

**DESIGN REVIEW COMMISSION  
AGENDA**

**April 20, 2021  
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.us/j/82574775656> or call on your phone at 1-929-205-6099, meeting ID is 82574775656**

**7:00 PM      NETA – 5 Kenwood Circle**  
Install 3 Post & Panel Directional Signs (3'x3' OAH 10') 9sq ft. Each: NETA w/Logo – Driver Entrance (2'x3' 6sq ft);

**General Matters:**

Approval of Minutes: April 20, 2021

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: April 29, 2021**

The next meeting of the Design Review Commission is scheduled for May 4, 2021

**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: NETA

Property Address 5 Kenwood Circle

Assessors' Map # \_\_\_\_\_ Parcel # 295-012-000-000

Zoning District (select applicable zone): IND Warehse

Zoning History: Use Variance \_\_\_\_\_  
Non-Conforming Use \_\_\_\_\_

**B) Applicant Information:**

Applicant Name: Lauretano Sign Group - Alyson Ibbotson

Address: 1 Tremco Drive  
Terryville, CT 06786

Telephone Number: 860-940-6462

Contact Person: Alyson Ibbotson


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

Business Owner: <u>RCG Kenwood LLC</u>	Property Owner: <u>Regency Transportation &amp; Distribution</u>
Address: <u>c/o Regency Warehouse</u>	<u>5 Kenwood Circle</u>
<u>5 Kenwood Circle</u>	<u>Franklin, MA 02038</u>
<u>Franklin, MA 02038</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

Alyson Ibbotson  
Print name of Applicant

  
Signature of Owner

Edward L. Rodricks  
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: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**b. Architect/Engineer (when applicable)**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**E) Work Summary**

Summary of work to be done: Install 3 post & panel directional signs (3'x3' OAH 9') 9sq.ft. each;

Aluminum wall sign NETA w/ Logo - Driver Entrance (2'x3' 6sq.ft.);

Aluminum wall sign "C" (3'x4' 12sq.ft.)

**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.



**REGENCY TRANSPORTATION, INC.**

5 KENWOOD CIRCLE  
FRANKLIN, MA 02038  
508-520-3595

March 21, 2021

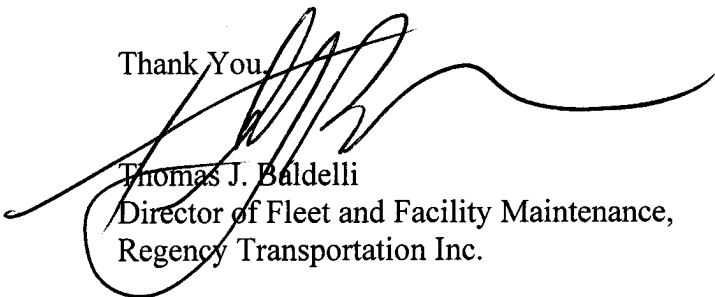
To Whom It May Concern:

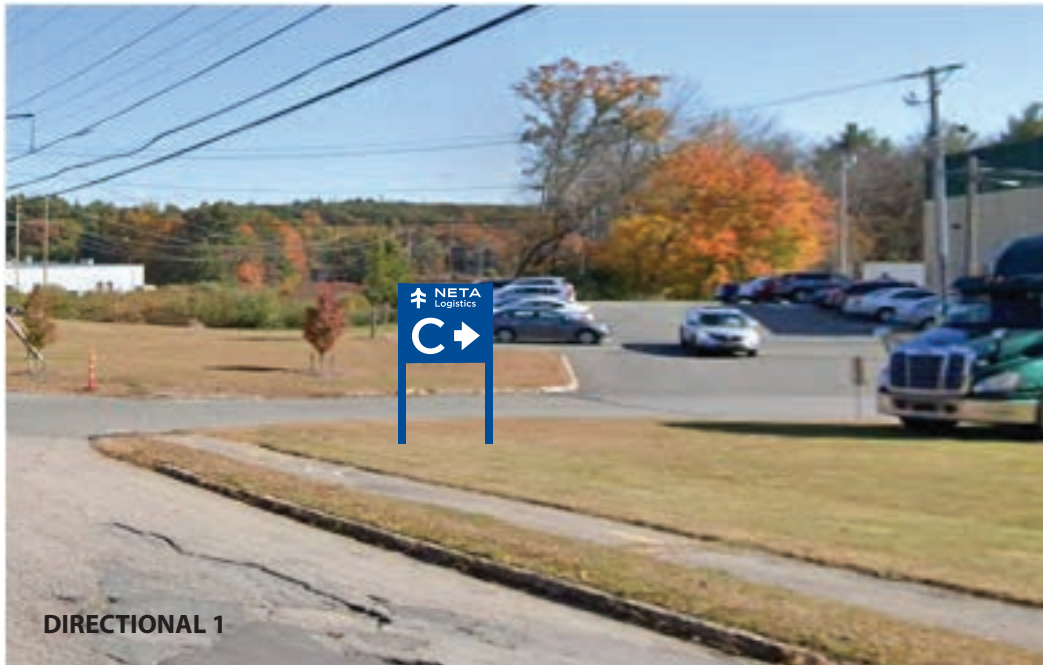
I am sending you this letter as verification of the occupancy of all tenants at 5 Kenwood Circle, Franklin MA 02038.

Regency Transportation/Warehousing Inc. (landlord) along with New England Treatment Access (NETA) are the only tenants occupying space at this address.

Therefore, no other signage will be allowed on the property other than the existing signage and/or the proposed signage as submitted by NETA (tenant). If you have any questions regarding this matter, please call me at 1-774-613-5673.

Thank You,

  
Thomas J. Baldelli  
Director of Fleet and Facility Maintenance,  
Regency Transportation Inc.



DIRECTIONAL 1



DIRECTIONAL 2



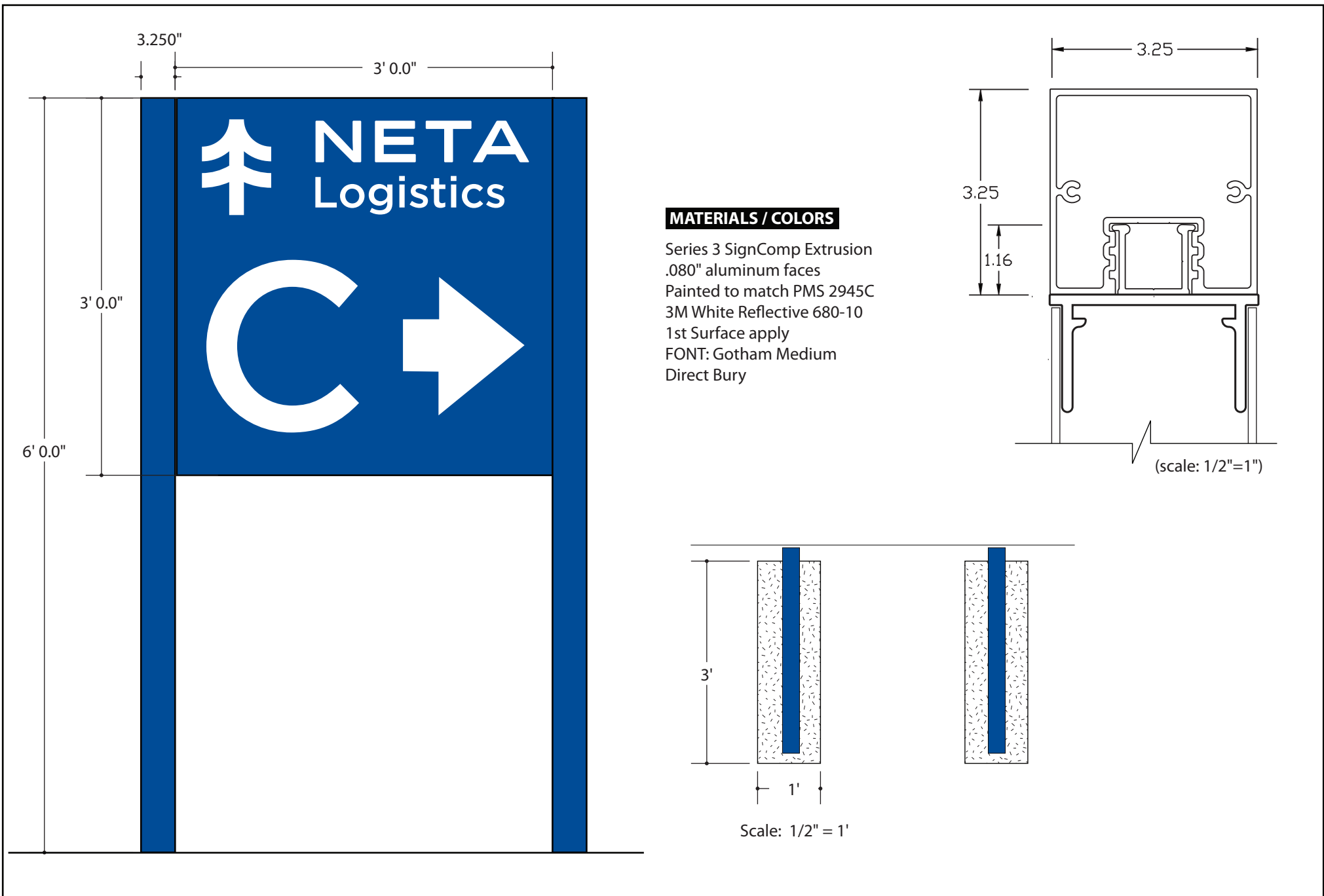
DIRECTIONAL 3

Print	8488TM-3	Date	4/29/21	OQ# 40511	Line	1	SP	AL	Sign Type	Post and Panel Directionals		
CLIENT APPROVAL				Title	NETA					Location	See Site Map	
				City/State	Franklin, MA					Size	3' x 3' (9 sq ft) OAH 6'	
				Customer	Parallel					Description	Post and Panel directionals with	
				AUTHORIZED SIGNATURE				DATE		Int. Note		
									reflective HP PSV			
1 of 4	This drawing contains original elements created by Lauretano Sign Group, Inc., is property of Lauretano Sign Group, Inc. and is subject to all applicable copyright laws. This drawing may not be used in any way until full payment is received by Lauretano Sign Group, Inc. It is intended for review and approval purposes only, and is not to be reproduced, copied, transmitted by electronic media, or exhibited in any fashion to anyone outside your organization without the expressed written consent of Lauretano Sign Group, Inc.											

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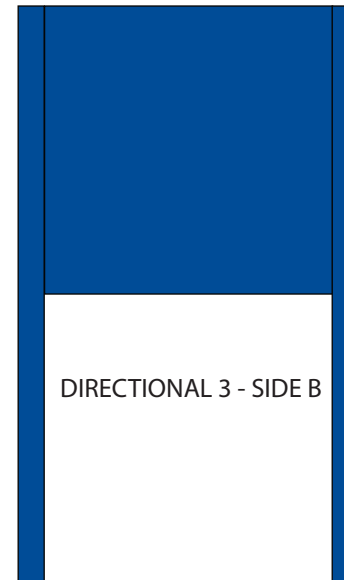
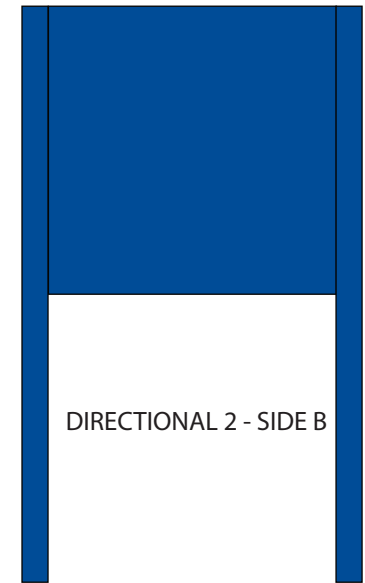
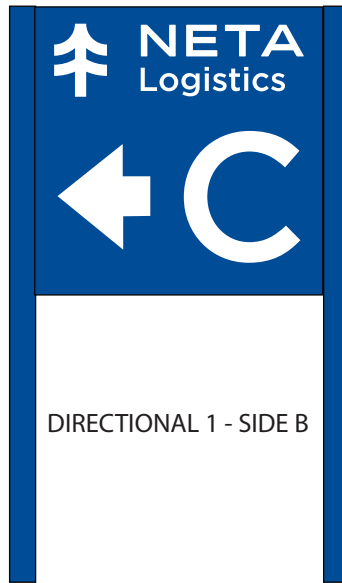
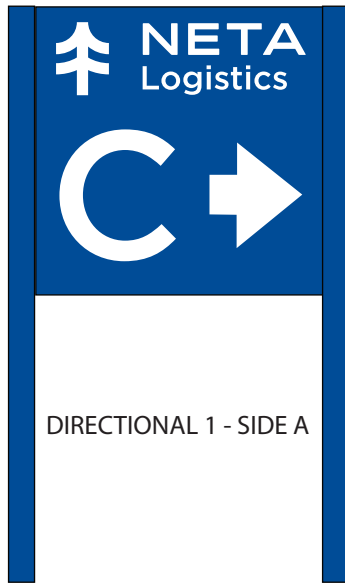
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		OQ# 40511	Line 1		
AUTHORIZED SIGNATURE _____ DATE _____		Ⓢ = Critical Dimension for Internal Quality Control	<b>UL FILE NO. E70436</b>		
				Amps	Volts
<b>2 of 4</b>	This drawing contains original elements created by Lauretano Sign Group, Inc., is property of Lauretano Sign Group, Inc. and is subject to all applicable copyright laws. This drawing may not be used in any way until full payment is received by Lauretano Sign Group, Inc. It is intended for review and approval purposes only, and is not to be reproduced, copied, transmitted by electronic media, or exhibited in any fashion to anyone outside your organization without the expressed written consent of Lauretano Sign Group, Inc.				

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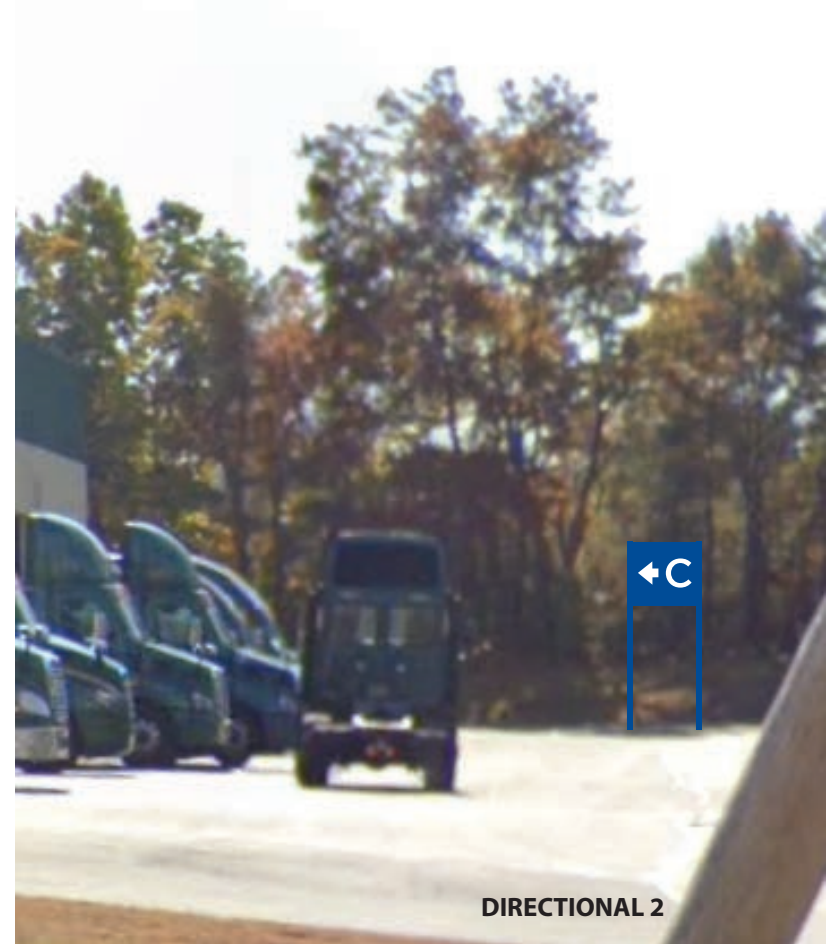
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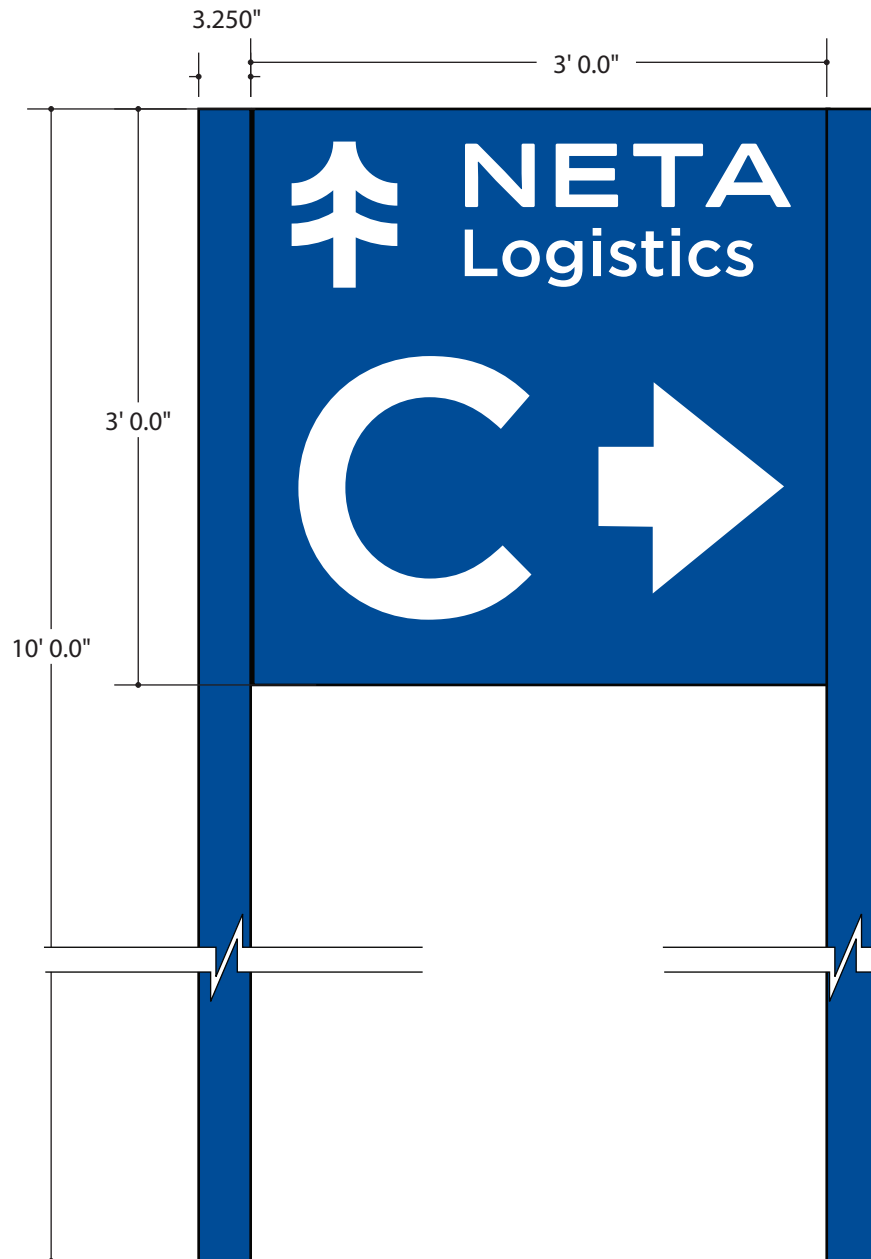




Print 8910TM	Date 4/29/21	OQ# 40511	Line	Line#	SP	AL	Sign Type	Post and Panel Directionals	
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		City/State	Franklin, MA					Size	3' x 3' (9 sq ft) OAH 10'
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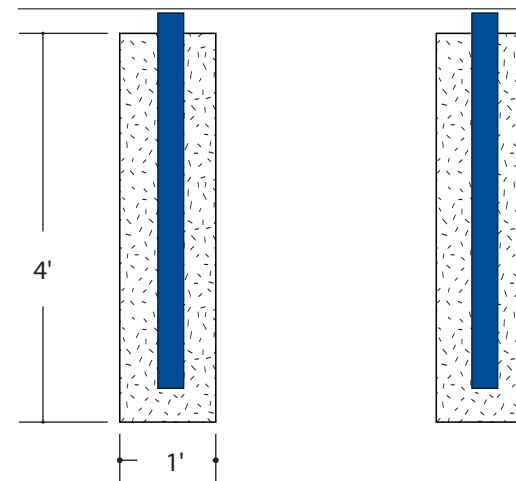
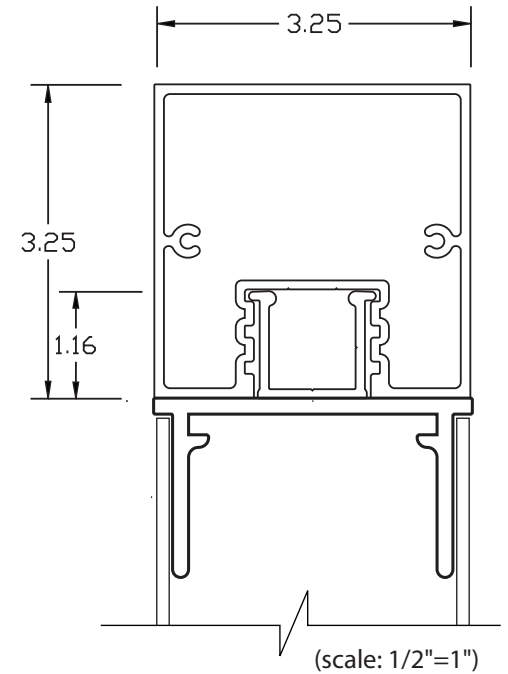
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#### MATERIALS / COLORS

Series 3 SignComp Extrusion  
 .080" aluminum faces  
 Painted to match PMS 2945C  
 3M White Reflective 680-10  
 1st Surface apply  
 FONT: Gotham Medium  
 Direct Bury



Scale: 1/2" = 1'

#### PROCEED TO PRODUCTION

Print 8910TM

Date 4/29/21

Installation Method

OQ# 40511

Line Line#

6 = Critical Dimension for  
Internal Quality Control

UL FILE NO. E70436

Amps

Volts

AUTHORIZED SIGNATURE

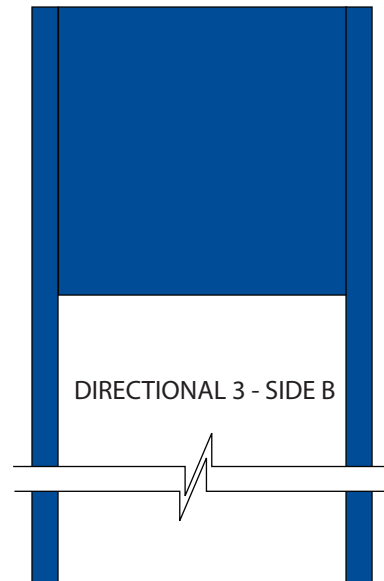
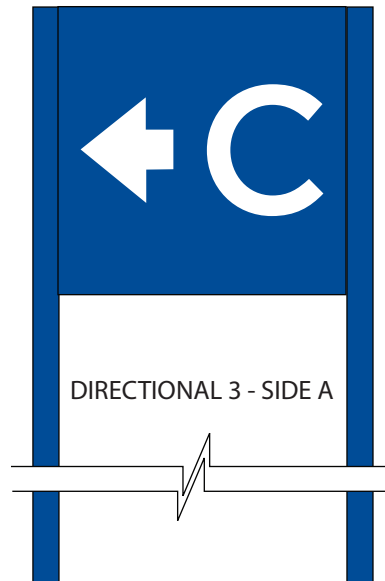
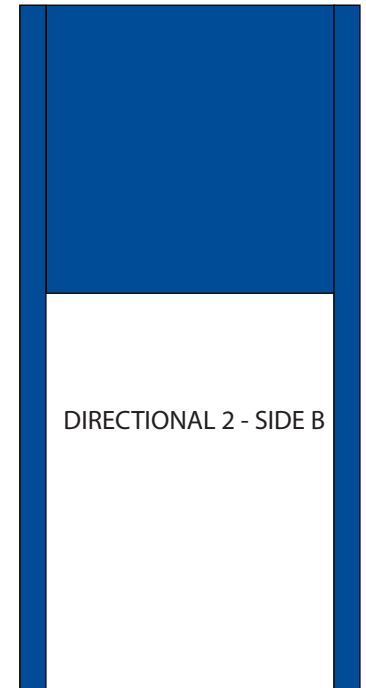
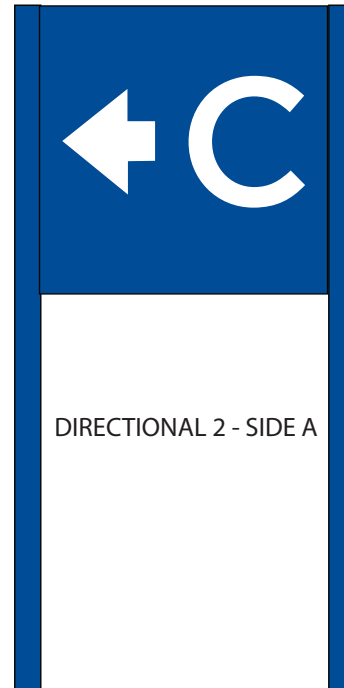
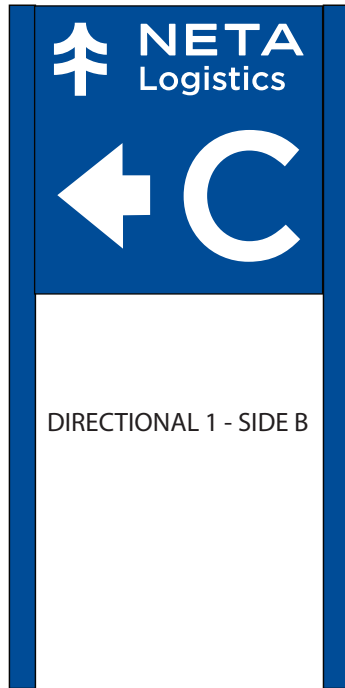
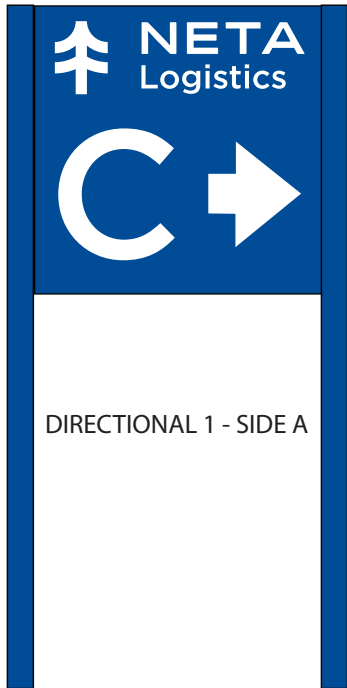
DATE

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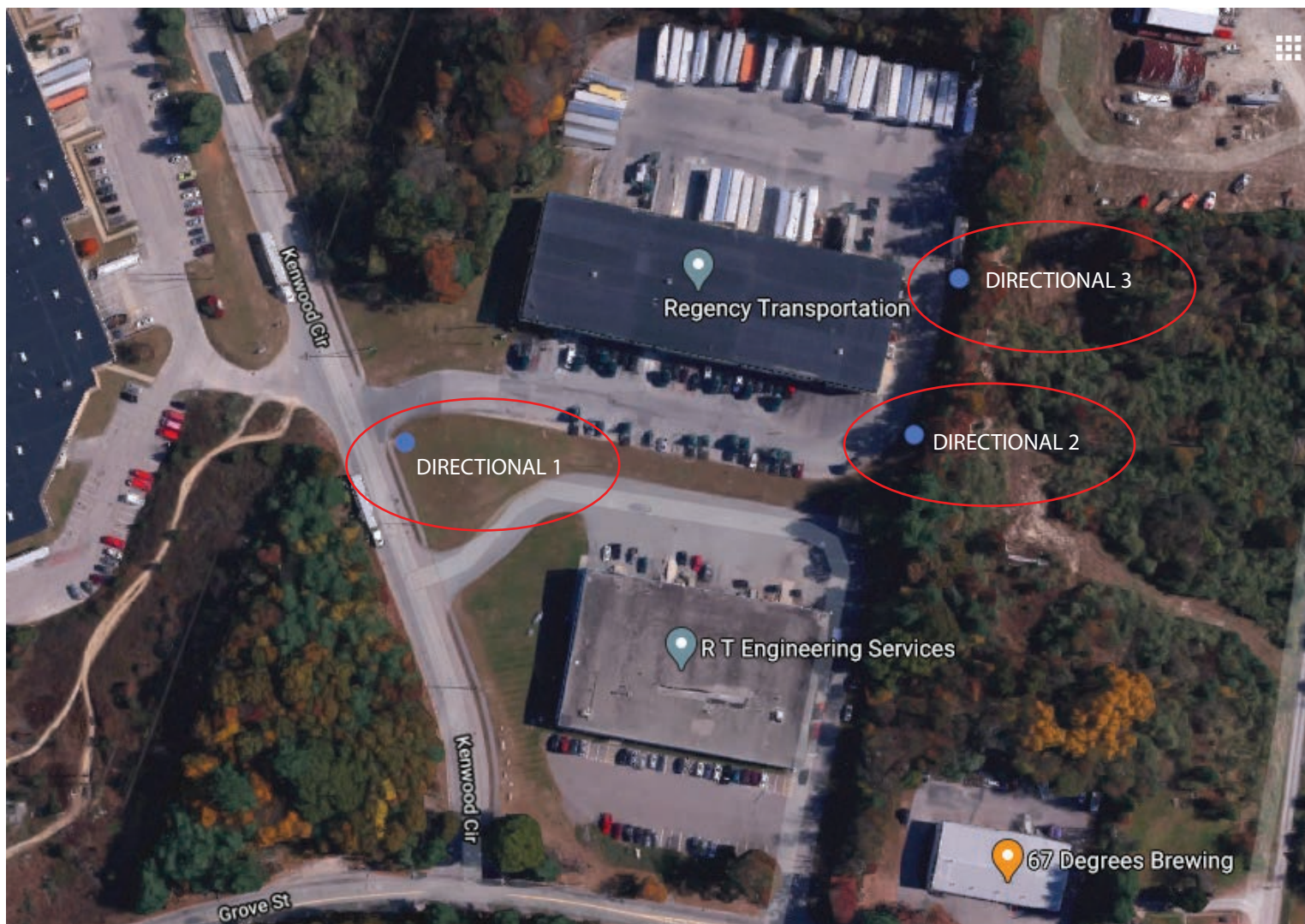
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**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

4/09/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>USI Insurance Services LLC</b> <b>530 Preston Avenue</b> <b>Meriden, CT 06450</b> <b>855 874-0123</b>		<b>CONTACT NAME:</b> Carmel McCabe <b>PHONE (A/C, No, Ext):</b> 855 874-0123 <b>E-MAIL ADDRESS:</b> usictcertificates@usi.com <b>FAX (A/C, No):</b> 203 634-5701															
<b>INSURED</b> <b>Lauretano Sign Group Inc</b> <b>1 Tremco Drive</b> <b>Terryville, CT 06786</b>		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER B : Travelers Property Cas. Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : Travelers Indemnity Company of CT</td> <td>25682</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Charter Oak Fire Insurance Company	25615	INSURER B : Travelers Property Cas. Co. of America	25674	INSURER C : Travelers Indemnity Company of CT	25682	INSURER D :		INSURER E :		INSURER F :	
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**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:	X		6303638A242COF21	01/01/2021	01/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BA2L5509442143G	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$10000	X		CUPOK3479512143	01/01/2021	01/01/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB9H9439842143G	01/01/2021	01/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Equip Leased/Rent			6303638A242COF21	01/01/2021	01/01/2022	120,000/1,000 ded
A	Inst Floater			6303638A242COF21	01/01/2021	01/01/2022	200,000/2,500 ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Franklin is included as an Additional Insured under the General Liability policy when required in a written agreement in accordance with policy terms, conditions, and exclusions regarding services provided by the Named Insured.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Franklin  
 355 East Central Street  
 Franklin, MA 02038

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*John J. Ulicki*

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Town of Franklin



Design Review Commission  
Tuesday, April 20, 2021  
Meeting Minutes

Chair Fitzgerald called the above-captioned meeting to order this date at 7:00 PM, as a **Remote Access Virtual Zoom Meeting**. Members in attendance: Chair Mark Fitzgerald, Vice Chair Chris Baryluk, Sam Williams, Associate Venkata Sompally. Members absent: James Bartro, Gerald Wood. Also present: Maxine Kinhart, Administrative Assistant.

As stated on the agenda, due to the continued concerns regarding the COVID-19 virus, this meeting will be conducted as 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, or citizens can participate by using the Zoom link provided on the agenda.

1. **Kumon – 265-303 East Central Street (dba 291)** - Reface tenant panel in existing freestanding sign. Replace wall sign at 20 sq. ft. - internally illuminated.

Ms. Heather Dudko of National Sign Corporation, representing the applicant, reviewed the sign package submittal. She confirmed the new sign will have black lettering. She stated that the height of the new sign is a little taller, but the length is the same as the old sign; it is the same type on the raceway with the channel letters. She confirmed it was internally lit, and they will be using the same mounting points.

**Motion:** To **Approve** the sign package as submitted. Motioned by C. Baryluk. Seconded by S. Williams. Roll Call Vote: Williams-YES; Baryluk-YES; Sompally-YES; Fitzgerald-YES.  
Voted 4-0-0.

2. **Active Recovery Boston – 82 Emmons Street** - Install aluminum belt sign.

Mr. Cam Afonso of Signs by Cam, Inc., representing the applicant, stated that he has spoken with Building Commissioner Gus Brown who is allowing this size sign and giving the residential 15 sq. ft. maximum. The sign is smaller than originally proposed and will be centered under the window so if they add a tenant there will still be room to move the sign up to add the second tenant. He noted the mounting method. Chair Fitzgerald requested the mounting information page be sent to Ms. Kinhart; Mr. Afonso stated he would do that.

**Motion:** To **Approve** the sign package as submitted. Motioned by S. Williams. Seconded by V. Sompally. Roll Call Vote: Williams-YES; Baryluk-YES; Sompally-YES; Fitzgerald-YES.  
Voted 4-0-0.

Mr. Afonso stated that he is hopefully meeting with Building Commissioner Gus Brown and Director of Planning and Community Development Bryan Taberner to go over the Clark Cutler McDermott site. He will let Chair Fitzgerald know when the meeting is scheduled.

- 3. Dollar Tree – 500 Franklin Village Drive (DL-8597) -** Installation of replacement panels on existing multi-tenant sign; under canopy sign.

Mr. Nicholas Malito, Attorney for Dollar Tree, and Valerie OKane of Anchor Sign, Inc., addressed the Commission. Mr. Malito stated the application is for the installation of replacement panels on existing multi-tenant pylon sign as well as the under-canopy sign. Chair Fitzgerald confirmed this will be replacing the existing signs in the existing pylons. Ms. OKane discussed the sign on the side of the building. She stated that it was approved at a previous Design Review Commission meeting in 2019. Ms. Kinhart confirmed they were before the Commission on June 18, 2019. Ms. OKane stated that no signs have been installed yet.

**Motion:** To **Approve** the sign package as submitted. Motioned by S. Williams. Seconded by C. Baryluk. Roll Call Vote: Williams-YES; Baryluk-YES; Sompally-YES; Fitzgerald-YES. Voted 4-0-0.

- 4. NETA – 5 Kenwood Circle -** Install 3 post & panel directional signs (3'x 3' OAH 9') 9 sq. ft. each: aluminum wall sign NETA w/Logo – driver entrance (2'x 3' 6 sq. ft.); aluminum wall with "C" (3'x 4' 12 sq. ft.)

Ms. Alyson Ibbotson from Lauretano Sign Group, representing the applicant, stated that they are proposing some way finding signage. She stated there would be three 9 sq. ft. non-illuminated directional signs and two wall panel signs by the loading dock. She confirmed that she believes NETA is the only business on the property. Chair Fitzgerald stated that once a company name is on a sign, it is considered advertising. He asked why the directional sign has to say NETA on it. He stated that the Building Commissioner is also resisting putting company names on directional signage as other entities may request to have signage with their name on it as well. Discussion commenced on the need for the directional signage to have the NETA name on it, and if there are other business entities in the location. Mr. Williams stated concern regarding this company putting a sign out and then would other companies want to do the same. Ms. Ibbotson stated that she does not know if NETA is taking over the entire building or just bay C. Chair Fitzgerald stated the bay C sign, the driver entrance sign, and one pylon pointing to NETA is fine. He stated that the other two signs, Directional 2 and Directional 3, he is going to reject on the submittal. He stated that he needs a confirmed layout of the building and asked if there are any other entities in the building. He stated that he needs more information on the pylon that is on Kenwood. He stated if that is the one and only entity for the property, we should not have any problem with it; every entity and every property gets a pylon. But, if there are four or five other entities in that building, and then they all want a sign, that would not be good. He will make a motion to accept the NETA driver entrance and bay C designator as submitted. He stated that he needs to know how many tenants are in the building to determine if there is more than NETA. He noted that if only NETA, he will ask for reductions in the NETA designation on the signage.

**Motion:** To **Accept** the NETA Driver Entrance and bay C designator signs as submitted. Motioned by M. Fitzgerald. Seconded by V. Sompally. Roll Call Vote: Williams-YES; Baryluk-YES; Sompally-YES; Fitzgerald-YES. Voted 4-0-0.

**General Matters:**

**Approval of Letter to Resident**

Chair Fitzgerald asked Ms. Kinhart how to get the response to Ms. Whalon in the record. He stated that he provided the response to Ms. Whalon in an email to Ms. Kinhart; however, he has not sent the response to Ms. Whalen yet. Ms. Kinhart stated that Chair Fitzgerald should make a motion.

**Motion:** To **Submit** the letter to the public record. Motioned by M. Fitzgerald. Seconded by S. Williams. Roll Call Vote: Williams-YES; Baryluk-YES; Sompally-YES; Fitzgerald-YES. Voted 4-0-0.

**Approval of Meeting Minutes: April 6, 2021**

**Discussion regarding the meeting minutes:** Ms. Kinhart stated that she received an email from the iFixPhones applicant stating that he had changed his mind and that he was going to get a sticky and stick it to the existing sign. The applicant noted it was 3 ft. x 6 ft. Chair Fitzgerald stated that is a big sticker; he will need to look at it.

**Motion:** To **Approve** the April 6, 2021 Meeting Minutes as presented. Motioned by S. Williams. Seconded by V. Sompally. Roll Call Vote: Williams-YES; Baryluk-ABSTAIN; Sompally-YES; Fitzgerald-YES. Voted 3-0-1.

**Discussion:** Commission members discussed why there were two Dollar Tree stores in Franklin.

**Motion to Adjourn** by S. Williams. Seconded by C. Baryluk. Roll Call Vote: Williams-YES; Baryluk-YES; Sompally-YES; Fitzgerald-YES. Voted 4-0-0.

Meeting adjourned at 7:34 PM.

Respectfully submitted,

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Judith Lizardi  
Recording Secretary