

**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

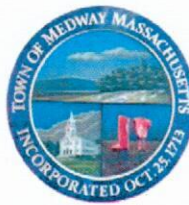
	Proposed	Allowed by Bylaw
<b>Sign Surface Area</b>	68.56 sq. ft. – Rectangle around the entire sign	1 sq. ft. of sign surface area per 1 linear foot of storefront width
<b>Sign Height</b>	Not applicable for wall sign	Not applicable
<b>Illumination</b>	Internal	Yes

**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](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	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](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: 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](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

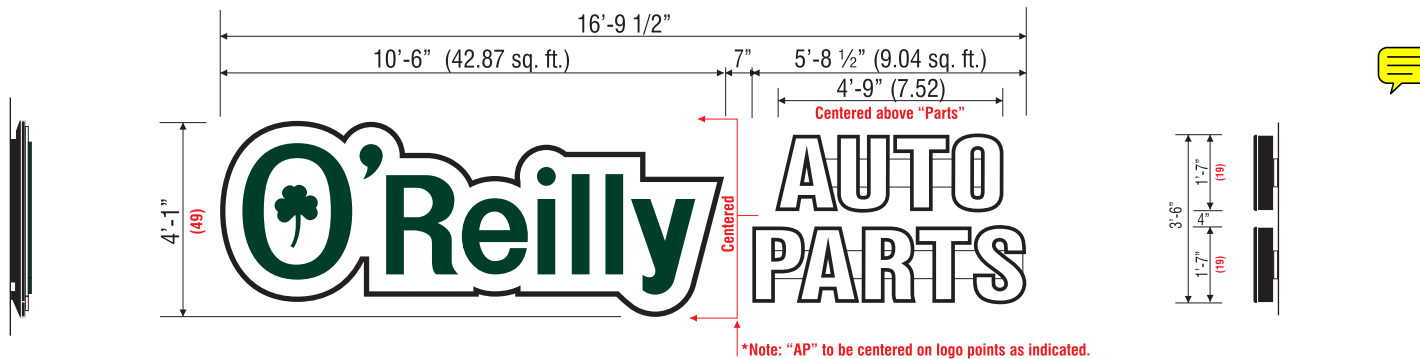
**Applicants and sign designers should read the Sign Guidelines included in the Medway Design Review Guidelines before developing a sign design.**

<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:** \_\_\_\_\_



Side View  
"O'Reilly"

Front View  
Scale: 1/4" = 1'-0" 59.43 sq. ft. (Combined Individual Components) 68.57 sq. ft. (Encompassed Rectangle)

Part# 49/19-S-CldLogo&Chltrs-WFC

Side View  
"AUTO PARTS"

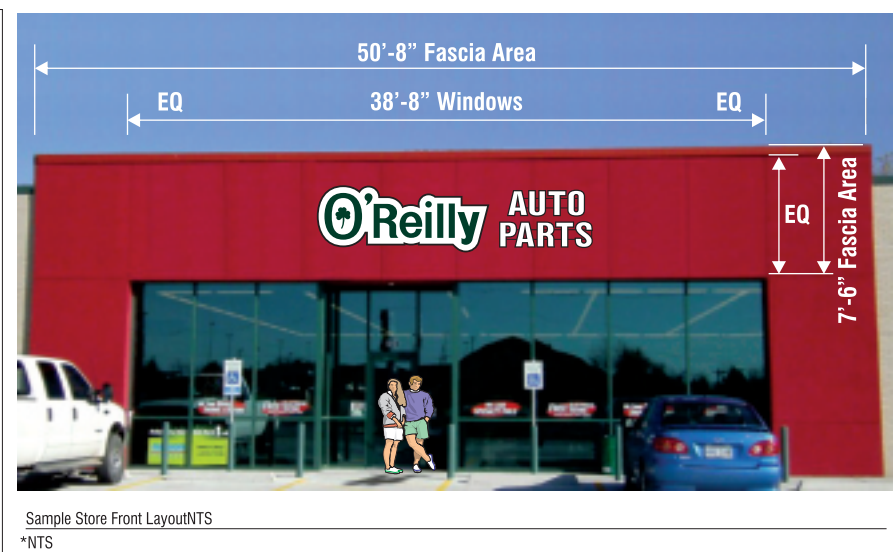
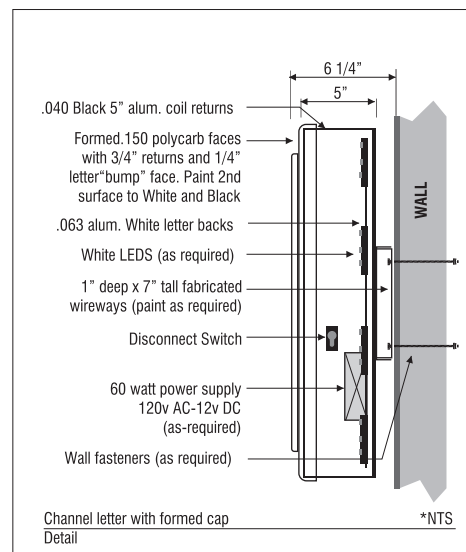
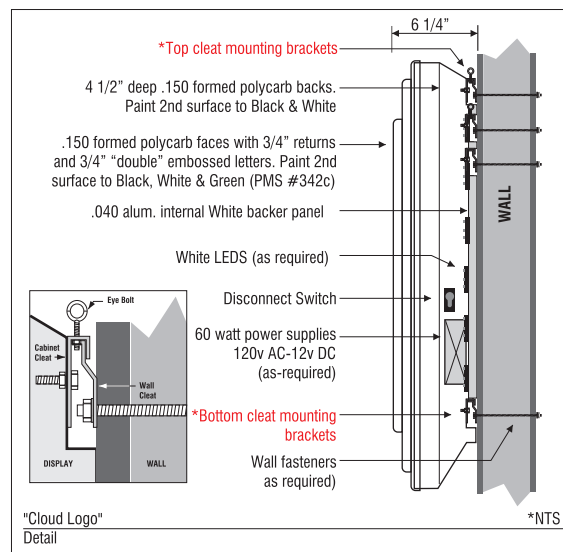
"O'Reilly" Cloud Logo with "AP" channel letters on 7" (h) x 1" (d) wireways. Wireways paint to: **OAP RED**

"O'Reilly" Cloud Logo is formed polycarb with double embossment with 2nd surface painted graphics. Paint match to: Green (PMS# 342c), Black and White.

"AP" to have formed polycarb caps with 1/4" letter "bumps". Black 5" aluminum coil returns. 2nd surface Black and White paint. WHITE LED illumination.

## Formed Cloud Logo with "AP" Formed Caps & Channel Returns

### Part# 49/19-S-CldLogo&Chltrs-WFC



O'Reilly Auto Parts  
233 Patterson St.  
Springfield, MO 65803

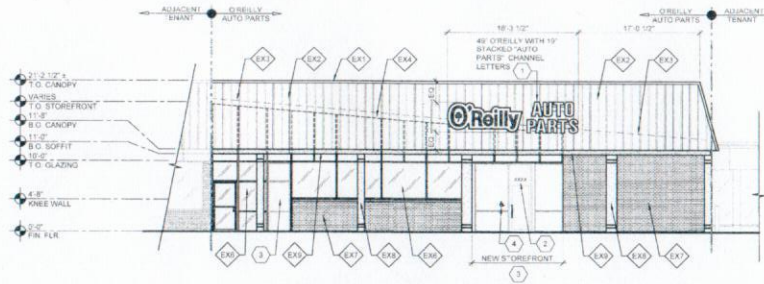
This original artwork is protected under Federal Copyright Laws. Make no reproduction of this design concept without permission. **Property of O'Reilly Automotive Inc.** Colors on print may not accurately depict specific colors.

**Formed Embossed Cloud Logo AUTO PARTS Channel Letters with Formed Embossed Caps**  
49/19-S-CldLogo&Chltrs-WFC

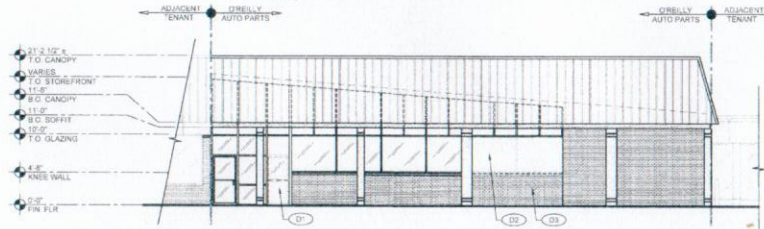




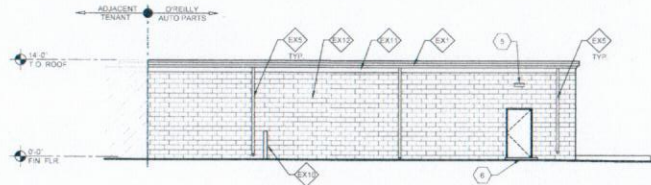




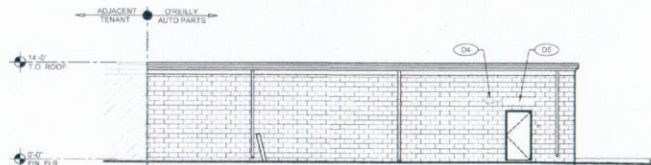
**1 PROPOSED FRONT (SOUTH) ELEVATION**  
A2.1 SCALE: 1/8" = 1'-0"



**2 EXISTING FRONT (SOUTH) ELEVATION**  
A2.1 SCALE: 1/8" = 1'-0"



**3 PROPOSED RIGHT SIDE (EAST) ELEVATION**  
A2.1 SCALE: 1/8" = 1'-0"



**4 EXISTING RIGHT SIDE (EAST) ELEVATION**  
A2.1 SCALE: 1/8" = 1'-0"

## EXISTING TO REMAIN KEY NOTES

- METAL CHAFF BLOCKS
- CANOPY METAL PANELING SYSTEM
- BUILDING ROOF LINE BEYOND CANOPY
- STOREFRONT SYSTEM BEYOND CANOPY
- DOWNSPOUT TO BE REPAIRED/RENEWED AS REQUIRED. ENSURE ALL DEBRIS HAS BEEN REMOVED SUCH THAT WATER DRAINAGE IS NOT BLOCKED. FINISH TO MATCH EXISTING GUTTER SYSTEM.
- BRICK ALUMINUM STOREFRONT SYSTEM
- BRICK VENEER WALL AND KNEE WALL
- CANOPY COLUMN WITH STUCCO COLUMN CASING
- STUCCO SAFETY REMAINING CANOPY
- CONCRETE BOLLARD. STRAIGHTEN AND REINFORCE AS REQUIRED.
- GUTTER SYSTEM TO REMAIN. REPAIR/REPLACE AS REQUIRED AND ENSURE ALL DEBRIS HAS BEEN REMOVED SUCH THAT WATER DRAINAGE IS NOT BLOCKED.
- C.M.U. WALL. PATCH AND REPAIR AS REQUIRED TO LIKE NEW CONDITION.

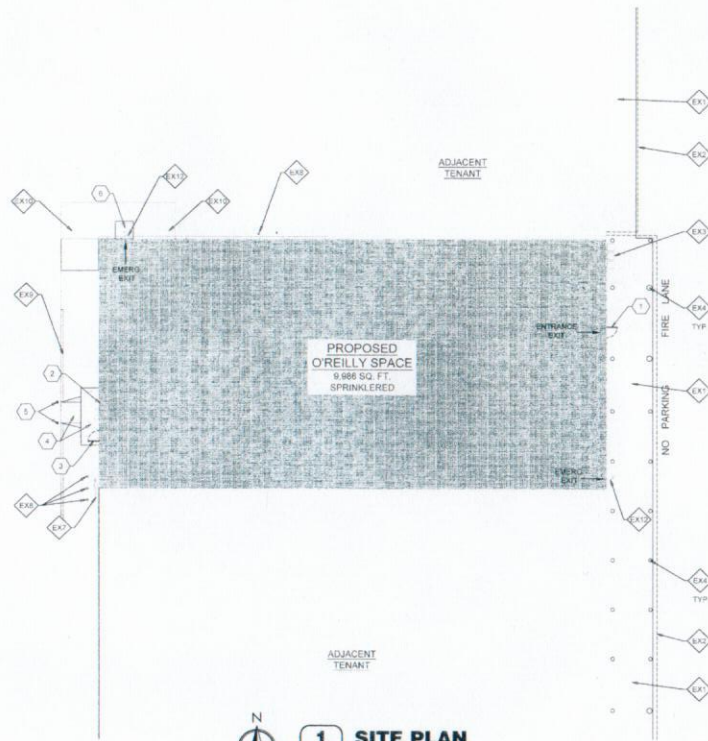
## DEMOLITION KEY NOTES

- REMOVE EXISTING ALUMINUM STOREFRONT DOOR AND GLAZING UP TO HORIZONTAL MULLION. TOP HORIZONTAL MULLION TO REMAIN. REFER TO SHEET D1.1 FOR ADDITIONAL INFORMATION.
- REMOVE PORTION OF EXISTING STOREFRONT SYSTEM. TOP HORIZONTAL MULLION TO REMAIN TO CONNECT WITH NEW STOREFRONT SYSTEM. REFER TO SHEET D1.1 FOR ADDITIONAL INFORMATION.
- REMOVE PORTION OF EXISTING BRICK VENEER KNEE WALL SYSTEM. REFER TO SHEET D1.1 FOR ADDITIONAL INFORMATION.
- REMOVE EXISTING WALL MOUNTED LIGHT. PATCH AND REPAIR C.M.U. WALL TO LIKE NEW CONDITION AFTER REMOVAL.
- REMOVE EXISTING METAL CANOPY ABOVE EXIT DOOR. PATCH AND REPAIR C.M.U. WALL TO LIKE NEW CONDITION AFTER REMOVAL.

## KEY NOTES

- APPROXIMATE OUTLINE OF SIGN. PROVIDE BLOCKING AS REQUIRED FOR MOUNTING OF SIGN. COORDINATE WITH SIGN COMPANY FOR EXACT SIGN PLACEMENT. TENANT FURNISHED AND INSTALLED. LOOD. REFER TO SIGN PACKET FOR ADDITIONAL INFORMATION.
- IF HIGH WHITE VINYL ADDRESS NUMBERS BY D.C.
- INFLU OPENING WITH NEW ALUMINUM STOREFRONT SYSTEM. REFER TO SHEET A1.1 FOR ADDITIONAL INFORMATION. SEE EXTERIOR FINISH SCHEDULE THIS SHEET FOR FINISHES.
- O.C. TO INSTALL INTERNATIONAL SYMBOL OF ACCESSIBILITY AT MAIN ENTRANCE. REFER TO 13A.1 FOR ADDITIONAL INFORMATION.
- NEW WALL MOUNTED LIGHT FIXTURE. CENTER LIGHT OVER OVERHEAD METAL DOOR AND EXIT DOOR WHERE OCCURS. INSTALL LIGHT FIXTURE 12'-0" FROM FINISH FLOOR UP TO CENTER OF LIGHT FIXTURE UNLESS OTHERWISE NOTED. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
- NEW CONCRETE PAD TO BE INSTALLED. REFER TO DETAIL BASP1.1 FOR ADDITIONAL INFORMATION.

EXTERIOR FINISH SCHEDULE		
TYPE:	COMPANY TYPE:	COLOR:
STOREFRONT (NO SUBSTITUTES)	BFCC	MATCH EXISTING STOREFRONT
	KAWNEER	MATCH EXISTING STOREFRONT
	VISTA WALL	MATCH EXISTING STOREFRONT
EXTERIOR DOORS	GC	MATCH EXISTING DOORS
OVERHEAD DOORS	GC	MATCH EXISTING DOORS

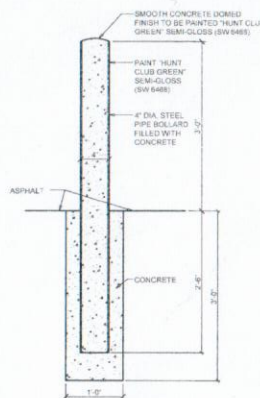


**1 SITE PLAN**  
SCALE: 1/16" = 1'-0"

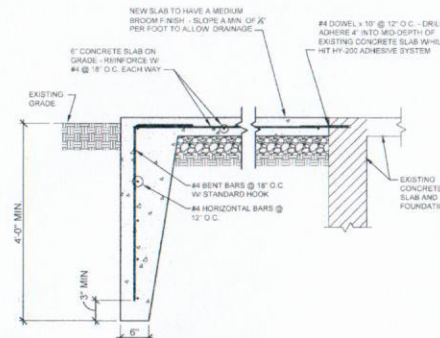
**SITE PLAN PROVIDED FOR GENERAL REFERENCE OF EXISTING CONDITIONS. SCOPE OF WORK IDENTIFIED IN KEY NOTES.**

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.

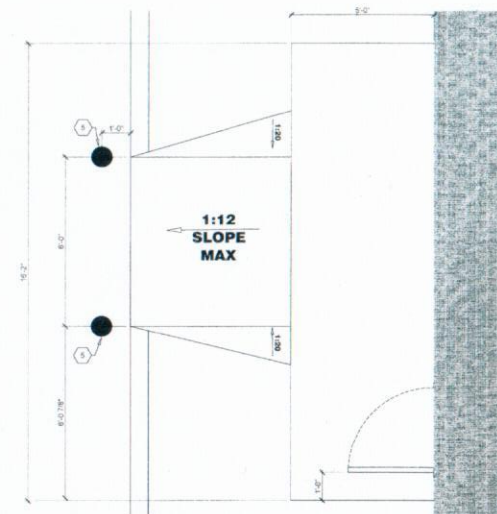
**811**  
Know what's below  
Call before you dig.



**2 BOLLARD DETAIL**  
SCALE: 1" = 1'-0"



**3 CONCRETE SLAB DETAIL**  
SCALE: 1" = 1'-0"



**4 CONCRETE SLAB DETAIL**  
SCALE: 1" = 1'-0"

## GENERAL NOTES

1. REFER TO ARCHITECTURAL GENERAL SPECIFICATIONS FOR ADDITIONAL INFORMATION.
2. 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 INJURY TO PUBLIC.
3. 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.
4. 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.
5. G.C. TO PROVIDE POWER TO ALL SIGNAGE IF NOT ALREADY AVAILABLE.
6. PRIOR TO INSTALLATION, G.C. TO CONFIRM THAT LIGHT POLES, LANDSCAPING AND UTILITIES DO NOT CONFLICT WITH SIGN LOCATION SHOWN. IF ANY POTENTIAL CONFLICT IS UNCOVERED, G.C. TO CONTACT THE CRELLY PROJECT ADMINISTRATOR BEFORE PROCEEDING.
7. SEE SHEET A1.1 FOR ADDITIONAL SITE INFORMATION REGARDING BUILDING PERIMETER.
8. ALL PERMITS, LOCATION AND WORK FOR SIGN AND/OR LIGHT POLES, FOUNDATIONS AND POWER TRENCHING MUST BE REVIEWED FOR CONFLICTS WITH EXISTING UTILITIES, EASEMENTS AND/OR UNDERGROUND STRUCTURES.

## EXISTING TO REMAIN KEYED NOTES

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

## KEY NOTES

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

**CASCO**  
PROJECT MANAGERS  
10877 Watson Road  
St Louis, MO 63127  
Phone: (314) 821-1102

REVISIONS

NO.	DATE	DESCRIPTION

**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**  
**MEDFORD, MA 02053**

**ARCHITECTURAL SITE PLAN**

Mark D. Dugan  
License #27113  
State of Massachusetts  
Professional Seal

DRAWN: TJH  
CHECKED: MOC  
DATE: 04-04-2017  
JOB NO.: 316154 (MWY)  
SHEET:  
**ASP1.1**  
SHEET  
1 OF 1