

**November 27, 2012
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053**

BOARD MEMBERS PRESENT: Andy Rodenhiser, Bob Tucker, Karyl Spiller-Walsh, and Tom Gay.

ABSENT WITH NOTICE: Chan Rogers

ALSO PRESENT: Susy Affleck-Childs, Planning and Economic Town Coordinator
Amy Sutherland, Meeting Recording Secretary
David Pellegrini, Tetra Tech Engineering
Gino Carlucci, PGC Associates

The Chairman opened the meeting at 7:05 pm.

There were no Citizen Comments.

Applegate Farm Subdivision:

The Board had an informal discussion with Developer Ralph Costello and DPS Director Tom Holder. Rob Truax from GLM Engineering was in attendance as Mr. Costello's engineer. This subdivision is located on Applegate Road at the northeast corner of Ellis and Coffee Streets, shown as Road A on the approved plans.

The purpose of the meeting was to discuss a possible plan modification resulting from the Virginia Road drainage issues.

There were several documents entered into the record:

- A letter dated November 16, 2012 from Unique Homes from Ralph Costello. **(See Attached)**
- Email dated November 1, 2012 from Tom Holder, Department of Public Services. **(See Attached)**
- A letter dated October 4, 2012 from Tom Holder, Department of Public Services. **(See Attached)**

Mr. Costello communicated that he is not planning on taking any legal action. His goal is to work together with the Town to resolve this matter. The plan is to establish another drainage easement through Applegate Farm to carry water from Ellis Street to the Applegate detention basin. The cost of this will be shared between Mr. Costello and the Town.

Mr. Costello has put together a framework for a resolution. This document was circulated to members.

Chairman Rodenhiser disclosed that he has an ongoing working relationship with Rob Truax from GLM Engineering.

Engineer Truax showed a plan showing the easements. It was related to the Board that Mr. Costello has already completed some of the installation work at his cost. The size of the drainage basin and pipes was increased to accommodate the increased flows. The stub is in place. This has been completed. Mr. Costello is looking to reduce the sidewalk from 6 feet to 5 ½ feet. The applicant would also like get a waiver from the curbing standards to allow for Cape Cod berm instead of sloped granite. The applicant would also like to delete the “sidewalk to nowhere” (on the north side of Coffee Street east from Applegate Road to the eastern edge of the property) along with eliminating foundation drains.

Tom Holder indicated that he is receptive to allowing the sidewalk to be reduced to 5.5 ft. He did indicate that this must meet the ADA and AAB requirements.

Susy Affleck-Childs recommended that the Board not make any decision about eliminating the “sidewalk to nowhere” until the public hearing takes place. The neighbors felt strongly about the sidewalk. A variation of this current condition would require a waiver from the subdivision rules and regulations.

The Board discussed the purpose of the independent drain and why it is not needed.

Tom Holder explained that the independent drain has been put in behind the foundation drains. It is independent of the roadway drainage system. This is not a common practice, but it goes to the same place. It is clean water. This is for all lots on the upside of the roadway. This was referenced on the plan. The test pits will have to be evaluated. It has been recommended to eliminate the drain completely. The desire is to keep the stormwater local.

Tom Holder noted that he is comfortable with Cape Cod berm. This is finding common ground.

The Board was comfortable and receptive to allowing for bituminous Cape Cod berm rather than the granite currently specified.

Member Spiller-Walsh wanted to know if the sidewalk to nowhere is behind the proposed stone wall which has been installed already.

It was communicated that this was a private stone wall that was not built by Mr. Costello.

Member Spiller-Walsh wanted to know has anyone had a conversation with him about this.

Member Spiller-Walsh would hate to see a cut through the wall. This is a scenic wall. The new wall looks beautiful and solid.

Mr. Costello responded that he would love to add on to the wall up Ellis Street to Lot 7. It would be two or three feet back from the property line like the newly reconstructed and installed wall, but he would use the same rocks.

Member Spiller-Walsh asked what happens with the sidewalk on Coffee Street where A meets B?

Mr. Costello noted probably nothing, but he wants to improve value. There was a suggestion that the idea was to have the sidewalk meander through trees. Ralph does not want to volunteer to build that section of stone wall.

It bothers Spiller-Walsh that the stone wall stops in the middle of the stretch on Coffee St. Member Tucker is in favor of taking down more trees.

Rob Truax noted that there are about 24 to 26 ft. trees. All the trees are shown on plan. There were not a lot of big trees.

The applicant will file an application to amend the previously approved subdivision plan and will list items as waivers. A whole new set of plans needs to be submitted. The sidewalks will meet the ADA standards.

The applicant will take all the information and put it into the plan modification.

The Meadows:

The Board is in receipt of a memo from Ralph Costello dated November 16, 2012. **(See Attached)**

Mr. Costello is challenging number #1 and #4 of the punch list prepared by Tetra Tech. He communicated that the signs were initially put in and have been stolen. This was the same with the caution sign. The town has been maintaining this for a number of years. This is a matter of public safety.

Tom Holder notes that we will take on something (accept a street) in relatively good condition.

Mr. Costello indicated that each time we completed a list, a new list was created. He is interested in getting a return on the bond.

Susy Affleck-Childs responded that there have been repeated letters sent to Mr. Costello which have been ignored.

Consultant Pellegrini communicated that creating a punch list prior to street acceptance is standard.

Mr. Costello responds that it is not his responsibility to maintain since the Town has been maintaining it.

Susy Affleck-Childs asks the Board to consider having Mr. Costello make a payment in lieu of instead of installing a fire alarm.

Mr. Costello responded that the piping for system is already in the ground, and the former Fire Chief (Wayne Vinton??) had communicated that he didn't want that type of system any more.

Mr. Costello agreed to put up the signs and do the crack sealing.

Consultant Pellegrini indicated that the crack sealing will not need to be done until spring.

Mr. Costello agreed to do other items.

The Board was in agreement that the bond will not be released until the work is done.

Susy reported that the process to release a bond will take about four weeks. She thanked Tom Holder for all he has done and expressed her appreciation for his willingness to work together and his department on this, going as far as allocating some funds.

ECONOMIC DEVELOPMENT DIRECTOR:

Claire O'Neill, the newly appointed Economic Development Director, was present at the meeting. She communicated that she is currently working with 19 hours a week from her home until the office space will be ready. She has spent the last six week getting to know the town. She has also had meetings with companies and manufacturers and is getting a sense about what challenges these business owners have.

The Economic Development Committee is planning to have small business workshops at different times of the day for businesses. There were invitations sent out to 350 companies.

Claire is also working on the vacant property list along with creating listing sheets for industrial opportunities. She is also having meetings with town departments. There is a meeting with Charles River Pollution Control District next week.

Susy Affleck Childs and Claire met in Boston with the Department of Housing and Community Development. This was a great meeting and there was discussion about Oak Grove and the challenges.

Claire will also be working with Northeastern to update the Economic Development Assessment Survey. There was no avenue to solicit the business when the results were collected initially. This was not done. We can generate updated information from business which would update the report. Northeastern has offered to give a new report once information is provided. This is no cost to town.

Claire will be attending a meeting tomorrow of the Metrowest Economic Development Academy.

The Economic Development Committee met with a broker from Northeast Real Estate Solutions to discuss potential solar sites.

There was a recommendation to make sure the Energy Committee is involved with this.

It was also suggested we look at permitting changes for this so that we are not overly limiting sites where commercial solar could be installed in Medway.

Claire wanted to know if anyone has reached out to the owners of property in the Industrial II zoning district which is presently zoned for solar.

Susy responded she had not.

The Economic Development Committee is exploring the development of the website and is considering an outside vendor.

Claire is also looking to set up more properties for 43D designation.

ENGINEERING CONSULTANT REPORT:
Applegate Subdivision

Dave Pellegrini informed the Board that some soil material came in from other projects and he rejected this.

Vice Chairman Tucker will check the State Law regarding when soil is brought in. Dave indicated that he rejected what he saw.

There was an issue with soft pavement. This will have to be cut out and fixed. The material was a little thin. There was a dense crushed dense stone. The material was very good.

Consultant Pellegrini indicated that an Ellis Street house parcel was cleared along with shrubs. There is concern that there was a swale and now there is no swale and a pipe is being blocked. There was a defined path for the water before. Now it is not there and we need make sure it is cleared. Consultant Pellegrini will follow-up with the contractor.

The sewer will be tied into Applegate and it will be inspected and coordinated with Medway Water and Sewer.

The Board would like to make sure that the easements are clean and would like this cleared from Town Counsel. This needs to be clearly defined.

There was discussion about having Consultant Pellegrini put together a letter that the residents are tying in at their own risk.

Member Tucker would like Town Counsel to review this letter prior to anything being sent out.

Consultant Pellegrini indicated that Applegate does not have a bond in place yet.

It was suggested that a bond be put in place to protect the infrastructure.

The problem is when something breaks, where does this leave the subdivision? There is no risk to the town but there is to the homeowners.

It was noted that a bond is to cover work that is not completed.

The Board recommended that Dave speak with Tom Holder since the Town will own the infrastructure.

The Board would like a bond to be put in place along with getting input from Tom Holder about maintenance and responsibility with specific locations of where we own. This needs to be made clear to the homeowners.

Consultant Pellegri will keep this on the report until the bond is posted.

Pine Meadows:

Consultant Pellegri provided an update on Pine Meadows. Dave reported that the contractor had noted that there was an issue putting in the bounds.

The Board wants the bounds in place.

PLANNING CONSULTANT REPORT

Consultant Carlucci provided a memo dated November 27, 2012 regarding comments on proposed Village Residential District and Sign Bylaws. **(See Attached)**

The Board discussed adding a possible new Village zoning district. There was a recommendation that a portion of AR-II could become this new Village district. It could follow the lines of the historic districts.

Gino mentioned another possible district for Brentwood and similar mid-century/early suburban subdivisions which do not comply with the AR2 classification.

As far as the names for this area it could be referenced at R-1, R-2, R-3, and R-4.

Consultant Carlucci communicated that he did not look at the dimensional requirements.

The Board reviewed a document from entitled Ideas for a New Village Residential District dated October 4, 2012 drafted by Susy Affleck-Childs. **(See Attached)**

The discussion was about the Village Residential District. For new construction it was suggested to analyze the predominant existing conditions to determine dimensions that would make the majority of existing properties conforming. There was further discussion about two family dwellings; some standards could be based on context within the same block. The Board would like this to be done on a scaled basis. It could be done by lot coverage. This is clearly a proportional issue and would need to be done cohesively. This would require a special permit to limit the size. The Board does not want to allow overbuilding on a lot. The Board is ok with variation. The Board discussed that there must be diversity within the community.

This could make two-family by right. This is part of the idea of the Village community. These types of homes already exist there.

The parking within this area would need to be addressed. There could be on street parking for streets which could accommodate. It was noted that the Town's snow parking ban would not allow this. This would need to be looked at further. The 30,000 sq. ft area may be too big for a two-family lot. If there is a parking area designated by the Town, it would bring more investment in the Village area. The parking

will always be an issue in this area until it is changed. There was discussion about lot size in the Village area. The Board would like to think about the other houses in this area.

Consultant Carlucci will look into this further and will report back to the Board.

Sign Bylaw:

Consultant Carlucci did speak with a representative from Brookline within the planning department. It was communicated that the Town does not necessarily get permits for the signs. There is an enforcement issue. This is a similar situation to Medway. The enforcement of this is an issue in both towns. There is a fair amount of chasing when someone is in violation.

Susy Affleck-Childs communicated sign enforcement is an issue worth discussing with the Town Administrator and the Board of Selectmen.

Planning and Economic Development Coordinator:

- Mr. Calarese has filed for a Special Permit with the Zoning Board of Appeals for the Tri Valley Commons Shopping Center (72 Main Street)
- There is a meeting with the MetroWest Academy on November 28, 2012. Ann Sherry, Andy Rodenhiser and Susy are planning on attending.
- There is a meeting with Capital Improvements Planning Committee on November 29, 2012 to discuss the FY 2014 requests and there will be a demonstration about the GIS work which has been completed. There will also be an update about the community signage project.
- The title work for Oak Grove is almost complete. The wetlands were noted on the map and the six categories are being redefined.
- The December 11, 2012 PEDB mtg will include action on the Fox Run Farm 40 B project – bank agreement and lot releases.
- The Board is in receipt of an email dated November 19, 2012 from Susy which was sent to Paul Yorkis with responses to questions regarding Charles River Village OSRD. This document contains answers to various questions posed by Mr. Yorkis. **(See Attached)**

Meeting Minutes

October 23, 2012:

The minutes from October 23, 2012 were be tabled until the December 11, 2012 meeting.

October 30, 2012

On a motion made by Karyl-Spiller Walsh and seconded by Bob Tucker, the Board voted to approve the minutes from October 30, 2012. (Andy Rodenhiser abstained)

Adjourn:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to adjourn the meeting at 10:20 pm.

*Minutes of November 27, 2012 Meeting
Medway Planning & Economic Development Board
APPROVED – December 11, 2012*

Respectfully Submitted,

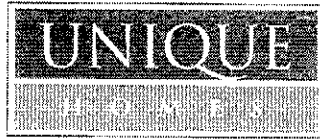


Amy Sutherland
Meeting Recording Secretary

Edited by,



Susan E. Affleck-Childs
Planning and Economic Development Coordinator



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RECEIVED
NOV 19 2012

TOWN OF MEDWAY
PLANNING BOARD

November 16, 2012

Susan Affleck Childs
Medway Planning and Economic Development Board
Medway, Ma.

Dear Susan,

The purpose of this letter is to schedule a time with the Medway Planning and Economic Development Board to request a modification to the Applegate Farm Definitive Subdivision Plan. Modifications are needed as part of an overall plan to solve a drainage problem impacting Virginia Road, Ellis Street, and the Applegate Farm subdivision. After many months of discussing the drainage problem and possible solutions, Tom Holder of the Medway Department Of Public Services, Rob Truax of GLM Engineering, Dave Pellegri of Tetra Tech Engineering and Unique Homes, the owner of the Applegate Farm Subdivision have developed a framework for a solution including a plan which creates a drainage easement through the Applegate Farm Subdivision and shares the improvement costs of the easement between the developer and the town.

The reason for the meeting is to discuss the framework, revised plans, and modifications and seek Planning and Economic Development Board approval of the proposed changes.

Please contact me at (508) 359-8550 or rmc@uniquenewhomes.com to schedule a meeting time with the board as soon as possible. Thank you for your cooperation.

Sincerely yours,

Ralph Costello
Unique Homes

505 Main Street
Medford, MA
02052-3548
T: 508 359 8550
E: 508 359 2062

Susan Affleck-Childs

From: Thomas Holder
Sent: Monday, November 19, 2012 3:58 PM
To: Susan Affleck-Childs; David Damico; Pellegri, David
Subject: RE: The Meadows - REsponse from Ralph Costello re; punch list

Hi Susy – In understanding the intent of accepting a street is that it would be accepted relatively soon after it was built and therefore would be in good condition. When we now accept roads that are aged and have conditional shortcomings, we would naturally ask that the road and associated systems be brought up to as new condition as possible prior to accepting responsibility. We wouldn't knowingly take on a financial liability. This being said, I think that the items Unique Homes is categorizing as Town responsibility is perceived as such because we were gracious enough to service those roads prior to accepting them. We should expect that the roads and systems be updated to the extent funding will allow.

Sorry if I sound preachy, Just my high-altitude perspective of street acceptances.

Thanks,
Tom

Thomas Holder| Director
Department of Public Services

Town of Medway
155 Village Street
Medway, MA 02053
508-533-3275

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From: Susan Affleck-Childs
Sent: Monday, November 19, 2012 2:57 PM
To: Thomas Holder; David Damico; Pellegri, David
Subject: The Meadows - REsponse from Ralph Costello re; punch list

Hi,

We have received a response from Ralph Costello to the Board's letter dated October 15, 2012 re: the punch list for the Meadows. See attached documents.

The PEDB will probably meet with him next Tuesday evening to discuss this and other matters.

What is the DPS perspective on Mr. Costello's comments on the street signs and pavement cracking? He has suggested that those are the Town's responsibility, not his. Thoughts!?!?



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES

TOWN OF MEDWAY
Planning & Economic Development Board

*Entrusted To
Manage The
Public
Infrastructure*

October 4, 2012

Mr. Ralph Costello
Unique Homes, Inc.
503 Main Street
Medfield, MA 02052

RE: Applegate Farm Subdivision Drainage

Dear Mr. Costello,

We are writing in response to your communication dated May 22, 2012 in which you assert that the Town of Medway is responsible for addressing the "flow of storm water flooding the homes, streets and land at Virginia Road, Ellis Street, Green Valley Road and the soon to be developed land, streets and homes of the Applegate Subdivision", and for compensating you for easement costs through offsetting modifications of the Applegate Farm Subdivision Plan approval. The Town denies that it is liable to you in any manner whatsoever for the storm water drainage, storm water drainage improvements, or easements detailed in your letter.

The conveyance of stormwater through the Applegate Farm subdivision is the responsibility of Unique Homes, not the Town of Medway. The extent of the existing conditions of stormwater discharge onto the Applegate Farm Subdivision property was not fully identified nor addressed in the subdivision plan submittals you provided to the Town of Medway in late 2005. It was your responsibility to fully assess all the stormwater flows onto your property and to propose an adequate drainage design to accommodate those flows. Accordingly, the stormwater flows need to be addressed by you as the developer at this time.

Without waiving any of the Town's rights, and for purposes of settlement only, we also believe we can forge a productive partnership with you. Any actions or statements by Town officials and employees in this regard are for purposes of settlement only, and are not to be construed as an admission of any liability or admissible in any subsequent proceedings.

To date, the Medway Department of Public Services (DPS) has funded work performed by GLM Engineering Consultants, Inc. to model and design a collaborative public and private remedy to accommodate stormwater flows from Virginia Road and Ellis Street across the Applegate Farm Subdivision property to the planned retention basin. This engineering work has cost the DPS approximately \$10,000.00.

HIGHWAY - WATER - SEWER - FLEET - PARKS - FACILITIES - SOLID WASTE

TOWN OFFICES | 155 VILLAGE STREET | MEDWAY, MASSACHUSETTS 02053 | TEL 508-533-3275

Ralph Costello
October 4, 2012

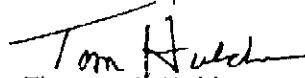
To facilitate the transport of the subject storm flows in Ellis Street, the DPS by way of settlement only would agree to furnish and install materials and perform the associated improvement work within the public right-of-way on Ellis Street similar to that identified in the "Virginia Road Drainage Improvement, Medway, MA" scope of work prepared by GLM Engineering Consultants, Inc, dated February 12, 2012. This work would primarily involve an upgrade to the existing drainage infrastructure to include the installation of catch-basins, a manhole and connecting pipe work as well as all materials required for the installation of systems and roadway repair. It is anticipated that this work will not cost more than \$20,000.00. The DPS is prepared to perform this work upon being notified of a signed formal agreement which clearly identifies the remedial actions expected of both the Town and you as the Developer. The DPS feels the expenditure it has already made to address this matter coupled with the investment in public infrastructure it hereby offers to make more than adequately represents the Town's financial contribution to this project partnership.

Furthermore, the DPS is supportive of relieving some of the public way construction standards previously specified in the approved Applegate Farm subdivision plan. As discussed at a recent Planning and Economic Development Board meeting, Board members have stated informally that they would be receptive to considering a modification to the Applegate Definitive Subdivision Plan that would include:

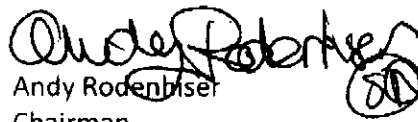
- the aforementioned changes in the stormwater design
- the addition of a drainage easement on the 4 parcels
- a reduction in the paved width of Applegate Road
- a modification to the curbing standards

We believe the adjustment of some of the construction standards would reduce your construction costs while still allowing for safe and maintainable public areas. However, as discussed at a recent meeting, the Planning and Economic Development Board members have stated informally that they are not receptive to relieving you of the sidewalk construction requirements on the north side of Coffee Street from the eastern edge of your property to Holliston Street. Please note that the Planning and Economic Development Board may not make any determinations as to any proposed modifications of the Applegate Farm subdivision plan approval until after considering all evidence presented at a duly noticed public hearing. Any statements by Board members as to proposed modifications are informal discussions only and are not binding.

Please inform the DPS at your earliest convenience if you would like to further discuss a mutually satisfactory solution in line with the above and proceed with a modification to the subdivision plan as outlined.



Thomas A. Holder
Director
Medway Department of Public Services



Andy Rodentise
Chairman
Medway Planning & Economic Development Board

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RECEIVED
NOV 19 2012
TOWN OF MEDWAY
PLANNING BOARD

November 16, 2012

Susan Affleck Childs
Medway Planning and Economic Development Board
Medway, Ma.

Dear Susan,

This letter is a follow up to our conversation in which we discussed the release of the bond on "The Meadows "subdivision.

It is my understanding that the balance of the bond is approximately \$35,000 and this amount will be released to me when the items are completed or resolved on the list prepared by Tetra Tech as outlined in the attached September 21, 2012 letter to the Medway Planning and Economic Development Board, Items number 2, 5, 6, and 7 will be completed by Unique Homes within the next two weeks. Items number 1 and 4 were completed in the past; the signs were either lost or stolen through the years. The town of Medway routinely replaces signs as part of its ongoing maintenance. Item number 3 is also a maintenance item, since The Town of Medway has been maintaining the roadways at " The Meadows " , the minor cracking is something that is also routinely handled by the town.

Item number 8 on the list calls for a Fire Alarm Box to be installed. It is my understanding that the Medway Fire Department does not want boxes installed as the 911 system is more than adequate in emergencies. Fire Alarm Boxes open up the possibility for pranksters to send false alarms resulting in added aggravation and costs.

Please contact me at (508)359-8550 or rmc@uniquenewhomes.com with any questions that you may have.

Sincerely Yours,

Ralph Costello
Unique Homes

enclosure

505 MARK STREET
MEDFORD, MA
02152-5548
T: 508 359 8550
F: 508 359 8662



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

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Gay, Clerk
Cransion (Chan) Rogers, P.E.
Karyl Spiller Walsh

October 15, 2012

Mr. Ralph Costello
Cedar Trail Trust
503 Main Street
Medfield, MA 02052

RE: The Meadows Subdivision – Goldenrod Drive and Cardinal Circle

Dear Mr. Costello,

As you know, Town officials held a meeting on September 26, 2012 with residents of Goldenrod Drive and Cardinal Circle. As expected, they are eager to have the Town accept those streets as public ways. The Town is targeting the May 2013 annual town meeting to consider street acceptance.


To date, however, you have not completed the installation of ways and municipal services within The Meadows subdivision in accordance with the Planning Board's Certificate of Action, the Planning Board's *Rules and Regulations for the Approval of Land Subdivisions*, and the Massachusetts Subdivision Control Law. This is despite repeated communications to you from the Board and the Town's Consulting Engineers.

Attached is a punch list prepared by Tetra Tech, the Town's present consulting engineer, based on a recent site inspection. You need to address these items immediately. The Board will not consider the construction of the ways and installation of municipal services at The Meadows to be "complete" until these matters are resolved to the Board's satisfaction.

Please provide a plan/schedule for finishing the punch list items to the Board by November 8, 2012. If you do not complete the work or provide the requested plan or if we cannot reach a mutually agreeable resolution, the Board is prepared to take action to obtain the subdivision's performance security to complete the needed work.

Thank you for your attention to these matters. If you have any questions, please contact Susy Affleck-Childs, our Planning and Economic Development Coordinator at 508-533-3291.

Best regards,


Andy Rodenhiser
Chairman

cc: Suzanne K. Kennedy, Town Administrator

Telephone: 508-533-3291

Fax: 508-533-3287

planningboard@townofmedway.org



TETRA TECH

MEMORANDUM

To: Susan Affleck-Childs – Medway Planning and Economic Development Board
Coordinator

Fr: Steven Bouley–Tetra Tech (TT)

Re: **The Meadows
Subdivision Review (Punchlist)
Medway, MA**

Dt: September 21, 2012

On September 21, 2012 at the request of the Medway Planning and Economic Development Board, Tetra Tech (TT) performed a Punch list inspection of The Meadows Subdivision against the As-Built/Street Acceptance Plans for The Meadows dated September 5, 2007 revised August 25, 2009 and our previous Punch List Memo dated September 13, 2009. The following is a list of items and current issues that should be repaired or resolved:

Roadway

1. Street Name signs are not located at the intersections of Goldenrod Drive/Ellis Street and Goldenrod Drive/Cardinal Circle.
2. All Catch basins do not contain hoods.
3. Minor cracking of the pavement is occurring along Goldenrod Drive and Cardinal Circle. The cracks should be sealed to prevent further damage to the pavement.
4. “Caution Sign” located on Goldenrod Drive west of Cardinal Circle is missing.
5. Bounds could not be located on the north side of Goldenrod Drive. This is possibly due to them being buried.

Drainage

6. Drain manhole covers located in grassed areas are partially buried.
7. Detention Basin #1 and #2 are grown in with thick brush and small trees. The outlet control structures and emergency spillways were not able to be accessed.

Engineering and Architecture Services
One Grant Street
Framingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001



Utilities

8. The fire alarm has not been installed. Once the fire alarm is installed, it should be documented on the As-Built/Street Acceptance Plans.

If you have any questions or require additional information, please don't hesitate to contact me at (508) 903-2000.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Steven Bouley'.

Steven Bouley
Civil Engineer

P:\21583\127-21583-09006\DOCS\MEMO\MEMO-THE MEADOWS PUNCH LIST 2012-09-21.DOC

PGC ASSOCIATES, INC.

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
508.533.0617 (Fax)
gino@pgcassociates.com

MEMO TO: Medway Planning and Economic Development Board

FROM: Gino D. Carlucci, Jr.

DATE: November 27, 2012

RE: Comments on Proposed Village Residential District and Sign Bylaws

Introduction

I have reviewed the draft Village Residential District drafted by Susy and have spoken with her about a potential additional new district for Brentwood and other similar mid-century neighborhoods. I have some comments on those ideas as well as some follow-up to my earlier memo on the sign bylaw.

Mid-Century District

I don't propose the above as the name of a new district, but am just using it as a working title for now. On the name issue, if 2 new districts are created, one option is to rename all the districts to R-1, R-2, R-3 and R-4. However, it may be preferable to use names that at least somewhat reflect the character of the district.

I would suggest that the portion of AR-II that is north of Route 109 and C-I would be a logical area to become this new district. At a minimum, the district could include all of Brentwood plus both sides of Meadow Road, Sunset Drive and the portion of Lovering that forms the horizontal northern boundary of AR-II. Consideration could also be given to expanding to further to include Priscilla and Delmar Roads and northward along Lovering Street.

I have not yet looked in detail at what the dimensional requirements of the district should be, but logically it would be something that makes the vast majority of properties conforming.

Village Residential District

For the boundaries of the Village Residential District, I think it does make sense to use the two historic districts as the core of the new district. Since one objective is to enhance and strengthen the character of these areas, the zoning districts should probably go beyond the boundaries of the historic districts.

I have made comments on the initial draft that is attached. In summary, I suggest that standards be in context to the immediate area of a property, and that parking standards be more flexible.

Sign Bylaw Comments

While I thought that the Brookline approach looked promising (and I still have some hope for it), I have since found that, despite the general bylaw requiring it, most nonconforming signs were not removed. As is often the case, enforcement is the issue. The Building Department is responsible for enforcement and they only respond to complaints. Also, a problem is that business put up signs without permits. I was told that every time they put an enforcement procedure in place, someone wants to change it.

Ideas for a new Village Residential District

10-4-2012 sac draft

XXXX. VILLAGE RESIDENTIAL DISTRICT

1. Buildings, structures and premises may be used for lawful residential, municipal, religious, educational or nonprofit recreational purposes, and for uses customarily accessory thereto, and for Home Based Businesses subject to the provisions of SECTION V. USE REGULATIONS, Sub-Section AA. Home Based Businesses.
2. Single Family Dwelling
 - a) New Construction - Any single family detached dwelling hereafter erected in this district shall be located on a lot having a continuous frontage of not less than _____ ft. on a street or streets, and an area of not less than _____ sq. ft.
 - b) Existing

3. Two-Family Dwellings

- a) New Construction – Subject to administrative site plan review (to be determined . . .) a two family dwelling may be erected in this district provided that the lot has an area not less than _____ sq. ft and a continuous frontage of not less than _____ ft on a street or streets and provided that the exterior design of the structure has the character of a single-family dwelling.

Proportion issues ???? Lot coverage; FAR??

- b) Conversion – Subject to administrative site plan review (to be determined . . .), the alteration and conversion of a single-family dwelling to accommodate two families is permitted on lots having an area not less than _____ sq. ft and a continuous frontage of _____ sq. ft on a street or streets, provided that the exterior design of the structure is not changed from the character of a single-family dwelling.
 - Conversion within the existing footprint
 - Conversion with addition??

c) Other provisions for 2 family dwellings (new or conversion)

- Subject to administrative site plan review?
- Maximum size per dwelling unit (# of square feet)
- Maximum # of bedrooms per unit
- Exterior stairways to be covered??
- Use of basement for a dwelling unit????
- Required screening or buffering with adjacent lots – landscaping/fence
- Each dwelling unit must have 2 separate exits??? – isn't this a building code issue
- One curb cut only to be shared by both units
- Parking - There shall be provided on each lot an off-street parking area or areas, indoor or outdoor, of sufficient size to allow two parking spaces for each dwelling unit. No parking area shall be located nearer that 10 ft. to the line of an adjoining lot. No space shall be considered available for parking which reduces the effective width of a driveway providing access to this or any other dwelling. SHALL PARKING BE PAVED???

4. Multi Family (3-5 units) - construction or conversion
 - by special permit (from PEDB??)
 - minimum lot and frontage standards

- Affordable housing applicability??

5. Setbacks - All buildings shall extend no nearer to any street line than ____ ft., and shall not be less than ____ ft. from the side lot lines and ____ ft. from the rear lot line. The Board of Appeals may make exception to this upon appeal or written request, if the setbacks of buildings on adjoining lots vary from its requirement.
6. *Accessory family dwellings* – use same text for whatever amendments are proposed
7. *Infill Lots and Dwelling Units* – use same text for whatever amendments are proposed

FRANKLIN

10,000 sq. ft lot
100' frontage
Front setback = 20 feet
Side setback = 15 feet
Rear setback = 20 feet
Lot coverage = 30% for buildings

Should we have some special provisions for tear down situations . . . design standards for new construction to address scale, compatibility with neighborhood?

Where to draw boundaries for a new VR district(s)?

Around Police Station
Around Town Hall – similar to Medway Village historic district
Around West Medway – similar to Rabbit Hill historic district

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Monday, November 19, 2012 10:36 AM
To: PGYORKIC@aol.com
Subject: Responses to Questions Regarding Charles River Village QSRD
Attachments: QSRD section 7-18-2011 with amendments from 6-12-2011.pdf

Good morning Paul,

We have reviewed questions to the village's...

Best regards,

Susan Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Department
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Medway, MA 03083

508-633-3289

saffleck@plandev.medway.ma.gov

QUESTIONS REGARDING THE QSRD

The questions were reviewed and answered by the Planning and Economic Development Department. The questions were answered by Susan Affleck-Childs, Director of Planning and Economic Development, and Paul York, Director of Planning and Economic Development. The questions are as follows:

1. Item 2 page 6:

What is the procedure for the Board of Selectmen to approve a change in the method of providing fire protection?

Answer: Paragraph 10 of the applicable zoning ordinance states that the Board must approve the location of construction of any new fire protection units. The special permit is the legal mechanism through which the method of providing fire protection units. Therefore, any proposed change in the method requires the Board's approval through a special permit.

to the special permit which involves an application and filing fee, public hearing, abutter notification, legal advertisement, etc. So in conjunction with the definitive plan application, you would also need to apply to amend the special permit decision and modify the concept plan. In so doing, please specify your proposed method of meeting the affordable housing obligation.

The Bylaw specifies that the Board is required to consider the following factors in making its decision on whether to issue a special permit:

1. The proposed project is in accordance with the Comprehensive Zoning Ordinance.

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According to the Natick Zoning Ordinance, the proposed project is in accordance with the Comprehensive Zoning Ordinance.

Equivalent AH unit value = \$361,500 - 200,400 = \$161,100.

As the affordable housing obligation for this development is two affordable dwelling units, the required payment in lieu of amount for the Charles River Village development would be the Equivalent AH unit value x 2.

$$\$161,100 \times 2 = \$322,200$$

2. What is the time frame for making payment in lieu of AH units?

ANSWER - Paragraph 11.3 of the Affordable Housing Ordinance states that the applicant must pay the amount for the units in lieu of AH units within 30 days of the date of the special permit. Another option is to make a series of payments to the city over the term of the special permit. Such payments would be in lieu of the AH units that the applicant would have had to provide. The applicant may also apply to make the special permit application to making the special permit.

NOTE regarding all of the requirements of the Affordable Housing Ordinance, including the affordable housing fee, the applicant must also comply with the provisions of the City of Cambridge's Affordable Housing Ordinance. The City of Cambridge has a long history of providing affordable housing. The City of Cambridge is authorized to charge the market rate for affordable housing units. The City of Cambridge is authorized to charge the market rate for affordable housing units for the purpose of providing affordable housing units for the purpose of providing affordable housing units.

3. What is the procedure if the applicant wishes to provide the units in lieu of AH units?

ANSWER - Paragraph 11.3 of the Affordable Housing Ordinance states that the Board must approve the method of compliance for the units in lieu of AH units. As the special permit is the only way to provide affordable units, any proposed change to the special permit must be approved by the Board. The Board may also require the applicant to provide a public hearing, a public advertisement, etc. The Board further specifies that the Board in approving the special permit providing the affordable housing units, must determine that the affordable housing units cannot be

produced through the other methods – on site construction, off-site construction or rehabilitation, or a donation of land. Again, the responsibility for making that case rests with the applicant/developer.

Paragraph 9. b) of the Affordable Housing provisions of the 2014 Comprehensive Zoning Ordinance states that the location of the off-site affordable housing units shall be approved by the Planning Commission. The Planning Commission shall determine if the location of the off-site affordable housing units is consistent with the Comprehensive Zoning Ordinance and the Comprehensive Zoning Ordinance shall be amended to require the applicant/developer to provide affordable housing units on the same site as the existing or planned housing or on a site that is adjacent to the existing or planned housing or on a site that is within the same neighborhood as the existing or planned housing.

2. Item 10 page 7

1.

[REDACTED]

2.

[REDACTED]

3. Item (i) which begins on page 10 and continues to page 11 addresses shared driveways. The applicant may choose to use additional shared driveways within the subdivision. What is the process to allow this to happen?

Answer: The applicant must first obtain approval from the local government to use additional shared driveways. The applicant must also obtain approval from the local government to use additional shared driveways.

4. Item (ii) which begins on page 10 and continues to page 11 addresses shared driveways. The applicant may choose to use additional shared driveways within the subdivision. What is the process to allow this to happen?

Answer: The applicant must first obtain approval from the local government to use additional shared driveways. The applicant must also obtain approval from the local government to use additional shared driveways.

5. Item (iii) which begins on page 10 and continues to page 11 addresses shared driveways. The applicant may choose to use additional shared driveways within the subdivision. What is the process to allow this to happen?

Answer: The applicant must first obtain approval from the local government to use additional shared driveways. The applicant must also obtain approval from the local government to use additional shared driveways.

6. Item (iv) which begins on page 10 and continues to page 11 addresses shared driveways. The applicant may choose to use additional shared driveways within the subdivision. What is the process to allow this to happen?

Answer: The applicant must first obtain approval from the local government to use additional shared driveways. The applicant must also obtain approval from the local government to use additional shared driveways.

7. Item (v) which begins on page 10 and continues to page 11 addresses shared driveways. The applicant may choose to use additional shared driveways within the subdivision. What is the process to allow this to happen?

Answer: The applicant must first obtain approval from the local government to use additional shared driveways. The applicant must also obtain approval from the local government to use additional shared driveways.

8. Item (vi) which begins on page 10 and continues to page 11 addresses shared driveways. The applicant may choose to use additional shared driveways within the subdivision. What is the process to allow this to happen?

Answer: The applicant must first obtain approval from the local government to use additional shared driveways. The applicant must also obtain approval from the local government to use additional shared driveways.

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From: PFC [mailto:pfc@pfc.com] (mailto:pfc@pfc.com)
Sent: Thursday, November 01, 2012, 2:11 PM
To: [mailto:pfc@pfc.com]
Subject: Question for PFC Meeting regarding [redacted]

Good afternoon

Attached please find a list of questions for the [redacted] meeting.

Please call me if you have any questions.

Paul G. Yaris
President
PFC Real Estate, Inc.
150 Main Street
Methuen, MA 02843
Cell: 978-278-1900
Mailed November 21, 11:11 AM Eastern Standard Time