

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 18, 2024** **Zoom (Remote) Meeting**

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	X	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 7:01 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Janine Clifford, Jessica Chabot, Jamie Ahlstedt, Tim Harris.

Also present via Zoom:

- Jeremy Thompson- Planning and Economic Development Coordinator
- Allen (Realty Executives), Chris Karentorti- 56 Summer Street

Approval of DRC Meeting Minutes-

February 05, 2024-

Mr. Buckley made a motion to approve the minutes of the 02/05/2024 as submitted, seconded by Mr. Harris.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye

Jamie Ahlstedt - Aye

Tim Harris- Aye

Jessica Chabot- Abstained

The motion passed.

February 26, 2024-

Mr. Buckley made a motion to approve the minutes of the 02/26/2024 as submitted, seconded by Ms. Clifford.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye
Jamie Ahlstedt – Aye
Tim Harris- Aye
Jessica Chabot- Abstained
The motion passed.

Project Review: 56 Summer Street –

The applicant attended the meeting remotely to present the revised site plan for 56 Summer Street. In the revised plan, the garages/driveways are located in the rear of the quadplex facing the site interior, with the stairs on the front side facing Summer Street. Applicant stated that all engineering aspects of the project have been vetted with the engineer. Everyone agreed that the quadplex is visually appealing with this change in the orientation. The applicant appreciated committee's input that made the project a better one overall. Five new options for front elevation design were considered and discussed with the members (*see attached*). Members discussed combining elements of two options and expressed their liking for Options #2 and #5. It was suggested to consider Option #5 at either ends and Option #2 in the middle of the quadplex. On a question about roof material, it was mentioned the design will have a standing seam metal roof. Ms. Clifford asked the applicant to consider other roof materials as CONCOM rejects metal roofs close to wetlands. She suggested using alternate materials such as fiberglass for the project. Ms. Chabot added the standing seam is prohibited in the bylaw. Applicant agreed to go with fiberglass option as suggested. To a question on front stairs, it was mentioned that they will be made of composite. The proposed grey and white color palette was viewed. Members asked that other color options should be considered for the exterior and suggested three options: cypress, castle stone, natural clay. Applicant is ok with the suggested options and agreed to revise the plans accordingly. To a question on proposed building lighting, it was mentioned that it will be mounted carriage style lights (not recessed) one each on the front door and the garage. 7' high LED lamp posts will be installed on the walking paths. A rendering of the lamp post will be submitted for DRC review tomorrow. Light fixtures will also be installed at the side of the structure. Roofing will be architectural asphalt shingles. Members went over the proposed landscaping plan. It was suggested to use plantings of different heights to provide effective screening. Mr. Torti stated the project meets CONCOM requirements for the number of trees (185). However, per PEDB site plan regulations, the project will be 100 trees short of meeting the requirements. The reason for the deficiency is to avoid planting trees too close to each other. Applicant is willing to make up for the deficiency by donating to the tree fund or planting trees in the adjacent parcel which is also owned by the applicant. There will not be any separate signage except for a street sign. There will be a bank of mailboxes for the entire complex. There was brief discussion about having a cut-out space for vehicles to drive by to pick up the mail. An option to move the location to the other side with adequate spacing was discussed. Two separate set of mailboxes -- one closer to the three rear duplexes was also discussed as an option. It was recommended to check the options with the postmaster as well. A design for the mailboxes will be included in the revised plan. Signage for snow areas is included in the design. A condo association will be responsible for common area maintenance and reporting requirements for CONCOM. Lighting, landscaping, exterior color palette, and mailboxes design will be included in the revised plans. The revised plan will be presented to CONCOM tomorrow and PEDB on March 25th. DRC letter will be drafted by Mr. Harris before the March 25th PEDB meeting.

OTHER BUSINESS

Discussion of potential second April meeting date-

Mr. Thompson stated that PEDB meeting agenda on 04/23 includes 39 Alder St project. Considering that the applicant is not ready for April 9th PEDB meeting, Mr. Thompson said they might not be ready for

April 1st DRC meeting as well. The next DRC meeting date falls on Patriot's Day (April 15th) which is an observed holiday. To accommodate the applicant to be able to present the project before the 04/23 PEDB meeting, committee agreed to meet on April 22nd to discuss the project.

PEDB Update-

Mr. Harris provided the update. At the last PEDB meeting MBTA Communities Compliance Act was discussed. There's a lot of concern from the community. He added the Board received negative feedback in response to a letter that was sent regarding eliminating existing multi-family zoning. Discussion ensued on the pros and cons of the MBTA zoning act. Due to the timing of the MBTA zoning act, committee agreed that it's critical to update the Design Review Guidelines for multi-family housing.

DRC member recruitment topic will be addressed at the next DRC meeting.

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

Roll Call Vote:

Matt Buckley- Aye

Janine Clifford- Aye

Jamie Ahlstedt- Aye

Tim Harris- Aye

Jessica Chabot-Aye

The motion passed.

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

The next DRC meeting will be held on April 22, 2024.

Respectfully submitted,
Sreelatha Allam
Recording Secretary