



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street
Medway MA 02053
508-533-3291
drc@townofmedway.org

October 15, 2019

Pastor Don Rayman
Medway Community Church
11 Slocumb Place
Medway, MA 02053

RE: DRC Sign Design Review
Medway Community Church
Main St. & Slocumb Place Medway, MA

Dear Pastor Rayman,

Thank you for submitting the proposed signage additions for Medway Community Church to the Medway Design Review Committee (DRC) for review. The information was filed with the Town on September 19th, 2019. You have indicated the signs will be built and installed by Signs By Tomorrow of Newton, MA.

Pursuant to the Medway *Zoning Bylaw*, SECTION 7.2 Sign Regulations, this communication serves as the DRC's review letter regarding the proposed wayfinding signage for Medway Community Church at 196 Main ST and its offices and other buildings at 9 & 11 Slocumb Place. Please be advised that this letter does NOT constitute approval of a sign permit. Your sign company 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, October 9th, the DRC met with you to review the proposed directional signage for Medway Community Church

You have proposed the following as represented on the sign designs submitted (**See Attached**).

- (2) separate 2.5' H x 3' W, free-standing Parking and Offices Directional ladder signs are proposed. One is to be located near 9 Slocumb Place, and the other at 11 Slocumb Place. Each sign is comprised of the same format - a 3-panel ladder sign with two 4" wood posts covered by white vinyl sleeves. The signs measure 5' in height overall. The signage scheme features a white background throughout. Both top panels read "Medway Community Church" with the "MCC" logo at the left. This ties the designs of these new wayfinding signs to the existing MCC monument sign located on Main Street for a cohesive signage plan throughout the MCC properties. The remaining 2 panels on each sign feature directional information "PARKING" and "OFFICES" respectively, in all caps with bold arrows.

Design Review Committee Members

Matthew Buckley, Member & Chair
Rachel Walsh, Member & Vice Chair
Jessica Chabot, Member

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

Alex Siekierski, Member
Rachel Wolff Lander, Member

- (2) “DO NOT ENTER” signs are proposed at either side of the church driveway on Slocumb near Main Street to deter traffic from entering the parking lot at this location. The signs are 2’x2’ square on single 4” posts wrapped in white vinyl. The design features the classic red “do not enter” circular format on a white square background. The reverse side of the signs feature white panels with text related to the congregation.

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

- The layout and font chosen are legible and use the space well on the signs.
- Use care in the placement of the “DO NOT ENTER” signs. Be sure that they are installed parallel with Slocumb Place as to not confuse local traffic or deliveries to the Slocumb Place neighbors.
- The *Zoning Bylaw* requires the installation of landscaping at the base of all free standing signage, 3’ in all directions. Consider seasonal flowers such as chrysanthemums in the fall, or small shrubs.
- If lighting is desired in the future, you will need to secure an electrical permit from the Town. Please be sure to shield any ground mounted lighting from the oncoming traffic.

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 Medway Community Church. 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 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.

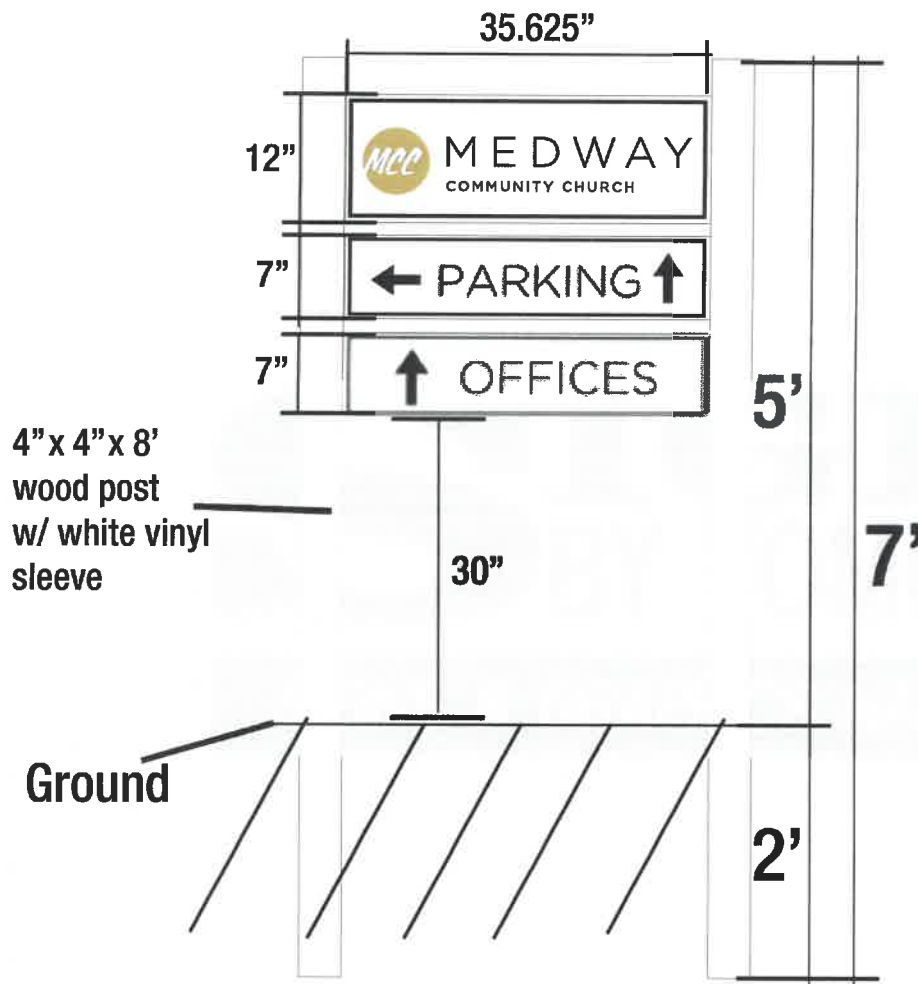
Thank you for your time.

Sincerely,



Matthew J. Buckley
Chairman

cc: Jack Mee, Medway Building Commissioner
Rindo Barese, Medway Building Department
Erika Robertson, Medway Building Department
Kelly O’Brien, Medway Building Department
Nick Papkyrikos, Signs by Tomorrow



Project Name: Medway Church

Date: 8/29/19

Height: x **Width:** x

Material: 1/2" PVC w/ Posts

Qty: x **Sides:** x

Laminate: x

Mounting:

- ☐ 2Sided Tape ☐ VHB Tape
☐ Grommets ☐ Holes

Corners: x

Drawn by: x

Notes: x

WAIVER OF LIABILITY TERMS

We allow up to three (3) Artwork Proofs (1 initial proof + 2 revisions).

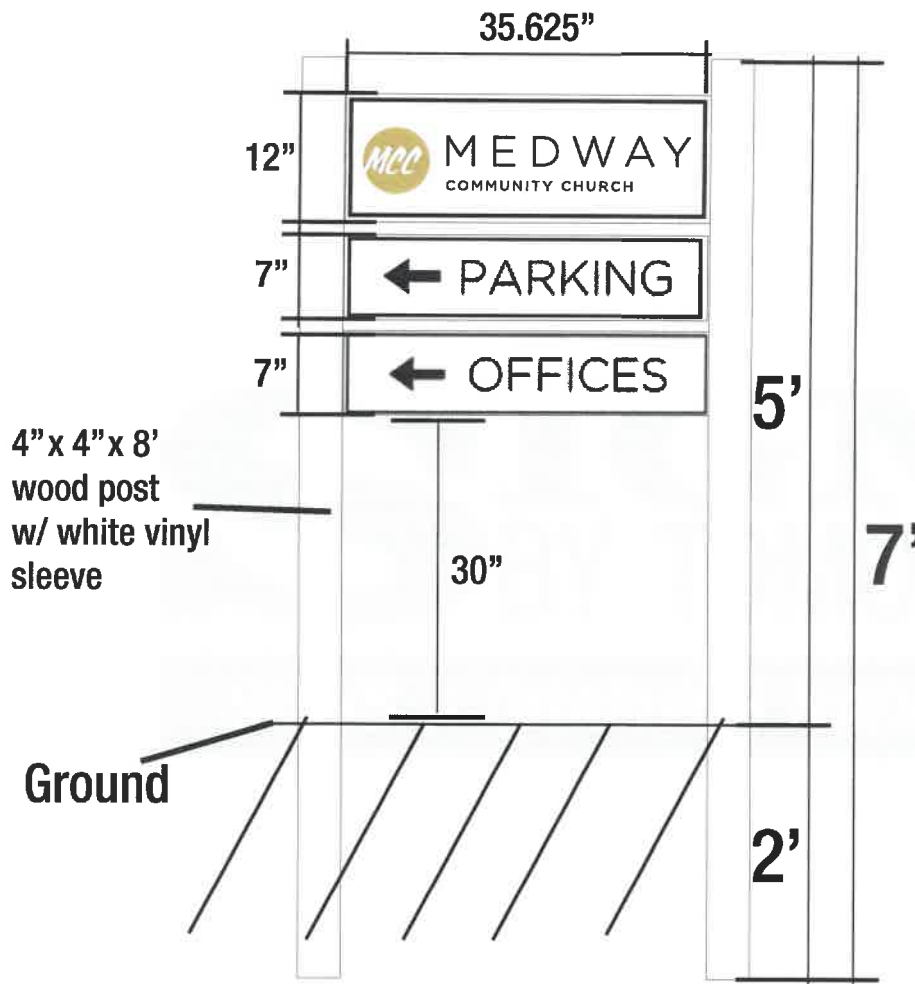
Redesigns or changes after three (3) proofs are subject to additional charge of \$26 per change. Revisions requested after production has begun are not included in the original estimate and will be added in the original estimate and will be added on a time and cost basis. Job completion and turn-around time are based upon timely review/approval of your proof.

Design Proof Approval (Please check one or reply via Email) ☐ Accept ☐ Change Requested ☐ Decline ☐ Comments/Changes Requested

Proof Approval Signature: _____

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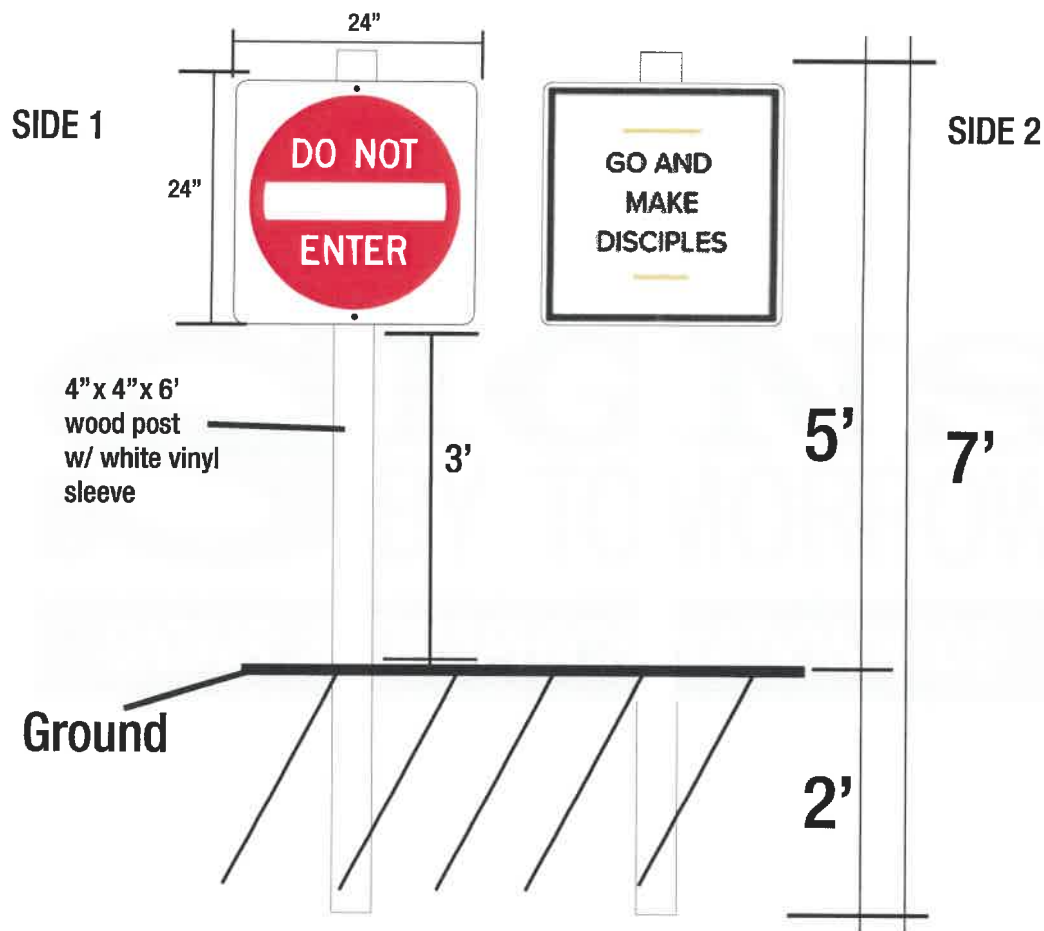
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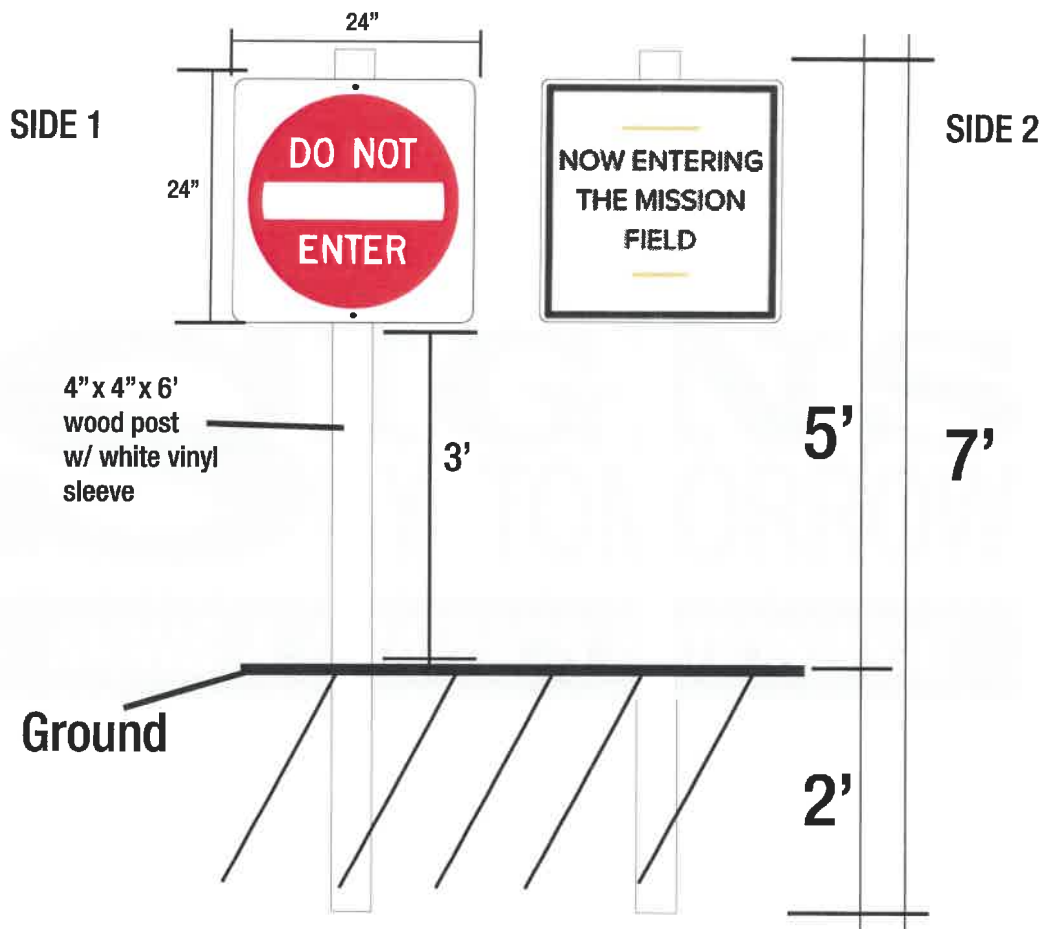
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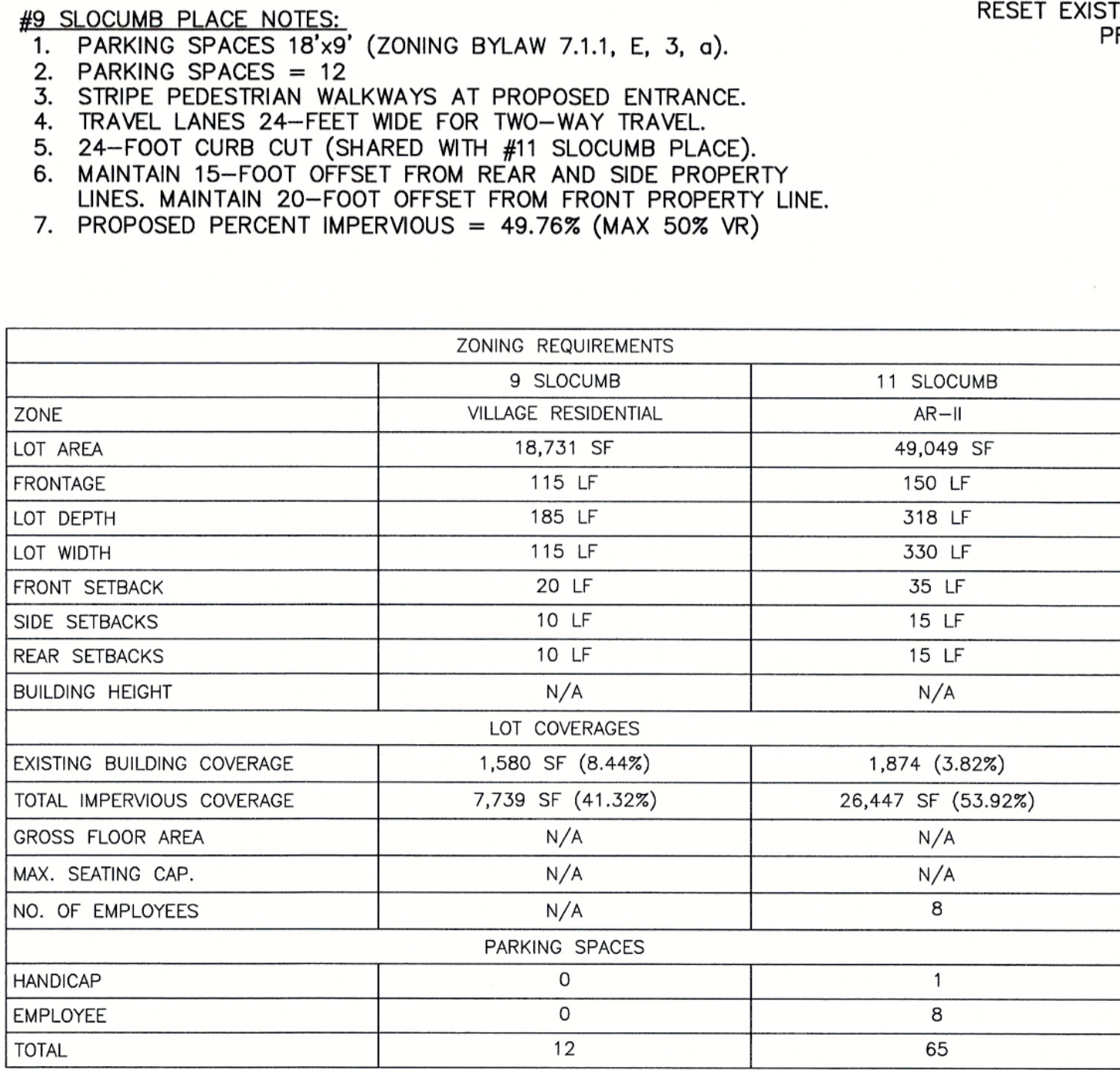
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SCALE: 1" = 20'

8-cc-8



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

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

C-2

MINOR SITE PLAN APPLICATION

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

PROPOSED CONDITIONS
NOT FOR CONSTRUCTION

PROPERTY ADDRESS:
9 & 11 SLOCUMB PLACE
MEDWAY, MA 02053
ASSESSORS MAP 47 LOTS 0799

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Checked By: SJA

Designed By

Drawn

NOTES

CLIENT

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LIMITED

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N/F
ALLAN E. BAIN, SR. AND GLORIA BAIN
BOOK 14309
PAGE 540

MEDWAY MAIN STREET (ROUTE 109)			
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	CMAQ/HSP/STP/TAP-002S(837)	160	295
PROJECT FILE NO.		605657	
LANDSCAPE PLANS			

PLANT LIST				
SYM.	QTY.	BOTANICAL NAME	COMMON NAME	COMMENTS
GT	2	GLEDITSIA TRIACANTHOS VAR. 'SKYLINE'	SKYLINE THORNLESS HONEYLOCUST	3 1/2" CALIPER, B&B, MATCHED SPECIMEN, CENTRAL LEADER, HEADED AT 6'
UA	5	ULMUS 'PATRIOT'	PATRIOT HYBRID ELM	3 1/2" CALIPER, B&B, MATCHED SPECIMEN, CENTRAL LEADER, HEADED AT 6'

PLANTING NOTES

1. CONTRACTOR SHALL HAVE ALL SUBSURFACE UTILITIES MARKED PRIOR TO THE START OF WORK.
2. FINAL LOCATION OF ALL PLANT MATERIAL WILL BE APPROVED BY THE RESIDENT ENGINEER PRIOR TO PLANTING.
3. ALL PLANT MATERIAL WILL HAVE TAGS INDICATING COMMON NAME, BOTANICAL NAME & SIZE.
4. ALL PLANTS WILL BE MULCHED PER THE PLANTING SPECIFICATIONS AND DETAILS. PLANTING DETAILS AND SPECIAL PROVISIONS.
5. ALL DISTURBED AREAS WILL BE LOAMED AND SEEDED UNLESS NOTED OTHERWISE.
6. SEE LANDSCAPE DETAIL SHEET FOR PLANTING AND SITE FURNISHING DETAILS.

