

Minutes of October 27, 2009 Meeting
Medway Planning & Economic Development Board
Approved – January 12, 2010

October 27, 2009
Planning and Economic Development Board
Sanford Hall, 155 Village Street

BOARD MEMBERS PRESENT: Andy Rodenhiser, Bob Tucker, Tom Gay

ABSENT WITH NOTICE: Karyl Spiller-Walsh, Chan Rogers

ABSENT WITHOUT NOTICE: John Williams

ALSO PRESENT: Susy Affleck-Childs, Planning and Economic Development Coordinator
Gino Carlucci, PGC Associates
Tony Biocchi, ConCom

The meeting was called to order at 7:03 p.m.

CITIZEN COMMENTS

Tony Biocchi brought in a drawing of a possible small subdivision up off Hill Street for Christine Price. A small portion of this parcel is in Holliston.

Tony Biocchi – The property has some vernal pools on the back of it. What if we were to give that land to the town as conservation land?

Bob Tucker – Does that tie into any other conservation land? If it tied to something else, that would make sense.

Tony Biocchi – It could tie in with future development of adjacent property by Henry Wicket

Susy Affleck-Childs – I will give you a cautionary note that flowage easements are not permitted as a means for stormwater management.

Tony Biocchi – Christine Price is the second owner after Mike Curatola built the house.

Bob Tucker – It may be a courtesy to Holliston to touch base with them.

Gino Carlucci – If it becomes a subdivision that is still technically part of a subdivision, the Holliston Planning Board may have some authority.

Bob Tucker – How are the ConCom's rules and regs coming along?

Tony Biocchi – We went through it. We are about half way through. It is going really well and everybody is getting input. It is a process.

Bob Tucker – Getting through it the first time is the hardest.

Andy Rodenhiser – We are doing the same thing now with our subdivision rules and regs.

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Tony Biocchi – It is a work in progress.

Andy Rodenhiser – One of the things that came up at the last meeting when ConCom attended is for us to find things we can work on to streamline permitting or better communication. When things can be concurrent or opportunities exist to make the process better, we talked about the opportunity to provide joint meetings between ConCom and the PB to identify areas of conflict, and find ways to smooth things out and fix it -- really try to work more efficiently.

Tony Biocchi – One example is detention areas in subdivisions and dealing with storm water issues and determining whether ConCom has met requirements. Also, the ability to bond

Bob Tucker – I would like to see us find out about not so much as the PB or the ConCom having a bond, but the Town holds a bond. As a Town I would think we would be able to have different groups of money for activities of different boards – whomever may require a bond so that it comes under one umbrella –

Andy Rodenhiser – We could have that kind of discussion –

Resolve to have a joint meeting with the ConCom to explore how we can work together –

Susy Affleck-Childs – I would wait until after the ConCom finishes up their rules and regs and also ask Barbara Saint Andre to sit in with us for that meeting.

Andy Rodenhiser – Identify a list of areas of common concerns.

Bob Tucker – especially storm water –

Susy Affleck-Childs – We would need to bring in DPW on the stormwater discussions.

Tony Biocchi – The Medway Mill project might be a good one to try this on.

INFORMAL PRESENTATION - Dick Steinhoff, 146 Main Street

Dick Steinhoff - I live on Olsen Circle. Under Steinhoff Realty Trust, I am in the process of buying the property at 146 Main Street. As president of Value Track Corporation I need more office space – that is the key reason for looking at this property–the woman who owns the property died – We expect to close on November 6th. It is in the adaptive use overlay district and we wanted to change the property over to office space.

Three to four weeks ago I met with John Emidy and Susy Affleck-Childs about small wind generation bylaw and we discussed 146 Main Street and the question came up – what does the board require for “renovation” under the AUOD bylaw? Going back several months, the previous building inspector and I went around and around on this topic. Susy Affleck-Childs thought it was worthwhile to bring this to the board for some clarification.

Mr. Steinhoff provided a PowerPoint presentation. It is attached.

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We need to understand what renovation means. I want to figure out a way to maintain the 1880s look, but have the interior inside meet 2009 requirements. I also want to build green.

Gino Carlucci comment – Regarding that term renovation – if you check the bylaw, it actually says each AUOD project has to include “restoration, renovation or improvement of the primary existing building.”

Andy Rodenhiser – My interpretation would be that the character of the underlying building has maintained, so that the look and appearance is conducive to the intent of the bylaw which is to preserve.

Dick Steinhoff – What you are saying is a bit different from what my conversations had been with Bob Speroni.

Tom Gay – You propose to maintain the main block of the house, and get rid of the rest and start fresh off the back?

Dick Steinhoff – Correct - the new construction would reflect the existing street look. I would replace clapboards – use a plastic clapboard that could be recycled – the existing structure would be all office space – I would have to gut the interior and install all new electrical system – everything we did at 133 main street for interior rehab – I would also like to build space onto the back.

I also want to build green – interested in a wind turbine generator – not presently allowed within Medway zoning. There is a model state bylaw that we could consider – recommend you add something like this to the Medway zoning bylaw.

Bob Tucker – What is the span on the blades?

Dick Steinhoff – For maximum efficiency you want to be 30 feet above the highest obstacle - 26 feet and props on horizontal are 24 feet right now – noise that the prop version makes is 42 dbi - the sound of a whisper.

Need some guidance – I would like to move forward with this. Does my approach meet the adaptive use bylaw if I do a new interior, but renovate the exterior to maintain the street look? With clarification, I would move forward to do the site survey and site plan, and would come back for approval so I could break ground in spring of 2010.

Rob Pomponio – The Historical Commission reviewed the property for a demolition permit back in June, and we had a hearing in July. We found after deliberation that there was nothing particularly historically significant about the property. We talked about potential alternatives to demolition but we did authorize a demolition permit. I am encouraged to see from what was presented to us as a tear down is coming back as a rehab and adaptive use. For the Commission, we would prefer rescuing a building vs. demolishing any day.

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Andy Rodenhiser – What you are looking for from us is a definition –how liberal a definition are we willing to apply to this standard?

Dick Steinhoff – I have not developed engineering drawings. I would like to gut the building and put in new systems.

Andy Rodenhiser – How does the board feel?

Tom Gay – I don't have trouble being liberal with renovation. I would like to drive by and see a fresher version of what I saw all my life. As far as the adaptive use on the inside, do what you have to do. That can be done with a good looking skin.

Dick Steinhoff – What I would like to put on there is this new grained plastic clapboard which you can't tell isn't regular.

Bob Tucker – You would be getting rid of a lot of lead that is up there.

Susy Affleck-Childs – I wanted to have Dick Steinhoff come to you and really talk about the project. I wanted to make sure that we were all comfortable with scope of work – not drive by in 6 months and see the whole building demolished and a new building constructed.

Andy Rodenhiser – If you find that you have timber joists that may not meet today's standards –

Bob Tucker – That is part of the discovery phase that he is going to have to go through

Bob Tucker – I am biased toward the approach you are taking. I have worked on proposals for similar renovations in other towns. Based on what you read out of the bylaw, it falls within the scope.

Gino Carlucci – especially if he is leaving the shell

Bob Tucker – and continue the architecture in a consistent manner

Tom Gay – Flexibility comes in allowing for the bare minimum.

Gino Carlucci – I do have some comments and questions though – realizing there is no details, the section on the side that would be removed, that would be replaced with a 2 story section?

Dick Steinhoff – That section on the side was an add-on from the 50's. I would extend that 10 feet and go up 2 stories.

Gino Carlucci – If that 2 story addition is set back a couple of feet, it might keep the balance of the front door that you are proposing to change.

Dick Steinhoff – I haven't thought about that yet.

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Andy Rodenhiser – The DRC could provide a lot of input on the design of this. They will probably hone in on some of these issues.

Gino Carlucci – That may apply to the rear addition as well, if it is offset even a little bit from the main house.

Bob Tucker – Sometimes easier to have an offset, than to try to match up the walls.

Dick Steinhoff – I think I know what I have to do. I feel I can move forward now. I didn't have that feeling when I had discussed this with the previous building inspector.

Bob Tucker – Susy, please inform John Emidy of this discussion.

Gino Carlucci – Regarding the 30 car parking lot, you may want to consider moving most of those spaces to the rear of the site. One of the goals of the AUOD is to maintain the overall residential character of the district - the bulk of the parking should be in back.

Andy Rodenhiser – Thank you.

Susy Affleck-Childs – We need to figure out how you want to proceed with wind turbines.

Update- Medway Mill Renovations - John Greene – owner of Medway Mill

John Greene – My purpose here is to have an informal discussion regarding development of the Mill. There are about 70 existing parking spaces. Access to the site is from Main Street and Lincoln Street.

I purchased it 2.75 years ago – been working 2 years straight – I took the very back commercial building and it has been completely renovated – we resided it, put in new windows – it used to look like an airplane hanger – in the back were abandoned trucks, dumpsters, etc with a company that used the site as an exchange- it is totally cleaned up –they are gone - I have a 2000 square foot horse tack shop, light duty landscaper, do it yourself dog wash, a plumbing operator and several landscapers and carpenters, and furniture storage in the back.

The stucco buildings in the middle were very deteriorated – I have put in all new systems from electric, all new roofs and windows. I put in the architectural style windows with raised grids, maple floors were refinished – we have a healing arts business and 6 other clients – complete renovation – new bathrooms – spectacular space.

And now I have moved to the Mill Building itself. I have put in new hallways and taken out the old structure inside – new HVAC, electric, 2000 square foot massage school, therapist, medical imaging, cabinet design, antique store- only have about 600-800 square feet left – put a brand new roof on – new windows, etc...cleaned it all out – it has all new life safety – fire alarms, etc.

Now I am at appoint where I need to think about adding some parking. I know I met with you folks a while ago. The existing Main Street entrance (at east end of property) is not very

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attractive or functional. I would like to put in a new entrance/driveway immediately west of the mill, expand the bridge-way across to provide safe access to the back building.

We may need a special permit or variance to put in the road/driveway close to the (abutting) neighbor's yard.

I would then use the existing entrance as a right turn exit only.

If I can put in more parking then I can start to look at the second floor of the mill, and put in some more businesses.

If I was to build a third floor onto the mill building, it could fit 16 one bedroom apartments – I would look to shared parking – for the residents to use the daytime parking.

I am not looking at something for a new residential structure at this time.

Andy Rodenhiser – At the south end of the site where there are landscapers, would you want to keep those uses? We would want to see it more attractive like you are showing it designed.

John Greene – I could have the dumpsters enclosed. Some of the tenants with outside storage are going to be going away.

Susy Affleck-Childs – I want to see a little river walk (along Chicken Brook).

John Greene – That is a possibility, depending on ConCom

Andy Rodenhiser – The trail plan for Chicken Brook – how could something like this be integrated into that?

Jim Wieler – We always felt the area around the mill was almost impenetrable without a cooperative owner – the ideal would be to have a trail to connect to the railroad tracks to the south.

Landscape designer – walkway area/green space where there is presently paving.

Donald Neilson (Guerriere and Hahon) - Entrance only (NEW) – we would remove a portion of the existing mill building – we will need retaining wall – one way in with a 15 foot wide driveway.

Tony Bioecchi – The ConCom has asked them to give us more details on total disturbances that already exist today and what additional disturbances they propose and we can look at the math. The new proposed entrance with retaining walls is a big disturbance

Donald Nielson – there are places where we will pull back pavement from the river area –

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Andy Rodenhiser – This shows the importance of having the ConCom comment first in terms of what can be done – then we can start the discussion about how to do the rest of it -

Donald Nielson – we want to work with the two boards

Andy Rodenhiser – this is probably an excellent opportunity to try a joint meeting

Bob Tucker – have you done this presentation with concom yet?

Tony Biocchi – yes, they cam to our last meting – we asked him to calc the disturbance - it is the additional disturbance that we are concerned about – first 100 foot is the most critical for us – the second 100 feet is more workable

Tony Biocchi – tradeoffs – green belt that would be put along the existing parking lot – that is very good because right now everything is running directly into the river - maybe we can give some back on the other side

Andy Rodenhiser – we are willing to do a concurrent public hearing or meeting process to talk about this

Tony Biocchi – I was going to suggest that – this is such a critical place – I will propose that at the next ConCom mtg

Tom Gay – drastic improvement of the site

John Greene – should we go to ConCom one more time –

Tony Biocchi – Yes and then I will propose a joint –

Tom Gay - potential for showcase on this site – I know a couple of folks who have moved from their homes to this site . . .

John Greene - 41 tenants in place now –

Susy Affleck-Childs – the new entrance from Main Street is critically important

Andy Rodenhiser – the route 109 reconstruction plans would probably lower that hill

Bob Tucker – I see lots of opportunity here – this new access is a good thing from a big picture standpoint – I think the end result is much better

Andy Rodenhiser – how would you put signs at the entrance?

John Green – my druthers would be a stone wall with lanterns

Andy Rodenhiser – as it looks now, the current sign may be in the right of way

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John Green – I think the town owns right up to my front steps – I would like to have a bonfire with that sign – it would be nice to have something at the entry

Susy Affleck-Childs – a master sign plan will need to be part of a site plan application – John and I have talked about doing this

Tony Biocchi – width of that entrance being just one way may make this doable - the width is disturbance

John Green – I tried to do something with the abutter next door to buy that property but that didn't work out . . .

Jim Wieler – I comment turning the east entry to an exit only – that is a very slippery slope there

John Green – my dad Tom Green is here tonight – he researched chicken mill – he found out that – somebody came through and a bunch of chickens dropped in the brook

Andy Rodenhiser – thank you very much – thank you for investing in Medway as you have

ANR Plan for 102 Summer Street

Stephanie Seacord – I am one of 4 daughters – I grew up in this house – all of my sisters and my mom are really hoping that this plan will do something wonderful for Medway – I am here as the person with power of attorney on the family realty trust so I can address those questions – from our mom, I learned what it takes to serve the community.

Why we are doing this – we started talking to the Open Space Committee to try to keep the land open – at the time, we thought we had an open end to the process – however, the cost of care for my mom has doubled at Forge Hill – we want to keep her comfortable and safe – I apologize that we have pushed very hard to get this piece out to sell and help take care of her – and then deal with open space on a more reasoned basis after we split out this one parcel with the house

I tried to define what the 1.01 acre of the site is that we are not paying taxes on – the town doesn't want to deal with another old house

The auction process is not a foreclosure auction – I was not aware of the fact that there is a market for antique house auctions – Steve Bennett is a specialist in this are and he grew up in Medway – he has a mailing list of folks interested in antique homes – it is a gorgeous piece of architecture and property – we all hope that somebody buys it and restores it – with all of that said, thank you all for considering this on such a short timetable

Paul DeSimone – talk about the assessment – the deed that was filed at the registry did not specify what portion of the parcel is in 61A status – the assessor's office records show 14 acres – there are only 10 acres out there on the ground - The Assessor has concluded that the rest of the site is 61A status –

Andy Rodenhiser – I assume then the rest of the land will be available?

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Stephanie Seacord – there is no time schedule for that but we have talked with the Open Space Committee regarding that option –

Bob Tucker read a letter from John Schroeder re: ANR plan – attach and make a part of these minutes

Andy Rodenhiser – by selling the house, the 61A status is what?

Paul DeSimone – the 61A status goes with the rest of the property

Gino Carlucci – my review comments have all been addressed with the revised plan

Jim Wieler – I think this is a great thing – I commend them for splitting this off

A motion was made by Bob Tucker, seconded by Tom Gay to endorse the revised ANR plan for 102 Summer Street, dated October 27, 2009 as presented tonight. **ALL YES. APPROVED.**

The board signed the ANR plan.

Establishment of a Mapping Fee

Tom Gay – I am struggling with this to add a fee without cleaning up the whole mess of our fees – this cost should have been built into the others – we are just looking for a way to cover - the amount of time we spend down here talking about fees and what they should be used and where that money goes – one of the first things I walked into this place – is that I have a problem with fees and I struggle with adding another fee to the pile

Andy Rodenhiser – besides time, is there a barrier to having this discussion? whatever fees we charge don't necessarily have a relation to what we have expended and we know it is time oriented for what it takes and do it - in some cases we are not charging enough

Tom Gay – what this proposal says is more cogent – as a whole package I do want to see us getting to a task based schedule - so many meetings at x amount per meeting – we need to lay out the tasks in a different way – the numbers seem arbitrary – it puts us in a bind a lot of times –

Andy Rodenhiser – we have a cost to run the department – how are you going to correlate that to an up or down year – you also don't have the ability to factor into that when a DPW director comes in or somebody else gets involved in reviewing a project

Bob Tucker - We should be able to get that information from the town administrator

Tom Gay – I just did a department budget – I have base cost and added cost for activity and projects –

Tom Gay – I don't see the general fund and the plan review fund as being an insurmountable thing – if we have a good list of tasks and activities that take place around a specific set of fees –

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Susy Affleck-Childs – There is a huge difference between general fund fees and consultant funds (for plan review and construction)

Andy Rodenhiser – we could fix the fee problem so when there is a 4 year process, we aren't slammed with a project that sucks the lifeblood out of the department and creates hundreds of pounds of paper that needs to be stored

Tom Gay – I fear we may have charged too much on some projects - the ones that have cost more have sucked up any amount of overrun available from the others . . . we need to do a better job up front and understand why the fee is that fee – then I will be more comfortable

Andy Rodenhiser- Susy Affleck-Childs – what are your thoughts –

Susy Affleck-Childs – I don't see spending a lot of time to evaluate our fees as being a relative priority among all these other things that we need to do

Tom Gay – I can understand that – I just don't like how we do it.

Susy Affleck-Childs – this proposal is just a cost recovery approach for the mapping

Andy Rodenhiser- would you prefer to table this until there are more people here to talk about this?

Tom Gay – I would have trouble seconding it and voting on it tonight

Susy Affleck-Childs – there is a warrant article for the fall town meeting to establish the fund into which the mapping fees would be placed. Should I pull that at this time?

Tom Gay – I think putting the mechanism in place is ok –

AGREED – to discuss this again when the full board can participate

OTHER BUSINESS

Andy Rodenhiser – We have a letter from Ralph Costello on the Applegate Farm subdivision - he is saying he just put a driveway in so people can see the land in the back

Dave Pellegrini – the driveway runs in the same footprint as the roadway layout

Andy Rodenhiser – we are trying to close out another road in another one of his subdivisions (The Meadows) and he is not being very cooperative – we need to play hard ball with the guy – integrity of what the Town is going to receive has to be perfect – if we can't count on the integrity of a project occurring the way it does, we are not going to give him any leeway – my request is that Dave understand the intention to hold the line, no breaks, no nothing – are you OK with that

Bob Tucker – yes

Tom Gay – yes

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Subdivision Rules and Regs discussion

Andy Rodenhiser – thanks to Susy Affleck-Childs for the schedule – attach.

The board had a lengthy discussion on Sections 5.7 thru 5.22. See attached outline of discussion topics.

OTHER Business

Susy Affleck-Childs – We have plan review estimates from PGC Associates and Tetra Tech Rizzo to review the Williamsburg Condominium OSRD Definitive Plan – The total for the two is \$6,240 –

A motion was made Bob Tucker seconded by Tom Gay to approve the fees for outside consultants. all yes – APPROVED.

Bob Tucker – Dave, just make sure you take into consideration who the applicant is and who their engineer is as you prepare these fee estimates.

Susy Affleck-Childs – Also, we will start the public hearing on the Definitive Plan at the Nov. 10th meeting. I have info packets for you tonight so you can review materials well in advance.

Blueberry Hill Subdivision Bond

A motion was made by Bob Tucker, seconded by Tom Gay as follows: *I move the Planning and Economic Development Board release in full the remaining bond funds for the Blueberry Hill subdivision held in Account #6647 at Charles River Bank (formerly Medway Cooperative Bank), estimated to contain \$5,400, to John M. Boczanowski, the original developer of the Blueberry Hill subdivision. During the summer of 2008, the Town carried out construction improvements on Blueberry Hill Road. That construction was funded through a \$25,000 settlement payment to the Town in the case of CLAFCO Builders vs. Town of Medway Planning Board (pertaining to the Hartney Acres subdivision which abuts the Blueberry Hill subdivision). Town Meeting voted to accept Blueberry Hill Road on May 12, 2008. All YES. APPROVED.*

2010 Meeting Schedule

Susy Affleck-Childs – I have provided you with a draft meeting schedule for 2010. ATTACHED.

A motion was made by Bob Tucker, seconded by Tom Gay to approve the 2010 meeting schedule as presented. All yes. APPROVED.

Meeting minutes – October 13, 2009

A motion was made by Bob Tucker, seconded by Tom Gay to approve the meeting minutes of the October 13, 2009 meeting as presented. All YES. APPROVED.

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Task Force Reports

Bob Tucker – I am now on the Medway School Building Committee – there will be an article going before town meeting this fall – there have been some changes in the school funding system – they are going through an RFP – proposals are due 11/4 for repair work at the middle school – there is a lot of work that needs to be done to maintain the building – they will be selecting a project manager for that development –

Tom Gay – Susy, John Ernidy and I had a visit with the Zoning Board on customary home occupations – they gave us some input – 3-4 different areas –

2-4 Main Street Site Plan

Susy Affleck-Childs – We have a request from Bob Potheau to extend the deadline for PB action on the application to modify the previously approved site plan to April 1, 2010.

A motion was made by Bob Tucker, seconded by Tom Gay to extend the action deadline on the site plan modification application for 2-4 Main Street to April 1, 2010. All YES. APPROVED.

Conflict of Interest/Ethics Training

Susy Affleck-Childs – You have information regarding the required training on the ethics/conflict of interest law as such applies to municipal boards and committees. Please review the document. The last page is a form for you to sign to acknowledge receipt of the information. Please sign that and give it to me tonight. You need to go on-line and complete the training exercise. At the end of that, there will be a certification form for you to print off and return to me.

OTHER INFO

Andy Rodenhiser – There is info in the packet on the state's Commonwealth Capital program.

Susy Affleck-Childs – This is a notification of an opportunity to update the Town's score. Gino helped us with this last year. We may want to look at that again soon.

Gino Carlucci – RE: the Seacord property (Summer and Adams Streets) – There may be matching funds from the state for land acquisition that could be pursued.

Andy Rodenhiser – I made a presentation at the Medway Business Council breakfast last week.

A motion was made by Bob Tucker, seconded by Tom Gay to adjourn the meeting. All yes. APPROVED.

The meeting was adjourned at 11:00 pm.
Respectfully submitted,



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

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DRAFT Revised Schedule -- October 21, 2009

Schedule for Updating Medway Land Subdivision Rules & Regs

October 27, 2009	Discuss Section 5.7 - 5.22 – Definitive Plans
November 10, 2009	Discuss Section 6.0 – Administration
November 24, 2009	Discuss Section 7.0 – Design and Construction Standards
December 8, 2009	Discuss Section 7.0 – Design and Construction Standards
January 12, 2010	Catch – all; finish up discussions
January 26, 2010	Review proposed draft
February 9, 2010	Review revised draft
February 23, 2010	Finalize draft
March 9, 2010	Public Briefing #1 – Invite developers
March 23, 2010	Public Briefing #2 – Invite developers
April 6, 2010 (Special Meeting)	Review further revised draft
April 13, 2010	Finalize proposed revised Rules and Regs
May 11, 2010	Public Hearing
May 25, 2010	Continued Public Hearing
June 8, 2010	Review revisions based on public hearing input
June 22, 2010	ADOPT new Subdivision Rules and Regs

Medway Subdivision Rules and Regs

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5.7 CONTENTS OF DEFINITIVE SUBDIVISION PLAN SET

We need to review all listed items; perhaps some can be consolidated/grouped and then the entire list should be reordered so it flows more logically.

5.7.31 Add requirement for the definitive subdivision plan to show connecting pedestrian pathways/trails with adjacent subdivisions.

5.7.33 Preliminary Stormwater Pollution Prevention Plan (SWPPP) – Is this a plan or a report? Is this part of the subdivision plan set?

5.7.37 Add provisions to show “no cut zones” on house lots

5.8 REVIEW BY BOARD OF HEALTH – OK as is.

5.9 REVIEW BY OTHER TOWN OFFICIALS

5.9.2 Include more details on meeting with Development Review Coordinating Council for an inter-departmental review. Required vs. Optional?!

5.9.3 Add requirement for a Site Walk/Visit by PB – Invite other boards as well. When to schedule - before or after the public hearing begins?

5.10 PUBLIC HEARING

5.10.1 Add text that when public hearing is continued, the PB will notify the Town Clerk

5.10.2 Add text that PH notice will be posted to town web site

5.10.5 Add text that after public hearing is closed, no additional public testimony may be received

5.11 SCENIC ROADS – OK as is

5.12 BOARD ACTION PROCEDURE – OK as is

5.13 PLAN REVISIONS - Revise text so that ANY additional submittals must be filed at least 2 weeks before the next public hearing to be considered – this includes modified plans, revised stormwater info, applicant’s engineer’s response letters, etc.

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5.14 BOARD ACTION DEADLINES – OK as is - totally prescribed by state law

5.15 BOARD CONSIDERATIONS - OK as is

5.16 CRITERIA FOR ACTION BY THE BOARD

5.16.5 – Add text relative to making a finding that unsafe conditions are being mitigated by the developer

5.16.7 Add text re: criteria for approval of waivers

5.17 CERTIFICATE OF BOARD ACTION – Combine 5.17, 5.18 and 5.19 into one section

5.17.3 Add text that a summary of the Board's certificate of action will be sent by first class mail to abutters (similar to special permit requirement)

5.17.4 Add text about including mitigation measures in the certificate of action

5.20 PERFORMANCE GUARANTEE/BOND

This should be revised to include info on the 4 types of security the applicant may select per state law.

Specify that an agreement is required for any form of performance guarantee.

Describe how the amount of the performance guarantee shall be determined. Who, how, what is included in the bond estimate. The cost of any off-site work shown on the plan and any mitigation measures will be included.

Indicate that performance guarantee is subject to approval of PB and Town Treasurer/Collector

State that performance is in the name only of the Town – **NO JOINT ACCOUNTS**

5.21 PLAN ENDORSEMENT

Plan to be endorsed shall include a sheet/s showing all pages of the certificate of action.

5.21.8 We can delete the requirement to establish a bond account and provide a signed withdrawal slip and passbook.

5.21.13 More on adequacy of deeds (lots, open space, roads, drainage and various utility easements) – drafts to be reviewed and approved by town counsel

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**PLANNING & ECONOMIC DEVELOPMENT BOARD
2010 MEETING SCHEDULE**

The Planning & Economic Development Board 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.

The dates for the regular meetings for 2010 are as follows:

January 12 and 26, 2010
February 9 and 23, 2010
March 9 and 23, 2010
April 13 and 27, 2010
May 11 and 25, 2010
June 8 and 22, 2010
July 13 and 27, 2010*
August 10 and 24, 2010*
September 14 and 28, 2010
October 12 and 26, 2010
November 9 and 23, 2010
December 14 and 28, 2010*

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 Tuesday night meeting

Agendas may also be viewed online at www.townofmedway.org

Most meetings are televised live on Medway Cable Access – Channel 11.