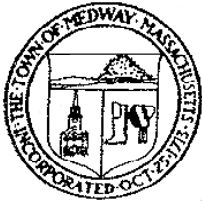


Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291



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

Approved: January 23, 2017

DRC Meeting Minutes: December 5th, 2016
Medway Library – 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chairman Buckley at 7:04 p.m.

Attendees:

	10/3/16	11/7/16	11/28/16	12/05/16	12/19/16
Matthew Buckley	X	X	X	X	
Julie Fallon	X	X	X	X	
Tom Gay	X	Absent with Notice	Absent with Notice	X	
Jessica Chabot	X	X	X	X	
Rachel Walsh		X	X	X	
Lisa Graves	Absent	Absent	Absent	Absent	
Rich Di Iulio (Alternate for PEDB)			X		

Planning & Economic Development Coordinator Susy Affleck-Childs, also attended the meeting.

The agenda for the DRC meeting included the following matters: discuss the proposed Timber Crest Estates residential development; discuss reports from DRC liaisons from other Town boards/committees; review previous DRC minutes; identify possible sign violations to report to the Building Inspector; discuss next steps for DRC report on LED Community Information Sign and other business as may come before the Committee.

Sign Violations:

The first possible violation - the Shell Station added an additional LED insert panel depicting diesel fuel. The second possible violation - the LED signs for the fuel pumps at Cumberland Farms. The application to install LED signs at the pump was approved by the town but, it is the changing characters and excessive brightness of the characters that the committee objects to. Committee members themselves did not formally review the application and felt the approval of

LED signs at gas pumps could be setting future precedence. Items to address are: brightness; eliminate changing characters (words, pictures); size of characters; colors; and differing character heights. Recommended submitting an amendment to zoning bylaws that specifically address LED signs.

Election of Officers

Nominations for DRC officer positions were: Rachel Walsh - Corresponding Secretary; Matt Buckley - Chairmen; Julie Fallon - Vice Chairperson. Jessica Chabot motioned to approve all three positions and Tom Gay seconded. The appointment of at least one more committee member and/or advisor remains open; new and former members will be considered. Selection criteria and members' attributes were discussed.

Timber Crest Estates Development

Committee members reviewed a letter written by the Planning and Economic Development Board to the ZBA which covered many of the concerns addressed during the previous DRC meeting. The letter addressed several items that were of interest to the committee such as density, topography and the need to remove some of the lots. It also questioned who would be managing the open spaces which are planned within the development. Committee members agreed to reinforce the Planning Board's issues that were within the DRC's purview in a letter to the ZBA. Chairman Buckley will draft that letter including any additional issues and circulate to committee members for editing.

Items the DRC will provide recommendations for or ask for clarification of (referencing the Town of Medway Design Review Guidelines, Section 4 Residential Zones, dated August 2015 when applicable) are as follows:

- *Buffering.* Anything visible from fronting streets (Holliston Street, Winthrop Street, and Fairway Lane) should be heavily buffered. Reinforce recommendation to install fencing along abutting neighbors. Elaborate on recommendation for buffering by specifying what type, how many, how deep, etc. and link it to the Design Guidelines. Section 4C (7)(g)
- *Density.* Size of lot in comparison to house being built on it. Reinforce recommendation to have street fronting lots be less dense. Consider moving some of the lots from the exterior of the development to the interior. Section 4
- *School Bus Stop.* Reduce the number of houses near the expected school bus stop locations (corners at Holliston and Winthrop). Due to the distance to bus stop it is anticipated that many parents will drive their children to the bus stop creating congestion and possible hazards. Reducing number of houses near the bus stop and adding some sort of open space would allow for short-term parking of cars and increase visibility of congregating children.

- *Design Shared Open Space.* A shared open space area should be provided on each side of development in the form of natural park areas, small pedestrian plaza, playground, etc. Address how residents would access the open spaces. Section 4C (6)(b)
- *Home Owners Association.* Is there a home owner's association planned?
- *House Foundation.* How much exposed house foundation will there be and does the water table impact that? Address need for screening (landscaping) to visually minimize exposed foundation.
- *No Cut Zone.* Impose a no cut zone around the perimeter of development, leaving trees and existing vegetation as much as possible.
- *Cul-de-Sac Islands.* Define what type of landscaping, if any will be in the islands.
- *Entry and Gateways.* Landscaping should be used to define site access Section 4C (7) (a, b, and h)
- *Entry Signage.* Provide signage that is functional and attractive for residential communities. Section 4E
- *Building Roof Forms.* Current roof plans do not portray a sense of New England village character and scale. Section 4D (4)
- *Detention Ponds.* All detention ponds should be of naturalized design.

Other Business: Evaluation of Parks, Fields and Recreational Areas Committee (EPFRAC) is holding several public input sessions for The Parks and Playgrounds Improvements Project. The project consists of a redesign for Choate Park, Cassidy Field, Middle School, and Oakland Park. The EPFRAC is currently reviewing site plans for those areas and could benefit from DRC input. Chairman Buckley will send Selectman D'Innocenzo, Chairman for the EPFRAC, an email stating the DRC's desire to be involved in design matters for the project.

Construction of the Medway Plaza sign is ready to be resumed. Susy contacted Building Commissioner Jack Mee stating that the DRC wants to see the revised sign arrangement prior to any fabrication of sign panels as well as the landscaping and lighting plan.

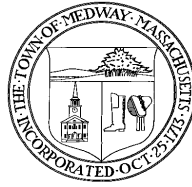
The redesign of several town parks under the Parks and Playground Improvement Project could possibly impact the placement of the LED informational sign discussed for Choate Park (DRC meeting 10/3/16). The Parks Projects could also include procurement of additional LED signs within their plan. The Town has several portable changeable electronic message boards being used for public safety messages. These message boards are often placed in residential areas and used for purposes other than public safety. Options and possible locations for new changeable message signs were discussed

Minutes: Minutes from November 28th were reviewed and edits recommended. They will be further revised, presented and reviewed at a subsequent meeting.

Adjournment:

With no further business before this committee, a motion was made by Jessica Chabot and seconded by Chairman Buckley to adjourn the meeting. The meeting was adjourned at 9:59 p.m.

Respectfully Submitted,
Cheryl Tennant
Meeting Secretary
Prepared from audio recording



TOWN OF MEDWAY
Planning & Economic Development
155 Village Street
Medway, Massachusetts 02053
508-533-3291

MEMORANDUM

November 4, 2016

TO: Medway Zoning Board of Appeals
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator on behalf of the
Medway Planning and Economic Development Board
RE: Timber Crest Estates – Revised Comprehensive Permit Plan

The Medway Planning and Economic Development Board and I have reviewed the revised Timber Crest Estates Comprehensive Permit Plan dated August 26, 2016, last revised September 26, 2016.

We offer the following comments/concerns with the proposal as presented. We would be pleased to have an opportunity to meet with the ZBA to review and discuss the items included in this communication.

General Comments

1. The revised plan shows 4 houses on a northerly extension of Fern Path. As noted in our previous letter to you in May 2016, Fern Path is not an accepted Town public way, nor is Redgate Drive on which one must drive to access Fern Path from Holliston Street, nor is the approximately 1200 linear foot segment of Howe Street which is closest to Fern Path. Until such time as those streets are accepted, if at all, the applicant/developer should be required to provide documentation that they have secured rights to use Howe Street, Redgate Drive and Fern Path to access this small 4 lot subdivision.
2. The *Chapter 40B Design Guidelines* published by the Mass Department of Housing and Community Development specify that comprehensive permit residential developments should be designed to take advantage of a site's natural topography and features. The Existing Conditions Sheet (#2 of 14) prepared by Outback Engineering shows the standard topography, utility lines/easements, and wetlands resources. However, it does not appear that other site features/elements such as significant trees, rock outcroppings, stone walls, and other natural features have been inventoried and mapped. Accordingly, it is uncertain whether the applicant has fully considered other key site features/elements in developing the site plan design for Timber Crest Estates. This broader scope of site feature identification and analysis has become standard practice in the creation of development plans and can be readily accomplished through review of orthographic images. Aerial images of Medway from April 2015 are available on the Town's web site at <https://www.mapsonline.net/medwayma/index.html>

3. **Buffers with Adjacent Neighborhoods** – Much of the proposed residential development is located a reasonable distance away from existing residences. However, we recommend that Lots 1 and 72 at the beginning of Road A off of Winthrop Street remain undeveloped and be used instead to provide an attractive entranceway into Timber Crest Estates from Winthrop Street, a Medway Scenic Road. Lot 73 should be eliminated to provide a more suitable buffer for the property at 21 Fairway Lane. Lot 85 should be eliminated to provide a more suitable buffer for the property at 167 Holliston Street and a more attractive entry to the development from Holliston Street. And Lot #153 should be eliminated to provide a more suitable buffer for the property at 163 Holliston Street. Further, we would recommend that the developer provide landscaping and/or fencing on the property at 106 Winthrop Street to provide the owner of that property with a buffer to the new development.
4. **Neighborhood Context** – The proposed density for Timber Crest is in strong contrast to the adjacent conventional subdivisions in the Agricultural Residential I zoning district with its minimum requirements of one acre in size and 180 feet of frontage. This is particularly noticeable in the western side of the development site closest to Winthrop Street (Road A) and the eastern side of the site closest to Holliston Street (Road F) where the proposed individual house lots are one eighth to one third of an acre in size and the standard setbacks are reduced by as much as 53%. Starting at Lots 2 and 71 and going easterly to Lots 4 and 69, we recommend that the lot size be increased to at least one half acre or more to better blend with the adjacent properties at 98 and 106 Winthrop Street. This would provide a more gradual transition from the rural character of Winthrop Street, a Medway Scenic Road, to the higher density area further into the subject site.
5. **Density** - The proposed small house lots and reduced setbacks will result in an appearance where some portions of the development will look overly dense on the site. 51% of the lots in the development are now shown to be under 10,000 sq. ft. in area. In the western subdivision portion of the site, there are 21 house lots under 10,000 sq. ft. in area. In the eastern subdivision portion of the site, there are 59 house lots under 10,000 sq. ft. in area. The smallest proposed parcel size is 4,973 sq. ft. NOTE – The smallest parcel size in the Fox Run Farm subdivision on Morningside Drive is 6,969 sq. ft.

The Board is concerned about the appearance of large homes on the smaller lots. To address this, the Board recommends that the smaller house lots be designated for the two-bedroom dwelling units and that the three-bedroom homes be allocated to the lots that are over 10,000 sq. ft. in size.

6. **Entrances to subdivisions** - The development plan and project description clearly indicate that Timber Crest Estates is “two separate independent neighborhoods”. There is no vehicular or pedestrian connectivity between the two areas. There is no shared vehicular access to the two sections. Because of this separateness, we recommend that each portion of the site be given its own individual neighborhood/development name. It is not unusual for newer subdivisions to have an attractive subdivision name sign at the entry to the development and property should be set aside for such at the Winthrop Street and Holliston Street entrances. There also needs to be a clearly designated bus-stop area at each entry as Medway school buses do not circulate within subdivisions. Lots 85, 1 & 72 should be eliminated to provide suitable space for neighborhood signs and bus stop gathering areas.

7. **Open Space** - There are five open space areas shown on the cover sheet of the revised plan set.
- Area #1 = 3.11 acres
 - Area #2 = 109.35 acres
 - Area #3 = 5.83 acres
 - Area #4 = .6 acres
 - Area #5 = 1.12 acres

These 5 parcels total just under 120 acres of open space, the vast majority of which is labeled as wetlands. It is unclear what the applicant's intentions are in terms of the future of these open space areas. There is no representation of eventual ownership, use, on-going maintenance responsibility, public access, etc. Does the applicant expect the Town/Conservation Commission to become stewards of these parcels? Has the applicant made overtures to any local land trusts? Do they envision that a neighborhood homeowners association will be established and be responsible for the open space. We strongly recommend that the applicant be asked to develop a plan for the ownership management of these open space parcels and present such to the ZBA for discussion.

8. **Parks and open space access** - Are any neighborhood pocket parks planned for this development? With such a large development, there would be great value in having a pedestrian accessible play area in each of the two sections of the site. Further, there is no evidence of any proposed pedestrian use of or access to the open space areas or between the two distinct areas of the development. The applicant should be asked to address pedestrian and bicycle accommodation in a complete manner and provide a detailed proposal for such.
9. **Historic structures** - The plans show 2 structures at 102 Winthrop Street and the project description indicates they are to be demolished. Please be advised that the house was constructed in 1842 and is subject to review by the Medway Historical Commission under Medway's Demolition Delay bylaw.
10. **Composition of Dwelling Units** – With the revised plan, 100% of the 157 proposed dwelling units are to be single family, detached, owner-occupied residences. This plan does not address Medway's housing needs. Medway needs a greater diversity of housing opportunities than what is proposed. We ask the ZBA to encourage the developer to revise the composition of housing units to include some rental units, both market rate and affordable. In particular, some senior rental housing is very much needed in Medway as noted in the Town's 2015 *Medway Housing Production Plan*. We ask the ZBA to recognize the validity and import of that plan and encourage the developer to work with the Medway Housing Authority and/or the Medway Affordable Housing Trust to consider developing a rental housing component to this development. This would provide a more varied distribution of housing types within Timber Crest and more directly address Medway's real housing needs.

REQUESTS for Waivers from the *Subdivision Rules and Regulations*

11. **Performance Security** - The applicant has requested relief from the entirety of Sections 5 (Procedure for Admission and Review of Subdivision Plans) and 6 (Subdivision Administration) of the *Subdivision Rules and Regulations*. Within these sections are the provisions regarding a developer's responsibility to provide performance guarantees (Section 5.20) as required by the Massachusetts Subdivision Control Law (G.L. Chapter 41, Section 81K – 81GG). This is an

obligation of every subdivision developer in every municipality throughout the Commonwealth. We do not believe the ZBA is authorized to waive state law. Section 6.6 of the *Subdivision Rules and Regulations* pertains to the Adjustment of Performance Guarantee. This entails switching over a subdivision covenant to another form of performance security such as a bond, cash deposit, or tri-party agreement. The Board strongly recommends that the ZBA not grant waivers to these two provisions and insist on suitable performance security throughout the entire construction process. Requiring appropriately substantial bond amounts (based on prevailing wage rates and with solid contingency percentage requirements) provides a strong incentive to the developer to remain engaged in the development through the end of the project.

12. **Construction Inspection** - The applicant has requested relief from Section 8 Administration of the *Subdivision Rules and Regulations* which includes provisions (Section 8.1.4) for collecting fees from the developer to retain an outside consultant to inspect the roadway/infrastructure construction. The PEDB strongly recommends the ZBA not waive this regulation and absolutely require that inspections occur of the infrastructure construction by outside professional engineering consultants. This is necessary to ensure that the infrastructure is constructed in accordance with the approved plan and is standard practice in all subdivision developments in Medway whether the intention is for the roadways and infrastructure to be publically or privately owned.
13. **Roadway ownership** – The applicant states that the site is to be developed as two subdivisions. It is not evident from the application whether the applicant plans for the subdivision roadways to become accepted Medway streets. If they are intended to be Town owned streets, the ZBA should hold the applicant to all of the requirements for the preparation of As-built and Street Acceptance plans as specified in Sections 6.7 and 6.8 of the *Subdivision Rules and Regulations*.
14. **Stormwater Management** – The applicant has requested waivers from the stormwater regulations included in Section 7.7 of the *Subdivision Rules and Regulations*, to be replaced by the State’s stormwater standards instead. Medway’s stormwater standards are more rigorous and we strongly recommend that they be adhered to in order to protect both Timber Crest residents and the abutting properties from damaging stormwater runoff.

Further, the ZBA and the applicant must determine who will ultimately be responsible for the operation and maintenance of the stormwater management system. Does the applicant expect the Town will assume that responsibility? Is the establishment of a neighborhood homeowners’ association contemplated? As shown, there are 3 separate drainage parcels plus drainage easements on 16 properties and on 4 of the open space parcels. Who and how will this be managed?

The applicant has also asked for a waiver from Section 7.7.2. p) of the *Subdivision Rules and Regulations* which prescribes that detention and retention basins and underground infiltration systems and any related drainage structures are to be located on separate parcels and shall not be included on individual house/building lots. The regulations also provide that limits of detention and retention basins and related structures shall not be closer than thirty feet (30’) from its lot/parcel line and any right-of way. The Board strongly advises against allowing stormwater basins on private house lots as homeowners generally are not aware of what they cannot do on that portion of their property. As noted above, the plan shows drainage easements on 16 properties.

15. **Landscaped Islands** – The applicant has requested a waiver from Section 7.9.6.e.1. of the *Subdivision Rules and Regulations* which requires 24’ diameter landscaped island. Instead, the

applicant proposes to provide other diameter islands and/or permeable pavement. The Board recommends that the ZBA maintain the requirement for landscaping in the ten islands shown on the plan as such serve as important visual enhancements to the neighborhoods, even if the size of the landscaped islands is reduced.

16. **Tree Planting** - The applicant has requested a waiver from the tree planting requirement of Section 7.19.2 of the *Subdivision Rules and Regulations* which requires that three street trees shall be planted per lot at 40' intervals. An alternative landscaping approach has not been provided. The plan set does not include any form of landscaping plan. Landscaping is a critically important feature in subdivision design and even more so in neighborhood with the density proposed. This is a matter of significant concern. Some level of street tree landscaping should be incorporated to enhance the visual quality of the neighborhoods. The ZBA should require the applicant to provide a suitable landscaping plan.
17. **Roadway Length** – We approximate the roadway length for the western subdivision portion of the development to be 2500 linear feet. This is a dead end street far in excess of the Town's 600 foot maximum dead end street length. The plan does show a secondary emergency access easement over 13 Ohlson Circle. However, the Board has concerns about this dead-end roadway length and the adequacy of access for safety and emergency vehicles. The applicant should be required to address all of the concerns of Fire Chief Lynch regarding the length of the dead end street and the adequacy of the roadways for the efficient access of emergency equipment to the single family subdivision section of the development. There are long term maintenance concerns as well. Who will be responsible for the upkeep and maintenance of that emergency access way?

Commonwealth's Sustainable Development Principles – The Board feels the proposed Timber Crest development does not meet many of the Commonwealth's Sustainable Development Principles as required under the 40B regulations. It is disappointing that Mass Housing does not

- a) *Concentrate Development and Mix Uses* – Although the proposed development offers higher density and multifamily uses, it does not utilize existing water/sewer infrastructure. The development is entirely new construction in a presently undeveloped area and does not include a mix of uses. It is 100% residential and all single-family detached houses for ownership. The location of the proposed neighborhoods is close to 2 miles away from existing commercial districts. This distance precludes the easy mixing of residential uses with the community's existing commercial, civic, cultural, educational and recreational uses which is widely viewed as a best practice for denser housing developments.
- b) *Protect Land and Ecosystems* – By its construction, this development would decrease the amount of open space that has historically been present in this part of Medway. There is no discussion as to how the open space is to be managed, used and made accessible to the public.
- c) *Expand Housing Opportunities* – The construction of 157 owner occupied dwelling units does not address Medway's housing needs, specifically the growing need for rental housing in Medway. It would be beneficial if a component of the development could provide rental housing opportunities, in particular for the elderly population. The applicant claims that the development expands the term of affordability but does not explain how. The Timber Crest site is not close to jobs, transit and other consumer services. Further, there are no

provisions proposed to outfit a portion of the units to provide options for the special needs and disabled populations.

- d) *Provide Transportation Choice* – The applicant acknowledges that the development site is 2 miles from existing commercial centers and a primary automobile travel corridor. This is not considered to be “in close proximity” to such services. Access to the site is completely dependent on private automobiles. There are no sidewalks on Holliston and Winthrop Streets; the site is not accessible to public transportation. Provisions for bicycle and pedestrian access for residents to existing commercial centers cannot be provided due to the limitations of the width of the Winthrop and Holliston Streets rights of way.
- e) *Increase Job and Business Opportunities* – The applicant asserts that the development project will provide construction jobs and that the residents who will live in Timber Crest are reasonably expected to support local businesses. Beyond that, it does not appear that this proposed residential development meets any of the other examples of this particular Sustainable Development Principle – permanent jobs; jobs near housing; housing near an employment center; expanded access to education, training or entrepreneurial opportunities; supporting natural resource businesses; reusing materials from an industry’s waste stream; supporting the manufacture of resource efficient materials; and supporting businesses that utilize locally produced resources.
- f) *Promote Clean Energy* – The use of Energy Star appliances and heating equipment has become almost standard in new home construction. The applicant’s intentions to use Energy Star appliances and heating equipment should not be considered as sufficient to claim that this development will meet the Commonwealth’s clean energy goals. There is no evidence of any plans to incorporate renewable energy sources, use recycled construction materials or employ water conservation measures. We encourage the ZBA to push for such measures. Some of the houses may be good candidates for rooftop solar installations.
- g) *Plan Regionally* – The proposed development with the planned 40 affordable dwelling units will provide additional housing opportunities for future owner occupants. In principle, that is a very good thing. However, there is growing evidence that communities in the southwest metropolitan Boston sub-region struggle with securing qualified, income eligible buyers for affordable, owner-occupied dwelling units and that is a concern of the Board for Timber Crest. The applicant claims that they will address barriers identified in a Regional Analysis of Impediments to Fair Housing, but does not specify how they will do so, what those barriers are, nor does the applicant refer to a specific publication or regional plan for guidance.

Thank you for the opportunity to comment on the revised Comprehensive Permit Plan for the proposed Timber Crest development.