

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

**Draft- DESIGN REVIEW COMMITTEE January 7, 2013**

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

**Absent with notice:** Rachel Walsh

**Absent without notice:** N/A

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

**Location:** Medway Public Library Conference Room

**Notes:**

- 12/17 Meeting minutes approved
- Discussion of Tri County Commons; DRC agrees there should be 1 monument sign as you enter shared between Tri County and Gould's
- Discussion of bylaws
  - Karyl and Matt to review DRC bylaws
  - What in town should DRC review:
    - Landscaping
    - Signs
    - Municipal buildings
    - Architecture involved in a special permit
- DRC voted unanimously not to move forward with redesign/improving current town seal
- Items needed for DRC 2013
  - Consultant/Recording secretary
  - (7) pointers for each member
  - Pantone color chart
  - Easel

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

- Neighborhood Wrench has updated building sign, looks cleaner, less words
- Owner was not present but DRC approved the revised sign and will write LOR

**Actions:**

- Matt to do LOR to move forward with Neighborhood Wrench

**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  
155 Village St, Medway, MA 02053  
508-533-3291

Design Review Committee  
February 4, 2013 @ 7 pm

Approved March 18, 2013

**Members in attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Rod Macleod, Karyl Spiller Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:**

**Absent without notice:**

**Nonmembers present:** Dan Hooper, Paul Yorkis, David Faist, John Claffey

**Location:** Medway Public Library

#### **Call to order**

- With a quorum, this meeting was called to order at 7:00 pm

#### **Notes:**

- Minutes approved from January 28, 2013 meeting

#### **Discussion, Update on Thayer Homestead Site Plan Mr. Dan Hooper, Thayer Homestead Committee**

- First bid process had 2 bids of \$2.1 and 2.9 million which were not satisfactory to the budget of \$1.9 to \$2 million. A second bid process was open and produced 5 bids. New bids went from \$2.2 to \$2.4 million. This bid included parking and drain facilities that DPS was originally going to handle.
- Some cuts were made to reduce cost. Cuts included: removal of some doors, windows, and a stone wall, a metal roof to architectural shingles, stamped concrete for patio and entrance walk instead of paving. Chimney and sliding front doors remained in plan.
- Submission for site plan approval was discussed.
- All parking and driveways will be connected.
- DRC would like to see a walkway from the front door to the new parking.

- A discussion of changing the handicaps spots occurred because the DRC would to see a spot where people can be dropped off in the front. Mr. Dan Hooper thinks they have to be where they are because of ADA compliance.
- Mr. Dan Hooper said there is inadequate landscaping in the budget. DRC stressed how important buffering the site with landscaping was. Mr. Dan Hooper agreed. The committee suggested a more involved planting sub plan. A letter to the Planning Board will be necessary for this.
- Discussed the bridge and the walking path to front door. The path is going to be a stamped concrete (same as the patio). There are no walls. DRC would like to see a parallel stone wall at front or even a bench for people to sit.
- They discussed the back patio area. There is no division, wall, edge from patio to lawn. Having a stone wall or patio chairs were suggested by the DRC for this area.
- DRC discussed how there should be a dumpster buffer.
- Signage and the planting needs to be discussed in the future. Mr. Dan Hooper will come back for this in another meeting.

### **Charles River Village Open Space Definitive Plan**

**Mr. Paul Yourkis, Representative of Applicant/Developer**

**Mr. John Claffey, Applicant**

**Mr. David Faist, Faist Engineering**

- Mr. Paul Yourkis began presentation with stressing that the project still remains a cottage style single family dwelling in condo form.
- Landscape plans were discussed for the 11 buildings which should look similar to the Williamsburg and Village at Pine Ridge Condos.
- Mr. Paul Yourkis explained that the locations of the utility boxes are determined by the Utility companies. The DRC suggested they be buffered by as much landscaping as possible.
- Mr. Paul Yourkis also informed the DRC that they cannot plant trees above utility lines so although trees are in plans they may not be in exact location they are shown.
- Mr. David Faist then discussed the lay out with several handouts that included the draft layout, house styles, as well as plant schedules.
- Mr. David Faist explained that there is now 11 not 13 buildings so the layout changed a little.
- On the south side of the perimeter (walking/cart path) there is not going to be any visual buffer because of the natural landscape. North side of the perimeter will have vinyl fencing. The east side will have evergreens and lower shrubs.
- The cul-de-sac at end of lane will contain a rain garden with several different plants including black eyes Susan's and perennials.

- The storm water basin is a grassy depression. Shrubs and trees will be in the storm water basin. A sugar maple tree was suggested by DRC to go in there.
- Discussed car and foot traffic.
- The locations of 2 benches were discussed. Suggestions included: by mailboxes near rain garden, by storm water basin or by the south side of the walking path.
- The lighting plan calls for post lights similar to the ones in Williamsburg's.
- Roofing has not been addressed as it is unsure if metal roof is possible. The houses will have vinyl siding. Railings are going to be vinyl or composite. The decks are going to be composite.
- There will be plantings between buildings. An appropriate tree maybe placed in between buildings. DRC agreed and recommended there should be.
- There are 5 different concepts/house styles. The concepts don't show garages. The applicant is unsure of the exact style because each house is going to be custom built for each potential buyer although he stressed they will have the cottage style feel and be very similar to the concepts.
- Exact elevations not presented. DRC thinks the styles of the homes are not consistent and questions whether the "theory" of cottage style condos will be followed through with. There is concern that applicant may build the houses differently as they are supposed to be custom to each buyer.
- Committee would like to see elevations of actual plans. Committee solution is to review the proposed first building elevation to make sure it is in the concept. Matt is not sure if they can write a contingency in a LOR.
- Committee will produce a letter and talk to planning board.

### **Adjournment**

- Meeting was adjourned after 10:00 pm

Minutes respectfully submitted by,

Jillian Morley

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

Design Review Committee  
February 20, 2013 @ 7 pm

Approved March 18, 2013

**Members in attendance:** Matt Buckley, Julie Fallon, Bruce Hamblin, Karyl Spiller Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:** Rod Macleod

**Absent without notice:**

**Nonmembers present:** Jason Parillo, John Foresto, Glenn Trindade, Dan Hooper.

**Location:** Medway Public Library

**Sign Design Review-GNC Nutrition at Medway Commons, 65 Main St  
Jason Parillo, Back Bay Sign Co.**

- The sign manufacturer was present but applicant was not.
- The GNC sign will be a 17 square feet sign with LED channel letters “GNC” in red. DRC suggested white because of the other signs that are also red in same plaza.
- Matt stated signs hanging in the window are not allowed. A display can be made but not the hanging sign. Mr. Parillo will let applicant know.
- DRC will produce an LOR.

**Review Tri Valley Commons Site Plan Document for the 2/25/2013 DRC Meeting**

- Retaining wall is a big concern to the committee. They feel like this does not coincide with the feel of Medway. Committee wants to know how far along the project is and what they could do about this.
- Discussed traffic flow and impacts on 109.
- There is inadequate provision for green space within the site plan and those spaces allotted may also be inadequate to sustain.
- Architecture was discussed. The architecture does not fit into the aesthetic of Medway.
- DRC wants to see all elevations and most importantly the one with the wall.

**Next Meeting**

- The next meeting will be held Monday February 25, 2013 at Medway High School.

**Adjournment**

- Meeting was adjourned at 8:22 pm

Minutes respectfully submitted by,

Jillian Morley

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

Design Review Committee  
February 25, 2013 @ 7:30 pm

Approved March 18, 2013

**Members in attendance:** Matt Buckley, Julie Fallon, Rod Macleod, Karyl Spiller Walsh, Rachel Walsh, Mary Weafer

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Roger Calarese, Robert Poxon, Juli Riemen Schneider, Patrick Finn

**Location:** Medway High School

**Call to order**

- With a quorum, this meeting was called to order at 7:30 pm

**Discussion, Tri Valley Common Site Plan,**

**Roger Calarese-Builder, Robert Poxon-Engineer, Juli Riemen Schneider-Landscape Architect, Patrick Finn-Architect**

- Not much has changed in the plans since DRC met with applicant 2 months ago.
- Truck route is new and entrance is bigger.
- The retaining wall was discussed. DRC has a problem with this and thinks this is industrial and not for Medway. Mr. Poxon explained the elevation and how he feels the wall won't be a big issue as the trees will be covering most of the wall. Rachel does not agree with the applicant who says the trees are going to mitigate the wall. As of now you can see the Papa Ginos which is beyond this site. Karyl agreed.
- DRC suggested using this space for a different type of building such as an office building. Mr. Calarese stated that type of building is not desirable and that small retail buildings are. To terrace or slope the property would not be something that would be economical for this project.
- Ms. Schneider talked about the landscape plan. There will be several red oak trees along route 109. At the beginning of wall there will be a substantial shrub planting as well as other plants to be planted against the wall. Evergreen trees in a straggled row will be planted to soften the corner of wall.

- DRC talked about how to improve the appearance of the wall. The committee shows the applicant pictures of different wall examples they are suggesting.
- DRC asked if they would consider tiering or rounding the corner of the wall to soften its look. Mr. Poxon said they could do that but they would have to cut down more trees and it would be difficult.
- Rachel feels like there is something that can be done to soften the look of the industrial feel of this wall which does not fit into the feel of Medway. DRC looking for a way to make the wall more appropriate to the town.
- Applicant is going to the planning board tomorrow to ask to get rid of some parking which could possibly allow them to change the wall. (ie rounding the corner, tiering)
- Matt thinks the solution is a combination of all of these things. The wall has no coalition to the area. Matt thinks the block they are using is also not conducive to the area.
- DRC would like to see samples of the material of the wall and encourages a non industrial looking wall.
- Mr. Calarese said his goal is to make the property look great and that he wants to work with DRC to come up with something for the front and corner of the wall that they are happy with.
- Applicant wants to do landscape lighting.
- Layout of the site was discussed. The position of the building was maintained but the entry way changed. Matt thinks the position of the first building is wrong and applicant said it is going to be a 4 sided looking building.
- 2 elevations were shown for Building f and Building a. b and c.
- The roof line was discussed. The flat roof is not in the New England feel. The roof has a strip mall feel. The Auto Zone building has a symmetric 2 peaked roof. Karyl would like to see this possibly changed.
- The Advance Auto building is closer to the feel that the DRC wants for this project versus the other building elevation.
- Green steel roof was discussed. DRC thinks there is a lot of green in the buildings.
- Roof line change was suggested.
- DRC wants to see samples of the materials.
- Karyl suggested that the applicant take a look at the Charles River Bank and Medway Commons. DRC is looking for this feel with the applicant's own touch.
- Lighting plan was discussed.
- Signage was discussed. Ladder sign is going to be used and Matt would like to discourage it as it is not readable from someone driving by. He would prefer to see a sign that just says "Tri Valley Commons" instead of an 18 ft tall ladder sign. Sign is placed in the inside of the stone wall. Mr. Calarese explained he needs this for his tenants and if he didn't have it there would be no tenants. He said the landscape in the front will soften it.
- DRC would like to look at the next set of the plans and the solutions the applicant will come up with especially in relevance to the wall. DRC requested detailed elevations of the proposed wall.

### **Next Meeting**

- The next meeting will be March 4, 2013

**Adjournment**

- Meeting was adjourned at 9:00 pm

Minutes respectfully submitted by,

Jillian Morley

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

Design Review Committee  
March 4, 2013@ 7 pm

Approved April 1, 2013

**Members in attendance:** Matt Buckley, Julie Fallon, Rod Macleod, Karyl Spiller Walsh, Rachel Walsh, Mary Weafer, Bruce Hamblin

**Absent with notice:**

**Absent without notice:**

**Nonmembers present:** Mike Francis, Fahad Saifullah, Dan Hooper, Paul Yorkis, John Claffey

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm

**Discussion, Medway Open Space Committee, Mr. Mike Francis and Scout Fahad Saifullah  
Possible kiosk for proposed new trail at Medway Community Farm**

- Medway Community Farm went to Open Space to construct a trail and build a kiosk.
- Mr. Fahad Saifullah suggested building a kiosk like the Thayer Homestead Map kiosk. This will be a one sided kiosk. Welcome, News, and Trail information will be in kiosk. This will be placed behind the parking spaces and in front of the trees to the left of the farm stand. There will be no change of parking. Dimensions are 9 ft tall and 7 ft wide. Part of the kiosk would be map and the other part would be open for other news/bulletin/information. Shingles on top and pressure treated polls on side. Materials are unknown. DRC thinks the one at Thayer is not scaled right and is too large. They suggested scaling this one down.
- DRC thinks there should be changes in parking. Mr. Francis explained to the committee that the kiosk could be moved if there was any changes in parking.
- Rachel suggested researching other kiosks to refine this idea.
- Applicant will come back with more information on look and materials and finalize the design and drawings.
- The DRC suggested that a uniform kiosk style could be established for use throughout the town at open space sites.

**Discussion, Charles Village River, Definitive Plan,  
Mr. Paul Yourkis, Representative of Applicant/Developer  
Mr. John Claffey, Applicant**

- An elevation of the model home was shown. DRC thinks this elevation is acceptable to Medway. The design is attractive.
- The original Style D was made into the elevation that was shown. The columns, door, and roof remained same. Architectural shingles will be used. No chimney is necessary because of gas heating. The design elements of the other buildings will be complimentary of this elevation. Square footage is about 2100 square feet.
- An LOR will be written.

### **Updates, Tri Valley Commons**

- Matt, Julie, and Karyl went to the Planning Board Committee Meeting. The parking spaces were gone to scale down the wall on the corner. They still feel like more is needed to soften this wall (terracing, buffering, etc). How to buffer the 6 foot chain linked fence on top of this wall and the guard rail was also discussed. The traffic was discussed at the Commons site. There are a lot of site issues. Karyl asked if anyone knew of any consultant (landscape architect) in reference to the wall that they could use.

### **Next Meeting**

- Next meeting will be March 18, 2013.

### **Adjournment**

- Meeting was adjourned at 9:03 pm

Minutes respectfully submitted by,

Jillian Morley

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

Design Review Committee  
March 18, 2013 @ 7 pm

Approved April 1, 2013

**Members in attendance:** Matt Buckley, Rod Macleod, Karyl Spiller Walsh, Rachel Walsh, Mary Weafer, Bruce Hamblin

**Absent with notice:**

**Absent without notice:** Julie Fallon

**Nonmembers present:** Richard DiIulio

**Location:** Medway Public Library

#### **Call to order**

- With a quorum, this meeting was called to order at 7:00 pm

#### **Minutes**

- With amendments, the minutes from February 4, February 20, and February 25, 2013 were approved.

#### **Discussion, Annual Report**

- DRC discussed preparing their 2012 annual report. A list of the different projects, signs, discussion with applicants will be included. In addition to what they accomplished this year, they will also include their goals for the upcoming year. The budget will be included in the report. Types of illumination and signage bylaws will also be included.
- Goals and projects for the upcoming year include: a municipal signage plan, the committee's involvement in more municipal projects, better communications between town committees, a review open system between boards, how to better site possible violations, stopping inadequate screening, Sanford Street Bridge, and Choate Park Bridge

#### **Discussion, Violations**

- DRC will be working more with Mr. John Emidy.
- Possible violations were discussed. DRC will send this list of violations to Mr. Emidy.

#### **Updates, Tri Valley**

- Karyl thinks that communication to the applicant about the committee's concern that they have not seen any elevations of the wall needs to be addressed. It is impossible to buffer 30 feet of a vertical wall. DRC all agreed that they need to see elevation and meet with the applicant again.

- Karyl asked what height it would be possible to buffer and make it work. Rachel thinks 15 feet, Karyl thinks 10 feet. Mary thinks that even 10 feet seems really high.
- Karyl read the purpose of site plan and approval from the bylaws. Tri valley does not meet any of these guidelines.
- Rod will create elevations to depict what they think the wall will look like.
- Karyl thinks a communication from DRC should be submitted to the planning board.
- DRC will present a letter to Planning Board to include the bylaws they feel the site is not following.

#### **Next Meeting**

- Next meeting will be April 1, 2013

#### **Adjournment**

- Meeting was adjourned at 9:26 pm

Minutes respectfully submitted by,

Jillian Morley

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

**DESIGN REVIEW COMMITTEE March 25, 2013**

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

**Absent with notice:** N/A

**Absent without notice:** Bruce Hamblin, Rod MacLeod

**Non-members present:** Gino Carlucci, Dan Hooper, Chan Rogers, Richard DiIulio

**Location:** Medway Public Library Conference Room

**Tri Valley Commons, 74 Main Street, Site Plan and Elevations Review, Roger Calarese of Calarese Development, Robert Poxon-Engineer**

- DRC Discussion of the proposed support wall, pre-meeting:
  - Karyl reviewed the Medway Zoning Bylaws, definition of structure: *Anything constructed or erected at a fixed location on the ground to give support or to provide shelter.*
  - A structure needs to be 50' from street and/or adjacent property
  - Tri Valley may try to get a variance from the ZBA
- Tri Valley presented before and after building elevations
  - Building B, C & D are now 3 mirrored buildings attached with the center building 'C' having an approx. 4' setback. Mullions were added and soft color variations between buildings. To create variation on the roof lines dormers were added and small square frosted accent windows. Rachel would like to see more of variation between B,C & D.
  - Each business space will be approx. 15' wide x 70' length.
  - Building C would most likely be used as a doctor's and/or lawyer's office.
  - Karyl is concerned with right side elevation and roof lines are not continuous, will discuss at Planning Board meeting tomorrow
  - Food service will be located in front building A.
- Landscaping and the Support Wall
  - Presented elevation, includes short side of western view, an artist's rendering of wall and plantings
  - Planting along wall, Rose of Sharon will help to buffer
  - Plantings will make the majority of the wall go away, mature trees will be planted, as high as 25'
  - Arborvitaes are shown scattered along wall. Dan suggested adding a variation of trees such as Hemlock, Cedar to the vertical trees
  - Karyl suggested having a 4 season buffer
  - 6' high fence to be installed on top the full length of the wall
  - 4' spacing between fence and wall will have grass planted and plantings
  - Fence to be chain link, DRC suggested the fence to be black, would make it less inconspicuous
  - 11' of grading at the bottom of wall will be consisting of plantings
  - Karyl informed owners of zoning bylaws and definition of structure
  - Owners will be going back to ZBA to address this issue
  - Applicant states the support wall will be built by hand with minimal disturbance
  - Existing scattered stone from a preexisting wall will be used on site; around signage
  - Dan suggested building a lower knee-height nonstructural wall, along sidewalk will help to minimize the support wall. Having it get smaller heading east
  - Owner to bring color samples of roof and building materials
  - Support wall material: mosaics to go back 150' then changes to standard versa-lok
  - Versa-lok is a "retaining wall system", colors are not to fade, Karyl asked about their guarantee
  - Color to be grey/red variation
  - Karyl suggested to stand at the site to understand the scale of the wall, density
  - Dan thought the versa-lok part of the wall, the 2<sup>nd</sup> half, would be hardly visible from the street because it turns back
  - The main entrance leads to Cassidy's land, it will be at the same grade level
  - Matt would like to see how the right elevation (of Advanced Auto-Parts) would look from driving west on Rt. 109, view of right side
  - Matt commented that there is no common space, a place to sit and/or meet
  - DRC liked the landscaping plan buffers around parking area, appropriate scale

**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  
155 Village St, Medway, MA 02053  
508-533-3291

Design Review Committee  
April 1, 2013 @ 7pm

Approved April 22, 2013

**Members in attendance:** Matt Buckley, Julie Fallon, Rod Macleod, Mary Weafer

**Absent with notice:** Karyl Spiller Walsh, Rachel Walsh

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Richard DiIulio, Dan Hooper

**Location:** Medway Public Library

#### **Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

#### **Minutes**

- With amendments, the minutes from March 4 and March 25, 2013 were approved. As written, the minutes from March 18, 2013 were approved.

#### **Discussion, Tri Valley Commons**

- Matt spoke about the Planning Board Meeting he attended for the Tri Valley Commons where he showed the committee versions of the elevations of the retaining wall.
- Rod showed new color elevations of the retaining wall he came up with.
- DRC looked at the elevations of the buildings.
- Richard talked about the Business Council meeting he attended with Tri Valley. The retaining wall was briefly discussed at that meeting.
- DRC will work on a letter to the planning board.
- Applicant needs to come before DRC again to talk about the architecture and buildings.

#### **Discussion, Medway Youth Baseball Signage**

- Medway Youth Baseball is putting up temporary signs at the ball fields. There is an exemption to the bylaw for temporary signs. These have to be taken down 14 days after the seasons ends. Supporting profit organizations signs are being put up at the ball fields (sponsoring signs)
- Baseball league looking to hang up signs for all year signs.
- Permanent signs are not addressed. There is a process to hang up permanent signage and the approving authority would be the Board of Selectman.
- Matt suggested a “wall of honor” with slots to put sponsors names.
- If they plan on doing additional signs, DRC wants them to come before committee.

**Other Discussions**

- Construction temporary signs were discussed. Mr. Hooper suggested that the committee come up with a policy in regards to construction signs.
- Roles and responsibilities of the secretary were discussed. Julie is going to write up the DRC process and their responsibilities.

**Next Meeting**

- The next meeting will be April 22, 2013

**Adjournment**

- Meeting was adjourned at 8:57 pm

Minutes respectfully submitted by,

Jillian Morley

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

Design Review Committee  
April 22, 2013 @ 7pm

Approved May 20, 2013

**Members in attendance:** Matt Buckley, Julie Fallon, Rod Macleod, Mary Weafer, Karyl Spiller Walsh, Rachel Walsh

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Rich DiIulio, Peter Rucinski, Fahad Saifullah, John Emidy, Peter Paulousky, Manny Paiva, Philip Henry, Tracey Roll

**Location:** Medway Public Library

#### **Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

#### **Minutes**

- With amendments, the minutes from April 1, 2013 were approved.

#### **Discussion, Tri Valley Commons**

- The retaining wall was discussed. Matt states they are a design review committee, not a design committee. However DRC did present designs of how to improve the wall.
- Two meetings ago with the applicant he told the DRC that he was going to plant mature planting but at the Planning Board meeting the applicant said he did not plan on doing this.

#### **Discussion, Medway Yoga, Peter Rucinski, Sign Review**

- Peter has changed his name from Bikram Yoga to Medway Yoga so he is back to see the committee.
- The sign will read “Medway YOGA.” The sign color will be red.
- DRC thinks the font and sign is generic. They would like to see maybe a logo included.
- Peter is putting the logo to the side at this point. DRC thinks it is important to make a logo to create his identity and include it in the sign.
- DRC does not like the font. Peter compares his sign to CVS and he likes it. Mary thinks that a yoga sign cannot be compared to a pharmacy sign.
- Peter is not going to be able to develop a logo in time to put up the sign. Karyl thinks the first thing a business should do is develop a corporate image which includes a logo and

he does not have this. Peter says the corporate image is not important in his business. The most important thing Peter sells is his product which is yoga.

- Julie came up with a couple of images of new signs to show the applicant. The applicant is happy with his original sign.
- DRC will write a LOR.

#### **Discussion, Map Kiosk for Medway Community Farm, Fahad Saifullah**

- Fahad showed pictures of the map kiosk. The dimensions are 8 ft 6 in height and there is 6 feet roof. The length will be the same. The posts will be pressure treated lumber 30 inches to ground. Cedar shingles will be used for the roof. The kiosk will be a brown stained. The kiosk will have a map of the trail and the other side will be changeable. It will be a one sided kiosk.
- DRC thinks it should be about 5 feet long. They would like to see a more detailed drawing, maybe something on the computer. This could be a uniformed kiosk the Town can use throughout. DRC would like to see a final drawing to scale.
- There may be other signs around trail. They will just be directional signs. This will be a 4x4 and a metal disk (trail marker).
- DRC will write a LOR.

#### **Discussions, John Emidy, Discussion of DRC process**

- Julie came up with DRC responsibilities and process.
- Susy has been pulled back from the DRC process. She would tell them what to look for and what to be discussed. Facts behind the scenes will now be missed.
- Matt thinks they need to have someone not only that are in compliance but also someone that has insight to the project. Matt thinks Susy should work with John until he gets the hang of this. DRC thinks there is no guidance anymore .The site plan timing is important to be directly related to the Planning Board schedule in order to have the timing right.
- Rachel thinks John should handle the signage and Susy should handle the site plans.
- Matt also discussed the role of the DRC in municipal projects. They want to participate more in municipal projects.

#### **Discussion, Cumberland Farms, Attorney Peter Paulousky, Tracey J Roll Assistant VP Real Estate, Manny Paiva Senior Planning Project Manager, Philip Henry Civil Design, Pre Application Discussion**

- Mr. Henry discussed the elevations of the Cumberland Farms Site Plan.
- There are 4 pump stations with one canopy over them. Sidewalk will be provided along the site. "LA" on the site plans will be landscape so there will be landscaping buffers. The landscaping plans have not been addressed at this point.
- It will be the applicant's responsibilities for the look of the back building. There will be a privacy fence along the back of the building. There will be a small retaining wall coming out of the foundations that will be 4-6 feet at their highest points.
- There will be a hip roof all the way around.
- It will be the same product line as the current Medway store. There will be 1 outside seating areas.

- Karyl talked about the pumps, the canopy, and the landscaping buffer for this. There will be a 20 ft wide landscape space in the front. It will include low lying shrubs, grass, space for snow storage.
- There are 27 parking spaces. Matt does not think the building is in proportion to the parking. It is 4500 square feet. The planning board is proposing a reduction in parking. Matt thinks they should consider more outside seating and less parking.
- Matt asked if there were any natural features (ie stone features) they can maintain. Applicant does not think there are any features they can maintain.
- A photograph of the Dartmouth MA Cumberland Farms was shown as far as the building. There will be faux windows on the right side. There will be an 2.5 feet stone wall that leads to the seating.
- An elevation of the building was discussed. This will be a four sided building. The stones, siding, trim, and roof shingle was shown. The stone wall will go all the way around the building. 2 windows on the top of the roof on each side of the logo . Green and blue with the new corporate logo. The second story is false.
- The arch entrance will have the logo on it.
- The inside elevations were discussed. The net sales square feet is about 2,000. Matt suggested to use the net sales when they go to the town as far as parking.
- The canopy elevation was discussed. There will be a full pitch roof on the canopy that would mass the building. The colors blue and green are along the sides of the canopy. The logo will be on both sides on the canopy. The canopy will be 14 ft. The length of the canopy is 110 feet. The length of the store is 104 feet. The canopy is separated by building by 60 foot. The top of the canopy is 16 feet and the top of the building is about 30 feet. There is a suppression system needed for fire protection. There are comfortable spaces between the cars. There is 27 feet between pumps. 24 feet is the average.
- Julie said the store is beautiful and the canopy hides it. Applicant says there has to be one canopy. Canopy is also there for safety reasons (light, weather protection, gas leaks, theft, housing fire suppression.) Matt suggested consider doing 2 pump stations with 2 canopies. Julie asked if the pumps can go behind the building. The applicant said it is a safety issue. The applicant should provide different options for the canopies such as scale, location, design, and number of canopies.
- The DRC thinks there should be other canopy options.
- Karyl thinks they could reduce the space between the pumps to make the canopy smaller. She discussed the landscaping and buffering the space. Applicant plans on sprucing up the landscaping designs. Applicant said two large trees would break down the canopy
- There will be 2 signs on the building. One on the front and one on the side. There will be logo sign on the canopy as well.
- The lighting was discussed.
- Signs were discussed. The logo sign was shown and directional signs and price shown, Monument and price signs were discussed.
- Matt questions the price sign on the corner of the property. He thinks it would be attractive not to have a big LED price signs.
- Attorney says they will look for the balance. The price is needed to make a profit. Matt suggested that there maybe another sign for this. Sign is about 70 feet off the roadway so there will be landscaping in front and back.

- Monument sign is typically 20 feet.
- Rod discussed the roof. He thinks it is out of proportion. Applicant wanted the roof pitch to be higher than the main entrance arch pitch. The actual picture vs the elevation look different. Looks better in picture.
- Matt would like to see renderings to get a feel of what they are building. Committee will want to see applicant again.

#### **Next Meeting**

- The next meeting will be May 6, 2013

#### **Adjournment**

- Meeting was adjourned at 10 pm.

Minutes respectfully submitted by,

Jillian Morley

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
May 6, 2013 @ 7pm

**Approved May 20, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Rod MacLeod, Mary Weafer

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Craig Olsen, Richard DiIulio, Jason Shea, Dawna Downing, Karen Johnson

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00pm by Matt Buckley

**Minutes**

- April 1 minutes were approved on April 22, 2013.

**Sign Design Review – Crossfit Tri-Valley with Cam Afonso**

Cam Afonso advised that according to the Building Inspector the sign can be the same size in same location with existing lighting. New sign has a 5 year warranty. Two names on new artwork (TriValley Crossfit with Apecs below including graphic). Recommendations included making the sign background all one color and need to unify the brand. Cam is willing to make any changes based on suggestions and return on May 20 for a second review. He will put a vinyl temporary sign over the existing Nautilus sign until new sign can be approved to proceed with production. Cam and Jason Shea (owner of company) will meet regarding new design to increase the size of the graphic in order to show public what the business brand is. Cam will send Jill a PDF of new design when ready.

**Sign Design Review – Bella Dawna Studio with Dawna Downing**

Dawna attended meeting with her dad. The new landlord of her building requested she file an application with DRC and meet regarding her sign that was installed. According to original landlord Mr Griffiths, she believed she was allowed to put her sign up without permit since her business was the same as last business in unit and her sign was same size as last tenant sign. Rachel stated that the ladder sign at entrance to lot was fine, it was the sign on the building that needed redesigning. Matt Buckley suggested making sign logo closer to what her business card shows. Karyl explained that the sign on building is sophomoric and just a few changes can make

it great. The lettering on the sign needs to be spaced and less flourish around the name of business would give more room to spread out the name in a better font, closing the a's within the name of business and spreading the lettering between Dawna and Salon. The committee encouraged Dawna to develop a new sign maybe using a computerized font for name of business and have artist friend do her version of flourish on just one side of sign instead of around border. This can help promote her salon. The committee explained to her to return as many times as needed to get their feedback as they are there to help her promote her business with the best design possible.

### **Site Plan Review – Starbucks Drive thru window proposal with Karen Johnson**

This will be a small addition to building adding a drive thru window and inside remodel, which will require a temporary closing of location. Karen distributed a handout to committee members of site plan, renderings and photos. The addition will be a small bump-out. Starbucks initiative is to put drive-thrus in all existing locations and all future construction. They are also planning a modified driveway out of Star for exit. This project will be removing 7 parking spaces for drive-thru lane but adding 3 diagonal spaces adjacent to the escape lane next to drive-thru lane. As part of the program, they are doing a complete interior remodel where it has been 10 years since location opened. There will be a total of 8 parking spaces after the remodel. The outdoor seating will be expanded during the remodel. There will still be a flow lane between window and 3 adjacent parking spaces. The bump-out will be clapboard to match top of building. Karen will be looking into supplemental screening options for the exposed electrical meters at back corner of building; there are bollards there already to protect gas/electrical meters. The architect for company will need to review specs. Matt inquired about the new signage which Karen stated are in site plan. There will be a drive thru directional sign, a pre-menu board and menu board. Mary recommended a small fence to separate the seating area from drive-thru lane. Craig Olsen recommended a brick band or a watertable around building to be constant with remainder of other half of building especially since new bathrooms are part of remodel. Karen will be getting more information on signage to Matt per request. One last recommendation from Rachel was to affix a sign on the back of the building. Karen will return in two weeks for further discussion of signage after meeting with Starbucks architect.

### **Other business come before Committee**

Need to submit a letter to the planning board regarding Tri-Valley Commons and the DRC concerns including the architecture of wall and traffic without an added right lane for less congestion and easy entry.

### **Next Meeting**

May 20, 2013 at Medway Public Library 1<sup>st</sup> flr conference room at 7:00pm

### **Adjournment**

Meeting was adjourned at 9:35 motion by Matt Buckley, Rod McLeod seconded, unanimous.

Minutes respectfully submitted by,

Michele Grant for Jillian Morley  
Night board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
May 20, 2013 @ 7pm

**Approved June 3 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Rod MacLeod, Mary Weafer

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Richard DiIulio, Craig Olson, Brian Winter, Jason Shea, Karen Johnson

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- With amendments, the minutes from April 22 and May 6 were approved.

**New Member**

- Brian Winter is interested in becoming a member of the DRC. He has an art background and has owned a sign shop.

**Tri Valley Discussion**

- Matt is attending the next Planning Board Meeting with TriValley to discuss the comments from the DRC.

**Sign Design Review – Crossfit Tri-Valley with Jason Shea**

- There are 6 different designs shown to the committee. DRC is very happy with the new designs. The business is called Apecs and is franchised by Cross Fit. Cross Fit Tri Valley needs to be on the sign because of legal issues. DRC thinks it is a huge improvement from the last signs.
- Crossfit applicant was pleased with DRC process. He was happy with DRC to learn that he could have a temporary sign and he could become a part of the process.
- DRC will write an LOR.

**Site Plan and Sign Review – Starbucks Drive thru window proposal with Karen Johnson**

- Karen went back to the architect to discuss the DRC comments and concerns. An elevation was shown to the DRC.
- Applicant looked at Karyl's suggestion from last meeting of adding a birch tree and low shrubs to extend the landscaping along the sides.
- Drawings of two of their other buildings were shown that has seasonal plantings in the outdoor seating areas that they will be replicating at Starbucks.
- Rachel questioned the concrete boxes that the seasonal plantings were in. She asked if there was another option for this.
- Matt feels like there should be more of a screening to the outside seating. Applicant said that they could look at making the landscaping more. They would like to see larger shrubs to visually break everything up.
- Karyl suggested a planting wall instead of the planter boxes.
- Rachel thinks that there should significant landscaping screening between the drive up order box and seating area.
- Craig thinks that there should be different types of planters instead of the concrete planters. This could possibly be used throughout the complex.
- There is one sign on the building. Starbucks would like to put the second sign on the other side of the building.
- Karen discussed the appearance of the order board and signs. The Starbucks representative will come in to discuss all the signs.
- Screening for the electrical meaning was discussed. Starbucks needs to have the bump out because of the electric and gas. They would like to hide this with a fence which will allow the utilities companies to get to the utilities. The fence will be a white vinyl fence.
- The bollards were discussed. Matt suggested finding a fence post that could go over the bollards to hide them.
- DRC would like to see higher shrubs to screen the seating area and drive thru area.
- DRC thinks applicant should eliminate green space and add higher shrubs.
- Applicant will extend patio, look for better placement for planters, look for screening, and think of a way to combine bollards with fence.
- Applicant is going to Planning and Economic Board on June 11 with this site plan. After this, Starbucks will come back to DRC with all the sign designs which will be a different application.
- An LOR will be written for the site plan.

### **Map Kiosk Discussion**

- An elevation of the map kiosk was shown. DRC thinks the kiosk is too tall. The proportions are off. The roof should only be a short distance from the sign. The appropriate height should be less than 7 ft (currently 10 ft). Craig changed the drawing on the computer to illustrate what the DRC thinks the kiosk should look like. DRC would like to see it in a brown color.

### **Thayer Homestead Discussion**

- Karyl reminded the committee that the existing fireplace was discussed to make more a more useful space and the plans have not reflected this. The fireplace was suppose to be taken out of building but hasn't been.

### **Choate Park Discussion**

- The lighting was discussed for the bridge. DRC thinks lighting should be like the 109 projects and the Thayer Homestead project.
- DRC will come up with ideas of lighting plans and show to Town. DRC will find images of lighting plans and ask Dave D'Amico to come to a meeting.

### **Next Meeting**

- The next meeting will be Monday June 3, 2013.

### **Adjournment**

- The meeting was adjourned at 9:05 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
June 3, 2013 @ 7pm

**Approved June 17, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Rod MacLeod, Mary Weafer, Bruce Hamblin

**Absent with notice:**

**Absent without notice:**

**Nonmembers present:** Richard DiIulio, Peter Morrissey, Katie Curly, Katelyn Trotta

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- With amendments, the minutes from May 20, 2013 were approved.

**Sign Design Review, Medway Café with Peter Morrissey**

- The applicant's sign is moving up the ladder sign and becoming bigger. It will be 36x48 and internally lit.
- There are four different designs the DRC looked at. They like the top left hand corner one on the handout which had a blue background and yellow lettering of "Medway Café." The swirl from the "e" was also not cut off like the other examples. Matt suggested losing the black bar at the bottom so that the white lettering of "Bar Restaurant Keno" would stand out more. Applicant liked this idea. DRC suggested having Cam show him a sign without it.
- DRC will write an LOR.

**Sign Design Review, Curl Salon with Katie Curly**

- This sign has already been put up.
- DRC thinks the stroke of the "C" is very small and airy. This sign was hand painted. They do not like the strike underneath. They do like the color of the sign.
- The applicant is not sure she wants to change the sign at this time.
- Matt offered the applicant the DRC's help if she would like to redesign the sign.

- DRC will write an LOR.

### **Tri Valley Discussion**

- Matt met with Andy Rodenheiser to reconnect with the Planning Board. He asked that the DRC revisit the LOR. Karyl stated there is no LOR but a list of contingencies. Town council will be available to help the DRC write the Tri Valley LOR. They have a special permit to build the wall but DRC can suggest what the material of the wall be made of. The applicant's attorney wrote a letter addressed to Andy Rodenheiser, indicating that the applicant had concluded any discussions with the DRC. Matt is concerned that the traffic problems could change the design and then they would have to come back to the DRC.

### **Topics for a PEDB/DRC joint meeting**

- DRC would like to have a joint meeting in the fall with the Planning Board to discuss issues like the bylaws. Matt suggested that everyone make a list of other topics to discuss.

### **Next Meeting**

- The next meeting will be Monday June 17, 2013.

### **Adjournment**

- The meeting was adjourned at 8:15 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
June 17, 2013 @ 7pm

**Approved July 1, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Bruce Hamblin

**Absent with notice:** Mary Weafer, Rod Macleod

**Absent without notice:**

**Nonmembers present:** Carolyn Chodat

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- With amendments, the minutes from June 3, 2013 were approved.

**Sign Design Review, Classic Properties Realtor with Carolyn Chodat**

- Classic Properties moved buildings. The applicant showed the DRC color photos of the sign on the awning, ladder sign, and the sign on the door. These are pre-existing signs. The sign did not have a permit.
- DRC expressed their frustration that the applicant did not come before the committee before the sign was made or put up. The applicant apologized and said she was just moving her sign so she didn't know she had to come before the committee.
- DRC will write an LOR.

**Tri Valley LOR Discussion**

- Matt would like everyone to go through the minutes from the Tri Valley meetings. They want to be able to have the facts to present at the next meeting Tri Valley to help write an LOR.

**Thayer Homestead Discussion**

- Craig provided the DRC with LED light materials. There were several booklets with many lighting examples.

- Dave D'Amico would like the committee to pick a type of lighting and fixtures for this project.
- Matt does not like the style of lighting that Millis used. Low level lighting will look good.
- The DRC would like this to match or mirror what will be on RT 109. They will know more after a 109 meeting next Tuesday.

**Next Meeting**

- The next meeting will be Monday July 1, 2013.

**Adjournment**

- The meeting was adjourned at 7:55 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
July 1, 2013 @ 7pm

**Approved July 15, 2013**

**Members in attendance:** Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Bruce Hamblin, Mary Weafer

**Absent with notice:** Matt Buckley,

**Absent without notice:** Rod Macleod

**Nonmembers present:** Richard DiIulio

**Applicants:** Keith Lawrence, Jeff Newman, Matt Herman

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- The minutes from June 17, 2013 were approved.

**Sign Design Review, Lawrence Waste Service with Keith Lawrence**

- The committee liked the sign. Julie showed the applicant a new version of his sign with a thicker gold border. Keith liked this version.
- The post is gray granite to match the gray of the building. There is no illumination on the sign. Fields of wild flowers will be planted around the sign.
- Applicant is going to slant the name of the sign like his logo.
- DRC will write an LOR.

**Sign Design Review, Verizon with Jeff Newman and Matt Herman**

- The new sign is replacing an old sign. The sign is 2 x 8. The sign is LED. The sign reads “Verizon Wireless, Wireless Zone, and Premium Retailer.” The letters are black in the day and white in the night.
- DRC thinks the new sign is much nicer than the old sign.
- DRC will write an LOR.

**Tri Valley LOR**

- Rachel rewrote a draft for the LOR for Tri Valley. She passed out a draft for the committee to review. The letter was reviewed by the committee and appropriate changes were made with everyone's input. The letter addressed all the DRC issues and concerns including traffic, architecture, elevations, signage, landscaping, and the retaining wall.
- Karyl informed the committee that the new site plan has a right hand lane taking out all of the landscaping in the front.
- Rachel will make the appropriate changes. DRC will show this to the planning board and zoning board.

**Next Meeting**

- The next meeting will be Monday July 15, 2013.

**Adjournment**

- The meeting was adjourned at 8:02 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
July 15, 2013 @ 7pm

**Approved August 5, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh

**Absent with notice:** Mary Weafer

**Absent without notice:** Rod Macleod, Bruce Hamblin

**Nonmembers present:** Richard DiIulio, Andy Rodenhiser

**Applicants present:** Mike Robillard

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- With amendments, the minutes from July 1, 2013 were approved.

**Tri Valley Common Discussion**

- Tri Valley has pulled out their application. Andy pointed out that the DRC letter was great. The DRC work helps the planning board. The DRC referred to the rules and regulation when writing the letter. DRC would like to allot a budget for site review in the future.

**Sign Violations**

- DRC discussed current sign violations. They have a list of violations. Andy would like to take this list to Susy and the Board of Selectman. Some violations include: Medway Community Church, Patriots Real Estate, Pool Spa, TC Scoops, Verizon Wireless, Irving Gas Stations, Medway Common Sandwich boards, McDonalds, Cassidys Fence, Medway Café, Moroneys. Each member will take a drive around town to see if there are other violations.
- DRC expressed their frustration with signs that are already put up.
- Matt will send a letter to Andy about the violations of signs being put up before permits and sign violations.

**Sign Design Review, Sweet Potato with Mike Robillard**

- The applicant Sweet Potato told the sign company to build the sign. Mike is the sign maker. When they went to get the permit, they were told they had to go before the DRC.

The sign is already made but not put up. The DRC expressed their frustration that Sweet Potato did not come before the committee before they fabricated the sign.

**Next Meeting**

- The next meeting will be Monday August 5, 2013.

**Adjournment**

- The meeting was adjourned at 8:20 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
August 5, 2013 @ 7pm

**Approved August 19, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Mary Weafer, Rod Macleod

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Richard DiIulio, Dan Hooper, Seamus Mahoney

**Applicants present:** Karen Johnson, Peter Paulouskey

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- With amendments, the minutes from July 15, 2013 were approved.

**Signage and site plan discussion**

- Allison Potter was going to meet with John Emidy and Susy Affleck Childs to discuss the DRC process and problems. Some of the problems include getting information before applicant fabricates or puts up sign, Administration of applicant, questions about site plans etc. For instance, Medway Café has their new sign up and their old one.

**Site Design Review – Starbucks with Karen Johnson**

- Starbucks changed their site plan so they are back in front of the DRC for review again. The 200 square bump out on the side of the building changed. Their interior space design is being changed. The interior layout is being completely remodeled causing these outside changes.
- Order board is not adjacent to the outside seating area anymore. Starbucks has tried to incorporate the DRC first recommendation on design, planting, placement, facade, etc.
- The awning above the drive up will be Starbucks green over an aluminum frame with no signage or logo.
- The signage on the side of the building will just be Starbucks logo in place of the faux window. Starbucks will be submitting a signage application in the future.

- DRC would like the water table to extend along the bump up. Karen suggested Craig's idea from last time to make the water table a deeper color. DRC suggested that color be a brick or brown color.
- Matt suggested a trim element to enhance the new space along the drive up.
- DRC likes the idea of the water table if it were to wrap all around the addition rather than having the moldings for the three sides. Karen wanted the committee to keep in mind the landscaping plan because it isn't going to look what it looks like on paper.
- The outside seating area is moved over in the front of the building.
- The landscaping along the drive thru area was discussed. DRC would like to see more planters. Starbucks may put up a fence with landscaping along this area.
- Menu board placement is not adjacent to outdoor seating area. This will be part of the signage application. DRC questioned the menu board and the allowance. There will be a pre-menu board and a menu board. Customers will be ordering at the menu board. DRC also commented about directional sign with the logo. They do not like this. The menu is made out of stone and metal.
- Patio will be a concrete. DRC would like to see something different for this with planters along this. Sidewalks were briefly discussed.
- Dan Hopper questioned the maximum que for cars. Karen said studies showed 8 would be for the peak hours. Dan suggested there has to be a sidewalk for the walkers.
- DRC will write an LOR.

#### **Site Design Review – Cumberland Farms with Peter Palouskey and Philip Henry**

- The changes include the building and canopy. Applicant proposed canopy roof and sign roof match with shingle roofs.
- Landscaping changes were also made at the intersection.
- Underground storage tanks were moved to the easterly side of the site. More landscaping was added to this area where the storage tanks at the intersection were originally.
- The applicant presented landscaping on the 109 side of the parcel including 2 honey locust. Drc expressed the need for more adequate landscaping to cover the canopy which is oversized and non compliant.
- DRC expressed that bigger and more is better for landscaping plans. Different examples of trees were given to the applicant such as river birch and blue spruce groupings.
- Colorado spruce trees are located in the north of the site which is behind the site. Heritage river birch is also located on the site. DRC would like to see a partial evergreen screen for the front of the site. DRC would like to see more landscaping renderings.
- The canopy is presented at 104 feet long and this is not allowed according to the bylaws. The applicants suggested that it may not be viable to split up the canopy. It is the best and safest version for a canopy. Dan Hooper asked if there is any way to “break” up the canopy visually.
- Karyl expressed again that with this sized façade, Cumberland Farms really needs to beef up the landscaping plans. Matt appreciates their effort in landscaping but expressed that he would like the canopy minimized and covered. Julie would like to see it separated into 2 different canopies.

- The applicant said it couldn't break it for several reasons. One of the main reasons is provided obstacles of fire safety and suppression.
- Seamus provided an idea of doing a split in the middle of the canopy.
- Julie and Matt suggested turning the pumps 90 degrees and making two separate canopies. Philip said for traffic flow they would not want to use this option.
- DRC thinks there are now 3 different options including, the original and the two ideas the DRC came up with. DRC would like to drop the third option.
- The applicant is presenting one building sign.
- Applicant stated there will be no signs on the canopy.
- The applicant is purposing a monument sign which will be 70 feet off the roadway. This is bigger than what the bylaws allow so they have applied for a variance for this from the Zoning Board.
- Directional signs were discussed. They have logos on it as well as the gas pumps. This is considered signage and should be taken into consideration with the overall square footage.
- There is a retaining wall located behind the building and is 6ft tall at its highest point. This wall slopes down on both sides. The retaining wall is a modular block (the part that is visible) and concrete (the part that is behind the building). DRC suggested continuing the stone for the wall that matches the cultural stone on the building to blend into the building.
- Julie questioned the purpose, quantity, and frequency of the bollards. The applicant stated they are there for safety. They currently presented white with green corporate color tops. DRC suggested them to be gray to match the cultural stone also to lose the stripe. Julie requested they reduce the amount of bollards.
- Dan pointed out that the back of this building is the side of the other property.
- DRC would like to see landscaping renderings and the other plan they discussed.

#### **Next Meeting**

- The next meeting will be Monday August 19, 2013.

#### **Adjournment**

- The meeting was adjourned at 9:30 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

Medway Design Review Committee  
155 Village St, Medway, MA 02053  
508-533-3291  
Design Review Committee  
August 19, 2013 @ 7pm

Approved October 7, 2013

**Members in attendance:** Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Mary Weafer, Bruce Hamblin

**Absent with notice:** Matt Buckley, Rod Macleod

**Absent without notice:**

**Nonmembers present:** Richard DiIulio

**Applicants present:** Kirk Steinhoff, Lauren Nigro, Rev Terrence McGillicuddy, Susy Affleck Childs

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Minutes**

- With amendments, the minutes from August 5, 2013 were approved.

**Sign Design Review – Valutrack Corp/Climatrack with Kirk Steinhoff and Dick Steinhoff (over the phone)**

- The sign has already been approved by the DRC previously. This is the same sign from when they came before the DRC.
- DRC liked the sign but Julie suggested the name seemed a little smooshed together.
- There will be lights on the ground along with some small landscaping.
- The posts are made out of granite.
- DRC will write an LOR.

**Sign Design Review- Learning Tree with Lauren Nigro**

- The “Now Enrolling” is a hanging sign that can be taken off.
- DRC likes the logo. They questioned the word “the” and how it is much smaller than the other words. They suggested that “The Learning Tree” all be the same size.
- The applicant said that she was thinking about putting the telephone number on the bottom of the sign. DRC did not encourage putting the phone number on the sign.

- Rachel suggested having 2 panels on the bottom of the sign that are interchangeable, one with “now enrolling” and one with her phone number.
- DRC really likes the logo.
- DRC will write an LOR.

#### **Sign Design Review – St. Brigid of Kildare with Rev Terrance McGillicuddy**

- This is a new location for the church.
- DRC really likes the sign and the coloring.
- Bruce questioned the visibility of the “Sunday Services – 10 am” Rev McGillicuddy said it is more visible because the sign is on the top while other signs in the building are below the roof line.
- Julie suggested keeping the globe with the cross on the top of the sign.
- DRC will write an LOR.

#### **Sign Design Review – Town of Medway with Susy Affleck Childs**

- DRC likes the new town signs.
- There will be 3 “Welcome to Medway” and one Town Hall sign. Two welcome signs will replace existing the current signs on West Street/Milford and Village/Main St. The new sign will be either on North Side of 109 west of Coffee or north side of Village. This is the first batch. The Town will test these out in the locations to see if they would like to add more of these signs around town.
- The DRC likes the sign and the color, they just questioned the scale of the size.
- This batch will be on the next Selectman’s agenda. The second set of signs will be considered in the budget for Spring Town Meeting 2014.
- DRC will write an LOR.

#### **Updates**

- The Planning Board is looking to get a bylaw change for the fall Town Meeting.
- Purpose and intent is one of the bylaws they are looking to change. Economic viability was discussed. This seemed to come out of the experience with Tri Valley.

#### **Next Meeting**

- The next meeting will be Monday September 9, 2013.

#### **Adjournment**

- The meeting was adjourned at 8:25 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary



**Town of Medway  
Design Review Committee**

**COMMITTEE MEETING MINUTES**

September 9, 2013  
Town of Medway Public Library, 16 High Street

**Members:**

	Present	Absent		Present	Absent
Matthew Buckley, Chair	X		Rod MacLeod		X
Julie Fallon, Vice Chair		X	Karyl Spiller-Walsh	X	
Richard DiIulio	X		Mary Weafer	X	
Bruce Hamblin		X			
Rachel Walsh		X			

**Also Present:**

Ashley McQuade, Recording Secretary

Approved September 23, 2013

**I. Called to Order at 7:09 P.M.**

**II. Site Review Design: Cumberland Farms, 38 Summer Street** – The meeting was cancelled and design documents requested by Mr. Buckley were not received in a timely manner prior to the meeting. Bylaw issues were raised at the previous meeting regarding the canopy. Those topics, including rock outcroppings and traffic will be addressed at the next scheduled meeting.

**III. Bylaw Items** – Ms. Spiller-Walsh suggested elements for Medway Shopping Center, including changing the bylaws to include such things as architectural drawings. Mr. Buckley addressed that there are still issues to discuss regarding the use of LED lighting throughout town and also wording of general bylaws to react to and define use of new designs and materials.

**IV. New Images for Town Website** – the IT department has reached out requesting new photos to update the town website, and the Committee discussed possible options including a collage of mills, parades, waterfalls, antique photos, schools, building renderings, and community events.

**V. ID possible violations to Medway sign regulations** – Medway Cafe and Gaetano’s (Gould Plaza) are both in violation of town sign regulations and need to be addressed. Mr. Buckley will contact John Emidy regarding the violations prior to the next scheduled meeting.

**VI. Ms. Spiller-Walsh motioned to adjourn, Mr. Buckley seconded, and the meeting was adjourned at 8:15 p.m.**

Approved October 7, 2013



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

Design Review Committee

September 23, 2013 @ 7pm

**Approved December 2, 2013**

**Members in attendance:** Matt Buckley, Rod Macleod, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Mary Weafer, Bruce Hamblin

**Absent with notice:**

**Absent without notice:**

**Nonmembers present:**

**Applicants present:** Peter Palouskey, Philip Henry, Gary Passmore

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

**Site Design Review – Cumberland Farms with Peter Palouskey and Philip Henry**

- The committee recognized and pointed out that the site renderings were not accurate nor true replicas. The applicant acknowledged and agreed. (ie – the canopy in the plan is completely wrong in height, length, bollards, stone wall and the fact that the representation of the canopy does not show the visual impact it will have)
- The landscaping plans were not provided to the DRC before this meeting.
- Peter understands if the committee is not happy with the rendering because the renderings are not 100% but he can guarantee the landscaping plans will be 100%
- Matt said the DRC cannot write a letter based on these renderings. Peter said he would like to understand more what the committee needs.
- Philip indicated that he was frustrated with Corporate. He said that these renderings are all that Corporate provided to him.
- Philip went over the new landscaping trees. They are now proposing 9 trees - 5 river birch, 1 fraisser birch and 3 evergreen tress. There will be an 8 foot vinyl fence as a visual buffer between Cumberland Farms and the abutter. These will be used to buffer the canopy. There will be 11 evergreens along the fence on the east side of the parcel.
- Rachel pointed out several differences between the renderings and what was promised.
- There are now 2 signs on the building and there is the green strip around the canopy.

- Philip pointed out this rendering is not accurate. The modular block seen in the picture is going to be concrete wall with cultured stone.
- Matt wants a letter identifying the flaws or differences. Philip agreed to this.
- Philip made sure all the logo was off everything that was not meant to be a sign such as “welcome” and “see you soon” as well as the gas pumps.
- Philip confirms the “redbox” is the only outside vendor that Cumberland Farms is proposing.
- There will be a projecting sign on the canopy. This has to get approved.
- Rachel questioned the 2 signs and if there was a separate sign application.
- The applicants are going to the ZBA next month for the free standing monument that will be both internally illuminated and LED with an additional LED look out. This is for the gas prices.
- Karyl brought up the canopy. She stressed the fact that landscaping buffering would change the nature and look of the canopy.
- Julie asked about the plan about splitting up the canopy. Peter said it was not feasible to do this nor did he offer any explanation for why it could not be done. Julie feels that they have not seen any evidence regarding the canopy that the DRC offered. Nothing the DRC suggested has even been tried.
- Rachel asked that in light of the oversized canopy which is situated in the front of the building, can they remove the green stripe. Peter said he could request it but can't promise it.
- Karyl stressed that everything is about the canopy and the buffering they need to do. They have not even addressed the fact that the canopy is in the front of the building which it is not suppose to be. She referred to the bylaw that states this.
- Matt questioned the ledge area of the property. Philip said there was no way to incorporate this ledge. Matt suggested leaving it in tact or move it around. Philip says this must come down to achieve final grades.
- A couple of the abutters attended the meeting. There was a discussion of the abutters and the east side of the parcel. There will 11 evergreens trees along the fence that will separate their parcel and the abutters that attended the meeting.
- The DRC discussed different options to buffer the gas station to the abutter property. To add trees to both sides of the fence was suggested by the DRC.
- Matt discussed the bollards. He asked if there are any other alternative to the bollards. The drc thinks that the bollards are very excessive. He suggested planters and less bollards. Peter said that Cumberland Farms has done risk management and has determined it is necessary for safety. Rachel said well if they have to have all the bollards they should be a different color. Matt suggested masking the bollard look like a planter over them.
- DRC reminded the applicant that they requested a 3d model from the applicant on August 23, 2013 so that they could verify the accuracy of scale and dimensions. This is needed for the DRC to help them make revisions and suggestions. The DRC never received this from the applicant. DRC again stated, like in previous meetings, this is still needed so they can work on the renderings. Philip promised to get a 3d plan to the committee so

Rod could work with this. Rod stated he would need at least 2 weeks once he received this.

- A review of the requested items from the DRC include potential specimen trees, fence, striping along the canopy, alternative to bollards, different color bollards, outside retaining wall, rock ledge being integrated into the site, plan for monument sign, plans for welcome signs, 3d renderings.
- Cumberland Farms will come to the next meeting.

### **Sign Design Review- Keystone Liquors with Gary Passmore**

- Gary does not like the channel lettering. A truck hit his old sign and he needs to put up a new one.
- The applicant thinks the new sign is a smaller sign, cleaner, and updated.
- DRC likes the old sign and thinks people will not be able to see the new one. Applicant disagrees with the DRC.
- This sign has already been created and is just waiting for it to be put up.
- DRC expressed their frustration on the process.
- DRC will write an LOR.

### **Next Meeting**

- The next meeting will be Monday October 7, 2013.

### **Adjournment**

- The meeting was adjourned at 8:55 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

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

Design Review Committee

October 7, 2013 @ 7pm

**Approved November 4, 2013**

**Members in attendance:** Matt Buckley, Rod Macleod, Julie Fallon, Rachel Walsh, Karyl Spiller Walsh, Mary Weafer

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:** Dan Hooper

**Applicants present:** Mike Fingar

**Location:** Medway Public Library

#### **Call to order**

- With a quorum, this meeting was called to order at 7:00 pm.

#### **Minutes**

- The minutes from August 19 and September 9, 2013 were approved. Amendments were made to the September 23, 2013 minutes. These minutes still need to be approved at the next meeting. More amendments to be made.

#### **Sign Design Review – Episcopal Church with Mike Fingar**

- Mike needed to do an Eagle Scout project to benefit the community so he decided to help design and make a new sign for the Church
- The Church wanted the sign to be a replica of the actual building with a hanging shield from the side. They wanted the shield to be the actual sign that could be seen from both sides. They wanted the sign to read “Christ Church Episcopal Sunday Service” with an interchangeable spot for times. This is what Mike made.
- The Drc liked the concept but suggested that the help of a mason would be needed to complete a sign like this. The applicant said he was thinking of making the building replica out of foam and DRC suggested making it out of stone.
- Rachel suggested getting donations for the stone part of the sign.
- Karyl suggested putting the sign in place of the bell in the structure.
- DRC stated that the bell part of the structure would be extremely hard to build.

- Drc suggested moving the sign part of the structure into the building instead of hanging on the side of it.
- Drc likes all the proportions and lettering.
- Applicant agreed that he liked the idea of putting the shield into the actual structure.
- The applicant is currently in an engineering class and is using computer programs soon so he would be able to create a computer replica of this sign. He has 3 yrs to complete this project.
- Dan Hooper pointed out that this type of structure will be extremely difficult to build. A rectangular shaped building would be much easier to build.
- Drc suggested making this replica a rectangle shape.
- Drc also discussed possibly making a hanging sign where the bell is suppose to be with a solar light.
- The applicant said the base of the structure will have a small garden around it.
- Drc suggested putting red around the shield to mimic the brick coloring.
- The applicant is meeting with the Church on October 16 to discuss the sign. Drc thinks he should come back to one of their meetings to discuss this further.
- Drc told the applicant that he should not rush through this and that they are here to help him through the process.
- Rachel suggested writing letters to local masons.
- Karyl said that this sign should look old and historical like the building but also last a long time.
- The colors of the shield and lettering was discussed. Drc suggested the sign portion of this be a stained wood with gold lettering. Matt suggested white lettering.
- Drc is very pleased with his idea and effort.

### **Medway Plaza Discussion**

- Dave Damico reached out to the DRC about the new plaza ladder sign. He wanted to know if the DRC suggests any particular vendors.
- Rachel stated that the Drc can not recommend vendor but that they can recommend design.
- Matt will produce some sign designs similar to the ones he gave Susy for the Town's sign to Dave.

### **Bylaw issues**

- Matt went to the last Planning Board meeting. Bylaw issues were discussed. Enforcement was one of the main issues.
- Drc does not have the right to enforce the bylaws on current signs and existing business. The problem is if someone else buys a company, they should not be grandfathered in. Nothing is enforced in this case.
- The Planning Board would like to moves these bylaws into the General Bylaws.
- Drc needs to work on these bylaws and bring them to Spring Town Meeting. Drc needs Town Meeting to see the merits of these bylaws. They would need 2/3 of a vote to get this approved.

**Next Meeting**

- The next meeting will be Monday October 28, 2013.

**Adjournment**

- The meeting was adjourned at 8:40 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

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

Design Review Committee

October 17 @ 7:30 pm

**Approved November 4, 2013**

**Members in attendance:** Matt Buckley, Rod Macleod, Julie Fallon, Karyl Spiller Walsh, Mary Weafer

**Absent with notice:** Rachel Walsh

**Absent without notice:** Bruce Hamblin

**Nonmembers present:**

**Applicants present:** Peter Palouskey, Philip Henry

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7:30 pm.

**Site Design Review – Cumberland Farms with Peter Palouskey and Philip Henry**

- Applicant went in front of the ZBA last night. The roof on the sign was discussed. It will be 10 feet 4 inch. ZBA would like the DRC to provide insight to the ZBA on the sign roof. ZBA asked for site distances for drivers. They are also looking for what is visually safe. The sign is 9 feet on to the property line. It will be LED and internally illuminated. The letters are 18 inches. This is a double sided sign. The landscaping plan for the sign was discussed.
- The landscaping plan was discussed. There will be 50 specimen trees and 350 shrubs.
- The canopy was discussed. DRC would like to know why the options they gave to Cumberland Farms were not explored. Phil said that CF said they couldn't separate the canopies far enough where they would look like 2 separate canopies. DRC does not feel like CF explored their options. Peter said the current canopy was approved by the fire department as the best option. Peter and Phil believe the landscaping does help break up the canopy. Peter and Philip said they did bring these options to CF but that CF did not want to explore these. Julie said she had asked to see drawings of what it would look like to have 2 canopies. Peter said that Cumberland Farms did not do this because they did not want to break up the canopies so they did not come up with renderings of this idea. Matt expressed that the DRC feels like the applicant did not explore any of their options and suggestions.
- The canopy is 22 feet high. It is 14ft 4 to the undercarriage. The trees shown in the rendering in front of the canopy are 22 – 24 feet tall at install.

- The bollards are now black and there will be four planters integrated in place of some bollards. The planters will be in stone. The DRC is pleased with this change. DRC suggested keeping it black.
- The green strip is gone of the bollards, building, and canopy.
- Karyl suggested that at the end of the western side of the landscaping in front of the canopy that there be another coniferous tree. The goal is to fill in this space. The grassy areas on the entrance were discussed. Karyl suggested putting in a small garden in this area.
- The landscaping plan in front of the canopy and the area to the east of this was discussed. There are small gaps in this area that Karyl suggested putting a rock out cropping about 10 to 12 feet long and 6 feet tall. She talked about how they can feature parts of the ledge. The DRC would look at it in progress to take a look at the ledge to use them creatively for island gap fillers.
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- Philip said this would be decided such as using ledge during construction.
- Up lighting on the landscaping was discussed. Some members of the DRC thinks this would be attractive. Rod did however point out that up lighting of trees tend to look better when it goes against a dark background.
- There were several abutters who attended the meeting. The abutters feel like the up lighting is not necessary and will not help anything. One of the abutters stated she will be able to see these lights all night long from her house. One other abutter stated that Medway being a green community, she would like to see all the lights go off at closing. As far as when the lights go off, that has to be discussed at the next Planning Board meeting.
- The Baines property landscaping plans were discussed. There will be an 8 foot fence it is about 16 feet from the road, There will be 2 evergreen greens in front of the garage and behind. CF also upgraded the trees from 10 feet to 16 feet for a total of 11 evergreen trees along the fence. There will also be ground plantings. The fence will be white vinyl. Mrs. Baine asked the applicant if they could go for a wood color vinyl. She asked to add a slope side fence for the last part of the fence.
- Karyl asked if there will be a guarantee that the river birch will be at least 22 feet. She would like a minimum of 18 for evergreen. Philip said he would specify this on the plans as minimum heights for the trees.
- There are 9 riverbirch, DRC would like to replace 3 of them with coniferous trees.
- There will be a wooden guardrail along the stone fence.
- Paniculata hydrangea was suggested in the grassy knoll.
- The signage was discussed.
- DRC thinks the quality of the signage does not coincide with the quality of the building.
- The signage on the building is externally lit. DRC does not like the signage or the lighting for the sign. They think it looks like stick on channeling letters.
- Philip said CF was willing to just put the logo on the canopy but that they want the name on the building.

- There was a discussion on the signage size. This should be handled at the Planning Board.
- DRC would like to see the signage smaller. They feel that in particular the sign on the building is massive.
- One of the citizen's attendees read part of the signage bylaws.
- DRC would like the signage to be reduce by half. Aesthetically they feel out of size.
- DRC feels the lighting should be considered for alternatives. A gooseneck light was suggested.
- DRC said that they think the signage should be reduced by 50% with gooseneck lighting.
- Summer street side sign is 27.8 square feet. 109 is 37.6 square feet.
- Karyl and Mary like the sign in the clapboards.
- The monument sign was discussed. DRC discussed the different roof line of the 3 objects. Julie feels like they should all match. She thinks they are not cohesive. Phil said the intention is for it all to match.
- Matt suggested just having the logo on the monument sign.
- Mary does not like the columns on the monument sign. Matt does like the columns.
- Karyl suggested leaving the monument sign alone and asking for the 2 signs on the building smaller.
- DRC would like to see the signs on the building reduced by 40% and to change the all the signage lighting to goose neck.
- The corporate logo on the canopy was discussed. Matt thinks CF is taking advantage of the bylaws with this. DRC would like CF to take the logo off the canopy.
- The umbrellas in the outdoor seating area will be green.
- Karyl pointed out that the logo on the canopy is conservative given the fact that the applicant took off the corporate coloring from the canopy and the building.
- Matt will reach out to the ZBA to let them know where they stand.
- Matt said if the DRC can get a response from their concerns they can make a recommendation.
- Karyl made a statement about the area in which CF is going. She said that it is the DRC job to make the design palatable.
- As a community they want something they will be happy with.
- Philip and Peter will raise the signage issue with Cumberland Farms.
- It was noted that at the ZBA meeting, Dunkin Donut attended and said that if CF was approved that will set precedence for the future.
- The applicant is on the Planning Board agenda for October 22.
- The to do list will be looked at and correspondence will be sent via email.

### **Next Meeting**

- The next meeting will be Monday October 28, 2013.

### **Adjournment**

- The meeting was adjourned at 10:30 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

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

Design Review Committee

November 4, 2013 @ 7 pm

**Approved December 2, 2013**

**Members in attendance:** Matt Buckley, Rod Macleod, Julie Fallon, Karyl Spiller Walsh, Mary Weafer, Rachel Walsh

**Absent with notice:**

**Absent without notice:** Bruce Hamblin

**Nonmembers present:**

**Applicants present:** Liam Forgerty

**Location:** Medway Public Library

**Call to order**

- With a quorum, this meeting was called to order at 7 pm.

**Minutes**

- The minutes, with amendments, from October 7 and October 17 were approved. The minutes from September 23 still need to be approved.

**Sign Design Review – Limerick with Liam Forgerty**

- This is a double sided sign. Applicant met with John Emidy and he said everything is compliant. It is green with a gold border.
- The DRC thinks the sign is attractive. They think it reads very well. They would not make any changes.
- DRC will write an LOR

**Cumberland Farms LOR Discussion**

- Matt feels confident in some of the changes. They took out eyebrow lights and are using small can lights. The building signs are now reduced to 70% of original size. It is 30 % smaller. DRC is happy with the reduction of size. On the façade of the canopy, they have removed the logo. DRC thinks this looks so much better without this.
- Matt would like to make the tone of the letter that they were cooperative with masking the canopy and making changes to landscaping but that 100 foot canopy is not compliant with the bylaws and not their preference.

- DRC's LOR will be part of the findings that lead to the approval of the plans with the Planning Board.
- The letter was discussed with everyone's input. Changes and updates were made.
- The DRC maintains their position that the canopy be a maximum 60 feet long, not the 100 feet that the applicant presented.
- In the event of the proposed canopy being approved, DRC recommends an extensive landscape buffer to be implemented. The applicant has agreed to abide by this landscaping plan which will serve to mitigate the visual impact of the canopy.
- The rock out cropping section was discussed and the dimension they requested to be the back drop canvas for the hydrangeas.
- At the east side of the site, the applicant has prepared a natural wood color and textured fence and landscaping buffer that the DRC was happy with it. The applicant should provide the DRC and the abutter a sample of the fence material prior to installation.
- Building elements were discussed. DRC is pleased with the architecture. Some of the elements the DRC recommended include the clapboard, natural stone, roofline, windows, water table, bollards, removal of Corporate coloring, reduction of sign sizing, and removal of heavy bar lights.
- In addition to the plantings and rock out cropping, DRC recommends landscape feature lighting to enhance the overall effect on the base of some of the specimen trees and rock out cropping to further enhance the landscaping screening. They recommended 5 uplightings.
- The DRC has concerns regarding the maintenance of the site as it is proposed. DRC recommends the following conditions be included in the decisions by the PEBD; The landscaping screening should be maintained for the duration as proposed. No additional signage should appear on the site, such as promotional materials, window signs, product sale prices and etc. No materials or over stock should be stored in public spaces on the site. Any vending machines should only reside within the building to reduce visual clutter.

### **Next Meeting**

- The next meeting will be Monday December 2, 2013.

### **Adjournment**

- The meeting was adjourned at 9 pm.

Minutes respectfully submitted by,

Jillian Morley

Night Board Secretary

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

Design Review Committee

November 11, 2013 @ 7 pm

**Approved December 16, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Karyl Spiller Walsh, Mary Weafer, Rachel Walsh

**Absent with notice:**

**Absent without notice:** Bruce Hamblin, Rod Macleod

**Nonmembers present:**

**Applicants present:**

**Location:** Town Hall

#### **Call to order**

- With a quorum, this meeting was called to order at 7 pm.

#### **Cumberland Farms Monument Sign Discussion**

- The façade signs were discussed how they were reduced by 30%. The DRC thinks these signs look much better.
- Rachel said the monument sign on the plan is not what the applicant is proposing. The numbers will be scorable white numbers on a blue background which is not shown in the plan.
- The sign is 10 feet high and will be a light box. The applicant is asking for a variance of 8 feet to 10 feet. If they removed the roof the sign would be 8 feet which is allowed.
- Julie showed the committee an example of what the monument sign would look like without a roof. Julie recommends taking out the roof. Karyl and Rachel think the roof should remain. Rachel and Mary suggested using the white background. Matt pointed out that they are using their corporate colors on the sign.
- Mary suggested taking the roof off and making the top a small curve.
- The monument sign is set far back from the intersection. It is a 2 sided sign so the area exceeds the limit so this is another variance they need. The hardship was that the prices on the pumps were not very visible with all the landscaping.
- Internal illumination is another variance they are asking for.
- Mary suggested the curve top and a stone base. She doesn't think it needs a roof. She would prefer a white background with blue lettering. She thinks this makes the sign look

softer. She thinks smaller columns would look better. Julie agrees with Mary but thinks the stone base should have more width.

- The DRC would not recommend the internal illumination.
- Matt thinks the roof is needed because this can provide external illumination. He doesn't think the gable end depth is necessary. He thinks they could reduce the pitch.
- If there is no roof, then they can use ground lightings.
- Rachel will edit the signage LOR to submit to the ZBA.
- Rachel read the letter that the DRC will submit to the ZBA. There will be 2 façade signs in which has been reduced by 30% . Applicant has taken out all corporate logo from canopy signs. The monument sign is appropriate to be double sided and the correct distance from the road. The monument sign will include a shingle roof and stone base which the DRC recommends which should be minimized. The DRC recommends all white background with black colored lettering as seen in the Medfield Cumberland Farms. The DRC recommends that the sign be externally illuminated.

### **Next Meeting**

- The next meeting will be Monday December 2, 2013.

### **Adjournment**

- The meeting was adjourned at 8 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

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

Design Review Committee

December 2, 2013 @ 7 pm

**Approved December 16, 2013**

**Members in attendance:** Matt Buckley, Julie Fallon, Karyl Spiller Walsh, Mary Weafer, Rachel Walsh, Bruce Hamblin, Rod Macleod

**Absent with notice:**

**Absent without notice:**

**Nonmembers present:**

**Applicants present:** Alycia Streicher, Steven Venincasa, Leo Dasilva, Julie Venincesa, Paul Apkarian

**Location:** Medway Library

**Call to order**

- With a quorum, this meeting was called to order at 7 pm.

**Minutes**

- The minutes, with amendments, from September 23 and November 4 were approved.

**Sign Design Review – Saloon Almafí with Alycia Streicher 78 Holliston St**

- It was brought to the applicant's attention before the meeting that the sign square feet was not allowed. The applicant and sign maker asked for the DRC's recommendations.
- The DRC suggested a projected sign that would be double sided.
- The applicants sign came from her logo and website.
- Rachel suggested using an awning over the door for visibility. The applicant said monetary purposes forbid this for her.
- Matt suggested using a temporary sign until the applicant has fund to purchase an owning sign.
- Allowable sign square footage is an issue with the sign that is being proposed.
- Matt recommended putting the sign above the building. A small awning with her logo and font would work. Matt said the font is not eligible from a far. Rachel suggested using a thicker version of this font.
- Rachel agrees with Matt that a temporary sign should be put up until a better solution is found.

- Matt recommended not putting the telephone number on the sign. This takes away from the sign.
- Rachel suggested a mini awning over the door. The best solution would be a long overhang over the whole window.
- Rod showed the applicant an example of what he came up with that showed a long narrow overhang. Rachel suggested making the background white instead of the gray.
- DRC would like the applicant to come back before the committee when they create a new sign.

### **Informal Site Design Review – Daniels/Millston Village with Steve Venincasa, Leo Dasilva, Paul Apkarian, Julie Venincasa, Winthrop St**

- The site plan was altered just a little. A couple of buildings were eliminated and a community center was added. A booklet of previous sites was shown. The DRC had previously approved the plans and the applicant has kept the site just made a few changes.
- The showcase units are all different types
- Paul showed a rendering of the community center. The DRC were pleased with this
- The designs of the original plans were shown of the different types of houses. The single, double, and triple units were shown. There were different versions of Model A, B, C, D.
- An example of shingles that will be used were shown. The applicant will use the same roof for each house.
- The siding of the houses was shown. The applicant will most likely use 2 or 3 different colors in the beige family. The DRC expressed that they would like to see more colors than 3. They also suggested using darker colors used for the houses. DRC would suggest using the dark color as shown in the community center.
- The windows were shown.
- DRC expressed their concern for a range of colors.
- Bruce questioned the handicapped accessibility of the community building, parking, and benches.
- The applicant plans on using the original landscaping plan.
- DRC expressed that they are pleased with the design of the parcel.
- Rachel suggested a field stone style of wall in front of the four houses.
- There will be a stone wall on the radius coming in and there will be a signage. This will be a natural stone wall.
- DRC would like to see a rendering of the stone wall and the entry way sign.
- The applicant will come back after their meeting with the Planning Board. The applicant stated they will return.

### **TriValley Discussion**

- Someone has purchased the land and plans for TriValley
- Matt thinks the plan needs a setback change and make a building that is a multi used business. This may eliminate or reduce the retaining wall.
- The traffic light issue was discussed.

### **Signage Discussion**

- Signage issues were discussed. The DRC talked about how the bylaws can be enforced by the Town.

#### **Town Website**

- Mary has taken some pictures to use as examples for background pictures for the Town website. Mary took pictures at the Farm day for a community photo. Other photos at Choate park of animals were taken.

#### **Next Meeting**

- The next meeting will be Monday December 16, 2013.

#### **Adjournment**

- The meeting was adjourned at 9:20 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary

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

Design Review Committee

December 16, 2013 @ 7 pm

**Approved January 27, 2014**

**Members in attendance:** Matt Buckley, Julie Fallon, Karyl Spiller Walsh, Mary Weafer, Bruce Hamblin

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

**Absent without notice:**

**Nonmembers present:**

**Applicants present:** Judi Barret, Paul Tingley, Lester Gould

**Location:** Medway Library

#### **Call to order**

- With a quorum, this meeting was called to order at 7 pm.

#### **Minutes**

- The minutes, with amendments, from November 11 and December 2 were approved.

#### **Cumberland Farms Discussion**

- Matt discussed the Cumberland Farms project. Matt discussed the bylaw that explains that no portion of the building can be further from the intersection than the canopy. The public hearing is now closed and Matt thinks that the public hearing will be reopened to complete this discussion.

#### **Discussion with Judi Barrett, RKG Consultant for The Town of Medway**

- The Town Administrator asked Judi to come to Medway to do an organizational assessment of the town to see what is working, how communication is working etc and make recommendations to the Town. Her job right now is to find out what each department and committee does.
- Matt pointed out to Judi that this committee consists of all volunteers with the exception of the night board secretary.
- Judi asked the committee what the responsibilities of DRC are. Matt stated they do sign and site review. DRC explained that the site plan applicants come to the DRC before they

go before the Planning Board. DRC looks at exteriors, architect, landscaping, site concept, pre existing conditions, and lighting. Their guiding documents are the bylaws.

- Judi questioned what type of knowledge or experience would the DRC like in a committee member. Julie said that an ideal person would have a design or artistic background. Julie thinks it would nice to have a good balance of art and architect. They do not have an architect or a person from the business counsel.
- Judi questioned if the DRC has ever been offered training. The DRC has been to a seminar of Randal Arendt. Judi asked if the Board could get training, what kind of training would they like? Matt stated that the committee skills are well balanced. Karyl would like to have more access to outside architects. This would be a great resource if they can't have architect on the board, a consultant would help tremendously on site plans.
- Karyl stated the DRC has great communication skills
- Judi asked what type of support and budget does the DRC get? DRC said they just have the night board secretary. They lack administration support from the Town Hall. Matt explained the process. At the beginning of the DRC for the first 6 or 7 years, they did have the help of Susy from Town Hall but no longer have this help. This is the decision from the Town Administrator. There is no presence at the Town Hall. If someone comes into the Town Hall, John Emidy takes a look at the application to see if it is compliance. There is no discussion to the applicant at the Town Hall. The application is then sent to the night board secretary who then goes to DRC for review. The DRC then rights a letter of recommendation for the applicant to get a permit. Judi asked what happens when the DRC does not like a sign. The DRC said they do not have a say. Julie showed Judi an example of what they do with sign design with photo shop.
- Matt explained that one of the issues the DRC has is the applicants don't understand that the DRC is here to help. The problem is the applicant generally just goes to a sign maker not a graphic designer or the committee for their help. The DRC provides free design review. Bruce said there is a lack of administrative support for this process.
- Judi wanted to get an explanation of the site plan process. DRC explained that someone submits a site plan application to Susy and she then sends them to the DRC. A pre-application site plan is more beneficial to the applicant and the committee. Matt said that having the chance to take a look at the site plan before the applicant comes in is very helpful to the committee.
- Bruce stated that another issue is a lack of consistency within Town. An example of this is when the Town was building the middle school. They had a façade change and sign change. The DRC had some really nice ideas of the court yard and landscaping and they did not use any of the DRC's ideas.
- The Planning Board and ZBA have authority and say in what goes in the Town.
- DRC explained that some applicants come to the DRC that have signs that are not in compliance. This should not be the responsibility of the DRC.
- Another problem the committee has is that many applicants already have their sign made or even put up at their location.
- The functions of the night board secretary were discussed.

### **Sign Design Review – Tingley’s 122 Main St with Paul Tingley**

- Paul showed the drawing of the sign. The sign has not been made yet.
- The DRC showed the applicant a few examples of signs they would prefer. Julie showed the applicant examples.
- DRC prefers the coffee cup as their logo. The DRC asked the applicant not to use script because it competes with the nice coffee cup logo. Julie finds the tails off the letters competes with logo. Julie would prefer a coffee or caramel coloring.
- Lighting of the signage was discussed. Matt suggested a down lighting such as a goose neck.
- The applicant prefers Julie’s examples over his. A copy of these examples is being sent to the applicant’s sign maker.
- DRC will write an LOR.

### **Sign Design Review – Gould’s Plaza 74 Main St with Lester Gould**

- DRC cannot make a design recommendation on the current sign because it is out of compliance. Should the applicant receive the variance from the ZBA, the committee would be more than happy to offer sign recommendations.
- The DRC did not want to discuss alternatives to this sign unless the variance is approved. The applicant may come back for a sign review if a variance is approved.

### **Next Meeting**

- The next meeting will be Monday January 6, 2014.

### **Adjournment**

- The meeting was adjourned at 9:20 pm.

Minutes respectfully submitted by,

Jillian Morley  
Night Board Secretary