

Board Members

Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P., Vice
Chair
Timothy Harris, Clerk
John Parlee, Member
Janine Clifford, Member



Medway Town Hall
155 Village Street
Medway, MA 02053
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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
**PLANNING AND ECONOMIC
DEVELOPMENT BOARD**

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March 3, 2026

**SPECIAL PERMIT AND ADMINISTRATIVE SITE PLAN REVIEW
DECISION
74 MAIN STREET
GRANTED WITH CONDITIONS**

Decision Date: February 10, 2026

Applicant/Permittee: Medway Village Food Pantry, Inc.
170 Village Street
Medway, MA 02053

Property Owner: Medway Route 109, LLC
858 Washington Street
Ste. 309
Dedham, MA 02026

Location: 74 Main Street
Assessors' Reference: Map 40, Parcel 053

Zoning District: Central Business District

Board Members Voting: Andy Rodenhiser, Sarah Raposa, Janine Clifford, John Parlee

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I. PROJECT DESCRIPTION

The proposed use requires a special permit pursuant to Sections 3.4 and 5.4 of the Town of Medway Zoning Bylaw (the “Zoning Bylaw”) and Administrative Site Plan Review (“ASPR”) pursuant to Section 3.5 of the Zoning Bylaw. The applicant seeks to operate a food pantry within the Central Business district (the “CB district”); ASPR is required for the permanent installation of an outdoor walk-in cooler/freezer located directly behind the existing unit.

II. VOTE OF THE BOARD – After reviewing the application and information gathered during the public hearing and review process, the Medway Planning and Economic Development Board (the “Board”), on February 10, 2026, **voted to GRANT with CONDITIONS a Special Permit and Administrative Site Plan Approval to Medway Food Pantry, LLC (hereafter referred to as the Applicant or the Permittee)**, pursuant to Section 3.4, 3.5, and 5.4 of the Zoning Bylaw, to operate a food pantry in an existing multitenant building located within the CB district and to authorize the permanent installation of an outdoor walk-in cooler/freezer in conjunction with the business use.

III. PROCEDURAL HISTORY

A. Special permit application was filed with the Medway Town Clerk and the Board on December 15, 2025.

B. The public hearing notice was posted at the Town Hall and on the Town of Medway web site and mailed to parties of interest as required by chapter 40A and published in the Milford Daily News on December 30, 2025, and January 6, 2026.

C. Due to a procedural error in the noticing process pursuant to Chapter 40A § 11, the public hearing was re-noticed for February 10, 2026. The amended public hearing notice was posted at the Town Hall Town of Medway web site and mailed to parties of interest as required by chapter 40A and published in the Milford Daily News on January 27, 2026, and February 3, 2026.

D. The Board notified Town departments, boards and committees of this application and requested review and comment.

E. The public hearing commenced on February 10, 2026, when the hearing was closed, and a decision rendered.

IV. INDEX OF SPECIAL PERMIT DOCUMENTS

- A. Information submitted on behalf of the applicant:
- Special permit application received December 15, 2025
 - Administrative Site Plan Application received December 15, 2025
 - Special Permit Project Narrative received December 15, 2025
 - Photo Exhibit received December 15, 2025
 - Request For Waivers received December 15, 2025
 - Sound Acceptance Test for Cooler/Freezer Condensing Units, prepared by Polar King International, dated June 20, 2023
 - “Medway Food Pantry, Medway, MA, Draft Floor Plan”, dated December 10, 2025 (the Plan)
- B. Other documentation submitted to the Board during the course of the public hearing:
- Email from Derek Kwok, Board of Health, dated January 14, 2026

- Email from Stephanie Carlisle, DPW, dated January 14, 2026

V. **TESTIMONY** - In addition to the special permit application materials as submitted and provided during the course of its review, the Board heard and received verbal testimony from:

- Susan Dietrich, Medway Village Food Pantry
- Tom Anderson, Medway Food Pantry at Mahan Circle

VI. **FINDINGS** - The Board voted to approve the following findings regarding the special permit by a vote of 4 in favor and 0 opposed.

B. SPECIAL PERMIT DECISION CRITERIA – The Board makes the following findings in accordance with Section 3.4 of the Zoning Bylaw. In making its determination, the special permit granting authority, in addition to any specific factors that may be set forth in other sections of the Zoning Bylaw, shall make findings on all of the applicable criteria specified below:

- 1) **The proposed site is an appropriate location for the proposed use.** The premises are centrally located on Route 109 in the Central Business District, accessible by sidewalk, and with sufficient parking and circulation to accommodate the usage.
- 2) **Adequate and appropriate facilities will be provided for the operation of the proposed use.** The existing parking lot size is sufficient to accommodate the proposed use and meets the parking space criteria required by Section 7.1.1.D, Table 3.
- 3) **The proposed use as developed will not create a hazard to abutters, vehicles, pedestrians, or the environment.** The proposed commercial activity will not create a hazard to abutters, vehicles, or pedestrians. If hazardous materials are to be utilized, a spill kit should be installed.
- 4) **The proposed use will not cause undue traffic congestion or conflicts in the immediate area.** The proposed commercial activity will have an inconsequential impact on existing traffic conditions and vehicular movements from existing ingress and egress points. Furthermore, the business will operate by appointment only and with limited operating hours, with considerations made towards the parking demand and operational hours of neighboring tenants that share the parking area.
- 5) **The proposed use will not be detrimental to the adjoining properties due to lighting, flooding, odors, dust, noise, vibration, refuse materials or other undesirable visual, site or operational attributes of the proposed use.** The abutting properties along Route 109 are commercial in nature and will not be adversely affected. The outdoor freezer/cooler is located several hundred feet away from the nearest residential abutter, and the sound test provided by the applicant complies with the applicable noise disturbance provisions established in Section 7.3.D.2 of the Zoning Bylaw. The proposed use will not cause any detrimental lighting, flooding, or vibration issues. The applicant's staff will ensure that the walker/cooler does not produce offensive odors.
- 6) **The proposed use as developed will not adversely affect the surrounding neighborhood or significantly alter the character of the zoning district.** The surrounding neighborhood consists of commercial uses, such as retail, restaurants, and other services. The proposed commercial activity will not alter the character of the Central Business district and the proposed location is ideal to accommodate a clientele with diverse transportation and modal needs.

- 7) **The proposed use is in harmony with the general purpose and intent of the Zoning Bylaw.** The proposed use is in synch with the aim of promoting commercial activity.
- 8) **The proposed use is consistent with the goals of the Medway Master Plan.** The proposal satisfies several goals related to cultivating a supportive community and bolstering commercial development. The proposal is also synchronous with goals related to affordable housing and connectivity.
- 9) **The proposed use will not be detrimental to the public good.** The proposed use provide a net positive for the public good by establishing a community driven, non-profit food pantry dedicated to reducing food insecurity.

For all of the above reasons, the Board finds that the beneficial impacts of the proposed application outweigh the effects of the proposed use on the Town and neighborhood.

B. ADMINISTRATIVE SITE PLAN REVIEW - Administrative site plan review is required for this project pursuant to the Section 3.5.3.A.3.i of the Zoning Bylaw. In making its decision, the Board makes the following findings in accordance with Section 204-8 of the Site Plan Rules and Regulations, and Section 3.5 of the Zoning Bylaw. The Board finds that the proposed development meets the applicable criteria of the Site Plan Rules and Regulations.

VII. WAIVERS – The applicant has requested waivers from the Site Plan Rules and Regulations for any items that were not submitted with the application. **The Board voted to grant these waiver requests as being consistent with the purpose and intent of the Site Plan Rules and Regulations which will have no significant detriment to the achievement of any of the purposes of Site Plan Review and Approval.**

VIII. CONDITIONS – The Conditions included in this Decision shall assure that the Board’s approval of this special permit complies with the Zoning Bylaw, Section 3.4 (Special Permits), that the comments of various Town boards and public officials have been adequately addressed, and that concerns which were aired during the public hearing process have been carefully considered.

If there is a conflict between this Decision and the Zoning Bylaw, the Zoning Bylaw shall apply.

The Board’s issuance of this special permit is subject to the following conditions:

1. This special permit shall apply to any successor in control or successor in interest of the subject property. The Permittee shall conduct the uses allowed by this special permit in compliance with the application, referenced Plan, and this Decision. This permit does not relieve the Permittee from its responsibility to obtain, pay and comply with all other required federal, state and Town permits and approvals associated with this project. The Permittee or assigns shall obtain, pay and comply with all other required Town permits.
2. The proposed structure shall be built in compliance with the documents submitted to the Board as listed in Section IV of this Decision, provided, however, that the Building Commissioner may approve minor changes in the course of construction that are of such a nature as are usually approved as “field changes” that do not require further review by the Board.
3. **Traffic and Vehicular Circulation:** Nothing shall be placed in any drive aisles or prevent trucks or emergency vehicles from circulating the rear of the site.

4. **Noise:** Food pantry operation allowed under this special permit shall comply with the noise provisions of Section 7.3 of the Zoning Bylaw.
5. **Environmental:** All trash and solid waste shall be removed from the premises and properly disposed of. At the end of each day that food pantry is open and operational, the site shall be cleaned of all trash, litter, and other debris. No food, oil, trash, waste or other items will be dumped on the ground or in any catch basins.
6. **Outdoor Lighting:** The uses allowed under this special permit shall comply with Section 7.1.2 of the Zoning Bylaw. Other than decorative lighting, no additional outdoor lighting is allowed.
7. **Signage:** No signs for the food pantry are to be erected on the premises except in compliance with the Town's Sign Bylaw, Section 7.2 of the Zoning Bylaw.
8. **Misc.**
 - A. This Special Permit is subject to all subsequent conditions that may be imposed by other Town departments, boards, agencies, or commissions.
 - B. Any work that deviates from this Decision may be a violation of the Zoning Bylaw unless the Permittee requests approval of a modification and such approval is provided in writing by the Board.
9. **Project Completion:** As provided in Section 3.4.E of the Zoning Bylaw, special permits shall lapse within two years, which shall not include such time required to pursue or await the determination of an appeal under G.L. c. 40A, §17, from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause, or, in the case of a special permit for construction, if construction has not begun by such date, except for good cause. Upon receipt of a written request by the applicant filed at least 30 days prior to the date of expiration, the Board may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested.

VIII. APPEAL

The Board and the Applicant have complied with all statutory requirements for the issuance of this Decision on the terms set forth herein. A copy of this Decision will be filed with the Medway Town Clerk and mailed to the Permittee, and notice will be mailed to all parties in interest as provided in G.L. c. 40A §15.

Any person aggrieved by the Decision of the Board may appeal to the appropriate court pursuant to Massachusetts General Laws, Chapter 40A, §17, which shall be filed within twenty days after the filing of this decision in the office of the Medway Town Clerk.

In accordance with G.L. c. 40A, §11, no special permit shall take effect until a copy of the Decision is recorded in the Norfolk County Registry of Deeds, and indexed in the grantor index under the name of the owner of record, or is recorded and noted on the owner's certificate of title, bearing the certification of the Town Clerk that twenty days have elapsed after the Decision has been filed in the office of the Town Clerk and no appeal has been filed within said twenty day period, or that an appeal has been filed. The person exercising rights under a duly appealed special permit does so at risk that a court will reverse the permit and that any construction performed under the permit may be ordered undone. The fee for recording or registering shall be paid by the Permittee. A copy of the recorded Decision, and notification by the Permittee of the recording, shall be furnished to the Board.

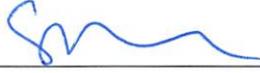
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| Member: | Vote: | Signature: |
|--------------------------------|--------------|-------------------|
| Andy Rodenhiser, Chair | Aye | _____ |
| Sarah Raposa, AICP, Vice-Chair | Aye | _____ |
| Janine Clifford, Member | Aye | _____ |
| John Parlee, Member | Aye | _____ |

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| Member: | Vote: | Signature: |
|--------------------------------|--------------|---|
| Andy Rodenhiser, Chair | Aye |  |
| Sarah Raposa, AICP, Vice-Chair | Aye |  |
| Janine Clifford, Member | Aye |  |
| John Parlee, Member | Aye |  |