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September 30, 2025

Town of Medway
Planning and Economic Development Board
Medway Town Hall
155 Village Street
Medway, MA 02053

RE: 39 West Street – Development Plan Application
Response to Comments

Dear Board Members:

On behalf of Steven Brody, Hancock Associates has prepared a letter responding to comments received. This letter is in response to the letter received by the Planning and Economic Development Board on August 20, 2025, from Barbara J. Saint Andre, Director of Community and Economic Development, emails forwarded to Steven Brody with comments from the Department of Public Works on September 2, 2024 and September 4, 2025, the letter received by Jeremy Thompson on September 12, 2025, from Steven M. Bouley, PE, and Yoangelis Diaz of Tetra Tech, and the letter received from DRC dated September 18, 2025.

The comment and response thread is reproduced below, with Hancock's responses in **bold** for ease of review:

Letter from Barbara J. Saint Andre to the Planning and Economic Development Board (8/20/25)

1. Affordable housing units: Section 5.6.5.F requires that 10% of the units (rounded down if partial unit) be affordable units in compliance with Section 8.6 of the Zoning Bylaw (with certain provisions of Section 8.6 not applicable). There being 24 units proposed, 10% would be 2.4 units, rounded down to 2 units. These must be established in compliance with Section 8.6 and will require, among other things, that the applicant prepare an Affirmative Fair Housing Marketing Plan, a Regulatory Agreement, and a Deed Rider in compliance with Local Initiative Plan guidelines. In addition, the condominium documents will need to reflect the affordable units. The applicant should begin this process at an early stage as it can be time-consuming and requires approvals from the Executive Office of Housing and Livable Communities. Many developers use a consultant to perform these tasks; it is wise to make arrangements for such a consultant well in advance.

RESPONSE: Comment acknowledged. The building will include at least 2 affordable units in compliance with Section 5.6.5.F. The owner will take all steps mentioned and start the process as soon as possible.

2. Amenity spaces: Under Section 5.6.5.H.11, at least 20% of the lot shall be dedicated to Outdoor Amenity Space. No Outdoor Amenity Space is shown on the plans.

RESPONSE: An outdoor amenity space calculation is provided on Sheet 7 – Layout and

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Materials Plan. Green open space on the property, not including the infiltration basin, are considered private yard per Table 9.6.B.1 of the Town of Medway Zoning Bylaw and comprises 20.8% of the lot. Callouts have been added to the plan.

3. Dumpster: The plans (sheet LM) show a dumpster and enclosure at the rear of the property. Section 5.6.5.H.8 requires that dumpsters comply with Section 207-17 of the Site Plan Regulations. That section requires that dumpsters be fully screened on all sides and to the full height of the dumpster, and shall be large enough to accommodate both trash and recycling containers. There is no detail showing the dumpster enclosure and whether it complies with these requirements.

RESPONSE: A detail showing screening in compliance with Section 207-17 has been added to the Details Sheets.

4. Transformer: The plans show a transformer located near the rear of the proposed building. Section 5.6.5.H.7 requires that mechanical equipment at ground level shall be screened by a combination of fencing and plantings. No screening is shown on the plan.

RESPONSE: Screening plantings are proposed on Sheet 10 Landscape Plan. A 6' white vinyl stockade fence has been added, see Sheet 7 Layout and Materials Plan.

5. Bicycle Parking: Section 5.6.5.G requires bicycle parking that complies with Section 7.1.1.I; that section requires at least one bicycle space per 20 motor vehicle spaces. I do not see any bicycle parking on the plans.

RESPONSE: A concrete pad for two (2) bicycle parking spaces has been added next to the northeast entrance to the building. A bicycle rack detail has been added to Details Sheet 4.

6. Traffic signs should comply with MUTCD.

RESPONSE: All proposed traffic signs are MUTCD compliant and are listed on Sheet 7 Layout and Materials Plan.

7. Structure Demolition Bylaw: Article 27 of the Town's General Bylaws governs the demolition of structures that are at least 75 years old. According to the Assessors' records, the existing house at 39 West Street was built in approximately 1951. If it was built in 1951, it would mean the building is only 74 years old. The applicant may want to verify this.

RESPONSE: Comment acknowledged. 1951 will be considered the year that the house was built unless evidence to the contrary is found.

8. Tree Preservation Bylaw: If the applicant will be removing trees in the zoning setback areas, this may require a permit under Article 31 of the Town's General Bylaws, Tree Preservation.

RESPONSE: Comment acknowledged. A Tree Removal Permit will be obtained prior to construction.

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Email from Nolan Lynch, Deputy Director of Department of Public Works (8/27/2025)

1. DPW will require street opening permits for any utility ties that occur within the roadway or ROW limits. At the conclusion of all street work a single permanent patch encompassing all the trenches shall be completed, utilizing a mill and overlay technique from curb to curb.
RESPONSE: Comment acknowledged. Street opening permits will be obtained for all utility ties within the ROW, and a single permanent patch will be completed as requested.
2. Tri valve system will be required at the water connection point on West St opposed to the singular valve shown on plan.
RESPONSE: See Comment 1 dated 9/4/25 from Nolan Lynch, which allows for the singular valve system.
3. It appears that sewer connection perhaps could be achieved either via West St or the cross country section of infrastructure. This determined will occur with DPW at a future date.
RESPONSE: Per email from Nolan Lynch, Deputy Director of Public Works, on 9/24/25, the sewer connection will be made on West Street as requested.
4. All landscaping to be outside of ROW limits.
RESPONSE: All proposed landscaping is outside of the ROW limits.
5. Curbing to be concrete and consistent on mold of adjoining property for like appearance.
RESPONSE: Integral concrete curb is proposed and a note has been added to match appearance of adjoining sidewalk.

Email from Nolan Lynch, Deputy Director of Department of Public Works (9/4/2025)

1. The singular valve shown on plan for tie in on West St will be permitted, no need for the tri valve cluster. Cut and cap of old water line to be part of street permitting and is actually a cut and plug, to be coordinated with DPW. A singular Combined Utility Permit (CUP) should be apply for that encompasses all street and ROW work. A DCDA will be required to be installed on the fire suppression line.
RESPONSE: A callout has been added to cut and plug existing water line and coordinate with DPW. A CUP will be applied for at the time of construction of these utilities, and a DCDA backflow preventer has been added to the fire suppression line on Sheet 9 – Utility Plan.

Development Plan Review Letter from Tetra Tech to Jeremy Thompson (9/12/2025)

Multi-Family Overlay District Rules and Regulations (Chapter 800)

1. The Applicant states improvements to paved vehicular and pedestrian access; however, does not include existing or proposed access and egress within the Project Narrative. (Ch. 800 §803-2.C.5)
PROPOSED: Further elaboration on the proposed vehicular and pedestrian access has been added to the revised Project Narrative.
2. The Applicant has not provided a copy of the order of resource area delineation (ORAD) from the Medway Conservation Commission. (Ch. 800 §803-2.J)
PROPOSED: A copy of the Order of Resource Area Delineation has been provided.
3. The Applicant should provide a copy of the latest recorded deed to the property

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4. comprising the proposed development site to document proof of ownership, or a purchase and sale agreement. (Ch. 800 §803-2.K)
RESPONSE: Jeremy Thompson sent the latest recorded deed to Steve Bouley as of 9/15/25.
5. The Applicant has provided the Site Plans at a scale of one (1) inch equals twenty (20) feet. The Regulations require Site Plans be drawn at a scale of one (1) inch equals forty (40) feet or such other scale that is approved by the Board. We believe the Plan scale provided adequately represents the proposed improvements and are in support of the scale as provided. (Ch. 800 §803-3.B)
RESPONSE: A waiver request letter has been submitted requesting a waiver to Ch. 800 §803-3.B to allow for 1"=20' scale which Hancock believes is best suited for a lot of this size and consistent with standard engineering practice.
6. The Site Plans cover sheet shall include a Board signature block for decision date and plan endorsement date and listing of prior planning documents recorded at the Norfolk County Registry of Deeds. The zoning district classification should also be on the Cover sheet; however, it can be found on the Notes, references & legend sheet. (Ch. 800 §803-4.A)
RESPONSE: A Board signature block has been added to the Cover Sheet. The zoning district classification has also been added to the Title Sheet
7. A locus map is provided on the Cover sheet at a scale of one (1) inch equals five hundred (500) feet. The Regulations require the locus map on the Development Context Sheet and be set at a scale of one (1) inch equals one thousand (1000) feet. As a practical matter, we recommend the Applicant either comply with the Regulation or request a waiver. (Ch. 800 §803-4.B.1)
RESPONSE: A Development Context Sheet has been added with a locus map at a scale of 1"=1,000'.
8. A list of abutters' names and property addresses within 300 feet can be found on the Cover sheet. The Regulations require this list on the Development Context Sheet. As a practical matter, we recommend the Applicant either comply with the Regulation or request a waiver. (Ch. 800 §803-4.B.2)
RESPONSE: The list of abutters has been moved to the Development Context Sheet.
9. The Applicant is proposing to connect to an existing sewer main located off-site to the north of the Property. It does not appear any easements are shown on that property. (Ch. 800 §803-4.B.3)
RESPONSE: Per the direction of Medway DPW, the sewer connection has been moved to West Street.
10. Existing topography at a one-foot interval can be found on the Existing Conditions sheet in the Site Plans. The Regulations require existing topography at a two-foot interval on the Development Context Sheet. However, the topography as presented is in greater detail than required and we believe is sufficient. (Ch. 800 §803-4.B.4)
RESPONSE: Comment acknowledged.
11. Zoning district boundaries including overlay zones on the development site have not been provided. (Ch. 800 §803-4.B.5)
RESPONSE: Zoning district boundaries including overlay zones are shown on the Development Context Sheet.

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12. The Applicant has provided size and elevation of existing landscape on the Existing Conditions sheet; however, the regulations require an Existing Landscape Inventory including specific identification and designation of trees that are expected to be removed during construction. Extent of tree canopies are also required. (Ch. 800 §803-4.C.3)

RESPONSE: An Existing Landscape Tree Inventory Plan has been added to the plan set.

13. A delineation of Land Disturbance Area and a calculation of the amount of area included have not been provided. (Ch. 800 §803-4.D.2)

RESPONSE: The limit of disturbance is shown on the Sheet 8 – Grading and Stormwater Management Plan and Sheet 6 – Erosion and Sediment Control Plan. A calculation of area of disturbance has been added to Sheet 6 – Erosion and Sediment Control Plan.

14. Snow storage areas are minimal and we anticipate snow will be required to be removed from the site regularly to maintain safe sight distance and circulation through the site. Additionally, the snow storage area at the frontage of the site conflicts with proposed landscaping and we do not anticipate this is a realistic area for placement of excess snow. We anticipate this will also be reviewed in detail during the Project's permitting through the Medway Conservation Commission. (Ch. 800 §803-4.D.5)

RESPONSE: Snow storage areas have been revised to not conflict with proposed landscaping and a note has been added that excess snow shall be transported off-site.

15. The Applicant has not provided a plan sheet noting stormwater operation and maintenance (O&M) procedures. This text shall resemble that provided in the O&M plan included in the Project's Stormwater Report. (Ch. 800 §803- 4.D.9)

RESPONSE: Operation and maintenance procedures have been added to the Sheet 16 – Details Sheet 4.

16. A detail of the proposed dumpster enclosure has not been provided. (Ch. 800 §803-4.D.10)

RESPONSE: A detail of the proposed dumpster enclosure has been added to the Detail Sheets.

17. The Landscape Plan should also specify a suitable maintenance program to ensure the viability and longevity of the landscape installation. (Ch. 800 §803-4.D.11.d)

RESPONSE: A Landscape Maintenance Plan has been added to the Landscape Plan.

18. A sight distance evaluation and measurements have been provided on the traffic study. However, horizontal sight distances at the development driveway intersection with West Street shall be provided on the Site Plans. (Ch. 800 §803-4.D.15)

RESPONSE: Sight distances have been added to the Site Plans.

19. The Applicant shall confirm they have reviewed the Plans with the Medway Fire Department for items related to fire safety and emergency access. The southern side of the building is not accessible from the Project site. (Ch.800 §803-4.D.17)

RESPONSE: Comments from the Fire Department have not been received at this time. Chief Jeffrey Lynch provided dimensions for the largest fire truck on 8/13/25 which was used in the Swept Path Analysis. An addition fire hydrant and fire department connection has been added to the plan.

General Site Plan Comments

20. We recommend the Applicant confirm with the Medway Fire Department related to electric vehicle charging located under the proposed building.

RESPONSE: To proactively address any concerns related to proposing electric vehicle charging under the proposed building, the two (2) proposed electric vehicle spaces have been located outside of the building.

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21. We anticipate vehicle maneuverability within the garage area may be difficult given the location of the proposed support columns for the building above, particularly at the end parking stalls. A detail of the proposed column supports should be provided to understand the true extent of the supports. Additionally, the Applicant should confirm if the building foundation walls extend above grade along the parking spaces in the garage to protect the building from vehicle strikes.

RESPONSE: The architect has provided more detail for the proposed support columns in the parking garage. Concrete encased steel columns and bollards have been added to the plan and shown to scale in order to show that parking spaces and maneuvering aisles are provided in compliance with Medway zoning regulations. Building foundation walls will also extend above grade to protect the building from vehicle strikes.

22. The parking layout shown on the Ground Floor Plan of the Architectural Plans differs from that shown on the Site Plans. The Applicant should coordinate both Plan sets for review.

RESPONSE: The parking layout has been coordinated between the architectural plans and civil site plans.

23. Both accessible parking spaces are located adjacent to building columns which may impact maneuverability into and out of those spaces. Additionally, it does not appear pedestrians using those spaces will have a clear path to the building entrance as the designated crosswalk appears to dead-end at the proposed building with no entrance and no nearby curb cut to the adjacent exterior sidewalk.

RESPONSE: The accessible parking spaces have been located so that columns do not impact the access aisle between the two (2) accessible van spaces or the required parking space size of 9'x18'. A crosswalk has been added leading to an interior door leading to the main lobby.

24. The Applicant is proposing sawcut and trenching in West Street in order to install proposed underground utilities. The Applicant shall coordinate with Medway DPW related to restoration limits of West Street.

RESPONSE: Comments have been received from the Medway DPW regarding the installation of these utilities and restoration methods. We will coordinate with the DPW on any further concerns.

25. The Applicant should coordinate with Medway DPW related to abandonment of the existing 1-inch waterservice.

RESPONSE: The Medway DPW provided comments on the abandonment of the existing water service which will be cut, plugged and coordinated with the DPW as requested.

26. The Applicant is proposing sewer service connection and abandonment of an existing sewer stub at the existing 18-inch sewer main located off-site on the property to the north. The Applicant shall provide written confirmation from the landowner that this is an allowed activity. We recommend the service be routed through the frontage of the property to the sewer main located in West Street or tied into the existing sewer stub to limit additional connections to the sewer main on the adjacent property.

RESPONSE: Per email from Nolan Lynch, Deputy Director of Public Works, on 9/24/25, the sewer connection will be made on West Street as requested.

27. Retaining walls in excess of four feet are proposed and will require structural design and review by the building department.

RESPONSE: Retaining walls will be designed by a structural engineer and reviewed by the building department.

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28. We recommend “No Parking-Fire Lane” striping be added at the emergency access turnaround area.

RESPONSE: “No Parking – Fire Lane” striping and lettering have been added to Sheet 7 – Layout and Materials Plan.

29. The Applicant has proposed a red maple tree within the sight distance area. We recommend this tree be relocated out of the area to maintain proper sight distance at the development driveway.

RESPONSE: The red maple tree has been moved out of the site distance area.

Design Review Committee Letter from Jessica Chabot to Medway Planning and Economic Development Board (9/18/2025)

1. Apply treatment to the south elevation that adds depth and breaks up the continuous horizontal plane.

RESPONSE: The South Elevation has been broken up with the inclusion of gables over each of the balconies. We feel the existing recessed balconies are already providing enough of a break to the continuous wall plane. By adding the gables over the balconies, this emphasizes those recessed elements while also breaking the continuous eave line and gives depth to the overall façade.

2. Consider site design approaches that could allow for additional parking spaces to accommodate visitors.

RESPONSE: The parking lot has been slightly expanded to accommodate four (4) additional parking spaces for visitor parking.

We look forward to working with you to address your concerns as we move forward. Please do not hesitate to contact us should you have any questions or comments regarding the matter.

Sincerely,
Hancock Associates, Inc.,
Acting On Behalf of Steven Brody



Daniel Romero, EIT

CC: Steven Brody