

Town of Franklin



Design Review Commission

**Tuesday, July 12, 2022
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. Members absent: 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. Franklin Ford – 175 East Central Street, 9 Chestnut Street – Add additional service bays and parking - Review Landscaping and Lighting plans

Mr. Rick Goodreau of United Consultants, Inc. addressed the Commission. He stated that Mr. Bob Breen, General Manager of Franklin Ford, and Mr. Jack Madden, Owner of Franklin Ford, may be attending the meeting. Mr. Goodreau noted that he was unable to attend the last meeting. He stated that they have updated the lighting plan. Chair Bartro stated that lighting and landscaping were items to be discussed at this meeting. Mr. Goodreau stated that they worked with SK & Associates who prepared the plan. He stated that there were concerns with some abutters regarding existing lighting. He stated that the owner's plan is to eliminate the existing lighting on the telephone poles; those lights are maintained and controlled by the electric company. He stated that Mr. Breen has had conversations with them regarding the removal of the lights. Mr. Goodreau stated that the revised site lighting plan provides the necessary lighting; there is minimal light spillage onto Chestnut Street, the sidewalk area, and street area. Chair Bartro reviewed that the new plan shows that the majority of the lighting plan has zero light spillage. Commission members stated that they had no concerns regarding the new lighting plan. Chair Bartro noted that there were no abutters attending the meeting.

Mr. Goodreau stated that they provided a planting plan; he provided an overview. He stated they propose planting 20 trees in compliance with the zoning bylaw which is one tree per 10 parking spaces. He stated that the trees have been identified around the proposed parking lot area expansion and around the existing eastern parking area. He discussed the location of the existing parking lot. He stated that they propose to expand the parking lot which includes the installation of a stormwater drainage system. As there is none existing on the site, it is a vast improvement. He stated that to comply with the Town's zoning bylaw, they are proposing to construct a parking lot on the former Cataldo property; they have provided a 10 ft. separation from the right-of-way to the parking area. He stated that they were not proposing any landscaping in that area other than turf lawn and a white birch tree at the southwest corner as it is a display area. He stated that they were considering some low

shrubs to be added along the frontage of the Cataldo property in a mulch bed rather than a turf lawn; they wanted feedback from the Commission. Mr. Williams said that he would be fine either way between turf lawn or plantings, but he was thinking about snow removal. He stated that he liked the buffer between the sidewalk and parking lot. Chair Bartro noted his concern is how these areas will hold up to weather, salt, and snow storage. He stated that he would almost prefer it to be planted with plantings as they may hold up better than turf lawn.

Motion: To **Recommend** the lighting plan and landscaping plan as submitted. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

2. NETA, Franklin – 162 Grove Street - Update existing sign 8, adding additional one

Chair Bartro stated that he believes the applicant's building sign is too large; from the information provided, it seems that the sign is 116 sq. ft. He noted that the applicant is not currently present at the meeting. He stated that the Commission would move on to minutes and general business; if the applicant became in attendance at the Zoom meeting, the Commission would then take the item. He stated that if the applicant does not attend, the applicant should review the sign guidelines and their submission for a future meeting.

Approval of Minutes: June 28, 2022

Motion: To **Approve** the June 28, 2022 Meeting Minutes as presented. Motioned by G. Wood. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-YES; Bartro-ABSTAIN. Voted 2-0-1.

General Matters - Old Business

None.

General Matters - New Business

Chair Bartro stated that the Town keeps a talent bank of people who apply to open positions on boards. He stated that he has been reaching out to people who have submitted interest. He stated that he has not yet had a person who has done the whole process which includes responding to his phone call, attending and auditing a meeting, and following through with finishing the process to become a Commission member. He noted that two people did audit Commission meetings; however, they did not follow the process all the way through. He stated that he wants to fill the open Commission positions. He encouraged the current members to encourage other Franklin citizens that they may know who would like to become civically involved to come forward as he would love to have a full Commission again. He stated that this Commission is a place where a person can really make a difference.

Chair Bartro noted that the NETA applicant was still not in attendance; he stated that he hopes they come to the Commission at a future meeting.

Motion to Adjourn by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

Meeting adjourned at 7:21 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary