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 also include economic development. To that end, the Board tries to meet the mandate of that charter and provide leadership to support 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 endeavors 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 and tax base.

In addition, State law authorizes municipal planning boards to review and approve subdivisions, recommend street acceptance to Town Meeting, update the Zoning Map, issue special permits, prepare and 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 developers and prospective applicants. Those are scheduled to take place during regular Board meetings. Additionally, the Board’s staff regularly participates in inter-departmental team meetings for project review which are organized by Medway’s Director of Community and Economic Development.

**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 2019 election, Medway’s voters re-elected Rich Di Iulio and Matt Hayes to serve a three-year term through May 2022. Continuing members were Andy Rodenhiser and Bob Tucker whose terms will conclude in May 2020, and Tom Gay whose term concludes in May 2021. Following the 2019 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. As of December 31, 2019, the Board did not have an Associate Member.

**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 2019, the Board held 32 regular and special meetings. Included within those meetings were public hearings for proposed site plans, multi-family developments, special permits, 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, Design Review Committee, Economic Development Committee, and Energy Committee.
The Board continues to work positively with other Town boards and departments which are impacted by the Board’s activities including the Treasurer/Collector’s office, Assessor’s office, Building Department, Department of Public Works, 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 is an elected member of 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.

2019 ACCOMPLISHMENTS – Some of the key accomplishments of the Board during 2019 included:

- Proposed and secured approval by Town Meeting (May and November 2019) 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 a planned expansion of the R.P. Marzilli building at 21 Trotter Drive and for the new Medway Department of Public Works building at 46 Broad Street.
- Participated on the Oak Grove Zoning Task Force with a specific mandate to develop new zoning provisions for the Oak Grove urban renewal area which were approved by Town Meeting in November 2019.
- Completed a comprehensive update of the Board’s Site Plan Rules and Regulations which were adopted in October 2019.
- Reviewed special permit applications for a marijuana cultivation and processing facility at 4 Marc Road.
- Began the review process for proposed multi-family developments at 274 Village Street and 22 Evergreen Street.
- Instituted regular practice of reviewing and providing comments on petitions for ZBA action and relief when specific to key planning issues
- Reviewed and commented on two 40B residential developments proposed for West and Main Street

SUBDIVISIONS – The following list summarizes residential subdivision activity during 2019.

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 2019.

Hartney Acres (Newton Lane) – 8 lot subdivision east of Nobscott Road. House construction is completed. Street acceptance during 2020 is anticipated.
**Choate Trail** – The Board began its review and the public hearing process for this proposed 4 lot, permanent private way subdivision off of 42 Highland Street. It is expected that the Board will issue a subdivision decision during the first quarter of 2020.

During 2019, the Board reviewed nine 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 2019:

- 2 Chestnut Street
- 2 West Street
- 4-6 Rockwood Road
- 14-16R Franklin Street
- 29 Village Street
- 77-81 Lovering Street
- 85 Winthrop Street
- 180 Village Street
- 274-276 Village Street

**ADULT RETIREMENT COMMUNITY PLANNED UNIT DEVELOPMENTS (ARCPUD)** -
An ARCPUD is a planned residential development for residents 55 years of age and older.

**Salmon Health and Retirement (Village Street)** - 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 with 54 cottage style independent living homes located in 29 building and a main building with 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 infrastructure construction began in February 2019 and continued through the year; construction on the main campus building also began in 2019.

**Millstone Village (Winthrop Street)** - In June 2014, the Board approved an ARCPUD special permit for a 51 acre site at Winthrop and Lovering Street for Millstone Village. The development includes 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 is from Winthrop Street. The development has been constructed in phases and includes eight affordable dwelling units. Infrastructure and house construction at Millstone continued throughout 2019. It is expected the project will be completed in early 2020.
**SITE PLANS** - During 2019, the Board was involved in a series of site plan projects.

**Exelon Expansion (West and Summer Streets)** – 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 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 2019 with some final site work to be completed in 2020.

**Merrimack Building Supply Expansion (20 Trotter Drive)** – 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. The project was completed in 2019.

Converting Technical Services (CTS) (9 Trotter Drive) - 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 and was completed during 2019.

R. P. Marzilli & Company Expansion (21 Trotter Drive) – In November 2019, the Board approved a site plan for a proposed 6,900 sq. ft. addition to the existing building at 21 Trotter Drive occupied and used by R.P. Marzilli & Company for its professional offices. The project also includes installation of associated site improvements with parking for 129 vehicles, stormwater management facilities, lighting, landscaping, an outside materials storage area, and a vehicle refueling facility. R.P. Marzilli & Company is a full service landscape contractor which has operated at this site since 1998. The property is 11.03 acres in size. The site’s access from the existing curb cut at the end of Trotter Drive will remain in place. The existing building is set back
approximately 320’ feet from Trotter Drive. The project also includes 129 paved parking spaces for employees, visitors, and company vehicles. The project was approved in November 2019 and will begin construction during the spring of 2020.

**NeoOrganics (4 Marc Road)** - The Board began its review of a proposed recreational marijuana cultivation and processing facility in the existing 29,718 sq. ft. industrial building at 4 Marc Road. The Applicants sought a Recreational Marijuana Establishment Special Permit pursuant to Section 8.10 of the Medway Zoning Bylaw, a Groundwater Protection Special Permit pursuant to Section 5.6.3 of the Zoning Bylaw, and site plan approval pursuant to Section 3.5 of the Zoning Bylaw. The proposed scope of work includes interior renovations to accommodate the new use, construction of a 3,000 sq. ft. outside concrete mechanical pad to house HVAC and odor control equipment, construction of a dumpster pad with associated fencing, installation of stormwater management measures to supplemental those presently on site, clean-up of the existing manmade drainage ditch, and construction of a 17’ wide fire lane along the west side of the building. The project and site will not be used for the retail sale of marijuana products.

**Medway Department of Public Works Building (46 Broad Street)** – In 2018, the Board began its review of a major site plan for the new Town of Medway Department of Public Works (DPW) 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. 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 DPW 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 DPW 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 DPW vehicles.
Water and sewer service 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. Site plan approval occurred in February 2019. Town Meeting approved project funding in May 2019. Construction began in the summer of 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 commenced during 2019 and will conclude in the spring of 2020.

**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 Town’s 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 2019, the following projects were subject to Administrative Site Plan:
- Jacob Ide House, 158 Main Street
- Medway Fire Station, 44 Milford Street
- Bright Start Pre-School, 11 Awl 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 is 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 are provided. The existing structure at 176 Main Street was demolished. Stormwater management facilities have been installed. A sidewalk has been 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. Sales occurred throughout 2019.

**William Wallace Village** – During 2019, the Board reviewed a proposal to develop a 12-unit residential condominium community at 274 Village Street and a small portion of 276 Village Street. The combined area of the site is 158,077 sq. ft. The project includes construction of one 3-unit building, four duplex buildings and the renovation of the existing single family house; the units will range in size from 2 – 4 bedrooms. One dwelling unit shall be available for sale to a low or moderate income household.

Access to the development will be from Village Street via a permanent, private roadway to be known as Sterling Circle. A total of 52 parking spaces will be provided (2 in the garage and 2 in
the driveway for each of the 12 units plus 4 spots for visitors and guests). The existing gym building at 274 Village Street will be demolished. Sub-surface stormwater management facilities will be installed on site as will landscaping and lighting. Connections will be made to the existing Town sewer and water services on Village Street. Construction is expected to commence during 2020.

**Evergreen Village (22 Evergreen Street)** - The Board began its review of a proposal for a 12 unit, townhouse condominium development at 22 Evergreen Street, a Medway Scenic Road, in the Agricultural/Residential II zoning district. The site is 1.44 acres. Access will be from a single curb cut from Evergreen Street. Site improvements include off-street parking spaces, stormwater management facilities, landscaping, lighting, and a gardening area. Connections will be made to the existing Town sewer and water services in Evergreen Street. Construction work in the Town’s Evergreen Street right-of-way to create the new curb cut involves reconstructing portions of the existing stone wall to accommodate the creation of a single curb cut. Over the course of the public hearing, the proposal has been reduced to 2 triplex buildings for a total of 6 townhouse units. One affordable dwelling unit will be included within the development.
Proposed Evergreen Village townhouse condominiums – 22 Evergreen Street

**PLANNING AND ECONOMIC DEVELOPMENT PERSONNEL** - Medway’s planning office is staffed by Susy Affleck-Childs, the Town’s full time Planning and Economic Development Coordinator, who also staffs the Design Review Committee. Administrative support is provided by Stefany Ohannesian, Administrative Assistant for the Community and Economic Development Department. Amy Sutherland continues to serve capably as the Board’s recording secretary to prepare minutes of Board meetings. The Board is also guided by Barbara Saint Andre, Medway’s Director of Community and Economic Development. Her assistance and experience are greatly appreciated.

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 decisions, 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 our community with enthusiasm.

Tetra Tech, based in Westborough, serves as the Town’s engineering consultant. The Board was capably assisted during 2019 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 with permit applications 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.

2020 PRIORITIES - As we look to 2020, 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 2020 Annual Town Meeting in May: refinements of regulations for adaptive use overlay district projects, multi-family residential developments and mixed-use developments in the Central Business zoning district, revisions to the Use Table for the Oak Grove zoning districts, 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 provisions pertaining to the allowable location of incidental accessory objects, and revised environmental standards. The Board will also propose other Zoning Bylaw amendments for consideration at the November 2020 town meeting.

• Continue to monitor site infrastructure construction at the Willows senior living community being developed by Salmon Health and Retirement off of Village Street and the Medway Community Church parking lot expansion on Slocumb Place. Begin the site infrastructure construction inspection process for a building expansion project for R.P. Marzilli & Co at 21 Trotter Drive and for multi-family developments at 20 Broad Street and at William Wallace Village on Village Street.

• Establish a Master Plan Update Committee and select a consultant and begin work to update Medway’s Master Plan

• Finalize the Town’s official Open Space and Recreation Plan for submittal to the Commonwealth of Massachusetts.

• Continue to review applications for several multi-family housing developments.

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

• Participate in the development of new sign regulations for the Zoning Bylaw.
• Work with our colleagues on the Conservation Commission and the staff in the Community and Economic Development and Public Works departments to implement the Town’s recently revised Stormwater Management and Land Disturbance Bylaw.
• Participate in the Town’s Municipal Vulnerability Preparedness (MVP) program to develop initiatives to strengthen the Town’s resiliency to climate change impacts and promote sustainability.

**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 growsmartly. 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 established a foundation 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 2019.

It has been my privilege and pleasure to serve Medway during 2019 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 our 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