



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

RECEIVED TOWN CLERK  
JUN 12 '25 PM2:26

20 day NO  
appeal period

June 12, 2025

**ADMINISTRATIVE SITE PLAN DECISION**

July 2, 2025

Joey Fonseca, Civil Engineer with Bohler Engineering, acting as the designated representative on behalf of the property owner, Medway Realty 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** – 108 Main Street (Medway Place)
- II. DESCRIPTION of PROPOSED WORK** – The applicant proposes minor site improvements which include restriping existing parking spaces and directional markings, ADA accessibility improvements, landscaping improvements, the installation of a dumpster and dumpster enclosure, and drive-thru lane modifications resulting in a reduced number of drive-thru lanes for ATM usage and personal banking.

**Requests for Waivers:** The applicant requested a waiver from Section 207-17 and Section 204-5.D.17 of the Site Plan Rules and Regulations and 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 June 2, 2025. 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 June 12, 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 May 27, 2025, received by mail and deemed complete on June 2, 2025
  - B. Project Narrative
  - C. Site Plan Rules and Regulations Waiver Request Forms
  - D. Existing Conditions Plan and Overall Boundary Plan prepared by Control Point Associates, Inc. dated November 4, 2024
  - E. Site Plan prepared by Bohler Engineering dated May 23, 2025

- F. Lighting Notes and Details sheet prepared by Bohler Engineering dated May 23, 2025
- G. Landscape Notes and Details sheet prepared by Bohler Engineering dated May 23, 2025
- H. Construction Details sheet prepared by Bohler Engineering dated May 23, 2025
- I. Photometric Plan prepared by Bohler Engineering dated May 23, 2025
- J. Dumpster Enclosure Detail sheet prepared by Corestates, Inc. dated May 21, 2025
- K. Photometric Plan prepared by GMR, 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.f
- VI. **DECISION** – At its meeting on June 2, 2025, the Medway Administrative Site Plan Review Team voted to grant the above-described site improvements subject to the application received and waivers granted.
  - 1. Applicant will make corrections to plans to change Planning Zoning Committee to Planning and Economic Development Board; change Town of West Springfield to Town of Medway, and remove table referencing outdoor storage bylaw.
  - 2. Plan shows a new light fixture near Main Street that appears to be noncompliant with Section 7.1.2. This needs to be brought into compliance with 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