



Planning & Economic Development Board - Town of Medway, MA SITE PLAN REVIEW

Application for Major Site Plan Approval

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the *Medway Zoning Bylaw* and the Board's *Rules and Regulations for the Submission, Review and Approval of Site Plans as amended May 9, 2023*.

The Town's Engineering Consultant may review the Application and the proposed Site Plan and provide review letters to the Planning and Economic Development Board.

A copy of those review letters will be provided to you.

You and/or your duly authorized Agent/Designated Representative are expected to attend the Board meetings at which your Application will be considered to answer any questions and/or submit such additional information as the Board may request.

Your absence at hearings may result in a delay in the Board's review and action on the site plan.

October 26, 2026

APPLICANT INFORMATION

Applicant's Name: Richard Gordon

Mailing Address: 330 Hopping Brook Road

Holliston, MA 01746

Name of Primary Contact: Richard Gordon

Telephone:

Office: Cell:

Email address:

☒ Please check here if the Applicant is the equitable owner (*purchaser on a purchase and sales agreement*.)

MAJOR SITE PLAN INFORMATION

Development Name: Baystate Engineering Headquarters

Plan Title: Site Design Plan - Proposed Commercial Building

Plan Date: October 26, 2026

Prepared by:

Name: Mark E. Allen, PE

Firm: Allen Engineering & Associates, Inc.

Phone #:

Email:

PROPERTY INFORMATION

Location Address: Lot 1 Alder Street (portion of 36 Alder Street)

The land shown on the plan is shown on Medway Assessor's Map # _____ as Parcel # _____

Total Acreage of Land Area: _____

General Description of Property: _____

Medway Zoning District Classification: West Industrial (WI)

Current Use of Property: Vacant Wooded Lot

Length of Existing Frontage: 394+/- feet On what street? Alder Street

Setbacks for Existing Structure (if applicable)

Front: _____ Side: _____

Back: _____ Side: _____

Scenic Road

Does any portion of this property have frontage on a Medway Scenic Road?

☐ Yes ☒ No If yes, please name street: _____

Historic District

Is any portion of this property located within a Medway National Register Historic

District?

☐ Yes - Rabbit Hill ☐ Yes - Medway Village

Wetlands

Is any portion of the property within a Wetland Resource Area? ☒ Yes ☐ No

Groundwater Protection

Is any portion of the property within a Groundwater Protection District? ☒ Yes ☐ No

Flood Plain

Is any portion of the property within a Designated Flood Plain? ☒ Yes ☐ No

PROPOSED DEVELOPMENT PROJECT INFORMATION

Development Name: Baystate Engineering Headquarters

Major Site Plan Review applies to any of the following. Please check all that apply.

- ☒ a. New construction or any alteration, reconstruction, renovation, and/or change in use of any multi-family, commercial, industrial, institutional, or municipal building or use which involves one or more of the following:
- i. the addition of 2,500 square feet or more of gross floor area; or
 - ii. the addition of twenty or more new parking spaces
- ☐ b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of twenty or more new parking spaces
- ☐ c. The redesign of the layout/configuration of an existing parking area of forty or more parking spaces
- ☐ d. Construction of ground mounted solar photovoltaic installations of any size in any zoning

- ☐ district including solar canopy type systems in parking areas
- ☐ e. Removal, disturbance, and/or alteration of 20,000 sq. ft. or more of existing impervious surface
- ☐ f. Tier 2 Battery Energy Storage Systems

VARIANCE/SPECIAL PERMIT - Will this project also require a variance or special permit from the *Zoning Board of Appeals*?

☐ Yes ☒ No

Explanation: _____

SPECIAL PERMIT - Will this project also require a special permit from the *Planning and Economic Development Board*?

☒ Yes ☐ No

Explanation: _____

ORDER OF CONDITIONS - Will this project also require an Order of Conditions from the *Conservation Commission*?

☒ Yes ☐ No

Explanation: _____

LAND DISTURBANCE PERMIT - Will this project also require a Land Disturbance Permit?

☒ Yes ☐ No

Explanation: _____

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: RJR Para Corporation

Mailing Address: 42 Milford Street
Medway, MA 02053

Primary Contact: Richard Parrella

Telephone: Office: [REDACTED] Cell: [REDACTED]

Email address: [REDACTED]

The owner's title to the land that is the subject matter of this application is derived under deed from: Joseph P. Buckley to RJR Para Corp.
dated 12/26/1979 and recorded in Norfolk County Registry of Deeds,
Book 5720 Page 537 or Land Court Certificate of Title Number _____,
Land Court Case Number _____, registered in the Norfolk County Land Registry District
Volume _____, Page _____.

CONSULTANT INFORMATION

ENGINEER: Mark E. Allen, PE
Mailing Address: Allen Engineering & Associates, Inc.
140 Hartford Avenue East, Hopedale, MA 01747
Primary Contact: Mark E. Allen
Telephone: Office: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED]
Registered P.E. License #: 41799

SURVEYOR: Robert Knapik, PLS
Mailing Address: Allen Engineering & Associates, Inc.
140 Hartford Avenue East, Hopedale, MA 01747
Primary Contact: Robert Knapik
Telephone: Office: [REDACTED] Cell: [REDACTED]
Email Address: [REDACTED]
Registered P.L.S. License #: 38383

ARCHITECT: Venket R. Holi
Mailing Address: 24 x 36 Design Studio
7 Mohawk Road, Arlington, MA 02474
Primary Contact: [REDACTED]
Telephone: Office: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED]
Registered Architect License #: 952745

LANDSCAPE ARCHITECT/DESIGNER: Michael Dryden, RLA
Mailing Address: Allen Engineering & Associates, Inc.
140 Hartford Avenue East, Hopedale, MA 01474
Primary Contact: Michael Dryden
Telephone: Office: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED]
Registered Landscape Architect License #: [REDACTED]

ATTORNEY: N/A

MAJOR SITE PLAN FEES

Filing Fee

\$750 plus \$0.10/sq. ft. impervious area

Advance on Plan Review Fee

\$1,000 deposit

Submit 2 separate checks each made payable to: Town of Medway

Please call the Community and Economic Development Department with any fee related questions. 508-321-4980.

MAJOR SITE PLAN **APPLICATION CHECKLIST**

- ☒ Major Site Plan Application (2 signed originals – one for Town Clerk and one for Planning and Economic Development Board).
- ☒ Three full size (24" x 36") copies of the Site Plan prepared in accordance with 204-5 of the *Medway Site Plan Rules and Regulations* – one for the Town Clerk and two for the Planning and Economic Development Board.
- ☒ One ledger size (11" x 17") copy of the Site Plan Planning and Economic Development Board.
- ☒ Electronic version of the Site Plan and ALL associated application documents. Provide flash drive or email.
- ☒ Certified Abutters List and 3 sets of mailing labels from the Medway Assessor's office – for 300 feet around the subject property.
- ☒ One copy of a *Project Narrative* as described in Section 204 - 3, C. of the *Medway Site Plan Rules and Regulations*. This description should also include a narrative on how the proposed project meets the requirements of the *Medway Zoning Bylaw* for parking (Section 7.1.1) and outdoor lighting (Section 7.1.2)
- ☒ One copy of a *Development Impact Statement* as described in Section 204 - 3, D. of the *Medway Site Plan Rules and Regulations*
- ☒ Request for Waivers from the *Medway Site Plan Rules and Regulations*. Use Form Q.
- ☒ One copy of the *Stormwater Drainage Report* prepared in conformance with the *Site Plan Rules and Regulations*
- ☒ One copy of a *Construction Management Plan* as described in Section 204-3, H. of the *Medway Site Plan Rules and Regulations*
- ☒ One copy of *Earth Removal Calculations*
- ☒ One copy of *Earth Fill Estimates*
- ☒ One copy of an *Order of Resource Area Delineation or a Determination of Applicability Finding from the Medway Conservation Commission*
- ☐ One copy of a traffic study, depending on the size and scope of the proposed development project.
- ☒ One copy of all relevant approvals received to date from other Town boards/committees/departments.
- ☒ Proof of present or pending ownership of all land within the proposed development.
- ☒ Major Site Plan Filing Fee – Payable to Town of Medway
- ☒ Advance of Plan Review Fee – Payable to Town of Medway

Updated 9-2-2025

Mailing Address: _____

Primary Contact: _____
Telephone: _____
Office: _____ Cell: _____
Email address: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____
Address: _____

Telephone: _____
Office: _____ Cell: _____
Email address: _____
Relationship to applicant: _____

SIGNATURES

The undersigned, being the Applicant for approval of a Major Site Plan Project, herewith submits this application and Site Plan to the Medway Planning and Economic Development Board for review and approval. I hereby certify, under the pains and penalties of perjury, that the information contained in this application is a true, complete and accurate representation of the facts regarding the property and proposed development under consideration.

If applicable, I hereby authorize _____ to serve as my Agent/Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this application.

In submitting this application, I authorize members of the Planning and Economic Development Board, its consultants and agents, and Town staff to access the site during the plan review process.

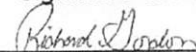
I understand that pursuant to MGL c. 44 §53G, the Medway Planning and Economic Development Board may retain outside professional consultants to review this application and that I am responsible for the costs associated with such reviews.

I understand that the Planning and Economic Development Board, its agents, staff, consultants, and other Town staff and committees may request additional information which I am responsible for providing to assist them in reviewing the proposed development.

I agree to abide by the *Medway Site Plan Rules and Regulations* and complete construction of this development in accordance with the *Rules and Regulations*, the approved site plan and the site plan decision.

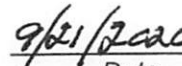


Signature of Property Owner



Signature of Applicant (if other than Property Owner)

Signature of Agent/Official Representative



Date

9/21/2026

Date

Date