

Town of Franklin



Design Review Commission

**Tuesday, February 28, 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.

GENERAL MATTERS

Approval of Minutes: January 24, 2023

Chair Bartro noted that this meeting was heavy with the bylaw review conversation.

Motion: To **Approve** the January 24, 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.

PUBLIC HEARINGS

- 1. Franklin Driving School – 13 Main Street, Suite 10A** - Install new PVC sign using existing bracket.

Chair Bartro stated that the signs were not internally lit.

Mr. Rocco Cavallaro of Cavallaro Signs Inc. stated that this is a PVC sign hanging on the existing bracket. He stated that it has a white background and is double sided; the sign will hang outside the entrance. He stated that the previous tenant had the sign in the same location. Chair Bartro asked about the attachment of the PVC to the actual loops on the bracket. He asked if there is anything that can be done so the sign will not rust-streak. Mr. Cavallaro stated that he is going to use stainless steel clips and that should eliminate the problem.

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.

Discussion: Sign Bylaw Review

Chair Bartro stated that this was discussed at the January 24, 2023, meeting regarding the write up. They discussed having one more opportunity in this forum for the commissioners to give feedback. He noted that two Commission members are not present at tonight's meeting. He suggested that the Commission should wait another meeting and put it back on the agenda for next time to make sure that Mr. Wood and Ms. Bethoney have a chance to provide feedback. Mr. Williams and Mr. Lopez agreed that the Commission should wait for Mr. Wood and Ms. Bethoney to make comments. Chair Bartro stated that he thinks it is important that before we get this too far that there is some opportunity for businesses, both those applying for signs and those that make the signs, to provide feedback and get feedback from the public. Mr. Williams stated that he thinks that makes sense. He noted that these are public meetings and people can attend and give feedback at any time. Chair Bartro asked Ms. Kinhart about advertising a public comment period in the next agenda or two and encourage those who we know in the community to attend the meeting. He stated that beyond that, I do not know the mechanism to get that kind of feedback. Ms. Kinhart stated that they can put notices on the website. She stated that people can sign up and get the agendas automatically. Mr. Lopez stated that there is an active Facebook group. Chair Bartro stated that it must be discussed in open meeting. He stated that the right thing to do if we want feedback is to advertise on those forums as a private citizen and note the date that the public comment will be heard and encourage people to attend the meetings. Ms. Kinhart stated that she can contact Mr. Steve Sherlock to publicize this. Discussion commenced on obtaining public comment. Chair Bartro stated that he wants to hear from the business community on this.

New Business

None.

Old Business

None.

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 7:16 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary