



**TOWN OF MEDWAY**  
**Community and Economic Development Department**  
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Medway, Massachusetts 02053  
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October 2, 2024

## ADMINISTRATIVE SITE PLAN DECISION

Jim Tusino, President of Guaranteed Builders & Developers, Inc., acting as the designated representative on behalf of the property owner, VTT Holdings LLC, has requested Administrative Site Plan Approval under Section 3.5.3.A.3. Administrative Site Plan Review of the Medway Zoning Bylaw.

**I. PROJECT LOCATION – 74 Main Street (Gould’s Colonial Plaza)**

**II. DESCRIPTION of PROPOSED WORK –** The applicant proposes a remote walk-up ATM kiosk on the southeasterly edge of the property line equipped with a concrete foundation, curbing, bollards, an ADA compliant access ramp, and the creation of a new parking area that will demarcate a single accessible parking space with an access aisle.

**Requests for Waivers:** The applicant requested waivers from the following Site Plan Rules and Regulations: Section 206.5.B.(4) (location of proposed easements, etc.); Section 206.5.B(7) (erosion and sediment control measures) and Section 206.5.B(8) (stormwater management)

The Team voted to grant the requested waivers.

**III. PROCEDURAL HISTORY -** An application for administrative site plan review was filed with the Community and Economic Development Department and the Town Clerk on September 27, 2024. The Medway Administrative Site Plan Review Team (Building Commissioner Jonathan Ackley, Planning and Economic Development Coordinator Jeremy Thompson and Barbara J. Saint Andre, Director of Community and Economic Development) met on October 2, 2024, to review the application.

**IV. INDEX OF SITE PLAN DOCUMENTS –** The following materials were provided for review:

- A. Administrative Site Plan Review Application dated August 21, 2024, deemed complete on September 27, 2024
- B. Project Narrative
- C. Site Plan Rules and Regulations Waiver Request Form
- D. Site Plan prepared by J.K Holmgren Engineering, LLC dated August 12, 2024
- E. Detailed Construction Plan prepared by Bisbano + Associates, Inc. dated September

10, 2024

F. Photometric Plan prepared by GMR, undated, submitted on September 27, 2024

**V. FINDINGS** - Administrative site plan review is required for this project pursuant to the Medway Zoning Bylaw Section 3.5.3. A.3.k.

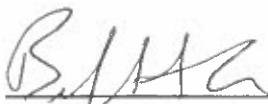
**VI. DECISION** – At its meeting on October 2, 2024, the Medway Administrative Site Plan Review Team voted to grant the above-described site improvements subject to the application received, condition and waivers granted.

**Condition:**

1. Lighting must comply with Zoning Bylaw requirements. In the event that the lighting does not comply, shielding or other alterations must be made to the lighting to bring it into compliance with the Zoning Bylaw.

**VII. APPEAL** - Any person aggrieved by this Administrative Site Plan Review decision may appeal the decision to the Planning and Economic Development Board within twenty days after the decision is filed with the Town Clerk.

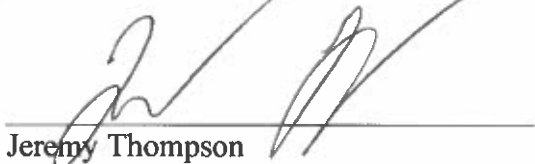
**Signed:**



Barbara J. Saint Andre  
Director, Community and Economic Development



Jonathan Ackley  
Building Commissioner



Jeremy Thompson  
Planning and Economic Development Coordinator