



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

August 25, 2017

Ms. Ellen Rosenfeld
Ellen Realty Trust
730 Main Street
Millis, MA 02054

RE: DRC Sign Design Review
Medway Industrial Park - Free-standing monument sign
8 Main Street – Medway, MA

Dear Ms. Rosenfeld,

Thank you for submitting the proposed signage for the Medway Industrial Park to the Medway Design Review Committee (DRC) for review. The information was filed with the Town on August 14, 2017.

Pursuant to the Medway Zoning Bylaw, SECTION 7.2 Sign Regulations, this communication serves as the DRC's review letter regarding the proposed free-standing monument sign for the Medway Industrial Park to be located at 8 Main Street. 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 sign before obtaining the required permit.

On Monday, August 21st, the DRC met with you to review the proposed signage for the Medway Industrial Park. You have proposed the following as represented on the sign designs submitted. (See Attached).

- Free standing, non-illuminated, monument sign, aluminum construction, 48" high x 90" wide (30 sq. ft. per side x 2 sides = 60 SF total). The sign is to be positioned on top of a fieldstone base such that the overall sign height is 6'. Duranotic bronze with beige text "MEDWAY" on the top line with "INDUSTRIAL PARK" underneath in slightly smaller letters with a horizontal line on top and underneath the text.
- The sign is to be located on the parcel at 8 Main Street, at the northeast corner of Main and Industrial Park Road and be set back 15' from each street.

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

- The text portion of the sign should be reduced to comprise no more than 85% of the sign surface area.

Design Review Committee Members

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

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

Seth Kendall, Member
Alex Kevork, Member

- The text “INDUSTRIAL PARK” should be reduced in size to allow for more space between the horizontal lines above and below the text. In addition, the text “MEDWAY” should be moved up on the sign to provide more space between “MEDWAY” and “INDUSTRIAL PARK”.
- Landscaping around the fieldstone base of the sign is required for at least three feet in all directions beyond all sign faces or supporting structures. Please include a landscaping plan when you submit your sign permit application to the Building Department.

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 the Medway Industrial Park. 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 appreciate your efforts to establish a sign for the Medway Industrial Park.

Sincerely,



Matthew J. Buckley
Chairman

cc: Jack Mee, Medway Building Commissioner
Jill Karakeian, Medway Building Department
Rindo Barese, Medway Building Department

Two Sided- 48"x90"x8" Aluminum Constructed Monument Sign
 4"x4" Internal Steel Posts- Set in Concrete Footings
 Duranotic Bronze w/ Beige Text
 Non-Illuminated
 Stone Base
 30 Sq Ft Per Side



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- 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: Milliston Common

Date:

Approved By:

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