

June 20, 2026

Town of Medway
155 Village Street
Medway, MA 02053

**Re: Site Plan Review and Land Disturbance Permit Application
Medway Municipal Complex
Medway, MA
Langan Project No.: 151072201**

Dear Members of the Planning & Economic Development Board:

On behalf of the Applicant, the Town of Medway, please find enclosed materials to support the Medway Municipal Complex Site Plan Review and Land Disturbance Permit Applications.

1. Application for Major Site Plan Approval
2. Land Disturbance Permit Application
3. Application for Special Permit Approval
4. Certified Abutters List
5. Purchase & Sale Agreement
6. Site Plan Review & Land Disturbance Permit Drawings, prepared by Langan, dated 7/20/2026
7. Architectural Renderings, prepared by Dore + Whittier, dated 7/15/2026
8. Stormwater Management Report, prepared by Langan, dated 7/20/2026
9. Stormwater Pollution Prevention Plan (SWPPP) Draft, prepared by Langan, dated 7/20/2026
10. Transportation Impact Assessment, prepared by Vanasse & Associates, dated 4/2026

Hard copies of the requested materials have been delivered to the Community and Economic Development office. We look forward to reviewing these materials with you at the PEDB meeting on August 11. Please contact our office should you require any additional information.

Sincerely,
Langan Engineering and Environmental Services, LLC



John M. Perry, PE
Associate Principal



Hannah E. Schur
Project Engineer

Project Narrative

Site Location

The project site is located at 120 Main Street and is identified as parcel 39-069 by the Town of Medway Assessor's Office. The property is approximately 8.3 acres and is bound by residential properties to the north, a commercial development to the east, Main Street to the south, and Pond Street to the west.

Existing Conditions

The property was previously developed as a concrete block manufacturing facility and the site has been cleared of its former buildings, but remaining site features include pavement, concrete pads, fencing, and utility infrastructure.

The existing site topography ranges between elevation ± 265 and ± 235 and generally slopes from northeast to southwest.

The property is located in the Central Business (CB) zone and municipal uses are allowed by right.

Proposed Development

The proposed Medway Municipal Complex includes site improvements to support the operation of a new Fire Department, Town Hall, and Police Department. The project proposes construction of a 41,500 $\pm$ square foot (sf) building and associated parking areas, access drives, fire apparatus circulation areas, pedestrian plazas and walkways, landscaping, lighting, utility infrastructure, and stormwater management facilities. The anticipated construction completion for the project is August 2029.

Employees

Department	Employees
Fire Department	15
Police Department	23
Town Hall	35
Total	73

Hours of Operation

Department	Hours
Fire Department	24/7
Police Department	24/7
Town Hall	8am – 5pm

Site Circulation

The site circulation design includes vehicular access from Main Street for emergency vehicle access and staff parking and an entrance from Pond Street for public access to the Town Hall. Parking areas and drive aisles are separated from fire apparatus circulation areas to safely accommodate anticipated site traffic while maintaining efficient emergency operations. Pedestrian connections are provided from public sidewalks on Main Street and Pond Street to building entrances, parking areas and community gathering spaces on the site. Accessible parking and accessible pedestrian routes are provided throughout the development.

Parking

The development proposes 145 parking spaces across the municipal complex in various designated parking areas. A 43-space parking area along the east side of the Fire Station is accessed from Main Street and includes five spaces for public access to the Fire Station and 38 spaces for fire and town hall staff. Two accessible spaces are located adjacent to building entrances, six EV spaces are proposed with dual EV chargers, and four additional EV-ready spaces are designated for future build-out. Northwest of the building is a 62-space parking area, accessed via a loop road from Pond Street, and intended for public access to Town Hall. This parking area includes five accessible spaces, four EV spaces, and six EV-ready spaces. To the north and east of the Police Station a 40-space parking area is provided. Six EV spaces are located beneath a canopy along the east side of the building and one accessible space, two additional EV spaces, and two EV-ready spaces are included in the parking area north of the building. This parking area is secured for authorized vehicles only and is accessed via two entrances with electric sliding gates with card readers.

Per Table 3, Section 7.1.1.D of the Zoning Bylaw, governmental offices are required to provide a minimum of one parking space per 300 square feet of net floor area. Based on this calculation, the project requires a minimum of 100 parking spaces. The table below summarizes the building areas associated with the net floor area calculation.

Level	Description	Area
Level 1	Fire Department Excluded: apparatus bay and its accessory spaces, fitness area (employee only) Town Hall Included: all first floor except stairs / janitor / storage Police Department Included: lobby, booking, toilet rooms Excluded: dispatch, sallyport, mechanical spaces	12,617 sf
Level 1.5	Excluded. Mezzanine training and mechanical space not accessible to the public	0
Level 2	Fire Department Excluded: dorm areas Included: admin areas, including where public could have access Town Hall Included: all level 2 except stairs / janitor / mechanical Police Department Excluded: training, sergeant, patrol, evidence, locker rooms, roll call, and staff break room	9,385 sf
Level 3	Town Hall Excluded: stair / storage / staff break room and EOC (employee only) Included: all office suites where public will have a transaction window or meetings in offices Police Department Excluded: Lieutenant offices, Detective suite, sergeant, kitchen, storage and stairs Included: clinician's office, family area, community outreach, police chief, toilet rooms, and associated circulation.	7,953 sf
Total		29,955 sf

The site is located within the Central Business District and, per Section 10.2.D.2.A of the Zoning Bylaw, the parking requirement established by Table 3, Section 7.1.1.D is interpreted as both the minimum and maximum number of parking spaces permitted. The municipal complex requires 145 spaces to adequately serve the operational needs associated with the facility. As such, a waiver for 45 additional parking spaces beyond the maximum permitted by the Zoning Bylaw is requested.

Lot Coverage and Open Space

Dimension	Proposed
Lot Area	361,520 sf
Pavement Area	143,500 sf
Building Area	46,300 sf
Open Space	153,000 sf

Coverage	Definition	Calculation
Lot Coverage	Building Area / Lot Area	13%
Impervious Coverage	(Building Area + Pavement Area) / Lot Area	53%
Open Space	Open Space / Lot Area	42%

Topography

The proposed site grading seeks to balance the site's significant elevation change with the proposed site operations. The existing site slopes more than 30ft from northeast to southwest which is not easily conducive to a single, centrally located building with multiple entrance locations. A key design constraint is the fire apparatus apron along Main Street, which must match existing roadway grades while maintaining acceptable slopes for fire truck movements. The site design accommodates the site's elevation change by incorporating an internal four foot transition between the fire station and town hall. Overall, the proposed building is situated lower than many of the surrounding properties which helps reduce the visual scale of the development. Landscape berms have been strategically incorporated around the perimeter of the site to help balance earthwork, provide screening for adjacent residential properties, and create visual interest along the site's edges. While the grading plan has been carefully developed to minimize earthwork and maximize on-site balancing opportunities, the proposed development is still expected to result in a net export of approximately 55,000 cubic yards (cy) of material.

Landscaping

The planting design creates a cohesive, native landscape using a limited and repeatable palette of trees, shrubs, and ground layers. Planting zones range from refined plaza areas to naturalized berms and woodland edges, responding to the various site conditions and proposed uses. Mixed tree sizes establish long-term canopy structure, while shrubs and graminoids provide primary massing and continuity. Perennials are used selectively to enhance key areas. Mature trees along the north property edge are preserved to the extent feasible. The overall planting approach emphasizes simplicity, durability, and a clear, unified, landscape character.

Site Lighting

Site lighting is proposed throughout the development to provide illumination for pedestrians, vehicles, and building entrances while minimizing light trespass. The site lighting is designed to meet local and industry standard requirements and all fixtures are low profile, energy efficient, dark sky compliant LED, and will be 3000k color temperature. Fixtures are directed inward and are equipped with house side shields to eliminate unnecessary light trespass into adjacent properties.

Utilities

The project proposes new sewer, water, fire protection, electric, and telecommunications connections.

Garage waste is collected via trench drains in the fire station garage, police station sallyport, and garage outbuilding and treated through oil water separators before being conveyed via gravity to the municipal sewer system in Main Street. Sanitary sewer discharges from the south side of the building and is conveyed via gravity to the municipal sewer system in Main Street. The projected sewer demand for the project based on Title V is 3,827 gallons per day (GPD).

Domestic water and fire protection services are brought to the site from Main Street. A fire loop is routed through the site and connects to the water main in Pond Street. The building fire department connection (FDC) is located on the east side of the fire station. Two hydrants are proposed in the southeast and northwest corners of the site. The projected domestic water demand for the project is 4,200 GPD, assuming a 1.1 factor applied to the Title V sewer generation.

Use	Flow	Unit	Calculated GPD
Office Space	75 GPD / 1,000 sf	25,660 sf	1,925 GPD
Training/Meeting Rooms	3 GPD / seat	129 seats	387 GPD
Fire Station Dormitory Rooms	65 GPD / person	11 persons	715 GPD
Police Detention Cells	200 GPD / cell	4 cells	800 GPD
Projected Sewer Demand			3,827 GPD
Projected Water Demand (Sewer + 10%)			4,200 GPD

Electric and telecommunications services will be installed from new utility poles along Main Street and will be coordinated with applicable utility providers. A transformer is located east of the police station and two 600kW generators with sound attenuation enclosures are located northeast of the police station.

The project also proposes 40, 600 ft deep geothermal wells beneath the parking area northwest of the police station.

Stormwater Management

The proposed stormwater management approach emphasizes low-impact development (LID) and nature-based design practices that work with the site's natural hydrology while reducing runoff rates and improving water quality. The proposed development reduces the site's impervious cover compared to existing conditions and the stormwater design incorporates a series of distributed stormwater management features, including vegetated swales and infiltration basins convey stormwater, promote groundwater recharge, reduces peak runoff rates, and improve pollutant removal prior to discharge. These practices are integrated throughout the site design and landscaping plan, creating a stormwater management system that mimics natural drainage processes while providing ecological, aesthetic, and water-quality benefits. Additionally, the proposed stormwater management system is coordinated with the site's preserved natural areas and significant topographic features to minimize disturbance and maximize the use of nature-based solutions wherever practicable.

The project incorporates a comprehensive stormwater management system designed in accordance with Massachusetts Stormwater Standards and Town of Medway Stormwater Rules and Regulations. Stormwater management measures include deep-sump hooded catch basins, water quality structures, surface infiltration basins, and a subsurface detention system. These improvements are designed to improve runoff quality and quantity control compared to existing conditions.

Development Impact Statement

Traffic Impact Statement

The project requires a full Traffic Impact Assessment. Please see enclosed the Traffic Impact Assessment prepared by Vanasse & Associates, Inc., dated April 2026.

Environmental Impact Assessment

The proposed Municipal Complex has been designed to minimize adverse environmental impacts while providing long-term public benefits and improvements to site infrastructure. The project incorporates stormwater management, landscape restoration, and site design strategies intended to protect environmental resources, improve site sustainability, and reduce impacts associated with the site's existing development. The following assessment summarizes the potential environmental impacts of the proposed development and the measures incorporated into the design to avoid, minimize, or mitigate those impacts.

1. Damage or threat to wetlands and floodplain

The project site is not located within a FEMA-mapped floodplain and no jurisdictional wetlands are located within the proposed development area. No alterations to wetland resources or flood storage areas are proposed.

2. Surface water and groundwater quality

The proposed stormwater management system is designed to effectively manage the quality and quantity of stormwater runoff in accordance with applicable Massachusetts Stormwater Management Standards. The project incorporates low-impact development (LID) and nature-based stormwater management practices, including infiltration and groundwater recharge measures, to promote natural hydrologic processes and improve water quality. During construction, erosion and sediment controls will be implemented in accordance with the proposed Soil Erosion and Sediment Control Plan and Stormwater Pollution Prevention Plan (SWPPP). Following construction, implementation of the Long-Term Operation and Maintenance Plan will ensure the continued functionality and effectiveness of the stormwater management system. Refer to the Stormwater Management Report prepared by Langan for additional information.

3. Increases in impervious surfaces; flooding potential; and stormwater impacts

The proposed redevelopment results in a reduction of impervious cover compared to existing conditions, thereby decreasing stormwater runoff volumes and increasing opportunities for groundwater recharge. The stormwater management system has been designed to retain, treat, and infiltrate runoff on-site to the maximum extent practicable,

reducing peak discharge rates and mitigating potential downstream flooding impacts. Through the incorporation of distributed stormwater management practices and enhanced groundwater recharge measures, the proposed development more closely replicates pre-development hydrologic conditions than the existing site. Refer to the Stormwater Management Report prepared by Langan for additional information.

4. Noise levels and vibration in compliance with Section 7.3.D of the Zoning Bylaw

The proposed development is not anticipated to generate significant noise or vibration impacts. Mechanical equipment, including air handling units and other exterior equipment, has been strategically located and screened within enclosed or walled service areas to minimize visual and noise impacts on adjacent properties. A noise assessment is currently being prepared and will be provided upon completion.

5. Air quality; harmful or noxious emissions; smoke; and odors in compliance with Section 7.3.D of the Zoning Bylaw

The proposed development is not expected to create adverse air quality impacts or generate harmful or noxious emissions, smoke, dust, or odors beyond those typically associated with municipal office and public safety uses. The project will comply with all applicable local, state, and federal environmental regulations.

6. Damage or removal of trees 15 inches in diameter or greater at dbh

Project construction will require the removal of 44 trees greater than 15 inches in DBH, excluding invasive, hazardous, or infested trees. To offset these impacts and enhance the long-term ecological value of the site, the project includes a comprehensive landscape plan incorporating more than 290 new native trees, in addition to numerous native shrubs and plantings.

7. Waste disposal

Solid waste and recyclable materials generated by the development will be stored, managed, and disposed of in accordance with all applicable federal, state, and local regulations. Dedicated refuse and recycling collection areas will be provided on-site and screened from public view where appropriate. Construction-related waste will be managed by the contractor and disposed of at appropriately licensed facilities.

Neighborhood Impact Assessment

The Municipal Complex is positioned with residential neighbors to the north on Meadow Road and to the West along Pond Street, with additional residences off Drybridge Road. The design addresses these adjacencies through landscape features that provide buffers. On the north side, a multi-layered landscape strategy combines landform berms with existing, mature trees and lower ground cover vegetation to create an effective visual barrier that screens the

building complex from residential views. The west side also has landscape buffering using land berms, vegetation, and trails to both connect the complex to Pond Street while softening building and parking lot exposure to Drybridge Road residences. The design features allow the facility to integrate into the residential context while minimizing visual and functional impacts on surrounding neighbors.

The design reflects the Town of Medway Design Review Guidelines guidance to “reflect the additive, incremental nature of village building over time.” The complex is intended to create three buildings, that each have their own identity, but join as one. The design has incorporated features from Medway’s historic fire station and other civic buildings. The building forms have varied rooflines and building mass to break up the overall large-scale mass of the complex into smaller forms. The materials for the complex represent those found in New England Architecture. The buildings have been arranged on the site to highlight prominent entrances for the Fire Station, Town Hall, and Police Station while framing open spaces in the campus. Walking trails for a pedestrian connection, in addition to the vehicular connection have been incorporated adjacent to Pond Street.

Requested Waivers

Zoning Bylaw

- 10.2.D.2.a – Request to allow 45 parking spaces beyond the 100 parking spaces allowed by Table 3 Section 7.1.1.D.

Site Plan Rules and Regulations

- 207-11.A.14 – Request to allow the slope of a paved driveway to exceed two percent within the first twenty-five feet measured perpendicular from the front property line.
- 207-12.G.3a – Request to allow parking spaces within twenty feet of building entrances and pedestrian ways.