

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
508-533-3291

**DESIGN REVIEW COMMITTEE January 9, 2012 MEETING**

**Attendance:** Matt Buckley, Julie Fallon, Bruce Hamlin, Dan Hooper, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Minutes:** 12/19 minutes reviewed & approved

**Notes:**

- Dan and Matt to write a letter to the Board of Selectman regarding town website redesign
- DRC's next meeting on 1/30 to discuss town seal, finalize ideas
- Set aside 30 min. with Mark & Rob to discuss town logo/town images
- Will DRC's logo image be ready for this Feb. town meeting?
- Karyl felt we may need to bring in a graphic designer to do the work in finalizing the design and have it ready for town meeting
- DRC members to bring in art work and/or logo ideas to next meeting, e-mail to Julie before hand
- St. Brigid's applicant was not present for appointment

**Sign Design Review, Hero's Police Supply, Main St., owner, Joseph Cataldo**

- Image shows Hero's Police Supply in red standard font, channel letters, size is larger than allowed
- The overall initial scheme for all 3 businesses, is white, green and red channel letter signs, DRC feels it doesn't work well together
- Building owner recommended the example brought in
- DRC recommended blue text, Cataldo showed the group the example he originally wanted, sign above the entrance door, Hero in caps with police supply under it smaller text. Blue with white outline
- DRC feels it fits well with the business and was the appropriate size for the building
- DRC thought the logo was very strong, H with a circle around it, would work well on entrance doors
- Owner stated the window decals will come down once the sign is up

**Sign Design Review, Gold Stone Granite, 2 Franklin St., Owner, Gilson Souza,  
2<sup>nd</sup> Meeting**

- Sign is still too busy, with 4 different fonts, various sizes and colors used. The sign had no hierarchy of information, sign feels like its yelling making it hard to read
- DRC suggests giving up some of the info on the sign
- There is no current logo; a large 'GS' in a circle is located between Gold and Stone
- Owner says he wants to have a logo; a recognizable symbol on vehicles, business cards and sign
- DRC recommends simplifying sign, by using less text
- Julie created sketches to simplify it, some keeping a "GS" logo and some with out to give ideas and created a hierarchy, name of company most important is shown largest and in bold caps
- Julie e-mailed images to Gilson and DRC group

**Actions**

- Rachel to write LOR for Gold Stone and Hero Police Supply

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

**Medway Design Review Committee**  
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**DESIGN REVIEW COMMITTEE January 30, 2012 MEETING**

**Attendance:** Matt Buckley, Julie Fallon, Dan Hooper, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Minutes:** 1/09 minutes reviewed & approved

**Notes:**

- DRC plans to have a special meeting on 2/6 to discuss the town seal design further and plan on having Mark & Rob there too
- DRC reviewed Medway Middle School column design/enclosures.
  - Shown: drawing of aluminum column covers with brushed pattern, patina green color
  - DRC would like to see a sample of material
  - DRC questions how does the aluminum band relate to the building?
  - The columns don't seem to work with the entry canopy design
  - DRC would like a meeting with architect to discuss this further

**Sign Design Review, Limerick Collision, 298 Village Street, owner, Liam, sign by Brian Clayman**

- Liam and his family also have a Limerick Collision in Norwood as well as Limerick, Ireland
- Sign presented is tan with a black boarder and green text in caps 'Limerick Collision' 'Autobody Repair Specialists' is shown in bold caps, white text, highlighted in green background' below
- There are 2 clovers on either side of the text and 1 shown inside the 'o' of collision
- DRC felt the clover in the 'o' was hard to read, just the 2 clovers on either side of the text was needed
- Limerick and Collision are both in caps, similar size, Collision is bolder but not enough of a difference between the 2 making it hard to read
- Liam would like all the information to stand out, have an impact
- Julie changed the logo around with different options by changing text and size while keeping the same color scheme
- Adding a thin black outline around the green text makes it stand out more, also making the first letter slightly larger
- Liam was open to the changes made, Julie e-mailed her draft to Liam and the group

**Sign Design Review, Medway 300<sup>th</sup> Banner, John Kennedy**

- Logos, images and banner design created by Kathy Foresto
- Banners will be used to advertise different events as well as bring attention to the 300<sup>th</sup> anniversary
- There are 3 planned locations for the banners: town hall, rt. 109 shopping plaza and Rabbit Hill/Community Church
- John brought a spec of the pole banner kits
- Current banner image is too wide for the banner which is shown as narrow
- Business donors names will be at the bottom of some of the banners
- Publicity starts this February, banners will be up this August through 2013
- 2 banners per a pole; Fire dept. will help with installation
- DRC suggests Chaote Park as another good location
- Dan offered to take pictures of poles at the locations and photoshop banners in to see how they will look
- Matt suggests banners having different information but similar qualities, so people will stop to read them
- DRC would like to have a follow up meeting with Kathy

**Actions**

- Rachel to write LOR for Limerick Collision

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE February 6, 2012 SPECIAL MEETING**

**Attendance:** Matt Buckley, Julie Fallon, Dan Hooper, Karyl Spiller-Walsh, Mary Weafer, Mark Wilcox

**Notes:**

- February 15<sup>th</sup> is the next Medway Middle School meeting, Matt has the 109 Committee meeting and asked Karyl to attend to discuss the column design

**Special meeting to discuss new town seal design with Mark Wilcox, President of the Medway Historical Society**

- Matt updated Mark on the DRC's recent work on town seal
- Discussion on current town seal and images – what build Medway, i.e. industry, church
- Mark suggested mill building, Thayer stone building/Chicken brook something more graphically pleasing
- We looked through MA town seals, water wheels and mill images
- Dan commented on creating a circular enclosure that was interesting
- DRC would like 2- 3 town seal options to present to the Board of Selectman
- Goals
  - To make town seal current
  - Represent Medway's history
  - Narrow down to a simple image
  - Create an interesting circular enclosure
- Image suggestions
  - Mill building with water wheel
  - Landscape
  - Thayer/Stone Mill
  - Original meeting house
  - Beech tree

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE February 13, 2012 MEETING**

**Attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller-Walsh, Mary Weafer

**Minutes:** 1/30 minutes reviewed & approved

**Notes:**

- DRC reviewed the sign designs while waiting for applicants
- Medway Community Church
  - Group felt the oval in the logo, which surrounded images/text, conflicted with the sign shape
  - It was suggested to remove oval
  - The cross image and steeple were competing
  - Julie manipulated the sign design, removed the oval and cross. Keeping the steeple as important image. The shape of the sign remained.
- St. Brigid's and Medway Community Church applicants did not show
- Matt will be able to attend Medway Middle School meeting on 2/15, re: columns at entrance

**Sign Design Review, Medway Imports, 2 Main Street, owner, Barry Roth**

- Front lit channel letters all in white caps are shown 'Medway Imports' at front soffit of the building and 'Service' at side service entrance
- DRC felt the 'Service' letters were not easy to see from the street because of the location on the building, hidden by a soffit
- DRC suggested blue because it is used on the website, Barry thought blue was difficult to read
- Barry wants it to be simple, nothing too loud, likes white for the text. Black and red are also easy to read from the road
- DRC likes the font used on the website, more of a foreign car font, rather than the straight forward font
- Julie manipulated the signs, changing the font and location, moving 'Service' to the side soffit, closer to the road. A smaller service entrance can be added above entrance door
- It is unclear if Barry will return for another DRC meeting, Rachel agreed to write LOR from our discussions with him

**Actions**

- Rachel to write LOR for Medway Imports

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE February 27, 2012**

**Attendance:** Matt Buckley, Bruce Hamlin, Dan Hooper, Karyl Spiller-Walsh, Mary Weafer

**Notes:**

- 2/6 and 2/13 meeting minutes reviewed & approved with minor change

**Sign Design Review, Sweet Potato Children's Resale Boutique, 80 Main St., Christina Pires**

- Sweet Potato was a resale boutique previously on Village St. by different owner
- Resale Boutique/Non-profit Organization owned by Life Skills, they have other locations, with different names in MA
- Christina was going to do a board sign but building owner wants channel letters with 1 line, as similar businesses on building
- Because channel letters are more expensive, Christine would like a smaller name
- Sign is more for walkers and drivers in parking lot
- Current font has curves, may be hard to read. DRC recommends something concise readable
- DRC asked what colors are allowed. Request owner for sign specifications, Master Signage Plan
- Christina would like to keep name for the clientele built up at Village St. location
- DRC recommends Christina to seek a graphic designer, explore name possibilities and comes back with new sign design for review

**Sign Design Review, Medway Community Church, 193 Main St., David Quinn with Signs by Tomorrow**

- DRC felt the 6 elements are competing with each other, i.e. sign shape, cross, steeple, band of words at bottom, DRC suggestions having less elements, making it easier to read
- Images/logo and text conveys well on letter head but should be simplified for signage
- DRC feels this is an important sign for the historic church/town landmark, the sign should reflect the building
- DRC would like to meet with Pastor Travis and church board members to explain the significance of a simpler sign

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Karyl to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE March 5, 2012**

**Attendance:** Matt Buckley, Julie Fallon, Dan Hooper, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Location:** Medway Public Library Conference Room

**Notes:**

- 2/27 meeting minutes reviewed & approved
- Dan and Matt are in the process of finalizing a letter to appropriate town members for DRC to participate in new design template of website
- Rod sat in as a potential DRC member

**Design Review, Lawrence Waste Services Site Plan, 49 Alder Street, Jim & Keith Lawrence, Luane Perry of Group7 Design, Peter Lavoie Civil Engineer of Guerriere & Halnon, Inc.**

- Building to be located in the 495 Business Park, set back adjacent to Verizon and rt. 495
- Office space to be 2400 sqft and garage to be 5000 sqft
- Parking will be located in front of the building
- 85' of trees will be cleared out in between the front of the building and street
- Karyl suggested keeping some of the larger trees in front to create a buffer
- Outside dumpsters will be enclosed with a screened fence, not visible from the street
- No signage has been designed yet. Owner is unsure of material and look of the sign
- DRC suggested to Jim and Keith to come back when they are ready for the front signage, before design, to brainstorm ideas
- 4' x 15' area is reserved above the entrance door for signage, owner has decided not to have signage there because it will not be seen from the street
- Rachel suggested having a window applique on glass doors with company name/logo
- Rachel asked about having skylights in the garage area, since there are just small windows on garage doors, to save on energy costs and allow light in
- Owner said energy will get lost if there were skylights, the roof R rating will change
- Dan suggested having a clearstory for more natural light

**Action**

- Rachel to write LOR for Lawrence Waste Services Site Plan

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE March 19, 2012**

**Attendance:** Matt Buckley, Julie Fallon, Dan Hooper, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Location:** Medway Public Library Conference Room

**Notes:**

- 3/5 meeting minutes reviewed & approved
- Karyl brought tentative site plans of Tri Valley Commons to be potentially located between Charles River Bank and Gould's Plaza
  - Some concerns: building will be viewed from all sides, need to be designed with this in mind
  - Businesses are unknown at this time
  - 1 is designed to have a drive through
  - There will be a connection to Gould's and new plaza
  - A street light may be added on rt. 109
  - Majority of trees will be removed to grade the site

**Discussion of new town seal**

- DRC reviewed sketches/ ideas from the group and looked at existing town seals
- DRC agrees the town seal should have a historical look
- Three main ideas were agreed upon for images:
  1. Bridge/Thayer house/tree
  2. Horse/cows
  3. Oak leaf and /or acorn
- Karyl will work on sketches
- Rachel will work on oak tree/leaves
- Mary will work on circle enclosure, with town name and date

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

## **DESIGN REVIEW COMMITTEE MEETING**

**April 2, 2012**

**Attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Dan Hooper, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Location:** Medway Public Library Conference Room

**Notes:**

- 3/19 meeting minutes reviewed & approved
- Because of conflicts during the DRC meeting time, Pastor Travis was not able to meet with the DRC for a follow up on the Medway Community Church sign. So Dan had met with Pastor Travis at a separate time/location regarding the DRC's recommendations. The updated sign was sent electronically to the group and approved.
- Matt and Karyl were suggested by Susy and Andy to audio record future DRC meetings because of a recent complaint by a previous applicant of the way he/she was treated. Majority of DRC members thought this applicant was treated fairly and do not feel the need to record future meetings.
  - DRC members voted 4 to 1 to not audio record future meetings

**Continued discussion of new town seal**

- Three main ideas reviewed:
  1. Bridge/Thayer house/tree
  2. Horse/cows
  3. Oak leaf and /or acorn
- Rachel brought in acorn /oak leaves sketches/images
  - The group really liked the simplified acorn/leaf image
  - Represents growth
  - Oak tree is a sign of strength
  - Oak trees were present with early settlers
  - Used by early colonists
  - Eaten by early native Americans
- Karyl did sketches of horses and Thayer/tree/bridge
  - Thayer/tree/bridge – Historic, represents the past
- Mary brought circle enclosure options
- Plan is to hire a graphic designer to put together final logo package; on letterhead, police car, etc. and present to Board of Selectman in late spring then town meeting this fall

**Action:**

- Rachel to write LOR for Medway Community Church
- Matt to talk with Susy about budget for graphic designer

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer



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**DESIGN REVIEW COMMITTEE April 23, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent without notice:** Bruce Hamblin

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 4/2 meeting minutes reviewed & approved
- An Economic Development meeting will be held this Wednesday, 1 DRC member should be present to review business park sign concept given to group by Andy. Julie can be there at 8:00. Dan and/or Karyl may attend. Concept ideas:
  - Rural
  - Timeless (not trendy)
  - Industrial feel
  - Maintenance free
  - Solar lighting
  - Representative of an organic shape
  - Meant to attract business
  - Represents a welcome sign to Medway/gateway
- Design Guidelines on town's website
  - Susy would like images to relate to text
  - Does the DRC need a printed booklet?
  - Matt would like to set aside time at an upcoming meeting to go through images and guidelines

**Continued discussion of new town seal**

- The group narrowed it down to 2:
  - Thayer house with tree and bridge
  - Acorn with oak leaf
- Images need to be cleaned up, like a block print look
- Image needs to be readable at nickel size
- Thayer house with tree and bridge shows human presence

**Adjournment**

At 8:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE May 7, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent without notice:** Bruce Hamblin

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 4/23 meeting minutes reviewed & approved
- DRC needs to select image(s) to represent the DRC group on town website, something that shows our work
- DRC would like Susy to come to an upcoming meeting to discuss the images
- DRC expressed interest in having Rod become a member

**Sign Design Review, Medway Nutrition/GetJosette, 116 Main Street, Drybridge Crossing, owner, Steve and Sean Murray**

- Total Personal solutions, they work with clients to help with their overall fitness/diet and sell nutrition products
- This is the 1<sup>st</sup> business location for Medway Nutrition, who also developed a partnership with GetJosette
- GetJosette is its own business that Medway Nutrition brought in to broaden their cliental
- The current logo/image on the sign is black with gray, bold font, Get Josette is in same font but yellow-green
- Matt thought there was too much information on sign
- Steve wants to keep it simple
- The ladder sign is only visible on one side, a tree is blocking the other side
- DRC felt the sign was generic, all the font was the same bold text making it difficult to read
- DRC looked at the logo of Get Josette, which is bold orange-yellow color, dots used around text
- Julie tweaked the sign by changing the fonts, 2/3's of the top has a black background; with "Medway Nutrition", under is "Total Personal Solutions", bottom 1/3 is yellow-orange background with "GetJosette" in a different font, all caps and incorporating the dots into both backgrounds. All text is white.
- DRC feels this new design better represents both businesses, while making Medway Nutrition the main focus, is attractive and easy to read
- Steve and Sean were pleased with the new design
- Julie e-mailed the new images to owners and DRC group

**Action**

- Rachel to write LOR for Medway Nutrition

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

Medway Design Review Committee  
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**DESIGN REVIEW COMMITTEE May 21, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Mary Weafer

**Absent without notice:** Bruce Hamblin

**Absent with notice:** Rachel Walsh

**Non-members present:** none

**Location:** Medway Public Library Conference Room

**Notes:**

- 5/7 meeting minutes reviewed & approved
- Exterior of McDonalds has been repainted a bright red. The original approved color scheme for McDonalds and adjacent buildings was cream and white. Is approval needed for the new color change? Matt to ask Susy and/or John about this change.
- Upcoming important dates:
  - June 4<sup>th</sup> Conservation by Design Workshop, Dean College, 6:00pm (No DRC meeting with be held)
  - June 19<sup>th</sup> Public Hearing Oak Grove, Medway Public Library, 7:00pm
    - Bottle cap lot area
    - Possibly housing community
    - DRC has an important role in the look of this development “Presentation of Proposal Preferred Oak Grove Development Concept Plan”
- DRC to report current sign violations in town
  - New businesses with signage, not approved
  - Temporary signs up too long, i.e. real estate signs
- DRC would like to acquire a chip for scanner in the near future

**Adjournment**

At 8:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE June 25, 2012**

**Member Attendance:** Matt Buckley, Karyl Spiller-Walsh, Rachel Walsh, Rod McCleod, Bruce Hamblin

**Absent without notice:** None

**Absent with notice:** Mary Weafer, Julie Fallon

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 6/11 meeting minutes reviewed & approved as submitted
- **DRC needs a liason for the Town of Medway website**
  - Rod McCleod volunteered to take on this project
  - Make info available online to browse in conjunction w/ Design Guidelines becoming simplified & visually enhanced/illustrated
  - Make a bullet list of pics needed for each section that can then be online
- **DRC Budget Items/Supplies**
  - locking file system/bin
  - 2-3 laser pointers
  - chip for laptop
  - sketch books
  - pens/markers
  - tracing paper
  - easel/foamcore (Rod to check availability of free items from his work)
- **Randal Arendt**
  - View DVDs and look at books acquired by the town
- **DRC Goals for 2013 Discussion**
  - Address Building Colors and Color Change
    - Enrich design guidelines specifics?
    - Color directives?
    - Bylaw change?
  - Municipal Review
    - Create Bylaw making DRC the 1<sup>st</sup> stop – to monitor, review, and approve any and all Town of Medway municipal signage, architecture, and graphic representation of the Town
    - Municipal projects should be the first duty of DRC before private applications
    - The Sanford St Bridge project may be a good starting point
  - Address Non-Conforming Signs
    - Create sunset timeline for “grandfathered” brackets and signage
    - L.E.D. and other lighting/materials of concern addressed in bylaw
    - Ladder Signs – set saturation for existing, and sunset existing
- **Current Non-Conforming/ Possible Violations**
  - Bella Dawna Salon – signage on building and ladder sign at Dry Bridge Crossing did not come before DRC
  - Pool & Spa store – water feature in conjunction with signage

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**DESIGN REVIEW COMMITTEE June 25, 2012**

- Lighting in Ocean State plaza, temporary lighting has been left as permanent and may pose a safety hazard to drivers
- **Medway Middle School**
  - Landscape Plan was never presented
  - Small-caliper tree is planted, no bench.
- **Historic District Signage** – make appointment to meet with committee
- **Town Seal**
  - Rachel presented further concepts including a wreath-design border
  - Look into hiring a design firm to finalize seal
- **DRC Excellence in Design Award**
  - Bruce Hamblin mentioned recognizing applicants that have achieved design excellence
  - DRC has done this award in the past
  - Look into certificates

**Adjournment**

At 9:02 p.m., it was moved by Karyl and seconded by Matt to adjourn. All in favor

Minutes respectfully submitted by Rachel Walsh

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**DESIGN REVIEW COMMITTEE June 11, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Mary Weafer

**Absent without notice:** Bruce Hamblin

**Absent with notice:** Rachel Walsh

**Non-members present:** none

**Location:** Medway Public Library Conference Room

**Notes:**

- 5/21 meeting minutes reviewed & approved
- Review and discuss Randall's Conservation by Design Workshop
  - How can Medway change the bylaws?
  - Matt notified the group there is a DVD on Randall's lecture for town board members not present.
- Karyl informed the group of the Summer Street proposed 2 lot site that will be presented to the Planning Board tomorrow.
- Town seal
  - Two options (Oak leaf and Thayer/bridge/tree) need to be 80% complete. Matt plans to present to the Board of Selectman the end of this month.
  - Karyl and Rachel to work more on the 2 seal options.

**Sign Design Review, Flipside Gymnastics, 2 Franklin Street, Sandy Currier**

- Flipside has been in business at this location for 20 years and has not had a building sign.
- Building is painting a dark forest green
- Flipside business shares the building with a hair salon and Gold Stone Marble and Granite
- The sign showed teal (company color on business cards), white and gray text and images with black background
- Sign example has company name, gymnast image, phone number, website and "Parking in rear"
- Julie had come with modified sign designs showing a white background and less information
- DRC feels the black background would be too dark on the dark building, might get lost
- Matt suggested to remove "Parking in rear" and having its own sign
- Sandy said there is confusion from customers on where to enter and park
- Julie's modified sign showed a larger gymnast image in teal, black text, white background. She placed the new sign on the photo of the building for Sandy to see how it will look.
- Sandy had thought the new sign should be same size as adjacent sign from Gold Stone Marble and Granite, but the new design leaves too much white space. Julie scaled the sign appropriate for the image.
- Sandy would like to add gooseneck lighting above the sign on building. DRC approves the lighting but Matt recommended for Sandy to see what the lighting requirement allowance is.
- Julie e-mailed the new images to Sandy and DRC group.

**Action**

- Julie to write LOR for Flipside

**Adjournment**

At 8:40 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor

Minutes respectfully submitted by Mary Weafer

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DESIGN REVIEW COMMITTEE  
July 9, 2012

**Member Attendance:** Matt Buckley, Julie Fallon, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent without notice:** Bruce Hamblin

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 6/25 meeting minutes reviewed & approved
- Town Seal
  - DRC to put on selectman's agenda: Town Signage Project for their next meeting
  - The next step is hiring a graphic designer to finalize and prepare a Town Signage Plan to show how the seal will be implemented throughout town
- DRC Goals- Rewrite bylaws
  - All municipal building signage, site related issues, including parking, plantings, must come before DRC for review
  - DRC to come before planning board with a rewritten bylaw showing an example of how it could have looked per DRC's recommendation, i.e. Middle School example

**Sign Design Review, Medway Historic District Signs,**

**Mark Wilcox, Medway Historical Society and Rob Pomponio, Medway Historical Commission**

- Proposed signs to be bronze, black metal signage, similar to Evergreen Cemetery
- Signs to be one sided, size 24" height x 18" width, mounted approx. 5' from ground, pole would be aluminum
- Number of signs & locations to be 6 at Rabbit Hill, 7 at Medway Village, located at 5 major connections, 1 extra sign would be made if needed
- If the town seal is on the sign it would need to be recast when the new town seal is finalized, cost to recast about \$125
- DRC members feel the town seal is not needed on the sign, depending on shape of the sign
- DRC members recommend to make sure signs are mounted in straight/level
- Julie requested for the DRC to review the font and layout before production
- The year of which the district was registered with the National Historical District, 1980, can be on the sign
- The year 1980 may take away from the historical significance of the district because the reader may not understand that it was just the year it was registered, not created
- DRC recommends black posts, cemented in ground
- August 14<sup>th</sup> Mark will have a meeting with the Medway Historical Society, he'd like to have Julie's updated sign layout to show them

**Action**

- Julie to send updated options of the Medway Historic District Signs to DRC and Mark Wilcox

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

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**DESIGN REVIEW COMMITTEE August 6, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent without notice:** Bruce Hamblin

**Non-members present:** N/A

**Location:** Medway Public Library Conference Room

**Notes:**

- 7/9 minutes approved after minor changes
- Rod has an easel the DRC can use for meetings
- Susy is seeking a member of the Medway Business Council to become a member of the DRC
- A special DRC meeting is planned for next Monday to review welcome town signs and put presentation together for our work thus far on town seal

**Sign Design Review Follow up, Medway Historic District Signs,  
Mark Wilcox, Medway Historical Society**

- Julie brought printed sign design changes, simplifying: district name in caps, National Historic District in title caps, and MEDWAY EST. 1988 in caps. smaller font at bottom
- Largest letters will be 2", smallest 1"
- Wednesday Mark will have a meeting where he'd like to show the group the updated sign design
- Mark likes the layout done by Julie
- Julie will e-mail Mark final Rabbit Hill and Medway Village layouts

**Medway Community Signage Project, Susy Affleck-Childs**

- A Community Signage Project Task Force has been formed of members from different town committees, with DRC's Matt
- The task force will:
  - Start the process of 'Welcome to Medway' signs by hiring a graphic designer
  - Determine how the money gets spent and how the sign(s) are designed
  - Will attend future DRC meeting for sign design review
- Welcome signs to be installed at 5 locations/gateways into Medway
- This will be just the beginning of a town signage plan, they will be implemented on town buildings and/or property as well
- Susy would like to have graphic designers on board this month
- Welcome to Medway signs will be installed by mid April 2013
- DRC to bring to next meeting ideas for a town welcoming sign

**Discussion with Gino Carlucci, PGC Associates and Susy Affleck-Childs, Planning and Economic Coordinator  
on Sign Regulations – Zoning or General Bylaws?**

- Should the sign bylaws be taken out of Zoning Bylaws and brought into General Bylaws?
- Zoning Bylaws
  - Allows signs to be grandfathered in that are non-conforming
  - A sign permit is technically a building permit
  - Modifying a zoning bylaw would have to be a 2/3 vote at Town Meeting
- General Bylaws
  - Modifying a general bylaw would take place at Town Meeting by a majority vote
  - Some of the non-conforming signs can be removed by a date/deadline
  - The sign requires a sign permit, more provisions are allowed
- Our advisory role (of DRC) is sometimes not taken seriously, currently we are just suggesting, applicants don't have to take the DRC's recommendations
- It is up to the enforcer to take down any non-conforming signs
- Rachel suggested to get testimonials from past applicants
- Also, having before and after pictures to show examples of DRC's work
- Homework – DRC to look into other towns that have done this and are successful
- Susy suggested that the DRC look at the town of Dennis's Bylaws
- Karyl asked Gino to send the DRC a summary of the bylaws changes, pros and cons
- Karyl doesn't want the DRC to be held back on progressive thinking, we want to look into the future, a special permit can be allowed



Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
508-533-3291

**DESIGN REVIEW COMMITTEE August 6, 2012**

- Matt is concerned about LED and how to write it in the bylaws and regulate it
- The change would be voted on at the May 2013 town meeting

**Medway Town Seal**

- DRC is at a point to bring sketch ideas to Board of Selectman, to get approval to hire a graphic designer to bring this to the next level
- DRC will 1<sup>st</sup> present to Maryjane White, Town Clerk and Suzanne Kennedy, Town Administrator, to show them the DRC's process and concept options

**Actions**

- DRC to gather town welcome signs for next meeting
- Rachel to do LOR for Medway Historic District Signs

**Adjournment**

At 9:45 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
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**DESIGN REVIEW COMMITTEE August 13, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** Rod MacLeod

**Absent without notice:** N/A

**Non-members present:** Maryjane White, Town Clerk

**Location:** Medway Public Library Conference Room

**Special Meeting: Town Seal**

- Maryjane came to the beginning of the meeting to express her concerns about the changing of the town seal. i.e. why is it being changed
- DRC had a discussion with Maryjane about the town seal meaning, when it was founded and what it should represent
- Maryjane had read that the town seal should represent where the town was when it was founded
- It was all agreed the town seal should represent Medway and its history
- Maryjane asked what other towns have updated their own town seal?
- Karyl said the town seal should be timeless
- DRC reviewed a slideshow presentation, prepared by Julie, to be presented at next Mondays meeting to town residents. The slide show will represent our process of the new design.
- DRC members suggested showing successful historical town seals first
- Show how the Medway Town seal gets changed for different uses, by both colors and images; no continuity
- Seal should represent founding history, sense of community
- Early settlers first came to the river(s) where they settled and built industry around the rivers/ built mills
- Current seal is arbitrary in use of elements, colors and images change
- Current seal font is difficult to read

**Actions**

- Julie to make final changes to presentation

**Adjournment**

At 8:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

**Medway Design Review Committee**  
**155 Village Street, Medway, MA 02053**  
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**DESIGN REVIEW COMMITTEE August 20, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** Rod MacLeod, Bruce Hamblin

**Absent without notice:** N/A

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Site Plan Modification Review, 45 Place Façade Modification, 45 Milford Street, Paul Yorkis, Patriot Real Estate, Mark Smith, Property Owner**

- The current vacant space, 2000 sqft, has not been successful in leasing
- Mark said it is 'cave like' because of the lack of windows and natural light (north façade), it has not been appealing to prospective tenants for retail or office space
- Plan is to add a new entrance, make 2 units, approx. 1000 sqft each, and larger windows
- Matt suggested adding another window at gables and an arch above entrance way
- Mark would like to add gooseneck lighting at sign above the new entrance door to make it stand out
- Karyl suggested adding a flat representative of the columns to mimic the existing entrance at corner with the large columns
- DRC agrees making these changes will make the building more appealing
- Paul said he'd like to change the sign bylaws so they are more friendly to businesses

**Sign Design Review, Nectar Floral Design, Medway Mill Building, 161 Main Street, Misty Florez**

- New business at mill building, floral design for events/weddings by appointment only
- New signage to be mounted on building adjacent to entrance door
- DRC really liked the logo design and colors, yellow flower on chocolate brown background with black and cream to match all building signage
- Julie worked with image before meeting, made the flower slightly larger
- The current entrance of a white door does not stand out on the building
- Karyl suggested adding a small awning above the entrance door
- Rachel suggested new door hardware on a smaller budget
- DRC suggested make the sign slightly bolder, but overall are pleased with the sign design

**Town Sign Presentation to Town Residents**

- Matt presented a slideshow of the DRC's process of designing a new town seal
- New town seal by the DRC is Thayer house, representing new families that helped build Medway, beech tree, representing growth- something that has been there for many years and still stands today, and the river, why settlers 1<sup>st</sup> came to Medway that helped start industry
- DRC looking for something timeless, a New England feel quality
- DRC has looked at several similar town seals for ideas
- Residents feel strongly about keeping the history of the seal, some asked why change history
- A resident felt the Charles River has been underplayed in the town of Medway and it is an important role in the beginning industries
- A resident that would like to keep the current town seal asked if the DRC would undertake the tweeking of it to make it more identifiable, Matt said the group will discuss it
- Member of the Board of Selectman, Glenn Trindade, said this decision will not be taken lightly, we all agreed that history matters. He asked does the new town seal implement the town better than the existing?
- The DRC to finalize and prepare to go before the Board of Selectman

**Actions**

- Rachel to do LOR for 45 Place and Nectar Floral with recommendations

**Adjournment**

At 9:15 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
508-533-3291

**DESIGN REVIEW COMMITTEE   September 10, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** N/A

**Absent without notice:** N/A

**Non-members present:** see below

**Location:** Medway Public Library Conference Room

**Site Plan Pre-Application Discussion- Thayer Homestead, 2B Oak Street/Choate Park,  
Dan Hooper and Marcia Kramarz of Thayer Development Committee,  
Chris Ladds, Jonathon Taylor and Drayton Fair of LLB Architects,**

- Renovation called a 'sympathetic addition', used by the town as a rentalable event space
- Phase A – Building & immediate site only
- Phase B- will be parking- not being worked on right now
- View of the site was the concept for the design, the layout for overall plan
- New Barnyard- open space between new, old and barn

Interior

- Original homestead will be for meeting purposes/office with upstairs living quarters
- The fireplace in new function room is an important feature to renters, a full stone fireplace is recommended; Something a little more elaborate than the steel pole/cylinder
  - Can the pole be part of the exterior wall, rather than the interior, it takes up valuable space, is visually intrusive
- Ceiling in function room is a traditional wood truss, open ceiling
- Can something be added to the glass walls to prevent people from walking through it, possibly just above floor level
- The soffit above the 'runway' is interrupting the views to the outside, can the soffit be removed?
- Consider having the floor materials change on the runway axis, possibly wood on the runway, and a lesser expensive material for the function room

Exterior/Site Plan

- Lighting plan – kept quiet, calm lighting, doesn't light up the sky
- Landscape – keep as simple as possible, not to interfere with historic landscape/protect beech tree
- New entrance resembles a school building, consider making the entrance more inviting, i.e. porch
- Windows on shed are narrow, they represent missing boards, as if an old shed. They may be too contemporary for the Thayer house, they don't relate to the design
- Reverse board batten creates a reveal, boards are different sizes, random
- Shed doesn't relate to rest of the building, i.e. roof/wall material and window shapes
- DRC recommends adding a window right of the entrance doors on the Thayer house wall to open up the views
- DRC suggests adding perennial gardens along the shed to soften, make it more welcoming
- For drivers, Matt suggested entering the site clockwise to give a better view of the vistas
- The end of the runway (back patio) seems incomplete, suggest working with the shape and making the beech tree part of the exterior, make it more inviting
- Create a welcoming exit access from the patio to the parking lot and/or Choate park
- Possibly add some detail to the Thayer house from the patio view

**Sign Design Review, Solar Lighting for signs at Medway High School and Middle School, Dan Griffen Broadway Electrical**

- Currently solar lighting is done on school roofs, school wants to implement the on to exterior lighting for school signs using LED, will have low foot candles
- Pole will be located within 10' from lighting source, DRC was concerned the pole would be arbitrary placed
- DRC recommends adding bushes to Middle School sign, and showed interest in meeting with group for regarding planting design/selection

**Actions**

- **Rachel to do LOR for Solar Lighting**

**Adjournment**

**At 9:15 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.**

**Minutes respectfully submitted by Mary Weafer**

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
508-533-3291

**DESIGN REVIEW COMMITTEE   September 17, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** Rod MacLeod, Bruce Hamblin

**Absent without notice:** N/A

**Non-members present:** Dan Hooper

**Location:** Medway Town Hall 1<sup>st</sup> floor Conference Room

**Notes:**

- Meeting minutes approved: 8/13, 8/20, 9/10
- DRC briefly reviewed town seal design process for the Board of Selectman's (B.O.S.) meeting
- DRC presents at Board of Selectman meeting
  - Matt presents the DRC's process of redesigning the town seal with a slide presentation
  - B.O.S. is open to ideas, would like the residents to decide on new seal or keep existing
  - B.O.S. would like the final seal (whether new or existing) not be replicated without permission to avoid it changing (i.e. text, images, color)
  - Residents expressed their opinions on keeping the current town seal
  - B.O.S. asked DRC to look into keeping the current seal but making it more appealing, making it easier to read the text and images
  - Any changes made would be presented at town meeting for a vote

**Actions**

- DRC to start the process of updating current seal

**Adjournment**

At 7:30 p.m., to attend B.O.S. meeting, it was moved by Matt and seconded by Julie to adjourn.  
All in favor.

Minutes respectfully submitted by Mary Weafer

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
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**DESIGN REVIEW COMMITTEE   October 1, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** Bruce Hamblin

**Absent without notice:** N/A

**Non-members present:** N/A

**Location:** Medway Public Library Conference Room

**Notes:**

- 9/17 Meeting minutes approved

**Town Entry Signs**

- Matt updated DRC on the town sign committee's progress
- Mark Guairano, of Cambridge, is hired to develop a signage plan, including identification signs for municipal buildings
- Phase 1 will be 5 signs, 4 to be entry signs, 'Welcome to Medway', hoping progress will move fast
- Location won't be on town line; an appropriate location will be determined
- Discussion of entry town signs and town hall signs, town sign committee doesn't want them to look to similar
- Matt is suggesting a single post sign, will be easy to place on different plots of land

**Actions**

- Mary to get a copy of original town seal

**Adjournment**

At 8:30 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

**Medway Design Review Committee**  
**155 Village Street, Medway, MA 02053**  
**508-533-3291**

**DESIGN REVIEW COMMITTEE    October 15, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** N/A

**Absent without notice:** Bruce Hamblin

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 10/1 Meeting minutes approved
- Meeting has been moved into a different conference room in the library on the 1<sup>st</sup> floor, a location note will need to be placed for applicants since we are no longer visible upon entering
- Matt will be presenting the DRC's work and projects to Business Council Thursday, 10/18. Julie prepared before and after photos of the DRC's work relating to in town signage.
- Dan updated DRC on Thayer Project.
  - Something is lacking at entrance way. Karyl brought in colored glass sample to possibly use at exterior glass, could be framed in a doorway.
  - Keep architecture the same but adding visual interest
  - Windows have changed, simple design, plain with mullions
  - At entrance, add art work, Thayer story with photos
- Karyl showed the DRC 1<sup>st</sup> concept of town logo, keeping the existing seal ideas but updating it.

**Informal Pre-Application Discussion, Tri Valley Commons Site Plan**

**Roger Calarese, Calarese Development, Bob Poxon, Guerriere and Halnon**

- Roger presented site plan
- A traffic light will be added on rt.109, modified site plan will be done with Gould's Plaza owners, Dunkin Donuts entrance will be modified, adjacent businesses are cooperating with the changes
- Food will be the dominant tenants with 1 drive-thru, front right location will be Advanced Auto parts, located in the back building will be a hair salon, professional medical offices
- Building materials: stucco, stone columns
- DRC suggested using brick and clapboard similar to their previous job, DCU, Franklin
- Bob presented details of the site plan
- 50' no building line, 30' undisturbed
- Slope at east side to be maintained, construct a retaining wall, 18'-20' at the highest point, 8'-10' will be visible from street. All vegetation will remain
- Applicant proposed versa-lock for retaining wall; Karyl suggested using natural stone facing as an alternative and questioned if there are any rocks on site that can be used
- Landscaping to be done similar to Franklin Village Shopping Center
- Matt suggested Gould's existing sign be redone to work with new Tri-Valley Commons sign
- Rachel suggested having a building plaza sign at entrance, then having a directional sign after entering
- There will be 3 lanes at new entrance, 1 entering, 2 exiting
- Islands located in the new lot are used to separate traffic and parking, to have low landscapes
- Matt is concerned there are a lot of right turns upon entering , may cause traffic back up
- Julie asked about what a driver would see upon passing by the plaza from rt. 109 traveling west; it would be the back of Advanced Auto Parts. Dumpster will be visible and/or delivery trucks. Also a concern is the 10' rock wall, how is that going to look?
- Plan needs to be pedestrian friendly
- Timeline: Permits and approval to be done by early spring. Construction in May, to open Nov.-Dec. 2013. Owners will be working with 109 Committee.
- Architecture: Rachel would like to see more variation in the buildings (i.e. roof lines in the back buildings)
- Rachel suggested using the water drainage to an advantage or make it not visible and /or soften
- DRC invites any future tenants to come to a meeting when planning any signage

**Adjournment**

At 9:20 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
508-533-3291

**DESIGN REVIEW COMMITTEE   October 15, 2012**

Minutes respectfully submitted by Mary Weafer



Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
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**DESIGN REVIEW COMMITTEE November 5, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** N/A

**Absent without notice:** Bruce Hamblin

**Non-members present:** Claire O'Neil, Economic Development Director

**Location:** Medway Public Library Conference Room

**Notes:**

- 10/15 Meeting minutes approved with minor changes

**Sign Design Review, White Dog Vintage, 131 Village Street**

**Kathleen Kelleher, Owner**

- Roger Greenwood Graphics is making the signs
- Roofline lends itself to a linear sign
- Applicant had a sign made "White Dog Vintage", very heavy, will be used inside. Black background with white and green trim border, white lettering. A lighter weight sign will be made for exterior. Applicant would like to use existing brackets on slope roof, where previous business owner had sign
- Since it is passed the 3 month period from previous owner having a roof sign, it may not be allowed. Applicant would need to discuss with building inspector.
- Karyl suggested having a shingle style sign with a white dog image, Karyl gave Kathleen a sketch of the dog. Kathleen really liked the idea.
- Small 'antiques' sign to be hung where existing flag pole holder is, by corner
- Rachel commented 'vintage' reminds her of clothing/accessories and 'antiques' of household items
- Matt commented the word 'vintage' is more sellable than antiques right now

**Sign Design Review, ATS Automotive, 3 Industrial Park Road**

**Sean Geraghty, property/business owner**

**Peter Hunt, Advanced Signing of Medway**

- Applicant proposed a building sign of 2" thick aluminum letters 'ATS' and aluminum panel below 'Automotive Transmission Repairs' in colors: red, black and white
- DRC liked the proposed sign, clear, easy to read
- The letter S is thicker than the other letters, looks like a 5. Karyl suggested looking into it and making the letters same font and thickness
- Ladder sign is already installed between 2 pre-existing granite posts
- DRC commented the ladder sign has different fonts, would have suggested to match fonts on the building with ladder sign and limit the text on the ladder sign
- DRC recommends applicant discusses with building inspector the allowed sign square footage
- DRC to see to improve the application process so the signs are not done before applicant meets with DRC

**Actions**

- Rachel to write LOR for White Dog Vintage and ATS Automotive

**Adjournment**

At 8:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

Medway Design Review Committee  
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**DESIGN REVIEW COMMITTEE November 19, 2012**

**Member Attendance:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Mary Weafer

**Absent with notice:** Rod MacLeod, Rachel Walsh

**Absent without notice:** Bruce Hamblin

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 11/5 Meeting minutes approved

**Informal Discussion, Medway Community Signage Project (Welcome to Medway Signs),**

**Mark Guarino, Guarino Design Group,**

**Tom Gay and Dan Hooper, Community Signage Project Signage Task Force**

- There will be 3 welcome signs and 1 sign at town hall
- Mark presented several design options, with various colors and styles
- Proposed overall height would be 9'
- Square sign option would be 30" square, simple font/text
- Signs are shown in actual location photos, sign would be closer to the road than appears
- It gets lost if its placed too far away from the street
- Lighting is possible, it will have to be wired, depending on cost
- DRC liked ¼ arch sign that resembles a window, it stands out the most
- The bracket can be the visual for the sign, can vary at different locations
- Matt suggested making signs appropriate for each location, size may change
- Red is not the best choice because it is the town colors for adjacent towns; Milford, Millis and Holliston
- DRC liked the water wheel idea because it's what the town was built upon, great idea, just needs to be developed
- Some other ideas water/ river, mill building, horse
- The year of Medway being incorporated, 1713 can be on the sign without the word 'incorporated' Also, doesn't have to include 'Welcome'
- Mark to focus on 2 ideas
- Dan to return at a later date with updated drawings

**Adjournment**

At 8:30 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.

Minutes respectfully submitted by Mary Weafer

Medway Design Review Committee  
155 Village Street, Medway, MA 02053  
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***Draft- DESIGN REVIEW COMMITTEE December 17, 2012***

**Member Attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Rod MacLeod, Karyl Spiller-Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** N/A

**Absent without notice:** N/A

**Non-members present:** Dan Hooper

**Location:** Medway Public Library Conference Room

**Notes:**

- 12/3 Meeting minutes approved

**Design Discussion, Lighting for Choate Park Dam, Dave D'Amico, Medway Department of Public Services**

- Lighting intended for dam, water, stone and walkways
- Trees will be cleaned out along 109, which may allow lit areas to be visible from street
- Dan would like the lighting to work with Thayer House property as well; walking paths
- Possible water fountain will be installed in the pond that will be lit up at night; Depending on if swimming is allowed, the electrical work for safe wiring estimates \$30,000 compared to \$4,000 if no swimming is allowed
- Pathways should be lit for safety, knee-high light post fixture throughout Choate and Thayer, non-intrusive, uniform
- DRC recommends also lighting the bridge walk way
- Timeframe, to be done with Thayer Property to tie them together
- Rod to work on lighting rendering

**Sign Design Review, Revised Wall Sign for Neighborhood Wrench, 16 Main Street, owner, Douglas Voss**

- Neighborhood Wrench has returned with updated building sign per our last discussion on 12/3
- Douglas is going to hold off on a monument sign, not sure the best location for it, he is just going to focus on the building sign
- Building sign material to be polycarbonate, internally lit
- DRC approves of the new building sign, it is well designed, awning to be black with red and white wrench logo

**Sign Design Review, Bikram Yoga Medway at Medway Commons, owner, Peter Rucinski**

- Bikram is a franchise (aprox. 2000 locations), most use different logos and images. Peter would like the name and image to represent the company's logo and image for brand identity and awareness
- Channel lettering is required by building owner
- Sign proposed as red block lettering, all caps
- Karyl suggested on taking advantage of the outdoor space patio for clients to use
- Julie recommends not having the text in all caps. She played around with different weights and size of text and will e-mail to Peter

**Actions:**

- Rachel to write LOR for Neighborhood Wrench building sign and Bikram Yoga

**Adjournment**

At 9:00 p.m., it was moved by Matt and seconded by Julie to adjourn. All in favor.  
Minutes respectfully submitted by Mary Weafer