

Board Members

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



TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS PLANNING AND ECONOMIC DEVELOPMENT BOARD

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Meeting Minutes Tuesday, August 27, 2024 @ 7:00 p.m. Medway Town Hall, 155 Village Street, Medway, MA

	Andy Rodenhiser Chairperson	Sarah Raposa Vice Chairperson	Timothy Harris Clerk	John Parlee	Sasha Vinton
Attendance	X	X	X	X	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 p.m. and announced that the meeting is being recorded via Zoom.

There were no public comments.

Discussion and update on MBTA Communities Zoning:

Member Raposa recused herself from discussion and sat in the audience.

Consultant Judi Barrett provided the Board an update based on the discussion at the Board's last meeting. She was asked to do additional modeling. There was a share screen provided.

Some of the districts which were reviewed more carefully included:

- Glenbrook Way District 2
- West Street District 8
- Main/Hathon District 6
- Milford Street District 5

At the previous PEDB meeting there was discussion about eliminating the back lot at Sanford Mill and adding two additional parcels as noted. The compliance models for these were configured. This was shown on the presentation screen share. The subdistricts need to be five acres or more. Some of the options presented appear to exceed the minimum unit capacity due to the lot characteristics and modeling inputs; the reasoning for this needs to be explained so the public understands.

The Board is comfortable with moving forward with Districts 2,6, and 8 with the addition of parcel noted as 41 Main Street to District 6.

Member Raposa returned to discussion at 7:36 p.m.

Continuation Public Hearing, 39 Alder Street:

The continued hearing was opened for 39 Alder Street. The applicant is seeking a major site plan review, groundwater protection district special permit, and a special permit for construction equipment/machinery sales, leasing and rental along with construction of a new 12,054 square foot building.

Engineer David Faist was present to provide an overview from the last meeting.

The Board was made aware that there has been a change to the project applicant from ETS Properties, LLC to Lawrence Waste Services (new project applicant) of 49 Alder Street. There is a purchase and sale agreement between Lawrence Waste Services of 49 Alder Street and ETS Properties, LLC for the purchase of 39 Alder Street property. There was a share screen of the new site plan. Lawrence Waste Service is proposing to use the same site layout plan with a reduced building footprint of 7,400 square feet. The front of the site will be for sales and customer service. The back will be for container maintenance and repair. The hours of operation will be the same as 49 Alder Street. The applicant is almost done with Conservation Commission.

There will need to be a reapplication with the change of project applicant and clarifications over what additional permits are being sought. This will be submitted next week once the PSA is finalized. This application will also need to go to Design Review Committee.

Motion to continue the hearing for 39 Alder Street to September 24, 2024, at 7:00 p.m., by Sarah Raposa, seconded by John Parlee, passed by a vote of 4-0-1, with the lone abstention coming from Alexandra Vinton.

Continued Public Hearing: Medway Place: (98,108,114 Main Street) Land Disturbance Permit Application:

The continuation hearing was opened for Medway Place.

It was explained to the Board that the various items from the last meeting have been addressed. The Operation & Maintenance plan was revised. The photometric plan now shows zero footcandles at the property line. The lighting fixtures will be changed out. The sign is in the original location and if the applicant wants to change that, there will need to be a field change. The Board is in receipt of the draft decision. This was shown on the screen share. The date 8.21.24 was clarified as the latest plan revision.

Motion to grant the land disturbance permit to 98, 108, 114 Main Street subject to conditions presented in the draft decision as discussed, and to close the public hearing, by Sarah Raposa, seconded by Tim Harris, passed by a vote of 4-0-1, with the lone abstention coming from Alexandra Vinton.

56 Summer Street Mockingbird Lane (Vote to endorse site plan):

The Board was made aware that the master deed and declaration of trust have not been received. The deadline has been extended over successive meetings. The Board would like Mr. Thompson to explain to the applicant that the Board does not want to keep extending and would like the necessary paperwork provided.

Motion to extend 56 Summer Street site endorsement to September 10, 2024, by Sarah Raposa, seconded by Tim Harris, passed by a vote of 4-0-1, with the lone abstention coming from Alexandra Vinton.

Discussion of proposed zoning amendments for Fall Town Meeting:

The Board is in receipt of the proposed zoning amendments for the Fall Town Meeting.

The Board has been discussing the zoning amendments for the Fall Town Meeting.

This is to see if the Town will vote to amend the Zoning Bylaw by amending Section 5.4. Table 1: Schedule of Uses, by deleting the entire line entitled “Ski Areas” under Section A, and inserting under Section D business Uses – Services, a new use, “Food Pantry”. There is also an added definition in Section 2 of a food pantry.

There was also a recommendation to modify the time period by which the Design Review Committee (DRC) must schedule sign permit and façade review appointments when a complete application is submitted. The DRC currently has 15 days to review an application and 30 days to furnish the applicant with a recommendation letter. After deliberation with the Building Commissioner, a 21-day review deadline was proposed. The DRC has experienced difficulty meeting the 15-day review deadline during months where there are five calendar Mondays or federal holidays. There was discussion about having the DRC letter of recommendation as part of the Certificate of Approval.

Vote to extend Choate Trail Way – Certificate of Completion:

The Board was made aware that there are a few outstanding issues noted by Steve Bouley of Tetra Tech. There will be reach out to the applicant to see when those items will be resolved so the Board can issue the Certificate of Completion.

Motion to extend Choate Trail Way Certificate of Site Plan Completion to September 10, 2024, by Sarah Raposa, second John Parlee, passed by a vote of 5-0.

Ms. Saint Andre recommended extending the deadline to give the applicant time to complete remaining site work so that the Board is not voting to extend the deadline at every subsequent meeting.

Motion to rescind Choate Trail Way Certificate of Site Plan Completion deadline of September 10, 2024, by Sarah Raposa, second John Parlee, passed by a vote of 5-0.

Motion to extend Choate Trail Way Certificate of Site Plan Completion to September 24, 2024, by Sarah Raposa, second Timothy Harris, passed by a vote of 5-0.

Discussion of rescheduling November 12, 2024, PEDB meeting:

It was noted that the PEDB meeting scheduled for November 12th is the same night as the Fall Town Meeting. It was suggested to move the meeting to the High School to be held at 6 p.m. prior to the Town Meeting which is scheduled for the High School at 7 p.m.

Motion to reschedule the PEDB meeting of November 12, 2024, to 6:00 pm to be located at the High School, by Sarah Raposa, second Tim Harris, passed by a vote of 5-0.

Construction Reports:

- No reports

Other Business:

- The Chairperson would like Mr. Thompson to speak with the Building Commissioner about the property with a 4 to 6' wide exterior staircase being constructed.
- The Chairperson communicated that he would be willing to serve on Economic Development Committee (EDC) until someone else is interested to allow that committee to reach their quorum for meetings. To date, there has been difficulty reaching quorum. The new bylaw lowering the committee members will hopefully help with this problem. This will be placed on the next agenda.

Approval of Minutes: August 6, 2024:

Motion to approve the meeting minutes of August 6, 2024, by Sarah Raposa, seconded by Alexandra Vinton, passed by a vote of 5-0.

Next Meeting:

- September 10, 2024

Adjourn:

Motion to adjourn the meeting by Sarah Raposa, second by Timothy Harris, passed by a vote of 5-0 at 8:30 p.m.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Edited by
Jeremy Thompson
Planning and Economic Development Coordinator

Barbara J. Saint Andre

Director, Community and Economic Development

List of Documents Reviewed at this Meeting:

MBTA Communities Modeling Results from Barrett Consulting– 7/29/24

- District 1, 2, 4, 6
- District 2, 6, 8
- District 1, 2, 8, 5

MBTA Communities Modeling Results from Barrett Consulting– 8/9/24

- New Sanford & Main/Elm

MBTA Communities Modeling District Info Sheets

39 Alder Street – Site Plan 8/21/24

39 Alder Street – Waiver Request Form 8/21/24

98, 108, 114 Main Street (Medway Plaza) – DRAFT Land Disturbance Permit