

Board Members

Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P.,
Vice-Chair
Timothy Harris, Clerk
Jessica Chabot, Member
John Parlee, Member



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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

Meeting Minutes

Tuesday, January 9, 2024 @ 7:00 p.m.

Medway Town Hall, 155 Village Street, Medway, MA

	Andy Rodenhiser Chairperson	Sarah Raposa Vice Chairperson	Timothy Harris Clerk	Jessica Chabot	John Parlee
Attendance	X	X	X	absent	X

Also in attendance:

Barbara J. Saint Andre, Director of Community and Economic Development (zoom)
Jeremy Thompson, Planning and Economic Development Coordinator

The Chair opened the meeting at 7:00 pm.

116 Winthrop Street- Scenic Road Work Permit:

The Board is in receipt of the application from Upper Charles Conservation Land Trust, Inc. The representative speaking on behalf of the application is Paul Atwood. Michael Francis was also present. The application is for a Scenic Road Permit. This is to have a pervious gravel driveway to access a pervious gravel parking lot to accommodate four vehicles with removal of 20 feet of stonewall and four trees within the right of way of Winthrop Street. The construction will include removal of stumps and organic topsoil to be replaced with gravel fill and appropriate grading to prevent drainage from the parking lot onto Winthrop Street. This driveway to parking lot is necessary to provide public access to the 15+ acres of land owned by the Upper Charles Conservation Land Trust, Inc. The public access is necessary to fulfill the Trust's mission to promote the purposes of land conservation.

The application was provided to the departments. The Board requests further follow up from Lieutenant Watson making sure he is fine with the access. The Board would like a letter to add to the file. The Tree Warden, Steve Carew, was present at the meeting and agrees with what is being proposed.

There was a correspondence from Open Space Committee in support of this application.

Resident Kevin Healy, 1 Diane Drive who is an abutter supports the application and asks the Board to waive or refund the fees.

The Tree Warden discussed that the planting of trees should be from the native tree list. The calculations for tree replacement would include 16 but there can be a waiver from this amount. It was suggested that there be replacement of 4 plants with 3-inch diameter.

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted (4 to 0) to approve Scenic Road Permit and the relocation of the stone wall and removal of the 4 trees with the replacement of the trees will be made at the direction of the tree warden along with a partial waiver.

Resident Tony Bianci – 113 Lincoln Street, communicated that this project is great for the town. There is a concern about the traffic/speed and sight lines onto Winthrop St. He suggested there be signage.

The Board recommends review of public safety.

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted (4 to 0) to close the Scenic Road Permit public hearing.

Continued Public Hearing, 39 Alder Street:

The applicant has requested a continuance to February 13th.

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted (4 to 0) to continue the hearing to February 13, 2024 at 7:00 p.m. for 39 Alder Street.

25 Holliston Street – ZBA Application:

The Board is in receipt of a Zoning Board of Appeals application for 25 Holliston Street. After review, the Board does not have any comments on the submittal.

Continued Public Hearing, 56 Summer Street:

The applicant has asked for a continuation of the public hearing.

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted (4 to 0) to continue the hearing for 56 Summer Street to January 23, 2024 at 7:30 pm.

CONSTRUCTION REPORTS:

2 Marc Road Inspection Report 12.15.23.

May Town Meeting Draft Bylaw Amendment Proposals:

The Board is in receipt of the draft bylaw amendment proposals. They are also in receipt of the Fiscal Year 2025 Budget and 2024 Town Meeting Calendars.

The following are included as amendments:

Awning Articles:

Computation of Sign Area for Awning Signs and amending 7.2 signs by amending Section 7.2.B.7. Ms. Saint Andre explained this was brought up due to the difficulty of computing the area illuminated by lighting, it would establish the same square footage standard for all awning signs.

Housekeeping Article: Delete Section 1.5 Amendment in its entirety, Amend Central Business Zoning District, Section 10.4.C.1.a; Amend the first sentence of Section 10 Central Business District, Section 10.3.D.7; building may not exceed 12ft. in height. Ms. Saint Andre explained each one.

Lighting Article:

Amend the Zoning Bylaw Section 7.1.2 Outdoor Lighting by amending Section 7.1.2.E.3 and add language outdoor lighting shall be permitted on property used for residential purposes Ms. Saint Andre noted that this issue came up in relation to the safety of residential properties. Mr. Stephen Brody, on Zoom, noted that he had comments on this proposed article. The Chair suggested that comments would be taken at a later meeting.

Parking Article:

Amend the Zoning Bylaw Section 7.1.1 Off-Street Parking by amending Table 3: Schedule of off-street Parking Requirements by changing the required number for ARCPUD housing from “2.0 spaces per unit” to “1.5” spaces per unit”. Ms. Saint Andre stated that the trend is to require less parking; this would be consistent with other multi-family housing.

Town Meeting Warrant Timeline Sheet:

The Board is in receipt of a memo with all the timelines regarding the town warrant. It was agreed that the PEDB public hearing will be scheduled for March 12th.

Scenic Road Bylaw:

This is a proposed General Bylaw. Ms. Saint Andre explained that some aspects of the Scenic Road Regulations, such as enforcement, need to be in a bylaw to be more effective. Members noted that the current procedure requiring DPW and the Tree Warden to make determinations should be changed.

There was a suggestion to include the list of all scenic roads and to affix a QR code to existing scenic road signs which links to the list and other information on scenic roads.

MBTA Discussion:

The Board had a brief discussion about the timeline for the MBTA Communities zoning bylaw. At the last meeting with planning consultant Judi Barrett, there was not agreement on where to locate the districts. The next task Consultant Barrett will be taking on is looking at the modeling of the suggested areas. There will be work done on creating a timeline to enact the zoning amendments. It was suggested that there be a separate meeting on this. The liaison for the Select Board should be invited to attend this meeting. The proposed Summer Street district map has been updated. There were discussions about the concern that this may not pass at town meeting. The Town of Medway is currently has over 11% Subsidized Housing Inventory. A timeline will be put together. The Board would like a special meeting set up for January 30, 2024.

OSRD Discussion:

The OSRD matrix created by Mr. Thompson was updated. The matrix included what surrounding communities do to address OSRD. The outline provided included the purpose and intent along with applicability, minimum tract size, density, and dimensional requirements. The goal of this bylaw is to preserve open space. Each community handles this differently. The towns in the chart included Franklin, Millis, Westborough, Holliston, Westport, Amherst, Beverly, and Lexington. There was another chart shown which had a variety of setbacks. The example used was Northampton. There was a suggestion to have contact with the Fire Department about setbacks.

Discussion of Economic Development Committee:

The Board discussed the situation with EDC. There has been difficulty getting a quorum. There has been some outreach to get new members. There is a scheduled joint meeting on January 18, 2024. There was a discussion about the number of EDC members which would be able to make the quorum. The BOS liaison will be invited to this meeting. The Vice Chair of the EDC was present on zoom. He communicated that the EDC would like direction from the PEDB.

Subdivision Regulations:

The Board is in receipt of the proposed edited Subdivision Regulations. There was a screen share shown.

The following were recommendations for edits:

- Insert Table of Contents
- Section 1.1 take out Authority
- Section 1.4 Plan Approval – take out from “If the Board determines To necessary. The language added will be the applicant may request waivers pursuant to M.G.L chapter 41, section 81R.
- Section 1.5 Applicant’s Responsibility – taking out two sentences noted on screen share.
- Some of the definitions were revised and deleted.
- If there was redundancy in the document, those areas were removed.
- Section 3.0 ANR Plan – submission will only need 3 not 7 plans.
- Section 3.7 Failure to Act was deleted.

Approval of Minutes:

December 12, 2023 & December 19, 2023:

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted (4 to 0) to approve the minutes from December 12, 2023 and December 19, 2023.

Adjourn:

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted (4 to 0) to adjourn the meeting at 9:46 p.m.

Respectfully Submitted,

Amy Sutherland

Recording Secretary

Edited by

Barbara J. Saint Andre

Director, Community and Economic Development

List of Documents Reviewed at this Meeting

1. OSRD PowerPoint Presentation