



DESIGN REVIEW COMMITTEE

Town of Medway

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Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Rod MacLeod, Member
Karyl Spiller-Walsh, Member
Rachel Walsh, Member
Mary Weafer, Member

Approved: as revised 10/6/14

Meeting Minutes: September 22, 2014

Medway Library, 26 High Street, 1st Floor Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:05 p.m.

Attendees:

	9/8/14	9/22/14	10/6/14	10/20/14	11/3/14	11/17/14	12/1/14
Matthew Buckley	X	X					
Julie Fallon	X	X					
Karyl Spiller-Walsh	X	X					
Rod MacLeod	X	X					
Mary Weafer	X	X					
Rachel Walsh		X					

Discussion: The Committee discussed the positive feedback they have received on the new Cumberland Farms’ design.

1 He also reported that he met with the new Town Administrator Michael Boynton and Planning
2 and Economic Development Board Chairman Andy Rodenhiser last week to discuss the banners
3 that are hung over Route 109. The Committee would like an opportunity to review and provide
4 feedback on new banner designs. They also discussed how long banners should be left up and
5 how they should be affixed. The banners typically announce significant Town events. The
6 Committee then discussed if the Town needs a central location where they announce events and
7 display important information for residents. The Committee talked about possible locations and
8 what it should look like. The Committee thinks it is important to consider colors, fonts,
9 illumination, and size. Committee members will bring ideas to the next meeting.

10
11 **Sign Design Review – AllState Insurance:** Ellen Kennedy and Heather Dudko attended the
12 meeting to discuss their revised sign proposal for AllState Insurance that will be located at 74
13 Main Street. They met with the Committee in July to discuss one wall sign but they later learned
14 from Building Inspector John Emidy that they are allowed two wall signs. They also confirmed
15 that internal illumination is allowed. The Committee reviewed the new proposal and designs.
16 Ms. Kennedy confirmed that they will be using internal illumination but only the lettering and
17 logo will be lit. They plan to use a photocell sensor and timer. The Committee believes that
18 signs can only be lit from 7 a.m. to 11:00 p.m. but asked Ms. Kennedy to follow-up with John
19 Emidy on this. The Committee also reiterated their preference for external illumination but said
20 that it is ultimately up to the owner. The Committee said they are happy with the designs and
21 will issue Letters of Recommendation within 10 business days. Ms. Kennedy also confirmed
22 that they plan to fix the clapboards that are in disrepair on the building.

23
24 **Petition for Variance – Medway Shopping Center Sign:** The Committee reviewed and
25 discussed the Petition for Variance submitted by Attorney Bartlett on behalf of the owner of the
26 Medway Shopping Center. The owner is petitioning the Zoning Board of Appeals for a variance
27 to replace the current pylon sign with a larger sign. The existing sign does not conform to the
28 current design guidelines because it is grandfathered. The owner is asking to replace the sign
29 with one that is more than three times what is allowed by the current guidelines. The Committee
30 agreed that a lot of time and energy went in to creating the design guidelines and it is important
31 that everyone understand their purpose. Also, exceptions were already made to allow pad sites at
32 the location. The Committee agreed that the variance should not be granted. Chairman Buckley
33 and Karyl plan to attend the ZBA Meeting on October 1, 2014. Chairman Buckley will also
34 follow-up with the Planning and Economic Development Board Chairman Andy Rodenhiser and
35 provide a letter to the Zoning Board of Appeals' Chairman David Cole on the Committee's
36 position.

1 Chairman Buckley also reported that Building Inspector John Emidy is retiring. A replacement
2 has not been identified. Letters of Recommendation should continue to be sent to Suzy.

3
4 **Sign Design Review Application:** The Committee will review the application and forward their
5 comments to Chairman Buckley. Rachel said she will look at the form more in depth but thinks
6 that the date of the application should be added to the top of the form. Chairman Buckley said he
7 spoke to Suzy about creating a timeline and check list so that the process is clear to the applicant.
8 The Committee thinks it is imperative that the expectations are very clear to the applicant. They
9 are also aware that the application may need to be revised further once the bylaws are revised.

10
11 Karyl said that Judi Barrett is working on revising the Town's bylaws, including sections that
12 impact the Design Review Committee. Karyl said that the criteria under Special Permits are not
13 clear in the draft she reviewed. She will forward the draft to Chairman Buckley. Karyl has a
14 Planning and Economic Development Board meeting tomorrow night where this will be
15 discussed further. Chairman Buckley will also follow-up with Suzy on this matter. In addition,
16 he will follow-up with the Planning and Economic Development Board on the importance of
17 stressing that the DRC's process is objective.

18
19 **Action Items:**

- 20 • Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- 21 • Send comments to Matt on Sign Design Review Application draft.
- 22 • Matt will follow-up with Suzy on bylaw revisions, including the Special Permit and
23 Design Review sections. He would like to know where they are in the process.
- 24 • Michelle will print copies of the October 8, 2014 minutes for next meeting.
- 25 • Mary will forward the draft minutes to the Committee for their review.
- 26 • Matt will follow-up with Tom Gay on the Planning and Economic Development Board
27 meeting regarding the Tri-Valley Commons project.
- 28 • Ideas for a message board, including location, design, fonts, illumination etc.

29
30 **Schedule:** The next DRC meeting will be held on Monday, October 6, 2014 at 7:00 p.m. at the
31 Medway Public Library.

1 **Adjournment:** With no further business before this committee, a motion was made and
2 seconded to adjourn at 9:05 p.m.

3

4 Respectfully Submitted,

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7 Michelle Reed

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