



**TOWN OF MEDWAY**  
**Department of Community and Economic Development**  
155 Village Street - Medway, Massachusetts 02053  
508-533-3291  
[planningboard@townofmedway.org](mailto:planningboard@townofmedway.org)



April 3, 2019

**ADMINISTRATIVE SITE PLAN DECISION**  
**158 Main Street – Jacob Ide House**  
**APPROVED**

As owner of the subject property, the Town of Medway has requested Administrative Site Plan Approval under Section 3.5.3.A.3. Administrative Site Plan Review of the *Medway Zoning Bylaw*.

- I. **PROJECT LOCATION** – 158 Main Street (Medway map and parcel #48-002) in the Agricultural Residential II zoning district. The property is 1.410 acres in area.
- II. **DESCRIPTION of PROPOSED WORK** – The Town is converting approximately 1,265 sq. ft. of the barn portion of the building from its residential use to municipal use; the space will be used for municipal office space. To accommodate the office use and provide suitable parking and handicap access, the Town seeks to make some minor site changes to this property as follows:
  - A. Construct a 6' 6" square doorway platform and a 1:20 slope access ramp without railing from the platform to the left (west) of the doorway of the "barn" portion of the building facing Main Street. The ramp will be 4'4" in width and 20' in length. It is expected the platform and ramp will be constructed out of pressure treated lumber although a composite material is being considered.
  - B. Four regular parking spaces will be created, each 8' by 16' in size. They will be located between the existing circular driveway and Main Street in what is presently a grassed area. Access to these parking spaces will be from the driveway. Minimal grading work will be done to level the area proposed for parking.
  - C. No new landscaping is planned. However, removal of some shrubs (boxwoods abutting the house to the left/west of the doorway, an 8" caliper holly bush, and 2 small shrubs between the driveway and Main Street in the area of the proposed parking) and other small items (granite post, mailbox and cobblestones) is necessary to accommodate the construction of the ramp and permanent access to the handicap parking space.
  - D. No changes to the existing entry and exits to the site are planned. No changes to site utilities or lighting are proposed.



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- III. PROCEDURAL HISTORY** - An application for administrative site plan review was filed with the Community and Economic Development office and the Town Clerk on March 25, 2019. The Medway Administrative Site Plan Review Team (Building Commissioner Jack Mee, Planning and Economic Development Coordinator Susan Affleck-Childs, and Director of Community and Economic Development Barbara Saint Andre) met to review the administrative site plan application and associated materials on March 27, 2019.
- IV. INDEX OF SITE PLAN DOCUMENTS** – The following materials were provided for review:
- A. Administrative Site Plan Review Application dated March 25, 2019
  - B. Collection of photos
  - C. Parking and ramp sketch and plan dated March 21, 2019
- V. FINDINGS** - Administrative site plan review is required for this project pursuant to *the Medway Zoning Bylaw* Section 3.5.3.A.3.i.
- VI. DECISION** – At its meeting on March 27, 2019, the Medway Administrative Site Plan Review Team voted to approve the above described site improvements subject to the conditions specified below.
- VII. SPECIFIC CONDITIONS OF APPROVAL** – Administrative approval of this site plan application is subject to the following specific conditions which Town representatives agreed to during the March 27, 2019 meeting.
- A. The Town will install timbers at the head of each of the four regular parking spaces.
  - B. The surface and grading of the handicap parking space shall be constructed of materials to comply with federal and state handicap regulations.
  - C. The Town will provide landscaping in front of the headers of the new parking spaces to provide screening and buffering from the Main Street view.
  - D. The granite post will be relocated elsewhere on the site.
- VIII. APPEAL** - Any person aggrieved by this Administrative Site Plan Review decision may appeal the decision to the Planning & Economic Development Board within twenty days after the decision is filed with the Town Clerk.

The signatures are provided on the next page.

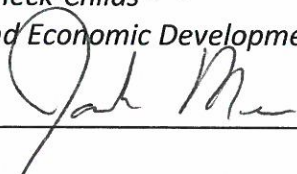
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Signed: April 4, 2019



Susan E. Affleck-Childs

Planning and Economic Development Coordinator



Jack Mee

Building Commissioner



Barbara J. Saint Andre

Director of Community and Economic Development

**Signed:** April 4, 2019

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*Susan E. Affleck-Childs*  
*Planning and Economic Development Coordinator*

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*Jack Mee*  
*Building Commissioner*

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*Barbara J. Saint Andre*  
*Director of Community and Economic Development*