

**January 13, 2009**  
**Medway Planning & Economic Development Board Meeting**  
**Sanford Hall – 155 Village Street**

PRESENT: Andy Rodenhiser, Tom Gay, Chan Rogers, John Williams, Karyl Spiller-Walsh

ABSENT: Bob Tucker

ALSO PRESENT: Susan Affleck-Childs, Planning Board Assistant  
Gino Carlucci, PGC Associates  
Phil Giangarra, FinCom

Chairman Rodenhiser called the meeting to order at 7:05 pm

**Presentation of 2009 Goals/Priorities for the Medway Design Review Committee**

Gary Jacob, DRC Chairman

Gwen Hendry, DRC Vice-Chairman

Gary Jacob – Basically, we have gone through a lot of changes over the past couple of years – doing mostly signs – major milestone taken care of was the design guidelines – Susy Affleck-Childs and I were talking about putting into writing some goals and directions for the DRC – How could we contribute and be proactive and not just reactive? – This is a combination of ideas generated by a variety of DRC members. We want to let other committees know that we are here, and we can help them.

The draft DRC Goals and Objectives are attached.

Gary Jacob – One matter is our visual identity – the town seal includes images that don't exist in town – We think it may be time for an update – trees were once in Medway, but no longer –

Andy Rodenhiser – So how are you going to do that?

Gary Jacob – I want to put together an implementation plan for all of these things on our list. We might just start by us going around to other boards and see how people feel – maybe do something with the school system

Gwen Hendry – Open Space Committee came to us to explore the idea of a logo for them. – led to the idea to update town seal – One idea was a contest or we could hire a graphic designer to update the logo and have all of the paperwork from the town have a new fresh look – 300<sup>th</sup> anniversary is coming up in 2013 – This would probably not come from DRC –

Andy Rodenhiser – I am meeting with Susanne Kennedy, and will broach the subject with her, and see if there is a way or method she would want to do it – I will let you know

Andy Rodenhiser –How does board feel about DRC getting involved?

Karyl Spiller-Walsh – We had also some discussion and we took a look at our bylaw, - take a look at whether we have that kind of work in our purview – I just handed it out to you – bylaw that created us – section D – does this idea (visual identify) and other things we will bring up come in suitably under the bylaw - maybe we need to revise it

Gary Jacob – Perhaps we need some language in the bylaw that might broaden our scope. We could put it in under #7 –

Andy Rodenhiser – This seems to make sense. You are design professionals. We wouldn't ask ConCom to design a seal. I just thinking we would talk to the Town Administrator first. Let me run it up the flagpole there and then come back

Dan Hooper, DRC member - May I suggest we come up with reasons why you would engage the Town Administrator in this discussion. It is more than the seal. It could pertain to a scheme of colors. This might be something to look at a system of font usage in the town – identity system – the town seal is a centerpiece

Andy Rodenhiser – Formatting of logos too - I am meeting with her next week

Dan Hooper – This is something I am been mumbling about for 5-6 years – perhaps see it evolve a bit –

Phil Giangarra – Would this cost the town?

Gary Jacob – It might.

Gwen Hendry – We aren't going to do it ourselves.

Dan Hooper – This is the type of thing to implement on an as needed basis – we wouldn't suggest you start ripping things down

Phil Giangarra – Don't want to throw out things, but when things run out it could be updated

Andy Rodenhiser – Is there sufficient horsepower in the DRC to do this.

Gwen Hendry – An RFP we could come up with.

Gary Jacob – If we had support from other boards, etc. we would solicit ideas from people – this is not something that would be turned over in a month – I don't think we have the people now –

Andy Rodenhiser – With the budget cuts we are going to be facing, the public would view this as frivolous and unnecessary

Gwen Hendry – Isn't there a tricentennial committee?

Gary Jacob – Possible grants or community support

Chan Rogers – First, I couldn't think of a more important mission for the DRC than to undertake this – the seal certainly doesn't look appropriate for 2013 – other committees would benefit – I don't see it as frivolous – I think it could be a very important symbol for the town – trying to catch up – I would be enthusiastic about this project – I have not been a supporter of DRC in subdivisions but with this I would be

Phil Giangarra – Let me give you the FinCom's perspective. If you would put this in as part of your budget, we would vote it down.

Chan Rogers – You are speaking out of turn.

Phil Giangarra – If you weigh this against a teacher, fireman, policeman . . . I agree that the seal is ugly, it looks like a 5<sup>th</sup> grader designed it – If we could get a graphic designer for free I would be all for it . .

Karyl Spiller-Walsh – There could be a lot of things conceptually we could work out – and then hand off concepts to a designer, much much less money

Tom Gay – I think we are getting too far into the nuts and bolts.

Andy Rodenhiser – Let's keep moving through the list

Gary Jacob – We would like to be able to present visual information during meetings. We would like to be able to do more graphic presentation. We had hoped that the Senior Center would have the wiring set up – so if we could find some computer projection equipment – present stuff on screen and access the Town's web site and bring up pictures that are stored – good and not so good images – We are hoping to do more in terms of electronics

Andy Rodenhiser – Do you have an image library today?

Gwen Hendry – We are working on it

Gary Jacob – I have several hundred photos

Gwen Hendry – We have no home for our stuff.

Andy Rodenhiser – Could we talk to the IT guy to being able to upload the images to the Town's web site and then getting Gary Jacob access to the wireless network?

Gary Jacob – There is a beautiful little meeting room off to the side (in the new addition at the senior center) – it is their library – I will talk to Missy Dziczek about using that space.

Chan Rogers – I am on the Council on Aging and we had a discussion today, and town boards and committees are welcome to meet, as to what room, I don't know

Gwen Hendry – Right now, we meet at the bingo tables – not a very effective presentation when you have a giant drawing on a round table

Gary Jacob – Re: the Design Guidelines – We are trying to get people to take a look at the Design Guidelines before they actually start their project. – all sorts of examples of images that could be helpful

#6 – encouraging towns to look at energy issues – point is to save money – audit type business –

Andy Rodenhiser - Schools have just undertaken that -

#7 – helping the PB with zoning ideas/issues

#8 - Administrative stuff – do better at getting things out more quickly . . . we still need one or two hard core architects on the committee.

Gwen Hendry – I would like to say one thing, the DRC has been a reactionary group, and that was how it was designed, and we have become more proactive. That is why we need to re-look at our bylaw. I think we may be overstepping a bit without some changes – I think we are pushing an envelope of what we can do as a committee. We have no authority –

Andy Rodenhiser – What do you want?

Gwen Hendry – I guess if we look at the bylaw we could come up with something

Karyl Spiller-Walsh – Match the bylaw to what the PB expects

Gwen Hendry – It is more than we signed up for. I would feel more comfortable if the bylaw was revised

Chan Rogers – I don't understand the concern - give us your recommendations

Gary Jacob – I think we can tweak the bylaw a bit to allow us to be a bit more proactive, and suggesting changes where they can be improved. – appearance and vision of the town

Chan Rogers – I feel your responsibilities are very broad in actuality, perhaps not as written

Karyl Spiller-Walsh – We would like to be in that position – more creative and visionary input – but there are a couple of small things in the bylaw that are questionable that limit our purview to just reviewing applications

Gary Jacob – Give us a couple of days to give you some text

Andy Rodenhiser – I think you will find our board supportive of you; if there are recommendations you think we should do, then make them – I can hear where Karyl Spiller-Walsh is coming from –

Karyl Spiller-Walsh – going to #7 specifically, we need to consider the clarity coming from the bylaw – I want you to know that the DRC has had many lengthy discussions on buffer zones. There has been some discussion that a consultant might be needed to help us.

Gwen Hendry – We have ideas but we can't write –

Karyl Spiller-Walsh – The seminar we had this weekend had almost nothing on form based codes – it was almost non existent.

Gary Jacob – I am hoping the Web pages that they mentioned would be helpful. They did reference several web links –

Andy Rodenhiser – There is a whole world of knowledge on form based codes – there is plenty of stuff out there that needs to be researched and developed.

Karyl Spiller-Walsh – I am thinking the DRC is asking the PB for input. What do you suggest?

Andy Rodenhiser – We ask you to give us some images. You say you can't do it. Tell us what you need, and give us a proposal. We can't blue sky here and tell you what to do. Tell us what we need -

Gwen Hendry – Every situation needs its own review –

Andy Rodenhiser – Do you feel that you don't have clear instruction?

Gwen Hendry – We don't feel that any one set of standards can apply to all situations.

Gary Jacob – Do you guys require developers to provide SWMP's? You can require a fairly detailed mitigation plan – anything over one acre – You could require that they submit it before construction. You could probably require an operating version of a SWMP. It may well be possible it could be addressed in a new site. DEP is moving very fast on this.

Andy Rodenhiser – Then what you can come up with is a regulation that you feel would be good

Gary Jacob – The buffer thing – there is more control you can take through SWP – that is one thing you can do –

Andy Rodenhiser – Give us some recommendations - nice work on this draft

Gary Jacob – Our next step is an implementation plan – we will give that to you.

Andy Rodenhiser – I will get back to you through Susy Affleck-Childs re: meeting with Suzanne Kennedy on the seal discussion

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**Public Hearing Continuation - Williamsburg Condo**  
Paul Yorkis, Patriot Real Estate

David Faist, Faist Engineering  
Greg and Marylou Whelan

Paul Yorkis - We would like to go over the actual plan with you, and then go over the house plans, and then respond to the letter from the DRC.

David Faist – We have presented this to you before. Since then we have met with the DRC. Some improvements have been made – pretty much the same as we saw before – We have added a community mailbox with a turnaround area to pick up the mail. This will maintain 3 parallel parking spaces for the open space area. – we changed the traffic flow – there is an existing stone wall – We have pushed the open space to line up with the edge of that stone wall. With that, right now, we have done a little bit on the preliminary drainage. There are some restraints with the vernal pool. There is also a riverfront area at the rear of the site. We did substantial testing. There will be some infiltration systems on the back and along with a small detention basin to fit into the topography. Soils at the rear of the property are very good sands. Now, with the new OSRD option, and the sewer coming through West Street, that will allow us to connect

Andy Rodenhiser – In Gino Carlucci’s comments under #11 – at least a portion of the units are not set back – how are you going to handle that

Paul Yorkis – we never got a copy of that

The January 8, 2009 review letter from Gino Carlucci is attached.

Paul Yorkis – When we talk about the house designs, I think I will be able to answer that question. I don’t think we will be in violation

David Faist – to try to keep this as compact as possible with this layout to have the front loaded garages – better for all site design

The January 8, 2009 review letter from the Design Review Committee is attached.

David Faist – We contacted the Conservation Commission. We received a response. The ConCom will not respond to preliminary requests. It has to be a specific proposal. We will need to file a formal notice of intent with the definitive stage of this. They just don’t want to do informals -

Karyl Spiller-Walsh – Any surface rip rap?

David Faist – Not determined yet. That would be during the storm water design. If we can avoid that, we will. It all depends on what the final drainage design looks like.

David Faist – The landscape architect prepared a colored rendering of a proposed landscaping plan. There is a natural drainage pathway. There is an existing catch basin. One of the requests about the entrance road – there is an existing driveway into the site – buffer area between the roadway and the house – we will carry the landscaping along the rear of the adjacent

Andy Rodenhiser – what does the neighbor say?

Neighbor – We are OK.

Karyl Spiller-Walsh – I would recommend that if they need surface rip rap, that they have some additional landscape screening

Paul Yorkis – The DRC recommended as part of the landscape plan to have a landscape design around the detention pond - go to Village at Pine Ridge and see the grass detention basin with landscaping around it –

Karyl Spiller-Walsh – It also has surface rip rap which is unfortunate.

Paul Yorkis – With all do respect, we are required to comply 100% the state storm water management act, and in some cases, in order to comply, rip rap is needed.

Karyl Spiller-Walsh – There is a lot of that over there. Screen it if you have to use rip rap.

Chan Rogers – I have a question about double width driveways?

David Faist – I live in a neighborhood like that – it provides parking in proximity to the units – There is only a 14-16 foot roadway/driveway. The idea is for the driveway to the units to provide parking.

Chan Rogers – Does the plan represent double width driveways to the extent Gino Carlucci says?

Andy Rodenhiser – What Gino is pointing out is that the front loading garages don't comply -

Paul Yorkis – Let me try and address this. At the recent DRC meeting, we explained to the committee that we have various house designs. Those house designs are not dedicated to a particular location. I would suggest that the Planning Board, in its decision, specify that no more than x number of units can have a garage facing the street

Andy Rodenhiser – We want to maintain design flexibility

Paul Yorkis – We will be in compliance

Andy Rodenhiser – In that scenario, how are you going to present drainage with square footage that may change? How tight is the drainage?

David Faist – We aren't there yet.

Andy Rodenhiser – So you aren't worried or concerned -

David Faist – We will have to meet 2008 storm water regs. We have taken a preliminary look at this - that is as much as we can tell you now.

Paul Yorkis – We emailed a set of the building elevations to the Planning Board. This is the good color set. Units A – F. There are several different plans here. The intention is to utilize the different plans. The buildings are different colors. That is the intent, so it doesn't look like each building is the exact same. If you look at type A unit, and then look at type B unit . . . type B could be a one car garage or no garage.

Andy Rodenhiser - Optional upgrade?

Paul Yorkis – We are more price sensitive. We are trying to have good design. A lot of the changes you see before you were the result of some really good give and take between the DRC and the applicant's representatives. We are looking for some flexibility - We are well aware of the bylaw requirements. If I had received Gino Carlucci's review letter, I would have addressed it for you tonight.

Gino Carlucci – Every single one is in compliance except type F . . .

Paul Yorkis - Design F is a one floor unit with a possible bedroom upstairs. It may not be right now. We know we need to be in compliance.

Andy Rodenhiser – We may just need to say that these have to be refined. .

Paul Yorkis – We are trying to be flexible and trying to have a condo project where not everything looks the same - we are planning to use low impact development. It will have a good feel about it

Paul Yorkis – I would like to respond to the DRC letter.

Karyl Spiller-Walsh – If, in fact, this becomes a side loaded unit, it will affect your driveways.

Andy Rodenhiser – You feel you have enough drainage there?

David Faist – At this point, I am fairly confident we can make it work, as I have looked at the drainage design before with the 40B proposal.

Paul Yorkis – I am distributing a response letter dated 1-13-09 to the DRC's review letter - As I said earlier, the interaction between the applicant and its representative and the DRC I thought was very helpful to both of us. The comments from the DRC are not numbered comments, so I will just walk you through.

We disagree with the recommendation of the DRC to specify materials in the definitive plan. Pricing, etc. changes. Don't tie our hands. We may make a decision at some point in time. The developer may say he wants to use a yellow, and a supplier says that I have a different product but not in a different color. We could go with some cost savings. We disagree with that recommendation.

Andy Rodenhiser – Would you consider a referenced color palette?



Paul Yorkis – No. We don't want to specify a brand x . . . If it is the board's recommendation, we do not agree.

Andy Rodenhiser – Why would you be opposed to saying that? You don't want to be hemmed into to a specific product and color. you would be OK with a percentage of mix

Paul Yorkis – Sure

Andy Rodenhiser – Karyl Spiller-Walsh, would that achieve what you are trying to achieve? The DRC was especially sensitive to his desire to be flexible. We don't expect to control what colors – the whole intent is to prevent color disasters –

Paul Yorkis – I can't disagree with the goal of having a good palette. But the way the DRC recommendation is written is a problem.

Unit F – The architect has plantings there already. The term courtyard is vague.

Andy Rodenhiser – I think that problem goes away if you move the façade forward and set back the garages.

Paul Yorkis – We will be able to address that in terms of the bylaw. But we don't want to propose a courtyard. We do agree a landscape plan is needed.

#4 – We believe the color scheme is outside the scope of the Planning Board. This is a condo project. The condo association will have certain rights and responsibilities and I don't think those should be usurped. I am not defending or endorsing the colors shown in the renderings. I believe this is outside the scope of what this is all about.

#5 –Roof structure by or around the postal boxes – this was never discussed at any DRC meeting that David Faist or I attended. There is a cost to design, build, maintain and pay taxes. These are unnecessary costs - the applicant sees no benefit to this suggestion. There was a suggestion made that there be landscaping around the area. But building a structure, we see no benefit.

RE use of pervious surfaces – We don't believe it is practical at any location – it is not an appropriate goal in this setting - not practical for maintenance purposes

Then final comment that we disagree with the establishment of a unified signage plan. Each unit will be numbered. There will be no permanent entry sign. The location where the DRC proposes a sign makes no sense.

Paul Yorkis – The only sign we are proposing that is permanent would be the street sign, - Williamsburg Way, maybe. The philosophy we have tried to implement is that we are trying to be cost sensitive, not just from a developer's perspective, but from the buyer's perspective. We are trying to make it “affordable” for on-going maintenance.

Chan Rogers - The question is the plan represents something that is going to be modified. It does show double width driveways where there are double door garages. Are you going to modify this?

Paul Yorkis – We need some guidance and direction from the Planning Board. You see the different building types. With the exception of Unit F the other buildings can be at any other location. Unit F is a wide footprint and can only be in one location. If you want to give us some direction on this . . .

Karyl Spiller-Walsh – They are kind of interchangeable with all units A – E. It is very tight, if you start talking about side loading, that could be difficult –

Andy Rodenhiser – It doesn't seem like there is room

Andy Rodenhiser –What about using a common driveway between two units

Paul Yorkis - We didn't feel there is a distinct market for 1 story units. We will comply.

Andy Rodenhiser – Based on what you hear from us, you will come back in at the definitive stage that would show a more appropriate driveway so that the bylaw was being met –

David Faist – when we get into the definitive, we will get into the grading-

Gino Carlucci – I would like to elaborate on the comment expressing concern on the double width driveways – it was partly to reduce impervious surfaces – they break up the sidewalk –one remedy is to maintain the plane of the sidewalk with the driveway –

Paul Yorkis – If that was a recommendation of the decision, we wouldn't have a problem with that

Andy Rodenhiser – Maintain sidewalk

Paul Yorkis – This Planning Board has adopted a policy as has Department of Public Services: when you have Cape Cod style berm, the driveway meets the top of the berm. This issue is the same principle, and it is easy to do.

Karyl Spiller-Walsh – OK

Susy Affleck-Childs – I have a letter for you from the Open Space Committee. I apologize for the delay in getting this to you. We had received an early draft from the Open Space Committee in late October which they then refined, but it had not been formally transmitted.

Andy Rodenhiser – Jim Wickis is here. He is on the Open Space committee.

Jim Wickis– I am just here as an observer. I am an abutter. I had to recuse myself from the Open Space Committee discussions on this . . .

Andy Rodenhiser read the Open Space Committee letter dated 10-29-08. It is attached.

Paul Yorkis – We just have a couple of comments in response – in the letter which we are in general agreement – they talk about action being taken in terms of mowing – We hope it is not directed to the applicant

Andy Rodenhiser –

Susy Affleck-Childs – We need to pin down how we are going to handle the open space.

Greg Whelan – They are talking about it being hayed once a year. I don't see a problem with that. I think that is a good idea.

Paul Yorkis – We do have a problem with their recommendation on the location of the open space parking. That is not possible. There is a 200 foot outer riparian zone line. There are no dwellings built in that area. All are outside the zone and that is why the parking works up there because we can't shift the buildings around - we cannot accommodate that change – I am concerned about the maintenance expense for the developer initially and then to the condo association – The more that is expected to be done, the higher the fee becomes.

Andy Rodenhiser – Any other questions on open space?

Andy Rodenhiser- Any comments from the audience or questions?

None –

Karyl Spiller-Walsh – I think we are almost there. – the biggest issue is the driveways and layouts

Greg Whelan – And Paul Yorkis is guaranteeing it will all comply

Andy Rodenhiser – A decision needs to be written to deal with colors, and garages. We heard responses to DRC comments – anybody

Karyl Spiller-Walsh – I object to a few things he said he didn't want to do

Susy Affleck-Childs – Re: the community mailbox – I suggest finding something in between the standard mailbox the post office requires and a big formal structure. Here is a handout of photos showing the standard and a photo of a shelter type around the metal box

Andy Rodenhiser – Does anybody feel strongly about the mailbox?

Karyl Spiller-Walsh – It is their project.

Tom Gay – I don't see the benefit to the town that it needs to have the roof over it – I agree it is chintzy.

Karyl Spiller-Walsh – I am OK with that.

Andy Rodenhiser – We are pretty much in agreement then. The only issue is the access to the open space, and then building F.

Paul Yorkis – I am confident that there is away we can make that work and comply with the bylaw. –

Andy Rodenhiser – Can you come back in with a drawing for Building F having a garage that complies and driveways?

Paul Yorkis – By the 27<sup>th</sup>, yes, we can. – just for the F design . . .

Marylou Whelan – Why couldn't each unit have an individual mailbox?

Paul Yorkis – The post office no longer allows delivery at your dwelling, and in all subdivisions that will not be allowed.

Karyl Spiller-Walsh – What is the real difference in doing a little something to cover it up?

Paul Yorkis – Building permit, maintenance, taxes, not worth it. Do you know what the tax rate is in Medway right now?

Karyl Spiller-Walsh – I would like to see you look at this.

Paul Yorkis – Look at the amount of landscaping that is going on, and the cost of maintaining it is sizeable.

Chan Rogers – Standard subdivisions don't have any landscaping.

Karyl Spiller-Walsh – This is a special permit.

Paul Yorkis – We are comfortable with doing a good job with landscape and we understand the costs of maintaining landscaping. And you make a decision to say yes, we can do that, and we try to. We want to keep all those expenses as low as practical – Look at the town's budget today as it looks at snow removal. How will the condo association pay for the expenses? Part of what people look at is the cost of the condo, the tax rate and the condo fee, and that is why I am being cautious on behalf of the applicant as I am. If we save money in taxes and maintenance costs so the owners of those units don't have a burden, it is worth it today.

Karyl Spiller-Walsh – I think with your landscaping and the things you are doing so nicely, that to consider doing something with the mailboxes is not a big deal – the PB is being very flexible with this – for something that small and to improve the overall polish of the development - I think you did such a nice job with the little turnaround

Paul Yorkis – That was a suggestion that was made by the DRC, and we listened and they were pleased when we presented the implementation of that suggestion.

Karyl Spiller-Walsh – You told us the post office commanded that a specific structure was required –

Paul Yorkis – They, the US Post Office, furnishes the mailboxes.

Karyl Spiller-Walsh – The DRC was a little taken back. Is this our only option? We were under the impression that the box was the only option. We didn't realize there could be a little structure around it.

Karyl Spiller-Walsh – We, the DRC, were confused as to what was dogma. We thought that the box was the only option –

Paul Yorkis – We indicate to the post office the number of units. They order it, and they own the mailboxes.

Phil Giangarra – Does the person in the truck have to be able to get to the back of the mailbox?

Paul Yorkis – I will see.

The public hearing was continued to January 27<sup>th</sup> at 7:15 pm.

Paul Yorkis – Would it be possible to get a draft decision beforehand?

Andy Rodenhiser – We may not be able to circulate draft decisions and share drafts with the applicant.

Paul Yorkis – Town Counsel should not be running Medway. How can an applicant provide input?

Andy Rodenhiser – There is no collection of evidence after the public hearing closes –The public doesn't have an opportunity to provide input.

Paul Yorkis – May I clarify my comment? I would request to see a copy of a draft so we may present comments at a public meeting, so we can be prepared to present information. I am not asking for an informal or out of meeting opportunity to discuss with the board. I am asking to receive the draft so that we can review it and gather info and make presentations – While the public hearing is still open, if the PB has a draft decision, if we could please have a copy of that so we can present comments to the PB publicly

Andy Rodenhiser – Let me ask the Board a question. Given the recent court case with Barberry Homes, are you OK releasing drafts? In the judge's decision she made a point of saying that we had collaborated with the applicant in framing the decision, that the Planning Board gave up some rights . . .

Karyl Spiller-Walsh – Damned if you do, and damned if you don't. Mutual parallel progression

–

Tom Gay- What we have to be careful of is that before sharing a draft of a decision that we have covered every potential area that we have concern about. That decision Andy Rodenhiser is referring to the conflict evolved. I would be comfortable sharing a final draft.

Paul Yorkis – I am representing the applicant. I want to give the best feedback possible

Andy Rodenhiser- We have a case that has been remanded back to us. We have yet to figure out how to deal with these situations.

Susy Affleck-Childs – We don't do a draft and work on it among ourselves. – We have a meeting with the master plan committee on the 27<sup>th</sup> at 8 pm. Could we start earlier that night for this?

The board agreed to convene at 6:30 pm on January 27<sup>th</sup>.

The public hearing was continued to 6:30 pm on January 27<sup>th</sup> . . . –

Susy Affleck-Childs, - Gino Carlucci and I need to start working on a decision.

Susy Affleck-Childs – Paul, please get the Blanchette drawings to be specified with source and date.

Paul Yorkis – We will have a sheet that Faist Engineering will prepare –

Thanks very much.

NOTE - Karyl Spiller-Walsh departs – 9:10 pm

### **Discussion on PB fees**

Andy Rodenhiser – I am meeting with Suzanne Kennedy re: edits –

Chan Rogers – I would rather get some input from her. Tom Gay and I weren't necessarily on the same page when we discussed this last week.

Tom Gay – We did meet, Chan Rogers, Susy Affleck-Childs and myself, to review the existing fee schedule and look at the way it was laid out. We had a philosophical discussion as to how the fees were arrived at and what they cover. We started to look at – whether there is a better way to explain fees and cover our costs and apply those fairly across all kinds of projects and sizes – and that was the gist of what we talked - We have a little differing opinion on approach to that – that bears some more discussion in an expanded group -

Andy Rodenhiser - What Susy Affleck-Childs had relayed to me was the need for a practical explanation of what is trying to be achieved from the executive branch of government, and what is allowed by law in terms of what can be charged and what you can recover. That is part of what I will discuss with Suzanne Kennedy –

Chan Rogers – if the Town Administrator, with the backing of the Board of Selectmen – if they want to fiddle with fees, I am OK with that.

Andy Rodenhiser – It has to be in compliance with law.

Chan Rogers – If they set the policy, I am not going to object to the policy.

Andy Rodenhiser – It is loosely defined now to cover our costs. We need some better definitions – cost of what – so we can have that discussion from a more intelligent perspective

Tom Gay – It is hard to put a price on something if you don't know what it costs.

Chan Rogers – policy of recovering costs should be articulated to us if that is the intent.

### **Approval of Meeting Minutes**

A motion was made by Chan Rogers, seconded by Tom Gay to approve the minutes of the 12-22-08 meeting. Approved.

### **Appointment to the Design Review Committee**

Susy Affleck-Childs – I have a recommendation to appoint Mary Weafer to the Design Review Committee. She has been attending already for several months. She has training and experience in interior design.

A motion was made by Chan Rogers, seconded by Tom Gay to appoint Mary Weafer to the Design Review committee. Approved.

### **OTHER BUSINESS**

#### **Swenson Granite Site Plan**

Tom Gay – In the ongoing review of Swenson Granite I had the opportunity to speak with Rick Merrikin of Merrikin Engineering. We talked about the conditions down there, and what the decision was about, and how it was impossible to see what was going on. He had an explanation. They went ahead and staked the property lines on the site. On Jan 6<sup>th</sup> I went down there, and measured, and took some notes. There is a new line of storage. They have realigned it so it is not jagged. Certainly all along the property line on the Main Street side they are well within the limits of the buffer that was requested. In fact, along Route 109 they do not get closer than 20 feet. At a point about halfway between the entrance and the start of the car lot the property line goes off on an angle away from Route 109, the parallel of the line of storage is 12 feet back. The issue at hand, however, from the curb cut for the car dealer, is that there is a little area of diminishing return where the pavement of the car dealer has encroached onto the Swenson property for 6-8 feet. Swenson is between a rock and a hard place. The Swenson property is already paved by the abutter.

Andy Rodenhiser – any impact to car dealer?

Tom Gay – Are we going to sit here and make those two bad neighbors by having Swenson go after them?

Andy Rodenhiser – We knowingly have a zoning violation -

Tom Gay – The building inspector cannot issue an occupancy permit because the buffer issue has not been resolved. The challenge became the neighbor had encroached . . .

Andy Rodenhiser – So knowing – at some point in time, the neighbor encroached on Swenson Granite

Tom Gay – There is supposed to be a 10 feet green space buffer

Andy Rodenhiser – The neighbor has caused Swenson to be in violation.

Tom Gay – What do we want? It is an area of less than 100 sq., ft of grass –

Chan Rogers – At that particular location . . . .

Tom Gay – I don't see the value in creating a big fight over less than 100 sq. ft of grass in a situation that was not created by the applicant.

Phil Giangarra – Can you put the green spot somewhere else?

Tom Gay – They have the proper buffer around the entire rest of the area

Andy Rodenhiser – Seems pretty petty on our part to push this

Andy Rodenhiser – What obligation do we have to the ZBA on this?

Susy Affleck-Childs – You do not have any obligation to the ZBA.

Tom Gay – The applicant has made every effort to make reasonable accommodation to fulfill the decision –

Andy Rodenhiser – Swenson just hasn't policed the property line

A motion was made by Tom Gay, seconded by Chan Rogers to say this is OK that the PB believes the site plan has been completed and to send a note to the Building Inspector that the occupancy permit should be issued.

Tom Gay – Rick Merrikin asked to be informed of what needs to happen next.

Phil Giangarra – Isn't this a case of the Town trying to be more friendly to businesses? I approve of what you are doing. – don't want to make neighbors fight



Tom Gay – 30 feet in length by 2-4 feet in width –

#### **40 R Workshop**

Andy Rodenhiser – I would like report we had a really good meeting on 40R workshop with Concord Square – education on 40R and form based code, and Gino Carlucci participated and provided a 3D rendering of what that area might look like. Thank you for that good work and to Susy Affleck-Childs for the logistical support.

Next steps – Put Gino Carlucci and Angus Jennings together to go for a bigger PDF grant. We can go for more money, expand the grant to the maximum amount of \$50,000, and use that to continue the education process and development. The visual preference survey was well received . . .

Tom Gay – I bet people are good at defining what they don't want . . . it is harder to say what you do want

Andy Rodenhiser – People see different things – depending on their backgrounds . . .

Phil Giangarra – She also asked, “Does this architecture appeal to you?” vs. “What would you like in Medway?”

#### **Change in Paying Invoices**

Susy Affleck-Childs – The Town Administrator wants to make sure that the Town pays its bills in a timely fashion and has authorized staff to approve bills that once were approved by the various boards.

It was agreed to provide a monthly financial update to the Planning Board.

Phil Giangarra – If an emergency comes up, you come to FINCOM – something completely unforeseen and absolutely necessary –

#### **Adult Uses Zoning**

Gino Carlucci – The idea is to remove the existing language. Right now the eligible districts are CI, IV and VI. I also prepared a map that I have tonight. 250 feet leaves a large area that would be an eligible location, and maintains a 250' area. This map has multiple setbacks shown on here. We could make it larger which would eliminate the sites near the cul-de-sac, and just the middle section would be eligible. What should those setbacks be?

Phil Giangarra – The other alternative has 500 feet everywhere. It seems like there is no consistency between proposal 1 and 2. I am confused.

Gino Carlucci – My thinking on the first option – it is most similar to what we have now. It is not a dramatic change. The second option would be a multi-page section added to the industrial I zone

Andy Rodenhiser – I almost do not see option #2. It would need to be tweaked to fit Medway. Until that is tweaked to fit there, it is too generic. Town Counsel advised us that if you don't provide for it you can be at risk. Certainly what we have today is challengeable and would create a circumstance, that you could put it anywhere in town.

Phil Giangarra - The courts have made it very clear that you have to have an area.

Andy Rodenhiser – We had town counsel look at this.

Tom Gay – The notion of 250' and the 1000' allows for some flexibility of placement based on what the existing condition around it is.

Gino Carlucci – Another rationale is to keep the 1000 foot distance between two uses. That would make it so only the middle of the district is eligible

Andy Rodenhiser – If I own a gentlemen's club, locating off 495 might be attractive to me, because I have a large pool of vehicles everyday and they would know where I am.

Gino Carlucci – It is not totally unreasonable, because it is off of Route 109, but it can't be right on route 109.

Phil Giangarra – To make it undesirable but still legal

Tom Gay – Looking at that as a conceptual, it makes sense.

Gino Carlucci – Unfortunately there is that row of 4 houses (on Coffee Street) and that is why I put in an option. To make it within 250 of a residential building, that is an option.

Phil Giangarra – Plus you said 500 feet away.

Gino Carlucci - It is permitted now near Drybridge and near the car wash, and the Post Office in the middle of Route 109.

Gino Carlucci – In Commercial 3 and 4 it is listed, but it could not possibly have anything

Tom Gay – Medway could be challenged

Gino Carlucci – These are destination type businesses –

Tom Gay – I think with options of 500 feet in this condition and 250 feet in this condition, I think that does make sense . . .

Gino Carlucci – We could have distance from residence, and another from a residential district

Gino Carlucci – I will tweak a bit for the next meeting

Susy Affleck-Childs – I am concerned about having enough time to review warrant articles for the 2009 town meeting by the 2-9-09 submittal deadline.

Andy Rodenhiser – Let's craft an additional meeting to work on this.

Board decided to hold a special meeting on Tuesday, January 20, 2009. FIND a location.

A motion was made by Chan Rogers, seconded by Tom Gay to adjourn the meeting. Approved.

The meeting was adjourned at 10:05 PM

Respectfully submitted,

Susan E. Affleck-Childs  
Planning Board Assistant



Town of Medway  
**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

## **Medway Design Review Committee 2009 Goals & Objectives**

1. To continue to improve and build on the DRC's varied design skills and community perspectives to provide sound, design-based recommendations, and to actively reach out to the various boards, committees and departments in the Town of Medway, to better inform them of what the DRC does and how it can be a resource to help them improve the design components of all significant development projects – municipal and private – whenever possible. The Route 109 Project, for example, would be a suitable effort to have significant and multi-member involvement.
2. To initiate a framework for renewing the “visual identity system” for the Town Of Medway, particularly the town seal and any related logos used by the Town:
  - The town seal, and therefore an important component of the Town’s identity, is based out-of-date symbols and images – i.e. site of the cluster of trees at the top of the seal (an historic location used during the King Phillip’s War) is no longer located within the boundaries of the Town, and the boots and bonnets depicted in the lower right hand corner of the seal have not been manufactured in town for over a century,
  - An important component of such an identity change would be to provide the rationale and the validation for an identity change. This would impact on how townspeople project their town’s image when interacting with others beyond Medway’s borders,
  - In order to provide for a cost effective and non-disruptive transition, the approach would be to implement the image over time and through normal turnover and capital improvement purchases;
3. To become better equipped to receive and relay graphic information in the course of DRC reviews without increasing the budget significantly (or at all) through creative acquisition and/or use of computers and electronic presentation tools;
4. To further evolve the Medway DRC Design Guidelines by incorporating suitable images and graphics along with more refined guidelines/copy;
5. To encourage applicants to review and make use of the Design Guidelines and other resources, before they begin the siting and design of propose activities in town. This is intended

to ensure that all development efforts have design and community friendliness at the onset of their conceptual and engineering stage;

6. To develop recommendations (for Town meeting approval) promoting consistent energy efficiency practices for all existing municipal buildings and “Leadership in Energy & Environmental Design” (LEED) design of all future municipal structures and development efforts;

7. To assist the Planning Board in the development of zoning bylaws and regulatory changes and innovations:

- To continue discussions and prepare recommended language suggestions to come up with some specific recommendations on how to improve the language in the zoning bylaw re: buffer areas (especially between business and residential uses),
- To develop a working knowledge of Form Based codes and other new building and planning concepts, and to consider this information when developing recommendations during the design review process;

8. Administrative:

- Timeliness of preparing DRC recommendations after its review is complete – to produce letters of recommendation in a timely fashion (within 5 days of the meeting) particularly for sign design reviews.
- Consistent use of the new tracking forms,
- Using/referencing the approved Design Guidelines as the basis for the DRC’s feedback and recommendations,
- Continue efforts to recruit and nurture prospective members – people with interest/experience in design matters.

*Approved January 5, 2009*

**PGC ASSOCIATES, INC.**

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
508.533.0617 (Fax)  
pgca@comcast.net

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January 8, 2009

Mr. Andy Rodenhiser, Chairman  
Medway Planning Board  
155 Village Street  
Medway, MA 02053

Re: **Williamsburg Condominiums OSRD Special Permit**

Dear Mr. Rodenhiser:

I have reviewed the revised Williamsburg Condominiums OSRD special permit application and plan. The owner/applicant is Broad Acres Management Trust of Millis, and the plan was prepared by Faist Engineering, Inc. of Southbridge and ToDesign, LLC of New Britain, CT. The plan is dated August 20, 2008, with revision dates of September 15, 2008 and October 14, 2008. The proposal is to develop a townhouse condominium project of 18 units, of which three are proposed to be affordable.

The relevant comments from my September 18, 2008 letter are repeated, with comments from my October 24, 2008 letter in **bold**. New comments are in ***bold italics*** as follows:

**General Comments**

10. Section T.6 c) requires that the Concept Plan be prepared by a Registered Landscape Architect (RLA) or team including an RLA. The narrative statement states that the Site Context and Analysis Plan included the RLA, but the Concept Plan was prepared solely by the engineer. The RLA should at least review and stamp that Concept Plan. I suggest that the RLA recommend landscape buffer areas within the site, make recommendations as to relocating stone walls (perhaps around the perimeter of the open parcel with the vernal pool), identify any significant trees to be saved, etc. **The RLA has now stamped the concept plan. There are still no design recommendations as suggested in my original comment. There could be a condition in the special permit that these be addressed as part of the definitive plan.**

***A “Schematic Planting Plan,” dated December 17, 2008 by a Landscape Architect has now been submitted. While details can be determined during the definitive plan stage, the schematic plan appears to adequately address buffering and moving stone walls.***

11. The conceptual elevation plans submitted with the application do not match the footprints depicted on the Concept Plan. While three types of units are presented, none of the elevations include garages as shown on the footprints. The elevations should match the footprints. **The applicant explained at the first hearing that the elevations were intended to be representative of the type of units to be built, not the exact units.**

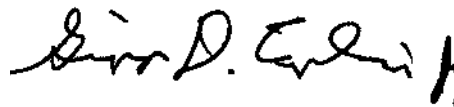
*No new elevations have been submitted and the footprints depicted on the plan do not comply with the OSRD requirements. Section T.8 (f) of the Zoning Bylaw requires that no more than 50% of the garage doors within an OSRD may face the street and that those that do must be set back 5' from the front wall of the principle building.*

*The project includes 16 garages. Fourteen of the 16 (87.5%) face the street and at least four of these are not set back five feet further than the front wall of the principle building.*

14. I would suggest that the double width driveways be reduced to single width at the intersection with the access way and then widen out to 2 cars rather than maintain the double width their entire length.

*The double width driveways remain. There is no prohibition against double width driveways, but they result in significantly more breaks in the sidewalk and wider curb cuts, reducing the pedestrian friendliness of the project. Perhaps as the garages are reconfigured to comply with the Bylaw, the driveways can be addressed as part of that. At a minimum, I would suggest that the sidewalks be designed as a continuous plane across the driveway openings with the driveways meeting the grades of the sidewalks, rather than the sidewalks simply ending at each driveway break.*

Sincerely,



Gino D. Carlucci, Jr.



Town of Medway  
**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

January 8, 2009

Mr. Andy Rodenhiser, Chairman  
Medway Planning and Economic Development Board  
155 Village Street  
Medway, MA 02053

RE: Williamsburg Condominiums OSRD Special Permit Application

Dear Andy,

Thank you for referring the proposed site design and architectural renderings for the *Williamsburg Condominiums Open Space Residential Development* Concept to the Medway Design Review Committee (DRC). The DRC has reviewed several variations of this concept, and we commend this final design, a Low Impact Development, as the best so far.

The proposal is for an 18 unit condominium community on a 13.86 acre site at 66A, 70, 70R and 72 West Street. The property is located on the north side of West Street across from Holbrook Street in the ARII zoning district. The development would be comprised of nine (9) duplex buildings including three (3) affordable dwelling units; stormwater drainage facilities which include low impact features, sub-surface infiltration systems and surface storm water basins; 8.7 acres of dedicated open space to be publicly accessible; and a 16 foot wide U-shaped one-way private driveway running approximately 1,134 linear feet.

Pursuant to the Medway Zoning By-Law, SECTION V. Use Regulations, Sub-Section T. Open Space Residential Development, Paragraph 6. (e), this letter serves as the DRC's recommendation to the Planning and Economic Development Board regarding the proposed site design and architectural renderings.

On November 17, December 1, and again on December 15, 2008, the DRC met with the applicant and his representatives to review the proposed site plan and architectural renderings. The reviewed plans include:

- OSRD- Concept 18 Unit Site Plan Williamsburg Condominiums West Street , Medway, Massachusetts dated 8/20/08, last revised 11/24/08, prepared by Faist Engineering and O'Driscoll Land Surveying.



- Architectural Renderings for Units A, B, C, D, E and F, undated but received 12-15-08, prepared by Michael Blanchette, R.A, of Medway, MA.

This project has incorporated many of the changes the DRC recommended back in May of 2007 when we had the opportunity to informally review the developer's preliminary design concept. The DRC appreciates all the hard work put into this project since then. The DRC understands that the duplex units accommodate 1 or 2 car garages. There are decks or patios for all units. Roof drain drywells are to be used for all stormwater recharge, and low impact site drainage utilizing surface swales and subsurface infiltration measures for pavement areas are planned. There will be 3 affordable units. There are 6 duplex designs. In the interest of flexibility, some of the duplex halves are interchangeable, and the garage option is to be built on an as needed basis. While Unit F can only be located in the two spots at the end of the U-shaped one-way drive, the other units are to be placed within the building envelopes as dictated by the individual buyers to a certain extent.

Based on the proposed designs, the DRC offers the following comments and recommendations on the architecture and site plans for the Williamsburg Condominium OSRD.

**Architecture:**

- The architecture has an informal posture appropriate to Medway. New England in feeling due to its gable roofs, farmer's porches and covered entries, these welcoming home designs offer protection from the elements to residents and visitors.
- While roofing materials, exterior cladding, and window details are not specified yet, the drawings show references to Shingle Style architecture, which is appropriate to New England, and Greek Revival Style which is appropriate to Medway. In particular, Units B and E show dormers with "broken pediments", all units are depicted with 6 over 6 windows, and the renderings show a mixture of clapboard and shingle cladding. The DRC recommends the materials be specified on the OSRD Definitive Plan.
- Garage doors are set back from the main entrance in Units B, C, D and E, giving the homes front doors visual priority. This is not the case in Unit type F. DRC recommends that for each unit F, a courtyard should be created to emphasize the front doors and to mitigate the intimidating domination of the garage doors.
- A paint color scheme should be included in the OSRD Definitive Plan.
- The placement of the duplex units within the parcel makes good use of the topography, existing stonewalls, and scenic vistas. The DRC recommends that stonewalls not be disturbed. In a case where a road or path must to go through a stone wall care should be taken to rebuild with these stones in the same style and/or use the removed stone elsewhere on site.
- The bump-out in the roadway for Open-Space visitor parking and community mailboxes about 300 feet up the drive is a nice touch. The DRC recommends a roofed structure be

placed by or around the postal boxes to give residents shelter, and a place to gather and catch up on local news.

- As the development takes shape, care should be given to building orientation to the sun as certain configurations may block all sun on north facing units. Passive solar can help keep heating bills lower, moods lighter, and enhance home values as well.

### **Site Design and Landscaping**

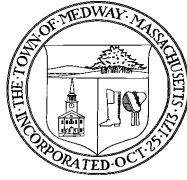
- DRC recommends that a Landscape Plan should be provided to show:
  1. existing important trees
  2. planting plan for the entire community
  3. a plan for a courtyard in front of units F
  4. a plan for the circumference of the stormwater basin directly behind the house at 68 West Street and
  5. a plan for all areas where cars are to be parked on a regular basis.
- Pervious surfaces (pavement, block or other appropriate material) are recommended wherever practical.
- The well considered lamppost design (*Adjusta-Post Lighting – Post #C8P2 and Post Head C84TC-BK*) and lighting plan contribute to a comfortable and safe community feeling.
- The addition of a play area is recommended.
- DRC recommends the establishment of a unified signage plan with any directional signs, unit numbers, etc. coordinating with the community entry sign.
- The DRC recommends that the community entry sign be located near the postal boxes.

Thank you for the opportunity to review the proposed Williamsburg Condominium OSRD Concept Plan. We look forward to working with the applicant on this enterprise.

Sincerely,

Gwendolyn Hendry, Vice-Chairperson

cc: Greg Whelan, Broad Acres Management Trust  
Michael H. Blanchette, Architect  
Paul Yorkis, Patriot Real Estate  
David Faist, Faist Engineering



**Town Of Medway**  
**Open Space Committee**  
155 Village Street  
Medway, Massachusetts 02053

John Schroeder, Chairman  
Jim Wickis, Vice Chairman & Clerk  
Bruce Hamblin  
Patrick McHallam  
Glenn Murphy  
Dawn Rice-Norton  
Tina Wright

October 29, 2008

Mr. Andy Rodenhiser, Chairman  
Medway Planning and Economic Development Board  
155 Village Street  
Medway, MA 02053

RE: Williamsburg Condo OSRD

Dear Andy,

As requested, the Open Space Committee has reviewed the proposed Williamsburg Condominium Open Space Residential Development. We established a sub committee to study the plans, walk the site and prepare comments for our review. The plans reviewed were entitled *Williamsburg Condominiums Open Space Residential Development Special Permit Concept Plan* dated August 20, 2008, prepared by Faist Engineering of Southbridge, MA. This review letter was approved by the Open Space Committee at its October 28, 2008 meeting.

We were overall pleased by the current proposal but would like to offer some input into this project as outlined below.

Our first impression upon walking the parcel on October 2, 2008-a posted public meeting-was that it is beautiful, with a wide variety of habitat and a mix of lands, including a vernal pool, a grove of old pines, brook and wetlands with nearby beaver dam, lengthy tree line of very large trees beginning their fall splendor, several lengths of old stone walls and an upland meadow. There does appear to be a potential for future use of this property as part of a trail system. This would be in the far future and would depend upon the town's ability to acquire other pieces of land but it does impact the location of the proposed Open Space.

In regards to the **Vernal Pool**: There obviously should be neither further encroachment nor disturbance in any way of this area

As to the **Roadway and sidewalk** as proposed: The roadway would be best as narrow as is determined to be safe by the Planning Board and their safety advisors The road with the separate

sidewalk divided by a swale as proposed is acceptable. The possibility of the sidewalk meandering is attractive where possible with minimal additional impact on the site.

As to the preservation and condition of the **Stone walls**: There is a prominent stone wall on the southern border of the property that should be preserved and repaired or enhanced wherever needed with stone from the walls that must be removed if any. The builder's agent suggested matching that wall on the opposite side of the roadway and doing the same on the entrance roadway as well. That idea is appealing as long as every effort is made to duplicate the condition of the existing walls that are in the best condition.

As for the **Meadows**: Much of the area that is to remain **Open Space** is currently a very attractive upland meadow. In order to maintain that area, the decision should state that some work will have to be done on a regular basis. One suggestion would be to mow or "hay" those meadows once a year in the fall when the birds have finished nesting.

**Access to the Open Space**: We prefer that access to the open space be from the northwest corner of the site. We further suggest use of a mowed, packed path that would be accessible to a person with disabilities to the stand of trees in the center of the northwest meadow where a bench should be provided for resting and viewing. Parking for that path should be at the beginning of that path where it meets the roadway, i.e. at the area close to the pine grove/exit road vs. the end of the (as revised) entrance road. We would like signage indicating "**Parking for Open Space Use Only**" or similar so as to keep parking reserved for access to the area-as opposed to being used by residents or their visitors.

Regarding the **Forest/Treed areas**: We recommend that any areas of mature trees be left alone as much as possible except for the periodic removal of underbrush that might be detrimental to the health of those forests. The grove of pines would be especially important to keep as intact as possible.

**Tree Line**: The border between the meadows and the treed areas should receive periodic maintenance so as to remove invasive species and to facilitate the viewing through the trees as much as possible. It is recommended that this could be accomplished on an annual schedule similar to the meadows.

**Trails**: Where the ownership of the Open Space is to be conveyed to the Town of Medway under the supervision of the Conservation Commission it is our recommendation that the only trail currently necessary is the one from the Open Space parking to the viewing bench. The meadows provide walking and viewing access to the remainder of the Open Space. As already stated; in the future an additional trail might be possible as a portion of a larger trail system that follows the Hopping Brook from the south through to Main Street. This would require the cooperation of several abutting residents and the location of that trail may be determined by factors outside of this site. We therefore recommend that any other trails be considered by the Town Of Medway, the Conservation Commission and the Open Space Committee at that time.

**Parking for Residents**: We would like to see as few paved areas as is possible. We had hoped for parallel parking along the access road but it appears that this has a safety implication. In the interest of minimizing impervious pavement, it is our recommendation that front loading garages

with shorter driveways may be preferable on this site. The number of additional parking spaces should be as limited as possible.

Respectfully submitted,

John C. Schroeder, Chairman

Attachments: Map of site with Trail and Parking recommendations