

Town of Franklin



Design Review Commission

**Tuesday, June 13, 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, Gerald Wood, Cassandra Bethoney. Members absent: Paul Lopez, 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. Union Street Wine & Liquor – 317 Union Street – Replace existing sign box with channel letters.

Ms. Danielle Silva of Best Price Signs and Printing stated that it will be the existing sign box with a new face, the channel letters will be installed onto the face, and it will be slid right into that existing box. She confirmed that it is a non-illuminated backdrop. She confirmed that the letters will be illuminated. She stated that the size is 12 ft. x 2 ft. She confirmed that she is not touching the pylon at this time.

Motion: To **Approve** the sign package as submitted. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bethoney-YES; Bartro-YES. Voted 4-0-0.

GENERAL MATTERS

Approval of Minutes: May 9, 2023

Motion: To **Approve** the May 9, 2023 Meeting Minutes as presented. Motioned by S. Williams. Seconded by J. Bartro. Roll Call Vote: Williams-YES; Wood-YES; Bethoney-ABSTAIN; Bartro-YES. Voted 3-0-1.

Old Business

Chair Bartro stated the he announced at the last meeting that he is going to be stepping back as chair of the commission. He stated that he has decided to stay on the commission as an associate member. He stated that this will take effect after the next meeting. He stated that he is encouraging the current vice chair to take over as chair of the commission.

New Business

Chair Bartro stated that Gerald Wood, after many years of loyal service to the commission, has decided not to renew his seat on this commission. He stated that on behalf of the Town of Franklin, thank you very much for your service to this commission. Mr. Wood stated this has been a great experience.

Motion: To **Adjourn** by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bethoney-YES; Bartro-YES. Voted 4-0-0.

Meeting adjourned at 7:10 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary