



August 21, 2019
(revised September 27, 2019)

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

**Re: NEO Organics Cultivation and Manufacturing
Marijuana Special Permit Site Plan Review
4 Marc Road
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 at 4 Marc Road in Medway, MA. Proposed Project includes construction of a 3,000 square foot concrete mechanical pad for odor control and HVAC equipment, a dumpster pad with associated fencing, and drainage infrastructure; maintenance and improvements to existing drainage infrastructure; and interior renovations to the existing industrial building for marijuana cultivation and manufacturing.

TT is in receipt of the following materials:

- A plan (Plans) set titled "Permit Site Plan, 4 Marc Road, Medway, Massachusetts 02053 for NEO Organics LLC", dated August 6, 2019, prepared by DGT Associates (DGT).
- A stormwater report (Report) titled "Stormwater Management Design and Runoff Calculations Report for 4 Marc Road, Medway, Massachusetts 02053", dated July 25, 2019, prepared by DGT.
- Architectural Plan showing proposed floor layout.
- A Marijuana Special Permit Application, dated August 6, 2019, prepared by DGT.
- An Application for Minor Site Plan Approval, dated August 6, 2019, prepared by LEL.
- An Application Package for Minor Site Plan Review, dated August 6, 2019, prepared by LEL.
- A Host Community Agreement between NEO Cultivation MA LLC, NEO Manufacturing MA LLC, and the Town of Medway, dated March 4, 2019.

The Plans and accompanying materials were reviewed for conformance with Chapter 200 of the Town of Medway PEDB Rules and Regulations (Regulations) and good engineering practice. Review of the project for zoning, stormwater and wetland related issues was not completed as these reviews are conducted by separate consultants/town agencies.

TT 9/27/19 Update

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

- A revised plan (Plans) set titled "Permit Site Plan, 4 Marc Road, Medway, Massachusetts 02053", dated August 6, 2019, revised September 19, 2019, prepared by DGT.
- A response to comments letter dated September 26, 2019, prepared by DGT.
- A Floor Plan Schematic, dated September 9, 2019, prepared by Anderson Porter Design.

- A Building Security Narrative prepared by DGT.
- A Waiver Request form for the Development Impact Assessment, dated September 10, 2019, prepared by DGT.

The revised Plans and supporting information were reviewed against our previous comment letter (August 21, 2019) and comments have been tracked accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

SITE PLAN REVIEW

1. The applicant has not supplied a written Development Impact Assessment (DIA). The DIA includes a Traffic Impact Assessment, an Environmental Impact Assessment, a Community Impact Assessment, and a Parking Impact Assessment. However, we anticipate a waiver request for this item due to the minor exterior work proposed for the Project. (Ch. 200 §204-3.A.7)
 - *DGT 9/26/19 Response: A waiver request has been submitted. A copy of the request is included with this letter.*
 - TT 9/27/19 Update: No action necessary until PEDB decision on Waivers.
2. A Site Context Sheet has not been provided in the Plans. A waiver has been requested from this Regulation. (Ch. 200 §204-4.B)
 - *DGT 9/26/19 Response: No response necessary.*
 - TT 9/27/19 Update: No action necessary until PEDB decision on Waivers.
3. The applicant has not supplied an Existing Landscape Inventory. A waiver has been requested from this Regulation. (Ch. 200 §204-5.C.3)
 - *DGT 9/26/19 Response: Although a waiver request has been submitted, a partial landscape inventory (trees 1/ 18" DBH) of areas that could potentially be affected by the proposed project has been added to the plan. Currently, there are no large diameter trees that are to be cut down.*
 - TT 9/27/19 Update: No action necessary until PEDB decision on Waivers.
4. Setback lines have not been included on the Plans. (Ch. 200 §204-5.D.1)
 - *DGT 9/26/19 Response: Setback distances have been added to the plans.*
 - TT 9/27/19 Update: Setbacks have been provided on pages C-2 and C-3 on the revised Plans. In our opinion this item has been addressed.
5. A Landscape Architectural Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.7)
 - *DGT 9/26/19 Response: Although the waiver request was previously submitted, there may be a State regulatory requirement to provide a visibility corridor, or to improve the existing limited visibility, from the cul-de-sac to the front entrance of the building. There are no large diameter trees that would need to be removed. If this corridor is required, DGT will add various shrubs and groundcovers that are acceptable to the Town of Medway.*
 - TT 9/27/19 Update: No action necessary until PEDB decision on Waivers.

6. A Signage Plan has not been provided in the submission. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.12)
- *DGT 9/26/19 Response: The existing sign, which currently shows only the address “4 Marc Road” is to remain. It will require a slight repair as the previous owner/occupant removed the company name from the sign and two posts remain at the top of the sign. The proposed owner/occupant will not be adding company identification to the existing sign or the building façade.*
 - TT 9/27/19 Update: No action necessary until PEDB decision on this item.
7. A Lighting/Photometric Plan has not been provided in the submission. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.13)
- *DGT 9/26/19 Response: A Photometric Plan associated with building lighting is enclosed. Note that there are no proposed light poles associated with vehicular parking areas.*
 - TT 9/27/19 Update: In our opinion this item has been addressed.
8. The Applicant has not provided horizontal sight distances at the intersection of the project's proposed driveway and Marc Road. (Ch. 200 §204-5.D.14)
- *DGT 9/26/19 Response: Sight distance was measured from the existing driveway. Note that the driveway is located at the end of a cul-de-sac (see plan). A distance of 100' (unobstructed) and 115' (obstructed) was measured from a point 10' back from where the driveway pavement abuts the cul-de-sac pavement. Measurements taken at the pavement edge resulted in distances of 154' (unobstructed) and 180' (obstructed). Measurements taken along the curb line of Marc Road are greater than 200'.*
 - TT 9/27/19 Update: Sight distance has not been provided on the plans. Sight triangle shall be provided based on current AASHTO methodology for determining sight distance. We do not anticipate issues with egress from the site based on current traffic volumes on Marc Road but unless a waiver is requested, the sight distances shall be provided on the plans.
9. We recommend the Applicant to include the required and provided amount of accessible parking in the “Parking Data” table. (Ch. 200 §204-5.D.15)
- *DGT 9/26/19 Response: Modifications were made to the walkway from the employee parking area to the front entrance to provide handicap accessibility and minor adjustments to the grades in the employee parking area to provide handicap parking spaces in conformance with the regulations. Accessible parking counts have been added to the Parking Data table. Added sidewalk detail (handicap access ramp) to plans.*
 - TT 9/27/19 Update: Existing/proposed van accessible spaces and standard handicap spaces have been provided in the “Parking Data” table. In our opinion this item has been addressed.
10. The Applicant shall provide information quantifying noise and odors from proposed operations. We anticipate this item will be reviewed in detail by the PEDB's noise and odor peer review consultants. (Ch. 200 §204-5.D.17)
- *DGT 9/26/19 Response: A mechanical Systems Ventilation and Odor Mitigation Plan have been submitted. A Noise Mitigation Plan prepared by Acentech, dated 9/25/19 is included with this letter.*

- TT 9/27/19 Update: Applicant has provided a Mechanical Systems Ventilation and Odor Mitigation Plan. These plans will be reviewed by the PEDB's Noise and Odor consultants and for the purposes of this specific review it is our opinion this item has been addressed.

GENERAL COMMENTS

11. Detail of proposed fencing to screen trash receptacles has not been provided on the Plans.

- *DGT 9/26/19 Response: Details for a concrete dumpster pad and fence to screen the trash receptacle(s) have been added to the plans.*
- TT 9/27/19 Update: Detail "Dumpster Screen Fence" has been added to the Plans on page C-7. In our opinion this item has been addressed.

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 him/her 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, P.E.
Senior Project Engineer



Bradley M. Picard, E.I.T.
Civil Engineer

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