

Town of Franklin



Design Review Commission

**Tuesday, May 9, 2023
Meeting Minutes**

Chair James Bartro called the above-captioned meeting to order this date at 7:00 PM, as a remote access virtual Zoom meeting. Members in attendance: Chair James Bartro, Vice Chair Sam Williams, Paul Lopez. Members absent: Gerald Wood, Cassandra Bethoney, Associate Chris Baryluk. Also present: Maxine Kinhart, Administrative Staff.

As stated on the agenda, due to the continued concerns regarding the COVID-19 virus, this meeting will be conducted as a remote/virtual Design Review Commission meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number, or citizens can participate by using the Zoom link provided on the agenda. This meeting was recorded.

1. O'Brien Land Surveying – 480 West Central Street – Add lit box to pylon sign.

Mr. Cam Afonso of Signs by Cam, Inc. stated that this is an existing pylon sign which is under the overall square footage allowed. He stated that they are adding a cabinet based on what is there with gray background and LED lit; it will be bolted to the existing poles. He stated that it is all one building, and there are four tenants.

Motion: To **Approve** the sign package as submitted. Motioned by S. Williams. Seconded by P. Lopez. Roll Call Vote: Williams-YES; Lopez-YES; Bartro-YES. Voted 3-0-0.

2. Elizabeth Grady – 480 West Central Street – Install sign faces and building sign.

Mr. Cam Afonso of Signs by Cam, Inc. stated that this is for the same building as the previous item. He stated that the Elizabeth Grady business is taking the top face on the pylon, and they are doing a building sign that matches the black background with light gray letters. He stated that the building sign is lit. Chair Bartro stated that for the building sign, when they go for a permit, the attachment method to the building is to be included. Mr. Afonso stated yes.

Motion: To **Approve** the sign package as submitted. Motioned by S. Williams. Seconded by P. Lopez. Roll Call Vote: Williams-YES; Lopez-YES; Bartro-YES. Voted 3-0-0.

3. Franklin Food Pantry – 341 West Central Street – Install 3D aluminum letters.

Mr. Cam Afonso of Signs by Cam, Inc. stated they that are on a corner lot so they are allowed up to 60 sq. ft. He stated that they are under that with the three signs. He stated that there will be one sign on each side of the building except the way back. He stated that the signs are all aluminum letters stud mounted to the building. He stated that there is existing lighting on the one that faces Rt. 140, and the one to the left of the door already has a soffit light there. He stated that at this time, they are not lighting the one on the back of the building, but if they do, they will come back before Design Review.

Chair Bartro stated that regarding the bylaw, he thinks it is 60 sq. ft. across two not three signs. Mr. Afonso stated that based on the way the building is situated and that they are much under the square footage, it should not be an issue; it is a food pantry. Mr. Williams stated that he did not want to set a bad precedent, but he thinks it is a special case as it is a food pantry. He stated that it has approaches on all faces of the building. Mr. Afonso stated that technically they are allowed a parking lot sign as it is their lot and they are not doing a pylon sign. Chair Bartro stated that may be the argument; in lieu of a pylon sign, they are putting it on the building. Mr. Afonso stated that it is not a business making money; it is non-profit and not making money. Mr. Williams agreed that the sign would be in lieu of a pylon.

Mr. Lopez stated that he wanted to disclose that he volunteers at the food pantry once a week. He noted that he is inclined to allow three signs. Chair Bartro stated that he understands if Mr. Lopez wants to recuse himself. Mr. Lopez stated that he did not see it as a conflict, and he is comfortable voting.

Motion: To **Approve** the sign package as submitted with a note this is a special case. Motioned by S. Williams. Seconded by J. Bartro. Roll Call Vote: Williams-YES; Lopez-YES; Bartro-YES. Voted 3-0-0.

GENERAL MATTERS

Approval of Minutes : April 25, 2023

Motion: To **Approve** the April 25, 2023 Meeting Minutes as presented. Motioned by S. Williams. Seconded by P. Lopez. Roll Call Vote: Williams-YES; Lopez-YES; Bartro-YES. Voted 3-0-0.

Old Business

Chair Bartro stated that he has begun a draft of a document around the bylaw conversation. He stated that the action was to take the existing bylaw and redline and suggest edits. He stated that the steps on that are to make sure it captures Commission feedback from previous sessions, and if so, bring it to Director of Planning and Community Development Bryan Taberner for his feedback which will probably require an iteration on actual language.

New Business

Chair Bartro stated that after a lot of careful consideration, his other volunteer activities plus work and family are calling him to step down at least from the chair position of the Commission. He stated that he would be open to remaining as an alternate or as a full member, but probably more as an alternate. He stated that he has enjoyed the work he has done on the Commission, and he wanted to let everyone know. He stated that he will be looking for a volunteer who may want to take over the chair position. He noted that Mr. Williams is the vice chair currently and Mr. Lopez has added a lot of input. He stated that if anyone on the Commission is interested, please let him and Ms. Kinhart know. He stated that he would intend to not step down until another chair is named; he hopes someone will step forward soon.

Motion: To **Adjourn** by S. Williams. Seconded by P. Lopez. Roll Call Vote: Williams-YES; Lopez-YES; Bartro-YES. Voted 3-0-0.

Meeting adjourned at 7:23 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary