

Tuesday September 24, 2019
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	X	X	X	X

The meeting is being broadcast live and recorded by Medway Cable Access.

PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Gino Carlucci, PGC Associates
Steve Bouley, Tetra Tech

The Chairman opened the meeting at 7:00 p.m.

PUBLIC COMMENTS:

There were no Public Comments.

EVERGREEN VILLAGE – PLAN REVIEW FEE ESTIMATES:

The Board was made aware that the Board received a new multi-family housing special permit application from Sampson Pond, LLC for a proposed 7 unit townhouse condominium development at 22 Evergreen Street. The hearing will begin October 8, 2019. The applicant previously paid \$4,703.00 to the plan review account with their first application. To date, only \$400.00 has been spent out of the account. There is no action needed by the Board.

2020 PEDB MEETING SCHEDULE:

The Board is in receipt of the 2020 PEDB Meeting Schedule. (See Attached)

- Draft Schedule for 2020 PEDB meetings.

On a motion made by Matt Hayes and seconded by Tom Gay, the Board voted unanimously to accept the 2020 PEDB Meeting Schedule as presented.

PEDB MINUTES:

September 10, 2019:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to approve the minutes from September 10, 2019 with one spelling correction.

CORRESPONDENCE:

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

- 8-29-19 Letter from MA Attorney General's Office regarding the Zoning Bylaw amendments from May 2019 town meeting.

Articles 21, 22, 23, 24, 25, 26, 27, and 28 from the May 13, 2019 Town Meeting were approved. There was a comment from the Attorney General on the site plan section on how to handle mitigation measures. The purpose of mitigation measures is to "offset adverse impacts" of a development. The application of Subsection 3.5.4 (I) should be discussed with Town Counsel to ensure it is applied consistently.

WILLIAM WALLACE VILLAGE PUBLIC HEARING CONTINUATION:

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

- Public Hearing Continuation Notice
- Revised Site Plan by Legacy Engineering, last revised 9-4-19.
- Tetra Tech Review Letter of revised site plan, dated 9-15-19.
- Revised Landscape Plan by Cosmos Associates, last revised 9-11-19.

The Chairman opened the Continued Public Hearing for William Wallace Village.

The applicant's representative and project engineer Dan Merrikin was present. He explained that the applicant met with the Design Review Committee. The changes from those discussions are noted in the new renderings provided. There will be a stockade fence at the back of the adjacent lot which will be vinyl and not wood with a neutral color and with a flat, not shiny finish. They still need to meet with Dave D'Amico to finalize a few items for the Town's DPW. The revised landscape plan includes more trees, shrubs, evergreens, spruce and deciduous plants. In relation to the entrance, the applicant has proposed a short stone wall on either side of the driveway. There will also be an address plaque on the stone wall surrounded by plantings. A shallow stormwater basin has been added to capture any run-off. The applicant communicated that a full set of architectural plans has not yet been provided.

The Board would like the applicant to put together a narrative which would align with what the DRC would like to see on the site. The Board also wants a review letter from the DRC. Once all this information is gathered, it can be put into the decision.

Applicant Larry Rucki explained to the Board that they have included skirt boards on the buildings along with the inclusion of window caps and decorative shingles. He did visit the Millstone development for ideas. The colors to be used for the William Wallace buildings will be beige, gray and sage green. The garage doors will be white and the same as what is at Millstone. The applicant did let the Board know that he would like to have 15 units instead of 14. The site has been reviewed by the Medway Fire Chief. The layout was found to be acceptable provided that sprinkler systems be added to all of the units, even the duplex buildings. The applicant informed the Board that the sewer connection issue has been resolved. There has

been signage added throughout the site. There will be an easement with a manhole at Bedalia Lane. The applicant is also planning to meet with the Design Review Committee on October 7, 2019.

The Board would like Susy Affleck-Childs to begin drafting the decision for review and discussion at the next hearing.

On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing for William Wallace Village to October 22, 2019 at 8:30 pm.

NEO ORGANICS SPECIAL PERMIT 4 MARC ROAD:

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

- Public Hearing Continuation Notice dated 8-28-19
- Emails from Jaime Lewis of NeoOrganics requesting a public hearing continuation.

On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the Board voted unanimously to open the continued hearing for Neo Organics Special Permit, 4 Marc Road.

The Board is in receipt of an email from Jaime Lewis requesting a continuation of the hearing to October 8th.

On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing for Neo Organics Special Permit, 4 Marc Road to October 8, 2019 at 7:45 pm.

ARTICLES FOR FALL TOWN MEETING:

The Board is in receipt of the following Articles which have been submitted to the Board of Selectmen for the Fall Town Meeting: (See Attached)

- Multi-Family Housing
- Outdoor Storage
- Site Plan
- Parking - Electric Vehicle Charging Station
- Combined Special Permit and Site Plan
- Oak Grove
- Noise General Bylaw
- Street Acceptance (Place Holder)

The Board was made aware that at the Board of Selectmen's meeting on September 16, it was decided to not include the proposed noise bylaw on the warrant for the Fall Town Meeting. The Board of Selectmen would like the PEDB to spend more time reviewing the proposed bylaw and

the enforceability aspect of it. The Board was also made aware that Susy Affleck-Childs submitted a place holder article for street acceptance for Forest Road and Applegate.

CONSULTANT REPORTS:

- Gino Carlucci reported the next SWAP meeting is going to be held in Dover on October 8, 2019. The topic is open space residential design subdivisions.

CONSTRUCTION REPORTS:

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

- Willows SWPPP Site Inspection Report from Coneco, dated 9-13-19
- Exelon Report from Beals and Thomas, dated 8-28-19

Willows:

Consultant Bouley informed all that they have received the revised drainage design from the Willows' project engineer (Coneco) and are currently reviewing. This will be on the agenda for the next PEDB meeting and will be a field change since there needs to be a modification.

Medway Community Church:

This project is presently stalled since they are paving. Tom Gay had a concern about the closing of the original curb cuts on Slocumb Place and consolidating into one. It now looks like it is getting bigger. Consultant Bouley will follow-up.

20 Trotter Drive – Merrimack Building Supply:

Tetra Tech will visit the site for an inspection and punch list since Merrimack is looking for an occupancy permit from the Building Department.

OTHER REPORTS

The Board was made aware that a multi-family special permit application for 20 Broad Street was received. This would be for 6 units with a reuse of the existing older building. The first night of the public hearing will be October 22, 2019.

SITE PLAN RULES AND REGULATIONS – PUBLIC HEARING CONTINUATION:

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

- Public Hearing Continuation Notice
- Revised Draft Site Plan Rules and Regulations dated September 9, 2019.

On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted unanimously to open the public hearing for the Site Plan Rules and Regulations.

The draft presented to the Board is dated September 9, 2019. Community and Economic Development Director Barbara Saint Andre was present and thanked the Board for their diligent

work on this tedious task. She has reviewed the document several times and asks that the Board close the hearing.

At the previous meetings, there were discussions about changing some of the sentences containing “may” to “shall”. Member Gay will look at this further and will provide comments back to Susy Affleck-Childs.

The draft incorporates feedback from DPW, Fire Department and a variety of boards and committees. One of the suggestions made is to record the decision and attach the site plan to the decision document. The idea is to not attach the mylar of the endorsed plan. It can all be recorded as one document. There was a thought about including language for requiring a Stormwater Pollution Prevention Plan for smaller projects. This will not be included since the reporting for such a requirement may be burdensome and is not required by the EPA or DEP.

The Board next moved to Page 32 of the document. This section pertains to a development project involving the construction or use of a building with 10,000 sq. ft or more or containing ten or more residential units being encouraged to include a solar energy system that is equivalent to a minimum of 50% of the roof area of all buildings. The recommendation to have the wording be “renewable energy” and not inclusive of just solar.

There will be a new section about paving to be added in Development Standards.

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously to continue the public hearing for the Site Plan Rules and Regulations to October 8, 2019 at 7:30 pm.

HIGH STREET MEADOWS PRELIMINARY SUBDIVISION PLAN – 21 HIGH STREET:

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

- Preliminary Subdivision Plan application and associated materials including a Development Impact Statement and waiver requests.
- Preliminary Subdivision Plan dated September 6, 2019 by Colonial Engineering
- Public Briefing Notice.

The Board was informed that this is a public briefing for a preliminary subdivision plan for 21 High Street filed by Patrick and Michael Larkin. The applicant is aware that the Board has proposed changes to the multifamily section of the Zoning Bylaw for the fall town meeting. This submittal of a preliminary subdivision plan serves to “freeze” the current zoning against any possible amendments.

This application does need to be reviewed based on the Subdivision Rules and Regulations. The abutters have been notified as required. The plan was prepared by Colonial Engineering, Inc. The

plan shows the division of the subject property into two residential lots, one with frontage on High Street, and the construction of an approximately 200' long, private roadway to create legal frontage for the back lot. The documents were forwarded to planning consultant Gino Carlucci for review.

Consultant Carlucci noted that what could be proposed under the multifamily special permit provisions is a maximum possible of 36 units. That would not be "by-right". This is a 3.7-acre site.

Chairman Rodenhiser stated that since there were no many neighbors present, he wanted to give them an opportunity to ask questions.

Resident Paul Santossusso, 2 Franklin Creek Lane:

Mr. Santossusso wanted clarity about the zoning and the application process.

There was explanation of how the preliminary and definitive subdivision plan process works.

Resident John Maloney, 31 Lincoln Street:

Mr. Maloney had questions about the definitive plan and when does that have to be submitted. He asked about the number of units per acre.

It was noted that the applicant would have to submit a definitive subdivision plan within 7 months from the time the preliminary plan was submitted to continue to protect the site from zoning changes. The residents were informed to find this under Chapter 40 A.

Resident Janine Clifford, 42 Lincoln Street:

Mrs. Clifford wanted to know what stipulations the Board can put on the final project if it was approved. She asked about the historical aspect of the property.

It was communicated that there will be review by many Boards, Committees, Consultants and the Planning Board. There will be requirements for buffering and screening. The decision is prescriptive about what will need to be done. The property has already been reviewed by the Historical Commission and the current plan is to retain the historic building on the property. The multifamily special permit rules change if the historic building comes down. There is a significant benefit to incorporate the existing historic building.

Resident, Caren Carew 18 High St.:

Mrs. Carew asked if half of the building will be taken down, the historical portion? She asked about the impact on the nearby Library (at 26 High Street). She noted the amount of public use in this area and her concerns about the welfare of the neighborhood being affected.

It was communicated that there was already a decision from the Historical Commission about the historical aspects of the site. The Chairman noted that the Board may view this as a walkability area and will look at this from many different perspectives.

Residents Scott and Sharyn Hopkins, 24 Franklin St.:

Mr. & Mrs. Hopkins asked how they can provide input.

The Board has the ability to impose conditions within the special permit to make sure that this fits into the neighborhood. The comments from residents will be all included in the public hearing process.

Resident, Lynne Tatevosian, 11 Franklin St.

Mrs. Tatevosian stated if you are within 300 ft. of the project site, the abutters will be informed of the public hearing.

Resident Mrs. Santossusso, 2 Franklin Creek Lane:

Mrs. Santossusso wanted to know if the Board looks at the impact of such a big development throughout the town.

The Board responded that site visits are done.

There was a question asked if there will be a traffic study which includes the anticipated traffic that would result from such a project.

The Board responded that it will need to be determined if the project warrants a traffic study. The general rule is that a traffic study is needed for a development of 30 or more dwelling units.

The members of the audience were provided with business cards to contact Susy Affleck-Childs with any questions and to request to be informed of future meetings. It was suggested that the applicant have an informal meeting with the neighbors.

OTHER BUSINESS:

- The Board is provided with an inventory of multi-family developments throughout town. (See Attached). The Board would like this emailed to the Board.

NEXT MEETING:

- Tuesday, October 1, 2019 – Special Meeting

ADJOURN:

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

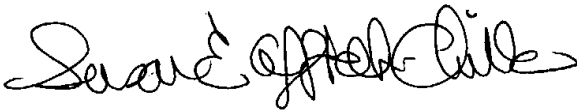
The meeting was adjourned at 9:15 pm.

Respectfully Submitted,



Amy Sutherland
Recording Secretary
Prepared from video recording

Reviewed and edited by,



Susan E. Affleck-Childs
Planning and Economic Development Coordinator



September 24, 2019
Medway Planning & Economic Development Board
Meeting

2020 PEDB Meeting Schedule

- Draft schedule for 2020 PEDB meetings



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 T. Hayes, P.E.
Richard Di Iulio*

DRAFT – September 4, 2019

PLANNING & ECONOMIC DEVELOPMENT BOARD
2020 MEETING SCHEDULE

The Medway Planning & Economic Development Board (PEDB) generally meets on the second & fourth Tuesday evening of each month at 7:00 p.m. in Sanford Hall at Medway Town Hall, 155 Village Street. Schedule may be adjusted for holidays.

The dates for the regular meetings of the PEDB for 2020 are as follows:

Tuesdays, January 14 and 28, 2020
Tuesdays, February 11 and 25, 2020
Tuesdays, March 10 and 24, 2020
Tuesdays, April 14 and 28, 2020
Tuesdays, May 12 and 26, 2020
Tuesdays, June 9 and 23, 2020
Tuesdays, July 14 and 28, 2020
Tuesdays, August 11 and 25, 2020
Tuesdays, September 8 and 22, 2020
Tuesdays, October 13 and 27, 2020
Tuesdays, November 10 and 24, 2020
Tuesdays, December 8 and 22, 2020

Special meetings and site visits will be scheduled as needed.
Some meetings may be rescheduled due to summer vacations and holidays.

Meeting agendas are posted outside the office of the
Town Clerk on the Friday morning before the following Tuesday night's meeting.

The agendas are also posted online at www.townofmedway.org
Most meetings are televised live and rebroadcast on Medway Cable Access

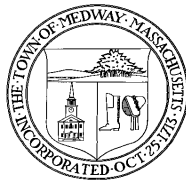


September 24, 2019
Medway Planning & Economic Development Board
Meeting

William Wallace Village Public Hearing
Continuation - UPDATED

- Public Hearing Continuation Notice
- Revised Site Plan by Legacy Engineering, last revised 9-4-19. They presented this at this last hearing.
- Tetra Tech Review letter of revised site plan, dated 9-15-19
- Revised Landscape Plan by Cosmos Associates, last revised 9-11-19. **Color version.**
- **9-23-19 review letter from Gino Carlucci**
- **Rendered building elevations**

I would recommend you provide some feedback to Mr. Rucki on his proposal for 15 units instead of 14.



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

September 11, 2019

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

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

RE: **Public Hearing Continuation: William Wallace Village Multifamily Development**
(274-276 Village Street)
CONTINUATION DATE: Tuesday, September 24, 2019 at 7:05 p.m.
LOCATION: Medway Town Hall – Sanford Hall, 155 Village Street

At its meeting on September 10, 2019, the Planning and Economic Development Board (PEDB) voted to continue the public hearing on the applications of DTRT, LLC of Medway, MA for a multifamily housing special permit and major site plan approval for William Wallace Village, a proposed fifteen unit townhouse condominium community with associated site improvements at 274 & a portion of 276 Village Street, to the regular PEDB meeting to be held on Tuesday, September 24, 2019 at 7:05 p.m. in Sanford Hall at Medway Town Hall, 155 Village Street. The meeting room is accessible via elevator to persons with physical disabilities.

The proposed development will include construction of 15 townhouse style residential dwellings – one triplex building, one quad building, and four duplex buildings. Each unit will have 3 bedrooms. Two affordable dwelling units will be included within the development. Access will be from Village Street. A total of 63 off-street parking spaces will be provided. Surface and sub-surface stormwater management facilities will be installed on site as will landscaping, lighting, and an open space area. Connections will be made to the existing Town sewer and water services. The existing house on the premises will be demolished. The site plan entitled *William Wallace Village*, dated July 1, 2019, last revised September 4, 2019 was prepared by Legacy Engineering LLC of Millis, MA.

The applications, site plan and associated documents for the proposed William Wallace Village are on file with the Medway Town Clerk and at the Community and Economic Development Department at Medway Town Hall, 155 Village Street, Medway, MA and may be reviewed during regular business hours. The materials are also posted at the Planning and Economic Development Board's page at the Town's web site at <https://www.townofmedway.org/planning-economic-development-board/pages/william-wallace-village-274-village-street>

If Town staff, boards and committees wish to provide comments on the proposed development and site plan, please do so by September 18, 2019 so that I can share them with the Board and project engineer before the September 24th hearing.

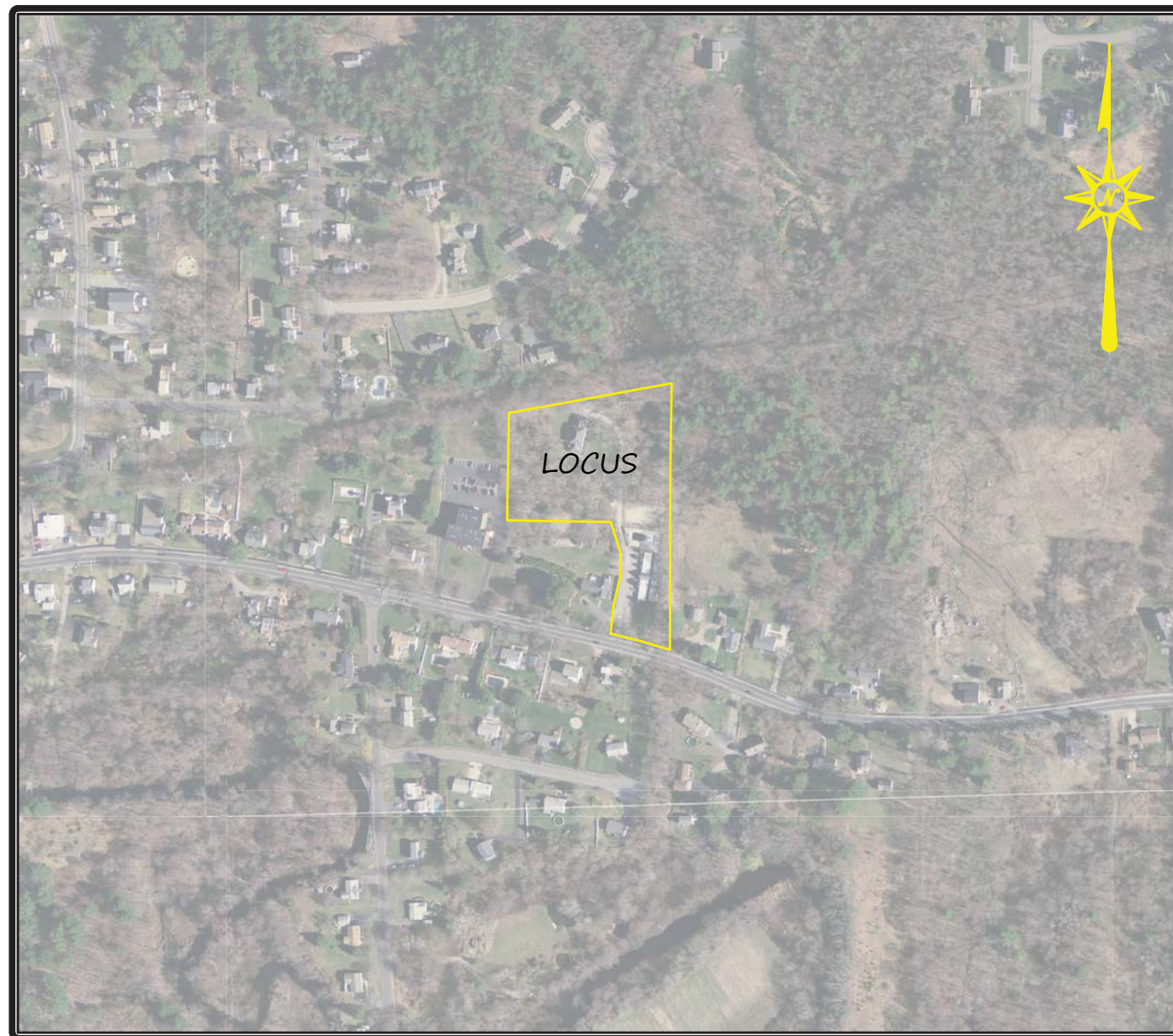
MEDWAY, MA

SITE PLAN

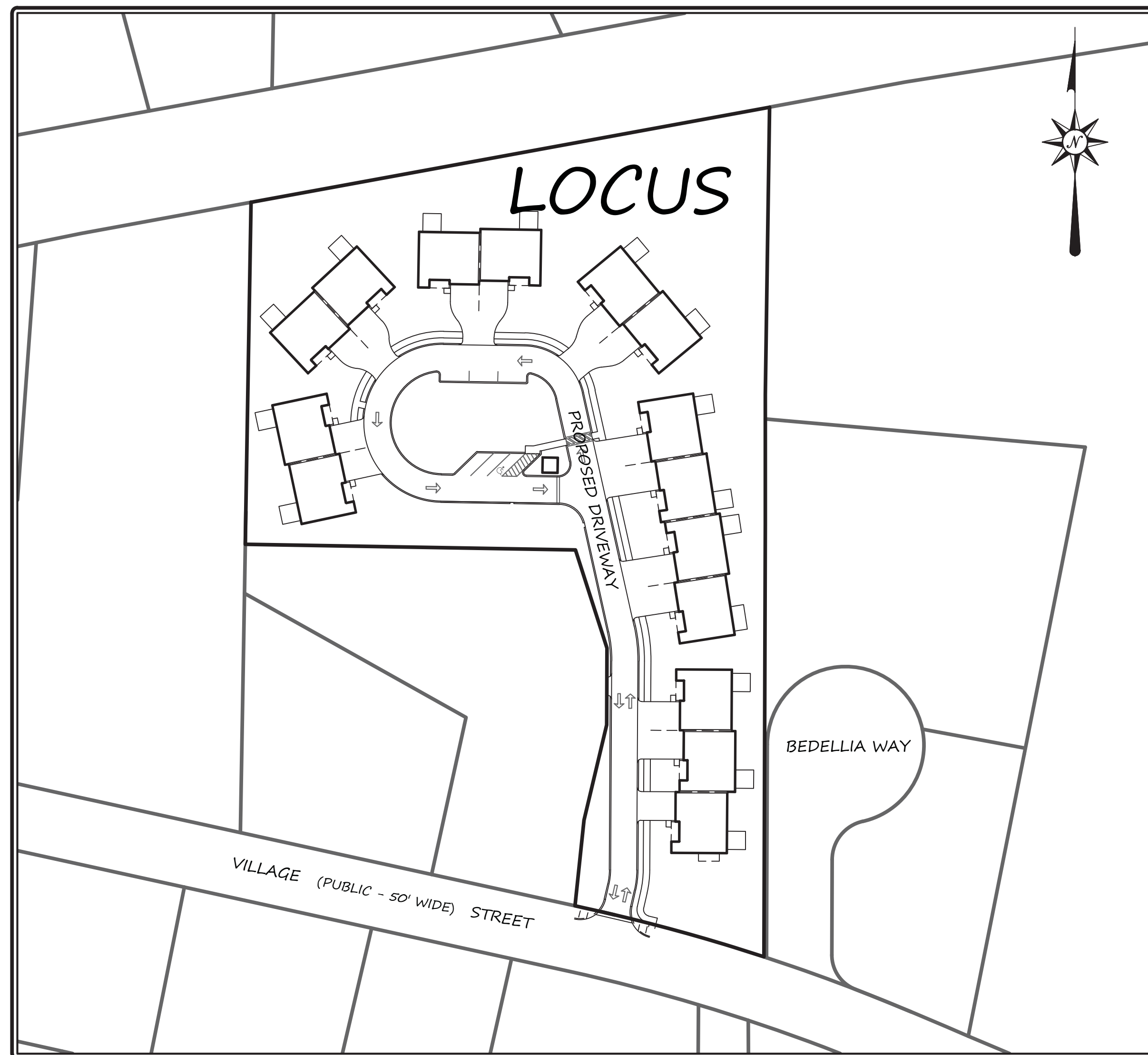
LEGACY ENGINEERING LLC
730 MAIN STREET, SUITE 2C
MILLIS, MA 02054

Latest Revision: September 4, 2019

DTRT LLC
P.O. BOX 95
TRURO, MA 02666



2013 MASSGIS AERIAL LOCUS
SCALE: 1" = 500'



LOCUS
SCALE: 1" = 70'



MEDWAY ASSESSORS LOCUS
SCALE: 1" = 200'

OWNER
#274
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

PORTION OF #276
KEITH & JUDITH SPINNEY
276 VILLAGE STREET
MEDWAY, MA 02053

APPLICANT
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

ZONING DISTRICT
AGRICULTURAL RESIDENTIAL I

ASSESSORS PARCEL
59-55

PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
DEED BOOK 19198 PAGE 100
PLAN BOOK 315 NO. 1166 OF
1984

WAIVERS LIST

PLANNING BOARD RULES AND REGULATIONS

204-3A-7.a TO NOT REQUIRE A TRAFFIC IMPACT ASSESSMENT.
204-3A-7.b TO NOT REQUIRE AN ENVIRONMENTAL IMPACT STUDY.
204-5.C.3 & D.7 TO NOT REQUIRE LOCATING EXISTING TREES OVER 1" IN DIAMETER.
204-5.D.9 TO NOT REQUIRE COLOR RENDERINGS OF THE PROJECT.
205-3.B.2 TO ALLOW A DRIVEWAY WITHIN 15' OF A SIDE PROPERTY LINE.
205-6.H TO ALLOW CAPE COD BERM AT PARKING LOTS.
205-6.G.3.a TO ALLOW 18' DEEP PARKING SPACES.
205-9.F TO NOT REQUIRE FULL REPLACEMENT OF TREES.

SHEET LEGEND

- C-0: COVER SHEET
- C-1: SITE CONTEXT SHEET
- C-2: EXISTING CONDITIONS PLAN
- C-3: EROSION CONTROLS PLAN
- C-4: LAYOUT PLAN
- C-5: GRADING PLAN
- C-6: UTILITIES PLAN
- C-7: LIGHTING PLAN
- C-8: SNOW PLAN
- C-9: DETAILS
- C-10: DETAILS
- C-11: DETAILS

DATE APPROVED: _____

DATE ENDORSED: _____

MEDWAY PLANNING BOARD

730 MAIN STREET
SUITE 2C
MILLIS, MA 02054
508-376-8883(o)

C-0



LEGACY
ENGINEERING

D158-01



Digitally signed by Daniel J
Merrikin, P.E.
Date: 2019.09.05 15:06:12
-04'00'

PLAN SCALE: AS NOTED

PLAN DATE: JUNE 25, 2019

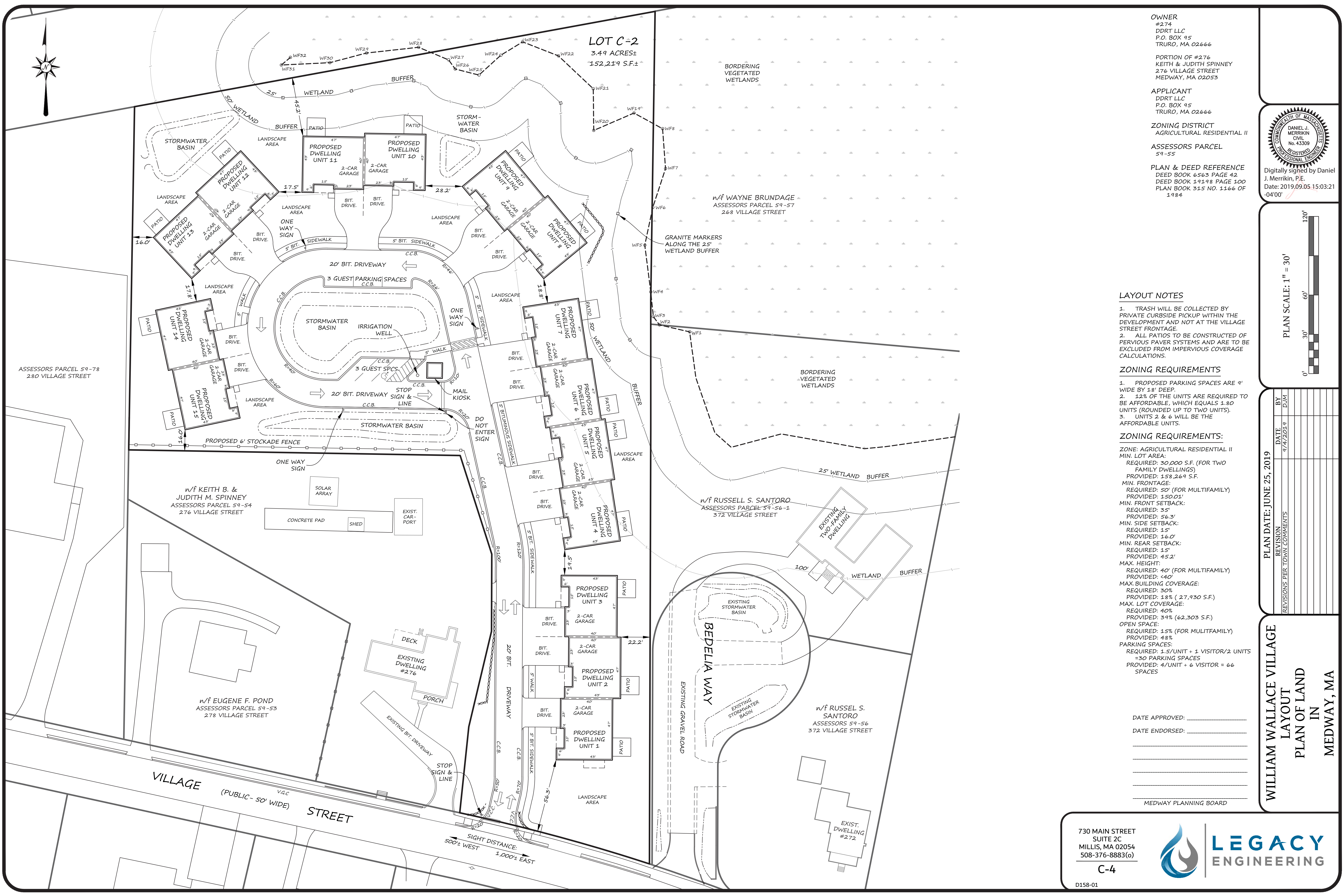
DATE	BY
2/1/2012	DM

REVISION

WILLIAM WALLACE VILLAGE
COVER SHEET
PLAN OF LAND
IN
MEDWAY, MA



LEGACY
ENGINEERING



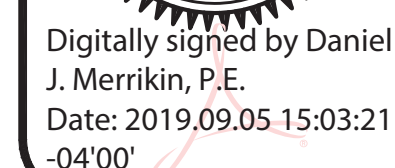
PORTION OF #276
KEITH & JUDITH SPINNEY
276 VILLAGE STREET
MEDWAY, MA 02053

APPLICANT
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

ZONING DISTRICT
AGRICULTURAL RESIDENTIAL II

ASSESSORS PARCEL
59-55

PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
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1984



1. TRASH WILL BE COLLECTED BY PRIVATE CURBSIDE PICKUP WITHIN THE DEVELOPMENT AND NOT AT THE VILLAGE STREET FRONTAGE.
2. ALL PATIOS TO BE CONSTRUCTED OF PERVIOUS PAVEMENT SYSTEMS AND ARE TO BE EXCLUDED FROM IMPERVIOUS COVERAGE CALCULATIONS.

1. PROPOSED PARKING SPACES ARE 9' WIDE BY 18' DEEP.
2. 12% OF THE UNITS ARE REQUIRED TO BE AFFORDABLE, WHICH EQUALS 1.80 UNITS (ROUNDED UP TO TWO UNITS).
3. UNITS 2 & 6 WILL BE THE AFFORDABLE UNITS.

ZONE: AGRICULTURAL RESIDENTIAL II

MIN. LOT: REQUIRED: 30,000 S.F. (FOR TWO FAMILY DWELLINGS)
PROVIDED: 158,269 S.F.
MIN. FRONTAGE: REQUIRED: 50' (FOR MULTIFAMILY)
PROVIDED: 150.01'
MIN. FRONT SETBACK: REQUIRED: 35'
PROVIDED: 56.3'
MIN. SIDE SETBACK: REQUIRED: 15'
PROVIDED: 16.0'
MIN. REAR SETBACK: REQUIRED: 15'
PROVIDED: 45.2'
MAX. HEIGHT: REQUIRED: 40' (FOR MULTIFAMILY)
PROVIDED: 40'
MAX. BUILDING COVERAGE: REQUIRED: 30%
PROVIDED: 18% (27,930 S.F.)
MAX. LOT COVERAGE: REQUIRED: 40%
PROVIDED: 39% (62,303 S.F.)
OPEN SPACE: REQUIRED: 15% (FOR MULTIFAMILY)
PROVIDED: 48%
PARKING SPACES: REQUIRED: 1.5/UNIT + 1 VISITOR/2 UNITS
= 30 PARKING SPACES
PROVIDED: 4/UNIT + 6 VISITOR = 66 SPACES

DATE ENDORSED: _____

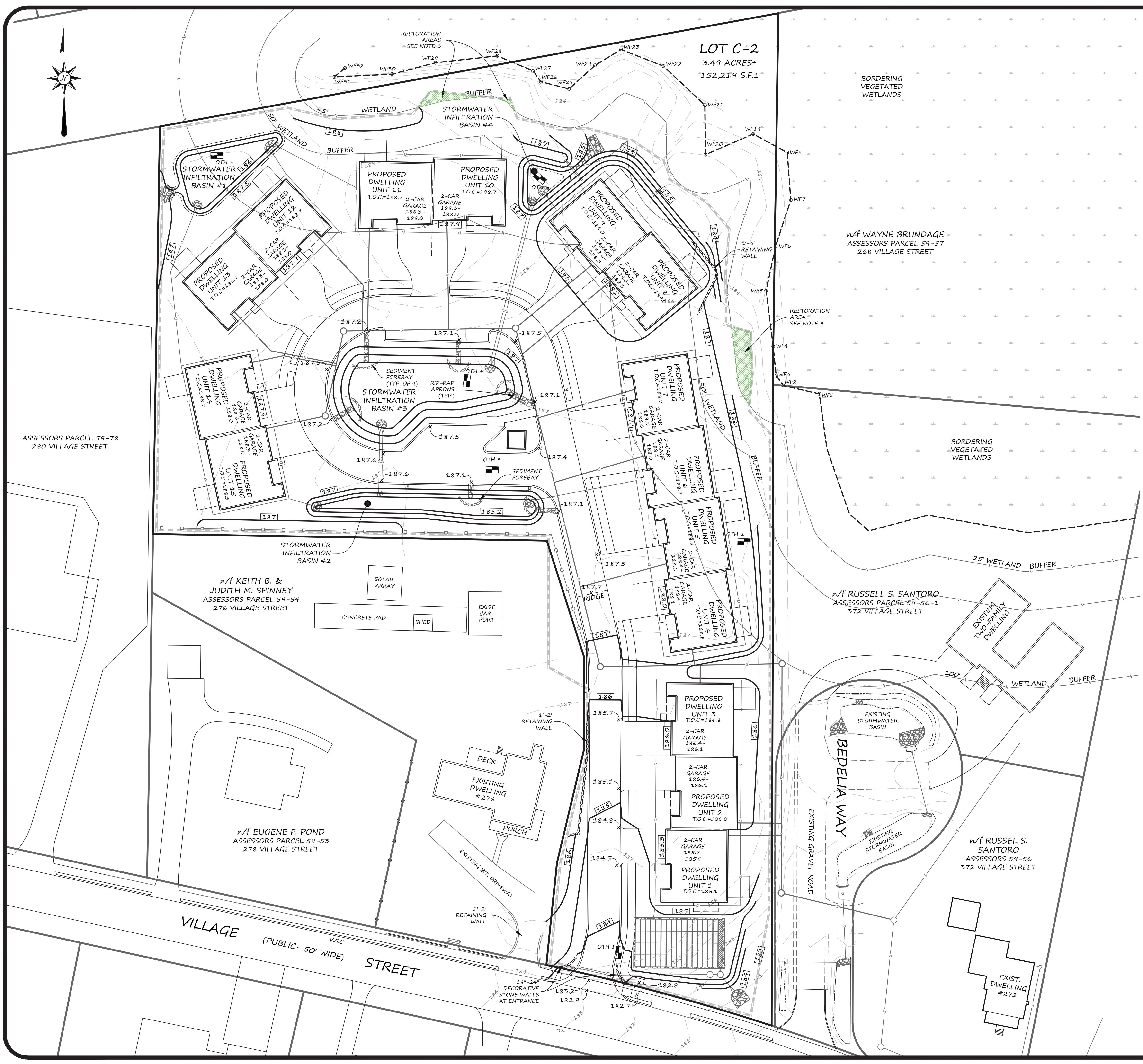
MEDWAY PLANNING BOARD

D158-01



LEGACY
ENGINEERING

WILLIAM WALLACE VILLAGE
LAYOUT
PLAN OF LAND
IN
MEDWAY, MA



OWNER
#274
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

PORTION OF #276
KEITH & JUDITH SPINNEY
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MEDWAY, MA 02053

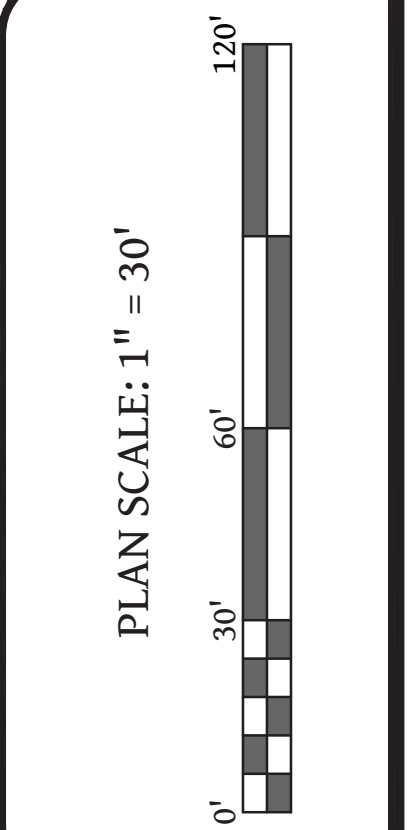
APPLICANT
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

ZONING DISTRICT
AGRICULTURAL RESIDENTIAL II

ASSESSORS PARCEL
59-55

PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
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1984

- GRADING NOTES**
1. EXPECTED SOIL IMPORT: ~900 C.Y.
 2. EXPECTED SOIL EXPORT: ~350 C.Y.
 - 2.1. MOSTLY CONCRETE & PAVEMENT DEBRIS
 3. LOAM AND SEED BUFFER ZONE RESTORATION AREAS WITH AN UPLAND EROSION CONTROL MIX. PLANT A TOTAL OF 10 SHRUBS (MIN 18" TALL AT INSTALLATION) IN RESTORATION AREAS. (SPECIES TO BE APPROVED BY CONSERVATION AGENT).



REVISIONS PER TOWN COMMENTS	DATE	BY
	7/4/2019	DJM

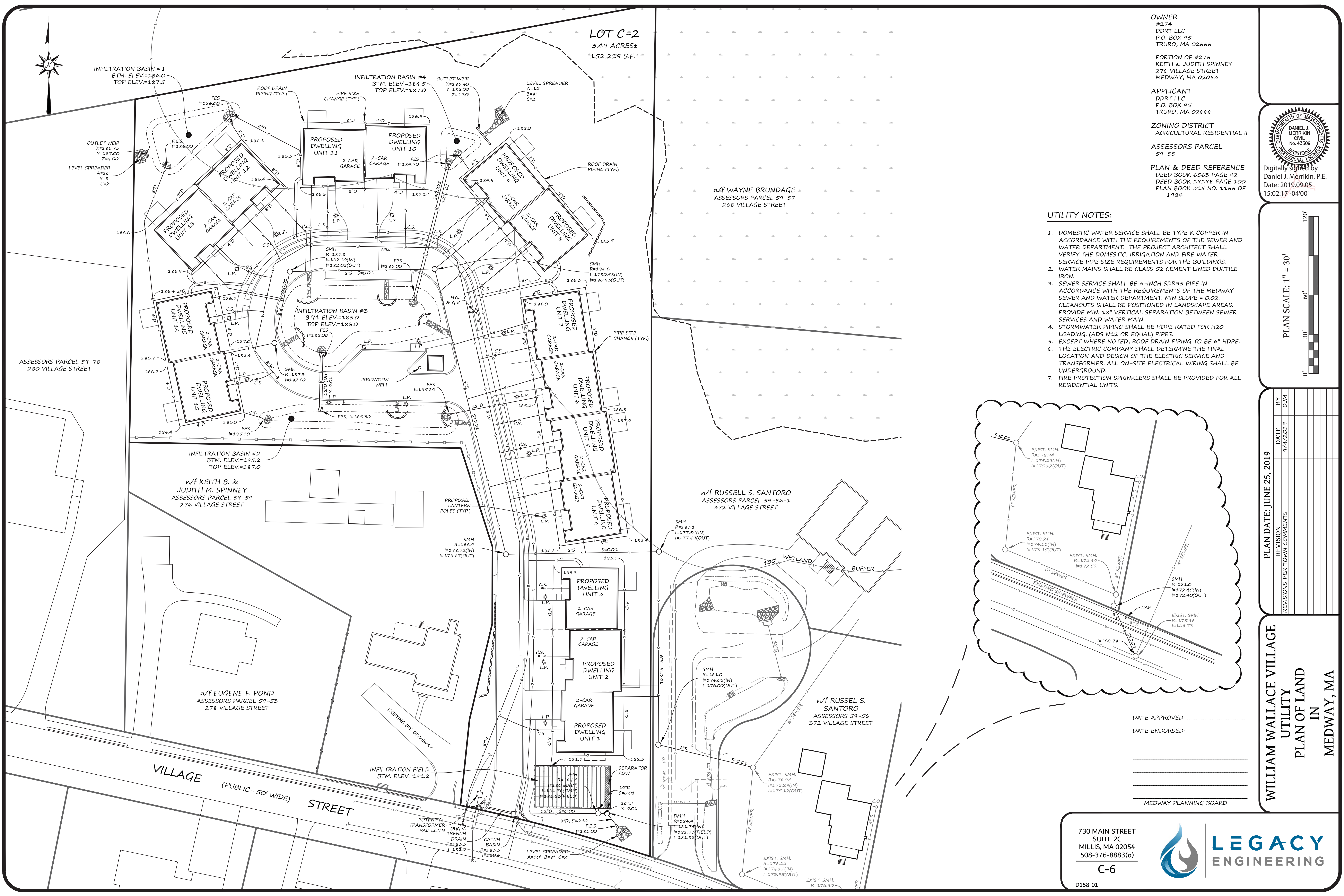
PLAN DATE: JUNE 25, 2019

WILLIAM WALLACE VILLAGE
GRADING & UTILITIES
PLAN OF LAND
IN
MEDWAY, MA

DATE APPROVED: _____

DATE ENDORSED: _____

MEDWAY PLANNING BOARD



OWNER
#274
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

PORTION OF #276
KEITH & JUDITH SPINNEY
276 VILLAGE STREET
MEDWAY, MA 02053

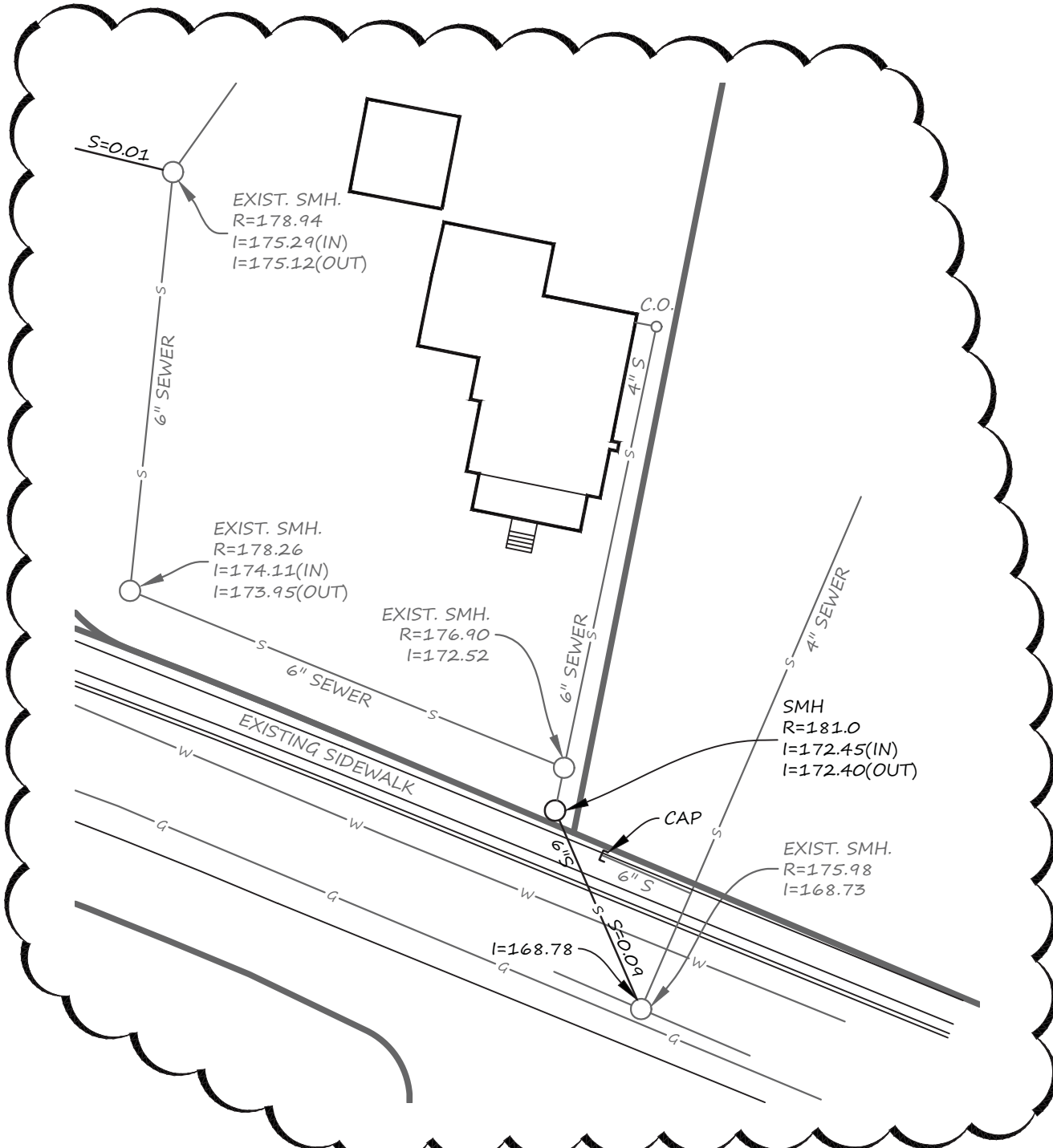
APPLICANT
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ZONING DISTRICT
AGRICULTURAL RESIDENTIAL II

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- UTILITY NOTES:
- DOMESTIC WATER SERVICE SHALL BE TYPE K COPPER IN ACCORDANCE WITH THE REQUIREMENTS OF THE SEWER AND WATER DEPARTMENT. THE PROJECT ARCHITECT SHALL VERIFY THE DOMESTIC, IRRIGATION AND FIRE WATER SERVICE PIPE SIZE REQUIREMENTS FOR THE BUILDINGS.
 - WATER MAINS SHALL BE CLASS 52 CEMENT LINED DUCTILE IRON.
 - SEWER SERVICE SHALL BE 6-INCH SDR35 PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MEDWAY SEWER AND WATER DEPARTMENT. MIN SLOPE = 0.02. CLEANOUTS SHALL BE POSITIONED IN LANDSCAPE AREAS. PROVIDE MIN. 1.8" VERTICAL SEPARATION BETWEEN SEWER SERVICES AND WATER MAIN.
 - STORMWATER PIPING SHALL BE HDPE RATED FOR H2O LOADING. (ADS N12 OR EQUAL) PIPES.
 - EXCEPT WHERE NOTED, ROOF DRAIN PIPING TO BE 6" HDPE.
 - THE ELECTRIC COMPANY SHALL DETERMINE THE FINAL LOCATION AND DESIGN OF THE ELECTRIC SERVICE AND TRANSFORMER. ALL ON-SITE ELECTRICAL WIRING SHALL BE UNDERGROUND.
 - FIRE PROTECTION SPRINKLERS SHALL BE PROVIDED FOR ALL RESIDENTIAL UNITS.



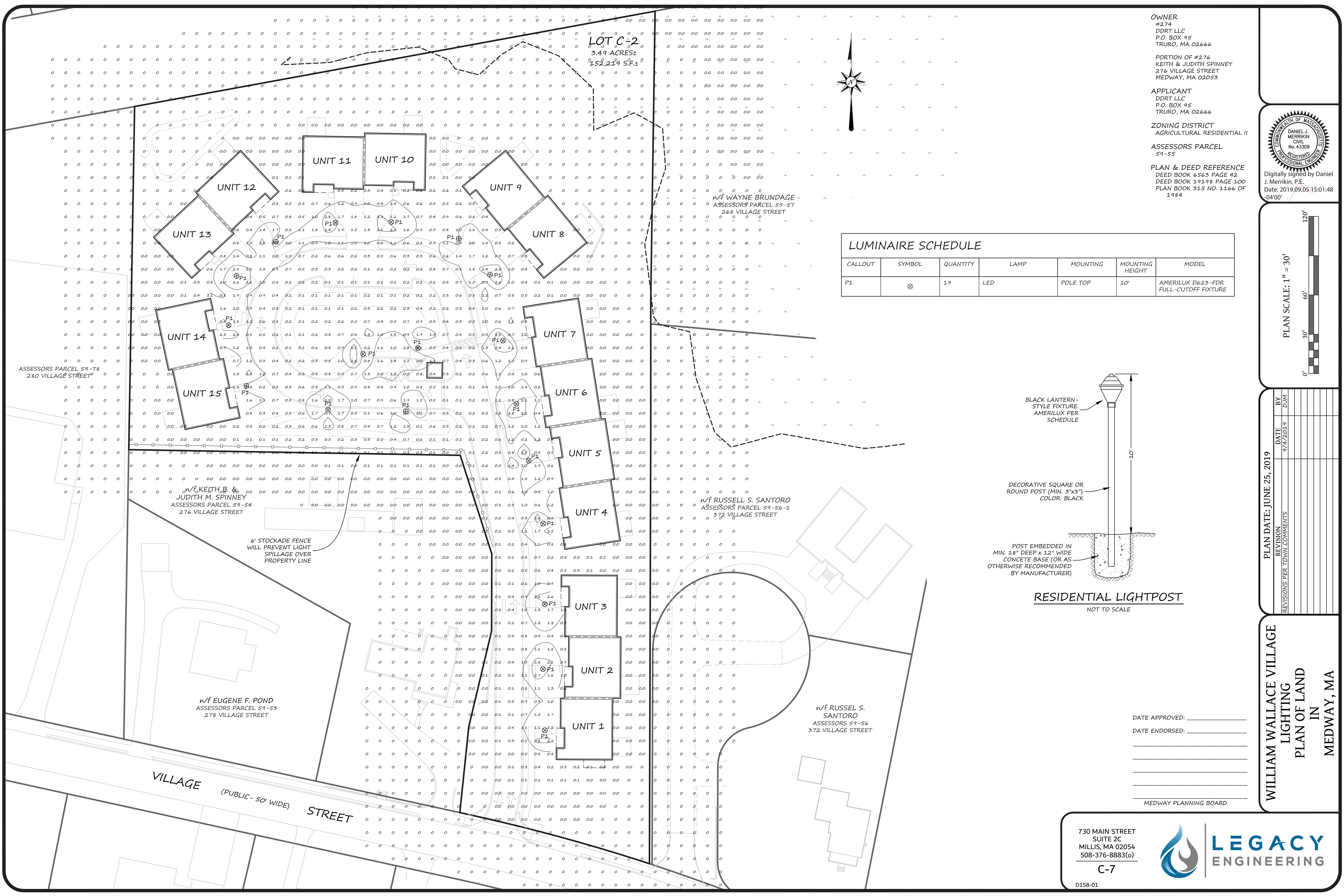
DATE APPROVED: _____
DATE ENDORSED: _____

MEDWAY PLANNING BOARD

PLAN DATE: JUNE 25, 2019

REVISION	DATE	BY
1	7/4/2019	DJM
REVISIONS PER TOWN COMMENTS		

WILLIAM WALLACE VILLAGE
UTILITY
PLAN OF LAND
IN
MEDWAY, MA



OWNER
#274
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

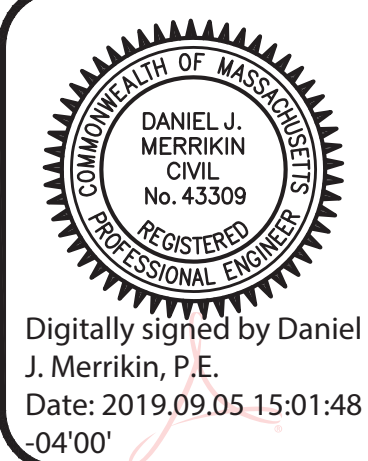
PORTION OF #276
KEITH & JUDITH SPINNEY
276 VILLAGE STREET
MEDWAY, MA 02053

APPLICANT
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

ZONING DISTRICT
AGRICULTURAL RESIDENTIAL II

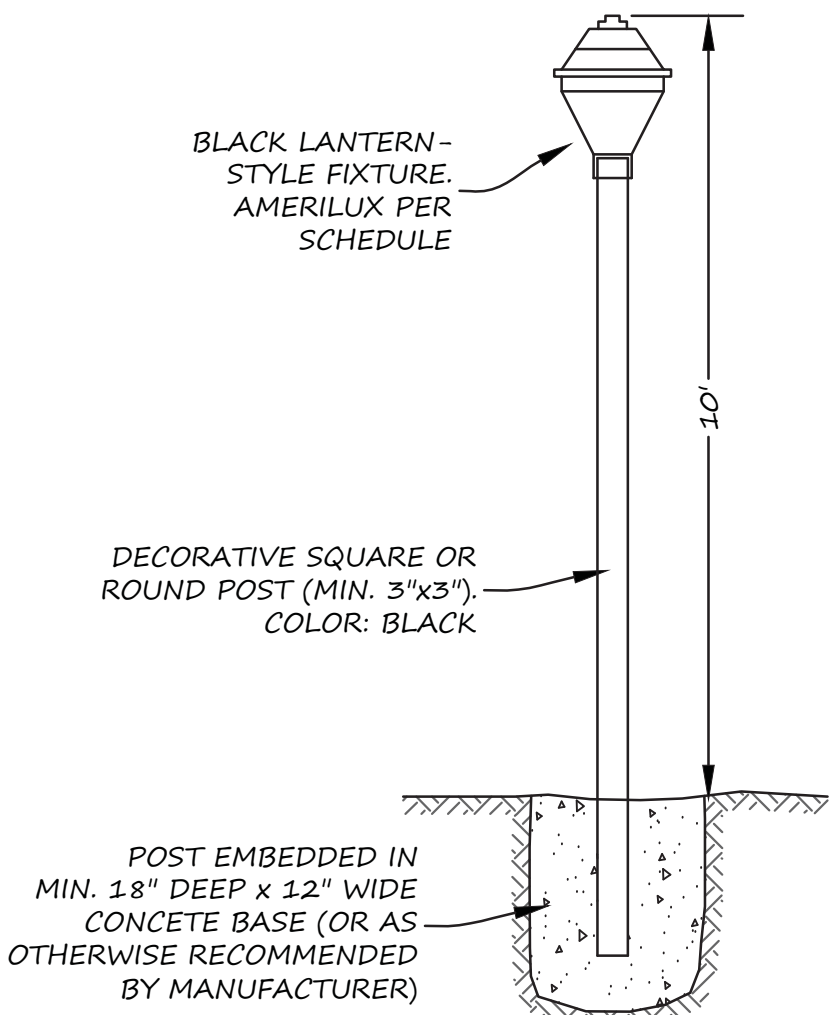
ASSESSORS PARCEL
59-55

PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
DEED BOOK 19198 PAGE 100
PLAN BOOK 315 NO. 1166 OF
1984



Digitally signed by Daniel J. Merrikin, P.E.
Date: 2019.09.05 15:01:48 -0400

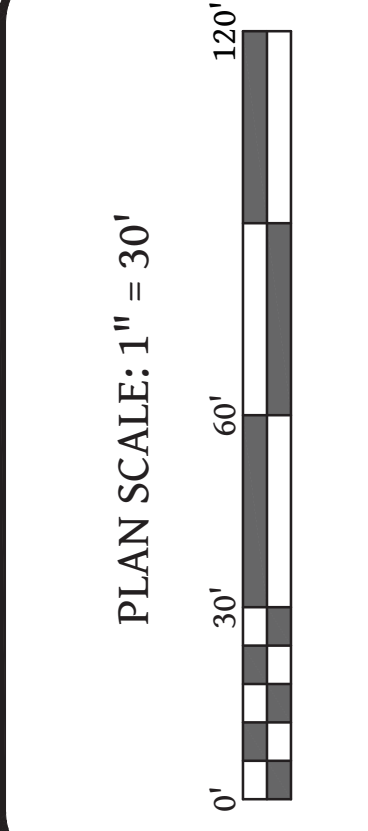
LUMINAIRE SCHEDULE						
CALLOUT	SYMBOL	QUANTITY	LAMP	MOUNTING	MOUNTING HEIGHT	MODEL
P1	⊗	19	LED	POLE TOP	10'	AMERILUX D623-FDR FULL-CUTOFF FIXTURE



RESIDENTIAL LIGHTPOST
NOT TO SCALE

DATE APPROVED: _____
DATE ENDORSED: _____

MEDWAY PLANNING BOARD



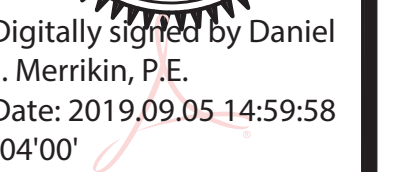
REVISIONS PER TOWN COMMENTS	DATE	BY
	9/4/2019	DJM

WILLIAM WALLACE VILLAGE
LIGHTING
PLAN OF LAND
IN
MEDWAY, MA

730 MAIN STREET
SUITE 2C
MILLIS, MA 02054
508-376-8883(o)
C-7



PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
DEED BOOK 19198 PAGE 100
PLAN BOOK 315 NO. 1166 OF
1984



1. SNOW SHALL BE PLOWED INTO WINDROWS ALONG PAVEMENT WHERE POSSIBLE AND STOCKPILED IN DESIGNATED SNOW STORAGE AREAS.
2. NO SNOW STORAGE ALLOWED WITHIN THE 100' BUFFER ZONE.
3. SNOW SHALL NOT BE PILED AT THE ENTRANCE CORNERS IN SUCH A MANNER THAT IT WILL OBSTRUCT SIGHT DISTANCE
4. ICE CONTROL SHALL BE BY SAND, SODIUM CHLORIDE OR CALCIUM CHLORIDE.
5. THE TOTAL AREA REQUIRING SNOW REMOVAL IS APPROXIMATELY 17,350 S.F. THE SNOW STORAGE AREAS TOTAL APPROXIMATELY 9,580 S.F.

PLAN SCALE: 1" = 30'

A horizontal graphic scale bar with alternating black and white segments. The segments are labeled 0', 30', 60', and 120' at the top. The 0' to 30' segment is divided into three 10' sub-segments, the 30' to 60' segment into two 15' sub-segments, and the 60' to 120' segment into two 30' sub-segments.

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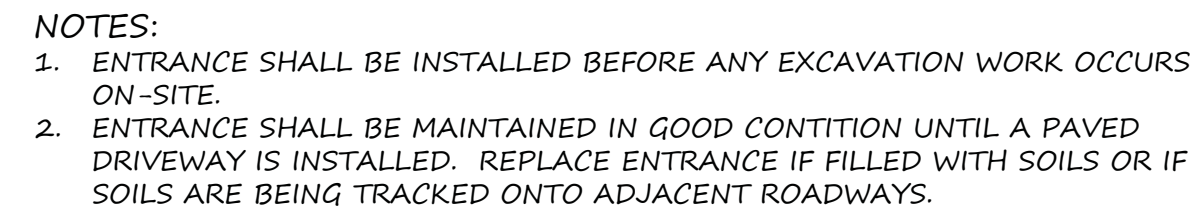
WILLIAM WALLACE VILLAGE
SNOW STORAGE
PLAN OF LAND
IN
MEDWAY, MA

MEDWAY PLANNING BOARD

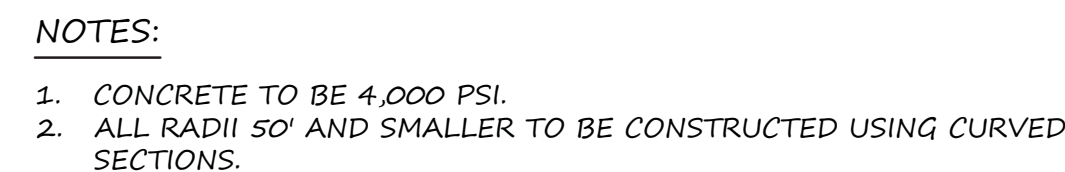
D158-01



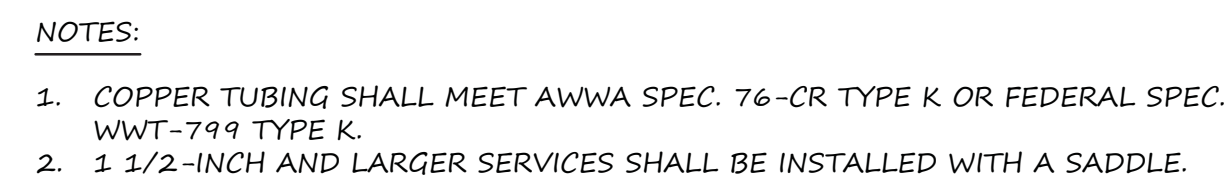
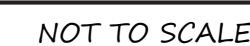
LEGACY
ENGINEERING



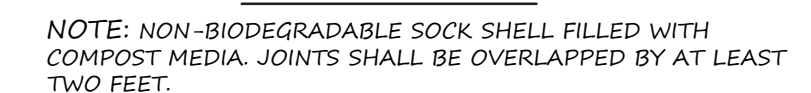
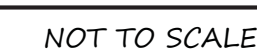
NOT TO SCALE



(NO SCALE)



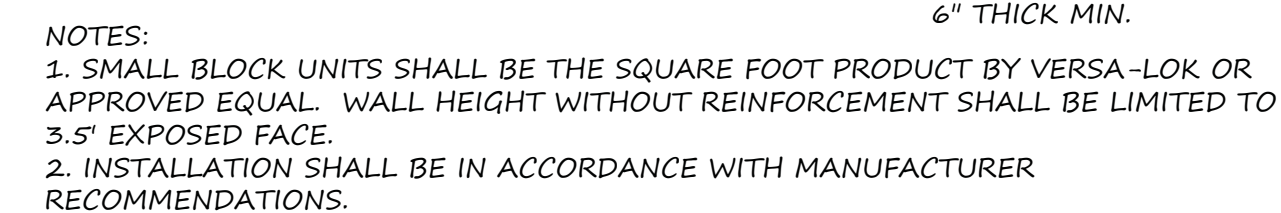
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NOT TO SCALE



NOT TO SCALE



NOT TO SCALE

PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
DEED BOOK 19198 PAGE 100
PLAN BOOK 315 NO. 1166 OF
1984



PLAN SCALE: NOT TO SCALE

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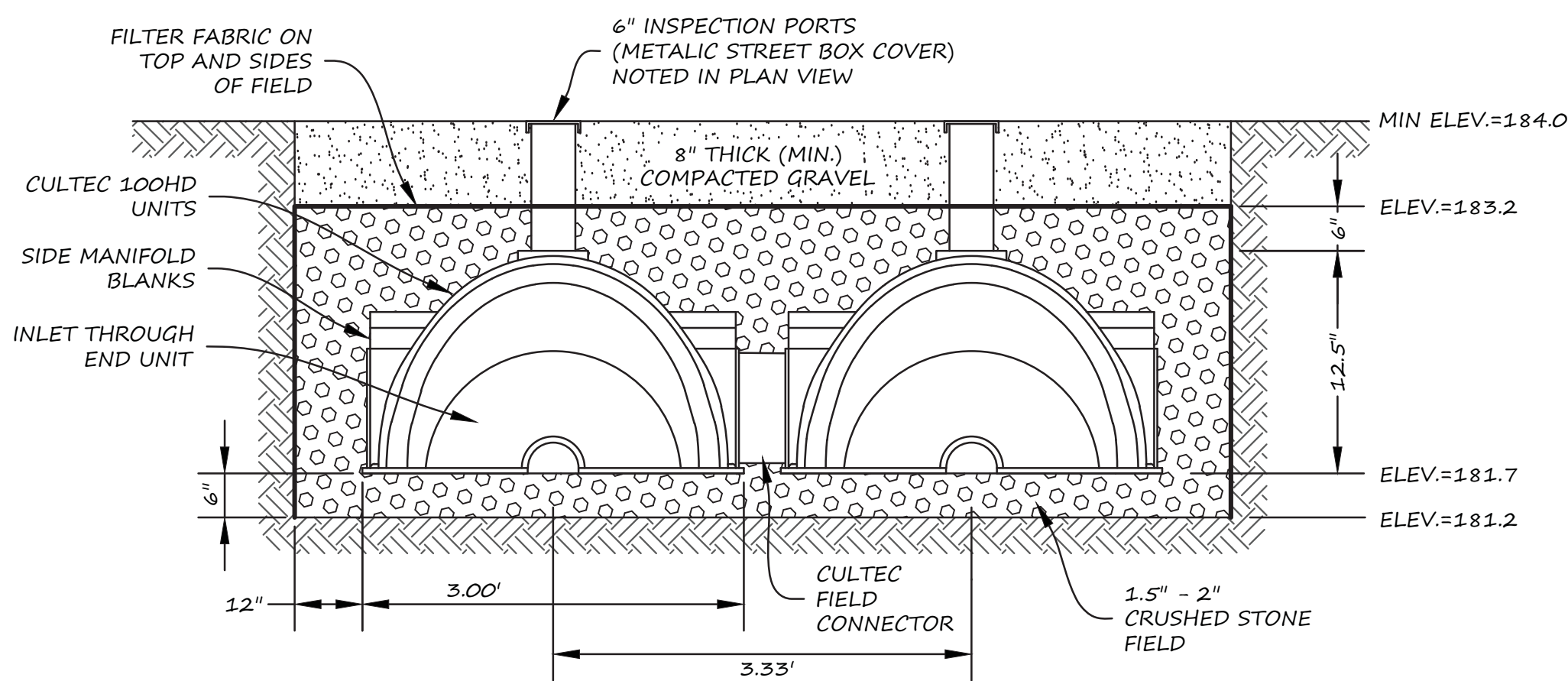
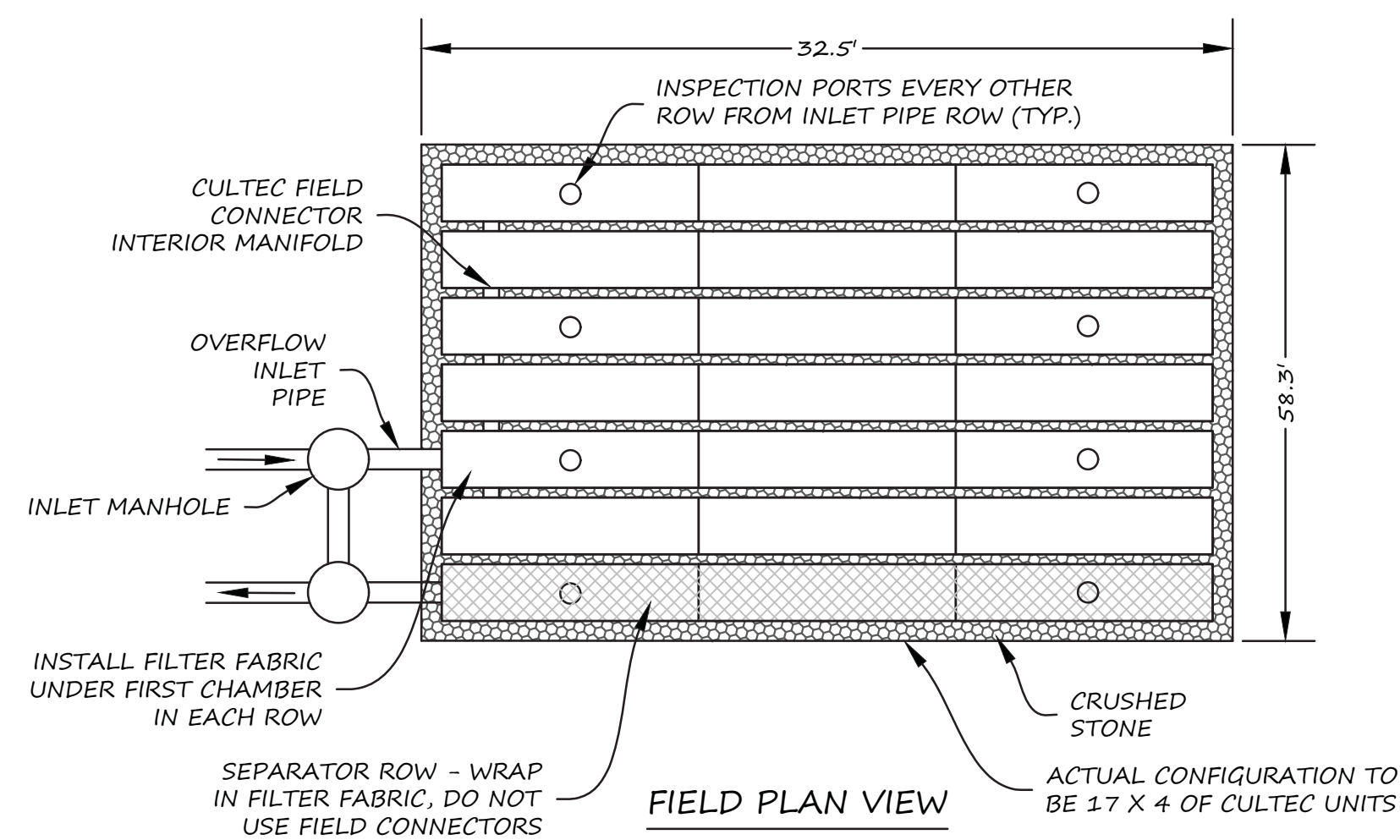
WILLIAM WALLACE VILLAGE
DETAIL
PLAN OF LAND
IN
MEDWAY, MA

MEDWAY PLANNING BOARD

D158-01

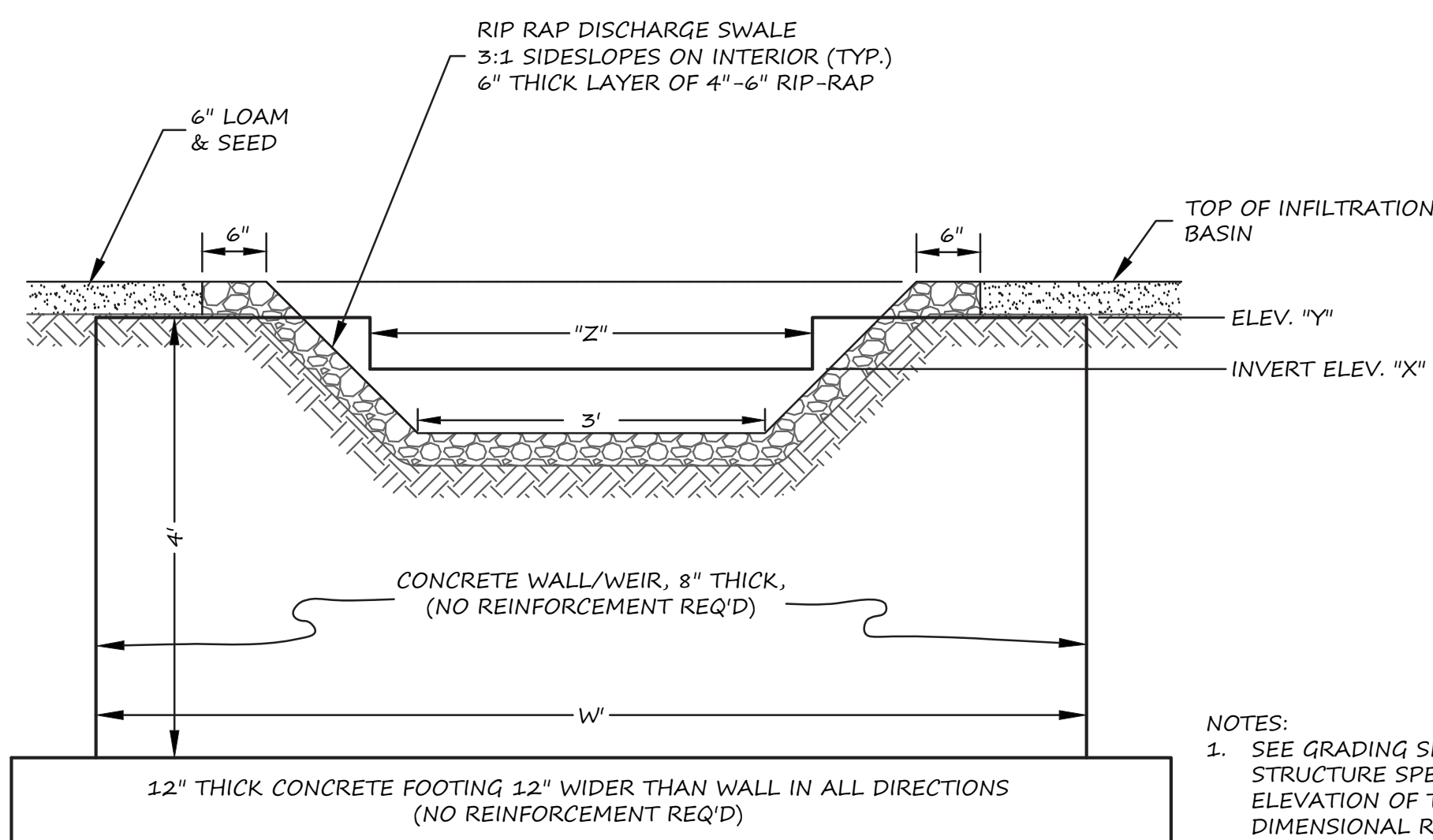


LEGACY
ENGINEERING



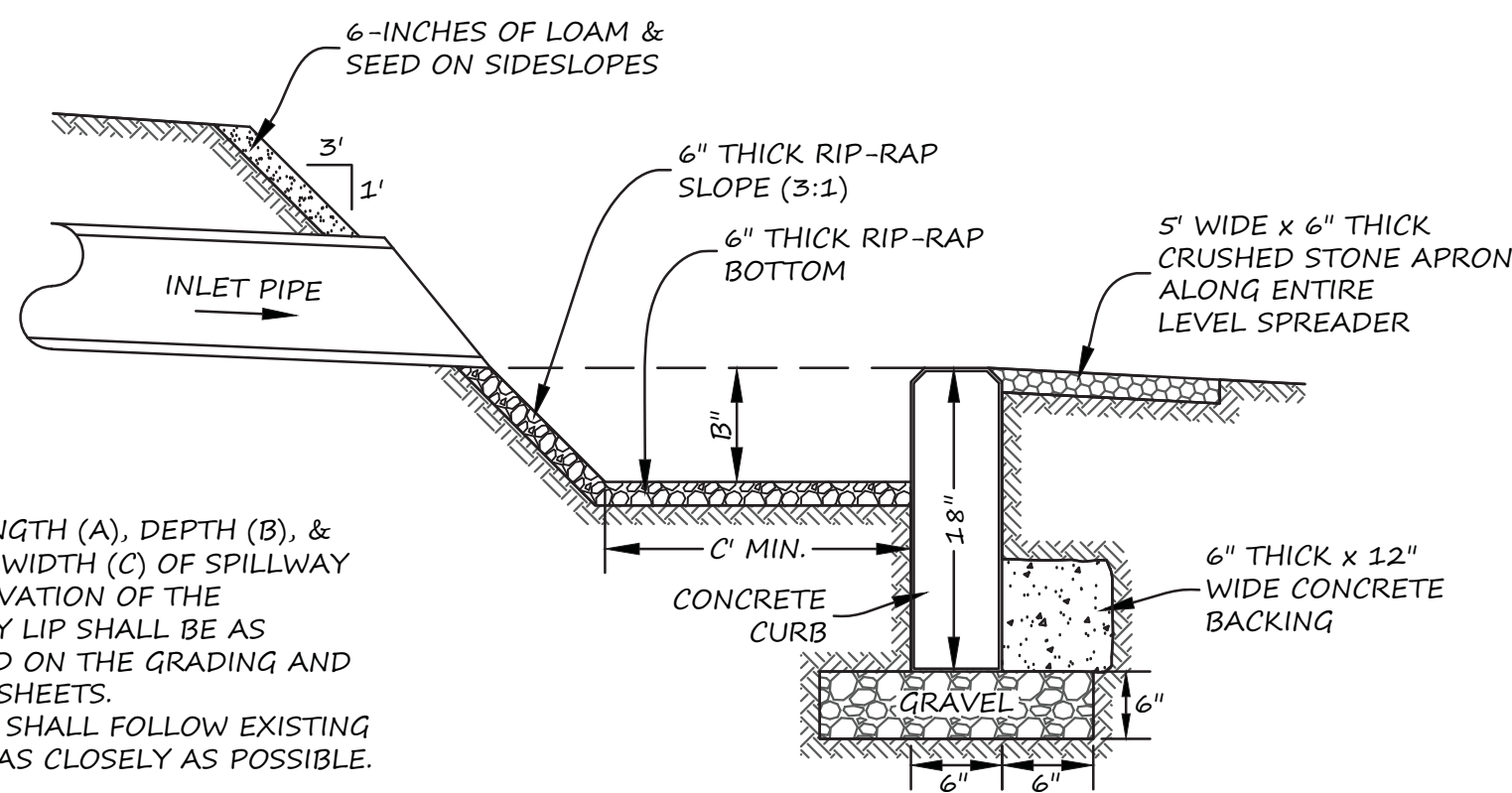
- NOTES:
1. INFILTRATION TRENCH UNITS TO BE RECHARGER 100XLHD AS MANUFACTURED BY CULTEC, INC., 878 FEDERAL ROAD, BROOKFIELD, CT 06804, OR APPROVED EQUAL. APPROVED EQUALS MUST CONTAIN AT LEAST THE SAME TOTAL SYSTEM STORAGE VOLUME AND BOTTOM AREA.
 2. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS.
 3. TWO-TRENCH SYSTEM CROSS-SECTION SHOWN. MULTIPLE TRENCHES WOULD USE THE SAME EXTERIOR STONE THICKNESS AND INTERIOR CHAMBER SEPARATION VALUES.
 4. INFILTRATION TRENCH UNITS SHALL BE ABLE TO WITHSTAND H-20 LOADINGS.
 5. REMOVE ALL TOPSOIL AND SUBSOIL BELOW SYSTEM AND REPLACE WITH GRAVEL MEETING ENGINEER'S APPROVAL AS NEEDED.

INFILTRATION FIELD DETAIL
NOT TO SCALE

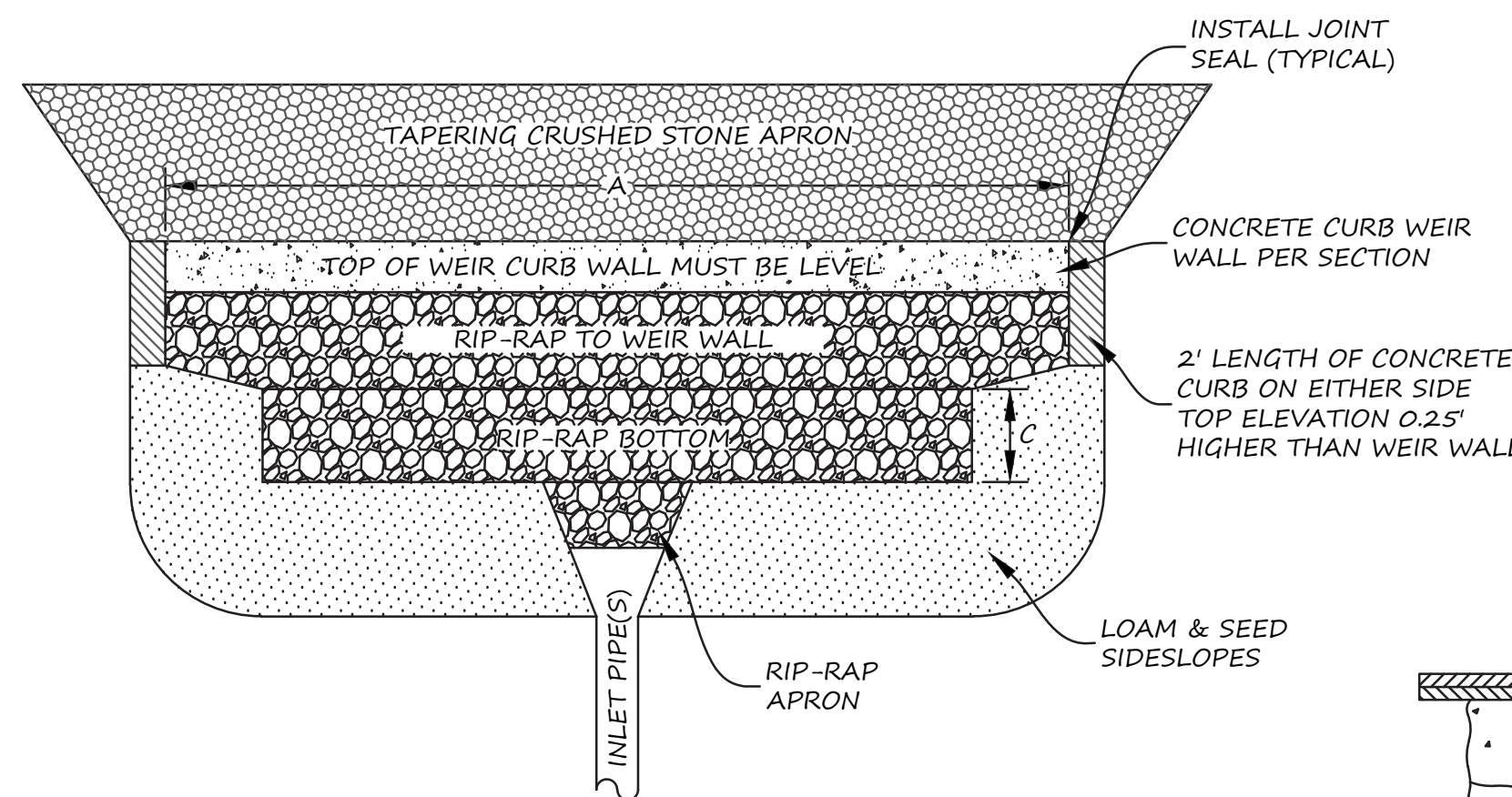


BASIN OUTLET WEIR AND RIP-RAP SWALE DETAIL

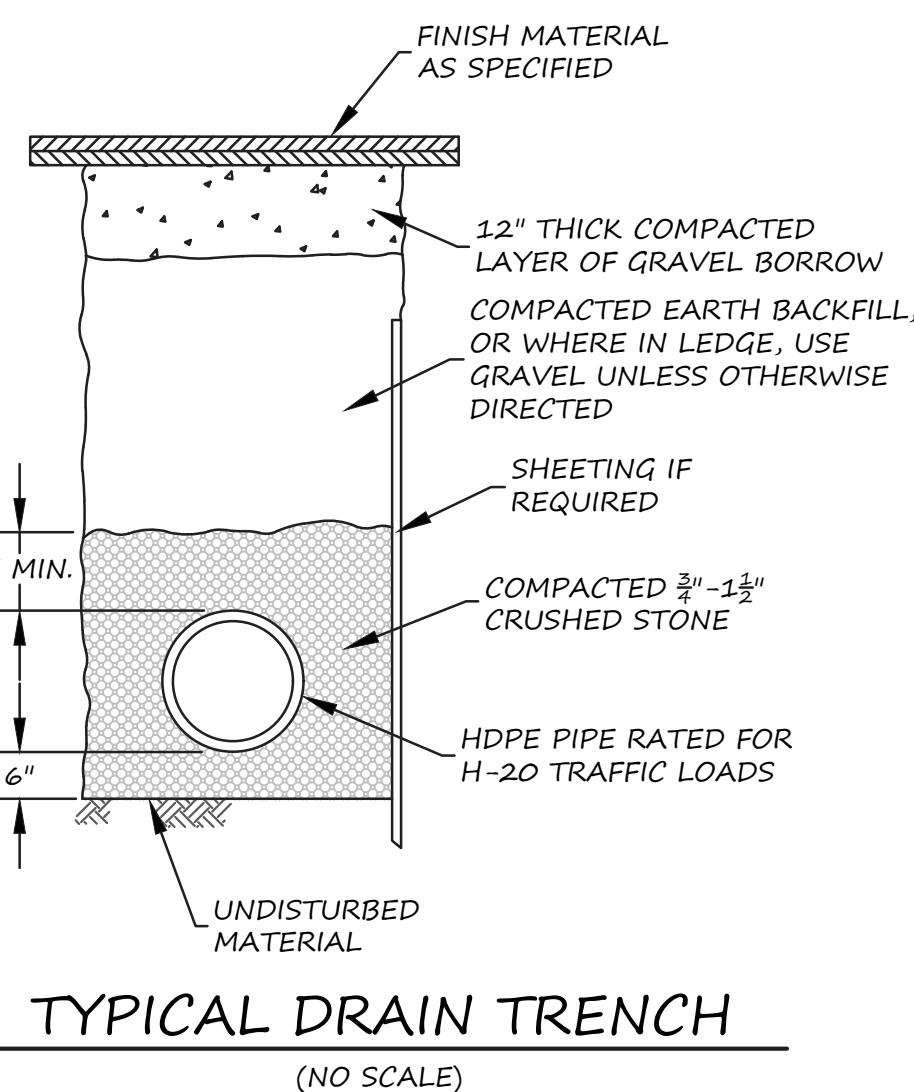
- NOTES:
1. WEIR LENGTH (A), DEPTH (B), & BOTTOM WIDTH (C) OF SPILLWAY AND ELEVATION OF THE SPILLWAY LIP SHALL BE AS SPECIFIED ON THE GRADING AND PROFILE SHEETS.
 2. WEIR LIP SHALL FOLLOW EXISTING GRADES AS CLOSELY AS POSSIBLE.



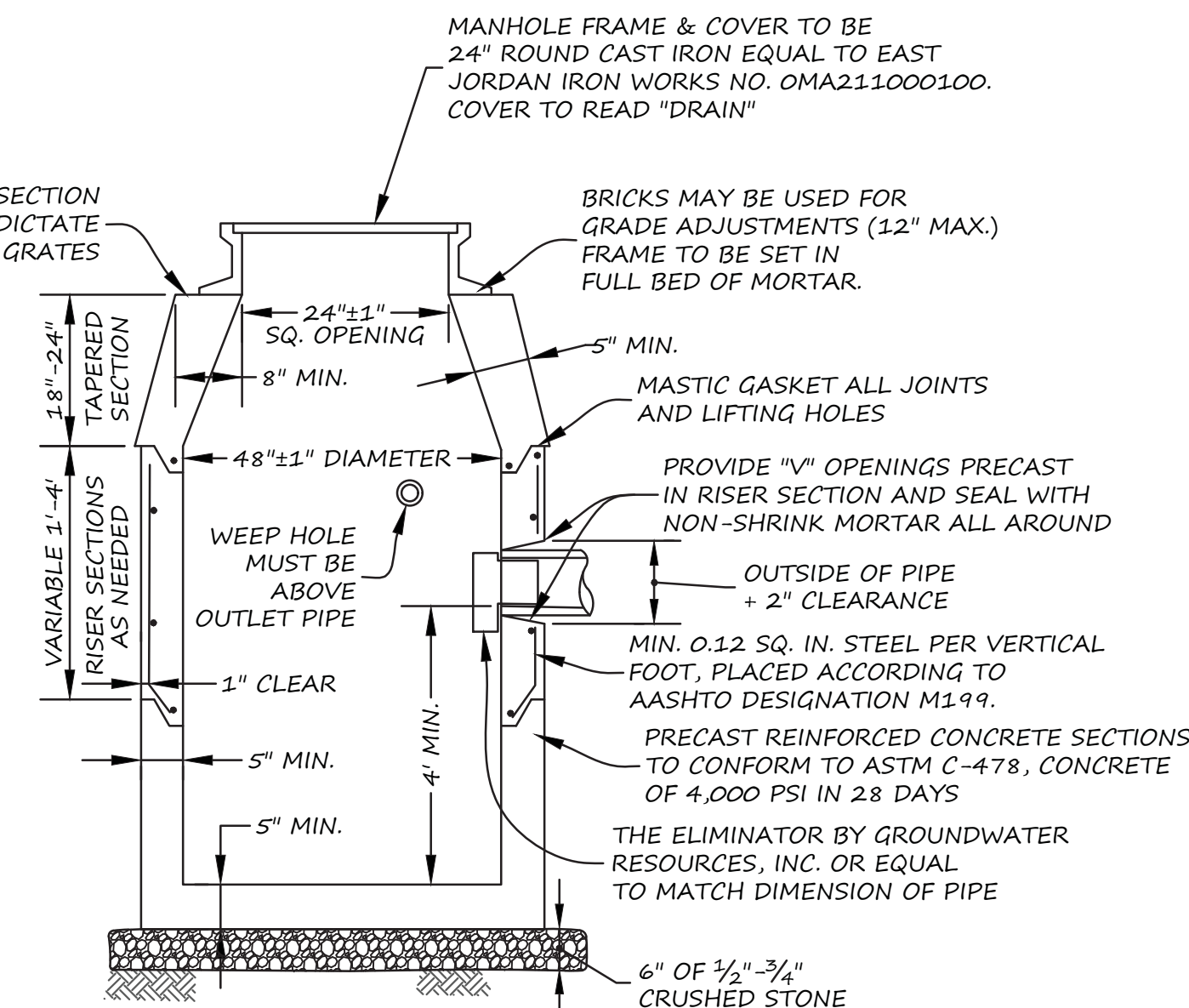
TYPICAL SECTIONAL VIEW



PLAN VIEW
LEVEL SPREADER DETAIL
NOT TO SCALE

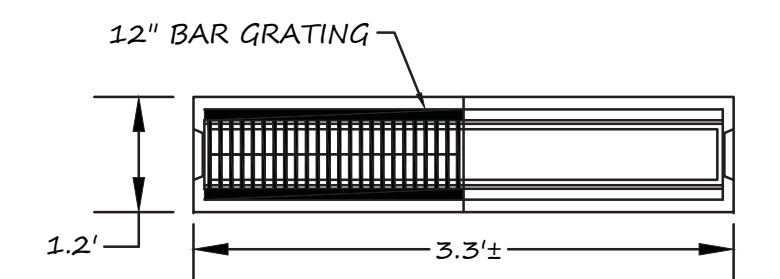


TYPICAL DRAIN TRENCH
(NO SCALE)

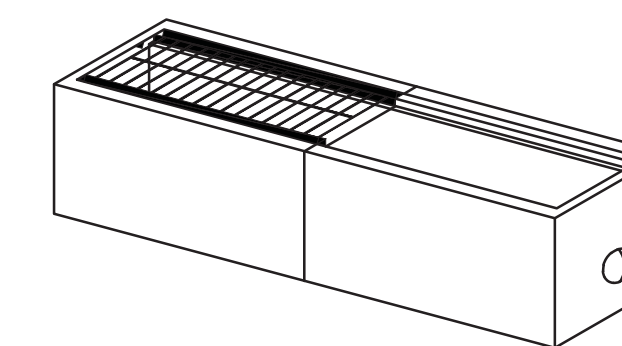


- NOTES:
1. MANHOLE DIAMETER SHALL BE INCREASED IF NUMBER, SIZE, AND CONFIGURATION OF INLET/OUTLET PIPING NECESSITATES A LARGER MANHOLE DIAMETER.
 2. SUBSTITUTE FRAME AND COVERS SHALL BE MADE IN USA AND SHALL BE APPROVED BY THE ENGINEERING DEPARTMENT OR PLANNING BOARD PRIOR TO CONSTRUCTION.

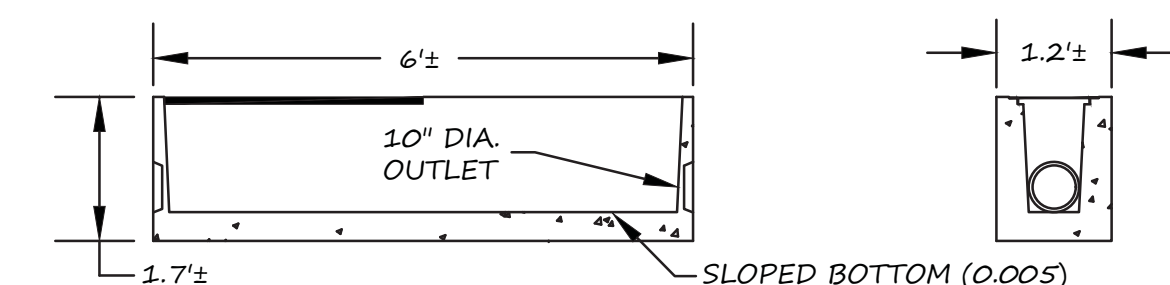
PRECAST CONCRETE DRAIN MANHOLE
NOT TO SCALE



PLAN VIEW



ISOMETRIC VIEW

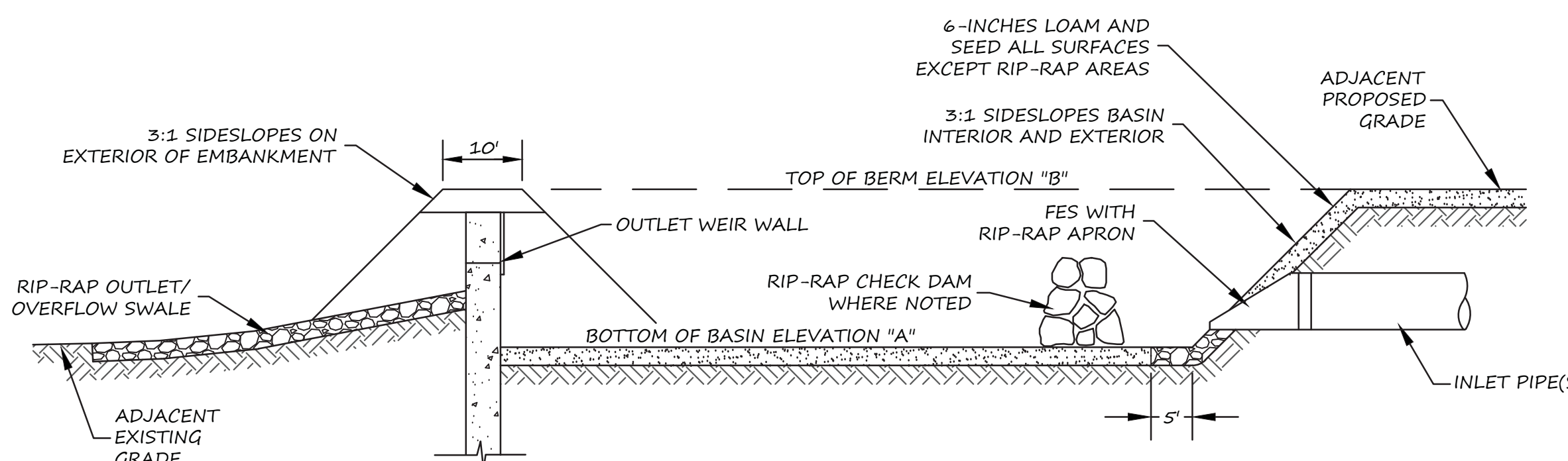


SIDE-SECTION VIEW

END SECTION VIEW

- NOTES:
1. CONCRETE SHALL BE 4,000 PSI AFTER 28 DAYS.
 2. SHALL CONFORM TO H-20 LOADINGS.
 3. SHALL BE POWER DRAIN S300K BY ACO DRAIN OR EQUAL.

TRENCH DRAIN DETAIL
NOT TO SCALE



TYPICAL BASIN CROSS-SECTION

SCHEDULE OF DIMENSIONS AND ELEVATIONS

	BASIN #1	BASIN #2	BASIN #3	BASIN #4
BOTTOM OF BASIN ELEVATION "A"	186.0	185.2	185.0	184.5
TOP OF BERM ELEVATION "B"	187.0	187.0	186.0	187.0
EMERGENCY OVERFLOW ELEV.	N/A	N/A	N/A	186.0
EMERGENCY OVERFLOW WIDTH	N/A	N/A	N/A	6'

TYPICAL INFILTRATION BASIN CROSS-SECTION
NOT TO SCALE

OWNER
#274
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

PORTION OF #276
KEITH & JUDITH SPINNEY
276 VILLAGE STREET
MEDWAY, MA 02053

APPLICANT
DDRT LLC
P.O. BOX 95
TRURO, MA 02666

ZONING DISTRICT
AGRICULTURAL RESIDENTIAL II

ASSESSORS PARCEL
59-55

PLAN & DEED REFERENCE
DEED BOOK 6563 PAGE 42
DEED BOOK 19198 PAGE 100
PLAN BOOK 315 NO. 1166 OF 1984



Digitally signed by Daniel J. Merrikin, P.E.
Date: 2019.09.05 14:59:07 -0400

PLAN SCALE: NOT TO SCALE

PLAN DATE: JUNE 25, 2019

REVISION	DATE	BY
1	7/4/2019	DJM

WILLIAM WALLACE VILLAGE
DETAIL
PLAN OF LAND
IN
MEDWAY, MA

DATE APPROVED: _____
DATE ENDORSED: _____

MEDWAY PLANNING BOARD

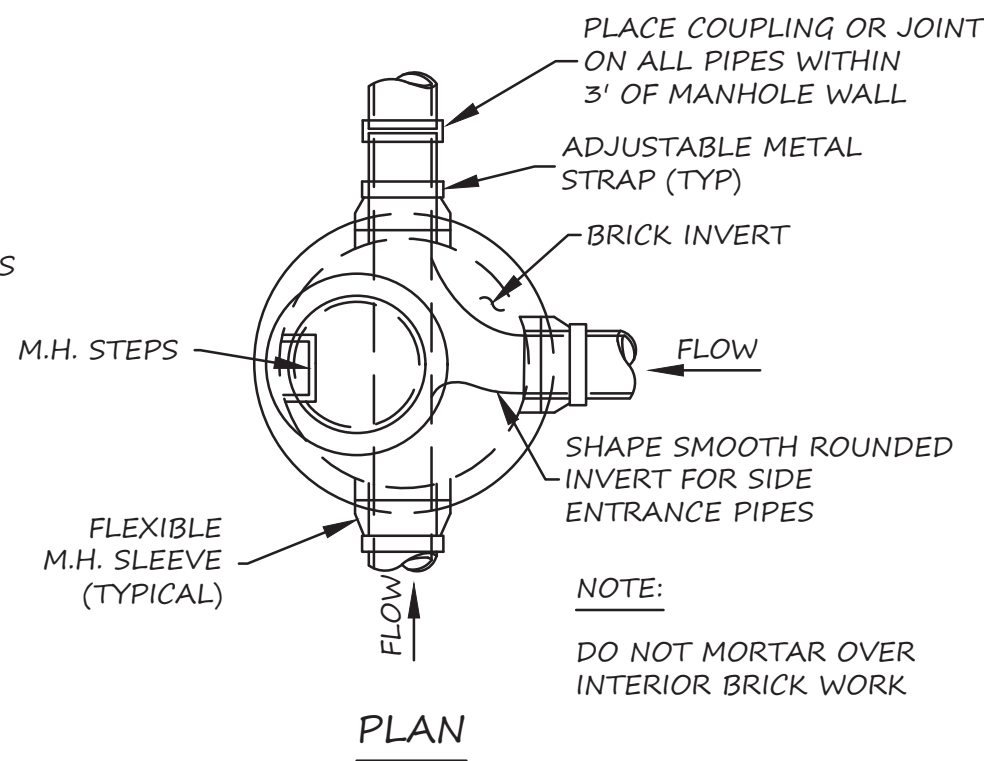
730 MAIN STREET
SUITE 2C
MILLIS, MA 02054
508-376-8883(o)

C-10

D158-01



LEGACY
ENGINEERING



NOT TO SCALE



NOT TO SCALE



- NOT TO SCALE



NOT TO SCALE

Digitally signed by Daniel J.
Merrikin, P.E.
Date: 2019.09.05 14:58:48
-04'00'

PLAN SCALE: NOT TO SCALE

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WILLIAM WALLACE VILLAGE
DETAIL
PLAN OF LAND
IN
MEDWAY, MA

MEDWAY PLANNING BOARD

D158-01



LEGACY
ENGINEERING



July 31, 2019
(revised September 15, 2019)

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

**Re: William Wallace Village
Multi-Family Special Permit Site Plan Review
274 and Portion of 276 Village Street
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned Project at the request of the Town of Medway Planning and Economic Development Board (PEDB). The proposed Project is located at 274 and 276 Village Street in Medway, MA. Proposed Project includes construction of seven two-family dwelling units with associated driveways, visitor parking, utilities and drain infrastructure.

TT is in receipt of the following materials:

- A plan (Plans) set titled "William Wallace Village, Medway, MA, Site Plan", dated June 25, 2019, prepared by Legacy Engineering, LLC (LEL).
- Architectural Plans showing front, back, and side elevations of proposed dwelling units.
- An Application for Approval of Special Permit, dated July 1, 2019, prepared by LEL.
- An Application for Major Site Plan Approval, dated July 1, 2019, prepared by LEL.
- An Application Package for Major Site Plan Review, dated July 1, 2019, prepared by LEL.

The Plans and accompanying materials were reviewed for conformance with Chapter 200 of the Town of Medway PEDB Rules and Regulations (Regulations) and good engineering practice. Review of the project for zoning, stormwater and wetland related issues was not completed as these reviews are conducted by separate consultants/town agencies.

TT 9/15/19 Update

The Applicant has supplied TT with a revised submission addressing comments provided in our previous letter including the following documents:

- A plan (Plans) set titled "William Wallace Village, Medway, MA, Site Plan", dated June 25, 2019, revised September 4, 2019, prepared by LEL.
- A Response to Comments letter dated September 5, 2019, prepared by LEL.

The revised Plans and supporting information were reviewed against our previous comment letter (July 31, 2019) and comments have been tracked accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

Site Plan Review

1. The applicant has not supplied a written Traffic Impact Assessment (TIA). However, the Applicant has provided a general traffic impact analysis and based on the information provided we do not

anticipate the need for a full TIA. A waiver has been requested from this Regulation by the Applicant. (Ch. 200 §204-3.A.7)

- **LEL 9/5/19 Response:** No response required.
 - TT 9/15/19 Update: No action necessary until PEDB decision on Waivers.
- 2. The applicant has not supplied a written Environmental Impact Assessment (EIA). However, based on the current developed condition of the site we do not anticipate the need for a full EIA. As stated in the submission, the Applicant is currently in the process of permitting the site with the Medway Conservation Commission where environmental impacts will be sufficiently reviewed. A waiver has been requested from this Regulation by the Applicant. (Ch. 200 §204-3.A.7)
 - **LEL 9/5/19 Response:** No response required.
 - TT 9/15/19 Update: No action necessary until PEDB decision on Waivers.
- 3. The Plans do not contain the Planning and Economic Development Board signature block. (Ch. 200 §204-4.F)
 - **LEL 9/5/19 Response:** A signature block has been added to the plans.
 - TT 9/15/19 Update: Signature block has been added to the Plans. However, the name of the “Planning Board” shall be changed to “Planning and Economic Development Board” in the block. This item should be changed prior to final plan endorsement and we recommend the PEDB Condition this item in the Decision for the Project.
- 4. List of requested waivers are not shown on the cover sheet. (Ch. 200 §204-5.A)
 - **LEL 9/5/19 Response:** A list of waivers has been added to the cover sheet.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
- 5. The applicant has not supplied an Existing Landscape Inventory. A waiver has been requested from this Regulation. (Ch. 200 §204-5.C.3)
 - **LEL 9/5/19 Response:** No response required.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
- 6. Existing trees with a diameter of one (1) foot or greater at four (4) feet above grade have not been identified on the Planting Plan. (Ch. 200 §204-5.D.7)
 - **LEL 9/5/19 Response:** A waiver is being sought from this requirement. There will not be any opportunity to save existing trees along the interior of the site given the scope of the proposed redevelopment.
 - TT 9/15/19 Update: No action necessary until PEDB decision on Waivers.
- 7. Color renderings of the project have not been provided in the submission. (Ch. 200 §204-5.D.9)
 - **LEL 9/5/19 Response:** A waiver request has been added for this item. Renderings of this nature are costly and a significant undertaking for a small development like this.
 - TT 9/15/19 Update: No action necessary until PEDB decision on Waivers.
- 8. A Lighting/Photometric Plan has not been provided in the submission. (Ch. 200 §204-5.D.13)
 - **LEL 9/5/19 Response:** A photometric plan has been completed and can be found on sheet C-7.

- TT 9/15/19 Update: Photometric plan has been added. However, light trespass is proposed along the 276 Village Street northern property line adjacent to proposed Unit 15. The Applicant should confirm if the model considers the installation of the proposed fence and whether that will affect the light levels along that property line.
- 9. The Applicant shall provide horizontal sight distances at the intersection of the project's proposed driveway and Village Street. (Ch. 200 §204-5.D.14)
 - *LEL 9/5/19 Response:* Sight distances have been added to sheet C-4.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
- 10. Location of fire alarm boxes and fire truck turning movements are not provided on the Plans. Confirmation of review of plan from Medway Fire Chief recommended. (Ch. 200 §204-5.D.16)
 - *LEL 9/5/19 Response:* The site plan has been reviewed by the Medway Fire Chief. The layout was found to be acceptable provided that sprinkler systems be added to the units. A firetruck turning plan has also been completed and is attached to this letter.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
- 11. Although the Applicant has proposed pavement arrows for traffic control, we anticipate additional signage may be required to ensure vehicles maintain proper movement throughout the site due to the inclusion of the proposed one-way. We recommend the Applicant propose "Do Not Enter" signage adjacent to the mail Kiosk location and one-way signage throughout the circle. Additionally, stop signage and pavement markings should be proposed adjacent to the mail Kiosk as well as the intersection of the site roadway with Village Street consistent with other private driveways in Town. (Ch. 200 §205-3.A.3)
 - *LEL 9/5/19 Response:* Signage has been added throughout the site as recommended.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
- 12. Proposed driveway is within 15' of a side property line which does not comply with the Regulations. A waiver has been requested from this Regulation. (Ch. 200 §205-3.B.2)
 - *LEL 9/5/19 Response:* No response required.
 - TT 9/15/19 Update: No action necessary until PEDB decision on Waivers.
- 13. The Applicant has not specified proposed electric connection from the site to the source located on the south side of Village Street. It must be noted that all connections are to be located underground and this requirement should be clearly noted on the plans. (Ch. 200 §205-5)
 - *LEL 9/5/19 Response:* Sheet C-6 depicts a general plan for electrical system layout, however, the electric company will determine the final location and design of the electric service at the time of construction. A connection to the nearest utility pole has been added and note 6 has been added to specify that all on-site electrical systems are to be underground.
 - TT 9/15/19 Update: We recommend the Applicant specifically call-out on the Plans that the entire electrical service is to be placed underground (transformers may be located above ground but at-grade in electrical boxes).
- 14. The applicant is proposing 9' x 18' standard parking stalls which do not comply with the Regulations. A waiver has been requested from this Regulation. (Ch. 200 §205-6.G.3.a)
 - *LEL 9/5/19 Response:* No response required.

- TT 9/15/19 Update: No action necessary until PEDB decision on Waivers.
- 15. The applicant has not provided existing tree inventory of the site and thus cannot determine if tree replacement is necessary or how many trees will be required to be replaced. (Ch. 200 §205-9.F)
 - *LEL 9/5/19 Response:* A formal landscaping plan has been submitted but is in the process of being revised to reflect the new layout. A general tree inventory performed by our office found that the approximate total diameter of existing trees over 10" is 620". Approximately 84" of these trees will be replaced with new deciduous trees, and an additional 21 evergreen trees not measured by caliper will also be planted on the site. It would not be economically practicable to replace all of the removed tree caliper-inches on or off the site. A waiver is therefore requested from this requirement.
 - TT 9/15/19 Update: No action necessary until Landscape Plan is submitted. We recommend the PEDB Condition this item in the Decision for the Project.

General Comments

- 16. The Applicant is proposing a driveway connection with #276 Village Street and the site access road. We do not support this connection as we anticipate vehicles exiting the proposed development may use both driveways to do so. Additionally, we anticipate the northern tip of the island created by the connection will be consistently damaged by snow plows and will provide for a nuisance to the residents of the development.
 - *LEL 9/5/19 Response:* The driveway connection has been removed.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
- 17. We recommend the Applicant confirm connection of the proposed site water main to the existing main in Village Street and whether the existing service to the site is to be removed. Three valves are required at every roadway intersection per Town of Medway Water Regulations Furthermore, we recommend looping the water main around the driveway circle area and back to the main site drive to maintain flow and water quality.
 - *LEL 9/5/19 Response:* Sheet C-6 has been revised to show a triple gate valve assembly. We do not believe that looping the water main on-site will provide any benefit to the project as water circulation around the circle is unlikely to be significant. The last water service lies at the end of the main and will ensure regular flow through the pipe to avoid stagnant water conditions. Note that the hydrant location has been revised at the request of the Fire Department and that a fire hydrant maintenance plan has been included in the revised O&M Plan.
 - TT 9/15/19 Update: We recommend the Applicant confirm with Medway Water Department if this is acceptable and provide written acceptance of their decision regarding this item. We anticipate looping of the water main will remain a requirement for the Project. Additionally, the applicant should call-out how the existing service will be decommissioned.
- 18. We recommend the Applicant coordinate with the Medway Water/Fire Department regarding proposed colors of hydrant.
 - *LEL 9/5/19 Response:* We have made an inquiry with the Fire Department but have not yet received a response.

- TT 9/15/19 Update: We recommend the PEDB Condition this item in the Decision for the Project.
19. The proposed sewer main alignment has many bends and is connected into a system that was meant to serve the houses on Bedelia Lane. We recommend the Applicant provide analysis of the existing system with the proposed connection and investigate an alternate alignment with less bends.
- *LEL 9/5/19 Response:* An analysis has been completed and is attached to this letter. While the short length of existing 4" piping is technically adequate for sewer flows from the proposed development, we have met with the Department of Public Works who agrees that it would be preferable to decouple the existing sewer line for Bedelia Way from the house service at 268 Village Street. Sheet C-6 has therefore been revised to propose a direct connection from the new Bedelia Way sewer to the existing street manhole. The Department of Public works has indicated that this approach is acceptable to them.
 - TT 9/15/19 Update: We recommend the Applicant provide written confirmation from Medway DPW regarding their review of the proposed sewer alignment.
20. Portions of the proposed sewer system have been designed with shallow slopes (0.6%) which may promote blockages in the system and limit active cleaning. Please provide analysis of the proposed system.
- *LEL 9/5/19 Response:* The sewer system has been revised to accommodate the new site layout. A minimum slope of 1% is provided for all mains.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
21. Proposed sidewalk ends at Unit 14 which may cause pedestrians using the sidewalk to enter the roadway to return to the main portion of the sidewalk along the main site drive. We recommend the Applicant consider looping the sidewalk around the entire circle area and provide a crossing to allow residents a complete loop of the development on designated sidewalk. Pedestrian access to the mail kiosk should also be investigated.
- *LEL 9/5/19 Response:* Extending the sidewalk would add too much impervious coverage to the site as well as constrain the size and design of the stormwater basin, which has been configured with shallow sideslopes to better integrate with the landscape. The traffic is expected to be very light and at very slow speeds. It is our view that the proposed sidewalk configuration is appropriate for the site. A sidewalk connection has been added to the mail kiosk and new accessible visitor parking space.
 - TT 9/15/19 Update: In our opinion this item has been addressed.
22. Snow removal areas do not appear to be sufficient. Additionally, the proposed areas conflict with landscaping and the proposed lantern lights which may be damaged. We recommend the applicant consider relocating the lantern lights away from the roadway to prevent damage.
- *LEL 9/5/19 Response:* The driveway area totals approximately 17,350 s.f., and the snow storage areas total approximately 9,600 s.f. It is not unreasonable to assume a snow storage area can store snow from twice its own area. The proposed landscaping in the snow areas consists of trees large enough to withstand snow being pushed around them. The light poles have been moved as requested.
 - TT 9/15/19 Update: In our opinion this item has been addressed.

23. The Applicant should provide details of proposed 6' stockade fence and emergency access driveway section. Additionally, a retaining wall detail has been included but does not appear to be proposed in the Plans.
- **LEL 9/5/19 Response:** A 6' stockade fence detail has been added. Based on discussions with the Fire Department and the implementation of sprinkler systems throughout the site, the emergency access driveway has been eliminated. Retaining walls have been added to the site and the details have been updated accordingly.
 - **TT 9/15/19 Update:** In our opinion this item has been addressed.
24. Please provide proposed location for irrigation well. Town water shall not be used to irrigate the site.
- **LEL 9/5/19 Response:** An irrigation well has been added to sheet C-6 (adjacent to the mail kiosk).
 - **TT 9/15/19 Update:** In our opinion this item has been addressed.
25. Locations of proposed trash receptacles have not been provided on the Plans.
- **LEL 9/5/19 Response:** Trash will be collected by private curbside pickup within the development. A note has been added to sheet C-4 accordingly.
 - **TT 9/15/19 Update:** In our opinion this item has been addressed.

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

Very truly yours,



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



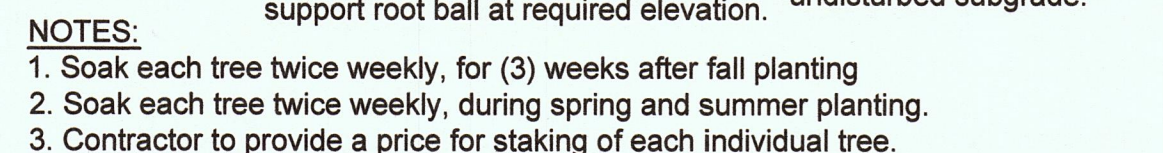
Bradley M. Picard, E.I.T.
Civil Engineer

P:\21583\143-21583-19012 (WILLIAM WALLACE VILLAGE)\DOCS\WILLIAM WALLACE-PEDBREV(2019-09-15).DOCX

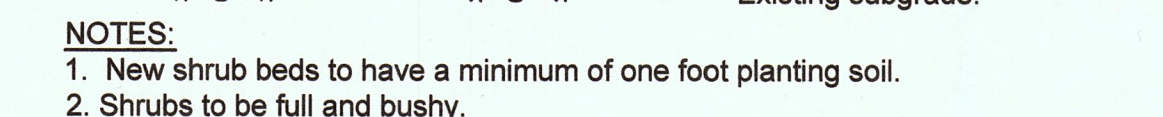
NOTES:

1. Flood saucer twice during the first 24-hours after planting.
2. Soak each tree twice weekly, for (3) weeks after fall planting.
3. Soak each tree twice weekly, during spring and summer planting.

Scale: 1/2" = 1' - 0"

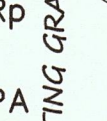


Scale: 1/2" = 1' - 0"



Scale: $\frac{3}{4}" = 1' - 0"$

NO PART OF THIS DOCUMENT MAY BE REPRODUCED, STORED IN A RETRIEVAL SYSTEM, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC, MECHANICAL, PHOTOCOPYING, RECORDING OR OTHERWISE, WITHOUT THE PRIOR WRITTEN PERMISSION OF COSMOS ASSOCIATES. ANY MODIFICATIONS TO THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF COSMOS ASSOCIATES SHALL RENDER IT INVALID AND UNUSABLE.



1. Trees and shrubs shall be uniform, full and bushy, and well branched specimen plants. All plants to be approved by the Landscape Architect.
2. Plants shall be balled and burlapped or container grown.
3. Plants to conform to the requirements established in 'American Standards For Nursery Stock', latest edition.
4. Plant beds to receive 3-inch minimum depth of shredded bark mulch. Contractor to submit bark samples for approval.
5. Plant materials shall be guaranteed for 1-year after installation.
6. Plant materials shall be field located and approved by Landscape Architect.
7. Planting beds at perennial locations to have a 6-inch min. depth of loam. Loam at trees, shrubs, & ornamental grass locations to be depth of root ball.
8. Loam (6" min. depth) and seed all lawn areas and disturbed areas not noted to receive other treatment.
9. Plant substitutions allowed based on best availability of nursery stock, with all substitutions to be approved by the Landscape Architect.

Delaware Valley White Azalea
Green Mountain Boxwood
Summersweet Clethra
Mountain Andromeda
/ Shamrock Inkberry
/ Endless Summer Hydrangea
/ Little Princess Spirea
Greenwave Yew

Purple Coneflower
Stella D'Oro Daylily
Becky Shasta Daisy
Patriot Hosta
Hameln Fountain Grass
Black-eyed Susans
Autumn Joy Sedum
Pachysandra

Call DIGSAFE, 1-888-344-7233,
for location and marking of all
utilities prior to any excavation.
Private utilities may require
additional marking and
investigation.

[illegible]

WILLIAM WALLACE
VILLAGE
LANDSCAPE
PLAN OF LAND
IN MEDWAY, MA

SHEET 1 OF 1	<div> <div>C-8</div> <div> <div>LANDSCAPE PLAN</div> <div>VILLAGE STREET</div> <div>MEDWAY, MA</div> <div> <div>Cosmos Associates</div> <div> Landscape Architects & Site Planners 5 Longview Street Natick, MA 01760 p. 508.654.6847 www.cosmosassociates.com </div> </div> </div> </div>
DATE 8/9/2019	
PLAN NO. Village-Landscape_2019-8.dwg	
DRAWN BY SGC / REC	
CHECKED BY SGC	

PGC ASSOCIATES, INC.

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

September 23, 2019

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

**RE: WILLIAM WALLACE VILLAGEMULTIFAMILY SPECIAL
PERMIT/SITE PLAN**

Dear Mr. Rodenhiser:

I have reviewed the proposed multifamily housing special permit and revised site plan, for 14 townhouse units on Village Street. The applicant is DTRT, LLC of Truro. The owners are DTRT, LLC, and Keith and Judith Spinney of Medway.

The proposal is to construct 14 townhouse units in seven duplex buildings on 3.49 acres with an existing house and other buildings (to be razed) including associated parking, drainage, landscaping, etc. The plan was prepared by Legacy Engineering of Millis. The plan is dated June 25, 2019, with a revision date of September 4, 2019

The property is located at 274 and 276 Village Street in the AR-II, and Multifamily Overlay zoning districts.

ZONING

Multifamily Housing (Section 5.6.4)

1. The site is within the Multifamily Housing Overlay District (Section 5.6.4) and thus eligible for a project.
2. The site has more than 50 feet of frontage on Village Street, which has sufficient capacity to handle the additional traffic flow from 14 units. At 3.49 acres, it also meets the minimum area requirement of 22,500 square feet
3. The plan shows a minimum setback of 58.8' from Village Street. The front setback for the AR-II district is 35 feet. The minimum side and rear setbacks are 18.7' and 54' respectively, so in excess of the required 15 feet. **The setbacks are now 56.3' from the front and 16' and 45.2' from the side and rear but still in compliance.**
4. The building heights are not shown specifically but the plans indicate they will be under the maximum height limit of 40 feet.
5. The maximum density for multifamily projects is 12 units per acre. With 3.49 acres, the site is eligible for 41.88 units. At 14, the project is under the maximum. **There are now 15 units, but still within the limit.**

6. The plans indicate that the plans comply with building coverage (18% vs. 30% allowed), impervious surface (37% vs. 40% allowed), open space or yard area (51% vs. minimum required of 15%) and parking (63 spaces vs 28 required). **There is now 39% impervious surface and 48% open space but still compliant.**
7. At 14 units, 12% (1.68 rounded up to 2) of the units must be affordable. Two affordable units are proposed. **Two affordable units are still required.**
8. “Multifamily developments” are for “multifamily dwellings,” which include buildings designed for **more than** 2 families. The proposal for all 2-family buildings does not qualify as a multifamily development. Multifamily developments **may** include “one single family house or one or more two family houses.” The proposed development could comply by replacing 3 of the duplexes with 2 triplexes. **The project now includes a triplex and 4-unit building along with three duplexes.**

Other

9. No photometric plan for lighting has been provided to document that the project complies with the Section 7.1.2 (Outdoor Lighting) of the Bylaw. **A photometric plan now shows mostly compliance except for spillage in one area. A note says that a 6-foot stockade fence in that area will prevent light spillage.**
10. No signage is shown on the plans. Any project development or other signs must be shown on the plan.

SITE PLAN REGULATIONS

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

11. Section 204-5 B.1 requires a Site Context sheet indicating features within 2000 feet of the perimeter of the site. This was not provided and no waiver was requested. **A site context sheet is now provided.**
12. Section 204-5 C (3) requires an Existing Landscape Inventory. This was not provided and no waiver was requested. **A waiver is now requested.**
13. Section 204-5 D (14) requires horizontal sight distances at entrances to be shown. This was not done, and no waiver was requested. However, the sight distances are indicated in the Development Impact Report. **Sight distances are now added to the plan.**
14. Section 205-2 G & H require that ground floor facades have arcades, display windows, entry areas, canopies, awnings or other such features with pleasing aesthetics along 60% of their length and architectural features that provide visual interest at the pedestrian scale and detailing to avoid “massive aesthetic effects.” The most prominent and dominant architectural feature of the proposed buildings are blank garage doors which extend forward of the façade of the living area of the buildings. Recessing the garages to behind the living area facades and perhaps adding some architectural interest to them would at least downplay their significance. No pedestrian entrances are shown on the front façade and the architectural drawings do not match the site plan

footprints. **I have not seen revised architectural drawings but the footprints indicate that garages have been recessed behind the front facades.**


15. Section 205-6 H requires vertical granite curbing “or similar type of edge treatment to delineate the parking lot.” The plan indicates Cape Cod berm. No waiver was requested.
16. Section 205-9 provides standards for trees and landscaping. Parking lots are required to have 1 tree per 6 spaces, and only trees that shade parking spaces are counted for this requirement. No trees are shown in the area of the 7-space visitor parking area. No waiver was requested.

GENERAL COMMENTS

17. As already discussed, the connection between the abutting residence’s driveway and the project driveway will be eliminated and an easement to use the project driveway to access the back yard of the abutters will be granted. This removes a potential conflict and helps justify the waiver request for locating the project driveway less than 15 feet from the lot line.
18. The landscape plan appears to be preliminary at this point as it just shows a few trees. I assume more details will be provided. The center of the loop provides an opportunity for an attractive design to serve as a focal point of the development. A detention basin is shown in this location but that should not preclude an attractive design. **A landscape plan has now been provided. It appears to be adequate. There is no screening along the Bedelia Lane side, although there appears to be a naturally-wooded area across the property line there.**
19. Consideration should be given to revising the 7 visitor parking spaces from a row of perpendicular spaces to parallel spaces around the inner loop. It would contribute to a more attractive design while also distributing the spaces so that they are more evenly available to future residents. **Three parallel spaces have now been provided on the north side of the central island, leaving three angle spaces on the south side.**

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

Sincerely,

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

Gino D. Carlucci, Jr.



WILLIAM WALLACE VILLAGE - MEDWAY, MASS.



WILLIAM WALLACE VILLAGE - MEDWAY, MASS.





WILLIAM WALLACE VILLAGE - MEDWAY, MASS.



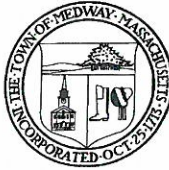
September 24, 2019

**Medway Planning & Economic Development Board
Meeting**

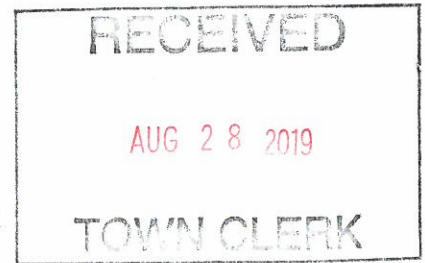
**Neo Organics (4 Marc Road) Public
Hearing Continuation**

- Public Hearing Continuation Notice dated 8-28-19
- Emails from Jaime Lewis of NeoOrganics requesting a public hearing continuation.

I recommend the Board continue this hearing to
Tuesday, October 8th at 7:45 p.m.



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

August 28, 2019

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

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

RE: **Public Hearing Continuation: Neo Organics, LLC**
(4 Marc Road)

CONTINUATION DATE: Tuesday, September 24, 2019 at 7:15 p.m.

LOCATION: Medway Town Hall – Sanford Hall, 155 Village Street

At its meeting on August 27, 2019, the Planning and Economic Development Board (PEDB) voted to continue the public hearing on the applications of Neo Organics LLC of Sudbury, MA for approval of a special use permit to operate an adult recreational marijuana cultivation and processing establishment at 4 Marc Road, a groundwater protection district special permit, and the associated minor site plan to Tuesday, September 10, 2019 at 7:15 p.m. The hearing will take place during the PEDB's regular meeting in Sanford Hall at Medway Town Hall, 155 Village Street.

The applicant proposes to use the existing 29,718 sq. ft. industrial manufacturing building at 4 Marc Road (Map 32, Parcel 026) for the cultivation, manufacturing, processing, and packaging of marijuana for adult recreational use and the delivery of such products off site to retail marijuana establishments in other communities. A retail marijuana operation open to the public is NOT proposed for this property.

The 6.68 acre property, currently owned by NEK, LLC of Camas, WA, is located on the north side of the Marc Road cul-de-sac in the East Industrial Zoning District. The subject property is west and north of property owned by Ellen Realty Trust and south and east of property owned by John and Anne Lally. The property is located within the Town's Groundwater Protection District. The site includes wetland resources in its northeast corner which are under the jurisdiction of the Medway Conservation Commission with which the applicant has already filed a Notice of Intent. 24.4% of the site will be impervious surface, thus necessitating a Groundwater Protection District special permit.

The planned scope of work includes interior renovations to the existing building to accommodate the new use, construction of a 3,000 sq. ft. outside concrete mechanical pad to house some HVAC and odor control equipment, construction of a dumpster pad with associated fencing, installation of a series of stormwater management measures (recharge/infiltration system and sub-surface stormwater treatment units), maintenance excavation and clean-up of the existing manmade drainage ditch, and installation of associated erosion and sedimentation controls during construction. The planned work is shown on *Permit Site Plan for 4 Marc Road*, dated August 6, 2019, prepared by DGT Associates Surveying and Engineering of Framingham, MA.

The permit applications, site plan, preliminary noise and odor mitigation plans, and other associated documents are on file with the Medway Town Clerk and at the office of the Planning and Economic Development Board at Medway Town Hall, 155 Village Street and may be reviewed during regular business hours. The materials have also been posted to the Planning and Economic Development Board's web page at: <https://www.townofmedway.org/planning-economic-development-board/pages/neo-organics-4-marc-road-marijuana-special-permit>

We expect to receive a revised site plan and updated noise and odor control plans by September 10th and will notify you upon receipt.

If Town staff, boards and committees wish to provide comments on the proposed use and site plan, please do so by September 18th so that I can share them with the project engineer before the September 24th hearing.

Please contact me if you have any questions. Thanks.

Susan Affleck-Childs

From: Jaime Lewis <jlewis@neoalts.com>
Sent: Wednesday, September 11, 2019 6:24 PM
To: Susan Affleck-Childs; Bert Corey; Chad Blair; Joe Losanno
Subject: Re: Update and Date Change for NEO Special Permitting

Hi Susan,

Sorry for the delay, I wanted to confirm with the Team that the date and timeline works for us to return the materials, and it does, so we are confirmed for the 19th to return the plans to meet the October 8th Special Permit meeting.

Thank you so much!

J

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Tuesday, September 10, 2019 2:53 PM
To: Jaime Lewis <jlewis@neoalts.com>; Bert Corey <bcorey@dgtassociates.com>; Chad Blair <cblair@neoalts.com>; Joe Losanno <jlosanno@dgtassociates.com>
Subject: RE: Update and Date Change for NEO Special Permitting

Hi Jaime,

No problem moving the hearing to Tuesday, October 8th. Time to be determined. Sorry, if I previously gave you a date of October 10th!

We would appreciate receiving the revised documents by September 19th. Is that do-able??

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

From: Jaime Lewis [mailto:jlewis@neoalts.com]
Sent: Tuesday, September 10, 2019 2:37 PM
To: Susan Affleck-Childs; Bert Corey; Chad Blair; Joe Losanno
Subject: Update and Date Change for NEO Special Permitting

Hello Susan,

We have complied most of the requested information for the Special Permitting process, however we are still working on the noise and odor mitigation plans for the Special Permitting process with our outside consultants.

We think it might be best to move our meeting from the September 24th to the October 10th meeting. Since we will not have them submitted with enough time for everyone to review prior to the meeting on the 24th.

I hope that we can move the meeting to the 10th and if so would you please let me know what date we would need to submit all materials to keep the meeting on October 10th?

Thanks so much

Jaime



September 24, 2019
Medway Planning & Economic Development Board
Meeting

Fall Town Meeting

This following articles have been submitted to the BOS
for the Fall Town Meeting

- Multi-Family Housing
- Site Plan
- Parking – Electric Vehicle Charging Stations
- Special Permit – Coordination with Site Plan Review
- Outdoor Storage
- Oak Grove
- Noise (general bylaw)
- Street acceptance (place holder . . .)

NOTE – At its 9-16-19 meeting, the Selectmen decided to remove the noise bylaw article from the Fall Town Meeting warrant. They would like the PEDB to spend more time reviewing the proposed bylaw and its enforceability before they will consider it in the future. They are also going to spend some time reviewing the proposed zoning bylaw amendments to determine if they need to remain on the FTM warrant.

Revisions for Multifamily Housing

REVISED September 16, 2019

ARTICLE : To see if the Town will vote to amend the Medway Zoning Bylaw regarding Multi-Family Housing as follows. Proposed language is indicated by **bold text**. Deleted language is depicted by ~~strikethrough~~.

By revising the following definitions in SECTION 2 DEFINITIONS:

~~Multi-Ffamily Dwelling or Apartment House~~ – A **building containing three or more dwelling units**, intended and designed to be occupied by ~~more than two~~ **three or more families** living independently in separate dwelling units.

~~Multi-Ffamily Development~~ – A residential development of more than one building comprised of ~~at least one~~ **Multi-Ffamily Building or Apartment Building** and which may also include ~~one existing single-family house~~ **residential buildings** and one or more two-family houses/duplexes.

And by adding a definition for Apartment Building as follows:

Apartment Building - A Multi-Family Building with access to the dwelling units provided from a common entrance and hallway.

And by revising Table 1 – Schedule of Uses in Section 5.4 Schedule of Uses to reduce confusion about where Multi-Family Buildings and Multi-Family Developments are allowed.

Existing Language

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI
Multifamily dwellings and multifamily developments subject to Section 5.6.2 E and Section 5.6.4 <i>(Added 11-16-15)</i>	PB	PB	PB	N	PB	N	N	N	N	N

Proposed

Multi-Ffamily dwellings Building , Apartment Building , and Multi-Ffamily Developments subject to Section 5.6.2 E and Section 5.6.4 (Added 11-16-15)	Allowed by special permit from the Planning and Economic Development Board in the Multi-Family Overlay District (See Section 5.6.4) and the Medway Mill Conversion Subdistrict (See Section 5.6.2 E)
--	---

And by changing the term “Multifamily Dwelling” to “**Multi-Family Building**” and by removing the phrases “or Apartment House” and “or Apartment Houses” wherever they appear in Section 5.6.4.

And by revising Section 5.6.4. Multi-Family Housing, B. Applicability, item 1. as follows:

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 Planning and Economic Development Board shall be the special permit granting authority for Multi-Family Buildings, Apartment Buildings, and Multi-Family Developments. Multi-Family Buildings, Apartment Buildings, and Multi-Family Developments are allowed by special permit on tracts of land in the AR-I, AR-II, Village Residential, or Village Commercial zoning districts which have a minimum of fifty feet of frontage on an existing street located within the Multi-Family Housing Overlay District as shown on a map on file with the Medway Town Clerk. The tract of land may be one parcel or a set of contiguous parcels. 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.

And by revising Section 5.6.4 C. Dimensional Regulations by adding a new item 4 as follows:

4. The minimum lot size for an Apartment Building shall be one acre.

And by revising Section 5.6.4.D, Density Regulations as follows:

1. For lots of one acre or more,
 - a. the density of a Multi-Family ~~Building Dwelling or Apartment House~~, or a Multi-Family Development ~~without an Apartment Building~~ shall not exceed ~~42~~ **8** dwelling units per whole acre. **For example, the maximum density of a 1.8 acre lot shall not exceed 8 dwelling units.**
 - b. **The density of an Apartment Building or a Multi-Family Development which includes an Apartment Building shall not exceed 12 dwelling units per whole acre.**
2. For lots of less than one acre,
 - a. the density of a Multi-Family Building ~~or Apartment House~~, or Multi-Family 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~~ **.5 acre lot shall not exceed 4 dwelling units.**
 - b. **The Board may adjust the allowed density by a four-fifths vote if, in its opinion, such adjustment will result in a more suitable design of the development for the particular site and/or allow for more diverse types of housing by meeting two or more of the following criteria. Approved density shall in no event exceed 10 dwelling units per acre.**
 - 1) **Provide for the inclusion of affordable (SHI qualified) dwelling units in excess of those required by Section 8.6.**

- 2) **Provide a deed restriction limiting ___% of the dwelling units to households with incomes between 80% and 120% of the median household income of the region.**
- 3) **The property's location is within 3/4 miles of a pedestrian destination including but not limited to a school, convenience store, playground, house of worship, senior center, library or other municipal facility and adequate pedestrian facilities are available or provided.**
- 4) **Include a distinctive but neighborhood compatible Multi-Family Building configuration and design.**
- 5) **Provide higher level energy efficient building construction than required by the Building Code.**

Commented [SA1]: Such units do not qualify for the Subsidized Housing Inventory.

Commented [BSA2]: These do not seem to be bases for increasing density, which affects the neighborhood and the abutters.

And by revising Section 5.6.4.E, Special Regulations as follows:

5. ~~A Multifamily Dwelling or Apartment House~~ **Multi-Family Building or Apartment Building** shall not contain more than twelve dwelling units per building.
7. Historic Properties – Any property proposed for a Multi-Family **Building**, ~~Dwelling or Apartment House~~, **and/or Apartment Building** and/or a Multi-Family 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” **and if it is a “preferably-preserved historically significant building”** in accordance with the criteria specified in Medway General Bylaws Article 17 Historical Properties. If so determined **to be a preferably-preserved historically significant building**, the property shall comply with the following additional requirements **for a special permit pursuant to this sub-section.**
 - a. A **preferably-preserved** historically significant building²² shall not be demolished unless:
 - 1) The Building Commissioner 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 ~~an~~ 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.

- d. Any property proposed for a Multi-Family Building and/or a Multi-Family Development and/or an Apartment Building pursuant to this sub-section which had a building that was 75 years of age or older located on it, which building has been demolished, shall not be eligible to apply for a Multi-Family Building or Multi-Family Development or Apartment Building special permit until at least three years after the date that the demolition of said building was completed.**

And by adding a new Section 5.6.4.J. as follows:

J. Effective Date: The amendments to this sub-section 5.6.4 adopted on November 18, 2019 shall not apply to any application for a special permit pursuant to this sub-section which was submitted to and accepted as complete by the Planning and Economic Development Board prior to November 18, 2019, unless the applicant waives the protection of this sub-section 5.6.4.J in the same manner provided in the last paragraph of General Laws chapter 40A, section 6, and elects to proceed under the amended by-law.

And to change the word “multifamily” to “Multi-Family” wherever it appears in the Medway Zoning Bylaw.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

SITE PLAN

REVISED Draft – September 16, 2019

ARTICLE ____: To see if the Town will vote to amend the Zoning Bylaw, Section 3.5 Site Plan Review as follows. Proposed new language is shown as **bold** text. Proposed language to be deleted is shown as ~~striketrough~~.

In sub-section 3.5.3. A. Applicability, 3. Administrative Site Plan Review, to delete item m. “Installation of a wireless communication facility as defined in this Zoning Bylaw” and add “Installation of a wireless communication facility as defined in this Zoning Bylaw” to sub-section 3.5.3.A. Applicability, 2. Minor Site Plan Review as item f. as an activity requiring minor site plan review.

And to revise item h. in sub-section 3.5.3. Applicability, A. 3. Administrative Site Plan Review as an activity requiring administrative site plan review as follows:

- h. Removal of ~~hedges, living shrubs and~~ trees greater than ~~four~~ **18 (or 24)** inches in ~~caliper~~ **in diameter at four feet above grade.**

And to add the following items to sub-section 3.5.3. Applicability, A. 3. Administrative Site Plan Review as activities requiring administrative site plan review:

- m. **Reduction in the number of parking spaces**

- n. **Installation of donation box**

And to add item d. to sub-section 3.5.3 J. Procedures for Administrative Site Plan Review

- d. **If a proposed activity or use requires administrative site plan review and one or more special permits, the Planning and Economic Development Board shall serve as the permit granting authority for all.**

And to add the following definition to SECTION 2 DEFINITIONS:

Donation Box - A receptacle or container located outside of an enclosed building and designed, intended, or used for the collection and temporary storage of donated items or materials including but not limited to clothing, shoes, books, toys, household materials and/or other goods or materials, which is accessible to and allows the public to deposit goods without assistance. Also known as a donation or drop-off collection bin or box or any combination thereof.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

Parking – Electric Vehicle Charging Stations

Revised – September 16, 2019

ARTICLE ____: To see if the Town will vote to amend the Zoning Bylaw by adding the following definition to SECTION 2. DEFINITIONS

Electric Vehicle Charging Station – A physical device that connects an electric vehicle to a source of electricity to transfer electric energy to a battery or other energy storage device in an electric or hybrid vehicle.

And by adding item 4. to Section 7.1.1 Off-Street Parking and Loading, E. General Parking Requirements.

E. General Parking Requirements

4. **Electric Vehicle Charging Stations** – Industrial, commercial, and multifamily housing developments with fifteen or more parking spaces shall provide parking spaces with electric vehicle charging stations for employee, customer and resident use. The quantity of such parking spaces shall be as follows:

Total # of Parking Spaces	# of Electric Vehicle Parking Spaces
15 – 25	1
26 – 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 – 300	7
301 - 400	8
401 - 500	9
501 - 1000	2% of total

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

Housekeeping revision to Section 3.4 Special Permits
REVISED DRAFT - September 16, 2019

ARTICLE ____: To amend the Zoning Bylaw, Section 3.4 Special Permits by adding a new item H. as follows:

H. Coordinated Permitting

1. If a proposed activity or use requires major or minor site plan review pursuant to Section 3.5 Site Plan Review and one or more special permits, the Planning and Economic Development Board shall serve as the special permit granting authority. The Planning and Economic Development Board shall review and conduct the public hearing concurrently and may issue a single decision.
2. If a proposed activity or use requires administrative site plan review pursuant to Section 3.5 Site Plan Review and one or more special permits, the Planning and Economic Development Board shall serve as the permit granting authority for all.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

Outdoor Storage

Revised 9-16-19

ARTICLE ____: To see if the Town will vote to amend the Zoning Bylaw by revising the definition of Outdoor Storage in SECTION 2 DEFINITIONS as follows: Added language is **bolded**.

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

And by adding the following definitions:

Cargo Storage Container – A standardized container that is:

- **Designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities; or**
- **Designed for or capable of being mounted or moved on a rail car; or**
- **Designed for or capable of being mounted on a chassis for movement by a truck trailer or loaded on a ship**

and is used for outside storage accessory to and in support of the principal use on the site. Also known as a shipping container or POD (portable on demand) storage system.

Bulk Storage - Exposed outside storage of sand, lumber, coal, mulch, gravel, stone, soil, aggregate, wood chips, earth materials, or other bulk materials, and bulk storage of liquids in tanks.

Construction Trailer – A modular or portable structure located on the premises of a construction project and used primarily to accommodate temporary offices for developers and contractors during a construction project. May include eating facilities and meeting space. Construction trailers may not be occupied overnight by employees or security personnel, and may not be utilized as a construction equipment storage container.

Dumpster - Any container (other than a conventional trash barrel) intended for the temporary storage of rubbish, garbage, trash, or refuse of any sort and designed to be hoisted and emptied into a truck for removal.

And to add a new sub-section 7.1.3 Outdoor Storage in Section 7.1 Site Development Standards as follows:

7.1.3 Outdoor Storage

- A. Purposes – The purposes of this Sub-Section 7.1.3 are to protect the health, safety, and welfare of the Town’s residents, to provide for the appropriate location and design of outdoor storage areas in certain business and industrial zoning districts, to ensure that outdoor storage areas are suitably screened from view for residential abutters and the travelling public, and to establish limitations to mitigate any adverse impacts that outdoor storage may have on adjacent properties and rights-of-way.

B. Applicability

1. Outdoor storage is allowed as an accessory use for business uses in the Business-Industrial and Energy Resource districts and for industrial uses in the Business-Industrial, Energy Resource, East Industrial, and West Industrial zoning districts, subject to the regulations herein.
2. Outdoor storage and bulk storage are not permitted as a principal use anywhere in the Town of Medway.
3. These regulations do not apply to temporary outdoor storage of construction materials at construction sites with an active building or development permit issued by an agency of the Town of Medway, construction trailers, and dumpsters as defined in the Zoning Bylaw.

C. Requirements

1. Outdoor storage is allowed as an accessory use only when located on the same lot as and accessory to a principal use which includes a building of at least [REDACTED] sq. ft. from which the business conducts its business.
2. The ground area devoted to outdoor storage shall not exceed 30% of the lot area. Any outdoor storage area or combination of areas which when combined exceeds 30% of the site requires a special permit from the Zoning Board of Appeals.
3. Outdoor storage areas on commercial or industrial properties which abut residentially used properties shall be fully screened from the abutting residential properties with fencing and/or densely planted landscaping or buffer area at least six feet high, or higher if what is stored is greater than six feet in height.
4. Outdoor storage areas on commercial or industrial properties which are visible from a public or private way or from publicly accessible areas shall include fencing (or walls) and/or densely planted landscaping or a buffer area at least six feet high, or higher if what is stored is greater than six feet in height.
5. The accumulated height of the contents of an outdoor storage area shall not exceed [REDACTED] feet.
6. Outdoor storage areas shall not be permitted within any drive aisles, fire lanes, parking spaces, zoning setback areas, floodways, resource areas under the jurisdiction of the Medway Conservation Commission, or on steep slopes of 15% or greater.
7. Outdoor storage areas shall be comprised only of items that are associated with a business operating in a building on the premises.
8. Outdoor storage areas on property located within the Groundwater Protection District are also subject to the provisions of Section 5.6.3 herein.
9. Do we want to have an option to allow outdoor storage as an accessory use in other business zoning districts (CB, Village Commercial, and/or Neighborhood Commercial) by special permit from the Zoning Board of Appeals?

- D. Temporary Use of Cargo Storage Containers and Membrane Structures are allowed as follows:
1. During construction of or at a residential building for a period of one hundred and eighty days or less.
 2. For any other purpose so long as the temporary cargo storage container or membrane structure remains on site for no longer than one hundred eighty days per year, fits on the driveway or hard surface, does not protrude into the right-of-way, is not positioned within the zoning setback area, and does not impede sight distance.
 3. Any use of a cargo storage container or membrane structure as temporary outdoor storage for a period longer than one hundred eighty days requires a special permit from the Zoning Board of Appeals.
- E. Outdoor Storage Requirements for Vehicle Sales
1. All vehicles shall be parked on asphalt or concrete or enclosed within a building. They may not be parked on gravel, grass or any other pervious surfaces.
 2. All parked vehicles, vehicle parking services, and vehicle displays shall meet the zoning district's setback requirements.
 3. All parked vehicles shall not be parked in the right-of-way nor block or impede site access, sidewalks or driving aisles.

And to add item 15. "Bulk Storage" as a prohibited use in Section 5.2 PROHIBITED USES, B.

And to amend TABLE 1 Schedule of Uses in Section 5.4 SCHEDULE IF USES to add "Bulk Storage" as a prohibited use in all zoning districts.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

Outdoor Storage

Revised 9-16-19

ARTICLE ____: To see if the Town will vote to amend the Zoning Bylaw by revising the definition of Outdoor Storage in SECTION 2 DEFINITIONS as follows: Added language is **bolded**.

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- **Designed for or capable of being mounted on a chassis for movement by a truck trailer or loaded on a ship**

and is used for outside storage accessory to and in support of the principal use on the site. Also known as a shipping container or POD (portable on demand) storage system.

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7.1.3 Outdoor Storage

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2. Outdoor storage and bulk storage are not permitted as a principal use anywhere in the Town of Medway.
3. These regulations do not apply to temporary outdoor storage of construction materials at construction sites with an active building or development permit issued by an agency of the Town of Medway, construction trailers, and dumpsters as defined in the Zoning Bylaw.

C. Requirements

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3. Outdoor storage areas on commercial or industrial properties which abut residentially used properties shall be fully screened from the abutting residential properties with fencing and/or densely planted landscaping or buffer area at least six feet high, or higher if what is stored is greater than six feet in height.
4. Outdoor storage areas on commercial or industrial properties which are visible from a public or private way or from publicly accessible areas shall include fencing (or walls) and/or densely planted landscaping or a buffer area at least six feet high, or higher if what is stored is greater than six feet in height.
5. The accumulated height of the contents of an outdoor storage area shall not exceed [REDACTED] feet.
6. Outdoor storage areas shall not be permitted within any drive aisles, fire lanes, parking spaces, zoning setback areas, floodways, resource areas under the jurisdiction of the Medway Conservation Commission, or on steep slopes of 15% or greater.
7. Outdoor storage areas shall be comprised only of items that are associated with a business operating in a building on the premises.
8. Outdoor storage areas on property located within the Groundwater Protection District are also subject to the provisions of Section 5.6.3 herein.
9. Do we want to have an option to allow outdoor storage as an accessory use in other business zoning districts (CB, Village Commercial, and/or Neighborhood Commercial) by special permit from the Zoning Board of Appeals?

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 2. For any other purpose so long as the temporary cargo storage container or membrane structure remains on site for no longer than one hundred eighty days per year, fits on the driveway or hard surface, does not protrude into the right-of-way, is not positioned within the zoning setback area, and does not impede sight distance.
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And to add item 15. "Bulk Storage" as a prohibited use in Section 5.2 PROHIBITED USES, B.

And to amend TABLE 1 Schedule of Uses in Section 5.4 SCHEDULE IF USES to add "Bulk Storage" as a prohibited use in all zoning districts.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

NOISE REGULATIONS

Revised Draft – September 11, 2019

ARTICLE ____: (Amend General Bylaws – New Section for Noise Regulations)

To see if the Town will vote to amend the General Bylaws by adding a new ARTICLE XXXI Noise Regulations as follows:

ARTICLE XXXI NOISE REGULATIONS

Section 31.1 Prohibited Noise: It shall be unlawful for any person or persons to willfully create, assist in creating, continue or allow to continue any loud, excessive, unnecessary, or unusual noise which disturbs, annoys, injures or endangers the reasonable quiet, comfort, repose, or health and safety of the residents of Medway.

Section 31.2 Standards: The standards which shall be considered in determining whether a violation of the provisions of this section exists shall include, but not be limited to, the following:

- (a) The level of the noise.
- (b) The intensity of the noise.
- (c) Whether the nature of the noise is usual or unusual.
- (d) Whether the origin of the noise is natural or unnatural.
- (e) The level and intensity of the background noise, if any.
- (f) The proximity of the noise to residential sleeping facilities.
- (g) The nature and zoning of the area within which the noise emanates.
- (h) The density of the inhabitation of the area within which the noise emanates.
- (i) The time of day or night the noise occurs.
- (j) The duration of the noise.
- (k) Whether the noise is recurrent, intermittent or constant.
- (l) Whether the noise is produced by commercial or non-commercial activity.
- (m) Whether the noise would be found by a reasonable person of normal sensitiveness to be loud, excessive, unnecessary or unusual pursuant to Section 31.1.

Said noise shall not be plainly audible from a distance of more than 100 feet from the lot line of premises from which the noise is being produced. A noise plainly audible at a distance of 100 feet from the lot line of the premises from which it originates shall constitute prima facie evidence of a violation of this bylaw.

Section 31.3 Exemptions: None of the terms or prohibitions of Section 31.1 shall apply or be enforced against:

- (a) Emergency Vehicles. Any police or fire vehicle or any ambulance while engaged in necessary emergency business.
- (b) Highway and utility maintenance and construction. Necessary excavation in or repairs of bridges, streets or any public utility installation by or on behalf of the Town or any public utility or any agency of the Commonwealth of Massachusetts.
- (c) Snow and ice removal

- (d) Public address. The reasonable use of amplifiers or loudspeakers for public addresses which are non-commercial in nature.
- (e) Bells, chimes or carillons, or their amplified, recorded, or other electronic substitution, while being used for religious purposes, in conjunction with religious services or to denote time intervals between the hours of 7:00 a.m. and 9:00 p.m.
- (f) Noises of safety signals, warning devices, emergency generators, and emergency pressure relief valves during public emergencies.
- (g) Parades, school bands, and duly licensed or authorized public gatherings or activities.
- (h) Noises resulting from activities of a temporary duration permitted by law and/or for which a license or permit has been granted by the Town.
- (i) Noise caused by agricultural, farm related, or forestry-related activities as defined by Massachusetts General Law, Chapter 128, Section 1A, as amended from time to time.
- (j) Intermittent or occasional outdoor construction or property maintenance activities performed by the owner of an owner-occupied residential property for the maintenance, repair or improvement of such property that does not involve the use of construction vehicles or equipment.
- (k) Outdoor Construction Activity as specified in 31.4 herein.

Section 31.4 Outdoor Construction Activity

- (a) Except in an emergency or unless authorized differently by a previously issued permit or approval from the Zoning Board of Appeals or the Planning and Economic Development Board, or the Board of Selectmen pursuant to General Bylaws, Article IX - Removal of Earth Products, outdoor construction activity including the operation of construction, earthmoving or other construction equipment, or the delivery to or pick up from a construction site of such equipment, and any truck, vehicular and machine start-up and movements shall commence no earlier than 7:00 a.m. and shall cease no later than 6:00 p.m. (7 pm??) Monday through Friday. Such outdoor construction activity shall be allowed on Saturdays only between the hours of 8:00 a.m. and 4:00 p.m. No construction shall take place on Sundays or legal holidays without the advance approval of the Building Commissioner.
- (b) Outdoor construction activity includes the operation of earth moving or other heavy construction vehicles or equipment including but not limited to bulldozers, backhoes, concrete mixers, dump trucks, delivery vehicles, rollers, and scrapers; jack hammers; power tools; idling of diesel equipped vehicles or equipment in excess of 15,000 pounds; demolition; blasting; wood, brush or rock chippers; pneumatic power equipment or tools; pavement breakers; pile drivers; rock drills; chain saws; cranes; generators; air compressors; and other similar devices.

Commented [AEK1]: The majority of bylaws/ordinances I reviewed list the ending time between 7:00 pm and 9:00 pm.

Section 31.5 Enforcement: The Police Department shall be charged with the enforcement of the provisions of this bylaw. A verbal warning to abate the noise violation shall be given first. Only if a person refuses to abate a noise violation after being warned to do so by a police officer shall any penalty be imposed.

Section 31.6 Penalties: The first violation of this bylaw shall be punished by a fine of \$50. The second violation of this bylaw within twelve months after the first violation shall be punished by a fine of not less than two hundred dollars. Further violations within twelve months after the last

violation shall be punished by a fine of two hundred dollars. Each such act which either continues or is repeated more than one-half hour after issuance of a written notice of violation of this bylaw shall be a separate offense and shall be assessed with a separate penalty. If the violation occurs on the premises of rental property which is owned by a non-resident owner, then the owner will be notified in writing that the violation has occurred.

Section 31.7 Exceptions: The Board of Selectmen shall have the authority to grant exceptions to this bylaw to any person or entity seeking relief from the provisions of this bylaw. Any person or entity seeking such relief shall file an application with the Board of Selectmen demonstrating that bringing the source of sound or activity for which the exception is sought into compliance with this bylaw would constitute an unreasonable hardship on the applicant, on the community, or on other persons. The Board of Selectmen shall establish procedures for processing applications for such exceptions, including such hearing as the Board of Selectmen deems appropriate. Any special granted by the Board of Selectmen shall set forth conditions pertaining to the specified noise including the duration of the specified noise and a reasonable time limit for its abatement.

Section 31.8 Severability: If any provision of this bylaw is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the bylaw shall not be invalidated.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

STREET ACCEPTANCE

Draft – September 16, 2019

ARTICLE : (Street Acceptances – Applegate Road and Forest Road

To see if the Town will vote to accept as public ways, the following streets as laid out by the Board of Selectmen and as shown on a plan or plans on file in the office of the Town Clerk:

Forest Road in its entirety from Station 0 + 00 at Brigham Street to its end at approximately Station 9 + 4 as shown on _____

Applegate Road in its entirety from Station 0 + 00 at Coffee Street to its end at Station 17 + 46.52 at Ellis Street as shown on _____

And further to see if the Town will vote to accept as a gift from Cedar Trail Trust of Medfield, MA one parcel of land containing 1.11 acres, more or less, identified as Parcel A on the Amended Definitive Subdivision Plan for Applegate Farm, Medway, Massachusetts, dated February 20, 2013, last revised April 28, 2014 and endorsed October 22, 2014, prepared by GLM Engineering Consultants, Inc. of Holliston, MA, recorded at the Norfolk County Registry of Deeds in Plan Book 635, Page 26, also known as 0 Applegate Road, Medway Assessors Map 32, Parcel 16, to be used by the Town for drainage purposes.

And further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and to accept the deed or deeds to the Town of a fee simple interest or easements in said streets and any associated drainage, utility or other easements for said streets, and for any trail or public access easements and to appropriate a sum of money for this purpose and any related expenses;

And further to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article;

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:



September 24, 2019
Medway Planning & Economic Development Board
Meeting

Construction Reports

- The Willows SWPPP Site Inspection Report from Coneco, dated 9-13-19
- Exelon Report from Beals and Thomas, dated 8-28-19

General Information (see reverse for instructions)					
Name of Project	Salmon Health and Retirement Community	NPDES ID No.	MAR1001Q3	Inspection Date	09/13/2019
Weather conditions during inspection	Partly Cloudy, 67°F	Inspection start time	9:30 AM	Inspection end time	11:15 PM
Inspector Name, Title & Contact Information	Damien Dmitruk E.I.T., (508) 697-3191				
Present Phase of Construction	Site grading, drainage & sewer structure installation, continuing work				
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)	Salmon Health and Retirement Community 261 Village Street Medway, MA 02053				
Inspection Frequency <i>(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply)</i> Standard Frequency: <input type="checkbox"/> Every 7 days <input type="checkbox"/> Every 14 days and within 24 hours of a 0.25" rain or the occurrence of runoff from snowmelt sufficient to cause a discharge Increased Frequency: <input checked="" type="checkbox"/> Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3) Reduced Frequency: <input type="checkbox"/> Twice during first month, no more than 14 calendar days apart; then once per month after first month; (for stabilized areas) <input type="checkbox"/> Twice during first month, no more than 14 calendar days apart; then once more within 24 hours of a 0.25" rain (for stabilized areas on "linear construction sites") <input type="checkbox"/> Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought) <input type="checkbox"/> Once per month (for frozen conditions where earth-disturbing activities are being conducted)					
Was this inspection triggered by a 0.25" storm event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how did you determine whether a 0.25" storm event has occurred? <input checked="" type="checkbox"/> Rain gauge on site <input type="checkbox"/> Weather station representative of site. Specify weather station source: Total rainfall amount that triggered the inspection (in inches): 0.29					
Was this inspection triggered by the occurrence of runoff from snowmelt sufficient to cause a discharge? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Unsafe Conditions for Inspection Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.5? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes", complete the following: - Describe the conditions that prevented you from conducting the inspection in this location: - Location(s) where conditions were found:					

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.2) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	Maintenance Needed?*	Corrective Action Required?*	Date on Which Maintenance or Corrective Action First Identified?	Notes
1. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/3/2019	Soil on top of the compost sock along the eastern side of Waterside Run. Erosion control line to be reestablished (46 in Photo Log).
2. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/19/2019	Sediment should be removed from between compost socks near outlets east of Pavilion (41 & 42 in Photo Log).
3. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/25/2019	Soil on top of the compost sock or compost sock has been damaged in multiple locations around the project site. Erosion control line to be reestablished in these areas (12 in Photo Log). Scour channels forming on site should be repaired and protected from future erosion (43 in Photo Log).
4. Construction Exit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8/02/2019	Construction entrance should be reinforced with additional crushed stone (1 in Photo Log).
5. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8/09/2019	Soil has overtopped the compost sock after the recent storm events in multiple locations around the project site. Some areas of the compost filter sock have been damaged. Erosion control line to be reestablished on top of the soil in these areas (7, 26, 27, and 32 in Photo Log).
6. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8/15/2019	Areas of double compost filter sock have been damaged. Erosion control line to be established in this area (22 in Photo Log).
7. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8/23/2019	Soil has been placed on top of the compost sock. Erosion control line to be reestablished in this area (9 in Photo Log).
8. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8/29/2019	Soil has overtopped the compost sock after the recent storm events; erosion control line to be reestablished on top of the soil in this area (5 and 18 in Photo log). Additional erosion control measures shall be added in high flow areas(35 and 36 in Photo Log).
9. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9/06/2019	Trees resting on silt fence to be removed. Silt fence to be repaired (8, 23, and 44 in Photo Log).
10. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/13/2019	Soil has been placed on top of the compost sock. Erosion control line to be reestablished in this area (45 in Photo Log).

* **Note:** The permit differentiates between conditions requiring routine maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition. Corrective actions are triggered only for specific conditions, which include: 1) A stormwater control needs repair or replacement (beyond routine maintenance) if it is not operating as intended; 2) A stormwater control necessary to comply with the permit was never installed or was installed incorrectly; 3) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 4) One of the prohibited discharges in Part 1.3 is occurring or has occurred; or 5) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.8. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>. See Part 5 of the permit for more information.

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3)				
(see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	Maintenance Needed?*	Corrective Action Required?*	Date on Which Maintenance or Corrective Action First Identified?	Notes
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

* **Note:** The permit differentiates between conditions requiring routine maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition. Corrective actions are triggered only for specific conditions, which include: 1) A stormwater control needs repair or replacement (beyond routine maintenance) if it is not operating as intended; 2) A stormwater control necessary to comply with the permit was never installed or was installed incorrectly; 3) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 4) One of the prohibited discharges in Part 1.3 is occurring or has occurred; or 5) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.8. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>. See Part 5 of the permit for more information.

Stabilization of Exposed Soil (CGP Part 2.2.14)			
(see reverse for instructions)			
Stabilization Area [Add an additional sheet if necessary]	Stabilization Method	Have You Initiated Stabilization?	Notes
1. Stockpiles	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	Stockpiles that are not actively in use have been hydro-seeded to prevent erosion of the piles. Hydroseeded inactive stockpiles have established vegetation and have no apparent signs of erosion. Many stockpiles are in active use and will not be hydro-seeded.
2. Finished areas behind retaining walls	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	Areas between retaining walls and erosion control line have been hydro-seeded to prevent erosion.
3. Compensatory Flood Storage Area	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	Areas between retaining walls and erosion control line have been hydro-seeded to prevent erosion.
4.		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	
5.		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	

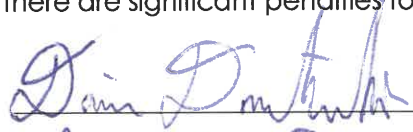
Description of Discharges (CGP Part 4.6.6)	
(see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes", provide the following information for each point of discharge:	
Discharge Location [Add an additional sheet if necessary]	Observations
1.	Describe the discharge: At points of discharge and the channels and banks of waters of the U.S. in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of waters of the U.S. in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Contractor or Subcontractor Signature and Certification

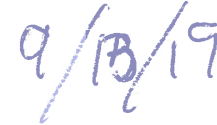
(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

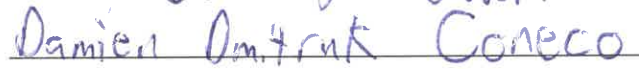
Signature of Contractor or Subcontractor:



Date:



Printed Name and Affiliation:

**Operator Signature and Certification**

(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Operator or "Duly Authorized Representative": _____

Date:

Printed Name and Affiliation: _____

The Willows SWPPP Inspection Photo Log



***Photo 1 (looking southeast)**

View of Willow Pond Circle construction entrance from Village Street. Construction entrance should be reinforced with additional material.



Photo 2 (looking southwest)

Compost sock and silt fence along the western edge of Willow Pond Circle.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 3 (looking south)

Compost sock and silt fence at the end of the swale near Willow Pond Circle entrance.



Photo 4 (looking south)

Compost sock and silt fence along the western edge of basin 1.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 5 (looking southwest)

Soil has washed against the compost filter sock on the western side of basin 1. Soil to be removed and the erosion control line to be reestablished.



Photo 6 (looking east)

Additional silt fence has been added around the outlet of basin 1.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 7 (looking northeast)

Compost sock along the eastern edge of basin 1 has been overtopped in some areas. Soil to be removed and the compost sock is to be reestablished on top of the soil.



Photo 8 (looking north)

Compost sock and silt fence heading towards the south facing side of Willow Pond Circle crossing. Thin tree should be removed from on top of the silt fence.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 9 (looking north)

Compost sock has been covered and soil is against the silt fence along the eastern edge of Willow Pond Circle on the northern side of the crossing. Soil to be removed and the erosion control line to be reestablished.



Photo 10 (looking north)

Compost sock and silt fence east of Willow pond Circle along the future office parking lot.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 11 (looking south)
View of Waterside Run construction entrance.



***Photo 12 (looking south)**
Compost sock has been covered and soil is against the silt fence along the western edge of Waterside Run. Soil to be removed and the erosion control line to be reestablished.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 13 (looking southwest)

Compost sock and silt fence along the western side of Waterside Run at the outlet across from Narragansett Street.



Photo 14 (looking south)

Compost sock and silt fence along the western edge of Waterside Run.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 15 (looking west)

Compost sock and silt fence along the western side of Waterside Run at the outlet across from Mohawk Street.



Photo 16 (looking southwest)

Compost sock around the wetland replication area on the western side of Waterside Run.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 17 (looking west)

Compost sock and silt fence along the western side of Waterside Run at the outlet across from Massasoit Street.



Photo 18 (looking southwest)

Compost sock along the western edge of waterside run has been overtopped. Soil to be removed and the compost sock is to be reestablished on top of the soil.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 19 (looking west)

Compost sock and silt fence along the western side of Waterside Run at the outlet across from Iroquios Street.



Photo 20 (looking west)

Compost sock and silt fence along the northern side of Waterside Run Crossing.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 21 (looking northwest)
Compost sock and silt fence along the eastern side of Willow Pond Circle.



Photo 22 (looking northeast)
Double compost sock and silt fence along the eastern side of Willow Pond Circle. Double compost sock gap to be repaired.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 23 (looking east)

Tree and mulch resting on silt fence and compost filter sock along the eastern side of Walnut Grove to be removed.



Photo 24 (looking west)

Compost sock heading towards the north facing side of Willow Pond Circle crossing.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 25 (looking southeast)

Compost sock and silt fence along the western side of Willow Pond Circle.



Photo 26 (looking southwest)

Double compost sock along the northwestern side of Lilac Path has been overtopped. Soil to be removed and the compost sock is to be reestablished on top of the soil.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 27 (looking southwest)

Double compost sock along the western side of Lilac Path has been overtopped. Soil to be removed and the compost sock is to be reestablished on top of the soil.



Photo 28 (looking southwest)

The flood plain compensatory storage area on the western side of Lilac Path has been hydro-seeded for stabilization and vegetation has begun to grow.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 29 (looking south)

The areas between the retaining walls and the erosion control line west of the future main campus building have been hydro-seeded for stabilization. Disturbed area beyond the silt fence near the species migration wall has been hydro-seeded for stabilization.



Photo 30 (looking west)

The area between the retaining walls and the erosion control line south of the future main campus building along the western sewer easement has been hydro-seeded for stabilization and vegetation has begun growing.

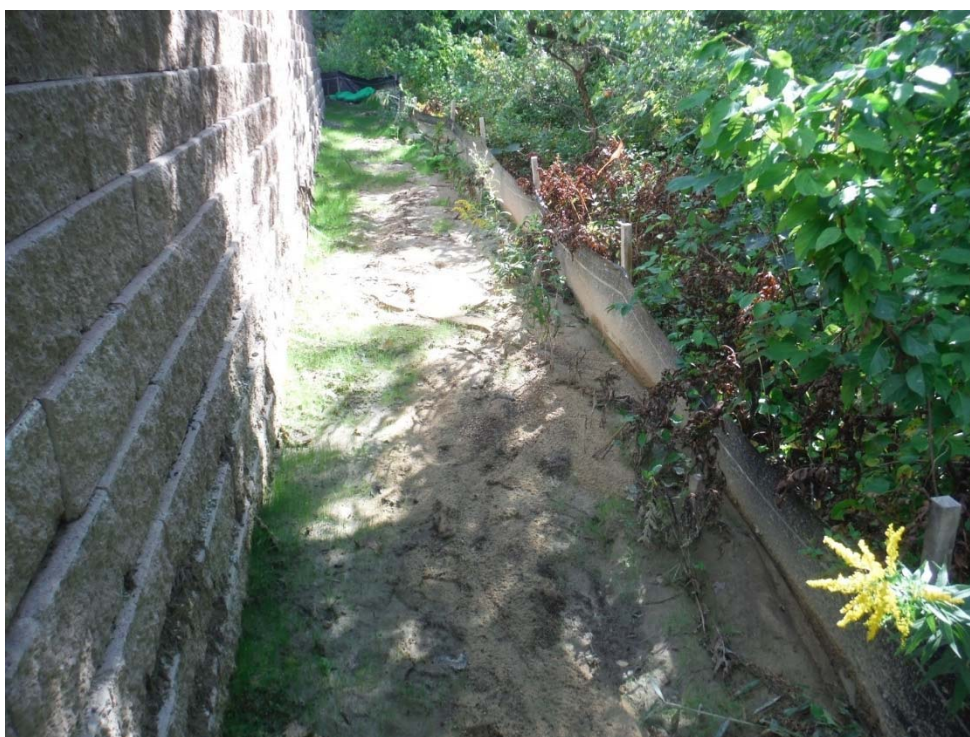
*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 31 (looking southwest)

Rip rap plunge pool at outlet to southern infiltration chamber system.



***Photo 32 (looking east)**

Compost sock along the retaining wall south of the future main campus building has been overtopped. Soil to be removed and the compost sock is to be reestablished on top of the soil.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 33 (looking south)

High flows have created scour channels along the compost filter sock leading behind the southern retaining wall. Note that additional silt fence has been added as reinforcement upstream of this location to reduce flows and erosion.



Photo 34 (looking east)

Compost sock and silt fence leading to the eastern sewer line easement.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



***Photo 35 (looking southeast)**

The construction zone for the eastern sewer line structure installation shall have additional moveable compost filter sock to mitigate erosion due to high flows to this area.



***Photo 36 (looking southeast)**

Sections of the compost sock in the construction zone for the eastern sewer line structure installation have been overtopped. Soil to be removed and the compost sock is to be reestablished on top of the soil.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 37 (looking northeast)

The compost filter sock and silt fence along the southeastern side of Willow Pond Circle.



Photo 38 (looking east)

Compost sock and silt fence along southern side of Waterside Run Crossing.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 39 (looking southwest)
Compost sock and silt fence around the Pavilion outlet.

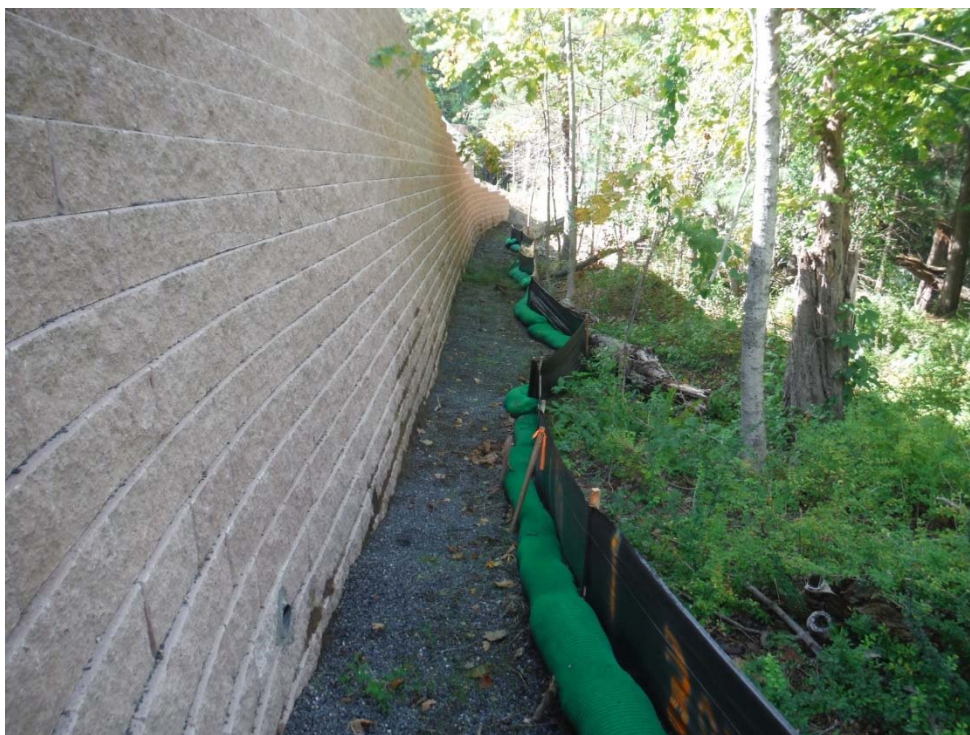


Photo 40 (looking south)
Compost sock and silt fence west of the Pavilion building and basin 3.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



***Photo 41 (looking south)**

Compost sock and silt fence near outlet for basin 3. Note that the sediment in the plunge pool shall be removed before the erosion controls are removed at the end of construction.



***Photo 42 (looking south)**

Compost sock and silt fence around the outlet east of the Pavilion building. Sediment build-up between the compost socks should be removed. Note that the sediment in the plunge pool shall be removed before the erosion controls are removed at the end of construction.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 43 (looking north)

A scour channel has formed along the compost filter sock line leading to the flared end outlet east of the Pavilion. This channel has contributed to the sediment build up within the filter socks shown in Photo 42. Note that additional compost sock has been added at the top of the slope.



Photo 44 (looking north)

The silt fence near the stockpiles north of the future pavilion has been damaged and should be repaired.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



***Photo 45 (looking north)**

Compost sock in multiple locations along eastern edge of Waterside Run has been covered and soil is against the silt fence. Erosion control line to be reestablished at the base of the slope.



***Photo 46 (looking northeast)**

Compost sock along eastern edge of Waterside Run has been covered and soil is against the silt fence. Erosion control line to be reestablished at the base of the slope.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019

The Willows SWPPP Inspection Photo Log



Photo 47 (looking north)
Compost sock and silt fence along eastern edge of Waterside Run.

*Erosion control maintenance in these areas shall be a priority for the contractor
09/13/2019



BEALS + THOMAS

BEALS AND THOMAS, INC.
Reservoir Corporate Center
144 Turnpike Road
Southborough, MA 01772-210



ExelonGeneration®

PROGRESS INSPECTION REPORT

Inspection Date: 8/28/2019

Inspector: Eric J. Las, PE, LEED AP, Beals and Thomas, Inc.

Inspection Report Number: 24

PERMIT COMPLIANCE

Proceeding per approved site plan?

YES ☒ NO ☐ If not, note area and explain:

This report has been prepared in compliance with Specific Condition IX.M.4 of the Site Plan Decision, dated July 26, 2016

Project Name:

West Medway II

Location: Medway, MA

B+T Job#: 1422.10

Local Approvals: Order of Conditions DEP File No. 216-0879, Site Plan Decision, Host Community Agreement

Introduction:

Exelon West Medway II LLC respectfully submits this construction progress inspection report for the West Medway II project. The purpose of this report is to document the in-progress work with respect to the approved site plans and associated conditions for the Planning and Economic Development Board. This report summarizes noteworthy activities conducted on site from July 23, 2019 to August 28, 2019. Please also refer to the enclosed Photo Log.

For limited areas of the site not observed by Beals and Thomas, items denoted herein with an () are based on Exelon's Erosion Control Inspection Reports.

Current Work Activities, Comments, and Observations:

- Installation of final perimeter fencing throughout the site is complete.
- The area previously used for construction support trailers has been loamed and seeded.
- Various construction equipment and material demobilization is in-progress throughout the site.
- Various components of the Unit 1 and Unit 2 power generating systems and support systems continue in the final phases of construction and commissioning.
- Commissioning of the fuel forwarding system is in progress in the northern-central portion of the site.
- Interim enclosure walls around the ammonia tank are in place; installation of the lower walls is in-progress.
- Vegetative stabilization of lawn and grassed areas is in-progress throughout the central portion of the site. Erosion control barriers will remain in place until vegetative stabilization is achieved.
- Finish grading and landscaping will continue through the fall.
- On-site soil stockpiles have reduced in volume and are actively stabilized via tarps and seeding where necessary.
- *Remaining silt fences, straw bales, and straw wattles are being routinely monitored and maintained as needed.
- *Silt sacks in the catch basins in Summer Street are being routinely monitored and maintained as needed.


Authorized Signature

8/28/19

Date

PROPERTY OWNER:

Exelon West Medway II, LLC

Attn: Todd Cutler, Esq.

Associate General Counsel

Phone: 610-765-5602

Email: todd.cutler@exeloncorp.com

Attn: Pete Callahan,

Project Director

Phone: 617-381-2332

Email: Pete.Callahan@constellation.com

Attn: Doug Blakeley,

Environmental Monitor

Phone: 518-265-7354

Email: doug.blakeley@aptim.com

TOWN OF MEDWAY

Attn: Michael E. Boynton,

Town Administrator

Phone: 508-533-3264

Email: mboynton@townofmedway.org

Attn: Bridget Graziano,

Conservation Agent

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Email: bgraziano@townofmedway.org

Attn: Susan Affleck-Childs, Planning & Economic Development Coordinator

Phone: 508-533-3291

Email: sachilds@townofmedway.org

ENVIRONMENTAL CONSULTANTS

Beals and Thomas, Inc.

Attn: Eric J. Las, PE, LEED AP

Principal

Phone: 508-366-0560

Email: elas@bealsandthomas.com

Epsilon Associates, Inc.

Attn: Michael Howard

Principal & Manager

Phone: 978-461-6247

Email: mhoward@epsilonassociates.com

**BEALS + THOMAS****Exelon Generation**

PHOTOGRAPHIC LOG

Client Name:Exelon West
Medway II**Photo:** West Medway II**Location:** Medway, MA**Project No:**

1422.10

**Photo
No: 1****Date:**
8/28/19**Description:**

View facing north.

The area previously
used for
construction support
trailers has been
loamed and seeded.

**Client Name:**Exelon West
Medway II**Photo:** West Medway II**Location:** Medway, MA**Project No:**

1422.10

**Photo
No: 2****Date:**
8/28/19**Description:**

View facing east.

Installation of final
perimeter fencing
throughout the site
is complete.





September 24, 2019
Medway Planning & Economic Development Board
Meeting

Site Plan Rules and Regulations – Public
Hearing Continuation

- Public Hearing Continuation Notice
- REVISED DRAFT *Site Plan Rules and Regulations*
dated September 9, 2019



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

September 11, 2019

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 Site Plan Rules and Regulations***
CONTINUATION DATE – Tuesday, September 24, 2019 at 8:00 p.m.
LOCATION – Medway Town Hall, 155 Village Street

At its meeting on September 10, 2019, the Planning and Economic Development Board reopened its public hearing on proposed amendments to the *Medway Site Plan Rules and Regulations*.

The Board voted to continue the public hearing to Tuesday, September 24, 2019 at 8:00 p.m. for further review and refinement. The continued public hearing will occur during the regular meeting of the Planning and Economic Development Board to be held in Sanford Hall at Medway Town Hall, 155 Village Street.

The current draft of the proposed amendments to the *Site Plan Rules and Regulations* is dated September 9, 2019. This draft will be further revised during the next ten days for discussion at the It is available for viewing and downloading at:

https://www.townofmedway.org/sites/medwayma/files/uploads/draft_site_plan_regs_9-9-19_revised_draft.pdf. September 24th hearing.

We welcome your review of the proposed amendments. Kindly forward any comments to me by September 18th and please do not hesitate to contact me if you have any questions. Thanks.

REVISED DRAFT
September 9, 2019

TOWN OF MEDWAY

Planning & Economic Development Board Rules and Regulations

Chapter 200 - Site Plans

Rules & Regulations for Submission, Review and Approval of Site Plans

*Approved and Adopted by the Medway Planning Board
April 14, 1998*

Amended: April 28, 2000

Amended: March 13, 2001

Amended: November 1, 2001

Amended: July 9, 2002

Amended: December 3, 2002

Amended: _____

Medway Planning and Economic Development Board

Andy Rodenhiser, Chairman

Robert K. Tucker, Vice-Chairman

Thomas A. Gay, Clerk

Richard Di Iulio

Matthew J. Hayes, P.E.

**Medway Planning and Economic Development Board
Site Plan Rules and Regulations**

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205 – 4 Standards for Site Plan Preparation
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205 – 6 Review by Town Officials
205 – 7 Public Review
205 – 8 Decision
205 – 9 Appeal
205 – 10 Plan Endorsement

Commented [A1]: Susy - Page numbers will be inserted when the document is completed.

It has been suggested that the bottom of each page also include the section # of the text included on each page

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Commented [A2]: I think we should insert a section on roadway paving standards. Lift something from the subdivision rules and regs. Will discuss with Steve Bouley.

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TOWN OF MEDWAY

Planning and Economic Development Board

Rules and Regulations

Chapter 200 - Site Plans

Rules & Regulations for Submission, Review and Approval of Site Plans

ARTICLE I AUTHORITY

s. 201 – 1 **Adoption** - The Planning and Economic Development Board of the Town of Medway hereby adopts these *Rules and Regulations* to govern the submission, review, approval and modification of site plans pursuant to Section 3.5.5 of the *Zoning Bylaw*.

ARTICLE II GENERAL PROVISIONS

s. 202 – 1 **Purpose** – These *Rules and Regulations* provide for the uniform procedural and substantive requirements of Section 3.5 Site Plan Review of the *Zoning Bylaw*. Their purpose is to guide Applicants, Town officials and boards, and others involved in the preparation, processing and review of site plans and the issuance of site plan approval and modifications thereto. These *Rules and Regulations* address the process for submission, review and processing of site plan applications including the delegation of administrative review to the Board's designee for review of small-scale projects; site development standards; review and approval criteria; issuance of site plan approvals; project conditions, limitations, safeguards and mitigation measures; procedures for modifying approved site plans; and decisions and fees.

s. 203 – 2 **Scope of Site Plan Review** – The *Zoning Bylaw* provides for three levels of Site Plan Review: Major Site Plan Review, Minor Site Plan Review, and Administrative Site Plan Review. See Section 3.5.3 of the *Zoning Bylaw* for applicability.

s. 202 – 3 **Requirement for Site Plan Review** – No building permit shall be issued for any use, site, or building alteration, or other improvement subject to Section 3.5 of the *Zoning Bylaw* unless an application for Site Plan Review has been prepared in accordance with the requirements of these *Rules and Regulations*, and unless such application has been approved by the Planning and Economic Development Board or its administrative designee in the case of projects subject to Administrative Site Plan Review.

s. 202 – 4 **Definitions** – Terms used in these *Rules and Regulations* shall have the meanings as set forth in the *Medway Zoning Bylaw* and G.L. c. 40A. Additional terms are defined below:

Agent: Individual(s) authorized by the Board to review plans and/or observe and inspect construction

Alteration of Existing Parking Area: Includes installation, removal or relocation of any curbing, traffic channelization island, driveway, travel lanes, storm drainage, lighting, landscaping or similar facilities, but does not include resurfacing, striping or restriping pavement markings on existing parking or storage areas.

Board: The Planning and Economic Development Board of the Town of Medway.

Design Review Guidelines: A written document produced by the Design Review Committee and adopted by the Medway Planning and Economic Development Board.

Developer: The individual or organization which will carry out the approved and endorsed site plan.

Earth Materials: Soil, loam, gravel, sand, sod, topsoil, borrow, rock, peat, humus, clay, quarry stone and other similar earth materials.

Rules and Regulations: Medway Planning and Economic Development Board *Rules and Regulations for Submission, Review and Approval of Site Plans.*

Team: Administrative Site Plan Review Team established by the Town Administrator and the Board.

s. 202 – 5 *Waivers of Site Plan Rules and Regulations*

A. The Board or the Team **may** grant waivers from strict compliance with these *Rules and Regulations* if it determines that:

- 1) the Rule or Regulation requested to be waived does not apply to the particular site or situation under review; or
- 2) that a waiver would permit a superior design; or
- 3) that a waiver would allow construction which will have no significant detriment to the achievement of any of the purposes of Site Plan Review and approval as set forth herein; or
- 4) that a waiver is in the best interests of the Town; or
- 5) that a waiver is consistent with the purpose and intent of the *Zoning Bylaw* and these *Rules and Regulations*.

B. The Applicant for Site Plan Review shall submit a written request for waivers from the *Rules and Regulations* at the time of application on a Waiver Request form to be provided by the Board. Supplemental Waiver Requests **may** be submitted during the course of the Site Plan Review process. If an oral request for a waiver is made during the course of the Board's review, it shall also be submitted to the Board as a written request.

s. 202 – 6 *Permit Coordination* – When a development project requires other permits from the Board such as a special permit, land disturbance permit, or a scenic road work permit, the Board's review **may** be consolidated and run concurrently.

s. 202-7 *Use of Forms*– Reference is made throughout these *Rules and Regulations* to various administrative forms to be used by the Applicant and Board for the orderly and

Commented [A3]:

SAC – Barbara has suggested we include a definition of "earth materials". This definition is a compilation of all the items currently noted as being earth materials plus "quarry stone" which is commonly included in other zoning bylaws' definitions of "earth materials". Steve B is OK with this.

Commented [A4]: This is new. Borrowed from the Subdivision Rules and Regulations.

reasonable administration of these *Rules and Regulations*. These forms shall be developed and maintained by the Board and may be revised, updated, diminished or added to as necessary without a public hearing and formal amendment of these *Rules and Regulations*.

s. **202 - 8 *Validity*** – If, in any respect, any provision of these *Rules and Regulations* in whole or in part, shall prove to be invalid for any reason, such invalidity shall only affect the part of such provisions which shall be held invalid. In all other respects these *Rules and Regulations* shall stand. In the event of a conflict between these *Rules and Regulations* and the *Zoning Bylaw*, the provisions of the *Zoning Bylaw* shall control.

ARTICLE III SITE PLAN APPLICATION PROCEDURES

s. **203 - 1 *Eligible Applicants*** - An Applicant for Site Plan Review shall be as defined in the *Zoning Bylaw*. In the case where the Applicant is a person other than the record owner of the property, the Applicant shall submit, as part of the application, a written certification executed by the record owner of the property that the application is submitted with the knowledge and consent of the record owner.

s. **203 - 2 *Pre-Application Review***

A. ***Consultation with Town Staff*** – A pre-application consultation between a prospective Applicant and the Town’s Community and Economic Development staff is recommended. The purpose of any pre-application consultation is to provide the Applicant with an opportunity to discuss the design concept of the proposed development during the early stages of the design process and to avoid unnecessary technical deficiencies in the application with a view toward promoting efficiency in the forthcoming processing and review of the proposed development project. However, Town staff are not responsible for assuring the accuracy, correctness or thoroughness of any application provided for review during a pre-application consultation. Any opinion given to the Applicant by employees of the Town during a pre-application consultation is advisory only and shall not be binding on the Board or the Town

B. ***Interdepartmental Project Review***

1) Prior to filing a site plan Application with the Board, prospective Applicants for Major Site Plan Review shall, and prospective Applicants for Minor Site Plan Review **may**, request that the Director of Community and Economic Development schedule a meeting with the Applicant and the Town’s interdepartmental project review team. The purpose of such meeting is for the Applicant to brief representatives of Town departments on the proposed project and to help the Applicant better understand the permitting procedures of various Town agencies. This meeting also allows Town officials to identify project issues and opportunities which **may** benefit from further municipal attention, coordination or assistance.

2) *Scope of Town Staff Review* - Any opinion or information given to the Applicant by employee of the Town during the Interdepartmental Meeting shall be considered advisory only and shall not be binding on the Board or the Town.

C. ***Informal Pre-Application Meeting with the Board*** – Prior to filing a site plan Application with the Board, prospective Applicants for a Major or Minor Site Plan Review **may** request an informal, pre-application meeting with the Board to review

conceptual plans and discuss permitting procedures. The requested pre-application meeting shall occur during a regularly scheduled Board meeting. This meeting provides the Applicant and the Board with the opportunity to discuss the project's objectives, preliminary conceptual plan for the site, building design, and site amenities; review the Town's site plan review process and *Rules and Regulations*; identify possible requests for waivers from these *Rules and Regulations*; clarify what submittal items are required based on the scope of the project; and develop a preliminary schedule for application submittal and plan review. Requests for a pre-application meeting with the Board shall be made through the Planning and Economic Development office. A pre-application meeting shall not serve as a substitute for any public hearing or meeting required for the development project. Any opinion or information given to the Applicant by an individual Board member or its consultants during a pre-application meeting shall be considered advisory only and shall not be binding on the Board or the Town.

s. 203 – 3 **Official Receipt of Site Plan Application** –The official site plan submission date is the date the site plan application is filed with the Board or Team, and the Town Clerk and is deemed complete in accordance with s. 203-4 of these *Rules and Regulations*, whichever is later.

s. 203 - 4 **Completeness Review** - The Board's Agent may, within twenty-one days of the date of receipt of a major or minor site plan application, reject the application upon a determination that it does not satisfy the submission requirements of these *Rules and Regulations*. The Board's Agent shall provide the Applicant with a written explanation as to the specific reasons for the determination of incompleteness with a citation of the specific provisions of these *Rules and Regulations* where the application is lacking. The Board's Agent shall provide a notice of its determination to the Town Clerk. When brought into conformity with the requirements of these *Rules and Regulations*, a site plan application previously deemed incomplete may be resubmitted for consideration by the Board without prejudice. Upon receipt of all required items, the application shall be deemed complete and filed with the Town Clerk.

s. 203 - 5 **Use of Outside Consultants**

- A. The Board or the Team may determine that the assistance of outside consultants such as engineers, lawyers, planners, urban or landscape design professionals, environmental consultants or other appropriate professionals is warranted due to the size, scale, or complexity of the proposed project or its potential impact on the Town and community. It is the Board's standard practice to do so. The Board or the Team may engage the services of outside consultants to assist in reviewing the application and associated project documents to ensure compliance with all relevant laws, bylaws, and regulations and to address technical, legal or other issues. The Board or Team shall have full authority to select the outside consultants. If the Board or Team determines that such services are required, the Applicant shall pay a *Site Plan Review Fee* as authorized in s. 209 – 1 B. of these *Rules and Regulations*.
- B. The minimum qualifications for outside consultants shall consist of either an educational degree in or related to the field at issue or three or more years of practice in the field at issue or in a related field.
- C. The Applicant may appeal the selection of a particular outside consultant to the Board of Selectmen. The grounds for such an appeal shall be limited to claims that the selected

consultant has a conflict of interest or does not possess the minimum required qualifications. The Applicant shall identify the specific grounds which the Applicant claims constitute the conflict of interest or how the consultant does not meet the minimum required qualifications. If no decision is made by the Board of Selectmen within thirty days following the filing of an appeal, the Board's consultant selection stands.

ARTICLE IV MAJOR SITE PLAN REVIEW

s. 204 - 1 Applicability – See Section 3.5.3 A of the *Zoning Bylaw*.

s. 204 – 2 Town Clerk Submittals - The Applicant shall deliver in hand, or by registered or certified mail, the following submittals to the Town Clerk during regular business hours:

- A. The Major Site Plan Application form signed by the Applicant, property owner(s), and designated representative, if any, on a form provided by the Board.
- B. One set of the site plan (24" x 36") prepared in conformance with these *Rules and Regulations* including all items as specified in *s. 204 – 5* of these *Rules and Regulations*.

s. 204 – 3 Planning and Economic Development Board Submittals - The Applicant shall deliver in hand, or by registered or certified mail, the following submittals to the Board:

- A. The Major Site Plan Application form signed by the Applicant, property owner(s), and designated representative, if any, on a form provided by the Board.
- B. Two sets of the site plan (24" x 36") and one set of the site plan (11" x 17") prepared in conformance with these *Rules and Regulations* including all items as specified in *s. 204 – 5* of these *Rules and Regulations*.
- C. One written *Project Narrative* regarding the proposed development. At a minimum, the Narrative shall include the following information wherever applicable:
 - 1) current and proposed uses;
 - 2) description of proposed site improvements including paving, stormwater management, landscaping, sidewalks, refuse storage and disposal facilities, site amenities, fencing, lighting, water and sewer service, open space, etc.;
 - 3) description of proposed building construction, renovation, façade improvements, and/or demolition including the size of the proposed building(s) or additions;
 - 4) projected water and sewer demand;
 - 5) expected number of employees and/or occupants;
 - 6) proposed hours of operation;
 - 7) existing and proposed means of vehicular and pedestrian access and egress;
 - 8) number of parking spaces required and how this number was determined;
 - 9) calculation of proposed lot coverage and impervious surface;

- 10) timetable for project completion;
 - 11) proposed on and off-site mitigation measures;
 - 12) list of other required local, state and federal permits needed for the project and the status of each; and
 - 13) any other information the Applicant believes will assist the Board in reviewing and understanding the site plan application.
- D. One list and three sets of mailing labels of all parties in interest as defined in G.L. c. 40A, §11 within three-hundred feet of the subject site as appearing on the most recent tax records list maintained by the Assessor's office. The list shall be certified by the Board of Assessors of all applicable communities.
- E. One copy of all relevant approvals, land use permits or decisions received to date from other Town boards and committees (ZBA, Conservation Commission, Board of Health, Historical Commission, Department of Public Works, etc.) and federal or state government agencies.
- F. 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, reduce or mitigate adverse impacts.

The *Development Impact Statement* shall consist of the following four elements:

1) *Traffic Impact Assessment*

- a) A brief *Analysis* of existing traffic safety and capacity issues at the development site and a summary of anticipated traffic impacts as a result of the proposed development; or
- b) A full *Traffic Impact Assessment* is required if the project:
 1. proposes an additional twenty or more parking spaces; and
 2. contains frontage or proposes access on a public way; and
 3. includes uses expected to generate an additional one hundred trips to or from the site on an adjacent roadway during a peak hour based on the most recent edition of the Institute of Traffic Engineers publication *Trip Generation*.

The Board may require an Applicant to prepare a full *Traffic Impact Assessment* even if the project does not meet all of the above criteria, if the Board finds that such information is necessary for it to complete its review.

c) The *Traffic Impact Assessment* shall:

1. document existing traffic volumes, capacities, controls, sidewalk and road conditions, roadway geometrics, hazards and level of service on the site and streets adjacent to the site and intersections near the site

including but not limited to conditions within one-quarter mile of the proposed project; and

2. describe the volume and effect of projected traffic generated by the proposed project (total and peak hour) and post project level of service (LOS); and
 3. identify traffic management and structural improvements and mitigation measures, both on and off the site, to reduce any adverse impacts of the proposed project on traffic. These could include demand management strategies, traffic control measures as well as capacity enhancements.
- d) A *Traffic Impact Assessment* shall be prepared under the supervision of a qualified and experienced person with specific training in traffic and transportation engineering with several years of experience related to preparing traffic studies for existing or proposed development.

2) *Environmental Impact Assessment*

- a) An *Environmental Impact Assessment* shall be required if the project involves one or more of the following characteristics:
1. proposes an additional thirty or more parking spaces; or
 2. proposes a building footprint of fifteen thousand square feet or greater; or
 3. proposes to disturb twenty thousand square feet of land or greater; or
 4. proposes a project that is subject to the Town's *Stormwater and Land Disturbance Bylaw*.
- b) The *Environmental Impact Assessment* shall describe the impacts of the proposed development with respect to on-site and off-site environmental quality including:
1. air and water quality;
 2. surface water and groundwater;
 3. flooding potential;
 4. increases in impervious surfaces;
 5. potential for erosion and proposed or existing control measures;
 6. noise levels;
 7. harmful or noxious emissions;
 8. damage or threat to wetlands and flood plain;
 9. smoke;
 10. odors;
 11. vibration;
 12. waste disposal; and
 13. off-site environmental drainage impacts.
- c) If the Applicant is required to file a full Massachusetts Environmental Policy Act (MEPA) certification with the Massachusetts Department of

Environmental Protection, that document **may** serve to replace the *Environmental Impact Assessment* as **may** be required herein.

3) *Neighborhood Impact Assessment*

- a) A *Neighborhood Impact Assessment* evaluates the impacts of the proposed development on the adjacent neighborhood.
- b) A *Neighborhood Impact Assessment* shall identify the project's impacts to:
 - 1. the neighborhood's visual, architectural and historical character;
 - 2. the goals of existing community plans (master plan, open space plan, housing production plan, etc.) applicable to the neighborhood;
 - 3. the quality of life of its residents; and
 - 4. the expected demand for municipal services.

Commented [A5]: Barbara - I note there is no minimum criteria for when the neighborhood impact assessment is required, unlike the other assessments.

4) *Parking Impact Assessment*

- a) A *Parking Impact Assessment* is required if the proposed project includes the addition of thirty or more parking spaces.
- b) The *Parking Impact Assessment* shall document existing parking conditions, evaluate off-site impacts of the proposed parking, and propose measures to mitigate any adverse parking impacts on the adjacent neighborhood.
- c) The *Parking Impact Assessment* shall:
 - 1. identify existing off-site and on-street neighborhood parking conditions including streets likely to be affected by the development;
 - 2. identify the expected impact of proposed parking on the neighborhood; and
 - 3. propose mitigation measures including screening, creative parking lot design, use of alternative paving materials, and planting of trees for shading and buffer.

G. Stormwater Documentation

- 1) Post-Construction Stormwater Management Plan (**see s. _____ herein**) including a Long Term Stormwater Operation and Management Plan developed in accordance with Medway General Bylaws, Article XXVI, Stormwater Management and Land Disturbance.
- 2) One copy of the stormwater drainage report prepared in conjunction with the Post-Construction Stormwater Management Plan. The report shall be prepared in accordance with the most current standards of the MA Department of Environmental Protection (DEP) Stormwater Management Policy and Handbook and in conformance with Medway General Bylaws, Article XXVI, Stormwater Management and Land Disturbance, Section 26.8. The drainage calculations shall be based on the rainfall data from the National Oceanographic and Atmospheric Administration (NOAA) Atlas 14, as **may** be amended.

- 3) DRAFT of a *Stormwater Pollution Prevention Plan* (SWPPP) to manage stormwater during construction.

a. For development projects with planned land disturbance of one acre or more, the SWPPP shall comply with the standard SWPPP requirements under the National Pollution Discharge Elimination System (NPDES) permitting program of the U.S. Environmental Protection Agency (EPA).

b. For projects with planned land disturbance under one acre but more than 20,000 sq. ft. which are not subject to SWPPP requirements under the National Pollution Discharge Elimination System (NPDES) permitting program of the U.S. Environmental Protection Agency (EPA), a modified and reduced SWPPP reporting program is required. The scope of such is available from the Planning and Economic Development office.

- H. A *Construction Management Plan* (CMP) which includes the proposed construction sequence, timetable, and methods for managing the construction process and minimizing the impacts of construction on public ways and to abutters. The CMP shall identify areas for parking, staging, and stockpile areas for construction materials and earth removed from or brought onto the site. Such areas shall be located as far from existing private and public ways as practicable and visually screened to the maximum extent practicable from such ways and surrounding residences or other buildings. The CMP shall note hours of construction and deliveries associated with construction.

- I. *Earth Removal Calculations* of the estimated volume of earth materials to be removed from the site which shall be prepared by and show the seal of a licensed Professional Engineer certified to practice in the Commonwealth of Massachusetts.

NOTE - The extent of planned earth removal may be subject to the requirements of Article IX, Removal of Earth Products of the Medway *General Bylaws*.

- J. *Earth Fill Estimates* of the volume of earth materials to be brought on site which shall be prepared by and show the seal of a licensed Professional Engineer certified to practice in the Commonwealth of Massachusetts.

- K. A copy of an Order of Resource Area Delineation (ORAD) from the Medway Conservation depicting the approved wetland resource affecting the proposed project or an Order of Conditions issued within the past three years, or a Determination of Applicability with a finding from the Conservation Commission that the proposed project is not within its jurisdiction. Or the Applicant can file with the Conservation Commission at the time of the site plan application and the Commission's decision results shall be incorporated into the site plan

- L. A copy of the latest recorded deed to the property(s) comprising the proposed development site to document proof of ownership, or a purchase and sale agreement.

- M. Requests for Waivers from these *Rules and Regulations* with specific reference to the applicable section(s) of these *Rules and Regulations* for which a waiver is requested, provided on the Board's Site Plan Waiver Request form.

Commented [A6]: Barbara - If it is Major Site Plan, shouldn't this simply be required for all projects that don't meet the one acre standard?

SAC – We need to provide some guidance on what should be in a SWPPP for a smaller project!?! Seems burdensome to impose all of the standard SWPPP requirements. Can we develop a template?

Steve B. – Under 20,000 sq. ft. is a small site. A full SWPPP is burdensome and not needed. Focus on erosion control plan.

Commented [A7]:
This is definitely not the preferred option.

N. ALL APPLICATION MATERIALS (including forms, plans, reports, and attachments) SHALL ALSO BE SUBMITTED IN A SEARCHABLE ELECTRONIC FORMAT via email, on a portable electronic storage device, or to a central cloud repository on the internet. The email for such submittals is planningboard@townofmedway.org

O. A *Major Site Plan Filing Fee* as authorized by **s. 209 – 1 A.** of these *Rules and Regulations*.

P. A deposit toward the *Major Site Plan Review Fee* as authorized by **s. 209 – 1 B.** of these *Rules and Regulations*.

s. 204 – 4 Standards for Site Plan Preparation

A. The site plan shall be prepared, stamped, signed and dated by qualified professionals including a Registered Professional Engineer, a Registered Land Surveyor, a Registered Architect, and/or a Registered Landscape Architect or other professional, registered in the Commonwealth of Massachusetts.

B. The site plan shall be drawn at a scale of one inch equals forty feet or one inch equals thirty feet or one inch equals twenty feet or such other scale that has been approved in advance by the Board and that clearly and adequately represents the proposed improvements.

C. All existing and proposed elevations shall refer to the North American Vertical Datum of 1988 (NAVD88).

D. All site plan sheets shall be bound together in a complete set including building elevation plans.

E. All site plan sheets shall contain a referenced north arrow, sheet number, plan dates and plan revision dates, name of project, name of plan, plan scale, legend, stamp of registered professional responsible for the content of said sheet, applicable notes, the Board's signature block, including *Decision* and plan endorsement dates, and the Town Clerk's no appeal certification.

s. 204 – 5 Site Plan Contents – To be considered complete, a major site plan submitted pursuant to these *Rules and Regulations* shall include the information listed below.

A. *Cover Sheet* – The cover sheet shall include the project name and address, name and address of owner, name and address of Applicant, name and address of engineer and other professional firms responsible for the plan, plan date, list of plan revision dates, project Assessor's Map and Parcel number, zoning district classification, list of requested waivers from these *Rules and Regulations*, Signature Block for Board endorsement, and a complete index of drawings.

B. *Site Context Sheet*

- 1) A locus plan showing the site and its boundaries in relation to all surrounding streets within two thousand feet of the perimeter of the site. The plan shall be at a maximum scale of one inch equals one thousand feet. Scenic roads shall be noted. Streets, buildings, brooks, streams, rivers, wooded areas, protected open

spaces, recreation fields, landmarks and public facilities shall be shown on the locus plan with sufficient clarity to be easily discernable.

- 2) Abutters' names and addresses with assessor's map/parcel references for properties within 300' of the development site
- 3) Lot lines with dimensions and easement areas for the development site.
- 4) Existing topography at two foot intervals from USGS survey maps or actual land survey of the development site.
- 5) All easements (utility, conservation and other) and rights-of-way on the development site.
- 6) Zoning district boundaries including groundwater protection district and flood plain zones on the development site.

C. *Existing Conditions Sheet(s)*

- 1) The location of all *existing man-made features and infrastructure* on the site shall be delineated including but not limited to buildings and structures, streets, bridges, utility poles, utilities and underground infrastructure including water, gas, electric, cable, and telephone, fire hydrants and fire alarm boxes, wells, septic systems, sanitary sewers, utility easements and other property encumbrances, sidewalks, driveways, trails, farm roads, stone walls, fences, monuments, historic markers, milestones, wells, and stormwater drainage infrastructure including basins, sub-surface systems, leaching galleys, swales and other methods to dispose of stormwater; refuse and solid waste storage and disposal facilities, and all entrances and exits on the site and within one hundred feet of the site.
- 2) Location and delineation of all *existing natural features* of the development site including but not limited to ledge or rock outcroppings, cliffs, sinkholes, ditches, all wetland resources as defined by the Wetlands Protection Act and Article 21 of the Medway General Bylaw including their associated buffers per state and local laws, and natural drainage courses and swales.
- 3) An *Existing Landscape Inventory* including a "mapped" overview of existing landscape features and structures including the specific identification of existing trees with a diameter of **eighteen** inches or greater at four feet above grade and any trees that will be beneficial for screening, all in order to determine their value for preservation. **Tree drip lines** (the outermost circumference of a tree's canopy, from which water drips onto the ground) **shall be shown or detailed in order to ensure trees are protected during construction.**
- 4) Locations of all historically significant sites or structures on the site including but not limited to barns, other buildings, cellar holes, stone walls, earthworks, graves, any structure over fifty years of age, and any property listed on the National Register of Historic Places or included in a National Register Historic District or recognized by the Massachusetts Historical Commission

Commented [A8]: Bridget suggests adjusting this to 15".

Commented [A9]: All trees or just hardwoods?

D. *Site Plan Information Sheets* – NOTE, site plan information sheets may be combined.

- 1) Location and dimensions of proposed buildings and structures including building setbacks from front, side and rear lot lines.
- 2) *Site Grading* - Topography showing proposed grading contours at two foot intervals, limit of work (area of disturbance), and limit of clearing.
- 3) *Parking Plan* - Location and dimensions of proposed parking, including lot line setbacks, loading and unloading areas with traffic patterns, access lanes and curb radii. The Parking Plan shall be in conformance with the provisions of Section 7.1.1 of the *Zoning Bylaw*.
- 4) *Site Improvements* - Location and dimensions of proposed improvements and site amenities including but not limited to travel ways, roads, driveways, maneuvering spaces and aisles, fire lanes, parking areas, loading and unloading areas, utility boxes, curbs, curb cuts, wheel stops, bollards, bumpers, decorative and retaining walls, fences, outdoor lighting, open space areas, recreational areas, pedestrian areas, service entries, snow storage areas, facilities for waste disposal and storage, sidewalks, pedestrian and bike pathways with cross sections, design and materials details and dimensions, and easements.
- 5) *Erosion and Sediment Control Plan* – Erosion control measures shall be specified including sedimentation barriers, construction entrances, stabilizing materials to be used on site during and after construction, and temporary blocking of entrances when construction is not active. The *Erosion and Sediment Control Plan* shall be as specified in Section 26.7 of *Medway General Bylaws*, ARTICLE XXVI, Stormwater Management and Land Disturbance.

NOTE – If the proposed development also needs to file a Notice of Intent with the Medway Conservation Commission for an Order of Conditions, the Erosion and Sediment Control Plan shall be submitted to and be reviewed and acted on by the Conservation Commission and not to the Board as specified in ARTICLE XXVI, Stormwater Management and Land Disturbance of the *Medway General Bylaws*.

- 6) *Post-Construction Stormwater Management Plan* - The plan and the associated Long Term Operations and Management Plan shall comply with the requirements of Section 26.8 of *Medway General Bylaws*, ARTICLE XXVI, Stormwater Management and Land Disturbance; the Massachusetts DEP Stormwater Management Standards, and EPA's National Pollutant Discharge Elimination System (NPDES) requirements if applicable.

NOTE - If the proposed development also needs to file a Notice of Intent with the Medway Conservation Commission for an Order of Conditions, the above noted *Post Construction Stormwater Management Plan* shall be submitted to and be reviewed and acted on by the Conservation Commission and not the Board as specified in ARTICLE XXVI, Stormwater Management and Land Disturbance of the *Medway General Bylaws*.

- 7) *Site Utilities Plan* – All proposed utilities, mechanisms, materials and layouts for refuse and trash disposal enclosures and systems, water, electricity, gas, cable, fire hydrants, and telephone service, sewage disposal, and methods of solid waste storage and disposal.
- 8) *Landscape Plan*
- a) A *Landscape Plan* shall be prepared by a Registered Professional Landscape Architect licensed to practice in the Commonwealth of Massachusetts or a Massachusetts Certified Landscape Professional.
 - b) The *Landscape 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 to be retained, particularly existing trees with a diameter of eighteen inches or greater at four feet above grade.
 - c) The *Landscape Plan* shall indicate the areas of proposed 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 screened graphic used to represent expected tree canopy at maturity.
 - d) The *Landscape Plan* shall specify a suitable maintenance program to ensure the viability and longevity of the landscape installation.
- 9) *Building Elevations and Architectural Plan* with dimensions and details of façade designs of each building from all directions including specifications on building style, architectural features, materials, and colors including awnings.
- 10) *Color Renderings* of the project and buildings shall be provided from at least four directions depicting proposed structures, signage, landscaping, site amenities, and common views of the completed project as viewed from a public way and adjacent properties. These may include 3D views of the site, buildings, and site improvements.
- 11) *Building Layout or Floor Plan* with the use of all areas labeled.
- 12) *Entry and Exit to Structures.* All means of entry and exit (main, service, emergency and mechanical) from the building including steps and ramps, designation of the primary entrance (front entrance) and loading docks and other access ways shall be shown.
- 13) *Site Amenities Details* for benches, bollards, planters, fences, walls, bike racks, seating areas, and any other forms of outdoor site amenities to be installed.
- 14) *Master Signage Plan* with preliminary proposed designs, locations, materials, dimensions, and lighting for:

- a) the proposed development sign and all business identification signage, both freestanding and attached; and
 - b) standards for tenant signs; and
 - c) signage to identify surface stormwater infiltration basins with messages to prohibit the disposing of trash and debris in such basins.
- 15) *Lighting Plan* prepared in conformance with Section 7.1.2 of the *Zoning Bylaw*.
 - 16) Horizontal sight distances on the public way(s) at all entrances and exits in both directions.
 - 17) A table outlining the proposed development's conformance with the *Zoning Bylaw* requirements including lot area, continuous frontage, lot depth, lot width, front, side, and rear setbacks, building height, lot coverages, gross floor area, open space calculations, and number of parking spaces including handicapped based on maximum seating capacity, number of employees or otherwise as provided in the *Zoning Bylaw*, and other items as appropriate for the applicable zoning district and proposed uses.
 - 18) Locations of proposed fire hydrants, fire lanes and access for equipment shall be provided to the satisfaction of the Fire Department.
 - 19) Information quantifying on-site generation of noise and odors, if applicable.
 - 20) Any proposed off-site roadway and traffic management improvements.

Commented [A10]:
SAC - This is new. Suggested by Dave D'Amico.

s. 204 – 6 Review by Town Officials

- A. Within fourteen days of the official site plan submission date, the Board shall transmit the site plan to the following boards, departments and committees, inform them of the public hearing schedule, and request their review and preparation of an advisory report to assist the Board with its review.
 - 1) Building Department
 - 2) Conservation Commission
 - 3) Fire Department
 - 4) Police Department
 - 5) Assessors' Office
 - 6) Board of Health
 - 7) Department of Public Works
 - 8) Design Review Committee and
 - 9) Other departments and committees as determined to be appropriate depending on the nature of the project including but not limited to the Economic Development Committee, Historical Commission, and the Open Space Committee.
- B. Said departments, boards, and committees may, at their discretion, evaluate the site plan and submit an advisory report or recommendation to the Board. If no report is submitted to the Board within thirty days of distribution, this shall be deemed lack of opposition thereto. The advisory report may include an assessment of the project's impact on the community, the status of any meetings or actions the respective board, committee or

department has already taken or is taking regarding the project, and any recommended conditions or remedial measures needed to avoid, accommodate or mitigate the expected impacts of the proposed development. All reports shall be entered into the public record during the public hearing.

- C. Review by Building Department – The Building Commissioner or his designee, shall review the application and associated materials for compliance with the *Zoning Bylaw* and provide a written communication to the Board, prior to the first public hearing date, to identify any current zoning violations existing at the site which **may** be addressed through the site plan review process.

s. **204 –7 Public Hearing**

- A. The Board shall conduct a public hearing on the major site plan application in accordance with the provisions of G.L. c. 40A and the *Zoning Bylaw*. The public shall have the opportunity to be heard, in person, or by agent or attorney, or in writing during the hearing.
- B. *Public Notice* - The Board shall prepare the public hearing notice and post such notice in accordance with the provisions of G.L. c. 40A and the *Zoning Bylaw*. The Board shall notify all parties in interest of the time, date and location of the public hearing as provided in G.L. c. 40A, §11.
- C. *Appearance of Applicant at Public Hearing* – An Applicant **may** appear on his own behalf or be represented by a designated representative. It is the responsibility of the Applicant or the designated representative to present the site plan to the Board and public during the public hearing. Failure to appear at a public hearing could jeopardize approval of an application. In the absence of an appearance by the Applicant or designated representative, the Board **may** decide the matter using the information it has received.
- D. The Board **may** continue the public hearing to other dates as **may** be needed.
- E. *Coordination with Other Permitting Authorities* – The Board shall make every reasonable effort to coordinate its review with other Town boards, committees or officials which have jurisdiction over other permits and approvals required for the project to proceed. If requested by the Applicant, coordinated or joint public hearings **may** be conducted to the extent allowed by law, recognizing that each permitting authority is subject to specific statutory decision requirements and that all such decision periods **may** not coincide.
- F. *Additional Information*
 - 1) During the course of the public hearing, the Board **may** require the Applicant to provide additional information if it finds that such information is necessary to properly act upon the application in question.
 - 2) Any items or plan revisions submitted by an Applicant in support of a previously filed application shall be submitted to the Board no less than ten business days before the date of the continued public hearing. However, in no case shall the

Board allow new evidence or testimony to be admitted after the public hearing is closed.

- 3) The Board **may** enter information into the record of the public hearing including but not limited to reports of outside consultants and comments from Town staff, boards and committees.

- G. The Board **may** keep the public hearing open during the preparation and deliberation of its *Decision*. However, the public hearing shall be closed after the Board's vote and before the *Decision* is filed with the Town Clerk.

s. 204 – 8 Decision

- A. *Deadline to File Decision* - Following the Board's review, the Board shall prepare and file its written site plan *Decision* with the Town Clerk within ninety calendar days from the official date of site plan application. Failure of the Board to take final action by filing its *Decision* with the Town Clerk within the prescribed time period shall be deemed constructive approval of the application. A copy of the *Decision* shall be provided to the Building Commissioner and other Town officials.
- B. *Deadline Extension* - The deadline by which the Board shall file its *Decision* **may** be extended upon mutual agreement of the Board and Applicant when the Applicant or its designated representative requests such an extension in writing and the Board agrees thereto. Notice of the Board's acceptance of the Applicant's request for a deadline extension shall be provided in writing by the Board to the Town Clerk.
- C. Before the Board begins its deliberations on the *Decision*, the Applicant shall provide the Board a written document specifically describing how the proposed development, as revised during the public hearing process, satisfies the site plan decision criteria established in **s. 204 – 8 F.** of these *Rules and Regulations*.
- D. *Decision Options* - The Board **may** approve, approve with conditions, limitations, safeguards and mitigation measures, or disapprove a site plan application in accordance with Section 3.5.4 G. of the *Zoning Bylaw*. The Board's *Decision* to disapprove a site plan shall state the reasons for such disapproval.
- E. *Voting* - An affirmative vote of a simple majority of the membership of the Board shall be sufficient for the *Decision*.
- F. *Approval Criteria Findings* – In making its *Decision*, the Board shall consider the following criteria as applicable to the particular proposal:
 - 1) The proposed buildings, uses and site improvements are appropriately located on the development site in relation to the terrain and the location and scale of buildings and site features on abutting sites.
 - 2) The construction and/or renovation of buildings and site improvements and amenities are designed to reflect or be compatible with the *Medway Design Review Guidelines*.
 - 3) Building and site designs reflect the character, materials and scale of existing buildings in the vicinity as well as *Master Plan* goals for the area.

- 4) Reasonable use is made of building location, grading and landscaping and other site features to reduce the visible intrusion of structures, parking areas, and outside facilities for the storage, handling and disposal of sewage, refuse and other solid wastes resulting from the normal operation of the establishment(s) from public views or from adjacent residential properties.
- 5) Private drives are properly designed and constructed to serve the intended use and provide an adequate level of service in relation to the traffic to be generated by the development.
- 6) Internal circulation, queuing and egress promote traffic safety, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is avoided.
- 7) Convenient and adequate access for fire-fighting and emergency vehicles is provided to each structure and throughout the site.
- 8) Design and construction minimize, to the extent reasonably practical, 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 impacts on waterways and environmental resource areas;
 - f) soil erosion and pollution; and
 - g) noise.
- 9) Pedestrian ways, access driveways, loading areas and vehicular and bicycle parking facilities are properly designed for public convenience, accessibility, and safety of customers, employees and the general public.
- 10) Design and construction, to the maximum extent feasible, preserve and incorporate the visual prominence of the site's natural and historic features (i.e. hills, water bodies, wetlands, trees, tree groves, wooded areas, rock outcrops, native plants, stone walls, wildlife habitats, and other areas of aesthetic or ecological interest).
- 11) Lighting on the site complies with Section 7.1.2 of the *Zoning Bylaw*.
- 12) The proposed limit of work area is reasonable and protects sensitive environmental and/or cultural resources on the site and on adjacent parcels. The project as designed will not cause substantial or irrevocable damage to the environment, which damage could be avoided or ameliorated through an alternative development plan or mitigation measures.
- 13) The project's impact on abutting residential neighborhoods has been adequately mitigated. Adjacent and neighboring properties are protected from nuisance and harmful effects caused by noise, traffic, noxious or harmful fumes, and the glare of headlights and other light sources generated by uses on the development site.

- 14) The project is compatible with the existing and potential future development of the surrounding area and with the character of adjacent residential neighborhoods.
- 15) Off-street loading facilities and methods for unloading vehicles, goods, products, materials and equipment incidental to the normal operation of the establishment(s) to be located on the site are conveniently and safely provided while the visual intrusion thereof is appropriately screened from public view.
- 16) The project complies with the requirements of Section 26.8 of Medway *General Bylaws*, ARTICLE XXVI, Stormwater Management and Land Disturbance; the Massachusetts DEP Stormwater Management Standards, and EPA's National Pollution Discharge Elimination System requirements.
- 17) The effects and the impacts of the proposed use of land or structures on vehicular and pedestrian traffic, municipal services and utilities, roadways, parking, drainage, environmental quality, water resources, and the community's character, amenities and appearance have been identified and evaluated and reasonable conditions, limits, safeguards and mitigation measures are established pursuant to *s. 204-8 G* of these *Rules and Regulations*.

G. *Approval Conditions, Limitations & Safeguards* - In a *Decision* to approve a site plan, the Board *may* waive provisions of these *Rules and Regulations* in accordance with *s. 202-5* of these *Rules and Regulations*. The Board *may* also require plan modifications, conditions, mitigation measures, limitations and safeguards which the Board finds are consistent with Town bylaws, regulations, and standards, which *may* include but are not limited to the following measures:

- 1) Plan revisions;
- 2) Site and building design modifications;
- 3) Controls on the location and type of access to the site;
- 4) Controls on the number, type and time that service vehicles access the site;
- 5) Provision for open space or preservation of views;
- 6) Limitations on the hours of operation;
- 7) Donation and/or dedication of land for right-of-way to provide for roadway and/or intersection widening or improvements related to the development;
- 8) Conditions to minimize off-site impacts and environmental quality during construction;
- 9) Requirements for screening parking facilities from adjoining premises or from the street by walls, fences, plantings or other devices to mitigate adverse impacts;
- 10) Conditions to mitigate adverse impacts on the neighborhood and abutters, including but not limited to adverse impacts caused by noise, dust, fumes, odors, lighting, headlight glare, hours of operation, or snow storage;

- 11) Compliance measures including but not limited to construction observation and inspection, performance guarantees, and as-built plan submittals;
- 12) *Mitigation Measures* – Pursuant to Section 3.5.4 I. of the *Zoning Bylaw*, the Board **may** require reasonable mitigation measures to offset adverse impacts of the development on the community including off-site improvements up to a maximum value of six percent of the total development cost of the proposed project to improve the capacity and safety of roads, intersections, bridges, pedestrian access, water, sewer, drainage, and other public facilities and infrastructure including traffic signals and controls, or municipal services, sufficient to service the development project. This **may** also include donation and/or dedication of land for necessary right-of-way improvements.
- 13) The Board **may** include specific site maintenance requirements in the *Decision* including but not limited to construction timing, management of dust, rubbish and construction debris, maintenance of erosion and siltation control measures, maintenance of stormwater management facilities, daily site clean-up, tracking of construction materials off-site, and management of construction traffic.

H. *Distribution of Notice of Site Plan Decision* - The Board will prepare and mail a Notice of site plan *Decision* to all parties in interest.

s. **204 – 9 Appeal** - Any person aggrieved by the Board's *Decision* **may** appeal to the appropriate court within twenty days of the date the *Decision* is filed with the Town Clerk, as provided in G.L. c. 40A, section 17.

s. **204 – 10 Plan Endorsement**

- A. In cases where the Board has approved or conditionally approved the proposed site plan, the Applicant, within ninety days after the Board has filed its *Decision* with the Town Clerk, shall submit a final site plan reflecting all required changes, if any, to the Board for endorsement. The deadline for plan endorsement **may** be extended upon mutual agreement when the Applicant or its designated representative requests such an extension in writing and the Board agrees thereto.
- B. The Board shall not endorse a site plan until it is brought into compliance with the Board's *Decision* and the twenty day appeal period has elapsed following the filing of the Board's *Decision* with the Town Clerk and the Clerk has notified the Board that no appeal has been filed. If an appeal is properly filed, plan endorsement shall not occur until after the court's decision sustaining the Board's site plan *Decision*.
- C. If the Conservation Commission is the permitting authority for the Stormwater Management and Land Disturbance Permit required under Article XXVI of the Medway General Bylaws, the site plan presented for the Board's endorsement shall include the stormwater design as approved by the Conservation Commission. The Board will not endorse the site plan without such Conservation Commission approval.
- D. The Applicant shall provide an original of the revised site plan for endorsement by the Board.

E. After endorsement, the Applicant shall provide two paper copies of the endorsed site plan to the Board. The Applicant shall also provide the endorsed plan in portable document format (PDF) format and in shape files compatible with MASS GIS requirements. The Board shall retain a copy of the endorsed site plan and shall distribute copies to the Town Clerk, the Building Commissioner, the Department of Public Works, the Assessor's office, and the Town's Consulting Engineer.

s. **204 – 11 Recording** – The Applicant shall record the *Decision* at the Registry of Deeds and submit evidence of such recording to the Board and the Building Commissioner. No construction shall be allowed to begin at the subject site until such recording verification is presented.

Commented [A11]: Barbara asks if you want to require recording of the site plan as well. Or, we can require that they attach an 8 1/2" by 11" reduced size version of the site plan to the back of the site plan decision so it is recorded all together. Otherwise, each plan sheet costs \$175 to record.

ARTICLE V. MINOR SITE PLAN REVIEW

s. **205 - 1 Applicability** – See Section 3.5.3 A of the *Zoning Bylaw*.

s. **205 – 2 Town Clerk Submittals** - The Applicant shall deliver by hand, or by registered or certified mail the following submittals to the Town Clerk during regular business hours:

- A. The Minor Site Plan Application form signed by the Applicant, property owner(s), and designated representative, if any, on a form provided by the Board.
- B. One set of the Site Plan prepared in conformance with these *Rules and Regulations* including all items as specified in s. 204 – 5 of these *Rules and Regulations*.

s. **205 – 3 Planning and Economic Development Board Submittals** - The Applicant shall deliver in hand, or by registered or certified mail the following submittals to the Board:

- A. The Minor Site Plan Application form signed by the Applicant, property owner(s), and designated representative, if any, on a form provided by the Board.
- B. Two sets of the site plan (24" x 36") and one set of the site plan (11" x 17") prepared in conformance with these *Rules and Regulations* including all items as specified in s. 205 – 5 of these *Rules and Regulations*.
- C. One written *Project Narrative* regarding the proposed development. At a minimum, the Narrative shall include the following information:
 - 1) current and proposed uses;
 - 2) description of proposed site improvements including paving, stormwater management, landscaping, sidewalks, refuse storage and disposal facilities, site amenities, fencing, lighting, water and sewer service, open space, etc.;
 - 3) description of proposed building construction, renovation, façade improvements, and/or demolition including the size of the proposed building(s) or additions;
 - 4) projected water and sewer demand;
 - 5) expected number of employees and/or occupants;
 - 6) proposed hours of operation;
 - 7) existing and proposed means of vehicular and pedestrian access and egress;
 - 8) number of parking spaces required and how this number was determined;
 - 9) calculation of proposed lot coverage and impervious surface;
 - 10) timetable for project completion;
 - 11) proposed on and off site mitigation measures;

- 12) list of other required local, state and federal permits and the status of each; and
- 13) any other information the Applicant believes will assist the Board in reviewing and understanding the site plan application.

D. A *Stormwater Drainage Evaluation* report signed and stamped by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:

- 1) Describe the existing stormwater drainage patterns and system on the site; and
- 2) Identify how the proposed site improvements will impact the existing stormwater drainage patterns and system; and
- 3) Describe the location and design of proposed stormwater management measures to be used for the on-site disposal of added surface water resulting from the proposed site changes.

NOTE - During the course of its public review of the application, the Board may require more extensive drainage information as provided in s. 205-7.A.

E. One list of all parties in interest as defined in G.L. c. 40A, §11 as appearing in the most recent tax records list. The list shall be certified by the Board of Assessors of all applicable communities.

F. One copy of the latest recorded deed to the property(s) comprising the proposed development site.

G. One copy of all relevant approvals received to date from other Town boards and committees (ZBA, Conservation Commission, Board of Health, Historical Commission, etc.) and other federal and state government agencies.

H. Requests for waivers from these *Rules and Regulations* with specific reference to the applicable section(s) of these *Rules and Regulations* for which a waiver is requested, provided on the Board's Site Plan Waiver Request form.

I. ALL APPLICATION MATERIALS (including forms, plans, reports, and attachments) SHALL ALSO BE SUBMITTED IN A SEARCHABLE ELECTRONIC FORMAT via email, on a portable electronic storage device, or to a central cloud repository on the web. The email for such submittals is planningboard@townofmedway.org

J. A *Minor Site Plan Filing Fee* as authorized in s. 209-1 A. of these *Rules and Regulations* and as specified in the Board's *Fee and Bond Schedule*.

K. A deposit toward the *Minor Site Plan Review Fee* as authorized in s. 209-1 B. of these *Rules and Regulations* and as specified in the Board's *Fee and Bond Schedule*.

s. 205-4 **Standards for Site Plan Preparation** – See s. 204-4 of these *Rules and Regulations*.

s. 205-5 **Site Plan Contents** – To be considered complete, a minor site plan submitted pursuant to these *Rules and Regulations* shall include the information listed below.

A. *Cover Sheet* - The cover sheet shall include the project name and address, name and address of owner, name and address of Applicant, name and address of engineer and other professional firms responsible for the plan, plan date, list of plan revision dates,

project Assessor's Map and Parcel number, zoning district classification, list of requested waivers from these *Rules and Regulations*, Board Signature Block, and an index of drawings.

B. *Site Context Sheet*

- 1) A locus plan showing the site and its boundaries in relation to all surrounding streets within two thousand feet of the perimeter of the site. The plan shall be at a maximum scale of one inch equals one thousand feet. Scenic roads shall be noted. Streets, buildings, brooks, streams, rivers, wooded areas, protected open spaces, recreation fields, landmarks and public facilities shall be shown on the locus plan with sufficient clarity to be easily discernable.
- 2) Abutters' names and addresses with assessor's references for properties within 300' of the development site.
- 3) Lot lines with dimensions and easement areas for the development site.
- 4) Existing topography at two foot intervals from United States Geological Survey (USGS) survey maps or actual land survey of the development site.
- 5) All easements (utility, conservation and other) and rights-of-way located on the development site.
- 6) Zoning district boundaries including groundwater protection district and flood plain zones on the development site.

C. *Existing Conditions Sheet* – A plan showing all bearings and distances of property lot lines and existing structures and buildings; topography; easements; existing uses of land; freestanding signs; driveways, parking spaces and walkways; utilities; fences and walls; trash disposal facilities; impervious surfaces; significant landscape and natural features, and wetlands and other natural resources under the jurisdiction of the Medway Conservation Commission, all at a minimum scale of one inch equals one hundred feet.

D. *Plot Plan*, certified by a land surveyor, indicating total land area boundaries, angles, and dimensions of the site and a north arrow.

E. *Site plan*, at a minimum scale of one inch equals forty feet, showing the following:

- 1) Property boundaries, dimensions of the site and a north arrow;
- 2) Proposed use(s) of land and buildings;
- 3) Dimensions of proposed building(s) or other structures including height, setbacks from front, side and rear lot lines, total square footage of building area;
- 3) Design features of the construction or renovation of buildings (s) and structures, including building elevations, materials, colors, etc.;
- 4) For non-residential buildings and for non-residential uses in any building, the total square footage of building area on each floor or the total square footage occupied on a given floor by non-residential uses;
- 5) Site grading;
- 6) Locations and dimensions of any proposed easements, public or private rights-of-way, or other encumbrances;

- 7) All parking and loading areas, including surface parking lots, showing the number, location, and dimension of parking and loading spaces, driveways, travel aisles, sidewalks and the like;
- 8) Horizontal sight distances on the public way(s) at all entrances and exits in both directions;
- 9) Proposed site improvements including, but not limited to walls, fences, signs, utilities, trash disposal facilities and enclosures, landscaping, utilities, lighting, utility boxes, snow storage areas, etc.;
- 10) Erosion and sediment control measures;
- 11) Stormwater management facilities as noted in **s. 205 – 3 D.** of these *Rules and Regulations*; and
- 12) A table outlining the proposal's conformance with the zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side and rear setbacks, building height, lot coverages, gross floor area, open space calculations, and the number of parking spaces.

s. 205 – 6 Review by Town Officials

- A. Within fourteen days of the official site plan submission date, the Board shall transmit one copy of the site plan to the following boards, departments and committees, inform them of the public review meeting with the Board, and request their review and preparation of an advisory report to assist the Board in its review.
 - 1) Building Commissioner
 - 2) Conservation Commission
 - 3) Fire Department
 - 4) Police Department
 - 5) Assessor's Office
 - 6) Board of Health
 - 7) Department of Public Works
 - 8) Design Review Committee
 - 9) Others as determined to be appropriate depending on the nature of the project including but not limited to the Economic Development Committee and Historical Commission
- B. Said departments, boards, and committees **may**, at their discretion, evaluate the site plan and submit an advisory report or recommendation to the Board. If no report is submitted to the Board within fourteen days of distribution, this shall be deemed lack of opposition thereto. The advisory report **may** include an assessment of the project's impact on the community, the status of any meetings or actions the respective board, committee or department has already taken or is taking regarding the project, and any recommended conditions or remedial measures needed to avoid, accommodate or mitigate the expected impacts of the proposed development. All reports shall be entered into the public record during the public hearing.
- C. Review by Building Department - The Building Commissioner or his designee, shall review the application and associated materials for compliance with the *Zoning Bylaw* and provide a written communication to the Board, prior to the first public review date,

to identify any current zoning violations existing at the site which **may** be addressed through the site plan review process.

s. 205 – 7 Public Review

- A. *Board Review* - Within thirty calendar days of the official site plan submission date, the Board shall consider the proposed Minor Site Plan Application as an agenda item at a duly posted Board meeting at which the Applicant shall present their proposed site plan and the public shall have an opportunity to be heard, in person, or by agent or attorney, or in writing. The Board **may** continue its review and consideration to other meetings as **may** be needed.
- B. *Abutter Notice* - At least fourteen days prior to the date of the public meeting, the Board shall send, by first class mail, a notice of the time, date and location of the public review meeting to all parties in interest as defined in G.L. c. 40A, §11. The notice shall include a brief description of the site plan project.
- C. *Public Review Notice* – At least fourteen days prior to the date of the public meeting, the Board shall file the public review notice with the Medway Town Clerk for official posting.
- D. *Additional Information* - The Board **may** require the Applicant to provide additional information, if necessary, to complete its review including more extensive drainage information (up to and including complete drainage system design and calculations) depending on the extent of the proposed site changes and the sensitivity of the site and its abutting properties. At the Board's discretion, it **may** require the Applicant to provide a full stormwater drainage analysis and design as specified in **s. 204-3 D.** of these *Rules and Regulations*.

s. 205 – 8 Decision

- A. *Deadline to File Decision* - Following the Board's review, the Board shall prepare and file its *Minor Site Plan Decision* with the Town Clerk within sixty calendar days from the official date of site plan submission. Failure of the Board to take its final action by filing its *Decision* within such sixty day period shall be deemed constructive approval of said application. A copy of the *Decision* will also be provided to the Building Commissioner and other Town officials.
- B. *Deadline Extension* – See **s. 204-8, B.** of these *Rules and Regulations*.
- C. The Board **may** approve, approve with conditions, limitations, safeguards and mitigation measures or disapprove a site plan application in accordance with Section 3.5.4 G. of the *Zoning Bylaw*. The Board's *Decision* to disapprove a site plan shall state the reasons for such disapproval.
- D. *Voting* - An affirmative vote of a simple majority of the membership of the Board shall be sufficient for the site plan *Decision*.
- E. *Approval Criteria Findings* – In making its site plan *Decision*, the Board shall consider the criteria as set forth in **s. 204-7 F.** of these *Rules and Regulations*.

F. *Approval Conditions, Limitations and Safeguards* – See **Section 204-7, G.** of these *Rules and Regulations*.

s. **205 – 9** *Appeal* - Any person aggrieved by the Board's *Minor Site Plan Decision* may appeal to the appropriate court within twenty days of the date the *Decision* is filed with the Town Clerk as provided in G.L., c. 40A, section 17.

s. **205 – 10** *Plan Endorsement*

- A. In cases where the Board has approved or conditionally approved the proposed site plan, the Applicant, within sixty days after the Board has filed its *Decision* with the Town Clerk, shall submit a final site plan reflecting all required changes, if any, to the Board to review for compliance with the Board's site plan *Decision*, before the Board endorses the site plan. The deadline for plan endorsement may be extended upon mutual agreement when the Applicant or its designated representative requests such an extension in writing and the Board agrees thereto.
- B. The Board shall not endorse the site plan until it is brought into compliance with the provisions of the Board's *Decision* and a twenty day appeal period has elapsed following the filing of the *Decision* with the Town Clerk and the Clerk has notified the Board that no appeal has been filed. If an appeal is properly filed, plan endorsement shall not occur until after the court's decision sustaining the Board's *Decision*.
- C. The Applicant shall provide an original of the revised site plan for endorsement by the Board.
- D. The Board shall retain a copy of the endorsed site plan and shall distribute copies to the Town Clerk, the Building Commissioner, the Department of Public Works, the Assessor's office, and the Town's Consulting Engineer.

ARTICLE VI. ADMINISTRATIVE SITE PLAN REVIEW

s. **206 - 1** *Applicability* – See Section 3.5.3 A of the *Zoning Bylaw*.

s. **206 – 2** *Designated Agent for Administrative Site Plan Review* – Pursuant to Section 3.5.5. A. 2. of the *Zoning Bylaw*, the Town Administrator and the Board have established an *Administrative Site Plan Project Review Team* to be comprised of the following Town employees: Building Commissioner, Director of Community and Economic Development, and Planning and Economic Development Coordinator. The Team may consult with other Town employees and officials on a case by case basis depending on the nature of the proposed site plan project.

s. **206 - 3** *Administrative Site Plan Submittals*

- A. Town Clerk Submittals - The Applicant shall deliver in hand, or by registered or certified mail the following submittals to the Town Clerk during regular business hours.
 - 1. Administrative Site Plan Review Application form with original signatures.
 - 2. One set of the site plan (24" x 36") prepared in conformance with these *Rules and Regulations* including all applicable items as specified in **s. 206 – 5** of these *Rules and Regulations* plus an electronic version.

- B. Community and Economic Development Department Submittals – The Applicant shall deliver in hand, or by registered or certified mail the following submittals to the Community and Economic Development Department during regular business hours.
1. Administrative Site Plan Review Application form with original signatures.
 2. One set of the site plan (24" x 36") and three reduced size (11" x 17") sets of the site plan prepared in conformance with these *Rules and Regulations* including all applicable items as specified in **s. 206 – 5** of these *Rules and Regulations* plus an electronic version.
 3. One written *Project Description* of the proposed development including: current and proposed uses, proposed site improvements, construction, and demolition; existing and proposed means of vehicular and pedestrian access and egress; anticipated number of employees and occupants; methods and hours of operation; and timetable for project completion. The Project Description shall include but not be limited to building construction, renovation, paving, drainage, retaining walls, landscaping, refuse storage and disposal facilities, sidewalks, handicap access, site amenities, outdoor lighting, and proposed mitigation measures.
 4. *Stormwater Drainage Evaluation* report signed and stamped by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:
 - a) Describe the existing stormwater drainage patterns and system on the site; and
 - b) Identify how the proposed site improvements will impact the existing stormwater drainage patterns and system; and
 - c) Describe the location and design of proposed stormwater management measures to be used for the on-site disposal of added surface water resulting from the proposed site changes.
 5. One copy of all relevant approvals received to date from other Town boards and commissions (ZBA, Conservation Commission, Board of Health, Historical Commission, etc.) and other government agencies.
 6. A list of waivers being requested by the Applicant with specific reference to the applicable section(s) of these *Rules and Regulations* for which a waiver is requested, on a form provided by the Board.
 7. ALL APPLICATION MATERIALS (including forms, plans, reports, and attachments) SHALL ALSO BE SUBMITTED IN A SEARCHABLE ELECTRONIC FORMAT via email, on a portable electronic storage device, or to a central cloud repository on the web. The email for such submittals is planningboard@townofmedway.org
 8. A *Site Plan Filing Fee* as authorized in **s. 209 - 1 A.** of these *Rules and Regulations* and as specified in the Board's *Fee Schedule*.
- C. Filing of the application and plan does not, of itself, constitute the official receipt date. The Team shall review the application for completeness and notify the Applicant of any missing items within five business days of submission. In such a case, the application

will be deemed to not to have been submitted. Upon receipt of all required items, the application shall be deemed complete and filed with the Town Clerk.

s. 206 - 4 Standards for Site Plan Preparation

- A. The site plan shall be prepared, stamped, signed and dated by a qualified professional including a Registered Professional Engineer, a Registered Land Surveyor, a Registered Architect, and/or a Registered Landscape Architect or other professional, registered in the Commonwealth of Massachusetts.
- B. The site plan shall be drawn at a scale of one inch equals forty feet or one inch equals thirty feet or one inch equals twenty feet
- C. All existing and proposed elevations shall refer to the North American Vertical Datum of 1988 (NAVD88).
- D. All site plan sheets shall be bound together in a complete set including building elevation plans.
- E. All site plan sheets shall contain a referenced north arrow, sheet number, plan dates and plan revision dates, name of project, name of plan, plan scale, legend, stamp of registered professional responsible for the content of said sheet, applicable notes, signature block, including *Decision* and plan endorsement dates, and the Town Clerk's no appeal certification

s. 206 - 5 Site Plan Contents – In addition to information required in Sections 206-3 and 206-4, the site plan shall include:

- A. *Existing Conditions Sheet* – A plan showing name and address of owner, name and address of Applicant, name and address of engineer and other professional firms responsible for the plan, project street address, project Assessor's Map and Parcel number, zoning district classification, all bearings and distances of property lot lines and existing structures and buildings; topography; easements; existing uses of land; freestanding signs; driveways, parking spaces and walkways; utilities; fences and walls; scenic roads; trash disposal facilities; impervious surfaces; significant landscape and natural features, and wetlands and other natural resources under the jurisdiction of the Medway Conservation Commission.
- B. *Site plan* showing the following:
 - 1) Property boundaries, dimensions of the site
 - 2) Dimensions of proposed building(s) or other structures including height, setbacks from front, side and rear lot lines, total square footage of building area;
 - 3) Site grading;
 - 4) Locations and dimensions of any proposed easements, public or private rights-of-way, or other encumbrances;
 - 5) All parking and loading areas, including surface parking lots, showing the number, location, and dimension of parking and loading spaces, driveways, travel aisles, sidewalks and the like;

- 6) Proposed site improvements including, but not limited to walls, fences, signs, utilities, trash disposal facilities, landscaping, utilities, lighting, utility boxes, snow storage areas, etc.;
- 7) Erosion and sediment control measures;
- 8) Stormwater management facilities; and
- 9) A table outlining the proposal's conformance with the zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side and rear setbacks, building height, lot coverages, gross floor area, open space calculations, and the number of parking spaces.

s. 206 - 6 Review Process

- A. Within fourteen calendar days of the official site plan submission date, the Team shall consider the administrative site plan application at a duly posted meeting at which time the Applicant **may** present its plan and the Team will review the submittals to determine if the application is complete. The Team **may** consult with other Town officials and committees, and seek the assistance of outside consultants, and continue its review and consideration to other meetings as **may** be needed. The Team may also request additional information from the Applicant.
- B. The Team shall provide the administrative site plan application to the Board.
- C. Pursuant to Section 3.5.4 J. c. Procedures for Administrative Site Plan Review of the Zoning Bylaw, the Building Commissioner, Board, or Team may advance review of an administrative site plan application to minor or major site plan status when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board.

Commented [A12]: Susy - This is new.

Commented [A13]: Barbara - Do we need this here since it is in the bylaw

Commented [A14]: Susy - This is new.

Commented [A15]: Barbara - Do we need this here since it is in the bylaw?

s. 206 - 7 Decision - Following the Team's review, the Team shall prepare and file its *Administrative Site Plan Decision* with the Town Clerk within twenty-one calendar days from the official date of site plan submission. Failure of the Team to take its final action within the twenty-one day period shall be deemed constructive approval of said application. The deadline by which the Team shall file its *Decision* **may** be extended upon mutual agreement when the Applicant or its designated representative requests such an extension in writing and the Team agrees thereto. Notice of the Team's acceptance of the Applicant's request for a deadline extension shall be provided in writing by the Team to the Town Clerk. A copy of the *Decision* shall be provided to the Applicant.

s. 206 - 8 Appeal - Any person aggrieved by the *Decision* of the Team for a site plan project subject to Administrative Site Plan Review **may** appeal such *Decision* to the Board in writing within twenty days after the *Decision* is filed with the Town Clerk. The appeal shall be considered as an agenda item at a duly posted meeting of the Board at which the Applicant's appeal shall be heard.

s. 206 - 9 Plan Endorsement

- A. In cases where the Team approved or conditionally approved the proposed site plan, the Applicant, within sixty days after the *Decision* is filed with the Town Clerk, shall submit

a final site plan reflecting all required changes, if any, to the Team to review for compliance with the *Decision*, before the Team endorses the site plan.

- B. The Team shall not endorse the site plan until it is brought into compliance with the provisions of the *Decision* and a twenty day appeal period has elapsed following the filing of the *Decision* with the Town Clerk. If appeal is made, endorsement shall not occur until after the Board's *Decision* addressing the appeal of the Team's site plan *Decision*.
- C. The Applicant shall provide an original of the revised site plan for endorsement.
- D. The Team shall retain a copy of the endorsed site plan and shall distribute copies to the Town Clerk, the Building Commissioner, the Department of Public Works, the Assessor's office, and the Town's Consulting Engineer.

ARTICLE VII. DEVELOPMENT STANDARDS – Development projects requiring Site Plan Review shall be designed to the greatest extent feasible to comply with the following development standards. These standards are intended to achieve well designed projects without discouraging creative and/or innovative solutions to each site's particular features and challenges. Projects which do not meet these Development Standards are required to submit Waiver Requests with the application. See s. 202-5 of these *Rules and Regulations*.

Commented [A16]: Barbara feels that waiver requests from Development Standards should not be required as many of the Development Standards are advisory vs. prescriptive.

s. 207 - 1 Design Principles

- A. Commercial/Business Zoning Districts – See *Medway Design Review Guidelines*, Section 2 - Commercial Zone Guidelines, Sub-Section B. Principles and Intentions
- B. Industrial Zoning Districts - See *Medway Design Review Guidelines*, Section 3 – Industrial Zone Guidelines, Sub-Section B. Principles and Intentions
- C. Residential Zoning Districts - See *Medway Design Review Guidelines*, Section 4 – Residential Zone Guidelines, Sub-Section B. Principles and Intentions

s. 207 – 2 Site Design

- A. Commercial/Business Zoning Districts – See *Medway Design Review Guidelines*, Section 2 - Commercial Zone Guidelines, Sub-Section C. 1. Site Composition and C. 2. Building Orientation
- B. Industrial Zoning Districts - See *Medway Design Review Guidelines*, Section 3 – Industrial Zone Guidelines, Sub-Section C. 1 Site Composition and C. 2. Building Orientation
- C. Residential Zoning Districts - See *Medway Design Review Guidelines*, Section 4 – Residential Zone Guidelines, Sub-Section C. 1 Site Composition and Building Orientation

s. 207 – 3 Architecture

- A. Commercial Zoning Districts – See *Medway Design Review Guidelines*, Section 2 - Commercial Zone Guidelines, Sub-Section D. Architectural Guidelines
- B. Industrial Zoning Districts - See *Medway Design Review Guidelines*, Section 3 –

Industrial Zone Guidelines, Sub-Section D. Architectural Guidelines

- C. Residential Zoning Districts - See *Medway Design Review Guidelines*, Section 4 – Residential Zone Guidelines, Sub-Section D. Architectural Guidelines

s. **207 – 4 Energy Efficiency and Sustainability**

- A. New buildings **should** be positioned on the site to take advantage of the existing terrain and solar gains. Where possible, elongate the buildings on the east/west axis, maximize north and south exposures for daylighting, minimize east and west facing windows, and orient the most populated areas of a building to the north and south. Green roofs are encouraged.

s. **207 - 5 Environmental Considerations**

- A. *General* - Environmental elements relating to the prevention of soil pollution and erosion, protection of significant vistas, preservation of trees, protection of water courses and water resources, topography, soil and noise shall be reviewed. The design of the proposed development shall minimize the destruction of trees and protect unique natural features. The site plan shall show measures to minimize any adverse impacts on these elements.

- B. *Low Impact Development (LID)* – Applicants **should** utilize Low Impact Development (LID) management practices in site design and incorporate environmentally sensitive design principles in site improvements, stormwater management facilities, landscaping, and buildings when practicable. See Appendix A to these *Rules and Regulations*.

- C. *Nuisance* - The proposed development shall not create any significant emission of noise, dust, fumes, odors, noxious gases, radiation, or water pollutants, or any other similar significant adverse environmental impacts without suitable mitigation measures.

- D. *Solar* – Development projects involving the construction or use of a building with 10,000 sq. ft. or more or containing ten or more residential units are encouraged to include a solar energy system that is equivalent to a minimum of 50% of the roof area of all buildings.

Commented [A17]: Barbara - The more I read this, the more I think it needs to be revised.

Commented [A18]: Susy - This is new. Suggested by David Travalini as discussed with the Energy and Sustainability Committee. Language borrowed from Watertown.

s. **207 – 6 Erosion and Sediment Control**

- A. Erosion and sediment control measures shall comply with ARTICLE XXVI Stormwater Management and Land Disturbance of the Medway *General Bylaws*, Section 26.7.
- B. The final slope of the land shall not exceed one foot vertical to three feet horizontal, unless retaining walls or other suitable stabilization methods as determined by the Board are provided.
- C. Permanent vegetation and other erosion control measures shall be installed as soon as possible after construction ends.
- D. All disturbed areas shall be permanently stabilized within six months of occupancy.

- s. **207 – 7 Site Clearing and Grubbing** – See Section 7.4 of the *Medway Subdivision Rules and Regulations*.

s. 207 – 8 *Earth Filling & Grading*

- A. *Prohibited materials.* Solid or hazardous waste, refuse, junk, industrial waste, volatile, explosive or flammable materials, building materials, construction and demolition debris, glass, metal, toxic, infectious, radioactive, corrosive or reactive materials or waste shall not be used as fill. Fill material shall have no concentration of oil or hazardous material, toxic substance or infectious biological material greater than federal, state or local reportable or action criteria or materially greater than pre-fill conditions prevailing in the area to be filled. Fill material shall also be free from organic material such as trees, stumps, and garbage, and shall contain fifteen percent or less of total organic carbon by lab analysis.
- B. *Permitted fill materials.* Fill materials shall include only clean sand, gravel, clay, stone, quarried rock, topsoil, borrow, rock, sod, loam, peat, humus, or other subsurface products free from solid waste, with an aggregate size of twelve inches or less. Crushed concrete and ground and recycled asphalt millings that have been certified as clean fill may be used.
- C. *Final Cover.* The area within the limits of fill shall be established to meet the final cover as designed and, in all instances, shall prevent erosion from the site. Proposed pervious areas (ie. lawn, landscape beds, pad sites, etc.) shall be covered with a minimum four inches of organic topsoil including soil amendments if required and shall be seeded and/or mulched to establish final cover. Where filling is incidental to proposed hardscaped areas (i.e. driveways, parking lots, patios, etc.), the fill material shall be covered with suitable base material meeting the specifications of the particular hardscape (i.e. gravel borrow and/or dense graded crushed stone for pavement sub-base).
- D. *Additional Conditions.* The Board may set reasonable conditions including but not limited to hours of the day during which filling may take place, maximum load sizes, truck routes to be used to access the site, and grasses, shrubs and trees to be planted. The Board may also impose requirements for monitoring the type and distribution of fill on the subject site and reporting on the quality and source of the fill materials.
- E. Development sites shall not be used for the temporary storage of fill materials intended for use elsewhere.
- F. Projects involving site filling in excess of two thousand cubic yards shall submit a Soil Management Plan to the Planning and Economic Development office prior to the pre-construction meeting for review by the Town's Consulting Engineer. The Soil Management Plan shall include the following:
- Agreement that bills of lading in the form specified by the Board will be exclusively used for the transport and acceptance of earth materials for fill;
 - Complete descriptions of pre-fill environmental conditions and findings and sample locations;
 - Procedures for verification of fill material origin and acceptance;
 - Record keeping practices;
 - Site security, fill operation inspection and site control;
 - Transport routes, times and days of operation, locations of equipment parking and storage, and duration of fill activities;

Commented [A19]:

Bridget Graziano will send this to Brian Snow, a Licensed Site Professional (LSP) and CC member, to ask whether this is a good list.

Commented [A20]: This is new, from Steve Bouley

Commented [A21]: Is this too small an amount to require a Soil Management Plan? Steve Bouley will think about this. Bridget Graziano will also check with Brian Snow on this.

- g) Qualifications of applicant personnel responsible for adhering to the soil management plan;
- h) Erosion, dust and stormwater controls and inspection and maintenance thereof;
- i) Effects of the filling on groundwater recharge;
- j) Quality assurance and quality control procedures including testing protocols
- k) Emergency response and notification procedures, including telephone numbers and contact individuals and firms;
- l) Total proposed earth material fill volume;
- m) Daily personnel procedures and operation management procedures, including types, numbers, locations and hours of operation of any processing equipment on site;
- n) Environmental monitoring plan to maintain protection of human health, public safety, welfare and the environment during and following fill operations; and
- o) Cover material, revegetation, erosion and pollution control, and monitoring and maintenance plan.

G. REFERENCE the Town's Earth Removal Bylaw

s. 207 – 9 Pedestrian & Bicycle Access and Sidewalks

A. Pedestrian and Bicycle Access

- 1) Pedestrian ways shall be provided within the site to connect buildings with parking areas, other buildings, and site amenities.
- 2) For pedestrian safety and site design enhancement, on-site crosswalks between parking areas and the building (s) and where possible, on adjacent roadways shall be provided and have a change in materials and/or color, texture or pattern.
- 3) Pedestrian and bicycle circulation shall be maximized on and off site and shall be separated from motor vehicle circulation as much as practicable. Safe pedestrian and bicycle access to the site shall be provided by walkways or other means which ensure protection and separation from vehicular traffic.
- 4) Existing pedestrian ways shall be maintained or improved.
- 5) Where no pedestrian ways exist, the Applicant **should** create safe and convenient pedestrian ways and connections between streets, the proposed development, surrounding neighborhoods, adjacent commercial developments, and other surrounding uses.
- 6) Curbing adjacent to sidewalks shall be vertical granite or concrete.
- 7) Sidewalks and pedestrian ways and connections shall comply with the requirements of the Americans with Disabilities Act (ADA).

B. Sidewalks

- 1) Five foot wide sidewalks shall be provided within parking areas. Where sidewalks abut parking areas, the sidewalk width **may** be increased by two feet to accommodate vehicular bumper overhang so as to not impede foot traffic.

Commented [A22]: Susy – DPW suggests adding language to specify that an applicant may include a grass strip to abut sidewalks?

- 2) For buildings where tenants may wish to use interior site sidewalks for temporary outdoor display purposes, sidewalks shall be increased in width such that at least five feet is maintained for pedestrian passage.
- 3) Pursuant to Section 5.5.4. I, c. of the *Zoning Bylaw*, sidewalks shall be provided along the entire frontage of the subject property along existing public ways.

s. 207 – 10 Paving

s. 207 – 11 Traffic and Vehicular Circulation - The site plan must address safety and convenience of vehicular and pedestrian movement within the site as well as in relation to adjacent streets, properties or improvements.

A. Site Access - Curb Cuts, Entrance and Egress Driveways

- 1) The site shall be evaluated as a whole to determine the number of curb cuts to be allowed.
- 2) Curb cuts on public ways shall be minimized.
 - a) Curb cuts for commercial properties may be limited to one per street frontage unless compelling safety benefits or other siting considerations are demonstrated by the Applicant or if the scale of the development merits multiple curb cuts to ensure suitable access for safety and emergency vehicles.
 - b) Wherever possible, existing driveways should be combined.
 - c) All proposed curb cuts within a commercial district or for commercial properties shall be designed to enhance traffic flow on major streets and to minimize additional traffic circulation on neighboring residential streets in order to maximize safe vehicular movement and pedestrian safety.
- 3) Site entrance and exit driveways shall have an unobstructed paved width of at least twenty feet.
- 4) Site entrances and exits shall be clearly delineated by vertical granite curbing or other approved material along the entire radius of the opening, shall extend at least twelve feet beyond each side along the gutter line of the road and at least the first twenty-five feet of a driveway, and shall be sloped at the end to prevent a vertical obstruction to exist.
- 4) The site design shall allow vehicles to enter, park and exit the property without difficulty. Arrows, signs, and/or pavement markings to control the traffic flow may be required. Consideration shall be given to site access for delivery vehicles and the ability of these vehicles to maneuver on site. Passenger vehicles and delivery vehicles should be segregated where possible.
- 5) Where possible and as appropriate to site conditions, curb cuts shall be aligned with curb cuts on the opposite side of the road to create common junctions.

Commented [A23]: This will be a new section. Steve B is working on this for us. We may use text about paving in other sections and move here.

Commented [A24]: Susy - Per Fire Department

- 6) Curb cuts shall be located and designed so as to achieve maximum practicable distance from existing and proposed access connections from adjacent properties.
- 7) Where a site occupies a corner of two intersecting roads, curb cuts shall be located at the maximum distance practicable from the intersection. At a minimum, a curb cut **should** be located at least fifty feet from the point of tangency of the intersection.
- 8) Driveways shall be located so as to afford maximum safety, convenient ingress and egress and minimize conflict with the flow of off-site traffic.
- 9) Driveways shall be located to maximize sight distances where the proposed driveway meets an existing way. Sight distances for turning movements to and from the development shall meet current minimum AASHTO standards and shall be clearly shown on the site plan.
- 10) Left-hand egress turns **should** be minimized.
- 11) Driveways **should** intersect the road at an angle of ninety degrees.
- 12) No part of any driveway shall be located within fifteen feet of a side property line when the property abuts a residential use or zone.
- 13) The slope of the paved entrance way **should** not exceed two percent for the first twenty-five feet measured perpendicular from the front property line. **The angle of approach and egress from a site shall not exceed a one foot drop in twenty feet of length.**
- 14) The perimeter of driveways shall be bounded with vertical granite **curb**.
- 15) Driveways shall be designed so that stormwater, dirt, gravel, stones, or other materials will not wash onto adjacent public or private streets from the driveway.
- 16) **The surface of driveways shall be designed and maintained to support the loads of the Fire Department's apparatus, and shall be constructed of a hard, all-weather, and structurally stable driving surface to support at least 75,000 pounds.**
- 17) *Emergency Vehicle Access* - The site shall be designed to provide adequate accessibility by fire, police, and emergency personnel, equipment and vehicles to each building. The access shall be maintained and kept in passable condition at all times. **Applicants are strongly encouraged to meet with Medway Fire officials early on in the site design process to incorporate provisions of the National Fire Protection Association (NFPA 1) Fire Code.**

Commented [A25]: Susy - This is new based on Fire Department guidance.

Commented [A26]: Barbara - Item 4) above states that first 25 feet of driveway shall have vertical granite curb.

Commented [A27]: Susy - This was revised based on Fire Dept guidance.

B. Internal Site Circulation and Parking Lot Drive Aisles

- 1) Where possible, adjoining parcels shall have unified access and promote inter-parcel circulation. Provisions should be made for safe and convenient traffic movement to connect sites with adjacent commercial sites.
- 2) The perimeter of drive aisles shall be bounded with vertical granite curb.

- 3) Internal drive aisle **width** – Two-way drive aisles shall be twenty-four feet wide. The width of one-way drive aisles shall be twenty feet.

Commented [A28]: Susy - Fire Department requires 20' width without distinguishing between one way and two way.

- 4) Drive aisle materials – Asphalt or cement concrete or other durable materials shall be used for drive aisle paving. ~~Pervious pavers or similar materials may be used for fire lanes if authorized by the Fire Chief.~~ Drive aisles shall be designed so that stormwater, dirt, gravel, stones, or other materials will not wash onto adjacent public or private streets from the driveway. The surface of driveways shall be designed and maintained to support the loads of the Fire Department's apparatus, and provided with an all-weather and structurally stable driving surface. Driveways shall be constructed to support at least 75,000 pounds.

Commented [A29]: Susy - Fire Dept does not support this idea.

Commented [A30]: Susy - This was revised based on Fire Dept guidance.

- 5) Provision shall be made for safe and convenient pedestrian and vehicular traffic movements within the site with emphasis on the layout of parking and off-street loading and unloading areas, and the movement of people, goods, and passenger and delivery vehicles on access roads, on drive aisles, and between buildings or structures within the site.

- 6) Fire lanes (road, path or other passageways) developed to allow passage of fire apparatus and access to the buildings on the site shall be provided in accordance with Medway Fire Department regulations. The number of required fire lanes shall depend on the size of the building. Fire lanes shall be clearly marked and posted.

Commented [A31]: This is new based on Fire Department guidance

- 7) When the driveway, drive aisles or roadways are more than 150' in length, provisions shall be made for fire and emergency apparatus to turn around.

Commented [A32]: Susy - This is new based on Fire Dept guidance.

- 8) The turning radius for internal driveways, drive aisles and roadways must be approved by the Medway Fire Department and shall accommodate the Department's largest and longest apparatus.

Commented [A33]: Susy - This is new based on Fire Dept guidance.

- C. *Mitigation* - The Board may require the Applicant to provide mitigation where project-related increased traffic volume will create unsafe, or poor level of service conditions based on findings of the traffic study. Mitigation measures include but are not limited to the implementation of turning lanes, traffic signal installation and improvements, roadway improvements, sidewalks, and acceleration and deceleration lanes.

s. 207 – 12 *Parking*

- A. Parking shall be provided in full compliance with Section 7.1.1 of the *Zoning Bylaw*.
- B. To the maximum extent possible, parking ~~shall~~ **should** be located to the side and rear of the site. Placement of parking areas **should** not be near a high volume of traffic where parking movements can obstruct traffic flow. Parking **should** not create a hazard to abutters, vehicles or pedestrians. Where parking is proposed adjacent to the street, plantings or appropriate fencing shall be incorporated to screen parking areas and reduce their visual impact.
- C. *Pedestrian Protection* - Pedestrian walkways through parking areas **may** require protection (*barriers or bollards*) or crosswalk striping.

- D. *Designated Parking Areas* – Areas for small vehicles and motorcycles may be shown.
- E. *Asphalt Surface* - Parking areas shall have durable, all-weather paved surfaces. Hot mix asphalt surfacing **should** be a minimum of three and one-half inches over eight inches of gravel borrow or as required by site conditions.
- F. Adverse impacts of parking on abutters, residents or businesses in the area shall be mitigated.
- G. *Parking Spaces*
- 1) *Number of spaces* - See Section 7.1.1 D. of the *Zoning Bylaw* – Table 3 Schedule of Off-Street Parking Requirements and Section 7.1.1.I. regarding bicycle parking requirements.
 - 2) *Parking space design*
 - a) Dimensional Standards – See Section 7.1.1 E. 3. of the *Zoning Bylaw*. All handicap parking spaces shall comply with state and federal regulations.
 - b) Angle parking - In the event site constraints limit drive aisles to one-way travel, angled parking **may** be permitted. The Applicant shall provide analysis that proper maneuverability through the site can be achieved, stalls are of proper length to limit overhang into the drive aisle, and proper lane width is designed to provide suitable reverse turning movements. Pull through angle parking stalls shall not be allowed.
 - 3) *Location*
 - a) The location of parking spaces shall not impede proper traffic flow or the maneuvering of other vehicles. Parking spaces shall not be located in fire lanes or within twenty feet of building entrances, building exits, emergency access points, loading and unloading areas, pedestrian ways, and locations for fire hydrants, and sprinkler and standpipe connections.
 - b) Parking spaces shall not be located within fifteen feet of the front, side and rear property lines.
 - c) Parking spaces shall be located such that a vehicle backing out of a space does not impede traffic entering from a private or public street within the first fifty feet of the driveway entering the site.
 - d) Drive aisles **should** have a minimum paved width of twenty-four feet and provide for two-way traffic, and shall extend a minimum of five feet beyond the last parking space in any dead end parking row.
- H. *Curbing*
- 1) The perimeter of the parking area shall be bounded with vertical granite curb, bituminous concrete curb, or cement concrete curb to delineate the parking lot and collect and direct stormwater runoff.

Commented [A34]: From Fire Department

- 2) All curbing shall have a minimum radius of three feet and shall transition tangentially. No protruding angle points shall be allowed.

- I. *Electric Vehicle Charging Stations* – Industrial, commercial, and multifamily housing sites with fifteen or more parking spaces shall provide parking spaces with electric vehicle charging stations for employee, customer and resident use. The quantity of such parking spaces shall be as follows:

Total # of Parking Spaces	# of Electric Vehicle Parking Spaces
15 – 25	1
26 – 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 – 300	7
301 - 400	8
401 - 500	9
501 - 1000	2% of total

- s. **207 – 13 Loading and Unloading** - At the time of erection of any principal building or enlargement of any principal building or the establishment of any activity on open land, there shall be created adequate off-street loading and unloading areas as follows:

- A. One or more off-street loading and unloading areas shall be provided for any business that **may** be regularly serviced by delivery vehicles so that adequate areas are provided to accommodate all delivery vehicles expected at the premises at any one time.
- B. The location of off-street loading and unloading areas and facilities shall be designed with an adequate off-street maneuvering area so that it will not be necessary for delivery vehicles to use a public way to maneuver into a loading or unloading space and so that egress from such spaces will not require backing onto a public way.
- C. Loading and unloading areas shall in all cases be on the same lot as the use they are intended to serve unless there is common ownership of an adjacent property. In no case shall the required loading and unloading areas be part of the area used to satisfy the parking requirements of the *Zoning Bylaw*.
- D. Loading and unloading areas **should** be located at either the side or rear of each building to be removed from view and to mitigate noise impacts.
- E. Loading and unloading areas shall be designed to avoid traffic conflicts with vehicles which use the site or adjacent sites.
- F. Each loading and unloading area shall not be less than twelve feet in width and not less than sixty-five feet in length. Height clearance shall not be less than fourteen feet.

- G. Loading and unloading areas and spaces shall not encroach on parking spaces or maneuvering space, nor shall they obstruct access to fire hydrants, sprinkler connections, or fire or emergency vehicle lanes.
- H. Off-street loading and unloading areas and the associated maneuvering areas shall be paved with hot mix asphalt, or other satisfactory hard surface paving.
- I. Loading areas shall not face any residential area unless no other location is feasible.
- J. Loading areas are prohibited on the front façade of any building unless no other location is feasible.
- K. All service, loading and trash storage areas viewable from a public way or from an adjacent residential area shall be screened by one or a combination of masonry, a wood screen, or evergreen plantings to reduce their visual impact.

s. 207 – 14 Stormwater Management

- A. The Post-Construction Stormwater Management Plan and its associated Long Term Operation and Maintenance Plan shall comply with ARTICLE XXVI Stormwater Management and Land Disturbance of the Medway *General Bylaws*, Section 26.8, the current Massachusetts Stormwater Management Standards, and the DEP Stormwater Management Handbook Volumes I and II.
- B. *Low Impact Development (LID)* – Applicants **should** utilize Low Impact Development (LID) management practices in designing the stormwater management system. See Appendix A to these *Rules and Regulations*.
- C. Infiltration basins shall be designed to be integrated into the site's topography and natural features such that the basin contours are softened and a naturalized appearance is achieved.
- D. Subsurface detention and infiltration systems shall be designed with access manholes and inspection ports to provide means to properly inspect and maintain the system. All subsurface detention and infiltration systems shall contain an internal "forebay" or pre-treatment chamber row which will allow treatment of first flush runoff (the first 1" of any rain storm) prior to discharging stormwater to the remainder of the system and shall be designed to allow for proper access for inspection and maintenance.
- E. Infiltration measures shall be provided to mitigate post development increases in runoff resulting from proposed rooftops. Runoff from proposed rooftops throughout the site shall be directly routed to dedicated infiltration Best Management Practices (BMPs). Discharge of roof runoff directly to surface grade is strictly prohibited. If runoff is directed to infiltration BMPs which also mitigate surface runoff, the roof runoff shall be directly discharged to the BMP and not allowed to comeingle with untreated surface runoff prior to discharge to the BMP. Metal roofs shall be properly treated prior to infiltration if located within critical areas listed in the DEP Stormwater Management Handbook.
- F. Headwalls that are visible from a roadway or driveway shall be fabricated to have a natural stone appearance to the satisfaction of the Board.

- G. See **s. 207 – 20** of these *Rules and Regulations* for landscaping requirements around stormwater detention and retention areas.

s. 207 - 15 Water Supply and Sewage Disposal

- A. **Water Supply** - Unless proven to be unfeasible, projects requiring site plan approval shall connect to the public water supply distribution system, except that connection to the public water supply system for on-site irrigation of landscaping is not permitted. Wells are permitted through the Board of Health. The locations of any proposed wells shall be shown on the site plan. Water connections shall be in accordance with regulations of the Medway Department of Public Works. Any needed water line extensions shall be at the Applicant's expense.
- B. **Sewage Disposal** – The proposed method of sanitary sewage disposal for all buildings and uses shall be shown on the site plan. It shall meet the applicable Town regulations for sewage disposal systems and connections whether it is an on-site septic system (Medway Board of Health) or is connected to the Town's municipal sewer system (Medway Department of Public Works). The Town of Medway currently prohibits extensions of the Town's municipal sewer system beyond that in existence on March 9, 2015.
- C. **Fire Hydrants** – Applicants are strongly encouraged to meet with Medway Fire officials early on in the site design process to incorporate provisions of the NFPA 1 Fire Code pertaining to the quantity and type of fire hydrants for the site.

Commented [A35]:

Dave D'Amico suggests this should be "may" instead of "shall". He does not want to require people to connect to the Town water system.

Commented [A36]: Susy - Added this.

Commented [A37]: Susy - This is new language.

Commented [A38]: This is new language

s. 207 – 16 Utilities

- A. All electric, telephone, cable TV, and other utilities shall be located underground to the extent feasible.
- B. Permanently installed generators shall be positioned on cement pads, be located to the rear of the site, and shall be fully screened or bermed to mitigate noise and appearance.
- C. Utilities shall be installed in accordance with Section 7.6 Utilities of the *Medway Subdivision Rules and Regulations*.
- D. Architectural features shall be incorporated into the building design to screen rooftop HVAC and other utilities.

Commented [A39]: Barbara - I would make this stronger.

s. 207 – 17 Solid Waste Removal - Dumpsters, Trash and Recycling Containers and Enclosures

- A. Dumpsters and recycling and trash containers and enclosures shall be located to the rear of the site such that their view from streets is minimized.
- B. Dumpsters and recycling and trash containers shall be fully screened on all sides and to the full height of the dumpster or container by suitable fencing/enclosure and/or evergreen plantings. The size of enclosure shall be large enough to accommodate both trash and recycling containers and include sufficient space around and between the containers enclosed therein to be easily maneuvered for pick-up.

Commented [A40]: Susy - Do you want to add an item to specify that trash removal is the responsibility of the applicant and not the Town?

- C. Multi-tenant developments shall incorporate the use of shared trash compactors.
- D. Egress to dumpsters and trash containers shall provide for the efficient removal with a minimum of backing up required by service vehicles.

s. **207 - 18 Outdoor Lighting**

- A. Outdoor lighting shall comply with Section 7.1.2 of the *Zoning Bylaw*.
- B. For new construction, no overhead wiring for outdoor lighting is permitted.
- C. Light fixture design **should** comply with the *Medway Design Review Guidelines*.

s. **207 - 19 Landscaping**

- A. *General* - Landscaping enhances the site, provides a pleasing environment and reduces the visual impact of the site on the surrounding areas. The Board requires that the Applicant provide sufficient landscape treatment to create adequate buffering for neighboring properties and provide positive visual impacts as provided herein. The preservation of existing trees and vegetation where feasible and appropriate in lieu of or in addition to new landscaping as required herein is permitted and encouraged.
- B. *Landscape Buffers* - The use of proportionally sized landscaped buffers and berms between the street and structures, between the street and parking areas, between the site and its neighbors, and throughout parking lots is encouraged to provide for more immediate visual screening and improved topographical variation.
 - 1) Landscape buffers between the street and parking areas are required. Tree-lined sidewalks at the street front shall be included. Plantings along the front property line and access roads shall take into consideration sight distance criteria. Planting of new or replacement trees every twenty-five feet along both sides of an access road is required. The Board may waive this requirement in favor of the preservation of existing site trees.
 - 2) Perimeter landscaping shall be provided around the entire site. Four season evergreen landscape buffers between the site and adjoining properties are required, particularly to protect adjacent residential uses to the greatest extent possible. Landscaped buffer areas shall be a minimum of fifteen feet in depth and **may** be comprised of existing woodlands and native vegetation supplemented by new landscape plantings. Vegetation in buffer areas **may** also be augmented with earth berms of a reasonable height and high quality and durable fencing using materials approximating wood.
- C. *Parking Areas*
 - 1) Internal landscape planted divisions (*islands and peninsulas*) shall be constructed within all parking areas containing ten or more parking spaces to provide visual relief from expanses of pavement and vehicles and provide shade.
 - a) A minimum of ten percent of the total internal parking area shall be provided as landscaped island areas, exclusive of perimeter landscaping.

- b) The ends of parking aisles that have more than fifteen parking spaces in length shall incorporate enclosing landscape islands at both ends of the rows. The width of such landscaped islands shall be at least four feet at the ends.
 - c) Where the length of parking aisles exceeds twenty-five spaces, intermediary landscaped islands shall be installed at regular intervals, not to be more than every thirteen spaces.
 - d) At least one deciduous shade or canopy tree of a minimum three inches caliper with a height of not less than twelve feet above grade shall be provided for every six parking spaces. Only trees providing shade to the parking area shall be counted as meeting this requirement. The Board may waive this requirement in favor of the preservation of existing site trees.
- 2) Landscaping shall be provided around the perimeter of all parking areas to prevent direct views of parked vehicles from streets and sidewalks, avoid spillover light, glare, noise or exhaust fumes onto adjacent properties, and to provide parking areas with a reasonable measure of shade. Such vegetation shall be no less than five feet high at the time of planting.
 - 3) Parking entrances at curb cuts shall be landscaped with a combination of trees, shrubs and flowering plants. These areas may also be used for signage pursuant to Section 7.2.4 F. 5 of the *Zoning Bylaw*. No trees or shrubs shall be planted in a manner that would obstruct sight line visibility for vehicles entering and exiting a site. The maximum height of vegetation, except trees, at full growth or any other physical object within the Sight Distance Triangles of a curb cut shall not exceed three feet in height.
 - 4) To the maximum extent feasible, plant materials used in landscaped islands and in the perimeter of parking areas shall be drought resistant, salt tolerant, non-invasive species as identified in *The Evaluation of Non-Native Plant Species for Invasiveness in Massachusetts* by the Massachusetts Invasive Plant Advisory Group.
 - 5) Landscaped areas should be designed to receive and accommodate stormwater runoff in accordance with the *Massachusetts DEP Stormwater Handbook* through the use of rain gardens and bio-retention areas.

D. *Screening and Buffers* – Where disturbance on the site is necessary beyond the building footprint, parking and access areas, or where the Board determines that additional plantings are needed to achieve four seasons of screening, the Landscape Plan shall include landscape plantings, berms, and/or manmade hardscape structures such as fences, stone walls and trellises sufficient to immediately screen one-hundred percent of the HVAC equipment, utilities, dumpsters, storage areas, truck loading areas, machinery, utility buildings, and accessory structures etc. from the view at any perimeter point on the site. The proposed plantings shall be of sufficient maturity to immediately integrate the building and site into its surroundings. The scale, extent and density of such landscape and hardscape treatment shall be determined by the size of the building, the

extent of planned disturbance to the site's existing landscape, the adjacent uses, and the need for additional screening.

- E. *Landscaping Around Stormwater Infiltration Basins* – Substantial landscaping shall be provided around stormwater detention and retention basins and shall be included in the design of the stormwater drainage system to the satisfaction of the Board. For screening purposes and to minimize the visual impact of stormwater basins, such landscaping **should** include two staggered rows of suitable trees and shrubs. Landscaping shall be designed to not obstruct access to the stormwater basins for maintenance purposes.

- F. Trees shall be non-invasive, deciduous hardwoods. The following species are preferred:

- 1) Red Oak - *Quercus borealis*
- 2) Pin Oak - *Quercus palustris*
- 3) Scarlet Oak - *Quercus coccinea*
- 4) Red Maple - *Acer rubrum*
- 5) Sugar Maple - *Acer saccharum*
- 6) Thornless Honey Locust - *Gleditsia triacanthos intemis*
- 7) London Plane Tree
- 8) Ginko (*Fruitless male*)
- 9) Swamp White Oak
- 10) Zelcova
- 11) Sweetgum (*Rotundiloba/fruitless*)
- 12) Linden

Smaller variety trees:

- 13) Crab Apple (*if insect and disease resistant*)
- 14) Kousa Dogwood
- 15) Serviceberry
- 16) Hendge Maple

Evergreen species:

- 17) Norway Spruce
- 18) Hemlock
- 19) Capitata Yew
- 20) Cedar

The Applicant **may** propose alternative trees that **may** be better choices for the particular site based on proximity to utility lines, sidewalks and pavement, area available for root growth, tolerance to salt, rooting characteristics, resistance to disease and insects, tolerance to root pruning, branching habit, fruit and seed production, maintenance needs or other reasons. The Board **may** seek the advice of the Medway Tree Warden to evaluate alternative tree proposals.

- G. *Tree Preservation* - Wherever feasible, existing trees of **eighteen** inches or more in diameter **should** be preserved.

- H. *Tree Replacement* – All hardwood trees twenty-four inches or more in diameter that are to be removed from the site shall be replaced with new trees on the site.

Commented [A41]: What size trees do you want to be preserved? Shall or should?

- I. *Tree Size* – New and replacement trees shall have a diameter of at least an average of two and one-half inches as measured four feet above finish grade and shall be a minimum of twelve feet in height.
- J. *Landscape Requirements* – To the maximum extent feasible, all additional landscaping shall be drought resistant, pest tolerant, non-invasive species as identified in *The Evaluation of Non-Native Plant Species for Invasiveness in Massachusetts* by the Massachusetts Invasive Plant Advisory Group.
- K. *Irrigation* – On-site wells, cisterns to capture rainfall, or private watering service is required to maintain landscaping installations. The Town does not permit connection to the Town’s water service for landscape irrigation. Well locations shall be shown on the site plan and are subject to approval of the Medway Board of Health.

Commented [A42]: Bridget reports that drought resistant and pest tolerant species may be invasive.

Bridget recommends that tree species should be native and hardy to Zone 6

s. 207 – 20 Site Amenities

- A. When incorporated as part of a site plan or included as mitigation measures, the selection of types and materials for fencing, retaining walls, gates, benches, planters, bike racks, seating areas, and other site amenities should comply with the *Medway Design Review Guidelines*.
- B. Proposed hardscape features and materials such as fences and stone walls shall be compatible with the design of the building. Vehicle sight lines shall not be affected by such landscape features or built hardscapes.

s. 207 - 21 Snow Removal – The site shall be designed to accommodate adequate snow storage for snow that is removed from the paved areas. The snow storage area(s) shall be located and graded such that the runoff from melting snow shall not enter the public way or wetland resource areas. Stored snow shall not affect visibility and sight distance of vehicles entering and exiting the site. Snow storage areas should safely accommodate a minimum volume equal to six inches over the entire site area subject to snow removal. The Board may condition a site plan decision to require removal of excess snow off-site.

s. 207 – 22 Outdoor Storage – To the maximum extent possible, outdoor storage of materials, goods, and equipment if permitted, shall be screened from view from adjacent and nearby streets and properties by suitable fencing and/or evergreen plantings, and in accordance with *Zoning Bylaw regulations*. Check *Table 1 Schedule of Uses* of the *Zoning Bylaw* for areas where outdoor storage is permitted.

Commented [A43]: Added this.

ARTICLE VIII ADMINISTRATION

s. 208 – 1 Preconstruction Meeting - Prior to the commencement of any site work (earth removal, clearing of vegetation, mobilization of construction equipment, etc.) for an approved Major or Minor Site Plan project, the Developer, the site general contractor, and other representatives of the Developer shall attend a preconstruction meeting with the Town’s Consulting Engineer, Planning and Economic Development Coordinator, Building Commissioner, Department of Public Works Director, Conservation Agent, or their designees, and other Town staff as may be determined appropriate.

- A. The Developer or general contractor shall request the pre-construction meeting at least one week prior to commencing any site work on the property by contacting the Planning and Economic Development office.
- B. The Developer shall provide a detailed construction schedule, copies of other permits or approvals, and emergency contacts list.
- C. If applicable to the project, the Developer shall provide a copy of the final Stormwater Pollution Prevention Plan (SWPPP) required by the U.S. Environmental Protection Agency (EPA) to the Town at or prior to the pre-construction conference.
- D. A removal schedule for removal of earth materials shall be provided. This schedule shall state the size of the trucks or other vehicles to be used, their gross vehicle weight, the estimated number of trips per day for each removal vehicle, the travel routes to be taken by removal vehicles, their approximate proposed hours of operation. A description of the clearing procedures to be used shall also be provided.

s. 208 – 2 **Site Maintenance During Construction**

- A. The developer and contractors shall comply with the Sediment and Erosion Control plan included in the site plan set. (Section 204-5, D. 5).
- B. Any construction site is required to have a stone mat construction entrance for a minimum of fifty feet or as site constraints allow. The stone mat shall be maintained regularly to allow for proper reduction of sediment tracking onto adjacent roadways. In events where excessive mud is generated at the site, wheel washing stations may be required to further prevent sediment tracking onto Town ways.
- C. Construction of the approved development shall not create any significant emission of light, noise, dust, fumes, odors, noxious gases, radiation, or water pollutants, or any other similar significant adverse environmental impacts without suitable mitigation measures and remedies.
- E. The Applicant or his successor shall maintain, in a manner satisfactory to the Board, the site improvements, infrastructure and amenities and provide for the repair of all such improvements. Maintenance shall commence during the construction and continue until approval of the as-built plan. Such maintenance shall include snow removal and upkeep of the stormwater management facilities.
- F. Poor site maintenance, lack of active management, not following SWPPP requirements, and the construction phase Operations and Maintenance plan, failure to respond to corrective actions prescribed by the board or consulting engineer, may be reasons for the Board to withhold its authorization of a building or occupancy permits.
- G. Upon completion of all work on the site, the Developer shall remove from the site and adjoining property, all temporary structures, all surplus material, debris, tree stumps, loose rocks, silt fences and synthetic erosion control measures unless authorized by an Order of Conditions to be left in place, and such rubbish which may have accumulated during construction, and shall leave the work site in a neat and orderly fashion.

Commented [A44]: Get more feedback from Bridget on this

Commented [A45]: This is new.

Commented [A46]: This is new.

s. 208 – 3 **Construction Inspections and Reporting**

- A. The Board may determine site inspections of the infrastructure and site improvements and the ongoing maintenance of such are necessary to ensure that the development project is constructed to comply with the approved site plan and *Decision*. It is the Board's standard practice to do so. Such inspections shall be performed by the Town's Consulting Engineer, Town staff, or a Board member. The Board may determine that the assistance of outside consultants is needed to monitor construction of the development due to the size, scale, or complexity of the approved project or because of its impact on the Town. If the Board determines that such consultant services are required, the Applicant shall pay a Construction Services fee prior to the Board's endorsement of the plan. See s. 209 – 1. C. of these *Rules and Regulations*.
- B. The Developer or its representative shall notify the Town's Consulting Engineer at least 48 hours in advance of needed inspections.
- C. Site plan projects with a land disturbance area of 20,000 sq. ft. and larger are required to provide copies of all required SWPPP inspection reports and corrective action reports to the Board and the Consulting Engineer for review during the construction term of the project.

s. 208 – 3 **Modification of Approved Site Plans and Decisions** - Construction work shall comply with the approved site plan, unless the Developer requests approval of a modification to the site plan and/or *Decision* and such approval is provided pursuant to any one of the methods specified below:

A. **On-Site Field Changes**

- 1) During construction, the Developer may be authorized to make limited, minor, on-site field changes to an approved site plan project based on unforeseen site or job conditions, situations, or emergencies necessitated by field conditions or due to practical considerations. These field changes shall not alter items which may affect the site's compliance with the *Zoning Bylaw* or these regulations or conflict with a specific condition of the decision. Field changes shall not substantially alter the intent, layout or design of the endorsed site plan.
- 2) Prior to undertaking such field changes, the Developer and/or contractor shall discuss the possible field changes with the Town's Consulting Engineer and submit a letter and drawings to the Planning and Economic Development Coordinator and the Building Commissioner describing the proposed changes and what conditions, situations, or emergencies necessitate such changes. In accordance with Section 3.5.2.C of the *Zoning Bylaw*, the Building Commissioner may determine that the field change is insubstantial, authorize the change, and so notify the Board. Otherwise, the Board shall review the proposed field changes at a public meeting and determine whether the proposed field changes are reasonable and acceptable based on the unforeseen conditions, situations, or emergencies and whether other options are feasible or more suitable.

Commented [A47]: Susy – I need to talk to Matt Hayes about this. Any ideas for further edits?

- 3) The Board shall prepare a Field Change Decision to document whether the field change is authorized and may specify suitable conditions. The Field Change Decision shall be provided to the Developer and the Building Commissioner. Any approved field change shall be made a permanent part of the approved site plan documents and shall be shown on the final as-built plan.
- 4) The Board may determine that a proposed field change or a combination of field changes are such that the proposal warrants consideration as a plan modification. If so, the modification shall be handled in accordance with the provisions for reviewing and approving the corresponding category of site plan modification by the Board.

B. *Major Site Plan Projects*

1) *Plan Modification*

- a) Proposed modifications (not including on-site field changes) to a previously approved major site plan shall be subject to review by the Board.
- b) Plan modifications include, but are not limited to the following, if deemed significant by the Town's Consulting Engineer:
 1. Changes in the design of the stormwater management facilities if deemed significant by the Town's Consulting Engineer
 2. Changes in the location, dimensions and composition of buffer areas and screening measures
 3. An increase in the size of a building footprint in excess of 10%
 4. An increase in the height of a building
 5. A change in the location of a building on the site ~~by one foot or more~~
 6. A change in the location and quantity of curb cuts (access and egress points)
 7. A change in the layout of parking
 8. An increase in the quantity of parking
- c) The request for a *Modification* to a previously approved major site plan shall be subject to the same application and review process including a public hearing as provided in s. 204 Major Site Plan Review of these *Rules and Regulations* including the payment of plan modification filing fee and plan review fee. The Board shall issue its *Modification Decision*, file such with the Town Clerk, and provide copies to the Building Commissioner, other Town officials and the Developer. Any modifications approved by the Board shall be made a permanent part of the approved site plan project documents and shall be shown on the final as-built plan.

- 2) *Decision Modification* – If the Developer proposes a modification to the original *Decision* for a major site plan, the Board shall conduct a public hearing on the proposed change. Any application for a modification to the previously issued *Decision* shall be filed with the Board along with the modification filing fee. Any decision modification approved by the Board shall be filed with the Town

Commented [A48]: Barbara - These seem somewhat inflexible. For example, there are circumstances where moving a building footprint one foot would be of no consequence if it does not affect any setbacks, buffers, parking, etc., or it could be significant on a tight site. So why not have the language if deemed significant by the consulting engineer for other changes, not just SW?

Clerk, provided to the Building Commissioner, the Town's Consulting Engineer, and the Developer, and made a permanent part of the project record.

C. *Minor Site Plan Projects*

1) *Plan Modification*

- a) The Developer shall submit a letter to the Building Commissioner and the Board describing the proposed changes to a previously approved minor site plan project and the reasons for the proposed modifications. If proposed modifications to a previously approved minor site plan project are such that the changes would result in the development meeting the criteria for Major Site Plan Review pursuant to Section 3.5.3.A.1. of the *Zoning Bylaw*, the modification shall be handled in accordance with the provisions for reviewing and approving a Modification to a Major Site Plan project as specified in *s. 208 – 3 B.* of these *Rules and Regulations*.
 - b) Modifications of minor site plan projects, other than insubstantial field changes as provided in Section 3.5.2.C of the *Zoning Bylaw*, require review by the Board as an agenda item during a public meeting. The request for a modification to a previously approved minor site plan shall be subject to the same application and review process for Minor Site Plan Review as described in *s. 205* of these *Rules and Regulations*, including the payment of fees. A written *Modification Decision* shall be prepared by the Board and filed with the Town Clerk, Building Commissioner and the Town's Consulting Engineer. Any modifications shall be made a permanent part of the approved site plan record and shown on the as-built plan presented for project completion.
- 2) *Decision Modification* – If a modification is needed to the original *Decision* for a previously approved minor site plan project, the Board may review and act on the proposed modification at a public meeting without a public hearing. Any application for a modification to the previously issued *Decision* shall be filed with the Board along with the modification filing fee. Any decision modification approved by the Board shall be filed with the Town Clerk, provided to the Building Commissioner, the Town's Consulting Engineer, and the Developer, and made a permanent part of the project record.

D. *Administrative Site Plan Projects*

1) *Plan Modification*

- a) Proposed modifications to a previously approved administrative site plan project shall be subject to *Administrative Review* as described in *s. 206* of these *Rules and Regulations*. The Developer shall follow the same application and review process as provided herein including the payment of fees. Any modifications approved by the Team shall be made a permanent part of the approved site plan record. A written *Administrative Site Plan Modification Decision* shall be prepared by the Team and filed with the Town Clerk.

- b) The Team **may** determine that a proposed modification to a previously approved administrative site plan project is such that the change would result in the development meeting the criteria for *Minor or Major Site Plan Review*. If so, the modification shall be handled in accordance with the provisions for reviewing and approving those categories of site plan by the Board.
 - c) The Applicant may appeal an *Administrative Site Plan Modification Decision* to the Board within twenty days of the date the *Decision* was filed with the Town Clerk.
- 2) *Decision Modification* – If a modification is requested to the original Administrative Site Plan Decision for an administrative site plan project, the Team **may** review and act on the proposed modification. A written *Decision* shall be filed with the Town Clerk.

E *Modification Expenses* - Whenever additional reviews by the Board, its staff or consultants, or the Team are necessary due to proposed modifications, the Developer shall be billed and be responsible for the supplemental costs incurred including site plan filing fees, plan review fees, and all costs associated with another public hearing including legal notice. If the proposed revisions affect only specific limited aspects of the site, the Board **may** reduce the scope of the required review and waive part of the Filing and Review Fees. Supplemental fees must be paid in full before the Board approves site plan modifications.

s. 208 – 4 *Compliance*

A. *Construction Inspection* – The Board **may** determine site inspections are necessary to ensure that the development project is constructed to comply with the approved site plan and *Decision*. It is their standard practice to do so. These shall be performed by Town staff, the Board’s consultant or Agent, or a Board member. The Board **may** determine that the assistance of outside consultants is needed to monitor construction due to the size, scale, or complexity of the approved project or because of its impact on the Town. If the Board determines that such consultant services are required, the Applicant shall pay a Construction Services fee prior to the Board’s endorsement of the plan. See s. 209 – 1. C. of these *Rules and Regulations*.

B. *Occupancy Permit*

- 1) See Section 3.5.2 of the *Zoning Bylaw*.
- 2) The Board shall not authorize an occupancy permit until the following items, at a minimum, have been installed, inspected, and approved by the Board or its Agent:
 - a) Gravel sub-base
 - b) Binder course
 - c) Drainage system completed to the proposed outfall with frame and grates set to binder grade, as well as detention basins, swales, infiltration systems or any other stormwater management facilities.
 - d) As-built plan of each detention pond and forebay contoured in two foot (2') intervals; and all critical elevations and details of the structures, pipes and headwalls within the detention pond area.

Commented [A49]: This is new. This language is borrowed from the Subdivision Rules and Regulations and may not be perfectly suitable for site plan projects.

- e) Stop line pavement markings.
- f) Sidewalk binder
- g) Provisions for fire prevention and protection, such as a cistern, dry hydrant system or municipal water service which are constructed, installed and functional.
- h) What else??

C. *Performance Security*

- 1) If a Developer seeks an occupancy permit before completion of the approved site improvements, the Developer may request that the Board accept a deposit of funds or other form of security acceptable to the Board and the Treasurer/Collector sufficient to assure the satisfactory completion of site improvements, landscaping and amenities, and all off-site mitigation measures as shown on the approved plan. Whether to accept such security in lieu of completion of the project shall be determined by the Board in its sole discretion.
- 2) The Board shall determine a reasonable and sufficient amount to cover the Town's cost to complete the work if the Developer fails to do so. The Town's Consulting Engineer shall prepare an estimate of the current cost to complete the work that remains unfinished at the time the occupancy permit is requested. The estimate shall be based on unit prices in the latest Weighted Average Bid Prices by the Massachusetts Department of Transportation. The estimate shall also include the cost to maintain the infrastructure, site improvements and amenities, and off-site mitigation measures in the event the Developer fails to adequately perform such. The estimate shall reflect the cost for the Town to complete the work as a public works project, which may necessitate additional engineering, inspection, legal and administrative fees, staff time and public bidding procedures. A contingency of up to thirty percent shall be added to the total estimate. The Board shall approve the estimate and notify the Town Treasurer/Collector and the Building Commissioner of the approved amount. A performance security agreement shall be executed by the Developer, the Board, and the surety.

Commented [A50]: Maybe increase the performance contingency to 40%

s. 208 – 5 *Project Completion*

- A. *Construction Deadline* - Site plan approval shall lapse after two years of the grant thereof, which shall not include such time required to pursue or await the determination of an appeal under s. 204-9 or s. 205-9 herein, if construction has not commenced except for good cause. Upon receipt of a written request by the Developer filed at least thirty days prior to the date of expiration, the Board shall consider the request at a public meeting and may grant an extension for good cause. Such extension shall not exceed two years beyond the original expiration date of the site plan approval.
- B. *As-Built Plans*
 - 1) Developers of *Major and Minor Site Plan Projects* shall provide an as-built plan stamped by a Professional Land Surveyor or Engineer registered in the Commonwealth of Massachusetts, which shall show actual as-built locations and

conditions and any plan modifications authorized by the Board. See Section 6.7 of the *Medway Subdivision Rules and Regulations* for as-built plan requirements. The as-built plan shall be accompanied by a certification from a Registered Professional Engineer that the site has been developed in **substantial** conformance with the approved site plan.

Commented [A51]: Barbara - See comment below. What does substantial mean?

- 2) Developers of Administrative Site Plan Projects shall provide an as-built plan showing the as-built locations of the constructed site work.

C. *Certificate of Site Plan Completion: Major and Minor Site Plan Projects*

- 1) Before the Board issues a *Certificate of Site Plan Completion*, the following items must be completed or provided to the satisfaction of the Board:
 - a) Receipts to document cleaning of the stormwater system
 - b) A signed statement from the Developer and/or Owner committing to the ongoing maintenance of the stormwater management facilities per the Post Construction Stormwater Management Plan and replacement of landscaping.
 - c) Removal of erosion controls
 - d) Full stabilization of the site
 - e) Off-site improvements
- 2) Upon completion of all required improvements as shown on the approved Site Plan, including any off-site mitigation measures, the Developer's engineer shall submit a letter verifying completion to the Board. The letter shall certify that the project, as constructed, **substantially** conforms to the approved site plan and that any provisions of the *Decision* including construction of any required on and off-site improvements have been completed.
- 3) The Board's Agent or a Board member shall conduct a final inspection of the site within thirty days of the filing of the Developer's engineer's letter with the Board and provide a written report and punch list to the Board and Developer identifying any remaining work to be completed.
- 4) The Board shall determine if all work has been completed in substantial conformance with the Site Plan approval. The Board **may** consult with its Consulting Engineer, the Conservation Commission, Department of Public Works, Building Commissioner, Treasurer/Collector and other Town boards, **committees** and departments to help it determine whether the project is complete and all obligations to the Town are fulfilled including payment of taxes and fees. If so, the Board, at its next regularly scheduled meeting, shall sign a *Certificate of Site Plan Completion* to document that the project as constructed has been completed, in its opinion, in conformance with the approved site plan and any conditions, including construction of any required on and off-site improvements. If a *Certificate of Site Plan Completion* is not signed, a complete list of work to be completed on or off-site in compliance with the approved site plan and *Decision* shall be provided to the Developer.

Commented [A52]: Barbara - We had an interesting discussion on this related to 39 Main Street permit.

Susy – Engineers won't sign something that says the project as completed conforms FULLY to the approved site plan.

Commented [A53]: What if there is an outstanding enforcement in effect for the project from another board/department, such as with ConCom? Should PEDB withhold its sign off.?

D. *Certificate of Site Plan Completion: Administrative Site Plan Projects*

- 1) Upon completion of all required improvements as shown on the approved Site Plan, the Developer shall contact the Community and Economic Development office to request a *Certificate of Site Plan Completion*.
- 2) A Team member or the Board's Agent shall inspect the site to determine if the project has been completed in substantial conformance with the approved scope of work and all conditions. The Team **may** consult with other Town boards, committees and staff to help with its determination. If so, the Team, shall sign a *Certificate of Site Plan Completion*. If not, a complete list of work to be completed in accordance with the approved site plan and *Decision* shall be provided to the Developer.

s. **208 – 6 Post Construction On-Going Maintenance** – The Owner shall maintain site amenities, landscape installations, and stormwater management facilities in good condition throughout the life of the facility and to the same extent as shown on the endorsed site plan and in accordance with the approved long term stormwater operations and maintenance plan including reporting requirements. Failure to carry out the long term stormwater operations and maintenance plan is a violation of the site plan permit. Trees, shrubs, bushes and other landscape features shown on the plan which die or become diseased shall be replaced by the following planting season.

Commented [A54]: Susy – This is new.

ARTICLE IX FEES

s. **209 – 1 Fee Structure** – The Board shall adopt a *Fee Schedule*, which shall specify the amount of filing and other applicable fees.

A. *Site Plan Filing Fee* - A non-refundable *Site Plan Filing Fee* as specified in the Board's *Fee Schedule* shall be remitted to the Board at the time the site plan application is filed with the Board.

B. *Site Plan Review Fee*

- 1) *Applicability* – A *Site Plan Review Fee* **may** be established by the Board or the Team for review of the site plan based on an itemized budget estimate prepared by an outside consultant(s). This fee shall be the reasonable costs to be incurred to retain outside consultant(s) to assist in the review of the proposed project. The *Site Plan Review Fee* shall not be a fixed amount but will vary depending on the nature and scale of the project and the expected costs to be incurred. See the Board's *Fee Schedule*.
- 2) *Fee Payment* - The Applicant shall remit a deposit toward the *Site Plan Review Fee* at the time the site plan application is submitted pursuant to the Board's *Fee Schedule*. The balance shall be remitted by the Applicant upon receipt of an invoice from the Board or the Department of Community and Economic Development prior to the substantive review of the application by the outside consultants, and before the public hearing or meeting commences. Failure to pay the full *Site Plan Review Fee* before the public hearing or meeting begins **may** delay the public review process and constitute grounds for denial of the proposed site plan.

- 3) *Additional Review Fees* – If the expense of the consultant(s)' review of the site plan exceeds the original estimate or **should** the services of additional outside consultants be required after the initial *Site Plan Review Fee* has been expended, the Applicant shall be required to pay all additional fees incurred to cover the cost of additional reviews. A new estimate for additional plan review services shall be prepared and remitted to the Applicant. The Applicant's failure to pay plan review fees in their entirety shall constitute grounds for the Board or the Team to deny approval and endorsement of the plan.

C. *Construction Services Fee*

- 1) *Applicability* – The Board **may** establish a *Construction Services Fee* for the reasonable costs to be incurred by the Board to retain outside consultant(s) to assist in the inspection of the construction and on-going maintenance of the development's infrastructure and the review of any legal documents associated with performance security and project completion. The *Construction Services Fee* shall not be a fixed amount but will vary with the scale of the project and the expected costs to be incurred by the Board.
- 2) *Fee Payment* - The Applicant shall remit the *Construction Services Fee* to the Board before the site plan is endorsed. Failure to pay the *Construction Services Fee* **may** constitute grounds for the Board to not endorse the site plan.
- 3) *Additional Fees* – If the expense of the consultant(s)' services exceed the original estimate, or **should** the services of additional outside consultants be required after the initial *Construction Services Fee* has been expended, the Developer shall be required to pay all additional fees incurred to cover the additional cost. The Board shall prepare a new estimate for additional construction services and remit an invoice to the Developer for payment.

D. *Other Costs and Expenses* - All expenses for professional plan reviews, ancillary report reviews, supplemental studies, advertising, publication of notices, and all other expenses in connection with Site Plan Review and construction including plan or decision modification fees shall be borne by the Applicant and/or Developer.

s. 209 – 2 *Payment of Fees*

- A. Fees paid shall be by check made payable to the **Town of Medway** and submitted to the Planning and Economic Development office.
- B. When the *Site Plan Review Fee* and *Construction Services Fee* are received by the Board or the Team pursuant to this section, they shall be deposited with the Town Treasurer/Collector in special accounts for these purposes established pursuant to G. L. c. 44, Section 53G. Expenditures from the special account **may** be made without further appropriation. Expenditures from the special account shall be made only for services rendered in connection with a specific project or projects for which a fee has been or will be collected. Accrued interest **may** also be spent for this purpose.
- C. At the completion of the project, any excess amount in the plan review and construction accounts, including interest, attributable to a specific project shall be repaid to the Applicant or Developer or their successor in interest. Upon request, a final report of said

account shall be made available. For the purpose of these *Rules and Regulations*, any person or entity claiming to be the Applicant's successor in interest shall provide the Board or the Team with documentation establishing such succession in interest.

These *Site Plan Rules and Regulations* were adopted by a vote of the Medway Planning and Economic Development Board following proper legal notice published twice in the *Milford Daily News* and a copy thereof filed with the Town Clerk. These amended *Rules and Regulations* take effect on the date of the filing of the approved document with the Town Clerk.

Originally adopted: April 14, 1998
Amended: April 25, 2000
Amended: March 13, 2001
Amended: November 1, 2001
Amended: July 9, 2002
Amended: December 3, 2002
Amended: xxxxxx

Attest:

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

Date

A true copy attest:

Maryjane White
Town Clerk

Date

Medway Planning and Economic Development Board Rules & Regulations for Submission, Review and Approval of Site Plans

APPENDIX A – Low Impact Development Resources

<https://www.mass.gov/low-impact-development>

<https://www.mass.gov/service-details/smart-growth-smart-energy-toolkit-modules-low-impact-development-lid>

<https://www.mapc.org/resource-library/low-impact-development-toolkit/>

<http://www.lid-stormwater.net/background.htm>

<https://www.massaudubon.org/our-conservation-work/advocacy/shaping-the-future-of-your-community/saving-land-water-money-with-lid>

<https://lowimpactdevelopment.org/>

<https://www.wbdg.org/resources/low-impact-development-technologies>

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/BMPRetrofit.pdf>

<https://www.mass.gov/files/documents/2017/11/03/Low%20Impact%20Development%20%28LID%29%20for%20developers.pdf>

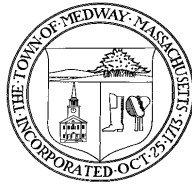
<https://www.wbdg.org/resources/low-impact-development-technologies>

<https://www.epa.gov/sites/production/files/2015-09/documents/bbfs3cost.pdf>

QUESTIONS

1. How to handle conflicts between various Development Standards and the directive to use Low Impact Development techniques for site and stormwater management design?? Does one take precedence over the other?

DRAFT



September 24, 2019
Medway Planning & Economic Development Board
Meeting

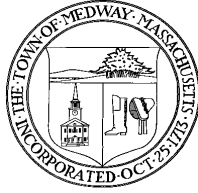
High Street Meadows Preliminary
Subdivision Plan – 21 High Street

- Preliminary Subdivision Plan application and associated materials including a Development Impact Statement, waiver requests.
- Preliminary Subdivision Plan dated September 6, 2019 by Colonial Engineering
- Public Briefing Notice (sent to abutters)

This is a preliminary subdivision plan for 21 High Street filed by Patrick and Michael Larkin. You have met with them informally about a possible multi-family development on this property. They are aware that the Board has proposed changes to the multifamily section of the Zoning Bylaw for the fall town meeting. The filing of a preliminary subdivision plan is a pre-emptive move on their part because it serves to “freeze” the current zoning against any possible amendments that might be disadvantageous to them.

Nonetheless, you need to review the plan according to the *Subdivision Rules and Regs.* Abutters have been notified via first class mail as required.

I forwarded the documents to Gino Carlucci today. He will have a review for you next week. I will forward it to you upon receipt.



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

September 17, 2019

PUBLIC BRIEFING NOTICE
High Street Meadows Preliminary Subdivision Plan – 21 High Street
Tuesday, September 24, 2019

The Medway Planning & Economic Development Board has received an application from Medway Development, LLC of Medfield, MA for approval of a ***preliminary subdivision plan for a proposed 2 lot residential subdivision at 21 High Street to be known as High Street Meadows***. Owned by Medway Development, LLC, the 3.77 acre parcel (*Medway Assessors Map 57, Parcel 62*) is located on the west side of High Street in the Agricultural Residential II zoning district. The *High Street Meadows Preliminary Subdivision Plan* is dated September 6, 2019 and was prepared by Colonial Engineering, Inc. of Medway, MA. The plan shows the division of the subject property into two residential lots, one with frontage on High Street, and the construction of an approximately 200' long, permanent private roadway to create legal frontage for the back lot.

The applicant will present the proposed High Street Meadows Preliminary Subdivision Plan to the Medway Planning and Economic Development Board on Tuesday evening, September 24, 2019 at 8:15 p.m. in the Sanford Room on the second floor of Medway Town Hall, 155 Village Street, Medway, MA. The room is accessible by elevator for individuals with physical disabilities.

A copy of the application and the High Street Meadows Preliminary Subdivision Plan are on file with the Medway Town Clerk and at the Planning and Economic Development office at Medway Town Hall, 155 Village Street, Medway, MA and may be inspected during regular Town Hall hours on Mondays from 7:30 a.m. to 5:30 p.m., Tuesday - Thursday from 7:30 a.m. to 4:30 p.m. and Fridays from 7:30 a.m. to 12:30 p.m. The plan has also been posted at the Board's web page at: <https://www.townofmedway.org/planning-economic-development-board/pages/current-applications-pedb-0>

Written comments may be forwarded to the Board at the above address, faxed to us at the number below, or emailed to us at: planningboard@townofmedway.org. Board members will review all submitted correspondence.

If you have any questions regarding this matter, please contact Medway Planning & Economic Development Coordinator Susan Affleck-Childs at 508-533-3291. Thank you.

Medway Development LLC

P.O. Box 129, Medfield, MA 02052

Tel: 978-658-0333

Email: michael@lawlarkin.com

September 10, 2019

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

RE: Project: High Street Meadows
Applicant: Medway Development LLC
Property: 21 High Street, Medway, MA 02053

Dear Susan:

Please see attached Application for Approval of a Preliminary Subdivision Plan for the above referenced property. Please also find attached two checks totaling \$1,500.00 made payable to the Town of Medway for the application fee.

Please contact me if you have any questions.

Sincerely,



Michael J. Larkin, Jr., Manager
Perkins Landing LLC

Enclosure(s)



Planning & Economic Development Board - Town of Medway, MA
LAND SUBDIVISION – FORM B

Application for Approval of a Preliminary Subdivision Plan

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the Medway Subdivision Rules and Regulations.

*Applying for a Preliminary Subdivision Plan is optional for residential subdivisions.
It is required for non-residential subdivisions.*

*The Town's Planning Consultant will review the Application and Preliminary Subdivision Plan
and provide a recommendation to the Planning and Economic Development Board.*

A copy of that review letter will be provided to you in advance of the meeting.

*You or your duly authorized Agent/Official Representative is expected to attend the
Board meeting at which your Application 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 the Board's review of the Preliminary Plan.

9/6, 2019

PRELIMINARY SUBDIVISION PLAN INFORMATION

Plan Title: HIGH STREET MEADOWS

Plan Date: 9/6/19

Prepared by:

Name: COLONIAL ENGINEERING INC. / PAUL DESIMONE

Firm: COLONIAL ENGINEERING INC.

Phone #: 508-533-1644

Email: COLONIAL.ENG@VERIZON.NET

PROPERTY INFORMATION

Location Address: 21 HIGH STREET

The land shown on the plan is shown on Medway Assessor's Map # 57 as Parcel # 62

Total Acreage of Land to be Divided: 3.77 ACRES

General Description of Property: 3.77 ACRES OF LAND CONSISTING OF A HOUSE,
GARAGE AND A SEASONAL BROOK, LAND SLOPES FROM THE HOUSE TO THE
BROOK, SOME FIELD AND SOME WOODS

Medway Zoning District Classification: AR II

Scenic Road

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

☒ Yes ☐ No If yes, please name street: NICH STREET

Wetlands

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

Groundwater Protection

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

Flood Plain

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

The owner's title to the land that is the subject matter of this application is derived under deed from: JAMES F. BYRNES to MEDWAY DEVELOPMENT LLC dated OCT 26, 2018 and recorded in Norfolk County Registry of Deeds, Book 36435 Page 27 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: MEDWAY DEVELOPMENT, LLC

Mailing Address: 303 MAIN STREET

MEDFIELD MA 02052

Name of Primary Contact: MICHAEL LARKIN

Telephone:

Office: 978-658-0333 Cell: _____

Email address: MICHAEL@LFWLARKIN.COM

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

PROPOSED SUBDIVISION INFORMATION

Subdivision Name: NICH STREET MEDFORD

This is a: ☒ Residential Subdivision ☐ Non-Residential Subdivision

The plan shows the division of land into 2 building lots numbered 1 and 2 parcels not intended for building thereon.

The plan shows the following **existing** ways that are being proposed as lot frontage:

NICH STREET as frontage for lot(s) 1
_____ as frontage for lot(s) _____

The plan shows the following **proposed new** ways that are being proposed as lot frontage:

ROAD A as frontage for lot(s) 2
_____ as frontage for lot(s) _____

_____ as frontage for lot(s) _____

Total Length of Proposed New Roadway(s) 200.45 feet

Are the new roads proposed to be public or private ways?

☒ Public ☐ Private

Proposed Utilities:

☒ Town Water ☐ Well

☒ Town Sewer ☐ Septic

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: _____

Mailing Address: _____

Primary Contact: _____

Telephone:
Office: _____ Cell: _____

Email address: _____

CONSULTANT INFORMATION

ENGINEER: PAUL SAULNIER, P.E.

Address: 29 Church Street Holliston MA 01746

Primary Contact: Paul Desmore

Telephone:
Office: 508-533-1644 Cell: _____

Email address: COLONIAL.ENG@VERIZON.NET

Registered P.E. License #: 32240

SURVEYOR: PAUL J. DESMORE

Address: 11 Pine Street

Holliston MA 02033

Primary Contact: Paul Desmore

Telephone:
Office: 508-533-1644 Cell: _____

Email Address: COLONIAL.ENG@VERIZON.NET

Registered P.L.S. License #: 30466

DESIGNATED REPRESENTATIVE INFORMATION

Name: MICHAEL LARKIN
Address: 303 MAIN STREET
MENFIELD MA 02052
Primary Contact: MICHAEL LARKIN
Telephone: Office: 978-650-0333 Cell: _____
Email address: MICHAEL@LAWLARKIN.COM

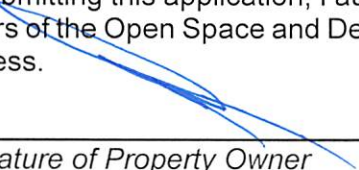
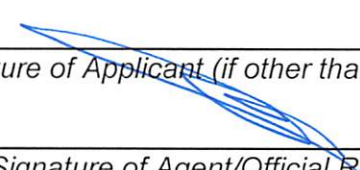

SIGNATURES

The undersigned, being the Applicant as defined under Chapter 41, Section 81L for approval of a Preliminary Subdivision Plan, herewith submits this application and Preliminary Subdivision Plan to the Medway Planning and Economic Development Board for review.

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is a true, complete and accurate representation of the facts regarding the property under consideration.

(If applicable, I hereby authorize MICHAEL LARKIN to serve as my Agent/Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this Preliminary Subdivision Plan application.)

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

<u></u>	<u>9/6/19</u>
Signature of Property Owner	Date
<u></u>	<u> </u>
Signature of Applicant (if other than Property Owner)	Date
<u></u>	<u>9/6/19</u>
Signature of Agent/Official Representative	Date

PRELIMINARY SUBDIVISION PLAN FEES

Preliminary Subdivision Plan Filing Fee - \$750

Advance on Plan Review Fee - \$750

Submit 2 separate checks each made payable to: Town of Medway

PRELIMINARY SUBDIVISION PLAN APPLICATION CHECKLIST

- ☒ Two (2) original Preliminary Subdivision Plan applications (Form B)
- ☒ Two (2) full size copies of the Preliminary Subdivision Plan prepared in accordance with Section 5.6 and 5.7 of the *Medway Subdivision Rules and Regulations*
- ☒ Electronic Version of the Preliminary Subdivision Plan – Provide a flash drive or email plan to the PEDB office *- via email*
- ☒ Certified Abutters List from the Medway Assessor's office – for 300 feet around the subject property
- ☒ Development Impact Report – Form F
- ☒ Preliminary list of expected Waiver Requests from the *Medway Subdivision Rules and Regulations*. Reference the specific sections.
- ☒ Preliminary Subdivision Plan Filing Fee (\$750) – Payable to Town of Medway
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Planning & Economic Development Board - Town of Medway, MA
LAND SUBDIVISION – FORM B

Application for Approval of a Preliminary Subdivision Plan

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9/6, 2019

PRELIMINARY SUBDIVISION PLAN INFORMATION

Plan Title: NICH STREET MEADOWS

Plan Date: 9/6/19

Prepared by:

Name: COLONIAL ENGINEERING INC. (PAUL DESIMONE)

Firm: COLONIAL ENGINEERING INC.

Phone #: 508-533-1644

Email: COLONIAL.ENG@VERIZON.NET

PROPERTY INFORMATION

Location Address: 21 NICH STREET

The land shown on the plan is shown on Medway Assessor's Map # 57 as Parcel # 62

Total Acreage of Land to be Divided: 3.77 ACRES

General Description of Property: 3.77 ACRES OF LAND CONSISTING OF A HOUSE,
GARAGE AND A SEASONAL BROOK, LAND SLOPES FROM THE HOUSE TO THE
BROOK, SOME FIELD AND SOME WOODS

Medway Zoning District Classification: AR II

Scenic Road

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

☒ Yes ☐ No If yes, please name street: Nick Street

Wetlands

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

Groundwater Protection

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

Flood Plain

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

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Applicant's Name: MEDWAY DEVELOPMENT, LLC

Mailing Address: 303 MAIN STREET

MEDFORD MA 02052

Name of Primary Contact: MICHAEL LARKIN

Telephone: _____

Office: 978-658-0333 Cell: _____

Email address: MICHAEL@LAWLARKIN.COM

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

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Address: 29 Church Street Holliston MA 01746

Primary Contact: Paul Desmore

Telephone:
Office: 508-533-1644 Cell: _____

Email address: COLONIAL.ENG@VERIZON.NET

Registered P.E. License #: 32240

SURVEYOR: Paul J. Desmore

Address: 11 Pine Street

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Email Address: COLONIAL.ENG@VERIZON.NET

Registered P.L.S. License #: 30466

DESIGNATED REPRESENTATIVE INFORMATION

Name: MICHAEL LARSEN
Address: 303 HAW STREET
MESFIELD NH 02052
Primary Contact: MICHAEL LARSEN
Telephone: Office: 978-658-0333 Cell: _____
Email address: MICHAEL@LAWLARSEN.COM


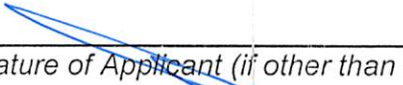

SIGNATURES

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(If applicable, I hereby authorize MICHAEL LARSEN to serve as my Agent/Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this Preliminary Subdivision Plan application.)

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

<u></u>	<u>9/16/19</u>
Signature of Property Owner	Date
<u></u>	_____
Signature of Applicant (if other than Property Owner)	Date
<u></u>	<u>9/16/19</u>
Signature of Agent/Official Representative	Date

PRELIMINARY SUBDIVISION PLAN FEES

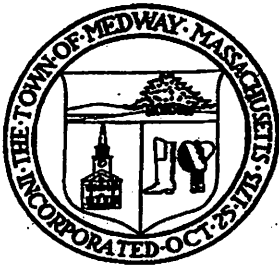
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Advance on Plan Review Fee - \$750

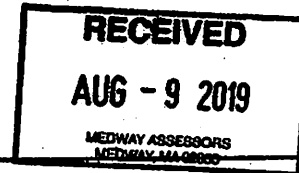
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- ☒ Advance on Plan Review Fee (\$750) – Payable to Town of Medway



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: August 9th 2019
Property owner: MEDWAY DEVELOPMENT LLC
Property location: 21 HIGH STREET
Parcel (property) ID: 57-062

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

THIS LIST IS REQUESTED FOR:

☒ Planning & Economic Development Board
☐ Zoning Board of Appeals
☐ Conservation Commission

REQUESTER INFORMATION:

Name: PATRICK LARKIN Email address: TURNPIKERE@yahoo.com
Address: 383 MAIN ST
MEDWAY MA 02052
Phone: 918-837-6677

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.***

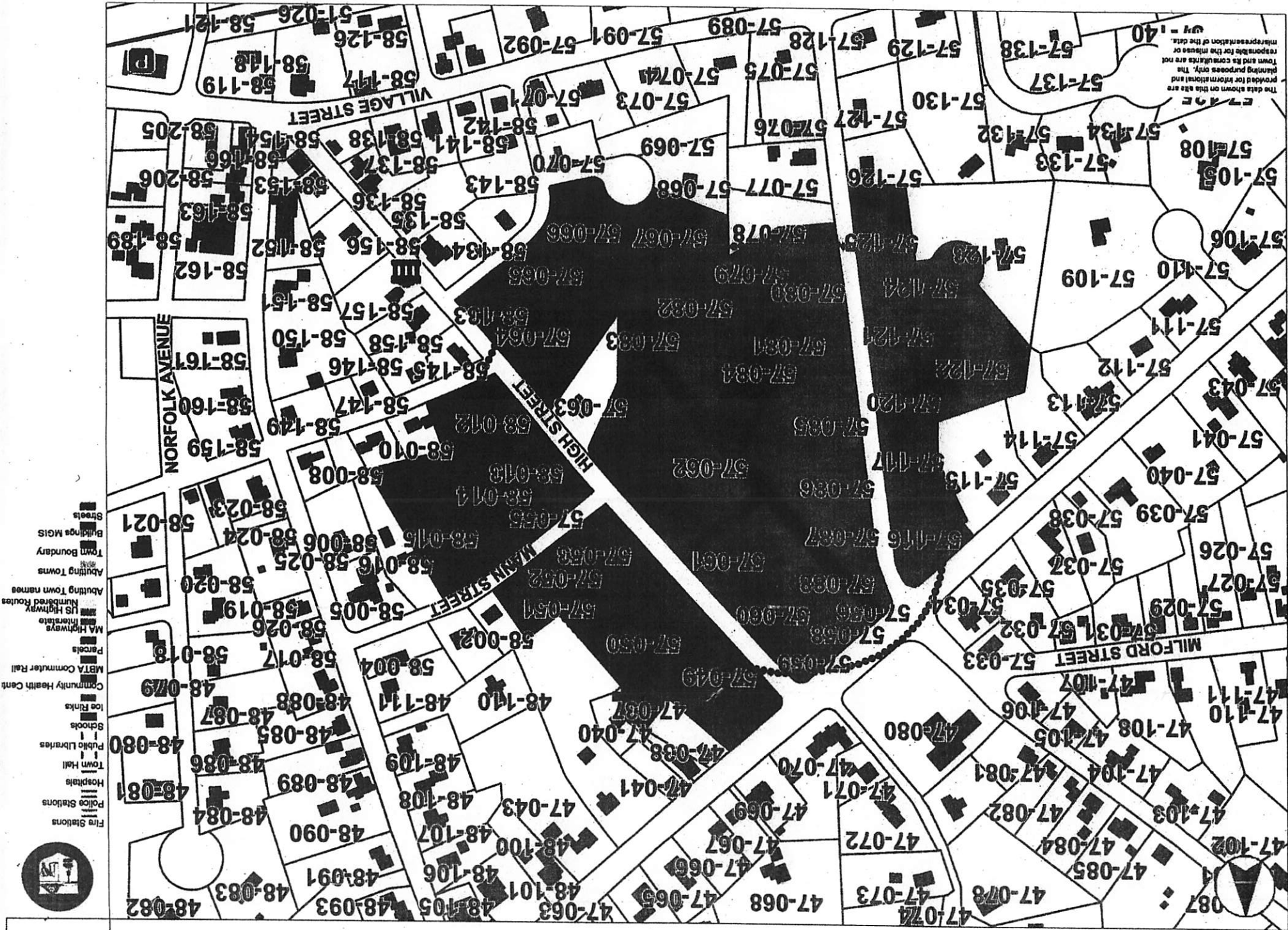
Town of Medway, MA GIS

Printed on 08/12/2019 at 08:53 AM

0 400 800 ft

201 57-062

The data shown on this map are provided for informational and planning purposes only. The Town and its committees are not responsible for the accuracy or interpretation of the data.



Parcel ID: 57-062
MEDWAY DEVELOPMENT LLC
383 MAIN ST
MEDFIELD, MA 02052

Parcel ID: 47-037
GREEN DONNA J
28 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 57-049
WHITE JR WILLIAM J
WHITE MARYJANE
191 MAIN ST.
MEDWAY, MA 02053

Parcel ID: 57-050
MEDWAY TOWN OF
MUNICIPAL
TOWN HALL
155 VILLAGE ST.
MEDWAY, MA 02053

Parcel ID: 57-051
HOPE STEPHEN P
HOPE SHANNON
10 MANN ST.
MEDWAY, MA 02053

Parcel ID: 57-052
HOPE STEPHEN E
HOPE SHANNON
10 MANN ST.
MEDWAY, MA 02053

Parcel ID: 57-053
BURKHARDT NICHOLAS M
BURKHARDT DIANE M
22 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 57-054
KASPARIAN BRIAN J
KASPARIAN ELIZABETH
24 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 57-055
BAUMGARTNER TRUSTEE
BAUMGARTNER TRUSTEE
11 MANN ST.
MEDWAY, MA 02053

Parcel ID: 57-056
POLLO MARIO
DELIN PAULINE L
PO BOX 6895
HOLLISTON, MA 01746

Parcel ID: 57-057
BENNER ALEXIS
195 MAIN ST
MEDWAY, MA 02053

Parcel ID: 57-058
BENNER ALEXIS
195 MAIN ST
MEDWAY, MA 02053

Parcel ID: 57-059
ROBBINS LISA
193 MAIN ST.
MEDWAY, MA 02053

Parcel ID: 57-060
DENTICO JEREMY
27 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 57-061
BAUER WILLIAM H
BAUER ROSEMARY J
25 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 57-064
DICKERSON GREG A.
DICKERSON SHANNON M.
19 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 57-065
MARCEL JR HENRY J
MARCEL ELIZABETH
2 RHODODENDRON AVE
MEDFIELD, MA 02052

Parcel ID: 57-066
MOORE WILLIAM
MOORE TINA
7 AWL ST.
MEDWAY, MA 02053

Parcel ID: 57-067
ROGERS KNOX
DELUCIA JILL ALLISON
4 STAGECOACH WAY
MEDWAY, MA 02053

Parcel ID: 57-079
THEMELI MICHAEL
79 PROSPECT ST
HOLLISTON, MA 01746

Parcel ID: 57-080
TUNNEY BETH A
TUNNEY JOSEPH
16 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-081
SANTOSUSSO PAUL J
2 FRANKLIN CREEK LANE
MEDWAY, MA 02053

Parcel ID: 57-082
JAQUITH STEPHEN W
JAQUITH CYNTHIA J
4 FRANKLIN CREEK LANE
MEDWAY, MA 02053

Parcel ID: 57-083
RICH JOHN W
LE CHAO LIEN T
6 FRANKLIN CREEK LANE
MEDWAY, MA 02053

Parcel ID: 57-084
FRANKLIN CREEK
6 FRANKLIN CREEK LANE
MEDWAY, MA 02053

Parcel ID: 57-085
HAIDER AMIR A
NOOR JEHAN
20 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-086
RATCLIFFE GLENN
RATCLIFFE MELISSA
22 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-087
HOPKINS SCOTT W
HOPKINS SHARYN W
24 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-088
SOUZA MICHAEL
SOUZA MARY JUNE M
26 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-116
BUCKLEY MATTHEW J
HELLMOLD ANN
201 MAIN ST.
MEDWAY, MA 02053

Parcel ID: 57-117
BURKE MATTHEW
BURKE ANIELA
21 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-120
MILIEN ANDRE
MILIEN KETTIE OBAS
19 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-121
KITTY KAYT E
17 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-122
EPSTEIN NEAL R
LANE MELISSA A
15 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 57-124
UNKNOWN OWNER
TOWN HALL
155 VILLAGE ST.
MEDWAY, MA 02053

Parcel ID: 57-125
CHEB NATALIA
13 FRANKLIN ST.
MEDWAY, MA 02053

Parcel ID: 58-001
HEELY DOUGLAS A.
HEELY GRETCHEN S
8 MANN ST.
MEDWAY, MA 02053

Parcel ID: 58-011
KUMA GROUP LLC
PO BOX 157
MEDWAY, MA 02053

Parcel ID: 58-012
BARTOSIEWICZ TOBIAS
BARTOSIEWICZ DARA
32 WELLINGTON ST
MEDWAY, MA 02053

Parcel ID: 58-013
CAREW CAREN M
18 HIGH ST.
MEDWAY, MA 02053

Parcel ID: 58-014
DONAHUE EILEEN L
9 MANN ST.
MEDWAY, MA 02053

Parcel ID: 58-015
PADIEN MARY ANNE J
5 MANN ST.
MEDWAY, MA 02053

Parcel ID: 58-133
BLENKHORN WILLIAM J. &
15 HIGH ST.
MEDWAY, MA 02053



THIS IS A CERTIFIED ASSESSORS LIST FROM THE TOWN OF MEDWAY,
MASSACHUSETTS. WE CERTIFY THAT AT TIME OF LAST ASSESSMENT, THE NAMES AND
ADDRESSES OF ALL PROPERTY OWNERS ARE ACCURATE.
[Signature]
Office of the Assessor

LAND SUBDIVISION - FORM F**Development Impact Report (DIR)****PLANNING BOARD – Town of Medway, MA****OVERVIEW**

The DIR is intended to serve as a guide to the applicant in formulating their development proposal, as well as a guide to the Planning Board in evaluating the proposed Subdivision Plan in the context of existing conditions and the Town's planning efforts. The DIR should be prepared as early in the design process as possible, even if certain aspects are unknown at that time.

The DIR seeks to raise the broad range of issues generally association with a subdivision development plan in a form and in language that is understandable to the layperson. The DIR shall identify and assess development impacts that could possibly be avoided or mitigated if recognized early in the development process. Other portions of the DIR request information that will help the Town plan ahead to provide adequate services in the future.

The DIR shall be filed with an application for approval of a Preliminary and a Definitive Subdivision Plan. It shall clearly and methodically assess the relationship of the proposed development to the natural, physical, and social environment of the surrounding area. In preparing the DIR, a systematic interdisciplinary approach shall be utilized to include professionals in the natural and social sciences and environmental design arts.

Date 9/6/19

1. Name of Proposed Subdivision: High Street Meadows
2. Location: 21 High Street
3. Name of Applicant (s): _____
4. Brief Description of the Proposed Project: 3.77 Acres, Cut Into 2 Lots

5. Name of Individual Preparing this DIR MICHAEL LARSENAddress: 303 Main Street Medfield MA Phone: 978-650-0333Professional Credentials: Attorney

SITE DESCRIPTION

6. Total Site Acreage: 3.77 Acres

Approximate Acreage	At Present	After Completion
Meadow/brushland (non-agricultural)	N/A	N/A
Forested	2.47 Ac	2.09 Ac
Agricultural (includes orchards, croplands, pasture)	1.09 Ac	38,560 S.F.
Wetlands	38,690 S.F.	38,690 S.F.
Water Surface Area	5,434 S.F.	18,902 S.F.
Flood Plain	N/A	N/A
Unvegetated (rock, earth or fill)	9,579 S.F.	26,050 S.F.
Roads, buildings and other impervious surfaces	9,579 S.F.	26,050 S.F.
Other (indicate type)		
TOTAL	63225.56	146284.09

7. Present permitted and actual land use by percentage of the site.

Uses	Percentage
Industrial	
Commercial	
Residential	100 %
Forest	
Agricultural	
Other (specify)	

8. List the zoning districts in which the site is located and indicate the percentage of the site in each district. **NOTE – Be sure to include overlay zoning districts.**

Zoning District	Percentage
ART II	100 %
MFHOD	100 %

9. Predominant soil type(s) on the site: See Soil logs

Soil Drainage

(Use the U.S. Soil Conservation Service's definition)

Soil Type	% of Site
Well drained	
Moderately well drained	90 %
Poorly drained	10 %

10. Are there any bedrock outcroppings on the site? ☐ Yes ☒ No

If yes, specify: _____

11. Approximate percentage of proposed site with slopes between:

Slope	% of Site
0 – 10%	20%
10 – 15%	30%
Greater than 15%	N/A

12. In which of the Groundwater Protection Districts is the site located?

Zone(s) N/A Proximity to a public well: 2300 feet

13. Does the project site contain any species of plant or animal life that is identified as rare or endangered? (Consult the Massachusetts Heritage Program and the Medway Conservation Commission for information.) ☐ Yes ☒ No

If yes, specify: _____

14. Are there any unusual site features such as trees larger than 30 inches, bogs, kettle ponds, eskers, drumlins, quarries, distinctive rock formations or granite bridges?
☒ Yes ☐ No

If yes, specify: Trees over 30"

15. Are there any established foot paths running through the site or railroad right of ways?
☐ Yes ☒ No

If yes, please specify: _____

16. Is the site presently used by the community as an open space or recreation area?
☐ Yes ☒ No

If yes, please specify: _____

17. Does the site include scenic views or will the proposed development cause any scenic vistas to be obstructed from view? ☐ Yes ☒ No

If yes, please specify: _____

18. Are there wetlands, lakes, pond, streams or rivers within or contiguous to the site?
☒ Yes ☐ No

If yes, please specify: Seasonal / Biotic & Wetland Boarding

19. Is there any farmland or forest land on the site protected under Chapter 61A or 61B of the Massachusetts General Laws? ☐ Yes ☒ No

If yes, please specify: _____

20. Has the site ever been used for the disposal of hazardous waste? Has a 21E study been conducted for the site? ☐ Yes ☒ No

If yes, please specify: _____

21. Will the proposed activity require use and/or storage of hazardous materials, or generation of hazardous waste? ☐ Yes ☒ No

If yes, please specify: _____

22. Does the project location contain any buildings or sites of historic or archaeological significance? (*Consult with the Medway Historical Commission*)
☒ Yes ☐ No

If yes, please describe: Existing Use #21

23. Is the project contiguous to or does it contain a building located in a National Register historic district? ☐ Yes ☒ No

If yes, please describe: _____

CIRCULATION

24. What is the expected average weekday traffic and peak hour volumes to be generated by the proposed subdivision?

Average weekday traffic	<u>19.14</u>
Average peak hour volumes – morning	<u>1.54</u>
Average peak hour volumes - evening	<u>2.04</u>

25. Existing street(s) providing access to the proposed subdivision:

Please specify: High Street

26. Existing intersection(s) within 1000 feet of any access to the proposed development.

Please specify intersection names: MARK ST., MAEW ST., WELLINGTON ST., AUL ST. & VILLAGE ST.

27. Location of existing sidewalks within 1000 feet of the proposed site: EAST & WEST SIDE OF HIGH ST., SOUTH SIDE OF WELLINGTON, NORTH & SOUTH SIDES OF MAEW ST. & NORTH SIDE OF VILLAGE ST.

28. Location of proposed sidewalks and their connection to existing sidewalks:

29. Are there parcels of undeveloped land adjacent to the proposed site:

_____ Yes ☒ No

Will access to these undeveloped parcels be provided from the proposed subdivision?

_____ Yes _____ No

If yes, please describe: _____

If no, please explain why: _____

UTILITIES AND MUNICIPAL SERVICES

30. What is the total number of dwelling units proposed? 1

31. What is the total number of bedrooms in the proposed subdivision? _____

32. Stormwater Management

A. Describe the nature, location and surface water body receiving current surface water of the site: _____

RUNOFF OF WATER TO EXISTING VEGETATED WETLANDS

B. Describe the how the proposed stormwater management system will operate and how the existing stormwater patterns will be altered: _____

Proposed Pavement runoff to A Detention BASIN, Filtered
And let out slowly TOWARD WETLANDS

C. Will a NPDS Permit be required? _____ Yes ☒ No

33. Please estimate the response time of the Fire Department to this site:
(Please consult with the Fire Department): 3 MIN

34. Schools

A. Projected number of new school age children: 12

B. Distance to nearest elementary school: 1.9 miles

MEASURES TO MITIGATE IMPACTS - Please attach a brief description of the measures that haven been taken during subdivision design and will be taken during subdivision construction for each of the following:

- 35. Maximize stormwater infiltration and groundwater recharge
- 36. Prevent surface and groundwater contamination
- 37. Reduce detrimental impacts to water quality
- 38. Maintain slope stability and prevent erosion
- 39. Conserve energy
- 40. Preserve wetlands
- 41. Preserve wildlife habitats, outstanding ecological or botanical features
- 42. Protect scenic views
- 43. Retain natural landscape features
- 44. Design street layouts to facilitate southern orientation of houses
- 45. Use curvilinear street patterns
- 46. Promote pedestrian and bicycle access and safety

47. Reduce the number of mature trees to be removed
48. Provide green belt/buffer areas
49. Preserve historically important structures and features on the site
50. Retain natural valley flood storage areas
51. Minimize the extent of waterways altered or relocated
52. Reduce the volume of cut and fill
53. Minimize the visual prominence of man-made elements even if necessary for safety or orientation
54. Minimize municipal maintenance frequency and costs
55. Reduce building site frontages or driveway egresses onto primary or secondary streets

In describing each of the above, please use layman's terms where possible while still being accurate and comprehensive. Where appropriate, please use graphic illustrations. Identify data sources, reference materials and methodology used to determine all conclusions.

LAND SUBDIVISION – FORM F

DEVELOPMENT IMPACT REPORT (DIR)

PLANNING BOARD – TOWN OF MEDWAY

21 HIGH STREET, MEDWAY

MEASURES TO MITIGATE IMPACTS:

35. Applicant will observe MassDEP's Best Practice Management Practices (BMP's) for managing stormwater that will include using a structural stormwater treatment structure (CDS Unit), as well as deep sump catch basins and an infiltration detention basin.

36. Applicant will observe MassDEP's Best Practice Management Practices (BMP's) for managing stormwater that will include using a structural stormwater treatment structure (CDS Unit), as well as deep sump catch basins and an infiltration detention basin.

37. Applicant will observe MassDEP's Best Practice Management Practices (BMP's) for managing stormwater that will include using a structural stormwater treatment structure (CDS Unit), as well as deep sump catch basins and an infiltration detention basin.

38. The property is 70% slope less than 10%, however the applicant will install hay bales or similar methods to reduce erosion;

39. Applicant will require that machines are not left idling during construction;

40. Applicant is planning to keep the dwelling units a minimum of 50 feet from the wetlands, over one third of the property will be kept as a permanent wetland area;

41. Applicant is planning to keep the dwelling units and road minimum of 50 feet from the wetlands, over one third of the property will be kept as a permanent wetland area;

42. The property does not boast scenic views, however the Applicant is planning to keep the dwelling units and road minimum of 50 feet from the wetlands, over one third of the property will be kept as a permanent wetland area;

43. The applicant intends to retain as many natural trees on the site as possible and keep over one third of the property will be kept as a permanent wetland area;

44. The new unit will have the ability to have a southern orientation. The existing house shall remain and faces eastward;

45. Not necessary as the street is only 200 feet long;

46. Applicant proposes to install a sidewalk on the new road which will be attached to existing sidewalks for pedestrians;

47. The applicant intends to retain as many natural trees on the site as possible and keep over one third of the property will be kept as a permanent wetland and treed area;
48. The applicant intends to retain as many natural trees on the site as possible and keep over one third of the property will be kept as a permanent wetland and treed area;
49. The applicant will be keeping the current historical house on the site;
50. Applicant is planning to keep the dwelling units a minimum of 50 feet from the wetlands, over one third of the property will be kept as a permanent wetland area and shall act as a natural flood storage area;
51. No waterways shall be altered or relocated with this proposal;
52. Cut and fill of the proposal shall be developed to remain equal;
53. Applicant shall install landscaping to minimize the impact of the new dwelling;
54. Applicant shall construct the roadway to the Town of Medway construction standards to minimize the impact to the maintenance frequency;
55. Applicant is creating only one roadway. The second existing home shall continue to use its existing driveway;

**PRELIMINARY LIST OF EXPECTED WAIVER REQUEST FROM THE MEDWAY SUBDIVISION RULES
AND REGULATIONS**

PLANNING BOARD – TOWN OF MEDWAY

21 HIGH STREET, MEDWAY

No waivers are requested at this stage of application.

Designer's Certificate

Planning Board – Town of Medway, MA

Sept 6, 2019

TO: The Planning Board of the Town of Medway, Massachusetts

In preparing the plan entitled High Street Meadows and dated Sept 6 2019, I hereby declare that the above named plan and accompanying data is true and correct to the accuracy required by the current Medway Planning Board *Subdivision Rules and Regulations* and required by the rules of the Massachusetts Registries of Deeds. My source of information about the location of boundaries shown on said plan was one or more of the following:

1. Deed from James F. Byrnes to Medway Development LLC dated OCT 26 2018 and recorded in the Norfolk County Registry of Deeds, Book 36435, Page 252.
2. Other deeds and plans, as follows: _____
3. Oral information furnished by: _____
4. Actual measurements on the ground from a starting point established by: ANDREW SURVEYING & ENGINEERING INC.
DATED OCT 2 2018

Signed Paul J. DeSimone
(Registered Land Surveyor)

(Seal of Surveyor)



Registration No. _____

Signed Paul Saulnier P.E.
(Registered Professional Engineer)

(Seal of Engineer)



Registration No. 32440

Bk 36435 P252 #102310
11-15-2018 @ 02:22p

RECEIVED AND RECORDED
NORFOLK COUNTY
REGISTRY OF DEEDS
DEDHAM, MA

MASSACHUSETTS STATE EXCISE TAX
Norfolk Registry of Deeds
Date: 11-15-2018 @ 02:22pm
Ct1#: 969 Doc#: 102310
Fee: \$2,394.00 Cons: \$525,000.00

CERTIFY

William P. O'Donnell
WILLIAM P. O'DONNELL, REGISTER

Quitclaim Deed

I, James F. Byrnes, a married man, of Uxbridge, Massachusetts, Worcester County,
Massachusetts

for consideration paid and in full consideration of Five Hundred Twenty-Five Thousand and
00/100 DOLLARS (\$525,000.00)

grant to Medway Development LLC, with a principal place of business of 383 Main Street,
Medway, Massachusetts

with Quitclaim Covenants

A certain parcel of land with the buildings thereon situated in the Town of Medway, County of
Norfolk, Massachusetts, shown as "Map 57, Lot 62, 21 High St. N/F James F. Byrnes, D.B.
4944, P. 345" on a plan entitled "Division of Land in Medway, MA, owned by James F. Byrnes"
and recorded with the Norfolk County Registry of Deeds in Plan Book 676, Page 48 being
bounded and described according to said plan. Said parcel contains 164, 288 square feet, more or
less, according to said plan.

For Grantor's title see the Estate of Margaretha M. Bleakney (Norfolk Probate and Family Court
Docket No. 95P1415E1) and the Estate of Robert G. Bleakney (Norfolk Probate and Family
Court Docket No. 76F1048E1). Being a portion of the same premises conveyed from
Margaretha M. Bleakney to Robert G. Bleakney and Margaretha M. Bleakney by deed dated
May 7, 1973 and recorded with Norfolk Registry of Deeds in Book 4944, Page 345.

The Grantor named herein, states that the Premises was not his primary residence and states
under the pains and penalties of perjury that there are no other person or persons entitled to any
homestead rights.

{SIGNATURES and NOTARY ACKNOWLEDGMENTS FOLLOW ON NEXT PAGE}

Property: Address 21 High Street, Medway, MA


Executed as a sealed instrument this 26th day of October, 2018.

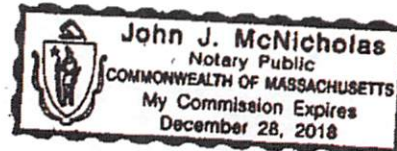

James F. Byrnes

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss:

On this 26th day of October, 2018, before me, the undersigned notary public, personally appeared, James F. Byrnes, and proved to me through satisfactory evidence of identification, which were ☐ photographic identification with signatures issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☒ personal knowledge of the undersigned, to be the persons whose names are signed on this document, and acknowledged to me that he signed it voluntarily for its stated purpose.


Notary Public:
My Commission Expires: 12/28/18





Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for ~~On-Site Sewage Disposal~~

28 High St. Medway MASS

11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp I

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-10	A	10YR 4/3	-	-	-	Fs1	-	-	somewhat granular	friable	-
10-26	B	10YR 5/6	-	-	-	Fs1	-	-	somewhat blocky	friable	-
26-70	C	2.5Y 5/3	-	-	-	loamy sand	~5%	~5%	somewhat single/gran	somewhat loose	-
									somewhat massive	somewhat friable	-

Additional Notes:

Machine refusal at ~70"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site Foreign Disposal

21 High St. Melbury 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 2

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-13	A	10YR 3/2	—	—	—	Fs1	—	—	Somewhat Granular	Friable	—
13-35	B	10YR 5/6	—	—	—	Fs1	0-5%	0-5%	Somewhat Blocky	Friable	—
35-81	C	2.5Y 6/2	35	7.5YR 4/4	~15%	Silt loam	—	—	massive	friable	—

Additional Notes:

netles at 35"

standing water at 73

C horizon tight, compact silt loam



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site Sewage Disposal

21 High ST Melbury MASS 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number: TP3

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-9	A	10YR 4/3	—	—	—	FS1	—	—	Somewhat Granular	friable	—
9-33	B	10YR 5/4	—	—	—	FS1	—	—	Somewhat Blocky	friable	—
33-37	C ₁	2.5Y 6/2	33-37	7.5YR 5/6	~15%	Silt loam	—	—	Massive	friable	—
37-96	C ₂	2.5Y 7/2	—	—	—	loamy sand	3%	~4%	Somewhat loose	Somewhat Sticky gran/ Somewhat friable	—

Additional Notes:

C horizon compact silt loam "lens" between 33-37", but only
on the westerly side of hole, about 5' in length in middle of side of hole.
standing water at 88"



Commonwealth of Massachusetts
City/Town of

Form 11 - Soil Suitability Assessment ~~for On-Site Storage Disposal~~

21 High St. Medbury MASS

11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

TP4

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-10	A	10YR 3/2	—	—	—	Fs1	—	—	Somewhat granular	friable	—
10-24	B	10YR 5/6	—	—	—	Fs1	—	—	Somewhat blocky	frable	—
24-36	C	10YR 5/3	—	—	—	loamy sand	56	25%	Somewhat silty clay	Somewhat loose	—
									Somewhat massive	Somewhat friable	—

Additional Notes:

C horizon Somewhat firm
Machine refusal at 36"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment ~~for On-Site Sewage Disposal~~

21 High St. Medbury 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 5

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-12	A	10YR 3/2	—	—	—	fs1	—	—	Somewhat granular	friable	—
12-24	B	10YR 4/6	—	—	—	fs1	—	—	Somewhat Blocky	friable	—
24-40	C ₁	2.5Y 5/3	38	7.5YR 6/4	~10%	Silt loam	—	—	massive	friable	—
40-91	C ₂	2.5Y 6/2-6/3	—	—	—	Silt loam	—	—	massive	friable	—

Additional Notes:

Mottles at 38"

standing water at 56"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment ~~For On-Site Sewage Disposal~~

21 High St. Medway 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 6

Depth (In.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-8'	A	10YR 3/2	—	—	—	Fs1	—	—	Somewhat granular	friable	—
8-23	B	7.5YR 4/6	—	—	—	Fs1	—	—	Somewhat Blocky	friable	—
23-59	C	2.5Y 6/3	—	—	—	loamy sand	~10%	~5%	mostly single grain	Somewhat loose	—
										Somewhat massive	—

Additional Notes:

Machine refusal at 59"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site Sewage Disposal

21 High St Medway MA 01955 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 1

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-7	A	10YR 3/2	—	—	—	Fs1			Somewhat Granular	fricible	—
7-22	B	10YR 6/6	—	—	—	Fs1			Somewhat Blocky	fricible	—
22-84	C	10YR 6/2-6/3	—	—	—	loamy sand	70%	~7%	mostly single grain	mostly loose	—

Additional Notes:

Machine Refusal at 84"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site Sewage Disposal

21 High St. Medway/ MASS 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

TP 8

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-14	A	10YR 3/2	—	—	—	fsl	—	—	Somewhat Granular	Friable	—
14-24	B	10YR 5/6	—	—	—	fsl	—	—	Somewhat Blocky	Friable	—
24-74	C	10YR 7/2	32	10YR 6/6	~10%	silt loam	~5%	~7%	MASSIVE	Friable	—

Additional Notes:

metles at 32"
standing water at 70"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment ~~for On-Site Sewage Disposal~~

21 High St. Medbury 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 9

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-9	A	10YR 3/2	—	—	—	fsl	—	—	Somewhat Granular	friable	—
9-24	B	10YR 5/6	—	—	—	fsl	—	—	Somewhat Blocky	friable	—
24-77	C	2.5Y 6/2	27"	10YR 6/6	~10%	silt loam *	~5%	~7%	massive	friable	—

Additional Notes:

C: * some loamy sand mixed w with the
mottles at 27" majority of silt loam.
standing water at 73



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment ~~for On-Site Sewage Disposal~~

21 High ST medway

11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

TP 10

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-6	A	10YR 3/2	—	—	—	fsl	—	—	mostly arenic	frabe	—
6-30	B	10YR 5/4	—	—	—	fsl	—	—	mostly blocky	frabe	—
30-52	C	2.5Y 6/3	—	—	—	sandy loam	36	~70	somewhat massive	frabe	—

Additional Notes:



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for ~~On-Site Sewage Disposal~~

21 High St. Medway 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 11

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-11	A	10YR3/2	-	-	-	FSI	-	-	compaction granular	friable	-
11-23	B	10YR6/6	-	-	-	FSI	-	-	compaction micaceous	friable	-
23-72	C	10YR7/1	2.5	2.5YR6/6	10%	SILT CLAY M ^X	5%	7%	massive	friable	-

Additional Notes:

* some sand/loam mixed in with silt loam
micaceous at 25"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site Sewage Disposal

21 High St. medway 11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

TP12

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-12	A	10YR3/2	-	-	-	Fs1	-	-	Common Granular	Friable	-
12-26	B	10YR6/5	-	-	-	Fs1	-	-	Some Block	Friable	-
26-75	C	2.5Y5/3	27	5YR5/6	10	Loam fine sand	1/2 5	10	Small Massive	Swampy rocky	-

Additional Notes:

water at 72"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site ~~Low Level~~ ~~Radioactive~~ ~~Waste~~ ~~Disposal~~

21 High St medway MASS

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 13

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-10"	A	10YR 3/2	—	—	—	FS/	—	—	somewhat granular	friable	—
10-24"	B	10YR 5/6	—	—	—	FS/	—	—	somewhat blocky	friable	—
24-67"	C	2.5Y 7/3	—	—	—	loamy SAND Sandy loam	5	10	somewhat single grain	mostly loose	—

Additional Notes:

machine refusal at 67"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for ~~On-Site Sewage Disposal~~

21 High ST. Medbury

11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

TP 14

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-10	A	10YR 3/2	—	—	—	Fs1	—	—	Somewhat granular	friable	—
10-24	B ₁	10YR 4/6	—	—	—	Fs1	—	—	Somewhat blocky	friable	—
24-32	B ₂	10YR 6/4	—	—	—	Fs1	~3%	~3%	Somewhat blocky	friable	—
32-70	C	2.5Y 5/3	40"	10YR 16/6	~1%	Silt loam	~5%	~5%	MASSIVE	friable	—

Additional Notes:

Matlles at 40"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for ~~On-Site Sewage Disposal~~

21 High St. Medbury

11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

TP #15

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-10"	A	10YR 3/2	—	—	—	Fs/	—	—	Somewhat Granular	frable	—
10-21"	B ₁	10YR 4/6	—	—	—	Fs/	~5%	~5%	Somewhat Blocky	frable	—
21-29"	B ₂	10YR 5/6	—	—	—	Fs/	~5%	~5%	Somewhat Blocky	frable	—
29-62"	C ₁	10YR 6/1	35	10YR 6/6	~15%	silt loam	—	—	massive	frable	—

Additional Notes:

mottles at 35"



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment ~~for On-Site Sewage Disposal~~

21 High St. Medbury MASS

11/30/18

C. On-Site Review (continued)

Deep Observation Hole Number:

Tp 16

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-11	A	10YR 3/2	—	—	—	FSI	—	—	Somewhat Granular	friable	—
11-24	B	10YR 5/6	—	—	—	FSI	—	—	Somewhat Blocky	friable	—
24-53	C	2.5Y 5/3	—	—	—	loamy sand	~10%	~10%	mostly single grain	mostly loose	—

Additional Notes:



Commonwealth of Massachusetts

City/Town of

Form 11 - Soil Suitability Assessment for On-Site Sewage Disposal

24 High St, Medbury MASS 11/30/18

C. On-Site Review (continued)

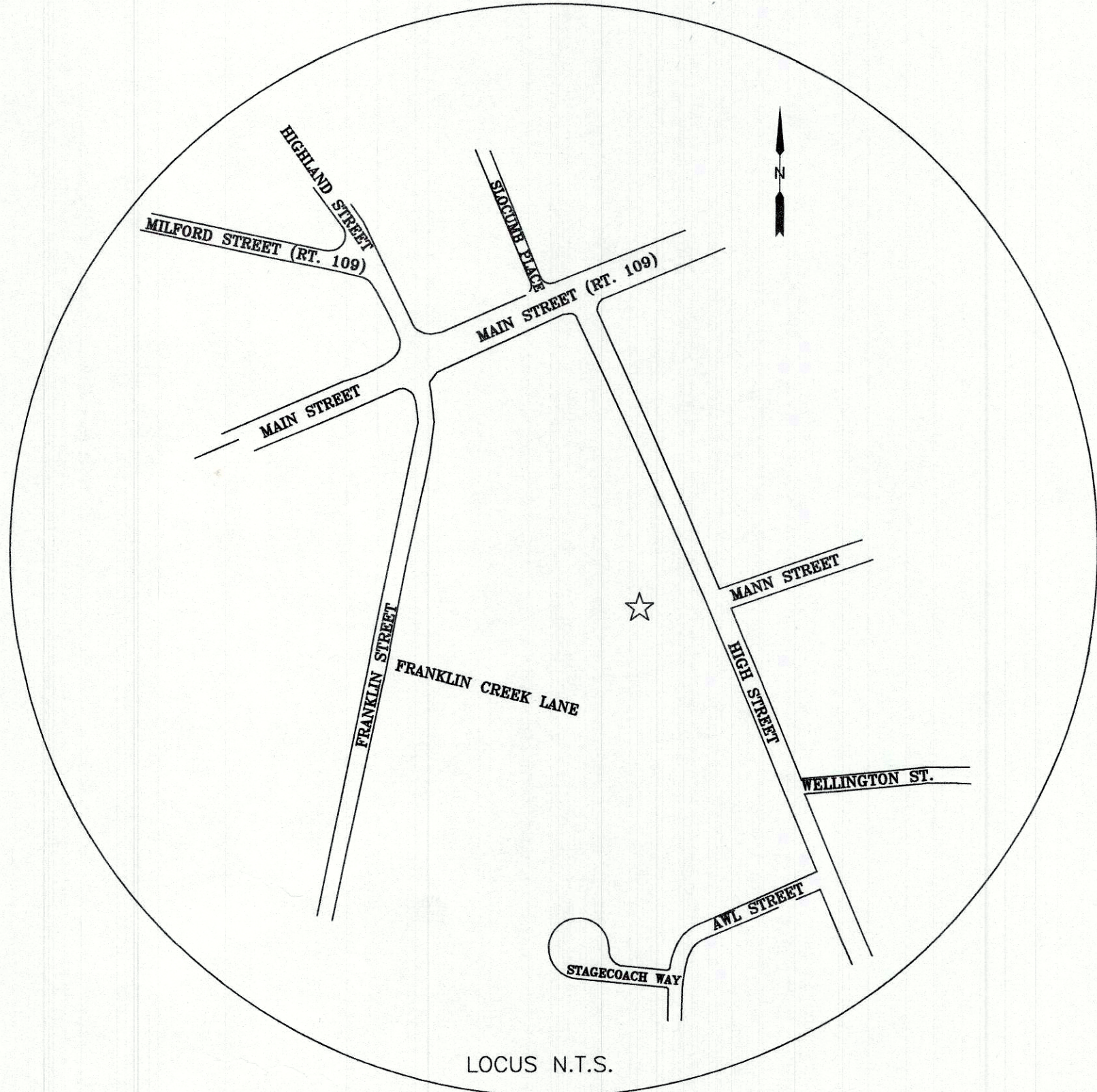
Deep Observation Hole Number:

Tp 17

Depth (in.)	Soil Horizon/ Layer	Soil Matrix: Color- Moist (Munsell)	Redoximorphic Features			Soil Texture (USDA)	Coarse Fragments % by Volume		Soil Structure	Soil Consistence (Moist)	Other
			Depth	Color	Percent		Gravel	Cobbles & Stones			
0-8	A	10YR 3/2	—	—	—	FS1	—	—	Somewhat Granular	friable	—
8-12	B ₁	10YR 4/4	—	—	—	FS1	—	—	Somewhat Blocky	friable	—
12-24	B ₂	10YR 5/6	—	—	—	FS1	—	—	Somewhat Blocky	friable	—
24-65	C	2.5Y 5/3	—	—	—	edge of Sandy loam / 100% sand	~5% 5% 5%	~5% 5% 5%	Somewhat massive some single grain	Somewhat Friable loose	—

Additional Notes:

C horizon is somewhat compact

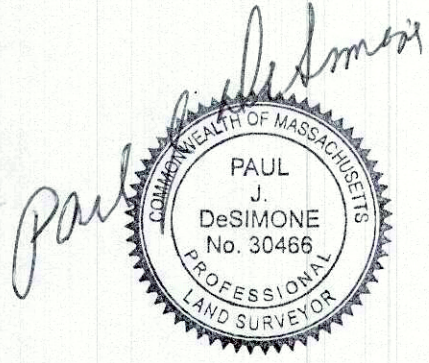


HIGH STREET MEADOWS



STREET INFORMATION

HIGH STREET	PUBLIC VARIABLE WIDTH	25 FT WIDE PAVEMENT (SCENIC ROAD)
FRANKLIN CREEK LANE	PRIVATE VARIABLE WIDTH	18 FT WIDE PAVEMENT
WELLINGTON STREET	40 FT PUBLIC WAY	22 FT WIDE PAVEMENT
AWL STREET	33 FT PUBLIC WAY	24 FT WIDE PAVEMENT
STAGECOACH WAY	33 FT PRIVATE WAY	16 FT WIDE PAVEMENT
MANN STREET	40' PUBLIC WAY	22 FT WIDE PAVEMENT
SLOCUMB PLACE	PUBLIC VARIABLE WIDTH	21 FT WIDE PAVEMENT
HIGHLAND STREET	40 FT PUBLIC WAY	22 FT WIDE PAVEMENT
MAIN STREET	60 FT PUBLIC WAY	32 FT WIDE PAVEMENT
MILFORD STREET	50 FT PUBLIC WAY	29 FT PAVEMENT
FRANKLIN STREET	40 FT PUBLIC WAY	28 FT WIDE PAVEMENT



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

DATE: 9/6/19

APPROVAL UNDER SUBDIVISION CONTROL LAW IS REQUIRED.

DATE APPROVED: _____

MEDWAY PLANNING BOARD

DATE ENDORSED: _____

I CERTIFY THAT 20 DAYS HAVE ELAPSED SINCE PLANNING BOARD APPROVAL, AND NO APPEAL HAS BEEN FILED IN THIS OFFICE.

DATE: _____

TOWN CLERK

NOTE:

THE SUBJECT PROPERTY IS NOT CLASSIFIED AS CHAPTER 61A OR 61B. THE SUBJECT PROPERTY DOES NOT LIE WITHIN THE FLOOD PLAIN. HILL STREET IS AN SCENIC ROAD

ZONE AR II
AREA 22,500 S.F.
FRONTAGE 150.00
SETBACK 35'
SIDEYARD 15'
REARYARD 15'
BUILDING LOT COVERAGE 30%
IMPERVIOUS LOT COVERAGE 40%
NOT WITHIN THE G.P.D.

PRELIMINARY COVER SHEET

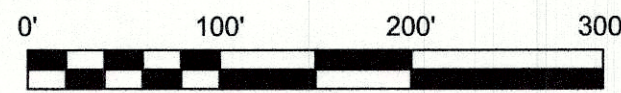
PLAN OF LAND IN

MEDWAY, MA.

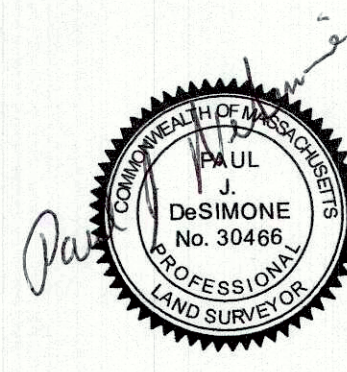
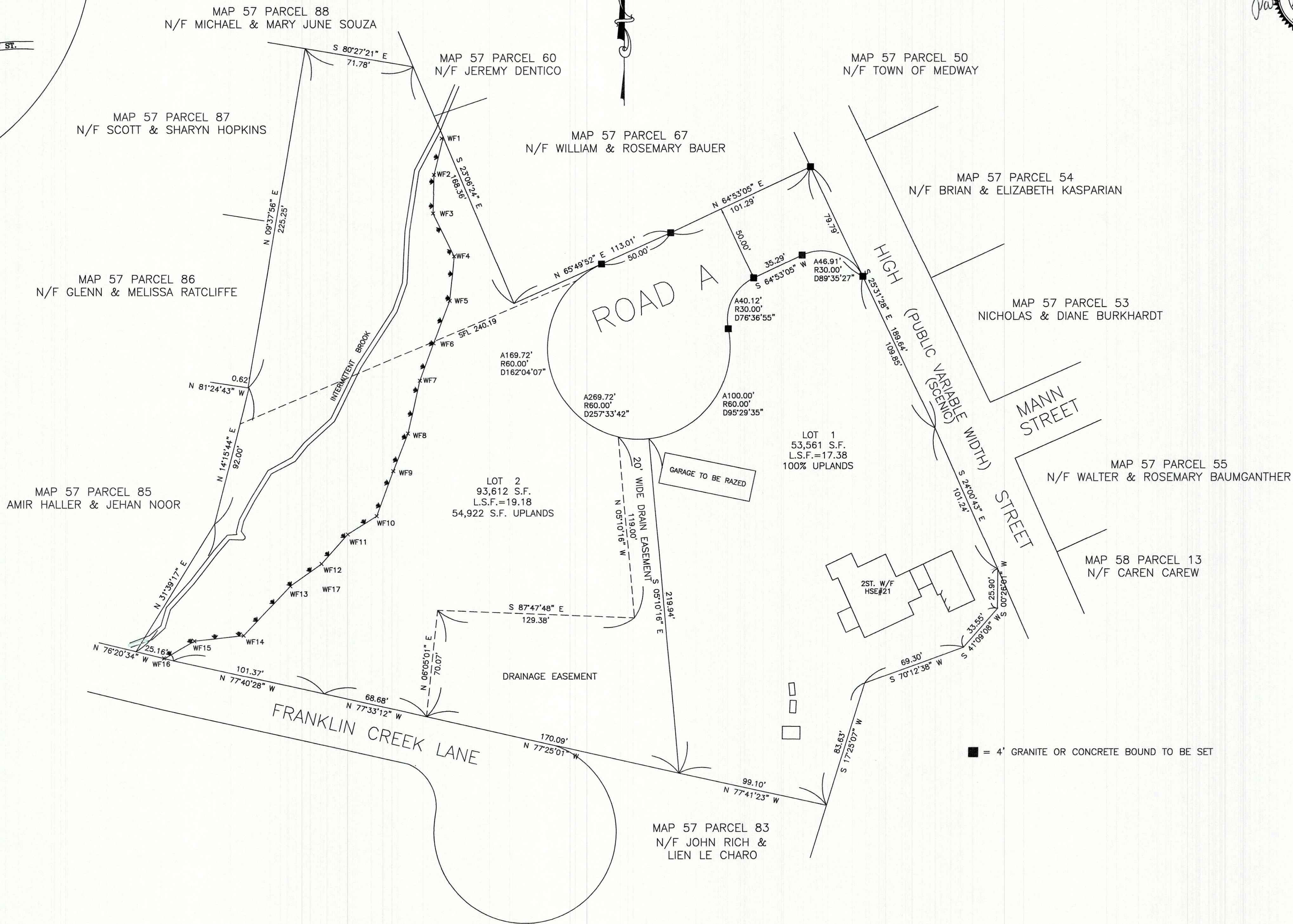
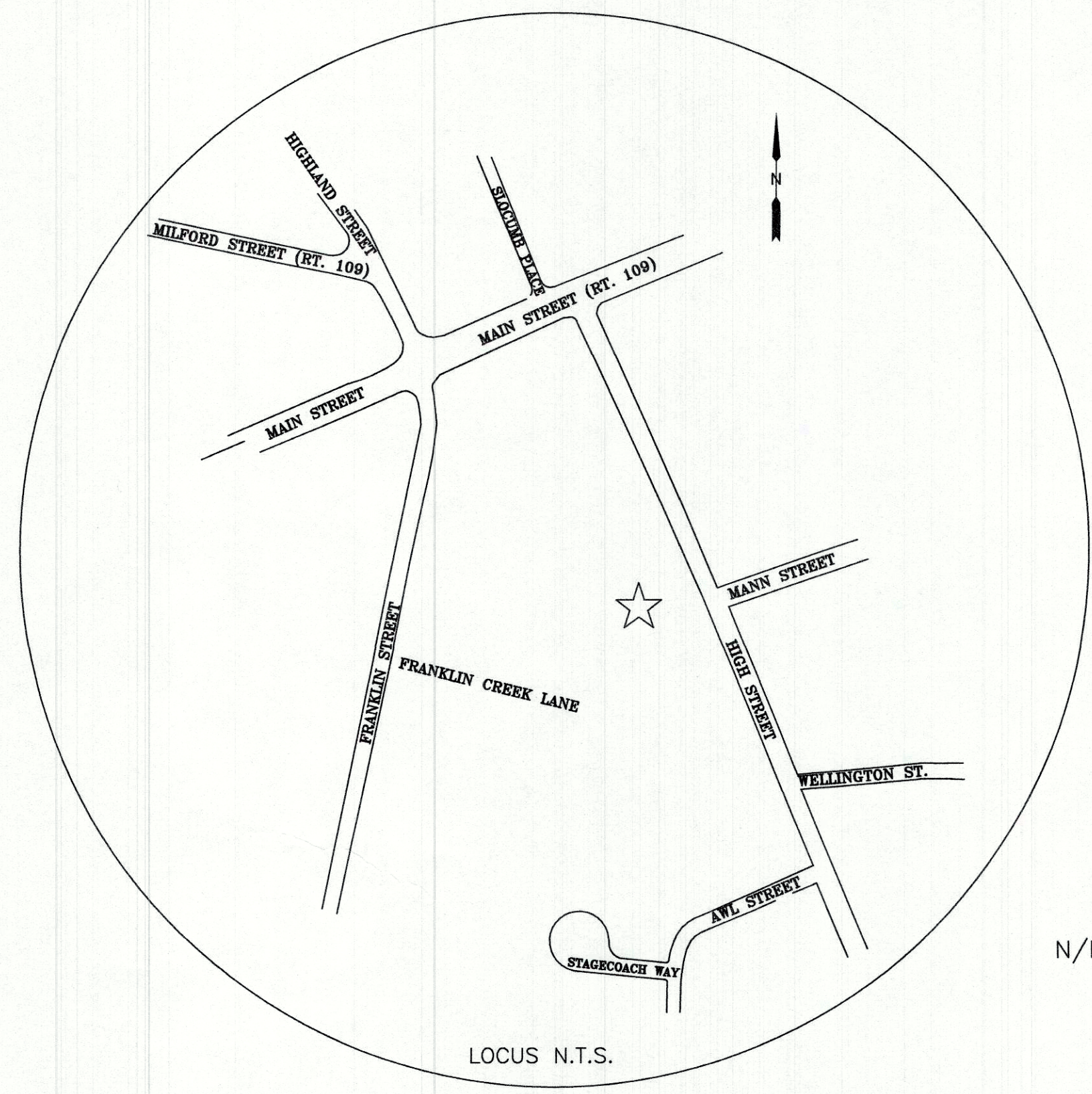
SCALE: 1"=100' SEPTEMBER 6, 2019

OWNER: Medway Development LLC
383 Main Street
Medfield, Ma. 02052

COLONIAL ENGINEERING INC.
11 AWL STREET MEDWAY, MA.
508-533-1644



HIGH STREET MEADOWS



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

Paul J. DeSimone

DATE: 9/6/19

APPROVAL UNDER SUBDIVISION CONTROL LAW IS REQUIRED.

DATE APPROVED: _____

MEDWAY PLANNING BOARD

DATE ENDORSED: _____

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DATE: _____

TOWN CLERK

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AREA 22,500 S.F.
FRONTAGE 150.00
SETBACK 35'
SIDEYARD 15'
REARYARD 15'
BUILDING LOT COVERAGE 30%
IMPERVIOUS LOT COVERAGE 40%
NOT WITHIN THE G.P.D.

MAP 57 PARCEL 62
PRELIMINARY
LEGAL STREET

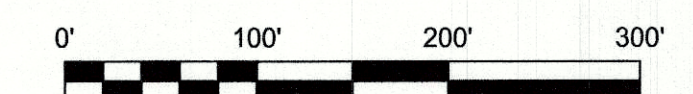
PLAN OF LAND
IN

MEDWAY, MA.

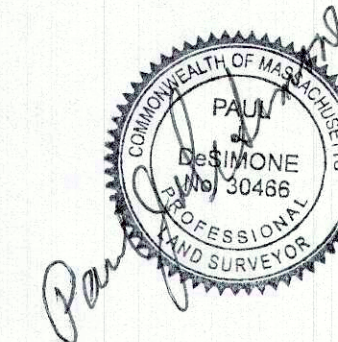
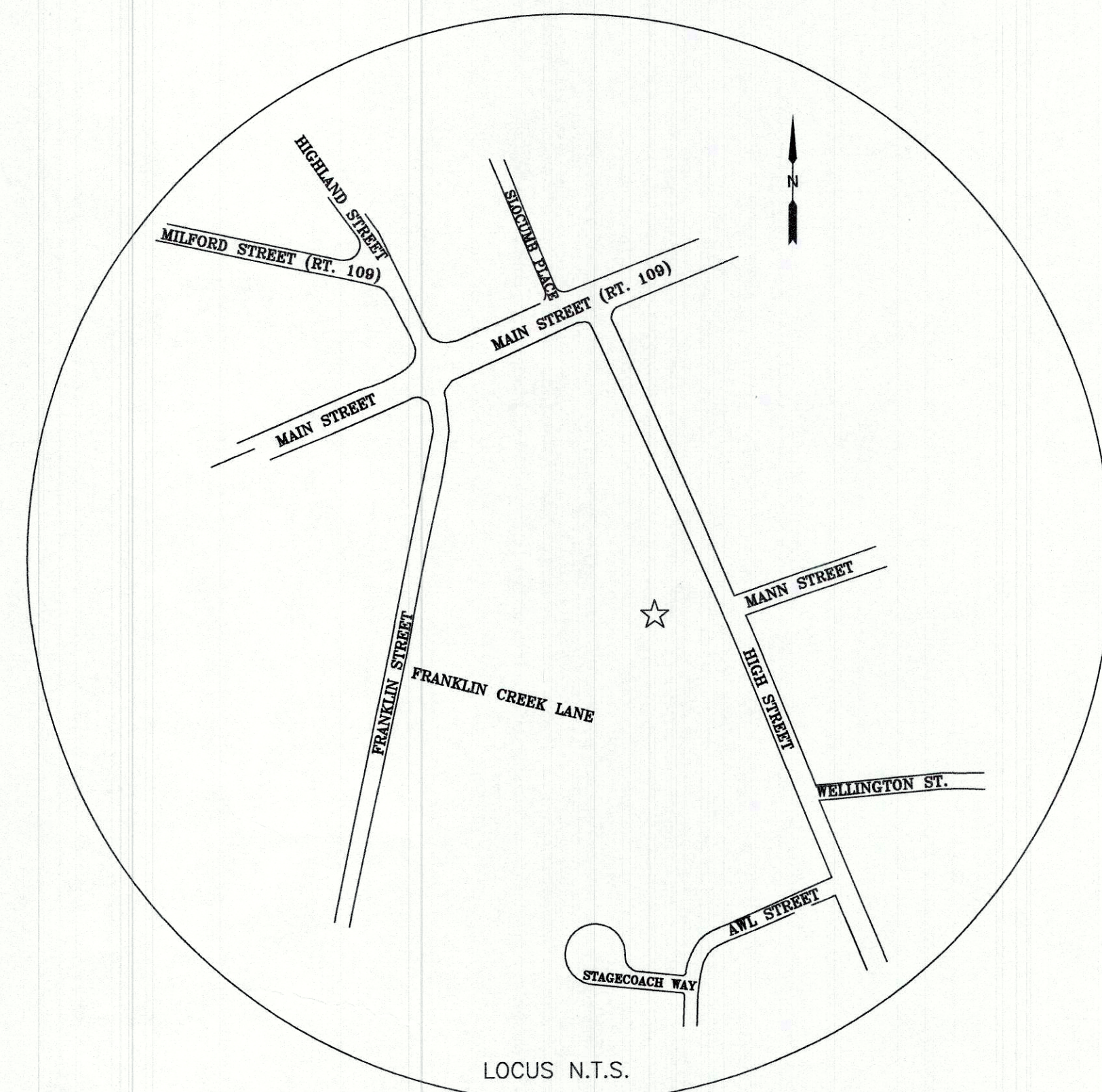
SCALE: 1"=40' SEPTEMBER 6, 2019

OWNER: Medway Development LLC
383 Main Street
Medfield, Ma. 02052

COLONIAL ENGINEERING INC.
11 AWL STREET MEDWAY, MA.
508-533-1644



HIGH STREET MEADOWS



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

Paul J. Robinson

DATE: 9/16/19

APPROVAL UNDER SUBDIVISION CONTROL LAW IS REQUIRED.

DATE APPROVED: _____

MEDWAY PLANNING BOARD

DATE ENDORSED: _____

I CERTIFY THAT 20 DAYS HAVE ELAPSED SINCE PLANNING BOARD APPROVAL, AND NO APPEAL HAS BEEN FILED IN THIS OFFICE.

DATE: _____

TOWN CLERK

NOTE:

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ZONE AR II
AREA 22,500 S.F.
FRONTAGE 150.00
SETBACK 35'
SIDEYARD 15'
REARYARD 15'
BUILDING LOT COVERAGE 30%
IMPERVIOUS LOT COVERAGE 40%
NOT WITHIN THE G.P.D.

PRELIMINARY
EXISTING CONDITIONS

PLAN OF LAND

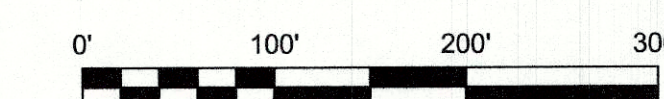
IN

MEDWAY, MA.

SCALE: 1"=40' SEPTEMBER 6, 2019

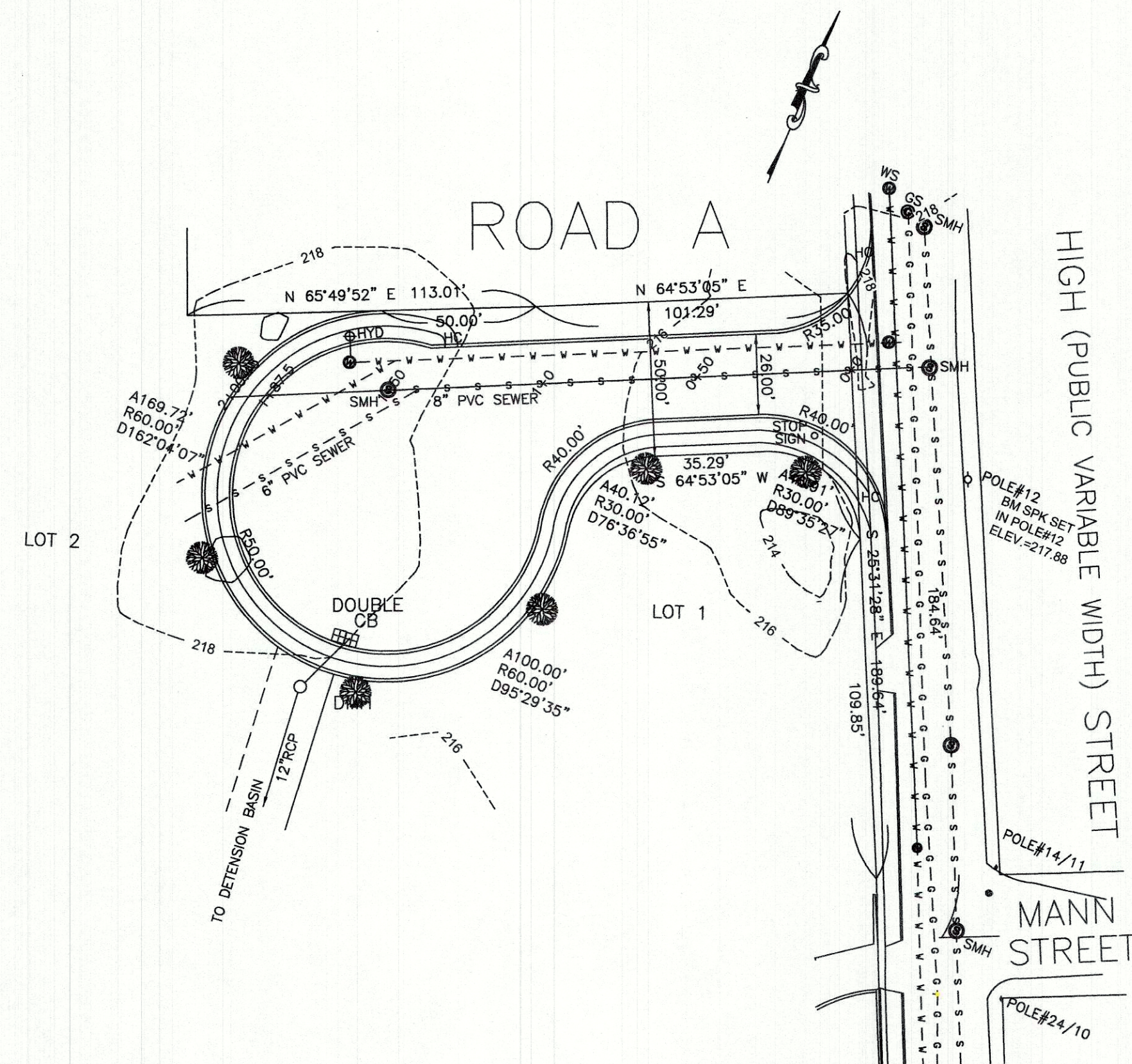
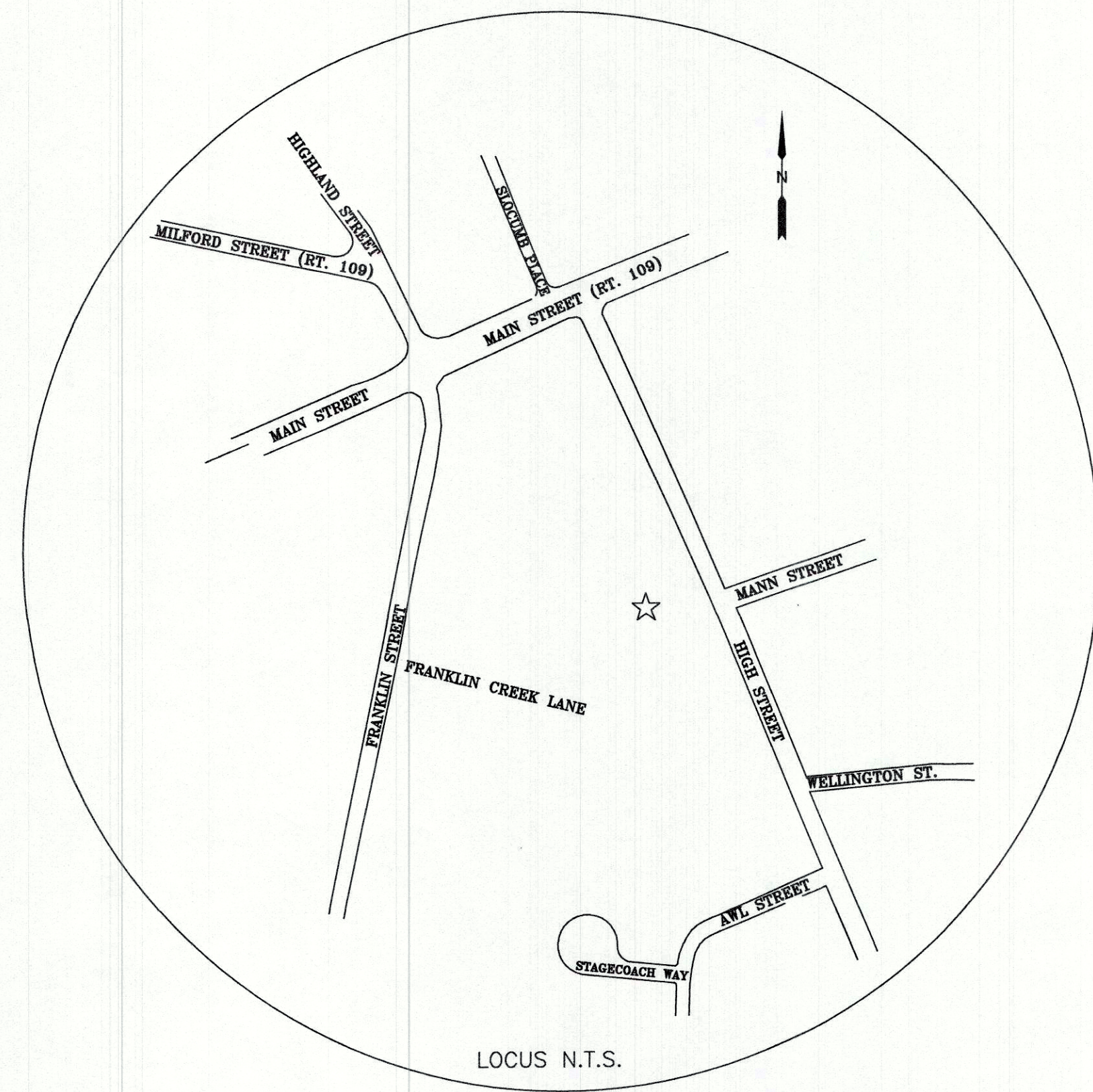
OWNER: Medway Development LLC
383 Main Street
Medfield, Ma. 02052

COLONIAL ENGINEERING INC.
11 AWL STREET MEDWAY, MA.
508-533-1644

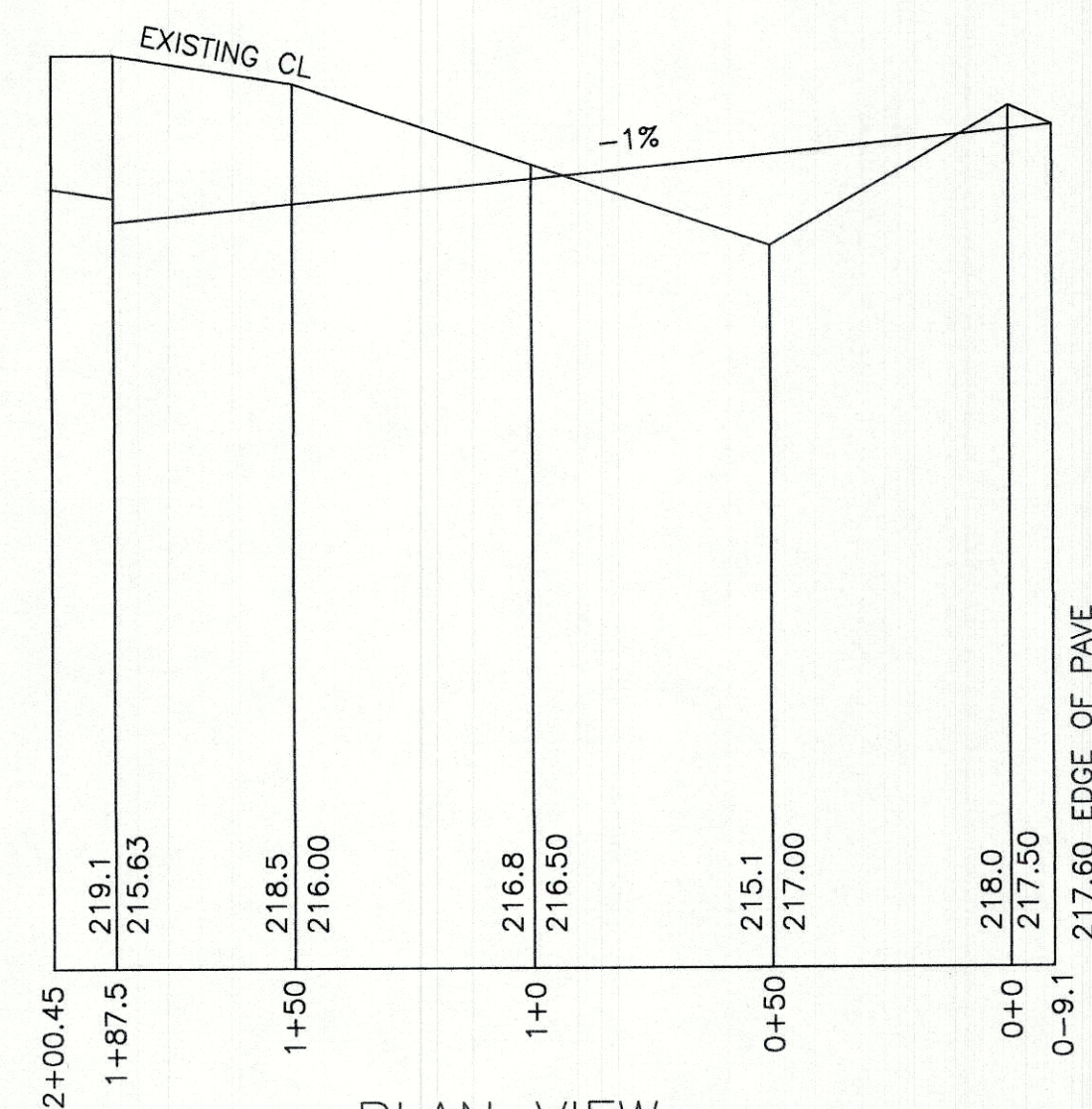


SHEET 3 OF 6

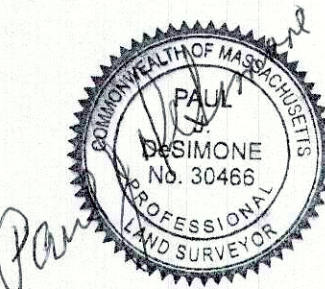
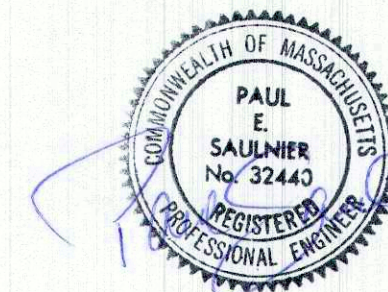
HIGH STREET MEADOWS



PROFILE VIEW
VERT. 1=4'
HORZ. 1=40'



PLAN VIEW
NGVD OF 1988



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

DATE: 9/7/19

APPROVAL UNDER SUBDIVISION CONTROL LAW IS REQUIRED.

DATE APPROVED: _____

MEDWAY PLANNING BOARD

DATE ENDORSED: _____

I CERTIFY THAT 20 DAYS HAVE ELAPSED SINCE PLANNING BOARD APPROVAL, AND NO APPEAL HAS BEEN FILED IN THIS OFFICE.

DATE: _____

TOWN CLERK

NOTE:

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AREA 22,500 S.F.
FRONTAGE 150.00
SETBACK 35'
SIDEYARD 15'
REARYARD 15'
BUILDING LOT COVERAGE 30%
IMPERVIOUS LOT COVERAGE 40%
NOT WITHIN THE G.P.D.

PRELIMINARY
PLAN AND PROFILE

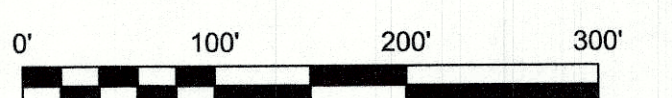
PLAN OF LAND
IN

MEDWAY, MA.

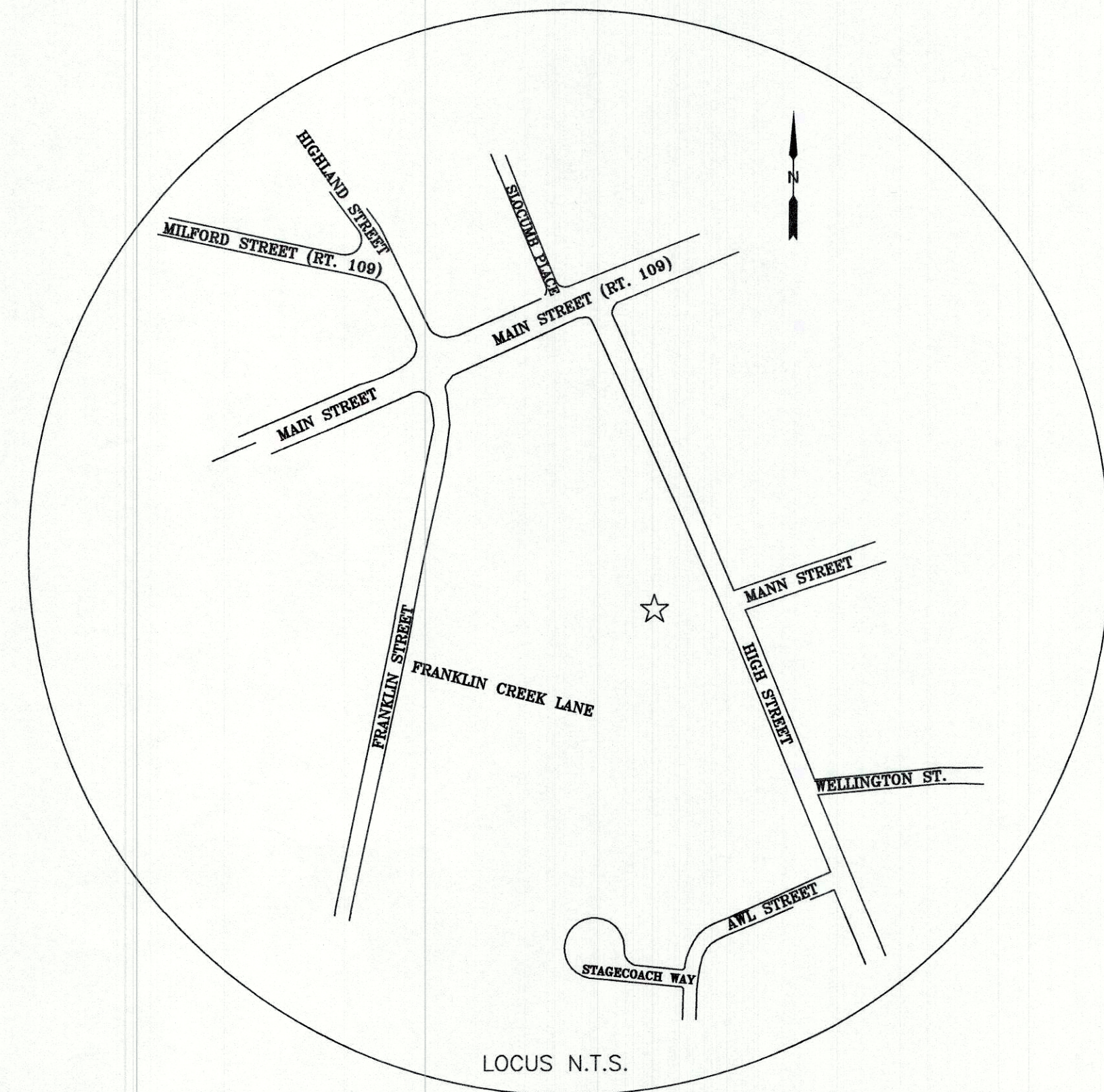
SCALE: AS NOTED SEPTEMBER 6, 2019

OWNER: Medway Development LLC
383 Main Street
Medfield, Ma. 02052

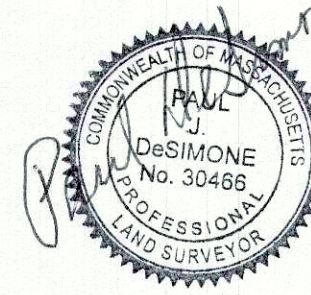
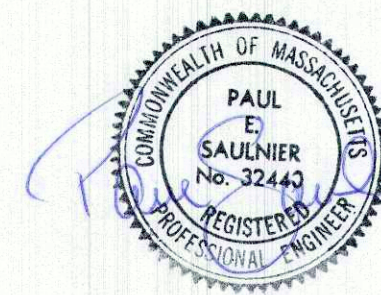
COLONIAL ENGINEERING INC.
11 AWL STREET MEDWAY, MA.
508-533-1644



SHEET 4 OF 6



HIGH STREET MEADOWS



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

Paul E. Saulnier

DATE: 9/16/19

APPROVAL UNDER SUBDIVISION CONTROL LAW IS REQUIRED.

DATE APPROVED: _____

MEDWAY PLANNING BOARD

DATE ENDORSED: _____

I CERTIFY THAT 20 DAYS HAVE ELAPSED SINCE PLANNING BOARD APPROVAL, AND NO APPEAL HAS BEEN FILED IN THIS OFFICE.

DATE: _____

TOWN CLERK

NOTE:

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HILL STREET IS AN SCENIC ROAD

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SETBACK 35'
SIDEYARD 15'
REARYARD 15'
BUILDING LOT COVERAGE 30%
IMPERVIOUS LOT COVERAGE 40%
NOT WITHIN THE G.P.D.

PRELIMINARY
GRADING

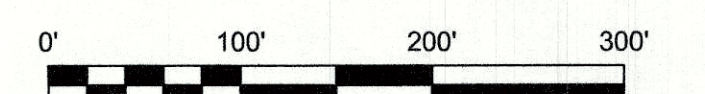
PLAN OF LAND
IN

MEDWAY, MA.

SCALE: 1"=40' SEPTEMBER 6, 2019

OWNER: Medway Development LLC
383 Main Street
Medfield, Ma. 02052

COLONIAL ENGINEERING INC.
11 AWL STREET MEDWAY, MA.
508-533-1644



SHEET 5 OF 6

[illegible][illegible]

The drawing consists of two parts: a plan view at the top and a cross-section view at the bottom.

Plan View: Shows a pipe with a diameter of 12" to 24" entering a structure. The structure has a width of 10' and a length of 10'. The pipe is surrounded by a layer of stone. The area around the pipe is labeled "APPROX. LIMITS OF ENERGY DISSIPATION BOWL". The pipe is supported by a "SAFETY BAR(S)" which is a "DRILL AND MORTAR HORIZONTALLY NO. 6 REBAR EQUALLY SPACED". The safety bars are specified as follows: 12" - 1 BAR, 18" - 1 BAR, 24" - 2 BARS, 30" - 2 BARS, 36" - 2 BARS, 48" - 3 BARS. A note states: "Note: SAFETY BARS TO BE OMITTED WHERE INDICATED ON PLANS."

Cross-Section View: Shows the structure's profile. The top surface is a "PRECAST FLARED END" with a "SLOPE 1:1 MAXIMUM". The structure is filled with "STONE FOR PIPE ENDS". The bottom is a "FILTER FABRIC" over "CRUSHED STONE BEDDING (2" STONE SIZE)". The structure is supported by a "COMPACTED SUBGRADE". The top surface is labeled "TOP SOIL". The structure is labeled "SECTION".

Section A-A: The cross-section view is labeled "Section A-A" at the bottom.

Diagram illustrating the cross-section of a trench and its components:

- VARIES**: Indicated on the left side of the trench.
- 5'-0" MAX**: Maximum depth of the trench.
- 11"**: Thickness of the top layer.
- SURFACE TREATMENT (VARIES)**: Material at the top of the trench.
- SUITABLE BACKFILL**: Material filling the trench.
- GRAVEL BORROW, TYPE C**: Material layer below the backfill.
- 12" MIN**: Minimum thickness of the gravel borrow layer.
- GRAVEL BORROW, TYPE C**: Material layer below the gravel borrow.
- 6" MIN**: Minimum thickness of the gravel borrow layer.
- D**: Diameter of the pipe.
- WATER AND DRAIN PIPES**: Indicated by the label.
- CRUSHED STONE-M2.01.4 SEWER PIPES**: Material layer below the gravel borrow.
- BOTTOM OF TRENCH**: The base of the trench.
- 3'-0" MIN**: Minimum depth of the gravel borrow layer.
- PIPE DIA + 3' TYP**: Typical depth of the pipe diameter.

[illegible]

The diagram illustrates a wheelchair ramp configuration. A horizontal line represents the ramp surface, sloping upwards at a 7.5% grade. A vertical line indicates the ramp opening, with a minimum height of 3.28 ft. A granite curb is shown at the top of the ramp. The ramp is bordered by grass or a sidewalk on one side and a wheelchair ramp on the other. A transition length is marked for the ramp opening. The ramp is bordered by grass or a building, etc., on the other side. A granite curb is shown at the bottom of the ramp.

[illegible]

RENDS					RENDS				
A	B	C	D	E	A	B	C	D	E
6 ⁺	11 ⁺ 1/4 ⁺	6 ⁺	15 ⁺	24 ⁺	6 ⁺	45 ⁺	6 ⁺	30 ⁺	12 ⁺
6 ⁺	22 ⁺ 1/2 ⁺	6 ⁺	19 ⁺	13 ⁺	6 ⁺	90 ⁺	6 ⁺	36 ⁺	27 ⁺
6 ⁺	13 ⁺ 1/4 ⁺	6 ⁺	12 ⁺	12 ⁺	6 ⁺	12 ⁺	6 ⁺	36 ⁺	18 ⁺
6 ⁺	22 ⁺ 1/2 ⁺	6 ⁺	17 ⁺	8 ⁺	6 ⁺	36 ⁺	6 ⁺	36 ⁺	6 ⁺
12 ⁺	11 ⁺ 1/4 ⁺	6 ⁺	30 ⁺	15 ⁺	12 ⁺	45 ⁺	6 ⁺	40 ⁺	40 ⁺
12 ⁺	22 ⁺ 1/2 ⁺	6 ⁺	35 ⁺	25 ⁺	12 ⁺	90 ⁺	6 ⁺	40 ⁺	60 ⁺
TEES					TEES				
G	H	I	J		G	H	I	J	
6 ⁺ x 6 ⁺	12 ⁺	24 ⁺	24 ⁺		12 ⁺ x 12 ⁺	12 ⁺	24 ⁺	12 ⁺	
6 ⁺ x 6 ⁺	12 ⁺	24 ⁺	24 ⁺		12 ⁺ x 12 ⁺	12 ⁺	24 ⁺	24 ⁺	
6 ⁺ x 8 ⁺	12 ⁺	24 ⁺	24 ⁺		12 ⁺ x 12 ⁺ x 12 ⁺	12 ⁺	36 ⁺	36 ⁺	

[illegible]

I CERTIFY THAT THIS PLAN HAS BEEN
PREPARED IN CONFORMITY WITH THE
RULES AND REGULATIONS OF THE
REGISTERS OF DEEDS OF THE
COMMONWEALTH OF MASSACHUSETTS

APPROVAL UNDER SUBDIVISION CONTROL
LAW IS REQUIRED.

DATE APPROVED:

MEDWAY PLANNING BOARD

DATE ENDORSED: _____

I CERTIFY THAT 20 DAYS HAVE ELAPSED SINCE PLANNING BOARD APPROVAL, AND NO APPEAL HAS BEEN FILED IN THIS OFFICE.

DATE: _____

TOWN CLERK

NOTE:

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CLASSIFIED AS CHAPTER 61A OR 61B.

THE SUBJECT PROPERTY DOES NOT
LIE WITHIN THE FLOOD PLAIN.

HILL STREET IS AN SCENIC ROAD

ZONE AR II
AREA 22,500 S.F.
FRONTAGE 150.00
SETBACK 35'
SIDEYARD 15'
REARYARD 15'
BUILDING LOT COVERAGE 30%
IMPERVIOUS LOT COVERAGE 40%
NOT

PRELIMINARY DETAILS

PLAN OF LAND
IN

MEDWAY, MA.

SCALE: 1"=100' SEPTEMBER 6, 2019

OWNER: Medway Development LLC
383 Main Street
Medfield, Ma. 02052

COLONIAL ENGINEERING INC.
11 AWL STREET MEDWAY, MA.
508-533-1644

SHEET 6 OF 6

Multi-Family Housing

Project Name	Developer	Address	Land Area	Proposed # of Units	Type	Status
Medway Green	Mark Heavner	276-278 Main Street at Mechanic Street	0.66 acres	8	townhouse condo	Approved, under construction. Almost completed.
143 Village Street	N.E. Premier Properties	143 Village Street	.13 acres	3	apartment condo	Approved, completed and occupied.
William Wallace Village	Larry Rucki	274 Village Street	3.6 acres	14 → 15	townhouse condo	In public hearing process.
21 High Street	Michel & Patrick Larkin	21 High Street	3.82 acres	34	apartment condo	Informal pre-application stage but filed a 2 lot preliminary subdivision plan to freeze current zoning.
20 Broad Street	Steve Brody	20 Broad Street	.5 acres	6	rental apartments	Filed multi-family and site plan applications on 9-19.
Kimball Village	Mo Santangelo	16 Holliston Street	.88 acres	7	townhouse condo	Informal, pre-application stage.
72 Main Street	JE Properties - Greg & Gary Jenison	72 Main Street	2.54 acres	58	rental apartments	Informal, pre-application stage
Evergreen Village	Maria Varicchione	22 Evergreen Street	1.44 acres	12 → 7	townhouse condo	Withdrew. Resubmitted with reduced # of units.
Highland Street	Lock It Up, LLC	42 Highland	2.28 acres	???	40B rental	Had approached the Town for friendly 40B. NO GO. Have since filed for 4 lot subdivision. Not in multi-family overlay district.
179-181 Main Street	Greg Coras	179-181 Main Street			townhouse condo	Had approached the Board on an informal, pre-application basis. Decided not to pursue.

Lovering Street	Springwood Development/ Sotir Papalilo	68 Lovering Street	3.88 acres	110	40B rental	Had approached the Town for a friendly 40B. NO GO. Not in multi-family overlay district
33 - 39 Main	SLV Medway, LLC	33 - 39 Main Street	12.3 acres	190	40B rental	Friendly 40B Comprehensive Permit approved.
Glen Brook	Metro West Collaborative Development	31 - 37 West Street	3.17 + 2.7 = 5.87 acres	48 + 44 = 92	40B rental	Friendly 40B Comprehensive Permit approved.
sac/9-23-19						