



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
DESIGN REVIEW COMMITTEE

*Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Fax (508) 321-4987
Email:
drc@townofmedway.org
www.townofmedway.org*

DRC Meeting Minutes: February 03, 2020
Medway Public Library

Call to Order: – With a quorum present, this meeting was called to order by Chair Mr. Buckley at 7:03 p.m.

Attendees:

	02/03/2020	3/2/2020	3/16/2020	4/6/2020	5/4/2020
Matthew Buckley	X				
Rich Di Iulio	-				
Jessica Chabot	X				
Tom Gay	ABSENT WITH NOTICE				
Rachel Walsh	X				
Dan Connolly	ABSENT WITH NOTICE				
Rachel Wolf Lander	X				
Alex Siekierski	X				

Also Present:

- Sreelatha Allam, Recording Secretary
- Susan Affleck-Childs, Planning and Economic Development Coordinator
- David Moniz, 89 Main Street
- Steve Brody, 20 Broad Street
- Gary Feldman and Marcelo Alps, Harmony Condominiums

Sign Design Review for Reardon Building, 89 Main Street

- Property manager David Moniz attended the meeting to discuss changes to the free-standing sign for the Reardon Building. He explained the layout of the proposed sign to the members. All three panels will be broken into strips. Some will be 6'x31" and some 6'x26" in dimensions. Members talked about keeping the signs less cluttered to keep them more legible and consistent
- Proposed plan is to retain the existing free-standing sign structure and just replace the tenant panels. The number of panels will remain the same
- The signs will be internally illuminated. There was a question on whether the lighting will be changed when the new strips go in. Applicant was asked to pay attention to the color of the lighting when shifting to LED's.

- There was some discussion on rearranging and reformatting the strips and the content presented in them. Mr. Moniz confirmed that one font style will be maintained across all strips. Members asked that attention should be paid to the font style, size, and to reduce the text as much as possible. Overall they wanted consistency in the signs
- There was discussion on stacking the strips/ names for better use of the space and to make the fonts more legible. Medway Tailors is the best example for a well fit name in the given space
- In total there are 28 businesses in the building and the open spaces could be used by any of the businesses
- Mr. Moniz agreed to talk to the business owners and work with them in rearranging and reformatting the business names on the signs
- Mr. Moniz said landscaping around the sign monument is part of the proposal. A small flower bed will be built in spring
- Ms. Affleck-Childs explained the next steps to Mr. Moniz for the DRC letter and sign permit. She encouraged him to adhere to DRC recommendations. She said the signs cannot be installed until the building permit is issued.

Landscape Plan Review for 20 Broad Street multi-family development

- Steve Brody attended the meeting to discuss the agenda item. At an earlier meeting he was asked to submit a revised landscape plan. Ms. Affleck-Childs said PEDB will be making a decision on the project next week.
- Mr. Brody said contemporary style plants/ shrubs have been selected based on the ease of maintenance and cost effectiveness. He proposed multi stone birch on each corner to make it maintainable. Boxwoods, Red twig dogwoods, and low lying ornamental grass are included in the landscape plan.
- He talked about the sizes, locations, and the various types of plants/ shrubs/ trees that will be planted around the development. He reiterated that the goal is to have plants that are easily maintainable with year round colors.
- Perimeter of the property will be fenced on three sides with a wood fence. Herringbone brick walkways are proposed. Standard red brick is being proposed at this time. Four colors for the buildings have been approved by DRC.
- There's a proposed dumpster closure that was missing in the plan. Ms. Affleck-Childs asked Mr. Brody to submit the final version of the plans to DRC before the application can be completely approved.

Pre-Application Discussion re: Harmony Condominium - Possible multi-family development at 218 Main Street

- Mr. Gary Feldman and Mr. Marcelo Alps, attended the meeting to discuss the agenda item. For DRC's review the concept plan and preliminary architectural drawings were submitted.
- Application still needs to be submitted for PEDB review for the multi-family special permit/ site plan review.
- Mr. Feldman explained the existing conditions of the property. Two houses that are on the property are deemed historical and will be retained. They will be restored as part of this project as they are in disrepair. Five units (a duplex and a triplex) will be built in the back. He said one of the existing houses is rented at this time. The property in general is over-run and is a 1.25acre lot. The triplex location is at the rear of the lot

- New white siding, roofing, and windows will be replaced and rebuilt for the existing houses. Every effort will be made to maintain the original look of the houses. A small modification on the front side is being proposed. The overhangs will be refurbished and maintained and decks in the front will be rebuilt for both houses.
- Two car parking garages for each unit is included in the plan. Members said it gives a boxy look to the property and the proposed does not seem sympathetic towards preserving the historic look of the existing houses. The proposed triplex is larger than the houses in the front and members asked the applicant to take a look at the proposal to address the scale, design, and density that will be more suitable for the site.
- Members stressed that the new structures should reflect the architectural details, size, and general dimensions of the existing houses. They should relate to each other and the architectural elements should be similar.
- Mr. Feldman said there will not be any dumpsters on site. Trash will be picked up by the Town.
- Few options for the applicant to consider were provided by the members: Taking walkways out to create more green space. Shifting the garages to the side of the structures.
- Care should be taken to preserve the historic look of the town center when designing the structures.
- A formal application will be submitted for DRC review and discussion at the next meeting.
- The general comment was that the architect needs to relook at the proposed plan and take into consideration all comments provided by DRC today.
- Ms. Affleck-Childs asked the applicant to be prepared to show/ describe the plan for the existing structures.

DRC Meeting Minutes

On a motion by Ms. Chabot, seconded by Mr. Buckley, the minutes of the December 16, 2019 DRC meeting were approved.

On a motion by Ms. Chabot, seconded by Ms. Walsh, the minutes of the January 6, 2020 DRC meeting were approved.

Other Business

DRC 209 Annual Report – Mr. Buckley will prepare a draft for the committee to review at the next meeting. He asked that Ms. Affleck-Childs resend the DRC's 2018 report to everyone.

Name Plates – Mr. Buckley asked if name plates could be acquired for use at the DRC meetings to identify members and promote better communication with applicants during meetings. Ms. Affleck-Childs agreed to arrange for the production of name plates for the next meeting.

DRC Checklist – Mr. Siekierski suggested the DRC be more specific on the information it wants from sign applicants. Ms. Affleck-Childs will send Alex the WORD version of the current sign review application so he can review and propose edits. He also asked about what size project triggers the requirement for a landscape architect to prepare a landscaping plan. Ms.

Affleck-Childs responded that the Site Plan Rules and Regulations were recently changed to not specifically require that landscape plans be prepared a licensed landscape architect.

Adjournment

With no further business before the committee, a motion was made by Ms. Walsh, seconded by Mr. Buckley, to adjourn the meeting. The motion was unanimously approved.

The meeting was adjourned at 9:34 p.m.

Respectfully Submitted,

Sreelatha Allam

With additional content provided by Susy Affleck-Childs



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

Medway Location/Address where the sign will be installed: 89 MAIN ST.
What is the interior width of the storefront? _____

Building/Development Name: (if applicable): THE REARDON PROFESSIONAL BUILDING

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: REARDON PROPERTIES

Mailing Address: 89 MAIN ST.

SUITE 105

Contact person: DAVID MONIZ

Phone: 508-533-8100 Cell Phone 508-223-6916

Email address: REARDONPROPERTIES89@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.

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	<u>panel sizes</u>				
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign	<u>1</u>	<u>6' L x 26" H</u> <u>6' L x 31" H</u>		<u>30'</u>	<u>INTERNAL</u>
Awning Sign					
Projecting Sign					
Directory Sign					
Window Sign					
Other Type of Sign (Describe)					

overall sign is 6' x 30' = 180 sq ft x 2 sides
Total of 360 sq ft

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:

STAR SIGN

Mailing Address:

319 CENTRAL ST. #2 HOLLISTON, MA 01746

Contact person:

ROSS STARR

Phone:

508-429-2181

Cell Phone:

Email address:

ROSSSTARSIGN@VERIZON.NET

Property Owner Information

Company Name:

REARDON PROPERTIES

Mailing Address:

89 MAIN ST. SUITE 105

Contact person:

DAVID MONIZ

Phone:

508-533-8100

Cell Phone:

508-223-6916

Email address:

REARDONPROPERTIES89@gmail.com

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: 1-29-2020

Reviewed by Medway Planning Coordinator: 1-29-20 DRC Meeting Date: 2-3-2020

EXISTING FREE-STANDING SIGN for 89 Main Street



Sign dimensions are 6' wide by 30' tall – Pre-Existing Non-Conforming

20"x72"

89
MAIN STREET

48"x72"

Micro Financial Computer Systems, Inc.

Bradley W. Phipps, PC Attorney at Law

Massage Therapy Janice DeVirgilio

Healing Choices, P.C. Keith W. L. Rafal, MD, MPH

Smile Wider Dentist-Implants

Tara Dearborn Psychic Medium	Mary Rubino Rubino Hypnosis
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30"x72"

The Balanced Path Wellness Center
Acupuncture & Natural Healthcare

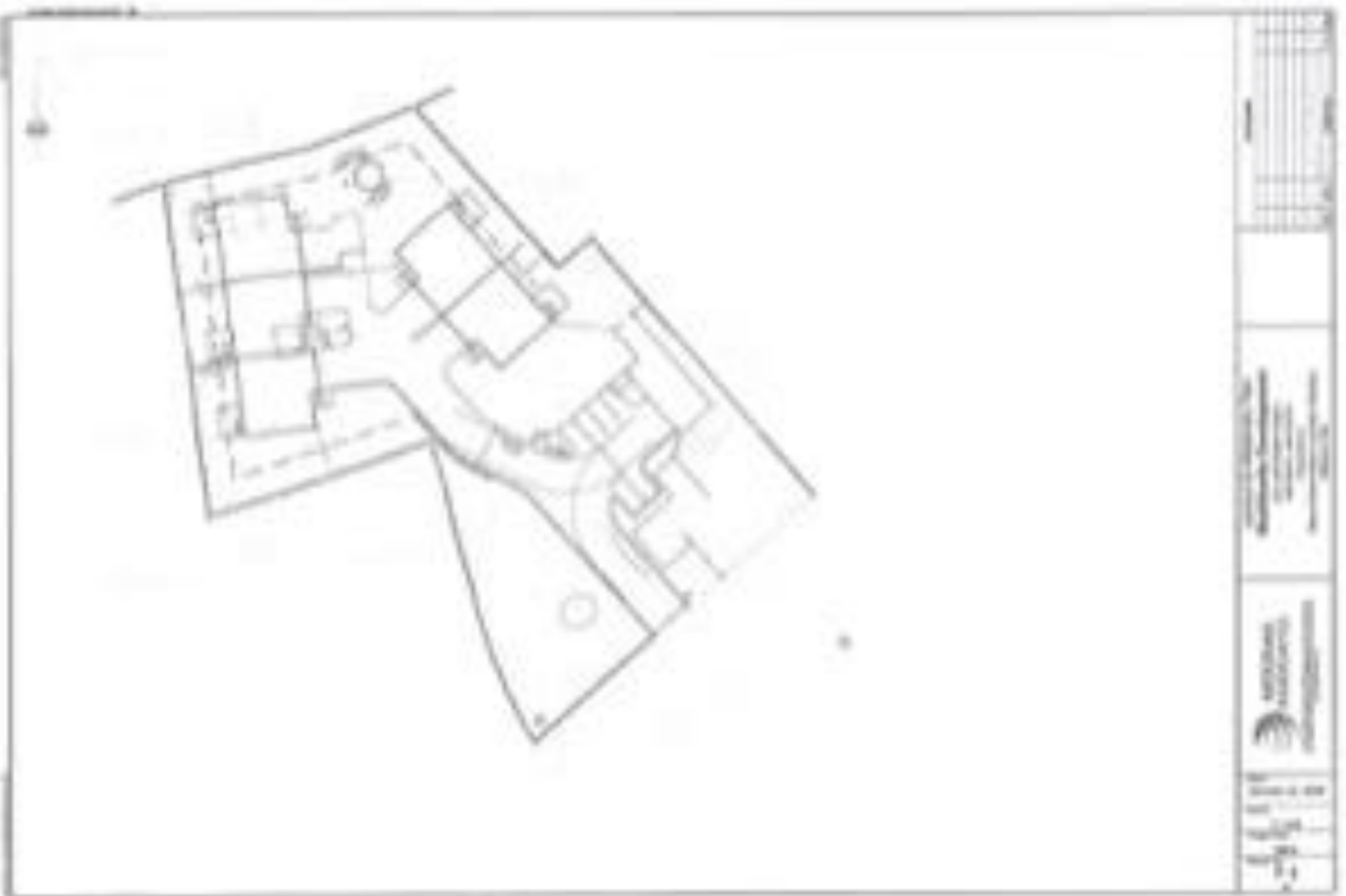
Sheila McCarthy Insurance

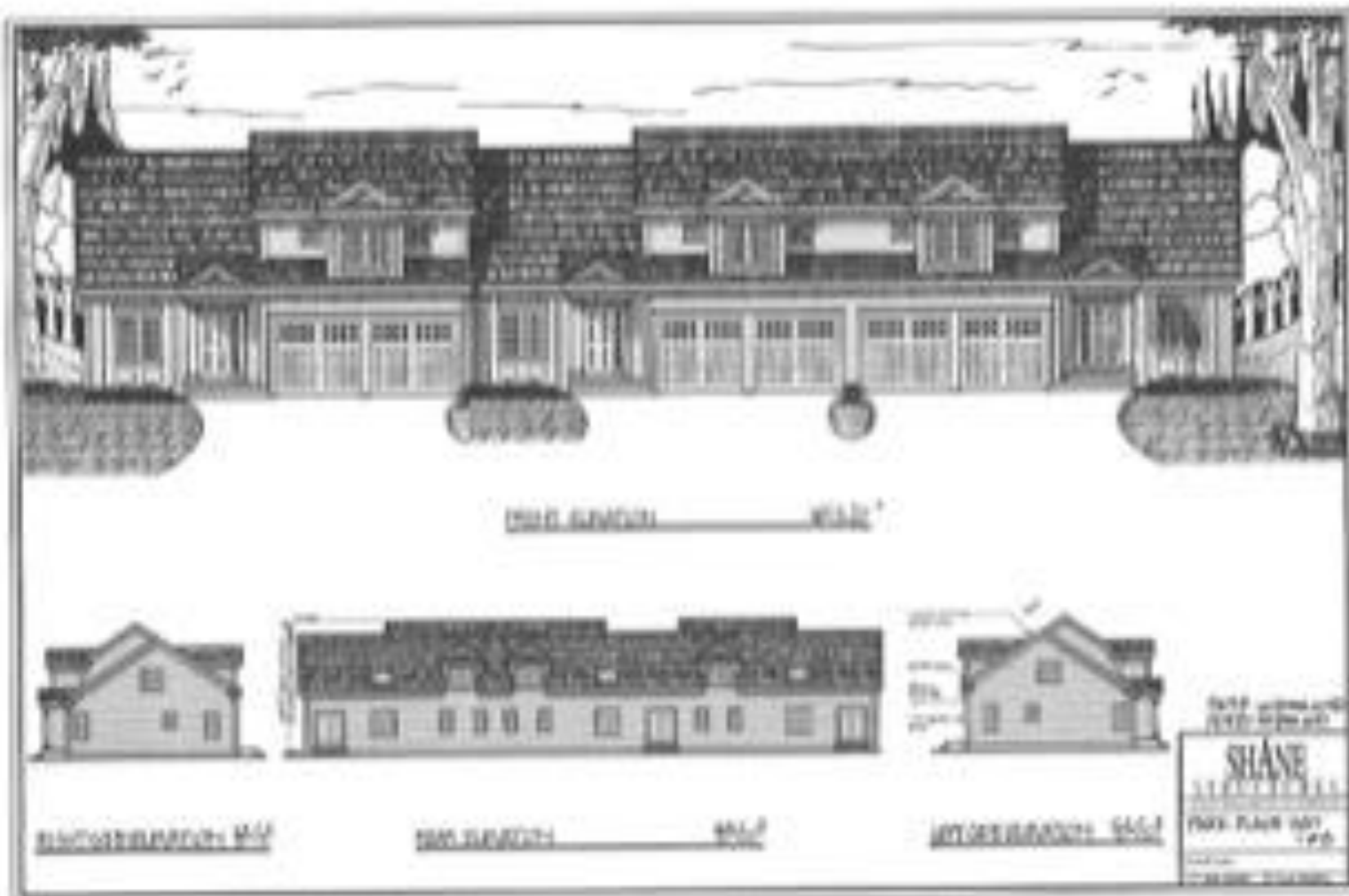
George J. Roberts, CPA Certified Public Accountant

24"x72"

Old Colony Foods	Medway Tailor
Perspectives Photography	eXp Realty

each large sign space is 6.5"x70"
each small sign space is 6.5"x34.5"







FRONT ELEVATION 30'-0"



RIGHT SIDE ELEVATION 12'-0"



LEFT SIDE ELEVATION 30'-0"



REAR ELEVATION 30'-0"

NOTE: ALL DIMENSIONS
ARE IN FEET
CLARE
ARCHITECTS
P.O. BOX 100
T.P.



