

**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**

**Tuesday, April 25, 2023**  
**Medway Planning and Economic Development Board**  
**155 Village Street**  
**Medway, MA 02053**

| <b>Member</b>     | <b>Matt Hayes,<br/>Chair</b> | <b>Bob Tucker</b> | <b>Jessica Chabot</b> | <b>Sarah<br/>Raposa</b> | <b>Tom Gay<br/>Assoc. member</b> |
|-------------------|------------------------------|-------------------|-----------------------|-------------------------|----------------------------------|
| <b>Attendance</b> | <b>X</b>                     | <b>absent</b>     | <b>X</b>              | <b>X</b>                | <b>X</b>                         |

**PRESENT:**

Barbara J. Saint Andre, Director of Community and Economic Development

The meeting was called to order by Chair Hayes at 7:00 p.m.

There were no Citizen Comments.

**Public Hearing – 10 Lincoln Street – Auto Repair Special Permit:**

Land Surveyor Dan O'Driscoll and property owner Matt Fasolino were present. The Board was informed that Fasland, LLC has applied for a special permit for vehicle repair at 10 Lincoln Street. Mr. O'Driscoll explained that the parking lot is just a wide-open lot with no striping. He submitted an updated site plan that shows the square footage of the building, broken down by uses, and striped parking spaces. The proposal is to have one-half of the existing building to be occupied by Chris's Auto Repair, and the other half of building will continue to be occupied by MCH Cycles. Chris's will need 27 parking spaces based on the Zoning Bylaw requirements. The motorcycle shop would need 25, but most of the parking is for motorcycles so full parking spaces are not needed. Ms. Chabot noted they can ask for reduced parking, the Board looks at the entire site. The drainage is not changing. There are no exterior changes to the building. There will be no outdoor storage of material or equipment as that is prohibited in this zone. There is no additional lighting proposed. There will not be a new sign. There is

no MS4 permit needed. The deliveries will be small trucks no box trucks. The parking area was shown on the screen share. There will be 27 parking spaces but could have 29. The Board would like the applicant to indicate the accessible parking spaces. The applicant communicated that they would like to stripe the area. There was discussion if there is a need to the allocated parking and if it is not needed, there could be a submittal for reduced parking.

There were comments from public.

- Concerns included noise from business
- Sufficient parking
- Clarification on hours of operation
- Who will enforce any complaints in a timely manner
- Option for a privacy fence.

The Board was informed that the hours of operation will be Monday through Friday 8:00 a.m. – 5:00 p.m. Most of the repairs will take place inside the building in the bays. The Chair explained that the Board can add conditions to address concerns.

The Board would like the applicant to look at the Design Review Commission specifications relating to the dumpster enclosure. The residents were informed that the town has a zoning compliance officer who will enforce any complaints. Chris Swanson, owner of Chris's Auto Repair, noted that he does not have a tow truck, that is not part of the business.

The applicant would like to add a fence and additional landscaping within the next two years. Abutter suggested options for a fence.

The Board went through the special permit criteria.

There will be language added regarding the following:

- Hours of operation
- Details regarding parking
- Dumpster enclosure (hours of pick up)
- No outdoor storage

The draft decision will be prepared and discussed at the May 9, 2023 meeting.

**On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted unanimously to continue the hearing to May 9, 2023 at 7:00 pm.**

### **Public Hearing Continuation 7 Sanford Street – Multi-Family Housing Special Permit:**

Member Sarah Raposa recused herself from the hearing and left the table. The Board will need member Tucker to sign a Mullin Certification in order to have 4 members to vote on this application.

Danielle Justo and Brian Donahue were present for the applicant. The Board was informed that the applicant has responded to 95% of the Tetra Tech comments. He went over comments in the Tetra Tech letter of April 21<sup>st</sup>. Attorney Danielle Justo explained that there will be a need to an easement for a portion of the roadway pavement and fence. The applicant is willing to provide this. The utility connections are now shown on the plan. The method of trash pick-up will be done weekly. The landscape and photometric plan will be provided to the Town Consultant. Trash will be stored inside. There needs to be further clarification regarding the property line metes and bounds with abutter

information and existing utility connectivity in the right of way and into the site. This needs to be on the site plan. The Consultant would also like to see a groundwater mounting analysis provided. After discussion, it was determined this is not needed, the plan will be corrected that there was no refusal on the test pit. Other comments from the Town's consultant were reviewed. The snow storage area needs to be on plan.

The applicant was informed that any updated plans will need to be provided by May 4, 2023.

The draft decision will be written for the meeting on May 9, 2023.

**On a motion made by Jessica Chabot, seconded by Tom Gay, the Board voted unanimously to continue the hearing to May 9, 2023 at 7:30 p.m.**

Member Raposa rejoined the meeting.

### **Public Hearing – Site Plan Rules and Regulations:**

All information for the public hearing can be found on the Town's website. The Board is in receipt of the most recent revisions to the Site Plan Rules and Regulations. The Board was informed that the majority of the revisions involved clarifying of language. There were new concepts added which included low impact design, sustainability and green community. There was also language added regarding stormwater provisions and updates to the best management standards. There were also minor changes to the submittal requirements.

Resident Steve Brody, 39 West Street was present to explain his concerns with some of the revisions. He referenced page 20 and would like to make sure the lighting remains included. It was communicated to Mr. Brody that the language about lighting is noted in another section (F.1). He also wants to make sure that the screening is retained for neighbors. There is a section on page #47 which covers screening.

The following suggestions were recommended:

- There was a suggestion to add wording about no cut zone within the setback for commercial abutting residential along with an enforcement mechanism.
- Page 23 - mitigation measures – these are based on Framingham bylaw, not appropriate for Medway.
- Page 35 – Earth filling and grading - rewording of the language
- Page #46 – B(1) This entire paragraph moved from another section and recommended noted wording noted. Screening and no cut could be put in this section. Suggest take out 1 wording regarding 100% screening of HVAC and other structures.
- Page #49 – This section was revised.

The Board will review this again at the May 9, 2023 meeting.

**On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted unanimously to continue the hearing to May 9, 2023 at 8:00 p.m.**

### **39 Alder Street – Plan Review Fee :**

The Board is in receipt of the plan review fee estimate from Tetra Tech for 39 Alder Street in the amount of \$4,423.00.

**On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted unanimously to approve the plan review fee in the amount of \$4,423.00.**

## **20 Broad Street**

Mr. Brody explained that he would like an action from the Board regarding exercise of the multi-family special permit that he has made a substantial use, and for extension of the permit. Mr. Brody explained what work has been completed which includes rehabbing the existing building, there is a foundation hole and the major infrastructure is in. He also communicated the problems faced with COVID.

The Board was informed that there have not been any complaints made relating to this project.

The applicant will come back in August to provide an update to the Board.

**On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted unanimously to acknowledge the completion date extended by 462 days under COVID legislation.**

**On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted unanimously to concur with the Building Commissioner relating to the assessment that substantial work has commenced in accordance with the special permit.**

## **PEDB Meeting Minutes:**

### **April 11, 2023 Regular**

**On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted unanimously to approve the minutes from April 11, 2023 as revised by Sarah Raposa (filling in who made and seconded certain motions).**

## **NEXT MEETING:**

- May 9, 2023

## **ADJOURN:**

**On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted unanimously to adjourn the meeting.**

The meeting was ended at 9:26 p.m.

Prepared by,  
Amy Sutherland  
Recording Secretary

Reviewed and edited by,  
Barbara J. Saint Andre  
Director, Community and Economic Development

### **List of Documents Reviewed at Meeting**

1. Plot Plan of 10 Lincoln St. by O'Driscoll Land Surveying, Inc. dated 3/27/2023
2. Updated Plot Plan of 10 Lincoln St. by O'Driscoll Land Surveying, Inc. dated 4/19/2023
3. "Site Plan for Proposed Building and Site Improvements", dated 3.23.2023, prepared by Donahue Architects, Inc. for 7 Sanford St.
4. "Medway Apartment" dated 2.23.2023 by Hawk Design, Inc. Landscape Architecture for 7 Sanford St.
5. Project review letter for 7 Sanford St. from Tetra Tech dated 4.21.2023