

Town of Franklin



Design Review Commission

**Tuesday, July 11, 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, 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. Marshalls – 200 Franklin Village Drive – Replace existing Marshalls wall sign.

Vice Chair Williams noted that the applicant would not be attending tonight's meeting.

GENERAL MATTERS

Election of Officers

Motion: To **Appoint** Sam Williams as the chair of the Design Review Commission. Motioned by P. Lopez. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Bethoney-YES; Lopez-YES. Voted 3-0-0.

Motion: To **Appoint** Paul Lopez as the vice chair of the Design Review Commission. Motioned by C. Bethoney. Seconded by S. Williams. Roll Call Vote: Williams-YES; Bethoney-YES; Lopez-YES. Voted 3-0-0.

Approval of Minutes: June 27, 2023

Motion: To **Approve** the June 27, 2023 Meeting Minutes as presented. Motioned by P. Lopez. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Bethoney-YES; Lopez-YES. Voted 3-0-0.

Chair and Commission Comments

Chair Williams stated that the Marshalls sign is too big. He stated that the Commission would probably have them go to the Zoning Board of Appeals for a variance.

Ms. Amy Adams joined the meeting and stated that she was on the list to become a Commission member; she wanted to see what was discussed during the meetings.

Chair Williams reviewed general information on what the Commission does which includes reviewing signage in town. He stated that they either before or while applications are presented to the Planning Board, the Commission gets to review the aesthetics of building facades; for those items the Commission is a recommending board. He recommended that Ms. Adams attends another Commission meeting as there are not many items to discuss tonight.

Ms. Kinhart stated that she will not be at the July 25 meeting and either Bryan Taberner or Tyler Paslaski will be taking over for that night. She asked if the chair wanted her to convey to the Marshalls applicant that the Commission wants them to go to the Zoning Board of Appeals. Chair Williams stated yes. He stated that if Big Y has the same signage situation, then Ms. Kinhart should recommend they go to the ZBA as well.

Old Business

Ms. Bethoney noted that Mr. Bartro was spearheading the revisions to the Commission's regulations/bylaws. She asked how Chair Williams foresees that going forward. Chair Williams reviewed the process which includes Planning Board then Town Council. He stated that he would reach out to Mr. Taberner to see where the process is.

New Business

Ms. Bethoney asked to hear about Ms. Adams's interest in the Commission. Ms. Adams stated that she is a resident of Franklin and has been on the Cultural District Committee. She would now like to volunteer on another group. Ms. Kinhart noted that Ms. Adams would have to be recommended by the Town Administrator and ratified by the Town Council.

Chair Williams noted temporary signs around town and that they stay there for a long time. He stated that they need to do something about how to get them removed. He said he will reach out to Building Commissioner Gus Brown.

Ms. Bethoney noted that she may be a little late for the next meeting, but she will be attending.

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

Meeting adjourned at 7:17 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary