

Medway Oak Grove Zoning Task Force
Wednesday, February 6, 2019 at 7:00 pm
Medway Town Hall – Sanford Hall
155 Village Street
Medway, MA 02053

Members	Jessica Chabot	Andy Rodenhiser	Paul Yorkis	Matthew Hayes	Matt Buckley	Anthony Varrichione	Brian Cowan
Attendance	Absent with Notice	X	X	X	X	X	X

ALSO PRESENT:

Barbara J. Saint Andre, Director Community & Economic Development
 Susy Affleck Childs, Planning and Economic Development
 Amy Sutherland, Recording Secretary

The meeting of the Medway Oak Grove Zoning Task Force was called to order at 7:00 p.m. by Vice Chairman Matt Hayes.

Approval of Minutes:

January 23, 2019:

On a motion made by Paul Yorkis and seconded by Brian Cowan, the Oak Grove Zoning Task Force voted unanimously to approve the January 23, 2019 minutes from the Oak Grove Zoning Task Force meeting.

Review of draft Zoning Bylaw amendments for Oak Grove:

The Oak Grove Zoning Task Force continued its review of the draft Oak Grove Park Form-Based Zoning Amendments Package, Version 3.0 on page 37.

9.8 Density and Bulk Standards:

Subsection B, Density Bonus Requirements:

- The Task Force discussed why a density bonus should be provided for improvements that are required, such as sidewalks. It was suggested to take out subsections d & e, and provide density bonuses for subsection c only for pathways above and beyond the requirements.
- Subsection b. The Task Force wants to make sure that any land donated to the Town does not increase the maintenance responsibilities of the Town.
- It was agreed that the developer can negotiate any public benefits, and the list of examples is not necessary. The consensus was to keep the first sentence of subsection 2 and not include the listing a through g.
- Establish a ratio and a % designated as Public or Open space.
- Page 39, e. move the content to the beginning of Subsection 3 and amend the sentence at the end “The offer and commitment by an applicant”

- Make sure the minimum Density Bonus Requirements are clear in the initial requirements.
- The Planning and Economic Development Board (PEDB) is not able to waive the Bylaws but it can waive the *Site Plan Rules and Regulations*.
- Add something in the eligible public benefit improvements about affordable housing, trails, recreational spaces in the beginning statement.
- At the end of this process, developers would come to Medway Redevelopment Authority (MRA) to propose purchasing of various parcels. The MRA may have a letter of agreement to negotiate the deal which might include the applicant being responsible for constructing the parks. This would be an amenity. The larger common area would benefit the development and could host events. The town will not be maintaining the common or amenity areas.

9.9.B Oak Grove Park Village Center (OGVC)

- It was suggested under A. to split up the first paragraph after the word densities.
- Put in language about hospitality and hotel.
- Include a key which explains that P means allowed by right, N means not permitted, and SP means allowed by PEDB special permit.
- Recommended putting language in referencing the gateway from Rt. 495 etc....
- Make sure that all the terms are consistent throughout the document.
- Bay windows should not take sidewalk space. Concerned that a bay window may be a store front but the minimum width of the sidewalk needs to be maintained.
- The arcade would be like “Shoppers World” in Framingham. The definition on page 36 needs to be better defined. It is a balcony. The 12 foot height is confusing and this needs to be clarified. There was an explanation that the 12 feet is for height clearance. There should be illustrations to show what this is. Consensus is that an arcade should be permitted.
- The public frontage zone is the only place for a bay window.
- Change the arcade to “P” and not special permit.
- The arcade would need an easement since it is a covered sidewalk.
- There was a suggestion that a public way should be owned by Town and not private.
- There is nothing about sandwich boards in the existing *Zoning Bylaw*. The new Sign Bylaw will need to address this. There needs to be a definition.
- There was discussion whether to add another item #15, bus stop shelters. It was pointed out that this is not an outdoor amenity and is allowed by right within the Design of Streetscapes.
- General Industrial Developments should be N for not allowed.
- Headings should be corrected for various columns, and a comment added directing readers to Table 1 of the current *Zoning Bylaw*.

9.9.B Oak Grove Park Business Park (OGBP)

- Indicate that restaurants and supporting services are included. It was noted that this is allowed. Include language about this in the first paragraph.
- Gas stations are prohibited since we want the highest and best use of the land.
- Take out the word “underutilized.”

Public Outreach:

Member Yorkis provided a document with a list of the possible groups for the Task Force to meet with prior to the town meeting vote on the proposed Zoning Bylaw amendments. There were 22 committees and local groups noted. The Task Force discussed that it is extremely important to educate the public since a 2/3 Town Meeting vote is needed to approve the form-based code zoning amendments. Some of the suggestions for outreach included:

- Create a video and put this on cable.
- Have the Consultant hold a public forum.
- Have the Task Force attend the required PEDB public hearing to explain why this is needed.
- Gather the list of residents who attend the Town Meetings on a regular basis.
- Show the contrast of what the Oak Grove area could be if this zoning is not put in place.
- Indicate that this is a goal of the Master Plan.
- Get a commitment from the Fire Chief on the request of some residents of the adjacent residential neighborhood for a gate across Alder Street.

Action Items for next meeting:

- Further discussion about how to do the public outreach.
- Ted Brovitz will update the latest version.
- The Task Force will review the changes to the Use Table and Parking.
- Submit the whole package with revisions to the Task Force one week prior to the meeting. This meeting will be only for the Task Force and the following meeting will include the Consultant.

Future Meeting:

- March 6, 2019 at 7:00 p.m.

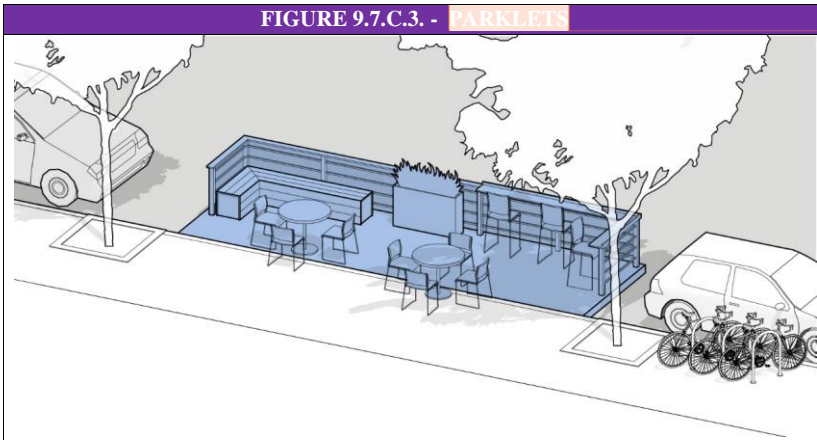
Adjourn:

On a motion made by Paul Yorkis, and seconded by Matt Buckley, the Oak Grove Zoning Task Force voted unanimously to adjourn the meeting at 9:20 p.m.

Respectfully Submitted,
Amy Sutherland
Recording Secretary

List of Documents Reviewed at Meeting

1. Oak Grove Park Form-Based Zoning Amendments Package, Version 3.0, pp. 37-45
2. Handout with list of possible groups for representatives of OGZTF to meet with



Commented [BSA60]: Please delete this Figure, consensus was we do not want these.

4. Pedestrian Passages.

- a. Pedestrian passages must connect off-street parking areas with the public sidewalk.
- ~~b. Pedestrian passages must be a minimum of eight feet wide. may be designed with a covered atrium providing continuous protection from the elements or as an open air passage between buildings.~~
- ~~c. Open air pedestrian passages must be at least ten feet in width, with a minimum eight foot wide paved walkway designed as a continuation of the sidewalks they connect, including materials and sidewalk furnishings.~~
- ~~d. A covered pedestrian passage must be at least twenty feet in width.~~
- ~~e. All pedestrian passages must be lighted using footlights, bollard lights, building lights, or street lights to provide for safety and visibility at night.~~

- 5. Signs. Building and site signs shall comply with the rules and regulations in Section 7.2 of the Medway Zoning Bylaw. The specific type of permitted signs and related design standards in Section 7.2.5, Tables 1-10 shall be applicable as identified in each of the ~~Form-Based Oak Grove Park~~ Districts.

Commented [BSA61]: Ted, this is as far as we went on 1/23/19

9.8 DENSITY AND BULK STANDARDS

A. Base Residential Density.

Buildings and Developments within ~~Form-Based Oak Grove Park~~ Districts shall be subject to the following density standards:

Commented [BSA62]: I would move this section up to be included with Section 9.4, which has the various design standards such as frontage, lot size, etc.

TABLE 9.8.A.1. - RESIDENTIAL DENSITY BY FORM-BASED ZONING DISTRICT

BUILDING TYPES	BY RIGHT/SPECIAL PERMIT UNITS PER 44,000 S.F.			
	OGVC	OGN	OGBP	RESERVE
Cottage (1 Detached SF Dwelling Unit)	N/A	8/16	N/A	
Single-Family Detached House (1 Dwelling Unit)	N/A	N/A	N/A	
Rowhouse House (1 Dwelling Unit)	12/16	12/16	N/A	
Multi-Family Building (3 or More Dwelling Units)	20/24	20/24	N/A	
Mixed-Use Buildings (Commercial and Multi-Family Units)	20/24	20/24	N/A	

Commented [BSA63]: These are all defined in Section 9.4.

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B. Density Bonus Requirements.

1. General Requirement. The PEDB may, by special permit, allow higher density up to the maximum established on Table 9.8.A.1. above if certain Public Benefit Improvements are made by the applicant that provide benefits to residents and businesses in the Development Tract as well as to the ~~Form-Based~~ Oak Grove Park Districts, and surrounding area. If sufficient Public Benefit Improvements are made, the PEDB shall make a written finding that the applicant will provide significant improvements providing a public benefit, in addition to those improvements necessary to meet the base density requirements of this bylaw.
2. Eligible Public Benefit Improvements. Public Benefit Improvements include on-site or off-site infrastructure improvements, streetscape improvements, open space or other amenities not otherwise required by any town board or agency, serving a public purpose, ~~to be constructed in an attractive, context sensitive, or pedestrian-oriented manner.~~ Some eligible improvements include the following:
 - a. Improvements to designated Civic ~~and~~ Park Nodes for the purpose of enhancing publicly controlled active or passive recreation in desirable locations within the ~~Form-Based~~ Oak Grove Districts, in addition to the Outdoor Amenity Space required by this bylaw.
 - b. Land acquisition or donation to the Town or a designated non-profit agency for the purpose of publicly accessible active or passive recreation in desirable locations within the Oak Grove Park Districts or surrounding area, in addition to the Outdoor Amenity Space required by this bylaw.
 - c. Sidewalks and pathways.
 - d. Streetscape improvements such as street trees and furnishings on public streets or contribution of land suitable for a public way or public streetscape improvements.
 - e. Public parking spaces and publicly-accessible parking facilities.
 - f. Additional affordable housing units above the number required by this bylaw.

f.g. Infrastructure improvements such as improvements to public water and sewer infrastructure in the Oak Grove Park District or surrounding area.

3. Approval of Density Bonus Improvements. In order to make this determination, the following are required:
- The applicant shall provide the PEDB with a written description of the intended improvements, the public benefit provided, significance to the Town, provision for maintenance if required, applicant's cost estimates, and a sketch plan showing the location and type, size and extent of improvements.
 - The PEDB may require a bond to cover the cost of any Public Benefit Improvements that will be constructed, or a binding agreement approved by Town Counsel, to remain in place until the improvements are completed to the satisfaction of the Town.
 - A specific time frame for the completion of all required off-site Public Benefit Improvements shall be incorporated as a condition of approval of the PEDB.
 - The applicant shall provide a list of all permits and approvals required relating to any proposed Public Benefit Improvements with the application. These approvals shall be obtained prior to approval of the development, unless an exception for good cause is explicitly authorized by the PEDB.
 - The PEDB shall be under no obligation to grant such density bonus and may determine, in its sole discretion, whether the offered improvements are sufficient in nature, scope, cost or otherwise, to justify such bonus. The offer and commitment by an applicant to provide all or any number of the above enumerated examples does not, in and of itself, justify or require the PEDB to grant such density bonus.

9.9 ~~FORM-BASED~~OAK GROVE PARK DISTRICTS

The development and design standards of Section 9 apply to the designated ~~Form-Based~~Oak Grove Park Districts listed below.

The purpose of this district is to create an attractive gateway from Route 109 by encouraging a broad range of commercial uses and a limited amount of residential and institutional uses at moderate densities, supported by attractive streetscape treatments and multi-modal transportation facilities including bus transit, sidewalks, and multipurpose trails ~~along the corridor within the~~ **OGVC** and connecting to other subdistricts in Oak Grove Park.



Commented [BSA64]: Or is this Building Interface?

Commented [BSA65]: See my comments above re. allowing intrusions over public ROW.

Commented [BSA66]: This is vague, there needs to be standards.

Commented [BSA67]: Are GRD, GID, and GCD defined or discussed elsewhere?

15.	Other Approved by	PEDB		SP				
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Commented [BSA68]: Same comment, what are the standards?

B. Oak Grove Park Business Park (OGBP)

The purpose of this district is to facilitate the **development and** redevelopment of underutilized parcels by promoting opportunities for small to large-scale businesses, including a broad range of commercial office, service, light industrial, and institutional uses that benefit from proximity to the Route 109 and Interstate 495, surrounding natural amenities, and neighborhoods. The district is envisioned to service a wide range of economic development from an incubator for business start-ups and entrepreneurial activities to large corporations.



1. BUILDING TYPES AND PROPERTY USE			3. BLDG INTERFACES ACTIVATION ENCROACHMENTS		
See Sections 5.4 and 9.4.; Table 1 and 9.4.C.1			See Sections 9.7.C.; Table 9.7.C.2		
1.	Single Family Detached House	N	1.	Sidewalk Dining Terrace	P
2.	Cottage	N	2.	Storefront Display	P
3.	Rowhouse	N	3.	Sandwich Board Sign	N
4.	Multi-Family Building	N	4.	Projecting Sign and Banner	P
5.	Hotel	N	5.	Awning	P
6.	General Commercial Building	P	6.	Balcony	N
7.	Mixed Use Building	N	7.	Bay Window	N
8.	Fabrication or Flex Building	P	8.	Arcade	N
9.	Civic or Community Building	SP			
10.	Gas Station and Convenience store	N			
11.	Other Approved by PEDB	SP			
2. OUTDOOR AMENITY SPACES			4. DEVELOPMENT TYPES		
See Sections 9.6.; Table 9.6.B.1.			See Section 9.5; Table 9.5.B.1.		
1.	Neighborhood Park or Preserve (CS, POPS)	P	1.	Pocket Neighborhood (PN)	N
2.	Common or Green (CS, POPS)	P	2.	Mixed Use Development (MUD)	N
3.	Recreation Athletic Field or Ball Court (CS, POPS)	P	3.	General Residential Development (GRD)	N
4.	Pathway (CS)	P	4.	General Industrial Development (GID)	P
5.	Pedestrian Passage (CS, POPS)	P	5.	General Comm. Development (GCD)	P
6.	Community Garden (CS, POPS, PS)	P			
7.	Forecourt (POPS, PS)	P			
8.	Courtyard (POPS, PS)	P			
9.	Plaza or Square (CS, POPS)	P			
10.	Pocket Park or Playground (CS, POPS, PS)	P			
11.	Outdoor Dining Terrace (POPS)	P			
12.	Rooftop Terrace or Garden (POPS, PS)	P			
			5. OTHER DESIGN STANDARDS SPECIFIC TO THE DISTRICT		

Commented [BSA69]: See comments above.

Commented [BSA70]: See comment above.

Commented [BSA71]: See comment above

13.	Private Yard and Garden (PS)	P			
14.	Dooryard	P			
15.	Other Approved by PEDB	SP			

Commented [BSA72]: See comments above

C. Oak Grove Neighborhood (OGN)

The purpose of this district is to facilitate the development of residential housing forms and patterns that take advantage of the natural attributes, proximity to primary travel corridors, and nearby village centers. This district is intended to include high quality housing for a variety of age groups, household types, and income ranges.



1. BUILDING TYPES AND PROPERTY USE			3. BLDG INTERFACES ACTIVATION ENCROACHMENTS		
See Sections 5.4 and 9.4.; Table 1 and Table 9.4.C.1			See Sections 9.7.C.; Table 9.7.C.2		
1.	Single-Family Detached House	N	1.	Sidewalk Dining Terrace	N
2.	Cottage	Y	2.	Storefront Display	N
3.	Rowhouse	Y	3.	Sandwich Board Sign	N
4.	Multi-Family Building	Y	4.	Projecting Sign and Banner	N
5.	Hotel	N	5.	Awning	P
6.	General Commercial Building	N	6.	Balcony	P
7.	Mixed Use Building	N	7.	Bay Window	P
8.	Fabrication/Flex Building	N	8.	Arcade	P
9.	Civic or Community Building	P			
10.	Gas Station and Convenience store	N			
11.	Other Approved by PEDB	N			
2. OUTDOOR AMENITY SPACES			4. DEVELOPMENT TYPES		
See Section 9.6.; Table 9.6.B.1			See Section 9.5; Table 9.5.B.1.		
1.	Neighborhood Park/ Preserve (CS, POPS)	P	1.	Pocket Neighborhood (PN)	P
2.	Common or Green (CS, POPS)	P	2.	Mixed Use Development (MUD)	N
3.	Athletic/Recreation Field or Ball Court (CS, POPS)	P	3.	General Residential Development (GRD)	P
4.	Pathway (CS)	P	4.	General Industrial Development (GID)	N
5.	Pedestrian Passage (CS, POPS)	P	5.	General Comm. Development (GCD)	N
6.	Community Garden (CS, POPS, PS)	P			
7.	Forecourt (POPS, PS)	P			
8.	Courtyard (POPS, PS)	P			
9.	Plaza or Square (CS, POPS)	P			
10.	Pocket Park or Playground (CS, POPS, PS)	P			
11.	Outdoor Dining Terrace (POPS)	N			
12.	Rooftop Terrace or Garden (POPS, PS)	P			
13.	Private Yard and Garden (PS)	P			
			5. OTHER DESIGN STANDARDS SPECIFIC TO THE DISTRICT		

Commented [BSA73]: See comments above

Commented [BSA74]: See comments above.

Commented [BSA75]: See comments above.

14.	Dooryard	P				
15.	Other Approved by PEDB	SP				

Commented [BSA76]: See comments above.

Possible groups to meet with not in a priority order other than the first four and last four. A power point would be presented with the handouts and Q and A. Potentially two committee members at each meeting to make presentations along with staff.

1. MRA
2. Planning Board
3. Zoning Board of Appeals
4. Economic Development Committee
5. Open Space Committee
6. Design Review Committee
7. Medway Business Council
8. Medway Historical Commission
9. Medway Housing Authority
10. Medway Affordable Housing Committee
11. Medway Youth Sports Group
12. Conservation Commission
13. Park Commission
14. Medway Cultural Council
15. Medway School Committee
16. Medway Council on Aging
17. Medway Democratic Town Committee
18. Medway Republican Town Committee
19. Medway Teachers Union
20. Medway Realtors
21. Medway Finance Committee
22. Medway Select Board

Work with Town Clerk's Office to identify town meeting attendees to see if there are other groups

Meet with the town department heads as a group to go over the plan and zoning