

March 9, 2010
Medway Planning and Economic Development Board
Medway Town Hall
155 Village Street

BOARD MEMBERS PRESENT: Bob Tucker, Karyl Spiller-Walsh, and Chan Rogers.

ABSENT WITH NOTICE: Andy Rodenhiser, John Williams, Thomas Gay

ABSENT WITHOUT NOTICE:

ALSO PRESENT: Susy Affleck-Childs, Planning and Economic Development Coordinator
Gino Carlucci, PGC Associates
Amy Sutherland, Meeting Recording Secretary

Vice Chairman Tucker opened the meeting at 7:10 pm.

BOARD BUSINESS:

Minutes:

February 23, 2010:

- **On a motion made by Karyl Spiller-Walsh, and seconded by Chan Rogers, the Board voted unanimously to accept the minutes from February 23, 2010 with the noted revisions.**

APPOINTMENTS:

Hasan Husain –Economic Development Committee:

Hassan Husain provided a letter of interest and resume for appointment to the Economic Development Committee.

- **On a motion made by Chan Rogers, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to appoint Hasan Husain to the Economic Development Committee through June 30, 2012.**

An appointment letter will be sent out.

2-4 Main Street Site Plan Modification:

Owner and applicant Robert Potheau was present at the meeting. The Board was presented with a packet which was entitled 2-6 Main Street – Master Sign Plan. (See attached draft document). The language within the document has been clarified. Susy Affleck-Childs explained the numbering of the buildings on the premises to the Board.

Westerly Building Upper Level:

These businesses are accessed via the site's WESTERLY curb cut. Address – 6 Main St.

Westerly Building Lower Level:

These establishments are accessed via the site's MIDDLE curb cut. Address – 4 Main Street. (There could be as many as 6 tenants occupying the lower level of the building.)

Middle Building: 4 Main Street

These establishments are accessed via the site's MIDDLE curb cut. All businesses accessible from this driveway including those on the westerly building's lower level shall also be able to use the 4 Main Street address.

Residential Building: 4 Main Street

Easterly Building: 2 Main Street

The Business is accessed via the easterly curb cut.

The applicant has informed the Board that he is planning on meeting with the Board of Assessors to discuss addresses. The Board would like confirmation from the Board of Assessors before any action is taken.

Member Spiller-Walsh communicates that the building numbering is confusing. She would like to know if the Board of Assessor's has a problem with this concept.

The Board does not feel comfortable closing the public hearing at this time without input from the Assessors regarding the address numbers. The continuation will be on Tuesday May 11, 2010 at 7:15 pm. Mr. Potheau will be requesting an extension of the deadline for Planning Board action until May 30, 2010. A letter will be coming from Ellen Rosenfeld that she is OK with changing the address of her property from 6 to 8 Main Street.

Member Chan Rogers noted that several abutters were concerned about the lighting being on until 11:00 pm. The Board needs to decide where we stand on the lighting. Mr. Potheau responded that there is a level of security lighting that needs to remain on. Mr. Potheau feels strongly that the board cannot impose further restrictions on another part of the site that is not the subject of this site plan modification.

Continuation Hearing:

- **On a motion made by Karyl Spiller-Walsh and seconded by Chan Rogers, the Board voted unanimously to continue the public hearing until May 11, 2010 at 7:15 pm.**

Extension:

- **On a motion made by Karyl Spiller-Walsh and seconded by Chan Rogers, the Board voted unanimously to authorize the applicant's request for extension for Planning Board Action until May 30, 2010.**

Proposed FY11 PED Budget:

Susy Affleck-Childs presented the proposed FY11 budget for Planning and Economic Development. This was met with support. The proposed budget for FY11 is level funded (compared to fy10) in the amount of \$100,321.48.

Casino Gambling in Massachusetts:

A letter from SWAP, the MetroWest Growth Management Committee and the 495 Partnership was provided to the Board regarding concerns development of casinos or other gambling facilities in Commonwealth. The letter was copied to Senator Karen Spilka and Chairman Dempsey along with being copied to Governor Deval Patrick, Lt. Governor Tim Murray, Senate President Therese Murray, Speaker DeLeo, Majority Leader Frederick E. Berry, Majority Leader James Vallee, Chairman Steven Panagiotakos, Chairman Charles Murphy, and 495 MetroWest Legislative Delegation.

Applegate Farm Subdivision – Modification to Certificate of Action and Scenic Road Work Permit:

Mr. Ralph Costello, owner and developer was present.

This subdivision was approved by the Board on June 22, 2006. The decision included the standard completion deadline of 3 years after endorsement of the definitive subdivision plan. The applicant has filed an application to modify the Applegate Farm Certificate of Action to extend the time period for the project completion. The standard extensions for project completion are for one year. The applicant has requested a waiver from that section of the Rules and Regulations and has asked for an additional 3 year period to complete the roadway and subdivision infrastructure by April 30, 2013.

Steven Barrasso, 2 Spruce Road:

The abutter had two concerns.

1. The road has been cut in and it is very close to the back of his property. He wanted to know the Zoning Requirements. Member Spiller-Walsh indicated 15 feet.
2. There was a rain storm and the abutter had a gully which formed and this water ran down to the back of his property 6 to 8 feet wide for a whole day. He is concerned that with the trees cut, this could have affected the land. Water is coming through the stone wall.

Mr. Costello noted when the project is completed, the water will be diverted. There may be some while the project is being completed.

Mr. & Mrs. Preston, 1 Spruce Road:

The abutters came and have been living at the property for only three years. Currently the retaining wall which is 4 ½ feet has cracked and water is coming through and sand is collecting on the driveway. The abutters have noted an increase in water volume but are not sure what the normal flow is since they have only resided there for three years.

Extension of Waiver:

- **On a motion made by Chan Rogers, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to grant a 3 year extension for completion of the Applegate Farm subdivision until April 30, 2013.**

Scenic Road Work Permit.

On a motion made by Karyl Spiller-Walsh, and seconded by, Chan Rogers the Board voted unanimously to grant extend the applicant's deadline for completing tree pruning pursuant to the 2007 Scenic Road Work Permit to April 30, 2013. Tree pruning will be completed under the guidance and direction of the Tree Warden.

Daniels Wood II Subdivision Modification – Finalize Certificate of Action:

This item will be tabled. A memo was provided from Mr. Sibley's attorney requesting a special meeting. Susy Affleck-Childs suggested Tuesday, March 16, 2010. Spiller-Walsh will check her calendar. Other members indicated they were available.

Birch Hill Subdivision:

The Board reviewed the document which noted the three items which needed action on behalf of the Board.

- **On a motion made by Chan Rogers, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to modify the June 22, 2002 Certificate of Approval for the Modified Birch Hill Definitive Subdivision Plan (4-29-2002).**
- **On a motion made by Chan Rogers, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to vote to determine that construction as shown on the modified Birch Hill Subdivision Plan is complete and that the road and all municipal services have been installed in accordance with the Agreement for Deposit of Money executed January 8, 2009, thereby releasing the remaining bond funds (\$10,000 plus interest).**

The Board is not comfortable at this time with recommending the street acceptance to the Board of Selectmen as there remain outstanding issues with the completeness of the deeds/easements.

Town Management Appointment:

The Board of Selectmen is looking to appoint one member of the Planning and Economic Development Board to the Town Wide Management Study. Interested members are Tom Gay, Bob Tucker, John Williams and Chan Rogers. A memo will be sent to the Board of Selectmen informing them that a member will be selected at the next Planning and Economic Development Board meeting.

Member Spiller-Walsh communicated that she feels the Town may need to bring in a wind turbine consultant to confirm the facts which have been provided by various sources. Susy Affleck-Childs responded that the Zoning Board can bring in consultants when they review applications.

Gino Carlucci informed the Board that he will not be present at the April 13, 2010 meeting.

Future Meetings:

The next meetings scheduled are: **March 23 & April 13 & 27, 2010.**

There will be an exploratory meeting on Wednesday, March 10, 2010 to discuss the possibility of establishing a Medway Agricultural Commission

*Minutes of March 9, 2010 Meeting
Medway Planning & Economic Development Board
Approved March 16, 2010*

The 2010 Annual Town Meeting is scheduled for Monday, June 14, 2010.

- **On a motion made by Karyl Spiller-Walsh, and seconded by Bob Tucker, the Board voted unanimously to adjourn the meeting at 9:00 pm.**

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Amy Sutherland
Meeting Recording Secretary

Edited by Susy Affleck-Childs
Planning and Economic Development Coordinator

Revised draft – March 9, 2010

2-6 Main Street MASTER SIGN PLAN

This multi tenant site is comprised of 4 areas/buildings on one land parcel with 3 curb cuts. Most of the property uses 4 Main Street as their address. However, the business in the easterly building uses 2 Main Street as its address. These are the current conditions on the property.

1. Westerly building – multi tenant building (upper and lower levels)
2. Middle Building – multi tenant building
3. Residential Building – single family home and business
4. Easterly building - Single Tenant building/Metro West Auto Sales

Westerly Building Proposed New Address: 6 Main Street

A. **WESTERLY BUILDING UPPER LEVEL** - Businesses whose customer entrances are on the building's SOUTH facade (facing Main Street). These businesses are accessed via the site's WESTERLY curb cut. Address – 6 Main Street

1. ***Individual Establishment Wall Sign.** Required for Each Tenant.

Quantity - One wall sign (1) per establishment

Type of sign – The only type of sign allowed will be an internally illuminated individual channel letter sign (without external raceway). NO box signs.

Design - Color of sign sides, face, trim cap and interior lighting and the lettering style & logo is at the discretion of the tenant

Size - Sign surface area (square footage) may not exceed the “building sign frontage” of the individual establishment facing Main Street x 1.0 except that no individual sign may exceed 60 sq. ft.

Sign Location – Sign to be positioned on south building facade centered above windows and entry door of the space for that respective tenant. All signs on this façade shall be aligned similarly.

Sign Illumination – Internal; Signs must not be illuminated after 11 pm unless the business is still open.

2. **Individual Establishment Projecting Sign:** None allowed.

3. ***Multi Tenant Development Sign**

Quantity – 1 two sided development sign to be used only for the businesses at 6 Main Street.

Maximum Size – 30 sq. ft per side for a total of 60 sq. ft.

Design/Materials – MDO board with Azek PVC Cover including all trim

- o Individual business sign panels ONLY for south facing tenants accessed from this curb cut.
- o Sign panels to be made from Azek PVC – (lettering style and logos at discretion of tenant)
- o Top of Sign will include flowerpot logo, address (6 Main Street)

Height – 8 feet maximum

Setback – minimum 8 feet from lot line

Illumination – External, two ground spots per sign face surrounded by landscaping

Location – West of the westerly curb cut.

* Sign Permit needed from Town of Medway

- B. **WESTERLY BUILDING LOWER LEVEL** - Businesses whose entrances are on the lower level of the westerly building. These establishments are accessed via the site's MIDDLE curb cut. Address – 4 Main Street. (There could be as many as 6 tenants occupying the lower level of this building.)

1. *** Individual establishment wall sign.** Required for each tenant.

Quantity – One per establishment

Sign Size – Sign surface area (square footage) may not exceed the “building sign frontage” of the individual establishment x 1.0 except that no individual sign may exceed 60 sq. ft.

Sign Type – Tenants have their choice of 3 types of signs:

- Internally illuminated channel letters (no raceway)
- Vinyl cut letters/graphics mounted on MDO board
- Individually formed letters affixed directly to the façade

- No box/cabinet type signs

Sign Illumination – internal illumination required if sign type is channel letters; external illumination is permitted for all other types of signs

Sign Location – Affixed above the entrance doorway to each individual establishment.

* Sign Permit needed from Town of Medway

2. ***Multi Tenant Development Sign** - This sign may be used only by tenants of 4 Main Street.

Quantity – 1. This sign will need a special permit from the ZBA before a building permit can be issued for the sign.

Maximum Size – 30 sq. ft per side for a total of 60 sq. ft.

Design/Materials – MDO board with Azek PVC Cover including all trim

- Individual business sign panels ONLY for north facing tenants on the westerly building accessed from this curb cut. 6 Main Street for everyone using this common driveway Main Street. For best motor vehicle safety along Rt. 109 there will be only one address used for this driveway. Individual unit numbers shall be on tenant's doors.
- Sign panels to be made from Azek PVC – (lettering style and logos at discretion of tenant.
- Top of sign – will include flowerpot logo, and address (6 Main Street)

Height – maximum 8 feet

Setback – minimum 8 feet from lot line

Illumination – External, two ground spots per sign face surrounded by landscaping

Location – East of the middle curb cut.

* Sign Permit needed from Town of Medway

Middle Building: 4 Main Street

Businesses whose customer entrance is on the middle building's NORTH façade (facing toward the back of the property). These establishments are accessed via the site's MIDDLE curb cut. All businesses accessible from this driveway including those on the westerly building's lower level, shall also be use the 4 Main Street address. This will avoid confusion by traffic on Rt. 109.

1. * **Individual establishment wall sign.** REQUIRED for each tenant.

Quantity – One per establishment

Sign Size – Sign surface area (square footage) may not exceed the “building sign frontage” of the individual establishment x 1.0 except that no individual sign may exceed 60 sq. ft.

Sign Type – Tenants have their choice of 3 types of signs:

- Internally illuminated channel letters (no raceway)
- Vinyl cut letters/graphics mounted on MDO board
- Individually formed letters affixed directly to the façade
- No box/cabinet type signs

Sign Illumination – internal illumination required if sign type is channel letters; external illumination is permitted for all other types of signs

Sign Location – Wall signs shall be affixed above the entrance doorway to each individual establishment, except that 1 wall sign may be affixed to the south façade of this building for use by a tenant with a 6 Main Street address even though that tenant may not necessarily be located in the middle building, but is located on the back side/lower level of the westerly building. Location – east of the easterly curb cut. The building that is currently on the property and shall remain after demolition of the adjacent structure will have a mortar less brick (Nova Brick) installed on the entire wall that faces Rt. 109. The allowed sign will be internally illuminated channel letters not to exceed 42 square feet. There shall not be an entrance facing Rt. 109 on that building.

*Sign Permit needed from Town of Medway

2. **Multi Tenant Development Sign** - This sign to be used by ALL tenants who use this driveway for access. It is a matter of safety thus all addresses on both buildings accessed by this driveway shall be known as 6 Main Street. And individual unit numbers shall be on tenant's doors; this will avoid any confusion by drivers looking for a business.

Quantity – This sign will need a special permit from the ZBA

Maximum Size – 30 sq. ft per side for a total of 60 sq. ft.

Design/Materials – MDO board with Azek PVC Cover including all trim

- Individual business sign panels ONLY for north facing tenants of the westerly building lower level shall be known as 6 main St. thus it will match the driveway entrance. All tenants at who use this curb cut will be known as 6 Main Street.
- Sign panels to be made from Azek PVC
- Top of sign – will include flowerpot logo, and address (6 Main Street)

Height – maximum 8 feet

Setback – minimum 8 feet from lot line

Illumination – External, two ground spots per sign face surrounded by landscaping

Location – East of the middle curb cut.

* Sign Permit needed from Town of Medway

Residential Building - 4 Main Street

No signage allowed for any business not conducted from within that structure.

Current signage for Metro West Auto shall be removed.

If a future business tenant wants a sign, the following shall be allowed:

1. Wall Sign Quantity – One per establishment

Sign Size – Sign surface area (square footage) may not exceed the “building sign frontage” of the individual establishment x 1.0 except that no individual sign may exceed 60 sq. ft.

Sign Type – Tenants have their choice of 2 types of signs:

- Vinyl cut letters/graphics mounted on MDO board
- Individually formed letters affixed directly to the façade
- No box/cabinet type signs

Illumination – external only, if any

Easterly Building – 2 Main Street

Presently, MetroWest Auto Sales. This business is accessed via the easterly curb cut.

1. *** Individual establishment wall sign. REQUIRED.**

Quantity - 2 wall signs allowed; one on the east side of the building not to exceed 25 square feet. And one on the south side of the building not to exceed 45 sq. ft.

Type of sign - Internally illuminated individual channel letter sign (without external raceway); NO box signs. Current tenant may keep existing sign until he desires to change it to illuminated channel letters.

Design - Color of sign sides, face, trim cap and interior lighting and the lettering style & logo is at the discretion of the tenant

Size - Sign surface area (square footage) may not exceed the “building sign frontage” of the individual establishment (facing Main Street) x 1.0 except that no individual sign may exceed 60 sq. ft. With the Main Street building width estimated at 45’, the maximum amount of signage would be 45. sq. ft.

Sign Location – Sign to be positioned on south building facade centered above windows and entry door of the space for that respective tenant. All signs shall be aligned similarly.

Sign Illumination – Internal; Signs must not be illuminated after 11 pm.

* Sign Permit needed from Town of Medway

2. **Individual Establishment Projecting Sign** –None allowed

3. **Individual Establishment Freestanding Sign:**

Quantity – 1 two sided sign for MetroWest Auto Sales or future tenant.

Maximum Size – 24 sq. ft per side for a total of 48 sq. ft.

Design/Materials – MDO board with Azek PVC Cover including all trim

- Individual business sign panel.
- Sign panels to be made from Azek PVC – (lettering style and logos at discretion of tenant – text and art should not comprise more than 75% of the individual tenant panel
- Top of Sign will include flowerpot logo and address (2 Main Street)

Height – maximum 8 feet

Setback – minimum 8 feet from lot line

Illumination – External, two ground spots per sign face surrounded by landscaping

Location – east of the easterly curb cut.

All Buildings/Tenants

Open/store hour signs – Hours shall be shown as vinyl cut letters on entry door – not to exceed 1 sign (2 sq. ft.) per establishment

Outdoor Advertising Sign on Westerly side of property:

For approximately 60 years there had been two outdoor advertising signs that have been used as what is commonly known as “billboards”. One of those signs has already been removed as part of Rt. 109 widening. Permission was never sought to replace it due to this re-development of this property. The other sign shall remain on this property and is part of the existing signage plan. Permission shall not be sought at any time to replace the second sign that has been removed.