

**September 10, 2013**  
**Medway Planning and Economic Development Board**  
**155 Village Street - Medway, MA 02053**

**BOARD MEMBERS PRESENT:** Andy Rodenhiser, Karyl Spiller-Walsh, Tom Gay and Matt Hayes

**ABSENT WITH NOTICE:** Bob Tucker

**ALSO PRESENT:**

Susy Affleck-Childs, Planning and Economic Development  
Dave Pellegrini, Tetra Tech  
Gino Carlucci, PGC Associates  
Richard Di Iulio

The meeting was opened at 7:00 pm.

There were no Citizen Comments.

The Board is in receipt of the response letter dated September 6, 2013 from Andy Rodenhiser to Joanne Kramer of 231 Village Street (**See Attached**) in regards to her email dated August 21, 2013 expressing concerns about construction at Charles River Village.

**STREET ACCEPTANCE UPDATE:**

The Board is in receipt of an updated Street Acceptance list dated September 3, 2013 prepared by Susy Affleck-Childs. (**See Attached**)

The Board is also in receipt of the following:

- Memorandum from Tetra Tech dated August 30, 2013 regarding Azalea Drive punch list. (**See Attached**)
- A price proposal from Tetra Tech dated July 19, 2013 regarding Azalea Drive. (**See Attached**)
- A price proposal from Tetra Tech dated August 8, 2013 regarding Mayland Woods punch list. (**See Attached**)
- Memorandum from Tetra Tech dated August 28, 2013 regarding Mayland Woods punch list. (**See Attached**)

The noted subdivisions are Mayland Woods and a portion of Willow Green/Green Acres. The total cost of Mayland Woods punch list, inspections, site visits, and estimated repair cost totals \$29,197.50. There are bond money funds available for each of these projects.

In the case of the Mayland Woods roads, this goes back to 1993. The developer is local and has requested the return of the bond. When contacted years back, the applicant indicated that he was not interested in having the roads become public. It was recommended that the Board has a sit down meeting with the applicant.

The next street acceptance item discussed was the Azalea Drive portion of Willow Green/Green Acres. The bond amount for this development is \$56,300. The estimated cost for the preparation of as-builts, constructions costs and creation of acceptance plans is \$66,062.50.

The Board discussed that they will need to go through a multi-step process to “seize” the bond funds. The DPS department would need to take the punch list and prioritize what would need to be done. This is multi step approach. This money is allowed to be spent without town meeting vote. The work cannot begin until the street is accepted.

**Willow Green/Green Acres**

**On a motion made by Matt Hayes and seconded by Karyl Spiller-Walsh, the Board voted unanimously to proceed with securing the bond for Willow Green/Green Acres.**

**Mayland Woods**

**On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the Board voted unanimously to have a meeting with the developer of Mayland Woods.**

**APPLEGATGE FARM SUBDIVISION – Public Hearing Continuation**

The public hearing was reopened by the Chairman.

There is presently an action deadline of September 15, 2013 which the Board will need to act on. The project will need an action deadline extension.

The following information was entered into the record for Applegate Farm:

- Email from Tom Holder dated September 10, 2013. **(See Attached)**
- A memorandum from Tetra Tech dated September 10, 2013 regarding a waiver request. **(See Attached)**
- A letter from Tetra Tech dated June 20, 2013 regarding a review of the proposed amended definitive subdivision plan for Applegate Farm. **(See Attached)**
- A Field Report from Tetra Tech dated August 20, 2013. **(See Attached)**

Rob Truax of GLM Engineering and applicant/developer Ralph Costello were present.

The first item discussed was the email dated September 10, 2013 from Tom Holder in regards to the sidewalk on Coffee Street. The email indicates that the “stone wall on Coffee Street would make the construction of a sidewalk impractical”. Also “the existing right-of-way layout would make it a tight fit to install a sidewalk without taking the property. This is a less than ideal location to build a sidewalk.”

The Board did indicate that member Tucker has made reference at previous meeting that it would be a challenge to construct a sidewalk at this location.

The Chairman indicated that he is concerned with the steepness of road, but having a sidewalk would get people off the road sooner.

Member Gay noted that the added cost to maintain the sidewalk is not being considered.

Member Spiller-Walsh concurs with the email from Tom Holder and member Gay’s opinion.

Consultant Pellegri provided information on the installation of the independent drainage system. The purpose of this would be to collect and discharge subsurface runoff from the foundation perimeter drains at the proposed houses. It was recommended that there is no need for the foundation drain and that the drain proposed below the sidewalk is not necessary.

Ralph Costello provided a letter dated August 13, 2013 with the easement information. (See **Attached**).

Susy Affleck-Childs noted that she had provided a plan review invoice dated September 5, 2013 to Mr. Costello. NOTE – Mr. Costello provided a check for payment in full of the outstanding plan review invoice.

Consultant Dave Pellegri had a question about the modified basin which extends outside parcel A but inside the easement.

Member Spiller-Walsh indicated that they would need a waiver for this.

Rob Truax responds that the extended basement is on the easement.

Member Gay is concerned with the corner and why not make it bigger on top and keep it on one lot. This could encroach on a home.

Consultant Dave Pellegri responded that the basin needs to be increased to address the additional stormwater flow off of Virginia Road.

Rob Truax responds that the original basin was in parcel A, but it was made bigger to collect water from the bigger street. This will be a waiver request. This will be submitted formally.

Ralph Costello provided a written request for the Board to extend the action deadline until October 15, 2013. (See **Attached**)

There was no further information added into the records.

**Continuation Hearing:**

**On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the Board voted unanimously to close the public hearing for Applegate Farms.**

**Request for Extension of Deadline Action:**

**On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the Board voted unanimously to approve the applicant's request to extend the deadline for the Board's action on the Applegate Farms modification to October 15, 2013.**

**ENGINEERING CONSULTANT REPORT**

**Charles River Village**

The applicant has finished installing the water line on Cherokee. There is an issue with run off. There is a new trench on Cherokee Lane. There will be a new stone apron and crushed stone. The trench will need to be cleaned. The street will need to be swept.

**25 Summer ST Subdivision**

There has been an issue with ledge on the site. The contractor hit ledge at elevations they did not anticipate. There was a meeting on site with various representatives from Town including the Town Administrator Suzanne Kennedy, Board of Health Agent Stephanie Bacon and DPS Director Tom Holder. The developer's engineer David Faist looked at all the issues and the recommendation is that the whole site will need to be raised. The test pits were completed. Dave Pellegri thinks that the road may need to be moved. There is not a major change, and this will slope to the wetlands. Dan Driscoll is surveying the ledge. The entire elevation would change 2 feet.

Consultant Pellegri also indicated that the material being brought in will need to be checked. The last sample was rejected. The material did not look great. The sieve test proved why it was rejected.

Consultant Pellegri is not moving on this anything until Engineer Faist provides the new information and a revised plan.

**Oversight of Materials Brought onto Construction Sites**

Consultant Pellegri reviewed an email to the Board dated September 5, 2013 regarding imported material and the MASS Contingency Plan. (**See Attached**) The Board will need to work on drafting language about importing soil. It was recommended that the Board wait until member Tucker is present at a PEDB meeting to discuss this further.

**MEDWAY COMMONS SITE PLAN MODIFICATION FOR STARBUCKS COFFEE**

The Board is in receipt of a draft site plan modification decision dated September 5, 2013 for Starbucks Coffee at 67 Main Street. (**See Attached**)

Karen Johnson was not present. Susy Affleck-Childs reported that she had provided Karen with a copy of this draft decision and she is fine with how everything is worded.

There was a memorandum provided from Police Sergeant/Safety Officer Watson dated August 23, 2013. (**See Attached**).

**Findings:**

**On a motion made by Tom Gay and seconded by Karyl Spiller-Walsh, the Board voted unanimously to approve the FINDINGS for 67 Main Street Starbucks Coffee Site Plan Modification.**

**Approve Decision and Plan Modification**

**On a motion made by Tom Gay and seconded by Karyl Spiller-Walsh, the Board voted unanimously to approve the DECISION to modify the Medway Commons Site Plan for Starbucks Coffee at 67 Main Street.**

**PLANNING AND ECONOMIC DEVELOPMENT COORDINATOR'S REPORT:**

- The Attorney General approved all the zoning amendments adopted by Town meeting in May.

- Cumberland Farms next public hearing will be September 17<sup>th</sup>. The Zoning Board of Appeals public hearing for the requested variances for the free-standing monument sign was continued to October 2, 2013. The petition has to be modified to add in a variance for a taller sign height.
- The Board reviewed and approved the 2014 PEDB meeting schedule with noted revisions. (See Attached).
- There will be an Economic Development Committee meeting on September 11, 2013.
- Susy Affleck-Childs noted that the BOS had opened the warrant for the November 18, 2013 fall town meeting and would close the warrant on September 13, 2013.

#### **APPROVAL OF PEDB MEETING MINUTES**

- **On a motion made by Karyl Spiller-Walsh and seconded by Mike Heavey, the Board voted unanimously approve the minutes from August 27, 2013 with the noted revision.**

#### **COMMERCIAL I ZONING AMENDMENT IDEAS:**

Susy Affleck-Childs and Andy Rodenhiser had a meeting to discuss and brainstorm possible ideas for zoning revisions to the Commercial I District. They would like to create a standard list of questions to discuss with people in the community. The intent is to get opinions of those who are in this area and those who own property. We want to solicit their ideas. The intent is to create a list of questions. This will take a while and will not take place by the fall town meeting. (See Attached list of people to contact.)

#### **Adjourn Meeting:**

**On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the Board voted unanimously to adjourn the meeting.**

The meeting was adjourned at 8:22 p.m.

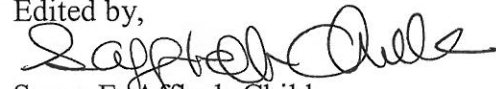
Respectfully Submitted,



Amy Sutherland  
Recording Secretary

Based on an audio recording of the meeting

Edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



**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*  
*Matthew Hayes, P.E.*  
*Karyl Spiller-Walsh*

September 6, 2013

Mrs. Joanne Kramer  
231 Village Street  
Medway, MA 02053

Dear Mrs. Kramer,

The Planning and Economic Development Board (PEDB) is in receipt of your emails from August 21, 2013 and of Medway Planning Coordinator Susy Affleck-Childs' various email responses to you. Thank you for bringing to our attention your concerns regarding construction at Charles River Village (CRV), in particular the location of first house under construction at Charles River Lane which is adjacent/east of your property at 231 Village Street. We understand that Susy has supplied selected sheets of the endorsed CRV definitive plan set and copies of the various CRV decisions to you.

The PEDB discussed your emails at its meeting on Tuesday, August 27, 2013. We have the following responses to your requests and questions.

1. You have noted that the Charles River Village plan shows a 30' distance between the subject house and your back property line. We certainly acknowledge that the endorsed CRV plan shows that positioning of the house. However, we draw your attention to OSRD note #2 on Sheet 4 of the endorsed Charles River Village definitive plan. That note indicates that the location of houses and driveways shown on the plan is approximate and subject to change depending on field conditions. This is standard practice for all definitive plans – the house locations as shown are illustrative, not prescriptive.
2. You have represented that the house in question is set back 23' easterly from the shared rear lot line. Per the Medway Zoning Bylaw, 15' is the standard minimum setback distance between a structure and the rear property line in the Agricultural Residential II zoning district. The position of the house provides an additional 8' beyond what the builder is required to provide.
3. Based on the depiction of your house location on the Charles River Village plan, it appears that the eastern edge of your house at 231 Village Street is approximately 160' away from the property line behind the CRV house in question. That is certainly a substantial distance.

Telephone: 508-533-3291      Fax: 508-321-4987  
planningboard@townofmedway.org

Joanne Kramer  
September 6, 2013

4. We believe that you had understood there would be a 15' buffer area in addition to the standard 15' rear setback. That is not the case. The language in the Open Space Residential Development section of Medway's Zoning Bylaw regarding the 15' buffer area reads as follows:

*A minimum fifteen foot (15') buffer area consisting of natural vegetation, earthen materials and/or additional landscaping and/or fencing, acceptable to the Planning and Economic Development Board, shall be located on the perimeter of the Development Area where it abuts existing neighborhoods unless a reduction is otherwise authorized by the Planning and Economic Development Board. A determination to reduce the size of the buffer area shall be based on the proximity or lack thereof of abutting residences, the extent and screening effectiveness of any existing vegetation which may serve to buffer abutting properties, and/or the need to use the buffer area for access or utility easements.*

Susy Affleck-Childs reviewed your question and the Medway Zoning Bylaw language with John Emidy, Medway's Building Commissioner. Per state law, a town's Building Commissioner is the official interpreter of the local Zoning Bylaw. The above noted text means that a 15' wide area on the CRV site next to your property has to be planted and/or fenced to provide a suitable buffer. The CRV plan shows 8 evergreen trees to be planted in the buffer area on the Charles River Village side of the shared property line behind the first house. However, landscaping is among the last items to be installed and is normally completed after house construction is finished, so it will be awhile before that buffer area is filled in as required. As you know, the Charles River Village landscaping plan also shows fencing, shrubs and additional evergreen trees to be planted within the 15' buffer/setback area for approximately 180' to the south of your property where three more CRV houses will be constructed.

5. The PEDB has no authority to issue a *cease and desist order* regarding the construction of the house. That authority rests only with Mr. Emidy. He has researched your questions and has determined that the builder does comply with the Medway Zoning Bylaw and the endorsed Charles River OSRD definitive plan. His determination stands and the PEDB has no authority to overrule it.
6. Please be advised that the distances shown on the CRV plan between the shared property line and the back of the other three CRV houses should also be taken as approximate. However, under no circumstances can those setbacks be less than 15'.

The Board empathizes that the landscape change occurring around you must be unsettling. It has to be very difficult to watch as the adjacent woodlands are so dramatically transformed.

The next Planning and Economic Development Board meeting is Tuesday, September 10<sup>th</sup> at Medway Town Hall. You are certainly welcome to attend and speak with the Board during the *Citizen Comments* portion of the meeting at 7 pm. However, if you would like to meet more formally with the Board, please contact Planning Coordinator Susy Affleck-Childs and she will schedule an agenda time for you at an upcoming Board meeting (September 17 or October 8<sup>th</sup>). Thank you.

Best regards,



Andy Rodenhiser  
Chairman

cc: John Emidy, Building Commissioner

Telephone: 508-533-3291      Fax: 508-321-4987  
planningboard@townofmedway.org

## STREET ACCEPTANCE UPDATE - September 3, 2013

### MAYLAND WOODS

Cost for Tetra Tech Site Visit/Inspection, Punch List & Construction Cost Estimate	\$1,960.00
TT Estimated Repair/Construction Cost	\$27,237.50
Estimate to Prepare As-Built & Street Acceptance Plans	TBD
Legal Expenses/Title Research	TBD
<b>TOTAL</b>	<b>\$29,197.50</b>

Streets	Portions of Howe, Field, Bramble and Fern Path (a portion of Howe was accepted in 1984; a portion of Field Road was accepted in 2006)
Linear feet of street	approximately 2447 linear feet
# of house lots	17
Developer	Mike Narducci
Bond Amount	\$32,000 +/-
Date Approved	1993

### PORTION of WILLOW GREEN/GREEN ACRES

TT Estimated Repair/Construction Cost - includes \$10,750 for preparation of as-built and street acceptance plans	\$66,062.50
Legal Expenses/Title Research	TBD
Streets	Azalea Drive only (Dogwood was accepted in 2001)
Linear feet of street	approximately 2500 linear feet
# of house lots	22
Developer	Kaplan Development - Baltic Realty
Bond Amount	\$56,300 +/-
Date Approved	1988

NOTE - There is \$21,000 in the PEDB FY 14 contracted services budget that is "allocated" for street acceptance expenses (legal fees, title research, plan reviews, etc.)

NOTE - For each subdivision, the PEDB will have to go through a multi-step process to "seize" the bond funds.





## MEMORANDUM

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

**Fr:** David Pellegrini–Tetra Tech (TT)

**Re:** **Azalea Drive  
Subdivision Review (Punchlist)  
Medway, MA**

**Dt:** August 30, 2013

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In September 2013 at the request of the Medway Planning and Economic Development Board, Tetra Tech (TT) coordinated with Medway Department of Public Services (DPS) to create a final Punchlist for the Azalea Drive Subdivision. The DPS performed the inspection and forwarded comments to our office which have been in corporate below. TT then applied costs to the improvements as provided in the attached spreadsheet. The following is a list of items and issues that should be repaired or resolved:

### Roadway

1. Proposed cul-de-sac was not built at the intersection of the northern leg of Azalea Drive at Dogwood.
2. Section of the sidewalk is in poor condition and needs prep and overlay.
3. Need to reduce granite radius at the entrance to allow for crosswalk.

### Drainage

4. The two (2) large retention basins on Summer Street, north and south of Azalea Drive need to be maintained/dredged.
5. There are five (5) drain manhole inverts that have not been installed.

### Water

6. Gate valve could not be located, and is either missing or buried.
7. Two (2) hydrant need to be raised.



## Sewer

8. The site requires two (2) sewer manhole covers.

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 that reads 'David R. Pellegri'.

David R. Pellegri, PE  
Project Manager

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**Azalea Drive Subdivision Estimate**

ITEM NO.	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>ITEMS REQUIRING MAINTENANCE/REPAIR</b>					
1	Cul-de-Sac	1	LS	5,000.00	\$ 5,000.00
2	Hydrants to be Raised	2	EA	400.00	\$ 800.00
3	Prep and Overlay Sidewalks	1	LS	16,000.00	\$ 16,000.00
4	Maintain and Dredge Retention Basins	2	EA	5,000.00	\$ 10,000.00
4	Reduce Granite Radius at Entrance to allow for Crosswalk	1	EA	5,000.00	\$ 5,000.00
	<b>Subtotal</b>				<b>31,800</b>
<b>ITEMS REQUIRED</b>					
1	Sewer Manhole Cover	2	EA	400.00	\$ 800.00
2	Drain Manhole Invert	5	EA	300.00	\$ 1,500.00
3	Install Gates	4	EA	2,000.00	\$ 8,000.00
4	As-Built Plan and Street Acceptance Plan	1	EA	10,750.00	\$ 10,750.00
	<b>Subtotal</b>				<b>21,050</b>
	<b>Project Summation</b>				<b>\$ 52,850.00</b>
	<b>Contingency</b>			25%	<b>\$ 13,212.50</b>
	<b>Site Total</b>				<b>\$ 66,062.50</b>
	<b>Project Total</b>				<b>\$ 66,062.50</b>

**Notes:**

- Unit prices are taken from the latest information provided on the Massachusetts Highway Department website. They utilize the Mass Highway weighted bid prices (Combined - All Districts) for the time period 8/2012 - 8/2013.
- Mass Highway pricing for crack sealing was not available, therefore prices were taken from 2008 construction bid results from another Massachusetts municipality.
- Exact quantities for the amount of material were not measured and are approximate values.
- Hot mix asphalt quantity includes repairs to severely cracked pavement in between drainage structures and the pavement around the adjusted catch basin castings (2" top course, 2" binder course).



TETRA TECH

July 19, 2013

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

**Re: As-Built and Street Acceptance Plans  
Planning and Economic Development Board  
Azalea Drive  
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 As-Built and Street Acceptance for Azalea Drive in Medway, Massachusetts (the Project). The objective of our services is to conduct an as-built survey and prepare As-Built and Street Acceptance plans meeting town standards and regulations for submittal to the Town.

### **Scope of Services**

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

#### **Task 1 Survey**

We will conduct an on the ground as-built survey of Azalea Drive sufficient to create both the As-built and Street Acceptance Plans. The survey will be limited to only those surface features required to build the plans noted above. This will include a property line survey of the roadway. To support the property line survey we will conduct research of the Town of Medway and Norfolk County Registry for deed information. We will then field locate existing boundary line monuments and office calculations will be performed as necessary to determine the existing boundary lines from the information obtained above.

The topographic survey will include all planimetric features including curbing, roadway, sidewalk, manholes, catch basins, hydrants, gate valves, utility poles, and other surface utilities. The survey will not cover the entirety of the individual parcels. The survey will also not include other roadways (besides Azalea Drive) within this subdivision.

#### **Task 2 As-Built and Street Acceptance Plans**

Upon completion of Task 1 above, we will complete two separate plans for submission to the Planning and Economic Development Board (PEDB) for review. The two plans will consist of a formal As-Built Plan and a Street Acceptance Plan both meeting the appropriate Town of Medway requirements. The As-Built plan will include a roadway profile. Both plans will be



stamped by a professional land surveyor. We will submit a draft set of both plans to the town for review.

### **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 identified below 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:

<b>Task</b>	<b>Task Description</b>	<b>Fee</b>
Task 1	Survey	\$7,900
Task 2	As-Built and Street Acc. Plans	\$2,500
	Labor Subtotal	<b>\$10,400</b>
	Expenses (3.5%)	\$350
	<b>Total Fee</b>	<b>\$10,750</b>

### **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.



TETRA TECH

Very truly yours,

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

Date Approved by Medway Planning and Economic Development Board \_\_\_\_\_

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



**TETRA TECH**

August 8, 2013

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

**Re: Punch List and Cost Estimate  
Planning and Economic Development Board  
Mayland Woods  
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 inspection of the Mayland Woods subdivision in Medway, Massachusetts (the Project). Mayland Woods is comprised of portions of the following roads:

- Howe Street
- Fern Path
- Bramble Road
- Field Road

The objective of our services is to create a punch list of items in need of repair and provide a cost for each item for submittal to the Town.

### **Scope of Services**

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

#### **Task 1 Inspection**

We will conduct an on the ground inspection of the conditions of the roadways and utilities included in the Mayland Woods subdivision. The inspection will focus on the condition of infrastructure included primarily within the Right of Ways included in the subdivision with the exception of utilities and stormwater infrastructure that may be located outside the Right of Way. This includes but is not limited to roadway, curb, sidewalks, walls, landscaping, utilities, stormwater, and miscellaneous site features. The inspection is not intended to be comprehensive as we will not be opening every manhole but will open several structures to ascertain an overall condition of the infrastructure.



**TETRA TECH**

**Task 2      Punch List Documentation**

Upon completion of Task 1 above we will prepare a punch list document that identifies any issues or deficiencies within the site. We will provide commentary on whether these issues represent concern for safety, function, or aesthetics of the subdivision currently or in the future. We will also coordinate with the Medway Department of Public Services to include in our letter any comments that they may for the subdivision.

**Task 3      Cost Estimate**

We will provide an approximate cost for the issues noted in the letter above. These costs will be for budget purposes only as we do not expect to obtain pricing from contractors. We will use the latest Massachusetts Department of Transportation pricing available on-line for the unit prices and will estimate the quantities to the best of our abilities without taking actual measurements in the field.

**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 identified below 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 breakdown of this fee by task is as follows:

<b>Task</b>	<b>Task Description</b>	<b>Fee</b>
Task 1	Inspection	\$750
Task 2	Punch List Documentation	\$650
Task 3	Cost Estimate	\$500
	Labor Subtotal	<b>\$1,900</b>
	Expenses (3.5%)	\$60
	<b>Total Fee</b>	<b>\$1,960</b>

**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





TETRA TECH

**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,

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

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Date Approved by Medway Planning and Economic Development Board WA

Certified by: Susan E. Affleck-Childs 8-8-2013  
Susan E. Affleck-Childs Date  
Medway Planning and Economic Development Coordinator



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

**Fr:** Steven Bouley–Tetra Tech (TT)

**Re:** **Mayland Woods  
Subdivision Review (Punchlist)  
Medway, MA**

**Dt:** August 28, 2013

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On August 14, 2013 at the request of the Medway Planning and Economic Development Board, Tetra Tech (TT) performed a Punch List inspection of the Mayland Woods Subdivision. The inspection was conducted based upon field observations of current conditions only, as an approved set of plans was not available. The following is a list of items and issues that should be repaired or resolved:

### **Roadway**

1. The Fern Path street name sign at the intersection of Howe Street and Fern Path does not appear to be to the town standard. Refer to photo #1.
2. A stop sign/street name sign is not located at the intersection of Howe Street and Bramble Road. Refer to photo #2-3.
3. Cracking of the pavement is occurring along Howe Street, Fern Path, Bramble Road and Field Road. The cracks should be sealed to prevent further damage to the pavement structure. Refer to photo #4-7.
4. Settling of the pavement is occurring at many of the drainage/sewer structure locations throughout the subdivision. The settled areas should be repaired full depth to prevent further damage to the pavement structure. Refer to photo #8-11.
5. The pavement at the western edge of the subdivision on Howe Street is in poor condition with major cracking and breaking up of the pavement structure. The damaged areas should be repaired to prevent further damage to the pavement structure. Refer to photo #12-14.



TETRA TECH

## Drainage

6. Catch basins do not contain hoods. It is unclear if they were required on the approved subdivision plans.
7. It appears that all catch basin pairs are in-line with one another. Discharge points from the catch basin structures could not be located.
8. Drainage manhole structures could not be located.

## Water\*

9. The main gate box at house #11 (west end) is the old type and is leaning. The hydrant gate is off center because of the existing berm.
10. The table and invert need to be flushed for the sewer at the intersection of Howe Street and Field Road.
11. The box of the hydrant gate at the intersection of Howe Street and Bramble Road is cracked and chipped at the lid.

\*Comments received from the Town of Medway Water & Sewer Department.

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

Photo # 1



Photo # 2



TETRA TECH

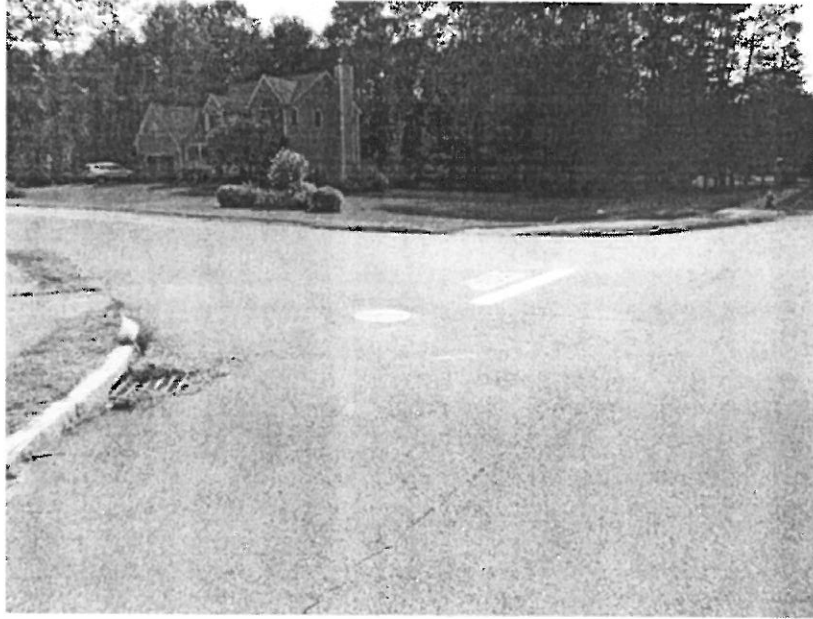


Photo # 3

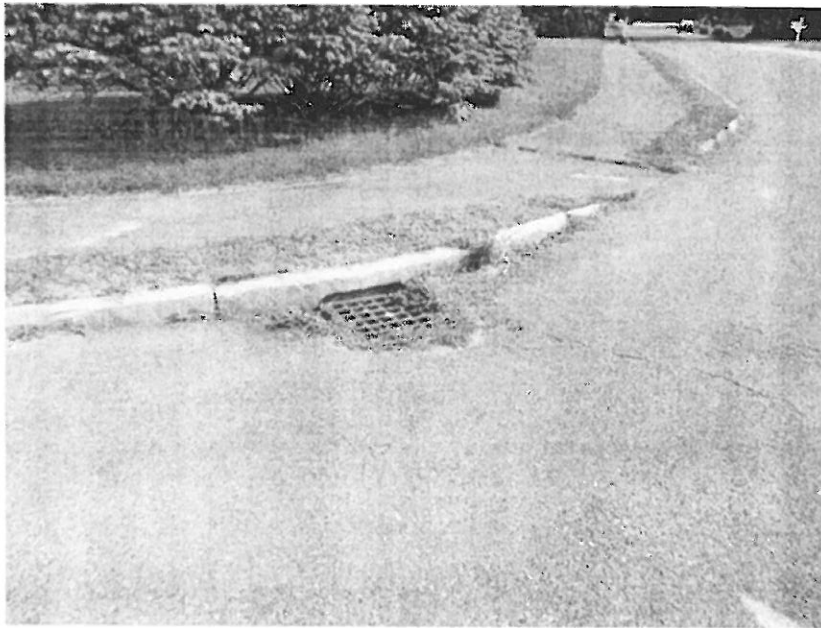


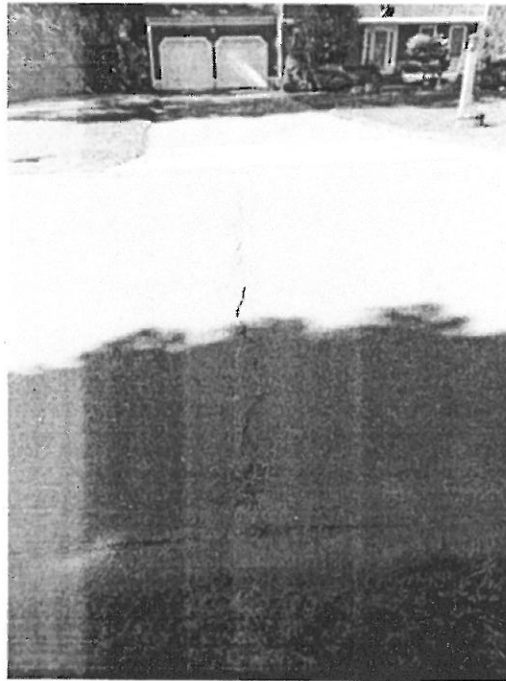
Photo # 4



TETRA TECH



Photo # 5





TETRA TECH

Photo # 6



Photo # 7



Photo # 8



TETRA TECH

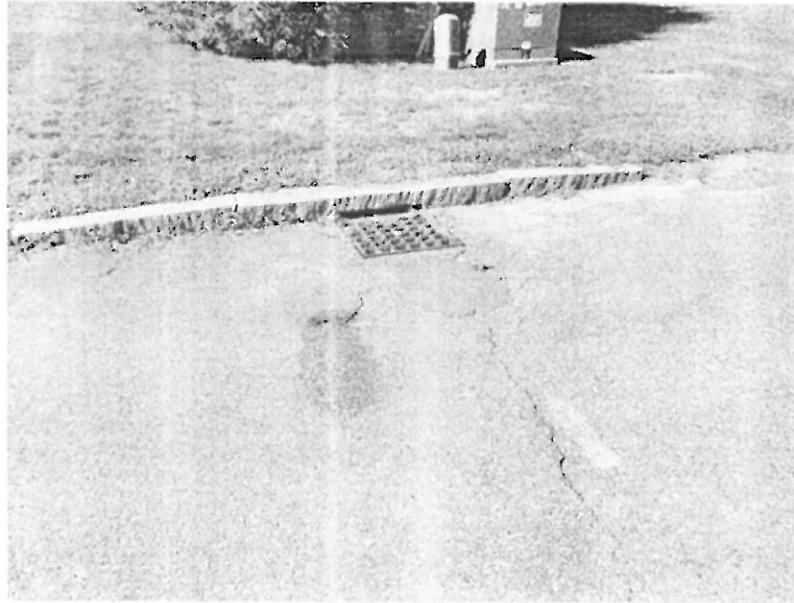


Photo # 9



Photo # 10



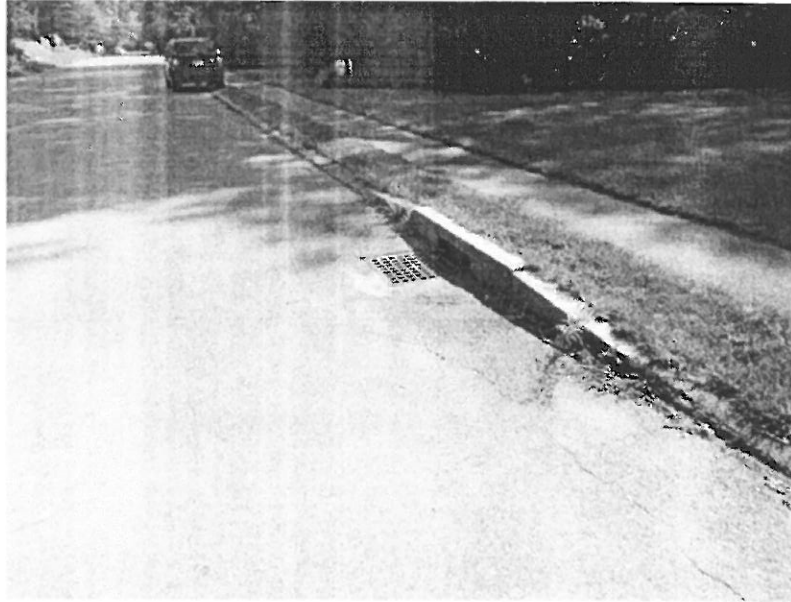


Photo # 11

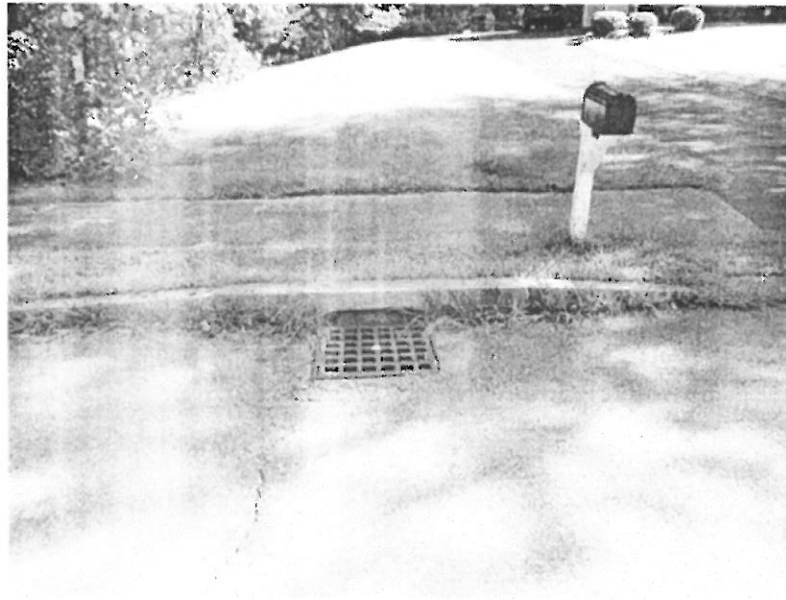


Photo # 12



Photo # 13





TETRA TECH

Photo # 14



Susan Affleck-Childs

RECEIVED  
SEP 10 2013

From: Thomas Holder  
Sent: Tuesday, September 10, 2013 4:47 PM  
To: Susan Affleck-Childs  
Subject: Applegate Sidewalk  
Attachments: photo.jpg; photo.jpg

TOWN OF MEDWAY  
PLANNING BOARD

Hi Susy – I took a look at the proposed sidewalk along Coffee Street from east of Applegate Drive to Douglas Street. The attached photos show the segment east of Applegate Drive that Unique Homes would build. It may be hard to see but there is a stone wall along this length of Coffee Street that would make the construction of a sidewalk impractical. Unless, the sidewalk is planned to be a “meandering” sidewalk on the property side of the stone wall. The segment toward Douglas Street also has its challenges including a significant dropoff at one point. In looking at the existing right-of-way layout along Coffee Street, it would be a tight fit to install a sidewalk without taking property. I guess my general thought is, this is less than an ideal location, in a constructability sense, to build a sidewalk.

Let me know what direction the board decides to go.

Thanks.  
Tom

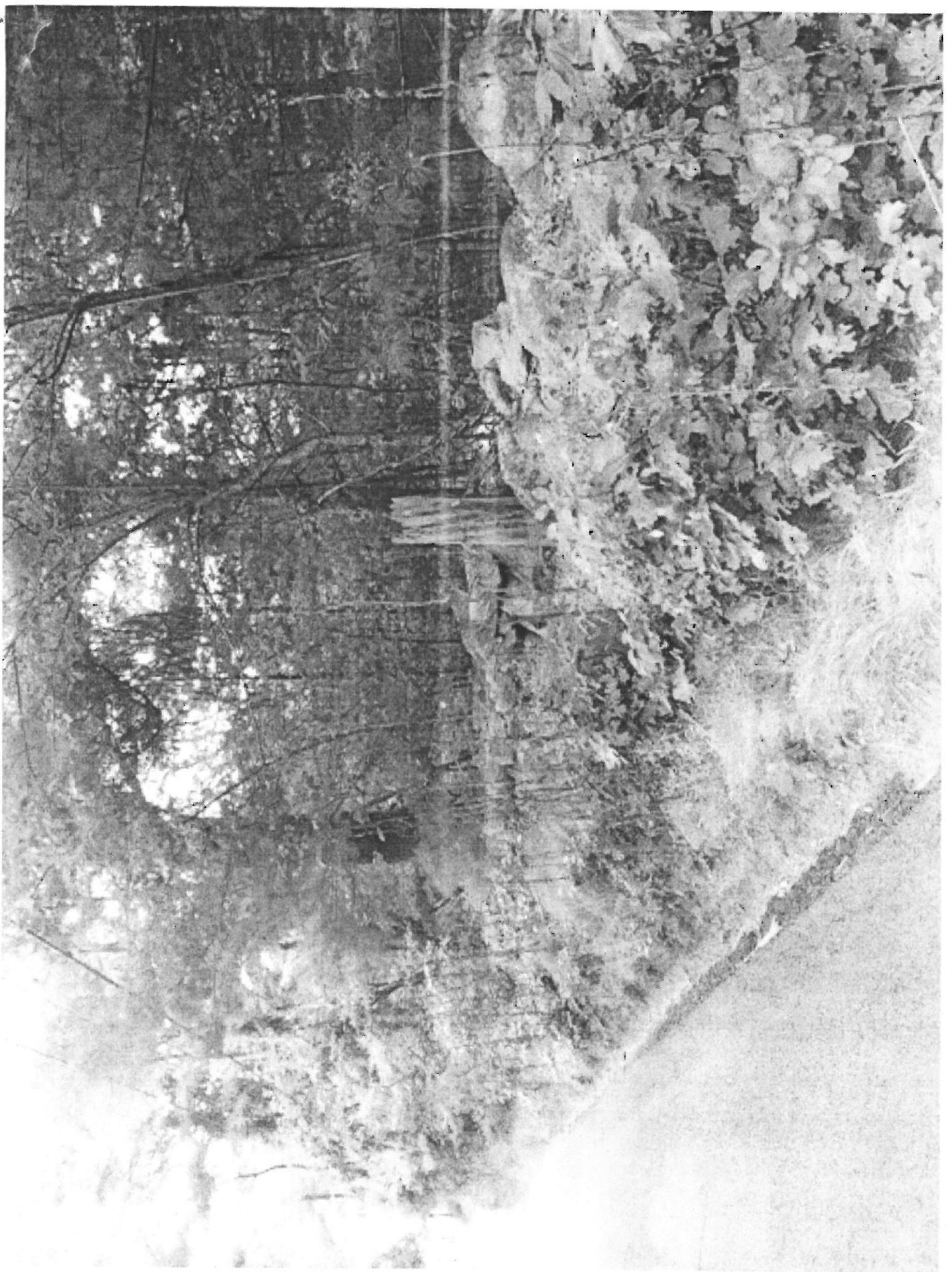
Thomas Holder | Director  
Department of Public Services

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

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TETRA TECH

MEMORANDUM

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

Fr: David Pellegri-Tetra Tech (TT) *DEP*

Re: **Applegate Farms  
Subdivision Revision Review  
Medway, MA**

Dt: September 10, 2013

RECEIVED  
SEP 10 2013

TOWN OF MEDWAY  
PLANNING BOARD

Per the request of the Medway Planning and Economic Development Board (PEDB), TT has reviewed the waiver request by the applicant of the above referenced project to eliminate the installation of the independent drainage system that is required to collect and discharge subsurface runoff from foundation perimeter drains at the proposed houses.

Section 5.7.23 (f) from Chapter 100 (Rules and Regulations for the Review and Approval of Land Subdivisions) of the Town of Medway, Planning Board Rules and Regulations states, that "the plan shall also show the following at a minimum: An independent drainage system to collect and discharge subsurface runoff from the foundation perimeter drains for the houses that abut the proposed roadway. The system must be shown on the plans clearly illustrating pipe locations from each house, the trunkline located within the roadway layout, and outfall locations including the backflow preventor location and invert elevations. Details must be provided showing the size and type proposed"

In order to meet this requirement the approved Applegate Farm Definitive Subdivision plans identified a four (4)-inch pipe to be located below the proposed bituminous sidewalk in front of the following lots (all of which have no opportunity to daylight a proposed perimeter drain): 9R, 12B, 11B, 10B, 9B, and 8B. There are also two notes in the upper right hand corner of Sheet 7 of 20 that states "1. Perimeter foundation drains (4") to be outleted to daylight or connected to the 4" main trunkline. Installation to comply with Medway Subdivision Rules and Regulations Sec. 7.7.4(d). 2. Final building elevations and locations shall be in compliance with the Town of Medway Building Regulations. Basement floor elevations to be a min. of two feet above max. seasonal high ground water. Ground water elevation to be verified by certified soil evaluator. Proposed dwelling locations and elevations shown are for conceptual purposes only"

Additionally, the Massachusetts State Building Code requires that "the Owner or Applicant shall perform a subsurface soil investigation in accordance with 780 CMR



TETRA TECH

1802.0 to determine the possibility of the ground water table rising above the proposed elevation of the floor or floors below grade.”

Based on both the note on Sheet 7 of the approved plans quoted above, and the State Building Code, we feel that there is adequate assurance that the basement floor elevations will be designed and constructed above the seasonal high ground water elevation, therefore eliminating the need for a foundation drain. If a situation arose in the future where a homeowner still encountered wet conditions in the basement, a drainage system could be employed and discharged to a drywell somewhere on the property.

If the board so desires, they could incorporate the note on Sheet 7 into any approval of the waiver request to emphasize the requirement. Therefore in conclusion, we feel that the drain proposed below the sidewalk to accept the future perimeter drains in the original approved plans is not necessary and can be eliminated from the design per the standard waiver approval process.

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





**TETRA TECH**

June 20, 2013  
(Revised August 20, 2013)

Mr. Andy Rodenhiser  
Chairman, Planning and Economic Development Board  
Medway Town Hall  
155 Village Street  
Medway, MA 02053

**Re: Applegate Farm  
Twelve Lot Single Family Residential Subdivision  
Amended Definitive Subdivision Plan Review  
Medway, Massachusetts**

Dear Mr. Rodenhiser:

Tetra Tech (TT) has performed a review of the proposed Amended Definitive Subdivision Plan for the above-mentioned project. The project includes the construction of twelve lot single family residential on 15.85± acres site. New utility services will be constructed to accommodate the improvements. We are restricting our review/comments to those changes identified by the Applicant.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Amended Definitive Subdivision Plan, Applegate Farm, Twelve Lot Single Family Residential Subdivision in Medway, Massachusetts", dated February 20, 2013, prepared by GLM Engineering Consultants, Inc., (GLM).
- A letter entitled "Definitive Subdivision Amendment; Applegate Farm, Medway, MA; Owner: Cedar Trail Trust, Ralph Costello" dated February 19, 2013, prepared by GLM.
- Amended Stormwater Drainage System for Applegate Farm Subdivision and Virginia Road dated November 8, 2011, prepared by GLM.

The Plans and accompanying materials as they relate to the proposed amendments were reviewed for conformance with the Town of Medway, Massachusetts Planning Board Site Plan Regulations, the MA DEP Storm Water Management Standards (Revised January 2008), Town of Medway Water/Sewer Department Rules and Regulations, and good engineering practice. The following is a list of comments generated during the review of the design documents. Reference to the applicable regulation requirement is given in parentheses following the comments.

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



## TETRA TECH

On August 13, 2013, TT received an updated package from the applicant's engineer including a comment letter providing responses to our original comments, and revised plans. We have reviewed this package and updated our comments as bulleted below the original comment and dated 8/20/13.

**The following items were found to be not in conformance with good engineering practice or requiring additional information:**

1. Existing culvert across Ellis Street should be shown on the existing conditions plan.
  - **TT 8/20/13 Update:** It appears that this item has been addressed but due to the pen colors on the half size plans provided it is difficult to confirm.
2. Top of basin dike extends beyond original limits of Parcel A and into Utility and Access easement. Is this acceptable?
  - **TT 8/20/13 Update:** The applicant has verified that the basin extends outside of Parcel A but is contained within the proposed easement. The applicant should discuss this directly with the board to determine whether a waiver is required for this item since it conflicts directly with item Chapter 100, Section 7.7.2 (p) of the Town of Medway Planning Board Rules and Regulations.
3. Why was the outlet pipe from the basin replaced with a swale?
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.
4. Plan should identify proposed size of DMH #8. I don't believe a 4' structure was installed.
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.
5. The proposed sidewalk within the subdivision does not appear on the plans. Sheet 7 of 20 used to show the 6' wide sidewalk but now none is shown on plan.
  - **TT 8/20/13 Update:** The applicant has stated that the sidewalk is now shown on Sheet 7 of 20 but it still does not seem to appear on that plan.
6. The existing culvert across Ellis Street should be removed.
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.



## TETRA TECH

7. One side of the proposed sidewalk along Coffee Street is missing on Sheet 20 of 20.
  - **TT 8/20/13 Update:** The applicant has stated that one section of sidewalk has been removed and a waiver requested, however it appears that one side of the sidewalk to remain is still missing.
8. Plans should identify cutting and repairing existing stone wall to install sidewalk along Coffee as proposed.
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.
9. How will limits of Town installation for new drainage be communicated?
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.
10. Is CB#12-3 necessary? Based on existing grades provided it doesn't appear that there is an existing crown in roadway. Why are we adding one? By eliminating crown we could also remove berm.
  - **TT 8/20/13 Update:** This item is still unclear. We should discuss further.
11. If waiver for curbing is approved, then detail should be modified to reflect change  
in curb/berm.
  - **TT 8/20/13 Update:** This item will be addressed at a later date.
12. Has the outlet structure on detail sheet been modified to reflect revised drainage calculations?
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.
13. Add note on plan to repair stone wall after installation of new drain line between manholes 12-4 and 12-5.
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction.
14. Applicant should provide finish floor, basement and groundwater elevations to confirm that removal of the perimeter drains is feasible.
  - **TT 8/20/13 Update:** This item has been addressed to our satisfaction. This issue will be discussed in separate correspondence further.



**TETRA TECH**

These comments are offered as guides for use during the Town's review. If you have any questions or comments, please feel free to contact us at (508) 903-2000.

Very truly yours,

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

P:\21583\143-21583-13012\DOCS\APLEGATE FARM-REVIEW LETTER-2013-06-20-REVISED 2013-08-20.DOC

## Susan Affleck-Childs

---

**From:** Pellegri, David [david.pellegr@tetrattech.com]  
**Sent:** Tuesday, August 20, 2013 10:28 PM  
**To:** Ralph Costello (rmc@uniquenewhomes.com); Robert Truax  
**Cc:** Susan Affleck-Childs  
**Subject:** Applegate Farms  
**Attachments:** Field Report-2013-06-26.pdf

Ralph/Rob,

Please find attached the inspection report that we conducted back in June. There are two issues happening at the site that require attention as soon as possible, including stormwater maintenance and erosion control. Please review the inspection report and then we can discuss further at the hearing on Tuesday night. Let me know if you have any questions.

Thanks,

Dave

David R. Pellegri, P.E. | Senior Project Manager  
Direct: 508.903.2408 | Main: 508.903.2000 | Fax: 508.903.2001  
[david.pellegr@tetrattech.com](mailto:david.pellegr@tetrattech.com)

Tetra Tech | Engineering and Architecture Services  
1 Green Street | Framingham, MA 01701 | [www.tetrattech.com](http://www.tetrattech.com)

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<b>Tetra Tech</b> One Grant Street Framingham, MA 01701		
Project	Date	Report No.
Applegate Farm	06-26-2013	46
Location	Project No.	Sheet 1 of
Coffee/Ellis Street, Medway, MA	143-21583-13012	2
Contractor	Weather	Temperature
Canesi Bros. Inc.	A.M. SUNNY P.M.	A.M. 85 P.M.

**FIELD OBSERVATIONS**

On Wednesday, June 26, 2013, Steve Bouley from Tetra Tech was on-site to inspect the current condition of the site. While on-site the following observations were made:

1. Observations

- A. Due to the lack of established cover uphill of the roadway from approximate STA 6+00 to STA 10+00, sand and sediment is washing into the roadway during storm events. Silt sacks or an approved equal should be placed in the catch basins to prevent sand and sediment from entering the drainage system. Also, the ground should be loamed and seeded or erosion control measures should be placed to prevent sediment from entering the roadway and/or to prevent any damage to the roadway in the future. (See Photo #1-4)
- B. The drainage basin appears to be overgrown. Per the Operation and Maintenance plan the basin should be mowed regularly during the growing season. (See Photo #5-6)

2. Schedule

- A. TT will inspect the subdivision on an as needed basis.

CONTRACTOR'S FORCE AND EQUIPMENT				WORK DONE BY OTHERS			
Sup't	0	Bulldozer	0	Asphalt Paver	0	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers	0	Loader	0	Vib. Roller	0		
Drivers		Rubber Tire Backhoe/Loader	0	Static Roller			
Oper. Engr.	0	Bobcat		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons		Excavator	0	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tree Remover			
Surveyors	0	Conc. Mixer		Chipper			
Blasting Crew		Conc. Truck		Screener			
		Pickup Truck	0	Drill Rig			
		Dump Truck 6 Whl	0	Boom Lift			
		Dump Truck 10 Whl		Water Tank			
		Dump Truck 14 Whl		Lull			
		Dump Truck 18 Whl	0	Gradall	0		
Police Details: n/a				RESIDENT REPRESENTATIVE FORCE			
Time on site: 4:30 P.M.-5:00 P.M.				Name		Name	
CONTRACTOR'S Hours of Work:							
				Resident Representative Steve Bouley			

Project Applegate Farm	Date 06-26-2013	Report No. 46
Location Coffee/Ellis Street, Medway, MA	Project No. 143-21583-13012	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 85 P.M.
<b>FIELD OBSERVATIONS CONTINUED</b>		

3. New Action Items

A. N/A

4. New Action Items

- A. When the clearing of Lot 7 occurred, the natural channel for the culvert runoff was eliminated. The site was leveled off and in doing so, the material is blocking the pathway from the culvert. This could prevent water from running through the culvert and cause flooding on Ellis Street. This could be a larger issue if freezing occurs as temperatures drop.
- B. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
- C. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*
- D. It has been noted that the contractor is installing the drainage system in this portion of the site per an unapproved layout of the drainage system as shown on revised plans dated 2/15/12.
- E. Canesi requested that we connect the existing house on Lot 9R to the new sewer installed in Road A. TT will check with the DPS and Planning Board about connecting a house to the system prior to a bond being submitted. *DPS felt that TT should conduct a thorough inspection of the sewer system prior to allowing the new connection. It is also noted that the connection would be done at the risk to the Owner, meaning if there is an issue with the sewer line within the subdivision or on the house owners property, the town is not yet responsible for operation and maintenance of that line. A sketch shall be submitted to the BOH upon capping of the forcemain.*
- F. It was noted that the property at the intersection of Coffee Street and Ellis Street has cleared all of the trees within the ROW on Coffee Street. We discussed with the contractor of Applegate that the parcel owned by Mr. Costello along Coffee should not be cleared in the same manner. The intent of the design is to have the proposed sidewalk meander around the existing trees.
- G. The DPS has notified us that the project requires two water connection permits and will require an additional sewer connection permit when the main building on Lot 9R is reconnected into the Applegate Subdivision sewer system.
- H. The base material was still slightly wet in one area (near STA 6+00) which caused it to rut when the pavement was installed. This resulted in a thin pavement layer with some ruts. This section should be cut out and replaced prior to placing top course.

5. Materials Delivered to Site Since Last Inspection:

A. N/A.

Photo #1



Photo #2





Photo #3

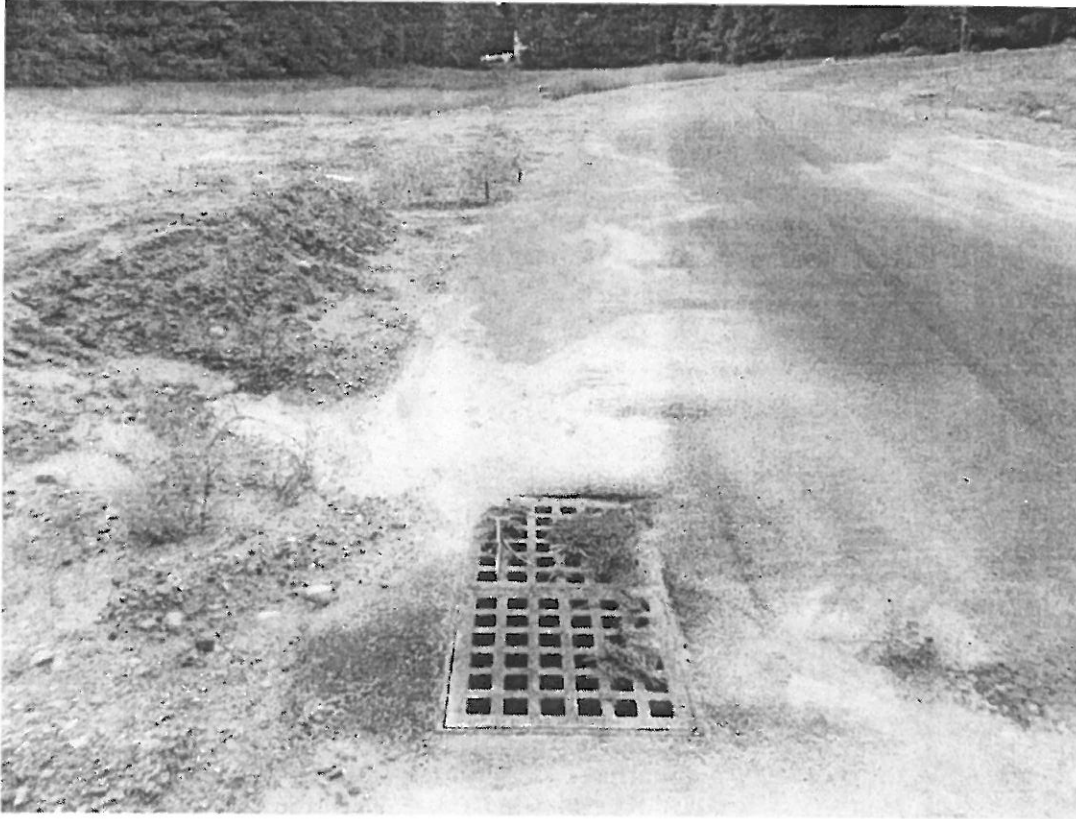


Photo #4

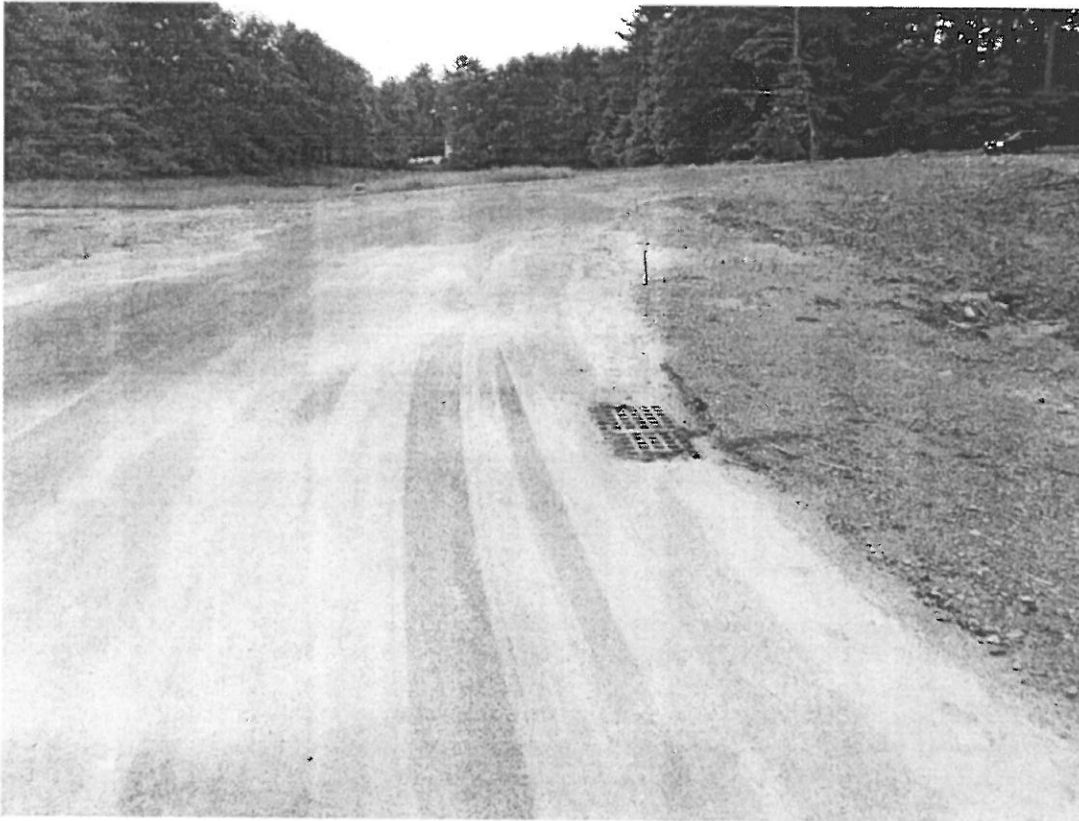


Photo #5



Photo #6



rec'd  
9-10-13



WWW.UNIQUENEWHOMES.COM

August 13, 2013

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

Re: Applegate Subdivision Modification and Drainage Easement

Dear Susan,

This letter is to confirm that as part of the approval of the Applegate Modification Plan, Cedar Trail Trust will install the drainage line in the drain easement as shown on the plan. Cedar Trail Trust will install the line up to the edge of the Ellis Street right of way.

The Town of Medway will be responsible to provide Cedar Trail Trust with all the needed materials needed for the drain installation in the easement.

Cedar Trail Trust will not be responsible for any of the drainage improvements on Ellis Street.

Sincerely yours,

Ralph Costello  
Trustee  
Cedar Trail Trust

A handwritten signature in black ink, appearing to read "Ralph Costello", written over a horizontal line.

503 MAIN STREET  
MEDFIELD, MA  
02052-3548  
T: 508 359 8550  
F: 508 359 3662

RECEIVED  
SEP 10 2013

TOWN OF MEDWAY  
PLANNING BOARD

# Request for Extension of Deadline for Action by the Medway Planning & Economic Development Board

9.10.13

DATE

The undersigned Applicant (or official representative) requests an extension of the deadline for action by the Planning and Economic Development Board on the application of UNIQUE HOMES, Inc for:

- ANR (Approval Not Required/81P Plan)
- Preliminary Subdivision Plan
- Definitive Subdivision Plan (or modification)
- Site Plan Approval (or modification)
- Scenic Road Work Permit

for the development project known as: Appleton Farm

to the following date: Oct 15, 2013

*Respectfully submitted,*

Name of Applicant or official representative: Ralph Costello

Signature of Applicant or official representative: [Signature]

\*\*\*\*\*

Date approved by Planning and Economic Development Board: 9-10-13

New Action Deadline Date: Oct 15, 2013

ATTEST: S. Affleck-Childs

Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



**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*  
*Matthew Hayes, P.E.*  
*Karyl Spiller-Walsh*

REVISED DRAFT – September 5, 2013

**SITE PLAN DECISION**  
**Medway Commons Site Plan Modification for Starbucks Coffee**  
**67 Main Street**

You are hereby notified that on September 10, 2013 at a duly called and properly posted meeting, the Medway Planning and Economic Development Board, after reviewing the application and information compiled during the public review process which commenced on May 6, 2013, *(the date of application submittal)*, voted on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ with \_\_\_\_ in favor ( \_\_\_\_\_ ) and \_\_\_\_ against ( \_\_\_\_\_ ) to approve with conditions as specified herein, the application of Charter Medway I, LLC and Charter Realty II, LLC of Rye Brook, NY to modify the previously approved site plan for the Medway Commons shopping center as such pertains to proposed changes at Starbucks Coffee.

This Decision includes the following sections:

- I. Project Location
- II. Background
- III. Project Description – Proposed Modification
- IV. Procedural Summary
- V. Index of Site Plan documents
- VI. Testimony
- VII. Findings
- VIII. Special Conditions of Approval
- IX. General Conditions of Approval

**I. PROJECT LOCATION** - The application pertains to the Starbucks Coffee which is located in the most northeasterly building at 67A Main Street in the Medway Commons shopping center. Medway Commons is located in the Commercial I zoning district and is identified as Parcels 23-67A, 24, 23-67C on Medway Assessor's Map 41. The center is owned by Charter Medway I, LLC and Charter Medway II, LLC of Rye Brook, NY under a long term ground lease with Hidden Acres Realty Trust I, LLC and Hidden Acres Realty Trust II, LLC of Medway, MA. The property is bounded on the north by Main Street/Route 109 and on the west by Holliston Street.

**II. BACKGROUND** - *The overall site plan for the Medway Commons shopping center was previously approved by the Medway Board of Selectmen on July 29, 2002. On May 1, 2013, the Medway Zoning Board of Appeal issued a special use permit authorizing the drive-thru use pursuant to the Medway Zoning Bylaw, V. G. 1. j) 7).*

**III. PROJECT DESCRIPTION/PROPOSED MODIFICATION** - The primary purpose of this site plan modification is to provide a drive-through aisle and a 170 sq. ft. pick-up window for the Starbucks Coffee. The project will entail a reconstruction of the existing parking area along the west side of the building and a realignment of the drive aisles to provide a queue length for 8 cars, 2 menu boards, outside seating and a pick-up window. The drive-through lanes will exit onto an existing private parking lot roadway within Medway Commons. On-site improvements to internal circulation with landscaped areas and curbing alterations will better align Starbucks' access driveway with the adjacent STAR Market parking area. Some minor adjustments to the existing drainage system are needed to accommodate the driveway realignment. The outdoor area will provide seating for 20 customers and the interior store will be remodeled to allow seating for 35 customers. There is an overall reduction of 20 parking spaces due to the reconstruction.

The Starbucks Coffee drive-thru was authorized by a special use permit issued by the Medway Zoning Board of Appeals on May 1, 2013. The special use permit was recorded at the Norfolk County Registry of Deeds on \_\_\_\_\_ in Book \_\_\_\_, Page \_\_\_\_.

#### **IV. PROCEDURAL HISTORY**

- A. May 6, 2013 – Application to modify a previously approved site plan was filed with the Medway Planning & Economic Development Board.
- B. May 21, 2013 – PED office notified Town staff, boards, committees of the application and the planned public hearing for June 11, 2013. The plans were posted to the Town's common drive and were available at the PEDB office for review.
- C. May 22, 2013 – Public Hearing notice was filed with the Town Clerk and posted to the Town's web site. The public hearing was advertised in the *Milford Daily News* on May 28 and June 3, 2013. Abutters were notified by certified sent mail on May 22, 2013.
- D. June 11, 2013 – Public Hearing commenced. The public hearing was continued to July 23, 2013, and August 27, 2013. The public hearing was closed on August 27, 2013.
- E. Action Deadline Extensions – At its 6-11-2013 meeting, the Planning and Economic Development Board approved the applicant's request to extend the action deadline to August 6, 2013. At its 7-27-2013 meeting, the Board approved the applicant's request to extend the action deadline to September 30, 2013.

#### **V. INDEX OF SITE PLAN DOCUMENTS**

- A. The application package to modify the previously approved Medway Commons site plan for Starbucks as submitted on May 6, 2013 included the following documents:
  - Application to Modify a Previously Approved Site Plan dated April 29, 2013.
  - Project Description dated April 29, 2013
  - *Medway Commons Retail Development*, 67 Main Street, Medway, MA dated April 26, 2013 prepared by Tighe and Bond Consulting Engineers of Portsmouth, NH. (15 sheet plan set)
  - Authorization letter dated March 21, 2013 from land owners Hidden Acres Realty Trust I and II, LLC to submit the site plan modification application

- Determination letter dated May 10, 2013 from Building Commissioner John Emidy indicating that the scope of the proposed project constituted a Substantial Modification.
  - Technical Memorandum dated April 26, 2013 from Jennifer Viarengo, P.E. with Tighe and Bond describing the proposed alterations to the drainage design and verifying that there will be a slight reduction in impervious area.
  - Traffic Impact Statement dated April 1, 2013, prepared by Jason Plourde, P.E. and Paul Furgal, P.E., Tighe and Bond, Portsmouth, NH
  - Certified abutters list
- B. During the course of the public hearing process, the following additional documents were provided to the Board:
- Traffic Impact Statement (REVISED) dated July 15, 2013 prepared by Jason Plourde, P.E., Tighe and Bond, Portsmouth, NH
  - Revised Memorandum dated July 15, 2013 from Jennifer Viarengo, P.E. with Tighe and Bond describing the proposed alterations to the drainage design
  - Cover memo dated July 23, 2013 from Jason Plourde, P.E., Tighe and Bond with a collection of vehicle queuing observations at drive-thru windows of two similar Starbucks facilities.
  - *Starbucks Addition*, 67 Main Street – 6 sheet plan set dated July 12, 2013 prepared by Scott Griffin Architects, Waltham, MA.
  - *Medway Commons Retail Development*, 67 Main Street, Medway, MA REVISED DATE July 8, 2013 prepared by Tighe and Bond Consulting Engineers of Portsmouth, NH (received 7/16/2013). NOTE – The 19 sheet plan set includes the 6 sheets dated 7/12/2013 prepared by Scott Griffin Architects, Waltham, MA.
  - Technical Memorandum dated July 23, 2013 from Jennifer Viarengo, P.E. and Jason Plourde, P.E. of Tighe & Bond in response to the 7/17/2013 peer review letter from David Pellegri of Tetra Tech Engineering, the Town's consulting engineer
  - *Medway Commons Retail Development*, 67 Main Street, Medway, MA REVISED DATE July 22, 2013 prepared by Tighe and Bond Consulting Engineers of Portsmouth, NH (received 7/26/2013). (NOTE – the 19 sheet plan set includes 6 sheets dated 7/12/2013 prepared by Scott Griffin Architects, Waltham, MA.
  - *Medway Commons Retail Development*, 67 Main Street, Medway, MA – REVISED Sheets C-4 and C-2B dated 8/20/2013.
  - *Starbucks Addition*, 67 Main Street – Sheet A1 prepared by Scott Griffin Architects, Waltham, MA (received 8/21/2013) NOTE – Revision date is NOT indicated.
  - ZBA special permit decision dated May 1, 2013 authorizing the drive-thru use
  - Prior site plan decision of the Medway Board of Selectmen dated July 29, 2002

**VI. TESTIMONY** - In addition to the site plan application materials submitted and provided during the course of our review, the Planning & Economic Development Board received written or verbal testimony as follows:

**Review Letters**

- Review letter dated July 17, 2013 from David Pellegri, Tetra Tech Engineering, the Town's consulting engineer.

- REVISED review letter dated August 21, 2013 from David Pellegri, Tetra Tech Engineering, the Town's consulting engineer.
- Letter of Recommendation dated August 12, 2013 from the Medway Design Review Committee
- Review memo dated August 23, 2013 from Sergeant/Safety Officer Jeffrey Watson

**Verbal Testimony**

- Karen Johnson, Charter Realty and Development
- David Pellegri, P.E., Tetra Tech
- Gino Carlucci, AICP, PGC Associates
- Matt Buckley, Chairman of the Medway Design Review Committee

**VII. FINDINGS** – The Planning & Economic Development Board must determine whether the proposed site plan modification constitutes a suitable development based on conformance with the purposes of Site Plan Review as specified in the *Medway Zoning Bylaw* and with the various site development standards and criteria set forth in the Board's *Site Plan Rules and Regulations*. The Planning & Economic Development Board, at its meeting on September 10, 2013, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, voted \_\_\_ in favor ( ) and \_\_\_ against ( ) to \_\_\_\_\_ the following **FINDINGS** regarding the Medway Commons site plan modification for Starbucks Coffee.

**ZONING BYLAW – Section V. C - Site Plan Review & Approval**

- (1) Are the buildings, uses and site amenities properly located on the development site in relation to the terrain and scale of other buildings in the vicinity and adjacent neighborhoods?

*The plan is to add a drive-thru arrangement to the existing Starbucks Coffee within the Medway Commons shopping center. The site is already highly developed. The driveway will allow 8 vehicles to queue and a 168 sq. ft. pick-up window will be constructed as an addition to the building's west façade. The proposed location for the drive-thru aisles and window is currently used as a parking area. The site plan has been reviewed by the Town's engineering consultant, the Design Review Committee, and Police Department's Safety Officer and has been revised to address comments received. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (2) Are the construction and renovation of buildings and the installation of site amenities thoughtfully designed to reflect or be compatible with Medway's New England architectural style as further detailed in the *Design Guidelines*?

*The building architecture and design of site amenities have been reviewed by the Design Review Committee. Recommended changes have been or will be incorporated into the plans. Therefore, subject to Specific Condition A-5, the Planning and Economic Development Board finds that this criterion is met.*

- (3) Are adjacent and neighboring properties protected from nuisance and harmful effects caused by noise, fumes, and the glare of headlights and other light sources generated by uses on the development site?



*The site is already developed and the proposed area of the drive-thru is currently a parking lot. The addition of the drive-thru will not affect adjacent and neighboring properties with noise, fumes, glare of headlights and other light sources to an appreciably greater degree than the current parking lot configuration.*

- (4) Are significant natural features on a development site (i.e. hills, water bodies, wetlands, trees, tree groves, wooded areas, rock outcrops, native plants, wildlife habitats, and other areas of aesthetic and ecological interest) preserved with as minimal site disturbance as possible?

*The site is already developed. Since this project involves a modification to a business in one existing building of a multi-tenant/building shopping center and a reconfiguration of the parking lot, there is no additional disturbance of natural features. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (5) Are off-street loading facilities and methods for unloading vehicles, goods, products materials and equipment incidental to the normal operation of the establishment(s) on the development site conveniently and safely provided while the visual intrusion thereof is appropriately screened from public view?

*Starbucks will continue to use the existing loading zone for its operations. No changes in the loading and unloading of goods, products and materials are planned as a result of the proposed addition of the drive-thru aisles and pick-up window. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (6) Are facilities for the storage, handling and disposal of sewage, refuse and other solid wastes resulting from the normal operations of the establishment(s) on the development site provided and adequately screened from public view?

*The building and the entire shopping center are already served by municipal sewer. Starbucks will continue to manage the handling and disposal of its refuse with the existing dumpsters which are suitably screened from public view. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (7) Are pedestrian ways, access driveways, loading and parking facilities properly designed for the convenience and safety of customers, employees and the general public?

*This was a particular concern of the Planning and Economic Development Board as pedestrian access to this business would be changed by the conversion of the adjacent parking area to a drive-thru aisle and pick up window. The site design was reviewed by the Town's consulting engineer and the Police Department's Safety Office and recommended changes in pedestrian access have been incorporated into the plan to ensure that pedestrian access from the west is suitably provided. Subject to Specific Condition A-4, the Planning and Economic Development Board finds that this criterion is met.*

- (8) Is convenient and safe access for fire-fighting and emergency rescue vehicles provided to and within the development site in relation to adjacent streets?

*Starbucks is located within the Medway Commons shopping center which is situated at the intersection of Route 109/Main Street and Holliston Street, less than 1.5 miles from a fire*

*station. The plan has been reviewed by the Police Department's Safety Officer and the Fire Chief has not expressed any concerns about the proposed modification. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (9) Are satisfactory methods for drainage of surface water to and from the development site provided?

*The plan has been reviewed by the Town's consulting engineer. The proposed minor change to the drainage design to accommodate the creation of the drive-thru aisles has been determined to be adequate. The Director of the Department of Public Services has not expressed any concerns about the proposed modification. Subject to Specific Condition A-6, the Planning and Economic Development Board finds that this criterion is met.*

- (10) Are public ways and private drives properly designed to be constructed to serve the intended use and provide an adequate level of service in relation to the traffic to be generated by the development site?

*The primary customer access driveway to Medway Commons is a signalized intersection at Main Street/Route 109. The access to Starbucks is from an internal driveway within Medway Commons. Vehicle queuing for the drive-thru will be handled completely within the immediate Starbucks area and will not back up out onto Main Street/Route 109 or the private drives serving the Medway Commons shopping center as documented by information presented by the applicant regarding queuing distances at other Starbucks locations. The overall design to convert the parking area to the drive-thru aisles was reviewed by the Town's consulting engineer and their in-house traffic expert and was determined to be adequate. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (11) Have the effects and impacts of the proposed use of land or structures on vehicular and pedestrian traffic, municipal services and utilities, roadways, parking, drainage, environmental quality, water resources, signage, lighting, and community economics, character, values, amenities and appearance been identified and evaluated?

*The site plan has been reviewed by the Town's consulting engineer and has been circulated to various Town boards/committees/departments for their review. The plan has been revised to address comments received. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (12) Have site design modifications been proposed and evaluated to lessen the negative and harmful impacts?

*The plan has been revised in response to comments from the Town's consulting engineer, the Design Review Committee and Police Safety Officer in order to reduce and/or ameliorate the impacts of the proposed modifications to the development. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (13) Have reasonable conditions, limits, safeguards and mitigation measures been established?

*As noted in Sections VIII and IX below, a variety of conditions, limits and safeguards have been included in this decision. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

**SITE PLAN RULES AND REGULATIONS** – The Planning and Economic Development Board shall determine whether the proposed development is in conformance with the standards and criteria set forth in the *Rules and Regulations*, unless specifically waived. In making its decision, the Board shall determine the following:

- (14) Has internal circulation, queuing and egress been designed such that traffic safety is protected, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is minimized?

*There is no access to Medway Commons or the proposed drive-thru via minor streets servicing residential areas. However, internal circulation, queuing and egress were the primary areas of concern during the review of this proposed modification. The original design was reviewed by the Town's consulting engineer, Police Safety Office and Fire Chief and the plans were revised based on their comments. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (15) Does the site plan show designs that minimize any departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places?

*The proposed changes in the building and site amenities have been reviewed by the Design Review Committee. The planned 168 sq. ft. addition to accommodate a pick-up window is relatively minor; its surface finishes for siding, trim, cornice and brick work will match those of the existing structure. The addition reflects the architecture of the original building. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (16) Is reasonable use made of building location, grading and vegetation to reduce the visible intrusion of structures, parking areas, outside storage or other outdoor service areas (e.g. waste removal) from public views or from (nearby) premises residentially used and zoned.

*This site does not abut residential areas and the small addition for the pick-up window does not cause a substantial increase in the visible intrusion of structures. Expanded landscaping will provide a more attractive atmosphere than the present parking area, and the screening provided for the parking areas, outside storage and outdoor storage areas will either not be impacted or upgraded. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (17) Is adequate access to each structure for fire and service equipment provided?

*As noted in Finding #8 above, Starbucks is located within the Medway Commons shopping center which is situated at the intersection of Route 109/Main Street and Holliston Street, less than 1.5 miles from a fire station. The plan has been reviewed by the Police Department's Safety Officer and the Fire Chief has not expressed any concerns about the proposed modification. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (18) Will the design and construction minimize, to the extent reasonably possible, the following environmental impacts?
- a) the volume of cut and fill;
  - b) the number of trees to be removed with particular care taken with mature trees and root systems;
  - c) the visual prominence of man-made elements not necessary for safety;
  - d) the removal of existing stone walls;
  - e) the visibility of building sites from existing streets;
  - f) the impacts on waterways and environmental resource areas;
  - g) soil pollution and erosion;
  - h) noise.

*This project involves a relatively modest modification to a business in one existing building of an established multi-tenant/building shopping center. The design and construction involved in the development of drive-thru aisles and a pick-up window for Starbucks Coffee:*

- a) *does not include any cut and fill;*
- b) *does not remove any existing trees and will add landscaping enhancements;*
- c) *results in the conversion of a paved parking area to a combined drive-thru aisle with attractive supplemental landscaping;*
- d) *does not result in the removal of existing stone walls;*
- e) *retains the visibility of the existing building from Main Street/Route 109;*
- f) *does not infringe on waterways and environmental resource areas;*
- g) *does not increase pollution and erosion;*
- h) *minimizes noise as noted in Specific Condition B-1 regarding limitations on the hours of construction.*

*Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (19) Is pedestrian and vehicular safety both on the site and egressing from it maximized?

*The plan was reviewed by the Town's consulting engineer and the Police Department's Safety Officer. Replacement pedestrian access has been added for that which will be eliminated due to the construction of the drive-thru aisles. As noted in Finding #14 above, vehicular safety was a primary concern of the review and has been adequately addressed. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (20) Does the design and will the construction incorporate, to the maximum extent possible, the visual prominence of natural and historic features of the site?

*This project involves a modification to a business in one building of an established multi-tenant/building shopping center. As noted in Finding #4 above, there is no additional disturbance of natural features. Also, there are no historic features on site. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (21) Does the lighting of structures and parking area avoid glare on adjoining properties and minimize light pollution within the town?

*The proposed site plan modification does not include any additional light poles from what presently exists to illuminate the existing parking area nor are any additional exterior light*

*fixtures proposed. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

- (22) Is the proposed limit of work area reasonable and does it protect sensitive environmental and/or cultural resources? The site plan as designed should not cause substantial or irrevocable damage to the environment, which damage could be avoided or ameliorated through an alternative development plan or mitigation measures.

*The limit of work area is reasonable and since the project is an alteration of an existing development, it does not encroach on any sensitive environmental or cultural resources. Minor drainage changes are being provided to ensure adequate stormwater management. Therefore, the Planning and Economic Development Board finds that this criterion is met.*

**VIII. SPECIFIC CONDITIONS OF APPROVAL** – Approval of this site plan modification is subject to the following specific conditions:

- A. **Plan Revisions** - Prior to endorsement, the plan set *Medway Commons Retail Development*, 67 Main Street, Medway, MA REVISED DATE July 22, 2013 prepared by Tighe and Bond Consulting Engineers of Portsmouth, NH including plan sheets by Scott Griffin Architects shall be further revised to incorporate the following:
1. The plan endorsement signature box on all plan sheets shall be revised to delete reference to the Board of Selectmen and shall be replaced to specify the Planning and Economic Development Board.
  2. The cover sheet (Sheet C-0) shall be revised to reference:
    - a. the approval and endorsement dates of the previously approved Medway Commons site plan.
    - b. the approval date and recording information of the special use permit authorized by the Medway Zoning Board of Appeals on May 1, 2013.
    - c. final plan revision date.
  3. The Plan Title throughout the plan set shall be revised as follows: *Medway Commons Retail Development Site Plan Modification – Starbucks Coffee Drive-Thru*
  4. Requirements as specified in the 8/23/2013 memorandum from Sergeant Jeff Watson.
  5. The proposed Starbucks sign/logo to be positioned in the existing circular faux window on the west façade, with materials and size specifications.
  6. Sheets A-1 and A-4 – The splash pads under the downspouts shall be eliminated. Instead, a connection to the drainage system shall be specified.
  - 7.
  - 8.
  - 9.

**B. Construction**

1. **Time** - Construction work at the site and in the building shall commence no earlier than 7 a.m. and shall cease no later than 7 p.m. No construction shall take place on Sundays or legal holidays unless authorized in advance by the Medway Building Commissioner.
2. **Construction Traffic/Parking** – All parking for construction and construction related traffic shall be maintained on site. No parking of construction and construction related vehicles shall take place on Main Street/Route 109.
3. **Construction Materials/Debris** - There shall be no tracking of construction materials/debris onto any public way. Sweeping of the roadways adjacent to the site shall be done as needed to ensure that loose gravel/dirt does not create hazardous or deleterious conditions for vehicles, pedestrians and neighborhood residents. In the event any construction debris is carried onto a public way, the applicant shall be responsible for all clean-up of the roadway within 24 hours of its occurrence.
4. During construction, the contractors shall maintain suitable access for tenants and customers of the other businesses in the vicinity of the Starbucks Coffee.

- C. Construction Inspection** - Planning & Economic Development Board members, its staff or its designated agents shall have the right to inspect the site at any time, for compliance with the provisions of this Decision. Inspectors may include Town employees or consultants.

**D. Plan Compliance**

1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan modification.
2. Any construction work that deviates from this and the previous site plan decisions shall be a violation of the Zoning Bylaw. The Board or its agents may use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with this decision and its conditions.
3. The Conditions of Approval are enforceable under Section V. C. 12 of the Medway Zoning Bylaw (non-criminal disposition) and violations or non-compliance are subject to the designated fine.

- E. Plan Changes** – Any change to the approved site plan modification shall necessitate a further modification of the site plan requiring Planning & Economic Development Board approval pursuant to SECTION V. C. 8 of the Medway Zoning Bylaw. Whenever additional reviews by the Planning & Economic Development Board, its staff or consultants are necessary due to proposed site plan modifications, the Applicant shall be billed and be responsible for all supplemental costs including filing fees, plan review fees and all costs associated with another public hearing if required including legal notice and abutter notification. If the proposed revisions affect only very limited aspects

of the site, the Planning & Economic Development Board may reduce the scope of the required review, public notice and waive part of the filing and review fees.

- F. **Schedule for Project Completion** – The Planning and Economic Development Board's approval of this site plan modification shall lapse after one (1) year of the grant thereof if substantial use has not commenced except for good cause. Construction shall be completed by the applicant or its assignees within two (2) years of the date of plan endorsement.

Upon receipt of a written request by the applicant filed at least thirty (30) days prior to the date of expiration, the Planning & Economic Development Board may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested. If no request for extension is filed and approved, the site plan approval shall lapse and may be reestablished only after a new filing and hearing have been held.

- G. **Occupancy Permit** - Prior to the issuance of a new occupancy permit for Starbucks, the applicant shall:

1. provide **written certification from a Professional Engineer** registered in the Commonwealth of Massachusetts that all approved site plan modification work has been completed in strict compliance with the approved and endorsed site plan modification, the decision and any conditions thereto; and
2. submit six (6) copies of an **As-Built Plan**, prepared by a registered Professional Land Surveyor or Engineer registered in the Commonwealth of Massachusetts, to the Planning & Economic Development Board for its review and approval. The As-Built Plan shall show actual as-built locations and conditions of all work shown on the approved site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in an electronic format as may be specified by the Board of Assessors; and
3. secure a written **Certificate of Site Plan Completion** from the Planning and Economic Development Board that all work was completed in strict compliance with the approved and endorsed site plan modification, this decision and any conditions thereto, and provide such certification to the Inspector of Buildings.

OR/ the applicant shall provide suitable security/performance guarantee acceptable to the Town, to the Board's satisfaction, to cover the Town's costs to complete the remaining work. Such amount shall be determined by the Board based on the recommendation of the Town's Consulting Engineer.

## IX. GENERAL CONDITIONS OF APPROVAL

- A. **Appeal** – Any person aggrieved by the Planning & Economic Development Board's Decision may appeal such to the court within twenty (20) days of the date the Decision is filed with the Town Clerk.
- B. **Plan Endorsement** - Within thirty (30) days after the Planning & Economic Development Board has filed its *Decision* with the Town Clerk, the Applicant shall submit a final site plan modification drawing reflecting all required revisions, if any, to

the Planning and Economic Development Board to review for compliance with the Board's *Decision* before plan endorsement. All plan sheets shall be bound together in a complete set.

- C. **Fees/Taxes** - Prior to endorsement of the modified site plan by the Planning & Economic Development Board, the Applicant shall pay the balance of any outstanding plan review fees owed to the Town for review of the site plan by the Town's engineering and planning consultants, and any other outstanding expenses or obligations due the Town of Medway, including real estate and personal property taxes and business licenses. The Applicant's failure to pay these fees in their entirety shall be reason for the Planning & Economic Development Board to withhold plan endorsement.
- D. **Construction Standards** - All construction shall be in full compliance with all applicable local, state and federal laws, including but not limited to the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board for handicap accessibility.

Approved by the Medway Planning & Economic Development Board: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Susan E. Affleck-Childs  
Planning & Economic Development Coordinator

\_\_\_\_\_  
Date

**COPIES TO:** Stephanie Bacon, Health Agent  
Board of Assessors  
John Emidy, Building Commissioner/Zoning Enforcement Officer  
Thomas Holder, DPS  
Suzanne K. Kennedy, Town Administrator  
Jeff Lynch, Fire Department  
Melanie Phillips, Treasurer/Collector  
Karon Skinner-Catrone, Conservation Agent  
Jeff Watson, Police Department  
Dave Pellegri, Tetra Tech





# Medway Police Department

315 Village Street  
Medway, MA 02053

Phone: 508-533-3212  
FAX: 508-533-3216  
Emergency: 911

Allen M. Tingley  
Chief of Police

August 23, 2013

To: Medway Planning Board

From: Jeffrey W. Watson  
Sergeant/Safety Officer  
Medway Police Department

Ref: Starbucks/Medway Commons

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On August 5, 2013 I met with Karen Johnson of Charter Realty to look at the safety concerns of adding a drive-thru at Starbucks in the Medway Commons. We walked the site and the following would be my recommendations.

Add a crosswalk just North of the drive thru entrance. This crosswalk would connect from the crosswalk leading to McDonalds.

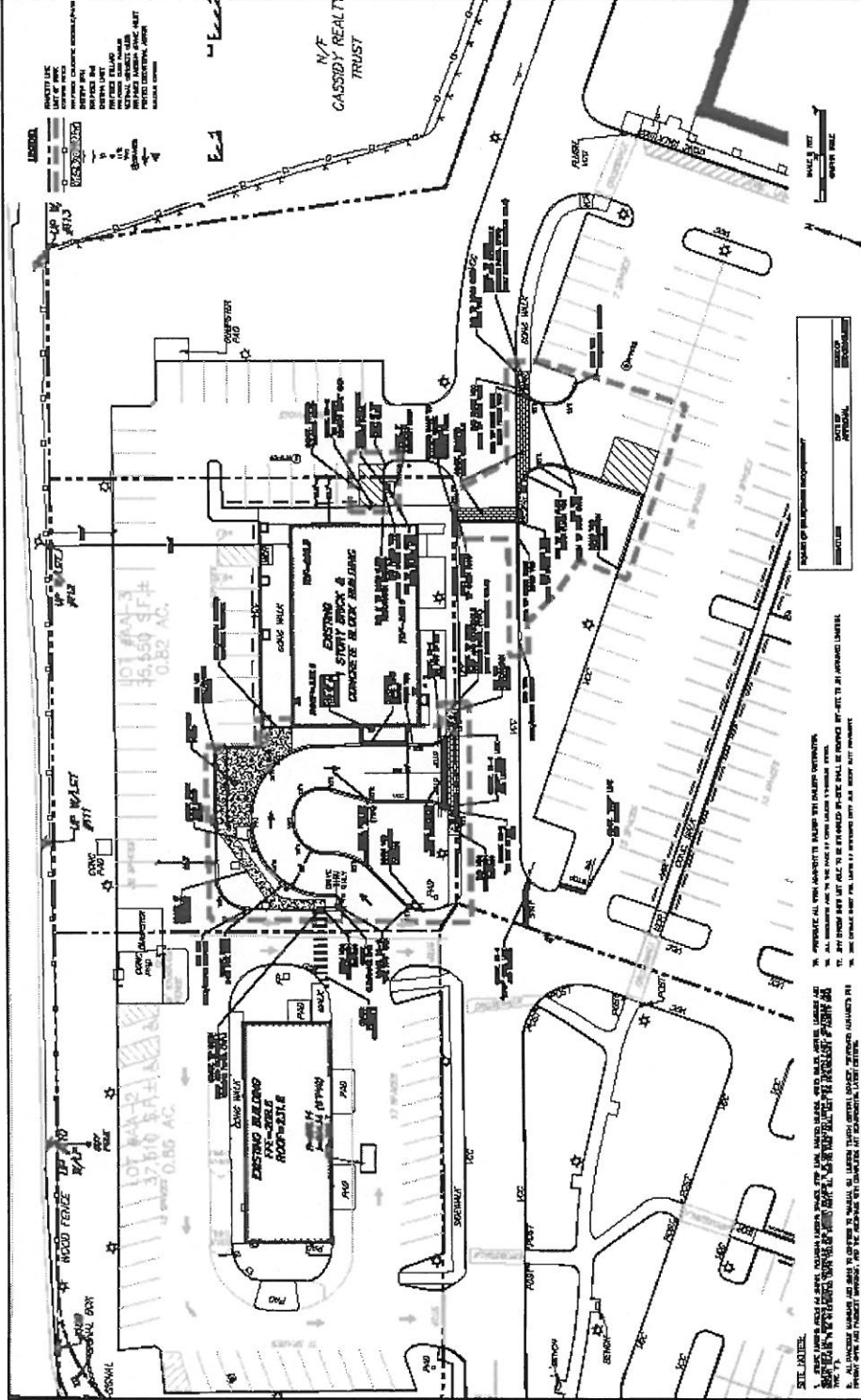
Construct a walkway from the new crosswalk to the proposed patio.

Add a Stop sign and painted Stop lines at two locations across the street of the entrance to Starbucks and McDonalds in the existing parking lot. (These are noted on the site plan) make sure there are stop signs at each location

Add Stop signs and painted Stop lines at the intersection on the east side of the building. These should be placed on the North (exiting site) and South (newly designed exit from the Star Market parking lot. (These are not noted on the site plan)

Most of these safety recommendations have been added to site plan named Medway Commons Retail Development dated March 20,2013, revised 8-20-2013 Per Safety Comments Project #C-0924. The Stop signs and lines on the east Side of the Building are not on the plan.

**Tight & Bond**  
 Consulting Engineers  
 100 YEARS  
 1911-2011



**PRELIMINARY NOTES:**

1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES.
2. ALL DIMENSIONS SHALL BE TO THE FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS SHALL BE TO THE CENTERLINE UNLESS OTHERWISE NOTED.
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**PERMITS AND APPROVALS:**

NO. 1	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 2	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 3	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 4	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 5	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 6	PLANNING DEPARTMENT	DATE	APPROVAL
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NO. 14	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 15	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 16	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 17	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 18	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 19	PLANNING DEPARTMENT	DATE	APPROVAL
NO. 20	PLANNING DEPARTMENT	DATE	APPROVAL

**PROVISIONAL REGULATIONS - ZONE:**

PROVISIONAL REGULATIONS - ZONE	MIN. HEIGHT	MAX. HEIGHT	MIN. SETBACK	MAX. SETBACK
RESIDENTIAL SINGLE-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL TWO-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL THREE-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL FOUR-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL FIVE-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL SIX-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL SEVEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL EIGHT-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL NINE-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL TEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL ELEVEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL TWELVE-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL THIRTEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL FOURTEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL FIFTEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL SIXTEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL SEVENTEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL EIGHTEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL NINETEEN-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"
RESIDENTIAL TWENTY-FAMILY	8'-0"	10'-0"	5'-0"	10'-0"

**FABRICATION DATA:**

ITEM	DESCRIPTION	QUANTITY	UNIT
1	CONCRETE	1500	CU YD
2	STEEL	1000	TON
3	BRICK	100000	UNIT
4	ROOFING	10000	SQ FT
5	PAINT	1000	GALE
6	GLASS	1000	SQ FT
7	MECHANICAL	1000	UNIT
8	ELECTRICAL	1000	UNIT
9	PLUMBING	1000	UNIT
10	LANDSCAPING	1000	SQ FT
11	ASPHALT	1000	SQ YD
12	GRAVEL	1000	SQ YD
13	CONCRETE	1000	SQ YD
14	STEEL	1000	TON
15	BRICK	100000	UNIT
16	ROOFING	10000	SQ FT
17	PAINT	1000	GALE
18	GLASS	1000	SQ FT
19	MECHANICAL	1000	UNIT
20	ELECTRICAL	1000	UNIT
21	PLUMBING	1000	UNIT
22	LANDSCAPING	1000	SQ FT
23	ASPHALT	1000	SQ YD
24	GRAVEL	1000	SQ YD
25	CONCRETE	1000	SQ YD
26	STEEL	1000	TON
27	BRICK	100000	UNIT
28	ROOFING	10000	SQ FT
29	PAINT	1000	GALE
30	GLASS	1000	SQ FT
31	MECHANICAL	1000	UNIT
32	ELECTRICAL	1000	UNIT
33	PLUMBING	1000	UNIT
34	LANDSCAPING	1000	SQ FT
35	ASPHALT	1000	SQ YD
36	GRAVEL	1000	SQ YD
37	CONCRETE	1000	SQ YD
38	STEEL	1000	TON
39	BRICK	100000	UNIT
40	ROOFING	10000	SQ FT
41	PAINT	1000	GALE
42	GLASS	1000	SQ FT
43	MECHANICAL	1000	UNIT
44	ELECTRICAL	1000	UNIT
45	PLUMBING	1000	UNIT
46	LANDSCAPING	1000	SQ FT
47	ASPHALT	1000	SQ YD
48	GRAVEL	1000	SQ YD
49	CONCRETE	1000	SQ YD
50	STEEL	1000	TON
51	BRICK	100000	UNIT
52	ROOFING	10000	SQ FT
53	PAINT	1000	GALE
54	GLASS	1000	SQ FT
55	MECHANICAL	1000	UNIT
56	ELECTRICAL	1000	UNIT
57	PLUMBING	1000	UNIT
58	LANDSCAPING	1000	SQ FT
59	ASPHALT	1000	SQ YD
60	GRAVEL	1000	SQ YD
61	CONCRETE	1000	SQ YD
62	STEEL	1000	TON
63	BRICK	100000	UNIT
64	ROOFING	10000	SQ FT
65	PAINT	1000	GALE
66	GLASS	1000	SQ FT
67	MECHANICAL	1000	UNIT
68	ELECTRICAL	1000	UNIT
69	PLUMBING	1000	UNIT
70	LANDSCAPING	1000	SQ FT
71	ASPHALT	1000	SQ YD
72	GRAVEL	1000	SQ YD
73	CONCRETE	1000	SQ YD
74	STEEL	1000	TON
75	BRICK	100000	UNIT
76	ROOFING	10000	SQ FT
77	PAINT	1000	GALE
78	GLASS	1000	SQ FT
79	MECHANICAL	1000	UNIT
80	ELECTRICAL	1000	UNIT
81	PLUMBING	1000	UNIT
82	LANDSCAPING	1000	SQ FT
83	ASPHALT	1000	SQ YD
84	GRAVEL	1000	SQ YD
85	CONCRETE	1000	SQ YD
86	STEEL	1000	TON
87	BRICK	100000	UNIT
88	ROOFING	10000	SQ FT
89	PAINT	1000	GALE
90	GLASS	1000	SQ FT
91	MECHANICAL	1000	UNIT
92	ELECTRICAL	1000	UNIT
93	PLUMBING	1000	UNIT
94	LANDSCAPING	1000	SQ FT
95	ASPHALT	1000	SQ YD
96	GRAVEL	1000	SQ YD
97	CONCRETE	1000	SQ YD
98	STEEL	1000	TON
99	BRICK	100000	UNIT
100	ROOFING	10000	SQ FT
101	PAINT	1000	GALE
102	GLASS	1000	SQ FT
103	MECHANICAL	1000	UNIT
104	ELECTRICAL	1000	UNIT
105	PLUMBING	1000	UNIT
106	LANDSCAPING	1000	SQ FT
107	ASPHALT	1000	SQ YD
108	GRAVEL	1000	SQ YD
109	CONCRETE	1000	SQ YD
110	STEEL	1000	TON
111	BRICK	100000	UNIT
112	ROOFING	10000	SQ FT
113	PAINT	1000	GALE
114	GLASS	1000	SQ FT
115	MECHANICAL	1000	UNIT
116	ELECTRICAL	1000	UNIT
117	PLUMBING	1000	UNIT
118	LANDSCAPING	1000	SQ FT
119	ASPHALT	1000	SQ YD
120	GRAVEL	1000	SQ YD
121	CONCRETE	1000	SQ YD
122	STEEL	1000	TON
123	BRICK	100000	UNIT
124	ROOFING	10000	SQ FT
125	PAINT	1000	GALE
126	GLASS	1000	SQ FT
127	MECHANICAL	1000	UNIT
128	ELECTRICAL	1000	UNIT
129	PLUMBING	1000	UNIT
130	LANDSCAPING	1000	SQ FT
131	ASPHALT	1000	SQ YD
132	GRAVEL	1000	SQ YD
133	CONCRETE	1000	SQ YD
134	STEEL	1000	TON
135	BRICK	100000	UNIT
136	ROOFING	10000	SQ FT
137	PAINT	1000	GALE
138	GLASS	1000	SQ FT
139	MECHANICAL	1000	UNIT
140	ELECTRICAL	1000	UNIT
141	PLUMBING	1000	UNIT
142	LANDSCAPING	1000	SQ FT
143	ASPHALT	1000	SQ YD
144	GRAVEL	1000	SQ YD
145	CONCRETE	1000	SQ YD
146	STEEL	1000	TON
147	BRICK	100000	UNIT
148	ROOFING	10000	SQ FT
149	PAINT	1000	GALE
150	GLASS	1000	SQ FT
151	MECHANICAL	1000	UNIT
152	ELECTRICAL	1000	UNIT
153	PLUMBING	1000	UNIT
154	LANDSCAPING	1000	SQ FT
155	ASPHALT	1000	SQ YD
156	GRAVEL	1000	SQ YD
157	CONCRETE	1000	SQ YD
158	STEEL	1000	TON
159	BRICK	100000	UNIT
160	ROOFING	10000	SQ FT
161	PAINT	1000	GALE
162	GLASS	1000	SQ FT
163	MECHANICAL	1000	UNIT
164	ELECTRICAL	1000	UNIT
165	PLUMBING	1000	UNIT
166	LANDSCAPING	1000	SQ FT
167	ASPHALT	1000	SQ YD
168	GRAVEL	1000	SQ YD
169	CONCRETE	1000	SQ YD
170	STEEL	1000	TON
171	BRICK	100000	UNIT
172	ROOFING	10000	SQ FT
173	PAINT	1000	GALE
174	GLASS	1000	SQ FT
175	MECHANICAL	1000	UNIT
176	ELECTRICAL	1000	UNIT
177	PLUMBING	1000	UNIT
178	LANDSCAPING	1000	SQ FT
179	ASPHALT	1000	SQ YD
180	GRAVEL	1000	SQ YD
181	CONCRETE	1000	SQ YD
182	STEEL	1000	TON
183	BRICK	100000	UNIT
184	ROOFING	10000	SQ FT
185	PAINT	1000	GALE
186	GLASS	1000	SQ FT
187	MECHANICAL	1000	UNIT
188	ELECTRICAL	1000	UNIT
189	PLUMBING	1000	UNIT
190	LANDSCAPING	1000	SQ FT
191	ASPHALT	1000	SQ YD
192	GRAVEL	1000	SQ YD
193	CONCRETE	1000	SQ YD
194	STEEL	1000	TON
195	BRICK	100000	UNIT
196	ROOFING	10000	SQ FT
197	PAINT	1000	GALE
198	GLASS	1000	SQ FT
199	MECHANICAL	1000	UNIT
200	ELECTRICAL	1000	UNIT
201	PLUMBING	1000	UNIT
202	LANDSCAPING	1000	SQ FT
203	ASPHALT	1000	SQ YD
204	GRAVEL	1000	SQ YD
205	CONCRETE	1000	SQ YD
206	STEEL	1000	TON
207	BRICK	100000	UNIT
208	ROOFING	10000	SQ FT
209	PAINT	1000	GALE
210	GLASS	1000	SQ FT
211	MECHANICAL	1000	UNIT
212	ELECTRICAL	1000	UNIT
213	PLUMBING	1000	UNIT
214	LANDSCAPING	1000	SQ FT
215	ASPHALT	1000	SQ YD
216	GRAVEL	1000	SQ YD
217	CONCRETE	1000	SQ YD
218	STEEL	1000	TON
219	BRICK	100000	UNIT
220	ROOFING	10000	SQ FT



**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*  
*Matthew Hayes, P.E.*  
*Karyl Spiller Walsh*

*DRAFT – September 4, 2013*

**PLANNING & ECONOMIC DEVELOPMENT BOARD**  
**2014 MEETING SCHEDULE**

The Medway Planning & Economic Development Board (PEDB) generally meets on the second & fourth Tuesday evening of each month at 7:00 p.m. in Sanford Hall at Medway Town Hall, 155 Village Street.

**The dates for the regular meetings of the PEDB for 2014 are as follows:**

January 14 and 28, 2014  
February 11 and 25, 2014  
March 11 and 25, 2014  
April 8 and 22, 2014  
May 13 and 27, 2014  
June 10 and 24, 2014  
July 8 and 23, 2014  
August 12 and 26, 2014  
September 19 and 23, 2014  
October 14 and 28, 2014  
November 11 and 25, 2014  
December 9 and 23, 2014

Special meetings and site visits will be scheduled as needed.  
Some meetings may be rescheduled due to summer vacations and holidays.

Meeting agendas are posted outside the office of the Town Clerk on the Friday morning before the following Tuesday night's meeting.

The agendas may also be viewed online at [www.townofmedway.org](http://www.townofmedway.org)

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

# Calendar for year 2014 (United States)

<p><b>January</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>1:● 7:○ 15:○ 24:○ 30:●</p>	<p><b>February</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28</p> <p>6:○ 14:○ 22:○</p>	<p><b>March</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p> <p>1:● 8:○ 16:○ 23:○ 30:●</p>
<p><b>April</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p> <p>7:○ 15:○ 22:○ 29:●</p>	<p><b>May</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p> <p>6:○ 14:○ 21:○ 28:●</p>	<p><b>June</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p> <p>5:○ 13:○ 19:○ 27:●</p>
<p><b>July</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>5:○ 12:○ 18:○ 26:●</p>	<p><b>August</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>3:○ 10:○ 17:○ 25:●</p>	<p><b>September</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p> <p>2:○ 8:○ 15:○ 24:●</p>
<p><b>October</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>1:○ 8:○ 15:○ 23:● 30:○</p>	<p><b>November</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p> <p>6:○ 14:○ 22:● 29:○</p>	<p><b>December</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p> <p>6:○ 14:○ 21:● 28:○</p>