



**TOWN OF MEDWAY**  
**Community and Economic Development Department**  
155 Village Street  
Medway, Massachusetts 02053  
508-533-3921

RECEIVED TOWN CLERK  
JUL 16 '25 PM 12:01

20 Day No  
Appeal: 8/6/25

June 16, 2025

## **ADMINISTRATIVE SITE PLAN DECISION**

Thia Brambley, Senior Project Coordinator with CESO, Inc., acting as the designated representative on behalf of the property owner, Hidden Acres Realty I, 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** – 65 Main Street (Medway Place)
- II. DESCRIPTION of PROPOSED WORK** – The applicant proposes ADA remediation and other pedestrian access improvements, including repaving spaces, restriping accessibility isles, and contouring along the existing pedestrian median to ensure ADA compliance. The proposal would reduce the number of ADA spaces from eight to seven but would increase the number of van accessible ADA spaces from one to two.

**Requests for Waivers:** The applicant requested a waiver from the Site Plan Rules and Regulations for any items that were not submitted with the application. The Team voted unanimously 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 July 7, 2025. The Medway Administrative Site Plan Review Team (Building Commissioner Jonathan Ackley and Planning and Economic Development Coordinator Jeremy Thompson) met on July 16, 2025, to review the application.
- IV. INDEX OF SITE PLAN DOCUMENTS** – The following materials were provided for review:
- A. Administrative Site Plan Review Application dated July 3, 2025, received by mail and deemed complete on July 7, 2025
  - B. Site Plan titled “ADA Remediation for Shaw’s” prepared by David Teyber, CESO, Inc., dated July 9, 2024, last revised June 17, 2025, and stamped by Zachary D. Freshner, P.E. #55155, dated July 1, 2025
- V. FINDINGS** - Administrative site plan review is required for this project pursuant to the Medway Zoning Bylaw Section 3.5.3.A.3.f

- VI. DECISION** – At its meeting on July 16, 2025, the Medway Administrative Site Plan Review Team voted to grant the above-described site improvements subject to the application received and waivers granted.
- 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:**

  
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Jonathan Ackley  
Building Commissioner  
\_\_\_\_\_  
Jeremy Thompson  
Planning and Economic Development Coordinator