

Board Members

Matt Buckley, Chair
Janine Clifford, Vice Chair
Jamie Ahlstedt, Member
Tim Harris, Member
Jessica Chabot, Member



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TOWN OF MEDWAY **COMMONWEALTH OF MASSACHUSETTS** **DESIGN REVIEW COMMITTEE**

DRC Meeting Minutes **Monday, October 16, 2023** **26 High Street**

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	X	Absent with Notice	X

Pursuant to the provisions of Chapter 2 of the Acts of 2023, under which public bodies retain the option of holding open meetings and hearings remotely, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, Design Review Committee members participated remotely for this meeting. Access via Zoom was provided for public participation. All persons participated remotely in the meeting via Zoom.

At 7:01 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Matt Buckley, Janine Clifford, Jamie Ahlstedt, and Tim Harris.

Also present:

- Chris Swanson, Chris Auto & Truck
- Jeremy Thompson, Planning and Economic Development Coordinator
- Jonathan Ackley, Building Commissioner

Approval of DRC Meeting Minutes – September 18, 2023:

Ms. Chabot made a motion to approve the minutes of the 09/18/2023 DRC meeting as submitted, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley - Aye
Janine Clifford - Aye
Jess Chabot- Aye
Tim Harris- Aye
The motion passed.

Sign Design Review – Chris’ Auto and Truck –

The application is for one awning sign installation at 10 Lincoln St. A question was raised whether awnings with signs are allowed per the bylaw and the response was yes. Mr. Thompson clarified there are two applications per the bylaw since its technically considered a projecting sign. The applicant is allowed a façade sign but has opted for awning sign as it’s less invasive. Business owner, Mr. Swanson confirmed that there’s no business logo and that the awning will just have “Chris Auto & Truck” sign with the phone number included. Ms. Chabot commented that Planning Board has reviewed the site plan for the project. Members liked the sign design as presented and will issue a letter of recommendation to the building department. While replacing the old sign with the new, suggestion was made to ensure façade ghosting is mitigated with power washing. Ms. Chabot will draft the DRC letter.

OTHER BUSINESS

Discussion with Building Commissioner John Ackley-

Mr. Ackley met the DRC members. He has been with Medway Building department for about a year. Mr. Buckley explained that the committee members in the past would meet with the Building Inspector periodically to discuss matters related to various applications, design guidelines, bylaws, compliance, sign violations, temporary signs, etc. During the discussion, instances related to illegal temporary signs; sign violations were brought up. Mr. Ackley said maintaining a good professional relationship with the business owners is critical as his office interacts with them several times in the process. His office pursues complaints/ issues that’re brought to their attention. Staying within the bylaw requirements, discretionary decisions are sometimes taken on a case-by-case basis. He currently has two full time staff- Assistant Building Inspector, and Code Compliance Officer actively enforcing compliance. Enforcement is mostly complaint based whether it’s from the town offices and/ or the abutters. He mentioned that town of Norfolk recently handled bylaw updates which were geared towards a softer approach with small business owners. His office starts with a soft approach before enforcing the bylaw(s). There was brief discussion on food trucks, and it was mentioned that they need to be approved by the select board through a special permit process. Examples where businesses install signs before DRC review was discussed and Master’s Touch was referenced. Mr. Ackley brought up a minor issue regarding DRC approved signs that end up not being zone compliant. He suggested establishing a system where the applicant doesn’t have to come back to the committee due to significant changes in the design that complies with the zoning bylaws. He talked about inserting some fields in the DRC application(s) requiring base zoning approval is currently in discussion with Mr. Thompson. Ms. Chabot talked about Ms. Affleck-Childs reviewing and combing through each application including the zoning bylaw compliance. She provided her preliminary recommendations/ summary and shared it with the committee. Everyone opined that the process worked, and that the committee was made aware of items they should be focusing on when the application is discussed. Mr. Ackley and Mr. Thompson will do a quick review of the application(s) before moving along them in the process for approvals.

-Discussion continued about outside storage for businesses. It was stated that it's part of special permit process and timelines included in the document. The storage is allowed in front of the business but not on the sidewalk(s). Propane storage matters come under fire department jurisdiction.

-Enforcing DRC recommendations post approval(s) was discussed, and some recent examples were discussed. Response was that it's a recommendation and there's no way to enforce it if its not a requirement or in the zoning bylaw.

-There was discussion about adding language regards to old sign material(s) removal in the zoning bylaws.

-Non-compliant lighting around town was discussed.

Mr. Ackley asked that any non-compliant matters can be brought to his office's attention via email so needed action can be taken.

Ms. Chabot made motion to adjourn the meeting, seconded by Ms. Clifford.

Roll Call Vote:

Matt Buckley- Aye

Janine Clifford – Aye

Tim Harris- Aye

The motion passed.

The meeting was adjourned at 8:05 p.m.

The next DRC meeting will be held on November 06, 2023.

Respectfully submitted,

Sreelatha Allam

Recording Secretary