

**Town of Medway  
Zoning Board of Appeals Meeting  
Sanford Hall, Town Hall  
155 Village Street, Medway**

**MINUTES OF MEETING  
February 3, 2016**

David Cole, Chairman, called the meeting to order at 7:39 p.m. Attending Board members were Ms. Gould, Clerk, Mr. Kennedy, Mr. Arbeene, and Mr. White, Associate Member. Mr. Olsen was not present.

**Citizen Comments**

There were no members of the public that wished to make comments.

**Public Hearings**

There were no public hearings this evening.

**Review of proposed amendments to the Accessory Family Dwelling Unit Bylaw**

*The Board reviewed a document titled, Accessory Family Dwelling Unit, Possible DRAFT Amendments – 1/21/16.*

The Board reviewed and discussed the latest draft of amendments to the Accessory Family Dwelling Unit Bylaw. Ms. Mercandetti provided an overview of the further revisions made to the previous draft dated January 8, 2016 following the discussion and comments raised at the Board's meeting held on January 20, 2016.

The Board further discussed language with respect to location of an accessory family dwelling unit and if it should be expanded to two-family homes, the square footage allowed for the unit, and transfer of ownership. The Board provided some minor changes to be incorporated into a revised draft.

**Annual Report Submission**

*The Board reviewed a draft document titled, Report of the Zoning Board of Appeals.*

Ms. Mercandetti provided a draft report submission for the 2015 Annual Town Report. It gives background on the Zoning Board of Appeals, its roles and responsibilities, and the types of petitions the Board reviewed during the 2015 calendar year. There were no revisions or amendments made to the document. The consensus was to submit the report as drafted.

**Correspondence**

None.

**Approval of Minutes**

*A motion to approve the Minutes of the December 16, 2015 meeting as written was made by Mr. White, seconded by Mr. Arbeene and passed unanimously.*

*A motion to approve the Executive Session Minutes of the December 16, 2015 meeting as written was made by Mr. White, seconded by Mr. Arbeene and passed unanimously.*

*A motion to approve the Minutes of the January 20, 2016 meeting as amended was made by Mr. White, seconded by Mr. Kennedy and passed 3-0-2. Mr. Arbeene and Ms. Gould abstained as they were not present for the meeting.*

**Adjournment**

*A motion to adjourn was made by Mr. Arbeene and seconded by Mr. White and passed unanimously. The Board adjourned at 8:35p.m.*

Respectfully submitted,  
Stephanie Mercandetti  
Director, Community and Economic Development