

Town of Franklin



Design Review Commission

**Tuesday, June 27, 2023
Meeting Minutes**

Vice Chair Sam Williams 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 Sam Williams, Gerald Wood, Paul Lopez, Cassandra Bethoney. Members absent: Chair 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. Taco Bell – 420 West Central Street – Replace existing menu board with electronic menu board.

Mr. Adam Abelha of Signature Signs stated that they were going to replace the existing menu board with an electronic/digital menu board. The proposed menu board is smaller than what is currently there. The proposed sign is 24.9 sq. ft. The new display will sit on the existing foundation with no excavation needed. The new light source is LED. He noted the materials that were provided in the application packet.

Vice Chair Williams stated that previously menu boards have been out of the Commission's purview which would still be his take on it. He stated that it is fine with him. He stated that he does not think there is anything for the Commission to vote on. Mr. Lopez noted/questioned is it truly a menu or some sort of advertising. He stated that he is comfortable with voting on it.

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

2. Cat's Healing Corner, LLC – 247 East Central Street – Three signs: window, door, parking.

Ms. Cathy Brown, applicant, stated that she rented a space at 247 East Central Street. She wanted to put signs on the front door on the same door as the Padula Insurance sign, and a sign on one of the large windows, and two parking signs. She reviewed the location of her business space and where her parking spots would be.

Vice Chair Williams stated that the Commission rules describe a percentage of the door that can be covered, so we need to make sure that between the applicant's sign and the Padula Insurance sign it is

less than that percentage. Ms. Bethoney confirmed this was in the Commercial Business district. Discussion commenced on the sign allowances for an upper floor.

Ms. Brown discussed potential changes to the sign sizes for the door and window based on the regulations. Vice Chair Williams stated 20" x 24" would be allowed provided that there was no other signage on the upper window and nothing from the applicant put on the door. He stated that regarding parking signs, we do not really get into those. He stated that if they are not super branded, it will fall as a directional sign. He stated that the Commission can give the applicant conditional approval for the upper window for a sign that is 20" x 24" or some other dimension that comes to 488.8 sq. in. and eliminating the door sign.

Mr. Lopez explained that he would like to see a resubmission of the application packet for the following reasons: he would like to see a picture of the second-floor window, he would like to see what the actual sticker looks like, he would like to see a proof of the sticker, and he would like to see the parking sign submission. Ms. Bethoney stated that she did not have a problem with a conditional approval. Mr. Wood stated that he agreed with Ms. Bethoney as it was a rather simple decal and it is on the second floor. Vice Chair Williams stated that he would be okay with a conditional approval as well.

Motion: To **Approve** the sign package conditionally with the sign on the second floor with the dimensions of 20" x 24", and the parking sign to not have any advertising information but more to denote that it is a parking spot for the business itself, and that there is no door sign. Motioned by C. Bethoney. Seconded by G. Wood. Discussion: Ms. Brown asked if she could have a 3" sign on the door so people would know it is her door to go into. Vice Chair Williams stated that could happen as a directional sign. Discussion commenced on the current size of the Padula Insurance sign. It was determined that the Padula sign is already over the allowance. Vice Chair Williams discussed a potential wall sign next to the door. He read aloud the regulations and stated that Ms. Brown is allowed to have 48 sq. ft. of wall signage; a wall sign could be done if the other signage was small enough. He stated that the Commission could approved what we have seen so far, and Ms. Brown could return to the Commission with the wall sign and mounting method. He reiterated the allowance if there were no other wall signs and asked that the applicant come back to the Commission for the wall sign. Roll Call Vote: Williams-YES; Wood-YES; Bethoney-YES; Lopez-NO. Voted 3-1-0.

GENERAL MATTERS

Approval of Minutes: June 13, 2023

Motion: To **Approve** the June 13, 2023 Meeting Minutes as presented. Motioned by G. Wood. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Wood-YES; Bethoney-YES; Lopez-ABSTAIN. Voted 3-0-1.

Old Business

Vice Chair Williams stated that Chair Bartro would be stepping down as chair of the Commission. In Chair Bartro's absence, he is acting as chair and have offered to take on the role of chair going forward if that is the will of the Commission. He discussed that the Commission can vote on that at an upcoming meeting. He noted that tonight is Mr. Wood's last meeting. He stated that the Commission appreciates Mr. Wood's time on the Commission. He stated that they are looking for new volunteers for the Commission. Mr. Wood wished the Commission a good future. Vice Chair Williams noted that Mr. Bartro would stay on the Commission an associate member.

New Business

None.

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

Meeting adjourned at 7:32 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary