

Board Members

Matt Buckley, Chair
Janine Clifford, Vice Chair
Jamie Ahlstedt, Member
Tim Harris, Member
Jessica Chabot, Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS DESIGN REVIEW COMMITTEE

DRC Meeting Minutes Monday, November 20, 2023 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	Absent with Notice	X	X

Pursuant to the provisions of Chapter 2 of the Acts of 2023, under which public bodies retain the option of holding open meetings and hearings remotely, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, Design Review Committee members participated remotely for this meeting. Access via Zoom was provided for public participation. All persons participated remotely in the meeting via Zoom.

At 7:05 PM Ms. Clifford called the meeting to order and conducted a roll call of members present via Zoom as follows: Janine Clifford, Jamie Ahlstedt, and Tim Harris.

Mr. Buckley joined the meeting around 7:15PM

Also present via Zoom:

- Owen McElroy (CO Graphics & Signs)- Zelda Minerals
- Willa Codkind- New DRC member
- Jeremy Thompson- Planning and Economic Development Coordinator

Approval of DRC Meeting Minutes:

None.

Sign Design Review – Zelda Minerals- 74 Main Street, #7–

Mr. McElroy (CO Graphics & Signs) attended the meeting to discuss the proposed signage for Zelda's Minerals on 74 Main Street in Gould's Plaza (located within the CBD). The proposed wall sign will utilize the existing 22"x 120" frame and 19" x 117" thin aluminum face to replicate the existing signage format at the plaza. 3/8" acrylic channel letters with burgundy faces and black returns will be affixed to the aluminum frame. Mr. Thompson reviewed the application in consultation with the building commissioner, Mr. Ackley on Nov. 16th. Determination was made that the proposed sign complies with the bylaw.

Members concurred with the design as submitted. Ms. Clifford will draft the letter of recommendation and will be shared with the Building Department.

Project Review – 56 Summer St. (Mockingbird Lane)-

Mr. Thompson stated that DRC reviewed the preliminary architectural renderings for the project before the application was submitted to PEDB. However, a DRC recommendation letter on the topic could not be found.

The proposed project is to build 6-7 duplex units and 1 quadplex. The applicant incorporated the preliminary DRC recommendations and is presenting to the PEDB tonight. Applicant is also working on ironing out the details for CONCOM. It was mentioned that applicant requested for this meeting but did not make it. During the discussion, as a side note members expressed having difficulties with accessing Dropbox files.

Members had a brief discussion on few architectural components. It was commented that the proposed decks seem smaller and unusable and that the windows appear to be leading into the mechanical room. It was mentioned that the renderings on the Planning website are not consistent with what was submitted for DRC review. Mr. Thompson will connect with the applicant and discuss about submitting the latest version to the committee.

OTHER BUSINESS

Jersey Mikes- The applicant was a no-show at an earlier DRC meeting and the submitted rendering is an updated version based on DRC feedback.

Members discussed the revised drawing. Mr. Buckley pointed out that the pylon sign still carried the incorrect navy-blue color background with white letters. DRC recommendation was to maintain white background for consistency with other businesses in the plaza. It should be navy letters on a white background. Mr. Thompson will work via Charter Realty and get the message across if he's unable to reach the applicant directly.

It was mentioned that the business, Chris's Automotive which recently received DRC approval for an awning sign has a large window sign that was not included in the application. Discussion was more about the confusion around applicants' knowledge regarding architectural elements that need approvals. Members concurred that the issue on enforcement and educating the applicants should be brought up with the building department.

Mr. Thompson stated that the Planning board article pertaining to allowable heights (12' with the requirement to identify open spaces) for mixed use developments in CBD passed at the Fall Town meeting. On the topic of updating the sign bylaws, Mr. Thompson indicated that there no funding availability to pursue the effort. He's currently looking into other funding options through qualifying sources.

Members briefly discussed the status of potentially moving the sign guidelines into the general bylaws. This topic was previously discussed when Mr. Gay (former DRC member) and Ms. Affleck-Childs (former PEDB coordinator) were part of the committee. Mr. Thompson said he's not aware of the subject and that he would check with Ms. St Andre and get back to the committee.

Ms. Willa Codkind will be joining the DRC as a new member. Her background is interior designing. She's currently working in wellness and sports industry.

Ms. Clifford made a motion to adjourn the meeting, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley- Aye

Janine Clifford – Aye

Jamie Ahlstedt- Aye

Tim Harris- Aye

The motion passed.

The meeting was adjourned at 8:00 p.m.

The next DRC meeting will be held on December 18, 2023.

Respectfully submitted,

Sreelatha Allam

Recording Secretary