



Town of Medway

**DESIGN REVIEW COMMITTEE**  
155 Village Street, Medway MA 02053  
(508) 533-3264 • FAX: (508) 321-4988

*Matthew Buckley, Chair*  
*Julie Fallon, Vice-Chair*  
*Tom Gay, Member*  
*Rachel Walsh, Member*  
*Mary Weafer, Member*  
*Lisa Graves, Member*

**Approved: 3/1/16**

Meeting Minutes: February 1, 2016  
Medway Library, Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:05 p.m.

**Attendees:**

	1/4/16	1/25/16	2/1/16	2/29/16	3/7/16	3/21/16	4/4/16
Matthew Buckley	X	X	X				
Julie Fallon		X	X				
Tom Gay							
Mary Weafer	X	X	X				
Rachel Walsh	X		X				
Lisa Graves	X	X					

Planning & Economic Development Coordinator Susy Affleck-Childs also attended the meeting.

**Minutes:**

**Chairman Buckley moved that the Committee approve the meeting minutes from November 30, 2015 as submitted; Julie Fallon second; No discussion; 3-0-1 (Rachel abstained).**

**Chairman Buckley moved that the Committee approve the meeting minutes from December 7, 2015 as submitted; Julie Fallon second; No discussion; 2-0-2 (Julie and Mary abstained).**

**Chairman Buckley moved that the Committee approve the December 21, 2015 as amended; Rachel second; No discussion; 4-0-0.**

**Rachel moved that the Committee approve the meeting minutes from January 4, 2016 as submitted; Chairman Buckley second; No discussion; 3-0-1 (Julie abstained).**

**Chairman Buckley moved that the Committee approve the meeting minutes from January 25, 2016 as submitted; Julie second; No discussion; 3-0-1 (Rachel abstained)**

**Update from Last Week's Planning & Economic Development Board:**

Chairman Buckley reported that at last week's PEDB meeting the Board asked Tri-Valley Commons to improve the decorative windows on the AutoZone building. He also said he hopes that the DRC will have a chance to review and comment on the site plans for the Exelon project. Julie reported that the blue home next to Restaurant 45 was demolished today and it is her understanding that Country Cottage will be relocated to this site. Chairman Buckley will follow-up with Planning & Economic Development Coordinator Susy Affleck-Childs to see if a site plan review is required for the new building and if DRC will have a chance to review and comment.

The Committee also discussed the LOR for the Willows ARCPUD and their reluctance to submit a final letter until outstanding issues have been addressed, including screening on the eastern boundary, screening of the retention wall in the southeast corner, and bridge crossings. The Committee said they would update their letter on the items that have been finalized. Chairman Buckley said the applicant submitted specs on the VERSA-LOK block for the retaining wall at the southeast corner and they will be smaller sized blocks with variegated color. He said is more concerned with the length and height of the wall and how it will be screened. The DRC will make a recommendation to use the smaller, variegated blocks and to screen the wall with additional shrubs. The group discussed using clusters of rhododendrons between the trees along the wall. He also reported that several abutters and residents attended last week's PEDB meeting to discuss the buffer on the eastern boundary and the bylaw relative to it. Ms. Affleck-Childs encouraged the Committee to be very specific with their recommendations. Ms. Affleck-Childs said that each letter the DRC has submitted is part of the record so it is not necessary to redo the entire letter, just address the issues that are outstanding. Chairman Buckley said the Committee would also include their recommendations for the entry signs in their letter. Ms. Affleck-Childs said she would forward the materials she received from the applicant on the bridge crossings to the Committee. The Committee's update will address the following:

- Bridge crossings - The Committee prefers the embossed concrete option.
- Additional screening for retention wall south of main building. The Committee recommends clusters of shrubs, possibly rhododendrons, between trees.

- Fencing that has been proposed. Committee received specs at last meeting.
- DRC's recommendations on the entry signs.
- Wooden guardrail fencing. This needs to be included on the plans if it is not already.
- Fence in the southeast area that is at the bottom of slope along road needs to be moved to the top of the slope.
- Committee will not comment on eastern boundary until they have more info on screening.

In addition, Chairman Buckley said he would like to meet with the ZBA and discuss the ZBA meeting that he attended regarding the Willows ARCPUD. He thinks it is critical to have open communication with the ZBA and that the ZBA and PEDB need to have a clear understanding of what was discussed in the DRC's meetings. Chairman Buckley will draft an update letter on the Willows ARCPUD and send to the Committee for review and comments.

**Medway Design Review Committee Bylaw:**

The Committee reviewed the latest draft version of Section 2.15 of the Medway General Bylaws relative to the DRC (see attached). The Committee agreed it looks good. Ms. Affleck-Childs said she will show this version to the PEDB tomorrow night and ask for their comments. Ms. Affleck-Childs said she thinks the article at Town Meeting should be sponsored jointly by the DRC and the PEDB. The Committee will consider putting together a one-pager to be handed out at Town Meeting.

**Electronic Sign at Choate Park:**

Chairman Buckley reported that he reached out to former DRC member and resident Rod MacLeod on this project. He said Mr. MacLeod said he would be interested in consulting on this project. They also discussed the possibility of incorporating an analog clock into the design. The Committee briefly viewed and discussed the info Mr. MacLeod sent on analog clocks. Chairman Buckley wondered if the analog clock would be better incorporated into the Sanford Street area that Dave D'Amico was talking about in last week's meeting. Lisa volunteered to research electronic signs and report back to the Committee at the February 29 meeting.

**Sign Bylaw Taskforce:**

Julie reported that she met with Community & Economic Development Director Stephanie Mercandetti today to discuss last week's Sign Bylaw Taskforce meeting that she was not able to attend. Ms. Affleck-Childs said the funds do not exist to retain a consultant but there is a grant that may be available for a peer to peer review. Ms. Affleck-Childs said Ms.

Mercandetti agreed that it would be helpful to have a local sign professional attend a meeting, such as Dave Glispin from Sunshine Sign Co. Realistically this will be an article on the May 2017 Town Meeting warrant. The group discussed meeting with local sign companies to review the new DRG. At a minimum, the Committee will send out an electronic communication to local sign companies.

Ms. Affleck-Childs reported that Town Administrator Boynton, Building Inspector Jack Mee, PEDB Chair Andy Rodenhiser, and Community & Economic Development Director Stephanie Mercandetti met with Tri-Valley Commons applicant Rich Landry on the decorative windows on the AutoZone building. Mr. Landry said he would come up with several options and install them on the north side of the building. The DRC will have a chance to go to the site and view the options.

**Sign Violations:**

Rachel reported that Medway Country Manor installed a new sign panel without a permit. The text is small and not legible. Ms. Affleck-Childs said she would follow-up with Building Inspector Jack Mee on this matter.

**Trail Extension Update:**

Susy reported that the Town is looking to extend the walking trail from Adams Street to Lovering Street. Residents on Iarussi Way are upset because a portion of the trail will come close to their property lines. This is necessary to avoid disturbing the wetlands. If the trail goes into the wetlands, the cost of the project will be significantly higher. Ms. Affleck-Childs said the Town is looking at different options and costs.

**Upcoming Projects:**

Ms. Affleck-Childs reported that the site plan review for a new building in the industrial park is forthcoming. It is a 60,000 sq. ft. marijuana manufacturing facility.

She also reported that 35 Summer Street was demolished today. Exelon purchased the property and she believes they are building a new facility for Country Cottage. There will be some site plan review but childcare, schools, and places of worship are exempt under the Dover Amendment. In addition, she said that a site plan has not been submitted to the PEDB for the Exelon project. She said to her knowledge it has only been submitted at the state level. She said the Committee will likely have an opportunity to comment on some of the elements of the project, including walls and landscaping.

**Schedule:**

The next meeting is scheduled for February 29, 2016 at 7:00 p.m. at the Medway Public Library.

**Action Items:**

- Lisa will prepare information on the electronic message sign for the February 29 meeting.
- Matt will draft an update letter for the Willows ARCPUD for the Committee's review.
- Ms. Affleck-Childs will forward the proposed materials for the bridge crossings at the Willows ARCPUD.
- Ms. Affleck-Childs will draft something for local sign companies about new DRG.
- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.

**Adjournment:**

With no further business before this committee, a motion was made by Mary Weafer, seconded by Chairman Buckley to adjourn at 9:09 p.m.

Respectfully Submitted,

Michelle Reed

# MEDWAY DESIGN REVIEW COMMITTEE

Medway General Bylaws - Section 2.15

Proposed amendments (1-26-16)

## Medway General Bylaws - Section 2.15

- (a) Establishment - There shall be a Design Review Committee (DRC) consisting of at least five (5) and up to seven (7) voting members who reside in Medway who shall be sworn to the faithful performance of their duties. The DRC may also have up to three (3), non-voting advisors who reside and/or work in Medway.
- (b) Mission - To serve the people of Medway in a capacity that openly, creatively and appropriately addresses issues of site, building and sign design for private and public development. The DRC is tasked with serving as an advocate to preserve and enhance Medway's natural, scenic and aesthetic qualities and to achieve the pleasing composition of places within the context of the *Medway Master Plan* and its overall goal of maintaining Medway's traditional New England village feel and appearance. The DRC works with the broad intention of maintaining and/or improving the quality of life of Medway's citizens, the value of property and the viability of commerce through the use of thoughtful and community-appropriate design and development practices as represented by the *Medway Design Review Guidelines*.
- (c) Appointments – DRC members and advisors shall be appointed by the Planning and Economic Development Board. DRC members shall serve two (2) year staggered terms. DRC advisors shall serve one (1) year terms.
- (d) Composition
  1. The DRC shall include one member of the Planning and Economic Development Board. The majority of the remaining members should be design professionals with experience and/or training in architecture, landscape design, site design, graphic arts, graphic design, sign design, planning, environmental design, urban design or other suitable design professions that could be helpful to the DRC. Other members may include individuals representing various business interests such as real estate, building trades, and local business organizations.
  2. DRC Advisors shall be individuals with particular design expertise who are able to provide periodic design consultation to the DRC in reviewing development permits and proposals.
- (e) Responsibilities of the Design Review Committee
  1. Assist and advise the Planning and Economic Development Board and its applicants, and other Town boards, committees, and departments, with regard to proposals, applications and plans for Town issued development permits.
  2. Serve as a design resource and provide design expertise to assist and advise Town boards, committees, and departments regarding Town sponsored programs, proposals, capital improvement projects, and municipal building projects on municipally owned property and viewed in the public realm as such relate to site, building, landscape, signage, and graphic design matters.

3. The DRC's recommendations are advisory and may include suggestions for modifications to proposed designs and conditions for approval of development proposals to be consistent with the *Medway Design Review Guidelines*.
  4. Perform other duties and responsibilities as may be specified by the Medway Zoning Bylaw, other Town bylaws, and various land use *Rules and Regulations* and as may be requested by various Town boards, committees and departments.
  5. Assist and advise the Planning and Economic Development Board regarding possible amendments to its various *Rules and Regulations* and to the *Zoning Bylaw*.
  6. Promote and improve the use of the *Medway Design Review Guidelines* to public and private entities and recommend changes and improvements to the *Medway Design Review Guidelines* to the Planning and Economic Development Board
- (f) Design Review Guidelines - In performing its work, the Design Review Committee shall be guided by the *Medway Master Plan* and by the *Medway Design Review Guidelines* as adopted by the Planning and Economic Development Board.

*Originally approved in 2003 by action of Town Meeting  
Modified by the 2009 Annual Town Meeting*