

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, July 17, 2023 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Tim Harris	Jamie Ahlstedt
Attendance	Absent with Notice	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 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, and Jamie Ahlstedt.

Also present via Zoom:

- Jeremy Thompson- Medway Planning & Economic Development Coordinator
- Thomas Chan- Kwaii (98 Main Street)
- Brady, Jeff - 122 Main Street (All Fur Love, Dominos, Tingley's)
- Joe Hochendoner Joe Moccia- Pet Supplies Plus

Approval of DRC Meeting Minutes – June 12, 2023:

Ms. Chabot made a motion to approve the minutes of the 06/12/2023 DRC meeting as submitted, seconded by Ms. Clifford.

Roll Call Vote:

Janine Clifford - Aye

Jamie Ahlstedt – Aye

Jess Chabot- Aye

Tim Harris- Abstained

The motion passed.

Sign Design Review: Garnsey Homestead & Ide House – Historical Commission-

The item was not discussed.

Sign Design Review: Kawaii – 98 Main Street –

Business owner, Mr. Chan attended the meeting to discuss the item. Ms. Chabot clarified to the group that the proposed sign will replace the non-compliant existing sign. The proposed sign design is very similar to the existing sign. It will be illuminated and mounted on a raceway. Members said committee recommends painting the façade to eliminate ghosting and remnants of the old sign. Committee was satisfied with the proposal as presented. Ms. Chabot will draft the DRC recommendation letter.

Façade Improvement Review: 122 Main Street (All Fur Love, Dominos, Tingley's)-

Mr. Brady and Mr. Dufficy, the property owner attended the meeting to discuss the minor façade replacement project. The proposal is to remove the sloped upper portion of the façade and making it vertical. The soffit area will remain unchanged, and all existing signs will be reused. There will be new lighting fixtures and no additional lights are planned currently. Façade will be painted in half-white/ tan color. Mr. Dufficy expressed preference for light grey color so it matches the grey color brick wall surface. Members asked that all three business signs to be centered and installed properly with the provision to allow sufficient drainage for rain and snow. Ms. Chabot asked Mr. Thompson to reach out to committee chair, Mr. Buckley and request the letter template that was written for a similar project in the past. Ms. Chabot agreed to draft the DRC recommendation letter. The recommendation will include consideration for changing all lights on the underside of the soffit for consistency. Mr. Dufficy stated that he will not pursue the project if the scope increases.

Sign Design Review: 67 Main Street – Pet Supplies Plus-

Mr. Hochendoner and Mr. Moccia attended the meeting to discuss the item. The proposal is to replace the existing “Loyal Companion” sign with “Pet Supplies Plus.” It’s a straight replacement for the building and pylon sign. Mr. Hochendoner said the proposal has been coordinated and approved by the landlord. The new sign is comparable to the current sign dimensions and Mr. Hochendoner confirmed that the new dimensions are within the allowable guideline limits. Ms. Chabot talked about the proposed sign dimensions not aligning with the data presented and with the existing sign. Mr. Hochendoner confirmed that the height of the new sign will be taller than the current sign. For the pylon sign, committee asked if the background could be made white with green lettering to maintain consistency with the remaining signs. Mr. Hochendoner mentioned that the preference will be to maintain white background with green letters due to branding reasons. There was discussion on the spacing of the business name and comment was made to revisit the placement and spacing of the letters and the “Grooming” sign. Ms. Ahlstedt agreed to draft the DRC recommendation letter.

OTHER BUSINESS

Projects update from Planning and Economic Development office-

Ms. Chabot provided an update on Medway PEDB activities. She talked about adding an item to future DRC meeting agenda. The topic will be related to MBTA legislation on multi-family zoning requirements for Medway and adjacent communities. As part of the exercise, DRC needs to investigate existing design review guidelines and decide on whether any update(s) will be required for this zoning district or if new language should be added. If there's a need for any updates with consultants help, then DRC should be thinking about going to the select board seeking funds for consultant payments. Members agreed to discuss the topic when Mr. Buckley is available and when the appointments are less.

Ms. Chabot introduced Mr. Harris, the new PEDB rep. to DRC. He has design and construction experience and currently works for Suffolk construction.

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

Roll Call Vote:

Janine Clifford – Aye

Jamie Ahlstedt – Aye

Jessica Chabot- Aye

Tim Harris- Aye

The motion passed.

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

The next DRC meeting will be held on August 21, 2023.

Respectfully submitted,

Sreelatha Allam

Recording Secretary