

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: BANK OF AMERICA

Property Address 273 EAST CENTRAL STREET

Assessors' Map # 285 Parcel # 107

Zoning District (select applicable zone): COMMERCIAL 2

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

B) Applicant Information:

Applicant Name: CAROLYN A PARKER

Address: 3 LORION AVENUE  
WORCESTER MA 01606

Telephone Number: 774-239-2781

Contact Person: CAROLYN A PRKER

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

Business Owner: BANK OF AMERICA  
Address: 100 N. TYRON STREET  
CHARLOTTE, NC 28255

Property Owner: FRANKLIN SHOPPERS  
396 WELLESLEY STREET  
WELLESLEY, MA 02481

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

CAROLYN A PARKER  
Print name of Applicant

SEE ATTACHED LETTER  
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: STRATUS UNLIMITED

Contact Person: C/O/CAROLYN PARKER

Address 8959 TYLER BOULEVARD, MENTOR, OHIO 44060

Telephone Number: 774-239-2781

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

Business Name: N/A

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

Address \_\_\_\_\_

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

**E) Work Summary**

Summary of work to be done: REIMAGE EXISTING BANK OF AMERICA KIOSK LOCATED WITHIN THE SHOPPING PARKING LOT

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

**a) FOR SIGN SUBMISSIONS ONLY:**

**THE FOLLOWING MUST BE SUBMITTED ELECTRONICALLY TO [Mkinhart@franklinma.gov](mailto:Mkinhart@franklinma.gov)**

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:**

**THE FOLLOWING MUST BE SUBMITTED W/APPLICATION to [Mkinhart@franklinma.gov](mailto:Mkinhart@franklinma.gov)**

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

## 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. \_\_\_\_\_

N/A

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.

N/A

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

N/A

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

N/A

5. **Scale** – The scale of the structure shall be compatible with its architectural style and the character of the surrounding buildings. REMAINS THE SAME \_\_\_\_\_

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

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. RED, WHITE AND BLUE \_\_\_\_\_



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. \_KIOSK WITH INTERNALLY ILLUMINATED SIGNS ON ALL FOUR SIDES\_

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

\_N/A\_

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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. \_N/A\_

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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.

\_N/A\_

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**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](http://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, 1<sup>st</sup> 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 via email ([Mkinhart@franklinma.gov](mailto:Mkinhart@franklinma.gov)) w/Application

##### a) SIGNS ONLY –

- sign drawings and photos, which include information listed on Page 2 of the application

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

- 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 SUPPLEMENTARY INFORMATION MUST BE FILED BY 4:00 PM ON THE WEDNESDAY PRIOR TO THE FOLLOWING TUESDAY MEETING. MEETINGS ARE GENERALLY TWICE A MONTH THE 2<sup>ND</sup> & 4<sup>TH</sup> TUESDAY OF THE MONTH.

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

Franklin Shoppers Fair, Inc.  
396 Washington St Box 325  
Wellesley, MA 02481  
617-877-5895  
mzos@yahoo.com

Property address:  
273 E Central St  
Franklin, MA 02038

To Whom It May Concern,

Please consider this letter authorization for Stratus to function as Authorized Agent for CBRE/Bank of America, giving them permission to sign for, obtain permits, and install signage for the exterior renovation/rebranding project at 273 E Central St Franklin, MA 02038.

Signage Cost: \$20000  
Installation: \$20000  
Freight: \$3500

Jennifer DeLorenzo  
Digitally signed by  
Jennifer DeLorenzo  
Date: 2024.03.11  
13:05:13 -04'00'

Jennifer DeLorenzo  
Project Manager, Stratus

*Jeff DiLeo*  

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[Jeff DiLeo \(Mar 18, 2024 11:38 EDT\)](#)

Jeff DiLeo  
Project Manager, CBRE for Bank of America

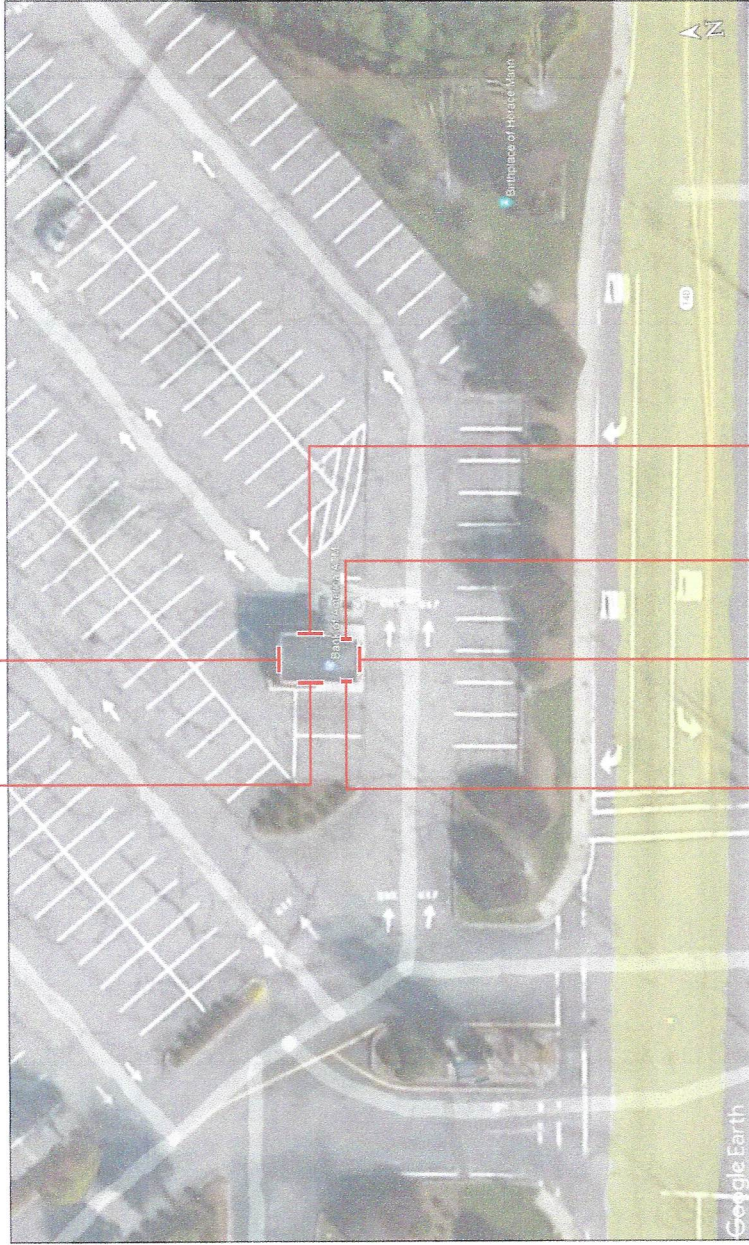




# SITE OVERVIEW

## Proposed Sign Schedule

Item	Description	Qty	Page #
EXT-001	Custom Illum Cabinet w/ Push-Thru Letters (Inline)	1	6, 10
EXT-002	Custom Illum Cabinet w/ Push-Thru Letters (In/line)	1	7, 11
EXT-003	Custom Illum Cabinet w/ Push-Thru Letters (In/line)	1	8, 10
EXT-004	Custom Illum Cabinet w/ Push-Thru Letters (In/line)	1	9, 11
EXT-005	Entrance Door Graphics - Remote ATM; Non ADA	1	14
EXT-006	Entrance Door Graphics - Remote ATM w/ ADA Decal	1	16
EXT-007a	Card Reader / Manual Door - Vertical - Decal	1	17
EXT-007b	Card Reader / Manual Door - Vertical - Decal	1	17
EXT-008a	Entrance Graphics - Security Camera Vinyl	1	17
EXT-008b	Entrance Graphics - Security Camera Vinyl	1	17
ATM 1	ATM Surround - <b>By Others</b>	1	18
ATM 2	Walk-Up ATM - <b>Not in Scope</b>	1	19



EXT-004

EXT-003

EXT-006

EXT-001

EXT-005

EXT-002

**Stratus**  
 stratusunlimited.com  
 8959 Tyler Boulevard  
 Mentor, Ohio 44060  
 888.503.1569

CLIENT:  
**BANK OF AMERICA**

ADDRESS:  
 278 E Central St.  
 Franklin, MA  
 02038-1317

PAGE NO.:  
**2**

ORDER NUMBER:  
 1195329

SITE NUMBER:  
 296

ELECTRONIC FILE NAME:  
 K:\ACCOUNTS\BANK OF AMERICA\0231\WA038\_Franklin\4306\_296\_Franklin\_R2.cdr

PROJECT NUMBER:  
 4306

PROJECT MANAGER:  
 Jennifer DeLorenzo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	438866	08/15/23 MS					
Rev 1	446670	09/21/23 MS	Updated sign schedule and site map				
Rev 2	465016	12/29/24 DB					

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**EXT-001 FRONT (SOUTH) ELEVATION @ REMOTE ATM BUILDING**

Scale: 3/8" = 1'-0"

Existing SQ. FT.	±34.7
Proposed SQ. FT.	32.6



SIMULATED NIGHT VIEW



**PROPOSED**

13'-5" O.D.

±11'-9-1/2" Mounting Surface

2'-7"



**EXISTING CONDITIONS**

EXISTING 2'-7" x ±13'-5" CABINET TO BE REMOVED & REPLACED

stratusunlimited.com  
8933 River Boulevard  
Mentor, Ohio 44060  
888.506.1569

CLIENT:  
**BANK OF AMERICA**

ADDRESS:  
273 E Central St  
Franklin, MA  
02038-1317

PAGE NO.:  
**6**

ORDER NUMBER:  
1195329

SITE NUMBER:  
296

ELECTRONIC FILE NAME:  
K:\ACCOUNTS\BANK OF AMERICA\2023\WAO296\_Franklin  
4306\_296\_Franklin\_R2.cdr

PROJECT NUMBER:  
4306

PROJECT MANAGER:  
Jennifer DeLorenzo

Rev. #	Req. #	Date/Artist	Description	Rev. #	Req. #	Date/Artist	Description
Original	436696	08/15/23 MS					
Rev.1	446870	09/21/23 MS	Revised per shop drawings				
Rev.2	465016	10/29/24 DB	Updated to new push-in design				

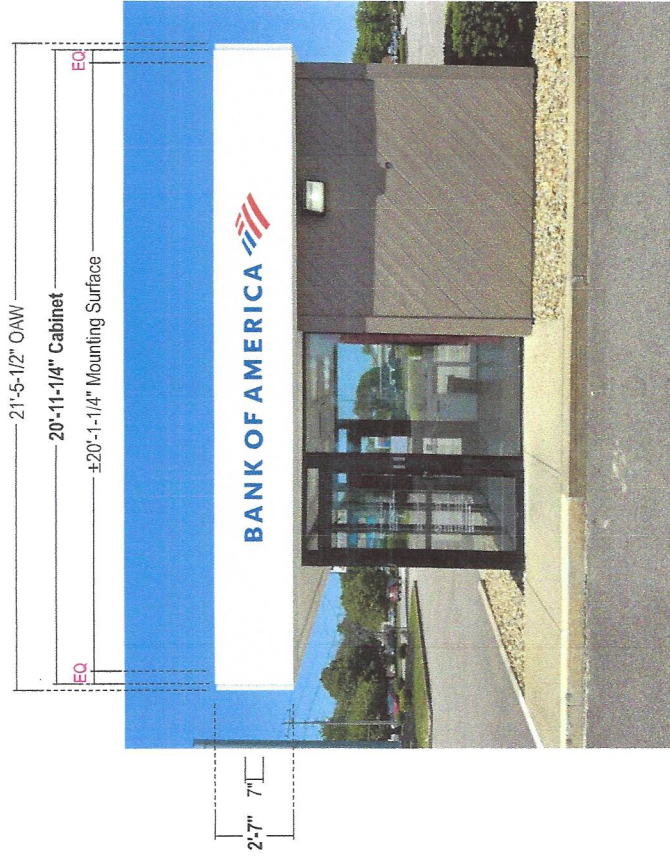
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**EXT-002 RIGHT (EAST) ELEVATION @ REMOTE ATM BUILDING**

Scale: 1/4" = 1'-0"

Existing SQ. FT.	±56.8
Proposed SQ. FT.	54.1



EXISTING 2'-7" x ±22'-0" CABINET TO BE REMOVED & REPLACED



stratusunlimited.com  
8869 Tyler Boulevard  
Mentor, Ohio 44060  
888.503.1569

**CLIENT:**  
**BANK OF AMERICA**

**ADDRESS:**  
279 E Central St  
Franklin, MA  
02038-1317

**PAGE NO.:** 7

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	436866	08/15/23 MS					
Rev 1	446870	09/21/23 MS	Updated to new pushpin design				
Rev 2	465016	10/26/24 DB					

**PROJECT NUMBER:** 4306

**PROJECT MANAGER:** Jennifer DeLorenzo

**ORDER NUMBER:** 1195329

**SITE NUMBER:** 296

**ELECTRONIC FILE NAME:** K:\ACCOUNTS\BANK OF AMERICA\2023\WA\036\_Franklin\4306\_296\_Franklin\_R2.cdr

RENTS ARE THE SOLE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.



**EXT-003 REAR (NORTH) ELEVATION @ REMOTE ATM BUILDING**

Scale: 3/8"=1'-0"


Existing SQ. FT.	±34.7
Proposed SQ. FT.	32.6



**PROPOSED**

**EXISTING CONDITIONS**

EXISTING 2'-7" x ±13'-5" CABINET TO BE REMOVED & REPLACED



stratusunlimited.com  
8863 Tyler Boulevard  
Mentor, Ohio 44060  
888.503.1569

**CLIENT:**  
BANK OF AMERICA

**ADDRESS:**  
273 E Central St  
Franklin, MA  
02038-1317

**ORDER NUMBER:** 1195329

**SITE NUMBER:** 296

**ELECTRONIC FILE NAME:**  
K:\ACCOUNTS\BANK OF AMERICA\2023\WA\036\_Franklin\4306\_296\_Franklin\_R2.cdr

**PROJECT NUMBER:** 4306

**PROJECT MANAGER:** Jennifer DeLorenzo

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	438888	08/15/23 NS					
Rev 1	446870	09/21/23 NS	Updated to new push-button design				
Rev 2	466016	10/26/24 DB					

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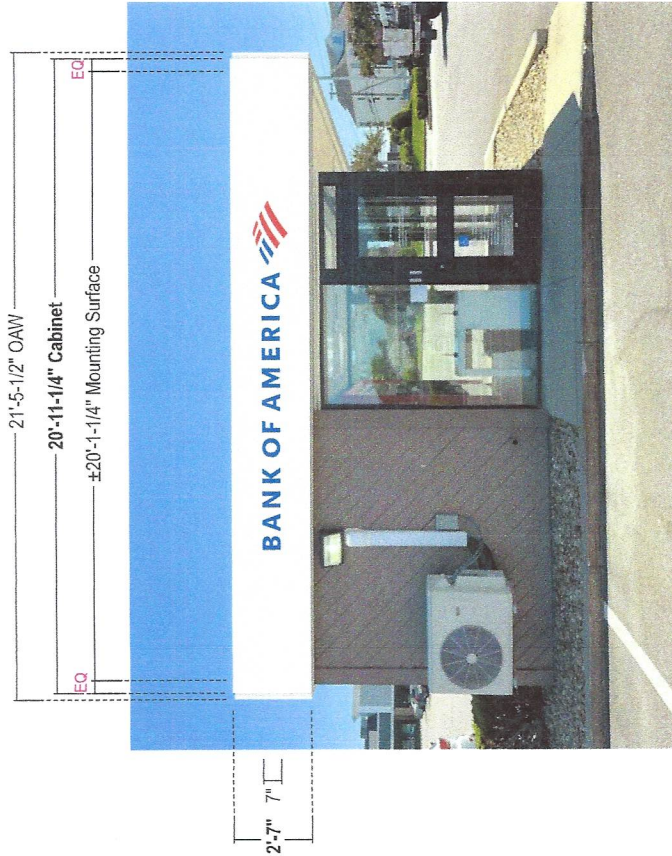
**EXT-004 LEFT (WEST) ELEVATION @ REMOTE ATM BUILDING**

Scale: 1/4"=1'-0"

Existing SQ. FT.	±56.8
Proposed SQ. FT.	54.1



SIMULATED NIGHT VIEW



PROPOSED



EXISTING CONDITIONS

EXISTING 2'-7" x ±22'-0" CABINET TO BE REMOVED & REPLACED

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	436996	08/15/23 NS					
Rev 1	446670	09/21/23 NS	Revised per shop drawings				
Rev 2	465016	02/29/24 DB	Updated to new push-in design				

ORDER NUMBER:	1195329
PROJECT NUMBER:	4306
SITE NUMBER:	296
PROJECT MANAGER:	Jennifer DeLorenzo
ELECTRONGING FILE NAME:	K:\ACCOUNTS\BANK OF AMERICA\0223\WAQ36_Framlin\4306_296_Framlin_R2.cdr

CLIENT:	<b>BANK OF AMERICA</b>
ADDRESS:	273 E Central St Franklin, MA 02038-1317
PAGE NO.:	9

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8953 Tyler Boulevard  
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