



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

March 18, 2021

Ms. Kerri Caldwell  
Everglow Tanning  
67 Main St, Building C, Unit 105  
Medway, MA 02053

RE: DRC Sign Design Review  
Everglow Tanning  
67 Main St – Medway, MA

Dear Ms. Caldwell,

Thank you for submitting the proposed signage for Everglow Tanning to the Medway Design Review Committee (DRC) for review. The information was filed with the Town on February 25, 2021.

Pursuant to the Medway Zoning Bylaw, SECTION 7.2 Sign Regulations, this communication serves as the DRC's review letter regarding the proposed new wall façade sign and two sign panels in the existing free-standing multi-tenant development monument sign for 67 Main St, Medway. Please be advised that this letter does NOT constitute approval of a sign permit. You must still apply for and secure a sign permit from the Medway Building Department prior to sign installation. Do not install the signs before obtaining the required permit.

On Monday, March 15, 2021, the DRC met with you and Brian Bonina of Signarama-Walpole to review the proposed signage for Everglow Tanning. You have proposed the following as represented on the sign designs submitted (**See Attached**).

- Wall Façade Sign 16"x105" (11.63SF). This sign is to be comprised of white, internally illuminated channel letters and is replacing an existing sign from the previous tenant.
- Free-standing multi-tenant development monument sign panel is 6.75"x47" (1.44 SF) per side; black lettering on a white background.

The DRC offers the following comments/recommendations regarding the proposed sign:

- The DRC recommends the EVERGLOW lettering on the wall sign be matched more closely to the font used in the applicant's company logo.
- The DRC recommends that any ghosting remaining from the previous sign be painted over or cleaned before the new sign is installed.

**Design Review Committee Members**

*Matthew Buckley, Member & Chair*  
*Jessica Chabot, Vice Chair*

*Dan Connolly, Member*  
*Tom Gay, Planning and Economic Development*  
*Board Representative*

*Alex Siekierski, Member*  
*Rachel Walsh, Member*

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 signage for Everglow Tanning. 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 Everglow Tanning much success in Medway. Thank you for choosing Medway to open your business.

Sincerely,

A handwritten signature in black ink, reading "Matthew J. Buckley". The signature is fluid and cursive, with the first name "Matthew" and last name "Buckley" clearly legible.

Matthew J. Buckley  
Chairman

cc: Jack Mee, Medway Building Commissioner  
Rindo Barese, Medway Building Department  
Ericka Robertson, Medway Building Department  
Kelly O'Brien, Medway Building Department  
Bryan Bonina, Signarama-Walpole  
Anthony Ludden, Charter Medway II, LLC

## Internally Illuminated LED Front-Lit Channel Letters Mounted to Raceway



White Acrylic Faces w/ Internal LED Lighting  
Raceway Lag-Bolted to Building Facade

## QTY 2- Pylon Panels for Double Sided Pylon Sign



Black Vinyl Text on Polycarb Sign Panels

**WALPOLE**  
**Signarama**  
The way to grow your business.

458 High Plain St. Intersection Rts 1 & 27  
Walpole, MA 02081  
508-660-1231  
signarama-walpole.com  
sales@signarama-walpole.com



- Proof colors may vary from monitors & actual sign materials.
- A pdf proof is not a correct representation of printer output color.
- Resolution & Color from files provided by customer are the customers responsibility.
- Hard Proofs can be printed to ensure color satisfaction at a cost to be determined.
- Additional design charges may apply if customer does not proceed with all or part of project

PROOF 1	PROOF 2	PROOF 3	PROOF 4	PROOF 5
FREE	FREE	\$20.00	\$25.00	\$30.00

*This proof is for conceptual use - actual sizes / colors / proportions may slightly vary.*

**CLIENT  
APPROVAL**

- Client signature ensures all spellings & specifications for signage are correct.
- All errors are your responsibility once final approval is received.
- Additional charges apply if you wish to make changes once artwork has been printed, fabricated and/or installed.

Customer: Everglow

Date:

Approved By:

THIS ORIGINAL DESIGN AND ALL INFORMATION CONTAINED HERE IN ARE THE PROPERTY OF SIGN A RAMA, AND SUBJECT TO RETURN. ANY UNAUTHORIZED USE IN FORBIDDEN.