

**August 10, 2010
Planning and Economic Development Board
Medway Town Hall
155 Village Street**

BOARD MEMBERS PRESENT: Andy Rodenhiser, Chan Rogers Bob Tucker, and Karyl Spiller-Walsh.

ABSENT WITH NOTICE: Tom Gay

ALSO PRESENT: Amy Sutherland, Meeting Recording Secretary
Gino Carlucci, PGC Associates

The Chairman opened the meeting at 7:00 pm.

Board Business:

Karyl Spiller-Walsh would like to congratulate the Open Space Committee for their hard work on the acquisition with CPA funds of a portion of the Seacord property on Adams Street. Thank you to the residents of Medway for voting at the 8/9/10 Special Town Meeting.

Proposed Revisions to Master Signage Plan for 45 Place:

The Board is in receipt of a proposal (ATTACHED) from Signs Plus of Milford, MA to modify the Master Signage Plan for 45 Place (45 Milford Street) and a review memorandum dated August 5, 2010 from Susy Affleck-Childs relating to the proposed modifications (ATTACHED). The property owner seeks a change to allow for one larger wall sign to be installed above the main entry at the northwest corner of the building and for that one sign to include information about the two tenants which both use this doorway. The sign will be a larger (22 square feet) from that noted in the original Signage Plan which authorized 12 square feet per wall sign. Member Tucker is comfortable with the change as long as the applicant complies with the Sign Bylaw. Susy Affleck Childs met with Mr. Yorkis regarding the changes and he is comfortable with her recommendations.

- **On a motion made by Bob Tucker, and seconded by Chan Rogers, the Board voted unanimously to agree with the proposed changes as noted in the memorandum relating to the proposed modification to master signage plan for 45 Place dated August 5, 2010.**

Charles River Village OSRD Special Permit Plan Review Fee:

The Board is in receipt of an estimate from PGC Associates for reviewing the Charles River Village OSRD Special Permit application and plans. This is to review for completeness along with providing technical review and comment. The cost estimate is for \$880.00. It was recommended that the estimate indicate that this is for services pertaining to the Phase one Concept Plan.

Member Spiller-Walsh would like the ability to meet with Planning Consultant Gino Carlucci to clarify her understanding of the OSRD bylaw provisions. Affleck-Childs noted that there is money within the Board's general consulting budget to compensate Mr. Carlucci for providing this clarity on OSRD

process. The Chairman is not comfortable with any member meeting about this before the public hearing begins (8/24/10). Member Rogers is not comfortable with the Board having to spend the Town's money to have one member becoming educated on this. Susy Affleck-Childs noted that this briefing could also be available for all the members for basic review of OSRD, but this would need to be a public meeting. Spiller-Walsh was wondering if the Board could get an opinion on if she can meet individually with the consultant. The Board would like Susy Affleck-Childs to check with Town Counsel. The Board is in agreement that the cost for a session with Gino Carlucci is to not be charged to the applicant. The Chairman wants to make sure that this proposed session would be legal and the Board members can in fact do this and not violate any open meeting rules.

On a motion made by Bob Tucker and seconded by Andy Rodenhiser, the Board voted unanimously to seek legal counsel's opinion regarding the authorization of a member to speak with PGC Associates to become more clear on the OSRD Special Permit Bylaw and to allow this meeting to occur prior to the public hearing. (Member Spiller-Walsh recused herself).

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the cost estimate for Charles River Village OSRD Special Permit in the amount of \$880.00.

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to inform the applicant that there also will be a Town Counsel review fee of the Special Permit for Charles River Village OSRD allowing up to three billable hours at a rate of \$190.00 for a total of \$570.00.

Medway Consulting Planner Request for Proposals:

Affleck-Childs informed the Board that the deadline for consultant planner request proposal deadline was yesterday. Four proposals were received. This is for the Town's Planning Consultant who would not work exclusively for the Planning and Economic Development Board. The next step would then be to have a team review the proposals. Member Tucker would like to see that the Conservation Commission have a member be a part of the team. Member Rogers and Spiller Walsh would like to have the Board be able to have at least two members on this team. Member Rogers feels that the team should be an odd number. The review of this will not be able to begin until the week of August 30, 2010. The proposals are available in electronic format. The Chairman would like to be on the Review Team. Member Tucker offered to participate if no one else is available. Member Spiller-Walsh asked that the members receive copies of all of the proposals.

Review of Draft Revised Zoning Map:

Consultant Carlucci provided a draft update to the Medway Zoning Map. There were changes to the lines with streets. These are noted with double lines. All street names are also labeled. A number of key public facilities were included. The Water Protection Zones were added. The Board is comfortable with how the adaptive use overlay district looks. Susy reported here was a request to have the zoning map in black and white as well.

Member Tucker notes that he would like to see the Board starting an information file on the issues surrounding towns are facing and how those issues were resolved along with looking in the future, always refining the regulations.

Proposal from BCS for Oak Grove/Bottle Cap Lot – Mass Development Program:

The Chairman provided a brief background about the history of the three years of meetings with Mass Development about the Oak Grove/Bottle Cap Lot. The Town of Medway through Mass Development has received a proposal from the BCS Group of Worcester for professional services to perform a feasibility study for the development of Oak Grove as a mixed use Business/Technology/Residential Community. The value of the contract is \$50,000. When the Town's land in that area is sold, the Town will need to pay back the \$50,000 to Mass Development. The proposal was provided to Economic Development Committee. There only suggestion was to make note of the Bio Pharma industries.

Member Spiller-Walsh announced she would recuse herself from voting since she does not know the consulting group.

On a motion made by Chan Rogers and seconded by Bob Tucker, the Board voted to recommend the approval of the proposal for professional services as presented by BSC Group dated July 15, 2010.

Duties for PEDB Associate Member:

The Board is in receipt of revised draft September 8, 2009 relating to duties of the Associate Member of the Planning and Economic Development Board. See ATTACHED.

Member Spiller-Walsh feels that there needs to be good training time for the associate member. This is very difficult and has a huge responsibility for an associate member to jump in to act on the special permit applications.

On a motion made by Chan Rogers and seconded by Bob Tucker, the Board voted unanimously to approve the guidelines for the Associate Member as drafted.

The scope for Special Permits is broader and it was suggested that the Board have a workshop on writing and making defensible decisions.

It was agreed that board members will try to seek an associate member.

Correspondence:

The Board is in receipt of a document entitled The Boston Region's Pedestrian Transportation Plan. This came from the Metropolitan Area Planning Council.

Affleck-Childs received the agenda for the Zoning Board of Appeals August 25, 2010 meeting. The ZBA has received a petition for 25 Milford St for a frontage variance. The Board would like information provided to the Zoning Board about the concerns and the basis for the Board's denial of their request for a lot release.

Tetra Tech Rizzo Report (Applegate Farm):

A copy is ATTACHED.

Member Tucker would like Affleck-Childs to inform Tetra Tech Rizzo that the recent reports have definitive responses. He appreciates the improvements seen with the reporting.

Meeting Minutes:

July 12, 2010:

The minutes from July 12, 2010 will be tabled until the next meeting.

July 27, 2010:

On a motion made by Karyl Spiller-Walsh and seconded by Chan Rogers, the Board voted unanimously to approve the minutes of July 27, 2010.

(Member Bob Tucker abstained from voting as he was not present for the 7/27/10 meeting.)

Future Meetings:

The next regularly scheduled meetings of the Planning and Economic Development Board are:

Tuesday, August 24, and September 14, 2010.

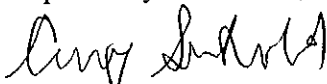
Affordable Housing Committee – Wednesday, August 18, 2010 at 7:00 pm
Medway Senior Center

Adjourn:

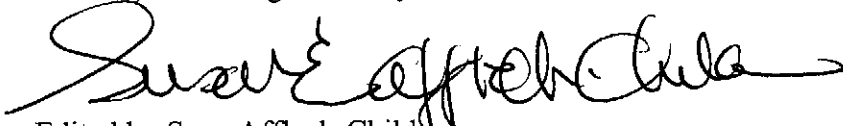
- **On a motion made by Karyl Spiller-Walsh, and seconded by Chan Rogers, the Board voted unanimously to adjourn at 9:00 PM.**

The meeting was adjourned at 9:00 PM.

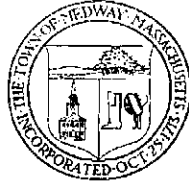
Respectfully Submitted,



Amy Sutherland
Meeting Recording Secretary



Edited by Susy Affleck-Childs
Planning and Economic Development Coordinator



TOWN OF MEDWAY
Planning & Economic Development
155 Village Street
Medway, Massachusetts 02053

MEMORANDUM

August 5, 2010

TO: Planning and Economic Development Board Members
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
SUBJECT: PROPOSED MODIFICATION TO MASTER SIGNAGE PLAN FOR 45 PLACE

Background -The Planning Board's Site Plan Decision for Restaurant 45 from October 2006 included a requirement that the applicant/property owner (PMAM Group, LLC) prepare a master sign plan for the multi-tenant development to be constructed at 45 Milford Street adjacent to Restaurant 45. That development is now known as *45 Place*.

Description of Master Sign Plan – The owner of Restaurant 45/*45 Place* retained Karen Mullen of Signs Plus of Milford, MA to prepare a comprehensive master signage plan for *45 Place*. The plan was organized into two parts:

- A. Traffic and parking control signage – Photographs E, F, L, M, R1, R1, U and U1.
- B. Commercial signage, both existing (Photographs A, B, C, Q, R2, and V) and proposed (D & J, I1, K, N & O, P) plus a detail for a typical tenant sign and detail for the proposed free-standing ladder "development sign".

Review – The Master Signage Plan for *45 Place* was reviewed by the Medway Design Review Committee on July 20, 2009 and by the Planning and Economic Development Board on July 28, 2009.

Decision – On July 28, 2009, the Medway Planning and Economic Development Board approved the proposed master sign plan as presented for *45 Place*. On July 31, 2009, a written document describing the authorized tenant signage was produced and filed with the Town Clerk and the Medway Building Department.

Proposed Modification – On July 29, 2010, property owner Mark Smith submitted an application to modify the previously approved Master Signage Plan for *45 Place*. At this time, two of the three tenant spaces have been leased. Attached is information prepared by Signs Plus to depict the requested changes. Also provided is a floor plan which shows the tenant space allocation. Several minor modifications to the Master Signage Plan for *45 Place* are proposed and described below.

1. Increase the size of the tenant wall sign located at the building's northwest corner from the previously authorized 12 sq. ft. to 22 sq. ft. This change is proposed to accommodate the sign's use by 2 businesses (Tenant Spaces #1 and #3) which share the corner door as their primary customer entrance. A drawing (*Proposed Layout 1*) showing the proposed revised sign is provided. The same style and type of sign is planned for this larger version as had been previously authorized. The only difference is the larger sign size which is needed to provide adequate space for text and graphic elements for 2 businesses instead of just one as previously anticipated.
2. Allow the use of vinyl cut lettering on the exterior entry doors to identify the business and specify hours of operation. (*See Proposed Layout 2.*) NO color or size specifications are provided. Door signage was not addressed at all in the original Master Sign Plan.
3. Allow the installation of one additional tenant wall sign (2' by 6') on the building's north façade facing Main Street. (*See Proposed Layout 3.*) The current Master Signage Plan specifically authorizes a maximum total of 6 wall signs including 2 wall signs on the north façade. This change would authorize 7 wall signs and allow all 3 tenants to have a sign on the north façade facing Main Street.

Recommendations – I have reviewed the proposal and recommend the following:

#1 – Approve. This seems to be a reasonable strategy to accommodate the use of a corner entrance by two businesses. A larger sign may actually better fit the size and shape of that particular corner space.

#2 – Approve, but require all vinyl cut lettering to be white and to NOT exceed 2 square feet per door. (*This size of acceptable door signage was approved at the June 14, 2010 town meeting. No sign permit from the Town is required for a door sign of this size.*)

#3 – Disapprove as presented. Although not visually objectionable, this change would permit the business in Tenant Space #2 (the southwest corner which is presently occupied by Shear Magic) to have 3 wall signs, one on each façade. I believe that is excessive and would not be allowed anywhere else in town.

Instead, I recommend that Tenant Space #2 use the 2 wall signs they presently have but give the business the flexibility to remove one of those signs from their present locations above the entry doors on the south and west facades and install it instead on the north façade centered above one of the windows. This seems to be a more balanced approach and will achieve what I expect that business seeks which is to have some signage on the Main Street frontage of the building.

cc: Mark Smith
Karen Mullen
Paul Yorkis

EXPLANATION OF PROPOSED CHANGES TO RESTAURANT 45 SITE PLAN MODIFICATION

Applicant, PMAM Group LLC proposes to allow a larger sign than the approved sign noted as ITEM K on the MASTER SIGN PLAN, which shows one 2'x6' sign centered over the double doors entering the common area on the south facing entrance to 45 Place. This change is requested to allow for more than 1 tenant to be listed, as this is a common entrance for TWO tenants, and needs to show this area as the entrance to EACH business.

Proposed larger sign will be 33"x8' and will have the ability to display TWO tenants, side by side on the 1 sign. Each tenant will be given an area 17" x 48" to display their business name. Please refer to attached 'PROPOSED LAYOUT 1' for detail.

Additionally, to further clarify allowed tenant marking of exterior spaces for signage purposes, we submit to specify that each tenant is allowed vinyl lettering to be applied to the exterior of each of their entry doors, for purpose of identification and also to list their hours of operation. Please refer to 'PROPOSED LAYOUT 2' for detail.

Lastly, applicant proposes that one additional tenant sign be allowed on the Route 109 facing side of the building. Approved Master Sign Plan noted on attachment ITEMS D&J show two total 2'x6' tenant signs for this space. The Town Bylaws will support this added signage, as the total frontage of this building facing Route 109 is 62'. Approved square footage of 15.14 will be amended to reflect 22.71 total square footage (each sign is 7.57 square feet). Applicant seeks this change in order to accommodate a future tenant. Please refer to 'PROPOSED LAYOUT 3' for detail.

Proposed Layout

Propose changing size of main sign above common entry as this sign must accommodate TWO tenants. The adjusted size increase will better support both tenants and supply them with adequate presence. Approved size according to the Master Sign Plan is 2'x6', proposed sign is now 33"x96"

1



SignsPlus

89 South Main Street, Milford, Massachusetts 01757

Phone: 508-478-5077
Fax: 508-634-9825
E-mail: info@signs-plus.net
Website: www.signs-plus.net

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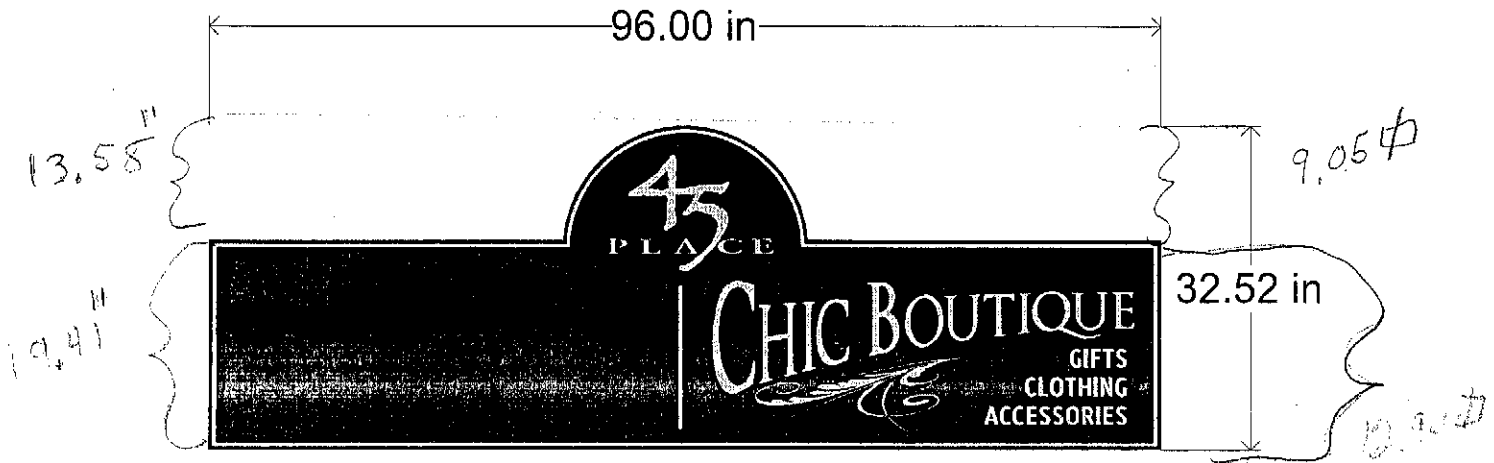
ANY AND ALL SIGNAGE PERMITS ARE THE RESPONSIBILITY OF THE CUSTOMER.

Proposed Layout

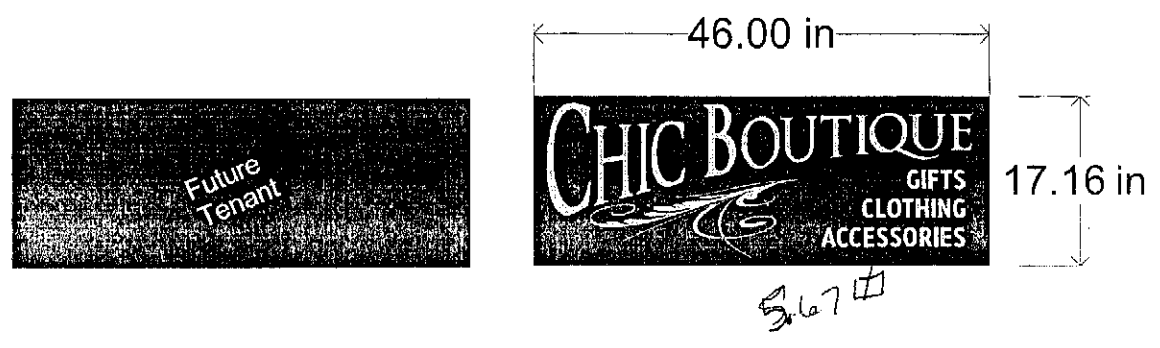
1

SIGN DETAIL

22/10/06



EACH TENANT ALLOWED 1 PANEL IN ABOVE MAIN SIGN



SignsPlus

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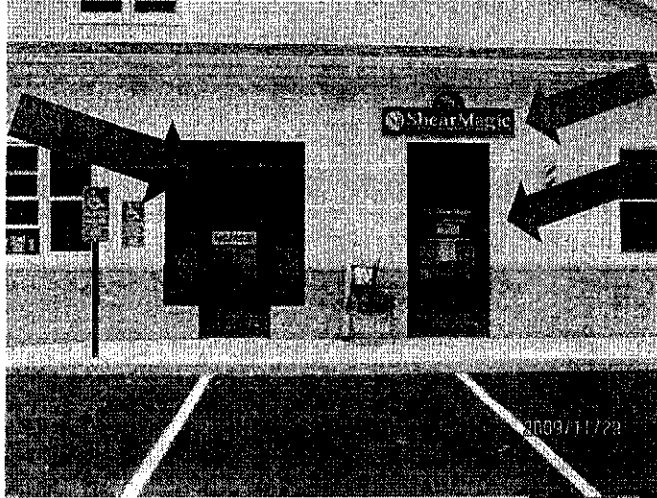
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Proposed Layout

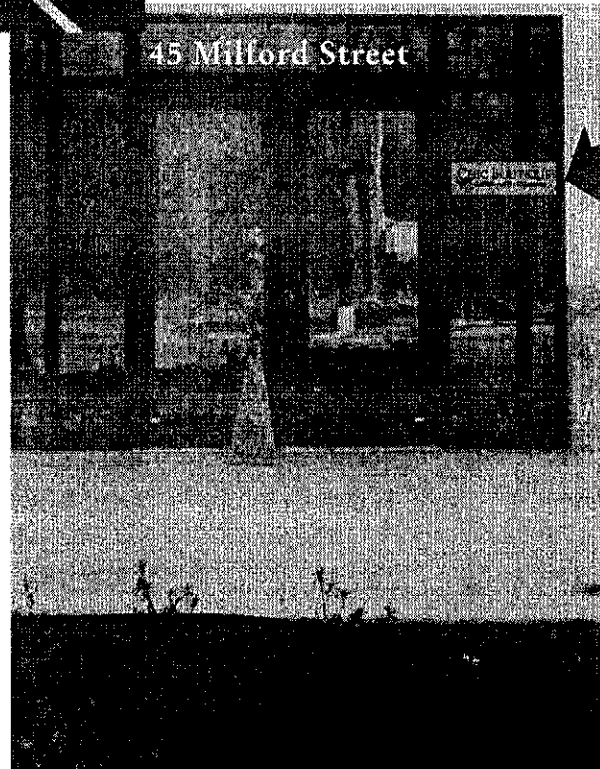
2

Proposed clarification of Master Sign Plan detailing tenant identification on glass/entry doors.

PROPOSED LETTERING FOR NEW TENANT



EXISTING SIGN PERMIT OBTAINED BY TENANT



PROPOSED LETTERING FOR NEW TENANT

SignsPlus

89 South Main Street, Milford, Massachusetts 01757

Phone: 508-478-5077

Fax: 508-634-9825

E-mail: info@signs-plus.net

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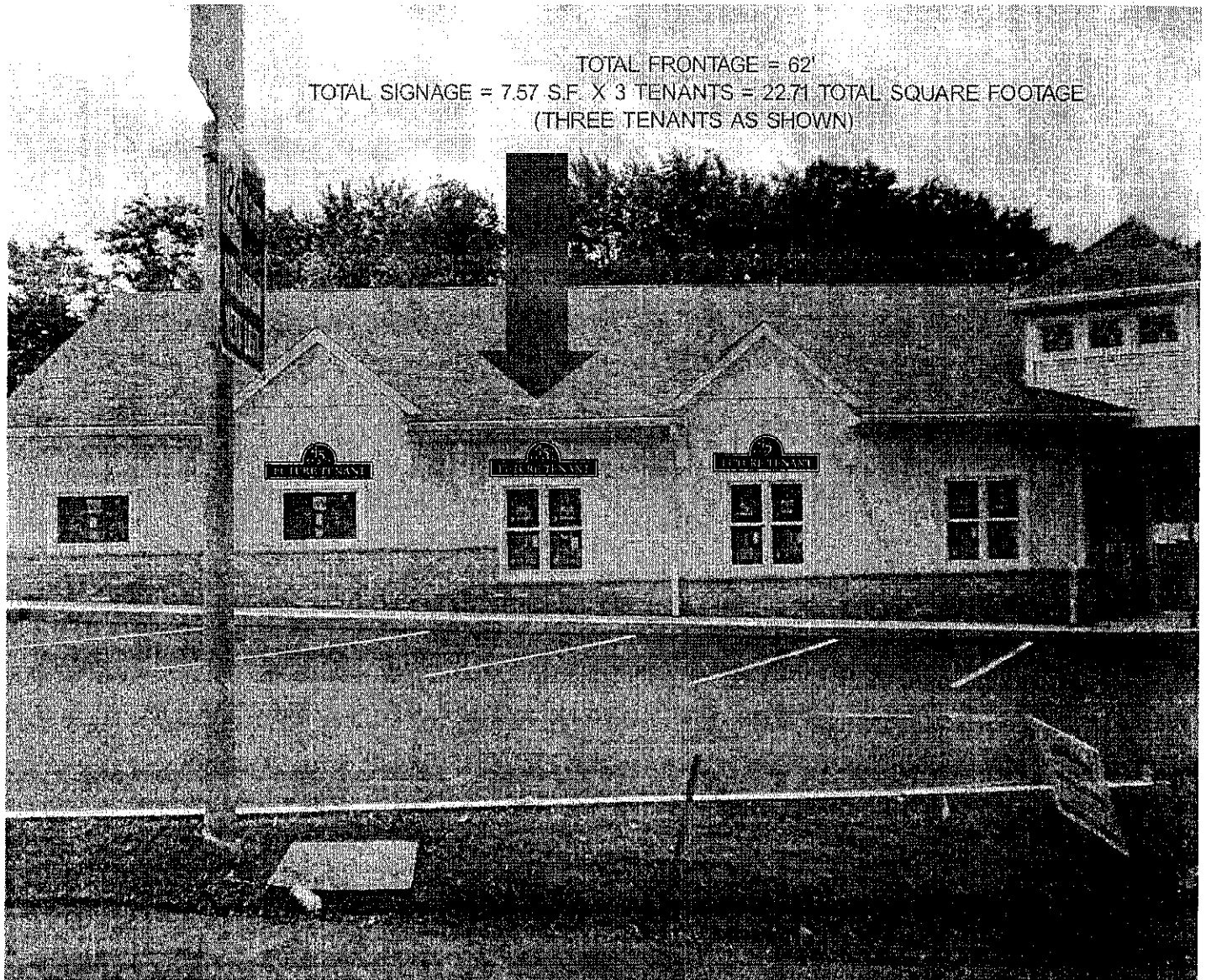
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Proposed Layout

3

Proposed additional tenant sign for
Route 109 facing side of building



SignsPlus

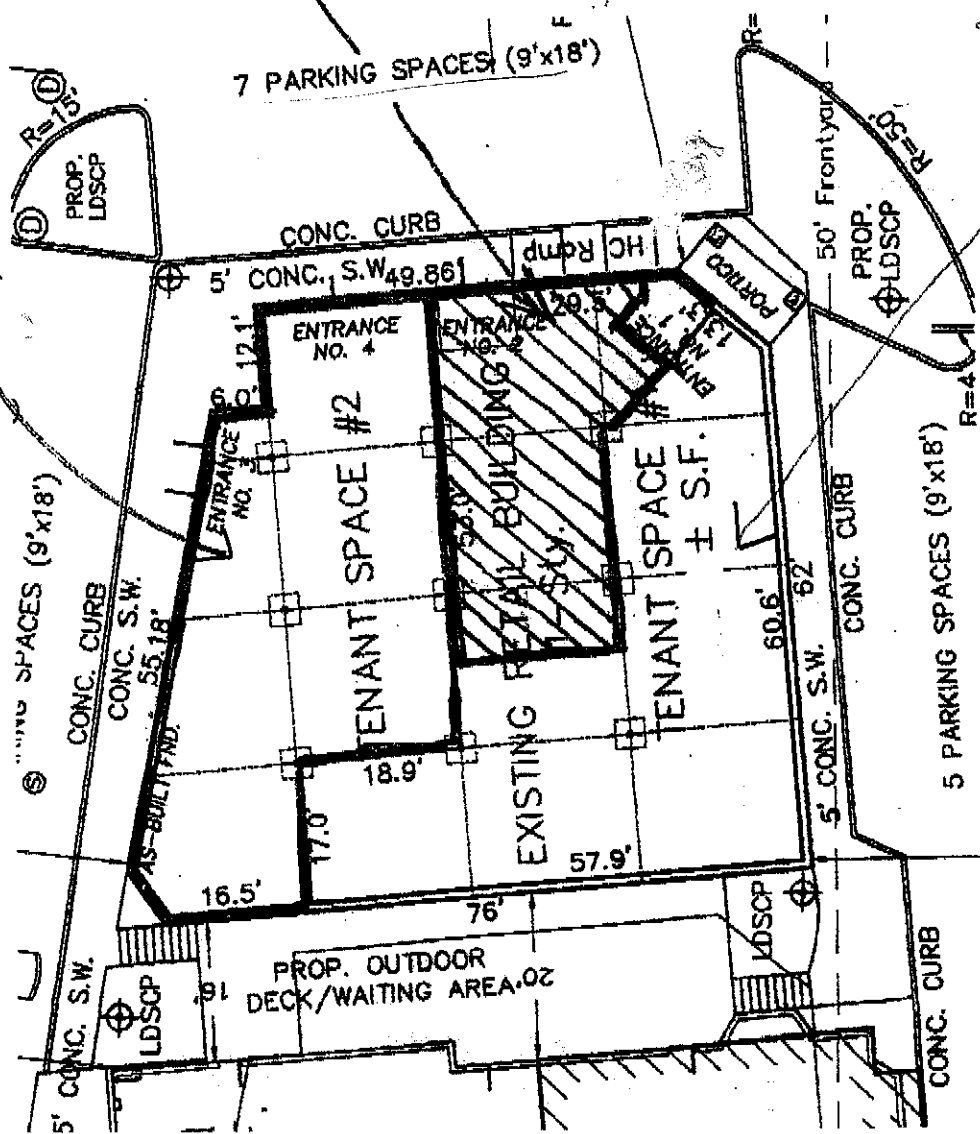
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EXISTING 50' x 100' 1800 SQ FT
 Tenant Space #2
 EXISTING 50' x 100' 1800 SQ FT
 Tenant Space #3
 EXISTING 50' x 100' 1800 SQ FT
 Tenant Space #3



2000 sq ft space
 yet to be leased -
 Tenant Space #3

MILFORD ST. - MEDWAY, MA.

PGC ASSOCIATES, INC.

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
508.533.0617 (Fax)
pgca@comcast.net

August 5, 2010

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

*Approved
8-10-10*

Re: **Charles River Village OSRD Special Permit**

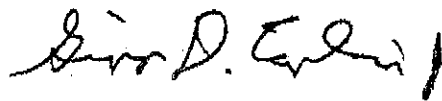
Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the Charles River Village OSRD special permit plan, submitted by applicant Charles River Village LLC (John Claffey) of Medway. The owners are Michael Acquafresca and Carol Supernor, Executrix of Helen Grudzinkas estate of Worcester. The plan was prepared by Faist Engineering, Inc. of Southbridge, and is dated July 28, 2010.

<u>Task</u>	<u>Hours</u>
Prepare estimate	0.5
Review for completeness	1.0
Technical Review and comment	3.5
Planning Board meetings (2)	3.0
Review and comment on decision	3.0
Total	11.0
Cost Estimate (@\$80)	\$880.00

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

Sincerely,



Gino D. Carlucci, Jr.

**Town of Medway
Oak Grove Mixed Use Feasibility Study
Proposal for Professional Services
July 15, 2010**

33 Waldo Street
Worcester, MA 01608

Tel: 508-792-4500
800-288-8123
Fax: 508-792-4509

www.bscgroup.com

On behalf of the Town of Medway, MassDevelopment has requested a proposal for professional services to perform a Feasibility Study for the development of Oak Grove as a mixed use Business/Technology/Residential community. The potential development site is a 100 +/- acre area on the southeasterly side of the I-495/Route 109 interchange in Medway. A key component of the development is the integration of Smart Growth Principles, which promote development in a manner that complements a community's environment, history and quality of life.

BSC Group (BSC) has performed numerous feasibility studies to assess the development potential of sites for both private and public clients. The BSC Team is comprised of Russell Burke, AICP, in the role of Project Manager, assisted by highly qualified planning, natural resources and landscape architecture specialists; Ninigret Partners will perform the Economic and Market Analysis. The BSC Team is poised to provide the full scope of services, as described below.

Project Understanding

The Town of Medway seeks an evaluation of the Oak Grove site's capacity to accommodate an economically and environmentally sustainable mixed use development that is consistent with the Commonwealth's Smart Growth Principles in anticipation of filing an application to the State under MGL Chapter 40R.

Project Approach and Scope

BSC envisions the project as five interdependent tasks culminating in a final report containing conclusions and recommendations. The proposed scope to effectively determine the feasibility of the mixed use project is outlined below by task.

1. Economic and Market Analysis

Economic Trends

To obtain a complete overview of market conditions in Medway, three key economic trends and their potential influence on development in Medway will be examined. The key trends are described as follows.

Engineers
Environmental
Scientists
GIS Consultants
Landscape
Architects
Planners
Surveyors



- Industrial and commercial sectors in MA, focusing on the sectors exhibiting employment growth within a 50-mile radius of Medway. Typically 70 percent of corporate relocations are within 50 miles of current location due to supplier and labor force issues.
- Personal income trends and related retail expenditures, with adjustments to commercially available historic personal expenditure data for changes in the consumer credit market.
- Population movement, with consideration given to historic movement and long-term trends. This is critical in understanding market demand.

Commercial Space and Site Availability and Suitability

The potential competitive real estate environment along the I-495 corridor will be examined. This search will utilize extensive market information collected by the major commercial and industrial real estate brokers on lease rates, absorption, supply and proposed new projects. The analysis of the competitive situation of available real estate in the market will focus on:

- office/flex/r&d/industrial space market;
- retail space; and
- mixed use development.

This evaluation will provide Medway with estimates of vacancies in the market, the types of space available for lease or purchase, price points and positioning.

Residential Trends

The proposed mixed use development includes a residential component. Identification of demographic trends relative to the demand for housing will also be undertaken. This analysis will employ a longer range perspective to the market as the recent housing crisis has made forecasting problematic due to the changes in the credit market and mortgage financing. Therefore the emphasis will be on core fundamentals of the housing market, in particular:

- available supply;
- current and long range absorption trends;
- household formation; and
- population movement.

Summary and Synthesis of Fact Finding

The findings will be synthesized into a series of potential scenarios and development options for Medway. This will include considerations on product mix, positioning, and square footage. In addition, key risk factors that the Town will need to consider and potentially mitigate as it moves forward will be identified.



2. **Existing Conditions. Opportunities and Challenges Analysis: All Things Considered**

Review Existing Plans and Reports

BSC's examination of existing conditions will facilitate a comprehensive understanding of the site and its context as a baseline for future development plans. The existing features of the site will be compiled by the BSC Project Team members who possess extensive experience and expertise in their respective disciplines. Available plans, reports and data sources will be compiled, reviewed and analyzed.

Site Visit/Field Reconnaissance

The BSC Project Team will visit the site and surrounding study area to document visible existing site features such as buildings, roads, utilities, pedestrian activity, circulation patterns, traffic conditions, vegetation and surrounding land uses.

Topography/Soils/Subsurface Conditions

Using available records, plans, Natural Resource Conservation Service (NRCS) soil surveys, USGS topographic maps, available USGS Surficial Geology maps, Mass GIS data layers, and other available information, BSC will compile all relevant data for the site into a base plan that can be used to show the site and its regional context in terms of natural resource opportunities and challenges. BSC will work with Town representatives to identify key neighboring landowners that may have information regarding subsurface conditions and include available information in the development of a base map. The plan will be prepared at a scale suitable for specific on-site planning and broader regional planning that can show connectedness, access, and general consistency with the Town's 2009 Master Plan.

Environmental Documentation

BSC will research records regarding known hazardous waste sites (MADEP and local records) or cleanup activities, including information available for the site. BSC will also evaluate locations of invasive species and include management approaches as part of the development analysis. While on the site the wetland scientists will evaluate the banks of the river to determine existing conditions and evaluate potential opportunities for future river access and open space as well as wildlife corridors. Photographs will be taken for inclusion in development assessment, report preparation, and public presentations.

BSC will coordinate with the Massachusetts Natural Heritage and Endangered Species Program (NHESP) to evaluate the species that are included in the NHESP polygon. Understanding of the specific species will assist in evaluating development options in terms of species habitat management, and identification of mitigation options.



BSC will evaluate each of these items and prepare GIS overlays maps showing opportunities and challenges. As part of understanding the challenges, BSC will evaluate potential regulatory issues that will be associated with future development, and will show regulatory areas as one of the overlay areas on the base plan. Regulatory information will include, for example:

- Wetlands Protection Act for activities within 100 feet of Bank;
- Rivers Protection Act, if applicable; and
- Medway Wetlands By-law 25-foot setback requirement.

Zoning/Regulatory

All current regulatory provisions shall be reviewed. The recent efforts establishing the area as a 43D Expedited and Priority Development site and UMass Planning Study represent Medway's proactive steps towards future development of the site.

BSC will focus on the inter-relationship of the provisions of the Zoning By-Law and Subdivision Regulations to identify conflicts or inconsistencies. Additionally, the existing regulations will be evaluated for compatibility with the Preferred Development Alternative and revisions which may be required to accommodate the Plan will be noted. Design guidelines will also be recommended in order to achieve the community vision for the site and surrounding streetscape.

Infrastructure/Utilities

A review of existing utility information available for the site and surrounding area will be performed. BSC will analyze existing infrastructure on site such as internal access drives, walks, and parking areas to identify possible opportunities for reuse or refurbishing these elements in a redevelopment. Additionally, BSC will identify opportunities for providing sustainable infrastructure (low impact development, storm water reuse, reusing/recycling existing on-site materials, etc.) in the planning efforts.

Traffic

A review and analysis of traffic data contained in previous studies available through the Town, State or other sources will be performed to gain a clear picture of traffic conditions in the vicinity of the site. A field inventory of all the study area intersections and roadway segments will be performed. This will include the documentation of characteristics such as roadway geometry, lane widths, type of traffic controls, including signs and signal equipment, bicycle accommodation, pedestrian amenities and accessibility, and land uses in the vicinity of the site. Discontinuities in existing sidewalks that affect the pedestrian experience in the study area will be noted.



Base Plan for Existing Conditions

Based on a compilation of the above data, BSC will prepare a detailed existing conditions plan of the site. The plan shall locate known improvements, features, property lines, buildings, utility easements, and site conditions.

Opportunities & Challenges Plans

BSC will prepare plans delineating opportunities and challenges for the site. The plans will build upon the site analysis conducted during site visits, the existing conditions plan and data gathered in the previous tasks. Site challenges such as location of subsurface elements, hazardous materials, regulatory setback requirements, traffic hazards, permanent existing features, topography, legal easements and surrounding land uses will be shown on the plans. Site opportunities to be highlighted will include such elements as buildable areas, frontage, available infrastructure, and access.

Utilizing our in-house GIS capabilities we will compile all the available data to indicate the site opportunities and challenges within the surrounding area and on-site. The resulting plan will be referenced during discussions with public officials and at the community meetings to aid in the understanding of the positive and negative aspects of developing the site. We will prepare a Technical Memorandum summarizing the site attributes and challenges shown on the opportunities and challenges plans. The Technical Memorandum will be further refined throughout the planning process and included in the final report.

Deliverables

- Technical Memorandum
- Base Plan of Site and Study Area
- Existing Conditions Plan
- Site Opportunities and Challenges Plans
- Two Meeting with Town Boards

3. Development Alternatives: Where Do We Want To Go?

During the Development Alternatives process, the BSC Group Project Team will consider the community vision and goals; regulatory considerations (setbacks, building height, parking, storm water management); economic viability as determined by the market analysis; environmental challenges (resource areas, flood zone, hazardous material limitations onsite); connectivity and access; integration of sustainable elements; viewsheds; and relationship to the surrounding community. The Development Alternatives will focus on the integration and synthesis of what constitutes the highest and best reuse scenario for the site and how that scenario can best be accommodated.



The BSC Project Team will collaborate with public officials during the preparation of two Development Alternatives for the property. The existing conditions information and opportunities and challenges plan will be used to identify potential buildable areas and circulation patterns in and around the site. Specific combinations of uses will be evaluated with the goal of establishing up to two separate and distinct Development Alternatives for the site. Development Alternative will reflect local concerns as well as any additional issues that arise during the site analysis detailed above.

BSC will prepare initial conceptual design sketches showing, in a general manner, building layouts and site elements for the two Development Alternatives. BSC will review the concept sketches with the Town and property owners and refine the plans based on comments received. The designs will be rendered in preparation for presentation at a meeting with local Boards/Commissions. An image board containing photos and graphics representing themes, styles and materials envisioned for the Development Alternatives will also be compiled. Consistency with Smart Growth Principles will be evaluated.

The conceptual Development Alternatives will be presented to the Town in a Technical Memorandum. The plans and summaries shall be the focus of the public presentation to solicit feedback on the alternatives and the selection of a Preferred Alternative.

Deliverables

- Technical Memorandum
- Two Conceptual Development Alternative Plans
- One Meeting with Town Boards/Commissions

4. Preferred Concept: How Do We Get There?

With guidance from Town Officials, property owners, and the public review of the alternatives, BSC will prepare a Preferred Concept Plan. The Preferred Concept Plan may be a refinement of one of the Development Alternatives, or a composite of elements from alternative plans. In addition to the Preferred Concept Plan, BSC will update the Plan Summary and prepare a Draft Feasibility Report. The Draft Feasibility Report will include the below listed elements.

- A detailed description of the Preferred Concept Plan.
- Relationship of Preferred Concept Plan to market analysis, existing conditions, community vision, relationship to surrounding area.
- Recommended regulatory measures to implement plan including: zoning, subdivision regulations, and design guidelines.



- Community benefits and fiscal impact assessment.
- Proposed public initiatives, capital improvements necessary for site development.
- Identify funding and financing sources that are available to assist site development.
- An Implementation Strategy identifying the sequential actions to be undertaken for the mixed use development.

BSC will present the Draft Feasibility Report to the Town and hold a Public Hearing for final review and comment.

Deliverables:

- Draft Feasibility Report
- Preferred Concept Plan
- Supporting Exhibits
- Presentation Material for Public Hearing
- One Public Hearing

5. Final Feasibility Report

Prepare Final Feasibility Report incorporating comments and revisions from Town Officials and the Public Meeting.

Deliverables:

- 1 Unbound Final Feasibility Report
- 5 Bound Final Feasibility Reports
- Digital PDF formatted Final Feasibility Report on a CD

July 15, 2010

Tel: 508-792-4500
800-288-8123
Fax: 508-792-4509

Ms. Mike Mitchell, Vice President
Planning & Development
Real Estate Division
MassDevelopment
33 Andrews Parkway
Devens, MA 01434

www.bscgroup.com

Re: Town of Medway Oak Park Mixed Use Feasibility Study
Proposal for Professional Services

Dear Mike,

Attached please find the proposed Project Approach and Scope for the Oak Park Mixed Use Feasibility Study in Medway.

The price proposal for professional services to conduct the Feasibility Study is as follows:

1.	Economic and Market Analysis	\$10,000.00
2.	Existing Conditions Opportunities & Consultants	\$15,000.00
3.	Development Alternatives	\$ 7,500.00
4.	Preferred Concept Plan/Draft Report	\$ 5,000.00
5.	Final Report	\$ 5,000.00
6.	Meetings (3 Board Meetings, 1 Public Hearing)	\$ 6,500.00
7.	Expenses (mileage, reproduction)	\$ 500.00
Total		\$ 49,500.00

Thank you for the opportunity to submit this proposal. Please feel free to contact us if you have any questions or require additional information.

Yours truly,



Russell J. Burke, AICP
Director of Planning



Charles A. Kalasuskas, P.E,
Principal

Attachment

Engineers
Environmental
Scientists
GIS Consultants
Landscape
Architects
Planners
Surveyors

Planning & Economic Development Board Associate Member **Revised draft – 9/8/09**

The Medway Zoning Bylaw provides that the elected Planning and Economic Development Board shall have an Associate Member, to be appointed jointly by the Planning and Economic Development Board and the Board of Selectmen for a two (2) year term.

The purpose of the Associate Member position is to have someone available to sit as a member of the Planning and Economic Development Board to hear and act on *special permit applications (which statute requires a supermajority vote for approval)* when a regular elected Board member is not able to fully participate because of:

- more than one absence from a public hearing,
- the inability to act, or
- a conflict of interest,

or if there exists a vacancy on the Planning & Economic Development Board.

The Associate Member is not expected to attend every meeting of the Planning and Economic Development Board. However attendance is required at any meeting when a special permit is being considered. The scope of the Associate Member's participation in special permits shall be equal to that of a regularly elected Board member.

For all other aspects of the Board's business such as subdivisions, site plans, zoning bylaw amendments, rules and regulations, and planning activities, the Associate Member is not permitted to vote. The Associate may participate in Board reviews and discussions; however the scope of that involvement may be limited at the discretion of the Chairman.

At the discretion of the Board, an Associate Member may serve as the Board's liaison to other Town boards or committees.

When there is a vacancy on the Board, the Associate member may be considered for a short-term appointment to fill that vacancy. However, it should not be assumed that the Associate will automatically be appointed to fill a vacancy.

Approved
8-10-10
//

Tetra Tech Rizzo One Grant Street Framingham, MA 01701		
Project	Date	Report No.
Applegate Farms	07-29-2010	1
Location	Project No.	Sheet 1 of
Coffee Street, Medway, MA	127-21583-09006	2
Contractor	Weather	Temperature
Canesi Bros. Inc.	A.M. SUNNY P.M.	A.M. 88 P.M.

FIELD OBSERVATIONS

On Thursday, July 29, 2010, Steven Bouley from Tetra Tech Rizzo visited the construction site to inspect and observe the demolition of a section of the existing field stone wall along Ellis Street at the proposed entrance location to Applegate Road and the installation of the rip-rap construction entrance at that location.

I. Observations

- A. TTR was on-site to inspect the installation of the construction entrance at the Ellis St. entrance to the site. An approximate 30' section of the existing field stone wall was removed in order to create an entrance onto proposed Applegate Road. Topsoil and roots were removed from the location and stockpiled. The area near the existing pavement on Ellis street was excavated down to suitable material and filled with gravel to form the base for the construction entrance.
- B. The town expressed dislike with the 1 1/2" stone at the Coffee Street construction entrance. The stone was shifting around as vehicles entered/exited the site and a lip was once again forming to the newly paved Coffee Street. I expressed to Mr. Canesi that the 1 1/2" stone at the entrance would need to be replaced with a larger size (3"-5" stone) in order to properly maintain the entrance and reduce any damage to Coffee Street. Mr. Canesi stated the quarry did not have 3"-5" stone available so a 6" size was delivered.
- C. The 6" stone was placed at both entrance locations to the satisfaction of TTR.
- D. Haybales were placed in the location from approximate STA 10+50 to STA 9+00. A temporary sediment basin was excavated at approximate STA 9+00.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

Sup't				Dept. or Company	Description of Work
Foreman	1	Bulldozer	1	Asphalt Paver	
Laborers		Backhoe		Asphalt Reclaimer	
Drivers		Loader		Vib. Roller	
Oper. Engr.	1	Rubber Tire Backhoe/Loader		Static Roller	
Carpenters		Bobcat		Vib. Walk Comp.	
Masons		Hoeram		Compressor	
Iron Workers		Excavator	1	Jack Hammer	
Electricians		Grader		Power Saw	
Flagpersons		Crane		Conc. Vib.	
Surveyors		Scraper		Tree Remover	
		Conc. Mixer		Chipper	
		Conc. Truck		Screener	
		Pickup Truck		Drill Rig	
		Dump Truck 6 Whl		Boom Lift	
		Dump Truck 10 Whl		Water Tank	
		Dump Truck 14 Whl		Lull	
		Dump Truck 18 Whl		Gradall	

OFFICIAL VISITORS TO JOB

RESIDENT REPRESENTATIVE FORCE

Police Details: n/a	Name	Name
Time on site: 12:00 P.M.-12:45 P.M.		
CONTRACTOR'S Hours of Work:		
	Resident Representative Steven Bouley	

Project Applegate Farms	Date 07-29-2010	Report No. 1
Location Coffee Street, Medway, MA	Project No. 127-21583-09006	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 88 P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule
 - A. Canesi will inform TTR of any plans to work at the site in the future.

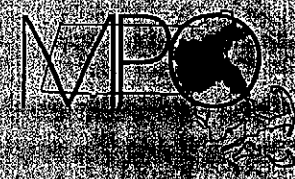
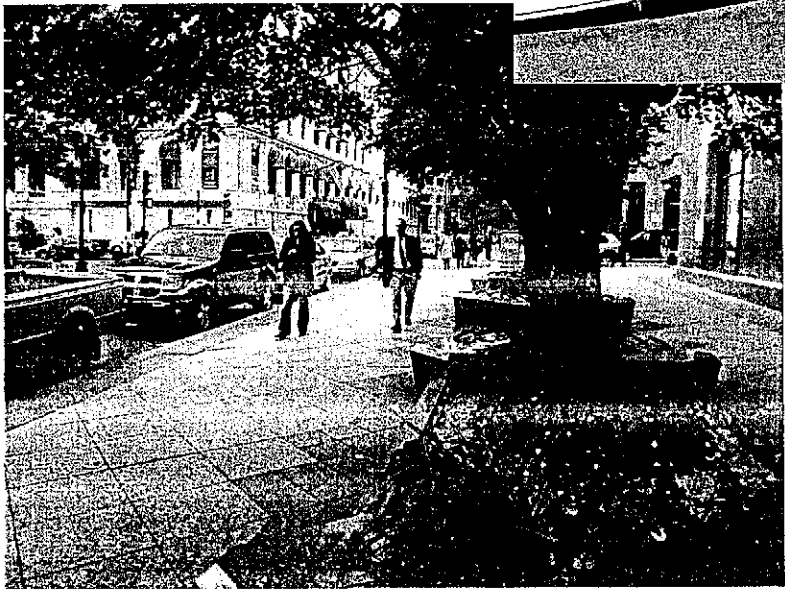
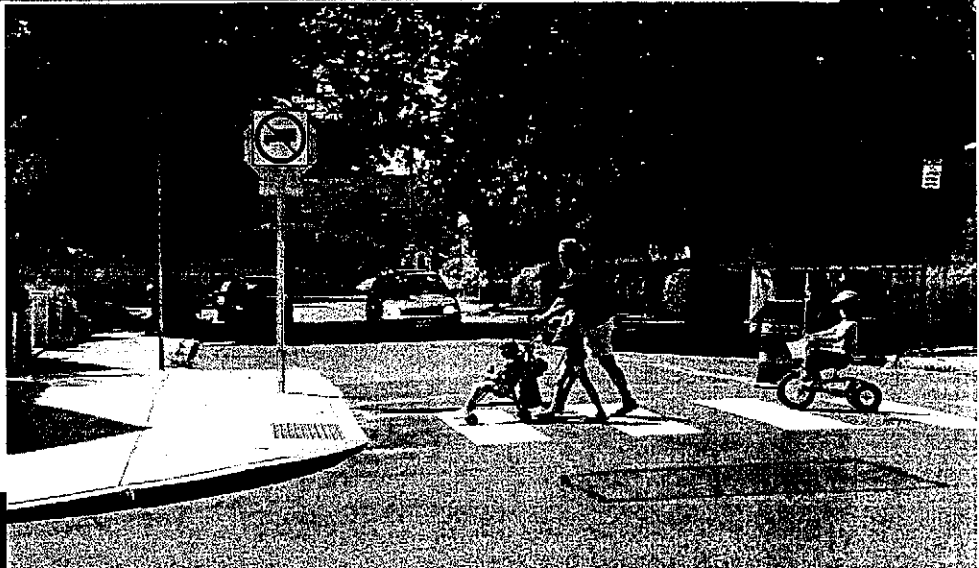
3. New Action Items
 - A. N/A

4. Previous Open Action Items
 - A. The stone at the construction entrance to the site on Coffee Street was shifting creating a lip up to the pavement in Coffee Street.
 - B. Haybales are to be placed at the lowest point of the site in the approximate location of STA 10+50 to STA 9+00.
 - C. Organic/silty subsoil material shall be removed from the proposed limits of the roadway. Canesi has proposed that this be completed when the next excavation occurs within the areas noted in item 1 above.
 - D. Organic/silty subsoil material, and roots shall be removed from the proposed limits of the roadway. If boulders encountered in subgrade are disturbed by other excavating activities they shall be removed from the roadway Right-of-Way. Canesi has proposed that this be completed when the next excavation occurs within the areas noted.

5. Materials Delivered to Site Since Last Inspection:
 - A. N/A

2010

The Boston Region's Pedestrian Transportation Plan



MAPC Project Team

David Loutzenheiser

Alison Felix, AICP

Contributors

Mariana Arcaya

Anna Biton

Eric Bourassa

Susan Brunton

Sam Cleaves, AICP

Jim Gallagher

Rob Goodspeed

Jessie Grogan

Mark Racicot, AICP

Jennifer Raitt, AICP

Advisory Committee

Rosalie Anders, City of Cambridge

Clark Brewer, Town of Cohasset

Cathy Buckley, Boston Region MPO

Cindy Campbell, Commonwealth of Massachusetts, Highway Safety Division

John DePriest, AICP, City of Chelsea

Mark Fenton, Town of Scituate

Victoria Fletcher, Town of Stow

Chris Hart, Institute for Human Centered Design

David Koses, AICP, City of Newton

Karen O'Connell, Town of Dedham

Lea Susan Ojamaa, Massachusetts Dept. of Public Health

Steve Olanoff, Town of Westwood

Bob Sloane, Walk Boston

Julie Vaughn, Town of Concord

This document was prepared for the Boston Region MPO. Its preparation was supported by 3C Transportation Planning Funds and by state and local matching funds. Massachusetts Department of Transportation Contracts 0056010 and 0059795 and EOTC Section 5303: MA-80-0003 and MA-80-0004.

This report was funded in part through grants from the Federal Highway Administration of the U.S. Department of Transportation. The contents of this report do not necessarily reflect the official views or policies of the U.S. DOT.

This study was conducted under the direction of the **Boston Region Metropolitan Planning Organization**. The MPO is composed of state and regional agencies and authorities, and local governments. The **Metropolitan Area Planning Council (MAPC)** was the principal author of this report. MAPC is Greater Boston's regional planning agency whose mission is to promote smart growth and regional collaboration in Metropolitan Boston.

June 2010

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The Boston Region's Pedestrian Transportation Plan

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The Boston Region's Pedestrian Transportation Plan

Executive Summary

The benefits of walking, such as improving public health, fostering connected communities, decreasing automobile dependence, and reducing air pollution are highlighted in the Boston Region's Pedestrian Transportation Plan (PedPlan2010). There is an increasing need and responsibility to give people the opportunity to walk. PedPlan2010 addresses the importance of walking and what can be done to facilitate and promote it as a viable mode of transportation.

Unfortunately, years of auto-centric public policy decisions have established a transportation system that has not created infrastructure equivalent for pedestrians. As a result, impediments to pedestrian travel have been created that can make walking difficult and dangerous in both urban and suburban communities. Transportation issues such as traffic congestion and speeding vehicles, inefficient snow and ice removal, walkway¹ maintenance, and infrastructure design that accommodate pedestrians are some examples of these impediments. Implementing the recommendations outlined in PedPlan2010 will help to remove these impediments and accomplish the goal of increased walking throughout the Boston region.

PedPlan2010 identifies actions local governments, advocacy organizations, the private sector and individuals should take to encourage walking. At its core, PedPlan2010 is a planning document that describes the existing pedestrian infrastructure in the Boston region's 101 cities and towns, and recommends policies and practices that will facilitate walking as a convenient, safe, and practical form of transportation.

Key Challenges:

- Walking can be difficult and potentially hazardous. Only about half of the region's road and street network has walkways.
- Few commuters walk to work. Only 5.7 percent of commuters walked to work in the Boston Region in 2000. The percent of walking commuters was slightly higher in the Boston Region compared to Massachusetts (4 percent). Within the Boston Region, the percent of those who walked to work ranged from as high as 24 percent in Cambridge to as low as 0 percent in Middleton. There is room to make walking an option for more commuters.
- According to the Centers for Disease Control, the Massachusetts' adult population obesity rate among Massachusetts adults increased from 10-14 percent of the population in 1998 to 20-24 percent in 2008. Almost 25 percent of Massachusetts high school students are overweight or are at-risk of becoming overweight. Obesity can decline if people walk more.

Key Recommendations:

- Municipalities should work with appropriate stakeholders and use PedPlan2010 to develop and implement a comprehensive pedestrian plan for their city or town. The comprehensive pedestrian plan will recommend ways to complete the pedestrian network, integrate well-designed pedestrian infrastructure into the built landscape, and develop measures to adequately fund maintenance and operation programs.
- Educate the public about the benefits and means of incorporating walking into their daily lives. The pedestrian plan provides information on educational programs that encourage walking. Participation in these programs will increase the health, safety and physical activity of the public.

¹ Walkways comprise all facilities that carry pedestrians. This includes sidewalks, paths, shared streets and shared-use paths.

1. Introduction

Importance of Walking

Walking is central to our lives; is a component of virtually all trips; and has positive health environmental and community benefits. Increased walking improves public health and reduces car dependence. In turn, reduced car dependence will ease traffic congestion, improve air quality, and decrease emissions that lead to global warming. Furthermore, strong pedestrian infrastructure can encourage centers of commerce, employment, education, and play that increase community vitality and accessibility for people with disabilities.

Who are Pedestrians?
Pedestrians include people who walk, sit, stand, or use a wheelchair in public spaces. Children, teenagers, adults, the elderly, people with disabilities, workers, residents, shoppers, students and tourists are all pedestrians.

Every trip involves walking, alone or in combination with public transit, motor vehicles or bicycles. Pedestrians include people of all ages from children to older adults as well as people with visual, mobility, and sensory impairments, such as those who use wheelchairs. Efforts to accommodate persons with disabilities should be a priority in the development of any pedestrian improvement plan.

The National Cooperative Highway Research Program (NCHRP) describes walking and the importance of the pedestrian:

Walking is a basic human activity, and almost everyone is a pedestrian at one time or another...Even though pedestrians are legitimate roadway users, they are frequently overlooked in the quest to build more sophisticated transportation systems. Whether building new infrastructure or renovating existing facilities, it should be assumed that people will walk, and plans should be made to accommodate pedestrians. Where people aren't walking, it is often because they are prevented or discouraged from doing so.²

The deficiency of appropriate facilities for pedestrians contributes to physical inactivity. Communities need to provide environments that promote walking and engage residents in physical fitness. In turn, increased pedestrian activity promotes health benefits such as weight control, lower blood pressure, stress reduction, and sleep improvement.



What Does this Plan Do?

It is sometimes stated that there is no point in providing or improving pedestrian facilities because there are no pedestrians in that area. This neglects the fact that the lack of pedestrians may be directly related to the quality or absence of pedestrian infrastructure such as sidewalks or crosswalks.

PedPlan2010 seeks to steer every community toward implementing a pedestrian plan on a local level, whether by improving or establishing a plan to maintain or enhance its existing pedestrian facilities or by

² The National Cooperative Highway Research Program (NCHRP) Report 500, Volume 10, A Guide for Reducing Collisions Involving Pedestrians, 2004, page I-1.

The Boston Region's Pedestrian Transportation Plan

developing a strategy to create a pedestrian plan where few if any facilities exist. Most importantly, whether a community is urban, suburban, or quasi-rural, PedPlan2010 seeks to increase awareness of transportation by foot as a fundamental element of the region's overall transportation network and a critical means of promoting public health. Finally, PedPlan2010 provides individual communities with a variety of measures that can be implemented on a cost-effective basis, taking advantage of federal, state, and local funding opportunities or scheduling pedestrian improvements to coincide with other planned infrastructure developments to maximize the level of improvements to be gained with less capital investment.

Major Types of Pedestrian Trips

Terminal Trips

Trips made to and from home or points associated with transportation mode areas such as parking lots, bus stops, and transportation stations.

Utilitarian Trips

Trips made to carry out a specific function, such as business trips related to work or personal business trips that involve shopping, dining or going to a doctor's office.

Recreational Trips

Trips made for purposes related to leisure time or for purposes such as going to the theatre, concerts, and sporting events. Recreational trips also include social activities in which walking is one of the primary purposes.

Source: Pedestrian Malls, Streetscapes, and Urban Spaces, Harvey Rubenstein, 1992

