



RECEIVED  
AUG 28 2020

## TOWN OF MEDWAY TOWN CLERK

### Department of Community and Economic Development

155 Village Street - Medway, Massachusetts 02053

508-533-3291

[planningboard@townofmedway.org](mailto:planningboard@townofmedway.org)

August 28, 2020

### ADMINISTRATIVE SITE PLAN DECISION 76 and 82 Oakland Street – Medway DPW

As owner of the subject property, the Town of Medway has requested Administrative Site Plan Approval under Section 3.5.3.A.3.j Administrative Site Plan Review of the Medway Zoning By-law.

- I. **PROJECT LOCATION** – 76 and 82 Oakland Street (Medway map and parcel #42-057) in the Agricultural-Residential I zoning district. The property is approximately 11.1 acres.
- II. **DESCRIPTION of PROPOSED WORK** – The Department of Public Works would like to install a 10 foot by 12 foot shed to support the soccer program by providing storage space. Peter Pelletier, Deputy Director of DPW, and Bobby McGee, Program Manager of DPW, presented the application. Also present was Julie Harrington, Director of Parks and Recreation. The shed will be a wood shed with no windows and will be located near the southwest corner of the soccer fields.

The applicant requested waivers of the Site Plan Submittal requirements, Section 206-3 of the Site Plan Regulations. The Team voted to grant a waiver from the Site Plan Rules and Regulations for any items that were not submitted with the application.

There was an existing 8 foot by 40 foot metal storage shed there, but it rusted and has been removed. This shed will be placed in that same location, shown as a pink rectangle on the site plan. The shed will be on cinder blocks; the area it will be located is already cleared. This will be very helpful to Parks and Recreation.

- III. **PROCEDURAL HISTORY** - An application for administrative site plan review was filed with the Community and Economic Development Department and the Town Clerk on August 24, 2020. 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 on August 28, 2020 to review the application.
- IV. **INDEX OF SITE PLAN DOCUMENTS** – The following materials were provided for review:
  - A. Administrative Site Plan Review Application dated August 24, 2020.



**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)

August 28, 2020

**ADMINISTRATIVE SITE PLAN DECISION**  
**76 and 82 Oakland Street – Medway DPW**

As owner of the subject property, the Town of Medway has requested Administrative Site Plan Approval under Section 3.5.3.A.3.j Administrative Site Plan Review of the Medway Zoning By-law.

- I. **PROJECT LOCATION** – 76 and 82 Oakland Street (Medway map and parcel #42-057) in the Agricultural-Residential I zoning district. The property is approximately 11.1 acres.
- II. **DESCRIPTION of PROPOSED WORK** – The Department of Public Works would like to install a 10 foot by 12 foot shed to support the soccer program by providing storage space. Peter Pelletier, Deputy Director of DPW, and Bobby McGee, Program Manager of DPW, presented the application. Also present was Julie Harrington, Director of Parks and Recreation. The shed will be a wood shed with no windows and will be located near the southwest corner of the soccer fields.

The applicant requested waivers of the Site Plan Submittal requirements, Section 206-3 of the Site Plan Regulations. The Team voted to grant a waiver from the Site Plan Rules and Regulations for any items that were not submitted with the application.

There was an existing 8 foot by 40 foot metal storage shed there, but it rusted and has been removed. This shed will be placed in that same location, shown as a pink rectangle on the site plan. The shed will be on cinder blocks; the area it will be located is already cleared. This will be very helpful to Parks and Recreation.

- III. **PROCEDURAL HISTORY** - An application for administrative site plan review was filed with the Community and Economic Development Department and the Town Clerk on August 24, 2020. 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 on August 28, 2020 to review the application.
- IV. **INDEX OF SITE PLAN DOCUMENTS** – The following materials were provided for review:
  - A. Administrative Site Plan Review Application dated August 24, 2020.

- B. Aerial photo/site plan
- C. Photo of typical shed
- D. Representation of shed
- E. Email from Conservation Commission

- V. FINDINGS** - Administrative site plan review is required for this project pursuant to the Medway Zoning Bylaw Section 3.5.3.A.3.j. This is considered an accessory structure under the definition in Section 2 of the Zoning By-law.
- VI. DECISION** – At its meeting on August 28, 2020 the Medway Administrative Site Plan Review Team voted 3-0 to grant the above described site improvements subject to the application received and waivers granted.
- VII. 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.

**Signed:**



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



Jack Mee  
Building Commissioner



Barbara J. Saint Andre  
Director of Community and Economic Development

**COPIES TO:** Donna Greenwood, Principal Assessor  
Michael Boynton, Town Manager  
Jack Mee, Building Commissioner  
Barbara J. Saint Andre, Director of Community and Economic Development  
Susan E. Affleck-Childs, Planning and Economic Development Coordinator  
David D'Amico, Director, Department of Public Works  
Allison Potter, Assistant Town Manager