TOWN OF MEDWAY

Administrative Site Plan Review Team

155 Village Street
Medway, Massachusetts 02053

Meeting Minutes

Friday, November 13, 2020 – 9:00 a.m.
Virtual Meeting

Remotely Present:

- Jack Mee, Building Commissioner
- Barbara Saint Andre, Director of Community and Economic Development
- Susy Affleck-Childs, Planning and Economic Development Coordinator

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's Orders imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public was permitted at this meeting. Information for participating via Zoom was posted at the end of the Agenda on the town website. All persons participated remotely in the meeting via Zoom.

Review Administrative Site Plan Review Application – Henry Marcel for site improvements at 11 Awl Street - The Team met to review the administrative site plan application received from Henry Marcel for site improvements at 11 Awl Street. This is an "after-the fact" application. Although Mr. Marcel was not able to be present, the Team conducted an application completeness review pursuant to Section 206-3.Cof the *Site Plan Rules and Regulations*. It was noted that the applicant had previously received administrative site plan approval in November 2019 for other work he had undertaken at this property.

The following items were identified as being absent from the application materials:

1. The project information description included in the November 1, 2020 letter is incomplete; it does not address parking changes. The description needs to be revised to also include how the parking has changed from the 2019 plan which showed 24 spaces plus handicapped spaces to the current plan which shows 29 spaces plus handicapped spaces. Note, the plan should also be revised to indicate that the gravel snow storage area will not be used for parking.

2. The plan makes reference to an L shaped stone wall at the southeast corner of the property. The plan should be revised to include information about the composition of the wall and its height and also the fencing height and materials.

3. The project description references construction of a retaining wall on the right side of the driveway. The plan shows an approximately 40' length stone wall to the left (south) of the driveway as you face the property from High Street. Is that what is being referred to? Or will there also be a stone wall to the right (north) of the driveway? The applicant

should add some details about the stone wall on the plan – height and materials.

4. The plan needs to show all of the Existing Conditions as specified in 206-5 A. Existing Conditions Sheet. This includes topography.
5. The plan needs to be revised to show the planting of evergreen trees on High Street as described in the project narrative.
6. The plan needs to be revised to include site grading, erosion control measures and any changes being made to stormwater management. There should not be additional runoff going out to High Street.
7. The applicant should provide a list of items that are required to be submitted or shown on the plan for which he seeks a waiver from the applicability of the Site Plan Rules and Regulations for administrative site plans.
8. The applicant should provide a copy of the street opening permit for the work done on High Street.

Motion to find the administrative site plan application for 11 Awl Street as provided is not complete was made by Barbara Saint Andre, seconded by Jack Mee. The motion passed with a roll call vote of 3-0.

Barbara Saint Andre – Aye
Susy Affleck-Childs – Aye
Jack Mee – Aye

Ms. Affleck-Childs will send an email to Mr. Marcel to inform him of the additional items that are needed to make the application complete. Members agreed they would be happy to meet again whenever those additional items are provided.

Motion to approve minutes from August 28, 2020 as presented made by Barbara Saint Andre, seconded by Jack Mee. The motion passed with a roll call vote of 3-0.

Barbara Saint Andre – Aye
Susy Affleck-Childs – Aye
Jack Mee – Aye

Motion to adjourn the meeting was made by Susan Affleck-Childs, seconded by Jack Mee. The motion was approved with a roll call vote of 3-0.

Barbara Saint Andre – Aye
Susy Affleck-Childs – Aye
Jack Mee – Aye

The meeting was adjourned at 9:24 a.m.
Respectfully submitted,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator