

Town of Franklin



Design Review Commission

**Tuesday, November 28, 2023
Meeting Minutes**

Vice Chair Paul Lopez called the above-captioned meeting to order this date at 7:00 PM, as a remote access virtual Zoom meeting. Members in attendance: Vice Chair Paul Lopez, Cassandra Bethoney, Amy Adams, Andrew Pratt. Members absent: Chair Sam Williams, Associate James Bartro. 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. Dogtopia - 500 Franklin Village Drive #48 & 50 - Install wall signs.

Ms. Wendy Regan of Mandeville Sign said Dogtopia is taking two spaces in the existing building; they will be a corner unit. She provided background of the Dogtopia business and explained they do daycare, boarding, and spa treatments for dogs. She reviewed the new signage. She said they propose one sign in the frontage and one sign on the side elevation. She reviewed the size of the proposed signage. She said it will be interior illuminated channel letters. Vice Chair Lopez reviewed sign information from the provided application. Ms. Bethoney asked if the white around the orange was going to illuminate on the lettering. Ms. Regan said the white is actually the side and that it probably will illuminate, but it is not intended to be brighter than the rest of the sign. Ms. Bethoney said the white outline is fine, but the Commission typically recommends that it has an opaque back so the white does not over illuminate in the nighttime. Ms. Regan said she can note that as a condition; she is not in the design group, but will relay that it needs to have a solid back so the white does not illuminate, only the orange will. Vice Chair Lopez said that he thinks that will be better. Ms. Regan said it is not a problem. Ms. Bethoney asked if there is any window signage planned. Ms. Regan said not that we are involved with.

Motion: To **Approve** the sign package as submitted with the stipulation that the white outline on both signs is an opaque background such that the illumination does not shine through the white. Motioned by C. Bethoney. Seconded by A. Pratt. Roll Call Vote: Lopez-YES; Bethoney-YES; Adams-YES; Pratt-YES. Voted 4-0-0.

GENERAL MATTERS

Approval of 2024 Meeting Dates

Motion: To **Approve** the 2024 Meeting Dates. Motioned by C. Bethoney. Seconded by A. Adams. Roll Call Vote: Lopez-YES; Bethoney-YES; Adams-YES; Pratt-YES. Voted 4-0-0.

Approval of Minutes: November 14, 2023

Motion: To **Approve** the November 14, 2023 Meeting Minutes. Motioned by A. Adams. Seconded by C. Bethoney. Roll Call Vote: Lopez-YES; Bethoney-YES; Adams-YES; Pratt-YES. Voted 4-0-0.

Old Business

Vice Chair Williams noted that the updating of the bylaw is being worked on. Ms. Adams asked about NRG Lab regarding signage. Vice Chair Lopez stated that Chair Williams spoke to Building Commissioner Gus Brown about that; he does not know where it stands.

New Business

None.

Motion: To **Adjourn** by C. Bethoney. Seconded by A. Pratt. Roll Call Vote: Lopez-YES; Bethoney-YES; Adams-YES; Pratt-YES. Voted 4-0-0.

Meeting adjourned at 7:15 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary