Approved – September 10, 2018

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
Seth Kendall, Member

DRC Meeting Minutes: August 20, 2018

Medway Public Library – 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chair Mr. Buckley at 7:01.m.

Mr. Kendall arrived at the meeting at 7:08PM.

Attendees:

	7/30/2018	8/8/2018	08/20/2018		
Matthew Buckley	X	X	X		
Rich Di Iulio	-		-		
Jessica Chabot	X	X	X		
Tom Gay	X	X	X		
Rachel Walsh	X	X	X		
Dan Connolly	ABSENT WITH NOTICE	X	ABSENT WITH NOTICE		
Seth Kendall	X	X	X		

Also Present:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Rev. Carl Shultz and Matthew S. Barry of Tata and Howard for Medway Community Church
- Ronnie Aoude, Aoude Gas & Repair Service
- Karen Mullen, Sign Plus for Medway Family Dental
- Rachel Wolff Lander – prospective DRC member
- Cheryl Slowik - prospective DRC member

Site Plan Review for Medway Community Church Parking Expansion Project, 9 and 11 Slocomb Place.

- Rev. Carl Shultz (Medway Community Church) and Matthew Barry (Howard Associates) attended the meeting to discuss this item.
- Mr. Barry described the project to the members. (***See Attached Site Plan***.)

- Medway Community Church has been looking for ways to accommodate additional attendants/vehicles for Sunday worship services. One of the options was to purchase the 11 Slocomb Place parcel.
- Preliminary project plans were presented for informal discussions with the Planning Board and inter-departmental meetings during 2017. A major concern expressed was that Slocomb Place is not a full 2 lane road and there are no sidewalks; people would need to walk in the street to get to the church. To address that concern, Medway Community Church purchased the 9 Slocomb place parcel earlier this spring to add to the project. This creates the possibility of having an internal pathway from the new parking area to the church.
- In total it's a 1.5 acre lot with 78 proposed parking spaces and 1 handicap accessible space located in 11 Slocomb Lane parcel. Two handicap accessible spaces will be added near the existing church building at 200 Main Street.
- The Planning Board's review began August 14th. It was reported that neighbors had expressed concerns about increased traffic in the area. 2-way travel is proposed for the new parking lots to provide for suitable access by the fire department. Mr. Barry described the traffic flow patterns during peak hour.
- DRC members were informed that neighbors had also expressed concerns with the proposed landscaping plan. One concern was about losing some mature trees in the area. Neighbors from 2-10 Highland Street were concerned with the adequacy of the proposed buffer between the new parking lots and the back portions of their properties.
- Mr. Barry noted that Church members met with a group of abutters on Saturday morning (August 18). At the meeting, the neighbors' landscaping, fencing, and lighting concerns were discussed. Agreement was made that the neighbors will select the fencing style for MCC to install. This will be made part of the site plan.
- Existing flood lights will be replaced by LED bulbs. No changes are proposed to the lighting on the front of the building.
- Trees between Slocomb and 196 Main Street will remain except for the portion where the parking lot will pass through.
- All buffers (15' setback) will be maintained around the parcels with existing vegetation. The natural environment that currently exists will be preserved. 12" and thicker diameter trees and all 50' pine trees along the property lines will stay. The low lying rush will be removed as part of this project. Some 6-8" diameter trees will be removed. Mr. Barry talked about a large Oak tree next to the curb cut that will not be removed. Ms. Walsh asked if the tree roots will be impacted by the proposed curb cut. Mr. Barry responded that the root system will be maintained.
- Members asked that the limit of the tree canopies be shown on the plans. There was a question on the proposed plan to route the exiting traffic via the Church's existing parking lot rather than directing them onto Highland Ave. Mr. Barry said neighbors want to minimize traffic on Highland Street. Ms. Chabot asked if the crosswalk will be extended through the existing parking lot. Response was yes.
- There was discussion on the fence style for the project. Members recommended vinyl fence for durability, appeal, and low maintenance costs. The fence should have a wood appearance and not be shiny. The planned fence is about 6' high.
- On the parking lot side of the fence, there will be deciduous shade trees added with some low lying vegetation planted. On the back side of the fence, no

additional landscaping is proposed at this time. There will be 10' buffer area between the fence and the property line.

- Members liked the proposed lighting posts style in the parking lot. Posts will be in brown or black color and the fixtures will be brushed bronze. Lights will be turned on during events at the church and when additional parking is required. No ongoing surveillance is proposed at this time.
- Wayfinding signs were discussed. Mr. Barry said there are some existing signs that will help people navigate through the church property. The placing and location of lighting around the church building was discussed. Members made some recommendations on the location of lighting to which Mr. Barry agreed and will show on the revised site plan to be submitted to the Planning Board.
- Members asked for a landscaping plan for the area along the new fence. The use of birch trees for the parking lot islands was recommended.
- A revised site plan will be submitted to the Planning Board for its review at the August 28th meeting. Ms. Affleck-Childs requested that the DRC letter of recommendation should be drafted for the Planning Board's August 28th meeting. Mr. Buckley agreed to draft the letter.
- Members appreciated that the Church members engaged with the neighbors and made an effort to address their concerns. Eventually the old church office building on the south side of Main Street will be put for sale.

Sign Design Review for Aoude Gas & Repair Service, 73 Main Street

- Mr. Auode attended the meeting to discuss this item. The review is for two double sided free standing signs. A revised sign design was discussed. (**See Attached**)
- Members liked the design that has been revised based on the discussion at the previous DRC meeting.
- Landscaping around the base of the existing signs was discussed. A planter at the base of the pole was recommended.
- DRC review letter will be drafted by Ms. Walsh.

Sign Design Review for Medway Family Dental & Visions Gallery, 131-133 Main Street;

- Ms. Karen Mullen from Signs Plus attended the meeting to discuss this item.
- She described the proposed sign for Medway Family Dental and Visions Gallery. (**See Attached**) The review is for a new wall sign and replacement panels for the existing free-standing business sign. Proposal is to remove the existing sign panels from both sides of the sign. Background will be painted flat black. New tenant panels will be installed with 0.25" thick dark gray panels with 0.25" thick acrylic dimensional letter text and mounted on sign structure with 1" diameter brushed silver standoffs.
- Ms. Mullen said she is not sure if the existing light is illuminated and the current proposal does not include illuminating the sign.
- Members recommended removing the business phone number on the sign.
- The sign panel is 72" high and 48.12" wide. Members said the sign should be brought into conformity.
- Members liked the proposed new color scheme on the sign. There was some discussion on having a planter around the base of the sign.

- Recommendation was to lower the sign base, provide planting, and remove telephone number on the sign. Ms. Chabot will draft the review letter.

Meeting Minutes:

07/30/2018: DRC members reviewed the draft minutes and made few edits/corrections. ***A motion was made by Mr. Buckley seconded by Ms. Chabot to approve the minutes of the 07/30/18 DRC meeting as amended. All were in favor.***

08/08/2018: The Committee began discussing the minutes of the 8/8/2018 meeting. This included the Oak Grove Zoning workshop session. It was decided to take up these minutes at the next DRC meeting.

Other Business

Cheryl Slowik - prospective DRC member:
Ms. Slowik reached out to Ms. Affleck-Childs expressing her interest to join the DRC. She is a Medway resident and went to school for graphic design. She does Project Management in Marketing and Communications. Ms. Slowik is looking to get more involved with the community in general. She keeps her skills up to date and is interested in becoming a member of DRC.

Discussion of FY19 DRC Priorities and Projects

- Members went over the DRC goals spreadsheet. (**See attached**).
    - ✓ *Make a presentation about design review to the Medway Business Council* – Members agreed to move this item from "New Initiatives" to a new category called "Long Term Initiatives"
    - ✓ It was agreed that the goals will be set for the FY2019 period (July 1st, 2018–June 31st, 2019) and not for calendar year 2018.
    - ✓ *Help establish a program regarding banners on the new Main Street lights* – Mr. Buckley was assigned to this priority.
    - ✓ *Sponsor a Scavenger Hunt activity to feature interesting Medway building architecture and design* – Ms. Walsh volunteered for this item.
    - ✓ *Develop design guidelines and templates for messages to be placed on new Choate Park Community Message Board sign* – Mr. Kendall will continue to be responsible for this item.
    - ✓ *Develop a master signage plan for the Parks* – Ms. Chabot was assigned to this item.
    - ✓ *Have a discussion during a DRC meeting re: the American Planning Association's recent guidebook on Design Review* – Mr. Buckley will be responsible for this item.
- Ms. Affleck-Childs will update the spreadsheet based on the discussion tonight and share with the members.

Other Business as may come before the Committee

- Mr. Kendall asked about the next steps on the Oak Grove planning initiative. Ms. Chabot said a meeting has been scheduled for September 26th. She will share the meeting agenda once it becomes available. There was discussion on a potential 40B development if the zoning for Oak Grove is permitted for mixed use development.

Identification of possible sign violations to report to Building Commissioner

- Ms. Chabot reported that the cabinetry place still has a temporary sign up. They are past the 90 day period for having temporary signs up.

Adjournment

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

The meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

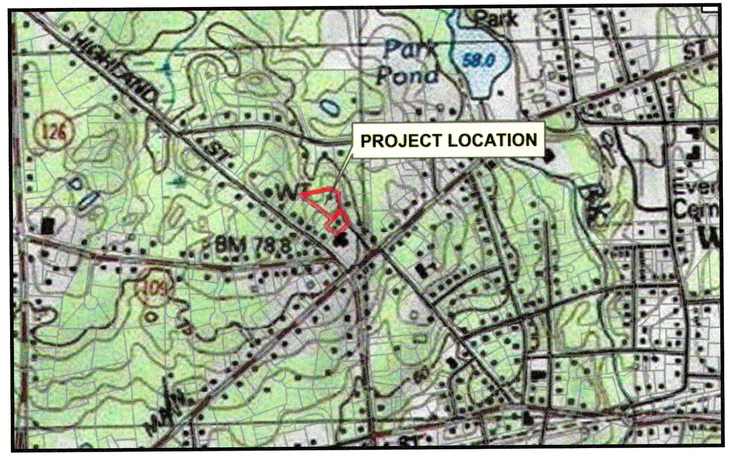
Sreelatha Allam

MEDWAY COMMUNITY CHURCH

11 SLOCUMB PLACE
MEDWAY, MASSACHUSETTS

9 & 11 SLOCUMB PLACE SITE IMPROVEMENTS

CONTRACT NO. 1



LOCATION PLAN
NO SCALE

SHEET INDEX

C-1 - EXISTING CONDITIONS
C-2 - PROPOSED CONDITIONS
C-3 - PROPOSED GRADING
C-4 - DRAINAGE PLAN
C-5 - LIGHTING AND LANDSCAPING PLAN
C-6 - DETAIL SHEET

TOWN OF MEDWAY, BOARD OF SELECTMAN

DENNIS CROWLEY, CHAIRMAN _____

JOHN FORESTO, VICE CHAIRMAN _____

RICHARD D'INNOCENZO, CLERK _____

GLENN TRINDADE, MEMBER _____

MARYJANE WHITE, MEMBER _____

COMMONWEALTH OF MASSACHUSETTS
JON W. GREGORY
CIVIL
No. 49478
PROFESSIONAL ENGINEER
7-24-18

JULY 2018

TATA & HOWARD, INC.
67 FOREST STREET
MARLBOROUGH, MA 01752

PLANNING & ECONOMIC DEVELOPMENT BOARD SUBMITTAL
NOT FOR CONSTRUCTION

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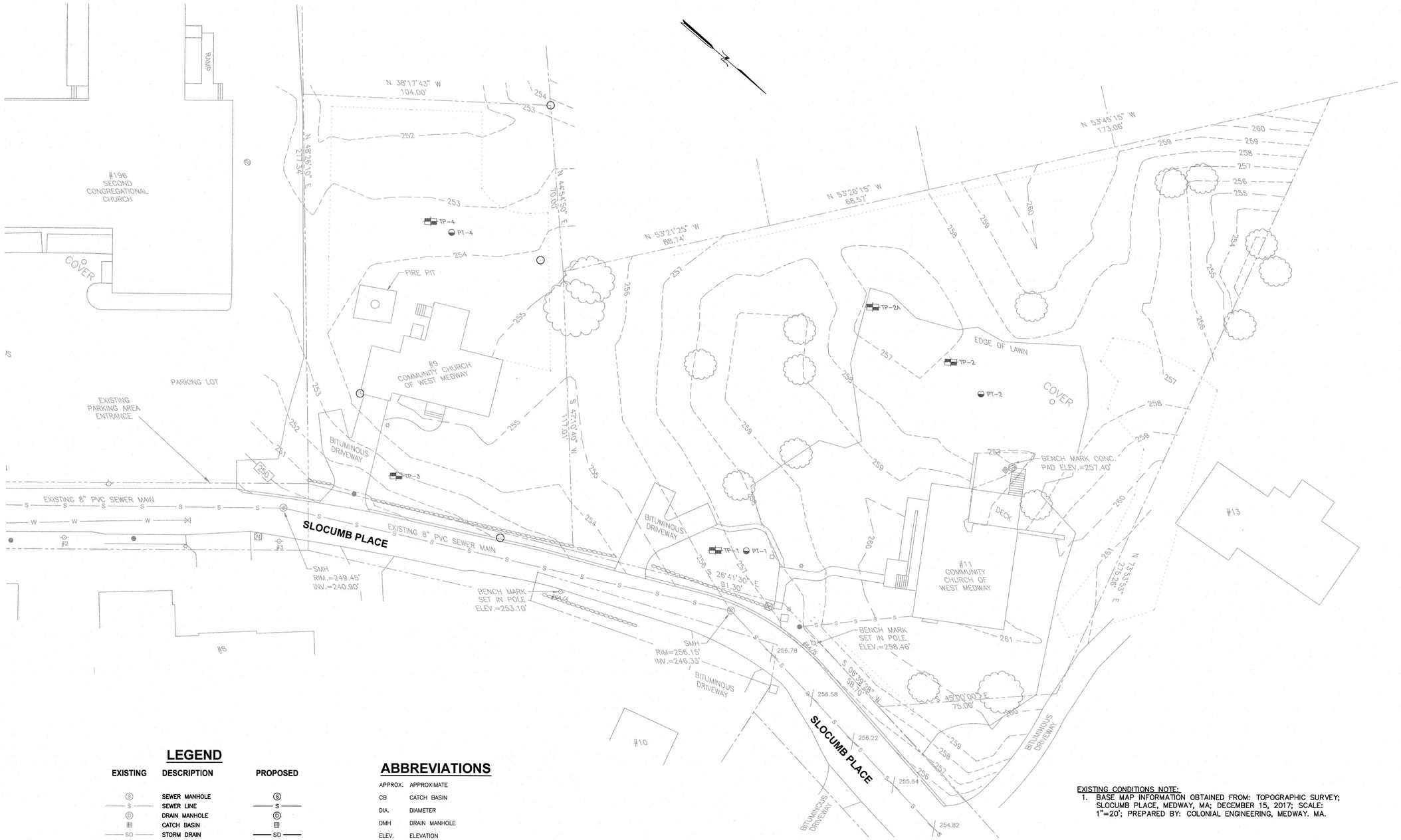

LEGEND

EXISTING	DESCRIPTION	PROPOSED
Ⓢ	SEWER MANHOLE	Ⓢ
—S—	SEWER LINE	—S—
Ⓓ	DRAIN MANHOLE	Ⓓ
▦	CATCH BASIN	▦
—SD—	STORM DRAIN	—SD—
—UGE—	ELEC. UNDERGROUND	—UGE—
Ⓔ	ELEC. MANHOLE	Ⓔ
—OHE—	ELEC. OH. WIRE	—OHE—
Ⓒ	COMM. MANHOLE	Ⓒ
Ⓒ	COMMUNICATIONS BOX	Ⓒ
—C—	COMMUNICATIONS LINE	—C—
-O-	UTILITY POLE	-O-
	TREE	
	SHRUB	
—100—	5' CONTOUR	—100—
—101—	1' CONTOUR	—102—
	SPOT ELEVATION	100 ×
	TEST PIT	
PT-1	PERC TEST	
	BUILDING	

ABBREVIATIONS

APPROX.	APPROXIMATE
CB	CATCH BASIN
DIA.	DIAMETER
DMH	DRAIN MANHOLE
ELEV.	ELEVATION
HDPE	HIGH DENSITY POLYETHYLENE
INV.	INVERT
MAX.	MAXIMUM
MIN.	MINIMUM
SMH	SEWER MANHOLE
TYP.	TYPICAL

EXISTING CONDITIONS

SCALE: 1" = 20'

EXISTING CONDITIONS NOTE:

1. BASE MAP INFORMATION OBTAINED FROM: TOPOGRAPHIC SURVEY; SLOCUMB PLACE, MEDWAY, MA; DECEMBER 15, 2017; SCALE: 1"=20'; PREPARED BY: COLONIAL ENGINEERING, MEDWAY. MA.

FOR REGISTRY USE ONLY:

MINOR SITE PLAN APPLICATION

OWNER/APPLICANT:
MEDWAY COMMUNITY CHURCH
11 SLOCUMB PLACE
MEDWAY, MA 02053

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

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Drawn By: MEB | Designed By: MEB | Checked By: SA | Approved By: JMG

Rev.	Date	Description	Plumbing & Econ. Devel. Board Submittal	7/24/18

EXISTING CONDITIONS
NOT FOR CONSTRUCTION

COMMONWEALTH OF MASSACHUSETTS
JOHN W. GREGORY
CIVIL
No. 34873
REGISTERED PROFESSIONAL ENGINEER
7-24-18

TATA & HOWARD
67 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

T&H NO.: 5328
DATE: JULY 2018
SCALE: AS NOTED

C-1

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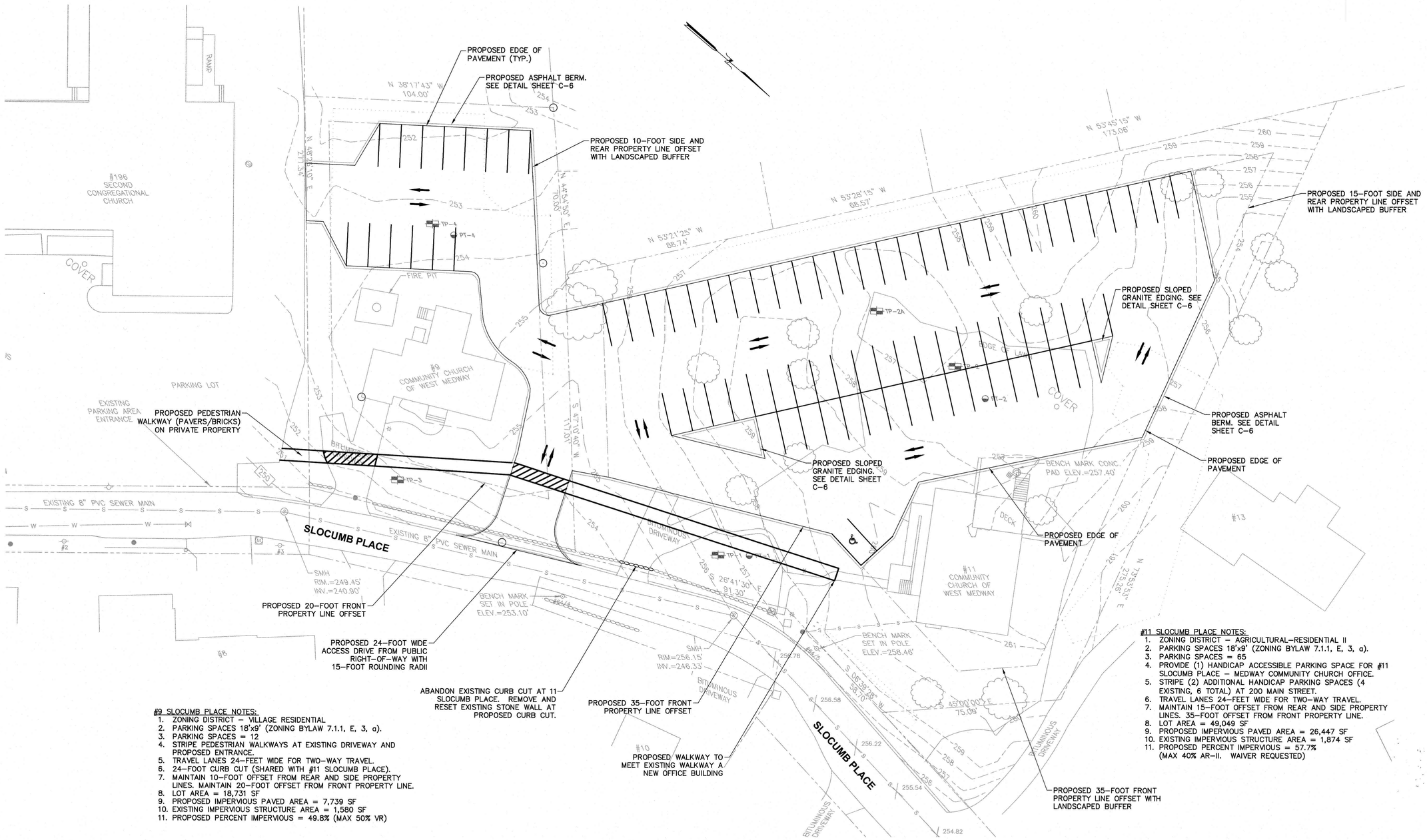

#9 SLOCUMB PLACE NOTES:

1. ZONING DISTRICT – VILLAGE RESIDENTIAL
2. PARKING SPACES 18'x9' (ZONING BYLAW 7.1.1, E, 3, a).
3. PARKING SPACES = 12
4. STRIPE PEDESTRIAN WALKWAYS AT EXISTING DRIVEWAY AND PROPOSED ENTRANCE.
5. TRAVEL LANES 24-FEET WIDE FOR TWO-WAY TRAVEL.
6. 24-FOOT CURB CUT (SHARED WITH #11 SLOCUMB PLACE).
7. MAINTAIN 10-FOOT OFFSET FROM REAR AND SIDE PROPERTY LINES. MAINTAIN 20-FOOT OFFSET FROM FRONT PROPERTY LINE.
8. LOT AREA = 18,731 SF
9. PROPOSED IMPERVIOUS PAVED AREA = 7,739 SF
10. EXISTING IMPERVIOUS STRUCTURE AREA = 1,580 SF
11. PROPOSED PERCENT IMPERVIOUS = 49.8% (MAX 50% VR)

#11 SLOCUMB PLACE NOTES:

1. ZONING DISTRICT – AGRICULTURAL-RESIDENTIAL II
2. PARKING SPACES 18'x9' (ZONING BYLAW 7.1.1, E, 3, a).
3. PARKING SPACES = 65
4. PROVIDE (1) HANDICAP ACCESSIBLE PARKING SPACE FOR #11 SLOCUMB PLACE – MEDWAY COMMUNITY CHURCH OFFICE.
5. STRIPE (2) ADDITIONAL HANDICAP PARKING SPACES (4 EXISTING, 6 TOTAL) AT 200 MAIN STREET.
6. TRAVEL LANES 24-FEET WIDE FOR TWO-WAY TRAVEL.
7. MAINTAIN 15-FOOT OFFSET FROM REAR AND SIDE PROPERTY LINES. 35-FOOT OFFSET FROM FRONT PROPERTY LINE.
8. LOT AREA = 49,049 SF
9. PROPOSED IMPERVIOUS PAVED AREA = 26,447 SF
10. EXISTING IMPERVIOUS STRUCTURE AREA = 1,874 SF
11. PROPOSED PERCENT IMPERVIOUS = 57.7% (MAX 40% AR-II. WAIVER REQUESTED)

PROPOSED CONDITIONS

SCALE: 1" = 20'

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MINOR SITE PLAN APPLICATION

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MEDWAY COMMUNITY CHURCH
11 SLOCUMB PLACE
MEDWAY, MA 02053

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

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Rev.	Date	Description
	7/24/18	Planning & Econ. Devel. Board Submittal

PROPOSED CONDITIONS
NOT FOR CONSTRUCTION

COMMONWEALTH OF MASSACHUSETTS
JOHN W. GREGORY
CIVIL
No. 46418
7-24-18

TATA & HOWARD
67 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

T&H NO.: 5328
DATE: JULY 2018
SCALE: AS NOTED

C-2

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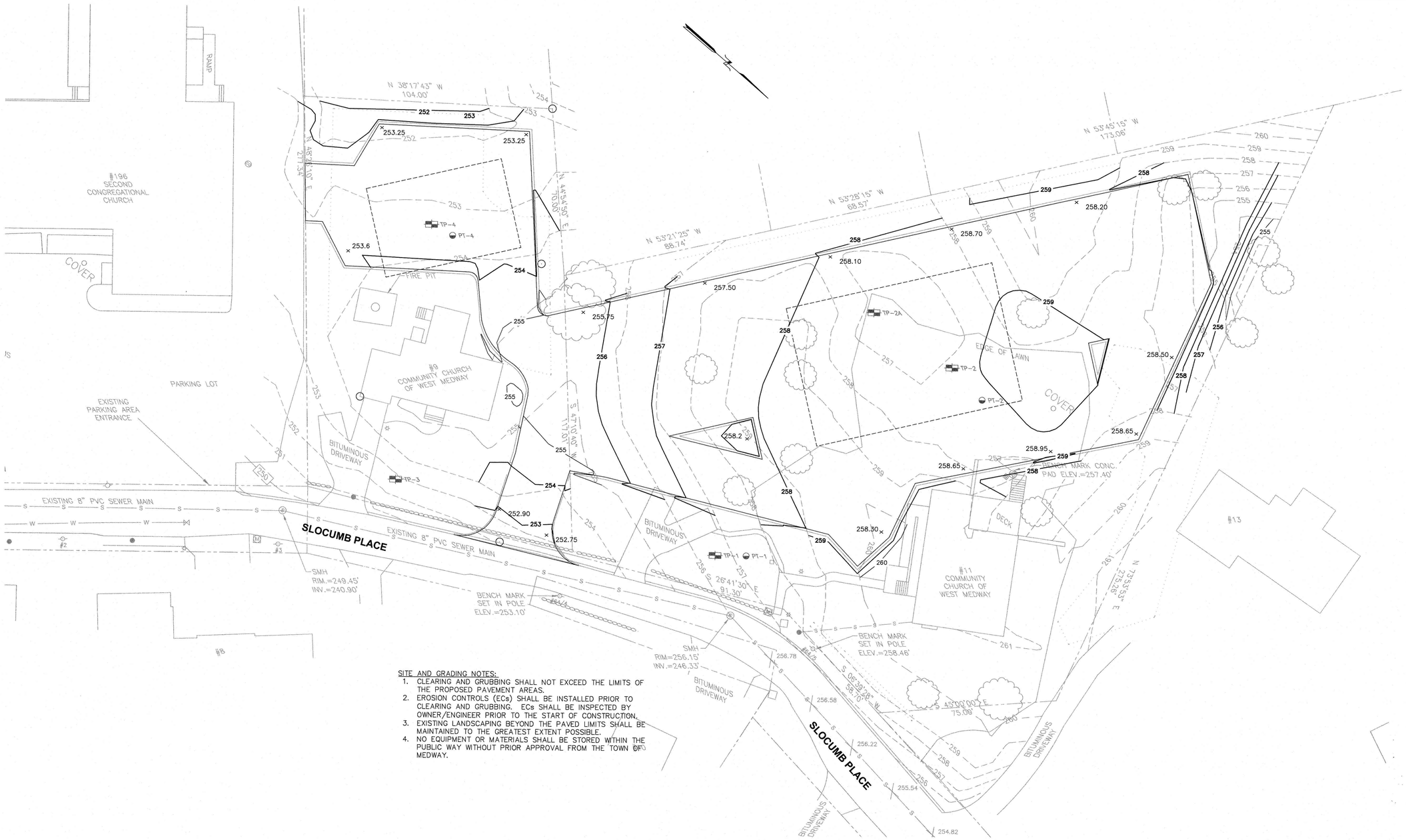

SITE AND GRADING NOTES:

1. CLEARING AND GRUBBING SHALL NOT EXCEED THE LIMITS OF THE PROPOSED PAVEMENT AREAS.
2. EROSION CONTROLS (ECs) SHALL BE INSTALLED PRIOR TO CLEARING AND GRUBBING. ECs SHALL BE INSPECTED BY OWNER/ENGINEER PRIOR TO THE START OF CONSTRUCTION.
3. EXISTING LANDSCAPING BEYOND THE PAVED LIMITS SHALL BE MAINTAINED TO THE GREATEST EXTENT POSSIBLE.
4. NO EQUIPMENT OR MATERIALS SHALL BE STORED WITHIN THE PUBLIC WAY WITHOUT PRIOR APPROVAL FROM THE TOWN OF MEDWAY.

PROPOSED GRADING

SCALE: 1" = 20'

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11 SLOCUMB PLACE
MEDWAY, MA 02053

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

Drawn By: HBB | Designed By: HBB | Checked By: S.A. | Approved By: JMG

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PROPOSED GRADING
NOT FOR CONSTRUCTION

COMMONWEALTH OF MASSACHUSETTS
GEOFFREY M. GOSLINE
No. 48478
CIVIL
7-24-18

TATA & HOWARD
67 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

T&H NO.: 5328
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C-3

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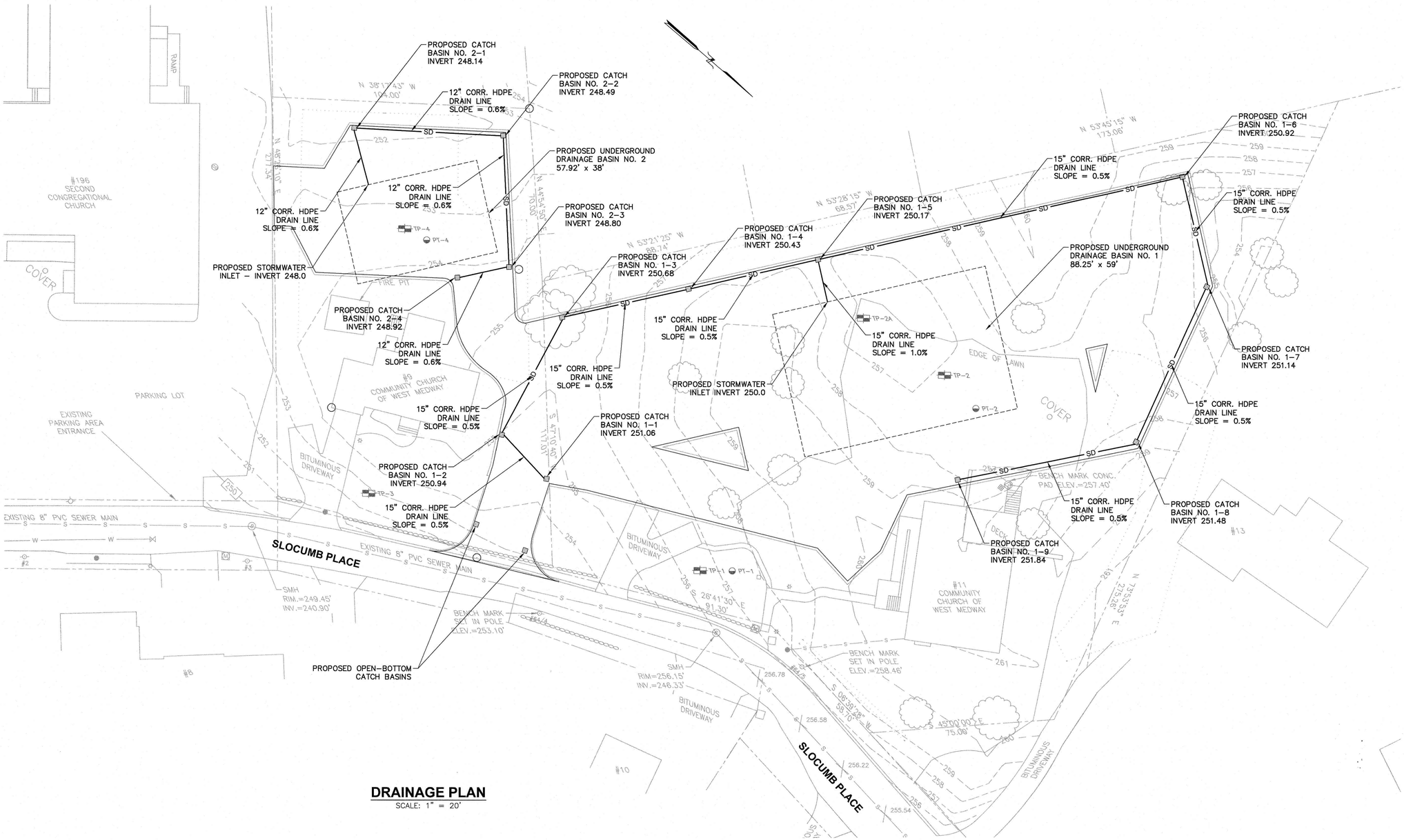

DRAINAGE PLAN

SCALE: 1" = 20'

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MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

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11 SLOCUMB PLACE
MEDWAY, MA 02053

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DRAINAGE PLAN
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COMMONWEALTH OF MASSACHUSETTS
JOHN W. GREGORY
CIVIL
No. 44478
REGISTERED PROFESSIONAL ENGINEER
7-24-18

TATA & HOWARD
67 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

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C-4

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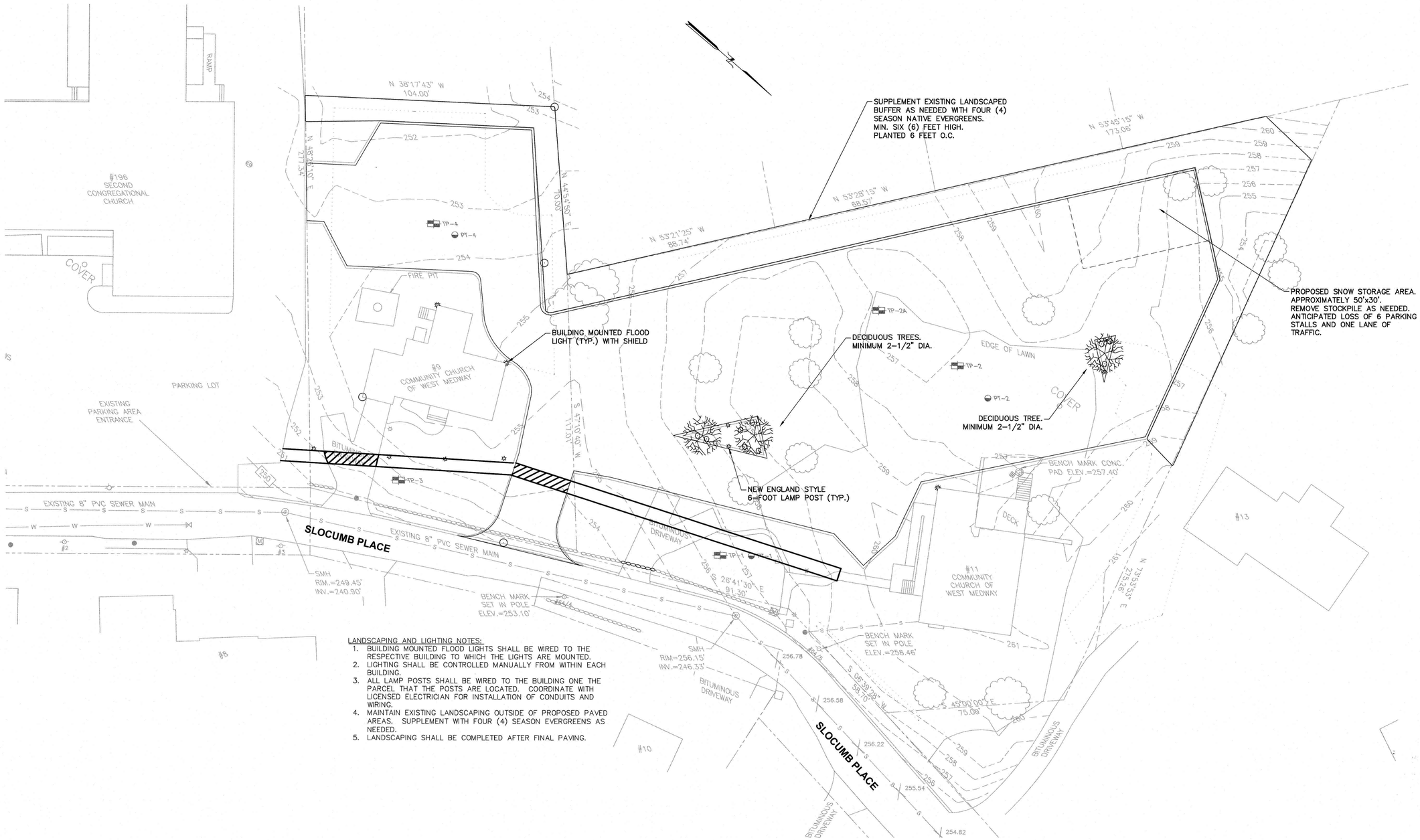

LANDSCAPING AND LIGHTING NOTES:

1. BUILDING MOUNTED FLOOD LIGHTS SHALL BE WIRED TO THE RESPECTIVE BUILDING TO WHICH THE LIGHTS ARE MOUNTED.
2. LIGHTING SHALL BE CONTROLLED MANUALLY FROM WITHIN EACH BUILDING.
3. ALL LAMP POSTS SHALL BE WIRED TO THE BUILDING ONE THE PARCEL THAT THE POSTS ARE LOCATED. COORDINATE WITH LICENSED ELECTRICIAN FOR INSTALLATION OF CONDUITS AND WIRING.
4. MAINTAIN EXISTING LANDSCAPING OUTSIDE OF PROPOSED PAVED AREAS. SUPPLEMENT WITH FOUR (4) SEASON EVERGREENS AS NEEDED.
5. LANDSCAPING SHALL BE COMPLETED AFTER FINAL PAVING.

LIGHTING AND LANDSCAPING PLAN

SCALE: 1" = 20'

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11 SLOCUMB PLACE
MEDWAY, MA 02053

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Rev.	Date	Description	Planning & Econ. Devel. Board Submittal	7/24/18

LIGHTING & LANDSCAPING PLAN

NOT FOR CONSTRUCTION

COMMONWEALTH OF MASSACHUSETTS JON W. GREGORY CIVIL No. 46178 REGISTERED PROFESSIONAL ENGINEER 7-24-18

TATA & HOWARD
67 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

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C-5

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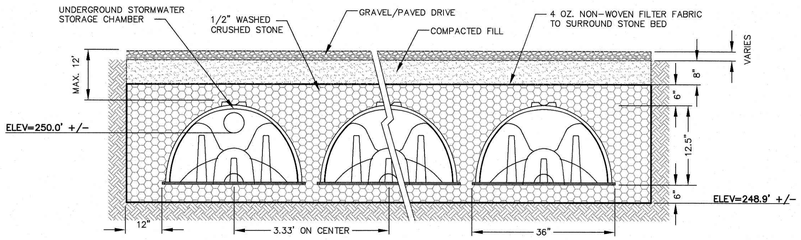

UNDERGROUND DRAINAGE BASIN NO. 1

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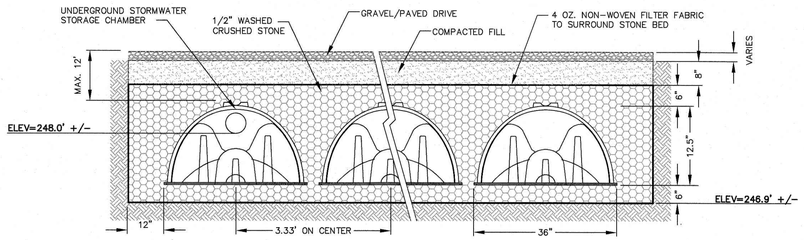

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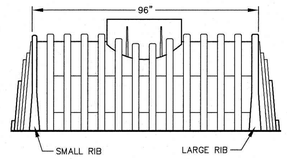

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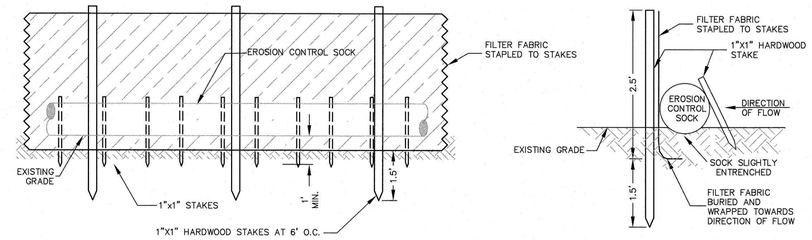
NOT TO SCALE



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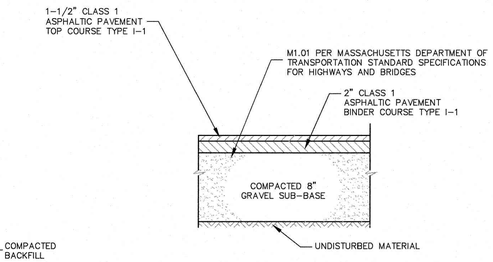
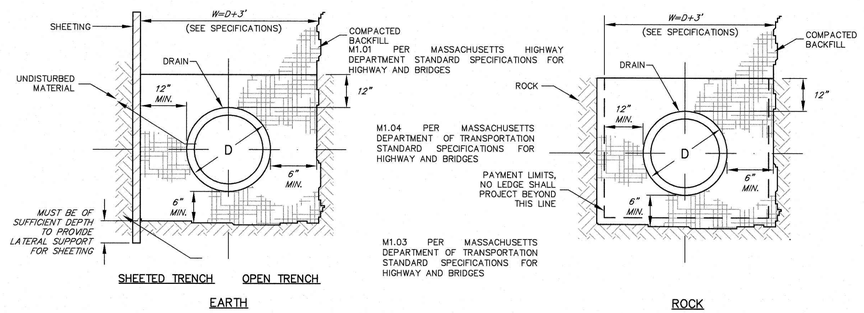


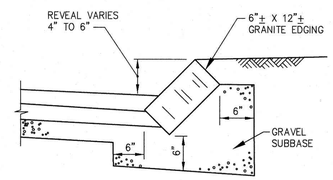
ASPHALTIC PAVEMENT SECTION

NOT TO SCALE



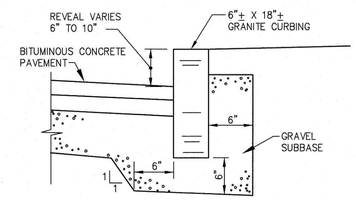
PVC DRAINAGE LINE TRENCH SECTIONS

NOT TO SCALE



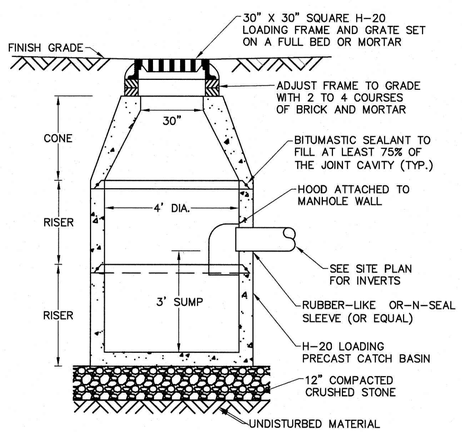
SLOPED GRANITE EDGING

NOT TO SCALE



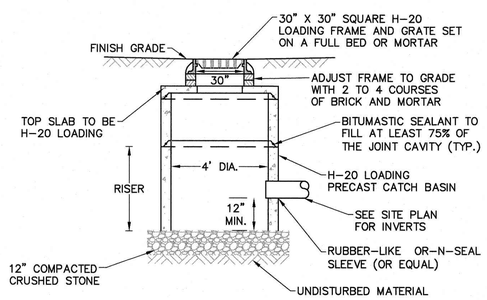
GRANITE CURB

NOT TO SCALE



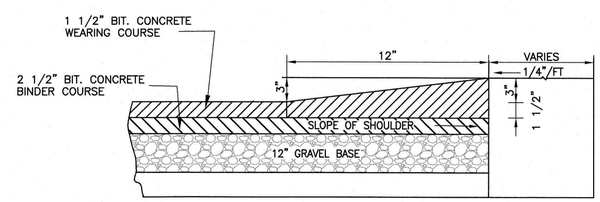
PRECAST CATCH BASIN

SCALE: NONE



OPEN-BOTTOM PRECAST CATCH BASIN

SCALE: NONE



TYPE "A" CAPE COD BERM

NOT TO SCALE

FOR REGISTRY USE ONLY:

MINOR SITE PLAN APPLICATION

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 079 & 078

OWNER/APPLICANT:
MEDWAY COMMUNITY CHURCH
11 SLOCUMB PLACE
MEDWAY, MA 02053

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Rev.	Date	Description	Planning & Econ. Devel. Board Submittal
	7/24/18		

Approved By: JMC
Checked By: S.L.
Designed By: WEB
Drawn By: WEB

DETAIL SHEET
NOT FOR CONSTRUCTION

COMMONWEALTH OF MASSACHUSETTS
JOHN M. GREGORY
CIVIL
No. 46073
7-24-18

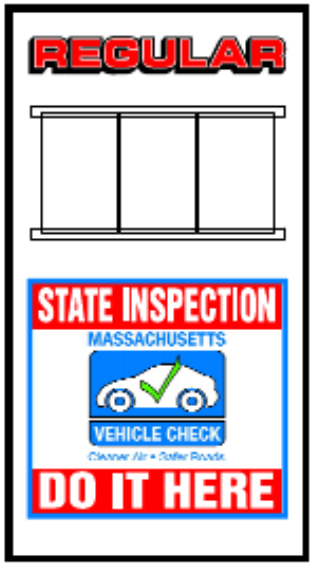
TATA & HOWARD
81 FOREST STREET
MARLBOROUGH, MA 01752
(508) 303-9400

T&H NO.: 5328
DATE: JULY 2018
SCALE: AS NOTED

C-6

P:\Project_Files\Medway Community Church\5328 MCC 11 Slocumb Place\Drawings\Civil\Civil\5328-SHEETS 6.18.18.dwg 7/24/2018 3:32 PM MBARRY

PROOF



sign me up

774-244-0014

INSTALLATION • SERVICE

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DRC Sign Design Review
Planning and Economic Development Office Comments
August 20, 2018

Business Name: Medway Family Dental

Business Owner: Dr. Richard Berry

Sign Location Address: 131-133 Main Street

Sign Fabricator Company: Signs Plus, Karen Mullen

Proposed Signs:

1. Freestanding Sign – 2 sided

	Existing	Proposed	Allowed by Bylaw
Dimensions	48.12" wide x 72" tall	Same	NA
Sign Surface Area	24.06 sq. ft. per side x 2 sides = 48.12 sq. ft.	Same	40. sq. ft.
Sign Height	7.5'	Same	6'
Illumination	???	???	External

Comments:

- The existing sign is pre-existing, non-forming for Dr. Berry and Visions Tattoo. The proposed new sign involves repainting the existing sign and adds new surface signage for the 2 tenants at this location – Visions Tattoo and Medway Family Dental.
- It does not appear that there is any landscaping at the base of the sign.
- It is not clear whether there is to be any lighting for this sign.

2. Wall Sign

	Existing	Proposed	Allowed by Bylaw
Dimensions	???	37.29" wide x 28.5" tall	NA
Sign Surface Area	???	7.38 sq. ft.	30 sq. ft.
Illumination	???	None	External

Comments:

- It is not clear whether there is to be any lighting for this sign.
- Are there any other existing wall signs on the building where the dental practice operates?

Medway Design Review Committee (DRC)

Application for Sign Design Review

Medway Location/Address *where the sign will be installed:* 131-133 Main Street

What is the interior width of the storefront? _____

Building/Development Name: *(if applicable)*: not applicable

Medway Zoning District: Agricultural Residential II

Applicable Sign Standard Table *(from Medway Zoning Bylaw)* **Table #** 4.

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

Business Name: Medway Family Dental

Mailing Address: 131-133 Main Street

Medway, MA 02038

Contact person: Karen Mullen

Phone: 508-478-5077 Cell Phone 774-248-4058

Email address: karen@signs-plus.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	29"x38"	7.5	29"	one
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign	1	4' x 6'	24 x 2 sides = 48 sf	90"	
Awning Sign					
Projecting Sign					
Directory Sign					
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.

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: Signify Enterprises, Inc./DBA SignsPlus

Mailing Address: 89 South Main Street, Milford, MA 01757

Contact person: Karen Mullen

Phone: 508-478-5077 Cell Phone: 774-248-4058

Email address: karen@signs-plus.net

Property Owner Information

Company Name: Medway Family Dental, Edmund Massabni

Mailing Address: 131-133 Main Street, Medway

Contact person: Gus Massabni

Phone: 781-775-0239 Cell Phone: _____

Email address: gemassabni@gmail.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.*

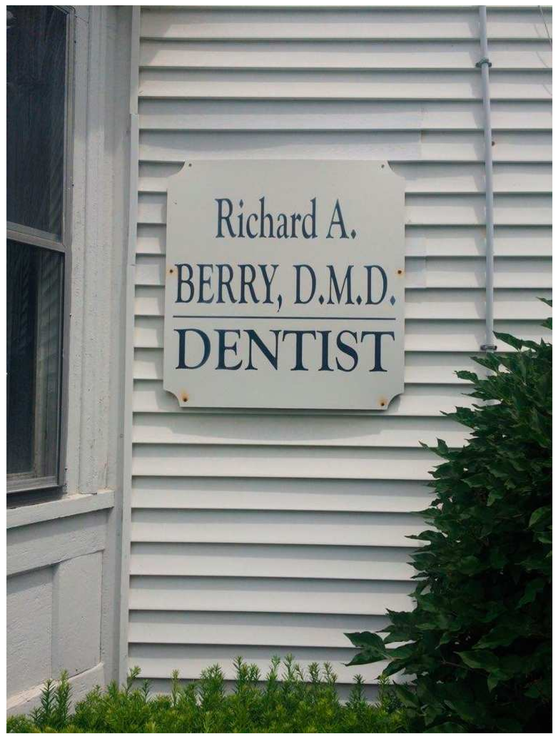
Date Application Received by Medway Planning office: 8-16-18

Reviewed by Medway Planning Coordinator: 8-20-18 ***DRC Meeting Date:*** 8-20-18

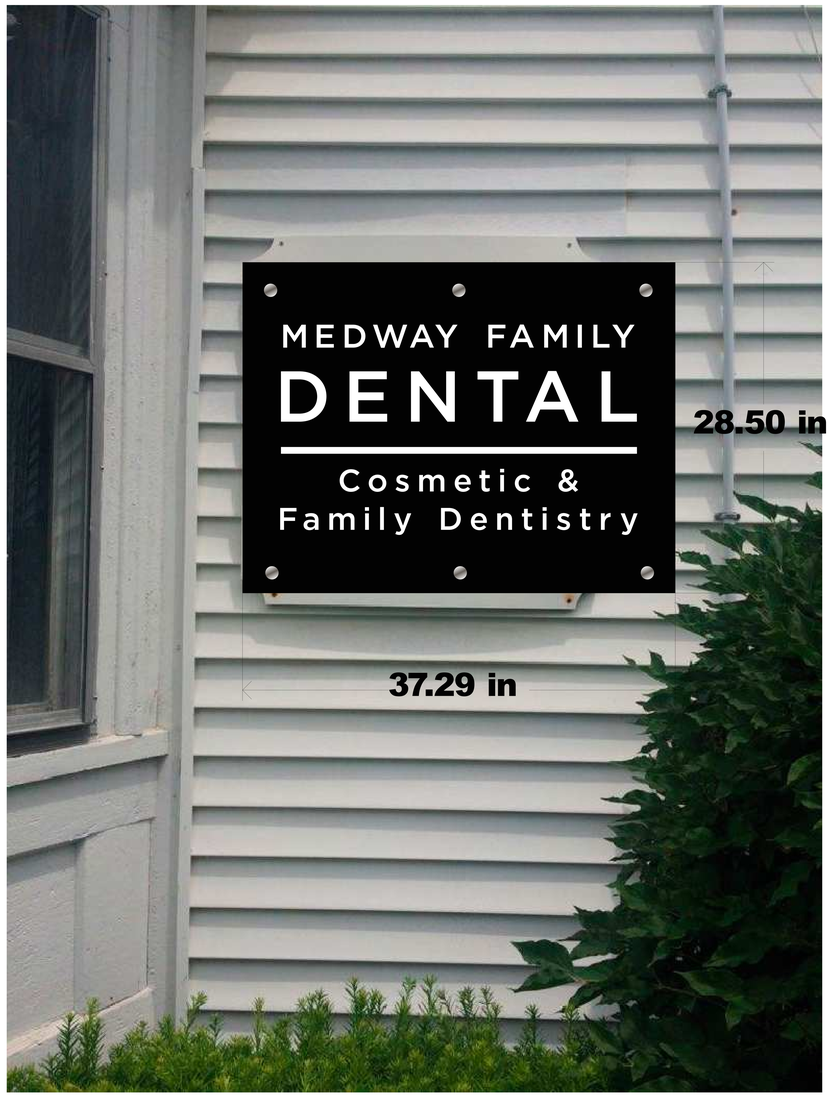
Updated 6-10-16

Proposed Layout

EXISTING SIGN



PROPOSED NEW SIGN



INSTALL NEW .25" THICK DARK GRAY SIGN PANEL WITH .25" THICK ACRYLIC DIMENSIONAL LETTER TEXT AND MOUNTED ON SIGN STRUCTURE WITH 1" DIAMETER BRUSHED SILVER STANDOFFS AS SHOWN.

SignsPlus
89 South Main Street, Milford, MA 01757

Phone: 508-478-5077
Fax: 508-634-9825
E-mail **info@signs-plus.net**
Website **www.signs-plus.net**

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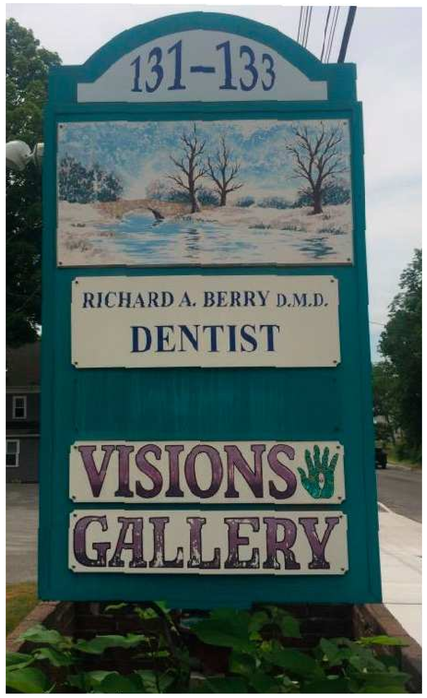
ANY AND ALL SIGNAGE PERMITS ARE THE RESPONSIBLITY OF THE CUSTOMER.

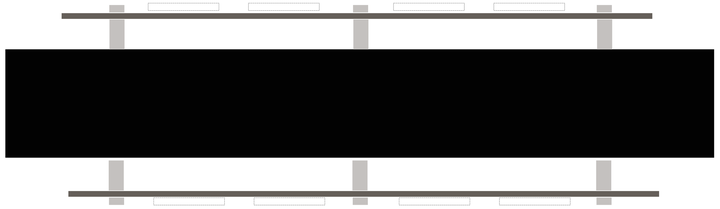
Proposed Layout

PROPOSED REFURBISHED SIGN

EXISTING SIGN



view from above



REMOVE EXISTING SIGN PANELS FROM BOTH SIDES OF SIGN.

SCUFF AND PAINT BACKGROUND FLAT BLACK.

INSTALL NEW ADDRESS NUMBERS, WHITE .5" THICK ACRYLIC DIMENSIONAL LETTERS AT TOP

INSTALL NEW TENANT PANELS, .25" THICK DARK GRAY PANELS WITH .25" THICK ACRYLIC DIMENSIONAL LETTER TEXT AND MOUNTED ON SIGN STRUCTURE WITH 1" DIAMETER BRUSHED SILVER STANDOFFS AS SHOWN.

SignsPlus
89 South Main Street, Milford, MA 01757

Phone: 508-478-5077
Fax: 508-634-9825
E-mail **info@signs-plus.net**
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DRC Activities for 2018

	ACTIVITY	ASSIGNED TO	TARGET DATE	NOTES
NEW INITIATIVES				
1	Have a discussion during a DRC meeting re: the American Planning Association's recent guidebook on Design Review			
2	Make a presentation about design review to the Medway Business Council			
3	Develop design guidelines and templates for messages to be placed on new Choate Park Community Message Board sign			
4	Help establish a program regarding banners on the new Main Street street lights			
5	Develop a master signage plan for the Parks			
6	Sponsor a Scavenger Hunt activity to feature interesting Medway building architecture and design			1 time event or a monthly activity item.
CONTINUING ACTIVITIES				
A	Continue to use new *Design Review Guidelines* as basis for reviewing projects. Use DRG checklist during meetings.			
B	Continue to review and approve DRC meeting minutes in a regular and timely			
C	Continue to participate on Sign Bylaw Update Task Force to develop amendments to the Sign Bylaw			
D	Meet with Building Commissioner Jack Mee 2x a year to discuss signs, lighting, and other violations.			

	ACTIVITY	ASSIGNED TO	TARGET DATE	NOTES
E	Find and secure other design professionals to serve on the DRC.			
F	Prepare DRC sign review letters within 7 business days after appointment/meeting with the DRC			
G	Prepare DRC review letters to the PEDB for development projects			
H	Continue to regularly report suspected sign violations to the Building Commissioner. Standard agenda item for every DRC meeting.			
I	Continue to reach out to allied Town boards and committees and departments to offer the DRC's design assistance services.			
J	Continue to advocate for reduced lighting and strobing			
K	Provide timely feedback to developers/ applicants and status reports to the PEDB as a follow-up to DRC meetings with applicants			
L	DRC member(s) to serve on Oak Grove Zoning Task Force	Jess Chabot and Matt Buckley		
	draft - August 15, 2018			