



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

**DRC Meeting Minutes**  
**Monday, November 07, 2022**  
**Zoom (Remote) Meeting**

**Call to Order:** – With a quorum present, this remote meeting was called to order by the Chair Mr. Buckley at 7:00 p.m.

Members	Matthew Buckley	Janine Clifford	Tom Gay	Jessica Chabot	Susan Alessandri	Jamie Ahlstedt
Attendance	X	X	X	Absent with Notice	X	X

At 7:00 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Matthew Buckley, Janine Clifford, Susan Alessandri, and Jamie Ahlstedt. Mr. Gay joined the meeting around 7:08pm.

Also Present via Zoom:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Josh Zicherman - Medway Nutrition

**Approval of Meeting Minutes:**

**October 17, 2022:**

*A motion was made by Mr. Buckley to approve the minutes of the 10/17/2022 DRC meeting as submitted, seconded by Mr. Gay.*

***Roll Call Vote:***

***Matt Buckley - Aye***

***Janine Clifford - Aye***

***Tom Gay - Aye***

***Susan Alessandri - Aye***

***Jamie Ahlstedt - Aye***

***The motion passed.***

**Sign Design Review – Medway Nutrition, 113 Main Street**

Josh Zicherman, the owner of Medway Nutrition, joined the meeting to discuss the agenda item. **See attached for sign designs.** He said the sign under discussion is like the existing sign (same material with Vinyl wrap) but with change in color and a new logo. The dimensions remain the

same as the old sign. The signs have already been installed. He understands that he needs a sign permit and apologized to the Committee about not knowing the sign requirements. Ms. Affleck-Childs said the application includes two wall signs. Ms. Ahlstedt and Ms. Clifford said the word “Nutrition” in the circle sign is not legible with two different color (blue and grey) backgrounds. Mr. Zicherman said aesthetically it was the best option they had after trying a few other options. He said the business has attracted good attention with these new signs. Mr. Buckley asked the owner to get acquainted with the Town’s sign bylaw for any future changes. DRC recommendation letter will be sent, and Mr. Buckley agreed to write it.

## **OTHER BUSINESS**

- Ms. Affleck-Childs said she spoke to the Building Department and the temporary Master’s Touch sign has been removed at 83 Main Street. It was discussed if there’s an official policy to address similar situations in the future. Ms. Affleck-Childs said that members could report such matters to the Building Department and/or her for corrective actions.
- Mr. Buckley briefly touched on the upcoming November 14<sup>th</sup> fall town meeting. Ms. Affleck-Childs said the Warrant is posted with 25 articles included. Some are as follows-
  - ✓ Purchase of Medway Block parcel which could be used for a future municipal building.
  - ✓ Vote to endorse the Medway Master Plan.
  - ✓ Several zoning articles related to Battery Electric storage systems, solar installations, refinements to multi-family zoning bylaw.
- Ms. Affleck-Childs reported that Mr. Alex Siekierski (former DRC member) expressed interest in rejoining the committee. However, he is currently working with another client in town for a project that will need a permit from the PEDB. The issue is in discussion with the MA Ethics Commission.
- There was brief discussion on finalizing the DRC sign review letter for the proposed signs for Walgreens and Village Medical. The discussion focused on the language for the letter. Ms. Affleck-Childs confirmed the content. It was noted that the grey color for “Village”, the logo, and the line separating the two rows of letters should be the same color grey. She said the idea is to have the applicant provide a final drawing with recommendations put forth by the Committee.
- The PEDB awaits revised plans for Master’s Touch (Main Street) and 16 Holliston Street to refer to the DRC for review.
- It was discussed that proposed two-family housing needs special permits from ZBA. Does the DRC want to review such projects and provide feedback to the ZBA. Ms. Affleck-Childs will ask the ZBA’s administrative assistant to add Mr. Buckley to the list of Town boards, committees and staff who receive information about ZBA applications.

*A Motion was made by Mr. Buckley to adjourn the meeting, seconded by Ms. Clifford.*

*Roll Call Vote:*

*Matt Buckley - Aye*

*Janine Clifford - Aye*

*Tom Gay - Aye*

*Susan Alessandri - Aye*

*Jamie Ahlstedt - Aye*

*The motion passed.*

**The meeting was adjourned at 7:31p.m.**

**The next DRC meeting is scheduled for Monday, November 21, 2022.**

Respectfully Submitted,

Sreelatha Allam

Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs

Planning and Economic Development Coordinator



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

**Medway Location/Address** where the sign will be installed: 113 Main St.  
What is the interior width of the storefront? \_\_\_\_\_

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

**Medway Zoning District:** Central Business

**Applicable Sign Standard Table** (from Medway Zoning Bylaw) Table # 5.

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

Business Name: Medway Nutrition

Mailing Address: 113 Main St

Medway MA 02053

Contact person: Joshua Zicherman

Phone: \_\_\_\_\_ Cell Phone 508-376-1014

Email address: MedwayNutrition21@gmail.com

**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	2		18.17'	32" and 48"	None
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign	1	2' x 4'	8'	2'	
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: RI Motor Sports  
Mailing Address: 507 E Central St. Franklin MA 02038  
Contact person: John Ryan  
Phone: 508-507-7575 Cell Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

#### Property Owner Information

Company Name: 85 Realty Corp  
Mailing Address: 45 Uxbridge Rd Mendon MA  
Contact person: Kathy Aicardi  
Phone: 508-422-1050 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: \_\_\_\_\_







**MEDWAY**  
**NUTRITION**