

**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)

September 24, 2018

**ADMINISTRATIVE SITE PLAN DECISION**  
**135 Main Street**  
**APPROVED with CONDITIONS**

Rabbit Hill Properties, LLC has requested Site Plan Approval under Section 3.5.3.A.3. Administrative Site Plan Review of the *Medway Zoning Bylaw*.

- I. **PROJECT LOCATION** – The subject location is 135 Main Street (*Medway map and parcel #48-033*) at the southeast corner of Main and Cottage Streets in the AR11 zoning district. The property is .508 acres in area.
- II. **DESCRIPTION of PROPOSED WORK** – The application pertains to the repaving of the existing parking lot area (16 spaces) and the establishment of a new, 9 space paved parking area at the southwestern corner of the site. Existing asphalt will be removed and the area will be re-graded to meet the new elevation of Main Street resulting from the Route 109 reconstruction work and to pitch the parking area toward the southeast corner of the lot. The surface will be covered with approximately 11,000 sq. ft. of new asphalt resulting in a total of 25 parking spaces. A swale and stormwater retention area will be installed to slow down the flow of stormwater and promote infiltration. Cape Cod style curbing will be installed as shown on the plan along with two decorative light posts, landscaping in the 200' by 10' berm area as specified by the Conservation Commission, approximately 110 linear feet of fencing to buffer the property from the adjacent property to the south, and a dumpster on a pad surrounded by a fenced enclosure.
- III. **PROCEDURAL HISTORY**
  - A. *August 22, 2018* – An application for administrative site plan review was filed with the Community and Economic Development office.
  - B. *August 23, 2018* - The application was filed with the Town Clerk
  - C. *August 23, 2018* - 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.
  - D. *August 27, 2018* - An email communication was sent to Todd Allen with the results of the 8/23/18 Administrative Site Plan Review Team discussion. It included a list of questions and specified additional information to be included on the site plan.
  - E. *September 19, 2018* – Property owner Todd Allen responds to the 8/27/18 email. Copy attached and incorporated herein.

- F. *September 20, 2018* – Administrative Site Plan Review Team met to review Mr. Allen's responses.
- G. *September 24, 2018* – Administrative Site Plan Review Team met on site with property owner Todd Allen, Selectmen Dennis Crowley, Conservation Agent Bridget Graziano, and DPS Director Dave D'Amico.
- H. *September 24, 2018* – Administrative Site Plan Review Team met to finalize and approve decision.

**IV. INDEX OF SITE PLAN DOCUMENTS** – The following materials were provided for review:

- A. Administrative Site Plan Review Application dated May 17, 2018
- B. *Proposed Swale & Shed Plan of Land* for 135 Main Street prepared by Colonial Engineering, dated May 10, 2018, revised July 11, 2018.
- C. Letter dated August 21, 2018 from Daniel J. Merrikin P.E. regarding stormwater management proposal.
- D. Response notes dated September 19, 2018 from Todd Allen.
- E. Conservation Commission RDA dated September 14, 2018 including a plan dated September 12, 2018.

**V. FINDINGS**

- A. Administrative site plan review is required for this project pursuant to *the Medway Zoning Bylaw* Section 3.5.3.A.3.
- B. The recent reconstruction of Route 109 including new grading adjacent to this property and other infrastructure improvements has reduced stormwater runoff from Route 109 onto the subject site.
- C. The site currently contains two buildings in addition to the paved parking area. The area behind the south building slopes to the southeast.
- D. The applicant requested that he not be required to submit a revised plan; accordingly, the Administrative Review Team agreed to include any revisions to the plan as conditions to this approval.

**VI. DECISION** – At its meeting on September 24, 2018, the Medway Administrative Site Plan Review Team voted to approve the site plan subject to the conditions specified below:

- A. The proposed shed as shown on the 7/11/18 plan will not be installed as agreed to by the applicant and as shown on the 9/12/18 plan submitted to the Conservation Commission.
- B. The dumpster pad shall be 10' x 10'. A 6' high gated enclosure shall screen the dumpster as shown on the plan. Enclosure to be fabricated from white vinyl, non-shiny fencing material.
- C. Approximately 110 linear feet of 6' high white vinyl non-shiny fencing shall be installed along the southern boundary line of the property from the westernmost edge of the parking lot running easterly to the eastern corner of the building.

- D. Parking spaces to be striped as agreed to by applicant. The existing parking lot will be graded so as to be pitched toward the southeast corner of the lot, as agreed to by the applicant.
- E. Additional stormwater drainage areas shall be installed in the southeast corner of the property as follows to maximum on site infiltration of stormwater and reduce the amount and velocity of stormwater flow off site.
  - 1. Additional excavation at the eastern end of the swale adding rip-rap to slow the stormwater runoff per Condition #2 of the Conservation Commission's RDA decision September 14, 2018. As agreed by the applicant, trap rock will be placed across the swale to slow the water flow.
  - 2. As agreed to by the applicant at the site visit, an additional stormwater basin shall be created in the vicinity of the test pit area noted on the 7/11/18 plan to accommodate runoff from the main parking area. Area shall be dug no greater than 18" deep and filled with 4" – 6" rip rap. This drainage area shall be at least five feet from the building and the property line, and at least ten feet from the parking lot and swale. There shall also be grading to create a rip rap inlet to provide a pathway for the stormwater runoff to flow from the main parking area to the drainage basin.
- F. Light from the light posts shall not cast beyond the subject property lines onto adjacent property to the east and south.
- G. Plantings on the berm along the southern property line shall be as specified in Condition #2 of the Conservation Commission RDA decision dated September 14, 2018.
- H. Rip rap and swales shall be maintained to provide for continued operation. Vegetation and sediment shall be removed as needed to allow for water to infiltrate.
- I. **Construction Activities**
  - 1. *Time* - Construction work at the site shall commence no earlier than 7 a.m. and shall cease no later than 7 p.m. No construction shall take place on Sundays or legal holidays unless authorized in advance by the Medway Building Commissioner.
  - 2. *Construction Materials/Debris* - There shall be no tracking of construction materials or debris onto any public way. Sweeping of the site shall be done as needed to ensure that loose gravel and dirt does not create hazardous or deleterious conditions for vehicles, pedestrians, business customers and nearby neighborhood residents.
- J. **Compliance**
  - 1. Any construction work that deviates from this decision shall be a violation of the Zoning Bylaw. The Town and its agents may use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with this decision and its conditions.
  - 2. This decision is enforceable under Section 3.1 of the Medway Zoning Bylaw.

3. The Building Department will inspect the approved work within thirty days of its installation to ensure that it has been installed in accordance with the approved site plan and this Decision.

- K. **Schedule for Project Completion** – This approval shall lapse after six months of the grant thereof if substantial work has not commenced except for good cause. Construction shall be completed by the applicant or its assignees within nine months of the date of this decision.

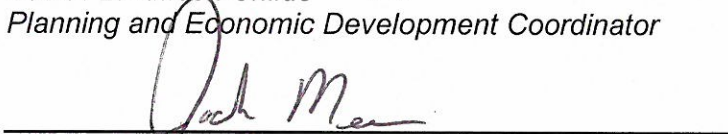
Upon receipt of a written request by the applicant filed at least thirty days prior to the date of expiration, the Administrative Site Plan Review Team may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested. If no request for extension is filed and approved, this approval shall lapse and may be reestablished only after a new filing and decision have occurred.

**VIII. APPEAL** - Any person aggrieved by this Administrative Site Plan Review decision may appeal such to the Planning & Economic Development Board.

**Approved by Medway Administrative Site Plan Review Team: September 24, 2018**



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  
David D'Amico, DPS  
Michael Boynton, Town Administrator  
Bridget Graziano, Conservation Agent  
Jack Mee, Building Commissioner  
Barbara Saint Andre, Director of Community and Economic Development  
Chief Allen Tingley, Police Department  
Dennis Crowley, Selectman  
Todd Allen



September 19, 2018

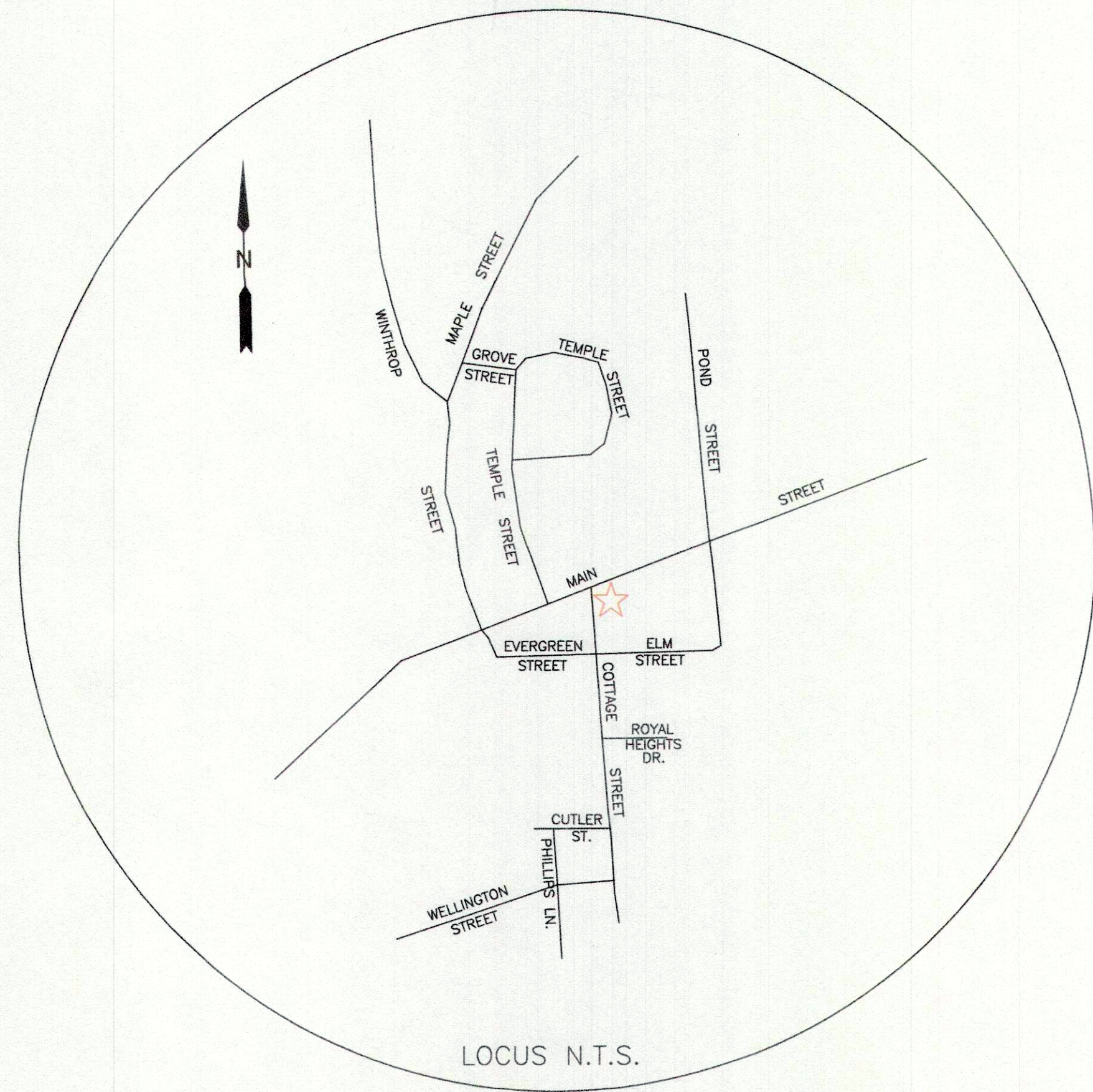
135 Main Street – Administrative Site Plan (Addendum A) – Answers to Site Plan Review

This letter is to serve as an official addendum to answer any outstanding questions that came up in the process.

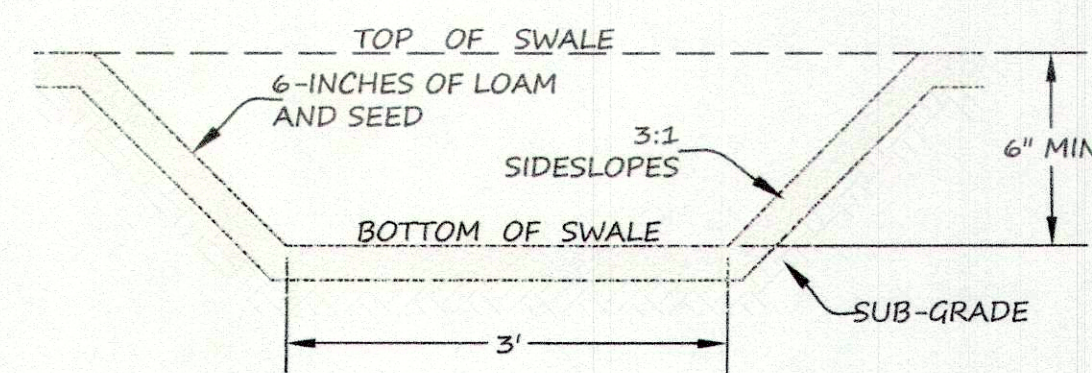
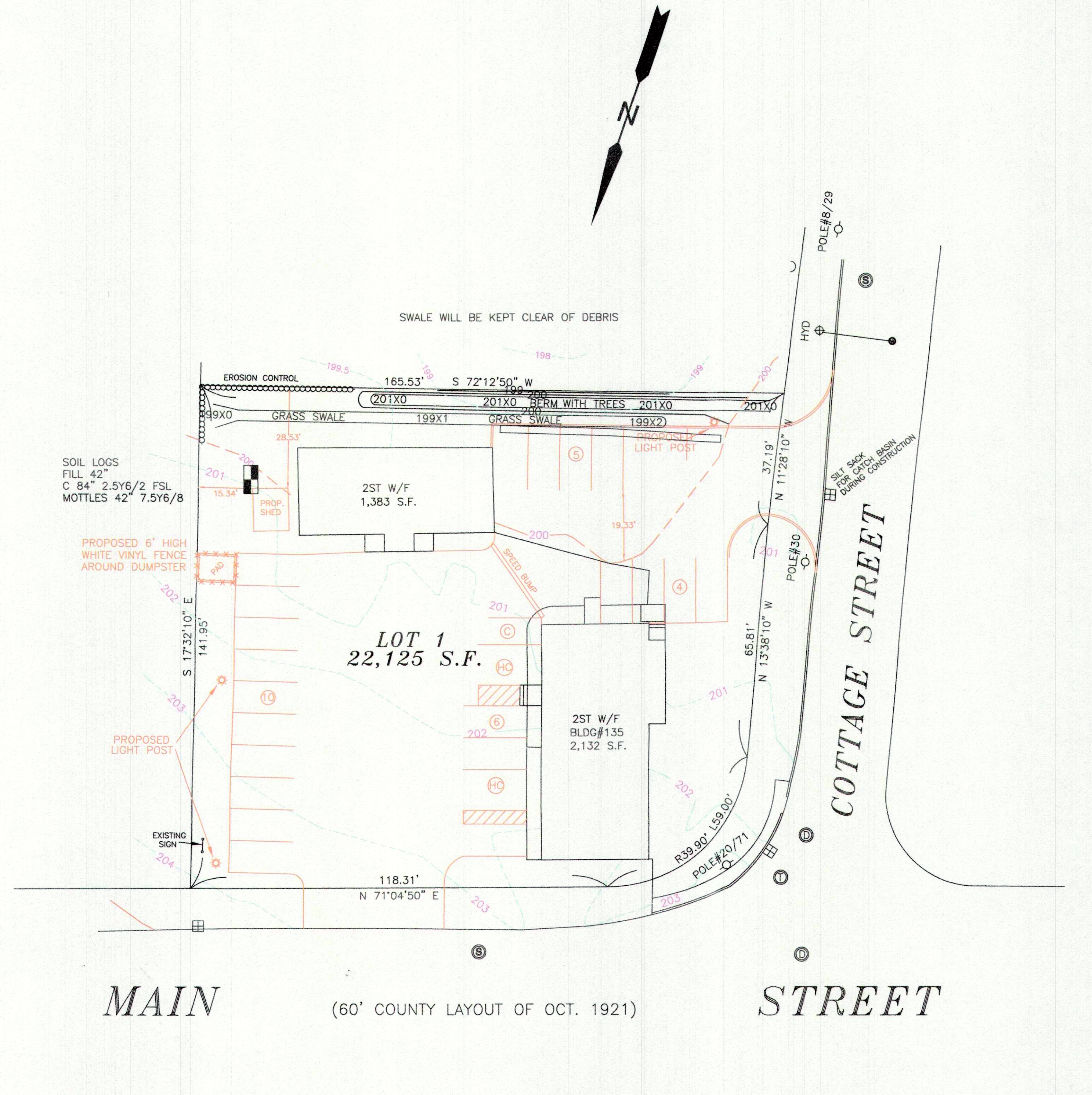
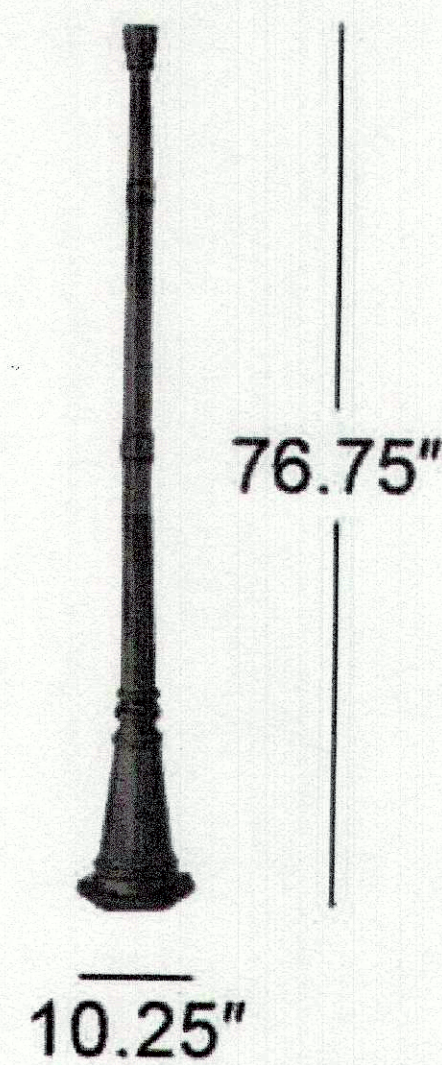
1. Project narrative is very brief. Needs more detail to explain the full scope of all of the planned work. Remove existing asphalt, re-grade to meet the new street elevation and pitch the main parking lot toward the southeast corner of lot. Also, re-grade back parking lot to pitch to the southeast corner of lot. Cover all areas with new asphalt and swale as shown on plan.
2. What kind of curbing material is planned for the entrances/exits? Specify on the plan. Also, is there curbing on the back side of the parking spaces? If so, what kind? Curbing is to be Cape Cod berm and where noted on plan with double red line.
3. What is the planting plan for the 201' x 10' berm area? Add details to the plan. Per order of conditions from Conservation shrubs will be planted at 8' spacing.
4. Add a drawing to illustrate the fencing around the dumpster. The fence needs to full screen the dumpster from view. 6' high is probably not enough. A 6' tall, non-gloss white vinyl fence will be placed on southern property line. Current dumpster is only 4' tall and fence will sufficiently cover the dumpster.
5. Will the parking spaces be striped on the pavement? The parking spaces will be striped as drawn and noted on the plan.
6. Is any fencing planned along the southern boundary with adjacent neighbor at 3 Cottage Street? If so, it should be shown on the plan and detail provided. The fencing will go along southern property line from the western most of the parking lot to the eastern corner of the building.
7. Provide more details on shed style and size. Shed is removed.
8. Add dimensions of driveway aisle off of the primary entrance from Main Street. 40' wide as shown on plan.
9. Show where water and sewer lines are located coming onto the site from the street.
10. Show an overall landscaping plan for the site, even if you don't plan to install it until spring 2019.
11. Show Photometrics of light posts. Light cannot cast beyond the property line. Light post design is FABULOUS!! Residential style 6' tall downward facing light as included in application. Please note the following spec:
  - Clear ribbed glass that has been sandblasted to reduce glare with a 150-Watt max bulb.
12. Add a zoning table to show compliance with the various dimensional regulations from Table 2 in the Zoning Bylaw. See zoning note on plan – no changes to affect zoning regulations.
13. Plan should show location of the sidewalk along Main Street. Plan shows limits of the property. Sidewalks are not on the property.

14. Are you laying new asphalt on top or is the existing pavement being ripped out and completely replaced? How many square feet is the new parking area upon completion? Explain more about the mix of asphalt and gravel. Will these materials be mixed and used over the entire surface? Or will part of the parking area be asphalt and another part be gravel? What is the net change in the amount of impervious surface compared to current conditions? **All new impervious asphalt. The current pavement will be removed, site will be regraded as in the narrative, all NEW pavement will be impervious with an approximate area of 11,000 SF.**
15. Concerned about the sufficiency of proposed erosion control. May not be enough. Need to hear from ConCom. **Addressed by ConCom decision.**
16. Parking – How many parking spaces are there now? **Currently 21 and 25 proposed as noted on plan.**
17. What volume of rainfall will the new swale hold? **Addressed by ConCom decision.**
18. Where are the offsite wetlands to which the stormwater will drain? **Addressed by ConCom decision.**
19. What is the increase or decrease in stormwater flow off of the site once these improvements are made? **Addressed by ConCom decision.**





Kichler Harvest Ridge 15 3/4"H Black Outdoor Post Light  
- Style # 1Y074



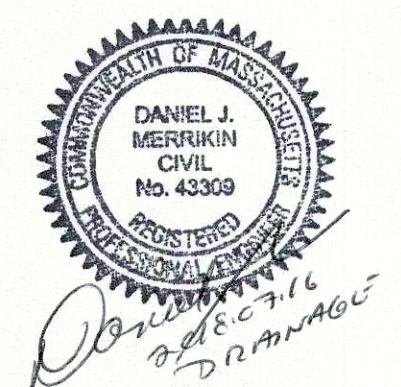
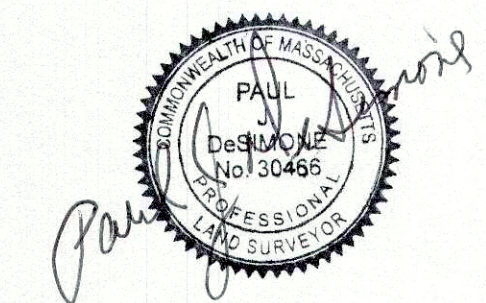
GRASS SWALE DETAIL  
NOT TO SCALE

ZONE AR II  
22,500 S.F.  
150' FRONTAGE  
35' SETBACK  
15' SIDEYARD  
15' REARYARD  
ADAPTIVE USE OVERLAY DISTRICT  
NOT IN FLOOD PLAIN

NOTE: BLDG #135 IS PRE-EXISTING  
NON-CONFORMING

PARKING SPACES PROVIDED 25  
22 TYP (9'X18')  
1 COMPACT (8'X16')  
2 HANDICAP (11.5'X18')

I CERTIFY THAT THE PROPOSED SHED SHOWN  
ON THIS PLAN CONFORMS TO THE ZONING  
SETBACKS OF THE TOWN OF MEDWAY, MA.  
AND DOES NOT LIE WITHIN THE FLOOD PLAIN.



PROPOSED SWALE & SHED  
PLAN OF LAND

IN  
**MEDWAY, MA.**

SCALE: 1"=20' MAY 10, 2018  
REVISED JULY 11, 2018

OWNER: Medway Country Properties Inc.  
135 Main Street  
Medway, Ma. 02053

Prepared for: Todd C. Allen  
9 Chestnut Street  
Medway, Ma. 02053

COLONIAL ENGINEERING INC.  
11 AWL STREET MEDWAY, MA.  
508-533-1644

