

March 11, 2014
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

Members	Andy Rodenhiser	Bob Tucker	Karyl Spiller-Walsh	Tom Gay	Matt Hayes	Rich Di Iulio
Attendance	X (REMOTE)	X	X	X	X	X

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Gino Carlucci, Planning Consultant

The Vice Chairman opened the meeting at 7:03 pm.

The Community was informed that the meeting was being recorded both by video and tape recording.

The Board went into executive session for the purpose of discussing potential litigation pursuant to General Laws chapter 30A Section(a)(3) and Suffolk Construction Co., Inc. Division of Capital Asset Management regarding Green Acres/Willow Green Subdivision.

The Chairman is participating remotely by speakerphone. **See Attached Remote Participation Request Form that was authorized by Vice-Chairman Bob Tucker.**

The Board has decided that discussion needs to take place in executive session since it would have a detrimental effect on the town if discussed in open session. The board will return to open session at the conclusion of executive session

On a motion made by Karyl Spiller-Walsh, and seconded by Matt Hayes, the Board voted by Roll Call vote to go into executive session the purpose of discussing potential litigation pursuant to General Laws chapter 30A Section(a)(3) regarding Green Acres/Willow Green Subdivision.

Roll Call Vote:

Karyl Spiller-Walsh	aye
Tom Gay	aye
Bob Tucker	aye
Andy Rodenhiser	aye
Matt Hayes	aye

4. Tri-Partee agreement (must be first mortgage on property, cannot be released without approval of board.)

On each type of surety, the board needs to make sure the amount is correct and the board needs to make sure the form is correct.

Be careful with expiration dates with the subdivision. The bond should cover three years of subdivision unless they have requested extension.

If the subdivision drags on, and the amount of surety is not sufficient, the board can ask that the developer comes in with additional surety. The board has the right to ask for more money based on the rules and regulations. The board should set a limit the amount of times an applicant is allowed to in front of the board seeking change in the bond.

Susy responded that we allow for three times for come to the board.

When done with subdivision, can send formal notice, have 45 days to respond. Must be filed with the town clerk, need to get consultant out and come up with a punch list. This needs to tie into the regulations.

Member Tucker asked if we can go after the delta can you go back after three years to write it to right amount. If there is a pay book, or tri-Partee you are working off of a fixed doll He likes the performance bond.

Town Counsel explained that the board can go after the developer for the full amount.

Susy explained that of all the forms, we only have had only one insurance which is Speroni Acres. We in the past have had pass books. The developer gets to pick the type of insurance used. There is no letter of credit option.

The town has boiler plate forms to use for this.

Public Hearing Continuation – Zoning Bylaw Amendments

The Vice Chairman opened the continued public hearing for the proposed amendment to the zoning bylaw warrant articles at 8:04 pm.

The board received an email dated March 11, 2014 with comments from Paul York regarding Article 37 Site Plan Article. **(See Attached)**

Further revisions were done to the commercial one from the last meeting.

The recommendation from Judi Barrett is that we not proceed with most of zoning articles except the medical marijuana.

The Chairman responded that there is a contract being written to assist with recodification and hold off, there is no urgency. We need to get the foundation fixed which will make it easier to move forward.

Member Di Iulio agrees with Chairman but we have done a lot of work on commercial one and try to push it along.

Member Spiller-Walsh noted that there is argument on both sides, there was a lot of work done on it already. The content has been combed carefully and is very close. It is recommended to go ahead with Commercial One.

Member Hayes wants to follow advice of the expert Judi Barrett and hold off on any new articles until we have reconditioned the bylaw.

Member Gay is fine tabling 31, 33, 34, 35, 36, and 37. He is struggling with commercial one and tabling it since maybe we are not faced with and applicant right now, but maybe due to the non-existence of the bylaw is why we are not faced with it. The bylaw would add options with what we have been doing and what commercial one can be. This has been an idea in process for a long time. By not having options, we are limiting possible opportunities.

Member Tucker agrees with member Gay on tabling 31, 33, 34, 35, 36, and 37. There is a lot of opportunity to be gained to utilize revised sections of commercial district.

On a motion made by Andy Rodenhiser and seconded by Matt Hayes, the Board voted by roll call vote to remove articles 31, 33, 34, 35, 36, and 37 from warrant and move forward with Article 30 and 32.

Roll Call Vote:

Rich Di Iulio	aye
Karyl Spiller-Walsh	aye
Matt Hayes	aye
Andy Rodenhiser	aye
Tom Gay	aye
Bob Tucker	aye

Commercial I

The board viewed the most recent revisions for Commercial I on the overhead projection. This is a draft dated March 6, 2014. **(See Attached)**

The following recommendations were made:

- Explain where the C1 district is located. (Town Counsel)
- Suggestion that the purpose was better represented as a description instead of a purpose. This is important but in the wrong place, put it as a subheading.
- Change the wording from “allow” to “encourage”.
- The qualities component was added.

- The Chairman wants to promote economic development and allowing more density is a good thing. This is making for a more viable environment. The businesses will make it viable.
- Member Gay provided revised language “to enable the development and redevelopment in a district which represents the qualities, features, and functions of a traditional New England Center”.
- Member Spiller-Walsh recommended the word “encourage” instead of “enable”.
- Member Hayes would like prefer the word “encourage” instead of “enable”.
- Include the word “to enable” in the second part of the paragraph.
- Outdoor dining: took out the word “seasonal”
- Amusement will be in Special Permit instead of in uses.
- Added schools in uses.
- Delete the sentence regarding managing changes in the tenant composition.
- The kennel authorization needs to stay with the Zoning Board of Appeals. But if a site plan is triggered it would then need to go to Planning Board.
- The Chairman will follow-up with the ZBA prior to town meeting is recommended.

The board is comfortable with the mixed use development as a combination of multi-family dwelling units with any of the by right and/or special permit uses specified.

The percentage for lot coverage is going to be self-defining. This is going to be arbitrary. The parking will be the variable. The board wants to take out the %.

Dimensional Requirements:

- The board is in agreement that the minimum building height should be deleted.

Residential Uses in a Mixed Use Development:

- Member Spiller-Walsh responds that the 67% seems arbitrary and she would pull the whole thing sentence.
- Member Tucker responds that 75% seems high; we want to promote the business in commercial use within this space. He is not in favor of residential here.
- Member Gay thinks that the 67% with gross floor area make sense.
- The goal is to keep the bottom floor active for business and commercial.
- It was suggested for a two story building 50%; and a three story building 67%.
- Member Gay noted by limiting the numbers and configuration figures, it is controlled and covered. The protections are there.

Member Hayes left the meeting at 9:04 pm.

Consultant Carlucci suggested may not be located on ground floor of mixed used building and development unless A and B are met. Also add language that a “front façade that faces the...”

Member Yorkis had suggested that we not limit the number of units.

Member Tucker responded that the market is going to dictate this.

Special Permit:

- This was reformatted.
- Item I was included.

Design Requirements:

- This was revised.

Sustainability:

- Change word “recued” to “reduced”.

Susy will do the revisions and will send it out as it will be printed.

Close Public Hearing on Proposed Zoning Bylaw Amendments

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously by Roll Call Vote to close the public hearing for the warrant articles.

Roll Call Vote:

Karyl Spiller-Walsh	aye
Tom Gay	aye
Bob Tucker	aye
Andy Rodenhiser	aye
Matt Hayes	did not vote
Rich Di Iulio	did not vote

Design Review Committee’s Request for Design Assistance

The discussion next moved to discussion of a draft which was created by Susy regarding thoughts about a consultant for the Design Review Committee. (See Attached).

Chairman Buckley explained that there was open discussion with the applicant about what we want to see done with the project. The purposes were to make the process better so that applicants can get a clearer view of what they are being asked to do. The goal is to improve the design guidelines. The Design Review Committee would like to have a consultant for the upcoming project and at what level do we have a consultant.

Member Tucker noted we could use a consultant on this project on a trial basis to see how it works. There is the mechanism to engage them, are there sufficient controls. After last night’s discussion, he felt more comfortable with the controls.

Member Gay communicated that he read through the original draft and is comfortable with almost all of it. There is one bullet, the third under scope of services that he is really struggling with. It has to do with what items someone is married to and not married to and pitting one designer against another with alternative designs has the possibly of destroying the

communication instead of improving. Judi talked about when someone has not engaged the services of a profession this is one thing, the collaborative process works well, but he thinks it is head-butting when someone goes with a style of architecture or idea of site and recommending alternatives is contradictory to something in the project they are married to. One process which worked well, Cumberland farms was married to canopy and the number of pumps, this became, and this was not a redesign of the site.

Matt Buckley responded that there was a compromise in the canopy through the discussion.

Member Gay responded that this was a recommendation and not a redesign. He does not want the DRC to tell applicants it needs to be another way. He struggles with design alternatives. In some cases, we are redesigning for someone who has already spent a lot of money on the design of this plan. He does not agree with that. The statement about “design alternatives” does not sit well with him.

Member Spiller-Walsh when we were comparing new presentation with the old, we are comparing it to Option “A” or Option “B”. We have new bylaws in place and it might be in the applicants best interest take the 60 days and look at them. The applicant is willing to work with the DRC. The presentation was vague and gray, but by comparing it to Option “A” versus Option” B” design, the plan evolves.

Member Gay indicates that to force a redesign is not a good idea. He does not want to suggest what the design should be. The intent is to validate the conformance of the design with the guidelines.

Susy noted the details related to building architecture and not site design. They are not receptive to site design.

The Chairman noted that if I paid an architect to make a plan, the last thing I want to do is have them pay for an architect to redesign my project.

Matt Buckley responded that the intent is to be constructive, for example, “sign is too large, and what if you design it like this”. It is to have commentary during a meeting. With Cumberland Farms a lot of discussion about how to improve the site for example with the planters. There were improvements through that process, but we suggested materials and it was helpful to provide photos of what we are looking for.

Susy responded that the applicant likes to get this information from the board.

We do not want to suggest what the design should be but validate the conformance of design with the guidelines.

Member Gay mentioned a project in Madison Wisconsin the city was looking for design for municipal public space on a lake. There were several designs and proposals and finally the town choose an architect. It took 30 years to get this built because there were a faction of people who

challenged this design. This project was labeled as “The mistake on the lake”. Finally, it was built with great critical acclaim. The original design board all quit in the process. The architect they were challenging was Frank Lloyd Wright. The bullet about redesign that makes Tom think of that story.

Susy had the draft on the overhead and explained the thought process in creating the document.

- First bullet is in pre-application stage
- Second bullet is similar to the function like Gino and Dave and the consultant will prepare initial review letter.
- Third bullet is what happens after the review letter when the applicant comes back with the items which need refinement. This is the meeting discussion and have consultant at meeting with applicant and team. Suggestion was made to add “also reporting to the PEDB on the way and update the letter with refinements.”
- Fourth bullet is the recommendations of the Design Review Committee.

Susy tried to soften it a bit. The board would the word to be “consistent” not compliant. Consultant shall provide the initial project review letter as refinements are made to the plan.

Matt Buckley noted that the Design Review Committee could we invite communication with consultant outside the meeting with the applicant.

Member Tucker responded that there is a level of communication that they may need. This may not be needed in every situation. We do not need to legislate in this document.

Matt Buckley wanted to know if the same mechanism would be in place for a municipal project.

It was explained that if the town needs to hire consultant for a municipal project they have the ability to do such and can utilize consultants. The municipal project would trigger the mechanism to bring in a consultant. The option is there.

This consultant would be in the guidance of joint discussion with the board and DRC concur. A town project in the past made attempt to minimize additional costs. The earlier in the process this happens, the better. Start this in the beginning even before the application is filed. When an applicant sees Susy and Andy, at that point it triggers the review.

It was recommended to only name the applicant and get rid of developer/engineer. Keep this simple and concise. Include the words “How to achieve consistency with the design review guidelines. “

Add a fourth bullet the consultant shall update the initial project review letter as refinements are made”

Susy is concerned that there needs to be another bullet about plan revisions.

Matt wants to make sure the consultant letter is a repeated update to the initial review letter.

The Chairman adjourned from the speaker phone at 10:15 pm.

Susy will make the revisions and provide to the board for final review.

Minutes:

February 4, 2014:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the minutes from February 4, 2014.


February 25, 2014:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the minutes from February 25, 2014.

Adjourn Meeting:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to adjourn the meeting at 10:30 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary



Town of Medway

Remote Participation Request

I, Andy Rodenhiser (print name), hereby request to participate remotely at the meeting of the PEPB (Board/Committee/Commission) to be held on March 11, 2014 (date). I certify to the Chair that my absence is the result of one or more of the following factors which make my physical presence unreasonably difficult:

- (1) Personal Illness or Disability (2) A Family or Other Emergency
 (3) Military Service (4) Geographic Distance Employment / Board Business

Explanation: _____

During the meeting, I will be at the following location:

SAN Diego
Address

781-760-9908
Phone Number

[Signature]
Signature of Member

2/24/14
Date

Please sign and return to Chair

Request received by Robert Tucker
Chair (please print)

2-25-14
Date

Method of Participation Speakerphone (e.g. speakerphone)

Request Approved Request Denied*

[Signature]
Signature of Chair

2/25/14
Date

Signed form to be appended to the meeting minutes.
*All Denied Requests are Final and Not Appealable.

Approved
as written

MOTION to "TAKE" the bonds for Azalea Drive portion of the Green Acres/Willow Green subdivision

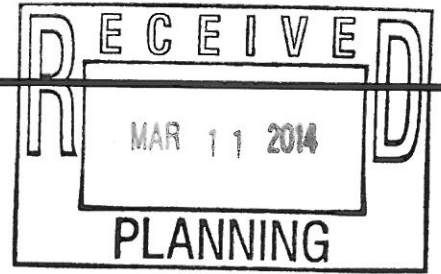
I move that the Medway Planning and Economic Development Board find as follows:

1. At its November 12, 2013 meeting, the Board determined that there remains outstanding work to be completed on the Azalea Drive portion of the Green Acres/Willow Green Country View Estates subdivision as specified in the punch list dated November 6, 2013, prepared by Tetra Tech, the Town's consulting engineer; and
2. The Board adopts the construction estimate in the amount of \$86,687.60 dated November 6, 2013, also prepared by Tetra Tech, to complete the punch list work; and
3. The Town of Medway holds three deposits of money in passbook accounts for the Green Acres/Willow Green subdivision to secure the construction of ways and installation of municipal services in accordance with G.L. c. 41, §81U and the Planning Board's *Subdivision Rules and Regulations*. These accounts are on deposit with TD Bank, N.A, account numbers 40150807, 030167993, and 40150799 in the combined amount of approximately \$49,965; and
4. On November 12, 2013, the Board voted to hold a hearing on December 10, 2013 to determine whether Apex, Inc. a subsidiary of TD Bank, N.A. is in default under the Subdivision Control Law and the Board's *Subdivision Rules and Regulations* for failure to complete the construction of ways and installation of municipal services on the Azalea Drive portion of the Green Acres/Willow Green subdivision in accordance with the *Subdivision Rules and Regulations*; and
5. The Board notified Apex Inc. and TD Bank, N.A. on November 22, 2013 by certified mail to Matthew Elia and Philip Furey regarding the December 10, 2013 hearing to inform them of the opportunity to be heard personally and/or through counsel as to whether the subdivision should be found to be in default; and
6. The Board held a hearing on December 10, 2013 at which time TD Bank, N.A. and Apex, Inc. were represented by attorney Michael Murphy of Natick, MA; and
7. The Board hereby finds the Azalea Drive portion of the Green Acres/Willow Green subdivision is in default under the Subdivision Control Law, Mass. G.L. c. 41, §81U and the Board's 1978 *Subdivision Rules and Regulations*, for failure to complete the construction of ways and installation of municipal services.,

I further move that the Planning and Economic Development Board take in full on behalf of the Town of Medway the three deposits of money in passbook accounts on deposit with TD Bank, NA for the Green Acres/Willow Green subdivision, those being account numbers 40150807, 030167993, and 40150799, to secure the construction of ways and installation of municipal services in accordance with G.L. c. 41, §81U and the Planning Board's *Subdivision Rules and Regulations*.

Susan Affleck-Childs

From: PGYORKIS@aol.com
Sent: Tuesday, March 11, 2014 1:41 PM
To: Susan Affleck-Childs
Subject: Article 37 Draft



Please share the following comments with the Planning and Economic Development Board:

1. Page 7 item 4 Findings - the wording presumes that mitigation is necessary and the impacts are negative. I suggest a rewrite since every project may not require mitigation and since projects may have positive impacts.
2. Page 7 item 5) b. (1) assumes that development has a negative impact on property values ie. "preserve property values". Situations exist where development enhances property values. I suggest a rewrite.
3. Page 8 item 5) b. (5) why is the planning board limiting the hours of operation? I know it says may in b) but the wording the way it is now does not seem to be encouraging to businesses for an example we have no 24 hour coffee shop restaurant in town. While there may not be a need for such a business on the other hand there may be a need for such a business.
4. Page 8 items 5) b. (6), (7), and (8) and 5) c. please see item 1 above as it applies in the same manner. The phrase "if any" could be added to c. after adverse impacts
5. Page 8 item 5) c (2) add open space or pocket parks

I have many other concerns and comments but because of time constraints I am unable to submit them at this time. Should the Planning and Economic Development Board decide to continue the hearing, please let me know.

Thank you in advance for your consideration.

Paul G. Yorkis
Cell 508-509-7860

ARTICLE 30: To see if the Town of Medway will vote to amend the Medway Zoning Bylaw by deleting Sub-Section G. Commercial District I in SECTION V. USE REGULATIONS and replacing it as follows:

G. COMMERCIAL DISTRICT I

1. **Purpose: The C1 district represents the primary retail and office center of Medway. The purpose of this Sub-Section is to promote allow encourage the development and redevelopment of the district in a manner that represents the qualities and architectural features of a traditional New England town center. That is sustainable, economically viable and functional. and in a manner that represents the qualities of a traditional New England town-center By encouraging mixed uses and an environment conducive to pedestrian access and use, pedestrian-friendly environment and by following the Medway Design Review Guidelines the design traditions of the community. It is intended to reflect the goals and objectives of the Medway Master Plan will be met. and to provide greater integration of land uses.**
1. 2. Buildings, structures and premises may be used for any of the following purposes and uses customarily accessory thereto but no others, subject to the regulations and conditions enumerated herein:
 - a) Municipal use.
 - b) Retail Sales
 - c) Offices for business or professional use.
 - d) Salesroom for motor vehicles, trailers, boats, farm implements or machinery with repair services and storage permitted, but not including auto body, welding or soldering shops.
 - e) Undertaking establishment or funeral home.
 - f) Restaurant or other establishment providing food and beverage within a building. **Seasonal Outdoor dining may be permitted by the Building Inspector upon a determination that the location of the seating does not represent a safety hazard.**
 - g) Bank or other financial institution.
 - h) Personal care services such as but not limited to barber shops, beauty parlors, and nail salons.
 - i) **Services such as but not limited to health care, amusement, membership organizations and other miscellaneous business and social/human services.**
 - ij) Repair shops for small electronic equipment, appliances and tools.
 - k) **Schools**

j) Any of the following uses if authorized by special permit. ~~from the Zoning Board of Appeals:~~

- 1) ~~Restaurant or other establishment providing food and beverages and Live entertainment within a building.~~
- 2) Motel or hotel
- 3) Commercial indoor amusement or recreation place or place of assembly
- 4) Vehicle Fuel Station
- 5) Automotive car wash
- 6) Shopping center. **Managing changes in the tenant composition of a shopping center shall be addressed in the special permit decision.**
- 7) Drive-thru facility
- 8) Kennel
- 9) Vehicle Repair

k) ~~Any of the following uses if authorized by a special permit from the Planning and Economic Development Board:~~

- 110) Assisted living residence facility as defined by M.G.L, chapter 19D.
- 2 Local Convenience Retail with Associated Vehicle Fuel Station
- 11) **Mixed Use Development – A combination of multi-family dwelling units with any of the by right and/or special permit uses specified herein.**
Mixed uses including a combination of any of the by right and special permit uses and/or multi family dwelling units

3. **Coordination of special permit and site plan - In order to facilitate a streamlined permitting process, when the scope of the development project necessitates major or minor site plan review pursuant to SECTION V. USE REGULATIONS, Sub-Section C. Site Plan Review and Approval of the Medway Zoning Bylaw, the special permit granting authority shall be the Planning and Economic Development Board so that the special permit and site plan reviews can be consolidated and conducted concurrently. Otherwise, the special permit granting authority shall be the Zoning Board of Appeals.**

2-4. **By-right uses** ~~Permitted and allowable uses~~ shall comply with the following dimensional regulations:

- a) Minimum lot size: 20,000 sq. ft.
- b) Maximum lot coverage, including accessory buildings: 30%
- c) Minimum continuous frontage: 100 ft.
- d) Minimum front-yard setback: 50 ft. of which the first 10 ft. nearest the street line shall not be used for the parking or storage of vehicles ~~but~~ and shall be suitably landscaped, ~~and the next 20 ft. shall be utilized for through traffic to adjoining lots unless an alternative location is approved by the Planning and Economic Development Board during the site plan review process.~~
- e) Minimum side-yard and rear-yard setback: 25 ft. of which the first 10 ft. nearest each lot line, if the adjacent use is residential in whole or in part, shall not be used for the parking or storage of vehicles ~~but~~ and shall be suitably landscaped.
- f) Maximum building height: 40 ft. ~~A height greater than 40 ft. up to a maximum of 60' may be allowed by special permit from the Planning and Economic Development Board~~

5. Special Permit Regulations – The following provisions shall apply to Special Permit Uses and are also available to applicants for “By Right” uses who wish to seek a Special Permit to achieve flexible site design.

a) Dimensional Requirements

- 1) Minimum lot size: 10,000 sq. ft.
- 2) Maximum lot coverage, including accessory buildings: 40% or 50% 60%
- 3) Minimum continuous frontage: 50 ft.
- 4) Minimum front-yard setback: Principle buildings shall be set back a minimum of 10 feet from the front lot line. Architectural features such as bay windows, porches, balconies, porticos, canopies, etc. shall not be subject to the 10-foot minimum setback.
- 5) Minimum side-yard and rear-yard setback: For lot lines abutting a residential zoning district, 25 ft. of which the first 10 ft. nearest each lot line shall not be used for the parking or storage of vehicles but and shall be suitably landscaped. There is no side-yard or rear-yard setback for properties abutting other properties within the C1 district.
- 6) Maximum building height: 60 ft. The front façade of one-story buildings shall be at least 20 feet in height, which may be achieved with a parapet or false façade, in order to screen mechanical equipment located on roofs.
- 7) Minimum building height: 15 ft.

b) Residential Uses in a Mixed Use Development

- 1) Except for assisted living residence facilities, a building comprised of 100% multi-family dwelling units shall not be permitted. Dwelling units shall only be allowed on the upper floor(s) of a single building project or shall not constitute more than 67% of the gross floor area of the buildings of a multi-building project
- 2) No more than 75% of the gross floor area of a mixed-use development shall be comprised of multi-family dwelling units.
- 2) 3) Multi-family dwelling units may be located on the ground floor of a mixed-use building or development only where:
 - Dwelling units shall be allowed on the ground floor of buildings only where:
 - a. the building with the multi-family dwelling units is set behind another building which has commercial business uses on the ground floor; or
 - b. the residential portion of the ground floor building is set behind the business uses within the same building
- 3) 4) No more than 10% of the total number of a mixed-use development's residential dwelling units shall have 3 or more bedrooms.

c) A minimum of 15% of the site shall function as landscaped and/or public space. The landscaped and/or public space shall be architecturally integral to the site and/or, as

appropriate and practical, to abutting sites. No space that is used for vehicular parking or circulation, or loading shall be included as landscaped and/or public space.

d) Special Permit Review Criteria - The special permit granting authority may grant a special permit for the specified special permit uses or for flexible site design of by-right uses after considering all of the following factors:

1) Special permits granted under this sub-section are not subject to the special permit criteria specified in SECTION III, Sub-Section J of this Bylaw.

2) Before granting a special permit for the specified special permit uses or for flexible site design of by-right uses in the Commercial I zoning district, the special permit granting authority shall find that in its judgment, all of the following criteria for granting the special permit are met:

a. The proposed site design represents the qualities of a traditional New England town center more than a design that conforms to the by-right dimensional requirements of this sub-section.

b. The proposed site design is environmentally sustainable, economically viable and is readily accessible to and useable by pedestrians.

c. The design of buildings is consistent or compatible with traditional New England architectural styles as described in the *Medway Design Review Guidelines*.

d. The proposed site design reflects and advances the goals and objectives of the Medway Master Plan as updated.

e. Adequate pedestrian and (where applicable) vehicular linkages within the site and connecting to abutting properties are provided.

f. The construction and maintenance of streets, sidewalks, landscaped areas and public services are provided in an economical and efficient manner.

g. Any detrimental impacts of the site design on abutting properties and/or residential neighborhoods have been adequately mitigated.

h. The development project incorporates site design and building construction features that minimize energy consumption and reduce environmental impacts.

i. The site design incorporates the site's existing topography and protects natural features to the maximum extent possible.

1) Whether the proposed site design is more sustainable, economically viable and functional and whether the site design represents the qualities of a traditional New England town center than a design that conforms to the by-right dimensional requirements of this Sub-section.

2) Whether the design of buildings is consistent or compatible with traditional New England architectural styles as further described in the Planning and Economic Development Board's *Design Review Guidelines*.

3) Whether the site design provides mixed uses, a pedestrian friendly environment and the design traditions of the community.

4) Whether the site design reflects and advances the goals and objectives of the Medway Master Plan and provides greater integration of land uses.

- 5) Whether adequate pedestrian and (where applicable) vehicular linkages within the site and connecting to abutting properties are provided.
- 6) Whether the uses and site design promote less sprawl and a more efficient form of development.
- 7) Whether the development facilitates the construction and maintenance of streets, sidewalks, utilities, and public services, in a more economical and efficient manner.
- 8) Whether the site design will have a detrimental impact on abutting properties and/or residential neighborhoods.
- 9) Whether the impact of the development on abutting properties and residential neighborhoods has been adequately mitigated.
- 10) Whether the development protects and enhances community character
- 11) Whether the development incorporates features that minimize energy consumption and reduces environmental impacts.

6. Design Requirements

- a) All facades of a building that are visible from a public way or an internal pedestrian or vehicular way shall be designed in accordance with the current *Medway Design Review Guidelines* and the Design Principles and Standards included in the *Site Plan Rules and Regulations*.
 - b) All sites shall include pedestrian linkage(s) to connect to abutting commercial properties and, where appropriate, to abutting residential neighborhoods. The pedestrian connections shall be well-defined and of a design and quality that will encourage significant use.
 - c) Vehicular connections to abutting sites shall be provided where practical as determined by the Planning and Economic Development Board as part of the review process.
 - d) Buildings and developments shall be made pedestrian friendly by use of amenities such as wide sidewalks/pathways, outdoor seating, and patios or courtyards. All structures, parking, pathways and other pedestrian amenities shall be designed to maximum ease of pedestrian access.
- 7) Sustainability – New buildings constructed in the Commercial I district after the passage of this bylaw are encouraged to promote sustainability by being environmentally responsible and resource-efficient throughout a building’s life-cycle from siting to design, construction, operation, maintenance, renovation and deconstruction. This may be accomplished by incorporating sustainable materials in the construction (e. g. reused, recycled-content, or made from renewable resources); create healthy indoor environments with minimum pollutants (e.g., recued product emissions); and/or feature landscaping that reduces water usage (e.g., by using native plants that survive without extra watering). The criteria in the current Leadership in Energy and Environmental Design (LEED), and EPA’s Green Building program offer examples of measures that will help accomplish this goal.

And to amend the Sub-Section H. Parking Regulations of SECTION V. USE REGULATIONS by adding the following to the Parking Requirements Schedule in Paragraph 4.

Multi-Family Dwelling in Commercial I – 1.5 spaces per dwelling unit.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

DRAFT

Architectural/Design Consultants

Goals for Having the Assistance of an Architectural/Design Consultant

- To assist the DRC in reviewing development plans based on the *Medway Design Review Guidelines*
- To gain the insights and observations of the experienced design professional in the field.
- To help the DRC communicate clearly in the vernacular of the design professional to applicants and to the PEDB.
- To improve the efficiency and effectiveness of the DRC's reviews
- To create a design review atmosphere that is streamlined and professional

Scope of services to be provided for project review

- Attend DRC and/or PEDB meetings for informal, pre-application discussions with developers re: concept plans. The consultant would ask the developer questions about how the design elements of the applicant's preliminary proposal concept plan reflect meet the Medway Design Review Guidelines and point out areas needing attention.
- After the PEDB refers an application to the DRC for design review, the consultant would review plan submittals to determine if the plan is for compliance consistent with the Medway Design Review Guidelines. Identify how the plan does not comply or is inconsistent with the *Design Review Guidelines*. Provide recommendations on ways to refine the plan to become compliant and later refer the Design Guidelines. Prepare a project review letter to provide to the DRC and the PEDB and the applicant.
- Using the project review letter as a guide, the consultant will Periodically attend DRC meetings when needed for appointments with developer/applicants. Assist the DRC in communicating to the applicant its ideas and recommendations on how to achieve consistency with the design review guidelines.
- Consultant shall provide updates to the initial project review letter as refinements are made to the plan and provide it to the pedb and drc.
- to assist the DRC in recommending ideas and design alternatives to bring a development plan into compliance with the Design Review Guidelines. Assist the DRC in communicating its ideas to the applicant and the project engineer and architect. In
- Participate in drafting the DRC's Letters of Recommendation to the PEDB.

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NOTE – The consulting services would be paid for by the applicant’s plan review fees in the same way that applicants now pay plan review fees for the Town to retain outside consultants for planning, engineering and legal services.

What about Town/municipal projects ??
What triggers the use of a design consultant???

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The Design Consultant Does Not:

- Redraw an applicant’s plans or redesign the site

Tom struggles with . . . what items someone is married to and not married to . . . pitting one designer against another with alternative designs has the possibility of raising everyone’s defense mechanisms – saying no you should do it this way can be dangerous – could get into a head butting thing when someone has decided to go with a certain type of architecture . . . one process I thought worked well . . . Cumberland farms – we quickly found out that they were married to the canopy and the number of pumps, we accepted that and worked with them on details vs . . . I don’t want us to be suggesting what the design should be – we should validate the conformance with the design guidelines

Andy – ok to have a peer review for compliance, don’t agree with paying somebody to redesign . . .

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Questions

What triggers? Who decides when or how to bring in someone