

Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291

Matthew Buckley, Chair
Rachel Walsh, Vice-Chair
Tom Gay, Member
Jessica Chabot, Member
Dan Connolly, Member
Rachel Wolff Lander, Member

DRC Meeting Minutes: July 15, 2019
Medway Public Library

Call to Order: – With a quorum present, this meeting was called to order by Vice Chair Ms. Walsh at 7:03 p.m.

Attendees:

	07/01/2019	07/15/2019			
Matthew Buckley	X	ABSENT WITH NOTICE			
Rich Di Iulio	-	-			
Jessica Chabot	X	X			
Tom Gay	X	X			
Rachel Walsh	X	X			
Dan Connolly	ABSENT WITH NOTICE	ABSENT WITH NOTICE			
Rachel Wolf Lander	X	X			

Also Present:

- Sreelatha Allam, Recording Secretary
- Heather Dudko, Sign Permit Consultant

Sign design review for Loyal Companions, 67 Main Street

- Ms. Walsh said the applicant reduced the size of the proposed wall sign bringing it into compliance with the Zoning Bylaw. There was discussion on using the word “Loyal” in the logo.
- The original submission had the word “Logo” appear twice in the sign. The wall sign will be internally illuminated channel letters and flush mounted. Cleaning of the façade before mounting the sign was discussed. It’s a double sided letter sign.
- Ms. Dudko said the first proposal indicated 58 Sq. Ft. for the wall sign. That’s been corrected to 56 Sq. Ft.
- Ms. Walsh said the DRC’s letter of recommendation will be sent to the Building Inspector’s office this week. She agreed to draft the letter

Update from the Planning Board - Mr. Gay said there hasn’t been much activity on the Planning Board side. Board hasn’t after the end of May

Oak Grove Task Force: Ms. Chabot gave a brief update on this agenda item. The Task Force is done with drafting the zoning and community outreach is being planned for September/ October.

Continued Discussion on 33-39 Main Street Apartment Development

- It was reported that Mr. Buckley had shared the DRC's updated review letter with the DRC members via email. The DRC's letter was sent to the Zoning Board as well.
- Ms. Chabot agreed to attend the upcoming ZBA meeting and will recap the contents of the letter. She will reiterate that the proposed building design does not comply with the Design Review Guidelines.
- Landscaping needs for the project will be brought up with the ZBA

Other Business

Members talked about the plantings on Rt. 109. Discussion was about the small plantings around the sidewalk near the plaza. Ms. Walsh said they are poorly designed and seem shapeless. She commented on the entrance to the plaza.

Meeting Minutes:

06-03-2019: Tabled

07-01-2019: Tabled

Update on Architectural Scavenger Hunt (Where's Medway)

- Ms. Walsh stated that Mr. Tim Rice had provided the photography for the program. Members talked about the progress and said that it's being well received and is run as a weekly program.

Adjournment

With no further business before this committee, a motion was made by Ms. Walsh, seconded by Ms. Chabot to adjourn the meeting. The motion was unanimously approved.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Sreelatha Allam



Medway Design Review Committee (DRC)
Application for Sign Design Review

Medway Location/Address where the sign will be installed: 67 MAIN STREET
What is the interior width of the storefront? 65

Building/Development Name: (if applicable): _____

Medway Zoning District: CB

Applicable Sign Standard Table (from Medway Zoning Bylaw) Table # 2

Applicant Information (Local Medway business establishment where the sign is to be installed)

Business Name: LOYAL COMPANION

Mailing Address: C/O 2 PHOEBE WAY

WORCESTER, MA 01605

Contact person: HEATHER HOPKINS DUDKO

Phone: 5088567332 Cell Phone 5086126954

Email address: hwoodhopkins@charter.net

Type of Proposed Signs – For sign definitions, refer to *Medway Zoning Bylaw (Section 7.2 Signs Regulation)*. The *Medway Zoning Bylaw* is available online at: www.townofmedway.org.

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Sign Height	Type of Illumination (internal, external or none)
Wall/Façade Sign	1	24" x 20'	56	24"	INTERNAL CH. LETTERS
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign	1	10.75" X 8'	7		EXISTING INTERNAL/RFACE ONLY
Window Sign					
Other Type of Sign (Describe)					

Attach the following items to this form. pdf format is requested for the application form and all attachments. Please email application and documents to sachilds@townofmedway.org

- ☒ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination.
- ☒ 2. For a wall sign, a scaled image showing the sign's position on the building.
- ☐ 3. Landscaping Plan and Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- ☒ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.
- ☒ 5. Color drawing of corporate logo (if applicable).
- ☐ 6. Color photograph of similar/comparable sign on which your sign design is based.
- ☐ 7. A letter or other descriptive or explanatory information you want to provide to the DRC.

Revised 7/10/19.

Does this application pertain to a completely new sign?

☐ Yes ☒ No (If NO, please include photos/info of the existing sign you are modifying)

Does this application pertain to a replacement panel for an existing sign structure?

☒ Yes (If yes, please include photos/info of the existing sign) ☐ No

If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?

☐ Yes ☐ No ☒ Don't Know

Does your lease require the property owner's approval of your sign?

☒ Yes ☐ No ☐ Not applicable

Sign Designer/Fabricator/Installer Information

Company Name: NATIONAL SIGN CORPORATION
Mailing Address: 780 FOUR ROD ROAD, BERLIN CT 06037
Contact person: HEATHER HOPKINS DUDKO
Phone: 5088567332 Cell Phone: 5086126954
Email address: hwoodhopkins@charter.net

Property Owner Information

Company Name: CHARTER REALTY & DEVELOPMENT/CHARTER MEDWAY LLC
Mailing Address: 75 HOLLY HILL LANE GREENWICH, CT 06830
Contact person: ANTHONY LUDDEN
Phone: 6176592362 Cell Phone: _____
Email address: ANTHONY@CHARTWEB.COM

Proposed sign designs are reviewed by the Medway Design Review Committee (DRC).

The business owner and sign designer/fabricator must attend the DRC meeting.

The DRC generally meets on the first & third Monday night of each month at 7 p.m.
at the Medway Library, 26 High ST.

(DRC meeting agendas are posted at the Town's web page at www.townofmedway.org)

An Application for Sign Design Review and all supporting information must be submitted to the Medway Planning office by 12 noon on the Wednesday before a DRC meeting.

Please submit this application form and all attachments as follows:

Email: sachilds@townofmedway.org PREFERRED
Fax: 508-321-4987
Mail: Design Review Committee
c/o Medway Planning office
155 Village Street, Medway, MA 02053
Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street
Phone: 508-533-3291

Applicants and sign designers should read the Sign Guidelines included in the Medway Design Review Guidelines before developing a sign design.

<http://www.townofmedway.org/design-review-committee/pages/sign-design-review>

Sign designs should be developed in accordance with the Sign Design Guidelines.

Date Application Received by Medway Planning office: _____

Reviewed by Medway Planning Coordinator: _____ **DRC Meeting Date:** _____

EXISTING: 24.5" x 28'6" @ 58¢

Allowable SQ.FT. N/A SQ FT Channel Letters (Flush Mounted)

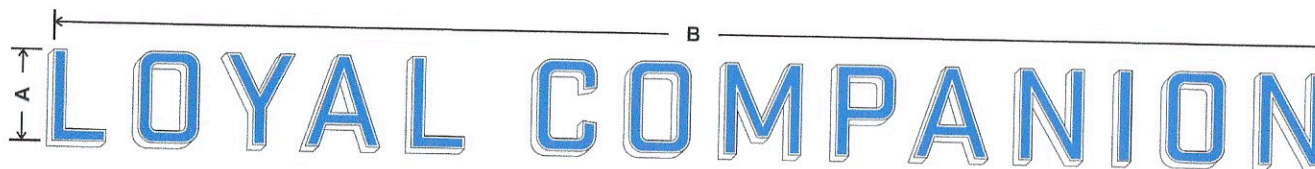
Replace: 24" x 28' @ 56¢



Existing Sign



Proposed Sign



Face Lit Illuminated ID Sign - Linear Layout - Blue Faces

Existing sign removed - all holes sealed and facade patched and painted.

5" deep fabricated coil channel letters with white acrylic faces with translucent blue vinyl applied to face, inset 1/4" keyline for visibility (1/8" on 18" & 20" lettersets)
White trimcap/returns.

Internally illuminated with white LEDs, remote power supplies
*Access required for future maintenance

Individually mounted letters flush to exterior of building with necessary hardware.

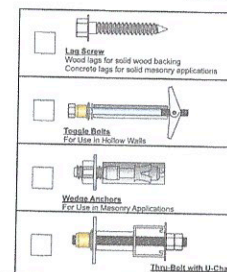
*Secondary copy <7"H - 1/2"Th aluminum FCO lettering painted white faces with blue returns. Mounted flush to building exterior.

A "L" Height	B Overall Width	Sq Footage
24"	28' 0"	56

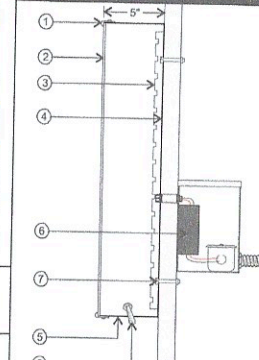
Colors to Match
Faces #2447 White Acrylic with applied Blue Vinyl to match PMS 300U

1" Trim Cap White

Returns - .040 Coil White



**INDIVIDUALLY-MOUNTED CHANNEL LETTERS
L.E.D. ILLUMINATION**



1. Trim Cap with retaining screw
2. 3/16" white acrylic faces
3. White Sylvania LEDs
4. .063 aluminum backs pre-finished white
5. .040 aluminum returns pre-finished PMS S355
6. Circuit self-adjusting power supply located in raceway
7. Fasteners as required
8. Disconnected/Toggle Switch

General Notes -
120V/277V Class 2 Self Adjusting Power Supply
60W 12V Single Phase, installed per NEC code book
All bonded and grounded



Client: **LOYAL COMPANION**

Job #: 7033956 Store #

Drawn By: SJV

Date: 4-1-19

Latest Revision: 05.10.19 NKR



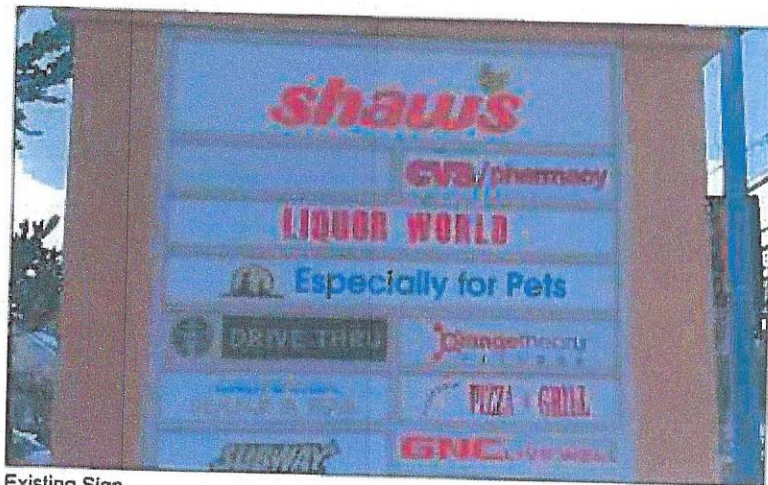
ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF SOUTH WATER SIGNS, AND MAY NOT BE REPRODUCED IN PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM SOUTH WATER SIGNS.

Address:
Street
City, State

934 N. Church Road
Elmhurst, IL 60126
P 630.333.4900
F 630.333.4915



Allowable SQ.FT.	N/A SQ FT	Tenant Panels
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Existing Sign



Proposed Sign

Reface
only - 74



AL
4/5/2019

Colors to Match

Vinyl to Match Blue PMS 300U	
Vinyl to Match White	

Pylon/Monument Graphic Options
1-1/2" = 1'

3/16" polycarb panels with applied vinyl graphics
in respective colors.

Qty (1)

LOYAL COMPANION JOB # 7033956 Date 4-1-19 XXXX.XX MR.		MEMBER LISTED	ALL DESIGNS PRESENTED ARE THE SOLE PROPERTY OF SOUTH WATER SIGNS, AND MAY NOT BE REPRODUCED BY PART OR WHOLE WITHOUT WRITTEN PERMISSION FROM SOUTH WATER SIGNS.	934 N. Church Road Elmhurst, IL 60126 P 630.333.4900 F 630.333.4915	
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