



Town of Medway  
**DESIGN REVIEW COMMITTEE**  
 155 Village Street, Medway MA 02053  
 (508) 533-3291

## DRC Meeting Minutes: Monday, October 04, 2021 Zoom (Remote) Meeting

**Call to Order:** – With a quorum present, this remote meeting was called to order by DRC Chair Mr. Buckley at 7:04 p.m.

**Attendees:**

	<b>07/19/2021</b>	<b>08/30/2021</b>	<b>10/04/2021</b>		
Matthew Buckley	Absent with Notice	X	X		
Jessica Chabot	Absent with Notice	X	Absent with Notice		
Tom Gay	X	Absent with Notice	X		
Rachel Walsh	Absent with Notice	Absent with Notice	Absent with Notice		
Dan Connolly	X	X	Absent with Notice		
Alex Siekierski	X	Absent with Notice	X		
Janine Clifford	X	X	X		

Present via ZOOM

- Sreelatha Allam, Recording Secretary
- Cam Afonso, Signs by Cam, Inc.

**Approval of DRC Meeting Minutes**

**06-07-2021 Meeting:**

A motion was made by Mr. Buckley to approve the minutes of 06/07/2021 as submitted, seconded by Mr. Siekierski.

*Roll Call Vote:*

*Matt Buckley- Aye*

*Tom Gay- Aye*

*Alex Siekierski – Aye*

*Janine Clifford- Aye*

*The motion passed.*

**07-19-2021 Meeting:**

A motion was made by Mr. Gay to approve the minutes of 07/19/2021 as submitted, seconded by Mr. Buckley.

*Roll Call Vote:*

*Matt Buckley- Aye*

*Tom Gay- Aye*

*Alex Siekierski – Aye*

*Janine Clifford- Aye*

*The motion passed.*

**08-30-2021 Meeting:**

A motion was made by Mr. Buckley to approve the minutes of 08/30/2021 as submitted, seconded by Ms. Clifford. Mr. Siekierski abstained.

*Roll Call Vote:*

*Matt Buckley- Aye*

*Tom Gay- Aye*

*Janine Clifford- Aye*

*The motion passed.*

**Sign Design Review – Charles River Pollution Control District, 66 Village Street**

Mr. Cam Afonso attended the meeting to discuss the sign design for the “Charles River Pollution Control District”. **See attached.** The proposed sign is a double-sided carved urethane sign with 23k gold leaf and granite posts on either side. The existing aluminum sign was installed almost 25 years ago. The new sign will be 12’ off the road with boxwood bushes planted around. Phlox was suggested as an option for a flowering plant. The sign will not be illuminated at this time. Members liked the sign design as submitted and commented on the attractive colors and design.

**Discuss recently approved Façade Improvement Review provisions of the Zoning Bylaw including draft application form, submittal requirements, public information, and outreach ideas**

**See attached draft.** Mr. Siekierski indicated he had reviewed the application document sometime back and had provided comments to Ms. Affleck-Childs. He was not sure if his comments were included in the application form. Ms. Clifford confirmed that information related to drawings requirements, website, cut sheets, info on materials, colors, and lighting are included on the application. Mr. Gay said the form is consistent with other applications the planning office goes through and suggested that the process should begin if DRC members are satisfied with the content.

*A motion was made by Mr. Buckley to accept the proposed revised façade improvements application as submitted, seconded by Mr. Gay.*

*Roll Call Vote:*

*Matt Buckley- Aye*

*Tom Gay- Aye*

*Alex Siekierski- Aye*

*Janine Clifford- Aye*

*The motion passed.*

**Discussion on DRC membership and Committee Reorganization and Election of Officers (chair and vice-chair)**

There was some discussion on actively recruiting DRC members soon to bring the Committee to full capacity. It was discussed that Mr. Connolly and Ms. Walsh will potentially leave the Committee due to personal commitments. After some discussion, motions were made to elect the DRC officers.

*A motion was made by Ms. Clifford to nominate Mr. Buckley as DRC chair, seconded by Mr. Gay.*

*Roll Call Vote:*

*Tom Gay- Aye*

*Alex Siekierski - Aye*

*Janine Clifford- Aye*

*The motion passed.*

**A motion was made by Mr. Buckley to nominate Mr. Siekierski as DRC Vice Chair, seconded by Ms. Clifford.**

*Roll Call Vote:*

*Matt Buckley- Aye*

*Tom Gay- Aye*

*Janine Clifford- Aye*

*The motion passed.*

**Action Items**

None.

**Other business as may come before the Committee**

There was some brief discussion about businesses using window signs. Members acknowledged the issues that potentially come up while enforcing the sign by-law. Since the businesses are avoiding the sign by-law requirements, Ms. Clifford alluded to potentially removing the current

language and replacing it with descriptive language that allows window signs. Members were open to the suggestion and talked about the complexities involved in drafting and enforcing the by-law.

### **Adjournment**

**Motion was made by Mr. Buckley to adjourn the meeting, seconded by Mr. Siekierski.**

***Roll Call Vote:***

***Matt Buckley- Aye***

***Tom Gay- Aye***

***Alex Siekierski - Aye***

***Janine Clifford- Aye***

***The motion passed.***

**The meeting was adjourned at 7:57 p.m.**

Respectfully Submitted,

Sreelatha Allam

Recording Secretary



**Medway Design Review Committee (DRC)**  
***Application for Sign Design Review***

**Medway Location/Address** where the sign will be installed: \_\_\_\_\_  
What is the interior width of the storefront? \_\_\_\_\_

**Building/Development Name:** (if applicable): \_\_\_\_\_

**Medway Zoning District:** \_\_\_\_\_

**Applicable Sign Standard Table** (from Medway Zoning Bylaw) Table # \_\_\_\_\_.

**Applicant Information** (Local Medway business establishment where the sign is to be installed)

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

**Type of Proposed Signs** – For sign definitions, refer to *Medway Zoning Bylaw (Section 7.2 Signs Regulation)*. The *Medway Zoning Bylaw* is available online at: [www.townofmedway.org](http://www.townofmedway.org).

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Sign Height	Type of Illumination (internal, external or none)
Wall/Façade Sign					
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign					
Window Sign					
Other Type of Sign (Describe)					

**Attach the following items to this form. pdf format is requested for the application form and all attachments. Please email application and documents to [sachilds@townofmedway.org](mailto:sachilds@townofmedway.org)**

- \_\_\_\_\_ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination.
- \_\_\_\_\_ 2. For a wall sign, a scaled image showing the sign's position on the building.
- \_\_\_\_\_ 3. Landscaping Plan and Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- \_\_\_\_\_ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.
- \_\_\_\_\_ 5. Color drawing of corporate logo (if applicable).
- \_\_\_\_\_ 6. Color photograph of similar/comparable sign on which your sign design is based.
- \_\_\_\_\_ 7. A letter or other descriptive or explanatory information you want to provide to the DRC.

**Does this application pertain to a completely new sign?**

☐ Yes ☐ No (If NO, please include photos/info of the existing sign you are modifying)

**Does this application pertain to a replacement panel for an existing sign structure?**

☐ Yes (If yes, please include photos/info of the existing sign) ☐ No

**If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?**

☐ Yes ☐ No ☐ Don't Know

**Does your lease require the property owner's approval of your sign?**

☐ Yes ☐ No ☐ Not applicable

**Sign Designer/Fabricator/Installer Information**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Property Owner Information**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Proposed sign designs are reviewed by the Medway Design Review Committee (DRC).**

**The business owner and sign designer/fabricator must attend the DRC meeting.**

**The DRC generally meets on the first & third Monday night of each month at 7 p.m.  
at the Medway Library, 26 High ST.**

*(DRC meeting agendas are posted at the Town's web page at [www.townofmedway.org](http://www.townofmedway.org))*

**An Application for Sign Design Review and all supporting information must be submitted  
to the Medway Planning office by 12 noon on the Wednesday before a DRC meeting.**

**Please submit this application form and all attachments as follows:**

Email: [sachilds@townofmedway.org](mailto:sachilds@townofmedway.org) **PREFERRED**

Fax: 508-321-4987

Mail: Design Review Committee  
c/o Medway Planning office  
155 Village Street, Medway, MA 02053

Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street

Phone: 508-533-3291

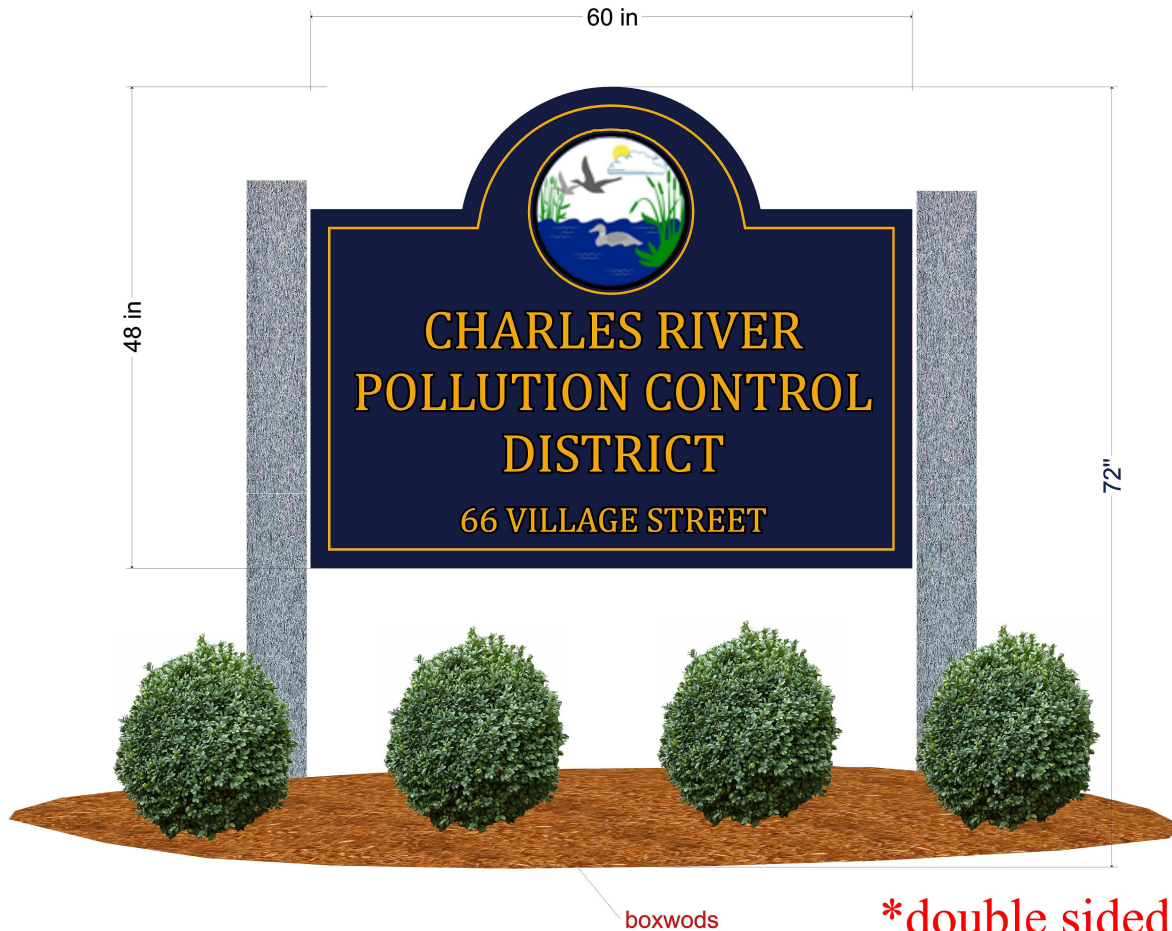
**Applicants and sign designers should read the Sign Guidelines included in the  
Medway Design Review Guidelines before developing a sign design.**

<http://www.townofmedway.org/design-review-committee/pages/sign-design-review>

**Sign designs should be developed in accordance with the Sign Design Guidelines.**

**Date Application Received by Medway Planning office:** \_\_\_\_\_

**Reviewed by Medway Planning Coordinator:** \_\_\_\_\_ **DRC Meeting Date:** \_\_\_\_\_



**\*double sided v-carved urethane with 23k gold leaf**

*Signs By Cam Inc*

**Sign & Graphic Solutions • Uncompromising Integrity**

**Cam Afonso**

837 Upper Union St., Suite C-18  
Franklin, MA 02038

Phone: 508-364-2905

Fax/Office: 508-528-0766

E-Mail: [cam@signsbycam.com](mailto:cam@signsbycam.com)

Website: [www.signsbycam.com](http://www.signsbycam.com)

**APPROVED FOR PRODUCTION:**

**X**

**JOB INFORMATION**

JOB TITLE:

CONTACT:

PHONE:

FAX:

JOB DESCRIPTION:

SQUARE FOOTAGE: =

**SIGN MATERIAL SPECS**

BANNER: ☐ COROPLAST: ☐ WOOD: ☐

ACRYLIC: ☐ MAGNETIC: ☐ URETHANE: ☒

PVC: ☐ ALUMINUM: ☐ NUEDGE: ☐

SINGLE SIDED: ☐ DOUBLE SIDED: ☒

OTHER: \_\_\_\_\_

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PERSON(S) WILL BE PROSECUTED TO THE FULL EXTENT  
OF THE LAW.

COLOR SPECS:

BACKGROUND:

COPY:

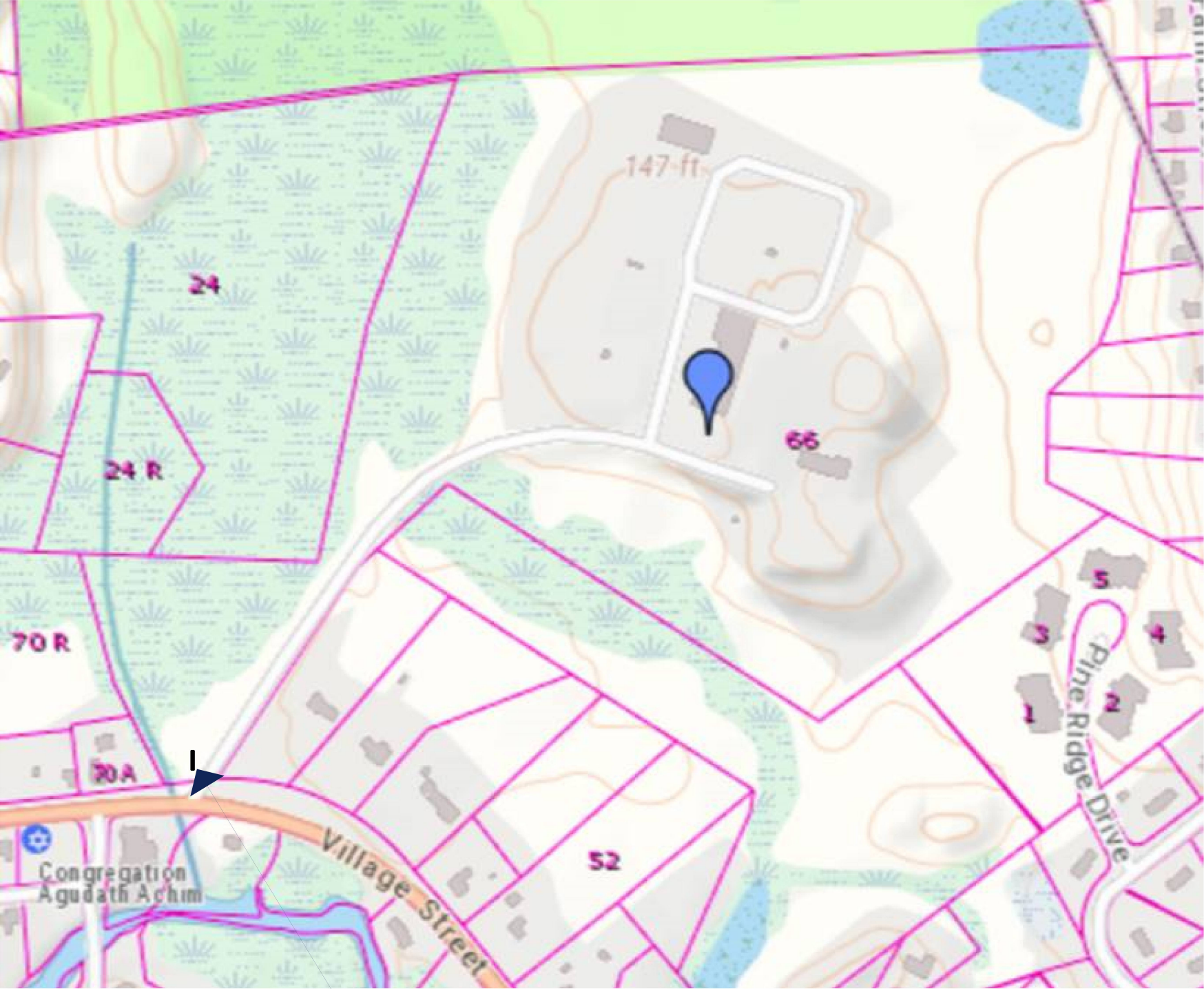
OUTLINE:

SHADOW:

BORDER:

LOGO:





new sign 12' from road





## Medway Design Review Committee (DRC)

Medway Town Hall, 155 Village Street, Medway, MA 02053

508-533-3291

[drc@townofmedway.org](mailto:drc@townofmedway.org)

### ***Application for Façade Improvement Review***

Pursuant to the *Medway Zoning Bylaw*, Section 3.5.3.A.4., Façade Improvement Review by the Medway Design Review Committee is required for exterior alteration, reconstruction, or renovation of any multi-family, commercial, industrial, or institutional building which is not subject to Major, Minor, or Administrative Site Plan Review, where such alteration, reconstruction or renovation will be visible from a street and will include any of the following:

- installation or replacement of awnings
- change in a building's exterior surface material
- rearrangement or addition of windows or doors
- façade reconstruction or replacement

NOTE – Façade Improvement Review does not apply to roofs.

**Applicants and façade improvement designers should read the Medway Design Guidelines before developing a façade improvement design. Façade improvement designs should be developed in accordance with the Design Guidelines.**

[https://www.townofmedway.org/sites/g/files/vyhlif866f/uploads/medway\\_final\\_design\\_review\\_guidelines\\_-\\_september\\_2015\\_1.pdf](https://www.townofmedway.org/sites/g/files/vyhlif866f/uploads/medway_final_design_review_guidelines_-_september_2015_1.pdf)

**Building/Development Name:** (if applicable): \_\_\_\_\_

**Location Address:** (where façade improvement will occur): \_\_\_\_\_

#### ***Applicant Information:***

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Check one of the following:

☐ You own the subject property

☐ You are a tenant of the subject property

#### ***Property Owner Information (if different than Applicant)***

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Type of Proposed Façade Improvement** – Check all that apply:

- ☐ Installation or replacement of awnings
- ☐ Change in the building's exterior surface materials
- ☐ Rearrangement or addition of windows or doors
- ☐ Façade reconstruction or replacement

**When was the building constructed?** \_\_\_\_\_

**Work Summary** – Provide a brief description of the proposed scope of façade improvement work.

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*NOTE - You may attach a letter or any other additional descriptive or explanatory information to fully explain the proposed façade improvements.*

**Attach the following items to this application.** PDF format is requested.

**For all Projects:**

- \_\_\_\_\_ 1. Photo of existing building façade where work will be performed.

**For Awnings:** (Note – This pertains to awnings only, not awnings with signage. Awning signs must file with the DRC for Sign Design Review.)

- \_\_\_\_\_ 2. Drawing showing the location of the awning on the building with detailed information on the awning shape, size, colors, materials, and type of lighting.

**For a Change in Building's Exterior Surface Materials**

- \_\_\_\_\_ 3. Drawing showing the design of the building façade with proposed new exterior surface material with information on materials, dimensions, and colors.
- \_\_\_\_\_ 4. Written document with links to the web sites for the proposed surface materials

**For the Rearrangement or Addition of Windows and Doors**

- \_\_\_\_\_ 5. Drawing showing the design of the building façade with the proposed rearrangement and/or addition of windows and doors with information on materials, dimensions, colors
- \_\_\_\_\_ 6. Written document with links to the web sites for the proposed windows and doors

**For Façade Reconstruction or Replacement**

- \_\_\_\_\_ 7. Drawing showing the design of the façade reconstruction or replacement with information on surface materials, windows and doors, dimensions, colors, lighting, etc.
- \_\_\_\_\_ 8. Written document with links to the web sites for the various materials to be used in the façade reconstruction or replacement.

**Other Contacts**

**Designer, Architect, Builder/Contractor**

Company Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Designated Representative**

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Relation to the Applicant: \_\_\_\_\_  
Office Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

***Applicant's Certification*** - The undersigned, being the Applicant for Façade Improvement Review, submits this application and other required documents to the Medway Design Review Committee. I/we hereby certify to the best of my/our knowledge and belief that the information contained in this application and any exhibits and attachments hereto are true, complete and accurate representations of the facts regarding the property and proposed façade improvements. I/we understand that the Design Review Committee will review the application at a posted open meeting which I or my representative will attend.

(If applicable), I hereby authorize \_\_\_\_\_ to serve as my Designated Representative to represent my interests with respect to this application.

\_\_\_\_\_  
Signature of Property Owner Printed Name Date

\_\_\_\_\_  
Signature of Applicant Printed Name Date  
(if other than property owner)

\_\_\_\_\_  
Signature of Designated Representative Printed Name Date

***Other Information***

- Proposed façade improvement designs are reviewed by the Medway Design Review Committee (DRC) at public meetings. The DRC meets on the first & third Monday night of each month at 7 p.m. at the Medway Public Library, 26 High ST. except for standard Monday holidays.
- The Applicant or Designated Representative must attend the DRC meeting at which this application will be reviewed. Please bring samples of materials and colors to the meeting to review with the DRC.
- An application for Façade Improvement Review and all supporting information must be submitted to the Medway Planning office by 12 noon on the Wednesday before a DRC meeting.

***Please email this application form and all attachments to: [sachilds@townofmedway.org](mailto:sachilds@townofmedway.org)***

Mail: Design Review Committee  
c/o Medway Planning office  
155 Village Street, Medway, MA 02053  
Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street  
Phone: 508-533-3291

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***Date Application Received by Medway Planning office:*** \_\_\_\_\_

***Reviewed by Medway Planning Coordinator:*** \_\_\_\_\_

***DRC Meeting Date:*** \_\_\_\_\_