

**CITY OF BEVERLY
PUBLIC MEETING MINUTES**

BOARD OR COMMISSION: City of Beverly Design Review Board
DATE: April 16, 2026
LOCATION: City Hall Third Floor Conference Room A
MEMBERS PRESENT: Chair Jon Ouellette; Vice Chair Michael Barone Jr.;
Kenneth Clawson; Ellen Flannery; Emily Hutchings;
Joanna Scott
RECORDER: Kristan Patenaude

Ouellette called the meeting to order at 6:30 p.m.

1. Applications:

a. CRG Graphics c/o Craig Murphy, 1236 Eastern Avenue, Malden, MA 02148. Sign:
Big Chicken, 55 Dodge Street, Ste. A-250

Clawson explained that the proposal includes multiple window signs. The proposed wall sign is compliant. There was discussion regarding allowing the signs as proposed, due to the space available.

Ouellette: Motion to recommend approval for the Big Chicken sign, 55 Dodge Street, Ste. A-250, as presented. Clawson seconds. Motion carries (6-0).

b. Batten Bros. Signs c/o Ed Batten, 893 Main Street, Wakefield, MA 01880. Sign:
Auburn, A Nederman Company, 880 Cummings Center

Ed Batten, representing the applicant, explained that the lower raceway will be installed on a slightly different plane than the raceway above. This is accommodated for by adjusting the depth of the raceway on the top sign. This way, both sets of letters will line up. The signs will have black sides with trim caps and white faces and white LEDs. The raceway will be painted to match the building. The overall dimensions are 52" tall x 197" wide.

Clawson stated that the global variance for the Cummings Center states that there can be 12 signs on the second floor and above in 17 locations and there are currently 31. After these two signs, there will be 33. Hutchings stated that the Board could approve the signs, as proposed, and then determine that it is up to the Building Inspector to suggest that the Cummings Center send a representative in to discuss this further.

There was discussion regarding rescaling the lettering "Auburn" and "A Nederman Company" to make it all fit within the sign band. This would also make the sign match similar ones around it.

Hutchings: Motion to recommend approval of the wall sign for Auburn, A Nederman Company, 880 Cummings Center with the condition that all of the lettering fit within the sign band. Flannery seconds. Motion carries (6-0).

46
47 **c. Batten Bros. Signs c/o Ed Batten**, 893 Main Street, Wakefield, MA 01880. Sign:
48 **MFM Health**, 100 Cummings Center
49

50 Ed Batten, representing the applicant, explained that the proposed sign will have black returns,
51 white faces, and a logo of a stethoscope in the shape of a heart. The logo is proposed to be two
52 colors. The sign will fit inside the sign band. Clawson noted that the colors allowed per the
53 Cummings Center global variance are blue and red.
54

55 Ouellette: Motion to recommend approval of the signage for MFM Health, 181 Elliott Street
56 at the Cummings Center, as presented. Hutchings seconds. Motion carries (6-0).
57

58 **d. Classic Signs Inc. c/o Justin Parker**, 13 Columbia Drive, Unit 16, Amherst, NH
59 03031. Sign: **Coldwell Banker Realty**, 100 Cummings Center
60

61 Justin Parker, Classic Signs, Inc., explained that the sign will be acrylic with vinyl graphics, and
62 black returns. The sign will be internally illuminated, and the raceway will be painted to match
63 the building. Clawson explained that this will be replacing an existing sign, in an allowed
64 location on the Cumings Center.
65

66 Flannery: Motion to recommend approval of the signage for Coldwell Banker Realty, 181
67 Elliott Street in the 900 Building of the Cummings Center, as presented. Ouellette
68 seconds. Motion carries (6-0).
69

70 **e. Francisco Lepe Galvan**, 380 Cabot Street, Beverly, MA 01915. Sign: **Tacoboutit**,
71 380 Cabot Street.
72

73 Francisco Lepe Galvan, applicant, reviewed the proposed sign application. Clawson noted that
74 the sign on Rantoul Street and the blade sign are replacement signs. This property is in a CN
75 Zone which gives more restrictive requirements. The blade sign is proposed to be 6.25 s.f. which
76 is under the allowable size of 7 s.f.
77

78 Clawson: Motion to recommend approval of the wall and blade signage for Tacoboutit, 380
79 Cabot Street, as presented. Barone Jr. seconds. Motion carries (6-0).
80

81 **d. 46 Federal Street LLC c/o Alexander & Femino**, 1 School Street, Beverly, MA
82 01915. Site Plan Review: **46 Federal Street – Demo of existing structure and**
83 **construct 5 townhouse-style units.**
84

85 Attorney Thomas Alexander explained that this property is located in an RHD District. This area
86 has been designated for denser housing. It is also within an MBTA Overlay District. The Parking
87 & Traffic Commission voted unanimously to recommend the application's approval to the
88 Planning Board. There was a question from the P&TC regarding if the drive access would be
89 appropriate, as part of the stormwater management system will run under this area. It has been
90 determined that this has been demonstrated to be appropriate. The conditions associated with that

91 approval include submission of a turning radius diagram for the parking area. A Special Permit is
92 being sought for a 20' aisle width at the narrowest area, where the requirement is 24'.
93

94 Dan Ricciarelli, Seger Architects, explained that there is currently a single home on the property,
95 and five units are being proposed. Each unit will have two parking spaces. Four of the units will
96 have parking underneath, but the fifth unit does not have a garage space in order to lower the
97 building by one story. Parking for the fifth unit will be provided at the end of the drive aisle as
98 surface parking spaces. Each unit will be between 1,400 s.f. – 1,800 s.f. There is an existing
99 building to the right of this property which is quite large. There was some concern expressed
100 regarding this proposed building fitting into the neighborhood. This building will be set back and
101 down from the road due to the grade. The front building will try to match the style of others in
102 the neighborhood. The buildings will have cedar shake and clapboard materials. The trim will be
103 white. The garage doors will have a wood texture to them. There will be lighting inside the
104 garages and building mounted lighting. The bollards in the rear of the site have been removed
105 from the plans, due to too much light spillage. There will be fencing along the rear and sides of
106 the site, not allowing light spill past the property line. He reviewed the proposed landscape plan.
107 The decks will shield the condensers, so they will not be visible from the street.
108

109 Flannery stated that the Planning Board will want to know about snow removal. Alexander stated
110 that this will be removed from the site.
111

112 Hutchings noted that the site has a lot of topography to it and there are likely landscape items
113 that could be done to help with stormwater management. Alexander noted that the stormwater
114 management system will include infiltration of the roof and $\frac{3}{4}$ of the driveway and some
115 pervious pavers. Hutchings suggested rain garden or other landscape opportunities. Alexander
116 stated that the proposed catch basins will capture the required amount of surface runoff. The
117 only runoff going toward the street will be a portion of the driveway. The landscaping and
118 pervious pavers will mimic a rain garden without making any design changes.
119

120 Hutchings asked about expanding the Special Permit to reduce the aisle width from 24' to 20'
121 beyond just the area of the curb cut at Federal Street as there could be an opportunity to provide
122 additional landscaping in that area. This could help with cooling the site through removal of the
123 asphalt. That may better address the intent of the Special Permit. Alexander noted that the plan
124 was already recommended by the P&TC. The applicant could reduce the width anywhere it is
125 wider than 24'. Barone Jr. noted that 24' for two lane traffic aisles is typical and expected, but
126 the areas in excess of 24' could be reduced. Hutchings noted that the area is meant to be a
127 driveway and so a full 24' width, with two way aisles may not be needed.
128

129 Hutchings also suggested a structured shaded area above some of the parking spaces. The
130 applicant team noted that agreements have already been reached with the neighbors. Clawson
131 stated that this could be considered an accessory structure, depending on the height.
132

133 Ouellette asked about the triangular space on the site and snow removal into it. Alexander
134 explained that there are a utility pole and service in that area with an easement over it.
135

Ouellette stated that, if the 44 and 43 contour are hitting the curb and going into the catch basin, he would recommend more permeable paving due to the risk of a 1" storm event dumping this into the street. In terms of the asphalt, this will allow intense heat up to the building and he would like to see landscaping introduced where possible. The planting species seem well done, though the arborvitae will grow to 15' wide and the current spacing allows for 5'. He suggested a different species of arborvitae. He also suggested a variety of trees in the area of the proposed gingkos.

The Board made suggestions to reduce asphalt, increase permeable paving, and reduce drive widths where possible. There was discussion regarding adding small landscape islands in various areas of the site.

Clawson noted comments regarding trash pickup for the site. It was noted that trash would be brought to the street. Clawson noted that there will be individual mailboxes on the units. Hutchings stated that mail areas can be nice communal areas. She also suggested a lighter color of asphalt, if possible.

Clawson suggested that the applicant be prepared to speak to the Planning Board regarding solar and geothermal items. Hutchings suggested less of a pitched roof on one side to further encourage solar opportunities.

Hutchings: Motion to recommend approval of the Site Plan Review for the 46 Federal Street townhouses with the recommendations as discussed and recorded throughout the meeting, related to landscape, site design, architecture, roof lines, permeable paving, trash storage, snow removal, energy management, etc. Ouellette seconds. Motion carries (6-0).

2. Draft Meeting Minutes (as available)

i. March 5, 2026

Clawson: Motion to approve the March 5, 2026, meeting minutes, as amended. Hutchings seconds. Motion carries (6-0).

3. Adjourn

Flannery: Motion to adjourn. Clawson seconds. Motion carries (6-0).

Meeting adjourns at 8:20 p.m.