



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

*Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Tom Gay, Member
Rachel Walsh, Member
Jessica Chabot, Member
Lisa Graves, Member*

Approved: March 6, 2017

DRC Meeting Minutes: February 27, 2017
Medway Public Library – 26 High Street

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

Attendees:

	01/23/2017	02/06/2017	02/27/2017			
Matthew Buckley	X	X	X			
Julie Fallon	X	X	Absent			
Tom Gay	X	X				
Jessica Chabot	X	X	X			
Rachel Walsh	Absent with Notice	X	X			
Lisa Graves	Absent	Absent	Absent			

Also present:

- Angelo Ruo, Colbea Enterprises, LLC
- Dan Connolly, prospective DRC member
- Sreelatha Allam, Meeting Recording Secretary

Review DRC Meeting Minutes

February 07, 2017

A motion was made by Ms. Walsh to approve the meeting minutes of February 07, 2017 as presented, seconded by Mr. Buckley. All were in favor.

Sign Design Review- Shell Gas Station free-standing sign, 85 Main Street:

Mr. Ruo, Colbea Enterprises, LLC attended the meeting to discuss the logo sign on the gas canopy and the retrofitted free standing sign installed at the Shell Gas Station. (**See attached application and sign design**) The applicant discussed the previous version of his sign from five years ago was reduced from 32' to 16'. Chairman Buckley and the members expressed their

displeasure that the sign was installed without informing or appearing before the Committee. The sign is in non-conformity at this time with the Zoning Bylaw in terms of height, lighting and sign surface area. Ms. Childs showed and explained to the members how the newly retrofitted sign compares with the old one. The “shell” logo on monument has been reduced in size and additional fuel sign for diesel has been added. The addition of this new LED sign exceeds the dimensions allowed by the Bylaw, the ratio of LED to sign surface area is no longer in conformity. Ms. Walsh commented that the illuminated portion of the sign (size of numbers for fuel prices) has increased. The LED lighting area on the sign exceeds the dimensions specified in the bylaw and hence not in conformity. Ms. Chabot asked if the LED lighting could be adjusted for brightness. Mr. Ruo responded that he will check on that and get back to the Committee. Members and Ms. Childs recommended that options should be looked into where the size of the numbers for fuel prices could be reduced. Ms. Childs stated that a business is allowed a total of 48 sq. ft. of sign surface area for both sides of the sign. Mr. Ruo stated that it will cost additional \$16,000 to install the new sign. He also asked if he could request a variance. Members recommended that a variance request could be made to continue to keep the sign and seek a permit to keep the LED lighting. Members discussed adding contingency in the language requiring the sign to be removed when the building is dismantled in few years. Members also recommended some landscaping around the base of the sign. Ms. Childs asked that a diesel sign on the side against the lamp post be removed immediately. The DRC’s review letter with recommendations will be sent to Mr. Ruo and to the building inspector, Mr. Mee. Mr. Ruo will meet with Mr. Mee to discuss next steps in keeping the sign in compliance given the current situation where the sign is already installed.

Other Business

- **Dan Connolly (prospective DRC member)** - Mr. Connolly introduced himself to the members. He moved to Medway recently. He works for a construction management company. He said he is looking forward to being more involved with the community.
- **Discussion on revised plan for Medway Green, 176-178 Main Street-**
Members went over the revised plan for Medway Green project. (See Attached)
 - In the revised set, landscape plan looks correct. The entry and exit paths have been changed. Berms are provided to the side.
 - Ms. Childs will inform the Planning Board of DRC’s recommendation to move the entryway to the east in order to create more space for the façade.
 - Members looked at the sample building materials including samples for the exterior. White vinyl fence is not favored. The “sailcloth” color for building exterior was not favored.

- Mr. Buckley will draft a letter with additional comments to the Planning Board recommending landscape improvements on the south east corner of the site.
- The DRC's letter will also request the Planning Board to add contingency for landscape against buildings as to how they will be planted and maintained. Dumpster enclosure details should also be added to the plans.

• **Discussion on revised plan for Timber Crest residential development-**

- In general, members thought that DRC concerns have been adequately addressed by the applicant.
- Mr. Buckley said that at the ZBA meeting, applicant was asked to provide the landscape or buffer plan for the entire project site. Ms. Chabot noted that the revised plans have the buffer plans included as requested. She said berms and plantings are in front of the fence
- It was agreed that Mr. Buckley will add few more comments in addition to the recommendations provided in the letter to ZBA dated January 12, 2017.
- DRC will recommend ZBA request the applicant to submit the landscape or buffer plan for the entire project site.
- Recommend providing buffers/ fences between the units considering their close proximity to each other.
- There is opportunity to develop open space within the project limits. DRC will highlight the need to develop any open space.
- At the ZBA meeting, applicant showed a design for a bus stop/ shelter within the development. Members went over the revised plans and discussed the location of the bus shelter relative to the nine parking lots and a community mailbox station in the vicinity of the shelter. Plans show the parking lot behind the bus shelter. From safety standpoint, DRC will recommend providing landscape buffer in front of the parking lot.
- Members discussed the need to name the two sections of the development with different names.
- Some architectural recommendations will also be made. Members were asked to communicate directly with Mr. Buckley with comments on the various architectural styles/models.
- Members felt that landscape plans do not effectively demonstrate the path to enter and exit the units. Details should be properly shown on the plans
- Recommendation will be made to swap some of the units in high density area of the development with drainage areas/ catch basins. It was agreed that a list of units that members approve vs disapprove from architectural point of view will be sent to Mr. Buckley who will include that list in the letter to ZBA

- **Next steps for DRC report on Digital Community Information Sign-**
Ms. Chabot will provide the update at the next DRC meeting.
- **Identification of possible sign violations to report to Building Inspector-**
 - Ms. Chabot talked about a political sign on a utility pole on Rt. 109 (Main St. EB). Building Inspector, Mr. Mee will be informed and asked to inspect the location and remove the sign.
- **Other Business as may come before the Committee-**
 - Ms. Childs reported that the Dollar Store at the shopping plaza will be converted to an auto parts store. The storefront will be adjusted to suit the tenant's needs. Members are concerned this is a violation of the recent change to the zoning bylaw which prohibits new auto parts stores in the central business district.
 - 83 Main Street - Mr. Sean Murphy is the tenant. Ms. Childs stated that the site plan (updates to parking and landscape) will be submitted to the Planning and Economic Development Board for review.
 - She provided an update on the pump topper signs at Cumberland Farms. Mr. Mee drafted a letter to the sign consultant. Brightness on the sign will be reduced with scrolling letters (Member/ Non- Member) on top. Sign will be turned off when the business is closed.
 - Ms. Childs reported that an application for sign design review for a monument sign was received for Dominos, Flying Fur, and Tingley's. Application will come before the Committee at the next meeting.
 - There was discussion on signing and re-signing leases.

❖ **DRC Meeting Schedule** - Next DRC meeting is scheduled on March 06, 2017.

Adjournment

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

The meeting was adjourned at 9:30 p.m.

Respectfully Submitted,
Sreelatha Allam