



Town of Medway

DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
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Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Tom Gay, Member
Rachel Walsh, Member
Mary Weafer, Member
Lisa Graves, Member

Approved: 4/25/16

Meeting Minutes: March 21, 2016
Medway Library, Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:01 p.m.

Attendees:

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

Resident Dan Hooper also attended the meeting.

Willows ARCPUD:

Chairman Buckley spoke with Dave Thompson, the landscape architect for the project, after last Wednesday's DRC meeting. Mr. Thompson attended last Wednesday's DRC meeting on behalf of the applicant. Chairman Buckley explained that during their conversation Mr. Thompson said that using evergreens as discussed wouldn't work in certain areas. Chairman Buckley said the Committee would be open to other alternatives as long as the density and height was retained to provide a significant screen in those areas. The applicant submitted a revised plan on March 17, 2016 (see attached). In the latest plan, all of the white pines and cedars were removed and replaced with smaller evergreens and shrubs. The trees that were discussed against the fence were reduced as well. There are no large trees proposed on the newest plans. The Committee said they were really disappointed with the newest plans and will submit a letter to the PEDB clearly explaining what they are trying to achieve on the eastern boundary. The Committee discussed the following:

- The Committee recommends 7 clusters of large trees between Narragansett and Massasoit. There is canopy but no existing understory in the area south of Narragansett Street to south of Massasoit Street where the proposed road bends toward the property line.
- They also recommend 3 to 5 similar clusters of large trees between Naumkeag Street and Iroquois Street.
- The Committee agreed that the clusters should contain 5-7 planted trees that are staggered both in placement and in height. The height of the trees should be between 8-12 feet tall.
- The DRC recommends using white pines, evergreens, and cedars. In addition, hemlocks are a good choice in shady areas where there is canopy but not a lot of understory.
- Interspersed on the shared property line on the east side of the swale the DRC recommends 6 groupings of hemlocks. There should be 3 hemlocks in each grouping between 8-12 feet tall. This is the area between Massasoit Street and Nipmuc Street following to Iroquois Street.

Chairman Buckley will finalize the letter and forward it to the PEDB prior to tomorrow night's PEDB meeting.

Fairway Acres Sign:

Resident Kathy Campbell of 8 Fairway Lane attended the meeting. She explained that she heard that there was an issue with the entry sign to their neighborhood. The sign was installed without a permit over a year ago. She said the area where the sign is installed is owned by the Town. She said it was overgrown and needed attention. The neighborhood came together and installed the sign and landscaped the area. She said they wrote to the Town prior to beginning the work and received an email from Dave D'Amico saying it was ok to install the sign.

Chairman Buckley explained that the DRC looks at design and is not the permitting body. The Committee explained the sign permitting process to Ms. Campbell and recommended that she follow-up with Building Inspector Jack Mee. Ms. Campbell said the police and fire departments have also looked at the sign to make sure it didn't block the line of site. The group also briefly discussed electronic signs and sandwich board signs.

Electronic Message Sign:

The Committee briefly discussed electronic message signs. The Committee viewed a sample that Lisa created and another sample that Dan Hooper found. The Committee discussed the importance of limiting certain elements like fonts and colors to keep the messages uniform and consistent. The Committee identified the following issues that still need to be discussed:

- How quickly the message changes.
- Who will be allowed to use the sign. Town Counsel needs to weigh in on this issue. The Bylaw will likely need to be revised to address this issue.
- Who will manage the sign and messaging.
- Who will create the templates and how many will there be.
- Will logos and graphics be allowed.
- The fonts and colors that can be used.
- The name of the monument sign and area.
- How the sign will tie into the new wall that is being built as part of the Route 109 project.

The Committee will continue this discussion at the next DRC meeting on April 4, 2016.

Action Items:

- Susy will schedule meeting with Schools about new DRG.
- Ms. Affleck-Childs will draft something for local sign companies about new DRG.
- Matt and Tom will work on presentation at Annual Town Meeting on bylaw article.
- 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 Chairman Buckley, seconded by Julie to adjourn at 9:07 p.m.

Respectfully Submitted,

Michelle Reed

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- WILLOW POND
- POND VIEW PAVILION
- WATERSIDE RUN
- Groups of small and medium eg shrubs** planted in existing woods to remain. Planting location to be selected at time of planting.
- 9 large street trees removed, 16 small multi-stemmed trees* proposed in their place on east side of fence, small eg shrubs** planted between them at select locations.
- Groups of small and medium eg shrubs** planted in existing woods to remain, planting location selected at time of planting.
- small eg shrubs** between trees
- 4 large street trees removed, 11 small multi-stemmed trees* proposed in their place on east side of fence, with small eg shrubs** planted between them at select locations.