



December 14, 2021

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

**Re: Cutler Place
Major Site Plan Review
6 Cutler 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 at 6 Cutler Street in Medway, Massachusetts. The Project consists of a renovation of the existing building to accommodate 3 dwelling units and a 3,000 square foot addition to accommodate 2 additional dwelling units. The Project also includes a driveway with ten (10) parking spaces and a rain garden for stormwater to be mitigated on-site.

TT is in receipt of the following materials:

- A plan (Plans) set titled "Cutler Place, 249 Village Street, Medway, Massachusetts, 02053" dated November 17, 2021, prepared by Ronald Tiberi P.E.
- A storm water report (Report) titled "Storm Water Report" dated November 13, 2021, prepared by Ronald Tiberi P.E.
- A deed titled "Quitclaim Deed" dated September 2, 2021, prepared by The Town of Medway Affordable Housing Trust.
- A set of waiver requests, dated November 13, 2021, prepared by Ronald Tiberi P.E.
- An Application for Land Disturbance Permit, dated November 16, 2021, prepared by Cutler Place LLC.
- An Application for Multifamily Housing Special Permit, dated November 16, 2021, prepared by Anthony Varrichione.
- An Application for Major Site Plan Approval, dated November 16, 2021, prepared by Cutler Place LLC.

The Plans and accompanying materials were reviewed for conformance with the following Regulations and Bylaws:

- 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)
- Town of Medway General Bylaws – Article XXVI Stormwater Management and Land Disturbance (Amended June 8, 2020)
- Massachusetts Department of Environmental Protection's (MA DEP) Stormwater Standards (Standards) and appurtenant Stormwater Handbook (Handbook). (Amended February 2008)

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

SITE PLAN REVIEW

Site Plan Rules and Regulations (Chapter 200)

1. The Applicant has not provided a Project Narrative. (Ch. 200 §204-3.C)
2. A list of parties located within 300-feet of the proposed site is not provided. Names and addresses of abutting properties can be located within the plan, however, a complete list of residents within the 300-foot radius of the site shall be provided. (Ch. 200 §204-3.D)
3. The Applicant has not provided approvals or land use permits issued from other Town boards. We assume these documents are not relevant to this Project, however, any related documents should be provided. (Ch. 200 §204-3.E)
4. A Development Impact Statement was not provided which should outline traffic, environmental, neighborhood, and parking impacts. (Ch. 200 §204-3.F)
5. A Construction Management Plan (CMP) is provided and can be located on the Erosion Control and Construction Plan Sheet. However, the Applicant has not provided a timetable or hours of the day in which construction and deliveries will occur. (Ch. 200 §204-3.H)
6. The Applicant has not provided any earth removal calculations. We understand the site is relatively flat and no major excavation is required, however, the rain garden area and the addition foundation will require a degree of earth removal. (Ch. 200 §204-3.I)
7. The Applicant has not provided any earth fill estimations. We understand the site is relatively flat, however, regrading will require a degree of earth fill. (Ch. 200 §204-3.J)
8. The Applicant has not included the list of requested waivers on the Site Plan cover sheet. The set of waiver requests has been provided and a list of these requests should be included within the Site Plan. (Ch. 200 §204-5.A)
9. The Applicant has provided an abutters locus map with nearby residents, however, only the abutting property Names and Addresses are provided in the Plan. All names and addresses of residents within 300-feet of the site should be provided. (Ch. 200 §204-5.B.2)
10. The Existing Conditions Sheet should include the existing tree line on the northern and western property border. (Ch. 200 §204-5.C.3)
11. The Applicant does not provide a signage plan for the development site. The sign located near the rain garden should be included in the detail sheet along with any other signs proposed for the property. (Ch. 200 §204-5.D14)
12. The Applicant does not provide horizontal site distances for either entrance/exit onto the public road. Calculations for distances should be completed and provided in the Plan. (Ch. 200 §204-5.D.16)
13. Pursuant to Section 5.5.4.I.c of the Zoning Bylaw, sidewalks shall be provided along the entire frontage of the subject property along existing public ways. (Ch. 200 §207-9.B.3)
14. Site entrance and exit driveways shall have an unobstructed paved width of at least 20 feet, front driveway appears to be less than the required width. (Ch. 200 §207-11.A.3)
15. Width of two-way drive aisles shall be 24 feet wide. (Ch. 200 §207-11.B.3)
16. Provisions shall be made for fire and emergency apparatus to turn around as drive aisle exceeds 150 feet in length. (Ch. 200 §207-11.B.7)
17. Pavement cross section is 2 inches of binder course and 1 inch of top course. This does not meet the 3.5-inch minimum requirement. (Ch. 200 §207-12.E)
18. Provisions for sanitary sewage disposal is not provided on the Plans. (Ch. 200 §207-15.B)

19. Fire hydrant is not proposed for the project. We recommend the Applicant to coordinate with Medway Fire officials to determine the location, quantity, and type of fire hydrants for the site. (Ch. 200 §207-15.C)
20. Locations for electric, telephone, and cable TV utilities shall be provided on the plans and shall be located underground. (Ch. 200 §207-16.A)
21. Internal landscape planted divisions (islands and peninsulas) 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. (Ch. 200 §207-19.C.1)
22. A minimum of 10 percent of the total internal parking area shall be provided as landscaped island areas, exclusive of perimeter landscaping. (Ch. 200 §207-19.C.1.a)
23. At least one deciduous shade or canopy tree of a minimum 3 inches caliper with a height of not less than 12 feet above grade shall be provided for every 6 parking spaces. Only trees providing shade to the parking area shall be counted as meeting this requirement, one proposed tree appears to provide shade for the parking area. (Ch. 200 §207-19.C.1.d)
24. Provisions for watering on-site landscaping should be provided on the Plans. On-site wells, cisterns to capture rainfall, or private watering service is required to maintain landscaping installations. The Town does not permit connection to the Town's water service for landscape irrigation. (Ch. 200 §207-19.K)

General Site Plan Comments

25. The proposed water main extension in Cutler Street is shown in gray. The valve and main extension should be coordinated with Medway DPW since we believe it proposes unnecessary bends.
26. TT recommends relocating the handicap parking stall directly across from the sidewalk entrance instead of at the end of the parking aisle. Handicap stall and adjacent loading area should be dimensioned on the Plans.
27. The applicant should provide a detail for the proposed dumpster pad and associated screening used for the dumpster enclosure.
28. The Plans should include a "One Way" and "Do Not Enter" sign for the front driveway.
29. The Plan Set references the North American Vertical Datum of 1988 (NAVD88); however, this is not explicitly noted on the plans. TT suggests adding this note to the General Site Notes section.
30. Proposed lighting on the site plans and photometric data do not correlate. The Plan shows a lamp pole near the dumpster pad, but the photometric sheet shows two lamp pole near the parking lot with another in front of the building. Please confirm which design is correct and represent that design on all relevant sheets.
31. The proposed layout and materials are difficult to identify, linework is formatted in a similar style to the existing conditions. We recommend the design be updated to ensure proposed site conditions are clearly discernable from existing conditions.
32. The Applicant is expanding the limit of the parking lot closer to the east property line or the abutting Mullaney Irrevocable Trust property.

STORMWATER REVIEW

MA DEP Stormwater Standards/Handbook

33. Soils present on-site, specifically within the limit of the rain garden, are categorized as HSG-A with an infiltration rate at 8.27 inches per hour. In areas with a rapid infiltration rate (greater than 2.4 inches per hour), at least 44% of the TSS must be removed prior to discharge to infiltration BMPs. (Standard 4)
34. An Illicit Discharge Compliance Statement has not been submitted. As mentioned in the Report, the applicant will submit the Compliance Statement prior to the discharge of stormwater runoff to the post-construction stormwater BMP and prior to the issuance of a Certificate of Compliance. (Standard 10)
35. The proposed rain garden is within the required 10-foot setback from the site's southern property line. (Volume 1, Chapter 1, Page 32)
36. The proposed rain garden does not provide the required three inches of freeboard for the 25-, 50-, or 100-year storm. It appears the top of berm elevation for the rain garden is proposed at 192.00, and weir elevation is proposed at 192.15. (Volume 2, Chapter 2, Page 27)

Town Stormwater Management and Land Disturbance Bylaw (Article 26)

37. We anticipate this Project will require a Land Disturbance permit. The Project appears to disturb at least 20,000 square feet and removes/alters at least 10,000 square feet of impervious surface. (§26.5.1)
38. The Applicant has supplied an Erosion Control and Construction Plan in the Plans. However, the plan requires additional information such as area within the limit of work, earth work calculations, etc. We recommend the Applicant coordinate this Plan with the requirements of the Bylaw. (§26.5.6)
39. The signature of the owner(s) responsible for the Long-Term Operation and Maintenance Plan until the Project's Condominium Association is established has not been provided. (§26.5.9.2.b.5)

Medway Site Plan Stormwater Regulations (Ch. 200 §207-14)

40. We recommend the Applicant propose a roof drain system to directly discharge roof runoff to the proposed rain garden. Additionally, we recommend the Applicant include the existing downspout locations on the plan. (Ch. 200 §207-14.E)

General Stormwater Comments

41. We recommend the applicant show on the Proposed Drainage and Grading Plan the 3-foot wide rip-rap weir, rain garden drain, and 8-inch wide stone diaphragm as shown in the construction detail on Sheet S-5 and the HydroCAD analysis. If a drain is proposed for the rain garden, this orifice should be modeled in the HydroCAD analysis and should be shown on the Plans.

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



Bradley M. Picard, EIT
Civil Engineer