



Town of Medway

**DESIGN REVIEW COMMITTEE**  
155 Village Street, Medway MA 02053  
(508) 533-3264 • FAX: (508) 321-4988

*Matthew Buckley, Chair*  
*Julie Fallon, Vice-Chair*  
*Tom Gay, Member*  
*Rachel Walsh, Member*  
*Mary Weafer, Member*  
*Lisa Graves, Member*

**Approved: 2/1/16**

Meeting Minutes: January 4, 2016  
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:02 p.m.

**Attendees:**

	1/4/16	1/25/16	2/1/16	2/29/16	3/7/16	3/21/16	4/4/16
Matthew Buckley	X						
Julie Fallon							
Tom Gay							
Mary Weafer	X						
Rachel Walsh	X						
Lisa Graves	X						

Planning & Economic Development Coordinator Susy Affleck-Childs and resident Dan Hooper also attended.

**Willows ARCPUD:**

The Committee reviewed the revised site plans for the Willows ARCPUD dated December 11, 2015. The Committee also reviewed and discussed the DRC's review letter dated 8/10/15, the Applicant's response letter dated 10/13/15, and the worksheet for the January 4, 2016 DRC meeting (see attached). The Committee discussed the changes that have been made to the drainage system including the following:

- The surface detention pond to the south of the main building has been eliminated and replaced with an underground drainage system.
- The sidewalk along the roadway on the eastern side of the property was moved from the east side of the roadway to the west side of the roadway.
- The swale by the pavilion still exists but is smaller.

The Committee also reviewed the landscape plans for the site. They specifically discussed the eastern edge of the property. The Committee said that it does not appear that many existing trees will remain. They agreed that the fencing is helpful but that additional plantings are needed so that there is more than a single line of plantings between the abutters and the site.

The Committee would like additional information on the following:

- The proposed underground drainage system south of the main building. They would like clarification on whether it will be completely buried or raised. If it is raised, it should be a feature-possibly a sitting area.
- If plantings/trees are eliminated on the eastern edge because of the swale, additional plantings are required to bring it back to a naturalized buffer. The plantings and naturalized buffer on the eastern side of the property need to be revisited.
- How the open space areas and riparian zones are being affected by the drainage systems.
- The specific landscape plans for the drainage areas. These areas should be buffered and naturalized.

Chairman Buckley will prepare a list of the Committee's questions and forward it to the Planning & Economic Development Board (PEDB) by Friday. Committee members were encouraged to attend next Tuesday night's PEDB meeting.

**Schedule:**

The next meeting is scheduled for January 25, 2016 at 7:00 p.m. at the Medway Public Library.

**Action Items:**

- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.

**Adjournment:**

With no further business before this committee, a motion was made by Mary Weafer, seconded by Chairman Buckley to adjourn at 7:40 p.m.

Respectfully Submitted,

Michelle Reed

December 7, 2015 DRC



**COMMENTS FROM MEDWAY POLICE (Jeffrey Watson, Sergeant/Safety Officer):**

28. We would be looking for a keep right sign at the entrance of the development.  
*DDI: See Drawing G1.02, Exterior Perspectives – Site Main Entry*
29. We advised that all connecting streets are required to have the street name along with the cross street name.  
*CES: See Civil Site Layout for locations.*  
*DDI: See Typical Signs Elevation drawing G0.01*
30. We would request that all units are numbered in a way that they are easily identified by emergency responding units.  
*DDI: We will consult the Police Department in conjunction with the Assessor's Office. The cottages are currently numbered and we will await comments. See the Civil Site Layout drawing for numbers.*
31. We also request that streets such as Lilac Path and Walnut Grove have signs identifying what unit numbers are on each side prior to entering the street.  
*DDI: OK*

**COMMENTS FROM DESIGN REVIEW COMMITTEE:**

32. Building Materials and Architecture: HVAC systems should be screened and positioned at the rear of buildings where possible.  
*DDI: As the design progresses, more detail of the screened systems will be shown.*
33. Building Materials and Architecture: Barn roof portion of the medical building is lengthy and uninterrupted. Consider including a clerestory if uses permit.  
*DDI: After strong consideration, the addition of articulation has been provided on the North Elevation to address this.*
34. Landscape: Provide naturalized landscaping to any stormwater retention/detention areas. Include site features like larger fieldstones. Consider use of willow tree[s] in some wet areas.  
*CES: Stormwater areas have been designed in accordance with the standards and regulations.*
35. Landscape: Improve appearance of the stream crossings. The proposed apparatus at the stream crossings is bare concrete with a stark, interstate highway appearance. The DRC recommends that the concrete outflow flanges at each water crossing should be veneered with fieldstone like a shroud or screen to conceal the concrete pieces.  
*CES: The proposed crossings have been preliminarily designed utilizing retaining walls in conjunction with pre-fabricated culvert structures. Retaining wall materials will be determined at a later date by a Structural Engineer. Concrete materials will be covered to the maximum extent practical.*
36. Landscape: Use attractive guardrail materials at the same space to create a site feature in place of stamped steel guardrails.  
*CES: Wooden guardrails will be provided.*
37. Landscape: Retaining walls within the site should be constructed of blocks that reflect New England style fieldstone.



*CES: Materials currently on-site will be used when feasible.*

38. Landscape: Provide bench seating throughout site where appropriate and specifically at the skating pond.

*CHA: See Landscape Plans for locations and styles.*

39. Buffer: The DRC recommends sufficient buffers along the roadway at East of site. These buffers should include landscape buffers and fencing where appropriate. These areas are where cars make turning maneuvers, like parking area at the pavilion and at bends in the roadway.

*CHA: We have provided a buffer along the eastern boundary abutting the Charles River Road neighborhood, incorporating both a wood-grain vinyl privacy fence, and evergreen tree plantings. We are planning to make some minor adjustments to the plantings once we have the mapped location of some large existing trees, and in response to some recent comments from abutters. See Landscape Plans.*

40. Buffer: The fencing materials should be more natural in appearance with wood grain surfaces and muted colors that appear as wood.

*CHA: The fencing material with a more natural wood grain appearance was presented at the meeting held on 08/25/15. It has been submitted and approved. See landscape Plans for size and scale only.*

41. Buffer: Buffers should be provided during construction phase. No specifics have been shown.

*CES: Erosion control shown on Civil Plans. See Construction Sequencing & Erosion Control Plan.*

42. Entry Signage: The DRC does not recommend the entry sign as presented. The DRC recommends that this format be scaled down to residential size appropriate to this section of Village Street. The design is very large and will be repeated on each side of the entryway. The form of the sign is appropriate but the size does not comply with the *Medway Design Review Guidelines* nor the Sign Regulation section of the *Zoning Bylaw*.

*CCM: A variance will be filed.*

43. Entry Signage: The DRC does not recommend the additional free-standing street frontage sign proposed for the medical building. The DRC recommends that the information for this sign be incorporated into the main entry signs. The medical building is adjacent to the street and can have wall signage that will sufficiently mark its location. Specifics, like tenants, from the proposed secondary sign can be incorporated into the internal way finding signage.

*CCM: A variance will be filed.*

#### **COMMENTS FROM OPEN SPACE COMMITTEE:**

44. The attached addendum addresses the proposed plantings and concerns the Committee has with respect to some that are invasive or exotic in nature. The Committee respectfully requests the plants so identified in the addendum be replaced and alternative, native plantings be used in their stead.

## Worksheet for 1-4-16 DRC Meeting

<p style="text-align: center;"><b>DRC Review Letter 8-10-15</b></p>	<p style="text-align: center;"><b>Dario Design Response Letter - October 13, 2015 in association with revised plans dated 10-13-15</b></p>	<p style="text-align: center;"><b>Current Status per Susy's conversation with Dario DiMare on 12-30-15 in association with revised plans dated 12-11-15</b></p>	<p style="text-align: center;"><b>DRC Notes - January 4, 2016</b></p>
<p><b>General Notes re: Drainage System</b></p>		<p>Surface detention pond to the south of the main building has been eliminated and replaced with an underground drainage system. See Sheets C26 &amp; 27 and L1.05 and L1.06.</p>	
		<p>Eastern side drainage - The sidewalk has been moved from the east to the west side of the roadway. This creates much less disturbance. The swale is much smaller and closer to the cottages. See Sheets C23 and L1.02.</p>	
		<p>Drainage basin around the pavilion stays. It is shown on Sheet C27 and L1.06.</p>	

		Western drainage pond is now tucked behind cottage #10. See Sheet C24.	
<b>Building Materials and Architecture</b>			
Screen HVAC systems and position them to the rear of buildings where possible	As design progresses, more details of the screened HVAC systems will be shown	Yes, the HVAC systems will be screened. Depends on each dwelling unit. It will be site specific. Depends on topography.	SAC suggests that a note be added to the plans and include language in the special permit decision.
Barn roof is lengthy and uninterrupted. Use a clerestory.	Articulation on the north elevation has been added	The change is shown on Sheet A2.01 of the architectural drawings revised in October.	
<b>Landscaping</b>			
Provide naturalized landscaping around any stormwater retention/detention area. Include site features like large fieldstones. Consider use of a willow tree.	Stormwater areas have been designed in accordance with the standards and regulations.	Willow trees would limit access around the pond. The root system will damage the infiltration system. So, willow trees will not be used. Alternative landscaping for stormwater areas is shown on Sheet L1.06 of landscaping plan. L1.06 shows all the landscape screening to be installed along the eastern edge of the property. The remaining area around the detention basin would be undisturbed.	



<p>Retaining walls should be constructed of blocks that reflect New England fieldstone.</p>		<p>They will do fieldstone on areas that the public can see . They don't want to spend the money on field stone where it is not going to be seen. The extent of retaining walls has been significantly reduced - estimated at less than 50% now than what was previously proposed due to feedback from Bridget/CC. CC has agreed to allow them to go into the 25' area with a steeper slopes instead of building retaining walls!!</p>	<p>SAC suggests that a note be added to the plans and include language in the special permit decision.</p>
<p>Benches</p>	<p>See landscape plan for location and styles of bench seating throughout the site</p>	<p>See sheet L.203 for locations. They provided a tear sheet of the benches following the 10/27 hearing . See Sheet L1.02 for bench design.</p>	
<p><b>Buffers</b></p>			
<p>Sufficient buffers should be installed along roadway at east of the site and should include landscaping and fencing.</p>	<p>A buffer has been provided along eastern boundary abutting the Charles River neighborhood. It incorporates both wood grain vinyl fencing and evergreen tree plantings. See landscaping plan. The planting locations may change once large existing trees are mapped.</p>	<p>Existing trees to remain have been mapped and are shown along with new landscaping on Sheets L1.02, L1.04, and L1.06.</p>	

Fencing materials should be more natural in appearance with wood grain surfaces and muted colors	Landscape plan shows fencing material. This was discussed with PEDB on 8/25/15.	Fencing material is shown on Sheet L1.02. Fencing locations are shown on Sheet C25 and L1.02, L1.04, and L1.06	
Buffers should be provided during construction.	The Erosion Control plan sheets show suitable buffers. See Construction Sequencing and Erosion Control Plan.	No change on current plans.	
<b>Signage</b>			
DRC recommends entry signs be reduced in size to a more residential scale	Applicant will seek a variance from the ZBA to allow 2 stone wall entry signs and taller height than what the bylaw allows.	ZBA approved 2 entryway signs but at a compliant height.	
DRC does not recommend a free-standing sign for the medical office building (MOB)	Applicant will seek a variance from the ZBA to allow for more height and sign surface area.	ZBA approved a free-standing sign for the MOB but affirmed height and size limitations specified in the zoning bylaw.	
<b>OTHER DRC COMMENTS - 10/27/15 PEDB Mtg</b>			

<p>NOTE from 10/27 PEDB hearing. A DRC representative in the audience questioned the retaining wall facing the river by the canoe launch. It is shown as being about 9' tall. DRC wants to see materials and details for the wall and possibly some creative plantings to try to screen the wall.</p>		<p><i>Dario Designs follow-up letter dated 11-10-15 in response to comments during the 10-27-15 public hearing. Applicant responded that this was "in progress". That has not yet been incorporated into the landscaping plan.</i></p>	
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**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

August 10, 2015

TO: Medway Planning and Economic Development Board  
FROM: Matthew Buckley, Chairman  
RE: DRC Letter of Recommendation - Salmon Senior Living Community - The Willows and Whitney Place ARCPUD Special Permit

Dear Members of the Medway Planning and Economic Development Board,

The DRC met with the applicant informally [3] times for pre-application discussions on March 2<sup>nd</sup>, April 6<sup>th</sup>, April 27<sup>th</sup>, and [2] times on July 6<sup>th</sup> and 27<sup>th</sup>, 2015 to review their submittal for an ARCPUD special permit. The applicant attended these meetings with multiple members of the design and engineering team and has been receptive to discussion and implementing the DRC's recommendations. Principal unresolved recommendations are entryway signage and specifics of the landscape plan.

The applicant has not yet completed a landscape plan for some key areas, like the entrances and frontage at Village Street as well as those areas effected by water management issues.

The DRC's prior recommendations addressing building massing and buffers have been addressed. It should be noted that the buffer plans have been altered since the initial discussion with abutters. The DRC believes these changes do comply with the *Medway Design Review Guidelines* but may differ from the expectations previously established with the abutters.

The DRC's recommendations outlined in the checklist dated July 13, 2015 have been implemented where possible and the DRC is satisfied that they comply with the *Design Review Guidelines*, with the following few exceptions.

### **Building Materials and Architecture**

- HVAC systems should be screened and positioned at the rear of buildings where possible.
  - Applicant has agreed to screen systems but is not currently able to show these details on the layout.
- Barn roof portion of the medical building is lengthy and uninterrupted. Consider including a clerestory if uses permit.
  - At this time the applicant is unable to establish layout of building until uses are determined by tenants.

## **Landscape**

Each of the landscape recommendations below has not been implemented due to the fact that the specifics of these areas are yet to be determined. At the time of our final discussion the applicant had not met with the Conservation Commission to discuss these items.

- Provide naturalized landscaping to any stormwater retention/detention areas. Include site features like larger fieldstones. Consider use of willow tree[s] in some wet areas.
- Improve appearance of the stream crossings. The proposed apparatus at the stream crossings is bare concrete with a stark, interstate highway appearance. The DRC recommends that the concrete outflow flanges at each water crossing should be veneered with fieldstone like a shroud or screen to conceal the concrete pieces.
- Use attractive guardrail materials at the same space to create a site feature in place of stamped steel guardrails.
- Retaining walls within the site should be constructed of blocks that reflect New England style fieldstone.

## **Buffers**

- The fencing materials should be more natural in appearance with wood grain surfaces and muted colors that appear as wood.
- Buffers should be provided during construction phase. No specifics have been shown.

## **Entry Signage**

- The DRC does not recommend the entry sign as presented. The DRC recommends that this format be scaled down to residential size appropriate to this section of Village Street. The design is very large and will be repeated on each side of the entryway. The form of the sign is appropriate but the size does not comply with the *Medway Design Review Guidelines* nor the Sign Regulation section of the *Zoning Bylaw*.
- The DRC does not recommend the additional free-standing street frontage sign proposed for the medical building. The DRC recommends that the information for this sign be incorporated into the main entry signs. The medical building is adjacent to the street and can have wall signage that will sufficiently mark its location. Specifics, like tenants, from the proposed secondary sign can be incorporated into the internal way finding signage.

By incorporating these recommendations as discussed, the general style of architecture and site design will reflect Medway's New England architectural style as detailed in the *Medway Design Review Guidelines*, and outlined in *The Master Plan*.

Sincerely,



Matthew Buckley  
Chairman