

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

Matthew Buckley, Chair
Rachel Walsh, Vice-Chair
Jessica Chabot, Member
Dan Connolly, Member
Tom Gay, Member
Seth Kendall, Member

DRC Meeting Minutes: September 10, 2018

Medway Public Library – 26 High Street

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

Attendees:

	7/30/2018	8/8/2018	08/20/2018	9/10/2018	
Matthew Buckley	X	X	X	X	
Rich Di Iulio, PEDB representative alternate	-	-	-	-	
Jessica Chabot	X	X	X	X	
Tom Gay, PEDB representative	X	X	X	Absent with Notice	
Rachel Walsh	X	X	X	X	
Dan Connolly	Absent with Notice	X	Absent with Notice	Absent with Notice	
Seth Kendall	X	X	X	X	

Also Present:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Rich Boucher, Medway IT Director

Sign Design Review for Medway Community Church

- Rev. Don Rayman attended on behalf of the Medway Community Church and explained the proposed signs. (**See Attached**)
- One wall sign is planned above the kids' entrance to MCC. Three small, free-standing signs, each 2' x by 3', are planned to guide visitors to the office at 11 Slocumb Place and to the new parking areas. The letters on the signs would be raised.

- Concerns were expressed that the proposed 70” height of the free-standing signs was too high. It was recommended to reduce the height to 60” and also to make sure the signs are installed on private property, not in the Town’s right of way on Slocumb Place. It was recommended to adjust the arrows on the signs and to separate the parking info to a separate sign panel. Some landscaping should be installed round the base of these signs, especially the one on the lawn in front of the new location for the church office at 11 Slocumb Place.
- Re: the triangular shaped wall sign “MCC Kids Entrance”. DRC members liked the triangular shape. It was suggested to increase the relative size of the “MCC Kids” portion of the sign and reduce the size of the “Entrance” portion of the sign. At least 15% of the sign surface area should be kept open. An alternative is to not include “Entrance” at all.
- Mr. Kendall will prepare the DRC’s review letter.

Community Message Board sign

- IT Director Rich Boucher joined the meeting. The software from WATCHFIRE signs was loaded to Susy’s laptop computer and Seth Kendall showed members some of the features.
- Many questions came up. Where will responsibility rest for putting up information on the community message board sign? Mr. Boucher indicated that he felt it would make sense if that responsibility rested with the Town’s Communication Director (Sandy Johnston).
- It was agreed that the DRC would come up with some standard templates including name of event, date, location and some sort of graphic or art. An “a la carte” approach was suggested.
- Members felt it would be good to have some samples to show at the November 19th Town Meeting when funding for the community message board sign will be considered. Examples – movies in the park, town meeting, pumpkin walk, farmer’s market, Medway PRIDE Day.
- Members discussed the duration of messages and the transitions between messages including the need for gentle, non-jarring transitions
- Members discussed not having time and temperature messages and other similar items.
- Messages should be the same on both sides of the sign
- Messages should not be up for more than 2 weeks.
- Messages should be limited to events/activities sponsored by the Town, Schools, or the community’s non-profit organizations. This is not intended to promote

commercial businesses. Examples include Town meetings, elections, youth sport sign ups, and various events.

- Members were uncertain how to handle events organized by non-profits that had corporate sponsors and whether to include message like GO PATS or GO RED SOX. Also asked was how to handle various events sponsored by the community's houses of worship?
- It was suggested that there should be a corresponding section on the Town's web page to display the messages posted on the community message board sign.
- Members agreed to spend time at the next few DRC meetings to come up with samples.
- Mr. Boucher wants to get a handle on the actual annual costs for operating the sign such as annual maintenance fees. What is the life cycle for the software? What is the life cycle for the screen itself? Who will provide the training when software updates are issued?
- Members asked about a protocol for determining whether proposed messages are suitable. Who will have the final say?
- Mr. Boucher suggested the Town could follow its existing web site policy for this sign.
- Susy will send the contact information for the WATCHFIRE Company to Rich Boucher so he can follow up with his questions.

DRC Meeting Minutes:

08/8/2018 special meeting: DRC members reviewed the revised draft minutes dated 9-5-2018 prepared by Susy Affleck-Childs.

A motion was made by Ms. Chabot and seconded by Mr. Buckley to approve the minutes of the 08/8/18 special DRC meeting as presented. All were in favor.

08/20/2018 regular meeting: DRC members reviewed the draft minutes dated 8-20-18 prepared by Sreelatha Allam.

A motion was made by Ms. Chabot and seconded by Ms. Walsh to approve the minutes of the 08/20/18 regular DRC meeting as presented. All were in favor.

Other Business

Prospective Candidates for DRC – Neither of the two interested candidates were able to attend the meeting.

- Susy Affleck-Childs will send the resume of Cheryl Slowik to DRC members.

- How many members can the DRC have? Susy reported that the DRC can have a maximum of 7 members; it must have at least 5. Tom Gay's membership as a representative from the Planning and Economic Development Board does count toward the seven. The DRC presently has 6 members so there is only one opening
- Ms. Walsh noted that there should be some mechanism to vote off members who do not regularly attend. Susy noted that such a mechanism would need to be included in the general bylaw establishing the DRC and would entail a vote of town meeting.
- Ms. Walsh would like to find out their respective levels of interest and availability for regular meeting attendance.

Future Meetings – Ms. Walsh indicated she will not be able to attend the 9/24 meeting. It was noted that Dan Connolly would be back after the recent birth of his son and able to attend the 9/24 meeting.

2019 DRC Meeting Schedule – Susy distributed a draft calendar for the 2019 DRC meeting schedule. (**See Attached**) Members agreed to change the January 21st date to January 29th and to change the February 18th date to February 25th. Both changes are due to the Library be closed on holidays (Martin Luther King birthday and Presidents Day).

Other Business as may come before the Committee

- Members asked Susy Affleck-Childs to arrange for Communications Director Sandy Johnston to visit and meet with the DRC sometime during the first quarter of 2019.
- Susy noted that she had invited Building Commissioner Jack Mee to attend the October 1st DRC meeting.

Identification of possible sign violations to report to Building Commissioner

- Reardon Insurance has a longstanding "temporary" canvas sign that has been in place forever.
- The structure for the old Domino's Pizza sign is down and laying on the lawn. Also, the light in the parking lot is way too bright. Is it a new light fixture or has it recently had a new bulb installed, perhaps LED?
- Members asked about the status of landscaping at the entrance to Medway Place (shopping center). Landscaping is supposed to be installed around the base of the monument signs. It appears that some work is being done on the entranceway as part of the Route 109 project.

Adjournment

With no further business before this committee, a motion was made by Ms. Chabot, seconded by Mr. Buckley to adjourn the meeting. The motion was unanimously approved.

The meeting was adjourned at 9:35 p.m.

Respectfully Submitted,

Susy Affleck-Childs
Planning and Economic Development Coordinator



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

Medway Location/Address where the sign will be installed: 11 Slocumb Place + 9 Slocumb
What is the interior width of the storefront? (Medway Community Church)

Building/Development Name: (if applicable): Medway Community Church

Medway Zoning District: Village Residential and Agricultural Res. II

Applicable Sign Standard Table (from Medway Zoning Bylaw) Table # 7

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

Business Name: Medway Community Church

Mailing Address: 11 Slocumb Place

Contact person: Don Rayman

Phone: 508-533-7032 Cell Phone 774-277-7679

Email address: pastor.don@medwaycc.org

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	1	30" x 84"	10	120"	none
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign	3	24 x 36 each	18 total	50"	none
Window Sign					
Other Type of Sign (Describe)					

Shape - Triangle

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:

Signs by Tomorrow

Mailing Address:

400 Old Colony Rd., Norton, MA 02766

Contact person:

Jim Quinn

Phone:

508-222-1900 Cell Phone: 508-944-7691

Email address:

jim.quinn@signsbytomorrow.com

Property Owner Information

Company Name:

Medway Community Church

Mailing Address:

11 Stocumb Place

Contact person:

Donald Kayman

Phone:

508-533-7032 Cell Phone: 774-277-7679

Email address:

pastor.don@medwaycc.org

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

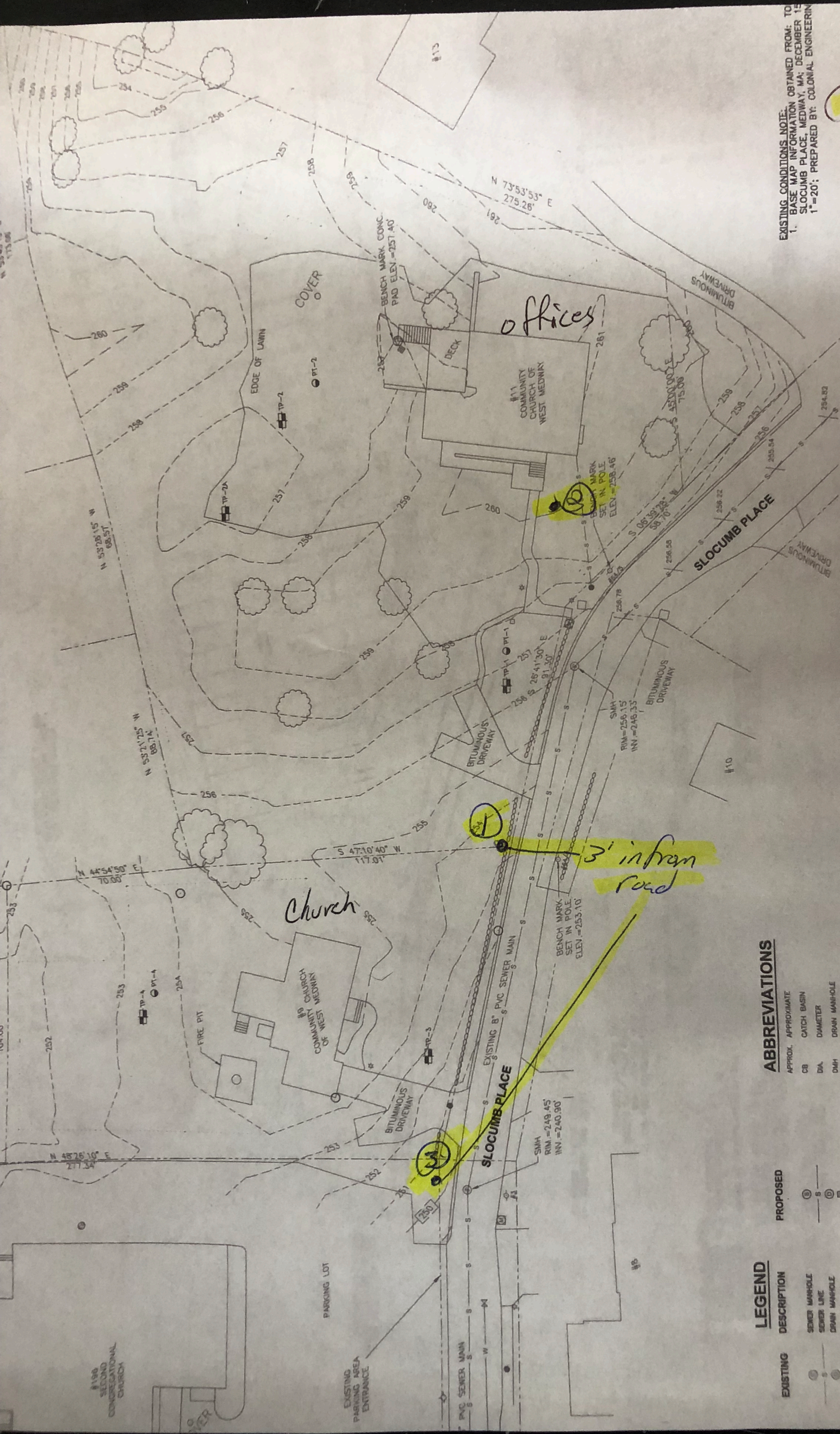
Applicants and sign designers should read the Sign Guidelines included in the Medway Design Review Guidelines before developing a sign design.

<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:** _____



EXISTING CONDITIONS NOTE:
 1. BASE MAP INFORMATION OBTAINED FROM: TO
 SLOCUMB PLACE, MEDWAY, MA; DECEMBER 15
 1"=20'; PREPARED BY: COLONIAL ENGINEERING

EXISTING CONDITIONS
 SCALE: 1" = 20'

ABBREVIATIONS

APPROX.	APPROXIMATE
CB	CATCH BASIN
DA	DIAMETER
DMH	DRAIN MANHOLE
ELEV.	ELEVATION
HDPE	HIGH DENSITY POLYETHYLENE
INV.	INVERT
MAX.	MAXIMUM
MIN.	MINIMUM
SMH	SEWER MANHOLE
TYP.	TYPICAL

LEGEND

EXISTING	DESCRIPTION	PROPOSED
○	SEWER MANHOLE	○
—	SEWER LINE	—
○	DRAIN MANHOLE	○
—	CATCH BASIN	—
—	STORM DRAIN	—
—	ELEC. UNDERGROUND	—
—	ELEC. MANHOLE	—
—	ELEC. CBL. WIRE	—
—	COMM. MANHOLE	—
—	COMMUNICATIONS BOX	—
—	COMMUNICATIONS LINE	—
—	UTILITY POLE	—
—	TREE	—
—	SHRUB	—
—	8' CONTOUR	—
—	1' CONTOUR	—
—	SPOT ELEVATION	—
—	TEST PIT	—
—	PREC. TEST BUILDING	—

Install three directional signs on posts around parking lot for church and offices.
Install one 30" x 80" triangle shaped sign on church over daycare center door.
See designs.





MCC KIDS ENTRANCE

29"

87"



MEDWAY DESIGN REVIEW COMMITTEE (DRC) Applicant Meeting Schedule

The Design Review Committee (DRC) generally meets on the first & third Monday evening of each month @ 7:00 p.m. although that schedule may be adjusted to accommodate Monday holidays and school vacations.

DRC meetings are held in the Cole Room at the Medway Public Library, 26 High Street. Meetings on *dates noted below will be held in the Library Conference Room.

From time to time, a DRC meeting may be held at a different location.

If so, the meeting agenda will clearly indicate the alternative location and address.

2019 DRC MEETING DATES

Mondays, January 7 and 21, 2019 (This is MLK holiday – Library will be closed)
Monday, February 4 & 18, 2019 (This is President's Day – Library will be closed)
Mondays, March 4 and 18, 2019
Mondays, April 1 and 15, 2019
Mondays, May 6 and 20, 2019
Mondays, June 3 and 17, 2019
Mondays, July 1 and 15, 2019
Mondays, August 5 and 19, 2019
Mondays, September 9 and 23, 2019
Mondays, October 7 and 21, 2019
Mondays, November 4 and 18, 2019
Mondays, December 2 and 16, 2019

Please note the DRC meeting schedule may also change due to Town Meeting dates.

The DRC may hold special meetings as needed including site visits with the Planning & Economic Development Board for development projects under review.

DRC meeting agendas are posted outside the office
of the Medway Town Clerk at Town Hall, 155 Village Street
on the Thursday before a Monday meeting.

The agendas are also posted online at <http://www.townofmedway.org>.

For additional information or to schedule an appointment with the DRC,
please contact the Medway Planning office at 508-533-3291.