

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, March 04, 2024 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	Absent with Notice	Absent with Notice	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 7:02 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Janine Clifford, Tim Harris.

Also present via Zoom:

- Jeremy Thompson- Planning and Economic Development Coordinator
- John Marino (NHS Print), Paul & Luna (Business Owners) - Luna's Flower Shop
- Gary Allen- Potential DRC member

Sign Design Review: Luna's Flower Shop-

The business is located at 83 Main Street. Mr. Marino attended the meeting remotely to discuss the sign design. The proposed is a free-standing sign with a combination of PVC and AZAC with flat letters and two vertical posts installed in the ground. There will be some landscape around it (*see attached*). The sign will be printed on a 6 MM Aluminite panel. The top edge will be 60" and the bottom edge around 18" off the ground. Applicant has not submitted the landscaping plan and Mr. Buckley stated that it should be included. Mr. Thompson confirmed that the sign dimensions comply with the zoning bylaw. Spotlights will be used for illumination. LED lighting tape at the bottom side of the top edge of the panel was suggested. Members commented that lighting details should also be included in the plan. Mr. Thompson asked the applicant to update the first page of the application with lighting and landscaping plan (including plants list) with a rendering for building department review. PEDB recommended plants list will be shared with the applicant for landscaping ideas. Mr. Buckley suggested inserting the business address on the sign. The installation is expected to be done in April. Committee members liked the proposed design as submitted. DRC letter will be drafted by Ms. Clifford.

At the end of the topic, there was a brief discussion on review process and timelines for sign design applications. It was mentioned that DRC is required to review a sign application within 15 days of

submission, and a recommendation must be provided within 30 days. Otherwise, it's considered as approved for construction. It was discussed to potentially revise the bylaw to change the timeline to thirty days for DRC review and recommendation.

OTHER BUSINESS

Potential DRC member (Gary Allen)-

Thirty-year Medway resident, Mr. Allen attended the meeting remotely. He worked for Hewlett Packard for 25 years and recently retired. In his career, he ran multiple design groups. Mr. Allen expressed interest in contributing to the Committee and the town. Mr. Buckley provided brief background and workings of the Committee.

56 Summer Street (Mockingbird Lane)-

The public hearing 56 Summer St. is scheduled for March 12th. A site plan will be submitted for PEDB review. Applicant was asked to submit the revised architectural rendering for DRC review before the PEDB meeting. Mr. Buckley stated that for a special permit, the applicant is required to present the project and seek DRC recommendations before PEDB votes on it. He said DRC has not had the opportunity to review the lighting and landscaping plans for the project. Mr. Harris agreed to bring this up at the PEDB meeting.

To comply with the MBTA community zoning, there was discussion about Multifamily Housing Overlay District being replaced by MBTA Community law. The deadline for Medway is December 2024 as it falls under adjacent MBTA community category. There was some discussion on the requirements for the MBTA Communities compliance law. Discussion included the recent decisions made by Milton and Wrentham. Mr. Thompson provided an overview of the law and talked about the pros and cons. It will be voted at the May meeting and if it passes then the multifamily overlay zoning will be repealed at the November town meeting. Ms. Clifford suggested that both warrants should be presented at the May meeting. Mr. Thompson suggested doing a presentation on the MBTA Communities Compliance law at the next DRC meeting.

Based on the feedback received at the Feb 5th DRC meeting about the grant application(s) scope, Mr. Thompson reached out to a couple consultants to receive quotes. The numbers are expected to be in by the next DRC meeting. Mr. Thompson expressed confidence in securing the grants provided the application is written properly.

PEDB Update-

There's a PEDB Public Hearing on 03/26 for Battery Storage Plant which is part of the energy resource district expansion.

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 18, 2024.

Respectfully submitted,

Sreelatha Allam

Recording Secretary