



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291

DRC Meeting Minutes: March 15, 2021
Remote Meeting via ZOOM

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

Attendees:

	12/07/2020	12/21/2020	02/01/2021	02/22/2021	03/15/2021
Matthew Buckley	X	X	X	X	X
Rich Di Iulio	-	-	-	-	-
Jessica Chabot	X	X	X	X	X
Tom Gay	X	X	X	X	X
Rachel Walsh	X	ABSENT WITH NOTICE	ABSENT WITH NOTICE	X	X
Dan Connolly	ABSENT WITH NOTICE	ABSENT WITH NOTICE	ABSENT WITH NOTICE	ABSENT WITH NOTICE	X
Alex Siekierski	X	X	X	X	ABSENT WITH NOTICE

Also Present:

- Sreelatha Allam, Recording Secretary
- Susan Affleck Childs, Planning and Economic Development Coordinator
- Kerri Caldwell, EVERGLOW Tanning
- Bryan Bonina, Signarama Walpole
- Scott Crawford, Ocean State Job Lot
- Tony Lafo, American Sign Company

Meeting Minutes –

02-01-2021:

A motion was made by Mr. Buckley to approve the minutes of 02/01/2021 as amended, seconded by Ms. Chabot.

Roll Call Vote:

Matt Buckley- Aye

Rachel Walsh- Aye

Jessica Chabot- Aye

Tom Gay- Aye

Dan Connelly - Abstained

The motion passed.

02-22-2021:

A motion was made by Ms. Chabot to approve the minutes of 02/22/2021 as presented, seconded by Mr. Buckley.

Roll Call Vote:

Matt Buckley- Aye

Rachel Walsh- Aye

Jessica Chabot- Aye

Tom Gay- Aye

Dan Connelly - Aye

The motion passed.

Sign Design Review – EVERGLOW Tanning, 67 Main Street-

Bryan, Signarama and business owner, Kerri Caldwell attended the meeting. The proposed wall and pylon monument signs were discussed at the meeting. It's an internally illuminated LED sign front-lit with channel letters. There was discussion about adding the word "Tanning" to the sign. Ms. Caldwell expressed her desire to keep "EVERGLOW" on the sign for cost reasons. Members liked the logo and the sign design as presented. It was discussed the proposed sign fonts do not match the tanning website logo. It was asked if the sign design could align with the lettering style of the logo on tanning website. Applicant agreed to consider the request. Ms. Chabot agreed to draft the DRC recommendation letter.

Sign Design Review – Ocean State Job Lot, 114 Main Street –

The review is for a façade wall sign with internally illuminated channel letters. The Ocean State Job Lot is expanding into the space formerly occupied by Condon's Hardware. It was discussed the vestibule will also be expanded in the remodeling. Ghosting due to the old sign was discussed and the applicant was asked to ensure its removed before the new sign is installed. Applicant agreed to clean the area. To a question on the proposed sign size, it was mentioned the existing letters are 41" and the proposed letters will be 48" tall and will be individually placed in white color. Members liked the sign design as presented. Ms. Chabot agreed to draft the DRC recommendation letter. Ms. Affleck-Childs stated to the applicant the building department will receive DRC recommendations for the application this week.

Open Discussion-

Ms. Affleck-Childs stated that decision has been made to officially call the "Board of Selectman" as "Select Board".

Discuss Zoning Bylaw Amendments for May Town Meeting-

The public hearing for Medway Bylaw amendments started last week and will continue into next week.

Cottage Cluster Development - The application for special permit will be submitted soon. Cottage Housing Development site plans were briefly reviewed and diversification of housing in Medway was discussed. Members went over the photo collection of Concord River walk Site Plan.

Adjournment

Motion was made by Mr. Buckley to adjourn the meeting, seconded by Ms. Walsh

Roll Call Vote:

Matt Buckley- Aye

Rachel Walsh- Aye

Jessica Chabot- Aye

Dan Connelly - Aye

Tom Gay - Aye

The motion passed.

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Sreelatha Allam
Recording Secretary

DRC Sign Design Review
Planning and Economic Development Office Comments
March 12, 2012

Business Name: Everglow Tanning

Business Owner: Kerri Caldwell

Sign Location Address: 67 Main Street, Building C – Unit 105 (Medway Commons)

Proposed Signs:

1. Façade Wall Sign – Internally illuminated channel letters

	Proposed	Allowed by Bylaw
Sign Surface Area	11.63 sq. ft.	15.8 sq. ft.
Illumination	Internal	Internal

2. Panels for Pylon Monument Sign – 2 panels, one on each side

	Proposed	Allowed by Bylaw
Sign Surface Area	1.6 sq. ft. per side	OK
Illumination	Internal	Internal

Comments:

1. I asked the sign company about somehow adding the word Tanning to the channel letter sign so it is more descriptive of what the business is. He indicated that he had talked with the business owner about that idea but she didn't want to do so because of the added cost.
2. This is the logo from the Everglow Tanning web site. The proposed lettering style of the channel letter sign does not match this. Perhaps the sign font could be modified?!?





Medway Design Review Committee (DRC)
Application for Sign Design Review

Medway Location/Address where the sign will be installed: _____
What is the interior width of the storefront? _____

Building/Development Name: (if applicable): _____

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: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone _____

Email address: _____

Type of Proposed Signs – For sign definitions, refer to *Medway Zoning Bylaw (Section 7.2 Signs Regulation)*. The *Medway Zoning Bylaw* is available online at: www.townofmedway.org.

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Sign Height	Type of Illumination (internal, external or none)
Wall/Façade Sign					
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign					
Window Sign					
Other Type of Sign (Describe)					

Attach the following items to this form. pdf format is requested for the application form and all attachments. Please email application and documents to sachilds@townofmedway.org

- _____ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination.
- _____ 2. For a wall sign, a scaled image showing the sign's position on the building.
- _____ 3. Landscaping Plan and Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- _____ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.
- _____ 5. Color drawing of corporate logo (if applicable).
- _____ 6. Color photograph of similar/comparable sign on which your sign design is based.
- _____ 7. A letter or other descriptive or explanatory information you want to provide to the DRC.

Does this application pertain to a completely new sign?

☐ Yes ☐ No (If NO, please include photos/info of the existing sign you are modifying)

Does this application pertain to a replacement panel for an existing sign structure?

☐ Yes (If yes, please include photos/info of the existing sign) ☐ No

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

☐ Yes ☐ No ☐ Don't Know

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

☐ Yes ☐ No ☐ Not applicable

Sign Designer/Fabricator/Installer Information

Company Name: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone: _____

Email address: _____

Property Owner Information

Company Name: _____

Mailing Address: _____

Contact person: _____

Phone: _____ 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
c/o Medway Planning office
155 Village Street, Medway, MA 02053

Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street

Phone: 508-533-3291

**Applicants and sign designers should read the Sign Guidelines included in the
Medway Design Review Guidelines before developing a sign design.**

<http://www.townofmedway.org/design-review-committee/pages/sign-design-review>

Sign designs should be developed in accordance with the Sign Design Guidelines.

Date Application Received by Medway Planning office: _____

Reviewed by Medway Planning Coordinator: _____ **DRC Meeting Date:** _____

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.

DRC Sign Design Review

Planning and Economic Development Office Comments

March 12, 2012

Business Name: Ocean State Job Lot

Business Owner:

Sign Location Address: 114 Main Street (Medway Place)

Proposed Signs:

1. Façade Wall Sign – Internally illuminated channel letters

	Proposed	Allowed by Bylaw
Sign Surface Area	114 sq. ft.	120 sq. ft.
Illumination	Internal	Internal

Comments:

1. Ocean State is expanding into the space formerly occupied by Condon's Hardware. This is a good opportunity for them to install a fresh, new sign.
2. Standard comment re: cleaning the red awning to remove ghosting images that will be left over from current sign.



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COMBOON SYSTEMS

OCEAN STATE
JOB LOT



GUTTER
CLEANING

men-kilts.com

MEN IN KILTS
1.800.777.KILT

men-kilts.com
WINDOW
CLEANING

WINDOW CLEANING
GUTTER CLEANING
1.800.777.KILT

Existing



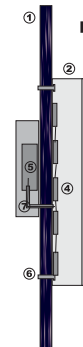
Maximum Allowed Sign size is 120 Square Feet
Sign as shown is 48" x 28'6" = 114 SF

Proposed



Ocean State JOB LOT

Fabricate & Install (1) set LED Channel letters with .063 aluminum backs, 5" deep .040 white aluminum returns with white acrylic faces, 1" white trim cap with white Sloan LED's with self contained power supplies.



LED Channel Letter Sign- Remote Powerpack
Mounting/ Side View

- 1- Building Wall
- 2- Aluminum Channel letter return
- 3- 1" jewelite trim cap
- 4- 3 Channel LED
- 5- UL approved 12 volt LED powerpack
- 6- self tapping lag screws
Minimum 4 per letter
- 7- 1/2"sealtite conduit to powerpack



Project:

OSJL
114 Main St
Medway MA 02053

2/19/2021

Date:

Drawn By:

Salesman:

Customer Approval/Signature:

SCALE: NTS

SIGNAGE
DRAWING



© COPYRIGHT 2020

This sign is intended to be installed in accordance with the requirements of Article 600 of the NEC and/or other applicable local codes. This Includes proper grounding and bonding of the sign.

The location of the disconnect switch after installation shall comply with Article 600.6(A)(1) of the NEC.

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American Sign, Inc.
www.americansigninc.com

614 Ferry St., New Haven CT 06513 203-624-2991