

**Town of Medway
Zoning Board of Appeals Meeting
Sanford Hall, Town Hall
155 Village Street, Medway**

**MINUTES OF MEETING
January 20, 2016**

David Cole, Chairman, called the meeting to order at 7:32 p.m. Attending Board members were Mr. Olsen, and Mr. White. Mr. Kennedy, Mr. Arbeene and Ms. Gould were not present.

Citizen Comments

There were no members of the public that wished to make comments.

Public Hearings

There were no public hearings this evening.

Presentation on the new Design Review Guidelines

The Board was provided and reviewed a PowerPoint presentation on the Town of Medway Design Review Guidelines. In advance of the meeting, the Board was provided the link to Design Guidelines on the Town's website:

[http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Medway%20Final%20Design%20Review%20Guidelines%20-%20September%202015%20\(1\).pdf](http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Medway%20Final%20Design%20Review%20Guidelines%20-%20September%202015%20(1).pdf)

The Board met with Matt Buckley, Chairman, and Tom Gay, Member and Planning and Economic Development Board (PEDB) representative of the Design Review Committee, who were present to make a presentation on the new Medway Design Guidelines. Also present were Andy Rodenhiser, Chairman of the PEDB, and Susan Affleck-Childs, Planning and Economic Development Coordinator.

Mr. Gay provided an overview of the new and improved version. There was a realization that while the guidelines were good, they were old and more was needed to reflect changes in the community. The goal was to have the design guidelines be more clear and transparent and also look at process of design review. In addition, the guidelines would be brought in line with the Master Plan and Zoning Bylaw. The Town engaged the Cecil Group to assist a task force arranged to guide the process and development of the new guidelines. The process included a couple of public workshops in which a wide variety of people participated. One progression was how to define, "New England character", while all agreed on the term everyone had a different idea of what it meant but the hope was to get everyone on the same page. What did it really mean for Medway? The guidelines itself was reorganized into sections for residential, commercial and industrial.

Mr. Gay continued by stating that the new guidelines were adopted in September 2015 by the PEDB. The new guidelines has much better framework and this new approach uses a more

organized way of using the outline and highlighting the different topical areas of what would be reviewed. Illustrations and pictures coordinate with descriptions so the reader will be able to understand what is meant visually and in text. Overall the format became more friendly and usable and even for the Design Review Committee. As mentioned earlier, the process was reviewed in parallel to the development of the guidelines. One of the biggest improvements was the creation of a checklist which is then handed to the developer when completed. It helps the committee to put its review in context and guides the applicant on what is needed for submission to the Design Review Committee for their review. The end product the Design Review Committee will provide to the PEDB will be similar to what they see from their peer review consultants in a memorandum outlining the items that has been addressed, what needs to be addressed and what may come in the form of a request for a waiver. The Design Review Committee has been meeting with the various boards, departments and others to introduce the new guidelines. Future activities include a review of the general bylaw establishing the Design Review Committee and the sign bylaw, which a task force has been created to review and craft recommendations.

Mr. Olsen commended the new design review guidelines and the goals outlined which he feels has been achieved from a graphic nature with supporting text. He further commented on implied design intent, not forcing cookie cutter types but develop the character of the town. He thought the checklist was a really good idea, appreciates the new approach and how the recommendation letter is written.

Mr. Buckley added that the Design Review Committee could not act in such a manner without having such a clear document. It is not as linear but there is now a document to stand behind and utilize more from a compliance standpoint. The new guidelines allows us to demonstrate transparency in what we are doing.

Mr. Gay noted that the Planning and Economic Development Board and the Design Review Committee are very pleased with the end product. We hope for all boards to use the design review guidelines in their review of projects. The Cecil Group went above and beyond in their assistance to the Town.

Discussion on the Accessory Family Dwelling Unit Bylaw

The Board was provided and reviewed a draft of proposed changes to the Accessory Family Dwelling Unit Bylaw dated January 8, 2016.

The Board met with Andy Rodenhiser, Chairman of the PEDB, and Susan Affleck-Childs, Planning and Economic Development Coordinator to discuss the proposed changes to the Accessory Family Dwelling Unit Bylaw.

Ms. Affleck-Childs stated the existing bylaw has been in place for 15-16 years. The idea is to support residents who want to age in place. A goal is to create units in a way that maintains the character of the neighborhood. Ms. Affleck-Childs walked the Board through the various components of the bylaw and highlighting the proposed changes. The proposed revisions further defines the types of occupants as well as creates the possibility for the caregiver type of individual. She noted the restrictions and limitations outlined in the draft bylaw.

Mr. Cole stated that any opposition could come from the expansion of the type of occupants to include a caregiver. The Town was supportive of the measure to add such units as long as it was tied to a familial relationship. There needs to be clarification in how a caregiver is verified so one doesn't try to get around the rules.

Mr. Rodenhiser responded that there could be a copy of a contract or wage statement provided. There has to be evidence provided of a bonafide arrangement.

Mr. White inquired about parents that may move into an accessory family dwelling unit to help their kids take care of their grandchildren. But one of those parents may require a caregiver. He felt the one bedroom may limit this circumstance.

The Board suggested having the list of bonafide temporary absences spelled out in the proposed bylaw. The Board also agreed to co-sponsor the proposed warrant article.

Mr. Rodenhiser added that this bylaw along with many other items were identified in a list compiled during the recodification process. The PEDB is attempting to tackle the list over the next several town meetings.

Correspondence

Ms. Mercandetti stated that the Town is in receipt of the Project Eligibility Letter for the proposed Timber Crest development issued by MassHousing. This determination now enables the developer to file for a Comprehensive Permit with the Board. It is anticipated to be filed in the coming weeks.

Approval of Minutes

There were no minutes approved at this meeting.

Adjournment

A motion to adjourn was made by Mr. White and seconded by Mr. Olsen and passed unanimously. The Board adjourned at 8:45p.m.

Respectfully submitted,
Stephanie Mercandetti
Director, Community and Economic Development