

DESIGN REVIEW COMMISSION AGENDA

**November 17, 2020
7:00 PM.**

Virtual Meeting

Due to the growing concerns regarding the COVID-19 virus, we will be conducting a remote/virtual Design Review Commission Meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number (Cell phone or Landline Required) OR citizens can participate by copying the link (Phone, Computer, or Tablet required).

Please click on <https://us02web.zoom/j/85899219013> or call on your phone at 1-929-205-6099, meeting ID is 85899219013.

- 7:00 PM S&L Therapy – 524 West Central Street**
Replace Graphics on existing wall mount light box and free standing directory
- 7:05 PM Imperial Dade – 300 Financial Park Drive**
Install channel letters – LED internal illumination, 8' low voltage whips, 1/8" Alupanel backers, 040 x 3" Aluminum returns. 3/16" acrylic face with graphics
- 7:10 PM Emma's Quilt Cupboard & Sewing Center – 319 East Central Street**
Install new wall sign, internally illuminated, face-lit channel letters

General Matters:

Approval of Minutes: none

COMMENTS: These listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

This agenda is subject to change. Last updated: November 13, 2020

The next meeting of the Design Review Commission is scheduled for December 8, 2020

FORM Q

TOWN OF FRANKLIN
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW

A) General Information

Name of Business or Project: S&L Therapy

Property Address 524 West Central Street

Assessors' Map # 270-012-000-000 Parcel # _____

Zoning District (select applicable zone): Business

Zoning History: Use Variance _____ N/A

Non-Conforming Use _____ N/A

B) Applicant Information:

Applicant Name: _____

Address: EXPRESS SIGN & GRAPHICS, INC.
9B Kidder Road
Chelmsford, MA 01824

Telephone Number: 978 250 9890

Contact Person: Ann Dursio

C) Owner Information (Business Owner & Property Owner if different)

Business Owner: Jasmine Gillis Property Owner: Ryan Development
Address: 68 Harvard Street 4 Lan Drive
Brookline, MA 02445 Westford MA 01886

All of the information is submitted according to the best of my knowledge

Executed as a sealed instrument this

day of 20

Ann Dursio
Signature of Applicant

Ann M. Dursio

Print name of Applicant

Jasmine Uguhart Gillis
Signature of Owner

Jasmine Uguhart Gillis
Print name of Owner

***FOR SIGNS COMPLETE PAGES 1 & 2 ONLY.**

FOR SITE PLANS, BUILDING PLANS, PROJECTS, COMPLETE PAGES 1 - 4

SEE ADDENDA ATTACHED FOR ASSISTANCE IN COMPLETION OF FORM Q

D) Architect/Engineer/Sign Company Information (if not the applicant)

a. Sign Company

Business Name: EXPRESS SIGN & GRAPHICS, INC.
9B Kidder Road
Contact Person: Chelmsford, MA 01824 Ann Duroso
Address _____
Telephone Number: 978 250 9890

b. Architect/Engineer (when applicable)

Business Name: N/A
Contact Person: _____
Address _____
Telephone Number: _____

E) Work Summary

Summary of work to be done: Replace graphics on existing wall
Mount lightbox and free standing directory

F) Information & Materials to be Submitted with Application

a) FOR SIGN SUBMISSIONS ONLY:

NINE (9) COPIES OF THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION

1. Drawing of Proposed Sign which must also include
type of sign (wall, pylon etc.) colors
size/dimensions materials
style of lettering lighting-illuminated, non-illuminated and style
2. Drawing and/or pictures indicating location of new sign.
3. Picture of existing location and signs (if previously existing location)

b) FOR BUILDINGS/DEVELOPMENTS OR PROJECT SUBMISSIONS:

NINE (9) COPIES OF THE FOLLOWING MUST BE SUBMITTED W/APPLICATION

1. Site Plan including Landscape Plan showing plantings. Plantings must be from Best Development Practices Guide
2. Lighting Plan indicating lighting levels & specifications of proposed lights
3. Building drawings, indicating size and height of building(s); front, rear and side elevations (when there are no adjoining buildings) and floor plans
4. Drawings or pictures of existing conditions
5. If any signage on the building or site, provide information from above Signage Checklist

Note: Please bring a sample of the following to the meeting: materials samples (brick, siding, roofing etc.) as well as samples of paint colors.



9B Kidder Road
Chelmsford, MA 01824
978-250-9890
Fax: 978-250-0975
E-Mail: ann@signs123.net

**THIS IS YOUR PROOF FOR APPROVAL SIGN OFF ON THIS ARTWORK CONSTITUTES
YOUR APPROVAL OF SIZE, COLORS, INSTALL METHOD TEXT, ETC. ONCE APPROVED,
EXPRESS SIGN IS NOT RESPONSIBLE FOR ERRORS OR OMISSIONS. PLEASE REVIEW CAREFULLY.**

SUBMITTAL

524 West Central Street
Franklin, MA

New Sign



Existing Sign



New Sign



Existing Sign



Customer Approval: _____ Date: _____



9B Kidder Road
Chelmsford, MA 01824
978-250-9890
Fax: 978-250-0975
E-Mail: ann@signs123.net

**THIS IS YOUR PROOF FOR APPROVAL SIGN OFF ON THIS ARTWORK CONSTITUTES
YOUR APPROVAL OF SIZE, COLORS, INSTALL METHOD TEXT, ETC. ONCE APPROVED,
EXPRESS SIGN IS NOT RESPONSIBLE FOR ERRORS OR OMISSIONS. PLEASE REVIEW CAREFULLY.**

SUBMITTAL

524 West Central Street
Franklin, MA



2 - 81.5 x 18.5 Lexan Faces with Full Color Graphics
1 - 119.38 x 35.38 Panel with Full Color Graphics
Installation into Existing Signs

Customer Approval: _____ Date: _____

FORM Q

**TOWN OF FRANKLIN
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW**

A) General Information

Name of Business or Project: Imperial Dade

Property Address 300 Financial Park Drive

Assessors' Map # 321 Parcel # 321-060-000-000

Zoning District (select applicable zone): _____

Zoning History: Use Variance _____
Non-Conforming Use _____

B) Applicant Information:

Applicant Name: Luka B Signs

Address: 39 Tremont Street
Taunton, MA 02780

Telephone Number: (508) 822-9033

Contact Person: Shanna Bento

C) Owner Information (Business Owner & Property Owner if different)

Business Owner: <u>Imperial Dade</u>	Property Owner: <u>431 WASHINGTON LLC</u>
Address: <u>300 Financial Park Drive</u>	<u>ONE FINANCIAL PLAZA SUITE 1700</u>
<u>Franklin, MA 02038</u>	<u>HARTFORD, CT 06103</u>

All of the information is submitted according to the best of my knowledge
Executed as a sealed instrument this 4th day of November 2020

Alexandra Bento
Signature of Applicant

Alexandra Bento
Print name of Applicant

Denis Cygan
Signature of Owner

Denis Cygan As Agent for Owner
Print name of Owner

***FOR SIGNS COMPLETE PAGES 1 & 2 ONLY.**

FOR SITE PLANS, BUILDING PLANS, PROJECTS, COMPLETE PAGES 1 – 4

SEE ADDENDA ATTACHED FOR ASSISTANCE IN COMPLETION OF FORM Q

D) Architect/Engineer/Sign Company Information (if not the applicant)

a. Sign Company

Business Name: Luka B Signs

Contact Person: Shanna Bento

Address 39 Tremont Street, Taunton, MA 02780

Telephone Number: (508) 822-9033

b. Architect/Engineer (when applicable)

Business Name: _____

Contact Person: _____

Address _____

Telephone Number: _____

E) Work Summary

Summary of work to be done: X2 CHANNEL LETTERS - LED INTERNAL ILLUMINATION,
8' LOW VOLTAGE WHIPS, 1/8" ALUPANEL BACKERS, 040 X 3" ALUMINUM RETURNS,
3/16" ACRYLIC FACE WITH GRAPHICS

F) Information & Materials to be Submitted with Application

a) FOR SIGN SUBMISSIONS ONLY:

NINE (9) COPIES OF THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION

1. Drawing of Proposed Sign which must also include
type of sign (wall, pylon etc.) colors
size/dimensions materials
style of lettering lighting-illuminated, non-illuminated and style
2. Drawing and/or pictures indicating location of new sign.
3. Picture of existing location and signs (if previously existing location)

b) FOR BUILDINGS/DEVELOPMENTS OR PROJECT SUBMISSIONS:

NINE (9) COPIES OF THE FOLLOWING MUST BE SUBMITTED W/APPLICATION

1. Site Plan including Landscape Plan showing plantings. Plantings must be from Best Development Practices Guide
2. Lighting Plan indicating lighting levels & specifications of proposed lights
3. Building drawings, indicating size and height of building(s); front, rear and side elevations (when there are no adjoining buildings) and floor plans
4. Drawings or pictures of existing conditions
5. If any signage on the building or site, provide information from above Signage Checklist

Note: Please bring a sample of the following to the meeting: materials samples (brick, siding, roofing etc.) as well as samples of paint colors.

DESIGN STANDARDS

Explain how each of the design standards outlined below has been incorporated into the design of the proposed development. Fill in the information in the spaces provided or use a separate sheet.

1. **Height**—The height of any proposed alteration shall be compatible with the style and character of the surrounding buildings, within zoning requirements. _____

2. **Proportions of Windows and Doors** – The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the surrounding area.

3. **Relations of Building Masses and Spaces** – The relationship of a structure to the open space between it and adjoining structures shall be compatible. _____

4. **Roof Shape** – The design and pitch of the roof shall be compatible with the architectural style and character of the surrounding buildings. _____

5. **Scale** – The scale of the structure shall be compatible with its architectural style and the character of the surrounding buildings. _____

6. **Façade, Line, Shape & Profile** – Facades shall blend with other structures in the surrounding area with regard to the dominant vertical or horizontal context: _____

7. **Architectural Details** – Architectural details, including signs, materials, colors and textures shall be treated so as to be compatible with the existing and adjacent architectural character, thereby preserving and enhancing the surround area. _____

8. **Advertising Features** – The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures shall not detract from the use and enjoyment of the proposed buildings and structures and the surrounding properties._____

9. **Heritage** – Removal or disruption of historic, traditional or significant uses, structures or architectural elements shall be minimized insofar as practicable._____

10. **Energy Efficiency** – To the maximum extent reasonably practicable, proposals shall utilize energy-efficient technology and renewable energy resources and shall adhere to the principles of energy-conscious design with regard to orientation, building materials, shading, landscaping and other elements._____

11. **Landscape** - The landscape should improve the character and appearance of the surrounding area and parking areas should be located to the side or rear of buildings when reasonably possible.

SEE ADDENDA ATTACHED FOR INSTRUCTIONS TO ASSIST IN COMPLETING APPLICATION.

ADDENDA

INSTRUCTIONS FOR COMPLETION OF FORM Q-DESIGN REVIEW APPLICATION

A. General Information

- Please list name of Business as it will appear on sign or name of project or development, as the case may be, as well as the property address
- Assessors' Map & Parcel numbers may be obtained from tax bill, Town website @ www.franklin.ma.us/Town/Assessors/PropertyTax or from the computer located outside the Assessor's Office, first floor, Municipal Building, 355 East Central Street.
- Zoning District and Zoning History information may be obtained at the Building Department, 1st floor, Municipal Building

B. Applicant Information – complete and include name of contact person w/ phone number

C. Owner Information – if business owner and property owner are not the same, please include information for both. If signage is within a shopping plaza—obtain letter of approval of sign changes from plaza owner.

Page 2 –

D. Architect/Engineer or Sign Company Information:

- Signs only – Name of Sign Company and Contact Person
- Developments & Projects – Engineer and Architect Information as well

E. Work Summary: Include brief summation of work to be done

Pages 3 & 4

F. Information & Materials to be Submitted w/Application

a) SIGNS ONLY –

- Nine (9) Copies of sign drawings and photos, which include information listed on Page 2 of the application

b) SITE PLAN APPLICATIONS FOR BUILDINGS/DEVELOPMENTS/PROJECTS.

- Nine (9) Copies of all plans including information listed on Page 2 of application.
- Please bring samples of siding and roofing materials and paint color samples to the meeting when scheduled.

DESIGN STANDARDS – For Buildings/Projects and Developments, please complete Pages 3 and 4 as they apply to your project.

ALL APPLICATIONS WITH NINE (9) COPIES OF SUPPLEMENTARY INFORMATION MUST BE FILED BY CLOSE OF BUSINESS ON WEDNESDAY PRIOR TO THE FOLLOWING TUESDAY MEETING. MEETINGS ARE GENERALLY TWICE A MONTH THE 2ND & 4TH TUESDAY OF THE MONTH.

FOR SIGN APPLICATIONS ONLY, YOU NEED ONLY COMPLETE PAGES 1 & 2 OF APPLICATION.

APPROXIMATE SCALE



APPROXIMATE SCALE



ImperialDade

SIGNAGE DETAILS

PLEASE REVIEW ALL INFORMATION FOR PRODUCT ACCURACY & SATISFACTION BEFORE APPROVING

(x2) 72"H x 186"W x 3"D (Entire Sign Dimension) Internally-Lit LED Channel Letter Sign (UL-Listed). 1/8" Composite Aluminum Backers, .040" x 3" Aluminum Returns [White], 3/16" Acrylic Faces, 1" Trim Cap [Blue/Black], 8' Low-Voltage Whips, Remote Power-Supplies In Paige Can. Back-Lit Printed & Laminated Graphics Installed Onto Individual, Custom-Shaped Acrylic Faces.
Channel Letters To Be Installed Flush With The Building Surface (No Extruded Raceway).

ORDER DETAILS/INFORMATION

Customer Name: **Imperial Dade**

Proof Date: **11/04/2020**

Sent By: **Sean S.**

CUSTOMER APPROVAL

- Please Carefully Review ALL Spelling, Grammar, Logos, & Any Other Details Shown BEFORE Approving.
- Color reproduction will not be guaranteed until Pantone colors are provided.
- Production will not begin until approval has been sent.
- Design Approval must be sent via e-mail or signed in-person, NO EXCEPTIONS.

- (1) revision to the proof will be included, without incurring additional fees.
- Any further alterations will cost \$15.00 per revision.
- All Proofs & Renderings are the property of Luka B Signs & Apparel.
- Any reproduction without permission is prohibited.

- ☐ **APPROVED AS IS**
☐ **WITH CHANGES**

SIGNATURE

DATE



November 3, 2020

35 Lyman Street
Northboro, MA 01532

508 393-8200
508 393-4244 Fax
signs@ViewPointSign.com
www.ViewPointSign.com

**INTERIOR/EXTERIOR
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Rhode Island Sign Association
International Sign Association
Northeast States Sign Association
North East Canvas Products
Association
Industrial Fabrics Association
International

Town of Franklin
Design Review Board
355 East Central St.
Franklin, MA 02038

Re: Emma's Quilt Cupboard & Sewing Center – 319 East Central St.

Hello,

Enclosed please find an application and associated documents for the Design Review Board to review a new wall sign at the above location.

Please feel free to call me with any questions or if you need more information. We are hoping to be included on the agenda for the meeting on November 10, 2020. Please confirm when you have a chance. I am still working from home due to the pandemic, so I've supplied my cell phone number in my signature below. I look forward to hearing from you!

Best Regards,

Lauren Delarda

Lauren Delarda
Permit Manager
Viewpoint Sign & Awning
35 Lyman St.
Northboro, MA 01532
Office: 508-393-8200 x21
Cell: 617-872-3064
LCronin@viewpointsign.com

FORM Q

**TOWN OF FRANKLIN
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW**

A) General Information

Name of Business or Project: Emma's Quilt Cupboard & Sewing Center

Property Address 319 E Central St.

Assessors' Map # 285 Parcel # 107

Zoning District (select applicable zone): Commercial II

Zoning History: Use Variance

Non-Conforming Use

B) Applicant Information:

Applicant Name: Viewpoint Sign & Awning

Address: 35 Lyman St
Northboro MA 01532

Telephone Number: 508-393-8200


Contact Person: Jeff Kwass or Lauren Delarda - Viewpoint Sign & Awning

C) Owner Information (Business Owner & Property Owner if different)

Business Owner: <u>Cyndi Rich (508-520-0234)</u>	Property Owner: <u>Franklin Shoppers Fair</u>
Address: <u>12 Main St.</u>	<u>c/o Marcia Alevizos</u>
<u>Franklin MA 02038</u>	<u>396 Washington St., #325</u>
	<u>Wellesley MA 02481</u>

All of the information is submitted according to the best of my knowledge

Executed as a sealed instrument this _____ day of _____ 20____



Signature of Applicant

See Attached Letter

Signature of Owner

Lauren Delarda - Viewpoint Sign & Awning

Print name of Applicant

Print name of Owner

***FOR SIGNS COMPLETE PAGES 1 & 2 ONLY.**

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D) Architect/Engineer/Sign Company Information (if not the applicant)

a. Sign Company

Business Name: Viewpoint Sign & Awning
Contact Person: Jeff Kwass or Lauren Delarda
Address 35 Lyman St. Northboro MA 01532
Telephone Number: 508-393-8200

b. Architect/Engineer (when applicable)

Business Name: _____
Contact Person: _____
Address _____
Telephone Number: _____

E) Work Summary

Summary of work to be done: Install (1) new wall sign, internally illuminated, face-lit channel letters
overall size is 72-1/2"h x 95-1/4"w (48 SF)

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FOR SIGN APPLICATIONS ONLY, YOU NEED ONLY COMPLETE PAGES 1 & 2 OF APPLICATION.



ViewPoint
SIGN AND AWNING

35 Lyman Street
Northboro, MA 01532

508 393-8200
508 393-4244 Fax
signs@ViewPointSign.com
www.ViewPointSign.com

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SIGN SERVICE

**ARCHITECTURAL
METAL FABRICATION**

VEHICLE GRAPHICS

MEMBERS

Massachusetts Sign Association
Rhode Island Sign Association
International Sign Association
Northeast States Sign Association
North East Canvas Products
Association
Industrial Fabrics Association
International

UL LISTED FABRICATORS

Landlord Authorization

Date: 11-3-20

To whom it may concern:

I Marcia Alevizos

Owner of the property located at Emma's Quilt
319 E Central St

Franklin MA 02038

Do hereby consent to allow **Jeff Kwass** of ViewPoint Sign and Awning to act on my behalf pertaining to permitting and installation of signs and/or awnings for the property named above.

* SIGNS MUST BE ON RACEWAYS

Sincerely,

Marcia Alevizos

Address 396 Washington St #325 Wellesley MA
02481

Telephone 617 877 5895

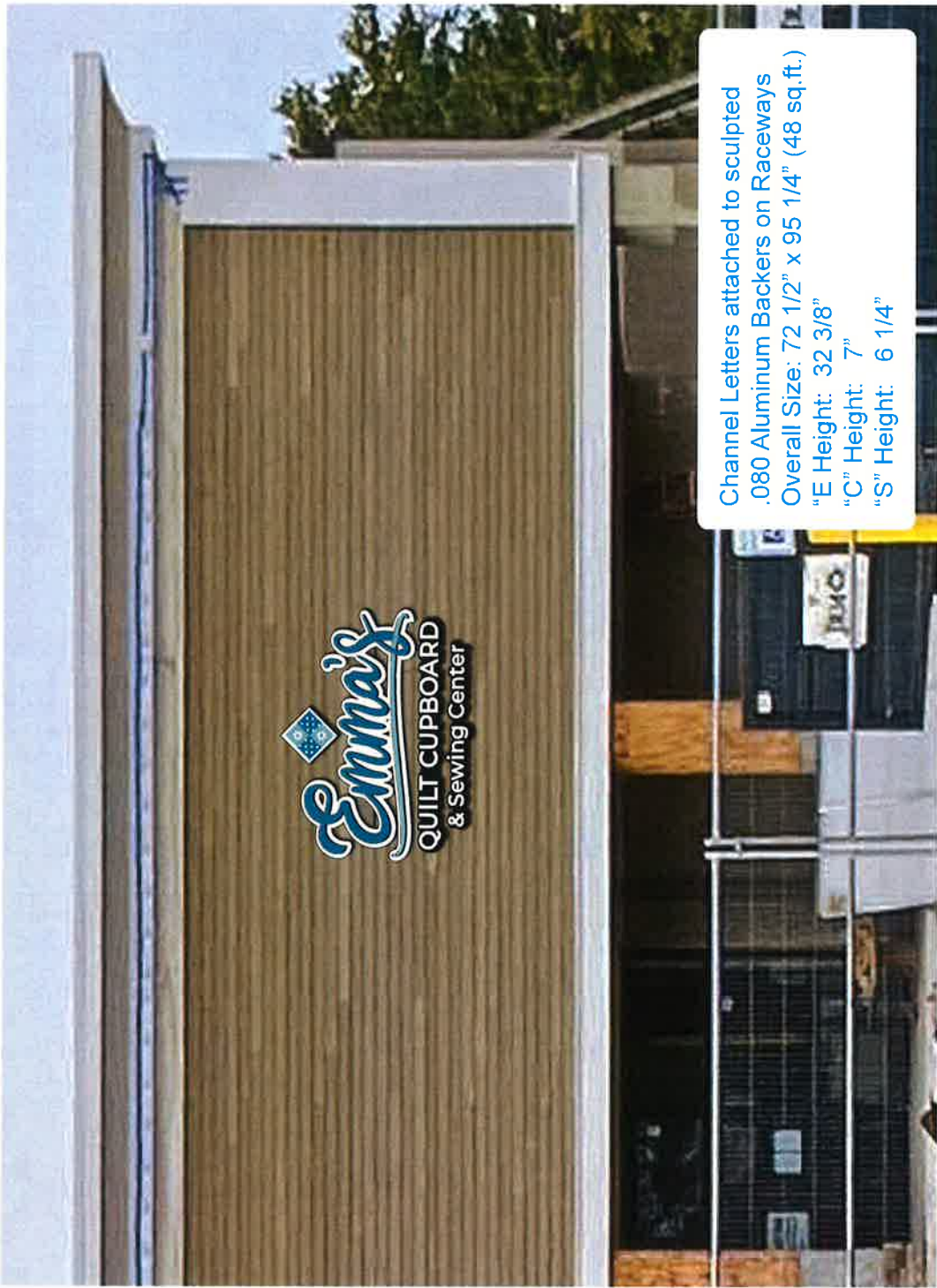
Email: mzos@yahoo.com

(Please print carefully)

Deeded name of property:

Franklin Shoppers Fair Inc

Option 3



Proposed: #11455 (Qty 1) Channel Letters

