

Board Members

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



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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

Meeting Minutes

Tuesday, May 14, 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	Sasha Vinton Associate member
Attendance	X	X	X	X	X	absent

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 p.m. and announced that the meeting is being recorded by Medway Cable Access.

CITIZEN COMMENTS:

There were no citizen comments.

Annual Town Meeting and MBTA next steps:

There was discussion about what next steps will be taken regarding MBTA Communities zoning (Chapter 40A §3A). The members are aware of the state website that provides updates as to those communities who have passed and those that voted down the Section 3A mandate. The Board will continue to work to engage community members about the law and the consequences the town could face. The Board will continue to work to find a more palatable plan with the inclusion of other parcels. There has been a lot of opposition to the Summer Street parcel. It was suggested to look at smaller parcels throughout town. There is the parcel on Main Street (Meehan property) which could be included. There was a recommendation to run the compliance numbers for 39 Main Street (Hathon) and the area surrounding Town Hall. There was also a recommendation to include the parcels that were rezoned from AR-II to Energy Resource District at Annual Town Meeting. A suggestion was made to have a joint

meeting with the Select Board to come up with compliance districts the residents will accept. The town will need to apply for the second round of grant funding for our consultant since the current contract will end on June 30, 2024. There will be a public forum held on June 10, 2024 at 7 p.m. at the School Committee Meeting Room.

Resident Steve Brody, 39 West Street expressed that he would still like to see other options of parcels used for the MBTA sites and recommended that PEDB members look at the compliance districts that the Town of Norfolk approved at their respective town meeting for ideas.

Scenic Road Regulations:

The Board is in receipt of the most recent edits to the Scenic Road Regulations. Those edits were shown on the screen share.

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted to approve the Scenic Road Regulations with the noted amendments. (5-0)

Discussion of Administrative Site Plan Review Authority and Filing Fees:

The Board was informed that the staff reviewed the current site plan filing fees. It is recommended that the current filing fee of \$350.00 be decreased to \$185.00. This fee would be in alignment with current Zoning Board of Appeals (ZBA) filing fees. The Board next discussed Administrative Review. Currently there is a team of three staff members who review these applications internally. The process includes posting a meeting per Open Meeting Law requirements and making decisions regarding submittals. The process for what determines site plan review was explained. The scope and criteria for administrative site plan review were expounded upon. Several Board members recommended that the administrative review applications be included with meeting materials for informational purposes. Mr. Thompson offered to provide an analysis of the last two years of administrative review applications and report back at the next meeting. There was also discussion of whether municipal projects should be exempt from typical administrative review. This would be for simple review of sheds, fence, more parking.

The Board decided to table discussion regarding authority designations and exemptions for a future meeting.

On a motion made by Jessica Chabot, seconded by Tim Harris, the Board voted to accept the fee Change for Administrative Site Plan Review from \$350.00 to \$185.00. (5-0)

Hill View Estates Peer Review Estimate:

The Board is in receipt of a peer review estimate for Hill View Estates.

On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted to approve the Budget estimate of \$1,040.00 for Hill View Estates peer review (5-0).

56 Summer Street Peer Construction Observation Estimate:

The Board is in receipt of a construction observation estimate for 56 Summer Street.

On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted to approve the construction observation estimate in the amount of \$17,312.00 (5-0).

Discussion Speroni Acres – Street Acceptance Preparation:

The Board was informed that the street acceptance process for this Subdivision has a lengthy history; documentation of such was provided in the OneDrive. The preparation for street acceptance still needs the finalization of plans from Tetra Tech. The Town has a street acceptance fund that allocates funds to prepare the subdivisions for acceptance. To date, about 90% of the work is completed. Town Counsel needs to further review the titles to determine the location and ownership of the roadway and easements.

Chairmen Rodenhiser expressed concern that town funds be appropriated for these purposes, suggesting that the homeowners form a homeowner's association. Ms. Saint Andre reiterated that PEDB is only being asked to vote to finalize approve Tetra Tech completing the street acceptance plan and punch list.

On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted to approve the budget estimate for \$3,270.00. (4-1).

Medway Pride Day:

The PEDB will have an MTBA Communities (3A) table at the Medway Pride Day to be held on May 18, 2024 from 10:00 am -2:00 pm. There will be filers for those stopping by the table. It was also suggested to have candy for the kids stopping by the table with their parents.

Application Zoning Board of Appeals:

192 Main Street:

The Board was informed about the application for the Zoning Board of Appeals for 192 Main Street. This application went to the Design Review Committee regarding the façade. This application will need to be reviewed by the Conservation Commission and PEDB for a Multifamily Housing Overlay District special permit and site plan review. The Board requested further clarification regarding what building permits have been issued for this site.

Construction Reports:

- 2 Marc Road – There continues to be site work completed. There is an electric charging station being installed.

Approval of Minutes:

April 23, 2024:

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted to approve the minutes for April 23, 2024 (5-0).

Adjourn:

On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted to adjourn the meeting at 9:05 pm (5-0).

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Edited by
Barbara J. Saint Andre
Director, Community and Economic Development

List of Documents Reviewed at this Meeting

MBTA Community Zoning Modeling Results
192 Main Street Site Plan and Floor Plans
Scenic Road Amended Regulations