

Board Members

Matt Buckley, Chair
Jessica Chabot, Vice Chair
Jamie Ahlstedt, Member
Mary Beamont, Member
Tim Harris, PEDB
Representative



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3291
Email: DRC@medwayma.gov
www.medwayma.gov

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS DESIGN REVIEW COMMITTEE

November 18, 2025

Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

RE: Project Review Letter: 39 West Street – Development Plan Application Review (MOD)

Dear Members of the Medway Planning and Economic Development Board,

The Design Review Committee [DRC] is pleased to provide a project review letter for the Development Plan Application before the Planning and Economic Development Board [PEDB] for the development proposal located at 39 West Street.

This letter serves to summarize meeting events, chronicle recommendation items expressed by the DRC to the applicant, and to indicate progress on those recommendation items. Text shown in **gray** represents information contained in previous correspondence while text shown in **black** represents new information. Recommendations from previous correspondence that were communicated in paragraph form have been reformatted in outline form for concision and clarity.

September 15, 2025:

The DRC reviewed the site plans, floor plans, and architectural renderings for the proposed development at 39 West Street. The applicant proposes a three-story, 24-unit residential building with sheltered parking provided at ground level; the north elevation includes several support columns that span from finished grade to the second story to achieve this parking configuration.

The DRC primarily examined the scale and massing of the proposed development as well as the lot layout and proposed site amenities. Based on the application submittal package, the DRC provided the following suggestions:

- Apply treatment to the south elevation that adds depth and breaks up the continuous horizontal plane
 - **10/22/25 Update: The applicant has submitted updated plans that incorporate this recommendation.**
- Consider site design approaches that could allow for additional parking spaces to accommodate visitors
 - **10/22/25 Update: The applicant has submitted updated plans that incorporate this recommendation.**

October 6, 2025:

Project engineer Daniel Romero, Hancock Associates, and architect Bob Boynton, Colwell Group, were present to discuss the revised site plans and architectural renderings for the proposed development at 39 West Street. The applicant applied treatment to the south elevation by adding false gables above each recessed second floor balcony, which protrude slightly beyond the roofline. This treatment method serves to break the continuous horizontal roofline and adds depth without encroaching beyond the side setback line. The committee was ultimately satisfied with the approach, given that their preference for cantilevering the balconies (mirroring that of the east elevation) would violate the side setback requirement of fifteen feet in the West Street subdistrict based on the proposed building location within the lot.



The applicant added two additional parking spaces to the site plan, without increasing the impervious footprint, which are intended for visitor parking. Four parking spaces were initially proposed, but two tandem spaces located towards the northwesterly property bounds were eliminated to satisfy requirements of the Conservation Commission.

Based on the application submittal package, the DRC provided the following suggestions:

- Consider adding or incorporating deciduous trees to the vegetative mix along the south elevation to provide more adequate screening and create more visual contrast
 - **11/18/25 Update: Tree plantings are in the purview of the Conservation Commission; the recommendation has been forwarded along**

Given the proposed density of the development proposal as it relates to the site's constraints, which include a significant presence of wetlands, the DRC remains concerned that findings from the Conservation Commission could substantially alter the site design and architectural elements of the project as proposed. Should any plan modification be filed with the PEDB after a decision has been rendered, the DRC remains interested in providing feedback on site design and architectural details.

Sincerely,

Matt Buckley
Chair

cc: Barbara Saint Andre, Director, Community and Economic Development
Jeremy Thompson, Planning and Economic Development Coordinator

Jon Ackley, Medway Building Commissioner
Bridget Graziano, Conservation Agent