

Board Members

Matthew J. Hayes, P.E., Chair
Robert Tucker, Vice Chair
Sarah Raposa, A.I.C.P., Clerk
Jessica Chabot, Member
Thomas A. Gay, Associate
Member



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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

APPROVED – March 14, 2023

Tuesday, February 28, 2023
Medway Planning and Economic Development Board Meeting Minutes

REMOTE MEETING

Member	Matt Hayes Chair	Bob Tucker	Jessica Chabot	Sarah Raposa	Tom Gay Assoc. member
Attendance	Zoom	Zoom	Zoom	Zoom	Zoom

Pursuant to the provisions of Chapter 107 of the Acts of 2022, an act which extends certain COVID-19 measures adopted during the State of Emergency, and under which public bodies retain the option of holding open meetings and hearings remotely, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, Board members participated remotely for this meeting. Access via Zoom was provided for public participation. All persons participated remotely in the meeting via Zoom.

PRESENT:

Barbara J. Saint Andre, Director of Community and Economic Development (Via Zoom)
Susan E. Affleck-Childs, Community and Economic Development Coordinator (Via Zoom)
Amy Kwesell, Town Counsel, KP Law (Via Zoom)

The meeting was called to order by Chair Hayes at 6:02 p.m. A roll call of members was conducted with the following members present remotely: Matt Hayes, Bob Tucker, Jessica Chabot, Sarah Raposa, and Tom Gay.

There were no Citizen Comments.

Executive Session:

A motion was made by Sarah Raposa, seconded by Bob Tucker to go into executive session under G.L. c. 30 A., Section 21 (a)(3) to discuss strategy with respect to litigation known as Medway Realty LLC v. Medway Planning and Economic Development Board and the Town of Medway, Massachusetts Land Court, Civil Action No. 21Misc. 00633-HPS, where an open

meeting may have a detrimental effect on the Board's litigating position, and the Chair so declares, and to return to public session at the conclusion of the executive session.

Chair Hayes declared that an open meeting may have a detrimental effect on the Board's litigating position in this matter.

Roll Call Vote:

Matthew Hayes **Aye**
Bob Tucker **Aye**
Jess Chabot **Aye**
Sarah Raposa **Aye**
The motion was approved.

The executive session began at 6:04 p.m.

At the conclusion of the executive session, the Regular Meeting reconvened at 6:30 p.m.

Discussion of Proposed Tree Preservation Bylaw:

- **DRAFT of Tree Preservation Bylaw (See Attached)**

Conservation Commission members David Travalini and Dayna Gill and Conservation Agent Bridget Graziano were present by Zoom to provide an overview of the proposed draft general bylaw. This has been submitted to the Select Board for inclusion on the warrant for May 8, 2023 town meeting. The purpose of the bylaw was explained. This includes protection of certain trees during demolition and construction activity along with protecting and maintaining a healthy community forest. The Commission used similar bylaws in Arlington and Concord on which to base this draft.

There was a share screen of the presentation. (**See Attached**)

The bylaw contains definitions. The permitting authority of this bylaw will be the Conservation Commission, Conservation Agent, and the Tree Warden. The tree preservation area is the minimum front, side, and rear yard setback areas of a parcel as specified in the Zoning Bylaw. It was explained that if a tree is to be removed within the tree preservation area in certain circumstances, such as new construction, an application would need to be submitted and include a tree protection and mitigation plan. The bylaw would also include rules and regulations. There would be exemptions which are noted in the bylaw. The mitigation would include replanting of trees with each new tree to have a minimum caliper of one inch. There was a comment that a one inch caliper may be too small. Another form of mitigation is contribution to the Town of Medway Tree Mitigation Fund. The bylaw also has a contribution rate schedule for trees. There is also a fine schedule. The enforcement entity is the Conservation Commission. There is the ability to appeal any decision. A suggestion was made to have a list of exempted trees. The Board would like continued discussion on this and how this will work with the Planning and Economic Development Board's policies and rules and regulations.

Public Hearing Continuation Medway Commons – Minor Site Plan for Chipotle & Starbucks

The Board is in receipt of the following: (**See Attached**)

- Notice dated 2-15-23 to continue the public hearing to February 28, 2023

- Tetra Tech review letter dated February 21, 2023
- Tighe and Bond response letter dated February 24, 2023 (received 2-27-23)
- Revised site plan dated February 24, 2023 by Tighe and Bond (received 2-27-23)
- Excerpts from **Trip Generation Manual** for fast food restaurants with and without drive-thru windows
- Starbucks queuing observations (October 21, and 22, 2022).

Present on Zoom was Karen Johnson representing Charter Realty & Development, John Lorden with Tighe and Bond Engineering, and Tom Scott, AIA of Scott Griffin Architects. Mr. Lorden reviewed each of the 32 review comments from Tetra Tech and provided the responses on the site plan which was shown via screen share. (**See Attached**)

The following was reviewed:

- Projected operating hours 10:00 a.m. -10:00 p.m.
- Waiver from National Geodetic Vertical Datum
- Assessor Map and parcel number added
- Square footage for both tenants was included
- The applicant is not providing EV charging stations.
- Inclusion of “do not block” pavement markings in drive thru lane.
- Signage included on noted areas on plan
- Inclusion of lane stripping at the Chipotle side of project.
- Stop sign and pavement markings at the east Chipotle exit.
- “Do Not Enter” pavement markings at the west thru traffic Starbucks exit for consistency with other proposed one way exists.
- Added wood fence around proposed dumpster in the northeast corner.
- Included stamped crosswalk at the main Medway Commons driveway.
- The delivery operation was explained.
- The sidewalk on the western end of the site was reviewed and it does not connect to any sidewalk on-site.
- The queuing observation numbers were included on the plan at the existing Starbucks at the plaza.
- The estimated queuing at Chipotle drive thru was included.
- The specified employee parking was shown on the plan.

There were no public comments.

The Board communicated that there is no need for a traffic engineer or architect at the next meeting.

The Board requests that a draft decision be ready for the next meeting.

Chair Hayes noted that Associate Member Tom Gay is participating in this public hearing as there is a special permit involved.

It was noted that member Bob Tucker, who was absent from the 2-14-23 hearing, had reviewed the video recording of the hearing and will be filing a Mullins Rule certification.

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted by roll call vote to continue the public hearing to March 14, 2023 at 7:30 pm.

Roll Call Vote:

Matt Hayes	aye
Tom Gay	aye
Sarah Raposa	aye
Jessica Chabot	aye
Bob Tucker	aye

4 Marc Road – NeoOrganics Project Completion Discussion:

The Board is in receipt of the following: **(See Attached)**

- Email dated 2/17/23 from Chad Blair
- Draft as-built plan dated 1/18/23 prepared by DGT Associates
- Tetra Tech punch list updated 2/8/23

The applicant Chad Blair was present by Zoom.

Mr. Blair explained that there was discussion about the sight line distance at the end of the driveway. It is 185' and 200' is required. The Board was reminded that it had asked the permittee to not disturb the large pine tree. In the opinion of his engineer, 185 ft. sight distance is sufficient considering the property's location at the end of a cul-de-sac. The permittee continues to work on the remaining Tetra Tech review comments and the goal is to revise the as-built plan based on the recommendations. Consultant Bouley communicated that the 185 ft. does appear to be sufficient. The Board is comfortable with the sight distance.

The permittee would like to be on the agenda for the March 14, 2023 meeting for the Board to consider site plan completion and bond release.

Public Hearing Continuation 7 Sanford Street – Multi Family Housing Special Permit

The Board is in receipt of the following: **(See Attached)**

- Public Hearing Notice dated 1-25-23
- Notice dated 2-15-23 to continue the public hearing to 2-28-23
- Multi-Family housing special permit application received 1-13-23
- Project Narrative received 1-13-23
- Supplemental project narrative received 1-24-23
- Site Plan dated 1-7-23 prepared by Donahue Architects, Inc.
- Architectural elevations and rendering dated 1-23-23 prepared by Donahue Architects, Inc.
- Letter dated 1-23-23 from Attorney Danielle Justo of Rich May, explaining the non-conforming use of the existing property
- Letter dated 1-25-23 from Anthony Stella, P.E., of Site Engineering Consultants, re: stormwater and utilities
- Susy Affleck-Childs email dated 1-26-23 to Town staff requesting comments
- Email note dated 1-26-23 from Derek Kwok, Health Agent

- Email note dated 1-26-23 from Police Chief, William Kingsbury
- Series of emails among Town staff re: stormwater
- Review memo from Susan Affleck-Childs dated 2-10-23
- Review letter from the Design Review Committee dated 2-13-23
- Email note dated 2-16-23 from Nolan Lynch, Medway DPW Highway Superintendent
- Project review letter from Tetra Tech dated 2-21-23

Prior to the opening of the hearing, Sarah Raposa recused herself from the hearing as she is an abutter to the subject property.

It was noted that Associate member Tom Gay will be sitting in for the hearing to act on the Special Permit.

Chair Hayes opened the public hearing.

Attorney Danielle Justo was present on Zoom along with Architect Brian Donahue. Ms. Justo explained that the applicant proposes to undertake exterior façade improvement to the main house and retain its two existing dwelling units. There is also proposed a substantial renovation of the existing attached barn building to convert it into four additional dwelling units. A total of 14 off-street parking spaces will be provided.

There was a screen share of the site which was presented by Mr. Donahue. The access will be from Sanford and John Street. The applicant proposes to undertake exterior façade improvements to the main house and retain its two existing dwelling units. There will also be substantial renovation of the existing attached barn building to convert it into four additional dwelling units. There will be a total of 15 off street parking spaces. The access will be from Sanford and John Street. There will be an increased lawn area with the inclusion of trees/shrubs. The applicant met with the Design Review Committee (DRC) on February 6, 2023 and intends on addressing all the DRC's comments. There will be two light poles but no isolated lighting. The applicant will also need to go to the Zoning Board of Appeals (ZBA) for a variance and/or special permit for this expansion. The ZBA meeting is scheduled for March 15, 2023.

The trash will be handled internally within the basement where it will be stored until the trash is picked up by a trash removal company. There will be two designated interior garage areas. The existing building will get a new roof. The colors of house will be based on recommendations of DRC to add some color variety to reduce the monolithic white. A question was asked if the applicant is putting in EV charging stations. The applicant communicated they are willing to install the wiring for EV ready. The applicant was made aware that there is a requirement for administrative site plan review.

There is a concern that the renovated building will look enormous on the existing lot with the raised roof in comparison to other homes in area. The height seems excessive. The Board needs to determine if the additional traffic will be a concern. The Board was made aware that there were test pits completed this week. The drainage calculations are being completed this week. The Board would like the applicant to reach out to the DPW to make sure there is enough capacity for water and sewer. The Historical Commission should also be consulted as there is a modest expansion of the building. The applicant plans on repaving the entire parking area with striping

and cape cod curb. The Board would like the applicant to confirm that the cars can move in and out safely from the garage spaces. The applicant will be supplying the landscape plan with the next submission. A lighting plan will also be included.

Consultant Bouley provided his review. There was a comment that there may be some encroachment /easement issues which need to be rectified.

There were no abutters on Zoom.

The Board agreed to continue the hearing to March 28, 2023.

On a motion made by Bob Tucker, seconded by Jessica Chabot, the Board voted by roll call vote to continue the public hearing to March 28, 2023 at 7:15 p.m.

Roll Call Vote:

Matt Hayes	aye
Tom Gay	aye
Jessica Chabot	aye
Bob Tucker	aye

Member Raposa rejoined the meeting at 8:34 p.m.

Member Tucker left the meeting at 8:35 p.m.

Discussion re: Salmon Willows Performance Security:

The Board is in receipt of the following: (See Attached)

- Letter dated 2-22-23 from Attorney Paul Kenney
- Tetra Tech bond estimate dated 1-13-23 for \$101,650
- Original Salmon construction phasing plan dated 3-10-16.
- Excerpt from Salmon ARCUD decision dated 3-23-16.
- ARCPUD decision modification dated 11-18-21
- Plan showing the Unit 3B area

Attorney Paul Kenney was present by Zoom representing the permittee Jeff Robinson who was also present via Zoom. Attorney Kenney explained that at the previous meeting, the Board released additional units from the from the covenant for Black Brook Realty which has provided performance security in the amount of \$150,000.00. There was also a bond estimate presented to the Willows in the amount of \$101,650.00 for their share of the unfinished work in the Unit 3B area. Attorney Kenney further explained that his client has completed the infrastructure requirements for Unit 3B except for the topcoat of the roadway. Their estimate for the paving is in the amount of \$70,000.00 which they have agreed to complete by July 17, 2023. The permittee is not able to install the topcoat for Waterside Run until Black Brook Realty completes construction of the houses on Waterside Run. Therefore, he believes the Board's request for performance security for the Willows is premature. The members agreed by consensus to the completion date of July 17, 2023 for the road paving.

A motion was made by Sarah Raposa and seconded by Jessica Chabot but then was withdrawn. It is unclear if this would need to be a modification. This will be discussed by staff with the applicant and its attorney.

Construction Reports: (See Attached)

- 2-17-23 monthly William Wallace Village Report from Dan Merrikin Legacy Engineering.

The Board was informed that the Building Department has issued the occupancy permit for the last dwelling unit at William Wallace Village. The permittee has made the final affordable housing payment. A request for several field changes is forthcoming for consideration at the March 14, 2023 meeting.

OTHER BUSINESS

The Board was made informed that the consultant services contract with Tetra Tech has been renewed for an additional three years. It was approved by the Select Board.

Susy Affleck-Childs distributed a draft 2022 PEDB annual report. She welcomes comments and revisions. The report will also be forwarded to Barbara Saint Andre for review.

Proposed amendments to the Stormwater Management and Land Disturbance General Bylaw and proposed NEW Land Disturbance Permit Rules and Regulations.

The Board was informed that there has been internal work by staff to further refine the noted bylaw and to remove certain items to include in *Rules and Regulations*. The revised bylaw has been submitted for consideration at the May 8, 2023 town meeting. The team has also prepared draft *Land Disturbance Permit Rules and Regulations*. There was a suggestion to have a joint public hearing with the Conservation Commission as both boards have implementation responsibilities. A work session was proposed prior to the public hearing. The Board was informed by Ms. Saint Andre that the *Rules and Regulations* need to be in place prior to approval of the bylaw changes. This will be placed on a future agenda for further discussion.

Discussion of PEDB Application Filing Fees:

This will be placed on a future agenda for discussion.

PEDB MEETING MINUTES:

Minutes from February 14, 2023

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted by roll call vote to approve the minutes from February 14, 2023 for both the regular meeting and the executive session.

Roll Call Vote:

Sarah Raposa	aye
Jessica Chabot	aye
Matt Hayes	aye

NEXT MEETING:

- Tuesday, March 28, 2023

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted by roll call vote to adjourn the meeting

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye

The regular meeting ended at 9:48 p.m.

Prepared by,
Amy Sutherland
Recording Secretary

Reviewed and edited by,
Susan E. Affleck-Childs
Planning and Economic Development Coordinator

Barbara J. Saint Andre
Director, Community and Economic Development



February 28, 2023
Medway Planning & Economic Development Board
Meeting

Discussion of Proposed Tree
Preservation Bylaw

- DRAFT Tree Preservation Bylaw prepared by Medway Conservation Commission.

NOTE – Conservation Commission members David Travalini and Dayna Gill will “zoom” in to provide an overview of the draft bylaw to you. Has been submitted to the Select Board for inclusion on the warrant for the May 8th town meeting.

ARTICLE XXXI TREE PRESERVATION BY-LAW

Draft February 21, 2023 – Medway Conservation Commission

31.1. PURPOSE: The intent of the Tree Preservation By-Law (Tree By-Law) is:

- a) To promote and protect the public health, safety, and general welfare of the residents by providing for the regulation of the planting, maintenance, protection, and removal of trees, shrubs, and woody vegetation within the Town of Medway;
- b) To recognize and appreciate that trees produce oxygen, capture carbon dioxide from the atmosphere, provide air purification, prevent soil erosion, control flooding, assist in water purification, contribute to the quality of life by providing cooling shade, provide habitat for wildlife, reduce noise levels, and aesthetically enhance the landscape;
- c) To preserve and protect trees and their canopies as an important environmental and cultural resource that enhances the Town of Medway's natural character and heritage;
- d) To protect the people in the Town of Medway from personal injury and property damage caused by the improper planting, maintenance, protection, or removal of trees, shrubs, and woody vegetation located on Town-owned and private property;
- e) To protect property values by maintaining a healthy and vigorous community forest;
- f) To allow for the protection of certain trees during demolition and/or construction activity by designating areas of a lot where trees shall be protected and requiring mitigation for trees removed via replanting or collection of fees to support the Town's tree planting and maintenance efforts.

31.2. DEFINITIONS: For the purposes of this Tree By-Law, the following definitions shall apply:

Certified Arborist: A professional arborist possessing current certification issued by the International Society of Arboriculture (I.S.A.) and/or the Massachusetts Arborist Association (M.A.A.).

Certificate of Exemption: A document approved and authorized by the Permitting Authorities stating that the applicant/property is exempt from the regulations under this By-Law. The Commission or its authorized enforcement agent shall issue a Certificate of Exemption if the proposed Building Activity does not have potential to harm a Protected Tree.

Commission: The Town of Medway Conservation Commission.

Conservation Agent: Town of Medway Employee responsible for technical and administrative work coordinating the activities of the Conservation Commission and enforcing all federal, state, and local conservation laws and regulations; all other related work, as required.

Conservation Permits: Written application to perform activities in or on resource areas or areas protected by the Town of Medway By-Law Article XXI.

Construction: Building of structure(s) on a vacant or occupied lot; or additions to a structure on a lot that increases the total structure's gross square feet by 50% or greater, excluding basements, open or screened porches and decks.

Demolition: Removal of an existing structure of 250 gross square feet or greater.

Diameter at Breast Height (DBH): The diameter of a tree trunk four and one-half feet above the existing grade at the base of the tree. If a tree splits into multiple trunks below four and one-half feet above the existing grade, the DBH shall be the measurement taken at the narrowest point beneath the split.

Invasive Species: Any plant listed on the most recent version of the Massachusetts Prohibited Plant List as published by the Massachusetts Department of Agriculture.

Lot Clearing: Removal of 75% Tree Canopy on a vacant lot.

Permitting Authority: Medway Conservation Commission, Conservation Agent, or the Tree Warden.

Protected Tree: Any existing tree with a DBH of six inches or greater that has any portion of its trunk within a Tree Preservation Area at grade level. Invasive Species (as defined herein) shall not be considered Protected Trees.

Tree Mitigation Fund: An account established pursuant to (M.G.L. 44 § 53E½) for the deposit of contributions in lieu of tree replanting as required by this Tree By-Law.

Tree Preservation Area: The minimum front, side, and rear yard setback areas of a parcel as specified in **Section 31.4.2** of the Zoning By-Law.

Tree Protection and Mitigation Plan: A plan submitted to the Commission for approval prior to the commencement of demolition, construction, or tree removal on a property on which a Protected Tree is located.

Tree Removal: Mechanical demolition of a living tree, or any act (a) that has caused a tree to die within the previous 12 months or (b) is likely to cause significant decline or death as determined by the Commission.

Tree Removal Permit Application: Written request to remove a Protected Tree in the Tree Preservation Area. The application must include a Tree Protection and Mitigation Plan.

Tree Removal Permit: Formal permission granted to remove a tree within the Tree Preservation Area via written permit.

31.3. SCOPE AND APPLICABILITY

31.3.1. The requirements of this By-Law and all applicable rules and regulations apply to the following:

- a. Proposed demolition of existing residential or non-residential structures if construction includes removal of trees in the Tree Preservation Area.
- b. Proposed construction on a developed lot if construction includes removal of trees in the Tree Preservation Area.
- c. Proposed construction of any building or structure on a lot with no residential or non-residential structure on it.
- d. Proposed lot clearing of 75% or more of Tree Canopy on a vacant lot.

31.3.2. The requirements of this By-Law and all applicable rules and regulations are exempt for the following:

- a. Public Shade Trees pursuant to M.G.L. Chapter 87.
- b. Emergency projects necessary for public safety, health, and welfare, as determined by the Permitting Authorities.
- c. Trees severely damaged as the direct result of a natural disaster.
- d. A period of an emergency such as a tornado, windstorm, flood, or other natural disaster.
- e. Trees that are hazardous as determined and confirmed in writing by a Certified Arborist.
- f. Trees currently infected by a disease or insect infestation of a permanent nature, as determined and confirmed in writing by a Certified Arborist.

31.4. TREE PROTECTION AND MITIGATION

31.4.1. PROTECTION DURING DEMOLITION AND/OR CONSTRUCTION: Each Protected Tree to be retained on the property shall be shielded by the establishment of a fenced off Tree Preservation Area. The Tree Preservation Area shall be delineated on the submitted Tree Protection and Mitigation Plan, shall be installed prior to any

demolition or site work, and shall remain in place until work is completed on the property, excluding final landscaping.

31.4.2. MITIGATION: The removal of a Protected Tree(s) from a property in connection with one or more of the circumstances set forth in **Section 4.1** shall require mitigation based upon aggregate DBH of Protected Tree(s) removed. Mitigation shall be achieved by satisfying one or a combination of the following provisions:

- a. Replanting of Trees: For each inch of DBH of the Protected Tree(s) removed shall be replanted in accordance with the following:
 1. Each new tree must have a minimum caliper of one inch.
 2. Such replanting, either on the applicant's land or on land abutting the applicant's land with the express written approval of the owner of such abutting land, shall occur prior to the issuance of a Final Certificate of Occupancy or Order of Conditions or be otherwise assured at such time to the satisfaction of the Commission in a manner consistent with the Rules and Regulations.
- b. Contribution to the Town of Medway Tree Mitigation Fund: The Commission shall establish a Tree Mitigation Fund contribution schedule with assigned value per inch of DBH of Protected Tree(s) to be removed and not otherwise mitigated. Tree Mitigation Fund contributions shall be received by the Town prior to the issuance of all applicable permits. Mitigation measures shall be identified in the submitted Tree Protection and Mitigation Plan. The removal or proposed removal of a Protected Tree(s) that has been mitigated for, in conjunction with a previous applicable permit, shall not require additional mitigation under subsequent permits, unless such mitigation has not been completed or otherwise assured.

31.4.3. UNAUTHORIZED REMOVAL: The removal of any Protected Tree not identified on the Tree Protection and Mitigation Plan shall require mitigation at the rate specified in **Section 6.2**. In addition, any person removing a Protected Tree not identified on the Tree Protection and Mitigation Plan in violation of this By-Law shall be subject to a non-criminal disposition penalty as specified in **General By-law, Article XX, for non-criminal disposition**. Any such penalties shall be paid to the Town of Medway.

31.5. TREE REMOVAL PERMIT PROCEDURE:

31.5.1. APPLICATION:

- a. The application for a Tree Removal Permit must include a Tree Preservation and Mitigation Plan documented, prepared, dated, and signed by a Certified Arborist.

- b. Tree Removal Application Submittal: Prior to the issuance of a permit in connection with one or more of the circumstances set forth in **Section 4.1** on a property which a Protected Tree is located, the applicant shall submit a Tree Removal Application to the Commission when filing a separate Conservation Permit as part of the filing documents. If there is no Conservation Application being submitted as part of the project review, the Tree Removal Application shall be submitted to the Conservation Agent for review and determination.
- c. Tree Removal Application Requirements: Tree Removal Permit must include a Tree Preservation and Mitigation Plan documented, prepared, dated, and signed by a Certified Arborist. The plan shall be a to-scale survey or site plan that indicates the applicable Tree Yard, existing improvements, proposed construction and/or demolition, Protected Trees, Tree Preservation Area, and preservation and maintenance procedures in accordance with the Rules and Regulations in effect at the time. It must also specify any tree removals and proposed mitigation measures per **Section 5.2**.
- d. Re-Submittal: If demolition or construction has not commenced within twelve months of the date that a Tree Removal Permit Application was submitted for a property, or if removal of a previously unidentified Protected Tree is necessary during construction, an amended Tree Removal Permit Application shall be submitted identifying any changes from the previous plan, if any, and associated mitigation measures, if any.

31.5.2. ISSUANCE OR DENIAL

- a. If the Tree Protection and Mitigation Plan is consistent with the protection and mitigation requirements contained herein and any established Rules and Regulations, and applicable Tree Mitigation Fund contributions have been submitted, the Permitting Authority may issue any applicable permit or notify the appropriate Town Department. If the proposal does not meet or satisfy these requirements, the Permitting Authority shall notify the applicant and the appropriate Town Department that all applicable permits shall not be issued until the requirements are met. If the Permitting Authority fails to act on an application within thirty days after the application has been made, it shall be deemed to be approved.

31.6. MAINTENANCE OF PROTECTED AND REPLANTED TREES:

- a. Protected Trees: Each Protected Tree retained shall be maintained in good health for a period of no less than twenty-four months from the date of Final Inspection, or issuance of a Certificate of Occupancy if applicable. Should such tree die or significantly decline in the opinion of the Commission Tree Warden and/or Conservation Commission or authorized Agent, within this twenty-four-month period, the owner of the property shall be required to provide mitigation consistent with the requirements for the removal of a Protected Tree as contained herein within nine months from said determination.
- b. Replanted Trees: All new trees planted to mitigate the removal of Protected Tree(s) shall be maintained in good health for a period of no less than twenty-four months from the date of planting. Should such tree die within this twenty-four-month period, the owner of the property shall be responsible for replacing the tree with a tree equal to or greater than the size of the original Replanted Tree at installation; such replacement tree shall be planted within nine months of the death or serious decline of the original Replanted Tree.

31.7. CERTIFICATE OF EXEMPTION

A. APPLICATION:

- a. Applicant shall submit a Certificate of Exemption Application to the to the Commission when filing a separate Conservation Permit as part of the filing documents. If there is no Conservation Application being submitted as part of the project review, the Certificate of Exemption Application shall be submitted to the Conservation Agent for review and determination.

B. ISSUANCE OR DENIAL:

- b. If the proposed Building Activity does not have potential to harm a Protected Tree. the Permitting Authority may issue any applicable permit or notify the appropriate Town Department. If the proposal does not meet or satisfy these requirements, the Permitting Authority shall notify the applicant and the appropriate Town Department that all applicable permits shall not be issued until the requirements are met. If the Permitting Authority fails to act on an application within thirty days after the application has been made, it shall be deemed to be approved.

31.8. TREE MITIGATION FUND There is hereby established a Town of Medway Tree Mitigation Fund ("Tree Fund") pursuant to M.G.L. 44 § 53E½. Any contributions collected per **Section 6.2** of this Tree By-Law shall be deposited in the Tree Mitigation Fund and shall be used solely for the purpose of buying, planting, and maintaining trees within residential neighborhoods and Town-owned properties in the Town of Medway.

A. CONTRIBUTION RATE SCHEDULE

20" Diameter at Breast Height (DBH) and Less	\$150 per inch
Greater than 20" DBH but no more than 75" DBH	\$250 per inch
Greater than 75" DBH	\$400 per inch

31.9. ADMINISTRATION

31.9.1. ENFORCEMENT: The Permitting Authorities are hereby authorized to enforce all the provisions of the Tree By-Law.

31.9.2. APPEAL

- a. Any person aggrieved by a decision of the Permitting Authorities may file an appeal with the Commission. Said appeal must be in writing and must be received by the Commission within ten business days of issuance of the Permitting Authorities' written decision. The Commission shall conduct a public hearing on the appeal and shall give the public notice thereof, at the expense of the applicant. Public notice shall include mailed notice to all persons owning land within 100 feet of any part of the applicant's land at least 14 days before said hearing. The Commission shall rule within 20 days of the close of the public hearing. No Protected Trees shall be removed while an appeal is pending.
- b. Appeals of final decisions of the Commission shall be pursuant to G.L. c. 249, § 4. All decisions rendered by the Commission under a joint permit filing shall meet the appeals requirements of this **Section (31.11.b).**

By-Law	Fine Schedule	Fine Allowed	Enforcement Agency
Tree Preservation By-Law	1 st Offense 2 nd Offense 3 rd & each subsequent offense	\$100 \$200 \$300	Conservation Commission

31.10. RULES AND REGULATIONS

The Commission may promulgate or amend Rules and Regulations which pertain to the administration of this Tree By-Law and shall file a copy of said rules in the office of the Town Clerk. Such rules may prescribe the size, form, contents, style, and number of copies of plans and expense specifications, the procedure for the submission and approval of such plans, and the procedure for determining final compliance with these regulations. The adoption or amendment of Rules and Regulations shall be after a public hearing to receive comments on the proposed or amended Rules and Regulations.



Tree Preservation Bylaw

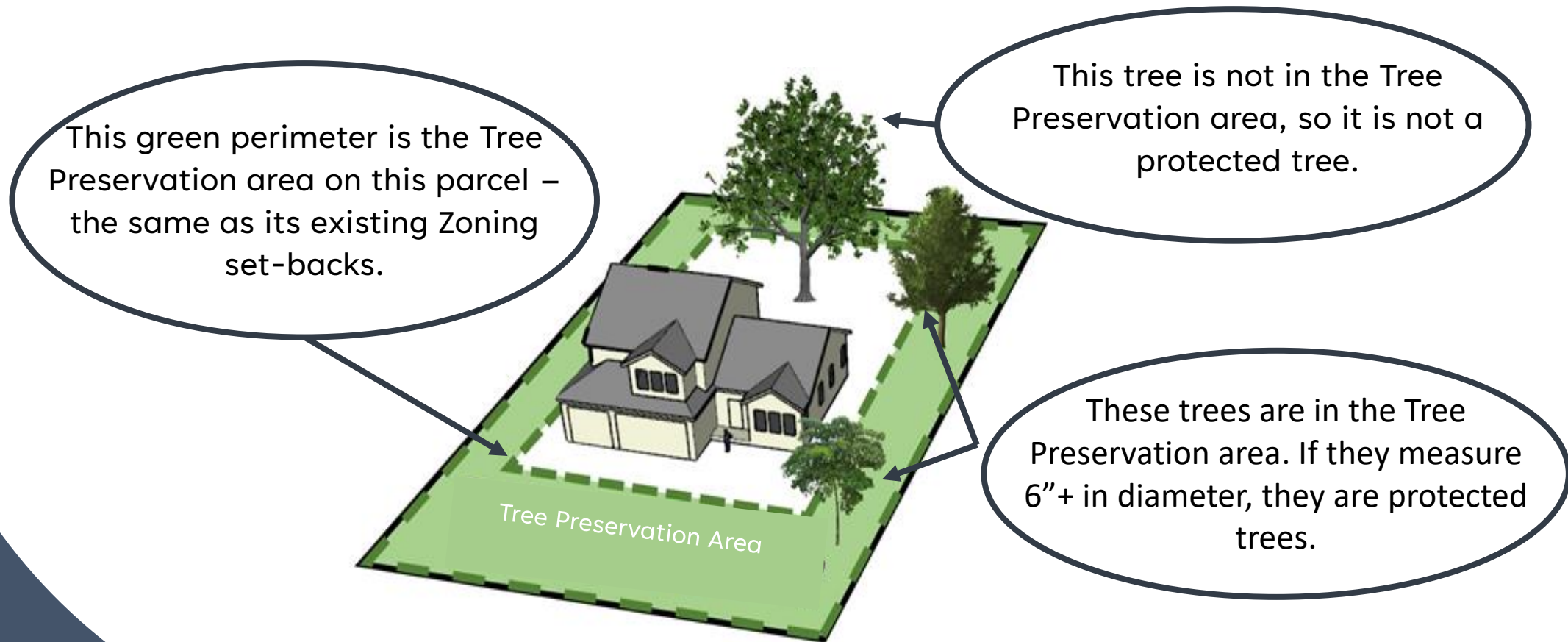
Conservation Commission



Goals

To preserve and protect trees and their canopies as an important environmental and cultural resource that enhances the Town of Medway's natural character and heritage.

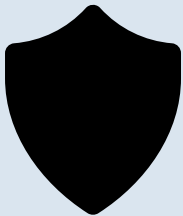
Tree Preservation Area



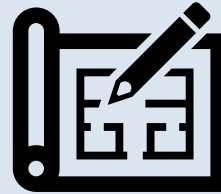
The Basics



Trees are preserved and protected in zoning setbacks during construction, demolition, and land clearing.



TPMP details how the trees will be protected and how removed trees will be mitigated.



Applicant will submit a Tree Preservation & Mitigation Plan (TPMP) to Permitting Authorities



Conservation Commission, Agent, and/or Tree Warden will oversee and authorize.

When does the this apply?

Project Proposal: Building Permit Application for a 16' x 16' deck.

NO.

Project Proposal: Building Permit Application for a new single-family dwelling.

YES, if work includes removal of trees in the Zoning Setbacks for this parcel. Submit application for a Tree Removal Permit.

NO, if work does not include removal of trees from the Zoning Setbacks. Submit plans showing limit of work with Building Permit Application.



February 28, 2023

**Medway Planning & Economic Development Board
Meeting**

Public Hearing Continuation
Medway Commons – Chipotle and
Starbucks site plan and drive-thru
special permit

- Notice dated 2-15-23 to continue the public hearing to February 28, 2023
- Tetra Tech Review letter dated February 21, 2023.



February 21, 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.

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)
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)
3. The Applicant has not included the list of requested waivers on the cover sheet. (Ch. 200 §205-5.A)

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)
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)
6. The Applicant shall provide the total square footage for both tenants on the Plans. (Ch. 200 §205-5.E.4)
7. Horizontal site distances are not provided on the Plans. (Ch. 200 §205-5.E.8)
8. The Applicant has not provided electrical vehicle (EV) charging stations in the Project scope. (Ch. 200 §207-12.I)

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.
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.
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.
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.
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.
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.
15. Limits of proposed paving should be shown on the Plans. Additionally, the Applicant should clarify how existing parking spaces will be removed.
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.
17. We recommend detectable warning plates be proposed at either end of the pedestrian refuge.
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.

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.

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.
21. We recommend the Applicant describe anticipated delivery operations and demonstrate that deliveries will not interfere with site access and circulation.
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.
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.
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.
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.
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.
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.
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.
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.
30. We recommend the Applicant show the peak queueing on the proposed Starbucks drive-through layout to demonstrate that the Starbucks queues can be adequately accommodated on the proposed site layout modification.
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.
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.

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(2023-02-21).DOCX

Board Members

Matthew Hayes, P.E., *Chair*
Robert Tucker, *Vice Chair*
Sarah Raposa, A.I.C.P., *Clerk*
Jessica Chabot, *Member*
Thomas Gay, *Associate Member*



Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Fax (508) 321-4987
Email: planningboard@townofmedway.org
www.townofmedway.org

TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

MEMORANDUM

February 15, 2023

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator

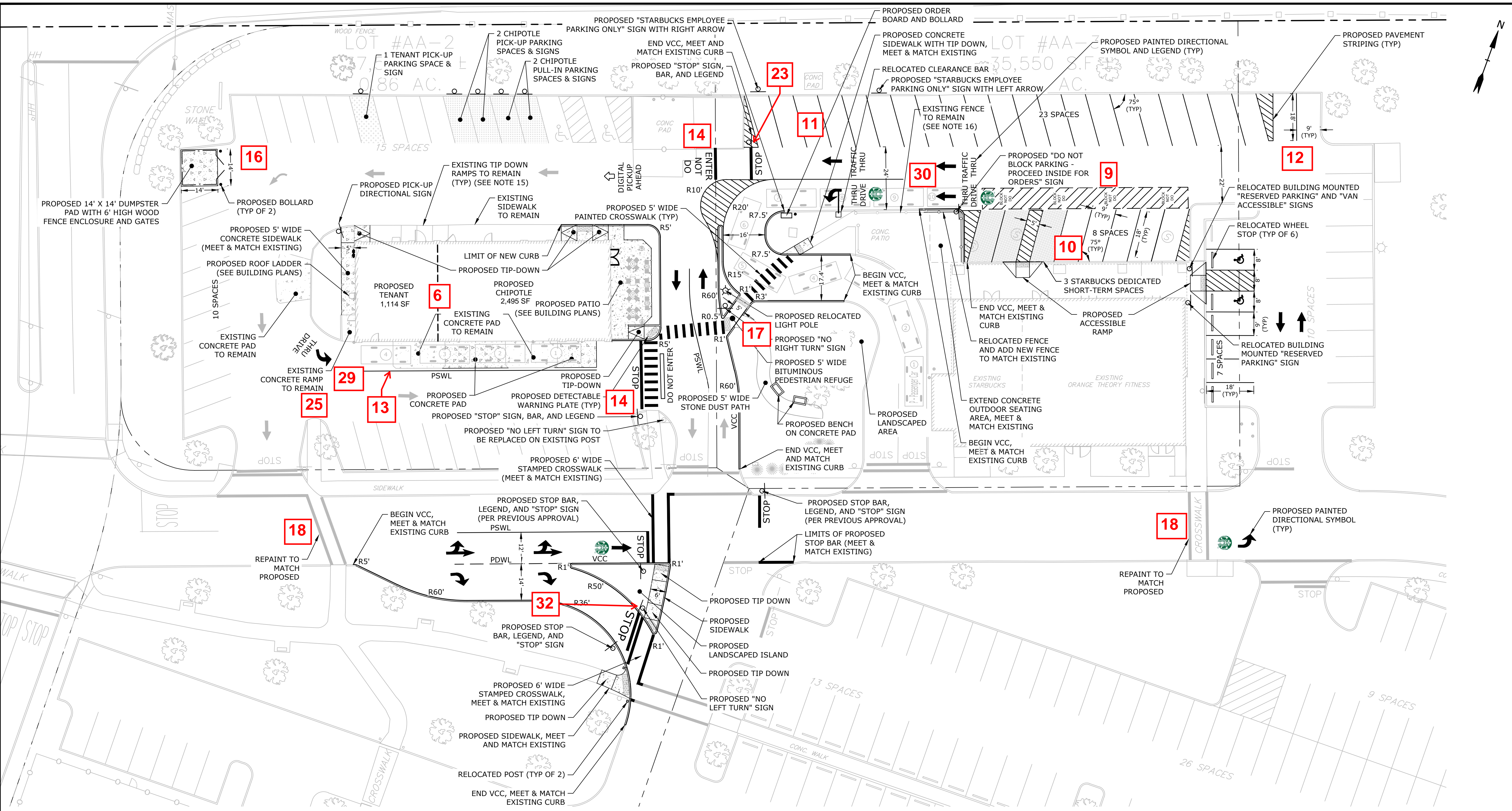
RE: ***Public Hearing Continuation for Medway Commons Chipotle and Starbucks Minor Site Plan and Drive-Thru Special Permit, 67B and 67C Main Street***
Continuation Date – Tuesday, February 28, 2023 at 7:00 p.m.

At its February 14, 2023 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of Charter Realty and Development Corporation of Greenwich, CT for approval of drive-thru special permit and a minor site plan for building renovations and site improvements to the former McDonalds building at Medway Commons at 67B and 67C Main Street and for the reconfiguration of the Starbucks drive-thru lane to Tuesday, February 28, 2023 at 7:00 p.m.

The applicant proposes to divide and renovate the interior and exterior of the former McDonald's building to accommodate two new restaurant tenants. The primary tenant space will be occupied by Chipotle and includes on-site seating and an order ahead, drive-thru pick-up window. The tenant for the second restaurant space is not yet finalized. The building size will not change. There is no increase in parking. Site work includes a substantial redesign and re-routing of the Starbucks drive-thru lane, a new dumpster enclosure at the northwest corner of the lot where Chipotle will be located, an outdoor seating area for Chipotle, additional crosswalks and sidewalks, landscaping, and construction of a right-turn lane in the driveway area south of the subject building to provide better access to the businesses located in the southern portion of Medway Commons. The improvements are shown on "Minor Site Plan for Chipotle & Starbucks – Medway Commons, 67C Main Street, Medway, MA" dated December 22, 2023, prepared by Tighe & Bond of Portsmouth, NH.

The site plan and associated application documents are on file with the Medway Town Clerk and the Community and Economic Development office at Medway Town Hall. The information is also posted at Board's page at: <https://www.townofmedway.org/planning-economic-development-board/pages/medway-commons-minor-site-plan-chipotle-starbucks>. ***Please review the project information and site plan and forward any comments to me by February 22, 2023 if you have not already done so.*** Please don't hesitate to contact me if you have any questions. Thanks.

Last Saved: 2/23/2023
Plotted On: Feb 23, 2023 2:06pm By: Winston
Tighe & Bond 23C1026-018 Conceptual Site Plan
StarbucksAutoCADSheetC1026-018_DSGN.dwg



1. Operating Hours 10am-10pm - Consistent with other uses
2. Vertical Datum NAVD88 - Waiver for NGVD29 (2004, 2022)
3. Add waiver requests to Cover Sheet - Added
4. Add Parcel IDs and zoning district to Cover Sheet - Added
5. Existing conditions information - Comment noted
6. Add SF of each tenant to Site Plan - Added
7. Add horizontal site distances - No proposed revisions
8. EV charging stations - No new parking spaces
9. Add "Do Not Block" area - Added
10. Wheel stops may extend vehicles - Removed
11. NE parking conflict w/ drive-thru - Added 6 EE signs

12. East parking conflict by dumpster - Adjusted
13. Chipotle lane striping - Added at drive-thru
14. Add Stop & Do Not Enter signage - Added
15. Show pavement limits, how remove markings - Shown & black out paint
16. Add dumpster enclosure detail - Added
17. Add detectable warning plates - Added
18. Repaint existing stamped crosswalks - Added
19. No stormwater related issues - Noted
20. Add trash and fire truck circulations - Added
21. Delivery operations - AM prior to opening

22. MUTCD signage - Added "regulatory" to note
23. Add stop sign to north side of Starbucks - Added
24. Enforce 1-way circulation - Added signage and markings
25. Review sidewalk - Area not being revised
26. Info on second tenant to Town - Will provide
27. Provide backup calcs for trip generation - Provided
28. Provide observed queuing count data - Provided
29. Add Chipotle queue - 4 cars added
30. Add Starbucks queue - 10 cars added
31. Estimate peak parking demands - Meeting zoning reqs
32. Unwanted turns at intersection - Added "No Left Turn" sign

PERMIT PLANS - NOT FOR CONSTRUCTION

MINOR SITE PLAN FOR
Chipotle & Starbucks
Medway Commons
67C Main Street
Medway,
Massachusetts

Charter Realty &
Development Corp.

MARK	DATE	DESCRIPTION
2	2/24/2023	REVISE PER REVIEW COMMENTS
1	1/31/2023	REVISE PER LEASE PLAN

PROJECT NO:	C1026-023
DATE:	DECEMBER 22, 2022
FILE:	C1026-018_DSGN.DWG
DRAWN BY:	JRW
CHECKED:	JPL
APPROVED:	

C1026-023
February 24, 2023

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

Re: **Response to Review Comments**
Minor Site Plan Review - Medway Commons – Chipotle & Starbucks
67C Main Street, Medway, Massachusetts 02053

Dear Susan:

On behalf of our client, Charter Realty & Development, we are pleased to submit the following revised information in support of the Minor Site Plan Review for the above-mentioned project following comments by Tetra Tech dated February 21, 2023:

Below are responses to these review comments, that include the recent changes to the site plans addressing some of the comments. The following provides responses (in **bold**) to those comments (in *italics*):

Comments:

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)*

These hours are consistent with other business hours of operation at Medway Commons.

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)*

Comment noted.

3. *The Applicant has not included the list of requested waivers on the cover sheet. (Ch. 200 §205-5.A)*

The waiver request has been added to the Cover Sheet.

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)*



The current Parcel IDs and zoning district have been added to the Cover Sheet.

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)*

Comment noted.

6. *The Applicant shall provide the total square footage for both tenants on the Plans. (Ch. 200 §205-5.E.4)*

The square footage of each tenant has been added to the Site Plan.

7. *Horizontal site distances are not provided on the Plans. (Ch. 200 §205-5.E.8)*

Horizontal sight distances are required along the public way. There are no proposed revisions near the public way.

8. *The Applicant has not provided electrical vehicle (EV) charging stations in the Project scope. (Ch. 200 §207-12.I)*

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.

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.*

A "Do Not Block" area has been added to the Site Plan.

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.*

The wheel stops have been removed from north side of the Starbucks/Orange Theory building to allow for additional stall space.

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.*

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 to dedicate 6 spaces.

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.*

The two (2) eastern most angled spaces have been revised to a 90 degree space to remove any conflicts with the adjacent spaces.

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.*

Since this is 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.

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.*

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.

15. *Limits of proposed paving should be shown on the Plans. Additionally, the Applicant should clarify how existing parking spaces will be removed.*

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.

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.*

A dumpster pad and a dumpster enclosure detail have been added to the Details sheet C-504.

17. *We recommend detectable warning plates be proposed at either end of the pedestrian refuge.*

Detectable warning plates have been added to either end of the pedestrian refuge.

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.*

A note to repaint the two existing crosswalks to match proposed have been added to the site plans.

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.

Comment noted.

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.*

Sheet C-105 has been added to the plan set to include the Trash Truck and Fire Truck circulations.

21. *We recommend the Applicant describe anticipated delivery operations and demonstrate that deliveries will not interfere with site access and circulation.*

Deliveries to the Chipotle and future tenant will be in the morning before opening hours.

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.*

Note #2 on the Site Plan Sheet C-102 has been updated to include “regulatory” signs.

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.*

A stop sign has been added for vehicles existing the north side of Starbucks.

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.*

This is an existing travel pattern which has been supplemented with new signage and pavement markings to illustrate one-way circulation.

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.*

The sidewalk on the east side of the westerly driveway is an existing sidewalk and not proposed to be revised.

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.*

Comment noted.

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.*

Backup calculations for the trip generation estimates have been provided with this response.

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.*

Observed queueing count data has been provided with this response.

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.*

The peak queue based on similar Chipotle restaurants is 4 cars and an illustration has been added to the Site Plan Sheet C-102.

30. *We recommend the Applicant show the peak queueing on the proposed Starbucks drive-through layout to demonstrate that the Starbucks queues can be adequately accommodated on the proposed site layout modification.*

The peak typical queue based on the current Starbucks configuration is 10 cars which has been added to the Site Plan Sheet C-102.

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.*

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.

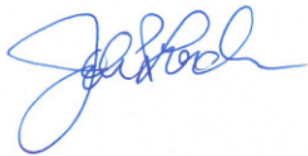
32. *The Applicant proposes improvements to the intersection of the main Plaza driveway and the central, full- access driveway serving Chipotle and Starbucks traffic. The modifications have been designed to discourage vehicles traveling eastbound from turning into the first Shaw's parking aisle from 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.*

A “No Left Turn” sign has been added to the Site Plan Sheet C-102 to further control traffic at the revised intersection.

We look forward to reviewing these responses, revised plans, and additional material at the February 28, 2023 Planning & Economic Development Board meeting.

Very truly yours,

TIGHE & BOND, INC.

A handwritten signature in blue ink, appearing to read 'John P. Lorden', with a stylized flourish at the end.

John P. Lorden, PE
Project Manager II

Attachments

Copy: Karen Johnson - Charter, via email

Medway Commons Starbucks Queue Observations
October 21, 2022 (Friday)
7:00 AM to 11:00 AM

Interval	Typical Queue (vehicles)	Max Queue (vehicles)
7:00	4	6
7:15	6	7
7:30	10	13
7:45	8	12
8:00	7	9
8:15	5	7
8:30	4	8
8:45	6	8
9:00	7	9
9:15	6	10
9:30	3	5
9:45	3	5
10:00	2	4
10:15	3	7
10:30	4	6
10:45	2	5

Medway Commons Starbucks Queue Observations
October 22, 2022 (Saturday)
8:00 AM to 12:00 PM

Interval	Typical Queue (vehicles)	Max Queue (vehicles)
8:00	3	5
8:15	4	8
8:30	6	9
8:45	6	9
9:00	5	7
9:15	5	7
9:30	4	5
9:45	4	7
10:00	7	9
10:15	7	9
10:30	5	6
10:45	7	9
11:00	6	9
11:15	6	7
11:30	7	8
11:45	8	9

Fast-Food Restaurant without Drive-Through Window (933)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

Proposed 1,219 Fast Food w/o Drive-Through

On a: Weekday

Entering: $0.50 \times 549 = 275$ Trips

Exiting: $0.50 \times 549 = 274$ Trips

Total: 549 Trips

Setting/Location: General Urban/Suburban

Number of Studies: 6

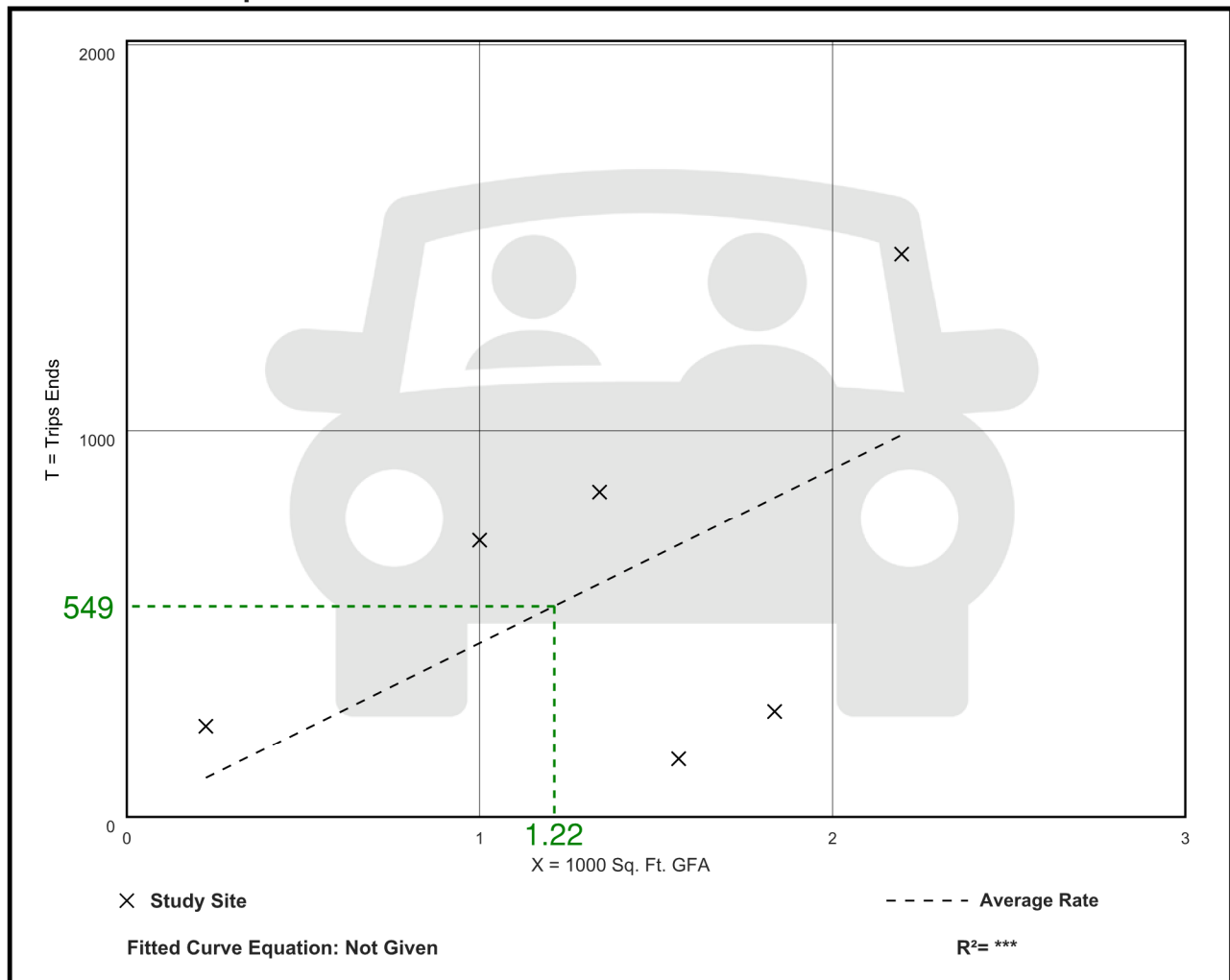
Avg. 1000 Sq. Ft. GFA: 1

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
450.49	95.91 - 1053.57	310.99

Data Plot and Equation



Fast-Food Restaurant without Drive-Through Window (933)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

Proposed 1,219 Fast Food w/o Drive-Through

Entering: $0.50 \times 40 = 20$ Trips

Exiting: $0.50 \times 40 = 20$ Trips

Total: 40 Trips

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 8

Avg. 1000 Sq. Ft. GFA: 2

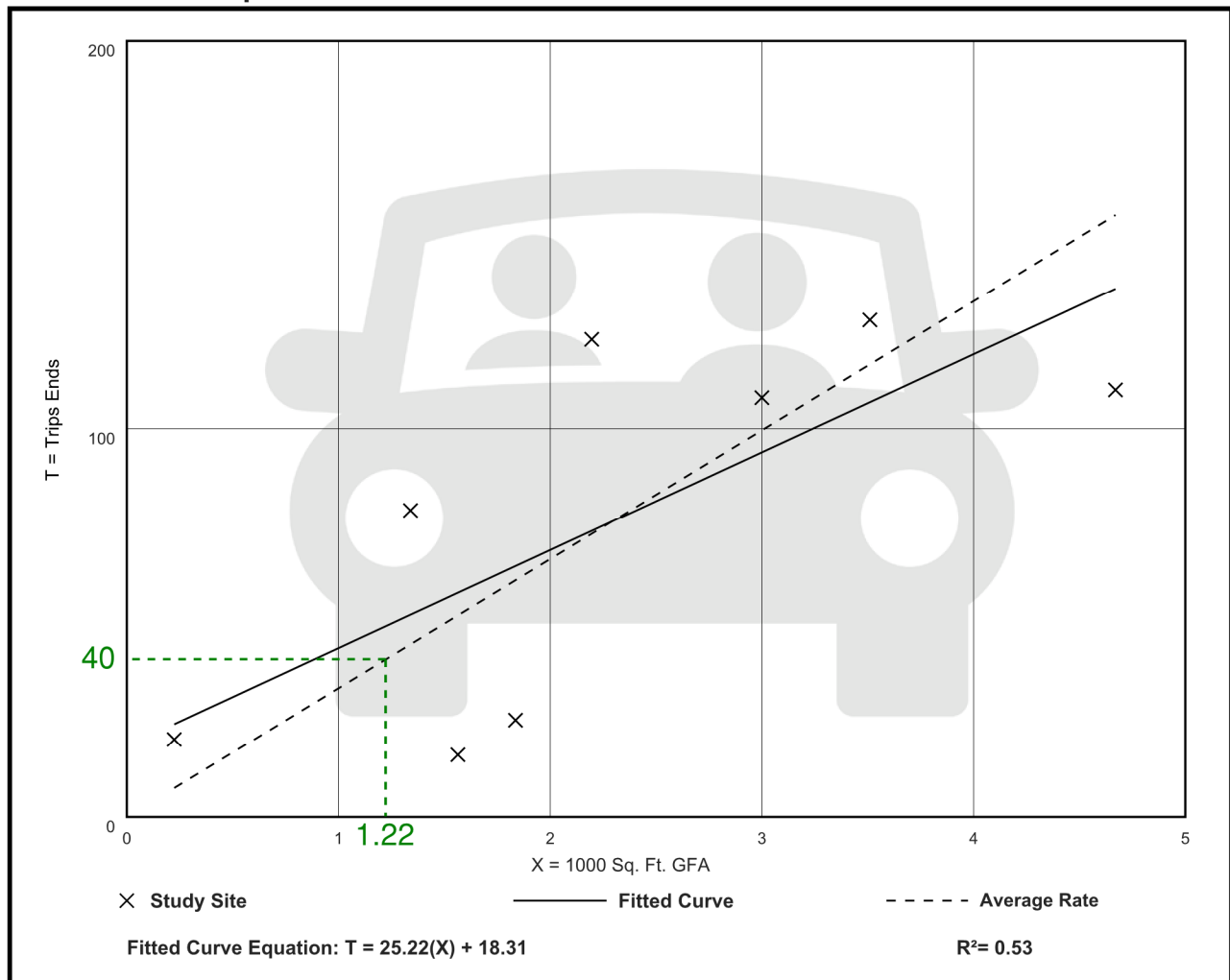
Directional Distribution: 50% entering, 50% exiting

Note: Fitted Curve Equation not used due to low R^2 value of 0.53

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
33.21	10.23 - 89.29	17.22

Data Plot and Equation



Fast-Food Restaurant with Drive-Through Window (934)

Existing 3,749 SF McDonalds
 Entering: $0.50 \times 1,753 = 877$ Trips
 Exiting: $0.50 \times 1,753 = 876$ Trips
 Total: 1,753 Trips

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
 On a: Weekday

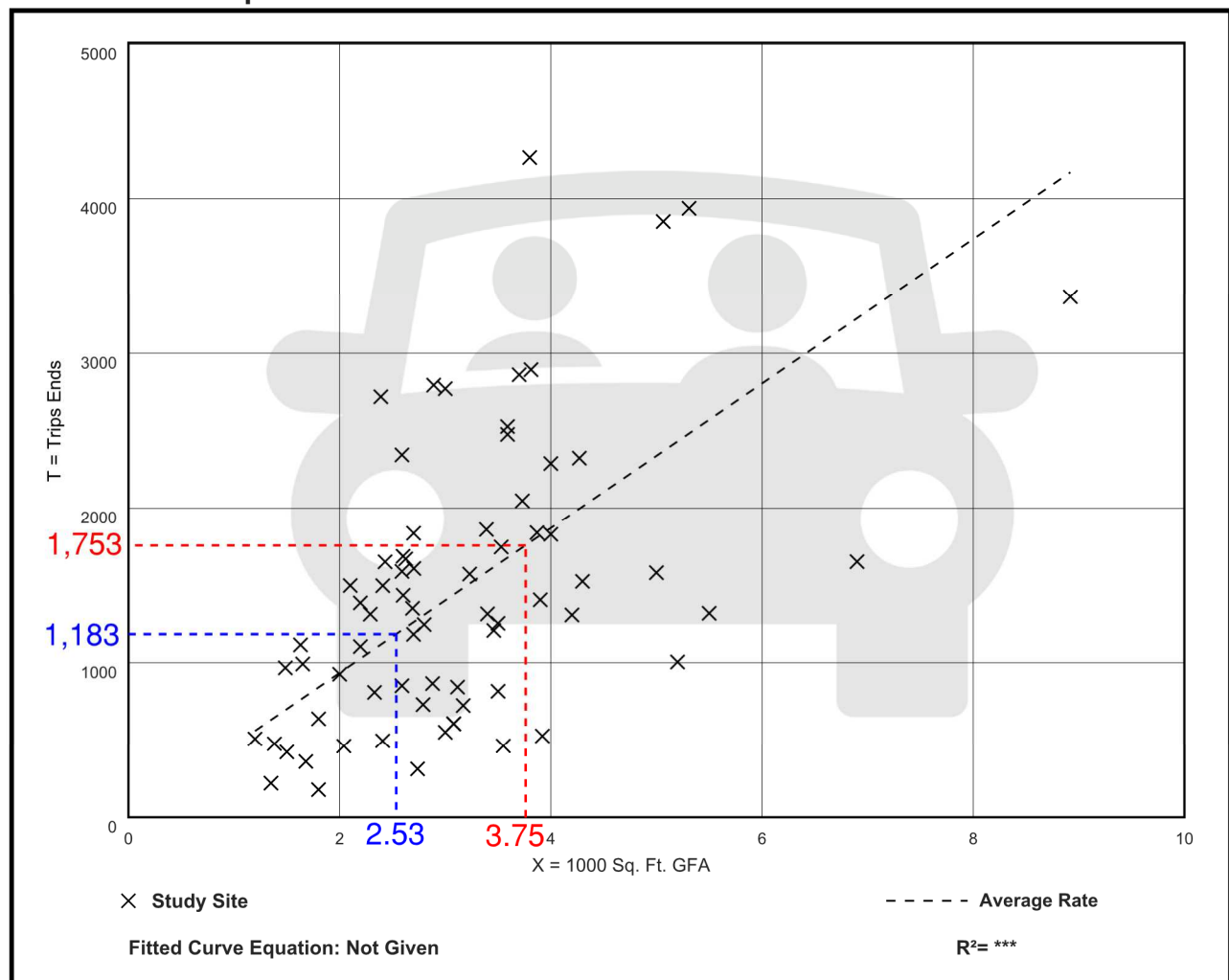
Proposed 2,530 SF Chipotle
 Entering: $0.50 \times 1,183 = 592$ Trips
 Exiting: $0.50 \times 1,183 = 591$ Trips
 Total: 1,183 Trips

Setting/Location: General Urban/Suburban
 Number of Studies: 71
 Avg. 1000 Sq. Ft. GFA: 3
 Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
467.48	98.89 - 1137.66	238.62

Data Plot and Equation



Fast-Food Restaurant with Drive-Through Window (934)

Existing 3,749 SF McDonalds
 Entering: $0.51 \times 167 = 85$ Trips
 Exiting: $0.49 \times 167 = 82$ Trips
 Total: 167 Trips

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 96

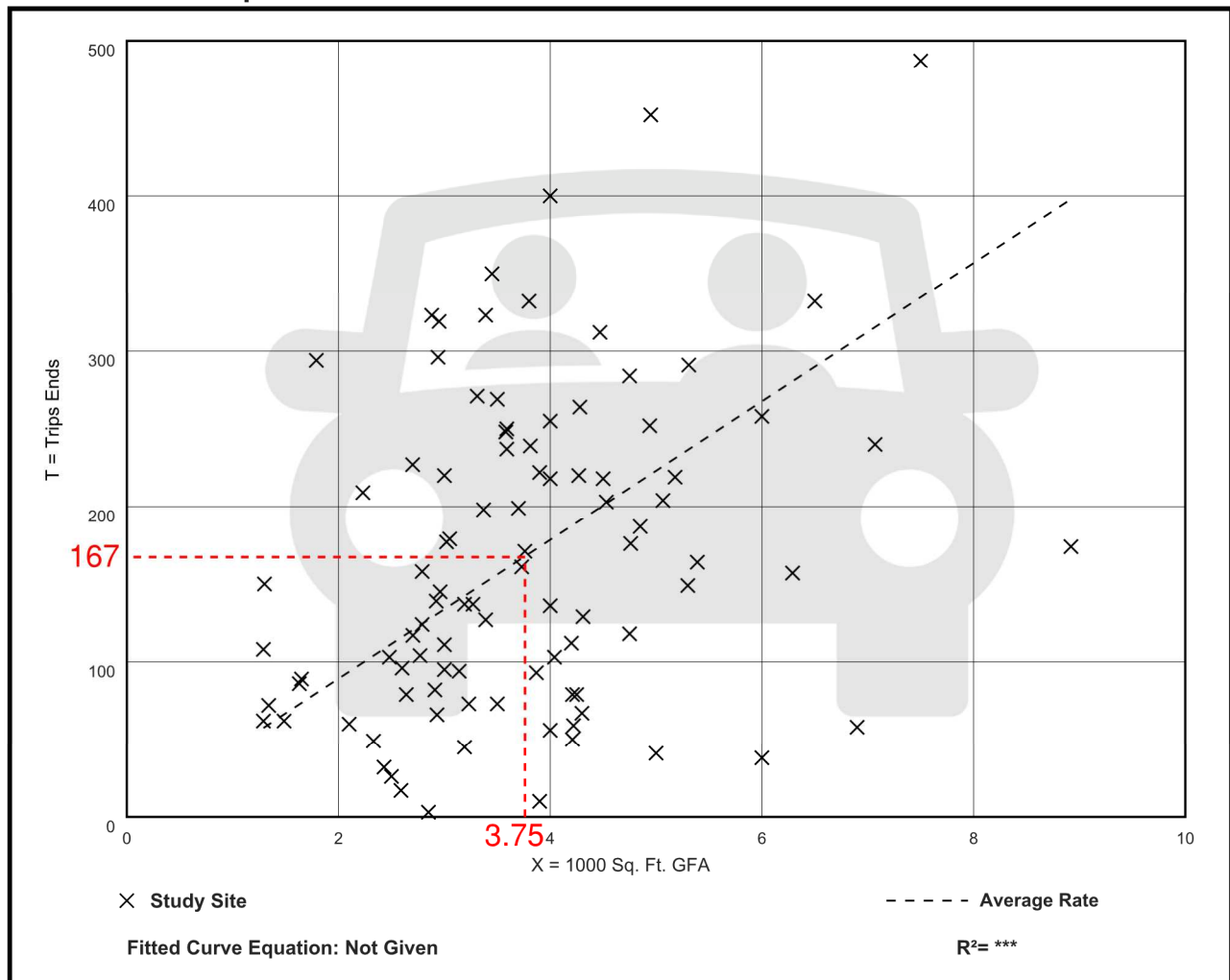
Avg. 1000 Sq. Ft. GFA: 4

Directional Distribution: 51% entering, 49% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
44.61	1.05 - 164.25	27.14

Data Plot and Equation



Fast-Food Restaurant with Drive-Through Window (934)

Existing 3,749 SF McDonalds
 Entering: $0.52 \times 124 = 64$ Trips
 Exiting: $0.48 \times 124 = 60$ Trips
 Total: 124 Trips

Proposed 2,530 SF Chipotle
 Entering: $0.52 \times 84 = 44$ Trips
 Exiting: $0.48 \times 84 = 40$ Trips
 Total: 84 Trips

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,
 Peak Hour of Adjacent Street Traffic,
 One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 190

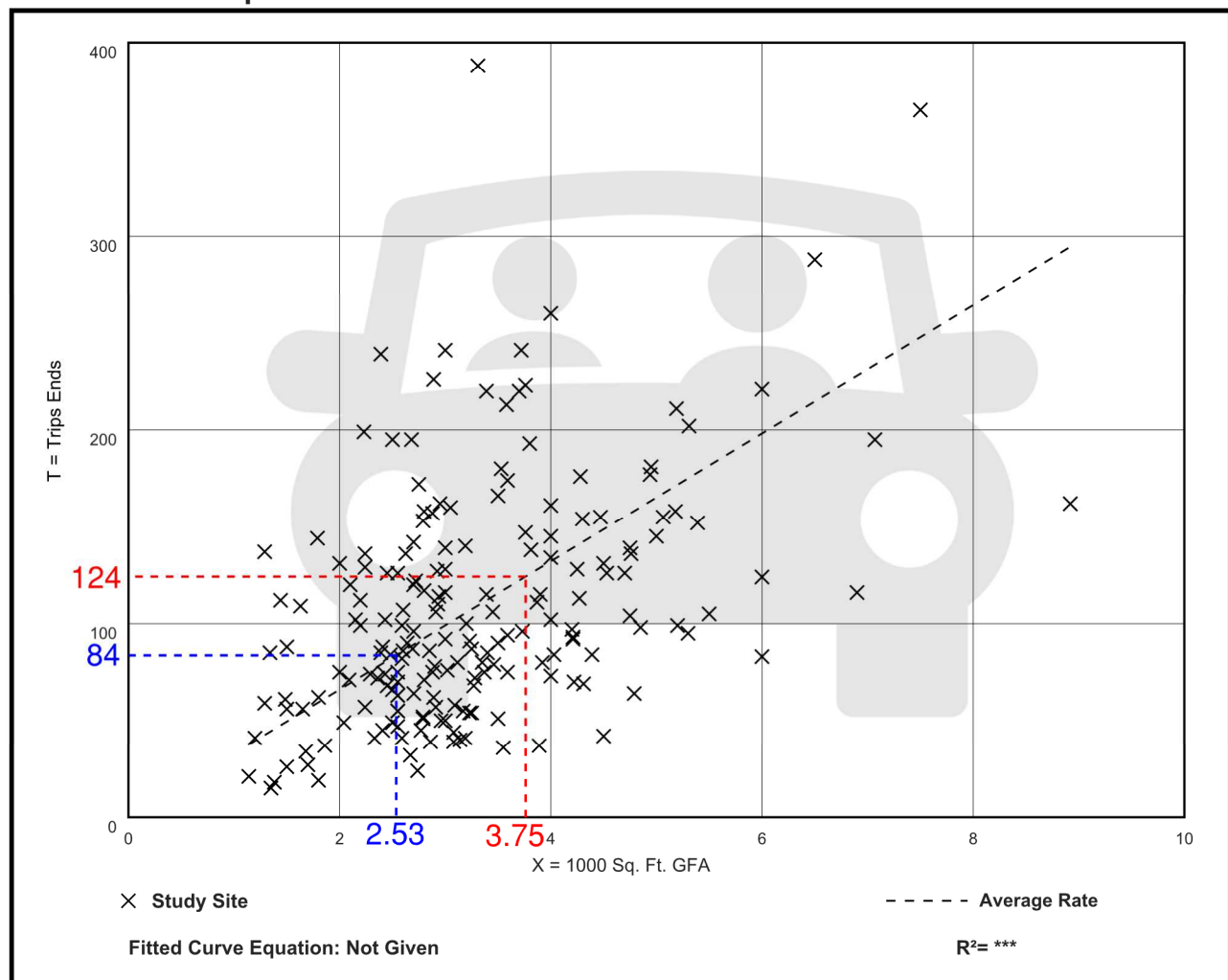
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 52% entering, 48% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
33.03	8.77 - 117.22	17.59

Data Plot and Equation



MINOR SITE PLAN FOR

CHIPOTLE & STARBUCKS

MEDWAY COMMONS

67C MAIN STREET MEDWAY, MASSACHUSETTS

PARCELS 41-023-067A & B, CENTRAL BUSINESS ZONE

DECEMBER 22, 2022

LAST REVISED: FEBRUARY 24, 2023

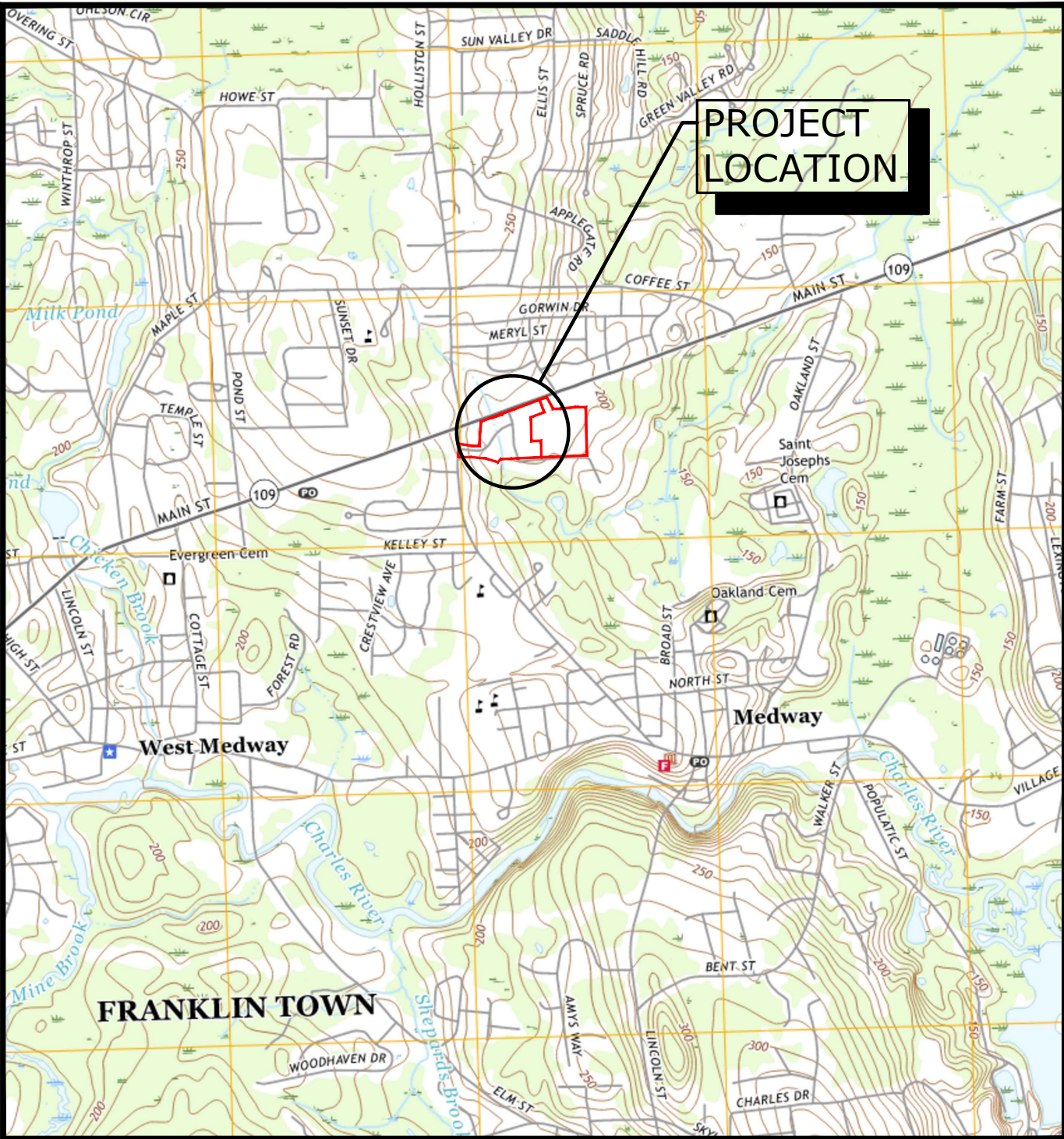
APPROVED BY:
TOWN OF MEDWAY PLANNING AND
ECONOMIC DEVELOPMENT BOARD
APPROVAL DATE:
ENDORSEMENT DATE:

LIST OF DRAWINGS	
SHEET NO.	SHEET TITLE
	COVER
1 OF 2	ALTA/NSPS LAND TITLE SURVEY (BY R.E. CAMERON & ASSOCIATES, INC.)
2 OF 2	ALTA/NSPS LAND TITLE SURVEY (BY R.E. CAMERON & ASSOCIATES, INC.)
C-100	OVERALL SITE PLAN
C-101	DEMOLITION PLAN
C-102	SITE PLAN
C-103	UTILITY, GRADING, DRAINAGE, & EROSION CONTROL PLAN
C-104	LANDSCAPE PLAN
C-105	CIRCULATION PLAN
C-501	EROSION CONTROL NOTES & DETAILS
C-502	DETAILS
C-503	DETAILS
C-504	DETAILS
A201	EXISTING ELEVATIONS (BY SCOTT GRIFFIN ARCHITECTS)
A202	PROPOSED ELEVATIONS (BY SCOTT GRIFFIN ARCHITECTS)
A203	PROPOSED ELEVATIONS COLORED (BY SCOTT GRIFFIN ARCHITECTS)
A204	3D PERSPECTIVES (BY SCOTT GRIFFIN ARCHITECTS)

WAIVER REQUEST:

THE FOLLOWING IS A WAIVER REQUEST FROM THE TOWN OF MEDWAY'S SITE PLAN RULES AND REGULATIONS

1. ARTICLE V SECTION 205-4 - ALL EXISTING AND PROPOSED ELEVATIONS SHALL REFER TO NAVD88.



LOCATION MAP

SCALE: 1" = 2000'

PREPARED BY:

Tighe&Bond

Engineers | Environmental Specialists

177 Corporate Drive

Portsmouth, NH 03801

(603) 433-8818

PREPARED FOR:

Charter Realty & Development

1666 Massachusetts Ave - Suite 6A

Lexington, Massachusetts 02420

PREPARED WITH:

Scott Griffin Architects

880 Main Street 5th Floor

Waltham, Massachusetts 02451

PERMIT SET - NOT FOR CONSTRUCTION

COMPLETE SET 17 SHEETS

PROJECT NO: C1026-023

Chipotle & Starbucks
Medway Commons
67C Main Street
Medway,
Massachusetts

2	2/24/2023	REVISE PER REVIEW COMMENTS
1	1/31/2023	REVISE PER LEASE PLAN
MARK	DATE	DESCRIPTION

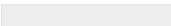
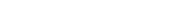
SITE PLAN

SCALE: AS SHOWN

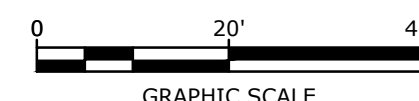
C-102

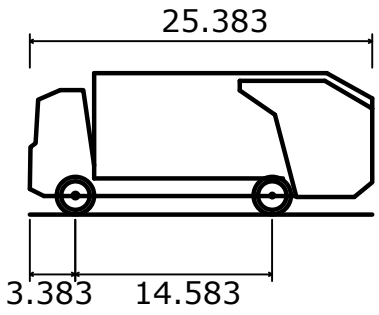
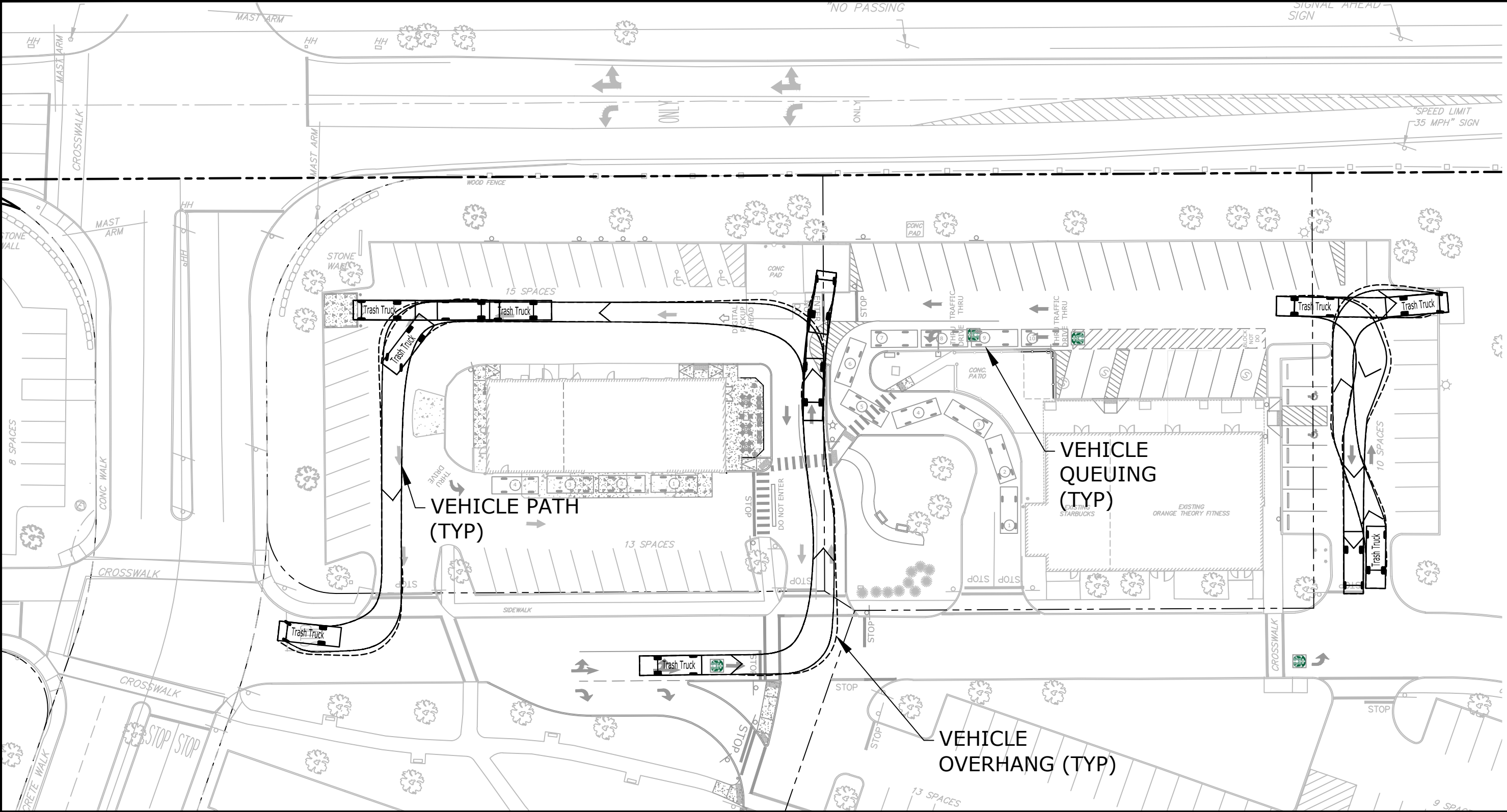


1. STRIPE PARKING AREAS AS SHOWN, INCLUDING PARKING SPACES, AND ADA SYMBOLS. PAINT SHALL BE FAST DRYING AND SHALL MEET THE REQUIREMENTS OF AASHTO AASHTO M249. ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF AASHTO M248 TYPE "F".
2. ALL PAVEMENT MARKINGS AND REGULATORY SIGNS, TO CONFORM TO "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS", AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS, LATEST EDITIONS.
3. SEE DETAILS FOR PARKING STALL MARKINGS, ADA SYMBOLS, SIGNS AND SIGN POSTS.
4. THE CONTRACTOR SHALL EMPLOY A MASSACHUSETTS LICENSED LAND SURVEYOR TO DETERMINE ALL LINES AND GRADES.
5. CLEAN AND COAT VERTICAL FACE OF EXISTING PAVEMENT AT SAW CUT LINE WITH RS-1 EMULSION IMMEDIATELY PRIOR TO PLACING NEW BITUMINOUS CONCRETE.
6. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE FEDERAL, STATE, AND LOCAL CODES & SPECIFICATIONS.
7. CONTRACTOR TO SUBMIT AS-BUILT PLANS IN DIGITAL FORMAT (.DWG AND .PDF FILES) ON DISK TO THE OWNER AND ENGINEER UPON COMPLETION OF THE PROJECT. AS-BUILTS SHALL BE PREPARED AND CERTIFIED BY A MASSACHUSETTS LICENSED LAND SURVEYOR.
8. ALL WORK SHALL CONFORM TO THE TOWN OF MEDWAY DEPARTMENT OF PUBLIC WORKS, STANDARD SPECIFICATIONS AND WITH THE STATE OF MASSACHUSETTS DEPARTMENT OF TRANSPORTATION, "STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES", CURRENT EDITION.
9. ALL DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
10. CONTRACTOR TO PROVIDE FENCING TO PROTECT THE PUBLIC USING THE PLAZA DURING CONSTRUCTION.
11. CENTERLINES SHALL BE FOUR (4) INCH WIDE YELLOW LINES. STOP BARS SHALL BE EIGHTEEN (18) INCHES WIDE.
12. PAINTED ISLANDS SHALL BE FOUR (4) INCH WIDE DIAGONAL LINES AT 3'-0" O.C. BORDERED BY FOUR (4) INCH WIDE LINES.
13. SEE ARCHITECTURAL/BUILDING DRAWINGS FOR ALL CONCRETE PADS & SIDEWALKS ADJACENT TO BUILDING.
14. COORDINATE ALL WORK ADJACENT TO BUILDING WITH BUILDING CONTRACTOR.
15. TIP DOWN RAMPS TO REMAIN AROUND THE PROPOSED CHIPOTLE ARE APPROXIMATE.
16. EXISTING FENCE TO REMAIN AROUND THE OUTDOOR SEATING AREA AT STARBUCKS IS APPROXIMATE.
17. WHEEL STOPS TO BE PINNED THROUGH ASPHALT PAVEMENT USING ¾" DOWELS AND CENTERED IN PARKING SPACE.

•	PROPOSED BOLLARD		EXISTING CONCRETE
5'R	RADIUS		
TYP	TYPICAL		PROPOSED CONCRETE
VCC	VERTICAL CONCRETE CURB		
	ACCESSIBLE PAVEMENT MARKING		PROPOSED PAINTED ISLAND
	PROPOSED SIGN		
PDWL	PROPOSED DASHED WHITE LINE		PROPOSED PAVEMENT
PSWL	PROPOSED SOLID WHITE LINE		
	PROPOSED PAVEMENT MARKINGS		
	PROPOSED DETECTABLE WARNING PLATE		
	EXISTING FENCE		
	PROPOSED FENCE		
	PROPOSED EDGE OF PAVEMENT/CURB		

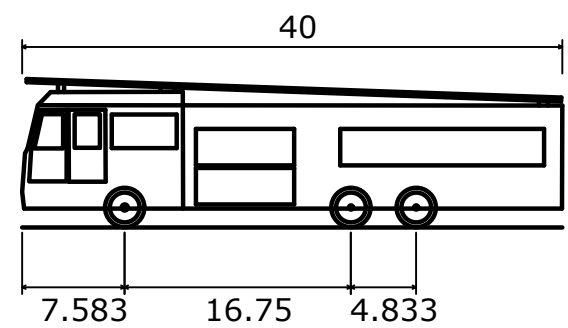
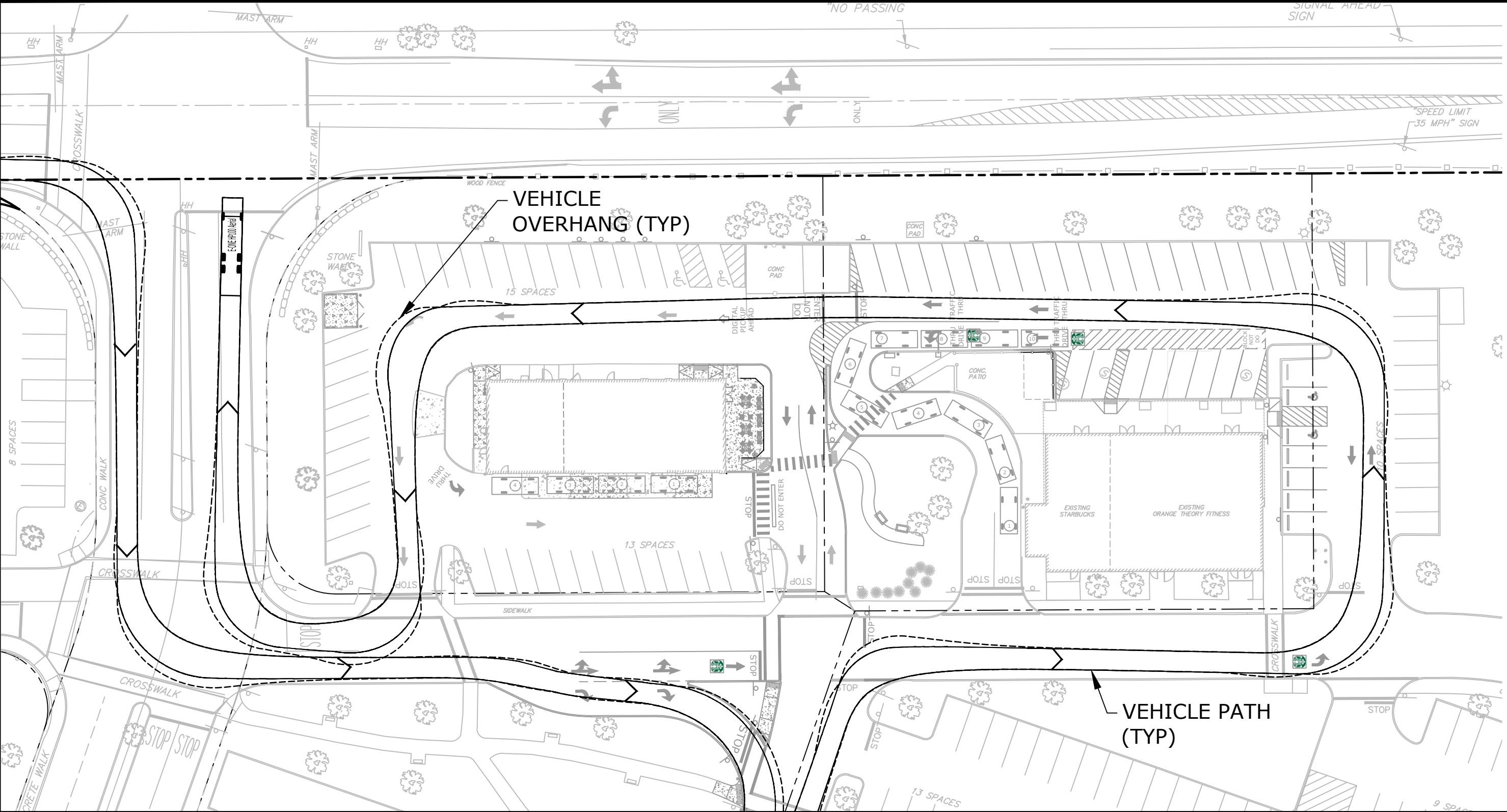
THE FOLLOWING IS A WAIVER REQUEST FROM THE TOWN OF MEDWAY'S SITE PLAN RULES AND REGULATIONS





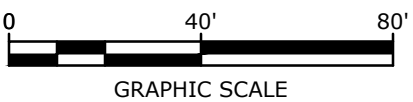
Trash Truck
Overall Length 25.383ft
Overall Width 7.975ft
Overall Body Height 10.476ft
Min Body Ground Clearance 1.306ft
Track Width 7.975ft
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 23.950ft

TRASH TRUCK CIRCULATION



E-ONE HP100 Aerial
Overall Length 40.000ft
Overall Width 8.333ft
Overall Body Height 11.000ft
Min Body Ground Clearance 1.393ft
Track Width 8.333ft
Lock-to-lock time 6.00s
Max Wheel Angle 45.00°

FIRE TRUCK CIRCULATION



PERMIT PLANS - NOT FOR CONSTRUCTION

MINOR SITE PLAN FOR
Chipotle & Starbucks
Medway Commons
67C Main Street
Medway,
Massachusetts

Charter Realty &
Development Corp.

MARK	DATE	DESCRIPTION
2	2/24/2023	REVISE PER REVIEW COMMENTS
1	1/31/2023	REVISE PER LEASE PLAN

PROJECT NO:	C1026-023
DATE:	DECEMBER 22, 2022
FILE:	C1026-018-CIRCULATION EXHIBITS.DWG
DRAWN BY:	JRW
CHECKED:	JPL
APPROVED:	BLM

CIRCULATION PLAN

SCALE: AS SHOWN

Last Saved: 2/23/2023
Plotted On: Feb 23, 2023 - 1:02pm By: Winston
Tighe & Bond, INC./C1026-023 Charter Realty - Conceptual Sites/C1026-023 Medway Commons Starbucks/Drawings/AutoCAD/Sheet C1026-018 DTLS.dwg

GENERAL PROJECT INFORMATION

PROJECT NAME: MEDWAY COMMONS
PROJECT ADDRESS: 67C MAIN STREET
MEDWAY, MASSACHUSETTS
PROJECT MAP / LOT: MAP 41 / LOT 23
PROJECT LATITUDE: 42.15682 N
PROJECT LONGITUDE: -71.405030 W

PROJECT DESCRIPTION

THE PROJECT CONSISTS OF SITE IMPROVEMENTS AT THE EXISTING STARBUCKS FOR IMPROVED TRAFFIC FLOW AS WELL AS NEW TENANTS IN THE EXISTING MCDONALDS BUILDING. MINOR SITE IMPROVEMENTS INCLUDE RECONFIGURING PARKING, UTILITY IMPROVEMENTS, REVISE CIRCULATION AND IMPROVED LANDSCAPING.

DISTURBED AREA

THE TOTAL AREA TO BE DISTURBED IS APPROXIMATELY 0.25 ACRES.

EROSION CONTROL NOTES:

- ALL EROSION CONTROL MEASURES AND PRACTICES SHALL CONFORM TO THE MOST CURRENT MASSACHUSETTS STORMWATER STANDARDS PREPARED BY THE MADEP.
- PRIOR TO ANY WORK OR SOIL DISTURBANCE, CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR EROSION CONTROL MEASURES AS REQUIRED IN THE PROJECT MANUAL.
- CONTRACTOR SHALL INSTALL TEMPORARY EROSION CONTROL BARRIERS, INCLUDING HAY BALES, SILT FENCES, MULCH BERMS, SILT SACKS AND SILT SOCKS AS SHOWN IN THESE DRAWINGS AS THE FIRST ORDER OF WORK.
- SILT SACK INLET PROTECTION SHALL BE INSTALLED IN ALL EXISTING AND PROPOSED CATCH BASIN INLETS WITHIN THE WORK LIMITS AND BE MAINTAINED FOR THE DURATION OF THE PROJECT.
- PERIMETER CONTROLS INCLUDING SILT FENCES, MULCH BERM, SILT SOCK, AND/OR HAY BALE BARRIERS SHALL BE MAINTAINED FOR THE DURATION OF THE PROJECT UNTIL NON-PAVED AREAS HAVE BEEN STABILIZED.
- THE CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF ALL TEMPORARY EROSION CONTROL DEVICES UPON COMPLETION OF CONSTRUCTION.
- ALL DISTURBED AREAS NOT OTHERWISE BEING TREATED SHALL RECEIVE 6" LOAM, SEED AND FERTILIZER.
- INSPECT ALL INLET PROTECTION AND PERIMETER CONTROLS WEEKLY AND AFTER EACH RAIN STORM OF 0.25 INCH OR GREATER. REPAIR/MODIFY PROTECTION AS NECESSARY TO MAXIMIZE EFFICIENCY OF FILTER. REPLACE ALL FILTERS WHEN SEDIMENT IS 1/3 THE FILTER HEIGHT.

STABILIZATION:

- AN AREA SHALL BE CONSIDERED STABLE WHEN ONE OF THE FOLLOWING HAS OCCURRED:
 - BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED;
 - A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED;
 - A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIPRAP HAS BEEN INSTALLED;
 - EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.;
 - IN AREAS TO BE PAVED, "STABLE" MEANS THAT BASE COURSE GRAVELS MEETING THE REQUIREMENTS OF MASSDOT STANDARD FOR ROAD AND BRIDGE CONSTRUCTION, 2016, HAVE BEEN INSTALLED.
- WINTER STABILIZATION PRACTICES:
 - ALL PROPOSED VEGETATED AREAS THAT DO NOT EXHIBIT A MINIMUM OF 85 PERCENT VEGETATIVE GROWTH BY OCTOBER 15, OR WHICH ARE DISTURBED AFTER OCTOBER 15, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1. AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING, ELSEWHERE. THE INSTALLATION OF EROSION CONTROL BLANKETS OR MULCH AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR ON FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS;
 - ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85 PERCENT VEGETATIVE GROWTH BY OCTOBER 15, OR WHICH ARE DISTURBED AFTER OCTOBER 15, SHALL BE STABILIZED TEMPORARILY WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS;
 - AFTER OCTOBER 15, INCOMPLETE ROAD OR PARKING SURFACES, WHERE WORK HAS STOPPED FOR THE WINTER SEASON, SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL PER MASSDOT, OR IF CONSTRUCTION IS TO CONTINUE THROUGH THE WINTER SEASON BE CLEARED OF ANY ACCUMULATED SNOW AFTER EACH STORM EVENT;
- STABILIZATION SHALL BE INITIATED ON ALL LOAM STOCKPILES, AND DISTURBED AREAS, WHERE CONSTRUCTION ACTIVITY SHALL NOT OCCUR FOR MORE THAN TWENTY-ONE (21) CALENDAR DAYS BY THE FOURTEENTH (14TH) DAY AFTER CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED IN THAT AREA. STABILIZATION MEASURES TO BE USED INCLUDE:
 - TEMPORARY SEEDING;
 - MULCHING.
- ALL AREAS SHALL BE STABILIZED WITHIN 45 DAYS OF INITIAL DISTURBANCE.
- WHEN CONSTRUCTION ACTIVITY PERMANENTLY OR TEMPORARILY CEASES WITHIN 100 FEET OF NEARBY SURFACE WATERS OR DELINEATED WETLANDS, THE AREA SHALL BE STABILIZED WITHIN SEVEN (7) DAYS OR PRIOR TO A RAIN EVENT. ONCE CONSTRUCTION ACTIVITY CEASES PERMANENTLY IN AN THESE AREAS, SILT FENCES, MULCH BERMS, HAY BALE BARRIERS AND ANY EARTH/DIKES SHALL BE REMOVED ONCE PERMANENT MEASURES ARE ESTABLISHED.
- DURING CONSTRUCTION, RUNOFF WILL BE DIVERTED AROUND THE SITE WITH EARTH DIKES, PIRING OR STABILIZED CHANNELS WHERE POSSIBLE. SHEET RUNOFF FROM THE SITE WILL BE FILTERED THROUGH SILT FENCES, MULCH BERMS, HAY BALE BARRIERS, OR SILT SOCKS. ALL STORM DRAIN BASIN INLETS SHALL BE PROVIDED WITH FLARED END SECTIONS AND TRASH RACKS. THE SITE SHALL BE STABILIZED FOR THE WINTER BY OCTOBER 15.

DUST CONTROL:

- THE CONTRACTOR SHALL BE RESPONSIBLE TO CONTROL DUST THROUGHOUT THE CONSTRUCTION PERIOD.
- DUST CONTROL METHODS SHALL INCLUDE, BUT BE NOT LIMITED TO SPRINKLING WATER ON EXPOSED AREAS, COVERING LOADED DUMP TRUCKS LEAVING THE SITE, AND TEMPORARY MULCHING.
- DUST CONTROL MEASURES SHALL BE UTILIZED SO AS TO PREVENT THE MIGRATION OF DUST FROM THE SITE TO ABUTTING AREAS.

STOCKPILES:

- LOCATE STOCKPILES A MINIMUM OF 50 FEET AWAY FROM CATCH BASINS, SWALES, AND CULVERTS.
- ALL STOCKPILES SHOULD BE SURROUNDED WITH TEMPORARY EROSION CONTROL MEASURES PRIOR TO THE ONSET OF PRECIPITATION.
- PERIMETER BARRIERS SHOULD BE MAINTAINED AT ALL TIMES, AND ADJUSTED AS NEEDED TO ACCOMMODATE THE DELIVERY AND REMOVAL OF MATERIALS FROM THE STOCKPILE. THE INTEGRITY OF THE BARRIER SHOULD BE INSPECTED AT THE END OF EACH WORKING DAY.
- PROTECT ALL STOCKPILES FROM STORMWATER RUN-OFF USING TEMPORARY EROSION CONTROL MEASURES SUCH AS BERMS, SILT SOCK, OR OTHER APPROVED PRACTICE TO PREVENT MIGRATION OF MATERIAL BEYOND THE IMMEDIATE CONFINES OF THE STOCKPILES.

VEGETATION:

- TEMPORARY GRASS COVER:
 - SEEDBED PREPARATION:
 - APPLY FERTILIZER AT THE RATE OF 600 POUNDS PER ACRE OF 10-10-10. APPLY LIMESTONE (EQUIVALENT TO 50 PERCENT CALCIUM PLUS MAGNESIUM OXIDE) AT A RATE OF THREE (3) TONS PER ACRE;
 - SEEDING:
 - UTILIZE ANNUAL RYE GRASS AT A RATE OF 40 LBS/ACRE;
 - WHERE THE SOIL HAS BEEN COMPACTED BY CONSTRUCTION OPERATIONS, LOOSEN SOIL TO A DEPTH OF TWO (2) INCHES BEFORE APPLYING FERTILIZER, LIME AND SEED;
 - APPLY SEED UNIFORMLY BY HAND, CYCLONE SEEDER, OR HYDROSEEDER (SLURRY INCLUDING SEED AND FERTILIZER). HYDROSEEDINGS, WHICH INCLUDE MULCH, MAY

- BE LEFT ON SOIL SURFACE. SEEDING RATES MUST BE INCREASED 10% WHEN HYDROSEEDING;
- MAINTENANCE:
 - TEMPORARY SEEDING SHALL BE PERIODICALLY INSPECTED. AT A MINIMUM, 95% OF THE SOIL SURFACE SHOULD BE COVERED BY VEGETATION. IF ANY EVIDENCE OF EROSION OR SEDIMENTATION IS APPARENT, REPAIRS SHALL BE MADE AND OTHER TEMPORARY MEASURES USED IN THE INTERIM (MULCH, FILTER BARRIERS, CHECK DAMS, ETC.).
- PERMANENT MEASURES AND PLANTINGS:
 - LIMESTONE SHALL BE THOROUGHLY INCORPORATED INTO THE LOAM LAYER AT A RATE OF THREE (3) TONS PER ACRE IN ORDER TO PROVIDE A PH VALUE OF 5.5 TO 6.5;
 - FERTILIZER SHALL BE SPREAD ON THE TOP LAYER OF LOAM AND WORKED INTO THE SURFACE. FERTILIZER APPLICATION RATE SHALL BE 800 POUNDS PER ACRE OF 10-20-20 FERTILIZER;
 - SOIL CONDITIONERS AND FERTILIZER SHALL BE APPLIED AT THE RECOMMENDED RATES AND SHALL BE THOROUGHLY WORKED INTO THE LOAM. LOAM SHALL BE RAKED UNTIL THE SURFACE IS FINELY PULVERIZED, SMOOTH AND EVEN, AND THEN COMPACTED TO AN EVEN SURFACE CONFORMING TO THE REQUIRED LINES AND GRADES WITH APPROVED ROLLERS WEIGHING BETWEEN 4-1/2 POUNDS AND 5-1/2 POUNDS PER INCH OF WIDTH;
 - SEED SHALL BE SOWN AT THE RATE SHOWN BELOW. SOWING SHALL BE DONE ON A CALM, DRY DAY, PREFERABLY BY MACHINE, BUT IF BY HAND, ONLY BY EXPERIENCED WORKMEN. IMMEDIATELY BEFORE SEEDING, THE SOIL SHALL BE LIGHTLY RAKED. ONE HALF THE SEED SHALL BE SOWN IN ONE DIRECTION AND THE OTHER HALF AT RIGHT ANGLES TO THE ORIGINAL DIRECTION. IT SHALL BE LIGHTLY RAKED INTO THE SOIL TO A DEPTH NOT OVER 1/4 INCH AND ROLLED WITH A HAND ROLLER WEIGHING NOT OVER 100 POUNDS PER LINEAR FOOT OF WIDTH.
 - HAY MULCH SHALL BE APPLIED IMMEDIATELY AFTER SEEDING AS INDICATED ABOVE;
 - THE SURFACE SHALL BE WATERED AND KEPT MOIST WITH A FINE SPRAY AS REQUIRED, WITHOUT WASHING AWAY THE SOIL, UNTIL THE GRASS IS WELL ESTABLISHED. ANY AREAS WHICH ARE NOT SATISFACTORILY COVERED WITH GRASS SHALL BE RESEEDED, AND ALL NOXIOUS WEEDS REMOVED;
 - THE CONTRACTOR SHALL PROTECT AND MAINTAIN THE SEEDED AREAS UNTIL ACCEPTED;
 - A GRASS SEED MIXTURE CONTAINING THE FOLLOWING SEED REQUIREMENTS SHALL BE APPLIED AT THE INDICATED RATE:

SEED MIX	APPLICATION RATE
CREeping RED FESCUE	66 LBS/ACRE
KENTUCKY BLUE	36 LBS/ACRE
PERENNIAL RYE	6 LBS/ACRE
REDTOP	6 LBS/ACRE

- IN NO CASE SHALL THE WEED CONTENT EXCEED ONE (1) PERCENT BY WEIGHT. ALL SEED SHALL COMPLY WITH STATE AND FEDERAL SEED LAWS. SEEDING SHALL BE DONE NO LATER THAN SEPTEMBER 15. IN NO CASE SHALL SEEDING TAKE PLACE OVER SNOW.
- DORMANT SEEDING (SEPTEMBER 15 TO FIRST SNOWFALL):
 - FOLLOW PERMANENT MEASURES SLOPE, LIME, FERTILIZER AND GRADING REQUIREMENTS. APPLY SEED MIXTURE AT TWICE THE INDICATED RATE. APPLY MULCH AS INDICATED FOR PERMANENT MEASURES.

WASTE DISPOSAL:

- WASTE MATERIAL:
 - ALL WASTE MATERIALS SHALL BE COLLECTED AND STORED IN SECURELY LIDDED RECEPTACLES. ALL TRASH AND CONSTRUCTION DEBRIS FROM THE SITE SHALL BE DEPOSITED IN A DUMPSTER;
 - NO CONSTRUCTION WASTE MATERIALS SHALL BE BURIED ON SITE;
 - ALL PERSONNEL SHALL BE INSTRUCTED REGARDING THE CORRECT PROCEDURE FOR WASTE DISPOSAL BY THE SUPERINTENDENT.
- HAZARDOUS WASTE:
 - ALL HAZARDOUS WASTE MATERIALS SHALL BE DISPOSED OF IN THE MANNER SPECIFIED BY LOCAL OR STATE REGULATION OR BY THE MANUFACTURER;
 - SITE PERSONNEL SHALL BE INSTRUCTED IN THESE PRACTICES BY THE SUPERINTENDENT.
- SANITARY WASTE:
 - ALL SANITARY WASTE SHALL BE COLLECTED FROM THE PORTABLE UNITS A MINIMUM OF ONCE PER WEEK BY A LICENSED SANITARY WASTE MANAGEMENT CONTRACTOR.

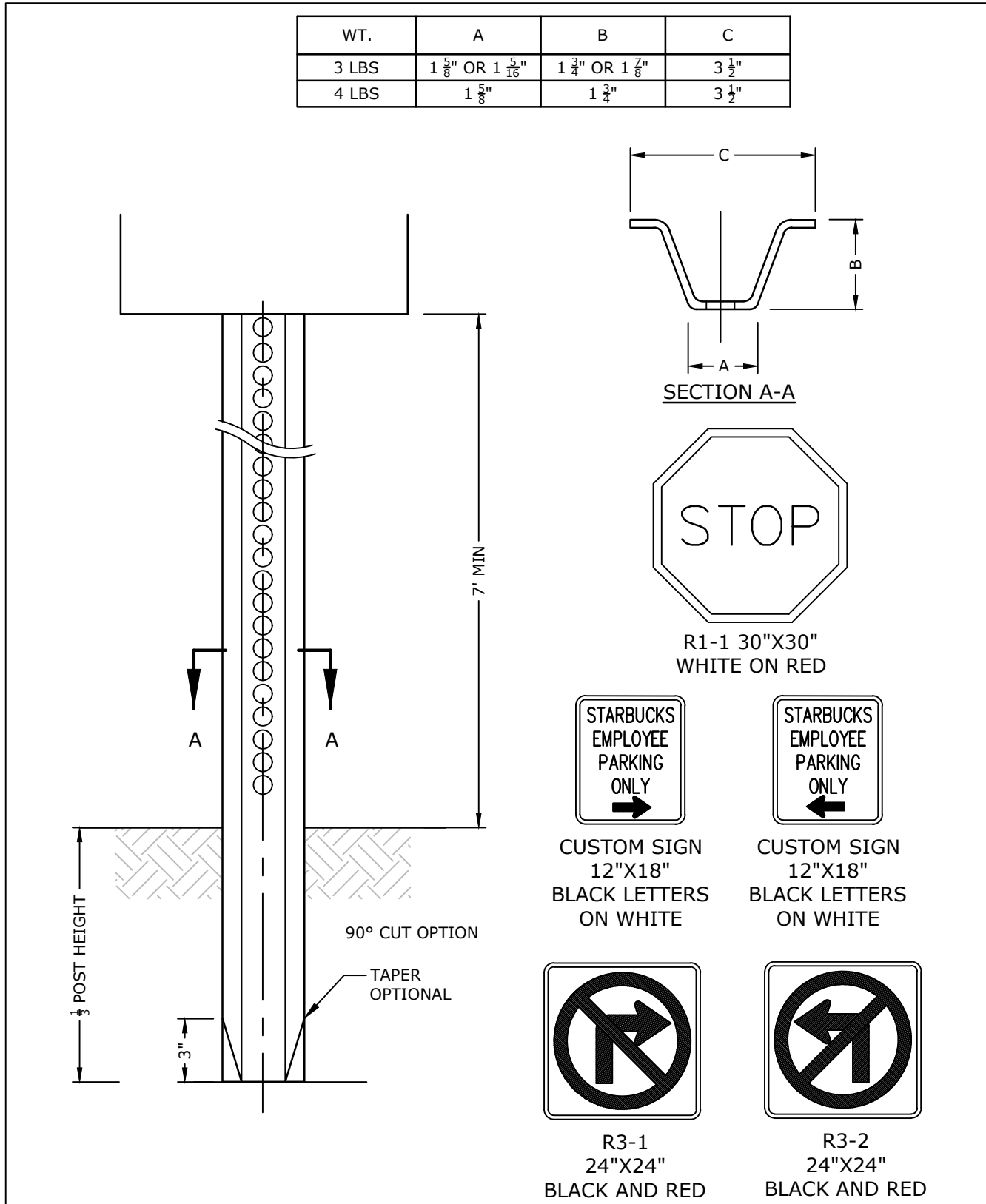
SPILL PREVENTION:

- CONTRACTOR SHALL BE FAMILIAR WITH SPILL PREVENTION MEASURES REQUIRED BY LOCAL, STATE AND FEDERAL AGENCIES. AT A MINIMUM, CONTRACTOR SHALL FOLLOW THE BEST MANAGEMENT SPILL PREVENTION PRACTICES OUTLINED BELOW.
- THE FOLLOWING ARE THE MATERIAL MANAGEMENT PRACTICES THAT SHALL BE USED TO REDUCE THE RISK OF SPILLS OR OTHER ACCIDENTAL EXPOSURE OF MATERIALS AND SUBSTANCES DURING CONSTRUCTION TO STORMWATER RUNOFF:
 - GOOD HOUSEKEEPING - THE FOLLOWING GOOD HOUSEKEEPING PRACTICE SHALL BE FOLLOWED ON SITE DURING CONSTRUCTION:
 - ONLY SUFFICIENT AMOUNTS OF PRODUCTS TO DO THE JOB SHALL BE STORED ON SITE;
 - ALL REGULATED MATERIALS STORED ON SITE SHALL BE STORED IN A NEAT, ORDERLY MANNER IN THEIR PROPER (ORIGINAL IF POSSIBLE) CONTAINERS AND, IF POSSIBLE, UNDER A ROOF OR OTHER ENCLOSURE, ON AN IMPERVIOUS SURFACE;
 - MANUFACTURER'S RECOMMENDATIONS FOR PROPER USE AND DISPOSAL SHALL BE FOLLOWED;
 - THE SITE SUPERINTENDENT SHALL INSPECT DAILY TO ENSURE PROPER USE AND DISPOSAL OF MATERIALS;
 - SUBSTANCES SHALL NOT BE MIXED WITH ONE ANOTHER UNLESS RECOMMENDED BY THE MANUFACTURER;
 - WHENEVER POSSIBLE ALL OF A PRODUCT SHALL BE USED UP BEFORE DISPOSING OF THE CONTAINER.
 - THE TRAINING OF ON-SITE EMPLOYEES AND THE ON-SITE POSTING OF RELEASE RESPONSE INFORMATION DESCRIBING WHAT TO DO IN THE EVENT OF A SPILL OF REGULATED SUBSTANCES
 - HAZARDOUS PRODUCTS - THE FOLLOWING PRACTICES SHALL BE USED TO REDUCE THE RISKS ASSOCIATED WITH HAZARDOUS MATERIALS:
 - PRODUCTS SHALL BE KEPT IN THEIR ORIGINAL CONTAINERS UNLESS THEY ARE NOT RESEALABLE;
 - ORIGINAL LABELS AND MATERIAL SAFETY DATA SHALL BE RETAINED FOR IMPORTANT PRODUCT INFORMATION;
 - SURPLUS PRODUCT THAT MUST BE DISPOSED OF SHALL BE DISCARDED ACCORDING TO THE MANUFACTURER'S RECOMMENDED METHODS OF DISPOSAL.
 - PRODUCT SPECIFIC PRACTICES - THE FOLLOWING PRODUCT SPECIFIC PRACTICES SHALL BE FOLLOWED ON SITE:
 - PETROLEUM PRODUCTS:
 - ALL ON SITE VEHICLES SHALL BE MONITORED FOR LEAKS AND RECEIVE REGULAR PREVENTIVE MAINTENANCE TO REDUCE LEAKAGE;
 - PETROLEUM PRODUCTS SHALL BE STORED IN TIGHTLY SEALED CONTAINERS WHICH ARE CLEARLY LABELED. ANY ASPHALT BASED SUBSTANCES USED ON SITE SHALL BE APPLIED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS.
 - FERTILIZERS:
 - FERTILIZERS USED SHALL BE APPLIED ONLY IN THE MINIMUM AMOUNTS DIRECTED BY THE SPECIFICATIONS;
 - ONCE APPLIED FERTILIZERS SHALL BE WORKED INTO THE SOIL TO LIMIT EXPOSURE TO STORMWATER;
 - STORAGE SHALL BE IN A COVERED SHED OR ENCLOSED TRAILERS. THE CONTENTS OF ANY PARTIALLY USED BAGS OF FERTILIZER SHALL BE TRANSFERRED TO A SEALABLE PLASTIC BIN TO AVOID SPILLS
 - PAINTS:
 - ALL CONTAINERS SHALL BE TIGHTLY SEALED AND STORED WHEN NOT REQUIRED FOR USE;
 - EXCESS PAINT SHALL NOT BE DISCHARGED TO THE STORM SEWER SYSTEM;
 - EXCESS PAINT SHALL BE DISPOSED OF PROPERLY ACCORDING TO MANUFACTURER'S INSTRUCTIONS OR STATE AND LOCAL REGULATIONS.
 - SPILL CONTROL PRACTICES - IN ADDITION TO GOOD HOUSEKEEPING AND MATERIAL MANAGEMENT PRACTICES DISCUSSED IN THE PREVIOUS SECTION, THE FOLLOWING PRACTICES SHALL BE FOLLOWED FOR SPILL PREVENTION AND CLEANUP:
 - MANUFACTURER'S RECOMMENDED METHODS FOR SPILL CLEANUP SHALL BE CLEARLY

- POSTED AND SITE PERSONNEL SHALL BE MADE AWARE OF THE PROCEDURES AND THE LOCATION OF THE INFORMATION AND CLEANUP SUPPLIES;
- MATERIALS AND EQUIPMENT NECESSARY FOR SPILL CLEANUP SHALL BE KEPT IN THE MATERIAL STORAGE AREA ON SITE. EQUIPMENT AND MATERIALS SHALL INCLUDE BUT NOT BE LIMITED TO BROOMS, DUSTPANS, MOPS, RAGS, GLOVES, GOGGLES, KITTY LITTER, SAND, SAWDUST AND PLASTIC OR METAL TRASH CONTAINERS SPECIFICALLY FOR THIS PURPOSE;
 - ALL SPILLS SHALL BE CLEANED UP IMMEDIATELY AFTER DISCOVERY;
 - THE SPILL AREA SHALL BE KEPT WELL VENTILATED AND PERSONNEL SHALL WEAR APPROPRIATE PROTECTIVE CLOTHING TO PREVENT INJURY FROM CONTACT WITH A HAZARDOUS SUBSTANCE;
 - SPILLS OF TOXIC OR HAZARDOUS MATERIAL SHALL BE REPORTED TO THE APPROPRIATE LOCAL, STATE OR FEDERAL AGENCIES AS REQUIRED;
 - THE SITE SUPERINTENDENT RESPONSIBLE FOR DAY-TO-DAY SITE OPERATIONS SHALL BE THE SPILL PREVENTION AND CLEANUP COORDINATOR.
- VEHICLE FUELING AND MAINTENANCE PRACTICE:
- CONTRACTOR SHALL MAKE AN EFFORT TO PERFORM EQUIPMENT/VEHICLE FUELING AND MAINTENANCE AT AN OFF-SITE FACILITY;
 - CONTRACTOR SHALL PROVIDE AN ON-SITE FUELING AND MAINTENANCE AREA THAT IS CLEAN AND DRY;
 - IF POSSIBLE THE CONTRACTOR SHALL KEEP AREA COVERED;
 - CONTRACTOR SHALL KEEP A SPILL KIT AT THE FUELING AND MAINTENANCE AREA;
 - CONTRACTOR SHALL REGULARLY INSPECT VEHICLES FOR LEAKS AND DAMAGE;
 - CONTRACTOR SHALL USE DRIP PANS, DRIP CLOTHS, OR ABSORBENT PADS WHEN REPLACING SPENT FLUID.

EROSION CONTROL OBSERVATIONS AND MAINTENANCE PRACTICES

THIS PROJECT DOES NOT EXCEED ONE (1) ACRE OF DISTURBANCE AND THEREFORE DOES NOT REQUIRE A SWPPP.

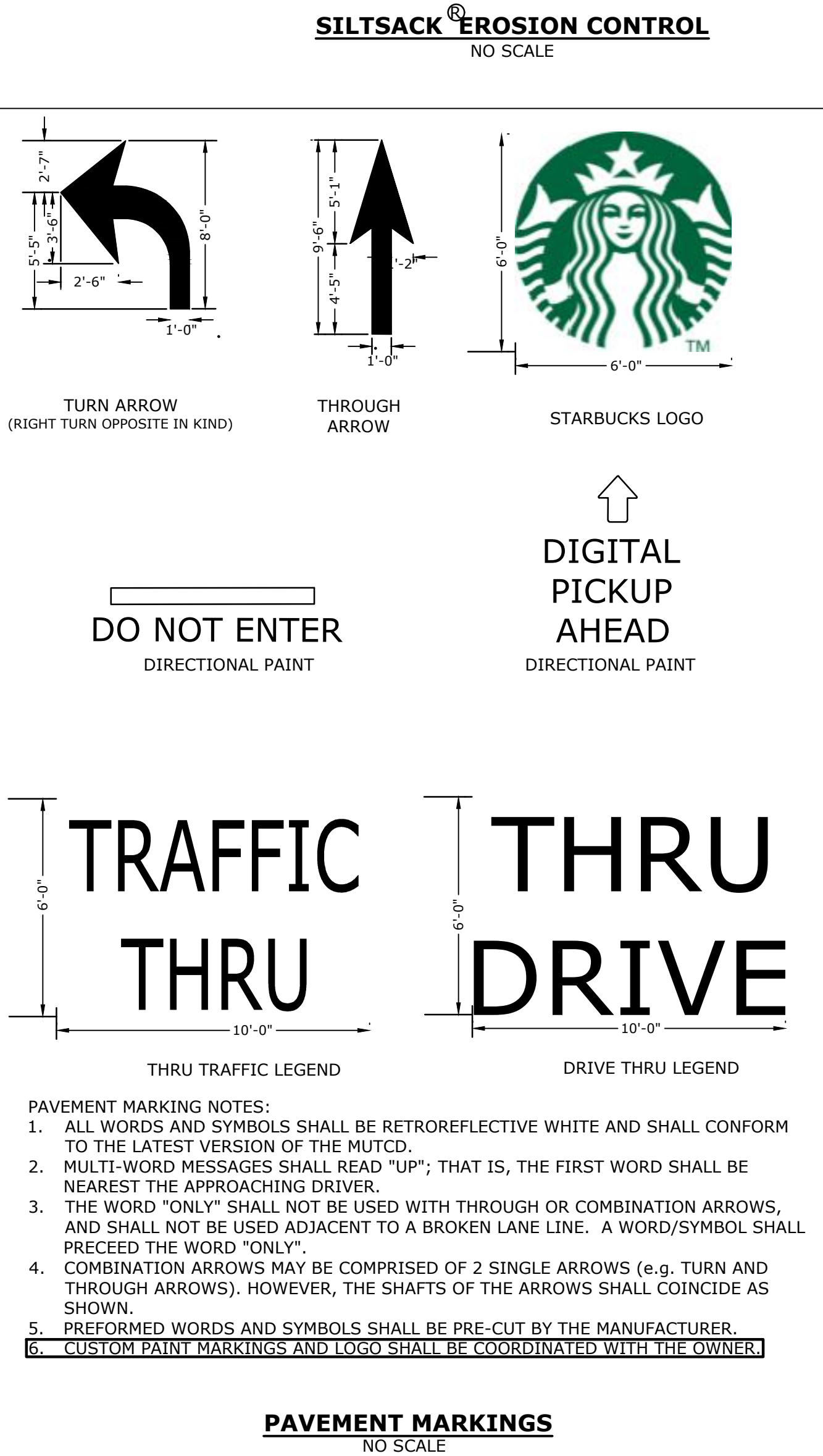


NOTES:

- STEEL FOR POSTS SHALL CONFORM TO THE MECHANICAL REQUIREMENTS OF ASTM A 499-81 GRADE 60 AND TO THE CHEMICAL REQUIREMENTS OF ASTM A1-76 CARBON STEEL TEE RAIL HAVING NOMINAL WEIGHT OF 91 LBS. OR GREATER PER LINEAR YARD.
- AFTER FABRICATION, ALL STEEL POSTS SHALL BE GALVANIZED TO MEET THE REQUIREMENTS OF ASTM A 123.
- ALL SIGN POSTS SHALL HAVE "BREAKAWAY" FEATURES THAT MEET AASHTO REQUIREMENTS CONTAINED IN "STANDARD SPECIFICATIONS FOR STRUCTURAL SUPPORTS FOR HIGHWAY SIGNS, LUMINAIRES AND TRAFFIC SIGNALS-1985." THE "BREAKAWAY" FEATURES SHALL BE STRUCTURALLY ADEQUATE TO CARRY THE SIGNS SHOWN IN THE PLANS AT 60 MPH WIND LOADINGS. INSTALLATIONS SHALL BE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.
- TYPE A POSTS - 3 LB/FT TYPE B POSTS - 4 LB/FT.
- ALL SIGNS TO BE CONSTRUCTED PER THE LATEST EDITION OF THE FHWA STANDARD HIGHWAY SIGNS MANUAL AND INSTALLED AS INDICATED IN THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.
- MEET REQUIREMENTS OF COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGES, LATEST EDITION.

- * IN LEDGE DRILL & GROUT TO A MIN OF 2' LENGTH: AS REQUIRED
WEIGHT PER LINEAR FOOT: 2.50 LBS (MIN.)
HOLES: 3/8" DIAMETER, 1" C-C FULL LENGTH
STEEL: SHALL CONFORM TO ASTM A-499 (GRADE 60) OR ASSTM A-576 (GRADE 1070 - 1080)
FINISH: SHALL BE GALVANIZED IN ACCORDANCE WITH AASHTO M111.

STOP SIGN & POST
NO SCALE



TRAFFIC THRU

THRU TRAFFIC LEGEND

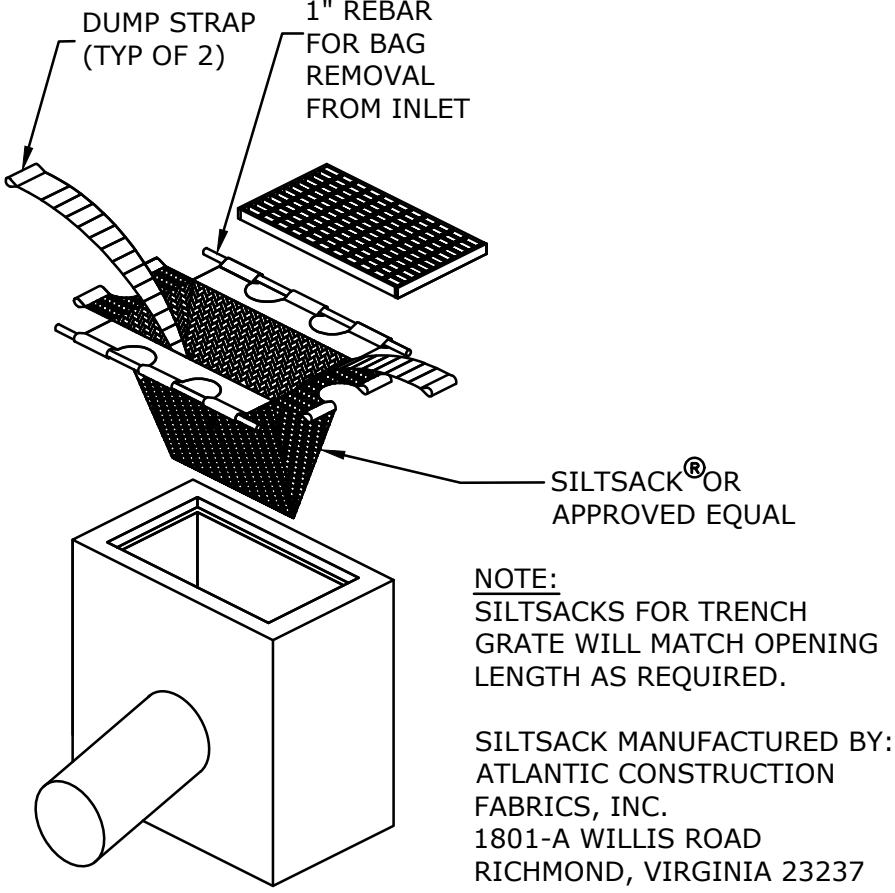
- PAVEMENT MARKING NOTES:
- ALL WORDS AND SYMBOLS SHALL BE RETROREFLECTIVE WHITE AND SHALL CONFORM TO THE LATEST VERSION OF THE MUTCD.
 - MULTI-WORD MESSAGES SHALL READ "UP"; THAT IS, THE FIRST WORD SHALL BE NEAREST THE APPROACHING DRIVER.
 - THE WORD "ONLY" SHALL NOT BE USED WITH THROUGH OR COMBINATION ARROWS, AND SHALL NOT BE USED ADJACENT TO A BROKEN LANE LINE. A WORD/SYMBOL SHALL PRECEED THE WORD "ONLY".
 - COMBINATION ARROWS MAY BE COMPRISED OF 2 SINGLE ARROWS (e.g. TURN AND THROUGH ARROWS). HOWEVER, THE SHAFTS OF THE ARROWS SHALL COINCIDE AS SHOWN.
 - PREFORMED WORDS AND SYMBOLS SHALL BE PRE-CUT BY THE MANUFACTURER.
6. CUSTOM PAINT MARKINGS AND LOGO SHALL BE COORDINATED WITH THE OWNER.

PAVEMENT MARKINGS
NO SCALE

APPROVED BY:
TOWN OF MEDWAY PLANNING AND
ECONOMIC DEVELOPMENT BOARD

APPROVAL DATE:

ENDORSEMENT DATE:



SILTSACK EROSION CONTROL
NO SCALE

Tighe&Bond

PERMIT PLANS - NOT FOR CONSTRUCTION

MINOR SITE PLAN FOR
Chipotle & Starbucks
Medway Commons
67C Main Street
Medway,
Massachusetts

Charter Realty &
Development Corp.

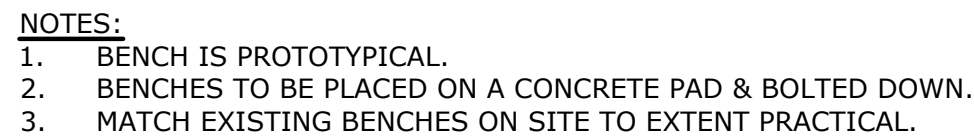
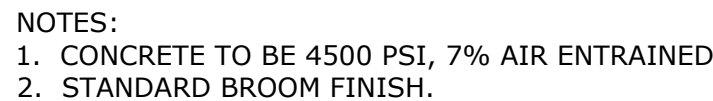
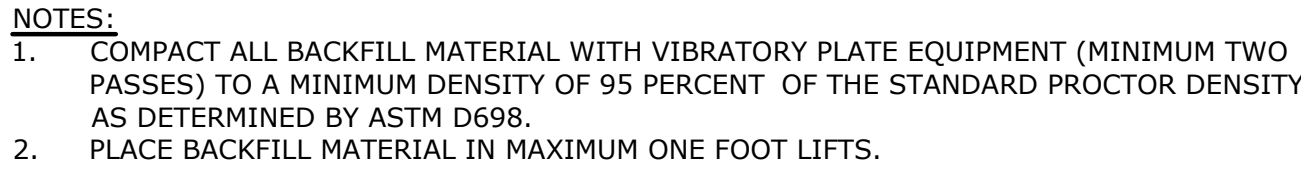
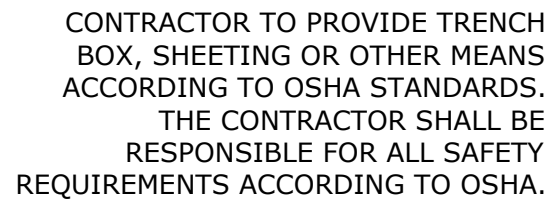
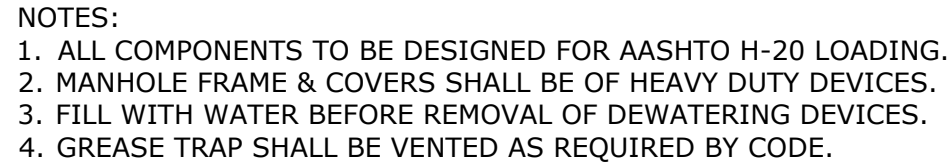
2	2/24/2023	REVISE PER REVIEW COMMENTS
1	1/31/2023	REVISE PER LEASE PLAN
MARK	DATE	DESCRIPTION

PROJECT NO:	C1026-023
DATE:	DECEMBER 22, 2022
FILE:	C1026-018_DTLS.DWG
DRAWN BY:	
CHECKED:	
APPROVED:	

EROSION CONTROL
NOTES & DETAILS

SCALE: AS SHOWN AS SHOWN

C-501

**Tighe&Bond**

PERMIT PLANS - NOT FOR CONSTRUCTION

MINOR SITE PLAN FOR Chipotle & Starbucks

Medway Commons
67C Main Street
Medway,
Massachusetts

Charter Realty &
Development Corp.

2	2/24/2023	REVISE PER REVIEW COMMENTS
1	1/31/2023	REVISE PER LEASE PLAN
MARK	DATE	DESCRIPTION
PROJECT NO:		C1026-023
DATE:		DECEMBER 22, 2022
FILE:		C1026-018_DTLS.DWG
DRAWN BY:		
CHECKED:		
APPROVED:		

DETAILS

SCALE: AS SHOWN AS SHOWN

C-504



February 28, 2023

**Medway Planning & Economic Development Board
Meeting**

**4 Marc Road – NeoOrganics
Project Completion Discussion**

- Email dated 2/17/2023 from Chad Blair, NeoOrganics COO re: project completion and request for Board to address sight line distance issue. This email is the most recent in an email chain going back to 2/1/2023 re: as-built plan submittal. Please review the entire series of emails.
- DRAFT as-built plan dated 1/18/2023 prepared by DGT Associates
- Tetra Tech punch list updated 2/8/2023

Susan Affleck-Childs

From: Chad Blair <cblair@neoalts.com>
Sent: Friday, February 17, 2023 12:00 PM
To: Bouley, Steven; Susan Affleck-Childs; Joe Losanno; Patrick Thornton
Cc: Barbara Saint Andre; Bridget Graziano
Subject: RE: [External] 4 Marc Road As-Built Review
Attachments: Bond List_03_4 Marc Road_2023-02-08.pdf

Hi Susan

I hope you are doing well. Based on the report from Steve Bouley and the items requested by Bridget, we will not have the items completed and an updated set of plans for the meeting on February 23rd. We would like to ask that the Planning Board keep on the agenda one item for consideration at that meeting. We ask that the Board consider and vote on the question of site line distance brought up on item number 4 of the attached letter. We were instructed to keep the large pine in-tact when we improved the site line distances by taking material from the hill at the entryway to the property. We have done so but the site line distance does not achieve the full 200' required by statute. We have 185' of site line distance which our engineer has opined is more than adequate given the location of our driveway at the end of the cul de sac. If we could get the Board to approve this variation, then the remaining items will be completed and we will have an updated report and updated set of final plans for a March meeting to request a Cert of Completion. Let me now if this is possible or if you have any questions.

Thank you
Chad Blair

Chad Blair
COO
508-301-3084 O
617-571-6068 m
cblair@NEOalts.com



From: Bouley, Steven <Steven.Bouley@tetrattech.com>
Sent: Wednesday, February 8, 2023 12:58 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Chad Blair <cblair@neoalts.com>; Joe Losanno <jlosanno@dgtassociates.com>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>
Subject: RE: [External] 4 Marc Road As-Built Review

All, please see attached latest updated Bond list. Bridget, please let me know if you have anything additional to add from our visit on Monday.

Steven M. Bouley, PE | Project Manager

Direct +1 (508) 786-2382 | Business +1 (508) 786-2200 | Fax +1 (508) 786-2201 | steven.bouley@tetrattech.com

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From: Susan Affleck-Childs <sachilds@townofmedway.org>

Sent: Wednesday, February 8, 2023 11:30 AM

To: Chad Blair <cblair@neoalts.com>; Joe Losanno <jlosanno@dgtassociates.com>

Cc: Bouley, Steven <Steven.Bouley@tetrattech.com>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>

Subject: RE: [External] 4 Marc Road As-Built Review

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Good morning,

I am writing to follow-up on yesterday's email.

In light of the various items that need to be revised on the as-built plan, the additional documentation required regarding the Building Inspector's approval of various field changes, and the forthcoming Tetra Tech inspection report from the 2-7-23 site visit which I understand will include some specific direction on some needed site work, I will NOT be including your request for a Certificate of Site Plan Completion on the agenda for the upcoming Planning and Economic Development Board meeting on February 14th.

Once the above noted items are completed, we can then schedule an appointment with the Board.

Please advise if you have any questions.

Best regards,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



Hello Susan,

On behalf of NEO Alternatives, LLC, DGT is formally requesting a Certificate of Site Plan Completion from the Town of Medway Planning and Economic Development Board for the recent completion of the site improvements at #4 Marc Road.

Attached in this email is a PDF copy of a cover letter and As-Built Plan.

Additionally, DGT hand delivered document to the Conservation Commission this morning.

If you have any questions or need additional information please feel free to contact me.

From: Susan Affleck-Childs
Sent: Tuesday, February 7, 2023 1:33 PM
To: Chad Blair <cblair@neoalts.com>; Joe Losanno <jlosanno@dgtassociates.com>
Cc: Steve Bouley <steven.bouley@tetrattech.com>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>
Subject: FW: [External] 4 Marc Road As-Built Review

Hi,

See email below dated 2-1-2023 from Tetra Tech engineer Steve Bouley re: the submitted as-built plan for 4 Marc Road.

Please accept my apologies for the delay in forwarding this to you. I was away last week.

Please revise the as-built plan per items 1 – 8 specified below and resubmit to us at your convenience for further Tetra Tech review.

The as-built plan submittal letter prepared by Mr. Losanno references repeated authorizations from the Medway Building Inspector for plan variations (field changes). Kindly supply the written authorizations from the Building Inspector to provide suitable back-up documentation.

Thanks for your help.

Best regards,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



From: Bouley, Steven <Steven.Bouley@tetrattech.com>
Sent: Wednesday, February 1, 2023 3:54 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Cc: Bridget Graziano <bgraziano@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Anna Rice <arice@townofmedway.org>; Paradee, Tucker <TUCKER.PARADEE@tetrattech.com>
Subject: [External] 4 Marc Road As-Built Review

Hi Susy,

We have reviewed the as-built plan titled "As-Built Plan, Neo Cultivation & Manufacturing, 4 Marc Road, Medway, MA 02053" dated January 18, 2023, stamped and signed by Joseph A. Losanno, PE from DGT Associates. The Plans were reviewed against and the requirements of Section 6.7 of the PEDB Rules and Regulations Chapter 100 – Land Subdivision.

We have the following comments:

Regulations Review:

1. The Plan does not include a locus map. (§6.7.4d)
2. The legend does not include various acronyms including but not limited to AD, CLF, AC, etc. The developer shall update the legend to include all acronyms and symbols represented in the as-built plan. (§6.7.4.g)
3. Additional detail shall be provided for the subsurface recharge system such as number of chambers, elevation of stone, elevation of inverts, etc. (§6.7.4.h)
4. Proposed area drains (AD) #1, #2, and #3 do not include rim and invert elevations or connectivity to the remainder of drain infrastructure. (§6.7.4.h)
5. Developer shall include pipe slopes for all drainage on the as-built plan. (§6.7.4.h)
6. Professional engineer does not explicitly use the language required in Section 6.7.4l. However, alternative similar language is used in the general notes and we recommend the PEDB confirm if this is acceptable. (§6.7.4.l)
7. New topo and tree line adjacent to the site entrance should be added to ensure clearing is consistent with the approved Plans. (§6.7.4.m)
8. OCS does not have Inv. In elevation which should be included in the Plan. (§6.7.4.n)

General Review:

9. Proposed accessible parking reduced from 3 proposed spaces to 2 spaces. Additionally, the spaces were relocated to the western side of the parking row in front of the building. However, the developer has included such modification in the As-Built Cover Letter and informed that the Medway Building Inspector has approved of the deviation.
10. The as-built plan does not show the existing ramp being modified to accommodate handicap accessibility. However, the developer has relocated the accessible access to the northwest corner of the existing building as mentioned in the As-Built Cover Letter. It is our understanding the relocated ramp has been approved of the Medway Building Inspector according to the GC.
11. The as-built plan does not include the proposed concrete walkway leading from proposed handicap parking spaces to accessible ramp. However, the developer has provided handicap accessibility to the northwest corner, or the existing building as mentioned in the As-Built Cover Letter.
12. The as-built plan shows an asphalt curb along the fire access route which deviates from the proposed concrete curb.
13. Developer has installed multiple concrete pads and utility equipment along the southern side of the building which deviates from the plans. However, the developer included such additions in the As-Built Cover Letter and that the Medway Building Inspector has approved of such additions.
14. The as-built plan includes plantings in the northeast portion of the lot in response to the wooded clearing. Medway Conservation Commission directed the developer to install plantings after part of the wooded area was cleared in order to access the drainage ditch.
15. The western side of the fire access route and above the recharge system has been landscaped with compacted soil and blasted rock (riprap) which deviates from the endorsed plans. It is not shown in the as-built plan but mentioned in the As-Built Cover Letter. The GC has indicated that the Medway Conservation Agent has approved of such landscape changes.
16. Drainage pipes are represented with dashed lines. TT recommends these lines be solid to better differentiate between the topography.

Please let us know if you need anything else, thanks.

Steve

Steven M. Bouley, PE | Project Manager

Direct +1 (508) 786-2382 | Business +1 (508) 786-2200 | Fax +1 (508) 786-2201 | steven.bouley@tetrattech.com

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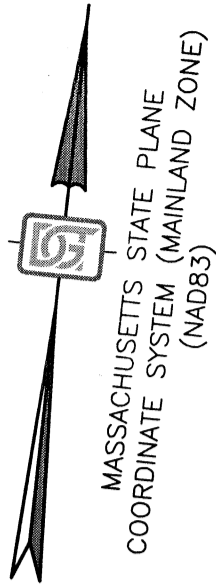
100 Nickerson Road | Marlborough, MA 01752 | tetrattech.com

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"OLD GRANT LINE"
1649, SURVEYED 1650

LOT AREA
290,884 SQ. FT. ±
6.68 ACRES ±

NOW OR FORMERLY
JOHN P. & ANNE J. LALLY

OCS
RIM=172.08
WEIR=170.73
INV. OUT=166.28 (10" PVC)

APPROXIMATE RECHARGER LOCATION
FIVE (5) CLEANOUTS TO GRADE

CB #7
RIM=172.28
INV.(c)=167.0 (12" RCP)
INV.(b)=168.7 ((4) 4" PVC)
INV.(c)=168.9 (10" DI)
BOS=166.4

WQU #1
RIM=174.63
INV. IN=171.63 (8" PVC)
INV. IN=171.63 (8" PVC)
INV. OUT=171.38 (10" PVC)
(TO RECHARGER)

CB #9
RIM=173.65
INV.=171.65 (8" PVC)
BOS=167.55

AD #6
RIM=175.14
INV.IN=171.64 (10" PVC)
INV.OUT=171.04 (10" PVC)
(TO RECHARGER)

NOW OR FORMERLY
JOHN P. & ANNE J. LALLY
BOOK 5830 PAGE 219
35 COFFEE STREET

DMH "B"
RIM=176.03
INV. IN=172.63 (8" PVC)
INV. IN=172.63 (8" PVC)
INV. OUT=172.43 (8" PVC)

CB #8
RIM=175.82
INV.=172.87 (8" PVC)
BOS=170.4±

AD #5
RIM=176.06
INV.IN=173.56 (8" PVC)
INV.OUT=173.56 (10" PVC)

NOW OR FORMERLY
JOHN P. & ANNE J. LALLY
BOOK 8234 PAGE 278
35 COFFEE STREET

AD #4
RIM=176.60
INV.=174.60 (8" PVC)

"LAND RESERVED FOR WAY"
"NEW GRANT" OF 1659
SEE 1936 COUNTY LAYOUT

NOW OR FORMERLY
ELLEN REALTY TRUST
BOOK 8379 PAGE 83
9 MARC ROAD

NOW OR FORMERLY
ELLEN REALTY TRUST
BOOK 8379 PAGE 83
2 MARC ROAD

MARC ROAD
(PRIVATE)



GENERAL NOTES

- ELEVATIONS SHOWN HEREON REFER TO NAVD 1988, DETERMINED BY GPS OBSERVATIONS USING GEOID 12B.
- THIS PLAN DEPICTS THE AS-BUILT INFORMATION TO THE BEST OF OUR KNOWLEDGE FROM AN ON-SITE TOPOGRAPHIC SURVEY PERFORMED ON MARCH 4, 2022, AUGUST 23, 2022, AND SEPTEMBER 2, 2022 AND FIELD RECONNAISSANCE ON MARCH 9, 2022, SEPTEMBER 2, 2022, NOVEMBER 23, 2022, DECEMBER 14, 2022, JANUARY 13, 2023, AND JANUARY 17, 2023.
- FOR DESIGN PLAN INFORMATION PLEASE REFER TO THE APPROVED SITE PLANS LATEST REVISED DECEMBER 13, 2019, THE AMENDED ORDER OF CONDITIONS DATED JANUARY 14, 2020, AND THE PLANNING BOARD DECISION DATED JANUARY 28, 2020. ADDITIONALLY, FOR WORK REGARDING AN ENFORCEMENT ORDER PROVIDED BY THE CONSERVATION COMMISSION PLEASE SEE PLANS FROM DGT ASSOCIATES DATED OCTOBER 27, 2022.
- ALL UNDERGROUND UTILITIES SHOWN HEREON ARE QUALITY LEVEL "D" PER ASCE STANDARD 38-02 DESIGNATION. UNLESS NOTED, THEY ARE APPROXIMATE ONLY AND WERE COMPILED ACCORDING TO AVAILABLE RECORDS FROM THE VARIOUS COMPANIES AND PUBLIC AGENCIES. ACTUAL LOCATIONS MUST BE DETERMINED IN THE FIELD. BEFORE DESIGNING, EXCAVATING, BLASTING, INSTALLING, BACKFILLING, GRADING, PAVEMENT RESTORATION, REPAVING OR OTHER CONSTRUCTION, ALL UTILITY COMPANIES MUST BE NOTIFIED INCLUDING THOSE IN CONTROL OF UTILITIES NOT SHOWN ON THIS PLAN. SEE CHAPTER 370, ACTS OF 1963, MASSACHUSETTS. CALL "DIG SAFE" AT 1-888-344-7233 OR DIAL 811. THE DGT SURVEY GROUP ASSUMES NO RESPONSIBILITY FOR DAMAGES INCURRED AS A RESULT OF UTILITIES OMITTED OR INACCURATELY SHOWN. BEFORE FUTURE CONNECTIONS, THE APPROPRIATE UTILITY ENGINEERING DEPARTMENTS MUST BE CONSULTED.



Framingham
Boston • Worcester

1071 Worcester Road
Framingham, MA 01701
508-879-0030

www.DGTassociates.com

APPLICANT:

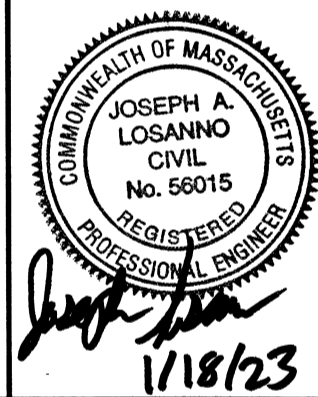
NEO ALTERNATIVES, LLC

RECORD OWNER:

4 MARC ROAD LLC

PARCEL ID:

32-026



NO.	APP.	DATE	DESCRIPTION
-----	------	------	-------------

DATE: JANUARY 18, 2023

SCALE: 1" = 40'

DRAFTED:	CHECKED:	APPROVED:
DWH/FJS/JAL	BEC	JAL

PROJECT TITLE:

NEO CULTIVATION & MANUFACTURING

4 MARC ROAD
MEDWAY, MA 02053

SHEET TITLE:

AS-BUILT PLAN

SHEET:
1 OF 1
PROJECT NO.:
25457

AB-01


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LEGEND

- | | | | | |
|-------------|---|-----------------------------|------------|------------------------------|
| BANK#3 | ▲ | RIVER BANK FLAG | +125.33 | SPOT ELEVATION, HARD SURFACE |
| BIT. | ■ | BITUMINOUS CONCRETE | +125.33 | SPOT ELEVATION, SOFT GROUND |
| B.M. | + | BENCH MARK | T3-P3 | WETLAND TRANSECT BORING |
| CB | ■ | CATCH BASIN | TOC=125.33 | TOP OF CONCRETE ELEVATION |
| CO | ○ | CLEAN OUT | TRANS | TRANSFORMER |
| CONC. | ■ | CONCRETE | UP | UTILITY POLE |
| DMH | ⊗ | DRAIN MANHOLE | W/ | WITH |
| EM | ⊗ | ELECTRIC METER | WF#A2 | WETLAND FLAG |
| EOP | ⊗ | EDGE OF PAVEMENT | WG | WATER GATE |
| FF= | ◆ | FINISHED FLOOR ELEVATION | WM | WATER METER |
| HYD | ◆ | HYDRANT | FES | FLARED END SECTION |
| INV= | ◆ | INVERT ELEVATION OF PIPE | PVC | POLYVINYL CHLORIDE |
| LS | ▲ | LANDSCAPED AREAS | DI | DUCTILE IRON |
| MAHW#3 | ▲ | MEAN ANNUAL HIGH WATER FLAG | QLC | QUALITY LEVEL "C" |
| N/F | ○ | NOW OR FORMERLY | QLD | QUALITY LEVEL "D" |
| POST | ○ | POST | RCP | REINFORCED CONCRETE PIPE |
| SHRUB | ○ | SHRUB | BOS | BOTTOM OF STRUCTURE |
| SIGN POST | ⊗ | SIGN POST | | |
| SILL=522.33 | ◆ | SILL ELEVATION | | |
| SMH | ⊗ | SEWER MANHOLE | | |
| EMH | ⊗ | ELECTRICAL MANHOLE | | |
| WQU | ⊗ | WATER QUALITY UNIT | | |
-
- | | |
|-------------------------------|--------------------------------|
| BOUNDARY MONUMENTS OR MARKERS | |
| (F) | FOUND |
| CBDH | CONCRETE BOUND WITH DRILL HOLE |
| IP | IRON PIPE |
| SBDH | STONE BOUND WITH DRILL HOLE |

To: Susan Affleck-Childs – Medway Planning and Economic Development Board (PEDB) Coordinator

Cc: Bridget Graziano – Medway Conservation Agent
Chad Blair - Developer
Patrick Thornton – Project Manager

From: Steven M. Bouley, P.E. 
Tucker D. Paradee, E.I.T

Date: April 12, 2022
(revised February 8, 2023)

Subject: Neo Alternatives (4 Marc Road) Bond List

On March 2, 2022 at the request of the Medway PEDB, Tetra Tech (TT) conducted a punch list inspection of the Neo Alternatives Project located at 4 Marc Road in Medway, MA. A Bond List and Estimate were generated of outstanding items which have not yet been completed, are deficient in quality or outstanding administrative items to be submitted.

The inspection was conducted using the following documents:

- A plan (Plans) set titled "Permit Site Plan, 4 Marc Road, Medway Massachusetts 02053 for Neo Organics LLC", dated August 6, 2019, revised December 13, 2019, prepared by DGT Associates (DGT).
- A Site Plan Decision (Decision) titled "Adult Recreational Marijuana Special Permit, Groundwater Protection Special Permit, and Site Plan Decision, NeoOrganics, LLC – 4 Marc Road" dated January 28, 2020.

TT 4/12/22 Update: TT visited the site on April 8, 2022 to conduct an inspection of the site to update the Bond List. Items ~~stricken~~ have been completed to date. Items shown in black remain outstanding and/or have been updated.

TT 2/8/23 Update: TT visited the site on January 30, 2023 and February 6, 2023 to conduct an inspection to update the Bond List. Items ~~stricken~~ have been completed to date. Items shown in black remain outstanding and/or have been updated.

Items Inconsistent with Approved Plans

- ~~1. The dumpster screen fence has been installed as chain link with black privacy slats which is inconsistent with the stockade type fence shown on the approved Plans.~~
 - **TT 2/8/23 Update: PEDB was ok with the change in fence appearance as noted in the April 12, 2022 PEDB meeting minutes. In our opinion, this item is resolved.**
- ~~2. The accessible route into the building was installed at the northwest corner of the building rather than utilizing the existing concrete walkway located on the eastern side of the building as proposed. The ramp system was constructed with pressure treated wood with metal railings. The Applicant stated the ramp relocation was approved by the Building Department.~~
 - **TT 2/8/23 Update: PEDB was ok with the change in ramp location as noted in the April 12, 2022 PEDB meeting minutes. In our opinion, this item is resolved.**
- A small room (approx. 6' x 10') was built on the southern side of the building to house electrical equipment as required by the electric utility. The Applicant stated the addition was approved by the Building Department.
 - **TT 2/8/23 Update: The PEDB has requested written confirmation from the Building Department to confirm their authorization of plan changes to the building.**

Items to be Completed

4. Complete the clearing and earthwork at site entrance for sight distance. Also, overflow cars from the abutting 2 Marc Road site are parking within the sight distance triangle and along both sides of the roadway and cul-de-sac.

- **TT 2/8/2 Update:** The PEDB discussed this at the April 12, 2022 meeting and noted that sight lines need to meet the standards and preferred to maintain the large diameter pine at the current limit of slope. The Applicant's engineer (DGT Associates) noted in their January 18, 2023 cover letter (DGT Cover Letter) that the measured sight distance is approximately 185' but does not meet the required 200'. However, in order to meet the standards for sight distance, the large diameter pine would need to be removed to complete the slope grading. We recommend the PEDB discuss this at their next hearing for the Project.

~~5. Repair settled pavement around Contech Water Quality Unit along entrance driveway.~~

6. Final stabilization and seeding of disturbed areas on-site. The Applicant stated this would occur during final site restoration this Spring.
 - **TT 2/8/23 Update:** The Applicant appears to have completed tree restoration along the southern side of the existing building and along the eastern side of the driveway. However, the slope adjacent to the fire lane appears to be incomplete and is currently a gravel surface. We recommend the slope be loamed, seeded and stabilized per the approved Plans.

Administrative

~~7. Provide documentation from the engineer of record that the subsurface infiltration basin has been constructed according to the endorsed Plans and whether it is functioning as expected.~~

- **TT 2/8/23 Update:** The DGT Cover Letter notes that the Proposed Recharger #1 system was not inspected by their office during installation. TT inspected the installation of the system in a limited capacity to confirm soils at bottom of system, chamber installation and confirm final wrapping of system. It appears the system was installed consistent with the Approved Plans, however, elevation information of the system shall be provided on the as-built to confirm. We will track all comments related to the as-built during that process. In our opinion, this item is resolved.

~~8. Provide as-built plans of the Project.~~

- **TT 2/8/23 Update:** TT provided a separate review of the as-built for the Project as provided in the email correspondence from TT to the Town on February 1, 2023. We will track all comments related to the as-built during that process. In our opinion, this item is resolved.

Regulatory Administrative (Other Boards/Commissions)

9. Complete conservation mitigation area to the satisfaction of the Medway Conservation Commission and remove erosion controls as directed.
 - **TT 2/8/23 Update:** Applicant has completed conservation mitigation. However, we recommend the PEDB request written confirmation from the Conservation Commission to finalize this item.

Additional Items

10. It appears gravel was placed on the banks of the swale at the "drainage ditch" in the eastern portion of the site. The material was placed over jute matting and may be prone to erosion. We recommend the Applicant remove and replace the jute matting in this area to prevent erosion and seed and stabilize the area consistent with Medway Conservation Commission requirements.
11. TT and the Conservation Agent observed green garden hoses tucker under the sound wall on the west side of the building. We assume the hoses are discharging condensate (allowed non-stormwater discharge per Article 26.4.3.1.d) from the adjacent HVAC units but request the Applicant confirm this for the record. The discharge was creating an ice sheet along the fire lane which was untreated at the time of inspection. The Applicant should consider discharging these hoses to the area drains located within the mechanical pad to limit icing of the fire lane.
12. Provide receipts of cleaning of stormwater system for Spring 2023. An inspection report may also be submitted in lieu of cleaning if all structures in the system have not reached the sediment thresholds stated in the O&M Plan.

These comments are offered as guides for use during the Town's review. In addition to this list, we recommend the Applicant conduct their own evaluation of the site to ensure all items included on the approved documents are completed to the satisfaction of the engineer of record for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.



February 28, 2023
Medway Planning & Economic Development Board
Meeting

7 Sanford Street – Multi-Family Housing
Special Permit Public Hearing

- Public Hearing Notice dated 1-25-23
- Notice dated 2-15-23 to continue public hearing to 2-28-23
- Multi-family housing special permit application dated 12-29-22; received 1-13-2023
- Project narrative received 1-13-2023
- Supplemental project narrative received 1-24-2023
- Site plan dated 1-7-2023 prepared by Donahue Architects, Inc.
- Architectural elevations and renderings dated 1-23-2023 prepared by Donahue Architects, Inc.
- Letter dated 9-6-2022 from attorney Danielle Justo, RichMay, explaining non-conforming use of existing property
- Letter dated 1-25-23 from Anthony Stella, P.E., Site Engineering Consultants, Inc. re: stormwater and utilities

- Susy Affleck-Childs' email dated 1-26-23 to Town staff requesting review comments
- Email note dated 1-26-23 from Derek Kwok, Health Agent
- Email note dated 1-26-23 from Police Chief William Kingsbury
- Series of emails among Town staff re: stormwater management
- Review memo from Susan Affleck-Childs dated 2-10-23
- Review letter from the Design Review Committee dated 2-13-23
- Email note dated 2-16-23 from Nolan Lynch, DPW Highway Superintendent
- Review letter from Tetra Tech dated 2-21-23.

NOTE – The applicant has also filed with the Zoning Board of Appeals for a variance and/or special permit to convert the existing garage/barn building into 4 apartments on a lot that already has 2 dwelling units. The ZBA hearing on that application is scheduled for Wednesday, March 15th.

Board Members

Matthew J. Hayes, P.E., Chair

Robert Tucker, Vice Chair

Sarah Raposa, A.I.C.P., Clerk

Jessica Chabot, Member

*Thomas A. Gay, Associate
Member*



Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Fax (508) 321-4987
Email: planningboard@townofmedway.org
www.townofmedway.org

TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

January 25, 2023

NOTICE of PUBLIC HEARING

Multi-Family Housing Development Special Permit 7 Sanford Street

Pursuant to the *Medway Zoning Bylaw*, SECTION 5.6.4 Multifamily Housing and the provisions of Massachusetts General Laws, Chapter 40A, notice is given that the ***Medway Planning and Economic Development Board will conduct a public hearing on Tuesday, February 14, 2023 at 8:00 p.m.*** to consider the application of 7 Sanford Street, LLC of Medfield, MA for approval of a Multi-Family Housing Special Permit to authorize 6 residential units in the existing buildings at 7 Sanford Street. The hearing will take place at Medway Town Hall, 155 Village Street. It will also be available via Zoom.

The property is located in the Village Commercial zoning district and the Multi-Family Overlay District. The 0.530 acre property (*Medway Assessors Map 60, Parcel 088*) is owned by 7 Sanford Street, LLC of Medfield, MA. The site is bounded on the west by Sanford Street, on the south by Mansion Street, on the north by John Street, and on the east by River Street.

The applicant proposes to undertake exterior façade improvements to the main house and retain its two existing dwelling units. Also proposed is the substantial renovation of the existing attached barn building to convert it into four additional dwelling units. A total of 14 off-street parking spaces will be provided. There is no expansion of the existing footprint of the buildings. Access will be from Sanford Street and John Street.

The application and associated materials are on file with the Medway Town Clerk and the Community and Economic Development office at Medway Town Hall, 155 Village Street, Medway, MA and may be inspected during regular Town Hall office hours. Project information is posted at the Planning and Economic Development web page at: <https://www.townofmedway.org/planning-economic-development-board/pages/7-sanford-street-multi-family-housing-special-permit>

Pursuant to Chapter 107 of the Acts of 2022, the hearing will be conducted in person, and as a courtesy, via remote means (ZOOM) in accordance with applicable law. While the option for remote attendance and/or participation is being provided as a courtesy to the public and board members, the meeting and hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless required by law.

The Board encourages public participation in the hearing. The ZOOM access instructions will be included on the agenda for the February 14, 2023 which will be posted at: <https://www.townofmedway.org/calendar/month/2023-02>

Members of the public may also watch the meeting on Medway Cable Access - channel 11 on Comcast Cable, channel 35 on Verizon Cable, or on Medway Cable's Facebook page @medwaycable.

Interested persons or parties are invited to review the application and plan, participate in the public hearing, and express their views. Written comments are encouraged and may be forwarded to planningboard@townofmedway.org. All comments will be entered into the record during the public hearing. Please direct any questions to Medway Planning and Economic Development office at 508-533-3291 or planningboard@townofmedway.org.

Matthew J. Hayes, P.E.
Chairman

To be published in the *Milford Daily News*:

- Monday, January 31, 2023
- Tuesday, February 7, 2023

Board Members

Matthew Hayes, P.E., *Chair*
Robert Tucker, *Vice Chair*
Sarah Raposa, A.I.C.P., *Clerk*
Jessica Chabot, *Member*
Thomas Gay, *Associate Member*



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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

MEMORANDUM

February 15, 2023

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator

RE: ***Public Hearing Continuation for 7 Sanford Street Multi-Family Special Permit***
Continuation Date – Tuesday, February 28, 2023 at 7:45 p.m.

At its February 14, 2023 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of 7 Sanford Street LLC of Medfield, MA for approval of a multi-family housing special permit for the proposed, 6-unit multi-family development at 7 Sanford Street to Tuesday, February 28, 2023 at 7:45 p.m.

The applicant proposes to undertake exterior façade improvements to the main house and retain its two existing dwelling units. Also proposed is the substantial renovation of the existing attached barn building to convert it into four additional dwelling units, parking improvements, landscaping, and drainage. A total of 14 off-street parking spaces will be provided. Access will be from Sanford Street and John Street.

The site plan and associated application documents are on file with the Medway Town Clerk and the Community and Economic Development office at Medway Town Hall. The information is also posted at Board's page at: <https://www.townofmedway.org/planning-economic-development-board/pages/7-sanford-street-multi-family-housing-special-permit>

Please review the project information and site plan and forward any comments to me by February 22, 2023 if you have not already done so. Please don't hesitate to contact me if you have any questions. Thanks.



**Planning & Economic Development Board
Town of Medway, MA**

MULTIFAMILY HOUSING SPECIAL PERMIT APPLICATION

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to Section 5.6.4 of the *Medway Zoning Bylaw*. The provisions of Section 8.6 Affordable Housing may also apply.

The Town's Planning and Engineering Consultants will review the Application and the proposed Plan and provide review letters to the Planning and Economic Development Board.

A copy of those review letters will be provided to you in advance of the meeting.

You and/or your duly authorized Agent/Official Representative are expected to attend the Board meetings at which your Application will be considered to answer any questions and/or submit such additional information as the Board may request.

Your absence at hearings may result in a delay in the Board's review of the special permit application.

October 12/29, 20 22

APPLICANT INFORMATION

Applicant's Name: 7 SANFORD ST., LLC

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

Name of Primary Contact: Paul Tibets

Telephone: Office: 617-556-3841 Cell:

Email address: ptibets@hotmail.com

☐ Please check here if the Applicant is the equitable owner (*purchaser on a purchase and sales agreement.*)

PROJECT INFORMATION

Development Name: River Street Apartment

Project Address: 7 Sanford Street, Medway, MA 02053

Plan Title: Site Plan

Plan Date: 10/07/2022

Plan prepared by:
Name: Brian Donahue

Firm: DONAHUE Architects, inc.

Type of Project:

_____ Renovation of Existing Structure(s)

How many buildings? _____

Building Dimensions _____

Gross Square Footage of Existing Structure _____

How many residential units presently exist? _____

How many additional residential units are proposed? _____

How many affordable units? _____

✓ Construction of an addition to an Existing Structure

Addition Dimensions _____

Gross Square Footage of Addition _____ to align with

How many new residential units are proposed? 4 units

How many affordable units? 0

_____ Construction of a New Building(s)

How many buildings? _____

Dimensions of New Building(s) _____

Gross Square Footage of New Building(s) _____

How many new residential units are proposed? _____

How many affordable units? _____

_____ Demolition of any structures on the site? If yes, please explain. _____

How many parking spaces presently exist? 10

How many new parking spaces are proposed? 10

PROPERTY INFORMATION

The land shown on the plan is shown on Medway Assessor's Map # 60 as Parcel # 088

Total Acreage of Land Area: 0.530 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. The resulting structure has a 23-foot setback from River Street, 23.2 feet set back from John Street and 50.8 feet setback from Mansion Street, dimentionally conforming for this district.

Current Use of Property: Two-Family use

Medway Zoning District Classification: Village Commercial District (VC) and the Multifamily Housing Overlay District (MHOD)

Length of Existing Frontage: 155.18 feet On what street? Sanford Road

Setbacks for Existing Structure (if applicable)

Front: 30.6 feet from Sanford Road

Side: 23.2 feet from John Street

Back: 23 feet from River Street

Side: 50.8 feet from Mansion Street

Is this property pre-existing, non-conforming to the Medway Zoning Bylaw? If yes, how? Yes
See attached Request for Determination letter in Exhibit A

Is the existing structure on this property pre-existing, non-conforming to the Medway Zoning Bylaw? If yes, how? No, it is conforming.

Scenic Road

Does any portion of this property have frontage on a Medway Scenic Road?

☐ Yes ☒ No If yes, please name street: _____

Historic District

Is any portion of this property located within a Medway National Register Historic District?

☐ Yes - Rabbit Hill ☐ Yes - Medway Village

Wetlands

Is any portion of the property within a Wetland Resource Area? ☐ Yes ☒ No

Groundwater Protection

Is any portion of the property within a Groundwater Protection District? ☐ Yes ☒ No

Flood Plain

Is any portion of the property within a Designated Flood Plain? ☐ Yes ☒ No

Access to Town Water and Sewer

Is Town water and sewer available in the street on which the proposed project has its frontage? ☒ Yes ☐ No

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: 7 SANFORD ST., LLC

Mailing Address: 6 GREEN STREET, NO. 2

MEDFIELD, MA 02052

Primary Contact: PAUL TIBETS

Telephone:

Office: _____

Cell: 617-201-8565

Email address: ptibets@hotmail.com

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 N/A, Land Court Case Number N/A, registered in the Norfolk County Land Registry District Volume N/A, Page N/A.

CONSULTANT INFORMATION

ENGINEER:

Mailing Address: _____

Primary Contact: _____

Telephone:

Office: _____

Cell: _____

Email address: _____

Registered P.E. License #: _____

SURVEYOR:Dennis O'Brien Land Surveying

Mailing Address: _____

Primary Contact: _____

Dennis O'Brien

Telephone: _____

Office: 508-541-0048 Cell: _____

Email Address: _____

Registered P.L.S. License #: _____

ARCHITECT:DONAHUE Architects, inc.

Mailing Address: _____

21 McGrath Highway, Quincy, MA 02169

Primary Contact: _____

Brian Donahue

Telephone: _____

Office: 617-479-4122

Cell: _____

Email address: brian@donahuearchitects.com

Registered Architect License #: _____

LANDSCAPE ARCHITECT/DESIGNER:N/A

Mailing Address: _____

Primary Contact: _____

Telephone: _____

Office: _____ Cell: _____

Email address: _____

Registered Landscape Architect License #: _____

ATTORNEY:Rich May, P.C.,

Mailing Address: _____

176 Federal Street,Boston, MA 02110

Primary Contact: _____

Danielle Justo, Esq.

Telephone: _____

Office: 617-556-3841Cell: 617-827-3285Email address: djusto@richmaylaw.com

OFFICIAL REPRESENTATIVE INFORMATION (if applicable)

Name: Rich May
Address: 176 Federal St
Boston Ma. 02110
Telephone: _____
Office: 617-556-3841 Cell: _____
Email address: djgusto@richmaylaw.com

SIGNATURES

The undersigned, being the Applicant for approval of a Multifamily Housing Special Permit herewith submits this application and Plan to the Medway Planning and Economic Development Board for review and approval.

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 under consideration.

(If applicable, I hereby authorize Rich May to serve as my Agent/Official Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this application.)

I have reviewed Section 5.6.4 Multifamily Housing and Section 8.6 Affordable Housing of the *Medway Zoning Bylaw* and understand and agree to the requirements and responsibilities specified therein.

In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee and Open Space Committee to access the site during the plan review process.

I understand that pursuant to MGL 53G, the Medway Planning and Economic Development Board may retain outside professional consultants to review this application and that I am responsible for the costs associated with such reviews.

I understand that the Planning and Economic Development Board, its agents, staff, consultants, and other Town staff and committees may request additional information which I am responsible for providing to assist them in reviewing the proposed development.

Paul A. Zebitz
Signature of Property Owner

12/8/2022
Date

Signature of Applicant (if other than Property Owner)

Date

Signature of Agent/Official Representative

Date

Exhibit C

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.

Narrative for 7 Sanford Street / Medway, MA

Further revised 1-24-23

Brian Donahue, project architect

The subject project is a complete renovation of the existing barn building and connecting link between the barn and the existing two family residence.

The current structure is a vintage two and a half story barn which has been used for storage for the owners current plumbing contractor business. The building is of post and beam construction built at an undetermined time. Other than the occupied 2 family, the existing building is approximately:

- 2,567 sq. ft. lower level basement / garage space
- 2,264 sq. ft. main level area
- 1,620 sq. ft. of loft area attic space

All areas of the barn/connector are unoccupied.

The plan for the structure is to maintain the two residential units contained in the existing “house” and to add four (4) residential units to the existing barn and connector. The plans submitted graphically show the proposed unit layouts.

The exterior of the existing occupied house will receive new and refurbished clapboard siding, new double hung windows and painted trim. The exterior finishes will be coordinated with the renovated barn to tie the property together. All exterior finishes will be freshly painted. The architectural shingle roof on the existing occupied residence is relatively new and will remain.

To accommodate accessibility, two garage bays on the lower (parking) level will be converted to a two bedroom unit with separate entrance and parking.

On the main level above parking grade and in the renovated loft/attic space, there will be 3 additional units (one two bedroom unit and 2-3 bedroom units). To accommodate the living space on the upper level, the roof will be completely removed and a knee wall/ dormers and entire new roof constructed. The site is a sloping topography and the new “average height” will be 33’ taking the topography into account.

The project will be entirely reframed at the roof and finished with architectural shingles. All new windows (similar or equal to Anderson 400 series clad units) will be provided for all the renovated space / new entry doors and garage doors will be provided. The new siding will be Hardiplank clapboards and pvc trim as well as a board and batten accent with Hardi sheet goods and pvc trim.

The renovated space will be heated and cooled as well as insulated to meet current energy codes. Interior spaces will receive Energy Star rated appliances and equipment.

THE SITE

The parcel contains .530 acres. It is bordered on all sides by roadways. Sanford Street, John Street, River Street and Mansion Street. The site does contain vegetation limited to a few trees, low shrubs, deteriorated bituminous parking areas and fencing.

Parking

The existing on-site parking (aside from garage spaces) is limited to unmarked paving areas. The existing occupied units have space for 4 vehicles on the “upper-level” parking area accessed from John street. The lower paved area accessed from Sanford Street is not marked for parking spaces and is presently used by the Owner for his plumbing business.

The four new units will be serviced by two garage spaces and eight parking spaces on site. This will require expanding the current undesignated bituminous paving area. The scope of work includes repaving of the lower area and providing 8 striped parking spaces and access roadway “only” from Sanford Street. Coupled with the 2 garage spaces in the lower-level barn, the new designated spaces will total 10.

Coupled with the upper level 4 car parking, the total number of spaces will be 14.

Drainage and Storm water control

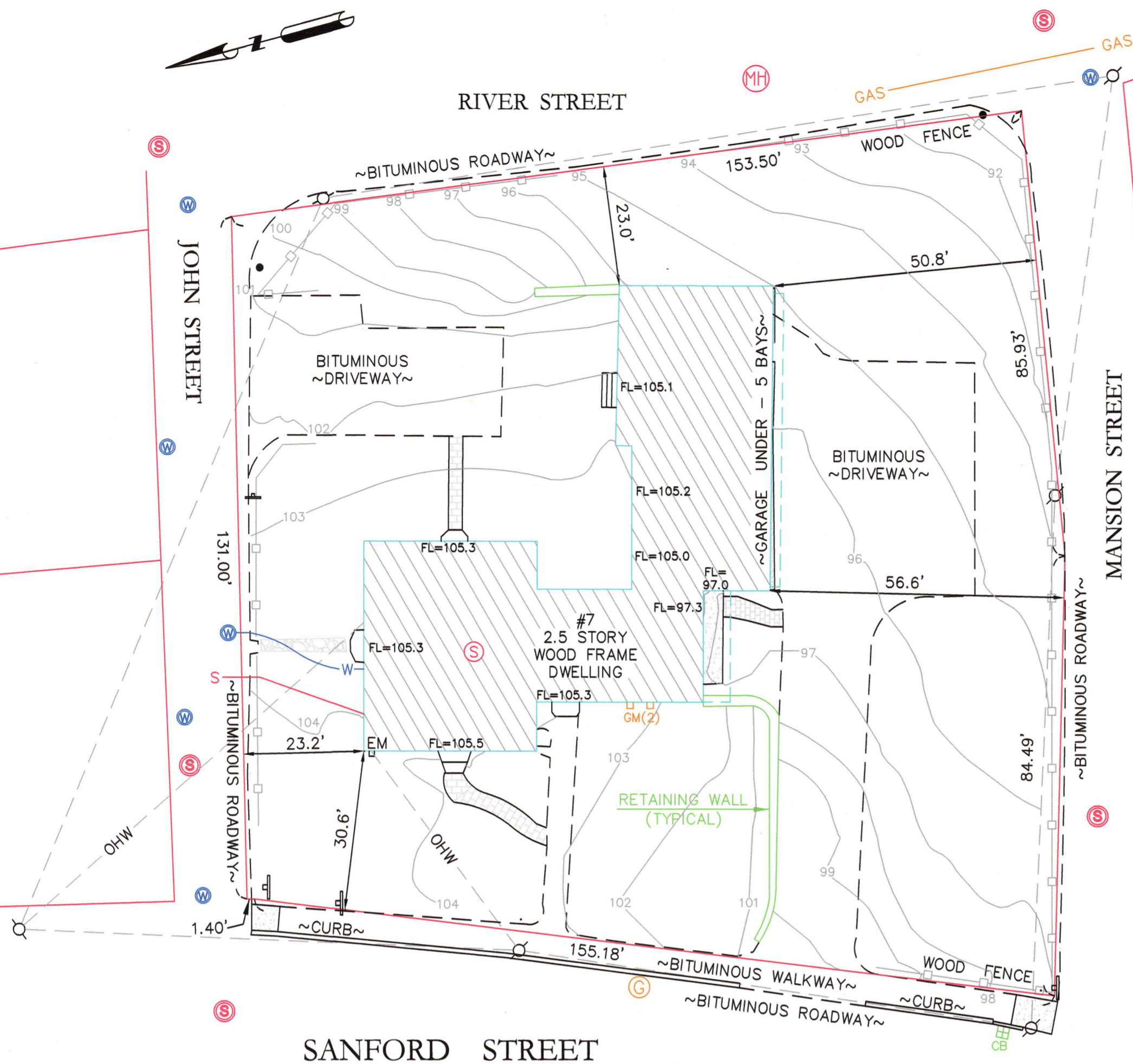
There is currently no storm water control system in place. The civil engineering scope is to capture all water runoff on site, in a below grade system. Gutters and downspouts as well as paved areas will tie into this new control system. A supplement to this narrative will be supplied by engineering firm “Site Engineering Consultants, Inc.”, Sharon, MA. Tony Stella, P.E..

Site improvements and Landscaping

The intent is to NOT add any free-standing site lighting...either pole lights or bollards. The only lighting added will be wall mounted exterior fixtures at door entryways and walkways adjacent to the buildings.

The landscape and site improvement drawing will be forwarded as part of this submission. There will be additional plantings, including trees and shrubs; new loam and seed lawn areas, walkways and fencing.

The aforementioned site improvements and paving areas will be the limit of site scope of work.



NOTES:

ALL OFFSETS & DIMENSIONS ARE TO THE SIDING UNLESS OTHERWISE NOTED.

THE UTILITY CONNECTIONS AT THE BUILDING ARE TAKEN FROM THE TOWN OF MEDWAY D.P.W. RECORDS AND ARE APPROXIMATE.

LOT AREA = 23,060 SQ. FT.

CB=CATCH BASIN
EM=ELECTRIC METER
FL=FLOOR
GM=GAS METER
OHW=OVERHEAD WIRES
S=SEWER
W=WATER

OWNER:
7 SANFORD STREET LLC
STEVEN M. PRAKAPAS
PAUL A. TIBETS
MANAGERS

DEED REFERENCE:
DEED BOOK 40023 PAGE 3

PLAN REFERENCE:
PLAN BOOK 440 NO. 420 (1996)

TAX ASSESSORS PARCEL ID:
MAP 60 - 88

LEGEND:

- = BOLLARD
- = CATCH BASIN
- ⊙ = GAS SHUTOFF
- Ⓜ = MANHOLE
- Ⓢ = SEWER MANHOLE
- Ⓢ = SEWER OUTLET
- = SIGN
- ⊕ = UTILITY POLE
- Ⓜ = WATER SHUTOFF

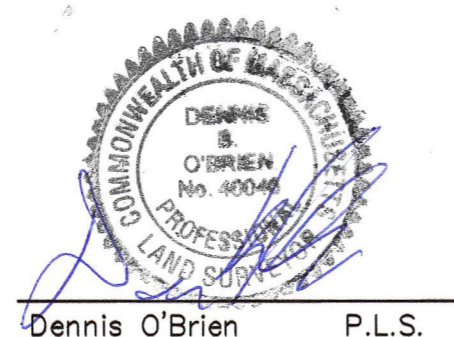
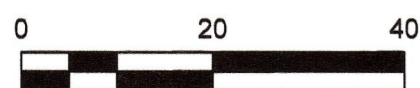
TOWN OF MEDWAY ZONING DIMENSIONAL REGULATIONS ZONE: VILLAGE COMMERCIAL (VC)

LOT AREA: 10,000 S.F.
LOT FRONTAGE: 50'
FRONT YARD SETBACK: 20'
SIDE YARD SETBACK: 10'
REAR YARD SETBACK: 10'

MAX. BUILDING HEIGHT: 40'
MAX. LOT COVERAGE: 80%

OWNER TO VERIFY THE ZONING
WITH THE TOWN OF MEDWAY
BUILDING DEPARTMENT.

EXISTING LOT COVERAGE = (19.3%) 3,940.4 S.F.

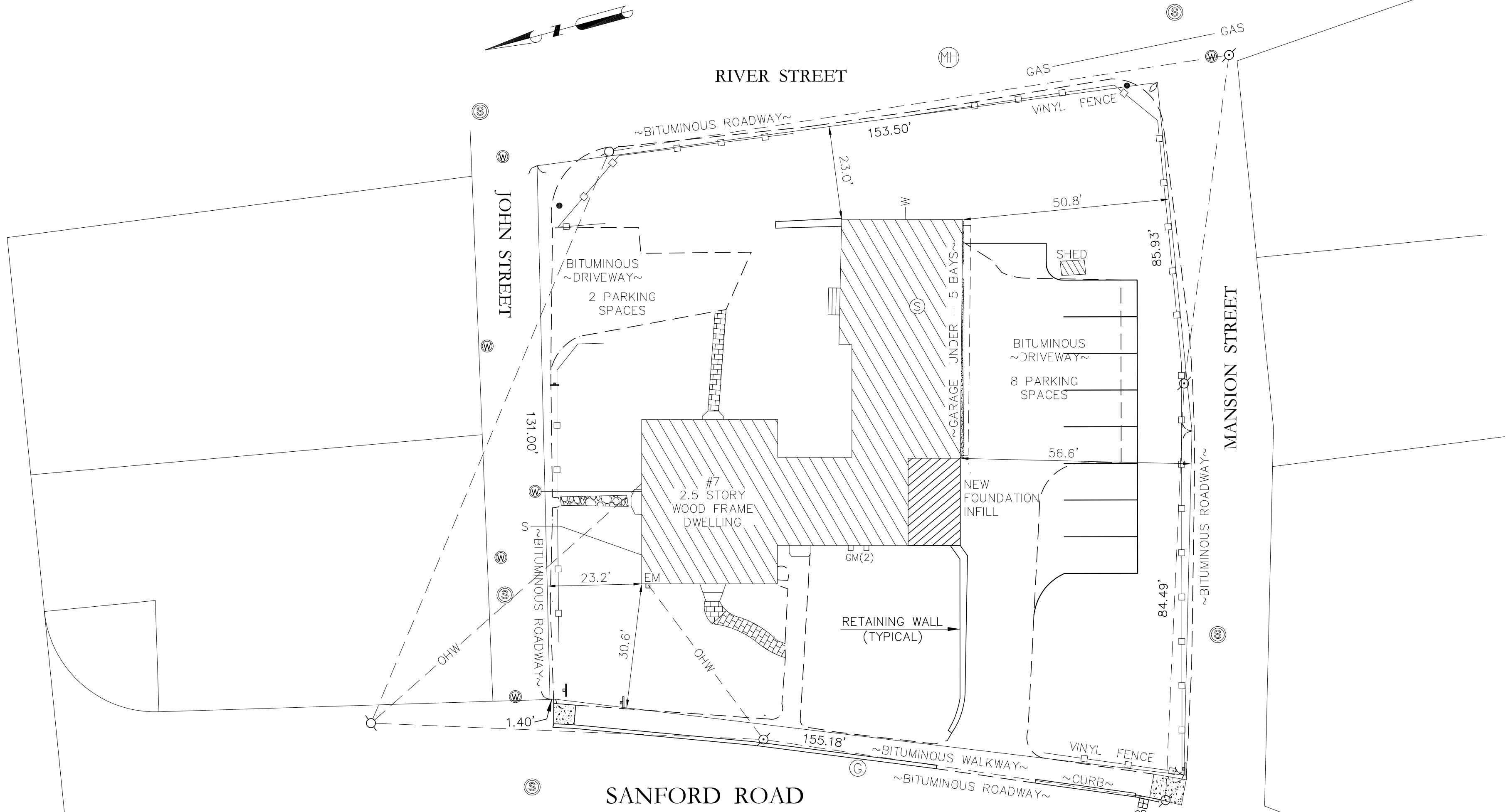


Dennis O'Brien P.L.S.



PLAN SHOWING EXISTING CONDITIONS
7 SANFORD STREET
MEDWAY, MA NORFOLK COUNTY

SCALE:	DATE:	REVISED:	DRAWN BY:	CHECKED BY:
1:20	3/17/2022	1/19/2023	W.M.N.	D.O.



NOTES:

ALL OFFSETS & DIMENSIONS ARE TO THE SIDING UNLESS OTHERWISE NOTED.

THE UTILITY CONNECTIONS AT THE BUILDING ARE TAKEN FROM THE TOWN OF MEDWAY D.P.W. RECORDS AND ARE APPROXIMATE.

LOT AREA = 23,060 SQ. FT.

CB=CATCH BASIN
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GM=GAS METER
OHW=OVERHEAD WIRES
S=SEWER
W=WATER

LEGEND:

- = BOLLARD
- ⊞ = CATCH BASIN
- Ⓢ = GAS SHUTOFF
- Ⓜ = MANHOLE
- Ⓢ = SEWER MANHOLE
- Ⓢ = SEWER OUTLET
- = SIGN
- Ⓢ = UTILITY POLE
- Ⓢ = WATER SHUTOFF

TOWN OF MEDWAY ZONING
DIMENSIONAL REGULATIONS
ZONE: VILLAGE COMMERCIAL (VC)

LOT AREA: 10,000 S.F.
LOT FRONTAGE: 50'
FRONT YARD SETBACK: 20'
SIDE YARD SETBACK: 10'
REAR YARD SETBACK: 10'

MAX. BUILDING HEIGHT: 40'
MAX. LOT COVERAGE: 80%

OWNER TO VERIFY THE ZONING WITH THE TOWN OF MEDWAY BUILDING DEPARTMENT.

EXISTING LOT COVERAGE = (19.3%) 3,940.4 S.F.

① SITE PLAN
1" = 20'-0"

REVISIONS

DONAHUE Architects, inc.

21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

APARTMENT RENOVATIONS
7 Sanford St, Medway, MA 02053

SITE PLAN

Drawn by: TAS
Date: 10.07.2022
Scale: AS NOTED

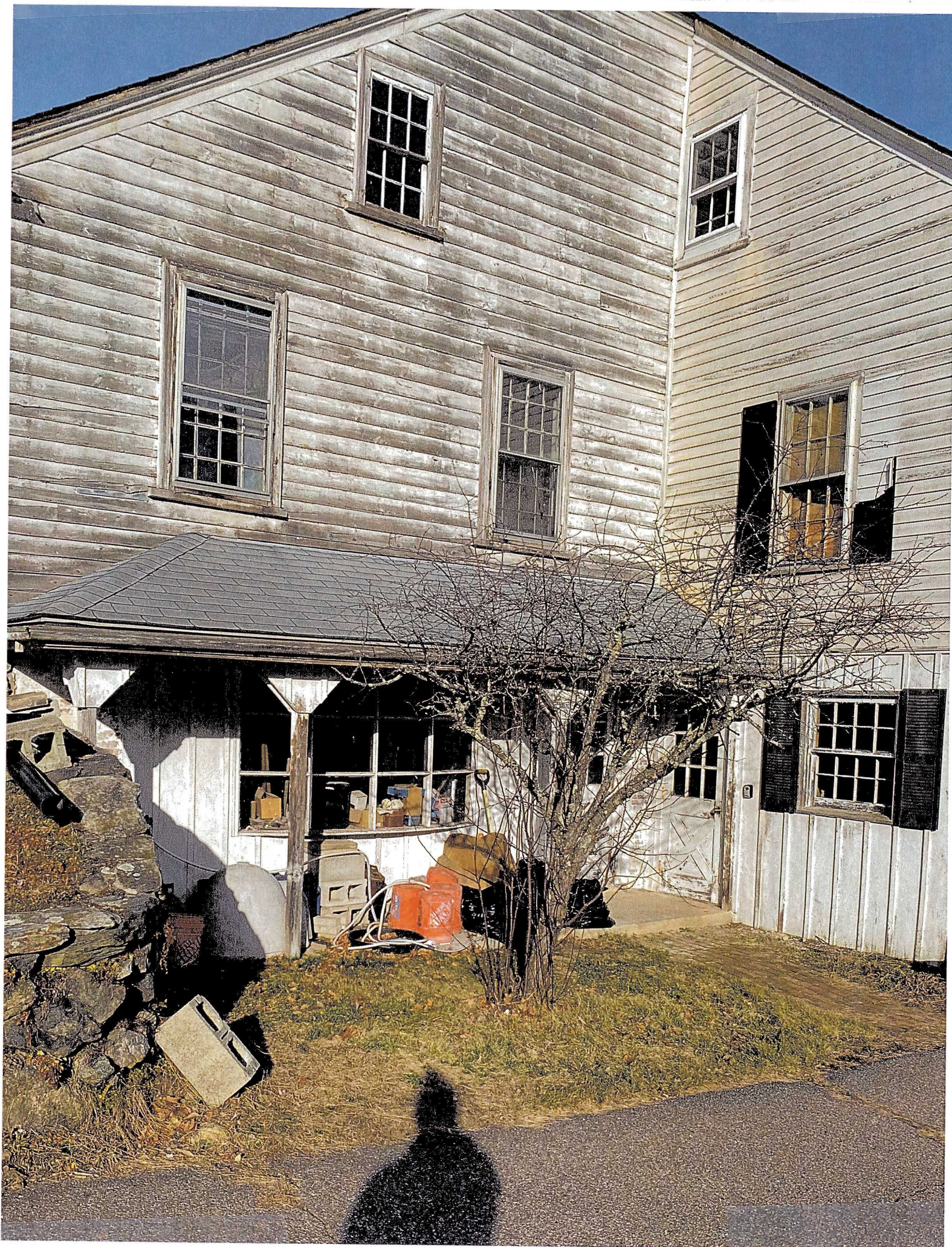


Drawing Number:

SP-1

7/14/2022 9:25:16 AM

PROGRESS SET



REVISIONS

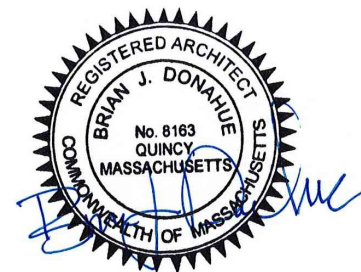
DONAHUE Architects inc.
21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

MEDWAY APARTMENT RENOVATIONS

7 SANFORD STREET
MEDWAY, MA 02053

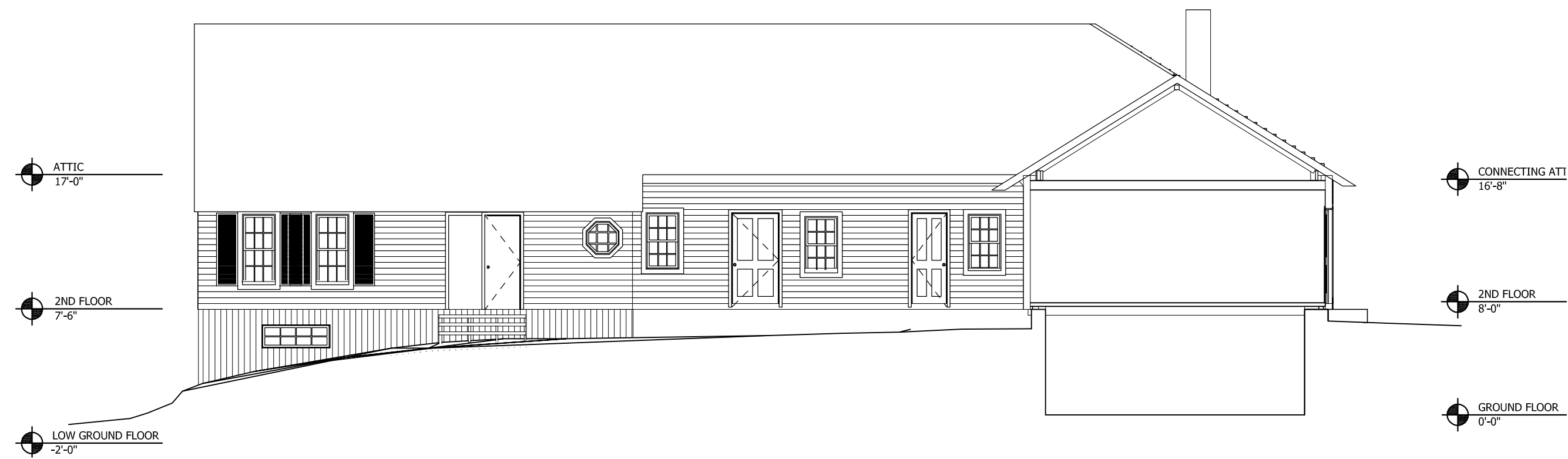
EXISTING

Designed by: BD
Drawn by: TAS
Date: 02.06.2023
Scale: AS NOTED



A203

2/6/2024 2:45:05 PM



⑦ NORTH ELEVATION - EXISTING
1/8" = 1'-0"



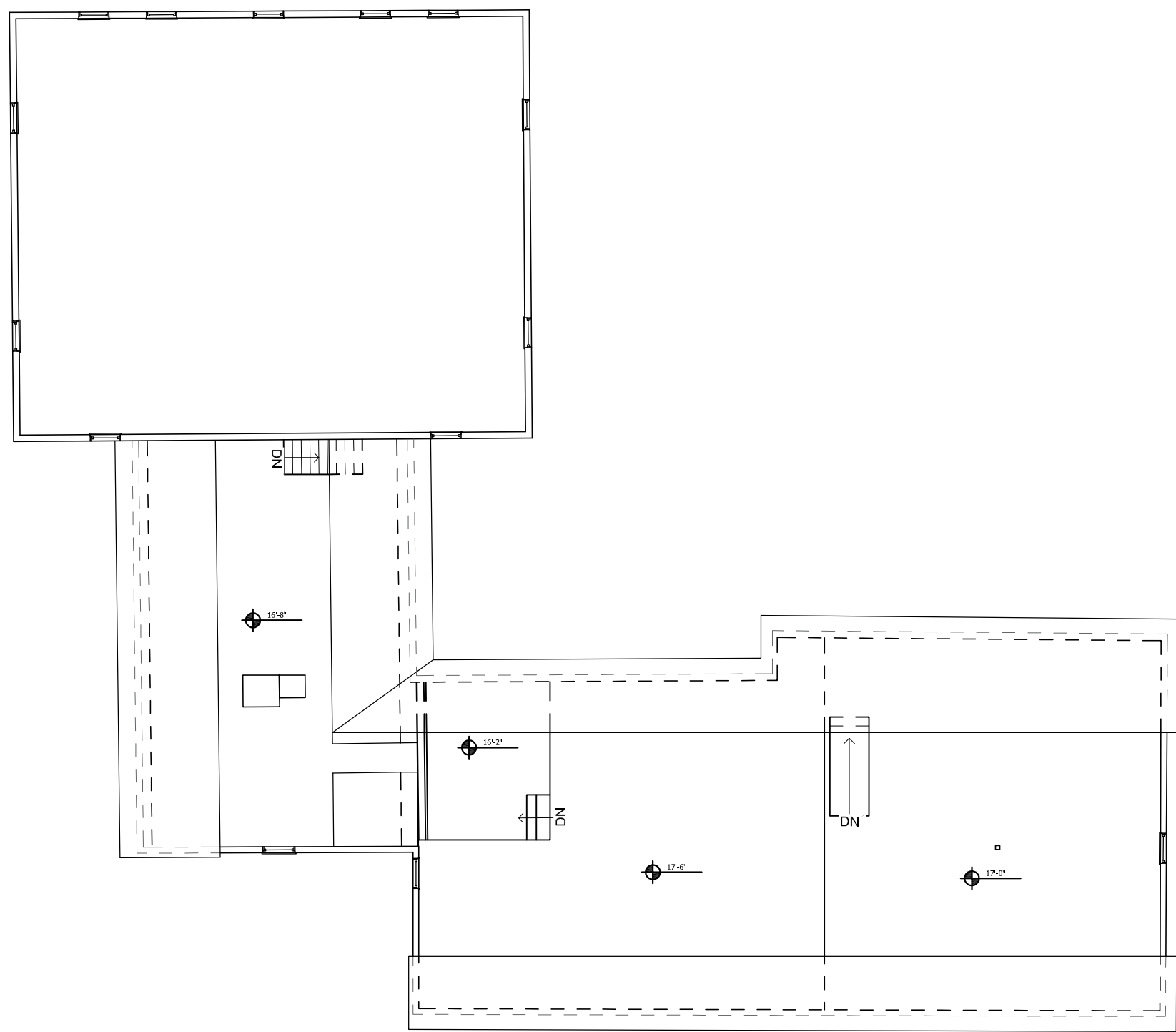
⑥ EAST ELEVATION - EXISTING
1/8" = 1'-0"



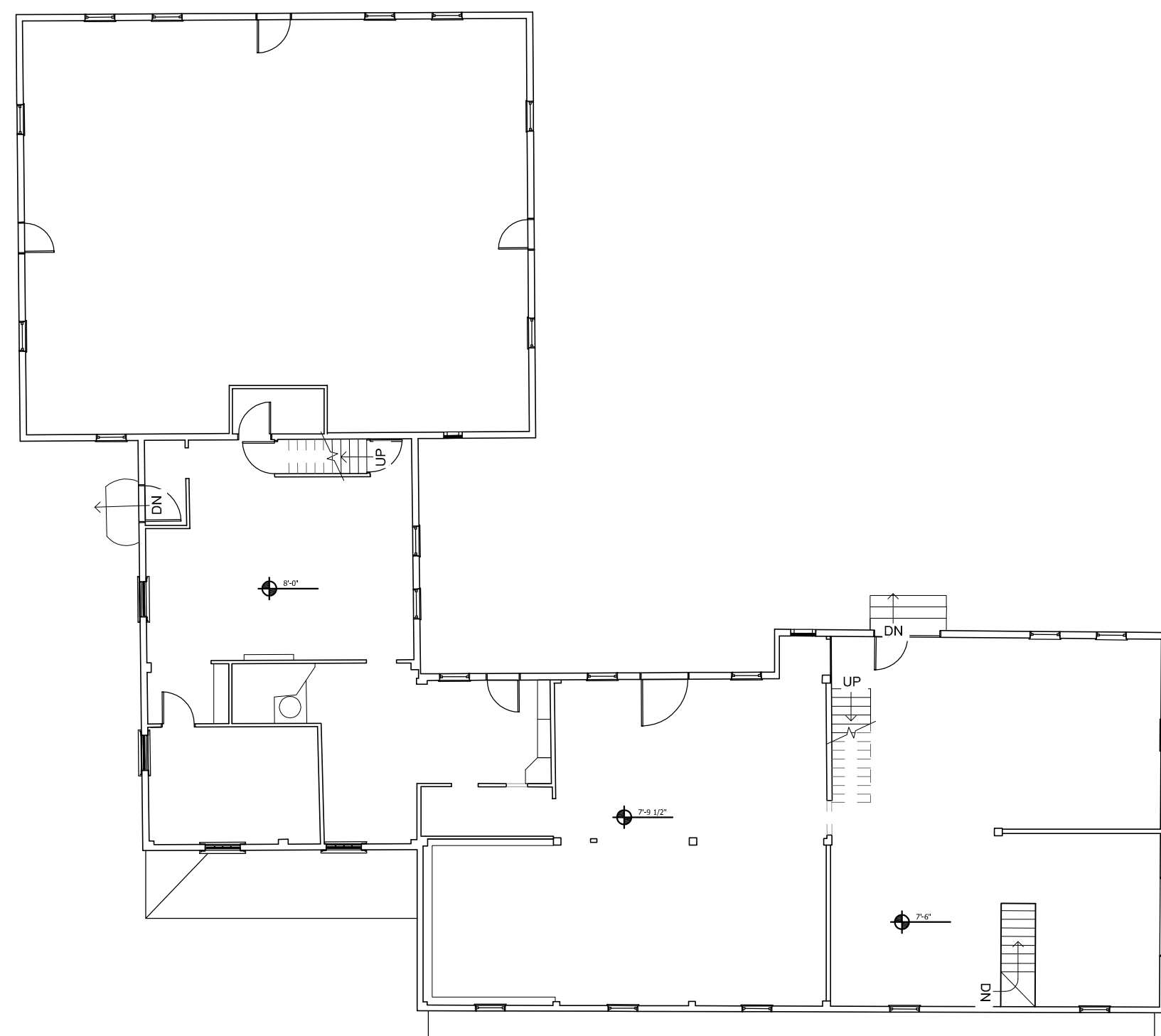
⑤ SOUTH ELEVATION - EXISTING
1/8" = 1'-0"



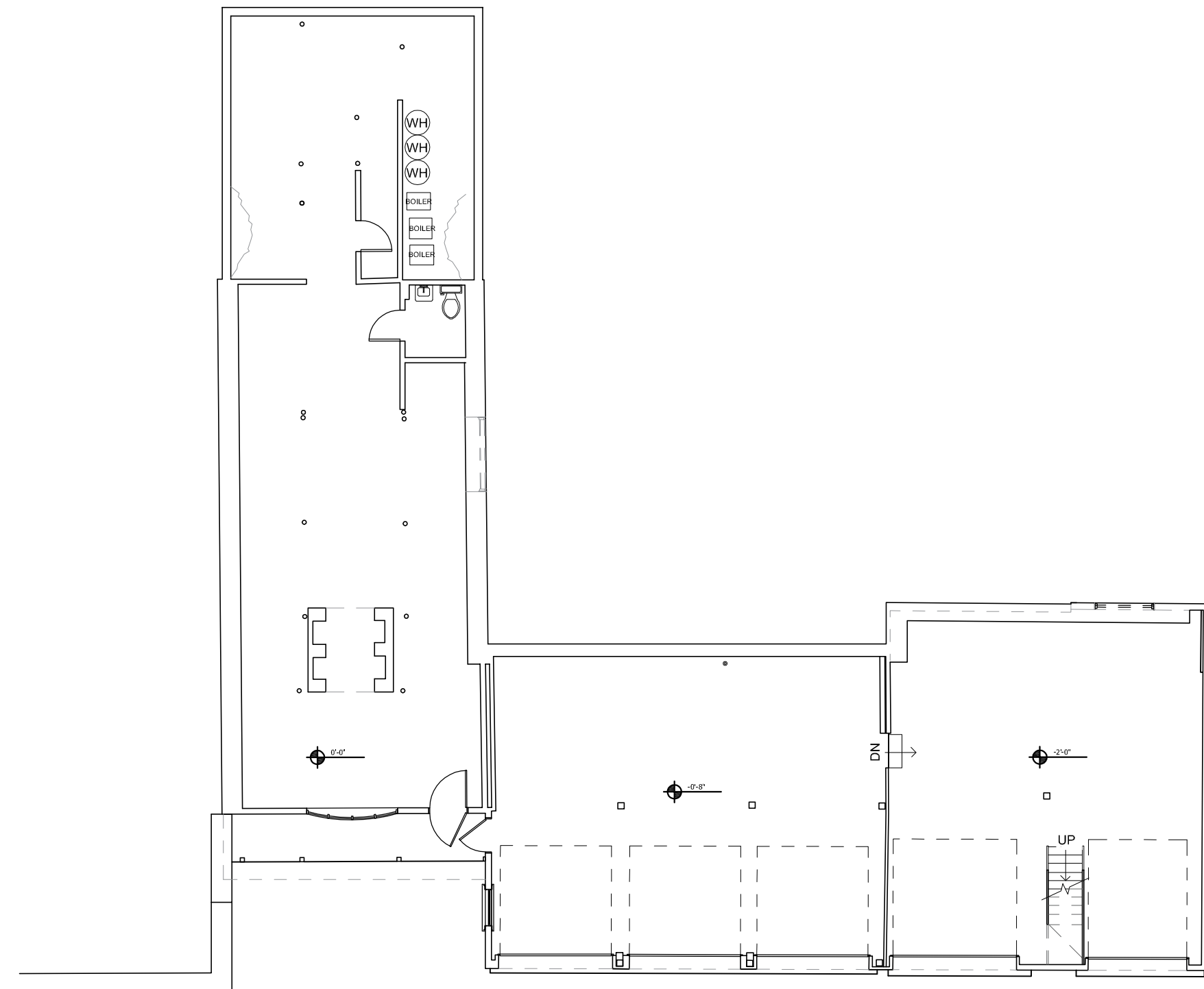
④ WEST ELEVATION - EXISTING
1/8" = 1'-0"



③ THIRD FLOOR PLAN - EXISTING
3/32" = 1'-0"



② SECOND FLOOR PLAN - EXISTING
3/32" = 1'-0"



① FIRST FLOOR PLAN - EXISTING
3/32" = 1'-0"

REVISIONS

DONAHUE Architects inc.

21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

MEDWAY APARTMENT EXISTING CONDITIONS

7 STANFORD STREET
MEDWAY, MA 02053

EXISTING ELEVATIONS

Drawn by: TAS
Reviewed by: BD
Date: 1/23/2023
Scale: AS NOTED



A100



CEDAR FENCING

REVISIONS

DONAHUE Architects inc.
21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

MEDWAY APARTMENT RENOVATIONS
7 SANFORD STREET
MEDWAY, MA 02053
ARCHITECTURAL SITE PLAN

Designed by: BD
Drawn by: TAS
Date: 01.25.2023
Scale: AS NOTED





REVISIONS

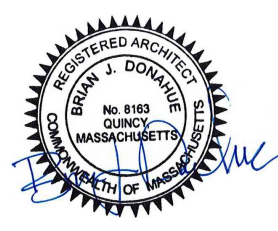
DONAHUE Architects, inc.
21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

APARTMENT RENOVATIONS

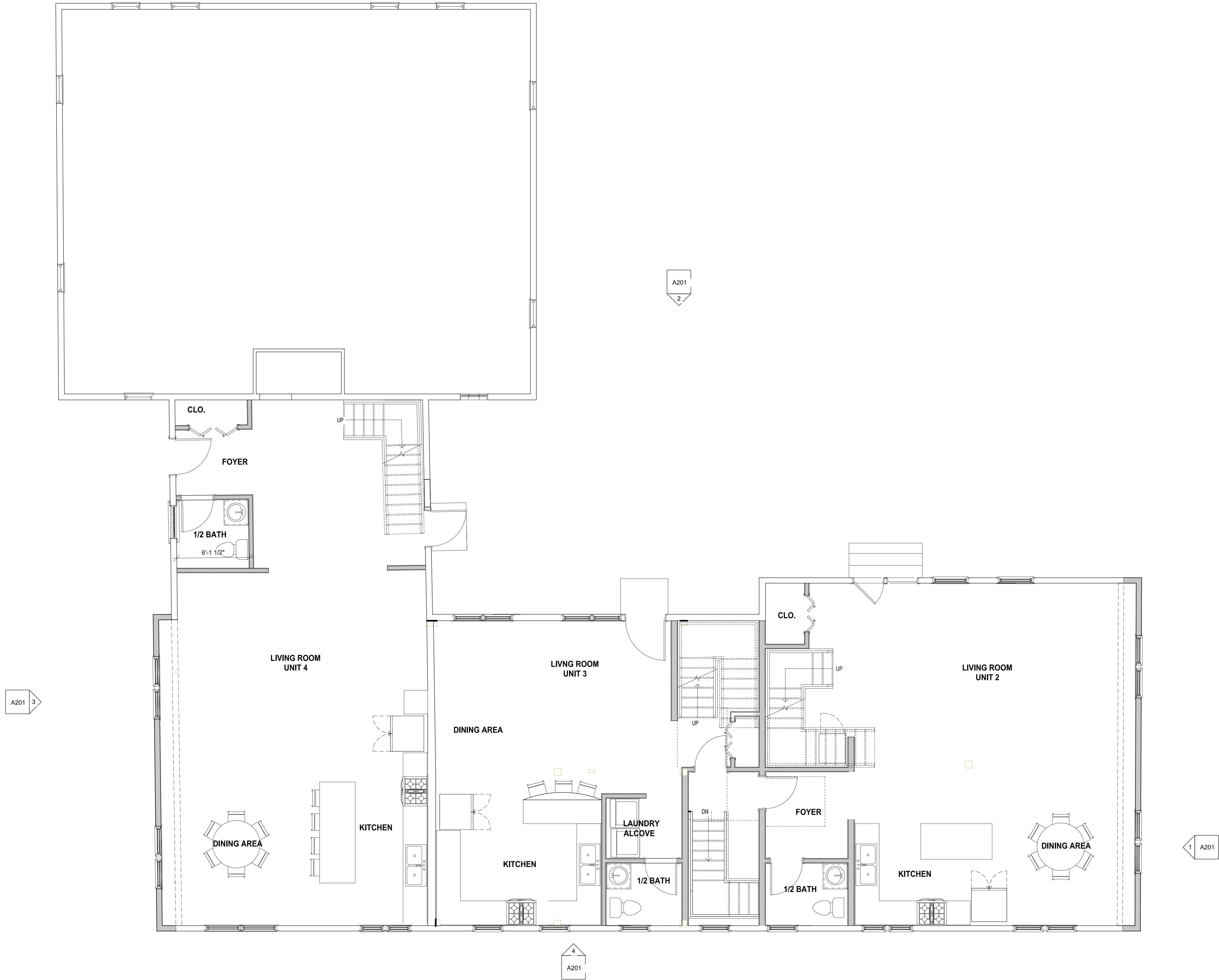
7 Sanford St, Medway, MA 02053

LOWER FLOOR PLAN

Drawn by:	TAS
Date:	10.07.2022
Scale:	AS NOTED



Drawing Number:



① NEW LEVEL 2 FLOOR PLAN - UNITS 2,3, & 4
1/4" = 1'-0"

REVISIONS	

DONAHUE Architects, inc.
21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

APARTMENT RENOVATIONS
7 Sanford St, Medway, MA 02053
LEVEL 2 FLOOR PLAN

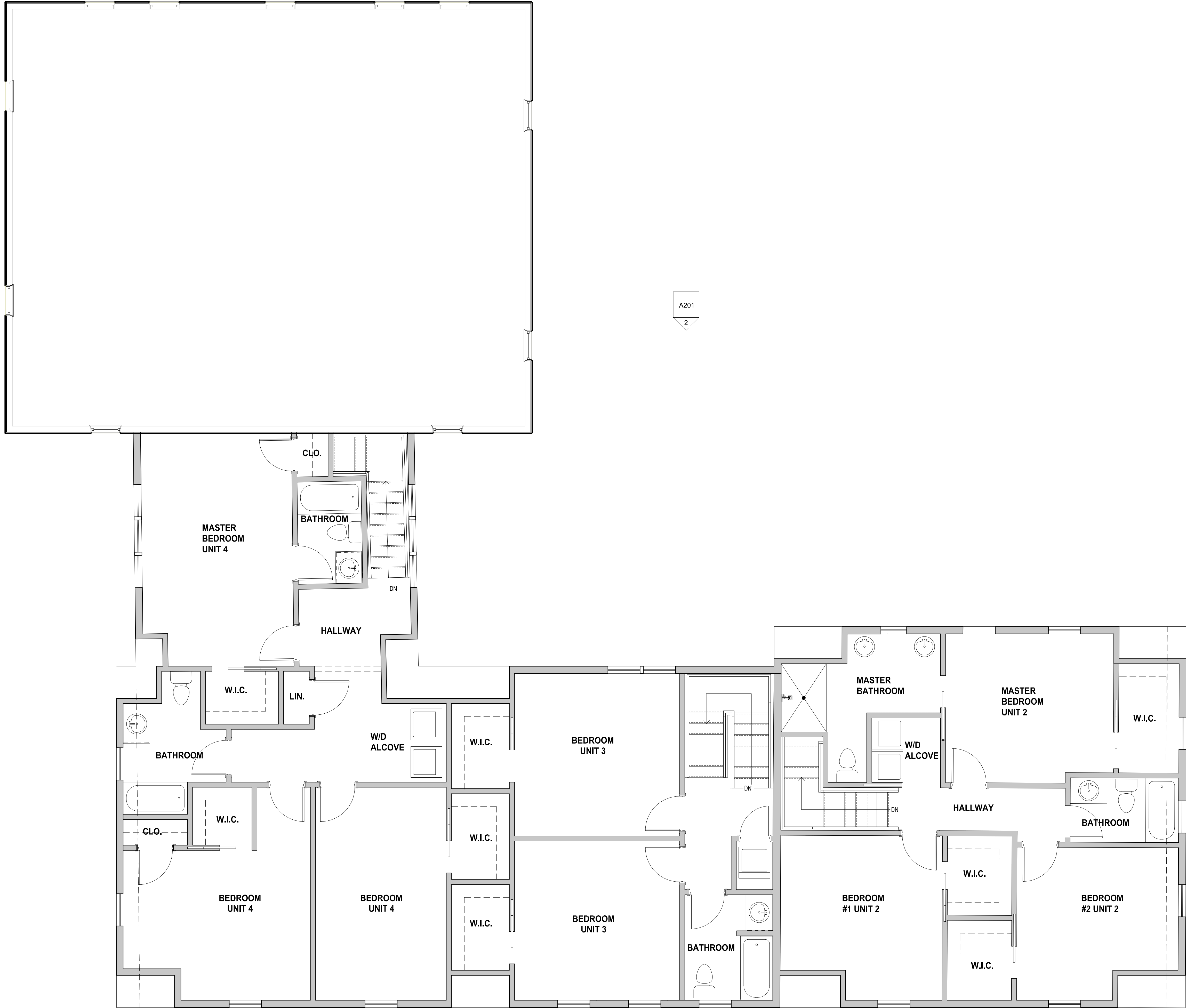
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Date: 10.07.2022
Scale: AS NOTED



Drawing Number:

A102

7/14/2022 9:25:19 AM



① LEVEL 3 NEW FLOOR PLAN UNITS 2,3, & 4
1/4" = 1'-0"

PROGRESS SET

REVISIONS

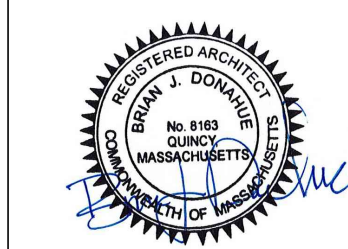
DONAHUE Architects, inc.

21 MCGOWAN HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

APARTMENT RENOVATIONS
7 Sanford St, Medway, MA 02053

LEVEL 3 FLOOR PLAN

Drawn by: TAS
Date: 10.07.2022
Scale: AS NOTED



Drawing Number:

A103

7/14/2022 9:25:21 AM



② NORTH ELEVATION
3/16" = 1'-0"



④ SANFORD ELEVATION
3/16" = 1'-0"

REVISIONS

DONAHUE Architects inc.

21 McGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

MEDWAY APARTMENT RENOVATIONS

7 SANFORD STREET
MEDWAY, MA 02053

EXTERIOR ELEVATIONS

Designed by:

BD

Drawn by:

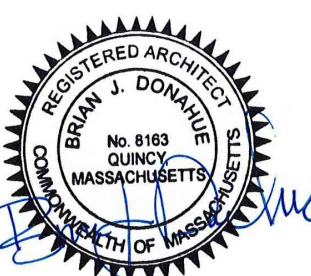
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Date:

02.06.2023

Scale:

AS NOTED



A202

2/6/2023 2:19:49 PM



① SOUTH ELEVATION
3/16" = 1'-0"



③ EAST ELEVATION
3/16" = 1'-0"

REVISIONS

DONAHUE Architects inc.

21 MCCABETH HIGHWAY, QUINCY, MASS. 02188
Phone: 1-817-478-4122

MEDWAY APARTMENT RENOVATIONS

7 SANFORD STREET
MEDWAY, MA 02053

EXTERIOR ELEVATIONS

Designed by:

BD

Drawn by:

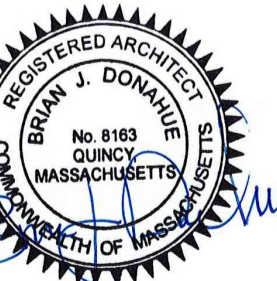
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Date:

02.06.2023

Scale:

AS NOTED



A201

RENDERED VIEWS



REVISIONS

DONAHUE Architects, inc.

21 MCGRATH HIGHWAY, QUINCY, MASS. 02169
Phone: 1-617-479-4122

APARTMENT RENOVATIONS

7 Sanford St, Medway, MA 02053

RENDERED VIEWS

Drawn by:

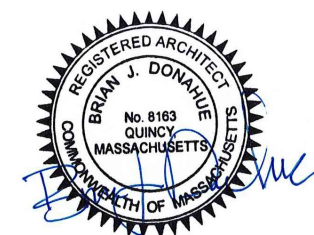
TAS

Date:

10.07.2022

Scale:

AS NOTED



Drawing Number:

A202

7/14/2022 9:25:16 AM

Exhibit A

Attorneys at Law

RichMay

Rich May, P.C. 176 Federal Street, Boston, MA 02110

Danielle Justo, Esq.

Direct Dial: 617-556-3841

Email: djusto@richmaylaw.com

September 7, 2022

Zoning Board of Appeals
Town of Medway
155 Village Street
Medway, MA 02053
Attn: Barbara J. Saint Andre, Director

RE: Zoning – 7 Sanford Street, Medway, MA 02053

Ladies and Gentlemen:

Our office represents Paul Tibets (as manager of 7 Sanford St. LLC) the owner of the premises located at 7 Sanford Street, Medway, MA 02053 (the “Premises”), in connection with the permitting of the development on the Premises. We had a preliminary conference with Ms. Affleck-Childs and an informal meeting with Ms. Saint Andre, Mr. Mead, and her on August 26th. We discussed Mr. Tibet’s goal of converting the structure from a two-family use to six units. They recommended that we conduct research of your historical Bylaws, Zoning Maps and Assessors and Building Department records in order to provide evidence of the pre-existing, non-conforming use and to request a determination from your Board that such use may be expanded under a special permit.

To provide some background, Mr. Tibets purchased the Premises from Michael Heavey on June 7, 2019. The Premises consists of approximately .53 acres with a structure classified as a Two-Family Dwelling. The Premises are located in the Village Commercial District (VC) and the Multifamily Housing Overlay District (MHOD). The Premises originally contained an antique barn and a home was later constructed. The two structures were 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 adjoining area into 4 units, for a total of 6 units.

We confirmed that the Property was assessed as a two-family use with the Assessor after our meeting on August 26th. He confirmed with your archived records that this use was maintained since 1982 when the Town suffered either a fire or flood which destroyed prior records. Unfortunately, due to this incident, we were also unable to review any historic building permits with the Building Department prior to 1982. We also confirmed with the Town Clerk that there were no special permits or other zoning relief on file with the Town.

July 27, 2022

Page 2

Currently, the Zoning Bylaw requires a special permit in these districts in order to maintain a two-family use. This requirement was imposed in 2020. Therefore, since the two-family use dates at least to 1982, this use pre-dates the change in the Bylaw and it is pre-existing, non-conforming.

In any event, our client's architect believes that the two-family use, due to the structural layout of the main home, is original; namely, it contains two chimneys, two egresses, etc. He also dates of the main house structure back well before 1951, which was the adoption of zoning in Medway. According to the Assessor's records, the property is dated 1700s. Certainly, the barn portion dates back to 1700*. Therefore, based on information and belief, the two-family use pre-dates zoning in Medway.

According to our review of Medway's Zoning Bylaw Section 5.5(d), this is a legally pre-existing, nonconforming use. 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.

Our client is not expanding 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 for the same. We believe this Project aligns with goal of the Town to provide additional housing units in the downtown districts and maintains the antique barn consistent with the historic village center. We respectfully submit this request and welcome the opportunity to present the attached plans at a Zoning Board hearing.

If you have any questions, please do not hesitate to contact me by phone at 617-556-3841 or by email at djusto@richmaylaw.com.

Sincerely yours,

Danielle Justo

Enclosure

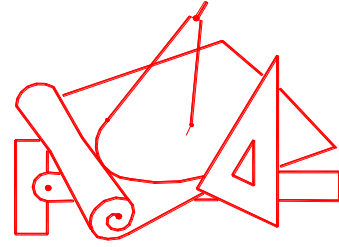
*Interesting to note that Mr. Tibets recently found an antique coin dating to 1700 in the barn structure.

EXHIBIT B

Zoning Bylaw Section 5.5 (D). Nonconforming Uses. Legally pre-existing nonconforming uses may be extended or altered, provided, that no such extension or alteration shall be permitted unless there is a finding by the Zoning Board of Appeals as the special permit granting authority that such extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. The Zoning Board of Appeals may grant a special permit to change or substantially extend a nonconforming use only if it determines that such change or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. (Amended 11-15-21)

SITE ENGINEERING CONSULTANTS, INC.

**55 GRAPESHOT ROAD
SHARON, MASSACHUSETTS 02067
TEL: (781) 784-0326
FAX: (781) 784-0492
WWW.SITEENGINEERINGCONSULT.COM**



January 25, 2023

Mr. Brian Donahue
Donahue Architects, Inc.
21 McGrath Highway
Quincy, MA 02169

RE: 7 Sanford Street Apartment Renovations, Medway, MA– Stormwater Management/Utility Issues (Project No. 0321)

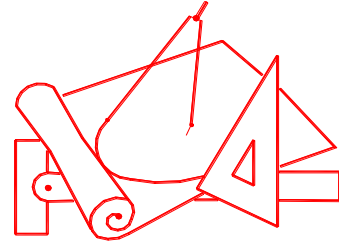
Dear Brian,

I have reviewed the plans for the proposed building and site improvements at 7 Sanford Street in Medway, MA, titled “Apartment Renovations, 7 Sanford Street, Medway, MA 02053.” The plan proposes converting an existing 2-unit residential structure into a 4-unit apartment building. In addition, the site plan proposes landscape and parking area improvements. It is anticipated there will be an increase in impervious surfaces with the addition of driveway and parking areas.

In an effort to address any increases in runoff rates and volumes due to the building and site modifications, the stormwater management plan will require an assessment of the existing conditions versus the post developed conditions. Every effort will be made to store and recharge any increases in the runoff and volume rates on site. Soil conditions will be evaluated for soil characteristics, groundwater depths and/or ledge depths.

Based on a review of the available Natural Resource Conservation Services (NRCS) soils mapping, the site consists of Merrimac-Urban Land Complex. These soils are characterized as stratified gravelly to very gravelly sand at depths below 26 inches. Groundwater is estimated to be in excess of 80 inches below the surface. Soils testing will be conducted to confirm the NRCS data, and to determine actual soil conditions before proceeding with the design on any subsurface recharge systems.

On-site recharge systems will be sized to reduce postdevelopment runoff rates and volumes to predevelopment rates or less. This may include utilizing porous pavement systems and subsurface recharge systems to provide the required storage volumes to maintain stormwater on-site and release it at rates which do not exceed present rates.



In addition to stormwater management improvements, the proposed site plan will include any improvements/upgrades to the existing utility services; specifically sewer and water services. The existing sewer line will be evaluated relative to age, size, condition, etc. However, it is anticipated that a new sewer service line will be required to address wastewater flows from the proposed 4-unit building.

The existing water service line will be also be evaluated. It is believed that these lines will, in all likelihood, also have to be upgraded.

We hope this satisfactorily addresses any concerns regarding stormwater management and utility issues for the proposed 7 Sanford Street improvements in Medway, MA.

Please feel free to notify me with any questions at 617-365-8830 or by email at LASTELLA78@AOL.COM.

Sincerely,

Anthony Stella

Anthony Stella, P.E.
Cc: Paul Tibets

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Thursday, January 26, 2023 10:11 AM
To: Michael Boynton; Allison Potter; Barbara Saint Andre; Joanne Russo; Marie Shutt; Jonathan Ackley; Christopher Park; Bridget Graziano; Peter Pelletier; Sean Harrington; Barry Smith; Nolan Lynch; Stephanie Carlisle; Jeff Watson; William Kingsbury; Derek Kwok
Cc: Anna Rice; Sandy Johnston
Subject: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Good morning,

The Planning and Economic Development Board has received two applications for which it will begin public hearings during its meeting on February 14, 2023.

7 Sanford Street Multi-Family Housing Special Permit

Project information and application documents available at: <https://www.townofmedway.org/planning-economic-development-board/pages/7-sanford-street-multi-family-housing-special-permit>

Medway Commons – Chipotle and Starbucks Site Plan and Drive-Thru Special Permit

Project information and application documents available at: <https://www.townofmedway.org/planning-economic-development-board/pages/medway-commons-minor-site-plan-chipotle-starbucks>

Please review the project information and provide any comments to me by February 3, 2023. All comments will be shared with the Board, provided to the applicants, and entered into the record during the public hearing.

Thanks for your help.

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



Susan Affleck-Childs

From: Derek Kwok
Sent: Thursday, January 26, 2023 12:42 PM
To: Susan Affleck-Childs
Subject: RE: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Hi Susy,

7 Sanford St- I do not have any major comments or issues so long as this property is connected to town sewer and water. Both are available for this property. If the owner wishes to put an irrigation well in, then this needs to be reviewed and permitted by the Board of Health.

Medway Commons- I do not have any comments for the revision of Starbucks' drive thru. I do have comments for adding Chipotle and the other food establishment. Both need to be permitted with the Board of Health. Also, both need to complete a food establishment plan review. This should be completed well in advance of seeking a permit or any activities in constructing either establishment.

Best,
Derek Kwok, REHS/RS
Health Director
Board of Health
Town of Medway
155 Village Street
Medway, MA 02053
P: 508.321.4923

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Thursday, January 26, 2023 10:11 AM
To: Michael Boynton <mboynton@townofmedway.org>; Allison Potter <apotter@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Joanne Russo <jrusso@townofmedway.org>; Marie Shutt <mshutt@townofmedway.org>; Jonathan Ackley <jackley@townofmedway.org>; Christopher Park <cpark@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>; Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>; Barry Smith <bsmith@townofmedway.org>; Nolan Lynch <nlynch@townofmedway.org>; Stephanie Carlisle <scarlisle@townofmedway.org>; Jeff Watson <jwatson@medwaypolice.com>; William Kingsbury <wkingsbury@medwaypolice.com>; Derek Kwok <dkwok@townofmedway.org>
Cc: Anna Rice <arice@townofmedway.org>; Sandy Johnston <sjohnston@townofmedway.org>
Subject: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Good morning,

The Planning and Economic Development Board has received two applications for which it will begin public hearings during its meeting on February 14, 2023.

7 Sanford Street Multi-Family Housing Special Permit

Project information and application documents available at: <https://www.townofmedway.org/planning-economic-development-board/pages/7-sanford-street-multi-family-housing-special-permit>

Medway Commons – Chipotle and Starbucks Site Plan and Drive-Thru Special Permit

Project information and application documents available at: <https://www.townofmedway.org/planning-economic-development-board/pages/medway-commons-minor-site-plan-chipotle-starbucks>

Please review the project information and provide any comments to me by February 3, 2023. All comments will be shared with the Board, provided to the applicants, and entered into the record during the public hearing.

Thanks for your help.

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



Susan Affleck-Childs

From: Chief William Kingsbury <WKingsbury@medwaypolice.com>
Sent: Thursday, January 26, 2023 12:34 PM
To: Susan Affleck-Childs
Subject: RE: [External] RE: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Got it thank you-My only concern right now is the Starbuck's drive-thru line back up impacting their walk in traffic's ability to get in and out of the parking spaces right out front. I'll read through everything and see what it looks like.

No worries RE: 7 Sanford Street.

Thanks again.

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Thursday, January 26, 2023 12:25 PM
To: Chief William Kingsbury <WKingsbury@medwaypolice.com>
Subject: RE: [External] RE: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

It is all set. Go ahead and check now.

From: Chief William Kingsbury <WKingsbury@medwaypolice.com>
Sent: Thursday, January 26, 2023 12:24 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Subject: RE: [External] RE: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Thank you!

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Thursday, January 26, 2023 12:20 PM
To: Chief William Kingsbury <WKingsbury@medwaypolice.com>
Subject: RE: [External] RE: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Hi Chief,

Anna is fixing that now. Check again in a few minutes.

Thanks.

Susy

From: Chief William Kingsbury <WKingsbury@medwaypolice.com>
Sent: Thursday, January 26, 2023 11:05 AM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Subject: [External] RE: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Hi Suzy,

Do you have a link to the actual site plan for the McDonald's site plan? I saw the application but didn't see the drawings in the packet.

Thank you!

Chief

From: Susan Affleck-Childs <sachilds@townofmedway.org>

Sent: Thursday, January 26, 2023 10:11 AM

To: Michael Boynton <mboynton@townofmedway.org>; Allison Potter <apotter@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Joanne Russo <jrusso@townofmedway.org>; Marie Shutt <mshutt@townofmedway.org>; Jonathan Ackley <jackley@townofmedway.org>; Christopher Park <cpark@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>; Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>; Barry Smith <bsmith@townofmedway.org>; Nolan Lynch <nlynch@townofmedway.org>; Stephanie Carlisle <scarlisle@townofmedway.org>; Lt. Jeffrey Watson <JWatson@medwaypolice.com>; Chief William Kingsbury <WKingsbury@medwaypolice.com>; Derek Kwok <dkwok@townofmedway.org>

Cc: Anna Rice <arice@townofmedway.org>; Sandy Johnston <sjohnston@townofmedway.org>

Subject: Development Applications - 7 Sanford Street and Medway Commons (Chipotle and Starbucks Site Plan)

Good morning,

The Planning and Economic Development Board has received two applications for which it will begin public hearings during its meeting on February 14, 2023.

7 Sanford Street Multi-Family Housing Special Permit

Project information and application documents available at: <https://www.townofmedway.org/planning-economic-development-board/pages/7-sanford-street-multi-family-housing-special-permit>

Medway Commons – Chipotle and Starbucks Site Plan and Drive-Thru Special Permit

Project information and application documents available at: <https://www.townofmedway.org/planning-economic-development-board/pages/medway-commons-minor-site-plan-chipotle-starbucks>

Please review the project information and provide any comments to me by February 3, 2023. All comments will be shared with the Board, provided to the applicants, and entered into the record during the public hearing.

Thanks for your help.

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



Susan Affleck-Childs

From: Stephanie Carlisle
Sent: Wednesday, December 7, 2022 2:06 PM
To: Susan Affleck-Childs
Subject: RE: 7 Sanford Street

No, there is not.

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Wednesday, December 7, 2022 1:58 PM
To: Stephanie Carlisle <scarlisle@townofmedway.org>
Subject: RE: 7 Sanford Street

Nor are there any discharges to the Town's MS4?

From: Stephanie Carlisle <scarlisle@townofmedway.org>
Sent: Tuesday, December 6, 2022 1:55 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>
Subject: RE: 7 Sanford Street

Nolan went and checked this out and there's no connections to our MS4. So they don't need anything from DPW.

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Tuesday, November 29, 2022 2:18 PM
To: Stephanie Carlisle <scarlisle@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>
Subject: RE: 7 Sanford Street

Sounds good, thank you.

Susy

From: Stephanie Carlisle <scarlisle@townofmedway.org>
Sent: Tuesday, November 29, 2022 2:12 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>
Subject: RE: 7 Sanford Street

We will check on the property and see if there's any connections to our MS4.

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Tuesday, November 29, 2022 2:07 PM
To: Bridget Graziano <bgraziano@townofmedway.org>; Stephanie Carlisle <scarlisle@townofmedway.org>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>
Subject: RE: 7 Sanford Street

Thanks.

I do not believe they will be adding or removing 10,000 sq. ft of impervious surface.

Absolutely agree that we should require roof water be put into a dry well.

Susy

From: Bridget Graziano <bgraziano@townofmedway.org>
Sent: Tuesday, November 29, 2022 2:05 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Stephanie Carlisle <scarlisle@townofmedway.org>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>
Subject: RE: 7 Sanford Street

My two cents...

Are they adding, removing 10,000 sq ft of impervious surface?

- Town should request a letter that they do not have any illicit discharge and confirm with DPW
- All roof water should be put into dry well at the very least

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Tuesday, November 29, 2022 1:51 PM
To: Stephanie Carlisle <scarlisle@townofmedway.org>
Cc: Barbara Saint Andre <bsaintandre@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>
Subject: 7 Sanford Street

Hi,

We have been in conversation with the owner of 7 Sanford Street. They are planning to apply to the PEDB for a multi-family special permit for the property (and some level of site plan review). The property is .53 acres. It includes an older house which has 2 apartments. They want to renovate the attached barn/garage area and convert it into 4 apartments. See attached existing conditions plan. They are asking about what type of stormwater report and design they need to do. The planned scope of work does not include any changes to the existing footprint.

What is the stormwater status on that property? Is stormwater discharging out to the Town's MS4? Do you know if there are any stormwater management facilities on the site?

Thanks for your help.

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



Susan E. Affleck-Childs

Planning and Economic
Development Coordinator



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155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Fax (508) 321-4987
Email: sachilds@
townofmedway.org
www.townofmedway.org

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
PLANNING AND ECONOMIC
DEVELOPMENT OFFICE

MEMORANDUM

February 10, 2023

TO: Planning and Economic Development Board
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: 7 Sanford Street - Application for approval of multifamily housing special permit t

I have reviewed the multi-family housing special permit application, the associated site plan and architectural drawings, and other submitted documents pertaining to the proposed 6 dwelling unit multi-family development at 7 Sanford Street for compliance with the *Zoning Bylaw*, Section 5.6.4 Multi-Family Housing, *last updated November 14, 2022*. The application was filed with the PED office on January 13, 2023. The applicant, property owner, and developer is 7 Sanford Street, LLC of Medfield, MA, represented by Paul Tibits. Mr. Tibits purchased the property in June ,2019.

The subject property is 0.53 acres in size (23,060 sq. ft.) and is located in the Village Commercial and Multi-Family Housing Overlay zoning districts and the Medway Village National Register Historic District.

The site includes the following:

- the main, 2 story, vintage house fronting Sanford Street (2,800 sq. ft.) with two existing dwelling units;
- a single story attached wing fronting Sanford Street (840 sq. ft.), currently not occupied but it appears to have been previously used for residential purposes;
- an attached, two and a half story barn building (6,451 sq. ft.) with 5 garage bays. Currently used for business storage by the property owner.
- 2 paved parking areas, one accessed from Sanford Street and the other accessed from John Street.

The applicant seeks a multi-family housing special permit and proposes to:

- Undertake exterior façade improvements to the main house (new Hardiplank and refurbished clapboard siding, new double hung windows, fresh paint) and retain the two existing dwelling units. The existing roof will remain.
- Undertake exterior façade improvements to the existing attached wing (new and refurbished clapboard siding, new double hung windows, fresh paint) and construct a second story (840 sq. ft.) with a knee wall/dormer. This area will become the substantive portion of the newly created, 2 story residential unit #4. The ground floor level of this area will be used for storage units for the residences.
- Completely renovate the existing, attached barn/garage building to create three new residential dwelling units, and 2 interior garage spaces. This work includes removal of the existing roof, construction of a knee wall/dormers, and installation of a new roof with architectural shingles.

- Construct a three story, 882 sq. ft. connector/addition between the existing attached wing and the barn to square off the southwest corner of the building. (Footprint is 294 sq. ft.) Space to be used for tenant storage and portions of residential unit #4.
- Improve and expand the driveways and parking areas

Except for the above noted connector/addition, there is no expansion of the existing footprint of the buildings. Access will continue to be from Sanford Street and John Street.

A very basic site plan dated October 7, 2022 prepared by Donahue Architects. Inc. of Quincy, MA along with architectural drawings and renderings was submitted with the special permit application.

I offer the following comments: The comments with grey highlights need further review and discussion.

ZONING - Multifamily Housing (Section 5.6.4) – Applicability and Dimensional, Density, and Special Regulations

1. Section 5.6.4.B.1: 7 Sanford Street is located within the Village Commercial and Multifamily Housing Overlay zoning districts and thus is eligible to apply for a multifamily housing special permit.
2. Section 5.6.4.B.1: The site plan depicts the subject property with frontage along 4 streets (Sanford, River, Mansion, and John) for approximately 610 linear feet which provides considerably more than the required minimum 50 feet of frontage.
3. Section 5.6.5 B. 1: The Board needs to determine if Sanford Street and John Street have sufficient capacity to accommodate the projected traffic to be generated by the 6 residential units in this development.
4. Section 5.6.4.C.1: At 0.53 acres (23,060 sq. ft.) in size, the property meets the minimum area requirement of 10,000 sq. ft. for the Village Commercial zoning district. HOWEVER, the property does NOT meet the minimum lot size of 30,000 sq. ft. for a multi-family building (Section 5.6.4.C.5). The applicant may need to seek a variance from the Zoning Board of Appeals.
5. Section 5.6.4.C.1: The positioning of the existing structure on the lot meets the 20" front setback requirements of the VC zoning district. Because of the property's unique configuration with streets on all four sides, the 20' front setback requirement applies to all four sides as well.
6. Section 5.6.4.C.1: The building heights are indicated to "average" 33'. The project architect is asked to further explain this at the 2-14-23 hearing. The *Bylaw* specifies a maximum building height of 35" for construction of a multi-family building on a property located in the Medway Village Historic District.
7. Section 5.6.4.D 2 and 3: For lots under one acre in size, the maximum possible density of 8 dwelling units/acre shall not exceed its relative portion of an acre of "Land Available for Development". Assuming the entire 0.53 acre lot is "Land Available for Development", the maximum possible number of dwelling units for this property is four. As proposed, the 6 unit development (2 existing and 4 new) does not comply with the density standard. The applicant has been advised of this and we understand will apply to the Zoning Board of Appeals for a use variance under Section 3.2 B.4. of the *Zoning Bylaw* to allow for a 6 unit multi-family development and/or a special permit under Section 5.5. D. of the *Zoning Bylaw* (to extend a legally existing non-conforming use (2 family) if the ZBA finds that the

extended use is not substantially more detrimental than the existing nonconforming use to the neighborhood).

8. Section 5.6.4.E.1: With a proposed increase of 4 dwelling units, the project does not trigger the Affordable Housing requirements of Section 8.6 of the *Zoning Bylaw*.
9. Section 5.6.4.E.1: The *Bylaw* requires the provision of an open space or yard area equal to at least 15% of the parcel size. The project narrative indicates there will be 12,500 square feet of open space which is 54.2% of the site, however the location of that area is not specifically shown on the plan. The site plan should be revised to specifically designate the location(s) of the official open space/yard area. We understand the applicant is considering including a patio area that the occupants could share.
10. Section 5.6.4.E.3: A total of 14, off-street parking spaces are planned according to the project narrative provided by the applicant's architect.
 - 4 existing, unmarked paved spaces accessed from John Street for use by the occupants of the existing occupied units in the main house
 - 2 interior "garaged" spaces are planned in the renovated barn to be accessed from Sanford Street
 - 8 striped, paved parking spaces are to be provided, also to be accessed from Pond Street

The *Bylaw* requires 2 parking spaces per unit plus one additional visitor parking space for every 2 units for a total of 15 spaces. With a total of 6 units, the plan needs to be revised to add 1 more parking space. Or the applicant needs to apply to the Planning and Economic Development Board for a special permit pursuant to Section 7.1.1. Off-Street Parking, J. Reduced Parking to allow for a lesser number of parking spaces.

11. Section 5.6.4.E.4: The Medway Department of Public Works has confirmed the property is served by Town water and sewer services. The Applicant should contact the DPW to request a written communication to indicate whether the Town's sewer and water systems have sufficient capacity to accommodate the proposed additional 4 residential units. Please provide a copy of DPW's communication to the PED office.
12. Section 5.6.4 E.7: The Medway Historical Commission shall review any property proposed for a multifamily special permit which includes a building over 75 years old to determine if the building is "historically significant" and if such, whether it is "preferably preserved". If it is so determined, the renovation work is to be completed in a manner that reserves and/or enhances the building's historic exterior architecture and features. Also, any new construction must be designed to be consistent with the historic nature of the property, its primary building, and the surrounding neighborhood. The PED office can assist the applicant in scheduling an appointment with the Medway Historical Commission for its next meeting on Wednesday, February 22, 2023. The Board should discuss who or what entity should evaluate the design of the renovation and new construction work to determine if it complies with the noted criteria.

OTHER COMMENTS

13. Due to the construction of the 882 sq. ft. connection addition, the scope of the 7 Sanford Street project triggers Administrative Site Plan review by Town staff. However, when a project involves both administrative site plan review and a special permit, the Planning and Economic Development Board handles the entire review and decision process. The applicant needs to file an Administrative Site Plan

application with the PED office including a request for waivers of substantive portions of the *Site Plan Rules and Regulations*. Please contact the PED office with any questions.

14. I have asked Tetra Tech, the Town's consulting engineer, to conduct a general review of the project for basic engineering principles and stormwater. That review is forthcoming but will not be available for the 2-14-23 hearing.
15. The site plan indicates that the existing lot coverage (buildings only) is 3,940 sq. ft. (19.3%) of the site. That amount seems low. I have asked the project architect to review that calculation. The maximum allowed per the Bylaw is 80%. After review, if the amount of lot coverage is modified, that revised information shall be included in the next iteration of the site plan.
16. The applicant met with the Design Review Committee on Monday, February 6, 2023. A review letter from the DRC is forthcoming.
17. Section 7.1.1 E.4 of the *Zoning Bylaw*, Off-Street Parking, requires that a parking area of 15 or more parking spaces shall include 1 space with an electric vehicle charging station. The plan should be revised to include a parking space with an electric vehicle charging station.
18. The applicant has indicated that a landscaping and site improvement drawing will be forwarded to the Board to address additional plantings, new loam and seed lawn areas, walkways, and fencing. No light poles or light bollards are planned. Wall mounted exterior light fixtures at door entryways and walkways adjacent to the buildings are planned. The applicant is encouraged to submit that plan as soon as possible.
19. Staff comments have been provided by Health Agent Derek Kwok and Police Chief William Kingsbury.
20. Stormwater Management - The limited scope of proposed site improvements does not trigger a requirement for a Land Disturbance Permit. Also, the Medway DPW has informed us that the site's stormwater flow does not currently enter the Town's MS4 system so there is no need for a stormwater connection permit with DPW. (See staff email trail.) However, this is an opportune time to install some modest stormwater management measures to promote infiltration and recharge. Conservation Agent Bridget Graziano recommends that all roof water should be directed to dry well(s). The applicant has provided a letter dated January 25, 2023 from Anthony Stella, P.E. of Site Engineering Consultants, Inc. of Sharon, MA which outlines an overview of planned stormwater management and upgrades to the existing water and sewer services. Tetra Tech is reviewing the project and will provide some additional recommendations on suitable stormwater management measures that could be undertaken. The site plan should be revised to incorporate all planned site improvements.



**Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street
Medway MA 02053
508-533-3291
drc@townofmedway.org**

February 13, 2023

TO: Medway Planning and Economic Development Board
FROM: Matthew Buckley, Chair
RE: DRC Review Comments – 7 Sanford Street

Dear members of the PEDB,

The Medway Design Review Committee [DRC] is pleased to provide comments regarding the proposed multifamily special permit at 7 Sanford Street. The DRC met with applicant Paul Tibits and architect Brian Donahue via Zoom on Monday, February 6, 2023 and reviewed the proposal. The plans detail the redevelopment of the secondary buildings and a refurbishment of the original main house at the address.

The DRC agrees that the initial designs and intent of the project comply with the framework outlined in the *Medway Design Review Guidelines*. The design is cohesive and sympathetic to the existing structures. It improves the site as it now exists and restores its use to a higher purpose. The DRC had a constructive discussion and provided several recommendations to the applicant, which were favorably received. They are as follows.

- The applicant intends to keep materials and architectural features on the original main house and blend these with the redeveloped structures. The DRC would like to see samples of these materials when available.
- The DCR recommended the applicant explore color variations on the secondary buildings to break up the massing and give the appearance of separate units developed over time, common to New England period homes.
- The DRC encouraged the development of a trash plan during this phase to determine if a dumpster is needed. If so, the DRC recommends that the dumpster be screened on all sides.
- The DRC recommend that a plan for common open space and outside storage space (for grills, etc.) be established.
- The DRC recommended that four season, solid and vegetive screening be provided at the south of the property as a buffer for the benefit of residences along Mansion Street.
- The DRC recommended that a lighting plan be developed for parking and pathways within the site.

- The DRC recommended that any existing stone walls be maintained and improved.

The DRC respectfully submits these review comments for the PEDB's consideration. As always, the DRC is available to discuss any of these points.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew J. Buckley". The signature is fluid and cursive, with the first name "Matthew" and last name "Buckley" clearly distinguishable.

Matthew Buckley
Chair

Susan Affleck-Childs

From: Nolan Lynch
Sent: Thursday, February 16, 2023 2:51 PM
To: Susan Affleck-Childs; Anna Rice
Cc: Stephanie Carlisle
Subject: Re: Public Hearing Continuations - 7 Sanford Street Multi-Family AND Medway Commons Chipotle and Starbucks

Anna- comments to note would be that within the Site Engineering Consultants' statement they talk about the likelihood of having to upgrade water and sewer lines. If they must Sandford (were I'm assuming the ties would be too) falls under moratorium for both road and sidewalk. When filing for a street opening permit greater requirements and deposits are needed for such work. Mansion would also fall under these thresholds.

Susy-

When reviewing the site plan versus the engineers statement they talk about the need to add parking and most likely doing some sort of stormwater management system, working the two together. However on the site plan it primarily only shows preexisting conditions not any of the mentioned proposals. I know Steph and I did the review for the MS4 and determined they did not need to apply. Was wondering if there was any revised plan to accurately depict stormwater management methods and parking characteristics or they will not be able to determine those things until the completion of the project.

Thank you

Nolan Lynch
Town of Medway
Superintendent of Highway
Cell 774-278-3626

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Wednesday, February 15, 2023 3:20 PM
To: Michael Boynton <mboynton@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Bridget Graziano <bgraziano@townofmedway.org>; Anna Rice <arice@townofmedway.org>; Joanne Russo <jrusso@townofmedway.org>; Jonathan Ackley <jackley@townofmedway.org>; Christopher Park <cpark@townofmedway.org>; Jeff Lynch <ChiefLynch@townofmedway.org>; Mike Fasolino <mfasolino@townofmedway.org>; Craig Vinton <cvinton@townofmedway.org>; William Kingsbury <wkingsbury@medwaypolice.com>; Jeff Watson <jwatson@medwaypolice.com>; Peter Pelletier <ppelletier@townofmedway.org>; Barry Smith <bsmith@townofmedway.org>; Nolan Lynch <nlynch@townofmedway.org>
Subject: Public Hearing Continuations - 7 Sanford Street Multi-Family AND Medway Commons Chipotle and Starbucks

Hi all,

See attached PH continuation notices for the above 2 noted projects. Both were continued to the February 28, 2023 PEDB meeting.

Please submit any review comments by February 22.

Thanks.

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291





February 20, 2023

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

**Re: General Site Plan Review
7 Sanford 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 7 Sanford Street in Medway, MA. The Project consists of renovating the existing barn building and two-family residence. In addition to the necessary building improvements, the site will be modified to accommodate additional parking necessary to serve the proposed residential units.

TT is in receipt of the following materials:

- A plan (Site Plan) titled "Apartment Renovations, 7 Sanford Street, Medway, MA 02053", dated October 7, 2022, prepared by DONAHUE Architects, Inc. (DAI)
- An application (Application) package for Multifamily Housing Special Permit titled "Multifamily Housing Special Permit Application", dated January 12, 2023, prepared by Rich May, P.C.

The Plans and accompanying materials were reviewed for general site planning and good engineering practice due to the size and scope of the Project.

SITE PLAN REVIEW

General Site Plan Comments

1. The Applicant should include "Required" vs. "Provided" columns in the zoning table to show how the Project as proposed intends to meet the underlying zoning requirements including parking. Zoning should be verified as part of the permitting process.
2. We have not received the supplemental stormwater narrative for the Project as mentioned in the Project Narrative. Locations of proposed stormwater mitigation and topography should be added to the Site Plan.
3. We recommend the PEDB request written confirmation from Medway DPW to determine if existing utilities at the Project site are sufficient to serve the six proposed units. No proposed utility connections are shown on the Site Plan.
4. We recommend the PEDB request written confirmation from the Medway Fire Department to determine their satisfaction with the proposed Site Plan, particularly as it relates to site/hydrant access.
5. It appears portions of the town roadway and the site's fence encroach off their respective properties. The PEDB should confirm if easements are required for all encroachments.
6. The Applicant should confirm the limits of repaving for the proposed new parking area on the south side of the site. The linework provided on the plan suggests expanding the existing layout with no replacement of the existing driveway paving. A detail of the pavement section should be included on the Site Plan.
7. The Applicant shall confirm if vehicles using the remaining garage spaces will be able to actively maneuver on-site to enter/exit the garages particularly if cars are parked in the proposed surface spaces.

8. Dimensions of proposed parking spaces and driveways should be shown on the Site Plan.
9. The Applicant should confirm if a walkway is required north of the existing barn building (from the existing stairs to the parking).
10. The PEDB should confirm the anticipated method for trash pickup and mail delivery for the Project.
11. The Site Plan is stamped by a Registered Architect in Massachusetts. The PEDB should confirm if the Site Plan requires a Professional Civil Engineer stamp and endorsement.
12. The Applicant has not proposed any landscaping for the Project. Existing landscape information should be shown on the Site Plan.
13. No site lighting is proposed for the Project. The Applicant intends to install wall mounted exterior lights at door entryways.
14. We recommend the Site Plan include greater contrast between existing and proposed information (i.e. existing information in gray, proposed in black) for clarity and ease of review.
15. Property line metes and bounds, abutter information and existing utility connectivity in the right of way and into the site should be shown on the Site Plan. A scale bar should also be included.

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

P:\21583\143-21583-23005 (PEDB 7 SANFORD ST)\DOCS\7 SANFORD ST-PEDBREV(2023-02-20).DOCX



February 28, 2023

**Medway Planning & Economic Development Board
Meeting**

Salmon Willows Performance Security

- Letter dated 2-22-23 from attorney Paul Kenney on behalf of Salmon/Willows re: the Board's request for them to post performance security related to road completion in area known as Unit 3B.
- Tetra Tech bond estimate dated 1-13-23 in the amount of \$101,650 for the outstanding site work in Unit 3B area for which Salmon/ Willows is responsible (primarily top coat of roadway).
- Original Salmon construction phasing plan dated 3-10-2016.
- Excerpt from Salmon ARCPUD decision dated 3-24-16 re: performance guarantee and adjustments
- ARCPUD decision modification dated 11-18-21 to adjust phasing plan and extend project completion deadline
- Plan showing the Unit 3B area (red cloud outline)

Kenney & Kenney
ATTORNEYS AT LAW

Stephen J. Kenney
Paul V. Kenney

Peter J. Kenney (1973-1980)

181 Village Street
Medway, Massachusetts 02053
TEL: (508) 533-6711
FAX: (508) 533-6904
EMAIL: kenney@kenney-law.com

February 24, 2023

Via Email

Town of Medway
Planning and Economic Development Board
155 Village Street
Medway, MA 02053

Re: The Willows at Medway and Whitney Place Condominium

Dear Members,

This office represents The Willows at Medway and Whitney Place Condominium (“The Willows”) in connection with the bond estimate for Unit 3B of The Willows at Medway and Whitney Place Condominium. Unit 3B was purchased by Black Brook Realty, LLC by deed dated November 30, 2021, recorded with Norfolk Registry of Deeds in Book 40184, Page 539. Black Brook Realty, LLC purchased Unit 3B subject to the Adult Retirement Community Planned Unit Development Covenant dated August 28, 2017, recorded with Norfolk Registry of Deeds in Book 35686, Page 112.

The Planning Board has previously released five units from the covenant for no consideration. In addition, Black Brook Realty, LLC has posted a bond with the Planning Board in the amount of \$150,000.00. The Planning Board has now presented a bond estimate to The Willows in the amount of \$101,650.00.

My client has completed the infrastructure requirements with respect to Unit 3B with the exception of the topcoat for the way known as Waterside Run, which services the individual units within Unit 3B, on which a sub-condominium was created containing some of the so-called cottages. The Willows has obtained an estimate from its paving contractor in the amount of \$70,000.00 to complete the topcoat by July 17, 2023.

In light of the fact that the Planning Board holds a bond from Black Brook Realty in the amount of \$150,000.00, and the Willows cannot complete the topcoat for Waterside Run until Black Brook Realty completes its construction, the bond request to The Willows is premature.

Therefore, my client requests that it be allowed to complete the topcoat for Waterside Run on or before July 17, 2023, and at that point, any further bond requirement can be reviewed.

Thank you for your attention to this matter, and if there are any questions, please let me know me.

Very truly yours,


Paul V. Kenney

Paul V. Kenney

PVK:mb

To: Susan Affleck-Childs – Coordinator, Medway Planning and Economic Development

Cc: Bridget Graziano – Medway Conservation Agent
Jeff Robinson – Applicant (Willows)

From: Steven M. Bouley, PE 
Tucker D. Paradee, EIT

Date: January 13, 2023

Subject: The Willows at Medway Bond List (Unit 3B Area)

On December 8, 2022, at the request of the Medway Planning Board, Tetra Tech (TT) conducted a bond list inspection of The Willows at Medway (Willows) Project in Medway, MA. As directed, the bonding for the Project has been split into multiple lists, one for the entire site which is controlled by the Willows, one for the internal exclusive use areas controlled by Black Brook Realty, LLC (Black Brook) and one for Willows controlled areas along Black Brook Unit 3B areas. **This list encompasses the areas controlled by The Willows along the entirety of Waterside Run and Willow Pond Circle (STA 9+00 to STA 11+75) which generally align with the frontage of Black Brook Unit 3B areas, see attached figure.** Items reflected in this list include but are not limited to roadways, drain infrastructure, utility infrastructure, and common areas. The below list and attached Estimate were generated for outstanding items which have not yet been completed, are deficient in quality or outstanding administrative items which remain to be submitted.

The inspection was conducted using the following documents:

- A plan set (Willows Plans) titled "'Salmon Health and Retirement Community', Construction Documents, Village Street, Medway, Massachusetts 02053", dated December 11, 2017, prepared by Coneco Engineers & Scientists (CES).
- A plan set (Black Brook Plans) titled "The Willows at Medway and Whitney Place Condominium, Condominium Site Plan" dated November 29, 2021, prepared by Engineering Design Consultants, Inc. (EDC).

Missing Items

1. Sweep existing binder, spray tack coat asphalt emulsion and install bituminous top course. Regions that require top include the entirety of Waterside Run and Willow Pond Circle (STA 9+00 to STA 11+75).
2. Install striping along roadways.

Inspection/Maintenance

3. Provide snow plowing throughout the paved area of the Project. Assume two (2) years of plowing.
4. Perform street sweeping in the Spring and Fall. Assume two (2) years of street sweeping.

Administrative

5. Contract with consulting engineer and legal counsel to provide continued construction administration for the project.
6. Provide as-built plans of the Project.

These comments are offered as guides for use during the Town's review. In addition to this list, we recommend the Applicant conduct their own evaluation of the site to ensure all items included on the approved documents are completed to the satisfaction of the engineer of record for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

P:\21583\143-21583-15011 (WILLOWS ARCPUD REVIEW)\CONSTRUCTION\PUNCH-BOND LIST\BOND LIST_01_WILLOWS_UNIT 3B_2023-01-13.DOC

**TETRA TECH**

Bond Estimate
The Willows at Medway - Unit 3B Frontage
Medway, Massachusetts
January 13, 2023

ITEM NO.	DESCRIPTION	QUANTITY ²	UNIT	UNIT COST ¹	ENGINEERS ESTIMATE
001	Tack Asphalt Emulsion (Roadway)	321	GAL	\$9.00	\$2,888
002	Top Course Asphalt (Roadway)	359	TON	\$140.00	\$50,308
003	Striping (Roadway)	1	LS	\$500.00	\$500
004	Snow Plowing ²	1	LS	\$5,000.00	\$5,000
005	Street Sweeping ²	1	LS	\$4,000.00	\$4,000
006	Engineering Services	1	LS	\$2,500.00	\$2,500
007	As-Built Plans	1,750	LF	\$7.50	\$13,125
008	Legal Services	1	LS	\$3,000.00	\$3,000
Subtotal					\$81,320
25% Contingency					\$20,330
Total					\$101,650

Notes:

¹Unit prices are taken from the latest information provided on the MassDOT website. They utilize the MassDOT weighted bid prices (Combined - All Districts) for the time period 1/2022 - 1/2023. Quantities which are too small for accurate representation using the weighted bid pricing were estimated based on industry construction experience.

²This item will remain in the estimate until this Phase is entirely complete and occupancy is granted to all units.

³Items represented in the above estimate include the roadway (berm to berm) and infrastructure along the entirety of Waterside Run and Willow Pond Circle (STA 9+00 and STA 11+75) which generally represents the frontage areas along Black Brook Unit 3B lease areas.

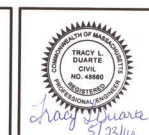
FOR REGISTRY USE ONLY

PLANNING BOARD APPROVAL
REQUIRED UNDER THE SPECIAL
PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

DATE OF APPROVAL: _____

DATE OF ENDORSEMENT: _____



REVISIONS

NO.	DATE	DESCRIPTION	BY	CHK'D
1	12/22/15	TOWN & PER REVIEW COMMENTS	TRACY L. DUARTE	TRACY L. DUARTE
2	12/22/15	REVISIONS	TRACY L. DUARTE	TRACY L. DUARTE
3	12/27/15	TOWN & PER REVIEW	TRACY L. DUARTE	TRACY L. DUARTE
4	02/17/16	TOWN & PER REVIEW	TRACY L. DUARTE	TRACY L. DUARTE
5	02/22/16	FINAL SUBMISSION	TRACY L. DUARTE	TRACY L. DUARTE

PREPARED BY: CONTINUING CARE MANAGEMENT, LLC
1 LYMAN STREET
WESTBOROUGH, MASSACHUSETTS 01581

PROJECT NO. 259

DATE: 06/12/2015

CLIENT: SALMON HEALTH AND RETIREMENT COMMUNITY
259, 1 LYMAN STREET
WESTBOROUGH, MASSACHUSETTS 01581

PROJECT NO. 259

DATE: 06/12/2015

CONECO
Engineers & Scientists

4 FIRST STREET, BROOKFIELD, MASSACHUSETTS 01505
PHONE: 508-697-7777 FAX: 508-697-5996
WWW.CONECO.COM

DESIGNED: JEN CHECKED: TLD
DRAFTED: DLD IN CHARGE: SMG
SCALE: 1" = 100'
PROJECT NO. 8548.0
SHEET NO.

C2

CONSTRUCTION SEQUENCING PLAN

-
1. PHASE I: PRE-CONSTRUCTION ACTIVITIES, FLOOD PLAIN COMPENSATORY STORAGE, AND WETLAND REPLICATION
1.1. PLACE EROSION CONTROL SILT FENCE LINE AROUND PERIMETER OF ALL FUTURE CONSTRUCTION ACTIVITIES, AND SECURE SILTATION CURTAINS IN RIVER AREAS.
1.2. CLEAR TREES AND SHRUBS WITHIN CONSTRUCTION ZONE AND REMOVE ORGANIC AND TOP SOIL LAYER.
1.3. CONSTRUCT FLOOD PLAIN COMPENSATORY STORAGE AND WETLAND REPLICATION AREAS.
 2. PHASE II: PRIMARY INFRASTRUCTURE CONSTRUCTION, CAMPUS BUILDING, MEDICAL BUILDING, PAVILION, 6 COTTAGES
2.1. CONSTRUCT ALL SURFACE DRAINAGE COMPONENTS INCLUDING DETENTION BASINS AND CONVEYANCE SNALES.
2.2. CONSTRUCT ROADWAY TO FINISHED GRADE WITH ALL SUBSURFACE INFRASTRUCTURE IN PLACE.
2.3. BUILD WETLAND/STREAM CROSSING BRIDGES.
2.4. PERFORM ALL SITE WORK ASSOCIATED WITH MAIN CAMPUS BUILDING, MEDICAL OFFICE BUILDING, PAVILION, AND 6 COTTAGES.
2.5. ERECT MAIN CAMPUS BUILDING, MEDICAL OFFICE BUILDING, PAVILION, AND 6 COTTAGES.
2.6. BEGIN LANDSCAPING AND FACILITY AMENITY CONSTRUCTION.
 3. PHASE III: STRUCTURES (13 COTTAGES)
3.1. PERFORM ALL SITE WORK ASSOCIATED WITH COTTAGE BUILDINGS.
3.2. ERECT COTTAGE BUILDINGS.
3.3. LANDSCAPING AND FACILITY AMENITY CONSTRUCTION.
 4. PHASE IV: STRUCTURES (10 COTTAGES)
4.1. PERFORM ALL SITE WORK ASSOCIATE WITH COTTAGE BUILDINGS.
4.2. ERECT COTTAGE BUILDINGS.
4.3. LANDSCAPING AND FACILITY AMENITY CONSTRUCTION.
 5. PHASE V: STRUCTURES (8 COTTAGES)
5.1. PERFORM ALL SITE WORK ASSOCIATED WITH COTTAGE BUILDINGS.
5.2. ERECT COTTAGE BUILDINGS.
5.3. LANDSCAPING AND FACILITY AMENITY CONSTRUCTION.
 6. PHASE VI: STRUCTURES (10 COTTAGES)
6.1. PERFORM ALL SITE WORK ASSOCIATED WITH COTTAGE BUILDINGS.
6.2. ERECT COTTAGE BUILDINGS.
6.3. LANDSCAPING AND FACILITY AMENITY CONSTRUCTION.
 7. PHASE VII: STRUCTURES (7 COTTAGES)
7.1. PERFORM ALL SITE WORK ASSOCIATED WITH COTTAGE BUILDINGS.
7.2. ERECT COTTAGE BUILDINGS.
7.3. COMPLETE LANDSCAPING AND FACILITY AMENITY CONSTRUCTION.
 8. PHASE VIII: FINISHING AND DEMOBILIZATION
8.1. REMOVE EQUIPMENT FROM SITE AS PROJECT COMPLETION BEGINS.
8.2. FINALIZE FACILITY LANDSCAPING AND CLEAN CONSTRUCTION MATERIAL FROM SITE.
8.3. DEMOBILIZE ALL ON-SITE TEMPORARY BUILDINGS/CONSTRUCTION EQUIPMENT OFF SITE.



PLANNING BOARD APPROVAL
REQUIRED UNDER THE SPECIAL
PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

DATE OF APPROVAL:
DATE OF ENDORSEMENT:

FOR REGISTRY USE ONLY

COMMONWEALTH OF MASSACHUSETTS

TRACY DUARTE

CIVIL

NO. 48860

REGISTERED

PROFESSIONAL ENGINEER

5/23/16

REVISIONS

NO.	DATE	DESCRIPTION	DR/CK
4	01/27/2016	TOWN & PEER REVIEW	JEN/TLD
5	03/10/2016	GENERAL COMMENTS	WAS/JEN

PREPARED FOR:

CONTINUING CARE MANAGEMENT, LLC
1 LYMAN STREET
WESTBOROUGH, MASSACHUSETTS 01581

PROJECT:

SALMON HEALTH AND RETIREMENT
COMMUNITY
259, 261, 261R AND 263 VILLAGE STREET
MEDWAY, MASSACHUSETTS 02053

DATE

12/11/2015

DESIGNED:

JEN

CHECKED:

TLD

DRAFTED:

DJD

IN CHARGE:

SMO

SCALE:

1" = 100'

PROJECT NO.

8548.0

SHEET NO.

C62

PREPARED BY:

CONNECO

PLANNING BOARD:

ARCPCUD SPECIAL PERMIT
SITE PLANS

CONSTRUCTION SEQUENCE PLAN

CONNECO

Engineers & Scientists

4 FIRST STREET, BRIDGEWATER, MASSACHUSETTS 02324
PHONE 508-897-3191 OR 800-548-3355; FAX 508-897-5986
WEBSITE: www.conneco.com

Excerpt from Salmon ARCPUD decision – March 2016

*Salmon Health and Retirement Community ARCPUD Special Permit
March 24, 2016*

the Plan of Record. The Restrictive covenant shall be recorded at the Norfolk County Registry of Deeds.

- b. *Performance Guarantee* – The Restrictive Covenant may be replaced by one of the types of performance guarantees set forth in G.L. c. 41, Section 81U, the Subdivision Control Law, at such time as the Applicant wishes to obtain a building permit for any Phase IV building and after the Applicant has completed the minimum infrastructure construction as specified in Section 6.6.3 of the *Subdivision Rules and Regulations* for the Phase II area as shown on Sheet 62 Construction Sequence Plan, last revised March 10, 2016. The form or combination of performance security measures shall be selected and from time to time may be varied by the Applicant, in a sufficient amount, source and form acceptable to the Planning and Economic Development Board, Treasurer/Collector, and Town Counsel. Such performance guarantee shall secure the Applicant's completion of the construction of the remaining roadways and installation of the remaining stormwater management facilities, utilities, services, pedestrian facilities/ trails/pathways, all appurtenances thereto, and all site amenities including but not limited to lighting, landscaping (except for individual cottage landscaping), and fencing and any off-site improvements all as shown on the Plan of Record and the maintenance thereof. The performance guarantee agreement shall:
- 1) define the obligations of the developer and performance guarantee company;
 - 2) specify a scheduled date by which the applicant shall complete construction in accordance with the Plan of Record;
 - 3) state that it does not expire until released in full by the Planning and Economic Development Board; and
 - 4) include procedures for collection upon default.

The applicant shall be current with the Town of Medway for any taxes/fees associated with the subject property before the Board may enter into a performance security agreement.

- c. *Amount* - The face amount of the performance guarantee shall be the amount that would be required for the Town of Medway to complete the construction of the roadways and installation of stormwater management facilities, utilities, services, pedestrian facilities/trails/pathways, all appurtenances thereto, and all site amenities including but not limited to lighting, landscaping (except for individual cottage landscaping), and fencing as specified in the Plan of Record and any off-site improvements that remain unfinished at the time the performance guarantee estimate is prepared. The estimate shall be based on unit prices in the latest Weighted Average Bid Prices issued by the MassDOT. The estimate shall also include the cost to maintain the roadways, stormwater management system and other infrastructure in the event the applicant fails to adequately perform such. The estimate shall reflect the cost for the Town to complete the work as a public works project, which may necessitate additional engineering, inspection, legal and administrative fees, staff time and public bidding procedures. In determining the amount of the performance guarantee, the Board shall be guided by the following formula in setting the sum of the security.

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Richard Di Iulio, Clerk
Jessica Chabot, Member
Matthew Hayes, P.E., Member
Thomas A. Gay, Associate
Member



Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Fax (508) 321-4987
Email: planningboard@townofmedway.org
www.townofmedway.org

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

RECEIVED TOWN CLERK
NOV 18 '21 AM 11:45

November 18, 2021

MODIFICATION

Salmon Senior Living Community ARCPUD Revision of Phasing Plan and Extension of Project Completion Deadline

Name/Address/Permittee:	Continuing Care Management, LLC One Lyman Street Westborough, MA 01581
Project Location:	259, 261, 261R and 263 Village Street
Assessor's Reference:	Agricultural Residential II
Purpose:	Revise the overall phasing plan and extend the deadline for completion of roadways, infrastructure and utilities
Date of Special Permit Decision:	March 24, 2016
Date of Plan Endorsement:	December 27, 2017

This is a decision of the Medway Planning and Economic Development Board (hereinafter "Board") to extend the deadline to complete construction of the roadways and all related infrastructure including the stormwater management system and install all utilities as shown on the Salmon ARCPUD Plan of Record within three years from the date of plan endorsement or such further time as permitted by the board.

BACKGROUND – The ARCPUD special permit decision approved by the Board on March 24, 2016 pertained to the construction of an age-restricted, active adult/senior residential living community on the site to be known as The Willows at Medway and Whitney Place. The approved development is to consist of 54 cottage style independent living homes located in 29 buildings, a main building to include 15 cottage style independent living homes, 40 memory care apartments, 60 assisted living apartments and 56 independent living apartments, a 3,522 sq. ft. community center pavilion and a 11,475 sq. ft. medical office building. Planned improvements include 5,498 linear feet of privately owned roadway (*Willow Pond Circle, Waterside Drive, Lilac Path, and Walnut Grove*), sewage and water service; stormwater management/drainage facilities; 37.4 acres of dedicated open space open to the public; paved sidewalks; walking trails/paths; and associated parking and landscaping. Site access and egress will be from Village Street, a Medway Scenic Road. The open space land will be protected through a Conservation Restriction and Easement granted to the Town of Medway, acting through its Conservation

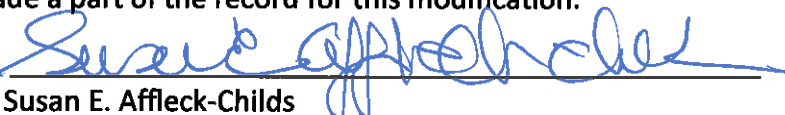
Commission, for conservation and passive recreation purposes and to permit public access to the open space land, trails/pathways and parking area.

PREVIOUS COMPLETION DEADLINE EXTENSION – At its May 11, 2021 meeting, the Board extended the deadline for completion of the roadways, infrastructure and utilities to December 12, 2023.

DESCRIPTION OF PROPOSED MODIFICATION – In a communication dated October 21, 2021 from Jeff Robinson of Continuing Care Management, the Permittee requested that the Board approve further adjustments to the phasing plan and extend the project completion deadline to January 1, 2026. The revised phasing plan and associated exhibit are attached. The changes pertain to the timing of construction of the 54 residential cottages, the pavilion, and the medical office building and the infrastructure directly related to those buildings. The request was made in the context of the continuing challenging construction environment due to the effects of the COVID-19 pandemic and the coordination associated with taking on a development partner for the construction of the residential cottages.

DECISION OF THE BOARD – The Medway Planning and Economic Development Board, at a duly posted meeting held on November 9, 2021, voted five in favor and none opposed to adjust the phasing plan and extend the deadline for completion of the Salmon Willows Senior Living Community to January 1, 2026 as specified during the meeting and in the associated attachments.

All other conditions of approval of the original ARCPUD special permit dated March 24, 2016 remain in force. All documents associated with the previous decision are hereby acknowledged and made a part of the record for this modification.

Attest: 
Susan E. Affleck-Childs
Planning and Economic Development Coordinator

11-18-2021
Date

cc: Jeff Robinson, Continuing Care Management, LLC
Peter Bemis, Engineering Design Consultants
Jack Mee, Building Commissioner
Steve Bouley, Tetra Tech

Revised Phasing Plan 10/21/2021

Phase I – Place erosion control silt fence line around perimeter of all future construction activities, and secure siltation curtains in river areas. Clear trees and shrubs within construction zone and remove organic and topsoil layer. **Phase I is now complete 7/15/19.**

Phase II – Construct wetland/crossing bridges, install utilities, main campus building and binder coat roadway. **Phase II is now complete 5/26/21.**

Phase IIIA – Perform remaining site work associated with cottages, as cottages are constructed. Construct remaining underground recharge systems and conveyance swales as cottages are constructed. Complete all landscaping associated with cottage sites as cottages are constructed. **Estimated completion date 6/6/23.**

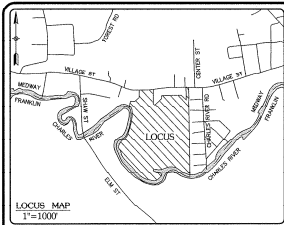
Phase IIIB – Perform remaining site work associated with cottages, as cottages are constructed. Construct remaining underground recharge systems and conveyance swales as cottages are constructed. Complete all landscaping associated with cottage sites as cottages are constructed. **Estimated completion date 12/1/24.**

Phase IV – Construct commercial building and pavilion and associated site work/landscaping. **Estimated completion date 12/1/25.**

Phase V – Finalize and complete any remaining landscaping not previously completed in phases.

Phase VI – Remove and clean construction materials and debris from site.

Project Completed. **Estimated completion date 1/1/26**



- PLAN NOTES**
1. THE PURPOSE OF THIS PLAN IS TO SHOW THE EXCLUSIVE USE AREAS APPURTENANT TO UNIT 3A AND UNIT 3B.
 2. THE PROPERTY LINES AND EXISTING CONDITIONS SHOWN HEREON ARE THE RESULT OF AN ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY LIGHTHOUSE LAND SURVEYING, LLC ON OCTOBER 29, 2021.
 3. ALL ON-THE-GROUND EXISTENCES WERE PERFORMED USING LEICA TS12 (2") ROBOTIC TOTAL STATIONS.
 4. THE LEGAL STATUS OF THE STREETS AND/OR WAYS SHOWN HEREON, WHETHER THEY ARE PUBLIC OR PRIVATE, WAS NOT MADE PART OF THIS SURVEY.
 5. OWNERS NAMES SHOWN HEREON ARE BASED UPON ASSESSORS INFORMATION OBTAINED AS OF THE DATE OF THE SURVEY. IT DOES NOT REPRESENT A CERTIFICATION OF TITLE NOR DOES IT GUARANTEE THE OWNERSHIP OF LANDS OR ABUTTING PROPERTIES.

Curve	Length	Radius	Delta	Chord Distance	Chord Length
C1	27.79	20.00	79° 36' 40"	M50° 55' 05"W	25.607
C2	87.31	1820.83	2° 44' 39"	N83° 00' 10"E	87.300
C3	185.77	1860.61	4° 24' 56"	N46° 44' 32"E	185.720
C4	242.98	1820.83	7° 38' 40"	N89° 27' 13"E	242.800
C5	210.86	2110.57	57° 15' 23"	S42° 52' 29"E	202.190
C6	42.03	48.00	49° 58' 30"	S66° 07' 26"E	40.750
C7	103.62	391.00	19° 05' 24"	S50° 05' 53"E	103.141
C8	108.77	138.00	44° 40' 08"	S38° 19' 30"E	106.018
C9	35.52	25.00	81° 23' 48"	S24° 53' 27"W	32.804
C10	38.43	161.00	10° 56' 58"	N50° 30' 06"W	38.389
C11	87.98	161.00	24° 44' 11"	S32° 10' 01"E	86.078
C13	125.98	161.00	44° 50' 08"	N38° 13' 30"W	122.788
C14	87.62	189.00	20° 30' 29"	S36° 03' 40"E	87.389
C15	108.76	511.00	11° 58' 18"	S32° 10' 47"E	108.570
C16	57.92	138.00	23° 32' 25"	S26° 16' 52"E	57.499
C17	53.65	214.00	14° 26' 41"	S25° 15' 08"W	53.609
C18	82.99	161.00	29° 31' 59"	S17° 42' 29"W	82.072
C19	85.51	78.00	64° 44' 02"	S25° 25' 31"E	81.408
C20	47.70	54.00	50° 36' 37"	N22° 21' 49"W	46.163
C21	58.64	261.00	12° 52' 19"	N1° 00' 52"E	58.512
C22	174.19	389.00	25° 39' 07"	N40° 14' 21"E	172.699
C23	81.19	54.00	64° 05' 23"	N52° 41' 26"E	81.987

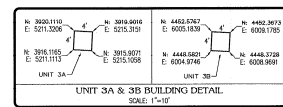
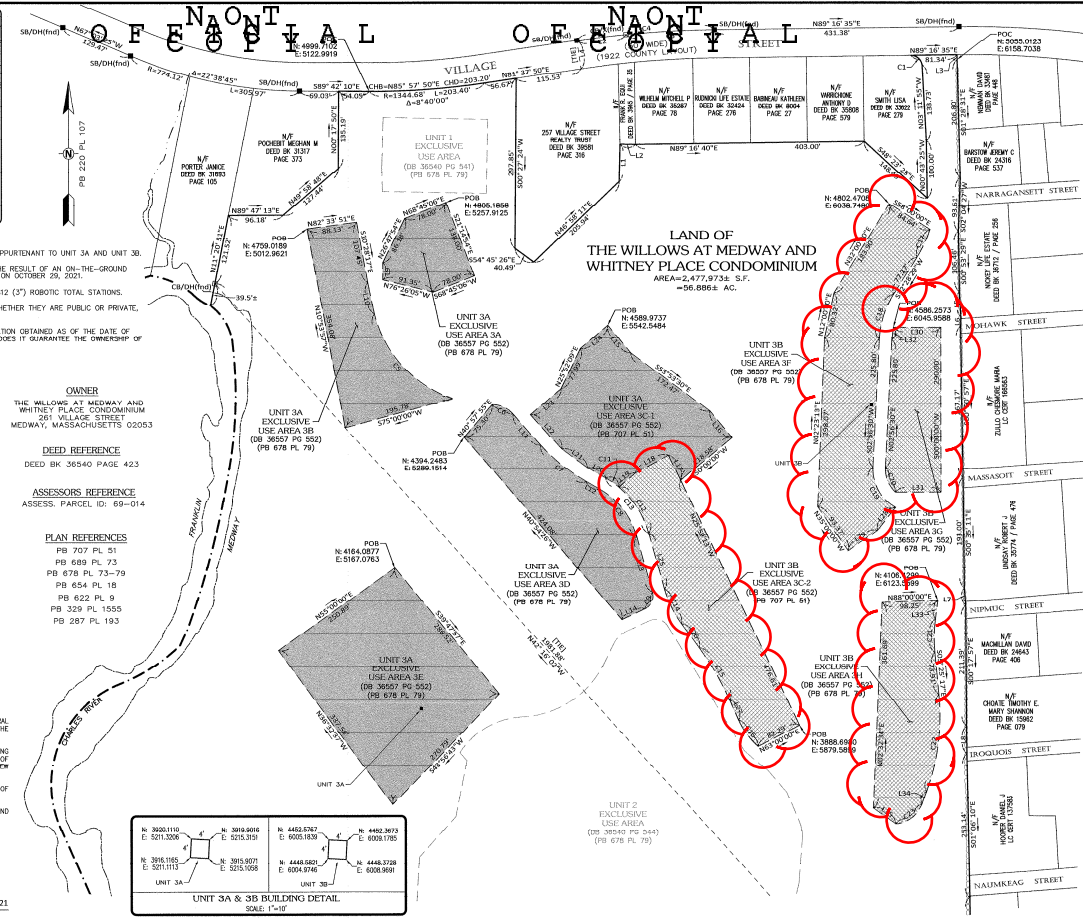
I CERTIFY TO THE EXISTENCE OF THE FOLLOWING:
THIS SURVEY AND PLAN WERE PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS, TITLE 250 CMR 6.00.

THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THAT THE LINES OF STREETS AND WAYS ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

THIS PLAN FULLY AND ACCURATELY DEPICTS THE LOCATION AND DIMENSIONS OF THE BUILDINGS, AREAS, BUILT, AND FULLY LIES THE LINES CONTAINED THEREIN.

THE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS.

Richard W. Spill
PROFESSIONAL LAND SURVEYOR
NOVEMBER 29, 2021
DATE



Norfolk Registry of Deeds
Dedham, Mass.
Received December 1, 2021
Wm
Filed as Page 57
PL 81, 76
Attest: *Matthew P. Farrell*
Register

REGISTRY USE ONLY

LEGEND

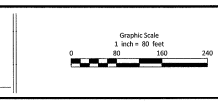
(S/Dr)(hd) CONCRETE BOUND W/ DRILL HOLE FOUND
(C/Dr)(hd) CONCRETE BOUND W/ E-WAY FOUND
(P/Dr)(hd) POINT OF BEGINNING
(P/Dr)(hd) POINT OF BEGINNING
(S/Dr)(hd) STONE BOUND W/ DRILL HOLE FOUND

PLAN REFERENCES CONTINUED

PB 254 PL 233 (A-E)
PB 253 PL 945 (A-E)
PB 220 PL 107
PB 197 PL 676
PB 61 PL 2942
PL 1212 OF 1563
PL 795 OF 1956
PL 1458 OF 1953
PL 1056 OF 1928
LC CASE 29955 A
LC CASE 14682 A & B

Parcel	Length	Direction
L1	64.74	N01° 28' 31"E
L2	27.07	S89° 24' 34"E
L3	8.78	N01° 44' 37"E
L4	56.86	N08° 38' 35"E
L5	43.88	N03° 15' 30"E
L6	15.84	S01° 12' 05"W
L7	36.22	N08° 38' 35"E
L8	48.57	S00° 41' 07"E
L9	30.27	N00° 07' 43"W
L10	55.87	N01° 08' 00"E
L11	7.258	S44° 30' 11"E
L12	26.36	S60° 38' 35"E
L13	19.08	S15° 48' 26"E
L14	14.12	S60° 38' 35"E
L15	83.00	S40° 00' 00"E
L16	61.00	S40° 00' 00"E
L17	46.76	N25° 58' 13"W
L18	56.08	S01° 00' 00"E
L19	38.27	S50° 00' 00"W
L20	26.63	N60° 25' 53"W
L21	46.88	N45° 30' 00"E
L22	85.01	N42° 30' 00"W
L23	70.88	N50° 00' 00"E
L24	43.90	N00° 00' 00"E
L25	11.08	S15° 48' 26"E
L26	52.77	S38° 18' 58"E
L27	27.08	S04° 30' 40"E
L28	16.88	S38° 18' 58"E
L29	43.90	S50° 00' 00"W
L30	83.00	S50° 00' 00"W
L31	80.43	N00° 00' 00"W
L32	22.99	N07° 38' 40"E
L33	26.74	N07° 27' 06"E
L34	22.71	N30° 13' 44"E
L35	48.31	S50° 19' 20"E

REVISED	DATE	DESCRIPTION
01	11/29/21	GRAPHIC SCALE
02	11/29/21	GRAPHIC SCALE
03	11/29/21	GRAPHIC SCALE
04	11/29/21	GRAPHIC SCALE
05	11/29/21	GRAPHIC SCALE
06	11/29/21	GRAPHIC SCALE
07	11/29/21	GRAPHIC SCALE
08	11/29/21	GRAPHIC SCALE
09	11/29/21	GRAPHIC SCALE
10	11/29/21	GRAPHIC SCALE
11	11/29/21	GRAPHIC SCALE
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Engineering Design Consultants, Inc.
32 Turnpike Road
Southborough, Massachusetts
(508) 480-0225

THE WILLOWS AT MEDWAY AND WHITNEY PLACE CONDOMINIUM
261 VILLAGE STREET
(NORFOLK COUNTY)
MEDWAY, MASSACHUSETTS

CONDOMINIUM SITE PLAN
Black Brook Realty, LLC
17 Main Street
Hopkinton, Massachusetts 01748

DATE
NOVEMBER 29, 2021

1 OF 3
EDC PROJECT NUMBER
3750

708-53-2021



February 28, 2023
Medway Planning & Economic Development Board
Meeting

Construction Reports

- 2-17-23 monthly William Wallace Village report from Dan Merrikin, Legacy Engineering

NOTES

1. Building Department has issued the occupancy permit for the last dwelling unit.
2. Permittee has made the final affordable housing payment.
3. Request for several field changes is forthcoming to be included on the agenda for the 3-14-23 PEDB mtg.



dan@legacy-ce.com
508-376-8883(o)
508-868-8353(c)
730 Main Street
Suite 2C
Millis, MA 02054

CONSTRUCTION INSPECTION REPORT

Date of Inspection: 2/16/2023 **Time On-Site:** 1:30 pm **Weather:** 50F, Partly Cloudy

Location: William Wallace Village, 274 Village Street, Medway, MA

Inspection By: Daniel J. Merrikin, P.E.

Date of Report: 2/17/2023

Observation Requested by: DTRT LLC
Medway Planning & Economic Development Board

Activity Summary:

At the time of inspection work on the following structures was ongoing:

- Unit 2/4 is substantially complete and occupied.
- Unit 6/8 is substantially complete and occupied.
- Unit 18 (old house) is substantially complete and occupied.
- Unit 20/22/24 is substantially complete and occupied.
- Unit 10/12 is substantially complete and occupied.
- Unit 14/16 is substantially complete and partially occupied.
- The mail kiosk is substantially complete.

Note the following site construction activities since our last inspection.

- Aside from minor work around unit 14/16, little site work has been undertaken since our last inspection. The work around unit 14/16 includes improvement of erosion controls and some grading activities.
 - A site cleanup has been undertaken, removing most of the remaining construction supplies from the site.
 - It is noted that the Board of Health has approved the installed location of the irrigation well pending the installation of bollards and a small section of vertical concrete curbing to protect the wellhead.
-



Erosion Controls:

Note the following:

- Based on a recent site walk with the Conservation agent and peer review consultant, the improved erosion controls around unit 14/16 are satisfactory.

Recommended Improvements:

1. Upgrade and improve erosion controls as needed.





