

Board Members

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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

DESIGN REVIEW COMMITTEE

February 21, 2025

Planning and Economic Development Board
Parks & Recreation Department (Holliston Street)
Medway, MA 02053

RE: DRC Letter of Recommendation – Parks & Recreation Department, 123 Holliston Street

The Design Review Committee [DRC] is pleased to provide an update regarding recommendations for the sign for the Parks & Recreation Department Sign at the former VFW facility located at 123 Holliston Street.

On Monday, February 3, 2025, the DRC met with Julie Harrington and Nolan Lynch to review the proposed sign for 123 Holliston Street. The drawings included the following:

Signage plan from The Sign Center, Norwood MA dated October 11, 2024, presented to the DRC on February 3, 2025.

It was noted that the sign proposed by Parks & Recreation has been installed prior to the DRC review. The DRC and the Applicant reviewed the proposed sign. Various concerns were discussed, and a constructive discussion was had with various suggestions and recommendations as noted herein:

- The DRC indicated that the existing sign, as installed, is non-compliant in a variety of important criteria for the AR-1 district as described in the sign regulations in the Medway Zoning By-Law. If a sign, as proposed, were submitted to the building department it would not be permitted on each of these counts.
 - The existing size is dimensionally too large and non-compliant.
 - The height is too great and non-compliant.
 - The sign is internally illuminated which is not allowed in this district, so it is non-compliant.
 - Changeable messaging is not permitted town wide but for limited specific usages and is non-compliant
 - The proposed sign is not being repurposed by a similar business; therefore, it is not allowed to continue in a pre-existing, non-conforming state
 - A Landscaping plan must be presented for any monument sign, none was proposed.
- The DRC was informed that the applicant had received funding and made improvements to the sign. It is in use currently as described in the application without a permit.
- The DRC indicated that they have no desire to prohibit the function of this important town service but voiced concerns that an un-permitted sign that is has multiple cardinal violations of the sign bylaw be allowed. This would not be allowed in the private sector and each violation would require appeal. The DRC has a goal of moving all signs towards compliance and updating or eliminating those pre-existing signs that do not.

- The DRC suggested that some efforts be made to move the sign towards compliance on some of the points above.
- Internal illumination can be removed and replaced with external. The DRC has concerns about brightness and light spillage in this residential area.
- A landscape plan that incorporates the external illumination can be created.
- The DRC requested that a landscape plan be submitted that includes drawing with plant species and a planting and maintenance schedule
- The changeable message panel was discussed, and alternative were suggested for further review.
- The DRC recommended that the existing sign frame be inspected and evaluated for structural integrity. Nolan Lynch indicated that the structure has been evaluated and that there are no structural concerns at this time.
- The DRC suggested that the existing sign structure be painted black.
- The DRC suggested that the word Medway be incorporated into the sign to guide non-residents
- The DRC requested that the ATM sign affixed to the structure be removed as well as the existing mailbox. The applicant advised that the ATM sign and mailbox would be removed if they have not already been removed.

The DRC remains available to review any of changes and will gladly provide feedback in the most effective manner that will assist these proceedings.

Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew J. Buckley". The signature is fluid and cursive, with the first name "Matthew" and last name "Buckley" clearly distinguishable.

Matthew J. Buckley
Chair

cc: Jon Ackley, Medway Building Commissioner
Rindo Barese, Medway Building Department
Erika Robertson, Medway Building Department