

Wednesday, August 8, 2018
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

Members	Andy Rodenhiser	Bob Tucker	Tom Gay	Matt Hayes	Rich Di Iulio
Attendance	X	Absent with Notice	X	X	X

ALSO PRESENT:

- Susy Affleck-Childs, Planning and Economic Development Coordinator

Member Matthew Hayes opened the meeting at 7:05 pm.

There were no Citizen Comments.

PEDB members participated in a zoning workshop held by the Oak Grove Zoning Task Force and facilitated by personnel from Brovitz Consulting and Dodson & Flinker. Also present were members of the Task Force and the Design Review Committee.

Oak Grove Zoning Task Force chair Jessica Chabot welcomed all to the workshop and introductions were done.

The meeting was turned over to Ted Brovitz, Project leader from Brovitz Community Planning and Design and Peter Flinker, from Dodson and Flinker, who are the Consultants for the Oak Grove Zoning project. They began the presentation by explaining the purpose and objectives for the evening, which will include dividing into two groups to discuss the optimum use of the Oak Grove Urban Renewal Area. **(See Attached presentation.)**

The groups will look at development site standards. Visual examples of various towns were shown (South Hadley, Northampton, North Kingston, Wayland and Norton). Appropriate zoning for the area needs to be reviewed. The groups will need to look at the various constraints on the site which include existing buildings and wetlands. The flood plain areas were shown. The Town of Medway has recently updated its Design Review Guidelines which will be used in this process. The presentation also noted the importance of the design of streets which needs to be intentional. Reference to complete streets concept was made. The street should provide function in an intentional way which needs to be thought out. There is a desire to have pocket neighborhoods with living spaces which are 900 – 1500 sq. ft. The spacing of the buildings in this area should involve the public realm with walkability to the buildings. There could be planters, tree belt areas, bike lanes, café tables on edge of sidewalk. The parking was discussed, with there being options for parallel parking, nose end parking and parking which has a noted buffer for bike lanes.

3-D Modeling Scenario Exercise:

The group was split up into two groups. Each group had a map of the Urban Renewal Area, including the existing concept plan as an overlay, and 3-D foam pieces which represented a variety of buildings.

They were color coded in the following manner:

- White: existing buildings
- Purple – Flexible and Industrial Uses
- Blue- Offices
- Red: Retail, hotel, restaurant, etc.

There were also stickers to identify wetlands, open spaces and constraint areas. There were pieces for road layout and for open space. The exercise had the groups looking at building placement, parking, parks, common areas, street width etc. Stickers were then added to the plans to show the various elements which the group decided were important to the plan.

The two groups then came together, and a representative from each group spoke on behalf of their plan. The ideas in these groups included the following:

Team One:

- Use Cybex as a conference center.
- Inclusion of Industrial area in the back with separate road for tractor trailers.
- Bulk of users will be at the front of site for visual and access.
- Day care area and office area near Rt. 109.
- Bike path will connect residential to retail with walkability.
- A pocket neighborhood will be in the middle with smaller units and parking on the street.
- Prefer access from Adler Street rather than West Street.
- Create a town center feel.
- Include a hotel (possibly have two hotels)
- Include a community green for events and activities

Team Two:

- Create a dense multi story look by having a four story building.
- Have nose end parking.
- The open space will be adjacent to residential area.
- Put a trail to wetlands area and wrap this around the entire perimeter
- Have a path system and buffer from residential area which would allow for foot traffic and would go back to the industrial area.
- Pocket neighborhoods.
- Put a village center at main intersection.
- Playground and ball field as part of the network which would wrap around site
- Rotary at end of drive for convenient U-Turn.

Visual Preference Survey:

The next exercise that the members took part in was called a Visual Preference Survey. There were a series of tables set up which had a series of photos showing a variety of building types & architectural features, site amenities and the public realm, streetscapes and open space. The

members were asked to use green and red stickers to indicate their preference. This information from the charts will be gathered from the consultants and brought back to the Task Force for its next meeting in September.

Medway Community Church Site Plan – Plan Review Fee Estimates

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

- Plan review fee estimate for \$650 from PGC associates
- Plan review fee estimate for \$3,707 from Tetra Tech

The combined total for outside consultants is \$4,357. This pertains to the recently submitted site plan for parking improvements at 9 and 11 Slocumb Place. The Board's review will commence on August 14, 2018.

On a motion made by Andy Rodenhiser and seconded by Tom Gay, the Board voted unanimously to approve the Tetra Tech and PGC plan review fee estimates in the amount of \$4,357 for the Medway Community Church site plan.

ADJOURN:

On a motion made by Tom Gay and seconded by Rich Di Iulio, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 9:15 pm.

Prepared by,



Susan E. Affleck-Childs
Planning and Economic Development Coordinator

NOTES from Oak Grove Zoning Workshop were prepared by Amy Sutherland

OAK GROVE URBAN RENEWAL DISTRICT

ZONING REGULATIONS & DESIGN STANDARDS

Town of Medway, MA

DESIGN WORKSHOP

Medway Oak Grove Zoning Task Force

August 8, 2018



Consulting Team:

- Brovitz Community Planning & Design
- Dodson & Flinker

Oak Grove Area URP Concept Plan



CONCEPT PLAN 11

Phase 1: Project Area Evaluation:

- Completed in June

Phase 2: Visioning:

- Completed by end of August

Phase 3: Prepare Zoning and Design Standards:

- Draft completed by end of September
- Final completed by end of November

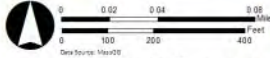


Medway, MA
Oak Grove Orthophoto Base

EOTROADS_ARC

Project Site

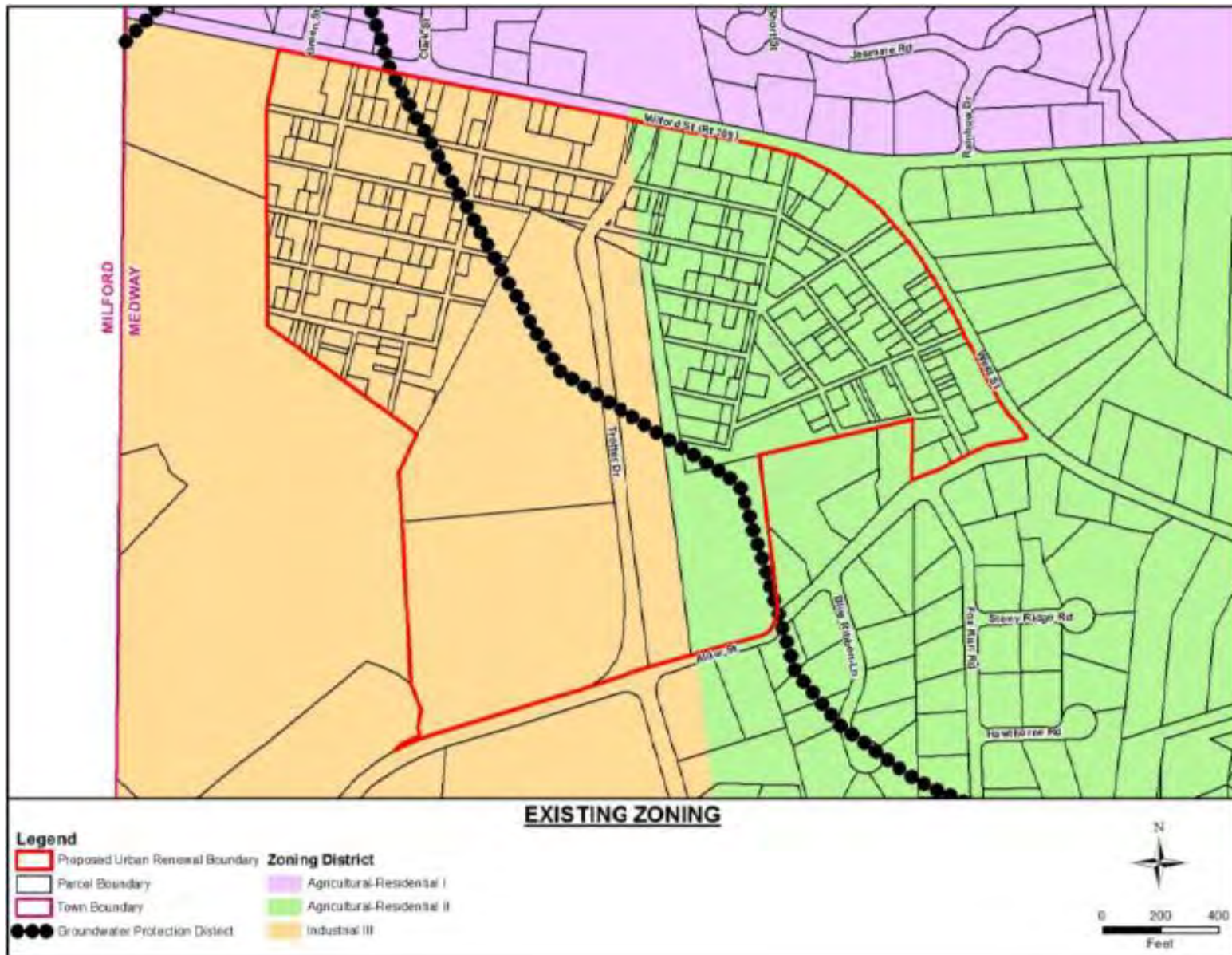
Parcel Boundaries

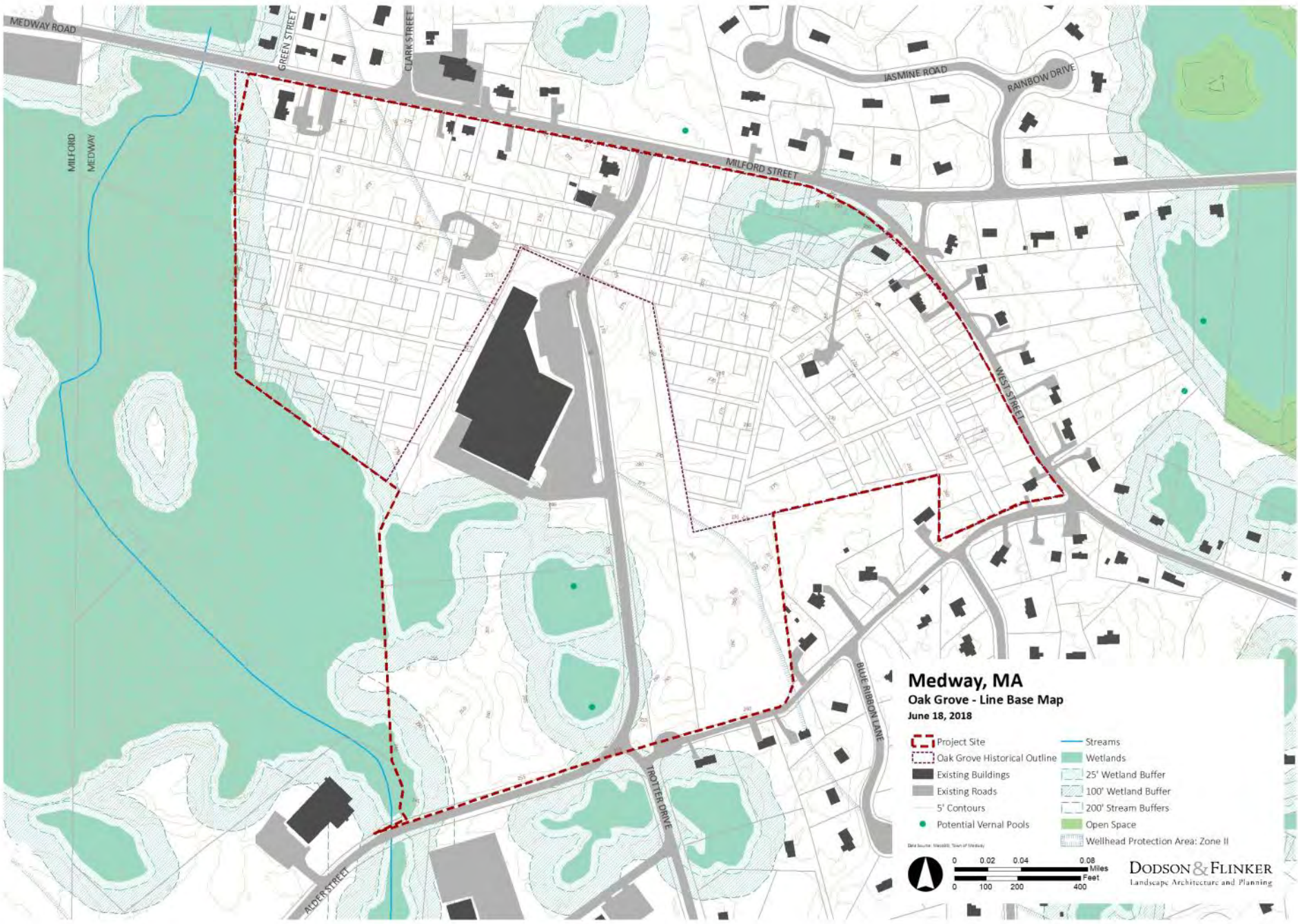


DODSON & FLINKER
Landscape Architecture and Planning

Oak Grove Area Urban Renewal Plan

- Existing Zoning

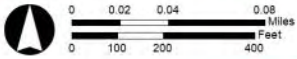




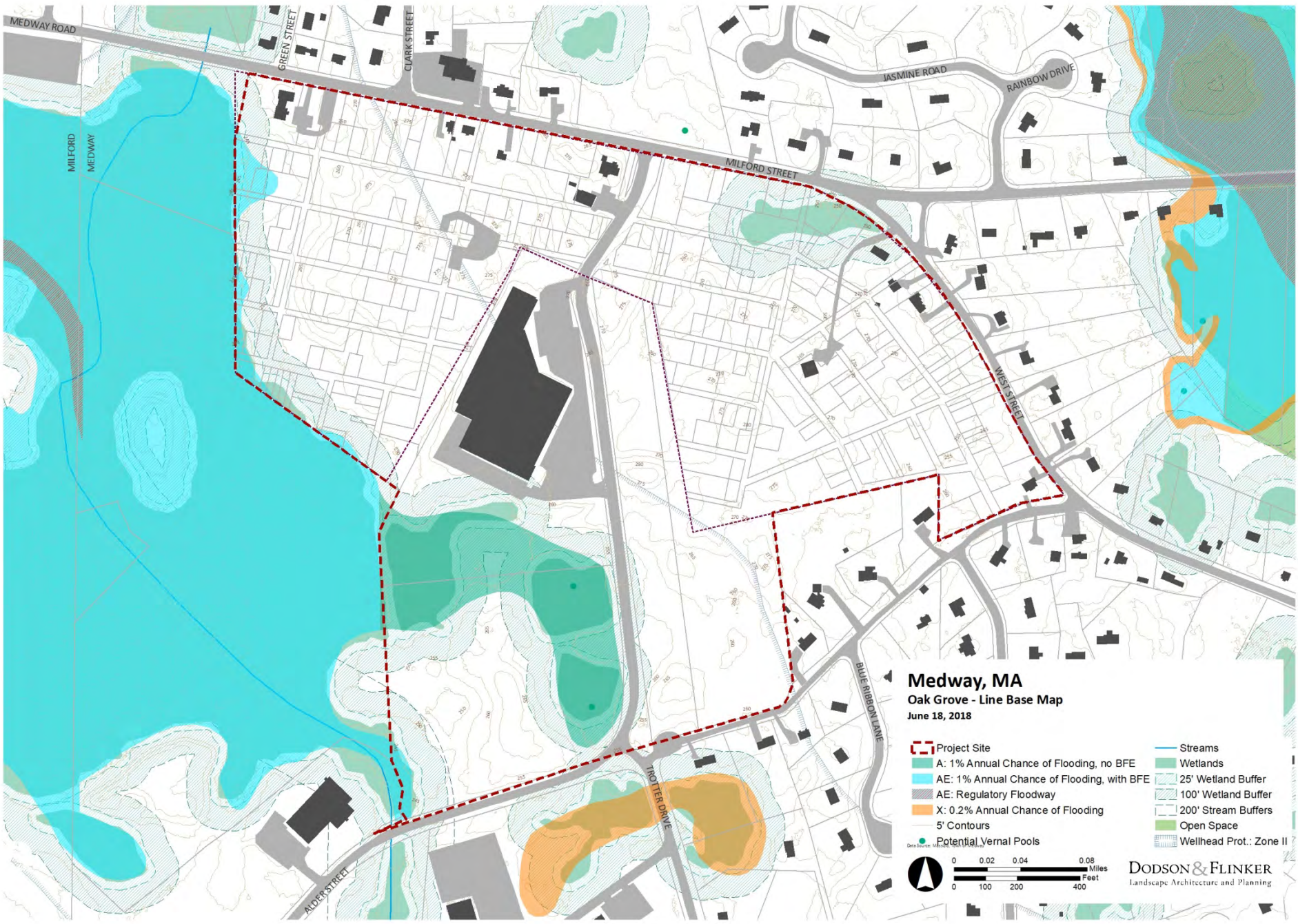
Medway, MA
Oak Grove - Line Base Map
June 18, 2018

- | | |
|------------------------------|-----------------------------------|
| Project Site | Streams |
| Oak Grove Historical Outline | Wetlands |
| Existing Buildings | 25' Wetland Buffer |
| Existing Roads | 100' Wetland Buffer |
| 5' Contours | 200' Stream Buffers |
| Potential Vernal Pools | Open Space |
| | Wellhead Protection Area: Zone II |

Data Source: MassGIS, Town of Medway

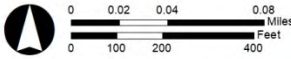


DODSON & FLINKER
Landscape Architecture and Planning

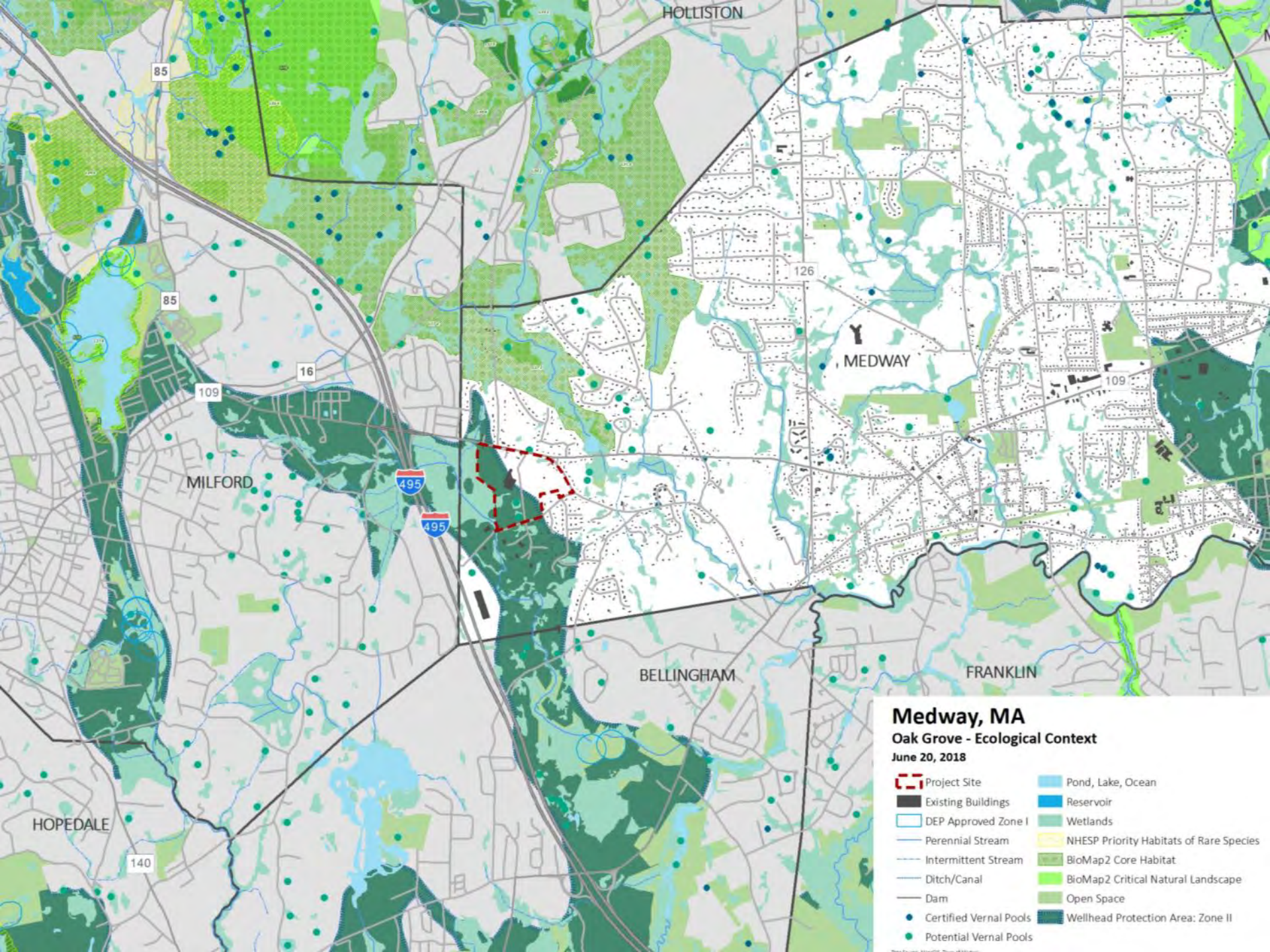


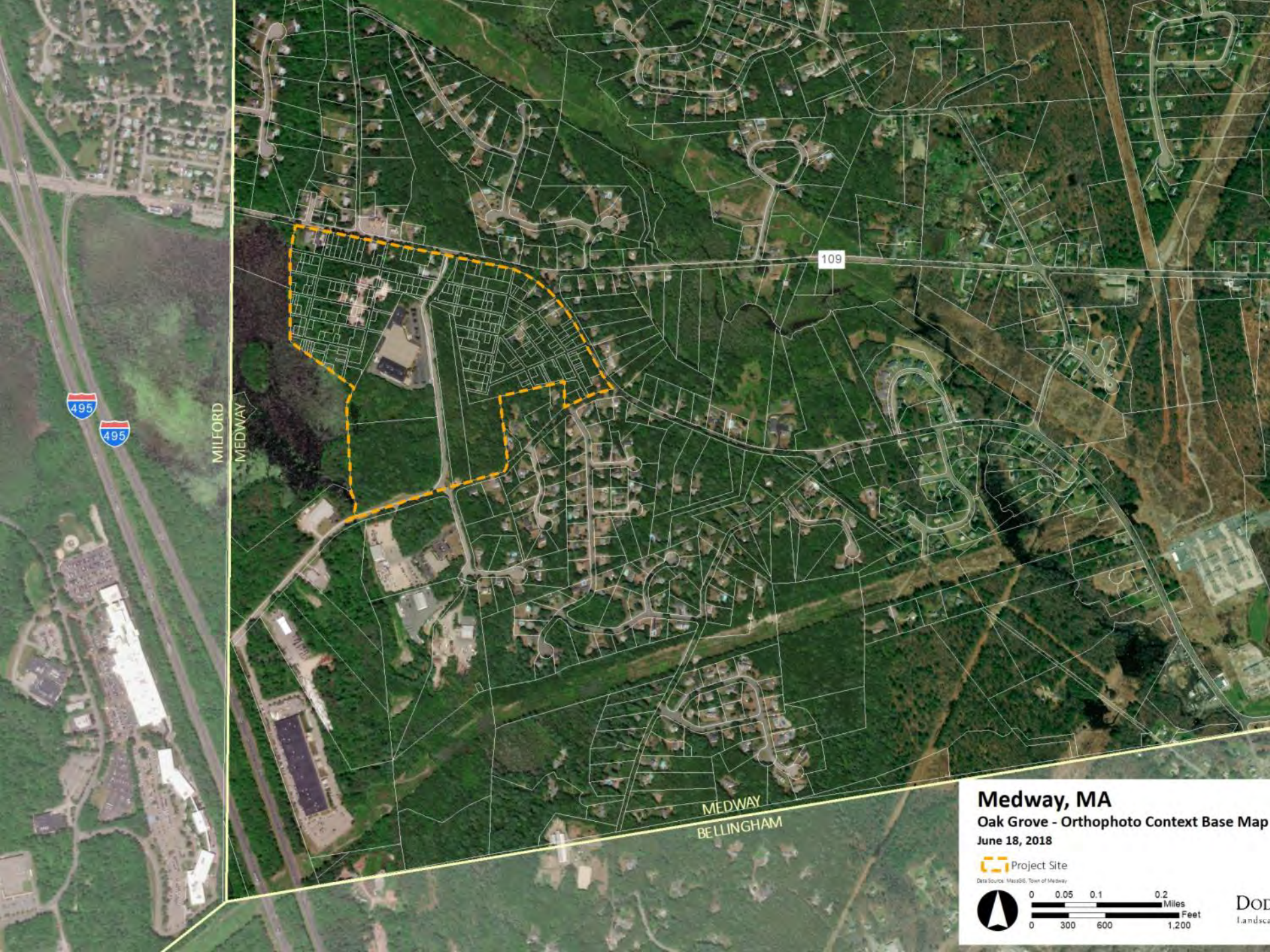
Medway, MA
Oak Grove - Line Base Map
June 18, 2018

- | | |
|--|-------------------------|
| Project Site | Streams |
| A: 1% Annual Chance of Flooding, no BFE | Wetlands |
| AE: 1% Annual Chance of Flooding, with BFE | 25' Wetland Buffer |
| AE: Regulatory Floodway | 100' Wetland Buffer |
| X: 0.2% Annual Chance of Flooding | 200' Stream Buffers |
| 5' Contours | Open Space |
| Potential Vernal Pools | Wellhead Prot.: Zone II |



DODSON & FLINKER
Landscape Architecture and Planning





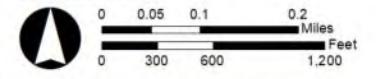
MILFORD
MEDWAY

109

MEDWAY
BELLINGHAM

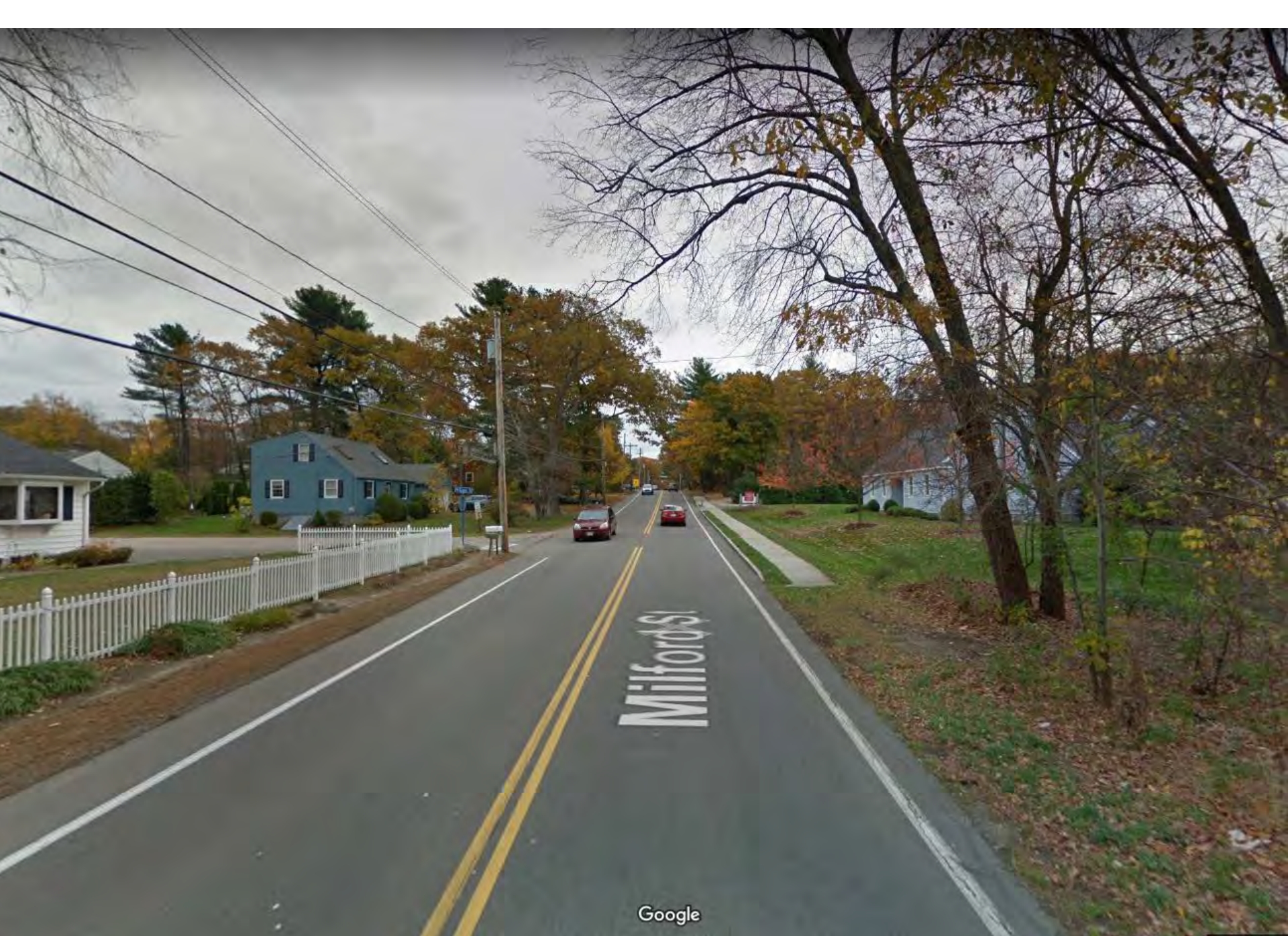
Medway, MA
Oak Grove - Orthophoto Context Base Map
June 18, 2018

 Project Site
Data Source: MassGIS, Town of Medway



DOD
Landscape









Milford St.



















19 ALDER STREET



Image Landsat / Copernicus

Google Earth

844 ft



Image Landsat / Copernicus

472 ft

Google Earth

CONCEPT PLAN 11



OAK GROVE AREA URBAN RENEWAL PLAN

- **Concept Plan/3D Models**



OAK GROVE AREA URBAN RENEWAL PLAN

- **Concept Plan/3D Models**



OAK GROVE AREA URBAN RENEWAL PLAN

- **Concept Plan/3D Models**



OAK GROVE AREA URBAN RENEWAL PLAN

- **Concept Plan/3D Models**



Village Commons (South Hadley, Mass.)









ARTS
UNLIMITED
Framing & Art Gallery

Autentica!
Authentic Italian Food
Real Pesto Sauce
Crisp Ravioli, Cannelloni
Fresh Homemade Salsas
Come get it!





**For Your Safety!
Please:**

*Push Activating Button On The
Post Near Crosswalk Entrance.

*Look Both Ways.

*Wait For Traffic To
Stop Before Crossing.

*Be Vigilant, Flashing Lights Are
Not A Guarantee That The
Traffic Will Stop.



South County Commons (South Kingstown, RI)







208 ft

Google



1110 ft







Wayland Town Center



726 ft

Wayland Town Center





Wayland Town Center



Wayland Town Center



RED MILL VILLAGE, NORTON, MA

DEVELOPMENT CASE STUDIES

RED MILL VILLAGE, EASTON MA



DEVELOPMENT CASE STUDIES



RED MILL VILLAGE, NORTON MA

DEVELOPMENT CASE STUDIES/Pocket Neighborhoods



RIVERWALK CC – W. CONCORD, MA

DEVELOPMENT CASE STUDIES/Pocket Neighborhoods



W.CONCORD, MA

WIDE PUBLIC REALM



Telegraph Ave, Oakland CA (~100')



Promenade Shops at Evergreen Walk, South Windsor CT (130')

Public Realm Standards for Typical Block | Main Street- Primary [MS-p]



Description

This image represents an idealized, proposed Main Street block with a separated cycle-track, a shared central turning lane, and a widened sidewalk. The existing Main Street right-of-way varies from 75' to 180', allowing room for new public realm elements, such as public seating, cafe spaces, and stormwater infiltration areas. The proposed sidewalk is divided into conceptual 'zones' by their typical use and components. These zones are further described on subsequent pages.

Parameter	Dimensional Range
A Enclosure (facade to facade)	75'-180'
B Right-of-Way	75'-180'
C Street Width (curb to curb)	36'-68'

Main St Primary



Main St Primary Sidewalk



Northampton, MA | Public Realm Standards

p. 1

- Can have nose-in parking
- Can have separated bike lanes
- Can have wide sidewalks with ample space for benches, outdoor dining, etc

MEDIUM WIDTH PUBLIC REALM



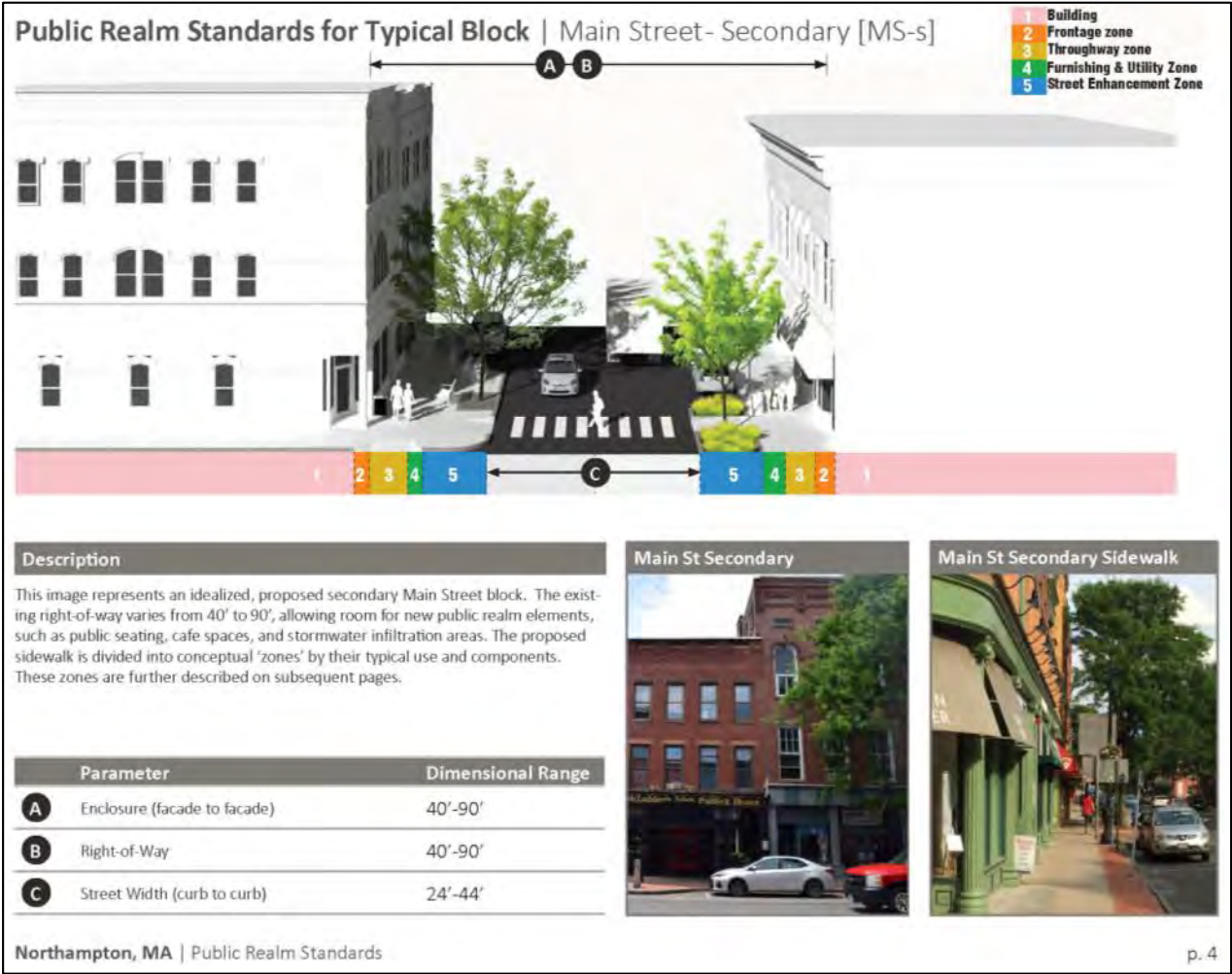
Main St, Beacon NY (~60')



Linden Square, Wellesley MA (~75')



Huron Ave, Cambridge MA (~70')



- Classic “Main Street” proportions
- Can have parallel parking on both sides
- Can have “sharrows” or buffered bike lanes
- Can have medium width sidewalks

NARROW WIDTH PUBLIC REALM



Village Commons, South Hadley MA



Shared Street, Santa Monica, CA



Chicane, Seattle, WA



- Narrow lanes result in slow speeds
- Street can be shared by cars, walkers, & bicyclists or can have narrow sidewalks (6')
- If there is on street parking, cars moving in opposite directions use a "yield pattern"

OAK GROVE MODEL WORKSHOP

Introduction to the Table

Identifying Site Constraints & Opportunities

Generating Design Ideas

Next Steps

INTRODUCTION TO THE TABLE



IDENTIFYING SITE CONSTRAINTS & OPPORTUNITIES



100' Wetland
Buffer

New
Building

Wetland

Vernal
Pool

GENERATING DESIGN IDEAS



NEXT STEPS





August 8, 2018

**Medway Planning & Economic Development Board
Meeting**

**Medway Community Church Site Plan
Plan Review Fee Estimates**

- PGC Estimate
- Tetra Tech Estimate

PGC ASSOCIATES, LLC

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
gino@pgcassociates.com

July 27, 2018

Mr. Andy Rodenhiser, Chairman
Medway Planning Board
155 Village Street
Medway, MA 02053

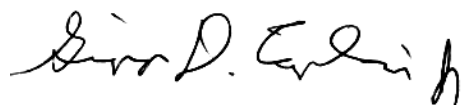
Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the proposed site plan submitted by the Medway Community Church. The proposal is to construct a parking lot of 78 spaces on two parcels recently acquired by the Church, plus associated drainage, lighting, landscaping, etc. The plan was prepared by Tata and Howard of Marlborough. It is dated July 2018.

<u>Task</u>	<u>Hours</u>
Technical Review and comment on initial submittal for compliance with Zoning Bylaw and Site Plan Rules and Regulations	2.0
Attendance at Planning Board meetings/hearings	2.0
Review and comment on revised plans	1.5
Review and comment on draft Certificate of Action	1.0
Total	6.5
Cost Estimate (@\$100)	\$650.00

If there are any questions about this estimate, please call me.

Sincerely,



Gino D. Carlucci, Jr.



August 7, 2018

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

**Re: Medway Community Church
Site Plan Review
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

We are pleased to submit this Proposal to the Town of Medway (the Client) for professional engineering services associated with the Medway Community Church Site Plan Review in Medway, Massachusetts (the Project). The objective of our services is to review the site plan package and provide comments as they relate to applicable Town of Medway Rules and Regulations, Department of Environmental Protection Stormwater Management Standards and sound engineering practice. We have excluded from our scope, the review of the application package as it relates to the Town of Medway Zoning By-Laws which will be conducted by a separate consultant.

Scope of Services

The following specifically describes the Scope of Services to be completed:

Task 1 Site Visit

- A. Perform one (1) site visits to review the site and its surroundings;
- Budget Assumption: 1 Visit
2 hours @ \$140/hr = \$280
Total = \$280

Task 2 Design Review

- A. Review the permit Application, and supporting documentation, and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hour @ \$140/hr = \$140
1 hour @ \$95/hr = \$95
Total = \$235
- B. Review the proposed Plans and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hour @ \$140/hr = \$140
6 hours @ \$95/hr = \$570
Total = \$710

- C. Review the Stormwater Report for compliance with the latest Massachusetts Department of Environmental Protection Stormwater Management Standards, applicable town stormwater standards and good engineering practice and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hour @ \$140/hr = \$140
4 hours @ \$95/hr = \$380
Total = \$520
- D. Prepare a letter summarizing findings for presentation to the Town of Medway Planning and Economic Development Board;
- Budget Assumption: 1 hour @ \$140/hr = \$140
4 hours @ \$95/hr = \$380
Total = \$520
- E. Coordinate with applicant to address items in review letter and issue an updated letter upon receipt of modifications:
- Budget Assumption: 1 hour @ \$140/hr = \$140
3 hours @ \$95/hr = \$285
Total = \$425

Task 3 Meeting Attendance

- A. Participate in three (3) hearings/meetings with the Town of Medway Planning and Economic Development Board.
- Budget Assumption: 3 Meetings @ 2 hours per meeting = 6 Hours
6 hours @ \$140/hr = \$840
Total = \$840

Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with Tetra Tech's and existing Town of Medway contract rates. Direct expenses will be billed at a fixed fee of five (5) percent of labor costs. We suggest that you establish a budget identified below for these services, which will not be exceeded without your approval. Please be advised that this estimate is based on our current understanding of the Project needs and is for budget purposes only. The total cost of our services will depend greatly on the completeness and adequacy of the information provided.

The breakdown of this fee by task is as follows:

Task	Task Description	Fee
Task 1	Site Visit	\$280
Task 2	Design Review	\$2,410
Task 3	Meeting Attendance	\$840
	Labor Subtotal	\$3,530
	Expenses (5%)	\$177
Total Fee		\$3,707

Schedule

We are prepared to begin work immediately upon receipt of this executed Proposal. We recognize that timely performance of these services is an important element of this Proposal and will put forth our best effort, consistent with accepted professional practice, to comply with the project's needs. We are not responsible for delays in performance caused by circumstances beyond our control or which could not have reasonably been anticipated or prevented.

General Terms and Conditions

This Proposal is subject to the existing Terms and Conditions signed by Tetra Tech and the Town of Medway. Should this proposal meet with your approval, please sign and return a copy to us for our files. Your signature provides full authorization for us to proceed. We look forward to working with you on this Project. Please contact us with any questions, or if you require additional information.

Very truly yours,



Steven M. Bouley, P.E.
Senior Project Engineer



Sean P. Reardon, P.E.
Vice President

Date Approved by Medway Planning and Economic Development Board _____

Certified by:

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator

Date

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