



DESIGN REVIEW COMMITTEE

Town of Medway
155 Village Street, Medway MA 02053

Tel: (508) 533-3264
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Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Rod MacLeod, Member
Karyl Spiller-Walsh, Member
Rachel Walsh, Member
Mary Weafer, Member

Approved: 5/18/2015

Meeting Minutes: January 12, 2014
Medway Library, 26 High Street, 1st Floor Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:07 p.m.

Attendees:

	1/5/15	1/12/15	1/26/15	2/2/15	2/23/15	3/2/15	3/16/15
Matthew Buckley	X	X					
Julie Fallon	X	X					
Karyl Spiller-Walsh	X	X					
Rod MacLeod	X	X					
Mary Weafer	X	X					
Rachel Walsh	X	X					

Dan Hooper also attended the meeting.

1 **Meeting Minutes:**

2 **Rachel Walsh moved that the Design Review Committee approve the January 5, 2015**
3 **meeting minutes as amended; Chairman Buckley second; No discussion; 4-0-0 (Mary and**
4 **Rod were not present).**

5
6 **Informational Document:**

7 Committee reviewed julies exmaples. Changing the flow chart to a slightly lighter blue and
8 black type. Swap the panels that are raised in the flow chart. Seal that is not to what is on first
9 page is best. Julie will do one more revision with colors and send via email.

10

11 **Preparation for the January 19, 2015 Planning & Economic Development Board Meeting:**

12 Kent scott cannot moderate the meeting on the 19th. Jim wheeler has agreed to moderate. Does
13 not know if he is available on the 19th. Susy suggested doing presentation on 19th and discussion
14 a different night – not in favor.

15

16 Karyl reported that is judy barret is doing recodification of the zoning bylaws. The bylaw will
17 need to be approved by town meeting. Karyl reviewed the latest draft. Everything referring to
18 design, design review has been removed from zoning bylaws and now going to site plan rules
19 and regulations. Term design principles are used. Karyl will forward to the committee for their
20 review. Planning board still needs to vote on it. Discussed a section that refers to entrances to
21 housing in adaptive overlay use. This is an architectural issue and seems odd that it will have
22 been decided without drc's input. The committee will review asap. Committee needs
23 clarification on what the ramifications will be if language is removed. Matt would like to clarify
24 why and where the decisions were made to make these changes. Karyl will also send the land
25 use from town counsel. The committee talked about how the goal of the rewrite is to make the
26 bylaws more defensible but as a result intangible items are taken out. Some things are very
27 difficult to describe and codify but that is what design is. Committee will compare C1 section of
28 new version and compare to zoning bylaws. Committee members will also review current
29 design guidelines.

30

31 The committee reviewed the PowerPoint and presentation for the joint meeting on January 19,
32 2015. Rod will update the map with additional communities that have guidelines. Matt will
33 make a note in presentation of what other towns' guidelines are in presentation. Discuss and
34 identify members for the sub-committee who would work on the guideline project, including
35 members from drc, pedb, bos, dan, craig olsen, someone from business community. Need to
36 mention Medway Master Plan in presentation-extremely important-reason the design guidelines

1 were created. Need to add info about when and why the guidelines were originally adopted.
2 Review and highlight master plan info that is very important and refers to design.

3

4 **Action Items:**

- 5 • Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- 6 • Ideas for a message board at Choate Park, including location, design, fonts, illumination
7 etc.
- 8 • Matt will forward LOR for Estate Co. to susy

9

10 **Schedule:**

11 The next DRC meeting will be a joint meeting with the Planning & Economic Development
12 Board on Monday, January 19, 2015 at 7:00 p.m.

13

14 **Adjournment:**

15 With no further business before this committee, a motion was made by Chairman Buckley,
16 seconded by lsh to adjourn at 8:37 p.m.

17

18 Respectfully Submitted,

19

20 Michelle Reed

21