

**December 29, 2015**  
**Medway Planning and Economic Development Board Meeting**  
**155 Village Street - Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Bob Tucker</b>	<b>Tom Gay</b>	<b>Matt Hayes</b>	<b>Rich Di Iulio</b>
<b>Attendance</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Recording Secretary

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments.

**Salmon Health/Willow ARCPUD Public Hearing Continuation:**

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to continue the public hearing for Salmon Health/Willow ARCPUD to January 12, 2016 at 7:30 pm.**

Susy Affleck-Childs reported that she had informed the neighbors that the hearing was going to be continued.

**Tri Valley Commons (Bond Estimate):**

The Board is in receipt of the following:

- A bond estimate from Tetra Tech dated December 3, 2015 and revised December 24, 2015. **(See Attached)**

Developer Rich Landry had asked if Tetra Tech could provide an updated bond estimate for Tri-Valley Commons. The previous bond estimate from early December was for \$341,510. There has been significant work completed at the site since then. The new updated estimate is for \$161,679.00. This recommended new estimate was emailed to Rich Landry, but he has not followed-up and did not attend the meeting.

This is for the main phase under construction now (Advance Auto and Direct Tire buildings). The bond needs to be set up and Mr. Landry wants to be ready when he seeks an occupancy permit.

**On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted unanimously to accept the bond estimate for Tri Valley Commons in the amount of \$161,679.00 as dated December 24, 2015.**

Susy Affleck-Childs reported that she had asked Mr. Landry to inform her of the surety company he intends to use. The company has to be approved by the Medway Town Treasurer. She is also working with Town Counsel on the form of surety agreement. They will use the template from a subdivision surety as the basis for this commercial development.

This will be the first reduction in establishing a revised bond amount.

### **FY 2017 PEDB Budget:**

The Board was in receipt of the draft FY 2017 Budget dated December 28, 2015 with information included on prior year budget expenditures. (**See Attached**)

The Board discussed that the FY13 Consulting Services line item was an additional \$17,500 for payment to the former Economic Development Director Claire O'Neil plus an additional \$6,800 in other related economic development expenses. In FY14, the Consulting Services budget line item including funding of \$17,000 for various street acceptance expenses for legal, title work, as-built plans for Azalea Drive. This was done by consultants Petrini, Tetra Tech and Marsh/Moriarty.

**On a motion made by Bob Tucker and seconded by Rich Di Iluio, the Board voted unanimously to approve the FY 2017 as presented in the amount of \$80,396.50.**

### **Zoning Bylaw Amendment Ideas:**

The Board was in receipt of the following: (**See Attached**)

- Ideas for Future Zoning Work After Recodification (12-18-15)
- Priorities for Spring 2015 Town Meeting dated 12/28/15

### **Ideas from discussion:**

- Focus on recommendations or priorities from the Building Inspector.
- Affordable Housing amendments to be held off until for fall 2016. Susy will be seeking DLTA technical assistance on this from MAPC.
- 90% of Village Residential District complete. Susy indicated that the biggest issue will be establishing the boundary maps.
- Include items pulled from the Fall 2015 list of possible zoning articles.
- Have Gino look at potential pad sites and two part zoning in the Commercial I district.
- ZBA is interested in changes to accessory family dwelling unit provisions.
- Check statutory time frame requirement for the six articles which were pulled from the fall town meeting.

## **PEDB MEETING MINUTES:**

### **December 22, 2015:**

Approval of the minutes from December 22, 2015 will be held over until the next meeting.

There were clarifications made on the motions from the December 22, 2015 meeting. On page 2, the motion was made by Rich Di Iluio and seconded by Matt Hayes to set the bond amount.

On page 5, the motion to adjourn was made by Rich Di Iluio and seconded by Tom Gay.

**PEDB Fees:**

The Board is in receipt of a memo regarding Multi-Family Housing Special Permit Application/ Filing Fee Ideas dated December 29, 2015. (**See Attached**)

The Board previously established an application/filing fee for Multi-family Special Permit projects up to 4 units but did not look fees for the larger developments. Susy would like the Board to establish a fee for larger projects.

The Chairman discussed this with Susy and there was a suggestion to look at how much time is involved with the application process, review, coordination, decision, etc. and then apply a standard 45% overhead rate. The small multi-family special permit applications can be covered in one or two meetings; but a development with 10 or more units, will require more time. This type of hourly fee rate will require efficiency of the applicant.

Susy has contacted Carol Pratt, Medway's Town Accountant and Finance Director, to ask for information on the Town's overhead costs and how to price the fees.

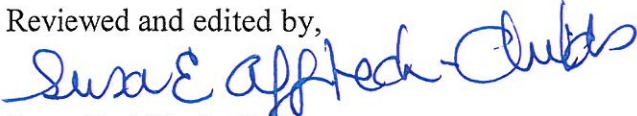
**Adjourn:**

**On a motion made by Tom Gay and seconded by Matt Hayes, the Board voted unanimously to adjourn the meeting at 7:45 pm.**

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

Reviewed and edited by,

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



TETRA TECH

Bond Estimate  
Tri-Valley Commons  
Medway, Massachusetts  
December 3, 2015 (revised December 24, 2015)

Marlborough Technology Park  
100 Nickerson Road  
Marlborough, MA 01752  
Tel 508.786.2200 Fax 508.786.2201

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
Top Course Pavement	0	TON	\$100.00	\$0
Raise Castings	0	EA	\$300.00	\$0
Bollards	13	EA	\$500.00	\$6,500
Concrete Mat	0	SF	\$8.50	\$0
Concrete Walk	0	SF	\$8.50	\$0
ADA Ramps	0	SY	\$80.00	\$0
Guiderail	0	LF	\$52.00	\$0
Chain Link Fence	319	FT	\$31.00	\$9,889
8' Wide Gate	1	LS	\$5,500.00	\$5,500
Trash Enclosure	0	LS	\$8,000.00	\$0
Retaining Wall	1	LS	\$40,000.00	\$40,000
Light Pole and Fixture	4	EA	\$2,000.00	\$8,000
Line Striping	1	LS	\$1,000.00	\$1,000
Monument Sign	1	EA	\$8,000.00	\$8,000
Signage	1	EA	\$300.00	\$300
Bike Rack	1	EA	\$1,000.00	\$1,000
Removable Planters	1	EA	\$1,500.00	\$1,500
Sitting Bench	1	EA	\$2,000.00	\$2,000
Transformer Pads	0	EA	\$500.00	\$0
Transformers (Electrical Installation)	1	LS	\$8,000.00	\$8,000
Trash Receptacle	2	EA	\$2,000.00	\$4,000
Remove Erosion Controls	1	LS	\$1,500.00	\$1,500
Rehandled Topsoil	0	CY	\$25.00	\$0
Seeding <sup>3</sup>	4,530	SY	\$1.80	\$8,154
Landscape Walls	1	LS	\$10,000.00	\$10,000
Landscaping	1	LS	\$5,000.00	\$5,000
As-built Plans	1	LS	\$6,000.00	\$6,000
Legal Services	1	LS	\$3,000.00	\$3,000
<b>Subtotal</b>				\$129,343
<b>25% Contingency</b>				\$32,336
<b>Total</b>				\$161,679

Notes:

- Unit prices are taken from the latest information provided on the MassDOT website. They utilize the MassDOT weighted bid prices (Combined - All Districts) for the time period 12/2014 - 12/2015. MassDOT pricing supplemented with pricing gathered from site contractor for non-MassDOT standard items.
- Items included in this estimate were generated based upon Phase I only as shown on Sheet 5 of the approved plan set. Construction in Phase II of the project has not started as of this date.
- Hydroseeding has been completed throughout this phase but has not yet germinated. TT recommends the PEDB keep seeding in the bond estimate until spring 2016 to determine if additional seeding is required at that time.

Notes



# Ideas for Future Zoning Work after Recodification (12-18-15)

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>RESIDENTIAL USES</b>				
Allow 2 family by special permit in ARI	Further discussion needed	Yes per 7/20/15 meeting		
Allow 2 family by right in ARIII	Further discussion needed	Yes per 7/20/15 meeting		
Regulate small scale (up to 250kw) ground mounted solar as an accessory use - subject to site plan review?	Discuss with Energy Committee	Low priority per 7/20/15 PEDB mtg		
Regulate/limit use of metal garages in residential districts	Define garage. Maintain residential feel. Tie size of garage to size of house	Yes per 7/20/15 meeting. Not a consensus on this per 12/8/15 mtg.		
Regulate/limit use of membrane storage structures in residential districts	Define. Limit to a certain size and location on parcel. Require screening?			
Kennel - Differentiate between personal use vs. more of a commercial operation (home based business?)	Further discussion needed with Animal Control Officer and Board of Health	Low priority per 7/20/15 PEDB mtg		
Allow for larger scale (over 250kw) ground mounted solar farms on undevelopable back lands in ARI. Special Permit.	Energy Committee is interested in this.	Low priority per 7/20/15 PEDB mtg		
Back Lot zoning to allow larger parcels with insufficient frontage to have 1 house. Special Permit with PEDB.		Yes per 7/20/15 meeting		
Clarify/specify what and how much on-site outside storage is allowed or not	Perhaps tie to a % of building footprint. Jack to look at this. Require shielding from public view.	Yes per 7/20/15 meeting.		

**Comments**

**Status**

**SAC  
Priority**

**Spring 2016  
Town  
Meeting??**

**COMMERCIAL USES**

	Question of whether on private property or public way. What amount of outdoor dining triggers additional parking? Special permit needed if beyond x number of seats?			
Clarification on what type of restaurant uses are by right. Should some be by special permit?	A definition for Restaurant was added at 11/16/15 town meeting.			
Kennel - home occupation vs. commercial operation	Further discussion needed with Animal Control Officer and Board of Health	Low priority per 7/20/15 PEDB mtg		
ATMs	Define and allow freestanding ATMs by special permit to address access concerns. Allow by right when included in a building with another use.	Yes per 7/20/15 meeting		
Clarify/specify what and how much on-site outside storage is allowed or not	Perhaps tie to a % of building footprint. Jack to look at this. Require shielding from public view.	Yes per 7/20/15 meeting.		
Change adult uses to be by special permit vs. by right	Yes.			
Hold further discussion on agricultural uses	Recommended per AG's letter	Definition added on 11/16/15		
Add some other uses to various districts - cinema, theatre, museums	Some by right, others by special permit			

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
Allow for small scale (under 250 kw) ground mounted solar as an accessory use - Subject to site plan review				
Add regs re: use of tractor trailers, etc. for outside storage of permanent or seasonal products				
<b>INDUSTRIAL USES</b>				
Allow small scale ground mounted solar as an accessory use - Subject to site plan review?	Discuss with Energy Committee			
Allow storage units as a by right use in Industrial I	PEDB does not want to allow for this use. Should this use be defined and added to Use Table as not being permitted anywhere?			
What might be needed to achieve Mass Bio Ready community status?	Stephanie M will check			
Add regs re: use of tractor trailers, etc. for outside storage of permanent or seasonal products	PEDB is interested in this.			
Clarify/specify what and how much on-site outside storage is allowed or not in Industrial III. Add language to Industrial I and II	Perhaps tie to a % of building footprint. Jack to look at this. Require screening from public view			



		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>DEFINITIONS - Section 2</b>					
	Add a definition for abandonment				
	Move definition for building height from 6.2 to DEFINITIONS	Already written.	Yes per 7/20/15 meeting		
	Add definitions for cinema, museum, theatre				
	Add definition for self storage unit		PEDB does not want to allow for this use. Should this use be defined and added to Use Table as not being permitted?		
	Add definitions for various types of restaurants				
	Add definition for accessory membrane structures such as a canvas garage				
	Refine definition for family	Requested by Jack Mee	Not a high priority per 12/8/15 mtg		
	Add definition for off-premises parking				
	Revise definition of shopping center. Blend with definition for multi-tenant development				
<b>ADMINISTRATION - Section 3</b>					
	Establish a Certificate of Zoning Compliance	Discuss pros/cons of this with PEDB and Jack Mee	Yes per 7/20/15 meeting.		
	Specify items that need to be included in zoning variance and special permit decisions	Stephanie M to look at this			
	Add section on DRC				
	<b>ZBA - Section 3.2</b>				
	Do we want to continue to allow USE Variances?	Probably Not. Discuss with ZBA.			

		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>SPECIAL PERMIT - Section 3.4</b>					
	Revisit and broaden the default special permit decision criteria	Stephanie M to look at this			
<b>SITE PLAN REVIEW - Section 3.5</b>					
	Exempt municipal uses from site plan review. Suggested by Mike Boynton	Not recommended			
	Create an administrative site plan review process for small projects and for minor modifications to previously approved site plans	We can do this through the site plan rules and regs. Not needed.			
	Discuss comments from AG's letter				
	Revisit what constitutes major and minor site plans. Perhaps add specific activities to be subject to administrative site plan review				
<b>ESTABLISHMENT OF DISTRICTS - Section 4</b>					
	Add text to specify the boundaries of zoning districts on a road would be the centerline of roadway	Yes per 7/20/15 meeting	Already written. Ready to go.		
<b>SCHEDULE OF USES - Section 5.4</b>					
	Regulate off-premises parking				
	Discuss comments from AG's letter re: agricultural uses				
	Discuss comments from AG's letter re: disabled persons living in assisted living residences				

		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>SPECIAL PERMITS IN COMMERCIAL I DISTRICT - Section 5.4.1</b>					
Discuss comments from AG's letter					
<b>NON-CONFORMING USES &amp; STRUCTURES - Section 5.5</b>					
Allow ZEO to allow for frontage setback adjustments for additions to pre-existing non-conforming structure (Walpole)		Recommended by Jack Mee			
<b>FLOOD PLAIN/WETLAND PROTECTION DISTRICT - Section 5.6.1</b>					
Discuss comments from AG's letter					
<b>ADAPTIVE USE OVERLAY DISTRICT (AUOD) - Section 5.6.2</b>					
What do we mean by residential scale lighting??		Height limitations, style, no risers			
Discuss comments from AG's letter re: legality of sidewalk fund					

Comments

Status

SAC  
Priority

Spring 2016  
Town  
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**DIMENSIONAL REGULATIONS -**

**Section 6.2**

Establish a minimum distance between similar uses				
Establish different lot shape factors for commercial/ industrial zoned property vs. residential				
Establish a true lot coverage ratio, not just a bldg coverage ratio. This would include impervious surfaces (parking). Also, should we establish a lot coverage ratio for residential properties?	Yes.	Yes, per 7/20/15 meeting.		
Establish different setbacks for certain uses	Address this by defining what would be allowed within setbacks - fences, bus shelters, mailboxes, light posts, flagpoles would be OK.			
Limit height of fences in front yards and a portion of side yards back to the front setback line	Suggested by Jack Mee. Discussed at 12/8 PEDB mtg.			
Revisit requirement included in recodified bylaw - "An owner shall provide a means of access for vehicles from the frontage to a principal building for emergency services, for deliveries and for off-street parking."	Do you want to require that access to a parcel has to be from its frontage??			
Allow sheds less than 10' by 12' to be closer than 15' to side and back property lines if setback at least 100' from front lot line	Suggested by Jack Mee.			
Limit dimensions for accessory structures	Suggested by Jack Mee. Link to distance from setbacks. See Walpole bylaw.			

		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>SITE DEVELOPMENT STANDARDS - Section 7.1</b>					
Add requirements for open space	Part of Site Plan Rules and Regs?				
Add section on landscaping	Keep in Site Plan and Subdivision Rules and Regs				
Revisit buffering requirements and standards	See Table 2 - Dimensional Regulations				
Fences - Require shorter fence height (3') in front to at least the front setback line	Recommended by Jack Mee				
Add regulations for Common Driveways. Allow by right or special permit? NOTE - Common driveways are NOT private roadways.	We already have a definition. This would address where and how they could be used and construction basics.				
Establish regulations on location of accessory membrane structures	Define and limit thru setbacks; permanent vs. temporary				
Specify minimum distance of edge of driveway to property line.					
Establish regulations re: outside display of goods for sale	Suggested by Jack Mee				
Establish bylaw text to promote better accessibility and visibility of dwelling units	Suggested by Sue Rorke at 7/20/15 meeting	IS this a zoning matter or more of a general bylaw?			

		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>OFF STREET PARKING and LOADING REGULATIONS - Section 7.1.1</b>					
	Update parking standards especially for industrial uses	Stephanie M can help with this.			
	Add parking provisions for future reserve parking	Stephanie M can help with this.			
	Require that sheds and stored boats, trailers, swimming pools, etc. cannot be located within the front setback area of any lot	Suggested by Jack Mee			
<b>SIGN REGULATIONS - Section 7.2</b>					
		Simplify and convert to a general bylaw to establish timeline to sunset pre-existing, non-conforming signs. Look at window signs, temporary signs, signs required by state law - Lottery, Auto Inspection, etc. Adjust amount of allowed sign surface area for wall signs to correspond to distance from street	Sign Bylaw Review Task Force to Be Established	Target November 2016 Town Meeting	No
	Revise Sign Regulations				
		Adjust amount of allowed sign surface area for wall signs to correlate to distance of façade from street frontage.	Sign Bylaw Review Task Force to Be Established	Target November 2016 Town Meeting	No
	Revise Sign Regulations re: sign surface area for wall signs				
	Discuss Comments from AG's letter.				



	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>ENVIRONMENTAL STANDARDS - Section 7.3</b>				
Remove/update many of the outdated environmental standards, especially noise and odor	Further research needed on what to replace with.			
<b>INFILL HOUSING - Section 8.1</b>				
Infill Affordable Housing - Revise to allow for splits of land to create a nonconforming lot that could only be used for affordable housing	Need to discuss with Town Counsel. ?? on legality			
Discuss comments from AG's letter re: legality of limiting the interior area of a single family residential building				
<b>OPEN SPACE RESIDENTIAL DEVELOPMENT (OSRD) - Section 8.4</b>				
Discuss comments from AG's letter				
<b>ADULT RETIREMENT COMMUNITY PLANNED UNIT DEVELOPMENT (ARCPUD) - Section 8.5</b>				
Discuss comments from AG's letter re disabled persons				
Revise definition of independent living units so to achieve a more equitable result of producing affordable dwelling units				

		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
<b>AFFORDABLE HOUSING - Section 8.6</b>					
	<p>Revisit Affordable Housing requirements - How to calculate amount of payment in lieu of construction; review density bonus formula; etc.</p>	<p>Judi Barrett recommends increasing the density bonus to encourage actual production of affordable units. Link required % of affordable dwelling units to size of development. Research other ways to incentivize. Goal is to discourage payment in lieu of option. Add requirement for a recommendation from the Affordable Housing Trust re: payment in lieu of option</p>			
	<p>Discuss comments in AG's letter re: size of affordable dwelling units</p>				
<b>ACCESSORY FAMILY DWELLING UNITS - Section 8.2</b>					
	<p>Broaden accessory family dwelling unit language to allow for nannies &amp; caregivers; require an annual accessory family dwelling unit certificate</p>	<p>ZBA definitely interested in this.</p>	<p>We already have a draft.</p>		

		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
<b>NEW ZONING DISTRICTS</b>					
	Establish a new <b>Village Residential (VR) Zoning District</b> generally in the areas where the 2 National Register Historic Districts are located. Revise dimensional requirements to more closely match what exists on the ground. Allow for 2 family by right.	This would also involve revising the zoning map to switch some properties within AR11 to the new VR district.	WE already have a draft. Key issue is how to define the boundaries of new VR district.		
	Create a new <b>Traditional Neighborhood Development overlay district</b> for new construction that would allow for more dense, Smart Growth type neighborhood - similar to neighborhood like Ye Olde Village Square in Medfield on east side of Route 27/south of Route 109. Not the same level of density as 4OR but denser than what we allow now.	This would be good for the Cassidy property behind Medway Commons. Look at Smart Growth report by Gino Carlucci from several years ago.			
	Create an Early Suburban Zoning District with dimensional requirements to more closely match what exists on the ground. Good for Brentwood and other smaller lot, early post WWII subdivisions.				
75	Combine Commercial III and IV into a newly named Village Commercial Zoning classification				
76	Create a new limited business type zone for area adjacent to Commercial V	Is it time to let this go??			
77	4OR type zoning for Oak Grove	Part of Urban Renewal Plan			NO

		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
<b>ZONING MAP REVISIONS</b>					
	Clean up district boundary lines at many locations to coincide with parcel lines				
	Rezone a portion of the west side of West Street north of Route 126 from ARII to Industrial II to reflect current usage.				
	Expand boundaries of Industrial I district (east side industrial park)				
	Amend zoning map to reflect new Village Commercial Zoning District when/if such a district is established				
	Create another Village Commercial Zoning district on Main Street/Route 109 from Medway Mill west toward Medway Community Church				
	<b>OVERALL</b>				
	Modify text to provide for italics, bolding and other styling edits throughout the bylaw for ease of reading and use.	Already written.			
	<b>GENERAL BYLAW IDEAS</b>				
	Establish some property maintenance regulations to address junk, dilapidation, blight, accumulated unregistered vehicles, collections of debris, etc.	Definitely need to consider something. Need input from Jack. Property maintenance is an optional part of the Building Code but it pertains to structures, not sites.			
	Establish start and stop times for construction work		We have a draft. Needs work.		

Comments		Status	Sac Priority	Spring 2016 Town Meeting??
Establish a land disturbance bylaw to address land excavation/clear cutting	Yes. Don't allow until permits are issued.	We have a draft of this from 2013.		
Regulate the amount and quality of fill being brought onto development sites	Of interest to Bridget Graziano and Jack Mee			
Revise DRC general bylaw	DRC wants to refine its bylaw to be clearer about its scope and duties	DRC will review draft at its 12/21/15 mtg		
Revise general bylaw to increase required fence height around pools to 5'	Suggested by Jack Mee	Discussed at 12/8/15 PEDB mtg. Jack to take lead on this.		
Add a general bylaw regulating the on-street parking of Class IV and above vehicles	Suggested by Jack Mee			
Updated 12-18-15				



## Priorities for Spring 2015 Town Meeting

	Susy's Priorities	Stephanie's Priorities	Jack's Priorities	NOTES
<b>Zoning Bylaw Amendments</b>				
Dimensional regulations (some of the items on the list could be combined into one article)		x	x (height of fences)	
Clarification of what items can be included in the standard setback areas			x	
Excavation/filling of earth. Quality of fill. Limitations on land clearing.		x	x	Is this zoning or a general bylaw? More research needed to determine best fit.
Garages/accessory structures		x		
Accessory dwellings	x	x		
Affordable housing	x	x		→ hold till 2016 fall <del>2015</del> DLTA
% of area allowed for outside storage		x	x	
Certificate of Zoning Compliance	x	x		
Open display of goods for sale		x	x	
Redefine Major and Minor Site plans and define what even smaller projects can be handled via an administrative site plan review process	x	x		
Create a Village Residential District and amend the zoning map to show new district boundaries	x			
Modify text to provide for italics, bolding and other styling edits throughout the bylaw for ease of reading and use.	x			
Rezone a portion of the west side of West Street north of Route 126 from ARII to Industrial II to reflect current usage.	x			
Definitions	x	x	x (family)	

Add back in the other items that had been pulled for fall 2015. /-



	Susy's Priorities	Stephanie's Priorities	Jack's Priorities	NOTES
<b>General Bylaws</b>				
Revise DRC General Bylaw	x			
Revise existing bylaw and/or establish some stronger property maintenance regulations to address junk, dilapidation, blight, accumulated unregistered vehicles, collections of debris, etc.	x		x	
				12/28/15 - sac

~~Need to...~~

Perhaps add a ~~best~~ different zoning category to split with certain uses

2016  
Graw



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

**Memorandum**

December 29, 2015

TO: PEDB Members  
FROM: Susy Affleck-Childs  
RE: Multi-family Housing Special Permit Application/Filing Fee Ideas

At the 12/22/15 PEDB meeting, I mentioned to you that I wanted to discuss fees for multi-family special permit projects because we have received some inquiries. Since then, I reviewed my past notes and discovered that on June 23, 2015, at my request and recommendation, the PEDB approved a multi-family special permit application filing fee \$500 plus \$25 per dwelling unit. At that time, you added a condition that this fee would pertain only to projects of up to 4 units. You also established a required \$1,000 advance on the plan review fee. However, the Board did not determine an application/filing fee for multi-family projects of 5 or more units. So that task remains outstanding and is something that needs attention sooner than later.

I discussed this recently with Andy Rodenhiser. He suggested looking at how much time is involved with application processing, review, coordination, decision, etc. and then applying a standard 45% overhead rate. See information below.

SAC hourly rate for FY 17 is \$34.62/hour x 10 hours = \$346.20 x 1.45 (for overhead) = \$502  
SAC hourly rate for FY17 is \$34.62/hour x 15 hours = \$519.30 x 1.45 (for overhead) = \$753  
SAC hourly rate for FY17 is \$34.62/hour X 20 hours = \$692.40 x 1.45 (for overhead) = \$1,004

Small multi-family special permit applications will likely be able to be handled in one or two meetings/hearings. Once a proposed development hits 10 or more dwelling units, it will likely be more involved, extend to multiple hearings, will necessitate coordination with consultants, and will take more time to prepare the decision.

Tasks that should be covered by any land use permit application/filing fee before the PEDB are as follows:

1. Intake and basic review of application package for completeness. Set up project files (paper and electronic)
2. Turn over payment of application/filing fee and advance of plan review fee to the Treasurer/Collector's office
3. Forward application docs to planning and engineering consultants and request plan review fee estimates.
4. Post documents/plans to TOM web page and to Town Hall common drive.

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

5. Prepare public hearing notice. Review with applicant and their consultant to ensure accuracy. Post with Town Clerk. Email as legal ad to Milford Daily News. Prepare legal ad invoice and send to applicant. Receive payment and send to Gatehouse Media.
6. Prepare abutter notification. Compile certified sent mailing to abutters. Deliver to post office.
7. Distribute plans and project information to PEDB members
8. Distribute plans and project information to other Town boards, committees and departments for review and comment.
9. Create plan review accounting spreadsheet
10. Schedule PEDB to review plan review fee estimates from consultants. Prep plan review invoice and send to applicant based on what PEDB has approved. Follow-up with applicant to ensure payment is received before public hearing begins.
11. Coordinate with consultants and Town boards, committees and departments to secure review comments. Email the consultants' and staff review letters to applicant and their consultants. Also any abutter comments.
12. Respond to phone, personal, and email inquiries about the proposed project from abutters, general public, and media.
13. Prep and compile materials for board packets for public hearing nights.
14. Turn over additional plan review funds from applicant and update project accounting spreadsheet
15. Attend public hearings.
16. Prepare and post public hearing continuation notices with Town Clerk. Update info at web page.
17. When needed, convene Street Naming Committee.
18. Review consultant invoices and authorize payment. Update project accounting spreadsheets. Invoice applicant if additional plan review funds are needed. FOLLOW-UP, follow-up . . . Turn over checks to Treasurer/Collector upon receipt.
19. Coordinate with applicant and consultants when additional information or plan revisions are needed. Distribute new information to board members, consultants, etc. This process may be repeated depending on applicant and their consultants, scope of project, etc.
20. Draft decision for Board's review. Revise as needed. File signed decision with Town Clerk. Circulate decision to Town staff. Post to web page.
21. Prepare notice of decision and send to abutters – first class mail.
22. Prepare pre-endorsement checklist for applicant listing all things that have to be addressed before PEDB will sign the plan. Includes checking with Treasurer/Collector on status of taxes for subject property, securing Certificate of No Appeal, ensuring that plan review account is current, covenant, coordinating with Affordable Housing Trust on any affordable housing component to the project, coordinating with Conservation if project is within their jurisdiction, etc.
23. Receive plan for endorsement from applicant. Forward to Tetra Tech for final review. Schedule endorsement with PEDB.
24. Arrange for scanning of endorsed plan to load to common drive and project file.
25. Work with applicant to record decision and plan.
26. Depending on the scope of the project, ongoing work may include construction inspection, bonds, etc.
27. Project completion – coordinate with applicant re: as-built plans,

I have contacted Carol Pratt, Medway's Town Accountant and Finance Director, to ask for information on the Town's overhead costs and any other input she may have about how to "price" our fees. Carol is out of the office between Christmas and New Year's, so I won't have any of that information for you right away.

### **Other PEDB Special Permit Application/Filing Fees**

ARCPUD - \$2500 plus \$25 per proposed dwelling unit

OSRD - \$1500 plus \$25 per proposed dwelling unit

Adaptive Use Overlay District –

Projects up to 2,499 sq. ft. gross floor area - \$500 plus \$ .25/sq. ft.

Projects of 2,500 – 4,999 sq. ft. gross floor area - \$750 plus \$ .25 sq. ft.

Projects of 5,000 – 9,999 sq. ft. gross floor area - \$1,000 plus \$ .25/sq. ft.

Projects of 10,000 sq. ft. gross floor area and over - \$1,500 plus \$ .25 sq. ft.

Assisted Living Facility - \$500

Affordable Housing Special Permit - \$500

### **PEDB Application/Filing Fees for Subdivision and Site Plan Projects**

Subdivision - \$2,500 plus \$2.50/linear foot of street centerline proposed.

Minor Site Plan - \$350 plus \$ .25 sq. ft.

Major Site Plan up to 4,999 sq. ft. gross floor area - \$ 750 plus \$ .25/sq. ft.

Major Site Plan of 5,000 to 9,999 sq. ft. gross floor area - \$1,000 plus \$ .25/sq. ft.

Major Site Plan of 10,000 to 14,999 sq. ft. gross floor area - \$1,500 plus \$ .25/sq. ft.

Major Site Plan of 15,000 sq. ft. gross floor area - \$2,000 plus \$ .25/sq. ft.