



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: 1/5/15

Meeting Minutes: December 15, 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 7:00 p.m.

Attendees:

	9/22/14	10/6/14	10/20/14	11/3/14	11/17/14	12/1/14	12/15/14
Matthew Buckley	X	X	X		X	X	X
Julie Fallon	X		X	X	X	X	X
Karyl Spiller-Walsh	X	X		X	X	X	X
Rod MacLeod	X	X		X	X	X	X
Mary Weafer	X	X	X	X	X		X
Rachel Walsh	X	X	X	X	X	X	

Planning and Economic Development Coordinator Susy Affleck-Childs also attended.

1 **Meeting Minutes:**

2 **Chairman Buckley moved that the Design Review Committee approve the December 1,**
3 **2014 meeting minutes as amended; Julie Fallon second; No discussion; 5-0-0.**

4
5 **Sign Design Discussion, Bill Healy, Medway Mill Antiques, 135 Main Street, Todd Allen,**
6 **building owner**

7 Bill Healy is relocating to a new location at Rabbit Hill 135 Main Street, from the Mill Building.
8 Only a portion of Rabbit Hill will be rented as retail space. There will be 8 tenant spaces. There
9 are 2 buildings, one with grey siding closer to the street and a brick red sided building set back
10 behind parking lot. Medway Mills will take up 2 tenant spaces on the 1st floor of the grey
11 building. DRC was pleased with the sign design, fonts used and colors. Julie suggested Rabbit
12 Hill, which is towards the bottom of the sign, stand out more. The Committee agreed to moving
13 Rabbit Hill to the top of the sign. Mr. Allen would like to make sign attractive. Mr. Allen met
14 with Dave D'Amico of the rt 109 committee, regarding curb cut to determine sign location. Mr.
15 Healy plans to add signage to the side entrance door.

16 Julie suggested black PVC posts, rather than white shown. Mr. Healy feels the black will get
17 dirty. Sign height to be 6' at center point. Matt commented on sign location, is it the best place
18 for the site? Matt suggested granite post for the sign. Mr. Allen will look into the cost of granite
19 posts. Mr. Healy commented that coming out of Cottage Street the sign could obstruct the view.
20 He also noted the building is 7' away from the street.

21 Mr. Allen said they may be adding a drive way/exit at the back of the building to exit on Cottage
22 Street for a safer exit.

23 Lighting for the sign will be shown at their next appointment.

24
25 **Request for Proposal, Design Review Guidelines:**

26 The Committee reviewed with Susy the Request for Proposal draft for the Design Review
27 Guidelines.

28 A committee will need to be formed to meet with the Design Consultant who is updating them to
29 review them. The committee will need to be made up of persons familiar with the current Design
30 Review Guidelines, possible members: Chairman Buckley, Susy, Dan Hooper and Craig.

31 Susy has a list of businesses to send the RFP. Susy asked members of the DRC to forward it on
32 to anyone they will feel is qualified.

33 Susy suggested Standard Industrial have its own section on thoughtful renovations.

34 The committee would like to see a list of the towns with a DRC and those without. Rod
35 suggested on making a map to see the correlation.

36

1 **Notes:**

2 The next Planning and Economic Development Board (P&EDB) meeting will be held on January
3 19th. Chairman Buckley will be doing a PowerPoint presentation of other town's Design
4 Guidelines and discuss how we can improve Medway's Design Review Guidelines.

5 Buckley asked if DRC members can attend because it is a holiday.

6 On January 21st is the next Medway Business Council Meeting. Julie will have sign application
7 process finished.

8 DRC discussed letter of complaint by an applicant at a prior Planning Board Meeting. The
9 discussion covered the perception of the DRC.

10

11 The next DRC meeting will be held on Monday, January 5, 2015 at 7:00 p.m. at the Medway
12 Public Library.

13

14 **Action Items:**

- 15 • Mary to send Matt list of DRC business appointments and agendas for the 2014 year
- 16 • Matt to submit to the Planning Board (in February) accomplishments for 2014, what the
17 DRC hopes to accomplish in 2015

18

19 **Adjournment:**

20 With no further business before this committee, a motion was made by Chairman Buckley,
21 seconded by Karyl Walsh to adjourn at 9:20 p.m.

22

23 Respectfully Submitted,

24

25 Mary Weafer

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