

**DESIGN REVIEW COMMISSION  
AGENDA**

**Tuesday, October 20, 2020  
7:00 PM.**

**Virtual Meeting**

**Due to the ongoing 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/88547857877> or call on your phone at 1-929-205-6099, meeting ID is 88547857877.

**7:00 PM**      **Costello Realty – 365 West Central Street**  
Install channel letters and door lettering

**General Matters**

Approval of Minutes:              October 6, 2020

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: October 15, 2020**

The next meeting of the Design Review Commission is scheduled for November 10, 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: Castello Realty

Property Address 365 West Central St.

Assessors' Map # \_\_\_\_\_ Parcel # 277-015-000-000

Zoning District (select applicable zone): \_\_\_\_\_

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

B) Applicant Information:

Applicant Name: \_\_\_\_\_

Address: Signs By Cam, Inc.  
837 Upper Union Street  
Suite C-18  
Franklin, MA 02038

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

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

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

Business Owner: Christine Mella Property Owner: Faith Kapla  
Address: 365 West Central St. 369 West Central St.  
Franklin, MA 02038 Franklin, MA 02038

All of the information is submitted according to the best of my knowledge  
Executed as a sealed instrument this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Cam Afonso  
Signature of Applicant

Faith Kapla  
Signature of Owner

Cam Afonso  
Print name of Applicant

X FAITH KAPLAN  
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: \_\_\_\_\_

Signs By Cam, Inc.  
837 Upper Union Street  
Suite G-18  
Franklin, MA 02038

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

Business Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**E) Work Summary**

Summary of work to be done: \_\_\_\_\_  
\_\_\_\_\_

Instal Channel Letters &  
Door Lettering

**F) Information & Materials to be Submitted with Application**

**a) FOR SIGN SUBMISSIONS ONLY:**

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

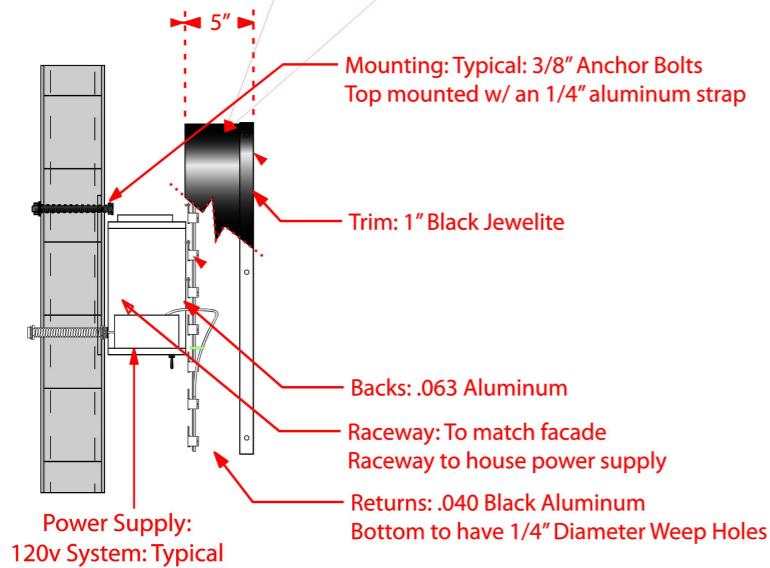
1. Drawing of Proposed Sign which must also include  
type of sign (wall, pylon etc.)      colors  
size/dimensions      materials  
style of lettering      lighting-illuminated, non-illuminated and style
2. Drawing and/or pictures indicating location of new sign.
3. Picture of existing location and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



\*Note: All fasteners to be non-ferrous and all penetrations shall be sealed water tight

**Front-Lit L.E.D Channel Letter - Raceway Mount**  
TYPICAL - Section Detail



**our samples**



**APPROVED FOR PRODUCTION:**

X \_\_\_\_\_

**© COPYRIGHT**

ALL DRAWINGS ARE PROPERTY OF SIGNS BY CAM, Inc. ANY DUPLICATION OF ANY KIND IS PROHIBITED. PERSON(S) WILL BE PROSECUTED TO THE FULL EXTENT 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:

*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](mailto:cam@signsbycam.com)  
Website: [www.signsbycam.com](http://www.signsbycam.com)

## Town of Franklin



### Design Review Commission

**Tuesday, October 6, 2020  
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, James Barto, Sam Williams, Gerald Wood, Associate, Venkata Sompally. Members absent: None.

As stated on the agenda, due to the growing 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. Meraki Hair Studio – 32 Main Street– Install 3D letters on wall**

Mr. Cam Afonso, Signs by Cam, present representing the owner of Meraki Hair Studio. Stated they are installing letters on the outside wall. **Motion by C. Baryluk to approve the sign package as submitted, Second by S. Williams. Voted 4-0-0.**

**2. 94/88 East Central Street – Mixed Use – 94/88 East Central Street – Restoration of existing house and construction of new addition**

Mr. Brad Chaffee, owner/applicant of Camford Property Group, reviewed the Site Plan, photometric plan, and landscaping. He reviewed the proposed fence and stated that it will be black chain link fencing with slats to be congruent with the dumpster fencing. He stated signage will be forthcoming when they have a tenant.

Design Review Commission members asked questions to which Mr. Chaffee provided requested information. Discussion commenced regarding interior lighting and an interior photometric plan.

Chair Fitzgerald requested the following stipulation be included: The light output of the proposed addition be figured in the photometric plan not to exceed the allowable limits.

**Motion: To Recommend the Site Plan as submitted with the stipulation that the photometric as shown be included into the package prior to any permitting. Motioned by M. Fitzgerald. Seconded by C. Baryluk. Voted 4-0-0.**

Mr. Rob Marcalow reviewed the 88 East Central Street proposed development. He showed images of the existing structure on the site. He stated that it is an historical building; it is listed on the historic register. Therefore, they are following the preservation regulations. He reviewed the proposed parking zone,

existing residence, and removal of additions to the building made in the early 20<sup>th</sup> century. The bulk of the original structure will remain. They are proposing an addition which would be connected with an enclosed breezeway. He stated that this is intended to be a commercial space. The street side of the project has a large patio with some covered and uncovered spaces. They are also proposing potential screening and low plantings at the building. He showed and described the conceptual renderings. He noted they are trying to accent, not replicate, the existing structure. He discussed the proposed roof and materials for the building. They are looking at materials and improvements to the existing cottage. They will be replacing materials that need maintenance. They are proposing fiber-cement siding with a white finish. The addition will be a single-story commercial building; he reviewed the proposed interior layout.

Mr. Baryluk questioned how the new addition fits in with the existing area. He noted that as it is a large addition with a high roof and many windows, it will be a large utility load for a tenant. Mr. Chaffee noted that originally he had thought it could be a small bread and breakfast building in the downtown area. Commission members asked about the reflectiveness of the proposed roof. Mr. Chaffee stated the addition is 1,500 sq. ft. Chair Fitzgerald asked where the electrical utilities enter the building; Mr. Chaffee explained they will be going underground for the new building. Mr. Marcalow stated they tied into some of the materials from the surrounding buildings, as well. They are proposing a white finish on the addition to tie into the existing building. They have plantings to soften the edges of the building. He stated the existing structure was investigated and a lot of the architectural elements to the building are later additions. They looked at historical images of the building and could see many elements were added later. They are proposing to tie the building more closely with the Greek revival style. Their hope is to install some of the original intent of the building. They have removed the shutters and will be replacing the aluminum siding.

Chair Fitzgerald asked about the proposed walkway and noted snow on the ground would make it slippery; he suggested gating the walkway to have it nice to look at but not used. He requested people be directed to the back entrance. Mr. Chaffee noted the house is from the 1870s. Chair Fitzgerald stated that what is proposed for the existing structure is superior to what is there; the new building is interesting. Mr. Williams stated this addition element is new and interesting and could provide some character to the downtown. Mr. Chaffee reviewed some of the ideas for the design for the addition. Commission members discussed and commented on the existing and proposed addition renditions. Informally, when asked, Commission members did not express any negative comment regarding the architectural design. Chair Fitzgerald stated that if the applicant gives the updated plan to Ms. Maxine Kinhart tomorrow, he will pass it around to the Commission members, and if everything lines up, he will give Maxine the high sign and we will have the vote go through.

**Motion: To Recommend the corrected and resubmitted Site Plan showing the ADA compliance and the other changes discussed in the meeting. Motioned by M. Fitzgerald. Seconded by J. Bartro. Voted 4-0-0.**

**Motion: To Recommend the corrected and resubmitted Buildings and Finishes showing the ADA compliance and the other changes discussed in the meeting. Motion by M. Fitzgerald.**

Chair Fitzgerald requested that Ms. Maxine Kinhart provide the updated information to the Commission members and then the Commission members will give a consensual email back to Ms. Kinhart that they have looked at it and are good with it. Mr. Chaffee confirmed Chair Fitzgerald wanted the changes for the Design Review Commission tomorrow or Friday so they could be incorporated before the Planning Board meeting next week on October 19<sup>th</sup>. Chair Fitzgerald said he wanted to add that nothing that was not presented in the meeting be added. Chair Fitzgerald stated that to reiterate the wording that is going to go into the decision: he is making a motion to recommend that the Site Plan, that is corrected and resubmitted, and the wording for the buildings and finishes is the same. Just change it from Site Plan to

Buildings and Finishes and recommend both decisions. This is what we are going to do over email. Mr. Bartro stated that he did not think this could be done over email; they need to take the vote tonight. Ms. Kinhart said it was an open meeting law violation. Mr. Bartro stated they did not vote on buildings and finishes.

**Chair Fitzgerald stated he made the proposal to recommend the buildings and finishes provided the corrected documents that were viewed on line at the meeting are submitted. Seconded by J. Bartro. Vote: 4-0-0.**

*Mr. Bartro left the meeting.*

**Meeting Minutes:** September 15, 2020

**Motion:** To **Approve** the September 15, 2020 Meeting Minutes as presented. Motioned by M. Fitzgerald. Seconded by S. Williams. Voted 3-0-0.

**General Matters:** Chair Fitzgerald noted to new members Gerald Wood and KP Sompally that this was a very detailed and long meeting. He apologized that they have not met prior to this. Normally, the Commission receives the application and the applicant comes in to audit a meeting prior to becoming a member. He asked if the members had any questions. Mr. Wood stated he read all the materials on the Town webpage. Chair Fitzgerald stated the new members should review the provided meeting packages prior to the meetings and have any questions ready. He said the Commission members should take the view that they may be living next door to the discussed building/structure as a perspective. Mr. Wood and Mr. Sompally provided their backgrounds; Commission members and Ms. Kinhart introduced themselves and reviewed their backgrounds. Chair Fitzgerald noted that the Commission is still one member short.

Chair Fitzgerald stated the Mr. Bartro is an associate member who would like to become a full member which leaves one full member spot available. He asked if Mr. Wood and Mr. Sompally could attend every Tuesday meetings. If not, they should request to be the associate member. He noted that associate members do not vote unless needed to meet the quorum. Mr. Sompally stated he would like to be a full member. Mr. Wood stated he would be an associate member and realizes he will not be able to vote. Ms. Kinhart stated that it was already decided and placed on the Town website that Mr. Sompally was the associate member. She stated that she would ask Mr. Bryan Taberner, Director of Planning and Community Development, or Ms. Chrissy Whelton in the Town Administrator's Office if the designation can be changed. Chair Fitzgerald welcomed Mr. Wood and Mr. Sompally.

**Motion to Adjourn** by M. Fitzgerald. Seconded by S. Williams. **Voted 3-0-0.** Meeting adjourned at 8:39 PM.

Respectfully submitted,

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Judith Lizardi  
Recording Secretary