



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

DRC Meeting Minutes: Monday, December 20, 2021 Zoom (Remote) Meeting

Call to Order: – With a quorum present, this remote meeting was called to order by DRC Chair Mr. Buckley at 7:06 p.m.

Attendees:

	12/20/2021				
Matthew Buckley	X				
Jessica Chabot	-				
Tom Gay	X				
Rachel Walsh	Absent with Notice				
Dan Connolly	X				
Janine Clifford	X				

Also Present via Zoom:

- Chris Feeley - 146 Main St.
- Jamie Fisher (I.D. Sign Group, Inc) - 65 Main St.
- Susan Affleck Childs, Medway Planning and Economic Development Coordinator
- Sreelatha Allam, DRC Recording Secretary

Approval of Meeting Minutes-12-06-2021:

A motion was made by Mr. Buckley to approve the minutes of the 12/06/2021 meeting as amended, seconded by Mr. Connolly.

Roll Call Vote:

Matt Buckley- Aye

Tom Gay- Aye

Janine Clifford- Aye

Dan Connolly- Aye

The motion passed.

Sign Design Review for Feeley Roche Building – 146 Main ST

Mr. Feeley attended the meeting to discuss the item. The sign design was revised based on DRC meeting comments from the previous meeting. (**See Attached revised sign design.**) The two major comments previously offered by the DRC (text content reduction on the bigger sign, color scheme for both signs matching for consistency) were addressed in the revised sign design. Members

approved the revised sign design as submitted. Lighting around the sign will be considered by the applicant and Mr. Feeley committed to installing landscaping including four season treatment. The DRC review letter will be drafted by Mr. Connolly.

Sign Design Review for Shaw's Drive Up & Go sign – 65 Main ST

Mr. Fisher from I.D. Sign Group attended the meeting to discuss the item. The proposed Shaw's Drive Up & Go sign will be a 48" diameter internal LED wall/ façade sign. **(See attached.)** It will be capsule mounted to the building with pads and stainless studs. It was noted the ZBA had issued a variance (to allow the applicant to exceed the limit on the number of signs and the amount of sign square footage) for the proposed sign with the condition that the applicant will also install five "No Parking Fire Lane" signs. These signs will be installed on the brick columns of the storefront. The purpose of the new Drive Up and Go program is for customers to drive to the grocery store and park in a designated parking spot, not in front of the store under the proposed sign location. Groceries would be brought out to the car. The intent of the signage is mainly to make customers aware that the program exists. The sign concept has been rolled out by the applicant (Albertson's Companies) throughout the Shaw's grocery store chain. Mr. Fisher stated the sign design and installation techniques are generic and are implemented by many department stores in the area. Members approved the sign as submitted. Ms. Clifford will draft the DRC review letter this week.

Open Discussion

There was discussion about the DRC's representation at the Master Plan Committee. There is now a vacancy due to Mr. Siekierski's resignation from the DRC; he must also resign from the Master Plan Committee. Members agreed to not designate somebody else to serve as the DRC's representative on the Master Plan Committee and to wait until Mr. Siekierski is able to return to the DRC after completing his current professional assignment for a client with a development project before the PEDB and the DRC. Ms. Affleck-Childs will inform the Master Plan Committee of Mr. Siekierski's resignation. It was also mentioned that Ms. Chabot, as chair of Master Plan Committee, can inform the DRC of any important developments in the meantime.

Ms. Affleck-Childs informed the DRC that Andy Rodenhiser had resigned from the Planning and Economic Development Board last week. Matt Hayes has been elected as the new Chair of the Board.

The public hearing for Cutler Place (Multi-Family Housing Development) project began last week with the Planning and Economic Development Board. The applicant and his team are working on addressing the previously provided comments. The public hearings for Cutler Place and for the proposed Medway DPW water quality treatment facility are scheduled for January 11, 2022.

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

Roll Call Vote:

Matt Buckley- Aye

Janine Clifford- Aye

Dan Connolly- Aye

Tom Gay-Aye

The motion passed.

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

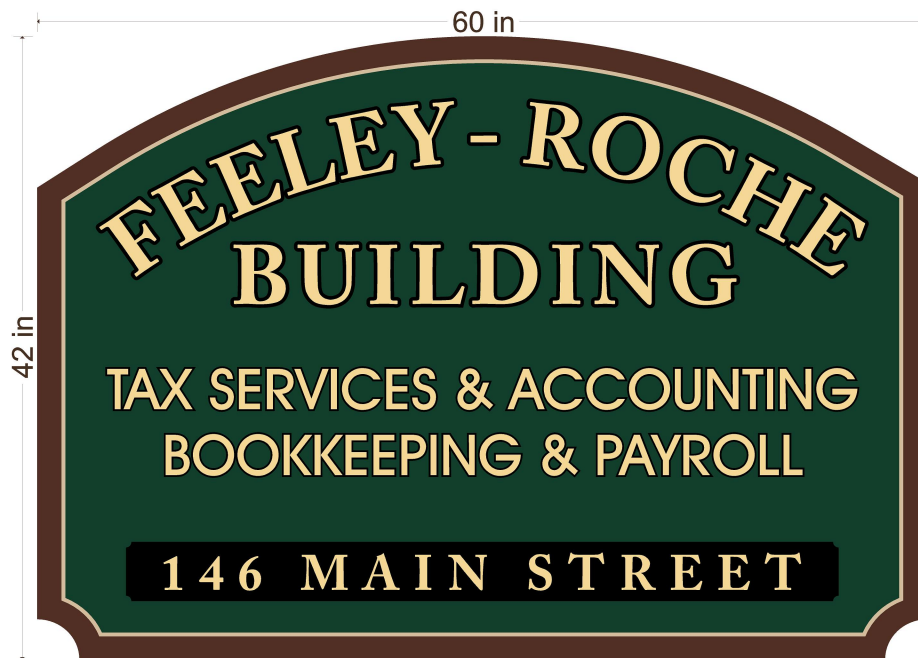
Sreelatha Allam

Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs

Planning and Economic Development Coordinator



1" thick pvc with flat vinyl graphics.

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

Website: 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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ANY DUPLICATION OF ANY KIND IS PROHIBITED.
PERSON(S) WILL BE PROSECUTED TO THE FULL EXTENT
OF THE LAW.

COLOR SPECS:

BACKGROUND:

COPY:

OUTLINE:

SHADOW:

BORDER:

LOGO:



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.

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

- _____ 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)

**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 **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>

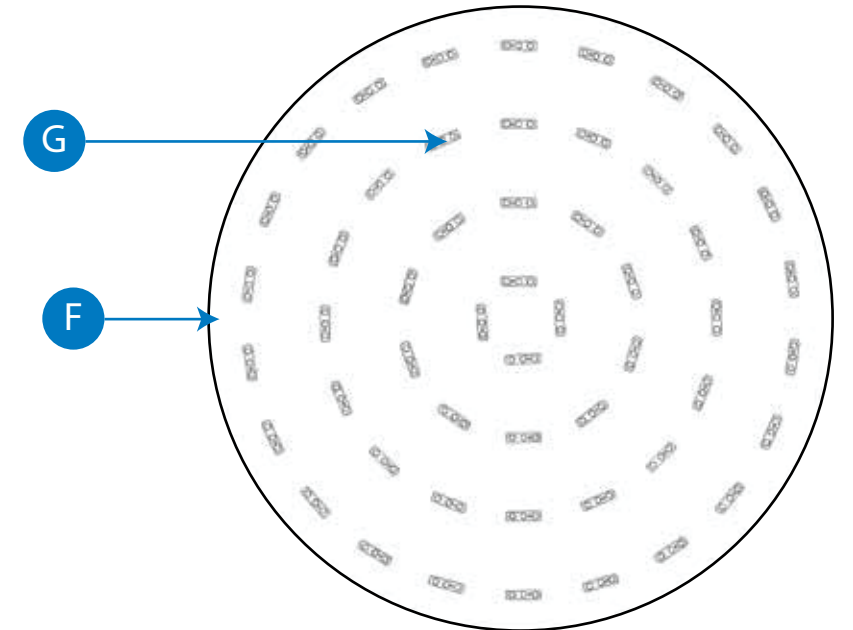
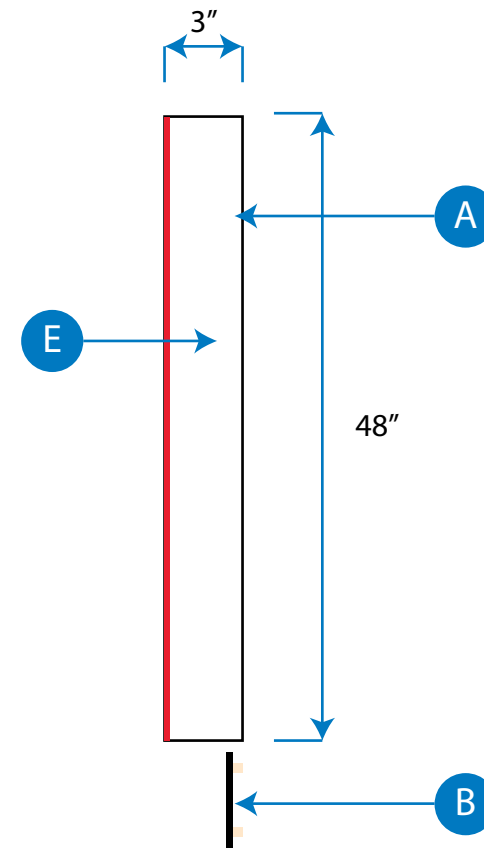
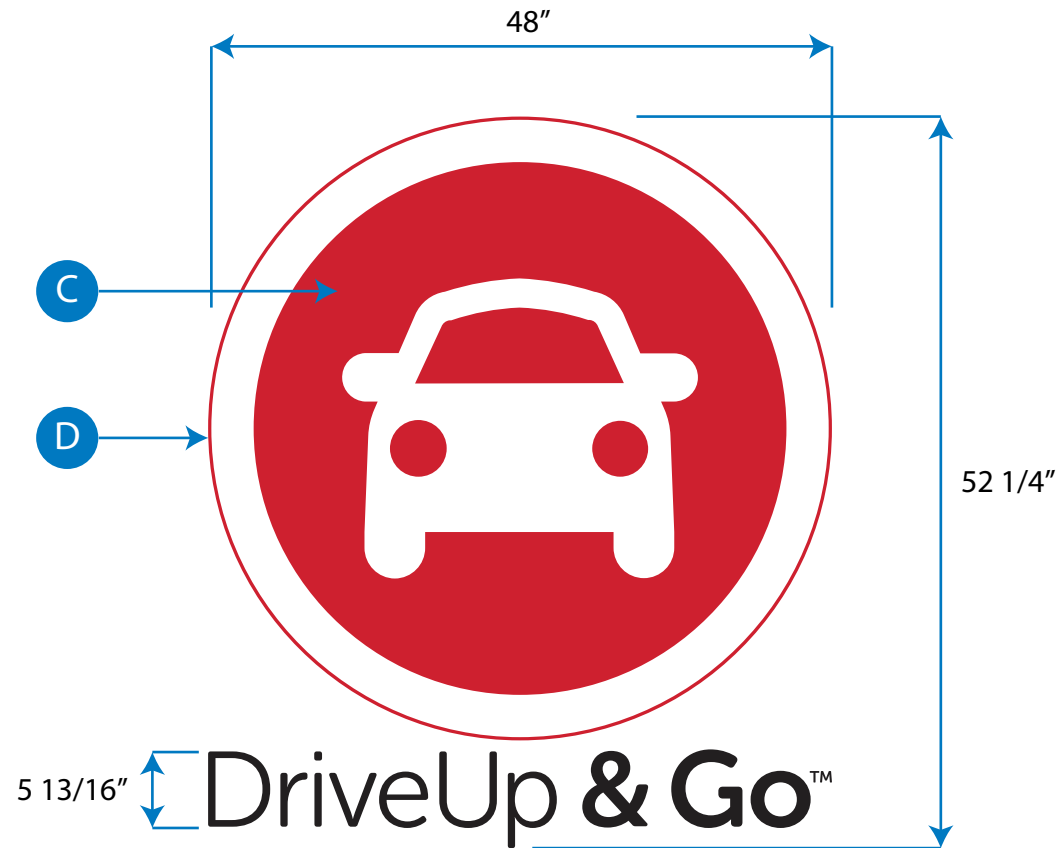
Sign designs should be developed in accordance with the Sign Design Guidelines.

Date Application Received by Medway Planning office: _____

Reviewed by Medway Planning Coordinator: _____ **DRC Meeting Date:** _____



Client: SHAWS SUPERMARKET
WIP # : 02-24824
Sales: HOUSE
Designer: LIESL
MATERIALS
A: 3/16" 2447 TRANSLUCENT WHITE ACRYLIC B: 1/4" CLEAR ACRYLIC C: TRANSLUCENT VINYL D: RED GEM CAP E: .040" COILSTOCK RETURNS F: 1/8" ALUPANEL BACKERS G: WHITE LEDS
COLORS / FINISHES
<div></div> ARLON 253 CARDINAL RED
<div></div> WHITE
<div></div> MP BLACK
PRODUCTION NOTES
FLUSH MOUNT TO BUILDING CAPSULE MOUNTED TO BUILDING MECHANICAL FASTENED BLUE SCREWS
LETTERS MOUNTED TO BUILDING WITH PADS AND STAINLESS 10/24 STUDS
INSTALL NOTES
CAPSULE FLUSH MOUNTED TO BUILDING.
LETTERS MOUNTED WITH PADS AND 10/24 STUDS
PROOF REVISIONS
SENT: 2/16/21 REV 1: REV 2: REV 3:



CLIENT APPROVAL	
<hr/>	
SIGNATURE	DATE




EXISTING CONDITION



VIRTUAL ELEVATION (APPROX SCALE)

Client:
SHAWS SUPERMARKET
WIP # : 02-24824
Sales: HOUSE
Designer: JACK

MATERIALS
A: HP VINYL
B: .080" WHITE ALUMINUM

COLORS / FINISHES
 HP RED

PRODUCTION NOTES
FIRST SURFACE

INSTALL NOTES
INSTALLED ONTO BRICK COLUMNS

PROOF REVISIONS
ISSUED: 10-20-21



CLIENT APPROVAL	
_____ SIGNATURE	_____ DATE



Board Members
Brian White, Chair
Gibb Phenegar, Vice Chair
Christina Oster, Clerk
Tom Emero, Member
Rori Stumpf, Member
Carol Gould, Associate Member



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 321-4890
zoning@townofmedway.org

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
ZONING BOARD OF APPEALS

DECISION
VARIANCE-SIGN
65 MAIN STREET

RECEIVED TOWN CLERK
OCT 26 '21 PM 4:19

20 Day Appeal
November 15, 2021

Applicant(s): I.D. Sign Group, Inc., representing Shaw's Supermarkets

Location of Property: 65 Main Street (Assessor Parcel ID: 41-023).

Approval Requested: The application is for the issuance of a **variance** under Section 7.2.5.B.1 and Table 5 Multi-Tenant Development, Individual Establishment Wall Sign to install another wall sign at Shaw's Supermarket which will exceed the limit of signs and square footage allowed by the Zoning Bylaw.

Members Participating: Brian White, Chair; Christina Oster, Clerk; Tom Emero, Member; Rori Stumpf, Member

Members Voting: Brian White, Chair; Christina Oster, Clerk; Tom Emero, Member; Rori Stumpf, Member

Date of Decision: October 20, 2021

Decision: **GRANTED WITH CONDITIONS**

Board Members
Brian White, Chair
Gibb Phenegar, Vice Chair
Christina Oster, Clerk
Tom Emero, Member
Rori Stumpf, Member
Carol Gould, Associate Member



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COMMONWEALTH OF MASSACHUSETTS
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Date of Decision: October 20, 2021

Decision: **GRANTED WITH CONDITIONS**

I. PROCEDURAL HISTORY

1. On September 24, 2021, the Applicants filed for the issuance of a **variance** under Section 7.2.5.B.1 of the Zoning Bylaw and Table 5 Multi-Tenant Development, Individual Establishment Wall Sign.
2. Notice of the public hearing was published in the Milford Daily News on October 6, 2021 and October 13, 2021, and notice sent by mail to all parties in interest and posted in Town Hall as required by G.L. c. 40A §11.
3. The public hearing was opened on October 20, 2021. The hearing was closed the same evening.
4. The Property is located in the Central Business (CB) District. The front setback requirement is 10 feet, and the side and rear setback requirements are 25 feet. The minimum lot area requirement is 10,000 sq. ft.
5. The Board notified Town departments, boards and committees of this application.
6. All documents and exhibits received during the public hearing are contained in the Zoning Board of Appeal's files and listed in Section V. of this Decision.

II. TESTIMONY

Jamie Fisher, of I.D. Sign Group, was present via Zoom to represent Shaw's Medway. The applicant is seeking a variance under Section 7.2.5.B.1 and Table 5 Multi-Tenant Development, Individual Establishment Wall Sign to install another wall sign at Shaw's Supermarket which will exceed the limit of signs and square footage allowed by the Zoning Bylaw. Mr. Fisher stated that the entire sign being requested is 17.5 square feet, and the existing Shaw's letter sign is 177 square feet, and the remaining existing signs on the storefront (such as "Produce", etc.) are 28 square feet. The sign would only be illuminated during Shaw's hours and would be internally illuminated. Mr. Fisher explained that the purpose of the program is that customers drive to the store and park in a designated parking spot, not in front of the store under the proposed sign location. Mr. Fisher noted that the program has been occurring without the sign, and that the sign is mainly to make the customers aware that the program exists. There is no curbside pick-up.

Mr. White discussed the hardship with the Mr. Fisher regarding the difficulties of rolling out the contactless service, which is a public benefit during the COVID 19 pandemic. Without the signage, many patrons do not know of the service.

Mr. White and the Board reviewed the variance criteria and agreed that the application meets the variance decision requirements, based on the materials provided and testimony. With respect to criterion number 1, the unique shape and topography of the Medway Commons site tends to hide the building and the signage, especially because the building does not face Main Street and is

located behind other buildings. Criterion number 2 is met because there is a hardship in informing the public about this service which is important during the current pandemic. The proposed sign is consistent with the public good by notifying the public of this important service and would not nullify the purpose of the zoning by-law, because this business is in a commercial area, the signage is similar to that for all Shaw's stores, and the sign will not change the character of the Town.

III. FINDINGS

In making its findings and reaching the decision described herein, the Board is guided by G.L. c. 40A, as amended, and by the Medway Zoning Bylaw. The Board also considered evidence and testimony presented at the public hearing.

A. Section 6.1 Variance Criteria

1. Whether there are circumstances relating to the soil conditions, shape, or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located;

The Board found that due to the unique topography of the lot, the location of the structure within the Medway Commons, and the fact the building does not face the street, are unique circumstances.

2. As a result of which, a literal enforcement of the provisions of the zoning Bylaw would involve substantial hardship, financial or otherwise, to the applicant, and

The Board found that the literal enforcement of the zoning by-law regarding signs would prevent the public from being knowledgeable about a service that would benefit the public good during the COVID-19 pandemic, creating a hardship.

3. Desirable relief may be granted without substantial detriment to the public good, and

The Board found that there is no substantial detriment to the public good because the sign would make the public aware of a useful service which promotes the public good, and the additional signage is in a commercial area with no impact on residences.

4. Desirable relief may be granted without nullifying or substantially derogating from the intent or purpose of the Zoning Bylaw.

The Board found that this criterion is met where this is a commercial zoning district and does not impact residential areas.

The Board finds that the Applicant has demonstrated through evidence submitted, including the plot plan, the proposed pictures of the site, review of the square footage and usage of the proposed property, that it has met all the required Variance Decision Criteria under Section 6.1.

IV. CONDITIONS OF APPROVAL

Based upon the findings of the Board and testimony and information received into the record during the public hearing process, the Board hereby **GRANTS** the Applicant, I.D. Sign Group, Inc., a **VARIANCE** under Section 7.2.5.B.1 of the Zoning Bylaw, and Table 5, Multi-Tenant Development, Individual Establishment Wall Sign, to install another wall sign at Shaw's Supermarket, located at 65 Main Street (Parcel ID: 41-023), subject to the following **CONDITIONS**.

1. "No Parking" signs must be added to the front of the building on the columns underneath the placement of the "Drive Up & Go" sign, to indicate that there shall be no curbside pickup.
2. This variance is subject to all subsequent conditions that may be imposed by other Town departments, boards, agencies, or commissions. Any changes to the variance that may be required by the decisions of other Town boards, agencies or commissions shall be submitted to the Board for review as a new request.
3. Any work or use that deviates from this Decision may be a violation of the Medway Zoning Bylaw. All conditions imposed by this Decision are mandatory, and any violation of a condition imposed by this decision may be a violation of the Medway Zoning Bylaw. Any violations of this Decision may prevent the issuance of a building permit and/or occupancy permit, or result in the issuance of a cease and desist order, noncriminal penalties, or fines, as further provided in Section 3.1 of the Zoning Bylaw. Please note that Section 3.1.F of the Zoning Bylaw provides:
 1. Anyone who violates a provision of this Zoning Bylaw, or any condition of a variance, site plan review decision or special permit, shall be punishable by a fine of not more than three hundred dollars for each offense. Each day during which any portion of a violation continues shall constitute a separate offense.
 2. As an alternative means of enforcement, the Building Commissioner may impose noncriminal penalties pursuant to G.L. c. 40, § 21D and Article XX of the Town's General Bylaws, in accordance with the following schedule:
 - First offense: warning (verbal or written)
 - Second offense: one hundred dollars
 - Third offense: two hundred dollars
 - Fourth and each subsequent offense per violation: three hundred dollars
4. Pursuant to G.L. c. 40A, §10: "If the rights authorized by a variance are not exercised within one year of the date of grant of such variance such rights shall lapse; provided, however, that the permit granting authority in its discretion and upon written application by the grantee of such rights may extend the time for exercise of such rights for a period not to exceed six months; and provided, further, that the application for such extension is filed with such permit granting authority prior to the expiration of such one year period. If the permit granting authority does not grant such extension within thirty days of the date of application therefor, and upon the

expiration of the original one-year period, such rights may be reestablished only after notice and a new hearing pursuant to the provisions of this section.”

V. INDEX OF DOCUMENTS

A. The application included the following plans and information that were provided to the Board at the time the application was filed:

1. Application dated September 24, 2021
2. Plan entitled “Sign Type: Drive Up & Go Signage” dated 2/16/21, prepared by I.D. Sign Group, Inc. (the Plan).

B. During the course of the review, the following additional materials were submitted to the Board.

1. Email from Debbie Collins requesting an Amendment to the Variance to include Table 5 of the Zoning Bylaw, dated September 29, 2021.
2. Email from Debbie Collins confirming the square footage of the existing wall signs, dated October 14, 2021.
3. Prior signage application from 65 Main Street, dated 2016.
4. Memorandum submitted by the Planning and Economic Development Board, dated October 19, 2021.

VI. VOTE OF THE BOARD

By a vote of 4 to 0 on a motion made by Rori Stumpf and seconded by Christina Oster, the Zoning Board of Appeals hereby **GRANTS** the Applicant, I.D. Sign Group, Inc., a **VARIANCE** under Section 7.2.5.B.1 of the Zoning Bylaw, and Table 5, Multi-Tenant Development, Individual Establishment Wall Sign, to install another wall sign on property located at 65 Main Street (Parcel ID: 41-023), in accordance with the application and Plan provided and subject to the **CONDITIONS** herein.

Member:	Vote:	Signature:
Brian White	Aye	_____
Rori Stumpf	Aye	_____
Christina Oster	Aye	_____
Tom Emero	Aye	_____

The Board and the Applicant have complied with all statutory requirements for the issuance of this Decision on the terms set forth. A copy of this Decision will be filed with the Medway Town Clerk and mailed to the Applicant, and notice will be mailed to all parties in interest as provided in General Laws, chapter 40A, section 15.


Any person aggrieved by the decision of the Board may appeal to the appropriate court pursuant to Massachusetts General Laws, chapter 40A, section 17, and shall be filed within 20 days after the filing of this notice in the office of the Medway Town Clerk.

In accordance with Massachusetts General Laws, chapter 40A, Section 11, no variance shall take effect until a copy of the Decision is recorded in the Norfolk County Registry of Deeds, and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title, bearing the certification of the Town Clerk, that twenty days have elapsed after the Decision has been filed in the Office of the Town Clerk and no appeal has been filed within said twenty day period or that any duly filed appeal has been dismissed or denied The fee for recording or registering shall be paid by the Applicant. A copy of the recorded Decision certified by the Registry, and notification by the Applicant of the recording, shall be furnished to the Board.

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Member:	Vote:	Signature:
Brian White	Aye	
Rori Stumpf	Aye	
Christina Oster	Aye	
Tom Emero	Aye	

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