



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
Tom Gay, Member
Rachel Walsh, Member
Mary Weafer, Member
Lisa Graves, Member

Approved: 9/14/15

Meeting Minutes: August 3, 2015
Medway Library, Cole Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:00 p.m.

Attendees:

| | 6/1/15 | 6/15/15 | 6/29/15 | 7/6/15 | 7/27/15 | 8/3/15 | 8/17/15 |
|-----------------|--------|---------|---------|--------|---------|--------|---------|
| Matthew Buckley | X | X | X | X | X | X | |
| Julie Fallon | | X | | | | | |
| Tom Gay | X | X | X | X | X | X | |
| Mary Weafer | X | X | X | X | X | X | |
| Rachel Walsh | X | | X | X | X | X | |
| Lisa Graves | | | X | X | X | | |

Susy Affleck-Childs also attended the meeting.

Minutes:

Chairman Buckley moved that the Committee approve the meeting minutes from May 18, 2015 as submitted; Rachel Walsh second; No discussion; 3-0-1 (Tom abstained).

Rachel Walsh moved that the Committee approve the meeting minutes from June 1, 2015 as submitted; Chairman Buckley second; No discussion; 3-0-1 (Tom abstained).

Sign Design Review – Ralph’s Barber Shop:

Greg Ward of Expose Signs in Hopedale attended the meeting on behalf of the applicant. The applicant is allowed a 12 sq. ft. building sign. The proposed design is slightly less than 12 sq. ft. Mr. Ward explained that the sign will be red acrylic 12” channel letters. The raceway will match the color of the building façade. The ownership is not changing; they would just like to add a sign. Ralph’s Barber Shop has not had a sign for at least 10 years. Mr. Ward said that the owner would like the sign to be larger than 12 sq. ft. but he explained to his client that they would need to apply for a variance through the ZBA. The group discussed dropping the

word “shop” so that Ralph’s Barber could be made larger and would be more visible from the street. Mr. Ward said he discussed this with the owner but she wanted all three words on the sign. It is especially important to her to have “Ralph’s” on the sign as this is her father’s name. Mr. Ward said he will discuss shortening the name again with the owner. The Committee also explained that any window signs would count towards the total square footage. The Committee made the following recommendations:

- Drop the word “shop” and increase the size of the other words.
- Capitalize only the first letter of each word. This will make it more readable.
- Reduce the size of the “s.”
- The name will most likely need to be shortened for the ladder sign. The letters will need to be very small to fit on the ladder sign and won’t be readable.
- The raceway should be same color as building.
- Consider adding a barber’s pole to the sign.

Sign Design Review – Medway Café Awning:

Peter & Joan Morrissey, owners of the Medway Café, and Dan Maimaron of AWNCO attended the meeting. Chairman Buckley noted that the applicant installed the current awning 7 years ago without going through the Sign Design Review process. The applicant acknowledged this fact. They are not changing the size of the awning, just the fabric. It is currently navy and they are proposing to change it to ivory and burgundy stripes with the new logo. The Committee reviewed and discussed the design. They said they think it is very difficult to see the logo on top of the stripes. The group discussed other options, including only using the burgundy color on the awning. Mr. Maimaron explained that they have already purchased the material for the awning and cut it into 16 inch strips. Mr. Morrissey said he does not want to waste the material that he already purchased. Mr. Maimaron suggested using a solid color in the middle where the logo will be and then using stripes on either side. Mr. Morrissey said he likes the stripes and wants to keep them because they draw attention to the building. The applicant is allowed a sign that is 62 sq. ft. The applicant needs to follow-up with Jack Mee, the Medway Building Inspector, for a determination on whether the entire awning is the sign or just the area around the logo. If the entire awning is determined to be the sign, the applicant would be over the allowable square footage. Chairman Buckley said based on the new bylaw the awnings at Papa Gino’s would not be allowed because they incorporate the corporate colors and logo. The Committee asked Mr. Morrissey to make sure the burgundy and ivory are the same colors that are already at Gould’s Plaza. The Committee made the following recommendations:

- Alternative designs:

- Go with smaller ivory stripes.
- Go with a solid burgundy awning.
- Use three separate panels – cream on ends and burgundy in the middle.
- Alternate the stripes-burgundy, burgundy, cream.
- Use a solid rectangle behind the logo in a complimentary color so that it is easier to read. Similar to how it is on the menu. It will lift the logo off the stripes and make it more visible.
- Follow-up with Jack Mee about whether the entire awning is the sign or just the area around the logo.
- Use black instead of yellow on the logo. Burgundy, ivory, and black are part of the Master Signage Plan at Gould’s Plaza and the black color will make it much easier to read.

Mr. Morrissey said he will consult with his friend who designed the menus to come up with an alternate design for the awning that incorporates some of the ideas from tonight’s meeting. He will attend a future DRC meeting to discuss this matter further.

Sign Design Review – 122 Main Street:

Jeff Dufficy and Chris Courtemache attended the meeting. The Committee reviewed and discussed the monument sign design for the site. Mr. Dufficy said that Flying Fur will occupy the space where Cumberland Farms used to be. The proposed sign is about 45 sq. ft. per side and 10 feet tall. Mr. Dufficy said the sign will be externally illuminated. Planning & Economic Development Coordinator Susy Affleck-Childs said she communicated with Mr. Courtemache after she received the submission to let him know that the proposed sign exceeds the height and surface area allowances. Mr. Courtemache acknowledged that the sign exceeds the allowances and said they planned to pursue a variance through the ZBA. The applicant is allowed a sign up to 8 feet tall and 30 sq. ft. per side. Mr. Dufficy said he would prefer to spend the money and install a new, improved sign but he does not want to sacrifice the size of the sign. The current sign on the property is 45 sq. ft. per side. Mr. Dufficy said he would hope to secure a variance for the height similar to process the new Cumberland Farms went through. Chairman Buckley explained that only the ZBA can make a decision relative to the size and height of the sign and Cumberland Farms is a different case because it is in a different zoning district. Mr. Dufficy said another option is to update the existing sign. The current sign is a pre-existing, non-conforming sign. Ms. Affleck-Childs explained that if the applicant chooses to use the pre-existing, non-conforming sign they will still need to apply for a special permit. Chairman Buckley reiterated that if the applicant installed a new monument sign that did not exceed the height and surface area allowances they would not need to apply for a variance or a special permit. The group discussed possible locations for

the new sign, including on an island inside the parking lot between the curb cuts and at the west corner of the property near the Pond Street intersection. There is a very large right of way on the property that may also impact the location of the sign. Ms. Affleck-Childs explained that if the sign is located on Town property it will require a license from the Board of Selectmen. The Committee made the following recommendations:

- The Committee needs more detail on the location, landscaping, lighting, and materials.
- Applicant should consider whether the 3 sign panels will have the same font and colors and incorporate the different logos.
- Put the tenant names on the sign panels in the renderings.
- Photoshop the sign onto a real picture of the site to see the relationship of the sign and the building.
- Create several different renderings with the sign in different spots.
- The Committee likes the pineapples on the top of the posts instead of further inside.
- Consider using granite posts or posts with fieldstone bases.
- Keep the open space between the top of the sign panel and the structure.
- Consider going with a matte or textured surface for the vinyl to diminish the glossiness.
- Consider making 122 3 dimensional.
- The sign panels have a good amount of negative space, which makes it much easier to read.

Mr. Dufficy and Mr. Courtemache plan to attend the August 17, 2015 DRC meeting to further discuss the sign design.

Tri-Valley Commons – Site Plan Modification:

Patrick Finn of Landry Architects and John Kucich of Bohler Engineering attended the meeting on behalf of the applicant. The Committee reviewed the revised elevations for Building A. Mr. Finn and Mr. Bohler explained the site plan modifications. The enclosure in the back rear of the building was rotated slightly so the trailer could easily be dropped off and picked up. The trailer will be closed but the top of the enclosure is open. The height of the trailer depends on whether they go with a trailer with or without wheels. The Committee asked them to build the enclosure wall at 12 feet so that it is not an issue. Arborvitaes will be planted around the enclosure and eventually be taller than the enclosure. There will be a gate on the enclosure. Ms. Affleck-Childs asked them to add a detail to the plans that the gate enclosure will be the same vinyl material as the other enclosures on the property. The Committee originally asked that the gate on the enclosure be 12 feet high but later decided this could be difficult and compromise the integrity of the gate. They agreed that a 6 foot tall

gate is sufficient. Tom Gay will relay this information to the Planning & Economic Development Board. The Committee thanked Mr. Finn and Mr. Kucich for their hard work and cooperation.

The Willows ARCPUD – Signs & LOR:

The Committee discussed the proposed entry signs for The Willows and the LOR. As a Committee, they do not support the idea of a separate sign for the medical building considering the size of the main entry signs. The Committee recognizes that this is a big issue for the applicant. The Committee agreed that the Medway Building Inspector needs to weigh in on this issue before they can discuss the design any further. They reiterated that this is a residential area with modest homes and the proposed signs are too large and grand for the area. They believe the best solution is to name the medical building and add this name to the main entry signs. The Committee said they would support increasing the size of the actual signs but reducing the height of the walls. Chairman Buckley will update the interim LOR and note the recommendations that have been addressed and those that are still outstanding. Chairman Buckley will incorporate the following recommendations:

- The Committee does not support having a separate sign for the medical building.
- The cap on the walls at the entrance with the street name should be removed.
- Reduce the height of main entrance walls to 6 feet.
- Add the medical building name to main entry signs and then add a façade sign to the medical building. Use directory signs within the site.
- Add veneers to the exposed areas at stream crossings.

Action Items:

- Rachel will do Ralph’s Baber Shop LOR.
- Collect photos of monument signs to share with The Willows ARCPUD.
- Matt will update LOR for The Willows.
- Rachel will do LOR for Tri-Valley Site Plan Modification & Decision.
- Committee will draft goals for DRC for FY15-FY16.
- Julie will work on the cover for the new Design Review Guidelines.
- Mary will gather local photos for the new Design Review Guidelines.
- Ideas for a message board at Choate Park, including location, design, fonts, illumination etc.

Schedule:

The next DRC meeting will be on August 17, 2015 at the Medway Public Library at 7:00 p.m.

Adjournment:

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Mary Weafer to adjourn at 9:46 p.m.

Respectfully Submitted,

Michelle Reed



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

Submit a separate application for each business

Medway Location/Address where the sign will be installed: 112 A Main St
What is the interior width of the storefront? 12'

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

Medway Zoning District: C-1 Commercial 1

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: Ralphs Barber Shop

Mailing Address: 112 A Main St Medway MA 02053

Contact person: Janet Brady

Phone: 508 533-2276 Cell Phone _____

Email address: magsmama1967@yahoo.com

Type of Proposed Sign – For sign definitions, refer to Medway Zoning Bylaw (Section V. R. Sign 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 | Type of Illumination (Internal, external or none) |
|---|------------|------------------|---|---|
| Wall/Façade Sign | 1 | 1' x 12' | 12' | internal |
| Free-standing Individual Business Sign | | | | |
| Free-standing Multi-Tenant Development Sign | | | | |
| Awning Sign | | | | |
| Projecting Sign | | | | |
| Directory Sign | | | | |

Attach the following items to this form. Pdf format is requested for application form and 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. (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 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 - old sign removed 20 yrs ago

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: Expose Signs
Mailing Address: 13 Airport Rd Hopedale MA
Contact person: Greg WARD
Phone: 508 381-0941 Cell Phone: _____
Email address: greg@expose signs.net

Property Owner Information

Company Name: Diversified Funding Inc
Mailing Address: _____
Contact person: _____
Phone: 617-227-0893 Cell Phone: _____
Email address: _____

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
Medway's Sign Design Guidelines before developing a sign design.
http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines
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: _____

Date DRC Letter of Recommendation Submitted to Building Department: _____

JOB# 5753

EST#

ITEM# 1

PROOF DATE: 7/23/15

DUE DATE:



136.79 in

12.47 in

RALPH'S BARBER SHOP

APPROVAL

SIGNATURE & DATE REQUIRED FOR PRODUCTION

SIGNATURE _____ DATE _____

12" H CHANNEL LETTER SET
 1/8" ACRYLIC FACE - RED
 1" TRIM CAP
 1 ROW LED ILLUMINATION
 5" DEEP .040 RETURNS W/ .040 BACKS
 RACEWAY: 7"H X 4.5" DEEP w/ SLIDING
 MOUNTING TABS; WIRED POWER SUPPLY
 ON OFF SWITCH

Ralph's Barber Shop
 112A Main Street
 Medway, MA 02053
 Attn: Janet Brady

EXPOSE
 SIGNS & GRAPHICS, INC.

13 Airport Road • Hopedale, MA
 phone 508.381.0941 fax 508.381.3784
 www.exposigns.net



DEREK'S
STEAK AND SEAFOOD
OPEN DAILY 4PM
CLOSED MONDAY
338

Barber Shop

Catering

received
7-23-15



* NEW CLOTH
ON AWNING
AT MEDWAY CAFE
TO MATCH NEW
LOOK OF BLDG.

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

Submit a separate application for each business

Medway Location/Address where the sign will be installed: 74 MAIN ST.
What is the interior width of the storefront? 50'

Building/Development Name: (if applicable): GOULDS PLAZA

Medway Zoning District: _____

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

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

Business Name: MEDWAY CAFE

Mailing Address: 74 MAIN ST.

MEDWAY MA

Contact person: PETER MORRISSEY (OWNER)

Phone: _____ Cell Phone 508-930-3181

Email address: ACDADDY 16 at AOL.COM

NO
NEW
FRAME!

Same
frame!

Type of Proposed Sign – For sign definitions, refer to Medway Zoning Bylaw (Section V. R. Sign 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 | Type of Illumination (internal, external or none) |
|---|------------|------------------|---|---|
| Wall/Façade Sign | | | | |
| Free-standing Individual Business Sign | | | | None |
| Free-standing Multi-Tenant Development Sign | | | | None |
| Awning Sign | <u>1</u> | | | |
| Projecting Sign | | | | |
| Directory Sign | | | | |

SAME
LOGO
ON
AWNING!
NO
CHANGE
IN
SIZE!

Attach the following items to this form. Pdf format is requested for application form and 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. (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 the sign's position on the building.
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- _____ 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.

SAME AWNING FRAME...
NEW CLOTH...

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: AWNCO
Mailing Address: 3 TAWNTON AV.
ROCKLAND MA 02370
Contact person: DAN MAIMARON Cell Phone: 781-264-2547
Phone: _____
Email address: _____

Property Owner Information

Company Name: GOULD FAMILY
Mailing Address: _____
Contact person: _____
Phone: _____ Cell Phone: LESTER GOULD, MGR
508-769-5717
Email address: _____

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The business owner and sign designer/fabricator must attend the DRC meeting.
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Medway Library, 26 High ST
(DRC meeting agendas are posted at the Town's web page at www.townofmedway.org)

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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

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http://www.townofmedway.org/Pages/MedwayMA_Bcomm/Design/Sign%20Design%20Guidelines
Sign designs should be developed in accordance with the Sign Design Guidelines.

Date Application Received by Medway Planning office: 7-23-15
Reviewed by Medway Planning Coordinator: _____ DRC Meeting Date: 8-3-15
Date DRC Letter of Recommendation Submitted to Building Department: _____



Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Wednesday, July 29, 2015 3:40 PM
To: 'acdaddy16@aol.com'
Subject: RE: New awning sign for Medway Cafe

Hi Peter,

Thanks for the added info. I am very relieved to hear that the awning fabric colors for Medway Café will match the colors that Cam's Signs used for the other tenant wall signs in the plaza.

The formula for calculating the amount of signage is the interior width of the storefront x 1. So, if your storefront is 50 feet wide, then you can have 50' sq. ft. of sign surface area. I think there is certainly room to enlarge the Medway Café logo. I expect the Design Review Committee may want to brainstorm with you about ways to make your logo more readable on the awning.

Thanks for cooperating with the Goulds on making this change. You are being a good neighbor!!

I look forward to learning more about the material specifications from AWNCO and to seeing you and a representative from AWNCO at next Monday night's Design Review Committee meeting. I will be back in touch with a specific time later this week.

Best,

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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From: acdaddy16@aol.com [mailto:acdaddy16@aol.com]

Sent: Tuesday, July 28, 2015 2:24 PM

To: Susan Affleck-Childs

Subject: Re: New awning sign for Medway Cafe

Hi thanks the Medway Café awning is 62 feet long and 5 feet tall....the true colors will match the color #'s that Cams Signs used on the building...I agree the computer generated picture looked more like red...the vinyl material is opaquenot made to be backlit...more written spec's are on the way to me from Awncos....please provide me the formula used to determine the logo size allowed...I think present logo was undersized when I installed it 7 years ago...the Gould family asked me to make this very expensive change and I am granting their request for the sake of world peace...(it is not a requirement, the existing material is like new, the new material will look much better)....Sincerely, Peter Morrissey

-----Original Message-----

From: Susan Affleck-Childs <sachilds@townofmedway.org>

To: acdaddy16 <acdaddy16@aol.com>

Sent: Tue, Jul 28, 2015 8:34 am

Subject: New awning sign for Medway Cafe

Good morning,

I received your phone message. Thanks for the information

I still need the material specification for the awning fabric. I need to know if it is an opaque vinyl or translucent vinyl fabric.

Also, please provide the overall length of the awning across the frontage and its height. I understand it is the same size as the existing awning, but I need you to provide the information to me.

Also, what are the dimensions of the Medway Café logo on the awning.

We have you scheduled to meet with the Design Review Committee on Monday evening, August 3rd. Time still to be determined. Please plan to attend and bring a sample of the striped fabric with you. The red in the stripes of the paper drawing you provided appears to be much brighter than the burgundy color on the tenant wall signs for the rest of the plaza.

Also, have you talked with Mr. Gould about this awning change? Has he approved this and the colored stripes?

Best regards,

Susy Affleck-Childs

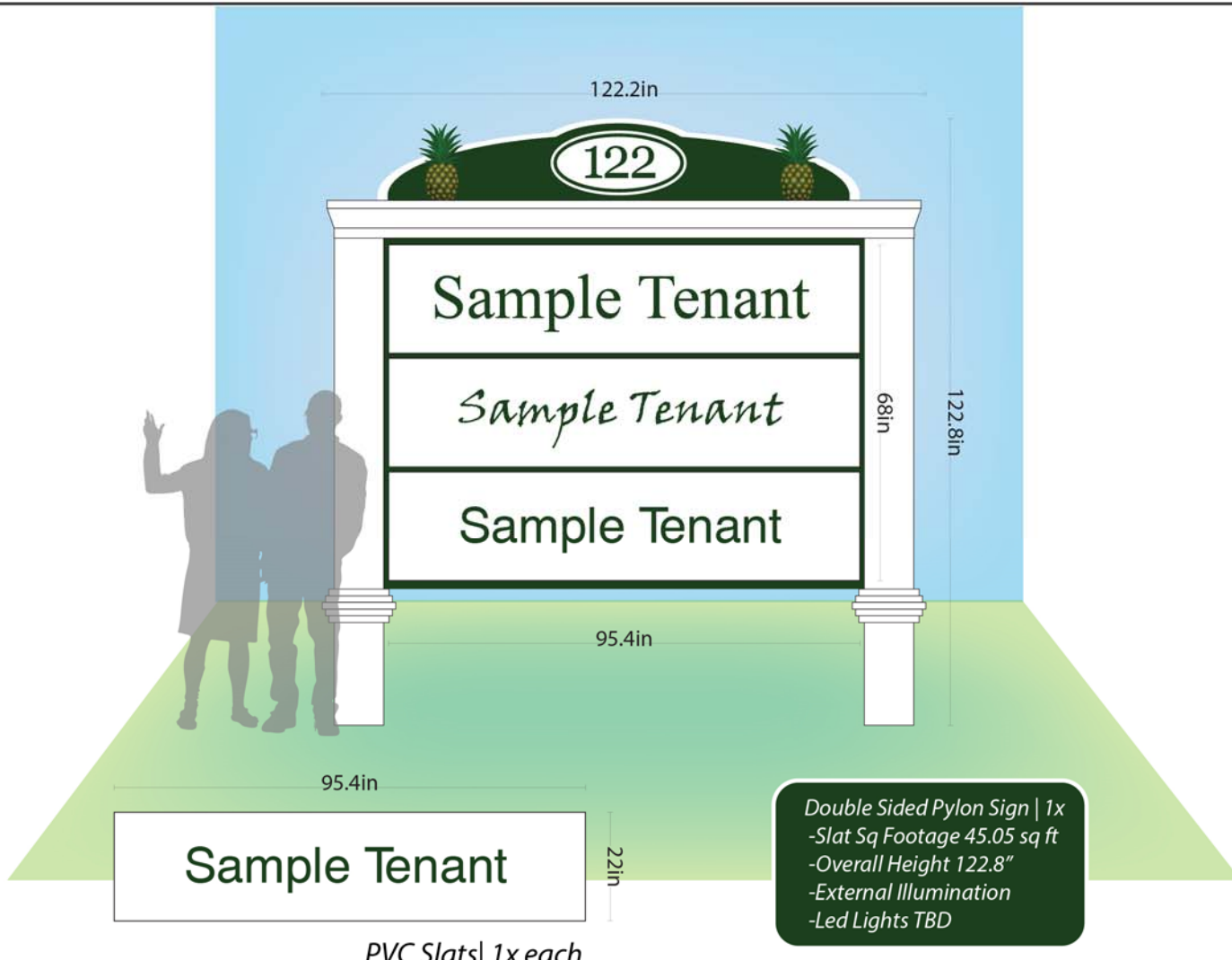
Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

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copying or disclosure of this communication is strictly prohibited. Please discard this e-mail and any attachments and notify the sender immediately.



Double Sided Pylon Sign | 1x
 -Slat Sq Footage 45.05 sq ft
 -Overall Height 122.8"
 -External Illumination
 -Led Lights TBD

PVC Slats | 1x each



Please check the appropriate box below, sign and return proof

TO RETURN SIGNED PROOF YOU CAN: PRINT, SIGN AND FAX, OR PRINT, SIGN, SCAN AND EMAIL BACK OR COME TO THE OFFICE.

PROOF APPROVED

PROOF APPROVED WITH ALTERATIONS

Additional Notes

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Please read carefully! Especially for names, addresses and technical words. If there are any alterations, mark them clearly. We are not responsible for errors, except those that are marked on the returned proof

| | |
|-------------|----------------------------------|
| Invoice # | 14800 |
| CLIENT: | Dufficy Enterprises, Inc. |
| Proof Date: | 7/21/15 |
| DESIGNER: | Dan H |

This artwork remains the property of Vision Designs, Brookfield, CT. It is provided for your consideration in the purchase of products and services built according to these plans. This design and artwork cannot be copied in whole or part, altered, forwarded or exhibited in any manner without the written permission of Vision Designs of CT. Any unauthorized use of this proof drawing or artwork may result in civil liability. NOTE - This proof is not an accurate representation of printed colors. Vision matches to the Pantone Matching System (PMS), to ensure correct colors please specify PMS C (coated) colors or pick from swatch books at showroom

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Wednesday, July 29, 2015 4:21 PM
To: 'Chris Courtemanche'
Cc: Stephanie Mercandetti
Subject: FW: 14800 - Dufficy Enterprises, Inc
Attachments: 2015-5-22 UPDATED Medway DRC - Sign Design Review Application Form.pdf

Hi Chris,

As a follow-up to my previous email, you need to prepare and submit an application for Sign Design Review. See attached.

Please complete the application and email it back to me asap.

I have reviewed the sign design prepared by Signs by Vision dated 7/21/15 which Stephanie Mercandetti forwarded to me last Thursday. That design shows a sign that is almost 11 feet tall and has 45 sq. ft. of sign surface area per side.

The Zoning Bylaw's sign regulations for this area require that sign height not exceed 8 feet and the maximum amount of sign surface area per side can only be 30 sq. ft.

Please have the sign company revise the sign design to comply with the Bylaw. The drawing also needs to include specifications on materials and the lettering. Do you plan to allow each tenant to use their own lettering style and logo? Will you establish a uniform background color for each tenant's sign panel?

Thanks for your cooperation. My apologies for not responding to you more quickly. I was away last Friday and Monday and had a full day yesterday with a meeting last night of the Planning and Economic Development Board.

Best.

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

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copying or disclosure of this communication is strictly prohibited. Please discard this e-mail and any attachments and notify the sender immediately.

From: Susan Affleck-Childs
Sent: Wednesday, July 29, 2015 4:02 PM
To: 'Chris Courtemanche'
Subject: RE: 14800 - Dufficy Enterprises, Inc

Hi Chris,

Next Monday night, August 3rd. 7:50 p.m. at the Medway Library, 26 High Street.

Susy Affleck-Childs

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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From: Chris Courtemanche [<mailto:Chris@dufficy.net>]
Sent: Monday, July 27, 2015 5:00 PM
To: Susan Affleck-Childs
Cc: Jeff Dufficy
Subject: RE: 14800 - Dufficy Enterprises, Inc

Hello Susan,

Can you confirm a date and time for the next meeting?

Thanks

Chris



Chris Courtemanche

Vice President of Operations

Dufficy Enterprises Inc

Chris@dufficy.net

O: 508-520-1000

F: 508-541-1000

C: 508-631-1602

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From: Stephanie Mercandetti [<mailto:smercandetti@townofmedway.org>]

Sent: Thursday, July 23, 2015 1:33 PM

To: Susan Affleck-Childs

Cc: Chris Courtemanche; Jeff Dufficy

Subject: FW: 14800 - Dufficy Enterprises, Inc

Hi Susy,

Could you please assist and schedule Chris Courtemanche of Dufficy Enterprises for a future DRC meeting to review the proposed sign for 122 Main Street? They are ready with their sign design (see attached).

I believe the next meeting is August 3rd and if it is available.

Thanks,
Stephanie

Stephanie A. Mercandetti
Director, Community & Economic Development
Town of Medway
155 Village Street
Medway, MA 02053
Ph: 508.321.4918
Email: smercandetti@townofmedway.org

From: Chris Courtemanche [<mailto:Chris@dufficy.net>]

Sent: Wednesday, July 22, 2015 1:20 PM

To: Stephanie Mercandetti

Cc: Jeff Dufficy

Subject: FW: 14800 - Dufficy Enterprises, Inc

Hello Stephanie,

I hope all is well.. We just got this proof back for the new sign in Medway. The guy was sick and in the hospital for almost a month.. Sorry about the delay..

How can we get back in front of the review committee? Can you set that up?

Thanks for the help!!

Chris



Chris Courtemanche

Vice President of Operations

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*Jack Mee C.B.O.
Building Commissioner
Town of Medway
155 Village Street
Medway, MA.02053
Phone: 508-533-3253
Fax: 508-533-3252*

January 5, 2015

Jeff Dufficy
Domino's Pizza
124 Main Street
Medway, MA 02053

RE: PROPOSED SIGN FOR DOMINO'S PIZZA

Dear Mr. Dufficy,

As you will recall we spoke a couple of weeks ago about you taking ownership of this property and your desire to upgrade the existing sign along the street. At the time of our discussion (which also included Susy Affleck-Childs) we allowed you to install your temporary banner within the existing free-standing sign structure for a 90 day period with the understanding that you would come before the Design Review Committee to discuss your future plans.

As we further discussed the existing sign structure is pre-existing and non-conforming in terms of height, area, setback and lighting. Section V.R.11c of the Medway Zoning Bylaw specifies that "any change in use or property ownership shall require conformity to all current sign regulations included in the Zoning Bylaw."

Should you choose to try to re-use the existing sign, please be aware that this would require a Special Permit from the Zoning Board of Appeals prior to the issuance of a building permit. The Bylaw states: "Any lawful building or structure or use of a building, structure or premises existing at the time this Bylaw is adopted, even if not in conformity with its provisions may be continued, rebuilt if damaged or destroyed and, if authorized by the Board of Appeals, may be enlarged or changed to a specific new use".

Further per section V.D.4.a. "A non-conforming building or structure may be structurally altered, enlarge or reconstructed provided that such alteration, enlargement or reconstruction is in accordance with the applicable intensity regulations or other dimensional requirements of this Bylaw and does not increase the extent of non-conformity and provided further that the Board of Appeals determines by the grant of a special permit that such alteration, enlargement, or reconstruction is not substantially more detrimental to the neighborhood than the existing non-conforming structure."

I hope that this information is helpful.

Sincerely,

Jack Mee