

Board Members

Matt Buckley, Chair
Janine Clifford, Vice Chair
Jamie Ahlstedt, Member
Tim Harris, Member
Jessica Chabot, Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS DESIGN REVIEW COMMITTEE

DRC Meeting Minutes Monday, December 18, 2023 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	Absent with Notice	X	X	X

Pursuant to the provisions of Chapter 2 of the Acts of 2023, under which public bodies retain the option of holding open meetings and hearings remotely, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, Design Review Committee members participated remotely for this meeting. Access via Zoom was provided for public participation. All persons participated remotely in the meeting via Zoom.

At 7:00 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Jessica Chabot, Jamie Ahlstedt, and Tim Harris.

Also present via Zoom:

- Chris Torti (applicant)- 56 Summer Street (Mockingbird Lane)
- Jeremy Thompson- Planning and Economic Development Coordinator

Approval of DRC Meeting Minutes:

November 20, 2023- Ms. Chabot made a motion to approve the minutes of the 11/20/2023 DRC meeting as submitted, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley - Aye

Jess Chabot- Aye

Jamie Ahlstedt- Aye

Tim Harris- Aye

The motion passed.

Sign Design Review: Chris' Auto Window Sign –

Mr. Buckley asked if everyone had a chance to review the latest window sign that's proposed to be installed on the west side of the building. Applicant confirmed the business phone number that's currently on the vinyl sign will be removed. It was mentioned that per the bylaw, a window sign is considered as a wall sign and the proposed sign falls within the dimensional compliance. Mr. Thompson suggested adding the topic to a future agenda if members want to discuss any potential changes to the bylaw language regarding clarifying the real intent of the requirement. Mr. Buckley mentioned that there could be other window signs installed. Mr. Thompson will investigate it and asked that he and Mr. Ackley (Building Dept.) be alerted to items like these to effectively enforce the bylaws/ code. Members were satisfied with the revised sign as suggested.

Project Review – 56 Summer St. (Mockingbird Lane)-

Mr. Torti attended the meeting to discuss the project. At the May DRC meeting significant comments were provided on the rear elevation of the proposed units that face Summer Street. Applicant was asked to break the roof line in the rear to provide depth. Based on the feedback received, the units were bumped out and dormers were added on the top. The front elevation remains the same as submitted in the original design. Ms. Chabot reminded that the initial feedback was also about the inadequacy of the landscaping /screening plans that don't align with the building size in the back. The revised changes could meet the dimensional requirements but architecturally they don't do enough to provide proper screening to the quad facing Summer St. Mr. Torti agreed to discuss today's comments with the architect about making the back dormers bigger plus designing an effective landscaping plan. Providing a break line (bump outs) on the rear top will also be investigated. It was mentioned the location of the quad itself is potentially the issue but it's a PEDB topic that will be addressed eventually. Mr. Torti will work with the Architect and come back to the committee with revised plan(s). It was mentioned the project has not received CONCOM approval yet.

OTHER BUSINESS

Sign Violations- There was discussion about a temporary sign (4'x4' ground sign) installed by a new business at the location where Master's Touch business initially planned to operate. Mr. Thompson will reach back to the owner (Ms. Luna) to check on the status as the sign exceeds the 90-day limit. Ms. Chabot said a precedent was established by allowing Master's Touch to keep their temporary sign for more than a year.

There was a brief discussion on the proposed 2024 calendar year DRC meeting schedule that was submitted by Mr. Thompson to the DRC members. There was consensus on the presented schedule. **Mr. Buckley made a motion to approve the DRC 2024 meeting calendar as submitted, seconded by Mr. Harris.**

Roll Call Vote:

Matt Buckley - Aye

Jess Chabot- Aye

Jamie Ahlstedt- Aye

Tim Harris- Aye

The motion passed.

DRC Guidelines Update- Ms. Chabot discussed the importance of updating the design review guidelines this year. The current guidelines are more than ten years old. Mr. Thompson talked about applying for a state grant(s) (for Wayfinding and creating vibrant downtowns) that meets the scope in discussion. He anticipates \$15-25K approx. award if the grant gets approved. With significant economic development planned along Rt. 109, there's a need to revise the design guidelines sooner. Ms. Chabot talked about lobbying the select board for funding if the state grant does not go through. She also suggested putting an RFP out to get an idea on the cost of the effort.

Mr. Thompson will reach out to Ms. Codkind and inquire about her interest in joining DRC.

Ms. Clifford made a motion to adjourn the meeting, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley- Aye

Jess Chabot- Aye

Jamie Ahlstedt- Aye

Tim Harris- Aye

The motion passed.

The meeting was adjourned at 8:05 p.m.

The next DRC meeting will be held on January 08, 2024.

Respectfully submitted,

Sreelatha Allam

Recording Secretary