Project Eligibility Letter issued by MassHousing on January 6, 2016, I have found the following items to be incomplete and/or missing:

56.05 Local Hearings:

(2) Elements of Submission, Filing Fees. The Applicant shall submit to the Board an application and a complete description of the proposed Project. Normally the items listed below will constitute a complete description. Failure to submit a particular item shall not necessarily invalidate an application. The Board shall not require submissions for a Comprehensive Permit that exceed those required by the rules and procedures of Local Boards for review under their respective jurisdictions.

(a) preliminary site development plans showing the locations and outlines of proposed buildings; the proposed locations, general dimensions and materials for streets, drives, parking areas, walks and paved areas; and proposed landscaping improvements and open areas within the site. An Applicant proposing to construct or rehabilitate four or fewer units may submit a sketch of the matters in 760 CMR 56.05(2)(a) and (c) which need not have an architect's signature. All Projects of five or more units must have site development plans prepared by a registered architect or engineer;

**While preliminary site development plans were submitted with much of the information provided as listed above in (a), there was no landscape plan or planting details provided including any information on lighting, signage or the location of any dumpsters or waste receptacles as noted in the MassHousing Project Eligibility Letter (refer to Pg. 3).**

(b) a report on existing site conditions and a summary of conditions in the surrounding areas, showing the location and nature of existing buildings, existing street elevations, traffic patterns and character of open areas, if any, in the neighborhood. This submission may be combined with that required in 760 CMR 56.05(2)(a);

**While information was provided on (b), there was no detailed traffic study provided as noted in the MassHousing Project Eligibility Letter (refer to Pg. 3). A waiver exception for a traffic study under the Planning Board's Subdivision Rules & Regulations was requested in the list of waivers (refer to Tab 9 of the application).**

(c) preliminary, scaled, architectural drawings. For each building the drawings shall be prepared by a registered architect, and shall include typical floor plans, typical elevations, and sections, and shall identify construction type and exterior finishes;

**While architectural designs and floor plans were provided, scaled drawings showing elevations were not included with the submission. It is unknown if this information was provided by a registered architect as there is no stamp or signature and company information.**

(d) a tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and other paved vehicular areas, and by open areas;

**No proposed building tabulation was submitted. We do have the list of single family home and condominium types/renderings which include floor area, floor plans and number of bedrooms; and the summary of coverage by buildings, driveways and road and sidewalk areas, and open areas. But again no tabulation chart was provided.**

(e) where a subdivision of land is involved, a preliminary subdivision plan;

(f) a preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants;

**Information has been provided; however potential impacts on existing capacity and appropriate mitigation was not provided with submission per MassHousing Project Eligibility Letter (refer to Pg 3).**

(g) the Project Eligibility letter, showing that the Applicant fulfills the requirements of 760 CMR 56.04(1);

**The Project Eligibility Letter issued by MassHousing has been provided in Tab 2 of the application.**

(h) a list of requested Waivers.

**While hard copies of application included the list of requested Waivers in Tab 9, there was a sheet missing; however, an electronic copy of the full list of waiver requests was included with submission. So this item has been provided.**

Additional comments:

**Please refer to Tab 3 in the Application:**

**Narrative description references prior project numbers – 192 housing units including 76 single family home and 116 condominiums (56 duplex buildings and 4 detached single family units) where the revised project layout on the preliminary site development plans dated March 16, 2016 shows 188 units consisting of 72 single family homes and 116 condominiums (46 duplexes, 6 triplexes and 6 detached single units). It also references older tab numbers from the site eligibility application.**

**The electronic submission also included an earlier plan set from the Site Eligibility Application process dated March 2015.**

**Finally, the MassHousing Project Eligibility Letter issued on January 6, 2016 noted several items to be addressed as part of the comprehensive permit application filing with ZBA which were not included herein. Please refer to that letter under Tab 2 of the application.**