

**Tuesday, November 24, 2020**  
**Medway Planning and Economic Development Board**  
**155 Village Street**  
**Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Bob Tucker</b>	<b>Tom Gay</b>	<b>Matt Hayes</b>	<b>Rich Di Iulio</b>	<b>Jessica Chabot</b>
<b>Attendance</b>	<b>X Remote</b>	<b>X Remote</b>	<b>Absent with Notice</b>	<b>X Remote</b>	<b>X Remote</b>	<b>X Remote</b>

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's Orders imposing strict limitations on the number of people that may gather inside in one place, no in-person attendance will be permitted at this meeting. Board members will attend the meeting via ZOOM. Meeting access for the public is provided via ZOOM for the required opportunity for public participation in a public hearing. Information for participating via ZOOM is included at the end of this Agenda. Members of the public may watch the meeting on Medway Cable's Facebook page @medwaycable. NOTE – Broadcast via Medway Cable Access will not be available for this meeting.

**PRESENT VIA ZOOM:**

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Amy Sutherland Recording Secretary (ZOOM Participation)
- Steve Bouley, Tetra Tech (ZOOM Participation)
- Barbara Saint Andre (ZOOM Participation)

**PUBLIC COMMENTS:**

- There were no Public Comments

**MEDWAY CULTURAL COUNCIL:**

The Chairman of the Medway Cultural Council, Jennifer Kendall, provided a screen share presentation about the goals and objectives of the Medway Cultural Council. (See attached). Ms. Kendall explained that she moved to Medway with her husband four years ago. She has been a member of the EDC and joined the Medway Cultural Council due to her interest in the arts. The Council currently has 13 members with a 14<sup>th</sup> member joining soon. The Medway Cultural Council supports public programs that promote access, education, diversity, and excellence in the arts. The MEDCC receives an annual allocation budget from the Massachusetts Cultural Council, a state agency. The Fiscal year 2020 budget was \$6,415.00. This year the Council has two subcommittees: marketing/media subcommittee and then arts programming development.

The following activities are up and coming:

- Kitchen Table Art Workshop on December 8, 2020
- Grab N Go Kits Available at the Library on November 18, 2020
- Medway Cultural Artist Spotlight – Hazel Warnick
- The Bridge Project – Joanne Williams – Making Medway's trail bridges identifiable through art.
- Future participation in the master plan process

The Board appreciates the work of the Medway Cultural Council and wants to make sure that their Council is contacted when the Master Plan Committee begins meeting. Chairman Kendall mentioned looking into a pay for art program tied to development proposals.

**MEDWAY PLACE SITE PLAN – PUBLIC HEARING CONTINUATION:**

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

- Public Hearing continuation notice filed with Town Clerk on 10-28-20
- Email dated 11-5-20 from DPW Director Dave Damico re: status of stormwater work (MS4 Connection Permit) with DPW

Attorney Gareth Orsmond was present via ZOOM representing the applicant. DPW Director Dave D'Amico was also present via ZOOM.

Attorney Orsmond explained to the Board that work has been done in taking steps to address the MS4 Connection Permit and the stormwater. The application process for the MS4 Connection Permit has started. Hopefully, the permit will be issued within the next few weeks. Once this is completed, there will be a new set of revised site plans submitted to the PEDB. The new plan will be based on the current regulations. The plan will incorporate green space with rain gardens.

DPW Director D'Amico explained that their stormwater application was received. The initial submittal was not correct and needed minor revisions. This required things to be resubmitted. Through investigation, there was a collapsed pipe found. This needs to be repaired. There were control units put in place to clean up the stormwater before it hits the system. There could be a provisional permit issue to address the repairs. There has been an e coli problem that is from the crushed pipe which also needs to be addressed. The drainage on the site development may have to be changed if the impervious area changes. With the issuance of the MS4 permit, the applicant will need to provide documentation of stormwater management on an annual basis. There will also need to be an Operation and Maintenance plan put in place. There will be installations of catch basins which will have direct connections to the Town's stormwater system. The repairs will be supervised by the Town for compliance along with including the DEP for oversight.

The applicant responded that the MS4 permit needs to be put in place first prior to the site plan.

Susy asked if the applicant wants to withdraw the site plan application without prejudice until the applicant is ready with a new set of plans. The Board felt it should continue with the current application. The applicant was also informed that abutters will need to be re-notified when the revised plans are provided as it has been so long since the last submittal.

**On a motion made by Matt Hayes, seconded by Rich Di Iulio, the Board voted by Roll Call to continue the hearing for the Medway Place Site Plan to January 26, 2021 at 7:15 pm.**

**Roll Call Vote:**

<b>Matthew Hayes</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>



**Andy Rodenhiser     aye**

## **HARMONY VILLAGE -PUBLIC HEARING CONTINUATION:**

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

- Letter dated 11-10-20 from Drew Garvin of Meridian Associates.
- Revised site plan dated 11-12-20 by Meridian Associates
- TT Review comments dated 11-18-20 re: revised site plan
- PGC review comments dated 11-19-20 re: revised site plan
- Quadraplex Renderings dated 10-23-20 by Pacific Visions Studio

Drew Garvin, Senior Project Engineer from Meridian Associates was present along with applicant Gary Feldman, via ZOOM. A screen share was shown. The screen showed the revised site layout plan which included a quad building instead of a duplex and a triplex. The applicant addressed the items identified by Tetra Tech. The applicant explained that a list of waivers was revised to include a waiver from installing electric vehicle charging stations for every unit. The plan includes the elevations and renderings, and floor plans. The applicant had a meeting with the Medway Fire Chief who confirmed that the additional hydrant is not required since the end of the drive is less than 400 feet from existing hydrant on Main Street. An email from the Fire Chief was previously submitted. A waiver is also requested from the requirement for a sidewalk within the development since there is limited pedestrian traffic and there is a desire to minimize the amount of impervious area. There will be an irrigation well installed for landscape maintenance. It was noted the well will need a permit from the Board of Health. There was a recommendation to do leeching drains instead of trench drains. The photometric plan has been included in the plan set. Consultant Carlucci mentioned that this needs to be corrected since there is still light beyond the lot line. It was noted that the lighting bylaw was amended at the 11-16-20 Town Meeting which allows for minor infractions. The landscape plan has been revised for the new quadraplex layout. The existing plantings are being retained to maintain the buffer along the northern portion of the site. A stormwater basin cross section has been added to the details. The O & M plan has been revised to include mowing on the bottom and side slopes of the infiltration basin. Member Di Iulio continues to be concerned about the square footage of each unit within the quad; he would like to see the area reduced. The applicant responded that the number of new units has already been reduced from 5 to 4 and that the proposed units (minus the garage spaces) are in relation with house sizes in the area.

The Board would like Susy to begin drafting a decision for review at the December 8, 2020 meeting.

**On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the Board voted by Roll Call to continue the hearing for Harmony Village to December 8, 2020 at 8:15 pm.**

### **Roll Call Vote:**

<b>Matthew Hayes</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>

## **RED GATE SUBDIVISION PERFORMANCE SECURITY – CONTINUED**

### **DISCUSSION:**

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

- Email dated 11-19-20 from Attorney Lee Smith of KP Law.

Michael Bruce, representing developer Redgate Realty Trust, was present via ZOOM. The Board was informed that Town Counsel has advised that title searches should be conducted on the Red Gate subdivision parcels to determine if the developer retained the fee in the streets and various easements and drainage parcel. The cost to do this is between \$1,000.00 - \$4,500.00. The drainage easement also needs to be reviewed. Susy Affleck-Childs noted that the Board could consider using some of the performance security proceeds to cover the cost of the title searches.

Mr. Bruce noted that the developer had retained the fee in the streets and was prepared to convey to the Town.

**On a motion made by Bob Tucker, seconded by Rich Di Iulio, the Board voted by Roll Call to have title work done on the Redgate Subdivision.**

### **Roll Call Vote:**

Matthew Hayes	aye
Bob Tucker	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye

## **PEDB MEETING MINUTES:**

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

- Draft minutes of the 11-10-20 PEDB meeting

### **November 10, 2020:**

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call to approve the PEDB meeting minutes of November 10, 2020 as presented.**

### **Roll Call Vote:**

Bob Tucker	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

## **CONSTRUCTION REPORTS:**

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

- 21 Trotter Drive – Report #3 11-04-20
- 21 Trotter Drive – Report #4 11-10-20
- Millstone Village – Report #84 10-27-20
- Millstone Village – Report #85 10-28-20

- Millstone Village – Report #86 11-12-20
- Salmon Health – Report #60 11-10-20

Consultant Bouley informed the Board that Salmon is starting the bridge installation. At 21 Trotter Drive (Marzilli), the site is being prepared for paving. At Millstone, there will be a drainage work continuing at Riverstone Drive. The contractor will be scheduling test pitting at infiltration basin 4P on Steppingstone Drive.

### **LAWRENCE WASTE SITE PLAN:**

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

- Lawrence Waste Site Plan Modification Decision 6.24.14
- Modified Site Plan endorsed 7.24.14
- Section 7.1.3 Outdoor Storage of the Zoning Bylaw

Lawrence Waste Representative Keith Lawrence was present at the meeting via ZOOM to discuss his plan to begin construction on the second building. The project engineer Bob Poxon from Guerriere and Halnon was also present via ZOOM.

It was explained that the second building will be located behind the existing structure which already has a paved surface. There would not be any additional infrastructure to be installed. There is not a need for construction oversight by Tetra Tech. Conservation will be inspecting as there is an Order of Conditions in place. The initial Lawrence site plan was approved in 2012 for the first building. In 2014 there was a modification to the site plan for the second building. The Board has continued that permit 2-3 times with a completion date of July 31, 2021. Susy Affleck-Childs consulted with Building Commissioner Jack Mee about the applicability of Section 7.1.3 Outdoor Storage of the Zoning Bylaw to this project. The Outdoor Storage provisions were adopted by the Town after 2014 so they do not apply in this instance. However, would the applicant consider adding some landscape screening to the front of the property to better block the view of the dumpsters from Alder Street? Keith Lawrence indicated he would be willing to do so. This can be handled as a field change. The Board was made aware that there is a preconstruction meeting scheduled on December 1, 2020 at 9:00 am with Conservation.

### **MILLSTONE – REQUEST FOR RELEASE OF PERFORMANCE SECURITY:**

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

- Email note dated 11-17-20 from developer Steve Venincasa
- Tetra Tech inspection report and punch list dated 11-20-20

The Board was informed that Mr. Venincasa has requested a release of the Millstone performance security. The Board has already approved four bond reductions for this project. The amount of performance security remaining in the Tri-Parte Agreement with Cornerstone Bank is \$116,674.00. Tetra Tech has provided a punch list dated November 20, 2020. Mr. Venincasa was present during the ZOOM call and communicated that there has been progress on the punch list of items. The As-Built plans will be provided this week. The overflow devices are missing at several units throughout the site. This will be done tomorrow.

The trail sign has also been ordered. The Conservation Agent will provide final inspection. The Order of Conditions has expired. There will also need to be a Certificate of Compliance issued by Conservation. The applicant needs to provide cleaning invoices to confirm date of the last cleaning of the stormwater system. There will also need to be inspection by their Engineer of all drainage structures one-site to confirm if that they are clean as dumped crushed stone was found in structure adjacent to Basin 4P which has since been removed from the structure.

Susy Affleck-Childs recommended the Board not grant any release of the Millstone performance security at this time.

Since there are additional items to address, this will be placed on the agenda for the December 8, 2020 PEDB meeting.

### **DISCUSSION OF POSSIBLE ZONING AND OTHER ARTICLES FOR SPRING 2021 TOWN MEETING:**

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

- List of possible Zoning Bylaw amendments prepared by Barbara Saint Andre, Susy Affleck-Childs, and Jack Mee.

The list of the ZBL amendments ideas for the May 2021 ATM was reviewed. The following were the high priority topics:

- Central Business District – This is being worked on with the help of Consultant Brovitz.
- Administrative Site Plan Review – There has been internal discussion with staff about exempting municipal uses from administrative site plan review and adjusting the items that need administrative site plan review.
- Solar Arrays: Discussion is to provide reasonable regulations considering the Chapter 40 A Section 3 exemption. Currently these are unprotected and there are some gray areas with the regulations. Barbara Saint Andre explained a recent Land Court decision about exemption of solar facilities from zoning prohibitions, similar to the Dover amendment. There should be encouragement of solar arrays in areas of already cleared land and over impervious surfaces such as parking lots and fields. The regulations should discourage the clearing of land. The regulations could also include more language addressing height, lot coverage, total area, and screening.
- Flood Plain: This would be to amend the FP bylaw to comply with recent regulatory requirements from the State. The Board would like to keep this as a working item for town meeting.
- Energy Resources – This would rezone some AR-II Parcels to ER for potential battery storage use and AR-II Parcels that are being used for energy resource uses. There was a suggestion to rezone the parcels adjacent to these areas.
- Nonconforming structures, Section 5.5. The Board would like to continue working on this to amend to allow for the nonconforming structures accessory to a residential use to be altered, enlarged, or reconstructed provided it is not substantially more detrimental to the neighborhood. This would be allowed by a special permit instead of a variance requirement.

- Environmental Standards - The Board would like to discuss how to figure out how to proceed since a lot of work was already done on this topic. Due to recent issues identified by Ellen Rosenfeld, this needs more discussion.
- Cottage Zoning – The Board is in receipt of a draft from MAPC and is ready for review and refinement.
- Massing Regulations for Rebuilding After Tear Downs- This is an area that Barbara would like to work on. This was a suggestion made last year by Jess Chabot and the ZBA about massing of structures in neighborhoods which make it look out of character.

**Residents Laura and Brian McSweeney, 20 Broad Acres:**

Mr. & Mrs. McSweeney were present via ZOOM and are concerned about the current language in the accessory dwelling unit bylaw. There is an option to allow for detached unit which has created a situation with the abutter to their home where the ZBA approved a detached AFDU which is 47' by 37' in size (including a garage) and is only 15 ft. off the property line. This creates something which is not in character with the neighborhood. The structure is bigger than most colonial homes in town. It was noted that this was a special permit granted by the Zoning Board of Appeals. The applicant did not appeal the ZBA decision. They would like to have this option removed or at least have some better restrictions on its use.

The Board agrees that this needs to remain on the list of items to discuss for the possible Spring Town meeting.

**MASTER PLAN:**

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

- DRAFT Ideas for composition of Master Plan Committee
- DRAFT Ideas for community engagement
- DRAFT RFP for consultant proposals
- Citizen Planner Training Collaborative Master Plan Seminar Slides

The Board discussed the next steps for working on the Master Plan. There have been funds allocated to complete the Master Plan. The Board is in receipt of a draft Request for Proposals. The goal is to have this RFP circulated in January 2021 and have a consultant begin work in March 2021. The Master Plan will be submitted for Committee review by May 2022. The adoption for this would be September 2022. There was a suggestion to add potential growth section on smart growth, equity, and inclusion in the underlying themes. Regarding the make-up of the Master Plan Committee, it was recommended to think of this as a Master Plan Advisory Council or Master Plan Steering Committee. The PEDB needs to appoint this committee. There would be members from various town boards/committees and citizens at large. This advisory group would only need to meet every few months and not monthly. There was a comment made that it is better to not separate the groups since it is through the dialogue in the larger group where the plan comes together. The process for the Urban Renewal Plan worked well. For some of the focus groups, it could include seniors, local businesses, religious leaders, local realtors. A suggestion was made to get a list from the Town Clerk which would include those residents who are renters and not owners of property. The forum meetings could be by ZOOM. Barbara Saint Andre did look at the slide show regarding the Citizen Planner Training Collaborative Master Plan Seminar Slides. It was recommended to have at least 11-15 members. It was recommended

that all the Board members watch the slide seminar. Staff will proceed with the RFP and committee.

### **ZBA PETITION:**

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

- Petition for 12 Charles River Road

The Chairman communicated that he will not be speaking about this petition since this person is a former employee of his company. The board reviewed the application for 12 Charles River Road. The applicant wishes to demolish the existing garage which is in disrepair and replace it with a new 24' x 24' garage in its place; it would be 2' off the property line, which is less nonconforming than the current garage which is only 1' off the line. Upon review, the Board decided to remain silent on this application.

### **OTHER BUSINESS:**

- There was a productive Central Business District Community Forum with Ted Brovitz and his team. There were several residents present along with property owners. This was an interactive ZOOM meeting where attendees were able to provide answers to questions presented and results were tabulated and provided back with % of responses. The video of the meeting is viewable on the Town website.

### **FUTURE MEETING:**

- Tuesday, December 8, 2020

### **ADJOURN:**

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call to adjourn the meeting.**

#### **Roll Call Vote:**

<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>

The meeting was adjourned at 10:09 pm.

Prepared by,  
Amy Sutherland  
Recording Secretary

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

# Medway Cultural Council:

Who We Are, What We Do, Where We Are Going



# Introductions

- Myself
- Mass Cultural Council and the local cultural councils



# Membership Recruitment

We want to do more than just the grant rounds of funding.

In order to do so, we actively recruited new members.

- We have expanded to 13 members, with a 14th in the process of onboarding!
  - Some of those members include artists!

# Subcommittees

We currently have 2 subcommittees

- Marketing/Media Subcommittee
- Arts Programming Development

# Outreach

Have done outreach with some other boards/organizations

- Helping each other reach our goals
- Helped us take a broad view of Medway for a community asset exercise

# Art Advocacy

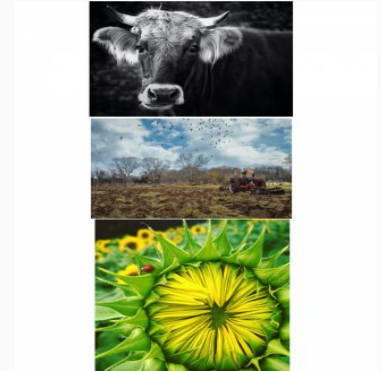
We are trying to stay in touch with art advocacy opportunities.

We listen in on biweekly zoom calls from Mass Creative

# Recent Events

We collaborated with the Agricultural Committee on a photo contest

Mike Cannistraro - aka Canman - “The New England Seasons”



# Examples of Current and Upcoming Projects

- Artist Spotlight series
- *Color Kits* to be distributed by the Medway Library
- Virtual Studio Tour
- The Bridges Project
- Redesign of our website with IT
- Creation of a Medway Artist blog
- Artist Inventory update

# Spring Agenda

- Art Out
- Exhibitions
- Spring or summer festival to celebrate the completion of the Bridges project
- Spring photo contest
- Community Survey

# Medway and Public Art

Prioritizing the funding of public art projects for grant funding

Looking into working with local commercial centers to add art to those spaces

Will help bring the Bridges project to life



# Goals

We are excited to participate in developing an arts and culture section of Medway's Master Plan

- Making Medway a more artist friendly place to live

- Creating places that could foster cultural tourism

- Provide more opportunities for residents to engage with art

- Nurture the growth of an arts nonprofit,

- Uncovering and celebrating the history of Native Americans

- Developing a public art plan and committee

  - Including funding mechanism for public art, such as a percent-for-art program

# Importance of Art

- Not just part of the human experience - though it is that too!
- Adds enormous value to the cultural, aesthetic and economic vitality of a community.
- Fosters a sense of
  - community identity
  - civic pride
  - social cohesion
- Even has health benefits!

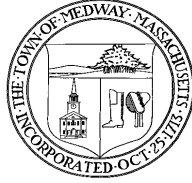
# Contact information

Blog: <https://medwayartists.wordpress.com/>

Facebook: <https://www.facebook.com/townofmedwayculturalcouncil>

Town Website: <https://www.townofmedway.org/cultural-council>

Email: [medwayculturalcouncil@gmail.com](mailto:medwayculturalcouncil@gmail.com)



**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**Medway Place Site Plan**  
**Public Hearing Continuation**

- Public hearing continuation notice filed with Town Clerk on 10-28-2020
- Email dated 11-5-2020 from DPW Director Dave D'Amico with a status on the applicant's dealings with DPW on their MS4 Stormwater Connection permit with the Town

I have asked attorney Gareth Orsmond, representing the applicant, to ZOOM in for the hearing to brief you. Dave D'Amico or someone else from DPW will also ZOOM in for the hearing.

## Susan Affleck-Childs

---

**From:** Barbara Saint Andre  
**Sent:** Thursday, November 5, 2020 9:31 AM  
**To:** Susan Affleck-Childs  
**Cc:** Andy Rodenhiser  
**Subject:** FW: MS4 Permit Application

FYI

**Barbara J. Saint Andre**  
**Director, Community and Economic Development**  
**Town of Medway**  
**155 Village Street**  
**Medway, MA 02053**  
**(508) 321-4918**

---

**From:** David Damico  
**Sent:** Wednesday, November 4, 2020 5:06 PM  
**To:** Hailer, George <GHailer@lawson-weitzen.com>  
**Cc:** Stephanie Carlisle <scarlisle@townofmedway.org>; Amy E. Kwesell <AKwesell@k-plaw.com>; Michael Boynton <mboynton@townofmedway.org>; Peter Pelletier <ppelletier@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>  
**Subject:** MS4 Permit Application

George,

As stated previously, the Town is willing to waive all other permit fee requirements for Medway Place. At this stage, we would like to get a new permit application going, add all the current submittals into the new permit and then use that as a starting point going forward. I am not asking you to start over. We would like to see a current application along with all supporting information that should be now available. From here forward, any reference either of us make to an application will mean this submittal with all required reference documents. This will ensure that there is no confusion or ambiguity with what submittal we received at what point in time. Again, there will be no fees associated with this application. The intent is to issue a conditional permit to allow repairs and improvements to proceed. The permit will also allow you to proceed with redevelopment in a more structured format when you are ready.

So, if you would like to officially continue with this process, you, the applicant, or their representative needs to go to the Permit portal and complete a new application. That link is here:

[Medway Permit Application Portal](#)

Given the status and condition of the connections, we need to have this application with all submittals completed as soon as possible, but no later than November 30, 2020. If for any reason your client does not want to proceed, let us know. If there are any questions or need assistance, please do not hesitate to reach out.

I look forward to working with you and your team.

Dave  
Medway DPW Director

Town of Medway  
45B Holliston Street  
Medway, MA 02053  
508-533-3275  
Check us out on-line at [www.townofmedway.org](http://www.townofmedway.org)

Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record.

The information in this e-mail, including attachments, may contain privileged and confidential information intended only for the person(s) identified above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. Please discard this e-mail and any attachments and notify the sender immediately.

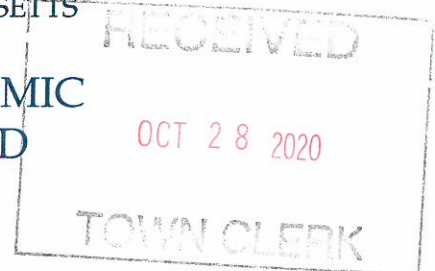
## Board Members

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



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

**TOWN OF MEDWAY**  
COMMONWEALTH OF MASSACHUSETTS  
**PLANNING AND ECONOMIC  
DEVELOPMENT BOARD**



## MEMORANDUM

October 28, 2020

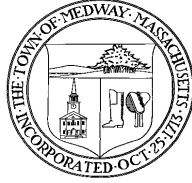
TO: Maryjane White, Town Clerk  
Town of Medway Departments, Boards and Committees  
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator  
RE: **Public Hearing Continuation for Medway Place Shopping Plaza Site Plan**  
98, 108 and 114 Main Street  
Continuation Date – Tuesday, November 24, 2020 at 7:15 p.m.

At its October 27, 2020 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of Medway Realty LLC of Boston, MA for approval of a site plan for proposed site improvements at the Medway Place shopping plaza to a Tuesday, November 24, 2020 at 7:15 p.m. The continuation was requested by the applicant.

***This continuation is also made pursuant to Chapter 53 of the Acts of 2020, enacted April 3, 2020, which grants authority to Massachusetts planning boards to reschedule public hearings to a date not more than 45 days after termination of the COVID-19 state of emergency. Presently, there is no conclusion date for the Covid-19 emergency.***

Proposed are a series of changes in the layout of and landscaping for the 446 space Medway Place parking lot as a result of the recently completed Route 109 improvement project. The proposed parking lot work will align the plaza's parking space layout with the Mass DOT constructed boulevard style main entrance. Also proposed are new stormwater management controls to treat stormwater collected from the parking lot before it is discharged to the Town's municipal storm drain system.

The site plan and landscaping revisions are shown on *Medway Place Site Plan and Landscape Plan* dated October 16, 2019 by Howard Stein Hudson of Boston, MA. The *Drainage Improvement Plan for 98, 108 and 114 Main Street* is dated September 7, 2019 and was prepared by Grady Consulting, LLC of Kingston, MA. The 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 the Planning and Economic Development Board's page at the Town's web site at: <https://www.townofmedway.org/planning-economic-development-board/pages/medway-plaza-site-plan> ***The applicant intends to submit a revised plan. Upon receipt, it will be uploaded to the Board's web site for further Town review.*** Please don't hesitate to contact me if you have any questions.



**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**Harmony Village – Public Hearing**  
**Continuation**

- Letter dated 11-10-20 from Drew Garvin of Meridian Associates, summarizing revisions to the site plan
- Revised site plan dated 11-12-20 by Meridian Associates
- TT review comments dated 11-18-20 of revised site plan
- PGC review comments dated 11-19-20 of revised site plan
- Quadplex Renderings dated 10-23-20 by Pacific Visions Studio





November 10, 2020

Medway Planning & Economic Development Board  
Attn: Susan Affleck-Childs, Coordinator  
155 Village Street  
Medway, Massachusetts 02053

Re: **Harmony Village**  
**218-220 Main Street, Medway, Massachusetts**  
Response to Tetra Tech comments  
MAI Project No. 8521

Dear Chairman Rodenhiser and Members of the Board:

On behalf of the Applicant, Harmony Village LLC, Meridian Associates, Inc. (MAI) is pleased to submit this letter in response to the Tetra Tech review letter dated September 18, 2020 and associated comments.

Sections and numbered items correspond to their comment letter and address outstanding items as follows:

**Site Plan Review**

2. The list of waivers has been revised (charging station waiver added, driveway runoff waiver added, vertical granite curb at roundings waiver removed) on the Cover Sheet. Driveway runoff waiver request form enclosed.
4. Property line bearings have been added to the Record Conditions plan.
5. Elevations, renderings, and floor plans have been provided for the proposed quadriplex and existing dwellings to be rehabilitated (218 & 220 Main St.).
7. A meeting with the Medway Fire Chief confirmed that an additional hydrant is not required (end of drive is less than 400 feet from existing hydrant on Main St.). An email response from the Fire Chief is enclosed.
11. Vertical granite curb has been proposed at the entrance roundings for the proposed driveway. This waiver request has been withdrawn.
14. The stormwater runoff downgradient of DCB-01 has been significantly reduced from the previous discharge for the existing driveway serving 218-220 Main St. prior to the project. A waiver request form is enclosed.
15. A waiver is being requested to use cape cod berm instead of vertical granite curb along the interior driveway only. Granite gutter mouth curbs will be used in catch basin sections.
16. See item 7.
17. Due to the limited pedestrian traffic and desire to minimize impervious areas, a Waiver is requested for any sidewalk requirement.
18. The existing bulkhead for Unit 1 (#218 Main St) is to remain and will not affect the fire truck access. An email response from the Fire Chief is enclosed.
20. An irrigation well can be provided, if necessary, as a condition of approval.



- 22. A photometric plan has been included in the plan set (C-9, last sheet).
- 23. The Landscape plan has been revised for the new quadriplex layout. Much of the existing plantings can be retained to maintain the buffer along the northern portion of the Leonard property).

#### **Stormwater Review**

- 27. & 28. Existing and proposed catchment area have been revised to match the HydroCAD analysis.
- 29. A test pit can be scheduled to confirm designs for DW-1 as a condition of approval. DW-4 is no longer needed for the quadriplex layout.
- 30. A basin cross section for DB-1 has been added to the details.
- 36. An O&M Plan has been revised to include mowing on the bottom and sides slopes of the infiltration basin.
- 38. This issue has been resolved with the revised layout.
- 39. The HydroCAD analysis has been revised to be consistent as requested.

#### **Town Stormwater Management and Land Disturbance Bylaw (Article 26)**

- 44. Limit of work area is labeled on the last note shown on the ESCP (approximately 51,000 SF).
- 45. Construction phasing is included within the Stormwater Report.
- 48. Phosphorus removal calculations are included in the Stormwater Report.

#### **General Comments**

- 50. Revisions and details have been added as requested.
- 51. Foundations drains routing shown.

We trust that these comments have been adequately addressed, and look forward to our next hearing date on November 10, 2020.

Please contact our office if any additional information is required before then.

Sincerely,  
**MERIDIAN ASSOCIATES, INC.**

Drew Garvin, EIT  
Senior Project Engineer

Copy: Gary Feldman  
8521\_TT Response\_20201110

## Drew Garvin

---

**From:** Jeff Lynch <ChiefLynch@townofmedway.org>  
**Sent:** Monday, September 21, 2020 9:45 AM  
**To:** Drew Garvin  
**Cc:** Mike Fasolino  
**Subject:** RE: 218-220 Main St project

Mr. Garvin, This email shall serve as confirmation that we have spoken and the information you state below is approved by this department. The closest hydrant is within 400 feet to the furthest building and the road meets width requirements of the Fire Code. Please make sure the structure of the road is a hard surface, maintainable in all weather, (tar or cement), and will withstand 75,000 pounds of weight. Thank you. Chief Lynch

Jeffrey P. Lynch  
Chief of Department  
Medway Fire Department  
155 Village Street  
Medway, MA 02053

Mailing address;  
44 Milford Street  
Medway, MA 02053

---

**From:** Drew Garvin [mailto:dgarvin@meridianassoc.com]  
**Sent:** Thursday, September 17, 2020 12:38 PM  
**To:** Jeff Lynch <ChiefLynch@townofmedway.org>  
**Subject:** 218-220 Main St project

Hi Chief Lynch,  
Per our recent meeting, I have attached a plan showing appropriate turning/access for the Medway Ladder Truck. We have also confirmed that the linear distance (along road and driveway) from the existing hydrant on Main St. to the end of the proposed driveway is approximately 330 feet (less than 400). Therefore, no new fire hydrant is required for the project.  
Can you please provide a letter to the Planning Board indicating that you are satisfied with this? We have a hearing scheduled for Tuesday (9/22) and it would be helpful to be able to present this per their request.  
Let me know if you have any questions or need additional information.  
Thanks,  
Drew



### Drew Garvin

*EIT/ Senior Project Engineer*

69 Milk Street, Suite 208, Westborough, MA 01581

Phone (508) 871-7030 x34 | Cell (978) 394-2376

[www.meridianassoc.com](http://www.meridianassoc.com) | [dgarvin@meridianassoc.com](mailto:dgarvin@meridianassoc.com)



*Responsible Leadership for a Sustainable Future*

Please consider the environment before printing this e-mail

**Medway Planning and Economic Development Board**  
**Request for Waiver from Site Plan Rules and Regulations**  
*Complete 1 form for each waiver request*

<b>Project Name:</b>	Harmony Village
<b>Property Location:</b>	218-220 Main Street
<b>Type of Project/Permit:</b>	Multifamily Housing Special Permit Application
<b>Identify the number and title of the relevant Section of the Site Plan Rules and Regulations from which a waiver is sought.</b>	Site Plan Rules & Regulations - Sec. 207-11.A.15
<b>Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.</b>	Driveways to be designed to prohibit runoff onto public streets.
<b>What aspect of the Regulation do you propose be waived?</b>	Some runoff from existing driveway to remain
<b>What do you propose instead?</b>	Proposed drainage design significantly reduces existing runoff condition.
<b>Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.</b>	The existing driveway is to remain and has been designed to improve this condition to the maximum extent practicable.
<b>What is the estimated value/cost savings to the applicant if the waiver is granted?</b>	Unknown
<b>How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?</b>	Existing condition has been improved to the maximum extent practicable.
<b>What is the impact on the development if this waiver is denied?</b>	Extensive and costly pump system designs to address an insignificant amount of runoff.
<b>What are the design alternatives to granting this waiver?</b>	Onsite drainage treatment and recharge improvements and reduction of existing runoff entering Main Street.
<b>Why is granting this waiver in the Town's best interest?</b>	Onsite drainage treatment and recharge improvements and reduction of existing runoff entering Main Street.
<b>If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?</b>	None
<b>What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?</b>	Onsite drainage treatment and recharge improvements and reduction of existing runoff entering Main Street.
<b>What is the estimated value of the proposed mitigation measures?</b>	\$50,000
<b>Other Information?</b>	
<b>Waiver Request Prepared By:</b>	Drew Garvin - Meridian Associates, Inc.
<b>Date:</b>	11/10/2020



Plotted: 6/10/2020  
JWG Location: G:\-18521 MEDWAY\DWG\8521 SITE.DWG

# SITE DEVELOPMENT PLANS

HARMONY VILLAGE  
MULTYFAMILY HOUSING DEVELOPMENT  
218-220 MAIN STREET  
(MAP 57, PARCEL 44)  
MEDWAY, MASSACHUSETTS 02053

ZONING DISTRICT: AR-II  
MULTIFAMILY HOUSING OVERLAY DISTRICT

REVISED NOVEMBER 12, 2020

OWNER

Linda Resner & Elliot Edwards  
218 Main Street  
Medway, MA 02053

APPLICANT

HARMONY ESTATES, LLC  
5 EXCHANGE STREET  
MILFORD, MASSACHUSETTS 01757

CIVIL ENGINEERING, SURVEYING  
& LANDSCAPE ARCHITECTURE



MERIDIAN  
ASSOCIATES

69 MILK STREET, SUITE 208  
WESTBOROUGH, MASSACHUSETTS 01581  
TELEPHONE: (508) 871-7030

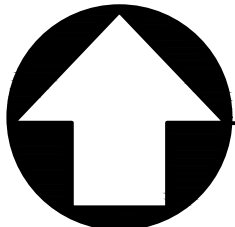
500 CUMMINGS CENTER, SUITE 5950  
BEVERLY, MASSACHUSETTS 01915  
TELEPHONE: (978) 299-0447

ARCHITECTURE

PACIFIC-VISIONS STUDIO LLC  
38 Thompson Ave.  
Bristol, RI  
T - 774.633.1272



NORTH



LOCUS MAP  
SCALE: 1" = 250'

DRAWING INDEX:

- C-1 COVER SHEET/LOCUS MAP
- C-2 EXISTING CONDITIONS PLAN
- C-3 LAYOUT AND MATERIALS PLAN
- C-4 GRADING, DRAINAGE & UTILITIES PLAN
- C-5 LANDSCAPE PLAN
- C-6 EROSION & SEDIMENT CONTROL PLAN
- C-7 SITE DETAILS
- C-8 SITE DETAILS
- C-9 PHOTOMETRIC PLAN

REQUESTED WAIVERS:

SITE PLAN RULES AND REGULATIONS:

- SECTION 207-9 (PEDESTRIAN ACCESS AND SIDEWALKS) NO SIDEWALKS PROPOSED.
- SECTION 207-11.A.15 (DRIVEWAY RUNOFF) EXISTING RUNOFF CONDITION FROM DRIVEWAY SIGNIFICANTLY REDUCED. MINOR RUNOFF FROM DRIVEWAY TO REMAIN.
- SECTION 207-11.B.2 (VERTICAL GRANITE CURBING ALONG DRIVEWAY) CAPE CARD BERM PROPOSED.
- SECTION 207-11.B.3 (DRIVE AISLE TO BE 24 FEET WIDE) 20 FOOT WIDE DRIVE AISLE PROPOSED.
- SECTION 207-12.I (ELECTRIC CHARGING STATIONS) CONDUITS PROPOSED IN QUADRIplex FOR OWNERS TO INSTALL CHARGING STATION IF DESIRED.

I HEREBY CERTIFY THAT NOTICE OF APPROVAL OF THIS PLAN BY THE MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD WAS RECEIVED AND RECORDED AT THIS OFFICE AND THAT NO NOTICE OF APPEAL WAS FILED IN 20 DAYS FOLLOWING SAID RECEIPT AND RECORDING.

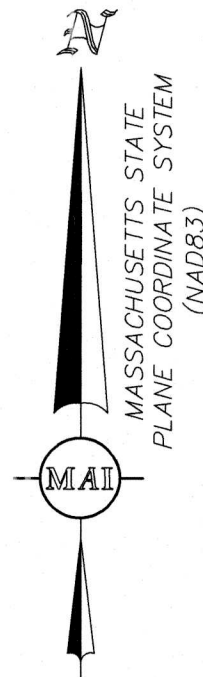
TOWN CLERK MEDWAY, MA. DATE

APPROVED BY THE TOWN OF MEDWAY  
PLANNING & ECONOMIC DEVELOPMENT BOARD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD MEMBER DATE





FALES STREET

NOW OR FORMERLY  
VICTOR W. JR. & ANN V. TERRANOVA  
DEED BOOK 22298 PAGE 198  
8 FALES STREET

NOW OR FORMERLY  
JOHN WILLIAM PARLEE  
& JAIME L. HODGES  
DEED BOOK 32840 PAGE 4  
5 FALES STREET

X-CUT FOUND  
INTERSECTION  
STONE WALL

NOW OR FORMERLY  
CATHY F. SUTTON & WILLIAM A. RITCHIE  
DEED BOOK 8417 PAGE 2  
216 MAIN STREET

RECORD  
AREA

=52,993±S.F.  
(1.22±ACRES)

NOW OR FORMERLY  
RICHARD E. & HELEN M. FORCE  
DEED BOOK 30978 PAGE 576  
230 MAIN STREET

NOW OR FORMERLY  
JENNIFER F. & JASON M. ROMAN  
DEED BOOK 33718 PAGE 185  
228 MAIN STREET

NOW OR FORMERLY  
JOVONTE ALLEN SANTOS  
& MYRIAM SANTOS  
DEED BOOK 35427 PAGE 407  
224 MAIN STREET

NOW OR FORMERLY  
ROBERT E. & MARIAN L. LEONARD  
DEED BOOK 3554 PAGE 451  
222 MAIN STREET

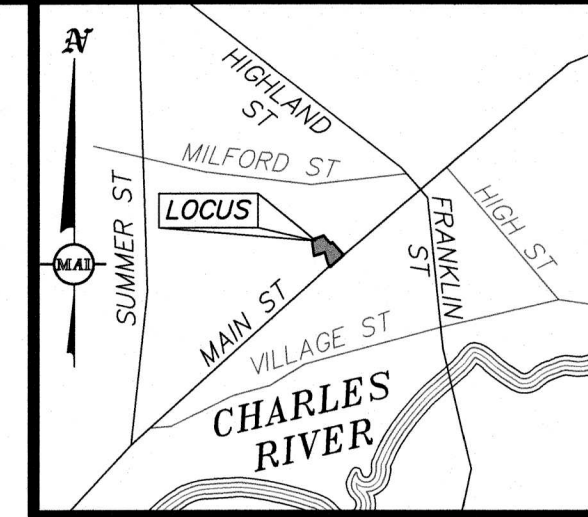
EXPOSED  
ROCK  
OUTCROP

NOW OR FORMERLY  
DANIEL M. & CAMEL A. BERGERON  
DEED BOOK 1669 PAGE 77  
214 MAIN STREET

STONE BOUND  
DRILL HOLE  
(POSITION HELD)

TEMPORARY BENCHMARK CHART:		
T.B.M.#	DESCRIPTION	ELEVATION
1	X-CUT HYDRANT FRONT CAP BOLT	229.17
2	CUT SPIKE IN UTILITY POLE 20/30, 1.0" A.G.	230.91

(SEE NOTE 6)



LOCUS MAP:  
(1"=2000')

LEGEND:

- 234 ONE FOOT CONTOUR
- 235 FIVE FOOT CONTOUR
- +234.5 SPOT ELEVATION
- BITUMINOUS BERM
- TREELINE
- CHAINLINK FENCE
- STONE WALL
- STONE RETAINING WALL
- EXPOSED ROCK OUTCROP
- CONCRETE
- BRICK
- DECIDUOUS TREE
- CONIFEROUS TREE
- BOULDER
- OVERHEAD WIRES
- UTILITY POLE
- UTILITY POLE WITH LIGHT
- ELECTRIC METER
- COMPILED DRAIN LINE
- CATCH BASIN
- COMPILED WATER LINE
- WATER GATE
- HYDRANT
- WATER SERVICE
- COMPILED SEWER LINE
- SEWER MANHOLE
- COMPILED GAS LINE
- TERMINUS UNKNOWN
- A.G. ABOVE GROUND
- BB BITUMINOUS BERM
- BH BULKHEAD
- BIT. CONC. BITUMINOUS CONCRETE
- CS CORRUGATED STEEL
- EOP EDGE OF PAVEMENT
- GP GRANITE POST
- INV INVERT
- PVC POLYVINYL CHLORIDE
- (R) RECORD
- RWS STONE RETAINING WALL
- S.F. SQUARE FEET
- THRESH THRESHOLD

NOTES:

- THE TOPOGRAPHY, SITE DETAIL & SURFACE IMPROVEMENTS DEPICTED HEREON WERE OBTAINED FROM AN INSTRUMENT SURVEY CONDUCTED ON THE GROUND BY MERIDIAN ASSOCIATES, INC. (MAI) ON JULY 11-16, 2019.
- THE SUBJECT PROPERTY IS LOCATED IN AGRICULTURAL RESIDENTIAL II (AR-II) ZONING DISTRICT AND THE MULTIFAMILY HOUSING OVERLAY DISTRICT (MHOD).
- THE SUBJECT PROPERTY IS DEPICTED AS LOT 44 ON TOWN OF MEDWAY ASSESSOR'S MAP 57.
- THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND ARE BASED UPON A PARTIAL FIELD SURVEY AND COMPILATION OF PLANS OF RECORD. MERIDIAN ASSOCIATES, INC. DOES NOT WARRANT NOR GUARANTEE THE LOCATION OF ALL UTILITIES DEPICTED OR NOT DEPICTED. THE CONTRACTOR, PRIOR TO COMMENCEMENT OF CONSTRUCTION, SHALL VERIFY THE LOCATION OF ALL UTILITIES AND CONTACT DIG SAFE AT 811.
- THIS PLAN DOES NOT SHOW ANY UNRECORDED OR UNWRITTEN EASEMENTS WHICH MAY EXIST. A REASONABLE AND DILIGENT ATTEMPT HAS BEEN MADE TO OBSERVE ANY APPARENT, VISIBLE USES OF THE LAND; HOWEVER, THIS DOES NOT CONSTITUTE A GUARANTEE THAT NO SUCH EASEMENTS EXIST.
- THE ELEVATIONS DEPICTED HEREON WERE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88), AS DERIVED FROM GPS OBSERVATIONS.
- PROPERTY LINES DEPICTED HEREON ARE BASED ON COMPILED DEEDS AND PLANS OF RECORD. THIS PLAN IS NOT TO BE USED FOR THE RECONSTRUCTION OF BOUNDARY LINES OR FOR TITLE INSURANCE PURPOSES. ALL BOUNDARY LINES DEPICTED ARE APPROXIMATE ONLY. MAI DID NOT PERFORM A BOUNDARY RETRACEMENT SURVEY.
- THE SUBJECT PREMISES IS LOCATED IN FLOOD ZONE X (UNSHADED), AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN PER FEMA FLOOD INSURANCE RATE MAP NUMBER 25021C0143E DATED JULY 17, 2012.

ALL UNDERGROUND UTILITY DATA REPRESENTS RECORD  
INFORMATION RECOVERED THROUGH RESEARCH WITHOUT  
SURFACE DEMARCATION NOR SUBSURFACE VERIFICATION

RECORD OWNER:

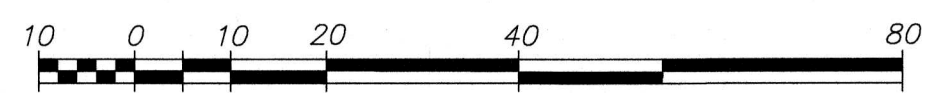
ELLIOTT F. EDWARDS  
& LINDA S. RESNER  
218 MAIN STREET  
MEDWAY, MASSACHUSETTS 02053  
- DEED BOOK 14714 PAGE 086

REFERENCES:

- PLAN BOOK 454 PLAN 118  
DOCUMENTS ON RECORD AT  
THE NORFOLK DISTRICT  
REGISTRY OF DEEDS.

GRAPHIC SCALE

SCALE: 1"= 20'



BK. #615, PG. #64  
DWG. No. 8521\_BASE.DWG

REVISIONS

NO.	DATE	DESCRIPTION
1	11/19/20	BEARING ADDED TO PROPERTY LINES
2		
3		
4		
5		

LOCUS MAP

11-19-20

RECORD CONDITIONS PLAN OF LAND

LOCATED IN

MEDWAY, MASSACHUSETTS

(NORFOLK COUNTY)

PREPARED FOR

NEW GENERATION CUSTOM HOMES

MERIDIAN ASSOCIATES

500 CUMMINGS CENTER, SUITE 5950  
BEVERLY, MASSACHUSETTS 01915  
TELEPHONE: (978) 299-0447  
WWW.MERIDIANASSOC.COM

69 MILK STREET, SUITE 208  
WESTBOROUGH, MASSACHUSETTS 01581  
TELEPHONE: (508) 871-7030  
WWW.MERIDIANASSOC.COM

DESIGNED BY:

CHECKED BY:

DATE:

JULY 18, 2019

SCALE:

1"=20'

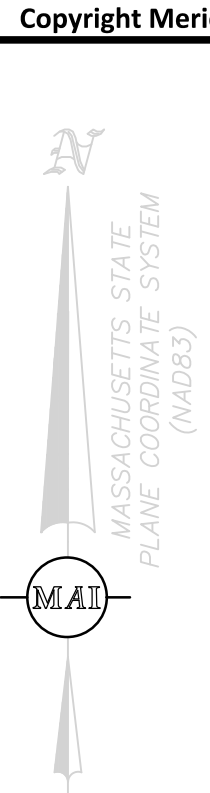
SHEET No.

C-2

PROJECT No.

8521





FALES STREET

NOW OR FORMERLY  
VICTOR W. JR. & ANN V. TERRANOVA  
DEED BOOK 22298 PAGE 198  
8 FALES STREET

NOW OR FORMERLY  
JOHN WILLIAM PARLEE  
& JAME L. HODGES  
DEED BOOK 32840 PAGE 4  
5 FALES STREET

NOW OR FORMERLY  
CATHY F. SUTTON & WILLIAM A. RITCHIE  
DEED BOOK 8417 PAGE 2  
216 MAIN STREET

NOW OR FORMERLY  
RICHARD E. & HELEN M. FORCE  
DEED BOOK 30978 PAGE 576  
230 MAIN STREET

NOW OR FORMERLY  
JENNIFER F. & JASON M. ROMAN  
DEED BOOK 33718 PAGE 185  
228 MAIN STREET

NOW OR FORMERLY  
JOVONTE ALLEN SANTOS  
& MYRIAM SANTOS  
DEED BOOK 35427 PAGE 407  
224 MAIN STREET

NOW OR FORMERLY  
ROBERT E. & MARIAN L. LEONARD  
DEED BOOK 3554 PAGE 451  
222 MAIN STREET

NOW OR FORMERLY  
DANIEL M. & CARLENE A. BERGERON  
DEED BOOK 6898 PAGE 177  
214 MAIN STREET

LAYOUT & MATERIALS LEGEND:

BITUMINOUS CONCRETE CURB	BB
LIMIT OF WORK	---
SETBACK	---
MAILBOX	□□□□
LIGHT FIXTURE/POST	*
SILT FENCE/HAYBALE LINE	---

ZONING TABLE:

ZONE: AR-II, MULTIFAMILY HOUSING OVERLAY DISTRICT			
Density and Dimensional Controls	Required	Existing	Proposed
LOT SIZE	30,000 SF	52,993 SF	52,993 SF
FRONTAGE	150'	190.08'	190.08'
FRONT SETBACK	35'	23.6' *	23.6' *
SIDE SETBACK	15'	9.1' *	9.1' *
REAR SETBACK	15'	152'	17.8'
MAX. BUILDING HEIGHT	35'	30'	30'
MAX. LOT COVERAGE	30%	5%	17%
MAX. IMPERVIOUS AREA	40%	15%	35%
MULTIFAMILY UNITS (ALLOWED)	8	2	6 **
MIN. OPEN SPACE/YARD AREA	15%	N/A	47% ***
PARKING SPACES	1.5/UNIT	2/UNIT	3.5/UNIT****
		(4 TOTAL)	(21 TOTAL)

\* PRE-EXISTING NONCONFORMING SETBACK  
ALL PROPOSED UNITS MEET THE REQUIRED DIMENSIONAL SETBACKS

\*\* TOTAL UNITS CONSISTS OF 4 PROPOSED UNITS AND 2 EXISTING HOUSES TO BE  
REHABILITATED (6 TOTAL)

\*\*\* PROPOSED OPEN SPACE / YARD AREA INCLUDES COMMON SPACE, FRONT YARD FOR  
EXISTING HOUSES, AND REAR YARD FOR EACH PROPOSED UNIT

\*\*\*\* ACCOUNTS FOR 4 PARKING SPACES AT EACH NEW UNIT (2 IN DRIVEWAY,  
2 IN GARAGE) FOR 21 PARKING SPACES TOTAL

LAYOUT AND MATERIALS NOTES:

ALL WORK CONDUCTED WITHIN PUBLIC RIGHT-OF-WAYS SHALL CONFORM TO THE  
REQUIREMENTS AND SPECIFICATIONS OF THE TOWN OF MEDWAY DEPARTMENT OF PUBLIC  
WORKS AND MASS HIGHWAY.

ALL ACCESSIBLE ROUTES, RAMPS AND PARKING SPACES TO COMPLY WITH THE AMERICANS  
WITH DISABILITIES ACT (ADA) ACCESSIBILITY GUIDELINES AND THE MASSACHUSETTS  
ARCHITECTURAL ACCESS BOARD (AAB).

THE FOLLOWING LAYOUT CRITERIA SHALL CONTROL UNLESS OTHERWISE NOTED ON THE PLAN:  
DIMENSIONS FROM BUILDING ARE FROM FACE OF BUILDING.  
DIMENSIONS ARE TO FACE OF CURB AT GUTTER LINE.  
DIMENSIONS ARE TO THE CENTER OF PAVEMENT MARKINGS.  
ALL TIES TO PROPERTY LINES ARE PERPENDICULAR TO THE PROPERTY LINE UNLESS OTHERWISE  
NOTED.

SEE ARCHITECTURAL DRAWINGS FOR EXACT BUILDING DIMENSIONS AND ALL DETAIL  
CONTIGUOUS TO THE BUILDING INCLUDING ENTRANCES, DOORWAY PADS, STAIRS, ETC.

ALIGN WALKWAYS CENTERED ON BUILDING EXIT DOORS UNLESS OTHERWISE NOTED.

ALL LINES AND DIMENSIONS ARE PARALLEL OR PERPENDICULAR TO THE LINES FROM WHICH  
THEY ARE MEASURED UNLESS OTHERWISE INDICATED.

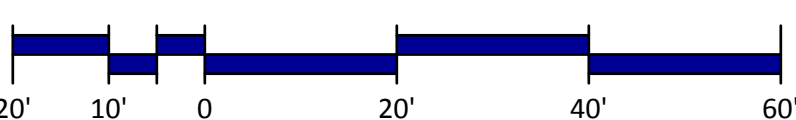
COORDINATE THE LOCATION OF ALL SITE LIGHT STANDARDS WITH IMPROVEMENTS SHOWN  
ON THESE DRAWINGS.

ALL BITUMINOUS CONCRETE PAVING SHALL COMPLY WITH THE MASSACHUSETTS  
DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES,  
1988 EDITION AS AMENDED. THE CONTRACTOR SHALL SUBMIT A JOB MIX FORMULA  
DEMONSTRATING COMPLIANCE WITH THESE SPECIFICATIONS. THE CONTRACTOR SHALL  
SUPPLY THE ENGINEER WITH A CERTIFICATE OF COMPLIANCE SUPPLIED BY THE PAVING  
CONTRACTOR.

BITUMINOUS CONCRETE PAVEMENT: CLASS 1, TYPE I-1 CONFORMING TO THE STANDARD  
SPECIFICATIONS, SECTIONS 420 AND 460, AND M3.11.03 FOR BINDER COURSE AND TOP  
COURSE JOB MIX FORMULAS.

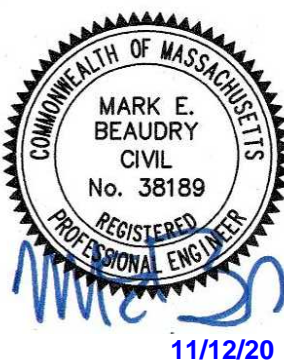
NO SNOW IS TO BE PLACED WITHIN OR ON TOP OF DRAINAGE STRUCTURES.

SCALE: 1" = 20'



REVISIONS

NO.	DATE	DESCRIPTION	BY	CHKD.
2	11/12/20	STORMWATER ADJUSTMENT	DG	WEB
2	11/10/20	QUADRIplex & PEDS REVIEW COMMENTS	DG	WEB
1	9/8/20	PEDS REVIEW COMMENTS	DG	WEB



Layout & Materials Plan  
**Multifamily Development**  
218-220 MAIN STREET  
MEDWAY, MA 02053  
Prepared For:  
Harmony Village LLC



Date:

June 9, 2020  
(See Revisions)

Scale:

1"=20'

Project No.

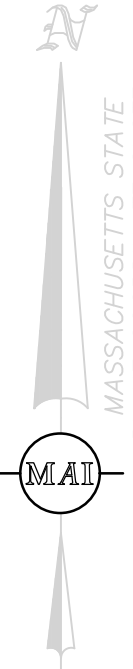
8521

Sheet No.

C-3  
OF



Plotted: 11/13/2020 10:40 AM  
Saved Path: C:\Users\medway\OneDrive\8521 SITE.DWG



FALES STREET

NOW OR FORMERLY  
VICTOR W. JR. & ANN V. TERRANOVA  
DEED BOOK 22299 PAGE 198  
8 FALES STREET

NOW OR FORMERLY  
JOHN WILLIAM PARLEE  
& JAME L. HODGES  
DEED BOOK 32840 PAGE 4  
5 FALES STREET

NOW OR FORMERLY  
CATHY F. SUTTON & WILLIAM A. RITCHIE  
DEED BOOK 8417 PAGE 2  
216 MAIN STREET

NOW OR FORMERLY  
DANIEL M. & CAROL A. BERGERON  
DEED BOOK 6899 PAGE 177  
214 MAIN STREET

NOW OR FORMERLY  
RICHARD E. & HELEN M. FORCE  
DEED BOOK 30979 PAGE 576  
230 MAIN STREET

NOW OR FORMERLY  
JENNIFER F. & JASON M. ROMAN  
DEED BOOK 33718 PAGE 185  
228 MAIN STREET

NOW OR FORMERLY  
JOVONTE ALLEN SANTOS  
& MYRIAM SANTOS  
DEED BOOK 35427 PAGE 407  
224 MAIN STREET

NOW OR FORMERLY  
ROBERT E. & MARIAN L. LEONARD  
DEED BOOK 3554 PAGE 451  
222 MAIN STREET

### GENERAL UTILITY NOTES:

- TESTING OF WATER SYSTEMS, SANITARY SEWERS AND SEWER MANHOLES SHALL BE IN CONFORMANCE WITH ALL TOWN OF MEDWAY DEPARTMENT OF PUBLIC WORKS REQUIREMENTS.
- INSTALLATION AND MATERIALS OF DATA/COMMUNICATION AND ELECTRICAL SUPPLY DUCT BANKS AND MANHOLES SHALL CONFORM TO UTILITY COMPANY REQUIREMENTS AND SPECIFICATIONS.
- PROVIDE UNDERGROUND ELECTRIC CONDUIT FOR SITE LIGHTS AS APPROPRIATE.
- ALL ELECTRIC / WATER / GAS / LIGHTING DESIGN AND SIZING TO BE COMPLETED BY OWNER'S MEP CONSULTANT.
- THE CONTRACTOR SHALL COORDINATE ALL WORK ON UTILITY DUCTS WITH THE APPROPRIATE UTILITY COMPANY INCLUDING WORK BY UTILITY COMPANY FORCES, SERVICE CONNECTIONS AND INSPECTIONS.
- ALL UTILITY COVERS, GRATES, ETC. SHALL BE ADJUSTED TO BE FLUSH WITH THE PAVEMENT FINISH GRADE UNLESS OTHERWISE NOTED. RIM ELEVATIONS OF DRAINAGE STRUCTURES AND MANHOLES ARE APPROXIMATE.
- UNLESS OTHERWISE INDICATED, ABANDONED EXISTING UTILITY LINES SHALL BE CAPPED AND ABANDONED IN PLACE UNLESS THEY CONFLICT WITH PROPOSED IMPROVEMENTS. CAP REMAINING PORTIONS WHERE PARTIALLY REMOVED.
- SANITARY SEWER PIPE SHALL BE SDR 35 PVC.
- FIRE SERVICE WATER PIPE SHALL BE CLASS 52 CEMENT LINED DUCTILE IRON OR AS OTHERWISE REQUIRED BY THE MEDWAY DPW.
- DOMESTIC WATER PIPE SHALL BE TYPE K COPPER TUBING OR AS OTHERWISE REQUIRED BY THE MEDWAY DPW.
- PROPOSED QUADRIplex WILL NEED TO HAVE A SPRINKLER SYSTEM INSTALLED TO MEET BUILDING CODE REQUIREMENTS.
- CAP ALL PROPOSED UTILITY STUBS AS APPROPRIATE.

### DRAINAGE & UTILITIES LEGEND:

PROPERTY LINE	---
DRAIN LINE	---
GAS LINE	---
ELECTRIC LINE	---
WATER LINE	---
SEWER LINE	---
LIMIT OF WORK	---
PROPOSED CONTOUR	---
GABION WALL	---
PROPOSED SPOT ELEVATION	---
CATCHBASIN	---
DRAIN MANHOLE	---
SEWER MANHOLE	---
LIGHT POST	---
INVERT ELEVATION	---
RIM	---
TYPICAL	---
VERIFY IN FIELD	---
EXISTING	---

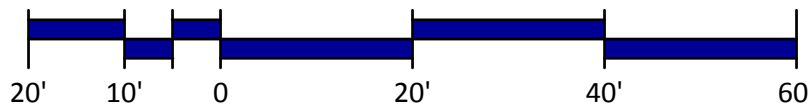
### GRADING NOTES:

- UNLESS DIRECTED OTHERWISE, ALL EXISTING TURF OR VEGETATED AREAS WITHIN THE PROPOSED LIMITS OF WORK FOR EXCAVATION, GRADING, OR IMPROVEMENT SHALL BE CLEARED AND GRUBBED. WITHIN THE CLEARING AND GRUBBING AREA, REMOVE ALL TREES, SHRUBS AND ROOTS UNLESS DESIGNATED OTHERWISE. CLEARING SHALL INCLUDE THE FELLING, CUTTING AND OFF-SITE DISPOSAL OF ALL TREES, SHRUBS, STUMPS AND VEGETATIVE DEBRIS PRODUCED THROUGH THE CLEARING OPERATIONS.
- STONE USED FOR MACHINE PLACED RIP-RAP SHALL BE REASONABLY WELL GRADED, HARD, DURABLE, ANGULAR IN SHAPE, RESISTANT TO WEATHERING AND FREE FROM ORGANIC MATERIAL. ROUNDED STONES OR BOULDERS ARE NOT ACCEPTABLE. THE MINIMUM WEIGHT OF THE STONE SHALL BE 155 POUNDS PER CUBIC FOOT. STONE SHALL BE PLACED IN CONFORMANCE WITH THE LINES, GRADES AND THICKNESSES SHOWN ON THE DRAWINGS.
- AT ALL LOCATIONS WHERE EXISTING CURBING OR PAVEMENT ABUTS NEW CONSTRUCTION, THE EDGE OF THE EXISTING CURB OR PAVEMENT SHALL BE SAW CUT TO A CLEAN, SMOOTH EDGE. BLEND NEW PAVEMENT, CURBS AND EARTHWORK SMOOTHLY INTO EXISTING BY MATCHING LINES, GRADES AND JOINTS.
- ALL RIP RAP STONE SHALL BE HAND CHINKED AND SHALL CONFORM TO MASSACHUSETTS HIGHWAY DEPARTMENT STANDARDS.
- BLEND NEW EARTHWORK SMOOTHLY INTO EXISTING.

### DRAINAGE NOTES:

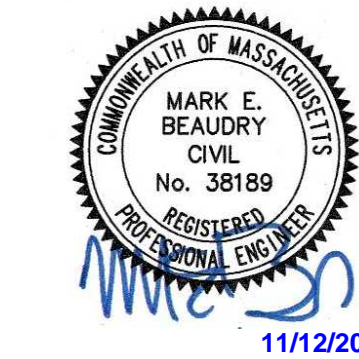
- MANHOLES SHALL BE 48-INCH DIAMETER WITH 26" OPENING (UNLESS OTHERWISE SPECIFIED). CAST-IN-PLACE BASES SHALL BE USED WHERE MANHOLES ARE CONSTRUCTED OVER EXISTING PIPES.
- FRAMES AND COVERS FOR DRAINAGE STRUCTURES AND SANITARY SEWER STRUCTURES SHALL PROVIDE A 24-INCH MINIMUM CLEAR OPENING AND SHALL BE LEBARON TYPE LK110 OR APPROVED EQUAL.
- DRAINAGE STRUCTURE COVERS SHALL HAVE THE WORD "DRAIN" CENTERED ON THE COVER IN 3-INCH HIGH LETTERS. SANITARY SEWER STRUCTURE COVERS SHALL HAVE THE WORD "SEWER" CENTERED ON THE COVER IN 3-INCH HIGH LETTERS.
- SINGLE CATCH BASIN FRAMES AND GRATES SHALL BE LEBARON TYPE LF 248-2 WITH A GRANITE CURB GUTTER MOUTH OR AS REQUIRED BY TOWN OF MEDWAY DPW.
- DOUBLE CATCH BASIN FRAMES SHALL BE LEBARON ONE-PIECE LV2448-1 FRAMES OR APPROVED EQUAL. FOR DOUBLE CATCH BASIN GRATES, USE TWO LEBARON TYPE LF 248-2 WITH A GRANITE CURB GUTTER MOUTH OR APPROVED EQUAL OR AS OTHERWISE REQUIRED BY MEDWAY DPW.
- FRAMES, GRATES AND COVERS SHALL BE SET FIRM AND TRUE TO GRADE, ADJUST FOR GRADE WITH BRICK MASONRY.
- ALL ON-SITE DRAIN LINES SHALL BE SMOOTH INTERIOR WALLED CORRUGATED POLYETHYLENE PIPE UNLESS OTHERWISE NOTED.
- FLARED END SECTIONS SHALL BE PIPE MANUFACTURER STANDARD CONSTRUCTED FROM THE SAME MATERIAL AS THE PIPE.
- ALL DRAIN LINES SHOWN SHALL BE 12" DIAMETER UNLESS OTHERWISE NOTED.
- ROOF DRAIN PIPING CAN BE ADJUSTED / ALTERED FROM LAYOUT SHOWN TO TIE INTO THEIR RESPECTIVE CHAMBER SYSTEMS AS NEEDED. SEE DETAIL SHEET FOR UNIT TO SYSTEM REFERENCE (EXAMPLE: DW-2 IS FOR QUAD ROOFS).

SCALE: 1" = 20'



### REVISIONS

NO.	DATE	DESCRIPTION
1	9/8/20	PEDB REVIEW COMMENTS
2	11/10/20	QUADRIplex & PEDB REVIEW COMMENTS
DG		WEB
DG		WEB
DG		WEB
BY		CHKD.



### Grading, Drainage & Utilities Plan

### Multifamily Development

218-220 MAIN STREET  
MEDWAY, MA 02053

Prepared For:  
Harmony Village LLC



66 MILK STREET, SUITE 208, WESTBOROUGH, MA 01581 | 978.871.2020  
500 CUMMINGS CENTER, SUITE 5950 BEVERLY, MA 01915 | 978.399.0447  
www.MeridianAssoc.com

### Date:

June 9, 2020  
(See Revisions)

### Scale:

1"=20'

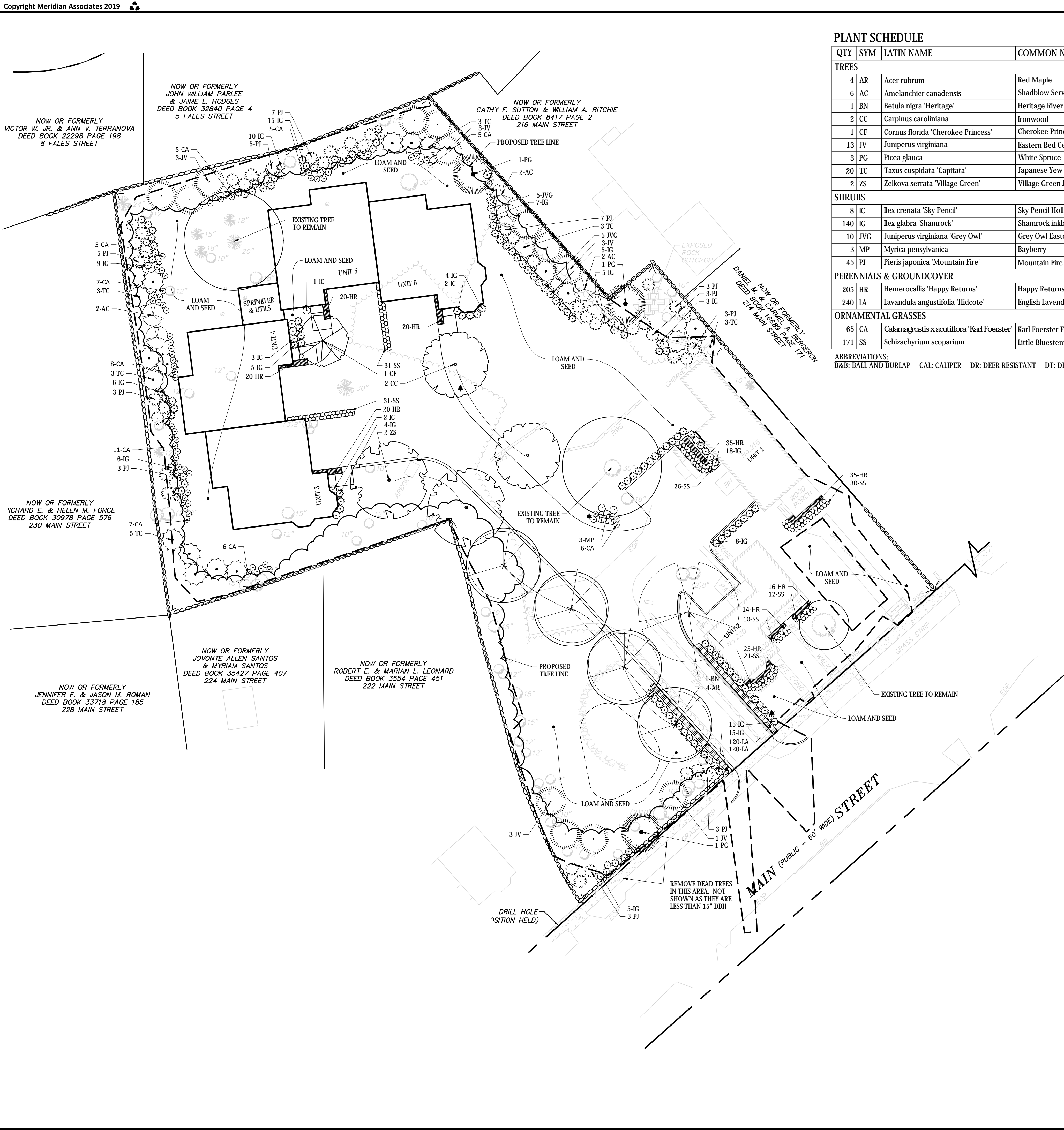
### Project No.

8521

### Sheet No.

C-4  
OF





PLANT SCHEDULE

QTY	SYM	LATIN NAME	COMMON NAME	SIZE	NOTES
TREES					
4	AR	Acer rubrum	Red Maple	3"-3.5" Cal.   B&B	DR   DT   N   Red   Fall Color   March-April
6	AC	Amelanchier canadensis	Shadblow Serviceberry	6'-8' Ht.   B&B	N   ST   White   Birds   Showy   Edible Fruit   Fall Color   April-May
1	BN	Betula nigra 'Heritage'	Heritage River Birch	3"-3.5" Cal.   B&B	DR   DT   N   ST   Brown (M)/Green (F)   Winter Interest   April-May
2	CC	Carpinus caroliniana	Ironwood	3"-3.5" Cal.   B&B	DT   N   White   Street Tree   Fall Color   February
1	CF	Cornus florida 'Cherokee Princess'	Cherokee Princess Flowering Dogwood	3"-3.5" Cal.   B&B	DR   N   White   Birds/Butterflies   April-May
13	JV	Juniperus virginiana	Eastern Red Cedar	10'-12' Ht.   B&B	DR   DT   N   ST   Blueish/Black Fruit   Wildlife   Evergreen
3	PG	Picea glauca	White Spruce	12' Ht.   B&B	DR   N   Birds/Small Mammals   Evergreen   Winter Interest
20	TC	Taxus cuspidata 'Capitata'	Japanese Yew	4' Ht.   B&B	DT   Winter Interest   Heavy Shade
2	ZS	Zelkova serrata 'Village Green'	Village Green Japanese Zelkova	3.5" Cal.   B&B	DR   Green   Fall Color   March-April
SHRUBS					
8	IC	Ilex crenata 'Sky Pencil'	Sky Pencil Holly	36"-48" Ht.   #5 Pot   36" OC	DR   DT   ST   Dark Green   Birds/Butterflies   Winter Interest   May-June
140	IG	Ilex glabra 'Shamrock'	Shamrock holly	24"-30" Ht.   B&B   36" OC	DR   DT   N   ST   Greenish-White   Birds   Evergreen   May-June
10	JVG	Juniperus virginiana 'Grey Owl'	Grey Owl Eastern Red Cedar	18"-24" Ht.   #3 Pot   36" OC	DR   DT   N   Birds   Showy Fruit   Evergreen   Winter Interest
3	MP	Myrica pensylvanica	Bayberry	36"-48" Ht.   B&B   36" OC	DT   N   ST   Birds   Yellowish-green   Winter Interest   May
45	PJ	Pieris japonica 'Mountain Fire'	Mountain Fire Andromeda	24"-30" Ht.   #3 Pot   60" OC	DR   DT   White   Evergreen   Winter Interest   Heavy Shade   April
PERENNIALS & GROUNDCOVER					
205	HR	Hemerocallis 'Happy Returns'	Happy Returns Daylily	#1 Pot   12" OC	DR   DT   ST   Yellow   Butterflies   Fragrant   June-October
240	LA	Lavandula angustifolia 'Hidcote'	English Lavender	#1 Pot   12" OC	DR   DT   ST   Purple   Butterflies   Fragrant   June-August
ORNAMENTAL GRASSES					
65	CA	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	#2 Pot   18" OC	DR   N   ST   Pinkish-Purple   Birds   Fall Color   Winter Interest   May-February
171	SS	Schizachyrium scoparium	Little Bluestem	#2 Pot   18" OC	DR   DT   N   ST   Bronze   Winter Interest   August-February

ABBREVIATIONS:  
B&B: BALL AND BURLAP CAL: CALIPER DR: DEER RESISTANT DT: DROUGHT TOLERANT N: NATIVE OC: ON CENTER ST: SALT TOLERANT

1 OAK TREE GREATER THAN 24" REMOVED  
FROM SITE TO BE REPLACED WITH 1 RED MAPLE

PROPOSED LEGEND

SHRUBS, PERENNIALS, & GROUNDCOVERS

SHADE & ORNAMENTAL TREES

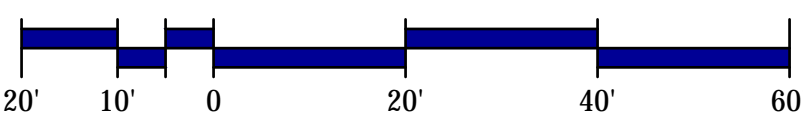
EVERGREEN TREES

LANDSCAPE NOTES

- ALL PLANT MATERIAL SHALL CONFORM TO THE MINIMUM GUIDELINES ESTABLISHED BY THE "AMERICAN STANDARD FOR NURSERY STOCK" PUBLISHED BY AmericanHort 2014 AND AS AMENDED.
- ALL PLANT MATERIALS SHALL BE GUARANTEED FOR ONE YEAR FOLLOWING DATE OF FINAL ACCEPTANCE.
- VERIFY LOCATIONS OF ALL EXISTING UTILITY LINES PRIOR TO PLANTING AND REPORT ANY CONFLICTS TO THE OWNER OR OWNER'S REPRESENTATIVE.
- PROVIDE TREES, SHRUBS, AND GROUNDCOVERS AS SHOWN AND SPECIFIED. THE WORK INCLUDES: SOIL PREPARATION, INSTALLATION OF TREES, SHRUBS AND GROUNDCOVERS, PLANTING MIXES, MULCH AND PLANTING ACCESSORIES, WARRANTY, WATERING AND MAINTENANCE DURING CONSTRUCTION AND WARRANTY PERIODS.
- BALLED AND BURLAPPED PLANTS MAY BE PLANTED IN THE SPRING FROM APRIL 1ST UNTIL JUNE 15TH AND IN THE FALL FROM AUGUST 15TH TO NOVEMBER 1ST.
- PLANTING PLAN IS DIAGRAMMATIC IN NATURE. FINAL PLACEMENT OF PLANTS TO BE APPROVED BY THE LANDSCAPE ARCHITECT IN THE FIELD.
- ALL SHADE TREES ALONG SIDEWALKS SHALL HAVE A MINIMUM SIX (6) FOOT BRANCHING HEIGHT.
- PLANT MATERIALS DEPICTED IN ROWS SHALL CONTAIN MATCHING PLANT SPECIMENS SPACED EQUALLY ALONG INDICATED AREA.
- ALL PLANT MATERIALS AND LAWN AREAS TO BE MAINTAINED BY LANDSCAPE CONTRACTOR UNTIL FINAL WRITTEN ACCEPTANCE PROVIDED TO CONTRACTOR BY OWNER OR OWNER'S REPRESENTATIVE.
- ALL PLANT MATERIALS TO REMAIN ALIVE AND BE IN HEALTHY, VIGOROUS CONDITION AND SHALL BE GUARANTEED FOR ONE YEAR FOLLOWING DATE OF FINAL WRITTEN ACCEPTANCE FROM THE OWNER OR OWNER'S REPRESENTATIVE.
- ALL PLANT MATERIALS ARE INTENDED TO BE DROUGHT TOLERANT ONCE ESTABLISHED. NO IRRIGATION SYSTEM IS PROPOSED.
- LOAM AND SEED ALL DISTURBED AREAS UNLESS OTHERWISE INDICATED ON PLAN. LOAM WITH TOPSOIL SPREAD TO A MINIMUM DEPTH OF (6) SIX INCHES.
- SEED OR PROVIDE SOD FOR ALL TURFGRASS LAWN AREAS WITH A DROUGHT TOLERANT TURFGRASS SEED MIX (80% TALL FESCUE, 10% PERENNIAL RYEGRASS, 10% KENTUCKY BLUEGRASS).
- PERENNIALS, BULBS AND ANNUALS ARE TO BE PLANTED IN A WELL PREPARED BED WHICH SHALL INCLUDE PEAT AND SLOW RELEASE FERTILIZER. BEDS SHALL BE SKIMMED WITH ONE AND ONE-HALF (1-1/2) INCH TO TWO (2) INCH MULCH (INCLUDING GROUNDCOVERS).



SCALE: 1" = 20'



REVISIONS

NO.	DATE	DESCRIPTION	BY	CHKD.
2	11.09.2020	REVISED SITE PLAN	JBT	MEB
1	09.08.2020	BUFFER PLANTING	JBT	MEB



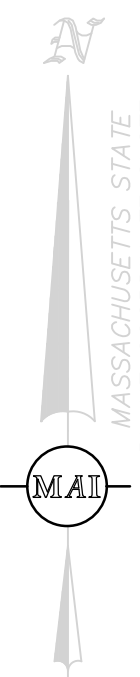
LANDSCAPE PLAN  
Multifamily Development  
218-220 MAIN STREET  
MEDWAY, MA 02053  
Prepared For:  
Harmony Village LLC



60 MILK STREET, SUITE 208, WESTBOROUGH, MA 01581 | (978) 871-7020  
500 CUMMINGS CENTER, SUITE 5950 BEVERLY, MA 01915 | (978) 399-0447  
www.MeridianAssoc.com

Date:  
June 9, 2020  
(See Revisions)  
Scale:  
1"=20'  
Project No.  
8521  
Sheet No.  
C-5  
OF





FALES STREET

NOW OR FORMERLY  
VICTOR W. JR. & ANN V. TERRANOVA  
DEED BOOK 22298 PAGE 198  
8 FALES STREET

NOW OR FORMERLY  
JOHN WILLIAM PARLEE  
& JAMES L. HODGES  
DEED BOOK 32840 PAGE 4  
5 FALES STREET

NOW OR FORMERLY  
CATHY F. SUTTON & WILLIAM A. RITCHIE  
DEED BOOK 8417 PAGE 2  
216 MAIN STREET

NOW OR FORMERLY  
RICHARD E. & HELEN M. FORCE  
DEED BOOK 30979 PAGE 576  
230 MAIN STREET

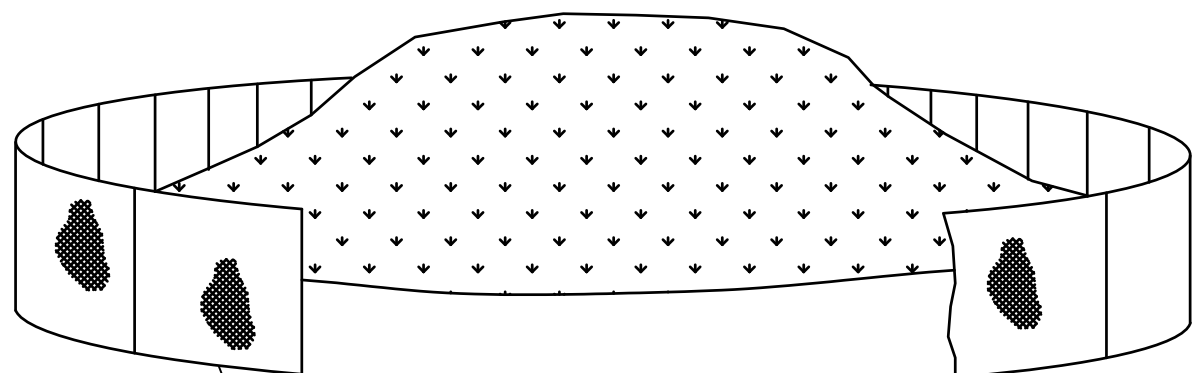
NOW OR FORMERLY  
ROBERT E. & MARIAN L. LEONARD  
DEED BOOK 3554 PAGE 451  
222 MAIN STREET

NOW OR FORMERLY  
DANIEL M. & CAROL A. BERGERON  
DEED BOOK 6888 PAGE 177  
214 MAIN STREET

### GENERAL CONSTRUCTION PHASING

THE CONTRACTOR SHALL PERFORM EFFECTIVE SEQUENCING OF CONSTRUCTION ACTIVITIES TO MINIMIZE DISTURBED AREAS ON THE SITE. THE SEQUENCE SHALL BE GENERALLY AS FOLLOWS:

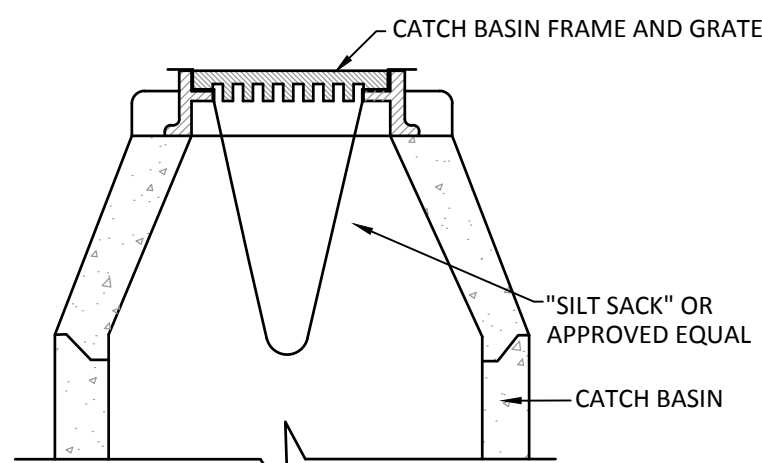
- 1.1. INSTALL ALL EROSION AND SEDIMENT CONTROLS.
- 1.2. REMOVE AND DISPOSE OF ALL PAVEMENT TO BE REMOVED. LOAM & SEED DISTURBED AREAS.
- 1.3. PERFORM CLEARING AND GRUBBING.
- 1.4. STRIP TOPSOIL AND PERFORM EXCAVATION AND GRADING.
- 1.5. REMOVE AND DISPOSE OF STRUCTURES TO BE REMOVED.
- 1.6. INSTALL DRAINAGE, UTILITIES AND ASSOCIATED IMPROVEMENTS.
- 1.7. CONSTRUCT BUILDING AND ASSOCIATED IMPROVEMENTS.
- 1.8. PERMANENTLY STABILIZE ALL DISTURBED AREAS AND INSTALL LANDSCAPING AND ASSOCIATED APPURTENANCES.
- 1.9. REMOVE ALL SOIL AND EROSION CONTROLS AFTER SITE HAS BEEN STABILIZED.



- NOTES:
- LOCATE STOCKPILE IN A DRY AND STABLE AREA OUTSIDE OF 100' WETLAND BUFFER ZONE.
  - STABILIZE STOCKPILE WITH ANNUAL RYEGRASS, MULCH OR EROSION CONTROL BLANKETS.

### SOIL STOCKPILE (NOT TO SCALE)

### CONSTRUCTION ENTRANCE/EXIT PAD (NOT TO SCALE)

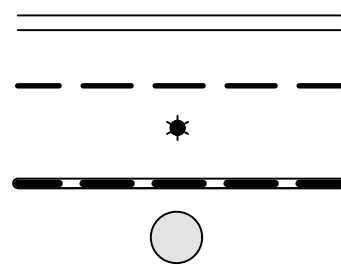


- NOTES:
1. TO BE INSTALLED IN ALL CATCH BASINS UNTIL COMPLETION OF CONSTRUCTION.
  2. BOOT ADAPTER MAY BE TRIMMED TO SIZE.

### FILTER BAG (NOT TO SCALE)

### EROSION CONTROL LEGEND:

- BITUMINOUS CONCRETE CURB
- LIMIT OF WORK
- LIGHT FIXTURE
- SILT FENCE/HAYBALE LINE
- SILT SOCK



### EROSION CONTROL AND STABILIZATION PROGRAM

THE CONTRACTOR SHALL IMPLEMENT THE SWPPP FOR THE PROJECT INCLUDING INSTALLATION AND MAINTENANCE OF ALL CONTROL MEASURES OUTLINED IN THE STORMWATER POLLUTION PREVENTION PLAN INCLUDING EROSION CONTROL BARRIERS, ANTI-TRACKING PADS AND OTHER EROSION AND SEDIMENTATION CONTROLS, STORMWATER MANAGEMENT CONTROLS, SOLID WASTE CONTROLS AND SPILL PREVENTION CONTROLS.

THE LOCATION OF EROSION CONTROL BARRIERS AND SEDIMENTATION AND POLLUTION CONTROL SYSTEMS SHOWN ON DRAWINGS ARE INTENDED TO BE MINIMUM REQUIREMENTS AND A GUIDE FOR THE PLACEMENT OF THESE BARRIERS. OTHER MEASURES MAY BE WARRANTED BASED UPON EXPERIENCE. AT THE SITE, WHEN NO SEDIMENTATION CONTROL SYSTEM IS SHOWN ON THE DRAWING, THE CONTRACTOR SHALL BE REQUIRED TO ESTABLISH A SYSTEM TO PREVENT SILTATION OR POLLUTION OF ADJACENT PROPERTY, WETLANDS OR BUFFER ZONES. THE SYSTEMS SHOWN SHALL NOT RELIEVE THE CONTRACTOR FROM THE RESPONSIBILITY OF PLACING ADDITIONAL BARRIERS OR REPLACING BARRIERS AS REQUIRED BY SITE CONDITIONS. THE IMPLEMENTATION, MAINTENANCE, REPLACEMENT AND ADDITIONS TO THESE SYSTEMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. AS CONSTRUCTION PROGRESSES AND SEASONAL CONDITIONS DICTATE, MORE SILTATION CONTROL FACILITIES MAY BE REQUIRED. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ADDRESS NEW CONDITIONS THAT MAY BE CREATED.

PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ON THE SITE, THE OWNER SHALL DESIGNATE AN EROSION CONTROL INSPECTOR TO SERVE DURING THE CONSTRUCTION PROCESS WITH RESPONSIBILITIES IN ACCORDANCE WITH THE SWPPP.

ALL SLOPES WITH SURFACE GRADES EQUAL TO OR STEEPER THAN 3:1 SHALL BE STABILIZED WITH JUTE MATTING.

REQUIRED SEDIMENTATION CONTROL FACILITIES MUST BE CONSTRUCTED, CLEARLY VISIBLE, AND IN OPERATION PRIOR TO CONSTRUCTION. UNLESS OTHERWISE NOTED, SUCH FACILITIES SHALL REPRESENT THE LIMIT OF WORK. NO CONSTRUCTION ACTIVITY IS TO OCCUR BEYOND THE LIMIT OF WORK AT ANY TIME DURING THE CONSTRUCTION PERIOD.

TEMPORARY DIVERSION DITCHES, PERMANENT DITCHES, CHANNELS, EMBANKMENTS AND ANY DENUDED SURFACE WHICH WILL BE EXPOSED FOR A PERIOD OF ONE MONTH OR MORE SHALL BE CONSIDERED CRITICAL STABILIZATION AREAS. THESE AREAS SHALL BE MULCHED WITH STRAW. MULCH SHALL BE SPREAD UNIFORMLY IN A CONTINUOUS BLANKET OF SUFFICIENT THICKNESS TO COMPLETELY HIDE THE SOIL FROM VIEW.

SEDIMENT CONTROL MEASURES SHALL BE PROVIDED AROUND ALL EXISTING AND PROPOSED DRAINAGE STRUCTURES AS DETAILED ON THE DRAWINGS OR AS REQUIRED TO PREVENT SEDIMENTATION.

HAYBALE CHECK DAMS ARE TO BE PROVIDED ON TWO HUNDRED (200) FOOT SPACING WITHIN ALL DRAINAGE SWALES AND DITCHES AND AT UPSTREAM SIDES OF ALL DRAINAGE INLETS.

HAYBALES, SILT FENCE OR OTHER SILTATION CONTROLS SHALL BE MAINTAINED IN A SATISFACTORY CONDITION UNTIL CONSTRUCTION IS COMPLETED AND THE POTENTIAL FOR ON-SITE EROSION HAS PASSED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL OF ALL SILTATION CONTROLS. THE CONTRACTOR SHALL NOT REMOVE ANY SILTATION CONTROLS UNTIL AUTHORIZED (IN WRITING) BY THE OWNER OR HIS REPRESENTATIVE.

AT THE START OF SOIL DISTURBANCE, THERE SHALL BE AN ADEQUATE RESERVE OF SILT FENCE AND HAY BALES IN GOOD CONDITION, AND SUFFICIENT STAKES FOR STAKING THESE BALES.

DENUDED SLOPES SHALL NOT BE LEFT EXPOSED FOR EXCESSIVE PERIODS OF TIME SUCH AS THE INACTIVE WINTER SEASONS.

ALL DISTURBED SLOPES EITHER NEWLY CREATED OR EXPOSED PRIOR TO OCTOBER 15 SHALL BE SEED OR PROTECTED BY THAT DATE.

LOAMING AND SEEDING OR MULCHING OF NON-PAVEMENT AREAS SHALL TAKE PLACE AS SOON AS PRACTICABLE.

ALL STOCKPILE AREAS SHALL BE LOCATED WITHIN LIMIT OF WORK AND STABILIZED TO PREVENT EROSION. STABILIZED CONSTRUCTION ACCESS PADS SHALL BE INSTALLED AT THE CONSTRUCTION DRIVEWAY ONTO THE PUBLIC WAY TO PREVENT THE TRACKING OF SEDIMENT OFF-SITE.

EROSION CONTROL BARRIER SHALL BE INSTALLED AS INDICATED ON THE PLANS AND AS REQUESTED BY THE OWNER OR HIS REPRESENTATIVE TO ADDRESS FIELD CONDITIONS.

ALL POINTS OF CONSTRUCTION EGRESS AND INGRESS SHALL BE MAINTAINED TO PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADS.

DEWATERING ACTIVITIES SHALL BE CONDUCTED SUCH THAT ANY WATER PUMPED FROM EXCAVATIONS WILL BE CONVEYED BY HOSE TO AN UPLAND AREA (MINIMUM 125 FEET FROM ANY WETLAND RESOURCE AREA) AND DISCHARGED INTO HAY BALES CORRALS OR SEDIMENTATION BAGS.

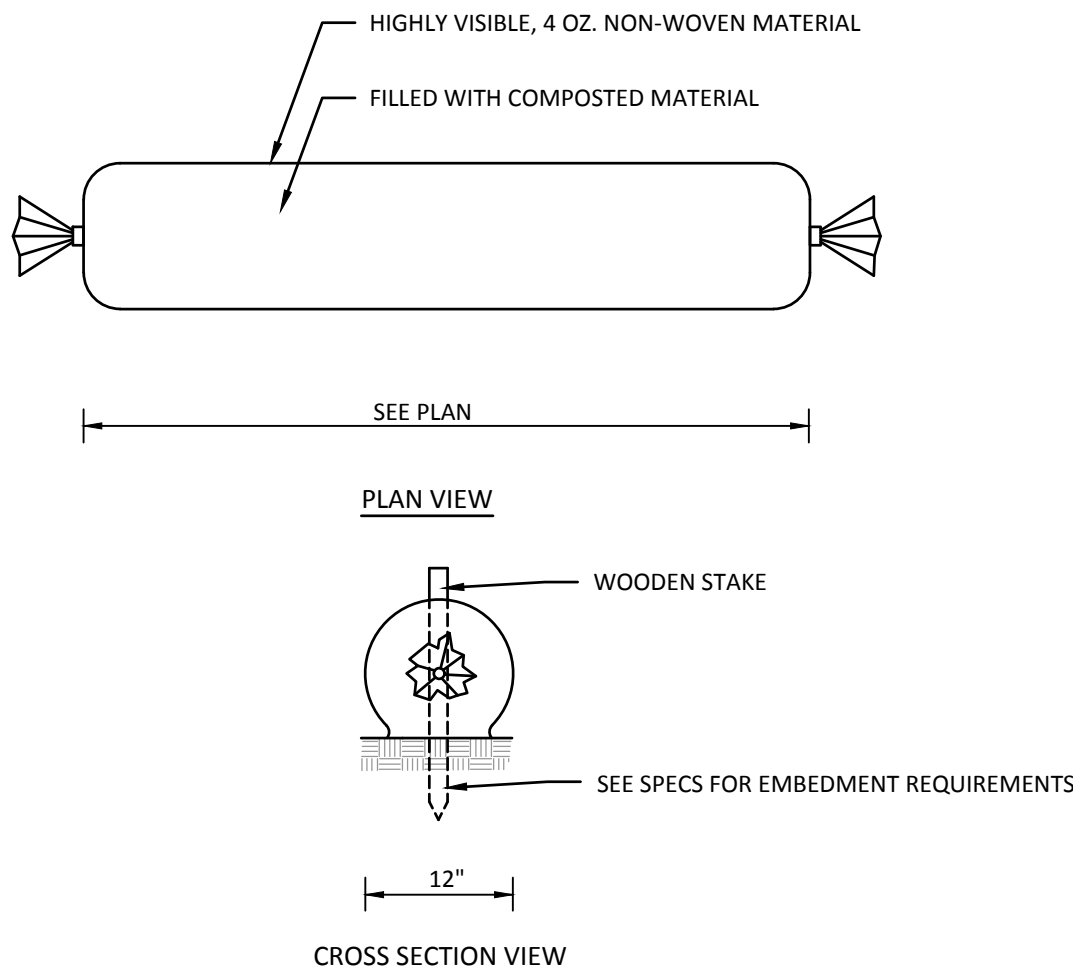
EROSION CONTROL BARRIER SHALL BE INSTALLED ALONG EDGE OF PROPOSED DEVELOPMENT AS SHOWN ON THE PLAN PRIOR TO THE COMMENCEMENT OF CONSTRUCTION OPERATIONS.

SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSPECTED AND MAINTAINED ON A DAILY BASIS AND AFTER EACH STORM EVENT OF 0.5 INCH OR GREATER DURING CONSTRUCTION TO INSURE THAT CHANNELS, DITCHES AND PIPES ARE CLEAR OF DEBRIS AND THAT THE EROSION BARRIERS ARE INTACT.

SANITARY WASTES GENERATED DURING CONSTRUCTION WILL BE DISPOSED OFFSITE BY AN APPROVED LICENSED WASTE HAULER.

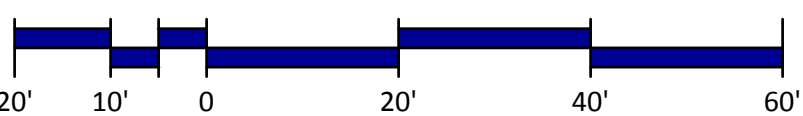
CONSTRUCTION SITE WASTE MATERIALS WILL BE PROPERLY STORED ON SITE AND DISPOSED OFFSITE AT A LOCATION IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.

THE PROJECT WILL DISTURB APPROXIMATELY 51,000 SF AND REQUIRE APPROXIMATELY 1,200 CY OF EARTH MATERIAL TO BE REMOVED FROM THE SITE.



NOTE:  
THE FILTER SOCK SHALL BE STAKED ON ENDS AND THROUGH THE CENTER AT 10 FT INTERVALS. PROVIDE UPSLOPE RETURNS AT ENDS.

### COMPOST FILTER SOCK - SEDIMENT CONTROL SCALE: 1" = 20' (NOT TO SCALE)



### Erosion & Sediment Control Plan

### Multifamily Development

218-220 MAIN STREET  
MEDWAY, MA 02053

Prepared For:

Harmony Village LLC



60 MILK STREET, SUITE 208, WESTBROOK, MA 01581 | 508.871.2020  
500 CUMMINGS CENTER, SUITE 5950 BEVERLY, MA 01915 | 978.399.0447  
www.MeridianAssoc.com

Date:

June 9, 2020  
(See Revisions)

Scale:

1"=20'

Project No.

8521

Sheet No.

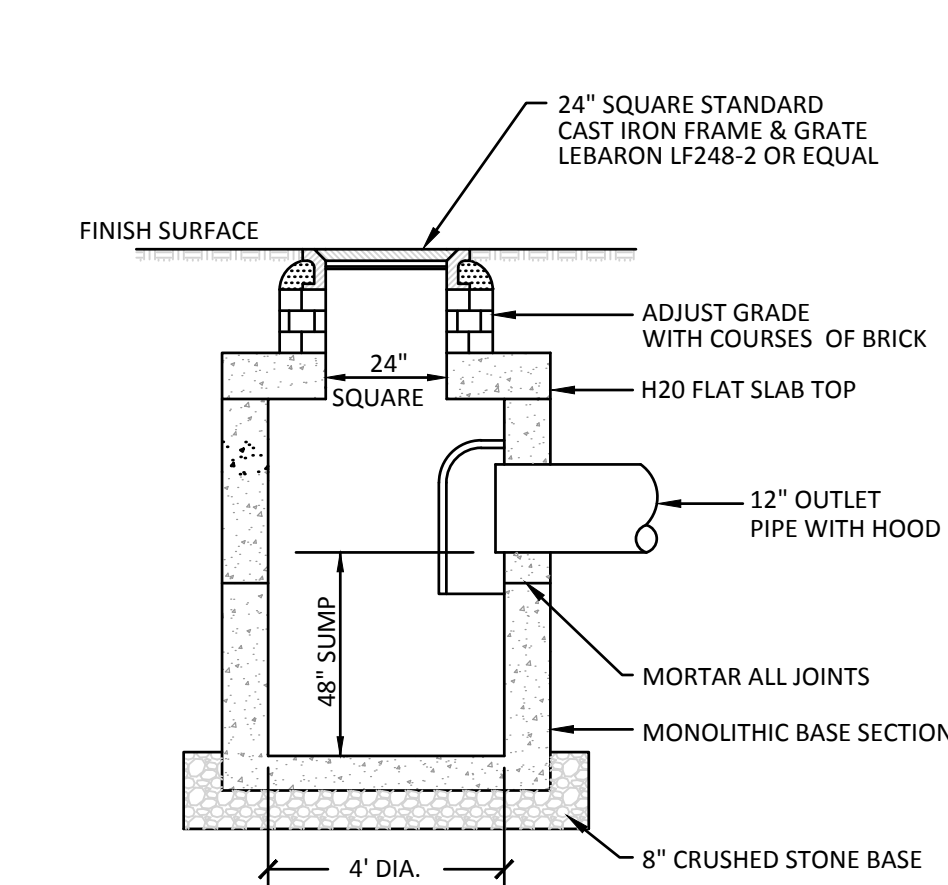
C-6  
OF

### REVISIONS

NO.	DATE	DESCRIPTION	BY	CHKD.
1	9/8/20	PEDB REVIEW COMMENTS	DG	WEB
2	11/10/20	QUADRIplex & PEDB REVIEW COMMENTS	DG	WEB
2	11/12/20	STORMWATER ADJUSTMENT	DG	WEB

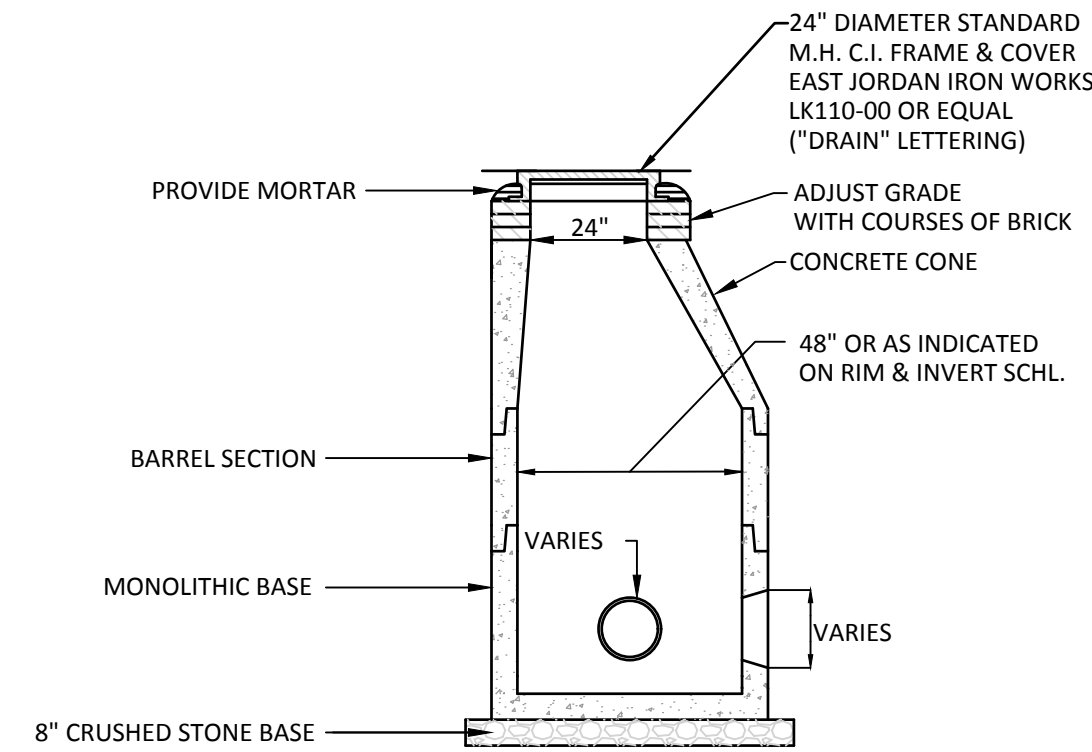


Plotted: 11/13/2020 10:41 AM  
Saved Path: G:\18521 MEDWAY\DWG\18521\_DET.DWG



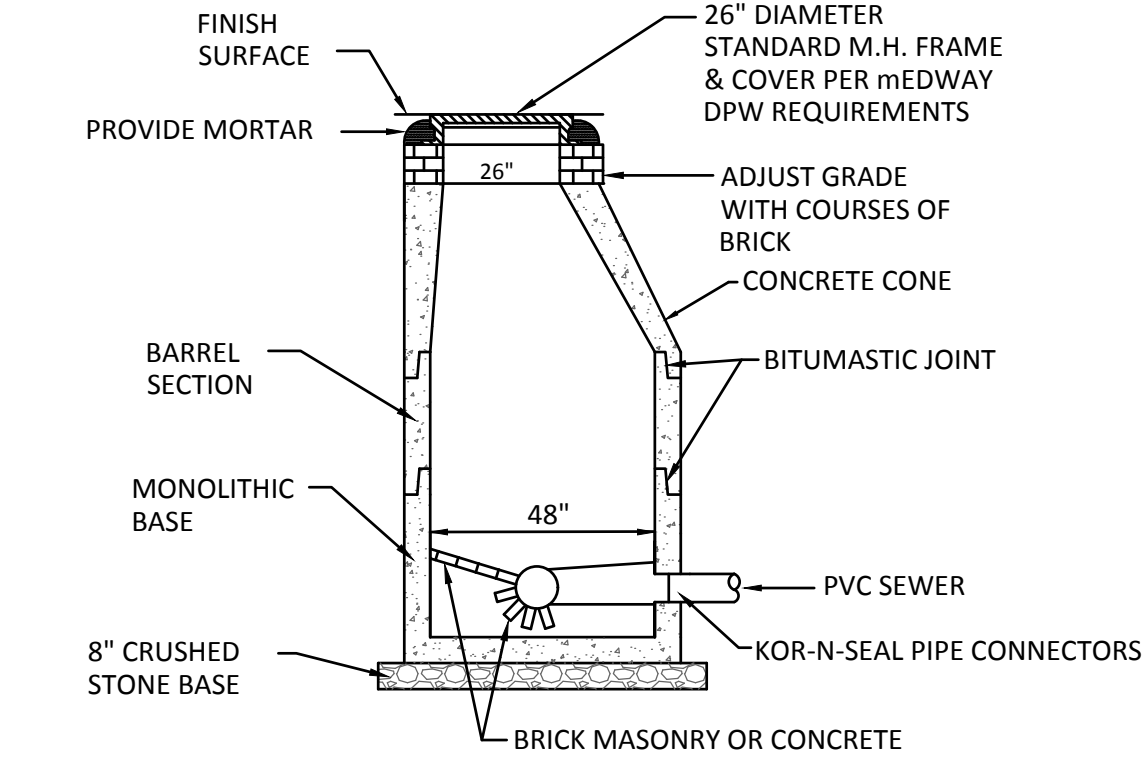
- NOTES:
1. STRUCTURE DESIGN TO LATEST ASTM C478.
  2. REINFORCING STEEL CONFORMS TO LATEST ASTM A 185.
  3. CONCRETE COMPRESSIVE STRENGTH - 4,000 PSI @ 28 DAYS.
  4. FLAT SLAB TOP AASHTO H-20 S. ONE POUR MONOLITHIC BASE.

**PRECAST CONCRETE CATCH BASIN W/ TRAP**  
(NOT TO SCALE)



- NOTES:
1. MANHOLE DESIGN TO LATEST ASTM C478.
  2. REINFORCING STEEL CONFORMS TO LATEST ASTM A 185.
  3. CONCRETE COMPRESSIVE STRENGTH - 4,000 PSI @ 28 DAYS.
  4. ONE POUR MONOLITHIC BASE.
  5. STEPS - STEEL REINFORCED COPOLYMER POLYPROPYLENE PLASTICS (PS2-PFSL M.A. INDUSTRIES, INC.) CONFORMS TO LATEST ASTM C478 PARA-12.
  6. BITUMASTIC BUTYL RUBBER FOR JOINTS CONFORM TO LATEST ASTM C443 AND FED SS-S-201A SPEC.

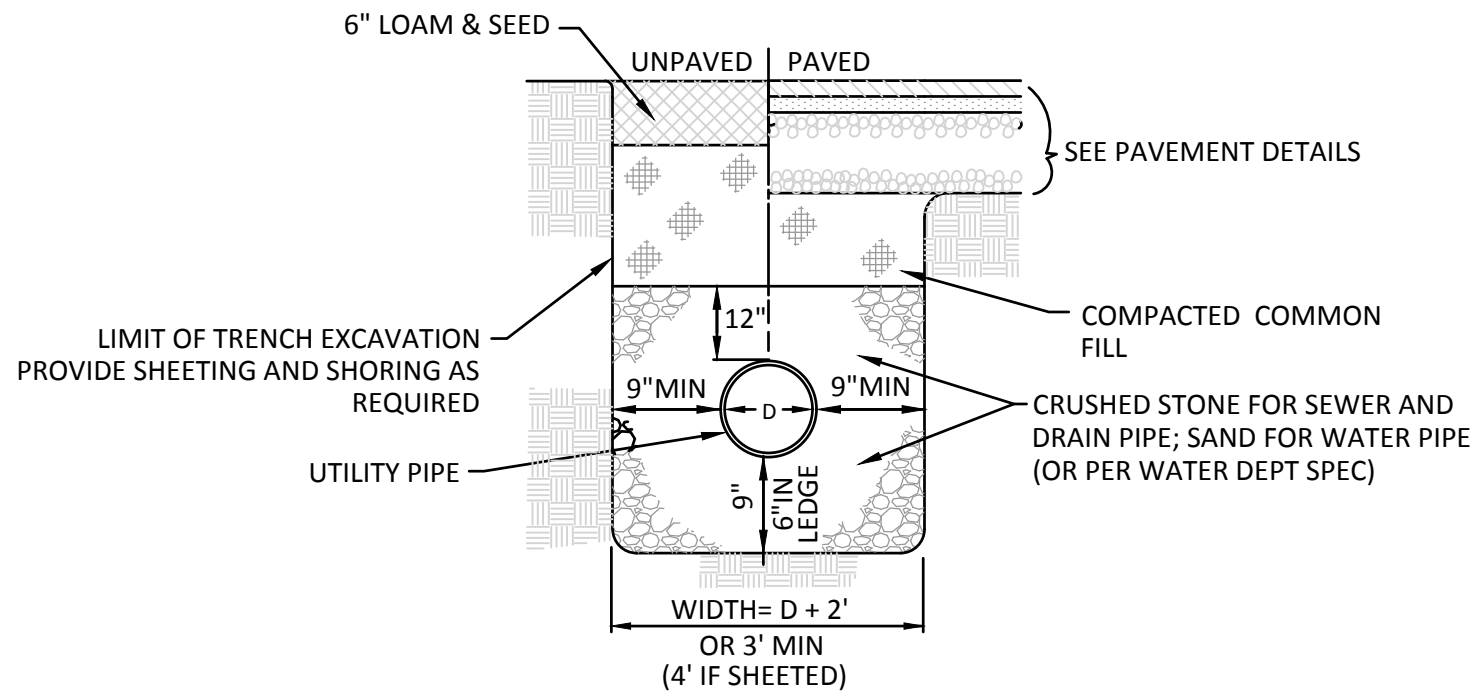
**PRECAST CONCRETE DRAIN MANHOLE**  
(NOT TO SCALE)



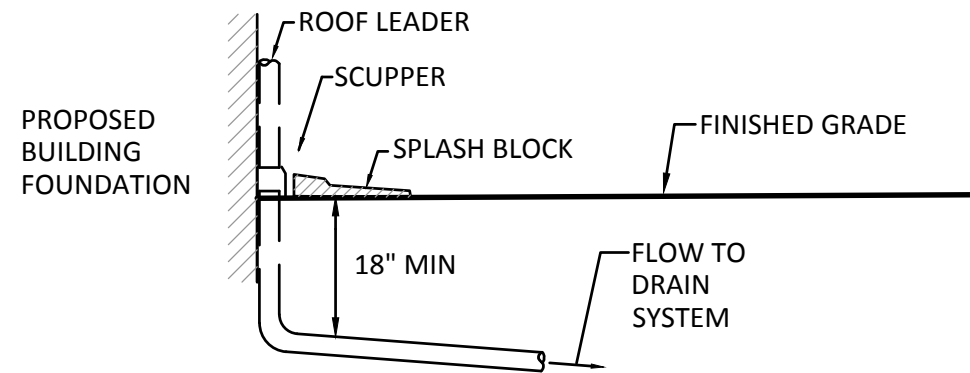
- NOTES:
1. MANHOLE DESIGN SHALL CONFORM TO LATEST ASTM C478.
  2. REINFORCING STEEL SHALL CONFORM TO LATEST ASTM A 185.
  3. CONCRETE COMPRESSIVE STRENGTH-4,000 PSI @ 28 DAYS.
  4. ONE POUR MONOLITHIC BASE.
  5. STEPS-STEEL REINFORCED COPOLYMER POLYPROPYLENE PLASTIC (PS2-PFSL M.A. INDUSTRIES, INC.) CONFORMING TO LATEST ASTM C478 PARA-12.
  6. KOR-N-SEAL FLEXIBLE PIPE CONNECTORS SHALL CONFORM TO LATEST ASTM C923, A167.

**SEWER MANHOLE DETAIL (SMH)**  
(NOT TO SCALE)

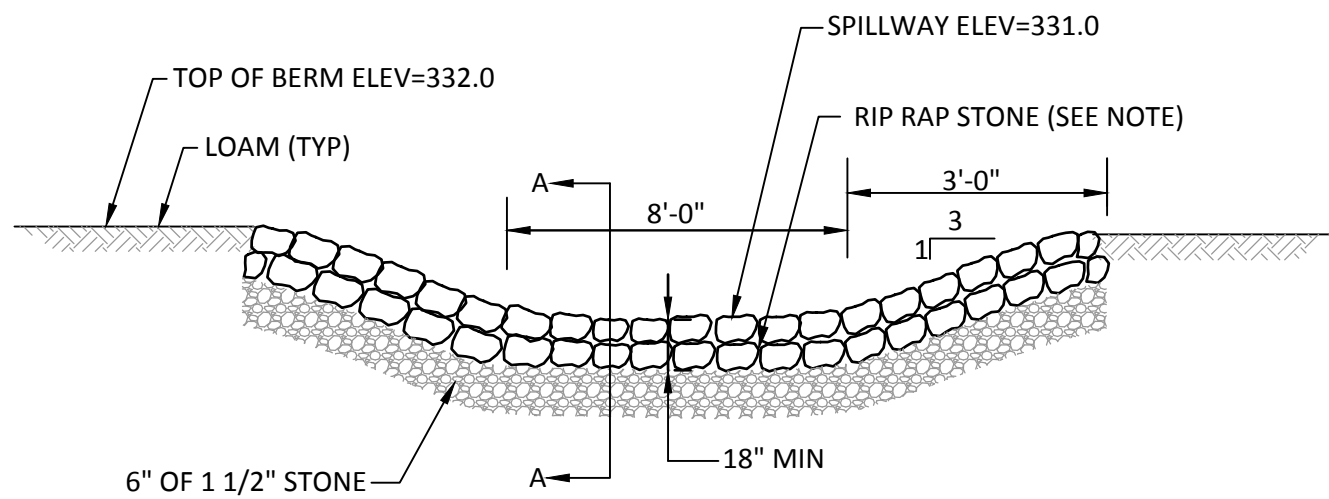
TRENCH WIDTH (W)		
D	W	W
DIAMETER OF PIPE	UNSHEETED	SHEETED
TO 12"	3'	4'
14" TO 24"	4'	5'
30" TO 36"	5'	6'



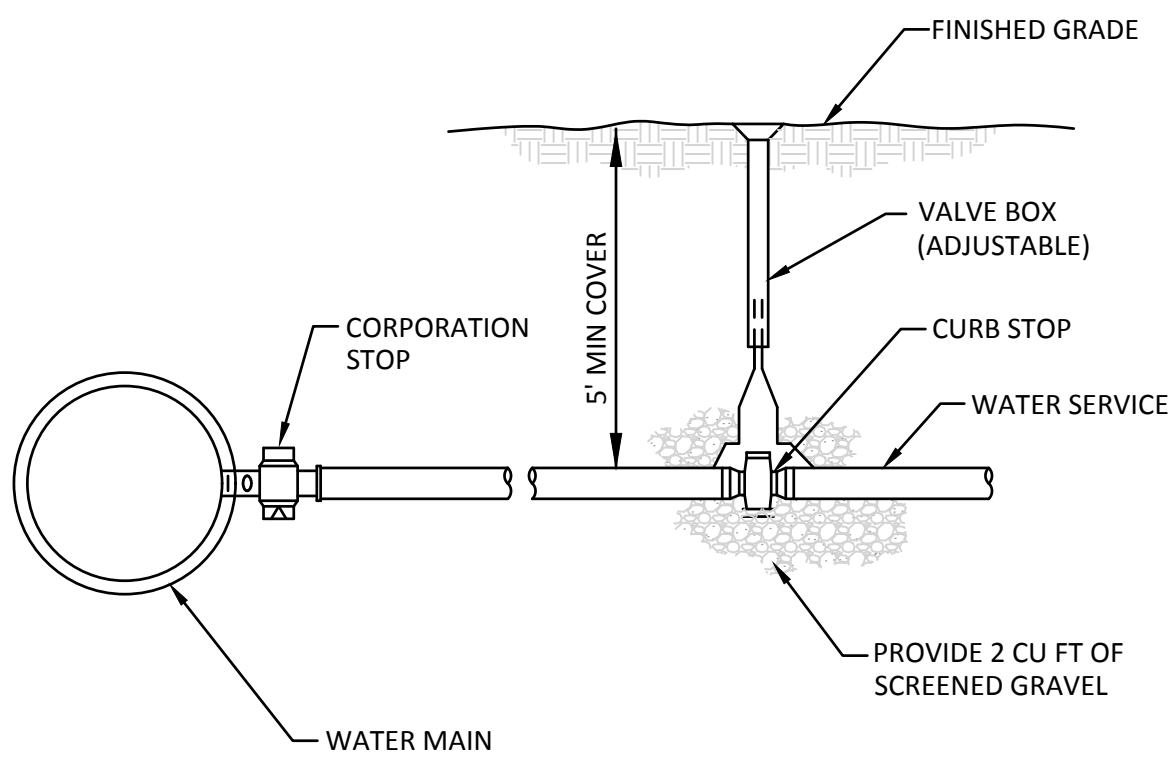
**TYPICAL TRENCH SECTION**  
(NOT TO SCALE)



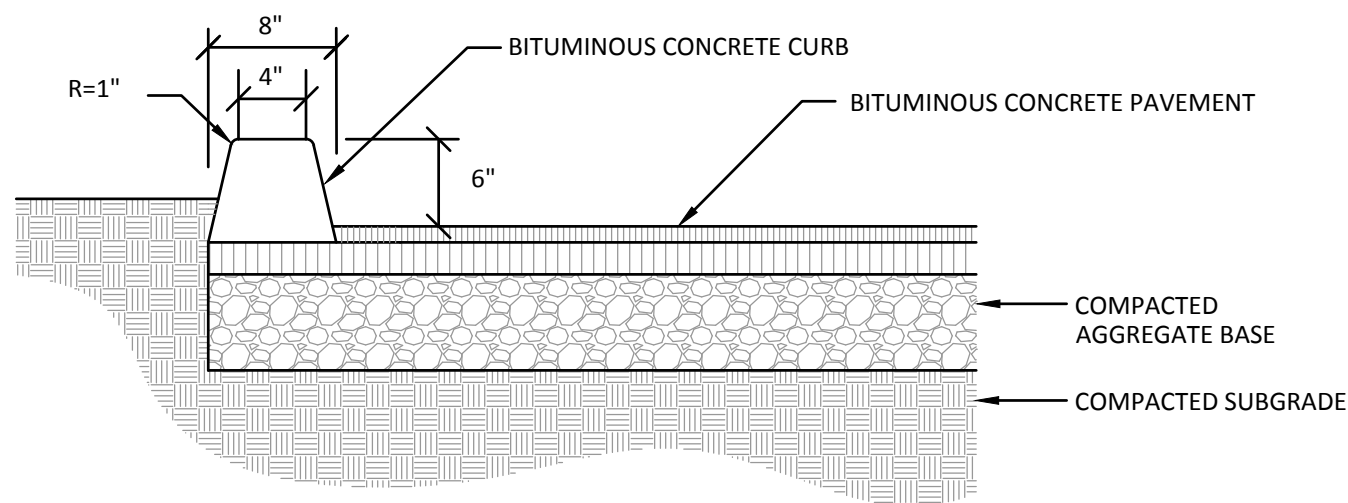
**ROOF DOWNSPOUT CONNECTION**  
(NOT TO SCALE)



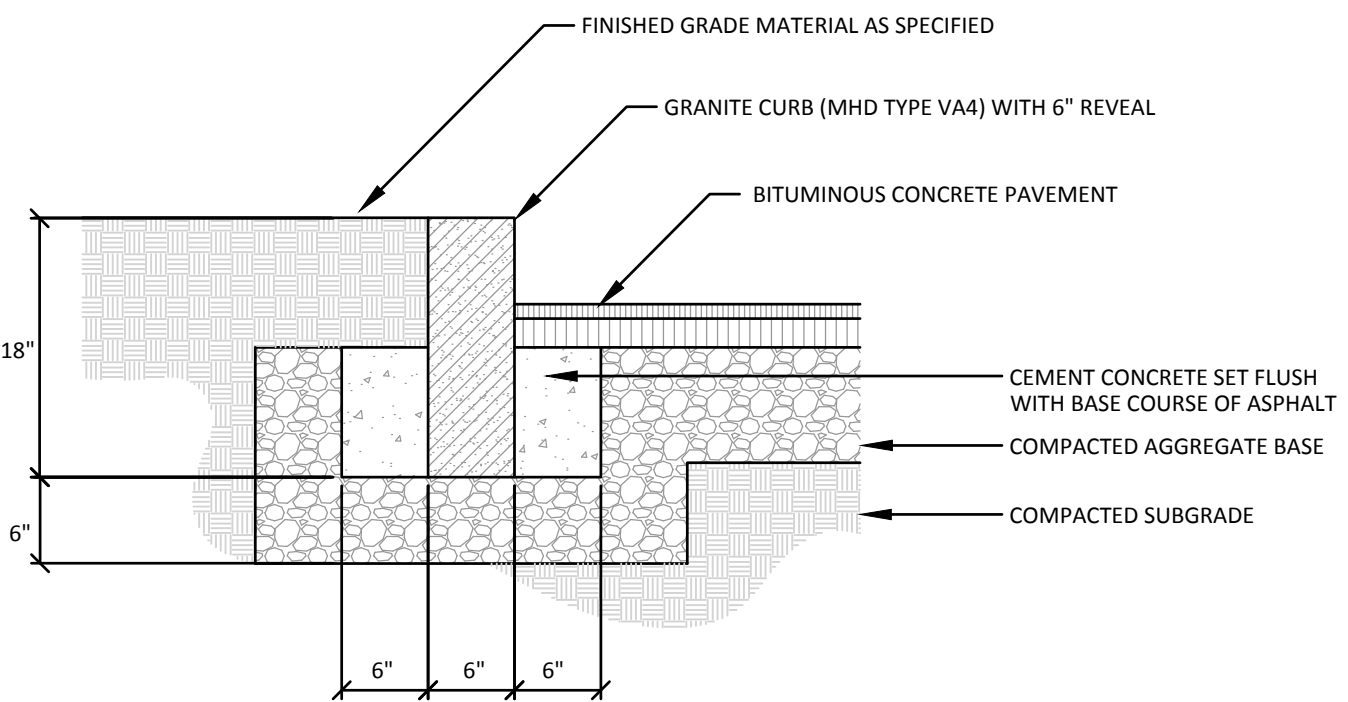
**EMERGENCY SPILLWAY WEIR**  
(NOT TO SCALE)



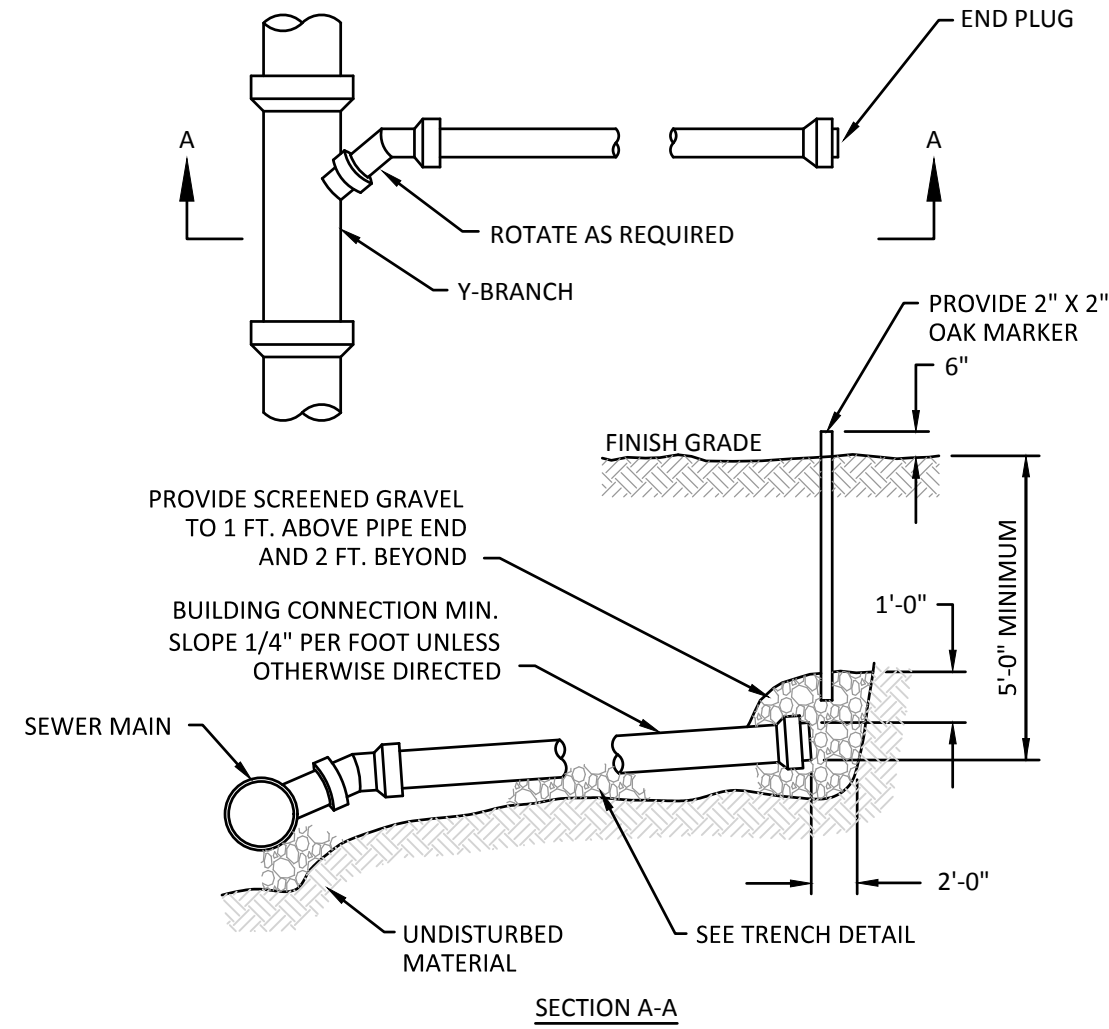
**WATER SERVICE CONNECTION**  
(NOT TO SCALE)



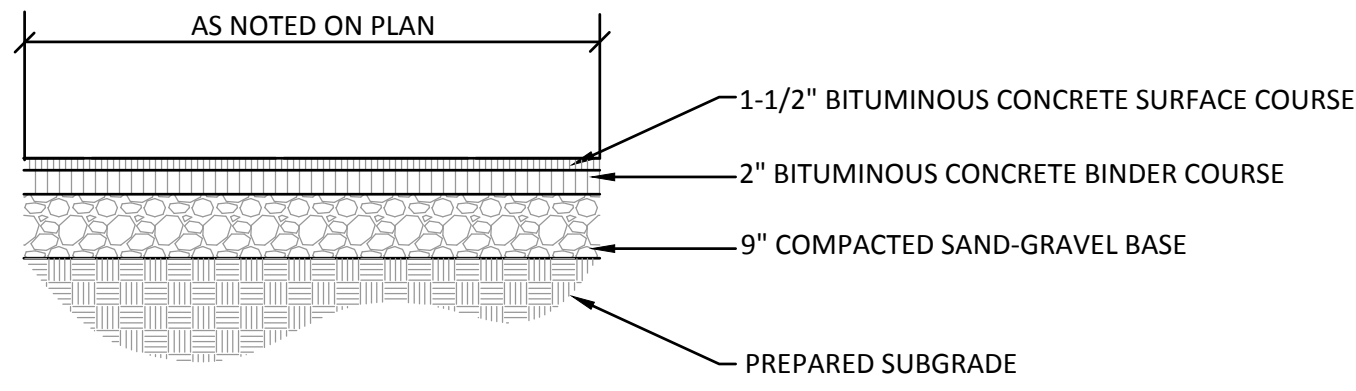
**BITUMINOUS CONCRETE CURB**  
(NOT TO SCALE)



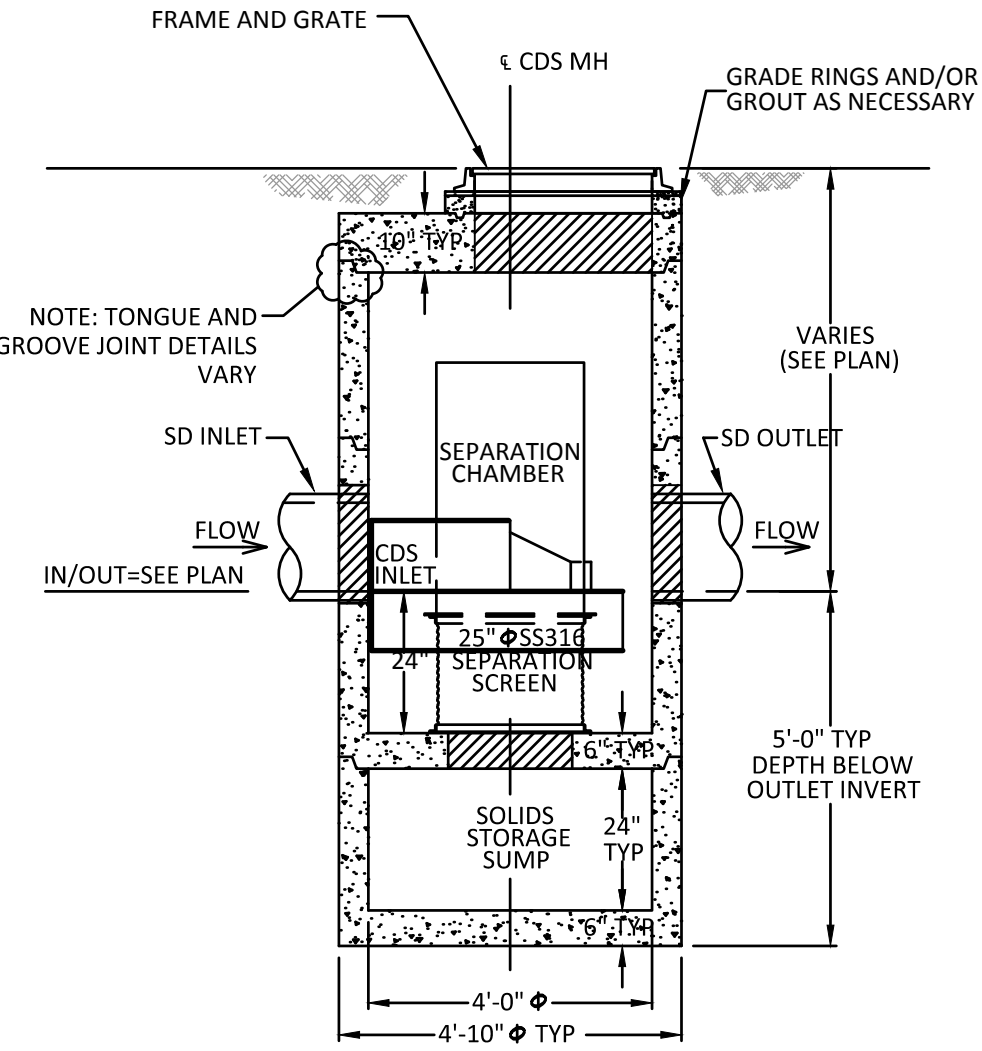
**VERTICAL GRANITE CURB**  
(NOT TO SCALE)



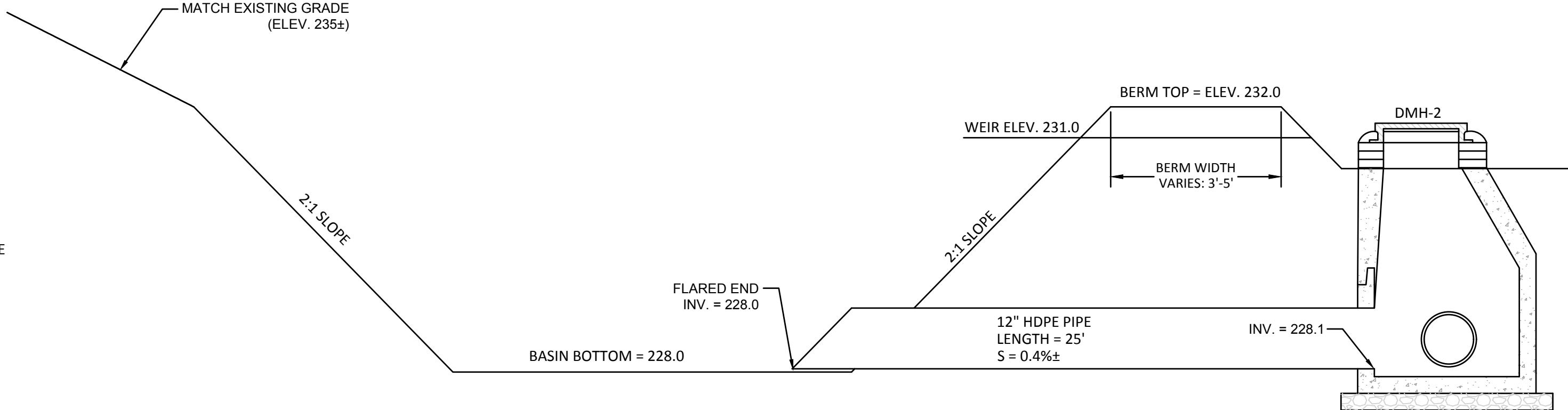
**SEWER SERVICE CONNECTION**  
(NOT TO SCALE)



**BITUMINOUS CONCRETE PAVEMENT SECTION**  
(NOT TO SCALE)



**CONTINUOUS DEFLECTIVE SEPARATOR (CDS)**  
(NOT TO SCALE)



**INFILTRATION BASIN PROFILE (IF-1)**  
(NOT TO SCALE)

REVISIONS

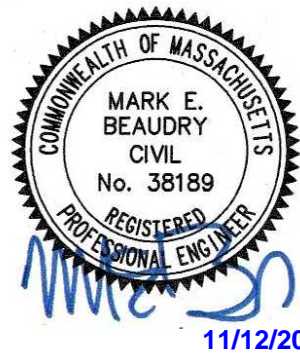
NO.

DATE

DESCRIPTION

BY

CHKD



**SITE DETAILS**  
**Multifamily Development**  
**218-220 MAIN STREET**  
**MEDWAY, MA 02053**  
Prepared For:  
**Harmony Estates LLC**



69 WILK STREET, SUITE 308, WESTBOROUGH, MA 01581 | 508.871.7030  
500 CUMMINGS CENTER, SUITE 550, BEVERLY, MA 01915 | 978.999.0447  
www.MeridianAssoc.com

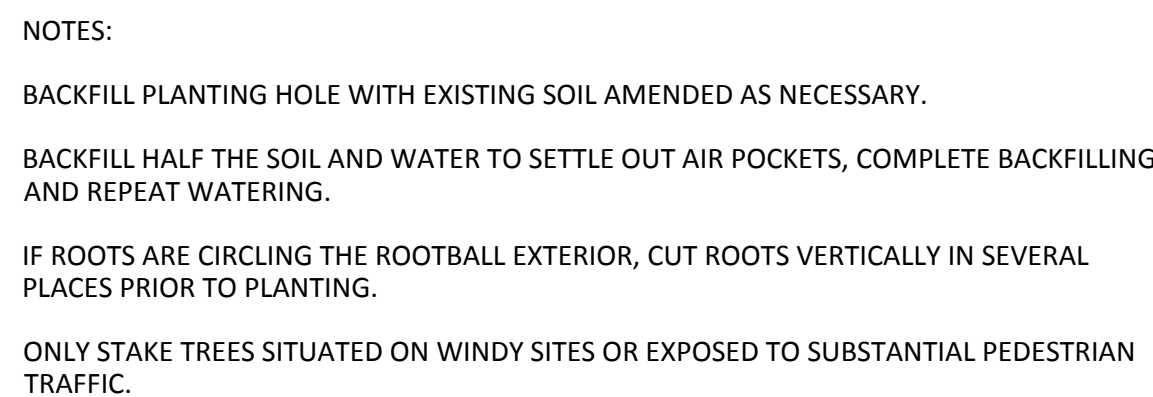
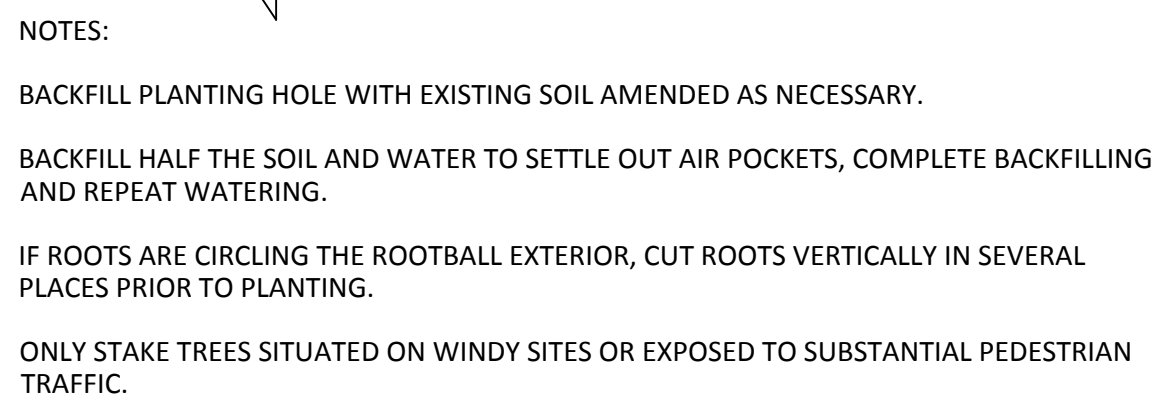
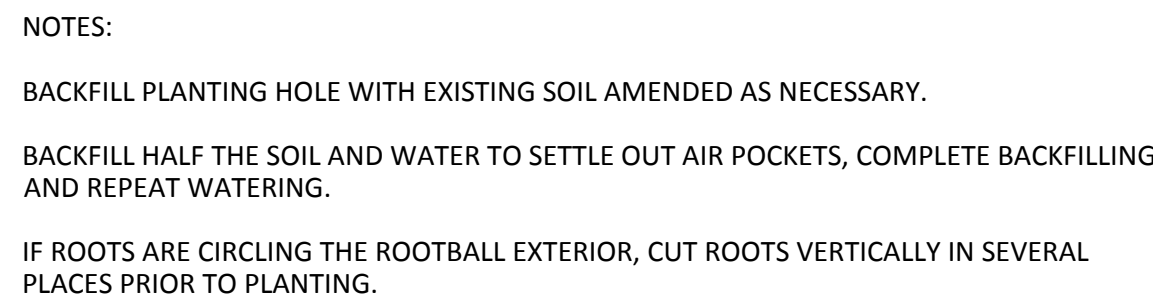
Date:  
**June 9, 2020**

Scale:  
**N.T.S**

Project No.  
**8521**

Sheet No.  
**C-7**  
7 OF 8





**SITE DETAILS**  
**Multifamily Development**  
**218-220 MAIN STREET**  
*MEDWAY, MA 02053*  
Prepared For:  
**Harmony Estates LLC**



**MERIDIAN  
ASSOCIATES**

69 MILK STREET, SUITE 208, WESTBOROUGH, MA 01581 | 508.871.8987  
500 CUMMINGS CENTER, SUITE 5950 BEVERLY, MA 01915 | 978.282.2222

Date: **June 9, 2020**

Scale: N.T.S

Project No. 8521

Sheet No.  
C-8  
8 OF 8



November 18, 2020

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

**Re: Harmony Village  
Site Plan and Multifamily Special Permit Review  
218-220 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 at 218-220 Main Street in Medway, MA. The Project includes rehabilitation of two existing dwellings at the site and four additional residential units (quadplex) in the rear of the property along with additional parking, stormwater infrastructure and appurtenant utilities to serve the proposed development.

TT is in receipt of the following materials:

- A plan (Plans) set titled "Site Development Plans, Harmony Village, Multifamily Housing Development", dated November 12, 2020, prepared by Meridian Associates, Inc. (MAI).
- A stormwater report (Report) titled "Stormwater Management Report, Harmony Village 218-220 Main Street, Medway, Massachusetts", dated November 12, 2020, prepared by MAI.

The Plans and accompanying materials were reviewed for conformance with Chapter 200 of the Town of Medway PEDB Rules and Regulations (Regulations) last amended October 8, 2019, Massachusetts Department of Environmental Protection's (MA DEP) Stormwater Standards (Standards) and appurtenant Stormwater Handbook (Handbook) last amended February 2008, Town of Medway Article 26 – Stormwater and Land Disturbance Bylaw (Stormwater Bylaw) and good engineering practice. Review of the project for zoning related matters is being conducted by a separate consultant and is excluded from this review.

#### **SITE PLAN REVIEW**

1. Elevations, renderings, floor plans for the proposed dwellings have not been provided. The Applicant has requested a waiver from this Regulation. (Ch. 200 §204-5.D.9-11)
2. Sidewalks have not been provided throughout the development. The Applicant has requested a waiver from this Regulation. (Ch. 200 §207-9)
3. The driveway downgradient of DCB-01 will discharge stormwater to Main Street and is prohibited. The Applicant has requested a waiver from this Regulation. (Ch. 200 §207-11.A.15)
4. The Applicant is proposing bituminous berm throughout the development. Vertical granite curb is required by the Regulations. The Applicant has requested a waiver from this Regulation. (Ch. 200 §207-11.B.2)
5. Proposed drive aisles are 22 feet wide which does not meet the minimum 24-foot width required by the Regulations. The Applicant has requested a waiver from this Regulation. (Ch. 200 §207-11.B.3)



6. It does not appear a well has been proposed at the site. It must be noted that the public water supply system shall not be used to irrigate the site. The Proposed Landscape plan states all plant materials shall be drought tolerant and no irrigation system is proposed. (Ch. 200 §207-15.A)
7. The Applicant has not supplied an updated photometric plan for the proposed lighting at the site. Additionally, lighting details shall also be provided and shall meet the requirements of Section 7.1.2 of the Medway Zoning Bylaw. (Ch. 200 §207-18.A)
8. Proposed snow storage areas appear to conflict with proposed planting areas. We recommend the Applicant show snow storage areas on the Landscape plan to ensure plantings will not be damaged during snow events. (Ch. 200 §207-21)

## **STORMWATER REVIEW**

### **MA DEP Stormwater Standards/Handbook**

9. Test pit information has not been provided for DW-1 infiltration area. This information is required to determine soil texture/type and groundwater elevation below the systems. We recommend the test pit(s) be conducted during the review process to ensure feasibility of the proposed design. (Standard 3)
10. The bottom of the at-grade infiltration basin is located within the Ap soil layer (uppermost soil horizon) as documented in Test Pit #1 log information. We anticipate the Ap horizon layer (Sandy Loam, Hydrologic Soil Group (HSG) B Soil) along with the Bw horizon layer (Sandy Loam, HSG B Soil) will be stripped down to the C horizon layer (Loamy Sand, HSG A Soil) during site preparation. As a result, the basin area will have to be filled to achieve final grades which should be detailed in the Plans. A basin cross-section has been provided but lacks detail for proposed construction such as depths of fill material, loam, etc. which should be provided for clarity during construction. (Standard 3)
11. The Applicant is proposing a CDS water quality treatment unit for required pre-treatment of stormwater prior to discharge to an infiltration best management practice (BMP). The Applicant shall provide third party verification of total suspended solids (TSS) removal efficiency for the proposed structure and sizing criteria based on MA DEP *“Standard Method to Convert Required Water Quality Volume to a Discharge Rate for Sizing Flow Based Manufactured Proprietary Stormwater Treatment Practices”*. (Standard 4)
12. Proposed inverts for the CDS unit will be submerged in storm events in excess of the 2-year storm which may affect performance of the unit as much of the flow may bypass treatment and directly discharge to DB-1. (Standard 4)
13. The Project will disturb greater than one-acre and will require coverage under the United States Environmental Protection Agency (US EPA) National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Construction Activities (CGP). (Standard 8)
14. The Applicant did not provide an Illicit Discharge Compliance Statement. (Standard 10)
15. The proposed at-grade infiltration basin has no monitoring well or drawdown device included in the design as required in the Handbook. Additionally, the basin does not contain the recommended one foot of freeboard. (Vol. 2, Ch. 2, Pg. 91)

### **Town Stormwater Management and Land Disturbance Bylaw (Article 26)**

16. Other than the items related to the MA DEP Standards listed above we believe the Project complies with the Bylaw.

**GENERAL COMMENTS**

17. Additional spot grades may be required in the northwest portion of the site to ensure off-site flow that is directed to the north side of the units is properly managed away from the units and to the proposed swales.
18. Foundation drains are proposed for each of the dwelling units which discharge to Drywell 2 (DW-2). The Applicant shall provide information related to extent of flow from the foundation drains to DW-2 and that the system can accommodate the required storms as well as flow from the foundation drains. DW-2 has no freeboard to accommodate additional flow based on the HydroCAD analysis for the basin.
19. Proposed foundation drains do not appear to be located at the footing invert elevation of the dwelling units based on information provided on the Plans. It also appears the drains may be located above the basement floors (if the units contain basements). We recommend the Applicant confirm foundation drain inverts as well as provide additional information in the detail for trench backfill above the stone/drain section.
20. We recommend the Applicant provide overflow devices on each downspout to act as emergency overflow in the event the proposed drywells reach capacity. The downspout connection detail is unclear if one is proposed as it does not appear to be shown.
21. We recommend the Applicant provide sizing calculations for the proposed roof leader manifolds to confirm capacity. Pipe capacity calculations are typically conducted for flow from 25-year storm events.
22. The Applicant has not provided construction details of proposed Cultec Systems on the Plans.

These comments are offered as guides for use during the Town's review and additional comments may be generated during the course of review. The Applicant shall be advised that any absence of comment shall not relieve them of the responsibility to comply with all applicable local, state and federal regulations for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,



Steven M. Bouley, PE  
Senior Project Engineer



Bradley M. Picard, EIT  
Civil Engineer

P:\21583\143-21583-20018 (PEDB HARMONY VILLAGE)\DOCS\HARMONY VILLAGE-PEDBREV(2020-11-18).DOCX

---

## PGC ASSOCIATES, LLC

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
[gino@pgcassociates.com](mailto:gino@pgcassociates.com)

---

November 19, 2020

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

### **RE: HARMONY VILLAGE MULTIFAMILY SPECIAL PERMIT/SITE PLAN**

Dear Mr. Rodenhiser:

I have reviewed the second revision of the multifamily housing special permit application and site plan, for 7 units on Main Street. The applicant is Harmony Village LLC of Milford, and the owners are Eliot Edwards and Linda Resner of Medway. The proposal now is to renovate 2 existing houses on the site and to construct a quadplex (for a total of 6 units) on 1.22 acres including associated parking, drainage, landscaping, etc. The plan was prepared by Meridian Associates, Inc. of Westborough. The plan is dated is dated June 9, 2020, with a revision date of November 12, 2020.

The property is located at 218-220 Main Street in the AR-II, and Multifamily Overlay zoning districts. I have repeated the comments in my August 14 and September 17 letters with new comments in *italic* as follows:

### **ZONING**

#### **Multifamily Housing (Section 5.6.4)**

1. The site is within the Multifamily Housing Overlay District (Section 5.6.4) and thus eligible for a project.
2. The site has more than 50 feet of frontage on Main Street, which has sufficient capacity to handle the additional traffic flow from 7 units. At 52,993 square feet, it also meets the minimum area requirement of 30,000 square feet.
3. The existing pre-existing, nonconforming houses do not meet setback requirements. The new buildings do meet them. They are set back 16-17.8 feet where 15 is required.
4. The total building heights are not shown specifically but the elevations show the second floor beginning at 10 feet, so they are clearly under the maximum height limit of 40 feet. The zoning table on the plans indicate a maximum height of 30 feet.



5. The maximum density for multifamily projects is 8 units per whole acre. With 1.22 acres, the site is eligible for 8 units. At 6, the project is under the maximum.
6. The plans indicate that the development complies with lot (building) coverage (28% vs. 30% allowed), but does not have a calculation for impervious surface, for which the maximum allowed is 40%). Parking is proposed at an average of 3.7 per unit (based on 2 garage spaces and 2 driveway spaces for the new buildings and 6 spaces for the 2 existing houses) vs. 1.5 required). The minimum open space or yard area is shown as 33% vs. the minimum required of 15%. The open space includes the detention basin. It is unclear if that is eligible. However, it appears that the minimum would be met even without including it. **One parking space was removed and the impervious surface is now shown as 39% and the number of parking spaces is now 3.6 per unit.** *The unit count was reduced to 6 so lot coverage is now shown as 17%, impervious surface is reduced to 35%, open space is increased to 47% and the number parking spaces is 3.5 per unit.*
7. At 5 new units, the project does not trigger the affordable housing requirement. *There are now only 4 new units, so still under the threshold.*
8. Section 5.6.4 E. 7 requires historic properties determined to be a “historically significant building” by the Medway Historical Commission shall not be demolished unless certain criteria are met. The project proposes to renovate the 2 existing houses on the site.

### **Other**

9. No photometric plan for lighting has been provided to document that the project complies with the Section 7.1.2 (Outdoor Lighting) of the Bylaw. A lighting plan is listed on the cover sheet but not included in the plan set. **The applicant states that a photometric plan will be provided but has not yet done so.** *A photometric plan was added to a November 10 plan set but has been dropped from the November 12, set. The photometric plan should be added back to the final plan set. The photometric plan in the November 10 set does not show readings beyond the lot line. While it shows 0 fc around most of the perimeter, it shows readings up to 1.0 fc along the front lot line so spillage is likely. Minor relief may be warranted.*
10. No signage is shown on the plans. Any project development or other signs must be shown on the plan. **There is still no signage on the plans and no response to the comment so it is unclear if there will not be any signage.**

### **SITE PLAN REGULATIONS**

(Note: Site plan issues that have been addressed above are not repeated in this section).

11. Section 204-5 B.1 requires a Site Context sheet indicating features within 2000 feet of the perimeter of the site. This was not provided, and no waiver was requested. **The applicant has increased the aerial photograph on the cover sheet to include 2000 feet within the perimeter of the site.**
12. Section 204-5 C (3) requires an Existing Landscape Inventory. This was not provided, and no waiver was requested. **The Record Conditions Plan includes existing trees and other landscape features.**

13. Section 204-5 (8) (a) requires that the Landscape Plan be prepared by a Registered Professional Landscape Architect. This was not done, and a waiver is being requested. **The Landscape Plan has now been stamped by a Registered Landscaped Architect. The buffer areas on the plan has also been increased.**
14. Section 204-5 (8) (d) requires that a maintenance plan to ensure viability and longevity of the landscape installation. This was not provided. **The Landscape Plan now requires maintenance by the contractor throughout the plant one-year warranty period and until accepted by owner. Drought-tolerant species are required, and no irrigation system is proposed.**
15. Section 204-5 D (16) requires horizontal sight distances at entrances to be shown. **Site distances have been added.**
16. Section 207-4 encourages energy efficiency and sustainability, including orienting buildings along an east-west axis to take advantage of solar gains, and minimizing east and west facing windows. This was not done. The shape of the lot is not conducive to east-west orientation. However, other measures could be adopted to maximize sustainability. **Applicant proposes to include a charging outlet in one garage.**
17. Section 207-9 requires pedestrian and bicycle amenities. No such amenities are shown on the plan. **A waiver from this requirement is now being requested.**
18. Section 207-11 A (4) requires site entrances to be vertical granite curbing or “other approved material.” The plan shows bituminous berm. **A waiver is now requested.**
19. Section 207-11 B (3) requires internal drive aisles to be 24 feet wide. The plan shows 22-foot wide aisles. Similarly, the aisle in the parking lot serving the 2 existing houses is 22 feet wide versus the standard of 24 feet. **A waiver is now requested.**
20. Section 207-12 I requires multifamily sites with more than 15 parking spaces to provide electric charging stations. With 26 spaces, 2 charging stations are required. **A waiver is now requested. Applicant proposes to include a charging outlet in 1 garage.**
21. Section 207-19 E requires substantial screening of stormwater detention basins. The Landscape Plan indicates only lawn around the basin, which is in a prime site visible from Main Street. **The plan now shows retaining existing trees near the detention basin along with new plantings.**
22. Section 207-19 G requires that trees of 15 inches or more be preserved and 207-19 H requires that those 24 inches or more be replaced with new trees on site. New trees are proposed but without a Landscape Inventory it is not clear if any trees have been preserved or whether an adequate number of replacement trees have been provided. **The plans now indicate that 1 pine tree with diameter greater than 24” will be removed. The number of replacement trees appears to be adequate.**

## GENERAL COMMENT

- 23.** *A vinyl privacy fence with plantings on both sides is now proposed between the new quadplex and 216 Main Street.*

If there are any questions about these comments, please call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read "Gino D. Carlucci, Jr.", with a stylized flourish at the end.

Gino D. Carlucci, Jr.





**PACIFIC-VISIONS STUDIO LLC**  
ARCHITECTURAL DESIGN

38 Thompson Ave.  
Bristol, RI  
774.633.1272

Pacific-Visions.com

Medway Multifamily Development (Quadplex)  
**218-220 Main Street**

218-220 Main Street  
Medway, MA 02053

DESIGN INTENT  
NOT FOR CONSTRUCTION  
23 OCTOBER 2020

EXTERIOR BUILDING RENDERING

10/23/20

**A4.1**





**PACIFIC-VISIONS STUDIO LLC**  
ARCHITECTURAL DESIGN  
38 Thompson Ave.  
Bristol, RI  
774.633.1272  
Pacific-Visions.com



Medway Multifamily Development (Quadplex)  
**218-220 Main Street**

218-220 Main Street  
Medway, MA 02053

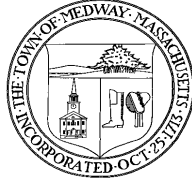
DESIGN INTENT  
NOT FOR CONSTRUCTION  
23 OCTOBER 2020

EXTERIOR BUILDING RENDERING

10/23/20

**A4.2**





**November 24, 2020**

**Medway Planning & Economic Development Board  
Meeting**

**Continued Discussion - Red Gate  
Subdivision Performance Security**

- Email dated 11-19-20 from attorney Lee Smith of KP Law with price estimate to conduct title searches for the Red Gate subdivision properties

NOTE - Town Counsel Carolyn Murray recommends that title searches should be conducted on the Red Gate subdivision parcels to determine if the developer retained the fee in the streets and various easements and the drainage parcel.

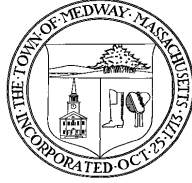
**From:** Lee S. Smith [mailto:LSmith@k-plaw.com]  
**Sent:** Thursday, November 19, 2020 2:50 PM  
**To:** Susan Affleck-Childs <sachilds@townofmedway.org>  
**Cc:** Carolyn M. Murray <CMurray@k-plaw.com>; Barbara Saint Andre  
<bsaintandre@townofmedway.org>  
**Subject:** RE: Red Gate Subdivision - title work

Susy- our title examiner reports that, depending on what their research finds (and how involved it needs to be), the project should cost between \$1000 and \$4500 and take between 10 and 15 business days to complete. Let me if you would like them to proceed.

-Lee

Lee S. Smith, Esq.  
**KP | LAW**  
101 Arch Street, 12th Floor  
Boston, MA 02110  
O: (617) 654 1809  
C: (617) 699 2935  
F: (617) 654 1735  
[lsmith@k-plaw.com](mailto:lsmith@k-plaw.com)  
[www.k-plaw.com](http://www.k-plaw.com)

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.



**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**PEDB Meeting Minutes**

- Draft minutes of 11-10-20 PEDB meeting



**Tuesday, November 10, 2020**  
**Medway Planning and Economic Development Board**  
**155 Village Street**  
**Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Bob Tucker</b>	<b>Tom Gay</b>	<b>Matt Hayes</b>	<b>Rich Di Iulio</b>	<b>Jessica Chabot</b>
<b>Attendance</b>	<b>X Remote</b>	<b>Absent with notice</b>	<b>X Remote</b>	<b>X Remote</b>	<b>X Remote</b>	<b>X Remote</b>

Pursuant to Governor Baker's Orders imposing strict limitations on the number of people that may gather inside in one place, attendance by members of the public will be limited due to the size of the meeting space. All persons attending this meeting are required to wear a face covering, unless prevented by a medical or disabling condition. Meeting access via ZOOM is also provided and members of the public are encouraged to use ZOOM for the opportunity for public participation; information for participating via ZOOM is included at the end of the Agenda. Members of the public may watch the meeting on Medway Cable Access: channel 11 on Comcast Cable, or channel 35 on Verizon Cable; or on Medway Cable's Facebook page @medwaycable.

**PRESENT IN LIVE MEETING:**

- Susy Affleck-Childs, Planning and Economic Development Coordinator

**PRESENT VIA ZOOM:**

- Amy Sutherland, Recording Secretary
- Steve Bouley, Tetra Tech
- Barbara Saint Andre, Director of Community and Economic Development
- Gino Carlucci, PGC Associates

**ANR PLAN – 35 MILFORD STREET:**

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

- ANR Application filed 11-4-20
- ANR Plan of Land dated 10-14-20
- SAC Review memo dated 11-6-20 with attachments

The Board is in receipt of an ANR plan and application submitted by Cameron Bagherpour. The plan was prepared by Colonial Engineering dated October 14, 2020. This is for the division of the 1.54 property at 35 Milford Street into two lots. The frontage for the two lots is on Milford Street and Knollwood Road. Knollwood Road is a way shown on a definitive subdivision plan dated February 12, 1988. The existing structure on the property is to be razed and the applicant plans to build two single family homes on two new lots with both driveways coming in from Milford Street. The property deed to the 35 Milford Street property does include language that the owner has rights to use Knollwood Road.

The applicant is encouraged to be sensitive to the character and style of neighboring homes along Milford Street and to preserve trees on site and institute a 15' no cut zone on the perimeter of the lots.

**On a motion made by Matt Hayes, seconded by Tom Gay, the Board voted by roll call to endorse the ANR for 35 Milford Street as presented. The motion passed unanimously.**

**Roll Call Vote:**

<b>Matthew Hayes</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>

Board members who are able are asked to come to the PEDB office to sign the ANR plan for 35 Milford Street.

**MEDWAY MILL SITE PLAN – PUBLIC HEARING CONTINUATION:**

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

- Public Hearing Continuation Notice dated 10-14-20
- Mullin Rule Certification from Tom Gay for the 8-11-20 hearing
- Email communication dated 10-6-20 from Police Sergeant Jeff Watson
- Revised parking lot layout concepts with cover letter from Guerriere and Halnon.

The Chairman opened the continued public hearing for the Medway Mill Site Plan. The applicant's representative, Amanda Cavaliere from Guerriere and Halnon, was present via ZOOM along with Mark Arnold from Goddard Consulting and Mike Hassett from Guerriere and Halnon. Via screen share, she showed two additional parking options. Ms. Cavaliere explained that a conference call was held on October 15 to discuss the parking options. The proposed parking options came as a result of the discussion held at the Planning Board meeting on September 22, 2020. The review involved re-evaluating the traffic flow within the proposed parking area, modifying the parking layout to have an open end at each end of the parking area as opposed to the middle access, and determining if there was room to allow for one-way traffic. The layouts were further revised to minimize disturbance within the riverfront (Chicken Brook) buffer zone. The second option would include elongating the parking area for two way traffic with a 34-width isle with a 22 ft. turn around. The engineers think that option #2 is the better option. This option will also have signage and stripping. The impervious will be decreased by 20%. There was a suggestion that the snow storage be included in the next submittal. Conservation Agent Bridget Graziano was part of the Zoom meeting. She communicated that the Commission's main concern is the impacts to the riverfront area. The Commission requires that the applicant provide an alternatives analysis for peer review. This area needs to be protected. There was discussion about also expanding the bridge area to make a better turning radius. If this is a feasible option, the applicant would need to present letters from the Fire and Police Departments. This would also require a waiver request. The Board would also like information about the safety aspects of the bridge.

**On a motion made by Rich Di Iulio, and seconded by Tom Gay, the Board voted by**

**Roll Call vote to continue the hearing for the Medway Mill Site Plan to January 12, 2021 at 7:30 pm. The motion passed unanimously.**

**Roll Call Vote:**

<b>Matthew Hayes</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>

**CONSTRUCTION REPORTS:**

The Board is in receipt of the following documents from Tetra Tech: **(See Attached)**

- Salmon Report #58 dated October 13, 2020
- Salmon Report #59 dated October 22, 2020
- Trotter Drive #1 dated October 13, 2020
- Trotter Drive #2 dated October 20, 2020
- Choate Trail #1 dated October 13, 2020
- Evergreen Village #1 dated October 13, 2020

**Salmon:**

The contractor has installed erosion control barriers around the limit of work. The western portion of the site along Willow Pond Circle is firm and in place.

**Evergreen Village:**

The erosion control barriers were installed around the proposed limit of work. The trees have been flagged to remain on site. The compost filter tubes are staked. The road has been rough graded.

**21 Trotter (Marzilli):**

The site clearing on the northeast portion of the site is complete, silt fence barriers and compost filter tubes have been installed around the perimeter of the site.

**TOWN MEETING (November 16, 2020)**

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

- Final Warrant 11-16-20 Town Meeting
- 11-3-20 PEDB's Report and Recommendation Letter to Town Meeting on the proposed Zoning Bylaw amendment articles
- Emails with attachments from Ellen Rosenfeld, Dan Merrikin, Jeff Komrower

ComCan owner Ellen Rosenfeld was present at the Zoom meeting to express her concerns about the proposed changes to the noise regulations in the zoning bylaw's Environmental Standards (Article 9 for Town Meeting). Also present was her noise consultant, Andy Caballeria of Acentech. Her concerns pertain to the octave limits as relating to her special permit. There is a substantial difference in the nighttime limits with the warrant article being significantly more restrictive. Ms. Rosenfeld is concerned that she was not made aware of the public hearing for these items and has not had an opportunity to weigh in on this article. She would recommend

that this not be acted on at the town meeting. It was discussed that this should be pulled from the warrant at this time since they do not want this to cause significant issues for the Board or the Town.

Member Di Iulio would like to continue moving forward with this article since the Board spent a lot of time on this with several different consultants.

Resident Lally thanked Ms. Rosenfeld for doing a terrific job at 2 Marc Road with the noise mitigation measures.

**Vote Article #9:**

**On a motion made by Tom Gay, and seconded by Matt Hayes, the Board voted by Roll Call to reconsider their previous vote of support for Article #9. The motion passed unanimously.**

**Roll Call Vote:**

Matthew Hayes	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Tom Gay	aye

**Vote Article #9:**

**On a motion made by Tom Gay, and seconded by Matt Hayes, the Board voted by Roll Call to recommend that Town Meeting take no action on Article #9. The motion passed unanimously.**

**Roll Call Vote:**

Matthew Hayes	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Tom Gay	aye

**Close Public Hearing:**

**On a motion made by Tom Gay, and seconded by Matt Hayes, the Board voted by Roll Call to close the public hearing on zoning bylaw amendments. The motion passed unanimously.**

**Roll Call Vote:**

Matthew Hayes	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Tom Gay	aye

**ZBA PETITIONS:**

The Board was in receipt of the following petitions to the ZBA: (See Attached)

- 13A Fisher Street application
- 39 Alder Street application

**13 A Fisher Street:**

The Board reviewed the application for 13A Fisher Street. This is request for a dimensional variance from Section 6.1 to reduce the setback from 15 ft. to 11 ft. to allow for construction of an accessory pool house within the side and rear setback areas. The property is located in the AR-II zoning district. Upon review, the Board decided to take no action on this application.

**39 Alder Street:**

This application is for the issuance of a use variance from Section 5.4, Table 1: Schedule of Uses of the Zoning Bylaw to allow the construct of a 12,000 sq. ft. building for use by ETS Equipment Rental. This is a construction equipment rental and leasing business presently located in Hopedale. The business activity also includes outdoor storage and preventative maintenance and repair of associated equipment on the property. The property is 7.42 acres and is located in the West Industrial Zoning District adjacent to the Lawrence Waste site. There is concern that Town Meeting voted that the Town does not want contractors' yards in this area.

BOS chairman Glenn Trindade was present to speak against the use variance for this property. It is not the type of use desired for the industrial park. He asked that the Board not support this application for a use variance.

**On a motion made by Rich Di Iulio, seconded by Tom Gay, the Board voted by Roll Call to not support the use variance for 39 Alder Street. The motion passed unanimously.**

**Roll Call Vote:**

**Matthew Hayes**

aye

**Rich Di Iulio**

aye

**Andy Rodenhiser**

aye

**Tom Gay**

aye

Susy Affleck-Childs will draft a letter to the ZBA for review and approval of the chairman.

**Central Business District ZONING PROJECT:**

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

- Flyer for virtual CBD Zoning Community Forum scheduled for November 18, 2020.

Board members were encouraged to attend.

Susy Affleck-Childs reported there had been a ZOOM meeting with Consultant Ted Brovitz and representatives of the PEDB, ZBA, EDC, DRC and FinCom to discuss their concerns and ideas about zoning for the central business district

**REQUEST FOR LOT RELEASE – 8 PARTRIDGE STREET:**

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

- Subdivision Plan from May 1977
- Subdivision Covenant from October 1977

- Draft Lot Release for the Board's approval and signature

The Board was made aware that the office had been contacted by the attorney involved with the sale of 8 Partridge Street. The closing attorney cannot find any record of a lot release at the Registry of Deeds and has requested this from the Board. A lot release document was provided.

**On a motion made by Rich Di Iulio, seconded by Tom Gay, the Board voted by roll call to approve the lot release for 8 Partridge Street. The motion passed unanimously.**

**Roll Call Vote:**

Matthew Hayes	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Tom Gay	aye

Board members who are able are asked to come to the PEDB office to sign the lot release document.

**RED GATE SUBDIVISION – PERFORMANCE SECURITY AND STREET ACCEPTANCE:**

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

- Letter dated 11-2-20 to Michael Bruce
- PEDB response letter Michael Bruce dated 11-4-20
- DPW site inspection report dated 7-14-20.

The Board is in receipt of a letter from Michael Bruce requesting that the performance security be released for the Red Gate Subdivision. Michael Bruce was present via ZOOM. The DPW has provided an inspection report. The subdivision covenant from January 1984 was also provided in which the developer agreed to abide by the requirements of the Subdivision Rules and Regulations. This includes the provision of an as-built plan. The Board currently does not have the as-built or street acceptance plan. The developer has communicated that this was previously provided to the Town. Mr. Bruce has indicated that the developer will provide deeds to convey 2 Redgate Drive (drainage parcel) and the various streets to the town. The Board would like to get the deeds and check the language regarding the road before the performance security is released. There was discussion if the applicant provided the deed then they would not be responsible to make the repairs noted in the DPW report. There has been no documentation to confirm that Red Gate Realty owns the fee in the road. Barbara Saint Andre was present via ZOOM. She will check the deed. The Board would like to continue this until the November 24, 2020 meeting. There was no action taken.

**PEDB MEETING MINUTES:**

**October 27, 2020:**

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call to approve the PEDB meeting minutes of October 27, 2020. The motion passed unanimously.**

**Roll Call Vote:**

<b>Bob Tucker</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>

**OTHER BUSINESS:**

- There will be an RFP put out for the Master Plan update. A schedule of dates to address the process of this will be put together for the next PEDB meeting.

**FUTURE MEETING:**

- Tuesday, November 24, 2020

**ADJOURN:**

**On a motion made by Rich Di Iulio and seconded by Tom Gay, the Board voted by Roll Call to adjourn the meeting. The motion was unanimously approved.**

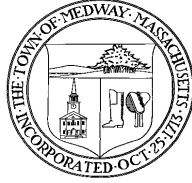
**Roll Call Vote:**

<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>
<b>Rich Di Iulio</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>

The meeting was adjourned at 9:09 pm.

Prepared by,  
Amy Sutherland  
Recording Secretary

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



**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**CONSTRUCTION REPORTS**

- 21 Trotter Drive – Report #3 11-04-2020
- 21 Trotter Drive – Report #4 11-10-2020
- Millstone Village – Report #84 10-27-2020
- Millstone Village – Report #85 10-28-2020
- Millstone Village – Report #86 11-12-2020
- Salmon Health – Report #60 11-10-2020



Tetra Tech  
100 Nickerson Road, Suite 200  
Marlborough, MA 01752

# FIELD REPORT

Project 21 Trotter Drive	Date 11/04/2020	Report No. 3
Location 21 Trotter Drive, Medway, MA	Project No. 143-21583-19018	Sheet 1 of 2
Contractor RP Marzilli (Site Contractor)	Weather A.M. P.M. SUNNY	Temperature A.M. P.M. 50°F

## FIELD OBSERVATIONS

On Wednesday, November 4, 2020, Bradley M. Picard, EIT from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

### 1. OBSERVATIONS

- A. General site conditions: Dry ground surface that is relatively firm throughout the site. Silt fence barrier (SFB) and compost filter tubes have been installed around the perimeter of site as shown on the endorsed Plans. Sections of SFB adjacent to clearing require maintenance. The toe of the SFB is exposed in areas along the northeast side of the site, contractor to walk the erosion control barrier and ensure the toe of the SFB is embedded as shown in the Plans. Compost filter tubes are placed just inside of the SFB along the northern portion of the erosion control limits and appear to be in good condition. Stockpiles of excavated material are present throughout the southern portion of the site. Property's main driveway entering the site has a large amount of sediment accumulation, causing dust to travel throughout the site as vehicles enter and exit the site. TT recommends the contractor to sweep the driveway and other impervious surfaces on the site to control dust levels.
- B. Drainage infrastructure on the east side of the project has been installed, TT was not notified of installation. Upon inspection, drainage from the existing swale upstream of DMH-8 to the proposed 12" outlet with rip rap has been installed. Pipe inlets/outlets at structures appear to have been sufficiently sealed using hydraulic cement and mortar. Stormwater and debris are present in DMH-8 and DMH-9, TT will evaluate conditions of drainage infrastructure throughout the duration of construction. Contractor to submit photos of constructed drainage on-site.
- C. Contractor has installed a portion of the proposed retaining wall along the east side of the site. It appears the northern portion of the retaining wall has been constructed past the proposed retaining wall limit on the endorsed

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't		Bulldozer	1	Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer		
Laborers	2	Loader	1	Vib. Roller		
Drivers		Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.	2	Skid Steer	1	Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator	1	Jack Hammer		
Iron Workers		Grader		Power Saw		
Electricians		Crane		Conc. Vib.		
Flagpersons		Scraper		Tack Truck		
Surveyors		Conc. Mixer		Man Lift		
Roofers		Conc. Truck		Skidder		
Mechanical/HVAC		Conc. Pump Truck		Compact Track Loader		
		Pickup Truck	5+	Lull	1	
		Tri-Axle Dump Truck				
		Trailer Dump Truck				
Police Details: N/A					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.					Name	Time on-site
					Bradley M. Picard, EIT	1:30 P.M. – 2:30 P.M.

NOTE: Please use reverse side for remarks and sketches

Project 21 Trotter Drive	Date 11/04/2020	Report No. 3
Location 21 Trotter Drive, Medway, MA	Project No. 143-21583-19018	Sheet 2 of 2

### **FIELD OBSERVATIONS CONTINUED**

plans. Contractor to pick up the additional length of wall on the as-built plan. Retaining wall blocks are bedded and partially backfilled with crushed stone, and geotextile fabric has been placed between blocks.

- D. Contractor has expanded the existing parking lot on the north side of the site. Expanded portion of the parking lot remains as compacted gravel surface.
- E. Contractor is installing landscaping along the northeast side of the site. Large white pines are being placed during inspection as indicated on the plans.
- F. Footings for the proposed building addition have been poured. Forms remain in place, foundation construction to continue into next week.

#### **2. SCHEDULE**

- A. Contractor to continue grading of proposed infiltration basin. Installation of rip rap to follow.
- B. Construction of foundation for proposed addition to continue.
- C. TT will maintain communication with contractor and will inspect the site on an as-need basis.

#### **3. NEW ACTION ITEMS**

- A. Contractor to submit photos of drainage system installed on the east side of the site, TT not present during installation.

#### **4. PREVIOUS OPEN ACTION ITEMS**

- A. Repair SFB as needed throughout the perimeter of the site.

#### **5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION**

- A. Retaining wall blocks.
- B. Riprap for spillways.
- C. ADS pipe and precast concrete structures for proposed drainage.

Tetra Tech  
100 Nickerson Road, Suite 200  
Marlborough, MA 01752

# FIELD REPORT

Project 21 Trotter Drive	Date 11/10/2020	Report No. 4
Location 21 Trotter Drive, Medway, MA	Project No. 143-21583-19018	Sheet 1 of 2
Contractor RP Marzilli (Site Contractor)	Weather A.M. P.M. SUNNY	Temperature A.M. P.M. 75°F

## FIELD OBSERVATIONS

On Tuesday, November 10, 2020, Bradley M. Picard, EIT from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

### 1. OBSERVATIONS

- A. General site conditions: Dry ground surface that is relatively firm throughout the site. Silt fence barrier (SFB) and compost filter tubes have been installed around the perimeter of site as shown on the endorsed Plans. The toe of the SFB is exposed in areas along the northeast side of the site, contractor to walk the erosion control barrier and ensure the toe of the SFB is embedded as shown in the Plans. Compost filter tubes are placed just inside of the SFB along the northern portion of the erosion control limits and appear to be in good condition. Stockpiles of excavated material are present throughout the southern portion of the site. Property's main driveway entering the site has a large amount of sediment accumulation, causing dust to travel throughout the site as vehicles enter and exit the site. Contractor has acknowledged the sediment on the driveway and intends to sweep at the end of each day.
- B. TT on-site to observe fine grading and rip rap installation at the proposed infiltration basin. Two 18" HDPE pipes with flared ends have been installed at the southwest side of the basin and rip rap for emergency spillway has been installed as indicated on the Plan. Contractor is over-excavating bottom of basin to ensure the elevation of proposed rip rap does not exceed the proposed elevations indicated on the plans. Elevations are verified using a rotary laser level. Interior slopes above the rip rap lining are being fine graded with loam, loam to be hydroseeded at the end of week to begin establishing vegetation for slope stabilization.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't		Bulldozer	1	Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer		
Laborers	2	Loader	1	Vib. Roller		
Drivers		Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.	2	Skid Steer	1	Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator	1	Jack Hammer		
Iron Workers		Grader		Power Saw		
Electricians		Crane		Conc. Vib.		
Flagpersons		Scraper		Tack Truck		
Surveyors		Conc. Mixer		Man Lift		
Roofers		Conc. Truck		Skidder		
Mechanical/HVAC		Conc. Pump Truck		Compact Track Loader		
		Pickup Truck	5+	Lull	1	
		Tri-Axle Dump Truck				
		Trailer Dump Truck				
Police Details: N/A					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.					Name	Time on-site
					Bradley M. Picard, EIT	1:30 P.M. – 2:30 P.M.

NOTE: Please use reverse side for remarks and sketches

Project 21 Trotter Drive	Date 11/10/2020	Report No. 4
Location 21 Trotter Drive, Medway, MA	Project No. 143-21583-19018	Sheet 2 of 2

### **FIELD OBSERVATIONS CONTINUED**

- C. Contractor continues to install landscape screening along the northeast side of the site.
- D. Footings for the proposed building addition are complete. Upon inspection, contractor is in the process of installing forms for the foundation walls.

#### **2. SCHEDULE**

- A. Contractor to continue fine grading of proposed infiltration basin. Hydroseeding to follow.
- B. Construction of foundation for proposed addition to continue.
- C. Contractor to continue installing landscape screening at the northeast side of the site.
- D. TT will maintain communication with contractor and will inspect the site on an as-need basis.

#### **3. NEW ACTION ITEMS**

- A. N/A

#### **4. PREVIOUS OPEN ACTION ITEMS**

- A. Repair SFB as needed throughout the perimeter of the site.
- B. Contractor to submit photos of drainage system installed on the east side of the site, TT not present during installation.

#### **5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION**

- A. N/A

Tetra Tech  
100 Nickerson Road, Suite 200  
Marlborough, MA 01752

# FIELD REPORT

Project Millstone Village	Date 10/27/2020	Report No. 84
Location Winthrop Street, Medway, MA	Project No. 143-21583-14018	Sheet 1 of 2
Contractor Titan Contractors Inc.	Weather A.M. OVERCAST P.M.	Temperature A.M. 50°F P.M.

## FIELD OBSERVATIONS

On Tuesday, October 27, 2020 Bradley M. Picard, E.I.T. from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

### 1. Observations

- A. TT on site to inspect drainage installation on Riverstone Drive. Proposed work includes abandoning the existing leaching basin on the western side of Riverstone Drive, installing a new deep sump catch basin adjacent to the abandoned leaching basin, and tying the proposed catch basin into the existing catch basin at the northeast corner of 20 Millstone Drive. Upon arrival, contractor begins excavating existing pavement within the limits of excavation. Contractor excavates at the existing catch basin to proposed depths, sawcuts wall of catch basin for new drainage pipe, and runs pipe from the existing catch basin to the location of the proposed catch basin to the west. Contractor is installing 12" SDR35 PVC pipe, pipes are sealed at the catch basin using PLUG hydraulic cement. Inverts and pipe slope are determined and verified using a rotary laser level. Upon departure, contractor has installed approximately 90' of pipe, exposed side of pipe is capped. Contractor has also abandoned existing structure in place and backfilled with gravel and plugged the overflow pipe with hydraulic cement. Contractor to backfill pipe with gravel at driveway limits to allow residents to access their garages. Contractor to complete drainage installation tomorrow (10/28/2020).
- B. TT inspected the outlet manhole downstream of Infiltration Basin 4P. A large quantity of crushed stone is present at the bottom of the structure. Contractor to schedule test pitting in the region of the sinkhole to evaluate the condition of the subsurface infiltration system.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer			
Laborers	2	Loader	1	Vib. Roller			
Drivers	1	Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	1	Skid Steer		Vib. Walk Comp.	1		
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Wagon			
Surveyors		Conc. Mixer		Man Lift			
Roofers		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck					
		Pickup Truck	2				
		Tri-Axle Dump Truck	1				
		Trailer Dump Truck					
Police Details: N/A						RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.						Name	Time on-site
						Bradley M. Picard, E.I.T.	7:00 A.M. – 2:30 P.M.

NOTE: Please use reverse side for remarks and sketches

Project Millstone Village	Date 10/27/2020	Report No. 84
Location Winthrop Street, Medway, MA	Project No. 143-21583-18008	Sheet 2 of 2

## **FIELD OBSERVATIONS CONTINUED**

### **2. Schedule**

- A. Drainage work to continue on Riverstone Drive.
- B. Contractor to schedule test pitting at Infiltration Basin 4P on Steppingstone Drive.
- C. Contractor will contact TT for further inspections as the site is nearing substantial completion.

### **3. New Action Items**

- A. N/A

### **4. Previous Open Action Items**

- A. Contractor to install remaining landscaping behind units at Steppingstone Drive per the endorsed Landscape Plan. **TT Response: Landscaping behind units at Steppingstone Drive has been completed. This item has been addressed.**

### **5. Materials Delivered to Site Since Last Inspection**

- A. 12" SDR35 PVC pipe
- B. Concrete risers for proposed catch basin.

Tetra Tech  
100 Nickerson Road, Suite 200  
Marlborough, MA 01752

# FIELD REPORT

Project Millstone Village	Date 10/28/2020	Report No. 85
Location Winthrop Street, Medway, MA	Project No. 143-21583-14018	Sheet 1 of 2
Contractor Titan Contractors Inc.	Weather A.M. RAIN P.M. RAIN	Temperature A.M. 40°F P.M. 45°F

## FIELD OBSERVATIONS

On Wednesday, October 28, 2020 Bradley M. Picard, E.I.T. from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

### 1. Observations

- A. Contractor continues drainage installation on the west side of Riverstone Drive. Contractor excavated to the end of pipe installed on 10/27/2020, as well as excavated the trench to install the proposed deep sump catch basin. Contractor is verifying elevations and pipe slope using a rotary laser level. Precast concrete sections for the catch basin are placed inside the trench prior to installing the final sections of drainage pipe. Upon departure, contractor is installing an 8" riser for the frame and grate to be set on, riser and frame to be set in mortar. Contractor has installed the final section of 12" SDR35 PVC pipe into the catch basin and sealed the outside of the pipe to the structure with PLUG hydraulic cement.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer			
Laborers	2	Loader	1	Vib. Roller			
Drivers	1	Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	1	Skid Steer		Vib. Walk Comp.	1		
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Wagon			
Surveyors		Conc. Mixer		Man Lift			
Roofers		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck					
		Pickup Truck	2				
		Tri-Axle Dump Truck	1				
		Trailer Dump Truck					
Police Details: N/A						RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.						Name	Time on-site
						Bradley M. Picard, E.I.T.	7:00 A.M. – 12:30 P.M.

NOTE: Please use reverse side for remarks and sketches

Project Millstone Village	Date 10/28/2020	Report No. 85
Location Winthrop Street, Medway, MA	Project No. 143-21583-18008	Sheet 2 of 2

### **FIELD OBSERVATIONS CONTINUED**

#### **2. Schedule**

- A. Contractor to schedule test pitting at Infiltration Basin 4P on Steppingstone Drive.
- B. Contractor will contact TT for further inspections as the site is nearing substantial completion.

#### **3. New Action Items**

- A. N/A

#### **4. Previous Open Action Items**

- A. N/A

#### **5. Materials Delivered to Site Since Last Inspection**

- A. Pre-Cast Concrete Riser Sections



Tetra Tech  
100 Nickerson Road, Suite 200  
Marlborough, MA 01752

# FIELD REPORT

Project Millstone Village	Date 11/12/2020	Report No. 86
Location Winthrop Street, Medway, MA	Project No. 143-21583-14018	Sheet 1 of 2
Contractor Titan Contractors Inc.	Weather A.M. OVERCAST P.M. OVERCAST	Temperature A.M. 60°F P.M. 55°F

## FIELD OBSERVATIONS

On Thursday, November 12, 2020 Bradley M. Picard, E.I.T. from Tetra Tech (TT) visited the project location to inspect test pitting at the location of a former sink hole within the island on Steppingstone Drive. The following report outlines observations made during the site visit.

### 1. Observations

- A. TT on-site to inspect and oversee test pitting at the location of a sink hole adjacent to Leaching Area #4P within the island on Steppingstone Drive, GLM and Owner's representative also present. To ensure the sink hole is not related to the subsurface infiltration basin at this location, the contractor excavated to the filter fabric at the top of the infiltration basin and the top of the inlet pipe at DMH #60 (overflow manhole downstream of Pond #4P). Verifying the condition of the filter fabric is critical for determining the source of the sink hole, as any damage to the filter fabric could provide a path for existing soil to migrate into the system. As test pit is excavated, existing soil strata appears to be stable and no soil migration from higher layers into the lower portion of the soil profile was observed. Contractor located the filter fabric at the top of the subsurface infiltration system, filter fabric and pipe to DMH #60 remains in good condition.
- B. In previous inspections, TT observed crushed stone within DMH #60. Contractor informed TT that the stone observed in the manhole is a smaller sized stone (3/4" stone) than the stone placed below the chambers (1 1/2" stone) for Leaching Area #4P, and the stone was most likely dumped into the manhole during construction activities. Contractor has since cleaned stone out of DMH #60.
- C. Contractor has overlaid the section of Riverstone Drive where drainage modifications were performed, TT was not informed of paving operations in this area.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer			
Laborers	2	Loader	1	Vib. Roller			
Drivers	1	Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	1	Skid Steer		Vib. Walk Comp.	1		
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Wagon			
Surveyors		Conc. Mixer		Man Lift			
Roofers		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck					
		Pickup Truck	2				
		Tri-Axle Dump Truck	1				
		Trailer Dump Truck					
Police Details: N/A						RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.						Name	Time on-site
						Bradley M. Picard, E.I.T.	7:00 A.M. – 2:30 P.M.

NOTE: Please use reverse side for remarks and sketches

Project Millstone Village	Date 11/12/2020	Report No. 86
Location Winthrop Street, Medway, MA	Project No. 143-21583-18008	Sheet 2 of 2

### **FIELD OBSERVATIONS CONTINUED**

#### **2. Schedule**

A. Contractor will contact TT for further inspections as the site is nearing substantial completion.

#### **3. New Action Items**

A. N/A

#### **4. Previous Open Action Items**

A. N/A

#### **5. Materials Delivered to Site Since Last Inspection**

A. N/A

# FIELD REPORT

Project Salmon Health and Retirement Community (The Willows)	Date 11/10/2020	Report No. 60
Location Village Street, Medway, MA	Project No. 143-21583-15011	Sheet 1 of 2
Contractor Rubicon Builders (General Contractor) Marois Brothers, Inc. (Site Contractor)	Weather A.M. P.M. SUNNY	Temperature A.M. P.M. 75°F

## FIELD OBSERVATIONS

On Tuesday, November 10, 2020, Bradley M. Picard, E.I.T. from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The report outlines observations made during the site visit.

### 1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: The western portion of the site along Willow Pond Circle is firm. Stockpiled construction materials, crushed stone, and soil are present throughout the main open portion of the site but appear to be properly protected from erosion. Straw wattles are placed at the base of the large loam pile at the entrance to Willow Pond Circle from Village Street. Water truck on-site to reduce dust migration during dry conditions. Silt fence barrier (SFB) throughout the site appears to be in good condition. Catch basins within Waterside Run and Willow Pond Circle have silt sacks installed and appear to be in good condition. Rip rap around DCBs, SFB protecting rip rap, and compost filter tube check dams along Waterside Run remain in place and are in good condition. Stockpile of bark mulch on the north side of Walnut is beginning to encroach on the SFB, Contractor has been advised to move material away from the SFB to ensure barrier is not adversely impacted. Slopes along Lilac Path and the canoe put-in have been hydroseeded.
- B. Upon inspection, Infiltration Basin #3 is staging water, latest rainfall occurred on November 1, 2020 (0.79 inches as indicated on Weather Underground, Medway Stonegate Station) which exceeds the required 72-hour drawdown period. Wetland plantings remain present within the basin bottom as well. Contractor to scarify the basin bottom to promote stormwater recharge. TT will continue to evaluate the performance of the basins on-site.
- C. Wetland crossing construction on Willow Pond Circle is ongoing, conduits for utility crossings are installed under the bridge deck. Erosion controls remain in place along the perimeter of the wetland within the limit of work and appear to be in good condition.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman	2	Backhoe		Asphalt Reclaimer		York Bridge Concepts	Wetland Crossing Const.
Laborers	5+	Loader	1	Vib. Roller	1		
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	2	Skid Steer		Vib. Walk Comp.	1		
Carpenters		Hoeram		Compressor			
Masons		Excavator	2	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Truck			
Surveyors		Conc. Mixer		Man Lift			
		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
		Conc. Pump Truck		Compact Track Loader			
		Pickup Truck	5+	Water Truck	1		
		Tri-Axle Dump Truck		Crane Truck			
		Trailer Dump Truck		Lull			
		Art. Dump Truck	1	BOMAG Remote Comp.	1		
Police Details: N/A						RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 3:30 P.M.						Name	Time on-site
						Bradley M. Picard, EIT	2:30 P.M. – 3:30 P.M.

Project Salmon Health and Retirement Community	Date 11/10/2020	Report No. 60
Location Village Street, Medway, MA	Project No. 143-21583-15011	Sheet 2 of 2

### **FIELD OBSERVATIONS CONTINUED**

- E. Contractor continues to install light pole foundations throughout the perimeter of Willow Pond Circle. Foundations are bedded with stone and backfilled with the excavated processed gravel. Backfill is compacted using BOMAG remote control compactor.

#### **2. SCHEDULE**

- A. Contractor to perform CCTV inspections of drainage infrastructure within Waterside Run.
- B. Contractor to continue construction of bridge at the Willow Pond Circle Wetland Crossing.
- C. TT will maintain communication with contractor and will inspect the site as construction progresses.

#### **3. NEW ACTION ITEMS**

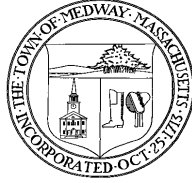
- A. N/A

#### **4. PREVIOUS OPEN ACTION ITEMS**

- A. Contractor to scarify the bottom of Infiltration Basin #3 to promote stormwater recharge within the required 72-hour drawdown period.
- B. Contractor to compact the 1.5" stone and to place 3/8" stone along the driveway to the canoe put-in.

#### **5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION**

- A. Light posts and light post foundations.



**November 24, 2020**

**Medway Planning & Economic Development Board  
Meeting**

**Lawrence Waste Site Plan – Status on  
Plans for Second Building**

In 2012, the PEDB approved a site plan for Lawrence Waste's facility at 49 Alder Street. In 2014, the PEDB approved a modification to the site plan for a second building on the property; that building has never been constructed. Attached are the decision for the modification and the modified site plan. Since then, the PEDB has approved three extensions of the completion deadline; the current deadline for project completion is July 2021.

Lawrence Waste is now ready to construct the second building. I have asked them to visit with you to bring you up to date. Either Keith Lawrence or Bob Poxon, project engineer from Guerriere and Halnon, will attend. The second building will be located behind the existing structure on an already paved surface so there is no additional infrastructure to be installed that would warrant Tetra Tech's oversight; there is no requirement in the decision for the developer to pay construction oversight funds.

Because of the time lapse between the 2014 decision and now, I wondered if the recently approved addition of Section 7.1.3 Outdoor Storage to the Zoning Bylaw would apply to this second phase. You will remember that there is considerable language in 7.1.3 to address screening of outdoor storage areas. I consulted with Building Commissioner Jack Mee and he has advised that Section 7.1.3 does not apply. I think, however, it might be possible to have a friendly conversation with the owner to encourage them to consider adding some supplemental landscape screening to the front of their property to better block the view of the dumpsters from Alder Street.

The following documents are attached for your review:

- Site Plan Modification decision dated 6-24-2014
- Modified Site Plan endorsed 7-22-2014
- Section 7.1.3 Outdoor Storage, of the zoning bylaw.



**TOWN OF MEDWAY**  
**Planning & Economic Development Board**  
155 Village Street  
Medway, Massachusetts 02053



*Andy Rodenhiser, Chairman*  
*Robert K. Tucker, Vice-Chairman*  
*Thomas A. Gay, Clerk*  
*Matthew J. Hayes, P.E.*  
*Karyl Spiller Walsh*  
*Richard Di Iulio, Associate Member*

June 24, 2014

***SITE PLAN MODIFICATION DECISION***  
***Lawrence Waste Services - 49 Alder Street***  
***Approved with Waivers and Conditions***

***Decision Date:*** June 24, 2014

***Name/Address of Applicant:*** East Hill Associates Realty  
49 Alder Street  
Medway, MA 02053

***Name/Address of Owner:*** East Hill Associates Realty  
49 Alder Street  
Medway, MA 02053

***Engineer:*** Guerriere & Halnon, Inc.  
P.O. Box 235  
Milford, MA 01757

***Site Plan:*** *Lawrence Waste Services Site Plan for 49 Alder ST,*  
*Medway, MA,*  
Prepared by Guerriere & Halnon, Milford, MA.  
April 29, 2014, last revised May 28, 2014

***Location:*** 49 Alder Street

***Assessors' Reference:*** Map 3: Parcel 41

***Zoning District:*** Industrial III

**I. PROJECT DESCRIPTION** - The applicant/property owner proposes to construct a one story, 4,500 sq. ft. steel garage building to support the operation of the existing waste removal business (pick-up and delivery of trash containers/dumpsters). The proposed garage will be constructed on the paved area located behind the existing Lawrence Waste Services building which was constructed in 2012. The new garage building will consist of three bays for dumpster maintenance plus a bathroom and is designed to match the existing structure. The building will have water, electric, gas and sewer connections as shown on the site plan. The roof stormwater runoff will be connected to the existing drain line from the existing building and directed into the existing underground basin. The site is presently serviced by public water and sewer and has gas service from Alder Street. There will be no waste stored on site, only clean waste containers.

The proposed scope of work constitutes a substantial modification to the previously approved site plan for Lawrence Services endorsed on June 26, 2012.

**II. VOTE OF THE BOARD** – After reviewing the application and information gathered during the public hearing and review process, the Medway Planning and Economic Development Board, on June 24, 2014, on a motion made by Robert Tucker, seconded by Matthew Hayes, **voted to APPROVE with WAIVERS and CONDITIONS** as specified herein, the application of East Hill Associates Realty of Medway, MA to modify the previously approved site plan for the construction of a 4,500 sq. ft. addition to the Lawrence Waste Services facility at 49 Alder Street. The vote was 5 in favor and 0 opposed.

<b>Planning &amp; Economic Development Board Member</b>	<b>Vote</b>
Thomas Gay	YES
Matthew Hayes	YES
Andy Rodenhiser	YES
Karyl Spiller-Walsh	YES
Robert Tucker	YES

**III. PROCEDURAL HISTORY**

- A. April 30, 2014 - Site plan Modification application filed with the Medway Planning & Economic Development Board and the Medway Town Clerk
- B. May 6, 2014 – Public hearing notice posted with Town Clerk and posted at the Town of Medway web site
- C. May 9, 2014 – Site plan modification information distributed to Town boards, committees and departments for review and comment.
- D. May 7, 2014 - Public hearing notice mailed to abutters by certified sent mail.
- E. May 12 & 20, 2014 – Public hearing notice advertised in *Milford Daily News*.
- F. May 27, 2014 – Public hearing commenced. The public hearing was continued to June 10 and June 24, 2014 when the hearing was closed.



#### IV. INDEX OF SITE PLAN DOCUMENTS

- A. The site plan application for Lawrence Waste Services at 49 Alder Street included the following plans, studies and information that were provided to the Planning and Economic Development Board at the time the application was filed:
1. *Lawrence Waste Services Site Plan for 49 Alder ST, Medway, MA*, prepared by Guerriere & Halnon, Milford, MA, April 29, 2014.
  2. *Project Description* prepared by Guerriere & Halnon.
  3. Email dated April 25, 2014 from Medway Inspector of Buildings John Emidy confirming that the scope of proposed work at 49 Alder Street constitutes a *substantial modification* to a previously approved site plan project.
- B. During the course of the review, the Applicant and its representatives submitted revised plans and a variety of other materials to the Planning and Economic Development Board as follows:
1. *Lawrence Waste Services Site Plan for 49 Alder ST, Medway, MA*, prepared by Guerriere & Halnon, Milford, MA, April 29, 2014; REVISED May 28, 2014)
  2. *Hydrologic & Hydraulic Report, Lot 3-41, 49 Alder Street in Medway, MA* updated May 5, 2014, prepared by Guerriere and Halnon
  3. Peter Lavoie, Project Engineer, Guerriere & Halnon, the applicant's engineering consultant:
    - a. Response letter dated May 28, 2014 to the May 21, 2014 site plan review letter from Gino Carlucci, PGC Associates
    - b. Response letter dated May 28, 2014 to the May 22, 2014 site plan review letter from Tetra Tech.
  4. *Requests for Waivers from the Site Plan Rules and Regulations*, dated May 28, 2014 prepared by Guerriere & Halnon
  5. Color photographs showing the existing building and site improvements at 49 Alder Street – Received May 27, 2014.
  6. Mass DEP Checklist for Stormwater Report prepared by Michael Dean, P.E., Guerriere and Halnon, dated May 30, 2014
- C. During the course of the review, a variety of other materials were submitted to the Planning and Economic Development Board or entered into the record by the Board:
1. Email communication dated 5/23/2014 from Interim Conservation Agent Bridget Graziano verifying the Conservation Commission's approval on 5/22/2014 of an Order of Conditions for the proposed addition.

**V. TESTIMONY** - In addition to the site plan application materials as submitted and provided during the course of our review, the Planning and Economic Development Board received written or verbal testimony from:

- Brian Marchetti, P.E., of Tetra Tech, Inc., the Town's Consulting Engineer – Site plan review letters dated May 22, 2014 and June 4, 2014.
- Gino Carlucci, PGC Associates, the Town's Consulting Planner – Site plan review letters dated May 21, 2014 and June 4, 2014.
- Peter Lavoie, Guerriere & Halnon - Verbal testimony provided at the public hearings on May 27, 2014.
- Paul Atwood, Guerriere & Halnon – Verbal testimony provided at the public hearing on June 10, 2014.
- Jim and Keith Lawrence, Lawrence Waste Services - Verbal Testimony provided at the public hearings on May 27 and June 10, 2014.

**VI. WAIVERS** – At its June 24, 2014 meeting, the Planning and Economic Development Board, on a motion made by Robert Tucker, seconded by Matthew Hayes, voted to approve granting waivers from the following provisions of the *Rules and Regulations for the Submission and Approval of Site Plans, as amended December 3, 2002*. The Planning and Economic Development Board's action and reasons for granting each waiver are listed below. All waivers are subject to the *Special and General Conditions of Approval*, which follow this section. The motion was approved by a vote of 5 in favor and 0 against.

**A. SUBMITTAL REQUIREMENTS/PLAN CONTENTS**

1. 204-3 A. 7) – A written *Development Impact Statement* shall be prepared. It shall describe the potential and anticipated impacts of the proposed development, identify all positive and adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts. The Development Impact Statement shall address traffic, environmental, community and parking impacts.

*The waiver is granted. The proposed structure is adjacent to a newly constructed industrial building located within the 495 Business Park. The proposed project is relatively small in relation to other uses within the park. A small portion of the site was disturbed when the main structure was building in 2013 and most of the significant natural resources, including wetlands, riverfront area, Groundwater Protection District and natural habitat, were not disturbed. The plan indicates that the project will comply with stormwater management regulations.*

2. 204-5 C. 3) – An *Existing Landscape Inventory* shall be prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. This inventory shall include a "mapped" overview of

existing landscape features and structures and a general inventory of major plant species including the specific identification of existing trees with a diameter of one (1) foot or greater at four (4) feet above grade.

*The waiver is granted. The current project is a new structure adjacent to the existing structure and no additional trees or landscaped features will be removed. The scope of work takes place on an existing paved area. The Planning and Economic Development Board believes that this requirement is not warranted for this modification.*

3. 204-5 D. 7) – A *Landscape Architectural Plan* shall be prepared by a Landscape Architect licensed in the Commonwealth of Massachusetts. This *Plan* shall be prepared as an overlay of the existing conditions sheets and shall incorporate, whenever possible, the significant features of the existing site and topography, particularly existing trees with a diameter of one (1) foot or greater at four (4) feet above grade. The *Landscape Architectural Plan* shall indicate the areas slated for excavation; any woodlands, trees or other existing features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation. Plan graphics for tree canopies shall reflect, as closely as possible, the actual canopy dimension of proposed tree plantings at the time of installation with a “lesser” intensity graphic used to represent potential canopy at maturity.

*The waiver is granted. The current project is a new structure adjacent to the existing structure and no additional trees or landscaped features will be removed or added. The scope of work takes place on an existing paved area. The Planning and Economic Development Board believes that this requirement is not warranted for this modification.*

4. 204-5 D. 9) – *Color Renderings* of the project shall be provided depicting structures, signage and common views of the site from a public way and other views helpful in illustrating the totality of the proposed site improvements.

*The waiver is granted. The current project is a new structure adjacent to the existing Lawrence Waste Services building. The applicant has provided drawings showing the building to be identical in design, materials and color to the existing structure.*

**VII. SPECIFIC CONDITIONS** – This approval is subject to the following *Specific Conditions*:

- A. **Plan Revisions** - Prior to endorsement, the site plan set for 49 Alder Street last revised May 28, 2014 shall be further revised as follows and submitted to the Planning and Economic Development Board for review and approval.

1. Cover Sheet
  - a. The plan name shall be changed to Lawrence Waste Services Site Plan Modification

- b. All waivers from the *Site Plan Rules and Regulations* that have been granted as specified herein shall be listed on the cover sheet of the of the site plan presented for endorsement.
  - c. The cover sheet shall prominently display a final plan revision date.
- B. ***Wetlands Protection*** – Prior to plan endorsement, the Applicant is required to provide the Planning and Economic Development Board with a copy of the *Order of Conditions* from the Medway Conservation Commission.
- C. ***Snow Plowing/Trash Removal*** - The Applicant shall be responsible for providing snow plowing and trash pick-up with respect to the subject property. There shall be no outside storage of trash nor shall any dumpster be located on the property to accommodate the trash for the operation of Lawrence Waste Services on the site. Business trash shall be retained inside the building.
- D. ***Construction Inspection***
  - 1. Planning and Economic Development Board members, its staff, consultants or other designated Town agents and staff shall have the right to inspect the site at any time, for compliance with the endorsed site plan and the provisions of this Decision.
  - 2. The applicant shall have a professional engineer licensed in the Commonwealth of Massachusetts conduct progress inspections of the approved plan. Inspections shall occur at least on a monthly basis. The engineer shall prepare a written report of each inspection and provide a copy to the Planning and Economic Development Board within 5 days of inspection.
  - 3. In the event the applicant seeks an occupancy permit before all site plan work is satisfactorily completed (see VIII. General Condition F. 2 herein), the Applicant shall establish a construction inspection account with the Medway Planning and Economic Development Board. The Applicant shall pay a construction inspection fee to the Town of Medway in an amount to be determined by the Planning and Economic Development Board. The funds may be used at the Planning and Economic Development Board's discretion to retain professional outside consultants to inspect the site, identify what site plan work remains to be completed, prepare a bond estimate, conduct other reasonable inspections until the site work is completed and determined to be satisfactory, review as-built plans, and advise the Board as it prepares to issue a *Certificate of Site Plan Completion* (see VIII. General Condition G. 2 herein). Depending on the scope of professional outside consultant assistance that the Planning and Economic Development Board may need, the Applicant shall be required to provide supplemental payments to the project's construction inspection account, upon invoice. Any funds remaining in the applicant's construction inspection account after the *Certificate of Site Plan Completion* is issued shall be returned to the applicant.



## VIII. **GENERAL CONDITIONS OF APPROVAL**

- A. **Plan Endorsement** - Within thirty (30) days after the Planning and Economic Development Board has filed its *Decision* with the Town Clerk, the Applicant shall submit a final site plan modification reflecting all Conditions and required revisions, if any, to the Planning and Economic Development Board to review for compliance with the Board's *Decision*. The Applicant shall provide one set of the revised site plan in its final form to the Planning and Economic Development Board for signature/endorsement. All plan sheets shall be bound together in a complete set.
- B. **Fees** - Prior to site plan endorsement by the Planning and Economic Development Board, the Applicant shall pay:
1. the balance of any outstanding plan review fees owed to the Town for review of the site plan by the Town's engineering, planning or other consultants; and
  2. any construction inspection fee required by the Planning and Economic Development Board; and
  3. any other outstanding expenses or obligations due the Town of Medway pertaining to this property, including real estate and personal property taxes and business licenses.

The Applicant's failure to pay these fees in their entirety shall be reason for the Planning and Economic Development Board to withhold plan endorsement.

- C. **During Construction**
1. The applicant shall take all measures necessary to ensue that no excessive dust leaves the premises during construction.
  2. There shall be no tracking of construction materials onto any public way. Daily sweeping of roadways adjacent to the site shall be done to ensure that loose gravel/dirt does not create hazardous or deleterious conditions for vehicles, pedestrians or abutting residents. In the event construction debris is carried onto a public way, the Applicant shall be responsible for all clean-up of the roadway within twenty-four (24) hours of its occurrence.
  3. All erosion and siltation control measures shall be installed and observed by the Planning and Economic Development Board's consulting engineer or the Conservation Agent prior to the start of construction, and maintained in good repair throughout the construction period.
  4. **Construction Time** - Construction work at the site and in the building shall commence no earlier than 7 a.m. and shall cease no later than 7 p.m. No construction shall take place on Sundays or legal holidays.
  5. **Construction Traffic/Parking** – All parking for construction vehicles and construction related traffic shall be maintained on site. No parking of construction and construction related vehicles shall take place on adjacent public or private ways.

D. **Other Town Permits** - The contractor for the applicant or assigns shall obtain, pay and comply with all other required Town permits, including but not limited to a Street Opening/Roadway Access Permit from the Department of Public Services.

E. **Plan Modification**

1. This Site Plan Approval is subject to all subsequent conditions that may be imposed by other Town boards, agencies or commissions. Any changes to the site plan that may be required by the decisions of other boards, agencies or commissions shall be resubmitted to the Planning and Economic Development Board for review as site plan modifications pursuant to SECTION V. C. 10 of the *Medway Zoning Bylaw*.
2. Any work that deviates from an approved site plan shall be a violation of the *Medway Zoning Bylaw*, unless the Applicant requests approval of a plan modification pursuant to SECTION V. C. 10 of the *Medway Zoning Bylaw* and such approval is provided in writing by the Planning and Economic Development Board.
3. Whenever additional reviews by the Planning and Economic Development Board, its staff or consultants are necessary due to proposed site plan modifications, the Applicant shall be billed and be responsible for all supplemental costs including filing fees, plan review fees and all costs associated with another public hearing including legal notice and abutter notification. If the proposed revisions affect only specific limited aspects of the site, the Planning and Economic Development Board may reduce the scope of the required review and waive part of the filing and review fees.

F. **Plan Compliance/Performance Security**

1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan and any modifications thereto.
2. No occupancy permit shall be granted until the Planning and Economic Development Board has provided a written communication to the Inspector of Buildings that the project, as constructed, conforms to the approved site plan and any conditions including construction of any required on and off-site improvements, have been satisfactorily completed OR that suitable security/performance guarantee has been provided to the Town of Medway, to the Planning and Economic Development Board's satisfaction, to cover the costs of all remaining work.
3. The Planning and Economic Development Board or its agent(s) shall use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with the foregoing Conditions of Approval.
4. The Conditions of Approval are enforceable under Section. V. C. 12 of the *Medway Zoning Bylaw* (non-criminal disposition) and violations or non-compliance are subject to the appropriate fine.

G. **Project Completion**

1. Site plan approval shall lapse after one (1) year of the grant thereof if substantial use has not commenced except for good cause. Approved site plans shall be completed by the applicant or its assignees within two (2) years of the date of plan endorsement. Upon receipt of a written request by the applicant filed at least thirty (30) days prior to the date of expiration, the Planning and Economic Development Board may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested. If no request for extension is filed and approved, the site plan approval shall lapse and may be reestablished only after a new filing, hearing and decision.
2. Prior to issuance of a final occupancy permit, the Applicant shall secure a **Certificate of Site Plan Completion** from the Planning and Economic Development Board and provide the **Certificate** to the Inspector of Buildings. The **Certificate** serves as the Planning and Economic Development Board's confirmation that the completed work conforms to the approved site plan and any conditions and modifications thereto, including the construction of any required on and off-site improvements. The **Certificate** also serves to release any security/performance guarantee that has been provided to the Town of Medway. To secure a **Certificate** of Site Plan Completion, the applicant shall:
  - a) provide the Planning and Economic Development Board with written certification from a Professional Engineer registered in the Commonwealth of Massachusetts that all building and site work has been completed in strict compliance with the approved and endorsed site plan, and any modifications thereto; and
  - b) submit an electronic version of an As-Built Plan, prepared by a registered Professional Land Surveyor or Engineer registered in the Commonwealth of Massachusetts, to the Planning and Economic Development Board for its review and approval. The As-Built Plan shall show actual as-built locations and conditions of all work shown on the original site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in an electronic format as may be specified by the Board of Assessors.

H. **Construction Standards** - All construction shall be completed in full compliance with all applicable local, state and federal laws, including but not limited to the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board for handicap accessibility.

I. **Conflicts** – If there is a conflict between the site plan and the Decision's Conditions of Approval, the Decision shall rule. If there is a conflict between this Decision and/or site plan and the Medway Zoning Bylaw, the Bylaw shall apply.

IX. **FINDINGS** – The Planning and Economic Development Board must determine whether the proposed project constitutes a suitable development based on conformance with the purposes of Site Plan Review as specified in the *Zoning Bylaw* and with the various site development standards and criteria set forth in the *Site Plan Rules and Regulations*. The



preceding *Special and General Conditions* included in this Decision shall assure that the Planning Board's approval of this site plan is consistent with the *Site Plan Rules and Regulations*, that the comments of various Town boards and public officials have been adequately addressed, and that concerns of abutters and other town residents which were aired during the public hearing process have been carefully considered.

The Planning and Economic Development Board, at its meeting on June 24, 2014, on a motion made by Robert Tucker, seconded by Matthew Hayes, voted to approve the following **FINDINGS** regarding the site plan modification for 49 Alder Street. The motion was approved by a vote of 5 in favor and 0 against.

**A. ZONING BYLAW – Section V. C - Site Plan Review & Approval**

- (1) Are the buildings, uses and site amenities properly located on the development site in relation to the terrain and scale of other buildings in the vicinity and adjacent neighborhoods?

*The buildings, uses and site amenities are properly located. They are outside the most sensitive resource areas, and on the higher, flatter portion of the site reducing topographic change, so this criterion is met.*

- (2) Are the construction and renovation of buildings and the installation of site amenities thoughtfully designed to reflect or be compatible with Medway's New England architectural style as further detailed in the *Design Guidelines*?

*The new building has been designed to match the existing building which had previously been approved by the Design Review Committee. The site amenities are unaffected. Therefore, this criterion is met.*

- (3) Are adjacent and neighboring properties protected from nuisance and harmful effects caused by noise, fumes, and the glare of headlights and other light sources generated by uses on the development site?

*The applicant has provided a photometric plan documenting that light sources will not spill off the property. Most noise or fumes will continue to be generated inside the building, and will be in compliance with applicable requirements. Therefore, this criterion is met.*

- (4) Are significant natural features on a development site (*i.e.* hills, water bodies, wetlands, trees, tree groves, wooded areas, rock outcrops, native plants, wildlife habitats, and other areas of aesthetic and ecological interest) preserved with as minimal site disturbance as possible?

*The new building will be constructed on a portion of the existing parking lot which is outside the significant resource areas (including wetlands, riverfront area, Groundwater Protection District, and natural habitat). Therefore, this criterion is met.*



- (5) Are off-street loading facilities and methods for unloading vehicles, goods, products materials and equipment incidental to the normal operation of the establishment(s) on the development site conveniently and safely provided while the visual intrusion thereof is appropriately screened from public view?

*The primary nature of the business is the temporary storage of containers to be unloaded and loaded at the facility. Therefore, it was designed to maximize this utility. Also, the loading and unloading will occur deep within the site behind the location of the existing building so public view of the visual intrusion is minimized. Therefore, this criterion is met.*

- (6) Are facilities for the storage, handling and disposal of sewage, refuse and other solid wastes resulting from the normal operations of the establishment(s) on the development site provided and adequately screened from public view?

*The facility is connected to municipal sewer. Adequate provisions have been made for refuse removal through a dumpster screened from public view. Therefore, this criterion is met.*

- (7) Are pedestrian ways, access driveways, loading and parking facilities properly designed for the convenience and safety of customers, employees and the general public?

*The plan has been reviewed by Town public safety officials as well as the Town's Consulting Engineer and Consulting Planner. The existing access driveways, loading and parking facilities were found to be adequately designed in the original site plan. They are not being changed and remain adequate for the proposed new building. Therefore, this criterion is met.*

- (8) Is convenient and safe access for fire-fighting and emergency rescue vehicles provided to and within the development site in relation to adjacent streets?

*The existing Knox Box will hold keys for the entire facility. No other issues have been identified. Therefore, this criterion is met.*

- (9) Are satisfactory methods for drainage of surface water to and from the development site provided?

*The new building is being constructed on the existing parking lot and impervious surface is actually being slightly reduced. The stormwater drainage system has been reviewed by the Town's Consulting Engineer and it remains in compliance with new Massachusetts Department of Environmental Protection stormwater management guidelines. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (10) Are public ways and private drives properly designed to be constructed to serve the intended use and provide an adequate level of service in relation to the traffic to be generated by the development site?

*The public way, Alder Street, was specifically designed to accommodate industrial traffic. The private driveway has been reviewed by the Town's Consulting Engineer and found to be adequate. Therefore, this criterion is met.*

- (11) Have the effects and impacts of the proposed use of land or structures on vehicular and pedestrian traffic, municipal services and utilities, roadways, parking, drainage, environmental quality, water resources, signage, lighting, and community economics, character, values, amenities and appearance been identified and evaluated?

*The roadway, Alder Street, was designed for traffic from industrial uses within the business park. Municipal services are adequate to serve the proposed facility. Parking is adequate for the proposed use. Drainage is in compliance with Massachusetts Department of Environmental Protection stormwater management guidelines. The site was designed to minimize impacts on environmental quality and water resources. Signage is unchanged. Lighting is in compliance with the lighting provisions of the Zoning Bylaw. The building design has been approved by the Design review Committee. The facility will have a positive impact on community economics and is an allowed use within the Industrial III zoning district. Therefore, this criterion is met.*

- (12) Have site design modifications been proposed and evaluated to lessen the negative and harmful impacts?

*The site plan has been reviewed by Town officials and the Town's Consulting Engineer and Consulting Planner. Modifications were suggested and the applicant has responded to those comments with a revised plan. The revised plan has been reviewed and has addressed each of the comments received. Therefore, this criterion is met.*

- (13) Have reasonable conditions, limits, safeguards and mitigation measures been established?

*Section VII and VIII (above) of this Site Plan Decision impose specific and general conditions respectively. Therefore, this criterion is met.*

**B. SITE PLAN RULES AND REGULATIONS** – The Planning and Economic Development Board shall determine whether the proposed development is in conformance with the standards and criteria set forth in the *Rules and Regulations*, unless specifically waived. In making its decision, the Planning and Economic Development Board shall determine the following:

- (14) Has internal circulation, queuing and egress been designed such that traffic safety is protected, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is minimized?

*The internal circulation of the site largely unchanged. The design using an entrance driveway leading to a parking lot and loading and unloading areas have been designed such that traffic safety has been protected. There is no backing onto public ways due to the design, and there is direct access to the site through Route 109 and then through Trotter Drive and Alder Streets (the streets specifically designed to serve the business park). Access through residential areas is discouraged through design as well as regulation. Therefore, this criterion is met.*

- (15) Does the site plan show designs that minimize any departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places?

*The design of the site plan is similar to other facilities within the business park. The building design has also been approved by the Design Review Committee. Therefore, this criterion is met.*

- (16) Is reasonable use made of building location, grading and vegetation to reduce the visible intrusion of structures, parking areas, outside storage or other outdoor service areas (e.g. waste removal) from public views or from (nearby) premises residentially used and zoned.

*There is no residentially zoned or used property within sight of the proposed facility. Also, the outside storage areas for containers are located to the rear of the building location and a significant distance from view from the public way. Therefore, this criterion is met.*

- (17) Is adequate access to each structure for fire and service equipment provided?

*The Police and Fire Chiefs have not raised any issues. Therefore, this criterion is met.*

- (18) Will the design and construction minimize, to the extent reasonably possible, the following environmental impacts?

- a) the volume of cut and fill;
- b) the number of trees to be removed with particular care taken with mature trees and root systems;
- c) the visual prominence of man-made elements not necessary for safety;
- d) the removal of existing stone walls;
- e) the visibility of building sites from existing streets;
- f) the impacts on waterways and environmental resource areas;
- g) soil pollution and erosion;
- h) noise.

*The new building will be constructed on the existing parking lot. Therefore, approximately 2/3 of the site will remain undisturbed. Also, the existing building, parking and site facilities are located primarily outside the significant resource areas (including wetlands, riverfront area, Groundwater Protection District, and natural habitat). As conditioned above, this criterion is met.*

- (19) Is pedestrian and vehicular safety both on the site and egressing from it maximized?

*The plan has been reviewed by Town public safety officials as well as the Town's Consulting Engineer and Consulting Planner. The access driveways, loading and parking facilities were found to be adequately designed in the original site plan and they remain largely unchanged. A sidewalk is located along the entire length of Alder Street on the opposite side of the street (and locating a sidewalk on the same side is not practical). Therefore, this criterion is met.*

- (20) Does the design and will the construction incorporate, to the maximum extent possible, the visual prominence of natural and historic features of the site?

*The design of the site plan is similar to other facilities within the business park. The building design has also been approved by the Design Review Committee. The site utilizes existing vegetation along the frontage of the site. Therefore, this criterion is met.*

- (21) Does the lighting of structures and parking area avoid glare on adjoining properties and minimize light pollution within the town?

*The applicant has provided a photometric plan documenting that light sources will not spill off the property. It is in compliance with the lighting provisions of the Zoning Bylaw. Therefore, this criterion is met.*

- (22) Is the proposed limit of work area reasonable and does it protect sensitive environmental and/or cultural resources? The site plan as designed should not cause substantial or irrevocable damage to the environment, which damage could be avoided or ameliorated through an alternative development plan or mitigation measures.

*The construction of the new building will take place entirely on the existing parking lot on already disturbed ground. Approximately 2/3 of the site will continue to remain undisturbed. Also, the building, parking and site facilities are located primarily outside the significant resource areas (including wetlands, riverfront area, Groundwater Protection District, and natural habitat). As conditioned above, this criterion is met.*

**X. APPEAL** – Appeals if any, from this Decision shall be made to the court within twenty (20) days of the date the Decision is filed with the Town Clerk.

After the appeal period has expired, the applicant must obtain a certified notice from the Town Clerk that no appeals have been made and provide such certification to the Planning and Economic Development Board before plan endorsement.

###








**Medway Planning and Economic Development Board  
SITE PLAN MODIFICATION DECISION  
Lawrence Waste Services – 49 Alder Street**

*Approved by the Medway Planning & Economic Development Board: June 24, 2014*

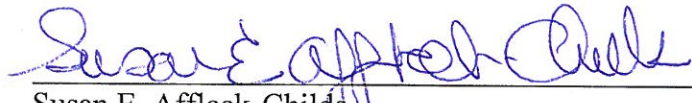
**AYE:**

**NAY:**

\_\_\_\_\_  
\_\_\_\_\_

**ATTEST:**

  
\_\_\_\_\_  
Susan E. Affleck-Childs  
Planning & Economic Development Coordinator

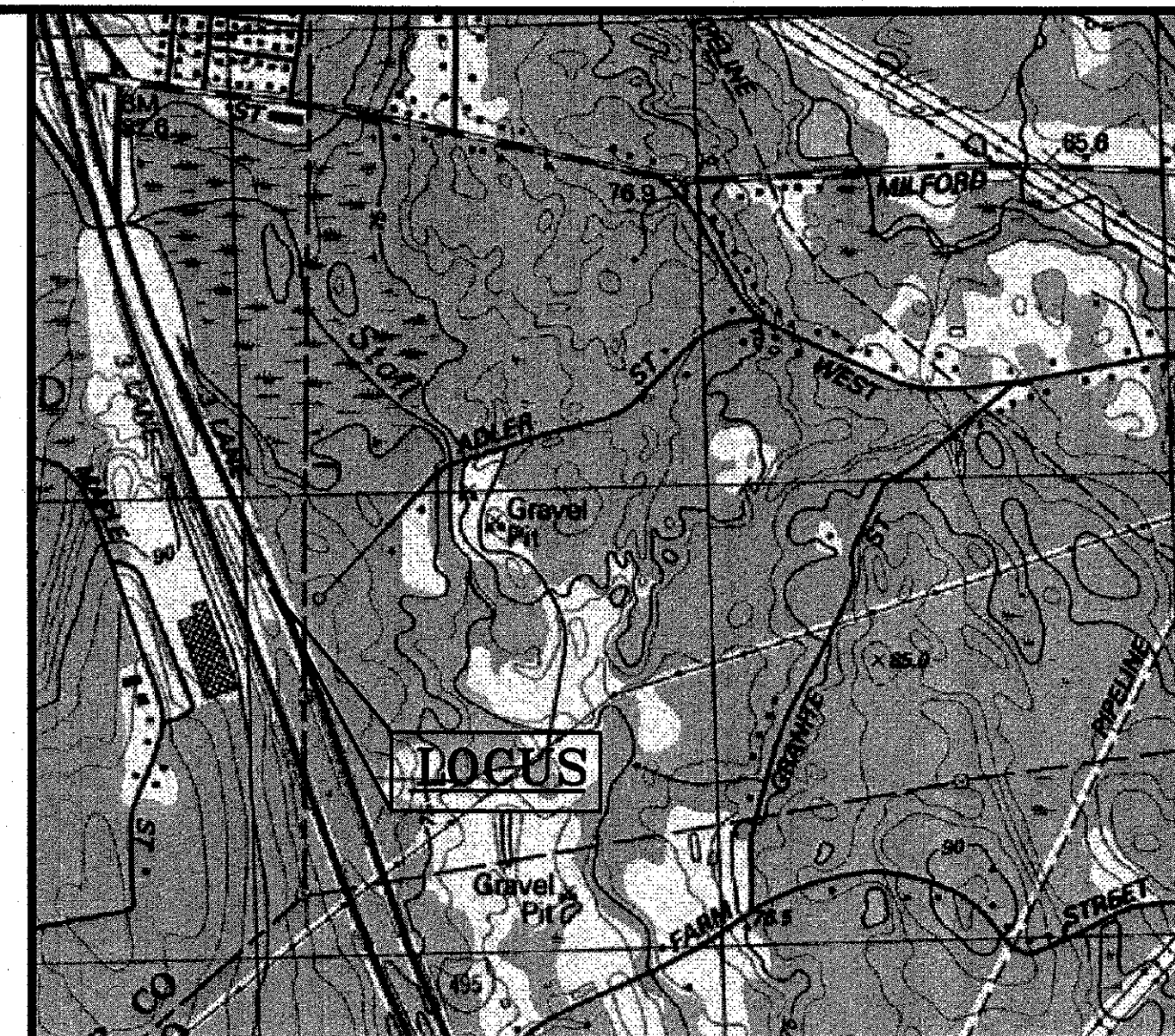
6-24-2014  
Date



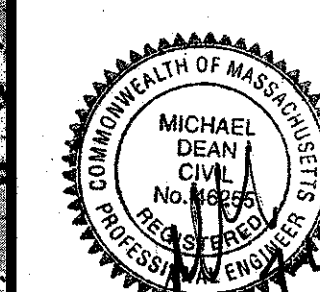
- 1) WAIVER REQUESTING NOT REQUIRING THE WRITTEN DEVELOPMENT IMPACT STATEMENT, FROM SECTION 204-3 PLANNING BOARD SUBMITTALS SUBSECTION (A)(7) A WRITTEN DEVELOPMENT IMPACT STATEMENT.
- 2) WAIVER NOT REQUIRING AN INVENTORY OF THE EXISTING LANDSCAPING AT THE SITE, SECTION 204-5(C)(3) EXISTING LANDSCAPE INVENTORY.
- 3) WAIVER NOT REQUIRING A LANDSCAPE ARCHITECT PLAN AS PART OF SUBMITTAL, SECTION 204-5(D)(1) SITE PLAN.
- 4) WAIVER REQUESTING NOT CREATING PEDESTRIAN WAYS ALONG THE FRONT OF SITE, FROM SECTION 204-5, (D)(9) COLOR RENDERINGS.

- 1) THIS PLAN REFERS TO THE TOWN OF MEDWAY ASSESSORS ATLAS SHEET 34 LOT 3-41#.
- 2) SEE DEED BOOK 4666 PAGE 13 RECORDED WITH NORFOLK DISTRICT REGISTRY OF DEEDS.
- 3) SEE THE FOLLOWING PLANS RECORDED WITH NORFOLK DISTRICT REGISTRY OF DEEDS:
  - 1977 ALDER STREET LAYOUT PB 263 NO 834
  - 1999 ALDER STREET EASEMENT PB464 NO 180
  - LAND COURT 32712A NOV 15, 1963
  - PB 5312 NO 127 PG 454 OF 1677
  - PB 3985 NO 575 PG 488 OF 1962
- 4) ZONING CLASSIFICATION IS INDUSTRIAL III.
- 5) WAIVER REQUESTING NOT REQUIRING THE WRITTEN DEVELOPMENT IMPACT STATEMENT. FROM SECTION 204-3 PLANNING BOARD SUBMITTALS SUBSECTION A. 7) A WRITTEN DEVELOPMENT IMPACT STATEMENT.

FINAL REVISION DATE OF JULY 14, 2014



LOCUS MAP USGS  
1,000 FEET TO AN INCH



DATE:	DATE:
-------	-------

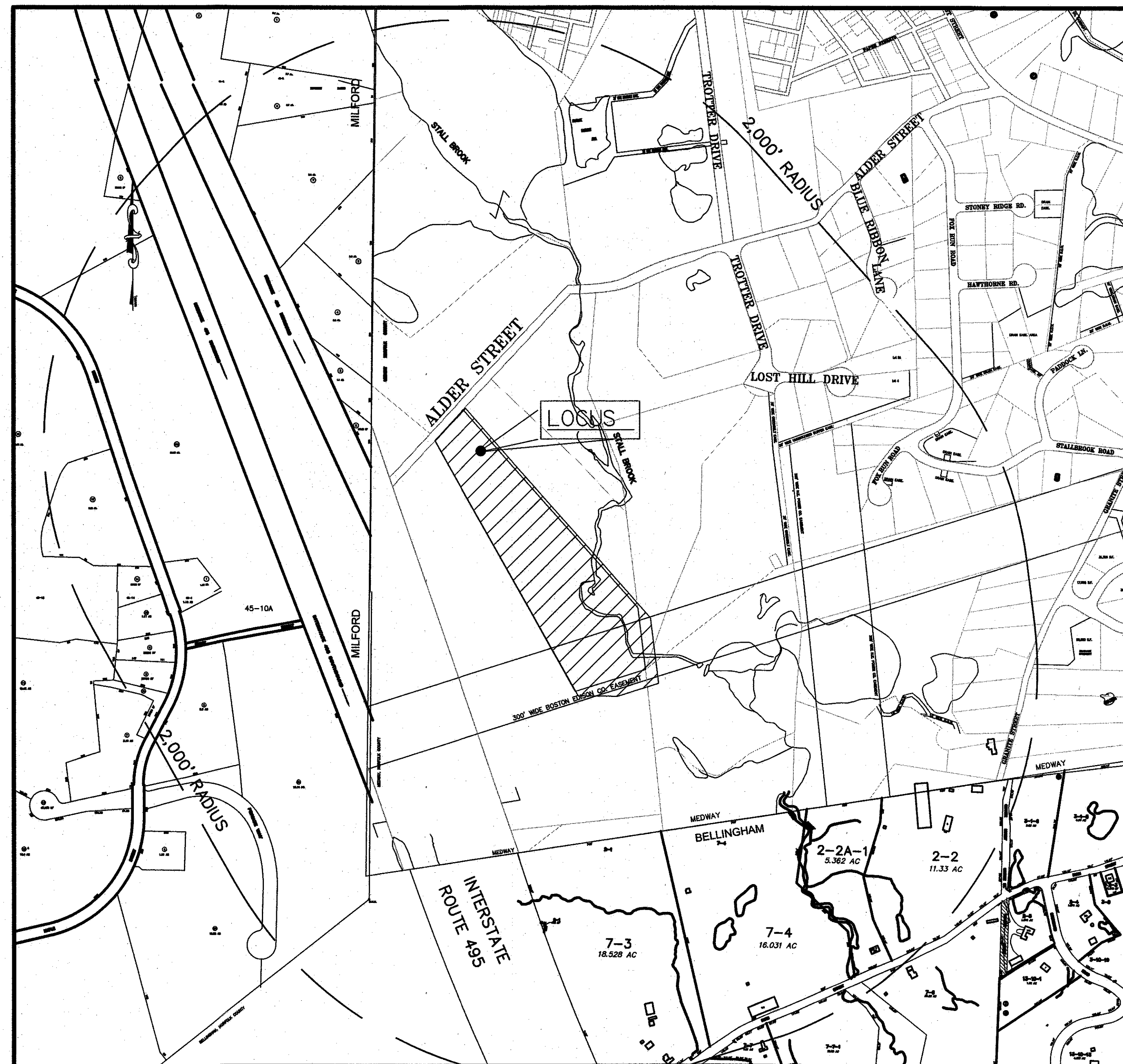
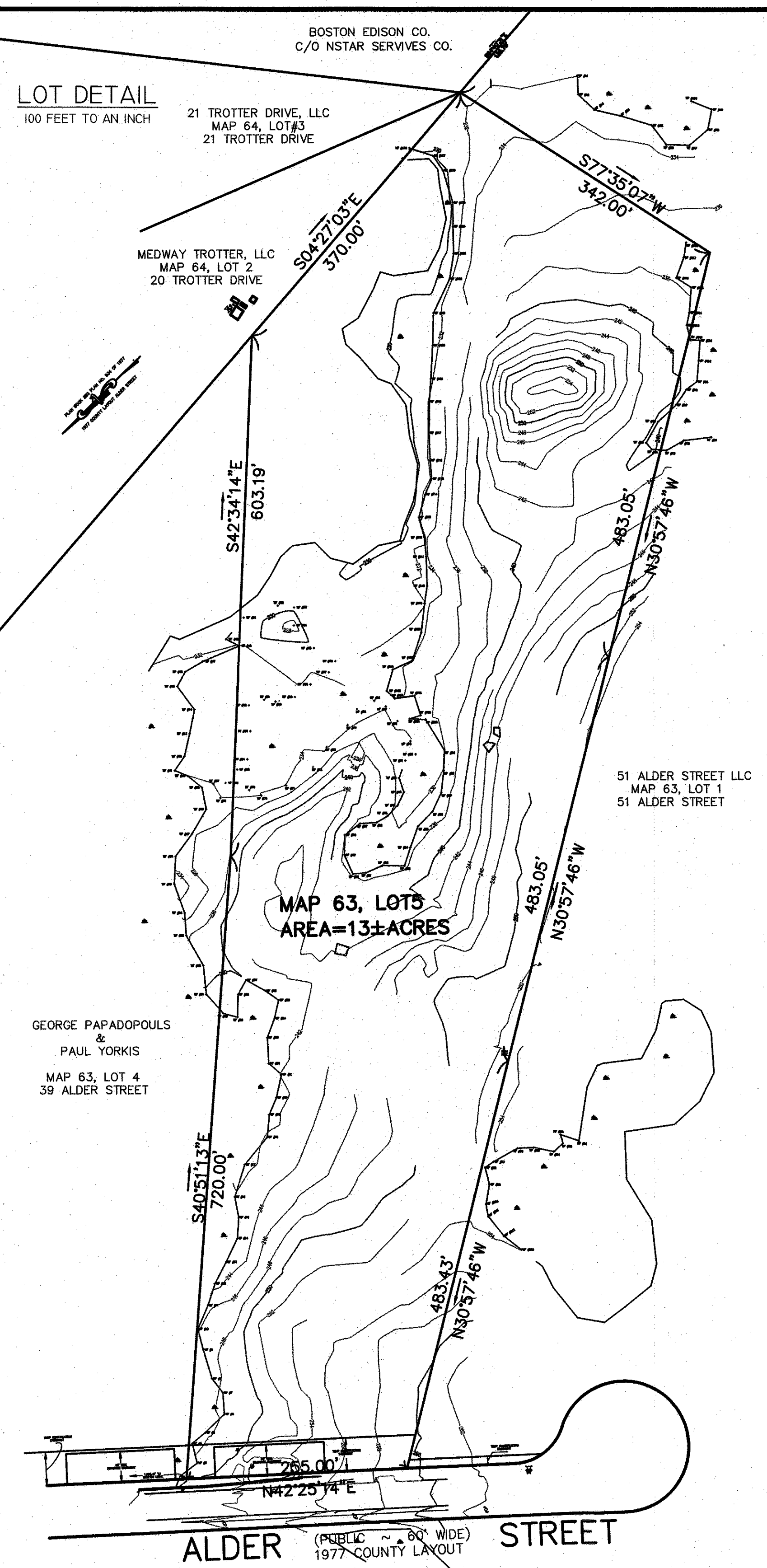
DATE: \_\_\_\_\_

MEDWAY PLANNING AND ECONOMIC  
DEVELOPMENT BOARD APPROVAL

DATE: 4

at the  
F. J. Nye  
Edward Nye  
W. J. Nye

SIGNATURE DATE: 7-22-2014  
BEING A MAJORITY



LOCUS MAP  
300 FEET TO AN INCH

ZONE DESCRIPTION:	MIN. REQ'D./ MAX. ALLOWED	EXISTING	PROPOSED
ZONE - INDUSTRIAL III	INDUSTRIAL III		
<b>LOT REQUIREMENTS:</b>			
MIN. AREA (S.F.)	40,000 S.F.	13.28± ACRES	13.28± ACRES
MIN. WIDTH (FT.)	100'	255'	255'
MIN. FRONTAGE (FT.)	250'	255'	255'
<b>YARD REQUIREMENTS:</b>			
MIN. FRONT SETBACK (FT.)	30'	134'	134'
MIN. SIDE SETBACK (FT.)	20'	104'	104'
MIN. REAR SETBACK (FT.)	30'	1,208	1,136'
<b>BUILDING</b>			
MAX % COVERAGE	40%	1.2%	1.2%
<b>OPEN SPACE</b>			
MIN % OF LOT AREA	-	66%	66%
<b>BUILDING HEIGHT (FT.)</b>			
MAX. HEIGHT (FT.)	60'	30'	30'
<b>PARKING</b>			
MIN. NUMBER OF SPACES	**21	**22	**22
PARKING REQUIREMENT: ** INCLUDES NUMBER OF HANDICAP SPACES		2	2
OFFICE/GARAGE FACILITY: 2,400 S.F. OFFICE SPACE AND 9,500 S.F. LIGHT INDUSTRIAL SPACE			
1 SPACE PER 300 S.F. OF OFFICE SPACE			
2,400 / 300 S.F. OF OFFICE SPACE = 8 SPACES			
1 SPACE PER 1,000 S.F. OF FLOOR SPACE.			
9,500 S.F./1,000 S.F. = 10 SPACES			
1 SPACE FOR 2 EMPLOYEE ANTICIPATED			
5 EMPLOYEES= 3 SPACES			
TOTAL SPACES REQUIRED= 21 SPACES			

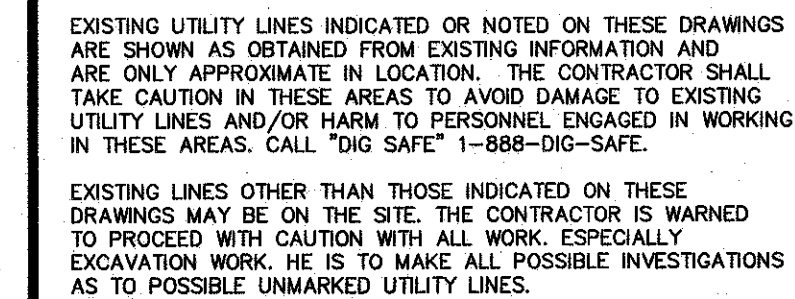
1. COVER SHEET
2. EXISTING CONDITIONS
3. SITE PLAN
4. DETAIL SHEET
5. BUILDING ELEVATIONS
6. LIGHTING PLAN



**Guerriere  
&  
Halnon, Inc.**

Engineering & Land Surveying  
333 WEST STREET, MILFORD, MA 01757  
(508) 473-6630 FAX: (508) 473-8243





2	7-14-14	REVISED PER DECISION..	PML
1	5-28-14	REVISED PER COMMENTS.	PML
REV.	DATE	DESCRIPTION	INIT



GEORGE PAPADOPOULS  
&  
PAUL YORKIS  
MAP 63, LOT 3  
39 ALDER STREET

PLAN BOOK 263 PLAN NO. 834 OF 1977  
1977 COUNTY LAYOUT ALDER STREET

720.00'

GROUNDWATER PROTECTION DISTRICT

MAP 63, LOT 5  
AREA=13.28±ACRES

51 ALDER STREET, LLC.  
MAP 63 LOT 1  
51 ALDER STREET

LEGEND

- 000 ELEVATION CONTOUR
- 000x0 SPOT ELEVATION
- UTILITY POLE
- GUY WIRE
- WETLANDS SYMBOL
- EDGE OF VEGETATED WETLANDS
- WF# XX WETLAND FLAG NUMBER
- 100' WETLAND BUFFER
- STREAM
- STREAM BUFFER
- TREE LINE
- TREE
- CATCH BASIN
- DRAIN MANHOLE
- INVERT
- DRAIN LINE
- SEWER MANHOLE
- SEWER LINE
- RIP-RAP
- GAS GATE
- ELECTRIC TRANSFORMER
- PARKING SPACES
- HANDICAPPED PARKING
- LOAM AND SEED AREA
- BARK MULCH AREA
- BOLLARD
- SILT FENCE

NOTES

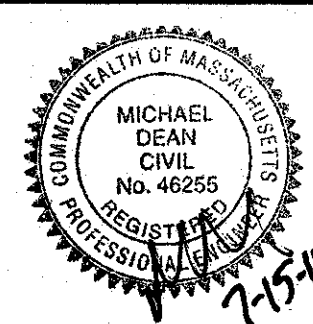
- THIS PLAN REFERS TO THE TOWN OF MEDWAY ASSESSORS ATLAS SHEET 63 LOT 5#.
- SEE DEED BOOK 4666 PAGE 13 RECORDED WITH NORFOLK DISTRICT REGISTRY OF DEEDS.
- SEE THE FOLLOWING PLANS RECORDED WITH NORFOLK DISTRICT REGISTRY OF DEEDS:  
1977 ALDER STREET LAYOUT PB 263 NO 834  
1999 ALDER STREET EASEMENT PB464 NO 180  
LAND COURT 32712A NOV 15, 1963  
PB 5312 NO 127 PG 454 OF 1977  
PB 3985 NO 575 PG 488 OF 1962
- ZONING CLASSIFICATION IS INDUSTRIAL III.
- ELEVATION BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
- PLUMBERS AND DRAIN LAYERS OF ESTABLISHED REPUTATION AND EXPERIENCE WILL BE LICENSED BY THE BOARD OF DRAIN LAYERS AUTHORIZED TO PERFORM WORK.

REV.	DATE	DESCRIPTION	INIT
2	7-14-14	REVISED PER DECISION..	PML
1	5-28-14	REVISED PER COMMENTS.	PML

NOTES

LEGEND

- ND NO DISTURB LINE
- WET EDGE OF WETLANDS
- EXISTING TREELINE
- 258 EXISTING CONTOUR
- 255 PROPOSED CONTOUR
- OH OVERHEAD WIRE
- D DRAIN LINE
- S SEWER LINE
- W WATER LINE
- UE UNDERGROUND ELECTRIC
- RD ROOF DRAIN
- X X PROPOSED MULCH SOCK
- 100' BUFFER ZONE
- EXISTING SEWER MANHOLE
- EXISTING DRAIN MANHOLE
- EXISTING UTILITY POLE
- PROPOSED DRAINAGE MANHOLE
- PROPOSED UTILITY POLE
- PROPOSED CATCH BASIN
- WETLANDS
- HANDICAP SPACE
- TRAFFIC FLOW
- PROPOSED BUILDINGS
- MOUNTED LIGHT



DATE: 7-22-2014

MEDWAY PLANNING AND ECONOMIC DEVELOPMENT BOARD APPROVAL

DATE: 7-22-2014

SIGNATURE: [Signature]

BEING A MAJORITY

OWNER / APPLICANT

EAST HILL ASSOCIATES LLC  
49 ALDER STREET  
MEDWAY, MA 02053

49 ALDER STREET

"SITE"  
PLAN OF LAND  
IN  
MEDWAY, MA

SCALE: 1"=30'  
DATE: APRIL 29, 2014

Guerriere  
&  
Halnon, Inc.  
333 WEST STREET, MILFORD, MASS. 01757  
(508) 473-6630 FAX: (508) 473-8243

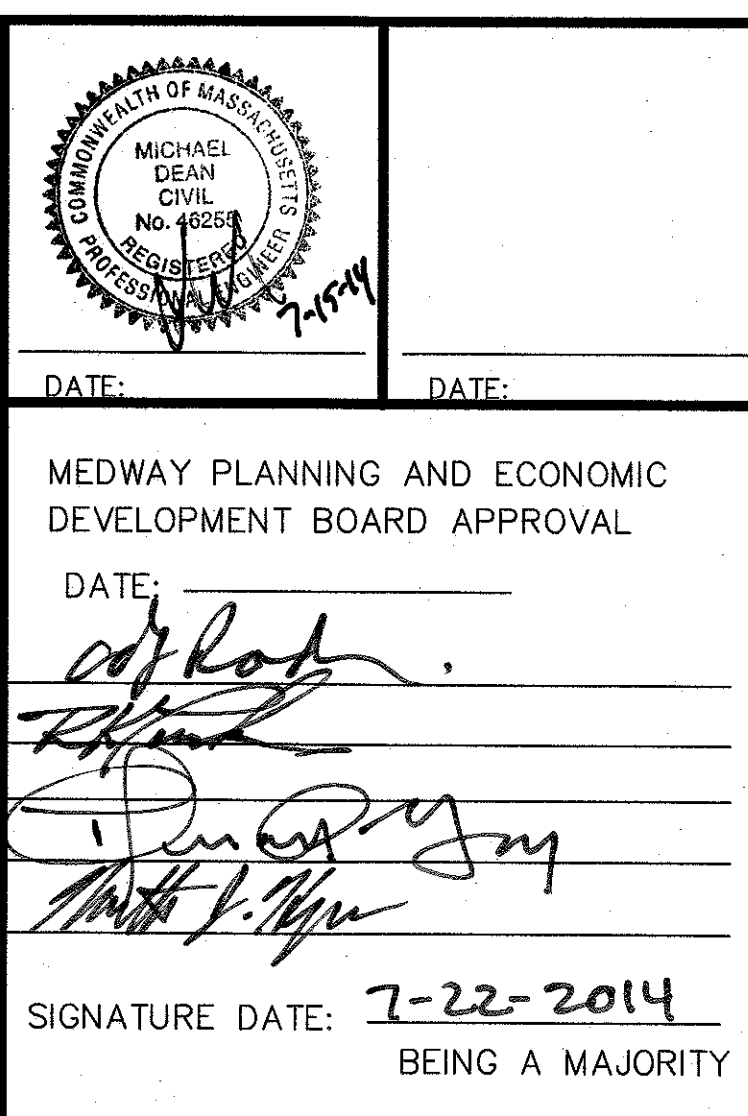
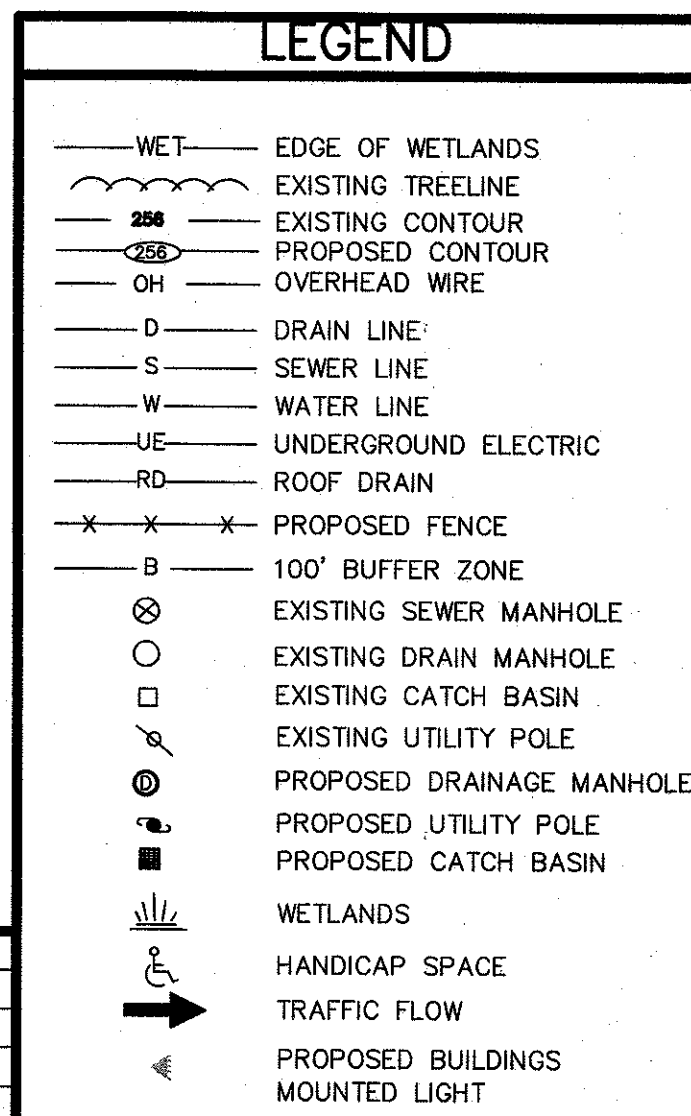
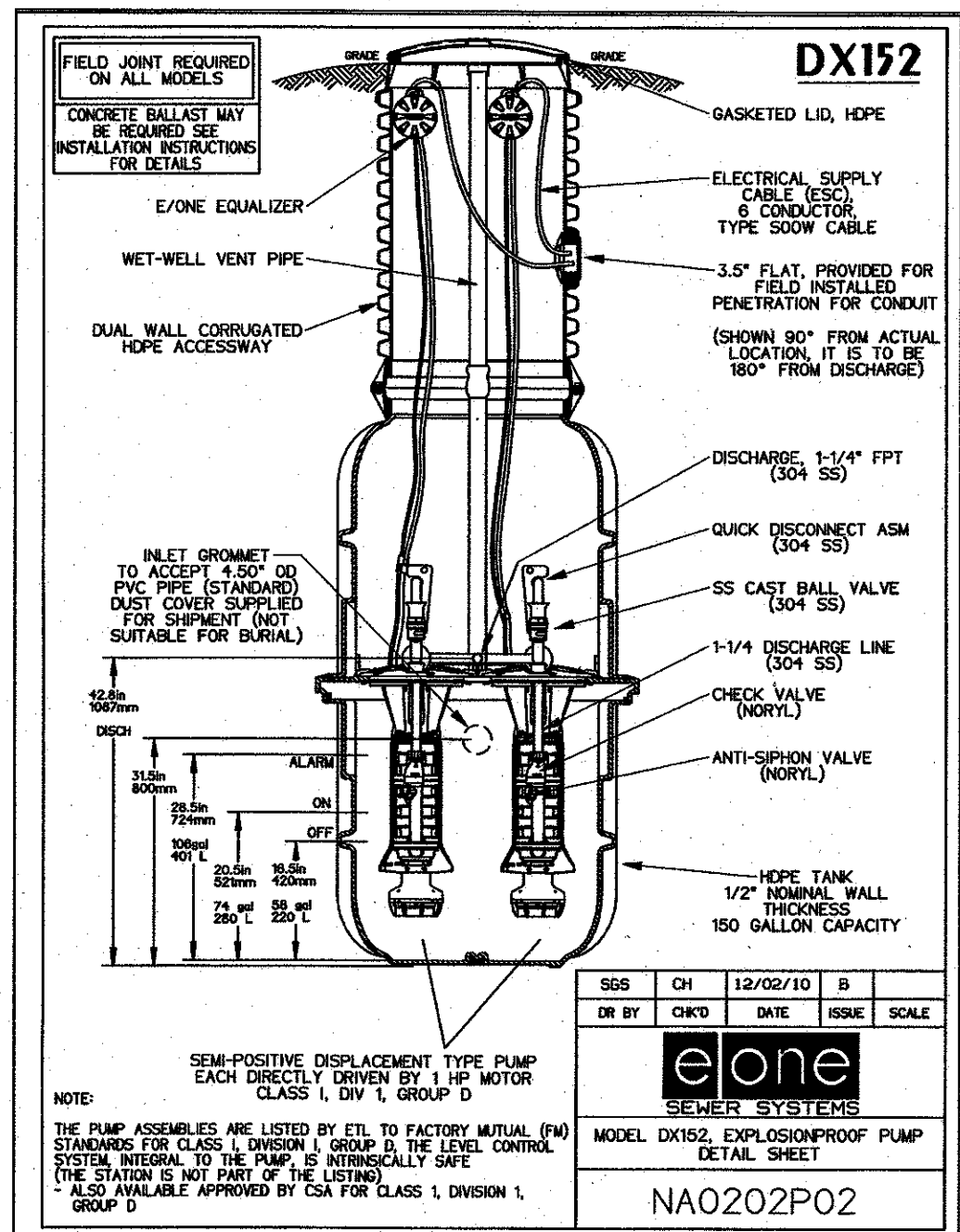
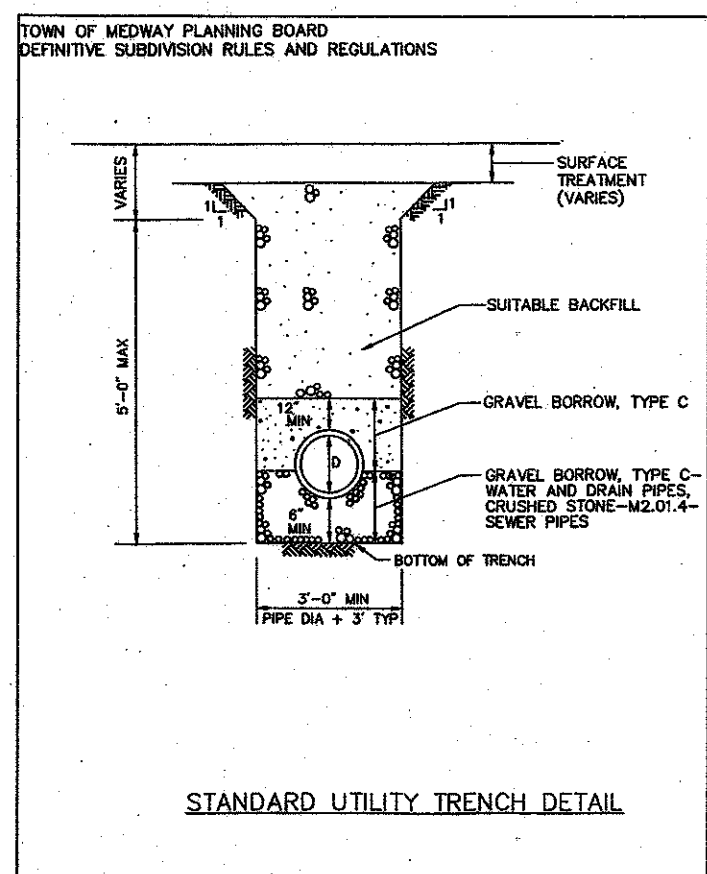
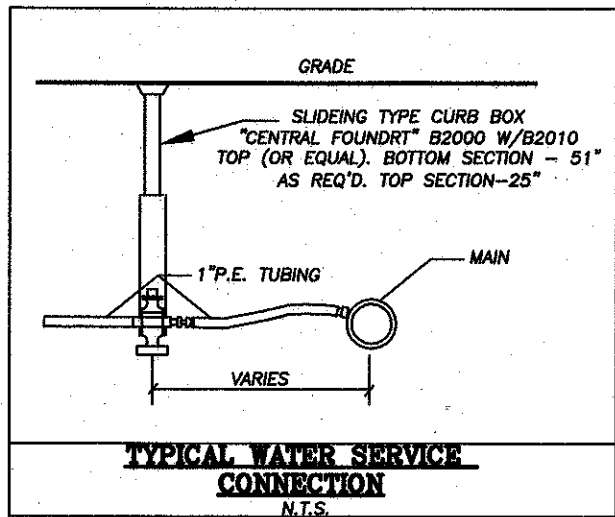
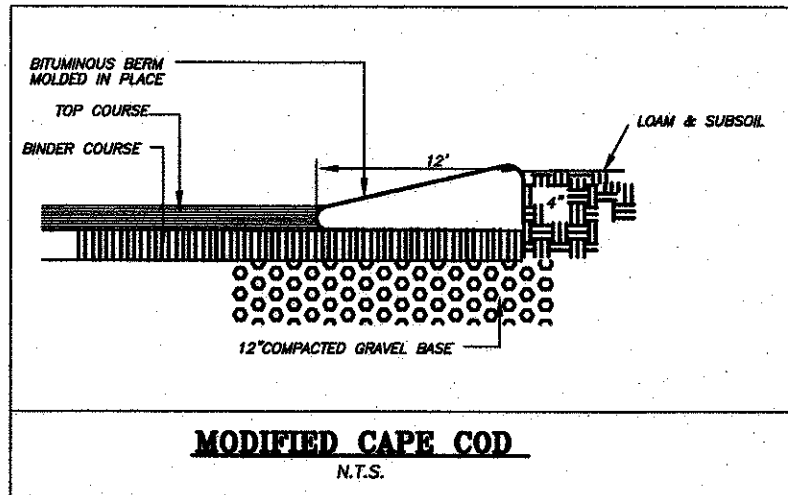
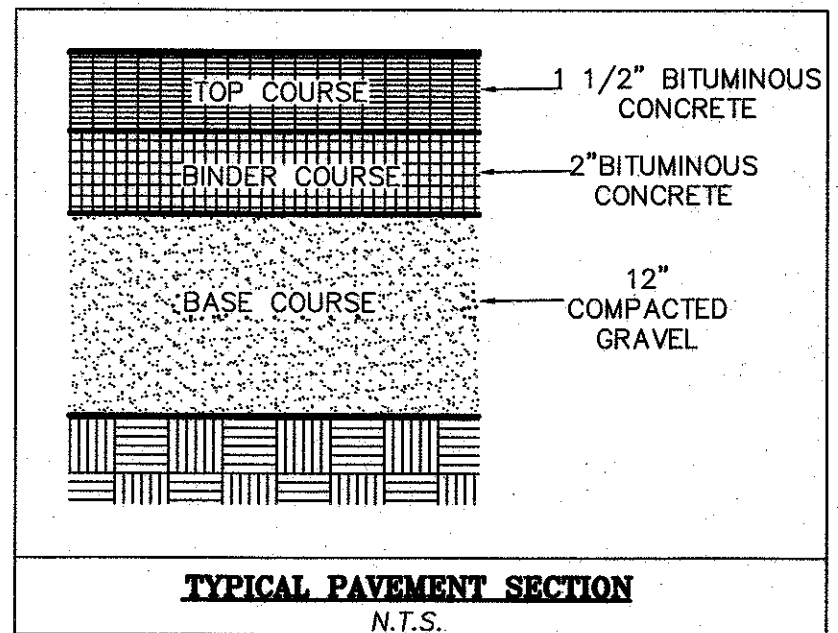
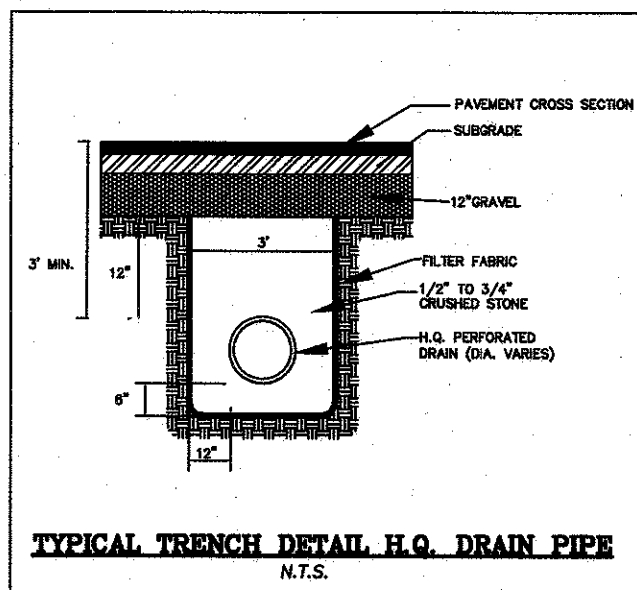
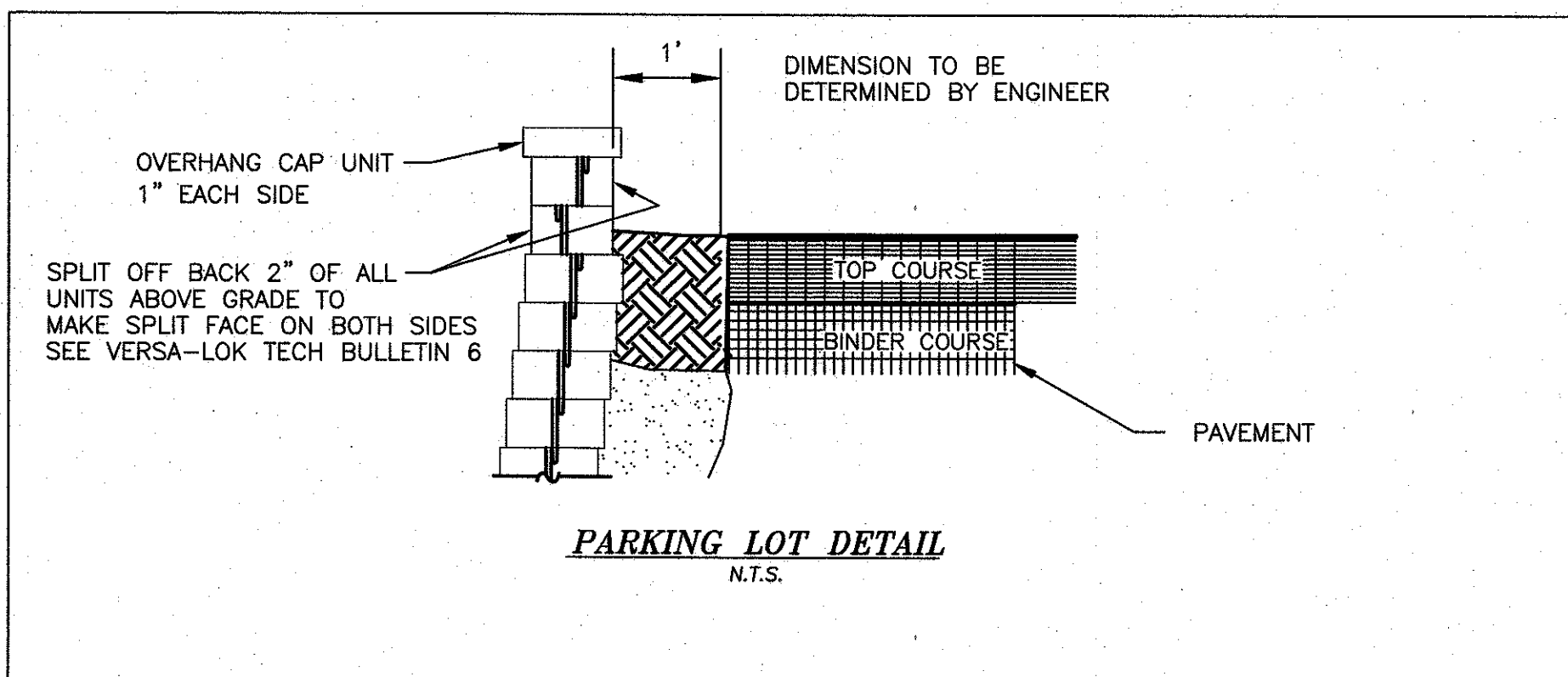
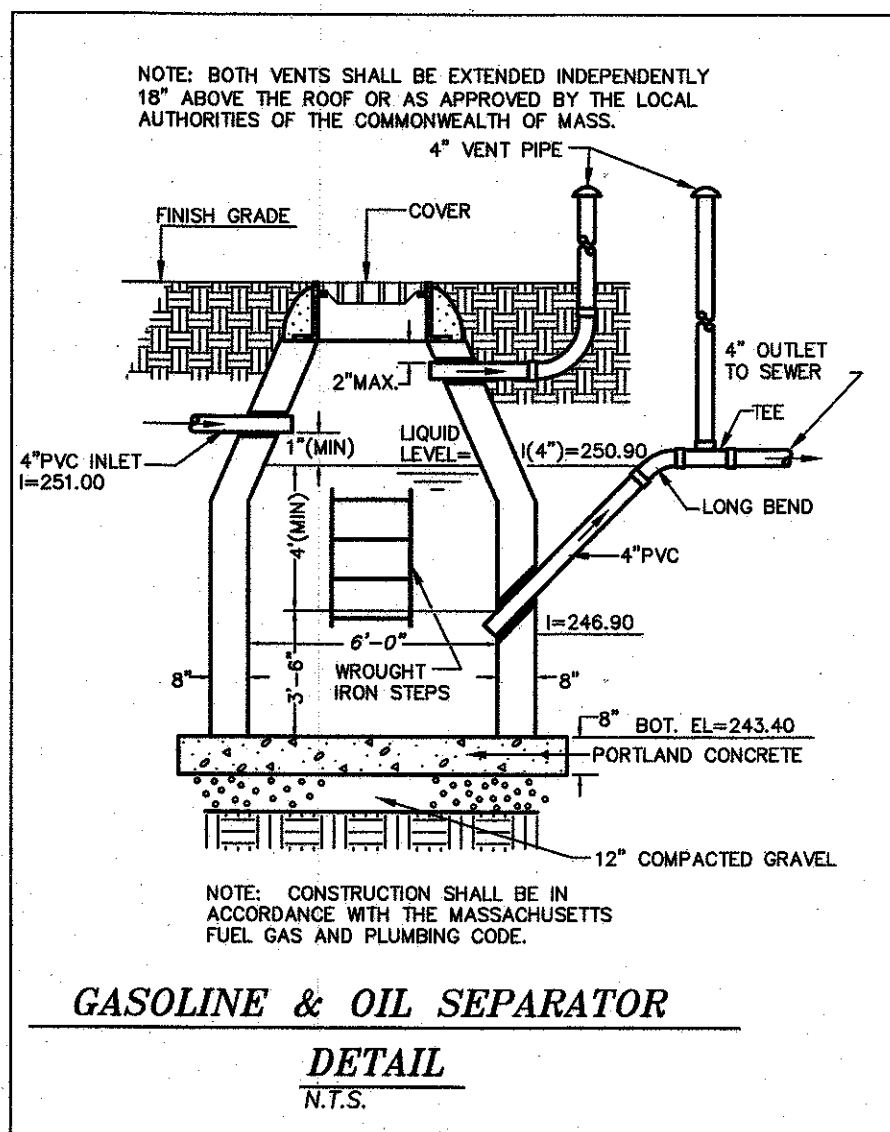
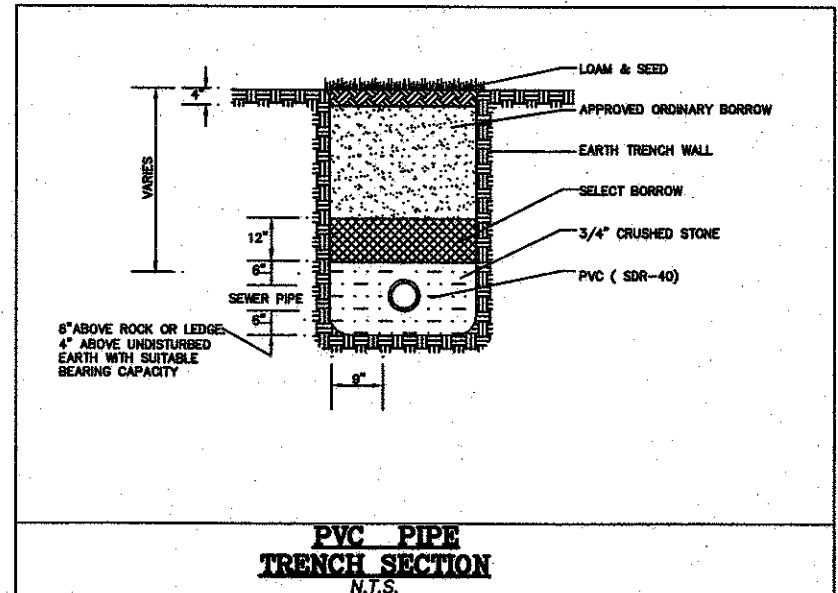
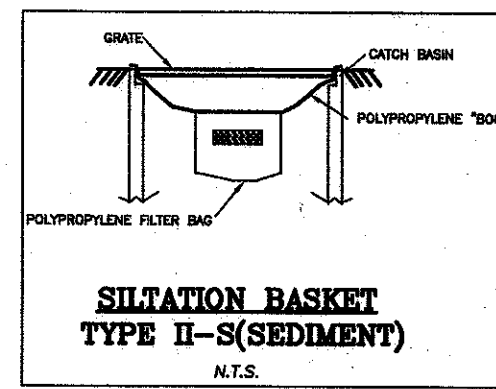
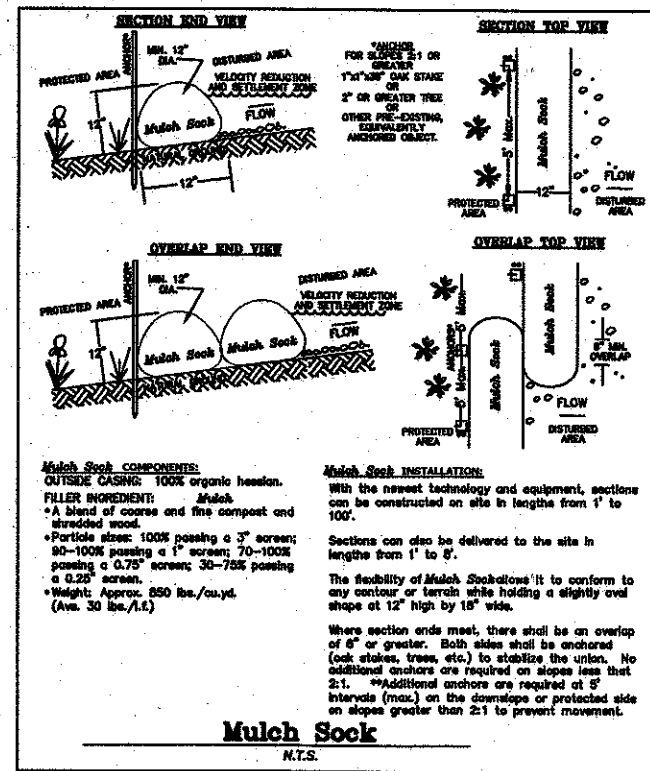
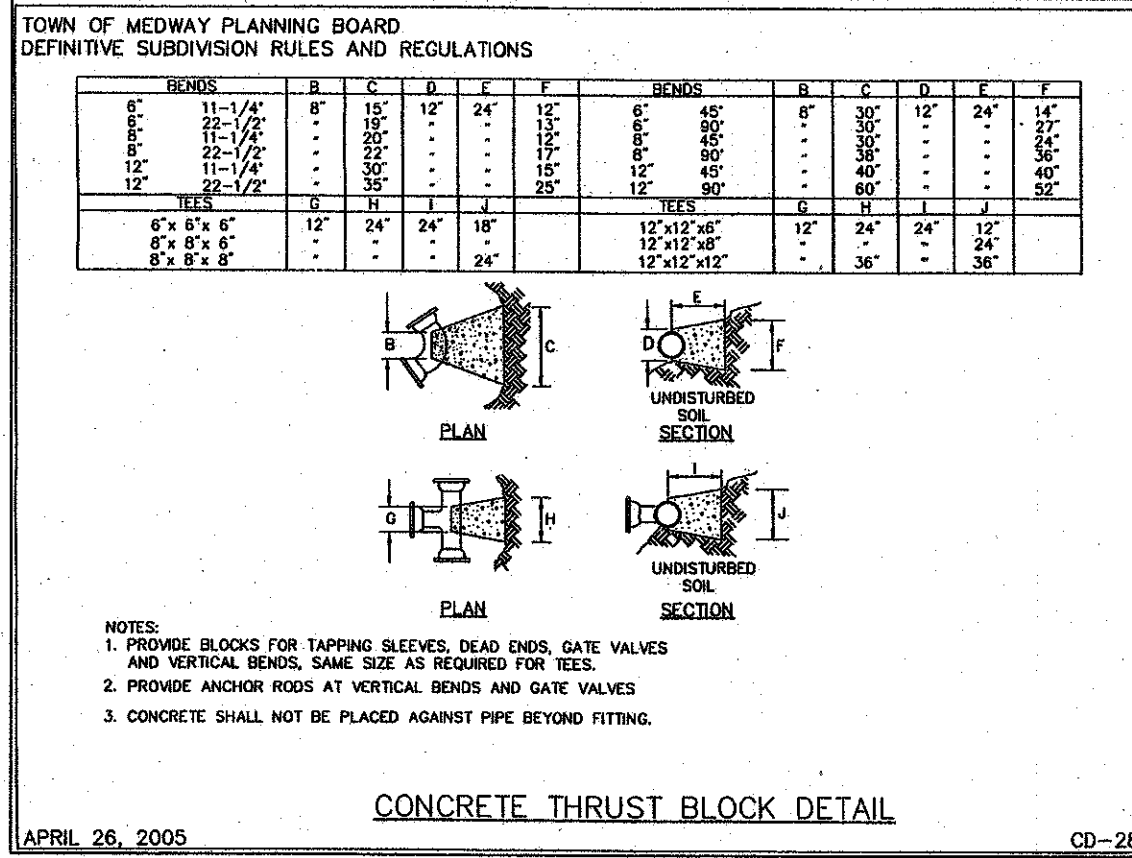
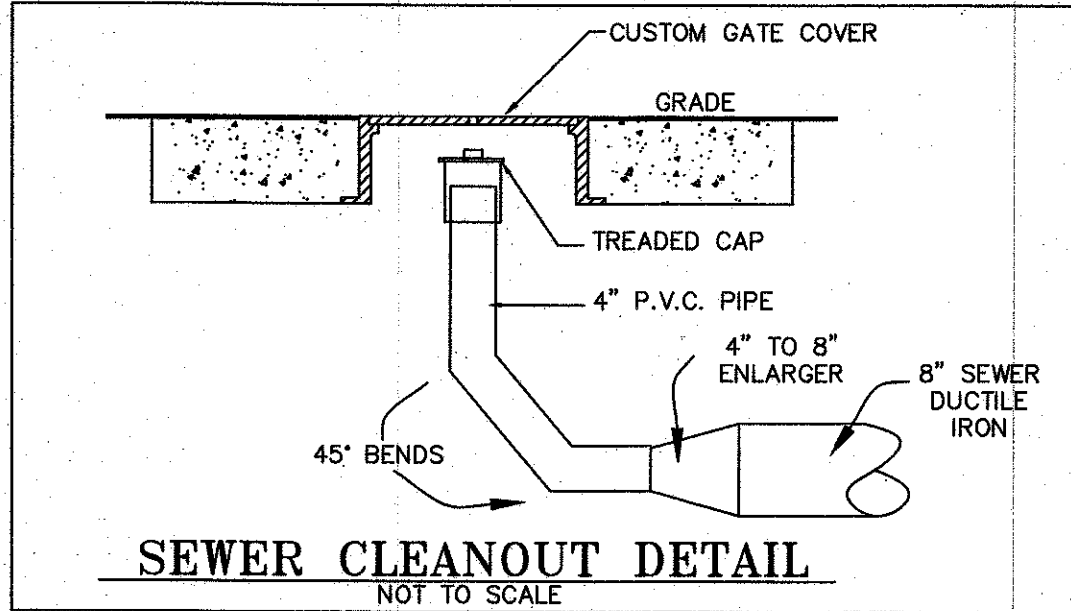
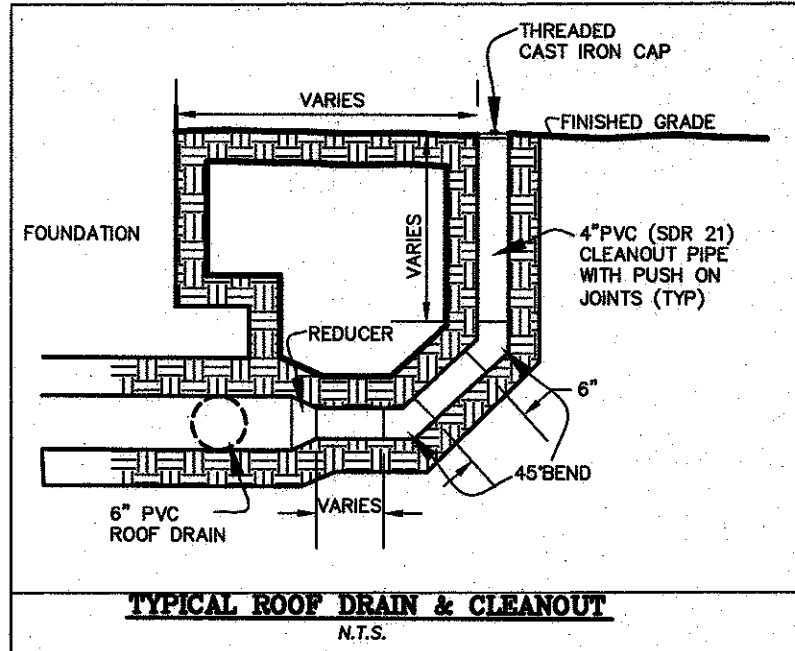
ZONE  
INDUSTRIAL III  
FRONT YARD - 30' MIN  
SIDE YARD - 20' MIN  
REAR YARD - 30' MIN  
AREA = 40,000 S.F. MIN

"WARNING"

EXISTING UTILITY LINES INDICATED OR NOTED ON THESE DRAWINGS ARE SHOWN AS OBTAINED FROM EXISTING INFORMATION AND ARE ONLY APPROXIMATE IN LOCATION. THE CONTRACTOR SHALL TAKE CAUTION IN THESE AREAS TO AVOID DAMAGE TO EXISTING UTILITY LINES AND/OR HARM TO PERSONNEL ENGAGED IN WORKING IN THESE AREAS. CALL "DIG SAFE" 1-888-DIG-SAFE.

EXISTING LINES OTHER THAN THOSE INDICATED ON THESE DRAWINGS MAY BE ON THE SITE. THE CONTRACTOR IS WARNED TO PROCEED WITH CAUTION WITH ALL WORK, ESPECIALLY EXCAVATION WORK. HE IS TO MAKE ALL POSSIBLE INVESTIGATIONS AS TO POSSIBLE UNMARKED UTILITY LINES.





**NOTES**

- THIS PLAN REFERS TO THE MEDWAY ASSESSORS ATLAS SHEET 34 LOT 3-41.
- ALL UTILITIES, STRUCTURES AND SITE FEATURES SHOWN ARE PROPOSED UNLESS NOTED OR OTHERWISE INDICATED AS EXISTING.
- ELEVATIONS REFER TO NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
- TRAFFIC GENERATION IS 600 VEHICLES PER DAY.
- SEWAGE FLOW:  
75 GPD/1,000 S.F. OFFICE SPACE=2.4\*75=180 GPD  
125 GPD/SERVICE BAY=4\*125 = 500 GPD  
(GPD=GALLONS PER DAY) TOTAL=680 GPD
- TOPOGRAPHIC INFORMATION COLLECTED ON THE GROUND BY GUERRIERE AND HALNON, INC.
- FIRE LANES SHALL BE BUILT TO ACCOMMODATE 20 TON FIRE APPARATUS DURING CONSTRUCTION.
- FIRE LANES TO BE POSTED AND APPROVED BY THE MEDWAY FIRE AND POLICE DEPARTMENTS.
- EXTERIOR LIGHTS SHALL BE 200 WATT METAL HALIDE BULBS AND SHALL BE ORIENTED SO AS NOT TO GLARE ONTO ADJOINING PROPERTIES.
- SILTATION BARRIERS AND DEVICES TO BE IN PRIOR TO ALL CONSTRUCTION.
- NO EQUIPMENT SHALL BE STORED IN THE FIRE LANES. ALL FIRE LANES SHALL BE KEPT CLEAR AND PASSABLE AT ALL TIMES.
- NO COMBUSTIBLES CONSTRUCTION SHALL BE ALLOWED UNTIL ALL HYDRANTS ARE INSTALLED TO GRADE, TESTED AND IN SERVICE.
- ALL LOADING AREAS SHALL BE DESIGNED AND CONSTRUCTED SO THAT VEHICLES LOADING OR UNLOADING DO NOT OBSTRUCT THE FIRE LANE.
- ALL CURBING TO BE BITUMINOUS CONCRETE BERM UNLESS OTHERWISE NOTED.
- ALL DUMPSTERS TO BE ON CONCRETE PADS AND TO BE PROPERLY SCREENED.
- KNOX BOXES TO BE REQUIRED ON ALL BUILDINGS.
- ALL DRAINAGE PIPE TO BE SMOOTH BORE CORRUGATED POLYETHYLENE SIMILAR TO HQ PIPE AND FITTINGS AS MANUFACTURED BY HANCOR FUNDLAY, OHIO, OR EQUIVALENT UNLESS OTHERWISE NOTED.
- ALL SEWER PIPE TO BE SDR 35 POLYVINYL CHLORIDE (PVC), UNLESS NOTED.
- ALL WATER PIPE TO BE 8" DUCTILE IRON(CLDI)CLASS 52 UNLESS NOTED.
- DOMESTIC WATER SERVICE TO BE 2" COPPER TYPE K.
- ALL MATERIAL AND INSTALLATION SHALL FALLOW MEDWAY WATER SPECIFICATIONS.
- GAS LINE SPECIFICATIONS BY UTILITY PROVIDER.
- PROPOSED FREE STANDING SIGNS TO COMPLY WITH THE TOWN OF MEDWAY ZONING BYLAW SECTION.
- ALL ENTRANCES TO BE HANDICAPPED ACCESSIBLE.
- ALL WATER LINE TO BE INSTALLED MINIMUM OF 4.5' BELOW EXISTING ROAD GRADE.

**OWNER / APPLICANT**

EAST HILL ASSOCIATES LLC  
49 ALDER STREET  
MEDWAY, MA 02053

**49 ALDER STREET**

**"DETAIL SHEET" PLAN OF LAND IN MEDWAY, MA**

SCALE: NOT TO SCALE  
DATE: APRIL 29, 2014

**Guerriere & Halnon, Inc.**  
Engineering & Land Surveying  
333 WEST STREET, MILFORD, MASS. 01757  
(508) 473-6630 FAX: (508) 473-8243

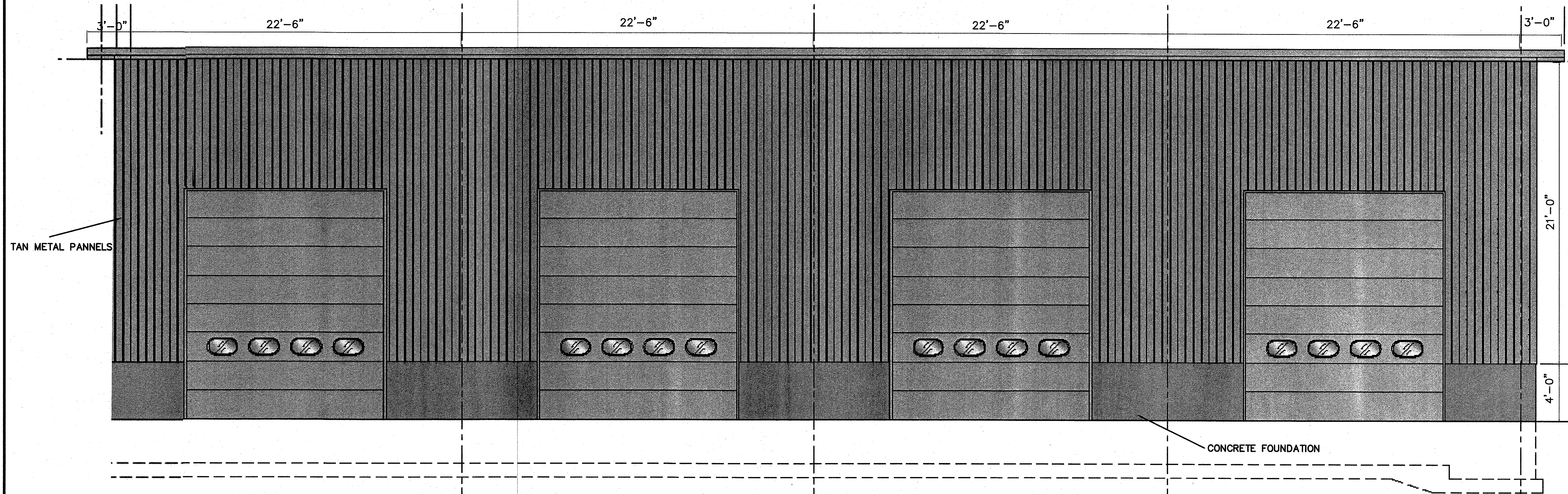
REV.	DATE	DESCRIPTION	INIT
2	7-14-14	REVISED PER DECISION..	PML
1	5-28-14	REVISED PER COMMENTS.	PML



MEDWAY PLANNING AND ECONOMIC  
DEVELOPMENT BOARD APPROVAL

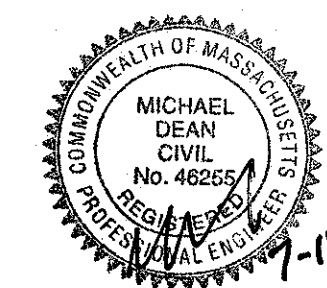
DATE: 7-22-2014

SIGNATURE DATE: 7-22-2014  
BEING A MAJORITY




LAWRENCE WASTE SERVICES  
ALDER STREET  
MEDWAY, MA

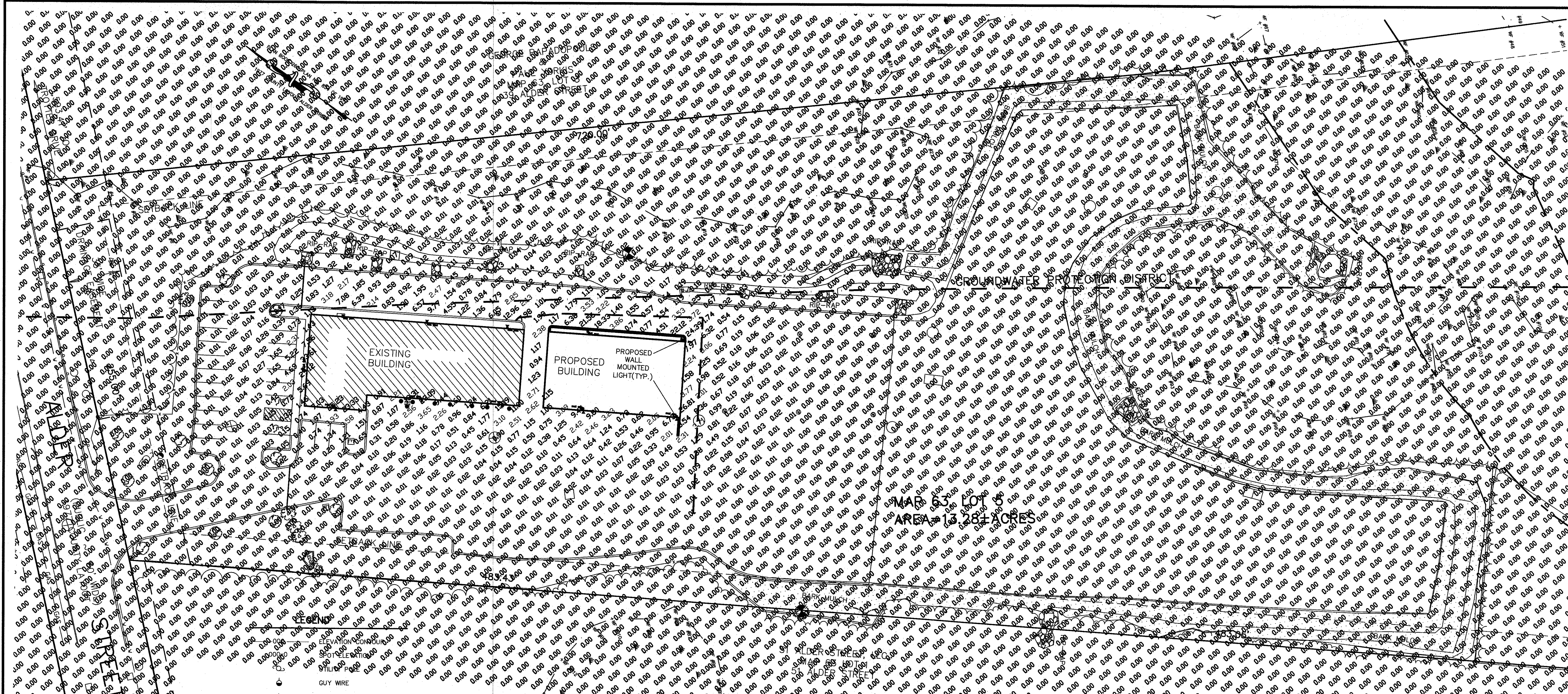
**GROUP 7**  
DESIGN  
Architecture • Interiors • Construction Management  
124 Grove Street, Suite 201 Franklin, MA 01906  
Tel: (508) 688-2000 Fax: (508) 688-2001



REV.	DATE	DESCRIPTION	INIT
2	7-14-14	REVISED PER DECISION.	PML
1	5-16-14	REVISED PER COMMENTS.	PML

OWNER / APPLICANT
EAST HILL ASSOCIATES LLC 49 ALDER STREET MEDWAY, MA 02053
49 ALDER STREET
"BUILDING ELEVATIONS" PLAN OF LAND IN MEDWAY, MA
SCALE: NOT TO SCALE DATE: APRIL 29, 2014
 <b>Guerriere &amp; Halnon, Inc.</b> Engineering & Land Surveying 333 WEST STREET, MILFORD, MASS. 01757 (508) 473-6630 FAX: (508) 473-8243





**ZONE INDUSTRIAL III**

FRONT YARD - 30' MIN  
SIDE YARD - 20' MIN  
REAR YARD - 30' MIN  
AREA = 40,000 S.F. MIN

**"WARNING"**

EXISTING UTILITY LINES INDICATED OR NOTED ON THESE DRAWINGS ARE SHOWN AS OBTAINED FROM EXISTING INFORMATION AND ARE ONLY APPROXIMATE IN LOCATION. THE CONTRACTOR SHALL TAKE CAUTION IN THESE AREAS TO AVOID DAMAGE TO EXISTING UTILITY LINES AND/OR HARM TO PERSONNEL ENGAGED IN WORKING IN THESE AREAS. CALL "DIG SAFE" 1-888-DIG-SAFE.

EXISTING LINES OTHER THAN THOSE INDICATED ON THESE DRAWINGS MAY BE ON THE SITE. THE CONTRACTOR IS WARNED TO PROCEED WITH CAUTION WITH ALL WORK, ESPECIALLY EXCAVATION WORK, HE IS TO MAKE ALL POSSIBLE INVESTIGATIONS AS TO POSSIBLE UNMARKED UTILITY LINES.

**LEGEND**

— ND — NO DISTURB LINE  
— WET — EDGE OF WETLANDS  
— — — EXISTING TREELINE  
— 256 — EXISTING CONTOUR  
— — — PROPOSED CONTOUR  
— OH — OVERHEAD WIRE  
— D — DRAIN LINE  
— S — SEWER LINE  
— W — WATER LINE  
— UE — UNDERGROUND ELECTRIC  
— RD — ROOF DRAIN  
— \* — PROPOSED MULCH SOCK  
— B — 100' BUFFER ZONE  
— ⊗ — EXISTING SEWER MANHOLE  
— ⊙ — EXISTING DRAIN MANHOLE  
— □ — EXISTING CATCH BASIN  
— ⊕ — EXISTING UTILITY POLE  
— ⊗ — PROPOSED DRAINAGE MANHOLE  
— ⊕ — PROPOSED UTILITY POLE  
— ⊗ — PROPOSED CATCH BASIN  
— — — WETLANDS  
— — — HANDICAP SPACE  
— — — TRAFFIC FLOW  
— — — PROPOSED BUILDINGS  
— — — MOUNTED LIGHT

**NOTES**

1) THIS PLAN REFERS TO THE TOWN OF MEDWAY ASSESSORS ATLAS SHEET 3 LOT 41#.

2) SEE DEED BOOK 4666 PAGE 13 RECORDED WITH NORFOLK DISTRICT REGISTRY OF DEEDS.

3) SEE THE FOLLOWING PLANS RECORDED WITH NORFOLK DISTRICT REGISTRY OF DEEDS:  
1977 ALDER STREET LAYOUT PB 263 NO 834  
1999 ALDER STREET EASEMENT PB464 NO 180  
LAND COURT 32712A NOV 15, 1963  
PB 5312 NO 127 PG 454 OF 1977  
PB 3985 NO 575 PG 488 OF 1962

4) ZONING CLASSIFICATION IS INDUSTRIAL III.

**LIGHTING NOTES**

THIS PHOTOMETRIC PLAN IS BASED SOLELY UPON PROPRIETARY INFORMATION SUPPLIED BY THE LUMINAIRE MANUFACTURER AND CLIENT RECOMMENDATION.

LUMINAIRE LOCATIONS, LIGHTING PATTERNS, AND ILLUMINATION LEVELS WERE PREPARED UTILIZING INFORMATION SUPPLIED BY THE LUMINAIRE MANUFACTURER AND THE SOFTWARE PACKAGE SIMPLY OUTDOOR. IT'S VALUES SHOULD BE CONSIDERED APPROXIMATE IN NATURE AND SHALL BE VERIFIED BY THE LUMINAIRE MANUFACTURER PRIOR TO INSTALLATION.

ACTUAL PERFORMANCE OF LIGHTING PATTERNS AND/OR ILLUMINATION VALUES MAY VARY DUE TO VARIATIONS IN LIGHT HEIGHT, ELECTRICAL VOLTAGE, LAMP WATTAGE, AND OTHER VARIABLE FIELD CONDITIONS, OR USING A LUMINAIRE OTHER THAN SPECIFICALLY NOTED HEREON.

GUERRIERE & HALNON, INC. ASSUMES NO RESPONSIBILITY FOR ANY SAFETY AND/OR SECURITY RISKS DUE TO INADEQUATE LIGHT LEVELS WHICH MAY OCCUR AFTER INSTALLATION.

**LITHONIA LIGHTING**

70 WATT BULB

11 3/4"

18 1/2"

WALL MOUNTING  
MODEL NO. WFL2

**TYPICAL LIGHTING  
MOUNTED ON BUILDING**

**OWNER / APPLICANT**

EAST HILL ASSOCIATES LLC  
49 ALDER STREET  
MEDWAY, MA 02053

**49 ALDER STREET**

**"LIGHTING" PLAN OF LAND  
IN  
MEDWAY, MA**

SCALE: 1"=30'  
DATE: APRIL 29, 2014

**Guerriere & Halnon, Inc.**

Engineering & Land Surveying  
333 WEST STREET, MILFORD, MASS. 01757  
(508) 473-6630 FAX: (508) 473-8243

**SIGNATURE DATE: 7-22-2014**

BEING A MAJORITY

**SHEET 6 OF 6**



### **7.1.3 Outdoor Storage**

- A. Purposes – The purposes of this sub-section 7.1.3 are to protect the health, safety, and welfare of the Town’s residents, to provide for the appropriate location and design of outdoor storage areas in certain business and industrial zoning districts, to ensure that outdoor storage areas are suitably screened from view for residential abutters and the travelling public, and to establish limitations to mitigate any adverse impacts that outdoor storage may have on adjacent properties and rights-of-way.
- B. Applicability
  - 1. Outdoor storage is allowed as an accessory use for business uses in the Business-Industrial and Energy Resource districts and for industrial uses in the Business-Industrial, Energy Resource, East Industrial, and West Industrial zoning districts, subject to the regulations herein.
  - 2. Outdoor storage and bulk storage are not permitted as a principal use anywhere in the Town of Medway.
  - 3. These regulations do not apply to temporary outdoor storage of construction materials at construction sites with an active building or development permit issued by an agency of the Town of Medway, construction trailers, and dumpsters as defined in the Zoning Bylaw.
- C. Requirements
  - 1. Outdoor storage is allowed as an accessory use only when located on the same lot as and accessory to a principal use which includes a building from which the principal use conducts its business.
  - 2. The ground area devoted to outdoor storage shall not exceed 30% of the lot area. Any outdoor storage area or combination of areas which when combined exceeds 30% of the site requires a special permit from the Zoning Board of Appeals.
  - 3. Outdoor storage areas on commercial or industrial properties which abut residentially used properties shall be fully screened from the abutting residential properties with fencing and/or densely planted landscaping or buffer area at least six feet high. Higher screening may be required if what is stored is greater than six feet in height.
  - 4. Outdoor storage areas on commercial or industrial properties which are visible from a public or private way or from publicly accessible areas shall include fencing (or walls) and/or densely planted landscaping or a buffer area at least six feet high. Higher screening may be required if what is stored is greater than six feet in height.
  - 5. The accumulated height of the contents of an outdoor storage area shall not exceed 12’ feet. Anything higher than 12’ requires a special permit from the Zoning Board of Appeals. However, in no case shall the height of outdoor storage exceed the maximum allowed building height for the particular zoning district.

6. Outdoor storage areas shall not be permitted within any drive aisles, fire lanes, parking spaces, zoning setback areas, floodways, resource areas under the jurisdiction of the Medway Conservation Commission, or on steep slopes of 15% or greater.
  7. Outdoor storage areas shall be comprised only of items that are produced or used by a business operating in a building on the premises.
  8. Outdoor storage areas on property located within the Groundwater Protection District are also subject to the provisions of Section 5.6.3 herein.
- D. Temporary Use of Cargo Storage Containers and Membrane Structures are allowed as follows:
1. During construction of a building for a period of one hundred and eighty days or less.
  2. For any other purpose so long as the temporary cargo storage container or membrane structure remains on site for no longer than one hundred eighty days per year, fits on the driveway or hard surface, does not protrude into the right-of-way, is not positioned within the zoning setback area, and does not impede sight distance.
  3. Any use of a cargo storage container or membrane structure as temporary outdoor storage for a period longer than one hundred eighty days requires a special permit from the Zoning Board of Appeals.
- E. Outdoor Storage Requirements for Vehicle Sales
1. All vehicles shall be parked on asphalt or concrete or enclosed within a building. They may not be parked on gravel, grass or any other pervious surfaces.
  2. All parked vehicles, vehicle parking services, and vehicle displays shall meet the zoning district's setback requirements.
  3. All parked vehicles shall not be parked in the right-of-way nor block or impede site access, sidewalks or driving aisles.

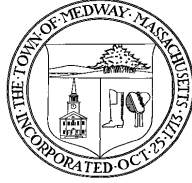
*(This sub-section added 11-18-19)*

## **APPLICABLE DEFINITIONS**

**Outdoor Storage:** The outside storage or display, as an accessory use, of materials, supplies, goods or manufactured products, equipment, machinery, vehicles, and pallets, produced or used by the principal use of the property, for more than a twenty-four hour period. Also includes cargo storage containers and membrane structures which are located on the premises.

*(Added 11-14-16 and amended 11-18-19)*

**Contractor's Yard:** The premises of a building, construction, plumbing, wiring, landscaping, excavating, or other similar contracting or sub-contracting business, where any of the following purposes may be conducted for the contractor's business: indoor or outdoor storage of equipment, supplies and materials; the fabrication of sub-assemblies; servicing of equipment; the parking of wheeled equipment; the parking of two or more motorized vehicles with six wheels or more; the parking of one or more "commercial motor vehicles" as defined by the Massachusetts Registry of Motor Vehicles in 540 CMR 4.02; wholesale or retail sales; or showrooms of finished and unfinished products or materials.



**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**Millstone – Request for Release of**  
**Performance Security**

- Email note dated 11-17-20 from developer Steve Venincasa requesting that the Board release the Millstone performance security.
- Tetra Tech inspection report and punch list dated 11-20-20. This report has been provided to Mr. Venincasa and others on the Millstone development team.

No action from the PEDB is needed at this time. This is really just a status report. There is still work to be completed and the as-built plan has not yet been provided. Conservation Agent Bridget Graziano plans to do a site inspection on Monday to review the status of the trails.

NOTE - You have previously authorized 4 bond reductions for this project.

NOTE – The amount of performance security remaining in the Tri-Partite Agreement with Cornerstone Bank is \$116,674.



## Susan Affleck-Childs

---

**From:** Susan Affleck-Childs  
**Sent:** Tuesday, November 17, 2020 10:39 AM  
**To:** Steven Venincasa  
**Cc:** Brian Clarke; Leo DaSilva; Julie Venincasa  
**Subject:** RE: Millstone Village

Thank you for your note.

I will notify Tetra Tech to conduct a thorough site visit to prepare a punch list for the Board's review.

Also, you need to supply an as-built plan.

Best regards,

Susy

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

-----Original Message-----

From: Steven Venincasa [mailto:sv@casarealty-builders.com]  
Sent: Tuesday, November 17, 2020 9:20 AM  
To: Susan Affleck-Childs <sachilds@townofmedway.org>  
Cc: Brian Clarke <brian-clarke@live.com>; Leo DaSilva <leo@motaconstructioncorp.com>; Julie Venincasa <julie@elitebuildersllc.com>  
Subject: Millstone Village

I am writing this email to formally request the release of the tri parti in place that was put in place to cover the roadway and common areas completion.

Sent from my iPad


---

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

---

**Cc:** Andy Rodenhiser – Medway PEDB Chair  
Bridget Graziano – Medway Conservation Agent  
Brian Clarke – Applicant Representative

---

**From:** Steven M. Bouley, P.E.   
Bradley M. Picard, E.I.T.

---

**Date:** April 7, 2020  
(revised November 20, 2020)

---

**Subject:** Millstone Village Punch List

---

On March 2, 2020 at the request of the Medway Planning and Economic Development Board (PEDB), Tetra Tech (TT) conducted a punch list inspection of the Millstone Village ARCPUD project in Medway, MA. Also present at the inspection were PEDB Chair Andy Rodenhiser, Medway Conservation Agent Bridget Graziano and Applicant Representative Brian Clarke. The site was inspected, and a punch list and bond estimate generated of 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 (Plans) set titled "Adult Retirement Community, Planned Unit Development, 'Millstone Village', Medway, Massachusetts", dated October 15, 2013, revised July 22, 2014, prepared by GLM Engineering Consultants, Inc. (GLM).
- A Special Permit Decision titled "Special Permit Decision, Millstone Village Adult Retirement Community Planned Unit Development (ARCPUD)" dated June 24, 2014.

TT 11/17/20 Update: TT visited the site on multiple occasions to update the Punch List. In addition to the items listed below, TT inspected the as-built landscaping against the approved plans and determined it is in substantial compliance. Additionally, the Developer installed plantings beyond what was required by the Plans. Items ~~stricken~~ have been completed to date. Items shown in black remain outstanding and/or have been updated.

### Missing Items

- ~~1. Install bituminous top course on Steppingstone Drive.~~
- ~~2. Install landscaping in center island at Steppingstone Drive.~~
- ~~3. Complete installation of proposed nature trail and appurtenant walls, garden, and landscaping on the western side of the Site.~~
4. Install overflow devices on all roof leaders that discharge to subsurface infiltration systems. **TT Update: Overflow devices remain missing at several units throughout the site.**
- ~~5. Water service box for 12 Ridgestone Dr. shall be set to grade.~~
6. Install trail and trail parking signage. (Conservation) **TT Update: Conservation agent will provide final inspection and correspondence related to this item.**

### Deficiencies

- ~~7. Repair and stabilize forebay embankments at at-grade Detention Basin #1P.~~
- ~~8. Inspection ports for Leaching Area #4P shall be set to grade.~~
- ~~9. Replace structure located at the western end of Riverstone Drive with a leaching catch basin designed to accommodate the paved area discharging to it and the rooftop connection. This structure was not included on the Approved Plans and residents report this structure flooding during storm events.~~
- ~~10. Clean all rip-rap at drain outfall locations.~~

11. Clean drainage system. **TT Update: Catch basins throughout the site were inspected by TT, minimal sediment accumulation present in structures. However, contractor to provide cleaning invoice to confirm date of last cleaning. Additionally, the engineer of record shall inspect all drainage structures on-site (catch basins, water quality units, manholes, etc.) to confirm if they are clean as dumped crushed stone was found in structure adjacent to Basin 4P which has since been removed from the structure.**
- ~~12. Stabilize exposed soils under rear decks and around foundations to prevent erosion. We expect these areas will require crushed stone or shade tolerant groundcover since these areas are mainly located on the northern and northwestern portions of the site.~~
13. All site signage shall be placed at proper heights according to MUTCD Standards. **TT Update: Street sign for Steppingstone Drive was temporarily removed to accommodate space for test pitting at Leaching Area #4P. Contractor to reset sign at its original location per appropriate standards.**
14. Electrical box at STA 1+50 Cobblestone Drive and appurtenant piping to the utility pole at the intersection of Cobblestone Drive and Winthrop Street is not used. Confirm with electric company if box and piping is to remain.
- ~~15. Remove and replace damaged section of bituminous berm at approximate STA 8+00 LT Millstone Drive.~~
- ~~16. Fill crack in pavement at approximate STA 7+50 Millstone Drive.~~
- ~~17. Point all vertical granite curb within Site.~~
- ~~18. Remove pile of concrete at rear of 21 Millstone Drive.~~
19. Clean and video sewer system at direction of Medway DPW.
20. Erosion Controls shall be removed upon final stabilization of the site and appropriate approvals received from Medway Conservation Commission. (Conservation) **TT Update: Conservation has informed TT and the Applicant to have the contractor remove silt fence barriers and snow fencing at the western portion of the site adjacent to the common area/gazebo. Compost filter socks shall be cut open, compost to be spread out, then covered with leaf litter. Contractor/Applicant to contact Medway Conservation for inspection upon completion.**
- ~~21. Perform trail maintenance as downed trees were observed crossing the trail. (Conservation)~~
- ~~22. Repair/replace stone bound wetland marker located behind 17/19 Millstone Drive. (Conservation)~~

#### **Administrative**

23. Provide documentation from the engineer of record that all infiltration basins have been installed according to the approved design and whether they are functioning properly.
24. Provide documentation regarding landscape contractor responsible for mowing of the field trails adjacent to the Project site.
25. Provide final as-built plans of the Project.

#### **Additional Items 11/17/2020**

26. Additional loam to be placed in the side yard between 3 and 5 Steppingstone Drive, this area ponds during rain events. Loam and seed shall be installed and properly protected from erosion to prevent ponding and ensure positive drainage to the roadway.

#### **Regulatory Administrative Items (other Boards/Commissions)**

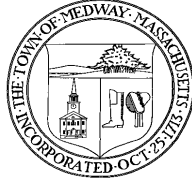
These items are included as a means for maintaining an active list for the Town administration of the project and are not necessarily tied to final acceptance of the Project by the Medway Planning and Economic Development Board.

27. Provide bi-weekly reports related to required NPDES SWPPP inspections throughout the construction term for the Project. The Project team has not received reports in approximately one-year with site disturbance activity occurring within that time period. (Conservation)
28. Pay outstanding fine (21D Ticket) for non-compliance with Order of Conditions. (Conservation)
29. Order of Conditions has expired, coordinate with Medway Conservation Commission for continued work within their jurisdiction. Additionally, the Applicant shall request Certificate of Compliance once relevant work is completed. (Conservation)

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\143-21583-14018 (MILLSTONE VILLAGE CONST SERV)\CONSTRUCTION\PUNCH LIST\MEMO\_MILLSTONE PUNCH LIST\_2020-11-20.DOC





**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**Discussion on Possible Zoning and**  
**Other Articles for Spring 2021 Town**  
**Meeting**

- List prepared by Barbara Saint Andre, Susy Affleck-Childs and Jack Mee

Please review this list and be prepared to discuss these and any other articles you feel we should be working on.

The list doesn't include anything yet for street acceptance; we should probably plan to include the Red Gate streets.

## ZBL amendment Ideas for May 2021 ATM 11/19/2020

Xxxxx – Higher Priority Zoning

Yyyyy – Lower Priority Zoning

Zzzzz – Non-Zoning

**Central Business District:** Enact comprehensive amendments resulting from current review.

**Administrative Site plan review:** Consider exempting municipal uses from administrative site plan review and revise list of items that require Administrative site plan review.

**Section 8.2, AFDU:** Consider citizen request: delete section allowing AFDU in a separate structure. Note: definition of AFDU in Section 2 does not include a separate structure and needs refinement to allow for non-family members. Also, revisit maximum size of AFDU at 800 square feet.

**Solar arrays:** Prepare reasonable regulations in light of chapter 40A, §3 exemption.

**Flood Plain:** Amend FP by-law to comply with recent regulatory requirements.

**Energy Resources:** Rezone some AR-II parcels to ER for potential battery storage use and also AR-II parcels that are being used for energy resource uses

**Nonconforming Structures, Section 5.5:** Amend to allow nonconforming structures accessory to a residential use to be altered, enlarged or reconstructed provided it is not substantially more detrimental to the neighborhood (with perhaps some size limits?). Allow by special permit vs. variance requirement.

**Environmental Standards:** Figure out how to handle recently identified issues and revise accordingly

**Cottage Zoning:** Draft from MAPC is ready for review and refinement

**Massing Regulations for Rebuilding After Tear Downs -** Amend Section 6.1, Table 2 by deleting the percentages in the row entitled “Maximum Lot Coverage” for the AR-1, AR-2, and VR Zoning Districts, and replace them with the following: “See section 6.4”, and by adding the following new section 6.4: [massing limits for tear down and rebuilds]

Primary Structures - no primary structure shall exceed a footprint of:

- a. On lawfully pre-existing lots of less than 10,000 sf - 15% of lot size, not to exceed 1,250 sf.
- b. On lawfully pre-existing lots of between 10,001 and 20,000 sf– 12.5% of lot size, not to exceed 2,000 sf.
- c. On lawfully pre-existing lots of between 20,001 and 39,999 sf - 10% of lot size, not to exceed 2,500 sf.
- d. On all other lots, 6.25% of the lot area, not to exceed 3,500 sf for a two-story building and 4,500 square feet for a one and one-half story building.

Accessory Structures - no accessory structure shall exceed 30% of the footprint of the primary structure, except that:

- a. On lawfully pre-existing lots of less than 10,000 sf – the total area of the primary and all accessory structures shall not exceed 15% of lot size.

- b. On lawfully pre-existing lots of between 10,001 and 20,000 sf – the total area of the primary and all accessory structures shall not exceed 15% of lot size.
- c. On lawfully pre-existing lots of between 20,001 and 39,999 sf - the total area of the primary and all accessory structures shall not exceed 10% of lot size.
- d. On all other lots, the total area of the primary and all accessory structures shall not exceed 10% of lot size.
- e. Where a principal structure is less than 2,000 sf, one accessory structure not to exceed 600 sf is allowed if the property can continue to conform with the lot coverages set forth in this section.

Maximum Total Site Coverage - the maximum total site coverage shall not exceed:

- a. On lawfully pre-existing lots of less than 10,000 sf - 20% of lot size.
- b. On lawfully pre-existing lots of between 10,001 and 20,000 sf - 17.5% of lot size.
- c. On lawfully pre-existing lots of between 20,001 and 39,999 sf - 15% of lot size.
- d. On all other lots, 12.5% of lot size.

Maximum total site coverage shall be calculated by adding the square footage of the footprint of all structures; decks; parking; driveways (including gravel, dirt or seashell); pavement, including street access drives and walks; and in-ground pools, patios and “hardscape” including retaining walls and landscaping walls, and dividing the total square feet thereby obtained by the total lot area in square feet.

**Common Driveways:** Allow or not? Under what circumstances? By right or special permit? We already have a definition. If allowed, what regulations are appropriate?

### **Housekeeping: Definitions**

**Dwelling:** A building or portion thereof designed exclusively for residential occupancy, including single family, two family, and multiple-family dwellings, but not including hotels, motels, boarding houses, trailers, or structures solely for transient or overnight occupancy.

**Frontage and Lot Frontage** – Do need both terms? Is there a difference between frontage and lot frontage? Establish consistency between definitions and Section 6.2.E

**Drive-through Facility:** A place of business, or that portion thereof, which serves customers who remain in motor vehicles, that provides goods or services to the exterior of the building by means of a service window, counter, or similar method or device.

### **Housekeeping: Other**

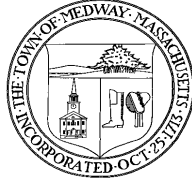
Review ZBL for use of the term “parking lot” in view of new definition approved at the 11-16-20 town meeting and make any needed corrections.

**Table 1 – Schedule of Uses:** Consider eliminating the requirement that a two-family structure have the appearance of a one-family house.

### **OTHER**

Tree Protection (Preservation) Bylaw – working on this with Conservation; will probably be a general bylaw.





**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**MASTER PLAN**

- DRAFT Ideas for composition of Master Plan Committee
- DRAFT Ideas for community engagement
- DRAFT RFP for consultant proposals
- Citizen Planner Training Collaborative (CTPC) Master Plan Seminar slides - Please read this!!

**Tasks**

1. Decide how you want to establish the Master Plan Committee – Decide on its scope, composition, process for appointment, term, name. How to be inclusive and comprehensive yet not let it get too big that it becomes unmanageable.
2. Review and refine the draft RFP for consultant proposals. Discuss timeframe, ideas for community engagement, roles and responsibilities, etc.

## Master Plan Committee (or Master Plan Advisory Council or Master Plan Steering Committee or Master Plan Task Force)

### Representatives of Various Town Boards/Committees/Departments

- PEDB member
- DRC member
- BOS member
- ConCom member or staff
- Economic Development Committee member
- Energy & Sustainability Committee member
- FINCOM member
- Historical Commission member
- Cultural Council member
- Board of Health member or staff
- DPW staff
- Parks Commission or staff
- Open Space Committee member
- Affordable Housing Committee/Trust or staff
- Capital Improvement Planning Committee member
- School Committee or MPS staff
- Town Manager's office
- Council on Aging member or staff
- Finance Director
- Community and Economic Development Director

### Citizens at Large (residents)

- Sarah Raposa – Medfield Town Planner
- Eric Arbene – Principal Comprehensive Planner at Southeastern Regional Planning and Economic Development District (comparable to MAPC but for the greater Fall River, New Bedford, Taunton and Attleboro area)

### Business Community Representative – Medway Business Council

### Age and geographic variety

\*\*\*\*\*

Will also need individual working groups for each section

November 23, 2020

## **Master Plan - Community Engagement Ideas**

Kick off Event – something fun!!

Land Use Community Planning Summit with representatives of all the land use and policy boards and committees and key departments; with a speaker to stretch our minds!?!?

Topical work groups to develop the individual sections of the MP using a workbook with steps and directions

Population sector focus groups – seniors, local businesses (through MBC), religious leaders, high school students, local realtors

Community Events – Medway PRIDE Day

Focused discussions with key Town boards/committees

## **Online Tools**

Series of single topic surveys through TOM & Friends of Medway Facebook pages

Outreach through Friends of Medway

<https://metroquest.com/how-it-works/>

<https://www.bangthetable.com/>

<https://workspace.google.com/products/jamboard/>



DRAFT – November 23, 2020

## **TOWN OF MEDWAY REQUEST FOR PROPOSALS**

### **COMPREHENSIVE MASTER PLAN**

The Town of Medway seeks proposals from qualified firms to develop a COMPREHENSIVE MASTER PLAN as set forth below. The successful applicant shall be required to enter into a contract with the Town of Medway according to the sample attached hereto, incorporated herein by reference.

**Proposals must be received by 4:00 p.m. on \_\_\_\_\_, 2020** at the Office of the Town Administrator, Town of Medway, 155 Village Street, Medway, MA 02053.

The Town reserves the right to reject any or all proposals, and to waive any informality contained therein, as well as any part of any or all proposals, to negotiate any and all terms and to award the contract as determined to be in the best interests of the Town.

**NO INCOMPLETE, FAXED, ELECTRONICALLY MAILED, OR LATE PROPOSALS WILL BE CONSIDERED.** Proposals may be withdrawn prior to the scheduled time for the opening of proposals.

If, at the time of the scheduled proposal submission deadline, the Medway Town Hall is closed due to uncontrollable events such as fire, snow, ice, wind, or building evacuation, the proposal deadline will be postponed until 4:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

It is the responsibility of the applicant to ensure that delivery is made in a proper and timely fashion. The Town is not responsible for deliveries attempted outside of Town Hall business hours or for any delays in delivery. Any proposals received after such time will not be accepted, unless this date and time have been changed by addendum. Delivery to any other office or department does not constitute compliance with this RFP, unless the proposals are received by the Medway Town Administrator's Office, Medway Town Hall, Second Floor, 155 Village Street, Medway, MA 02053 by the deadline for receipt of proposals.

All questions about the meaning and intent of this RFP shall be received in writing by mail, fax or email to and must be received at least seven days prior to the scheduled proposal opening and submitted to:

Susan Affleck-Childs  
Medway Planning and Economic Development Coordinator  
fax: 508-533-3287  
email: [saffleckchilds@townofmedway.org](mailto:saffleckchilds@townofmedway.org).

All questions asked and the responses will be provided to all parties who have returned their **Proposer Registration Form** to the Town of Medway

**Possible Timeline:**

Advertising – Central Register; MA planners list serv, Mass APA, etc.	
RFP Package Available	January 2, 2021
Questions/RFIs Due	January 28, 2021
Questions/RFIs Answered	January 28, 2021
RFP Proposals Due	February 5, 2021
Review & Ranking of Proposals	February 11 – 15, 2021
Interview Consultant Teams	February 21, 2021
Select Consultant & Notify	February 26, 2021
Execute Contract – BOS	March 15, 2021
Project start date	March 18, 2021
Kick-off meeting with Master Plan Committee	March 22 – 29, 2021
Public event launching Master Plan process	TBD
Work program	Per consultant's proposal
Master Plan Draft Submitted for Committee review	May 2022
Revised Draft submitted for public comment	June 2022
Final Draft of Master Plan Due	August 2022
PEDB Adoption	September 2022
BOS Action ???	
Town Meeting Affirmation	November 2022

**Commented [SA1]:** How much time should we allocate for the planning process and preparation?

**I. Information on Medway**

Incorporated in 1713, the Town of Medway is a residential community with approximately 13,800 residents. Conveniently located midway between Boston, Worcester, and Providence, it is bordered by the towns of Holliston, Millis, Milford, Bellingham, Franklin, and Norfolk. State highway Route 109 runs the length of Medway from east to west, and Route 495 is easily accessible through the neighboring communities of Bellingham and Milford. Rail transit to Boston is available nearby in Franklin and Norfolk. Medway has a strong tradition as a farming community and has a “right to farm” bylaw.

Most of the commercially zoned land is located at the center of town along Route 109. Industrial zones are located on the edges of town on both the east and west sides. The Town has implemented several initiatives to facilitate business investment in our community. These include increasing the availability of industrial and commercial land for development, an expedited permitting process, and online permitting and applications. The Town also completed a sewer extension project in West Medway to allow further development of the 495 Business Park on Trotter Drive. An Urban Renewal Plan was approved in 2017 for the Oak Grove area, located adjacent to the 495 Business Park. Last fall, the Town Meeting enacted new, form-based



zoning for the Oak Grove Urban Renewal Area, to allow for a mix of commercial, light industrial, business, retail, mixed-use, and multi-family residential uses.

Medway was designated a Green Community in 2010 and has received several grant awards to implement energy conservation measures. Projects like converting all streetlights to LED, investing in electric vehicles and EV infrastructure, and upgrading Town buildings' heating and cooling systems have helped the Town reduce its overall energy consumption.

The Town is also a Housing Choice community. It has an approved Housing Production Plan, and currently more than 10% of its housing units are considered low or moderate income on the state Subsidized Housing Inventory. Three substantial chapter 40B developments are currently approved and should be under construction this spring. In addition, Salmon Healthcare is currently constructing a large adult retirement community planned unit development on Village Street.

Medway's Public School District was ranked as the 24th best high school in Massachusetts by the U.S. News and World Report and has also been chosen to receive a GreatSchools 2019 College Success Award. The District consists of two elementary schools (Burke-Memorial and McGovern), Medway Middle School and Medway High School. The High School is a modern facility constructed in 2005. In 2013, the Middle School underwent a \$23 million renovation.

## **II. General Information and Project Objective**

### *Objective*

The Comprehensive Master Plan is to be prepared and completed in accordance with the requirements of Mass. G.L. chapter 41, section 81D and may include additional elements desired by the Town and further detailed in the RFP. For example, the Town desires this Master Plan and surrounding process to address the following objectives:

- The understanding that local and regional planning studies, as well as market conditions, suggest continued demand for housing and job creation in Medway, and to stimulate open discussion about how best to accommodate this potential growth;
- Sustainability should be woven throughout all elements of the Plan, rather than in a stand-alone section and it should consider both environmental and fiscal sustainability. We recognize that climate change is an urgent environmental consideration; and
- A robust public process and creative community engagement strategy will be critical to ensuring the Master Plan fairly reflects the community.

**Commented [SA2]:** May also want to add *smart growth* and *equity and inclusion* as underlying themes.

Furthermore, the Town of Medway seeks a Master Plan that is the following:

- A concise, yet comprehensive, document designed to provide a basis for decision-making about the Town's future.
- Articulates an easily understood vision of the Town's future, which is crafted from a wide and varied range of community perspectives, and offers an aspirational outlook.
- A well-grounded vision with a clear and creative, specific, realistic, and cost-effective implementation strategy.

The Comprehensive Master Plan should take into consideration recent studies and analyses prepared by or for the Town, including a Housing Production Plan, Oak Grove Urban Renewal Plan, Open Space and Recreational Plan (see Section VI for a detailed list), and incorporate that information into the Comprehensive Master Plan at the appropriate junctures.

The new Master Plan will provide a basis for decision making about Medway's physical development. The selected consultant will inventory and analyze varied data including but not limited to data that is physical and demographic, and will analyze development trends in order to provide a complete understanding of current conditions. The selected consultant will work with the Master Plan Committee and Town staff to develop and facilitate a robust public participation process that utilizes a variety of techniques to inform and be informed by the public.

The consultant will review the Medway Zoning Bylaw, among other existing policy and regulatory documents, to identify and recommend any changes necessary to implement the Plan. The consultant will make other recommendations necessary to carry out the vision, which may include capital improvements, resource allocation, and participation in state and federal programs that are consistent with the Plan's Vision. The Master Plan document should be organized in a clear and logical format and be visually compelling to effectively communicate data, Master Plan objectives, and implementation concepts understandable to the casual reader.

#### *Project Period*

The project is expected to take approximately fourteen months from authorization to proceed until release of the final Comprehensive Master Plan document upon final action by the Medway Planning and Economic Development Board in \_\_\_\_\_. However, we are seeking the majority of the public process and substantial completion of a draft plan to be completed by \_\_\_\_\_, with the last few months left for refinement of strategies and the final plan. Because of this timeline, we expect to initiate the public process in \_\_\_\_\_, and we encourage respondents to provide a detailed public engagement plan. Time periods may be extended by the Town if, in the Town's opinion, circumstances warrant an extension.

As part of the submittal requirements the consultant shall submit a detailed scope of services and schedule illustrating tasks and target dates, estimated duration of tasks, milestone dates, and public meetings. Evening meetings or workshops are expected.

#### *Funding*

The Medway Town Meeting has appropriated \$150,000 for the Comprehensive Master Plan project.

**Commented [BSA3]:** Time line will need to be determined



#### *Accountability*

The consultant will work under the advisory guidance of the Medway Department of Community and Economic Development in concert with a Master Plan Committee. The Planning and Economic Development Director will serve as the day-to-day liaison throughout the Comprehensive Master Plan process. Other Town staff will or may facilitate, support, and supplement the consultant team.

**Commented [SA4]:**  
What role does the PEDB want to take in this?

#### ***Master Plan Committee***

**INSERT INFO HERE ON THE MASTER PLAN COMMITTEE and establishment of working groups and how consultant will interact**

### **III. Project Overview & Scope of Services**

This planning effort is envisioned as an opportunity to engage the community in an open, public process to help define Medway's future and vision while taking existing information, demographic trends, and community constraints into consideration. It shall result in a Comprehensive Master Plan that is informative, dynamic, and implementable to guide and inform the Town over the next decade, while also keeping in mind the long-term outlook (25 to 30 years) and impact of decisions and strategies.

#### *Scope of Services*

The Town of Medway encourages responding consultants to be creative and propose a scope of work they believe best serves the Town of Medway and our needs and objectives. However, the Consultant is expected to complete the following tasks, at a minimum:

- a) An introductory section to the plan to provide the context of the work, history and the community vision including reviews of the Zoning Bylaw and the Town's progress in implementing the 2009 Master Plan.
- b) A complete analysis of existing conditions for all Comprehensive Master Plan elements to depict baseline conditions, which may include synthesizing existing reports or generating new data. Master Plan elements shall include Land Use; Housing; Economic Development; Natural Resources; Arts, Culture and Historic Resources; Open Space, Parks & Recreation; Community Services, Facilities & Infrastructure; and Transportation & Circulation; and Community Health and Human Services.
- c) Provide community outreach, engagement, and education throughout the project. We expect this may include a combination of workshops, meetings, focus groups, social media, community events, surveys, and online tools. The public participation component of this process is critical to the overall success of the Master Plan. Summary minutes of meetings should be provided as a deliverable with the final plan.
- d) Conduct Scenario Planning based on the existing regulatory environment (and where possible taking into account land and environmental conditions) to compare future

development patterns under current conditions against a preferred future development consistent with the community vision.

- e) Action plan and implementation strategies for the Town to refer to moving forward that are cost-effective and realistic. Master Plan recommendations made within the various plan elements will likely overlap across elements or involve multiple elements and therefore should be organized logically in the implementation strategies.

#### **IV. Product Deliverables**

The consultant shall submit all interim and draft reports in electronic form (in an editable format if mark-ups are requested and/or in PDF). For final deliverables, the consultant shall submit one electronic (in both an editable format and PDF), twenty-five bound copies, and one loose reproducible original of the final report, the executive summary and all other final printed materials including maps, charts, tables and photographs. All written materials shall be on 8 1/2" x 11" paper format, except for maps, which to the extent feasible shall be 11" x 17".

Copies of all presentation materials including displays, overheads and slides used by the consultant at meetings shall be provided to the Department of Community and Economic Development in reproducible form. In addition, all materials shall be submitted in electronic format compatible with the Town's current and proposed computer hardware and software. Materials for presentations and public meetings shall be presented one week in advance of the subject meeting. All maps shall be compatible with the Town's Geographic Information System.

#### **V. Existing Resources Available and Ongoing Planning Activities**

In addition to the Town's 2009 Master Plan, there are a number of other existing and on-going planning studies and activities that will be made available to the consultant for use in developing the Master Plan. In order to achieve a cost-effective product, the consultant is strongly encouraged to utilize all resources for existing data and studies and to avoid duplication of effort. Copies of these municipal and regional documents are available for review and include, but are not limited to:

- Housing Production Plan 2016
- Open Space and Recreation Plan 2020
- Oak Grove Area Urban Renewal Plan 2017
- Medway Zoning Bylaw
- Planning and Economic Development Board Rules and Regulations
  - ❖ Subdivision
  - ❖ Site Plans
  - ❖ AUOD
  - ❖ ARCPUD
- MVP and Hazard Mitigation Plans
- DPW Integrated Water Resources Management plan



- DPW Sidewalk and Roadway Improvement Plan
- Capital Improvement Plan
- Town Wide Facilities Study Report (forthcoming)
- GIS base map and data layers

## **VI. Proposal Content Requirements**

One original and four copies, and one electronic version, of the proposal, certifications, forms and all associated materials must be submitted in a sealed package that is clearly marked **COMPREHENSIVE MASTER PLAN SERVICES** on the outside.

One original and four copies of the price proposal in a separate sealed package clearly marked **COMPREHENSIVE MASTER PLAN SERVICES Price Proposal** shall also be provided.

Proposals must contain the name and proper address of the proposing firm and must be signed by a responsible member of the firm. Proposals that contain omissions, erasures, alterations, additions, or contain irregularities of any kind, may be rejected. ***There must be no mention of the applicant's fee in the body of the main proposal. Any mention of the fee will subject the proposal to rejection.***

The proposer's name and address must also appear on the outside of the submission package.

### *Proposal Format*

To set the framework for a comparative analysis of all proposals submitted to the Town of Medway all proposals must follow a uniform format. Proposals shall be prepared to follow the same order as this RFP.

Each response to this Request for Proposals must include the following items as minimum requirements:

- A. **Cover letter:** Provide a statement explaining in succinct terms the Consultant's understanding of the Town of Medway's objectives in preparing a Master Plan and indicating the firm's desire to be considered for the project, signed by a principal of the firm.
- B. **Title Page:** Include the Request for Proposal number, subject, and the name of the principal consulting firm, address, telephone number, name of contact and date.
- C. **Table of Contents:** Clearly identify material by section and page number.
- D. **Approach to Plan Development:** Describe in narrative form the Consultant's approach and technical plan for preparing the Master Plan. Please provide a detailed summary of how the Project will be accomplished, including an overall approach to performing the work, how existing plans and data will be incorporated into the project, and how sustainability will be incorporated throughout the plan. This

section should include discussion on each of the plan's elements and/or any other relevant chapters that the consultant deems important, including:

- a. Introduction: Goals, Policies & Vision
- b. Data Collection and Analysis
- c. Land Use;
- d. Housing;
- e. Economic Development;
- f. Natural Resources
- g. Arts, Culture and Historic Resources;
- h. Open Space, Parks and Recreation;
- i. Community Services, Facilities and Infrastructure
- j. Transportation, Circulation & Transit;
- k. Community Health and Human Services
- l. Sustainability (\*not a stand-alone section);
- m. Scenario Planning discussion on future growth; and
- n. Implementation and On-going Monitoring

E. **Schedule:** Provide a project schedule and identify key tasks and percent completion within each timeframe as well as the corresponding billing schedule. Identify key junctures where meetings would occur and the purpose of the meetings. We request that any draft materials for review at a Master Plan Committee meeting or public meeting shall be provided not less than one week in advance of such meeting.

F. **Deliverables:** Identify specific products to be delivered and when, and pursuant to Section IV of this RFP.

G. **Approach to Public Outreach and Engagement:** Describe approach to public outreach and engagement. Discuss the types of workshops or public meetings in your proposal, as well as any other outreach techniques to be employed. In light of the COVID-19 State of Emergency, there is an expectation that community outreach and engagement will need to make use of various online tools and applications.

H. **Approach for Working with Town Staff and the Master Plan Committee**

I. **Team Qualifications & Experience:** Summary Statement explaining how the lead consultant(s) and any sub-consultants, are qualified for the project and detailing the reasons that the team should be selected. Demonstrate what level of familiarity the team has with the Town of Medway, including any past projects. Describe the experience and past performance of the Consultant and members of the team on comparable work for government entities. This section should cover, as a minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the Consultant's team for timely performance. Consultants are requested to give sufficient information of their experience to permit the Town to understand and verify the exact nature of contribution to other projects and entities.



It is preferable that members of the team are familiar with the *MA Clean Energy and Climate Action Plan for 2020*, the *MA Climate Change Adaptation Report*, and/or ICLEI's *Sustainability Planning Tool Kit* or other similar sustainability planning model relevant to this Master Plan process. Include details of team members experienced with such planning activities.

- J. **Team:** Provide names and complete résumés for all professional members of the Consultant's and sub-consultant's (if any) team. Each member's educational background and professional experience shall be provided. Identify the person(s) who will be the Project Manager(s) with ultimate responsibility for the work. Provide an organizational chart for the project listing key staff and/or any sub-consultants expected to work on the project. Team members must be available throughout the duration of the project to actively participate.
- K. **References for Similar Projects:** In a table format please provide references for three comparable municipal projects, indicate percent completeness of that project, the project lead, and which other team members were assigned to the project.

Provide a list of similar projects (e.g., sustainability and comprehensive Master Plans) completed since 2015 with names and telephone numbers of contact persons in those communities.

- L. **Samples** of at least three of the most recent Master Plans prepared for similar communities, or plans with similar themes, provided electronically via flash drive or dedicated web link. Include sample materials illustrating how planning efforts were communicated to the public including public surveys and their results.
- M. **Forms:** Certificate of non-collusion and certificate of tax compliance

#### *Detailed Cost Proposal*

Price proposals must be submitted in a separate sealed envelope, clearly marked "**Sealed Price Proposal – Comprehensive Master Plan for Medway, MA**". The price proposal shall contain the following:

- The fee for the entirety of all services proposed in the non-price proposal;
- A detailed breakdown of the professional service fees by task and sub task and by team member;
- The hourly rates to be charged by the consultant and its sub-consultants for services performed by each team member.

### **VIII. Evaluation of Proposals**

The selection of the most qualified consultant will be in accordance with the provisions of M.G.L., Chapter 30B, et seq., as applicable. The Selection Committee, which will consist

of, at a minimum, the Assistant Town Manager, Director of Community and Economic Development, Planning and Economic Development Coordinator, and the PEDB Chair or designee, will review the proposals and select the most qualified firm for the project.

Initial screening of applicants will be based on the completeness of the proposal and the demonstrated qualifications within the submittal against the *Minimum Evaluation Criteria for RFP*. The Selection Committee will complete the initial screening. Interviews will be conducted with the highest ranked firms to determine a final ranking against the same *Evaluation Criteria*, after which it will be the sole responsibility of the Selection Committee to reach consensus on the successful firm.

**Commented [SA5]:** Also want to consider their presentation style and communication skills as evidenced by the interviews.

The Town reserves, at its option, the right to select any number of qualified respondents to interview and/or to make a presentation further explaining the submitted proposal. The Town also reserves the right to contact any submitter in order to clarify any aspect of the submitted proposal.

#### *Minimum Evaluation Criteria for RFP*

The technical proposals shall be reviewed and scored on a scale of 1 to 5, with 5 being the highest score, based on the following criteria:

1. Completeness and quality of the consultant's response to the RFP.
2. Technical approach to the proposed Scope of Work.
3. Alignment of the proposed Scope of Work with the objectives of the Town.
4. Ability to deliver a significant and robust public participation process to engage the public, partners and stakeholders including those least likely to participate.
5. Ability to deliver a process and product that is creative, informative, dynamic and implementable.
6. Demonstrated experience, by one or more team member, of incorporating sustainability themes and objectives into master plans.
7. Reasonable project schedule that meets the Town's desired timeline and demonstrated ability to complete projects on time.
8. Qualifications and experience of the lead consultant and/or project manager on similar master plans.
9. Qualifications and experience of any sub-consultant(s) or team members who will work with the lead consultant on the project.
10. Evaluation of work samples.
11. Ability to maintain communication on plan development (demonstrated by the written submittal, references, and the interview).
12. References and past performance related to providing quality services.

#### *Determination of "BEST PRICE"*

The Assistant Town Administrator will open the cost proposals and determine the best (lowest) all-inclusive per-position price in connection with the submissions. However, price alone will not be the determining factor in the awarding of the contract. The Town will



award the contract to the consultant offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.

DRAFT

# Creating Master Plans



**Presented by: Wayne Feiden, FAICP**  
**Director of Planning & Sustainability**  
**City of Northampton**  
**WFeiden@NorthamptonMA.gov**

Prepared for the  
Citizen Planner  
Training Collaborative

**MODULE 10**



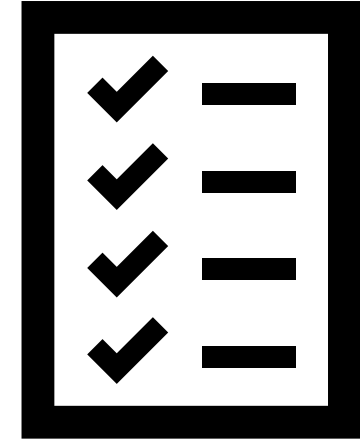
# Creating Master Plans

## Introduction

## Introduction COURSE OBJECTIVES

By the end of this course, you will be able to answer the following:

- What is a master plan?
- What Massachusetts laws guide the process of creating a master plan?
- What are the typical components of a master plan? What is the scope of the master plan?



*What should you  
be leaving the  
room with today?*

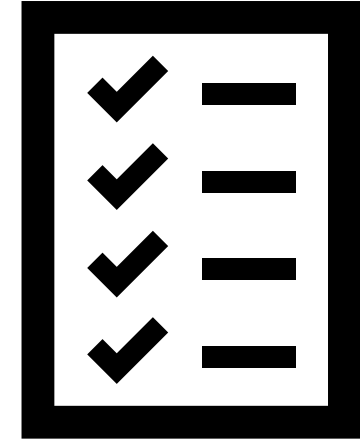
**The plan is your community's story,  
its hopes and its aspirations**

# Introduction

## COURSE OBJECTIVES

By the end of this course, you will be able to answer the following:

- What should each component of the master plan cover?
- Who creates a master plan? Who leads the charge? Who is involved?
- How does a master plan get adopted? What is the role of the Planning Board?



*What should you  
be leaving the  
room with today?*

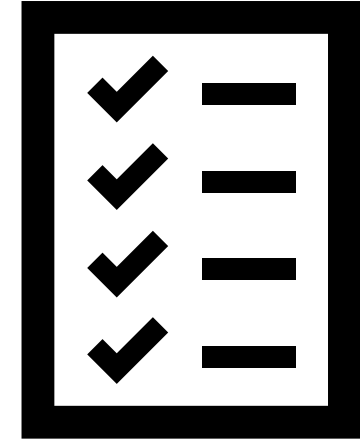


# Introduction

## COURSE OBJECTIVES

By the end of this course, you will be able to answer the following:

- What kinds of goals and policies does a master plan typically include?
- Why is an implementation program such an important part of creating a master plan?
- Where can someone find more information about master plan tools and techniques?



*What should you  
be leaving the  
room with today?*

## Introduction OVERVIEW

### What is a master plan?

- A future vision
- Shared principles
- Picture of who is here today
- Looks at who will be here in the future
- Plan for preservation, growth, and change
- Implementing actions
- Evaluating progress
- Making amendments



## Introduction OVERVIEW

### Why have a master plan?

Having a master plan matters because it:

- helps communities discover what must be done to achieve their goals and avoid costly mistakes.
- requires working together to balance competing interests and articulate a community's values.
- helps set priorities.
- creates a policy framework for rules and regulations that guide development.



*The Master Plan is your Road Map!*



## Introduction OVERVIEW

### Why have a master plan?

Having a master plan matters because it:

- helps private developers understand the rationale for a community's land use goals and policies.
- sheds light on the community qualities that should be protected or changed
- provides opportunities for residents to learn more about their community and shape its future.



*The Master Plan is your Road Map!*

# Introduction

## OVERVIEW

### What are the basic steps?

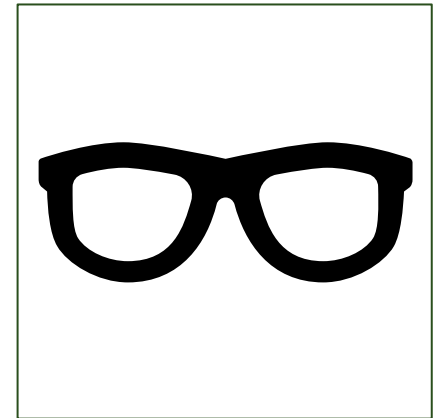
1. Visioning and goal setting
2. Data collection and inventory
3. Data analysis
4. Evaluating future conservation and development opportunities
5. Selecting a preferred plan for conservation and growth; preparing, and adopting the plan
6. Implementing the plan
7. Monitoring the plan and evaluating implementation progress
8. Amending and updating the plan

Introduction  
OVERVIEW OF  
MASTER PLAN  
STEPS

## 1.Vision and Goals

**Engage the public** to develop:

- Vision statement
- Mission statement
- Guiding Principles
- Goals



*What do you  
want to see in  
the future?*

**The Vision should make them cry “you get us”**



## Introduction OVERVIEW OF MASTER PLAN STEPS

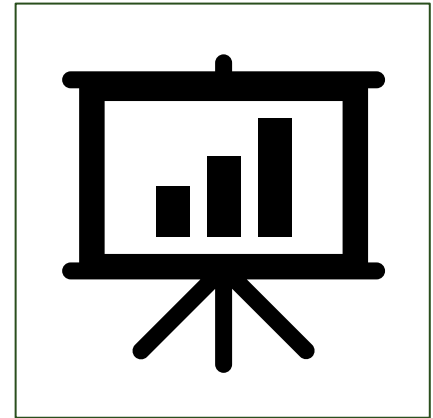
### 2. Data Collection and Inventory

**Data collection and inventory** for all plan elements:

- “Existing Conditions”
- Careful selection of data sources (try to ‘go local’)
- Extensive mapping

**Tips:**

- Consider the benefit of proprietary data.
- Listen to the questions people in the community are asking.



*What do  
we look  
like today?*

## Introduction

### OVERVIEW OF MASTER PLAN STEPS

## 3. Data Analysis

- Identify needs/gaps.
- Demonstrate trends.
- Use analyses already complete (regional planning agency, etc.).
- Analyze the performance of existing policies and local laws.



*What are the stories behind the numbers?*

# Introduction

## OVERVIEW OF MASTER PLAN STEPS

### 4. Evaluate future opportunities

Evaluate future conservation and development opportunities:

- Underperforming commercial areas
- Outdated facilities
- Undeveloped land
- Greenway connections
- Potential physical connections
- Market opportunities



*How best to  
weigh your  
options?*



# Introduction

## OVERVIEW OF MASTER PLAN STEPS

### 5. Plan Selection

- Setting policies
- Developing strategies
- Resolving tensions
- Areas for growth
- Areas for preservation
- Short and long term
- Ask the question: Who benefits?

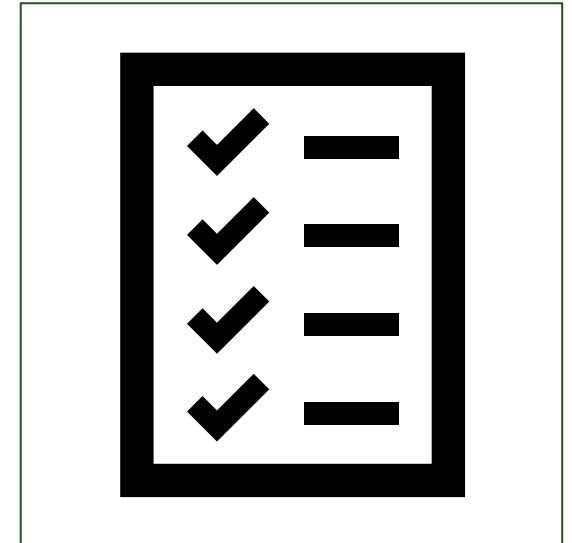


*Chart your  
course.*

Introduction  
OVERVIEW OF  
MASTER PLAN  
STEPS

## 6. Plan Implementation

- Responsible parties
- Timelines
- “Next Steps”
- Funding
- Staffing
- Professional assistance?
- Guidelines for monitoring and updating the plan

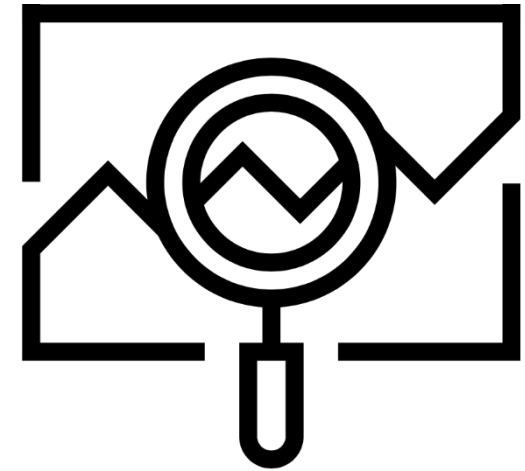


**What is the point If NOT Vision to Action?**

Introduction  
OVERVIEW OF  
MASTER PLAN  
STEPS

## 7. Monitoring the Plan and Evaluating Implementation

- The implementation plan should include clear processes for:
  - monitoring the plan, and
  - evaluating implementation progress.



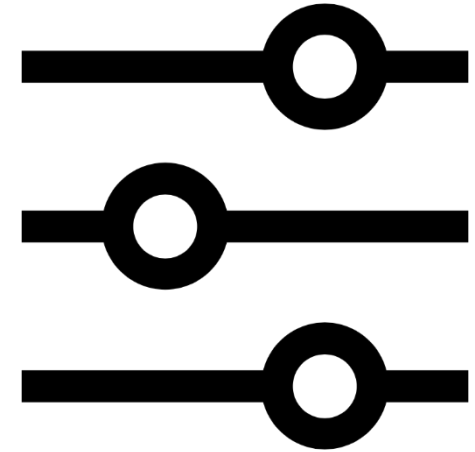
*Establishing a Master Plan Implementation Committee can help with this step.*



Introduction  
OVERVIEW OF  
MASTER PLAN  
STEPS

## 8. Amending the Plan

- The implementation plan should also include processes for **amending** and **updating** the plan as needed.



*Treat the Master Plan as a living document that may require adjustment along the way.*

## Introduction MASSACHUSETTS LAW

### G.L. c.41, §81D

“**A planning board** established in any city or town under section eighty-one A **shall make a master plan** [that] shall be a statement, through text, maps, illustrations or other forms of communication, that is **designed to provide a basis for decision making regarding the long-term physical development of the municipality.** The comprehensive plan shall be internally consistent in its policies, forecasts and standards...”

**1<sup>st</sup> state to “require” master plans.**

# Introduction MASSACHUSETTS LAW

## G.L. c.41, §81D

### Master Plan Contents:

- Goals and Policies
- Land Use Plan
- Housing
- Economic Development
- Natural & Cultural Resources
- Open Space & Recreation
- Services & Facilities
- Circulation
- Implementation



*This is your  
big-picture  
starting point.*



# Introduction BEYOND MASSACHUSETTS LAW

## Optional Content

- Governance
- Sustainability
- Energy
- Climate Change
- Downtown
- Villages or Neighborhoods
- Smart Growth
- Community Health
- Arts and Culture



*Or anything  
else you want!*

# Creating Master Plans

## Guidelines for Master Plan Elements

# Guidelines for Master Plan Elements

## GOALS AND POLICIES

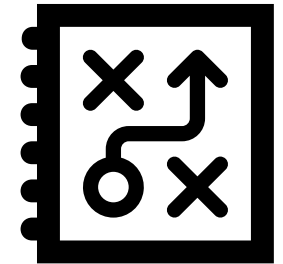
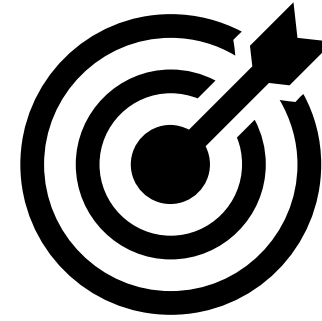
### Goals and Policies

**Goals:** Statements of the community's desired long-term direction

- Provide a lasting impression of what your community cares about

**Policies:** Statements that identify the community's preferred actions in relation to the goals of each element

- Bring a community's goals to life



*What do we  
believe?  
Where do we  
want to go?*

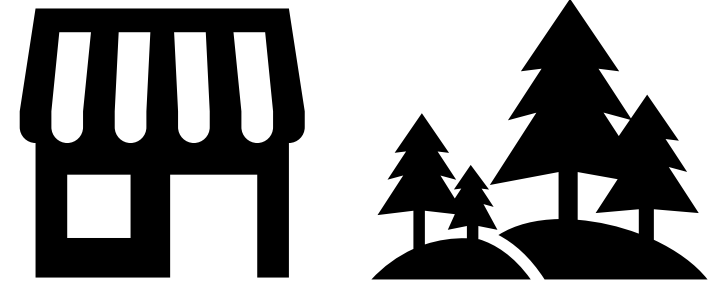


# Guidelines for Master Plan Elements

## LAND USE

### Inventory and Assessment

- Map of existing land uses
- Map of zoning districts
- Map and inventory of open space
- Map of environmentally sensitive areas
- Description of different approaches to permitting

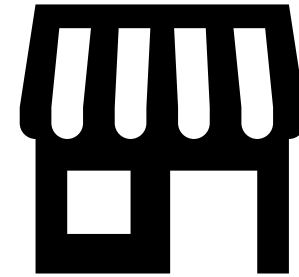


*What should  
go where?*

# Guidelines for Master Plan Elements LAND USE

## Policy Considerations

- Places where existing land use doesn't meet the desired land use
- Places where zoning doesn't match the existing land use
- Land use in adjacent communities
- Infrastructure and transportation support for desired land use
- Municipal capacity to manage change



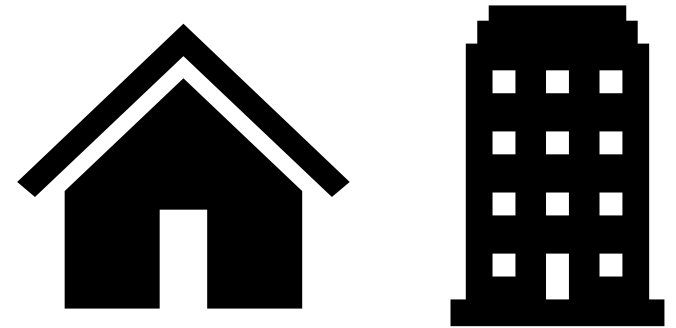
*What should  
go where?*

**Does your plan allow the good things you have today?**

# Guidelines for Master Plan Elements HOUSING

## Inventory and Assessment

- Housing inventory profile
- Demographic data and trends//
- Housing price compared with residents income
- Neighborhoods under stress or experiencing change
- Housing needs based on demographic trends
- Inventory of subsidized housing
- Housing allowed by zoning



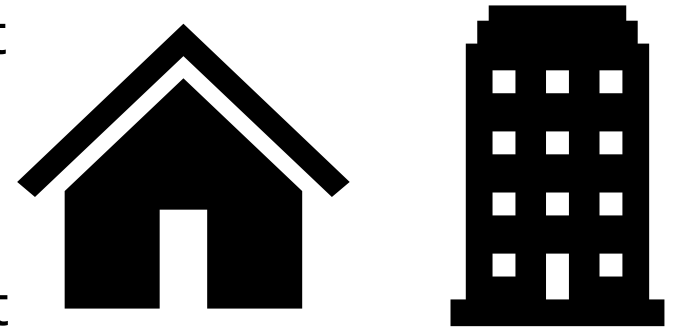
*Do you have all  
the housing  
options you need?*



# Guidelines for Master Plan Elements HOUSING

## Policy Considerations

- Housing needed to meet current and future needs
- 10% minimum under 40B
- Capacity of municipality to meet those needs
- Potential changes to zoning
- Policies for neighborhood stabilization
- State programs/incentives that can help
- Required education for residents

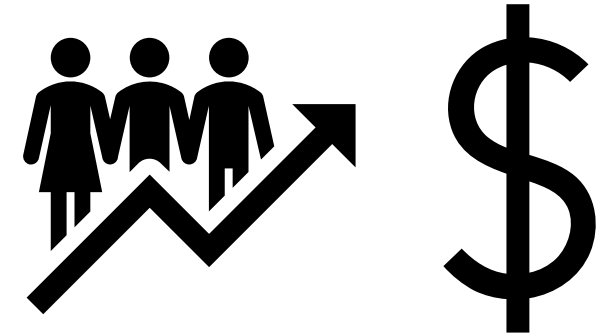


*Do you have all  
the housing  
options you need?*

Guidelines for  
Master Plan  
Elements  
**ECONOMIC  
DEVELOPMENT**

## Inventory and Assessment

- Labor force
- Employment base characteristics
- Largest employers/taxpayers
- Available goods and services
- Extent of small/micro business activity
- Presence of share economy
- Role of agriculture

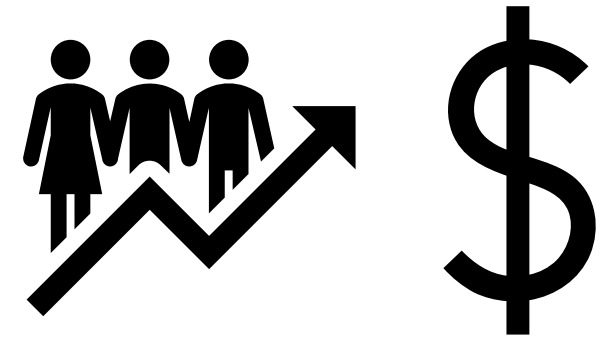


*Improving  
opportunities  
for residents  
and businesses*

# Guidelines for Master Plan Elements ECONOMIC DEVELOPMENT

## Policy Considerations

- Labor training
- Tools for attracting business
- Tools for retaining business
- Agricultural viability
- District revitalization
- Infrastructure and transportation supports
- Permitting



*Improving  
opportunities  
for residents  
and businesses*

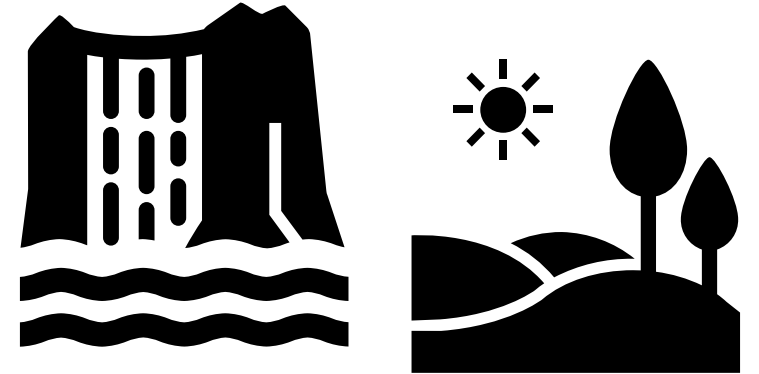


# Guidelines for Master Plan Elements

## NATURAL & CULTURAL RESOURCES

### Inventory and Assessment

- Inventory of all natural resources (land and water)
- Inventory of all historic/cultural resources
- Mapping of project sea level rise
- Description of agencies and policies in place for preservation



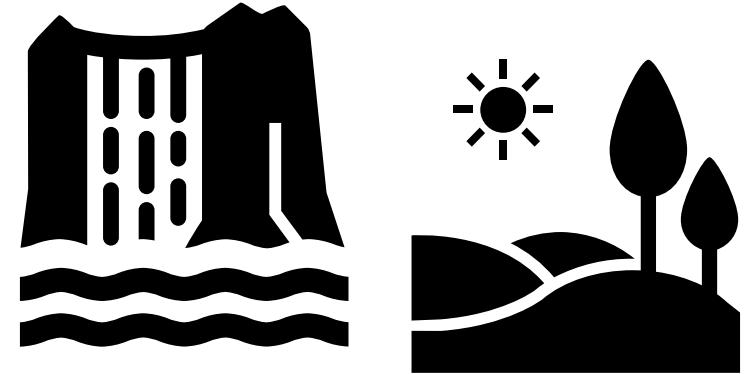
*What do we  
want to  
protect?*

# Guidelines for Master Plan Elements

## NATURAL & CULTURAL RESOURCES

### Policy Considerations

- Where protection is more important than development
- Most effective tools for protection
- Connections between resources
- Public education
- Capacity to afford and administer protection
- State and federal resources

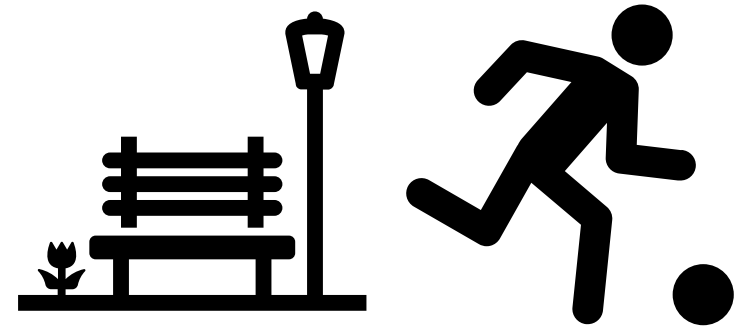


*What do we  
want to  
protect?*

# Guidelines for Master Plan Elements OPEN SPACE & RECREATION

## Inventory and Assessment

- Map of all open space and recreation facilities
- Status of ownership/protection
- Demographic trends, needs, and gaps as related to recreation
- Accessibility of facilities to people with disabilities
- Management and maintenance structure for facilities
- Administrative structure for programming



*Active living  
opportunities  
for everyone*

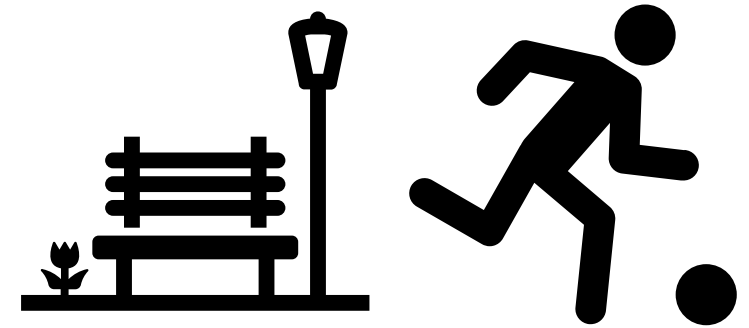


# Guidelines for Master Plan Elements

## OPEN SPACE & RECREATION

### Policy Considerations

- Meeting the needs for new programs and facilities
- Prioritizing improvements for accessibility
- The role of volunteer groups or programs
- Targeted property acquisition
- Competing uses and limitations
- Local capacity to manage, police, and maintain facilities

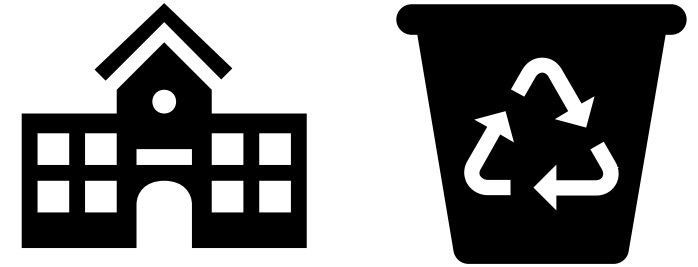


*Active living  
opportunities  
for everyone*

# Guidelines for Master Plan Elements SERVICES & FACILITIES

## Inventory and Assessment

- Projections related to public safety, schools, waste management, public works, etc.
- Compliance issues related to facilities and systems
- Capacity issues (space and staffing) at facilities.
- Demographic trends and service needs
- Water and sewer
- Findings from individual facilities reports



*The bread and  
butter of  
municipal  
government*

# Guidelines for Master Plan Elements

## SERVICES & FACILITIES

### Policy Considerations

- Requirements for minor or major service upgrades
- Access to state or federal funding
- Public education on issues relating to services, sustainability, etc.
- Vulnerability of facilities to natural hazards
- The role of alternative energy
- Water conservation
- Individual program effectiveness



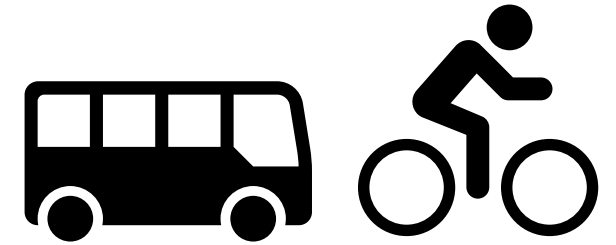
*Some communities  
have a separate  
sustainability chapter  
that covers many of  
these topics.*



# Guidelines for Master Plan Elements CIRCULATION

## Inventory and Assessment

- Maps of networks and facilities for ALL transportation modes
- Inventory of major traffic sources and employment centers
- Locations of documented problems
- Map of regional automobile traffic routes
- Programs for roadway and sidewalk maintenance
- Existing local programs (e.g., complete streets, safe routes to school)

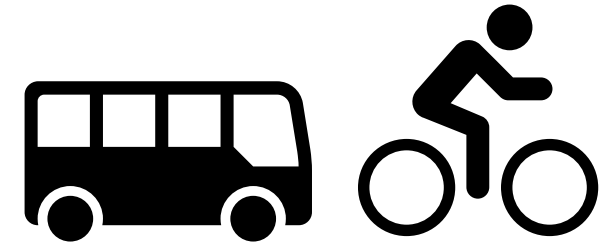


*How will  
people get  
from here to  
there?*

# Guidelines for Master Plan Elements CIRCULATION

## Policy Considerations

- Strategies for traffic calming
- Connection between land use and transportation strategies
- Complete Streets policies
- Accommodations for bicyclists and pedestrians
- Regulatory standards
- Federal and state resources
- Local capacity to advocate for and/or require physical improvements

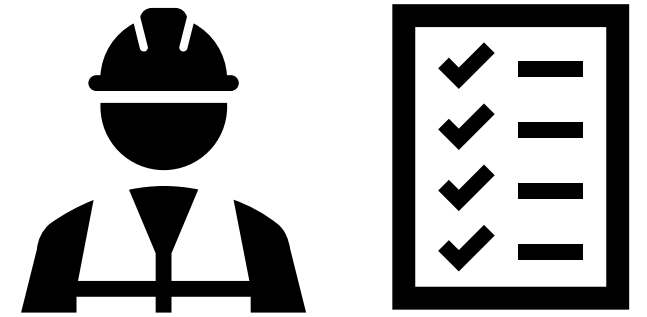


*How will  
people get  
from here to  
there?*

# Guidelines for Master Plan Elements IMPLEMENTATION

## Implementation Tips

- The best strategies have a **tangible outcome** or an **identifiable completion**.
- Strategies that are already part of regular operations can clutter the document.
- Strategies that start with the words “Support” or “Explore” or “Consider” may just be policies.



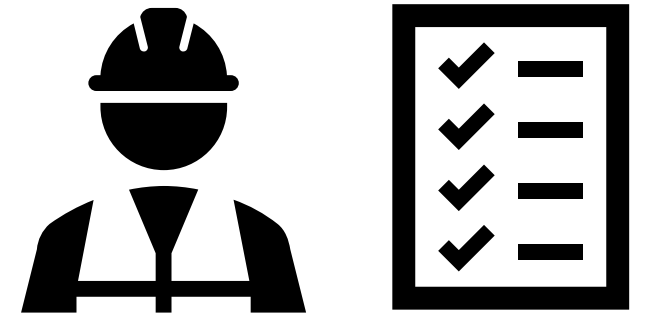
*Don't let  
that plan  
collect dust!*



# Guidelines for Master Plan Elements IMPLEMENTATION

## Implementation Tips

- Connect each element directly to the newly established goals.
- Implementation should provide a process to evaluate and update the plan!
- Form a Master Plan Implementation Committee to ensure the plan does not sit on a shelf.



*Don't let  
that plan  
collect dust!*

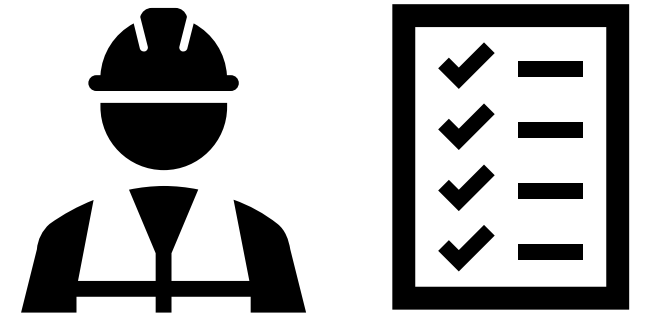
# Guidelines for Master Plan Elements

## IMPLEMENTATION

### Implementation Matrix

#### Things to include:

- Specific actions to achieve master plan goals
- Time frame for completion
- Responsible parties (maybe a “lead” and “support”)
- Potential funding required and potential sources
- Actions involving expansion or replacement of public facilities
- Schedule for amending zoning to achieve consistency with the plan



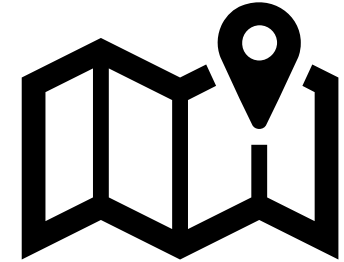
*Don't let  
that plan  
collect dust!*

# Guidelines for Master Plan Elements

## MAPS

### Map Formatting

- All maps should have a title that reflects the data shown on the map and show the effective date of the map.
- All maps should have a legend, scale bar, and north arrow.
- The source(s) of all data shown on the map must be identified.
- Map symbology must be distinguishable and easy to read.
- The preparer of the map should be identified.



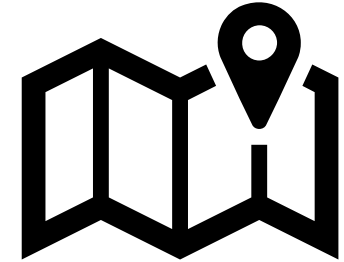
*A picture is  
worth 1,000  
words . . .*



# Guidelines for Master Plan Elements MAPS

## Map Record Keeping

- Individual layer files should be developed for each layer displayed on the map.
- The names of GIS files should be intuitive.
- Files that are not used in the final maps should be deleted or archived.
- Take the time to do appropriate housekeeping.



*If your GIS staff  
person retired,  
could you re-create  
the map?*

# Creating Master Plans

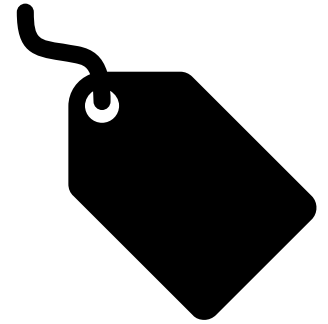
Logistics

## Logistics COST

### What can you expect to spend?

The cost of creating a master plan varies considerably and depends on assorted factors including:

- Duration of planning process
- Design of citizen participation process
- Geographic area and complexity
- Form and content of plan
- Scope of services
- Consultant budget, if applicable



*Cost varies greatly from one community to the next!*

**In general, communities spend anywhere from \$75,000 to \$150,000, and sometimes considerably more.**



## Logistics COST

### Should you hire a consultant?

While it is not essential to hire a consultant, doing so offer many advantages. Consultants can:

- bring experience in community planning, training in technical analysis, and advanced mapping capabilities.
- bring fresh ideas and awareness of what other communities are doing.
- provide access to data sources and maps.
- offer objectivity and political neutrality.
- provide capacity, efficiency, and specialized skills.

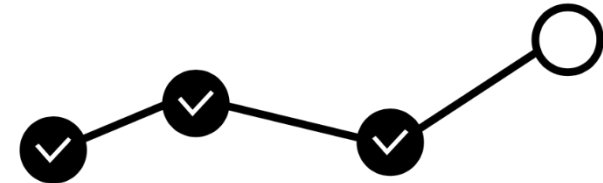
**Communities hiring consultants must follow the procurement protocols outlined in G.L. c. 30B.**

# Logistics

## GETTING STARTED

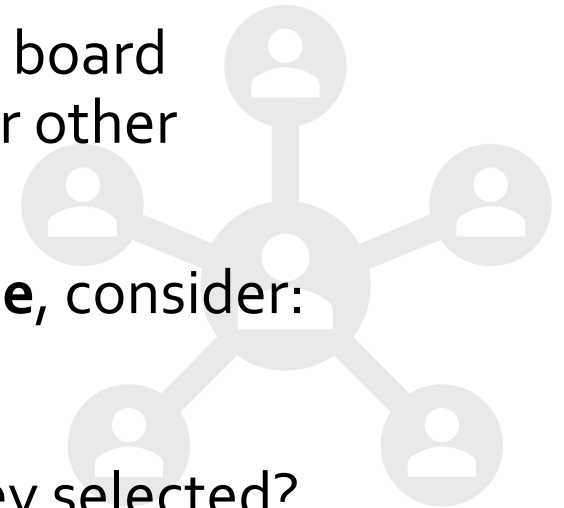
### Initial Steps to Take

- Obtain commitment from the Planning Board and the Board of Selectmen/City Council and Finance Committee.
- Identify available resources:
  - Funding
  - Staff
  - Volunteers
- Set priorities.
- Establish timeline and meeting schedule.
- Determine who is going to take charge of the process. (Planning Board? Steering Committee?)
- Decide on public outreach strategy.



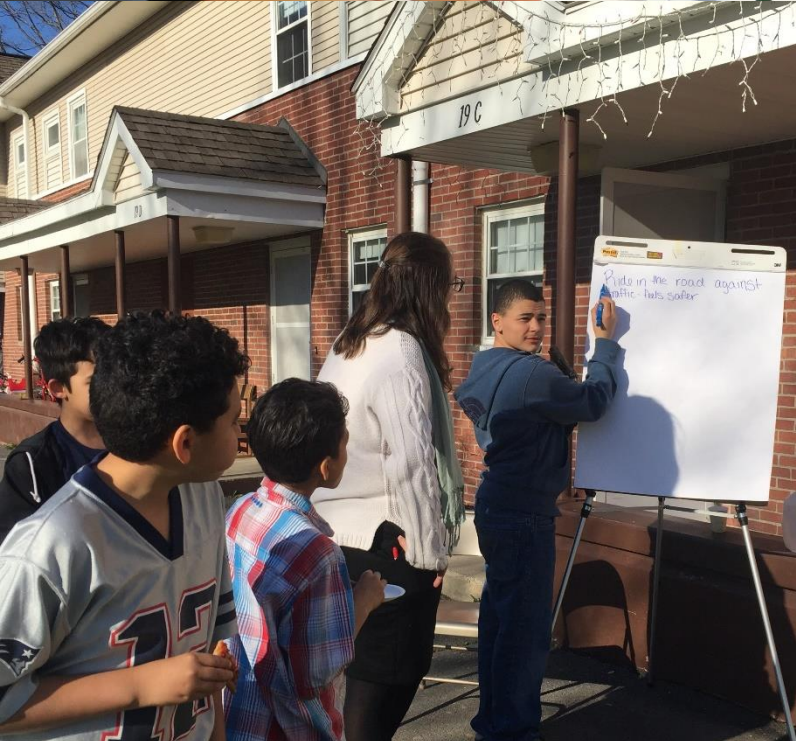
## Defining Roles

- If the **Planning Board** is overseeing, board members must not lose sight of their other responsibilities.
- If establishing a **Steering Committee**, consider:
  - What size? (11 – 15 is ideal)
  - Who is appointed and how are they selected?
  - Who are the community stakeholders? (Include the disempowered.)



**Who is NOT at the table? Go to THEM**





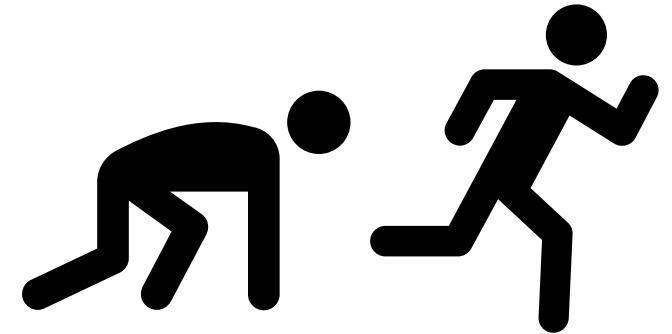


## Logistics PLAN ADOPTION

### Adoption Process

State law doesn't prescribe an adoption process, but here are some things to consider:

- The plan must be adopted by the Planning Board and may also be adopted by legislative body.
- The Planning Board should solicit oral and written comments and hold a properly noticed public hearing.
- After adoption, submit plan to MA DHCD



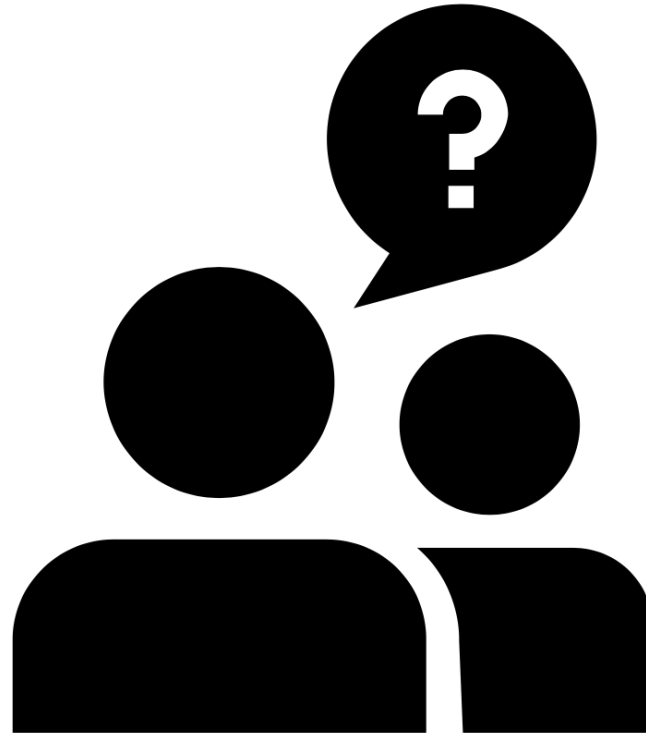
*Ready.  
Set.  
Go!*

# Creating Master Plans

Wrap-Up



Questions?



## Additional Resources

### FURTHER SUPPORT

#### **Citizen Planner Training Collaborative**

[www.masscptc.org](http://www.masscptc.org)

#### **Department of Housing and Community Development**

[www.mass.gov/hed/economic/eohed/dhcd/](http://www.mass.gov/hed/economic/eohed/dhcd/)

#### **Mass Planners List Serve**

<http://mailman.cs.umb.edu/mailman/listinfo/massplanners>

#### **American Planning Association-Massachusetts Chapter**

[www.APA-MA.org](http://www.APA-MA.org)

#### **Mass. Association of Planning Directors**

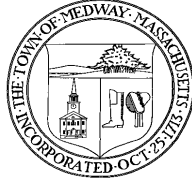
[www.massplanning.org](http://www.massplanning.org)



[www.masscptc.org](http://www.masscptc.org)

Thank you!





**November 24, 2020**  
**Medway Planning & Economic Development Board**  
**Meeting**

**ZBA Petition**

Petition for 12 Charles River Road for a **special permit** under Section 5.5.E. **and/or variance** from Section 6.1 of the Zoning Bylaw to demolish the existing, 20' x 25' non-conforming garage which is set back approximately one foot from the rear lot line, and replace it with a new garage (24' x 24') to be set back 2 feet from the rear lot line, where 10 feet is the required set back (Village Residential district). The opening of the hearing is scheduled for Wednesday December 2<sup>nd</sup>, 2020 at 7:30 p.m.

GENERAL APPLICATION FORM



TOWN OF MEDWAY  
ZONING BOARD OF APPEALS  
155 Village Street  
Medway MA 02053

Phone: 508-321-4915 | zoning@townofmedway.org  
www.townofmedway.org/zoning-board-appeal

NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.

TO BE COMPLETED BY THE APPLICANT

Applicant/Petitioner(s): Guaranteed Builders & Developers Inc.	Application Request(s):
Property Owner(s): Richard & Cheryl Goodspeed	Appeal <input type="checkbox"/>
Site Address(es): 12 Charles River Rd. Medway MA 02053	Special Permit <input checked="" type="checkbox"/>
	Variance <input type="checkbox"/>
	Determination/Finding <input type="checkbox"/>
	Extension (provide previous case #) <input type="checkbox"/>
	Modification (provide previous case #) <input type="checkbox"/>
Parcel ID(s): 69/36	Withdrawal <input type="checkbox"/>
	Comprehensive Permit <input type="checkbox"/>
Zoning District(s): VR	
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title: BK - 9252 PG - 63 / 3/17/1992	

TOWN CLERK STAMP

TO BE COMPLETED BY STAFF:

Check No.:  
Date of Complete Submittal:  
Comments:

## GENERAL APPLICATION FORM

## APPLICANT/PETITIONER INFORMATION

The owner(s) of the land must be included as an applicant, even if not the proponent. Persons or entities other than the owner may also serve as co-applicants in addition to the owner(s), however, in each instance, such person shall provide sufficient written evidence of authority to act on behalf of the owner(s). For legal entities such as corporations, LLCs, etc., list the type and legal status of ownership, the name of the trustees/officer members, their affiliation, and contact information. Please provide attachment for information if necessary.

Applicant/Petitioner(s): Guaranteed Builders & Developers Inc.	Phone: 508-476-1500
Address: 14 West Street - Douglas MA 01516	Email: tsharkey@gbiavis.com
Attorney/Engineer/Representative(s): Karen Keegan	Phone: 508-476-1500
Address: 14 West Street - Douglas MA 01516	Email: kkeegan@gbiavis.com
Owner(s): Cheryl & Richard Goodspeed	Phone: 508-533-8482
Mailing Address:	Email: ric9002@msn.com
12 Charles River Rd, Midway MA 02058	

Please list name and address of other parties with financial interest in this property (use attachment if necessary):

N/A

Please disclose any relationship, past or present, interested parties may have with members of the ZBA:

N/A

I hereby certify that the information on this application and plans submitted herewith are correct, and that the application complies with all applicable provisions of Statutes, Regulations, and Bylaws to the best of my knowledge, and that all testimony to be given by me during the Zoning Board of Appeals public hearing associated with this application are true to the best of my knowledge and belief.




Signature of Applicant/Petitioner or Representative  
 Signature Property Owner (if different than Applicant/Petitioner)

Date: 10/23/20  
 Date: 10.23.2020



## GENERAL APPLICATION FORM

## APPLICATION INFORMATION

		YES	NO
Applicable Section(s) of the Zoning Bylaw: <i>Section 5.5</i>	Requesting Waivers?	<input checked="" type="radio"/> Y	<input type="radio"/> N
<i>Pre-existing/non-conforming</i>	Does the proposed use conform to the current Zoning Bylaw?	<input checked="" type="radio"/> Y	<input type="radio"/> N
Present Use of Property: <i>Residential</i>	Has the applicant applied for and/or been refused a building permit?	<input checked="" type="radio"/> Y	<input type="radio"/> N
	Is the property or are the buildings/structures pre-existing nonconforming?	<input checked="" type="radio"/> Y	<input type="radio"/> N
Proposed Use of Property: <i>Residential</i>	Is the proposal subject to approval by the BOH or BOS?	<input type="radio"/> Y	<input checked="" type="radio"/> N
	Is the proposal subject to approval by the Conservation Commission?	<input type="radio"/> Y	<input checked="" type="radio"/> N
Date Lot was created: <i>1910</i>	Is the property located in the Floodplain District?	<input type="radio"/> Y	<input checked="" type="radio"/> N
Date Building was erected: <i>1930</i>	Is the property located in the Groundwater Protection District?	<input type="radio"/> Y	<input checked="" type="radio"/> N
Does the property meet the intent of the Design Review Guidelines? <i>Yes</i>	Is the property located in a designated Historic District or is it designated as a Historic Landmark?	<input type="radio"/> Y	<input checked="" type="radio"/> N
Describe Application Request:  Demolition of existing garage and New Construction of a 24'x24' standard garage in the same location. Lot was created in 1910 and existing structure build in 1930. Lot is Unique as it has frontage on three (3) streets.			

# GENERAL APPLICATION FORM

## FILL IN THE APPLICABLE DATA BELOW

Required Data	Bylaw Requirement	Existing	Proposed
A. Use			
B. Dwelling Units			
C. Lot Size	22,500sqft	22,500sq'	10,000sq'
D. Lot Frontage	150'	50' / 200'	50' / 200'
E. Front Setback	20'	77.9' / 24.0' / 101.5'	76.5' / 24.0' / 99.2'
F. Side Setback	10'	1.06'	2.0'
G. Side Setback			
H. Rear Setback			
I. Lot Coverage		1,280.1'	1,344.4'
J. Height		13.75'	13.33'
K. Parking Spaces		2	2
L. Other			

FOR TOWN HALL USE ONLY	
To be filled out by the Building Commissioner:	
Date Reviewed	Medway Building Commissioner
Comments:	

After completing this form, please submit an electronic copy to [zoning@townofmedway.org](mailto:zoning@townofmedway.org) and 4 paper copies to the Community & Economic Development Department.



## TOWN OF MEDWAY

## ZONING BOARD OF APPEALS

155 Village Street  
Medway MA 02053

Phone: 508-321-4915 | [zoning@townofmedway.org](mailto:zoning@townofmedway.org)  
[www.townofmedway.org/zoning-board-appeal](http://www.townofmedway.org/zoning-board-appeal)

**NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.**

## TO BE COMPLETED BY THE APPLICANT

*Please provide evidence regarding how the Special Permit Decision Criteria, outlined below, is met. Please write "N/A" if you believe any of the Criteria is Not Applicable. Provide attachments if necessary.*

<p><b>1. The proposed site is an appropriate location for the proposed use:</b></p> <p>The proposed site, VR zone, is in an appropriate location for the proposed garage, an accessory residential use.</p>
<p><b>2. Adequate and appropriate facilities will be provided for the operation of the proposed use:</b></p> <p>Proposed use is same as existing. Currently an existing driveway serves the existing two car garage and will remain in same location with the proposed.</p>
<p><b>3. The proposed use as developed will not create a hazard to abutters, vehicles, pedestrians, or the environment:</b></p> <p>The proposed use will not create hazard to abutters, vehicles, pedestrians or the environment evidenced by submitted letters of no objection from the closest abutter along with abutters throughout the neighborhood. The new structure will be safer for the public and be constructed in accordance with current new building codes.</p>
<p><b>4. The proposed use will not cause undue traffic congestion or conflicts in the immediate area:</b></p> <p>The proposed use will not cause undue traffic congestion or conflicts in the immediate area as the garage will be built for two cars, same as existing garage does.</p>
<p><b>5. The proposed use will not be detrimental to the adjoining properties due to lighting, flooding, odors, dust, noise, vibration, refuse materials, or other undesirable visual, site, or operational attributes of the proposed use:</b></p> <p>The proposed use is accessory to the existing single family home and will not be detrimental to the single adjoining property. The proposed garage will be further off the adjoining property than existing.</p>
<p><b>6. The proposed use as developed will not adversely affect the surrounding neighborhood or significantly alter the character of the zoning district:</b></p> <p>The proposed use as developed will not adversely affect the surrounding neighborhood due to the fact that there are other additions with similar setback encroachment in the neighborhood. The Zoning district will also not be affected by the proposed use.</p>



**7. The proposed use is in harmony with the general purpose and intent of this Zoning Bylaw:**

The proposed use is allowed in the VR zone as stated in the Zoning Bylaw. The current legally pre-existing nonconforming building is also allowed to be reconstructed by grant of special permit from Board of Appeals.

**8. The proposed use is consistent with the goals of the Medway Master Plan:**

Use is residential in a VR zone.

**9. The proposed use will not be detrimental to the public good:**

Based on receipt of letters of no objection from abutters and proposed use being consistent with the Zoning bylaws, it can be determined it will not be detrimental to the public good. Also, the Historical Commission has voted the existing structure has no historical significance.

  
Signature of Applicant/Petitioner or Representative

11-5-20  
Date



## TOWN OF MEDWAY

## ZONING BOARD OF APPEALS

155 Village Street  
Medway MA 02053

Phone: 508-321-4915 | zoning@townofmedway.org  
www.townofmedway.org/zoning-board-appeal

**NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.**

## TO BE COMPLETED BY THE APPLICANT

*Please provide evidence regarding how the Variance Criteria, outlined below, is met. All Variance Criteria must be met to be considered. Provide attachments if necessary.*

1. What circumstances exist relating to the shape, topography, or soil conditions of the subject property which do not generally affect other land in the zoning district? (See MGL c. 40A Section 10)

The circumstances related to the unique shape of the lot, which is having frontage on 3 streets, and placement of the existing dwelling/garage are factors that do not generally affect other land in the zoning district. Due to front setbacks from three streets, a structure anywhere on the lot would not meet the current dimensional requirements. These conditions do not generally affect other land in the zoning district or neighborhood.

2. What substantial hardship, financial or otherwise, is caused by the circumstances listed above when the literal enforcement of Medway Zoning Bylaw is applied? (See MGL c. 40A Section 10) (Cannot be *personal hardship*)

The conditions as exist above cause a substantial hardship due to where the house sits on the existing lot. The lot was created in 1910 before zoning was enacted, qualifying as a nonconforming/pre-existing lot, along with the existing pre-existing nonconforming dwelling and nonconforming garage built approximately 1930. The existing garage is also in poor condition and not able to be safely used for intended purpose.

3. State why desirable relief may be granted without substantial detriment to the public good.

Based on submittal of letters of no objection from closest abutters and that there are other additions with similar setback encroachments in the neighborhood the structure would not cause substantial detriment to the public good. Also, the proposed modest reconstruction would not exceed the height of the existing structure.

4. State why relief may be granted without nullifying or substantially derogating from the intent or purpose of the Zoning Bylaw.

The relief can be granted without nullifying or substantially derogating from the Zoning Bylaw due to the fact that there are other structures with similar setback encroachments in the neighborhood and the use of the proposed structure is allowed as of right. The request is for reconstruction of the existing structure would only improve the look and value of the subject property, and in turn properties near by.

*Kan Kwan GBT*  
Signature of Applicant/Petitioner or Representative

11-520  
Date



**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**  
**ZONING BOARD OF APPEALS**

Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Phone (508) 321-4890  
Email: [zoning@townofmedway.org](mailto:zoning@townofmedway.org)  
[www.townofmedway.org](http://www.townofmedway.org)

**Legal Notice Billing Agreement Form**

**Board Members**

Rori Stumpf, Chair  
Brian White, Vice Chair  
Gibb Phenegar, Clerk  
Christina Oster, Member  
Tom Emero, Member  
Brian Cowan, Associate  
Member  
Carol Gould, Associate  
Member

The Zoning Board of Appeals will prepare and submit a legal notice to be published in the *Milford Daily News*. This legal notice will appear in two consecutive issues of the newspaper, at least 14 days prior to the date of your hearing. The cost varies based upon the applicant request and information required for the notice. The Zoning Board of Appeals will forward the ad proof with the total to be paid by the applicant.

Guaranteed  
Builders & Developers Inc. 12 Charles River Rd  
Applicant Name Property Address

508-476-1500  
Telephone Number

69/36  
Parcel ID

T.sharkey@ghiavis.com VR  
Email Address Zoning District

I hereby agree to provide a check in the sum of the ad proof total provided by the Zoning Board of Appeals for the required legal notice for a public hearing before the Zoning Board of Appeals.

Tracy Sharkey  
Applicant Signature

10/23/20  
Date

**Please Note:** This form must be returned to the Zoning Board of Appeals when submitting your application





**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**  
**ZONING BOARD OF APPEALS**

Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Phone (508) 321-4890  
Email: [zoning@townofmedway.org](mailto:zoning@townofmedway.org)  
[www.townofmedway.org](http://www.townofmedway.org)

**Representative Authorization Form**

**Board Members**

Rori Stumpf, Chair  
Brian White, Vice Chair  
Gibb Phenegar, Clerk  
Christina Oster, Member  
Tom Emero, Member  
Brian Cowan, Associate  
Member  
Carol Gould, Associate  
Member

I, Richard Goodspeed certify that I am the owner of  
the property and I am aware of and authorize the submission of this  
application being submitted by my representative  
Tracy Sharkey GBI.  
All information submitted is accurate to my knowledge.

Richard Goodspeed 12 Charles River Rd  
Property Owner Name Property Address

508-533-8428 Map 69 parcel 36  
Telephone Number Parcel ID

ric9002@msn.com VR  
Email Address Zoning District

  
Property Owner Signature

10-23-2020  
Date

**Please Note:** This form must be returned to the Zoning Board of Appeals when submitting the application if being  
completed by a representative or it will be incomplete until this form is completed.

TREASURER/COLLECTOR CERTIFICATION



**TOWN OF MEDWAY**  
**ZONING BOARD OF APPEALS**  
 155 Village Street  
 Medway MA 02053

Phone: 508-321-4915 | zoning@townofmedway.org  
 www.townofmedway.org/zoning-board-appeal

TO BE COMPLETED BY THE APPLICANT

Applicant/Petitioner(s): Guaranteed Builders & Developers Inc
Property Owner(s): Richard & Cheryl Goodspeed
Site Address(es): 12 Charles River Road
Parcel ID(s): 609136
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title: BK-9252 PG-63 / 03/17/1992

*Tracy Sharkey*  
 Signature of Applicant/Petitioner or Representative

10/23/20  
 Date

<b>FOR TOWN HALL USE ONLY</b>	
To be filled out by the Treasurer/Collector:	
10-23-20 Date Reviewed	<i>Norio Campagna</i> Medway Treasurer/Collector
Tax Delinquent: Y <input checked="" type="radio"/> N	
Comments:	

October 26, 2020

Special Permit Request Narrative

12 Charles River Rd -Medway, MA 02053

Map-69 Parcel-36

Deed Book – 9252 PG-63

Application to request relief from Section 5.5 Pre-existing/non-conforming Lot

Zone - VR

Description of Special Permit Request:

The applicant is proposing to reconstruct the existing detached garage. The applicant is requesting relief from the right-side yard setback to demolish the existing 20'x 25' single story garage and rebuild a 24' x 24' single story 2 car garage in the same location. The required side yard setback is 10' and 2.0' is being proposed. The request is for 8' of relief. The lot was created in 1910 before zoning was enacted it is a nonconforming/pre-existing lot, and the existing structure was built in 1930. The lot is unique as it has frontage on three streets. The configuration and orientation of the existing garage, driveway, and house built in 1930 does not allow for a conforming structure to be built. The Zoning Bylaw allows for reconstruction by a special permit from Board of Appeals.

The proposed garage would not deter from the aesthetics of the neighborhood and will be more attractive than the existing garage. The Single Story two car garage would also increase the tax base for the Town by adding to the property value.

Respectfully,

Karen Keegan

October 26, 2020

RE: 12 Charles River Rd. Special Permit Application

Dear Chair and Members of the Zoning Board of Appeals,

I reside at 3 Massasoit St. and I am aware that my neighbors would like to rebuild the existing garage on their property and that they need a special permit in order to build the garage. I have no objection to the ZBA granting Mr. and Mrs. Goodspeed a special permit to allow the garage to be built. The special permit, as proposed, would have no impact on the value of our lot and the new garage would be visually more attractive than the existing one.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Tomaso". The signature is written in a cursive, flowing style.

Joe Tomaso  
3 Massasoit St.  
Medway, MA 02053



NOT  
AN  
OFFICIAL  
COPY

63

Richard E. Goodspeed and Cheryl A. Goodspeed, formerly Cheryl A. Baker,  
husband and wife

of Medway, Norfolk

County, Massachusetts

in consideration of ONE DOLLAR AND IN FULL CONSIDERATION

grant to Richard E. Goodspeed and Cheryl A. Goodspeed, husband and wife,  
as tenants by the entirety

of 12 Charles River Road, Medway, Massachusetts

with quitclaim covenants

the land ~~is~~ with the buildings thereon situated in Medway, Norfolk County, Massachusetts  
being lots numbered ninety-one (91) and ninety-two (92) on a "Plan of Charles  
River Park", made by J.S. Crossman, C.E., dated March 1910 and recorded with Norfolk  
Deeds in Plan Book 61 as Plan No. 2942, bounded and described as follows:

EASTERLY by Charles River Road, one hundred (100) feet;  
SOUTHERLY by Nipmuc Street, fifty (50) feet;  
WESTERLY by Lot 90, on said plan, one hundred (100) feet; and  
NORTHERLY by Lots 69 and 70, on said plan, fifty (50) feet.

Containing 5,000 square feet of land, according to said plan.

Also the land in Medway, Norfolk County, Massachusetts being lots numbered sixty-  
nine (69) and seventy (70) on a "Plan of Charles River Park" made by J.S. Crossman  
C.E., dated March, 1910 and filed with Norfolk Registry of Deeds, the same being  
described as follows:

NORTHERLY on Massasoit Street, on said plan, fifty (50) feet;  
EASTERLY on Charles River Road on same plan, one hundred (100) feet;  
SOUTHERLY on lots numbered 91 and 92 on said plan, fifty (50) feet;  
WESTERLY on lot numbered 71 on said plan, one hundred (100) feet.

Being the same premises conveyed to us by deed of Sally W. Dmytryck, Trustee  
dated March 13, 1979 and recorded with Norfolk Deeds, Book 5586, Page 102.

9201 63  
SALLY W. DMYTRYCK, TRUSTEE

RECORDED  
17 MAR 1992

Executed as a sealed instrument this 17th day of March 19 92

*Richard E. Goodspeed*

Richard E. Goodspeed

*Cheryl A. Goodspeed*

Cheryl A. Goodspeed

The Commonwealth of Massachusetts

Norfolk

March 17 19 92

Then personally appeared the above named Richard E. Goodspeed and Cheryl A. Goodspeed

and acknowledged the foregoing instrument to be their free act and deed.

Before me

*Edward M. Padlen*

Edward M. Padlen

Notary Public

My commission expires

May 23

19 92

PROPERTY ADDRESS: 12 CHARLES RIVER ROAD, MEDWAY, MASSACHUSETTS

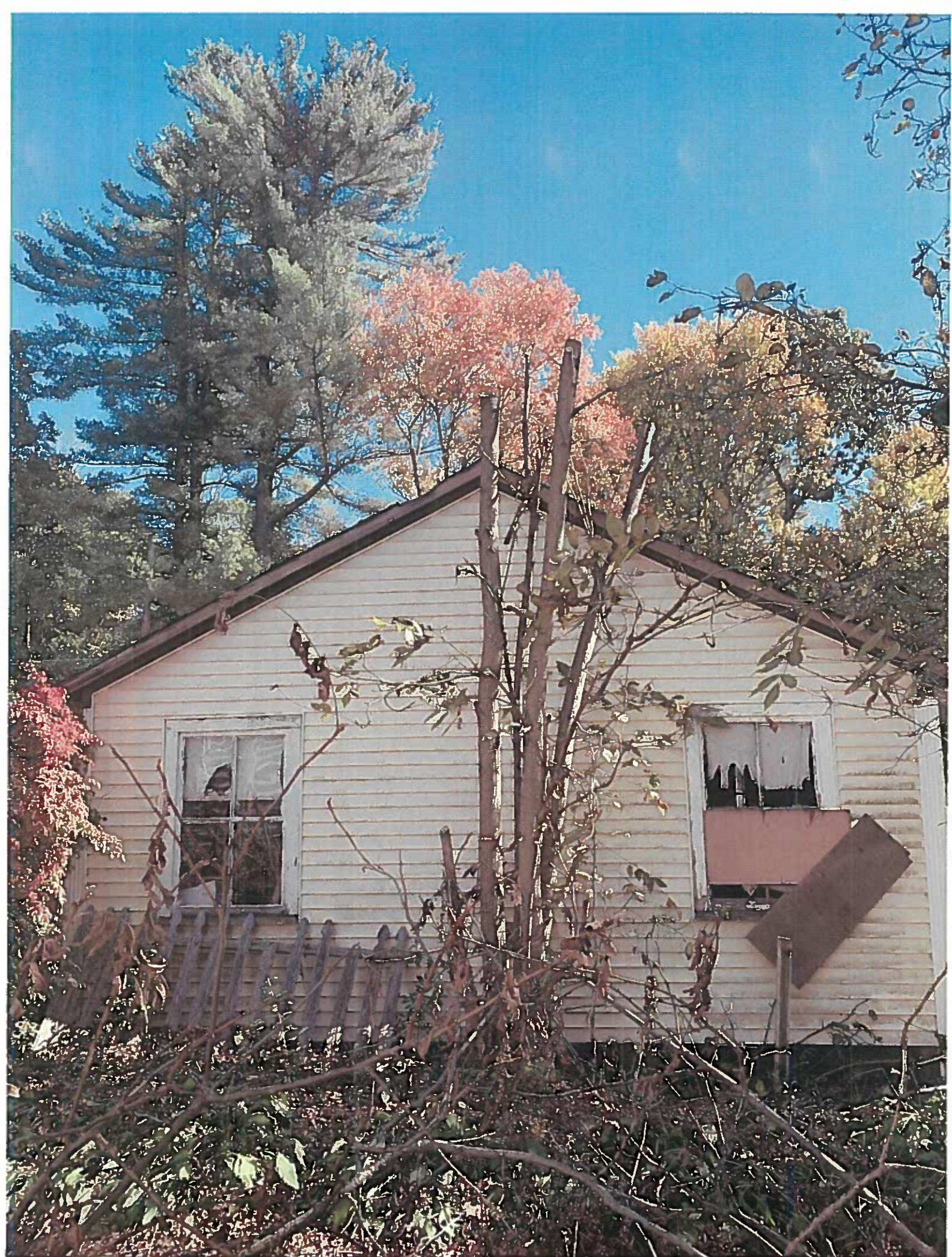








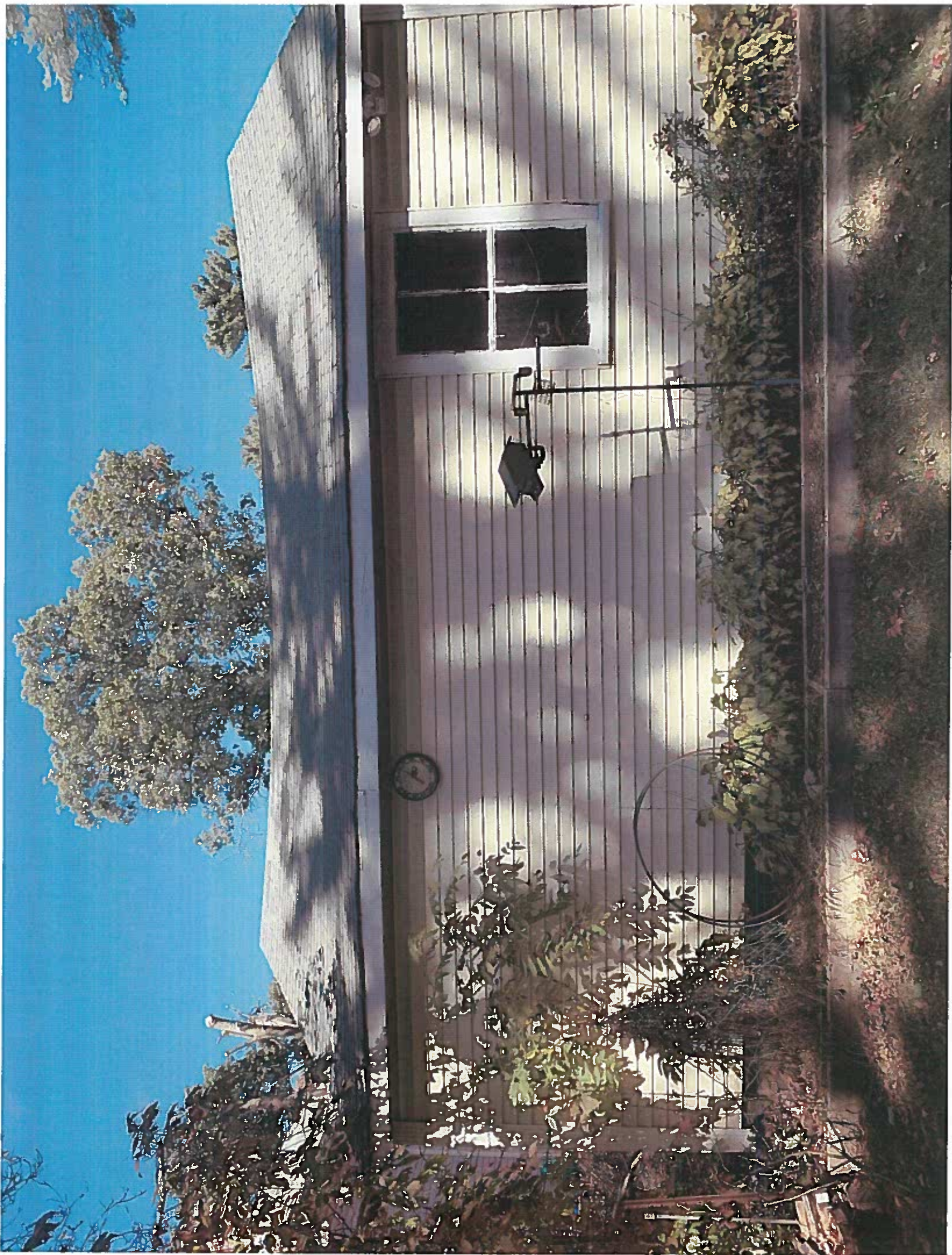




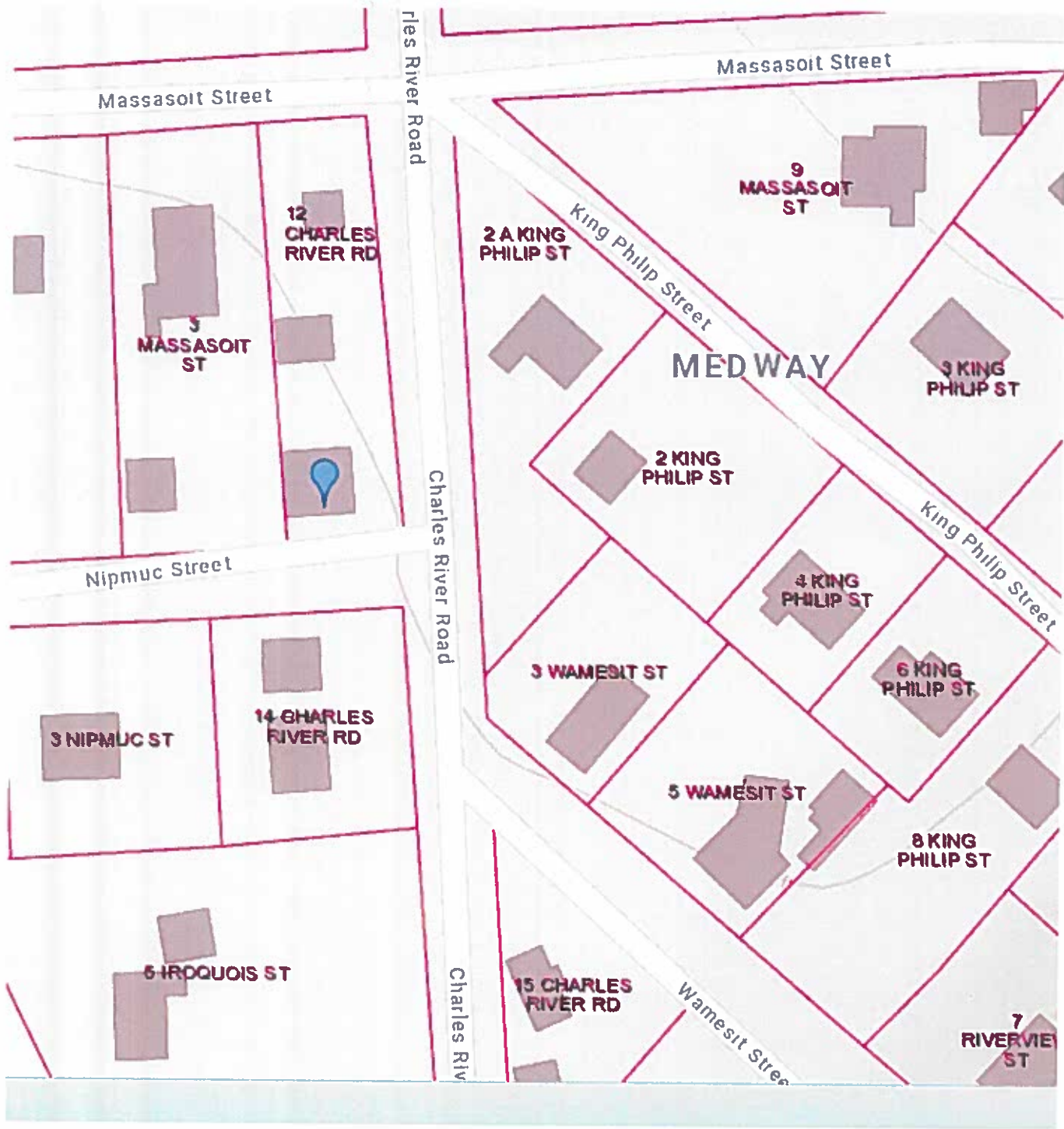












24' X 24' STANDARD GARAGE BY



Guaranteed Builders & Developers, Inc.

14 WEST STREET, DOUGLAS MA. 01516

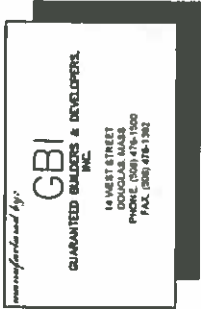
Phone: (508) 476-1500

24' X 24' STANDARD GARAGE

FOR

12 CHARLES RIVER RD, MEDWAY, MA 02053

JOB NUMBER: #39-2020  
SHEET NO. TITLE  
DATE: 9/8/2020



1. BUILDER

A. NAME: GBI.

B. ADDRESS: 14 WEST STREET, DOUGLAS, MA 01516

C. MANUFACTURING PLANT ADDRESS: 14 WEST STREET DOUGLAS, MA 01516

3. BUILDING INFORMATION

A. PROJECT NAME AND BUILDING LOCATION:

RICK GOODSPEED  
12 CHARLES RIVER RD  
MEDWAY, MA  
02053

TEL: (508) 533-8428

B. AREA OF BUILDING: 576 Sq. Ft.

C. AMOUNT OF ENCLOSED SPACE: 576

D. HEIGHT OF BUILDING ABOVE GRADE:

1. STORIES: 1

2. FEET: 13'-4"

E. BUILDING DESIGN LIVE LOADS:

1. CEILING DEAD LOAD: 10 PSF

2. ROOF: 50 PSF

3. BOTTOM CHORD LIVE LOAD: 10 PSF

4. CONCRETE FLOOR: 3500 PSI

F. WIND: ASCE 7-02; 129 MPH; TCDF=6.0 PSF; BCDL=6.0 PSF; H=25FT; CAT II EXP B;  
ENCLOSED: MWFRS (LOW RISE); GABLE END ZONE AND C-C EXTERIOR (2) D-10-0  
TO 2-2-0, INTERIOR (1) 2-2-0 TO 9-0-0, EXTERIOR (2) 9-0-0 TO 12-0-0, INTERIOR (1)  
15-0-0 TO 21-10-0 ZONE; CANTILEVER LEFT AND RIGHT EXPOSED; END VERTICAL  
LEFT AND RIGHT EXPOSED; C-C FOR MEMBERS AND FORCES & MWFRS FOR  
REACTIONS SHOWN; LUMBER DOL=1.8 PLATE GRIP DOL=1.8

2. INDEX OF DRAWINGS & PERMINENT INFORMATION SHEETS ARE AS FOLLOWS

T-0	TITLE PAGE	DWG DATE	9/8/2020
A-1	FOUNDATION/FLOOR PLAN	DWG DATE	9/8/2020
A-2	CROSS SECTION/SHEAR WALL	DWG DATE	9/8/2020
A-3	ELEVATIONS	DWG DATE	9/8/2020
A-4	ELEVATIONS	DWG DATE	9/8/2020

NUMBER OF SHEETS IN EACH SET: 5

COPYRIGHT © 1994 by  
Guaranteed Builders Inc.,  
all rights reserved, including the  
right of reproduction in whole  
or in part in any form. Duplication  
or distribution without written  
consent is strictly prohibited.

FOR STATE USE ONLY





DRAWN BY  
MJF

DATE  
9/8/2020

APPROVED BY

DATE

PROJECT NOS.

#39-2020

CBI MODEL / SIZE

24' X 24' STANDARD  
GARAGE

NOTES

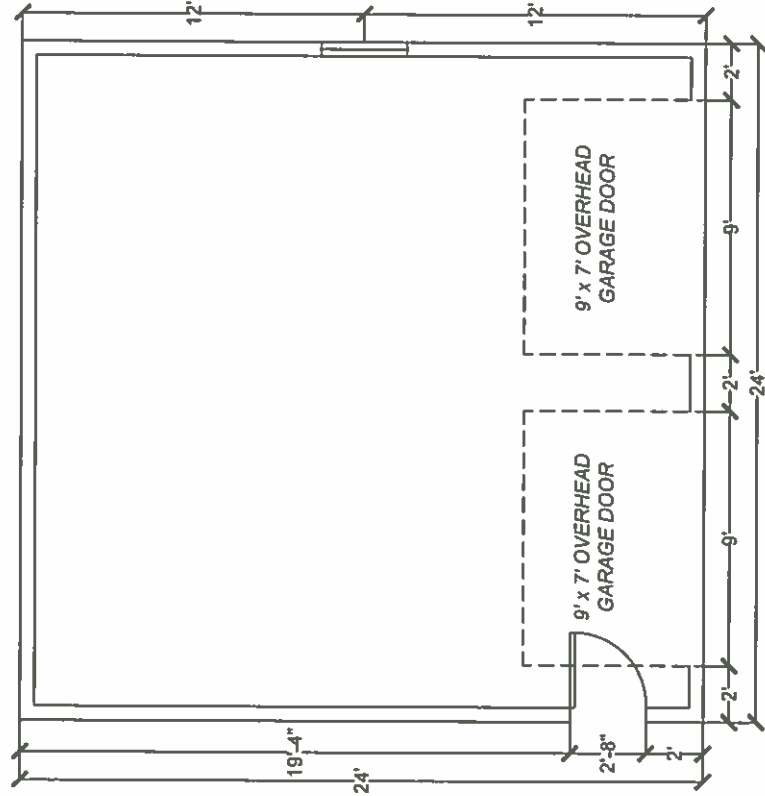
1. TYPICAL RENDERING

No.	Description/Revision	Date

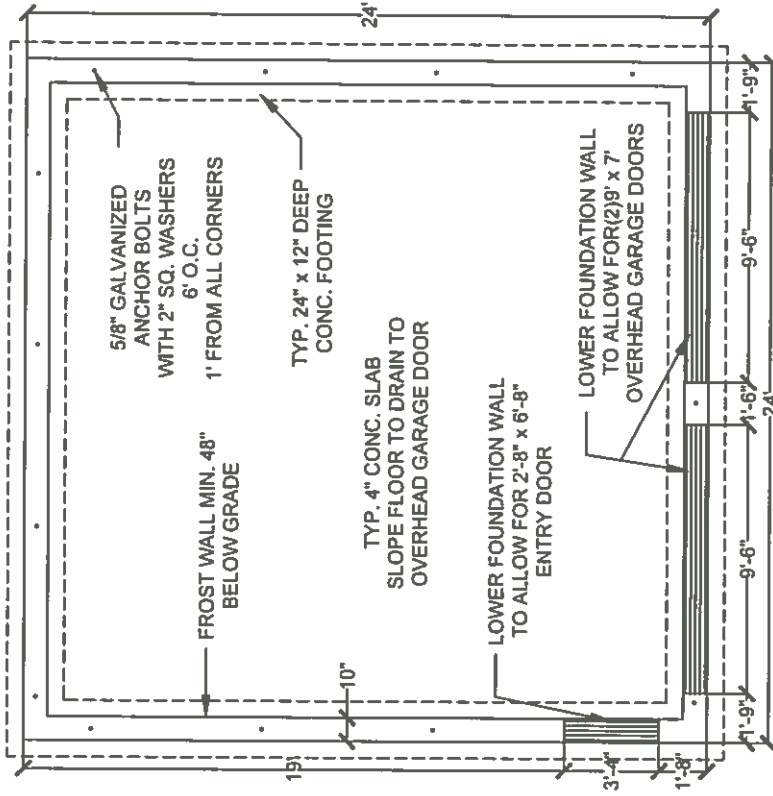
GUARANTEED BUILDERS INC.  
14 West Street  
Barnstable, MA  
02518  
TEL (508) 476-1500  
FAX (508) 476-1362

GUARANTEED BUILDERS INC.  
14 West Street  
Barnstable, MA  
02518  
TEL (508) 476-1500  
FAX (508) 476-1362

Project #39-2020  
Date 9/8/2020  
Sheet A-1  
Note



FLOOR PLAN



FOUNDATION PLAN

**COPYRIGHT © 1994 by  
Guaranteed Builders Inc.,**  
all rights reserved, including the  
right of reproduction in whole  
or in part in any form. Duplication  
or distribution without written  
consent is strictly prohibited.





DRAWN BY  
MJF

DATE  
9/8/2020

APPROVED BY

DATE

PROJECT NO'S  
#39-2020

GBI MODEL / SIZE  
24' X 24' STANDARD  
GARAGE

NOTES:  
1. ARTIST RENDERING

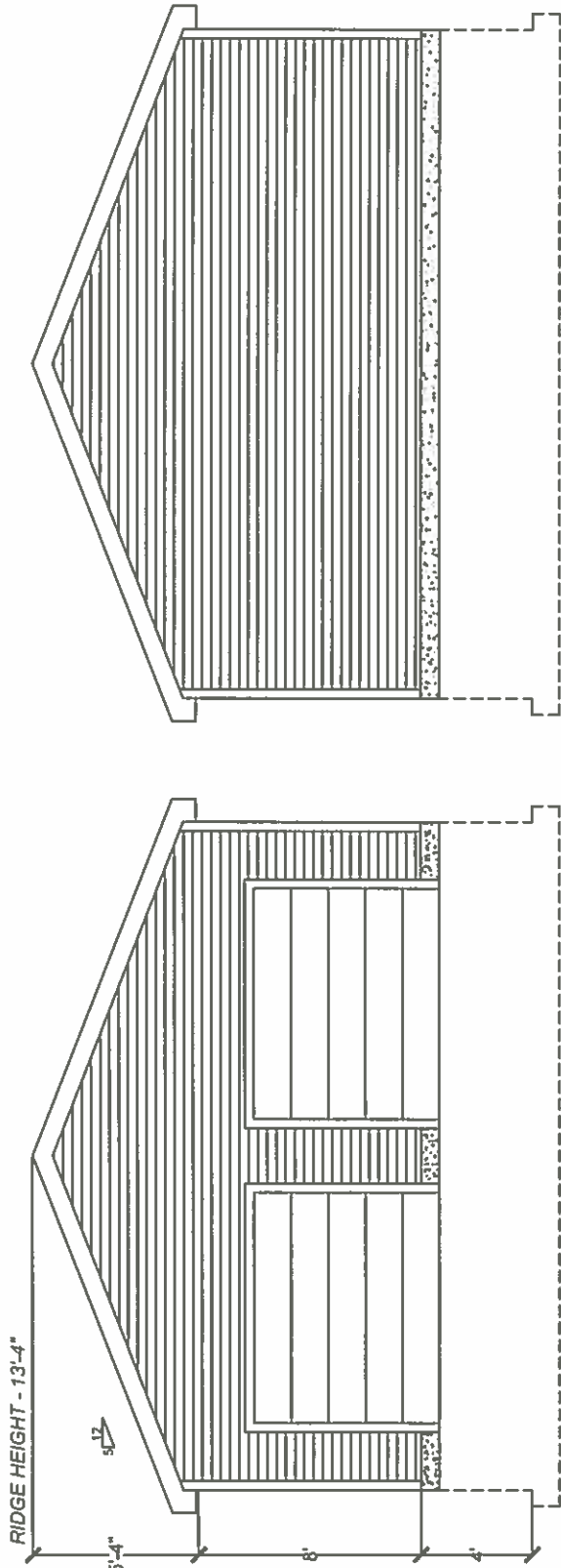
No.	Revisions/Comments	Date

GUARANTEED BUILDERS INC.  
12 CHARLES RIVER RD  
MILWATY, MA  
01816  
TEL: (508) 476-1200  
FAX: (508) 476-1202

GUARANTEED BUILDERS INC.  
12 CHARLES RIVER RD  
MILWATY, MA  
01816  
TEL: (508) 476-1200  
FAX: (508) 476-1202

Sheet #39-2020  
#392020  
None

**A-3**



REAR ELEVATION

FRONT ELEVATION

**COPYRIGHT © 1994 by**  
**Guaranteed Builders Inc.,**  
all rights reserved, including the  
right of reproduction in whole  
or in part in any form. Duplication  
or distribution without written  
consent is strictly prohibited.

USER REVDATE RNAME



DRAWN BY  
MJF

DATE  
9/8/2020

APPROVED BY

DATE

PROJECT NO'S  
#39-2020

CBI MODEL / SIZE  
24' X 24' STANDARD  
GARAGE

NOTES  
1. ARTIST RENDERING

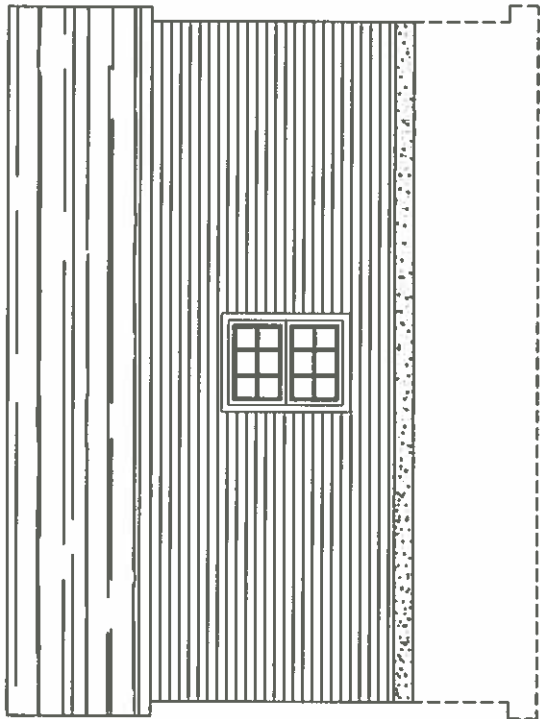
No.	Description/Revision	Date

GUARANTEED BUILDERS INC.  
4 West Street  
Medbury, MA 01901  
TEL: (508) 776-1500  
FAX: (508) 776-1501

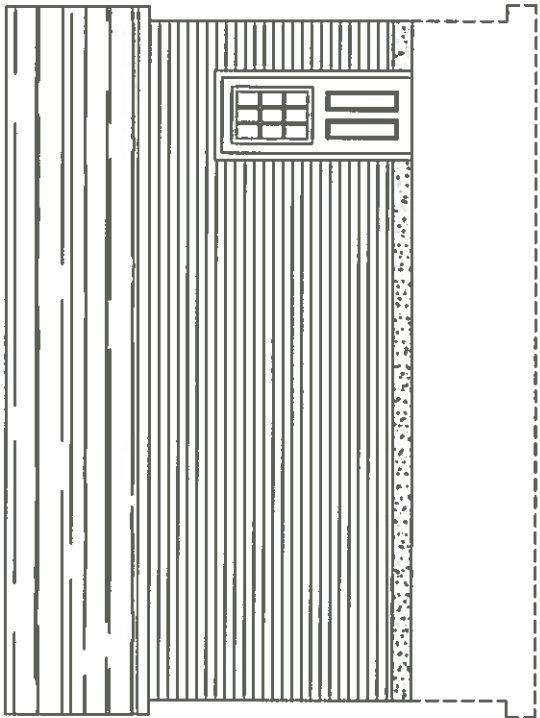
GUARANTEED BUILDERS INC.  
12 CHARLES STREET RD  
MEDBURY, MA 01901  
TEL: (508) 432-6428

Project #39-2020  
Date 9/8/2020  
None

A-4



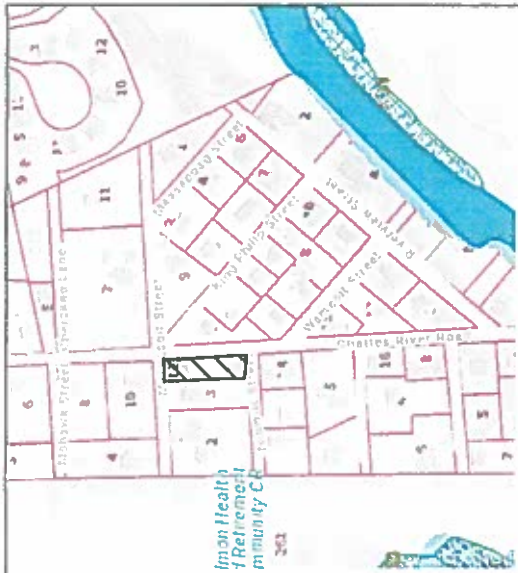
RIGHT ELEVATION



LEFT ELEVATION

**COPYRIGHT © 1994 by**  
**Guaranteed Builders Inc.,**  
all rights reserved, including the  
right of reproduction in whole  
or in part in any form. Duplication  
or distribution without written  
consent is strictly prohibited.





ZONED - VR			
REQUIRED	EXISTING GARAGE	PROPOSED DETACHED GARAGE	
AREA	22,500 SF	10,000 SF (existing)	10,000 SF (existing)
FRONTAGE	150'	50'/200'	50'/200'
FRONT YARD	20'	77.9/24.0'/101.5/76.5'/24.0'/99.2'	
SIDE YARD	10'	106'	20'
REAR YARD	10'	---	---

LOT LOCUS  
N.T.S.

REFERENCES:  
ASSESSOR'S REFERENCE:  
PARCEL ID: MAP 69 PARCEL 36

DEED BK: 9252 PG: 63  
PLAN BK: 61 PL.No: 2942

EXISTING HOUSE/GARAGE BUILT 1930  
SECTION 55.  
PRE-EXISTING NON-CONFORMING.

ZONING BY-LAW SECTION 55.C.3a&b  
RECONSTRUCTION ALLOWABLE AS A  
MATTER OF RIGHT.  
NONCONFORMING STRUCTURES  
EXISTING GARAGE HEIGHT 13.75  
PROPOSED GARAGE HEIGHT 13.33

EXISTING LOT COVERAGE (1,280.1 SF) 12.8%  
PROPOSED LOT COVERAGE (1,344.4 SF) 13.4%

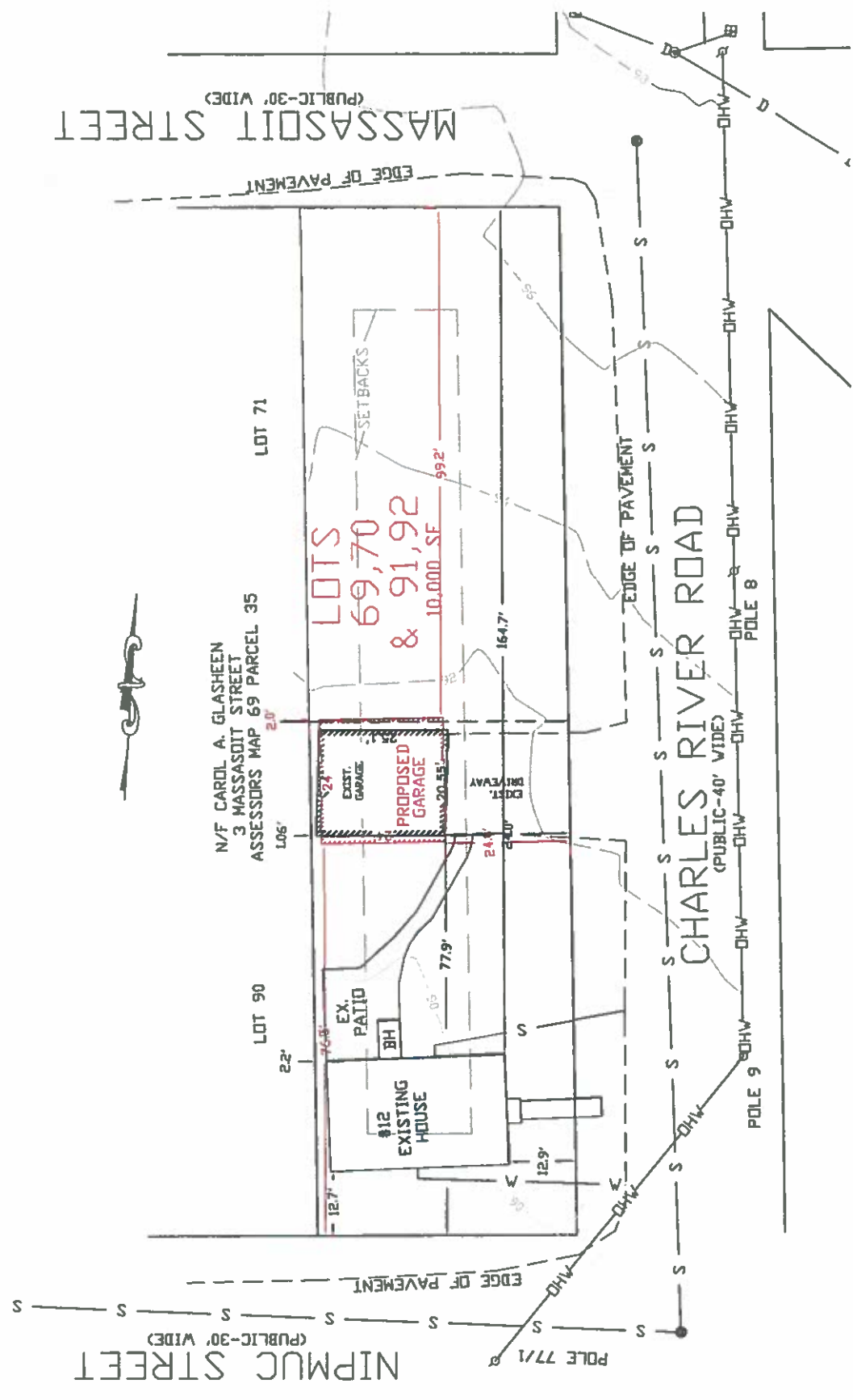
1.) THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE APPROXIMATE ONLY AND ARE BASED UPON A FIELD SURVEY AND A COMPILATION OF AVAILABLE PLANS OF RECORD FROM THE VARIOUS UTILITY COMPANIES. THE INFORMATION PROVIDED IS FOR THE USE OF THE CONTRACTOR. NEITHER WARRANTY NOR GUARANTEE OF THE INFORMATION IS PROVIDED. THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UTILITIES BY CONTACTING THE RESPECTIVE UTILITY COMPANIES AND 'DIG-SAFE'.  
2.) CONSTRUCTION SURVEY STAKEOUT IS RECOMMENDED TO ASSURE THE CORRECT PLACEMENT OF THE PROPOSED STRUCTURE.



CHARLES E. MICHAUD, P.E. #24494

GUARANTEED BUILDERS & DEVELOPERS INC.  
14 WEST STREET DOUGLAS, MA 01516  
PHONE: (508) 476-1500 FAX: (508) 476-1392

PLOT PLAN	
COMP'D BY: KJK	SCALE: 1" = 30'
DRAWN BY: KJK	DATE: 9/15/20
CHK'D BY: CEM	ZONE: VR
FIELD BY: KJK	FIELD BK./PG: 1
PROJECT LOCATION: 12 CHARLES RIVER ROAD, MEDWAY, MA	
OWNER: RICHARD & CHERYL GOODSPEED 12 CHARLES RIVER ROAD MEDWAY, MA 02053	



PER FIRM MAP  
TOWN OF MEDWAY, MA  
NORFOLK COUNTY  
COMMUNITY PANEL No.: 25021C0143E  
EFFECTIVE: JULY 17, 2012  
THIS SITE IS NOT IN A DESIGNATED FLOOD ZONE



SCALE  
1"=30'