



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: 2/1/16

Meeting Minutes: January 25, 2016
Medway Library, Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:00 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					
Julie Fallon		X					
Tom Gay							
Mary Weafer	X	X					
Rachel Walsh	X						
Lisa Graves	X	X					

Planning & Economic Development Coordinator Susy Affleck-Childs, DPS Deputy Director Dave D’Amico, Building Inspector Jack Mee, and resident Dan Hooper also attended.

Design Review Guidelines Presentation:

Chairman Buckley made a presentation to DPS Deputy Director Dave D’Amico and Building Inspector Jack Mee on the new Design Review Guidelines (DRG). Chairman Buckley reviewed the purpose and goals of the project. He explained that the Committee wanted to develop a set of guidelines that were easy to use, included graphics, and streamlined the review process. The original guidelines were drafted 10 years ago. He explained that a Design Review Guidelines Update Taskforce was formed and the Cecil Group was engaged for this project. In addition, the public was invited to participate at different points in the process. The new guidelines are structured by zoning districts and are much more user-friendly. Over the last several weeks, the DRC has made presentations to the Board of Selectmen (BOS) and Zoning Board of Appeals (ZBA) on the new guidelines and plans to meet with other key groups in Town, including the Medway Business Council, Economic Development Committee, and Medway Public Schools. Building Inspector Mee said he

appreciates the time and effort that was put into updating the guidelines. He said he thinks the checklists that the Committee is using are a great addition. Deputy Director D'Amico said the inclusion of more graphics is excellent and makes it much easier to use and understand. He also agreed that the use of checklists is extremely helpful.

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 reviewed and discussed the comments from Community & Economic Development Director Stephanie Mercandetti. The Committee discussed the benefits of including associate members. The Committee agreed that there are residents who have the necessary experience and knowledge but cannot commit to attending every meeting. DPS Deputy Director D'Amico suggested using a different term for this position such as a resource consultant. Planning & Economic Development Coordinator Susy Affleck-Childs said she will explore this idea further and also add language under Composition to include building contractors and realtors. The Committee discussed the section on the responsibilities of the DRC. The Committee discussed whether the word variances should be removed. Ms. Affleck-Childs clarified that if the word variance is removed, the DRC can still make comments. The group also discussed the implications of adding the words "when requested" under section (e)(1). Chairman Buckley said there should be consistency and he thinks the DRC should be a part of the process. Deputy Director D'Amico said the trigger for requiring DRC review needs to be very clear. The group discussed whether there should be a Memorandum of Understanding (MOU) between the DRC and DPS and the DRC and Medway Public Schools to address situations where permits are not required. As an example, the group discussed the proposed story walk signs that will be installed along the path behind the high school. This is the type of project that could benefit from the expertise of the DRC but may not come in front of the DRC. The Committee will discuss this matter further at next week's meeting.

Electronic Sign:

The group discussed the replacement of the current sign at Choate Park as part of the Route 109 project. An electronic sign is being proposed. Deputy Director D'Amico reported that Town Counsel said the sign is exempt from zoning bylaws if it is for municipal public informational services. He said he believes the issue is more about the content that will be displayed than the actual design of the sign. Resident Dan Hooper said the sign at Choate Park is a public sign and residents should have a voice. Chairman Buckley said it is important that the Town go through the formal sign review process just like other businesses. The BOS has asked the DRC to do some research on electronic signs and provide the BOS with some feedback and recommendations. The group discussed how the Route 109 project will impact

this area and the entrance to the park. The group agreed that the following items need to be investigated and discussed further:

- Structure and appearance
- Location
- Panel Specs
- Content
- Permitting process
- Frequency
- Color
- Font
- Hours of Operation
- Brightness
- Software
- Size
- Visibility
- Sign/structure landscape

Deputy Director D'Amico said he will forward the plans for this area to the Committee for their review. The Committee will further discuss this item at their meeting next Monday night. The group agreed it will be important to show examples of good and bad electronic signs and also to make sure the design is flexible and can accommodate new technology.

Tri-Valley Commons:

The group discussed the decorative windows on the AutoZone building at Tri-Valley Commons. The Committee knew the windows would be decorative but based on the plans thought that only the trim would be white. Ms. Affleck-Childs reported that the applicant is attending tomorrow night's Planning & Economic Development Board meeting to discuss this matter. DRC members were encouraged to attend the meeting. The Committee discussed different ideas that may be employed to improve the look of the decorative windows.

Ms. Affleck-Childs also reported that the applicants for the Willows ARCPUD will attend tomorrow night's PEDB meeting to discuss several issues, including the eastern boundary and fire call boxes. She handed out information on an alternate fence option and VERSA-LOK block for the retaining walls that she received from the applicant. Ms. Affleck-Childs said she thought the applicant intended to go with a tan color for the retaining walls. Chairman Buckley said the applicant will need to screen the retaining walls if they choose to move forward with this product. The Committee would recommend the color that was

recommended for the Tri-Valley project. They will find the name of the color and forward it to the applicant. The Committee will write a letter to the PEDB outlining their outstanding questions and concerns. Chairman Buckley provided the Committee with a brief summary of the January PEDB Hearing that he attended. Resident Dan Hooper, who is an abutter to the property, said he is attending tomorrow night's PEDB meeting to discuss the 50 foot buffer on the eastern side of the property. He is asking for clarification on a bylaw related to the buffer. The Committee will discuss this matter further next Monday.

Schedule:

The next meeting is scheduled for February 1, 2016 at 7:00 p.m. at the Medway Public Library.

Action Items:

- 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 10:03 p.m.

Respectfully Submitted,

Michelle Reed

MEDWAY DESIGN REVIEW COMMITTEE

Medway General Bylaws - Section 2.15
Proposed amendments (12-30-15)

Medway General Bylaws - Section 2.15

- (a) Establishment - There shall be a Design Review Committee (DRC) consisting of at least ~~five (5) members 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, associate members 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 building land, site, architectural and sign design.~~ The DRC is ~~tasked with serving as an advocate to preserve and enhance Medway's natural, scenic and aesthetic qualities aesthetics of the community and to achieve the pleasing composition of places within the context of the Medway Master Plan's overall goal of maintaining Medway's traditional New England village feel and appearance.~~ The DRC works within ~~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.~~
- (c) Appointments - The Design Review Committee shall be appointed by the Planning and Economic Development Board. Committee members shall serve two (2) year staggered terms, ~~with the majority of the first members appointed for a two (2) year term and the remaining initial members appointed for a one (1) year term. Thereafter, e Associate members shall serve one (1) year terms.~~
- (d) Composition - The Design Review Committee shall include one member of the Planning ~~and Economic Development~~ Board. ~~and a representative of the Medway Business Council.~~ The remaining members should have experience and/or training in ~~architecture, landscape design, site design, graphic design, sign design, planning, or other~~ ~~suitable design~~ professions that could be helpful to the Committee's work.
- (e) -Responsibilities of the Design Review Committee
1. ~~Assist~~ and advise the Planning and Economic Development Board, its applicants, and, ~~when requested,~~ other ~~Town boards (such as the Zoning Board of Appeals), committees, and departments (including the Building Department and the Department of Public Services) as may request such assistance,~~ with regard to applications ~~and plans for development proposals various land use/development permits~~ including subdivisions, site plans, special permits, ~~variances,~~ sign permits, scenic road work permits, and other development proposals. The Design Review Committee'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.~~
 2. ~~Assist and advise on Town boards, committees and departments to with programs,~~ ~~proposals, capital projects and developments, when requested by the Board of Selectmen, relating to site, architectural, landscape,~~ ~~signage and graphic designs on municipal lands and viewed in the public realm.~~

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Comment [SM1]: Not so much a comment as it is a question. Has there been past quorum issues in that having Associate Members would alleviate such issue?

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Comment [SM2]: As it has been difficult to obtain a representative from the MBC, consider still having a local business person or even a builder contractor.

Comment [SM3]: If interested, I do have some additional thoughts on language here. I.e. not necessary to list different permits here.

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~~3.~~ Perform other duties and responsibilities as may be specified by the Medway Zoning Bylaw, other Town bylaws, and various land use *Rules and Regulations*.

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~~2.4.~~ Assist and advise the Planning and Economic Development Board regarding possible amendments to the *Medway Zoning Bylaw* and various *Rules and Regulations*.

~~3.5.~~ ~~Continue to p~~ Promote and improve the use of the *Medway Design Review Guidelines*; recommend changes and improvements to the *Medway Design Review Guidelines*.

~~4.~~ ~~Perform other duties and responsibilities as may be specified by the Medway Zoning Bylaw other Town bylaws or as requested by the Planning and Economic Development Board.~~

~~5.~~ ~~Advocate for good design in municipal programs and capital projects.~~

(ef) 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~~ *approved* by the Planning and Economic Development Board. ; ~~to be developed~~ by the Committee and adopted and published by the Planning and Economic Development Board after a duly called and advertised public hearing. The Planning Board may amend the *Design Guidelines* from time to time after a duly called and noticed public hearing in accordance with customary Planning Board practice.

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