**DESIGN REVIEW COMMITTEE**

Town of Medway
155 Village Street, Medway MA 02053

**Tel: (508) 533-3264**
**Fax.: (508) 533-3281**

Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Rod MacLeod, Member
Karyl Spiller-Walsh, Member
Rachel Walsh, Member
Mary Weafer, Member

**Approved: 1/12/15**

Meeting Minutes: January 5, 2014
Medway Library, 26 High Street, 1st Floor Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:01 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 1/26/15 | 2/2/15 | 2/23/15 | 3/2/15 | 3/16/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | | | | | | |
| Julie Fallon | X | | | | | | |
| Karyl Spiller-Walsh | X | | | | | | |
| Rod MacLeod | X | | | | | | |
| Mary Weafer | X | | | | | | |
| Rachel Walsh | X | | | | | | |

**Meeting Minutes:**

**Chairman Buckley moved that the Design Review Committee approve the December 15, 2014 meeting minutes as amended; Julie Fallon second; No discussion; 5-0-1 (Rachel abstained).**

**Sign Design Review – Reardon Building – 89 Main Street:**

David Moniz, the Reardon Building's property manager, attended the meeting to discuss the addition of five sign panels to the main sign structure. Mr. Moniz said there are currently 9 spaces available. There is a second sign structure on the property with additional signs for Damon Financial and the Medway Tailor. Mr. Moniz said he plans to take down the wooden sign near the Mobil station and he will not replace it. The Committee encouraged Mr. Moniz to develop a Master Signage Plan for the property, similar to what was done at Gould's Plaza. He agreed that a new sign and design would be very helpful but wasn't sure it was in the budget. Julie showed Mr. Moniz several alternatives to the designs he already had fabricated for the five sign panels. The Committee agreed that less information is more effective and it is very important that the panels are consistent, including any future panels that are added. Mr. Moniz really liked Julie's design and said that he would have the lettering for the five panels redone. Julie will forward a pdf of the new design to Mr. Moniz. Rachel will do the Letter of Recommendation (LOR).

Mr. Moniz said he has only been in the position since October of 2014 and was unaware that permits were required for the new signs. The Committee asked Mr. Moniz to make sure any new tenants are aware of the process and make an appointment to meet with the DRC. They encouraged him to provide new tenants with the sign specifications, including font, color, and size, to simplify the process.

**Informal Sign Discussion – Jeff Dufficy – Domino's Pizza:**

Jeff Dufficy and Chris Cordamarsh joined the meeting to discuss the sign structure at 124 Main Street. Mr. Dufficy is the owner of Domino's Pizza and recently purchased the property from Cumberland Farms. The Committee and Mr. Dufficy just learned that the existing sign structure is in the Right of Way. If Mr. Dufficy would like to use the existing sign he would need to petition the Zoning Board of Appeals (ZBA) for a Special Permit. Mr. Dufficy noted that several other businesses' signs are in the Right of Way. Mr. Dufficy expressed his frustration that he has been a tenant at the property for 17 years and is now being told the sign is non-conforming. The Committee discussed Mr. Dufficy's property and how the Route 109 will transform the area. Sidewalks will be added to both sides of the road to encourage foot traffic. The Committee

agreed that this is a very nice property and noted that it is the first property in Commercial District I when traveling eastbound on Route 109. The Committee asked Mr. Dufficy to consider installing a new monument sign. They said the signs at Cumberland Farms and Dunkin Donuts at the intersection of Routes 109 and 126 are good examples. Mr. Dufficy said he agrees that a monument sign would look very nice and is open to the idea. The Committee asked Mr. Dufficy to attend another meeting with a rough sign design. Julie Fallon also recommended he drive by the dance studio next to the Millis Fire Station to see another good example. Mr. Dufficy said he will plan to attend the January 26th meeting to further discuss the design. He also needs to consider the location of the sign on his property. If he plans to put the new sign in the Right of Way, he will need to secure a Special Permit. Planning and Economic Development Coordinator Susy Affleck-Childs asked Mr. Dufficy to follow-up with DPS Deputy Director Dave D'Amico to discuss the location of curb cuts for the Route 109 project. Mr. Dufficy thanked the Committee for their help.

In addition, Susy said she and Building Inspector Jack Mee have discussed sending a letter to major businesses in Town explaining the Sign Design Review process. Several new signs have been installed at Gould's Plaza without the Committee's approval. Jack Mee plans to follow-up with Gould's Plaza on this matter.

**Preparation for the January 19, 2015 Planning & Economic Development Board Meeting:**

The Committee reviewed and discussed the presentation for the joint meeting with the Planning & Economic Development Board on January 19, 2015. The Committee plans to discuss the current Design Review Guidelines and possible modifications. They also want to discuss the current process and areas that need improvement. The Committee discussed whether a sub-committee was needed to focus on this particular issue. The Committee will meet on January 12, 2015 to finalize the presentation.

**Action Items:**

- Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.
- Matt will finalize the PowerPoint for the January 19, 2015 joint meeting with the Planning & Economic Development Board.
- Julie will finalize the brochure for the Sign Design Review process and send to Susy for the Medway Business Council meeting on January 21, 2015.
- Michelle will revise and post the 2015 meeting schedule.

- Michelle will find meeting space for January 12 and follow-up with Susy about posting the meeting.
- Rachel will do the LOR for the Reardon Building.

**Schedule:**

The next DRC meeting will be held on Monday, January 12, 2015 at 7:00 p.m. at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Rachel Walsh to adjourn at 10:25 p.m.

Respectfully Submitted,

Michelle Reed

**DESIGN REVIEW COMMITTEE**

Town of Medway
155 Village Street, Medway MA 02053

**Tel: (508) 533-3264**
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Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Rod MacLeod, Member
Karyl Spiller-Walsh, Member
Rachel Walsh, Member
Mary Weafer, Member

**Approved: 5/18/2015**

Meeting Minutes: January 12, 2014
Medway Library, 26 High Street, 1st Floor Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:07 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 1/26/15 | 2/2/15 | 2/23/15 | 3/2/15 | 3/16/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | | | | | |
| Julie Fallon | X | X | | | | | |
| Karyl Spiller-Walsh | X | X | | | | | |
| Rod MacLeod | X | X | | | | | |
| Mary Weafer | X | X | | | | | |
| Rachel Walsh | X | X | | | | | |

Dan hooper also attended the meeting.

**Meeting Minutes:**

**Rachel Walsh moved that the Design Review Committee approve the January 5, 2015 meeting minutes as amended; Chairman Buckley second; No discussion; 4-0-0 (Mary and Rod were not present).**

**Informational Document:**

Committee reviewed julies exmaples. Changing the flow chart to a slightly lighter blue and black type. Swap the panels that are raised in the flow chart. Seal that is not to what is on first page is best. Julie will do one more revision with colors and send via email.

**Preparation for the January 19, 2015 Planning & Economic Development Board Meeting:**

Kent scott cannot moderate the meeting on the 19th. Jim wheeler has agreed to moderate. Does not know if he is available on the 19th. Susy suggested doing presentation on 19th and discussion a different night – not in favor.

Karyl reported that is judy barret is doing recodification of the zoning bylaws. The bylaw will need to be approved by town meeting. Karyl reviewed the latest draft. Everything referring to design, design review has been removed from zoning bylaws and now going to site plan rules and regulations. Term design principles are used. Karyl will forward to the committee for their review. Planning board still needs to vote on it. Discussed a section that refers to entrances to housing in adaptive overlay use. This is an architectural issue and seems odd that it will have been decided without drc's input. The committee will review asap. Committee needs clarification on what the ramifications will be if language is removed. Matt would like to clarify why and where the decisions were made to make these changes. Karyl will also send the land use from town counsel. The committee talked about how the goal of the rewrite is to make the bylaws more defensible but as a result intangible items are taken out. Some things are very difficult to describe and codify but that is what design is. Committee will compare C1 section of new version and compare to zoning bylaws. Committee members will also review current design guidelines.

The committee reviewed the PowerPoint and presentation for the joint meeting on January 19, 2015. Rod will update the map with additional communities that have guidelines. Matt will make a note in presentation of what other towns' guidelines are in presentation. Discuss and identify members for the sub-committee who would work on the guideline project, including members from drc, pedb, bos, dan, craig olsen, someone from business community. Need to mention Medway Master Plan in presentation-extremely important-reason the design guidelines

were created. Need to add info about when and why the guidelines were originally adopted. Review and highlight master plan info that is very important and refers to design.

**Action Items:**

- Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.
- Matt will forward LOR for Estate Co. to susy

**Schedule:**

The next DRC meeting will be a joint meeting with the Planning & Economic Development Board on Monday, January 19, 2015 at 7:00 p.m.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by lsh to adjourn at 8:37 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

# DESIGN REVIEW COMMITTEE

155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh,, Member*
*Mary Weafer, Member*

**Approved: 6/1/15 as amended**

Meeting Minutes: February 23, 2015
Medway Library, 1st Floor Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:03 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 | 4/6/15 |
|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | | | |
| Julie Fallon | X | X | X | | | |
| Karyl Spiller-Walsh | X | X | X | | | |
| Rod MacLeod | X | X | | | | |
| Mary Weafer | X | X | X | | | |
| Rachel Walsh | X | X | X | | | |

Susy Affleck-Childs also attended the meeting.

**Design Review Guidelines Revision:** Chairman Buckley reported that interviews were held for the three companies that responded to the RFP for a revision of the Design Review Guidelines last Thursday. He said that all three candidates were excellent and they chose the Cecil Group. The Cecil Group is a planning and design firm located in Boston. He said they felt the Cecil Group understood the Town's needs the best and had previously worked on similar projects. Susy said she would forward the company's proposal to the Committee for their review.

**Sign Design Review – TopDog Daycare:** Rocco Cavallaro of Cavallaro Signs attended the meeting on behalf of TopDog Daycare and the Medway Dog Wash. Mr. Cavallaro brought an updated version of the design that the Committee did not receive. Susy reported that Building Commissioner Jack Mee agreed that the sign would be considered the area inside of the three dimensional doghouse. There is a mural that is already painted on the top portion of the building and the doghouse is installed in the middle of the mural. The only aspect of the sign that has not been finished is the lettering. Mr. Cavallaro said that the font will be the same font that was used on the other signs at the Medway Mill. The Committee expressed their concern about the shadow that the overhang created. Mr. Cavallaro said that there is only a

shadow at a particular time of day and assured the Committee that the lettering would be legible. Mr. Cavallaro was not sure whether there is an existing light but said he believes the owner plans to add a light in the future. One of the pictures the Committee received showed a light. The Committee explained that they really liked the concept but had hoped to speak directly with the owner to discuss some of their concerns. The Committee discussed breaking up the two business names and possibly moving Medway Dog Wash underneath the doghouse. They think having both names in the peak of the dog house is overwhelming and confusing. They also wondered if it were possible to drop the word Medway from the sign. Mr. Cavallaro was adamant that his client wanted all of the words in the peak of the doghouse. The Committee reiterated that they would really like to speak with the owner directly and asked Me. Cavallaro to invite his clients to join him at the meetings in the future. Mr. Cavallaro said he would follow-up with his client on the Committee's recommendation to move the Medway Dog Wash underneath the doghouse. The Committee will issue a LOR, which will include their concerns and recommendations.

**Sign Design Review – Cunnally Law Group:** Rocco Cavallaro of Cavallaro Signs attended the meeting on behalf of the Cunnally Law Group. The Committee pointed out that the font on the ladder sign appears to be different than the proposed font on the building sign. They asked Mr. Cavallaro to make sure the same font is consistent. The Committee suggested making The Divorce Collaborative smaller and using all caps. The Committee reiterated that it would be very helpful to have the owners present and encouraged Mr. Cavallaro to invite his clients going forward. The Committee will issue a LOR, which will also include their concerns and recommendations.

**Informal Sign Discussion – Domino's Pizza:** Chris Courtemanche attended the meeting on behalf of Domino's Pizza. The Committee reviewed the proposed designs and agreed that they really like the design. They discussed naming the sign Plaza 122 and other options including dropping the word Plaza and just using 122. They suggested increasing the size of 122 if they decide to drop Plaza. Mr. Courtemanche said they provided the sign company with a copy of the Town's Bylaws to make sure it is compliant. The Committee discussed the size of the proposed sign. As proposed, it is about the double the allowable size. They said it is unlikely that they would be granted a variance. The Committee emphasized that they really like the design but that it needs to be smaller. The applicant is allowed 30 sq. ft. per side. Mr. Courtemanche said they plan to add gooseneck lights or spotlights. He said the three ladder signs will be same font and same color. Julie said the sample with the pineapples seems more proportionate. Karyl added that she thinks the scale is perfect. The Committee also agreed that the green color at the top of the sign looks very nice. Mary suggested possibly adding stone to the lower half of the posts. They reminded the applicant that the area

surrounding the sign needs to be landscaped and encouraged Mr. Courtemanche to consider adding a small sitting area or pocket park. They also asked Mr. Courtemanche to make sure the finials are secured. Mr. Courtemanche said that the Domino's Pizza sign on the façade will be replaced once the store is remodeled. He said at this point they are planning to go with channel letters. The Committee encouraged Mr. Courtemanche to make sure that all of the façade signs are consistent. Susy Affleck-Childs added that the applicant will likely need to do a Site Plan Review when the façade is changed. Mr. Courtemanche will schedule an appointment with the Committee for a formal review of the monument sign in the near future.

**Sign Design Review – Cybex:** Brian Winter and Ken Bancewicz attended the meeting on behalf of Cybex. Mr. Winter said the Cybex logo has changed slightly and they are planning to update the signs to reflect the change. They will be updating two building signs that already exist. Mr. Winter said the new logo is already widely used on machinery so they cannot make additional changes. The signs will be stainless steel and the same size as the current signs. The larger sign will be lit with LED lighting from behind that will create a halo effect. The smaller sign is too small to use this type of lighting so they plan to use a spotlight or not light the sign at all. The Committee was very happy with the design and the lighting. The Committee recommended adjusting how Research Institute lines up with Cybex. Mr. Winter said he is not sure he can make this adjustment but will try. The Committee thanked Mr. Winter and Mr. Bancewicz for the excellent presentation and said they would issue a LOR.

**Sign Design Review – Our Town Publishing:** The sign for Our Town Publishing has already been installed. The owners did not go through the Sign Design Review process. Building Commissioner Jack Mee spoke with the local sign company and reminded them that all clients need to go through the formal process. Chairman Buckley will follow-up with Lester Gould to reiterate the importance of informing all new tenants of the process.

The Committee discussed the importance of having the owner and the sign fabricator present at the Sign Design Review meeting.

**Design Review Guidelines Revision:** The Committee discussed forming a smaller work group to help with the Design Review Guidelines revision. They talked about inviting members from the Medway Business Council and Planning and Economic Development Board to participate on the work group. The smaller group would work on tasks between meetings and then present the progress to the DRC and PEDB. It is critical that the DRC have a unified vision that the representatives can relay to the other members of the work group. Susy Affleck-Childs said she hopes to have the initial meeting by mid-March. At this initial

meeting the schedule and process would be discussed. Susy said that the new Design Review Guidelines do not need to be approved by Town Counsel. Karyl asked Susy to forward the list of touch points. Each member needs to examine the current Design Review Guidelines and send their mark up to Susy prior to the March 16 meeting.

Karyl said the PEDB had their initial meeting with Salmon Senior Health and the DRC process was reinforced. Karyl also reported the site plan for 74 Main Street has changed. The Committee briefly reviewed the plans and some of the changes, including removal of the large retaining wall and a new detention pond. Rachel said the detention pond between Medway Yoga and CVS is a good example of a naturalized detention pond. Chairman Buckley said he would like to recommend that the trash enclosure be moved from the front of the site. Susy reported that the PEDB will be the permitting body and the applicant will be required to secure Special Use Permits. The Committee will review the site plans with the applicant at their March 2, 2015 meeting.

**Action Items:**

- Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.
- Rachel will do the LOR for Cybex, Cunnally Law Group, and Our Town Publishing. Mary will do the LOR for TopDog Daycare and Medway Dog Wash.
- Each member needs to review the current Design Review Guidelines, mark them up, and send to Susy before the March 16 meeting.
- Susy will draft letter to local sign companies and landlords for Committee's review. Committee will review and send comments to Susy.

**Schedule:**

The next DRC meeting will be held on Monday, March 2, 2015 at 7:00 p.m. at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Rachel Walsh to adjourn at 9:36 p.m.

Respectfully Submitted,

Michelle Reed

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

**Design Review Committee**
*Matthew Buckley, Chairman*
*Julie Fallon, Vice-Chairman*
*Rod MacLeod*
*Karyl Spiller-Walsh*
*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*

**Approved: 6/1/15**

# SPECIAL JOINT MEETING
## Planning & Economic Development Board and Design Review Committee
## Meeting Minutes - March 16, 2015 at Thayer Homestead

**Call to Order:** – With a quorum, the meeting of the Planning & Economic Development Board and Design Review Committee was called to order by Andy Rodenhiser and Matt Buckley at 7:01 p.m.

**Attendees:** Matt Buckley, Julie Fallon, Karyl Spiller-Walsh, Rod MacLeod, Mary Weafer, Rachel Walsh, Andy Rodenhiser, Bob Tucker, Tom Gay, Matt Hayes, Rich DiLulio, Susy Affleck-Childs, Stephanie Mercandetti, Dan Hooper, and Jim Wieler.

**Discussion:** Jim Wieler welcomed everyone and introduced himself as the meeting facilitator. Jim is a former member of the Planning & Economic Development Board and currently a member of the Community Preservation Committee and Upper Charles Conservation Land Trust. He explained that he spoke with the members of the Planning & Economic Development Board (PEDB) and Design Review Committee (DRC) prior to the meeting. He also spoke with applicants that had both positive and negative experiences. He said the main goal is to improve the communication between the boards and applicants and also enhance the perception of the boards. He invited each member to introduce themselves and explain what motivated them to join their respective boards.

Jim reviewed the mission statements of each board and discussed the inception of the DRC. The DRC was created around 2002 during the development of Medway Commons. The PEDB realized that they needed additional support to handle design aspects of the project, which were consuming a significant amount of time. They also realized they may not always have members on the PEDB with design experience and wanted to make sure the projects reflected Medway. The Design Review Guidelines were created in 2008. Issues that arose during the Medway Commons project, including roof lines, naturalized

detention ponds, and buffered access roads, were incorporated into the Design Review Guidelines and Site Plan Regulations.

The group discussed some of the feedback that Jim received from applicants. He said it is evident that the purpose and importance of the DRC needs to be more effectively communicated. He said he heard many times that applicants were unaware that they needed to go in front of the DRC. Applicants also felt like the process was lengthy. He said it is important for members to realize applicants are coming to them at a very critical time and often have invested a lot of time and money in their designs. The group discussed the Cumberland Farms project and aspects of the project that required several meetings, including the non-conforming canopy and resistance from abutters. In addition, the DRC did not have administrative support at this time, which put them at a huge disadvantage. However, in the end the project was a huge success because of the enormous amount of work that went into it. The group agreed that a more comprehensive set of Design Review Guidelines will help alleviate some of the issues but that it is imperative that the new guidelines are drafted and supported by both the DRC and PEDB.

They discussed how applicants approach the process and the role of the DRC. The DRC is advisory board and can make recommendations but cannot require applicants to make changes. Chairman Buckley said often applicants are reluctant but frequently they incorporate many of the DRC's recommendations and walk away with a better product. The DRC has the ability to manipulate the designs during the meeting and share their recommendations with the applicant. Often sign fabricators are not designers and cannot help their customers with this particular aspect. Chairman Buckley said they made a simple recommendation to Starbucks for their drive-thru sign that didn't cost them any additional money but had an enormous impact aesthetically. The group agreed that it is very important that new businesses know that this service exists.

The group had a lengthy discussion about the communication and perception issues that exist between the PEDB and the DRC. They said these issues were highlighted during the Tri-Valley project. A significant frustration for the DRC is that the guidelines are only a guide and cannot be enforced. The group agreed that going forward it is imperative that ambiguity in the Design Review Guidelines is eliminated and that both boards fully support the new guidelines. They agreed that it would be helpful to get the DRC's recommendations and concerns much earlier in the process. The DRC agreed to create a template and provide the PEDB with status updates similar to the report that Gino Carlucci submits. The DRC will also continue to identify how their recommendations tie to specific sections of the Design Review Guidelines. The group also discussed the difficulty in dealing with an uncooperative applicant and the need to establish consequences for these situations. Matt Hayes said it is important for the group to define what a complete pre-application packet is. The group agreed the requirements may differ depending on the scale of the project. The group acknowledged that the process needs to accommodate all types of applicants. The group agreed that the new Design Review Guidelines must be a joint effort and both boards must be involved in the process.

Bob Tucker left the meeting at 10:15 p.m.

The group created the following action items:

- PEDB define what a complete packet for a pre-application discussion is.
- DRC send PEDB status on project early in the process with issues and concerns.
- DRC draft status template similar to the report Gino Carlucci submits.
- DRC and PEDB need to own the new Design Review Guidelines.
- PEDB needs to be clear on the DRC's role and what they are asking them to review.
- DRC and PEDB need to increase their communication and make sure it occurs early in the process.
- PEDB will revise site plan rules and regulations and possibly add what documents should be in the pre-application. What is required may depend on the scale of the project.
- Share timeline/schedule for projects with DRC.
- Should a member of the Medway Business Council be asked to join?

**Adjournment:**

With no further business, a motion was made by Karyl Spiller-Walsh, seconded by Rachel Walsh to adjourn at 10:49 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

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*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh,, Member*
*Mary Weafer, Member*

**Approved: 6/1/15**

Meeting Minutes: March 2, 2015
Medway Library, 1st Floor Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:03 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 | 4/6/15 | |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | | | |
| Julie Fallon | X | X | X | X | | | |
| Karyl Spiller-Walsh | X | X | X | X | | | |
| Rod MacLeod | X | X | | | | | |
| Mary Weafer | X | X | X | X | | | |
| Rachel Walsh | X | X | X | X | | | |

**Informal Pre-Application Discussion – Salmon Senior Living Community:** Jeffrey Robinson, a Managing Partner at Salmon Health & Retirement, and Dario DiMare, the project architect, joined the meeting for an informal discussion on the proposed Salmon Senior Living Community. The proposed community will be located off of Village Street. Mr. Robinson said that Salmon Health & Retirement has six other facilities, which include skilled nursing, independent living, and adult day health centers. The facilities are located in Worcester, Northborough, Natick, Northbridge, and Westborough. Mr. Robinson said they know it is very important to fit into the existing community and are sensitive to residents' concerns. They met with abutters previously to review the project.

Mr. DiMare and Mr. Robinson reviewed the site plans with the Committee. They also reviewed several changes that were made following the meeting with the abutters. They said their vision is to create a New England village. Mr. DiMare pointed out the natural features that exist on the property, including a walnut grove, a pond, and two vernal pools. Mr. Robinson and Mr. DiMare said they plan to impact these areas as little as possible and highlight them as features on the property. At the request of the Conservation Commission, they are leaving the walnut grove intact except for a couple of trees that are dead. The site will remain heavily wooded. The abutters asked if the cottages that border their properties

could be pushed back further but they are unable to due to wetlands buffer zone requirements. They also plan to construct walking trails and a canoe launch on the property that will be accessible to the public. The office building at the main entrance was redesigned following the meeting with the abutters. They have made the building longer and moved all of the parking to the back of the building. The office building is about 14,000 sq. ft. and will house geriatric services, such as a podiatrist, optometrist, etc. In addition, stone walls will be added to the main entrance. They agreed that it would be nice to use existing stones as much as possible. The main building on the property is four stories. Parking was put underneath the main building but is not entirely underground. The property is about 7/10 mile from front to back and there is a slight slope so Mr. DiMare said it is unlikely that the building will be visible from Village Street, especially considering the amount of trees that will remain. The cottages are one story and consist of singles and duplexes. There is a possibility that they may add a loft to some. Karyl asked them to consider moving the cottage that is located in the walnut grove. They said they went to great lengths to make sure the cottage did not impact the trees and that it is unlikely that they would eliminate the cottage. There are two entrances off of Village Street. There will be a main entrance and then an auxiliary entrance that abuts several residents on Village Street. They said they plan to discourage the use of the auxiliary road as much as possible. They also plan to construct a pavilion at the back of the property overlooking the pond. The pavilion will be used as a meeting area for residents of the community and will not be rented out to the public.

Carol Kilroy of 245 Village Street attended the meeting. Her property abuts the proposed auxiliary road. She said should would like to see the auxiliary road eliminated. She said it is already extremely difficult to pull in and out of her driveway and thinks the addition of the road will make it worse. Mr. DiMare and Mr. Robinson said the road will not be removed but they will be sensitive to the abutters concerns. The Committee encouraged Ms. Kilroy to speak with the other abutters and provide landscaping recommendations. Mr. Robinson said that they do not plan to plant right up to Village Street so the line of site may improve slightly. Rachel asked them to consider possibly giving the immediate abutters access to the auxiliary road.

Christine Kersnason of 2 Charles River Road also attended the meeting. She said she would like to see color incorporated into the buildings. The Committee discussed the advantages and disadvantages of incorporating color.

The Committee made the following recommendations:

- Use existing rocks on the property as much as possible. Move rocks carefully to avoid scarring.
- Create attractive landscaping for entrance to auxiliary road.
- Consider giving abutters of the auxiliary road access to the auxiliary road.
- Carefully consider the design of the office building at the main entrance. It should relay the village feel they are trying to achieve. Make sure it looks like a building that belongs on Village Street.
- Avoiding continuous roofline on main building on property. Possibly add turrets. Cultured stone on façade. Visual interest (balconies) to the end of the main building that faces residents' homes.
- Have at least three different styles of cottages.
- Consider moving some of the porches to the back of the cottages.
- Relocate some of the trees that are being cut down instead of removing them.
- Remove or relocate the cottage from the walnut grove.
- Leave landscaping around pond natural.
- Give careful consideration to the stream crossings.

The Committee thanked Mr. DiMare and Mr. Robinson for coming in early in the process to discuss the project and for their thorough presentation. They will return once they submit their official application. The Committee encouraged them to bring materials to the next meeting.

**Informal Pre-Application Discussion – Tri-Valley Commons:** The applicant did not attend the meeting. Chairman Buckley spoke to the applicant via phone and was informed that he was not coming and previously told Planning and Economic Development Coordinator Susy Affleck-Childs that he would not attend.

**Action Items:**

- Ideas for 74 Main Street. Possibly include ideas in design guidelines with photos.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.
- Each member needs to review the current Design Review Guidelines, mark them up, and send to Susy before the March 16 meeting.
- Susy will draft letter to local sign companies and landlords for Committee's review. Committee will review and send comments to Susy.

**Schedule:**

The DRC and Planning and Economic Development Board will hold a joint meeting on March 16, 2015.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Rachel Walsh to adjourn at 8:35 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 6/29/15**

Meeting Minutes: March 23, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:01 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 Joint w/ PEDB | 3/23/15 | 4/6/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | |
| Julie Fallon | X | X | X | X | X | X | |
| Karyl Spiller-Walsh | X | X | X | X | X | X | |
| Rod MacLeod | X | X | | | X | X | |
| Mary Weafer | X | X | X | X | X | X | |
| Rachel Walsh | X | X | X | X | X | | |

Stephanie Mercandetti and Susy Affleck-Childs also attended the meeting.

**Design Guidelines Update Work Group:**

The Committee discussed the Design Guidelines Update Work Group and who would represent the DRC. The group will most likely meet on the Tuesday nights that the Planning & Economic Development Board does not meet. The group will meet for the next 3-4 months. The initial meeting will be on April 8, 2015. Chairman Buckley volunteered to join the group. Chairman Buckley will report back to the DRC on the meeting schedule after the initial April 8, 2015 meeting. A second DRC member will be selected at the next DRC meeting. The group will include Planning & Economic Board members, The Cecil Group, and Dan Hooper as a Citizen-at-Large. Throughout the process, the smaller group will meet with the entire DRC to review their progress.

**Follow-up from the 3/16/15 Joint Meeting with the Planning & Economic Development Board:**

One of the action items from last week's meeting was for the DRC to draft a document to share their concerns and recommendations with the PEDB after meeting with applicants. The Committee reviewed the worksheet that Susy drafted. The goal is to use the worksheet to guide the discussions with applicants and then use it to create a summary for the PEDB. The worksheet is organized by each section of the Design Review Guidelines. As the Committee reviewed the worksheet, they agreed that some items may be for the PEDB and not the DRC. This should be addressed during the revision of the current Design Review Guidelines. Susy reported that the Public Hearing relative to Tri-Valley Commons opens on April 14, 2015. The group agreed to send their list of concerns and recommendations to the PEDB by April 9, 2015. Julie volunteered to draft the list after tonight's meeting.

**Review & Discussion of Tri-Valley Commons Site Plan:**

Patrick Finn from Landry Architects and John Kucich from Bohler Engineering attended the meeting on behalf of the applicant. The Committee agreed that they would review the site plan tonight and provide the applicant with their feedback. Mr. Finn and Mr. Kucich said they would address the Committee's concerns and submit an updated plan by April 1, 2015 and then attend the April 6, 2015 DRC meeting to discuss further.

Site

The property is located at 72 Main Street. The applicant will need to secure 2 Special Permits and a Notice of Intent from the Conservation Commission. The property consists of 4.5 acres and is zoned as Commercial 1. Mr. Kucich said he has not been part of the project since the beginning but his understanding is the application was withdrawn previously due to cost concerns. The plan is to build three buildings on the property. Good Year will occupy the west building (Building A), Advanced Autoparts will occupy the center building (Building B), and the building to the east (Building C) will be a mixed use building. The buildings have been rotated 90 degrees and the driveway has been moved further to the east. The Committee agreed that the new location of the driveway is excellent. Karyl asked the applicant to consider adding stone walls at the driveway entrance to enhance the area. They also discussed integrating the monument sign into these stone walls. All loading docks will be at the rear of the buildings. They are proposing to plant 33 trees throughout the site and 22 shrubs. They said they would work with the Committee on the location of the plantings. The Committee encouraged Mr. Kucich to look at the landscape design at the new Cumberland Farms. There will be hedges along Route 109 to screen the parking lots. Mr. Kucich said they are also planning to rebuild the original stone wall along Route 109. The goal is to keep it as feature of the property. They do not plan to make it too high and want to keep the rustic

look of the current wall. They are planning to install 20 foot poles for lighting and said there is zero spillage with the exception of the driveway. The Committee asked them to consider using lights similar to those that are being proposed for the Route 109 project. Chairman Buckley provided them with the specs of the lights for the Route 109 project. They discussed creating pedestrian walkways between the buildings. Mr. Kucich said this is difficult due to the significant grade change. There is about a 6-7 foot grade change between Building B and Building C. The Committee said it is important to create pedestrian access throughout the site or people will walk through the landscaping and create their own paths. Due to the grade change it may be necessary to add a set of stairs between Building B and Building C. Mr. Kucich said they would look at this further. The Committee asked that the safety fence on the east side of the property is decorative as opposed to chain link. In addition, the Committee asked the applicants to preserve the existing tree line on the west side of Building A and to add additional mature trees in this area. The truncated road and green area to the back of the property leads to the detention basin. The basin will need to be unearthed but will remain impervious. This area will be grassed and maintained regularly. The Committee asked them to consider creating a naturalized detention pond similar to the one at Medway Commons. The Committee also discussed planting a mature tree on the east side of Building A. Karyl said this would be an excellent spot for a specimen tree. The applicant said they will work with the Committee on the placement for additional specimen trees. They also suggested possibly adding a decorative stone wall to the east of Building B. The Committee asked the applicant to consider moving the dumpster for Building C to the rear of the building. If the trash must stay at the front of the property the Committee said it would be really important to make sure it is completely buffered. The Committee asked for more detail on the dumpster enclosures. Susy said the storage and disposal of tires would need to be inside of the building. The applicant said they would forward a copy of the conceptual floor plans for Building A to the Committee. Mr. Finn said they do not have the ability to change the floor plan.

Architecture:

- Building A (Good Year) – Mr. Finn said they used varying roof lines and dormers to avoid creating boxes. They wanted to create a village feel. He said they are planning to use garage doors that are more residential looking. The Committee discussed the concern about having 7 bays and asked if there was a way to step out some of the bays so that it doesn't look like one long line. The Committee also asked if it is possible to vary the height of the garage doors. They discussed different options; including stepping out the last three bays and changing the materials so it looks like a separate building. They also discussed possibly lowering the gable at the entry so it does not look like a false front. Mr. Finn explained that the gables are just architectural and are

being used to screen the roof. He said he would provide the Committee with the roof plan. Mr. Finn said they cannot make changes to the entrance and the 45 angle is integral to the floor plan. The Committee asked them to look at the large window in the waiting area and consider another style that is consistent with the overall design. Mary added that she does not mind it looking like a garage but possibly add larger windows to make it more attractive.

- Building B (Advanced Autoparts) – The Committee said it is important to break up the ridgeline.

- Building C (Mixed Use) – The Committee suggested using stone that is indigenous to the area on the lower portion of the building instead of brick. Mr. Finn said there would likely be two tenants. Mr. Finn said he was considering alternating 4 and 6 inch shingles similar to a project in Wayland. The Committee agreed that the building may not be large enough to warrant a 6 inch shingle. Mr. Finn said he would bring samples of colors and materials to the next meeting.

Chairman Buckley added that over the next couple of years Route 109 is being reconstructed and one of the goals is to make the area more pedestrian friendly. They asked the applicant to consider creating an outdoor siting area along Route 109 or within the site. The Committee discussed locations, including by the entry or in front of Building B. The Committee said they would also like to discuss the possible future uses of the land behind the buildings.

Signage – The Committee asked the applicant to consider incorporating the monument sign into the decorative stone walls at the entrance. The Committee said they realize there isn't a lot of flexibility with corporate logos but it is important to make sure the size is appropriate to the scale of the building. The Committee suggested choosing one of the Goodyear signs on the front of the building as the main sign and minimizing the other. They wondered if it were possible to put the wing foot of Mercury in a circle without the logo for one of the signs. The Committee asked the applicant to tighten up the lettering on the Advanced Autoparts' sign and consider removing the back panel. They asked if the sign could be uplit from main entrance. Chairman Buckley said he did not have an issue with the back panel as long as it was not internally illuminated. The applicant needs to make sure the proposed signs are in compliance and file a formal application.

DRC will forward their recommendations to applicant in the next couple days. The Committee said overall they are very happy with the new design.

**The Cecil Group Proposal Relative to Tri-Valley Commons Site Plan:**

The Committee discussed retaining The Cecil Group to consult on the Tri-Valley Commons Site Plan. The Cecil Group is the consulting firm that was chosen to work on the new Design Review Guidelines. The Committee agreed that they are too far into the project to bring them onboard but they need to consider adding this requirement to the process for larger projects. It is critical that this requirement is clear to applicants going forward.

**Review and Discussion of Proposed Zoning Bylaw Amendments:**

Susy explained that the Public Hearing on the proposed amendments was last week and continued to tomorrow night. The Proposed Zoning Bylaw Amendments will be voted on at the Annual Town Meeting.

The first proposed amendment involves creating a Business Transition District. This would apply to certain parcels in the Restaurant 45 area. All of the properties that this would affect have expressed an interest in having their properties rezoned. The Committee discussed the language concerning building renovations, new construction, and site improvements reflecting the residential character of the adjacent neighborhood. The Committee agreed it should instead say something similar to "embody residential qualities of New England architecture." Karyl suggested adding a reference to consult the Design Review Guidelines. Applicants will still need to go through a Site Plan Review but would not need a Special Permit.

The second proposed amendment would create a new section for Multifamily Housing. This new section would apply to projects with three or more units and would be for renovations and new construction. This would require a Special Permit and a Site Plan Review. There is a stipulation that no more than 5% of dwellings in Medway could be built or renovated under this section. This would also provide a legal way to convert a single family dwelling to a multi-family. The maximum amount of units per acre would be 20. The Committee discussed the amendment and how this may affect neighborhoods. Their biggest concern was the amount of units per acre that would be allowed.

**Action Items:**

- Chairman Buckley will get more info on the Design Guidelines Update Work Group and report back to the Committee.
- Nominate 2nd member for Design Guidelines Update Work Group.
- Julie will draft a list of the Committee's concerns and recommendations based on tonight's informal meeting and forward to Susy for PEDB and applicant.

- Chairman Buckley will put together a quick summary on tonight's meeting for tomorrow night's PEDB meeting.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on April 6, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:25 p.m.

Respectfully Submitted,

Michelle Reed

# Tuesday April 21, 2015
# JOINT MEETING
# Planning and Economic Development Board
# Design Review Committee
## Thayer House, 2B Oak Street
## Medway, MA 02053

## Planning and Economic Development Board Members

| Members | Andy Rodenhiser | Bob Tucker | Karyl Spiller-Walsh | Tom Gay | Matt Hayes | Rich Di Iulio |
|---|---|---|---|---|---|---|
| Attendance | X | X | Absent with Notice | X | X | X |

## Design Review Committee Members

| Members | Matt Buckley | Julie Fallon | Rachel Walsh | Rod MacLeod | Mary Weafer |
|---|---|---|---|---|---|
| Attendance | X | Absent with Notice | X | Absent with Notice | X |

## ALSO PRESENT:

- Director of Community and Economic Development, Stephanie Mercandetti
- Planning and Economic Development Coordinator, Susy Affleck-Childs
- Dan Hooper

The purpose of the meeting is to have Josh Fiala from The Cecil Group provide feedback about the Town of Medway's Design Review Guidelines. The meeting agenda included introductions of the members around the table. The focus of the evening will be study the purpose, process, scope and goals of the Design Review Guidelines. The second part of the presentation will be to look at the current Design Guidelines along with reviewing the content by section. The third part of the evening will include suggestions about updates. The reasoning behind updating the Guidelines is to enhance the ease of use, streamline the review process, have clarity and transparency, and better align the content with the Medway's goals and zoning updates. (**See attached PowerPoint presentation)**

The members reviewed the study process and scope which included the following tasks:

- Task One: kick off meeting, review regulatory context;
- Task Two: Discuss Items further possible public meeting with the inclusion of priorities and community vision;
- Task Three: Refining Final document.

Consultant Fiala provided general comments about the current document. There are some sections which have issues with categorization. There are many terms which need definitions. There needs to be further clarity in relation to the language which tends to be buried in other phrases which makes the document unclear. It is recommended to have a bulleted format. There are sections which have commentary and informal statements which make it distracting to the applicant. The language of the guidelines needs to be simple, focused and easily understandable. The scope of the guidelines needs to be carefully considered relative to other Town standards and regulations.

The discussion focused on and returned to several important terms that need clear definition and that are fundamental to the design guidelines for Medway. Those terms are "New England feel or style", "Human scale" and "Village Scale". The current guidelines suggest that we retain the "feel" of a small rural New England tone characterized by distinct neighborhoods, open space, and traditional architecture. It was suggested that the Guidelines include additional language and/or diagrams to show the characteristics of New England Style and the other fundamental terms. The current guidelines define the distinctive features which need to be included in New England style as including pitched roofs, dormers, moldings, covered landings, doorways, and carports.

It was also recommended that we have separate Guidelines for Industrial and Commercial properties. The goal is to educate applicants as to Medway's stated preferences. There needs to be an articulation of the collective "vision" of Medway.

## Site Design:

The guidelines represented in the site design section need improvement to the language, a better and more consistent categorization of the information and guidance suggested and a simplification of the language and requirements. Some of the current guidelines may not apply to all types of site plans or projects and could therefore create confusion. The guidelines must be responding to the projects that are proposed and work within that development program to improve the design – guidelines such as "mixed-use buildings should be considered" are not within the purview of design guidelines.

## Pedestrian and Vehicular Access:

Pedestrian access to sites should be designed to have minimal roadway crossing is a fine guideline, but is then followed by "and with weather protection." This may be an overly burdensome suggestion. Unrealistic suggestions or requirements may reduce the overall effectiveness of the guidelines. Categorization of guidelines should be considered, "Lighting should focus on access to and from vehicles and pedestrian links", may be better placed in the lighting guideline section. The Guidelines need to define "Accommodate several pedestrians astride". Much of the language may be repetitive with other sections or require a detailed consideration of categorization.

There was a suggestion to just reference the codified version of the document.

## Parking:

The recommendation for parking is that there needs to be clarification and definitions. For example, define what is an "improved drainage feature" and related "best management practices". It was also suggested to add that parking areas should be set back from the street in

the rear of buildings. Since there is a great expense on developers with parking, it should be made navigable with separate smaller areas punctuated with trees and landscape. The terms "How big?" and "How many?" need to be defined. The message and understanding of what the Town expects needs to be clear. Since the EDC is inviting business into town, our expectations need to be clear. All reference for phrases such as "whenever possible" need to be removed since these terms are arguable. There needs to be non-negotiable items. The ambiguity needs to be taken out.

Rachel Walsh recommended that drainage be taken out completely.

## Streetscape and Landscape:

It was recommended that the following phrases be defined: maintenance plan, buffer zone, and inventory of existing landscape features. The terms professional landscape designer and landscape architect should be included within the document, but the expectation of those need to be defined. A plant list should also be included of those non-invasive plantings native to New England. One of the other suggestions was to have Landscaping as its own section separate from Streetscape. The Parking section should have a reference to the Landscape section. The intent of streetscape/landscape should be to avoid the look of the Medway Shopping center with the long length of building and the wide open pavement. The term Streetscape needs to be defined more clearly with examples and photos. There should also be photographs of types of planters, trash cans, enclosures etc. Another suggestion was to define and illustrate or provide graphics of how a sidewalk should look.

## Building Orientation and Forms:

The section re Building Orientation and Forms needs clarity and definitions. The reference to "consistency of human scale" is not clear. Another unclear term is "designed to appear as smaller through the use of bays or wings". The suggestion is to include some metrics. All commentary such as "shallow pitches and cookie-cutters" should be removed along with all other colloquialisms. Relationships to other standards and bylaws need to be moved into another section. The definition of "natural materials" needs to be included. There should not be any recommendation to construction techniques. Any reference to architectural features such as New England rooflines needs to be defined more specifically. The reference to "Disney-eques or McMansion scale need to be removed. There was a recommendation to have a Scale section. The reference to "village scale" is throughout the document and this needs to be better defined. Windows are not covered in the design features for commercial, retail and industrial, but it was recommended to be included.

## Adaptive Re-Use:

This section is a different type of category regarding the type of project or construction. It may be relevant, but may want to be reorganized or placed in another location within the design guideline hierarchy. Include reference to the Secretary of the Interior's Standards for Rehabilitation.

## Infill Construction:

This section is a different type of category regarding the type of project or construction. It may be relevant, but may want to be reorganized or placed in another location within the design

guideline hierarchy. The commentary included in this section needs to be taken out. The requirements need to be defined.

## Stormwater Management:

There was discussion if this topic even needs to be included in the Design Guidelines. If it is to remain, definitions of such things like rain gardens, grassy swales, and storm water management design need to be clarified and refined within the regulations.

## Utilities:

The intent of things such as green building design which includes recycling water, harnessing the sun's energy, pervious pavements to recharge groundwater and efficient heating and lighting needs to be clarified. The requirement of LEED needs to go into the Site Plan Rules and Regulations but how the utilities look could be in this section. There could be phrasing about how new technologies are integrated with architecture of the site.

## Public Space Amenities:

The term public open space needs to be defined. The commentary needs to be removed. The terms and requirements for public open space should be defined. A suggestion was made to put in language about longevity of material.

## Outdoor lighting:

The commentary about the outdoor lighting needs to be removed. There needs to be clarified definitions.

## Accessibility:

There is a question about whether it is a good idea to reference to Rules and Regulations regarding Massachusetts Architectural Access Board or whether they should be removed completely.

## Subdivision & Residential Proposals:

The recommendation for this section is to simplify the text and take out some of the commentary and justification. Generally, the Design Guidelines will not apply to by right subdivisions.

## Planning and land use:

The inventory of existing physical and visual characteristics need to be refined. Some of this information overlaps within other standards and bylaws. Remove the language "whenever possible".

## Architectural Features:

The commentary within this section needs to be removed. Another recommendation is to reorganize sentences and clarify definitions.

## Sign Guidelines:

One of the principles mentioned is that the signs be professionally designed. This needs to be defined further. When the Guidelines make reference to a sign design taking adjacent storefronts into consideration, how will be done? It is not explained. The language "sensitivity to residential areas is also not defined or explained. It was suggested that sign design guidelines be part of the general bylaw. This section will need to be discussed further during another work

session. Take out the commentary with the size and proportion section. Examples of color and illustrations should be provided. The section on lighting is repetitive.

## Typical Design Guidelines Structure
## Organization by Zoning District:

- Part 1 – Introduction: Guide to the Guidelines
- Part 2 – Architecture
- Part 3- Signage
- Part 4 -Site Improvements
- Part 5 –Glossary of Terms
- Part 6 – References and Resources

The Committee will need to discuss the two options regarding the format. The Consultant indicated that most towns use option one since it separates the document into mini documents based on districts. There would be design guidelines within the districts. This does make for a bigger document. It is cleaner and the Guidelines are targeted to the particular zone.

There was a recommendation to have a matrix along with color coding within the sections within the Design Guidelines which makes it user friendly.

## Public Workshop:

There will be a public session on Tuesday, May 5, 2015. This will include dialogue from the Visual Preference Survey, discussion of purpose of guidelines, and provide for open comments on issues with guidelines.

## Adjourn:

**PEDB:**

**On a motion made by Matt Hayes, and seconded by Bob Tucker, the Planning and Economic Development voted unanimously to adjourn their meeting at 9:33 pm.**

**DRC:**

**On a motion made by Rachel Walsh and seconded by Mary Weafer, the Design Review Committee voted unanimously to adjourn their meeting at 9:34 pm.**

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

**Red-line Guidelines Discussion** | April 21, 2015

TOWN OF MEDWAY

# Design Review Guidelines Update

**The Cecil Group**

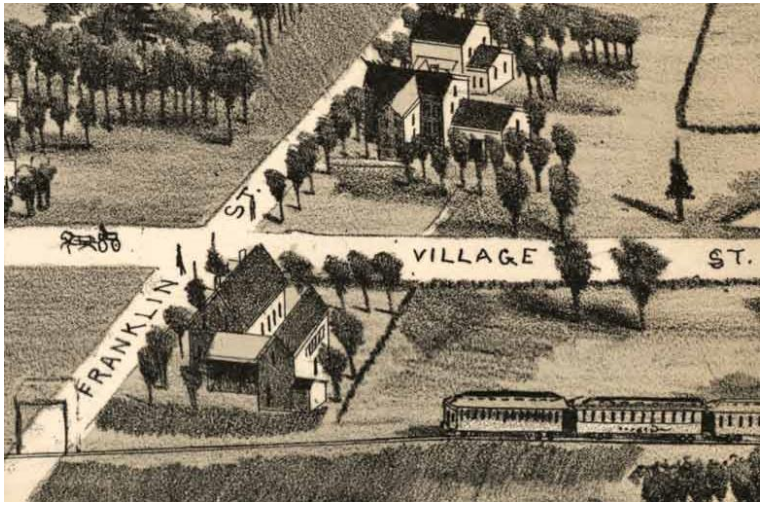
Medway Design Guidelines Update

# MEETING AGENDA

1. Welcome and Introductions
2. Study Purpose, Process, Scope and Goals
3. Current Design Guidelines
   a) Overall Outline
   b) Content by Section
4. Discussion of Organization of Guideline Update
5. Next Steps

# WELCOME AND INTRODUCTIONS

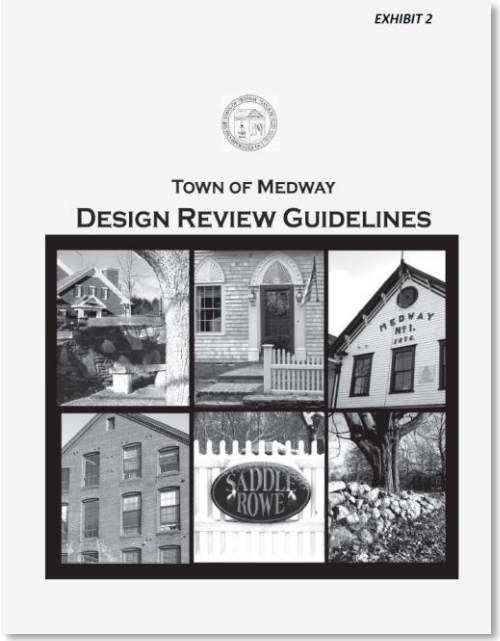
- Planning and Economic Development Board
- Design Review Committee
- Design Guidelines Update Task Force
- The Cecil Group

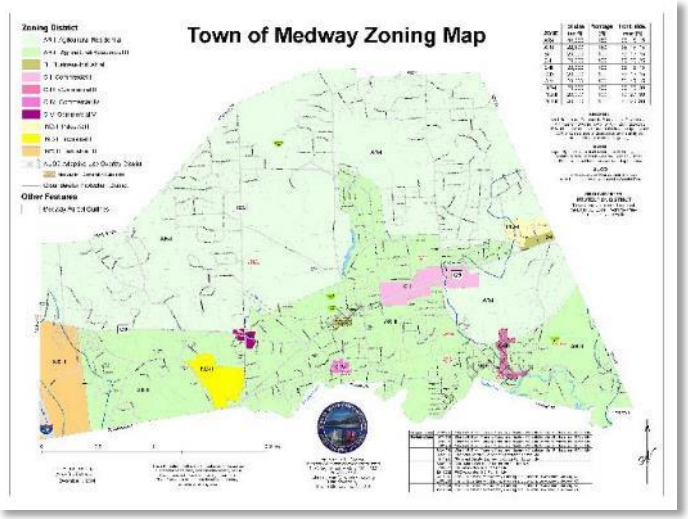


Medway Design Guidelines Update

# STUDY PURPOSE AND GOALS

- Update Design Review Guidelines
- Enhance ease of use
- Streamline review process
- Leverage 10 years of practical application
- Promote clarity and transparency
- Enhance and better align content with Medway goals and zoning updates



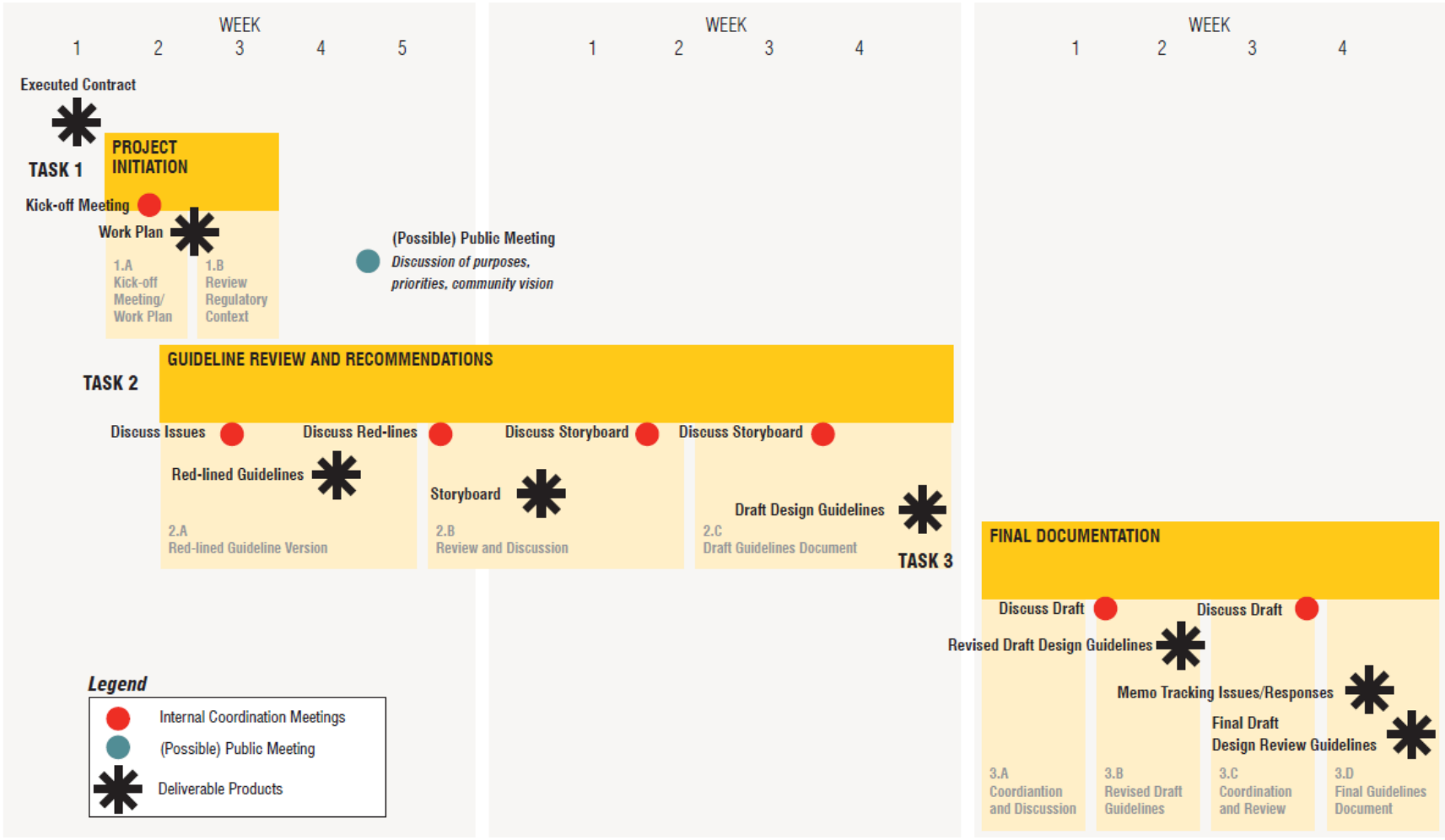



# STUDY PROCESS AND SCOPE

- **Project Initiation**
- **Guideline Review and Recommendations**
  - Red-lined Design Review Guidelines
  - Proposed Outline and Storyboard
- **Final Documentation**
  - Draft Design Review Guidelines
  - Memorandum Tracking Issues and Responses
  - Final Draft Review Guidelines

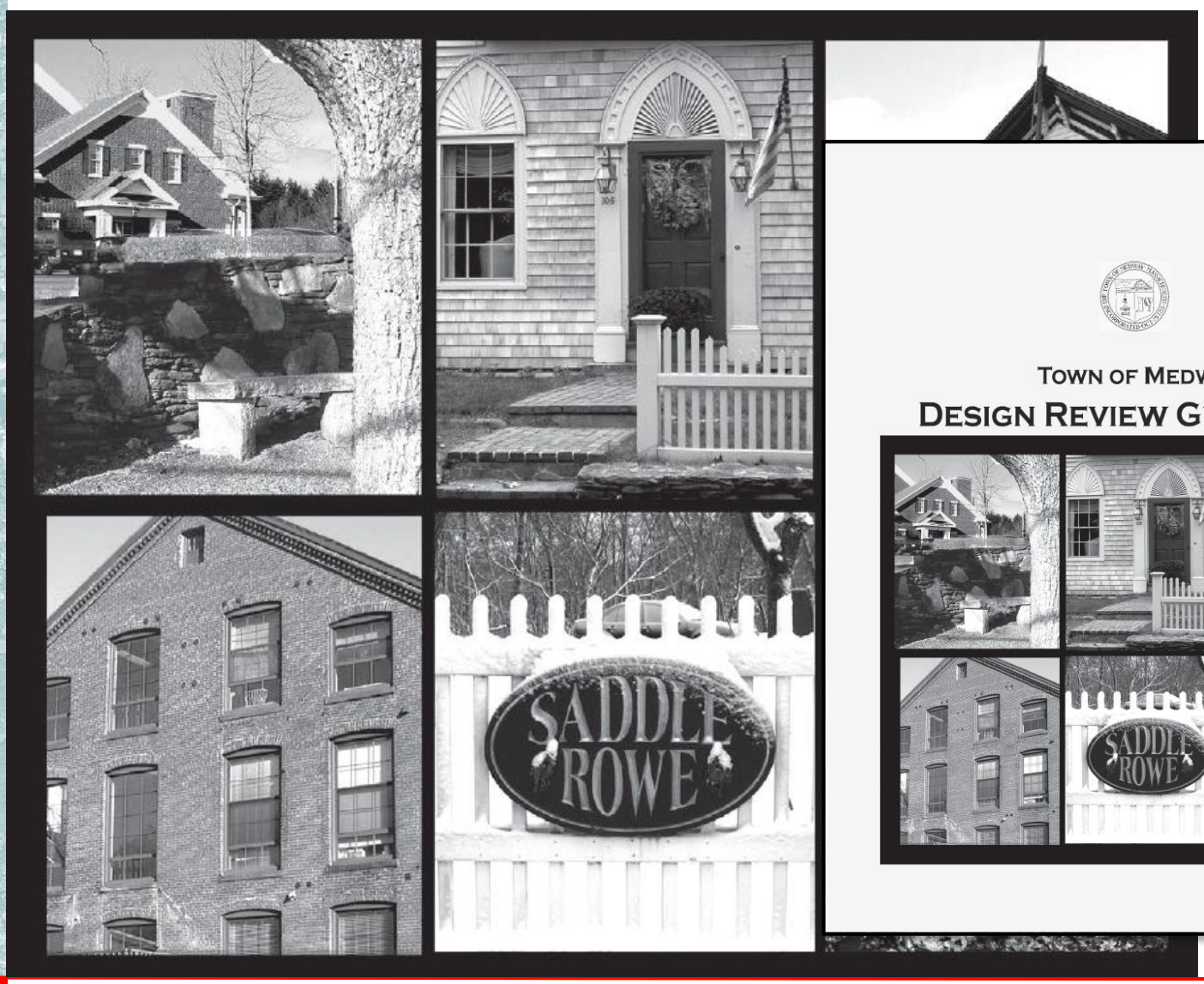
Medway Design Guidelines Update

# STUDY PROCESS AND SCOPE



Medway Design Guidelines Update

# CURRENT DESIGN GUIDELINES



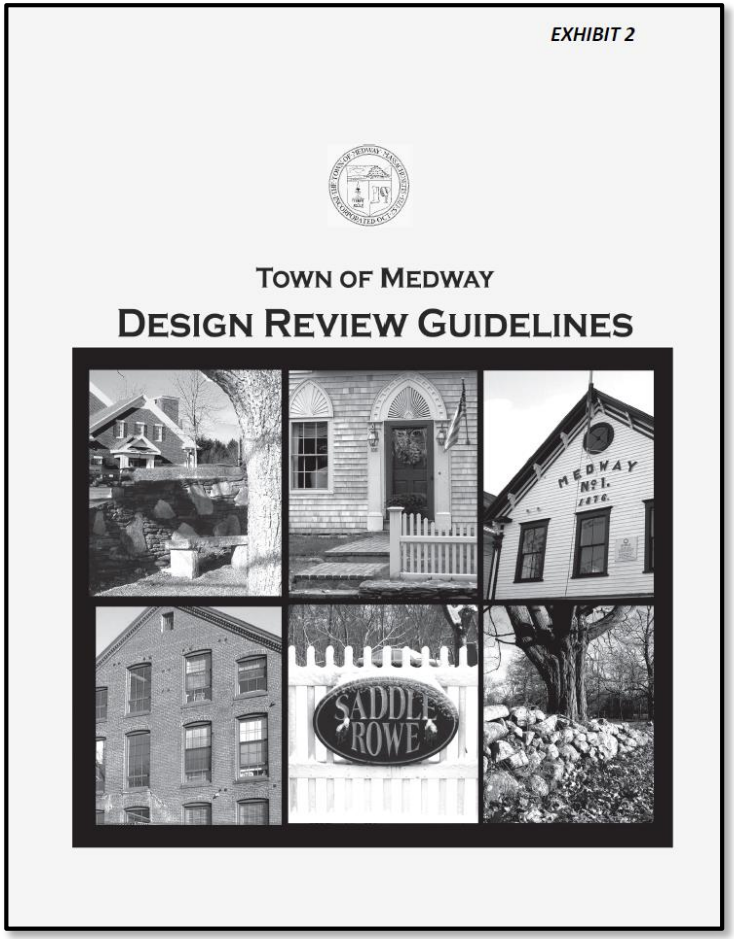
# CURRENT DESIGN GUIDELINES

- **General Comments:**
  - Categorization - issues within some sections
  - Definition - many guidelines and terms need definition
  - Clarity - guidance language is buried in other statements and often unclear as guidance
  - Format - bulleted format would simplify and clarify
  - Focus - commentary or informal statements are distracting
  - Simplicity - need to simplify and reduce the language
  - Scope - avoid duplication of other standards or reg's

# CURRENT DESIGN GUIDELINES



- **Overall Outline/Document Structure**
  - Part I – Introduction
  - Part II – Design Review Guidelines
  - Part III – Sign Guidelines
  - Part IV – Submission Process



# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part I – Introduction**
    - *The Design Review Committee (DRC)*
    - *Mission Statement*
    - *Relationship with Other Town Boards*
    - *Responsibilities of the DRC*

# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part II – Design Review Guidelines**
    - *A. Commercial, Retail & Industrial Proposals*
    - *B. Subdivisions and Residential Proposals*

# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part II – Design Review Guidelines**
    - *A. Commercial, Retail & Industrial Proposals*
      1. Site Design
      2. Pedestrian & Vehicular Access
      3. Parking
      4. Streetscape and Landscaping
      5. Building Orientation and Forms
      6. Adaptive Re-use
      7. Infill Construction
      8. Stormwater Management
      9. Public Spaces Amenities
      10. Utilities
      11. Outdoor Lighting
      12. Accessibility

# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part II – Design Review Guidelines**
    - *A. Commercial, Retail & Industrial Proposals*
      1. Site Design
      2. Pedestrian & Vehicular Access
      3. Parking
      4. Streetscape and Landscaping
      5. Building Orientation and Forms
      6. Adaptive Re-use
      7. Infill Construction
      8. Stormwater Management
      9. Public Spaces Amenities
      10. Utilities
      11. Outdoor Lighting
      12. Accessibility

- **Typical categories that may be missing:**
  - Gateway sites or corner sites
  - Façade composition
  - Façade components
  - Site furnishings
- **Categories that may reach beyond scope of design guidelines:**
  - Stormwater management
  - Utilities
  - Accessibility

# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part II – Design Review Guidelines**
    - *B. Subdivisions and Residential Proposals*
      1. Planning and Land Use
      2. Roadways and Street Layouts
      3. Driveways
      4. Streetscapes and Landscaping
      5. Architectural Features

# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part III – Sign Guidelines**
    - *A. Purpose*
    - *B. General Design Principles*
    - *C. Relationship to Neighborhood*
    - *D. Relationship to Building Architecture*
    - *E. Sign Location and Placement*
    - *F. Size and Proportion*
    - *G. Message and Content*
    - *H. Color*
    - *I. Materials*
    - *J. Multi-tenant Buildings*
    - *K. Lighting*
    - *L. Window Signs*
    - *M. Free-Standing Signs*
    - *N. Awning Signs*
    - *O. Projection Signs*
    - *P. Things to Avoid/ Discourage in Designing Signs*

# CURRENT DESIGN GUIDELINES



- Overall Outline/Document Structure
  - **Part IV - Submission Process**
    - A. Submission Materials
    - B. Submission Schedule & Review Procedures
    - C. DRC Recommendation

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## Overview & Purpose *(IIA.)* Simplify and clarify

- Retain the "feel" of a small, rural New England town characterized by distinct neighborhoods, open space and traditional architecture
- Preserve residential New England architectural style and character in non-residential construction
- The distinctive features that reflect New England style shall be incorporated – pitched roofs, dormers, moldings, covered landings, doorways, carports
- Intended to provide written guidance in matters of design
- Hope to educate applicant's as to Medway's stated preferences
- Encourage creative interpretation of these guidelines
- Help to articulate the collective "vision" of Medway

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 1. Site Design *(IIA.1.)*

**Improve language, categories and simplify**

- Use land effectively by modeling proposed development around prominent features
- Consider clustering structures to foster a sense of community
- Take advantage of topography when designing for the site – avoid leveling
- Use trees, rock formations and stone walls on site as focal point
- Existing footpaths should be accommodated
- Take architectural cues from setting
- Building should take advantage of natural views
- Avoid repetitive plans
- Placing buildings closer to street may increase land preserved
- **Where allowable, mixed-use buildings should be considered**

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 2. Pedestrian & Vehicular Access *(IIA.2.)*

Repeat language, categorization

- Pedestrian access should be designed with minimal roadway and access crossings **and with weather protection**
- Pedestrian crossings within parking lots should employ brick/stone paving to differentiate
- Lighting should focus on access to and from vehicles and pedestrian links
- Pedestrian links widths that can **accommodate several pedestrians astride** [DEFINE]
- Use of brick, cobble or similar textural construction to differentiate crosswalks [REPEAT AND ACCESSIBILITY ISSUES]
- Incorporate curves to slow traffic speeds
- Interconnect vehicular passages to minimize curb cuts

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 3. Parking *(IIA.3.)*

**Add clarification and definitions**

- Parking areas should be set back from the street in rear of buildings
- Use pervious material when possible
- Create landscape berms and dense landscape beds to screen parking
- Improved drainage features and related Best Management Practices [DEFINE]
- *Discussion:* Parked cars deaden space.
- *Discussion:* Great expanse of parking should be made navigable with separate smaller lots punctuated with trees and other landscape [MUST DEFINE ALL TERMS – HOW BIG? HOW MANY?]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 4. Streetscape and Landscaping *(IIA.4.)*

**Add clarification and definitions**

- Recommends use of maintained landscape entries and buffer zones, benches, lighting, and public trash receptacles [DEFINE ALL REQUIREMENTS – HOW MUCH/MANY?]
- Landscape plantings should be drought tolerate, native to New England, non-invasive and have a **maintenance plan** for the first 3 years [DEFINE]
- *Discussion:* An **inventory of existing landscape features** is imperative [DEFINE]
- *Discussion:* Plantings and hardscapes should provide interest to site
- *Discussion:* Creating a more inviting entry to serve to buffer undesirable views
- *Discussion:* Particularly sensitive to buffering concerns between zones [DEFINE]
- *Discussion:* Professional landscape designers and Landscape Architects can help to develop appropriate designs [DEFINE EXPECTATION OR REMOVE]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 5. Building Orientation and Forms *(IIA.5.a.)*

Add clarification and definitions

*a) Mass & Scale*

- There should be a **consistency of human scale** throughout [DEFINE AND CLARIFY]
- Large buildings should be **designed to appear as smaller through the use of bays or wings** [DEFINE AND GIVE METRICS]
- Cues of scale from New England residential architecture should be employed [ALWAYS? DEFINE]
- Construct buildings as if they grew out of the site as opposed to appearing as though they were dropped onto the site [UNCLEAR/INFORMAL LANGUAGE]
- *Discussion: Break up long forms with vertical shapes and give dimension to flat planes* [DEFINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 5. Building Orientation and Forms *(IIA.5.b.)*

Refine language and references

*b) Rooflines*

- Use traditional rooflines in the 8:12 to 12:12 range
- New England winters treat flat roofs and shallow pitches poorly [REMOVE COMMENTARY]
- The addition of dormers may add visual interest to rooflines
- *Discussion:* Avoid cookie-cutter repeats [DEFINE TERMS, REMOVE COLLOQUIALISMS]
- *Discussion:* See Planning Board "Site Plans – Rules and Regulations; Section 205-2: Design Standards" for specific regulations for large buildings [CONSIDER RELATIONSHIP AND REFERENCE TO OTHER REGULATIONS AND STANDARDS]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 5. Building Orientation and Forms *(IIA.5.c.)*

Focus and direction

*c) Materials*

- Build with **natural materials** such as wood, brick or stone [DEFINE]
- Clapboard and cedar shingles are local favorites [REWORD INFORMAL LANGUAGE]
- Brick can be effective in creating textural variation on a building as an access or as the primary façade material
- Granit is indigenous and highly recommended as a structural element or landscape feature
- Avoid concrete block
- Use neutral or historic colors
- Medway seeks durable structures made of permanent materials [DEFINE, AVOID RECOMMENDING CONSTRUCTION TECHNIQUES]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 5. Building Orientation and Forms *(IIA.5.d.)*

Add clarification and definitions

*d) Architectural Features*

- Look to historical details for inspiration. New England rooflines are historically pitched roofs of varying heights and angles [DEFINE MORE SPECIFICALLY]
- Stay away from architectural gimmicks such as over or undersized columns, the ubiquitous Palladian window, Disney-esque, or Mc-Mansion scale [AVOID POLEMIC]
- Emphasize the human scale with features such as functional lookouts, porches, covered entries, decks and walkways
- Garage doors should be subordinate to main entrance

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 6. Adaptive Re-use *(IIA.6.)*

**Different type of category, align guidelines with references**

- Be respectful of the façade, the front of historic buildings should be refurbished only to express their original design [REFERENCE OR INCLUDE GUIDELINES FROM THE SECRETARY OF INTERIOR'S STANDARDS]
- Any interesting architectural elements that can be repeated throughout additions, interior or exterior, will aid in keeping the character of the original structure
- *Discussion:* Converting a structure from one use to another without altering the fabric of the neighborhood must be considered

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 7. Infill Construction *(IIA.7.)*

**Different type of category, refine language**

- If significant, historical structures exist onsite or nearby, consider incorporating complimentary styles across new buildings
- *Discussion:* The challenge of building in New England is blending new with old in a way that allows appreciation of both [COMMENTARY]
- *Discussion:* An inventory of the surrounding structures and their uses will provide architects/developers with references for new construction in terms of compatible uses, scale, setbacks, and enhanced pedestrian and bike accessibility [DEFINE REQUIREMENTS]
- *Discussion:* The DRC encourages thoughtfully designed new structures more than just mirrors the look of adjacent buildings [COMMENTARY]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 8. Stormwater Management *(IIA.8.)*

**Relevance? Refine guidelines about design**

- Stormwater Management design should incorporate the human scale, just like other large scale planning concepts [DEFINE]
- Incorporate Low Impact Design (LID) concepts wherever possible [IS DRG THE APPROPRIATE LOCATION FOR THIS?]
- *Discussion:* Rain gardens may be used to infiltrate water from cul-de-sacs and driveways
- *Discussion:* Grassy swales can be designed instead of catch basins and culverts
- *Discussion:* Drainage ditches and ponds should be designed and landscaped to appear naturally established

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 9. Public Space Amenities *(IIA.9.)*

**Define guidance and intentions**

- Create **public open space** by arranging buildings around open fields or by providing for **"common area(s)"** [DEFINE TERMS AND REQUIREMENTS]
- *Discussion:* Small spaces, such as a widened sidewalk for benches and landscaped planters, add significantly to the enjoyment of a space for customers and employees
- *Discussion*: Where larger lots permit, natural or created common areas can create visual and literal respites and serve to link buildings
- *Discussion:* Outdoor gathering places well designed, built, landscaped and protected invite pedestrian traffic, which in turn can encourage commerce [COMMENTARY]
- *Discussion:* Benches, fencing, trash receptacles, bike racks and dumpsters can be valuable site amenities when **considered and appropriately placed** during the design stages [DEFINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 10. Utilities *(IIA.10.)*

**Relevance to design guidance**

- Implement low impact design concepts [CATEGORY]
- Green building design includes recycling water, harnessing the sun's energy, pervious pavements to recharge groundwater and efficient heating and lighting [DEFINE INTENT]
- Use the landscape and architecture to conceal systems from view [APPROPRIATE]
- *Discussion:* Natural resources available to Medway residents and businesses will continue to diminish and the costs for such will rise as development continues [COMMENTARY]
- *Discussion:* The DRC will strongly encourage resource preservation in construction as well as with the utility implementation and use, including the use of renewable energy sources [DEFINE INTENT – MOVE FROM DISCUSSION TO GUIDELINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 11. Outdoor Lighting *(IIA.11.)*

**Define guidance and intentions**

- Outdoor lighting has a significant impact on safety, security, and visual quality of a project [COMMENTARY]
- Select fixtures that are in keeping with the historic nature of Medway [DEFINE]
- Consider both daytime and nighttime effects of lighting [HOW?]
- Keep lights on timers to allow adequate overall lighting [DEFINE] when needed and conserve energy when not needed.
- When illuminating public areas, no spill should spread onto abutting public or private properties [CLARIFY]
- Have a maintenance plan [DEFINE REQUIREMENTS]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIA. Commercial Retail & Industrial Proposals

## 12. Accessibility *(IIA.12.)*

**Relevance to design guidance**

- All new construction projects and substantial renovation projects are subject to the Massachusetts Architectural Access Board rule and regulations (MAAB) publication #521 CMR. [NECESSARY TO REFERENCE OR INCLUDE?]
- Graphic signs and Braille lettering should be considered to aid in use by visually handicapped [SPECIFIC TO MEDWAY DESIGN?]
- Locate handicapped parking spaces as close to entrances as possible [DUPLICATES OTHER STANDARDS]
- Provide benches along accessible routes to aid people with limited strength
- Provide firm stable surfaces along walkways and nature trails designated for pedestrian use

# CURRENT DESIGN GUIDELINES



- Content by Section – IIB. Subdivisions & Residential Proposals

## Overview and Purpose *(IIB.)*

**Simplify and clarify language**

- With the large residential parcel sizes common in many towns today as well as many of the new home site in Medway, builders routinely center structures on the parcels, set them back from the road and clear much of the intervening land.
- The intent of this is to present the home as a majestic structure and therefore improve the market value of the house and lot [ASSUMPTION]
- The end result, however, is that the sense of village and community are destroyed along with much of the remaining forest and fields [COMMENTARY/JUSTIFICATION]
- DRC strongly recommends that homes be built in clusters wherever possible to preserve open spaces and encourages a sense of community [DEFINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIB. Subdivisions & Residential Proposals

## 1. Planning and Land Use *(IIB.1.)*

**Define guidance and intentions**

- Conceptualizing a residential development should begin with an **inventory of existing physical and visual characteristics** [DEFINE REQUIREMENTS]
- Integrate those features into the development design to preserve unique elements of the area
- Mixed-use developments and multi-unit residential development provide more open spaces for walking and encourage less vehicular travel [STATEMENT NOT GUIDELINE, JURISDICTION?]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIB. Subdivisions & Residential Proposals

## 2. Roadways and Street Layouts *(IIB.2.)*

**Define guidance and intentions**

- Streets should follow existing terrain and site features such as stonewalls, streambeds or older hedges
- Let the existing landscape drive the conceptualization of the road layout and let the intensity use dictate the scale as outlined in the Planning Board's Subdivision Rules & Regulations [DUPLICATIVE OF OTHER STANDARDS?]
- Preserve **mature and healthy trees** and forest groves wherever feasible [DEFINE]
- Sensible radii/curves, multiple route options, narrow ways, traffic circles, boulevards, and bump-outs, should be used were possible [MUST GIVE MORE GUIDANCE AND DEFINITION]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIB. Subdivisions & Residential Proposals

## 3. Driveways *(IIB.3.)*

**Define guidance and intentions**

- Use shared drives for adjacent homes as well as for multi-tenant buildings and dense housing designs [APPROPRIATE, MORE INSTRUCTION?]
- Landscape the center of circular cul-de-sac or consider or other type of turnaround such as teardrop or hammerhead [APPROPRIATE]
- The private circular drives can be used to avoid the necessity of a turnaround [UNCLEAR]
- *Discussion:* Multiple, parallel driveways make for a monotonous landscape and increase curb cuts, generally an unfavorable planning approach for roadways
- *Discussion:* Short driveways, which are grouped, or shared leave more contiguous green space and are less invasive to the landscape

# CURRENT DESIGN GUIDELINES



- Content by Section – IIB. Subdivisions & Residential Proposals

## 4. Streetscapes and Landscaping *(IIB.4.)*

**Define guidance and intentions**

- Landscaping should be drought tolerant, native to New England, use non-invasive species and have a **maintenance plan** for the first 3 years [DEFINE REQUIREMENTS]
- Use natural landmarks to define an entrance to a new subdivision
- Leave a buffer zone of natural vegetation between new development and road edge [HOW MUCH?]
- Use indigenous materials, granite, fieldstone, wood, small amounts of brick, cobblestone, or iron for entrance structures
- *Discussion:* For the last 50 years most street systems have been designed to be car friendly but not human friendly [COMMENTARY/POLEMIC]
- *Discussion:* Attempt to find the human scale, wherever possible [DEFINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – IIB. Subdivisions & Residential Proposals

## 5. Architectural Features *(IIB.5.)*

**Define guidance and intentions**

- Look to historical details for inspiration
- New England rooflines are historically pitched roofs of varying heights
- Stay away from architectural gimmicks such as over or undersized columns, the ubiquitous Palladian window, Disney-esque, or Mc-mansion scale [COMMENTARY]
- New Englanders traditionally reserve ornamentation for window and door surrounds, as well as roof brackets [REORGANIZE SENTENCE]
- Emphasize the **human scale** with features such as functional lookouts, porches, covered entries, decks and walkways [DEFINE]
- Garage doors should be subordinate to main entrance but styled to coordinate with other architectural features

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## A. Purpose *(IIIA.)*

1. Provide guidance
2. Promote well-designed signs
3. Encourage creative and innovative approaches
4. Enhance overall property value
5. Ensure signs are designed for the purpose of identification

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## B. General Design Principles *(IIIB.)*

1. Signs should make a general contribution to appearance
2. **Professionally designed** signs are most effective [DEFINE]
3. All signs should be compatible and coordinated

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## C. Relationship to Neighborhood *(IIIC.)*

Define guidance and intentions

1. Signs design should **take into consideration** adjacent storefronts and flanking buildings [HOW?]
2. Signs should be designed and located with **sensitivity to residential areas** [DEFINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## D. Relationship to Building Architecture *(IIID.)*

1. Signs should be designed to integrate with architectural style, historical significance and/or inherent character of the building
2. A sign should be designed with regard for the specific location where it will be placed on the building or site

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## E. Sign Location and Placement *(IIIE.)*

1. For wall signs, the architectural design of the building suggests the appropriate placement location
2. Wall mounted sings on fascias above storefront windows should be sized to fit within existing friezes, lintels, spandrels, and other such features
3. In positioning a free-standing sign, consideration should be given to lot characteristics, roadway curves and building location on lot [ADD CIRCULATION]

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## F. Size and Proportion *(IIIF.)*

1. A sign should be proportional in size to the area where the sign is to be located
2. Carefully consider the proportion of the lettered and graphic area to the overall size of the sign background [REDUCE COMMENTARY]
3. Although the sign bylaw prescribes the maximum sign size, as a general guideline, the length of a wall-mounted sign should not exceed 70% of the frontage of the establishment [JURISDICTION TO FURTHER DEFINE SIZE?]
4. The size of the sign should take into account the vantage point of the viewer. [DEFINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## G. Message and Content *(IIIG.)*

Define guidance and intentions

1. Use a brief message. Keep it simple. [BEYOND SCOPE]
2. Avoid hard-to-read, overly intricate typefaces. Fonts should be selected to provide clarity and artistic integrity [EXAMPLES]
3. Avoid trendy typefaces
4. The following information should not be included on a business' primary sign

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## H. Color *(IIIH.)*

1. Colors should be selected that enhance sign legibility
2. Building colors should be considered when selecting sign colors

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## I. Materials *(IIII.)*

1. Signs should be construction using high-quality, durable and low maintenance materials [EXAMPLES]
2. Sign materials should be compatible with the design of the building and façade on which they are placed
3. Select materials to contribute to sign legibility

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## J. Multi-Tenant Buildings *(III.J.)*

1. Multi-tenant developments, which have gone through site plan review, will already have prepared a master sign plan for development [REMOVE]
2. Signs in a multi-tenant building or development should share a generally common design in terms of type of sign, materials, size, shape, illumination, placement, alignment and method of attachment
3. New signs proposed for existing buildings should provide a compatible appearance with the existing signage of other tenants
4. Employ a consistent placement for signs

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## K. Lighting *(IIIK.)*

1. Window awning signs
2. When signs other than channel letters are internally lit, only the sign copy should be illuminated
3. Preferred forms of internally lit signs are those using push-through graphics, standard channel letters, reverse channel letters
4. Raceways, conduits and other electrical components should be concealed form public view
5. External lighting fixtures that project light on a sign from above or below are strongly encouraged
6. Light fixtures should be simple and unobtrusive in appearance and size
7. Light fixtures should be positioned so as to not obscure the sign's message and graphics
8. Light sources should be shielded

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## L. Window Signs *(IIIL.)*

1. Window signs are directed primarily at pedestrians and are meant to be read close range at pedestrian eye level
2. Window signs should be created from high-quality materials such as **neon**, gold-leaf and computer cut adhesive vinyl [CONFIRM]
3. Hand-painted and paper window signs are discouraged
4. Window signs should be applied directly to the interior face of the glazed area of the window or hung inside the window

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## M. Free-Standing Signs *(IIIM.)*

1. Single pole signs are highly discouraged. Monument or structured signs are preferred
2. Free-standing signs should be architecturally designed and incorporate design details
3. Free-standing signs should be placed perpendicular to approaching vehicular traffic
4. A free-standing sign should be placed within a **substantial planted landscape area or raised planter** [DEFINE]
5. Sign text should be limited to the business or development name [REPEAT]

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## N. Awning Signs *(IIIN.)*

1. Opaque fabric is preferred
2. Lettering and or graphic elements should comprise no more than 30% total exterior surface
3. Cross reference to item K1.1 in Internal Illumination [MOVE GUIDELINE]

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## 0. Projecting Signs *(III0.)*

1. Mounting hardware should be an attractive and integral part of the sign design
2. The design of a projecting sign may incorporate visually interesting elements such as painted or applied letters

# CURRENT DESIGN GUIDELINES



- Content by Section – III. Sign Guidelines

## P. Things to Avoid/Discourage in Designing Signs *(IIIP.)*

1. Overly cluttered
2. Excessive quantity
3. ~~Sign material~~
4. ~~Sign position~~
5. ~~Sign shape~~
6. Strange shapes
7. Fluorescent/day-glow colors
8. ~~Use of too many colors/fonts~~
9. Internally illuminated
10. ~~Amateur or poorly crafted~~
11. ~~Use of pole type free-standing~~
12. Use of neon tubing
13. Reuse of existing sign
14. Wall signs above eaves
15. Not removing old signs

# DISCUSSION OF GUIDELINE ORGANIZATION

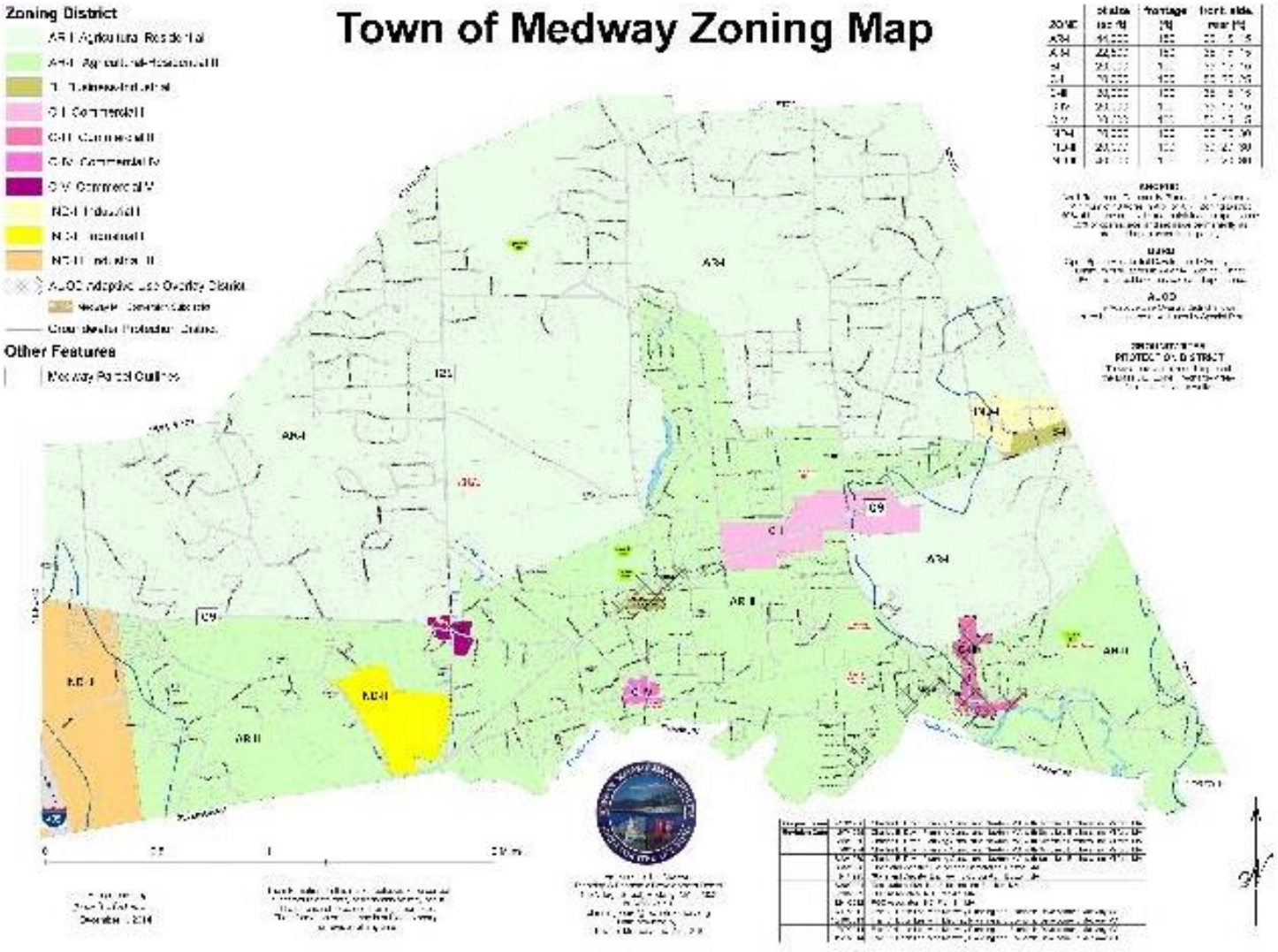


- **Current Document Structure**
  - Part I – Introduction
  - Part II – Design Review Guidelines
  - Part III – Sign Guidelines
  - Part IV – Submission Process

- **Typical Document Structure**
  - Part 1 – Introduction: Guide to the Guidelines
  - Part 2 – Architecture
  - Part 3 – Signage
  - Part 4 – Site Improvements
  - Part 5 – Glossary of Terms
  - Part 6 – References and Resources

Medway Design Guidelines Update

# DISCUSSION OF GUIDELINE ORGANIZATION



# DISCUSSION OF GUIDELINE ORGANIZATION



- **Current Document Structure**
  - Part I – Introduction
  - Part II – Design Review Guidelines
  - Part III – Sign Guidelines
  - Part IV – Submission Process

OPTION 1

- **Typical Document Structure**
  - Part 1 – Introduction: Guide to the Guidelines

**Organization by Zoning District**

  - Part 2 – Architecture
  - Part 3 – Signage
  - Part 4 – Site Improvements
  - Part 5 – Glossary of Terms
  - Part 6 – References and Resources

# DISCUSSION OF GUIDELINE ORGANIZATION



- **Current Document Structure**
  - Part I – Introduction
  - Part II – Design Review Guidelines
  - Part III – Sign Guidelines
  - Part IV – Submission Process

**OPTION 2**

- **Typical Document Structure**
  - Part 1 – Introduction: Guide to the Guidelines
  - Part 2 – Architecture

**Organization by Zoning District**

  - Part 3 – Signage

**Organization by Zoning District**

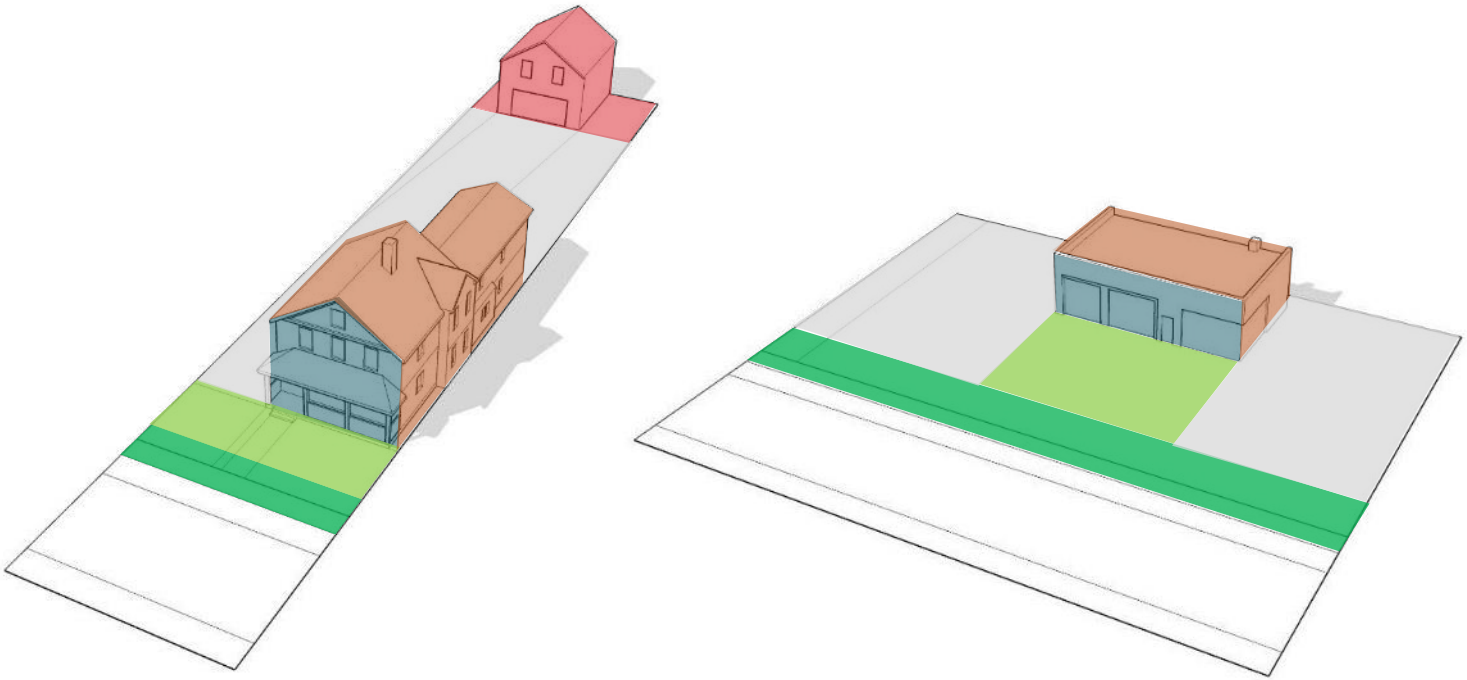
  - Part 4 – Site Improvements

**Organization by Zoning District**

  - Part 5 – Glossary of Terms
  - Part 6 – References and Resources

# DISCUSSION OF GUIDELINE ORGANIZATION

- Reorganization of and migration of content into new structure
- Expanded outline – “Story Board”



# NEXT STEPS

- **May 5th, 2015 Public Workshop**
  - 7:00PM Thayer House
    - *Visual Preference Survey*
    - *Discussion of purpose of guidelines and update process underway*
    - *Open comments on issues with guidelines*

- **May 19th, 2015 Work Session**
  - 7:00PM Sanford Hall/Town Hall

# NEXT STEPS

TOWN OF MEDWAY | **DESIGN REVIEW GUIDELINES UPDATE**

PLEASE JOIN US!

## COMMUNITY WORKSHOP

Meet with the Planning and Economic Development Board, the Design Review Committee, and the Design Guidelines Update Task Force. Residents and members of the Medway business community are encouraged to attend.

Tuesday May 5, 2015
7:00 PM to 8:30 PM

**LOCATION:** Medway's Thayer Homestead, 2B Oak Street, Medway. *Please park in adjacent lots, not on the street.*

**PROJECT BACKGROUND** – The Town of Medway has hired The Cecil Group, a consulting firm, to help update its Design Guidelines used in the Town's Design Review process. The Guidelines are used to evaluate proposals for major renovations and new construction in Medway. Through the updated Guidelines, the Town hopes to better reflect and preserve the historic character of Medway, create a more streamlined and user-friendly product, and provide graphic and photographic examples to illustrate the Guidelines.

**WORKSHOP FORMAT** – Attendees will participate in a Visual Preference Survey to help determine what the aesthetic character of the Town should be – as affected through such elements as building style, site planning, landscaping, and parking.

**SCHEDULE** – The updated Design Guidelines will be completed during the summer and implemented in the fall.

**MORE INFORMATION** – Contact Susan E. Affleck-Childs, Medway Planning and Economic Development Coordinator, 508-533-3291 sachilds@townofmedway.org

The Cecil Group
Planning and Design

**Red-line Guidelines Discussion** | April 21, 2015

TOWN OF MEDWAY

# Design Review Guidelines Update

**The Cecil Group**

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 7/6/2015**

Meeting Minutes: April 27, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:04 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 Joint w/ PEDB | 3/23/15 | 4/6/15 | 4/27/15 |
|---|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | X | X |
| Julie Fallon | X | X | X | X | X | X | X | |
| Karyl Spiller-Walsh | X | X | X | X | X | X | X | X |
| Rod MacLeod | X | X | | | X | X | X | |
| Mary Weafer | X | X | X | X | X | X | X | X |
| Rachel Walsh | X | X | X | X | X | | X | X |

Susy Affleck-Childs and Dan Hooper attended the meeting.

**Sign Design Review – Medway Barbershop:**

Kim Thibault, owner of the Medway Barbershop, joined the meeting to review her sign design. Ms. Thibault met with the Committee informally on October 6, 2014. The Committee agreed that the new design was a huge improvement. They said it was classic and well-organized. Ms. Thibault showed the Committee the colors of the sign. There will be no additional lighting besides the barber pole. Ms. Thibault said she is working with the landlord to have the barber pole repaired. Ms. Thibault said she is very happy with the design and thanked the Committee for their help. She said she is very happy that she did not move forward with her original design. The Committee will issue a Letter of Recommendation (LOR). Ms. Thibault can apply for a permit online when she receives the LOR. The Committee said it is best to wait to have the sign fabricated until the permit is issued.

After Ms. Thibault left the meeting, the Committee discussed the Medway Shopping Center's monument sign. Ms. Affleck-Childs said the owners are petitioning the Zoning Board of

Appeals (ZBA) for a variance. The proposed sign is non-compliant. The DRC will meet with the applicants next Monday night for an informal discussion. The ZBA would like the DRC's feedback on the sign design. Chairman Buckley said there are issues that need to be discussed in addition to design. The Committee will prepare a list of their concerns and recommendations for the ZBA and Planning & Economic Development Board (PEDB).

**Review & Discussion of Tri-Valley Commons Site Plan:**

Patrick Finn from Landry Architects and John Kucich from Bohler Engineering attended the meeting on behalf of the applicant. Mr. Finn provided the Committee with samples of all exterior materials, including shingles and clapboards, for Building A, Building B, and Building C. Mr. Kucich said they incorporated the DRC's and PEDB's feedback from the last several meetings. Mr. Kucich said Building A was moved towards the rear of the property by about 2 feet. A parking spot was removed to make the island to the east of Building A larger. The base of the monument sign was incorporated into the stone wall at the entrance. The trash area for Building C was moved to the rear of Building C. The trash enclosure will have 3 sides that are vinyl and the 4th side will be chain link. The retaining wall to the east of Building C was extended and is now about 80 feet long. The wall will be 9.5 feet high at its highest point. There will be a black chain link fence on top of the retaining wall, which is required by code. It will be four feet high. This is the only fence that will be on the property. There will be a guiderail to the east of Building C around the parking lot. The area between the guiderail and retaining wall will be grassed. 5 northern red oak trees will be planted on east side of the guiderail. Karyl suggested adding a grouping of 4-5 5 foot evergreens, possibly rhododendrons, to the area between the northern red oaks and retaining wall to create additional screening. The Committee also asked for additional plantings on the east side of the retaining wall and at the beginning of the retaining wall. Mr. Finn and Mr. Kucich said the wall will be built using Versa-Lok and they would use an earth tone. The Committee asked to see a sample of the product and color. Mr. Finn said they would send an email with the information. Mr. Kucich said they are planning to use colonial style lights towards the front of the property closest to Route 109. They said the style will be similar to the sample Chairman Buckley provided them with at the previous meeting. The lights within the site will be more traditional. The Committee discussed the specimen tree that will be planted on the island to the east of Building A to screen the garage bays. Karyl said she is picturing a coniferous tree in that location. The tree should be about 20-22 feet tall. Mr. Finn said they will consult their landscape designer for ideas. The Committee said it is important to have coverage all year round. Mr. Kucich said they are going to conduct several tree surveys on the property, including the area to the west of Building A. The goal is to identify large trees that can remain. Karyl said this is particularly important for the area to the west of Building A and additional trees will likely need to be planted in this area to create a screen. Ms.

Affleck-Childs said the detention pond on the property to the west is shallow but there is a possibility that there will need to be a connection between the properties. Mr. Kucich and Mr. Finn said due to the grade they are unable to make a walkway connecting Building B to Building C. Mr. Kucich and Mr. Finn said there will be painted walkways from Building A to Building B and from Building B to the sidewalk. The Committee recommended using a different material for these walkways. This will help create a clear visual link from the shops to the street. The group discussed several ideas but did not come to a resolution. Chairman Buckley said the Town will be using zebra stripes for the Route 109 project.

The Committee briefly reviewed the landscape plan. Rachel asked them to consider planting sugar maples instead of red maples between Building B and Building C. Karyl said the Committee would like something to be used instead of honey locust due to their lacey nature. She also asked that they choose one color of rhododendron when doing a grouping. They suggested adding two large coniferous trees to the west of Building A towards the front of the property. Mr. Kucich said rocks from the site will be used in the detention pond. The Committee requested a copy of the landscape plan. Finally, Mr. Kucich and Mr. Finn said the northwest quadrant of the property will remain wooded at this point.

Ms. Affleck-Childs said the applicant is meeting with the PEDB on May 12, 2015. The DRC needs to send their LOR to the PEDB by May 7, 2015. Ms. Affleck-Childs said she requested a master signage plan for the site. The Committee asked for a visual image of the monument sign. The Committee agreed it is important for the stone wall and base of the monument sign to be the same material. The Committee will include this recommendation in their LOR but this does not replace the formal Sign Design Review process.

**Continuation of Informal Discussion with Salmon Senior Living Community:**

Jeffrey Robinson, a Managing Partner at Salmon Health & Retirement, and Dario DiMare, the project architect, joined the meeting for a third informal discussion on the proposed Salmon Senior Living Community on Village Street. Patty Brenneman and Fred Paquette of 7 Naumkeag Street also attended the meeting. Mr. DiMare provided the group with an overview of the site plan. The parking for the medical office building has been moved behind the building. The access road was moved as far to the west as possible. The parking for the pavilion will face into the site instead of towards the abutting properties. Patty Brenneman of 7 Naumkeag Street said her bedroom window faces the pavilion. She said she is very concerned about the noise that will be generated from the pavilion and would like to see extensive buffering, including trees and fencing. She said they are open to having plantings added to their property as well. She said the area between her home and the proposed location of the pavilion is wide open currently. Mr. Robinson said there will not be a

dumpster at the pavilion, only several residential trash cans. The Committee said the stone wall at the entrance of the property should use materials that are indigenous to the area like fieldstone. Ms. Affleck-Childs said the entrance should be less formal and maintain the rustic character of the area. The Committee discussed the monument sign at the entrance. Rachel said the current design looks like a real estate sign. Mr. Robinson said they looked at putting the signs on the walls but decided against it because it may be covered by snow in the winter. The Committee emphasized the fact that this is a residential area and there are no other large developments or businesses in the area so it will not be difficult to locate the property. The Committee agreed that the sign colors and materials will be very important. The asked the applicant to consider naming the site and putting that on the monument sign and then adding directional signs within the site. Rachel also suggested placing the signs next to each other instead of on top of each other. Mr. Robinson said their biggest concern is the size sign they are allowed. The Committee reiterated that the stone on the bottom of the medical office building should be indigenous to the area. Mr. DiMare explained that there are currently 3 styles of cottages. Each style can be attached to another to create a number of combinations. The Committee said the styles are very similar and it is important to have some variation so it doesn't look cookie cutter. Rachel suggested adding a dormer or another element to create diversity. Dan Hooper said that the materials and colors will help create variety as well. The group reviewed the elevations of the main building. Mr. Robinson said the most desirable units are the attached cottages on the back of the main building. Karyl suggested adding stone to some of the facades facing the river. Mr. DiMare said the entrance to the garage will be fieldstone. Ms. Brenneman said she is concerned about the lights that will shine into her home as cars exit the garage. Mr. DiMare said there will be buffering to mitigate this issue. In addition, the loading dock is on the west side of the main building. All deliveries, service personnel, and employees will enter through this side of the building. The vast majority of residents do not drive, which will further limit the amount of vehicles using the garage entrance facing the abutters. Dan Hopper expressed disappointment that there is access to the garage form the east side of the building and said he did not remember seeing this in the initial plans. Mr. DiMare said the noise from the systems on the roof will be very limited as they are surrounded by parapets. The parapets focus the sound towards the sky. The Committee said if a retaining wall is needed around the pond they would like to review the materials. Karyl said the roofline changes look good and do a good job of breaking up the building. Mr. Robinson said they plan to use vinyl or cement siding on the main building and cottages. The Committee suggested using shakes on the cottages so they stand out from the main building and look more like cottages. Mr. Robinson said the path from the pavilion to the pond will remain rustic. The Committee recommended looking at other colors for the pavilion. Chairman Buckley suggested brown to mimic a classic boathouse. The group discussed retention areas and possible locations on the property. Dan Hooper said he is

concerned that the retention areas will need to be located close to the abutting residential properties. Mr. DiMare said if they do need to be located near the abutting properties they will require additional buffering. Mr. DiMare said they do not want to remove any trees or vegetation that they do not need to. The Committee said they want to review the design and materials for the bridge. The Committee agreed that the main building has a come a long way and added that the design of the medical office building is excellent.

Mr. Robinson said on May 6, 2015 they have an Abbreviated Notice of Resource Area (ANRAD) meeting. The filing of the formal application will depend on the outcome of this meeting; however he does not expect many changes. The Committee encouraged Mr. Robinson to come back and discuss the signage for the site further. Mary said she would gather images of sample signs to share with the applicant.

**Action Items:**

- Chairman Buckley will get more info on the Design Guidelines Update Work Group and report back to the Committee.
- Nominate 2nd member for Design Guidelines Update Work Group.
- Rachel will draft a list of the Committee's concerns and recommendations for Salmon Senior Living Community and forward to Susy for PEDB and applicant.
- Mary will do LOR for the Medway Barbershop.
- Rachel will begin to draft the LOR for Tri-Valley.
- Mary will put sign images together to share with Salmon.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on May 4, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:29 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 6/29/15**

Meeting Minutes: April 6, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:01 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 Joint w/ PEDB | 3/23/15 | 4/6/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | X |
| Julie Fallon | X | X | X | X | X | X | X |
| Karyl Spiller-Walsh | X | X | X | X | X | X | X |
| Rod MacLeod | X | X | | | X | X | X |
| Mary Weafer | X | X | X | X | X | X | X |
| Rachel Walsh | X | X | X | X | X | | X |

Dan Hooper, Jim Wieler, and Matt Hayes attended the meeting.

**Design Guidelines Update Work Group:**

On Wednesday, Chairman Buckley is meeting with The Cecil Group, Building Inspector Mee, Town Administrator Boynton, Planning and Economic Development Chairman Andy Rodenhiser, and Planning and Economic Development Coordinator Susy Affleck-Childs for the initial meeting of the Design Guidelines Update Work Group. He will update the DRC at the next meeting.

**Follow-up from the 3/16/15 Joint Meeting with the Planning & Economic Development Board:**

Jim Wieler attended the meeting to discuss the March 16, 2015 meeting he facilitated with the Planning and Economic Development Board (PEDB) and Design Review Committee (DRC). Jim thanked all members for participating in the meeting. He said the biggest takeaway is that communication between the DRC and PEDB needs to improve. He said the communication needs to be more effective and efficient so that the message isn't lost. He said it is very

important for all members to participate and be involved in the communication, not just a couple members. He also said the processes need to be clarified for the boards and the applicants. Chairman Buckley said he, Susy, and PEDB Chairman Andy Rodenhiser will meet to discuss the processes. It is also critical to clarify what the PEDB expects from the DRC. The group agreed that it is important to accommodate the applicants but they also need to review the complete package before issuing a Letter of Recommendation (LOR). As an example, the Committee said they are not comfortable drafting an LOR for the Tri-Valley project without reviewing the final site and landscape plans, which they have not received. In addition, they discussed possibly changing roles within the Committee. Some members have been in the same roles for a long time and the Committee may benefit from a fresh perspective. The group agreed the DRC needs to reach out to the local business community and agreed they need to present to the Medway Business Council.

**Review & Discussion of Tri-Valley Commons Site Plan:**

Patrick Finn of Landry Architects attended the meeting on behalf of the applicant. He said the project engineer is still working on incorporating the recommendations relative to the site plan from the March 23, 2015 meeting and will attend the next meeting to review and discuss. The Committee said it is important for them to see the complete package, including the final site and landscape plans before they issue their LOR. Mr. Finn said they are having 3D renderings created and will forward to the Committee in the next couple of days. Mr. Finn said he does not believe any of the recommendations that came out of the March 23, 2015 DRC meeting will be an issue. The Committee reminded Mr. Finn that the applicant needs to submit a formal sign application. Mr. Finn said Advanced Auto wants their sign to be as large as is allowable and they also want it to be internally illuminated. It will be a rectangular panel with channel lettering. The monument sign will be freestanding near the entrance and not incorporated into the stone wall. Mr. Finn said it will be in close proximity to the existing field stone wall so they plan to use similar materials. Mr. Finn said due to grading issues they cannot put the monument sign on the east side of the entrance. He said he spoke with Mr. Landry about incorporating an open space with a bench and they agreed this is a good idea and most likely will be located near the entrance on Route 109. He said the final landscape plan will detail the plantings that are planned for the monument sign. Rachel recommended flanking the sign with tall bushes to add visual impact. Mr. Finn said they will need to look at this within the final site plan to make sure the bushes will not obscure the sign. Mr. Finn said they received the list of specimen trees suggestions. Mr. Finn said they spoke with Goodyear about sign options and possibly just using the winged foot for one of the signs but Goodyear wants their sign the way they presented it originally as long as it is allowable. The Committee instructed Mr. Finn to follow-up with the Building Inspector to make sure it is allowable. The committee reviewed their list of recommendations with Mr. Finn. The Committee said they

will review their recommendations regarding the back of property, detention pond, and barriers/fences when they receive the final site plan. The group discussed incorporating large rocks from the site into the landscape design of the detention pond, including inside the pond similar to the Sherborn Police Station. The Committee reviewed the building elevations.

- Building A – Mr. Finn said he raised the front tower and lowered the soffit lines on front and rear of the building. He said it reduced the height of the building by about 2 feet. Chairman Buckley asked if it were possible to break up the line of garage bays by using different colors. Mr. Finn said he tried different options and combinations but it felt forced and he didn't feel it worked. Rachel asked if the garage bays that step out from the building could be increased from a 6 inch offset to an 8 inch offset to create more definition. The Committee asked if the roof on the last garage bay could be reduced but Mr. Finn said he did not think so because of the machinery that will be housed inside that particular bay. Rachel said overall the building looks great but said the entrance still looked industrial and was not consistent with the rest of the building. She asked if he could use a shed roof instead of the canopy. Mr. Finn agreed and said he will use columns with stone bases and a shed roof. He will still need to use brackets but will go with something more residential. The Committee agreed that the windows at the front entrance should be less industrial as well. Chairman Buckley asked if he could use something similar to the 2 over 2 windows from the front elevation of Building B. The Committee discussed the garage doors. Mr. Finn said they are planning to use anodized aluminum doors that are a light grey color. They will fade over time and are maintenance free. The Committee discussed changing the color of the garage doors to black. The Committee discussed the benefits and drawbacks of changing the color to black, including calling more attention to the bays. The Committee agreed they do not want to go with full glass doors because they don't necessarily want to see what is inside the bays. Mr. Finn said he will bring materials to the next meeting so the Committee has a better idea of colors and can discuss the color of the doors further. Mr. Finn confirmed that evening blue is a deep grey color and said he would bring samples to the next meeting. The current plans do not show bollards but the Committee asked Mr. Finn to insert planters intermittently if they need to be added. The Committee told Mr. Finn they are ready to review materials at any time. Mr. Finn said all of the Committee's recommendations seem reasonable and he does not foresee any pitfalls.
- Building B – He said you will see the rightside elevation of Building B when you enter the site. Mary said it looks like 4 different businesses even though it is a single tenant because of the different colors and roof styles. She said this could be confusing to customers. The Committee agreed that the design needs to be simplified. The

group agreed that the stone wall at the base of the first portion of the building will continue to the Italianate portion of the building and be removed from the third portion. The blue grey color from fourth section will now be the color for the last two sections of the building.

- Building C – The intent is to have two tenants in Building C but they do not have tenants to date. Mr. Finn said they will most likely be general retail businesses. The entrances to the businesses are on the leftside elevation facing Building B. The Committee recommended using the same stone base as Building B instead of brick. Mr. Finn said the dumpster will be relocated to the back corner. They need to construct a retaining wall and create a level area for this. The Committee discussed the rightside elevation and how this will likely be the most visible building on the site. The Committee said the landscape design for this area will be very important particularly for the left side of rightside elevation that has a lot of blank space.

Mr. Finn said he would like to have an additional meeting and will prepare a sample board for each building for that meeting. The Committee reiterated that they will need to review the complete final site plan before they can issue an LOR. Mr. Finn said the bulleted list that he received after the last meeting was extremely helpful. The Committee agreed to update the list after tonight's meeting and send it to him.

Susy Affleck-Childs joined the meeting.

**Continuation of Informal Discussion with Salmon Senior Living Community:**

Jeffrey Robinson, a Managing Partner at Salmon Health & Retirement, and Dario DiMare, the project architect, joined the meeting for a second informal discussion on the proposed Salmon Senior Living Community. Mr. DiMare said they met with abutters and made additional changes based on their feedback. He said the shipping and receiving area will be completely hidden. In addition, all of the parking for the medical building at the front of the property will be behind the building. The entrance to the access road is now equal distances away from each abutter's property. In addition, the access road was moved further into the site and as far away from the abutters as possible. The parking for the pavilion was reduced and moved away from the abutting properties. He also said the pavilion will be turned away from the abutters to reduce light and sound for abutters. Mr. DiMare said the abutters 'concerns are very important to them and they will incorporate as many of their suggestions as possible.

The group reviewed and discussed the 3D renderings. As you enter the property there will be a divided boulevard and the center median will feature two of the walnut trees they are preserving. They have started surveying the property and identifying the mature trees. Mr. DiMare said there will be courtyards near the memory care area and decks off the rear of the

main building above the attached cottages. The portion of the main building closest to Village Street is two floors and rear portion of the main building is four floors. He explained he added gables to break up roofline of the main building. The length of main building is about is 576 feet. They are planning to lower the roof of the pavilion and possible changing it to a hip roof. All of the cottages are two bedrooms and have on one or two car garages. There will be four or five different styles of cottages available, which will create variety. Any of the designs can be attached to each other allowing for many different combinations. Based on the Committee's feedback some of the porches were moved to the back of the cottages. The medical building at the front of the property is 144 feet long and two stories. Each floor is about 5,000 sq. ft. The medical building is comprised of a main building, barn and add-on. Mr. DiMare said they are proposing lots of landscaping throughout the site and said their goal is to save trees where possible. The site when fully developed will still be heavily wooded and they intend to leave areas untouched where possible. Chairman Buckley asked them to landscape any areas where trees are removed for retention areas. Mr. DiMare said they asked abutters if they would like their properties attached to the walking trails on the property and received a positive response so far. The Committee viewed renderings of what the abutters views will look like. He said they plan to add dense four season vegetation to buffer the properties. He said they would be willing to add fencing where needed. The access road is a private road but would be open to the public. Most likely the road would be used during daylight hours. Mr. DiMare agreed to look at the stream crossing by the pond further and agreed that it should be a feature of the property. Karyl suggested a stone faced arch.

- Main building – The main building is about 50 feet high, 575 feet long and 269,000 sq. ft. The goal is to make it look residential and not industrial. The Committee said it is challenging but possible using a variety of materials and creating additional breaks in the ridgeline. Dan Hooper said the building reminds him of the Mount Washington. The applicant said the goal is to have more of a resort feel as opposed to a dormitory. The Committee said the arch on the back of the main building reminds them of a movie theater and suggested a large gable instead. They said the style of main building should reflect the style of the cottages. It is large but it should be elegant and appropriate. In addition, the Committee talked about the initial portion of the main building that is seen when you enter the property. They said it is extremely important that the style of the main building is introduced at this point and is clear.

Chairman Buckley encouraged the applicant to be sensitive to the properties abutting the site, particularly during the construction phase. He said they will need to take extra care in planning these buffer areas. He also said he really likes the style of the medical building and that it reminds him of the Thayer Homestead. The Committee viewed online photos of the

Willows at Worcester that is also a Salmon property. The main building at the Willows is slightly larger than the main building that is being proposed at this site. The Committee liked the style of the building at the Willows. Susy encouraged the Committee and applicant to also look at pictures of Benfield Farms in Carlisle. Jeff Robinson said no Public Hearings have been set and they hope to submit their formal application by the end of April. Finally, the group discussed integrating the sign into the stone walls at the entrance and reusing some of the foundation that is one the property.

**Action Items:**

- Chairman Buckley will get more info on the Design Guidelines Update Work Group and report back to the Committee.
- Nominate 2nd member for Design Guidelines Update Work Group.
- Julie will draft a list of the Committee's concerns and recommendations for Tri-Valley Commons and Salmon Senior Living Community and forward to Susy for PEDB and applicant.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on April 27, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:29 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 8/3/15**

Meeting Minutes: May 18, 2015
Medway Library, Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:04 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 Joint w/ PEDB | 3/23/15 | 4/6/15 | 4/27/15 | 5/4/15 | 5/18/15 |
|---|---|---|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | X | X | X | X |
| Julie Fallon | X | X | X | X | X | X | X | | | |
| Karyl Spiller-Walsh | X | X | X | X | X | X | X | X | X | X |
| Rod MacLeod | X | X | | | X | X | X | | X | |
| Mary Weafer | X | X | X | X | X | X | X | X | X | X |
| Rachel Walsh | X | X | X | X | X | | X | X | X | X |

Planning & Economic Development Coordinator Susy Affleck-Childs also attended the meeting.

**Minutes:**

**Karyl moved that the Committee approve the Design Review Committee meeting minutes from January 12, 2015 as written; Rachel second; No discussion; All ayes 4-0-0.**

**Rachel moved that the Committee approve the Joint Meeting of the Design Review Committee and Planning & Economic Development Board meeting minutes from January 19, 2015; Karyl second; No discussion; All ayes 4-0-0.**

**Informal Discussion on Proposed Free-Standing Signs at Medway Shopping Center:**

Attorney Bethany Bartlett attended the meeting on behalf of the applicant. The Committee also met with Attorney Bartlett and a representative from the sign company on May 4, 2015. The applicant is trying to secure a variance for the proposed signs because they are non-compliant due to the height and square footage of the surface area. The Committee reviewed

the revised sign designs. The new design is a stone wall that incorporates a more horizontal ladder sign. One of these signs will be placed on each side of the main entrance perpendicular to Route 109. A third double sided sign will be placed on the west end of the property by Ocean State. Attorney Bartlett said they have come up with several different site names but Medway Place is the front runner. The Committee reiterated that reducing the square footage of the surface area is still a major issue. The Committee discouraged the applicant from using double sided signs at the previous meeting. The Committee informed Attorney Bartlett that the site name, Medway Place, will also be included in the square footage calculation. The Committee said they also encouraged the applicant to place the signs at the main entrance at a 45 degree angle as opposed to perpendicular. Chairman Buckley said that some signs that exist on Route 109 are perpendicular but many are non-confirming and should not be duplicated. The Committee asked if Attorney Bartlett spoke with the applicant about the stone wall along Route 109. Attorney Bartlett said her client would like the signage project and stone wall to be considered separately. Her client is concerned about the cost of the stone wall and how it will be shared. He would like to install the new signs ASAP. Chairman Buckley said that they discussed signage and site improvements, like updating the façade, together at the previous meeting. The Committee was hoping the applicant would make minor site improvements at the same time, similar to what was done at Gould's Plaza. The Committee discussed the following items relative to the new sign designs:

- Encouraged applicant to place signs main entrance at a 45 degree angle. A traffic light will be installed and motorists will stop and have time to read the signs.
- The new designs are more attractive but still very large and exceed the square footage allowed.
- Committee loved the idea of rebranding the site as Medway Place and said they would encourage the applicant to have a monument sign at the entrance with the new site name.
- The ladder sign and portion with Medway Place look like two distinct signs. They need to be better integrated.
- At the previous meeting, they established that the signs must be externally illuminated.
- With external illumination, the ladder sign should be able to be made thinner and integrate better into the wall. In the current design, the ladder sign is very wide and the end is unattractive.
- Any stone that is used needs to be indigenous and consistent with other walls in the area.
- The signs need to be constructed so that they can easily be married to any future walls.
- The Committee really liked the stone wall aspect of the design.
- The Committee asked that planned façade improvements be shown on the renderings.

- The Committee prefers the blue gray color scheme that was presented at the previous meeting.
- Possibly consider putting the site name on one side of the entrance and a double sided ladder sign on the other side. If use double sided signs each side should have different businesses. The Committee recommends that the ladder signs on each side of the entrance are single sided.
- Consider switching the placement of the site name and ladder sign so that the site name is closer to the road.
- The business names on the ladder signs are more legible. The Committee will need to review each ladder sign.
- The signs over the stores at Gould's Plaza are good examples. They are very crisp and attractive and the contrast of colors works well.
- Based on the Bylaws, the applicant is allowed a little more height. Possibly increase height and make ladder signs longer so that the ladder signs do not go any higher than the cap of the stone wall. Possibly three rows of three ladder signs.
- There needs to be a contrast in size with the site name side and ladder sign side so that the sections are not competing.
- Consider the future of the site with the possible addition of pad sites and housing. What kind of tone should be set?
- Very important to create Master Signage Plan. The plan does not go into specifics, just shows the intent. There are currently several vacant spaces and it's important to establish guidelines and make sure new signs are consistent.
- If lighting is added it should be consistent with the lighting that is being proposed for the Route 109 project.

The Committee thinks it is very important to see the entire concept, including the Master Signage Plan and façade improvements. At this time, the Committee does not have the answers to satisfy the ZBA's questions or make a positive recommendation. Attorney Bartlett said she will take the ideas back to her client. The Committee said the design is going in the right direction but needs more work. Attorney Bartlett said she will return to one of the June DRC meetings to discuss further.

**Tri-Valley Interim Letter of Recommendation:**

John Kucich from Bohler Engineering attended the meeting on behalf of the applicant. He said the 3D renderings were presented at last week's Planning & Economic Development Board meeting. Mr. Kucich said all of the concerns and recommendations have been addressed with the exception of the specimen tree to the east of Building A and the size of the specimen trees. He said the landscape designer was adamant that a conifer should not be used on the island to the east of Building A. The base of a sizable conifer is wide, possibly wider

than the island, and could create line of sight issues. The landscape designer is proposing a linden with low shrubs in this location. The Committee said the purpose of putting a sizable tree in that location is to screen the 7 garage bays. Their concern is that a deciduous tree, like a linden, will only provide during certain seasons. The Committee agreed that it is very important to have screening throughout the entire year. The Committee discussed several options, including a white pine, cedar, or sugar maple. The Committee said if a deciduous tree is used it should be large (bigger than 12-14 feet) and have a round canopy at the time of planting. They also suggested a tree with color changes to create visual interest. In addition, the Committee asked that the island in front of Building B be beefed up and evergreens added to help screen the garage bays. Mr. Kucich said they called several local nurseries and the largest trees they can get are 12-14 feet. The Committee said the specimen tree to the right of Building A tree must be larger or it will not screen the bays. The Committee said Cumberland Farms brought in several large specimen trees from Pennsylvania to provide the screening that was needed. Karyl said it is also very important to add 2 sizable conifers to the west of Building A towards the front of the property to screen the visual alley that is created. Mr. Kucich reported that the tree survey has been completed and the trees that are shown on the landscape plan will remain. The Committee asked that the trees on the west side of Building A be welled if necessary. The Committee asked that several more 12-14 feet conifers be added to the southeastern portion of the property. They said they are happy with 2 rhododendrons at southeastern portion of the property to screen the retaining wall. The rhododendrons should each be 4-5 feet wide.

The Committee reviewed the Design Review Checklist. They went through each item and discussed if it had been addressed or still needed to be addressed. The following was discussed:

- The color of the stone veneer on the buildings needs to be specified.
- Mr. Kucich said the systems box for Building C cannot be moved. The Committee said they are concerned because it is very visible when entering the site. The Committee asked that the area be screened and planters added. Bollards should be painted a neutral color if possible to help them blend. Mr. Kucich said he would try to move the systems box to the east.
- Beef up line of eastern white pines behind the systems box. 1 added near detention pond and 2 towards southeast corner.
- Requesting two sizable (20-22 feet) conifers added to the west of Building A and one sizable deciduous added to the east of Building A. The Committee initially requested 10 specimen trees that are 20-22 feet.

- Need to make sure the stone walls don't end abruptly. If it is an informal stone wall it should end informally.
- The stone wall should be rustic and dry laid in appearance. There should also be naturalized breaks for pedestrians.
- The light poles with the ornamental lights should also be ornamental. Similar to the fluted tapered poles that are being used for the Route 109 project. The Committee asked that the post details be added to the plan. The lights and poles should be black and consistent with what is being used for the Route 109 project.
- The Committee needs additional clarification on the monument sign. They think the sign should incorporate the site name and address.
- The yellow Good Year sign on the white portion of the Good Year Building is very difficult to read.
- The Committee needs details for the trash receptacles. They should be black metal with slats to coordinate with the bench. They discussed putting 1 at Building C and 2 at Building B. They also encouraged the applicant to add a recycling receptacle.
- The color and size of the Versa-Lok needs to be added to the plans. They discussed using a variegated granite color.
- The bike rack should also be black.
- The truncated road that leads to the detention pond should be minimized. Discussed adding rhododendrons to north side.

Chairman Buckley will update the Interim Letter of Recommendation. The applicant is meeting with the Planning & Economic Development Board on June 9, 2015.

The Committee briefly discussed the status of the Timber Crest Estates Development.

**Action Items:**

- Nominate 2nd member for Design Guidelines Update Work Group.
- Chairman Buckley will update the Tri-Valley Interim Letter of Recommendation.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on June 1, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:15 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 7/27/15**

Meeting Minutes: May 4, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:02 p.m.

**Attendees:**

| | 1/5/15 | 1/12/15 | 2/23/15 | 3/2/15 | 3/16/15 Joint w/ PEDB | 3/23/15 | 4/6/15 | 4/27/15 | 5/4/15 |
|---|---|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | X | X | X |
| Julie Fallon | X | X | X | X | X | X | X | | |
| Karyl Spiller-Walsh | X | X | X | X | X | X | X | X | X |
| Rod MacLeod | X | X | | | X | X | X | | X |
| Mary Weafer | X | X | X | X | X | X | X | X | X |
| Rachel Walsh | X | X | X | X | X | | X | X | X |

Stephanie Mercandetti, Dave D'Amico, and Susy Affleck-Childs also attended the meeting.

Planning & Economic Development Coordinator Susy Affleck-Childs reminded everyone that tomorrow night's meeting is a joint meeting of the Planning & Economic Development Board (PEDB) and Design Review Committee (DRC). It is a workshop and open to the public. The DRC still needs to identify a second member for the Design Guidelines Update Taskforce.

The DRC reviewed the goal of tonight's meeting and the Zoning Board of Appeals' (ZBA) expectations. The applicant is requesting a variance for two non-confirming signs, which will be decided by the ZBA. The DRC is being asked to consider the design elements, including colors, placement, number of signs, and aspect ratio. The DRC will highlight the issue of the size of the proposed signs in their letter to the ZBA. The Committee reviewed Director of Community & Economic Development Stephanie Mercandetti's memo clarifying the ZBA's expectations. The initial Public Hearing on this matter was opened on October 15, 2014. The applicant was asked to meet with the DRC at that meeting. This is the first meeting with the DRC since October 15, 2014.

**Informal Discussion on Proposed Free-Standing Signs at Medway Shopping Center:**

Attorney Bethany Bartlett and Grant Michael from Barlo Signs attended the meeting on behalf of the applicant. The applicant is trying to secure a variance for the proposed signs because they are non-compliant due to their height and surface area. Attorney Bartlett explained that the design has been updated since last fall based on comments the applicant received from the ZBA, including reducing the size, eliminating clutter, and making it more readable. Planning & Economic Development Coordinator Susy Affleck-Childs said the new design includes a modest reduction in height, a uniform background color, and external lighting. Chairman Buckley urged the applicant not to make drastic changes until the ZBA has made a decision on the variance.

Deputy Director Dave D'Amico said the current signs are not currently in the right of way under the proposed Route 109 reconstruction. He said the Town was hoping to install a stone wall from the Shell gas station to Dry Bridge Crossing as part of the reconstruction. The Town was told today that the wall is considered a non-participatory item and cannot be included in the project unless the Town pays for it in total. The Route 109 Committee is meeting Wednesday night and will discuss whether they would like to proceed with the wall and discuss funding options. If the Town moves forward with the stone wall it would go through both proposed signs, which would require them to be moved. Karyl asked if the applicant would consider funding the wall. Attorney Bartlett said the property owner is open to negotiations but is adamant about installing ladder signs. The Committee said they do not recommend ladder signs. Instead they recommend naming the site and putting the name on the main monument sign and installing directional signs within the site. Attorney Bartlett said she does not believe her client would consider this option. Attorney Bartlett said they are not planning on any building reconfigurations or pad site additions at this time. The Committee said the applicant needs to take possible future additions into consideration so that the new signs do not obscure the buildings.

The Committee said the new font is much clearer. They encouraged the applicant to remove any extraneous words on the signs like "Chinese restaurant" and remove websites and phone numbers, which will help make the signs more readable. The Committee said bigger signs may be more visible but it does not mean they are legible. Rod recommended using all capital letters or all lowercase letters but not both. The Committee recommended eliminating the management company sign at the bottom of the ladder sign and instead adding a plaque to the stone base. They also recommended removing the pillars. Rachel said when the ladder sign at Gould's Plaza was redone the owner also redid the awnings, building signs, and installed gooseneck lighting, which helped tie the design together and create an updated look.

She said she thinks it would be very confusing to install two new ladder signs with a new design and color scheme that does not relate to the existing building. She said it may look like the new signs do not belong to the plaza. The group agreed that it is important for the applicant to create a Master Signage Plan for the site. Karyl said a few small surface changes, like changing the red façade of the building to a coordinating color from the new sign design, could make a huge impact. The group discussed the Route 109 reconstruction project and how this will impact the Medway Shopping Plaza. The entrance by the Shell gas station will be eliminated and there will be one main entrance across from the Mobil gas station. A traffic signal will be installed at the main entrance. Rachel said because of the new entrance it makes sense to have a single monument sign with the name of the site and then directional signs inside the site. The Committee agreed it would be very confusing to have two signs with different names on each sign for one site. The group discussed several different options, including doing three smaller signs. The Committee urged the applicant to create a Master Signage Plan in the context of a minor Site Plan Review. The Committee thinks taking a more comprehensive approach, including small surface changes, would show the applicant's willingness to improve the site.

The Committee discussed the following:

- The cap on the top of the signs that says Medway Shopping Center and whether this is necessary. If go with it make sure it is legible. In the proposed design it is hard to read.
- Remove pillars.
- Use fieldstone for base of signs. Make sure if there is a wall that the materials are consistent. Recommend incorporating signs into walls.
- Consider adding visual element like lighting at the top.
- Consider other sign formats. Rod found an example of a sign that is a ladder sign but has a medallion with the site name in it (Linden Street Plaza in Wellesley). Create a distinctive sign that will set a precedent for the area.
- Use logo but don't occupy entire rectangle. 2/3rds of the space should be text. Important to have negative space.
- Make sure sign panels are the same ratio.
- Remove any excessive or redundant text, such as "meat, deli, grocery" and "Chinese Restaurant."
- Remove phone numbers and websites.
- Consider renaming the site and use the opportunity to rebrand. The Town is trying to create a village feel and wants to move away from shopping centers.
- Need to resolve the number of signs and different names on each. The Committee recommended 3 smaller signs. 2 would be single-sided and at the

main entrance. Then a third sign at the west end of the site for Ocean State and the other stores that are at that end of the property.

- Use similar lighting that they are using for the Route 109 project. Tri-Valley Commons has said they will also use similar lighting.
- Tri-Valley Commons is adding stone wall to the front of property. Use similar materials so it is consistent.
- Incorporate an outdoor sitting area or pocket park that encourages people to stop.
- Change color of façade to something that coordinates with new signs or is neutral and won't create confusion.

The DRC invited the applicant to their May 18, 2015 to discuss the matter further and asked them to forward any changes by May 14, 2015. They also encouraged the applicant to begin to create a Master Signage Plan. The Committee said they would provide the applicant with some examples of successful signs. The DRC will send a letter to the ZBA after the May 18, 2015 meeting.

The Committee then discussed channel letters and if and when they should be used. Chairman Buckley said he is not inclined to recommend channel letters but would like members to consider this issue more so they can discuss further at a future meeting.

**Tri-Valley Interim Letter of Recommendation:**

The committee reviewed the draft interim LOR for Tri Valley Commons and discussed revisions. The Committee is communicating to the Planning & Economic Development Board (PEDB) what has been agreed to and incorporated into the plans and what has been agreed to and still needs to be incorporated into the plans. The applicant will meet with the DRC again after the 1st series of Public Hearings are complete. The following items were discussed:

- The scale of the building is huge and needs to be reduced or specimen trees need to be incorporated into the plan to help mitigate the size.
- Architecture needs to be linked to landscape plan. The Committee still needs to review an updated copy of the landscape plan. It does not reflect what has been discussed in meetings.
- Landscaping plan needs to be specific. Honey locust still needs to be removed.
- Need sample of proposed lighting.
- Committee needs to review copy of tree surveys that are being completed. If no trees will be saved, additional trees will need to be planted particularly on the west side of Building A.

- The specimen tree to the east of Building A that is screening the garage bays needs to be 20-24 feet at planting and provide 4 season coverage.
- All trees that are proposed are deciduous at this point. Will any coniferous trees be used as discussed in the meetings?
- Need clarification on the monument sign and location. Committee recommended that it be incorporated into the stone walls at the entrance.
- Need to clarify dumpster enclosure. The vinyl fence needs to be 4 sided.
- If rhododendrons do not screen retaining wall and fence at their southern end then may need to add more.
- Committee needs to see sample of Versa-Lok that is proposed for 80 foot long retaining wall.
- The trees on the slope to the east of the guiderail should be welled if necessary. The slope needs to be taken into consideration when planting.
- Committee would like to see location and type of specimen trees on plans.
- The stone bases at the bottom of the buildings need to be consistent. DRC recommends consistent stone base in New England gray tone.
- Need to describe internal walkways within site. Internal walkways should be stamped painted asphalt.
- Recommend adding trash cans throughout property and recommend surrounds.
- If bollards are used they should be incorporated into decorative planters.

**Action Items:**

- Nominate 2nd member for Design Guidelines Update Work Group.
- Rachel will update the draft interim LOR for Tri-Valley Commons and forward to Chairman Buckley.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on May 18, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:15 p.m.

Respectfully Submitted,

Michelle Reed

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

**Design Review Committee**
*Matthew Buckley, Chairman*
*Julie Fallon, Vice-Chairman*
*Rod MacLeod*
*Karyl Spiller-Walsh*
*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
## Planning & Economic Development Board and Design Review Committee
## Meeting Minutes – May 5, 2015 at Thayer Homestead

**Call to Order:** – With a quorum, the joint meeting of the Planning & Economic Development Board and Design Review Committee was called to order by Chairmen Andy Rodenhiser and Matt Buckley at 7:02 p.m.

**Attendees:** Planning & Economic Development Board - Andy Rodenhiser, Bob Tucker, Tom Gay, Matt Hayes, Rich DiLulio, and Karyl Spiller-Walsh; Design Review Committee - Matt Buckley and Mary Weafer; Planning & Economic Development Coordinator, Susy Affleck-Childs; Director of Community & Economic Development, Stephanie Mercandetti; Selectmen - Dennis Crowley, Mary Jane White, and Glenn Trindade; Finance Committee, Ellen Hillery; Community Housing Coordinator, Doug Haven; Josh Fiala of the Cecil Group; and Dan Hooper.

Design Review Committee (DRC) Chairman Matt Buckley reported that the DRC had a positive and productive meeting with representatives from the Medway Shopping Center last night. He said the applicant is interested in making improvements to the site, including implementing a master signage plan, updating the façade, and possibly adding stone walls to the front of the property. He said they discussed reducing the size of the monument signs and possibly using 3 signs instead of 2. Two of the signs would be single-sided and incorporated into the stone walls at the main entrance. The applicant may attend the next DRC meeting on May 18, 2015 to discuss the matter further.

**Design Guidelines Community Workshop:**
Josh Fiala of the Cecil Group introduced himself. He said he has been working with the Town to update and refine the Design Review Guidelines. He explained that the Design Review Guidelines Update Task Force has met several times and there was a joint meeting of the PEDB and DRC two weeks ago. Participants were asked to introduce themselves.

Mr. Fiala said the goal of the project is to update and streamline the current Design Review Guidelines and make them more transparent. In addition, they hope to streamline the process for applicants. They are at the beginning of the process and hope to finish by July 2015. Mr. Fiala provided the group with an overview of the creation of the DRC and the Design Review Guidelines. He said the DRC was created in 2003 and appointed by the PEDB. The DRC is an advisory board to the PEDB. The Design Review

Guidelines reflect a shared vision of Medway and provide a framework for discussions about design elements. The Design Review Guidelines apply to any project that requires Site Plan Review or Sign Design Review. Mr. Fiala briefly reviewed the zoning districts and how they relate to the Design Review Guidelines. He pointed out that zoning does not include elements like parking and landscape, which is why the Design Review Guidelines are so important. Mr. Fiala said the idea of retaining the feel of a small, rural New England town is a fundamental idea in the current Design Review Guidelines and needs to be further defined. Mr. Fiala said that throughout the process they will also identify elements in the current Design Review Guidelines that should be moved to the Zoning Bylaws. Mr. Fiala said the updated Design Review Guidelines should include clear categorization and definitions and simple language.

Mr. Fiala showed images of several sites in Town and highlighted some design aspects that could be improved and some that are notable. He highlighted the new Cumberland Farms as a good example and how components like dormers and landscaping help set it apart from a standard gas station.

The group participated in Visual Preference Study A and B. Visual Preference Study A focused on commercial, retail, or industrial buildings and Visual Preference Study B focused on residential or subdivision buildings. Images were selected by the consultant and contained varied styles, types of use, and density. Participants were asked to view the images and choose how they would feel if a similar design was proposed in Medway. It was important for participants to imagine where each design would be appropriate in Town. The scale was from 1 (objectionable) to 5 (very desirable). Visual Preference Study A was broken down into buildings and architecture, site design and landscaping, and signage and amenities. Visual Preference Study B was broken down into buildings and architecture and site, streets, and landscaping. Mr. Fiala pointed out several items in each image for participants to consider when rating. See attached presentation.

Next participants were asked to jot down some words or phrases that define "New England Style." Mr. Fiala said the responses would be collected and input into a word cloud generator. This will help to better define the term. See attached word cloud worksheet.

Finally, Mr. Fiala asked participants to share their thoughts and concerns. The following is a list of some of the thoughts and concerns participants shared:

- Medway does not currently promote small retail.
- Need consistency with signage within commercial areas.
- Don't respect pedestrians. Need to pay attention to crosswalks, sidewalks, and pocket parks.
- Would like to see more contemporary architecture that is inspired by historical architecture in Medway.
- Integrating large industrial buildings and schools with smaller cottages and multi-families.
- Break down Route 109 into smaller pieces that are more pleasant and manageable. Possibly incorporate elements of a downtown and create nodes. Make sure the nodes are connected.
- Use indigenous materials and plantings and preserve existing trees. Dan Hooper said there are 4 red leaf beech trees in Medway that are approximately 150 years old.
- Soften impervious material and reduce asphalt.
- Important to remember New England architecture is really an eclectic mix, not just a particular period.
- Important to determine what is appropriate for certain areas in Town.
- Don't want to lock into one particular style-some of the most beautiful areas of town are very eclectic.
- Need to embrace landscape and need to avoid boring new developments.
- Avoid replicating Route 109 in its current state. Instead we want to replicate a mature New England village.
- Promote walking particularly within the Medway Shopping Center.

- Possibly incorporate refuge areas into crosswalks. Make sure the landscaping is to scale and safe for pedestrians.
- Make sure there is consistency on Route 109 including light fixtures and similar stone.
- Vary rooflines on small and large buildings.
- Need better definition for "modern."
- Need to better define "good design."
- Need to better define "density." It is not necessarily a negative term.

Mr. Fiala reviewed the next steps in the process. He said they are going to include illustrations in the updated version of the Design Review Guidelines as much as possible. They are also considering organizing the document by zoning district. The next working session of the Design Guidelines Update Task Force is May 19, 2015. The group agreed that they need to discuss submission guidelines and requirements further.

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn the meeting at 8:42 p.m.

Respectfully Submitted,

Michelle Reed
Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator.

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Karyl Spiller-Walsh, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 8/3/15**

Meeting Minutes: June 1, 2015
Medway Library, Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:03 p.m.

**Attendees:**

| | 6/1/15 | 6/15/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|---|---|---|---|---|---|---|
| Matthew Buckley | X | | | | | |
| Julie Fallon | | | | | | |
| Karyl Spiller-Walsh | X | | | | | |
| Rod MacLeod | X | | | | | |
| Mary Weafer | X | | | | | |
| Rachel Walsh | X | | | | | |

Planning & Economic Development Coordinator Susy Affleck-Childs attended the meeting.

Rod MacLeod announced that he will not renew his membership on the Committee. The Committee thanked him for his contributions and said he will be greatly missed. His term expires June 30, 2015.

**Sign Design Review - Rabbit Hill Place, 135 Main Street:**

Todd Allen and Cam Afonso joined the Committee to discuss the signs for Rabbit Hill Place at 135 Main Street. The applicant explained that the current sign on the property that is in disrepair will be removed. They are proposing to add a monument sign at the northeast corner of the property. As of right now there will be 4 tenants so there will be four sign panels. The panels are not all the same size; they are proportional to the amount of space the tenant is renting. They plan to use granite posts. The main colors are burgundy and gray to coordinate with the buildings. They also plan to add two hanging signs to the building at the back of the property and two wall signs to the building at the front of the property. The hanging signs on the back building will be above the entryway for each business and will use steel architectural brackets. The hanging signs will not be lit. The applicant said one of the tenants, Custom

Apparel, cannot receive any deliveries until they have a permanent sign so it is important to complete the process as quickly as possible. There will be two wall signs on the building at the front of the property. One will be on the Cottage Street side of the building and one will be near the entry. The Committee made the following recommendations:

- Remove phone numbers and website from HIS sign panel.
- Add the word "corporation" to the right of the HIS logo and center it on the logo. Increase the size of the font.
- The monument sign needs to be landscaped and lit. There should be mulch, flowers and ground lighting.
- Consider making the Antiques sign panel the largest and the other three the same size.
- Increase the spacing for Medway on the Antiques sign panel and also increase the space between the A and N in Antiques.
- Consider using the space between the two windows on the second floor of the main building at the front of the property. This would be a great spot to showcase a particular antique and possibly change the piece with the seasons. This would be another form of advertisement without doing a sign. Possibly consider adding more windows in that area to showcase additional antiques.
- The wall sign on the main building near the entry should be moved closer to the road.

Rachel will draft the Letter of Recommendation (LOR) and forward to Susy Affleck-Childs.

**Site Plan Rules & Regulations Discussion:**

Planning & Economic Development Coordinator Susy Affleck-Childs explained that they are revising the Site Plan Rules and Regulations. She asked the Committee to review the language to make sure it is precise and prescriptive. The goal is to make sure the Committee is receiving all of the necessary information at the time of submittal. The Committee reviewed Building Elevations/Architectural Plan, Site Amenities Details, and Color Renderings. Chairman Buckley said it is very important to see all of the building elevations at the same time to see the relationship of the buildings. The Committee said it is also very important that the renderings reflect the landscape at the time of construction and not twenty years down the road. The Committee reviewed the language and made the following recommendations:

- Building Elevations/Architectural Plan – add the word "complete" before dimensions so the applicants know it needs to be comprehensive. Add lighting and windows to the list of specifications. Change the word "on" to "of".

- Site Amenities Details – add crosswalk, systems enclosures (electrical boxes etc.), bike racks, guardrails, ornamental lighting, feature or accent lighting, and mailboxes. Change the word "details" to "specifications."
- Color Renderings - Add the word "all" before structures and "their relationship to each other and to the site." Should include landscaping as proposed at time of construction. Add that it should be with a 28mm-50mm lens in a naturalized setting.

**Design Review Guidelines Update Taskforce:**

Chairman Buckley reported that at the last meeting the group discussed the general layout of the guidelines. He reported that the document will be broken up by zoning districts. The group also discussed "good design" and the results from the joint meeting of the DRC and PEDB on May 5, 2015. The next meeting is Wednesday, June 10, 2015.

**Tri-Valley Commons Interim Letter of Recommendation:**

The Committee reviewed and discussed the Interim Letter of Recommendation (LOR) for Tri Valley Commons. The Committee made the following revisions:

Building Elements

- The Committee clarified section 1 and 2 under Building A. The 2 evergreen trees should be conifers (blue spruce) and 20-22 feet tall at planting. The location of these trees needs to be specified on the plan. They should be in the southwest corner of the property.
- A note should be added to explain that the Committee originally requested 10 sizable specimen trees throughout the property but this has been reduced to 3 sizable specimen trees. The 3 sizable specimen trees are critical to mitigating the garage bays and architecture.
- The word "ornamental" under section 2 should be changed to "specimen." It should be specified that this tree should be a maple and have a 5 inch caliper at a minimum at time of planting. It should be 20-22 feet tall at planting.
- The Committee's recommendations need to be incorporated into the final plans.
- The awnings need to be opaque and cannot be illuminated.

Landscaping

- Remove the first bullet about inclusion of four-season low growth.
- Add that the fieldstone walls should be consistent with other stone walls in the area.
- Replace the word "format" with "appearance."
- Replace the word "systems" with "utility."

- Add 2 additional 12-14 foot conifers in southeast corner of the property for a total of 4 12-14 foot conifers in this area. Also add a grouping of 3 rhododendrons that are 4-5 feet tall at time of planting in this area to increase the screen. Make sure the rhododendrons are a consistent color.
- Change the word "improve" to "expand."
- Specify that the conifer should be at the southern end of detention pond.
- Change "implement" to "use".
- Add that the applicant said Versa-Lok blocks would be used for the retaining wall and the units would be approximately 6 x 16.

Site Amenities

- Describe in detail the Committee's recommendation for the monument sign. The monument sign should have a stone base that is integrated into the stone wall at the entrance.
- The shingles on the roof of the monument sign should be same as the roofing materials used throughout the site.
- The monument sign should incorporate the site name and address.
- Add that all façade and free standing signs need to go through the formal sign design review process.
- Add that adequate trash receptacles need to be added.
- The light post details need to be incorporated into the plan. They should be consistent with those proposed for the Route 109 project as well as the lights and benches.

**Action Items:**

- Rachel will draft the LOR for Rabbit Hill Place.
- Chairman Buckley will update the Tri-Valley Interim Letter of Recommendation.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on June 15, 2015 at the Medway Public Library.

**Minutes:**

**Rachel moved that the Committee approve the Design Review Committee meeting minutes from February 23, 2015 as revised; Karyl second; No discussion; All ayes 5-0-0.**

**Karyl moved that the Committee approve the Design Review Committee meeting minutes from March 2, 2015 as written; Chairman Buckley second; No discussion; All ayes 5-0-0.**

**Karyl moved that the Committee approve the Design Review Committee meeting minutes from March 16, 2015 as written; Rachel second; No discussion; All ayes 5-0-0.**

**Adjournment:**

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:15 p.m.

Respectfully Submitted,

Michelle Reed

***R**abbit **H**ill **P**roperties, LLC*
*135 Main Street, Medway MA 02053*

May 15, 2015

Design Review Committee
Town of Medway
155 Village Street
Medway, MA 02053

Re: *135 Main Street, Medway*

Dear Committee Members:

As the new owner of 135 Main Street, I am requesting approval for the following signs at our location on 135 Main Street.

- ✓ Plans provided by Signs by Cam.
- ✓ Erect one (1) multi-tenant sign for our location on the northeast corner of the lot and remove the old Rabbit Hill Furniture sign that is currently by the building. We request that we can illuminate this sign per plans provided with up-lighting.
- ✓ Two (2) new projecting signs on the back-building, mounted parallel with the front of the building. One 2'x4' sign over each door with the tenants name per plans.
- ✓ Two (2) new wall mounted signs on the sides of the front building. The walls are perpendicular to Main Street as per plans.

Thank you for your time and consideration.

Sincerely,

Todd Allen
Owner
Rabbit Hill Properties, LLC

**Medway Design Review Committee (DRC)**

# *Application for Sign Design Review*

***Medway Location/Address*** *(Where sign will be installed):* **135 Main Street**
*(What is the interior width of the storefront?* **30' & 54'**)

***Building/Development Name:*** *(if applicable)*: **Rabbit Hill Properties, LLC**

***Medway Zoning District:*** **ARII**

***Applicable Sign Standard Table*** *(from Medway Zoning Bylaw)* **Table # 6**

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

Business Name: **Rabbit Hill Properties, LLC**

Mailing Address: **10 Daniels Road, Medway, MA 02053**

Contact person: **Todd Allen, President/Owner**

Phone: **T:508.533.6269** Cell Phone: **508.509.5030**

Email address: **todd@his-corporation.com**

***Type of Proposed Sign*** – For definitions, refer to *Medway Zoning Bylaw (Section V. R. Sign Regulation).*
The *Medway Zoning Bylaw* is available on-line at: www.townofmedway.org.

| ***Type of Sign*** | **Signs Dimensions** | ***Total Square Footage of Sign Surface Area*** | ***Type of Illumination*** *(internal or external or none)* | ***Compliance*** *To be reviewed by Medway Planning Coordinator* |
|---|---|---|---|---|
| Wall/Façade | 2@ 2'x8' | 48' | External | |
| Free-standing Individual Business | N/A | N/A | N/A | |
| Free-standing Multi-Tenant Development | Free - Standing | 36"wx72"h | External | |
| Awning | N/A | | | |
| Projecting | 2@ 2'x4' | 16' | External | |
| Directory | Yes | | | |

***Attach the following items to this form. .pdf format preferred for application and attachments. Please email application and documents to drc@townofmedway.org.***

___X_ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

___X_ 2. For a wall sign, a scaled image showing where the sign's position on the building.

_____ 3. For any proposed freestanding sign
____ *Landscaping Plan for the base of the sign*
____ *Plot Plan marked with location of the free-standing sign and distances from street/lot lines.*

__X__ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.

__X__ 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?***
__**X**__ 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)* __**X**__ No

***If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?***
__**X**__ Yes ____ No ____ Don't Know

***Does your lease require the property owner's approval of your sign?***
__X__ Yes ____ No ___ Not applicable

***Sign Designer/Fabricator/Installer Information***

Company Name: **Signs by Cam**

Mailing Address: **837 Upper Union St, Suite C-18, Franklin, MA 02038**

Contact person: **Cam Afonso**

Phone: **508- 364-2905** Cell Phone: _____

Email address: **cam@signsbycam.com**

***Property Owner Information***

Company Name: **Rabbit Hill Properties, LLC**

Mailing Address: **10 Daniels Road, Medway, MA 02053**

Contact person: **Todd Allen, President/Owner**

Phone: **T: 508.533.6269** Cell Phone: **508.509.5030**

Email address: **todd@his-corporation.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 meets on the first & third Monday night of each month at 7 p.m. - Medway Library, 26 High ST
*(Agendas are posted at the Town's web page at www.townofmedway.org)*

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

***Please submit this application form and all attachments as follows:***

| | |
|---|---|
| Email: | drc@townofmedway.org **PREFERRED!!** |
| Fax: | 508-321-4987 |
| Mail: | Design Review Committee c/o<br>Medway Planning office<br>155 Village Street, Medway, MA 02053 |
| Drop Off: | Medway Planning office @ Medway Town Hall, 155 Village Street |
| Phone: | 508-533-3291 (Medway Planning office) |

**Applicants and sign designers should read Medway's *Sign Design Guidelines*. Sign designs should be developed in accordance with those *Guidelines.***

***Date Application Received by Medway Planning office:*** _____

***Reviewed by Medway Planning Coordinator:*** _____

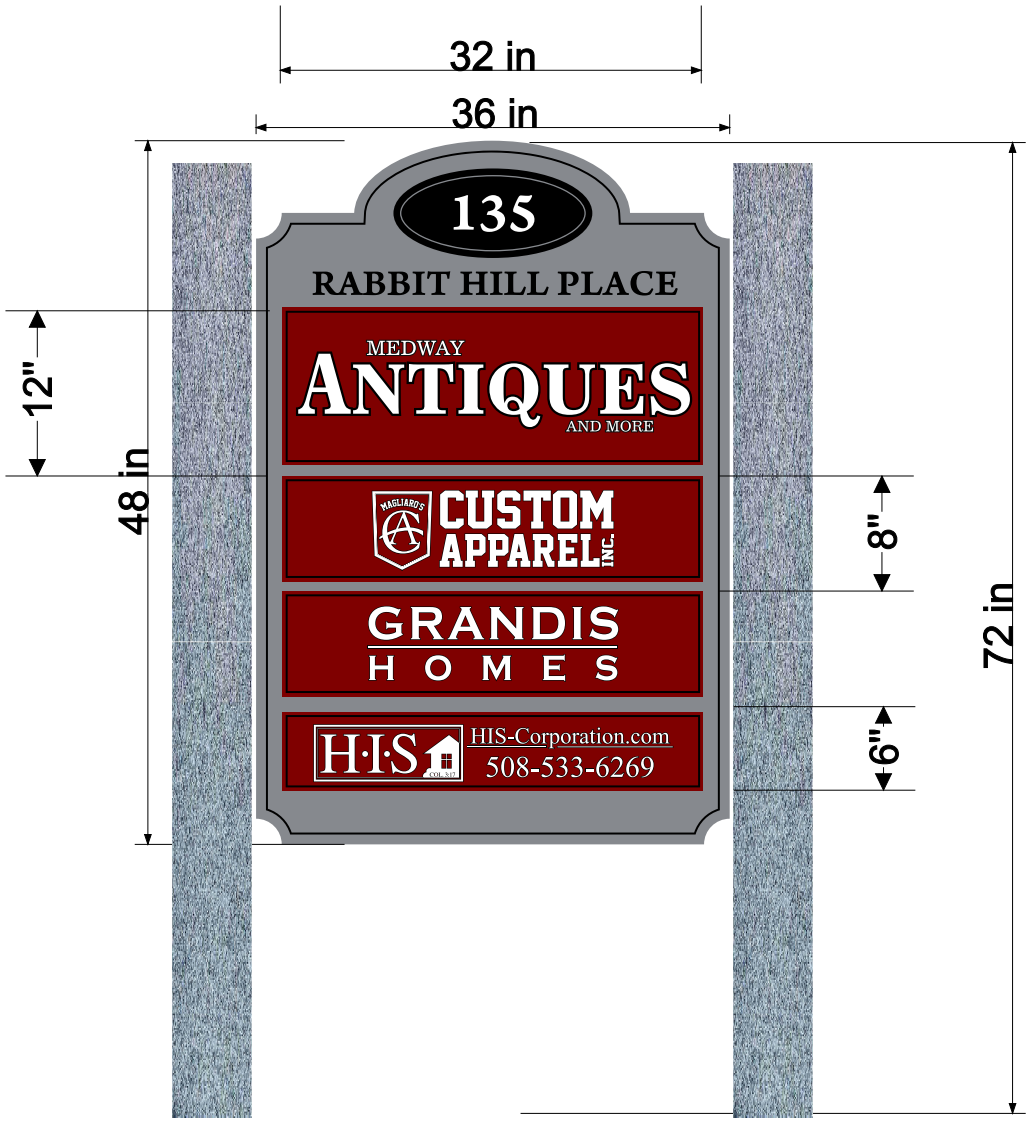
_____

_____

***DRC Meeting Date:*** _____

***Date of DRC Review Letter Submitted to Building Department:*** _____

*Updated 10-9-14*



Signs By Cam Inc

Sign & Graphic Solutions • Uncompromising Integrity

Cam Afonso
837 Upper Union St., Suite C-18
Franklin, MA 02038

Phone: 508-364-2905
Fax/Office: 508-528-0766
E-Mail: cam@signsbycam.com
Website: www.signsbycam.com


# APPROVED FOR PRODUCTION:

X _____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## JOB INFORMATION

JOB TITLE:
CONTACT:
PHONE:
FAX:
JOB DESCRIPTION:

SQUARE FOOTAGE:=

## SIGN MATERIAL SPECS

| | | | | | |
|---|---|---|---|---|---|
| BANNER: | | COROPLAST: | | WOOD: | |
| ACRYLIC: | | MAGNETIC: | | URETHANE: | |
| PVC: | X | ALUMINUM: | | NUEDGE: | |

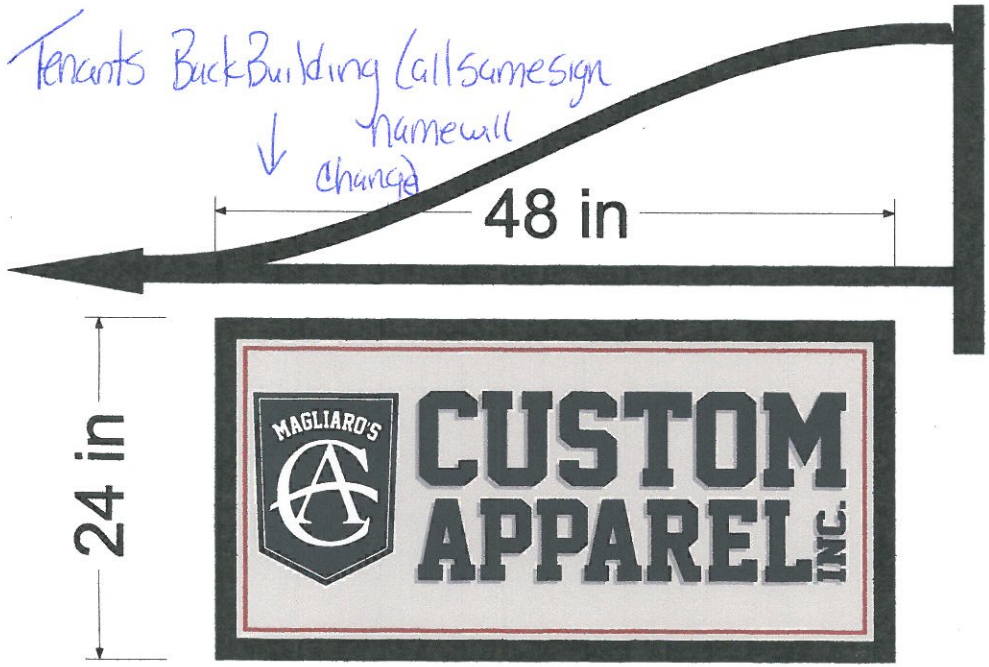
SINGLE SIDED: ☐ DOUBLE SIDED: X

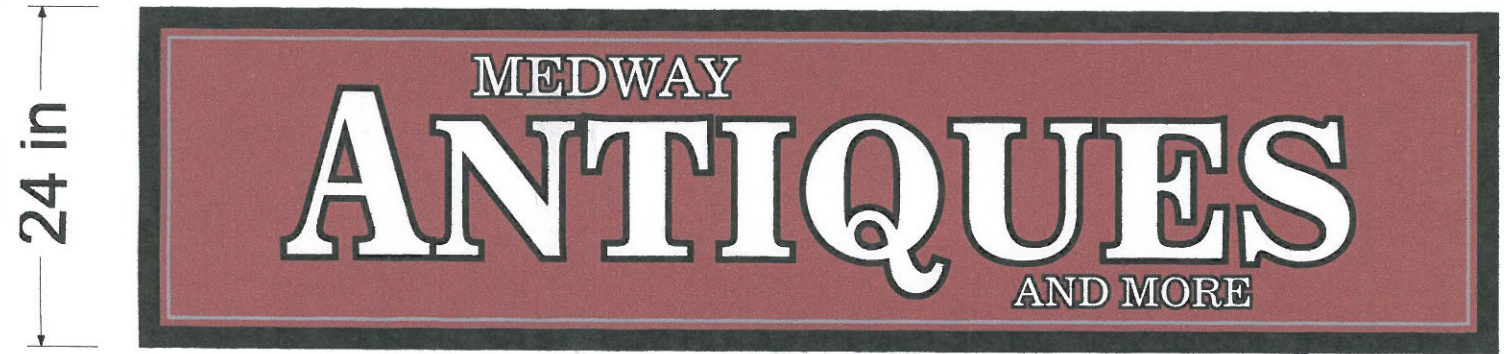
OTHER: _____

COLOR SPECS:
BACKGROUND:
COPY:

OUTLINE:
SHADOW:
BORDER:
LOGO:

Tenants Back Building Call same sign
↓ name will change






WALL SIGN - 2 locations. one on east facade and one on the west facade

48 in

24 in

GRANDIS
HOMES

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*

**Approved: 9/14/15**

Meeting Minutes: June 15, 2015
Medway Library, Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:08 p.m.

**Attendees:**

| | 6/1/15 | 6/15/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | | | | |
| Julie Fallon | | X | | | | |
| Tom Gay | X | X | | | | |
| Rod MacLeod | X | | | | | |
| Mary Weafer | X | X | | | | |
| Rachel Walsh | X | | | | | |

Planning & Economic Development Coordinator Susy Affleck-Childs, Dan Hooper, and resident Lisa Graves also attended the meeting. Ms. Graves is possibly interested in filling the vacancy on the Committee. Chairman Buckley gave Ms. Graves a brief background on the Committee and their responsibilities.

**Master Plan Implementation – Status of DRC Action Items:**

The group reviewed the DRC action items for the Master Plan Implementation and discussed the status of each. Chairman Buckley will send a status update to Jim Weiler, who is leading the project.

**Informal Sign Design Review – Medway Shopping Center:**

Attorney Bethany Bartlett, Medway Shopping Center Property Manager Paul LaPierre, and Tim Sullivan of Barlo Signs attended the meeting on behalf of the applicant. Attorney Bartlett explained that they have several new designs to present as a result of the feedback from the last meeting on May 18, 2015. One design has 3 vertical signs, two at the main entrance and one at the west end of the property, and the other design has 2 horizontal signs at

the main entrance. Attorney Bartlett said that they hope to have a solid design in the near future so they can bring it to the property owner for his consideration.

The Committee reviewed the elevations for both designs. Mr. Sullivan explained that the signs will have a fieldstone wall base. Two cabinets will be attached to the base to hold the sign panels. The signs will be double-sided. They chose black and white for the background and text because it is classic and can easily be matched in the future. They needed to come up with a design for the sign panels that could be easily and affordably changed as the tenants change. The end cap comes off and the panels slide out. There will be a wash light fixture across the top that will flood the top portion of the signs and two ground spot lights to light the sign panels. The signs will not be internally illuminated. Mr. Sullivan said he does not have a preference and that both designs have advantages and disadvantages. He said he is concerned about lighting the vertical design but thinks from a visibility standpoint this is the better option. He is concerned that it will be hard to read the sign panels on bottom portion of the horizontal design, particularly in the winter, but thinks the horizontal design is more aesthetically pleasing. The Committee had the following feedback and recommendations:

- The Committee really likes the stone wall design from the previous meeting.
- Horizontal design is more attractive but the Committee likes the sign panel on the vertical sign. It appears less cluttered. Would like to combine the stone wall with the sign panel from the vertical sign.
- Reduce the width of the cabinets. They should be as flush as possible.
- Have same stone treatment at the top of all the signs for continuity.
- Important that the main entrance identify the site and be a feature of the property.
- Use a black border around sign instead of white.
- Remove white between the sign panels.
- Have site name on the portion of the wall closer to the road.
- Consider curving the wall or at least the portion with the site name. Mr. Sullivan will work on the layout to make sure it doesn't create any visibility issues.
- The arch at the top of the sign is nice but needs to be more natural and gradual.
- The wall needs to look like a traditional New England fieldstone wall. Use rounder stones; not flat stones similar to the ones at Medway Commons. The color and shapes of the stones should be varied.
- Slightly raise panels on wall base to address visibility issues. Also consider berming the area to help with visibility.
- The entrance needs to be appropriate for the site. Make sure it is not too grand for the site.
- The signs need to be landscaped.

- The sign panels should have more black space around the text.
- Consider adding directional signs within the site.
- Remove any extraneous words on the sign panels.
- Consider using a standardized font on the sign panels that don't have a graphic/logo.
-

The Committee asked if it was possible to not include all tenants on the sign. Mr. LaPierre said it is very important that every tenant have a sign. He said he has lost many prospective tenants over the years due to the lack of signage. The Committee discussed the location of the building on the property and how it makes the signs on the building very difficult to read. The Committee encouraged the applicant to create a Master Signage Plan during the Minor Site Plan process. They also reiterated that each tenant will need to come to the DRC for approval of their individual sign. Attorney Bartlett, Mr. LaPierre, and Mr. Sullivan said they would tweak the signs based on tonight's discussion and return on June 29, 2015 to discuss further.

**Tri-Valley Commons:**

The applicant for Tri-Valley Commons met with the Planning & Economic Development Board (PEDB) last Tuesday night. Chairman Buckley reported that he attended the meeting in case any questions arose relative to the DRC's Interim Letter of Recommendation (LOR). At the meeting, the applicant reported that Goodyear has backed out and will not occupy Building A. Chairman Buckley asked if the applicant would consider reducing the amount of garage bays on Building A from 7 to 5 considering this was one of the biggest issues for the Town. The following day the applicant asked if the Town would consider increasing the amount of garage bays to 8 if 3 were moved to the rear of Building A. Planning & Economic Development Coordinator Susy Affleck-Childs said the applicant needs a formal response from the PEDB on the current proposal by June 26, 2015. The applicant would then come back to the PEDB in July to discuss the new garage bay design. The DRC briefly reviewed the elevations for the new garage bay design. The Committee expressed general support for the new design. They said it is important that the materials that are used for all 8 garage bays, including those in the rear of the building, are consistent. In addition, Chairman Buckley said the Committee would also like to discuss the signage on the front of Building A with the applicant. The Committee thought the signage on the front of Building A could be consolidated. Ms. Affleck-Childs said she will draft an email expressing the Committee's general support for the new garage bay design and forward to the Committee for their review.

**Design Review Guidelines Update Taskforce:**

At last week's meeting, the group reviewed the commercial section of the Design Review Guidelines. The new Design Review Guidelines will be organized by zoning districts,

commercial, residential, and industrial. The next meeting is tomorrow night. Chairman Buckley said he is very happy with how the project is going and thinks bringing The Cecil Group and Josh Fiala on board was an excellent choice. The group needs help designing the new Design Review Guidelines cover and also gathering photos to illustrate the guidelines. The goal is to use local examples wherever possible. Chairman Buckley added that each section will also be color coded. Julie said she would work on the cover design and Mary said she would start to gather photos.

**Action Items:**

- Chairman Buckley will send a status update to Jim Weiler on the DRC actions items for the Master Plan Implementation.
- Julie will work on the cover for the new Design Review Guidelines.
- Mary will begin to gather local photos for the new Design Review Guidelines.
- Susy will draft an email about the Committee's support for the new garage bay design on Building A for the Tri-Valley Commons project for the Committee's review.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on June 29, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 9:22 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Rod MacLeod, Member*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 8/17/15**

Meeting Minutes: June 29, 2015
Medway Library, Conference Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:01 p.m.

**Attendees:**

| | 6/1/15 | 6/15/15 | 6/29/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | | | | |
| Julie Fallon | | X | | | | | |
| Tom Gay | X | X | X | | | | |
| Rod MacLeod | X | | | | | | |
| Mary Weafer | X | X | X | | | | |
| Rachel Walsh | X | | X | | | | |
| Lisa Graves | | | X | | | | |

**Minutes:**

**Chairman Buckley moved that the Committee approve the meeting minutes from March 23, 2015 as submitted; Rachel second; No discussion; 3-0-2 (Lisa and Tom abstained).**

**Chairman Buckley moved that the Committee approve the meeting minutes from April 6, 2015 as submitted; Rachel second; No discussion; 3-0-2 (Lisa and Tom abstained).**

**Informal Sign Design Review – Medway Shopping Center:**

Attorney Bethany Bartlett, Medway Shopping Center Property Manager Paul LaPierre, and Tim Sullivan of Barlo Signs attended the meeting on behalf of the applicant. Attorney Bartlett explained that after reviewing the 100% plans of the Route 109 project they realized there are curb cuts that impact the right side of the main entrance. As a result, they are proposing to have one sign at the main entrance on the west side and a second sign further west near Dry Bridge Crossing **(see attached)**. The sign at the main entrance will focus on businesses at the eastern side of the site. The sign at the western end of the site will focus on businesses at the western side. The signs will be double sided so motorists will be able to see

all of the business names when they are traveling in both directions. Attorney Bartlett said the 100% plans are determined by MASS DOT and not the property owner. Mr. Sullivan said he tried to incorporate all of the recommendations from the previous meeting into the new design. He explained that the lettering for Medway Place will be ½ inch acrylic because it is more durable than paint and it will be white. The sign panels will be black with white lettering because it is classic and can easily be matched in the future. The Committee discussed the sign at the bottom of the sign panel with the management company's information. Mr. LaPierre said it is important that this information is on the sign. The Committee recommended making the text for that specific sign panel smaller because most likely anyone who needs that information will pull over to write it down. Rachel recommended just having a panel with "Managed by Diversified Funding, Inc." because most people have smartphones and can Google it. The Committee typically discourages applicants from including phone numbers and websites on sign panels. Another option proposed by the Committee is having the information on a small plaque on the end of the stone wall facing the interior of the site. The Committee said that if the property owner decides to include the information on the sign panel it would eliminate the need for additional signs advertising space for rent. Also, they would recommend using a smaller size text for the phone number and website and stacking them on top of each other. Mr. Sullivan said the sign will be up lit with ground spotlights. Attorney Bartlett said the signs will be raised slightly using berms. She said the applicant's site engineers need to meet with DPS Deputy Director Dave D'Amico to determine the proper height of the berm. Attorney Bartlett said that as of right now no additional stone walls are being planned for the site. She said the proposed signs are very expensive and the property owner is not willing to commit to additional stone walls at this point. She said once the site plan is completed they can revisit the issue. Rachel recommended changing the location of MG Salon Spa and Medway Restaurant on the signs. Mr. LaPierre said he would revisit the placement of the sign panels on the two signs. Rachel and Mary said they would recommend using less loose stones in front of the wall.

The applicant needs to follow-up with Building Inspector Jack Mee to get an accurate measurement for the signage. The Committee also needs information on the materials that will be used, including the lighting. Once the Committee receives the measurements and materials they can draft a letter to the ZBA. Chairman Buckley said it will be important for the applicant to communicate the other ideas that were discussed, including changes to the façade, to the ZBA to show the applicant's intent to improve the site. Rachel added that the new signs will set a tone for the site so any work that is done to the façade and property in the future should match the signs so there is cohesiveness. Chairman Buckley also reminded them that each tenant will need to go through the Sign Review process for their individual

sign panel. The property owner is encouraged to create a Master Signage Plan for the site, which will create consistency and simplify the process.

**Sign Design Review - Dollar Tree:**

Erik Merliss of Arnco Sign Company attended the meeting on behalf of the applicant. Mr. Merliss explained that it will be an internally illuminated raceway sign **(see attached)**. The sign will be illuminated with LED lights. The Committee recommended that the raceway be painted red to match the façade of the building. The Committee said it is important that the entire area be repainted. The color has faded over time and if it is not painted you will see the ghost from the previous sign. Mr. Merliss said they are putting new vinyl on the existing sign panel on the ladder sign. The Dollar Tree does not have a logo but the colors are white lettering with a green background. Rachel said it is important that there is consistency between the colors of the sign on the ladder sign and on the building otherwise it won't look like the same business. It is important to either use red or green but not both. Rachel will do the LOR.

**Informal Discussion - Tri-Valley Site Plan Modifications:**

Patrick Finn of Landry Architects and John Kucich of Bohler Engineering attended the meeting on behalf of the applicant. The PEDB issued their decision on the Tri-Valley Commons project on June 23, 2015 and it was filed with the Town Clerk on June 24, 2015. The 20 day appeal period began on June 24, 2015. There will be a petition for modifications forthcoming relative to the garage bays. The Committee briefly reviewed the modification at the previous meeting. Direct Tire will be occupying Building A. They are going to work within the same footprint as the previous tenant. The only significant change is there will be 8 garage bays instead of 7, 5 on the east side and 3 on the rear **(see attached)**. On the west side of the rear of the building there will be an enclosure around a storage pod. The pod will hold the used tires that need to be disposed of. The storage pod is similar to a dumpster and will need to be emptied frequently. Mr. Finn and Mr. Kucich explained that there will be a fence around this area. The Committee said it is important that this building be developed as a four-sided building. There should be a gate on the end of the enclosure so that the storage pod cannot be seen. The storage pod is 25 feet long and 8 feet wide. The Committee said it is very important to know the height of the pod to make sure the fence is high enough to cover it. The following items were discussed:

- The fence around the enclosure should be the same as the fence that is being used on the other enclosures.
- The enclosure needs to be landscaped and screened.

- Low shrubs should be added below the trees that are planned for the north side of the building to help with screening. The Committee would like to know what types of shrubs will be planted.
- Consider using clapboard instead of fencing around the storage pod to help it blend better.
- Information on how frequently the pod is emptied and the type of noise that will be generated is important and should be relayed to the PEDB. Mr. Kucich and Mr. Finn will provide the Committee with more information on the storage unit and process.
- The fence/enclosure needs to exceed the height of the pod.
- Arborvitaes will be planted in front of the fence/enclosure. They will be 6-8 feet at time of planting.
- Mr. Finn said he will further consider doing a foot foundation wall and then secure the fence on top of that. He said it makes the most sense to have the enclosure match the building.
- The Committee would like to see the rear and leftside elevation with the pod, enclosure, and gate incorporated.
- The Committee would also like to review the signage for Direct Tire. They are hoping to avoid having the same signage on both sides of the front of the building. If the tenant wants signage on both sides they recommend doing something similar to Starbucks where one side has the logo and the other has the name.

**Design Guidelines Update Task Force:**

The next meeting of the Design Guidelines Update Task Force is July 1, 2015. Planning & Economic Development Coordinator Susy Affleck-Childs reported that the draft is complete but illustrations still need to be added. The group will review the draft at the July 1st meeting. The draft includes an introduction explaining New England character. On July 8, 2015 there is a joint meeting of the PEDB and DRC to review the draft at the Medway Public Library. This meeting is open to the public and all Committee members are encouraged to attend. Susy will email the draft to the Committee for their review. Mary will send the photos she has taken around Town to the Committee via Shutterfly for their review. The photos will be used throughout the document and also in between sections. Susy also has disks with historic photos.

The Committee briefly discussed the Tri-Valley Commons project. Susy reported that Building C will not be built right away. The Committee said this was never discussed in the meetings. Susy explained that there are time stipulations on Building A and B but not on Building C. She said all of the site preparation, including the landscaping and detention ponds, will be completed and the area where Building C will be built will be grassed. The

Committee said they wish they had known about this because they would have looked at the buffering of the east side of Building B differently.

**Action Items:**

- Matt will work on letter to ZBA for Medway Shopping Center.
- Rachel will do Dollar Tree LOR.
- Tom will update PEDB on Tri-valley discussion at next PEDB meeting.
- Julie will work on the cover for the new Design Review Guidelines.
- Mary will begin to gather local photos for the new Design Review Guidelines.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on July 6, 2015 at the Medway Public Library.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 9:31 p.m.

Respectfully Submitted,

Michelle Reed

**JOB#:**

**MANUFACTURING**

Barlo **BarloMex** Sub Other: _____

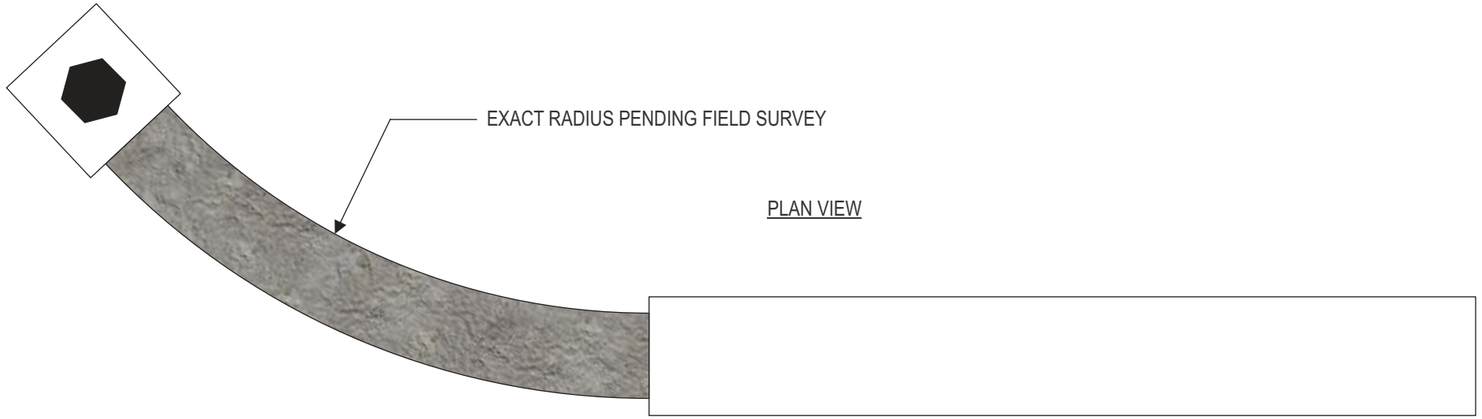
**INSTALLATION**

**Barlo** BarloMex Sub Other: _____

**SCOPE OF WORK**

**ITEM A**

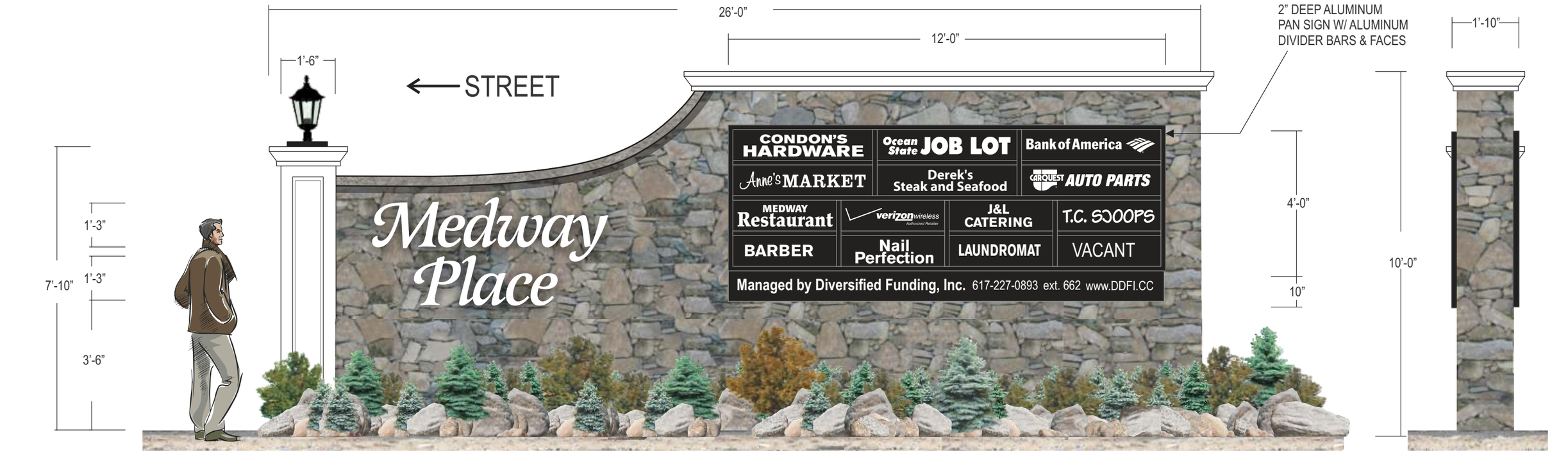
CONCEPTUAL DRAWINGS
FOR FIELDSTONE WALL SIGNAGE




PLAN VIEW

## ITEM A - CONCEPTUAL DRAWING

SCALE: 3/8"=1'-0"

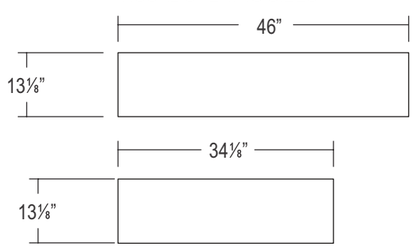



FACING ENTRANCE

REAR VIEW

VIEW OF SECOND SIDE FROM PARKING LOT

TENANT PANEL
VISUAL OPENING SIZES




| PROJECT APPROVAL - PRESALE | |
|---|---|
| Design: | Date: |
| Sales: | Date: |
| **PROJECT APPROVAL - PROD.** | |
| Design: | Date: |
| Estimating: | Date: |
| Engineering: | Date: |
| Sales: | Date: |
| Production: | Date: |
| Installation | Date: |

**Job Name:** MEDWAY SHOPPING CENTER

**Location:** 98 Main Street, Medway MA

**Design Specifications Accepted By:**

**Client:**

**Landlord:**

**Drawn By:** DJR

**Sales Rep:** MICH

**Date:** 5/5/15

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BARLO SIGNS
158 Greeley St., Hudson, NH 03051
(603) 882-2638 Fax (603) 882-7680
For Service: 800-227-5674

**File Name:** Medway Shopping Center 131212295 6-24

**B-13-12-12295** SHEET: 1.0

**JOB#:**

**MANUFACTURING**

Barlo **BarloMex** Sub Other: _____

**INSTALLATION**

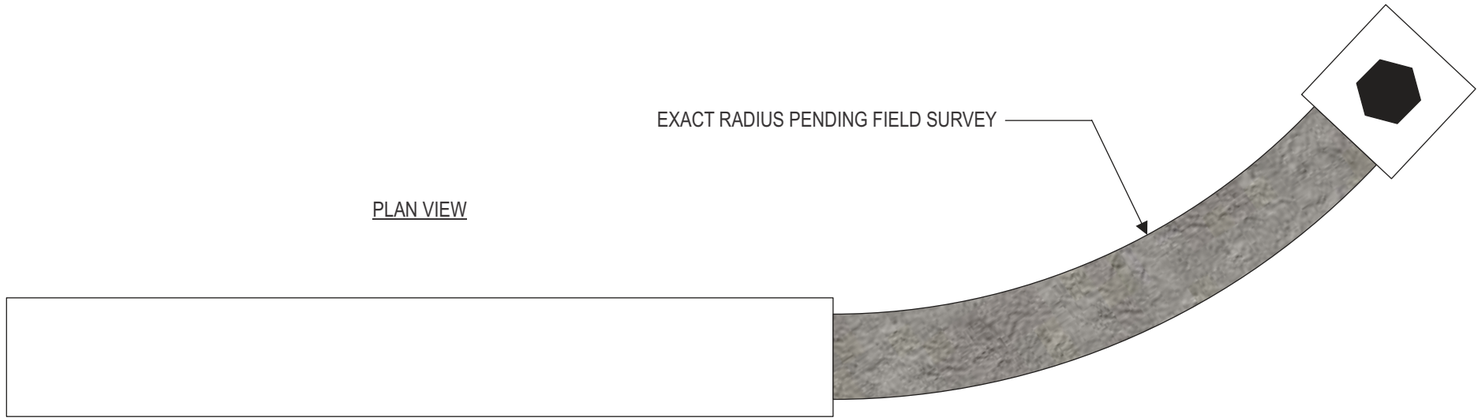
**Barlo** BarloMex Sub Other: _____

**SCOPE OF WORK**

**ITEM B**

CONCEPTUAL DRAWINGS
FOR FIELDSTONE WALL SIGNAGE

PLAN VIEW




## ITEM B - CONCEPTUAL DRAWING

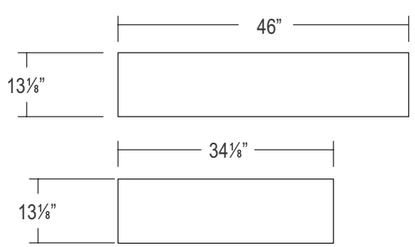
SCALE: 3/8"=1'-0"

FACING ENTRANCE

REAR VIEW

VIEW OF SECOND SIDE FROM PARKING LOT

TENANT PANEL
VISUAL OPENING SIZES




| PROJECT APPROVAL - PRESALE | |
|---|---|
| Design: | Date: |
| Sales: | Date: |
| **PROJECT APPROVAL - PROD.** | |
| Design: | Date: |
| Estimating: | Date: |
| Engineering: | Date: |
| Sales: | Date: |
| Production: | Date: |
| Installation | Date: |

**Job Name:** MEDWAY SHOPPING CENTER

**Location:** 98 Main Street, Medway MA

**Design Specifications Accepted By:**

**Client:**

**Landlord:**

**Drawn By:** DJR

**Sales Rep:** MICH

**Date:** 5/5/15

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Underwriters Laboratories Inc.® ISSC LIMITED STATES SIGN COUNCIL IDA INTERNATIONAL DAIRY ASSOCIATION NSA

BARLO SIGNS
158 Greeley St., Hudson, NH 03051
(603) 882-2638 Fax (603) 882-7680
For Service: 800-227-5674

**File Name:** Medway Shopping Center 131212295 6-24

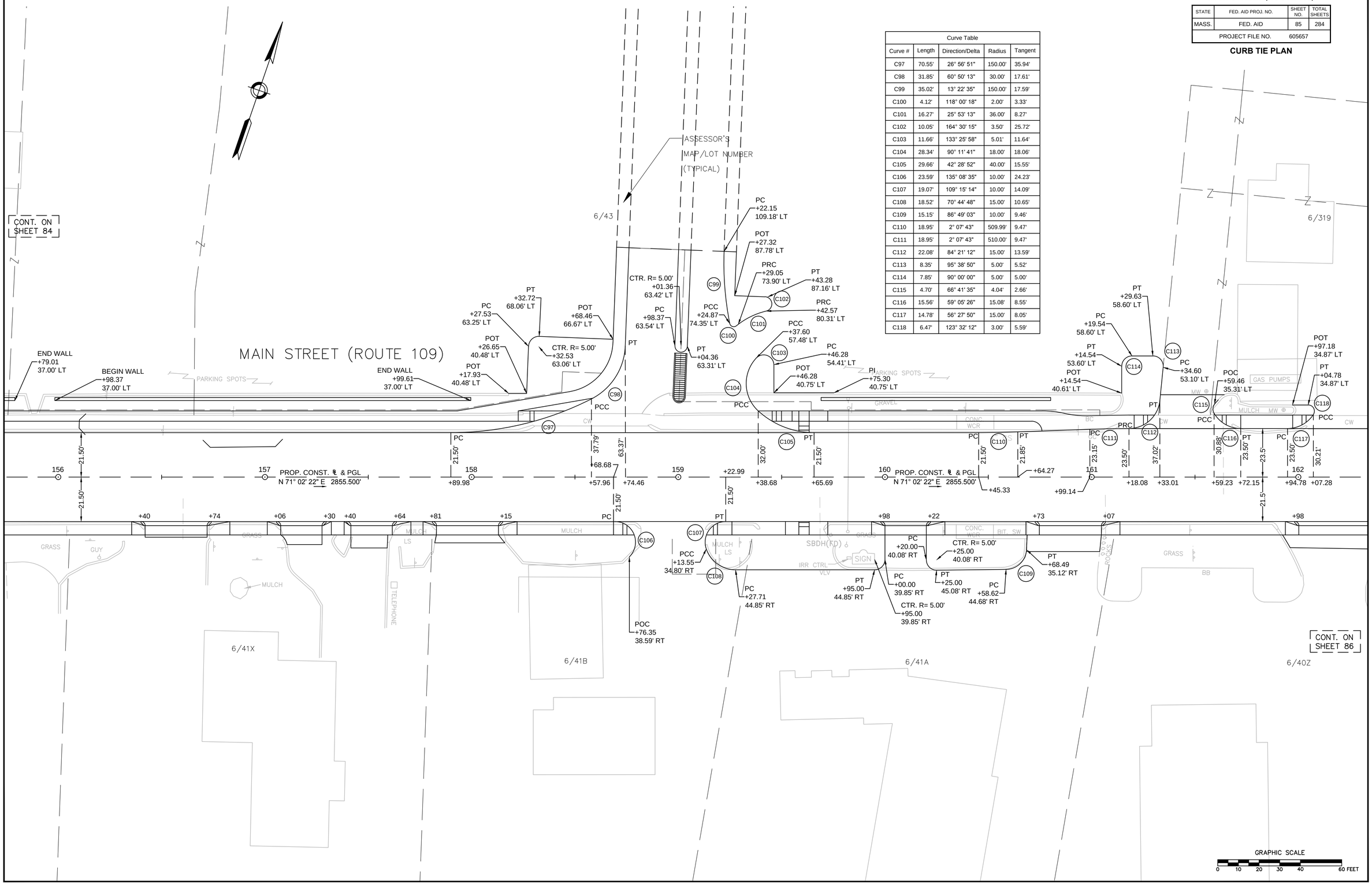
**B-13-12-12295** **SHEET: 1.0**

**MEDWAY**
**MAIN STREET (ROUTE 109)**

| STATE | FED. AID PROJ. NO. | SHEET NO. | TOTAL SHEETS |
|---|---|---|---|
| MASS. | FED. AID | 85 | 284 |
| PROJECT FILE NO. | 605657 | | |

# CURB TIE PLAN

| Curve Table | | | | |
|---|---|---|---|---|
| Curve # | Length | Direction/Delta | Radius | Tangent |
| C97 | 70.55' | 26° 56' 51" | 150.00' | 35.94' |
| C98 | 31.85' | 60° 50' 13" | 30.00' | 17.61' |
| C99 | 35.02' | 13° 22' 35" | 150.00' | 17.59' |
| C100 | 4.12' | 118° 00' 18" | 2.00' | 3.33' |
| C101 | 16.27' | 25° 53' 13" | 36.00' | 8.27' |
| C102 | 10.05' | 164° 30' 15" | 3.50' | 25.72' |
| C103 | 11.66' | 133° 25' 58" | 5.01' | 11.64' |
| C104 | 28.34' | 90° 11' 41" | 18.00' | 18.06' |
| C105 | 29.66' | 42° 28' 52" | 40.00' | 15.55' |
| C106 | 23.59' | 135° 08' 35" | 10.00' | 24.23' |
| C107 | 19.07' | 109° 15' 14" | 10.00' | 14.09' |
| C108 | 18.52' | 70° 44' 48" | 15.00' | 10.65' |
| C109 | 15.15' | 86° 49' 03" | 10.00' | 9.46' |
| C110 | 18.95' | 2° 07' 43" | 509.99' | 9.47' |
| C111 | 18.95' | 2° 07' 43" | 510.00' | 9.47' |
| C112 | 22.08' | 84° 21' 12" | 15.00' | 13.59' |
| C113 | 8.35' | 95° 38' 50" | 5.00' | 5.52' |
| C114 | 7.85' | 90° 00' 00" | 5.00' | 5.00' |
| C115 | 4.70' | 66° 41' 35" | 4.04' | 2.66' |
| C116 | 15.56' | 59° 05' 26" | 15.08' | 8.55' |
| C117 | 14.78' | 56° 27' 50" | 15.00' | 8.05' |
| C118 | 6.47' | 123° 32' 12" | 3.00' | 5.59' |



**DRC Sign Design Review**
**Planning and Economic Development Office Comments**
**6-25-15**

**Business Name:** DOLLAR TREE

**Sign Location Address:** Medway Shopping Center, 106 Main ST

**Proposed Signs:**

## 1. One Wall Sign

| | **Proposed** | **Allowed by Bylaw** |
|---|---|---|
| **Sign Surface Area** | 70 sq. ft. | 70 sq. ft. |
| **Sign Height** | Not applicable | Not applicable |
| **Illumination** | Internal | Internal |

**Comments** – White, internally illuminated channel letters, all CAPS, attached to an external raceway affixed to the red mansard type roof.

## 2. Tenant Panels in Free-Standing Development Sign

| | **Proposed** | **Allowed by Bylaw** |
|---|---|---|
| **Sign Surface Area** | 13.9 sq. ft. per side x 2 = 27.8 sq. ft. | OK as the sign is pre-existing non-conforming |
| **Sign Height** | Not applicable | Not applicable |
| **Illumination** | Internal | Internal lighting is OK as the sign is pre-existing non-conforming |

**Comments** – White lettering against a bright green background.

## Medway Design Review Committee (DRC)

# *Application for Sign Design Review*

***Medway Location/Address*** *(Where sign will be installed):* 106 A Main ST
*(What is the interior width of the storefront?* 70' )

***Building/Development Name:*** *(if applicable):* Medway Shopping Plaza

***Medway Zoning District:*** Commercial I

***Applicable Sign Standard Table*** *(from Medway Zoning Bylaw)* **Table #** 5.

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

Business Name: Dollar Tree

Mailing Address: 106 A Main St
Medway Mass

Contact person: Jeremy Waycott Arnco Sign Co Inc

Phone: 203 238-1224 Cell Phone 203 537-9113

Email address: Arncojer@AOL.com

***Type of Proposed Sign*** – For definitions, refer to *Medway Zoning Bylaw (Section V. R. Sign Regulation).* The *Medway Zoning Bylaw* is available on-line at: www.townofmedway.org.

| ***Type of Sign*** | **Signs Dimensions** | ***Total Square Footage of Sign Surface Area*** | ***Type of Illumination*** *(internal or external or none)* | ***Compliance*** *To be reviewed by Medway Planning Coordinator* |
|---|---|---|---|---|
| Wall/Façade | 31"X 27'-1" | 70# | Internal | OK- |
| Free-standing Individual Business | | | | |
| Free-standing Multi-Tenant Development | 1'-11"X 7'-3" | 13.9# | Internal | |
| Awning | | X2 | | |
| Projecting | | 27.8# | | |
| Directory | 1 | | | |

***Attach the following items to this form. .pdf format preferred for application and attachments. Please email application and documents to*** drc@townofmedway.org.

√ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

√ 2. For a wall sign, a scaled image showing where the sign's position on the building.

√ 3. For any proposed freestanding sign
___ *Landscaping Plan for the base of the sign*
___ *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?***
X 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?***
X 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 X Don't Know

***Does your lease require the property owner's approval of your sign?***
____ Yes ____ No V Not applicable

***Sign Designer/Fabricator/Installer Information***

Company Name: Blair Signs, Altoona, PA / Arnco Signs Wallingford, CT
Mailing Address: 5107 Kissel Ave, Altoona, PA / 1133 South Broad St, Wallingford, CT
Contact person: Sue Nagle / Jeremy Waycott
Phone: 814 979-3287 Cell Phone: NA / 203 238-1228
Email address: SNagle@BlairCompanies.com / Arnco3er@AOL.com

***Property Owner Information***

Company Name: Medway Realty LLC
Mailing Address: 63 Atlantic Ave Boston Ma 02110
Contact person: Paul Laperriere
Phone: 508 523-1493 Cell Phone: 617 277-6893
Email address: Plaperriere@dfi.cc

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 meets on the first & third Monday night of each month at 7 p.m. - Medway Library, 26 High ST
*(Agendas are posted at the Town's web page at www.townofmedway.org)*

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

***Please submit this application form and all attachments as follows:***

| | |
|---|---|
| Email: | drc@townofmedway.org **PREFERRED!!** |
| Fax: | 508-321-4987 |
| Mail: | Design Review Committee<br>c/o Medway Planning office<br>155 Village Street, Medway, MA 02053 |
| Drop Off: | Medway Planning office @ Medway Town Hall, 155 Village Street |
| Phone: | 508-533-3291 (Medway Planning office) |

**Applicants and sign designers should read Medway's *Sign Design Guidelines*. Sign designs should be developed in accordance with those *Guidelines*.**

***Date Application Received by Medway Planning office:*** 6-22-2015

***Reviewed by Medway Planning Coordinator:*** _____

_____

_____

***DRC Meeting Date:*** 6-29-2015

***Date of DRC Review Letter Submitted to Building Department:*** _____

# DOLLAR TREE

## SIGN SURVEY

Site: 106A Main Street
Medway, MA 02053

Date: 04-23-15

Sign Company: Blair Sign Company
5107 Kissell Avenue
Altoona, PA 16601
814-979-8287

Is Engineering Required: TBD

Can the signage be submitted separately or does it have to be submitted with building plans? TBD

Groups who must approve signage:

Landlord
Town of Medway

Zoning:

CI - Commercial District 1

Estimated time to obtain permits: 30-45 Days. Must meet with Design Review Committee first.

Name of individual contacted for sign ordinance: Stephanie: Community and Economic Development Director

Telephone Number: (508) 321-49118

Variance Information: 2-3 month process, low chance of approval

Square Footage Allowed:

If lot is more than 5 acres, allowed building frontage x 1, not to exceed 120 SF.
If lot less than 5 acres, not to exceed 80 SF.
Design Review Committee approval required.

Landlord Restrictions:

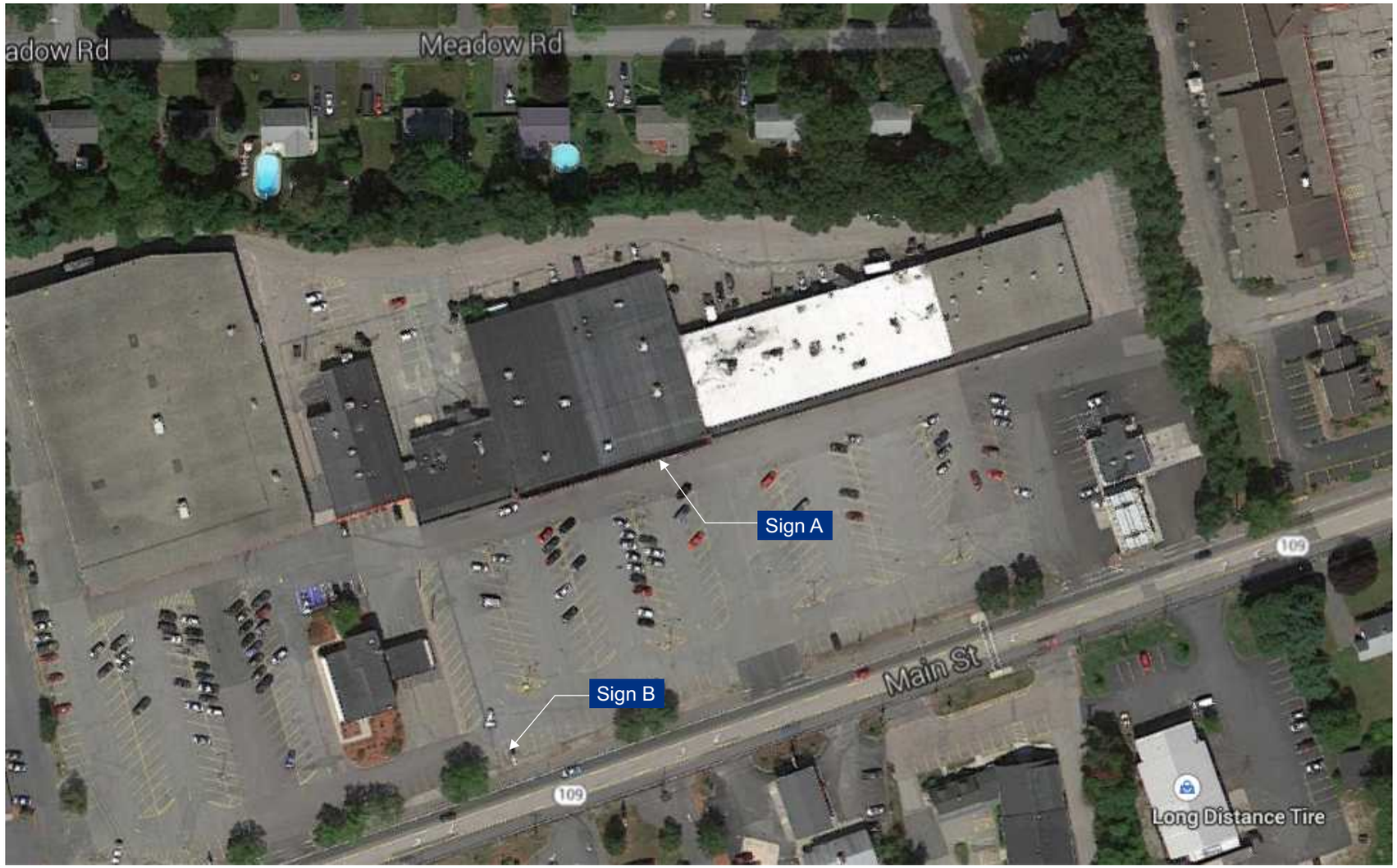
TBD

Summary of Recommendations:

Building Sign: Custom 31" White Linear Letters on Raceway

Freestanding Sign: Reface of existing multi-tenant panel

# DOLLAR TREE




| | |
|---|---|
| DOLLAR TREE | |
| Client: | Dollar Tree |
| Site #: | ---- |
| Address: | 106A Main Street |
| | Medway, MA 02053 |
| M Number: | ----- |

REVISION INFO

| | | |
|---|---|---|
| 04-23-15 | Original Rendering | RSF |
| 04-23-15 | Changed frontage to 70, added custom 70 SF sign | RSF |
| | | |
| | | |
| | | |

**These drawings are not for construction.**
The information contained herein is intended to express design intent only. This original design is the sole property of the Blair Companies, it cannot be reproduced, copied or exhibited, in whole or part, without first obtaining written consent from Blair Companies.

BLAIR COMPANIES
SIGNS • FIXTURES • LIGHTING

## Sign A

Option 1

| | |
|---|---|
| Sign: | Dollar Tree |
| Sign Type: | 31" Linear Channel Letters on Rcwy |
| Illumination | Internally Illuminated with LED |
| Square Footage: | 70 |

Front Elevation *(Allowed)*
Scale: NTS

Existing

Landlord Approved: _____

Date: _____

| | |
|---|---|
| Allowable Square Footage for this Elevation: | 70 |
| Actual Square Footage for this Elevation: | 70 |

DOLLAR TREE

Client: Dollar Tree
Site #: ----
Address: 106A Main Street
Medway, MA 02053
M Number: -----

REVISION INFO

| | | |
|---|---|---|
| 04-23-15 | Original Rendering | RSF |
| 04-23-15 | Changed frontage to 70, added custom 70 SF sign | RSF |

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BLAIR COMPANIES
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## Sign B

| | |
|---|---|
| Sign: | Dollar Tree |
| Sign Type: | Custom Multi-Tenant Panel |
| Illumination | Existing Illumination |
| Square Footage: | 13.9 |

Main Street
Scale: NTS

Existing

Landlord Approved: _____

Date: _____

| | |
|---|---|
| Allowable Square Footage: | 13.9 |
| Actual Square Footage: | 13.9 |

DOLLAR TREE

Client: Dollar Tree
Site #: ----
Address: 106A Main Street
Medway, MA 02053
M Number: -----

| REVISION INFO | | | |
|---|---|---|---|
| 04-23-15 | Original Rendering | RSF |
| 04-23-15 | Changed frontage to 70, added custom 70 SF sign | RSF |

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BLAIR COMPANIES
SIGNS • FIXTURES • LIGHTING

# 31" Internally Illuminated Channel Letters
# Raceway Mounted

Landlord Approved: _____

Date: _____

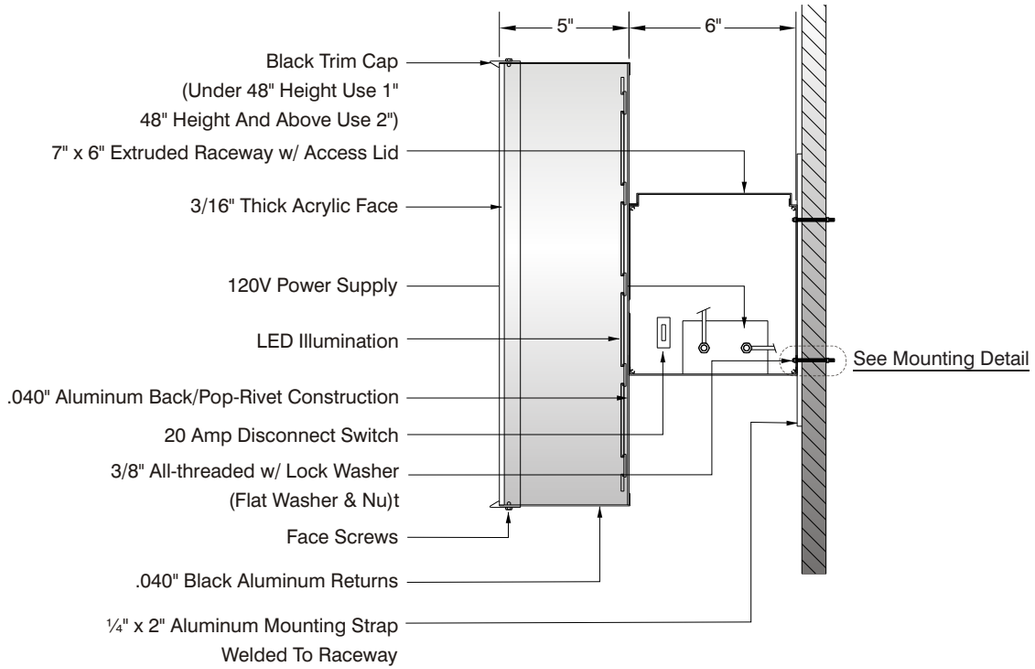
70 Square Feet
Scale: ¼"=1'

**Electrical Note :**

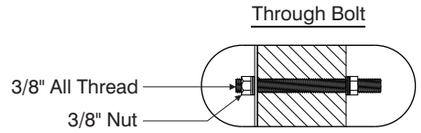
DOLLAR TREE LED Letters:
-(1) 240 watt Power Supply (DOLL)
-(1) 60 watt Power Supply (A)
-(1) 60 watt Power Supply (R)
-(1) 240 watt Power Supply (TREE)
-(1) 20 amp 120v Circuit Req.

**Color Schedule:**

A. Acrylic Face : White #7328
B. Trim Cap: Black
C. Metal Letter - Exterior: Black
D. Metal Letter - Interior: White
E. LED: White (6500k)
F. Raceway to Match Background




## Side View




## Mounting Detail

DOLLAR TREE

Client: Dollar Tree
Site #: ----
Address: 106A Main Street
Medway, MA 02053
M Number: -----

| REVISION INFO | | | |
|---|---|---|---|
| 04-23-15 | Original Rendering | RSF |
| 04-23-15 | Changed frontage to 70, added custom 70 SF sign | RSF |

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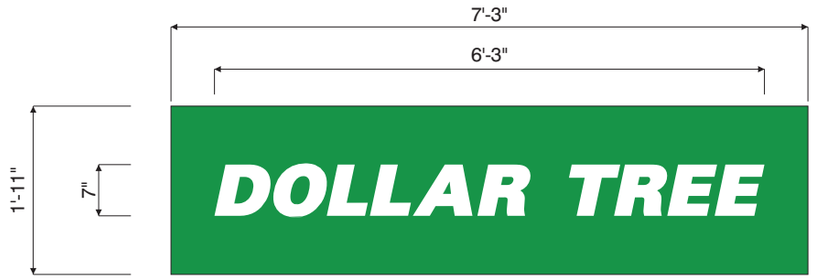
BLAIR COMPANIES
SIGNS • FIXTURES • LIGHTING

Custom Multi-Tenant Panel
on Existing Ground Sign

Landlord Approved: _____

Date: _____




13.9 Square Feet
Scale: 1/2" = 1'

**Color Schedule:**

Acrylic Face : White #7328 With Vinyl Overlay, Arlon #2500-156 Vivid Green

Vinyl to be stencil cut.

DOLLAR TREE

Client: Dollar Tree
Site #: ----
Address: 106A Main Street
Medway, MA 02053
M Number: -----

REVISION INFO

| | | |
|---|---|---|
| 04-23-15 | Original Rendering | RSF |
| 04-23-15 | Changed frontage to 70, added custom 70 SF sign | RSF |

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BLAIR COMPANIES
SIGNS • FIXTURES • LIGHTING

## Susan Affleck-Childs

**From:** Susan Affleck-Childs
**Sent:** Monday, June 22, 2015 3:20 PM
**To:** 'Paul R. LaPerriere'
**Subject:** RE: Dollar Tree 106 A Main St Medway Mass Design Review Committee

Understood. Thanks.

**From:** Paul R. LaPerriere [mailto:plaperriere@dfi.cc]
**Sent:** Monday, June 22, 2015 3:21 PM
**To:** Susan Affleck-Childs
**Subject:** Re: Dollar Tree 106 A Main St Medway Mass Design Review Committee

For now I must go along with it as it is their colors and we do not have approval for new signage.

Paul R. LaPerriere
Director of Property Management
Diversified Funding Inc.

Sent from my iPhone

On Jun 22, 2015, at 3:10 PM, Susan Affleck-Childs <sachilds@townofmedway.org> wrote:

> Great. We are all on the same page.
>
> We have to review this based on the current free-standing signs.
>
> So you are OK with the white sign as presented and them using the green background for their insert panel on the existing free-standing sign?
>
> Susy

**From:** Paul LaPerriere [mailto:plaperriere@dfi.cc]
**Sent:** Monday, June 22, 2015 3:09 PM
**To:** Susan Affleck-Childs
**Subject:** RE: Dollar Tree 106 A Main St Medway Mass Design Review Committee

Hi Susy,

The storefront is 70"

I did see the signs. I explained to them that Medway Realty LLC was working with the Design Review Committee to come up with new signage for the property..

I also stated that they needed approval from the Design Review Committee and the Town of Medway for all signage.

Paul R. LaPerriere
Director of Property Management/Commercial Leasing Director
Diversified Funding Incorporated
Phone (617) 227-0893 ext # 662
Fax (617 )227-2995
E-mail plaperriere@dfi.cc

**From:** Susan Affleck-Childs [mailto:sachilds@townofmedway.org]
**Sent:** Monday, June 22, 2015 11:34 AM
**To:** Paul LaPerriere (plaperriere@dfi.cc)
**Subject:** FW: Dollar Tree 106 A Main St Medway Mass Design Review Committee

Hi Paul,

FYI, we have received a Design Review application from Dollar Tree for signs for the Medway Plaza Shopping Center.

Can you confirm for me that their storefront frontage is 70'?

Also, are you OK with these signs are presented? They plan for white channel letters for the façade sign but show a bright green background with white letters for the insert panel in the free-standing sign.

Please let me know.

Thanks.

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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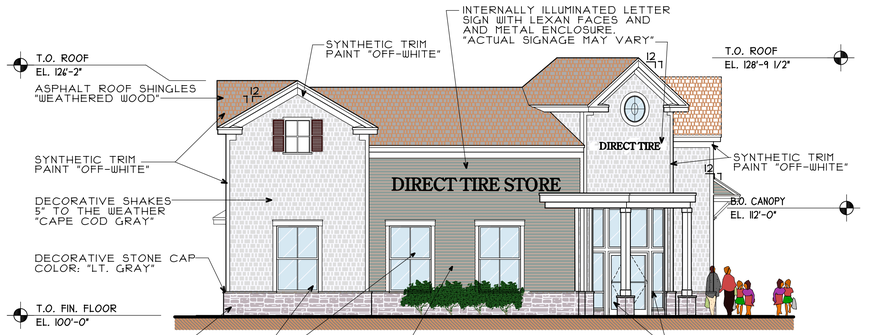
**From:** arncojer@aol.com [mailto:arncojer@aol.com]
**Sent:** Monday, June 22, 2015 11:26 AM

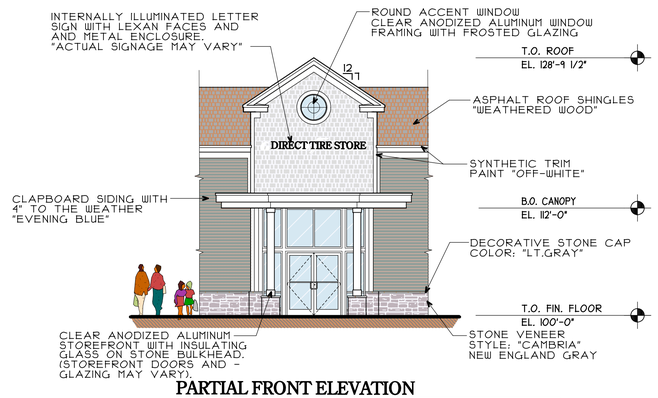
**To:** Susan Affleck-Childs
**Subject:** Fwd: Dollar Tree 106 A Main St Medway Mass Design Review Committe

Good Morning,
Attached is the DRC application and drawings for the proposed Dollar Tree located at 106a Main St. We are applying for a internally illuminated raceway sign with white faces. Its lit by white led and is 31" x 27'- 1" or 70 sq ft. Also, would like to add pylon panels to existing freestanding signs 1'- 11" x 7'- 3". Please let me know if you have any questions or concerns and when it will make the agenda.
Thank You,
Jeremy Waycott
Arnco Sign Co Inc.
(203)238-1224 ext 10



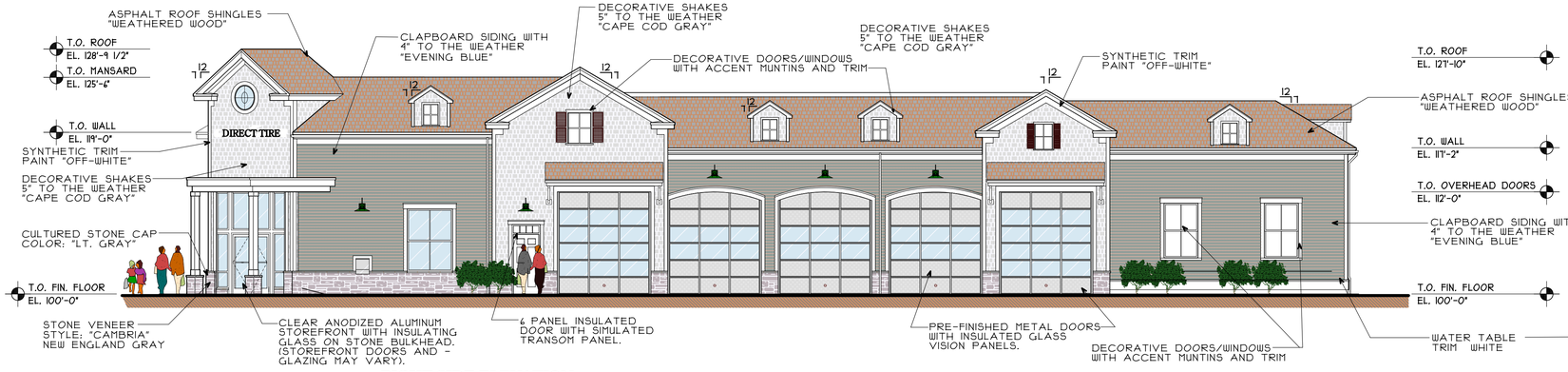

## FRONT ELEVATION

SCALE: 1/8" = 1'-0"



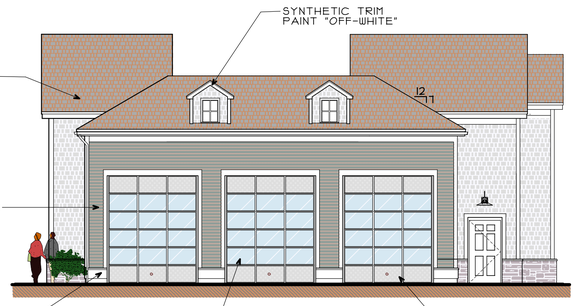

## PARTIAL FRONT ELEVATION

SCALE: 1/8" = 1'-0"



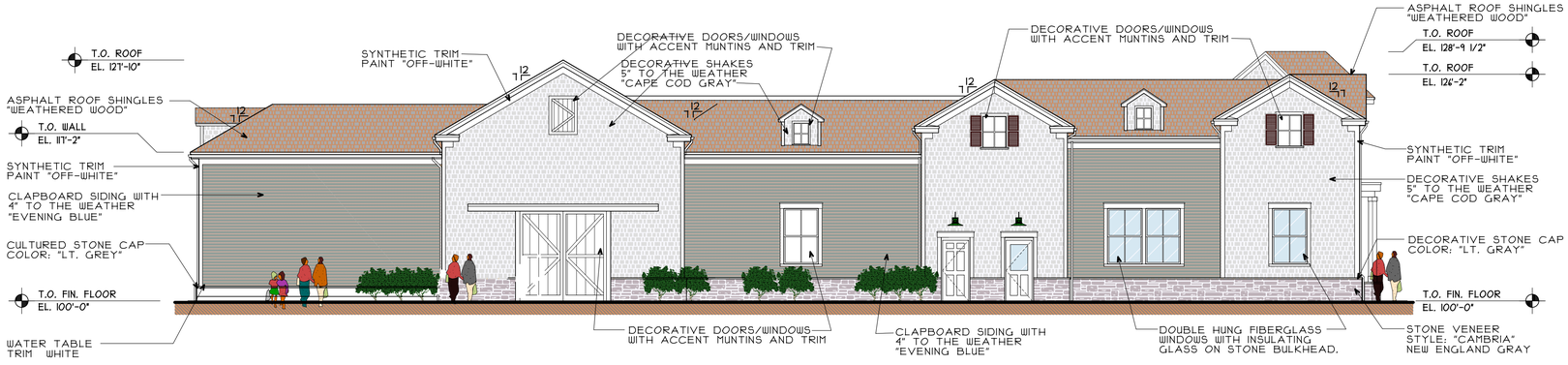

## RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0"




## REAR ELEVATION

SCALE: 1/8" = 1'-0"




## LEFT SIDE ELEVATION

SCALE: 1/8" = 1'-0"


a Landry architects
[illegible] Suite 200 • Hopkinton, MA 01748
tel 508.435.9414 • www.landryarchitects.com


SHEET TITLE: PROPOSED EXTERIOR ELEVATIONS

JOB NAME: PROP. COMMERCIAL DEV.
TRI-VALLEY COMMONS
MEDWAY, MASSACHUSETTS

REVISIONS

| | |
|---|---|
| 1 | REVISED 6 - 26 - 15 |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |

| | |
|---|---|
| DRAWN BY: | B.M.M., P.F. |
| CHECKED BY: | R.L. |
| DATE DRAWN: | 12-31-13 |
| DATE ISSUED: | |
| SCALE: | AS NOTED |
| JOB NUMBER: | 13-30 |

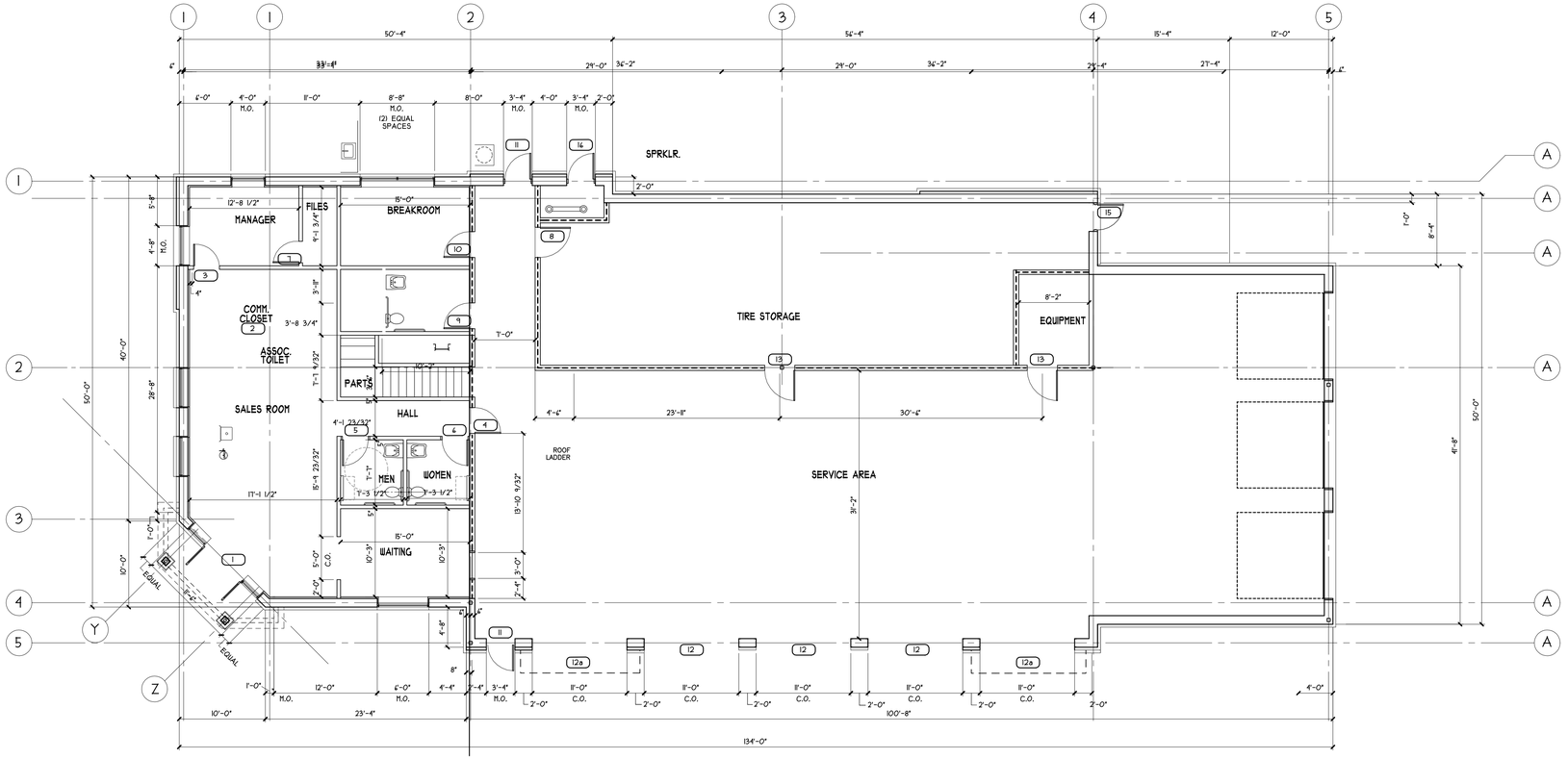
ARCHITECT'S SEAL

ENGINEER'S SEAL

SHEET NUMBER

A2.1


PLOT DATE: 5-1-17 PLOT TIME: 2:05 PM PATHNAME: C:\DCAD\DEFAULT\30X42PLT.cfg




1 A1.1 FLOOR PLAN

SCALE: 1/8" = 1'-0"


a Landry architects
100 Market St. - Suite 303 - Portsmouth, NH 03801
Tel. 603.590.0414 www.alandryarchitects.com


SHEET TITLE: PROPOSED FLOOR PLAN

JOB NAME: RETAIL BUILDING "A"
TRI VALLEY COMMONS
MEDWAY, MA

REVISIONS

| | |
|---|---|
| 1 | REVISED 4-21-15 |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |

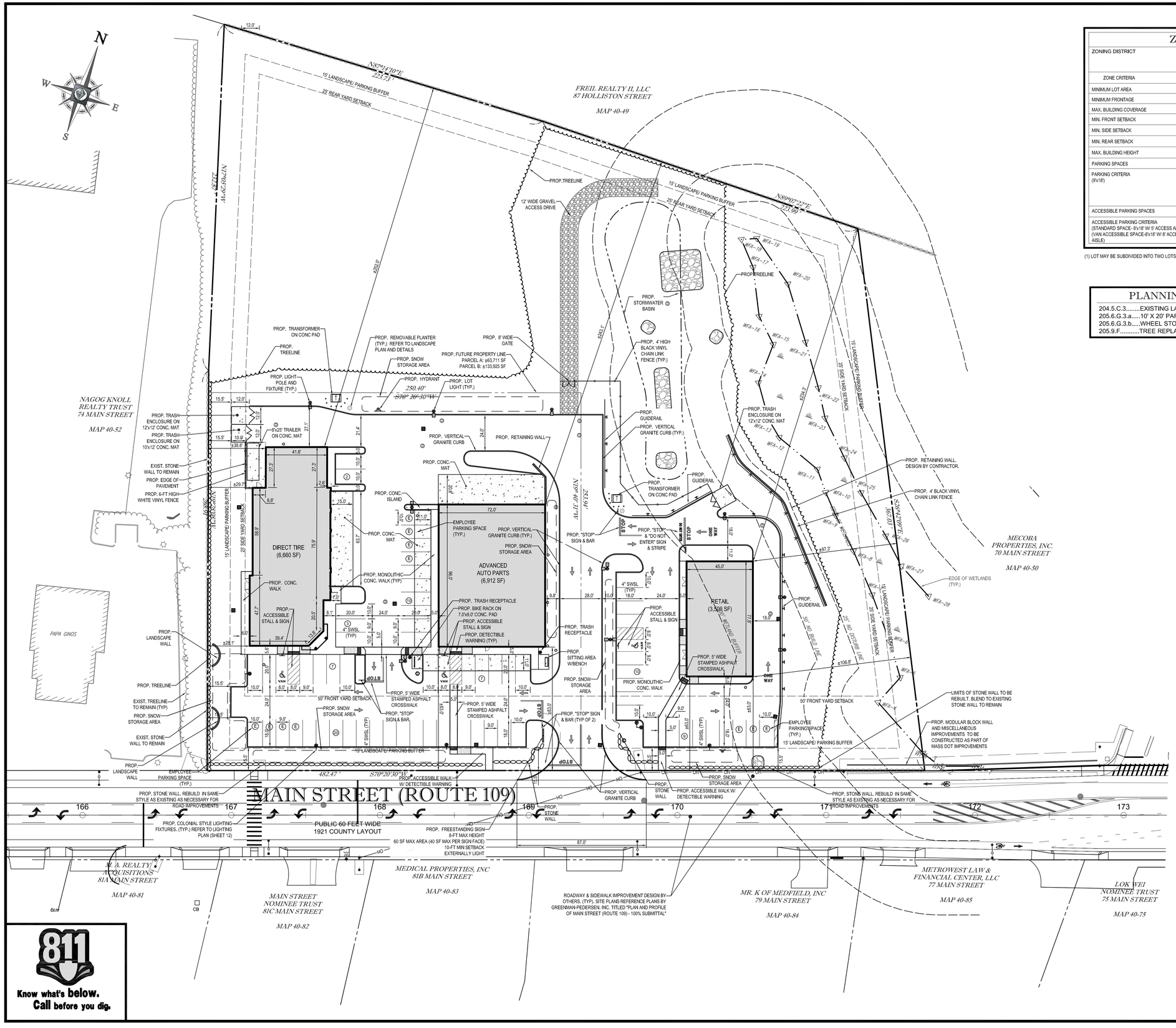
| | |
|---|---|
| DRAWN BY: | P.F. |
| CHECKED BY: | REL |
| DATE DRAWN: | 1-12-15 |
| DATE ISSUED: | 6-23-15 |
| SCALE: | AS NOTED |
| JOB NUMBER: | 13-30 |

ARCHITECT'S SEAL

ENGINEER'S SEAL

SHEET NUMBER

A1.1




## ZONING ANALYSIS TABLE

| | | | |
|---|---|---|---|
| ZONING DISTRICT | -COMMERCIAL 1<br>(SHOPPING CENTER USE - ZBA SPECIAL PERMIT)<br>(VEHICLE REPAIR USE - ZBA SPECIAL PERMIT)<br>(RETAIL USE - BY-RIGHT) | | |
| ZONE CRITERIA | REQUIRED | EXISTING | PROPOSED |
| MINIMUM LOT AREA | 20,000 SF | ±197,631 SF | NO CHANGE (1) |
| MINIMUM FRONTAGE | 100-FT | 482.47-FT | NO CHANGE |
| MAX. BUILDING COVERAGE | 30% | N/A | ±8.3% |
| MIN. FRONT SETBACK | 50-FT | N/A | ±63.0-FT |
| MIN. SIDE SETBACK | 25-FT | N/A | ±28.1-FT |
| MIN. REAR SETBACK | 25-FT | N/A | ±234.3-FT |
| MAX. BUILDING HEIGHT | 40-FT | N/A | < 40-FT |
| PARKING SPACES | 53 | N/A | 68 |
| PARKING CRITERIA (9'x18') | -RETAIL SPACE = 6,912 SF @ 1 SPACE/ 300 SF = 22.6<br>-RETAIL SPACE = 3,500 SF @ 1 SPACE / 300 SF = 11.4<br>-VEHICLE REPAIR = 1,500 SF & 7 BAYS @ 1 SPACE/300 SF AND 2 SPACE/BAY = 19 | | |
| ACCESSIBLE PARKING SPACES | 3 | N/A | 3 |
| ACCESSIBLE PARKING CRITERIA (STANDARD SPACE- 8'x18' W/ 5' ACCESS AISLE) (VAN ACCESSIBLE SPACE-8'x18' W/ 8' ACCESS AISLE) | TOTAL PARKING 26 TO 50 = 2 ACCESSIBLE SPACE<br>VAN ACCESSIBLE SPACES= 1 / 6 SPACES | | |

(1) LOT MAY BE SUBDIVIDED INTO TWO LOTS IN FUTURE. LOT A: ±63,711 SF; LOT B: ±133,925 SF.

## PLANNING BOARD WAIVERS REQUESTED

204.5.C.3.....EXISTING LANDSCAPE INVENTORY
205.6.G.3.a.....10' X 20' PARKING STALLS DIMENSION REQUIREMENT
205.6.G.3.b.....WHEEL STOPS IN ALL PARKING STALLS BORDERING SIDEWALKS
205.9.F.....TREE REPLACEMENT REQUIREMENT

APPROVED DATE: _____
MEDWAY PLANNING AND ECONOMIC DEVELOPMENT BOARD

SIGNATURE DATE: _____
BEING A MAJORITY

LARGE ROCKS FOUND DURING CONSTRUCTION WILL BE USED AS LANDSCAPE FEATURES

THIS PLAN TO BE UTILIZED FOR SITE LAYOUT PURPOSES ONLY

REFER TO GENERAL NOTES SHEET FOR NOTES

30 15 7.5 0 30
1"= 30'

811 Know what's below. Call before you dig.


BOHLER ENGINEERING
SITE CIVIL AND CONSULTING ENGINEERING
LAND DEVELOPMENT DESIGN
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
LAND SURVEYING
WARREN, NJ
UPSTATE NEW YORK
NEW YORK METRO
LEHIGH VALLEY, PA
SOUTHEASTERN, PA
BALTIMORE, MD
SOUTHERN MARYLAND
NORTHERN VIRGINIA
DELAWARE
RICHMOND, VA
CHARLOTTE, NC
RALEIGH, NC


### REVISIONS

| REV | DATE | COMMENT | BY |
|---|---|---|---|
| 1 | 04/27/15 | PEER REVIEW COMMENTS | NEM |
| 2 | 05/07/15 | CON-COM SUBMITTAL | NEM |
| 3 | 05/13/15 | DRC COMMENTS | NEM |
| 4 | 06/09/15 | REV PER CON-COM & DRC COMMENTS | NEM |
| 5 | 06/16/15 | PLANNING BOARD ENDORSEMENT | EGD |
| 6 | 06/24/15 | REVISIONS PER DIRECT TIRE | EGD |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

PRELIMINARY

| | |
|---|---|
| PROJECT No.: | W141182 |
| DRAWN BY: | CFD/BPB |
| CHECKED BY: | JAB/JAK |
| DATE: | 1/9/2015 |
| SCALE: | AS NOTED |
| CAD I.D.: | W141182SS6 |

PROJECT:
# SITE DEVELOPMENT PLANS
FOR
# THURKEN MEDWAY LLC

LOCATION OF SITE
72 MAIN STREET
TOWN OF MEDWAY
NORFOLK COUNTY
MASSACHUSETTS


BOHLER ENGINEERING
352 TURNPIKE ROAD
SOUTHBOROUGH, MA 01772
Phone: (508) 480-9900
Fax: (508) 480-9080
www.BohlerEngineering.com

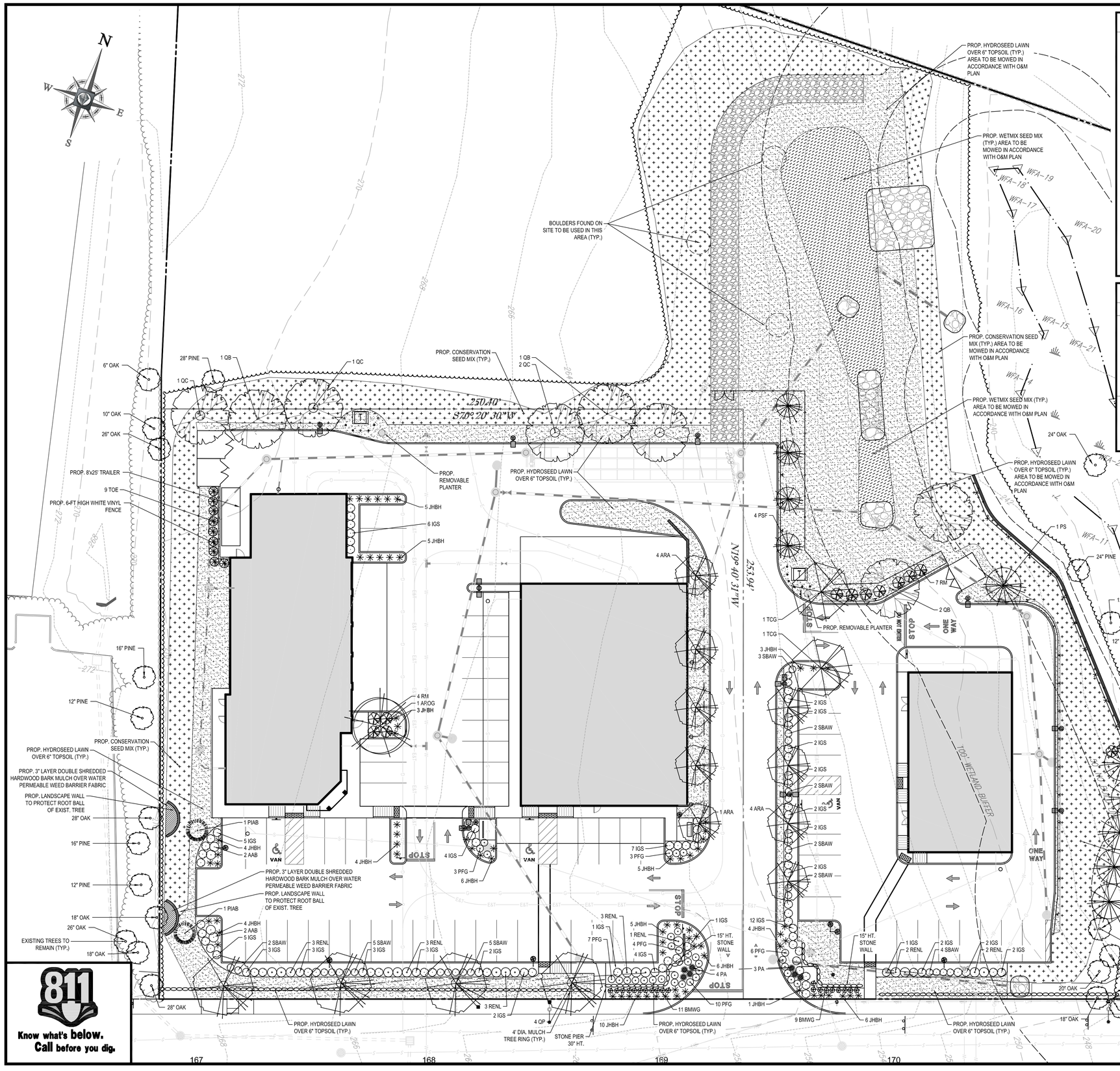

J.A. KUCICH
PROFESSIONAL ENGINEER
MASSACHUSETTS LICENSE No. 41530
CONNECTICUT LICENSE No. 26177
RHODE ISLAND LICENSE No. 9616
MAINE LICENSE No. 12553

SHEET TITLE:
# SITE PLAN

SHEET NUMBER:
4
OF 16

REV 6 - 06/24/2015


P:\141WY\141182\DWG\W141182ss6.dwg, 04-Site, 10/6/2014, 4:28:00 PM, edunbar, Xerox3510-1.pc3, Lisen534, 13.0999997


N
W
E
S
PROP. HYDROSEED LAWN OVER 6" TOPSOIL (TYP.) AREA TO BE MOWED IN ACCORDANCE WITH O&M PLAN
PROP. WETMIX SEED MIX (TYP.) AREA TO BE MOWED IN ACCORDANCE WITH O&M PLAN
BOULDERS FOUND ON SITE TO BE USED IN THIS AREA (TYP.)
PROP. CONSERVATION SEED MIX (TYP.) AREA TO BE MOWED IN ACCORDANCE WITH O&M PLAN
PROP. CONSERVATION SEED MIX (TYP.)
PROP. WETMIX SEED MIX (TYP.) AREA TO BE MOWED IN ACCORDANCE WITH O&M PLAN
PROP. HYDROSEED LAWN OVER 6" TOPSOIL (TYP.) AREA TO BE MOWED IN ACCORDANCE WITH O&M PLAN
PROP. HYDROSEED LAWN OVER 6" TOPSOIL (TYP.)
PROP. REMOVABLE PLANTER
PROP. 8'x25' TRAILER
PROP. 6-FT HIGH WHITE VINYL FENCE
PROP. LANDSCAPE WALL TO PROTECT ROOT BALL OF EXIST. TREE
PROP. 3" LAYER DOUBLE SHREDDED HARDWOOD BARK MULCH OVER WATER PERMEABLE WEED BARRIER FABRIC
PROP. HYDROSEED LAWN OVER 6" TOPSOIL (TYP.)
PROP. CONSERVATION SEED MIX (TYP.)
PROP. REMOVABLE PLANTER
PROP. HYDROSEED LAWN OVER 6" TOPSOIL (TYP.)

# Wednesday, July 8, 2015
# Joint Meeting
# Medway Planning and Economic Development Board
# Design Review Committee

## Medway Public Library - 26 High Street
## Medway, MA 02053

## Planning and Economic Development Board

| Members | Andy Rodenhiser | Bob Tucker | Tom Gay | Matt Hayes | Rich Di Iulio |
|---|---|---|---|---|---|
| Attendance | X | X | X | X | X |

## Design Review Committee

| Members | Matt Buckley | Mary Weafer | Rachel Walsh | Tom Gay | Julie Fallon |
|---|---|---|---|---|---|
| Attendance | X | X | X | X | Absent |

## ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Josh Fiala, Consultant, The Cecil Group

## OTHERS PRESENT:

Bob Parella, Ann Sherry, Doug Havens, Glenn Trindade, Dan Hooper, Stephanie Mercandetti, Jennifer Powell and Brian White.

Andy Rodenhiser, Chairman of the Planning and Economic Development opened the meeting at 7:00 pm.

The Design Review Committee did not open their meeting at 7:00 pm since a quorum was not yet present.

There were no Citizen Comments.

The Cecil Group representative Josh Fiala was present. This is the second community meeting. The audience was presented with a draft document which incorporated the recent updates. The document is 75% complete. The updates are a joint effort of the Planning and Economic

Development Board, Design Review Committee, the Design Review Guidelines Update Task Force, and Cecil Group recommendations.

The meetings held to date were April 21, May 5, May 19, June 10 and July 1, 2015. The final meeting is scheduled for July 21, 2015 at which time the final document will be presented.

The task was to update the Design Review Guidelines to enhance ease of use, streamline the review process, promote clarity, transparency and better align content with the Town of Medway master plan.

Design Review Committee member Rachel Walsh arrived at 7:10 pm.

Matt Buckley, Chairman of the Design Review Committee opened the DRC meeting at 7:11 pm.

The updates were in relation to categorization, definitions, clarity, format, focus, simplicity, and scope.

It was explained that the first community workshop session held on May 5, 2015 involved a series of exercises. One of these asked attendees "How would you define New England Style?" The results of this exercise were shown in a visual which included larger words to represent the words which were used more frequently. These words are consistent with the use of the terms throughout the Design Review Guidelines. Some of the words listed were, "Architecture, brick, stone, small, and walkable etc." Some of the element words used were, "Brick, stone, naturalized, and green".

The characteristics for pattern of development is consistent with Medway's New England village character. For example, buildings are arranged to possibly frame open spaces. The composition of buildings involves the arrangement of buildings that reflect New England village character which are varied but are identifiable with dormers, multiple rooflines, shingles etc. The materials used would be wood, slate, and brick.

The document presented was organized into three land use types: Commercial, Residential, and Industrial. The next section was administration. This section is in there to provide guidance to the applicants. The DRC review will be initiated by the Planning and Economic Development Board. The DRC will do an initial review based on the checklist. The DRC will present final written recommendations to the Planning and Economic Development Board.

The next section discussed was entitled "Compliance Alternatives" was included since it is difficult to predict all design scenarios. This section addressed if certain guidelines cannot be followed then a compliance alternative may be reached to follow the intent of the guidelines. This allows for innovative solutions. The alternative will have a written recommendation from DRC which will be provided to PEDB.

The following was suggested:

- Create a list of uncompleted items.

- Fix formatting issues.
- Include a letter of support from the Chairs of the PEDB and the DRC and also a letter from Board of Selectmen and Town Administrator.
- Check glossary of terms for consistency with definitions in the zoning bylaw.
- Include a reference to Stephanie Mercandetti as a liaison for the business community.
- Be sure the municipal/town buildings are held to the same standard.
- Move the list of figures to the back of the document. This needs to be expanded upon.

Member Tucker arrived at 7:13 pm.

## Part II Commercial Zones:

It was explained that each section includes a map of the zoning district. There is a disclaimer that it is not the official zoning map, but the most recent map is referenced in section Part VI References and Resources. There was a suggestion to include some of the streets on the maps included.

This section is broken up into the following areas:
A. Applicability
B. Principles and Intentions
C. Site Improvement Guidelines
D. Architectural Guidelines
E. Sign Guidelines

There was discussion about if this will be available electronically for each section or as the whole document. This needs to be easily downloaded by builders and developers which may be only interested in the Commercial Section. There was a suggestion that numbers be used instead of roman numerals to designate part. Another recommendation was to use the word "Section" instead of "Part" on the cover pages of each section. There was also a comment about having it include page 1 of 6 in the Commercial Zone. This was not the consensus of all. It was noted that you can specify a range of pages when printing the document. There will be more illustrations included in the margins.

Section c) Integrate and Screen Utilities was discussed. It includes language about mechanical equipment in rooftops being screened from visibility of pedestrians. This does not include ground mounted solar panels. Flanders Road was referenced with the stockade fence.

There was a recommendation that the sections commercial and industrial be ordered first and then be followed by the residential section.

## Part III. Residential Zones:

The residential zones apply to developments within the adult retirement community planned unit development (ARCPUD), Open Space Residential Development Overlay District (OSRD) and Multifamily Overlay districts.

It was explained that these Guidelines do not apply to conventional subdivision developments. The Guidelines provide specific recommendations for larger scale residential developments what require a special permit. The intent is to reinforce the traditional New England Village character of Medway. Natural features should be integrated into the site. The larger scale residential development projects should have open space integrated with the site plan design. There should be clear boundaries between the public and private space. This is done by careful arrangement of building configurations, paths, fences and landscape designs. The open space connections should link to existing of proposed trails.

There was a recommendation to have a better image included at the bottom of the page 38.

## Part IV. Industrial Zones:

The purpose of the Industrial Zone section is to create high quality development that respects its site and surroundings. The site landscape will retain a naturalistic appearance, preserving existing vegetation and providing pedestrian pathway networks connecting the building to public streets. The guidelines were created for both smaller and larger scale industrial developments with respect to the traditional New England village character of Medway. The building orientation should reinforce the primary building façade to face onto and be visible from the public street. It should frame open space, conceal parking, service and loading areas.

## Part V Glossary of Terms:

Part V includes the glossary of terms.

## Part VI References/Resources:

Part VI includes the References/Resources.

There was discussion that the Boards/Commission need to push the developers to give us what we want in regards to franchise branding. This can be worked into the design. Page 21 Section 2D has a section which covers building design and architectural features which should reflect a New England village character and should not over-prioritize franchise features or identity. The building form, roof form, and façade design should not be overly specific to a franchise or brand.

Dan Hooper explained that the reader of this document will be able to tell what the community's beliefs are regarding expectations which need to be complied with. We are currently reversing a trend that started years ago. Bob Parella mentioned the branding of Dunkin Donuts in Medfield, McDonalds on Martha's Vineyard, and the branding of the Friendly's Restaurants which look like "New England Style". Glenn Trindade asked how to make sure that when a franchise business leaves, the town is not left with "white elephants" such as the Kentucky Fried Chicken in Franklin.

Chairman Buckley explained that the town has spent time and money to work on these design guidelines and it has come with a lot of hard work. Member Gay communicated that this has been a collaborative effort by many.

It was suggested that language be added to assist applicants by advising them to start with the Director of Community and Economic Development in regards to permitting coordination among the Boards and Departments such as Conservation Commission and Zoning Board of Appeals as well as the PEDB.

The Chairman thanked all for attending.

The final work session is planned for Tuesday, July 21, 2015.

## Adjourn:

**Planning and Economic Development Board:**
**On a motion made by Tom Gay and seconded by Matt Hayes, the Planning and Economic Development Board voted unanimously to adjourn the meeting at 8:55 pm.**

**Design Review Committee:**
**On a motion made by Rachel Walsh and seconded by Mary Weafer, the Design Review Committee voted unanimously to adjourn the meeting at 8:55 pm.**

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

PLEASE JOIN US!

# COMMUNITY MEETING

Meet with the Planning and Economic Development Board, the Design Review Committee, and the Design Guidelines Update Task Force. Residents and members of the Medway business community are encouraged to attend.

## Wednesday, July 8, 2015
## 7:00 PM to 8:30 PM

**LOCATION:** Medway Public Library, 26 High Street, Cole Room

**PROJECT BACKGROUND** – The Town of Medway has hired The Cecil Group, a consulting firm, to help update its Design Guidelines used in the Town's Design Review process. The Guidelines are used to evaluate proposals for major renovations and new construction in Medway. Through the updated Guidelines, the Town hopes to better reflect and preserve the historic character of Medway, create a more streamlined and user-friendly product, and provide graphic and photographic examples to illustrate the Guidelines.

**MEETING FORMAT** – A presentation will be given regarding an updated draft of the Design Review Guidelines, followed by discussion to provide feedback on the draft document.

**SCHEDULE** – The updated Design Guidelines will be completed during the summer and implemented in the fall.

**MORE INFORMATION** – Contact Susan E. Affleck-Childs, Medway Planning and Economic Development Coordinator, 508-533-3291 sachilds@townofmedway.org

The Cecil Group
Planning and Design

**Community Workshop** | July 8, 2015

**Town of Medway**

# Design Review Guidelines Update

**The Cecil Group**

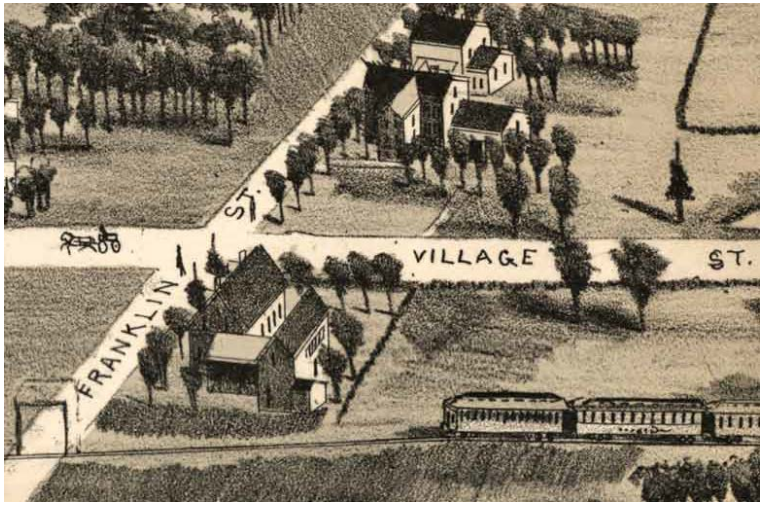
Medway Design Guidelines Update

# MEETING AGENDA

1. Welcome and Introduction
2. Study Purpose and Goals
3. Community Workshop Results
4. Updated Design Guidelines
   a) Update Process
   b) Overall Outline
5. Discussion
6. Next Steps

# WELCOME AND INTRODUCTION

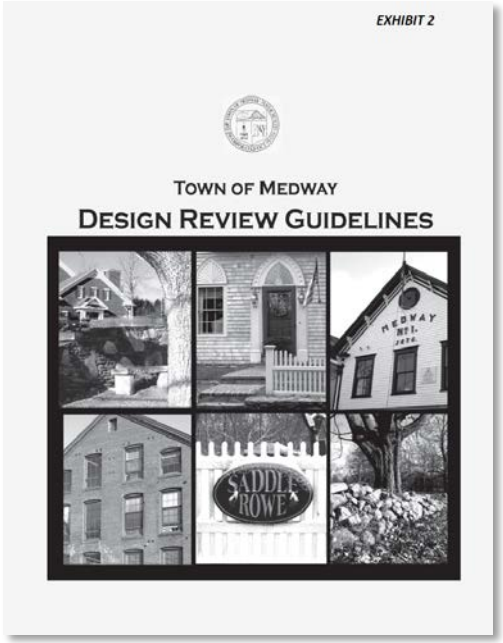
- Planning and Economic Development Board
- Design Review Committee
- Design Guidelines Update Task Force
- The Cecil Group

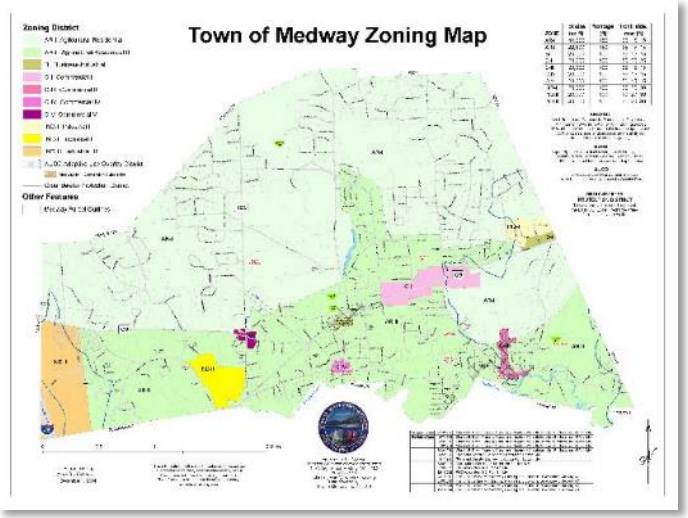


Medway Design Guidelines Update

# STUDY PURPOSE AND GOALS

- Update Design Review Guidelines
- Enhance ease of use
- Streamline review process
- Leverage 10 years of practical application
- Promote clarity and transparency
- Enhance and better align content with Medway goals and zoning updates



# STUDY PURPOSE AND GOALS

- **The type of updates that may improve the guidelines:**
  - Categorization - issues within some sections
  - Definition - many guidelines and terms need definition
  - Clarity - guidance language is buried in other statements and often unclear
  - Format - bulleted format would simplify and clarify
  - Focus - commentary or informal statements are distracting
  - Simplicity - need to simplify and reduce the language
  - Scope - avoid duplication of other standards or reg's

# WORKSHOP RESULTS - Word Cloud Results

DESIGN GUIDELINES
COMMUNITY WORKSHOP

PLEASE FILL IN THOUGHTS FOR HOW YOU WOULD DEFINE A TERM THAT IS FUNDAMENTAL TO MEDWAY'S GUIDELINES

(PLEASE HAND IN YOUR RESPONSES AT THE END OF THE WORKSHOP)

Please record a few words that come to mind when you think of the "feel" of a small, rural New England town. We will collect these responses and create a visual diagram, a "word cloud" that helps define this term.

*"NEW ENGLAND STYLE"*

I WOULD DEFINE AS ...

DESIGN REVIEW GUIDELINE UPDATE
TOWN OF MEDWAY

*TUESDAY, MAY 5, 2015*

Medway Design Guidelines Update

# Word Cloud Results

**PLEASE FILL IN THOUGHTS FOR HOW YOU WOULD DEFINE A TERM THAT IS FUNDAMENTAL TO MEDWAY'S GUIDELINES**

(PLEASE HAND IN YOUR RESPONSES AT THE END OF THE WORKSHOP)

Please record a few words that come to mind when you think of the "feel" of a small, rural New England town. We will collect these responses and create a visual diagram, a "word cloud" that helps define this term.

## *"NEW ENGLAND STYLE"*

I WOULD DEFINE AS ...

Visual Preference Survey

# WORKSHOP RESULTS - Districts and Categories

**A**

- Commercial, retail or industrial
  - a. Buildings and Architecture
  - b. Site Design and Landscaping
  - c. Signage or Amenities

**B**

- Residential or subdivisions
  - a. Buildings and Architecture
  - b. Site, Streets, and Landscaping

**Vote:**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Objectionable | Not OK | OK | Good | Very Desirable |

Visual Preference Survey

# Districts and Categories

## A

- Commercial, retail or industrial

**a.** Buildings and Architecture

*Image Results:*
**WORST**

*Image Results:*
**BEST**

**Vote:**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Objectionable | Not OK | OK | Good | Very Desirable |

Visual Preference Survey

# Districts and Categories

## A

- Commercial, retail or industrial

**b.** Site Design and Landscaping

*Image Results:*
**WORST**

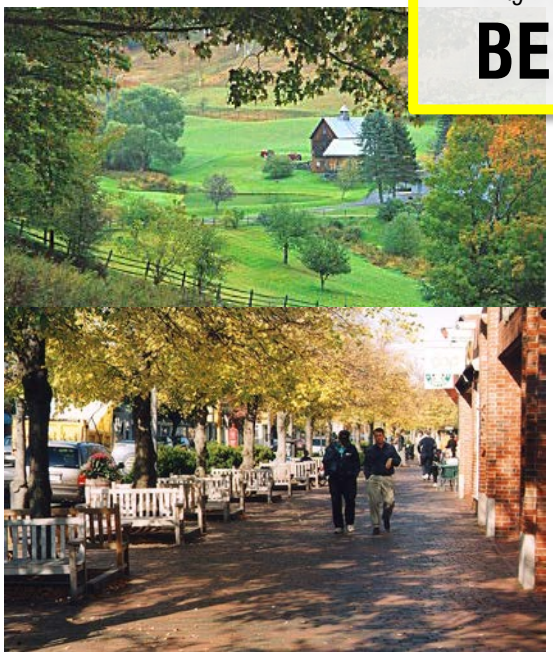


*Image Results:*
**BEST**

**Vote:**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Objectionable | Not OK | OK | Good | Very Desirable |

Visual Preference Survey

# Districts and Categories

## A

- Commercial, retail or industrial

**C.** Signage or amenities

*Image Results:*
**WORST**

*Image Results:*
**BEST**

**Vote:**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Objectionable | Not OK | OK | Good | Very Desirable |

Visual Preference Survey

# Districts and Categories

## B

- Residential or subdivision

**a.** Buildings and Architecture

*Image Results:*
**WORST**

*Image Results:*
**BEST**

**Vote:**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Objectionable | Not OK | OK | Good | Very Desirable |

Visual Preference Survey

# Districts and Categories

## B

- Residential or subdivision

**b.** Site, streets and landscaping

*Image Results:*
**WORST**

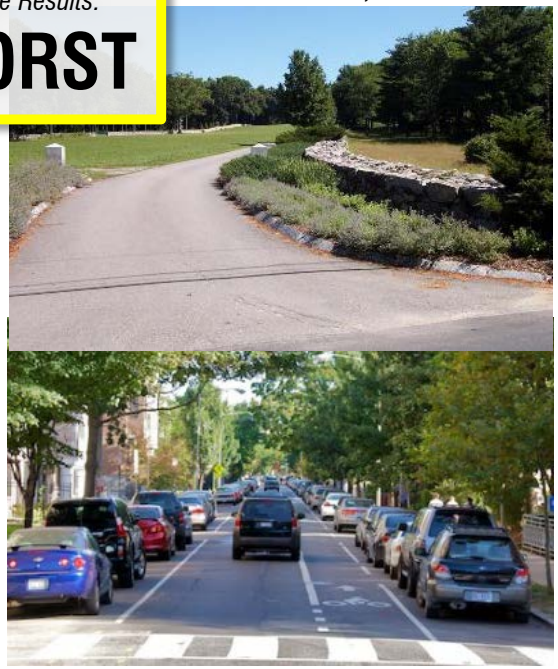
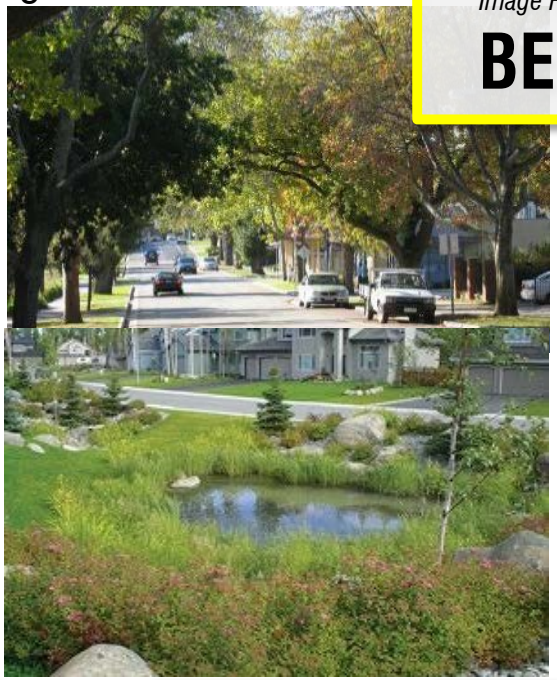


*Image Results:*
**BEST**



**Vote:**

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Objectionable | Not OK | OK | Good | Very Desirable |

# DRG UPDATE PROCESS

- **Project Initiation**
- **Guideline Review and Recommendations**
  - Red-lined Design Review Guidelines
  - Proposed Outline and Storyboard
- **Final Documentation**
  - Draft Design Review Guidelines
  - Memorandum Tracking Issues and Responses
  - Final Draft Review Guidelines

# DRG UPDATE PROCESS

- Tuesday 6/16 –Working Group Review
- Tuesday 6/23 – Revised Draft
- Tuesday 6/30 – Committee Comments
- Wednesday 7/1 – Working Group Review
- Tuesday 7/7 – Revised Draft
- **Wednesday 7/8 – Joint Committee Meeting**
- Tuesday 7/21 – Final Meeting

# DRG UPDATE APPROACH

- **Town of Medway divided into the following districts:**

- *Commercial, Retail:*
  - Commercial I (C-I)
  - Commercial III (C-III)
  - Commercial IV (C-IV)
  - Commercial V (C-V)
  - Adaptive Use Overlay District (AUOD)
  - Medway Mill Conversion Subdistrict
  - **Business/Industrial (BI)**

- *Industrial:*
  - **Industrial I (IND-I)**
  - **Industrial II (IND-II)**
  - **Industrial III (IND-III)**

- *Residential or SP Res. Develop.:*
  - Agricultural Residential I (AR-I)
  - Agricultural Residential II (AR-II)
  - Adult Retirement Community Planned Unit Development (ARCPUD)
  - Open Space Residential Development Overlay District (OSRD)
  - **Multifamily Overlay District**

Medway Design Guidelines Update

# DRG UPDATE OUTLINE

## Previous Document Structure

- Part I – Introduction
- Part II – Design Review Guidelines
- Part III – Sign Guidelines
- Part IV – Submission Process

## Current Outline Structure

**Part 1** – Introduction

**Part 2** – Commercial Zoning Districts
- Site Improvements
- Architecture
- Signage

**Part 3** – Residential Zoning Districts
- Site Improvements
- Architecture
- Signage

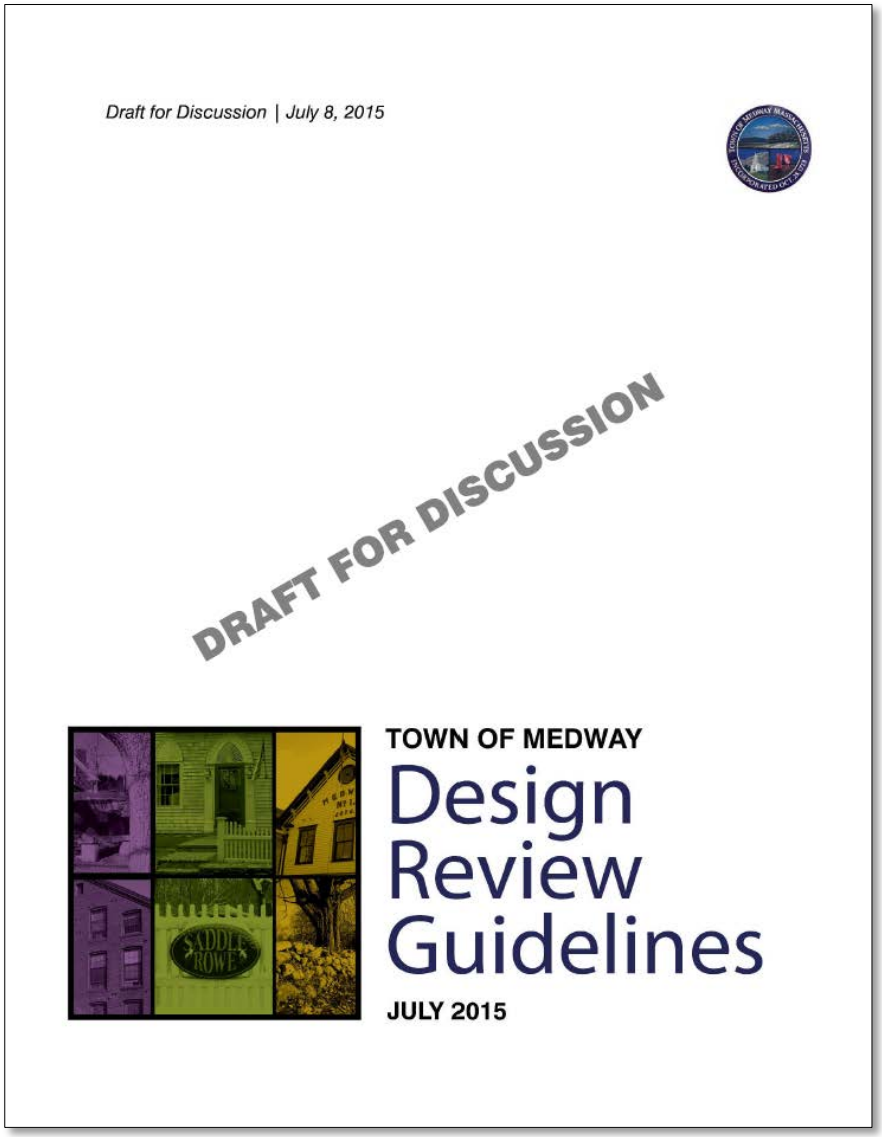
**Part 3** – Residential Zoning Districts
- Site Improvements
- Architecture
- Signage

**Part 5** – Glossary of Terms

**Part 6** – References and Resources

Medway Design Guidelines Update

# DRG UPDATE DISCUSSION



# NEXT STEPS

- Final revised draft based on comments and outstanding to-do items
- **July 21st, 2015 Final Work Session**

**Community Workshop** | July 8, 2015

**Town of Medway**

# Design Review Guidelines Update

**The Cecil Group**

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 9/14/15**

Meeting Minutes: July 27, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:03 p.m.

**Attendees:**

| | 6/1/15 | 6/15/15 | 6/29/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | | |
| Julie Fallon | | X | | | | | |
| Tom Gay | X | X | X | X | X | | |
| Mary Weafer | X | X | X | X | X | | |
| Rachel Walsh | X | | X | X | X | | |
| Lisa Graves | | | X | X | X | | |

Susy Affleck-Childs and Dan Hooper also attended.

**Minutes:**

**Chairman Buckley moved that the Committee approve the meeting minutes from May 4, 2015 as submitted; Rachel Walsh second; No discussion; 3-0-2 (Tom and Lisa abstained).**

**Mary Weafer moved that the Committee approve the meeting minutes of the joint meeting of the Planning & Economic Development Board and Design Review Committee from May 5, 2015 as submitted; Chairman Buckley second; No discussion; 2-0-3 (Tom, Mary, and Lisa abstained).**

**Sign Design Review - Advance Auto Parts:**

Charlie Schalliol of SES, Inc. attended the meeting on behalf of the applicant. He explained that SES, Inc. handles all branding, including signage, for Advance Auto Parts across the country. They are asking for approval for the main sign on the building and a sign panel on the monument sign. The sign on the building will consist of 27" channel letters. The letters

will be red and the flag logo will be black and white. Mr. Schalliol explained that the traditional sign for Advance Auto Parts has a red background with yellow letters but they modified it for this project. The raceway will be the same color as the building. The monument sign will be externally illuminated. The Advance Auto Parts sign panel will have a red background with yellow lettering and the flag will be black and white. The Committee is only approving the sign panel for Advance Auto Parts not the entire monument sign. Planning & Economic Development Coordinator Susy Affleck-Child explained that this monument sign will only contain signs for Buildings A & B. Building C will have its own sign. The Committee made the following recommendations:

- Reduce the size of the lettering and logo on the monument sign panel by 10-15%. It will create more negative space and make the sign easier to read.
- Keep the colors on the wall sign and monument sign consistent. The Committee recommended using red letters and a white background on the monument sign panel to create consistency. Mr. Schalliol said it is unlikely that Advance Auto Parts would change the colors for the monument sign panel as well.

**Site Plan Review – John's Auto:**

A representative for the applicant did not attend the meeting. The Committee briefly reviewed the proposed site plan for John's Auto Body at 27 Jayar Road. The applicant is proposing to add a 5,000 sq. ft. one story pre-engineered steel building. It will not be connected to the existing building. The building will be used for storage and also contain service bays. The Public Hearing begins on July 28, 2015. At this point no new signage is being proposed. The business is located at the end of Jayar Road in an industrial area and is bordered by wetlands and a Town well. The DRC does not have any recommendations.

**Special Permit Site Plan Review – The Willows at Medway ARCPUD:**

Jeffrey Robinson, a Managing Partner at Salmon Health & Retirement, Lee Rich of Dario Designs, and landscape architect Dave Thompson attended the meeting on behalf of the applicant. The Committee reviewed and discussed the building elevations. Mr. Rich showed the previous elevations and the new elevations with the recommendations from the previous DRC meeting incorporated. Mr. Rich also reviewed the materials, including the stone veneer and windows. He said that only Ply Gem Fieldstone in Sherwood will be used throughout the property for stone detail and that the red color will be minimized. The window patterns will vary by building. He said they are thinking of going with the desert sand color for the windows. He said all trim will be white.

**Detached Cottages** – The Committee reviewed the detached cottage elevations. Mr. Rich said the railings will be 36" vinyl. He said the trim and railings will be white. The stone that is being used at the base of the cottages will also be used around the chimneys and will be Ply Gem Fieldstone in Sherwood. He said they will definitely vary the gable positions. The windows on the detached cottages will be 4 over 1 with a transom.

**Pavilion** – The Committee reviewed the pavilion elevations. Mr. Rich said stone was added to the base of the building and also around the base of the posts at the entry. They will use Ply Gem Fieldstone in Sherwood. They would like to go with green railings but Ply Gem does not have this color so they may need to choose another color or use wood and paint them green. He said the dormers were not changed because it did not work for the floor plan. The wall that extended off the building was removed. The windows will be uneven 2 over 1 with a transom.

**Attached Cottages** – The Committee reviewed the attached cottage elevations. The windows are similar to those being used on the pavilion. Some of the transoms will be a little larger. The stone will be the same that is being used throughout the project. Mr. Rich said they did not incorporate the brown color from the pavilion because they wanted the pavilion to stand out. The exterior entry to the attached cottages will be hardscaped.

**Main Building** – The Committee reviewed the main building elevations. Mr. Rich explained that they reduced the color banding on the south elevation. They created vertical color blocks instead but left the color banding on the ends. The Committee agreed that the color banding worked for the end sections. The group discussed the red section of the building on the south elevation and whether the white inside the red was too prominent. Mr. Robinson said they used this same design on The Willows in Worcester. The group agreed that once the windows were blacked out the white would not be as pronounced. Mr. Rich said they added vertical colors blocks to the gray wall facing the courtyard as well. The Committee said they really like Elevation 6 of the main building. Chairman Buckley said the left side of Ground Perspective 8 is the first view of the main building and a good spot for a landscape feature or stone wall. The Committee said they would recommend that all windows are white and not desert sand. Mr. Rich said the plants for the courtyard have not been chosen.

**Medical Building** – The Committee reviewed the medical building elevations. The Committee said the new window configuration for the silo is much better. They also reviewed the lighting and said it is appropriate for the building. Mr. Rich said they chose not to change the gable on the north elevation. He said they think it adds to the character of the design. Mr. Rich said there will be a 36" vinyl picket fence around the adult daycare drop off

area. He said he will get a sample of the fence for the Committee's review. The Committee recommended using a matte finish if possible to eliminate the glossiness.

**Landscape Design** – The Committee reviewed the landscape design. Mr. Rich said that a fieldstone wall will be constructed in the island near the main entrance with stones from the site. He said that the gazebo that is planned for the area near the entry has not been designed. The Committee asked to see the gazebo design when it is ready. The group discussed the privacy fence and landscaping for the east side of the property. The goal of the privacy fence is to reduce the noise and lights from the pavilion. Dan Hooper of Naumkeag Street said he would like to further discuss the landscaping that is being planned for the end of Naumkeag Street. Mr. Hooper said this area is fairly bare and that he would prefer to see hemlocks and eastern red cedars planted instead of low growing junipers. Mr. Robinson asked Mr. Rich to take a closer look at this area when they walk the site with the Planning & Economic Development Board. Mr. Robinson said there would not be a second meeting for the abutters. Mr. Hooper said in his opinion the current approach to the east side of the property is significantly better than the original plan. The privacy fence is vinyl and will be tan. The Committee said they would prefer a matte finish or texture to reduce the glossiness. Mr. Rich said he would get the Committee a sample.

**Signs at Entry** – The Committee reviewed the designs for the main entrance signs and medical building monument sign. The placement of the medical building sign still needs to be resolved. Mr. Robinson said they are not sure how many tenants will occupy the building but it is possible there could be 5-6 tenants. The Committee said that the size of the medical building sign is too large particularly for the residential area. Chairman Buckley said the Committee discourages applicants from using ladder signs. Instead they recommend having a monument sign that identifies the site and then additional signage inside the site. The applicant is allowed 40 sq. ft. total for the monument sign and the proposed sign is 48 sq. ft. per side. Mr. Rich explained that they created this design based on feedback from the previous DRC meeting. The Committee said they would find examples of signs that may fit well and share them with the applicant. The Committee said regardless of the design the size and location of the proposed sign needs to be addressed. In addition, they discussed the size of the walls at the main entrance. At the previous meeting, the Committee recommended reducing them by 20%. Mr. Robinson said they did not reduce the walls since the last meeting. They agreed that the design is very nice but too large for the residential area. Planning & Economic Development Coordinator Susy Affleck-Child said the applicant plans to apply to the ZBA for a variance for surface area and height for the walls at the main entrance. A decision on whether the lighting that is being proposed is considered external or internal needs to be made as well. Rachel asked the applicant to consider keeping the signs

on the walls the same size and in same position but bring the height of the stone wall down. The Committee discussed several other ideas, including having the anchor tenants name on the monument sign, branding the medical building and using that name on the monument sign or adding it to the signs on the main entrance walls, and berming the area under the stone walls at the main entrance.

**Stream Crossings -** Mr. Robinson said they do not plan to build bridges at the stream crossings. They plan to use fill and retaining walls. The Committee asked them to consider using the same stone veneer that is being used throughout the project for any exposed areas.

**Retention Pond -** There will be a retention pond behind the pavilion. It will be screened from the abutting properties. The Committee asked that additional shrubs be added to this area because it will be wide open. They also asked that the area be naturalized. It is important that it become a feature and not a scar.

The Committee made the following recommendations:

- Use Ply Gem Fieldstone in Sherwood for all stone applications throughout the project. Minimize the red color. Make sure the size of the stones are varied and include some larger stones.
- The Committee said they think the windows should be white and not desert sand.
- The main signs at the entrance need to be reduced in size. They far exceed the allowable square footage and do not seem too imposing for the residential area.
- The placement of the medical building sign needs to be determined.
- The size of the medical building sign needs to be reduced. It is double the allowable size.
- The design of the medical building sign needs work. The Committee will send the applicant several good examples.
- Consider branding the medical building and using that name on the monument sign or adding it to the signs at the main entrance.
- Add additional shrubs around the storm water basins. Naturalize this area as much as possible. Make it a feature and not a scar.
- Use the same stone veneer that is being used throughout the project for any exposed areas on the retaining walls at the stream crossings.
- All vinyl fences should have a matte finish or texture to reduce glossiness.
- Address bare area at the end of Naumkeag Street.
- Send samples of the fences that will be used on property.
- Send design of small gazebo that will be near the entrance of the property.

- Add a landscape feature or stone wall to the left side of Ground Perspective 8. This is the first view of the main building.

**Action Items:**

- Mary will do Advance Auto Parts LOR for Friday.
- Collect photos of monument signs to share with The Willows ARCPUD.
- Work on LOR for The Willows ARCPUD.
- Julie will work on the cover for the new Design Review Guidelines.
- Mary will gather local photos for the new Design Review Guidelines.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on August 3, 2015 at the Medway Public Library at 7:00 p.m.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 10:36 p.m.

Respectfully Submitted,

Michelle Reed

**Medway Design Review Committee (DRC)**

# *Application for Sign Design Review*

***Medway Location/Address*** *(Where sign will be installed):* 72 Main St
*(What is the interior width of the storefront?* 80' )

***Building/Development Name:*** *(if applicable)*: Advance Auto Parts

***Medway Zoning District:*** C1

***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: Advance Auto Parts

Mailing Address: 72 Main St., Medway, MA 02053

Contact person: Bret Skirvin

Phone: 574.232.7471 Cell Phone 574.850.5815

Email address: Bas@sesbranding.com

***Type of Proposed Sign*** – For definitions, refer to *Medway Zoning Bylaw (Section V. R. Sign Regulation).* The *Medway Zoning Bylaw* is available on-line at: www.townofmedway.org.

| ***Type of Sign*** | **Signs Dimensions** | ***Total Square Footage of Sign Surface Area*** | ***Type of Illumination*** *(internal or external or none)* | ***Compliance*** *To be reviewed by Medway Planning Coordinator* |
|---|---|---|---|---|
| Wall/Façade | (2)2'-3"x31'8" | (2)71 sf | Internal | |
| Free-standing Individual Business | | | | |
| Free-standing Multi-Tenant Development | 2'-0"x8'-0" | 16sf | Internal | |
| Awning | | | | |
| Projecting | | | | |
| Directory | | | | |

***Attach the following items to this form. .pdf format preferred for application and attachments. Please email application and documents to drc@townofmedway.org.***

X 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

X 2. For a wall sign, a scaled image showing where the sign's position on the building.

N/A 3. For any proposed freestanding sign
____ *Landscaping Plan for the base of the sign*
____ *Plot Plan marked with location of the free-standing sign and distances from street/lot lines.*

X 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.

X 5. Color drawing of corporate logo *(if applicable).*

N/A 6. Color photograph of similar/comparable sign on which your sign design is based.

X 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?***

_X_ 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)* _X_ No

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

____ Yes ____X__ No ____ Don't Know

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

____ Yes ____X__ No ____ Not applicable

***Sign Designer/Fabricator/Installer Information***

Company Name: Atlas Sign Industry

Mailing Address: 1077 West Blue Heron Blvd., West Palm Beach 33404

Contact person: James Abreu

Phone: 800-772-7932 Cell Phone: _____

Email address: James.A@atlassignindustries.us

***Property Owner Information***

Company Name: Thurken III, LLC

Mailing Address: 389 Main Street, Salem, New Hampshire 03079

Contact person: Rich Landry

Phone: 857-472-3827 Cell Phone: _____

Email address: RL@landryarchitects.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 meets on the first & third Monday night of each month at 7 p.m. - Medway Library, 26 High ST
*(Agendas are posted at the Town's web page at www.townofmedway.org)*

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

***Please submit this application form and all attachments as follows:***

| | |
|---|---|
| Email: | drc@townofmedway.org **PREFERRED!!** |
| Fax: | 508-321-4987 |
| Mail: | Design Review Committee<br>c/o Medway Planning office<br>155 Village Street, Medway, MA 02053 |
| Drop Off: | Medway Planning office @ Medway Town Hall, 155 Village Street |
| Phone: | 508-533-3291 (Medway Planning office) |

**Applicants and sign designers should read Medway's *Sign Design Guidelines*. Sign designs should be developed in accordance with those *Guidelines.***

***Date Application Received by Medway Planning office:*** _____

***Reviewed by Medway Planning Coordinator:*** _____

_____

_____

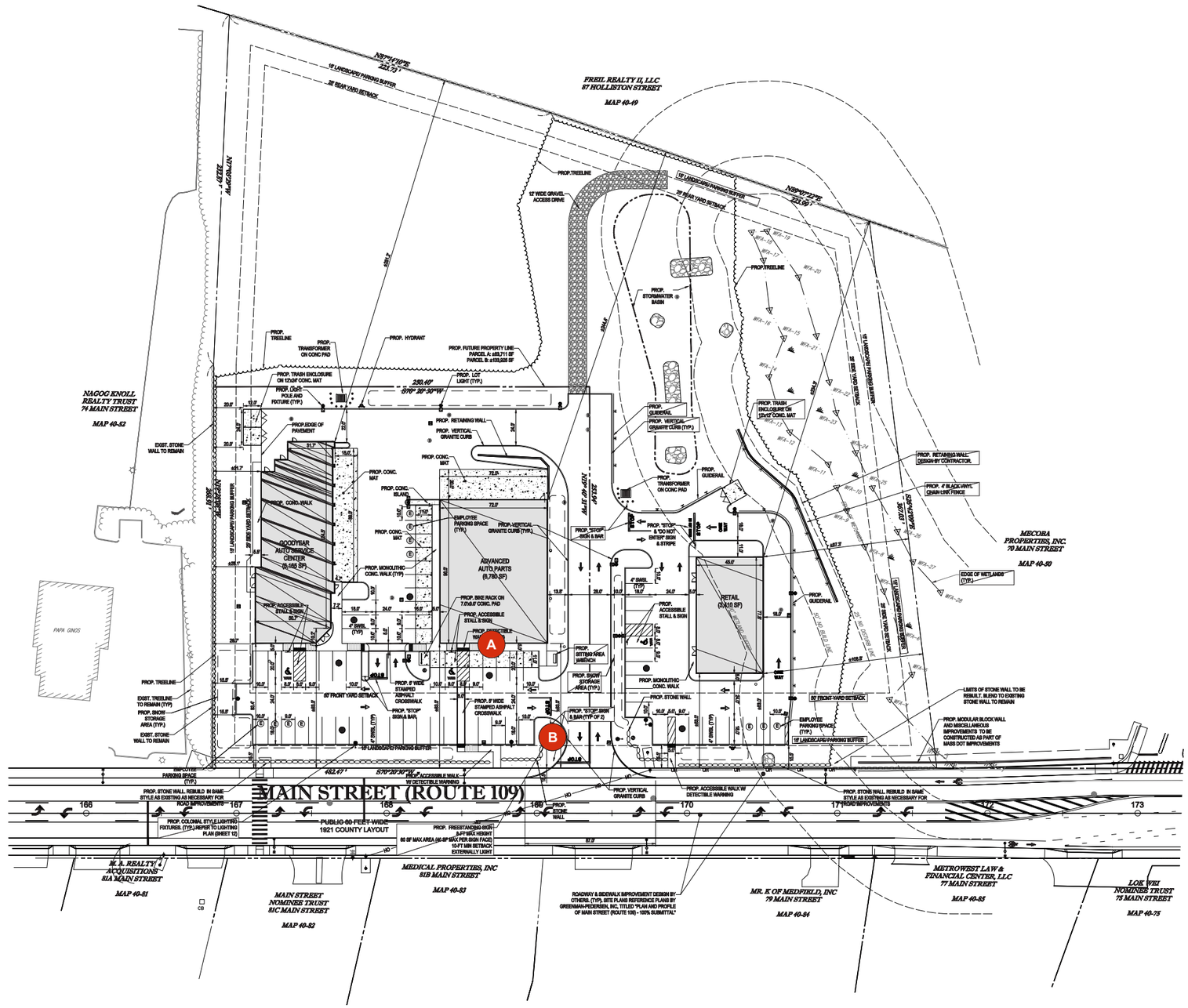
***DRC Meeting Date:*** _____

***Date of DRC Review Letter Submitted to Building Department:*** _____

Advance Auto Parts is seeking approval for the following signs: (2) 27" Channel Letterset wall signs, as well as a 2'x 8' tenant panel on the Medway Commons multi-tenant monument sign. This is a unique situation for Advance Auto Parts, as they typically locate in a freestanding building, rather than sharing with other tenants. Their prototypical sign package includes 30" yellow Channel Lettersets with a red-panel mounting background. Given the circumstances, Advance Auto Parts is modifying their standard proposal to incorporate red Channel Letters to compliment the architecture and better fit in with their surroundings. Our signs are clear and well designed, and incorporate internal illumination. We have reviewed the sign design guidelines, and we believe our signs promote a positive image, and are visually appealing, yet function properly at the same time. Our proposal complies with what is allowed by code, and Advance Auto Parts feels that their image and branding will positively contribute to the overall beauty and character of the Town of Medway.

6001 NIMTZ PARKWAY, SOUTH BEND, INDIANA 46628
TEL. 1.800.599.8121 FAX 574.237.6166

*Size and placement of signage is approximate.*

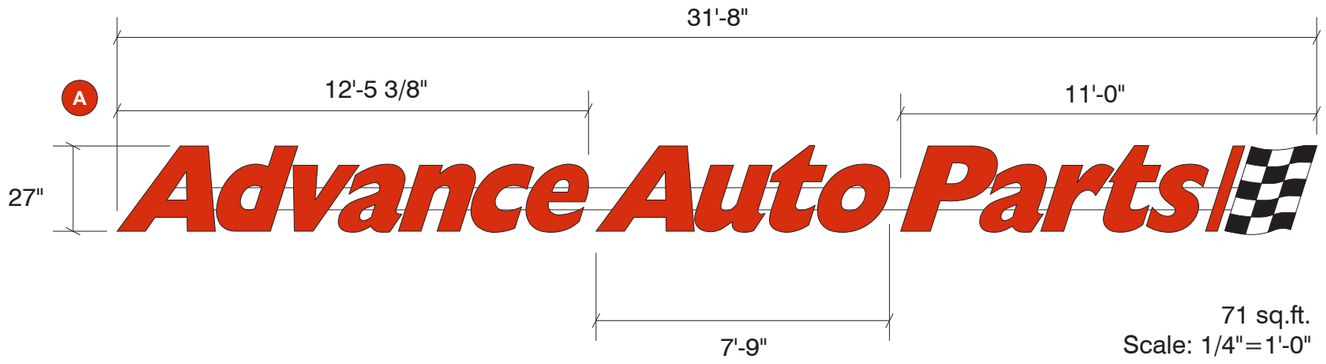



Scale: 1"=80'

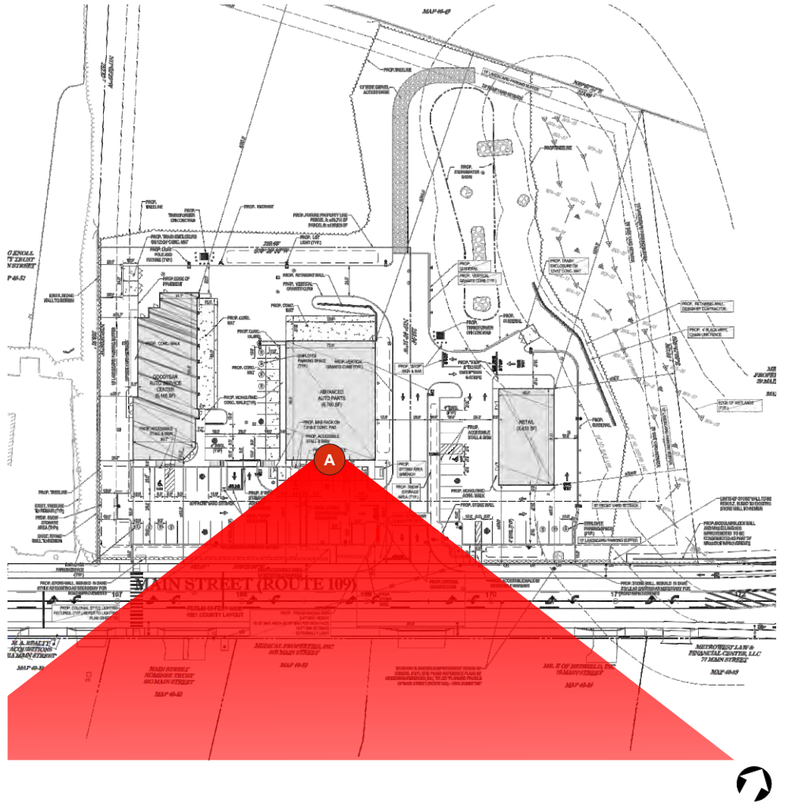
*Size and placement of signage is approximate.*

FRONT ELEVATION
Scale: NTS

*This elevation is prototypical and for representational usage only.*
*Architecture and dimensions are subject to change upon procurement of site specific elevations.*

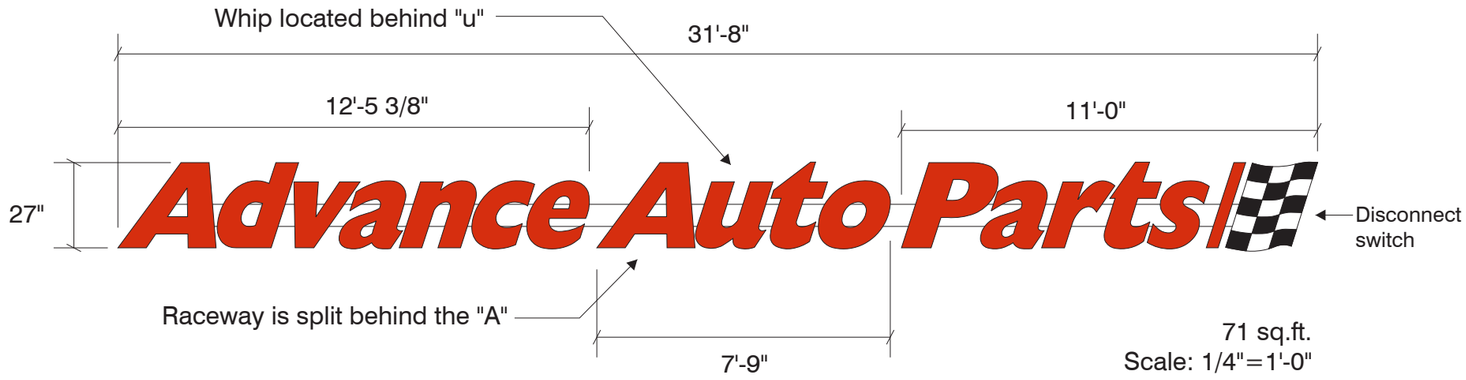


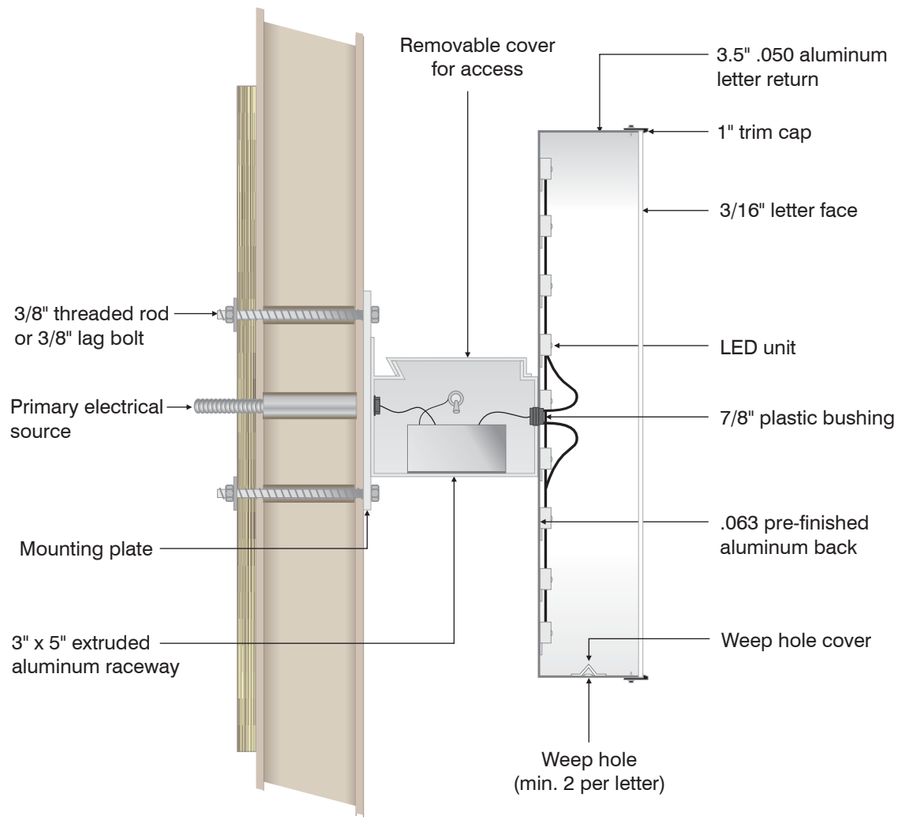

71 sq.ft.
Scale: 1/4"=1'-0"

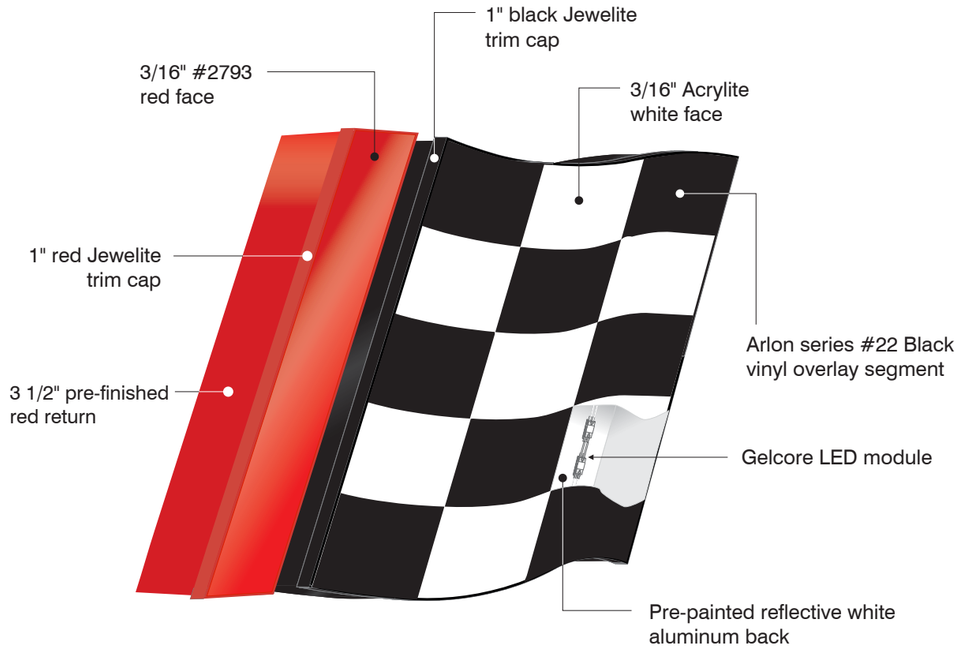


## A1 27" Red Channel Letterset

POWER SUPPLY: Gelcore model GECLPS3 or GECLPS4 (UL classified)
LED UNIT: Gelcore (5 per ft.)
DISCONNECT SWITCH: 20 amp toggle safety switch, single pole with rubber boot (UL approved)



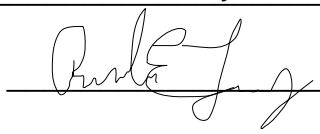




Sign components to be in strict compliance with all UL standards.

I/We Thurken Medway LLC hereby grant Site Enhancement Services, acting as sign agent for Advance Auto Parts, the right to proceed with the process of applying to the Town of Medway for signage permits including meeting with the Medway Design Review Committee for approvals needed for a wall sign for Advance Auto Parts to be located in Tri Valley Commons at 72 Main Street in Medway, MA. We have reviewed the wall sign proposal and drawings from Site Enhancement Services, Inc. showing a 71 sq. ft. channel letter wall sign to be affixed directly to the building façade without the accompanying background panel as had been shown on the Master Signage Plan approved as part of the special permit/site plan decision. We authorize Site Enhancement Services to move forward with the sign permitting process for this wall sign for Advance Auto Parts.

Representative's Name: Richard E Landry Jr.

Representative's Signature: 

Company Name: Thurken Medway, LLC

Address: PO Box 857

New Castle, NH 03854

Phone Number: 857-472-3827

Position: Manager

Date: 07/20/2015

**(Please notarize below)**

***The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____ who is personally known to me or has produced _____ as identification.***

**GENERAL SITE NOTES:**

1. *SITE EXISTING CONDITIONS, WETLANDS LOCATIONS, AND TOPOGRAPHY ARE BASED ON AN ON THE GROUND SURVEY BY O'DRISCOLL LAND SURVEYING CO., MEDWAY MA, AS SHOWN ON A PLAN ENTITLED "EXISTING CONDITIONS, 25 JAYAR ROAD, MEDWAY, MA" DATE JULY 2014.*
2. LOCATION OF ALL EXISTING AND PROPOSED SERVICES ARE APPROXIMATE AND MUST BE CONFIRMED INDEPENDENTLY WITH LOCAL UTILITY COMPANIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION OR EXCAVATION. ALL UTILITY SERVICE CONNECTION POINTS SHALL BE CONFIRMED INDEPENDENTLY BY THE CONTRACTOR IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION
3. *SITE IS NOT WITHIN AN AREA OF 100-YEAR FLOOD BASED ON F.I.R.M. FLOOD INSURANCE RATE MAP NORFOLK COUNTY, MASSACHUSETTS (ALL JURISDICTIONS) PANEL 142 OF 430 MAP NUMBER 25021C0142E, EFFECTIVE DATE: JULY 17, 2012.*
4. *ELEVATIONS REFER TO THE NORTH AMERICAN DATUM OF 1988 (NAD '88)*

CURRENT OWNER:
JOHN J. & CAROLINE C. SOLARI
18 WINTHROP STREET
MEDWAY, MA 02053
PHONE: (508) 533-2800

ASSESSOR'S MAP ID: 24-013 DEED: BK 14144 PG 371

ZONING: INDUSTRIAL I & GROUNDWATER PROTECTION DISTRICT
EXISTING USE: PARKING AREA FOR ADJACENT AUTO REPAIR BUSINESS

## LEGEND

| | |
|---|---|
| MON | MONUMENT |
| BC | BOUNDARY CORNER |
| N.F. | NOT FOUND |
| N/F | NOW OR FORMERLY |
| EX. | EXISTING |
| PROP. | PROPOSED |
| INV. | INVERT |
| | HYDRANT |
| S | SEWER MANHOLE |
| D | DRAIN MANHOLE |
| 200 | EXISTING CONTOUR LINE |
| | UTILITY POLE |
| BIT. | BITUMINOUS |
| CONC. | CONCRETE |
| C.C.B. | CAPE COD BERM |
| CB | DRAIN CATCH BASIN |
| | LIGHT POST |

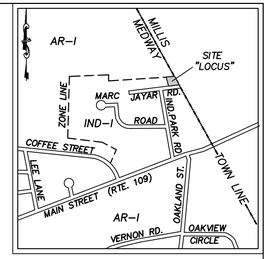
TOWN OF MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

APPROVAL DATE

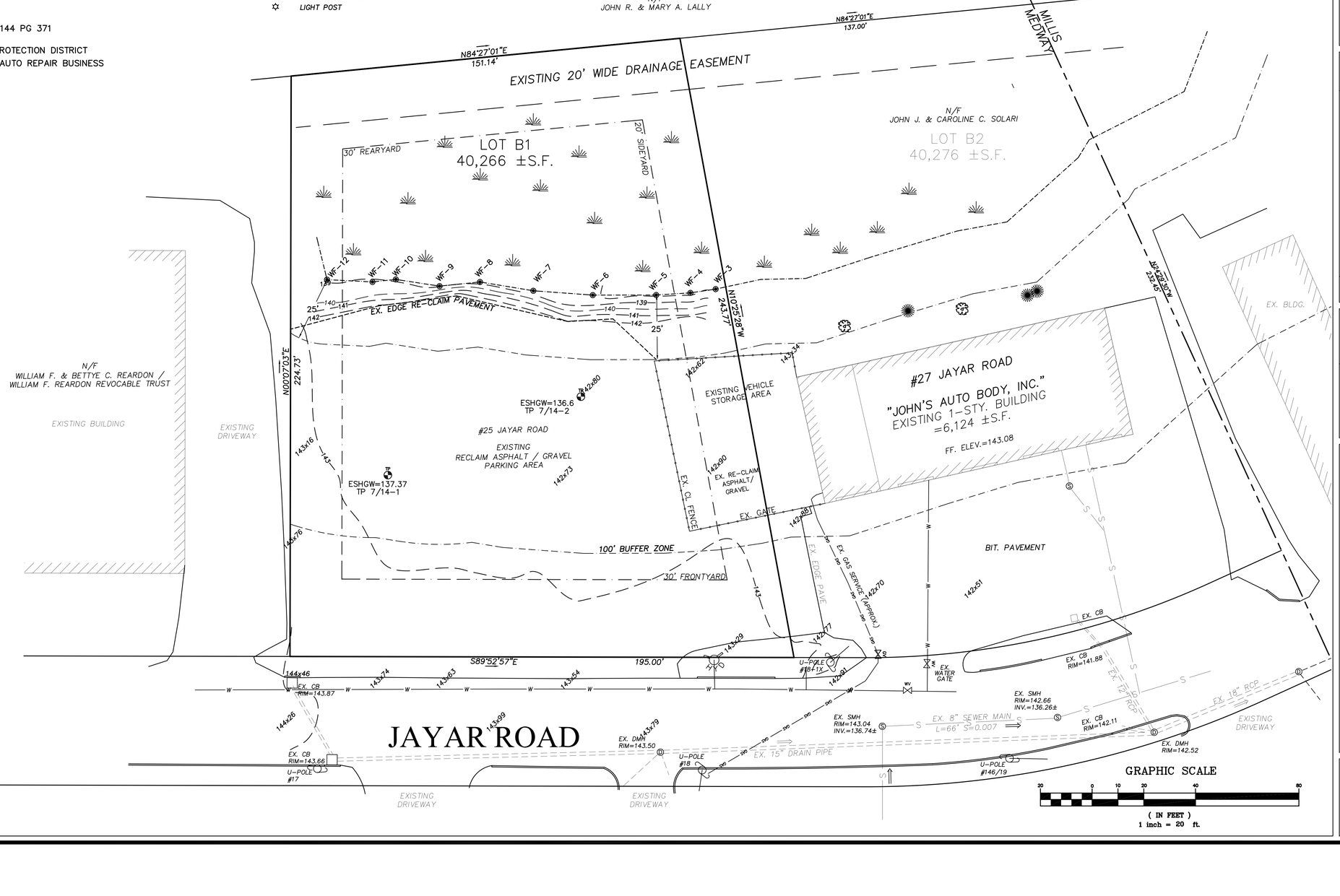
ENDORSEMENT DATE

I, MARYJANE WHITE, CLERK OF THE TOWN OF MEDWAY, HEREBY CERTIFY THAT THE NOTICE OF APPROVAL OF THIS PLAN BY THE PLANNING BOARD HAS BEEN RECEIVED AND RECORDED AT THIS OFFICE AND NO NOTICE OF APPEAL WAS RECEIVED DURING THE TWENTY DAYS NEXT AFTER SUCH RECEIPT AND RECORDING OF SAID NOTICE.

TOWN CLERK DATE




LOCUS MAP
(1" = 1,000')




GRAPHIC SCALE
20 0 10 20 40 80
( IN FEET )
1 inch = 20 ft.


FAIST ENGINEERING, INC.
#67 HALL ROAD STURBRIDGE, MA 01566
Phone (508) 864-6802 e-mail: dfaist@faisteng.com

O'DRISCOLL LAND SURVEYING Co.
LAND SURVEYING GPS MAPPING LAND CONVERTING
48 COTTAGE STREET MEDWAY, MASSACHUSETTS 02053 (508) 533-3314


| DATE: | REVISIONS PER: |
|---|---|
| | |

| | |
|---|---|
| DATE ISSUED: | 10/16/14 |
| DWG. SCALE: | 1"=20' |
| DRAWN BY: | DO/DF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH-2014 |

# EXISTING CONDITIONS
# #25 JAYAR ROAD
# MEDWAY, MA

1 of 1

# ZONING INFORMATION TABLE – MEDWAY, MA

## #25 JAYAR ROAD

APPLICANT: JOHN SOLARI
18 WINTHROP STREET
MEDWAY, MA 02053
PHONE: (508) 533–2800

CURRENT OWNER: JOHN J. & CAROLINE C. SOLARI
18 WINTHROP STREET
MEDWAY, MA 02053
PHONE: (508) 533–2800

ASSESSOR'S MAP ID: 24–013 DEED: BK 14144 PG 371

ZONING: INDUSTRIAL I & GROUNDWATER PROTECTION DISTRICT
EXISTING USE: PARKING AREA FOR ADJACENT AUTO REPAIR BUSINESS
PROPOSED USE: 5,000 S.F. ACCESSORY BUILDING TO AUTO REPAIR BUSINESS W/ TWO (2) REPAIR BAYS AND TWO (2) STORAGE / TOW TRUCK PARKING BAYS

| EXISTING ZONING REQUIREMENTS | REQUIRED | EXISTING | PROPOSED |
|---|---|---|---|
| LOT SIZE (MIN.) | 20,000 S.F. | 40,266 S.F. | 40,266 S.F. |
| FRONTAGE | 100 FT. | 195.00 FT. | 195.00 FT. |
| FRONT SETBACK | 30 FT. | --- | 31.0 ± FT. |
| SIDE SETBACK | 20 FT. | --- | 21.0 ± FT. |
| REAR SETBACK | 30 FT. | --- | 95.4 ± FT. |
| MAX. BLDG. HEIGHT | 40 FT. | --- | 23 FT. |
| MAX. BLDG. COVERAGE | 40% | --- | 5,000 ±S.F. (12.4%) |

| PARKING – VEHICLE REPAIR (SECTION H 4.): | REQUIRED | PROPOSED |
|---|---|---|
| 1 SPACE / 300 S.F. X 5,000 S.F. | 17 Spaces | 18 Spaces |
| 2 SPACE / REPAIR BAY X 2 REPAIR BAYS | 4 Spaces | 4 Spaces |
| Total Spaces = | 21 Spaces | 22 Spaces |
| Marked Handicap Accessible Spaces (1–25 Spaces) 1 Van Accessible Parking Space | 1 HC Spaces | 1 HC Spaces |

### GENERAL SITE NOTES:

1. *SITE EXISTING CONDITIONS, WETLANDS LOCATIONS, AND TOPOGRAPHY ARE BASED ON AN ON THE GROUND SURVEY BY O'DRISCOLL LAND SURVEYING CO., MEDWAY MA, AS SHOWN ON A PLAN ENTITLED "EXISTING CONDITIONS, 25 JAYAR ROAD, MEDWAY, MA" DATE JULY 2014.*
2. *LOCATION OF ALL EXISTING AND PROPOSED SERVICES ARE APPROXIMATE AND MUST BE CONFIRMED INDEPENDENTLY WITH LOCAL UTILITY COMPANIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION OR EXCAVATION. ALL UTILITY SERVICE CONNECTION POINTS SHALL BE CONFIRMED INDEPENDENTLY BY THE CONTRACTOR IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION*
3. *SITE IS NOT WITHIN AN AREA OF 100–YEAR FLOOD BASED ON F.I.R.M. FLOOD INSURANCE RATE MAP NORFOLK COUNTY, MASSACHUSETTS (ALL JURISDICTIONS) PANEL 142 OF 430 MAP NUMBER 25021C0142E, EFFECTIVE DATE: JULY 17, 2012.*
4. *ELEVATIONS REFER TO THE NORTH AMERICAN DATUM OF 1988 (NAD '88)*
5. *JOHN'S AUTO BODY INC. IS CURRENTLY A VERY SMALL QUANTITY GENERATOR (VSQG) OF HAZARDOUS WASTE MADEP ID # MV5085332800. ALL HAZARDOUS WASTE & HAZARDOUS MATERIALS MUST BE STORED INDOORS WITH SECONDARY CONTAINMENT ON AN IMPERVIOUS SURFACE THAT IS NOT ADJACENT TO A FLOOR DRAIN OR OTHER POINT OF DISCHARGE TO THE OUTDOOR ENVIRONMENT. INDOOR HAZARDOUS WASTE STORAGE AREA MUST BE POSTED WITH "HAZARDOUS WASTE" SIGNS AND MANAGED IN ACCORDANCE WITH 310 CMR 30.0 MASSACHUSETTS HAZARDOUS WASTE REGULATIONS.*
6. *SITE WORK IS SUBJECT TO TOWN OF MEDWAY ZBA SPECIAL PERMIT , CONSERVATION COMMISSION ORDER OF CONDITIONS DEP FILE NO. CE 216–0850 AND PLANNING BOARD CERTIFICATE OF APPROVAL.*

4" WIDE WHITE PARKING STALL LINE
4" WIDE @ 3'o.c. WHITE STRIPING
WHITE LEGEND
12" WIDE WHITE CROSS- WALK STRIPE & STOP BAR
PAINTED TRAFFIC FLOW ARROWS
WHITE LEGEND

*NEW ON–SITE PARKING STRIPING WITHIN PAVED AREAS TO BE RE–DELINIATED WITH SURFACE PAINTED STRIPING

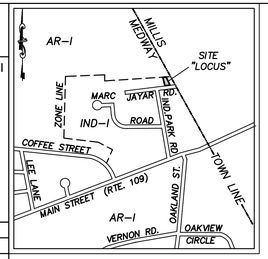
1 / C–1 PAVEMENT STRIPING LEGEND SCALE: N.T.S.

## PLAN INDEX


| | |
|---|---|
| C–1 | SITE PLAN |
| C–2 | GRADING AND UTILITIES PLAN |
| C–3 | DETAIL SHEET #1 |
| C–4 | DETAIL SHEET #2 |
| C–5 | DETAIL SHEET #3 |
| C–6 | DETAIL SHEET #4 |
| 1 of 1 | EXISTING CONDITIONS PLAN |
| S–1 | PROPOSED FLOOR PLAN – PRIGGEN STEEL |
| S–2 | PROPOSED BUILDING ELEVATIONS – PRIGGEN STEEL |


### DIG–SAFE (1–888–344–7233) NOTE:

*CONTRACTOR REQUIRED TO NOTIFY "DIG SAFE" 72 HOURS PRIOR TO ANY ON–SITE EXCAVATION OR CONSTRUCTION AT 1–888–344–7233. CONTRACTOR SHALL ALSO NOTIFY LOCAL WATER AND SEWER DEPARTMENTS TO MARK OUT THEIR UTILITIES.*




LOCUS MAP
(1" = 1,000')

TOWN OF MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

APPROVAL DATE

ENDORSEMENT DATE

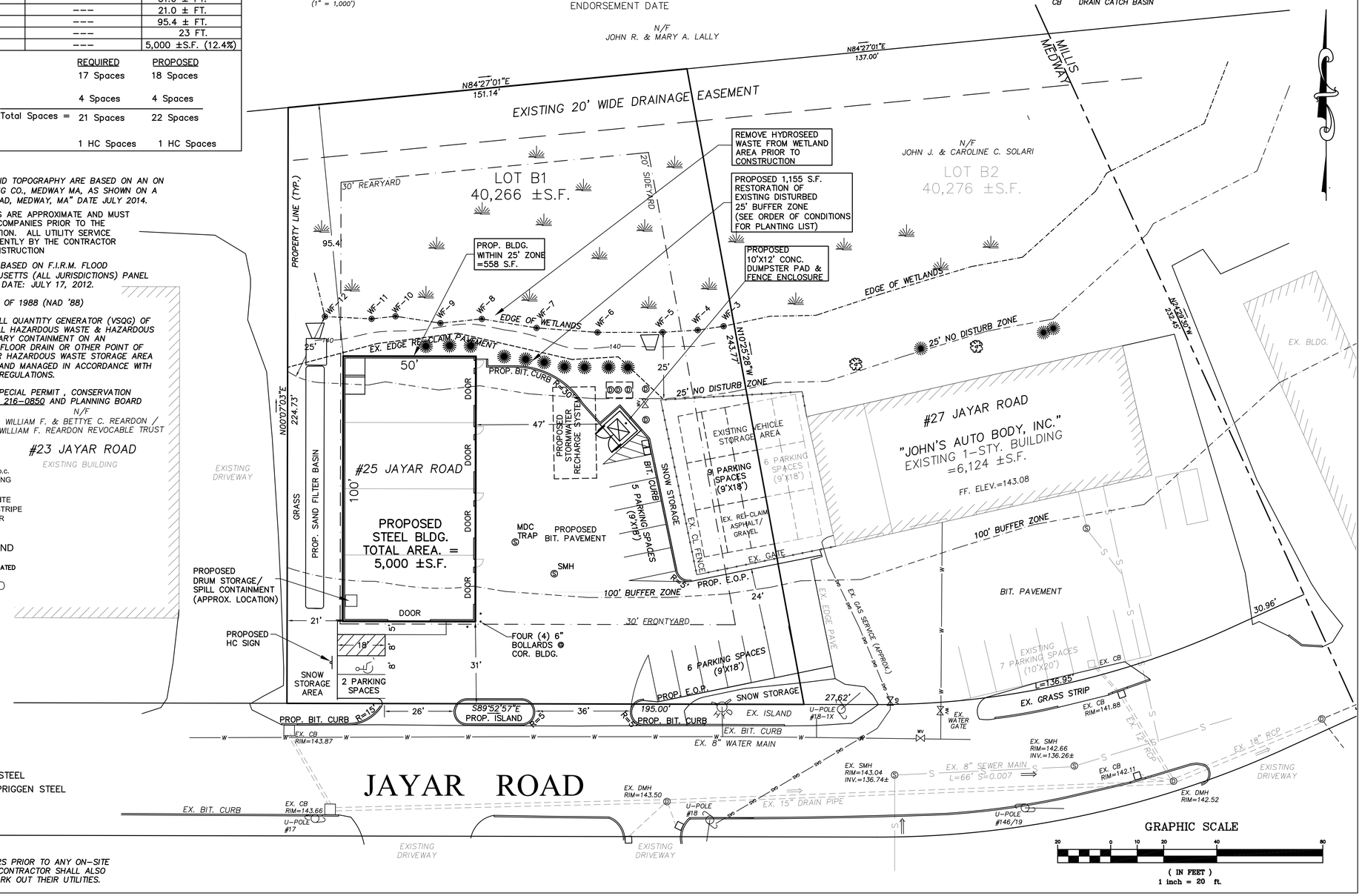
I, MARYJANE WHITE, CLERK OF THE TOWN OF MEDWAY, HEREBY CERTIFY THAT THE NOTICE OF APPROVAL OF THIS PLAN BY THE PLANNING BOARD HAS BEEN RECEIVED AND RECORDED AT THIS OFFICE AND NO NOTICE OF APPEAL WAS RECEIVED DURING THE TWENTY DAYS NEXT AFTER SUCH RECEIPT AND RECORDING OF SAID NOTICE.

TOWN CLERK DATE

### LEGEND

| | |
|---|---|
| MON | MONUMENT |
| BC | BOUNDARY CORNER |
| N.F. | NOT FOUND |
| N/F | NOW OR FORMERLY |
| EX. | EXISTING |
| PROP. | PROPOSED |
| INV. | INVERT |
| | HYDRANT |
| S | SEWER MANHOLE |
| D | DRAIN MANHOLE |
| 200 | EXISTING CONTOUR LINE |
| | UTILITY POLE |
| BIT. | BITUMINOUS |
| CONC. | CONCRETE |
| CB | DRAIN CATCH BASIN |

RESERVED FOR REGISTRY USE




GRAPHIC SCALE
20 0 10 20 40 80
( IN FEET )
1 inch = 20 ft.


FAST ENGINEERING, INC.
#67 HALL ROAD STURBRIDGE, MA 01566
Phone (508) 864-6802 e-mail: dfast@fastengr.com

O'DRISCOLL LAND SURVEYING Co.
LAND SURVEYING GPS MAPPING LAND CONVERTING
48 COTTAGE STREET MEDWAY, MASSACHUSETTS 02053 (508) 533–3314


| REVISIONS PER: | DATE: |
|---|---|
| DRUM STORAGE/SPILL CONTAINMENT LOCATION | 12/22/14 |
| ROOF DRAIN SAND FILTER & PAVE RECHARGE | 5/12/15 |
| 6/03/15 CONSERVATION SITE WALK/COMMENTS | 6/08/15 |

| | |
|---|---|
| DATE ISSUED: | 10/16/14 |
| DWG. SCALE: | 1" = 20' |
| DRAWN BY: | DO/DF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH–2436 |

# SITE PLAN
## #25 JAYAR ROAD
## 5,000 S.F. COMMERCIAL BUILDING
## MEDWAY, MA

C–1

## GENERAL SITE NOTES:

1. SITE EXISTING CONDITIONS, WETLANDS LOCATIONS, AND TOPOGRAPHY ARE BASED ON AN ON THE GROUND SURVEY BY O'DRISCOLL LAND SURVEYING CO., MEDWAY MA, AS SHOWN ON A PLAN ENTITLED "EXISTING CONDITIONS, 25 JAYAR ROAD, MEDWAY, MA" DATE JULY 2014.
2. LOCATION OF ALL EXISTING AND PROPOSED SERVICES ARE APPROXIMATE AND MUST BE CONFIRMED INDEPENDENTLY WITH LOCAL UTILITY COMPANIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION OR EXCAVATION. ALL UTILITY SERVICE CONNECTION POINTS SHALL BE CONFIRMED INDEPENDENTLY BY THE CONTRACTOR IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION
3. SITE IS NOT WITHIN AN AREA OF 100-YEAR FLOOD BASED ON F.I.R.M. FLOOD INSURANCE RATE MAP NORFOLK COUNTY, MASSACHUSETTS (ALL JURISDICTIONS) PANEL 142 OF 430 MAP NUMBER 25021C0142E, EFFECTIVE DATE: JULY 17, 2012.
4. ELEVATIONS REFER TO THE NORTH AMERICAN DATUM OF 1988 (NAD '88)

## GRADING & UTILITY NOTES:

1. LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE APPROXIMATE AND MUST BE VERIFIED BY THE CONTRACTOR PRIOR TO ANY UTILITY CONNECTIONS OR CROSSING OF PROPOSED AND EXISTING UTILITIES. THEREFORE, THE CONTRACTOR MUST CONTACT "DIG-SAFE" AND THE RESPECTIVE PUBLIC AND PRIVATE UTILITY COMPANIES, AND THE MUNICIPALITY INVOLVED SHOULD BE NOTIFIED FOR ACCURATE DELINEATION OF SUBSURFACE UTILITY LINES BEFORE CONSTRUCTION AND/OR DEMOLITION IS COMMENCED ON THIS PROPERTY.
2. ALL UTILITY CONNECTIONS ARE SUBJECT TO THE APPROVAL OF, AND GRANTING OF PERMITS BY THE TOWN OF MEDWAY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS AND APPROVALS PRIOR TO THE START OF CONSTRUCTION.
3. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR MAKING ALL NECESSARY ARRANGEMENTS FOR AND FOR PERFORMING ANY NECESSARY WORK INVOLVED IN CONNECTION WITH THE DISCONTINUANCE OF ANY UTILITIES OR WITHIN THE JURISDICITON OF ANY UTILITY COMPANIES, SUCH AS ELECTRICITY, TELEPHONE, WATER, GAS, AND ANY SYSTEM OR SYSTEMS WHICH WILL BE AFFECTED BY THE WORK TO BE PERFORMED UNDER THIS CONTRACT.
4. CONTRACTOR SHALL NOTIFY ALL APPROPRIATE AGENCIES, DEPARTMENT, AND UTILITY COMPANIES, IN WRITING, AT LEAST 48 HOURS AND NOT MORE THAN 30-DAYS PRIOR TO ANY CONSTRUCTION OR DEMOLITION ACTIVITIES AT THE SITE. CONSTRUCTION SHALL NOT INTERFERE WITH OR INTERRUPT UTILITIES WHICH ARE TO REMAIN IN OPERATION.
5. ALL WATER, SEWER, AND DRAIN WORK SHALL BE PERFORMED ACCORDING TO THE REQUIREMENTS AND STANDARD SPECIFICATIONS OF THE TOWN OF MEDWAY, MA.
6. GAS, TELEPHONE, AND ELECTRIC SERVICES ARE TO BE DESIGNED BY EACH UTILITY COMPANY IN COORDINATION WITH THE MECHANICAL, ELECTRIC, AND PLUMBING CONSULTANTS. THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES AND DESIGN OF NEW UTILITIES WITH ELECTRIC, CABLE TELEVISION AND TELECOMMUNICATION UTILITIES.
7. INSTALL WATER LINES WITH A MINIMUM OF FIVE (5) FT. COVER AND MAXIMUM OF SEVEN (7) FT. COVER MATERIAL.
8. MAINTAIN 10 FT. HORIZONTAL SEPARATION BETWEEN SEWER AND WATER LINES. WHEREVER THERE IS LESS THAN 10 FT. OF HORIZONTAL SEPARATION AND 18 IN. VERTICAL SEPARATION BETWEEN SEWER AND WATER UTILITIES, ENCASE BOTH UTILITIES IN CONCRETE.
9. UTILITY STRUCTURES TO BE ABANDONED SHALL BE REMOVED TO A DEPTH OF NO LESS THAN 3 FEET BELOW FINISHED GRADE, THE BOTTOMS OF THE STRUCTURES SHALL BE BROKEN AND THE STRUCTURES SHALL BE BACKFILLED WITH CLEAN, COMPACTED GRAVEL.
10. CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES EXCEPT THOSE NOTED TO BE ABANDONED OR REMOVED AND DISPOSED (R&D).
11. CONTRACTOR IS RESPONSIBLE FOR TRENCHING, BACKFILLING, AND SURFACE RESTORATION FOR THE GAS LINE INSTALLATION.
12. CONTRACTOR SHALL JET CLEAN SITE DRAIN LINES AND VACUUM DRAIN STRUCTURES PRIOR TO DEMOBILIZATION.
13. MAINTAIN 5 FT. HORIZONTAL SEPARATION BETWEEN GAS UTILITY SERVICE AND ALL OTHER UTILITIES.
14. ELECTRICAL, CABLE, & TELEPHONE UTILITY LAYOUT IS PRELIMINARY AND SUBJECT TO FINAL DESIGN BY THE UTILITY COMPANY. LOCATIONS SHOWN ARE FOR UTILITY LAYOUT PLANNING PURPOSES AND SUBJECT TO CHANGE IN THE FIELD BY EACH RESPECTIVE UTILITY COMPANY.
15. ALL SEWER LATERAL CONNECTIONS TO MAIN WILL USE WYE CONNECTION.
16. SEE CONSTRUCTION DETAILS & ADDITIONAL NOTES ON SHEETS C-3, C-4, & C-5
17. INTERIOR BUILDING PLUMBING SHOWN IS SCHEMATIC ONLY FOR PURPOSES OF EXTERIOR SEWER PIPING LOCATION. INTERIOR PLUMBING DESIGN BY OTHERS.
18. INTERIOR FLOOR DRAINS TO CONNECT DIRECTLY TO MDC TRAP VIA 4" CAST IRON PIPING SEPARATE FROM SANITARY WASTE LINE.
19. CONTRACTOR TO REMOVE HDYROSEED WASTE FROM WETLANDS PRIOR TO CONSTRUCTION.
20. SEE ORDER OF CONDITIONS DEP FILE NO. CE 216-0850 FOR WETLANDS BUFFER ZONE PLANTING REQUIREMENTS.

## DIG-SAFE (1-888-344-7233) NOTE:

CONTRACTOR REQUIRED TO NOTIFY "DIG SAFE" 72 HOURS PRIOR TO ANY ON-SITE EXCAVATION OR CONSTRUCTION AT 1-888-344-7233. CONTRACTOR SHALL ALSO NOTIFY LOCAL WATER AND SEWER DEPARTMENTS TO MARK OUT THEIR UTILITIES.

## LEGEND

| | |
|---|---|
| MON | MONUMENT |
| BC | BOUNDARY CORNER |
| N.F. | NOT FOUND |
| N/F | NOW OR FORMERLY |
| EX. | EXISTING |
| PROP. | PROPOSED |
| INV. | INVERT |
| | HYDRANT |
| S | SEWER MANHOLE |
| D | DRAIN MANHOLE |
| 200 | EXISTING CONTOUR LINE |
| 200 | PROPOSED CONTOUR LINE |
| | UTILITY POLE |
| BIT. | BITUMINOUS |
| CONC. | CONCRETE |
| CB | DRAIN CATCH BASIN |
| C/O | CLEAN OUT |

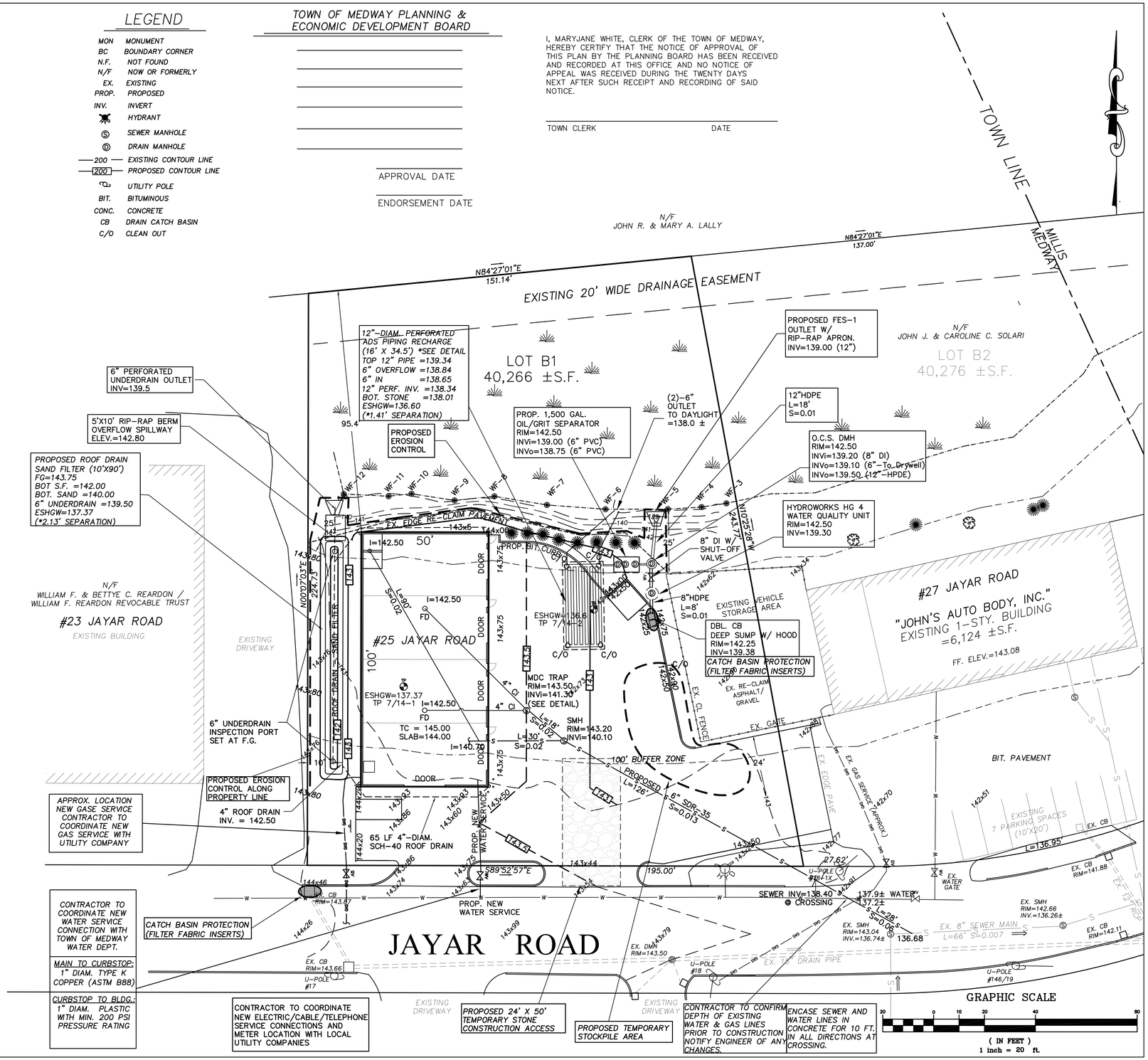
## TOWN OF MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

APPROVAL DATE

ENDORSEMENT DATE

I, MARYJANE WHITE, CLERK OF THE TOWN OF MEDWAY, HEREBY CERTIFY THAT THE NOTICE OF APPROVAL OF THIS PLAN BY THE PLANNING BOARD HAS BEEN RECEIVED AND RECORDED AT THIS OFFICE AND NO NOTICE OF APPEAL WAS RECEIVED DURING THE TWENTY DAYS NEXT AFTER SUCH RECEIPT AND RECORDING OF SAID NOTICE.

TOWN CLERK DATE





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LAND SURVEYING GIS MAPPING LAND CONVEYING
48 COTTAGE STREET MEDWAY, MASSACHUSETTS 02053 (508) 533-3314


| REVISIONS PER: | DATE: |
|---|---|
| DRUM STORAGE/SPILL CONTAINMENT LOCATION | 12/22/14 |
| ROOF DRAIN SAND FILTER & PAVE RECHARGE | 5/12/15 |
| 6/03/15 CONSERVATION SITE WALK/COMMENTS | 6/08/15 |

| | |
|---|---|
| DATE ISSUED: | 10/16/14 |
| DWG. SCALE: | 1"=20' |
| DRAWN BY: | DO/DF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH-2436 |

# GRADING & UTILITES PLAN
## #25 JAYAR ROAD
## 5,000 S.F. COMMERCIAL BUILDING
## MEDWAY, MA

C-2

**RESPONSIBILITIES OF OWNER/PERMITEE**

The Owner/Permitee shall:

A. Provide the contractor with copies of land–use permits that owner has acquired.

B. Inform all parties involved with the proposed site work of this plan's objectives and requirements.

**RESPONSIBILITIES OF CONTRACTOR**

The contractor is responsible for preventing erosion of the site and for protecting adjacent storm sewers and waterways from sedimentation.

The contractor shall:

A. Install, monitor, and maintain of the soil erosion and sediment control measures as shown on this plan.

B. Comply with all permit requirements.

**PRECONSTRUCTION CONFERENCE – Prior to Construction, Following Installation of Erosion Control**

The Permitee, Owner–of–record, Contractor, Engineer, and Town Representatives (Conservation Commission) shall hold a "pre–construction" conference at the site to review the proposed soil erosion and sediment control measures.

**GENERAL CONTROLS**

Cleaning of Stormwater Structures:
Clean all stormwater structures, including, but not limited to pipes, swales, subsurface retention basins, sediment traps, and riprap aprons of sediment upon completion of the project.

Construction Entrance:
Place clean washed stone at the site entrances to the length, width and depth indicated on the plans and details to help remove mud and/or clods of soil from construction vehicles exiting from the site. Add additional stone as necessary to maintain adequate serviceability.

Pavement Maintenance:
The contractor shall sweep paved roadways adjacent to the site on a routine basis to prevent tracking of mud onto public roadways and washing of mud into waterways. If the contractor's schedule for cleaning the pavement is found to be inadequate by the Owner, Owner's Representative, or Town, the contractor shall increase the frequency at no additional cost to the owner.

Waste Disposal:
The contractor shall provide an adequate number of covered waste containers to ensure that no litter, debris, building materials, or similar materials are discharged to wetlands or watercourses. The contractor shall instruct subcontractors to use the containers for waste material. The containers shall be promptly emptied when full.

**DESCRIPTION AND MAINTENANCE OF EROSION CONTROL MEASURES**

**TEMPORARY STABILIZATION MEASURES**

Silt Fence:
Install silt fence at various locations as shown on the plans and details. Embed the silt fence into the ground and firmly anchor it as shown in the details. Remove sediment once levels have reached 1/4 of the effective fence–height. Repair and/or replace silt fence immediately if damaged or deteriorated.

Stockpiling or Storage of Excavated Materials:
Completely surround temporary material stockpiles with silt fence to prevent transportation of sediment.

Dust Control:
Take precautions to prevent dust from becoming a nuisance to abutting property owners. Broom off pavements adjoining the excavation on a daily basis. Cover and/or keep moist all earth stockpiles at all times. Use calcium chloride to control dust over certain areas of the site, as directed by the engineer or shown on the plans. Calcium chloride shall conform to ASTM D–98, Type I. The contractor shall maintain and inspect, on a daily basis, the adequacy of dust control measures and correct any deficiencies immediately.

Temporary Stabilization:
Top soil stockpiles and disturbed portions of the site where construction activity ceases for at least 21 days will be stabilized with temporary seed and mulch no later than 14 days from the last construction activity in that area. The temporary seed and mulch procedures and specifications shall be in accordance with the landscape architect's recommendations. Areas of the site which are to be paved will be temporarily stabilized by applying geotextile and stone sub–base until bituminous pavement can be applied.

**PERMANENT STABILIZATION MEASURES**

Disturbed portions of the site where construction activities permanently cease shall be stabilized with permanent seed no later than 14 days after the last construction activity. The permanent seed and mulch specifications and procedure shall be in accordance with the landscape architect's recommendations.

The contractor shall be responsible for all landscaped areas. If topsoil, seed, and/or mulch is washed away by rainfall, the contractor shall restore the area.

**EXCAVATION DEWATERING PRACTICES**

1. AT NO TIME SHALL EXCAVATION "DEWATERING" BE DIRECTLY DISCHARGED TO: CATCH BASIN, DRAIN PIPE, WETLAND, STREAM, OR FLOOD PLAIN AREA.
2. TRENCH & EXCAVATION DE–WATERING WASTEWATER SHALL BE DISCHARGED THROUGH AN "ULTRA PIPESOCK" OR EQUIVALENT SEDIMENT/OIL FILTER TRAP WITH 12" DEPTH GRAVEL FILTER BERM.
3. DE–WATERING DISCHARGES SHALL BE DIRECTED TO ON–SITE SEDIMENT CONTROL SYSTEMS AND/OR DRAINAGE SWALES.

**GENERAL CONDITIONS**

1 If erosion control measures are damaged by construction vehicles, acts of vandalism, or severe weather conditions, the contractor shall immediately remove sediment in the vicinity of the erosion control measures and repair these measures to a functional condition.

2 If, during or after construction, it becomes apparent that existing erosion control measures are incapable of controlling erosion, the engineer or the Town may require additional control measures including, but not limited to; additional haybales, silt fence, sediment basins, mechanically anchored mulch, or enhanced dewatering filtration.

3 No construction shall proceed until a written proposal of methods to prevent construction debris, paint, spent blast materials, or other materials from entering a storm sewer, the wetland, or watercourse has been submitted by the Contractor to the Owner and approved by the Owner, and such methods have been implemented as the Owner directs. These materials shall be collected and disposed of in an environmentally safe manner in accordance with all applicable Federal and State laws and regulations. The Owner may order the Contractor to cease such activity temporarily if, in the judgement of the Owner, wind or storm conditions threaten to cause the deposit of such materials into a waterway.

4 All temporary fill shall be stabilized during use to prevent erosion and shall be suitably contained to prevent sediment or other particulate matter from reentering a wetland or watercourse. All areas affected by temporary fills must be restored to their original contours or as directed by the Owner, and revegetated. The areal extent of temporary fill or excavation shall be confined to that area necessary to perform the work, as approved by the Owner.

5 Dumping of oil, chemicals or other deleterious materials on the ground is forbidden. The contractor shall provide a means of catching, retaining, and properly disposing of drained oil, removed oil filters, or other deleterious material. All spills of such materials shall be reported immediately by the Contractor to appropriate Town and State Agencies.

6 ALL REFUELING OF CONSTRUCTION EQUIPMENT IS TO TAKE PLACE OUTSIDE OF THE 100–FOOT BUFFER ZONE. NO CONCRETE WASHOUT OR WASHING OF CONSTRUCTION EQUIPMENT IS ALLOWED WITHIN THE 100–FT. BUFFER ZONE.

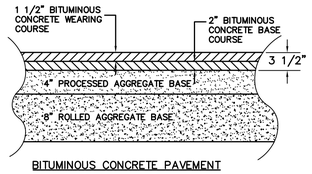
7. INSPECTIONS: Erosion Control shall be inspected DAILY or after an legitimate storm event. Inspection shall be recorded in a log along with time and date. Log shall be available for inspection by the Conservation Agent or Commissioner.

8. FILL MATERIAL TESTING: CONSERVATION COMMISSION MAY REQUIRE TESTING OF OUTSIDE FILL SOURCES AND THE RESULTS REVIEWED BY A STATE OF MASSACHUSETTS LICENSED SITE PROFESSIONAL (LSP) AND CONSERVATION AGENT PRIOR TO DELIVERY TO THE SITE. CONTRACTOR TO REFER TO CONSERVATION ORDER OF CONDITIONS FOR SPECIFIC SOIL TESTING AND REVIEW REQUIREMENTS FOR ALL OUTSIDE FILL SOURCES.

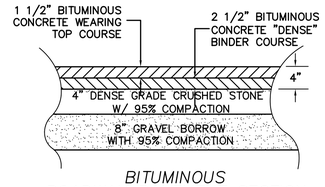
9. DEP SIGN: A SIGN SHALL BE DISPLAYED AT THE SITE NOT LESS THAN TWO (2) SQUARE FEET (S.F.) OR MORE THAN THREE (3) S.F. IN SIZE BEARING THE WORDS, "MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (or MA DEP): DEP FILE NUMBER CE 216–0850.

**DIG–SAFE NOTE (1–888–344–7233):**

1. CONTRACTOR REQUIRED TO NOTIFY "DIG SAFE" 72 HOURS PRIOR TO ANY ON–SITE EXCAVATION OR CONSTRUCTION AT 1–888–344–7233. CONTRACTOR SHALL ALSO NOTIFY LOCAL WATER AND SEWER DEPARTMENTS TO MARK OUT THEIR UTILITIES.




ON–SITE PAVEMENT SECTION
(NOT TO SCALE)



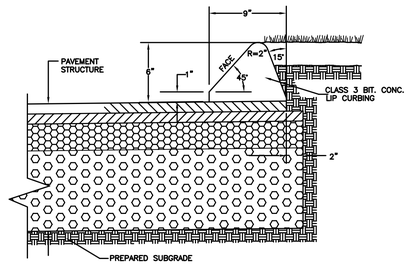

BITUMINOUS
ROADWAY PAVEMENT SECTION
(NOT TO SCALE)

1. CONTRACTOR TO OBTAIN "TOWN OF MEDWAY STREET OPENING PERMIT" PRIOR TO ANY WORK IN THE PUBLIC STREET RIGHT OF WAY. ALL SAWCUT PAVEMENT AREAS MUST BE PATCHED IN COMPLIANCE WITH DPS PERMIT REQUIREMENTS.
2. BACKFILL TRENCH WITH FLOWABLE FILL AS REQUIRED;
3. PATCH PAVEMENT AREA TO MATCH MATERIALS AND THICKNESS OF EXISTING PAVEMENT;
4. LIMITS OF PAVEMENT SAWCUT, INFARED PATCH ALL JOINTS IN ACCORDANCE WITH TOWN OF MEDWAY DPS.

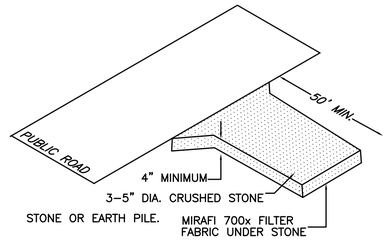
BITUMINOUS PAVEMENT PATCH
TOWN ROADWAY DETAIL
(NOT TO SCALE)

TOWN OF MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

DATE

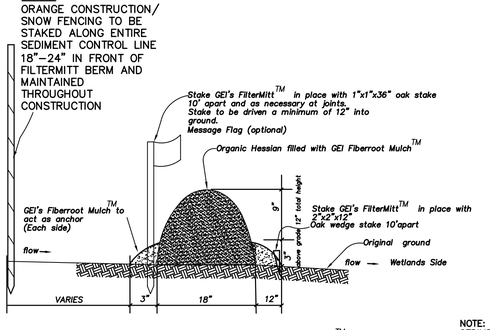



TYPE–2
BITUMINOUS CURBING DETAIL
(NOT TO SCALE)




CONSTRUCTION ENTRANCE DETAIL (TYP.)
(NOT TO SCALE)

*NOTE:
ORANGE CONSTRUCTION/ SNOW FENCING TO BE STAKED ALONG ENTIRE SEDIMENT CONTROL LINE 18"–24" IN FRONT OF FILTERMITT BERM AND MAINTAINED THROUGHOUT CONSTRUCTION

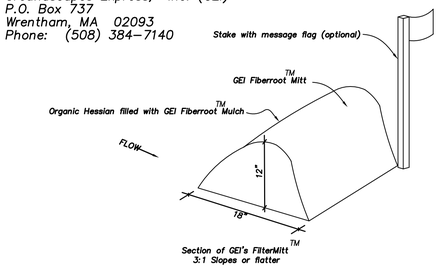


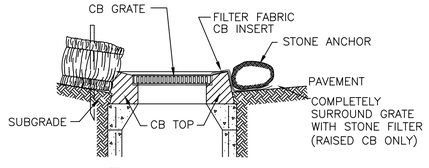

Section of GEI's FilterMitt™
2:1 Slopes or steeper

NOTE:
SEDIMENT CONTROL SYSTEM SHALL BE SHALL BE GEI FILTERMITT OR APPROVED EQUAL.

1 TYPICAL SEDIMENT CONTROL SYSTEM
5–11 SCALE: NTS

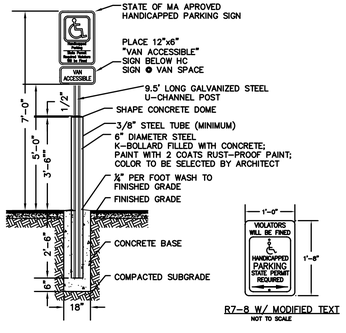
Contact: John Engwer
Groundscapes Express, Inc. (GEI)
P.O. Box 737
Wrentham, MA 02093
Phone: (508) 384–7140




NOTE:
REMOVE CB GRATE, PLACE FILTER FABRIC
REPLACE GRATE, TAKING CARE NOT TO
DAMAGE FILTER FABRIC. ANCHOR WITH
STONE OR EARTH PILE IF NECESSARY.

CATCH BASIN PROTECTION DETAIL
NOT TO SCALE




R7–8 W/ MODIFIED TEXT
NOT TO SCALE

7 HANDICAP PARKING SIGN
C–4 SCALE: N.T.S.

## CONSTRUCTION SCHEDULE AND EROSION & SEDIMENT CONTROL CHECKLIST

PROJECT NAME: #25 JAYAR ROAD
LOCATION: #25 JAYAR ROAD, MEDWAY, MA
PROJECT DESCRIPTION: NEW 5,000 S.F. BUILDING & PARKING AREA IMPROVEMENTS
PARCEL AREA: 0.92 +/– ACRES

| WORK DESCRIPTION | EROSION & SEDIMENT CONTROL MEASURES | DATE INSTALLED | INITIALS |
|---|---|---|---|
| 1. *PRE–CONSTRUCTION MEETING W/ CONSERVATION AGENT | | | |
| 2. CLEAR VEHICLES & BRUSH / REMOVE FROM SITE | | | |
| 3. REMOVE HYDROSEED WASTE FROM WETLANDS AREA | | | |
| 4. INSTALL EROSION CONTROL & SILTSACKS IN CATCH BASINS | INSPECT EROSION CONTROLS DAILY AND AFTER RAINFALL EVENTS. | | |
| 5. INSTALL ANTI–TRACKING PAD | *CONTACT CONSERVATION AGENT FOR INSPECTION OF EROSION CONTROLS | | |
| 6. STRIP RECLAIM ASPHALT/GRAVEL AND STOCKPILE | | | |
| 7. EXCAVATE FOR FOUNDATION | | | |
| 8. POUR CONCRETE FOUNDATION | | | |
| 9. BACKFILL & ROUGH GRADING | | | |
| 10. CONSTRUCT BUILDING | | | |
| 11. INSTALL STORMWATER STRUCTURES | | | |
| 12. CONSTRUCT SAND FILTER | | | |
| 13. INSTALL UTILITIES & DRYWELL | | | |
| 14. FINAL SITE GRADING | | | |
| 15. PAVE PARKING AREA / CURBS | | | |
| 16. TOPSOIL, LOAM, AND SEED | | | |
| 17. INSTALL BUFFER ZONE PLANTINGS (SEE ORDER OF CONDITIONS) | | | |
| 18. SURVEYOR FINAL AS–BUILT PLAN | | | |
| 19. REQUEST CERT. OF COMPLIANCE FROM CONSERVATION COMM. | REMOVE EROSION CONTROLS WHEN SITE IS STABLIZED W/ APPROVAL FROM CON. COMM. | | |

*APPLICANT AND/OR LANDOWNER SHALL NOTIFY COMMISSION IN WRITING AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO COMMENCING ANY WORK

MEDWAY CONSERVATION COMMISSION:
BRIDGET GRAZIANO, CONSERVATION AGENT
155 VILLAGE STREET
MEDWAY, MA 02053
PHONE: 508–321–4992
CELL: 508–918–5986
E–MAIL: bgraziano@townofmedway.org

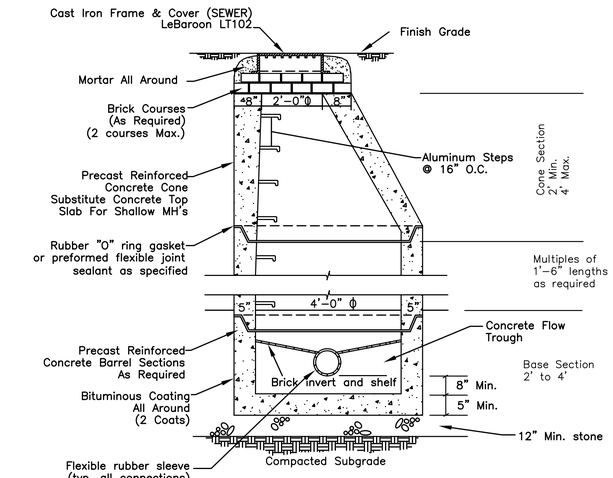

FAIST ENGINEERING, INC.
67 HALL ROAD STURBRIDGE, MA 01566
Phone: (508) 864-6802
E-mail: dfaist@faisteng.com


| REVISIONS | DATE: |
|---|---|
| SAND FILTER & PAVE RECHARGE | 5/12/15 |
| 6/03/15 C.C. SITE WALK/COMMENTS | 6/08/15 |

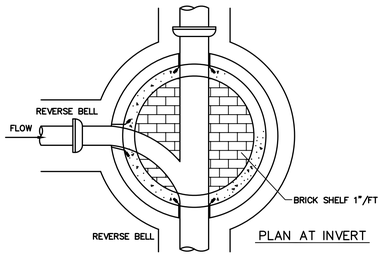
| | |
|---|---|
| DATE ISSUED: | 10/16/14 |
| DWG. SCALE: | 1"=20' |
| DRAWN BY: | DF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH–2436 |

# DETAIL SHEET #1
#25 JAYAR ROAD
5,000 S.F. COMMERCIAL BUILDING
MEDWAY, MA 02053

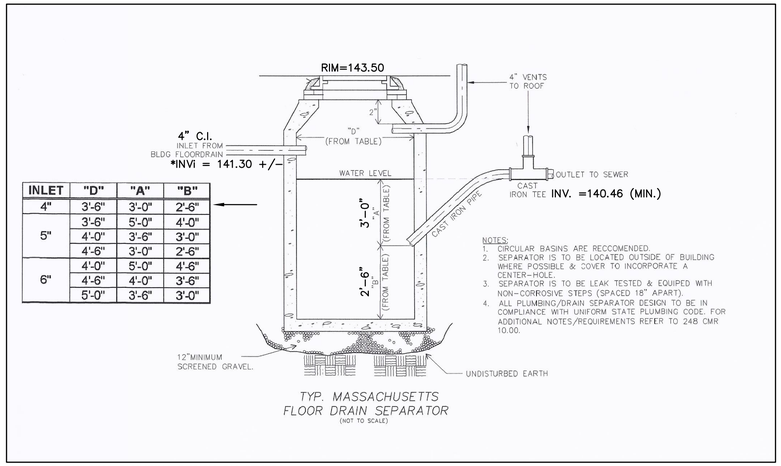
C-3




PRECAST SEWER MANHOLE
(NOT TO SCALE)




SEWER INVERT DETAIL
(NOT TO SCALE)




| INLET | "D" | "A" | "B" |
|---|---|---|---|
| 4" | 3'-6" | 3'-0" | 2'-6" |
| 5" | 3'-6" | 5'-0" | 4'-0" |
| | 4'-0" | 3'-6" | 3'-0" |
| | 4'-6" | 3'-0" | 2'-6" |
| 6" | 4'-0" | 5'-0" | 4'-6" |
| | 4'-6" | 4'-0" | 3'-6" |
| | 5'-0" | 3'-6" | 3'-0" |

TYP. MASSACHUSETTS
FLOOR DRAIN SEPARATOR
(NOT TO SCALE)

*INTERIOR BUILDING PLUMBING DESIGN BY OTHERS.
CONTRACTOR TO CONFIRM FINAL FLOOR DRAIN LOCATION AND ELEVATIONS PRIOR TO INSTALLATION.

M.D.C. TRAP OIL / WATER
SEPARATOR TO SANITARY SEWER
(NOT TO SCALE)

TOWN OF MEDWAY PLANNING &
ECONOMIC DEVELOPMENT BOARD

DATE

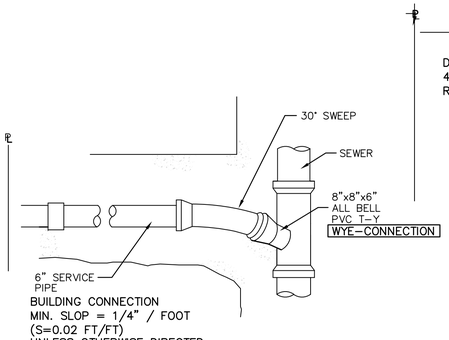
FAIST ENGINEERING, INC.
67 HALL ROAD STURBRIDGE, MA 01566
Phone: (508) 864-6802
E-mail: dfaist@faisteng.com

| REVISIONS PER: | DATE: |
|---|---|
| 1 SAND FILTER & PAVE RECHARGE | 5/12/15 |
| 2 6/03/15 C.C. SITE WALK/COMMENTS | 6/08/15 |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

| DATE ISSUED: | 10/16/14 |
|---|---|
| DWG. SCALE: | 1"=20' |
| DRAWN BY: | DF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH-2436 |

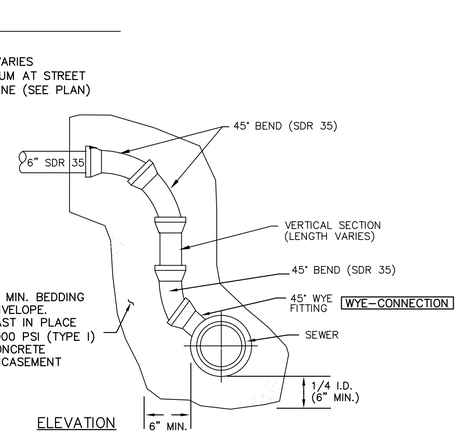
DETAIL SHEET #2
#25 JAYAR ROAD
5,000 S.F. COMMERCIAL BUILDING
MEDWAY, MA 02053

C-4



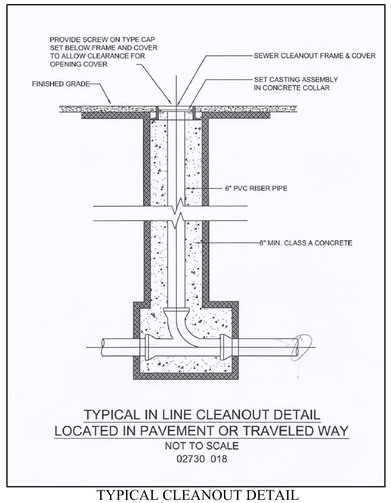

BUILDING CONNECTION
MIN. SLOP = 1/4" / FOOT
(S=0.02 FT/FT)
UNLESS OTHERWISE DIRECTED

PLAN




ELEVATION

GRAVITY BUILDING SERVICE CONNECTION
N.T.S.

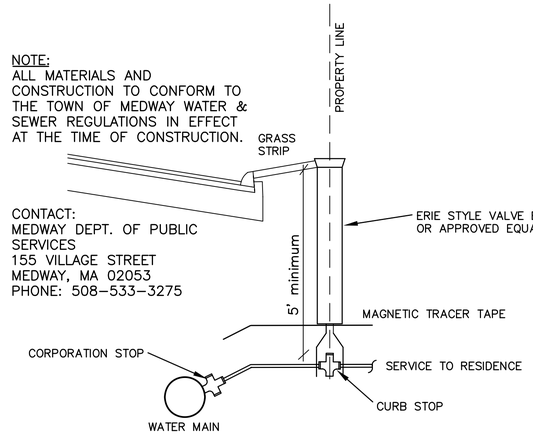



TYPICAL IN LINE CLEANOUT DETAIL
LOCATED IN PAVEMENT OR TRAVELED WAY
NOT TO SCALE
02730 018

TYPICAL CLEANOUT DETAIL
(NOT TO SCALE)

NOTE:
ALL MATERIALS AND CONSTRUCTION TO CONFORM TO THE TOWN OF MEDWAY WATER & SEWER REGULATIONS IN EFFECT AT THE TIME OF CONSTRUCTION.

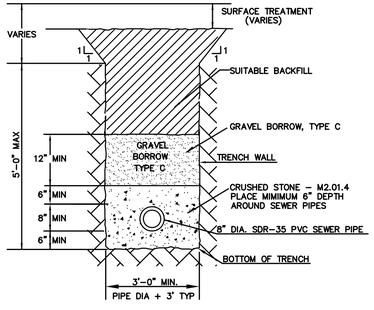
CONTACT:
MEDWAY DEPT. OF PUBLIC SERVICES
155 VILLAGE STREET
MEDWAY, MA 02053
PHONE: 508-533-3275




MAIN TO CURB STOP:
1" (MIN.) DIAM. TYPE K COPPER (ASTM B88)

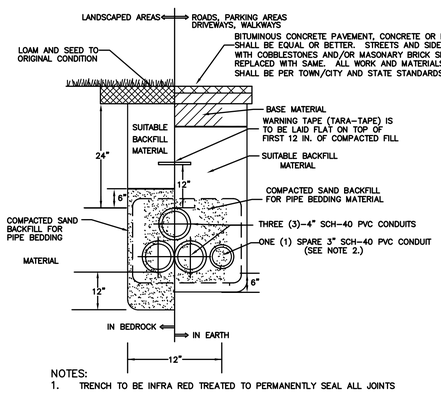
*IF EXISTING SERVICE IS LARGER
REPLACE WITH LIKE DIAMETER

WATER SERVICE DETAIL
(NOT TO SCALE)



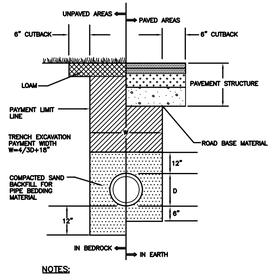

NOTES
1) REFERENCE 1: TOWN OF MEDWAY PLANNING BOARD DEFINITIVE SUBDIVISION RULES AND REGULATIONS "STANDARD UTILITY TRENCH DETAIL" CD-24, DATE APRIL 26, 2005.
2) REFERENCE 2: MEDWAY WATER & SEWER REGULATIONS: "TRENCH SECTIONS FOR PVC PIPE 18-IN. DIAMETER AND SMALLER" DETAIL.
3) ALL SEWER INSTALLATION WORK SHALL CONFORM TO THE TOWN OF MEDWAY WATER AND SEWER REGULATIONS.

SEWER TRENCH DETAIL
(NOT TO SCALE)




NOTES:
1. TRENCH TO BE INFRA RED TREATED TO PERMANENTLY SEAL ALL JOINTS
2. SPARE 3" SCH 40 PVC COMMUNICATION CONDUIT SHALL BE INSTALLED IN THE SAME TRENCH WITH ELECTRIC, TELEPHONE, AND CABLE CONDUIT FOR FUTURE USE BY TOWN OF MEDWAY.

UTILITY CONDUIT DETAIL
(NOT TO SCALE)

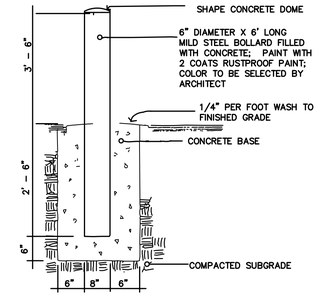



NOTES:

1. THIS DETAIL APPLIES TO CONSTRUCTION OF WATER, GAS, TELEPHONE, ELECTRIC, AND CABLE TELEVISION UTILITIES. UNLESS DIRECTED OTHERWISE BY APPLICABLE UTILITY COMPANIES.

2. PROVIDE 5' MINIMUM COVER OVER WATER SERVICE LINE UNLESS DIRECTED OTHERWISE BY WATER COMPANY.

STANDARD
UTILITY TRENCH DETAIL
(NOT TO SCALE)




STEEL PIPE BOLLARD

(NOT TO SCALE)

DIG-SAFE NOTE (1-888-344-7233):

1. CONTRACTOR REQUIRED TO NOTIFY "DIG SAFE" 72 HOURS PRIOR TO ANY ON-SITE EXCAVATION OR CONSTRUCTION AT 1-888-344-7233. CONTRACTOR SHALL ALSO NOTIFY LOCAL WATER AND SEWER DEPARTMENTS TO MARK OUT THEIR UTILITIES.

## GENERAL SITE NOTES:

1. SITE EXISTING CONDITIONS AND TOPOGRAPHY ARE BASED ON AN ON THE GROUND SURVEY BY O'DRISCOLL LAND SURVEYING CO., MEDWAY MA, AS SHOWN ON A PLAN ENTITLED "EXISTING CONDITIONS PLAN, 25 JAYAR ROAD, MEDWAY, MA" DATE OCTOBER 02, 2014.
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW ALL OF THE DRAWINGS AND SPECIFICATIONS ASSOCIATED WITH THIS PROJECT WORKSCOPE PRIOR TO THE INITIATION OF CONSTRUCTION. SHOULD THE CONTRACTOR FIND A CONFLICT WITH THE DOCUMENTS, RELATIVE TO THE SPECIFICATIONS OR APPLICABLE CODES, IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE PROJECT ENGINEER OF RECORD IN WRITING PRIOR TO THE START OF CONSTRUCTION. FAILURE OF THE CONTRACTOR TO NOTIFY THE PROJECT ENGINEER SHALL CONSTITUTE ACCEPTANCE OF FULL RESPONSIBILITY BY THE CONTRACTOR TO COMPLETE THE SCOPE OF WORK AS DEFINED BY THE DRAWINGS AND IN FULL CONFORMANCE WITH LOCAL REGULATIONS AND CODES
3. ALL WORK SHALL CONFORM TO THE TOWN OF MEDWAY AND THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS HIGHWAY DESIGN MANUAL AS APPLICABLE.
4. ROOF DRAIN PIPING TO BE CAST IRON IF WITHIN 10' OF BUILDING, OTHERWISE USE H-20 RATED ADS OR HDPE PIPING.
5. COORDINATE BUILDING ROOF DRAINAGE AND DOWN SPOUT LOCATIONS WITH ARCHITECTURAL DRAWINGS.
6. ALL UTILITY LOCATIONS ARE APPROXIMATE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE CONDUITS, PRODUCT PIPING, ETC., PRIOR TO COMMENCEMENT OF EXCAVATION OF ANY TYPE. CONTRACTOR TO NOTIFY ENGINEER OF ALL DISCREPENCIES FROM THIS PLAN IDENTIFIED IN THE FIELD.
7. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE BUILDING AND FIRE DEPARTMENTS 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION
8. ALL CONCRETE AND BITUMINOUS PATCH AREAS TO MATCH EXISTING GRADES
9. ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH O.S.H.A. REQUIREMENTS
10. SOLID WASTE TO BE DISPOSED OF BY CONTRACTOR IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS
11. ALL PEDESTRIAN CONCRETE RAMPS AND SIDEWALKS SHALL BE 3,000 P.S.I. WITH A BROOM FINISH APPLIED PERPENDICULAR TO THE PRIMARY DIRECTION OF TRAVEL. PITCH AWAY FROM THE STRUCTURE FOR POSITIVE DRAINAGE. ALL ON-SITE SIDEWALK RAMPS AND BUILDING ACCESS PATHS TO CONFORM WITH MASSACHUSETTS ACCESS BOARD STANDARDS.
12. CONCRETE PADS SHALL BE 3,000 P.S.I. WITH A BROOM FINISH. PADS SHALL BE PITCHED AWAY FROM THE STRUCTURE STRUCTURE S=0.02 FT/FT (MAX.) FOR POSITIVE DRAINAGE.
13. DURING CONSTRUCTION, ALL OIL, PAINT, OR OTHER HAZARDOUS MATERIALS SHOULD BE STORED IN A SECONDARY CONTAINER AND REMOVED TO A LOCKED INDOOR AREA WITH AN IMPERVIOUS FLOOR DURING NON-WORK HOURS.
14. SEDIMENT TRACKED ONTO JAYAR ROAD FROM CONSTRUCTION ACTIVITIES SHALL BE SWEPT AT THE CONCLUSION OF EACH CONSTRUCTION DAY, UNTIL ALL WORK AREAS HAVE BEEN PROPERLY STABILIZED.
15. LITTER AND DEBRIS IN THE PARKING LOT, LANDSCAPED AND BUFFER AREAS SHALL BE REMOVED REGULARLY TO MAINTAIN A NEAT AND ORDERLY APPEARANCE.
16. THERE ARE NO KNOWN WELLS WITHIN 100' OF THE SITE PROPERTY BOUNDARY. SITE IS SERVICED BY TOWN WATER & SEWER.
17. MAINTAIN 5 FT. HORIZONTAL SEPARATION BETWEEN GAS UTILITY SERVICE AND ALL OTHER UTILITIES.
18. ELECTRICAL, CABLE, & TELEPHONE UTILITY LAYOUT IS PRELIMINARY AND SUBJECT TO FINAL DESIGN BY THE UTILITY COMPANY. LOCATIONS SHOWN ARE FOR UTILITY LAYOUT PLANNING PURPOSES AND SUBJECT TO CHANGE IN THE FIELD BY EACH RESPECTIVE UTILITY COMPANY.
19. ALL EROSION MITIGATION MEASURES SHALL BE IN PLACE PRIOR TO MAJOR CONSTRUCTION OR SOIL DISTURBANCE COMMENCING ON THE SITE (SEE SHEET C-2)

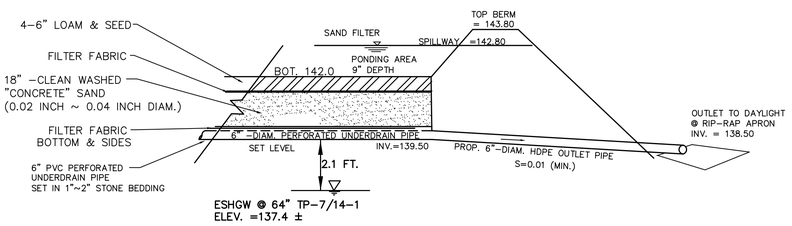
## DRAINAGE NOTES:

1) NO BACKFILLING OF PIPES SHALL BE DONE UNTIL THE INSTALLATION HAS BEEN INSPECTED BY THE PLANNING BOARD'S AGENT.
2) ALL DRAINAGE TRENCHES SHALL BE PROVIDED WITH CRUSHED STONE PIPE BEDDING AND FILLED WITH CLEAN GRAVEL BORROWS IN ACCORDANCE WITH SECTION 150.
3) NO DRAINAGE PIPES FROM ROOF DRAINS, BASEMENT DRAINS, DRIVEWAY DRAINS OR OTHER ON-LOT SOURCES SHALL BE CONNECTED TO THE STREET DRAINAGE SYSTEM.
4) CAST IRON MANHOLE COVERS AND CATCH BASIN GRATES SHALL BE AS MANUFACTURED BY OR EQUIVALENT, AS DETERMINED BY THE BOARD OR BOARD'S AGENT, TO E.L. LEBARON FOUNDRY MODEL NO.'S LK-110 FOR MANHOLES, L.F. 248-2 FOR CATCH BASINS. FOR CATCH BASINS AT THE END OR ON 5% OR GREATER GRADIENT ROADS NO. LK-120 A (CASCADE GRATE) SHALL BE USED.
5) LOCATION OF ALL UTILITIES SHALL BE DETERMINED IN THE FIELD, BY THE RESPECTIVE UTILITY COMPANIES (ELECTRIC, CABLE, & TELECOM). CONTRACTOR SHALL BE RESPONSIBLE TO ACCURATELY LOCATE THE UTILITIES DURING CONSTRUCTION, PRIOR TO BACKFILL, SUCH THAT THE ACTUAL LOCATION CAN BE ACCURATELY REPRESENTED ON THE AS-BUILT DRAWINGS.

## DIG-SAFE NOTE (1-888-344-7233):

1. CONTRACTOR REQUIRED TO NOTIFY "DIG SAFE" 72 HOURS PRIOR TO ANY ON-SITE EXCAVATION OR CONSTRUCTION AT 1-888-344-7233. CONTRACTOR SHALL ALSO NOTIFY LOCAL WATER AND SEWER DEPARTMENTS TO MARK OUT THEIR UTILITIES.

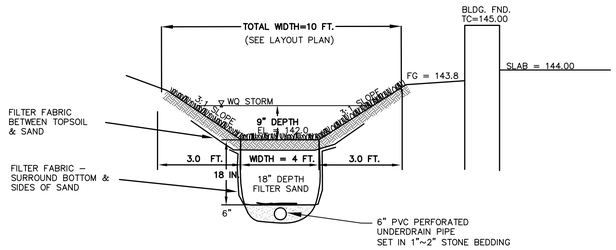
## ROOF DRAIN SAND FILTER BASIN DETAIL




*SAND FILTER CROSS-SECTION SCHEMATIC DETAIL*
(NOT TO SCALE)

## ENGINEERED SOIL MIX FOR SAND FILTER SYSTEM

1. THE SAND FILTER SHOULD CONSIST OF CLEAN WASHED "CONCRETE SAND".
   100% SAND – 0.02 IN. ~ 0.04 IN. DIAMETER.
2. SOIL MIX MUST BE UNIFORM, FREE OF STONES , STUMPS, ROOTS OR SIMILAR OBJECTS LARGER THAN 2 INCHES.
3. TOPSOIL COMPONENT SHALL BE A SANDY LOAM, LOAMY SAND OR LOAM TEXTURE
4. GRADE THE AREA TO ALLOW A PONDING DEPTH OF 9 INCHES PER GRADING PLAN.
5. AVOID SOIL COMPACTION (BEFORE AND AFTER CONSTRUCTION) AND SEALING OF EXCAVATED BOTTOM WITH MACHINE BUCKET.



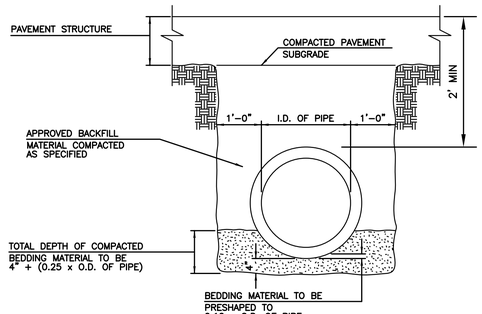

SAND FILTER BASIN
CROSS SECTION
(NOT TO SCALE)

| TEST HOLE TP-7/14-1 (7/18/14) | | | |
|---|---|---|---|
| TOP ELEVATION = 142.7 | | | |
| DEPTH | SOIL HORIZON | SOIL TEXTURE | OTHER |
| 0-5" | HTM | FILL | RECLAIM ASPHALT |
| 5-10" | HTM | FILL | UNCLASSIFIED FILL |
| 10-102" | C | SAND | 2.5Y 6/3 Med. -Fine Sand |
| | | H20 Seeping @ 88", Rapid Infiltration | |
| BEDROCK: N/A | PARENT MATERIAL: | | ESTIMATED SEASONAL |
| WATER: 88" | MOTTLING: 64" | | GROUNDWATER: 137.4 |

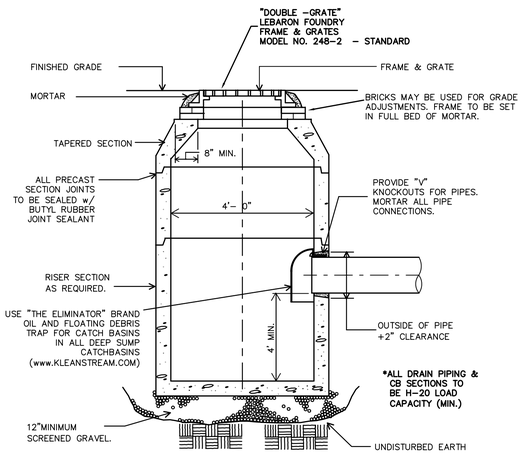
| TEST HOLE TP-7/14-2 (7/18/14) | | | |
|---|---|---|---|
| TOP ELEVATION = 142.8 | | | |
| DEPTH | SOIL HORIZON | SOIL TEXTURE | OTHER |
| 0-5" | HTM | FILL | RECLAIM ASPHALT |
| 5-42" | HTM | FILL | UNCLASSIFIED FILL |
| 42-108" | C | SAND | 2.5Y 6/3 Sand – 0% Gravel |
| | | H20 Seeping @ 90" Mod/Rapid Infiltration | |
| BEDROCK: N/A | PARENT MATERIAL: | | ESTIMATED SEASONAL |
| WATER: 90" | MOTTLING: 74" | | GROUNDWATER: 136.7 |

*TOWN OF MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD*

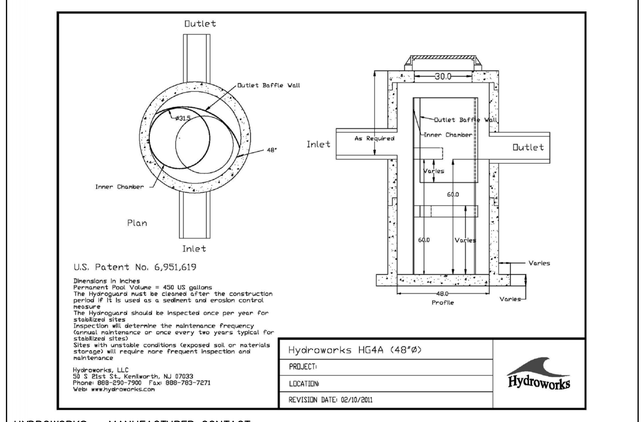
_____
_____
_____
_____
_____
_____
DATE




*STORM SEWER TRENCH DETAIL*
(NOT TO SCALE)

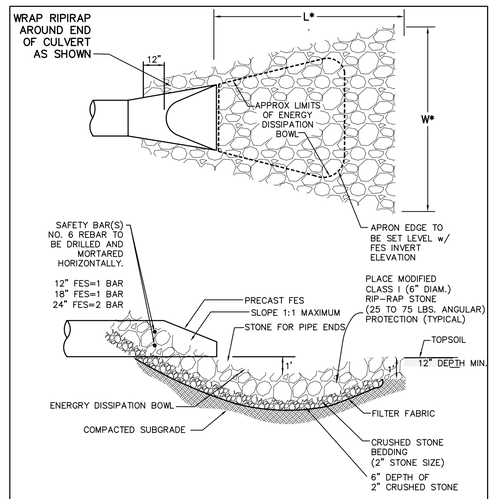



DEEP SUMP CATCHBASIN DETAIL
(NOT TO SCALE)




HYDROWORKS – MANUFACTURER CONTACT;
GRAHAM BRYANT
HYDROWORKS, LLC
50 S 21ST ST.
KENILWORTH, NJ 07033
P. 888-290-7900
F. 888-783-7271
gbryant@hydroworks.com

NOTE:
CONTRACTOR TO SUBMIT SHOP DRAWING TO DESIGN ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.




FLARED END SECTION DETAIL
(NOT TO SCALE)
* RIP-RAP APRONS TO BE MINIMUM 6' L X 7' W


FAÏST ENGINEERING, INC.
67 HALL ROAD STURBRIDGE, MA 01566
Phone: (508) 864-6802
E-mail: dfaist@faisteng.com

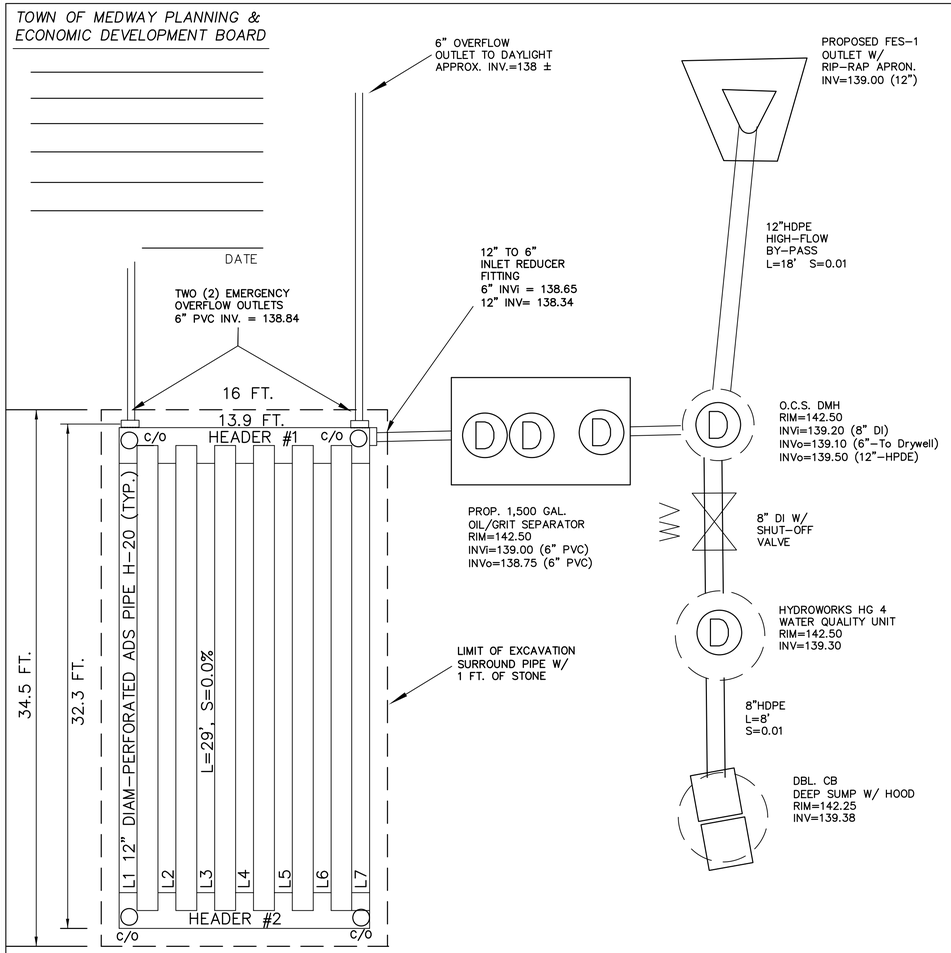

| REVISIONS PER: | DATE: |
|---|---|
| SAND FILTER & PAVE RECHARGE | 5/12/15 |
| 6/03/15 C.C. SITE WALK/COMMENTS | 6/08/15 |

| | |
|---|---|
| DATE ISSUED: | 10/16/14 |
| DWG. SCALE: | 1"=20' |
| DRAWN BY: | DF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH-2436 |

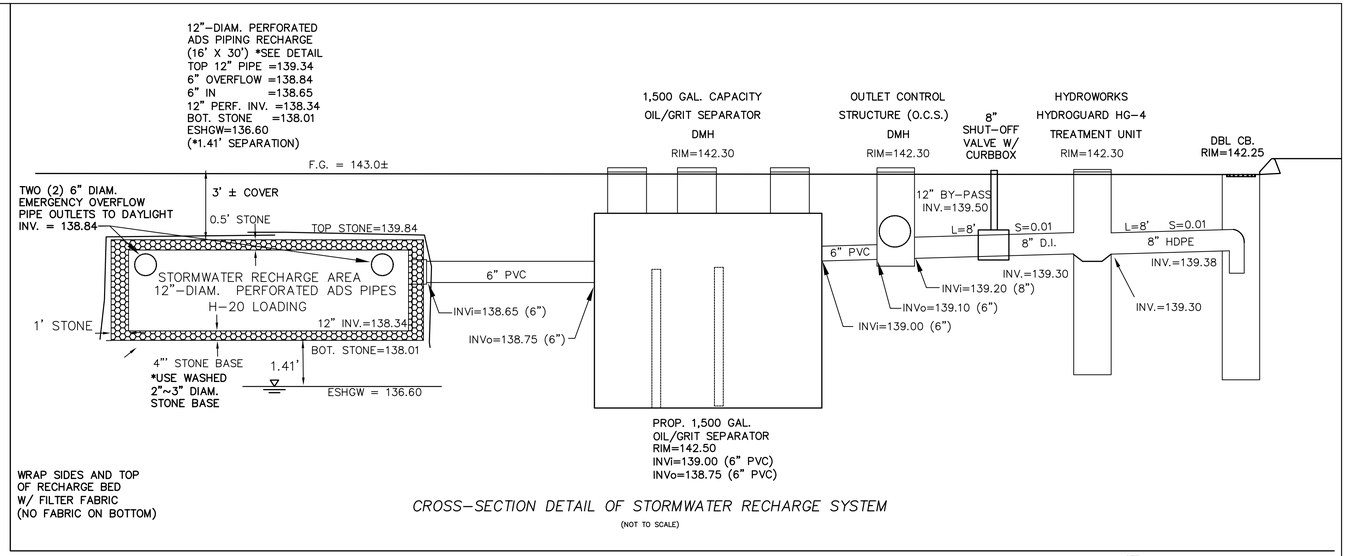
# DETAIL SHEET #3
#25 JAYAR ROAD
5,000 S.F. COMMERCIAL BUILDING
MEDWAY, MA 02053

C-5

TOWN OF MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD




PARKING LOT – TREATMENT & RECHARGE SYSTEM
SEVEN (7) ) ROWS – 12" DIAMETER – PERFORATED ADS PIPE
(NOT TO SCALE)



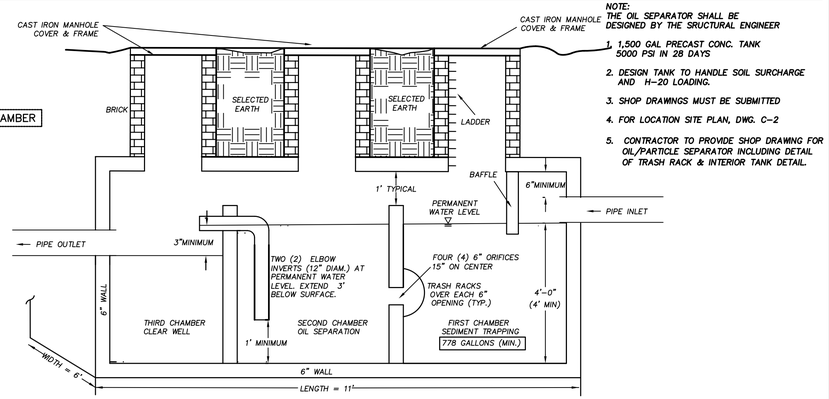

CROSS-SECTION DETAIL OF STORMWATER RECHARGE SYSTEM
(NOT TO SCALE)

OIL / GRIT SEPARATOR SIZING:
DESIGN CAPACITY = 400 C.F. / ACRE IMPERVIOUS

7.4805 GAL/CF X 400 CF = 2,992 GAL/ACRE

PROPOSED PAVEMENT AREA = 11,258 S.F. = 0.26 ACRE

2,992 GAL / ACRE X 0.26 ACRE = 778 GAL = VOLUME OF 1ST CHAMBER

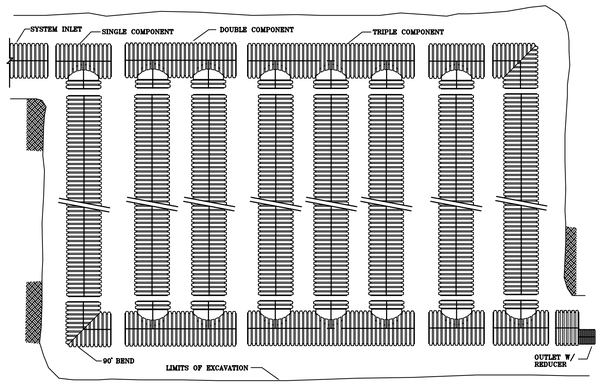



NOTE:
THE OIL SEPARATOR SHALL BE DESIGNED BY THE SRUCTURAL ENGINEER

1. 1,500 GAL PRECAST CONC. TANK 5000 PSI IN 28 DAYS
2. DESIGN TANK TO HANDLE SOIL SURCHARGE AND H-20 LOADING.
3. SHOP DRAWINGS MUST BE SUBMITTED
4. FOR LOCATION SITE PLAN, DWG. C-2
5. CONTRACTOR TO PROVIDE SHOP DRAWING FOR OIL/PARTICLE SEPARATOR INCLUDING DETAIL OF TRASH RACK & INTERIOR TANK DETAIL.

SIDEVIEW
1,500 GAL. THREE (3) CHAMBER
OIL & PARTICLE SEPARATOR SCHEMATIC DETAIL
(NOT TO SCALE)

## TYPICAL SUBSURFACE DET/RET SYSTEM LAYOUT




NOTES

FOR MORE DETAILED INFORMATION, SEE ADS TECHNICAL NOTE 2.120, "STORM WATER DETENTION/RETENTION SYSTEM DESIGN".

FOR INSERTABLE CAD BLOCKS, REFERENCE THE ADS STORM WATER DETENTION/RETENTION DESIGN TOOL CD ROM, AVAILABLE FROM YOUR LOCAL ADS SALES REPRESENTATIVE.

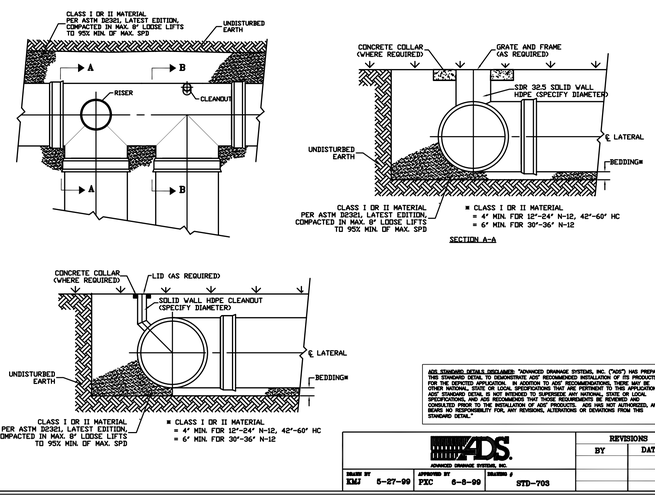
FOR ADDITIONAL DETAILS, SEE ADS STD-702 & STD-703.

ADS STANDARD DETAILS DISCLAIMER: "ADVANCED DRAINAGE SYSTEMS, INC. ("ADS") HAS PREPARED THIS STANDARD DETAIL TO DEMONSTRATE ADS' RECOMMENDED INSTALLATION OF ITS PRODUCTS FOR THE DEPICTED APPLICATION. IN ADDITION TO ADS' RECOMMENDATIONS, THERE MAY BE OTHER NATIONAL, STATE OR LOCAL SPECIFICATIONS THAT ARE PERTINENT TO THIS APPLICATION. ADS' STANDARD DETAIL IS NOT INTENDED TO SUPERSEDE ANY NATIONAL, STATE OR LOCAL SPECIFICATIONS, AND ADS RECOMMENDS THAT THOSE REQUIREMENTS BE REVIEWED AND CONSULTED PRIOR TO THE INSTALLATION OF ADS' PRODUCTS. ADS HAS NOT AUTHORIZED, AND IT BEARS NO RESPONSIBILITY FOR, ANY REVISIONS, ALTERATIONS OR DEVIATIONS FROM THIS STANDARD DETAIL."

| REVISIONS | |
|---|---|
| BY | DATE |

| DRAWN BY | APPROVED BY | DRAWING # |
|---|---|---|
| KMJ 5-27-99 | PXC 6-8-99 | STD-701 |

## TYPICAL RISER AND CLEANOUT DETAILS

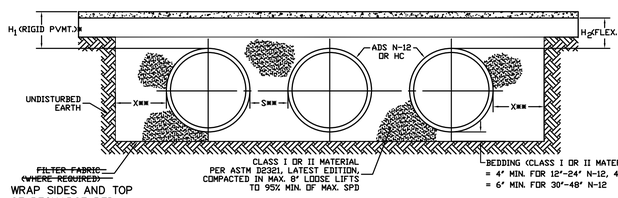



ADS STANDARD DETAILS DISCLAIMER: "ADVANCED DRAINAGE SYSTEMS, INC. ("ADS") HAS PREPARED THIS STANDARD DETAIL TO DEMONSTRATE ADS' RECOMMENDED INSTALLATION OF ITS PRODUCTS FOR THE DEPICTED APPLICATION. IN ADDITION TO ADS' RECOMMENDATIONS, THERE MAY BE OTHER NATIONAL, STATE OR LOCAL SPECIFICATIONS THAT ARE PERTINENT TO THIS APPLICATION. ADS' STANDARD DETAIL IS NOT INTENDED TO SUPERSEDE ANY NATIONAL, STATE OR LOCAL SPECIFICATIONS, AND ADS RECOMMENDS THAT THOSE REQUIREMENTS BE REVIEWED AND CONSULTED PRIOR TO THE INSTALLATION OF ADS' PRODUCTS. ADS HAS NOT AUTHORIZED, AND IT BEARS NO RESPONSIBILITY FOR, ANY REVISIONS, ALTERATIONS OR DEVIATIONS FROM THIS STANDARD DETAIL."

| REVISIONS | |
|---|---|
| BY | DATE |

| DRAWN BY | APPROVED BY | DRAWING # |
|---|---|---|
| KMJ 5-27-99 | PXC 6-8-99 | STD-703 |

## TYPICAL SUBSURFACE DET/RET CROSS SECTION




* $H_1$, $H_2$ = 12" FOR UP TO AND INCLUDING 48" N-12
= 24" FOR 60" N-12
* FOR LIVE LOAD INSTALLATIONS PROVIDE 24" COVER FOR 42"-60" N-12
** SEE TABLE 7

| NOMINAL DIAMETER | MINIMUM X | MINIMUM S |
|---|---|---|
| 12" | 0.69' | 1.10' |
| 15" | 0.68' | 1.07' |
| 18" | 0.74' | 1.19' |
| 24" | 0.84' | 1.57' |
| 30" | 1.5' | 2.23' |
| 36" | 1.5' | 2.09' |
| 42" | 1.5' | 2.10' |
| 48" | 1.5' | 2.11' |
| 60" | 1.5' | 2.87' |

NOTES

1. ALL RETENTION AND DETENTION SYSTEMS SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2321, "STANDARD PRACTICE FOR UNDERGROUND INSTALLATION OF THERMOPLASTIC PIPE FOR SEWERS AND OTHER GRAVITY FLOW APPLICATIONS", LATEST EDITION.
2. MEASURES SHOULD BE TAKEN TO PREVENT MIGRATION OF NATIVE FINES INTO BACKFILL MATERIAL, WHEN REQUIRED.
3. FOR MORE DETAILED INFORMATION, SEE ADS TECHNICAL NOTE 2.120, "STORM WATER DETENTION/RETENTION SYSTEM DESIGN".

ADS STANDARD DETAILS DISCLAIMER: "ADVANCED DRAINAGE SYSTEMS, INC. ("ADS") HAS PREPARED THIS STANDARD DETAIL TO DEMONSTRATE ADS' RECOMMENDED INSTALLATION OF ITS PRODUCTS FOR THE DEPICTED APPLICATION. IN ADDITION TO ADS' RECOMMENDATIONS, THERE MAY BE OTHER NATIONAL, STATE OR LOCAL SPECIFICATIONS THAT ARE PERTINENT TO THIS APPLICATION. ADS' STANDARD DETAIL IS NOT INTENDED TO SUPERSEDE ANY NATIONAL, STATE OR LOCAL SPECIFICATIONS, AND ADS RECOMMENDS THAT THOSE REQUIREMENTS BE REVIEWED AND CONSULTED PRIOR TO THE INSTALLATION OF ADS' PRODUCTS. ADS HAS NOT AUTHORIZED, AND IT BEARS NO RESPONSIBILITY FOR, ANY REVISIONS, ALTERATIONS OR DEVIATIONS FROM THIS STANDARD DETAIL."

| REVISIONS | |
|---|---|
| BY | DATE |

| DRAWN BY | APPROVED BY | DRAWING # |
|---|---|---|
| KMJ 5-27-99 | PXC 6-8-99 | STD-702 |

FAIST ENGINEERING, INC.
67 HALL ROAD
STURBRIDGE, MA 01566
Phone: (508) 864-6802
e-mail: dfaist@faisteng.com

PREPARED FOR/APPLICANT:
JOHN SOLARI
#18 WINTHROP STREET
MEDWAY, MA 02053
Phone: 508-533-2800

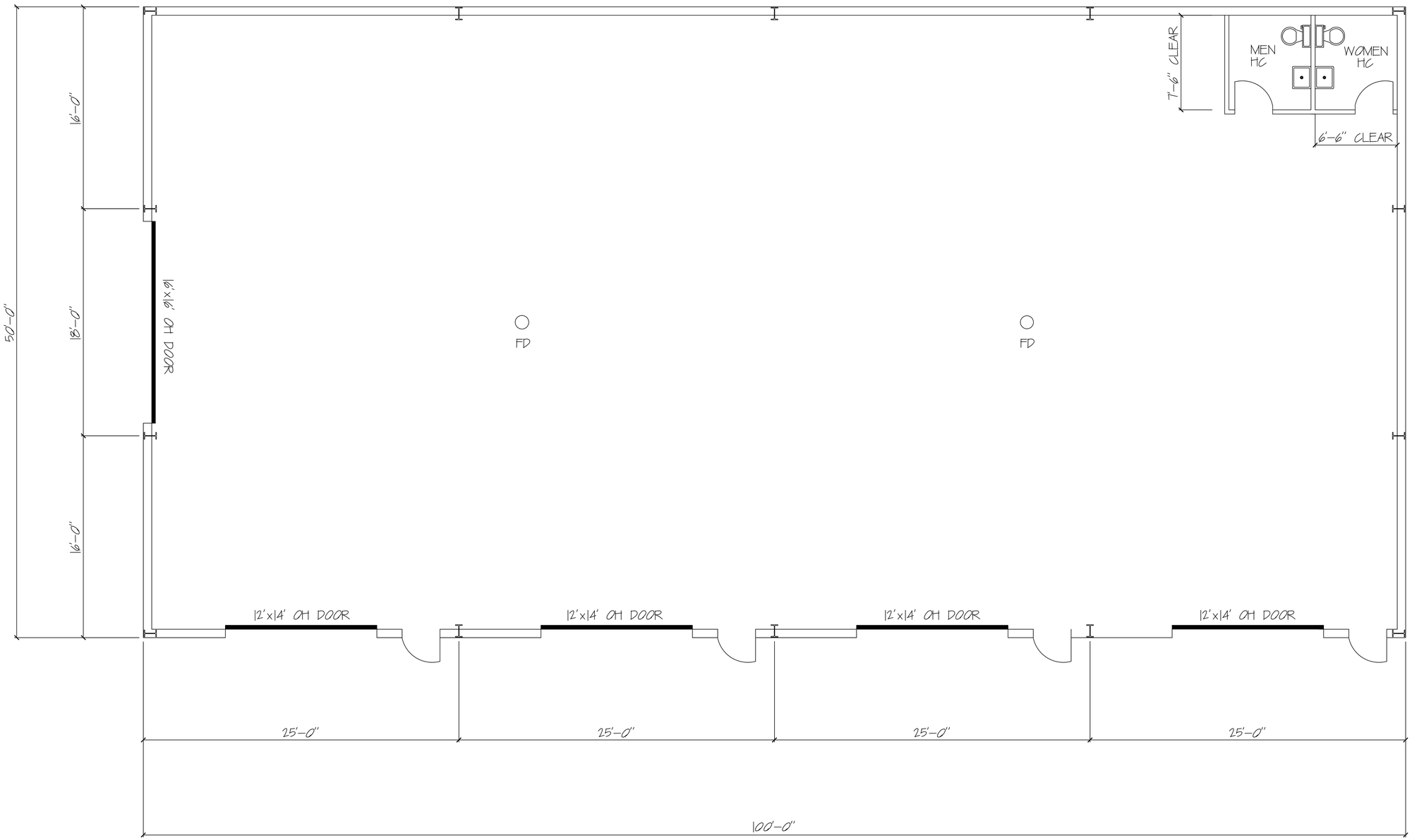
| REVISIONS PER: | DATE: |
|---|---|
| SAND FILTER & PAVE RECHARGE | 5/12/15 |
| 6/03/15 C.C. SITE WALK / COMMENTS | 6/08/15 |

| | |
|---|---|
| DATE ISSUED: | 5/12/15 |
| DWG. SCALE: | N.T.S. |
| DRAWN BY: | DTF |
| REVIEWED BY: | DTF |
| PROJECT NO: | JOH-2436 |

DETAIL SHEET #4
RECHARGE SYSTEM
5,000 S.F. COMMERCIAL BUILDING
#25 JAYAR ROAD MEDWAY, MA

C-6

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT




FLOOR PLAN

General Notes

TED GREENLAW
183 COLUMBIA STREET
HANOVER, MA

| No. | Revision/Issue | Date |
|---|---|---|
| | | |
| | | |

Firm Name and Address

PRIGGEN STEEL
133 FRANKLIN STREET
WRENTHAM, MA

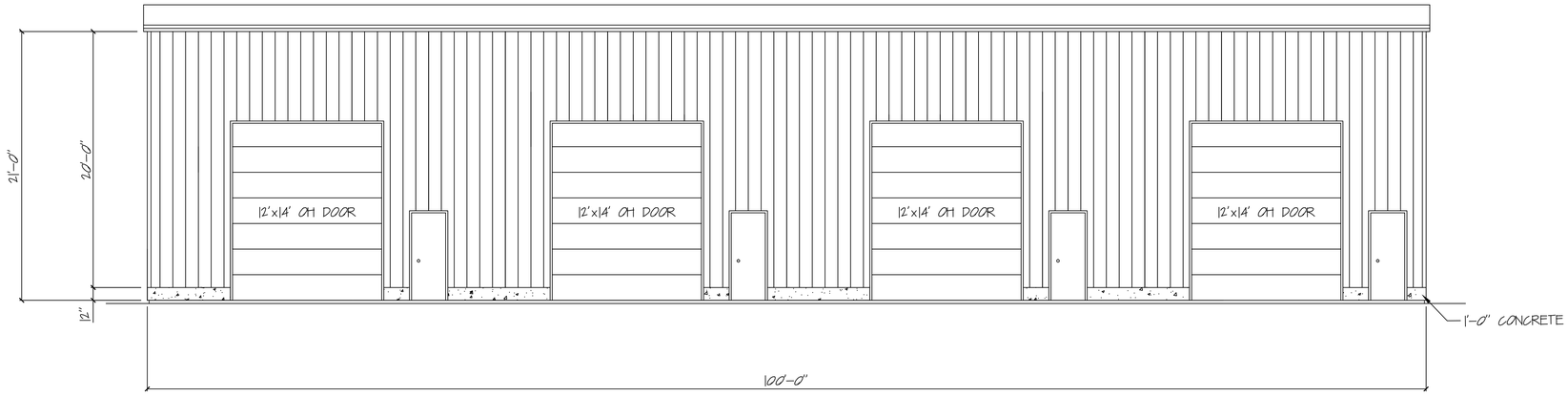
Project Name and Address

JOHNS AUTOBODY
27 JAYAR ROAD
MEDWAY, MA

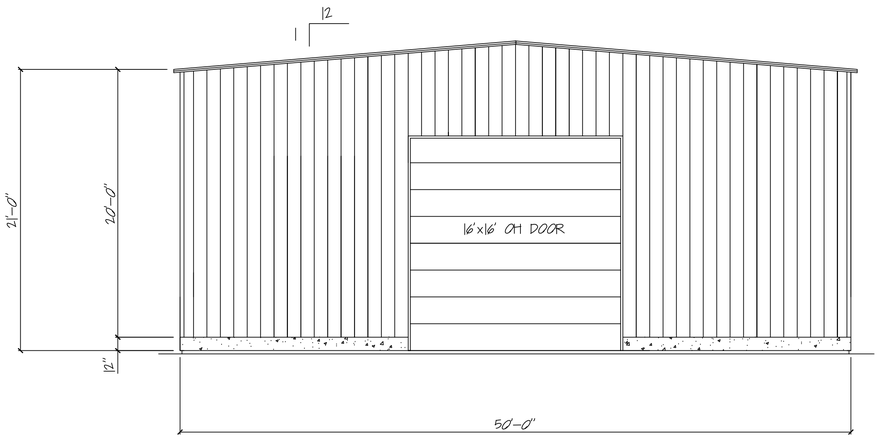
| Project | Sheet |
|---|---|
| FLOOR | S-1 |
| Date: 10/15/14 | |
| Scale: 1/4" = 1'-0" | |

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

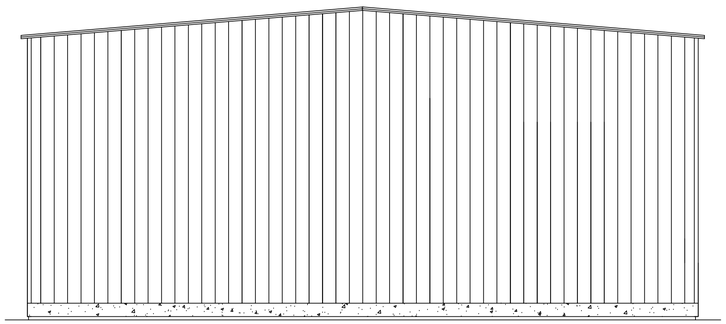
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



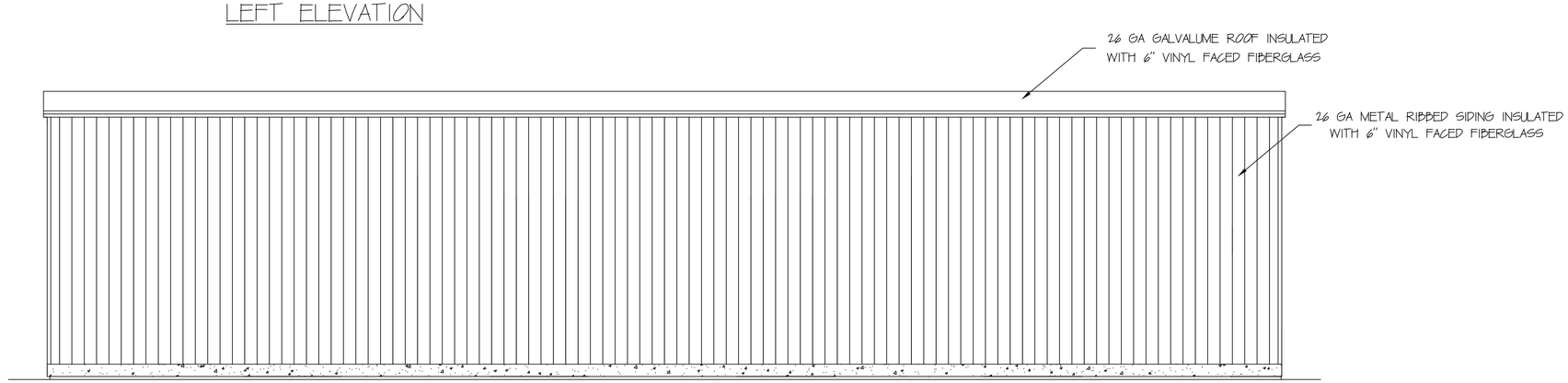

FRONT ELEVATION




LEFT ELEVATION



RIGHT ELEVATION




REAR ELEVATION

General Notes

TED GREENLAW
183 COLUMBIA STREET
HANOVER, MA

| No. | Revision/Issue | Date |
|---|---|---|
| | | |
| | | |

Firm Name and Address

PRIGGEN STEEL
133 FRANKLIN STREET
WRENTHAM, MA

Project Name and Address

JOHNS AUTOBODY
27 JAYAR ROAD
MEDWAY, MA

| Project | Sheet |
|---|---|
| ELEVATION | S-2 |
| Date: 10/15/14 | |
| Scale: 3/16" = 1'-0" | |

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

Town of Medway
**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: August 17, 2015**

# Meeting Minutes: July 6, 2015

Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:05 p.m.

**Attendees:**

| | 6/1/15 | 6/15/15 | 6/29/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | | | |
| Julie Fallon | | X | | | | | |
| Tom Gay | X | X | X | X | | | |
| Mary Weafer | X | X | X | X | | | |
| Rachel Walsh | X | | X | X | | | |
| Lisa Graves | | | X | X | | | |

**Minutes:**

**Rachel moved that the Committee approve the meeting minutes from April 27, 2015 as submitted; Chairman Buckley second; No discussion; 3-0-1 (Lisa abstained).**

**Special Permit Site Plan Review - Willows at Medway ARCPUD:**

Jeffrey Robinson, a Managing Partner at Salmon Health & Retirement, Dario DiMare and Lee Rich of Dario Designs, and landscape architect Dave Thompson attended the meeting on behalf of the applicant. Mr. DiMare provided the group with an overview of the project. He explained that the main entrance off of Village Street will be named Willow Pond Circle and they expect 90% of the traffic to enter and exit through this entrance. The secondary road on the east side of the property will be named Waterside Run. He said they have met several times with the abutters to discuss their concerns. The goal is to preserve and showcase as many of the natural features on the property as possible. There will be a small gazebo near the entrance with parking spots so the public can access the trails. There will be signage throughout the site, including signs identifying the vernal pools as requested by the Conservation Commission. Some of the trails will be ADA accessible and maintained by the applicant.

The Committee reviewed the sample board, which included paint colors, shingles and stone veneers. The Committee said they liked the colors and shingles but asked the applicant to avoid using long rectangular stones like True Stack Sonoma. They said stone veneers are acceptable as long as the stone looks indigenous to New England. The units should be round and include naturally varied colors and sizes.

The Committee also viewed pictures of the current conditions on the east side of the property. Mr. DiMare explained that they have revised the buffer to leave as much of the current natural vegetation in place as possible on the east side of the property to enhance the buffer with the abutting properties. They plan to create a slope that will rise away from the abutting properties. A vinyl privacy fence will be installed at the top of the slope to help screen light and noise. Grass will be planted on the slope and small evergreens will be planted in front of the fence facing the abutting properties. The Committee said it is very important that the applicant review these changes with the abutters.

The Committee also reviewed the topography of the existing conditions. Mr. DiMare explained that the land is relatively flat. There is a ledge on the west side of property but the walking trail will not be close enough to the ledge to require a fence. Handrails will be required at the stream crossings. He said that the trails on the plan are not exact and they may change slightly once they begin to create the paths.

The Committee reviewed and discussed the elevations for the buildings on the property. The Committee made the following recommendations:

- Medical office building –
    - Consider raising the height of the silo so that it is not the same height as the roofline.
    - The roof on the silo should be wider than the silo.
    - Consider different window format for silo.
    - The gable on the left side of the north elevation comes to a point but ends abruptly on the right side. Possibly consider adding shed roof to this area. The gable should terminate at same height.
    - The Committee would like to review the window configuration.
    - Consider adding a clerestory like Thayer House for natural light.
    - Stone veneer base should look like a New England fieldstone wall.
    - Stone wall on north side of building around adult day care area should be consistent design and resemble a New England fieldstone wall.

- Detached Cottages –
    - Important to make sure there is a good mix of colors and styles so not to end up with a lot of one color or style. Per Mr. Robinson, the colors and styles will be determined by the owners not the tenants. They will be chosen from the palette that was presented to the Committee.
    - The Committee is ok with the units having different colored roof shingles. Currently all detached cottages will have oyster gray roof shingles.
    - Long rakes on buildings should not face the street.
    - Make sure the gables of each unit are mixed up so there aren't a lot of straight lines.
    - Any exterior air conditioning units or utility boxes need to be screened. The Committee would like to review the placement of units and screening that is being proposed.

- Pavilion –
    - The Committee would like to review the deck materials, colors, and railings.
    - The Committee would like to review the materials for the proposed wall extending from the pavilion.
    - The Committee would also like to review the elevation of the pavilion with the proposed wall extending from the building incorporated.
    - The stone wall at the base of the building should be New England fieldstone style and consistent with other walls on the site.
    - The Committee recommends incorporating the green trim color into the railings.
    - Dormers on west elevation should be moved closer together. Consider reducing dormers on east side elevation to 3 and 2 on the west side elevation.
    - Consider adding a bench near the pond.

- Main Building –
    - Chairman Buckley asked the applicant to give careful consideration to the odor that may result from the daily food preparation. Mr. Robinson said 500-600 meals will be prepared daily.
    - The Committee said the gray façade on A2.07 looks like an old mill building and recommended using a different color to break it up.
    - The off white square building on the left of Ground Perspective 8 is a blank space and would benefit from some treatment. Possibly consider adding high windows.

- The white portion of the building to the right of the off white square building on Ground Perspective 8 is stark and looks like a hospital. The Committee would recommend using a different color.
- There are too many colors used on Ground Perspective 8 and it is causing the building to look fragmented. The same thing is happening to the rear of the building in Ground Perspective 2. The Committee said it is a balancing act between breaking up the building but also making it look unified.
- The rear of the building in Ground Perspective 2 looks like a horizontal green and white stripe. The Committee thinks it would look better if they used vertical color blocks like the front of the building on Ground Perspective 2.
- They agreed that the green and white color scheme works on the end units on the rear of the building on Ground Perspective 2. The sections of the building approaching the red center section should be more neutral colors.
- Chairman Buckley recommended incorporating the redwood shakes that are being used on the pavilion on the attached cottages.
- The window trim color should be uniform and consistent. The Committee would like to know what color the trim will be and what style of windows will be utilized. The Committee would like to see samples.

- Main Entry –
  - The Committee really likes the new main sign design.
  - Per Susy, the applicant will need to apply for a variance for the proposed sign due to its size.
  - The Committee recommended removing the street name from the aluminum cap and using a traditional street sign. The applicant should follow-up with the Police Chief and Fire Chief on this matter.
  - The Committee likes the halo lighting but the applicant needs to confirm whether this is allowed.
  - The stone veneer wall should have a New England fieldstone appearance. The Committee really liked the PlyGem Fieldstone Sherwood sample. They liked the color and size variation. They recommended staying away from the red color as much as possible.
  - The Committee recommends reducing the size of the walls by about 20%. The street is narrow and the wall and sign may be too large for that area.
  - They also recommended reducing the size of the letters on sign so there is more negative space.
  - The position of the medical office building sign needs to be further discussed.

- The design of the medical office building sign should be appropriate to the style as the medical office building.
- Allowance for placement of the tenant sign on Village Street is TBD.
- The medical office building sign needs to be set back further from the road.
- The Committee recommended using a façade sign on the medical office building instead of using a monument sign.
- The Committee also recommended using a modified shingle style sign like that found in South Natick oat 21 Eliot Street/Route 16 for a multi-tenant building.
- The tenant signs should be uniform and concise. Each tenant needs to go through Sign Design Review process. Creating a Master Signage Plan would simplify this process.

- Landscape –
  - The Committee needs to review the revised landscape plan that incorporates the fence detail and new landscaping plan on the east side.
  - The Committee said it is extremely important that the applicant review the new landscaping plan with the abutters.
  - The plantings up against the fence need to be mulched.
  - Consider using textured fence with a neutral matte color like at the new Cumberland Farms instead of a shiny white PVC fence along the east side of the property.
  - Buffering during construction is really important.
  - The Committee recommends naturalizing detention ponds. Consider using stones from the site in the design.
  - The Committee needs to review the landscaping plan for the detention ponds.
  - The Committee needs to review stream crossing ideas. The stream crossing needs to have a design element. It should be a focal point.
  - The Committee still needs to see the elevations of the bridge design concepts, including designs, materials, and landscape plan.
  - Consider adding willow trees, particularly near detention ponds and Willow Pond.
  - Mr. Thompson said they are going to evaluate the existing trees along Village Street to see what can be saved.
  - The Committee needs to review the landscaping plan for the island at the main entrance and the medical office building.

- Lighting -

- The lighting for the medical office building needs to be a style consistent with the style of the building.

The Committee will submit an initial comment letter to the PEDB by next Monday. Mr. Robinson said they would attend either the July 27th or August 3rd meeting of the DRC to review the revised plans.

**Action Items:**

- Matt will draft initial comment letter for Willows.
- Matt will work on letter to ZBA for Medway Shopping Center.
- Tom will update PEDB on Tri-valley discussion at next PEDB meeting.
- Julie will work on the cover for the new Design Review Guidelines.
- Mary will begin to gather local photos for the new Design Review Guidelines.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

There is a joint meeting of the DRC and PEDB this Wednesday at the Medway Public Library at 7:00 p.m. The next DRC meeting will be on July 27, 2015 at the Medway Public Library at 7:00 p.m.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 11:04 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway
**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved:** 10/6/2015

# Medway Design Review Committee Meeting Minutes
# August 17, 2015
# Medway Public Library - 26 High Street

**Call to Order** – With a quorum present, Chairman Buckley called the meeting to order at 7:06 pm.

| Members | Matt Buckley | Mary Weafer | Rachel Walsh | Tom Gay | Julie Fallon | Lisa Graves |
|---|---|---|---|---|---|---|
| Attendance | X | X | X | Absent | Absent | X |

## Also Present:
Susy Affleck Childs, Planning and Economic Development Coordinator
Amy Sutherland, Recording Secretary

## Design Review Committee Meeting Minutes:
**April 21, 2015:**
**On a motion made by Rachel Walsh and seconded by Matt Buckley, the Design Review Committee voted unanimously to accept the minutes from the April 21, 2015 meeting.**

**June 29, 2015:**
**On a motion made by Matt Buckley and seconded by Rachel Walsh, the Design Review Committee voted unanimously to accept the minutes from the June 29, 2015 meeting.**

**July 6, 2015:**
**On a motion made by Rachel Walsh and seconded by Matt Buckley, the Design Review Committee voted unanimously to accept the minutes from the July 6, 2015 meeting with revisions.**

**July 8, 2015** -The minutes from July 8, 2015 were tabled until the next meeting.

**July 27, 2015** - The minutes from July 27, 2015 were tabled until the next meeting.

**August 3, 2015** - The minutes from August 3, 2015 were tabled until the next meeting.

## Sign Design Review – Medway Imports/Bosch Service, 2 Main Street

The Committee is in receipt of the following:

- Sign Design Review application received 8-12-15
- Specifications for interior illuminated wall sign Options A and B.
- Specifications for externally illuminated, free-standing pylon sign.

Karen Mullen from Sign Plus was present at the meeting. She explained that her only role in this project is to handle permitting and installation of the sign. She did explain that Bosch is a national company and has requirements for their signage. Any recommendations for changes would need to be made through the contractor. There are two types of signs proposed – internally illuminated wall signs for the east façade and an externally illuminated, free-standing sign near the roadway.

**Wall signs** – The applicant originally proposed a 9 sq. ft. sign for Bosch and a 15 sq. ft. sign for Medway Imports for a total of 24 sq. ft. The total square footage is fine and internal illumination is in compliance. The concern is that the Bylaw only allows for one wall sign on the façade. One way to address this is to put the 2 signs next to each other so that they appear as one sign. This is a middle ground to consider.

Having been informed of the bylaw limitations, Ms. Mullen distributed two alternatives – an 8' by 36" combined Bosch/Medway Imports sign (24 sq. ft.) and a 10' by 48" combined Bosch/ Medway Imports sign (48 sq. ft.). With these options, there are actually 2 separate signs but they are joined to appear as one.

**Free-standing, pylon sign** - The Design Review Committee next reviewed the proposed free-standing, pylon sign. It is proposed to be 3' wide by 8' high with 16.5 sq. ft. of sign surface area per side for a total of 33 sq. ft. for both sides. The existing Medway Imports sign will be removed. Susy explained that the Bosch standards do not allow another business logo on the main identification signage. The concern is that Medway Imports is not branding their business. There was discussion that the sign should actually convey what is going on at this business. There was a recommendation that the sign would look better if the colors were reversed on the logo. Another suggestion was to have the sign specify that Bosch is for auto repair service. The DRC was in agreement that the other signs would need to come down – banners on light poles and window signs on south facade.

The Chairman will speak with Medway Imports owner Barry Roth about the high number of signs on site. It was consensus that Option A (24 sq. ft.) is the best option for the wall sign. This will also be communicated in the Letter of Recommendation. Susy indicated that they are

allowed one window sign. The Design Review Committee discussed inviting Mr. Roth to a meeting to discuss this further since he was not present at meeting.

## Recommendations:

- Unify the branding of the business on the building.
- The visibility for Medway Imports on the freestanding roadside sign is too small.
- Recommend the telephone number be removed on road sign for safety reasons.
- Stack the words Medway Imports and Car Service.
- Include the address.
- The 24 sq. ft. combined wall sign fits the east façade better than the 48 sq. ft. option
- Signs in storefront windows should come down.
- Check if this is in fact "car service" or "auto repair"
- Variance would be needed for another wall sign - only one is allowed.
- A four sq. ft. window sign is allowed without a permit.
- Width should be consistent with the trim edge.
- Remove the blue on the logo.
- Put something over the service door or on the peak of the roof on the south façade.

## Willows ARCPUD

Susy updated the Design Review Committee on the status of the Willows ARCPUD project by communicating that the PEDB had not discussed the design aspects of the development as the focus of the last public hearing had been on stormwater where there are some substantial issues. Tetra Tech reviewed the stormwater design and identified some serious concerns with the stormwater which need to be addressed. The PEDB went on a site walk and there were 10 neighbors present. The topics for the next PEDB hearing on the Willows will be site amenities, landscaping, and architecture. The Design Review Committee's review and comment letter will be in the PEDB board packet for the next meeting on August 25th.

There was a question asked about the scenic road permits and if the Design Review Committee needs to provide comments. Susy responded that the PEDB is only able to address scenic road matters if a tree or stone wall planned for removal is in the right of way.

The applicant will need to go the Zoning Board of Appeals for a variance for the main signage since it exceeds the height allowance and they want 2 signs, not just one. Susy will keep the Design Review Committee in the loop in regards to the filing.

The Design Review Committee would like to be in the discussion regarding the landscaping of the detention ponds and stream crossings and bridges. Susy will monitor the applicant's progress with the Conservation Commission.

## Medway Shopping Center signs

The Design Review Committee was informed that the Medway Shopping Center was successful in getting a variance from the Zoning Board of Appeals for the proposed sign package. Susy will forward the decision.

## Tri Valley Commons Site Plan Modification

Susy reported that the PEDB acted on the proposed modification which was submitted and decided to have the gate around the exterior tire storage area be 8 ft. and not 6 ft.

## Medway Café Signs

Susy reported that Peter Morrissey from Medway Café has not met with the Building Inspector Susy will follow-up and will reach out the owner of Medway Café. The DRC has not yet prepared a Letter of Recommendation for this sign as they understood Mr. Morrissey would returning to the Design Review Committee for further discussion.

There was a suggestion to meet with the Domino's representatives at the September 14, 2015 meeting.

## Design Review Guidelines:

Susy reported that the Planning and Economic Development Board is planning on holding a public hearing on the updated Design Review Guidelines. This will take place at one of the September meetings. There was also discussion on how the revised Design Review Guidelines will be presented to the public. It was the consensus that it should be a collaborative effort. This could include a presentation to the following by some of the members which worked on this document.

The following was suggested:

- The document could be presented to the Board of Selectmen.
- Have a power point presentation for the business community and landlords in town. Invite these groups in for a breakfast. This could be an event at Thayer House.
- Create a flier or handout for realtors, residents, landlords and community members.
- Put something on the Town of Medway's Facebook page.
- This needs to be marketing plan to reach business owners.
- Contact the press and speak with Glenn Trindade about how to put this out to the public.
- Get a cost estimate for the printing costs of the document. (50 copies)

## Signage:

The DRC discussed that there should be communication with the landlord in town about signage. Susy explained that there was a letter sent in March 2015 to the landlords with the one page Sign Permit flyer. A mailing also was sent to 30+ sign companies.

The DRC could send out a letter letting landlords know that they can be used as a resource.

Rachel Walsh mentioned that there is a neighborhood sign up near Fairway Lane/Holliston Street. It is a large 7 ft. wood manufactured sign. Rachel will take a picture of sign.

The topic moved to lighting. There was a concern brought up about the lighting at the Learning Tree Center on Main Street. The lighting appears to be unshielded at this property. It was suggested that a meeting be set up with building inspector to discuss solutions for lighting enforcement.

## Discussion of DRC Goals for FY16

Susy Affleck-Childs asked the DRC to brainstorm goals for FY 16. The discussion generated the following list of ideas.

1. Lead effort to roll out new Design Review Guidelines after adopted by PEDB
    - Establish a team comprised of PEDB and DRC reps to go out and introduce the new DRGs to various groups
        - BOS
        - Conservation Commission
        - Historical Commission
        - Town Department Heads
        - Medway Business Council
        - School Committee
    - Develop a show about the DRG for Medway Cable Access
    - Hold a meeting for major landlords in the business districts
    - Prepare some sort of handout about the DRG
    - Town of Medway Facebook page
    - Contact the media for a story about the new DRG
2. Meet with Building Inspector Jack Mee to talk more about signs, lighting, violations, etc.
3. Update DRC bylaw to submit for consideration at the May 2016 town meeting
4. Work with PEDB on updating sign bylaw and converting it from zoning to a general bylaw.
5. General outreach to landlords – reminder about signs and that DRC is a resource
6. General outreach to the public to let them know the good work the DRC is doing on behalf of the community.

Susy will write up notes for the DRC to discuss further at the next meeting.

## Future Meetings

The next regularly scheduled meeting is Monday September 14, 2015 at 7:00 pm

Susy asked if the DRC would be willing to also meet on Monday, August 31st. August is one of the months with 5 Mondays. It would be nice to provide a meeting option for Medway Café and Domino's and not make them wait another month. DRC members were amenable to having a meeting on August 31st if there were two matters to consider.

## Adjournment

**On a motion made by Matt Buckley and seconded by Rachel Walsh, the Design Review Committee voted unanimously to adjourn their meeting at 9:15 pm.**

Respectfully Submitted,

Amy Sutherland,
Meeting Recording Secretary

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 9/14/15**

Meeting Minutes: August 3, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:00 p.m.

**Attendees:**

| | 6/1/15 | 6/15/15 | 6/29/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | |
| Julie Fallon | | X | | | | | |
| Tom Gay | X | X | X | X | X | X | |
| Mary Weafer | X | X | X | X | X | X | |
| Rachel Walsh | X | | X | X | X | X | |
| Lisa Graves | | | X | X | X | | |

Susy Affleck-Childs also attended the meeting.

**Minutes:**

**Chairman Buckley moved that the Committee approve the meeting minutes from May 18, 2015 as submitted; Rachel Walsh second; No discussion; 3-0-1 (Tom abstained).**

**Rachel Walsh moved that the Committee approve the meeting minutes from June 1, 2015 as submitted; Chairman Buckley second; No discussion; 3-0-1 (Tom abstained).**

**Sign Design Review – Ralph's Barber Shop:**

Greg Ward of Expose Signs in Hopedale attended the meeting on behalf of the applicant. The applicant is allowed a 12 sq. ft. building sign. The proposed design is slightly less than 12 sq. ft. Mr. Ward explained that the sign will be red acrylic 12" channel letters. The raceway will match the color of the building façade. The ownership is not changing; they would just like to add a sign. Ralph's Barber Shop has not had a sign for at least 10 years. Mr. Ward said that the owner would like the sign to be larger than 12 sq. ft. but he explained to his client that they would need to apply for a variance through the ZBA. The group discussed dropping the

word "shop' so that Ralph's Barber could be made larger and would be more visible from the street. Mr. Ward said he discussed this with the owner but she wanted all three words on the sign. It is especially important to her to have "Ralph's" on the sign as this is her father's name. Mr. Ward said he will discuss shortening the name again with the owner. The Committee also explained that any window signs would count towards the total square footage. The Committee made the following recommendations:

- Drop the word "shop" and increase the size of the other words.
- Capitalize only the first letter of each word. This will make it more readable.
- Reduce the size of the "'s."
- The name will most likely need to be shortened for the ladder sign. The letters will need to be very small to fit on the ladder sign and won't be readable.
- The raceway should be same color as building.
- Consider adding a barber's pole to the sign.

**Sign Design Review – Medway Café Awning:**

Peter & Joan Morrissey, owners of the Medway Café, and Dan Maimaron of AWNCO attended the meeting. Chairman Buckley noted that the applicant installed the current awning 7 years ago without going through the Sign Design Review process. The applicant acknowledged this fact. They are not changing the size of the awning, just the fabric. It is currently navy and they are proposing to change it to ivory and burgundy stripes with the new logo. The Committee reviewed and discussed the design. They said they think it is very difficult to see the logo on top of the stripes. The group discussed other options, including only using the burgundy color on the awning. Mr. Maimaron explained that they have already purchased the material for the awning and cut it into 16 inch strips. Mr. Morrissey said he does not want to waste the material that he already purchased. Mr. Maimaron suggested using a solid color in the middle where the logo will be and then using stripes on either side. Mr. Morrissey said he likes the stripes and wants to keep them because they draw attention to the building. The applicant is allowed a sign that is 62 sq. ft. The applicant needs to follow-up with Jack Mee, the Medway Building Inspector, for a determination on whether the entire awning is the sign or just the area around the logo. If the entire awning is determined to be the sign, the applicant would be over the allowable square footage. Chairman Buckley said based on the new bylaw the awnings at Papa Gino's would not be allowed because they incorporate the corporate colors and logo. The Committee asked Mr. Morrissey to make sure the burgundy and ivory are the same colors that are already at Gould's Plaza. The Committee made the following recommendations:

- Alternative designs:

    - Go with smaller ivory stripes.
    - Go with a solid burgundy awning.
    - Use three separate panels – cream on ends and burgundy in the middle.
    - Alternate the stripes-burgundy, burgundy, cream.
- Use a solid rectangle behind the logo in a complimentary color so that it is easier to read. Similar to how it is on the menu. It will lift the logo off the stripes and make it more visible.
- Follow-up with Jack Mee about whether the entire awning is the sign or just the area around the logo.
- Use black instead of yellow on the logo. Burgundy, ivory, and black are part of the Master Signage Plan at Gould's Plaza and the black color will make it much easier to read.

Mr. Morrissey said he will consult with his friend who designed the menus to come up with an alternate design for the awning that incorporates some of the ideas from tonight's meeting. He will attend a future DRC meeting to discuss this matter further.

**Sign Design Review – 122 Main Street:**

Jeff Dufficy and Chris Courtemache attended the meeting. The Committee reviewed and discussed the monument sign design for the site. Mr. Dufficy said that Flying Fur will occupy the space where Cumberland Farms used to be. The proposed sign is about 45 sq. ft. per side and 10 feet tall. Mr. Dufficy said the sign will be externally illuminated. Planning & Economic Development Coordinator Susy Affleck-Childs said she communicated with Mr. Courtemache after she received the submission to let him know that the proposed sign exceeds the height and surface area allowances. Mr. Courtemache acknowledged that the sign exceeds the allowances and said they planned to pursue a variance through the ZBA. The applicant is allowed a sign up to 8 feet tall and 30 sq. ft. per side. Mr. Dufficy said he would prefer to spend the money and install a new, improved sign but he does not want to sacrifice the size of the sign. The current sign on the property is 45 sq. ft. per side. Mr. Dufficy said he would hope to secure a variance for the height similar to process the new Cumberland Farms went through. Chairman Buckley explained that only the ZBA can make a decision relative to the size and height of the sign and Cumberland Farms is a different case because it is in a different zoning district. Mr. Dufficy said another option is to update the existing sign. The current sign is a pre-existing, non-conforming sign. Ms. Affleck-Childs explained that if the applicant chooses to use the pre-existing, non-conforming sign they will still need to apply for a special permit. Chairman Buckley reiterated that if the applicant installed a new monument sign that did not exceed the height and surface area allowances they would not need to apply for a variance or a special permit. The group discussed possible locations for

the new sign, including on an island inside the parking lot between the curb cuts and at the west corner of the property near the Pond Street intersection. There is a very large right of way on the property that may also impact the location of the sign. Ms. Affleck-Childs explained that if the sign is located on Town property it will require a license from the Board of Selectmen. The Committee made the following recommendations:

- The Committee needs more detail on the location, landscaping, lighting, and materials.
- Applicant should consider whether the 3 sign panels will have the same font and colors and incorporate the different logos.
- Put the tenant names on the sign panels in the renderings.
- Photoshop the sign onto a real picture of the site to see the relationship of the sign and the building.
- Create several different renderings with the sign in different spots.
- The Committee likes the pineapples on the top of the posts instead of further inside.
- Consider using granite posts or posts with fieldstone bases.
- Keep the open space between the top of the sign panel and the structure.
- Consider going with a matte or textured surface for the vinyl to diminish the glossiness.
- Consider making 122 3 dimensional.
- The sign panels have a good amount of negative space, which makes it much easier to read.

Mr. Dufficy and Mr. Courtemache plan to attend the August 17, 2015 DRC meeting to further discuss the sign design.

**Tri-Valley Commons – Site Plan Modification:**

Patrick Finn of Landry Architects and John Kucich of Bohler Engineering attended the meeting on behalf of the applicant. The Committee reviewed the revised elevations for Building A. Mr. Finn and Mr. Bohler explained the site plan modifications. The enclosure in the back rear of the building was rotated slightly so the trailer could easily be dropped off and picked up. The trailer will be closed but the top of the enclosure is open. The height of the trailer depends on whether they go with a trailer with or without wheels. The Committee asked them to build the enclosure wall at 12 feet so that it is not an issue. Arborvitaes will be planted around the enclosure and eventually be taller than the enclosure. There will be a gate on the enclosure. Ms. Affleck-Childs asked them to add a detail to the plans that the gate enclosure will be the same vinyl material as the other enclosures on the property. The Committee originally asked that the gate on the enclosure be 12 feet high but later decided this could be difficult and compromise the integrity of the gate. They agreed that a 6 foot tall

gate is sufficient. Tom Gay will relay this information to the Planning & Economic Development Board. The Committee thanked Mr. Finn and Mr. Kucich for their hard work and cooperation.

**The Willows ARCPUD – Signs & LOR:**

The Committee discussed the proposed entry signs for The Willows and the LOR. As a Committee, they do not support the idea of a separate sign for the medical building considering the size of the main entry signs. The Committee recognizes that this is a big issue for the applicant. The Committee agreed that the Medway Building Inspector needs to weigh in on this issue before they can discuss the design any further. They reiterated that this is a residential area with modest homes and the proposed signs are too large and grand for the area. They believe the best solution is to name the medical building and add this name to the main entry signs. The Committee said they would support increasing the size of the actual signs but reducing the height of the walls. Chairman Buckley will update the interim LOR and note the recommendations that have been addressed and those that are still outstanding. Chairman Buckley will incorporate the following recommendations:

- The Committee does not support having a separate sign for the medical building.
- The cap on the walls at the entrance with the street name should be removed.
- Reduce the height of main entrance walls to 6 feet.
- Add the medical building name to main entry signs and then add a façade sign to the medical building. Use directory signs within the site.
- Add veneers to the exposed areas at stream crossings.

**Action Items:**

- Rachel will do Ralph's Baber Shop LOR.
- Collect photos of monument signs to share with The Willows ARCPUD.
- Matt will update LOR for The Willows.
- Rachel will do LOR for Tri-Valley Site Plan Modification & Decision.
- Committee will draft goals for DRC for FY15-FY16.
- Julie will work on the cover for the new Design Review Guidelines.
- Mary will gather local photos for the new Design Review Guidelines.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

**Schedule:**

The next DRC meeting will be on August17, 2015 at the Medway Public Library at 7:00 p.m.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 9:46 p.m.

Respectfully Submitted,

Michelle Reed

Medway Design Review Committee (DRC)

# *Application for Sign Design Review*

## Submit a separate application for each business

***Medway Location/Address*** *where the sign will be installed:* 112 A Main St

*What is the interior width of the storefront?* 12'

***Building/Development Name:*** *(if applicable)*: Medway Shopping Center

***Medway Zoning District:*** C-1 Commercial 1

***Applicable Sign Standard Table*** *(from Medway Zoning Bylaw)* **Table #** 5.

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

Business Name: Ralphs Barber Shop

Mailing Address: 112A Main St Medway MA 02053

Contact person: Janet Brady

Phone: 508 533-2276 Cell Phone

Email address: magsmama1967@yahoo.com

***Type of Proposed Sign*** – For sign definitions, refer to *Medway Zoning Bylaw (Section V. R. Sign 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 | Type of Illumination (internal, external or none) |
|---|---|---|---|---|
| Wall/Façade Sign | 1 | 1' x 12' | 12' | internal |
| Free-standing Individual Business Sign | | | | |
| Free-standing Multi-Tenant Development Sign | | | | |
| Awning Sign | | | | |
| Projecting Sign | | | | |
| Directory Sign | | | | |

***Attach the following items to this form. Pdf format is requested for application form and 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. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

✓ 2. For a wall sign, a scaled image showing the sign's position on the building.

NA 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?***
X 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)* X No ~ old sign removed 2014/2015

***If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?***
____ Yes ____ No X Don't Know

***Does your lease require the property owner's approval of your sign?***
____ Yes X No ____ Not applicable

***Sign Designer/Fabricator/Installer Information***

Company Name: Expose Signs
Mailing Address: 13 Airport Rd Hopedale MA
Contact person: Greg WARD
Phone: 508 381-0941 Cell Phone: _____
Email address: greg@exposesigns.net

***Property Owner Information***

Company Name: Diversified Funding Inc
Mailing Address: _____
Contact person: _____
Phone: 617-227-0893 Cell Phone: _____
Email address: _____

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<br>c/o Medway Planning office<br>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 Medway's *Sign Design Guidelines* before developing a sign design.**
http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines
**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:*** _____

***Date DRC Letter of Recommendation Submitted to Building Department:*** _____

| JOB# 5753 | EST# | ITEM# 1 | PROOF DATE: 7/23/15 | DUE DATE: |
|---|---|---|---|---|

136.79 in

12.47 in

# RALPH'S BARBER SHOP

**APPROVAL**

*SIGNATURE & DATE REQUIRED FOR PRODUCTION*

*SIGNATURE* _____ *DATE* _____

12" H CHANNEL LETTER SET
1/8" ACRYLIC FACE - RED
1" TRIM CAP
1 ROW LED ILLUMINATION
5" DEEP.040 RETURNS W/ .040 BACKS
RACEWAY: 7"H X 4.5" DEEP w/ SLIDING MOUNTING TABS; WIRED POWER SUPPLY ON OFF SWITCH

Ralph's Barber Shop
112A Main Street
Medway, MA 02053
Attn: Janet Brady

EXPOSE'
SIGNS & GRAPHICS, INC.
13 Airport Road • Hopedale, MA
phone 508.381.0941 fax 508.381.3784
www.exposesigns.net

DEREK'S
STEAK AND SEAFOOD
OPEN DAILY 5PM
CLOSED MONDAY
Catering

received 7-23-15

* NEW CLOTH ON AWNING AT MEDWAY CAFE TO MATCH NEW LOOK OF BLDG.

**Medway Design Review Committee (DRC)**

# *Application for Sign Design Review*

## Submit a separate application for each business

***Medway Location/Address*** *where the sign will be installed:* 74 MAIN ST.
*What is the interior width of the storefront?* 50'

***Building/Development Name:*** *(if applicable)*: GOULDS PLAZA

***Medway Zoning District:*** _____

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

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

Business Name: MEDWAY CAFE'

Mailing Address: 74 MAIN ST. MEDWAY MA

Contact person: PETER MORRISSEY (OWNER)

Phone: _____ Cell Phone 508-930-3181

Email address: ACDADDY16 at AOL.COM

NO NEW FRAME!

Same frame!

***Type of Proposed Sign*** – For sign definitions, refer to *Medway Zoning Bylaw (Section V. R. Sign 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 | Type of Illumination (internal, external or none) |
|---|---|---|---|---|
| Wall/Façade Sign | | | | |
| Free-standing Individual Business Sign | | | | |
| Free-standing Multi-Tenant Development Sign | | | | |
| Awning Sign | 1 | | | |
| Projecting Sign | | | | |
| Directory Sign | | | | |

SAME LOGO ON AWNING! NO CHANGE IN SIZE!

***Attach the following items to this form. Pdf format is requested for application form and 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. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

_____ 2. For a wall sign, a scaled image showing the sign's position on the building.

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_____ 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.

SAME AWNING FRAME... NEW CLOTH...

***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: AWNCO
Mailing Address: 3 TAUNTON AV.
Contact person: ROCKLAND MA 02370
Phone: DAN MAIMARON Cell Phone: 781-264-2547
Email address:

***Property Owner Information***

Company Name: GOULD FAMILY
Mailing Address:
Contact person:
Phone: ____ Cell Phone: LESTER GOULD, MGR # 508-769-5717
Email address:

Proposed sign designs are reviewed by the Medway Design Review Committee (DRC).
The business owner and sign designer/fabricator must attend the DRC meeting.
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*(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<br>c/o Medway Planning office<br>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**
**Medway's *Sign Design Guidelines* before developing a sign design.**
http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines
**Sign designs should be developed in accordance with the *Sign Design Guidelines*.**

***Date Application Received by Medway Planning office:*** 7-23-15

***Reviewed by Medway Planning Coordinator:*** _____ ***DRC Meeting Date:*** 8-3-15

***Date DRC Letter of Recommendation Submitted to Building Department:*** _____

STEAK + PASTA

## Susan Affleck-Childs

**From:** Susan Affleck-Childs
**Sent:** Wednesday, July 29, 2015 3:40 PM
**To:** 'acdaddy16@aol.com'
**Subject:** RE: New awning sign for Medway Cafe

Hi Peter,

Thanks for the added info. I am very relieved to hear that the awning fabric colors for Medway Café will match the colors that Cam's Signs used for the other tenant wall signs in the plaza.

The formula for calculating the amount of signage is the interior width of the storefront x 1. So, if your storefront is 50 feet wide, then you can have 50' sq. ft. of sign surface area. I think there is certainly room to enlarge the Medway Café logo. I expect the Design Review Committee may want to brainstorm with you about ways to make your logo more readable on the awning.

Thanks for cooperating with the Goulds on making this change. You are being a good neighbor!!

I look forward to learning more about the material specifications from AWNCO and to seeing you and a representative from AWNCO at next Monday night's Design Review Committee meeting. I will be back in touch with a specific time later this week.

Best,

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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**From:** acdaddy16@aol.com [mailto:acdaddy16@aol.com]
**Sent:** Tuesday, July 28, 2015 2:24 PM
**To:** Susan Affleck-Childs
**Subject:** Re: New awning sign for Medway Cafe

Hi thanks the Medway Café awning is 62 feet long and 5 feet tall....the true colors will match the color #'s that Cams Signs used on the building...I agree the computer generated picture looked more like red...the vinyl material is opague ....not made to be backlit...more written spec's are on the way to me from Awnco....please provide me the formula used to determine the logo size allowed...I think present logo was undersized when I installed it 7 years ago...the Gould family asked me to make this very expensive change and I am granting their request for the sake of world peace...(it is not a requirement, the existing material is like new, the new material will look much better)....Sincerely, Peter Morrissey

-----Original Message-----
From: Susan Affleck-Childs <sachilds@townofmedway.org>
To: acdaddy16 <acdaddy16@aol.com>
Sent: Tue, Jul 28, 2015 8:34 am
Subject: New awning sign for Medway Cafe

Good morning,

I received your phone message. Thanks for the information

I still need the material specification for the awning fabric. I need to know if it is an opaque vinyl or transluscent vinyl fabric.

Also, please provide the overall length of the awning across the frontage and its height. I understand it is the same size as the existing awning, but I need you to provide the information to me.

Also, what are the dimensions of the Medway Café logo on the awning.

We have you scheduled to meet with the Design Review Committee on Monday evening, August 3rd. Time still to be determined. Please plan to attend and bring a sample of the striped fabric with you. The red in the stripes of the paper drawing you provided appears to be much brighter than the burgundy color on the tenant wall signs for the rest of the plaza.

Also, have you talked with Mr. Gould about this awning change? Has he approved this and the colored stripes?

Best regards,

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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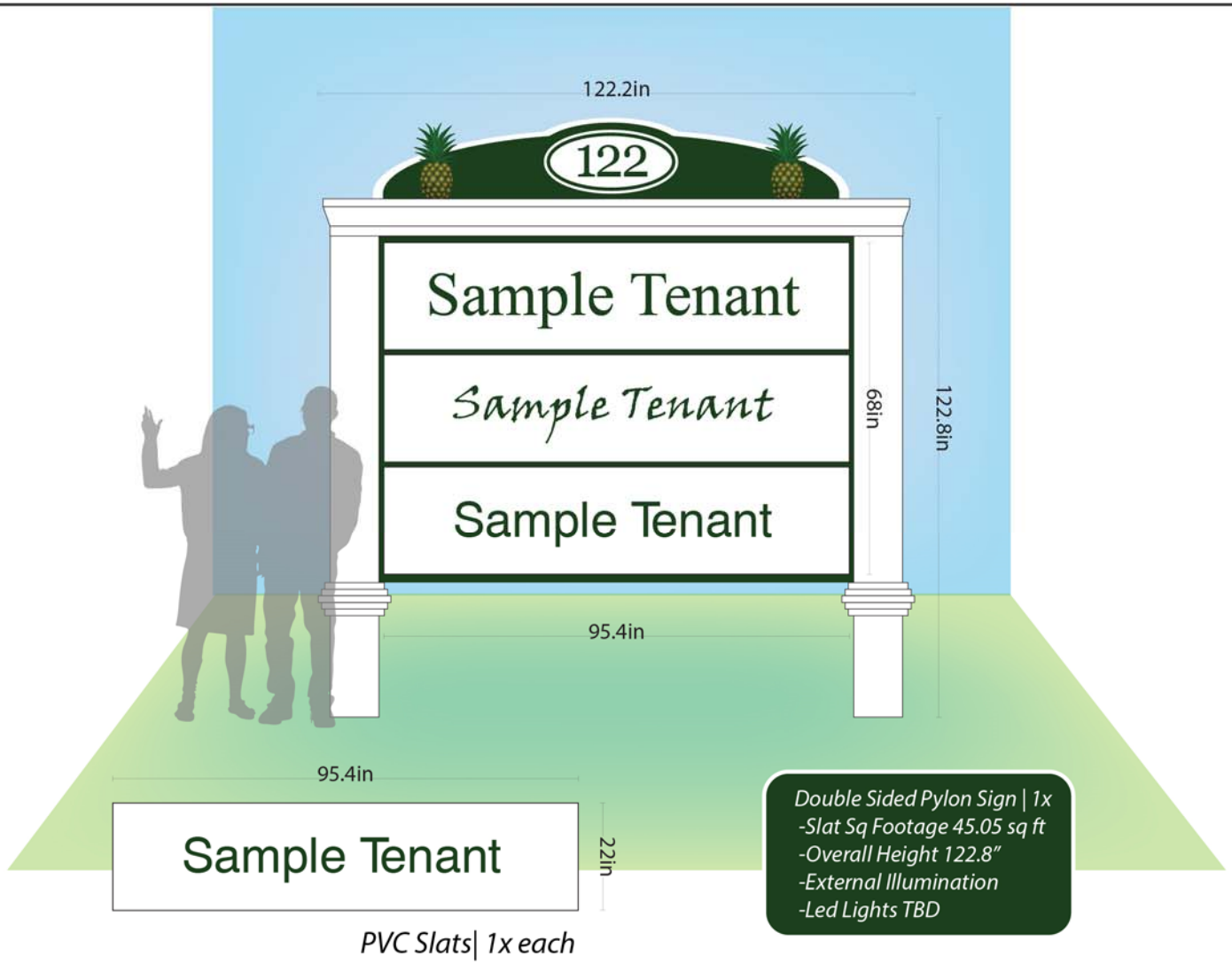


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| | |
|---|---|
| **Invoice #** | **14800** |
| CLIENT: | **Dufficy Enterprises, Inc.** |
| Proof Date: | **7/21/15** |
| DESIGNER: | **Dan H** |

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## Susan Affleck-Childs

**From:** Susan Affleck-Childs
**Sent:** Wednesday, July 29, 2015 4:21 PM
**To:** 'Chris Courtemanche'
**Cc:** Stephanie Mercandetti
**Subject:** FW: 14800 - Dufficy Enterprises, Inc
**Attachments:** 2015-5-22 UPDATED Medway DRC - Sign Design Review Application Form.pdf

Hi Chris,

As a follow-up to my previous email, you need to prepare and submit an application for Sign Design Review. See attached.

Please complete the application and email it back to me asap.

I have reviewed the sign design prepared by Signs by Vision dated 7/21/15 which Stephanie Mercandetti forwarded to me last Thursday. That design shows a sign that is almost 11 feet tall and has 45 sq. ft. of sign surface area per side.

The Zoning Bylaw's sign regulations for this area require that sign height not exceed 8 feet and the maximum amount of sign surface area per side can only be 30 sq. ft.

Please have the sign company revise the sign design to comply with the Bylaw. The drawing also needs to include specifications on materials and the lettering. Do you plan to allow each tenant to use their own lettering style and logo? Will you establish a uniform background color for each tenant's sign panel?

Thanks for your cooperation. My apologies for not responding to you more quickly. I was away last Friday and Monday and had a full day yesterday with a meeting last night of the Planning and Economic Development Board.

Best.

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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---

**From:** Susan Affleck-Childs
**Sent:** Wednesday, July 29, 2015 4:02 PM
**To:** 'Chris Courtemanche'
**Subject:** RE: 14800 - Dufficy Enterprises, Inc

Hi Chris,

Next Monday night, August 3rd. 7:50 p.m. at the Medway Library, 26 High Street.


Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*


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**From:** Chris Courtemanche [mailto:Chris@dufficy.net]
**Sent:** Monday, July 27, 2015 5:00 PM
**To:** Susan Affleck-Childs
**Cc:** Jeff Dufficy
**Subject:** RE: 14800 - Dufficy Enterprises, Inc

Hello Susan,

Can you confirm a date and time for the next meeting?

Thanks

Chris

**Chris Courtemanche**
Vice President of Operations
Dufficy Enterprises Inc
Chris@dufficy.net
O: 508-520-1000
F: 508-541-1000
C: 508-631-1602

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**From:** Stephanie Mercandetti [mailto:smercandetti@townofmedway.org]
**Sent:** Thursday, July 23, 2015 1:33 PM
**To:** Susan Affleck-Childs
**Cc:** Chris Courtemanche; Jeff Dufficy
**Subject:** FW: 14800 - Dufficy Enterprises, Inc

Hi Susy,

Could you please assist and schedule Chris Courtemanche of Dufficy Enterprises for a future DRC meeting to review the proposed sign for 122 Main Street? They are ready with their sign design (see attached).

I believe the next meeting is August 3rd and if it is available.

Thanks,
Stephanie

Stephanie A. Mercandetti
Director, Community & Economic Development
Town of Medway
155 Village Street
Medway, MA 02053
Ph: 508.321.4918
Email: smercandetti@townofmedway.org

**From:** Chris Courtemanche [mailto:Chris@dufficy.net]
**Sent:** Wednesday, July 22, 2015 1:20 PM
**To:** Stephanie Mercandetti
**Cc:** Jeff Dufficy
**Subject:** FW: 14800 - Dufficy Enterprises, Inc

Hello Stephanie,

I hope all is well.. We just got this proof back for the new sign in Medway. The guy was sick and in the hospital for almost a month.. Sorry about the delay..

How can we get back in front of the review committee? Can you set that up?

Thanks for the help!!

Chris

**Chris Courtemanche**
Vice President of Operations
Dufficy Enterprises Inc
Chris@dufficy.net
O: 508-520-1000
F: 508-541-1000
C: 508-631-1602

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*Jack Mee C.B.O.*
*Building Commissioner*
*Town of Medway*
*155 Village Street*
*Medway, MA.02053*
*Phone: 508-533-3253*
*Fax: 508-533-3252*

January 5, 2015

Jeff Dufficy
Domino's Pizza
124 Main Street
Medway, MA 02053

RE: PROPOSED SIGN FOR DOMINO'S PIZZA

Dear Mr. Dufficy,

As you will recall we spoke a couple of weeks ago about you taking ownership of this property and your desire to upgrade the existing sign along the street. At the time of our discussion (which also included Susy Affleck-Childs) we allowed you to install your temporary banner within the existing free-standing sign structure for a 90 day period with the understanding that you would come before the Design Review Committee to discuss your future plans.

As we further discussed the existing sign structure is pre-existing and non-conforming in terms of height, area, setback and lighting. Section V.R.11c of the Medway Zoning Bylaw specifies that "any change in use or property ownership shall require conformity to all current sign regulations included in the Zoning Bylaw."

Should you choose to try to re-use the existing sign, please be aware that this would require a Special Permit from the Zoning Board of Appeals prior to the issuance of a building permit. The Bylaw states: "Any lawful building or structure or use of a building, structure or premises existing at the time this Bylaw is adopted, even if not in conformity with its provisions may be continued, rebuilt if damaged or destroyed and, if authorized by the Board of Appeals, may be enlarged or changed to a specific new use".

Further per section V.D.4.a. "A non-conforming building or structure may be structurally altered, enlarge or reconstructed provided that such alteration, enlargement or reconstruction is in accordance with the applicable intensity regulations or other dimensional requirements of this Bylaw and does not increase the extent of non-conformity and provided further that the Board of Appeals determines by the grant of a special permit that such alteration, enlargement, or reconstruction is not substantially more detrimental to the neighborhood than the existing non-conforming structure."

I hope that this information is helpful.

Sincerely,

Jack Mee

Jack Mee

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 10/5/15**

Meeting Minutes: September 14, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:02 p.m.

**Attendees:**

| | 9/14/15 | 9/21/15 | 10/5/15 | 10/19/15 |
|---|---|---|---|---|
| Matthew Buckley | X | | | |
| Julie Fallon | X | | | |
| Tom Gay | | | | |
| Mary Weafer | X | | | |
| Rachel Walsh | X | | | |
| Lisa Graves | X | | | |

Susy Affleck-Childs also attended the meeting.

**Minutes:**

**Rachel Walsh moved that the Committee approve the meeting minutes from July 27, 2015 as revised; Chairman Buckley second; No discussion; 4-0-1 (Julie abstained).**

**Rachel Walsh moved that the Committee approve the meeting minutes from August 3, 2015 as revised; Chairman Buckley second; No discussion; 4-0-1 (Julie abstained).**

**Chairman Buckley moved that the Committee approve the amendments to the July 8, 2015 meeting minutes; Rachel Walsh second; No discussion; 4-0-1 (Julie abstained).**

**Julie Fallon moved that the Committee approve the June 15, 2015 meeting minutes as submitted; Chairman Buckley second; No discussion; 3-0-2 (Rachel and Lisa abstained).**

**Sign Design Review – Direct Tire Wall Sign:**

Direct Tire President & CEO Barry Steinberg and General Manager Bob Lane attended the meeting to discuss the Direct Tire wall sign. Mr. Steinberg said the blue color on the paper is not an accurate representation of the actual color. The proposed color is Evening Blue and is considerably lighter. There will be one wall sign. It is possible that a second sign could be added if an amendment to the Zoning Bylaws is approved at the Fall Town Meeting. The Committee said they believe having two signs so close together is redundant and unnecessary. Mr. Steinberg agreed and said he may consider adding a wall sign to the east side of the building. The proposed design has been revised and reduced from 80 sq. ft. to 50 sq. ft. The Committee agreed that the new design is better and looks more appropriate in the space. Mr. Steinberg said the trim cap will be white. The Committee thinks black or white trim cap will work. Mr. Steinberg said he hopes to have a sample of one letter made that he could share with the Committee. There will not be a raceway. The sign will be internally illuminated using LED. The Committee asked Mr. Steinberg to go with a medium brightness to avoid creating an aura. Rachel said typically the lumens can be adjusted at the time of installation. Economic Development Coordinator Susy Affleck-Childs said she will forward information on the hours outdoor lighting may be used to Mr. Steinberg. Chairman Buckley encouraged Mr. Steinberg to attend the DRC meeting where the monument sign for the property will be discussed. Rachel will do the LOR.

**Medway Café Awning Update:**

Ms. Affleck-Childs updated the group on the status of the Medway Café's awning application. Building Inspector Jack Mee and Ms. Affleck-Childs met with Mr. Morrissey to discuss the sign surface area. Building Inspector Mee explained to Mr. Morrissey that if the awning is externally illuminated the entire awning is considered the sign based on the Zoning Bylaws. Ms. Affleck-Childs reported that Mr. Morrissey was upset and indicated that he would keep the current awning up at this time.

**Sign Design Review – Flying Fur Wall Sign:**

Vander Barbosa, owner of the Flying Fur, attended the meeting to discuss the wall sign for their new location at 122 Main Street. This is the previous location of Cumberland Farms. The existing sign box will be removed and a new sign will be installed. The sign will not be illuminated at this point. The colors will remain the same as the sign at their current location. Julie recommended using serif for Flying Fur and san serif for the other words on the sign. Mr. Barbosa said he is concerned with the condition of the shingles on the front of the building. The Committee said they recommend that the owner of the property restore the façade before the new sign goes up to avoid any ghosting. The Committee recommended that

Mr. Barbosa follow-up with the property owner on this matter. They also asked Mr. Barbosa to follow-up with the property owner on the design of the Flying Fur's sign panel for the monument sign. The Committee also agreed that the sign would look nice centered over the main door. They encouraged Mr. Barbosa to add plantings to the front of the building to give it more curb appeal. Mr. Barbosa said they plan to install planter boxes around the new fence. The group briefly discussed the addition of external lights in the future. They said that the lights at Gould's Plaza are a good example. They said it is important to consider the size of the sign, the size of the light fixture, and the types of lights that already exist on the building. Rachel will do the LOR.

**122 Main Street Monument Sign Update:**

Ms. Affleck-Childs reported that Jeff Dufficy, the property owner of 122 Main Street, was scheduled to attend tonight's meeting and discuss the design of the monument sign for 122 Main Street. She explained that he canceled because he has decided to seek a variance from the Zoning Board of Appeals for additional surface area and height. The Committee briefly reviewed the two new designs that Mr. Dufficy submitted. The Committee said they are concerned because there are several unresolved items, including the lighting, design of the sign panels, and location. Chairman Buckley will reach out to Mr. Dufficy to see if he has additional information that the Committee can review. The Committee can then prepare a LOR. Ms. Affleck-Childs said she will keep the DRC updated on the petition to the ZBA. The Committee would like the following information:

- Complete Application with materials.
- Drawing to scale.
- Drawing showing placement of the sign on the property.
- Designs and size of sign panels.

**DRC FY16 Goals Discussion:**

The Committee reviewed the draft goals for the DRC for FY16. The Committee asked Ms. Affleck-Childs to submit information on the new Design Review Guidelines for inclusion in the presentation at the Fall Town Meeting. The Committee will further discuss preparing a show for Medway Cable Access. Ms. Affleck-Childs will invite Zach Comeau from the Milford Daily News to attend tomorrow night's Design Review Guidelines Public Hearing. She also reported that the Planning & Economic Development Board (PEDB) will likely create a Sign Bylaw Update Taskforce in the next couple months. They plan to go through a process similar to what was undertaken with the Design Review Guidelines over the past year. The Committee also discussed the importance of having another PEDB member attend the DRC meetings when Tom Gay cannot. They agreed it is also important to have a DRC

member attend the PEDB meetings when he cannot and site design will be discussed. The Committee also thinks it would be helpful to meet with Building Inspector Jack Mee at least twice a year. They would like to discuss sign violations regularly at their meetings. Ms. Affleck-Childs recommended inviting Safety Officer Jeff Watson to a meeting to discuss LED traffic lights. She also encouraged members to attend an upcoming Medway Business Council meeting. Finally, the Committee said they would like to participate in the Urban Renewal Plan.

The Committee briefly discussed the status of several major projects, including the Route 109 Reconstruction project.

**Action Items:**

- Rachel will do Direct Tire LOR.
- Rachel will do the Flying Fur LOR.
- Matt will follow-up with Jeff Dufficy on the 122 Main Street sign.

**Schedule:**

Tomorrow night is the Design Review Guidelines Public Hearing.

It is unlikely that the DRC will need to meet on September 21, 2015. The next regularly scheduled meeting will be on October 5, 2015 at the Medway Public Library at 7:00 p.m.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 10:27 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 11/30/15**

Meeting Minutes: October 26, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:02 p.m.

**Attendees:**

| | 9/14/15 | 10/5/15 | 10/19/15 | 10/26/15 | 11/2/15 | 11/30/15 | 12/7/15 | 12/21/15 |
|---|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | | | | |
| Julie Fallon | X | X | X | X | | | | |
| Tom Gay | | X | | | | | | |
| Mary Weafer | X | | X | X | | | | |
| Rachel Walsh | X | X | X | X | | | | |
| Lisa Graves | X | | X | X | | | | |

**The Willows ARCPUD Sign Variance Petition:**

Resident and past member of the Planning & Economic Development Board (PEDB) and Design Review Committee (DRC) Karyl Spiller-Walsh joined the meeting. Chairman Buckley reported that the Zoning Board of Appeals (ZBA) Public Hearing relative to the Willows ARCPUD Sign Variance Petition (see attached) is next Wednesday, November 4, 2015. Chairman Buckley is unable to attend but would like a member of the DRC to attend to answer any questions that may come up relative to the DRC's comment letter. He wants to make sure that the ZBA understands the DRC's mission. The Committee is hoping to avoid an outcome similar to what happened with the Medway Shopping Plaza's petition. The Committee reviewed, discussed, and revised the draft comment letter to the ZBA (see attached). Rachel and Lisa said they can attend the Public Hearing next Wednesday. Rachel said she would like to measure the entry sign(s) at the applicant's facility on Route 9 in Natick. The Committee looked at a picture of the sign at the Natick facility via Google Earth. It appears that the sign at the Natick facility on Route 9 is smaller than what the applicant is proposing for Village Street. The Committee reviewed the pictures that Julie took of Village Street that demonstrate the scenic qualities of the area. Chairman Buckley said he will submit the pictures with the comment letter. Rachel and Lisa will also plan to bring a tape measure

to the ZBA Public Hearing to show how tall the proposed entry walls are. The Committee agreed that it is a bit premature to discuss the signs for the facility when the ARCPUD Special Permit has not been granted. They also discussed the applicant's initial claim that there would be a minimal traffic impact to the area, which is contrary to their current argument. Karyl Spiller-Walsh added that the car trip issue has already been considered and was taken into consideration when the Bylaws were drafted. The Committee pointed out that the applicant chose to file a commercial application in an agricultural, residential zone.

**Rachel moved that the DRC accept the comment letter to the ZBA relative to the Willows ARCPUD Sign Variance Petition as amended; Julie second; No discussion; VOTE 5-0-0.**

**Review of the Willows ARCPUD Revised Plan:**

The Committee reviewed and discussed the Willows ARCPUD revised plans. They discussed possible architectural changes that were made to the back of the main building. Ms. Spiller-Walsh said it appears that the roofline is less varied than it was in the previous plans. She also pointed out that the trees that are shown on the plans are mature trees. The trees will be about 6 feet tall at planting, which will have a dramatic impact on the appearance of the facility. The Committee had a lengthy discussion about the slope on the eastern side of the property. Ms. Spiller-Walsh said she believes many of the mature pines on the eastern side of the property will be removed. The Committee also discussed whether buffering needs to be considered for the abutters on Village Street. The Committee discussed the following:

- Requesting an elevation from the abutters' point of view.
- The detention pond behind the pavilion and the need for it to be naturalized. This was not shown in detail on the landscape plan. The Committee discussed the detention pond at Millstone on Winthrop Street, the lack of naturalization, and the negative impact it has on the appearance.
- The importance of the abutters' attendance at the meetings and hearings and advocating for additional buffering.
- The Committee would like the applicant to attend a DRC meeting and further discuss the elevations and landscape plan. Specifically they would like information on the landscape plan for the detention pond, raised roads, and a list of changes, including architecture.

**Sign Bylaw Review Task Force:**

Julie said she will represent the DRC on the Sign Bylaw Review Task Force.

**Pocket Park Discussion:**

The Committee discussed the pocket park that is being created on Route 109 at the corner of Mechanic Street and Main Street. Chairman Buckley, who is also a member of the Route 109 Committee, said one of the goals of the project was to create pocket parks along Route 109. He said the Route 109 Committee agreed on this location but never discussed beginning the project. He said he has no details on the park and is frustrated that it went forward without the input of the Route 109 Committee. The Route 109 Committee is meeting this week and he will have more information.

**Election of Officers:**

**Julie moved that the Committee retain the officer roles from FY15 (Matt Buckley-Chairman, Julie Fallon-Vice Chair, and Rachel Walsh-Corresponding Secretary); Chairman Buckley second; No discussion; VOTE 5-0-0.**

**Schedule:**

The Medway Public Library is closed on April 18, 2015 in observation of Patriots Day. The Committee will meet on April 25, 2015 at the Medway Public Library.

**Action Items:**

- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.
- Committee members should review the DRC webpage and bring feedback and ideas to the next meeting.
- Matt will follow-up with Stephanie Mercandetti on retaining a consultant for the Sign Bylaw Review Task Force.
- Ms. Affleck-Childs will see if the DRC can be added to the December 7, 2015 BOS agenda.
- Ms. Affleck-Childs will invite Jack Mee to November 30, 2015 DRC meeting.
- Ms. Affleck-Childs will forward Chairman Buckley information on the Urban Renewal Plan Steering Committee.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Rachel Walsh to adjourn at 9:09 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 12/7/15**

Meeting Minutes: October 5, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:00 p.m.

**Attendees:**

| | 9/14/15 | 10/5/15 | 10/19/15 | 11/2/15 | 11/30/15 | 12/7/15 | 12/21/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | | | | | |
| Julie Fallon | X | X | | | | | |
| Tom Gay | | X | | | | | |
| Mary Weafer | X | | | | | | |
| Rachel Walsh | X | X | | | | | |
| Lisa Graves | X | | | | | | |

Susy Affleck-Childs also attended the meeting.

**Minutes:**

**Chairman Buckley moved that the Committee approve the meeting minutes from August 17, 2015 as amended; Rachel Walsh second; No discussion; 3-0-1 (Julie abstained).**

**Chairman Buckley moved that the Committee approve the meeting minutes from September 14, 2015 as amended; Rachel Walsh second; No discussion; 4-0-0.**

**Update on Freestanding Sign at 122 Main Street:**

Chairman Buckley sent an email to Jeff Dufficy, the property owner, requesting additional information on the design after the September 14, 2015 DRC meeting but has not received a response. Mr. Dufficy previously indicated his intent to petition the ZBA for a variance relative to the height and surface area of the freestanding sign. Planning & Economic Development Coordinator Susy Affleck-Childs reported that Mr. Dufficy has not filed a

petition with the ZBA to date. At the August 3, 2015 DRC meeting, the Committee made additional recommendations to Mr. Dufficy and invited him to come back and discuss the revised design at a future meeting. Mr. Dufficy has not submitted a revised design to the Committee. The DRC said they would prefer not to submit comments to the ZBA based on an incomplete design. The Committee discussed the ZBA's decision to grant a variance to the Medway Shopping Plaza despite the DRC's comments and recommendations. Ms. Affleck-Childs encouraged members of the DRC to attend the ZBA meeting where the petition relative to 122 Main Street will be discussed. She said she would let the DRC know when the petition is filed. The Committee will provide the ZBA with an update and comments once the petition is filed.

**Sign Variance Petition for Continuing Care Management (The Willows):**

The ZBA will hear the sign variance petition relative to The Willows on November 4, 2015. The applicant is petitioning the ZBA for a variance on the number of signs at the primary entrance, height of the signs at the primary entrance, and surface area for the medical office building sign. The ZBA has requested review comments and feedback by October 30, 2015. A copy of the sign variance petition is attached. The sign designs have not been revised since the last time the applicant met with the DRC on July 27, 2015. Building Inspector Jack Mee determined that the applicant is entitled to two free-standing signs – one for the main entranceway and one for the medical office building. Building Inspector Mee still needs to determine whether the proposed halo lighting is considered internal illumination. Tom will discuss this matter at tomorrow night's Planning & Economic Development Board (PEDB) meeting. The Committee agrees that the design of the entryway is attractive but the proposed 9' height is out of scale for that area. Village Street is a scenic road with modest homes and no other signs exist similar to what is being proposed. The Committee will attach photos of the some of the alternative signs they proposed to the applicant during their discussions. Julie will take photos of existing signs and scenic areas on Village Street.

**DRC FY16 Goals Discussion:**

The Committee reviewed and discussed the DRC Goals for FY16. See attached. Tom will follow-up with the PEDB on leading the effort to roll out the new Design Review Guidelines (DRG). The Committee discussed holding an evening event for Boards and Committees to discuss the new Guidelines. They agreed it is very important for the DRC to meet with the Board of Selectmen (BOS) and Medway Business Council. They plan to send a copy of the new Guidelines to several groups, including the Conservation Commission, Historical Commission, Town department heads, and School Committee. They agreed that it is a good time to remind everyone that all signs, including school signs, need to be permitted. Ms. Affleck-Childs will see if the DRC can be added to the December 7, 2015 BOS agenda to

discuss the Guidelines. Tom agreed to give a short presentation to the Medway Business Council. The Committee will review the FY16 goals quarterly to make sure they are on track. The Committee would like to review the General Bylaw establishing the DRC to determine if clarification is needed. Any changes, including authority and scope, need to be drafted and submitted by February for inclusion on the Annual Town Meeting warrant for May 2016. The Committee would like to invite members of the IT department to a future meeting to discuss the Town website and DRC webpage. Ms. Affleck-Childs will forward Chairman Buckley information on the Urban Renewal Plan Steering Committee.

**Sign Bylaw Review Task Force:**

The Committee reviewed the description and scope of work for the Sign Bylaw Review Task Force. See Attached. Chairman Buckley said he thinks it would be helpful to retain a consultant who could offer an objective perspective. Chairman Buckley will follow-up with Community & Economic Development Director Stephanie Mercandetti on possibly retaining a consultant. The Committee needs to choose a member to serve on the Sign Bylaw Review Task Force at the October 19, 2015 meeting.

**Sign Violations:**

Ms. Affleck-Childs followed-up with Michael Damon of Damon Financial and asked him to submit a sign application. Damon Financial relocated to 45 Milford Street. He did not secure a sign permit for the signs at his new location.

**Design Review Guidelines:**

The Committee discussed the format of the printed version of the new Design Review Guidelines. The Committee examined a sample Chairman Buckley brought in. The Committee agreed that 100 lb. paperweight should be used for the cover and 60 lb. paperweight should be used for the interior pages. The Committee would like it to be perfect bound if possible. Due to the expense of a fold-out, the Committee agreed that the map should be the last page of the guidelines.

**Action Items:**

- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.
- Chairman Buckley will draft a letter to ZBA regarding the Willows for the Committee's review at the 10-19-15 meeting.
- Julie will take photos of existing signs and scenic areas on Village Street.
- Committee members should review the DRC webpage and bring feedback and ideas to the next meeting.

- Matt will follow-up with Stephanie Mercandetti on retaining a consultant for the Sign Bylaw Review Task Force.
- Committee needs to pick a member to serve on the Sign Bylaw Review Task force at the October 19, 2015 DRC meeting.
- Ms. Affleck-Childs will see if the DRC can be added to the December 7, 2015 BOS agenda.
- Ms. Affleck-Childs will invite Jack Mee to November 30, 2015 DRC meeting.
- Ms. Affleck-Childs will forward Chairman Buckley information on the Urban Renewal Plan Steering Committee.

**Schedule:**

The next DRC meeting is Monday, October 19, 2015. They will also meet on November 2, 2015 and November 30, 2015. The Committee discussed the proposed 2016 meeting schedule. See attached. Michelle will follow-up with Library Director Margaret Perkins for meeting space on November 30. Michelle will also reserve meeting space for 2016.

**Reports:**

Ms. Affleck-Childs said The Willows is presenting their new plan to the PEDB on October 27, 2015. The DRC will review the new plan after the initial presentation. It is very important that the DRC make sure that their recommendations have been incorporated.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Rachel Walsh to adjourn at 9:17 p.m.

Respectfully Submitted,

Michelle Reed

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 2/1/16**

Meeting Minutes: November 30, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:00 p.m.

**Attendees:**

| | 9/14/15 | 10/5/15 | 10/19/15 | 10/26/15 | 11/30/15 | 12/7/15 | 12/21/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | | |
| Julie Fallon | X | X | X | X | X | | |
| Tom Gay | | X | | | X | | |
| Mary Weafer | X | | X | X | X | | |
| Rachel Walsh | X | X | X | X | | | |
| Lisa Graves | X | | X | X | X | | |

Planning & Economic Development Coordinator Susy Affleck-Childs also attended.

**Sign Bylaw Review Task Force:**

Planning & Economic Development Coordinator Susy Affleck-Childs reported that the Planning & Economic Development Board (PEDB) made appointments to the Sign Bylaw Review Task Force at their meeting last week. The following people were appointed:

- Tom Gay – Member of the Planning & Economic Development Board
- Julie Fallon – Member of the Design Review Committee
- Tina Chemini – Member of the Economic Development Committee and Owner of T.C. Scoops
- Debbie Anderson – President of the Medway Business Council
- Dan Hooper – Resident
- Jodi Kairit – Owner of Shear Magic

Director of Economic & Community Development Stephanie Mercandetti is coordinating the Committee. The group will need to elect officers at its first meeting. Ms. Mercandetti hopes to hold the first meeting before Christmas. Ms. Affleck-Childs said she will also attend the meetings. Julie said she will follow-up with Ms. Mercandetti on retaining a consultant for the project. Chairman Buckley also suggested asking a local sign designer to present to the Taskforce on signs and sign design so that all members have a basic knowledge.

**Sign Design Review - Damon Financial:**

The Committee reviewed the Sign Design Review application for Damon Financial, LLC, which recently relocated to 45 Milford Street (see attached). The Committee discussed the fact that Mr. Damon installed the sign without a permit. Ms. Affleck-Childs said the sign complies with the Zoning Bylaws. She added that a Master Signage Plan exists for this site and the sign coordinates with the other signs on the property. She also explained that the Zoning Bylaws require applicants to meet with the DRC. The Committee discussed whether there may be occasions when an applicant does not need to come in front of the DRC. They agreed that this would pertain to very specific circumstances and that the new process would need to be prescriptive and clearly explained in the Bylaws. Chairman Buckley said he wants to make sure that the Committee does not miss an opportunity to meet with the applicant and review the design. The Committee agreed that they need additional discussion on this matter.

Michael Damon joined the meeting. The Committee said they like the design of the sign. Mr. Damon said he was told by the landlord that he did not need to apply for a permit. Julie will write the LOR.

**Debrief on the Zoning Board of Appeals Meeting Regarding the Willows Sign Petition:**

Chairman Buckley reported that he attended last week's ZBA meeting. The Public Hearing on the Willows ARCPUD sign variance petition was closed at the previous ZBA meeting so no additional comment or testimony was allowed. He said this was unfortunate because there was some confusion but he was not allowed to clarify. He said the ZBA discussed the DRC's meeting minutes relative to the DRC's meetings with the applicant and interpreted them very literally. Chairman Buckley said there needs to be better communication between the DRC and the ZBA to avoid confusion in the future. Ms. Affleck-Childs said the DRC can communicate with the ZBA via writing and verbal testimony at the Public Hearings. Chairman Buckley said the ZBA's decision was in line with the DRC's recommendation. Ms. Affleck-Childs further explained that the applicant was allowed two signs at the entry but the height was limited to 6 feet. The ZBA also affirmed that the medical office building could have its own sign but no additional height or surface area than what is allowed in the Zoning Bylaws.

**Discussion with Rich Boucher on Town Website:**

Director of IS Rich Boucher attended the meeting. He explained that the Town is upgrading the website to a new platform. The new platform will make the website easier to manage and edit and have better search capabilities. He also reported that a Director of Communications has been hired and will start in December. The Director of Communications will be responsible for keeping track of the content, graphic, and photos. The Committee reviewed and discussed the new website. The group agreed that the main page of the current website has too much information. The Committee said the new website seems much friendlier. The Committee said they would like to see more photos of the community and community events on the website. Mr. Boucher confirmed that each Committee will still be responsible for editing its own webpage. The DRC would like to add galleries or slideshows to its webpage. The Committee will forward Mr. Boucher a list of their recommendations.

**Discussion with Shelley Wieler:**

Energy Committee member Shelley Wieler attended the meeting to discuss the mission and goals of the Energy Committee. She said the Committee was formed as part of 2009 Master Plan. The Energy Committee is an advisory board to the Board of Selectmen. She said she hopes that the DRC will consider and encourage energy efficiencies when feasible. Chairman Buckley said the new Design Review Guidelines (DRG) include a section on solar panels. He said it would helpful for the Committee to have a list of ideas of energy efficiencies that could be included in projects. Ms. Wieler said using LED lights, solar panels, and electric charging stations are some of the ways. Ms. Wieler said the Energy Committee does not endorse a specific company or product but would be happy to vet any projects that come in front of the Town.

**Discussion with Jack Mee Building Inspector:**

The group discussed the Sign Design Review process and the need to eliminate confusion for applicants. Chairman Buckley said it is important for applicants to know ahead of time if and why their design does not comply with the Zoning Bylaws. They also discussed the difficulty in meeting with an applicant and discussing a sign that does not comply. Mr. Mee said he and Susy Affleck-Childs meet jointly with applicants whenever possible. The group clarified how the size of the medical office building sign for the Willows was calculated, which seemed to be a point of confusion at the ZBA meeting. The group discussed whether additional language needs to be added to the Bylaws about how the size of the sign is calculated and what elements of the sign are included in the calculation. They also discussed whether this information needs to be easier to locate within the Bylaws.

In addition, the group discussed sites throughout Town that have their lights on through the night and how this might be addressed. Ms. Affleck-Childs said the PEDB needs to ask their consultants to pay particular attention to lighting when reviewing plans. The enforcement of temporary signs and window decals were also discussed. Building Inspector Mee says he addresses these issues when time allows. Building Inspector Mee also reported that the Medway Café is allowed to replace their awning fabric. Town Counsel has advised that there is case law to support the decision. Chairman Buckley said this is unfortunate considering the new material mimics the design of the corporate logo. He said he thinks there needs to be further discussion on how a building should be treated when the design of the building and colors are the sign.

**Board of Selectmen (BOS) Meeting – December 7, 2015:**

The DRC will attend the BOS meeting on December 7, 2015 to discuss the new Design Review Guidelines (DRG). The Committee will hold their regular meeting in the Town Administrator's office following the presentation to the BOS. Chairman Buckley will draft a memo for inclusion on the Board of Selectmen's packet. Tom will revise the PowerPoint from the PEDB's Public Hearing for the meeting. The Committee hopes to make a similar presentation to the ZBA soon. The Committee reviewed and discussed the next steps for the roll-out of the new DRG (see attached). They also discussed whether it would be beneficial for the Sign Bylaw Review Task Force to hold a couple informational sessions for the public.

**Action Items:**

- Julie will draft the LOR for Damon Financial.
- Susy will send LOR template to Julie and Rachel.
- Julie will draft the list of recommendations for the website and send to Rich Boucher.
- Matt will draft memo on new DRG for BOS board packet.
- Susy will send a memo with the updates to the Sign Bylaws.
- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.

**Adjournment:**

With no further business before this committee, a motion was made by Julie Fallon, seconded by Chairman Buckley to adjourn at 9:46 p.m.

Respectfully Submitted,

Michelle Reed

## DRC Sign Design Review
## Planning and Economic Development Office Comments
## October 20, 2015

**Business Name:** Damon Financial

**Sign Location Address:** 45 Milford Street

## Proposed Signs:

1. Wall Sign positioned above doorway facing Milford street

| | **Proposed** | **Allowed by Bylaw** |
|---|---|---|
| **Sign Surface Area** | 15" x 95" = 10 sq. ft. | 14 sq. ft. (based on 14 linear feet of storefront frontage) |
| **Sign Height** | NA | NA |
| **Illumination** | External | External |

2. Panel in free-standing development sign

| | **Proposed** | **Allowed by Bylaw** |
|---|---|---|
| **Sign Surface Area** | 52 " x 6" = 2 sq. ft. per side x 2 = 4 sq. ft. | Total of 40 sq. ft. for both sides |
| **Sign Height** | NA | NA |
| **Illumination** | External | External |

## Comments:

**1.** The wall and free-standing development sign panel insert comply with the Master Sign Plan for 45 Place.

**2.** The signs were installed this summer without securing sign permits. Mr. Damon states that the landlord, Mark Smith, told him he could go ahead and install the wall sign. Mark informed me that he had told Mike Damon he could reuse the prior tenant's sign panel. Also, the applicant indicates that the landlord purchased and installed the insert panel for Damon Financial for the free-standing development sign.

**3.** The business has also installed window decal signage which may exceed the 4 sq. ft. maximum allowed per the zoning bylaw.

October 21, 2015

Medway Design Review Committee (DRC)

# *Application for Sign Design Review*

***Medway Location/Address*** *where the sign will be installed:* 45 Milford st, Ste 3
*What is the interior width of the storefront?* 170" (14 linear feet)

***Building/Development Name:*** *(if applicable)*: 45 Place

***Medway Zoning District:*** AR II

***Applicable Sign Standard Table*** *(from Medway Zoning Bylaw)* **Table #** 9 - Commercial V district

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

Business Name: Damon Financial, LLC

Mailing Address: 45 Milford St, Ste 3
Medway, MA 02053

Contact person: Michael Damon

Phone: 508-321-2101 Cell Phone

Email address: mike@damonfinancial.com

***Type of Proposed Sign*** – 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 | 15"x95" | 10 ft | ~9' | external |
| Free-standing Individual Business Sign | | N/A | | ~~N/A~~ | |
| Free-standing Multi-Tenant Development Sign | 1 | 52"wx 6" Panel | 2 sq ft per side x2 = 4 ft | ~3' | landlord put this in external |
| Awning Sign | | | | | |
| Projecting Sign | | | | | |
| Directory Sign | | | | | |

***Attach the following items to this form. pdf format is requested for application form and 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. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

✓ 2. For a wall sign, a scaled image showing the sign's position on the building.

N/A 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 X 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?***
X 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?***
X Yes ____ No ____ Don't Know

***Does your lease require the property owner's approval of your sign?***
X Yes ____ No ____ Not applicable

***Sign Designer/Fabricator/Installer Information***

Company Name: Signs Plus
Mailing Address: 89 S. Main St., Milford, MA 01757
Contact person: Karen Muller, Owner
Phone: (508) 478-5077 Cell Phone: _____
Email address: Karen@signs-plus.net

***Property Owner Information***

Company Name: PMAM Group, LLC
Mailing Address: 45 Milford St.
Contact person: Mark Smith
Phone: _____ Cell Phone: (508) 889-5431
Email address: _____

**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<br>c/o Medway Planning office<br>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**
**Medway's *Sign Design Guidelines* before developing a sign design.**
http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines
**Sign designs should be developed in accordance with the *Sign Design Guidelines*.**

***Date Application Received by Medway Planning office:*** 10-16-2015

***Reviewed by Medway Planning Coordinator:*** 10-20-15 ***DRC Meeting Date:*** 11-2-15

# Proposed Layout

FABRICATE AND INSTALL ONE, 15"X95" SINGLE FACED SIGNFOAM PANEL APPLIED OVER EXISTING "45" PANEL.

CARVED LOGO, 23K GOLD LEAF - TEXT - SURFACE GILD BEVELED BORDER AND "FINANCIAL, LLC" TEXT

BLACK SMALT BACKGROUND

**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.

45
PLACE
SHEAR MAGIC & CO.
DAMON FINANCIAL LLC

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 2/1/16**

Meeting Minutes: December 21, 2015
Town Administrator's Conference Room, Town Hall

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 8:02 p.m. No appointments.

**Attendees:**

| | 9/14/15 | 10/5/15 | 10/19/15 | 10/26/15 | 11/30/15 | 12/7/15 | 12/21/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | X |
| Julie Fallon | X | X | X | X | X | X | X |
| Tom Gay | | X | | | X | X | X |
| Mary Weafer | X | | X | X | X | | X |
| Rachel Walsh | X | X | X | X | | | X |
| Lisa Graves | X | | X | X | X | X | |

Planning & Economic Development Coordinator Susy Affleck-Childs and Dan Hooper also attended.

**The DRC attended the Board of Selectman's Meeting from 7:00pm – 7:55pm.**
Chairman Buckley and Tom presented the final Design Review Guidelines in a slide show presentation to the Board of Selectman (BOS).

**Sign Design Review – Freestanding Sign for Tri Valley Commons, 72 Main Street**
DRC reviewed the signage with revisions. The sign is now in compliance. The size of the sign has been reduced. The #72 has been moved to the top center. LOR has already been done. Changes to be made to the letter by Chairman Buckley.

**Notes**
A motion was approved by the DRC: Regarding an application for signage, when the applicant has made the recommended changes by the DRC, the chair and vice-chair can review and come to an agreed conclusion on final signage outside of a DRC meeting if needed

**Minutes:**

**No minutes were reviewed.**

**Medway Bylaw Revisions discussion:**

- Susy has made recommended revisions
- Section 2.15 (a) , remove Medway Business Council as the 3 non-voting members
- How do DRC members come to be, an Associate member should have a trial period on both parties to see if it's a good fit
- Responsibilities of the DRC, Move #5 up to #2 or #3
- Municipal signs /designs should come before the DRC, in the past they have not
- Planning board to review the bylaws
- DRC to work with BOS on new electronic signage requested by BOS. Information displayed on electric signage, should be appropriate to town matters. What is the best location?
- How do we, the DRC , allow the electric sign in town, as the only one in town.
- Discuss electronic signage at next meeting; bring examples both good and bad. Keep it less distracting

**Budget for DRC in 2016**

DRC would like a new laptop, current one is 5 years old

Julie, who works on the current Mac as a tool for applicants on design recommendations, would like to still use a Mac.

**Action Items:**

- DRC members to bring electronic signs, and/or email to Julie.
- Susy to update the Medway DRC Bylaws
- Julie to contact Rich Boucher about replacing laptop
- DRC to review revised plans of Salmon/Willows project . Changes have been made, mostly technical regarding storm water drainage issues.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Julie to adjourn at 9:30 p.m.

Respectfully Submitted,

Mary Weafer

Town of Medway

**DESIGN REVIEW COMMITTEE**
155 Village Street, Medway MA 02053
**(508) 533-3264 ● FAX: (508) 321-4988**

*Matthew Buckley, Chair*
*Julie Fallon, Vice-Chair*
*Tom Gay, Member*
*Rachel Walsh, Member*
*Mary Weafer, Member*
*Lisa Graves, Member*

**Approved: 2/1/16**

Meeting Minutes: December 7, 2015
Medway Library, Cole Room

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 7:04 p.m.

**Attendees:**

| | 9/14/15 | 10/5/15 | 10/19/15 | 10/26/15 | 11/30/15 | 12/7/15 | 12/21/15 |
|---|---|---|---|---|---|---|---|
| Matthew Buckley | X | X | X | X | X | X | |
| Julie Fallon | X | X | X | X | X | X | |
| Tom Gay | | X | | | X | X | |
| Mary Weafer | X | | X | X | X | | |
| Rachel Walsh | X | X | X | X | | | |
| Lisa Graves | X | | X | X | X | X | |

Planning & Economic Development Coordinator Susy Affleck-Childs also attended.

**Sign Design Review – Wall Sign #2 for Direct Tire:**

Direct Tire President & CEO Barry Steinberg and General Manager Bob Lane attended the meeting to discuss a second wall sign for Direct Tire. The applicant previously attended the September 14, 2015 DRC meeting to discuss the wall sign that faces Route 109. The second wall sign will be added to the east side of the building, which will be visible to westbound traffic. The second wall sign is identical to the first wall sign that was already approved (see attached). The Committee had no comments. Julie will do the LOR. Mr. Steinberg said he is not planning to add a second wall sign at the main entry at this point.

Mr. Steinberg did not plan to discuss the freestanding monument sign but the Committee encouraged him to follow-up with the property owner to discuss the sign panel design. The Committee said as proposed the panels are too crowded and need more negative space to be effective. The Committee recommended reducing the size of words on both panels of the

freestanding sign. Mr. Steinberg agreed that the font is too large and that the logo should only take up about 70% of the space.

Mr. Steinberg added that he would like to remove the mail drop on the east side of the building and add a second window to mimic the design on the front of the building. The Committee agreed that this makes sense. Tom will follow-up with PEDB at their meeting tomorrow night on this issue.

**Minutes:**

**Chairman Buckley moved that the Committee approve the October 5, 2015 meeting minutes as revised; Julie second; No discussion; Vote 3-0-1 (Lisa abstained).**

**Sign Design Review – Freestanding Sign for Tri Valley Commons:**

Dave Glispin from Sunshine Sign Co. and Pat Finn from Landry Architects attended the meeting on behalf of the applicant. Mr. Glispin said he has worked with Mr. Landry on several projects. The Committee has previously approved the design of the freestanding monument sign but has not approved the sign panels. Mr. Finn said the sign is narrow and he does not think they will be able to roof the small peak at the top of sign as proposed. He wanted to know if the Committee is agreeable to using a cap flashing instead and removing the 6"peak. Mr. Glispin showed the Committee a photo of a similar sign they did for a project in Hopkinton (see attached). Chairman Buckley said he doesn't think this will be an issue. The Committee will provide a letter to the PEDB on this issue.

The Committee also discussed the layouts of the sign panels. The Committee thinks the panels are cluttered and need more negative space. Chairman Buckley said they spoke with Mr. Steinberg about this and he was agreeable to reducing the size of the logo within the panel. Julie drafted a sample using more negative space and showed the group. The group also agreed that Route 109 can be removed from the header panel. The Committee recommended using a different font for Tri-Valley Commons. They said it should be legible but could reflect the architecture of the buildings. The group also discussed adding a medallion with the street number to the top of the sign similar to the Unibank sign in Hopkinton. The height of the freestanding sign has been approved so the applicant needs to make sure the medallion does not increase the height. Mr. Finn said they plan to use ground lighting. Chairman Buckley said the applicants do not need to come back to the DRC but they should update the application with the changes that were discussed and resubmit it. The Committee would also like to see the revised sign panel layouts. The Committee can discuss the layouts at the next DRC meeting and then write an LOR. Mr. Glispin said he would

revise the design and resubmit the application. The application should include materials and lighting.

In addition, Mr. Glispin said he would be happy to attend a future meeting to discuss signs and sign designs. He also offered to have the group tour his facility. Chairman Buckley asked Ms. Affleck-Childs to follow-up with Mr. Glispin on this matter. This may be a good opportunity for the Sign Bylaw Review Task Force.

**Medway Café Awning:**

The Committee reviewed and discussed the email communication between Jack Mee and Town Counsel on the Medway Café awning (see attached). Town Counsel's opinion is that based on case law the applicant can replace the awning fabric as proposed. The Committee reviewed a photo of the applicant's proposed design. Ms. Affleck-Childs reported that Mr. Morrissey called her last week and said that he wanted to move ahead with the awning replacement as proposed. Mr. Morrissey's design does not incorporate any of the DRC's recommendations. Ms. Affleck-Childs asked the Committee to draft an LOR and include the recommendations that they made to the applicant at the August 3, 2015 DRC meeting. Ms. Affleck-Childs said this would be different if Mr. Morrissey was installing a new awning instead of just replacing the fabric. Chairman Buckley agreed that it is not worth pursuing this matter further but that he disagreed that the applicant is repurposing an existing sign as the new fabric includes the applicant's new logo.

The Committee discussed the LOR and the recommendations that they made at the August 3, 2015 meeting, including isolating the graphic on a neutral background by joining several cream stripes so that it is more legible. Julie will draft the LOR using the recommendations from the August 3, 2015 DRC meeting. Ms. Affleck-Childs said the Sign Bylaw Review Task Force will discuss moving signage from the Medway General Bylaws to the Zoning Bylaws, which would allow the inclusion of a sunset clause.

**Medway Bylaw Revisions:**

The Committee reviewed the current Medway General Bylaws section 2.15 (see attached). This section creates the DRC and describes its responsibilities. The Committee discussed the following items:

- Increasing the number of members from 5 to 7.
- Replacing Planning Board with Planning & Economic Development Board
- Adding a mission statement. This would likely be a new section (b).

- Revising the language in section (c) relative to the Medway Business Council. The Committee discussed the challenges of having a member of the MBC on the Committee and whether it could be a small business owner doing business in Medway. This section needs to be further discussed. The Committee agreed that a member of the MBC should not be required and that if they do participate they should have a design background.
- Discussed adding a process for vetting new members.
- In section (d)(1) add boards, committee and departments. Should be more specific with examples such as ZBA.
- In section (d)(3) add Medway Design Review Guidelines
- Expand on section (d)(5). Include that DRC members should make themselves available to help promote design. This should be linked to the Master Plan.

The Committee brainstormed words and phrases to describe the mission of the DRC. The following was mentioned:

- Service
- Create philosophy of what the design of Town should be
- Preserve aesthetics of the Town
- Improve what is here
- Advocate

The Committee reviewed the last paragraph on page 12 of DRG. Ms. Affleck-Childs will incorporate the changes that were discussed and draft a mission statement for the Committee's review.

**Schedule:**

The next DRC meeting will be on December 21, 2015 at the Town Hall. The Committee will meet with the BOS and then hold their regular meeting in the Town Administrator's conference room. The Committee discussed the schedule for presenting to other boards including the ZBA, Economic Development, Medway Business Council, and Historical Council.

**Updates:**

Ms. Affleck-Childs reported that The Willows ARCPUD asked the PEDB to continue the Public Hearing. It will either be held on December 29, 2015 or January 6, 2015. The Committee discussed new additions to the site, including drainage on the eastern side of the site and the addition of a retaining wall near the Charles River behind the main building. The Committee said buffering in these areas need to be considered. Ms. Affleck-Childs said the

updated set of plans should be received by the end of the week and she will forward to Committee for their review. The Committee can then decide if the applicant needs to attend the December 21, 2015 DRC meeting to discuss the changes.

**Action Items:**

- Julie will draft the LOR for wall sign #2 for Direct Tire.
- Julie will draft the LOR for the Medway Café awning.
- Julie will draft the list of recommendations for the website and send to Rich Boucher.
- Matt will draft cover letter on new DRG for December 21, 2015 BOS board packet.
- Ms. Affleck-Childs will forward updates set of plans for the Willows ARCPUD.
- Ms. Affleck-Childs will update General Bylaws and mission statement for the Committee's review.
- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.

**Adjournment:**

With no further business before this committee, a motion was made by Julie Fallon, seconded by Chairman Buckley to adjourn at 9:17 p.m.

Respectfully Submitted,

Michelle Reed

## DRC Sign Design Review – Direct Tire

Planning and Economic Development Office Comments
12-2-15

**Business Name:** Direct Tire

**Sign Location Address:** 72 Main Street/part of Tri Valley Commons

**Proposed Signs:**

1. Channel Letter Wall Sign – EAST FAÇADE. This is a second wall sign for Direct Tire

| | Proposed | Allowed by Bylaw |
|---|---|---|
| **Sign Surface Area** | 13' wide by 45" tall = 48.75 sq. ft. | 2 wall signs are allowed for a free-standing with sign surface area up to 2x what is normally allowed. |
| **Sign Height** | NA | NA |
| **Illumination** | Internally illuminated channel letters | Internal or external |

**Comments:**

1. New business in Medway going in at Tri Valley Commons. See Direct Tire web site for more info about the business. www.**directtire**.com/
2. Type, size, and lighting of sign comply with the Zoning Bylaw.
3. NOTE – The blue background color of the siding as shown on the sign design is not an accurate representation of the actual blue/gray color of the siding.

**Medway Design Review Committee (DRC)**

# *Application for Sign Design Review*

***Medway Location/Address*** *where the sign will be installed:* 72 Main Street
*What is the interior width of the storefront?* _____

***Building/Development Name:*** *(if applicable)*: Tri Valley Commons Shopping Center

***Medway Zoning District:*** _____

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

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

Business Name: Direct Tire and Auto Service

Mailing Address: 126 Galen Street
Watertown, Ma. 02472

Contact person: Barry Steinberg

Phone: 617 923 1800 Cell Phone 617 710 1000

Email address: barry@directtire.com

***Type of Proposed Sign*** – 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 | | 50 sq ft | | internal |
| Free-standing Individual Business Sign | | | | | |
| Free-standing Multi-Tenant Development Sign | | | | | |
| Awning Sign | | | | | |
| Projecting Sign | | | | | |
| Directory Sign | | | | | |

***Attach the following items to this form. pdf format is requested for application form and 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. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

_____ 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?***

__X__ 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)* __X__ No

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

____ Yes ____ No __X__ Don't Know

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

____ Yes __X__ No ____ Not applicable

***Sign Designer/Fabricator/Installer Information***

Company Name: Giordano Signs

Mailing Address: 8 Shire Drive Norfolk, Ma. 02093

Contact person: Kim Giordano

Phone: 508 243 1918 Cell Phone: _____

Email address: kgart1234@gmail.com

***Property Owner Information***

Company Name: Thurken Medway, LLC

Mailing Address: 100 Market St Suite 303, Portsmouth, NH 03801

Contact person: Richard Landry

Phone: 603 890 6414 Cell Phone: 857 472 3827

Email address: rl@landryarchitects.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

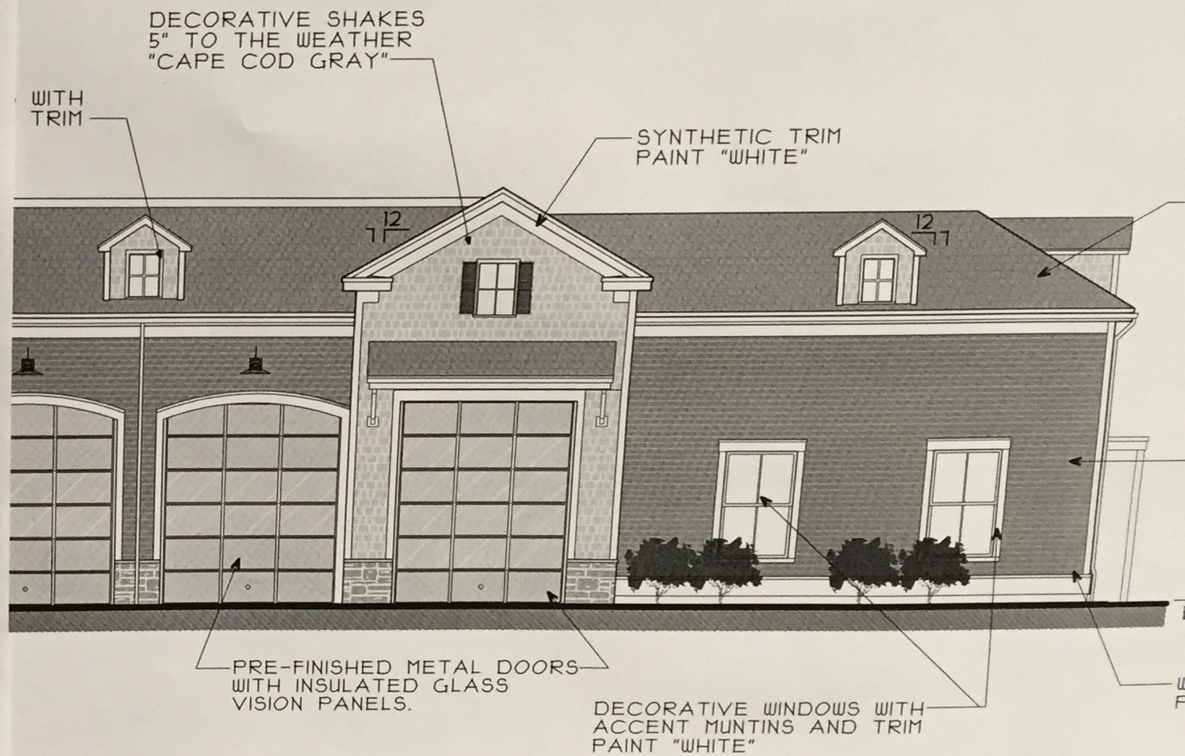
**Applicants and sign designers should read Medway's *Sign Design Guidelines* before developing a sign design.**
http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines
**Sign designs should be developed in accordance with the *Sign Design Guidelines*.**

***Date Application Received by Medway Planning office:*** _____

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

**EXTERIOR WALL SIGN** RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0"



**DRC Sign Design Review**
**Planning and Economic Development Office Comments**
December 4, 2015

**Business Name:** Tri Valley Commons

**Sign Location Address:** 72 Main Street

**Proposed Sign:** Two sided, free-standing, multi-tenant development sign with 2 tenant sign panels for Advance Auto and Direct Tire.

| | **Proposed** | **Allowed by Bylaw** |
|---|---|---|
| **Sign Surface Area** | 44 sq. ft. (22 sq. ft. per side) | 60 sq. ft. (30 sq. ft. per side) |
| **Sign Height** | 7.33 feet | 8 feet |
| **Illumination** | External | External |

**Comments:**

1. Proposed sign is compliant for height, sign surface area and lighting
2. It appears there is room for a tenant sign panel (16" tall by 72" wide = 8 sq. ft. per side) for the remaining tenant in the easterly building and still comply with the sign bylaw size limitations.
3. Per the special permit, the stone base of the sign should match the fieldstone used on the buildings.
4. The DRC reviewed the inset panel sign for Advance Auto in July. At that time, it showed yellow lettering for the business name on a bright red background and the black/white checkered flag logo. I have attached that letter for you. The Advance Auto inset panel shown here is different with red lettering on a white background with the black/white checkered flag logo.
5. The documentation provided by the applicant includes photos of a comparable sign in another community (Hopkinton??) on which this sign is modeled.

**Medway Design Review Committee (DRC)**

# *Application for Sign Design Review*

***Medway Location/Address*** *where the sign will be installed:* 72 Main St. Route 109

*What is the interior width of the storefront?* _____

***Building/Development Name:*** *(if applicable)*: Tri-Valley Commons

***Medway Zoning District:*** C-1

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

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

Business Name: Direct Tire / Advanced Auto Parts

Mailing Address: 72 B&C Main Street, Medway MA

Contact person: Richard Landry

Phone: 857-472-3827 Cell Phone _____

Email address: rl@landryarchitects.com

***Type of Proposed Sign*** – 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 | | | | | |
| Free-standing Individual Business Sign | | | | | |
| Free-standing Multi-Tenant Development Sign | 1 | 44"H x 73"W | 22.7 SF per side | 8'H | external |
| Awning Sign | | | | | |
| Projecting Sign | | | | | |
| Directory Sign | | | | | |

***Attach the following items to this form. pdf format is requested for application form and 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. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*

✓ 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: Sunshine Sign Co. Inc
Mailing Address: 121 Westborough Road, North Grafton, MA 01536
Contact person: David Gispin
Phone: 508-941-5588 Cell Phone: 508-887-3587
Email address: daveg@sunshinesign.com

***Property Owner Information***

Company Name: Thurken Medway LLC
Mailing Address: PO Box 857 New Castle, NH 03854
Contact person: Richard Landry
Phone: 857-472-3827 Cell Phone: ____
Email address: rl@landryarchitects.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<br>c/o Medway Planning office<br>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**
**Medway's *Sign Design Guidelines* before developing a sign design.**
http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines

**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:*** ____

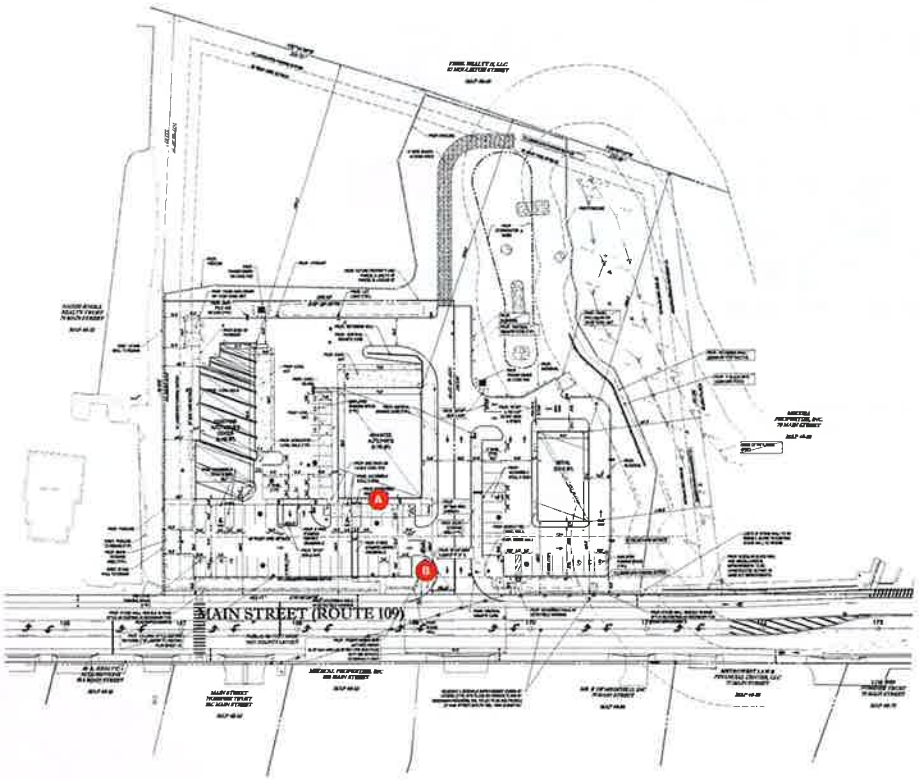
UniBank
NOW OPEN
85
UniBank

NOW OPEN
85
UniBank
STARBUCKS

Advance Auto Parts

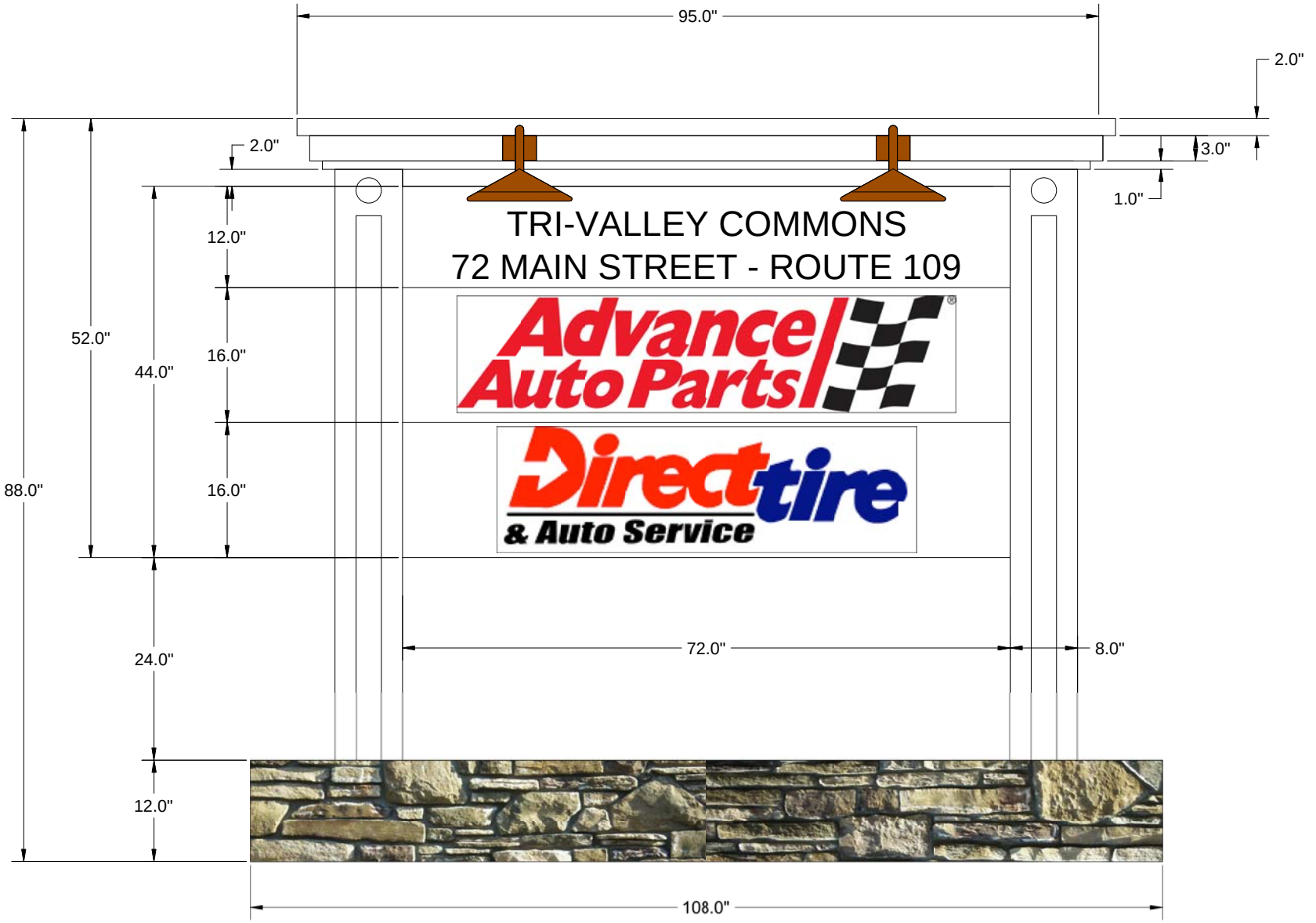
# SITE PLAN / SIGNAGE LOCATIONS

*Size and placement of signage is approximate.*




Scale: 1" = 80'

SES




0 12" 24" 48"

SCALE

# Tri-Valley Commons Pylon

12/3/2015

Town of Medway
**DESIGN REVIEW COMMITTEE**
155 Village Street
Medway MA 02053
508-533-3291
drc@townofmedway.org

July 30, 2015

Mr. Bret Skirvin
SES – Site Enhancement Services
6001 Nimtz Parkway
South Bend, IN 46628

Re: Sign Design Recommendation for Advance Auto Parts, 72 Main ST, Medway, MA

Dear Mr. Skirvin,

Thank you for submitting the proposed signage for the new Advance Auto Parts store to the Medway Design Review Committee (DRC) for review. We understand the sign will be constructed by Atlas Sign Industry of West Palm Beach, FL but will be installed by a local sign company.

Pursuant to the Medway Zoning Bylaw, SECTION 7.2 Sign Regulations, this letter serves as the DRC's recommendation regarding the proposed signs for Advance Auto Parts for its location in the new Tri Valley Commons development at 72 Main St, Medway, MA. Please be advised that this letter does NOT constitute approval of a sign permit. You must still secure the required sign permits from the Medway Building Department before the signs are installed.

On Monday, July 27th, the DRC met with SES representative Charlie Schalloil to review the proposed signage for Advance Auto Parts. We appreciated Mr. Schalloil traveling to Medway from Indiana for the meeting. You have proposed the following as represented on the sign designs submitted and attached.

**SIGN 1:** One internally illuminated channel-letter façade sign, which measures 27" high x 31' 8" long for a total of 71 square feet. The sign features simple red block letters which read "Advance Auto Parts" followed by the black & white checkered flag logo. The letters will be installed onto a raceway, attached to the building's south façade where the store's main entrance will be located. The raceway will be painted to match the tan building façade.

**SIGN 2:** A double-sided inset panel on the Tri Valley Commons ladder sign to be located along Route 109. The panel measures 2'3" x 6'8" per side for a total of 15 square feet per side. The panel is proposed as "Advance Auto Parts" in yellow font, on a red background, with the black & white checkered flag logo. You have indicated that the sign panel is to be externally illuminated. This lighting style was taken into account when discussing the color and design of your panel. Your application shows internal illumination. This LOR is in regards to an externally illuminated sign panel.

**Design Review Committee Members**

*Matthew Buckley, Member & Chairman*
*Julie Fallon, Member & Vice Chair*
*Tom Gay, Planning and Economic Development Board Representative*
*Lisa Graves, Member*
*Rachel Walsh, Member & Corresponding Secretary*
*Mary Weafer, Member*

The DRC offers the following comments/recommendations regarding the proposed signs for Advance Auto Parts:

- The font on the building sign is clear and visible.
- The raceway should be color-matched to the clapboard siding on the building.
- The ladder sign panel is proposed with the business name and logo taking up the maximum area within the 15 sq. ft. red background area. The sign name and logo should be reduced within the panel between 10-15% in order to create more breathing room and improve readability especially when there will be an adjoining panel with another logo.
- The background red color of the ladder sign panel for Advance Auto Parts should be the color-matched to the red channel letter sign for the building façade.

The DRC's comments do not pertain to the structure and design of the ladder sign itself.

You indicated that you would consider these suggestions and move ahead. You are welcome to return to a future DRC meeting for further conversation and ideas regarding the signage. Please contact the Medway Planning and Economic Development office at 508-533-3291 if you would like to schedule another appointment with the DRC.

The DRC's goal is to enhance the identification value of business signs in Medway. We seek to help Medway businesses and organizations develop their signs as long-term investments, designed for sound readability with appropriate graphics and materials in a manner that suits budgetary constraints and enhances our community's appearance and appeal.

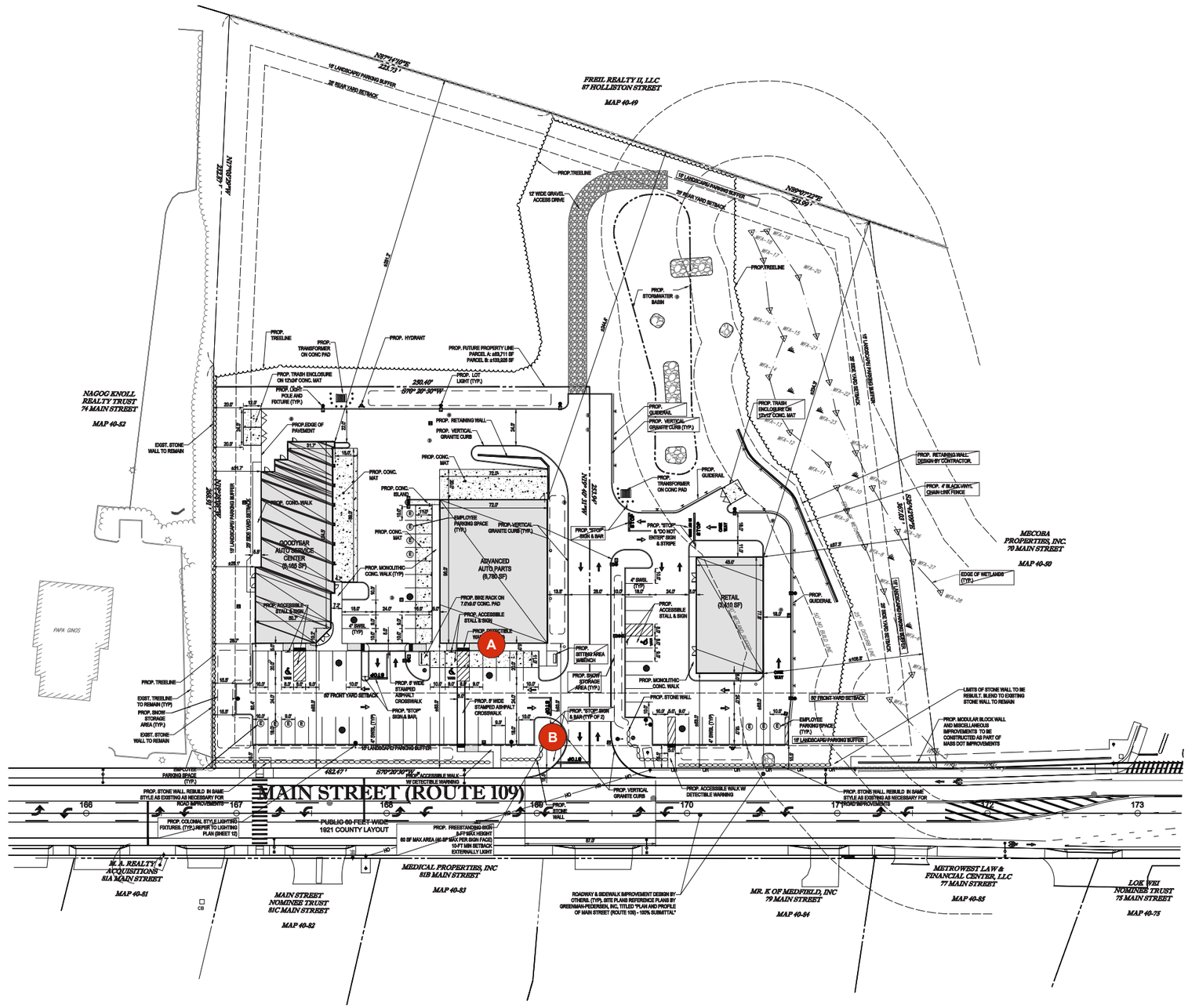
Thank you for your time. We wish Advance Auto Parts much success at its new location in Medway.

Sincerely,

Matthew Buckley
Chairman

cc: Jack Mee, Medway Building Commissioner

*Size and placement of signage is approximate.*

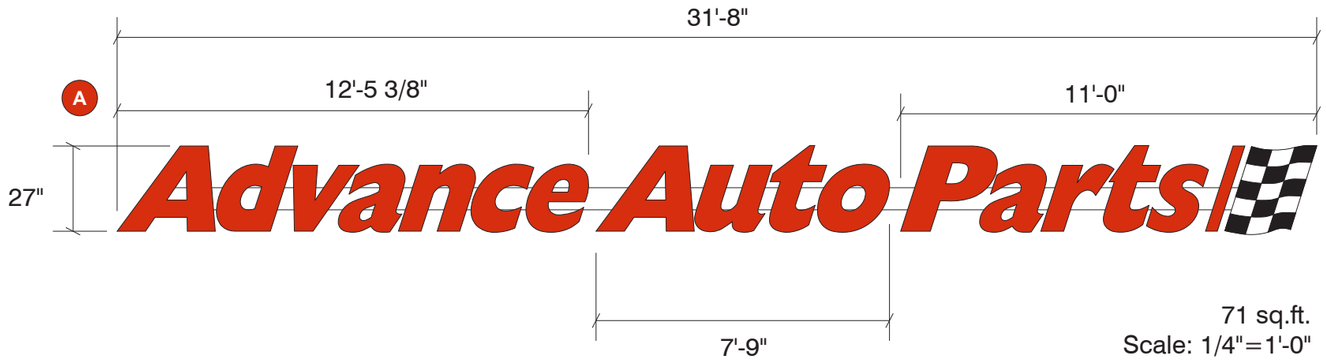



Scale: 1"=80'

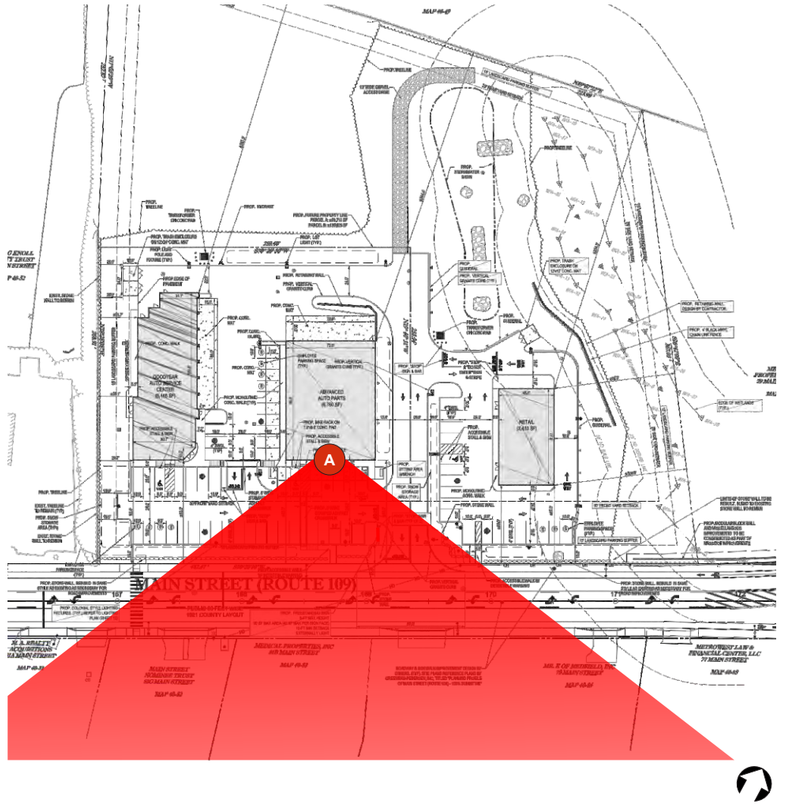
*Size and placement of signage is approximate.*

FRONT ELEVATION
Scale: NTS

*This elevation is prototypical and for representational usage only.*
*Architecture and dimensions are subject to change upon procurement of site specific elevations.*

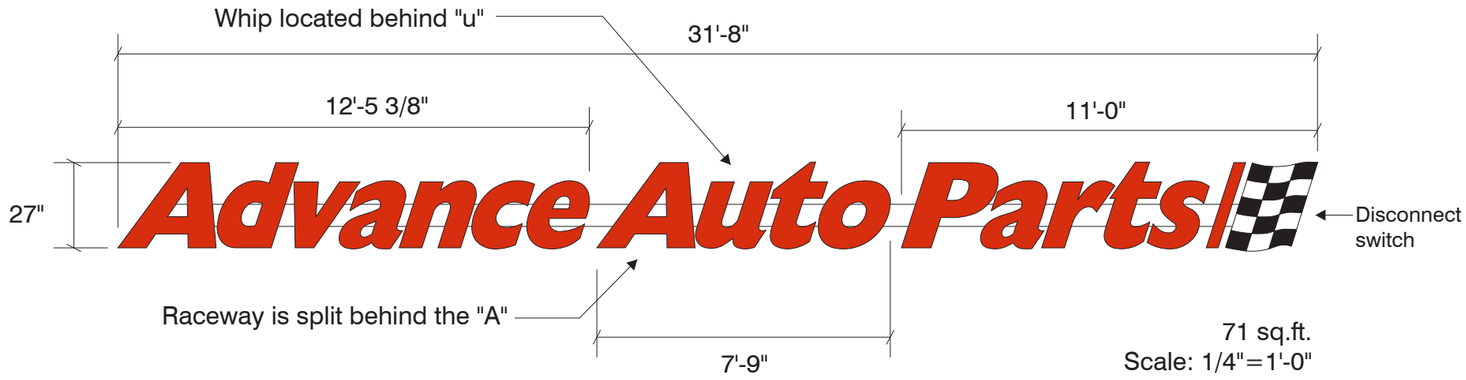


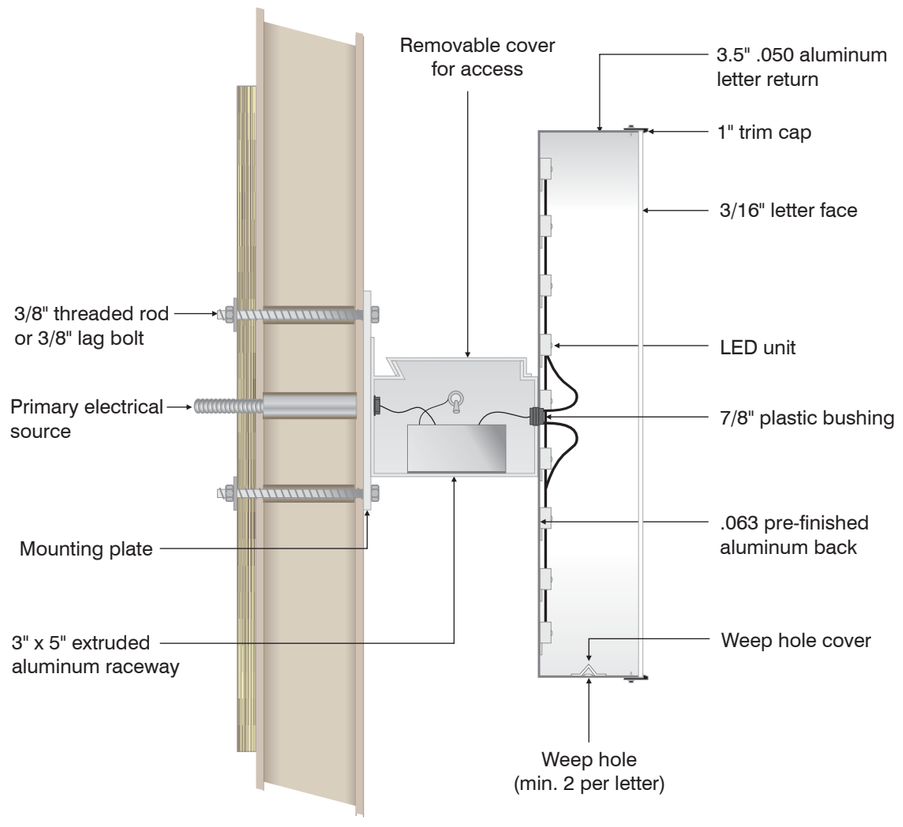

71 sq.ft.
Scale: 1/4"=1'-0"

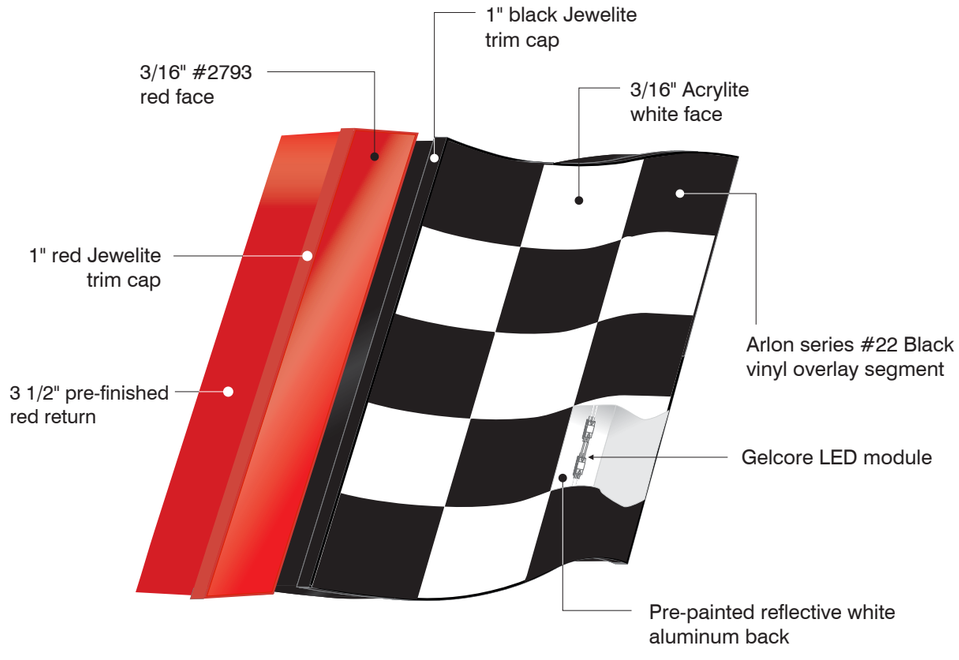


## A1 27" Red Channel Letterset

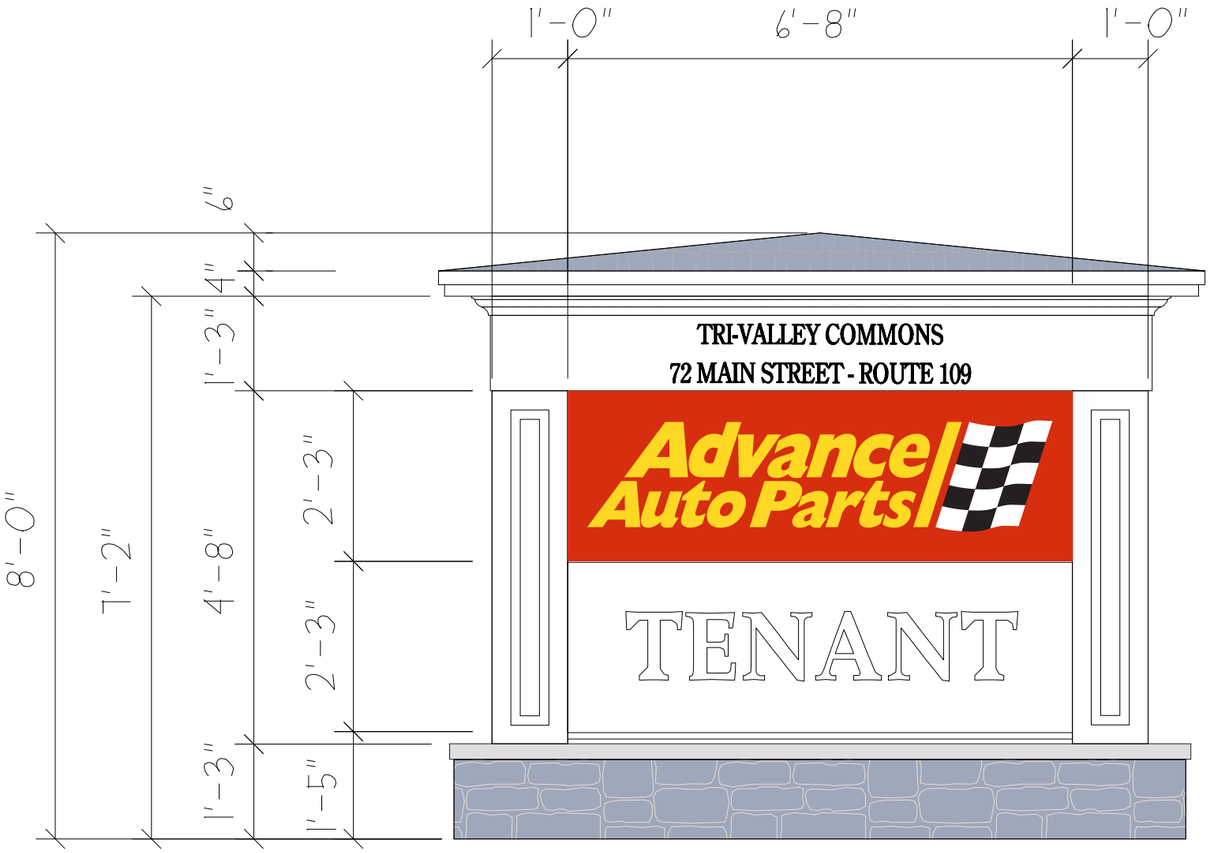
POWER SUPPLY: Gelcore model GECLPS3 or GECLPS4 (UL classified)
LED UNIT: Gelcore (5 per ft.)
DISCONNECT SWITCH: 20 amp toggle safety switch, single pole with rubber boot (UL approved)



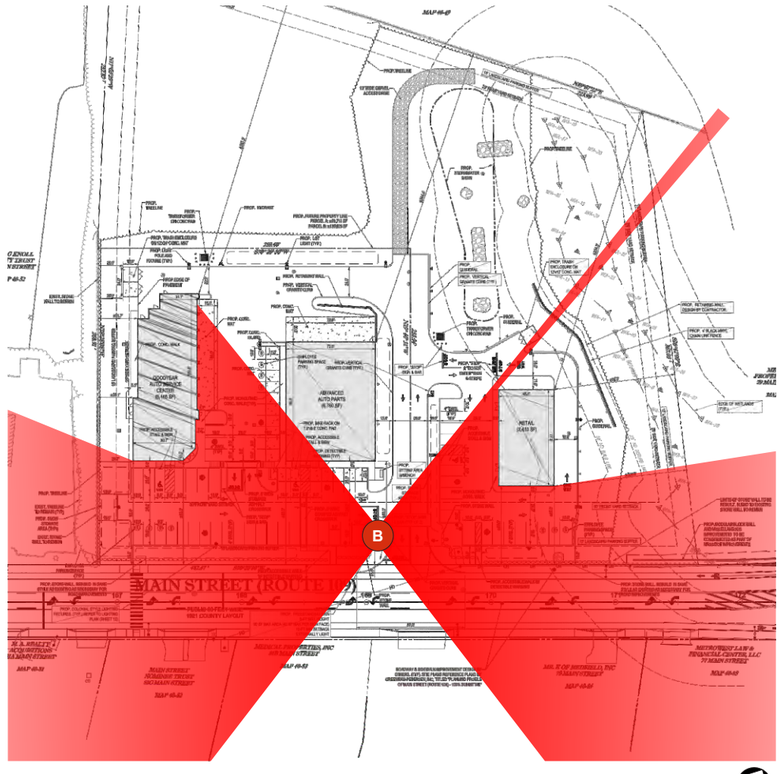




Sign components to be in strict compliance with all UL standards.




MULTI-TENANT PYLON
Scale: 1/2" = 1'-0"



## Susan Affleck-Childs

**From:** Jack Mee
**Sent:** Monday, December 07, 2015 3:36 PM
**To:** Susan Affleck-Childs
**Subject:** FW: Medway Cafe Awning Sign

Susy,

As you may recall I had reached out to Barbara Saint Andres from Petrini & Associates in regards to the application for Medway Café. An interesting part of her response is that she had sent this same opinion to my predecessor in 2010 for a sign matter at another location. In this opinion she states that lawfully existing pre-existing signs are accorded protection by G.L. c 40A, s6. The opinion cites the case of Barron Chevrolet, Inc. v. Danvers, 419 Mass. 404 (1995), which found that the replacement of panels on lawfully existing, nonconforming signs did not constitute a "change" of the sign and therefore was allowed by right under C.L. c. 40A, s6.

I have looked over the Town's records and have confirmed that the existing sign did receive a valid permit and thus I believe that if the owner chooses to replace the awning fabric, without increasing the size of the sign or changing the structure of it, that it is allowed under the Barron Case. Once the DRC has issued its recommendation letter I would be ready to issue the permit to replace this awning.

I hope that this information is helpful to the Committee during their review this evening.

Sincerely,

Jack Mee

---

**From:** Susan Affleck-Childs
**Sent:** Friday, December 04, 2015 1:21 PM
**To:** acdaddy16@aol.com
**Cc:** Jack Mee
**Subject:** RE: Medway Cafe Awning Sign

Hi Peter,

I spoke with DRC Chairman Matt Buckley. He is amenable to revising the agenda for the DRC's 12/7/15 meeting to include preparing a review letter on the proposed awning sign for Medway Café.

As you plan to use the same awning sign design you had previously presented back in July and discussed with the DRC and since there are no changes to that design, there is no need for you to attend Monday night's meeting.

Upon completion, the DRC's review letter will be emailed directly to you and to Building Commissioner Jack Mee. After that, your next step will be to apply for the sign permit through the Building Department. Normally, the sign company handles that.

Please don't hesitate to contact me if you have any questions.

Best regards,

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291
sachilds@townofmedway.org

Town of Medway – *A Massachusetts Green Community*

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**From:** acdaddy16@aol.com [mailto:acdaddy16@aol.com]
**Sent:** Friday, December 04, 2015 10:58 AM
**To:** Susan Affleck-Childs
**Subject:** Re: Medway Cafe Awning Sign

Hi Susan...yes the drawing you sent is the one I'm re-applying for . Thank you, Peter M.

-----Original Message-----
From: Susan Affleck-Childs <sachilds@townofmedway.org>
To: Peter Morrissey <acdaddy16@aol.com>
Cc: Jack Mee <jmee@townofmedway.org>
Sent: Fri, Dec 4, 2015 10:18 am
Subject: Medway Cafe Awning Sign

Hi Peter,

I am writing to follow-up on our phone conversation of earlier today during which you requested a meeting with the DRC on your awning sign for Medway Café.

Attached is the awning sign drawing you provided to us in July. I recollect you were considering modifying the coloring, size and arrangement of the Medway Café logo in the middle. Does this drawing represent the awning sign you still wish to use?

If the attached drawing is not what you want to do, I need you to email or drop off a new drawing showing the revised design.

Please let me know asap so I can determine next steps. Thanks.

Best regards,

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

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