

APPROVED: 01-22-18



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

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

DRC Meeting Minutes: January 08, 2018 Medway Public Library (Conference Room)

Call to Order: – With a quorum present, this meeting was called to order by Chair Mr. Buckley at 7:09p.m.

Attendees:

	01/08/2018		
Matthew Buckley	X		
Rich Di Iulio	-		
Jessica Chabot	X		
Tom Gay	ABSENT WITH NOTICE		
Rachel Walsh	ABSENT WITH NOTICE		
Dan Connolly	X		
Seth Kendall	X		
Alex Kevork	ABSENT WITH NOTICE		

- Sreelatha Allam, Meeting Recording Secretary
- Susy Affleck-Childs, Planning and Economic Development Coordinator

Meeting Minutes:

12-04-2017 minutes: *A motion was made by Mr. Buckley to approve the minutes from 12-04-2017 meeting as amended, seconded by Ms. Chabot. The motion was approved.*

Sign Design Review – O’ Reilly’s Auto Parts- 106 Main Street: (See attached)

- ❖ Russ Baker of Signs by Russ attended the meeting to discuss this item.
- ❖ The proposed business will be in the old Dollar Tree location at the Medway Shopping Plaza.
- ❖ Ms. Affleck-Childs asked the representative about the dimensions of the store front. Response was 70 ft. width. She said Building Department has confirmed that the store front is 70.3 linear ft. based on the building plan.

- ❖ There was a question whether it would have a raceway or be flush mounted. Response was it will have a raceway behind the sign. O'Reilly's is one word without any rectangle/ silhouette around it.
- ❖ Mr. Buckley said façade in this location has silhouettes from the signs of the previous two tenants. DRC has been recommending to the new tenants that they paint out the silhouettes. Mr. Buckley said this will be one of the DRC's recommendations to the Building Department before the permit is issued. Representative said he will convey this requirement to the applicant.
- ❖ Ms. Chabot asked if internal illumination in the sign is allowed and the response is yes. The entire sign will be illuminated with LED's.
- ❖ One of the DRC's recommendations will be that the internal illumination should be turned off after the business hours. Lighting hours should comply with the by-law.
- ❖ Mr. Buckley asked if the specs sign could just have the word O'Reilly's. Response was that "Auto Parts" should also be part of the sign.
- ❖ There was some discussion on the plaza monument sign on the street. Representative said the plaza landlord is responsible for the installation of the signs on the monument.
- ❖ Mr. Buckley recommended that the franchisee/tenant should be informed about the dimensions for a tenant panel in the monument sign so that a design can be conveyed to the landlord. These signs are not internally illuminated but will have spot lights.
- ❖ Mr. Buckley said the application does not include the design for the panel for the plaza monument. DRC would like to see a design submitted for DRC review. Each of the signs proposed are required to be reviewed by the DRC. This will be a recommendation.
- ❖ Additional signs can include store name, hours of operation, etc. This information will be included in the DRC's review letter. Ms. Affleck-Childs will check the bylaw.
- ❖ Ms. Affleck- Childs will contact Eric Lawless, the new property manager at 106 Main Street, to ask about the next steps in the process and also to find out if they have the permit for the monument structure.
- ❖ With Committee members' guidance, Ms. Affleck-Child will write a letter to the plaza landlord regarding the individual business signs for the monument sign.
- ❖ Ms. Chabot will draft the DRC's letter of recommendation for this sign.

Next steps on Community Message Board Sign

- ❖ Mr. Buckley said the initial goal of the Committee was to present the message board signs at the special Town Meeting in March. Ms. Affleck-Childs said the special meeting will focus on the regulations for recreational marijuana and that the timing might be too tight to come up with the final version of the community message board sign. DRC members agreed.
- ❖ Mr. Buckley said he will check with Mr. Hooper on the specs for the proposed wall at Choate Park.
- ❖ Ms. Chabot said it would be appropriate for the same firm that designs the monument to also design the sign and the construction drawings as well. She also talked about the Rt. 109 project contractor potentially working on building the monument and the sign.
- ❖ Ms. Affleck-Childs will check with Mr. D'Amico to determine if he had Poyant Signs for construction drawings of the monument structure that will house the community message

sign. She will also find out if he expects the Route 109 project contractor, Amorello Construction, to build the monument sign.

- ❖ Mr. Connolly talked about doing this as a design-build project.
- ❖ There was discussion on the font style and font colors for the sign. Mr. Kendall expressed that with fieldstone wall style, brown color fonts might not be a good choice in terms of visibility.
- ❖ Ms. Affleck-Childs will share the sign specs for “Welcome to Medway Sign” (particulars on the font style and colors) with the Committee.
- ❖ Mr. Buckley said the focus at this time should be to create a message sign design that can be easily adopted and used by the Town at other locations.
- ❖ Committee briefly discussed the Do’s and Don’ts for the Master Signage Plan. Mr. Buckley agreed to reach out to Mr. Crowley to understand the criticism received on the “Welcome to Medway” sign. The main intent is to ensure that the signage plan addresses the concerns expressed for the Welcome to Medway Sign.

Other business as may come before the Committee

- ❖ Member Mr. Kevork recently took a new work opportunity that requires him to travel to Nova Scotia on the days/nights DRC meets. He expressed his interest to stay on the Committee and is working with the new employer to ensure that he gets to travel during the weeks the Committee does not meet.
- ❖ Committee members expressed their unanimous support to have him remain on the Committee.
- ❖ Ms. Affleck-Childs talked about the recently received site plan application for 50 Alder Street. It’s an existing business in town (auto service and restoration).

Action Items

- ❖ None

Adjournment

With no further business before this committee, a motion was made by Mr. Kendall to adjourn the meeting at 8:50PM, seconded by Mr. Connolly. The motion was unanimously approved.

Respectfully Submitted,
Sreelatha Allam

**DRC Sign Design Review
 Planning and Economic Development Office Comments
 January 5, 2018**

Business Name: O’Reilly’s Auto Parts

Sign Location Address: 106 Main Street @ Medway Shopping Plaza

Sign Fabricator: Russ Baker, Signs by Russ, Brockton, MA

Proposed Sign:

1. **Façade Wall Sign** – Cloud logo (O’Reilly) and individual channel letters (Auto Parts) 4’ 1” tall by 16’ 9½” wide above entry on south building facade

	Proposed	Allowed by Bylaw
Sign Surface Area	68.56 sq. ft. – Rectangle around the entire sign	1 sq. ft. of sign surface area per 1 linear foot of storefront width
Sign Height	Not applicable for wall sign	Not applicable
Illumination	Internal	Yes

Comments:

1. New business. Location is where Dollar Tree used to be.
2. Width of business storefront = 60’ estimate per the application. Sign fabricator, Russ Baker, will check on this on Monday. If the storefront width is 60’, then only 60 sq. ft. of sign surface area is permitted and this sign is too big as proposed.

NOTE – The Medway Building Department indicates that the storefront width is 70.3 linear feet based on current building permit plans on file. Accordingly, the proposed 68.56 sq. ft. of sign surface area is OK.

3. Discuss removal of any shadowing on the façade left behind from previous signs.



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

Medway Location/Address where the sign will be installed: 106 Main Street Medway
 What is the interior width of the storefront? 60

Building/Development Name: (if applicable): Medway Shopping Center

Medway Zoning District: Central Business District

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

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

Business Name: O'Reilly Auto Parts

Mailing Address: P.O. Box 1156

Springfield, Missouri 65801

Contact person: Jill Kukal

Phone: 417-862-2674 X 5986 Cell Phone NA

Email address: jkukal@oreillyauto.com

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	one	16' 8 1/2"	68	4' 1"	internal68
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: Signs By Russ, Inc.
Mailing Address: 244 liberty Street Unit 9A Brockton, MA 02301
Contact person: Russ Baker
Phone: 508-580-2221 Cell Phone: 781-504-4728
Email address: info@signsbyruss.comcastbiz.net

Property Owner Information

Company Name: Medway Realty LLC
Mailing Address: 203 Commercial Street Boston, MA 02109
Contact person: Neil Derenberg
Phone: 617-720-5656 Cell Phone: 617-688-6761
Email address: neil@derenbergrealty.com

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: sachiids@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

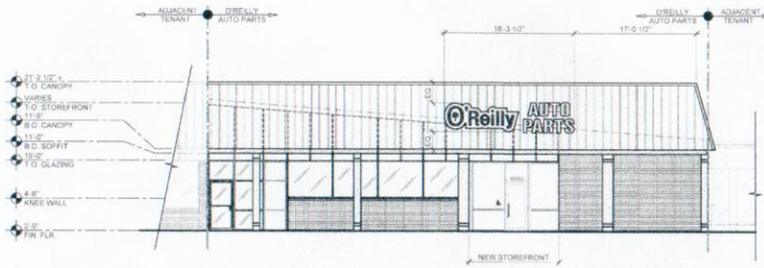
Applicants and sign designers should read the Sign Guidelines included in the Medway Design Review Guidelines before developing a sign design.

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

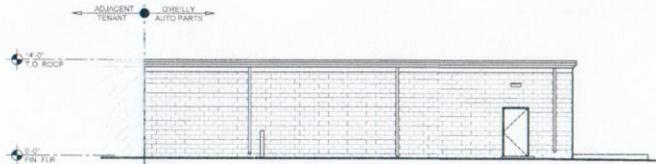
Sign designs should be developed in accordance with the Sign Design Guidelines.

Date Application Received by Medway Planning office: _____

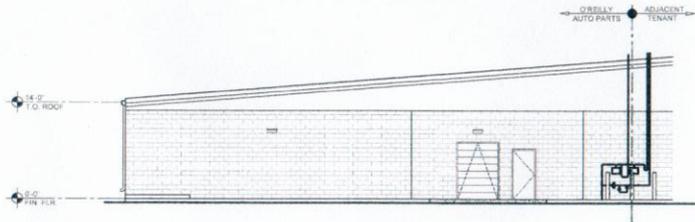
Reviewed by Medway Planning Coordinator: _____ DRC Meeting Date: _____



1 PROPOSED FRONT (SOUTH) ELEVATION
 SG2.1 SCALE: 1/8" = 1'-0"



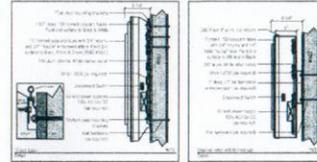
2 PROPOSED RIGHT SIDE (EAST) ELEVATION
 SG2.1 SCALE: 1/8" = 1'-0"



3 PROPOSED REAR (NORTH) ELEVATION
 SG2.1 SCALE: 1/8" = 1'-0"



4 FRONT WALL SIGN ELEVATION
 SG2.1 SCALE: 1/4" = 1'-0"



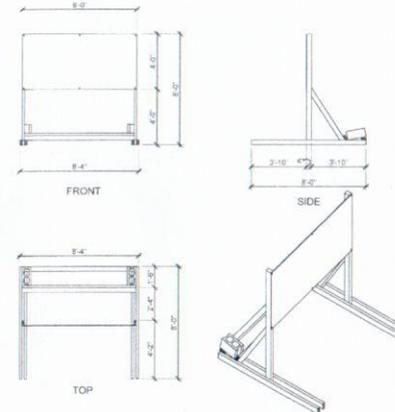
Formed Cloud Logs with "AP" Formed Caps & Channel Returns
 Part# 49/24-S-Cld,Log&Chtrs-WFC



O'Reilly Auto Parts
 313 Patterson St.
 Springfield, MA 01103

Formed Embossed Cloud Log
 AUTO PARTS Channel Letters
 with Formed Embossed Caps
 Part # 49/24-S-Cld,Log&Chtrs-WFC

5 FRONT WALL SIGN MOUNTING DETAILS
 SG2.1 SCALE: 1/4" = 1'-0"



6 COMING SOON TEMPORARY CONSTRUCTION SITE SIGN
 SG2.1 SCALE: 1/4" = 1'-0"



REVISIONS

NO.	DATE	DESCRIPTION

O'Reilly AUTO PARTS
 CORPORATE OFFICES
 333 SOUTH PATTERSON
 SPRINGFIELD, MA 01103
 417-862-2614 FAX

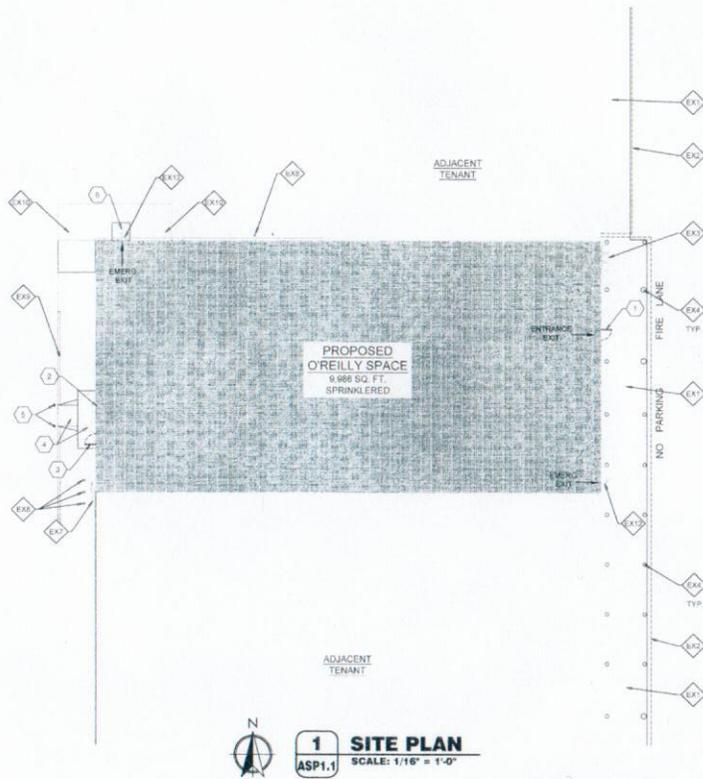
PROJECT:
RE-MODEL O'REILLY AUTO PARTS STORE
 106 MAIN STREET
 MEDWAY, MA 02053
BUILDING SIGNAGE

Mark S. Robinson
 4/4/17
 Mark S. Robinson
 License #19-1
 Exp. Date 10/31/17
 Professional of Record

DRAWN: TJH
 CHECKED: MGC
 DATE: 04-04-2017
 JOB NO: 316154 (MWV)
 SHEET:

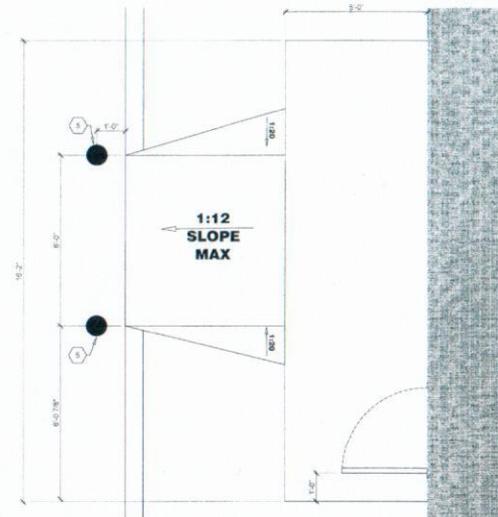
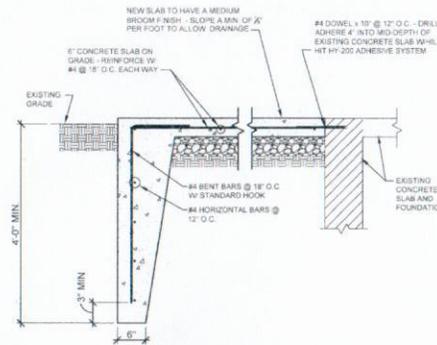
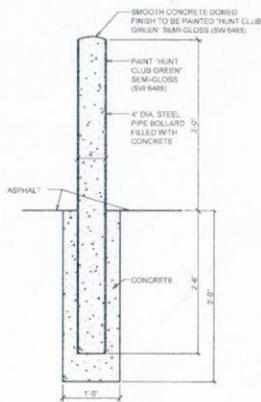
SG2.1
 SHEET
 1 OF 1

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SITE PLAN PROVIDED FOR GENERAL REFERENCE OF EXISTING CONDITIONS. SCOPE OF WORK IDENTIFIED IN KEY NOTES.

CAUTION: INFORMATION ON THIS DRAWING CONCERNING TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THERE TO.



GENERAL NOTES

- REFER TO ARCHITECTURAL GENERAL SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- G.C. SHALL BE RESPONSIBLE FOR RETURNING ALL AREAS DISTURBED OR DISRUPTED BY CONSTRUCTION ACTIVITIES TO PRE-CONSTRUCTION CONDITION. EVERY EFFORT SHALL BE MADE TO PROTECT ADJACENT STRUCTURES AND VEGETATION FROM DAMAGE DUE TO EQUIPMENT USAGE AND CONSTRUCTION. G.C. SHALL PROTECT ALL MATERIALS AND WORK AGAINST THEFT TO PUBLIC.
- G.C. SHALL BE RESPONSIBLE FOR THE CLEAN-UP OF SITE AT THE COMPLETION OF WORK EACH DAY. AT ALL TIMES THE SIDEWALKS SHALL BE KEPT CLEAN AND FREE OF DEBRIS. REMOVE SURPLUS SOIL, WASTE MATERIAL, TRASH AND DEBRIS FROM THE SITE AND LEGALLY DISPOSE.
- G.C. SHALL BE RESPONSIBLE FOR RECONFIGURING, RELOCATING OR REPLACING ALL EXISTING COMPONENTS TO THE IRRIGATION SYSTEM, INCLUDING CONTROL BOXES, AS REQUIRED TO MATCH EXISTING SYSTEM.
- G.C. TO PROVIDE POWER TO ALL SIGNAGE IF NOT ALREADY AVAILABLE.
- BEFORE TO INSTALLATION, G.C. TO CONFIRM THAT LIGHT POLES, LANDSCAPING AND UTILITIES DO NOT CONFLICT WITH SIGN LOCATION SHOWN. IF ANY POTENTIAL CONFLICT IS DISCOVERED, G.C. TO CONTACT THE CRELLY PROJECT ADMINISTRATOR BEFORE PROCEEDING.
- SEE SHEET A1.1 FOR ADDITIONAL SITE INFORMATION REGARDING BUILDING PERIMETER.
- ALL PIPES LOCATED ONE AND WORK FOR SIGN AND/OR LIGHT POLES, FOUNDATIONS AND POWER TRINCINGS MUST BE REVIEWED FOR CONFLICTS WITH EXISTING UTILITIES, EASEMENTS AND/OR UNDERGROUND STRUCTURES.

EXISTING TO REMAIN KEYED NOTES

- | | |
|--------------------------------|------------------------------|
| 1. CONCRETE SIDEWALK | 9. CONCRETE CURB |
| 2. OUTLINE OF CANOPY ABOVE | 10. CONCRETE PAD |
| 3. FREE STANDING MAILBOXES | 11. HANDICAP PARKING SIGNAGE |
| 4. CANOPY COLUMNS | 12. EXISTING EGRESS DOOR |
| 5. POLE MOUNTED PARKING LIGHTS | |
| 6. HANDICAP SPACES | |
| 7. GAS METERS | |
| 8. STEEL BOLLARDS | |

KEY NOTES

- NEW ENTRANCE. VERIFY COMPLIANCE WITH ACCESSIBILITY REQUIREMENTS. SEE FLOOR PLAN AND DOOR SCHEDULE FOR MORE INFORMATION.
- NEW OVERHEAD DOOR AND FRAME. SEE SHEET A1.1 FOR LOCATION AND SHEET A1.1 FOR DOOR SCHEDULE.
- NEW HOLLOW METAL DOOR AND FRAME. SEE SHEET A1.1 FOR LOCATION AND SHEET A1.1 FOR DOOR SCHEDULE.
- NEW CONCRETE PAD AND RAMP TO BE INSTALLED FOR OVERHEAD AND MAN DOORS. REFER TO DETAIL ASP1.1 FOR ADDITIONAL INFORMATION.
- NEW CONCRETE BOLLARDS TO BE INSTALLED. REFER TO DETAIL ASP1.1 FOR ADDITIONAL INFORMATION.
- NEW CONCRETE PAD TO BE INSTALLED. REFER TO DETAIL ASP1.1 FOR ADDITIONAL INFORMATION.

CASCO
PROJECT MANAGERS
19877 Watson Road
St. Louis, MO 63127
Phone: (314) 821-1102

REVISIONS

O'Reilly AUTO PARTS

CORPORATE OFFICES
233 SOUTH PATTERSON
SPRINGFIELD, MA 01104
417-862-2074 PHONE

PROJECT: RE-MODEL O'REILLY AUTO PARTS STORE
106 MAIN STREET
MEDWAY, MA 02053

ARCHITECTURAL SITE PLAN

Mark S. Dugan
License #21113
Exp. Date: 06/30/17
Professional Engineer

DRAWN: T.J.H.
CHECKED: M.C.C.
DATE: 04-04-2017
JOB NO.: 316154 (MWY)
SHEET:
ASP1.1
SHEET 1 OF 1

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