

### Board Members

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



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## TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS DESIGN REVIEW COMMITTEE

### DRC Meeting Minutes Monday, June 12, 2023 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt
Attendance	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 7:00 p.m. 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, and Jamie Ahlstedt.

Also present via Zoom:

- Barbara J Saint Andre- Director, Community and Economic Development
- Jeremy Thompson- Planning & Economic Development Coordinator
- Anna Haluch (Pro Sign Graphics) - Chipotle, 68 Main Street
- Karen Johnson – Charter Realty, 68 Main Street, Medway Commons

Ms. Saint Andre introduced the new Planning & Economic Development Coordinator, Mr. Thompson to the committee. He worked at the 495 MetroWest Partnership before joining Medway in the current role.

#### Approval of DRC Meeting Minutes – May 15, 2023:

**Mr. Buckley made a motion to approve the minutes of the 05/15/2023 DRC meeting as submitted, seconded by Ms. Chabot.**

#### Roll Call Vote:

**Matt Buckley - Aye**

**Janine Clifford - Aye**

**Jamie Ahlstedt – Aye**

**Jess Chabot- Aye**

**The motion passed.**

### **Sign Design Review- Chipotle, 68 Main Street-**

Ms. Haluch from Pro Sign graphics attended the meeting remotely to discuss this item. Proposal is for 2- internally illuminated front lit channel lettered wall signs. One sign (East Elevation) will face the parking lot and the second sign (North Elevation) will face Main St. The sign background will remain opaque without any illumination, but the letters and the logo will be illuminated. The existing McDonalds pylon sign will be swapped with Chipotle. The wayfinding/ directional signs include logos, and a comment was made by members about not allowing it. Ms. Haluch explained that the branding logo is needed to reduce confusion that could potentially arise due to the presence of another tenant sharing the lot. Ms. Chabot concurred with the explanation provided. The proposed clearance bar does not include the logo. Members expressed satisfaction on the proposed sign design. Ms. Clifford will draft the DRC letter with recommendations.

### **Sign Design Review- Medway Commons: Wayfinding Signs-**

Ms. Johnson discussed this topic. Today's discussion is a follow-up to the proposed wayfinding sign design that was presented at an earlier DRC meeting. The internal wayfinding sign with monochrome background is designed within the maximum allowable size and will be in high quality digital print. Members liked the design as presented. Comment was made about using separate prints for each business instead of one sheet print. Other comments were made about the naming sequence aligning with the location of the business from that point. To a question, Ms. Johnson said the backside of the sign will have the same background color as in the front. An exit sign with an arrow at the island was recommended to avoid confusion for users exiting the plaza. The other wayfinding sign will include "Deliveries". Ms. Johnson briefly touched on the monument sign located on Holliston St. Members were satisfied with the presented monument sign layout. Mr. Buckley will draft the DRC letter for the project.

### **OTHER BUSINESS**

- Ms. Chabot informed that Mr. Andy Rodenheiser is the new Planning and Economic Development Board (PEDB) Chair and Ms. Sara Raposa is the vice-chair. Ms. Chabot, John Parlee, and Tim Harris are the other members. She provided a brief overview of the members professional backgrounds.
- Mr. Buckley talked about recruiting new members to the DRC. Ms. Saint Andre shared the application of a candidate who's interested in joining DRC. Mr. Buckley stated seems to be a better fit for PEDB based on his qualifications.
- Considering the challenges, the board has faced in recruiting new members, Ms. Chabot suggested filing a petition to PEDB requesting a revision in membership requirement and keeping it at five members.
- Members talked about doing an in-person meeting with the new DRC coordinator Mr. Thompson and the building commissioner.

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

**Roll Call Vote:**

**Matt Buckley- Aye**

**Janine Clifford – Aye**

**Jamie Ahlstedt – Aye**

**Jessica Chabot- Aye**

**The motion passed.**

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

The next DRC meeting will be held on July 17, 2023.

Respectfully submitted,

Sreelatha Allam

Recording Secretary

Edited by

Barbara J. Saint Andre

Director, Community and Economic Development

**List of Documents Reviewed at meeting**

1. Proposed Chipotle signs
2. Proposed Medway Commons signs