ALLEN ENGINEERING & ASSOCIATES, INC.
CIVIL ENGINEERS, LAND SURVEYORS
& LAND DEVELOPMENT CONSULTANTS

October 26, 2026

Town of Medway
Planning & Economic Development Board
c/o Ms. Barbara J. Saint Andre, Director
Medway Town Hall
155 Village Street
Medway, MA 02053

Re: **WAIVER REQUEST LETTER**
Site Plan - Major
Lot 1 Alder Street, Map 63, Parcel 002
Medway, MA 02053
Rich Gordon, Baystate Engineering– *Applicant*
RJR Para Corp. - *Owner*

Dear Board Members:

On behalf of the applicant Allen Engineering & Associates, Inc. hereby request the following waivers from the Site Plan requirements:

1. Section 200.204-3.F.1 – Traffic Impact Assessment
   - Required: A Traffic Impact Analysis is a requirement for Major Site Plan applications.
   - Requested: The applicant is relocating their business from Holliston to Medway and does not anticipate any increase in traffic to their new location. The applicants only have 8 employees and their business does not generate any drive in traffic.

2. Section 200.204-4.B – Scale of Drawings
   - Required: Site plans to be drafted at 1" = 40 Feet.
   - Requested: AEA has drafted the plans at 1" = 30 feet. This larger scale is easier to read and provides more detail than the 40 scale plans.

3. Section 200.207-9.E – Pedestrian Walkway
   - Required: A sidewalk to be built from road to new private building
   - Requested: No pedestrian sidewalk be built from Alder Street to the private business. This business does not promote nor anticipate any pedestrian trips. In addition, the small amount of employees all drive to work. The removal of a paved walkway will also reduce impervious surfaces and tree clearing near wetland resources.

4. Section 200.207-12.B – Side & Rear Parking Only
   - Required: On-site parking to be limited to the side and rear of the building.
   - Requested: The applicant requests that 9 of the 15 parking spaces be placed along the front of the building. These spaces will be for employees which will not interfere with the operation of the large equipment that will be maneuvering in the rear part of the site.

5. Section 200.207-12.G.3.a – Parking More Than Twenty Feet From Entrance
    - Required: Parking spaces to be set at least 20 feet from the main entrance.
    - Requested: The applicant requests that parking spaces be placed within 20 feet of the main entrance. Specifically, the handicap accessible spot and its loading spot are to be in close proximity to the entrance. The tighter parking also minimizes impervious area as well as minimizes the amount of tree clearing associated with development.

It is AEA's and the applicant's opinion that the waivers requested above meet the requirements of sections:

202-5.A.3 – The requested waivers if granted would not have a significant detriment to the achievement of any of the purposes of Site Plan Review and Approval as set forth herein,

202-5.A.5 – That a waiver is consistent with the purpose and intent of the Zoning Bylaw and the Site Plan rules and Regulations.

Sincerely,
ALLEN ENGINEERING & ASSOCIATES, INC.

Mark E. Allen, PE
President

Cc: Rich Gordon – Applicant
RJR Para Corp. - Owner