



December 14, 2021
(revised January 6, 2022)

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.

TT 1/6/22 Update

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

- A plan (Plans) set titled "Cutler Place, 6 Cutler Street, Medway, Massachusetts 02053" dated December 28, 2021, prepared by Ronald Tiberi P.E.
- A stormwater management report (Report) titled "Storm Water Report for Cutler Place, 6 Cutler Street, Medway, Massachusetts" dated November 13, 2021, revised January 4, 2021, prepared by Ronald Tiberi P.E.
- A Response to Comments letter (Letter) dated December 27, 2021, prepared by Ronald Tiberi P.E.

The revised Plans and supporting information were reviewed against our previous comment letter (December 14, 2021) 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

Site Plan Rules and Regulations (Chapter 200)

1. The Applicant has not provided a Project Narrative. (Ch. 200 §204-3.C)
 - *Tiberi 12/27/21 Response: The Applicant has provided a revised Project Narrative (attached).*
 - **TT 1/6/22 Update: Project Narrative has been received as an attachment to the Letter. The Applicant describes the minimal scope of the proposed work and increase of vehicular traffic. Other information outlined in the Project Narrative minimum can be found in the Plans. In our opinion, this item is resolved.**
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)
 - *Tiberi 12/27/21 Response: The Applicant has provided a certified abutters list (attached), and direct abutters are shown on site plan.*
 - **TT 1/6/22 Update: A certified abutters list has not been provided with the submission. However, all direct abutters are labeled on the Plans. This item remains outstanding.**
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)
 - *Tiberi 12/27/21 Response: All known relevant documents are provided.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
4. A Development Impact Statement was not provided which should outline traffic, environmental, neighborhood, and parking impacts. (Ch. 200 §204-3.F)
 - *Tiberi 12/27/21 Response: The Applicant has provided a revised Impact Statement (attached).*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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)
 - *Tiberi 12/27/21 Response: The Applicant anticipates hours to be within the requirements of the building department. Construction and deliveries will occur Monday through Saturday (no work on Sunday's) from 7am to 5pm.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**

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)
- *Tiberi 12/27/21 Response: Anticipated earth work is as follows:*

Clear & grub, sub grade prep	-1100±cys
Slab Excavation	-170±cys
Utilities	-75±cys
<u>Rain Garden</u>	<u>-125±cys</u>
Total estimated excavation	-1470±cys
 - **TT 1/6/22 Update: The earth work estimates provided appear to be reasonable given the scope of proposed work. This list of calculations should be provided on the Erosion Control Plan.**
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)
- *Tiberi 12/27/21 Response: No fill materials are anticipated; site grading is proposed to match existing grading as close to existing as possible and maintain drainage flows.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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)
- *Tiberi 12/27/21 Response: A list has been added to cover sheet.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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)
- *Tiberi 12/27/21 Response: The Applicant has provided a certified abutters list (attached).*
 - **TT 1/6/22 Update: A certified abutters list has not been attached to the Letter. This item remains outstanding.**
10. The Existing Conditions Sheet should include the existing tree line on the northern and western property border. (Ch. 200 §204-5.C.3)
- *Tiberi 12/27/21 Response: Existing tree canopy lines have been added.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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)
- *Tiberi 12/27/21 Response: Final Signage and details will be provided as part of signage approval submission.*
 - **TT 1/6/22 Update: We recommend the PEDB include this item as a Condition of Approval in the Decision for the Project.**
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)
- *Tiberi 12/27/21 Response: Stopping site distance has been added to layout sheet and landscape plan has been adjusted accordingly.*
 - **TT 1/6/22 Update: A tree is being proposed within the sight lines provided on the Plans. We recommend all obstructions be removed from the sight lines at the proposed driveway.**

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)
 - *Tiberi 12/27/21 Response: Applicant is requesting waiver, due to lack of neighborhood sidewalks and roadway with constrictions.*
 - **TT 1/6/22 Update: No further action required for this item until PEDB decision on waiver requests.**
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)
 - *Tiberi 12/27/21 Response: One way drive has been removed and waiver requested to reduce aisle width to 22' due to site constraints.*
 - **TT 1/6/22 Update: No further action required for this item until PEDB decision on waiver requests.**
15. Width of two-way drive aisles shall be 24 feet wide. (Ch. 200 §207-11.B.3)
 - *Tiberi 12/27/21 Response: Waiver requested due to site constrictions and request for additional parking.*
 - **TT 1/6/22 Update: No further action required for this item until PEDB decision on waiver requests.**
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)
 - *Tiberi 12/27/21 Response: Parking Aisles has been revised and limited to 150'*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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)
 - *Tiberi 12/27/21 Response: Detail has been revised accordingly.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
18. Provisions for sanitary sewage disposal is not provided on the Plans. (Ch. 200 §207-15.B)
 - *Tiberi 12/27/21 Response: The existing sewer line is shown on plans will require inspection.*
 - **TT 1/6/22 Update: We recommend the PEDB include this item as a Condition of Approval in the Decision for the Project. We recommend the sewer inspection be conducted prior to construction.**
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)
 - *Tiberi 12/27/21 Response: No Hydrant is proposed – there is an existing Hydrant at corner of Phillips Street within 50' of project.*
 - **TT 1/6/22 Update: We recommend the Applicant provide written correspondence from the Medway Fire Department regarding their review of the Project.**
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)
 - *Tiberi 12/27/21 Response: Electric, telephone and cable are proposed as existing from existing pole at southwest corner of property.*
 - **TT 1/6/22 Update: We recommend the Applicant coordinate with the PEDB regarding this item and provide a formal waiver request.**

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)
- *Tiberi 12/27/21 Response: Due to site restrictions and requests for additional parking, waiver is requested.*
 - **TT 1/6/22 Update: No further action required for this item until PEDB decision on waiver requests.**
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)
- *Tiberi 12/27/21 Response: Due to site restrictions and requests for additional parking, waiver is requested to reduce overall impervious areas.*
 - **TT 1/6/22 Update: No further action required for this item until PEDB decision on waiver requests.**
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)
- *Tiberi 12/27/21 Response: Additional trees added, see revised landscape plan.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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)
- *Tiberi 12/27/21 Response: No site irrigation is proposed – drought resistant plantings will be used.*
 - **TT 1/6/22 Update: We recommend the Applicant coordinate with the PEDB regarding this item and provide a formal waiver request.**

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.
- *Tiberi 12/27/21 Response: Applicant reviewed water service with water department on site for pipe extension and connection configuration.*
 - **TT 1/6/22 Update: We recommend the Applicant provide written confirmation from DPW regarding their review of the Project plans.**
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.
- *Tiberi 12/27/21 Response: Handicap space moved up as recommended.*
 - **TT 1/6/22 Update: Handicap space has been relocated. However, the space 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.
- *Tiberi 12/27/21 Response: Dumpster enclosure detail added to detail sheet.*
 - **TT 1/6/22 Update: Dumpster enclosure detail provided on detail sheet. Bollard detail, which is referenced in the dumpster enclosure detail, is not provided.**
28. The Plans should include a "One Way" and "Do Not Enter" sign for the front driveway.
- *Tiberi 12/27/21 Response: Front driveway has been removed.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**

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.
- *Tiberi 12/27/21 Response: Note added to existing conditions sheet.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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.
- *Tiberi 12/27/21 Response: Adjustments have been made accordingly to coordinated plans.*
 - **TT 1/6/22 Update: In our opinion, this item is resolved.**
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.
- *Tiberi 12/27/21 Response: Plot adjustments have been made.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**
32. The Applicant is expanding the limit of the parking lot closer to the east property line or the abutting Mullaney Irrevocable Trust property.
- *Tiberi 12/27/21 Response: Due to site restrictions and requests for additional parking, waiver is requested of the board, the site provides 11.5 feet and abutters fence line averages an additional 10 feet behind their property line allowing for 20+ feet separation.*
 - **TT 1/6/22 Update: No further action required for this item until PEDB decision on waiver requests.**

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)
- *Tiberi 12/27/21 Response: Infiltration trench filter and grass filter strip prior to rain garden added, and rain garden also is above infiltration area. Please see revise TSS Calculation sheets.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**
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)
- *Tiberi 12/27/21 Response: Applicant shall submit under separate cover, prior to COC.*
 - **TT 1/6/22 Update: We recommend the PEDB include this item as a Condition of Approval in the Decision for the Project.**
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)
- *Tiberi 12/27/21 Response: Rain Garden moved and reconfigured.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**
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)
- *Tiberi 12/27/21 Response: Berm height increased to 4"+ at 192.15 due to site reconfiguration.*
 - **TT 1/6/22 Update: Freeboard for all rain events used in the analysis appear to be sufficient. In our opinion, this item is resolved.**

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)
- *Tiberi 12/27/21 Response: Applicant submitted permit request.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**
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)
- *Tiberi 12/27/21 Response: Additional information including earth work calculations have been provided and limit of work noted on plans.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**
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)
- *Tiberi 12/27/21 Response: Signature provided on Plan Cover sheet.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**

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)
- *Tiberi 12/27/21 Response: Downspouts shown, downspout spreaders will be employed throughout, and infiltration trenches and landscaping will be used along other roof drip edges where possible.*
 - **TT 1/6/22 Update: Since downspout locations are at the rear of the building we recommend the Applicant install proposed roof runoff recharge system to mitigate roof runoff at the rear of the building. This will also separate clean roof runoff from co-mingling with surface runoff from the parking area.**

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.
- *Tiberi 12/27/21 Response: Detail Adjusted accordingly, 8" diaphragm employed as a filter strip only along pavement edge prior to grass filter Strip before the rain garden, the filter strips impact on runoff we are considering de minimis.*
 - **TT 1/6/22 Update: In our opinion, this item has been resolved.**

ADDITIONAL COMMENTS

42. It appears the first ±20 feet of the driveway entering the site is sloped towards Cutler Street. We recommend the grading in this area be adjusted to ensure all runoff from the driveway is treated on-site.
43. Elevations on the Plans for the bottom of the rain garden and the rip-rap weir do not match the HydroCAD analysis. Weir elevation on Plans is 192.5, weir elevation in HydroCAD analysis is 192.15. Bottom of rain garden on Plans is 189.5 which indicates bottom of infiltration bed at ±186.25. HydroCAD analysis has exfiltration at 188.5. Exfiltration elevation should be located at the bottom of double washed stone infiltration bed with the stone providing additional storage volume.

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

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