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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
PLANNING AND ECONOMIC
DEVELOPMENT OFFICE

MEMORANDUM

December 8, 2021

TO: Planning and Economic Development Board
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: Applications for approval of Cutler Place Multi-Family development – multifamily housing special permit, major site plan and land disturbance permit

I have reviewed the special permit and site plan applications and the associated site plan for the proposed 5 dwelling unit development at 6 Cutler Street. The applicant, property owner and developer is Cutler Place, LLC (Anthony Varrichione) of Medway, MA. The property and building were formerly used by the American Legion and date back to 1898 when it functioned as the Plainville School. and is located in the Village Residential and Multifamily Overlay zoning districts. The applicant's proposal is to renovate the existing 4,800 sq. ft. building to create 3 dwelling units and to construct a 3,000 sq. ft. addition for 2 dwelling units. The property is 0.71 acres in size. The project includes associated parking (10 parking spaces), drainage, landscaping, lighting, etc. The *Cutler Place* site plan was prepared by Ron Tiberi, P.E. of Natick MA and is dated November 1, 2021. Architectural plans were prepared by Alex Siekierski, RA of Medway, MA. Landscape design is by Lar Greene, of WDA Design Group of Leominster, MA.

I have comments as follows based on the *Medway Zoning Bylaw*, last updated August 9, 2021 and the Board's *Site Plan Rules and Regulations*, last updated October 8, 2019. The review of the project for Stormwater Management and the Land Disturbance Permit is being handled by Tetra Tech. The Board needs to discuss the comments with grey highlights with the Applicant.

ZONING - Multifamily Housing (Section 5.6.4)

1. The site is within the Village Residential and Multifamily Housing Overlay zoning districts and thus is eligible for a multifamily housing special permit.
2. The site plan shows the property frontage along Cutler Street to be 189.9 linear feet, more than the required minimum 50 feet of frontage. At 30,903 square feet in size, the property meets the minimum area requirement of 30,000 square feet.
3. The Board needs to determine if Cutler Street has sufficient capacity to accommodate the projected traffic to be generated by the 5 residential units in this development.
4. The existing structure and proposed addition meet the setback requirements of the VR zoning district.

5. The building heights are indicted to be 33' on the Multifamily Housing Table included on the cover sheet; this is under the maximum height of 40' allowed.
6. For lots under one acres in size, the maximum density shall not exceed its relative portion of an acre. With 0.71 acres, the property is eligible for 5.7 dwelling units. At 5 units, the project complies with the density standard.
7. The Zoning Table included on the site plan cover sheet indicates that the development will have a lot coverage (buildings) amount of 15.5% which complies with the maximum 30% allowed. The amount of impervious coverage is indicted to be 28%; a maximum of 40% is allowed.
8. At a total of 5 dwelling units, the project does not trigger the Affordable Housing requirements of Section 8.6 of the *Zoning Bylaw*.
9. The open space or yard area is shown as 27% of the site vs. the minimum required of 15%. The open space includes the stormwater rain garden basin. The bylaw does not specify if drainage areas may be included in the calculation of a site's open space area. However, it appears that the minimum amount of open space would be met even without including the rain garden area.
10. Parking is proposed at an average of 2 off-street parking spaces per dwelling unit. This meets the minimum standard of 2 spaces per unit.
11. The property is already served by Town water and sewer services. The Applicant should contact the Department of Public Works to request a letter to indicate whether the Town's sewer and water systems have sufficient capacity to accommodate the proposed development project.
12. Section 5.6.4 E. 7 requires that historic properties which are determined to be a "historically significant building" by the Medway Historical Commission shall not be demolished unless certain criteria are met. The project proposes to renovate the existing structure on the site, so this provision is not applicable.

OTHER ZONING – Site Plan Review (Section 3.5.4 I. 3. Sidewalks)

13. This section of the *Zoning Bylaw* requires that sidewalks be provided along the entire frontage of property subject to site plan review along the existing public way unless an adequate means of pedestrian travel is already provided as determined by the Board. If sidewalk construction is not feasible or practical, the Applicant will fund sidewalk construction elsewhere in the community, either by constructing an equivalent length of sidewalk under the guidance of the Medway Department of Public Works or by making a payment in lieu of sidewalk construction to the Town. The Board needs to discuss this with the Applicant.

SITE PLAN RULES AND REGULATIONS

Submittal Requirements

14. Section 204-3 C. requires the submission of a written Project Narrative with specifications on information to be included. A Project Description was submitted, but it does not provide the level of detail noted. A waiver from this requirement was not requested. A complete Project Narrative should be submitted with the next iteration of the site plan or the applicant should request a waiver.

15. Section 204-3 F. requires the submission of a written Development Impact Statement. The Application has requested a waiver from this requirement. The Board needs to act on that waiver request.
16. Section 204-3 G. requires the submission of stormwater documentation. A stormwater report and plan have been submitted and are under review by Tetra Tech.
17. Section 204-3 H. requires the submission of a construction management plan.
Section 204-3 I. requires the submission of earth removal calculations.
Section 204-3 J. requires the submission of earth fill estimates

None of the above 3 items has been submitted nor have waivers been requested. However, one of the site plan sheets is titled Erosion Control and Construction Plan; I will leave review of the adequacy of that to Tetra Tech. The Board needs to decide whether to require these items and/or grant waivers.

18. Section 204-3 K. requires the submission of information about wetland resources affecting the proposed project which may be an Order of Resource Area Delineation, an Order of Conditions, or a Determination of Applicability from the Conservation Commission. None of the noted items have been provided nor has a waiver been requested. However, the site plan shows wetland resources delineated by Debora Anderson on the adjacent parcel to the west and north (Evergreen Cemetery). The 100 ft. buffer from the wetland resources does not fall on the subject property at 6 Cutler Street. The Board needs to decide if they wish to grant a waiver and/or request a communication from the Conservation Agent about the property.

SITE PLAN RULES AND REGULATIONS

Site Plan Contents

19. Section 204-5 A. Cover Sheet. The cover sheet should be revised to specify the property location of 6 Cutler Street at the top of the sheet instead of the Applicant's address of 249 Village Street. The cover sheet does not include a list of waiver requests; that should be added to the next iteration of the site plan. The signature box should be revised to indicate Planning and Economic Development Board; a line should be added for Endorsement Date. The spelling of the "Registry" box should be corrected to "Registry" and the project engineer is asked to check on the required location on the plan for such Registry Box.
20. Section 204-5 B. Site Context Sheet. This information is included on the Cover Sheet. The scale is 1' = 300'.
21. Section 204-5 C. Existing Conditions Sheets. A combined Existing Conditions and Wetlands Sheet is provided. Trees over 10' in diameter, topography, wetland resources, the existing building and paved areas and setbacks are mapped.
22. Section 204-5 D. Site Plan Information Sheets.
 - A combined Proposed Site and Utility Layout Plan is provided as is a combined Erosion Control and Construction Plan.
 - Parking is shown on the Proposed Site and Utility Plan.
 - A separate Proposed Landscape Plan is provided and shows the location of a proposed development sign. However, the seal of Lar Greene, the Registered Landscape architect who prepared the plan, is not legible. Note that a landscape maintenance program has not been provided with the Landscape Plan.

- Building elevations and architectural plans including floor plans have been provided. Renderings have not been supplied nor has a waiver been requested. The Board should decide how it wants to handle the provision of site renderings.
- A lighting plan and photometric plan (Reflex Lighting) have been provided. It is noted that there is some light spillage off the site to the east. That needs to be remedied in the next iteration of the site plan so that the lighting complies with the *Zoning Bylaw*.
- It is not clear whether horizontal sight distances on the public ways at all entrances have been provided. If not, they should be provided in the next iteration of the site plan.

SITE PLAN RULES AND REGULATIONS

Site Plan Development Standards

23. 207-1 Design Principles, 207-2 Site Design, and 207-3 Architecture. On December 6, 2021, the Applicant and his team met with the DRC to review the project. It was well received. A review letter from the DRC is forthcoming.
24. Section 207-4 encourages energy efficiency and sustainability. The Board normally requires water conservation measures as part of its special permit decisions. What additional measures could the applicant take to maximize sustainability? The Board should discuss with the applicant.
25. Section 207-9 requires pedestrian and bicycle amenities. A 4' wide sidewalk is shown around 3 sides of the building and addition. No sidewalk is shown along the Cutler Street frontage. Is there sufficient safe pedestrian access to the building from the street? This should be discussed with the applicant. Is the planned 4' walkway ADA compliant?
26. Section 207-11 A. 2) a) requires that curb cuts be minimized and existing driveways be combined. The site has 2 existing access points which are being retained. One of the driveways runs south to north and provides access to the parking. The other driveway consumes a sizeable portion of the front yard; its purpose is not clear. The Board should discuss whether two driveways are needed.
27. Section 207-11 B. 2) specifies that driveway aisles shall be bounded with vertical granite curb. The Applicant has requested a waiver from this requirement and has proposed using bituminous berm. The Board needs to decide on this waiver request.
28. Section 207-11 B. 3) addresses the width of internal drive aisles. The main driveway is 2-way and is approximately 22' in width; a minimum of 24' is required. The other driveway is one way (east to west) and is approximately 14' in width; a minimum of 20' is required. A waiver has not been requested. The Board needs to discuss this with the applicant.
29. Section 207-11 B. 6), 7), and 8) pertain to the adequacy of the driveways, etc. for emergency access. The Board awaits a written review by the Fire Department and Police Department.
30. Section 207-12 G. addresses parking.
 - 3) b) It appears the parking spaces may not be set back 15' from the side property line which is a requirement for which the applicant has not requested a waiver.
 - 3) d) The drive aisle is 22' wide. The required width of a 2-way drive aisle is 24' and the driveway shall extend a minimum of 5' beyond the last parking space; it does not appear that the drive aisle extends as specified.
 These items should be discussed with the applicant.

31. Section 207-12 I. requires multifamily sites with 15 or more spaces to provide electric vehicle charging stations. Although this project does not include this number of spaces, the Applicant may wish to consider including at least one electric vehicle charging station on the premises. This should be discussed with the Applicant.

32. Section 207-19 Landscaping

- B. Landscape Buffers, 2) Perimeter Landscaping shall be provided around the entire site. Landscape buffer areas shall be a minimum of 15 feet in depth. Such a landscape buffer is somewhat lacking on the eastern edge of the property adjacent to the parking area. The Board needs to discuss this.
- C. Parking Areas, 1) Internal landscape planted divisions shall be constructed within all parking areas containing 10 or more parking spaces to provide visual relief from expanses of pavement and vehicles and provide shade. a) A minimum of 10% of the total internal parking area shall be provided as landscaped island areas, exclusive of perimeter landscaping. The Applicant has requested a waiver from the above noted requirements. The Board needs to discuss with the Applicant and reach a decision on the waiver request.
- General Question – What, if any trees are planned to be removed from the site?