

### 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 06, 2023 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	X	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 7:01 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Matt Buckley, Janine Clifford, Jess Chabot, Jamie Ahlstedt, and Tim Harris.

Also present via Zoom:

- Dan (owner), Rocco Cavallaro (Cavallaro signs)- LRP Recycling
- Jeremy Thompson- Planning and Economic Development Coordinator

#### **Approval of DRC Meeting Minutes:**

None.

#### **Sign Design Review – LRP Recycling - 67 Village Street–**

The owner and sign designer, Mr. Cavallaro attended the meeting. The proposed is a replacement of the original sign that was non-compliant (32 Sq. Ft) when the allowable size is 30 Sq. Ft. Mr. Thompson confirmed the submitted design is compliant with the size requirement and will be flush mounted to the building. No lighting is proposed for the sign. Members liked the sign as presented. Ms. Chabot will draft the letter of recommendation.

### **Sign Design Review – Jersey Mike’s – 67 Main Street (Medway Commons)-**

Applicant did not show up to the meeting. Members discussed the submitted sign design application. Comment was made about the proposed sign that appears on the monument sign. The business name appears on a blue background while the remaining businesses stay consistent with white backgrounds. Members commented that the sign should be limited to two colors with a white background and one solid color for tenant name. It'll be an internally illuminated sign per the drawings. Mr. Thompson stated he now meets with the building inspector once an application comes in to verify if the proposed scope is within the bylaw requirement(s). On this application, he attached the summary/ findings to the calendar invite and in Dropbox. It was agreed that moving forward all materials will be saved in Dropbox and the link will be shared. Members had some questions while reviewing the sectional view on the proposed design. There was some confusion and needed clarification on the incorrect lighting verbiage used. After some discussion on the pros and cons of halo lighting, members agreed to make a recommendation regarding external halo lit letters around the perimeter to be removed. Applicant will be asked to consider internally lit design to stay consistent with the rest of the tenants. Mr. Thompson will look at the channel letter requirement(s) in the bylaw and share them with Karen (Charter Realty) about his findings.

### **OTHER BUSINESS**

- Ms. Chabot talked about adding the lighting topic to the next years Q1 goals for DRC guidelines around the Central Business District.
- It was mentioned that sign bylaw adjustments for lighting lumens should be completed for the spring meeting.
- The discussions could begin in December if the agendas remain light. Members discussed that DRC guideline updates have not happened for a while. There was agreement to put an RFP out for consultant services to get a better understanding on costs involved for an update. Once the cost is determined, DRC will request funding from select board to move forward with the hiring.
- Ms. Chabot talked about a potential member for the committee. The individual is a Medway resident and expressed interest in becoming a member.
- There was a brief discussion on upcoming projects in the CBD. Mr. Harris shared that select board is awaiting information and that there's no timeline on when they would come before the board. Mr. Thompson said there's an article for the fall town meeting to increase allowable height for mixed use developments that could potentially impact the new projects in town. The current allowable height is 4 storeys, and the change would allow additional 12'/ one storey with a special permit.

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

**Roll Call Vote:**

***Matt Buckley- Aye***

***Janine Clifford – Aye***

***Jessica Chabot- Aye***

***Jamie Ahlstedt- Aye***

***Tim Harris- Aye***

***The motion passed.***

The meeting was adjourned at 8:05 p.m.

The next DRC meeting will be held on November 20, 2023.

Respectfully submitted,

Sreelatha Allam

Recording Secretary