



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
COMMUNITY AND ECONOMIC
DEVELOPMENT

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Director

Barbara J. Saint Andre

To: Planning and Economic Development Board

From: Barbara J. Saint Andre
Director, Community and Economic Development

Re: Heritage on Main Street Application

Date: May 13, 2026

We have received an application, plans, and related documents submitted for the proposed development of 107-119 Main Street, 1-3 Elm Street, and 0 and 26 Kelley Street. The area which is proposed to be developed is in the Central Business zone, and partially in the Villages Multi-Family Housing Overlay District. The property along Kelley Street is in the AR-II zoning district and VMHOD, and is not proposed for development.

With respect to the application, I have a number of initial comments.

A. Zoning Bylaw

1. Special Permit criteria – This development requires a mixed-use development special permit under Section 10.3 of the Zoning Bylaw, as well as a number of other special permits. Special permits under Section 10.3 are not subject to the usual special permit criteria of Section 3.4; the criteria for granting special permits is found in Section 10.3.E. The Board should keep these criteria in mind when reviewing the special permit applications. In addition, some of the special permits applied for have other, specific criteria that the Board should be aware of; these are discussed below.

2. ANR Plan – The site includes a number of contiguous lots, which are being proposed to be developed as one project. The plans show the intent to submit a plan under G.L. c.41, §81P as not requiring approval under the Subdivision Control Law (ANR). As shown on sheet C-303, the ANR would combine the various existing lots into two lots, one lot with the residential building, and one lot with the commercial uses. The applicant has stated that it will submit an ANR after PEDB approval. I recommend that the Board impose as a condition of any approval that an ANR plan reflecting the proposed reconfiguration of the lots be submitted to the Board within a specified time frame, specifically, prior to endorsement of the final plans.

3. Section 10.2.B – This development is in the Main Street Pedestrian Frontage Zone. The proposed buildings, except for the residential building, are subject to the provisions of Section

10.2.B. The proposed bank, restaurant, and convenience store buildings appear to comply with these requirements.

4. Section 10.2.C Building Height – The proposed buildings are subject to Table 9.3.B.6 with respect to maximum height, which increases as setback increases. It appears from the plans that the residential building is set back at least 22.5 feet from the street, which would allow a maximum height of 50 feet under Table 9.3.B.6. Building height is defined as the vertical distance from grade plane to the average height of the highest roof surface. In addition to the requirements of Table 9.3.B.6, there are also maximum heights for each building type set forth in the Tables under Section 9.4.C. All of the proposed buildings appear to be compliant as to height.

5. Section 10.2.D Parking –

A. The parking calculations need to be clarified. In its narrative letter to the Board, based on Table 3 for off-street parking, the applicant indicates a required number of parking spaces of 481, which appears to be the correct number. However, the parking calculations shown on the plans, sheet C-301, indicate the required number of parking spaces is 486. The discrepancy between the two calculations is the number of spaces for the bank, which should be 7 but is listed as 12 on sheet C-301. Also, the chart on sheet C-301 mixes up the parking requirements for the bank, which is 7, and the restaurant/retail, which is 35, this should be corrected.

B. Since the applicant proposes to provide 504 parking spaces according to sheet C-301, 512 parking spaces according to the Transportation Impact Assessment, and 527 spaces according to the cover letter, this will require PEDB waiver under Section 10.2.D.2. The applicant should clarify how many parking spaces are provided, and whether that includes the spaces in the garages.

C. The applicant needs to comply with the provisions of Section 7.1.1, unless otherwise provided in Section 10. Under Section 7.1.1.E.1.4, 2% of the parking spaces must have electric vehicle charging stations, which means that 10 EV parking spaces are required for this site. According to the chart on C-301, only 7 are provided. According to the TIA, there will be 11, this should be clarified. Also, there is a handicapped space located next to the dumpster in the back of the site, is that typical?

D. The Zoning Bylaw provides that off-street parking is to be located to the side or rear of buildings. The applicant has applied for a special permit under Section 10.2.D.2.c:

As an exception to Section 7.1.1.G., all off-street parking shall be located behind or beside buildings located in the Pedestrian Frontage Zone and within sixty feet of the Main Street right-of-way line. Vehicular parking between the front building line and the street right-of-way line is permitted only if the Planning and Economic Development Board grants a special permit and the applicant can demonstrate that no other reasonable alternative exists.

Buildings B and C have parking spaces between the buildings and the front of the lot, and proposed parking lot 1 has parking spaces between the front building line and the street right-of-way. The applicant needs to demonstrate that no other reasonable alternative exists for the parking that is between the front building line and the street right-of-way line.

E. Section 10.2.D.2.b.2 – The applicant has requested a “waiver” of the following:

In parking areas with more than seventy-five spaces, the expanse of pavement shall be interrupted by separating rows of parking spaces from each other with a combined planting strip and sidewalk at least eight feet in width. Design of these planting strips/sidewalks shall take into account the need to store snow, locate light poles, install deciduous trees, and allow safe pedestrian movement.

Proposed parking area 1 appears to be the only parking area with more than 75 spaces. There is no provision for a waiver of this requirement, a variance from the ZBA is required.

6. Section 7.1.1.I – Bicycle parking facilities must be provided, ratio of one bicycle space per 20 parking spaces. They do not appear to be shown on the site plan. The PEDB can grant a waiver of the minimum required number based on site conditions.

7. Section 10.2.E Street Scape – The applicant needs to demonstrate compliance with this Section. The applicant has requested a “waiver” of Section 2.a. However, Section 2.a provides that a concrete walkway **may** be installed, it is not mandatory, so it is not clear that a waiver is required based on the site plan.

8. Amenity spaces: Under Section 10.2.F, at least 15% of the lot or development site shall be dedicated to Outdoor Amenity Space. The applicant needs to demonstrate compliance with this requirement, as there does not appear to be any calculation provided as to the percentage of Outdoor Amenity Space. Section 10.2.F lists specific types of Outdoor Amenities that qualify toward the 15%. In addition, the applicant has applied for a special permit under Section 10.2.F.4, which allows the Board to allow other types of Outdoor Amenities by special permit.

9. Gas Station – The existing gas station is proposed to be redeveloped under Section 10.2.A, which requires a special permit. The proposed gas station and convenience store must meet the standards set forth in Table 9.4.C.1.B, as recently amended by Town Meeting.

10. Section 10.3.C.2 – Setbacks – The applicant has requested a waiver of Section 10.2.E.3, however, that Section is not applicable to this proposed mixed-use development. Instead, Section 10.3.C.2 applies:

Notwithstanding the provisions of Section 10.2.E.3, there shall be a minimum setback of 25 feet from all side and rear lot lines abutting a residential zoning district, of which the first ten feet nearest each lot line shall not be used for the parking or storage of vehicles

and shall be suitably landscaped. There is no side-yard or rear-yard setback for properties abutting other properties within the Central Business district.

The site plan appears to comply with this requirement, although it would be helpful to show the ten foot setback from the lot line abutting 5 Elm Street, which is zoned AR-II.

11. Section 10.3.D.5 – This Section requires at least 2,000 square feet of commercial development for every 50 residential units, or fraction thereof. With 267 residential units proposed, this requires a minimum of 12,000 square feet of commercial development. The application and site plan show compliance with this requirement.

12. Affordable housing units: Section 10.3.D.6, and Sections 8.6.B and 8.6.C require that 20% of the units be affordable units in compliance with Section 8.6 of the Zoning Bylaw. With 267 units proposed, 20% would be 53.4 affordable units. The number of units required would be 53, with a payment for the fraction of a unit in accordance with Section 8.6.C.2.

The applicant has applied for a special permit under Section 10.3.D.6 to lower the percentage of affordable units to 10%. That Section provides in pertinent part:

The Planning and Economic Development Board may by special permit provide for a lower percentage of affordable units than required by Section 8.6, but in no event less than 10%, if the Planning and Economic Development Board finds that the special permit would be in the best interests of the Town; provides additional design or other community benefits beyond the minimum requirements of the zoning bylaw or the proposal integrates street-facing, ground floor non-residential uses along Main Street; and is consistent with the purposes of the Central Business District. The Decision Criteria in Section 3.4.C do not apply to special permit applications under this Section.

The applicant should provide justification for the request in accordance with the standards of Section 10.3.D.6. If the Board grants the request to set the percentage of affordable units at 10%, that would require 26.7 affordable units. Because the fractional unit is more than .5, the number would be rounded up to 27 units. See Section 8.6.C.

The affordable units 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. The applicant should begin this process at an early stage, as it can be time-consuming and requires approvals from the Town and the Executive Office of Housing and Livable Communities as Local Action Units. Many developers use a consultant to perform these tasks; it is wise to make arrangements for such a consultant well in advance.

13. Section 10.5 – The entrance located to the west of the residential building appears to comply with Section 10.5.A. It is not clear if the entrance located to the east of proposed parking lot 1 complies. The applicant needs to demonstrate compliance with this Section.

B. Site Plan

1. Dumpsters: Section 207-17 of the Site Plan Regulations 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 enclosures and whether they comply with these requirements.
2. The applicant needs to provide a calculation of the trees being removed that fall within Section 207-19.F-G of the Site Plan Rules and Regulations, and proposed mitigation.
3. Site plan cover sheet – The owner information for 115 Main Street should be changed to Rte. 85 Realty Group.

The Approval Block should read: “Approved by the Town of Medway Planning and Economic Development Board. Approval date _____ Endorsement date _____”. There should be five signature lines.

There needs to be a Town Clerk signature space, “I certify that 20 days have elapsed since the Planning and Economic Development Board approval was filed with this office and no appeal has been filed in this office. Date _____” There should be one signature line
“_____ Town Clerk, Town of Medway”

There should be an area provided to add a list of any waivers granted.

4. There needs to be a signature block on each sheet for the Planning and Economic Development Board. **Signature block for the Town Clerk is not required on any page other than the cover sheet.**

B. Other:

1. Section 7.1.2 – The applicant needs to demonstrate compliance with the outdoor lighting standards.
2. Section 7.2 Signs – Signage will need to comply with this section.
3. It is my understanding that the residential units are to be rental units, please confirm.
4. Transportation Impact Assessment – Two questions for the applicant’s traffic expert to hopefully clarify. Page 11 states that the proposed municipal complex to be located across Main Street is captured in the background growth, how was this determined? Secondly, the trip distribution schematics following page 16, how was the distribution determined?
5. Structure Demolition Bylaw: Article 27 of the Town’s General Bylaws governs the demolition of structures that are at least 75 years old. Applications for demolition of any such structures will need to be reviewed by the Historical Commission.

6. Tree Preservation Bylaw: It appears that the applicant will be removing trees in the zoning setback areas, this requires a permit under Article 31 of the Town's General Bylaws, Tree Preservation from the Conservation Agent.

7. This development will require an Order of Conditions and a Land Disturbance Permit (General Bylaws Section 26) from the Conservation Commission.

8. This development will require permits from the DPW, the applicant should consult with DPW.

These are initial comments for the Board and applicant to consider, other comments may be forthcoming as the Board's review progresses. We also anticipate that other town departments, as well as our peer review firm, will have other comments.