



March 19, 2020  
(revised July 9, 2020)

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

**Re: Medway Mill  
Site Plan Review  
163-165 Main Street  
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned Project at the request of the Town of Medway Planning and Economic Development Board (PEDB). The proposed Project is located at existing Medway Mill site at 163-165 Main Street in Medway, MA. The Project includes a proposed parking lot, bridge expansion and appurtenant stormwater infrastructure.

TT is in receipt of the following materials:

- A plan (Plans) set titled "Site Plan, Medway Mill, 163-165 Main Street, Medway, Massachusetts", dated February 14, 2020, prepared by Guerrier & Halnon, Inc. (GHI).
- An Application for Major Site Plan Approval, dated February 18, 2020, prepared by GHI.
- Waiver Request forms, dated February 18, 2020, prepared by GHI.
- A Project Narrative, dated February 18, 2020, prepared by GHI.

The Plans and accompanying materials were reviewed for conformance with Chapter 200 of the Town of Medway PEDB Rules and Regulations (Regulations) last amended October 8, 2019 and good engineering practice. Review of the project for zoning, stormwater and wetland related issues was not completed as these reviews are conducted by separate consultants/town agencies.

#### **TT 7/9/20 Update**

The Applicant has supplied TT with a revised submission addressing comments provided in our previous letter including the following documents:

- A plan (Plans) set titled "Site Plan, Medway Mill, 163-165 Main Street, Medway, Massachusetts", dated February 14, 2020, revised May 13, 2020, prepared by GHI.
- A Response to Comments letter dated June 18, 2020, prepared by GHI.

The revised Plans and supporting information were reviewed against our previous comment letter (March 19, 2020) and comments have been tracked accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

#### **SITE PLAN REVIEW**

1. The Applicant has provided a Project narrative but is lacking several required items including the following:
  - a. Current employee counts (Ch. 200 §204-3.C.5)
  - b. Proposed hours of operation (Ch. 200 §204-3.C.6)

- c. Calculation of required vs. proposed parking spaces. (Ch. 200 §204-3.C.8)
- d. Calculation of proposed impervious surfaces. (Ch. 200 §204-3.C.9)
- e. Expected timetable for completion of the Project. (Ch. 200 §204-3.C.10)
- f. List of other permits required and their current status. (Ch. 200 §204-3.C.12)
  - **GHI 6/18/20 Response:** *Items a, b, c and d are depicted on Sheet 4 of 12 for your reference. Applicant is anticipating on completing the proposed activities with 2 years of receiving approval. We are currently in front of Conservation Commission with a Notice of Intent for the proposed project.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
- 2. The Applicant has not provided a written Development Impact Statement as required. The Applicant has requested a Waiver from this requirement. (Ch. 200 §204-3.F)
  - **GHI 6/18/20 Response:** *No further action.*
    - TT 7/9/20 Update: No action necessary until PEDB decision on waivers.
- 3. The Applicant has not provided a copy of the Order of Resource Area Delineation (ORAD) from the Medway Conservation Commission. (Ch. 200 §204-3.K)
  - **GHI 6/18/20 Response:** *Currently in review with the Conservation Commission.*
    - TT 7/9/20 Update: No action necessary until Conservation Commission review is complete.
- 4. The Plans are drawn at a scale of 1"=30' which does not meet the required 1"=40' scale requirement. However, we believe the scale at which the Plans are shown is adequate to show the proposed work. We anticipate the Medway Planning and Economic Development Board will require a waiver from this requirement. (Ch. 200 §204-4.B)
  - **GHI 6/18/20 Response:** *Section 204-4.B states: The site plan shall be drawn at a scale of one inch equals forty feet OR one inch equals thirty feet or one inch equals twenty feet or such other scale that has been approved in advance by the Board and that clearly and adequately represents the proposed improvements. A waiver is not required.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
- 5. The Town Clerk's no appeal certification shall be placed on the Plans. (Ch. 200 §204-4.E)
  - **GHI 6/18/20 Response:** *Note has been added to the Cover Sheet.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
- 6. It appears a sewer easement crosses the site, but it is not adequately labeled. (Ch. 200 §204-5.B.5)
  - **GHI 6/18/20 Response:** *The sewer easement has been labeled.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
- 7. A dumpster was observed at the western end of the gravel parking area but it is not shown on the Plans. (Ch. 200 §204-5.C.1)
  - **GHI 6/18/20 Response:** *This is a temporary location. A concrete pad location is proposed for a permanent location of dumpsters.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.

8. It is unclear if existing trees on-site have been identified within the work area as the plan is difficult to read. The Applicant has requested a Waiver from this requirement. (Ch. 200 §204-5.C.3)
  - **GHI 6/18/20 Response:** *Tree labels within work are enlarged for easy reading.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
9. Provide parking setbacks on the Site Plan. (Ch. 200 §204-5.D.3)
  - **GHI 6/18/20 Response:** *The parking offsets have been added to the plan and parking dimensions have been added to the plan.*
    - TT 7/9/20 Update: Parking setbacks are 15 feet and are not shown on the Plans. The setbacks shall be shown similar to building setbacks for reference during the review process.
10. A site utilities plan has not been provided. Lighting is proposed in the parking lot and electrical runs will need to be shown on the Plans. All utilities are to be installed underground. (Ch. 200 §204-5.D.7)
  - **GHI 6/18/20 Response:** *Electrical lines and location shall be coordinated with National Grid and information will be provided after approval of site plan.*
    - TT 7/9/20 Update: We recommend the PEDB Condition this item in the Decision for the Project.
11. The Applicant has provided a Landscape Plan, however, it is not prepared by a Registered Professional Landscape Architect or a MA Certified Landscape Professional. The Applicant has requested a Waiver from this requirement. (Ch. 200 §204-5.D.8.a)
  - **GHI 6/18/20 Response:** *A waiver has been requested.*
    - TT 7/9/20 Update: No action necessary until PEDB decision on waivers.
12. Maintenance notes shall be added to the Landscape Plan to ensure installers and property owners are aware of maintenance tasks to ensure the viability and longevity of the proposed plantings. (Ch. 200 §204-5.D.8.d)
  - **GHI 6/18/20 Response:** *Notes have been added to the Landscaping Plan.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
13. The Applicant has not provided renderings of the project. (Ch. 200 §204-5.D.10)
  - **GHI 6/18/20 Response:** *See renderings enclosed by owner/applicant. No new building is proposed.*
    - TT 7/9/20 Update: It is unclear if this requirement would apply to this Project. We defer action on this item to the PEDB.
14. A detail of the bike rack shall be provided on the Plans. (Ch. 200 §204-5.D.13)
  - **GHI 6/18/20 Response:** *A bike rack detail has been added to the Detail sheets.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
15. Parking counts shall be added to the proposed zoning summary table. Required vs. proposed parking spaces shall be included. (Ch. 200 §204-5.D.17)
  - **GHI 6/18/20 Response:** *Parking information is located on the general Note Sheet and has been added to the Zoning Summary Table.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.

16. The Applicant shall show cut-fill analysis on the Plans to determine extent of earthwork at the site. (Ch. 200 §207-8.F)
- *GHI 6/18/20 Response: A cut-fill analysis has been provided as requested on Sheet 6 of the revised Plan set.*
    - TT 7/9/20 Update: The Applicant has reported a net fill of the site of approximately 1,600 cubic yards, which does not trigger the fill schedule required in Ch. 200 §208-1.D. In our opinion, this item has been resolved.
17. Proposed curb type is not provided on the Plans. The Regulations require either Vertical Granite Curb or Cement Concrete Curb along proposed sidewalks. (Ch. 200 §207-9.A.6)
- *GHI 6/18/20 Response: Vertical granite is proposed and is indicated on the site plan. Detail added to sheet 12 of 12.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
18. It does not appear the sidewalk from the proposed parking area will meet ADA requirements. (Ch. 200 §207-9.A.7)
- *GHI 6/18/20 Response: The sidewalk has been widened to 5 ft. and shall be constructed with pervious pavers to lessen the impact within the riverfront area. No handicap spaces are proposed in this area. A waiver is requested.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
19. Proposed sidewalk is four feet in width which does not comply with the required five-foot width in the Regulations. (Ch. 200 §207-9.B.1)
- *GHI 6/18/20 Response: Has been widened to 5 ft.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
20. Proposed curb type not provided on the Plans. (Ch. 200 §207-11.B.2)
- *GHI 6/18/20 Response: Vertical granite curb is proposed within the parking area.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
21. Show dimensioning from property line to limit of parking area to ensure minimum 15-foot setback is provided. (Ch. 200 §207-12.G.3.b)
- *GHI 6/18/20 Response: Requesting a waiver to 12 ft. to minimize disturbance within the riverfront.*
    - TT 7/9/20 Update: No action necessary until PEDB decision on waivers. We believe an alternate design is possible for this Project which would allow this requirement to be met while also decreasing impact to the Riverfront Area and reducing impervious cover. A few possible design alternatives include relocating proposed stormwater mitigation below the proposed pavement area, reconfiguring the parking into one drive aisle with parking on either side and decreasing proposed parking to only that required by zoning. The stormwater design is currently under review with the Medway Conservation Commission.
22. Provide radii on protruding edges of curb within the proposed parking area. (Ch. 200 §207-12.H.2)
- *GHI 6/18/20 Response: The radii have been added to the layout of the parking.*
    - TT 7/9/20 Update: The intention of the regulation is to provide a minimum 3 foot radius on all outside, square corners within the parking area to prevent tire puncture.

23. It appears two electric vehicle parking stations have been proposed for the project. However, we believe additional stations may be required based on the parking count for the site. We recommend the PEDB include this as point of discussion during public hearing to determine if the existing parking counts would be subject to this regulation. Additionally, we recommend the Applicant clearly define electric vehicle parking spaces through use of pavement markings to ensure these spaces are not used by non-electric vehicles. (Ch. 200 §207-12.I)
- ***GHI 6/18/20 Response: Pavement markings have been added for electric parking only.***
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
24. Proposed utilities have not been shown on the Plans. All utilities are to be located underground. (Ch. 200 §207-16)
- ***GHI 6/18/20 Response: A note has been added to the utility plan.***
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
25. The building is multi-use and will require proposed shared trash compactors as required. (Ch. 200 §207-17.D)
- ***GHI 6/18/20 Response: A waiver is requested.***
    - TT 7/9/20 Update: No action necessary until PEDB decision on waivers.
26. We expect light levels to be much greater than shown at the property line as what is provided. Light levels shown on the plan end at the property line at reasonably high values (ie. 0.17, 0.18, 0.19, etc.). This may be due to the proposed fence but that information should be provided on the Plan to confirm. We recommend the Applicant also place shielding on the light fixtures to ensure no light trespass extends to residential abutters. (Ch. 200 §207-19.B.2)
- ***GHI 6/18/20 Response: The fence and landscaping is designed to minimize glare onto the abutters. Notes were added to the lighting plan indicating the use of shields if determined if necessary.***
    - TT 7/9/20 Update: We believe an alternate design of the parking layout is possible which will relocate the parking, and appurtenant lighting, further away from abutters as compared to the current design. See Update at Comment 21.
27. Provide a light schedule on the Photometric Plan to confirm light type and specifications. Additionally, proposed times of illumination shall be included. All lighting shall meet the requirements of Zoning Bylaw Section 7.1.2. (Ch. 200 §207-18.A)
- ***GHI 6/18/20 Response: Lighting details and specifications are shown on the Detail sheets.***
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
28. Landscape areas along the residential property lines to the west do not appear to be 15-feet as required by the Regulations. (Ch. 200 §207-19.B.2)
- ***GHI 6/18/20 Response: A fence as well as landscaping should provide enough screen to the abutting properties.***
    - TT 7/9/20 Update: We defer action on this item to the PEDB.
29. It does not appear the proposed parking layout accounts for the minimum 10% landscaped island area. Parking area calculation shows approximately 15,000 sf of new parking area with 10%, or 1,500 sf, of landscaped island required. These islands are exclusive of perimeter landscaping. (Ch. 200 §207-19.C.a)
- ***GHI 6/18/20 Response: The parking was designed to minimize disturbance within the riverfront area.***

- TT 7/9/20 Update: We believe an alternate design of the parking layout is possible to help reduce impervious cover at the site. Reduction in impervious cover would reduce the scope of required landscaped islands to help the Project better align with the Regulations. See Update at Comment 21.
30. The Applicant has provided a standard stormwater drainage design with use of catch basins and infiltrations basins to treat stormwater runoff from the parking area. The Regulations require Applicants to determine feasibility of using LID techniques such as rain gardens and bio-retention areas to treat stormwater. Proposed stormwater design will be reviewed by the Medway Conservation Commission. (Ch. 200 §207-19.C.a)
- ***GHI 6/18/20 Response: The use of LID techniques was considered during the design process. LID techniques that may have been suitable for this site typically require larger footprint, and it was designed utilizing conventional stormwater BMPs to minimize the disturbance within the protected riverfront area.***
    - TT 7/9/20 Update: The stormwater design is currently under review with the Medway Conservation Commission and for the purposes of this review it is our opinion this item has been resolved.
31. The Applicant shall provide a calculation of proposed tree replacement, it is difficult to read tree sizes on the existing conditions plan. The Applicant has requested a Waiver from this requirement, however, the waiver request does not appear to reference the correct regulation on the Plans. (Ch. 200 §207-19.H)
- ***GHI 6/18/20 Response: A waiver has been requested.***
    - TT 7/9/20 Update: No action necessary until PEDB decision on waivers.
32. Provisions for irrigation of proposed landscaping shall be provided. (Ch. 200 §207-19.K)
- ***GHI 6/18/20 Response: Notes were added to the landscaping plan. The contractor/landscaper shall water the newly planted trees for 90 days and guarantee plant stock for 1 year.***
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
33. Proposed fence is white PVC. Fence type and color will need to be reviewed by the Medway Design Review Committee. (Ch. 200 §207-20.A)
- ***GHI 6/18/20 Response: Acknowledged.***
    - TT 7/9/20 Update: We recommend the PEDB Condition this item in the Decision for the Project. We anticipate the Medway Design Review Committee will recommend alternative colors and textures for the proposed fence.
34. Snow storage areas shall be clearly delineated on the Plans. Landscaping is proposed at the end of parking/drive aisles where snow storage is proposed, and we expect these planting may be damaged during the snow removal effort. (Ch. 200 §207-21)
- ***GHI 6/18/20 Response: Plantings have been relocated to allow for additional snow storage.***
    - TT 7/9/20 Update: In our opinion, this item has been resolved.

#### **GENERAL COMMENTS**

35. The waiver requests do not match up between the forms and what is listed on the Plans. Please coordinate all waiver requests for ease of review.
- ***GHI 6/18/20 Response: The plans and forms have been revised accordingly.***

- TT 7/9/20 Update: In our opinion, this item has been resolved.
36. Confirm with Medway Fire Department that the proposed fire truck access is sufficient to gain access to the rear of the buildings.
- *GHI 6/18/20 Response: Discussions between the applicant and the Fire Department have been ongoing. The applicant is waiting for a written acknowledgement.*
    - TT 7/9/20 Update: We recommend the PEDB Condition this item in the Decision for the Project. Written correspondence from the Fire Department is recommended.
37. Details of the proposed bridge expansion should be included in the Plans to determine extent of impact to the site.
- *GHI 6/18/20 Response: Bridge to be designed by others upon site plan approval. Color renderings provided as reference.*
    - TT 7/9/20 Update: We anticipate this item will be addressed during the Medway Conservation Commission review of the site. We defer action on this item to the PEDB.
38. We recommend the Applicant extend the painted pedestrian path to the rear entrance to the building.
- *GHI 6/18/20 Response: The pedestrian path has been extended to the concrete platform.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
39. The Applicant shall provide a detail of the pervious paver sidewalk.
- *GHI 6/18/20 Response: A detail for pervious pavers has been added to the Detail Sheet.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.
40. The dumpster enclosure detail gives the option to use either bituminous concrete or cement concrete slab. We recommend the Applicant choose an option. Typically, dumpster pads are cement concrete to prevent settling of the pad due to the weight of the dumpster.
- *GHI 6/18/20 Response: The slab will be cement concrete and the detail has been revised accordingly.*
    - TT 7/9/20 Update: In our opinion, this item has been resolved.

These comments are offered as guides for use during the Town's review and additional comments may be generated during the course of review. The Applicant shall be advised that any absence of comment shall not relieve him/her of the responsibility to comply with all applicable local, state and federal regulations for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,



Steven M. Bouley, P.E.  
Senior Project Engineer

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