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## **TOWN OF MEDWAY** **COMMONWEALTH OF MASSACHUSETTS** **DESIGN REVIEW COMMITTEE**

October 12, 2022

Mr. Cam Alfonso  
Signs by Cam, Inc.  
837 Upper Union St., Suite C-18  
Franklin, MA 02038

RE: Proposed signage for Porthouse Tax Advisors  
166 Village Street  
Medway, MA 02053

Dear Mr. Alfonso,

Thank you for submitting the proposed signage for Porthouse Tax Advisors at 166 Village Street to the Medway Design Review Committee (DRC) for review. We understand you are acting on behalf of Dawn Porthouse, the owner of Porthouse Tax Advisors.

Pursuant to the Medway *Zoning Bylaw*, SECTION 7.2 Sign Regulations, this communication serves as the DRC's review letter regarding the proposed sign for Porthouse Tax Advisors. Please be advised that this letter does NOT constitute approval of a sign permit by the Town. You must still apply for and secure a sign permit from the Medway Building Department prior to sign installation. Do not install the sign before obtaining the required permit.

On October 3, 2022, the DRC met with you via Zoom to review the proposed panel for Porthouse Tax Advisors to be included on the free-standing pylon sign at 166 Village Street. As proposed, the sign is a two-sided panel sign measuring 22" x 44.75" for a total of 13.75 sq. ft. of sign surface area for both sides. The overall height of the sign structure is 72 inches. The sign is to be fabricated from urethane materials, white background with royal blue carved lettering. The sign includes the business name and a circular style logo with stylized letters TPA above. See attached proposed sign design.

At the meeting, the DRC suggested a redesign of the TPA monogram, since the initials are difficult to read given the limited space between them. The other option is to use an image in that space. Either of these options will draw more attention to the business name while eliminating confusion caused by the initials.

Additionally, it is noted that landscaping is required around the base of a free-standing sign for at least 3 feet in all directions. Please submit a landscape design for the area surrounding the sign.

We are pleased to offer any additional input as may be needed. Please do not hesitate to contact the Medway Planning and Economic Development office at 508-533-3291 if you would like to schedule another appointment with the DRC to discuss any other signage matters.

We wish Porthouse Tax Advisors much success at its new Medway location.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew J. Buckley". The signature is fluid and cursive, with the first name "Matthew" and last name "Buckley" clearly distinguishable.

Matthew J. Buckley  
Chair

cc: Rindo Barese, Medway Building Department  
Ericka Robertson, Medway Building Department  
Kelly O'Brien, Medway Building Department  
Richard Brodsky, Property Owner  
Dawn Porthouse, Business Owner



**\*CARVED URETHANE SIGN-DOUBLE SIDED**



*Signs By Cam*  
Inc.

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**Cam Afonso**

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**X**

**JOB INFORMATION**

JOB TITLE:

CONTACT:

PHONE:

FAX:

JOB DESCRIPTION:

SQUARE FOOTAGE: =

**SIGN MATERIAL SPECS**

BANNER: ☐ COROPLAST: ☐ WOOD: ☐

ACRYLIC: ☐ MAGNETIC: ☐ URETHANE: ☐

PVC: ☐ ALUMINUM: ☐ NUEDGE: ☐

SINGLE SIDED: ☐ DOUBLE SIDED: ☐

OTHER: \_\_\_\_\_

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BACKGROUND:

COPY:

OUTLINE:

SHADOW:

BORDER:

LOGO: