



Town of Medway  
**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
(508) 533-3291

**DRC Meeting Minutes**  
**Monday, January 23, 2023**  
**Zoom (Remote) Meeting**

**Call to Order:** – With a quorum present, this remote meeting was called to order by the Chair Mr. Buckley at 7:00 p.m.

Members	Matthew Buckley	Janine Clifford	Tom Gay	Jessica Chabot	Susan Alessandri	Jamie Ahlstedt
Attendance	X	X	X	X	Absent with Notice	X

Mr. Buckley conducted a roll call of members present via Zoom as follows: Matthew Buckley, Janine Clifford, Jess Chabot, Tom Gay, and Jamie Ahlstedt.

Also Present via Zoom:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Barbara J. Saint Andre, Director, Community & Economic Development
- Sreelatha Allam, Recording Secretary
- Derek Chan, Seven Bodywork, 166 Village Street

**Approval of Meeting Minutes:**

**December 19, 2022**

*A motion was made by Mr. Buckley to approve the minutes of the 12/19/2022 DRC meeting as submitted, seconded by Ms. Clifford.*

***Roll Call Vote:***

***Matt Buckley - Aye***

***Janine Clifford - Aye***

***Tom Gay - Aye***

***Jamie Ahlstedt – Aye***

***Jess Chabot-Aye***

***The motion passed.***

### **Sign Design Review – Seven Bodywork, 166 Village Street**

Mr. Derek Chan attended the meeting remotely to continue discussions of proposed signage for Seven Bodywork. Business will be located in a multi-tenant building at 166 Village Street, across from the Town Hall. Application is for a two-sided, free-standing sign. An initial sign design was presented and discussed at the December 2022 meeting. As a follow-up, Mr. Chan was provided with a revised sign design (**7 Bodywork**) that was prepared by Mr. Buckley. (**See Attached**) Mr. Chan agreed to the revised design. During the discussion, Mr. Buckley commented that letter “w” in “Bodywork” as shown in the drawing he prepared should be moved towards letter “o”. The DRC’s sign design review letter will be drafted by Ms. Ahlstedt this week. Ms. Affleck-Childs will share the DRC review letter template with Ms. Ahlstedt to get started.

### **OTHER BUSINESS**

- **Review application to the Zoning Board of Appeals for a 2-family special permit for the proposed construction of a second housing unit attached to the existing single-family house at 21 High Street** Ms. Affleck-Childs started the conversation on the topic. This is an application to the ZBA for a special permit to add a unit next to the existing house at 21 High Street. (**See Attached.**) The ZBA’s public hearing is scheduled for February 1<sup>st</sup>. To a reference made on Page 3 of the application about the project meeting the Town’s Design Review Guidelines, Mr. Buckley asked how that determination was made? It was discussed that the DRC could write an email to ZBA providing feedback. It was discussed that the design of the proposed addition is cohesive and sympathetic to the design of the existing house. Mr. Buckley will draft the letter to ZBA with the feedback.
- **Ms. Affleck-Childs announced that she’ll be retiring in mid-April this year** and the position will be filled in a timely manner. She has worked for Medway for 23 years. Members commended the work she has done in this role and added that the position’s responsibilities should include supporting the DRC and liaising between the Planning Board and Town Hall with the DRC.
- Formal application for Medway Commons re-use of the McDonald’s building was submitted last week. PEDB hearing on the project will be on February 14<sup>th</sup>. DRC will review at its first February meeting.
- Application for 7 Sanford Street was submitted last week. Currently there’s an older house which functions as a two-family dwelling. Application is for a special permit for four additional housing units in the existing garage/barn building. PEDB hearing will be held on February 14<sup>th</sup>. This will be scheduled for the first February DRC meeting.

- There was discussion on the status of forthcoming master signage plans for a couple of projects that were reviewed by DRC including Milford Regional Medical Center, The Hathon apartment complex, and Medway Commons. Ms. Affleck-Childs will follow-up on them.
- Ms. Clifford talked about the DRC creating/ maintaining a catalogue of multi-family unit examples whose designs aligns with Medway's look and preserves the neighborhood feel. Intent is to use them for guidance while discussing applications for multi-family housing developments that quite don't meet the visual requirements/appeal. One thought was to start a folder in Dropbox where information could be placed and accessed on as needed basis. The idea will be further discussed and finetuned by the members. Ms. Affleck-Childs will arrange to establish a DRC Dropbox.

**Motion was made by Mr. Buckley to adjourn the meeting, seconded by Ms. Clifford.**

***Roll Call Vote:***

***Matt Buckley - Aye***

***Janine Clifford - Aye***

***Tom Gay - Aye***

***Jessica Chabot - Aye***

***Jamie Ahlstedt - Aye***

***The motion passed.***

**The meeting was adjourned at 7:45 p.m.**

**The next DRC meeting will be held on February 6th, 2023.**

Respectfully Submitted,

Sreelatha Allam

Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs

Planning and Economic Development Coordinator

# 7 BODYWORK

## Susan Affleck-Childs

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**From:** Anna Rice  
**Sent:** Wednesday, January 11, 2023 11:47 AM  
**To:** Allison Potter; Barry Smith; Bridget Graziano; Carol Pratt; Doug Havens; Jeff Lynch; Joanne Russo; 'Matt Buckley'; Susan Affleck-Childs; Barbara Saint Andre; Liz Langley; Michael Boynton; Peter Pelletier; Stefany Ohannesian; hayes7000@msn.com; William Kingsbury; Craig Vinton; Nolan Lynch; Derek Kwok; Jonathan Ackley; Christopher Park; Marie Shutt  
**Subject:** REQUEST FOR COMMENTS: 21 High Street  
**Attachments:** 21 High St - Public Hearing Notice - Abutters.pdf; 21 High St - Full Application Package.pdf

To:	Department of Public Works	Planning & Economic Development Board
	Fire Department	Board of Health
	Police Department	Conservation Commission
	Building Department	Design Review Committee
	Treasurer/Collector	Town Manager
	Assessing Department	Affordable Housing Committee

### 21 High Street –

Attached please find the Zoning Board of Appeals Notice of Public Hearing for 21 High Street, Assessor's Parcel: 57-062. The application is for the issuance of a **special permit** under Section 3.4, Special Permits, and Section 5.4, Table 1: Schedule of Uses of the Zoning Bylaw to add an addition to the existing home, to create a two-family dwelling that has the exterior appearance of a single-family dwelling on the lot.

The opening of the hearing is scheduled for Wednesday, February 1<sup>st</sup>, at 7:30 pm.

**The ZBA is requesting comments from your Department/Board.** Please send any comments you may have by **11:00 am Wednesday, January 25<sup>th</sup>, 2022** to be included for discussion at the hearing.

The Application and related materials are attached but can also be found on the website at <https://www.townofmedway.org/zoning-board-appeals/pages/21-high-street-2-family-special-permit>

Thank you!

**Anna Rice**  
**Administrative Assistant**  
**Community & Economic Development**  
**Town of Medway**  
**155 Village Street**  
**Medway, MA 02053**  
**508.321.4915**

# GENERAL APPLICATION FORM



## TOWN OF MEDWAY

### ZONING BOARD OF APPEALS

155 Village Street  
Medway MA 02053

Phone: 508-321-4915 | [zoning@townofmedway.org](mailto:zoning@townofmedway.org)  
[www.townofmedway.org/zoning-board-appeal](http://www.townofmedway.org/zoning-board-appeal)

**NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.**

#### TO BE COMPLETED BY THE APPLICANT

<b>Applicant/Petitioner(s):</b> Medway Development LLC	<b>Application Request(s):</b>	
<b>Property Owner(s):</b> Medway Development LLC	Appeal	<input type="checkbox"/>
	Special Permit	<input checked="" type="checkbox"/>
<b>Site Address(es):</b> 21 High Street, Medway	Variance	<input type="checkbox"/>
	Determination/Finding	<input type="checkbox"/>
	Extension	<input type="checkbox"/>
	Modification	<input type="checkbox"/>
<b>Parcel ID(s):</b> 57-062	Comprehensive Permit	<input type="checkbox"/>
<b>Zoning District(s):</b> AR-II		
<b>Registry of Deeds Book &amp; Page No. and Date or Land Court Certificate No. and Date of Current Title:</b> Norfolk Registry of Deeds - Book 36435, Page 252 - recorded November 15, 2018		

TOWN CLERK STAMP

#### TO BE COMPLETED BY STAFF:

Check No.:  
Date of Complete Submittal:  
Comments:

# GENERAL APPLICATION FORM

## APPLICANT/PETITIONER INFORMATION

The owner(s) of the land must be included as an applicant, even if not the proponent. Persons or entities other than the owner may also serve as co-applicants in addition to the owner(s), however, in each instance, such person shall provide sufficient written evidence of authority to act on behalf of the owner(s). For legal entities such as corporations, LLCs, etc., list the type and legal status of ownership, the name of the trustees/officer members, their affiliation, and contact information. Please provide attachment for information if necessary.

<b>Applicant/Petitioner(s):</b> Medway Development LLC c/o Michael Larkin, Mgr.		<b>Phone:</b> 978-658-0333
		<b>Email:</b> michael@lawlarkin.com
<b>Address:</b>  P.O. Box 129 Medfield, MA 02052		
<b>Attorney/Engineer/Representative(s):</b> Michael Larkin, Esq		<b>Phone:</b> 978-658-0333
		<b>Email:</b> michael@lawlarkin.com
<b>Address:</b>  383 Main Street, Medfield, MA 02052		
<b>Owner(s):</b> Medway Development LLC c/o Michael Larkin, Mgr.		<b>Phone:</b> 978-658-0333
		<b>Email:</b> michael@lawlarkin.com
<b>Mailing Address:</b>  P.O. Box 129 Medfield, MA 02052		

Please list name and address of other parties with financial interest in this property (use attachment if necessary):  
Michael Larkin, Patrick Larkin and Fred Santucci

Please disclose any relationship, past or present, interested parties may have with members of the ZBA:  
None

I hereby certify that the information on this application and plans submitted herewith are correct, and that the application complies with all applicable provisions of Statutes, Regulations, and Bylaws to the best of my knowledge, and that all testimony to be given by me during the Zoning Board of Appeals public hearing associated with this application are true to the best of my knowledge and belief.

Signature of Applicant/Petitioner or Representative

1-4-2023

Date

Signature Property Owner (if different than Applicant/Petitioner)

Date

# GENERAL APPLICATION FORM

## APPLICATION INFORMATION

		YES	NO
<b>Applicable Section(s) of the Zoning Bylaw:</b>	<b>Requesting Waivers?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3.4 Special Permits and 5.4 Table of Uses</b>	<b>Does the proposed use conform to the current Zoning Bylaw?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Present Use of Property:</b> Single Family Dwelling	<b>Has the applicant applied for and/or been refused a building permit?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Proposed Use of Property:</b> Two family/duplex Dwelling	<b>Is the property or are the buildings/ structures pre-existing nonconforming?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Date Lot was created:</b> 2018	<b>Is the proposal subject to approval by the BOH or BOS?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Date Building was erected:</b> Existing building - 1880	<b>Is the proposal subject to approval by the Conservation Commission?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Does the property meet the intent of the Design Review Guidelines?</b>  Yes	<b>Is the property located in the Floodplain District?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>Is the property located in the Groundwater Protection District?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>Is the property located in a designated Historic District or is it designated as a Historic Landmark?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Describe Application Request:</b>  <p>Applicant is requesting a Special Permit under Section 3.4 from Section 5.4, Table 1, Section C for zoning district AR-II of the Medway Zoning ByLaws to allow for a two family dwelling/duplex, providing the dwelling shall have the appearance of a single family dwelling.</p>			



## FILL IN THE APPLICABLE DATA BELOW

Required Data	Bylaw Requirement	Existing	Proposed
A. Use		Single Family	Two Family
B. Dwelling Units	Two Family	Single Family	Two Family
C. Lot Size	30,000 s.f.	164,221 s.f.	164,221 s.f.
D. Lot Frontage	150 ft	> 150 ft	> 150 ft
E. Front Setback	35 ft	23 ft	23 ft
F. Side Setback	15 ft	> 15 ft	> 15ft
G. Side Setback	15 ft	> 15 ft	> 15 ft
H. Rear Setback	15 ft	> 15 ft	> 15 ft
I. Lot Coverage	30%	< 30%	< 10%
J. Height	35 ft	< 35 ft	35 ft
K. Parking Spaces	n/a	n/a	n/a
L. Other			

## FOR TOWN HALL USE ONLY

To be filled out by the Building Commissioner:

Date Reviewed

Medway Building Commissioner

Comments:

After completing this form, please submit an electronic copy to [zoning@townofmedway.org](mailto:zoning@townofmedway.org)  
and 4 paper copies to the Community & Economic Development Department.



## TOWN OF MEDWAY

## ZONING BOARD OF APPEALS

155 Village Street  
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[www.townofmedway.org/zoning-board-appeal](http://www.townofmedway.org/zoning-board-appeal)

**NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.**

## TO BE COMPLETED BY THE APPLICANT

*Please provide evidence regarding how the Special Permit Decision Criteria, outlined below, is met. Please write "N/A" if you believe any of the Criteria is Not Applicable. Provide attachments if necessary.*

**1. The proposed site is an appropriate location for the proposed use:**

The proposed two family dwelling is located in the Agricultural Residential II District, which allows for two family dwellings under certain conditions which this application shall meet.

**2. Adequate and appropriate facilities will be provided for the operation of the proposed use:**

N/A

**3. The proposed use as developed will not create a hazard to abutters, vehicles, pedestrians, or the environment:**

The property exceeds the requirements for area to construct a two family dwelling. This will allow for construction of the dwelling that best suits the property, while keeping out of the conservation resource area.

**4. The proposed use will not cause undue traffic congestion or conflicts in the immediate area:**

The proposed two family dwelling is located in the Agricultural Residential II District, which allows for two family dwellings under certain conditions which this application shall meet. The proposed two family dwelling will have only one driveway entrance/exit and the dwelling will have the appearance of a single family.

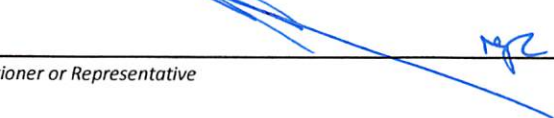
**5. The proposed use will not be detrimental to the adjoining properties due to lighting, flooding, odors, dust, noise, vibration, refuse materials, or other undesirable visual, site, or operational attributes of the proposed use:**

N/A

**6. The proposed use as developed will not adversely affect the surrounding neighborhood or significantly alter the character of the zoning district:**

The proposed two family dwelling shall be appropriately located in a residential district AR-II.

<p><b>7. The proposed use is in harmony with the general purpose and intent of this Zoning Bylaw:</b>  The property has more than adequate area for the AR II zoning district and the lot and proposed dwelling meets all dimensional requirements to construct a two family dwelling. The parcel has more than 50% uplands. The proposed two family dwelling will have only one driveway entrance/exit and the dwelling will have the appearance of a single family.</p>
<p><b>8. The proposed use is consistent with the goals of the Medway Master Plan:</b>  The proposed two family dwelling will be appropriately located in a residential AR II district and shall be consistent with the goals of the Medway Master Plan</p>
<p><b>9. The proposed use will not be detrimental to the public good:</b>  The property is located in the AR II district which allows for two family dwellings and as such shall not be detrimental to the public good.</p>

	1-4-2023
<i>Signature of Applicant/Petitioner or Representative</i>	<i>Date</i>



# Unofficial Property Record Card - Medway, MA

## General Property Data

Parcel ID **57-062**  
 Prior Parcel ID **2A -188-**  
 Property Owner **MEDWAY DEVELOPMENT LLC**

Account Number **2A-188**

Mailing Address **383 MAIN ST**

Property Location **21 HIGH ST**

Property Use **ONE FAMILY**

Most Recent Sale Date **11/15/2018**

Legal Reference **36435-252**

Grantor **BYRNES,JAMES**

City **MEDFIELD**

Mailing State **MA** Zip **02052**

Sale Price **525,000**

Parcel Zoning **ARII**

Land Area **3.770 acres**

## Current Property Assessment

Card 1 Value Building Value **147,900**

Xtra Features  
Value **14,600**

Land Value **238,200**

Total Value **400,700**

## Building Description

Building Style **OLD STYLE**  
 # of Living Units **1**  
 Year Built **1880**  
 Building Grade **Average**  
 Building Condition **Average**  
 Finished Area (SF) **1767.15**  
 Number Rooms **5**  
 # of 3/4 Baths **0**

Foundation Type **BRICK/STONE**  
 Frame Type **Wood**  
 Roof Structure **GABLE**  
 Roof Cover **ASPHALT SHNG**  
 Siding **Vinyl**  
 Interior Walls **PLASTER**  
 # of Bedrooms **2**  
 # of 1/2 Baths **1**

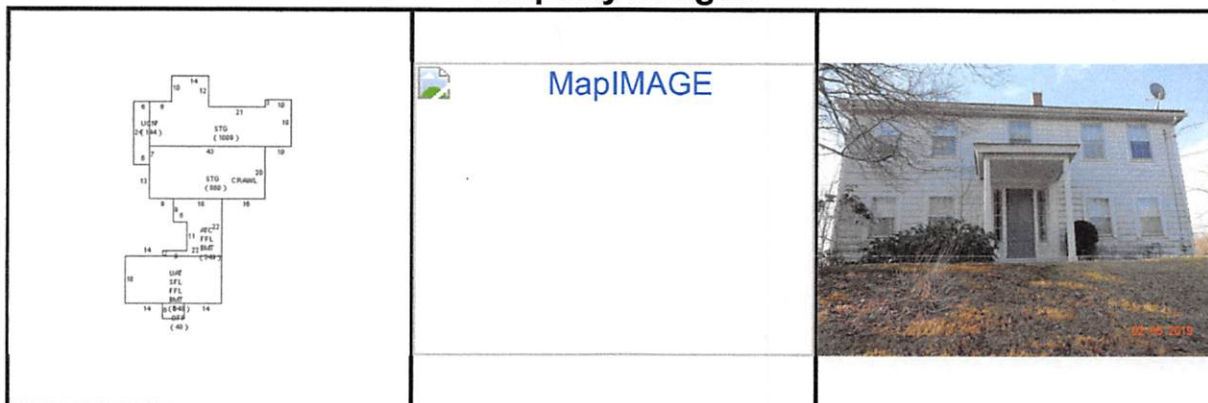
Flooring Type **Hardwood**  
 Basement Floor **Concrete**  
 Heating Type **STEAM**  
 Heating Fuel **GAS**  
 Air Conditioning **0%**  
 # of Bsmt Garages **0**  
 # of Full Baths **1**  
 # of Other Fixtures **0**

## Legal Description

## Narrative Description of Property

This property contains 3.770 acres of land mainly classified as ONE FAMILY with a(n) OLD STYLE style building, built about 1880 , having Vinyl exterior and ASPHALT SHNG roof cover, with 1 unit(s), 5 room(s), 2 bedroom(s), 1 bath(s), 1 half bath(s).

## Property Images



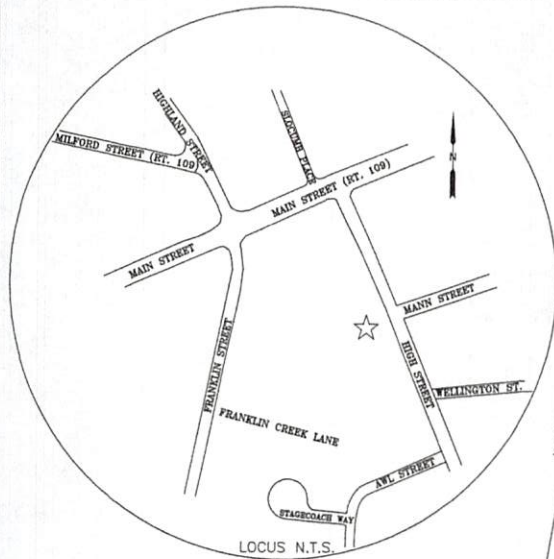
Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

PROPOSED ADDITION  
PLAN OF LAND  
IN  
MEDWAY, MA.

SCALE: 1"=40' JANUARY 3, 2023

OWNER: Medway Development LLC  
383 Main Street  
Medfield, Ma. 02052

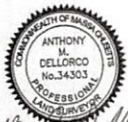
COLONIAL ENGINEERING INC.  
11 AWL STREET MEDWAY, MA.  
508-533-1644



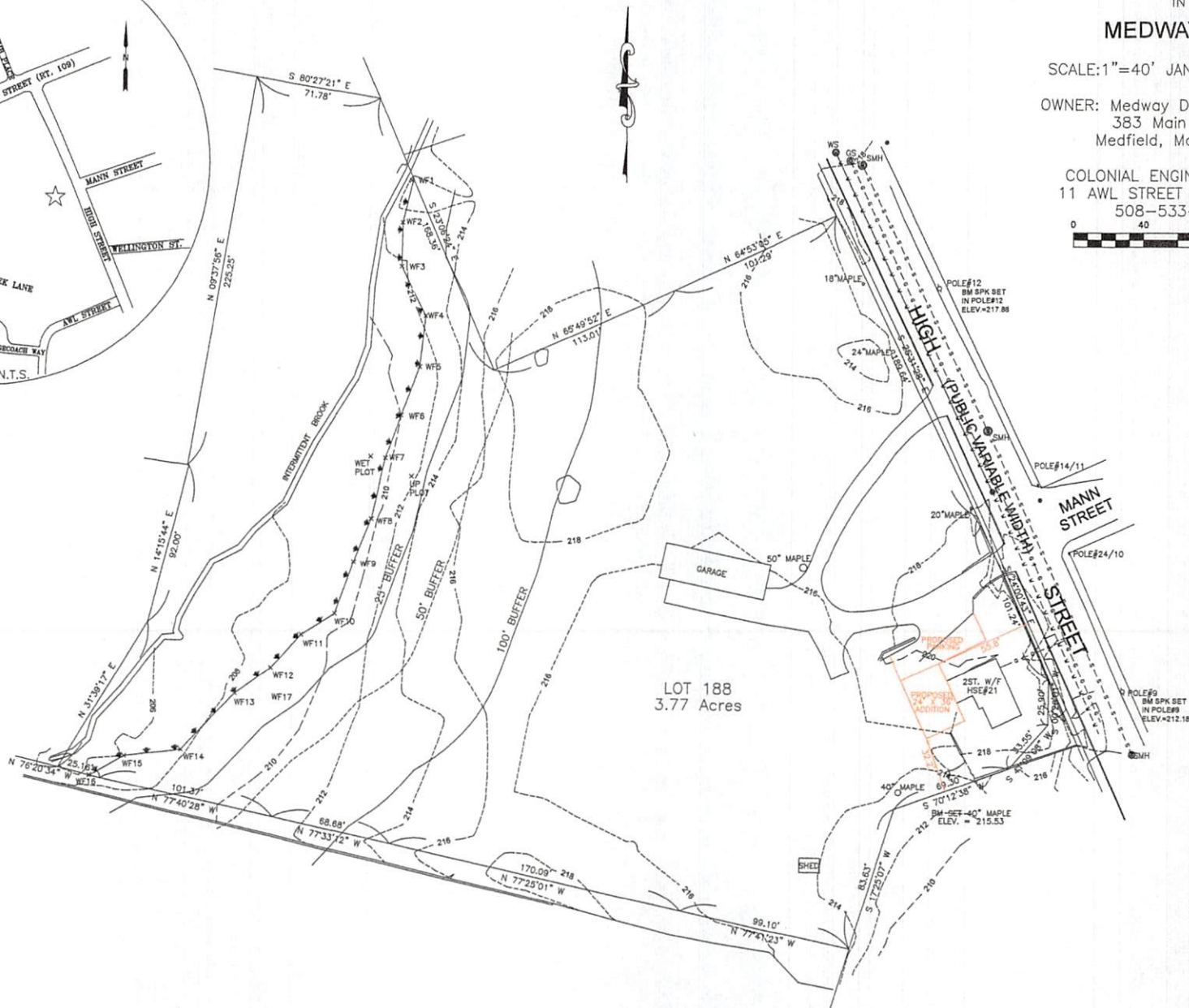
ZONE AR II  
AREA 22,500 S.F.  
FRONTAGE 150.00  
SETBACK 35'  
SIDEYARD 15'  
REARYARD 15'  
BUILDING LOT COVERAGE 30%  
IMPERVIOUS LOT COVERAGE 40%  
NOT WITHIN THE G.P.D.

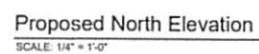
PROPOSED LOT COVERAGE  
BUILDING COVERAGE 1.79%  
IMPERVIOUS COVERAGE 5.37%

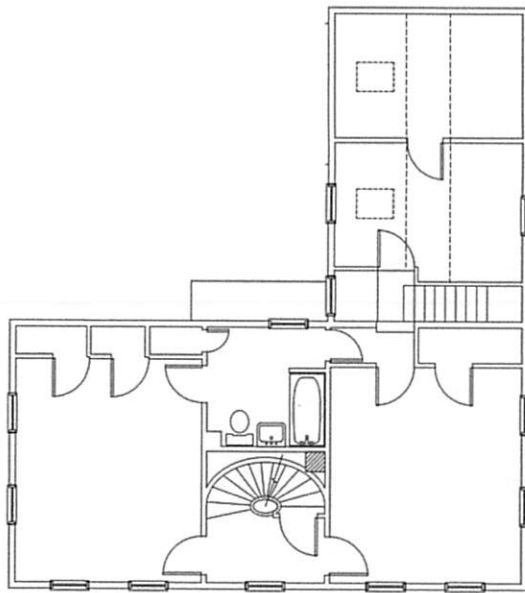
I CERTIFY THAT THE PROPOSED  
ADDITION SHOWN ON THIS PLAN  
CONFORMS TO THE ZONING  
BY-LAWS OF THE TOWN OF MEDWAY  
MA. AND DOES NOT LIE WITHIN THE  
FLOOD PLAIN.



*Anthony M. Dellorco*

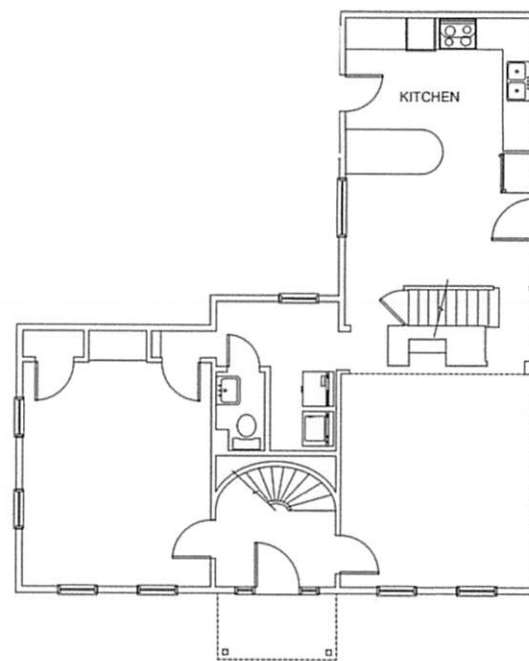






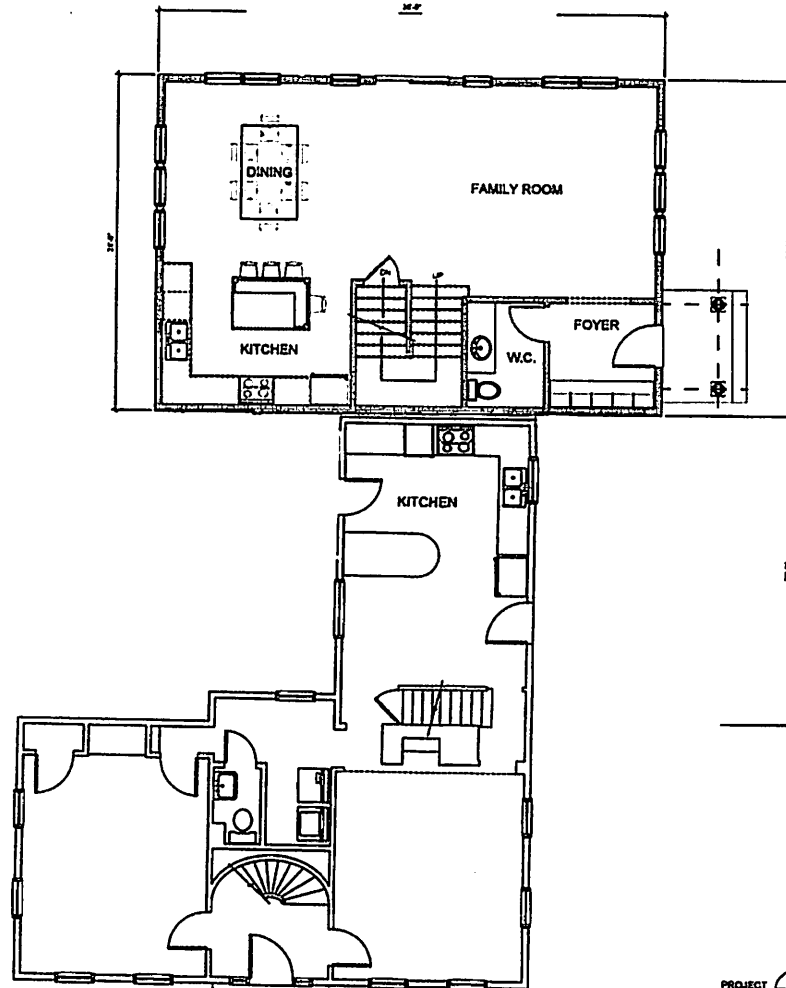
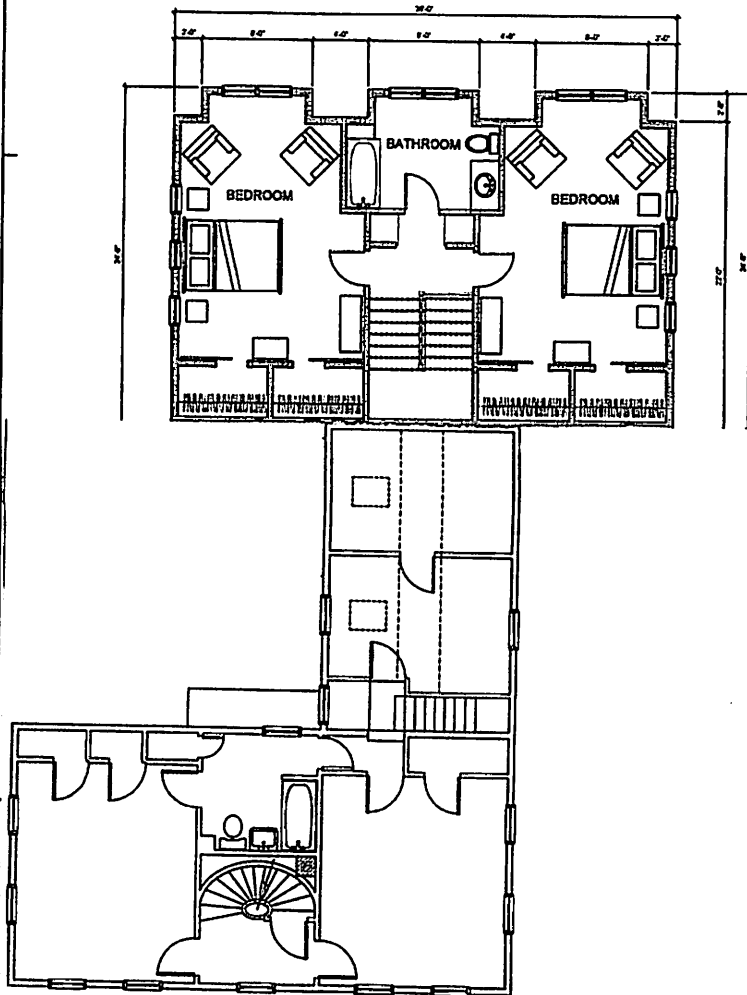
Existing Second Floor Plan  
SCALE: 1/4" = 1'-0"

2  
A1.0



Existing First Floor Plan  
SCALE: 1/4" = 1'-0"

1  
A1.0



PHIL L. L. L.  
ARCHITECT  
2018

RENOVATIONS  
21 HIGH STREET  
MEDWAY, MA

PROPOSED FLOOR PLANS

DATE	BY	APP'D
20 MAR 2018	AT.1.7	AT.1.7
1/4" = 1'-0"		
11-08		
Sheet No.		
A1.1		