

**February 7, 2012
Medway Planning and Economic Development Board
Medway Senior Center
76 Oakland Avenue
Medway, MA 02053**

BOARD MEMBERS PRESENT: Bob Tucker, Tom Gay, and Chan Rogers

ABSENT WITH NOTICE: Andy Rodenhiser

ABSENT WITHOUT NOTICE: Karyl Spiller-Walsh

ALSO PRESENT: Susy Affleck Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Gino Carlucci, PGC Associates

Vice Chairman Tucker opened the meeting at 7:00 pm.

The Board had a joint meeting with the Open Space Committee (OSC) – Tina Wright, Paul Marble, Jim Wickis, Glenn Murphy, and Pat McHallam. The members reviewed the document entitled Proposed Amendments to OSRD Bylaw dated January 6, 2012. **(See Attached)**

The OSC agreed with adding the language relative to the other natural landscape features. It was also suggested to add the words “it is not the intent of this sub-section that an OSRD will have more building lots or dwelling units than would otherwise be possible with a conventional subdivision plan.”

The minimum tract size of an OSRD has been changed from 8 to 10 acres. This will allow for more wiggle room. The Committee is in agreement with this.

The next section discussed was the pre-application review. The recommended language would allow the developer to secure feedback from the Planning and Economic Development Board.

The Open Space Committee agreed with the applicant being required to submit a pre-application and to schedule a pre-application review. It was also added that the pre-application materials will be reviewed by the various boards.

There was another section added noting the pre-application documents to be provided. There were six items which would be the pre-application information derived from the existing data/information sources.

The pre-application review shall include and identify the potential development areas and open space areas and amenities including potential trail connections, parking areas.

The Conservation Commission will now be included in the site visit.

On page 6, the Committee would like to provide clarity for the yield plan. The easement area shall include those portions of the tract that are already subject to utility easements.

The OSC members were comfortable with the rest of the document.

NOTE – The PEDB relocated to another room within the senior center for the rest of the meeting.

The Board is in receipt of another document entitled Existing and Proposed OSRD Provisions prepared by Gino Carlucci. (**See Attached.**) This document shows a comparison between the existing OSRD provisions and the proposed OSRD amendments and how such would apply to the Williamsburg OSRD project and the Charles River Village OSRD project.

In further discussion about the OSRD bylaw changes, the members indicated they did not want the pre-application to become highly burdensome. The new design standards would add text that dwellings must be sited to maximize views of the open space. The design standard amendments would also allow for dead end streets longer than 1,000 feet if a secondary emergency access is provided. The amended decision criteria would include that the development will provide convenient and safe access to all building and open spaces.

Zoning Bylaw Amendments for 2012 Annual Town Meeting:

OSRD Formula Idea:

Susy and Tom worked on creating a new OSRD Formula. The OSRD formula idea sheet is dated February 7, 2012. (**See Attached**).

The purpose of this revised formula is to cut down on the total number of units.

Susy introduced an alternative idea of a Potential Development Area that would equal Total Area – Easement Area.

After review from Consultant Carlucci, it was suggested that the formula needs further work. The Board would like to continue working on this formula.

Accessory Family Dwelling Units:

The Board is in receipt of a memo from Gino Carlucci dated February 7, 2012. (**See Attached**)

The memo is in regards to the Accessory Family Dwelling Units and provided language for a Purpose section.

Affordable Housing Bylaw Changes:

The affordable housing dimensional requirements were reclarified. The Board also discussed the proposed four alternatives which would require no lot be less than 80% of required dimensions. The Board would like the word dimensions changed to area and frontage. The Board is in agreement that they would prefer to have options available to build flexibility.

East Hill Associates Realty/49 Alder Street Site Plan – Plan Review Fees

The Board is in receipt of price estimates from PGC Associates and Tetra Tech. (See Attached)

The estimate for PGC Associates is \$765.00 and the amount for Tetra Tech Rizzo is 5,835.

On a motion made by Tom Gay and seconded by Chan Rogers, the Board voted unanimously to accept the plan review estimates as provided for the 49 Alder Street site plan project.

Correspondence:

Susy informed the Board that Medway was selected for the new Local Energy Action Program (LEAP) being coordinated by the Metropolitan Area Planning Council. This is an energy action program to help eight communities strategize for renewable energy & energy work. (See Attached news release) Through the program, the Town will have access to two years of technical support


Minutes:

On a motion made by Tom Gay and seconded by Chan Rogers, the Board voted unanimously to accept the minutes from the January 24, 2012 PEDB meeting.

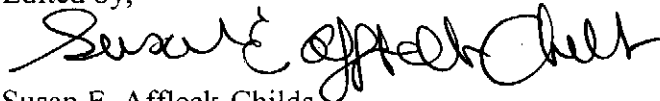
Adjourn:

On a motion made by Tom Gay and seconded by Chan Rogers, the Board voted unanimously to adjourn the meeting at 9:00 pm.

Respectfully Submitted,


Amy Sutherland
Meeting Recording Secretary

Edited by,


Susan E. Affleck-Childs
Planning and Economic Development Coordinator

Comparison of Existing and Proposed OSRD Provisions Medway Zoning Bylaw

	Existing OSRD provisions	Proposed OSRD Amendments	Notes
Minimum Tract Size	8 acres	10 acres	
Intent		States that it is not the intent for an OSRD to have more lots or dwelling units than what would be possible with a conventional subdivision plan.	
Pre-application		Requires more info but states that info for pre-application presentation is intended to come primarily from existing data sources	
Application		Provide a narrative to document a more rigorous 4 step site design process	
		Require open space plan	
		Require provision of a neighborhood density analysis	
		Require provision of a conventional subdivision sketch plan	
Yield	$TA - (0.5 \times WA) - (0.1 \times TA)$ Zoning District Minimum Lot Area	Reduce development area size by amount of land already covered by utility easements	
Open Space Requirement	50% of the tract	50% of the tract for parcels of 25 acres or less; 60% of the tract for parcels larger than 25 acres	
		Added emphasis for open space to be integrated into the development and abutting areas	

Comparison of Existing and Proposed OSRD Provisions Medway Zoning Bylaw

	Existing OSRD provisions	Proposed OSRD Amendments	Notes
Design Standards		Add text that dwellings, etc. must be sited to maximize views of the open space	
		Allow for dead end streets longer than 1,000 feet if a secondary emergency access is provided	
Decision Criteria		Include criteria that the development will provide convenient and safe access to all buildings and open spaces	
		Add criteria that the development will not cause unreasonable traffic congestion or unsafe conditions	
			<i>prepared 2/7/2012 sac</i>

PGC ASSOCIATES, INC.

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

MEMO TO: Susy Affleck Childs

FROM: Gino D. Carlucci, Jr.

DATE: February 7, 2012

RE: Comments on accessory family dwelling units and affordable housing dimensions

1. **Accessory Family Dwelling Units** – Since the intent is to add a purpose while leaving the requirements the same, I suggest something like the following:

In order to facilitate assistance within families in providing for the tasks of daily living such as, but not limited to, activities necessary to maintain good health, meal preparation, child care, household and yard maintenance tasks or other activities of daily living, an accessory family dwelling unit may be authorized by special permit only.

The above statement could replace the first sentence of the current accessory family dwelling unit section (or “may be” above could remain as “is” as it currently reads).

2. **Affordable Housing Dimensional Requirements** – For this issue, I have considered both Tom’s suggestion of setting a minimum percentage (e.g 80%) of dimensional requirements that must be met regardless of relief granted by the Planning Board, as well as my suggestion that there be a maximum variation (e.g.10%) from the dimensional requirements among all the lots in a development that accommodate affordable units.

The revisions as currently proposed would allow a bonus unit for projects of 11 units or greater. That represents an 8.3% increase in density. That percentage would decrease to 5% at 20 units, then go back up to 8.6% at 21 units (23 total units including 3 affordable and 2 bonus units). In theory, a 9% or 10% reduction in dimensional requirements could accommodate the additional units for a perfectly configured subdivision (11 lots times 44,000 equals 484,000, which redivided by 12 equals 40,333 square feet, which is 9.2% of 44,000. Also, 180 times 11 equals 1980 which divided by 12 equals 165 feet, which is also about 9.2% of 180). However, no parcel will divide perfectly so a 20% reduction will provide some flexibility.

However, a downside of simply requiring that no lot be less than 80% of the dimensional requirements is that a development could end up with only the affordable lot(s) at 80% while the market rate lots are close to (or, in some cases even larger than) the required dimensions.

The downside of, instead, requiring that the lots not vary from each other by more than 10%, limits flexibility. There could be a case where some smaller lots and some larger lots would result in a better overall design, depending on the characteristics of the land.

Therefore, I propose 4 alternative suggestions for addressing this issue as follows:

- a. Require no lot be less than 80% of required dimensions;
- b. Require that lots vary by no more than 10% from each other;
- c. Require that the affordable lots meet the median dimensions of the lots within the subdivision; or
- d. Both a and b, or both a and c.

Requiring that the affordable lots meet the median dimensions of the lots within a subdivision ensures that the smallest lots in area or frontage are not the ones assigned to be affordable.

Another OSRD formula idea

2-7-2012 /sac

Potential Development Area (PDA) = Total Area – Required Minimum Open Space Area – portion of TA covered by existing utility easements

Maximum Possible Yield (before AH bonus) = $\frac{(PDA \times .5) - (PDA \times .1)}{\text{Minimum lot size for respective zoning district}}$

PGC ASSOCIATES, INC.

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
508.533.0617 (Fax)
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February 3, 2012

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

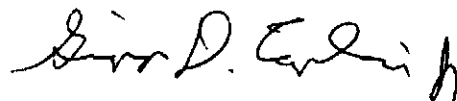
Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the proposed site plan submitted by East Hill Associates Realty of Framingham. The proposal is to construct a 7400 square foot steel building consisting of 2400 square feet of office space and 5000 square feet of garage space plus outside storage and associated parking, drainage, landscaping, etc. The plan was prepared by Guerriere & Halnon. Inc. of Milford and is dated January 10, 2012.

<u>Task</u>	<u>Hours</u>
Prepare Estimate	0.5
Technical Review and comment on initial submittal	3.0
Attendance at Planning Board meetings/hearings	2.0
Review and comment on revised plans	1.5
Review and comment on draft Certificate of Action	2.0
Total	9.0
Cost Estimate (@\$85)	\$765.00

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

Sincerely,



Gino D. Carlucci, Jr.



February 6, 2012

Ms. Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
Medway Town Hall
155 Village Street
Medway, MA 02053

**Re: Plan Review for
49 Alder Street
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

We are pleased to submit this Proposal to the Town of Medway (the Client) for professional engineering services associated with the proposed 49 Alder Street Site Plan project in Medway, Massachusetts (the Project). The objective of our services is to review the Site Plan package and associated materials including but not limited to, the Hydrologic and Hydraulic Report, and provide review comments as they relate to the Medway Planning Board's Rules and Regulations for the Submission and Review of Site Plans, Department of Environmental Protection Stormwater Management Regulations, and sound engineering practice.

Scope of Services

The following specifically describes the Scope of Services to be completed:

Task 1 Site Visit

- Perform one (1) site visit to review the site and its surroundings.

Task 2 Site Plan Review

- Review the proposed "49 Alder Street" Site Plans prepared by Guerriere & Halnon, Inc., and dated of January 10, 2012;
- Review the Hydrologic and Hydraulic Report prepared by Guerriere & Halnon, Inc. dated January 10, 2012;
- Review the proposed Application for Review and Approval of a Major Site Plan Project prepared by Guerriere & Halnon, Inc. and dated January 17, 2012;
- Prepare a letter summarizing findings for presentation to the Town of Medway Planning and Economic Development Board (PEDB);
- Coordinate with applicant to address items in review letter and issue an updated letter upon receipt of modifications;

Task 3 Meeting Attendance

- Participate in three (3) hearings/meetings with the Town of Medway PEDB to review/discuss the project.



Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with Tetra Tech Rizzo's and Medway's existing contract rates. Direct expenses will be billed at a fixed fee of three and a half (3.5) percent of labor costs. We suggest that you establish a budget of \$5,835 for these services, which will not be exceeded without your approval. Please be advised that this estimate is based on our current understanding of the Project needs and is for budget purposes only. The total cost of our services will depend greatly on the completeness and adequacy of the information provided.

The breakdown of this fee by task is as follows:

Task	Task Description	Fee
Task 1	Site Visit	\$310
Task 2	Site Plan Review	\$4,400
Task 3	Meeting Attendance	\$975
	Labor Subtotal	\$5,685
	Expenses (3.5%)	\$150
	Total Fee	\$5,835

Schedule

We are prepared to begin work immediately upon receipt of this executed Proposal. We recognize that timely performance of these services is an important element of this Proposal and will put forth our best effort, consistent with accepted professional practice, to comply with the projects needs. We are not responsible for delays in performance caused by circumstances beyond our control or which could not have reasonably been anticipated or prevented

General Terms and Conditions

This Proposal is subject to the existing Terms and Conditions signed by Tetra Tech Rizzo and the Town of Medway. Should this proposal meet with your approval, please sign and return a copy to us for our files. Your signature provides full authorization for us to proceed. We look forward to working with you on this Project.



Please contact us with any questions, or if you require additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read 'D. Pellegrini'.

David R. Pellegrini, P.E.
Senior Project Manager

A handwritten signature in black ink, appearing to read 'S. Reardon'.

Sean P. Reardon, P.E.
Vice President

Date Approved by Medway Planning and Economic Development Board _____

Certified by: _____ Date _____
Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator



Amanda Linehan
Communications Manager
Metropolitan Area Planning Council (MAPC)
617-451-2770 x2030

For Immediate Release: Monday, February 6, 2012

MEDWAY SELECTED FOR NEW ENERGY PROGRAM

Local Energy Action Program (LEAP) to help eight communities strategize for renewable energy & energy efficiency work

BOSTON – The Metropolitan Area Planning Council (MAPC) today announced that Medway has been selected to participate in MAPC's new Local Energy Action Program (LEAP).

Through LEAP, which is funded with support from the Barr Foundation, MAPC will be working with **Marlborough, Medford, Medway, Stoughton**, and the towns served by the Reading Municipal Light Department – **Lynnfield, North Reading, Reading, and Wilmington** – to plan for long-range energy efficiency and renewable energy work.

"We are thrilled to be announcing that Medway was selected to participate in the LEAP program," said Marc Draisen, Executive Director of the Metropolitan Area Planning Council. "Medway and these seven other municipalities stand to save millions of dollars in energy costs by working in collaboration through this program, and we look forward to helping our member municipalities to make upgrades and become more energy efficient."

"Medway is delighted to participate in this program so that we can continue our efforts to reduce energy consumption. In particular, we look forward to developing new initiatives aimed at assisting residents and businesses to achieve energy efficiencies," said Suzanne Kennedy, Medway Town Administrator.

MAPC received 21 applications to the program and used a comprehensive selection process to choose a diverse group of MAPC member municipalities to participate in the first round of LEAP. MAPC will solicit a second round of LEAP applications from its member municipalities in the Summer or Fall of 2012.

The selected communities will receive technical assistance from MAPC to plan for and launch innovative and financially-sustainable projects that reduce energy use and greenhouse gas emissions in the municipal, residential, and commercial sectors. Both a public engagement process and the efforts of a municipal working group will be used to meet the unique needs and abilities of each participating city or town.

The Metropolitan Area Planning Council (MAPC) is the regional planning agency serving the people who live and work in the 101 cities and towns of Metropolitan Boston. Our mission is promoting smart growth and regional collaboration.

LEAP will have a multi-stage process. In the first stage, MAPC staff will work with municipal officials and key stakeholders to create a Local Energy Action Plan, which will include a baseline of energy use across municipal, commercial and residential sectors, energy reduction goals for each sector, and short- and long-term strategies to achieve these goals. Once the plan is created, MAPC will work with each community to design and launch their program, including identifying financing mechanisms and funding sources to support local projects. After two years of MAPC support, each community will have the capacity and knowledge to sustain its energy efforts moving forward.

For more information, contact MAPC Energy Planner Erin Brandt at ebrandt@mapc.org or 617-451-2770 ext. 2044. Or, visit www.mapc.org/clean-energy.

The Metropolitan Area Planning Council (MAPC) is the regional planning agency serving the people who live and work in the 101 cities and towns of Metropolitan Boston. Our mission is promoting smart growth and regional collaboration.