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**TOWN OF MEDWAY**  
**Department of Community and Economic Development**  
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March 24, 2023

## **ADMINISTRATIVE SITE PLAN DECISION**

Town of Medway has requested Administrative Site Plan Approval under Section 3.5.3.A.3. Administrative Site Plan Review of the Medway Zoning By-law.

- I. PROJECT LOCATION** – 0 Adams Street – Adams Street Trail
- II. DESCRIPTION of PROPOSED WORK** – The applicant would like to reconstruct the existing parking area on Adams Street with a firm and stable crushed aggregate and ADA compliant surface, along with the existing piece of the trail. The size of the existing 6-8 car parking area will remain the same but will offer two designated handicapped parking spaces.


The applicant requested waivers of the Site Plan Submittal requirements, Section 206-3 of the Site Plan Regulations. The Team voted to grant a waiver from the Site Plan Rules and Regulations for any items that were not submitted with the application.

- III. PROCEDURAL HISTORY** - An application for administrative site plan review was filed with the Community and Economic Development Department and the Town Clerk on March 22, 2023. The Medway Administrative Site Plan Review Team (Building Commissioner Jonathan Ackley, Planning and Economic Development Coordinator Susan Affleck-Childs, and Director of Community and Economic Development Barbara Saint Andre) met on March 24, 2023, to review the application.
- IV. INDEX OF SITE PLAN DOCUMENTS** – The following materials were provided for review:
- A. Administrative Site Plan Review Application dated March 17, 2023.
  - B. Plan of land dated January 12, 2023, by Beals and Thomas, Inc.
  - C. Adams Street Meadow Loop Trail Project Summary from Bridget Graziano, Conservation Agent
- V. FINDINGS** - Administrative site plan review is required for this project pursuant to the Medway Zoning Bylaw Section 3.5.3.A.3.
- VI. DECISION** – At its meeting on March 24, 2023, the Medway Administrative Site Plan Review Team voted 3-0 to grant the above-described site improvements subject to the application received and waivers granted.

**VII. APPEAL** - Any person aggrieved by this Administrative Site Plan Review decision may appeal the decision to the Planning & Economic Development Board within twenty days after the decision is filed with the Town Clerk.

**Approved by Medway Administrative Site Plan Review Team: March 24, 2023**

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

  
Jonathan Ackley  
Building Commissioner

  
Barbara J. Saint Andre  
Director of Community and Economic Development