

MEDWAY DESIGN REVIEW COMMITTEE – General Bylaw

APPROVED – May 9, 2016

Section 2.15 – Design Review Committee

- (a) **Establishment** - There shall be a Design Review Committee (DRC) consisting of at least five and up to seven voting members who reside in Medway and shall be sworn to the faithful performance of their duties. The DRC may also have up to three non-voting advisors who reside and/or work in Medway.
- (b) **Mission** - To serve the people of Medway in a capacity that openly, creatively and appropriately reviews site, building and sign design for private and public development. The DRC is tasked with serving as an advocate for the preservation and enhancement of Medway's natural, scenic and aesthetic qualities to achieve the pleasing composition of places within the context of the *Medway Master Plan*. The DRC works with the broad intention of maintaining and/or improving the quality of life, value of property and viability of commerce through the use of thoughtful and community-appropriate design practices as represented by the *Medway Design Review Guidelines*.
- (c) **Appointments** - DRC members and advisors shall be appointed by the Planning and Economic Development Board. Members shall serve two year staggered terms. Advisors shall serve one year terms.
- (d) **Composition**
 - 1. **Members** - The DRC shall include one member of the Planning and Economic Development Board. The majority of the remaining members should be design professionals with experience and/or training in architecture, landscape design, site design, graphic arts, graphic design, sign design, planning, environmental design, urban design or other suitable design professions. Other members may include individuals representing various business interests such as real estate, building trades, and local business organizations.
 - 2. **Advisors** – Advisors shall include individuals with particular design expertise who are able to provide periodic design consultation to the DRC in reviewing development permit applications and proposals.
- (e) **Responsibilities of the Design Review Committee**
 - 1. Assist and advise the Planning and Economic Development Board and its applicants, and other Town boards, committees and departments with regard to proposals, applications and plans for Town issued development permits.
 - 2. Serve as a design resource, providing site, building, landscape, signage, and graphic design expertise and assistance to Town boards, committees, and departments with regard to Town sponsored programs, proposals, capital improvement projects and municipal building projects.

3. The DRC's recommendations are advisory and may include suggestions for modifications to proposed designs, and/or conditions for approval of development proposals to be consistent with the *Medway Design Review Guidelines*.
 4. Perform other duties and responsibilities as may be specified by the *Medway Zoning Bylaw*, other Town bylaws, and various land use *Rules and Regulations* as may be requested by various Town boards, committees and departments.
 5. Assist and advise the Planning and Economic Development Board regarding possible amendments to its various *Rules and Regulations* and to the *Zoning Bylaw*.
 6. Promote and improve the use of the *Medway Design Review Guidelines* by both public and private entities. As needed, recommend changes and improvements to the *Design Review Guidelines* to the Planning and Economic Development Board.
- (f) **Design Review Guidelines** - In performing its work, the Design Review Committee shall be guided by the *Medway Master Plan* and by the *Medway Design Review Guidelines* as adopted by the Planning and Economic Development Board.