



Town of Medway, MA
Community and Economic Development
Medway Town Hall – 155 Village Street – Medway, MA 02053
508-321-4915

Application for Administrative Site Plan Review

Administrative Site Plan Review is for small construction and site improvement projects. Review is handled by the Town's Building, Planning, and Community and Economic Development staff.

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to Section 3.5 of the *Medway Zoning Bylaw* and the Planning and Economic Development Board's *Rules and Regulations for the Submission and Review of Site Plans*.

You are advised to contact the Medway Community and Economic Development office at 508-321-4915 to schedule an appointment to discuss your project and submittal requirements before you prepare and submit this application.

Building and site improvements should be designed to comply with the
Medway Design Review Guidelines.

http://www.townofmedway.org/sites/medwayma/files/uploads/medway_final_design_review_guidelines_-_september_2015_1.pdf

April 12, 2023

APPLICANT INFORMATION

Applicant Name: 7 SANFORD ST., LLC

Mailing Address: 6 GREEN STREET, NO.2
MEDFIELD, MA 02052

Name of Primary Contact: DANIELLE JUSTO, ESQ.

Relationship to Applicant: ATTORNEY

Telephone: Office: 617-556-3841 Cell: _____

Email address: DJUSTO@RICHMAYLAW.COM

Check one of the following:

- ☒ You own the subject property
☐ You are the equitable owner (purchaser on a purchase and sales agreement)
☐ You are a tenant of the subject property

PROPERTY INFORMATION

Location Address: 7 SANFORD STREET, MEDWAY, MA 02053

Medway Assessor's Map/Parcel #: 60/088

Total Acreage of Land Area: 0.53 acres

General Description of Property: The Property consist of approximately 0.53 acres with a structure classified as a Two-Family Dwelling.

The Property originally contained an antique barn and a home was later constructed. The two structures were connected sometimes thereafter.

Medway Zoning District Classification: VC and MHOD

Current Use of Property: Two-Family use

Setbacks for Existing Structure (if applicable):

Front: 30.6 feet from Sanford St Side: 23.2 feet from John St
Back: 23 feet from River St Side: 50.8 feet from Mansion St

Scenic Road:

Does any portion of this property have frontage on a Medway Scenic Road?
 ____ Yes x No If yes, please name street: _____

Historic District:

Is any portion of this property located within a Medway National Register Historic District?
N/A Yes - Rabbit Hill N/A Yes – Medway Village

Wetlands:

Is any portion of the property within a Wetland Resource Area? _____ Yes X No

Groundwater Protection:

Is any portion of the property within a Groundwater Protection District? ____ Yes X No

Flood Plain:

Is any portion of the property within a Designated Flood Plain? _____ Yes X No

Zoning Board of Appeals:

Will this project require a variance or special permit? X Yes No

Explanation: We request that the Zoning Board review the attached historical records and our special permit submission and make

a finding that the two-family use is grandfathered and allow the special permit in order to allow Mr. Tibets to extend the current use of multi-family housing from two to six units.

PROPOSED PROJECT INFORMATION

Development Name: River Street Apartment

Project Description: Prepare and attach a detailed written Project Description to explain the work being proposed. Include information about any of the following planned improvements: construction of an addition, façade changes/replacement/reconstruction, installation or replacement of awnings, roofing, rearrangement or installation of windows and doors, curb cuts/change in vehicular access, sidewalks, redesign/alteration/modification of parking, paving, drainage, installation of fences/retaining walls, tree removal, landscaping, refuse storage and disposal facilities, handicap accessibility, site amenities, outdoor lighting, who the project is intended to serve, expected number of employees and/or occupants, hours of operation, and timetable for project completion.

SITE PLAN INFORMATION

Plan Title: TBD
Plan Date: TBD
Prepared by:
Name: BRIAN DONAHUE
Firm: DONAHUE ARCHITECTS, INC.
Phone #: 617-479-4122 Email: brian@donahuearchitects.com

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner Name: Same as applicant
Mailing Address: _____

Primary Contact: _____
Telephone:
Office: _____ Cell: _____
Email address: _____

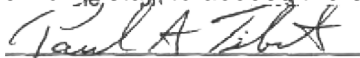
The owner's title to the land that is the subject matter of this application is derived under deed from: Steven M. Prakapas and Paul A. Tibets to 7 Sanford St., LLC dated October 22, 2021 and recorded in Norfolk County Registry of Deeds, Book 40023 Page 3 or Land Court Certificate of Title Number _____, Land Court Case Number _____, registered in the Norfolk County Land Registry District Volume _____, Page _____.

SIGNATURES

The undersigned, being the Applicant for Administrative Site Plan review and approval, herewith submits this application, Site Plan and other required documents to the Medway Community and Economic Development office. I hereby certify, under the pains and penalties of perjury, that the information contained in this application is a true, complete and accurate representation of the facts regarding the property and proposed development/site improvements.

(If applicable, I hereby authorize Danielle Justo, Esq. to serve as my Agent/Official Representative to represent my interests with respect to this application.)

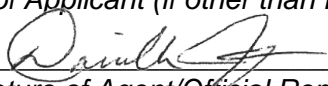
I understand I may be asked to attend a daytime meeting with Town staff to review this application. I understand that Town staff may request additional information which I am responsible for providing to assist them in reviewing the proposed development. In submitting this application, I authorize Town staff to access the site during the plan review process.



Signature of Property Owner

4/12/2023

Date

Signature of Applicant (if other than Property Owner)


Signature of Agent/Official Representative

Date

3/2/2023

Date

**TOWN OF MEDWAY
ADMINISTRATIVE SITE PLAN REVIEW
APPLICATION SUBMITTAL REQUIREMENTS**

Complete the application and submit with the following documents to:

Town Clerk

- _____ One (1) signed original *Administrative Site Plan Application*
- _____ One (1) written *Project Description*
- _____ One (1) copy of the *Site Plan*, 11" x 17" or larger showing all planned improvements. See attached for list of items to be included on the Site Plan.

Community and Economic Development office

- _____ One (1) signed original *Administrative Site Plan Application*
- _____ One (1) written *Project Description*
- _____ Three (3) copies of the *Site Plan*, 11" x 17" or larger showing all planned building and site improvements. See attached for list of items to be included on the Site Plan.
- _____ Two (2) copies of a *Stormwater Drainage Evaluation* report. This shall include of a letter signed by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:
 - describe the existing stormwater drainage patterns/system on the site;
 - identify how the proposed site plan work will impact the existing stormwater drainage patterns/system; and
 - describe the location and design of proposed stormwater management techniques/methods to be used to dispose of added surface water resulting from the proposed site changes.
- _____ Proof of present or pending ownership of all land included in proposed project site.
- _____ Electronic version of the *Application*, *Site Plan*, *Project Description* and all associated application documents. Provide CD or flash drive or email.
- _____ \$350 Administrative Site Plan Filing Fee – Payable to Town of Medway

NOTE

Electronic submittals of the *Application*, *Site Plan* and associated application documents may be emailed to:
CommDev@townfomedway.org.



Town of Medway – Administrative Site Plan Review Contents of Site Plan

- 1) Location and dimensions of proposed buildings and structures including building setbacks from front, side and rear lot lines
- 2) Location and dimensions of proposed site improvements such as travel ways, roads, driveways, maneuvering spaces and aisles, parking areas, loading and unloading areas, curbs, curb cuts, bumpers, decorative and retaining walls, fences, outdoor lighting, open space areas, recreational areas, pedestrian areas, service entries, snow storage areas, facilities for waste disposal and storage, sidewalks, pedestrian and bike pathways with cross sections, design and materials details and dimensions, and easements
- 3) *Site Grading* - Topography showing proposed grading contours at two (2) foot intervals, limit of work and limit of clearing
- 4) *Drainage* – The following items shall be shown: Location and design of proposed stormwater drainage systems, leaching galleys, swales, and methods to dispose of surface water on site including slopes, materials and surfaces.
- 5) *Erosion Control Measures* shall be specified including sedimentation barriers and stabilizing materials.
- 6) *Site Utilities* – All proposed utilities, mechanisms, materials and layouts for refuse/trash disposal systems, water, electricity, gas, cable, fire alarm, and telephone service, sewage disposal and methods of solid waste storage and disposal
- 7) *Landscaping* – A Landscape Plan shall indicate the areas slated for excavation and trees of 4" caliper or larger to be removed; any woodlands, trees or other existing site features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation.
- 8) *Architecture/Building Elevations* with dimensions and details of façade designs including specifications on style, materials, and colors for all elevations to be altered, improved or added. A color rendering shall be provided.
- 9) *Entry/Exit to Structures*. All means of entry and exit (*main, service, emergency and mechanical*) from the building including steps and ramps, designation of the primary entrance (*front entrance*) and loading docks and other access ways shall be shown.
- 10) *Signage Plan* which includes the design, location, materials, dimensions and lighting for
 - the proposed development and all building identification signage, both freestanding and attached; and
 - standards for tenant signs.
- 11) *Lighting Plan* indicating type, height and location of all proposed lighting fixtures and devices and the radius of light patterns, brightness and intensity of proposed lighting. The manufacturer's data and specifications for the proposed lighting fixtures shall be submitted. The *Lighting Plan* shall indicate proposed lighting around all structures, driveways, driveway entrances, walkways, entrances, pathways and parking areas. The *Lighting Plan* shall include a night lighting plan which specifies the times of illumination and the location of fixtures which shall be illuminated.

- 12) Horizontal sight distances on the public way(s) at all site entrances.
- 13) A table outlining the proposal's conformance with zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side, and rear setbacks, buildings heights, lot coverages, gross floor area, maximum seating capacity, number of employees, and number of parking spaces including handicapped and employee spaces, and other items as appropriate for the zone and proposed uses.
- 14) Locations of proposed fire hydrants, fire alarm boxes, fire lanes and access for equipment shall be provided to the satisfaction of the Fire Department.
- 15) Information quantifying on-site generation of noise and odors, if applicable.
- 16) Any proposed roadway and traffic management improvements.

July 20, 2016

Exhibit A

Project Description

The ultimate goal of this project is to convert the structure from a two-family use to six units. Paul Tibets purchased the Premises from Michael Heavey on June 7, 2019. The Premises consist of approximately 0.53 acres with a structure classified as a Two-Family Dwelling located in the Village Commercial District (VC) and the Multifamily Housing Overlay District (MHOD). The Premises originally contained an antique barn and a home that was later constructed. The two structures were then connected sometime thereafter. The resulting structure has a 23-foot setback from River Street, 23.2 feet setback from John Street and 50.8 feet setback from Mansion Street, thus it is dimensionally conforming for this district. Mr. Tibets intends to maintain the original home's 2 units and convert the barn and the adjoining area into 4 units, making a total of 6 units. The project will not expand the footprint of the structures, except to even out the plane of the rear of the building for aesthetics where the two structures were connected; thus, the proposed use is not more detrimental to the neighborhood and the parking is adequate. We believe this Project aligns with the goal of the Town to provide additional housing units in the downtown districts and can maintain the antique barn consistent with the historic village center. Moreover, the proposed project also meets the requirements of Section 5.6.4 Multifamily Housing of the Medway Zoning Bylaw ("Zoning Bylaw") including the provision of affordable dwelling units, open space and parking:

Affordable Housing:

Section 5.6.4.E.1 of the Zoning Bylaw provides that projects shall "comply with the Town's Affordable Housing Requirements as specified in Section 8.6 Affordable Housing." Because section 8.6 does not apply to two family house or multi-family development that results in a net increase of less than six dwelling unit, and that the proposed project only seeks to add additional 4 units, Section 8.6. does not apply to the project. Thus, the project will comply with the special regulation on affordable housing under Section 5.6.4.

Open Space:

Section 5.6.4.E.2 of the Zoning Bylaw provides that "There shall be an open space or yard area equal to at least fifteen percent of the parcel's total area. This area shall be unpaved and may be landscaped or left natural. With the balance being trees, shrubs and grass suitable for the site. This area shall not be built upon but may include a play area." Because the Premises consist of approximately 0.53 acres, the minimum open space or yard area should be 3,463.02 square feet. The proposed project will allow 12,500.00 square feet of open space as shown on the site plan, and the open space will be unpaved, covered with trees, shrubs, and grass, and will not be built upon. Thus, the project will comply with the special regulation on open space under Section 5.6.4.

Parking:

Section 5.6.4.E.3 of the Zoning Bylaw provides that "At least one and one-half off-street parking spaces shall be provided for each dwelling unit plus one additional visitor parking space for every two dwelling units." The proposed project will have 6 units and thus 6 parking spaces

are required under the Zoning Bylaw. Because the proposed project will have 10 parking spaces, exceeding the requirement, the project will comply with the special regulation on parking under Section 5.6.4.

Exhibit B

Bk 40023 Pg 3 #139351
11-01-2021 @ 03:01p

RECEIVED AND RECORDED
NORFOLK COUNTY
REGISTRY OF DEEDS
OFFICE OF THE REGISTER
MEDFORD, MA
CERTIFY COPY

N O T
A N
O F F I C I A L
C O P Y

William P. O'Donnell
WILLIAM P. O'DONNELL, REGISTER

QUITCLAIM DEED

We, Steven M. Prakapas having an address of 6 Green Street, Medfield, Norfolk County, Massachusetts and Paul A. Tibets, having an address of 13 Tamarack Road, Medfield, Norfolk County, Massachusetts as JOINT TENANTS,

FOR CONSIDERATION PAID OF LESS THAN ONE HUNDRED (\$100.00) DOLLARS
Grant to 7 Sanford St., LLC, a Massachusetts limited liability company, having an address of 7 Sanford Street, Medway, Norfolk County, Massachusetts, Steven M. Prakapas and Paul A Tibets, as Managers, with all our right, title and interest pursuant in the following described premises.

The land with the buildings thereon, situated in said Medway, Norfolk County, Massachusetts, containing 23,060 square feet more or less situated on the Easterly side of Sanford Street and bounded and described as follows:

Beginning at the Southwest corner of Sanford Street and Mansion Streets; thence

EASTERLY on Mansion Street, 170.00 feet; thence
NORTHERLY on said Mansion Street, 153.5 feet; thence
WESTERLY on said Mansion Street, 131.00 feet to said Sanford Street; and thence
SOUTHERLY on said Sanford Street to the corner first mentioned.

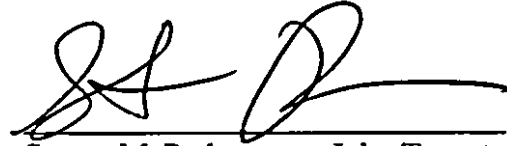
For title see Deed of Michael J. Heavy, Personal Representative of the Estates of Robert J. Heavy and Virginia I. Heavy dated June 7, 2019 and recorded with Norfolk Registry of Deeds in Book 36861, Page 165.

We, Steven M. Prakapas and Paul A. Tibets, as Joint Tenants, hereby state pursuant to MGL Ch. 188, under the pains and penalties of perjury that there are no persons who can claim the benefit of the Massachusetts Homestead Act, MGL Ch. 188.

Property Address: 7 SANFORD STREET, MEDWAY, MA 02053

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A handwritten signature in black ink, appearing to read 'S. Prakapas', written over a horizontal line.

Steven M. Prakapas, as Joint Tenant

A handwritten signature in black ink, appearing to read 'Paul A. Tibets', written over a horizontal line.

Paul A. Tibets, as Joint Tenant

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COMMONWEALTH OF MASSACHUSETTS

Suffolk County

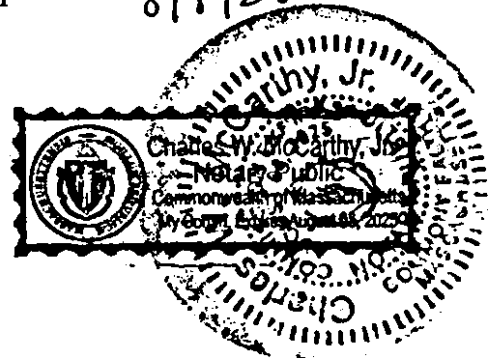
On this 22nd day of October, 2021 before me, the undersigned notary public, personally appeared Steven M. Prakapas, known to me or proved to me through satisfactory evidence of identification, which was ☒ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☒ personal knowledge of the undersigned, to be the person whose name is subscribed to the preceding or attached document, and acknowledged that she executed the same as his free act and deed.

Charles W. McCarthy, Jr.

Notary Public *Charles W. McCarthy, Jr.*

My commission expires:

8/8/25



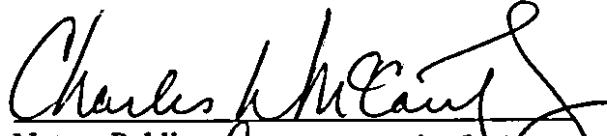
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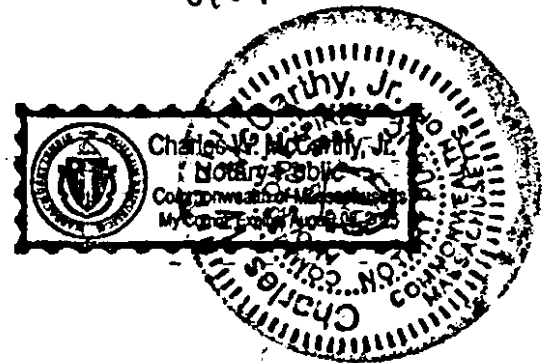
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COMMONWEALTH OF MASSACHUSETTS

Suffolk County

On this 22nd day of October, 2021 before me, the undersigned notary public, personally appeared Paul A. Tibets, known to me or proved to me through satisfactory evidence of identification, which was ☒ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☒ personal knowledge of the undersigned, to be the person whose name is subscribed to the preceding or attached document, and acknowledged that she executed the same as his free act and deed.


Notary Public Charles W. McCarthy Jr.
My commission expires: 8/8/25



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*NORFOLK COUNTY
REGISTRY OF DEEDS*

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