



Town of Medway

DESIGN REVIEW COMMITTEE
 155 Village Street, Medway MA 02053
 (508) 533-3264 • FAX: (508) 321-4988

Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Rod MacLeod, Member
Karyl Spiller-Walsh, Member
Rachel Walsh, Member
Mary Weafer, Member

Approved: 8/3/15

Meeting Minutes: June 1, 2015
 Medway Library, Conference Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:03 p.m.

Attendees:

	6/1/15	6/15/15	7/6/15	7/27/15	8/3/15	8/17/15
Matthew Buckley	X					
Julie Fallon						
Karyl Spiller-Walsh	X					
Rod MacLeod	X					
Mary Weafer	X					
Rachel Walsh	X					

Planning & Economic Development Coordinator Susy Affleck-Childs attended the meeting.

Rod MacLeod announced that he will not renew his membership on the Committee. The Committee thanked him for his contributions and said he will be greatly missed. His term expires June 30, 2015.

Sign Design Review - Rabbit Hill Place, 135 Main Street:

Todd Allen and Cam Afonso joined the Committee to discuss the signs for Rabbit Hill Place at 135 Main Street. The applicant explained that the current sign on the property that is in disrepair will be removed. They are proposing to add a monument sign at the northeast corner of the property. As of right now there will be 4 tenants so there will be four sign panels. The panels are not all the same size; they are proportional to the amount of space the tenant is renting. They plan to use granite posts. The main colors are burgundy and gray to coordinate with the buildings. They also plan to add two hanging signs to the building at the back of the property and two wall signs to the building at the front of the property. The hanging signs on the back building will be above the entryway for each business and will use steel architectural brackets. The hanging signs will not be lit. The applicant said one of the tenants, Custom

Apparel, cannot receive any deliveries until they have a permanent sign so it is important to complete the process as quickly as possible. There will be two wall signs on the building at the front of the property. One will be on the Cottage Street side of the building and one will be near the entry. The Committee made the following recommendations:

- Remove phone numbers and website from HIS sign panel.
- Add the word “corporation” to the right of the HIS logo and center it on the logo. Increase the size of the font.
- The monument sign needs to be landscaped and lit. There should be mulch, flowers and ground lighting.
- Consider making the Antiques sign panel the largest and the other three the same size.
- Increase the spacing for Medway on the Antiques sign panel and also increase the space between the A and N in Antiques.
- Consider using the space between the two windows on the second floor of the main building at the front of the property. This would be a great spot to showcase a particular antique and possibly change the piece with the seasons. This would be another form of advertisement without doing a sign. Possibly consider adding more windows in that area to showcase additional antiques.
- The wall sign on the main building near the entry should be moved closer to the road.

Rachel will draft the Letter of Recommendation (LOR) and forward to Susy Affleck-Childs.

Site Plan Rules & Regulations Discussion:

Planning & Economic Development Coordinator Susy Affleck-Childs explained that they are revising the Site Plan Rules and Regulations. She asked the Committee to review the language to make sure it is precise and prescriptive. The goal is to make sure the Committee is receiving all of the necessary information at the time of submittal. The Committee reviewed Building Elevations/Architectural Plan, Site Amenities Details, and Color Renderings. Chairman Buckley said it is very important to see all of the building elevations at the same time to see the relationship of the buildings. The Committee said it is also very important that the renderings reflect the landscape at the time of construction and not twenty years down the road. The Committee reviewed the language and made the following recommendations:

- Building Elevations/Architectural Plan – add the word “complete” before dimensions so the applicants know it needs to be comprehensive. Add lighting and windows to the list of specifications. Change the word “on” to “of”.

- Site Amenities Details – add crosswalk, systems enclosures (electrical boxes etc.), bike racks, guardrails, ornamental lighting, feature or accent lighting, and mailboxes. Change the word “details” to “specifications.”
- Color Renderings - Add the word “all” before structures and “their relationship to each other and to the site.” Should include landscaping as proposed at time of construction. Add that it should be with a 28mm-50mm lens in a naturalized setting.

Design Review Guidelines Update Taskforce:

Chairman Buckley reported that at the last meeting the group discussed the general layout of the guidelines. He reported that the document will be broken up by zoning districts. The group also discussed “good design” and the results from the joint meeting of the DRC and PEDB on May 5, 2015. The next meeting is Wednesday, June 10, 2015.

Tri-Valley Commons Interim Letter of Recommendation:

The Committee reviewed and discussed the Interim Letter of Recommendation (LOR) for Tri Valley Commons. The Committee made the following revisions:

Building Elements

- The Committee clarified section 1 and 2 under Building A. The 2 evergreen trees should be conifers (blue spruce) and 20-22 feet tall at planting. The location of these trees needs to be specified on the plan. They should be in the southwest corner of the property.
- A note should be added to explain that the Committee originally requested 10 sizable specimen trees throughout the property but this has been reduced to 3 sizable specimen trees. The 3 sizable specimen trees are critical to mitigating the garage bays and architecture.
- The word “ornamental” under section 2 should be changed to “specimen.” It should be specified that this tree should be a maple and have a 5 inch caliper at a minimum at time of planting. It should be 20-22 feet tall at planting.
- The Committee’s recommendations need to be incorporated into the final plans.
- The awnings need to be opaque and cannot be illuminated.

Landscaping

- Remove the first bullet about inclusion of four-season low growth.
- Add that the fieldstone walls should be consistent with other stone walls in the area.
- Replace the word “format” with “appearance.”
- Replace the word “systems” with “utility.”

- Add 2 additional 12-14 foot conifers in southeast corner of the property for a total of 4 12-14 foot conifers in this area. Also add a grouping of 3 rhododendrons that are 4-5 feet tall at time of planting in this area to increase the screen. Make sure the rhododendrons are a consistent color.
- Change the word “improve” to “expand.”
- Specify that the conifer should be at the southern end of detention pond.
- Change “implement” to “use”.
- Add that the applicant said Versa-Lok blocks would be used for the retaining wall and the units would be approximately 6 x 16.

Site Amenities

- Describe in detail the Committee’s recommendation for the monument sign. The monument sign should have a stone base that is integrated into the stone wall at the entrance.
- The shingles on the roof of the monument sign should be same as the roofing materials used throughout the site.
- The monument sign should incorporate the site name and address.
- Add that all façade and free standing signs need to go through the formal sign design review process.
- Add that adequate trash receptacles need to be added.
- The light post details need to be incorporated into the plan. They should be consistent with those proposed for the Route 109 project as well as the lights and benches.

Action Items:

- Rachel will draft the LOR for Rabbit Hill Place.
- Chairman Buckley will update the Tri-Valley Interim Letter of Recommendation.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

Schedule:

The next DRC meeting will be on June 15, 2015 at the Medway Public Library.

Minutes:

Rachel moved that the Committee approve the Design Review Committee meeting minutes from February 23, 2015 as revised; Karyl second; No discussion; All ayes 5-0-0.

Karyl moved that the Committee approve the Design Review Committee meeting minutes from March 2, 2015 as written; Chairman Buckley second; No discussion; All ayes 5-0-0.

Karyl moved that the Committee approve the Design Review Committee meeting minutes from March 16, 2015 as written; Rachel second; No discussion; All ayes 5-0-0.

Adjournment:

With no further business before this committee, a motion was made by Karyl Spiller-Walsh, seconded by Mary Weafer to adjourn at 10:15 p.m.

Respectfully Submitted,

Michelle Reed

Rabbit Hill Properties, LLC
135 Main Street, Medway MA 02053

May 15, 2015

Design Review Committee
Town of Medway
155 Village Street
Medway, MA 02053

Re: *135 Main Street, Medway*

Dear Committee Members:

As the new owner of 135 Main Street, I am requesting approval for the following signs at our location on 135 Main Street.

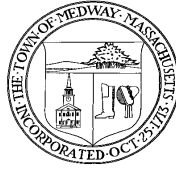
- ✓ Plans provided by Signs by Cam.
- ✓ Erect one (1) multi-tenant sign for our location on the northeast corner of the lot and remove the old Rabbit Hill Furniture sign that is currently by the building. We request that we can illuminate this sign per plans provided with up-lighting.
- ✓ Two (2) new projecting signs on the back-building, mounted parallel with the front of the building. One 2'x4' sign over each door with the tenants name per plans.
- ✓ Two (2) new wall mounted signs on the sides of the front building. The walls are perpendicular to Main Street as per plans.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Allen", is placed over a light blue rectangular background.

Todd Allen
Owner
Rabbit Hill Properties, LLC



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

Medway Location/Address (Where sign will be installed): 135 Main Street
(What is the interior width of the storefront? 30' & 54')

Building/Development Name: (if applicable): Rabbit Hill Properties, LLC

Medway Zoning District: ARII

Applicable Sign Standard Table (from Medway Zoning Bylaw) **Table # 6**

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

Business Name: Rabbit Hill Properties, LLC

Mailing Address: 10 Daniels Road, Medway, MA 02053

Contact person: Todd Allen, President/Owner

Phone: T:508.533.6269 Cell Phone: 508.509.5030

Email address: todd@his-corporation.com

Type of Proposed Sign – For definitions, refer to *Medway Zoning Bylaw (Section V. R. Sign Regulation)*.
The *Medway Zoning Bylaw* is available on-line at: www.townofmedway.org.

Type of Sign	Signs Dimensions	Total Square Footage of Sign Surface Area	Type of Illumination (internal or external or none)	Compliance To be reviewed by Medway Planning Coordinator
Wall/Façade	2@ 2'x8'	48'	External	
Free-standing Individual Business	N/A	N/A	N/A	
Free-standing Multi-Tenant Development	Free - Standing	36"wx72"h	External	
Awning	N/A			
Projecting	2@ 2'x4'	16'	External	
Directory	Yes			

**Attach the following items to this form. pdf format preferred for application and attachments.
Please email application and documents to drc@townofmedway.org.**

1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination. *(You may bring in preliminary sketches of your design concept if you would like assistance in developing your sign design. If this is the case, you should plan to attend a second meeting with the DRC to finalize your sign design.)*
2. For a wall sign, a scaled image showing where the sign's position on the building.
3. For any proposed freestanding sign
 Landscaping Plan for the base of the sign
 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 Cam**

Mailing Address: **837 Upper Union St, Suite C-18, Franklin, MA 02038**

Contact person: **Cam Afonso**

Phone: **508- 364-2905** Cell Phone: _____

Email address: **cam@signsbycam.com**

Property Owner Information

Company Name: **Rabbit Hill Properties, LLC**
Mailing Address: **10 Daniels Road, Medway, MA 02053**
Contact person: **Todd Allen, President/Owner**
Phone: **T: 508.533.6269** Cell Phone: **508.509.5030**
Email address: **todd@his-corporation.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 meets on the first & third Monday night of each month at 7 p.m. - Medway Library, 26 High ST
(Agendas are posted at the Town's web page at www.townofmedway.org)

The Application for Sign Design Review and all supporting information must be submitted to the DRC by 12 noon on the Wednesday before a DRC meeting.

Please submit this application form and all attachments as follows:

Email: drc@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 (Medway Planning office)

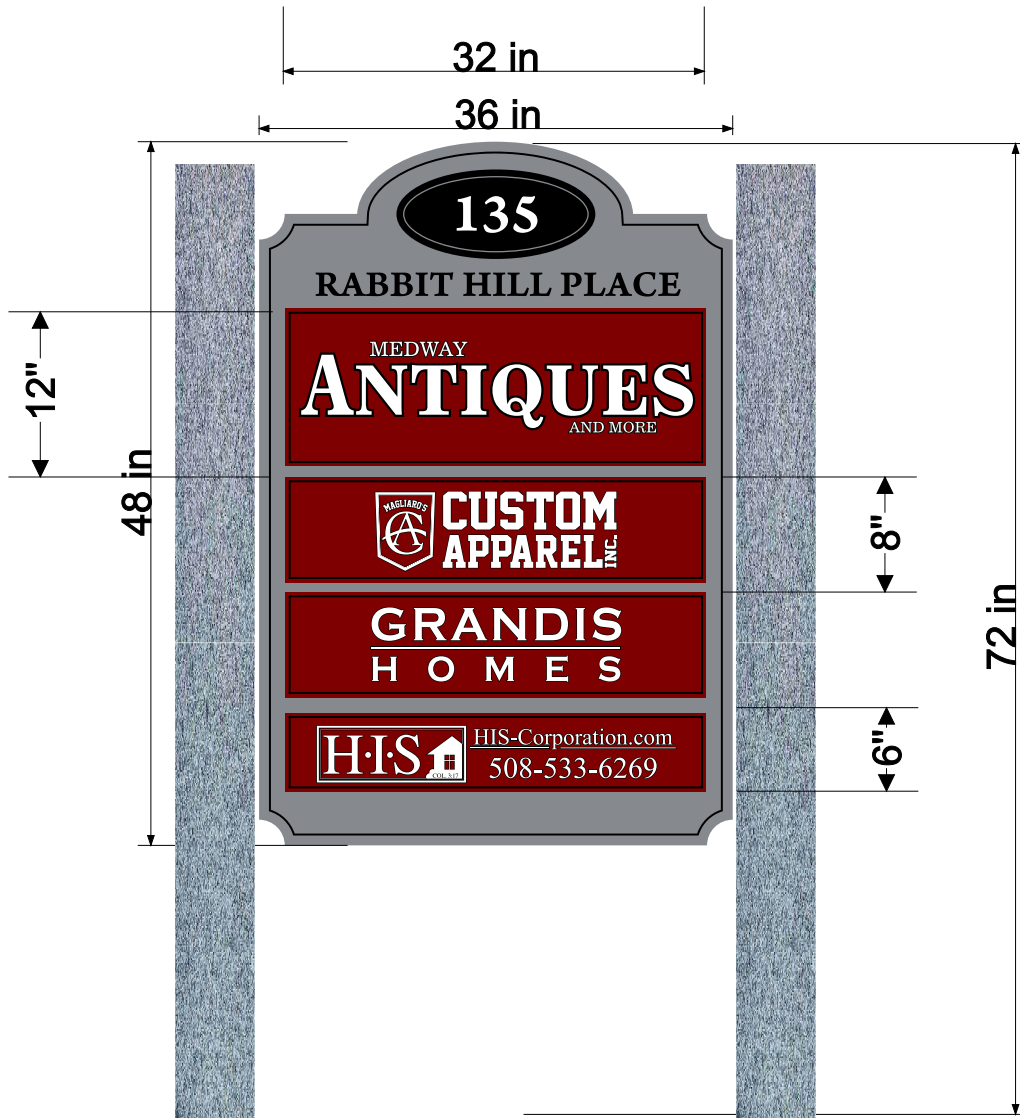
**Applicants and sign designers should read
Medway's Sign Design Guidelines. Sign designs should be developed in
accordance with those Guidelines.**

Date Application Received by Medway Planning office: _____

Reviewed by Medway Planning Coordinator: _____

DRC Meeting Date: _____

Date of DRC Review Letter Submitted to Building Department: _____



Signs By Cam
 Inc.

Sign & Graphic Solutions • Uncompromising Integrity

Cam Afonso
 837 Upper Union St., Suite C-18
 Franklin, MA 02038

Phone: 508-364-2905
 Fax/Office: 508-528-0766
 E-Mail: cam@signsbycam.com
 Website: www.signsbycam.com

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 OF THE LAW.

JOB INFORMATION

JOB TITLE:
 CONTACT:
 PHONE:
 FAX:
 JOB DESCRIPTION:

SQUARE FOOTAGE:=

SIGN MATERIAL SPECS

BANNER: COROPLAST: WOOD:
 ACRYLIC: MAGNETIC: URETHANE:
 PVC: ALUMINUM: NUEDGE:

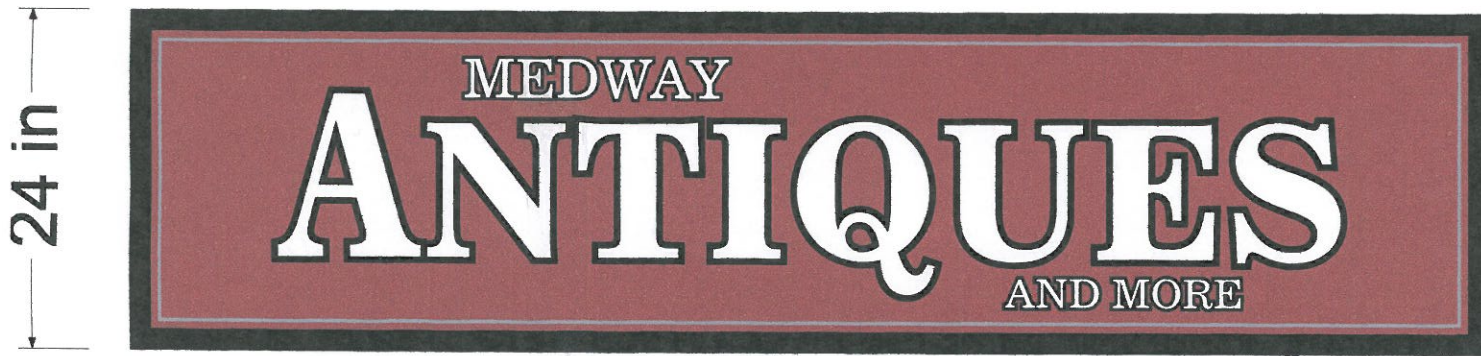
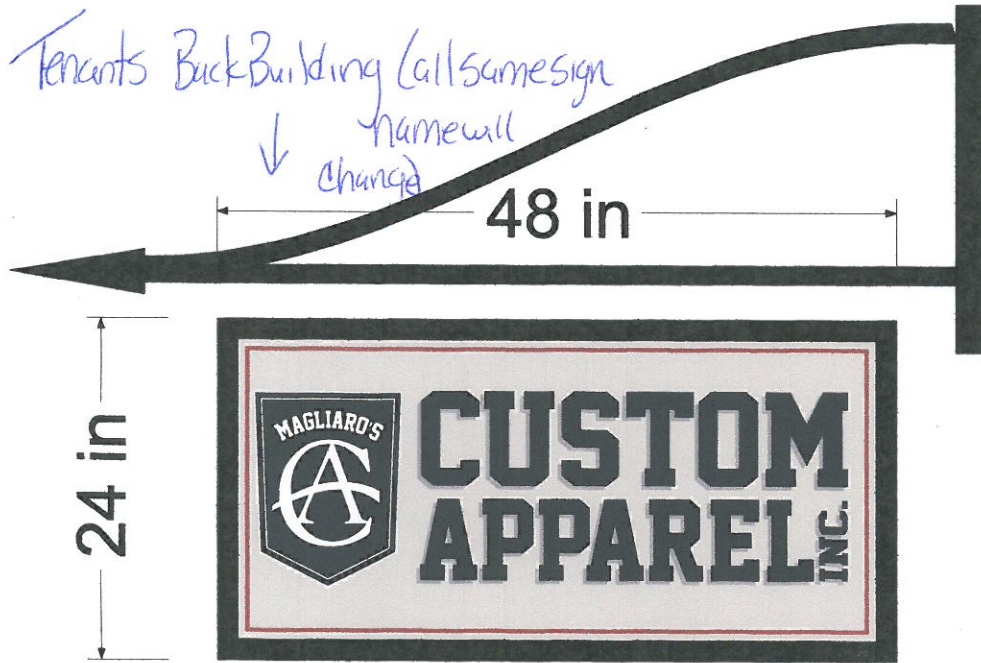
SINGLE SIDED: DOUBLE SIDED:

OTHER: _____

COLOR SPECS:
 BACKGROUND:
 COPY:

OUTLINE:
 SHADOW:
 BORDER:
 LOGO:

Tenants Buck Building calls same sign
↓
name will change
change



WALL SIGN - 2 locations. one on east facade
and one on the west facade

