

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, February 05, 2024

Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	Absent with Notice	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 7:05 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Janine Clifford, Jamie Ahlstedt.

Mr. Harris joined the meeting around 7:30PM.

Also present via Zoom:

- Jeremy Thompson- Planning and Economic Development Coordinator

Approval of DRC Meeting Minutes:

December 18, 2023-

Mr. Buckley made a motion to approve the minutes of the 12/18/2023 as amended, seconded by Ms. Clifford.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye

Jamie Ahlstedt - Aye

The motion passed.

January 08, 2024-

Ms. Clifford made a motion to approve the minutes of the 01/08/2024 DRC meeting as amended, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye

Jamie Ahlstedt – Aye

The motion passed.

January 22, 2024-

Ms. Clifford made a motion to approve the minutes of the 01/22/2024 DRC meeting as amended, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye

Jamie Ahlstedt – Aye

The motion passed.

OTHER BUSINESS

56 Summer Street (Mockingbird Lane) Update- There was general discussion about the status of the application. The latest revision includes reorienting the quadplex 180 degrees with the proposed garages facing the interior of the site and not Summer St. The location of the quadplex remains the same as in the original proposal. The revised set has not been submitted and the project will be on the Conservation Commission agenda for several items. The final plan set will be reviewed by the town consulting engineer and voted by PEDB on the site plan and special permit. The applicant is currently awaiting DRC letter and have no plans to come back to the DRC with revised plans for discussion. Mr. Buckley said the committee has spent a lot of time on the general site plan and have not provided feedback on the proposed building material, roof, siding, site amenities, landscaping plan, etc. He said these elements are usually reviewed and commented by the DRC. Mr. Buckley will draft the DRC recommendation letter for the project.

Luna's Flower Shop- Ms. Clifford stated that the pylon free-standing sign for Luna's Flower Shop is already installed. Mr. Thompson said that he's unaware of this action by the business owner and that has not received the application for sign discussion. He will be reporting this action it to the building department and ensure that the sign is removed.

Discussion of Residential Design Guidelines-

Mr. Thompson asked for clarification on this agenda item. He asked if the idea is to update specific sections of the DRC guidelines or to update it in its entirety. To a question on whether Oak Grove design guidelines need to be folded into the main DRC guidelines, members said that's a part of the goal. The existing guidelines have a lot of language geared towards the usage of first floor space as public-use only

in a mixed-use development. New sections need to be added for the mixed-use and multi family unit developments. There was some discussion on the existing guidelines where the multi-family units are combined with single family units in the residential section and the need to separate them. Dividing facades is a topic that tends to be vague in the current guidelines where revisions are necessary. Members also talked about the need to revise the guidelines to address proposals such as 56 Summer St. Mr. Thompson asked if the members want to present the idea to the select board and secure funds for the effort or to just seek funds through an eligible state grant. Members said DRC is an advisory board to the PEDB and that it provides the needed support to the Board in reviewing the proposals. They opined that the effort should be discussed with them and get support before going to the select board so the request can be presented in a unified manner.

With the new Oak Grove guidelines, members asked if there's any plan to update the by-law as well. Mr. Thompson said there's nothing planned for the May town meeting. Consensus was to update all sections of the DRC guidelines. Major take aways from today's discussion-

- Incorporate elements from the Oak Grove bylaw and distribute the language as appropriate among the existing sections.
- Create new section for mixed use developments.
- Revise the existing residential section of the guidelines for multi-family units.

Mr. Thompson will relay the ideas and the nature of the request to the PEDB. He will also find out more about the next steps in the process.

Approval of zoning districts for the MBTA communities' compliance Act should be completed by the end of 2024.

Discussion of potential second February meeting date-

There was discussion about scheduling a special meeting on Feb. 22nd to discuss sign design applications in case they are submitted.

MOBD Grant Update-

The timeline for the grant applications is May through June 2024. Mr. Thompson indicated he attended a webinar series for the One Stop For Growth application to learn more about the submittal process and how to assemble a successful application.

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

Roll Call Vote:

Matt Buckley- Aye

Janine Clifford- Aye

Jamie Ahlstedt- Aye

Tim Harris- Aye

The motion passed.

The meeting was adjourned at 8:30 p.m.

The next DRC meeting will be held on March 4, 2024.

Respectfully submitted,

Sreelatha Allam

Recording Secretary