

Medway Design Review Committee
155 Village Street, Medway, MA 02053
508-533-3291

DESIGN REVIEW COMMITTEE August 6, 2012

Member Attendance: Matt Buckley, Julie Fallon, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

Absent without notice: Bruce Hamblin

Non-members present: N/A

Location: Medway Public Library Conference Room

Notes:

- 7/9 minutes approved after minor changes
- Rod has an easel the DRC can use for meetings
- Susy is seeking a member of the Medway Business Council to become a member of the DRC
- A special DRC meeting is planned for next Monday to review welcome town signs and put presentation together for our work thus far on town seal

**Sign Design Review Follow up, Medway Historic District Signs,
Mark Wilcox, Medway Historical Society**

- Julie brought printed sign design changes, simplifying: district name in caps, National Historic District in title caps, and MEDWAY EST. 1988 in caps. smaller font at bottom
- Largest letters will be 2", smallest 1"
- Wednesday Mark will have a meeting where he'd like to show the group the updated sign design
- Mark likes the layout done by Julie
- Julie will e-mail Mark final Rabbit Hill and Medway Village layouts

Medway Community Signage Project, Susy Affleck-Childs

- A Community Signage Project Task Force has been formed of members from different town committees, with DRC's Matt
- The task force will:
 - Start the process of 'Welcome to Medway' signs by hiring a graphic designer
 - Determine how the money gets spent and how the sign(s) are designed
 - Will attend future DRC meeting for sign design review
- Welcome signs to be installed at 5 locations/gateways into Medway
- This will be just the beginning of a town signage plan, they will be implemented on town buildings and/or property as well
- Susy would like to have graphic designers on board this month
- Welcome to Medway signs will be installed by mid April 2013
- DRC to bring to next meeting ideas for a town welcoming sign

**Discussion with Gino Carlucci, PGC Associates and Susy Affleck-Childs, Planning and Economic Coordinator
on Sign Regulations – Zoning or General Bylaws?**

- Should the sign bylaws be taken out of Zoning Bylaws and brought into General Bylaws?
- Zoning Bylaws
 - Allows signs to be grandfathered in that are non-conforming
 - A sign permit is technically a building permit
 - Modifying a zoning bylaw would have to be a 2/3 vote at Town Meeting
- General Bylaws
 - Modifying a general bylaw would take place at Town Meeting by a majority vote
 - Some of the non-conforming signs can be removed by a date/deadline
 - The sign requires a sign permit, more provisions are allowed
- Our advisory role (of DRC) is sometimes not taken seriously, currently we are just suggesting, applicants don't have to take the DRC's recommendations
- It is up to the enforcer to take down any non-conforming signs
- Rachel suggested to get testimonials from past applicants
- Also, having before and after pictures to show examples of DRC's work
- Homework – DRC to look into other towns that have done this and are successful
- Susy suggested that the DRC look at the town of Dennis's Bylaws
- Karyl asked Gino to send the DRC a summary of the bylaws changes, pros and cons
- Karyl doesn't want the DRC to be held back on progressive thinking, we want to look into the future, a special permit can be allowed

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- Matt is concerned about LED and how to write it in the bylaws and regulate it
- The change would be voted on at the May 2013 town meeting

Medway Town Seal

- DRC is at a point to bring sketch ideas to Board of Selectman, to get approval to hire a graphic designer to bring this to the next level
- DRC will 1st present to Maryjane White, Town Clerk and Suzanne Kennedy, Town Administrator, to show them the DRC's process and concept options

Actions

- DRC to gather town welcome signs for next meeting
- Rachel to do LOR for Medway Historic District Signs

Adjournment

At 9:45 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer