



## DESIGN REVIEW COMMITTEE

Town of Medway

155 Village Street, Medway MA 02053

**Tel: (508) 533-3264**

**Fax.: (508) 533-3281**

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

**Approved: 11/3/14**

Meeting Minutes: October 20, 2014

Medway Library, 26 High Street, 1<sup>st</sup> 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	X	X			
Julie Fallon	X	X		X			
Karyl Spiller-Walsh	X	X	X				
Rod MacLeod	X	X	X				
Mary Weafer	X	X	X	X			
Rachel Walsh		X	X	X			

**Minutes:**

**Chairman Buckley moved that the Design Review Committee approve the August 18, 2014 minutes as written; Julie Fallon second; No discussion; All ayes 4-0-0.**

1 **Chairman Buckley moved that the Design Review Committee approve the October 6, 2014**  
2 **minutes as revised; Rachel Walsh second; No discussion; All ayes 4-0-0.**

3  
4 **Sign Design Review – Liscombe & Parella:**

5 John Parella attended the meeting to discuss the sign design for Liscombe & Parella, which will  
6 be located at 127A Main Street. This is the previous location of Classic Tile. Mr. Parella said he  
7 is planning to add a small wall sign to the left of the main entrance. Chairman Buckley asked  
8 him to consider a two-sided hanging sign, which will help with visibility and also compliment  
9 the building design. There will also be a monument sign. Mr. Parella said the sign will be PVC  
10 and there will be no external lighting. Once the Route 109 project is complete they will  
11 permanently install the monument sign and use granite posts. The Committee recommended  
12 decreasing the amount of space between Liscombe and Parella. They were also concerned with  
13 the light blue color of the ampersand and whether it would be visible. They asked Mr. Parella to  
14 review this aspect again and possibly consider moving the ampersand next to Liscombe. Mary  
15 Weafer recommended painting the main door the same blue as the sign to tie everything together.  
16 Mr. Parella said he may add a second wall sign facing the street at a later date. Rachel Walsh  
17 will draft the LOR and forward it to the Building Inspector.

18  
19 **Sign Design Application:**

20 The Committee reviewed and discussed the current letter that accompanies the sign design  
21 application. They discussed possible formats, including a F.A.Q. They agreed that it was very  
22 important to keep the letter positive, clear, and concise. The following items should be included:

- 23  
24
- A welcome.
  - An overview of the Committee and its purpose.
  - A reference to the Design Guidelines and the importance of reviewing them prior to  
27 designing a sign.
  - The process with a timeline.
- 28  
29

30 Julie Fallon said she will forward the members an electronic copy of the pamphlet that was  
31 designed several years ago. The original purpose of the pamphlet was to accompany the  
32 application. The Committee also needs to review the current bylaws to see how the process is  
33 explained. The Committee will discuss this further at the next meeting.

1 **Discussion – RFP for Design Consultant:**

2 The Committee needs to define the scope of services for the RFP for the design consultant. The  
3 Committee said they would like the consultant to rewrite and illustrate the guidelines and also  
4 create an online resource. The illustrations would demonstrate indigenous architecture so that it  
5 is clear to residents and applicants. The Committee also discussed possibly including a section  
6 that shows undesirable designs. The budget for this project is \$15,000. The Committee  
7 acknowledged that only so much can be done considering the budget. Susy Affleck-Childs will  
8 attend the next DRC meeting to discuss this matter further.

9  
10 Dan Hooper joined the meeting. Dan was part of the group that drafted the original Design  
11 Guidelines. Chairman Buckley said Mr. Hooper will be a good resource as they go through the  
12 process of updating the guidelines. Dan said it is important to see what other towns are doing  
13 and how it compares to Medway. Dan also reported that a new Building Inspector has been  
14 hired and starts at the beginning of December.

15  
16 In addition, the Committee discussed the difficulty defending the guidelines because they are not  
17 part of the Town’s bylaws.

18  
19 **Action Items:**

- 20 • Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- 21 • Michelle will print copies October 20, 2014 minutes for the next meeting.
- 22 • Ideas for a message board at Choate Park, including location, design, fonts, illumination  
23 etc.
- 24 • Rachel will do Letter of Recommendation for Liscombe & Parella, 72 Main Street.
- 25 • Julie will forward an electronic copy of informational pamphlet that was created several  
26 years ago. Committee members should review the pamphlet and generate ideas for  
27 discussion at next meeting.
- 28 • Committee members should review the current guidelines and note any areas that need  
29 clarification. This will help the Committee define the scope of services for the RFP.
- 30 • Chairman Buckley may contact Watertown for a copy of their RFP.

31  
32 **Schedule:**

33 The next DRC meeting will be held on Monday, November 3, 2014 at 7:00 p.m. at the Medway  
34 Public Library.

1  
2  
3  
4  
5  
6  
7  
8

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley and seconded by Julie Fallon to adjourn at 8:54 p.m.

Respectfully Submitted,

Michelle Reed