

APPROVED ON 11-20-2017



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

Matthew Buckley, Chair
Rachel Walsh, Vice-Chair
Tom Gay, Member
Jessica Chabot, Member
Dan Connolly, Member
Seth Kendall, Member
Alex Kevork, Member

DRC Meeting Minutes: November 06, 2017 Medway Public Library, 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chair Mr. Buckley at 7:00p.m.

Attendees:

	10/16/2017	11/06/2017				
Matthew Buckley	X	X				
Rich Di Iulio	-	-				
Jessica Chabot	ABSENT WITH NOTICE	X				
Tom Gay	X	X				
Rachel Walsh	X	X				
Dan Connolly	X	ABSENT WITH NOTICE				
Seth Kendall	X	X				
Alex Kevork	X	ABSENT WITH NOTICE				

Also present:

- Sreelatha Allam, Meeting Recording Secretary
- Susan Affleck-Childs, Medway Planning and Economic Development Coordinator

Meeting Minutes:

10-16-2017 minutes: A motion was made by Ms. Walsh to approve the minutes from 10-16-2017 meeting as presented, seconded by Mr. Buckley. Ms. Chabot abstained as she was absent from that meeting. The motion was approved.

Next Steps on Community Message Board Sign-

- ❖ Mr. Kendall spoke with Watchfire Signs contact, Mike Patenaude. He will be reviewing the documentation and training videos provided by Watchfire.
- ❖ Webinar training on sign maintenance will be provided by Watchfire once the sign is purchased.
- ❖ There was discussion on compiling a guide book on the message signs that could be shared with BOS.
- ❖ Any design elements/ specifications incorporated into the Choate message sign should be compliant with the guidelines the DRC will draft for community message signs.
- ❖ Discussion then moved towards the design of the fieldstone wall and the related structure that will house the message sign at Choate Park.
- ❖ It was discussed that a meeting with Watchfire Signs should happen in early December to get the design specifications.
- ❖ The existing changeable copy message sign at the police station should be retrofitted.
- ❖ Locations for the signs at the middle and high school should be shown on the maps so that they can be installed at right locations. Members discussed the existing sign at high school.
- ❖ The second meeting in December and first meeting in January will be dedicated to collecting design specifications for various signs at locations discussed. Committee plans on being ready with a design for Choate Park by next spring.
- ❖ Members discussed a two pillar structure that will house the two-sided message sign at Choate Park. The height of the pillars was discussed at 3'5". Fieldstone wall for the structure, color scheme, and shape of the sign was part of the discussion. Members made a decision to move forward with a one-pillar structure for the sign.
- ❖ Ms. Chabot will create a version of the design discussed at the meeting. It will be designed to 7'x4' dimensions for best resolution.
- ❖ Getting rid of the roof structure in the design was discussed as an option and members supported the idea.

Discussion on DRC Web Page

- ❖ Mr. Kevork couldn't attend the meeting due to a personal commitment. He emailed the members updating them on the changes/ additions he made to the DRC webpage on the town website.
- ❖ Relevant content has been uploaded and other changes were made to the webpage.
- ❖ Ms. Affleck-Childs will be sending the Committee's sign and project reviews to him to be uploaded to the webpage.

Review Schedule for 2018 DRC meetings

- ❖ Proposed meeting schedule (*see attached*) for calendar year 2018 was distributed to the members.
- ❖ Some changes were made to the meeting dates-
 - ✓ Eliminate 2/19/2018 meeting date
 - ✓ Change 04/16/2018 to 04/23/2018
 - ✓ 07/02/2018 and 07/16/2018 meeting dates are fine
- ❖ With the above changes, the schedule for 2018 DRC meeting was accepted.

Identification of possible sign violations

- ❖ Ms. Affleck-Childs talked about Irving gas station wanting to do a new free-standing sign. What they have proposed is not compliant with the zoning bylaw. She said they are eligible to seek a variance from the ZBA.
- ❖ Mr. Buckley asked for a list of non-compliant aspects for existing signs at the Irving Station. Ms. Affleck-Childs will work on developing a list for the Committee.
- ❖ Members will talk to Jack Mee on the sign violations.

Other business as may come before the Committee

- ❖ Ms. Affleck-Childs provided an update on O' Brien & Sons. Project scope has been scaled down due to budget issues. Width of the building remains unchanged but the length is changing. Parking layout and access points remain the same as presented. 1000 Sq. Ft of the building will be lost which will reduce the impervious surface area.
- ❖ New language will be added in the current section of the zoning bylaw for wireless communication facilities. Language hasn't been updated in 20 years.
- ❖ Town is proposing to adjust the boundary lines of zoning districts. Purpose is to align zoning district boundary lines with parcel lines. Some portion of this work was done in the last fiscal year. The rest will be done this year.
- ❖ Some of the zoning districts will be re-named. They will be made more accurate and descriptive. Members asked if DRC guidelines will have to be updated based on the changes mentioned above.
- ❖ 143 Village Street will come before the Committee at the November 20, 2017 meeting

Action Items

- ❖ None

Adjournment

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

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,
Sreelatha Allam
Night Board Secretary

Reviewed and edited by,
Susan E. Affleck-Childs
Planning and Economic Development Board Coordinator



MEDWAY DESIGN REVIEW COMMITTEE (DRC) 2018 Meeting Schedule

The Design Review Committee (DRC) generally meets on the first & third Monday evening of each month @ 7:00 p.m. although that schedule may be adjusted to accommodate Monday holidays and school vacations.

DRC meetings are held in the Cole Room at the Medway Public Library, 26 High Street. Meetings on *dates will be held in the conference room.

*From time to time, a DRC meeting may be held at a different location.
If so, the meeting agenda will clearly indicate the alternative location and address.*

2018 DRC MEETING DATES

Mondays, *January 8 and 22, 2018

Mondays, *February 5 and 19, 2018

Mondays, *March 5 and 19, 2018

Mondays, *April 2 and 16, 2018

Mondays, May 7 and *21, 2018

Mondays, June 4 and 18, 2018

Mondays, July 2 and 16, 2018 or/ July 9 & 23, 2018

Mondays, August 6 and 20, 2018

Mondays, September 10 and 24, 2018

Mondays, October 1 and 15, 2018

Mondays, November 5 and 19, 2018

Mondays, December 3 and 17, 2018

Please note the DRC meeting schedule may also change due to Town Meetings.

The DRC may hold special meetings as needed including site visits with the Planning & Economic Development Board for development projects under review.

DRC meeting agendas are posted outside the office
of the Medway Town Clerk at Town Hall, 155 Village Street
on the Thursday before a Monday meeting.

The agendas are also posted online at <http://www.townofmedway.org>.

For additional information or to schedule an appointment with the DRC,
please contact the Medway Planning office at 508-533-3291.