



February 21, 2023  
(revised March 2, 2023)

Ms. Susan E. Affleck-Childs  
Medway Planning and Economic Development Coordinator  
Medway Town Hall  
155 Village Street  
Medway, MA 02053

**Re: Minor Site Plan Review  
Medway Commons - Chipotle & Starbucks  
67C Main Street  
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned Project at the request of the Town of Medway Planning and Economic Development Board (PEDB). The proposed Project is located in the Medway Commons Plaza at 67C Main Street in Medway, MA. The Project consists of renovating the existing building (formerly McDonalds) to accommodate two tenants, one of which being a franchised Chipotle and other not yet decided upon. In addition to the necessary building improvements, the site will be modified to accommodate additional parking, a rerouted drive through for the abutting Starbucks, sanitary sewer improvements, landscaping, and improved travel lanes for entering traffic.

TT is in receipt of the following materials:

- A plan (Plans) set titled "Minor Site Plan for Chipotle & Starbucks, Medway Common, 67C Main Street Medway, Massachusetts, Permit Drawings", dated December 22, 2022, prepared by Tighe & Bond (T&B).
- An application (Application) package for minor site plan titled "Application for Special Permit Minor Site Plan Review", dated January 19, 2023, prepared by Charter Realty & Development Corp. (Charter).

The Plans and accompanying materials were reviewed for conformance with the following regulatory documents:

- Town of Medway Planning & Economic Development Board Rules and Regulations, Chapter 200 – Site Plans, Rules & Regulations for Submission, Review and Approval of Site Plans. (Amended October 8, 2019)

The Project was also reviewed for good engineering practice, overall site plan efficiency and general traffic overview. Review of the Project for zoning related matters is being conducted by Town personnel and is excluded from this review.

#### **TT 3/2/2023 Update**

The Applicant has supplied TT with a revised submission addressing comments provided in our previous letter including the following documents:

- A Response to Comments letter dated February 24, 2023 prepared by (T&B).
- A plan (Plans) set titled "Minor Site Plan for Chipotle & Starbucks, Medway Common, 67C Main Street Medway, Massachusetts, Permit Drawings", dated December 22, 2022, revised February 24, 2023, prepared by T&B.
- Trip Generation Estimate – Backup Calculations
- Starbucks Queue Observations dated October 21, 2022 and October 22, 2022.

The revised Plans and supporting information were reviewed against our previous comment letter (February 21, 2023) and comments have been taken accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

## SITE PLAN REVIEW

### Site Plan Rules and Regulations (Chapter 200)

1. The Applicant has proposed in their Project narrative operating hours from 10am-10pm, 7 day per week. The PEDB should confirm if these hours are consistent with operating hours at other facilities in Medway Commons and whether the proposed hours will be a nuisance to the surrounding properties. (Ch. 200 §205-3.C.6)
  - *T&B 2/24/23 Response: These hours are consistent with other business hours of operation at Medway Commons.*
    - **TT 3/2/23 Update: We defer action on this item to the PEDB.**
2. All existing and proposed elevations are drawn with the National Geodetic Vertical Datum of 1929 (NGVD29) which is inconsistent with the required North American Vertical Datum of 1988 (NAVD88). The Applicant has requested a Waiver from this Regulation. (Ch. 200 §204-4.C)
  - *T&B 2/24/23 Response: Comment noted.*
    - **TT 3/2/23 Update: No action necessary until PEDB decision on Waiver requests.**
3. The Applicant has not included the list of requested waivers on the cover sheet. (Ch. 200 §205-5.A)
  - *T&B 2/24/23 Response: The waiver request has been added to the Cover Sheet.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
4. The Applicant has not included the Assessor's Map and Parcel number, or zoning district on the cover sheet. However, this information can be found on the provided survey sheets. TT recommends these items be included on the cover sheet to easily be identified along with the zoning compliance table. (Ch. 200 §205-5.A)
  - *T&B 2/24/23 Response: The current Parcel IDs and zoning district have been added to the Cover Sheet.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
5. A dedicated existing conditions sheet was not provided in the plan set. However, required information can be found on the survey sheets, overall site plan, and demolition plan. (Ch. 200 §205-5.C)
  - *T&B 2/24/23 Response: Comment noted.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
6. The Applicant shall provide the total square footage for both tenants on the Plans. (Ch. 200 §205-5.E.4)
  - *T&B 2/24/23 Response: The square footage of each tenant has been added to the Site Plan.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
7. Horizontal site distances are not provided on the Plans. (Ch. 200 §205-5.E.8)
  - *T&B 2/24/23 Response: Horizontal sight distances are required along the public way. There are no proposed revisions near the public way.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
8. The Applicant has not provided electrical vehicle (EV) charging stations in the Project scope. (Ch. 200 §207-12.1)
  - *T&B 2/24/23 Response: The proposed Minor Site Plan application does not add any additional parking and reduces parking demand with less seats for the new tenants versus McDonalds.*
    - **TT 3/2/23 Update: We defer action on this item to the PEDB.**

### General Site Plan Comments

9. We recommend “do not block” pavement markings or similar in the drive thru lane for the length of the parking stalls along the Starbucks/Orange Theory Fitness building. Signage is proposed but addition of pavement markings may help mitigate potential issues in that area.
  - *T&B 2/24/23 Response: A “Do Not Block” area has been added to the Site Plan.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
10. The Applicant proposed wheel stops in the standard spaces adjacent to the Starbucks/Orange Theory Fitness building. We expect this may cause the rear of larger vehicles to extend into the drive-thru lane.
  - *T&B 2/24/23 Response: The wheel stops have been removed from north side of the Starbucks/Orange Theory building to allow for additional stall space.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
11. The proposed 75° parking stalls on the northeast side of the site may cause vehicles reversing from those stalls to enter the proposed drive-thru lane (particularly the western-most spaces). We expect this may be an issue during peak periods.
  - *T&B 2/24/23 Response: To eliminate the potential for any high use parking spaces that may interfere with thru traffic, “Starbucks Employee Parking Only” signs have been added to the Site Plan dedicate 6 spaces.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
12. The east end stalls of the 75° parking may conflict with cars parked in the 90° stalls at the east side of the site. We recommend the Applicant consider relocating the Starbucks dumpster to this location and replacing the current dumpster (across from central driveway) location with relocated parking stalls.
  - *T&B 2/24/23 Response: The two (2) eastern most angled spaces have been revised to a 90-degree space to remove any conflicts with the adjacent spaces.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
13. We recommend lane striping at the Chipotle side of the Project consistent with the proposed Starbucks striping. The pavement is wider than usual along the north and south part of the site and may become an issue during peak periods if cars aren’t properly directed.
  - *T&B 2/24/23 Response: Since this a pickup window with limited queuing, a designated drive-thru lane around the building is not necessary. We have added a lane marking along the pickup window on the south side of the Chipotle building to delineate this area.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
14. A stop sign and pavement markings should be proposed at the east Chipotle exit. Additionally, we recommend “Do Not Enter” pavement markings at the west thru-traffic Starbucks exit for consistency with other proposed one-way exits.
  - *T&B 2/24/23 Response: A stop sign, bar and legend have been added to the site plans at the east Chipotle exit. In addition, a “Do Not Enter” pavement marking has been added to the site plan at the west thru-traffic Starbucks exit.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
15. Limits of proposed paving should be shown on the Plans. Additionally, the Applicant should clarify how existing parking spaces will be removed.
  - *T&B 2/24/23 Response: Paving limits are identified on the Grading, Drainage, & Erosion Control Plan Sheet C-103 as the grey hatched areas. Note #18 on the Existing Conditions & Demolition Plan Sheet C-101 has been added to identify means of eradicating unwanted pavement paint by method of black out paint.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**

16. The Applicant has proposed wood fencing around the proposed dumpster in the northwest corner of the site. However, a detail for the fencing is not provided on the Plans.
- *T&B 2/24/23 Response: A dumpster pad and a dumpster enclosure detail have been added to the Details sheet C-504.*
    - **TT 3/2/23 Update: We recommend a Condition requiring the Applicant confirm with the PEDB/DRC if the proposed cedar stockade style fence is consistent with DRC recommendations as the style differs from that required on other site plan Projects in Town.**
17. We recommend detectable warning plates be proposed at either end of the pedestrian refuge.
- *T&B 2/24/23 Response: Detectable warning plates have been added to either end of the pedestrian refuge.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
18. The proposed stamped crosswalk at the main Medway Commons driveway may not match the existing. We recommend both existing crosswalks be removed, repaved and restamped to ensure consistency.
- *T&B 2/24/23 Response: A note to repaint the two existing crosswalks to match proposed have been added to the site plans.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**

## STORMWATER REVIEW

### General Stormwater Comments

19. The Applicant is proposing minimal additional impervious coverage (1,191 sf) as part of the Project. As the Applicant noted in the Stormwater Summary Memo included in the Application package, the runoff from this additional area is distributed across the site to multiple catchments and we do not anticipate any stormwater related issues with the Project.
- *T&B 2/24/23 Response: Comment noted.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**

## TRAFFIC REVIEW

20. We recommend the Applicant conduct a truck turning analysis of delivery, trash and emergency vehicles to ensure that the largest vehicles anticipated can be adequately accommodated on-site without impeding site access and circulation. We also recommend the Applicant review the site access and circulation with the Fire Department. These figures were shown during the February 14, 2023 PEDB hearing but recommend they be submitted for review.
- *T&B 2/24/23 Response: Sheet C-105 has been added to the plan set to include the Trash Truck and Fire Truck circulations.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
21. We recommend the Applicant describe anticipated delivery operations and demonstrate that deliveries will not interfere with site access and circulation.
- *T&B 2/24/23 Response: Deliveries to the Chipotle and future tenant will be in the morning before opening hours.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
22. The site plans note that proposed pavement markings will be consistent with the Manual on Uniform Traffic Control Devices (MUTCD). We agree with this note and recommends that the Applicant add a note to the site plan that proposed regulatory traffic signs (i.e., stop signs, Do Not Enter signs, etc.) be compliant with the MUTCD as well.
- *T&B 2/24/23 Response: Note #2 on the Site Plan Sheet C-102 has been updated to include "regulatory" signs.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**

23. We recommend the Applicant evaluate the feasibility of installing a Stop sign to supplement the proposed Stop bar pavement markings for vehicles exiting the north side of Starbucks. Since pavement markings fade, supplementing with signage is critical.
- *T&B 2/24/23 Response: A stop sign has been added for vehicles exiting the north side of Starbucks.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
24. The circulation area to the west of the former McDonald's building consists of an open paved area. To enforce the one-way circulation pattern, we recommend the Applicant consider extending the landscaped island adjacent to the building further west to reduce the circulation aisle width which can currently accommodate two vehicles side by side. This will also help offset increase in impervious coverage.
- *T&B 2/24/23 Response: This is an existing travel pattern which has been supplemented with new signage and pavement markings to illustrate one-way circulation.*
    - **TT 3/2/23 Update: We defer action on this item to the PEDB. A "Do Not Enter" sign is expected to be proposed at the west Chipotle driveway as discussed in the 2/28/23 PEDB hearing which should help mitigate any confusion in the lot.**
25. We recommend the Applicant evaluate the sidewalk on the east side of the westerly driveway which does not connect to any sidewalk on-site.
- *T&B 2/24/23 Response: The sidewalk on the east side of the westerly driveway is an existing sidewalk and not proposed to be revised.*
    - **TT 3/2/23 Update: We defer action on this item to the PEDB. We continue to recommend the sidewalk stub be removed if pedestrians are not directed to additional sidewalks on-site.**
26. We recommend a Condition requiring the Applicant provide the Town information on the second tenant, once identified, to determine whether or not review of additional transportation-related elements is warranted.
- *T&B 2/24/23 Response: Comment noted.*
    - **TT 3/2/23 Update: Condition recommended in original Comment.**
27. The Applicant based the trip generation estimates for the historical and proposed uses at the Project site on industry-standards trip rates published by the Institute of Transportation Engineers (ITE). We generally agree with this methodology but recommend that the Applicant provide the backup calculations for the trip generation estimates to the Town for document completeness.
- *T&B 2/24/23 Response: Backup calculations for the trip generation estimates have been provided with this response.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
28. The Applicant conducted queueing observations at the existing Starbucks at the Plaza. We generally agree with this methodology but recommend the Applicant provide the observed queueing count data to the Town for document completeness.
- *T&B 2/24/23 Response: Observed queueing count data has been provided with this response.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
29. We recommend the Applicant estimate the anticipated peak queueing for the Chipotle drive-through based on anticipated site operations and/or queueing data from another similar Chipotle location to confirm that adequate vehicle queue storage is provided at the Project site.
- *T&B 2/24/23 Response: The peak queue based on similar Chipotle restaurants is 4 cars and an illustration has been added to the Site Plan Sheet C-102.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**

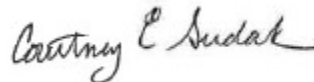
30. We recommend the Applicant show the peak queuing on the proposed Starbucks drive-through layout to demonstrate that the Starbucks queues can be adequately accommodated on the proposed site layout modification.
- *T&B 2/24/23 Response: The peak typical queue based on the current Starbucks configuration is 10 cars which has been added to the Site Plan Sheet C-102.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
31. We recommend the Applicant estimate the peak parking demands associated with the Project to ensure that adequate parking will be provided. Although overflow parking is anticipated in the other sections of the Plaza, adequate parking immediately adjacent to the Project site would minimize the number of vehicles circulating unnecessarily through the Plaza.
- *T&B 2/24/23 Response: The parking required per zoning is reduced due to a reduction in seats with the proposed tenants. McDonald's was approved for 71 seats and the proposed tenant seat count is approximately 55 seats based on preliminary design plans.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**
32. The Applicant proposes improvements to the intersection of the main Plaza driveway and the central, full-access driveway serving Chipotle and Starbucks traffic. The modifications have been designed to discourage vehicles traveling eastbound from turning into the first Shaw's parking aisle from this intersection. However, there are concerns that the intersection may not operate as intended (for example, turning right and taking an immediate left into the first Shaw's aisle potentially blocking the all-way stop intersection or turn left from the channelized right turn and take an immediate right into the first Shaw's aisle). We recommend the Applicant address this element of the proposed design.
- *T&B 2/24/23 Response: A "No Left Turn" sign has been added to the Site Plan Sheet C-102 to further control traffic at the revised intersection.*
    - **TT 3/2/23 Update: In our opinion, this comment is resolved.**

These comments are offered as guides for use during the Town's review and additional comments may be generated during the course of review. The Applicant shall be advised that any absence of comment shall not relieve them of the responsibility to comply with all applicable local, state and federal regulations for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,



Steven M. Bouley, PE  
Project Manager  
(Site Plan Review)



Courtney E. Sudak, PE  
Project Manager  
(Traffic Review)

P:\21583\143-21583-23004 (PEDB CHIPOTLE-STARBUCKS)\DOCS\CHIPOTLE-STARBUCKS-PEDBREV(2023-03-02).DOCX