

DESIGN REVIEW BOARD
Monday, February 13, 2023
7:30 p.m.

Virtual Meeting using Zoom
Meeting ID: 845-1987-6965
(Instructions for accessing below)

Under Governor Baker's Act "Extending Certain COVID-10 Measures Adopted During the State of Emergency", extending the "Executive Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20, ", issued June 16, 2021, and in effect until April 1, 2022, and extended again through July 15, 2022 meeting of public bodies may be conducted virtually provided that adequate access is provided to the public. On July 16, 2022 Lt. Gov. Karyn Polito, as acting governor, signed legislation to extend key pandemic-era accommodations, including remote local government meeting authorizations, through March 31, 2023 effective immediately.

To view and participate in this virtual meeting on your phone, download the "Zoom Cloud Meetings" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the following Meeting ID: 845-1987-6965 Link: <https://us02web.zoom.us/j/84519876965>

To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us click "Join a Meeting" and enter the following ID: 845-1987-6965

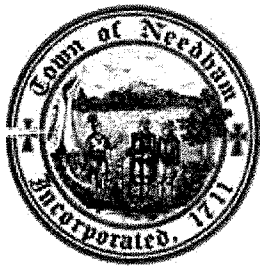
APPLICANTS:

Evans Huber, attorney representing Wingate Development LLC located at 589 Highland Avenue and applying for site plan review.

REVIEW

Minutes of 9/12/2022, 10/3/2022, 12/5/2022 and 1/30/2023 meetings.

Next Public Meeting – February 27, 2023 at 7:30pm via Zoom Webinar



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building
500 Dedham Avenue
Needham, MA 02492
Application and Report

Property Location: 589 Highland Avenue, Needham, MA 02494 **Date:** 2/6/23

Owner: Wingate at Needham, Inc.

Address: 63 Kendrick Street, Needham, MA 02494
Street City State Zip
Telephone: 781-707-9209

Applicant: Wingate Development LLC

Address: 63 Kendrick Street, Needham, MA 02494
Street City State Zip
Telephone: 781-707-9209

Designer/Installer: The Architectural Team, Inc.

Address: 50 Commandants Way, Chelsea, MA 02150
Street City State Zip
Telephone: 617-889-4402

Type of Application
☐ Sign
☐ Minor Project
☐ Exterior Alterations
☐ Major Project (Site Plan Review)
☐ - preliminary
☒ - final
☐ Flexible Subdivision
☐ Planned Residential Development
☐ Residential Compound

Brief description of sign or project:

See Exhibit A attached hereto.

Please email completed application to elitchman@needhamma.gov

EXHIBIT A
WINGATE -- 589 HIGHLAND AVE
APPLICATION TO DESIGN REVIEW BOARD

By Decision dated March 15, 2022, the Planning Board approved an application for an amendment to the existing Special Permit for this location, to convert the then-current Nursing Home to 50 Independent Living ("IL") Units. The Nursing Home was officially closed on or about April 21, 2022. Applicant intends to proceed with the work and change of use authorized by that amendment.

As an expansion to that project, Applicant now proposes to add a third floor to the building, which will add another 22 IL units, for a total of 72 IL units, of which 12.5%, or 9 units, will be affordable as defined in the Elder Services District bylaw. As with the previously approved amendment, no other use is proposed for the site. Major Project Site Plan Review and an amendment to the existing Special Permit is sought from the Planning Board because Independent Living is an SP use in the Elder Services District, and because the proposed third floor will require construction in excess of 10,000 square feet.

Accordingly, review by the Design Review Board is sought as part of the Site Plan Review process.



Gould Street Looking South



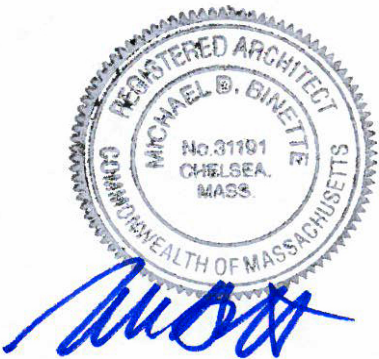
Intersection of Gould Street and Highland Ave.



Side Entrance



Rear Parking



WINGATE AT NEEDHAM

RENOVATION / EXPANSION

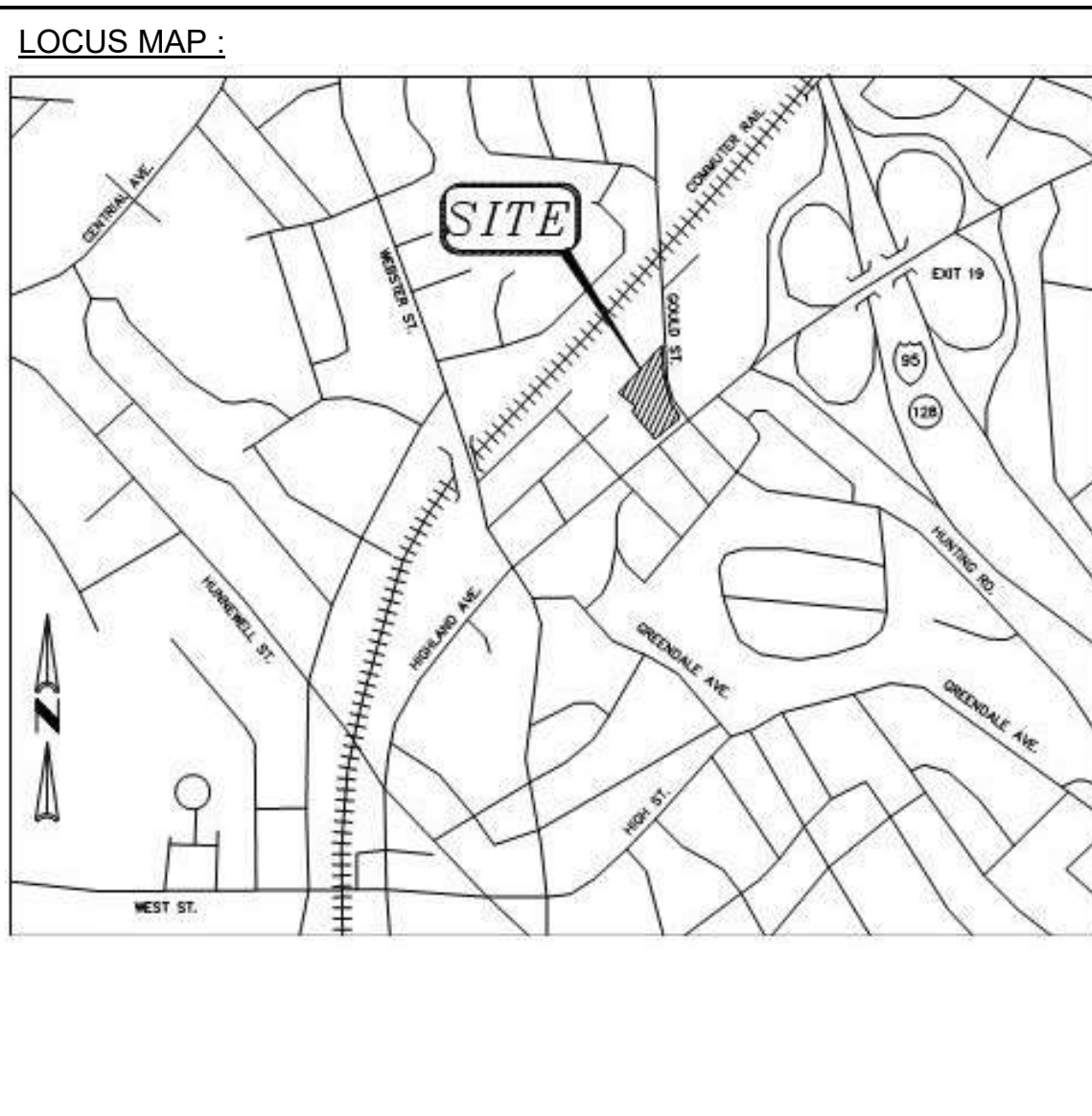
589 HIGHLAND AVENUE
NEEDHAM, MA.



SHEET LIST	
SHEET NUMBER	SHEET NAME
001 - TITLE SHEETS	
T0.01	PROJECT COVER
004 - CIVIL DRAWINGS (UNDER SEPARATE COVER)	
1	TITLE SHEET
2	SITE PLAN
3	LAYOUT PLAN
006 - LANDSCAPE DRAWINGS (UNDER SEPARATE COVER)	
L.1	PATIO PLAN
L.2	ENTRY PLAN
L.3	PARKING / PATIO PLAN
007 - DEMOLITION DRAWINGS	
D1.00	EXISTING / DEMOLITION OVERALL PLAN - BASEMENT
D1.01	EXISTING / DEMOLITION OVERALL PLANS (SCHEMATIC)
008 - ARCHITECTURAL - 1.00 OVERALL PLANS	
A1.00	PROPOSED OVERALL PLAN - BASEMENT
A1.01	PROPOSED OVERALL PLANS (SCHEMATIC)
A1.02	PROPOSED OVERALL PLAN LEVEL 3 & ROOF (SCHEMATIC)
008 - ARCHITECTURAL - 4.00 ELEVATIONS	
A4.01	EXTERIOR ELEVATIONS
A4.02	EXTERIOR ELEVATIONS
A4.03	EXTERIOR ELEVATIONS

SUBMISSIONS :	
FEBRUARY 3, 2023	PLANNING BOARD SUBMISSION FOR SITE PLAN REVIEW

PROJECT CONTACT INFORMATION :	
OWNER	WINGATE AT NEEDHAM, INC. 63 KENDRICK STREET NEEDHAM, MA 02494 PHONE #: FAX #:
ARCHITECT	THE ARCHITECTURAL TEAM 50 COMMANDANT'S WAY AT ADMIRALS HILL CHELSEA, MA 02150 PHONE #: 617.889.4402 FAX #: 617.884.4329
SURVEY CONSULTANT	R.E. CAMERON & ASSOCIATES, INC. 681 WASHINGTON ST. NORWOOD, MA 02062 PHONE #: 781.769.1777 FAX #:
TRANSPORTATION CONSULTANT	RON MULLER & ASSOCIATES 56 TERESA ROAD HOPKINTON, MA 01748 PHONE #: 508.395.1576 FAX #:
CIVIL ENGINEER	KELLY ENGINEERING GROUP, INC. 0 CAMPENELLI DRIVE BRAINTREE, MA 02184 PHONE #: FAX #:
LANDSCAPE ARCHITECT	HAWK DESIGN INC. P.O. BOX 1309 SANDWICH, MA 02563 PHONE #: FAX #:



tat

© The Architectural Team, Inc.
50 Commandant's Way at Admiral's Hill
Chelsea MA 02150
O 617.889.4402
F 617.884.4329
architecturalteam.com

Consultant:

Revision:

Architect of Record:



Drawn: JS

Checked: AS

Scale:

Key Plan:

Project Name:
WINGATE AT NEEDHAM
RENOVATION /
EXPANSION

589 HIGHLAND AVENUE
NEEDHAM, MA.

Sheet Name:

PROJECT COVER

Project Number:

21056

Issue Date:

FEBRUARY 3, 2023

Sheet Number:

T0.01

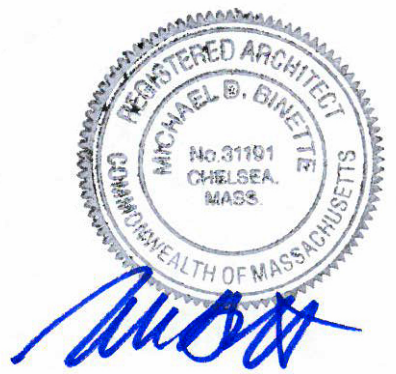


Wingate at Needham Renovation / Expansion

Needham, MA | February 1, 2023 | 21056 | © The Architectural Team, Inc.

Rendered View from Intersection of Gould Street and Highland Avenue







Wingate at Needham Renovation / Expansion

Rendered View from Rear Parking



Wingate at Needham Renovation / Expansion

Needham, MA | February 1, 2023 | 21056 | © The Architectural Team, Inc.

Rendered View from Side Entrance

SIDING



HARDIE PLANK LAP SIDING
AT THIRD FLOOR ADDITION
- LIGHT MIST



HARDIE FIBER CEMENT SMOOTH
PANEL WITH FRY REGLETS AT
THIRD FLOOR ADDITION
- ARCTIC WHITE

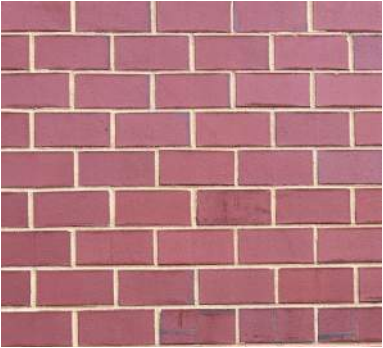


HARDIE FIBER CEMENT SMOOTH
PANEL WITH FRY REGLETS
ACCENT COLOR & ROOF CAP AT
LIGHT MIST LAP SIDING
- NIGHT GRAY



1/2" REVEAL FRY REGLET AT
FIBER CEMENT PANELS
- MILLED FINISH

MASONRY



EXISTING RED BRICK
TO REMAIN



EXISTING YELLOW
BRICK PAINTED
- SW GRIZZLE GRAY

ROOFING



ARCHITECTURAL
ASPHALT SHINGLES
WHERE ROOFING
SLOPES

WINDOWS



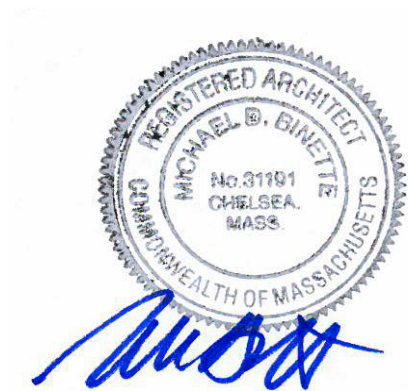
VINYL SINGLE HUNG
WINDOWS MUNTINS AS
SHOWN ON ELEVATIONS
- BLACK



RAILINGS



PRE-FINISHED ALUMINUM
JULIET BALCONY RAILINGS
- BLACK



SITE DEVELOPMENT PLANS

FOR

WINGATE AT NEEDHAM, INC
589 HIGHLAND AVENUE
NEEDHAM, MA

OWNER:
WINGATE AT NEEDHAM, INC
63 KENDRICK STREET
NEEDHAM, MA 02494

APPLICANT:
WINGATE DEVELOPMENT LLC
63 KENDRICK STREET
NEEDHAM, MA 02494

CIVIL ENGINEER:
KELLY ENGINEERING GROUP, INC.
0 CAMPANELLI DRIVE
BRAINTREE, MA 02184

LAND SURVEYOR:
R.E. CAMERON & ASSOCIATES, INC.
681 WASHINGTON ST.
NORWOOD, MA 02062

ARCHITECT:
THE ARCHITECTURAL TEAM
50 COMMANDANTS WAY
CHELSEA, MA 02150

LANDSCAPE ARCHITECT:
HAWK DESIGN INC.
P.O. BOX 1309
SANDWICH, MA 02563

TRAFFIC CONSULTANT:
RON MUELLER & ASSOCIATES
56 TERESA ROAD
HOPKINTON, MA 01748

FEBRUARY 03, 2023

SHEET INDEX					
SHEET No.	DESCRIPTION	LATEST REVISED DATE	CONSTRUCTION	REVISIONS	
1	COVER SHEET				
2	EXISTING CONDITIONS PLAN				
3	LAYOUT PLAN				



LOCATION MAP

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Brandon Li
2023.02.01
16:45:17
-05'00"

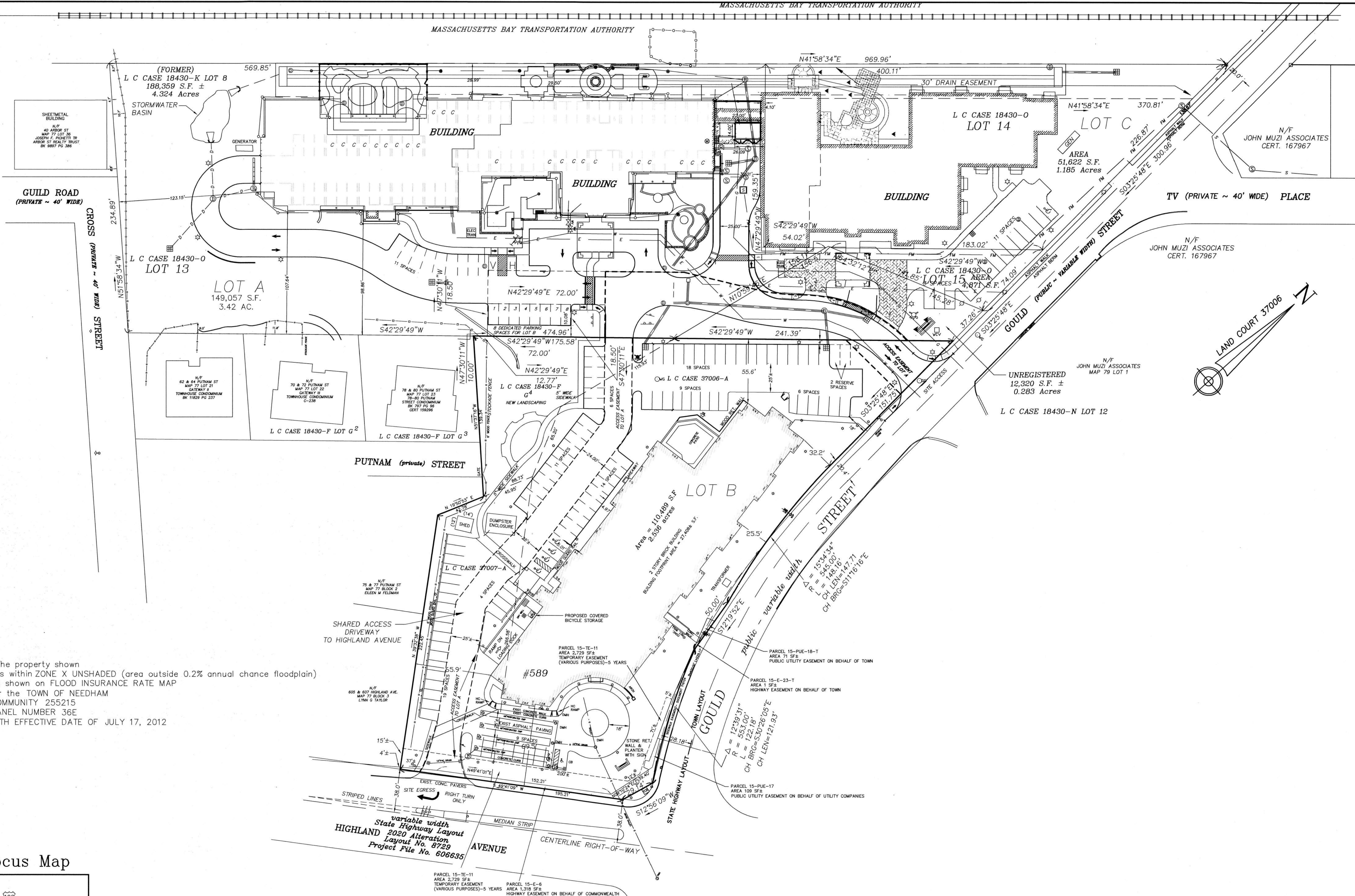
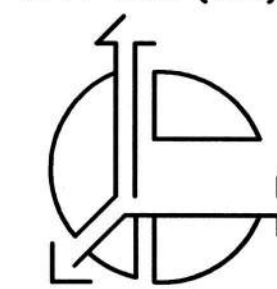
SCALE
NA
DATE
02/03/23
SHEET
1 of 3
FILE #
TS00

JOB #
2022-164
DRAWN BY
C.L.
CHKD BY
DAM
APPD BY
DNK

589 HIGHLAND AVENUE
NEEDHAM ,MA

KELLY ENGINEERING GROUP
civil engineering consultants
0 Campanelli Drive, Braintree, MA 02184
Phone: 781-843-4333 www.kellyengineeringgroup.com

SHEET NO.
1



The property shown
lies within ZONE X UNSHADED (area outside 0.2% annual chance floodplain)
as shown on FLOOD INSURANCE RATE MAP
for the TOWN OF NEEDHAM
COMMUNITY 255215
PANEL NUMBER 36E
WITH EFFECTIVE DATE OF JULY 17, 2012



[Signature]
1.31.2023

SCALE: 1"=40' DATE: 02/03/23

DRAWN BY: SLS MATH:

JOB NUMBER: 3774 CHECKED BY:

COUNTY: NORFOLK

TITLE

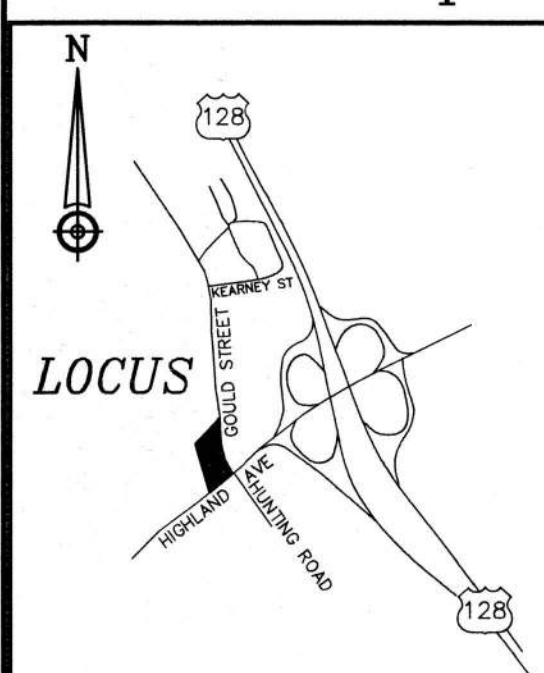
EXISTING CONDITIONS PLAN
589 HIGHLAND AVENUE
WINGATE AT NEEDHAM, INC.
NEEDHAM, MASS.

3774AB3

[illegible]

SHEET NUMBER: 2

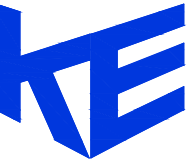
Locus Map



0 20 40 80 120 160

1 INCH = 40 FT.

ZONING TABLE LOT B				
ZONING DISTRICT: ELDER SERVICES ZONING DISTRICT				
	MINIMUM REQUIRED OR MAXIMUM ALLOWED	EXISTING	PROPOSED	COMPLIANCE
MIN. LOT AREA	10,000 S.F.	110,489 S.F.	SAME	YES
MIN. FRONTAGE	80'	210'±	SAME	YES
MIN. YARD SETBACKS	(NOTE 1)			
– FRONT	25'	25.5'± (GOULD ST)	SAME	YES
		69.5'± (HIGHLAND AVE.)	SAME	YES
– SIDE (RESIDENTIAL)	35'	65.9'±	SAME	YES
– SIDE (OTHER)	25'	55.6'±	SAME	YES
– REAR	25'	NOT APPLIC.	SAME	NA
MAX. HEIGHT	40'	<40'	39.08' (NOTE 2)	YES
MAX. STORIES	3	2	3	YES
FAR COVERAGE	1.0	0.60	0.80 (NOTE 3)	YES
PARKING TOTAL	36	98	81 (NOTE 4)	YES
ZONING BYLAW 5.1.3 PARKING PLAN AND DESIGN REQUIREMENTS				
	MINIMUM REQUIRED OR MAXIMUM ALLOWED	EXISTING	PROPOSED	COMPLIANCE
A) PARKING ILLUMINATION	1 FOOT CANDLE AVERAGE	MEETS REQUIREMENTS	SAME	YES
B) LOADING REQUIREMENTS	ADEQUATE LOADING AREA	MEETS REQUIREMENTS	(NOTE 7)	YES
C) HANDICAPPED PARKING	4	6	4	YES
D) DRIVEWAY OPENINGS	1	2	SAME	YES
E) COMPACT CARS	MAX. 50%	36%	41% (NOTE 5)	YES
F) PARKING SPACE SIZE	9' X 18.5'	VARIES	SAME	YES
G) BUMPER OVERHANG	MAX. 1' OVERHANG	NONE REQUIRED	SAME	YES
H) PARKING SPACE LAYOUT	SEE SEC. 5.1.3 (h)	COMPLIES	SAME	YES
I) AISLE WIDTH	24' (90 DEG. STALL)	25'±	SAME	YES
	12' (ONE WAY)	18' (ONE WAY)	SAME	YES
J) PARKING SETBACK				
– FRONT	10'	10'	SAME	YES
– SIDE	4'	4'	SAME	YES
– REAR	4'	NOT APPLIC.	SAME	YES
– BUILDING	5'	5'	SAME	YES
K) LANDSCAPED AREAS	10%	>10%	>10%	YES
L) TREES	1 PER 10 SPACES	>1 PER 10 SPACES	(NOTE 6)	YES
M) LOCATION	WITHIN LOT	WITHIN LOT	SAME	YES
N) BICYCLE RACKS	1 PER 20 SPACES	NONE	6	YES

SCALE					
1"= 40'					
DATE					
02/03/23	REV	DATE	REVISION	BY	
SHEET	WINGATE AT NEEDHAM, INC. 589 HIGHLAND AVENUE NEEDHAM, MA				
3 of 3					
FILE #					
LA00	LAYOUT PLAN				
JOB #					
F:\P\2022-164					
DRAWN BY	 KELLY ENGINEERING GROUP civil engineering consultants 0 Campanelli Drive, Braintree, MA 02184 Phone: 861-843-4333 www.kellyengineeringgroup.com				
CUL					
CHKD BY					
BLI	SHEET NO. 3				
APPD BY					
BLI					

WINGATE AT NEEDHAM RENOVATION/EXPANSION

589 HIGHLAND AVENUE
NEEDHAM, MASSACHUSETTS

PLANNING BOARD SUBMISSION FOR SITE PLAN REVIEW

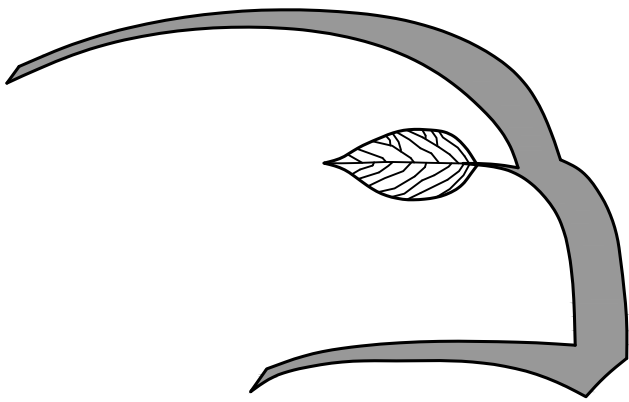
FEBRUARY 3, 2023

LIST OF DRAWINGS:

		SET DATE
L1	SITE LANDSCAPE PLAN	2/3/23
L1.1	ILLUSTRATIVE SITE PLAN RENDERING	2/3/23
L2	ENTRY LANDSCAPE PLAN	2/3/23
L3	PARKING / PATIO LANDSCAPE PLAN	2/3/23
D1	PLANTING DETAILS	2/3/23
D2	PLANTING NOTES	2/3/23



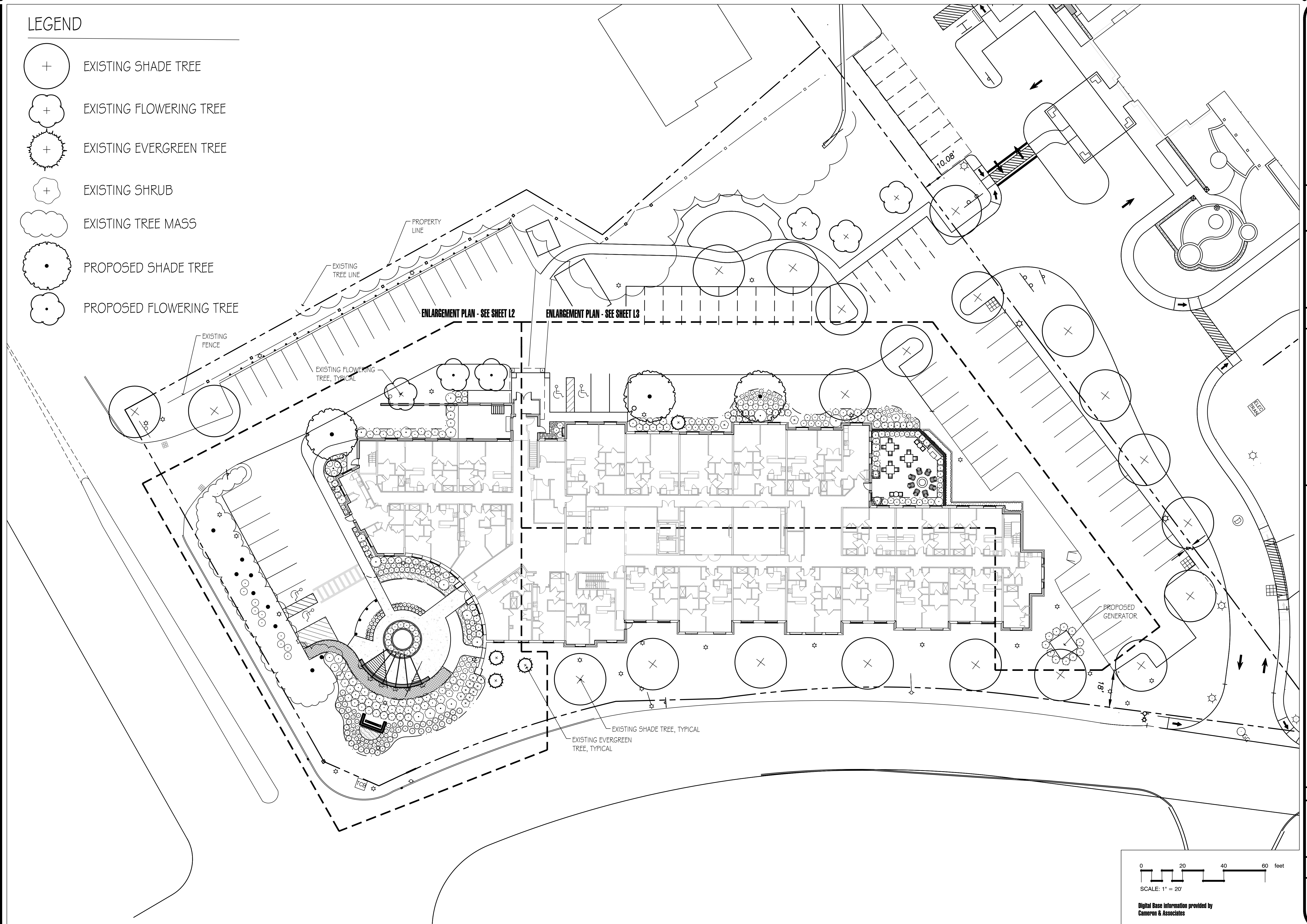
PREPARED BY:



Hawk Design, Inc.
Landscape Architecture
Land Planning
Sagamore, MA
508-833-8800
info@hawkdesigninc.com

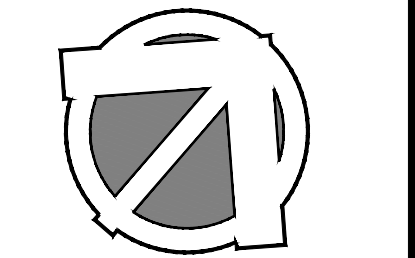
LEGEND

- EXISTING SHADE TREE
- EXISTING FLOWERING TREE
- EXISTING EVERGREEN TREE
- EXISTING SHRUB
- EXISTING TREE MASS
- PROPOSED SHADE TREE
- PROPOSED FLOWERING TREE



Hawk Design, Inc.
Landscape Architecture
Land Planning
Sagamore, MA
508-833-8800
info@hawkdesigninc.com
www.hawkdesigninc.com

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Date: 2/3/23

Revisions:
Num. Date Description



Wingate At Needham
589 Highland Avenue - Needham, Massachusetts
Owner: Wingate At Needham, INC.

Drawn By: ND Checked By: TM

Site
Landscape
Plan

Scale: 1" = 20'-0"

Sheet: **L1**

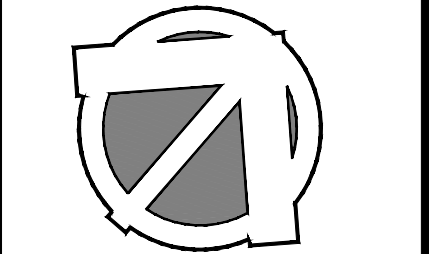
LEGEND

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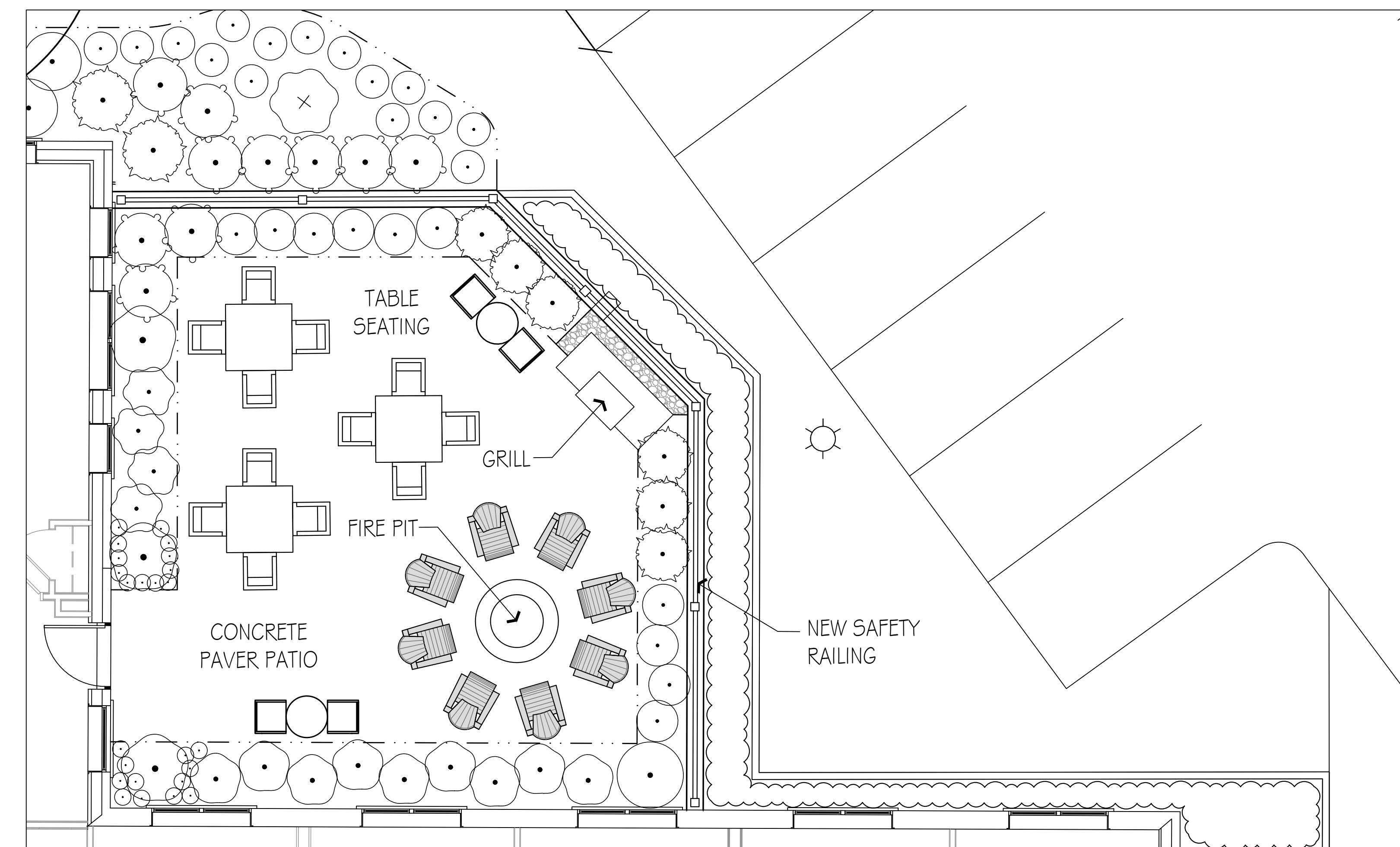
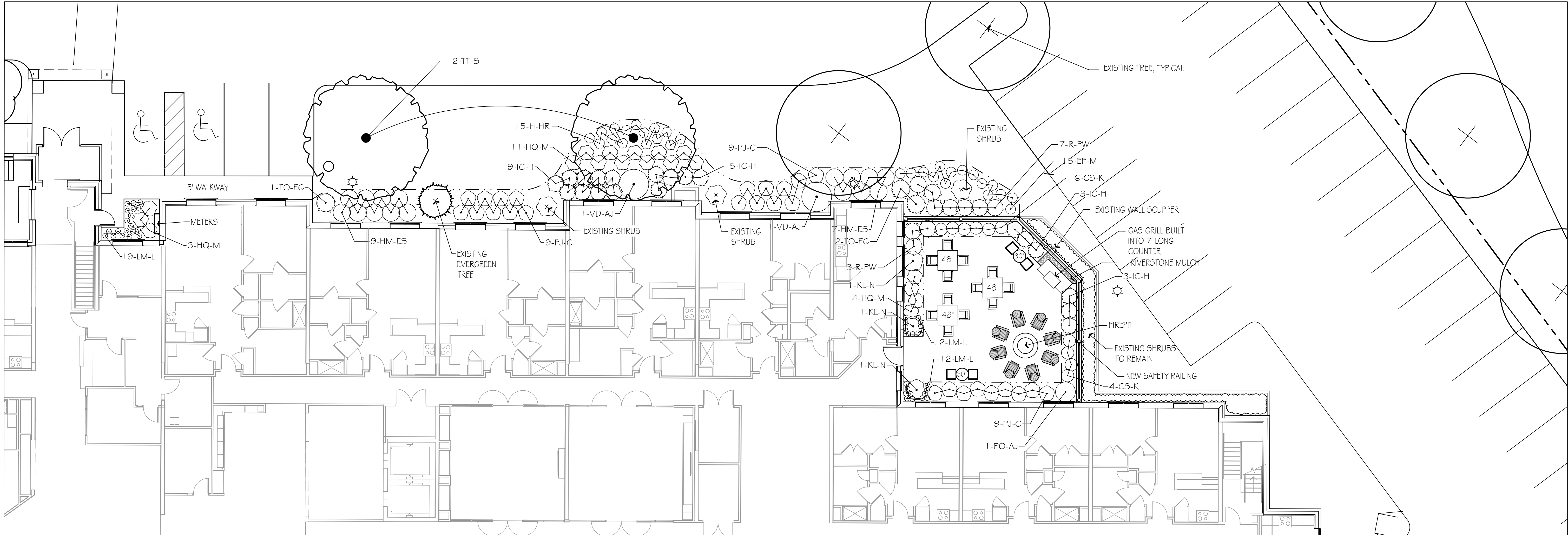
Wingate At Needham
589 Highland Avenue - Needham, Massachusetts
Owner: Wingate At Needham, INC.

Drawn By: ND Checked By: TM

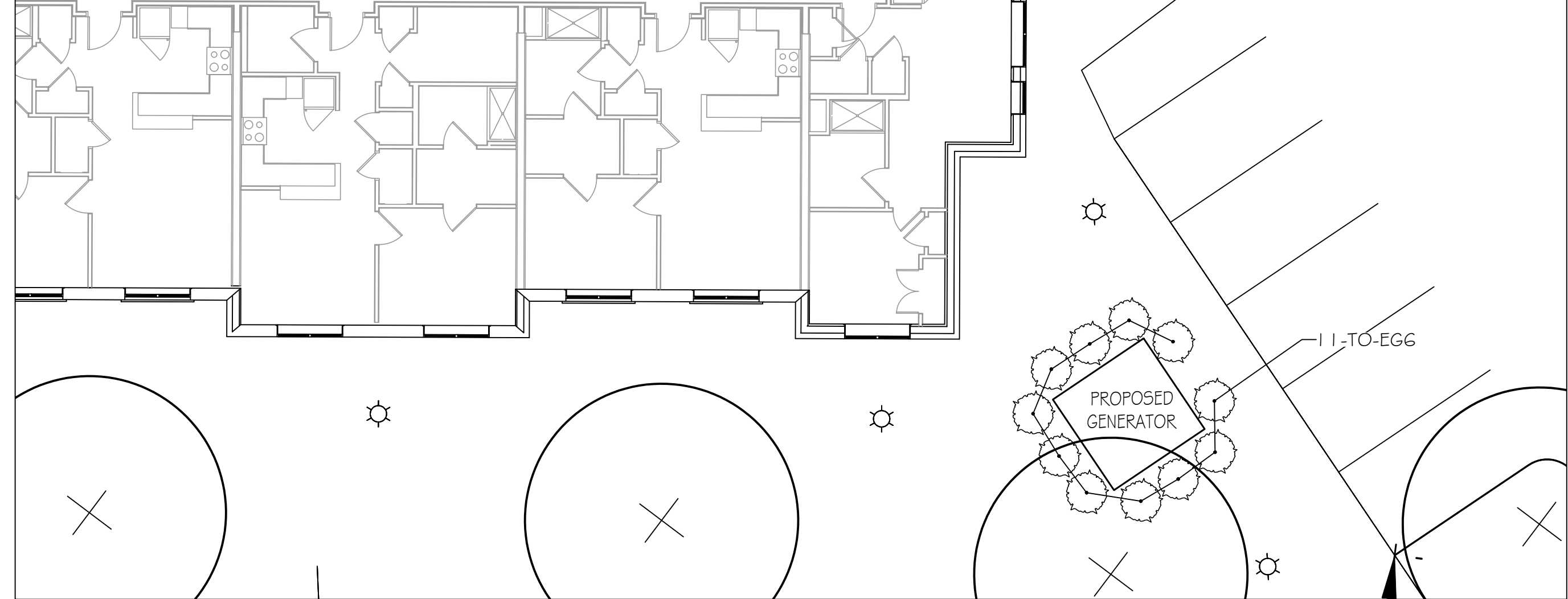
**Illustrative Site
Plan Rendering**

Scale: 1"=20'-0"

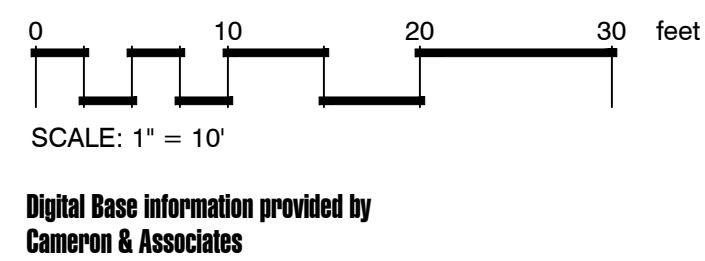
Sheet: **L1.1**

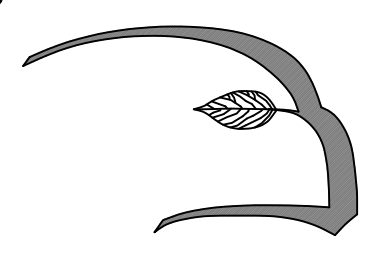


Patio Enlargement - Scale: 1" = 5'-0"



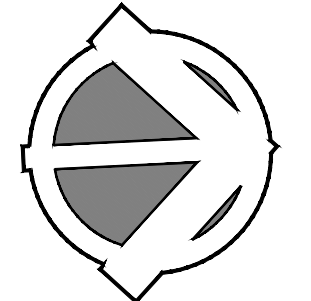
PLANT SCHEDULE PATIO & PARKING					
TREES	QTY	BOTANICAL NAME	COMMON NAME	CONT	CAL
TT-S	2	Tilia tomentosa 'Sterling'	Sterling Linden	B & B	3-3.5" CAL.
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONT	SIZE
CS-K	10	Cornus sericea 'Kelsey'	Kelsey's Dwarf Red Twig Dogwood	Cont.	18-24" SPD.
EF-M	15	Euonymus fortunei 'Moonshadow'	Moonshadow Euonymus	Cont.	18-24" HT.
HM-ES	16	Hydrangea macrophylla 'Endless Summer'	Endless Summer Hydrangea	B & B	2-3' HT
HQ-M	15	Hydrangea quercifolia 'Munchkin'	Oakleaf Hydrangea	Cont.	18-24" SPD.
IC-H	20	Ilex crenata 'Helleri'	Heller Japanese Holly	B & B	2-2.5' HT.
KL-N	3	Kalmia latifolia 'Nipmunk'	Nipmunk Mountain Laurel	B & B	3.5-4' HT.
PJ-C	27	Pieris japonica 'Cavatine'	Lily of the Valley Bush	Cont.	2-2.5' HT.
PO-AJ	1	Physocarpus opulifolius 'Jefam'	Amber Jubilee Ninebark	B & B	3-3.5' HT.
R-PW	10	Rhododendron 'Percy Wiseman'	Percy Wiseman Rhododendron	B & B	2-2.5' HT.
TO-EG	3	Thuja occidentalis 'Emerald Green'	Emerald Green Arborvitae	B & B	8-10' HT.
TO-EG6	11	Thuja occidentalis 'Emerald Green'	Emerald Green Arborvitae	B & B	6' HT.
VD-AJ	2	Viburnum dentatum 'Autumn Jazz'	Autumn Jazz Viburnum	B & B	4.5' HT
ANNUALS/PERENNIALS	QTY	BOTANICAL NAME	COMMON NAME	CONT	SIZE
H-HR	15	Hemerocallis x 'Happy Returns'	Happy Returns Daylily	Cont.	2 Gal.
LM-L	24	Liriope muscari	Lilyturf	Cont.	1 Gal.





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Landscape Architecture
Land Planning
Sagamore, MA
508-833-8800
info@hawkdesigninc.com
www.hawkdesigninc.com

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Date: 2/3/23

Revisions:
Num. Date Description



Wingate At Needham
589 Highland Avenue - Needham, Massachusetts
Owner: Wingate At Needham, INC.

Drawn By: ND Checked By: TM

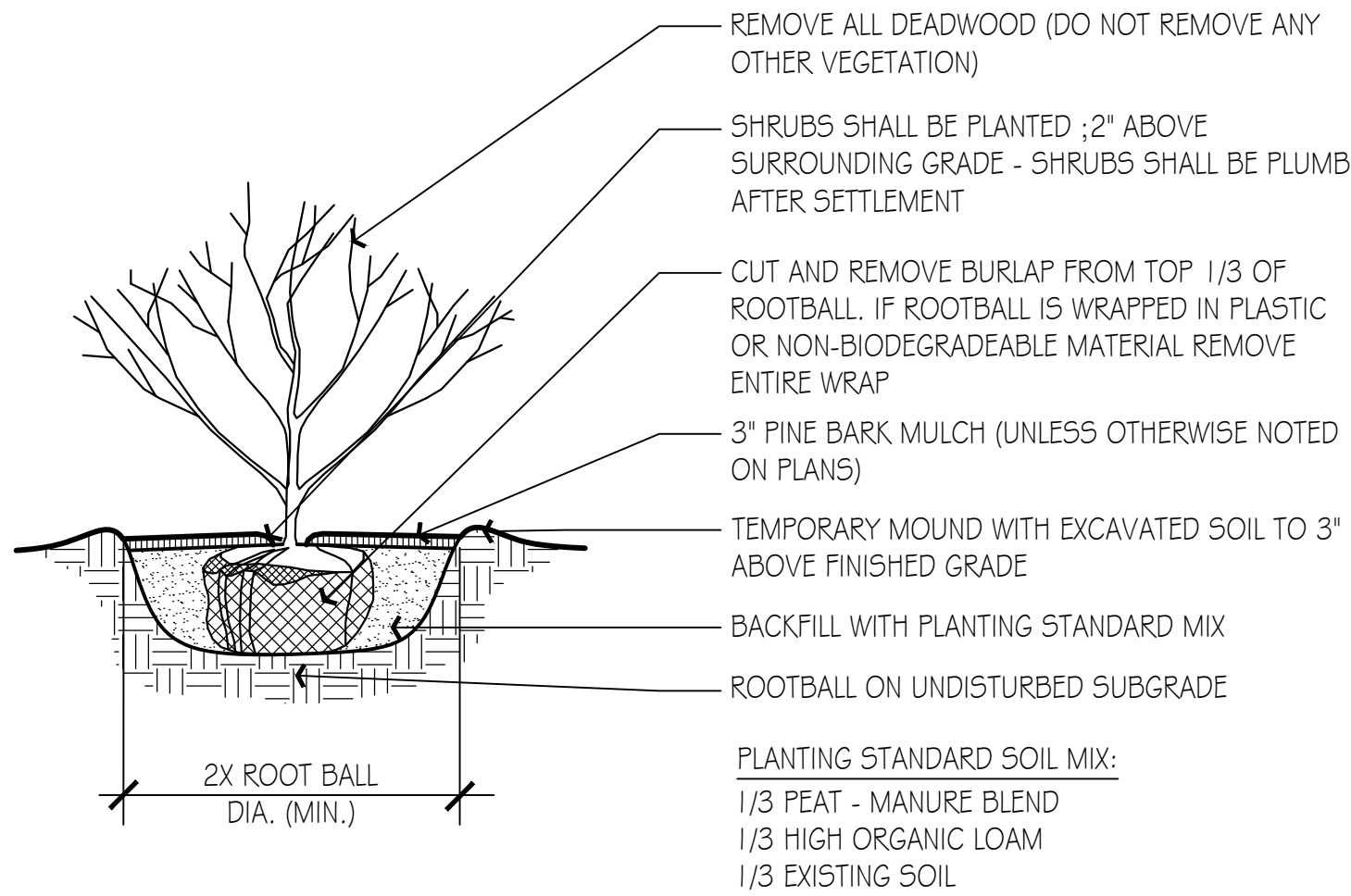
**Parking / Patio
Landscape
Plan**

Scale: 1" = 10'-0"

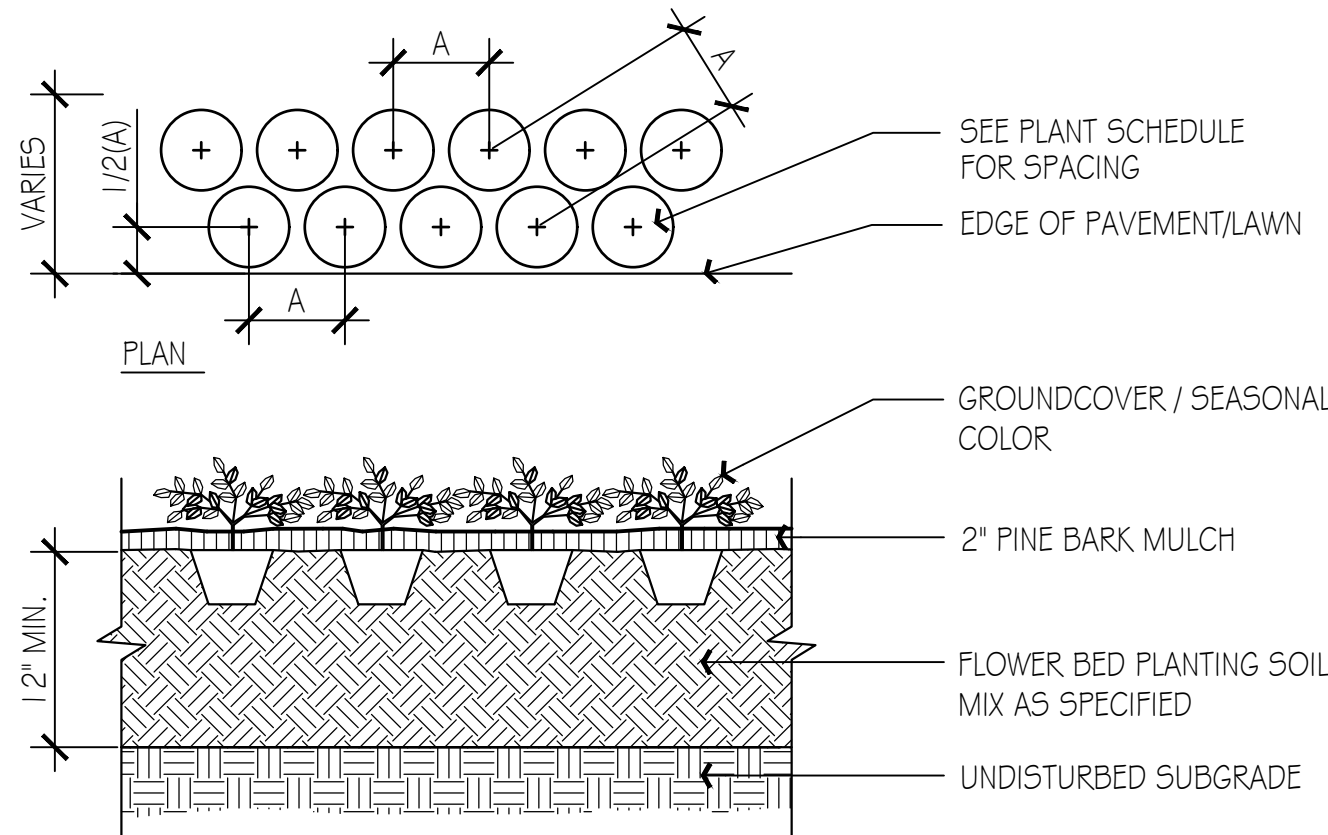
Sheet: **L3**

SCHEDULE OF TOPSOILS & ADDITIVES

LOCATION	DEPTH	DESCRIPTION
GENERAL PLANTING BEDS	6"	1/3 PEAT - MANURE BLEND 1/3 HIGH ORGANIC LOAM 1/3 EXISTING SOIL
FLOWER BEDS	6"	SCREENED LOAM 1/3 PEAT - MANURE BLEND LIME - PELATIZED OR GROUND (50 LB. PER 100 SF.) GROUND BONE MEAL (50 LB. PER 100 SF.) 10-10-10 ORGANIC FERTILIZER (50 LB. PER 5000 SF.)
LAWNS - SOD & SEED	6"	6" SCREENED LOAM
PITS/TREE WELLS "STANDARD MIX" FOR BACKFILL	12"	SOIL MIX 'A' - 1/3 PEAT - MANURE BLEND 1/3 HIGH ORGANIC LOAM 1/3 EXISTING SOIL
PITS/TREE WELLS "LITE WEIGHT MIX"	12"	SOIL MIX 'B' - 70% LIGHT WEIGHT SHALE 20% SAND 10% COMPOST
PITS/TREE WELLS "STRUCTURAL MIX"	12"	SOIL MIX 'C' - MIX COMPOSITION TO BE SUPPLIED BY LANDSCAPE ARCHITECT.

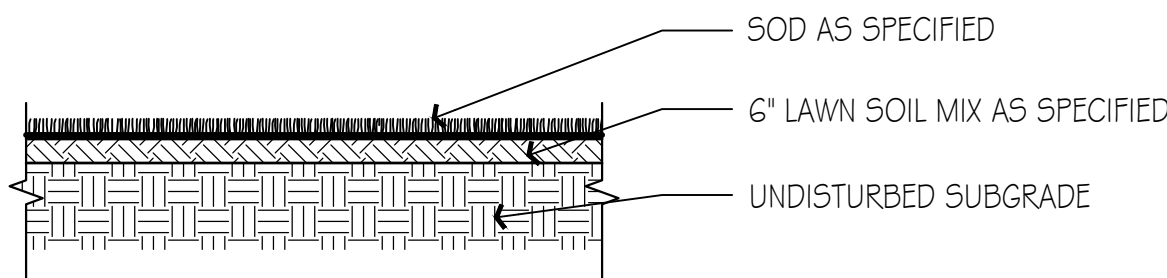


SHRUB DETAIL
NTS

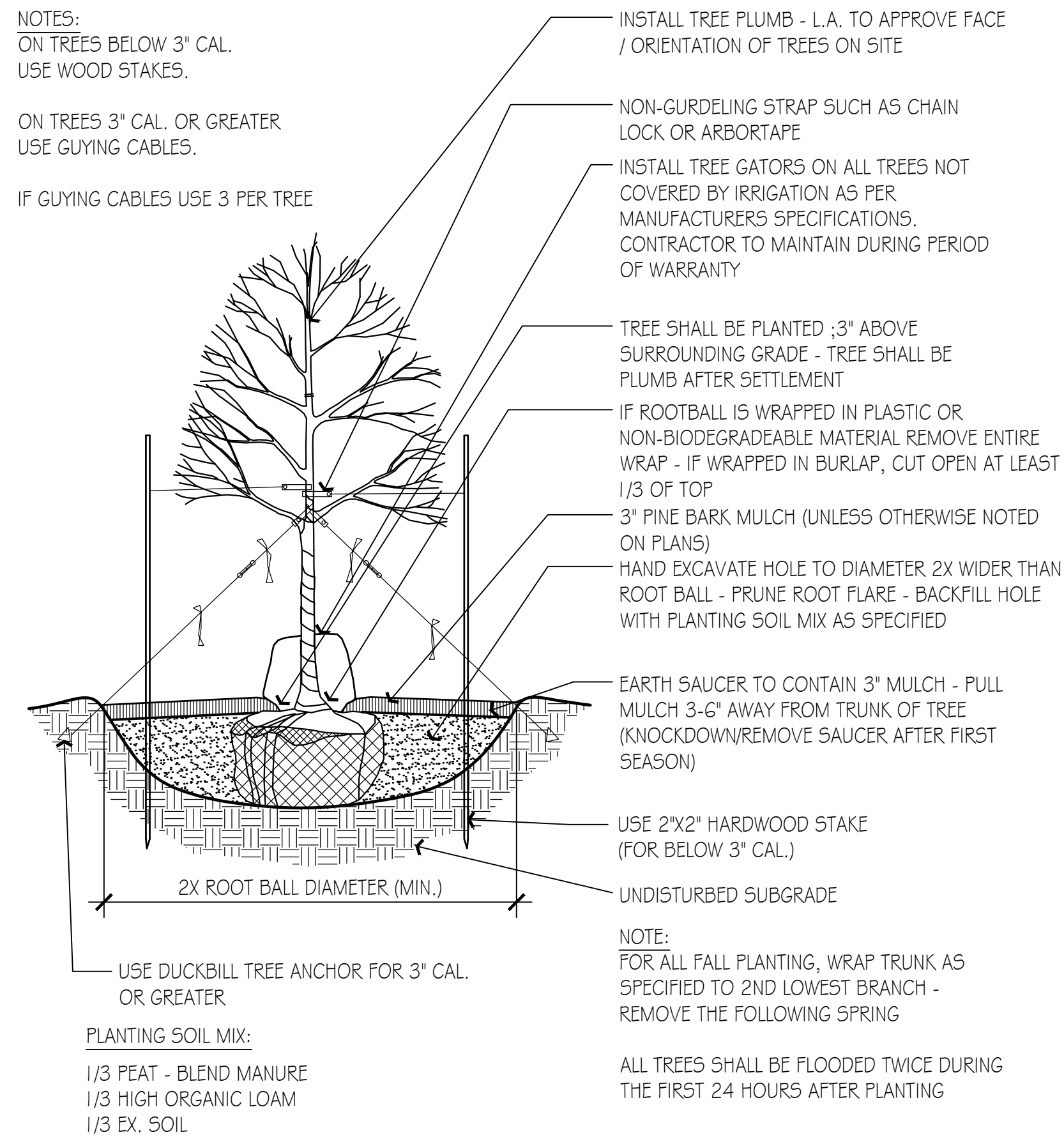


SEASONAL COLOR / PERENNIAL / GROUND COVER PLANTING
NTS

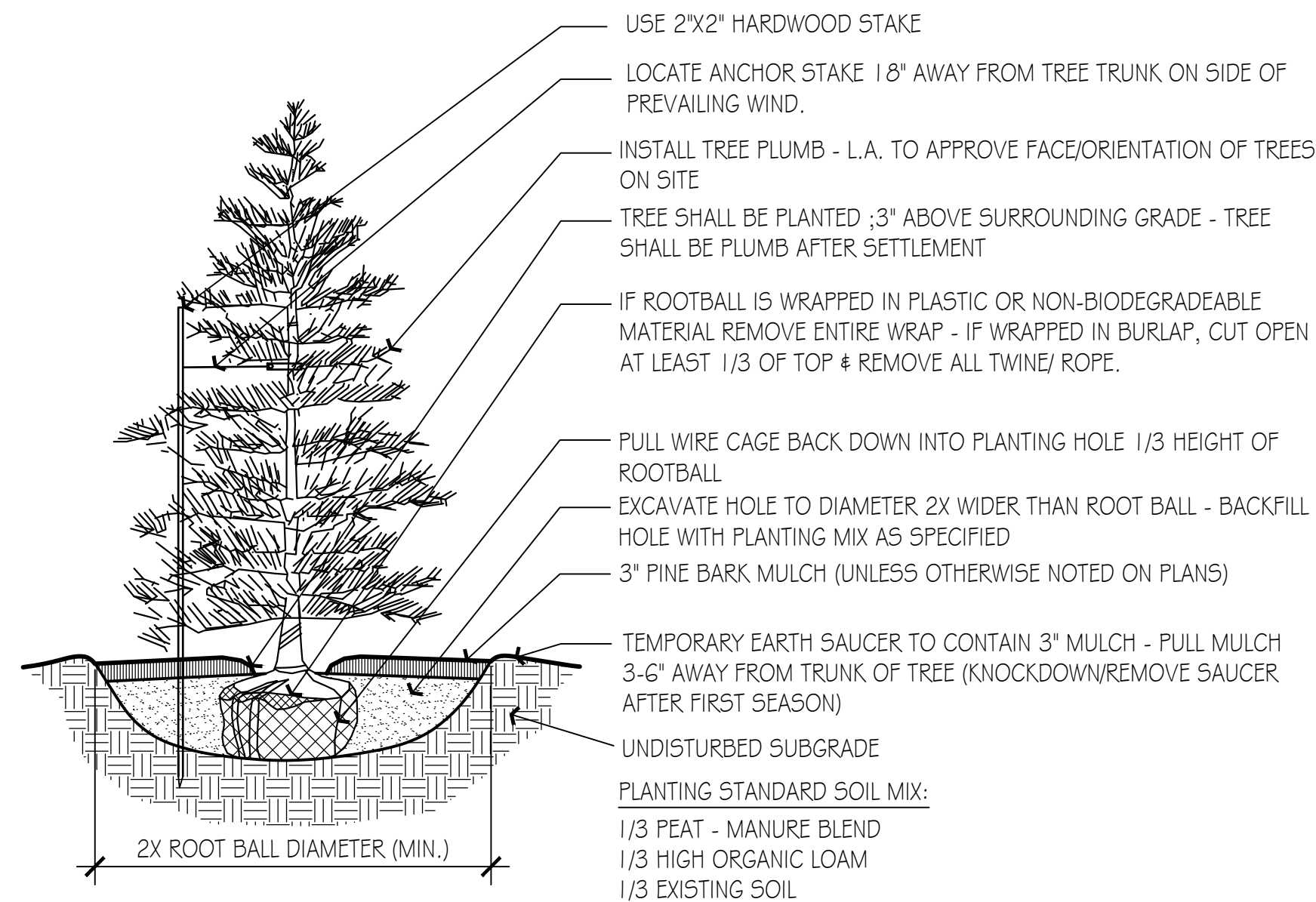
- NOTES:
- 1) LAY SOD TO FORM A SOLID MASS WITH TIGHTLY FITTED JOINTS
 - 2) BUTT ENDS AND SIDES OF SOD STRIPS
 - 3) DO NOT OVERLAY EDGES
 - 4) STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES
 - 5) REMOVE EXCESS SOD TO AVOID SMOTHERING OF ADJACENT GRASS
 - 6) PROVIDE SOD PAD TOP FLUSH WITH ADJACENT STEEL EDGING AND PAVEMENT



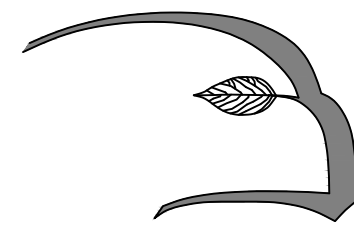
SOD LAWN DETAIL
NTS



SHADE / FLOWERING TREE DETAIL
NTS



EVERGREEN TREE DETAIL
NTS



Hawk Design, Inc.
Landscape Architecture
Land Planning
Sagamore, MA
508-833-8800
info@hawkdesigninc.com

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Date: 2/3/23

Revisions:
Num. Date Description



Wingate At Needham
589 Highland Avenue - Needham, Massachusetts
Owner: Wingate At Needham, INC.

Drawn By:

Checked By:

Planting
Details

Scale: As Noted

Sheet:

D1

General Landscape Notes:

1. 1) CONTRACTOR REQUIREMENTS:
A) ALL WORK SHALL COMPLY WITH APPLICABLE CODES AND REGULATIONS, FROM ALL FEDERAL, STATE AND LOCAL AUTHORITIES.
- B) THE CONTRACTOR SHALL ARRANGE FOR AND OBTAIN ALL PERMITS AND LICENSES REQUIRED FOR THE COMPLETE WORK SPECIFIED HEREIN AND SHOWN ON ALL THE DRAWINGS. THE CONTRACTOR SHALL PAY FOR ANY FEES NOT WAITED.

1. 2) UTILITIES:
A) LANDSCAPE CONTRACTOR IS REQUIRED TO CONTACT THE RELEVANT UTILITY COMPANIES PRIOR TO DOING ANY EXCAVATION ON THE SITE. IF ANY WORK IS TO BE DONE AROUND UNDERGROUND UTILITIES, THE APPROPRIATE AUTHORITY OF THAT UTILITY MUST BE NOTIFIED OF THE IMPENDING WORK.

- B) UTILITIES SHALL BE LOCATED AND MARKED PRIOR TO ANY INSTALLATION. ADJUSTMENTS MAY BE NECESSARY IN THE FIELD TO ACCOMMODATE UTILITY LOCATIONS. REPORT ANY CONFLICTS TO THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

- C) THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES DONE TO EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF SATISFACTORY REPAIR OF ALL DAMAGE IN KIND RESULTING FROM THEIR FAILURE TO COMPLY.

1. 3) PROTECTION OF EXISTING WORK: IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PERFORM ALL WORK IN A MANNER THAT PROTECTS WORK COMPLETED BY OTHERS, SUCH AS CURBS, UTILITIES, STORM DRAINAGE, FENCES, DRIVEWAY APRONS, DRIVES, VEGETATION, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF SATISFACTORY REPAIR OF ALL DAMAGE IN KIND RESULTING FROM THEIR FAILURE TO COMPLY.

1. 4) QUANTITIES: A COMPLETE LIST OF PLANTS INCLUDING A SCHEDULE OF QUANTITIES, SIZES, TYPES, AND NAMES IS INCLUDED IN THIS SET OF DRAWINGS. IN THE EVENT OF DISCREPANCIES BETWEEN QUANTITIES OF PLANT IN THE PLANT LIST AND THE QUANTITIES SHOWN ON THE DRAWINGS, THE PLAN SHALL GOVERN. THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF UNLABELED PLANTS IN PLAN FOR CLARIFICATION. THE LANDSCAPE ARCHITECT SHALL BE ALERTED BY THE CONTRACTOR OF ANY DISCREPANCIES PRIOR TO FINAL BID NEGOTIATION.

1. 5) APPLICABLE PLANT MATERIALS STANDARDS: ALL PLANT MATERIALS ARE TO COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK AS PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSEYMEN. PLANTING METHODS WILL BE IN ACCORDANCE WITH SITE-SPECIFIC REQUIREMENTS.

1. 6) PLANT HARDINESS: ALL TREES AND SHRUBS SHALL BE NURSERY GROWN WITHIN A USDA PLANT HARDINESS ZONE, WHICH IS THE SAME AS, OR COLDER THAN, THE ZONE IN WHICH THE PROJECT IS LOCATED.

1. 7) PLANTING SEASONS: PLANTING SHALL ONLY OCCUR DURING SPECIFIED SEASONS. SPRING SEASON SHALL BE FROM MARCH 1 TO JUNE 15. FALL PLANTING SEASON SHALL BE FROM SEPTEMBER 15 THROUGH NOVEMBER 15. NO PLANTING SHALL OCCUR WHEN THE GROUND IS FROZEN.

1. 8) PLANT SUBSTITUTIONS: NO SUBSTITUTIONS OF PRODUCTS, PLANT TYPES OR SIZES SHALL BE MADE WITHOUT THE WRITTEN APPROVAL OF THE LANDSCAPE ARCHITECT. REQUESTS FOR SUBSTITUTION SHALL BE IN WRITING, AND SHALL STATE THE REASON FOR THE SUBSTITUTION REQUEST, THE SUGGESTED ALTERNATIVE AND THE CHANGES IN COST. REQUESTS FOR SUBSTITUTION IN PLANT MATERIALS SHALL STATE THE NAMES OF NURSERIES THAT HAVE BEEN UNABLE TO SUPPLY THE ORIGINALLY SPECIFIED MATERIAL.

1. 9) THE LANDSCAPE ARCHITECT SHALL RESERVE THE RIGHT TO INSPECT ALL PLANT MATERIALS AT THE NURSERY, UPON SITE DELIVERY AND DURING INSTALLATION TO INSURE SPECIFICATIONS AND PROCEDURES ARE ADHERED TO.

1. 10) MINIMUM SIZES: ALL PLANTS 3' OR GREATER IN HEIGHT OR SPREAD SHALL BE BALLED AND BURLAPPED. SIZES SPECIFIED IN THE PLANT LIST ARE MINIMUMS ON WHICH THE PLANTS ARE TO BE JUDGED.

1. 11) DEAD PLANTS: DEAD PLANTS ARE TO BE REMOVED FROM THE SITE IMMEDIATELY, AND REPLACED WITH THE SAME PLANT & SIZE REGARDLESS OF SEASON, WEEKLY FROM THE JOB BY THE CONTRACTOR. THE CONTRACTOR SHALL MAINTAIN AN UPDATED COMPREHENSIVE LIST OF ALL DEAD MATERIALS REMOVED AND PRESENT A COPY OF THE LIST TO THE OWNER AND LANDSCAPE ARCHITECT AT THE END OF EVERY MONTH DURING THE CONTRACT PERIOD.

1. 12) PLANT MATERIAL REMOVAL: NO EXISTING TREES SHALL BE REMOVED WITHOUT THE WRITTEN AUTHORIZATION FROM THE LANDSCAPE ARCHITECT EXCEPT WHERE NOTED ON THE PLANS. CONTRACTORS WHO REMOVE EXISTING TREES WITHOUT WRITTEN APPROVAL WILL BE REQUIRED TO MAKE REMEDIES DETERMINED BY THE GOVERNING URBAN FORESTER OR EQUIVALENT AUTHORITY. NO GRUBBING SHALL OCCUR WITHIN EXISTING TREE AREAS UNLESS SPECIFICALLY NOTED ON THE PLANS.

1. 13) ALL DISTURBED AREAS NOT TO RECEIVE PLANT MATERIALS ARE TO BE LOAMED AND SEEDED AND BLENDED INTO EXISTING GRADE AND CONDITIONS. SEE SECTION 4.0.

1. 14) LEDGE BOULDERS: IF DURING SITE EXCAVATION, LEDGE BOULDERS ARE AVAILABLE, THESE ARE TO BE STOCKPILED FOR USE IN EARTH BERMS IF APPLICABLE, WITH HAWK DESIGN, INC. PRIOR TO INSTALLATION. THIS ITEM WILL ONLY APPLY IF SO SPECIFIED ON DRAWINGS. BOULDERS SIZES TO BE STOCKPILED WILL RANGE FROM TWO TO FIVE FEET IN DIAMETER. SEE APPROPRIATE DETAIL FOR INSTALLATION COORDINATION.

1. 15) SLEEVES: LANDSCAPE OR SITE CONTRACTOR SHALL PLACE INDIVIDUAL SLEEVES FOR LIGHTING AND IRRIGATION UNDER ANY PROPOSED WALKWAY OR VEHICULAR ROADWAY PRIOR TO INSTALLATION. COORDINATE SLEEVE LOCATIONS WITH IRRIGATION AND LIGHTING CONTRACTORS PRIOR TO INSTALLATION.

1. 16) DO NOT CLOSE OR OBSTRUCT ANY STREET, SIDEWALK, ALLEY OR PASSAGEWAY WITHOUT PRIOR NOTIFICATION AND PERMISSION. CONDUCT OPERATIONS AS TO INTERFERE AS LITTLE AS POSSIBLE WITH THE USE ORDINARILY MADE OF ROADS, DRIVEWAYS, ALLEYS, SIDEWALKS OR OTHER FACILITIES NEAR ENOUGH TO THE WORK TO BE EFFECTED THEREBY.

Planting Materials:

2. 1) PLANTING MATERIAL ITEMS IN SECTION 2.0 ARE TO BE INCORPORATED DURING PLANT INSTALLATION UNLESS OTHERWISE DEEMED UNNECESSARY IN ACCORDANCE WITH SOIL TEST RECOMMENDATIONS. SEE SECTION 3.1.

MULCH - MULCH WILL BE DOUBLE-SHREDDED PINE BARK MULCH.
- TREES AND SHRUBS SHALL RECEIVE AN EVEN 3" MULCH LAYER.
- GROUNDCOVERS, PERENNIALS AND ANNUALS SHALL RECEIVE AN EVEN 2" MULCH LAYER.

MANURE - TO BE WELL ROTTED, ODORLESS, UNLEACHED COW MANURE, CONTAINING NOT MORE THAN 15% BEDDED MATERIALS SUCH AS STRAW, WOOD CHIPS OR SHAVINGS, AGED NOT LESS THAN TWO YEARS OLD.

HERBICIDE - A PRE-EMERGENCE WEED KILLER IS TO BE USED ON ALL LAWN AND PLANTING AREAS PRIOR TO INSTALLATION AS PER MANUFACTURER'S SPECIFICATIONS. *HERBICIDES ARE NOT TO BE APPLIED IN RESTRICTED CONSERVATION AREAS.

FERTILIZER - ALL TREES AND SHRUBS TO HAVE SLOW RELEASE PACKET OR PELLET PLACED INTO THE PLANT PIT WITH A MINIMUM ANALYSIS OF 10-10-10. ALL GROUNDCOVERS, PERENNIALS AND ANNUALS ARE TO RECEIVE A BROADCAST APPLICATION OF A 14-14-14 FERTILIZER AT 3 LB PR 100 SQ. FT. APPLY AS PER MANUFACTURER'S INSTRUCTIONS. *FERTILIZERS ARE NOT TO BE APPLIED IN RESTRICTED CONSERVATION AREAS.

TOPSOIL - ACCEPTABLE TOPSOIL SHALL BE FERTILE, FRIABLE NATURAL LOAM, UNIFORM IN COMPOSITION, FREE OF STONES, LIMBS, PLANTS AND THEIR ROOTS, DEBRIS AND OTHER EXTRANEIOUS MATTER OVER ONE INCH IN DIAMETER. THE SOIL SHALL BE CAPABLE OF SUSTAINED PLANT GROWTH AND HAVE A 5% MINIMUM ORGANIC CONTENT. IN SITUATIONS WHICH REQUIRE A CUSTOM TOPSOIL OR STRUCTURAL SOIL, THE SOIL MIXTURE SPECIFICATION WILL BE PROVIDED BY THE LANDSCAPE ARCHITECT.

SOIL AMENDMENTS: APPLY AS NECESSARY ACCORDING TO SOIL TEST RESULTS, AS PER MANUFACTURES SPECIFICATIONS.

ANTI-DESICCANT - "WILT PRU" NCF OR EQUAL APPLY AS PER MANUFACTURERS' SPECIFICATIONS.

Plant Installation:

3. 1) SOIL TESTING: LANDSCAPE CONTRACTOR SHALL PROVIDE A CERTIFIED SOIL ANALYSIS PRIOR TO ANY PLANT INSTALLATION TO DETERMINE ANY NECESSARY AMENDMENTS TO THE EXISTING SOIL CONDITIONS FOR SEEDING AND PLANTING. THE ANALYSIS WILL ALSO BE REQUIRED FOR ESTABLISHING THE FERTILIZER PROGRAM REQUIRED. COORDINATE RESULTS AND PROVIDE WRITTEN RECOMMENDATIONS TO HAWK DESIGN, INC. 15 DAYS PRIOR TO INSTALLATION.

3. 2) ALL PLANTS SHALL BE TRANSPORTED TO THE SITE IN COVERED TRUCKS, TARPULIN COVERS SHALL BE UTILIZED TO PREVENT WIND DAMAGE OF LOAD.

3. 3) DELIVER PLANT MATERIALS IMMEDIATELY PRIOR TO PLACEMENT. KEEP PLANT MATERIALS MOIST. DO NOT STORE PLANT MATERIAL ON PAVED AREAS. ROOTS OR BALLS SHALL BE PROTECTED FROM THE SUN OR DRYING WINDS. AS REQUIRED BY TEMPERATURE OR WIND CONDITIONS, APPLY ANTI-DESICCANT EMULSION TO PREVENT DRYING OUT OF PLANT MATERIALS.

3. 4) CONDITIONS FOR PLANT REJECTION:
A) REJECT PLANTS WHEN BALL OF EARTH SURROUNDING ROOTS HAS BEEN CRACKED OR BROKEN PREPARATORY TO OR DURING THE PROCESS OF PLANTING.

- B) WHEN BURLAP, STAVES AND ROPES REQUIRED IN CONNECTION WITH TRANSPLANTING HAVE BEEN DISPLACED PRIOR TO ACCEPTANCE.

- C) WIND DAMAGED PLANT MATERIAL FROM POOR TARPULIN COVER PROCEDURES ARE SUBJECT TO REJECTION.

3. 5) ALL PLANT MATERIAL, WHICH CANNOT BE PLANTED IMMEDIATELY ON DELIVERY, SHALL BE SET ON THE GROUND IN A SHADED LOCATION AND SHALL BE TEMPORARILY PROTECTED WITH SOIL OR OTHER ACCEPTABLE MATERIAL. TEMPORARY WATERING OR IRRIGATION SHALL BE INCORPORATED AND REGULARLY CONDUCTED ON PLANTINGS IN HOLD AREAS.

3. 6) IN CASE OF CONFLICTS DURING CONSTRUCTION WITH UTILITIES, ROCK MATERIALS, TREE ROOTS OR OTHER OBSTRUCTIONS FOR THE EXCAVATION OF SHRUB BEDS AND TREE PITS. CONTACT LANDSCAPE ARCHITECT FOR APPROVED ALTERNATE LOCATIONS.

3. 7) SOIL PERMEABILITY: TEST DRAINAGE OF PLANTING BEDS AND PITS BY FILLING WITH WATER TWICE IN SUCCESSION. CONDITIONS PERMITTING THE RETENTION OF WATER FOR MORE THAN 24 HOURS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT.

3. 8) SOIL EXCAVATIONS:
A) EXCAVATE TREE PITS AND SHRUB BEDS TO DEPTHS REQUIRED BY PLANTING DETAILS. ALL PITS SHALL BE CIRCULAR IN OUTLINE, EXCEPT FOR WHOLE BEDS. SEE APPROPRIATE PLANTING DETAILS.

- B) SOIL EXCAVATIONS FOR BALLED & BURLAP AND CONTAINER PLANTINGS MUST BE NO LESS THAN 2X ROOT BALL DIAMETER, SEE PLANTING DETAILS. IF QUESTIONABLE SUBSURFACE SOIL CONDITIONS EXIST SUCH AS POOR DRAINAGE CONDITIONS, RUBBLE OR OBSTRUCTIONS, REPORT TO THE LANDSCAPE ARCHITECT AND CONSTRUCTION MANAGER BEFORE PLANTING.

3. 9) GRADING:
A) VERIFY GRADES PRIOR TO PLANTING, THE CONTRACTOR SHALL VERIFY THAT CONSTRUCTED GRADES ARE AS INDICATED ON PLANS. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT IF ADJUSTMENTS TO PLANT PLACEMENT MAY BE REQUIRED DUE TO FIELD CONDITIONS AND FINAL GRADING.

- B) POSITIVE DRAINAGE SHALL BE MAINTAINED AWAY FROM AND AROUND BUILDINGS (REFER TO ENGINEERS GRADING PLANS). REPORT ANY CONFLICTS TO HAWK DESIGN, INC. PRIOR TO INSTALLATION.

- C) FINISH GRADE OF PLANTINGS SHALL BE EQUIVALENT TO FORMER EXISTING GRADE OF PLANT IN THE NURSERY.

3. 10) BALLED AND BURLAPPED (B&B) MATERIALS:
A) CUT WIRE BASKETS ONCE IN THE PLANT PIT AND PEEL WIRE BACK.

- B) TAGS AND TWINE ARE TO BE REMOVED AND BURLAP IS TO BE ROLLED BACK ONE-THIRD ON ALL B&B PLANT MATERIAL. ANY SYNTHETIC BURLAP SHALL BE COMPLETELY REMOVED FROM ANY PLANT MATERIAL

Plant Installation Cont'd

3. 11) CONTAINER GROWN STOCK: SHALL BE REMOVED FROM CONTAINER BY CUTTING CONTAINER AWAY TO AVOID ROOT DAMAGE TO PLANT ROOT SYSTEM. IF PLANT ROOT IS BOUND, SLICE ROOT BALLS APPROXIMATELY 2" DEEP WITH KNIFE OR SHARP SPADE.

3. 12) DO NOT USE MUDDY OR FROZEN SOIL TO BACKFILL PLANTINGS.

3. 13) WATERING: THOROUGHLY WATER UNTIL SOIL IS SATURATED AROUND ALL TREES AND SHRUBS AFTER PLANTING AND THROUGHOUT THE TIME PERIOD UNTIL FINAL ACCEPTANCE FROM CLIENT. DURING DRY CONDITIONS, WATER AS REQUIRED TO MAINTAIN PLANTS IN A WILT-FREE CONDITION.

3. 14) PRUNING: TREES SHALL BE PRUNED TO BALANCE TOP GROWTH WITH ROOTS AND TO PRESERVE THEIR NATURAL CHARACTER AND TYPICAL GROWTH HABIT. PRUNING SHALL BE RESTRICTED IN GENERAL TO THE SECONDARY BRANCHES AND SUCKER GROWTH. ALL CUTS TO BE FLUSH WITH TRUNK, DO NOT CUT A LEADER. THE LANDSCAPE ARCHITECT WILL REJECT ALL PLANTS DISFIGURED BY POOR PRUNING PRACTICES. ALL PRUNING CUTS SHALL REMAIN UNPAINTED.

3. 15) STAKING AND GUYING: ALL TREES TO BE STAKED AND GUYED WITHIN 48 HOURS OF PLANTING. METHODS AND MATERIALS FOR STAKING AND GUYING ARE ILLUSTRATED IN INDIVIDUAL PLANTING DETAILS. NEATLY FLAG ALL GUY WIRES WITH ROT RESISTANCE YELLOW TREE MARKING RIBBON.

3. 16) STAKE OUT PLANT LOCATIONS: PRIOR TO PLANTING THE CONTRACTOR SHALL LAYOUT THE EXTENT OF THE PLANT BEDS AND PROPOSED LOCATIONS FOR B&B PLANTS FOR REVIEW BY THE OWNER AND LANDSCAPE ARCHITECT.

3. 17) PLANTING FIELD ADJUSTMENTS:
A) THE CONTRACTOR IS TO SLIGHTLY ADJUST PLANT LOCATIONS IN THE FIELD AS NECESSARY TO BE CLEAR OF DRAINAGE SWALES AND UTILITIES.

- B) LARGE GROWING PLANTS ARE NOT TO BE PLANTED IN FRONT OF WINDOWS OR UNDER BUILDING OVERHANGS. NOTIFY THE LANDSCAPE ARCHITECT OF DISCREPANCIES IN PLANTING PLAN VS. FIELD CONDITIONS.

- C) SHRUBS PLANTED NEAR HVAC UNITS ARE TO BE LOCATED SO THAT SHRUBS AT MATURITY WILL MAINTAIN ONE FOOT (1') AIRSPACE BETWEEN THE UNIT AND THE PLANT. ANY PLANTING SHOWN ADJACENT TO CONDENSER UNITS SHALL BE PLANTED TO SCREEN THE UNITS. SHOULD THE CONDENSER UNITS BE INSTALLED IN LOCATIONS DIFFERENT FROM THOSE SHOWN ON THE PLAN, IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE LANDSCAPE ARCHITECT AND INSTALL THE MATERIAL AROUND THE CONDENSERS AND ADJUST THE OTHER PLANTING ACCORDINGLY.

3. 18) PLANT BED EDGES/LINES: GROUPS OF SHRUBS, PERENNIALS AND GROUNDCOVERS SHALL BE PLACED IN A CONTINUOUS MULCH BED WITH SMOOTH CONTINUOUS LINES. ALL MULCHED BED EDGES SHALL BE CURVILINEAR IN SHAPE, FOLLOWING THE CONTOUR OF THE PLANT MASS. TREES LOCATED WITHIN 4 FEET OF PLANT BEDS SHALL SHARE THE SAME MULCH BEDS.

3. 19) A.D.A. - THE AMERICAN WITH DISABILITIES ACT STANDARDS REQUIRE THAT A 7 FOOT VERTICAL CLEARANCE BE MAINTAINED FROM TREE BRANCHES TO FINISHED GRADE WHERE PEDESTRIANS SIDEWALKS AND/OR TRAILS ARE LOCATED. THE CONTRACTOR IS TO ADJUST TREE PLANTINGS IN FIELD TO SLIGHTLY MINIMIZE BRANCH OVERHANG AND COMPLY WITH THE A.D.A. ACT.

3. 20) TREE SPACING MINIMUMS: TREES SHALL BE LOCATED A MINIMUM OF 4 FEET FROM RETAINING WALLS AND WALKS WITHIN THE PROJECT. IF A CONFLICT ARISES BETWEEN ACTUAL SIZE OF AREA AND PLANS, THE CONTRACTOR SHALL CONTACT THE LANDSCAPE ARCHITECT FOR RESOLUTION. FAILURE TO MAKE SUCH CONFLICTS KNOWN TO LANDSCAPE ARCHITECT WILL RESULT IN CONTRACTORS LIABILITY TO RELOCATE MATERIALS.

Seeding and Sodding:

4. 1) SEEDING OF LAWN AREAS: GRASS SEED APPLICATION SHALL BE SPREAD AT THE RATE OF 5 LBS. PER 1,000 SQUARE FEET, SEEDING SHALL BE ACCOMPLISHED BY MEANS OF A HYDRO-SEEDING PROCESS.

4. 2) WATERING OF SEEDED AREAS: 24 HOURS AFTER HYDRO SEEDING, THE CONTRACTOR SHALL WATER THE SEEDED AREA LIGHTLY AND SUFFICIENTLY TO A DEPTH OF TWO INCHES (2") 2 TIMES A DAY (BETWEEN THE HOURS OF 7 PM AND 7 AM), UNTIL THE SEEDS ARE ESTABLISHED.

4. 3) SEEDED AREA PROTECTION: THE CONTRACTOR SHALL ERECT SUITABLE SIGNS AND BARRICADES NOTIFYING THE PUBLIC TO KEEP OFF THE SEEDED AREAS UNTIL WELL ESTABLISHED. ANY TRAFFIC DAMAGE AND VANDALISM THAT MAY OCCUR PRIOR TO FINAL ACCEPTANCE OF THE WORK SHALL BE REPAIRED AND RESEEDED AT THE OWNER'S EXPENSE. ANY DISTURBED OR DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS AT THE CONTRACTOR'S EXPENSE.

4. 4) LAYING OF SOD: A KENTUCKY BLUEGRASS SOD MIX - BY LOCAL SOURCE AS SELECTED BY CONTRACTOR, SHALL BE FRESHLY CUT FROM THE SAME FIELD WITH 1/2 - 3/4 INCHES OF SOIL. SOD SHALL BE LAID IMMEDIATELY WITH ANY STORED SOD BEING UNROLLED GRASS SIDE UP AND KEPT WATERED. LAY COURSES TIGHTLY TOGETHER WITHOUT OVERLAPPING WITH THE JOINTS STAGGERED. AFTER SODDING IS COMPLETE, ROLL LIGHTLY. THE CONTRACTOR SHALL WATER THE SODDED AREAS TO A DEPTH OF AT LEAST SIX INCHES AFTER THE SODDING PROCESS. OWNER SHALL THEN BE RESPONSIBLE FOR WATERING. THE FREQUENCY SHALL BE DETERMINED BY RAIN FALL AND WINDS WITH THE UPPER TWO OR THREE INCHES OF SOIL NOT DRYING OUT MARKEDLY.

4. 5) SODDED AREA: INSPECTION AND ACCEPTANCE: FOUR WEEKS AFTER CONTRACTOR COMPLETES INSTALLATION, LANDSCAPE ARCHITECT SHALL INSPECT THE LAWN TO DETERMINE THE ACCEPTABILITY OF THE INSTALLATION. SODDED AREAS FAILING TO SHOW ADEQUATE ROOTING INTO THE SUBSOIL, OVERLAPPING, COURSE SEPARATION, UNEVENNESS OF THE SURFACE, UNEVEN COURSE COLOR AND EXCESSIVE BROADLEAF WEED CONTENT SHALL BE REPLACED. THE COST SHALL BE BORNE BY THE CONTRACTOR EXCEPT WHERE VANDALISM OR NEGLECT ON THE PART OF OTHERS NOT UNDER THE CONTRACTORS CONTROL HAS RESULTED IN DAMAGE.

4. 6) FINAL APPROVAL: SEEDED AND SODDED AREAS WILL RECEIVE FINAL APPROVAL IF COVERAGE IS FULL AND CONSISTENT, FREE OF BARE SPOTS AND WEED FREE. WHEN GRASS IS CUT AT 2" HEIGHT NO SOIL SHOULD BE VISIBLE. SOD AREAS MUST HAVE RECEIVED A MINIMUM OF TWO MOWINGS. AREAS SODDED AFTER NOVEMBER 1ST WILL BE ACCEPTED THE FOLLOWING SPRING - ONE MONTH AFTER THE START OF THE GROWING SEASON, IF THE ABOVE CRITERIA HAS BEEN MET.

Maintenance:

5. 1) MAINTENANCE DURING INSTALLATION: MAINTENANCE OPERATIONS SHALL BEGIN IMMEDIATELY AFTER EACH PLANT IS PLANTED AND SHALL CONTINUE AS REQUIRED UNTIL FINAL ACCEPTANCE AND THEN FOR THE GUARANTEE PERIOD. PLANTS SHALL BE KEPT IN A HEALTHY, GROWING CONDITION BY WATERING, PRUNING, SPRAYING, WEEDING AND ANY OTHER NECESSARY OPERATIONS OF MAINTENANCE. PLANT SAUCERS AND BEDS SHALL BE KEPT FREE OF WEEDS, GRASS AND OTHER UNDESIRABLE VEGETATION. PLANTS SHALL BE INSPECTED AT LEAST ONCE PER WEEK BY THE CONTRACTOR DURING THE INSTALLATION PERIOD AND ANY NEEDED MAINTENANCE IS TO BE PERFORMED PROMPTLY.

5. 2) GRASS AND WEED CONTROL: THE CONTRACTOR SHALL BE RESPONSIBLE FOR MOWING ALL GRASS AROUND LANDSCAPE BEDS AND INDIVIDUAL TREES AND SHRUBS UNTIL FINAL ACCEPTANCE. WEED CONTROL AREAS SHALL INCLUDE ALL LANDSCAPE BEDS AND THE AREA WITHIN 2 FEET OF THE OUTER EDGE OF THE MULCH AREA OR INDIVIDUAL TREE/SHRUBS.

5. 3) THE CONTRACTOR SHALL WATER, FERTILIZE, WEED, CULTIVATE, REMULCH, SPRAY TO CONTROL INSECT INFESTATION AND DISEASE AND PERFORM ANY OTHER GOOD HORTICULTURAL PRACTICE NECESSARY TO MAINTAIN THE PLANTS IN A LIVING HEALTHY CONDITION UPON THE TIME FOR TERMINATION OF HIS RESPONSIBILITY FOR CARE AS SET OUT HEREIN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PLANTS THROUGHOUT LIFE OF THE CONTRACT.

5. 4) ALL PLANTS STOLEN, DAMAGED OR DESTROYED BY FIRE, AUTOMOBILES, VANDALISM OR ANY OTHER CAUSE, WITH THE EXCEPTION OF PLANTS DAMAGED OR DESTROYED BY THE OWNERS MAINTENANCE OPERATIONS, SHALL BE REPLACED BY THE OWNER PRIOR TO THE DATE OF FINAL ACCEPTANCE.

5. 5) LANDSCAPE CONTRACTOR SHALL PREPARE MAINTENANCE SPECIFICATIONS AND SCHEDULE ANNUAL CARE OF ALL PLANTED AND LAWN AREAS INCLUDING FERTILIZING, WEEDING, MULCHING, BED EDGING, PRUNING AND PEST PREVENTION AND TREATMENT.

Plant Material Guarantee:

*CONTRACTOR SHALL GUARANTEE IN WRITING ALL PLANT MATERIAL AND LANDSCAPE IMPROVEMENTS FOR A PERIOD OF ONE YEAR. THE GUARANTEE IS TO INCLUDE THE FOLLOWING:

6. 1) INSPECTIONS: PERFORM PERIODIC INSPECTIONS DURING GUARANTEE PERIOD WITH RESULTING WRITTEN REPORTS TO OWNER, PROJECT ADMINISTRATOR AND LANDSCAPE ARCHITECT STATING CONDITIONS AND RECOMMEND MAINTENANCE MODIFICATIONS. THE CONTRACTOR MUST CONTACT THE OWNER AND LANDSCAPE ARCHITECT AT LEAST 10 DAYS IN ADVANCE TO SCHEDULE ACCEPTANCE INSPECTION(S).

6. 2) REMOVAL AND REPLACEMENT OF PLANTS PROVIDED BY CONTRACTOR TO BE DONE WITHIN THIRTY DAYS OF NOTIFICATION BY OWNER OF THEIR UNSATISFACTORY CONDITION DURING GROWING SEASONS. REPLACEMENT MATERIALS MUST BE EQUAL IN TYPE AND SIZE PER THE PROJECT'S PLANT LIST.

6. 3) WHEN REPLACEMENT PLANT SPECIES IS EITHER NOT READILY AVAILABLE OR NO LONGER SUITABLE TO EXISTING SITE CONDITIONS WRITTEN NOTICE RECOMMENDATION OF SUBSTITUTION TO BE PROVIDED TO THE OWNER AND LANDSCAPE ARCHITECT WITHIN FIFTEEN DAYS FOR APPROVAL.

6. 4) REMOVAL OF TREES SUPPORTS AND DEAD LIMBS PRIOR TO END OF GUARANTEE INSPECTION PERIOD.

6. 5) CONTINUE WITH MAINTENANCE, SEE SECTION 5.0

6. 6) GUARANTEE SHALL BEGIN UPON DATE OF FINAL ACCEPTANCE FROM OWNER AND WILL CONTINUE FOR ONE YEAR.

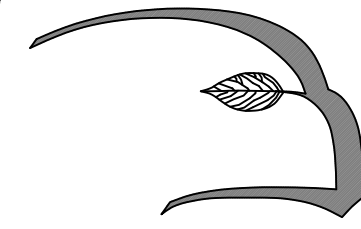
Site Cleanup:

7. 1) SITE WORK CONDITIONS: EXCESS WASTE MATERIAL SHALL BE REMOVED DAILY WHEN PLANTING IN AN AREA HAS BEEN COMPLETED, THE AREA SHALL BE CLEARED OF ALL DEBRIS, SOIL PILES AND CONTAINERS DAILY. WHERE EXISTING GRASS AREAS HAVE BEEN DAMAGED OR SCARRED DURING PLANTING OPERATIONS, THE CONTRACTOR SHALL RESTORE DISTURBED AREAS TO THEIR ORIGINAL CONDITIONS AT HIS EXPENSE.

7. 2) CLEAN PAVED AREAS UTILIZED FOR HAULING OR EQUIPMENT STORAGE AT END OF EACH WORKDAY.

7. 3) MAINTAIN VEHICLES AND EQUIPMENT IN CLEAN CONDITION TO PREVENT SOILING OF ROADS, WALKS OR OTHER PAVED OR SURFACED AREAS.

7. 4) REMOVE PROTECTIVE BARRIERS AND WARNING SIGNS AT TERMINATION OF LAWN ESTABLISHMENT.



Hawk Design, Inc.
Landscape Architecture
Land Planning

Sagamore, MA
508-833-8800
info@hawkdesigninc.com

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Date: 2/3/23

Revisions:

Num. Date Description



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589 Highland Avenue - Needham, Massachusetts
Owner: Wingate At Needham, Inc.

Drawn By: Checked By:

**Planting
Notes**

Sheet: **D2**

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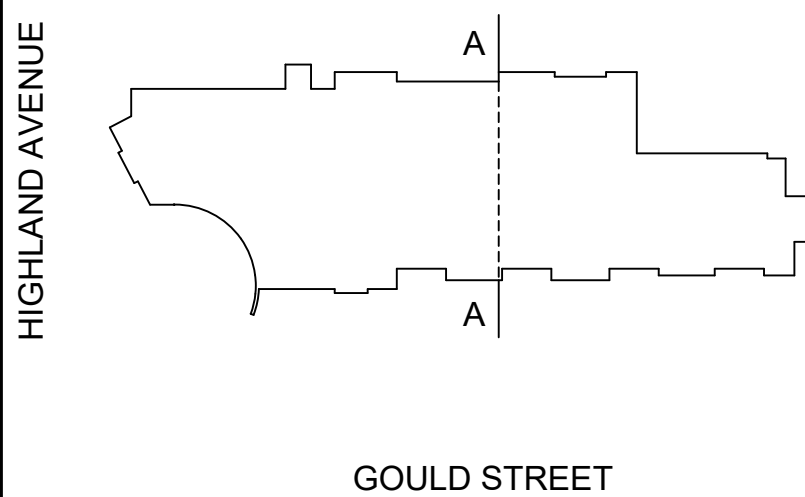


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Key Plan:



Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

**EXISTING /
DEMOLITION
OVERALL PLAN -
BASEMENT**

Project Number:

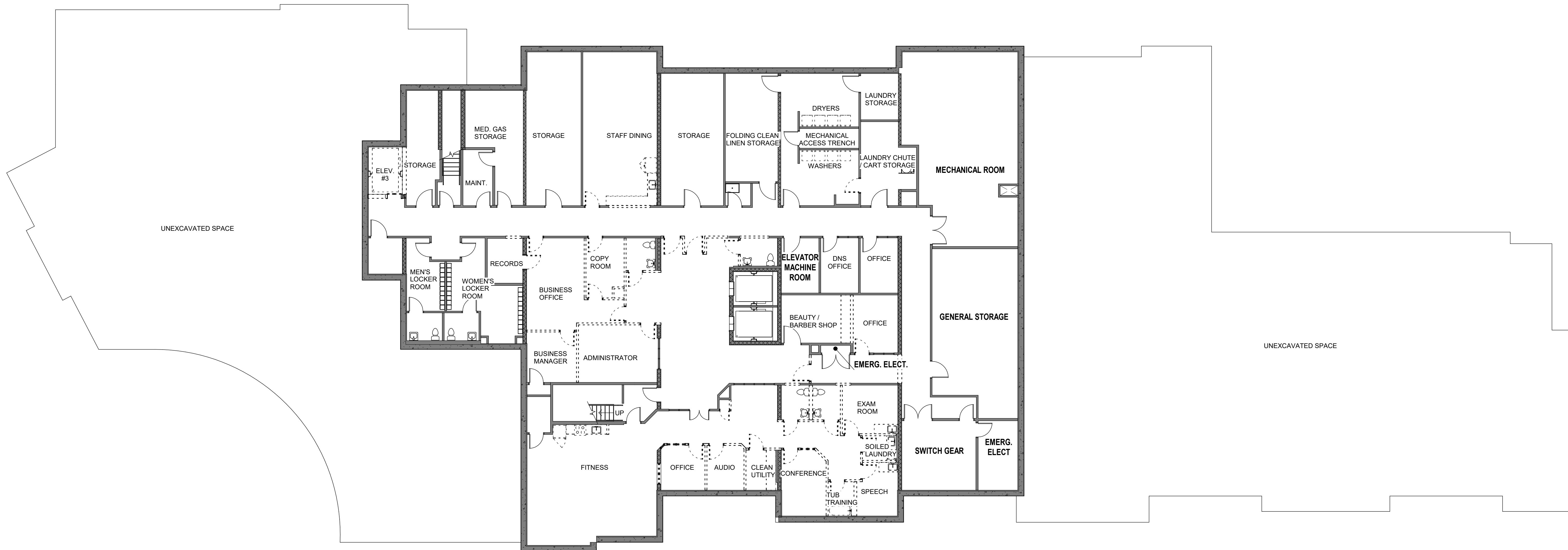
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Issue Date:

FEBRUARY 3, 2023

Sheet Number:

D1.00



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Architect of Record:

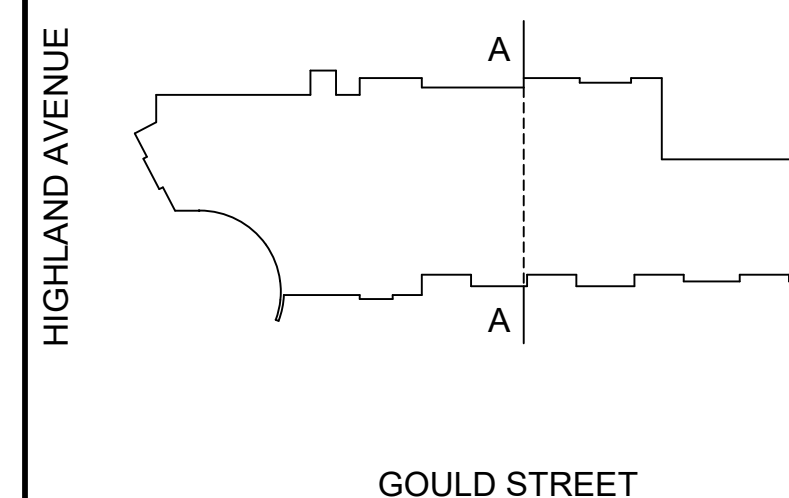


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Key Plan:



Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

**EXISTING /
DEMOLITION
OVERALL PLANS
(SCHEMATIC)**

Project Number:

21056

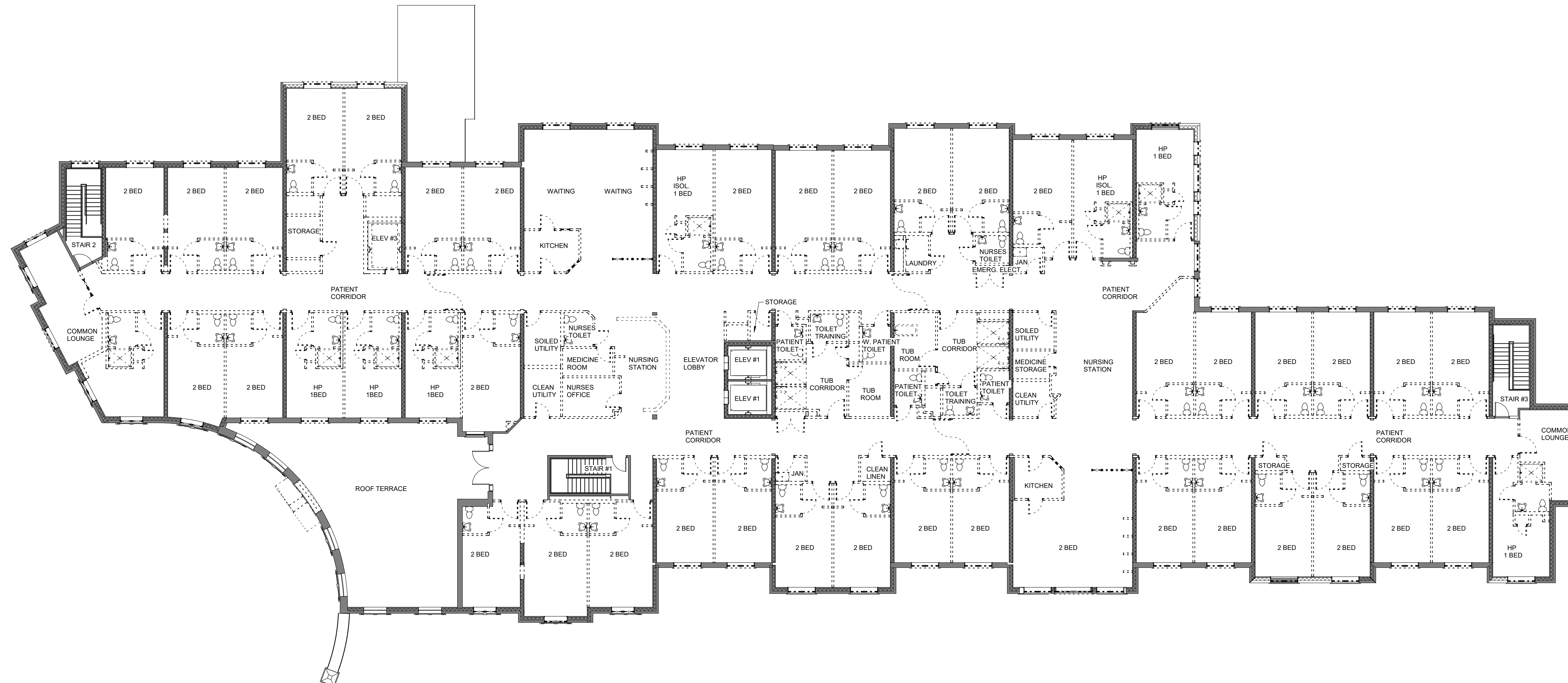
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FEBRUARY 3, 2023

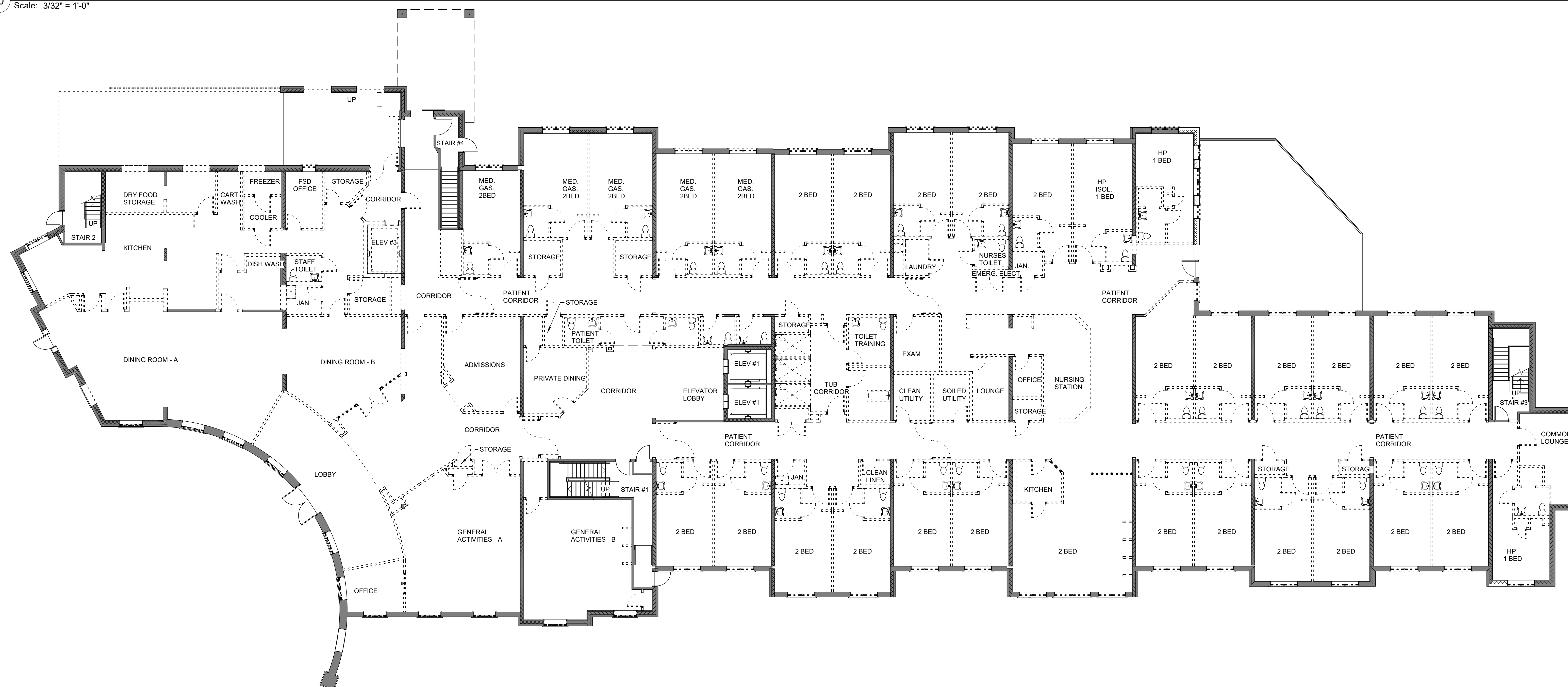
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20 DEMOLITION PLAN - LEVEL 2
Scale: 3/32" = 1'-0"



10 DEMOLITION PLAN - LEVEL 1
Scale: 3/32" = 1'-0"



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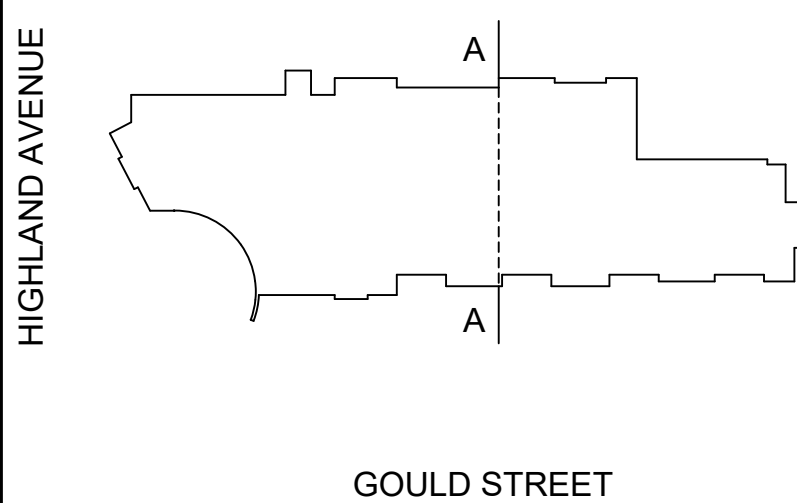


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Key Plan:



Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

**PROPOSED
OVERALL PLAN -
BASEMENT**

Project Number:

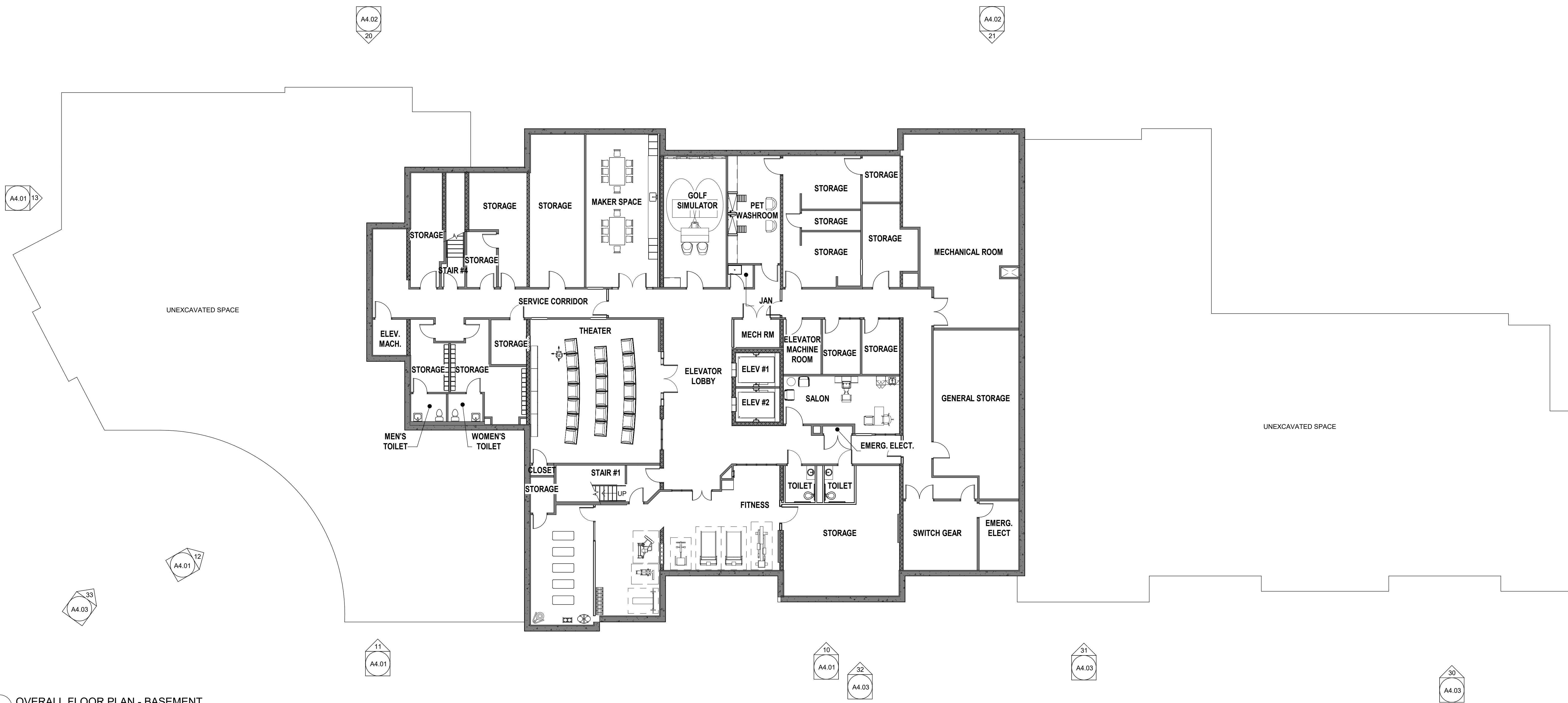
21056

Issue Date:

FEBRUARY 3, 2023

Sheet Number:

A1.00



10 OVERALL FLOOR PLAN - BASEMENT
Scale: 3/32" = 1'-0"

20 OVERALL FLOOR PLAN - LEVEL 2
Scale: 3/32" = 1'-0"

10 OVERALL FLOOR PLAN - LEVEL 1
Scale: 3/32" = 1'-0"

UNIT MATRIX		
UNIT BED #	UNIT TYPE	UNIT COUNT
LEVEL 1		
1BR	1 BED / 1 BATH	17
1BR+DEN	1 BED / 1.5 BATH	5
2BR	2 BED / 2 BATH	1
STUDIO (OBR)	STUDIO / 1 BATH	2
LEVEL 2		
1BR	1 BED / 1 BATH	16
1BR+DEN	1 BED / 1.5 BATH	6
2BR	2 BED / 2 BATH	2
STUDIO (OBR)	STUDIO / 1 BATH	1
Grand total		50

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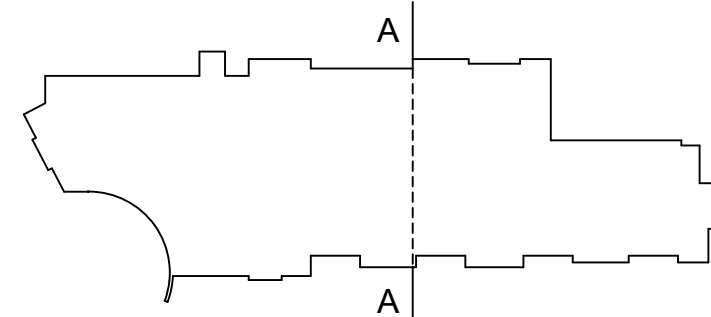


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Scale: 3/32" = 1'-0"

Key Plan:



Project Name:
WINGATE AT NEEDHAM
RENOVATION /
EXPANSION

589 HIGHLAND AVENUE
NEEDHAM, MA.

Sheet Name:

PROPOSED
OVERALL PLANS
(SCHEMATIC)

Project Number:

21056

Issue Date:

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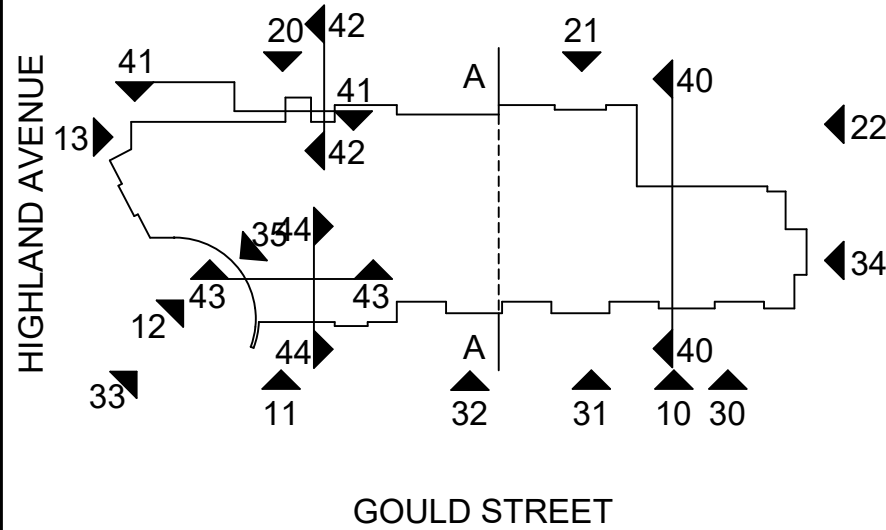


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Key Plan:



Project Name:
WINGATE AT NEEDHAM
RENOVATION /
EXPANSION

589 HIGHLAND AVENUE
NEEDHAM, MA.

Sheet Name:

PROPOSED
OVERALL PLAN
LEVEL 3 & ROOF
(SCHEMATIC)

Project Number:

21056

Issue Date:

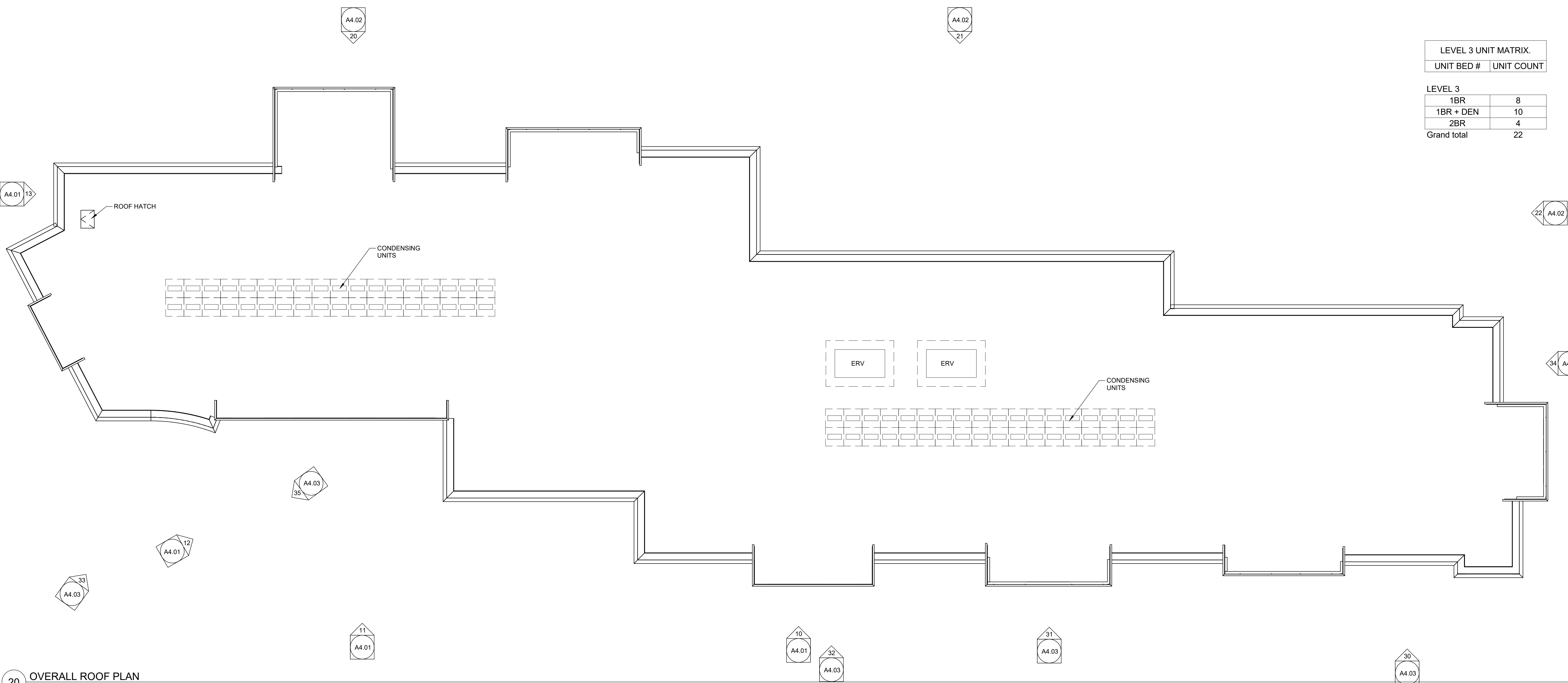
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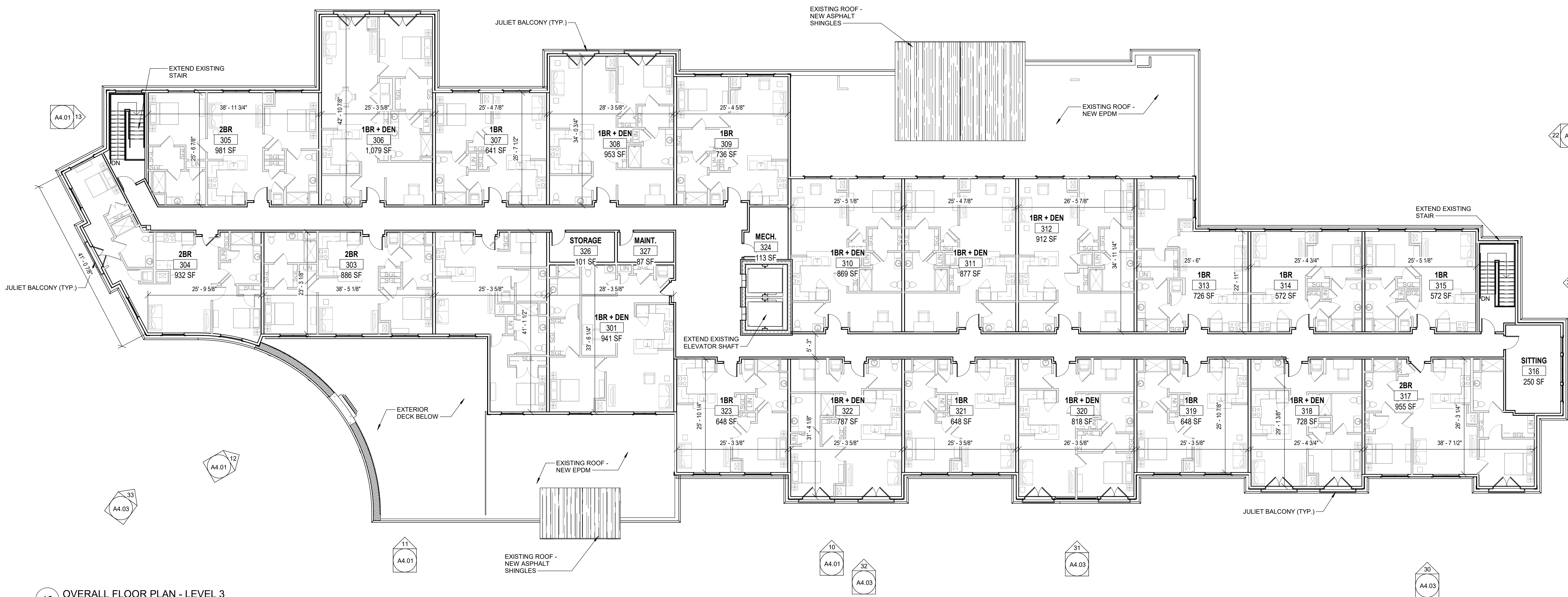
A1.02

LEVEL 3 UNIT MATRIX.
UNIT BED # UNIT COUNT

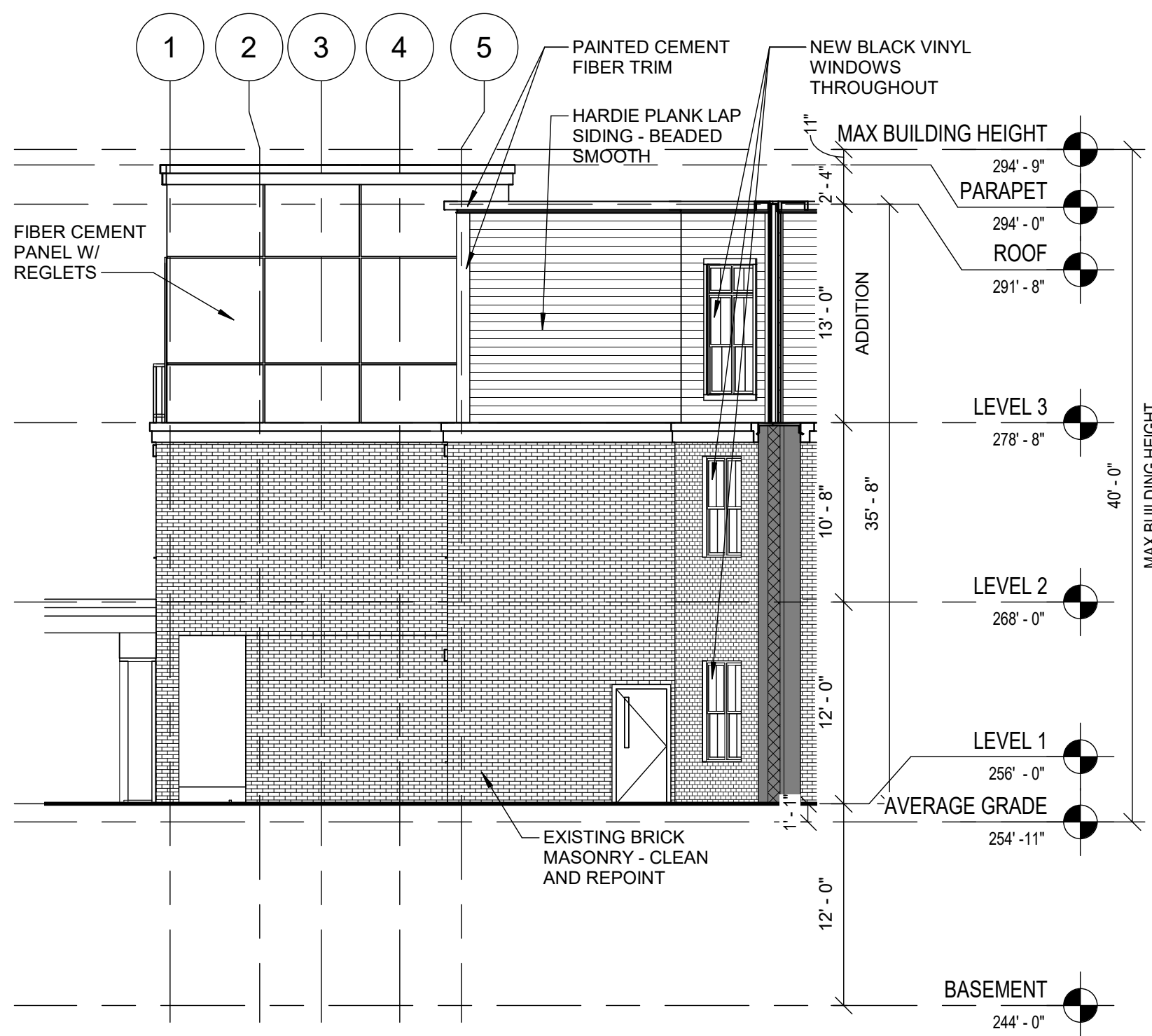
LEVEL 3	
1BR	8
1BR + DEN	10
2BR	4
Grand total	22



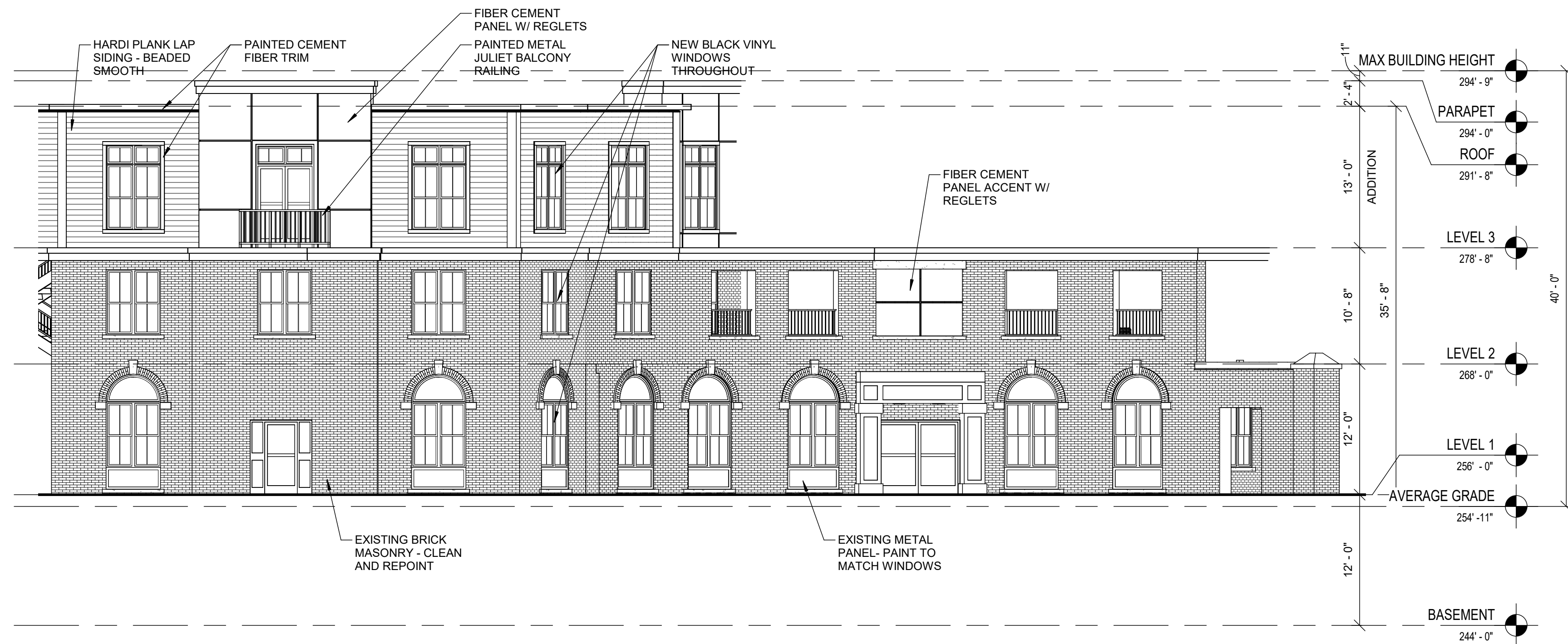
20 OVERALL ROOF PLAN
Scale: 3/32" = 1'-0"



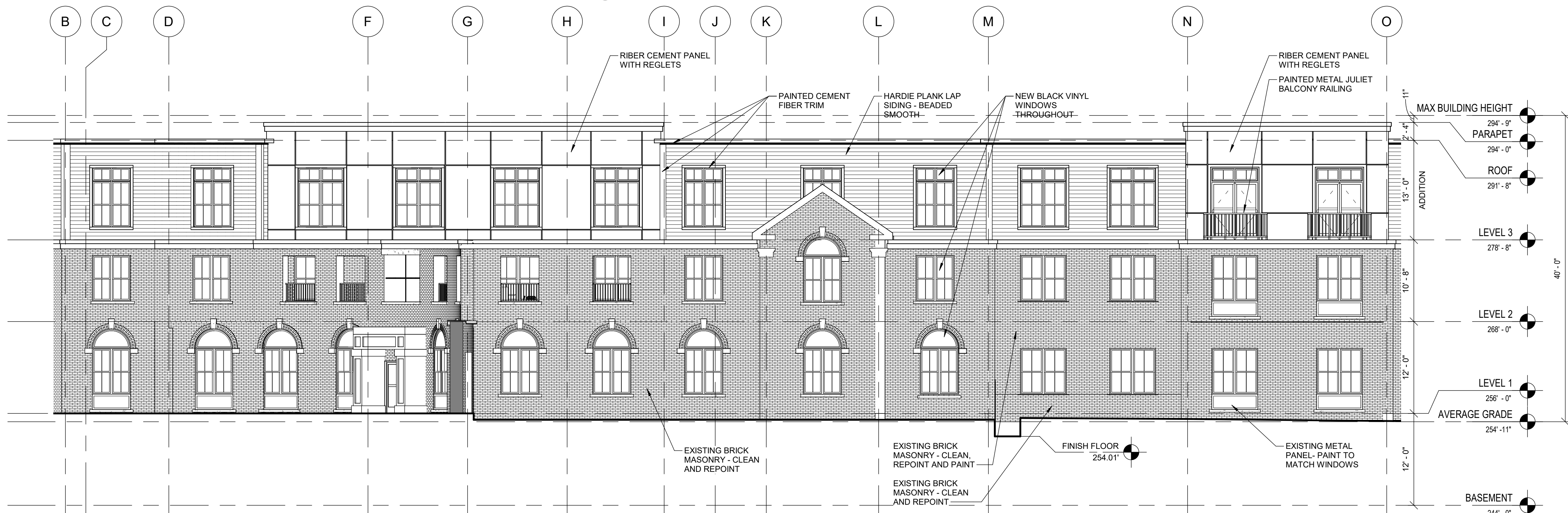
10 OVERALL FLOOR PLAN - LEVEL 3
Scale: 3/32" = 1'-0"



13 HIGHLAND AVENUE ELEVATION - B
Scale: 1/8" = 1'-0"



12 HIGHLAND AVENUE ELEVATION - A
Scale: 1/8" = 1'-0"



11 GOULD STREET ELEVATION - B
Scale: 1/8" = 1'-0"



10 GOULD STREET ELEVATION - A
Scale: 1/8" = 1'-0"

GENERAL NOTES - EXTERIOR ELEVATIONS

A.
B.
C.

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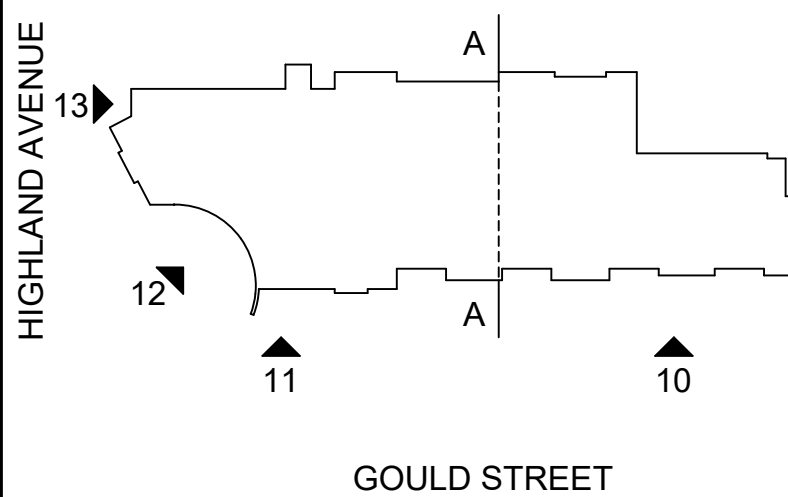


Drawn: RP

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Key Plan:



Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

**EXTERIOR
ELEVATIONS**

Project Number:

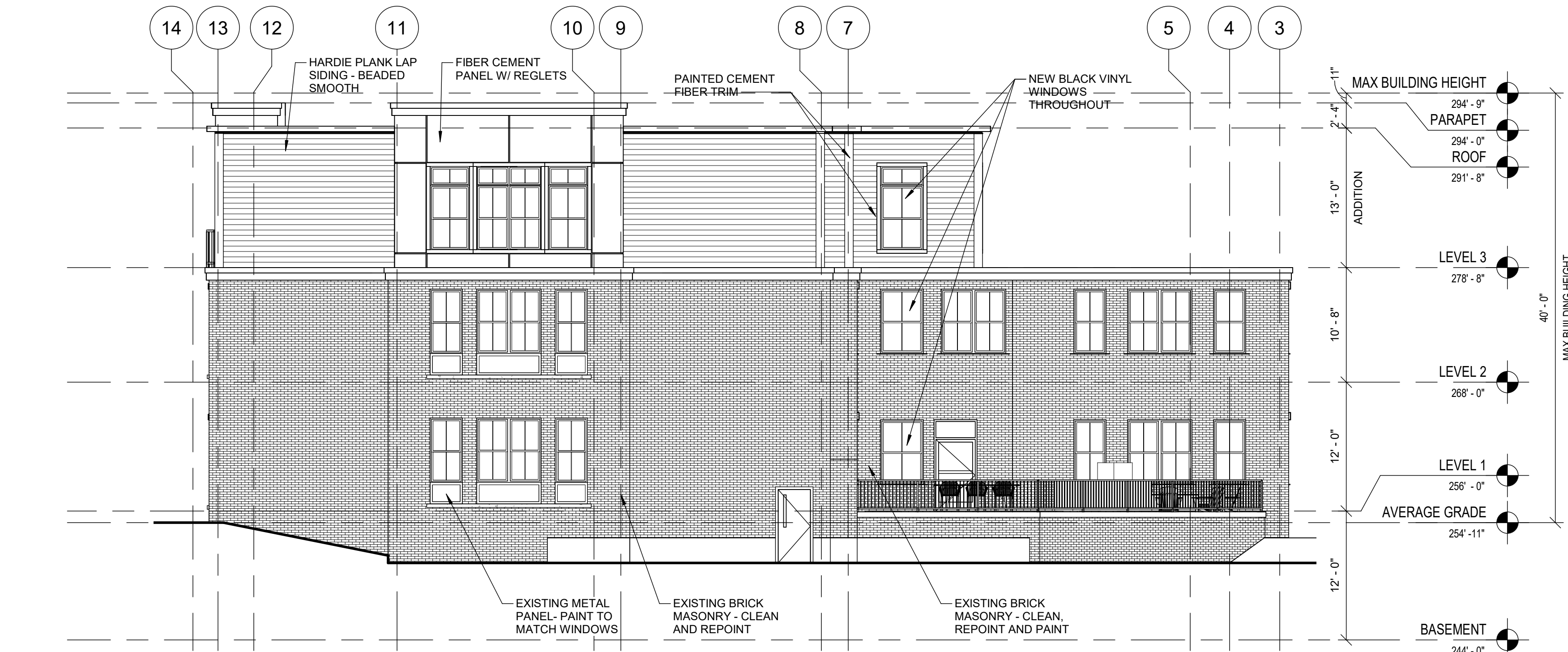
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Issue Date:

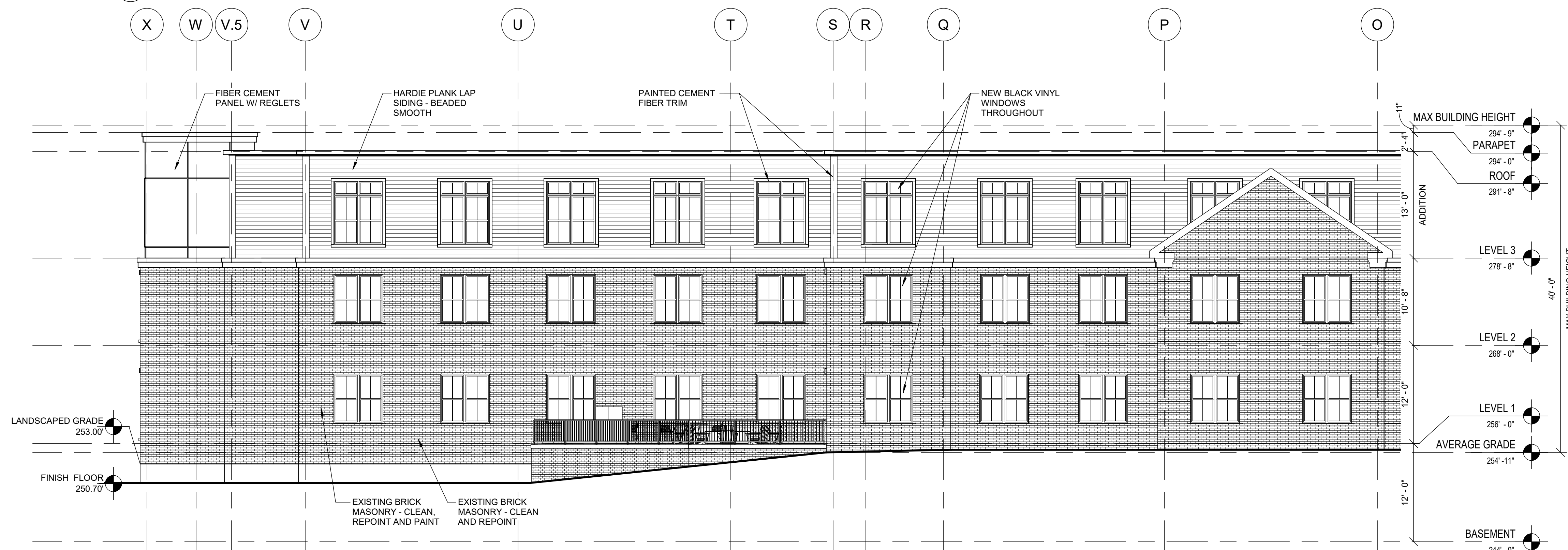
FEBRUARY 3, 2023

Sheet Number:

A4.01



22 EAST ELEVATION - A
Scale: 1/8" = 1'-0"



21 NORTH ELEVATION - B
Scale: 1/8" = 1'-0"



20 NORTH ELEVATION - A
Scale: 1/8" = 1'-0"

GENERAL NOTES - EXTERIOR ELEVATIONS

- A.
- B.
- C.

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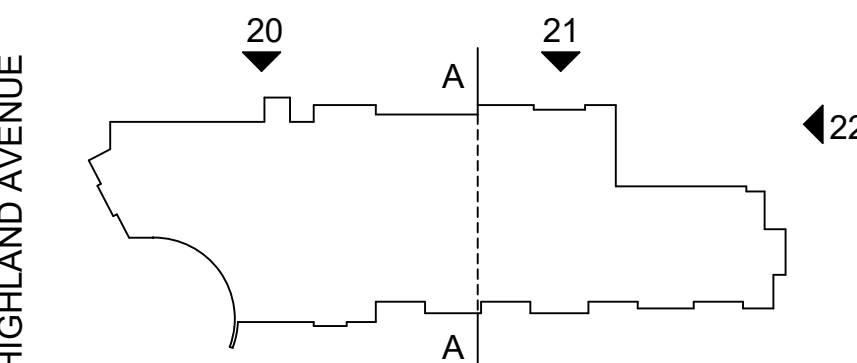


Drawn: RP

Checked: AS

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

Key Plan:



GOULD STREET

Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

**EXTERIOR
ELEVATIONS**

Project Number:

21056

Issue Date:

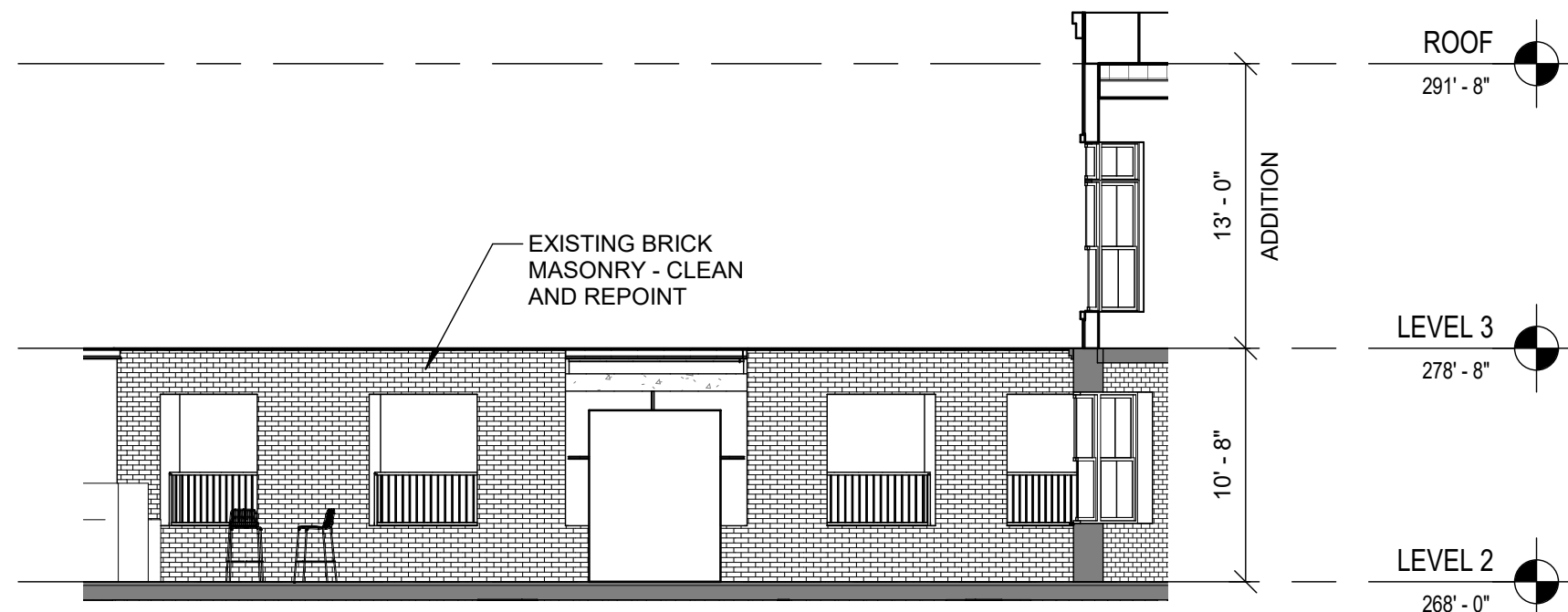
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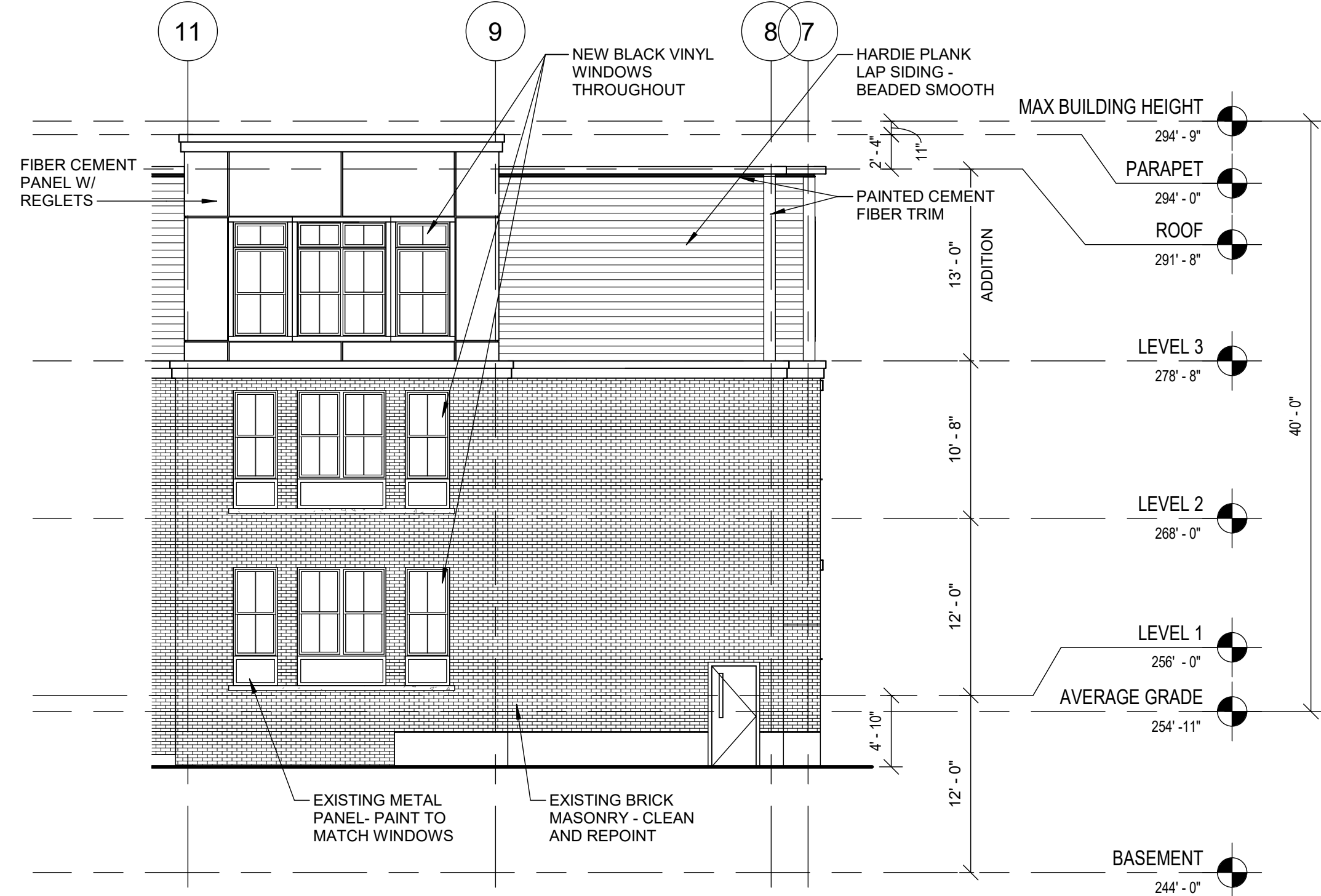
A4.02

2/1/2023 8:27:32 AM
C:\Users\jsmith\Documents\21056_R21_Wingate Needham Rehabilitation_3rd floor_jsmithZGFGS.rvt

35 INTERIOR ELEVATION @ ROOF TERRACE
Scale: 1/8" = 1'-0"



34 EAST ELEVATION - B
Scale: 1/8" = 1'-0"



GENERAL NOTES - EXTERIOR ELEVATIONS

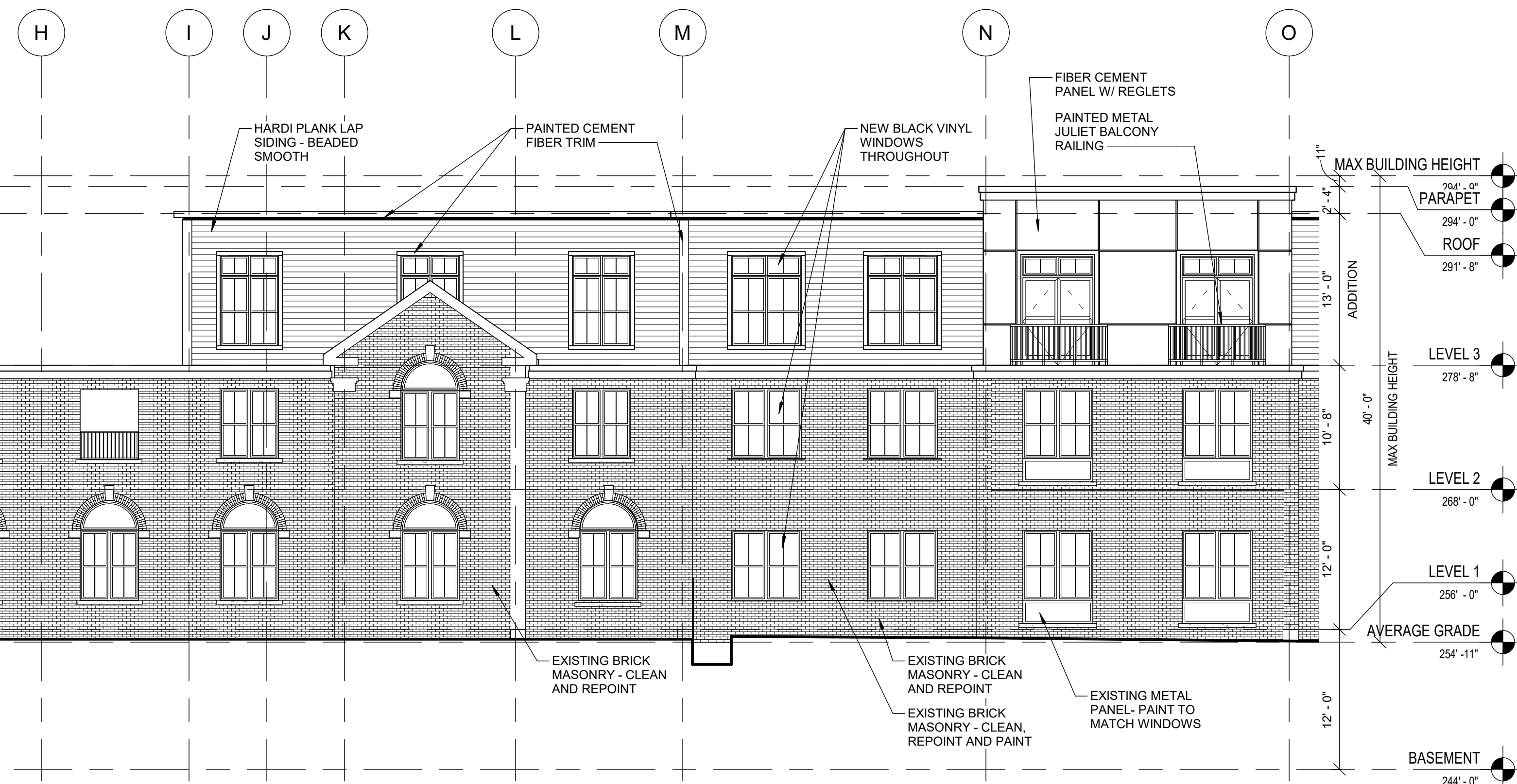
A.
B.
C.

33 WEST ELEVATION - A
Scale: 1/8" = 1'-0"

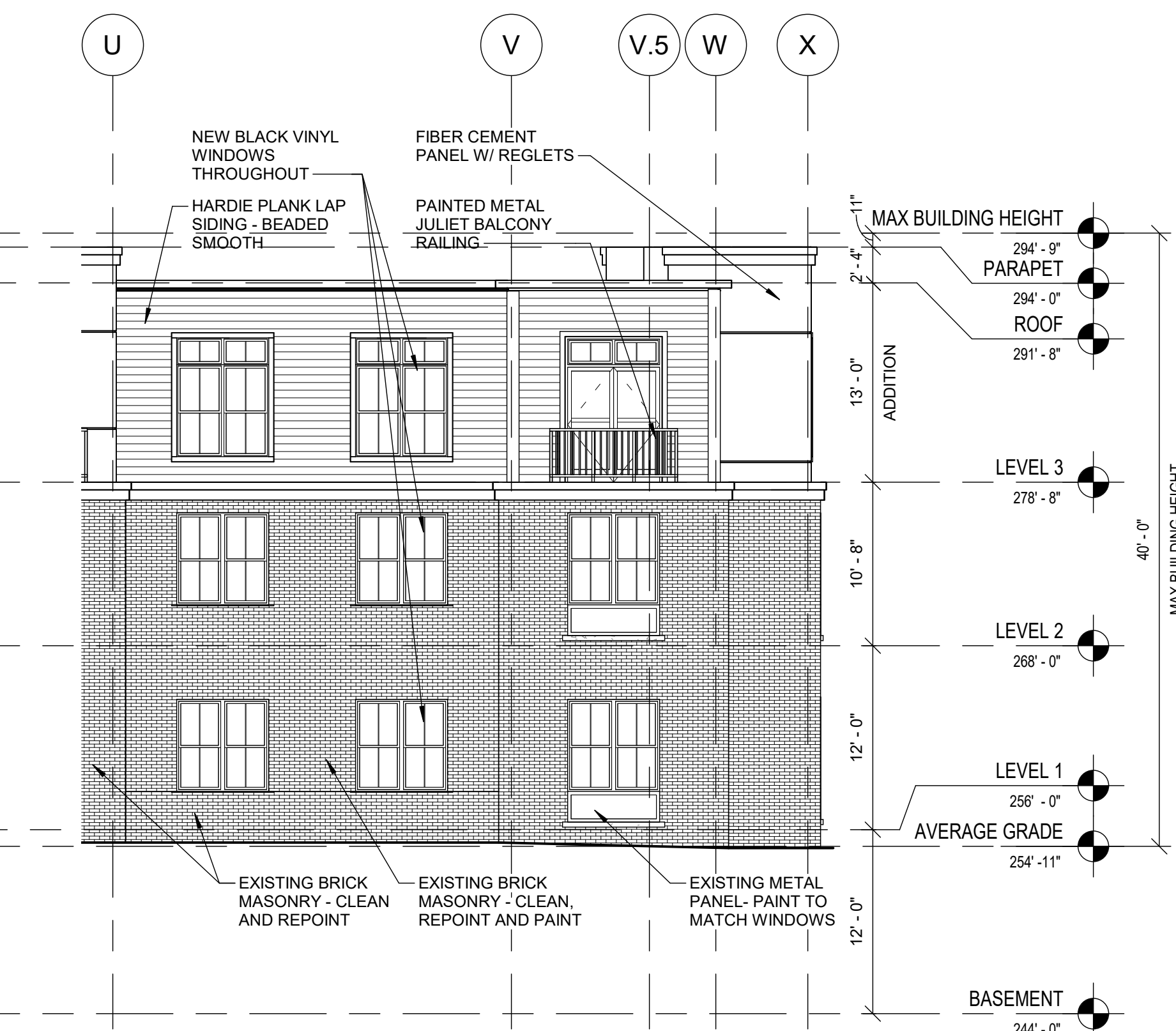


31 SOUTH ELEVATION - B
Scale: 1/8" = 1'-0"

32 SOUTH ELEVATION - A
Scale: 1/8" = 1'-0"



30 SOUTH ELEVATION - C
Scale: 1/8" = 1'-0"



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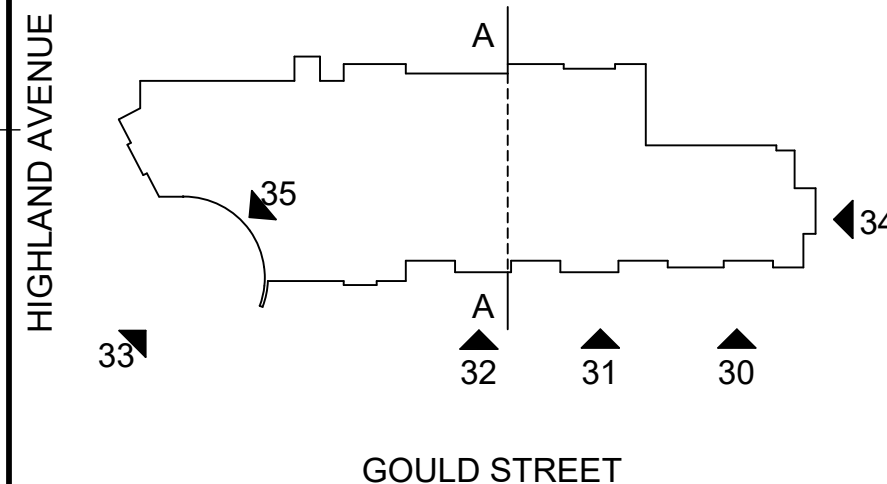


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Scale: 1/8" = 1'-0"

Key Plan:



Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

**EXTERIOR
ELEVATIONS**

Project Number:

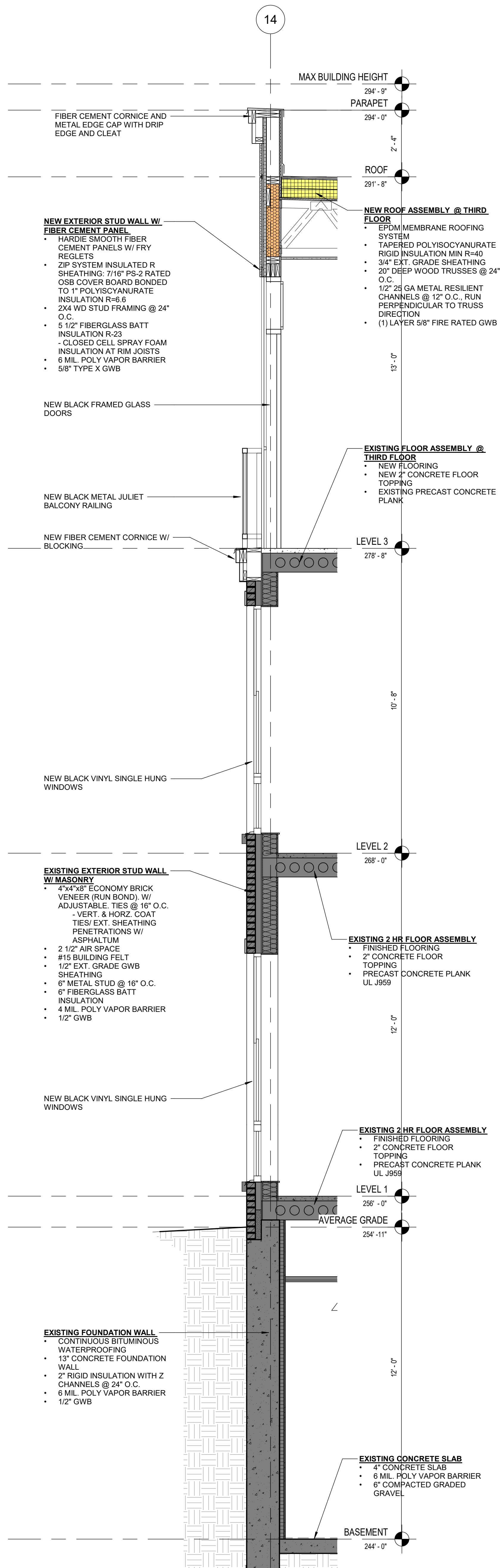
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Issue Date:

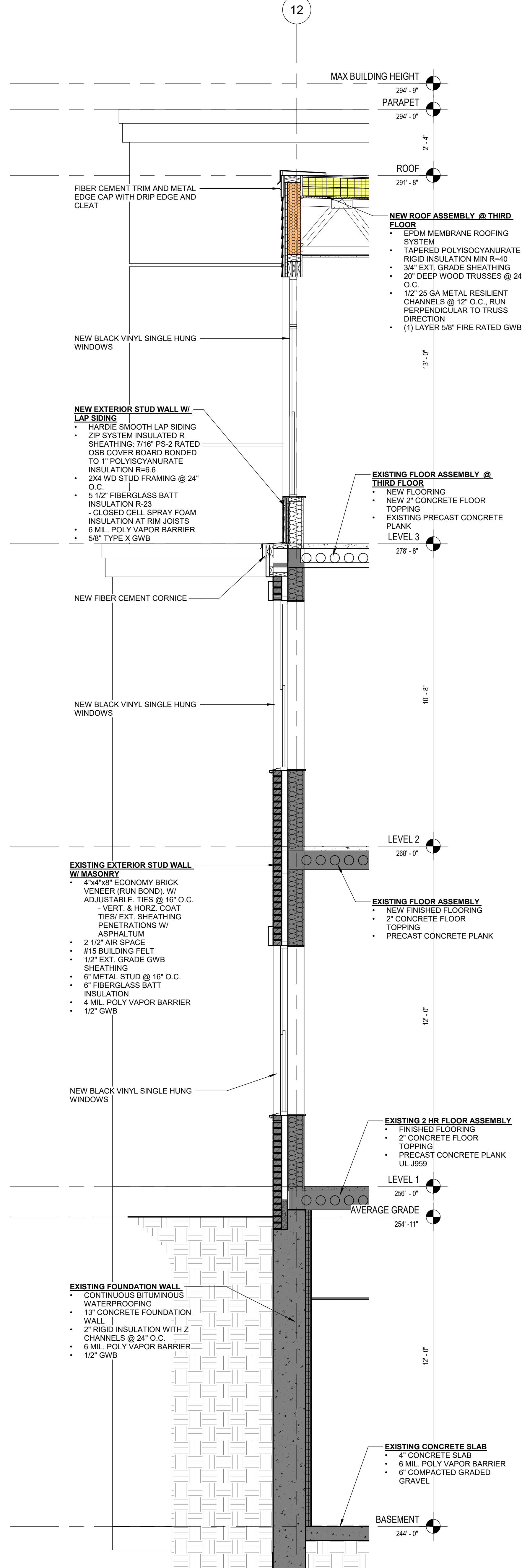
FEBRUARY 3, 2023

Sheet Number:

A4.03



20 WALL SECTION - AT 3RD FLOOR W/ FC PANEL
Scale: 1/2" = 1'-0"



10 WALL SECTION - AT 3RD FLR W/ LAP SIDING
Scale: 1/2" = 1'-0"

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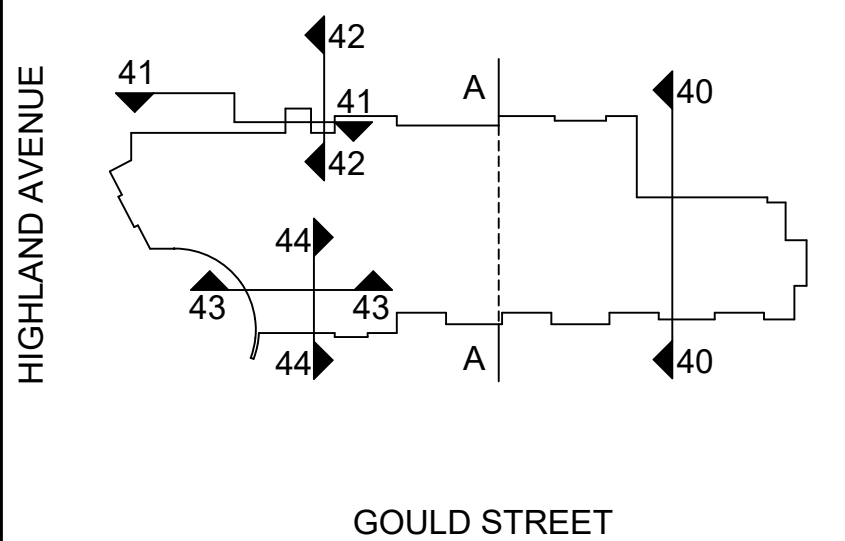


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Key Plan:



Project Name:
**WINGATE AT NEEDHAM
RENOVATION /
EXPANSION**

**589 HIGHLAND AVENUE
NEEDHAM, MA.**

Sheet Name:

WALL SECTIONS

Project Number:

21056

Issue Date:

FEBRUARY 3, 2023

Sheet Number:

A5.01



Design Review Board Meeting Minutes
Monday, September 12, 2022
7:30 p.m.

Board Members:

Mark Gluesing, Board Chair (P)
Bob Dermody, Board Member (P)
Chad Reilly, Board Member (P)
Len Karan, Board Member (P)
Deborah Robinson, Board Member (P)
Susan Opton, Board Member (P)
Elisa Litchman, Administrative Specialist, Planning & Community Development (P)

Applicants & Attendees:

1. Tom Taricano and Steve Schwede, FastSigns representing Scott Moldoff Financial Services located at 36 Chestnut Street and applying for signage.
2. Chuck Bomely, Plan B Retail representing Roche Brothers Markets located at 377 Chestnut Street and applying for signage, façade work and general site changes, and James Sperber, Roche Brothers Markets.
3. Eric Weyant, Stantec representing 557 Highland Avenue LLC, the Bulfinch Companies owner of 557 Highland Avenue and applying for site plan review, Robert Schlager the Bulfinch Companies,

Chair Gluesing called the meeting to order on September 12, 2022, at 7:30 p.m.

Chair Gluesing notified attendees of new public meeting orders issued by the governor of Massachusetts.

Agenda Item 1:

Tom Taricano and Steve Schwede, FastSigns representing Scott Moldoff Financial Services located at 36 Chestnut Street and applying for signage.

The Board found the signage well done. The sign is a non-illuminated raised letters individually mounted. The information in the application noted different colors for the lettering, white and black.

Upon motion duly made by Mr. Dermody and seconded by Ms. Robinson, it was voted to approve the sign, as amended [black, acrylic letters]. Susan Opton – aye; Deborah Robinson – aye; Bob Dermody – aye; Len Karan – aye; Chad Reilly – aye; and Chair Gluesing -aye. Motion passed 6-0.

Agenda Item 2:

Chuck Bomely, Plan B Retail representing Roche Brothers Markets located at 377 Chestnut Street and applying for signage, façade work and general site changes.

45
46 Chair Gluesing explained that the Board reviewed façade changes in the Business District. The
47 Board will conduct a façade review this evening for this applicant. This item is also being
48 reviewed by the Planning Board and Zoning Board of Appeals. The Board will send a memo to
49 both boards regarding its discussion on the façade and site plan changes proposed. He explained
50 that, additionally, one 32 s.f. sign is approved by the bylaws, but the applicant is requesting
51 additional signs, which will require a special permit. The signage will be reviewed in a separate
52 application.

53
54 Chuck Bomely explained that the proposal is to completely redo the façade of the building by
55 replacing the masonry, the storefront, and the glazing and materials. The building will be closed
56 during the construction period. The proposed second floor mezzanine area will be relocated to
57 the front of the building. This will replace an old, out of code mezzanine on the back of the
58 building, with less square footage than the existing. A new main entrance will be located on the
59 front side of the building. Roche Brothers is trying to make a branding statement with the design
60 of the façade, to gain a consistent look of the stores in the chain. While similar to other facades,
61 Roche Brothers specifies each façade to the building and location. This location looks to use
62 warm, natural colors. Existing articulated brick on the left side will remain, while the concrete
63 block on the right side will be painted a relatively dark color.

64
65 In response to a question from Chair Gluesing, Mr. Bomely stated that the intention is to relocate
66 the main entrance toward the front of the lot.

67
68 Mr. Reilly stated that he believes the proposal is tasteful and well-done. Mr. Karan agreed that
69 this is a huge upgrade to this storefront area. Ms. Opton also agreed and stated that she likes the
70 new orientation.

71
72 In response to a question from Mr. Dermody regarding the height of the proposed building
73 versus the new building, Mr. Bomely stated that there two are relatively similar. The proposed
74 building has a height of 26' plus a 30" screening element above. The existing building is 28'.

75
76 In response to a question from Mr. Dermody regarding materials for an area on the plan that
77 supports the canopy, Mr. Bomely stated that some of the material is shiplap Hardie Board, and
78 the grill is a solid, metallic material. The awning/canopy is a wood plank, to imitate a 2" tongue
79 and groove material. The awning will have downlights.

80
81 In response to a question from Ms. Robinson regarding the glazing, Mr. Bomely stated that this
82 will be clear glass.

83
84 In response to a question from Chair Gluesing regarding any additional building lighting, Mr.
85 Bomely stated that there will be some new cut off screened lighting to light up the emergency
86 exits and to add onto the site lighting.

87
88 Upon motion duly made by Mr. Dermody and seconded by Ms. Robinson, it was voted to
89 approve the façade changes, as submitted. Susan Opton – aye; Deborah Robinson – aye; Bob

90 Dermody – aye; Len Karan – aye; Chad Reilly – aye; and Chair Gluesing -aye. Motion passed 6-
91 0.

92
93 Mr. Bomely stated that he submitted a traffic study from an engineer indicating improvements to
94 safety from the proposal. There are currently three curb cuts onto Chestnut Street, but this is
95 proposed to be reduced to one curb cut, with a redesign of the front access area. The parking
96 count will be almost identical and will exceed what it required. A pedestrian walk path from
97 Chestnut Street is proposed. There will be approximately six times the amount of green space
98 from what is existing. The plan proposes for roof drainage to enter a subsurface tank for
99 recharge. Site lighting will be replaced, with 25' height fixtures, located as close to the interior as
100 possible. There will be 100% cut off from these lights at the property line. A bike rack is
101 included on the plan, along with accessible parking. The rear and side receiving areas are
102 proposed to be the same. Emergency vehicles will have complete access and the Fire Chief's
103 review of this came back favorably.

104
105 In response to a question from Chair Gluesing, Mr. Bomely stated that all islands will be
106 landscaped, except for one near the truck docks. A landscape plan and planting schedule was
107 submitted to the ZBA. Chair Gluesing asked that these be sent to the Board for its record.

108
109 Mr. Reilly stated that reducing and narrowing the number of curb cuts will be safer but may lead
110 to a more congested traffic pattern. He noted that there are two accessible parking spaces located
111 around the corner from the entrance, and typically accessible parking spaces exit straight onto a
112 walkway of some sort. Mr. Bomely stated that he could explore bringing one of the accessible
113 spaces to the front of the building.

114
115 Mr. Reilly explained that it is difficult to comment on the berm and landscaping without a plan to
116 review. There is a lot of impervious space on the site. If the parking is in excess of what is
117 required, there could be consideration of moving some of this to pervious areas. Mr. Bomely
118 noted that every parking space is essential for this busy business. Roche Brothers leases space
119 from the VFW for employee parking.

120
121 Mr. Reilly stated that, typically, a photometric plan is submitted to the Board. Mr. Bomely stated
122 that he would send this along with the landscape plans.

123
124 In response to a question from Mr. Reilly, Mr. Bomely stated that hatch mark lines leading into
125 the entrance area on the plan are a combination of painted and stamped asphalt for the pedestrian
126 walkway. There is no curb between this area and the vehicles. Mr. Reilly stated that the space
127 seems tight, with multiple functions vying for the same space, pedestrians, parked cars, and
128 driving cars.

129
130 Ms. Opton stated that there are one or two parking spaces on the plan that seem impossible or
131 unsafe to access and exit. She stated that the current parking lot is not pleasant to look at and
132 encouraged extra landscaping for the site.

Mr. Bomely explained that every island that does not have a light pole will have a tree, ground cover plants, decorative grasses, and other hardy plants. If an island does contain a light pole, it will contain all of those same plantings, except for a tree.

Mr. Dermody expressed concern regarding the space in front of the future pickup lockers. Mr. Bomely stated that this is strictly a future element, and the exact size is not yet known.

Mr. Dermody expressed concern regarding queuing issues for the three parking spaces shown on the left side of the lot.

In response to a question from Mr. Dermody, Mr. Bomely stated that the striped islands will be slightly elevated with a stamped texture.

In response to a question from Mr. Dermody regarding a change to the building footprint, Mr. Bomely stated that the only change is to square off the front two diagonal corners, allowing for approximately 36 additional square feet.

Ms. Robinson noted that requirements for the handicapped access aisle to be 5' wide and immediately adjacent to the parking space. Mr. Bomely acknowledged this.

In response to a question from Ms. Robinson, Mr. Bomely explained that no stall spaces for shopping carts are indicated on the plan. Employees typically walk carts out and back into the building.

Mr. Robinson also expressed concern regarding the three parking spaces located to the left side of the plan. Mr. Bomely stated that these could be signed for compact cars.

In response to a question from Ms. Robinson regarding if the applicant will seek a variance to not meet the landscape requirements in parking area, Mr. Bomely stated that the applicant will seek a special permit.

Mr. Reilly again expressed concern regarding the pedestrian walkway as proposed. He suggested a more defined walk with separation from vehicles.

Chair Gluesing stated that he believes smaller light posts would be better for this site and asked that the applicant look into smaller scale posts than 25'. Mr. Bomely stated that this would likely lead to additional poles.

Chair Gluesing stated that he will draft memo and send it to the ZBA.

The Board had a preliminary discussion of the signage.

Mr. Bomely explained that the signage proposed deals with Roche Brothers branding with an emphasis placed on the front sign. The existing front, main sign is 150 s.f. The overall main sign proposed, with the Roche Brothers name and logo, is proposed to be a total of 71 s.f. The other two signs, for the redemption area and Chestnut Street, are 17 s.f. and 13 s.f.

Mr. Reilly stated that he likes the graphic element on the main sign, those it seems larger than needs to be. He stated that the graphic element on the redemption side entrance seems unnecessary. The Fire Department will want the street address listed somewhere on a sign or on the door. The lettering could potentially be reduced on the Chestnut Street sign, so that the street number can be added. The redemption sign lettering size should match.

Mr. Dermody agreed that the smaller red “R” logo on the main sign could be reduced to give more negative space. The larger “R” logo on far right of the building works well to break up the large brick wall. The black stenciled “R” on the redemption sign could be reduced or eliminated. He agreed that the Chestnut Street sign should include a street number, depending on comments from the Fire Department. Mr. Bomely explained that another Roche Brothers will be proposed at Sudbury Farms. The Chestnut Street sign is proposed as a secondary location identifier. The intention will be to place the street number in the glass of the transom above the door or in the door itself.

Ms. Robinson stated that she agrees that there is too much signage on the site. She suggested that the redemption and Chestnut street information be placed in the glass above the doors in these locations, in order to eliminate some of the signage and bring more focus to the main sign.

Chair Gluesing agreed that the lettering and signage for the redemption and Chestnut Street signs should be reduced. He suggested reducing the illuminated sign so there is more negative space as the sign moves toward the panels. He noted that the applicant can submit applications for the signs and those signs requiring special permits for a future hearing date.

Agenda Item 3:

Eric Weyant, Stantec representing 557 Highland Avenue LLC, the Bulfinch Companies owner of 557 Highland Avenue and applying for site plan review

Robert Schlager stated that façade revisions have been made to the plan. Part of these deal with a setback request from the Planning Board, using a curb line instead of the property line to measure the building setback.

Eric Weyant explained that the updates are a result of meeting with the Board, Planning Board, community, and Town staff and departments. The line that generates the setback for the massing has been changed from the site property line to the curb edge. The proposed buildings on the site include a five-story north building, a three-story south building, and a connecting atrium of two stories. The site entrance is off a new intersection at Wingate, leading to a free-standing garage. There is also one story of below grade parking proposed under the buildings. The massing of the south building along Highland Ave has been angled back to be similar to the north building, and approximately a third of the frontage along Highland Ave has been pulled away from the corner. The bump out will be treated as a one-story retail pavilion, approximately 10,000 s.f. A previously proposed jogging/fitness trail around the perimeter of the site will also now be used for emergency access. This will be used as a public amenity area along Gould Street, with a series of pickleball courts, an open lawn space, a pergola shade structure, and a handful of surface spaces that could be used for retail.

Eric Joseph explained that the amended landscape plan looks to increase the density of plantings, especially along the perimeter of the site. The proposed fitness pathway has been pulled away from Highland Ave, to increase the landscape buffer between these two areas. The 8' walkway proposed along Gould St has been widened to 18' for multiuse, and raised crosswalks are now proposed for improved pedestrian safety.

Mr. Weyant explained that the new plan looks to terrace the five-story expression of the north building down to a three-story area toward Gould St. The intention is to soften the massing for both buildings. Some articulation has been added to the architectural pilasters in front of the structural columns for the precast garage. The two-story atrium is the front door to the entire project. The loading area has been relocated from where it was originally shown, around the corner onto a service drive, allowing for a more active user of the original space.

Mr. Weyant stated that one of the Board's previous suggestions was to change the coloration of the rooftop area; this has been softened to a dove-gray color. He explained that the proposal is for a formed GFRC façade to be installed in a panelized manner. A sheet product GFRC material is also being explored to allow for different textures. All of the architectural pilasters are now proposed to have 3-dimensional quality, to create more texture and shadow. On the open bays of the garage, local flora and fauna will be used to inspire the graphic design across the fabric banners.

In response to a question from Mr. Dermody regarding how much of garage will have screening for light, Mr. Schlager stated that lights will be mounted in the center of the trusses and shielded by 18" of concrete. All lights will be on a motion sensor, with a variety of dimming options. The fabric banners disguise anything inside the garage.

Ms. Opton stated that the proposal has lovely landscaping and speaks to both local flora and fauna. She asked about the use of the pin oak along the street and pedestrian path as these are low-branching trees and drop acorns in the fall, and could be difficult for maintenance purposes and running/walking. Mr. Joseph explained that this species was suggested as an accent feature by the Town horticulturalist. Mr. Schlager stated that the applicant is happy to reconsider species options.

Ms. Opton stated that she likes the pickleball courts and no-mow lawn areas. She asked about a fence around the courts. Mr. Schlager stated that this will be a vinyl-coated chain-link fence in a color acceptable to the Board. This will eventually be screened with landscaping. Ms. Opton noted that the meadow areas proposed could look messy if not planted properly.

Mr. Reilly suggested bike parking near the pickleball courts and green space areas. He noted that the retail area is somewhat secluded and difficult to access by car. Mr. Schlager stated that the primary purpose for the retail area is ancillary as amenity space for the complex. The intention is to attract a family-oriented restaurant to sustain the office building employees, and others visiting the site. A liquor license will not be sought. The type of tenants to be sought include those that will be dependent upon office users, such as a dry cleaner, podiatrist, dentist, etc. It is yet unclear exactly which tenants will be interested in this area. The one story below ground parking will include EV charging stations.

In response to a question from Mr. Reilly regarding the garage, Mr. Weyant stated that the garage has structural precast members running horizontally. All of the verticals are architectural precast which are veneered in front. The intention was to warm up the garage and bring it closer of coloration of the actual buildings.

Chair Gluesing stated that he does not have a problem with the amended design, though he would like to see the building closer to the corner for some additional massing. Mr. Schlager stated that the site slopes approximately 30' from Gould St, front-to-back. The site is mostly dictated by zoning and the layout as proposed. He noted that a balcony area is proposed on the three-story building off the glass wall.

Mr. Dermody suggested some larger trees along the corner that the building has been pulled back from. Mr. Reilly agreed that more screening in this area could allow it to be more of an outdoor exercise/usable space for the tenants of this section of the building.

Mr. Schlager asked about the paving material for the fitness path. He explained that the path is designed to accommodate H-20 loading, such as for a Fire truck. The current thought is toward brick pavers. Ms. Opton stated that there are some permeable gravel solutions with binders. Mr. Schlager stated that the current proposal is for 10' of Gravel-Lok in the center, with 5' of pavers on either side.

It was noted that the applicant will next be before the Planning Board on October 3rd. Chair Gluesing stated that a memo will be drafted prior to that meeting.

Minutes:

Minutes of 6/27/2022, 7/25/2022 and 8/8/2022 meetings.

Upon motion duly made by Mr. Dermody and seconded by Chair Gluesing, it was voted to approve the meeting minutes of June 27, 2022. Bob Dermody – aye; and Chair Gluesing –aye. Motion passed 2-0.

Upon motion duly made by Mr. Reilly and seconded by Ms. Opton, it was voted to approve the meeting minutes of July 25, 2022. Susan Opton – aye; Deborah Robinson – aye; Len Karan – aye; and Chad Reilly – aye; Motion passed 4-0.

Upon motion duly made by Mr. Dermody and seconded by Mr. Reilly, it was voted to approve the meeting minutes of August 8, 2022. Bob Dermody – aye; Chad Reilly – aye; and Chair Gluesing –aye. Motion passed 3-0.

Upon motion duly made by Mr. Dermody and seconded by Ms. Opton, it was voted to adjourn at 9:30 p.m. Susan Opton – aye; Deborah Robinson – aye; Bob Dermody – aye; Len Karan – aye; Chad Reilly – aye; and Chair Gluesing –aye. Motion passed 6-0.

Next Public Meeting – October 3, 2022 at 7:30pm via Zoom Webinar



Design Review Board Meeting Minutes
Monday, October 3, 2022
7:30 p.m.

Board Members:

Bob Dermody, Board Member (P)
Len Karan, Board Member (P)
Steve Tanner, Board Member (P)
Susan Opton, Board Member (P)
Elisa Litchman, Administrative Specialist, Planning & Community Development (P)

Applicants & Attendees:

1. Wiley Knight, Sign Design representing M&T Bank located at 827 Highland Avenue and applying for signage.
2. Ellesse Lunde, Rick DeAngelis, and Ben Myers, Boston Properties – 140 Kendrick Street and applying for site plan review of a solar garage roof
 - Marcel Rodgers - Sunwealth
 - John Abe - Sunwealth
 - Nik Skoly - VHB Engineers
3. Pam Jagiello, Signs by J representing the Sheraton Hotel located at 100 Cabot Street and applying for signage.

Bob Dermody called the meeting to order on October 3, 2022, at 7:30 p.m. He noted that he will be chairing this meeting, due to the Chair's absence.

Bob Dermody notified attendees of new public meeting orders issued by the governor of Massachusetts.

Agenda Item 1:

Wiley Knight, Sign Design representing M&T Bank located at 827 Highland Avenue and applying for signage.

It was explained that M&T Bank is undergoing a re-branding. The request is for one set of face-lit channel letters, over the front entrance. The sign is proposed to be 9'10" wide, and 1' 9" high. This will be lit through the acrylic face with LEDs. The raceway is meant to be hidden to protect the façade and will be painted to match the brick as closely as possible. The total sign will be approximately 17 s.f. This is smaller than original People United Bank's sign, but as high.

Mr. Tanner stated that he believes the sign fits well on the buildings and he would not propose any changes.

Mr. Dermody asked about concerns regarding the white acrylic being illuminated but noted that individual letters will likely be okay. Mr. Tanner stated that the Board could request that a dimmer be included.

Mr. Karan noted some concern regarding the brightness and echoed the idea for a dimmer to be included.

In response to a question from Mr. Dermody, it was noted that the entire sign will be removed, to make sure there is no damage to the façade. The old raceway may be used but painted to cover any damages. The plan is to make the raceway blend in. If the damage to the existing raceway is too great, a new raceway will be included. Mr. Tanner suggested that a new raceway be installed.

Upon motion duly made by Mr. Tanner and seconded by Mr. Karan, it was voted to approve the sign for M&T Bank, with the addition of a dimmer switch for the power supply and to install a new raceway with the new sign. Susan Opton – aye; Bob Dermody – aye; Len Karan – aye; and Steve Tanner – aye. Motion passed 4-0.

Agenda Item 2:

Rick DeAngelis, Boston Properties located at 140 Kendrick Street and applying for site plan review of a solar garage roof.

Rick DeAngelis explained that in June 1999 the 140 Kendrick Street project received a special permit/site plan review from the Needham Planning Board. Since then, some exterior landscaping has been completed and approval has been received for a roof-top deck. The Design Review Board gave approval for these two projects. This proposal is for an amendment to the special permit/site plan review for a solar garage roof above the existing parking garage.

Ben Myers stated that Boston Properties has a science-based emissions reduction target of 1.5-degree levels. It has also set a targeted carbon neutral operation across its entire portfolio by 2025. The company has executed 13 projects, totaling approximately 8 megawatts of onsite renewable energy using solar photovoltaics. He explained that Boston Properties has partnered with Sunwealth on a number of similar solar garage canopies. He explained that 140 Kendrick Street remains a major challenge in advancing climate action. This building is being converted to fully net zero. This project includes enough solar photovoltaic panels to match and slightly exceed the annual energy consumption for the existing building.

Marcel Rodgers explained that the solar array consists of columns erected above the existing garage on columns/piers. Rails act as the substructures on which the solar panels will sit. No structures are proposed on the corners of the buildings, as there are no piers on which the columns can sit. The project contains approximately 2,640 solar panels which will produce 1,300 megawatt hours of clean energy per year. This is enough energy to power approximately 120-130 homes per year. Per the MA Department of Renewable Energy Program, this project is mandated to include a solar energy storage facility, to be located on the ground level, at a size of approximately 7-12 Tesla vehicles, it would only take up approximately 2-1/2 parking spots. This storage facility will be co-located next to the existing garage electrical room and Eversource transformer and will contain a 320-kW battery. Regarding stormwater, the project proposes one

89 continuous gutter located on the low end of the garage to capture all stormwater and divert it to
90 existing grade. There are approximately 8' from the top deck to the lowest girder, and the project
91 will add approximately 20' to the top of the garage structure. The canopy itself is sloped at 2
92 degrees closest to I95 up towards the campus itself. The group is working closely with
93 Eversource and expects final approval any day now.

94
95 Nik Skoly explained that the current drainage is collected on the top level of the garage,
96 discharged through a single 15" pipe, passed through an oil/water separator and discharged to the
97 pond. This project looks to mitigate the drainage, replace the older pipe with HDPE in its current
98 location. The downspouts will be tied into the existing manhole. There will be significantly
99 cleaner running water to the pond than currently is. There is no proposed change in impervious
100 area, as the canopy will be extended over the existing deck.

101
102 Mr. DeAngelis explained that Condition 2.5 of the existing special permit requires 1334 parking
103 spaces. The project proposes to utilize three of those spaces in conjunction with the solar roof
104 system for solar battery equipment and other accessory equipment. Mr. Skoly explained, east of
105 the building, three existing spaces will be restriped as compact to maintain the net requirement of
106 1334 spaces. This is just below 50% of the allowable compact percentage for the site. This will
107 not add any additional impervious area.

108
109 Mr. Dermody noted that the current proposal has one plane of panels and asked if the applicant
110 considered breaking this up into several different lengths of panels, in order to reduce height. Mr.
111 Rodgers stated that this pattern was considered, but the proposed pattern was found to be the
112 most optimized with the existing proposed structure.

113
114 In response to a question from Mr. Dermody regarding the orientation of the slope of the panels,
115 Mr. Rodgers stated that solar panels are generally orientated at 180 degrees south, but due to the
116 existing perimeter of the garage, the orientation was optimized to not make the structure any
117 higher.

118
119 In response to a question from Mr. Tanner regarding EV charging stations, Mr. Myers stated that
120 these are being considered with Eversource. These would likely not be placed on the garage
121 deck. The applicant would prefer for them to be solar powered, but this is yet unclear as well as
122 the actual location

123
124 In response to a question from Mr. Tanner regarding how the garage will be lit inside, Mr.
125 Rodgers explained that the lighting will be replaced with LED lighting, mounted to the structure
126 itself. This will maintain the same existing hours of operation and illumination.

127
128 Mr. Dermody stated that the Board would like to see a lighting plan.

129
130 In response to a question from Mr. Dermody, Mr. Rodgers explained that an original plan
131 showed inverters proposed on the top deck. This has since been changed to allow for one central
132 inverter, located next to the garage electrical room.

In response to a question from Mr. Dermody, Mr. Myers stated that glare, noise, and vibrations are not a concern from these solar panels. The columns and structural components will be a grey, nickel galvanized material and blend in nicely. The intention would be for this system to last for 30 years.

Mr. DeAngelis confirmed that the Board would like to see a lighting plan, a view from further up Kendrick Street, and a rendering of the storage battery facility in context.

Mr. Dermody stated that he will write up a memo to share with the Planning Board.

Agenda Item 3:

Pam Jagiello, Signs by J representing the Sheraton Hotel located at 100 Cabot Street and applying for signage.

Pam Jagiello explained that the existing building signs are face lit, illuminated channel letters located on the southwest and northwest elevations of the building. The current signs are 153 s.f. but are proposed to be reduced to 133 s.f. halo-illuminated signs, for a cleaner look.

Mr. Tanner noted that the applicant may want to use 24 voltage LEDs to get better lighting.

In response to a question from Mr. Dermody regarding the existing condition of the façade, Ms. Jagiello stated that this will be refinished.

Ms. Jagiello stated that the existing logo sign is 8' in diameter, for a total of 64 s.f. The proposal is to replace it with same size logo sign, with an individual "S" and the logo crest. This will contain the rebranding colors. It will be an illuminated, cabinet sign, colored tungsten, bronzy.

Upon motion duly made by Mr. Tanner and seconded by Mr. Karan, it was voted to approve three signs (EO1, EO2, and EO3) for the Sheraton Hotel, as submitted. Susan Opton – aye; Bob Dermody – aye; Len Karan – aye; and Steve Tanner – aye. Motion passed 4-0.

Ms. Jagiello stated that there is an existing sign cabinet, a freestanding monument with push through faces. The intention is to replace the faces in it with new signs for the Hotel. This will be in one location on the property. The sign is illuminated. The replacement will keep the same frame and size.

Upon motion duly made by Mr. Tanner and seconded by Mr. Karan, it was voted to approve the EO4 sign replacement faces, as submitted. Susan Opton – aye; Bob Dermody – aye; Len Karan – aye; and Steve Tanner – aye. Motion passed 4-0.

Ms. Jagiello stated that the existing directional signs on site are proposed to be refaced/recovered. These will be replaced in the same size, height, location, and will also be a tungsten color.

178 Upon motion duly made by Mr. Tanner and seconded by Mr. Karan, it was voted to approve
179 signs EO5, EO6, and EO7, as submitted. Susan Opton – aye; Bob Dermody – aye; Len Karan –
180 aye; and Steve Tanner – aye. Motion passed 4-0.

181
182 Mr. Dermody asked that the applicant make sure the sign coloring is consistent throughout the
183 site.

184
185 The Board noted that it would like to wait to approve signs EO8, EO9, and EO10 because of
186 their height the Board would like to see them lowered and would like more information on if the
187 existing signs were ever approved.

188
189 It was noted that proposed sign EO11, stainless steel plaques are under 2 square feet and
190 therefore did not need approval, as they are under the size requirement.

191
192 **Minutes:**

193 None at this time.

194
195 Upon motion duly made by Mr. Tanner and seconded by Mr. Karan, it was voted to adjourn at
196 9:00 p.m. Susan Opton – aye; Bob Dermody – aye; Len Karan – aye; and Steve Tanner – aye.
197 Motion passed 4-0.

198
199
200 ***Next Public Meeting – October 17, 2022 at 7:30pm via Zoom Webinar***



Design Review Board Meeting Minutes
Monday, December 5, 2022
7:30 p.m.

Board Members:

Mark Gluesing, Board Chair (P)
Bob Dermody, Board Member (P)
Deborah Robinson, Board Member (P)
Kristan Patenaude, DRB Recording Secretary (P)
Elisa Litchman, Administrative Specialist, Planning & Community Development (P)

Applicants & Attendees:

1. Michael Cohen – Signs by J, representing the Sheraton Hotel
2. Mehmet Sahin – Falcon Graphics, representing Ideal Tile
3. Steve Tanner – Jim Did It Sign Co., representing The Learning Tree Preschool

Chair Gluesing called the meeting to order on December 5, 2022, at 7:30 p.m.

Chair Gluesing notified attendees of new public meeting orders issued by the governor of Massachusetts.

HEARINGS:

Public notice is hereby given that Sheraton Hotel located at 100 Cabot Street, has made application to the Design Review Board for a Special Permit pursuant to the Sign By-Law section 5.5.3.1 a) Installing more than one freestanding sign and one additional wall sign, and any other applicable sections of the By-law.

Chair Gluesing opened the hearing.

Michael Cohen, Signs by J, explained that the proposal is to install two 2'x3' post and panel directional signs and one 3'x3' sign over the garage to entrance. These are not covered by the existing special permit and are being proposed to adequately direct traffic. These are being proposed due to rebranding.

Chair Gluesing stated that it is the size and height of the proposed signs which made this hearing a requirement.

Ms. Robinson noted that she would suggest putting the words "parking" and "garage" together, for clarity. Mr. Dermody agreed. The applicant agreed to this change.

Upon motion duly made by Ms. Robinson and seconded by Mr. Dermody, it was voted to approve a special permit for these three signs, with a condition for sign E-08 that "parking" be

44 moved from the first line to the second, for the sign to read “parking garage” on the second line.
45 Deborah Robinson – aye; Bob Dermody – aye; and Chair Gluesing -aye. Motion passed 3-0.

46
47 There was no public comment at this time.

48
49 **Agenda Item 1:**

50 *Mehmet Sahin, Falcon Graphics representing Ideal Tile located at 210 Highland Avenue and*
51 *applying for signage.*

52
53 Mehmet Sahin, Falcon Graphics, presented the plan for the proposed sign.

54
55 Chair Gluesing stated that, if the lion logo proposed is considered part of the sign, this would be
56 a 75 s.f. sign, and would need a special permit. The maximum size for a sign in this district
57 would be 32 s.f. Chair Gluesing noted that the Building Inspector has reviewed this sign and
58 approved the size as is.

59
60 Ms. Robinson and Mr. Dermody noted that they might prefer the sign to be a bit smaller and
61 condensed.

62
63 Upon motion duly made by Ms. Robinson and seconded by Mr. Dermody, it was voted to
64 approve the sign, with the condition that the lettering section be condensed slightly, so that the
65 overall height of the sign is 140”. Deborah Robinson – aye; Bob Dermody – aye; and Chair
66 Gluesing -aye. Motion passed 3-0.

67
68 **Agenda Item 2:**

69 *Bob Thompson, Jim Did It Sign Co., representing The Learning Tree Preschool located at 225B*
70 *Highland Avenue and applying for signage.*

71
72 Steve Tanner, Jim Did It Sign Co., explained that the proposal, from the landlord, is for the ½”
73 thick, raised letters to be mounted on rails. These are proposed to be 24” in height, with a spread
74 of 16’. This tenant has a 35’ long storefront. The residue from the old signs is the responsibility
75 of the landlord.

76
77 Ms. Robinson suggested that there be a condition that the building be cleaned from the old signs.
78 Mr. Tanner noted that this should be a responsibility of the landlord, not the tenant.

79
80 Chair Gluesing stated that the Board will likely request the building owner patch and repaint the
81 previous sign areas, so that the façade is one color.

82
83 In response to a question from Ms. Robinson, Mr. Tanner stated that the rails will be the color of
84 the building.

85
86 Upon motion duly made by Ms. Robinson and seconded by Mr. Dermody, it was voted to
87 approve the sign, with the conditions that the sign is centered over the two doors and that the
88 building owner patch and paint the wall damage so that the façade is one uniform color. Deborah
89 Robinson – aye; Bob Dermody – aye; and Chair Gluesing -aye. Motion passed 3-0.

90
91 **Minutes:**

92 Minutes from the 11/07/2022 meeting

93
94 Upon motion duly made by Ms. Robinson and seconded by Mr. Dermody, it was voted to
95 approve the meeting minutes of November 07, 2022. Deborah Robinson – aye; Bob Dermody –
96 aye; and Chair Gluesing -aye. Motion passed 3-0.

97
98 Chair Gluesing noted that three applicants were interviewed for a seat on the Board last week.
99 He is hopeful that a new member will be seated by the next meeting.

100
101 Upon motion duly made by Ms. Robinson and seconded by Mr. Dermody, it was voted to
102 adjourn at 8:03 p.m. Deborah Robinson – aye; Bob Dermody – aye; and Chair Gluesing -aye.
103 Motion passed 3-0.

104
105 ***Next Public Meeting – December 19, 2022 at 7:30pm via Zoom Webinar***



Design Review Board Meeting Minutes
Monday, January 30, 2023
7:30 p.m.

Board Members:

Mark Gluesing, Board Chair (P)
Steve Dornbusch, Board Member (P)
Susan Opton, Board Member (P)
Kristan Patenaude, DRB Recording Secretary (P)
Elisa Litchman, Administrative Specialist, Planning & Community Development (P)

Applicants & Attendees:

1. Michael Barker, BH & A, Inc., and Hank Haff, Town of Needham Emory Grover School Administration building located at 1330 Highland Avenue and applying for signage.
2. Sandra Robinson, Needham Community Council located at 570 Hillside Avenue and applying for an awning with signage.
3. Scott Fagan, Commonwealth Caregivers located at 40 Chestnut Street and applying for signage.
4. Rebecca Durandisse, Shop Micki located at 99 Chapel Street and applying for signage.
5. Ed Spinney, Sign Art Boston representing Gentle Giant located at 422 Hillside Avenue and applying for signage.

Chair Gluesing called the meeting to order on January 30, 2023, at 7:30 p.m.

Chair Gluesing notified attendees of new public meeting orders issued by the governor of Massachusetts.

Agenda Item 1:

Hank Haff, Town of Needham Emory Grover School Administration building located at 1330 Highland Avenue and applying for signage.

Hank Haff explained that this is a request for a sign to be placed in the landscaping in front of the building.

Michael Barker explained that the sign is proposed within the front yard. This is proposed to be a 3'x6' sign, in a Needham school blue/white color scheme. The 'Needham Public Schools' lettering is proposed to be removed from the front of the building and so there is a need to express to the public the use of the building. At The Center At the Heights, there is a composite sign with a routed, recessed border, attached to granite posts, and it is believed this design is fitting for the new proposed sign at the Administration building. The sign is proposed to be 1'10" clear from the ground, with posts 5' tall. A metallic gold color is also proposed to be used on the sign on the border and to outline some of the text to make it more visible from the street. A secondary option, using the gold for some of the text and blue for the border, is also being

45 considered. The sign is to be located 15' from the curb, per the bylaw. This is a one-sided sign
46 that will fit with the landscaping of the project.

47
48 Chair Gluesing asked about the material proposed for the sign. Mr. Barker stated that the
49 material was initially proposed to be wood, but the applicant is now considering a composite
50 material. The drawings can be updated to reflect that. The letters will be carved.

51
52 Chair Gluesing stated that the stroke for the 'Needham Public Schools' lettering could be
53 heavier.

54
55 Ms. Opton noted that, per the proposed placement of the sign, it may be difficult to see it until
56 one is in the driveway. The applicant could consider a larger size, larger letting, or a different
57 orientation. Chair Gluesing agreed that this sign basically faces the street and, if a perpendicular
58 placement was considered, it may be easier to read from the road.

59
60 Mr. Dornbusch stated that the 'Needham Public Schools' lettering could be a bit larger, but if the
61 type is too large, it could be confusing. He stated that he believes the orientation proposed is
62 appropriate.

63
64 Chair Gluesing asked if placement for the sign was considered on the other side of the sidewalk,
65 closer to the driveway. Mr. Haff stated that this placement was discouraged by a traffic engineer.
66 There is a parking space near that location and a sign placed there may block the view from that
67 spot when backing out.

68
69 Upon motion duly made by Ms. Opton and seconded by Mr. Dornbusch, it was voted to approve
70 the sign at Emory Grover, as submitted. Susan Opton – aye; Steve Dornbusch – aye; and Chair
71 Gluesing -aye. Motion passed 3-0.

72
73 **Agenda Item 2:**

74 *Sandra Robinson, Needham Community Council located at 570 Hillside Avenue and applying for*
75 *an awning with signage.*

76
77 Sandra Robinson stated that this proposal is for the Thrift Shop entrance, located on the left side
78 of the Community Council building. The walkway under the proposed awning can get icy and is
79 often an issue. The proposal is for an awning with a small sign on the front. There will be small,
80 galvanized posts located along the front of the awning. No lighting is proposed as part of this
81 project. There are existing lights on the top corners of the building.

82
83 Chair Gluesing stated that the Building Department will review the construction of the awning
84 for safety and other purposes.

85
86 Mr. Dornbusch asked if the awning will split the windows. Ms. Robinson explained that there is
87 a metal bar which already splits the window, and the awning will be mounted to this.

89 Upon motion duly made by Mr. Dornbusch and seconded by Ms. Opton, it was voted to approve
90 the awning and signage, as submitted. Susan Opton – aye; Steve Dornbusch – aye; and Chair
91 Gluesing -aye. Motion passed 3-0.
92

93 **Agenda Item 3:**

94 *Scott Fagan, Commonwealth Caregivers located at 40 Chestnut Street and applying for signage.*
95

96 Scott Fagan stated that the proposed sign is 12’x17.5”, wood, with an engraved logo and
97 lettering, ‘Commonwealth Caregivers.’ The sign will be a couple of inches thick, and attached
98 directly to the wall, right above the door.
99

100 Ms. Opton noted that the logo may reach too close to the lettering. Chair Gluesing agreed that
101 the Board would generally request a bit more negative space. The Board would likely request
102 that the logo be made 10% smaller. Mr. Fagan explained that the sign has already been built.
103 Chair Gluesing noted the DRB review should precede fabrication of the sign, however, due to
104 what would be a minimal change suggested, this item can likely move forward as submitted.
105

106 Upon motion duly made by Mr. Dornbusch and seconded by Ms. Opton, it was voted to approve
107 the sign, as submitted. Susan Opton – aye; Steve Dornbusch – aye; and Chair Gluesing -aye.
108 Motion passed 3-0.
109

110 **Agenda Item 4:**

111 *Rebecca Durandisse, Shop Micki located at 99 Chapel Street and applying for signage.*
112

113 Rebecca Durandisse explained that she is proposing a sign above the door and window to be
114 24”x96”. This size is consistent with other buildings on the street. The sign will be located 10’
115 high off the street and will cover parts of the door and window. The sign will be digitally printed
116 on an aluminum frame, containing the shop name and logo.
117

118 Chair Gluesing asked where the door is located on the building. Ms. Durandisse stated that the
119 door on the left of the building leads into her store. This sign will match the height of the existing
120 sign on the building for the other tenant.
121

122 Chair Gluesing noted that the Board often discourages a full white sign backing on a dark
123 building.
124

125 Ms. Opton stated that the proposed sign does appear to have a lot of negative space. She
126 suggested considering stretching it out to remove some of the negative space on each side.
127

128 Mr. Dornbusch stated that the white background on this sign makes it look a bit stark. It also
129 looks a little weak. He suggested different coloring or something similar to make the word
130 “Shop” stand out more.
131

132 Chair Gluesing agreed that there is a bit of negative space on the ends, but he likes the geometry
133 of the ends of the sign. He would like to give the applicant the choice to increase the intensity of

the word “Shop” on the sign. He asked the applicant to change the sign to a non-stark white background.

Upon motion duly made by Mr. Dornbusch and seconded by Ms. Opton, it was voted to approve the sign, with the conditions that the background be changed from white to a pale gray or similar off-white color of the applicant’s choosing, and with the option to increase the density of the lettering on the word “Shop,” if the applicant so chooses.. Susan Opton – aye; Steve Dornbusch – aye; and Chair Gluesing -aye. Motion passed 3-0.

Agenda Item 5:

Ed Spinney, Sign Art Boston representing Gentle Giant located at 422 Hillside Avenue and applying for signage.

Ed Spinney, Sign Art, stated that the proposal is for a sign with a 1” deep aluminum belt frame, aluminum covering, and a full digital print graphic. The applicant would like to place a sign on the side and back of the building. The colors and images are corporate colors. The wall surface is metal paneling in both locations.

Chair Gluesing stated that the Board typically discourages phone numbers on signs. The bylaw is written to help people identify businesses and their locations. He does not have as much of an issue with it on this sign, as it seems to fit in. He is okay with the street side sign, but the applicant is only entitled to one sign. The second sign at the rear entrance is only allowed if it is smaller. Mr. Spinney noted that the rear entrance sign is smaller. He stated that he could move the sign down on the building slightly. Chair Gluesing stated that it is unclear if this is helpful in identifying the rear entrance in the proposed location. He stated that he would rather have this sign relate more to the parking lot than being up high on the building.

Mr. Dornbusch stated that he believes the rear sign will be hard to read from far away. Moving the sign over an existing window could help to mark the rear entry, instead of placing it on top of the building as more of an advertisement.

Ms. Opton agreed that the rear sign needs to relate to something, instead of floating on the wall.

Upon motion duly made by Ms. Opton and seconded by Mr. Dornbusch, it was voted to approve the sign on the front of the building, as submitted. Susan Opton – aye; Steve Dornbusch – aye; and Chair Gluesing -aye. Motion passed 3-0.

Upon motion duly made by Ms. Opton and seconded by Mr. Dornbusch, it was voted to approve the sign on the rear of the building, with the condition that the bottom of the sign be located 18” above the window and centered between the two windows, as seen in the package. Susan Opton – aye; Steve Dornbusch – aye; and Chair Gluesing -aye. Motion passed 3-0.

Minutes:

Minutes from the 9/12/2022, 10/3/2022 and 12/5/2022 meetings.

The Board agreed to review these minutes at a future meeting.

180 Upon motion duly made by Ms. Opton and seconded by Mr. Dornbusch, it was voted to adjourn
181 at 8:25 p.m. Susan Opton – aye; Steve Dornbusch – aye; and Chair Gluesing -aye. Motion passed
182 3-0.

183

184 ***Next Public Meeting – February 13, 2023 at 7:30pm via Zoom Webinar***

DRAFT