

Town of Medway  
**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

**Medway Design Review Committee**  
**Monday, January 5, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

## MEETING AGENDA

### CALL TO ORDER

**REVIEW DRC MEETING MINUTES** - December 1 and 15, 2014

### APPOINTMENTS

- 7:15 p.m. Sign Design Review  
David Moniz, property manager for Reardon Building at 85 Main ST. New insert panels for tenants in free-standing sign.
- 7:45 p.m. Informal Sign Design Discussion  
Jeff Dufficy, Domino's Pizza, 124 Main ST

### OTHER BUSINESS

1. Review and discuss draft presentation on Design Guidelines for 1-19-15 joint DRC and PEDB mtg
2. 2015 DRC Meeting Schedule - Review and finalize dates; decide on meeting location
3. Discussion - Text & Format of Public Information Brochure/Handout for the DRC Sign Design Review process
4. Reports - Reports from DRC liaisons with other Town boards/committees
5. Other business as may come before the committee
6. Action Items

### ADJOURN

*The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Appointment times are approximate. Not all of the items listed may in fact be discussed and other matters not specified may be discussed and considered to the extent permitted by law.*

## UPCOMING DRC MEETINGS

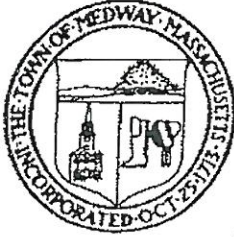
January 26, February 2 and 23, 2015  
Joint DRC and PEDB meeting - January 19, 2015 - Medway Senior Center

### Design Review Committee

*Matthew Buckley, Member & Chairman*  
*Julie Fallon, Member & Vice-Chairman*

*Rod MacLeod, Member*  
*Karyl Spiller-Walsh, Member/*  
*Representative of the Planning &*  
*Economic Development Board*

*Rachel Walsh, Member & Corresponding Secretary*  
*Mary Weafer, Member*  
*Michelle Reed, Recording Secretary*



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**SPECIAL MEETING**  
**Medway Design Review Committee**  
**Monday, January 12, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES**

**APPOINTMENTS - None**

**OTHER BUSINESS**

1. Review and discuss draft presentation on Design Guidelines for 1-19-15 joint DRC and PEDB mtg
2. Discussion - Text & Format of Public Information Brochure/Handout for the DRC Sign Design Review process
3. Reports - Reports from DRC liaisons with other Town boards/committees
4. Other business as may come before the committee
5. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Joint DRC and PEDB meeting - January 19, 2015 - Medway Senior Center

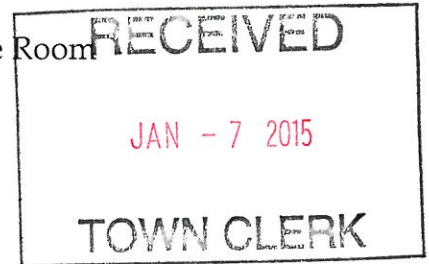
Regular Meetings - January 26, February 2 and 23, 2015

**Design Review Committee**

*Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman*

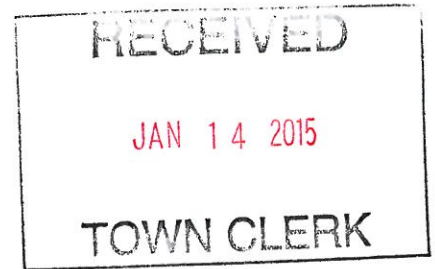
*Rod MacLeod, Member  
Karyl Spiller-Walsh, Member/  
Representative of the Planning &  
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*Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary*





**TOWN OF MEDWAY**  
155 Village Street  
Medway, Massachusetts 02053



**Design Review Committee**

*Matt Buckley, Chairman  
Julie Fallon, Vice-Chair  
Rachel Walsh, Corresponding Secretary  
Rod MacLeod  
Karyl Spiller-Walsh  
Mary Weafer*

**Planning and Economic Development Board**

*Andy Rodenhiser, Chairman  
Robert K. Tucker, Vice-Chairman  
Thomas A. Gay, Clerk  
Matthew J. Hayes, P.E.  
Karyl Spiller-Walsh  
Richard Di Iulio, Associate Member*

**JOINT MEETING**  
**Planning & Economic Development Board**  
**and Design Review Committee**  
**Monday, January 19, 2015 @ 7:00 p.m.**

**LOCATION – Medway Senior Center – 76 Oakland Street**

**AGENDA**

**CALL TO ORDER**

**CITIZEN COMMENTS**

**DISCUSSION re: Update to Medway Design Guidelines**

**Other business as may appropriately come before the Board and/or the DRC**

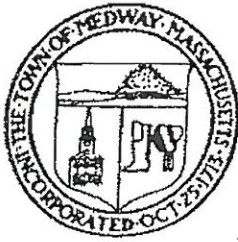
**ADJOURN**

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**REGULAR MEETING**  
**Medway Design Review Committee**  
**Monday, February 2, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

### **MEETING AGENDA**

#### **CALL TO ORDER**

#### **REVIEW DRC MEETING MINUTES**

#### **APPOINTMENTS**

- 7:10 p.m. Sign Design Review – TopDog Day Care and Medway Dog Wash  
Medway Mill, 165 Main Street
- 7:30 pm Sign Design Review - Cunnally Law Group  
Medway Mill, 165 Main Street
- 7:45 p.m. Informal Sign Discussion - Domino's Pizza  
124 Main Street
- 8:15 p.m. Sign Design Review – Cybex  
10 Trotter Drive

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JAN 29 2015

TOWN CLERK

#### **OTHER BUSINESS**

1. Reports - Reports from DRC liaisons with other Town boards/committees
2. Continued Discussion on update to Medway Design Guidelines
3. Other business as may come before the committee
4. Action Items

#### **ADJOURN**

*The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Appointment times are approximate. Not all of the items listed may in fact be discussed and other matters not specified may be discussed and considered to the extent permitted by law.*

### **UPCOMING DRC MEETINGS**

Mondays - February 23, 2015 and March 2 & 16, 2015

### **WINTER TOWN MEETING**

March 9, 2015

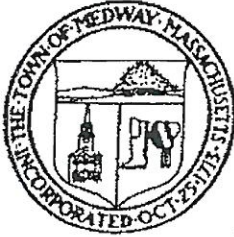
#### **Design Review Committee**

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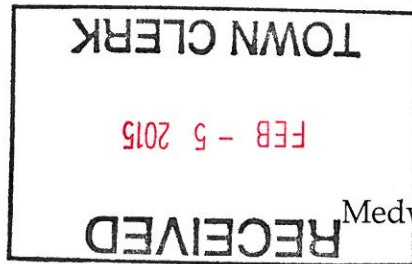
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*Karyl Spiller-Walsh, Member/  
Representative of the Planning &  
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**SPECIAL MEETING**  
**Medway Design Review Committee**  
**Monday, February 9, 2015 @ 7:00 pm**

Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES**

**APPOINTMENTS**

- 7:10 p.m. Sign Design Review – TopDog Day Care and Medway Dog Wash  
Medway Mill, 165 Main Street
- 7:30 pm Sign Design Review - Cunnally Law Group  
Medway Mill, 165 Main Street
- 7:45 p.m. Informal Sign Discussion - Domino's Pizza  
124 Main Street
- 8:15 p.m. Sign Design Review – Cybex  
10 Trotter Drive

**OTHER BUSINESS**

1. Reports - Reports from DRC liaisons with other Town boards/committees
2. Discussion – Possible Joint letter from DRC & Building Commissioner to sign companies
3. Continued Discussion on update to Medway Design Guidelines
4. REMINDER – ARCPUD Pre-application Meeting with Salmon Health and Retirement for Village Street properties – Tuesday, February 10, 2015 at 7:15 pm.
5. Other business as may come before the committee
6. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays - February 23, 2015 and March 2 & 16, 2015

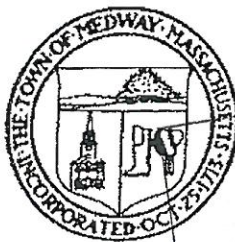
**WINTER TOWN MEETING - March 9, 2015**

**Design Review Committee**

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RECEIVED

FEB 18 2015

TOWN CLERK

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**REGULAR MEETING**  
**Medway Design Review Committee**  
**Monday, February 23, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES**

**APPOINTMENTS**

- 7:10 p.m. Sign Design Review – TopDog Day Care and Medway Dog Wash  
Medway Mill, 165 Main Street
- 7:30 pm Sign Design Review - Cunnally Law Group  
Medway Mill, 165 Main Street
- 7:45 p.m. Informal Sign Discussion - Domino's Pizza  
124 Main Street
- 8:15 p.m. Sign Design Review – Cybex  
10 Trotter Drive
- 8:30 p.m. Sign Design Review – Our Town Publishing  
Gould's Plaza, 74 Main Street

**OTHER BUSINESS**

1. Reports - Reports from DRC liaisons with other Town boards/committees
2. Continued discussion on update to Medway Design Guidelines
3. Discussion – Possible joint letter from DRC & Building Commissioner to sign companies
4. Other business as may come before the committee
5. Action Items

**ADJOURN**

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*Rachel Walsh, Member & Corresponding Secretary*  
*Mary Weafer, Member*  
*Michelle Reed, Recording Secretary*

**UPCOMING DRC MEETINGS**

Mondays - March 2 & 23, April 6 & 27, 2015

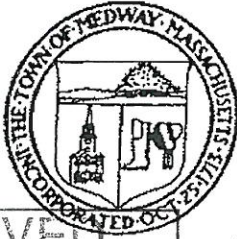
**WINTER TOWN MEETING**

March 9, 2015

**JOINT Meeting - DRC AND PLANNING & ECONOMIC DEVELOPMENT BOARD**

Monday, March 16, 2015 – Medway Senior Center





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FEB 26 2015

TOWN CLERK

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**DESIGN REVIEW COMMITTEE**

155 Village Street  
Medway MA 02053

508-533-3291

[drc@townofmedway.org](mailto:drc@townofmedway.org)

**REGULAR MEETING**

**Medway Design Review Committee**

**Monday, March 2, 2015 @ 7:00 pm**

Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES**

**APPOINTMENTS**

- 7:15 p.m. Informal, Pre-application Discussion – Salmon Senior Living Community Special Permit  
Village Street
- 8:00 pm Informal, Pre-application Discussion – Revised Tri Valley Commons Site Plan & Special Permit  
72 Main Street

**OTHER BUSINESS**

1. Reports - Reports from DRC liaisons with other Town boards/committees
2. Continued discussion on update to Medway Design Guidelines
3. Other business as may come before the committee
4. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays - March 23, April 6 & 27, 2015

**WINTER TOWN MEETING**

March 9, 2015

**JOINT Meeting - DRC AND PLANNING & ECONOMIC DEVELOPMENT BOARD**

Monday, March 16, 2015 – Medway Senior Center

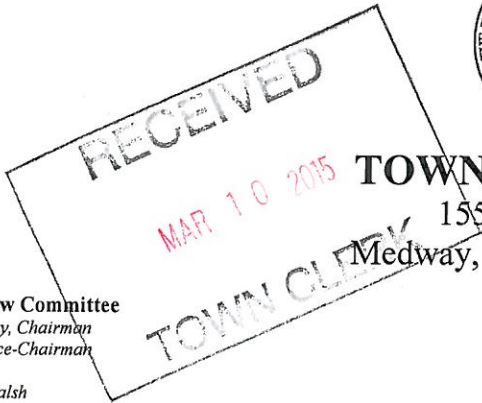
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*Michelle Reed, Recording Secretary*



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*Rachel Walsh*  
*Mary Weafer*

**Planning and Economic Development Board**  
*Andy Rodenhiser, Chairman*  
*Robert K. Tucker, Vice-Chairman*  
*Thomas A. Gay, Clerk*  
*Matthew J. Hayes, P.E.*  
*Karyl Spiller-Walsh*  
*Richard Di Iulio, Associate Member*

**SPECIAL JOINT MEETING NOTICE**  
**Planning & Economic Development Board**  
**Design Review Committee**  
**Monday, March 16, 2015 @ 7:00 p.m.**

**LOCATION – Thayer House – 2B Oak Street**

**AGENDA**

**CALL TO ORDER**

**Discussion** – Planning and Economic Development Board and Design Review Committee Roles & Responsibilities, Coordination, and Communication

**Other Business as May Come Before the Board**

**ADJOURN**

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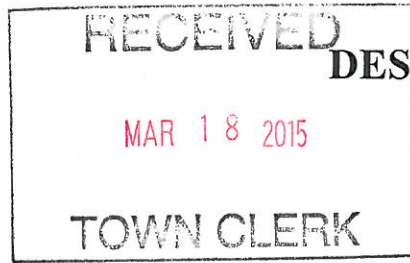
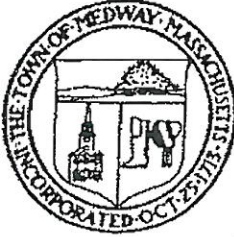
**UPCOMING PEDB MEETINGS**

Special Meeting – Tuesday, March 17, 2015  
Regular Meeting – Tuesday, March 24, 2015

**UPCOMING DRC MEETINGS**

Special Meeting – Monday, March 23, 2015





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**REGULAR MEETING**  
**Medway Design Review Committee**  
**Monday, March 23, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES** - March 2, 2015

**APPOINTMENTS**

7:15 p.m. Review & Discussion re: Tri Valley Commons Site Plan  
Patrick Finn, Landry Architects

**OTHER BUSINESS**

1. Discussion on price proposal from The Cecil Group for consulting services for Tri Valley Commons site plan
2. Selection of two DRC members to serve on the Design Guidelines Update Work Group
3. Reports - Reports from DRC liaisons with other Town boards/committees
4. Other business as may come before the committee
5. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays - April 6 & 27 and May 4 & 18, 2015

**ANNUAL TOWN MEETING**

May 11, 2015

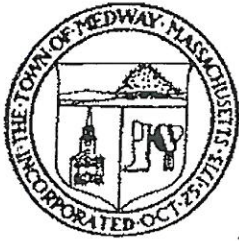
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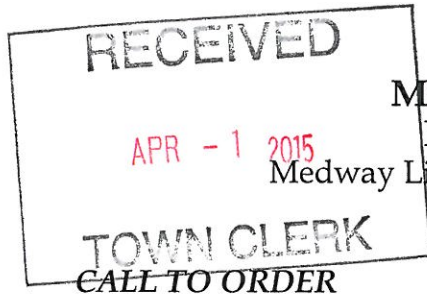
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## REGULAR MEETING

Medway Design Review Committee

**Monday, April 6, 2015 @ 7:00 pm**

Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

## MEETING AGENDA

**REVIEW DRC MEETING MINUTES** - January 12, February 23, March 2, 16 & 23, 2015

### APPOINTMENTS

- 7:00 p.m. Meet with Jim Wieler to debrief the 3/16/15 DRC/PEDB meeting
- 7:30 p.m. Review & Discussion re: Tri Valley Commons Site Plan - 72 Main Street  
Patrick Finn & Rich Landry of Landry Architects  
John Kucich of Bohler Engineering
- 8:30 p.m. Continuation of Informal, Pre-application Discussion  
Salmon Senior Living Community Special Permit - Village Street  
Jeff Robinson, Salmon Group and Dario DiMare, Dario Designs

### OTHER BUSINESS

1. Reports - Reports from DRC liaisons with other Town boards/committees
2. Discuss changing DRC meeting date from 4/27 to 4/20 so the DRC can prepare its comments on the Tri Valley Commons site plan to the PEDB in time for the 4/28 public hearing. Location to be determined as Library is closed on 4/20.
3. Update re: Medway Design Guidelines Update project
4. Other business as may come before the Committee
5. Action Items

### ADJOURN

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## UPCOMING DRC MEETINGS

Mondays - April 27, May 4 & 18, 2015

## ANNUAL TOWN MEETING

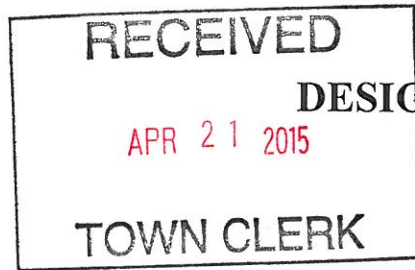
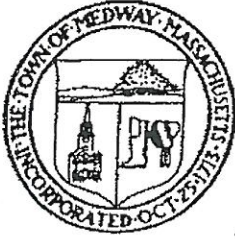
Monday - May 11, 2015

### Design Review Committee

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**REGULAR MEETING**  
**Medway Design Review Committee**  
**Monday, April 27, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room  
**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES** - January 12, February 23, March 2, 16 & 23, and April 6, 2015

**APPOINTMENTS**

- 7:15 p.m. Sign Design Review – Medway Barbershop – 79 Main Street  
Kim Thibault
- 7:30 p.m. Review & Discussion re: Tri Valley Commons Site Plan – 72 Main Street  
Patrick Finn & Rich Landry of Landry Architects  
John Kucich of Bohler Engineering
- 8:15 p.m. Continuation of Informal, Pre-application Discussion  
Salmon Senior Living Community Special Permit - Village Street  
Jeff Robinson, Salmon Group and Dario DiMare, Dario Designs

**OTHER BUSINESS**

1. Reports - Reports from DRC liaisons with other Town boards/committees
2. Update re: Medway Design Guidelines Update project
4. Other business as may come before the Committee
5. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays - May 4 & 18, 2015

**ANNUAL TOWN MEETING**

Monday - May 11, 2015

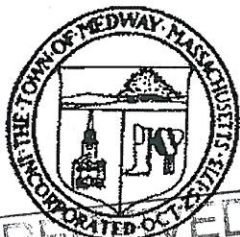
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APR 29 2015

TOWN CLERK

## REGULAR MEETING

Medway Design Review Committee

Monday, May 4, 2015 @ 7:00 pm

Medway Library, 26 High Street - 1<sup>st</sup> Floor Conference Room

### MEETING AGENDA

#### CALL TO ORDER

**REVIEW DRC MEETING MINUTES** – January 12, February 23, March 2, 16 & 23, and April 6, 14 & 27, 2015

#### APPOINTMENTS

7:10 p.m. Informal Discussion – Referral from ZBA  
Proposed Free-standing signs for Medway Shopping Center

#### OTHER BUSINESS

1. Review and Discuss Draft Letter of Recommendation for Tri Valley Commons
2. Review and Discuss 2009 Medway Master Plan Implementation Status
3. Review and Discuss Medway Design Guidelines Update project. Select second DRC member to serve on Task Force.
4. Reports - Reports from DRC liaisons with other Town boards/committees
5. Other business as may come before the Committee
6. Action Items

#### ADJOURN

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### UPCOMING DRC MEETINGS

Mondays - May 18, June 1 & 15 2015

### ANNUAL TOWN MEETING

Monday - May 11, 2015

#### Design Review Committee

Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman

Rod MacLeod, Member  
Karyl Spiller-Walsh, Member/  
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## REGULAR MEETING

Medway Design Review Committee

**Monday, May 18, 2015 @ 7:00 pm**

Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

## MEETING AGENDA

### CALL TO ORDER

**REVIEW DRC MEETING MINUTES** - January 12, February 23, March 2, 16 & 23, April 6, 14 & 27, and May 4 & 5, 2015

### APPOINTMENTS

7:10 p.m.      TENTATIVE - Informal Discussion - Referral from ZBA  
Proposed Free-standing signs for Medway Shopping Center

### OTHER BUSINESS

1. Review and Discuss revised Tri Valley Commons site plan
2. Review and Discuss 2009 Medway Master Plan Implementation Status
2. Review and Discuss Medway Design Guidelines Update project
3. Reports - Reports from DRC liaisons with other Town boards/committees
4. Discuss DRC meeting dates for July
5. Other business as may come before the Committee
6. Action Items

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## UPCOMING DRC MEETINGS

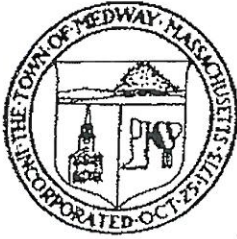
Mondays - June 1 & 15, 2015

### Design Review Committee

*Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman*

*Rod MacLeod, Member  
Karyl Spiller-Walsh, Member/  
Representative of the Planning &  
Economic Development Board*

*Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary*



Town of Medway  
DESIGN REVIEW COMMITTEE  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

## REGULAR MEETING

Medway Design Review Committee  
Monday, June 1, 2015 @ 7:00 pm  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

### MEETING AGENDA

#### CALL TO ORDER

**REVIEW DRC MEETING MINUTES** – February 23, March 2, 16 & 23, April 6, 14 & 27, and May 4, 5 & 18, 2015

#### APPOINTMENTS

7:10 p.m. Sign Design Review – Rabbit Hill Place, 135 Main Street  
Todd Allen

#### OTHER BUSINESS

1. Review and Discuss draft revised Letter of Recommendation for Tri Valley Commons
2. Review and Discuss 2009 Medway Master Plan Implementation Status
3. Review and Discuss Medway Design Guidelines Update project
4. Discuss text for describing building elevations and renderings as a required component of a site plan application submittal
5. Reports - Reports from DRC liaisons with other Town boards/committees
5. Discuss DRC meeting dates for July
6. Other business as may come before the Committee
7. Action Items

#### ADJOURN

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### UPCOMING DRC MEETINGS

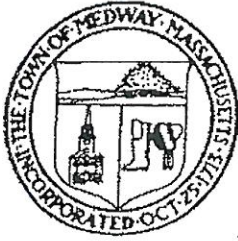
Monday - June 15, 2015

#### Design Review Committee

Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman

Rod MacLeod, Member  
Karyl Spiller-Walsh, Member/  
Representative of the Planning &  
Economic Development Board

Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary



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[drc@townofmedway.org](mailto:drc@townofmedway.org)

**REGULAR MEETING**  
**Medway Design Review Committee**  
**Monday, June 15, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES** - March 23, April 6, 14 & 27, and May 4, 5 & 18, 2015

**APPOINTMENTS**

7:15 p.m. Informal Sign Discussion - Medway Shopping Center

**OTHER BUSINESS**

1. Review and Discuss Medway Design Guidelines Update project - DRC to work on compiling photos for cover and section dividers
2. Master Plan Implementation - Status of DRC Action Items
3. Reports - Reports from DRC liaisons with other Town boards/committees
5. Discuss DRC meeting dates for July
6. Other business as may come before the Committee
7. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Monday - July 6 and 20, 2015

**RECEIVED**

**JUN 11 2015**

**TOWN CLERK**

**Design Review Committee**

*Matthew Buckley, Member & Chairman*  
*Julie Fallon, Member & Vice-Chairman*

*Rod MacLeod, Member*  
*Karyl Spiller-Walsh, Member/*  
*Representative of the Planning &*  
*Economic Development Board*

*Rachel Walsh, Member & Corresponding Secretary*  
*Mary Weafer, Member*  
*Michelle Reed, Recording Secretary*





Town of Medway  
**DESIGN REVIEW COMMITTEE**

155 Village Street  
Medway MA 02053

508-533-3291

[drc@townofmedway.org](mailto:drc@townofmedway.org)

RECEIVED  
JUN 24 2015  
TOWN CLERK

## **SPECIAL MEETING**

**Medway Design Review Committee**

**Monday, June 29, 2015 @ 7:00 pm**

Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

## **MEETING AGENDA**

### **CALL TO ORDER**

**REVIEW DRC MEETING MINUTES** – March 23, April 6, 14 & 27, and May 4, 5 & 18, and June 1 & 15, 2015

### **APPOINTMENTS**

- 7:15 p.m. Continuation of Informal Sign Discussion – Medway Shopping Center
- 7:45 p.m. Sign Design Review – Dollar Tree, 106A Main Street (Medway Shopping Center)
- 8:00 p.m. Informal Discussion – Tri Valley Commons Site Plan Modification

### **OTHER BUSINESS**

1. Review and Discuss Medway Design Guidelines Update project – DRC to work on compiling photos for cover and section dividers
2. Reports - Reports from DRC liaisons with other Town boards/committees
3. Other business as may come before the Committee
4. Action Items

### **ADJOURN**

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## **UPCOMING DRC MEETINGS**

Mondays – July 6 and 27 and August 3 and 17, 2015

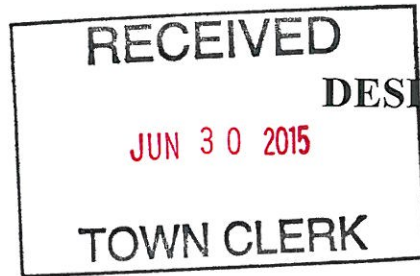
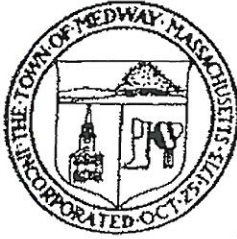
Joint Meeting with the Planning and Economic Development Board  
on Design Review Guidelines Update  
Wednesday, July 8, 2015

### **Design Review Committee**

*Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman*

*Rod MacLeod, Member  
Thomas Gay, Member/ Representative of  
the Planning & Economic Development  
Board*

*Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary*



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[drc@townofmedway.org](mailto:drc@townofmedway.org)

**Medway Design Review Committee**  
**Monday, July 6, 2015 @ 7:00 pm**  
Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

## **MEETING AGENDA**

### **CALL TO ORDER**

**REVIEW DRC MEETING MINUTES** - April 14 & 27; May 4, 5 & 18; and June 1, 15 & 29, 2015

### **APPOINTMENTS**

7:15 p.m. The Willows at Medway ARCPUD - Special Permit Site Plan Review

### **OTHER BUSINESS**

1. Review and Discuss Medway Design Guidelines Update project - DRC to work on compiling photos for cover and section dividers
2. Reports - Reports from DRC liaisons with other Town boards/committees
3. Other business as may come before the Committee
4. Action Items

### **ADJOURN**

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## **UPCOMING DRC MEETINGS**

Mondays - July 27 and August 3 and 17, 2015

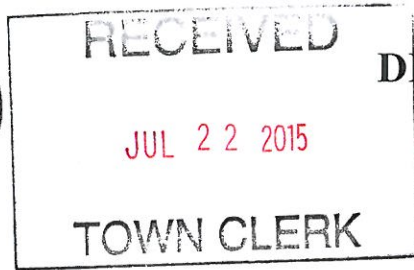
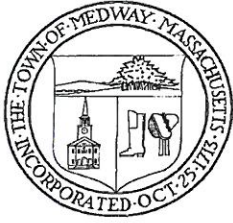
### **Design Review Committee**

*Matthew Buckley, Member & Chairman*  
*Julie Fallon, Member & Vice-Chairman*

*Rod MacLeod, Member*  
*Thomas Gay, Member/ Representative of*  
*the Planning & Economic Development*  
*Board*

*Rachel Walsh, Member & Corresponding Secretary*  
*Mary Weafer, Member*  
*Michelle Reed, Recording Secretary*





**DESIGN REVIEW COMMITTEE**

Town of Medway  
155 Village Street  
Medway MA 02053  
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[drc@townofmedway.org](mailto:drc@townofmedway.org)

**Medway Design Review Committee Meeting**

**Monday, July 27, 2015 @ 7:00 pm**

**Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room**

**MEETING AGENDA**

**CALL TO ORDER**

**REVIEW DRC MEETING MINUTES** – April 14 & 21; May 4, 5 & 18; June 1, 15 & 29; July 6 & 8, 2015

**APPOINTMENTS**

7:15 p.m. Sign Design Review – Advance Auto (Tri Valley Commons)  
7:30 p.m. Site Plan Review – John's Auto Body, 25 Jayar Road  
7:45 p.m. ARCPUD Site Plan – The Willows Senior Living Community, Village Street

**OTHER BUSINESS**

1. Election of officers
2. Discussion of DRC Goals for FY16
3. Prepare Letter of Recommendation on The Willows ARCPUD project – Due by 8/6/15 for the 8/11/15 public hearing
4. Review and Discuss Medway Design Guidelines Update project
5. Reports - Reports from DRC liaisons with other Town boards/committees
6. Other business as may come before the Committee
7. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays – August 3 and 17, September 14 & 21, October 5 & 19, November 2 & 16, 2015

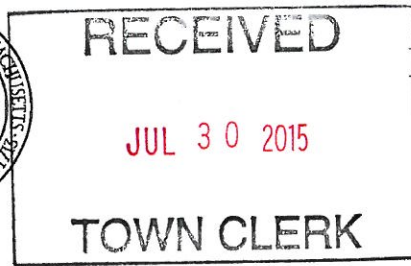
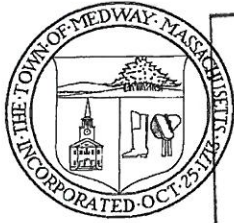
**Design Review Committee**

Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman

Thomas Gay, Member/Representative of  
the Planning & Economic Development  
Board  
Lisa Graves, Member

Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary





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[drc@townofmedway.org](mailto:drc@townofmedway.org)

**Medway Design Review Committee Meeting**  
**Monday, August 3, 2015 @ 7:00 pm**  
**Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room**  
**MEETING AGENDA**

**CALL TO ORDER**

**APPOINTMENTS**

- 7:10 p.m. Sign Design Review – Ralph’s Barber Shop wall sign, 112A Main Street  
7:30 p.m. Sign Design Review – Medway Café awning sign, 74 Main Street  
7:50 p.m. Sign Design Review - 122 Main Street (Domino’s) development sign

**REVIEW DRC MEETING MINUTES** – April 14 & 21; May 18; June 1, 15 & 29, 2015; July 6 & 8 & 27, 2015

**OTHER BUSINESS**

1. Tri Valley Commons – Site Plan Modification
2. The Willows ARPUD – Entry Sign Ideas Discussion
3. Review and Discuss Letter of Recommendation for The Willows ARCPUD
4. Election of DRC officers
5. Discussion of DRC goals for FY 16
6. Review and Discuss Medway Design Guidelines Update project
7. Reports - Reports from DRC liaisons with other Town boards/committees
8. Other business as may come before the Committee
9. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays – August 17, September 14 & 21, October 5 & 19, November 2 & 16, 2015

**Design Review Committee**

*Matthew Buckley, Member & Chairman*  
*Julie Fallon, Member & Vice-Chairman*

*Thomas Gay, Member/Representative of  
the Planning & Economic Development  
Board*  
*Lisa Graves, Member*

*Rachel Walsh, Member & Corresponding Secretary*  
*Mary Weafer, Member*  
*Michelle Reed, Recording Secretary*



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## Medway Design Review Committee Meeting

Monday, August 17, 2015 @ 7:00 pm

Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

### MEETING AGENDA

#### CALL TO ORDER

#### APPOINTMENTS

7:10 p.m. Sign Design Review – Medway Imports, 2 Main Street

**REVIEW DRC MEETING MINUTES** – April 14 & 21; June 15 & 29; July 6, 8 & 27; and August 3, 2015

#### OTHER BUSINESS

1. Discussion of DRC goals for FY 16
2. Discuss holding a DRC meeting on August 31, 2015.
3. Review and discuss Medway Design Guidelines Update project
4. Reports - Reports from DRC liaisons with other Town boards/committees
5. Other business as may come before the Committee
6. Action Items

#### ADJOURN

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### UPCOMING DRC MEETINGS

Mondays – September 14 & 21, October 5 & 19, November 2 & 16, December 7 & 21, 2015

#### Fall Town Meeting

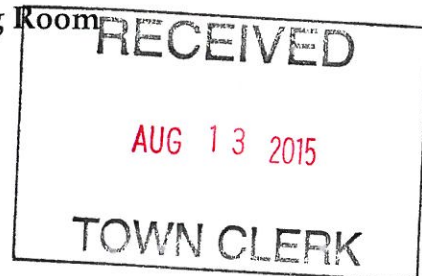
Monday - November 9, 2015

#### Design Review Committee

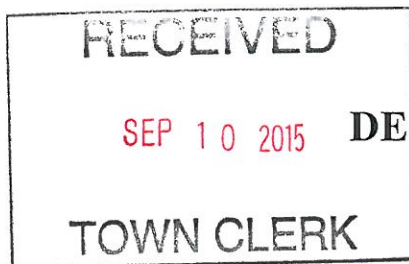
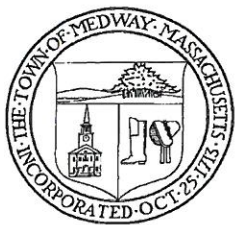
Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman

Thomas Gay, Member/Representative of  
the Planning & Economic Development  
Board  
Lisa Graves, Member

Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary







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## Medway Design Review Committee Meeting

Monday, September 14, 2015 @ 7:00 pm

Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

### MEETING AGENDA

#### CALL TO ORDER

#### APPOINTMENTS

- 7:00 p.m. Sign Design Review – Direct Tire wall sign, 72 Main
- 7:20 p.m. Sign Design Review – Domino's Pizza Building free-standing sign, 122 Main
- 7:40 p.m. Sign Design Review - Flying Fur wall sign, 122 Main Street

**REVIEW DRC MEETING MINUTES** – June 15; July 8 & 27; August 3 & 17, 2015

#### OTHER BUSINESS

1. Continued Discussion of DRC goals for FY 16
2. Review and discuss Medway Design Guidelines Update project
3. Reports - Reports from DRC liaisons with other Town boards/committees
4. Other business as may come before the Committee
5. Action Items

#### ADJOURN

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### UPCOMING DRC MEETINGS

Mondays – September 21, October 5 & 19, November 2 & 16, December 7 & 21, 2015

### DESIGN REVIEW GUIDELINES PUBLIC HEARING

Tuesday, September 15, 2015

### FALL TOWN MEETING

Monday - November 16, 2015

#### Design Review Committee

Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman

Thomas Gay, Member/Representative of  
the Planning & Economic Development  
Board  
Lisa Graves, Member

Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member  
Michelle Reed, Recording Secretary





Town of Medway  
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**Medway Design Review Committee Meeting**  
**Monday, October 5, 2015 @ 7:00 pm**  
**Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room**

**MEETING AGENDA**

**CALL TO ORDER**

**APPOINTMENTS** - None

**REVIEW DRC MEETING MINUTES** - August 17 and September 14, 2015

**OTHER BUSINESS**

1. Discuss free-standing development sign for 122 Main Street, Domino's building
2. Discuss sign variance petition of Continuing Care Management for the Willows senior living community and medical building on Village Street
3. Continued discussion and adoption of DRC goals for FY 16
4. Medway Design Guidelines Update - Assign tasks for communication plan
5. Selection of DRC member to serve on Sign Bylaw Review Task Force
6. Decide on date for second meeting in November
7. Review DRAFT 2016 DRC meeting schedule
8. Reports - Reports from DRC liaisons with other Town boards/committees
9. Identification of possible sign violations to report to Building Inspector
10. Other business as may come before the Committee
11. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays - October 19, November 2, December 7 & 21, 2015

**FALL TOWN MEETING**

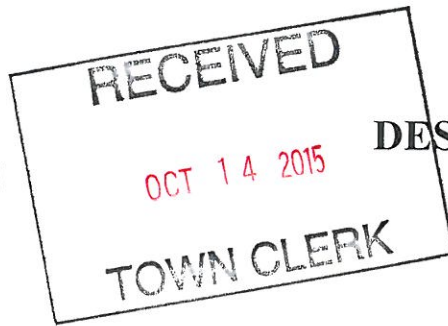
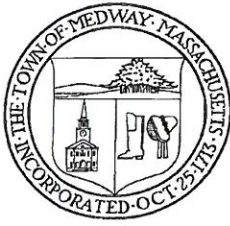
Monday - November 16, 2015

**Design Review Committee**

*Matthew Buckley, Member & Chairman*  
*Julie Fallon, Member & Vice-Chairman*

*Thomas Gay, Member/Representative of  
the Planning & Economic Development  
Board*  
*Lisa Graves, Member*

*Rachel Walsh, Member & Corresponding Secretary*  
*Mary Weafer, Member*  
*Michelle Reed, Recording Secretary*



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## Medway Design Review Committee Meeting

Monday, October 19, 2015 @ 7:00 pm

Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room

### MEETING AGENDA

#### CALL TO ORDER

#### APPOINTMENTS – None

#### REVIEW DRC MEETING MINUTES – October 5, 2015

#### OTHER BUSINESS

1. Initial review of revised Willows ARCPUD plans
2. Discuss sign variance petition of Continuing Care Management for the Willows senior living community and medical building on Village Street – Review and refine draft comment letter from DRC to ZBA
3. Selection of DRC member to serve on the Sign Bylaw Review Task Force
4. Review and discuss possible revisions to DRC bylaw
5. Review and discuss ideas for enhancements to DRC web page
6. Re-visit DRC meeting schedule for April 2016
7. Reports - Reports from DRC liaisons with other Town boards/committees
8. Identification of possible sign violations to report to Building Inspector
9. Other business as may come before the Committee
10. Action Items

#### ADJOURN

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### UPCOMING DRC MEETINGS

Mondays – November 2 & 30, December 7 & 21, 2015

### FALL TOWN MEETING

Monday - November 16, 2015

#### Design Review Committee

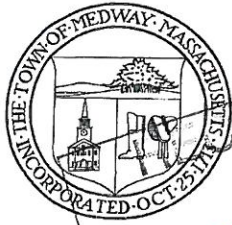
Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman

Thomas Gay, Member/Representative of  
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Lisa Graves, Member

Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member

Michelle Reed, Recording Secretary





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**Medway Design Review Committee Meeting**

**Monday, November 30, 2015 @ 7:00 pm**

**Medway Library, 26 High Street - 1<sup>st</sup> Floor Meeting Room**

**MEETING AGENDA**

**CALL TO ORDER**

**APPOINTMENTS**

- 7:15 pm Sign Design Review – Damon Financial, 45 Milford Street  
7:30 pm Richard Boucher, Medway Information Services Director – Discuss ideas for enhancement of DRC Web page  
7:45 pm Shelley Wieler, member of the Medway Energy Committee  
8:00 pm Jack Mee, Medway Building Commissioner - General Discussion

**REVIEW DRC MEETING MINUTES** – October 26, 2015

**OTHER BUSINESS**

1. Debrief ZBA variance review for the Willows signs petition
2. Prepare for presentation to BOS on 12/7/15
3. Discuss next steps for roll-out of Design Review Guidelines
4. Review and discuss possible revisions to DRC bylaw
5. Reports - Reports from DRC liaisons with other Town boards/committees
6. Identification of possible sign violations to report to Building Inspector
7. Other business as may come before the Committee
8. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

**Mondays - December 7 & 21, 2015**

**Design Review Committee**

*Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman*

*Thomas Gay, Member/Representative of  
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Lisa Graves, Member*

*Rachel Walsh, Member & Corresponding Secretary  
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**Medway Design Review Committee Meeting**  
**Monday, December 7, 2015 @ 7:00 pm**  
**Medway Library, 26 High Street**

**MEETING AGENDA**

**CALL TO ORDER**

**APPOINTMENTS**

- 7:15 p.m. Sign Design Review – Wall Sign #2 for Direct Tire, 72C Main ST  
7:30 p.m. Sign Design Review – Freestanding Sign for Tri Valley Commons, 72 Main ST

**REVIEW DRC MEETING MINUTES – November 30, 2015**

**OTHER BUSINESS**

1. Discussion of DRC general bylaw and possible revisions
2. Reports - Reports from DRC liaisons with other Town boards/committees
3. Identification of possible sign violations to report to Building Inspector
4. Other business as may come before the Committee
5. Action Items

**ADJOURN**

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**UPCOMING DRC MEETINGS**

Mondays - December 21, 2015, January 4 & 25, February 1 & 29, 2016

**Design Review Guidelines Presentations**

Monday, December 21, 2015 – Board of Selectmen

Wednesday, January 6, 2016 – Historical Commission

Wednesday, January 20, 2016 – Zoning Board of Appeals

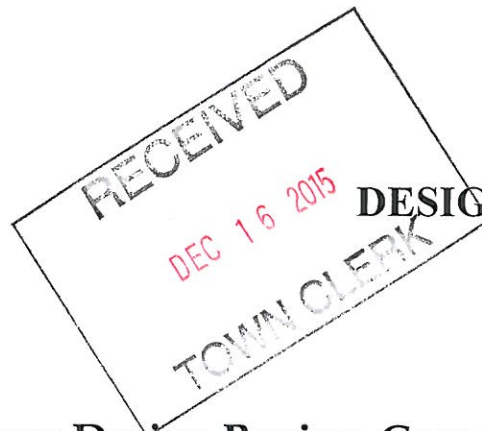
Wednesday, February 10, 2016 – Economic Development Committee

**Design Review Committee**

*Matthew Buckley, Member & Chairman*  
*Julie Fallon, Member & Vice-Chairman*

*Thomas Gay, Member/Representative of  
the Planning & Economic Development  
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*Lisa Graves, Member*

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## Medway Design Review Committee Meeting

Monday, December 21, 2015 @ 7:00 pm

Medway Town Hall, 155 Village Street

### MEETING AGENDA

#### CALL TO ORDER

The DRC will attend the meeting of the Board of Selectmen to make a presentation on the new *Medway Design Review Guidelines* after which the DRC will meet in the Town Administrator's Conference Room for the remainder of its meeting.

**APPOINTMENTS** - None

**REVIEW DRC MEETING MINUTES** - December 7, 2015

#### OTHER BUSINESS

1. Review revised design for Tri Valley Commons monument sign, 72 Main Street
2. Review and discuss revised plans for Salmon/Willows ARCPUD
3. Discussion of possible revisions to the DRC general bylaw
4. Fiscal Year 2017 budget - DRC wish list
5. Reports - Reports from DRC liaisons with other Town boards/committees
6. Identification of possible sign violations to report to Building Inspector
7. Other business as may come before the Committee
8. Action Items

#### ADJOURN

*The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Appointment times are approximate and may be adjusted. Not all of the items listed may in fact be discussed and other matters not specified may be discussed and considered to the extent permitted by law.*

### UPCOMING DRC MEETINGS

Mondays - January 4 & 25, February 1 & 29, 2016

#### Design Review Guidelines Presentations

Wednesday, January 6, 2016 - Historical Commission

Wednesday, January 20, 2016 - Zoning Board of Appeals

Wednesday, February 10, 2016 - Economic Development Committee

Wednesday, February 17, 2016 - Medway Business Council

#### Design Review Committee

Matthew Buckley, Member & Chairman  
Julie Fallon, Member & Vice-Chairman  
Lisa Graves, Member

Thomas Gay, Member/Representative of  
the Planning & Economic Development  
Board

Rachel Walsh, Member & Corresponding Secretary  
Mary Weafer, Member