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August 4, 2020

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

**RE: MEDWAY MILL MAJOR SITE PLAN REVIEW**

Dear Mr. Rodenhiser:

I have reviewed the revised major site plan for Medway Mill under the Site Plans Rules and Regulations adopted by the Planning and Economic Development Board on October 8, 2019. The owner/applicant John Greene, Trustee, 165 Main Street Realty Trust.

The proposal is to add a parking lot, expand a bridge and install drainage improvements within the existing site. Some landscaping is also proposed. The plan was prepared by Guerriere and Hanlon, Inc. of Franklin, and is dated February 14, 2020.

The property is located at 165 Main Street in the AR-II district and is within the Medway Mill Conversion subdistrict of the Adaptive Use Overlay District. I have reviewed the responses from the applicant to the comments in my March 19, 2020 letter. Those comments are repeated below with new comments in **bold** as follows:

1. The project qualifies for major site plan review since it involves “the addition of twenty or more new parking spaces,” as specified in Section 3.5.3.b of the Zoning Bylaw. **OK**
2. Section 204-3-F of the Site Plan Rules and Regulations requires a Development Impact Statement. This was not done, and applicant has requested a waiver. This may be reasonable since no additional development is proposed. **OK**
3. Section 204-3 H requires a Construction Management Plan. Some of the details of such a plan (limit of work and stockpile area) are included on the Erosion Control Plan but a more detailed plan may be useful due to the close proximity of the work to residential abutters. **A construction fence and additional details in the form of notes have been added to the plans to better protect abutters.**
4. Section 204-5-D (8) specifies the contents of a landscape plan. A waiver of the requirement for a Landscape Architect may be appropriate, but another requirement that should be complied with is a maintenance program to ensure the viability of the new plants. The Conservation Commission Order of Conditions will likely address the maintenance of the remediation area, but the parking lot trees and row of shrubs between the parking lot and abutters should be addressed. **A note has been added that newly planted material shall be watered for 90 days. No details on quantity or frequency or pruning or replacement if failed (beyond 1-year guarantee).**

5. Section 204-5-D (13) requires details of certain site amenities. Most of the details have been provided. However, there are no details for the bike racks (which are specifically required). Details of the proposed bike racks, as well as the proposed charging stations should be provided. **Bike rack details have been added as well as details on pervious pavers.**
6. Section 204-5-D (14) requires a master signage plan. Proposed signage should be addressed, including messages to prohibit disposing of trash in the detention basin. **A standard sign detail covering all signs but “Stop” signs has been added to the plan.**
7. Section 207-9-B requires sidewalks to be 5 feet wide. A sidewalk of pavers is proposed to be 4 feet wide. The sidewalk (and bike racks) does comply with the requirement to maximize pedestrian and bicycle access. **The sidewalks have been widened to 5 feet.**
8. Section 207-12 H requires curbing around parking lots. It’s not clear what type of curbing is proposed. **The curbing is specified as vertical granite.**
9. Section 207-13-I requires electric charging stations. Two stations are provided which complies with the requirement. **OK**
10. Section 207-19-C (1) (a) requires that a minimum of 10% of internal parking area shall be provided as landscaped island areas, exclusive of perimeter landscaping. 207-19-C (1)(b) requires landscape islands at the ends of rows with more than 15 parking spaces. The plan shows islands with trees within the parking area. No calculation indicates if the islands represent 10% of the area. Section 207-19-C (1)(d) requires at least 1 deciduous shade tree per 6 parking spaces. At 41 car spaces, 7 trees are required and 7 are provided. **The applicant provided a calculation showing the internal parking area includes 2.3% of landscaped area. It is explained that the layout was determined to minimize impact on the riverfront area. A waiver is needed.**

If there are any questions about these comments, please call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read "Gino D. Carlucci, Jr.", with a stylized flourish at the end.

Gino D. Carlucci, Jr.