



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

**DRC Meeting Minutes: May 03, 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:**

|                 | 04/05/2021 | 04/26/2021         | 05/03/2021         |  |  |
|-----------------|------------|--------------------|--------------------|--|--|
| Matthew Buckley | X          | X                  | X                  |  |  |
| Rich Di Iulio   | -          | -                  | -                  |  |  |
| Jessica Chabot  | X          | Absent with Notice | Absent with Notice |  |  |
| Tom Gay         | X          | X                  | X                  |  |  |
| Rachel Walsh    | X          | Absent with Notice | Absent with Notice |  |  |
| Dan Connolly    | X          | X                  | Absent with Notice |  |  |
| Alex Siekierski | X          | X                  | X                  |  |  |
| Janine Clifford | -          | X                  | X                  |  |  |

Also Present:

- Sreelatha Allam, Recording Secretary
- Susan Affleck Childs, Planning and Economic Development Coordinator
- Denise Legee, Joanne Williams - Open Space Committee and Medway Trails Club
- Gareth Orsmond, Michael Littman, Todd Wilson for Medway Place shopping plaza, Main Street
- Mario & Jon Farnsworth (Thinkbox Graphics) for Barnstorm Music, 114 Main Street

**DRC Meeting Minutes**

***04-05-2021:***

***A motion was made by Mr. Buckley to approve the minutes of the 04/05/2021 meeting as amended, seconded by Mr. Gay.***

***Roll Call Vote:***

***Matt Buckley- Aye***

***Tom Gay- Aye***

***Alex Siekierski - Aye***

***The motion passed.***

### Medway Trails Interpretive Signage Discussion with Joanne Williams and Denise Legee –

The Medway Trail Club and the Cultural Council worked together and came up with a Bridges project to identify various locations on the Medway Link Trail system. The plan is to have a series of interpretive signs on a variety of topics. This will culminate in a Bridges Festival in early fall. Ms. Williams is the president of the Medway Trail Club and a member of the Cultural Council and Open Space Committee. Ms. Legee is the Trail Club treasurer and a member of the Open Space Committee. It was mentioned that one of the reasons to name the bridges is to help the Town's emergency response departments attend to any incidents at these locations in a timely manner.

Ms. Williams reviewed the Bridges festival that's currently scheduled for 09/25/2021 and 09/26/2021 to:

- celebrate the completion of the portion of the Link Trail from Choate Park to Lovering Street, including 11 bridges crossing streams and wetland channels
- offer an outdoor platform for public arts appreciation and participation: visual art, fiber art, poetry, music
- encourage awareness of Medway's history
- encourage awareness and use of our network of trails and open spaces
- educate about our natural habitats and conservation efforts underway to protect them.

The festival may become an annual event, but this, its inaugural year, will mark the waning of the COVID pandemic restrictions, and the community's ability to gather together, once again in person, as a community.

Each bridge will have a name and a theme, and a permanent informational and/or historical plaque relating to its particular theme, to be revealed at the time of this year's festival. During the weekend of the festival, there will be temporary related demonstrations, performances and/or displays at a number of the bridges. Note: All permanent display installations are to be restrained, in the style of National Park or local conservation area signage. No bridges or natural objects are to be painted or otherwise colorfully decorated, and no permanent sound devices (such as wind chimes) are to be implemented, which would disturb wildlife or otherwise interrupt the walker's experience in nature. Temporary installations, such as the hanging of artwork or musical performances may take place during the week of the festival. The following are examples of two of the bridges, their names, themes, and permanent as well as temporary installations/exhibits:

Example 1: At Bridge #1, the “**Boots and Bonnets Bridge**”, between Choate Park and the high school, the theme is **FIBER ART/MEDWAY HISTORY**. There will be a permanent sign with photographs and information about the history of fiber art and the importance of leather and textile manufacturing to Medway's history. During the weekend of the festival, there will be a costumed historical actor (volunteer) demonstrating the sewing of plaited straw into a bonnet rim, and participants may learn how to braid material into a take-home souvenir, trimmed with Medway blue ribbon and a festival logo. Participants may also add to a community textile created on an outdoor wooden loom.

Example 2: At Bridge #5, the “**Dave Hoag Boardwalk**”, the theme is **ENGINEERING/ CONSERVATION/VISUAL ART**. There will be permanent signs with images and information about David's commitment to engineering, his community and his family, how engineering is an

essential tool in conservation efforts, and how natural habitats are reflected and appreciated in visual art.

During the weekend of the festival (possibly for a week), the Cultural Council will display an exhibit of nature photography by local artists. Participants will have a program “passport” which they can have stamped by a volunteer at each bridge station that they visit. It is hoped that each year the festival will be a weekend of art and music and a celebration of both old and new traditions, as well as inclusion and diversity, as our town grows into the future.

A map showing the various bridge locations and some info highlights that will be included on the signs were submitted to the DRC. Ms. Legee talked about the eleven bridges, locations, and other details for each of them (*See Attached*).

- Bridge#1- Boots and Bonnets Bridge
- Bridge#2- Poet's Crossing
- Bridge#3- Adams Approach
- Bridge#4- Charlotte & George Lee Farm Bridge
- Bridge#5- David Hoag Boardwalk
- Bridge#6- Connections The Passage
- Bridge#7- Volunteers Walk
- Bridge#8- Dogleg Passage
- Bridge#9- Cart Path Bridge
- Bridge#10- Christmas Tree Crossing
- Bridge#11- Billy Goat Bridge

The proposal is to use a stand up type of sign from Pannier Graphics. The Holliston Trail Association suggested the company. Ms. Williams and Ms. Legee stated that the quality and pricing of the products seem reasonable and Pannier Graphics have already done a project with the Holliston Trail Association. They’re located in Gibsonia, PA and have an in-house graphic designer to work with. A few options for printing material/styles was discussed. The exact height of the signs is not determined yet but the lowest point will be 36” from ground level. Ms. Clifford suggested having a good size rock around the sign for kids to hop on so they could read. Joanne and Denise asked the members for feedback on frame colors. Light brown color blending with the habitat and surroundings was discussed as a viable option. They agreed to look into the option for further discussion and consideration. DRC members suggested to keep the same color for all signs for consistency. To a question on frame style, it was mentioned that the pedestal style is proposed. They provide the flexibility for easily lifting and replacing the signs if they have to be removed for wear/tear or any other reason. Volunteers will be requested to help with the installation of the frames/signs. Adding QR codes for audio files was suggested by Ms. Clifford to help visually impaired population. Ms. Legee liked the idea and agreed to look into the option. Trail distance info on a map on each sign was suggested Mr. Buckley suggested that each monument sign include a trail map that locates the sign on the trail. Mr. Siekierski suggested adding AllTrails, a fitness and trail mobile app, to the signs. Members expressed their support for the project.

#### **Site Plan Review – Medway Place shopping plaza, Main Street**

Attorney, Gareth Orsmond, Project Engineer, Michael Littman, (Howard Stein Hudson), and Todd Wilson, property owner representative, joined the meeting to discuss the Medway Place site plan project. Affleck-Childs provided an overview of the project and mentioned that it’s a

limited scope site plan. PEDB and DPW have been working with Medway Place for over a year looking at an initial site plan for some improvements at the property mostly triggered by the new entrance that was built as part of Rt. 109 project. Project team has been working with Medway DPW on storm water for the site in order to meet some state and federal requirements for stormwater management. A revised site plan was recently submitted after receiving initial feedback from PEDB and DPW a year ago. **(See Attached)**

Ms. Affleck-Childs added that DRC's scope of review is limited. Focus should be on landscape and site amenities. Mr. Littman reviewed the existing conditions plan with the Committee. He said the original plan was to restripe the existing parking lot. In the revised version of the plan, the following elements were addressed/added:

- Landscaping in and around the parking lot. Buffers added as recommended by PEDB.
- Stormwater components.
- The landscaping plan will mostly match the plants/trees used in the MassDOT project. Day lilies, rose bushes, carnations are included throughout.
- Accommodations for entry/exit of emergency vehicles. Entryways widened to 22' to allow for free movement of emergency vehicles. Landscaping is added to the area close to Main St. and not on the western end of the parking area due to contractual limitations. Making space available for emergency vehicles.
- Concrete pad for propane fill station and 1600sq. ft. outside area for hardware store
- Nine electric vehicle charging stations
- Temporary seating plan. Access ways bumped up by 9ft to the south to allow for proposed temporary seating along the edge.
- Sections B and C in the plan focus on areas for food trucks to encourage foot traffic.
- Two-way traffic movement loop changed to one-way loop around the building.
- 9'x18' parking spaces are proposed and these dimensions are typically used for high turnover sites.
- Some light poles will be relocated to the center of the landscaping element.
- Nine accessible parking spaces.

There was a question on photometric levels, general lighting, and if the existing light posts meet the safety requirements. Mr. Orsmond said no significant lighting elements are part of this project. He said a lot of stormwater management and landscaping improvements are being proposed for the project. Any significant scope creep such as lighting will burden the project furthermore and gets away from the primary goal of improving the parking lot and its amenities. It would be difficult to address any large lighting improvements at this time. He added it could be worked out over time but is a big ask considering the improvements that are being made to an existing parking lot.

Ms. Affleck-Childs suggested including a detail on the site plan for modern light fixtures so they're available when the lights are ready to be replaced in the future. Project team was alerted to the fact that similar lighting questions could come up at the PEDB and asked the project team to have good responses. Mr. Gay asked for details of the proposed shed(s) to be positioned over irrigation well water controls and suggested they should be added to the revised plan. There was a question on onsite snow storage. Mr. Buckley talked about selecting a location that will not obstruct the businesses and their signs from the street. Southwest corner for snow storage was also raised as a concern. Project team will talk to their snowplowing vendor and the stormwater management team and agreed to look into the option.

To a question on the inclusion of a sign plan, Ms. Affleck-Childs suggested that a master signage plan for tenant signs should be added into the project. Members said no additional signage is encouraged for the propane filling station.

Mr. Siekierski asked that:

- dumpster and storage areas be identified in the plans.
- For the location of EV stations, not to lump them in one corner that might not be accessible to everyone. He questioned the viability of putting them together in one corner instead of distributing throughout the lot.

Mr. Buckley suggested:

- At the front, permanent provision for people to congregate while visiting the food trucks.
- Small green space with few benches for people to sit

Ms. Clifford asked about the striping of the area in front of the restaurants. That area could be used for outdoor seating for the restaurants.

Mr. Gay said the revised plan is a great improvement from the previous version and encouraged the applicant to consider the suggestions provided by the DRC. The PEDB's hearing on the revised plan is scheduled for next Tuesday night (May 11, 2021). Ms. Affleck-Childs will work with Mr. Gay and Mr. Buckley to prepare a DRC memo for the PEDB meeting.

### **Sign Design Review – Barnstorm Music, 114 Main Street**

Mario and Jon Farnsworth joined the call to discuss the sign design. (**See Attached**) A new logo has been created and the proposed sign is within the allowable 20' sq. ft. of sign surface area. It matches the other type of signs in the plaza. It's an internally lit channel letter sign that's LED illuminated with yellow and blue translucent graphics. The raceway will be painted the color of the building. Members said the window signs should be removed once the wall sign is installed. Members liked the sign as presented. DRC review letter will be sent to the applicant and building department next week.

### **Open Discussion**

Mr. Siekierski reported on the Master Plan project and his interview with Master Plan consultant Jenn Goldson. As part of that discussion, Ms. Affleck-Childs provided some historical context on the establishment of the DRC and its scope. Mr. Siekierski shared information on his experience going before the DRC in Franklin and how the requirement to do so is widely understood and followed. He posed the question about having the DRC have more authority.

### **Adjournment**

**Motion was made by Mr. Buckley to adjourn the meeting, seconded by Mr. Gay**

***Roll Call Vote:***

***Matt Buckley- Aye***

***Tom Gay – Aye***

***Alex Siekierski- Aye***

***Janine Clifford- Aye***

***The motion passed.***

**The meeting was adjourned at 9:30 p.m.**

Respectfully Submitted,

Sreelatha Allam  
Recording Secretary

Reviewed and edited by,  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

## **Bridges Project**

The Medway Trail Club and the Cultural Council have joined forces for a Bridges project to identify various locations on the Medway Link Trail system. The plan is to have a series of interpretive signs on a variety of topics. This will culminate in a Bridges festival sometime early fall I believe. The project has the blessing and support of the Select Board.

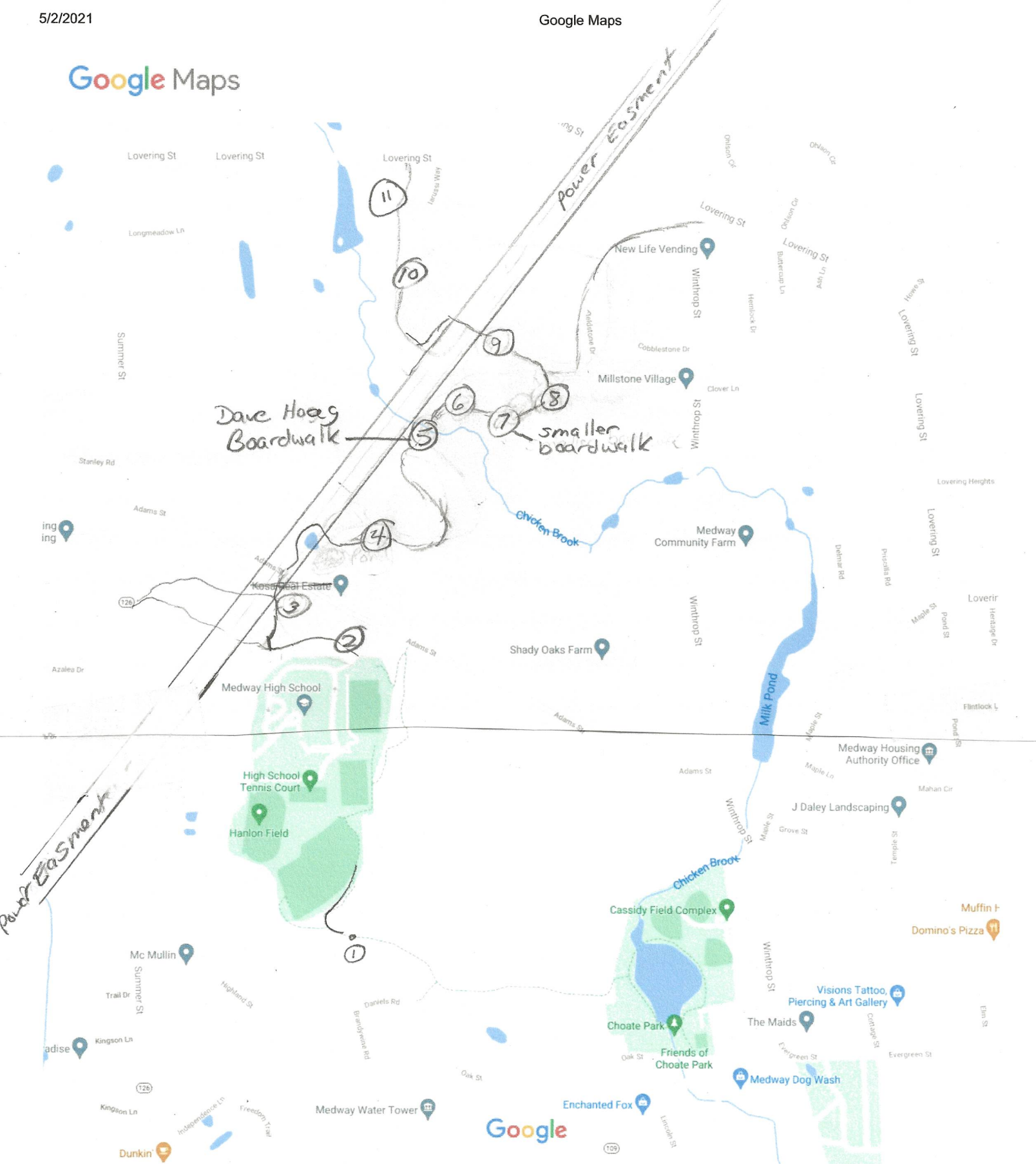
They plan to use a stand up type of sign from Pannier Graphics. <https://panniergraphics.com/signs-panels/interpretive/>

Attached is a map showing the various locations and some highlights of the info to be included on the signs.

I asked them to meet with the DRC. I thought you could provide some guidance on sign frame color and background color for the text to be incorporated on the signs.

SAC notes – May 3, 2021

Google Maps



## Small Bridges - big Connections

Event dates: Saturday 9/25/2021 & Sunday 9/26/2021 2-5 PM

| No. | Name                     | Theme  | Suggested Perminant Signs/Installations   | Temporary Exhibits/Activities  | Sponsor              | CC Budget | ToM Budget | Notes   |
|-----|--------------------------|--|---|--|----------------------|-----------|------------|---|
| 1   | Boots and Bonnets Bridge | HISTORY & FIBER ARTS<br>Boot making and Straw Bonnet Industries  | Interpretive Sign, MHS photos and stories about this era/important economic sector and its cultural ties. Also, interpretive information about fiber art and textile creation.            |  | Select Board/<br>ToM |           | \$1,100    | Andrea Burke heading this up. 24X36 sign with base.   |
|     |                          |  |   | Interactive Fiber Installation, inviting participants to braid/weave individual/group works. (Possible nest weaving?)                            | Medway CC            | \$200     |            | take home souvenir. Joanne to purchase with TC funds. No more than \$ 200. May have volunteer to make loom - Mark Rosen   |
|     |                          |  |   | Demonstration (costumed historic actor?) of straw weaving and sewing, leather work.  | Medway CC            |           | 0          | Andrea, a friend of hers and Becky Atwood have volunteered so far. Bring scissors.  |
| 2   | Poet's Crossing          | POETRY<br>Rhythms in Nature  | Kiosk for permanent display of selected poem(s) and space for posting of poems by passers-by.   |  | Select Board/<br>ToM |           | \$1,800    | If we decide to have built by volunteers, have more of a roof on the front side. Leaning toawrd buying them.  |
|     |                          |  |   | Poetry Slam - Poetry Sharing, students/other Medway residents invited to contribute poems, poetry reading led by a teacher/interpreter of poetry | Medway CC            |           |            | Ed McCarthy and other teachers. 6 one hour time slots. Next CC meeting will ask who is interested. Idea about possible hydrophobic spray to hide mesaage. Can only see in rain. <b>Kim and Joanne will work on this. Laminate or put under glass.</b> |
| 3   | Grizzly Adams Approach   | HISTORY, CONSERVATION & ACTIVISM<br>Land Succession and negotiation efforts among private and public land owners to promote conservation | Interpretive sign, one post, on history of <b>Grizzly</b> Adams/house, successive users of land near the sign, cooperative use of public land for utilities/passive recreational walkers. |  | Select Board/<br>ToM |           | \$250      | 18X24 sign. Small picture of house? Explain - Town leases land to utility company and then the town has an easment from them for the trails.  |

|   |                                    |   |  |  |                      |         |         |   |
|---|------------------------------------|---|--|--|----------------------|---------|---------|---|
| 4 | Charlotte & George Lee Farm Bridge | <b>HISTORY</b><br>Farming in Medway   | Interpretive sign, 1-2 posts, on history of farming in Medway, history of the Lee family, whose land was purchased for a large portion of the Link Trail, including the Hoag boardwalk.  |  | Select Board/<br>ToM |         | \$520   | 1 sign with heart and names (12" X18") and 1 sign with info 18 X 24   |
|   |                                    |   |  | Conversations with Charlotte Lee and other local farming family representatives, who will sit and answer questions about their experiences as farmers in the town. | Medway CC            |         | \$0     | possible farmers to attend: Lobisser, Panicelli, Cassidy. Gail sent letters.  |
|   |                                    |   |  | Invitation to Medway Community Farm to set up a farm stand.  | Medway CC            |         | \$0     | Gail will talk to Medway community Farm and Fairmont Farm. Joanne to talk to Bridget on Con com.  |
| 5 | David Hoag Boardwalk               | <b>ENGINEERING, NATURE CONSERVANCY, VISUAL ART</b><br>Background of the Hoag Conservation Corridor, opportunities for celebration of visual arts, especially depiction of natural settings  | Interpretive plaques attached to boardwalk railings, on D. Hoag as NASA engineer and advocate of nature conservance, on engineering of bridges, on species, habitat and climate protection through nature conservancy.   |  | Select Board/<br>ToM |         | \$500   | three 18X 24 angled signs , no posts<br>helical coils are a tool that creates a bridge between engineering and nature. Imprtant to stress nature cooridor not just individual areas. Get help from Becky on Histrory, Eileen for writing. Kim would like to draw a portrait of Dave Hoag. Check with Becky. |
|   |                                    |   |  | Nature interpreter on hand to answer questions about animals in the corridor area. Possible nature hunt?   | Medway Trail Club    |         | \$0     | Maybe Jim Wickis or Mike Lozinski can do this?  |
|   |                                    |   |  | Art exhibition: artists invited to contribute photos of wildlife and/or natural settings within the trail corridor, to be laminated and posted along the bridge.   |                      |         | \$0     | Gail will ask the MCC about using spring photo contest photos and laminating them. Themes: Nature/Wildlife or engineering. Town hall can't laminate, will check with makerspace. Zipties  |
| 6 | Connections The Passage            | <b>HISTORY &amp; INCLUSIVITY</b><br>Evolution of Medway's population, from last ice age to recent arrivals to our town.   | Wooden interpretive kiosk, educating about the arrival of Native Americans, Europeans, more recent arrivals to Medway, and invitation to leave stories about experiences as newcomers. Credit to Alex Green, who supervised the construction as his Eagle Scout Project. |  | Select Board,<br>ToM |         | \$1,800 | Kiosk and sign? Price of \$ 1500 is for mini kiosk 24 X36. Text can be on kiosk. Joanne wrote some text but may not apply depending on final decision on this one. Discuss with CC. Jordan has information to share.  |
| 7 | Volunteers Walk                    | <b>COLLABORATION &amp; MUSICAL HARMONY</b><br>Tribute to collaberative efforts by volunteers to create and maintain Medway's trails and open spaces, including volunteer efforts completed during 2020 COVID pandemic. Parallel display about harmony in music and opportunities for musical performance. | Interpretive plaques attached to wooden bridge rails about volunteer collaborations and music/musical harmony.   |  | Select Board,<br>ToM |         | \$1,000 | 3 separate signs/plaques 12X18 for pre-covid and post covid volunteers. Want to mount to side of bridge with 45 degree angled arm.<br>Mike Lozinski - make tubes to talk and also Mariimba?   |
|   |                                    |   |  | Volunteer/amateur musical performances by local invitation   | Medway CC            |         | \$0     |   |
|   |                                    |   |  | Professional musical performance(s) by invitation  | Medway CC            | \$2,000 |         | Strangs can do 3 hours. \$ 800, prefer Saturday   |

|    |                         |   |  |  |   |       |         |  |
|----|-------------------------|---|--|--|---|-------|---------|--|
| 8  | Dogleg Passage          | PET MEMORIAL  | Pet memorial installations at each of the "Dog" and "Cat" large pine trees at opposite ends of the bridge. Residents invited to order and request installation (no self-installed memorials) of tags as per the system in place. Potentially a fund raiser for local   |  | Medway CC, together with pet advocacy partner: local shelter? | \$200 | \$0     | 12 X18 sign, printed with Rainbow  |
|    |                         |   |  | Information table: Local pet shelter or other advocacy group(s) potentially invited to host an informational table on donating time/volunteer hours.   | Medway CC, together with pet advocacy partner: local          | \$200 |         | Gail heading up this one. Want to install a bench. Make or buy? <b>Joanne checking with DPW.</b>   |
| 9  | Cartpath Bridge         | NATURAL & HUMAN HISTORY<br>Pathways created by glaciers, wildlife, Native Americans, pony carts, farmers, passive recreational walkers, and the importance of conservation land purchase to maintain open (unpaved/developed) corridors through the land. | Interpretive plaques intalled near bridge (one-two posts), on history of pathways used by wildlife, early residents, animal-drawn carts, tractors, passive recreational walkers, and the impact of conservation efforts to preserve these pathways.  |  | Select Board/ToM  |       | \$600   | stress importance of creating and maintaining open spaces. 1 or 2 signs on posts. Horseshoe discovered under foundation during bridge construction to be displayed. <b>See if scouts want to make a poster of animal tracks.</b> |
| 10 | Christmas Tree Crossing | LAND STEWARDSHIP<br>Background of Christmas Tree Farm property, south of Iarussi Way; land restoration through invasive plant management  | Interpretive plaque explaining the history of the location as a Christmas tree farm, transition to abandoned property with detriment from invasives, the beginning of restoration through volunteer and professional efforts toward elimination and maintenance of invasives. Work with ConCom and Open Space to determine best use and development plans (expected: part conifer forest, part plowed meadow as bird/pollinator habitat) |  |   |       | \$300   | 18-24 sign   |
| 11 | Billy Goat Bridge       | STORY TELLING, THEATER ART, INCLUSIVITY<br>Background of this famous Norse fairy tale, deeper significance of bullying/social impediments to inclusion.   | Interpretive plaque(s), sculpture by J. Williams. Exploration through sculpture about the identity of the bully.   | Fairy tale installation, possible goat pen (from Community Farm?) at southern end of the bridge? Story teller. Children's theater with opportunities for different ages, very young acting out the story, older kids experimenting with the role of a gnome/bully or kids that wish to pass over the bridge. |   |       | \$2,000 | Joanne handling this one. Possibly have goats for children to pet. Archway?  |

Other expenses

\$9,870

Graphics charge for sign artwork

\$3,300

Total Town Of Medway Expenses

#####

Cultural Council Banner

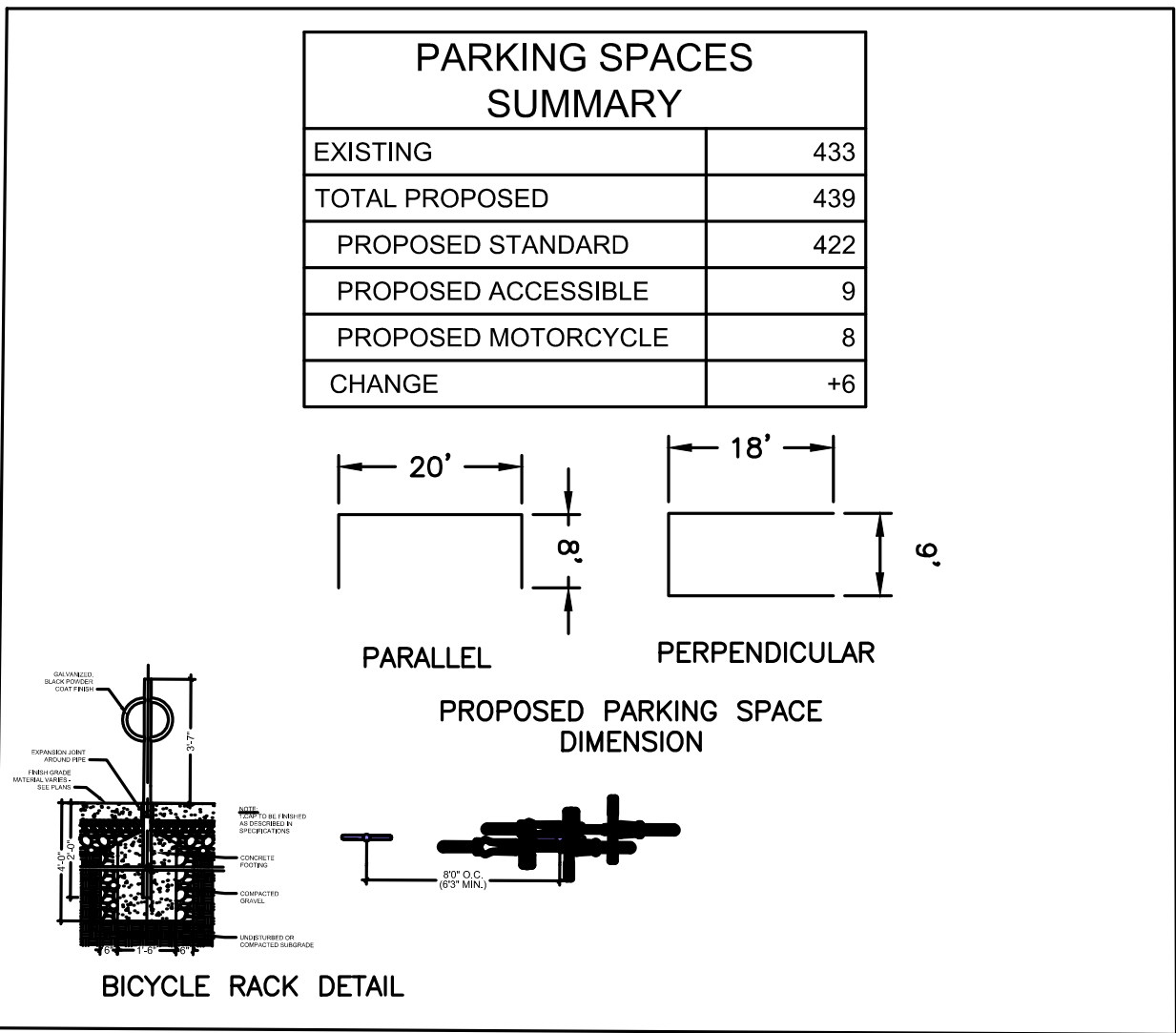
\$150

Total CC expenses

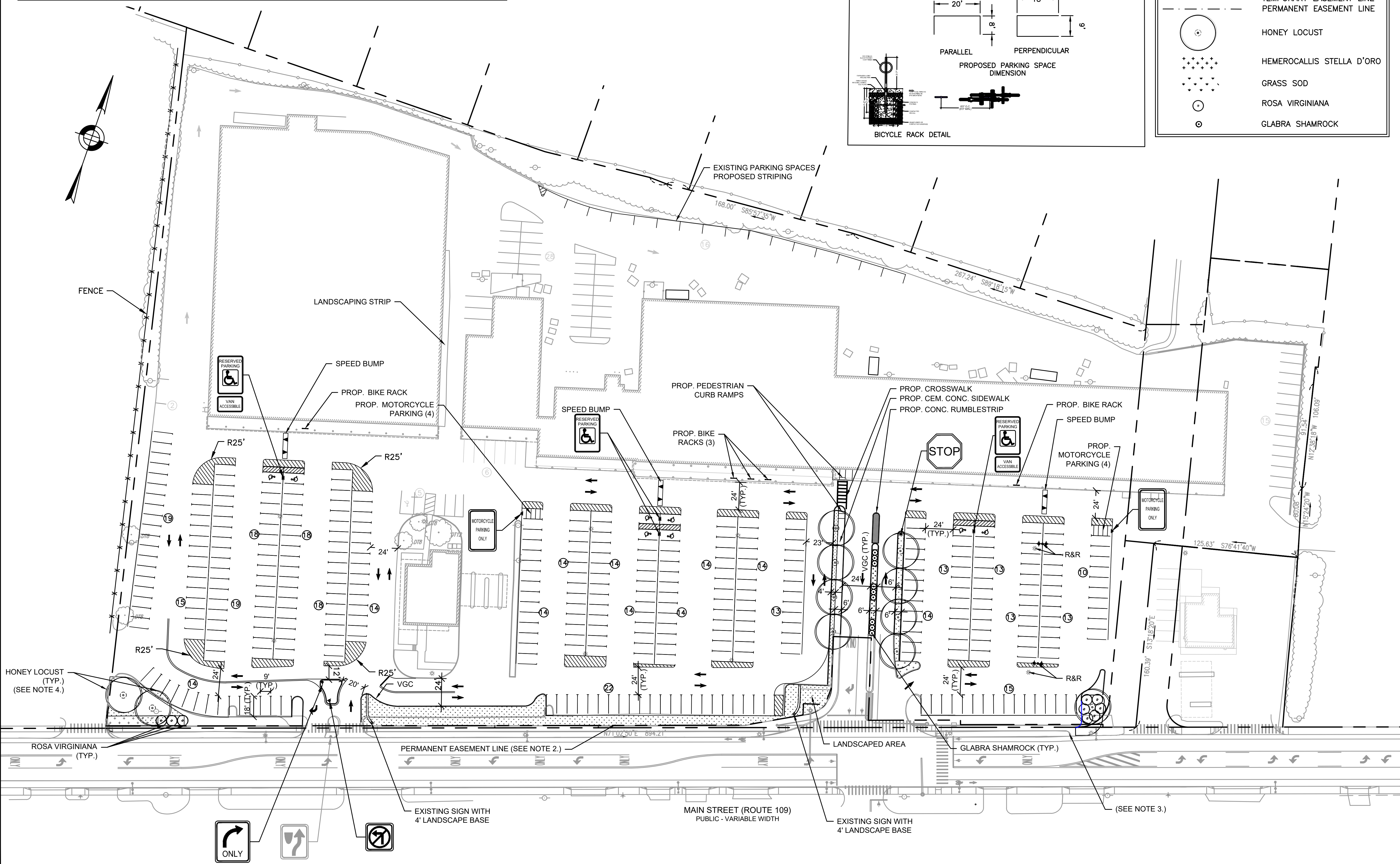
\$2,750

| PLANTING AREAS - PLANT LIST |                           |      |                         |          |
|-----------------------------|---------------------------|------|-------------------------|----------|
| SHRUB                       | GENUS/SPECIES             | SIZE | PLANTING SPECIFICATIONS | QUANTITY |
| GRASS SOD                   |                           |      |                         |          |
| HONEY LOCUST                | GLEDITIA TRIACANTHOS      | 30'  | 20'-35' SPREAD          | 10       |
| GLABRA SHAMROCK             | ILEX GLABRA               | 3-4' | 36" SPACING             | 9        |
| DAY LILY                    | HEMEROCALLIS STELLA D'ORO | 1'   | 12"-18" SPACING         |          |
| VIRGINIA ROSE               | ROSA VIRGINIANA           | 6-8' | 96" SPACING             | 9        |

- NOTES:
- EXISTING CONDITIONS INFORMATION OBTAINED FROM A SURVEY PLAN CONDUCTED BY GRADY CONSULTING LLC ON JUNE 12, 2019.
  - PERMANENT EASEMENT TAKEN BY TOWN OF MEDWAY BY ORDER OF TAKING FILED WITH THE NORFOLK COUNTY LAND COURT ON 8/18/2015, DOC. #1,335,903, AND RECORDED WITH THE NORFOLK COUNTY REGISTRY OF DEEDS AT BOOK 33407, PAGE 214.
  - EXISTING SIDEWALK AND GRANITE CURB INSTALLED BY MASSDOT AS PART OF THE ROUTE 109 PROJECT; NOT PART OF THE SITE PLAN.
  - PLANTS SELECTED TO MATCH PLANTINGS INSTALLED BY MASSDOT AS PART OF THE ROUTE 109 PROJECT.



| LEGEND |                           |
|--------|---------------------------|
| VGC    | VERTICAL GRANITE CURB     |
| R&R    | REMOVE AND RESET          |
| +      | LIGHT SIGN                |
| ♿      | HANDICAP PARKING          |
| ⑩      | NUMBER OF PARKING SPACES  |
| - - -  | TEMPORARY EASEMENT LINE   |
| - - -  | PERMANENT EASEMENT LINE   |
| ○      | HONEY LOCUST              |
| +      | HEMEROCALLIS STELLA D'ORO |
| +      | GRASS SOD                 |
| ○      | ROSA VIRGINIANA           |
| ○      | GLABRA SHAMROCK           |

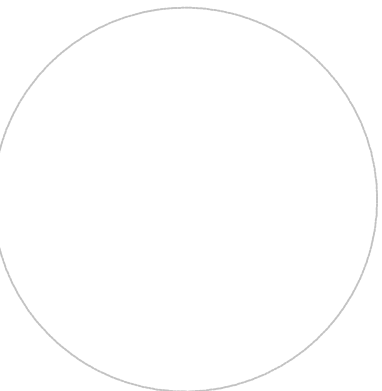


**HOWARD STEIN HUDSON**  
11 Beacon Street, Suite 1010  
Boston, MA 02108  
www.hshassoc.com

PREPARED FOR:

**MEDWAY PLACE**  
98, 108-114 MAIN STREET (ROUTE 109)  
MEDWAY, MA 02053  
NORFOLK COUNTY

| REVISIONS: |    |      |             |
|------------|----|------|-------------|
| NO         | BY | DATE | DESCRIPTION |
|            |    |      |             |
|            |    |      |             |
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PERMIT SET  
NOT FOR CONSTRUCTION

**SITE PLAN &  
LANDSCAPE  
PLAN**

|                 |          |
|-----------------|----------|
| DATE:           | 2/4/2020 |
| PROJECT NUMBER: | 14041    |
| DESIGNED BY:    | ML       |
| DRAWN BY:       | ML       |
| CHECKED BY:     | RL       |

C1.00

SHEET 1 OF 1





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

**Medway Location/Address** where the sign will be installed: 114 Main Street

What is the interior width of the store/business that faces the street or parking lot: \_\_\_\_\_

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

**Medway Zoning District:** Central Business District

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

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

Business Name: Barnstorm Music

Mailing Address: 98 Main Street

Medway MA

Contact person: Ted Connelly

Phone: 774-993-8253 Cell Phone \_\_\_\_\_

Email address: barnstorm17@gmail.com

**Type of Proposed Signs** – For sign definitions, refer to *Medway Zoning Bylaw (Section 7.2 Signs)*.  
The *Medway Zoning Bylaw* is available online at: [www.townofmedway.org](http://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          | 26 x 108         | 20 ft linear - 19sf sign                  | 26          | LED   |
| 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](mailto: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: Thinkbox Graphics, Inc.  
Mailing Address: 200 Center Street Bellingham, MA  
Contact person: Jon Farnsworth  
Phone: 774-245-6074 Cell Phone: \_\_\_\_\_  
Email address: jon@thinkboxgfx.com

**Property Owner Information**

Company Name: MEDWAY REALTY LLC  
Mailing Address: 63 ATLANTIC AVE OFC BOSTON, MA 02110  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Proposed sign designs are reviewed by the Medway Design Review Committee (DRC) at public meetings. 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 Public Library, 26 High ST.**

*(DRC meeting agendas are posted at the Calendar & Events section of the Town's web page at  
[www.townofmedway.org](http://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](mailto: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

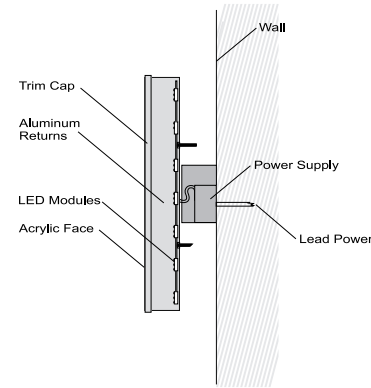
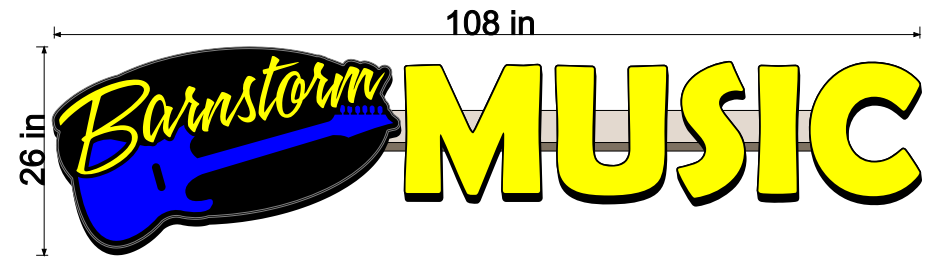
**Applicants and sign designers should read the Sign Design Guidelines included in  
the Medway Design Review Guidelines before developing a sign design.**

<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 Lit Channel Letter Sign  
LED Illuminated  
Yellow and blue translucent graphics.  
Raceway painted color of building.  
Black Returns / Black Trimcap

Building 20 ft linear frontage  
Sign - 19.5 sf.



# DESIGN PROOF

This artwork is owned by, and the information contained in is proprietary to Thinkbox Graphics, Inc. By receipt hereof the holder agrees not to use the artwork, disclose it to any third party, nor reproduce this artwork without the prior written consent of Thinkbox Graphics, Inc. Holder also agrees to immediately return this artwork upon request of Thinkbox Graphics, Inc. By signing off on this proof customer agrees that all information contained is accurate and that all colors, fonts, graphics, spelling and overall look of artwork. Artwork may not be used for any purpose without permission from Thinkbox Graphics, Inc. until contractual agreements have been met, and ownership has been transferred to holder. By replying to this proof with an email, fax or verbal approval you are agreeing that all colors, grammar, logos, branding and overall look of signage is satisfactory.