

**Tuesday October 23, 2018
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053**

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

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Planning Consultant Gino Carlucci, PGC Associates
Amy Sutherland, Recording Secretary

The Chairman opened the meeting at 7:00 pm. He announced that the meeting was being broadcast and recorded by Medway Cable Access.

Member Tucker submitted a remote participation form for this meeting being October 23, 2018. (See Attached.)

There were no Citizen Comments.

Zoning Bylaw Amendment Public Hearing:

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

- Public Hearing continuation notice.
- Article 23-Add museum to list of Adaptive Use Overlay District special permit uses.
- Article 24- Amendments to Multifamily Housing Overlay District Regulations.

No one was present to provide any testimony regarding the proposed Zoning Bylaw amendments.

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously by roll call vote to close the hearing for the Zoning Bylaw Amendments.

Roll Call Vote:

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

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously by roll call to recommend Articles 23 and 24 as proposed.

Roll Call Vote:

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

Approval Not Required Plan 288 Village Street.

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

- ANR application dated 10-16-18
- PGC review letter dated 10-16-18.
- Revised ANR Plan with revision date 10-17-18.

The Board is in receipt of an application from Tony Leland regarding 288 Village Street. Mr. Leland recently purchased 288 Village Street which is immediately adjacent to his home at 290 Village Street. He plans on building a garage on a parcel being carved out of 288 Village Street and added to his house lot at 290 Village Street. The application plan was prepared by Land Planning, Inc. dated October 15, 2018 and revised October 17, 2018. The plan shows a parcel of 8919 sq. ft. being divided from 288 Village Street to convey to 290 Village Street. The plan also shows Mr. Leland's claim to land within the former railroad right-of way adjacent to the property.

The Board asked if Mr. Leland is receptive to an easement for possible trail on the railroad bed. He indicated he would consider it.

On a motion made by Rich Di Iulio and seconded by Matt Hayes the Board voted unanimously by roll call to endorse the ANR plan dated 10-17-18 or 288 Village Street.

Roll Call Vote:

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

2 Marc Road Adult Recreational Marijuana Special Permit – Review Fee

Estimate:

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

- 10-12-18 fee estimate from PGC

The applicant for 2 Marc Road has submitted an application for an Adult Recreational Marijuana Special Permit for cultivation and processing. This is only for a special permit and no separate site plan is needed as no changes are planned from the previously approved site plan. There is no need for engineering review by Tetra Tech. The public hearing for this will be held on Tuesday, November 13, 2018.

The Board would like Susy to speak with abutter John Lally to see if he has had resolution with the noise issues at the site. Susy will also check with Jack Mee to see if there have been any complaints.

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously by roll call to approve the PGC Associates review fee estimate of \$450.

Roll Call Vote:

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

Medway Green Field Change:

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

- Email communicates 10-17-18 between Susy and Mark Heavener regarding locations for proposed underground propane tanks.
- Photo of a similar installation.
- Drawing showing 2 locations for proposed underground propane tanks
- Sheet L-1 (landscaping)

Developer Mark Heavener was present and explained that he received information that Columbia Gas will not be providing service to his site so his alternative plan is to install underground propane tanks. He already has gas equipment installed in the units. The site will take two underground tanks (1 for each building). The Fire Department has been contacted. The landscaping will not change. The Board asked for an email from the Fire Chief with his recommendation. The locations of the landscaping may need to be repositioned.

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to accept the Field Change for Medway Green.

Roll Call Vote:

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

Establishment of Administrative Site Plan Review Team:

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

- DRAFT of joint document to be signed by the PEDB and the Town Administrator to formally establish the Administrative Site Plan Review Team to include the Director of Community and Economic Development, the Building Commissioner, and the Planning and Economic Development Coordinator.
- Excerpt from Zoning Bylaw listing projects subject to administrative site plan review.

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously by roll call to accept the establishment of Administrative Site Plan Review Team as described.

Roll Call Vote:

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

Applegate – Amendment to Tri- Partite Agreement:

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

- 10/19/18 email from Attorney Carolyn Murray of Town Counsel KP Law.
- Revised draft amendment dated 10/19/18.

The discussion regarding Applegate will be held over to the next meeting as there is no update back from the Bank.

Review and Discuss Recent ZB A Petitions:

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

- 22 Summer Street Zoning Petition
- 333 Village Street Zoning Petition

The Board reviewed the petitions. There were no concerns with the petition for 22 Summer Street.

The application for 333 Village Street was also reviewed. It was noted that the new foundation is not on the same footprint as the old foundation. It is the opinion of the PEDB that this change is substantially more detrimental and makes the site more non-conforming to the neighborhood.

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to send a letter to the Zoning Board of Appeals recommending this variance/finding not be allowed.

Roll Call Vote:

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

Medway Community Church Site Plan Endorsement:

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

- Pre-Endorsement checklist
- Treasurer/Collector's certification on paid fees
- Certificate of no appeal
- Tetra Tech construction services fee estimate
- Medway Community Church site plan decision
- Revised site plan dated 10-18-18

The revised site plan was received 10-18-18. This has been provided to Tetra Tech to review; all changes have been made. The Medway Community Church has not paid the construction services/inspection fee so the Board will not endorse the site plan at this time. It was noted by Consultant Bouley that the applicant needs to record the long term stormwater operations and maintenance plan and provide phosphorous calculations for review by Tetra Tech. There also needs to be a separate erosion and sediment control plan per the stormwater bylaw requirements and the site plan decision. Pastor Carl Shultz provided a letter questioning some of the elements of the construction service fee estimate. The applicant provided a mark-up of the construction fee amounts. There was a question about removing the cost of preparing bond estimates as there will likely not be any bond for this project. There was no language about a bond in the decision. Consultant Bouley noted that the stormwater inspections during construction are absolutely needed on sites where subsurface stormwater infiltration is being installed. The Board would like to include all of the inspection items as noted with the exception of the removal of the bond.

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to approve the construction administration budget for Medway Community Church in the amount of \$7,586.40 with the removal of the bond estimate.

Roll Call Vote:

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

Construction Reports:

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

- CTS (9 Trotter Drive) – Report #1 (9-13-18).
- Medway Green (Main & Mechanic) – Report #7 (10-16-18)
- Merrimack Building Supply (20 Trotter Drive) – Report #15 (10-5-18)
- Merrimack Building Supply (20 Trotter Drive)-Report #16 (10-11-18)

Plan Review and Construction Observation Refunds:

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

- List of projects with remaining plan review funds
- List of projects with remaining construction observation funds.

The Board was made aware that the Town Accountant's office has asked the Board to review the plan review and construction observation funds to try to reduce the balances in these two revolving funds.

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to refund all the PEDB Plan Review Fund accounts as noted on provided sheet with the exception of those noted as “no” with the numbers being confirmed with the Town Accountant.

Roll Call Vote:

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

Construction Observation Revolving Fund:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to refund all the PEDB Construction Observation Revolving Fund provided sheet with the exception of those noted as “no” and Rolling Brook with the numbers being confirmed with the Town Accountant.

Roll Call Vote:

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

The Board discussed developing a policy to do this on a regular basis.

MEETING MINUTES:

October 9, 2018:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to approve the minutes from October 9, 2018.

Roll Call Vote:

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

October 9, 2018 Executive Session:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to approve the executive session minutes from October 9, 2018.

Roll Call Vote:

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

Revised minutes of September 25, 2018 PEDB Meeting:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously by roll call to accept the revised minutes of September 25, 2018.

Roll Call Vote:

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

Announce to release of Executive Session minutes:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to accept and release the following executive session minutes:

- August 4, 2004
- August 10, 2004
- September 7, 2004
- October 26, 2004
- November 23, 2004

Roll Call Vote:

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

CORRESPONDENCE:

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

- Information on the 10-29-18 informational meeting regarding a possible 40 B apartment development at 39 Main Street.
- Letter from Melissa Cryan of the MA Division of Conservation Services dated 10-15-18 regarding a conditional approval of Medway's updated Open Space and Recreation Plan.
- Special Meeting on November 6, 2018 for PEDB.

FUTURE MEETINGS:

- Tuesday, November 6, 2018.

ADJOURN:

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

Roll Call Vote:

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

The meeting was adjourned at 8:45 pm.

Prepared by,



Amy Sutherland
Recording Secretary

Reviewed and edited by,

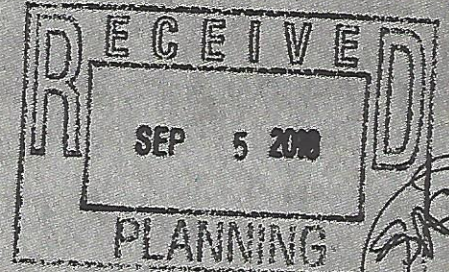


Susan E. Affleck-Childs
Planning and Economic Development Coordinator



Town of Medway

Remote Participation Request



I, Robert K. Tucker (print name), hereby request to participate remotely at the meeting of the Planning & Eco Dev (Board/Committee/Commission) to be held on 9/11, 9/25, 10/9, 10/23, 11/3, 11/27 (date). I certify to the Chair that my absence is the result of one or more of the following factors which make my physical presence unreasonably difficult:

- ☐ (1) Personal Illness or Disability ☐ (2) A Family or Other Emergency
☐ (3) Military Service ☐ (4) Geographic Distance (Employment / Board Business)

Explanation: WORKING OUT OF THE AREA ON TEMP. ASSIGNMENT

During the meeting, I will be at the following location:

CHICOPEE, MA.
Address

417-901-1967
Phone Number

[Signature]
Signature of Member

9/4/18
Date

Please sign and return to Chair

Request received by THOMAS A GAY
Acting Chair (please print)

Date

Method of Participation Speakerphone (e.g. speakerphone)

Request Approved ☒ Request Denied* ☐

[Signature]
Signature of Chair

9.5.18
Date

Signed form to be appended to the meeting minutes.

*All Denied Requests are Final and Not Appealable.



October 23, 2018
Medway Planning & Economic Development Board
Meeting

Zoning Bylaw Public Hearing

- Public Hearing continuation notice
- Article 23 – Add museum to list of Adaptive Use Overlay District special permit uses
- Article 24 – Amendments to Multifamily Housing Overlay District regulations



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 Hayes, P.E.
Richard Di Iulio

MEMORANDUM

October 11, 2018

TO: Maryjane White, Town Clerk
Town of Medway Departments, Boards and Committees

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

RE: ***Public Hearing Continuation – Proposed Amendments to the Medway Zoning Bylaw***
CONTINUATION DATE – Tuesday, October 23, 2018 at 7:00 p.m.
LOCATION – Medway Town Hall, 155 Village Street

At its meeting on October 9, 2018, the Planning and Economic Development Board voted to continue the public hearing on proposed amendments to the *Medway Zoning Bylaw* to Tuesday, October 23, 2018 at 7:00 p.m. The public hearing will occur during a regular meeting of the Planning and Economic Development Board to be held at Medway Town Hall, 155 Village Street. The proposed amendments will be considered at the November 19, 2018 fall town meeting.

Please contact me if you have any questions.

ADAPTIVE USE OVERLAY DISTRICT AMENDMENTS

Draft – September 10, 2018

(Allison Potter)

ARTICLE : (Zoning Bylaw Amendment: Adaptive Use Overlay District)

To see if the Town will vote to amend the Zoning Bylaw, Section 5.6.2 Adaptive Use Overlay District, by adding a new item i. to D. Use Regulations, 2. Uses Allowed by Special Permit, as follows:

i. museum

and by revising the current item i. to item j. as follows:

- j. The alteration of, addition to, and/or conversion of an existing building to one or two residential dwelling units and one or more business uses listed in items a-i above, provided that the appearance of the building is characteristic of a single-family dwelling, or act in any manner relating thereto.

BOARD OF SELECTMEN

ARTICLE 24: (Zoning Bylaw Amendment: Multifamily Housing)

To see if the Town will vote to amend the Zoning Bylaw by revising certain portions of Section 5.6.4 Multifamily Housing as follows. Added text is indicated in **bold**. Deleted text is shown with ~~strikethroughs~~.

5.6.4 Multifamily Housing

A. **Purpose:** The purpose of this sub-section is to further the goals of the Medway Master Plan and the Medway Housing Production Plan to encourage the provision of a diversity of housing types, to promote pedestrian oriented development, **to encourage the preservation of older and architecturally significant properties**, and to increase the number of affordable housing units by establishing a special permit option to allow for the development of Multifamily Dwellings or Apartment Houses, and Multifamily Developments within the capacities of existing Town utilities and services.

B. Applicability:

1. The Planning and Economic Development Board may grant a Multifamily Housing special permit for a Multifamily Dwelling or Apartment House, and/or a Multifamily Development on a tract of land within the AR-I, AR-II, Village Residential, **or** Village Commercial zoning districts whether on one parcel or a set of contiguous parcels, with a minimum of fifty feet of frontage on an existing street located within the Multifamily Housing Overlay District as shown on a map on file with the Medway Town Clerk. The street **that provides frontage** shall, in the opinion of the Planning and Economic Development Board, have sufficient capacity to accommodate the projected additional traffic flow from the development. *(Amended 11-14-16)*
2. Tracts of land within residential subdivisions approved and constructed under the Subdivision Control Law since September 29, 1952 or granted a special permit under the Medway Zoning Bylaw shall not be eligible for a special permit under this ~~Sub-Section~~.
3. ~~Multifamily Dwellings or Apartment Houses and Multifamily Developments within the Adaptive Use Overlay District must comply with the Medway Zoning Bylaw, Adaptive Use Special Permit Site Development Standards.~~
- 4.3. These provisions apply to the following:
 - a. The alteration, ~~rehabilitation~~, ~~and~~ conversion, **or** adaptive reuse of existing buildings
 - b. Construction of new buildings or additions to existing buildings.

C. Dimensional Regulations:

1. The minimum dimensional requirements **as specified in Table 2** ~~for area and setbacks~~ shall be the same as for the underlying zoning district in which the parcel is located. However, the Planning and Economic Development Board may adjust these dimensional requirements by a four-fifths vote if, in its opinion, such adjustment will result in a more desirable design of the development or provide enhanced buffering for adjacent residential properties.
2. Legally pre-existing nonconforming buildings shall be eligible for a Multifamily Housing special permit provided there is no increase in any dimensional nonconformity or the creation of a new nonconformity, and the applicant can demonstrate compliance with the parking and open space requirements of this **sub-section**.

3. Maximum building height: 40' **except that the maximum building height for a property located within the Medway Village or Rabbit Hill Historic Districts shall not exceed 35'.**

D. Density Regulations: ~~The density of a Multifamily Dwelling or Apartment House, and a Multifamily Development shall not exceed twelve dwelling units per whole acre or portions thereof, except that the Planning and Economic Development Board may grant a density bonus for one or more of the following:~~

- ~~1. + one unit when the project involves the rehabilitation/adaptive reuse of an existing structure at least seventy-five years of age and is completed in a manner that preserves and/or enhances the exterior architectural features of the building;~~
- ~~2. + one unit for each three thousand sq. ft. of existing interior finished space that is substantially rehabilitated in accordance with the Board's *Multifamily Housing Rules and Regulations*;~~
- ~~3. + two units when twenty-five percent of the dwelling units are designated as affordable independent of the provisions of the Section 8.6 Affordable Housing.~~

~~In no case shall total density, including bonus units, exceed twenty dwelling units per acre.~~

- 1. For lots of 1 acre or more, the density of a Multifamily Dwelling or Apartment House, and a Multifamily Development shall not exceed 12 dwelling units per whole acre.**
- 2. For lots under 1 acre as of November 19, 2018, the density of a Multifamily Dwelling or Apartment House, and a Multifamily Development shall not exceed its relative portion of an acre. For example, the maximum density of a .6 acre lot shall not exceed 7 dwelling units.**

E. Special Regulations:

1. Affordable Housing Requirement: Projects approved pursuant to this ~~Sub-Section~~ shall comply with:
 - ~~a. The Town's Affordable Housing requirements as specified in Section 8.6 Affordable Housing;~~
 - ~~b. the Massachusetts Department of Housing and Community Development (DHCD)'s Local Initiative Program (LIP) Guidelines, July 1996, as may be amended; and~~
2. Open Space: There shall be an open space or yard area equal to at least fifteen percent of the parcel's ~~(s)~~ total area. This area shall be unpaved and may be landscaped or left natural, with the balance being trees, shrubs and grass suitable for the site. This area shall not be built upon but may include a play area.
3. Parking: At least one and one-half off-street parking spaces shall be provided for each dwelling unit plus one additional visitor parking space for every two dwelling units.

4. There shall be Town water and sewer available in the street on which the Multifamily Dwelling or Apartment House or Multifamily Development has its frontage and said water and sewer lines shall have sufficient capacity to accommodate the project.
5. A Multifamily Dwelling or Apartment House shall not contain more than twelve dwelling units **per building**.
6. Any Multifamily Development shall not exceed forty dwelling units.
7. **Historic Properties:** Any property proposed for a Multifamily Dwelling or Apartment House, and/or a Multifamily Development pursuant to this sub-section which includes a building that is 75 years of age or older shall be reviewed by the Medway Historical Commission to determine if it is an “historically significant building” in accordance with the criteria specified in Medway General Bylaws Article 17 Historical Properties. If so determined, the property shall comply with the following additional requirements:
 - a. A historically significant building shall not be demolished unless:
 - 1) The Inspector of Buildings has determined that it is unused, uninhabited or abandoned, and open to the weather; or
 - 2) The Board of Selectmen or the Board of Health has determined it to be a nuisance or dangerous pursuant to applicable state laws and/or the State Building Code;
 - b. Renovation of a historically significant building shall be completed in a manner that preserves and/or enhances the building’s historic exterior architecture and features;
 - c. The project may include new construction which shall be designed to be consistent with the historic nature of the property, its primary building, and the surrounding neighborhood including buildings which characterize historic homes, carriage houses, barns, sheds, garages, agricultural buildings, other similar out buildings, and historic forms of house additions traditionally undertaken in the neighborhood.
- F. **Rules and Regulations:** The Planning and Economic Development Board ~~shall~~ **may** adopt *Multifamily Housing Rules and Regulations* which shall include application submittal requirements, public hearing and review procedures, and site development and design standards including but not limited to landscaping, buffering, lighting, building style, pedestrian access, off-street parking, utilities, and waste disposal. **Such Multifamily Rules and Regulations shall be filed with the Town Clerk.**
- G. **Development Limitation:** The maximum number of Multifamily Dwelling units authorized pursuant to this sub-section shall not exceed five percent of the number of detached single-family dwellings located in the Town of Medway, as determined by the Board of Assessors.
- H. **Special Permit Procedures:**

1. The special permit application, public hearing, and decision procedures shall be in accordance with this ~~Ssub-Section~~, the Planning and Economic Development Board's *Multifamily Housing Rules and Regulations*, **Section 3.4 Special Permits**, and Section 3.5 Site Plan Review ~~and Approval~~.
 2. Application Requirements. The Applicant shall submit a Multifamily Housing special permit application together with the size, form, number, and contents of the required plans and any supplemental information as ~~required~~ **specified** in the Planning and Economic Development Board's *Multifamily Housing Rules and Regulations*.
 3. The special permit review of Multifamily Dwelling or Apartment Houses, and Multifamily Developments shall incorporate site plan review pursuant to Section 3.5 Site Plan Review ~~and Approval~~.
- I. **Decision:** The Planning and Economic Development Board may grant a Multifamily Housing special permit with any conditions, safeguards, and limitations necessary to mitigate the project's impact on the surrounding area and to ensure compliance with this ~~Ssub-Section~~, **Section 3.4 Special Permits**, and Section 3.5 Site Plan Review and Approval, upon finding that the Multifamily Dwelling or Apartment House, or the Multifamily Development will:
1. meet the purposes and requirements of this ~~Ssub-Section~~, and the Planning and Economic Development Board's *Multifamily Housing Rules and Regulations* and *Site Plan Rules and Regulations*;
 2. is consistent with the goals of ~~the Medway Master Plan and~~ the Medway Housing Production Plan;
 3. not have a detrimental impact on abutting properties and adjacent neighborhoods or such impacts are adequately mitigated;
 4. provide for greater variety and type of housing stock.
 5. **be designed in a manner that is reflective of or compatible with the character of the surrounding neighborhood.**

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:



October 23, 2018
Medway Planning & Economic Development Board
Meeting

ANR – 288 Village Street
Tony and Dawn Leland

- ANR application dated 10-16-18
- PGC review letter dated 10-1-6-18
- REVISED ANR plan dated 10-17-18 with revisions as recommended by Gino Carlucci

Tony Leland plans to build a garage on the parcel being carved out of 288 Village Street and added to his house lot at 290 Village Street.

LAND SUBDIVISION – FORM A

Application for Endorsement of Plan Believed Not to Require Subdivision Approval (ANR)

Planning & Economic Development Board - Town of Medway, MA

INSTRUCTIONS TO APPLICANT/OWNER

*This Application is made pursuant to the Medway Planning Board Subdivision Rules and Regulations.
Please complete this entire Application*

*Submit two (2) signed originals of this Application, one copy of the ANR Plan, and one Project Explanation
to the Town Clerk who will date stamp both Applications.*

*Provide one original ANR Application date stamped by the Town Clerk, one Project Explanation, eight
copies of the ANR Plan, an electronic version of the ANR plan and the appropriate ANR Filing Fee
to the Medway Planning & Economic Development office.*

*The Applicant certifies that the information included in this Application is a true, complete and accurate
representation of the facts regarding the property under consideration.*

*In submitting this application, the Applicant and Property Owner authorize the Planning & Economic
Development Board and its agents to access the site during the plan review process.*

*The Town's Planning Consultant will review the Application, Project Explanation and ANR plan and
provide a recommendation to the Planning & Economic Development Board. A copy of that letter
will be provided to you.*

***You or your duly authorized agent is expected to attend the Board meeting
when the ANR Plan will be considered to answer any questions and/or submit such
additional information as the Board may request.
Your absence may result in a delay in its review.***

October 16, 2018

TO: The Planning & Economic Development Board of the Town of Medway, MA

The undersigned, wishing to record the accompanying plan of property in the Town of Medway and believing that the plan does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits this Application and ANR Plan to the Medway Planning and Economic Development Board and requests its determination and endorsement that the Board's approval under the Subdivision Control Law is not required.

ANR PLAN INFORMATION

Plan Title: Plan of Land
Prepared by: Land Planning, Inc
P.E. or P.L.S registration #: 45274 Plan Date: 10/15/18

PROPERTY INFORMATION

ANR Location Address: 288 Village Street
The land shown on the plan is shown on Medway Assessor's Map # 58 Parcel # 83
Total Acreage of Land to be Divided: 0.85
Subdivision Name (if applicable): NA

Medway Zoning District Classification: Agricultural - Residential II

Frontage Requirement: 150' Area Requirement: 22,500 sq. ft.

Is the road on which this property has its frontage a designated **Medway Scenic Road**? Yes

The owner's title to the land that is the subject matter of this application is derived under deed from: Donald + Suzanne Lloy to Tony + Dawn Leland dated 10/9/17 and recorded in Norfolk County Registry of Deeds, Book 36356 Page 499 or Land Court Certificate of Title Number _____, Land Court Case Number _____, registered in the Norfolk County Land Registry District Volume _____, Page _____.

APPLICANT INFORMATION

Applicant's Name: Tony J. and Dawn M. Leland

Applicant's Signature: Tony J. Leland Dawn M. Leland

Address: 290 Village Street
Medway, MA

Telephone: 508-962-2820 Email: _____

The Applicant hereby appoints William Halsky - Land Planning Inc. to act as its Agent/ Official Representative for purposes of submitting this application for endorsement of this ANR Plan.

PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name: _____

Owner's Signature: _____

Address: _____

Telephone: _____ Email: _____

ENGINEER or SURVEYOR INFORMATION

Name: Land Planning, Inc.

Address: 167 Hartford Avenue

Bellingham, MA

Telephone: 508-966-4130 Email: bellingham@landplanninginc.com

ATTORNEY INFORMATION

Name: _____

Address: _____

Telephone: _____ Email: _____

PROJECT EXPLANATION

Provide a cover letter with a detailed explanation of how you propose to divide the land, what land transaction will occur, and what land reconfiguration will result from the endorsement and recording of this ANR Plan.

APPROVAL NOT REQUIRED JUSTIFICATION

The Applicant believes that the Board's approval under the Subdivision Control Law is not required for the following reasons: *(Check all that apply.)*

- ☐ 1. The accompanying plan does not show a division of land.
- ☒ 2. Every lot shown on the plan has frontage as required by the Medway Zoning Bylaw. The frontage required by the Zoning Bylaw is located on Village Street (name of way(s), which is:
- ☒ a. A public way. Date of street acceptance: County bylaw 1922
- ☐ b. A way certified by the Town Clerk as being maintained and used as a public way. *(Attach Town Clerk's certification)*
- ☐ c. A way shown on a definitive subdivision plan entitled _____
- that was previously endorsed by the Planning and Economic Development Board on _____ and recorded at the Norfolk County Registry of Deeds on _____
- Provide detailed recording information: _____
- ☐ d. A private way in existence on the ground before 1952 when the Subdivision Control Law was adopted in the Town of Medway, which has, in the opinion of the Planning & Economic Development Board, adequate width, suitable grades, and adequate construction to provide vehicular access to the lot(s) for their intended purpose of _____ and to permit the installation of municipal services to serve the lot(s) and any buildings thereon.
- ☐ 3. The division of land shown on the accompanying plan is not a "subdivision" for the following reasons: _____
- _____
- _____
- _____

ANR PLAN FILING FEE

**\$250 plus \$100/lot or parcel for a plan involving three (3) or more lots/parcels,
not to exceed a maximum of \$750.**

**Please prepare two checks: one for \$95 and one for the balance.
Each check should be made payable to: Town of Medway**

Fee approved 11-2-06

APPLICATION CHECKLIST – All items must be submitted

- _____ 2 signed original ANR applications (FORM A)
- _____ 8 prints of ANR plan – 1 for Town Clerk and 7 for Planning
- _____ Electronic version of ANR plan for Planning
- _____ Project Explanation - 1 for Town Clerk and 1 for Planning
- _____ Application/Filing Fee (2 checks)

Date Form A, ANR Plan, and Project Explanation Received by Planning & Economic
Development Board: 10-16-2018

ANR Application/Filing Fee Paid: Amount: _____ Check # _____
Check # _____

Approval Not Required Plan Explanation
288 and 290 Village Street
Medway, Massachusetts

October 16, 2018

The proposal is to divide the property at 288 Village Street into one lot (containing the existing dwelling) and one parcel to be conveyed to the owner of 290 Village Street. The existing lot is subject to a variance dated 8/4/93 that allowed for reduced frontage. The resulting Lot 1A meets area and lot shape factor requirements.

Also shown on the plan is the claim for the adjacent section of former railroad.

PGC ASSOCIATES, LLC.

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

MEMO TO: Medway Planning and Economic Development Board

FROM: Gino D. Carlucci, Jr.

DATE: October 16, 2018

RE: 288-290 Village Street ANR

I have reviewed the ANR plan submitted for endorsement by Tony and Dawn Leland of Medway. The plan was prepared by Land Planning, Inc. of Bellingham, and is dated October 15, 2018. The plan proposes to create a parcel of 8919 square feet from 288 Village Street and convey it to 290 Village Street. The property at 288 Village Street has a frontage variance which is not affected by the plan and remains conforming to area and Lot Shape factor. The plan also makes a claim to land within the former railroad right-of-way. The property is within the AR-II district.

I have comments as follows:

1. The plan meets the substantive and technical requirements for ANR endorsement.
2. Section 3.2.6 requires that abutters across the street be shown. This was not done.
3. Section 3.2.7 requires that Scenic Roads be indicated.
4. Section 3.2.11 requires indication as to whether the property is classified as Chapter 61A or 61B. This was not done.

I recommend that the technical deficiencies be corrected and that the plan be endorsed by the Board.



FOR REGISTRY OF DEEDS USE ONLY

REFERENCES:

290 VILLAGE STREET
OWNER: TONY J. LELAND, SR. & DAWN M. LELAND
290 VILLAGE STREET
MEDWAY, MASSACHUSETTS
DEED BOOK: 26185 PAGE: 459

288 VILLAGE STREET
OWNER: TONY J. LELAND, SR. & DAWN M. LELAND
290 VILLAGE STREET
MEDWAY, MASSACHUSETTS
DEED BOOK: 36356 PAGE: 499

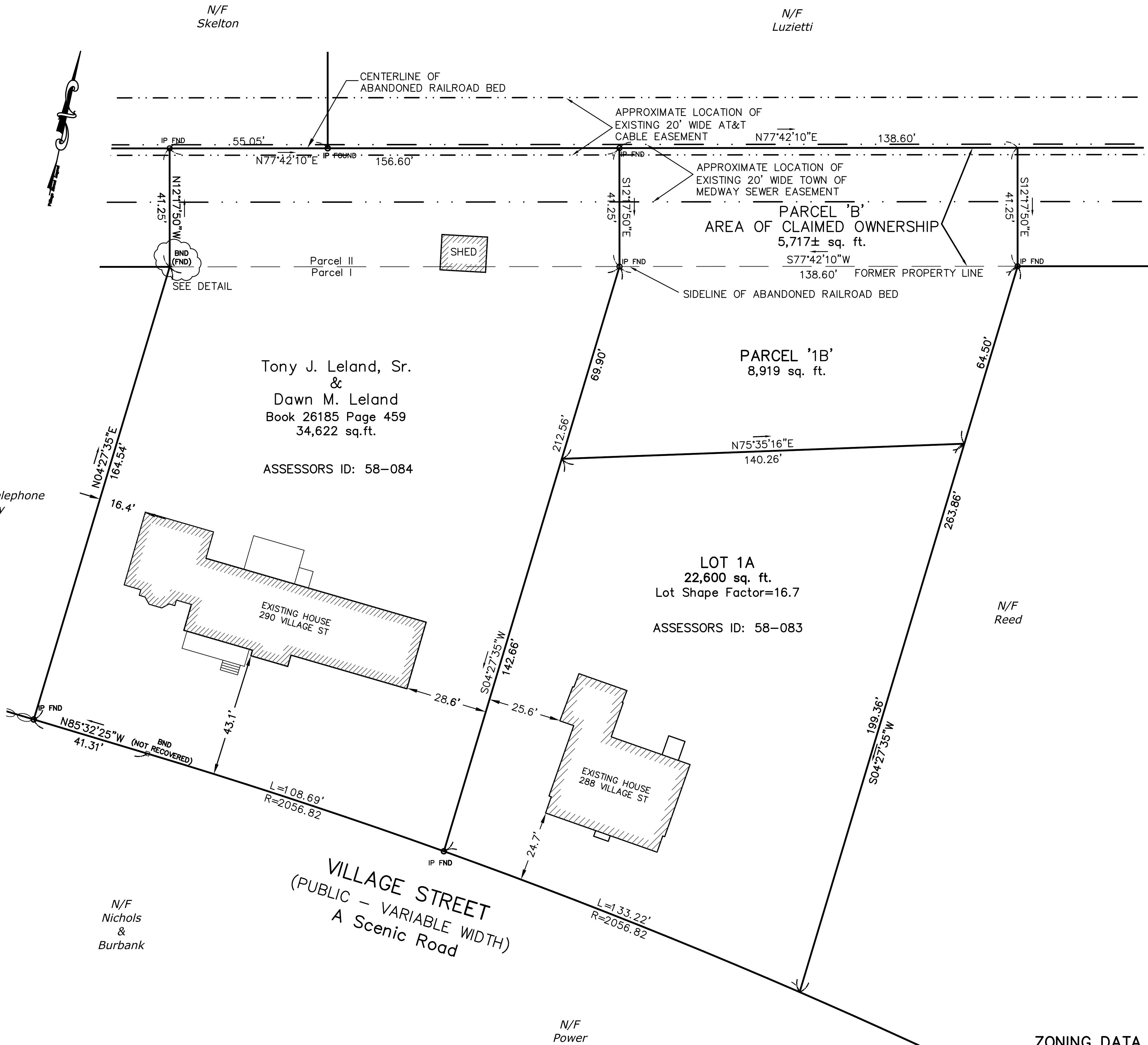
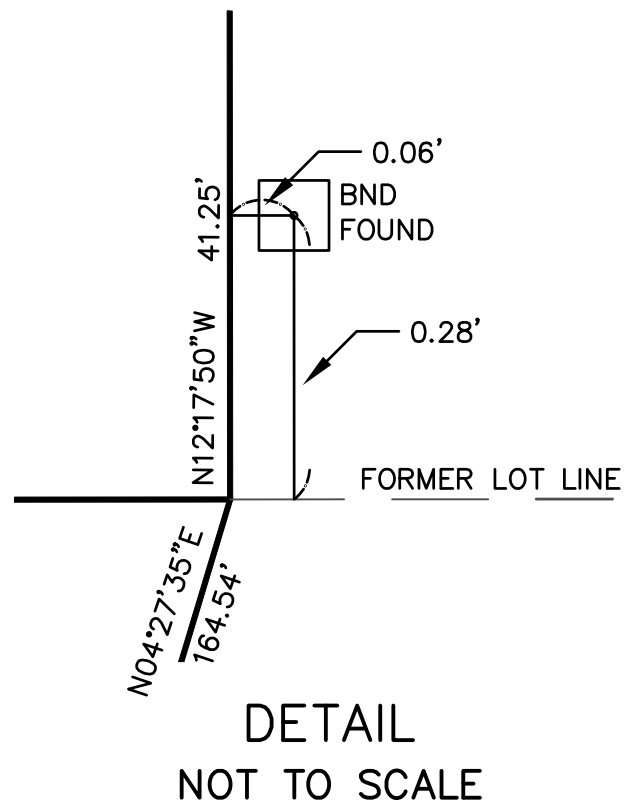
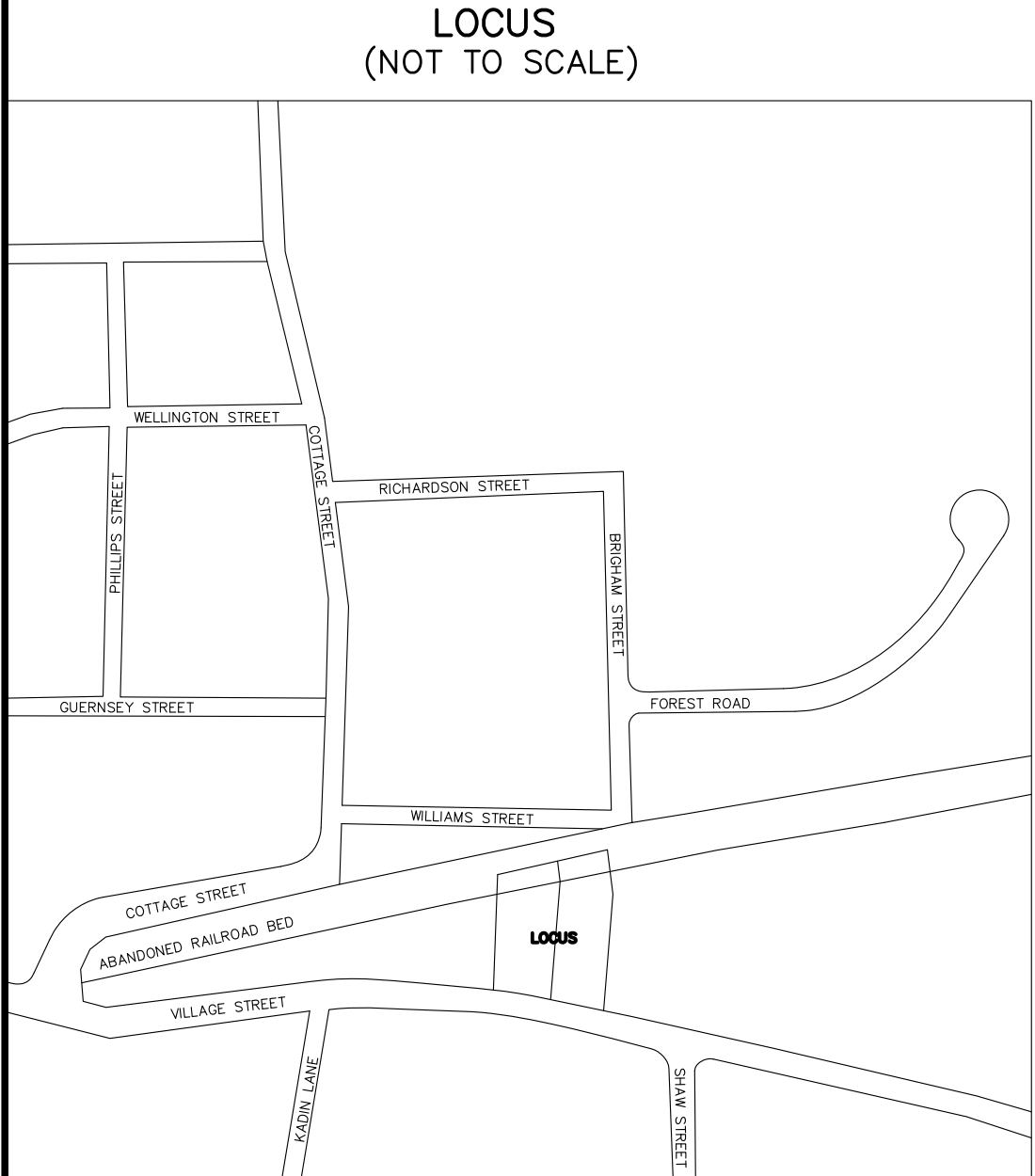
PARCEL '1B' IS TO BE CONVEYED FROM TONY J. LELAND, SR. AND DAWN M. LELAND (288 VILLAGE STREET) TO TONY J. LELAND, SR. AND DAWN M. LELAND (290 VILLAGE STREET) TO BECOME PART OF ASSESSOR PARCEL 58-084

PLANS:
PLAN BOOK: 417 PLAN: 686
1922 COUNTY LAYOUT PLAN
PLAN BOOK: 101 PLAN: 124
COUNTY LAYOUT OF VILLAGE ST. & COTTAGE ST.
PLAN BOOK: 101 PLAN: NO.124 & 125
PLAN BOOK: 589 PLAN: 30

NOTES:
PARCEL 'B' AND PARCEL '1B' ARE NOT BUILDING LOTS

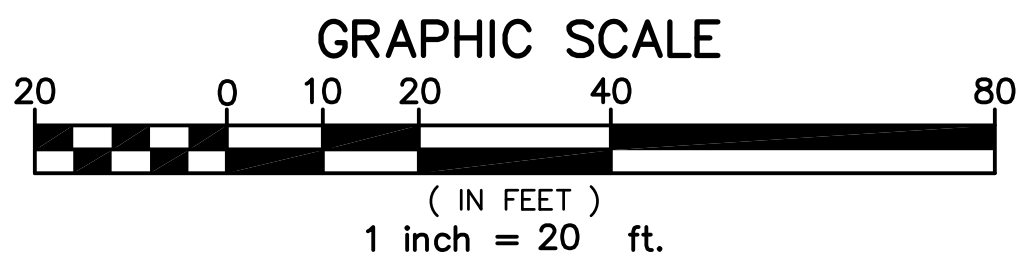
PARCEL B IS BEING CLAIMED BY TONY J. & DAWN M. LELAND AND TO BE COMBINED WITH ASSESSORS PARCEL 58-084

THESE PROPERTIES ARE NOT CLASSIFIED AS CHAPTER 61A OR 61B



CLAIMED AREA:
PARCEL B = 5,717 ± sq.ft.

COMBINED TOTAL AREA (290 VILLAGE STREET):
34,622 sq.ft.
8,919 sq.ft.
5,717 sq.ft.
49,258 sq.ft



ZONING DATA
ZONE:
AGRICULTURAL-RESIDENTIAL II
MINIMUM REQUIREMENTS
AREA: 22,500 sq.ft
FRONTAGE: 150'
FRONT YARD: 35'
SIDE YARD: 15'
REAR YARD: 15'

Plan of Land

Located at
288 Village Street
290 Village Street
Medway, MA

Owned by
Tony J. Sr. & Dawn M. Leland
290 Village Street
Medway, MA

APPROVAL UNDER THE
SUBDIVISION CONTROL LAW
NOT REQUIRED
MEDWAY PLANNING BOARD
DATE:

I CERTIFY THAT THE PREPARATION
OF THIS PLAN CONFORMS TO THE
RULES AND REGULATIONS OF THE
REGISTERS OF DEEDS

DATE:
WILLIAM D. HALSING P.L.S. #45274
FOR LAND PLANNING, INC.

REVISIONS			
No.	Date	Design	Checked
1			
2			
3			
4			
5			
6			
Field By:		BJH	9/18
Designed By:		WDH	9/18
Drawn By:		WDH	10/18
Checked By:		WDH	10/18


Land Planning, Inc.
Civil Engineers • Land Surveyors
Environmental Consultants

Bellingham
167 Hartford Ave.
Bellingham, MA 02019
508-966-4130

North Grafton
214 Worcester St.
N. Grafton, MA 01536
508-839-9526

Hanson
1115 Main Street
Hanson, MA 02341
781-294-4144
bellingham@landplanninginc.com

Date
October 17, 2018
Job No.
B1483

Sheet No.
1



October 23, 2018

**Medway Planning & Economic Development Board
Meeting**

**2 Marc Road Adult Recreational
Marijuana Special Permit – Plan Review
Fee Estimate**

- 10-12-18 fee estimate from PGC Associates

NOTE- The application is only for a special permit. No separate site plan is needed as no changes are planned from the previously approved site plan. Therefore, there is no need for engineering review by Tetra Tech.

PGC ASSOCIATES, LLC

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

October 12, 2018

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

RE: 2 MARC ROAD RECREATIONAL MARIJUANA PECIAL PERMITS

Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the proposed special permit for a recreational marijuana cultivation facility. The owner/applicant is Ellen Realty Trust of Millis.

The proposal is to add cultivation and processing of recreational marijuana to an existing medical marijuana facility in a 60,000 square foot building. The application was prepared by Merrikin Engineering, LLP of Millis and is dated October 9, 2018.

The property is located at 2 Marc Road in the Industrial I zoning district.

<u>Task</u>	<u>Hours</u>
Technical review and comment on initial submittal in relation to zoning and regulations pertaining to site plans, and special permits for medical marijuana facilities and development within a groundwater protection district	1.5
Attendance at Planning Board meetings/hearings	1.5
Review and comment on draft decision	1.5
Total	4.5
TOTAL ESTIMATE (@\$100)	\$450.00

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

Sincerely,



Gino D. Carlucci, Jr.



October 23, 2018
Medway Planning & Economic Development Board
Meeting

UPDATED
Medway Green Field Change

- Email communications 10-17-18 between Susy and developer Mark Heavener re: installation of propane for heating instead of natural gas.

~~I await additional information from Mr. Heavener and will share with you upon receipt.~~

- **Drawing showing 2 locations for proposed underground propane tanks.**
- **Photo of a similar installation**
- **Sheet L-1 (landscaping from the approved site plan)**

I forwarded the information Tuesday morning to Steve Bouley for review and comment. Asked for input regarding impact of having underground propane tanks in areas designated for landscaping and snow storage.

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Wednesday, October 17, 2018 2:38 PM
To: 'MARK HEAVNER'
Cc: Steve Bouley
Subject: RE: 176 Main St.

Hi Mark,

Oh my goodness.

I need to see a drawing showing where you plan to install the gas tanks and something that shows how they will look. Please forward that to me asap and I may be able to add it to the agenda for next Tuesday's PB meeting. Thanks.

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

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

From: MARK HEAVNER [mailto:mark.heavner@mac.com]
Sent: Wednesday, October 17, 2018 2:31 PM
To: Susan Affleck-Childs
Subject: 176 Main St.

Hi Susan

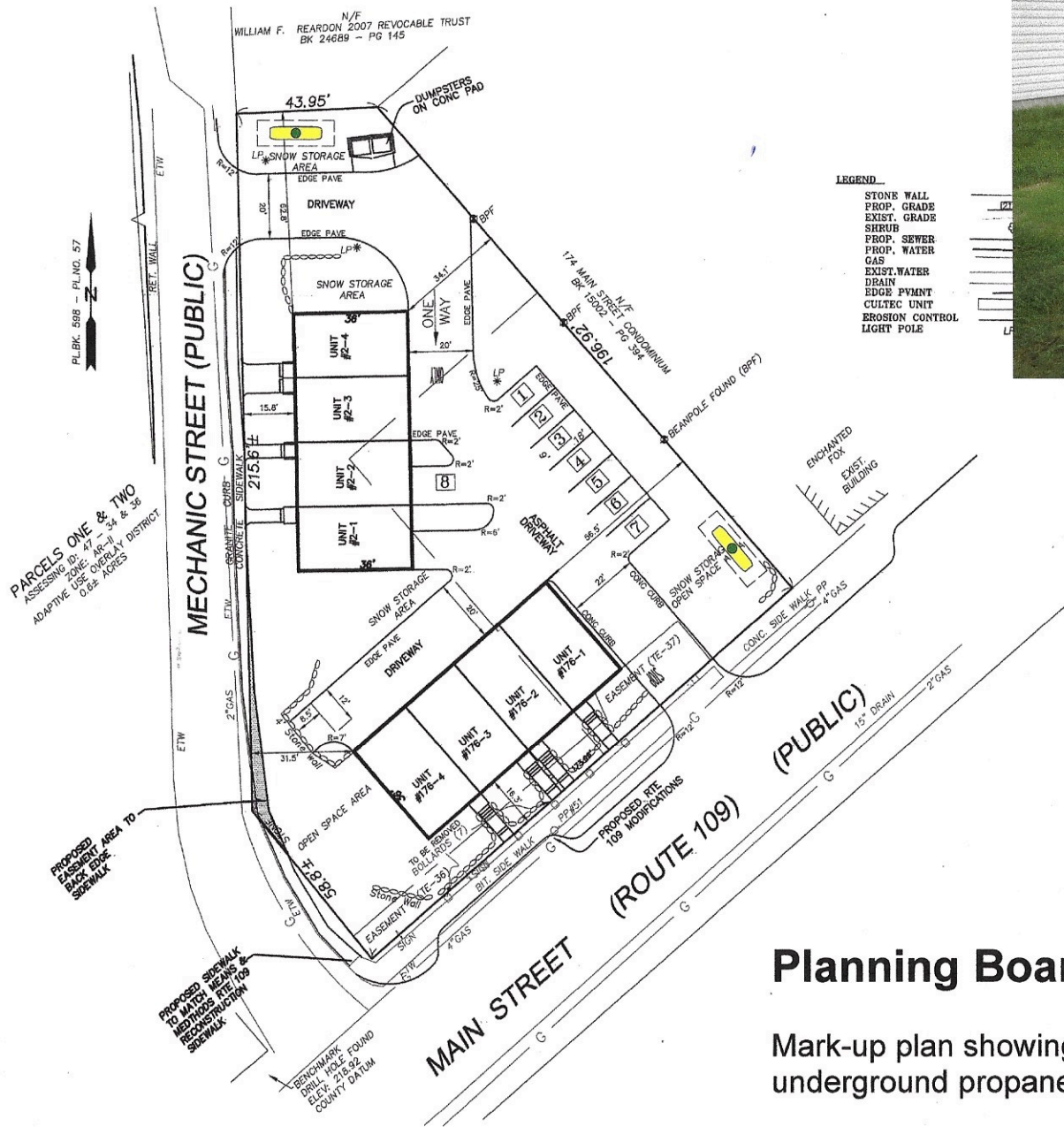
As you may have heard already Columbia Gas told me to get lost! They will not be installing gas services to the property. Unfortunately, I already have gas equipment installed and have not sized my existing electrical services large enough to use heat pumps. The option remaining is Propane. It will take two underground tanks (1 for each building). The fire department has cleared us for the only two possible locations. Is there a need to bring this to the planning board before proceeding? Thanks

Mark Heavner
508-561-6091

Sent from my Iphone

www.heavnerconstruction.com

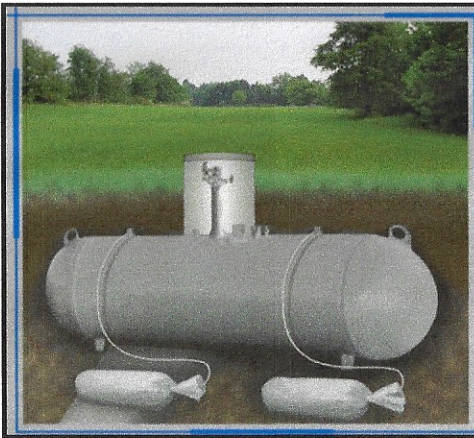
Photo of typical installation showing access dome exposed and Bollards installed for protection



Planning Board... 10-23-18

Mark-up plan showing proposed 1,000 gallon underground propane tanks.

Dotted line represents excavation area
Yellow area is buried tank
Green circle is the access dome which is exposed above grade



GENERAL SITE NOTES

1. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW ALL OF THE DRAWINGS AND SPECIFICATIONS ASSOCIATED WITH THIS PROJECT PRIOR TO THE BEGINNING OF CONSTRUCTION. SHOULD THE CONTRACTOR FIND A CONFLICT WITH THE DOCUMENTS, RELATIVE TO THE RESPONSIBILITY OF APPLICABLE CODES, IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE PROJECT ENGINEER OF RECORD IN WRITING PRIOR TO THE START OF CONSTRUCTION. FAILURE BY THE CONTRACTOR TO NOTIFY THE PROJECT ENGINEER SHALL CONSTITUTE ACCEPTANCE OF FULL RESPONSIBILITY BY THE CONTRACTOR TO COMPLETE THE SCOPE OF WORK AS SHOWN BY THE DRAWINGS AND IN FULL CONFORMANCE WITH LOCAL REGULATIONS AND CODES.
2. ALL WORK SHALL CONFORM TO LOCAL, COMMONWEALTH OF MASSACHUSETTS, AND USA STANDARDS AND ORDINANCES.
3. LOCATION OF ALL EXISTING AND PROPOSED SERVICES ARE APPROXIMATE AND MUST BE CORRELATED INDEPENDENTLY WITH LOCAL UTILITY COMPANIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR EXCAVATION. ALL UTILITY SERVICE CONNECTION POINTS SHALL BE CORRELATED INDEPENDENTLY BY THE CONTRACTOR IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
4. ALL UTILITY LOCATIONS ARE APPROXIMATE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE EXISTING, PROPOSED PIPING, ETC. PRIOR TO COMMENCEMENT OF EXCAVATION OF ANY TYPE.
5. ALL EXCAVATED UNDESIRABLE MATERIAL MUST BE TRANSPORTED TO AN APPROVED DISPOSAL LOCATION.
6. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY "THE STATE" (1-888-344-7233) 72 HOURS PRIOR TO ANY EXCAVATION ON THIS SITE. CONTRACTOR SHALL ALSO NOTIFY THE LOCAL DEPARTMENT OF PUBLIC WORKS TO MARK OUT THEIR UTILITIES.
7. THE LIMITS OF WORK SHALL BE CLEARLY MARKED IN THE FIELD PRIOR TO THE START OF CONSTRUCTION OR SITE CLEARING.
8. ALL CONCRETE AND BITUMINOUS PATCH AREAS TO MATCH EXISTING GRIDES.
9. BULK WASTE TO BE DISPOSED OF BY CONTRACTOR IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS.
10. CONTRACTOR IS RESPONSIBLE FOR ALL EXCAVATION TO BE PERFORMED IN ACCORDANCE WITH CURRENT STANDARDS, AS WELL AS ADDITIONAL PROVISIONS TO ASSURE STABILITY OF CONTIGUOUS STRUCTURES.
11. IN CASE OF DISCREPANCIES BETWEEN PLANS, THE SITE PLAN WILL SUPERSEDE IN ALL CASES. NOTIFY ENGINEER OF RECORD OF ANY CONFLICTS.

DIG SAFE NOTE:

UTILITIES ARE PLOTTED FROM FIELD LOCATION AND ANY RECORD INFORMATION AVAILABLE, AND SHOULD BE CONSIDERED APPROXIMATE. OTHER UTILITIES MAY EXIST WHICH ARE NOT SHOWN OR FOR WHICH RECORD INFORMATION WAS NOT AVAILABLE. CONTRACTORS (ON ACCORDANCE WITH MASS.G.L. CHAPTER 86 SECTION 40 AS AMENDED) MUST CONTACT ALL UTILITY COMPANIES BEFORE EXCAVATING AND DRILLING. ALSO, CALL "TWO-DIGIT" AT (800)344-7233 (1-800)344-7233.

THE OFFSETS AS SHOWN ON THIS PLAN ARE NOT TO BE USED FOR THE ESTABLISHMENT OF PROPERTY LINES OR FOR THE ESTABLISHMENT OF ANY PROPOSED CONSTRUCTION UNLESS SAID CONSTRUCTION IS SHOWN HEREON.

THIS PLAN WAS PREPARED FOR THE EXCLUSIVE USE AND PURPOSE FOR THE PARTY STATED HEREON AND SHALL NOT BE USED BY ANY THIRD PARTY WITHOUT THE EXPRESSED WRITTEN PERMISSION OF RONALD TIBERI P.E.

CONSTRUCTION ON THIS LAND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS, RESERVATIONS, OR OTHER LIMITATIONS WHICH MAY BE REVEALED BY AN EXAMINATION OF THE TITLE.

[Signature]
APPROVED BY PLANNING BOARD
DATE: 4-25-2017



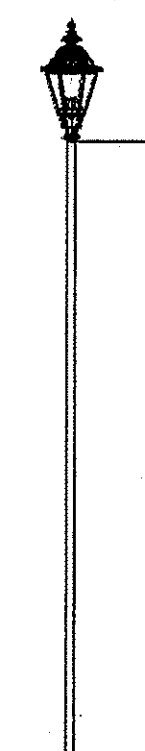
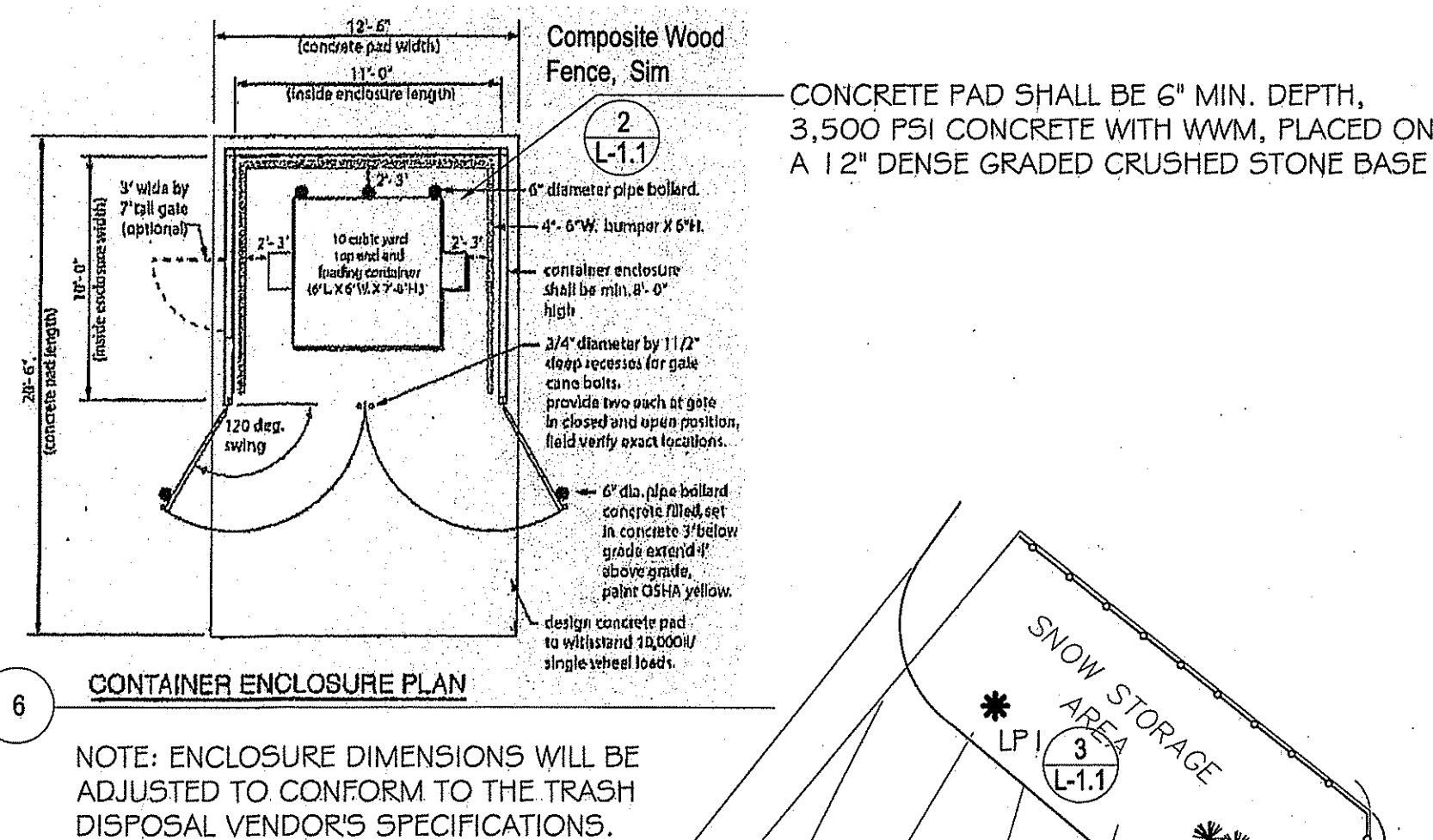
REVISIONS		
No.	DATE	DESCRIPTION
1.	1-23-2017	PER REVIEW LETTER 1-9-2017
2.	3-7-2017	REVIEW COMMENTS 2-18-17

PROPOSED SITE LAYOUT PLAN IN MEDWAY, MASSACHUSETTS	
176 MAIN STREET	
PREPARED FOR:	176 MAIN STREET LLC 12 HAVEN STREET DOVER MA
PREPARED By:	RONALD TIBERI P.E. 9 MASSACHUSETTS AVE. NATICK MA 01760
DRAWING SCALE: 1 inch = 20 feet	
PROJECT NUMBER: 2316	
DATE: DEC. 18, 2016	S-2



LIGHTING NOTES:

1. AFTERMARKET LIGHT SHIELDS WILL BE ADDED TO SELECTED LUMINAIRES TO REDUCE LIGHT SPILLAGE LEVELS TO COMPLY WITH THE *MEDWAY ZONING BYLAW*.
2. ALL LIGHT FIXTURES WILL BE PROVIDED WITH LED LAMPS.



PERMIT

Hammer + Walsh Design Inc.
Landscape Architecture + Master Planning + Urban Design
281 Summer Street, 8th Floor, Boston, MA 02210-1539
(617) 439-0126 www.hammerwalsh.com

176 MAIN STREET LLC
12 Haven Street
Dover, MA

NOTES:

NOTES:

[Handwritten signatures]

4-25-2017

STAMP

PROJECT:

176 MAIN STREET
MEDWAY, MA

TITLE:

LANDSCAPE
PLAN

DATE: 4/10/17	DRAWING NO.:
DRAWN BY: NRH	L-1.1
CHECKED BY: DMW	
SCALE: 1" = 10'-0"	

L-1.1



October 23, 2018

**Medway Planning & Economic Development Board
Meeting**

**Establishment of Administrative Site
Plan Review Team**

- DRAFT of joint document to be signed by the PEDB and the Town Administrator to formally establish the Administrative Site Plan Review Team.
- Excerpt from Zoning Bylaw listing projects subject to administrative site plan review



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
155 Village Street
Medway, MA 02053

Establishment of Administrative Site Plan Review Team

Pursuant to Section 3.5. of the *Medway Zoning Bylaw*, the Planning and Economic Development Board is authorized to select a designee to review certain site improvements under Section 3.5.3. A. 3., Administrative Site Plan Review.

The Board hereby designates the Medway Administrative Site Plan Review Team to carry out this responsibility. The Team is to be comprised of the following Town staff – Inspector of Buildings, Director of Community and Economic Development, and the Planning and Economic Development Coordinator. The Team may consult with other Town employees on a case by case basis depending on the nature of the proposed site improvements.

The Town Administrator concurs in the establishment of the Administrative Site Plan Review Team and authorizes the designated personnel to serve in this capacity.

Medway Planning and Economic Development Board

Date

Medway Town Administrator

Michael Boynton

Date

3.5 Site Plan Review

3.5.3 Applicability

3. Administrative Site Plan Review - New construction or any alteration, reconstruction, renovation or change in use of any multi-family, commercial, industrial, institutional, or municipal building or use which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:

- a. The addition of less than 1,000 square feet of gross floor area, or
- b. Exterior alteration/renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:
 - i) installation or replacement of awnings
 - ii) change in a building's exterior surface material
 - iii) rearrangement or addition of windows or doors
 - iv) façade reconstruction/replacement
 - v) roofing if the Building Inspector determines the roof to be a distinctive architectural feature of the building
- c. The redesign, alteration, expansion or modification of an existing parking area or the creation of a new parking area involving the addition of up to nine new parking spaces
- d. The redesign of the layout/configuration of an existing parking area of ten to nineteen parking spaces
- e. A change in curb cuts/vehicular access to a site from a public way
- f. Installation or alteration of sidewalks and other pedestrian access improvements
- g. Removal of hedges, living shrubs, and trees greater than four inches in caliper
- h. Installation of fencing or retaining walls
- i. Outdoor placement of cargo containers, sheds, membrane structures, equipment and materials
- j. Removal/disturbance/alteration of 5,000 – 10,000 square feet of impervious surface
- k. The conversion of a residential use to a permitted non-residential or mixed-use
- l. Installation of a wireless communication facility as defined in this *Zoning Bylaw*



October 23, 2018

**Medway Planning & Economic Development Board
Meeting**

**Review and Discuss Zoning Petitions
to the ZBA – Hearings on 11-7-18**

- **22 Summer Street** – Property owner seeks dimensional variances for a vacant property purchased in 1965 to allow for construction of a single family house. Requested frontage variance would be from 150' to 106.6'. Requested area variance is from 22,500 sq. ft. to 21,344 sq. ft.
- **333 Village Street** – Property owner seeks either a finding or a variance. The application pertains to the construction of a house at the southwest corner of Village and Haven Street; this is a site where the previous house burned down. That house had been a pre-existing, non-conforming structure built long before zoning was adopted in Medway. The new house is already constructed; it follows closely, but does not perfectly match the footprint of the previous structure, nor does it meet the current setback requirements.



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-appeals

Application Checklist

It is the responsibility of the applicant to furnish all supporting documentation with the application. Please include this checklist with your application. Failure to provide four paper copies, one electronic copy, and all other required documents and information may be cause to deny an application.

- ☒ **Application Filing Deadlines** – Be sure to review prior to beginning to fill out your application. Applications shall be filed at least **17 business days** prior to a regularly scheduled meeting date. Due to state legal notice requirements, the ZBA cannot “rush” applications if a deadline is missed. Filing Deadlines may be found on the ZBA webpage, attached to the ZBA Rules & Regulations, or in the Community & Economic Development Department.
- ☒ **Providing All Documents** – Be to review which documents and forms are needed for your request. Application forms may be found on the ZBA webpage, attached to the ZBA Rules & Regulations, or in the Community & Economic Development Department. You can also review the ZBA Rules & Regulations or call the Community & Economic Development Department if you have any questions.
- ☒ **Certified List of Abutters** – Includes two sets of labels. Fill out the *Request for Abutters* form and **submit to Assessor’s Office in advance of submitting your application with the ZBA**. The Assessor’s Office will provide the list to the Community & Economic Development Department. You are not responsible for abutter mailings. (Note: It may take up to 10 days to receive this list, please request the abutters list as soon as possible)
- ☒ **Treasurer’s Certification** – Applicants may apply to the Board for Tax Delinquent properties at their own risk. Fill out the *Treasurer’s Certification* form and **submit to the Treasurer’s Office in advance of submitting your application with the ZBA**. The Treasurer’s Office will provide the form to the Community & Economic Development Department and the Applicant will then be made aware of any outstanding taxes.
- ☒ **Filing Fees** – All applications shall be accompanied by a filing fee made payable to the Town of Medway in the specified amount outlined in the ZBA fee schedule. Fee schedule may be found on the ZBA webpage, attached to the ZBA Rules & Regulations, or in the Community & Economic Development Department. Applicants are responsible for the Filing Fee, Legal Notice Payment, and Recording Payment for Decisions, along with any necessary Peer Review costs (See Section 2.3.5 – 2.5.8 of ZBA Rules & Regulations for more information.)
- ☒ **Review Application** – The Zoning Board suggests discussing your request with Community & Economic Development Staff prior to submitting an application. Staff may be able to assist you or provide guidance as to what information the Board may expect to have prepared for a hearing.

One copy of the following shall be submitted:

- ☒ **Electronic Submission** – All applications shall include one electronic copy of all information (except the Certified List of Abutters and fee) in a PDF form. All PDFs and electronic information should be labeled. Submissions may be accepted via email to zoning@townofmedway.org, thumb-drive or on CD.

Four copies of the following shall be submitted:

- ☒ **Application** – Every application shall be submitted on an official application form, provided by the Community and Economic Development Office or Town Clerk. Please make sure to fill out the entire application completely.
- ☒ **Plot Plans** – Prepared by and under the seal of a registered engineer or registered land surveyor, the plan shall include existing conditions in black and **proposed changes in red or royal blue** to show clearly the nature of the specific request being made by the applicant. The plan include all information specified in **Section 2.3.2 of the ZBA Rules & Regulations** and **must be drawn to scale**. Plans with proposed changes shall be no more than 5 years old. For Variance requests – show topography (and soil condition if pertinent) of the property.
- ☒ **Building Plans** - If necessary, include accurate scaled renderings of elevations, showing exterior facades indicating height, materials, architectural features; and floor plans. To the extent that an application request involves extension, alteration, modification, or any other applicable changes to the **exterior** of an existing building or structure, or the construction of a new building or structure, each application shall be accompanied by existing and proposed elevations/architectural plans.
- ☒ **Floor Plans** - If necessary, include accurate scaled renderings of interior floor plans, showing room locations, egress, etc...To the extent that an application request involves extension, alteration, modification, or any other applicable changes to the **interior** of an existing building or structure, or the construction of a new building or structure, each application shall be accompanied by existing and proposed floor plans.
- ☒ **Other Supplemental Material** that will give the Board the necessary information about the project. Such items may include:
 - Existing conditions photos: Aerial Imagery/Orthoimagery/Satellite Imagery, Street-View Imagery (google maps), On-Site Photos, Locus Maps, Photos of Similar Uses
 - Existing and/or Proposed Lot Frontage, Shape/Size, Topography, Wetlands/Soil Conditions
 - Current Conditions of Surrounding District/Area
 - Approvals and/or Permits from other Town Boards/Departments
 - Sound Study
 - Environmental Impact Assessment
 - Traffic Impact Assessment/Trip Generation Estimates
 - Water and Sewer Consumption Estimates
 - Executive Summary
 - Management Plan
 - Existing and Proposed Area of Land to be Altered
 - Existing and Proposed Building Coverage
 - Existing and Proposed Impervious Surface
 - Height, Bulk, and/or Area of Proposed Use
 - Hours of Operation
 - Grading/Drainage Plan
 - Parking/Circulation Plan
 - Landscaping Plan
 - Lighting Plan
 - Letter of Support from Abutters

The size of any plot plan(s), building plan(s), and floor plan(s) shall be 11" x 17" or such other size as determined to be appropriate by the Board or its Staff. The Board may require additional plans or copies to be submitted if they determine that the provided plans are inadequate. The plans shall include all information pertinent to the petition or application as required by the Zoning Bylaw, other Bylaws or Rules, and the ZBA Rules and Regulations.

186



TOWN OF MEDWAY
ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

GENERAL APPLICATION FORM

Case Number: _____

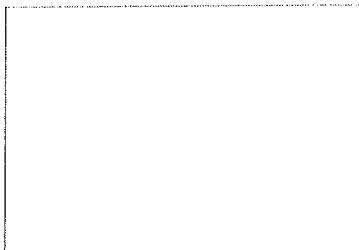
Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

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):	Application Request(s):
Norman A. Vozzella	
Ann M. Vozzella	
Property Owner(s):	
Norman A. Vozzella	Appeal <input type="checkbox"/>
Ann M. Vozzella	Special Permit <input type="checkbox"/>
Site Address(es):	Variance <input checked="" type="checkbox"/>
22 Summer Street	Determination/Finding <input checked="" type="checkbox"/>
Medway, MA 02053	Extension (provide previous case #) <input type="checkbox"/>
	Modification (provide previous case #) <input type="checkbox"/>
Parcel ID(s):	Withdrawal <input type="checkbox"/>
56-45	Comprehensive Permit <input type="checkbox"/>
Zoning District(s):	
ARII	
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title:	
Book 4260, Page 600 Dated 6/3/65, Recorded 6/4/65	

TOWN CLERK STAMP



TO BE COMPLETED BY STAFF:

Check No.:
Date of Complete Submittal:
Comments:

GENERAL APPLICATION FORM

Case Number: _____

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): Norman A. Vozzella	Phone: 508-473-8860
Ann M. Vozzella	Email:
Address: 8 Sunnyside Lane, Milford, MA 01757	
Attorney/Engineer/Representative(s): Stephen J. Kenney, Kenney & Kenney	Phone: 508-533-6711
Stephen J. Kenney, Kenney & Kenney	Email: sjk@kenney-law.com
Address: 181 Village Street, Medway, MA 02053	
Owner(s): Norman A. Vozzella	Phone: 508-473-8860
Ann M. Vozzella	Email:
Mailing Address: 8 Sunnyside Lane, Milford, MA 01757	

Please list name and address of other parties with financial interest in this property (use attachment if necessary):

None

Please disclose any relationship, past or present, interested parties may have with members of the ZBA:

None

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

Date

Signature Property Owner (if different than Applicant/Petitioner)

Date

GENERAL APPLICATION FORM

Case Number: _____

APPLICATION INFORMATION

YES NO

Applicable Section(s) of the Zoning Bylaw: S 6.1, Table 2	Requesting Waivers?	<input type="radio"/>	<input checked="" type="radio"/>
	Does the proposed use conform to the current Zoning Bylaw?	<input checked="" type="radio"/>	<input type="radio"/>
Present Use of Property: Vacant Lot	Has the applicant applied for and/or been refused a building permit?	<input type="radio"/>	<input checked="" type="radio"/>
	Is the property or are the buildings/ structures pre-existing nonconforming?	<input checked="" type="radio"/>	<input type="radio"/>
Proposed Use of Property: Buildable Lot	Is the proposal subject to approval by the BOH or BOS?	<input checked="" type="radio"/>	<input type="radio"/>
	Is the proposal subject to approval by the Conservation Commission?	<input type="radio"/>	<input checked="" type="radio"/>
Date Lot was created: June 3, 1965	Is the property located in the Floodplain District?	<input type="radio"/>	<input checked="" type="radio"/>
Date Building was erected:	Is the property located in the Groundwater Protection District?	<input type="radio"/>	<input checked="" type="radio"/>
Does the property meet the intent of the Design Review Guidelines? Yes	Is the property located in a designated Historic District or is it designated as a Historic Landmark?	<input type="radio"/>	<input checked="" type="radio"/>
<p>Describe Application Request:</p> <p>Petitions seek a variance of frontage from the required 150' to 106.6' and area from the required 22,500 S.F. to 21,344 S.F.</p> <p>The Petitioner purchased the subject real estate on June 3, 1965. The present area requirements are 22,500 square feet of area and 150 feet of frontage. The subject parcel has 21,344 square feet of area and 106.6 feet of frontage. The Petitioner is seeking to either build a single-family residence on the subject parcel or to convey the subject parcel for the construction of a single-family residence. All of the surrounding parcels either have the same frontage or less frontage than the subject parcel. The Zoning Bylaw in 1965 at the time of the Petitioner's purchase of the subject real estate provided for 44,000 square feet in area and 180' feet in frontage. The Petitioner has been advised that a variance would be required in order to construct a single-family residence on the subject parcel. The Zoning By-Law at that time also included language that provided that one single family dwelling may be erected on a lot having lesser frontage and area where said lot existed at the time the By-Law was adopted and did not adjoin other land at the same owner available for use incorporation with said lot, which is the case with this lot. (See attached Exhibits)</p>			

GENERAL APPLICATION FORM

Case Number: _____

FILL IN THE APPLICABLE DATA BELOW

Required Data	Bylaw Requirement	Existing	Proposed
A. Use		Vacant Lot	Single Family Residence
B. Dwelling Units	1	0	1
C. Lot Size	22,500	21,344 S.F.	21,344 S.F.
D. Lot Frontage	150'	106.6'	106.6'
E. Front Setback	35'	N/A	At Least 35'
F. Side Setback	15'	N/A	At Least 15'
G. Side Setback	15'	N/A	At Least 15'
H. Rear Setback	15'	N/A	At Least 15'
I. Lot Coverage	N/A	N/A	Required
J. Height	N/A	N/A	Required
K. Parking Spaces	As req. for Single Family Res.	N/A	Required
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
and 10 paper copies to the Community & Economic Development Department.

AMENDMENTS TO ZONING BY-LAWS

(Approved - July 31, 1957 Effective - September 26, 1957)

Amendment to the Zoning By-law Map, dated February 1, 1951, by creating a Commercial District, consisting of approximately four and one-quarter acres on the northerly side of Main Street, bounded:

Southerly by Main Street
Westerly by land of Matthews
Northerly by land of Nirenberg and
Easterly by a proposed road,

said parcel being part of the Hurd property.

AMENDMENTS TO ZONING BY-LAWS

(Approved - February 7, 1958 Effective - February 15, 1958)

Amendment to the present Zoning By-law by extending the present commercial zone from its termination on Lincoln Street, northerly on Lincoln Street to Guernsey Street; thence easterly on Guernsey Street to Norfolk Avenue; thence southerly on Norfolk Avenue to the present commercial line; thence westerly by the present commercial line to the point of beginning on Lincoln Street.

AMENDMENT TO ZONING BY-LAW

(Approved - March 11, 1959 Effective - April 9, 1959)

Amendment to Section III, Area Regulations, Paragraph No. 1, Lot Frontage of the Zoning By-law, to read as follows:

"Any dwelling hereafter erected in any district shall be located on a lot having a frontage of not less than 150 feet on a street or way, and an area of not less than 22,500 square feet, provided that one dwelling may be erected on a lot having a lesser frontage and area where said lot existed at the time this By-law is adopted and die not adjoin other land of the same owner available in connection with said lot, or where a plan of said lot having such lesser frontage and area was recorded in the Norfolk County Registry of Deeds prior to the adoption of these By-laws."

AMENDMENT TO ZONING BY-LAWS

(Approved - June 18, 1959 Effective - July 3, 1959)

Amendment to Section III Area Regulations, Paragraph 2, Front Yard to read as follows:

"Any building or structure, including roadside stands, gasoline pumps and accessory buildings hereafter erected shall extend no nearer the street line than twenty feet in all districts. In residential districts all buildings shall

Town Clerk
B. ISABELLE McGOURTY

Town Treasurer
B. ISABELLE McGOURTY

advertised in the
Quincy Patriot Ledger
April 28-29-30, 1965

TOWN OF MEDWAY

MASSACHUSETTS



SPECIAL TOWN MEETING
January 14, 1965

ARTICLE 1. VOTED: That the Town vote to amend the Zoning By-Law Map dated February 1, 1951, as amended, by creating a Residential District designated "R-1" as shown as proposed zoning on a map hereto annexed dated July 1, 1964; and to amend Section 111, Area Regulations, Paragraph #1, Lot Frontage of the Zoning By-Law to read as follows:

"Only single family residences shall hereafter be erected in area designated as "R-1" indicated on Zoning Map dated July 1, 1964 and shall be located on a lot having a continuous frontage of not less than 180 feet on a street or way, and an area of not less than 44,000 square feet, provided that one single family residence may be erected on a lot having a lesser frontage and area where said lot existed at the time this By-Law is adopted and did not adjoin other land of the same owner available for use in connection with said lot, or where a plan of said lot having such lesser frontage and area was recorded in the Norfolk County Registry of Deeds prior to adoption of this By-Law".

(96 in favor)

(25 opposed)

A true copy:

Attest:

B. Isabelle McGourty
TOWN CLERK

Boston, Massachusetts

April 15, 1965

The foregoing amendment to zoning by-laws is hereby approved.

Edward W. Brock
Attorney General

ZONING BY-LAWS

non-conforming single or two-family dwelling does not increase the non-conforming nature of the building.

E. AGRICULTURAL AND RESIDENTIAL DISTRICT I

1. Buildings, structures, and premises may be used for lawful residential, municipal, or nonprofit recreational purposes, for any agricultural use, except piggeries and fur farms, and for uses customarily accessory thereto, and for the following commercial purposes but no others:

(a) The display and sale at a roadside stand or otherwise of natural products, the major portion of which are raised on the premises of the owner.

(b) The office of a doctor or dentist or other member of a recognized profession residing on the premises, providing there is no display or advertising except for permitted signs.

(c) Any of the following uses, provided it is not injurious, noxious, or offensive and only if authorized by the Board of Appeals subject to appropriate conditions where such are deemed necessary to protect the Town:

(1) Greenhouses or sawmill.

(2) Aviation field, golf course, boathouse, livery riding stable or ski tow.

(3) Gravel, loam, sand, or stone removal. No authorization by the Board of Appeals shall be required when the removal of such materials is incidental to the construction or alteration of buildings thereon for which a permit has been issued by the Board of Selectmen or to the construction of a street or way in the subdivision which has been approved by the Planning Board.

(4) Veterinary hospital.

(5) The use of a room in a dwelling or accessory building for a customary home occupation.

(6) Any other use determined by the Board of Appeals to be similar to one or more of the uses specifically authorized and not detrimental to a neighborhood.

2. Only single-family residences shall hereafter be erected in this district.

3. Any dwelling hereafter erected in this district indicated on the Zoning By-Law Map dated September 23, 1966, shall be located on a lot having a continuous frontage of not less

ZONING BY-LAWS

than 180 ft. on a street or streets, and an area of not less than 44,000 sq. ft. except that one single family dwelling may be erected on a lot having lesser frontage and area where said lot existed at the time this By-Law was adopted and did not adjoin other land of the same owner available for use in connection with said lot.

4. All buildings shall extend no nearer to the street line than 35 ft., and shall not be less than 15' from the side lot lines and 15 ft. from the rear lot line. The Board of Appeals may make exception to this upon appeal or written request if the setbacks of buildings on adjoining lots vary from its requirement.

5. No person shall sell or convey a portion of his land whereby the remaining land shall become non-conforming. A lot or parcel of land containing two or more dwellings at the time of the adoption of this By-Law, which cannot be divided in conformity with these requirements may, under a special permit of the Board of Appeals, be divided in a manner complying as closely as possible with these requirements.

F. AGRICULTURAL AND RESIDENTIAL DISTRICT II

1. Buildings, structures and premises may be used for lawful residential, municipal, religious, educational or non-profit recreational purposes, for any agricultural use except piggeries and fur farms, and for uses customarily accessory thereto, except that livestock and poultry are prohibited on premises having a total land area less than 44,000 sq. ft., and for the following purposes but no others:

(a) The display and sale at a roadside stand or otherwise of natural products, the major portion of which are raised on the premises of the owner.

(b) The office of a doctor or dentist or other member of a recognized profession residing on the premises, providing there is no display or advertising except for permitted signs.

(c) Any of the following uses, provided it is not injurious, noxious, or offensive and only if authorized by the Board of Appeals subject to appropriate conditions where such are deemed necessary to protect the Town:

(1) Greenhouses.

(2) Aviation field, golf course, boathouse, livery riding stable or ski tow.

(3) Gravel, loam, sand, or stone removal. No authorization by the Board of Appeals shall be required for the removal of such materials when incidental to the construction or alteration of

ZONING BY-LAWS

buildings thereon for which a permit has been issued by the Board of Selectmen or to the construction of a street or way in the subdivision which has been approved by the Planning Board.

(4) The use of a room in a dwelling or accessory building for a customary home occupation.

(5) Any other use determined by the Board of Appeals to be similar to one or more of the uses specifically authorized and not detrimental to a neighborhood.

2. ~~Only~~ single-family residences shall hereafter be erected in this district except that two-family dwellings will be permitted when authorized by the Zoning Board of Appeals.

3. Any single-family dwelling hereinafter erected in this district shall be located on a lot having a continuous frontage of not less than 150 ft. on a street or streets and an area of not less than 22,500 sq. ft. except that one dwelling may be erected on a lot having lesser frontage and area where said lot existed at the time this By-Law was adopted and did not adjoin other land of the same owner available for use in connection with said lot.

4. Any two-family dwelling hereinafter erected in this district shall be located on a lot having a frontage of not less than 150 ft. on a street or streets and an area of not less than 30,000 sq. ft. For two-family dwellings, there shall be provided on each lot an off-street parking area or areas, indoor or outdoor, of sufficient size to allow two parking spaces for each dwelling unit. No parking area shall be located nearer than 10 ft. to the line of an adjoining lot. No space shall be considered available for parking which reduces the effective width of a driveway providing access to this or any other dwelling.

5. Alteration and conversion of a single-family dwelling to accommodate two families may be permitted when authorized by the Zoning Board of Appeals provided that the exterior design of the structure is not changed from the character of a single-family dwelling. For all such converted or altered dwellings there shall be provided on each lot an off-street parking area or areas, indoor or outdoor, of sufficient size to allow two parking spaces for each dwelling unit. No parking area shall be located nearer than 10 ft. to the line of an adjoining lot. No space shall be considered available for parking which reduces the effective width of a driveway providing access to this or any other dwelling.

6. All buildings shall extend no nearer to the street line than 35 ft., and shall not be less than 15' from the side lot lines or from a side street line and 15 ft. from the rear lot line. The Board of Appeals may make exception to this upon

I, Theresa C. Kirby,
of Medway, Norfolk County, Massachusetts,
being unmarried, for consideration paid, grant to Norman A. Vozzella and Ann M.
Vozzella, husband and wife, as tenants by the entirety, both
of Milford, Worcester County, Massachusetts, with quitclaim covenants
the land in said Medway, situated on the Easterly side of Summer
Street, shown as Lot 4 on a plan entitled, "Plan of Land of
Lawrence Casso et ux, ~~(Description and encumbrances, if any)~~ Summer Street, Medway,
Mass., October 1950, Scale: 1 inch = 40 feet" by Eastman and
Corbett, Inc., Civil Engineers, duly recorded with Norfolk Registry
of Deeds, Book 2960, Page 203, bounded according to said plan as
follows:

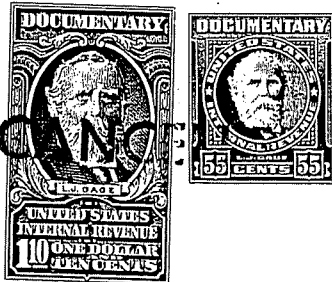
WESTERLY by said Summer Street, 106.6 feet more or less;

NORTHERLY by Lot 3 on said plan, 220 feet more or less;

EASTERLY by land now or formerly of one Harrington, 87
feet more or less; and

SOUTHERLY by Lot 5 on said plan, 210 feet more or less.

Being part of the premises conveyed to me by deed of Lawrence
Casso et ux, dated February 12, 1955, and recorded with said Deeds,
Book 3342, Page 502.



Husband
wife of said grantor
release to said grantee all rights of dower and homestead and other interests therein
tenancy by the entirety

Witness my hand and seal this 3rd day of June 1965

Theresa C. Kirby

Commonwealth of Massachusetts

Norfolk ss. June 3, 1965

Then personally appeared the above named Theresa C. Kirby

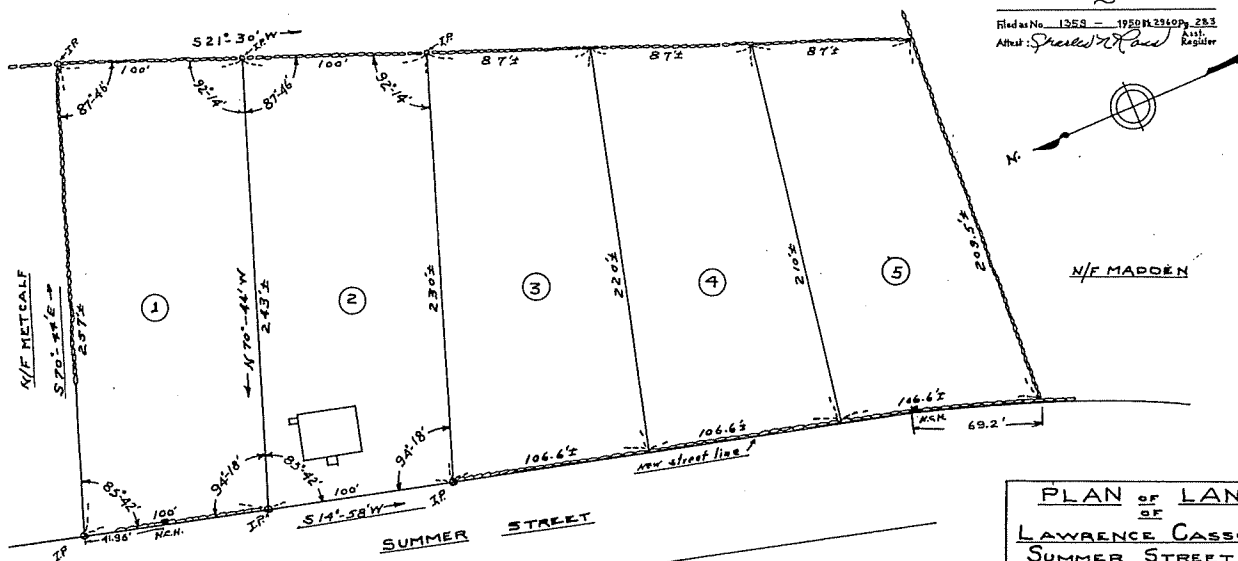
and acknowledged the foregoing instrument to be her free act and deed, before me

P. Joseph Kenney, Justice of the Peace.

My commission expires October 4, 1969

Recorded June 4, 1965 at 2h.32m.P.M.

Norfolk Registry of Deeds
DEDHAM, MASS.
Received Nov. 8, 1950 with ~
~
~
Filed as No. 1359 - 1950 Pt 2960p, 283
Attest: Shirley R. Lane Assl. Registrar



PLAN OF LAND
OF
LAWRENCE CASSO et. ux.
SUMMER STREET
MEDWAY MASS.
OCTOBER 1950 SCALE: 1"=40'

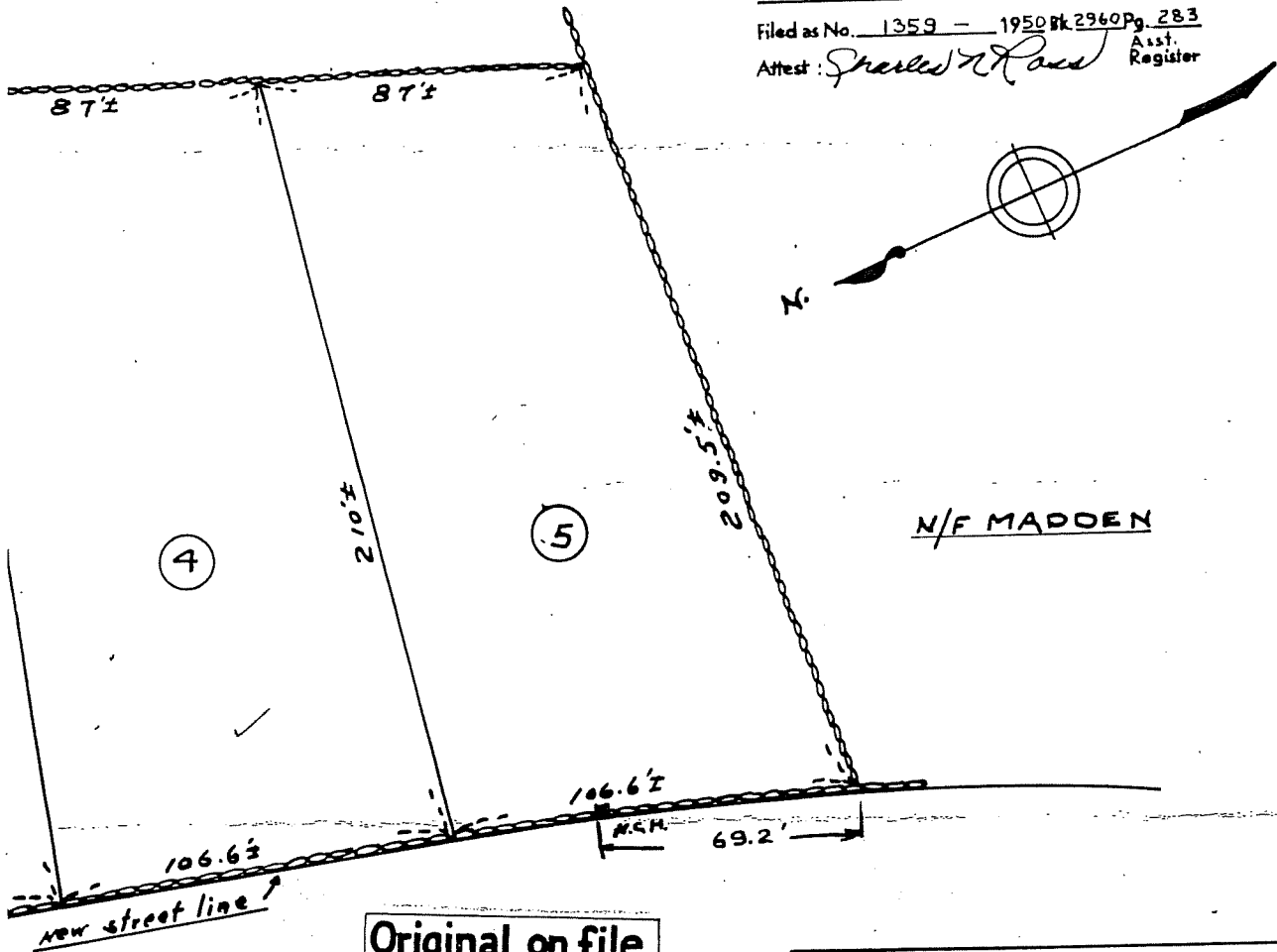
ENDIMAN AND CORBETT INC.
CIVIL ENGINEERS
MILFORD, 4 MASS.

Norfolk Registry of Deeds
DEDHAM, MASS.

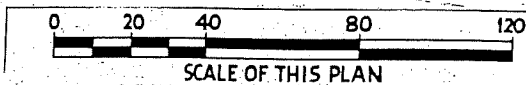
Received Nov. 8, 1950 with ~

Filed as No. 1359 - 1950 bk 2960 Pg. 283

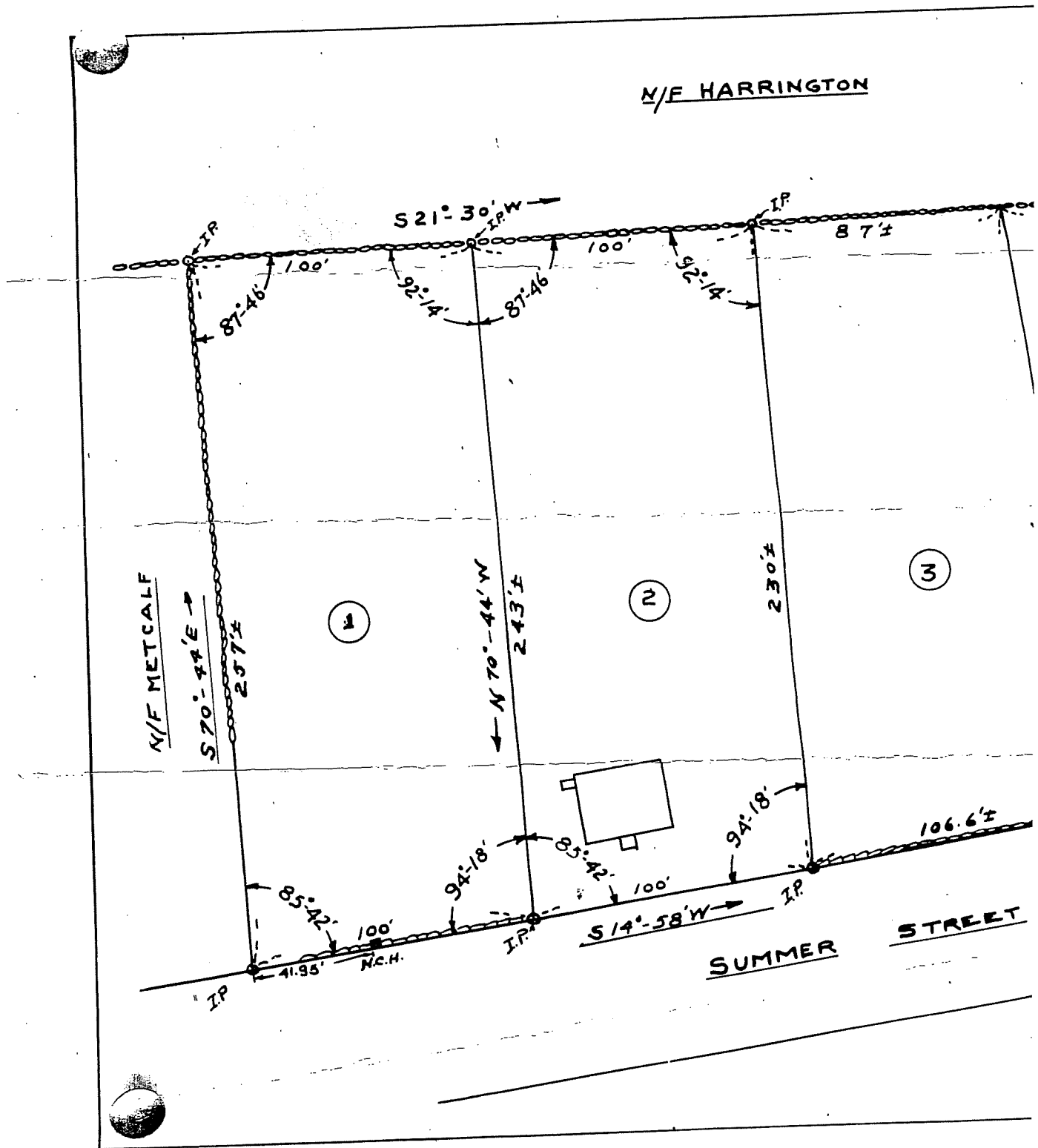
Attest: Charles H. Reed Asst. Register



Original on file.



PLAN OF LAND
OF
LAWRENCE CASSO et. ux.
SUMMER STREET
MEDWAY MASS.
OCTOBER 1950 **SCALE: 1"=40'**
EASTMAN AND CORBETT INC.
CIVIL ENGINEERS
MILFORD, MASS.



Case Number: _____



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 that exist and relate to the shape, topography and soil conditions of the subject property are not intricately different than the surrounding land in the zoning district but it is suggested that there are numerous other surrounding lots that consist of single-family residences that have the same amount of frontage and the same amount of area and are, in essence, duplicate lots to the subject parcel. Both 20 Summer Street and 24 Summer Street as well as 26 Summer Street all have 106.6 feet of frontage and have substantially the same area. There is a single-family residence located at 20 Summer Street, 24 Summer Street and 26 Summer Street. This parcel has been held by the Petitioner for a number of years and the Petitioner now wishes to either construct a single-family residence or convey the property for the construction of a single-family residence.

- 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*)**

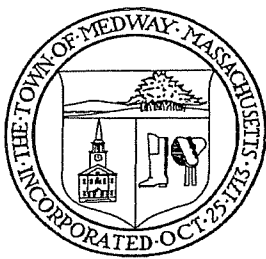
The substantial hardship that would be caused if the current Medway Zoning Bylaw is applied would be that the Petitioner would not be able to construct a single-family residence on the subject parcel nor would the Petitioner be able to convey the subject parcel for the construction of a single-family residence even though it has the same amount of frontage and the same amount of area as the other surrounding parcels. Additionally, at the time that the subject parcel was purchased by the Petitioner in 1965 and purchased as a single lot number 4 pursuant to the Deed attached hereto and incorporated herein by reference, the Zoning Bylaw provided for frontage of 180' feet and area of 44,000 square feet. It would be inequitable to have single family residences on lots the same size surrounding the subject parcel and not have the Petitioner be allowed to construct a single-family residence on the subject parcel.

- 3. State why you believe the grant of relief would not nullify or derogate from the intent of the Zoning Bylaw.**

The Petitioner believes that the grant of relief would not nullify or derogate from the intent of the Zoning Bylaw as surrounding parcels all have similar frontage and square footage, it is in a residential district, the structure to be constructed would be a single-family residence, and all other requirements of the Zoning Bylaw would be met by the construction of a single-family residence on the subject parcel.

Signature of Applicant, Petitioner or Representative

Date



TOWN OF MEDWAY
BOARD OF ASSESSORS
155 VILLAGE STREET
MEDWAY, MA 02053
PHONE: 508-533-3203 FAX: 508-321-4981
www.townofmedway.org

REQUEST FOR ABUTTERS

Date of Request: _____

Property owner: Norman A. Vozzella

Property location: 22 Summer Street, Medway, MA 02053

Parcel (Property) ID: 56-45

Please specify: 100', 300' or 500' from subject parcel: 300'

THIS LIST IS REQUESTED FOR:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> | Planning & Economic Development Board |
| <input checked="" type="checkbox"/> | Zoning Board of Appeals |
| <input type="checkbox"/> | Conservation Commission |

REQUESTER INFORMATION:

Name: Stephen J. Kenney Email address: sjk@kenney-law.com

Address: 181 Village Street
Medway, MA 02053

Phone: 508-533-6711

**Please Return to MEDWAY ZBA
Mackenzie Leahy or Stephanie Mercandetti
Community & Economic Development Department**

THERE IS A FEE OF \$15.00 DUE AT THE TIME OF REQUEST. THE LIST IS VALID FOR 90 DATE OF CERTIFICATION DATE.

THE BOARD OF ASSESSORS RESERVES 10 WORKING DAYS TO PROVIDE ALL CERTIFIED LISTS OF ABUTTERS.

***IF YOU WISH TO HAVE THE LISTS MAILED BACK TO YOU,

YOU MUST PROVIDE A SELF ADDRESSED STAMPED ENVELOPE LARGE ENOUGH FOR THREE SETS OF LABELS.***



TOWN OF MEDWAY
ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

TREASURER/COLLECTOR CERTIFICATION

Case Number: _____

Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

TO BE COMPLETED BY THE APPLICANT

Applicant/Petitioner(s):

Norman A. Vozzella

Ann M. Vozzella

Property Owner(s):

Norman A. Vozzella

Ann M. Vozzella

Site Address(es):

22 Summer Street
Medway, MA 02053

Parcel ID(s):

56-45

Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title:

Book 4260, Page 600 Dated 6/3/65, Recorded 6/4/65

Signature of Applicant/Petitioner or Representative

Date

FOR TOWN HALL USE ONLY

To be filled out by the Treasurer/Collector:

Date Reviewed

Medway Treasurer/Collector

Tax Delinquent: Y N

Comments:



TOWN OF MEDWAY

ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

GENERAL APPLICATION FORM

Case Number: _____

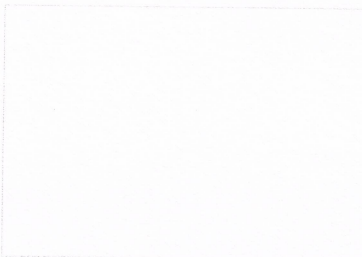
Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

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): Jeffrey Derosa	Application Request(s):
Property Owner(s): Jeffery Derosa	Appeal <input type="checkbox"/>
Site Address(es): 333 Village Street Medway, MA 02053	Special Permit <input type="checkbox"/>
Parcel ID(s): 58-128 LC 10459A and LC 8563A	Variance <input checked="" type="checkbox"/>
Zoning District(s): ARII	Determination/Finding <input checked="" type="checkbox"/>
	Extension (provide previous case #) <input type="checkbox"/>
	Modification (provide previous case #) <input type="checkbox"/>
	Withdrawal <input type="checkbox"/>
	Comprehensive Permit <input type="checkbox"/>
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title: certificate 170942 8/24/2005	

TOWN CLERK STAMP



TO BE COMPLETED BY STAFF:

Check No.:
Date of Complete Submittal:
Comments:

GENERAL APPLICATION FORM

Case Number: _____

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): Jeffrey Derosa	Phone: 508-380-7655
	Email: jeffderosa660@yahoo.com
Address: 333 Village Street Medway, MA 02053	
Attorney/Engineer/Representative(s): Bruce E. Wilson, Jr., PLS., CSE.	Phone: 508-553-9233
	Email: bwilsonjr@gwsitesolutions.com
Address: 248 Elm Street Blackstone, MA. 01504	
Owner(s): Jeffery Derosa	Phone: 508-380-7655
	Email: jeffderosa@yahoo.com
Mailing Address: 333 Village Street Medway, MA 02053	

Please list name and address of other parties with financial interest in this property (use attachment if necessary):

Please disclose any relationship, past or present, interested parties may have with members of the ZBA:

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

10-1-18
Date

Signature Property Owner (if different than Applicant/Petitioner)

Date

GENERAL APPLICATION FORM

Case Number: _____

APPLICATION INFORMATION

		YES	NO
Applicable Section(s) of the Zoning Bylaw:	Requesting Waivers?	<input type="radio"/>	<input checked="" type="radio"/>
Section 5.5 C.b.3	Does the proposed use conform to the current Zoning Bylaw?	<input type="radio"/>	<input checked="" type="radio"/>
Present Use of Property: Residential House lot	Has the applicant applied for and/or been refused a building permit?	<input type="radio"/>	<input checked="" type="radio"/>
	Is the property or are the buildings/ structures pre-existing nonconforming?	<input checked="" type="radio"/>	<input type="radio"/>
Proposed Use of Property: Residential house Lot	Is the proposal subject to approval by the BOH or BOS?	<input type="radio"/>	<input checked="" type="radio"/>
	Is the proposal subject to approval by the Conservation Commission?	<input type="radio"/>	<input checked="" type="radio"/>
Date Lot was created: Nov 23, 1921 and Nov 6, 1924	Is the property located in the Floodplain District?	<input type="radio"/>	<input checked="" type="radio"/>
Date Building was erected: Original 1880 Replacement bldg Sept 2018	Is the property located in the Groundwater Protection District?	<input type="radio"/>	<input checked="" type="radio"/>
Does the property meet the intent of the Design Review Guidelines? Pre-existing Non Conforming Use	Is the property located in a designated Historic District or is it designated as a Historic Landmark?	<input type="radio"/>	<input checked="" type="radio"/>
Describe Application Request: <p>The existing lot predates zoning and had an existing non-conforming structure that burned. This required the demolition and a replacement structure to be erected. The original structure had an irregular shape footprint with odd jogs and decks and stairways. The Replacement house was placed best fit in the original location of the prior home with some modifications to square up the new structure and make the living space more usable. Where the existing structure was non-conforming and irregular in shape a variance /or finding would be a better way to permit the small changes to the foot print to allow for a more standard home style with a normal floor plan to fit on the lot as close as possible to the original house and deck locations. Also a bulkhead was added to gain access to the basement to service the utilities.</p> <p>The new structure was placed as close as possible to the original foot print of the old house and deck, and has similar setbacks with a small difference at the rear of the new structure where it was squared up. The addition of the bulkhead now projects into the front yard 2.45' closer to Haven Street than the old building and decks. The bulkhead will provide necessary access to the basement to be able to service the utilities, heat, hot water etc. and was located next to the existing driveway and Haven Street for the best point of access. Typically Bulkheads are mounted flush with the ground and would not cause any thing that could be considered detrimental to site.</p>			

GENERAL APPLICATION FORM

Case Number: _____

FILL IN THE APPLICABLE DATA BELOW

Required Data	Bylaw Requirement	Existing	Proposed
A. Use		Residential home	Same
B. Dwelling Units	single family hse	single family hse	Same
C. Lot Size	22,500 s.f.	17,660 s.f.	Same
D. Lot Frontage	186.53' on Haven St	61.32' on Village	
E. Front Setback	35' Required	10.55'	12.1' hse 8.1' bulkhead
F. Side Setback	15' Required	18.0'	15.1
G. Side Setback	N/A Corner Lot		
H. Rear Setback	15' Required	125.13'	126.38'
I. Lot Coverage	30%	11.6%	11.0%
J. Height	35' max height	2 story aprox 28'	2 story 31' 2"
K. Parking Spaces	2 spaces	2 spaces	2 spaces
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
and 4 paper copies to the Community & Economic Development Department.



TOWN OF MEDWAY

ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

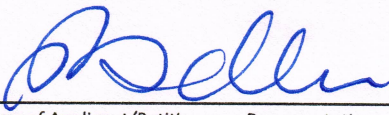
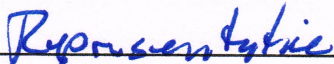
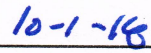
TREASURER/COLLECTOR CERTIFICATION

Case Number: _____

Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

TO BE COMPLETED BY THE APPLICANT

Applicant/Petitioner(s): Jeffrey Derosa
Property Owner(s): Jeffery Derosa
Site Address(es): 333 Village Street Medway, Ma 02053
Parcel ID(s): 58-128
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title: certificate 170942 8/24/2005

  
Signature of Applicant/Petitioner or Representative Date

FOR TOWN HALL USE ONLY	
To be filled out by the Treasurer/Collector:	
Date Reviewed _____	Medway Treasurer/Collector _____
Tax Delinquent: Y <input type="radio"/> N <input type="radio"/>	
Comments:	

Case Number: _____



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)

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*)

3. State why you believe the grant of relief would not nullify or derogate from the intent of the Zoning Bylaw.

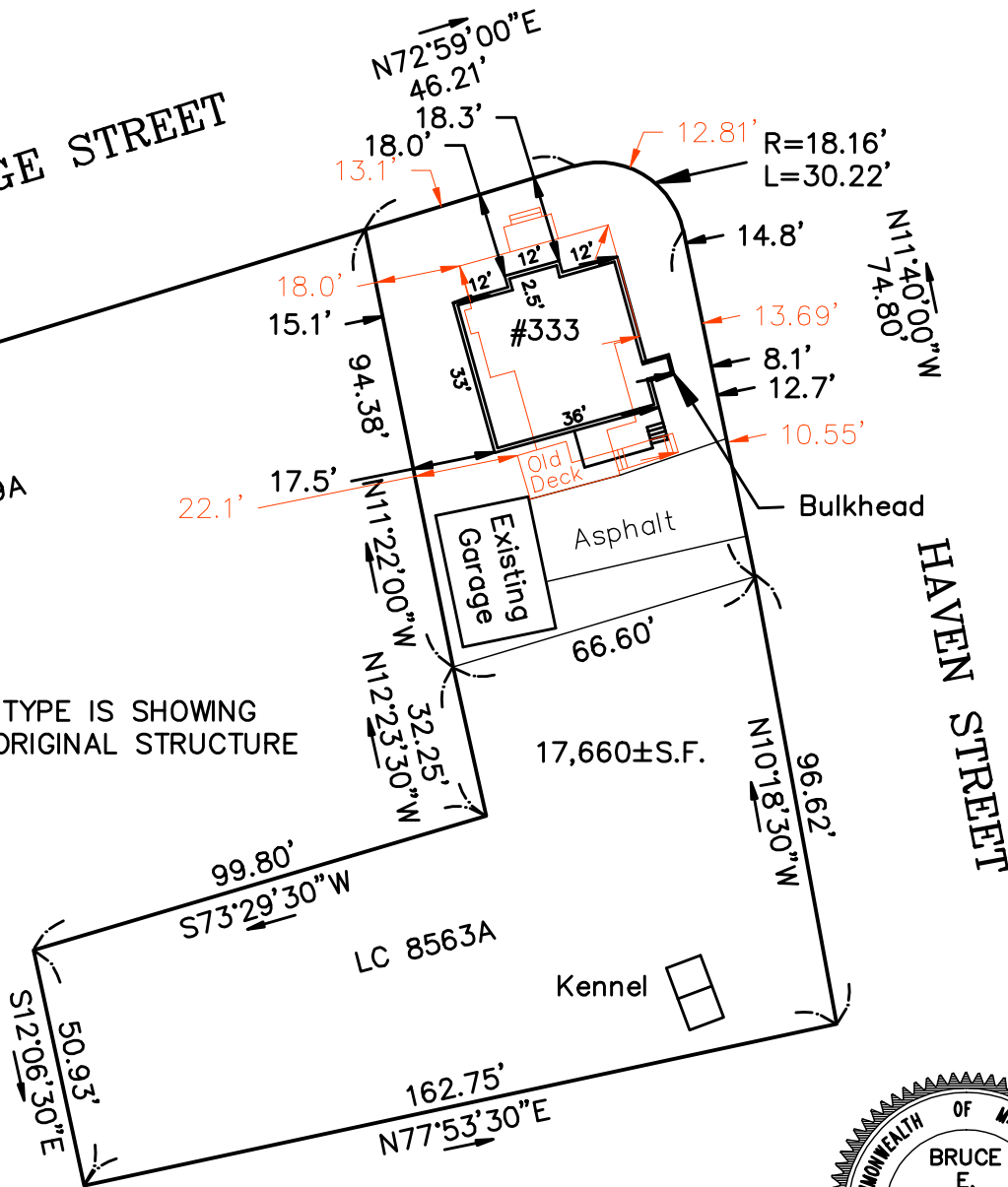
Signature of Applicant/Petitioner or Representative

Date

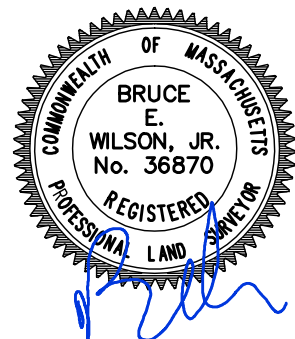
VILLAGE STREET

LC 10459A

NOTE:
ORANGE LINE TYPE IS SHOWING
THE OLD OR ORIGINAL STRUCTURE



ZONE: ARII
22,500 S.F REQ
150' FRONTAGE REQ
PRE-EXISTING NON-CONFORMING USE
FOUNDATION PLACED IN OLD FOOT PRINT DUE TO FIRE
SETBACKS: F-35' S-15' R-15'
REQUEST FINDING FROM ZBA FOR THE NON-CONFORMITIES
REGARDING FRONT YARD SETBACKS AND AREA



SCALE: 1" = 40'

GW SITE SOLUTIONS

248 ELM SREET

BLACKSTONE, MASSACHUSETTS 01504

TEL: (508) 553-9233 FAX: (508) 876-2258

BUILDING AS-BUILT

333 VILLAGE STREET

MEDWAY, MA.

SEPTEMBER 26, 2018



October 23, 2018
Medway Planning & Economic Development Board
Meeting

Medway Community Church Site Plan
Endorsement

- Pre-endorsement checklist
- Treasurer/Collector's certification on paid fees
- Certificate of No Appeal
- Tetra Tech construction services fee estimate
- Medway Community Church site plan decision
- Revised site plan dated 10-18-18

The revised site plan was received 10-18-18 and has been provided to Tetra Tech to review to ensure that all specified changes have been made. (See pages 11 & 12 of the site plan decision.) MCC needs to pay the construction services/inspection fee before the Board endorses the site plan. They also need to record the long term stormwater operations and maintenance plan and provide phosphorous calculations to Tetra Tech.

Medway Community Church Site Plan 9 & 11 Slocumb Place

Site Plan Pre-Endorsement Checklist – TO DO

NOTE – Plan must be endorsed by the Planning and Economic Development Board within 60 days after the Decision is filed with the Town Clerk. However, the plan cannot be endorsed until at least 20 days after the Decision is filed with the Town Clerk when the appeal period had concluded. Decision filing date with Town Clerk is September 14, 2018.
20 day appeal period concludes on October 4, 2018
Endorsement Deadline is November 13, 2018

Target Endorsement Date: Tuesday, October 9, 2018

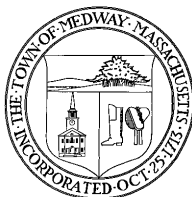
Applicant's Responsibility:

- _____ 1. Tata and Howard to revise plans per Specific Conditions B & C of site plan decision and submit electronically to PED office.
- _____ 2. Tata and Howard to provide supplemental information to the PED office per Specific Condition E.
- _____ 3. Request a Certificate of *No Appeal* from the Town Clerk and provide it to the PED office after the 20 day appeal period has concluded. You can ask the Town Clerk to give it to the PED office.
- _____ 3. Pay Construction Services invoice. This will be emailed to you on September 26, 2018.
- _____ 4. Pay balance of any outstanding Plan Review fees. You will be invoiced if needed.
- _____ 5. Record *Long Term Stormwater Management Operations and Maintenance Plan* with Norfolk County Registry of Deeds and provide proof of recording. See Special Condition J.

PEDB Office's Responsibility

- _____ 5. Receive revised plans from Tata and Howard and forward to Tetra Tech for review. Secure sign-off memo from Tetra Tech verifying that plan revisions specified in the site plan decision have been made.
- _____ 6. Contact Treasurer/Collector's office to secure proof that MCC is current with all fees with the Town.

September 17, 2018



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.
Richard Di Iulio

**Request for Medway Treasurer/Collector's
Verification of Status of Paid Taxes/Fees**

Date: October 4, 2018

Applicant's Name: Medway Community Church

Property Owner's Name: Medway Community Church

Subject Property Address: 9 & 11 Slocumb Place

Map/Parcel Number(s): 47-078 and 47-079

Project Name: Medway Community Church Parking Expansion Project

Type of Permit: Major Site Plan

Please indicate the status of ~~taxes~~/fees owed to the Town:

☒

By checking this box and with my signature below, I verify that all ~~taxes~~ and fees owed the Town of Medway for the subject property(s) noted above are **paid in full** as of this date.

☐

By checking this box and with my signature below, I verify that the **Town is owed ~~taxes~~ or fees** on the subject property(s) noted above. Briefly explain on the lines below. Please attach a report that indicates what taxes are owed and the respective amounts.

Laurie Walker

Signature

10/04/2018

Date

Please complete and return to the Planning and Economic Development office.

MEDWAY TOWN CLERK

155 VILLAGE STREET
MEDWAY, MASSACHUSETTS 02053
(508) 533-3204 • Fax: (508) 533-3287
mwhite@townofmedway.org

MARYJANE WHITE, CMMC

CERTIFIED MASSACHUSETTS MUNICIPAL CLERK

JUSTICE OF THE PEACE

NOTARY PUBLIC

CERTIFICATE

I, Maryjane White, Town Clerk of the Town of Medway, hereby certify that the notice of the site plan decision of the Medway Planning and Economic Development Board, has been received in the matter of

**MEDWAY COMMUNITY CHURCH-PARKING EXPANSION
9&11 SLOCUMB PLACE**

It was received and filed in this office on the following:

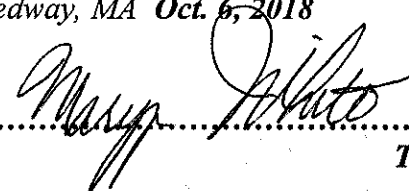
SEPTEMBER 14, 2018

And no appeal was received during the next twenty days after such receipt and recording of said decision.

Dated at Medway, MA Oct. 6, 2018

A true copy

ATTEST.....



Town Clerk



**Medway Community Church
Construction Administration Budget
September 12, 2018**

Item No. ¹	Inspection	Site Visits	Hrs/Inspection ²	Rate	Total
1	Erosion Control Inspections	10	1	\$95	\$950
2	Clearing & Grubbing/Demolition	1	3	\$95	\$285
3	Subgrade/Staking	1	3	\$95	\$285
4	Drainage: Test Pitting	1	3	\$95	\$285
5	Drainage: Sub. Infil. Basins	2	4	\$140	\$1,120
6	Drainage: Piped Infrastructure	2	3	\$95	\$570
7	Site Subbase Gravel/Fine Grading	1	3	\$95	\$285
8	Binder Course Paving	1	4	\$95	\$380
9	Curb/Berm	1	3	\$95	\$285
10	Top Course Paving	1	4	\$95	\$380
11	Landscape/Plantings/Fence	1	3	\$95	\$285
12	Punch List Inspections ³	2	4	\$140	\$1,120
13	Bond Estimate	1	6	\$95	\$570
14	As-Built Review ⁴	1	4	\$95	\$380
15	Meetings	6	0.5	\$140	\$420
16	Admin	3	1	\$65	\$195
	Subtotal				\$7,795
	Expenses			5.0%	\$390
	TOTAL				\$8,185

Notes:

¹ Each item includes site visit, inspection and written report. If construction extends beyond June 30, 2019, this estimate will be revised to utilize updated TT/Town of Medway contract hourly rates.

² If installation schedule is longer than that assumed by engineer for any item above, or if additional inspections are required due to issues with the contract work, additional compensation may be required.

³ Punch List Inspections include a substantial completion inspection and Punch List memo provided to the town. It also includes one final inspection to verify that comments from the list have been addressed and one revision to the list if required.

⁴ This item includes review of As-Built Plans, review letter and coordination with the applicant to address any issues on the plans.

Date Approved by Medway Planning and Economic Development Board _____

Certified by: _____ **Date** _____

Susan E. Affleck-Childs

Medway Planning and Economic Development Coordinator



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.
Richard Di Iulio*

September 11, 2018

***Minor Site Plan Review Decision and
Stormwater Management and Land Disturbance Permit
Medway Community Church – Parking Expansion
9 & 11 Slocumb Place
APPROVED with Waivers and Conditions***

Decision Date: September 11, 2018

Name/Address of Applicant: Medway Community Church
11 Slocumb Place
Medway, MA 02053

Name/Address of Property Owner: Medway Community Church
11 Slocumb Place
Medway, MA 02053

Project Location: 9 & 11 Slocumb Place

Assessors' Reference: 47-078 and 47-079

Zoning District: Agricultural Residential II and Village Residential

Engineer: Tata and Howard, Inc.
67 Forest Street
Marlborough, MA 01752

Site Plan: *Medway Community Church - 9 & 11 Slocumb Place Site
Improvements
Dated July 24, 2018, last revised August 22, 2018*

NOTE – Religious facilities are exempt under the Massachusetts Zoning Act, Chapter 40A, Section 3. Therefore, this site improvement project can be constructed at this location, despite its inclusion in the Agricultural-Residential II and Village Residential zoning districts. However, the statute also specifies that religious facilities are subject to “*reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.*” Those aforementioned “reasonable regulations” provide the framework for the Planning and Economic Development Board’s review and decision. Minor site plan review is the process by which the Board considers exempt use developments pursuant to Section 3.4.3.A. 2.d. of the Medway *Zoning Bylaw*.

I. PROJECT DESCRIPTION – The proposed project pertains to the development of a 78 space parking area including site clearing and grubbing, excavation, installation of stormwater management facilities, paving, curbing, walkways, lighting, landscaping and fencing, all in support of the operation of Medway Community Church’s main facility at 196 Main Street.

II. VOTE OF THE BOARD – After reviewing the application and information gathered during the public review process, the Medway Planning and Economic Development Board, on September 11, 2018, on a motion made by Richard Di Iulio and seconded by Matthew Hayes, **voted to approve with WAIVERS and CONDITIONS** as specified herein, a site plan and a stormwater management and land disturbance permit for the construction of a 78 space parking area with associated site improvements and amenities as shown on *Medway Community Church, 9 & 11 Slocumb Place Site Improvements*, prepared by Tata & Howard, Inc. of Marlborough, MA dated July 24, 2018, last revised August 22, 2018, to be further revised as specified herein.

The motion was approved by a roll call vote of four in favor and none opposed.

Planning & Economic Development Board Member	Vote
Richard Di Iulio	Yes
Matthew Hayes	Yes
Thomas A. Gay	Yes
Andy Rodenhiser	Absent
Robert Tucker	Yes

III. PROCEDURAL HISTORY

- A. July 25, 2018 - Site plan application and associated materials filed with the Medway Planning & Economic Development Board.
- B. July 26, 2018 – Site plan public review notice filed with the Town Clerk and posted at the Town of Medway web site.
- C. July 26, 2018 – Site plan information distributed to Town boards, committees and departments for review and comment.
- D. July 27, 2018 – Site plan application and associated materials field with the Medway Town Clerk
- E. July 27, 2018 – Site plan public review notice mailed to abutters by first class mail.
- F. August 14, 2018 - Site plan public review process commenced during the Planning and Economic Development Board meeting. The public review was

continued to August 28 and September 11, 2018 when a decision was rendered and the public review process was closed.

IV. INDEX OF SITE PLAN DOCUMENTS

- A. The site plan application for the proposed Medway Community Church parking expansion project included the following plans, studies and information that were provided to the Planning and Economic Development Board at the time the application were filed:
1. Minor Site Plan Application dated May 23, 2017 with Project Description, Waiver Requests, certified abutters' list and property access authorization.
 2. *Medway Community Church 9 & 11 Slocumb Place Site Improvements* site plan July 24, 2018 prepared by Tata & Howard of Marlborough, MA.
 3. *9 & 11 Slocumb Place Site Improvements Stormwater Drainage Evaluation, July 2018*, prepared by Tata and Howard of Marlborough, MA.
- B. During the course of the review, a variety of other materials were submitted to the Board by the Applicant and its representatives:
1. Letter dated August 14, 2018 from Jon Gregory, P.E. of Tata & Howard in response to the Tetra Tech site plan review letter dated August 10, 2018
 2. Letter dated August 14, 2018 from Jon Gregory, P.E. of Tata & Howard in response to the PGC site plan review letter dated August 8, 2018.
 3. *Medway Community Church 9 & 11 Slocumb Place Site Improvements* site plan dated July 24, 2018, **revised** August 22, 2018 prepared by Tata & Howard of Marlborough, MA
 4. Letter dated September 6, 2018 from Jon Gregory, P.E. of Tata & Howard in response to the Tetra Tech site plan review letter dated August 24, 2018, with various attachments including pipe/grate sizing calculations, construction period stormwater pollution prevention plan, leaching basin analysis, TSS removal calculation sheets, and a peak hour (Sunday morning) traffic flow plan.
- C. All documents and exhibits received during the public review are contained in the Planning and Economic Development Board's project file.

V. TESTIMONY - In addition to the site plan application materials as submitted and provided during the course of the Board's review, the Board also received verbal or written testimony from:

- Steve Bouley, P.E. of Tetra Tech, Inc., the Town's Consulting Engineer – Site plan review letters dated August 10, August 24 and September 10, 2018 and commentary throughout the public process.
- Gino Carlucci, PGC Associates, the Town's Consulting Planner – Site plan review letters dated August 8 and August 24, 2018 and commentary throughout the public review process.
- Matthew Barry, project engineer, Tata & Howard

- Email communication dated July 27, 2018 from Fire Chief Jeff Lynch
- Memorandum dated August 11, 2018 from Medway Police Sergeant/Safety Officer Jeffrey Watson
- Letter dated August 14, 2018 from Medway Police Lieutenant Kingsbury
- Review letter dated August 27, 2018 from the Medway Design Review Committee
- Email communication dated August 27, 2018 from Medway Building Commissioner Jack Mee re: exemption from the *Zoning Bylaw's* "impervious lot coverage" requirements
- Pastor Carl Schultz, Medway Community Church
- Peter Simmons, President, Corporation of Medway Community Church
- Email dated August 12, 2018 from residents Eli Rosinha and Rosalea Moore, 4 Highland Street
- Email and attached letter dated August 11, 2018 from Joseph and Bernadette Kobierecki, 2 Highland Street
- Letter dated August 5, 2018 from Mary Liscombe, 8 Highland Street
- Email dated August 1, 2018 from Mathew Holt, 6 Highland Street
- Residents Shawn and Shannon Montana, 13 Slocumb Place
- Resident James Moniz, 6 Highland Street
- Resident Ian Grossman, 15 Slocumb Place
- Resident Eli Rosinha, 4 Highland Street

VI. FINDINGS – In making its findings and reaching the decision described herein, the Board is guided by Board's *Site Plan Rules and Regulations*, and the *Medway Zoning Bylaw*. The Board also considered evidence and testimony presented at the public hearings and comments submitted by Town departments, boards and committees as well as the Board's peer review consultants and residents placed in the public record during the course of the hearings.

The Planning and Economic Development Board, at its meeting on September 11, 2018, on a motion made by Matthew Hayes and seconded by Richard Di Iulio, voted to approve the following **FINDINGS** regarding the proposed parking expansion project at 9 & 11 Slocumb Place for Medway Community Church. The motion was approved by a roll call vote of four in favor and none opposed.

A. Site Plan Rules and Regulations Findings – The Planning and Economic Development Board shall determine whether the proposed development is in conformance with the standards and criteria set forth in the *Site Plan Rules and Regulations*, unless specifically waived. In making its decision, the Planning and Economic Development Board shall determine the following:

1. 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?

Internal circulation was a major issue in the review of this project. The church's existing parking lot entrance is located on Slocumb Place where it is wider and further away from abutters on that street. The new parking lot is connected to the existing lot in a manner that allows 2-way traffic flow through the lot. Both of the existing driveways to 9 and 11 Slocumb Place have been eliminated and replaced

by a single curb cut to the new parking area. The use of traffic islands, signage and striping helps control internal circulation. Finally, The Church's "parking team" will continue to operate for Sunday services to guide traffic and further control circulation.

2. 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 site currently has 2 residential buildings on it. Both buildings will be retained in substantially the same form as they are so the character, materials and scale of the buildings will not change. 11 Slocumb Place will be used as the church office and 9 Slocumb Place will serve as a parsonage for one of the church pastors.

3. 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 used and zoned.

No new buildings are proposed. The existing buildings, a proposed fence around almost the entire perimeter of the parking lot, and existing and added vegetation adequately screen the parking lot for abutters. No outside storage is planned. As a result of this project, the church's primary dumpster is being repositioned away from its current location to a less intrusive area, away from an abutter.

4. Is adequate access to each structure for fire and service equipment provided?

The construction of the parking lot improves access to the existing structures for fire and service equipment as access will now be provided from the rear and sides of the buildings as well as the front. The Fire Chief has reviewed the plans and has not noted any issues.

5. 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 volume of cuts and fills is minimal since no significant grade changes are planned or needed. Two trees greater than 18 inches in diameter will be removed from the area of the new parking lot. However, most of the trees greater than 18 inches in diameter within the 15-foot buffer area around the perimeter of the site will be retained and new trees and shrubbery will be added where needed to improve screening for the abutters. Care will be taken to minimize damage to the roots of these existing trees and the location of drainage structures has been

selected to minimize root disturbance. New trees will also be added to the two traffic islands within the parking lot for shade and aesthetics.

Fencing, existing and planned vegetation minimize the visual prominence of the parking lot, and the existing buildings are not changed. The existing stone wall at the new driveway entrance will be removed. However, the stones will be used to fill in the gaps across the two existing driveways which are being filled in.

There are no wetlands or waterways or environmental resources on the site. However, there will be a 10-foot buffer area between the new fence and the property line at the rear of the parking lot that will be kept in its natural state and be available for wildlife migration (as well as a buffer for abutters). Proper erosion controls will be used during construction and precautions will be taken during construction to prevent soil pollution. The planned subsurface stormwater management system will prevent post-construction pollution. Construction noise is unavoidable but will be minimized through the specified operating hours. No unreasonable noise will be generated by the normal use of the parking lot.

6. Is pedestrian and vehicular safety both on the site and egressing from it maximized?

The parking lot entrances, signage, traffic islands and striping are designed for vehicular safety. A walkway, separate from the parking, lot will provide a safe pathway between the lot and the Church for pedestrians. The Church's "parking team" will provide another active means of providing safety to supplement the passive elements of the site design. The reconstruction of Route 109 also improves safety or accessing and egressing the site.

7. 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 Church is a significant historic resource for Medway. The construction will not detract from it and the project integrates the new parking with the existing parking on the Church site. Many of the trees along the perimeter of the parking lot will be retained and supplemented with additional trees and shrubs.

8. Does the lighting of structures and parking area avoid glare on adjoining properties and minimize light pollution within the town?

A photometric plan was provided documenting that there would be no light cast onto adjoining properties. Also, the perimeter fence will prevent vehicle headlight glare on abutters. The lighting is designed with cut-off lenses to prevent light pollution within the Town in accordance with the lighting provisions of the Zoning Bylaw

9. 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 proposed limit of work is the minimum necessary to construct the parking lot, and the erosion and sedimentation control plan will prevent environmental damage during construction. The stormwater management system and its operation and maintenance plan will prevent damage to the environment post-construction.

B. Other Findings

1. **Impervious Coverage** – As a result of the parking expansion project, the amount of impervious surface on 11 Slocumb Place is expected to be 57.7%. This exceeds the allowable amount (40%) per the *Zoning Bylaw*, Section 6.1, Table 2. Dimensional and Density Regulations for the AR-II zoning district. Building Commissioner Jack Mee has determined that the impervious coverage zoning requirement is not within the scope of “reasonable regulations” for a religious facility as specified in the Massachusetts Zoning Act. Consequently, the *Zoning Bylaw’s* regulation for impervious coverage does not apply to this particular project.
2. **Land Disturbance Area** - The total land disturbance area for this project is expected to be 7,739 sq. ft. for 9 Slocumb Place and 26,447 sq. ft. for 11 Slocumb Place for a total of 34,186. This amount of land disturbance triggers the applicability of Medway General Bylaws, Section 26. Stormwater Management and Land Disturbance.

VII. WAIVERS – At its September 11, 2018 meeting, the Planning and Economic Development Board, on a motion made by Richard Di Iulio and seconded by Matthew Hayes voted to grant 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 request 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 roll call vote of four in favor and none opposed.

- A. Section 204-3, 7. Development Impact Statement** - A written *Development Impact Statement* which 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 consist of the following four elements: Traffic Impact, Environmental Impact, Community Impact and Parking Impact.

The Applicant has requested a waiver from the requirement for a Development Impact statement. This project is being undertaken to specifically address current parking difficulties and inadequacies that are evident on Sunday mornings for worship services. A traffic impact report is not needed as the existing traffic conditions are not expected to change due to the expanded parking. Community impacts are discussed in the project narrative. The site does not include any wetland resources and thus there is no review needed by Conservation. Strict compliance with this regulation could be considered to be a burdensome and unreasonable regulation of this religious organization’s development plan. Therefore, the Board APPROVES this waiver request.

B. Section 204-4 B Site Plan Scale - Site plans shall be drawn at a scale of 1" = 40'

The Applicant has requested a waiver from this requirement and has provided plans at a scale of 1" = 20 feet. The Town's Consulting Engineer has opined that the plans as provided at the alternative scale are sufficient to adequately show the proposed work. Therefore, the Board APPROVES this waiver request.

C. Section 204-5 C. 3. Existing Landscape Inventory - 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 Applicant has requested a waiver from the full extent of this requirement. An inventory of trees with a diameter of 18" or greater on the property has been provided; the inventory was prepared by personnel from Tata & Howard, the Applicant's project engineer. This variation is consistent with past waiver requests and approvals for other site plan projects approved by the Board within the last two years. The reduced scope of the inventory is acceptable since most of the site has to be cleared for the planned parking expansion. Trees within the setback area around the perimeter of the site are being retained as part of the screening measures. Therefore, the Board APPROVES this waiver request.

D. 204-5, D, 7. Landscape Architecture Plan - 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 Applicant has requested a waiver from the regulation specifying that a Landscape Architect prepare the Landscape Plan. Instead, the Landscape Plan was prepared by Tata and Howard personnel. See sheet C-7. The plan is limited in scope since so much of the site is being converted to parking. The plan shows a thorough and thoughtful approach to the use of existing vegetation and stone walls and proposed supplemental landscaping around the perimeter of the properties to screen the parking area from the abutters. Therefore, the Board APPROVES this waiver request.

E. Section 205-3, B, 2) Internal Site Driveways - No part of any driveway shall be located within fifteen (15) feet of a side property line.

The Applicant has asked for a waiver from this regulation. The proposed new curb cut from Slocumb Place to access the new parking area will be located

within 15 feet of the side property line between 9 and 11 Slocumb Place. This driveway location was selected to allow for the best use of the public right-of-way to access the site and to eliminate the choke point to the north of the proposed curb cut where the paved roadway narrows. Because both parcels are owned by Medway Community Church, the need for the driveway setback regulation does not apply in this particular case. Therefore, the Board APPROVES this waiver request.

- F. **Section 205-3, C, 1 Traffic Flow Slope** - The slope of the paved entrance way shall not exceed two (2) percent for the first twenty-five (25) feet measured perpendicular from the front property line. Plantings should be evaluated to ensure adequate sight distance is not affected. The maximum height of vegetation, except trees, at full growth or any other physical object shall not exceed three (3) feet in height to assure sight distance visibility from a vehicle. The entrance shall be clearly delineated by granite curbing or other approved material along the entire radius of the opening and extend at least twelve (12) feet beyond each side along the gutter line of the road, and sloped at the end to prevent a vertical obstruction to exist.

The Applicant has requested relief from this requirement. Due to site constraints and the existing site topography, a 2% grade within the first 25 feet of the driveway entrance from Slocumb Place cannot be met. The driveway grade will be 6%. Strict compliance with this regulation could be considered to be a burdensome and unreasonable regulation of this religious organization's development plan. Therefore, the Board APPROVES this waiver request.

- G. **Section 205-6 H. Curbing** – The perimeter of the parking area shall be bounded with vertical granite curb or similar type of edge treatment to delineate the parking lot.

The Applicant has requested a waiver to allow for the use of bituminous Cape Cod berm on the perimeter of the new parking areas. Vertical granite curbing will be used along the proposed curb cut and driveway entrance from Slocumb Place and along the back of all catch basins. Sloped granite curbing is planned for the landscaped parking islands. Strict compliance with this regulation could be considered to be a burdensome and unreasonable regulation of this religious organization's development plan. Therefore, the Board APPROVES this waiver.

- H. **Section 205-6 G. 4. b)** – Parking spaces and stalls shall not be located within 15' of the front, side or rear property lines.

The Applicant has requested a waiver from the full extent of this requirement. This regulation is met for the parking spaces to be constructed on the 11 Slocumb Place parcel. The setback for the parking area on the 9 Slocumb Place parcel is 15 feet except for the area of the driveway connection between the two parking lots. A waiver is needed from the setback requirement to achieve an adequate two way traffic flow. Therefore, the Board APPROVES this waiver.

- I. **Section 205-9 C. Parking Areas** - Internal landscape planted divisions (*islands and peninsulas*) shall be constructed within all parking lots to provide shading and buffering. At least one deciduous tree of a minimum two and one-half (2 1/2)

inches caliper in diameter shall be provided for every six (6) parking spaces. Only trees providing shade to the parking area shall be counted as meeting this requirement. This requirement may be waived in lieu of the preservation of existing trees subject to approval by the Planning Board.

The Applicant has requested a waiver from this regulation. With 78 parking spaces proposed, 13 trees are required. Two landscaped islands are included on the plan. However, the construction of additional landscaped islands is not practical due to the location of the two sub-surface stormwater infiltration facilities. The revised site plan dated August 24th, shows 12 new trees to be planted around the perimeter of the parking areas and within the parking islands. Further, the Applicant has committed to retaining existing trees on the perimeter of the parking lots to the greatest extent possible. Therefore, the Board APPROVES this waiver.

- J. **Section 205-9, F. Tree Replacement** - The total diameter of all trees over ten (10) inches in diameter that are removed from the site shall be replaced with trees that equal the total breast height diameter of the removed trees. The replacement trees may be placed on or off site as recommended by the Planning Board.

The Applicant has requested relief from this regulation. Due to the extensive number of trees to be cleared from the middle of the site for the parking areas, the required replacement of all trees over ten inches in diameter is not feasible. According to the revised site plan dated August 22, 2018, two trees over 18" in diameter will be removed from the site. The Applicant has committed to preserving the natural environment of the site to the greatest extent possible. The site plan shows the installation of twelve new shade trees. Strict compliance with this regulation could be considered to be a burdensome and unreasonable regulation of this religious organization's development plan. Therefore, the Board approves this waiver.

VIII. CONDITIONS The *Special and General Conditions* included in this Decision shall assure that the 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 review process have been carefully considered

SPECIFIC CONDITIONS OF APPROVAL

- A. **Plan Endorsement** - Within sixty (60) days after the Board has filed its *Decision* with the Town Clerk, the site plan for the Medway Community Church parking expansion project at 9 and 11 Slocumb Place, dated July 24, 2018, last revised August 22, 2018, prepared by Tata & Howard of Marlborough, MA shall be further revised to reflect all Conditions and required revisions, including those as follows, and submitted to the Planning and Economic Development Board to review for compliance with the Board's *Decision*. (*Said plan is hereinafter referred to as the Plan*). The Applicant shall provide a revised Plan in its final form to the Board for its signature/endorsement. All plan sheets shall be bound together in a complete set.

- B. **Cover Sheet Revisions** – Prior to plan endorsement, the cover sheet of the August 22, 2018 site plan set shall be revised to:
1. List the APPROVED waivers from the *Site Plan Rules and Regulations* as specified herein.
 2. Remove the signature box for the Board of Selectmen and replace with a signature box for the Planning and Economic Development Board including spaces for decision date and endorsement date.
 3. Include a statement for the Town Clerk's signature to certify that no appeals were filed during the 20 day period following the filing of the decision with the Town Clerk's office.
 4. Include a final plan date.
- C. **Other Plan Revisions** – Prior to plan endorsement, the following plan revisions shall be made to the August 22, 2018 Site Plan set.
1. Per the 8-11-18 plan review letter from Police Sergeant/Safety Office Jeff Watson, a stop sign shall be added at the parking lot exit onto Slocumb Place along with a painted stop line.
 2. A detail for the "New England style" light pole shall be included. The color for the light poles and fixtures shall be specified.
 3. A detail describing and illustrating the paving material for the new pedestrian walkway shall be added. Additionally, a continuation of the pedestrian walkway from 9 Slocumb Place through the existing church parking lot shall be striped on the pavement to provide safe pedestrian passageway from the new parking area through the existing parking lot to the church entrance.
 4. The detail for the 6' high privacy fence on Sheet C-8 shall be revised to specify that the fencing material is not shiny and will be of a neutral or natural color.
 5. The plan shall be revised to include a detail for a bicycle rack to comply with the bicycle parking requirements as specified in Section 7.1.1. I. 1. Bicycle Parking of the *Zoning Bylaw*.
 6. The areas comprising the existing driveways for 9 & 11 Slocumb Place which are to be abandoned shall be fully removed and grassed over.
 7. "No Parking" striping shall be included on the pavement at the southern end of the central parking area within the large new parking lot.
 8. Per Tetra Tech's review letter dated August 24, 2018, the plan shall be revised to show the location of the inspection ports to access the isolator row portion of the sub-surface stormwater drainage system
 9. Per Tetra Tech's review letter dated September 10, 2018 the plan shall be revised to show:

- a) Erosion and Sediment Control Plan consistent with the provisions of Section 26.7 of the Medway General Bylaws, Stormwater Management and Land Disturbance Permit. See Tetra Tech review letter dated 9-10-18 (Item #21). This shall include construction entrances and specific erosion control details.
 - b) details of the weir manholes
 - c) locations of final inspection ports for the sub-surface Cultec system.
- D. **Stormwater Management During Construction** – Before site construction commences, the Applicant will install and maintain silt sacks in all of the catch basins in the Slocumb Place cul-de-sac to protect the Town's drainage system during the construction period in the event of intense stormwater runoff from the site. The silt sacks shall be removed at the conclusion of construction.
- E. **Other Documentation to Be Provided Prior to Plan Endorsement** – The Applicant shall provide the following information for review to the satisfaction of the Board's Consulting Engineer for compliance with Medway Bylaws and Rules and Regulations.
 - 1. Calculations for total phosphorus removal at the site.
 - 2. Proof of recording, at the Norfolk County Registry of Deeds, of the approved Long Term Stormwater Operations and Maintenance Plan prepared by Tata and Howard.
- F. **Use Limitations**
 - 1. Parking or use of the parking area at 9 and 11 Slocumb Place shall be limited only to vehicles for the Medway Community Church, its employees, parishioners, visitors, and deliveries. The parking area may not be leased or made available to any other entity for any purpose.
 - 2. Plowed snow for the site shall be stored only in the designated areas shown on the plan or taken off site in times of substantial storms.
- G. **Existing Vegetation**
 - 1. The existing vegetation in the buffer area shall be evaluated during the winter of 2019 to determine where the vegetation is sparse and does not provide suitable buffering. Additional landscaping measures beyond what is shown on Sheet C-7 may be required to be installed in the spring of 2019 to fill in where appropriate.
 - 2. The Applicant shall direct its contractors to preserve the existing vegetation in the buffer area around the parking lots to the greatest extent possible during site preparation and construction.
- H. **Design of Stormwater Management Facilities**
 - 1. As recommended by Tetra Tech, the Applicant's engineering consultant shall observe, during construction, additional test pits in the location of the Underground Drainage Basin #1 subsurface chamber system to verify that soil types and estimated seasonal high groundwater are consistent with the previous test pits and design parameters. The results of this test shall be provided to the Board and its engineering consultant to determine whether

any changes are needed to the stormwater design.

2. First flush and lower intensity storm events shall be routed through the Separator Row. The addition of a weir structure shall provide for the water from high intensity storm events to be diverted to the remaining portions of the sub-surface system
- I. **Site Access** – Access to the Church’s existing and new parking areas is provided from Slocumb Place and Highland Street. The Applicant shall instruct its employees, delivery companies, parishioners and guests to use Slocumb Place to access the Medway Community church property. Any printed or electronic marketing materials that provide directions to the MCC shall indicate the Slocumb Place parking areas and access. Deliveries shall occur only between 7 am and 6 pm.
 - J. **Long Term Stormwater Management Operations and Maintenance Plan** - The Applicant has ongoing responsibility and obligation to carry out the Long Term Stormwater Operations and Maintenance Plan prepared by Tata and Howard, including specified reporting. See Appendix M, pages 1-4, of the 9 & 11 Slocumb Place Site Improvements Stormwater Drainage Evaluation Report, dated July 2018.
 - K. **Lighting**
 1. Lighting shall not result in any light spillage off the property pursuant to Section 7.1.2 of the *Zoning Bylaw*. This may be accomplished through the addition of light shields, the lowering and/or relocating of light fixtures, and other suitable measures.
 2. LED lights shall be of a lower color temperature [2700-3000K] to provide a more natural appearance.
 - L. **Traffic Flow and Parking Management** – Within one year after completion of the parking lot construction project, Medway Community Church shall provide a report evaluating the traffic flow and parking management measures, including review comments and recommendations from the Medway Police Department, to the Board for consideration of further traffic management measures that may be needed.
 - M. **Fencing** – Permanent fencing is planned along most of the perimeter of the site to screen the parking areas from abutters. Until the permanent fencing can be installed, green, temporary construction fencing shall be put into place surrounding the perimeter of the site to buffer site construction for the abutters.
 - N. **Snow Storage and Removal**
 1. Snow storage shall be limited to the 6 parking spaces shown on Sheet C-5.
 2. The Applicant shall make the fullest possible effort to remove accumulated snow which exceeds the capacity of the designated on-site snow storage areas from the premises within 48 hours after the conclusion of a storm event.

GENERAL CONDITIONS OF APPROVAL

- A. **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 that may be 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.

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.

- B. **Other Permits** – This permit does not relieve the Applicant from its responsibility to obtain, pay and comply with all other required federal, state and Town permits. The contractor for the Applicant or assigns shall obtain, pay and comply with all other required Town permits.

- C. **Restrictions on Construction Activities** – During construction, all local, state and federal laws shall be followed regarding noise, vibration, dust and blocking of town roads. The Applicant and its contractors shall at all times use all reasonable means to minimize inconvenience to abutters and residents in the general area. The following specific restrictions on construction activity shall apply.

1. **Construction Time** - Construction work at the site and in the building and the operation of construction equipment including truck/vehicular and machine start-up and movement shall commence no earlier than 7 a.m. and shall cease no later than 6 p.m. Monday – Saturday. No construction shall take place on Sundays or legal holidays without the advance approval of the Inspector of Buildings.
2. **Neighborhood Relations** – The Applicant shall notify neighbors in the general area around the site when site work and construction are scheduled to begin and provide a phone number for them to use for questions and concerns that arise during construction.
3. The Applicant shall take all measures necessary to ensure that no excessive dust leaves the premises during construction including use of water spray to wet down dusty surfaces.
4. 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 any loose gravel/dirt is removed from the roadways and 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 which shall occur as soon as possible and in any event within twelve (12) hours of its occurrence.

5. The Applicant is responsible for having the contractor clean-up the construction site and the adjacent properties onto which construction debris and trash may fall on a daily basis.
6. All erosion and siltation control measures shall be installed by the Applicant prior to the start of construction and observed by the Planning and Economic Development Board's consulting engineer and maintained in good repair throughout the construction period.
7. *Construction Traffic/Parking* – During construction, adequate provisions shall be made on-site for the parking, storing, and stacking of construction materials and vehicles. 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 or interfere with the safe movement of persons and vehicles on adjacent properties or roadways.
8. *Noise* - Construction noise shall not exceed the noise standards as specified in the *Zoning Bylaw*, Section 7.3.C.2. Environmental Standards.

E. ***Landscape Maintenance***

1. The site's landscaping shall be maintained in good condition throughout the life of the facility and to the same extent as shown on the endorsed Plan. Any shrubs, trees, bushes or other landscaping features shown on the Plan that die shall be replaced by the following spring.
2. Within 60 days after two years after project completion, the Town's Consulting Engineer or the Inspector of Buildings shall conduct an inspection of the landscaping to determine whether and which landscape items need replacement or removal and provide a report to the Board. At any time subsequent to this initial inspection, the Town's Consulting Engineer, the Inspector of Buildings, a Board member, or the Board's designee may conduct further inspections of the landscaping to determine whether and which landscaping items need replacement or removal and provide a report to the Board. The Board may seek enforcement remedies with the Inspector of Buildings/Zoning Enforcement Officer to ensure that the comprehensive landscaping plan is maintained.

F. ***Construction Oversight***

1. Construction Account
 - a) Inspection of infrastructure and utility construction, installation of site amenities including landscaping, and the review of legal documents by Town Counsel is required. Prior to plan endorsement, the Applicant shall establish a construction account with the Planning and Economic Development Board. The funds may be used at the Board's discretion to retain professional outside consultants to perform the items listed above as well as the following other tasks - inspect the site during construction/installation, 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*).

- b) Prior to plan endorsement, the Applicant shall pay an advance toward the cost of these services to the Town of Medway. The advance amount shall be determined by the Planning and Economic Development Board based on an estimate provided by the Town's Consulting Engineer.
 - c) Depending on the scope of professional outside consultant assistance that the Board may need, the Applicant shall provide supplemental payments to the project's construction inspection account, upon invoice from the Board.
 - d) 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.
2. Pre-Construction Meeting - Prior to the commencement of any work on the Property, the Applicant and the site general contractor shall attend a preconstruction conference with Planning and Economic Development Coordinator, the Building Commissioner, Department of Public Services Director, the Conservation Agent, the Town's Consulting Engineer and other Town staff or Applicant's representatives as may be determined. The general contractor shall request such conference at least one week prior to commencing any work on the property by contacting the Planning and Economic Development office.
 3. 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.
 4. The Department of Public Services will conduct inspections for any construction work occurring in the Town's right-of way in conjunction with the Town of Medway Street Opening/Roadway Access Permit.
 5. The Applicant shall have a professional engineer licensed in the Commonwealth of Massachusetts conduct progress inspections of the construction of the approved site improvements. 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.

G. Modification of Plan and/or Decision

1. This site plan approval is subject to all subsequent conditions that may be imposed by other Town departments, boards, agencies or commissions. Any changes to the site plan that may be required by the decisions of other Town boards, agencies or commissions shall be submitted to the Planning and Economic Development Board for review as site plan modifications.

2. Any work that deviates from the approved site plan or this Decision shall be a violation of the *Medway Zoning Bylaw*, unless the Applicant requests approval of a plan modification pursuant to Section 3.5.2.A.3.c. 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 review 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.

H. ***Compliance with Plan and Decision***

1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan and this Decision and any modifications thereto.
2. The Town reserves the right to periodically inspect the site during and after construction to ensure compliance with these conditions.
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 3.1. F. of the *Medway Zoning Bylaw* (non-criminal disposition) and violations or non-compliance are subject to the appropriate fine.

I. ***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, review and decision.
2. 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 buildings and site work shown on the original site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in CAD/GIS file format per MASS GIS specifications.

J. ***Performance Security***

1. If performance security is needed, the Applicant shall propose a form of performance security which shall be of a source and in a form acceptable to the Planning and Economic Development Board, the Treasurer/Collector and Town Counsel. The Board requires that the performance guarantee be accompanied by an agreement which shall define the obligations of the developer and the performance guarantee company including:
 - a) the date by which the developer shall complete construction
 - b) a statement that the agreement does not expire until released in full by the Planning and Economic Development Board
 - c) procedures for collection upon default.
2. The amount of the performance guarantee shall be equal to 100% of the amount that would be required for the Town of Medway to complete construction of the site infrastructure including installation of stormwater management facilities, utilities, services, parking, pedestrian facilities and all site amenities as specified in the endorsed Site Plan that remain unfinished at the time the performance guarantee estimate is prepared if the developer failed to do so.
3. The security amount shall be approved by the Planning and Economic Development Board based on an estimate provided by the Town's Consulting Engineer based on the latest weighted average bid prices issued by the Mass Highway Department. The estimate shall reflect the cost for the Town to complete the work as a public works project which may necessitate additional engineering, inspection, legal and

administrative services, staff time and public bidding procedures. The estimate shall also include the cost to maintain the infrastructure in the event the developer fails to adequately perform such and the cost for the preparation of as-built plans. In determining the amount, the Board shall be guided by the following formula in setting the sum: estimate of the Town's Consulting Engineer of the cost to complete the work plus a twenty-five percent (25%) contingency.

4. Final release of performance security is contingent on project completion.

K. **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.

L. **Conflicts** – If there is a conflict between the endorsed 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. 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 DECISION & LAND DISTURBANCE PERMIT
Medway Community Church, 9 & 11 Slocumb Place**

APPROVED with Waivers and Conditions by the Medway Planning & Economic Development Board: September 11, 2018

AYE:

NAY:

ATTEST:

Susan E. Affleck-Childs
Planning & Economic Development Coordinator

Date

COPIES TO: Michael Boynton, Town Administrator
David D'Amico, DPS Director
Bridget Graziano, Conservation Agent
Donna Greenwood, Assessor
Beth Hallal, Health Agent
Jeff Lynch, Fire Chief
Jack Mee, Inspector of Buildings and Zoning Enforcement Officer
Joanne Russo, Treasurer/Collector
Barbara Saint Andre, Director of Community & Economic Development
Jeff Watson, Police Department Safety Officer
Matthew Barry, Tata and Howard
Peter Simmons, Medway Community Church
Rev. Carl Schultz, Medway Community Church
Steven Bouley, Tetra Tech
Gino Carlucci, PGC Associates

MEDWAY COMMUNITY CHURCH

11 SLOCUMB PLACE
MEDWAY, MASSACHUSETTS

9 & 11 SLOCUMB PLACE
SITE IMPROVEMENTS

APPROVED WAIVERS

9 SLOCUMB PLACE:
11 SLOCUMB PLACE:

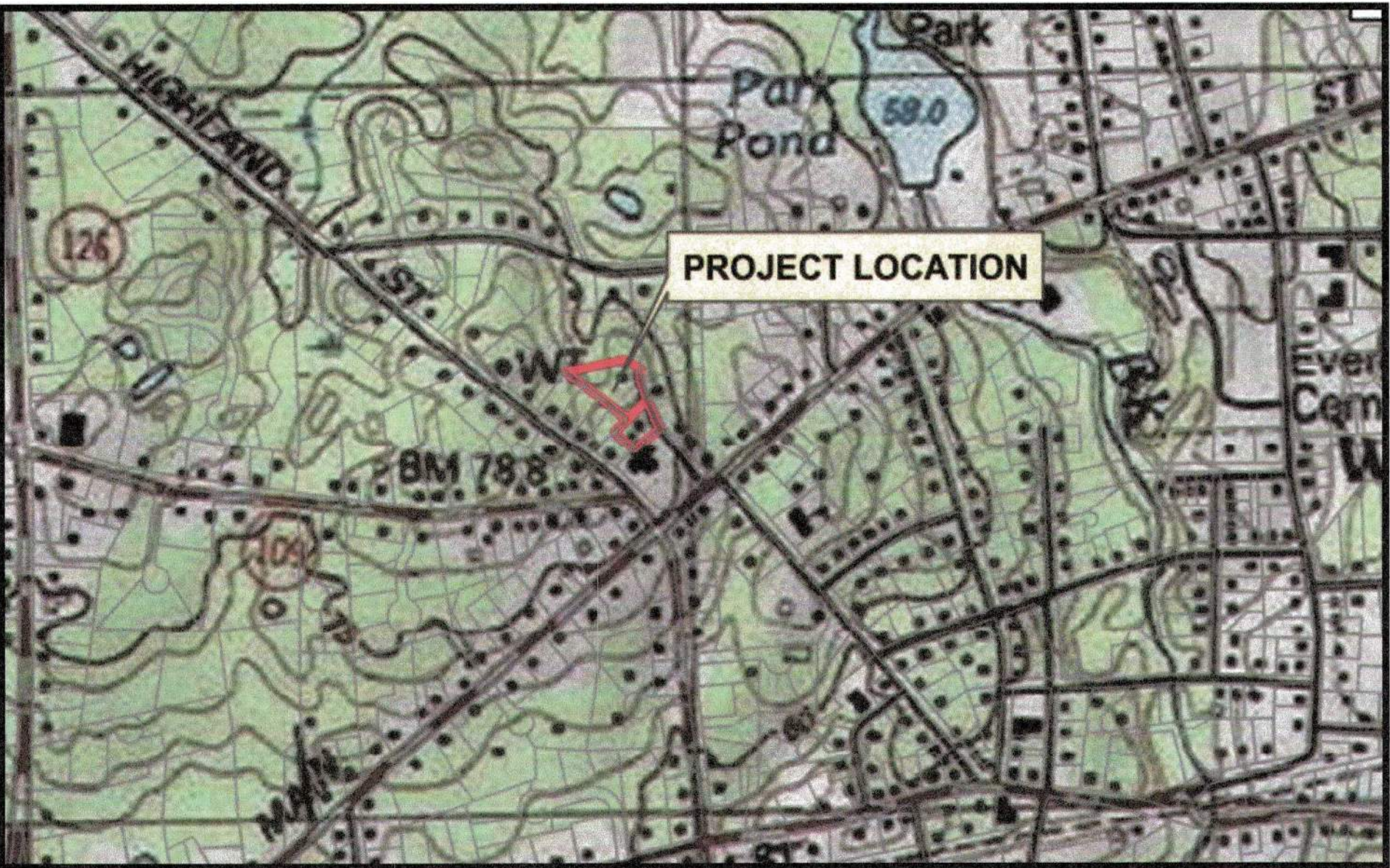
ASSESSORS: MAP 47 LOT 079
ASSESSORS: MAP 47 LOT 078

ZONING DISTRICT: VILLAGE RESIDENTIAL
ZONING DISTRICT: AR-II

SITE PLAN RULES AND REGULATIONS

- 204-3, 7 - (DEVELOPMENT IMPACT STATEMENT) TO NOT SUBMIT THE DEVELOPMENT IMPACT STATEMENT.
- 204-4, B - (SITE PLAN SCALE) TO SHOW A SCALE OF 1"=20' RATHER THAN THE REQUIRED SCALE OF 1"=40'.
- 204-5, C, 3 - (EXISTING LANDSCAPE INVENTORY) TO NOT SHOW TREES BETWEEN 12" AND 18" (TREES 18" AND LARGER SHOWN). ONLY SHOW TREES WITHIN THE SETBACKS.
- 204-5, D, 7 - (LANDSCAPE ARCHITECTURE PLAN) SHALL NOT BE PREPARED BY A PROFESSIONAL LANDSCAPE ARCHITECT LICENSED IN THE COMMONWEALTH OF MASSACHUSETTS.
- 205-3, B, 2 - (INTERNAL SITE DRIVEWAYS) SHALL BE LOCATED WITHIN 15' OF A SIDE PROPERTY LINE (BOTH PROPERTIES OWNED BY MEDWAY COMMUNITY CHURCH).
- 205-3, C, 1 - (TRAFFIC FLOW) PAVED ENTRANCE SHALL BE 6 PERCENT SLOPE FOR THE FIRST 25'.
- 205-6, G, 4b - (PARKING SPACES/STALLS) ALLOW SPACES/STALLS TO BE LOCATED WITHIN FIFTEEN (15) FEET OF THE SIDE PROPERTY LINES AT #9 SLOCUMB PLACE.
- 205-6, H - (CURBING) THE PERIMETER OF THE PARKING AREA SHALL BE BOUND BY BITUMINOUS CAPE COD BERM UNLESS OTHERWISE NOTED.
- 205-9, C - (PARKING AREAS) TO NOT INSTALL ONE DECIDUOUS TREE PER EVERY SIX (6) PROPOSED PARKING SPACES.
- 205-9, F - (TREE REPLACEMENT) REMOVED TREES GREATER THAN 10" IN DIAMETER SHALL NOT BE REPLACED.

CONTRACT NO. 1



LOCATION PLAN
NO SCALE

SHEET INDEX

- C-1 - EXISTING CONDITIONS
C-2 - PROPOSED CONDITIONS
C-3 - PROPOSED GRADING
C-4 - DRAINAGE PLAN
C-5 - LIGHTING PLAN
C-6 - PHOTOMETRIC PLAN
C-7 - LANDSCAPING PLAN
C-8 - DETAIL SHEET 1
C-9 - DETAIL SHEET 2



APPEAL STATEMENT

I HEREBY CERTIFY THAT NOTICE OF APPROVAL OF THIS PLAN BY THE MEDWAY PLANNING AND 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.

MARYJANE WHITE, TOWN CLERK

DATE:

OCTOBER 18, 2018



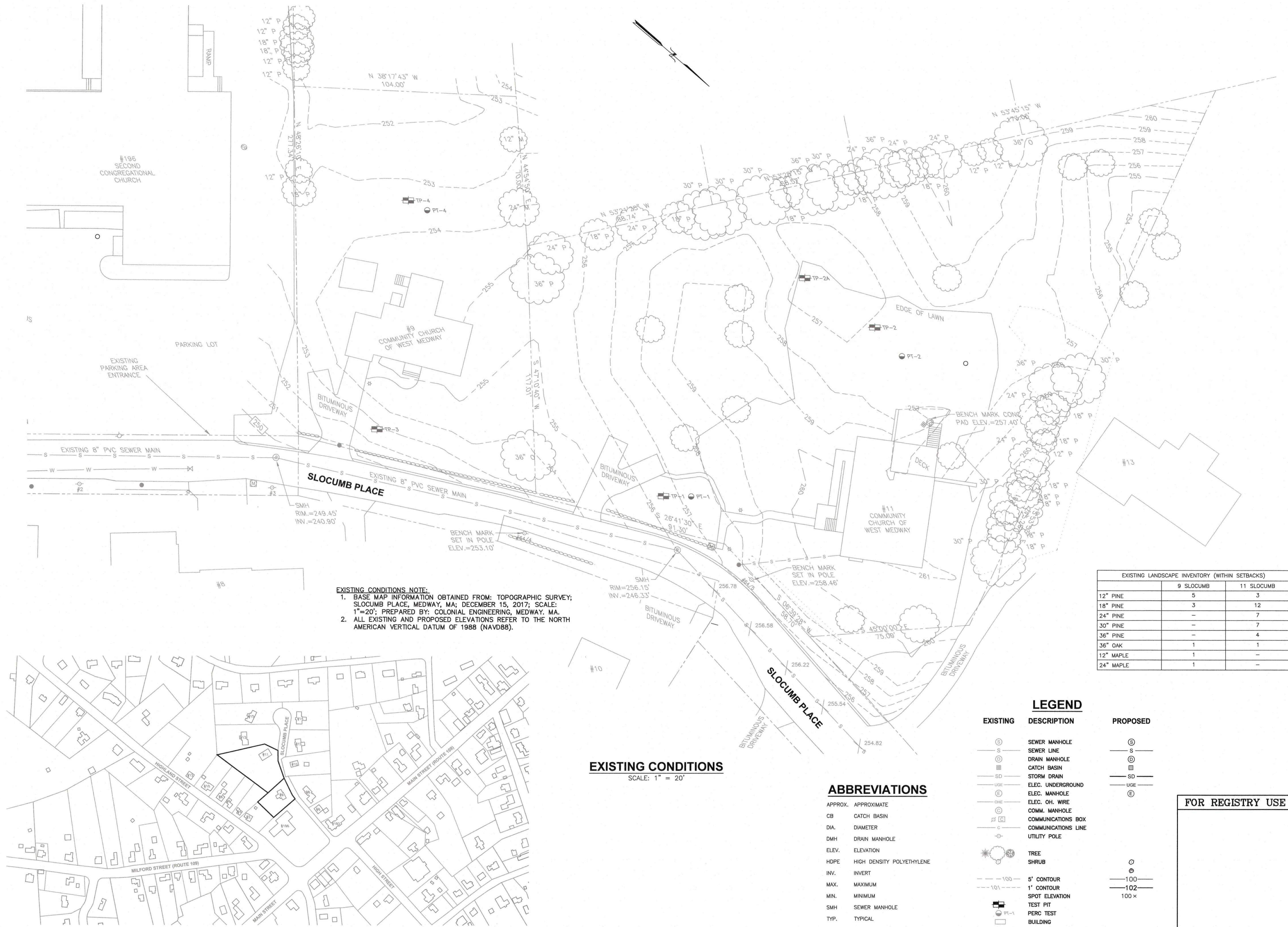
TATA & HOWARD, INC.
67 FOREST STREET
MARLBOROUGH, MA 01752

PLANNING AND ECONOMIC DEVELOPMENT BOARD SUBMTITAL

ANDY RODENHISER, CHAIRMAN
BOB TUCKER, VICE-CHAIRMAN
THOMAS A. GAY, CLERK
MATTHEW HAYES, P.E.
RICHARD DI LULIO

DECISION DATE ENDORSEMENT DATE

P:\Medway Community Church MA\3328 MCC 11 Slocumb Place\Drawings\Civil\3328-SHEETS 10.15.18.dwg 10/16/2018 12:46 PM MBARRY



EXISTING CONDITIONS NOTE:
1. BASE MAP INFORMATION OBTAINED FROM: TOPOGRAPHIC SURVEY;
SLOCUMB PLACE, MEDWAY, MA; DECEMBER 15, 2017; SCALE:
1"=20'; PREPARED BY: COLONIAL ENGINEERING, MEDWAY, MA.
2. ALL EXISTING AND PROPOSED ELEVATIONS REFER TO THE NORTH
AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

EXISTING CONDITIONS
SCALE: 1" = 20'

ABBREVIATIONS

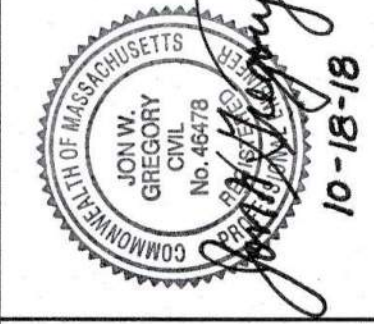
APPROX. APPROXIMATE
CB CATCH BASIN
DIA. DIAMETER
DMH DRAIN MANHOLE
ELEV. ELEVATION
HDPE HIGH DENSITY POLYETHYLENE
INV. INVERT
MAX. MAXIMUM
MIN. MINIMUM
SMH SEWER MANHOLE
TYP. TYPICAL

LEGEND

EXISTING	DESCRIPTION	PROPOSED
	SEWER MANHOLE	
	SEWER LINE	
	DRAIN MANHOLE	
	CATCH BASIN	
	STORM DRAIN	
	ELEC. UNDERGROUND	
	ELEC. OH. WIRE	
	COMM. MANHOLE	
	COMMUNICATIONS BOX	
	COMMUNICATIONS LINE	
	UTILITY POLE	
	TREE	
	SHRUB	
	5' CONTOUR	
	1' CONTOUR	
	SPOT ELEVATION	
	TEST PIT	
	PERC TEST	
	BUILDING	
	SILT SOCK	
	SIGN POST	

EXISTING LANDSCAPE INVENTORY (WITHIN SETBACKS)		
	9 SLOCUMB	11 SLOCUMB
12" PINE	5	3
18" PINE	3	12
24" PINE	-	7
30" PINE	-	7
36" PINE	-	4
36" OAK	1	1
12" MAPLE	1	-
24" MAPLE	1	-

SITE CONTEXT
SCALE: 1" = 200'



TATA & HOWARD
67 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

T&H NO.: 5328
DATE: OCTOBER 2018
SCALE: AS NOTED

C-1

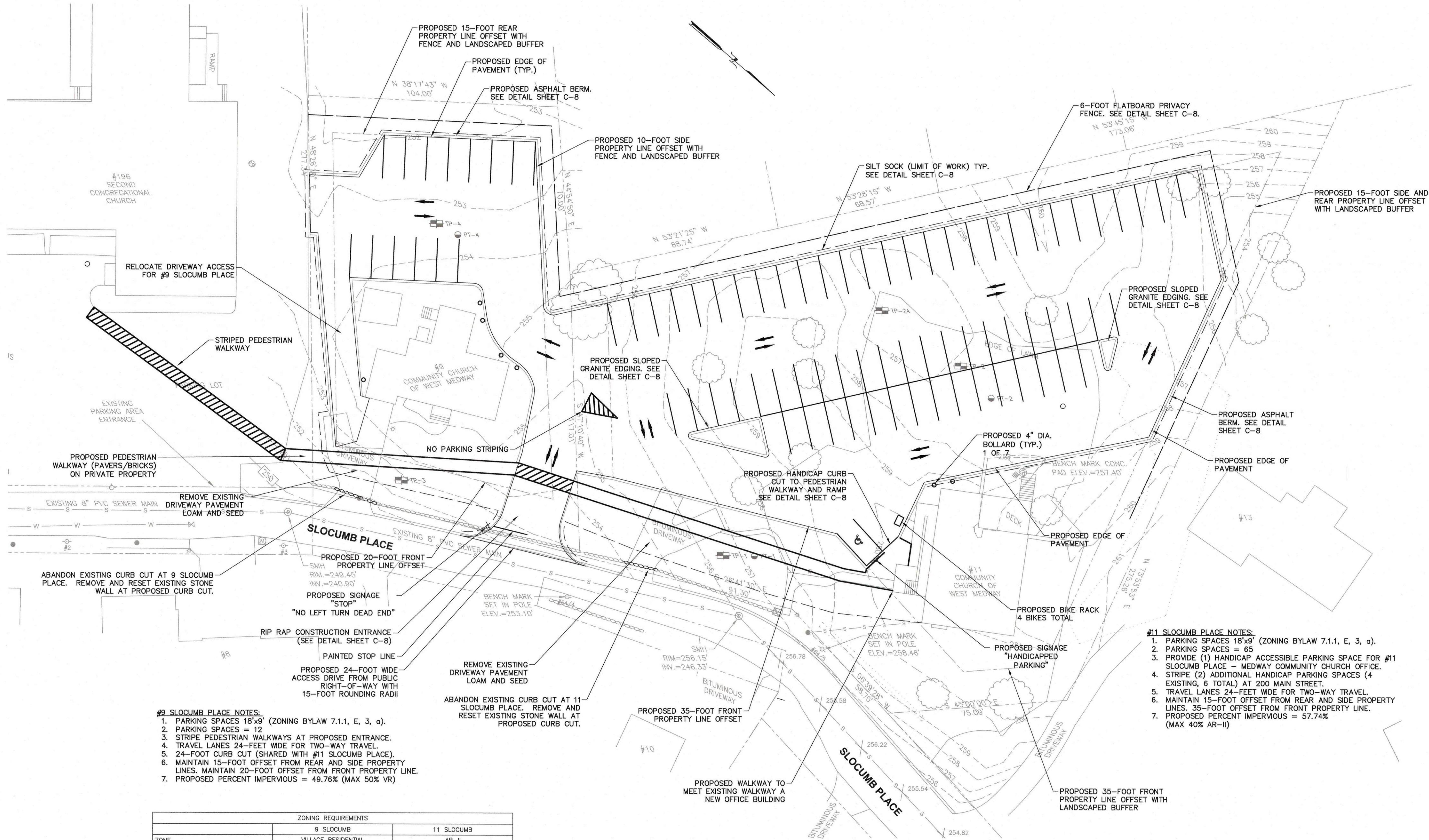
MINOR SITE PLAN APPLICATION

OWNER/APPLICANT:
MEDWAY COMMUNITY CHURCH
11 SLOCUMB PLACE
MEDWAY, MA 02053

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

DESIGNED BY: MBARRY
CHECKED BY: S.L.
APPROVED BY: JMG

	7/24/18	Planning & Econ. Dev. Board Submittal	
	8/22/18	Planning & Econ. Dev. Board Re-submittal	
	9/6/18	PM208 Supplemental Information Submittal	
	10/16/18	Planning & Econ. Dev. Board Endorsement	
Rev.	Date	Description	



- #9 SLOCUMB PLACE NOTES:**
1. PARKING SPACES 18'x9' (ZONING BYLAW 7.1.1, E, 3, a).
 2. PARKING SPACES = 12
 3. STRIPE PEDESTRIAN WALKWAYS AT PROPOSED ENTRANCE.
 4. TRAVEL LANES 24- FEET WIDE FOR TWO-WAY TRAVEL.
 5. 24-FOOT CURB CUT (SHARED WITH #11 SLOCUMB PLACE).
 6. MAINTAIN 15-FOOT OFFSET FROM REAR AND SIDE PROPERTY LINES. MAINTAIN 20-FOOT OFFSET FROM FRONT PROPERTY LINE.
 7. PROPOSED PERCENT IMPERVIOUS = 49.76% (MAX 50% VR)


ABANDON EXISTING CURB CUT AT 11- SLOCUMB PLACE. REMOVE AND RESET EXISTING STONE WALL AT PROPOSED CURB CUT.

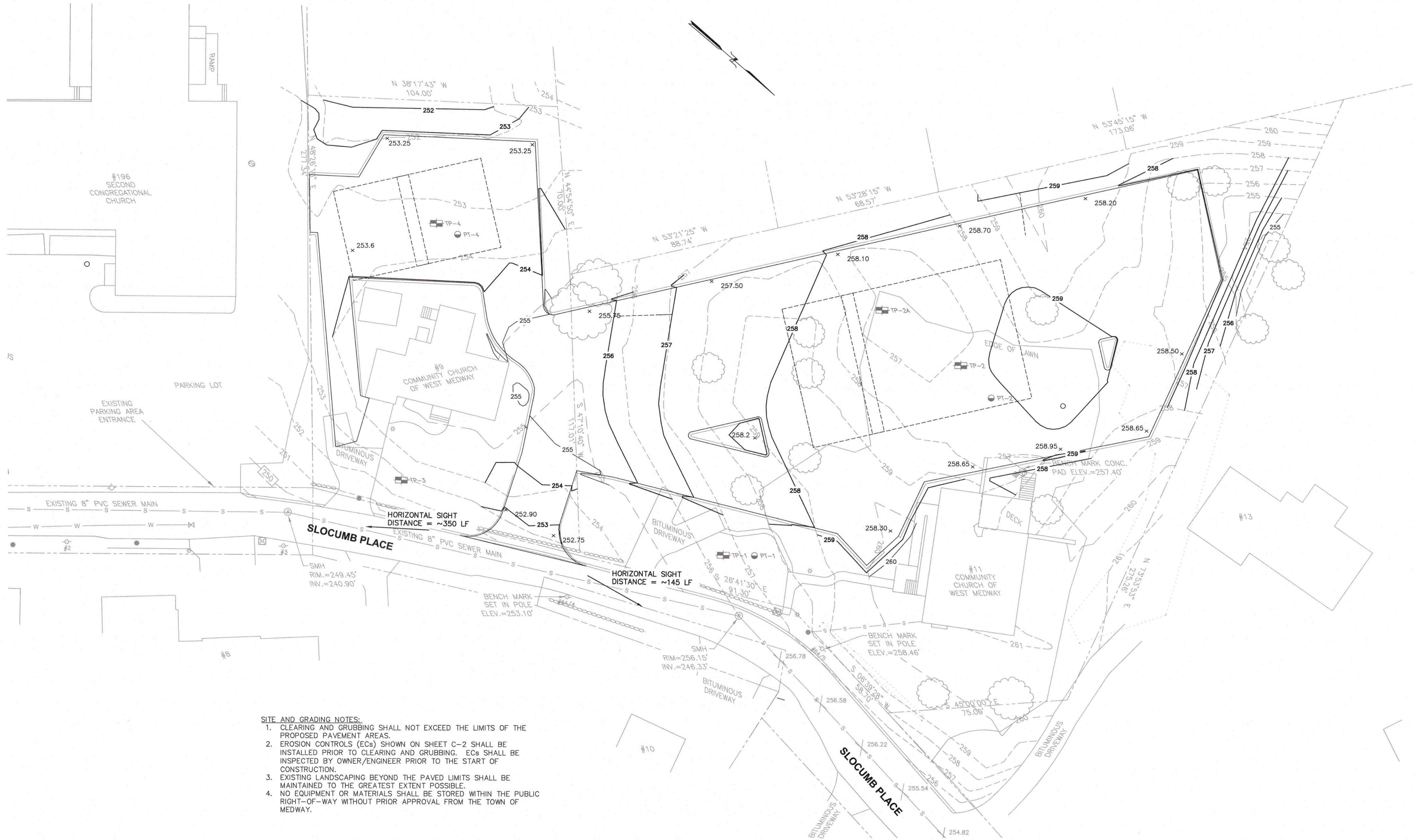
- #11 SLOCUMB PLACE NOTES:**
1. PARKING SPACES 18'x9' (ZONING BYLAW 7.1.1, E, 3, a).
 2. PARKING SPACES = 65
 3. PROVIDE (1) HANDICAP ACCESSIBLE PARKING SPACE FOR #11 SLOCUMB PLACE - MEDWAY COMMUNITY CHURCH OFFICE.
 4. STRIPE (2) ADDITIONAL HANDICAP PARKING SPACES (4 EXISTING, 6 TOTAL) AT 200 MAIN STREET.
 5. TRAVEL LANES 24- FEET WIDE FOR TWO-WAY TRAVEL.
 6. MAINTAIN 15-FOOT OFFSET FROM REAR AND SIDE PROPERTY LINES. 35-FOOT OFFSET FROM FRONT PROPERTY LINE.
 7. PROPOSED PERCENT IMPERVIOUS = 57.74% (MAX 40% AR-II)

ZONING REQUIREMENTS		
ZONE	9 SLOCUMB	11 SLOCUMB
LOT AREA	18,731 SF	49,049 SF
FRONTAGE	115 LF	150 LF
LOT DEPTH	185 LF	318 LF
LOT WIDTH	115 LF	330 LF
FRONT SETBACK	20 LF	35 LF
SIDE SETBACKS	10 LF	15 LF
REAR SETBACKS	10 LF	15 LF
BUILDING HEIGHT	N/A	N/A
LOT COVERAGES		
EXISTING BUILDING COVERAGE	1,580 SF (8.44%)	1,874 (3.82%)
TOTAL IMPERVIOUS COVERAGE	7,739 SF (41.32%)	26,447 SF (53.92%)
GROSS FLOOR AREA	N/A	N/A
MAX. SEATING CAP.	N/A	N/A
NO. OF EMPLOYEES	N/A	8
PARKING SPACES		
HANDICAP	0	1
EMPLOYEE	0	8
TOTAL	12	65

PROPOSED CONDITIONS
SCALE: 1" = 20'

FOR REGISTRY USE ONLY:

MINOR SITE PLAN APPLICATION		PROPERTY ADDRESS: 9 & 11 SLOCUMB PLACE MEDWAY, MA 02053 ASSESSORS MAP 47 LOTS 079 & 078	OWNER/APPLICANT: MEDWAY COMMUNITY CHURCH 11 SLOCUMB PLACE MEDWAY, MA 02053	DESIGNED BY: MB CHECKED BY: SL APPROVED BY: JMG
7/24/18	8/22/18	9/1/18	10/16/18	DATE
Planning & Econ. Dev. Board Submittal	Planning & Econ. Dev. Board Re-submittal	Planning & Econ. Dev. Board Submittal	Planning & Econ. Dev. Board Submittal	DESCRIPTION
PROPOSED CONDITIONS NOT FOR CONSTRUCTION				
				
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T&H NO.: 5328 DATE: OCTOBER 2018 SCALE: AS NOTED				
C-2				



- SITE AND GRADING NOTES:**
1. CLEARING AND GRUBBING SHALL NOT EXCEED THE LIMITS OF THE PROPOSED PAVEMENT AREAS.
 2. EROSION CONTROLS (ECs) SHOWN ON SHEET C-2 SHALL BE INSTALLED PRIOR TO CLEARING AND GRUBBING. ECs SHALL BE INSPECTED BY OWNER/ENGINEER PRIOR TO THE START OF CONSTRUCTION.
 3. EXISTING LANDSCAPING BEYOND THE PAVED LIMITS SHALL BE MAINTAINED TO THE GREATEST EXTENT POSSIBLE.
 4. NO EQUIPMENT OR MATERIALS SHALL BE STORED WITHIN THE PUBLIC RIGHT-OF-WAY WITHOUT PRIOR APPROVAL FROM THE TOWN OF MEDWAY.

PROPOSED GRADING
SCALE: 1" = 20'

FOR REGISTRY USE ONLY:

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DATE: OCTOBER 2018
SCALE: AS NOTED

C-3



T&H
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MARLBOROUGH, MA 01752
(508) 303-9400

PROPOSED GRADING
NOT FOR CONSTRUCTION

7/24/18	8/22/18	9/19/18	10/16/18	Date	Rev.
Planning & Econ. Dev. Board Submittal	Planning & Econ. Dev. Board Re-submittal	Final Supplemental Information Submittal	Planning & Econ. Dev. Board Submittal		

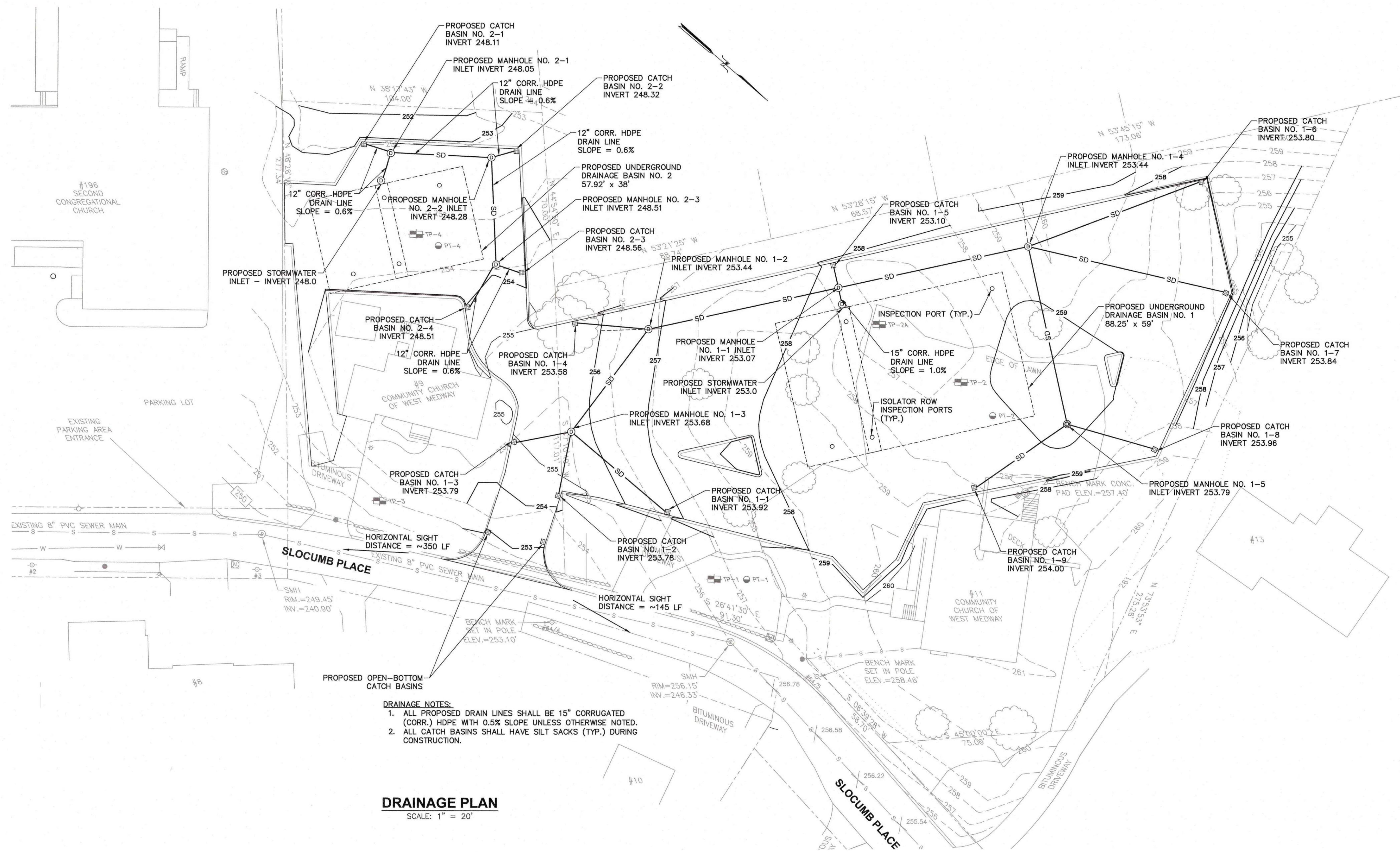
MINOR SITE PLAN APPLICATION

OWNER/APPLICANT:
MEDWAY COMMUNITY CHURCH
11 SLOCUMB PLACE
MEDWAY, MA 02053

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

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Drawn By: MBAR
Designed By: MBAR
Created By: SLL
Approved By: JWG

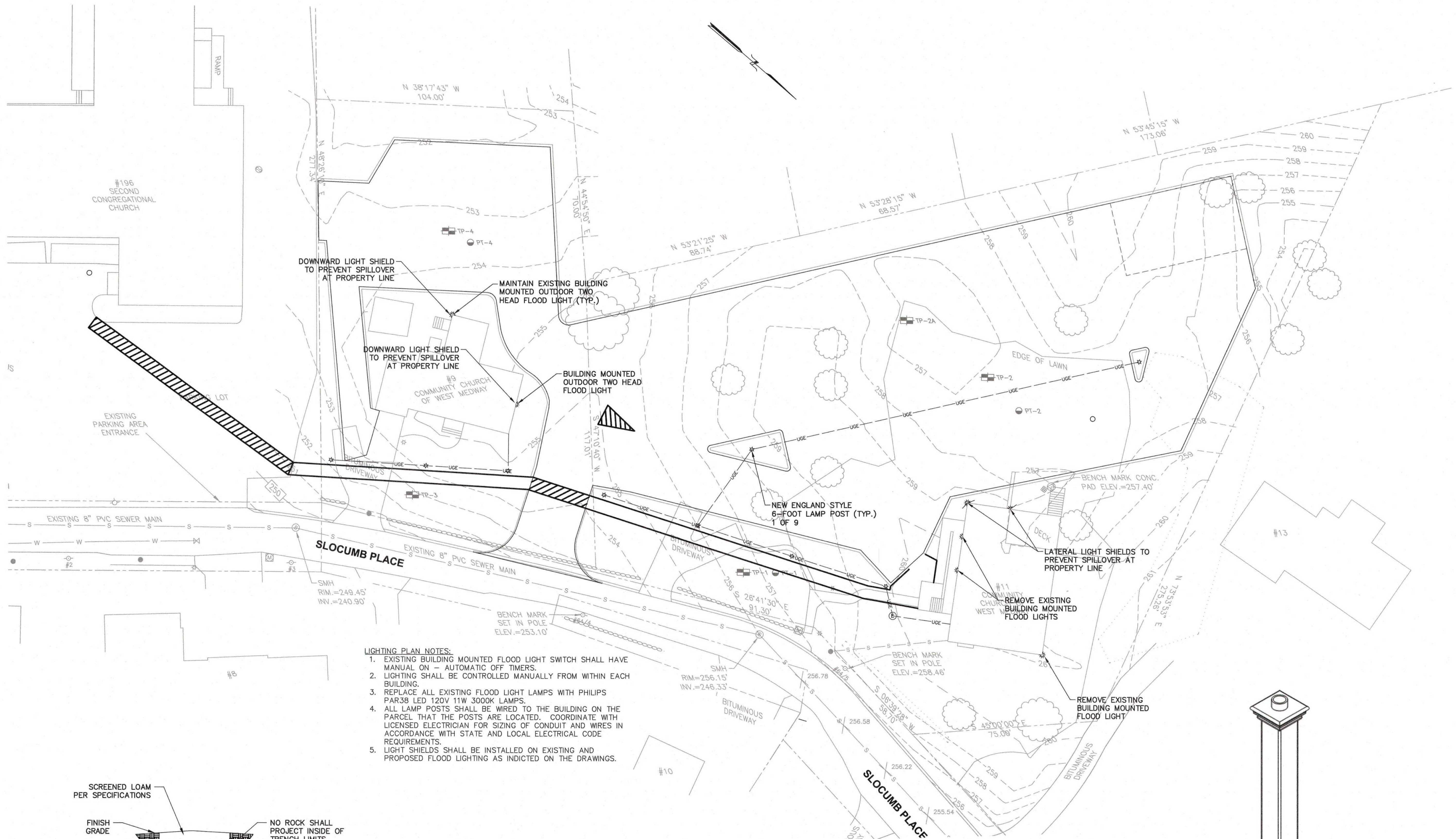


- DRAINAGE NOTES:**
1. ALL PROPOSED DRAIN LINES SHALL BE 15" CORRUGATED (CORR.) HDPE WITH 0.5% SLOPE UNLESS OTHERWISE NOTED.
 2. ALL CATCH BASINS SHALL HAVE SILT SACKS (TYP.) DURING CONSTRUCTION.

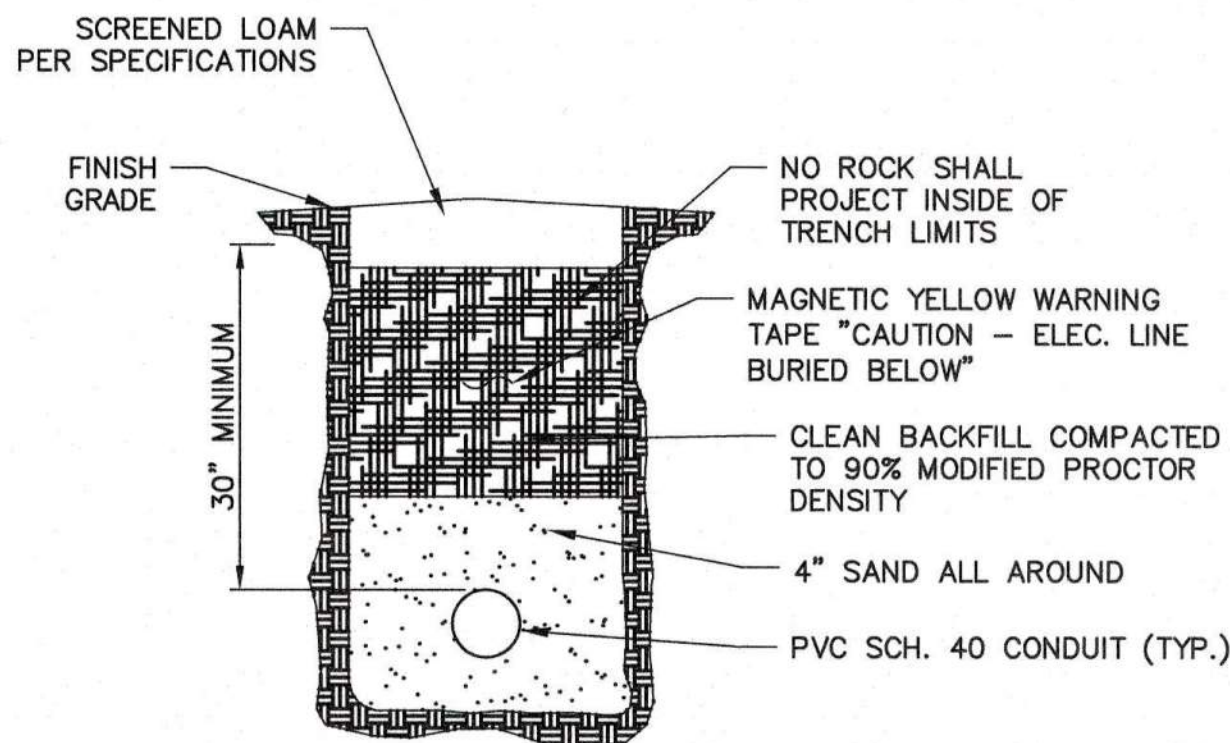
DRAINAGE PLAN
SCALE: 1" = 20'

MINOR SITE PLAN APPLICATION	
OWNER/APPLICANT: MEDWAY COMMUNITY CHURCH 11 SLOCUMB PLACE MEDWAY, MA 02053	PROPERTY ADDRESS: 9 & 11 SLOCUMB PLACE MEDWAY, MA 02053 ASSESSORS MAP 47 LOTS 079 & 078
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Planning & Econ. Dev. Board Submitted	Description
7/24/18	Drainage Plan
8/22/18	Drainage Plan
9/19/18	Drainage Plan
10/19/18	Drainage Plan
Rev.	Date
DRAINAGE PLAN NOT FOR CONSTRUCTION	
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T&H NO.: 5328	
DATE: OCTOBER 2018	
SCALE: AS NOTED	
C-4	

P:\Medway Community Church MA\3328 MDC 11 Slocumb Place\Drawings\Civil\3328-SHEETS 10.15.18.dwg 10/18/2018 3:19 PM MBARRY



- LIGHTING PLAN NOTES:**
1. EXISTING BUILDING MOUNTED FLOOD LIGHT SWITCH SHALL HAVE MANUAL ON - AUTOMATIC OFF TIMERS.
 2. LIGHTING SHALL BE CONTROLLED MANUALLY FROM WITHIN EACH BUILDING.
 3. REPLACE ALL EXISTING FLOOD LIGHT LAMPS WITH PHILIPS PAR38 LED 120V 11W 3000K LAMPS.
 4. ALL LAMP POSTS SHALL BE WIRED TO THE BUILDING ON THE PARCEL THAT THE POSTS ARE LOCATED. COORDINATE WITH LICENSED ELECTRICIAN FOR SIZING OF CONDUIT AND WIRES IN ACCORDANCE WITH STATE AND LOCAL ELECTRICAL CODE REQUIREMENTS.
 5. LIGHT SHIELDS SHALL BE INSTALLED ON EXISTING AND PROPOSED FLOOD LIGHTING AS INDICATED ON THE DRAWINGS.



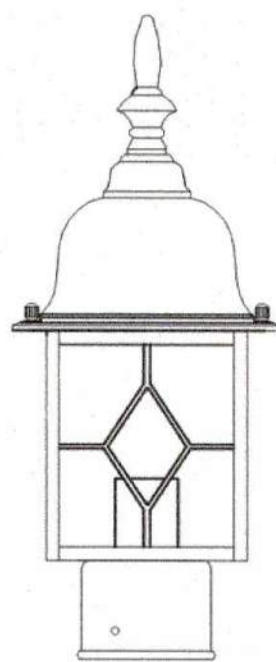
SUBSURFACE WORK NOTE:

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE TO CONTACT DIG-SAFE AND COORDINATE ACTIVITIES PRIOR TO ANY EXCAVATIONS.

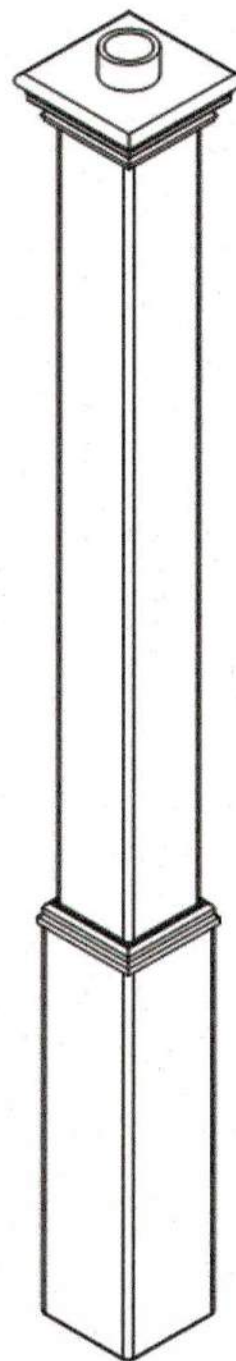
BURIED ELECTRICAL CONDUIT
NOT TO SCALE

LIGHTING PLAN
SCALE: 1" = 20'

OUTDOOR LUMINAIRE SCHEDULE				
SYMBOL	QTY	DESCRIPTION	LUMENS	
⊗	1	BUILDING MOUNTED OUTDOOR TWO HEAD FLOOD LIGHT WITH PHILIPS PAR38 LED 120V 11W 3000K LAMPS	950	
☆	9	NEW ENGLAND ARBORS TRINITY LAMP POST WITH FEIT ELECTRIC T14 LED 120V 4.5W 2100K LAMP	200	
—	7	LANDSCAPE LIGHT SHIELD BY PROGRESS LIGHTING OR EQUAL	N/A	



LANTERN DETAIL
NOT TO SCALE

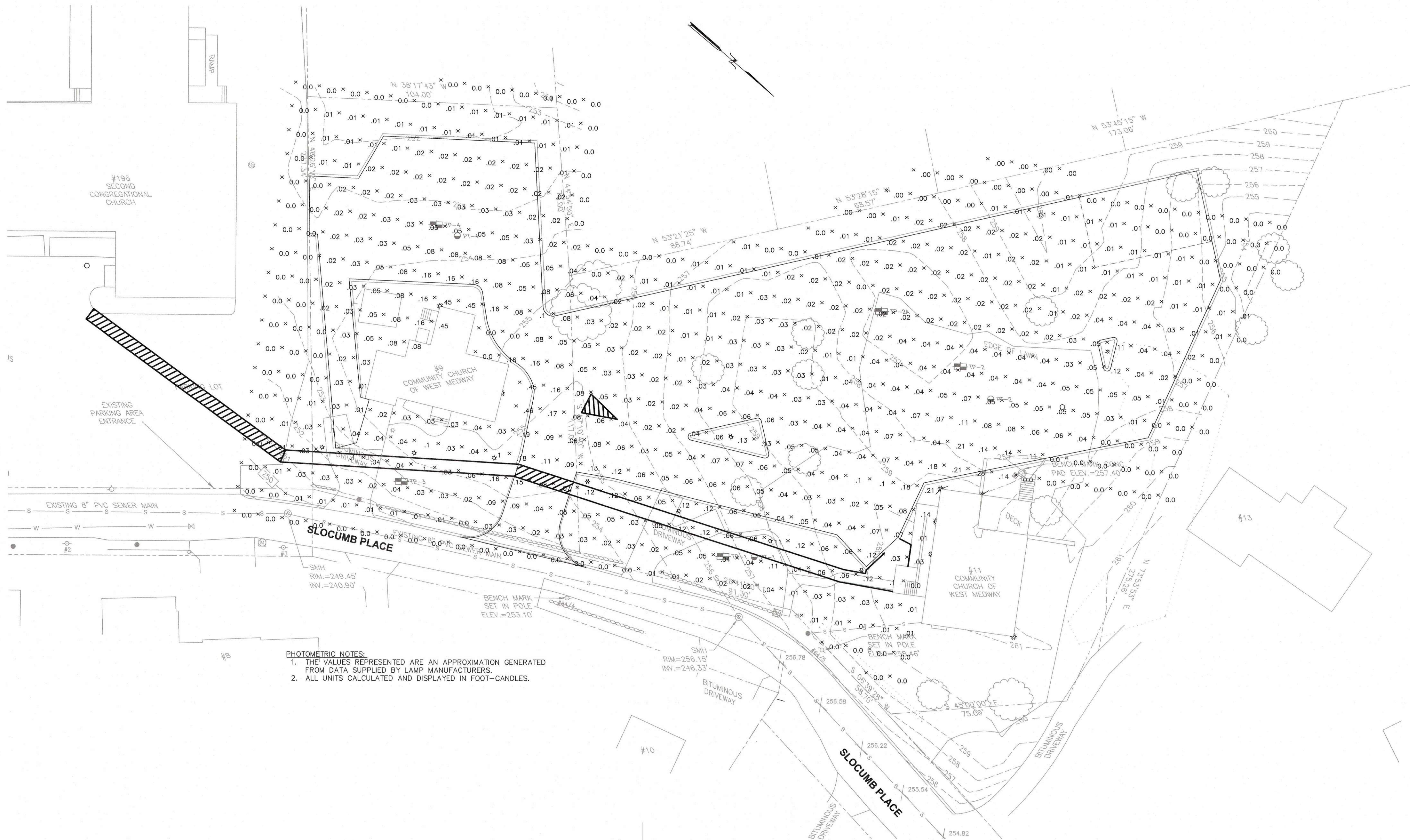


LAMP POST DETAIL
NOT TO SCALE

- DETAIL NOTES:**
1. LANTERN AND POST SHALL BE BRONZE IN COLOR.
 2. SEE OUTDOOR LUMINAIRE SCHEDULE.

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Planning & Econ. Dev. Board Submittal	7/24/18	Planning & Econ. Dev. Board Review	8/22/18	Planning & Econ. Dev. Board Submittal	9/19/18
Planning & Econ. Dev. Board Review	9/19/18	Planning & Econ. Dev. Board Submittal	10/18/18	Planning & Econ. Dev. Board Review	10/18/18
Description			Date		
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LIGHTING PLAN NOT FOR CONSTRUCTION					
T&H NO.: 5328					
DATE: OCTOBER 2018					
SCALE: AS NOTED					
C-5					



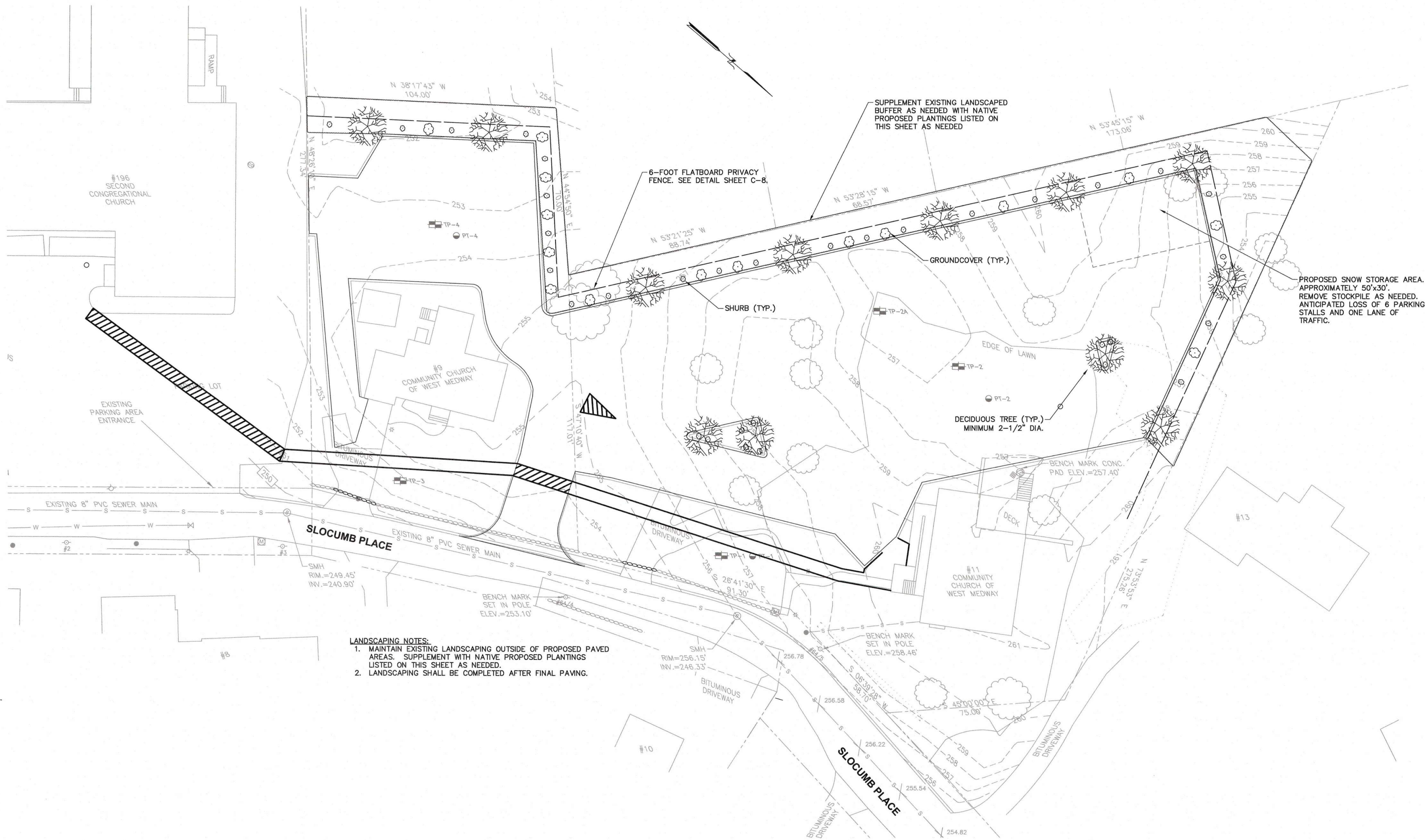
PHOTOMETRIC NOTES:
1. THE VALUES REPRESENTED ARE AN APPROXIMATION GENERATED FROM DATA SUPPLIED BY LAMP MANUFACTURERS.
2. ALL UNITS CALCULATED AND DISPLAYED IN FOOT-CANDLES.

PHOTOMETRIC PLAN
SCALE: 1" = 20'

FOR REGISTRY USE ONLY:

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				10/19/18	Planning & Econ. Dev. Board Endorsement
Rev.	Date	Description	THE DOCUMENT IS THE PROPERTY OF TATA & HOWARD, INC. AND ITS CLIENT. REPRODUCTION OR ADAPTATION WITHOUT WRITTEN CONSENT IS PROHIBITED.		
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T&H NO.: 5328 DATE: OCTOBER 2018 SCALE: AS NOTED					
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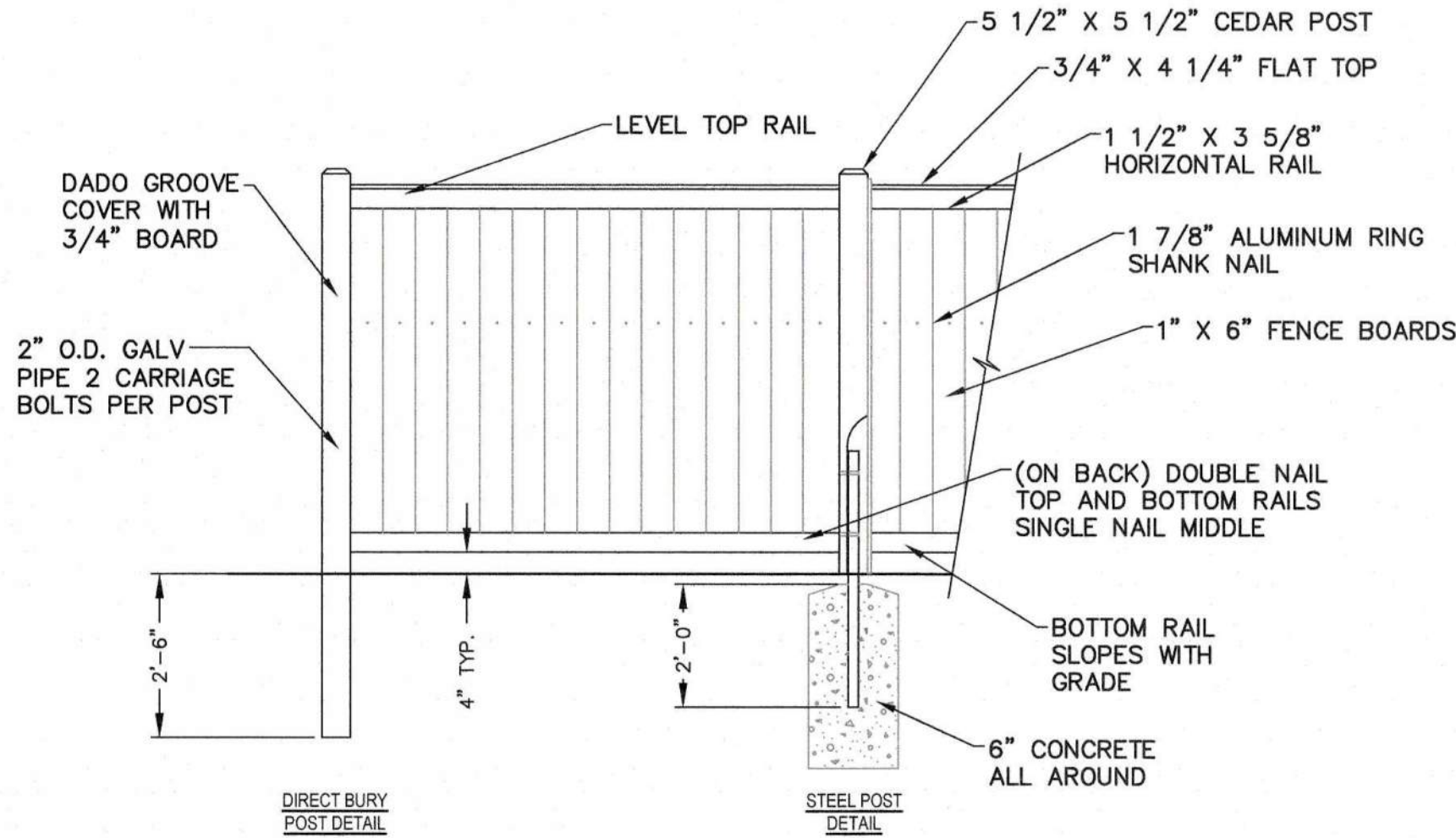
- LANDSCAPING NOTES:
1. MAINTAIN EXISTING LANDSCAPING OUTSIDE OF PROPOSED PAVED AREAS. SUPPLEMENT WITH NATIVE PROPOSED PLANTINGS LISTED ON THIS SHEET AS NEEDED.
 2. LANDSCAPING SHALL BE COMPLETED AFTER FINAL PAVING.

PROPOSED PLANTINGS (NATIVE)	
LATIN NAME	COMMON NAME
JUNIPERUS VIRGINIANA	EASTERN RED CEDAR
THUJA OCCIDENTALIS	ATLANTIC WHITE CEDAR (NOT DEER RESISTANT)
TSUGA CANADENSIS	EASTERN WHITE HEMLOCK
PINUS STROBUS	WHITE PINE
PICEA SPP.	SPRUCE
ILEX VERTICILLATE	WINTERBERRY (GROUNDCOVER)
TAXUS CANADENSIS	CANADA YEW (SHRUB)

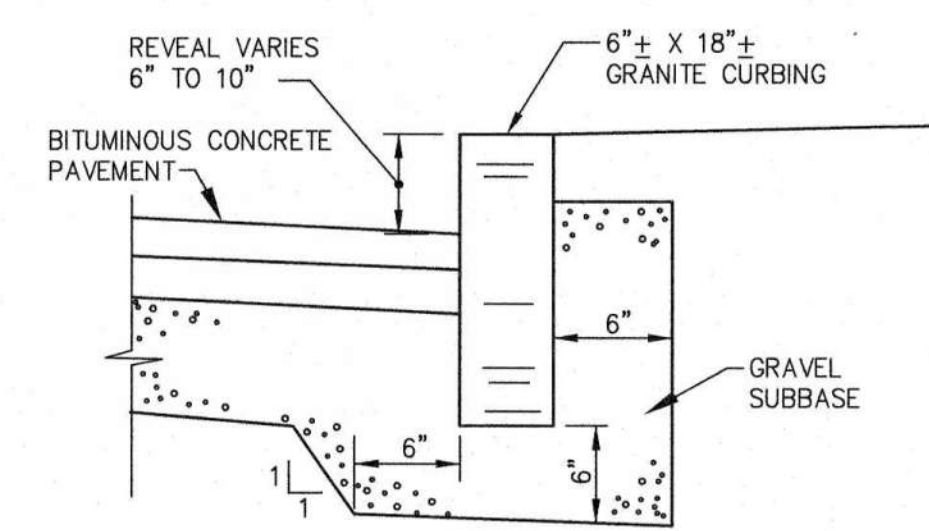
LANDSCAPING PLAN
SCALE: 1" = 20'

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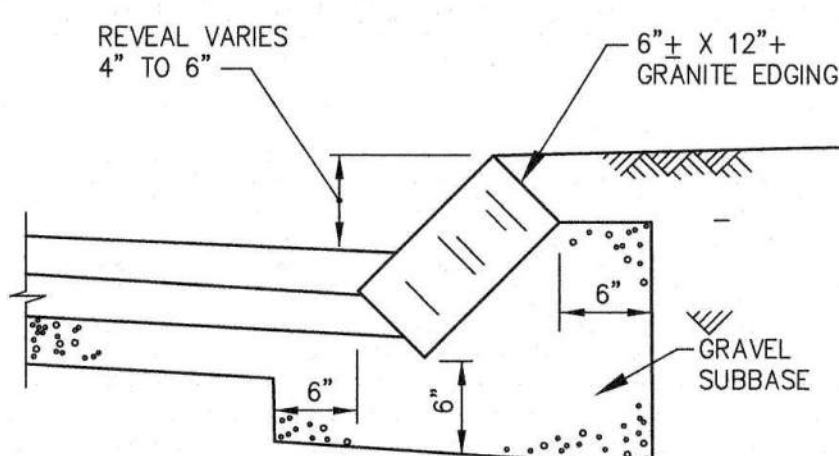
MINOR SITE PLAN APPLICATION		OWNER/APPLICANT: MEDWAY COMMUNITY CHURCH 11 SLOCUMB PLACE MEDWAY, MA 02053	PROPERTY ADDRESS: 9 & 11 SLOCUMB PLACE MEDWAY, MA 02053 ASSESSORS MAP 47 LOTS 079 & 078
7/24/18	8/22/18	9/7/18	10/19/18
Planning & Econ. Dev. Board Submittal	Planning & Econ. Dev. Board Review	Planning & Econ. Dev. Board Approval	Planning & Econ. Dev. Board Final Approval
LANDSCAPING PLAN		NOT FOR CONSTRUCTION	
T&H NO.: 5328		DATE: OCTOBER 2018	
SCALE: AS NOTED		C-7	



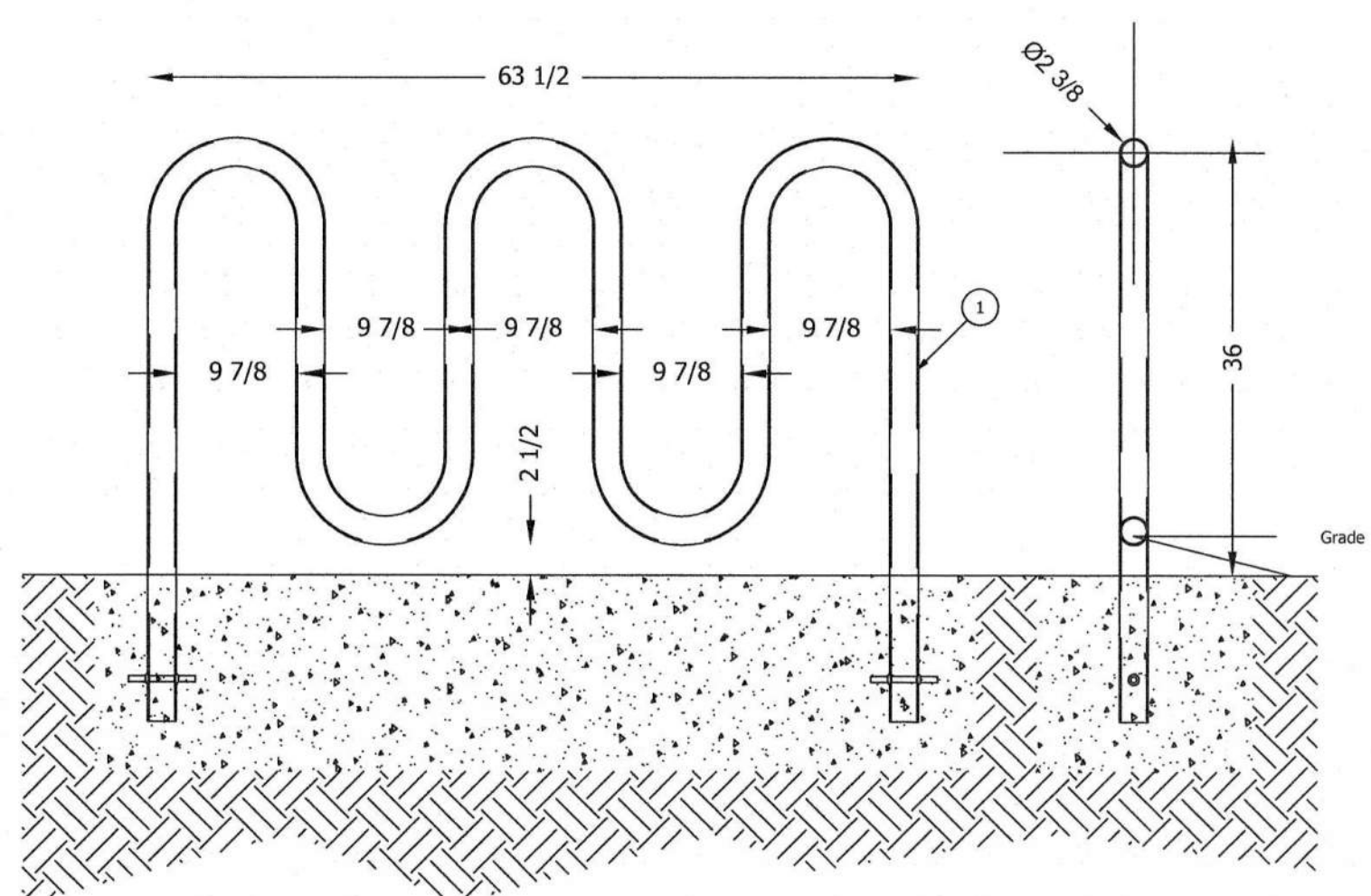
- NOTE:
1. FENCE MATERIAL: NON-GLOSSY FINISH
 2. FENCE COLOR: NEUTRAL/NATURAL COLOR
 3. ABOVE SPECIFICATIONS TO BE CHOSEN BY OWNER



VERTICAL GRANITE CURB
NOT TO SCALE

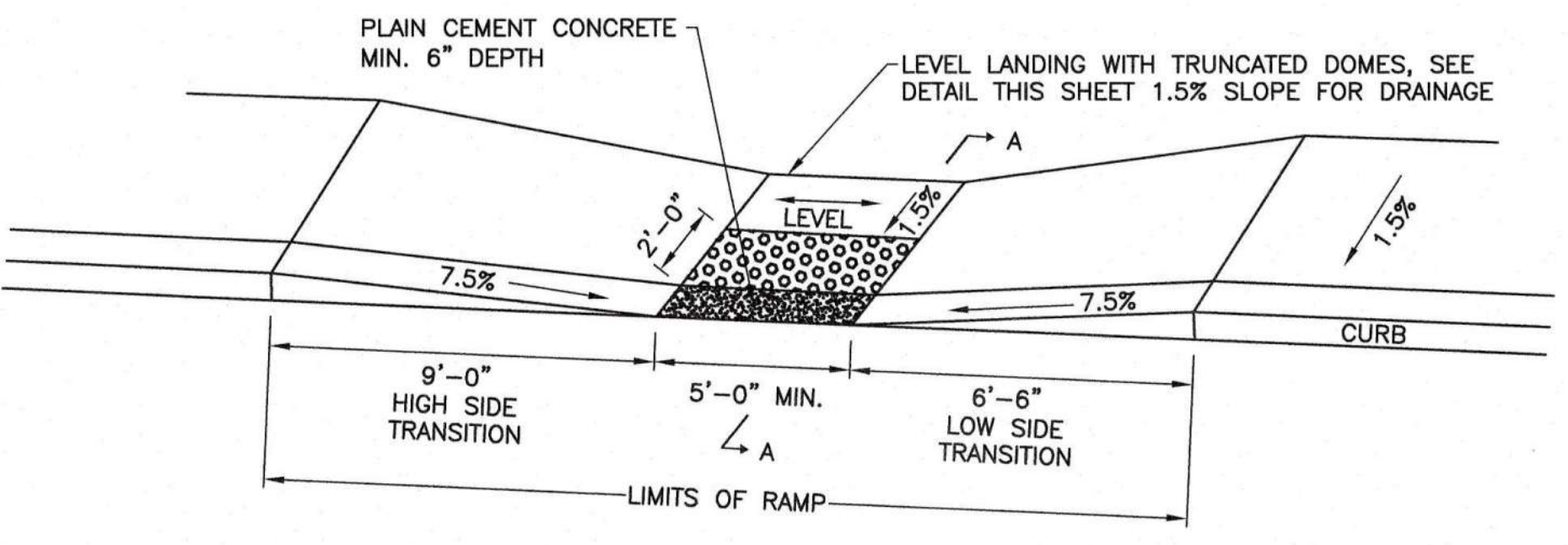


SLOPED GRANITE EDGING
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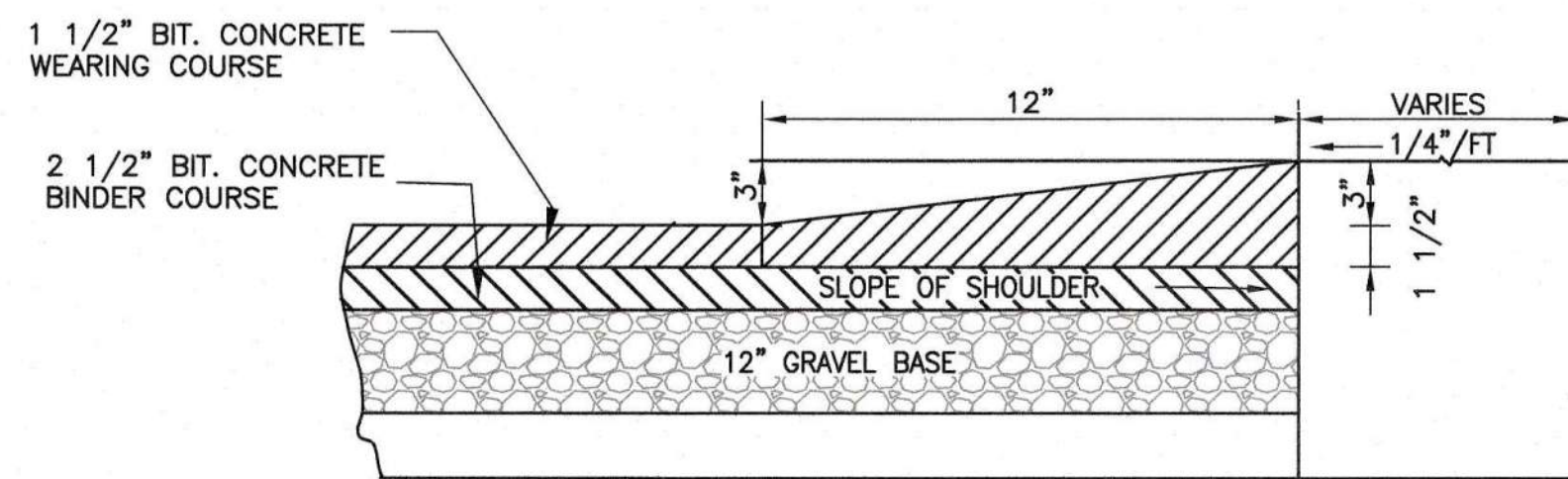


- NOTE:
1. STEEL TUBING WITH POWDER-COATED OR STAINLESS STEEL FINISH.

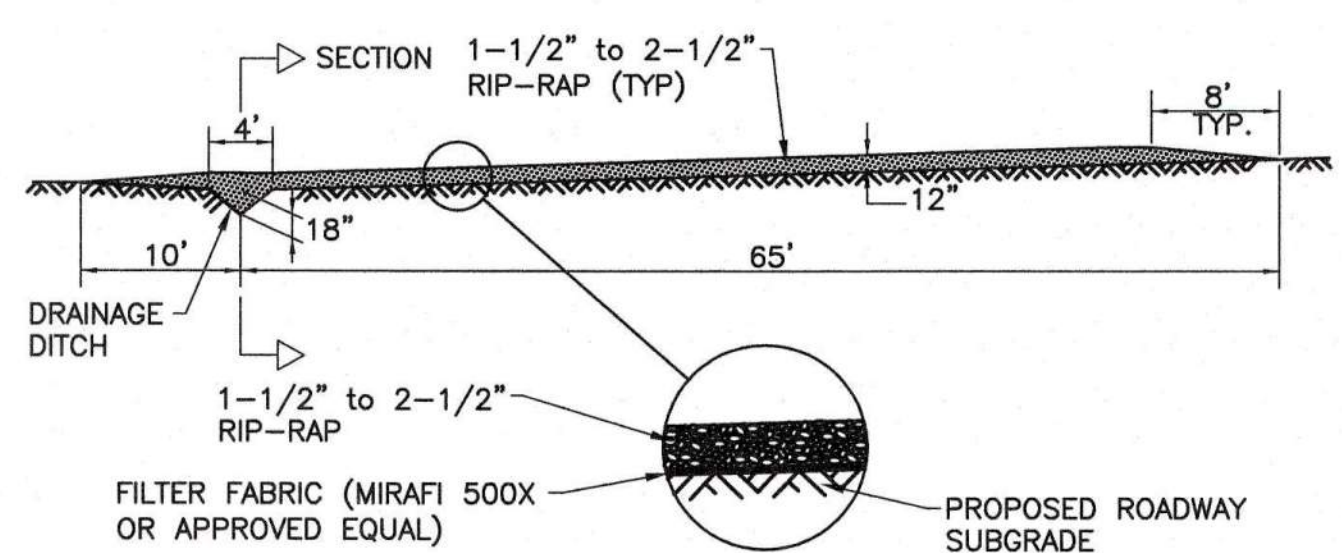
BIKE RACK DETAIL
SCALE : NONE



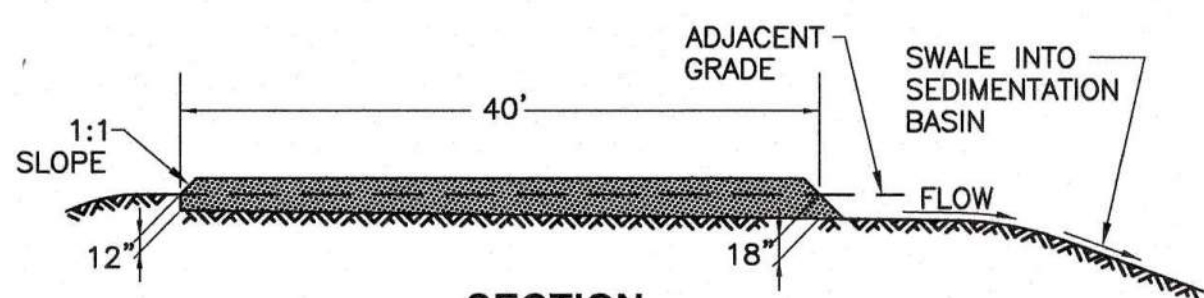
HANDICAP RAMP
SCALE : NONE



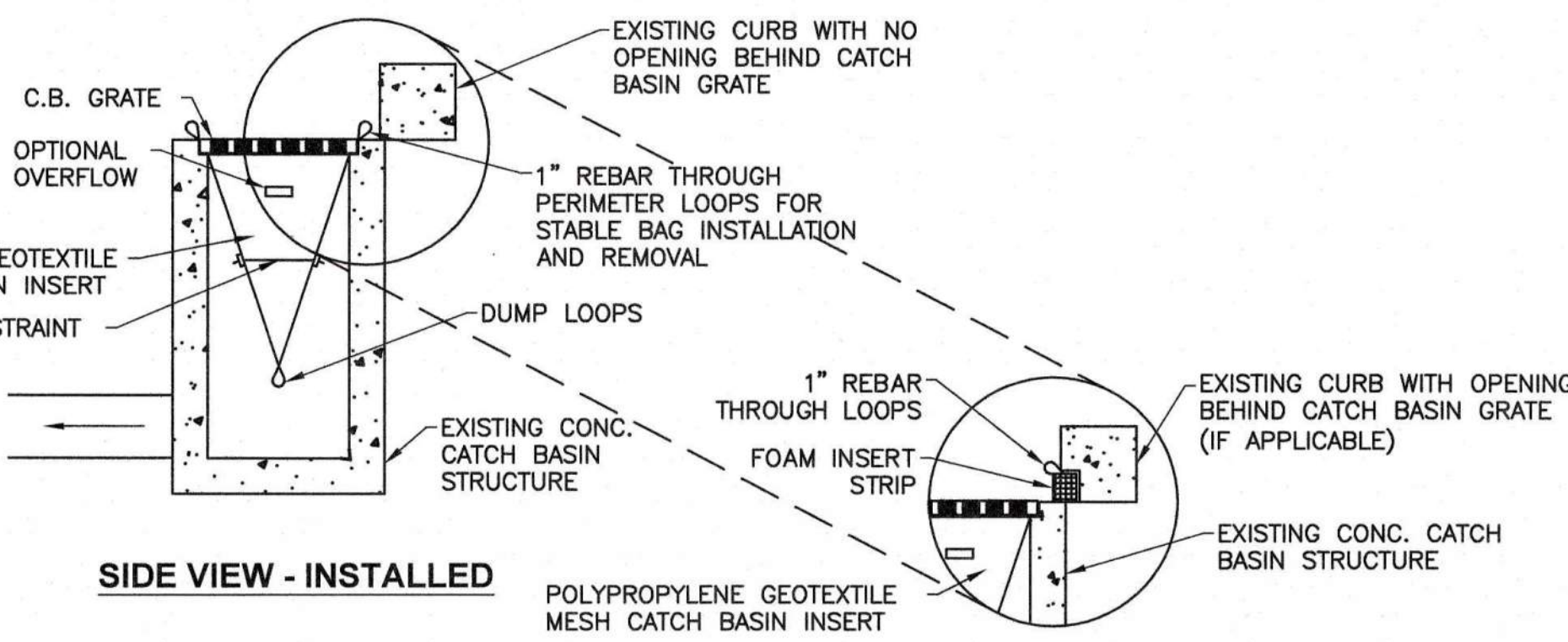
TYPE "A" CAPE COD BERM
NOT TO SCALE



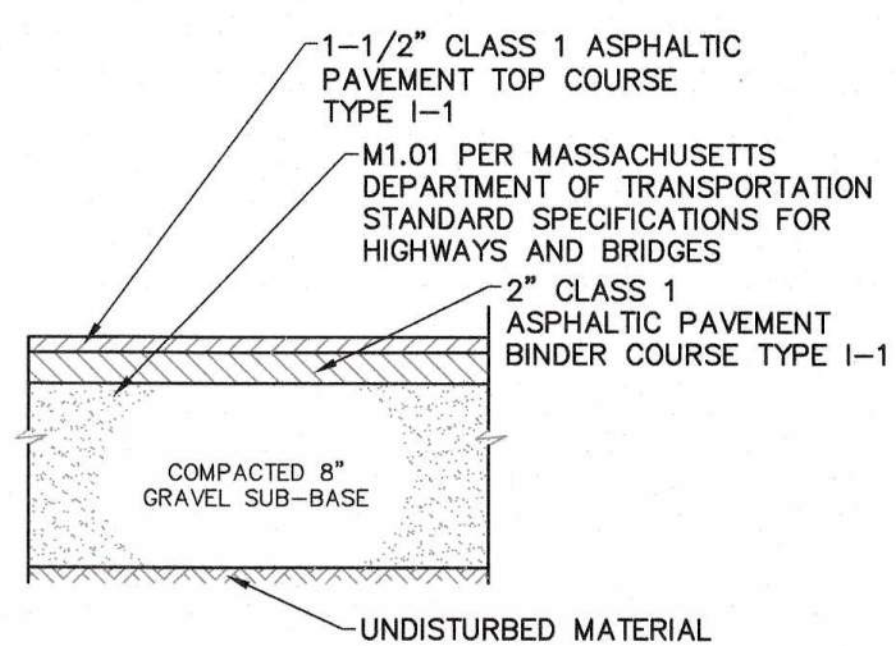
TEMPORARY CONSTRUCTION ENTRANCE
SCALE: NONE



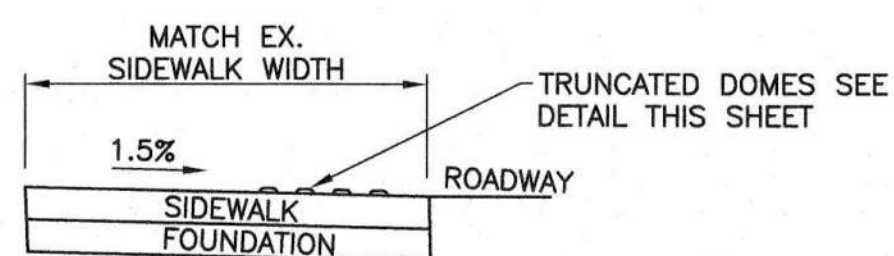
WALKWAY PAVERS DETAIL
SCALE: NONE



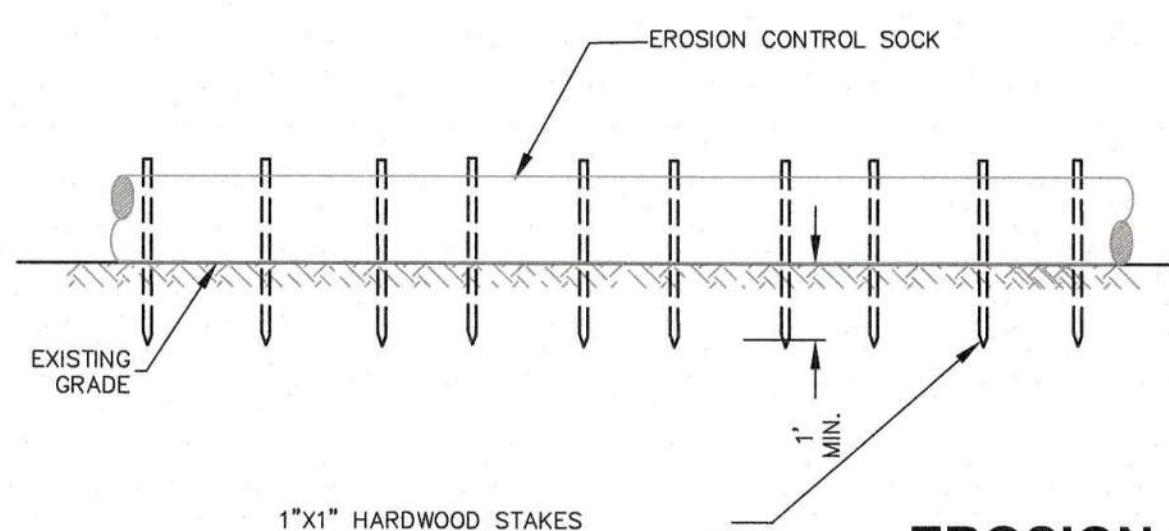
CATCH BASIN SILTATION CONTROL INSERT
SCALE: NONE



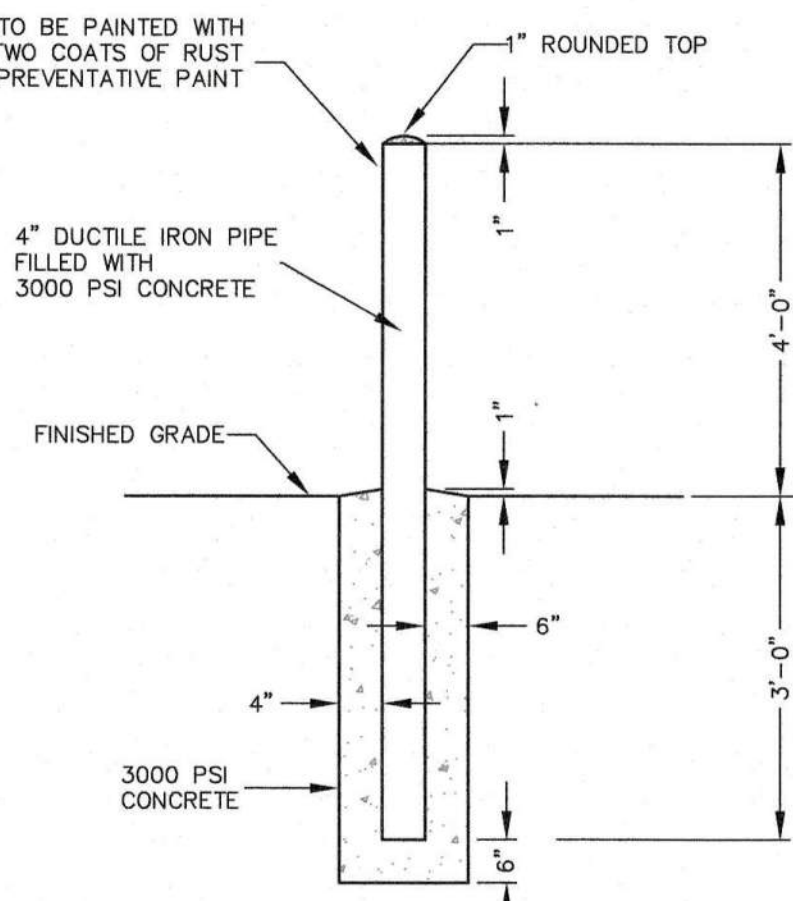
ASPHALTIC PAVEMENT SECTION
NOT TO SCALE



- NOTES:
1. SLOPE TOLERANCE FOR CONSTRUCTION: $\pm 0.5\%$
 2. ADJUST THE HIGH AND LOW SIDE TRANSITION LENGTHS AS REQUIRED IN THE FIELD SO THE CURB REVEAL AT THE LIMIT OF THE HANDICAP RAMP MATCHES THE EXISTING CURB REVEAL. SLOPE OF TRANSITION AREAS SHALL NOT EXCEED $7.5\% \pm 0.5\%$.
 3. WHEELCHAIR RAMP SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE MASSACHUSETTS ARCHITECTURAL ACCESS BOARD AND THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT.

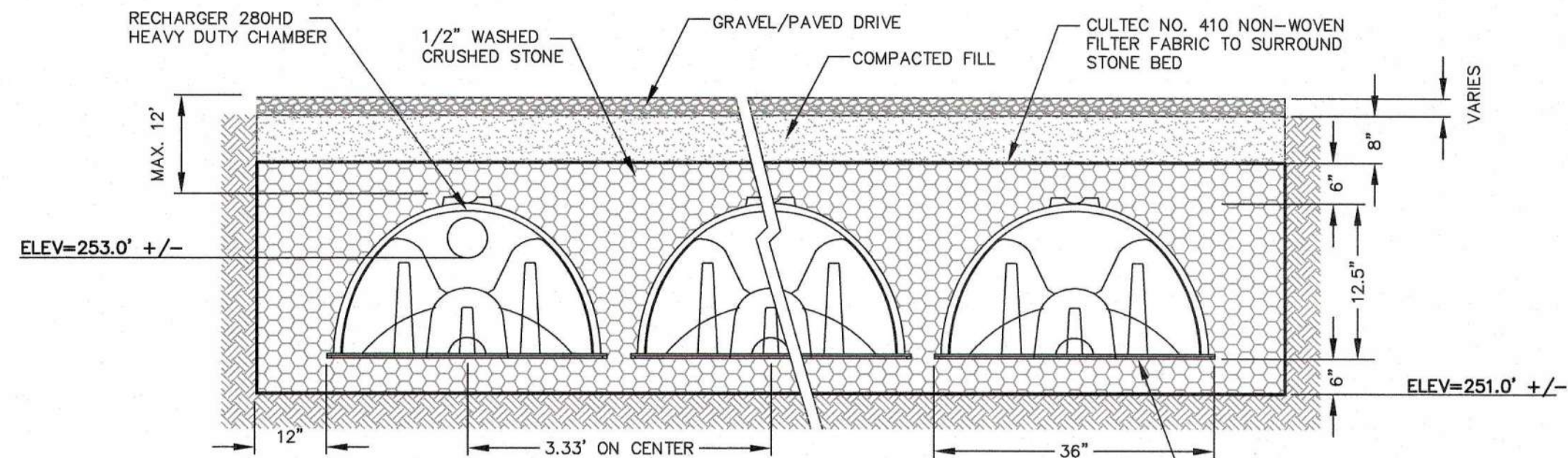


EROSION CONTROLS
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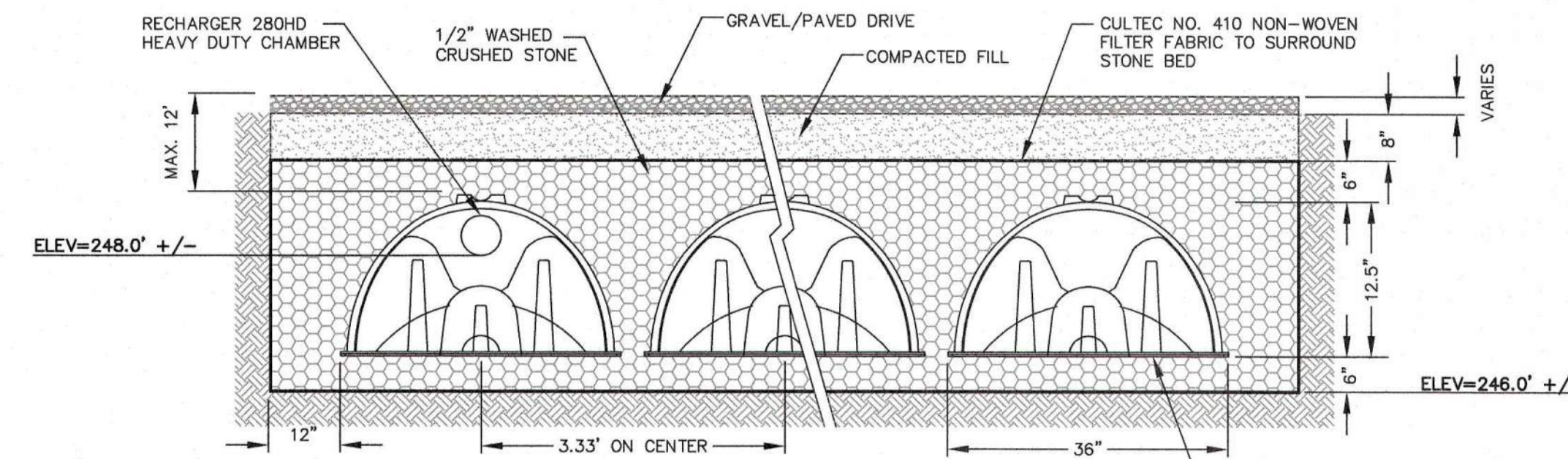


BOLLARD DETAIL
NOT TO SCALE

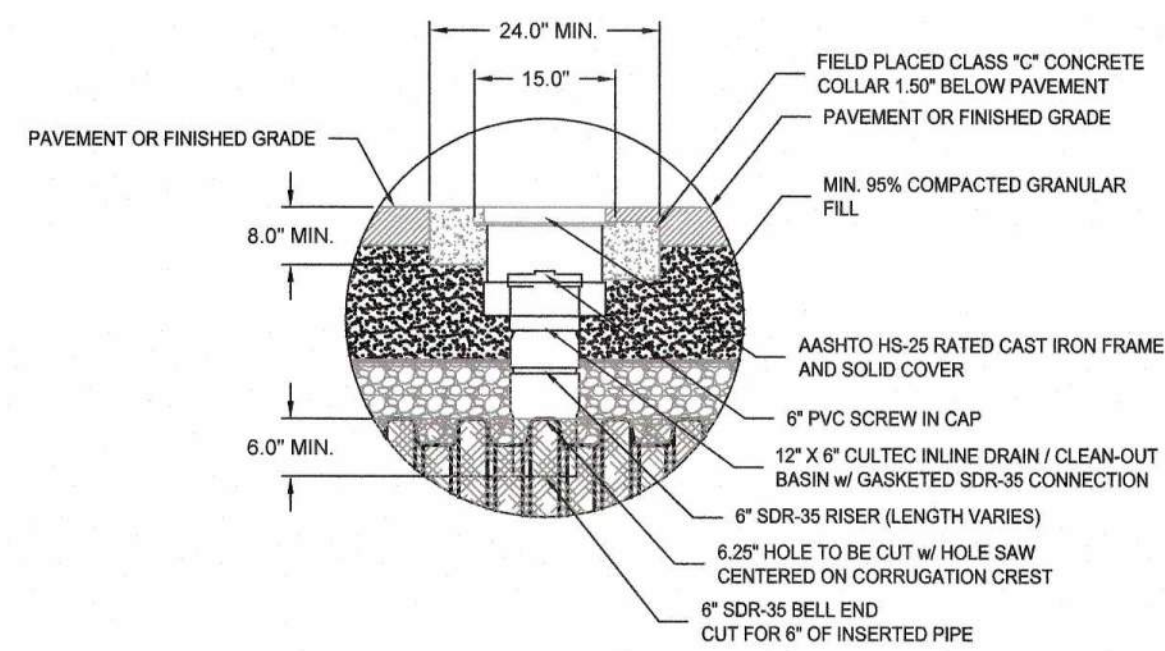
MINOR SITE PLAN APPLICATION				PROPERTY ADDRESS:			
OWNER/APPLICANT:				9 & 11 SLOCUMB PLACE			
MEDWAY COMMUNITY CHURCH				MEDWAY, MA 02053			
11 SLOCUMB PLACE				ASSESSORS MAP 47 LOTS 079 & 078			
MEDWAY, MA 02053				Assessors Map 47 Lots 079 & 078			
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Planning & Econ. Dev. Board Information Submittal				Planning & Econ. Dev. Board Submittal			
Planning & Econ. Dev. Board Submittal				Planning & Econ. Dev. Board Submittal			
Date				Rev.			
7/24/18				8/22/18			
9/19/18				10/19/18			
DETAIL SHEET 1				NOT FOR CONSTRUCTION			
TATA & HOWARD				67 FOREST STREET			
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T&H NO: 5328				DATE: OCTOBER 2018			
SCALE: AS NOTED				C-8			



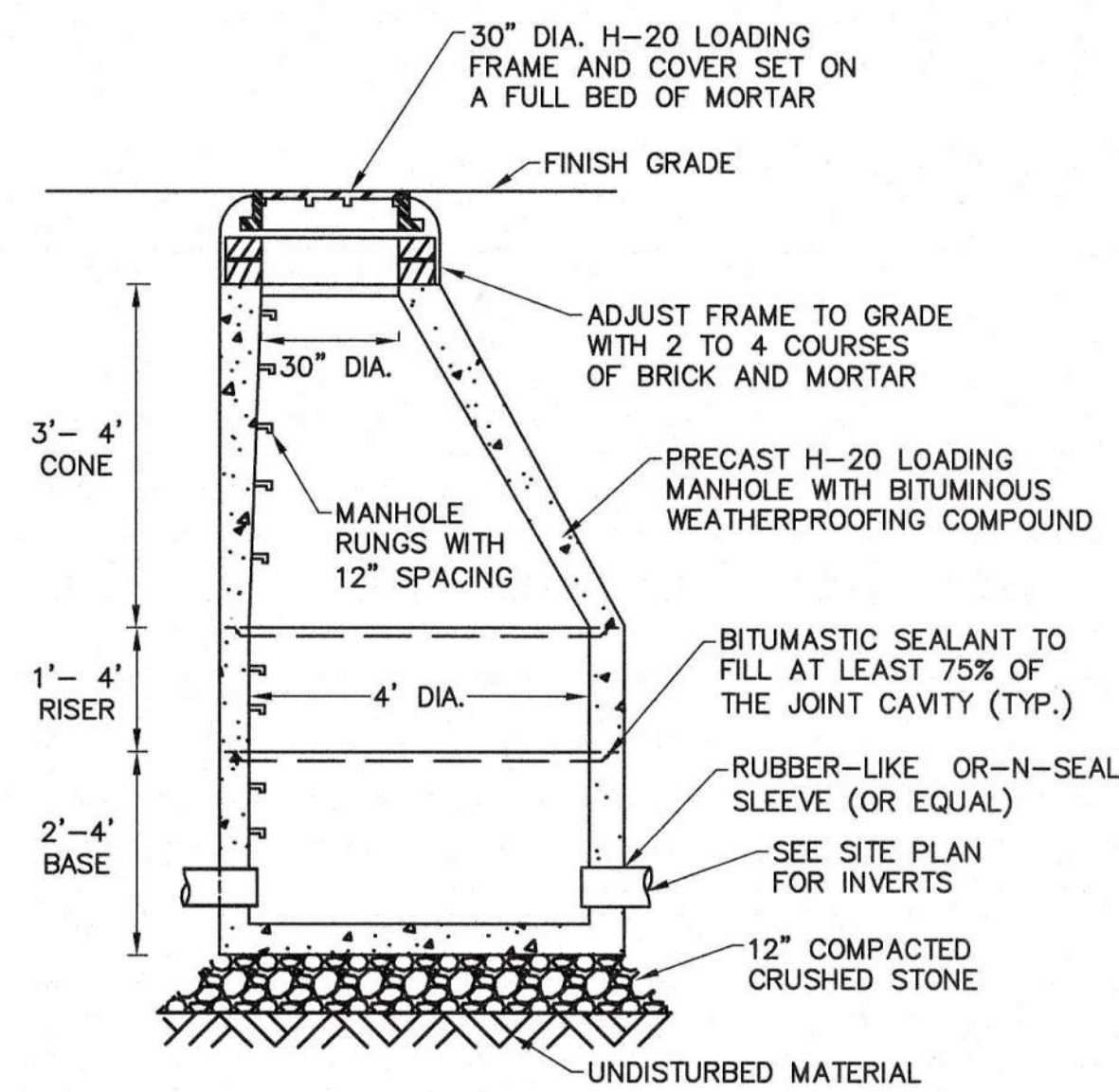
UNDERGROUND DRAINAGE BASIN NO. 1
NOT TO SCALE



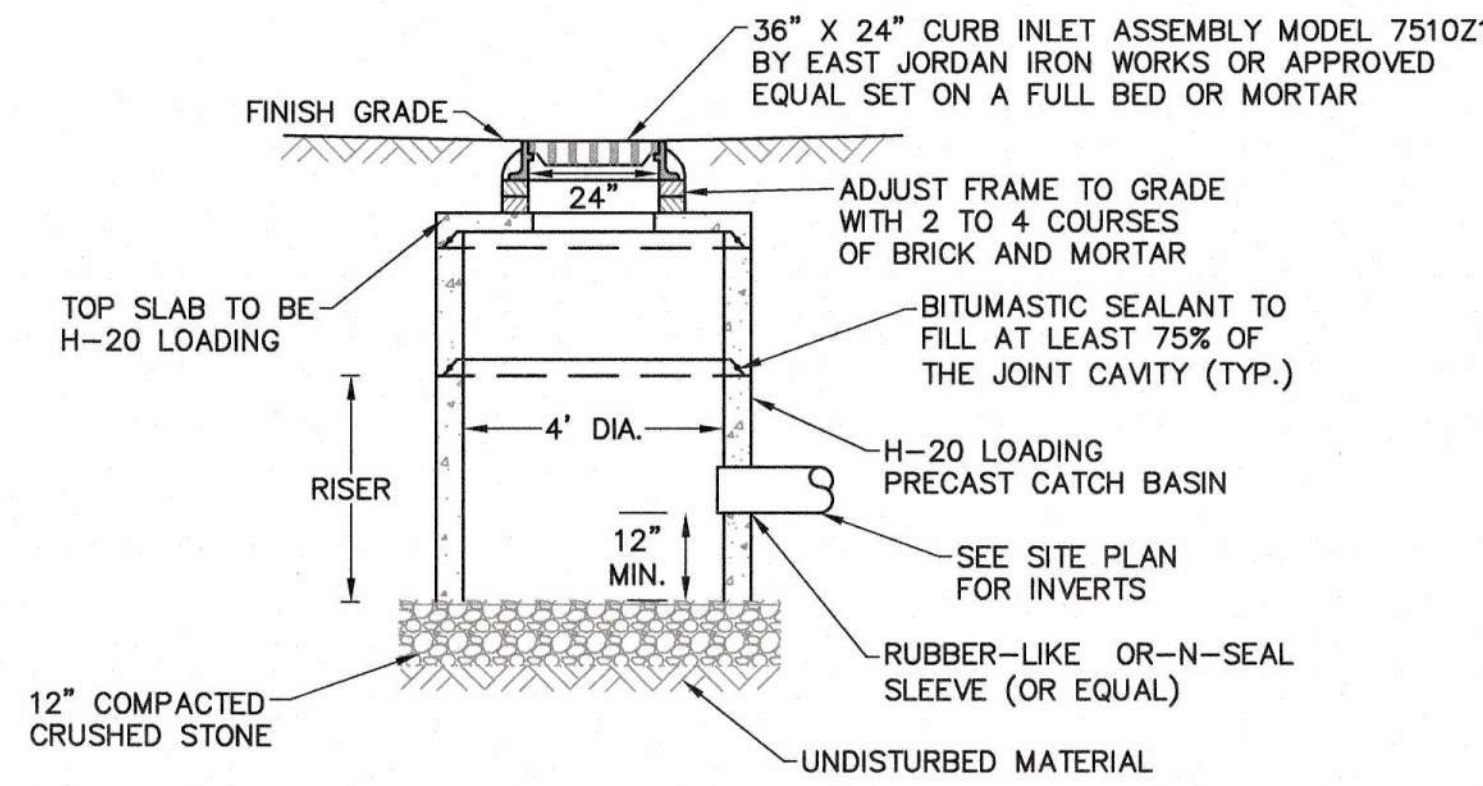
UNDERGROUND DRAINAGE BASIN NO. 2
NOT TO SCALE



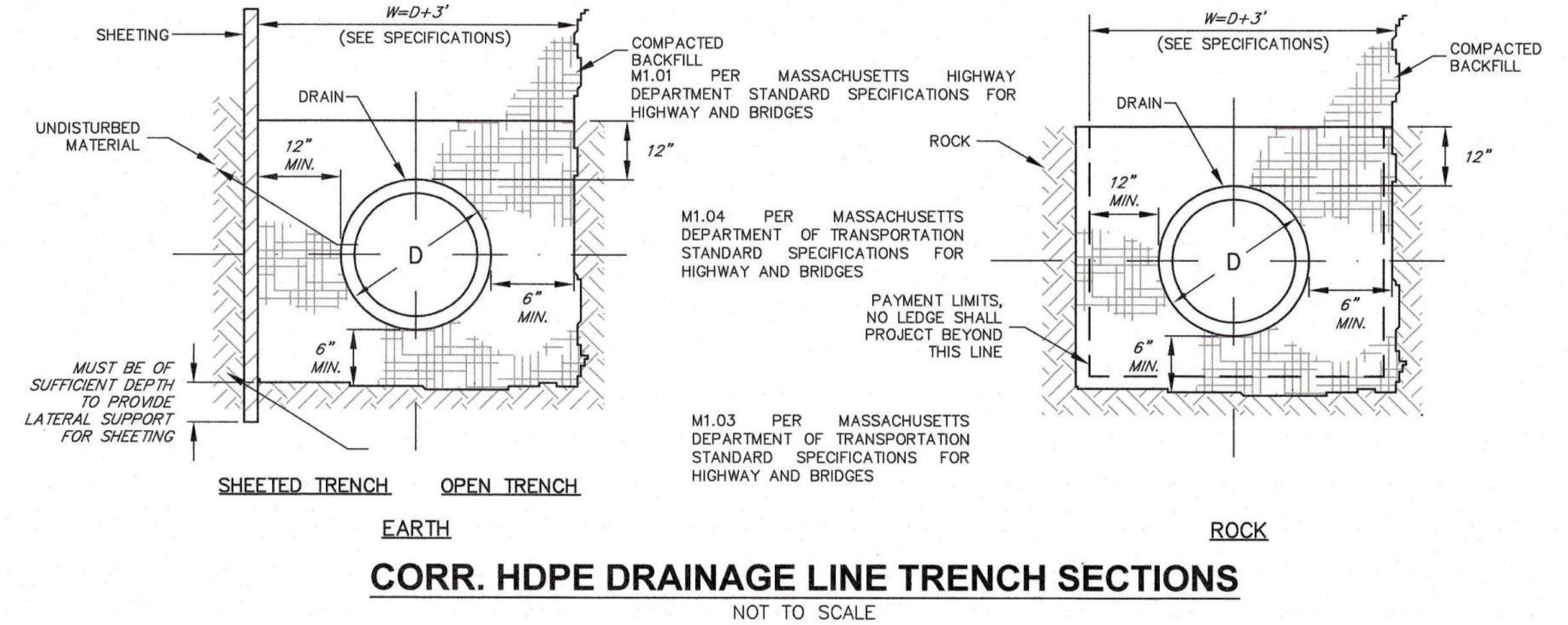
INSPECTION PORT
NOT TO SCALE



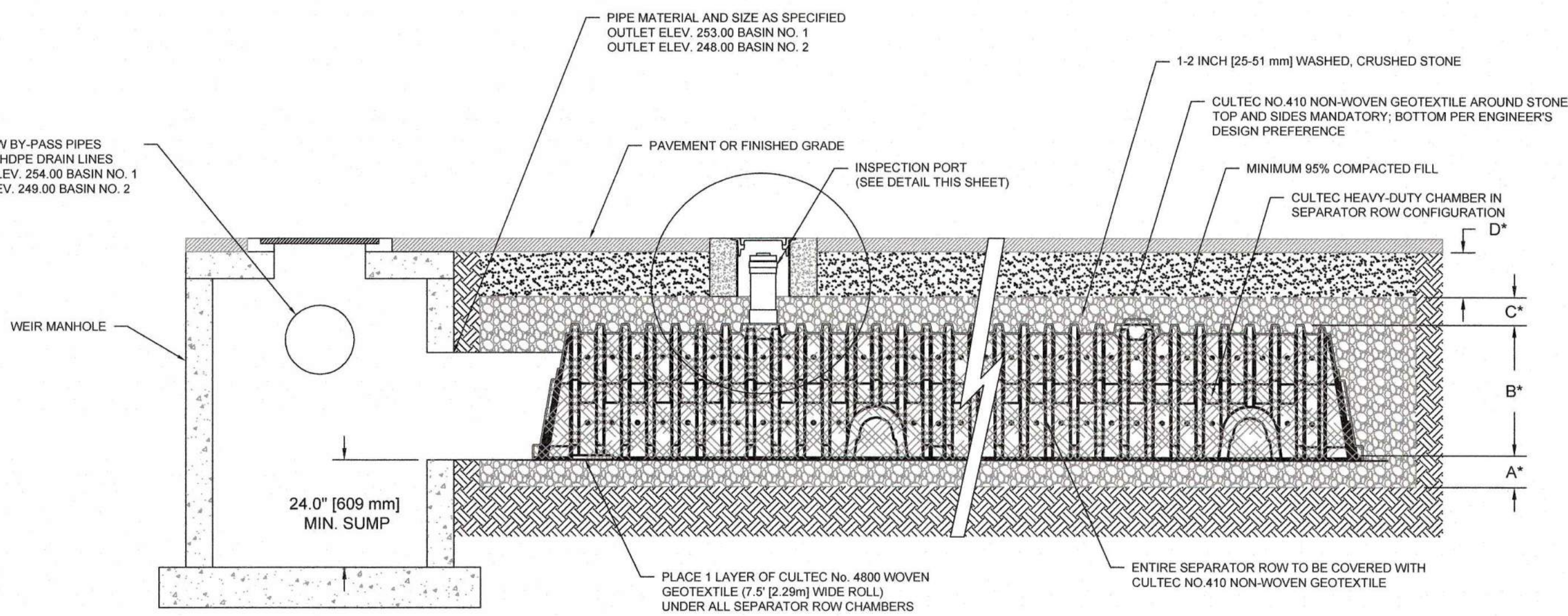
PRECAST DRAIN MANHOLE
SCALE: NONE



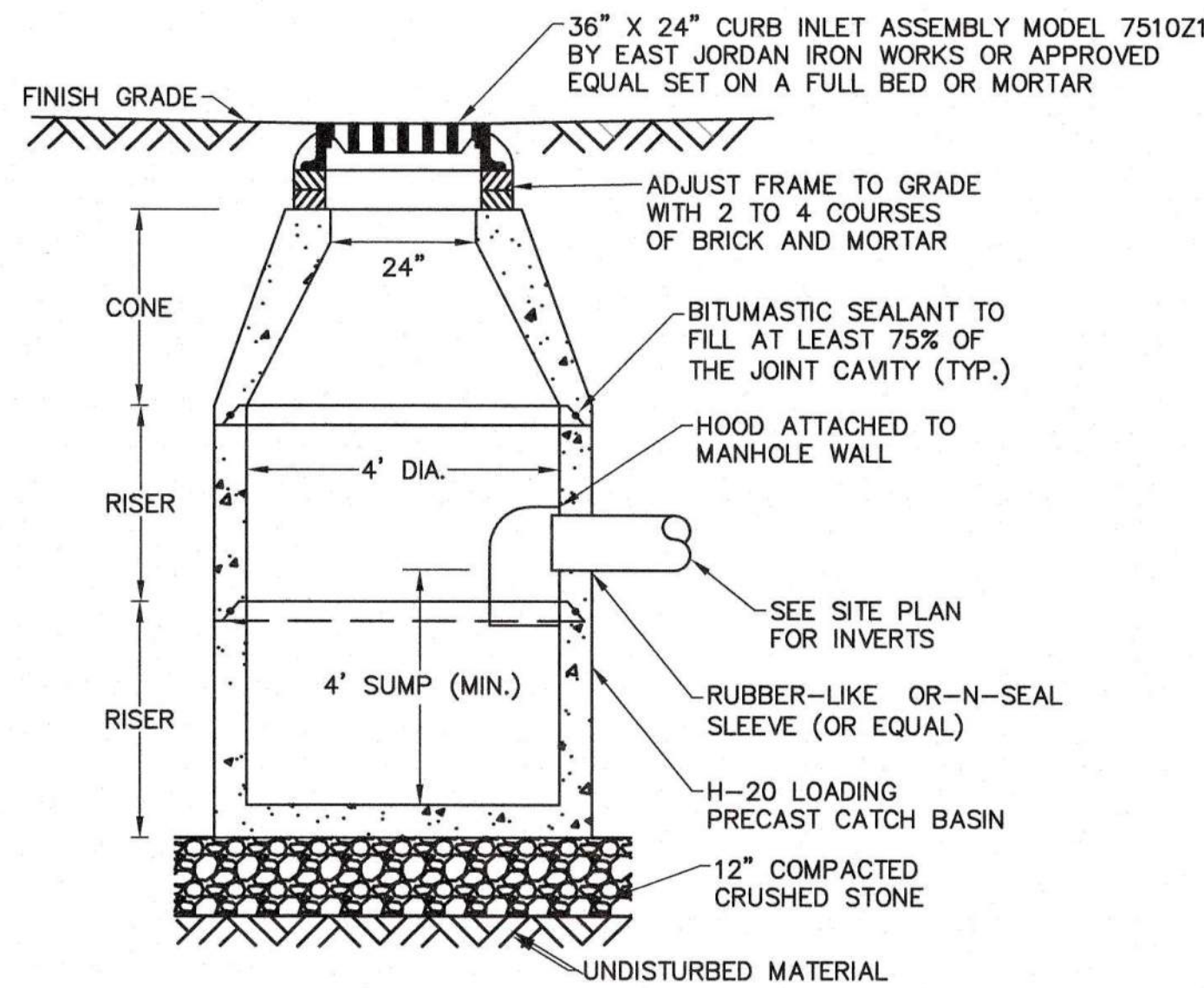
OPEN-BOTTOM PRECAST CATCH BASIN
SCALE: NONE



CORR. HDPE DRAINAGE LINE TRENCH SECTIONS
NOT TO SCALE



TYPICAL SEPARATOR ROW CONFIGURATION CROSS SECTION WITH INSPECTION PORT
NOT TO SCALE



PRECAST CATCH BASIN
SCALE: NONE

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OWNER/APPLICANT: MEDWAY COMMUNITY CHURCH 11 SLOCUMB PLACE MEDWAY, MA 02053				
PROPERTY ADDRESS: 9 & 11 SLOCUMB PLACE MEDWAY, MA 02053 ASSESSORS MAP 47 LOTS 079 & 078				
7/24/16	8/22/16	9/9/16	10/16/16	
Planning & Econ. Dev. Board	Planning & Econ. Dev. Board	Planning & Econ. Dev. Board	Planning & Econ. Dev. Board	
Description				Date
DETAIL SHEET 2 NOT FOR CONSTRUCTION				10-18-18
TATA & HOWARD 67 FOREST STREET MARLBOROUGH, MA 01752 (508) 303-9400				
T&H NO.: 5328				
DATE: OCTOBER 2018				
SCALE: AS NOTED				
C-9				



October 23, 2018
Medway Planning & Economic Development Board
Meeting

Construction Reports

- CTS (9 Trotter Drive) – Report #1 (9-13-18)
- Medway Green (Main & Mechanic) - Report #7 (10-16-18)
- Merrimack Building Supply (20 Trotter Drive) – Report #15 (10-5-18)
- Merrimack Building Supply (20 Trotter Drive) – Report #16 (10-11-18)

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

FIELD REPORT

Project Converting Technical Services Facility	Date 9/12/2018	Report No. 1
Location 9 Trotter Drive, Medway, MA	Project No. 143-21583-18008	Sheet 1 of 2
Contractor Barrows Contracting (Site Contractor)	Weather A.M. CLOUDY, LIGHT RAIN, 85% HUMID.	Temperature A.M. 67°F

FIELD OBSERVATIONS

On Wednesday, September 13, 2018, Bradley Picard 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 with some softer areas. Construction entrance from Trotter Dr. is stabilized with rock material. Silt fence barrier (SFB) is installed around the site perimeter and is mostly in place. Filter socks are placed just inside the SFB and were observed on the E side of the property. A filter bag was observed in an existing catch basin on the northbound side of Trotter Dr. The Trotter Dr. roadway has light sediment tracking due to construction traffic.
- B. Land clearing is proceeding, logs and brush from the clearing have been stockpiled in the middle of the property.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS		
Sup't		Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers		Loader		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	1	OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck					
		Pickup Truck					
		Tri-Axle Dump Truck					
		Trailer Dump Truck	1				
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 Picard		11:30 A.M. – 12:00 P.M.

NOTE: Please use reverse side for remarks and sketches

Project Converting Technical Services Facility	Date 9/13/2018	Report No. 1
Location 9 Trotter Drive, Medway, MA	Project No. 143-21583-18008	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. Schedule

A. Clearing to continue, followed by grubbing.

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

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

FIELD REPORT

Project Medway Greens	Date 10/16/2018	Report No. 7
Location Mechanic Street/Main Street, Medway, MA	Project No. 143-21583-17002	Sheet 1 of 2
Contractor Mark Heavner – Cortland Pine, LLC Sal Santucci - Santucci Construction Corp.	Weather A.M. SUNNY P.M.	Temperature A.M. 55° P.M.

FIELD OBSERVATIONS

On Tuesday, October 16, 2018 Steven M. Bouley, P.E. from Tetra Tech (TT) visited the project site to inspect the current condition of the site and check on construction progress. The following report outlines observations made during the site visit.

1. Observations
 - A. Contractor in process of installing granite curb along Mechanic Street at time of inspection. TT expressed concern that straight sections of curb were being used along what should have been designed as a radius to accommodate a smooth transition along Mechanic Street (see attached photos). However, contractor appears to be installing the curb per the approved plan. the contractor is not installing the final section closest to Main Street as the Route 109 work has not come through this area yet with the proposed curb. Amorello will install final leg of curb once they are in the area completing work. Curb will be installed through tomorrow and will be poured in place with 4,000 psi ¾" concrete mix.
 - B. Contractor having issues with gas company and proposed service to the units. Gas company will not be able to install gas until 2019, contractor researching alternative options.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers	1	Loader		Vib. Roller			
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	1	Skid Steer		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					
		Conc. Truck				OFFICIAL VISITORS TO JOB	
		Pickup Truck					
		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
						Steven M. Bouley, P.E.	9:30 A.M. – 10:00 A.M.

Project Medway Greens	Date 10/16/2018	Report No. 7
Location Mechanic Street/Main Street, Medway, MA	Project No. 143-21583-17002	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. Schedule
 - A. Curb will continue to be installed tomorrow and poured in place.
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

Photos

Photo 1



Photo 2



Photo 3



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

FIELD REPORT

Project Merrimack Building Supply	Date 10/5/2018	Report No. 15
Location 20 Trotter Drive, Medway, MA	Project No. 143-21583-17004	Sheet 1 of 2
Contractor Barrows Contracting (Site Contractor)	Weather A.M. CLOUDY, LIGHT BREEZE, 81% HUM.	Temperature A.M. 55°F

FIELD OBSERVATIONS

On Friday, October 5, 2018, David Homan 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: Damp to wet conditions sitewide. Relatively firm to somewhat softened unpaved construction areas are prevalent across the site. Considerable erosion/vehicle tracking onto existing site driveway with minor carry over to Trotter Dr. Silt fence barrier (SFB) is installed around the site perimeter. Filter socks are placed just inside the SFB. Both are intact and in good condition. Numerous areas of stockpiled soil, sand, gravel, stumps, rock and asphalt were noted across portions of the site, as were construction materials and heavy equipment.
- B. Building construction activities are ongoing, namely with installation of steel framing on either side of the building addition's SE corner. Work on the mezzanine is also currently taking place. The concrete floor slab that was being poured/constructed during the site visit on 9/20 remains about 60-70% complete (still unfinished ground surface in the area where the addition and existing building meet).
- C. Concrete footings for the concrete walls on either side of the loading dock ramp under construction at the NW corner of the existing building have recently been poured. Concrete workers are currently working on wall preparations.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer		Dennis DiGiando Corp	Oversight
Laborers	2	Loader	1	Vib. Roller		Building Carpenters	Carpentry
Drivers		Rubber Tire Backhoe/Loader		Static Roller		Concrete/formwork Contractor	Concrete wall preparations
Oper. Engr.	1	Skid Steer		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons	2	Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw	1+		
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Truck			
Surveyors		Conc. Mixer		Man Lift	1+		
Roofers		Conc. Truck		Telehandler		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck		Drill rig (drilling/blasting)			
Plumbers		Pickup Truck	4+	Mechanical Sweeper	1		
Pipe Fitters		Tri-Axle Dump Truck					
Carpenters	2+	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
						David Homan	7:25 A.M. – 7:50 A.M.

NOTE: Please use reverse side for remarks and sketches

Project Merrimack Building Supply	Date 10/5/2018	Report No. 15
Location 20 Trotter Drive, Medway, MA	Project No. 143-21583-17004	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

- D. No further progress has been made to the swales, forebay, infiltration basin or rain garden since the last site visit. Currently the southernmost swale, the forebay and the infiltration basin are partially filled with stormwater.
- E. The site contractor is currently excavating around the existing water main and where the water line enters the existing building. The pavement has also been cut in preparation for installation of the proposed hydrant branch line and hydrant.
- F. The source of the water leak discovered recently while advancing a shallow exploratory test pit on the SSE side of the existing building to locate the existing domestic water line components was discovered to be a break in the pipe where it entered the building. The old water line from the existing main has now been replaced with plastic 1" domestic water pipe with a curb stop installed. A water gate valve has also been upgraded/installed after the Tee on the water main where the 1" domestic water line branches off towards the existing building. All components were inspected by town officials prior to being backfilled with sand and site fill material. The water line is now in use.
- G. The new sewer system installation online since last week is now complete with sewer cleanout installed adjacent to the existing SMH at the ENE corner of the site. All trench excavations crossing traffic pathways are presently backfilled to grade, with steel road plates in place for heavy vehicle traffic.

2. Schedule

- A. Site contractor expects to install proposed hydrant and associated piping next week.
- B. Building construction activities are expected to continue as are activities pertaining to the construction of the loading dock ramp.

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. Amend plan to install DMH-1 considering discovery of underground utilities at location of proposed installation. Note: Installation of structure is still on hold and under consideration. The communications provider is allegedly not amenable to the idea of relocating the communications lines in the way of DMH-1 and the remaining drain line connecting DMH-2 to DMH-1.
- B. Water leak at SSE side of existing building discovered recently during shallow exploratory test pit has been discovered and fixed (replaced old water service line with new).

5. Materials Delivered to Site Since Last Inspection:

- A. Building construction materials

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

FIELD REPORT

Project Merrimack Building Supply	Date 10/11/2018	Report No. 16
Location 20 Trotter Drive, Medway, MA	Project No. 143-21583-17004	Sheet 1 of 3
Contractor Barrows Contracting (Site Contractor)	Weather A.M. CLOUDY, LIGHT BREEZE, 88% HUM.	Temperature A.M. 72°F

FIELD OBSERVATIONS

On Thursday, October 11, 2018, David Homan 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: Damp to wet conditions sitewide. Relatively firm to somewhat softened unpaved construction areas are prevalent across the site. Considerable erosion/vehicle tracking onto existing site driveway with minor carry over to Trotter Dr. Silt fence barrier (SFB) is installed around the site perimeter. Filter socks are placed just inside the SFB. Both are intact and in good condition. Numerous areas of stockpiled soil, sand, gravel, stumps, rock and asphalt were noted across portions of the site, as were construction materials and heavy equipment.
- B. Building construction activities are ongoing, namely with installation of wood & steel framing on either side of the building addition's SE corner. Work on the mezzanine is also currently taking place. The concrete floor slab that was being poured/constructed during the site visit on 9/20 remains about 60-70% complete (still unfinished ground surface in the area where the addition and existing building meet).
- C. The site contractor has been loading out site fill and debris consisting of rock, stumps and asphalt.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't		Bulldozer		Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer	Building Carpenters	Carpentry
Laborers		Loader	1	Vib. Roller		
Drivers		Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.		Skid Steer		Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator	1	Jack Hammer		
Iron Workers		Grader		Power Saw	1+	
Electricians		Crane		Conc. Vib.		
Flagpersons		Scraper		Tack Truck		
Surveyors		Conc. Mixer		Man Lift	1+	
Roofers		Conc. Truck		Telehandler		
Mechanical/HVAC		Conc. Pump Truck		Drill rig (drilling/blasting)		
Plumbers		Pickup Truck		Mechanical Sweeper	1	
Pipe Fitters		Tri-Axle Dump Truck				
Carpenters	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
					David Homan	10:25 A.M. – 11:05 A.M.

NOTE: Please use reverse side for remarks and sketches

Project Merrimack Building Supply	Date 10/11/2018	Report No. 16
Location 20 Trotter Drive, Medway, MA	Project No. 143-21583-17004	Sheet 2 of 3

FIELD OBSERVATIONS CONTINUED

- D. Setup of concrete forms and rebar for the concrete walls on either side of the loading dock ramp at the NW corner of the existing building is in progress. Concrete walls are partially poured along the existing foundation at the overhead door and extend out about 10 feet on either side. Note: A sleeve is installed through the partially constructed wall (SSE wall) near the building to accommodate drain pipe from the proposed trench drain system to DMH-4.
- E. Peastone has now been added over the double-washed stone around the slow drain inlet at the forebay. Further scraping/forming of the southernmost swale appears to have also been completed this week to place rip rap around the flared end section for the poly pipe coming from the OCS. Currently the forebay is partially filled with stormwater. Pockets of water also noted in the infiltration basin.
- F. The site contractor has now completed the 6" hydrant branch line from the upgraded gate valve on the existing water main over to the installed fire hydrant. The fire suppression system was inspected by town officials prior to backfill with sand then site fill material. Note: the trench excavation is currently open with steel road plates placed on top at the intersection of the previously installed sewer line and fire suppression line.
- G. The vertical 6" PVC downspout cleanouts installed previously at the new addition showroom entrances with canopies on either side of the ESE building corner have now been connected and routed in a single 6" PVC pipe to the rain garden. The pipe terminates at the flared end section shared with the 12" poly roof drain pipe installed previously. The flared end section has been backfilled around with ~ 3/4" gravel.
- H. A small trench excavation has been advanced along the SSE side of the building addition from the new single door back to the gas pipe stub that was recently installed. The trench has been lined with sand for underground installation and continuation of the recently installed above ground gas line from the existing gas meter to the gas pipe stub.

2. Schedule

- A. Site contractor expects to encase section of recently installed sewer line from SMH-1 to SMH-1A in concrete where it intersects the newly installed fire suppression line. The sewer line is anticipated to be encased in concrete from 10-12' on either side of fire suppression line.
- B. Remaining loading dock concrete pour (walls) is expected tomorrow.
- C. Chlorination and pressure testing of newly installed water & fire suppression lines is expected on Monday (10/15).
- D. Continue to load out fill and debris (namely boulders, stumps and asphalt).
- E. Concrete flat work (remaining portion of unfinish floor area in building addition) is expected to continue in the near future.

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. Amend plan to install DMH-1 considering discovery of underground utilities at location of proposed installation. Note: Installation of structure is still on hold and under consideration. The communications provider is allegedly not amenable to the idea of relocating the communications lines in the way of DMH-1 and the remaining drain line connecting DMH-2 to DMH-1.
- B. Water leak at SSE side of existing building discovered recently during shallow exploratory test pit has been discovered and fixed (replaced old water service line with new).

Project Merrimack Building Supply	Date 10/11/2018	Report No. 16
Location 20 Trotter Drive, Medway, MA	Project No. 143-21583-17004	Sheet 3 of 3

FIELD OBSERVATIONS CONTINUED

6. Materials Delivered to Site Since Last Inspection:

- B. Building construction materials



October 23, 2018

**Medway Planning & Economic Development Board
Meeting**

**Plan Review and Construction
Observation Refunds**

- List of projects with remaining plan review funds
- List of projects with remaining construction observation funds

The Town Accountant's office has asked that where appropriate, we try to reduce the balances in these two revolving funds. Each fund is comprised of funds provided by various developers. The funds are used to pay for the services of "outside consultants". One fund is for plan review services. The other is for services provided during construction and project completion. The outside consultants include PGC Associates/Gino Carlucci, Tetra Tech, and Town Counsel (formerly Petrini and Associates and currently KP Law). There are a number of these projects where it is certainly appropriate to issue refunds. Some of these go back a ways and will entail some research to find the respective parties to whom to issue the refunds.

PEDB Plan Review Revolving Fund

Project Name	Type of Project	Balance	Refund?	
25 Summer ST	Subdivision	\$ 206.53	yes	Mike Fasolino
Applegate (Modification)	Subdivision	\$ 395.09	yes	Ralph Costello
Cassidy Acres (Walgreens)	Commercial Subdivision	\$ 625.31	yes	Mark Investments
Claybrook Farms II	Subdivision	\$33.86	yes	????
Forest Edge	Subdivision	\$ 339.00	yes	Jonathan Bruce
Franklin Creek	Subdivision	\$ 117.19	yes	John Early & Tim Sheehan
Granite Woods	Subdivision	\$ 12.59	yes	Wally Frink
Hartney Acres	Subdivision	\$ 16.36	yes	John Claffey
The Haven	Subdivision	\$ 157.22	yes	Louis Cheschi
Hill View Estates	Subdivision	\$ 610.02	yes	Christine Price
Hopping Brook Estates	Subdivision	\$ 215.00	yes	Paul Zonghi
End of King's Lane	Subdivision	\$ 97.81	yes	James Kaijian
Knollwood Acres	Subdivision	\$ 165.00	yes	John Sullivan
Park Lane	Subdivision	\$ 542.40	yes	Parks & Gittings
Paul Revere Estates	Subdivision	\$ 566.25	no	Paul Newton
Speroni Acres (Modification)	Subdivision	\$ 500.00	yes	Owen Sullivan
The Meadows	Subdivision	\$ 315.80	yes	Ralph Costello
Town Line Estate	Subdivision	\$ 1,225.50	no	Rob Lapinsky
Village Acres	Subdivision	\$ 275.00	yes	Jim Reardon
Village Estates	Subdivision	\$ 446.43	yes	Russ Santoro
2-4 Main Street (Potheau)	Site Plan	\$ 723.51	yes	Bob Potheau
A123 Systems	Site Plan	\$ 2,323.99	yes	GZA GeoEnvironmental
AZZ/CGIT - Alder ST	Site Plan	\$ 475.00	yes	Manguel Architects
Country Cottage Child Care	Site Plan	\$ 236.00	yes	Robin Beaudreau
Conroy (Verizon - 51 Alder ST)	Site Plan	\$ 375.00	yes	
Cumberland Farms	Site Plan	\$ 622.53	yes	Cumberland Farms
CVS (Modification)	Site Plan	\$ 212.50	yes	
Eversource	Site Plan	\$ 499.60	yes	Beals & Thomas
Exelon	Site Plan	\$ 560.69	yes	
John's Auto Body - 25 Jayar RD	Site Plan	\$ 3,936.94	yes	John Solari
John's Auto Body - 27 Jayar RD	Site Plan	\$ 606.25	yes	John Solari
Lawrence Waste	Site Plan	\$ 804.22	yes	Keith Lawrence
Learning Tree Center	Site Plan	\$ 1,373.15	yes	Steve Hanson
The Little Gym	Site Plan	\$ 360.00	yes	NACOG KNOLL Realty Trust
Marc and Jayard Road	Site Plan	\$ 156.25	yes	Ellen Rosenfeld
McDonalds	Site Plan	\$ 1,860.61	yes	
Medway Community Church	Site Plan	\$ 1,332.00	no	Medway Community Church
Merrimack Building Supply	Site Plan	\$ 587.25	yes	Bill Donegan
Milway Auto	Site Plan	\$ 376.25	yes	Phil Anza
Murphy Insurance (Modification)	Site Plan	\$ 934.00	yes	Dennis Murphy

Patriot Real Estate	Site Plan	\$	114.59	yes	Paul Yorkis
Ryan & Werlich	Site Plan	\$	321.25	yes	Tara Werlich
TOM - Senior Center Addition	Site Plan	\$	77.50	yes	
Sithe	Site Plan	\$	26.39	yes	
Starbucks at Medway Commons	Site Plan	\$	241.25	yes	Charter Realty
Swenson Granite	Site Plan	\$	625.00	yes	Swenson Granite Co
Tri Valley Commons (Landry)	Site Plan	\$	2,003.33	yes	Rich Landry
Charles River Acres	OSRD	\$	70.00	yes	KDEE Realty Trust/ Dunn & McKenzie
Village at Pine Ridge	OSRD	\$	470.23	yes	John Claffey
Williamsburg (Modification)	OSRD	\$	1,050.00	yes	Paul Yorkis
Millstone	ARCPUD	\$	569.50	yes	Steve Venincasa
River Bend/Walnut Grove on the Charles	ARCPUD	\$	2,000.00	yes	Abbott Homes
Shelter Island	ARCPUD	\$	500.00	yes	Shelter Island Fund
127 Main Street	AUOD	\$	163.72	yes	Ted Reardon
TOTAL		\$	33,287.14		

sac - 10/18/18

PEDB Construction Observation Revolving Fund

Project Name	Type of Project	Balance	Refund?	Contact
Applegate (Modification)	Subdivision	\$ 1,101.55	NO	Ralph Costello
Camelot	Subdivision	\$ 1,559.33	YES	Greg Coras
Cedar Farms (Griffiths)	Subdivision	\$ 498.70	NO	Joe Griffiths
Cedar Farms (Nawn & Bedrosian)	Subdivision	\$ 304.15	YES	Taniel Bedrosian
Claybrook Farms II	Subdivision	\$1,954.07	YES	???
Countryview Estates	Subdivision	\$ 4,208.18	NO	Greg Whelan
Forest Edge	Subdivision	\$ 472.81	YES	Jonathan Bruce
Fox Run Farm	Subdivision	\$ 282.25	YES	???
Granite Estates	Subdivision	\$ 99.99	YES	Paul Yorkis
Granite Woods	Subdivision	\$ 131.47	YES	Tony Frink
Grapevine Estates	Subdivision	\$ 901.93	YES	Tony Leland
Hartney Acres	Subdivision	\$ 667.99	NO	John Claffey
The Haven	Subdivision	\$ 422.26	YES	Ray Doiran
Hill View Estates	Subdivision	\$ 4,595.40	NO	Christine Price
Mayland Woods	Subdivision	\$ 686.69	NO	Mike Narducci
Norwood Acres	Subdivision	\$ 2,799.27	YES	Wayne Marshall
Oak Hills Estates	Subdivision	\$ 797.90	YES	Greg Whelan
Paul Revere Estates	Subdivision	\$ 15,863.00	NO	Paul Newton
Pine Meadow	Subdivision	\$ 2,736.36	YES	Gary Feldman
Redgate II	Subdivision	\$ 61.63	YES	Mike Narducci
Rolling Hills	Subdivision	\$ 7,273.00	Yes	Olga Guerrero
Knollwood Acres (Shamrock Lane)	Subdivision	\$ 549.11	Yes	John Sullivan
Summer Valley	Subdivision	\$ 1,353.82	YES	Mike Fasolino
The Meadows	Subdivision	\$ 1,492.21	YES	Ralph Costello
Village Acres	Subdivision	\$ 1,220.85	YES	Jim Reardon
Village Estates	Subdivision	\$ 1,004.89	Yes	Russ Santoro
Country Cottage Child Care	Site Plan	\$ 5,033.72	NO	Robin Beaudreau
Converting Technical Services (CTS)	Site Plan	\$ 9,245.00	NO	Steve Fisk
Milway Auto	Site Plan	\$ 8,237.00	NO	Phil Anza
Merrimack Building Supply	Site Plan	\$ 318.22	NO	Bill Dongegan
O'Brien & Sons	Site Plan	\$ 296.94	Yes	Erin O'Brien
CommCan - 2 Marc Road	Site Plan	\$ 2,054.65	??	Ellen Rosenfeld
Cumberland Farms	Site Plan	\$ 7,163.25	Yes	Cumberland Farms
Evergreen Meadow	OSRD	\$ 978.35	YES	Taniel Bedrosian
Williamsburg (Modification)	OSRD	\$ 714.29	NO	Paul Yorkis
Charles River Village	OSRD	\$ 152.75	Yes	John Claffey
Millstone	ARCPUD	\$ 1,057.59	NO	Steve Venincasa
Salmon	ARCPUD	\$ 2,201.19	No	Jeff Robinson

Medway Green	Multifamily	\$	8,344.50	NO	Mark Heavner
143 Village Street	Multifamily	\$	663.75	No	

TOTAL		\$	88,290.57		
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sac - 10/15/18



October 23, 2018
Medway Planning & Economic Development Board
Meeting

Correspondence

- Information on the 10-29-18 informational meeting regarding a possible 40B apartment development at 39 Main Street. This is the site of the Paul Revere Estates subdivision you approved in October 2017.
- Letter dated 10-15-18 from Melissa Cryan of the MA Division of Conservation Services with a conditional approval of Medway's updated Open Space and Recreation Plan.

To: Interested Parties & Neighbors
From: Strategic Land Ventures / Justin Krebs & Geoff Engler
Re: Neighborhood Meeting / Development of 39 Main Street

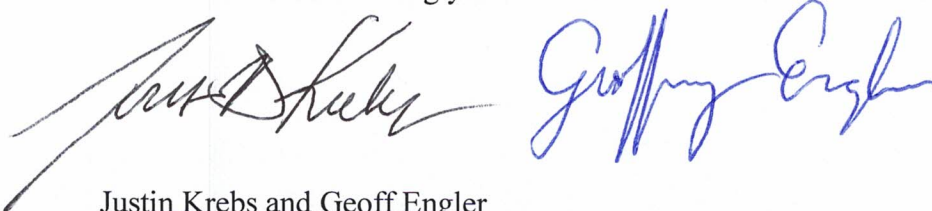
We are inviting you to attend a neighborhood meeting at which we will share with you our vision for developing 39 Main Street. We have reserved the Medway Senior Center (76 Oakland Street) on Monday October 29th at 7:00. We look forward to seeing you there.

Our proposed plan features 192 1BR, 2BR, & 3BR apartment units ranging in size from about 700 square feet to 1,400 square feet. On the evening of the 29th, we will be presenting our preliminary architecture and engineering to those in attendance.

While we acknowledge what we are proposing obviously has more units than what is allowed under current zoning, we are responding to the Town's objective which calls for increased density around the village centers and within walking distance to retail and commercial amenities. Moreover, due to the inherent nature of the site, we will be able to provide a robust landscaping plan and screening from Main Street so that the building is set back hundreds of feet from Main Street and not materially close to any other residential structures. Lastly, and as part of the proposed development, we will be committing to improving (and creating) sidewalks in the neighborhood that provide easier walkability and accessibility to the retail, community and commercial amenities.

We are seeking a comprehensive permit under Chapter 40B of the Massachusetts General Laws which allows us to override the local zoning bylaw if we provide at least 25% of the units as affordable to households earning less than 80% of the Boston area median income and if there are no serious health and safety factors with our proposal which could override the need for affordable housing. You all will have an opportunity to comment on our proposal during this time period, but we wanted to start by meeting directly with you to respond to any initial concerns and answer any questions you might have.

We look forward to seeing you on the 29th.



Justin Krebs and Geoff Engler
jkrebs@kig.com and gengler@s-e-b.com



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
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October 15, 2018

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

Re: Open Space and Recreation Plan

Dear Ms. Affleck-Childs:

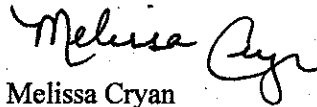
Thank you for submitting the draft Open Space and Recreation Plan for Medway to this office for review and compliance with the current Open Space and Recreation Plan Requirements. This plan was particularly thorough and has been conditionally approved through October 2025. Conditional approval will allow the town to participate in DCS grant rounds through October 2025, and a grant award may be offered to the town. However, no final grant payments will be made until the plan is completed.

1. Planning Process and Public Participation – please describe how the meetings and forums were advertised.
2. Population Characteristics – information on the town's industries is needed.
3. Growth and Development Patterns – the Transportation Infrastructure section should discuss cycling options.
4. Water Resources – the town's watershed(s) should be discussed.
5. Scenic Resources and Unique Environments – sections on unusual geologic features and cultural and historic areas must be added.
6. Section 5 – please note that land dedicated to park and recreation purposes is protected under Article 97. The table that lists town-owned conservation and recreation properties must be expanded to include two separate columns on current use and condition with specifics filled in for each property. The recreation potential column should also include specifics. Any Agricultural Preservation Restrictions must be listed, along with any federal, state, or non-profit land.
7. Analysis of Needs – please use the SCORP from 2017 in your analysis, not the 2012 edition, which is out of date. Also, the needs of special groups, such as teens must be included in the Community's Needs section.
8. Action Plan – the goals and objectives should be listed in some sort of priority order. Note that the LAND grant is a DCS grant program.
9. ADA – were the facility inventory forms from Appendix G of the Open Space and Recreation Planner's Workbook used as a basis for the analysis of town-owned conservation and recreation properties?

10. Letters of Review – letters of review from the Regional Planning Agency and Chief Municipal Officer must be submitted.

Congratulations on working on such an important task for your community! Please contact me at (617) 626-1171 or melissa.cryan@state.ma.us if you have any questions or concerns, and I look forward to reviewing your final plan.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Cryan". The signature is written in dark ink and is positioned above the printed name.

Melissa Cryan
Grants Manager