OVERVIEW – The mission of the Medway Planning and Economic Development Board (the Board) is to develop policies, planning initiatives, and zoning regulations to guide the future development of Medway in ways that are consistent with the vision and values included in the Medway Master Plan.

The Town’s adoption of a Charter in the spring of 2008 resulted in an expansion of the Board’s traditional planning role to include economic development. To that end, the Board tries to meet the mandate of that charter and provide leadership to grow the Town’s economic development efforts in partnership with the Medway Economic Development Committee, the members of which are appointed by the Board, and the Medway Redevelopment Authority. The Board endeavours to serve the Town of Medway with the highest degree of consideration for Medway’s citizens by preserving the community’s land/natural resources while also working to facilitate economic development and investment in Medway to achieve a well-balanced community.

State law authorizes municipal planning boards to review and approve subdivisions, recommend street acceptance to Town Meeting, update the Zoning Map, issue special permits, recommend amendments to the Zoning Bylaw, and conduct Scenic Road public hearings. Pursuant to the Medway Zoning Bylaw, the Board serves as the special permit granting authority for Adult Retirement Community Planned Unit Developments (ARCPUD), Open Space Residential Developments (OSRD), rehabilitation projects in the Adaptive Use Overlay Districts (AUOD), mixed use developments in the Commercial I zoning district, and multi-family developments in the recently established Multi-Family Overlay District. The Zoning Bylaw also authorizes the Board to review and act on all applications for site plan approval.
The Board is readily available for informal/pre-application discussions with prospective developers. Those are scheduled to take place during regular Board meetings and the Town’s other land use boards/committees are invited to attend and participate. The Board’s staff regularly participates in inter-departmental team meetings for project review.

**BOARD COMPOSITION** – The Board is comprised of five elected members and an Associate Member who is appointed jointly by the Board of Selectmen and the Planning and Economic Development Board. At the May 2018 election, Medway’s voters re-elected Tom Gay to serve a three year term through May 2021. Continuing members were Rich Di Iulio and Matt Hayes whose terms conclude May 2019 and Andy Rodenhiser and Bob Tucker whose terms end in May 2020. Following the 2018 general election, the Board selected its officers for the next 12 months. Andy Rodenhiser was re-elected to the position of chairman, Bob Tucker was re-elected to serve as Vice-Chairman, and Tom Gay was re-elected to serve as Clerk. The Board does not presently have an Associate Member.

![Planning and Economic Development Board Members](image)

*Planning and Economic Development Board Members*
*Rich Di Iulio, Bob Tucker, Andy Rodenhiser, Matthew Hayes and Tom Gay*

**MEETINGS** - The Planning and Economic Development Board meets regularly on the second and fourth Tuesday evening of each month at 7 pm in Sanford Hall at Medway Town Hall. Meetings are broadcast live on Medway Cable Access and are also available for viewing at [http://www.medwaycable.com/](http://www.medwaycable.com/) and [https://livestream.com/MedwayCableAccess](https://livestream.com/MedwayCableAccess). Additional Board meetings are scheduled, usually on Tuesday nights, when the workload necessitates. During 2018, the Board held 29 regular and special meetings. Included within those meetings were public hearings for proposed site plans, adult retirement community developments (ARCPUD), subdivisions, amendments/modifications to previously approved plans and decisions, and proposed amendments to the *Medway Zoning Bylaw*.

**COLLABORATION** – The Board continued its efforts to strengthen communication and promote expanded collaboration with other Town boards, committees and departments. The Board is represented by one of its members on the Town’s Community Preservation Committee, Energy Committee, Design Review Committee, and Economic Development Committee.
The Board continues to work positively with other Town boards and departments which are impacted by the Board’s activity including the Treasurer/Collector’s office, Assessor’s office, Building Department, Department of Public Services, Zoning Board of Appeals, Open Space Committee, the Fire and Police Departments and the staff in the Community and Economic Development Department. In addition, Board Chairman Andy Rodenhiser was elected to the Medway Redevelopment Authority and serves as its chair. This position enables him to represent the Board’s long-standing interest in planning for the redevelopment of the Oak Grove/bottle cap lots area of Medway.

2018 ACCOMPLISHMENTS — Some of the key accomplishments of the Board during 2018 included:

- Proposed and secured approval of amendments to the Medway Zoning Bylaw. As recommended by the zoning consultant who assisted the Board with recodifying the bylaw in 2014 and 2015, the Board continued to develop proposals to amend and refine certain sections of the zoning bylaw.
- Reviewed and approved site plans for the development of CTS at 9 Trotter Drive and site improvements at Choate and Oakland Park, and began the review process for a site plan for the new Medway Department of Public Services building at 46 Broad Street.
- Began review process for a recreational marijuana special permit for 2 Marc Road.
- Participated on the Oak Grove Zoning Task Force with a specific mandate to develop new zoning provisions for the Oak Grove urban renewal area.
- Completed work on an update to the Town’s official Open Space and Recreation Plan and secured approval from the Commonwealth of Massachusetts.

SUBDIVISIONS — The following list summarizes residential subdivision activity during 2018.

Applegate Farm (Applegate Road) – Applegate Farm is a 22 lot subdivision located at the northeast corner of Coffee and Ellis Streets. House construction continued during 2018.

Hartney Acres (Newton Lane) – 8 lot subdivision east of Nobscott Road. House construction is completed. Street acceptance during 2019 is anticipated.

Village Estates (Bedalia Lane) – 2 lot, private way subdivision located off the north side of Village Street. Roadway and infrastructure construction have been completed.

The Haven (Sorrento Lane) – 3 lot, private way subdivision located off the west side of Fisher Street. Application received, plan reviewed, public hearing held, decision issued, and plan endorsed during 2016. The property was sold and construction began in 2017. Construction concluded in 2018.

Paul Revere Estates (Revere Road) – 6 lot subdivision located at 39 Main Street, east of Medway Commons. During 2017, a subdivision application was received, the plan reviewed, a public hearing was held, and a decision issued. In 2018, the property owner decided not to
pursue this project and is planning to convey the property to a multi-family housing developer for a 40B Comprehensive Permit for an apartment development at this site.

During 2018, the Board reviewed 8 applications for *Subdivision Approval Not Required (ANR) Plans*. ANR plans usually show a land split or a rearrangement of property boundary lines without the construction of any new roadways. The Board endorsed ANR plans for the following properties during 2018:

- 19A & 21 High Street
- 78 Fisher Street
- 123 Main Street
- 2 & 4 West Street
- 15 Trotter Drive
- 32R Hill Street
- 13 Ohlson Circle
- 288 & 290 Village Street

**ADULT RETIREMENT COMMUNITY PLANNED UNIT DEVELOPMENTS (ARCPUD)**

**Millstone Village** - An ARCPUD is a planned residential development for residents 55 years of age and older. In June 2014, the Board approved an ARCPUD special permit for a 51 acre site at Winthrop and Lovering Street for Millstone Village. The approved development will include 80 residential condominiums in 53 buildings comprised of single family homes, duplex townhouses, and triplex townhouses; 3,270 linear feet of privately owned roadway; sewage and water service; drainage/ stormwater management facilities; 20.4 acres of dedicated open space with walking trails available to the public; paved sidewalks; a community house; and associated parking and landscaping. Site access and egress will be from Winthrop Street, a Medway Scenic Road. The development will be constructed in phases and will include eight affordable dwelling units. Infrastructure and house construction at Millstone continued throughout 2018. The marketplace continues to respond positively to this development. It is expected the project will be completed during 2019.

*Aerial photograph of construction at Millstone Village*

**Salmon Health and Retirement** - In March 2016, the Board approved an adult retirement community special permit for Continuing Care Management, LLC of Westborough, MA to
develop an age-restricted, active adult/senior residential living community on a 56.9 acre site located at 259, 261, 261R and 263 Village Street. To be known as The Willows at Medway and Whitney Place, the proposed development includes 225 senior living residences including 54 cottage style independent living homes located in 29 building and a main building to include 15 cottage style independent living homes, 40 memory care apartments, 60 assisted living apartments, and 56 independent living apartments; a 3,522 sq. ft. community center/pavilion; and an 11,475 sq. ft. medical office building.

Planned site improvements include 5,498 linear feet of privately owned roadway, sewage and water service; drainage/stormwater management facilities; 37.4 acres of dedicated open space open to the public; paved sidewalks; walking trails/paths; and associated parking and landscaping. Site access and egress will be from Village Street, a Medway Scenic Road. The open space land will be owned by the applicant and will be protected through a Conservation Restriction granted to the Town of Medway, acting through the Conservation Commission, for conservation and passive recreation purposes and to permit public access to the open space land, trails, pathways and parking area. Site construction began in February 2019.

SITE PLANS - During 2018, the following site plan activity occurred in Medway.

CommCan – Construction of a 60,000 sq. ft. industrial building to house a medical marijuana cultivation and processing facility at 2 Marc Road was completed and occupancy occurred in early 2018.
**Exelon Expansion** – In July 2016, the Board approved a site plan for expansion of the Exelon power generating facility at Summer Street and West Street. The expansion project is located on approximately 13 acres of the 94-acre property to the south of the existing three-turbine 135 MW power plant. The project includes the construction of two 100-megawatt (MW) turbines (200 MW total) and associated appurtenances including two 160-foot tall exhaust stacks; advanced emissions control equipment, natural gas compressors; a trailer mounted demineralizer system; aboveground storage tanks for ultra-low sulfur diesel oil (ULSD) (1 million gallons), service water (500,000 gallons), demineralized water (450,000 gallons) and a fully diked aqueous ammonia storage tank (12,000 gallons) including unloading areas; transformers and electrical interconnection facilities; a 236’ by 66’ administration and warehouse building; and a perimeter access road.

The installation of a new, approximately 3,000 linear foot gas pipeline, a 14-foot by 15-foot building to contain gas flow control and metering equipment, and a 12-foot by 16-foot building to contain gas monitoring and analysis equipment is located on the abutting land owned by Eversource. The Facility is running on natural gas using ULSD as a limited source of back-up fuel. The Facility includes a 55-foot high sound wall around the power block and a 25-foot high sound wall around the gas compressors.

Primary site access and egress is provided by the existing entrance on Summer Street and access to the facility is controlled via a motorized security gate. Emergency access is provided via an existing driveway on West Street. The project plans include the construction of stormwater management facilities, extensive landscaping, lighting and parking areas. The project interconnects with the abutting Eversource switchyard by an approximately 1,200 linear foot overhead electric circuit line. Construction commenced in 2017, continued through 2018 and will be completed in 2019.

*Exelon Site Construction – November 2018*
**O’Brien and Sons** – In August 2017, the Board approved a site plan and special permit for the construction of a 10,531 sq. ft., one story building for offices, storage space used primarily for product literature, and related office functions for M.E. O’Brien & Sons. The company is relocating from Medfield to a new facility at 17 Trotter Drive in the Medway 495 Business Park. Also included are 22 parking spaces, landscaping, lighting, utilities, sewer/water connections, and installation of stormwater management facilities. Vehicular access will be provided from both Trotter Drive and Alder Street. Site construction began in December 2017 and was completed in the fall of 2018.

![O’Brien and Sons New Building - 17 Trotter Drive](image)

**Country Cottage Children’s Center** – In October, 2017, the Board approved a site plan for the construction of a 5,080 sq. ft., 1-story building for the relocation of the Country Cottage Children’s Center to its new home at the corner of Summer Street and Rustic Road. The project will include 22 parking spaces, stormwater drainage facilities, outdoor activity areas, fencing, and landscaping. Site traffic is managed by a two-way access/egress at Rustic Road and a one-way exit only driveway onto Summer Street. Construction commenced in early 2018. Occupancy in March 2019 is planned.

![Country Cottage Children’s Center, corner of Summer Street and Rustic Road](image)
**Merrimack Building Supply Expansion** – In July 2017, the Board approved a special permit and site plan for the construction of a 19,500 sq. ft. addition to Merrimack Building Supply’s existing 10,000 sq. ft. structure at 20 Trotter Drive in the Medway 495 Business Park. The project includes a new customer entrance, expanded parking for a total of 40 parking spaces, construction a new loading dock and paved area for truck access to the loading area, installation or relocation of utilities to accommodate the building addition, abandonment of the existing septic system and connection to Town sewer, installation of a stormwater drainage system where none presently exists, and installation of site lighting and landscaping. Site work began in late 2017 and continued through 2018.

**Converting Technical Services (CTS)** - In July 2018, the Board approved a site plan for the construction of a 6,000 sq. ft., one-story building at 9 Trotter Drive in the 495 Business Park. The project includes associated parking and loading facilities for Converting Technical Services, a light manufacturing/warehouse business. The site plan includes parking for 20 vehicles, landscaping, stormwater drainage facilities, site and building lighting, and connections to municipal water and sewer. Site access/egress is planned with two curb cuts on Trotter Drive. Construction began in August 2018; occupancy is expected in the spring of 2019.
**Choate Park** – In October 2017, the Board approved a site plan for a variety of site improvements at Choate Park. The project includes construction/installation of varied and age-appropriate playground spaces including a natural/adventure play area, an asphalt “tricycle track” path, a wood pavilion, a water spray feature, trail improvements and extensions including a boardwalk and overlook platform at Choate Pond, 68 parking spaces (11 compact spaces), landscaping, site lighting, seating/benches and gathering areas, bike racks, stormwater drainage facilities, removal of the existing septic system, removal of the existing tennis courts, connection to municipal sewer system, repairs of the stonework at the park entrance, and construction of a public safety and maintenance vehicular route between Cassidy Field and Choate Park. Funding was approved by Town Meeting in May 2018 and construction began during the summer and into the fall of 2018; the park reopened to the public after a dedication ceremony on November 10th.

![Choate Park Improvements Construction - August 2018](image)

**Oakland Park** – In October 2017, the Board approved a site plan for a variety of site improvements at Oakland Park. The project includes renovation and reorganizing of the parking, traffic circulation, playground area and other non-athletics portions of Oakland Park including varied and age-appropriate playground spaces, a wood pavilion, a prefabricated building to house bathrooms and office/storage facilities, ornamental fencing, seating/benches and gathering areas, an entry plaza, a drop off-pick up area, landscaping, expansion and reconfiguration of parking, stormwater drainage facilities, bicycle parking, site lighting, lighted pathway between the Senior Center and Oakland Park parking lot, and a separate entrance from Oakland Street to the Senior Center. Funding was approved by Town Meeting in May 2018 and construction began during the summer and into the fall of 2018; the park reopened to the public after a dedication ceremony on November 3rd.
Medway Department of Public Services Building – In 2018, the Board began its review of a major site plan for the new Town of Medway Department of Public Services (DPS) building at 46 Broad Street. The major element of the proposed project is the construction of an approximately 35,000 sq. ft., two story building including garage space, on the site where a variety of existing DPS buildings are already located at 46 Broad Street. Five parcels comprise the site which totals approximately 35.8 acres. The project includes construction of two separate prefabricated storage buildings, one for salt storage (4,500 sq. ft.) and the other for materials storage (2,300 sq. ft.). The first floor of the new building will include the DPS vehicle services area for storage and repair, a wash bay, and supporting offices and operational spaces. The second floor (mezzanine level) will be dedicated to storage and building services. The new building will be accessed through the existing DPS site via Broad Street. The project also includes paved parking for a total of 29 staff and visitor vehicles including handicap accessible spaces conforming to ADA requirements. Fifteen truck parking spaces will be located under an overhead canopy where solar panels may be installed. The driveways and parking areas will be edged with vertical granite curb. There will be an additional 21 truck parking spaces located within the new building to service and store DPS vehicles.
Planned site improvements include lighting, landscaping, and stormwater management facilities. Utilities including water and sewer will be extended to the new facility from Winter Street along the corridor within the Town-owned railroad bed located along the southern edge of the site. Site lighting consisting of LED fixtures on poles will be positioned along the perimeter of the driveway and parking areas. Landscaping will be installed at the main entrance to the new building. The land area disturbed by construction will be planted with a variety of native grasses to naturalize similar to the adjacent woodland and wetland areas. Stormwater management facilities are planned to comply with Massachusetts Stormwater Management standards for review and approval of the Conservation Commission pursuant to Section 26 of the Medway General Bylaws.

Site plan approval occurred in February 2018. The May 2019 Town Meeting will consider the proposed funding. Construction is expected to commence later in 2019.

**Medway Community Church** - The Board approved a site plan in September 2018 for the development of a 78 space parking area at 9 & 11 Slocumb Place including site clearing and grubbing, excavation, installation of stormwater management facilities, paving, curbing, walkways, lighting, landscaping and fencing, all in support of the operation of Medway Community Church’s main facility at 196 Main Street. Construction will commence during the first quarter of 2019.

![Medway Community Church Parking Site Plan](image)

**Administrative Site Plan Review** – Pursuant to a relatively new component in Medway’s site plan review process, a number of businesses made use of the Administrative Site Plan Review procedures. This is suitable for smaller projects and involves project review by Town staff in lieu of a full review by the Board and its outside consultants. During 2018, the following projects were subject to Administrative Site Plan:

- Multi-tenant building at 135 Main Street
- PJ’s Smoke and Grille – 112 Main Street
- T-Mobile – 113R Main Street
**MULTIFAMILY HOUSING**

**Medway Green** - In response to the new special permit/multifamily housing zoning provisions approved at the 2015 Annual Town Meeting, the Board received an application in late 2016 for Medway Green, an eight unit, townhouse style condominium development proposed for 176-178 Main Street at the northeast corner of Main Street and Mechanic Street. One affordable dwelling unit will be included within the development. One building with four townhouses fronts onto Main Street; the other building with four townhouses fronts onto Mechanic Street. Primary access is from Main Street with a secondary entrance to the site from Mechanic Street. A total of 16, off-street parking spaces will be provided. The existing structure at 176 Main Street was demolished. Stormwater management facilities have been installed. An open space seating area will be constructed at the corner of Main and Mechanic Streets and a sidewalk will be installed along the east side of Mechanic Street. The project was approved in March 2017. The permitted development was sold and the new owner commenced site construction in August 2018. First occupancy in the late spring of 2019 is expected.

![Medway Green Building Elevations – Corner of Main and Mechanic Streets](image)

**STREET ACCEPTANCE** – The Board and the Board of Selectmen have established a policy to work through the street acceptance process for at least one of the long-standing, unaccepted subdivisions per year. During 2018, the Board directed its attention to the Candlewood Drive and Island Road subdivisions which were accepted as public ways at the November 2018 Town Meeting.

**PLANNING AND ECONOMIC DEVELOPMENT PESONNEL** - Medway’s planning office is staffed by Susy Affleck-Childs, the Town’s full time Planning and Economic Development Coordinator with support provided by Mackenzie Leahy who served as Administrative Assistant for the Community and Economic Development Department through September 2018. Amy Sutherland continues to serve capably as the Board’s recording secretary to record minutes of Board meetings. Since April 2018, the Board has also been guided by Barbara Saint Andre, Medway’s new Director of Community and Economic Development. We are pleased she is part of the team in her new role.
Gino Carlucci, of PGC Associates in Franklin, is the Town’s consulting planner. He continues to be instrumental in assisting the Board with its review of commercial and residential development plans and drafting and reviewing proposed amendments to Medway Zoning Bylaw. Gino participates in various regional planning and economic development organizations. He is a staunch advocate for Medway throughout the region and always represents and advocates for Medway.

Tetra Tech, based in Westborough, serves as the Town’s engineering consultant. The Board was capably assisted during 2018 by professional engineers Steve Bouley and Sean Reardon and other specialized Tetra Tech staff with expertise in traffic engineering and stormwater management. Tetra Tech prepares technical engineering reviews for all development projects before the Board to ensure that development plans meet the Town’s standards and regulations. Tetra Tech also conducts site inspections during the construction of roadways and infrastructure for subdivisions and other development projects. Tetra Tech serves as the Board’s eyes on the ground to ensure that roadway and infrastructure construction are completed in accordance with approved plans.

The Board is most appreciative of Town Counsel KP Law for their ready advice and assistance as we craft creative zoning initiatives and manage the legal details of subdivisions, special permits, performance security, and street acceptance. We appreciate their diligence and care on Medway’s behalf.

We value the staff and consultants with whom we work for their steadfast service to the Planning and Economic Development Board and office. Together, we have established a great team.

2019 PRIORITIES - As we look to 2019, the Board and staff will pursue the following priorities:

- Continue to refine the Medway Zoning Bylaw by proposing needed amendments as identified during the bylaw recodification process undertaken during 2015. The Board has submitted a series of amendments for consideration at the 2019 Annual Town Meeting in May: refinements of regulations for registered medical marijuana facilities and recreational marijuana establishments, revised criteria for various forms of site plan review and provisions for mitigation measures and zoning compliance, new options for
meeting off-street parking requirements, and additional provisions pertaining to accessory buildings.

- Monitor site infrastructure construction for the Merrimack Building Supply expansion project at 20 Trotter Drive, the CTS building construction at 9 Trotter Drive, the Milway Auto building construction at 50 Alder Street, the Willows senior living community being developed by Salmon Health and Retirement off of Village Street, Medway Community Church parking lot expansion on Slocumb Place, and completion of the Country Cottage Child Care Center at 37 Summer Street and the Medway Green multifamily housing development at the corner of Main and Mechanic Streets.

- Receive recommendations from the Sign Bylaw Review Task Force for amendments to the signage provisions of the Medway Zoning Bylaw.

- Begin work to update Medway’s Master Plan

- Continue working with the Medway Redevelopment Authority to develop specialized zoning provisions for the Oak Grove urban renewal area for Town Meeting consideration later in 2019.

- Complete the update of the Board’s Site Plan Rules and Regulations, hold a public hearing and adopt.

- Review applications for several multi-family housing developments.

- Work to complete the street acceptance and bond release process for several longstanding subdivisions.

- Review and act upon special permit applications for marijuana cultivation and processing facilities.

**CLOSING COMMENTS** – This Board believes Medway continues to have a number of key development opportunities that will invigorate and enrich the community for future generations of Medway’s residents.

We believe that good results come from good planning. With that philosophy, we hope that the community will continue to support us as elected officials and embrace the fundamental soundness of good planning and engineering practices. With each passing year, the build-out of Medway’s undeveloped land continues. It becomes even more imperative that Medway be vigilant in its efforts to grow smartly. This is how we endeavor to serve.

The Board will continue to work toward a vision that establishes and promotes a more diversified tax base for Medway, thereby creating a more economically stable community. We will do that by utilizing proper planning techniques, giving attention to design elements that make our community attractive, respecting residents’ opinions and perspectives, and balancing the community’s vision with private property rights. Past Planning Boards built the platform on which the current Planning and Economic Development Board bases its work. They developed and promoted the adoption of Zoning Bylaw amendments to expand the available supply of commercially zoned land and a broader range of business types. Other zoning changes allowed for alternative housing options such as adult retirement communities and open space subdivisions. More recently, the Town approved new provisions for multi-family developments and accessory family dwelling units.

I would like to recognize the dedicated work of the allied land-use committees with whom we directly collaborate - Design Review Committee, Open Space Committee, Economic Development Committee, Affordable Housing Committee and Trust, and the Medway
Redevelopment Authority. I encourage you to read their individual annual reports for highlights of their activities during 2018.

It has been my privilege and pleasure to serve Medway during 2018 with my fellow Board members Tom Gay, Bob Tucker, Matt Hayes and Rich Di Iulio. I admire their dedication and thank them for providing their time, talents and thoughtful perspectives. I particularly want to thank Vice Chairman Bob Tucker for his support and always being willing to step in to run Board meetings when I wasn’t able to participate.

On behalf of the entire Board, I want to thank the citizens of Medway for electing us to guide the future growth and development of this wonderful community. We value that trust and will endeavor to do our very best to continue to earn it in the years ahead.

Respectfully submitted,
Andy Rodenhiser, Chairman