



August 10, 2021

**Medway Planning & Economic Development Board
Meeting**

**Zoning Bylaw Amendments for
November Town Meeting**

- Draft amendments pertaining to outdoor dining
- Draft amendments – miscellaneous housekeeping items
- Draft amendments to allow CONSTRUCTION EQUIPMENT/MACHINERY SALES, LEASING, OR RENTALS in the West Industrial Zone
- Draft amendment to address battery storage systems within the Energy Resource District
- Excerpt of the Table of Uses. Jess Chabot has asked that the Board review all the allowed uses in the Energy Resource District
- Excerpt on Façade Improvement Review from Section 3.5.3 A. 4. NOTE – DRC has expressed interest in offering some refinements to the language of what construction activities are subject to Façade Improvement Review.

NOTE – Barbara Saint Andre will ZOOM in for this portion of the meeting to discuss some of the above noted proposed articles.

RELATED to the fall town meeting are 2 possible street acceptances – one for Marc Road and one for Newton Lane.

Outdoor Dining BJS draft 6.4.2021

Fall 2021 Special Town Meeting

Article : Site Plan Review and Parking for Outdoor Dining

To see if the Town will vote to amend the Zoning Bylaw, Site Plan Review, Section 3.5 by amending Sections 3.5.3.A.1 and Section 3.5.3.A.2; all other sections of Section 3.5 to remain as currently, and to amend Off-Street Parking and Loading, Section 7.1.1 (added language shown in **bold**):

3.5.3. Applicability

A. Site plan review shall apply to the following:

1. Major Site Plan Review:

- a. New construction or any alteration, reconstruction, renovation, and/or change in use of any multi-family, commercial, industrial, institutional, or municipal building or use which involves one or more of the following:
 - i. the addition of 2,500 square feet or more of gross floor area; or
 - ii. the addition of twenty or more new parking spaces
- b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of twenty or more new parking spaces.
- c. The redesign of the layout or configuration of an existing parking area of forty or more parking spaces, **except that any such redesign solely for the purpose of providing an area for outdoor dining for a restaurant on the premises shall instead be subject to Administrative Site Plan Review.**
- d. Construction of ground mounted solar photovoltaic installations of any size in any zoning district including solar canopy type systems in parking areas
- e. Removal, disturbance, and/or alteration of 20,000 square feet or more of existing impervious surface.

2. Minor Site Plan Review:

- a. New construction or any alteration, reconstruction, renovation, and/or change in use of any multi-family, commercial, industrial, institutional, or municipal building **or** use which is not subject to Major Site Plan Review but which involves one or more of the following:

- i. the addition of 1,000 to 2,499 square feet of gross floor area; or
- ii. the addition of ten or more but less than twenty new parking spaces
- b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of ten or more but less than twenty new parking spaces; or
- c. The redesign of the layout or configuration of an existing parking area of twenty to thirty-nine parking spaces, **except that any such redesign solely for the purpose of providing an area for outdoor dining for a restaurant on the premises shall instead be subject to Administrative Site Plan Review.**
- d. Any use or structure or expansion thereof exempt under Massachusetts G.L. c. 40A, § 3- only to the extent allowed by law.
- e. Removal, disturbance, and/or alteration of 10,000 to 19,999 square feet of impervious surface.
- f. Installation of a wireless communication facility as defined in Section 8.7 of this Zoning Bylaw.

And to Amend Section 7.1.1.J.3.c by adding the following sentence at the end:

“The Board may waive this requirement by a majority vote if the proposed reduction in parking is requested in order to accommodate an area for outdoor dining for a restaurant on the premises.”

or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

2021 FTM Housekeeping amendments BJS draft 6.4.2021

Article ____: To see if the Town will vote to amend the Zoning Bylaw

1. Amend Section 10.2.D.1 by combining subsections b and c, and re-lettering subsection d to c, so that it will read as follows:

Commented [BSA1]: Not sure if this change can be made under Section 1.7.

1. Purpose and Intent. The purpose and intent in applying parking standards in the Central Business District are as follows:
 - a. To improve walkability by minimizing sidewalk interruptions and conflict points between pedestrians, cyclist, and vehicles on Main Street and on site.
 - b. To ensure adequate parking for existing and new development while minimizing excessive and inefficient off-street parking areas that result in lost opportunities to develop new buildings that expand business and the tax base.
 - c. To encourage the use of public transportation, bicycling, and walking as an alternative to motor vehicle use when a choice of travel mode exists.

2. Amend Section 10.2.B.1 as follows:

B. Main Street Pedestrian Frontage Zone.

1. The Main Street Pedestrian Frontage Zone includes all properties **in the Central Business District** with frontage on Route 109 (Main Street). These frontages are prioritized for pedestrian-oriented ground floor uses. Buildings fronting on the designated Pedestrian Frontage Zone shall be subject to the following requirements:

Commented [BSA2]: This clarification was requested by Paul Yorkis.

3. And to Amend Section 3.5.5.J.4 as follows:

4. If proposed activity or use requires administrative site plan review and one or more special permits, the Planning and Economic Development Board shall serve as permit granting authority for all, **except special permits under Section 5.5 Nonconforming Uses and Structures.**

And to amend Section 3.4.H.2 as follows:

2. If proposed activity or use requires administrative site plan review ~~pursuant to Section 3.5 Site Plan Review~~ and one or more special permits, the Planning and Economic Development Board shall serve as permitting granting authority for all, **except special permits under Section 5.5 Nonconforming Uses and Structures.**

4. Add a new sentence to the beginning of Section 5.5.D as follows (new language in **bold**):

D. Nonconforming Uses: Pre-existing nonconforming structures or uses may be extended or altered, provided, that no such extension or alteration shall be permitted unless there is a finding by the Zoning Board of Appeals as the special permit granting authority that such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. The Zoning Board of Appeals may grant a special permit to change or substantially extend a nonconforming use only if it determines that such change or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.

Commented [BSA3]: This sentence is in chapter 40A, §6; should be added in here for clarity.

Or to act in any manner relating thereto.

DRAFT Proposed Zoning Bylaw Amendment
August 2, 2021 revision
Submitted by: Paul Yorkis

Proposed new permitted use in the WI zone:

CONSTRUCTION EQUIPMENT/MACHINERY SALES, LEASING, OR RENTALS

Proposed explanation of use:

This addition to the Schedule of Uses would allow for the use of any building, land area, or other premise principally for the sale, lease, or rental of new or used construction equipment or machinery, and including any related construction equipment or machinery preparation, warranty, or repair work conducted as an accessory use. Any outdoor storage associated with this use is subject to Section 7.1.3 Outdoor Storage of the Zoning Bylaw.

Addition to Section 2. Definitions

Proposed definition:

Construction Equipment/Machinery Sales: a facility that sells, leases, or rents any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, backhoes, bulldozers, compactors and rollers, cranes, derricks, ditchers, excavators, generators, graders, loaders, lulls, off-highway haulers, pavers, pile drivers, scrapers, tractors, trenchers and other material handling equipment.

Addition to Section 5.4 Schedule of Uses

E. Industrial and Related Uses, WI - Y

Draft – July 20, 2021 (bjs)

Article __

To see if the Town will vote to amend the Zoning Bylaw by revising Section 5.4, Table 1, Schedule of Uses, under E. Industrial and Related Uses, as follows (new text in bold):

TABLE 1: SCHEDULE OF USES													
	AR-I	AR-II	VR	CB	V C	NC	BI	EI	ER	WI	Form-Based Districts		
											OG VC	OG BP	OG N
E. INDUSTRIAL AND RELATED USES													
Electric Power Generation which includes large-scale ground-mounted solar photovoltaic installations with a rated capacity of 250 Kw (DC) or more and other Renewable Energy sources, but excluding battery energy storage facilities	N	N	N	N	N	N	N	N	Y	N	N	N	N
Small battery energy storage facility	N	N	N	N	N	N	N	N	PB	N	N	N	N
Other battery energy storage facility	N	N	N	N	N	N	N	N	N	N	N	N	N

And to amend Section 2, Definitions, to add a new definition:

Battery energy storage facility: A series of containers or cabinets containing batteries and related equipment designed to store electrical energy for periodic resale to the wholesale energy market and/or other customers on the electrical grid. This includes all accessory equipment necessary for energy storage, including, but not limited to, inverters, transformers, cooling equipment, switching gear, metering equipment, transmission tie-lines, other power interconnection facilities and/or a project substation.

Small battery energy storage facility: a battery energy storage facility with a capacity that does not exceed 25MW/50MWh.

or act in any manner relating thereto.

SECTION 5. USE REGULATIONS

5.1. GENERAL PROVISIONS

- A. No building or structure shall be erected and no building or structure, or land or water area shall be used for any purpose or in any manner except in accordance with this Zoning Bylaw.
- B. No building permit shall be issued for any use that is subject to Section 3.5 unless a site plan has been reviewed and approved in accordance with the requirements therein.
- C. **Accessory uses.**
 - 1. An accessory use shall not alter the character of the premises on which it is located or have an adverse impact on the surrounding area.

5.2. PROHIBITED USES

- A. Any use not listed in Section 5.4, Schedule of Uses, or otherwise allowable under the provisions of this Zoning Bylaw is prohibited.
- B. All uses that pose a present or potential hazard to human health, safety, welfare, or the environment through emission of smoke, particulate matter, noise or vibration, or through fire or explosive hazard, or glare are expressly prohibited in all zoning districts. In addition, the following uses are expressly prohibited in all zoning districts.
 - 1. Abattoir and commercial slaughtering;
 - 2. Manufacturing and storage of corrosive, poisonous or malodorous acids and chemicals;
 - 3. Cement, lime, gypsum and plaster-of-Paris manufacture;
 - 4. Fertilizer manufacture or fat rendering in manufacture of tallow, grease, and oils;
 - 5. Glue, size and gelatin manufacture;
 - 6. Petroleum and kerosene refining or distillation and derivation of by-products;
 - 7. Manufacture, use, storage, transport or treatment, disposal and/or processing of explosive, toxic or hazardous materials;
 - 8. Smelting and reduction of metals or ores;
 - 9. Asphalt plants;
 - 10. Concrete batch plants;
 - 11. Reclamation and reprocessing of asphalt and/or concrete;
 - 12. Lumber mills;
 - 13. Self-Storage facilities

(Added 5-9-16)

14. Any other use that produces disturbing or offensive noise, vibration, smoke, gas, fumes, odors, dust or other objectionable or hazardous features.

15. Bulk Storage

(Added 11-18-19)

No use variance shall be granted for any prohibited use set forth in this sub-section within any district in the Town of Medway,

- C. Mobile homes are prohibited, except that pursuant to Massachusetts G.L. c. 40A, Section 3, a mobile home or temporary manufactured home may be placed on the site of a residence destroyed by fire or natural disaster, for a period not to exceed twelve months while the residence is being rebuilt.

5.3. PERMITTED IN ALL DISTRICTS

The following uses are permitted in all districts:

- A. Federal government use
- B. State government uses to the extent that these Zoning Bylaws would prohibit the exercise of an essential government function.
- C. Uses to the extent protected or exempt pursuant to G.L. c. 40A, Section 3 or other state law.

5.4. SCHEDULE OF USES

Table 1 Legend:

Y: A use permitted by right

N: A prohibited use

SP: A use that may be allowed by special permit from the Zoning Board of Appeals

PB: A use that may be allowed by special permit from the PEDB

See SECTION 9 for additional use regulations applicable to the Oak Grove Park Zoning Districts

(Added 11-18-19)

TABLE 1: SCHEDULE OF USES

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OGVC	OGBP	OGN
A. Agriculture, Conservation, Recreation Uses													
Agriculture, excluding piggeries and fur farms on less than 5 acres of land, and excluding livestock on less than 44,000 sq. ft. of land.	Y	Y	N	N	N	N	N	N	N	N	N	N	Y
Poultry on less than 1 acre. Minimum lot size for poultry is 5,000 sq. ft. subject to Board of Health regulations.	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y
Commercial Greenhouse	SP	SP	N	N	N	Y	Y	N	N	N	N	PB	N
Nursery	SP	SP	N	N	N	Y	Y	N	N	N	N	N	N
Recreational facility	SP	SP	N	N	N	N	Y	Y	N	N	Y	Y	PB
Ski Area	SP	SP	N	N	N	N	N	N	N	N	N	N	N
Golf course	SP	SP	N	N	N	N	N	N	N	N	N	N	N
Livery riding stable	Y	Y	N	N	N	N	N	N	N	N	N	PB	PB
B. PUBLIC SERVICE													
Municipal use	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Public utility	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	N	N	N
C.RESIDENTIAL USES													
Detached single-family house <small>(Amended 5-7-17)</small>	Y	Y	Y	N	Y	N	N	N	N	N	N	N	Y ¹
Two-family house/duplex, provided that the exterior of the dwelling has the appearance of a single-family dwelling. <small>(Amended 5-7-17)</small>	N	SP	SP	N	N	N	N	N	N	N	N	N	N
Infill dwelling unit, subject to Section 8.1.	N	PB	PB	N	N	N	N	N	N	N	N	N	N
Open space residential development, subject to Section 8.4	PB	PB	N	N	N	N	N	N	N	N	N	N	N
Assisted living residence facility	PB	PB	N	N	N	N	N	N	N	N	PB	N	N
Adult retirement community planned unit development, subject to Section 8.5	PB	PB	N	N	N	N	N	N	N	N	N	N	N
Multi-Family Building, Apartment Building, and Multi-Family Developments <small>(Amended 11-18-19)</small>	Allowed by special permit from the Planning and Economic Development Board in the Multi-Family Overlay District (See Section 5.6.4) and the Medway Mill Conversion Subdistrict (See Section 5.6.2 E).										Y ²	N	Y

TABLE 1: SCHEDULE OF USES

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OGVC	OGBP	OGN
Mixed-Use Development subject to Section 5.4.1 (Amended 11-16-20)	N	N	N	PB	N	N	N	N	N	N	Y	Y	N
Long-term care facility	SP	SP	N	N	N	N	N	N	N	N	PB	N	PB
Accessory Uses													
Accessory family dwelling unit, subject to Section 8.2	SP	SP	SP	N	SP	N	N	N	N	N	N	N	N
Home-based business, subject to Section 8.3	Y	Y	Y	N	Y	N	N	N	N	N	Y	N	Y
Boathouse	Y	Y	N	N	N	N	N	N	N	N	N	N	N
Greenhouse	Y	Y	Y	N	N	N	N	N	N	N	Y	N	Y
D. BUSINESS USES													
Retail Trade													
Retail bakery (Added 11-16-15)	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Retail sales	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Retail store larger than 20,000 sq. ft.	N	N	N	SP	N	N	SP	N	N	N	PB	PB	N
Retail sales, outdoors	N	N	N	N	N	N	Y	N	N	N	N	PB	N
Shopping center/multi-tenant development	N	N	N	SP	N	SP	SP	N	N	N	PB	PB	N
Auto parts	N	N	N	N	N	N	Y	N	N	N	N	N	N
Florist	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Indoor sales of motor vehicles, trailers, boats, farm equipment, with accessory repair services and storage, but excluding auto body, welding, or soldering shop (Amended 11-16-20)	N	N	N	N	N	N	N	N	N	N	N	PB	N
Hospitality and Food Services													
Restaurant providing food within a building, which may include outdoor seating on an adjoining patio	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Restaurant providing live entertainment within a building, subject to license from the Board of Selectmen	N	N	N	Y	SP	SP	N	N	N	N	Y	Y	N
Brew pub	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N

TABLE 1: SCHEDULE OF USES

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OGVC	OGBP	OGN
Motel <i>(Amended 11-16-20)</i>	N	N	N	SP	N	N	N	N	N	Y	PB	PB	N
Hotel <i>(Amended 11-16-20)</i>	N	N	N	SP	N	N	N	N	N	Y	Y	Y	N
Bed and breakfast	SP	N	N	N	N	N	N	N	N	N	Y	N	PB
Inn	SP	SP	SP	SP	SP	N	N	N	N	N	Y	N	N
Cultural and Entertainment Uses													
Studio	N	N	SP	Y	Y	Y	N	N	N	N	Y	Y	N
Museum	N	N	N	Y	SP	SP	N	N	N	N	Y	PB	N
Movie theatre/cinema	N	N	N	SP	N	N	N	N	N	N	Y	PB	N
Gallery	N	N	N	Y	Y	Y	N	N	N	N	Y	PB	N
Commercial indoor amusement	N	N	N	SP	N	N	Y	Y	Y	Y	Y	Y	N
Professional Uses and Financial Services													
Financial institution	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Professional or business office	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Services													
Personal care service establishments	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Service establishment <i>(Amended 11-13-17)</i>	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Doggie day care	N	N	N	N	N	N	SP	N	N	N	N	Y	N
Repair shop	N	N	N	N	Y	Y	Y	SP	N	N	Y	Y	N
Furniture Repair	N	N	N	N	Y	Y	Y	SP	N	N	N	Y	N
Educational/instructional facility, commercial	N	N	N	Y	Y	Y	Y	Y	N	N	Y	PB	N
Funeral home	SP	SP	N	SP	Y	Y	Y	N	N	N	N	N	N
Veterinary hospital	SP	SP	N	N	N	Y	Y	N	N	N	N	PB	N
Kennel	SP	SP	SP	N	SP	N	SP	SP	N	N	N	PB	N
Medical office or clinic	N	N	N	Y	Y	Y	Y	N	N	N	Y	Y	N
Adult day care facility, subject to Section 8.5	PB	PB	N	N	N	N	N	N	N	N	N	N	N
Automotive Uses													
Vehicle fuel station with repair services	N	N	N	N	N	N	PB	N	N	N	N	N	N

TABLE 1: SCHEDULE OF USES

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OGVC	OGBP	OGN
Vehicle fuel station with car wash	N	N	N	N	N	N	PB	N	N	N	N	N	N
Car wash	N	N	N	N	N	N	PB	N	N	N	N	PB	N
Vehicle fuel station with convenience store	N	N	N	N	N	N	PB	N	N	N	PB	N	N
Vehicle repair	N	N	N	N	PB	N	PB	Y	N	N	N	Y	N
Auto body shop	N	N	N	N	N	N	PB	Y	N	N	N	Y	N
Parking Lot <i>(Added 11-16-20)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
Other Business Uses: Unclassified													
Adult uses	N	N	N	N	N	N	N	Y	N	N	N	N	N
Mixed-Use Development subject to Section 5.4.1 <i>(Added 11-16-20)</i>	N	N	N	PB	N	N	N	N	N	N	Y	Y	N
Accessory Uses													
Drive-through facility <i>(Amended 11-16-20)</i>	N	N	N	N	N	PB	PB	N	N	N	PB	PB	N
Outdoor display	N	N	N	SP	SP	SP	SP	N	N	N	Y	Y	N
Outdoor storage of materials and parking of vehicles and equipment associated with a business operated in a building on the premises, subject to Section 7.1.3 of the Zoning Bylaw. <i>(Amended 11-18-19)</i>	N	N	N	N	N	N	Y	Y	N	Y	N	PB	N
E. INDUSTRIAL AND RELATED USES													
Warehouse/distribution facility	N	N	N	N	N	Y	N	Y	Y	Y	N	PB	N
Wholesale bakery <i>(Added 11-16-15)</i>	N	N	N	N	N	N	N	Y	Y	Y	N	Y	N
Wholesale showroom or office, including warehouse	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Manufacturing <i>(Amended 5-8-17)</i>	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Light Manufacturing <i>(Added 5-8-17)</i>	N	N	N	N	N	Y	Y	Y	Y	Y	N	Y	N
Contractor's yard	N	N	N	N	N	N	Y	Y	N	N	N	PB	N
Research and development	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Brewery	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N

TABLE 1: SCHEDULE OF USES

	AR-I	AR-II	VR	CB	VC	NC	BI	EI	ER	WI	Form-Based Districts		
											OGVC	OGBP	OGN
Research and development and/or manufacturing of renewable energy products <i>(Amended 11-16-20)</i>	N	N	N	N	N	N	Y	Y	Y	Y	N	Y	N
Bulk Storage <i>(Added 11-18-19)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
Electric power generation which includes large-scale ground-mounted solar photovoltaic installations with a rated name plate capacity of 250 kW (DC) or more and other Renewable Energy sources. <i>(Amended 11-16-20)</i>	N	N	N	N	N	N	N	N	Y	N	N	N	N
Gravel/loam/sand or stone removal, commercial	N	N	N	N	N	N	N	N	N	N	N	N	N
Accessory Uses													
Outdoor storage of materials and parking of vehicles and equipment associated with a business operated in a building on the premises, subject to Section 7.1.3 of the Zoning Bylaw <i>(Amended 11-18-19)</i>	N	N	N	N	N	N	Y	Y	Y	Y	N	PB	N
F. INSTITUTIONAL USES													
Community center	SP	SP	SP	SP	SP	SP	SP	N	N	N	Y	PB	PB
Lodge or club	SP	SP	SP	N	N	N	N	N	N	N	Y	Y	N
G. MARIJUANA RELATED USES													
Recreational Marijuana Establishment <i>(Added 3-19-18 and amended 5-21-18)</i>	N	N	N	N	N	N	N	PB	N	PB	N	N	N
Recreational Marijuana Retailer <i>(Added 3-19-18 and amended 5-21-19)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
Recreational Marijuana Social Consumption Establishment <i>(Added 5-21-18)</i>	N	N	N	N	N	N	N	N	N	N	N	N	N
Registered Medical Marijuana Facility (Retail) <i>(Added 5-21-18)</i>	N	N	N	N	N	N	PB	N	N	N	N	N	N
Registered Medical Marijuana Facility (Non-retail) <i>(Added 5-21-18)</i>	N	N	N	N	N	N	N	PB	N	PB	N	N	N

Footnotes:

1. In the OGN District, detached single family homes are permitted if they meet the design standards for cottages under Section 9.4
2. In the OGVC District, multi-family dwellings and developments include rowhouses (attached single family units) which are subject to the design standards under Section 9.4

*NOTE –Table 1 was substantially amended at the 11-14-16 Town Meeting.
The Oak Grove uses were added at the 11-18-19 Town Meeting.*

Façade Improvement Review

Language from Zoning Bylaw as approved at the May 10, 2021 Town Meeting

Section 3.5 Site Plan Review

3.5.3 Applicability

A. Site plan review shall apply to the following:

1. Major Site Plan Review
2. Minor Site Plan Review
3. Administrative Site Plan Review
4. Façade Improvement Review.

4. Façade Improvement Review

a. Applicability. This section shall apply to exterior alteration, reconstruction, or renovation of any multi-family, commercial, industrial, or institutional building which is not subject to Major, Minor, or Administrative Site Plan Review, where such alteration, reconstruction or renovation will be visible from a street and will include any of the following:

- i) installation or replacement of awnings
- ii) change in a building's exterior surface material
- iii) rearrangement or addition of windows or doors
- iv) façade reconstruction or replacement

b. No building permit shall be issued for any exterior building alteration that is subject to this Section 3.5.3.A.4 unless an application for façade improvement review has been prepared in accordance with the requirements herein and unless such application has been reviewed by the Medway Design Review Committee and a written recommendation is provided to the Building Commissioner or the Design Review Committee has failed to act within thirty days as provided in Section 3.5.3.A.4.d.

c. Before filing for a building permit with the Building Commissioner for the activities specified in Section 3.5.3.A.4, a facade improvement review application shall first be filed with the Community and Economic Development office for review by the Medway Design Review Committee for compliance with the Medway Design Review Guidelines. The submittal of the application shall be in form and format as specified by the Design Review Committee.

d. The Design Review Committee shall meet with the applicant or its representative to review the proposed façade improvements within fifteen days of receipt of a complete façade improvement application (referred to herein as the application date) by the Community and Economic Development office. No later than thirty days from the application date, the Design Review Committee shall prepare and provide its written review letter with recommendations regarding the proposed façade improvements to the Building Commissioner. Failure of the Design Review Committee to act within said thirty days shall be deemed a lack of opposition thereto. These deadlines may be extended by mutual agreement of the Design Review Committee and the applicant.