

## Town of Franklin



## Design Review Commission

**Tuesday, December 13, 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, Paul Lopez, Cassandra Bethoney. 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. Dunkin Donuts – 541 West Central Street – Install new Dunkin signs.**

Mr. Sean Donovan of Viewpoint Sign and Awning addressed the Commission. He reviewed the sign package as submitted and discussed items as listed on the submitted work summary on the application. He stated that item A is a wall sign replacement which is a reduction in size, item B is a contour cloud-style sign replacement which is a reduction in size, and item C is the Franklin Runs on Dunkin new sign added to the side elevation.

Chair Bartro discussed the location regarding allowed signage. He stated the allowance is 48 sq. ft. and one sign. He stated that Mr. Donovan is already out of that with the two signs. He asked how the Franklin Runs on Dunkin sign was treated in the last Dunkin submission. Mr. Lopez stated that he thinks it was counted as a sign. Ms. Bethoney stated that it was not treated as artwork. Mr. Donovan stated that they could do the icons and call it artwork. Chair Bartro stated that he would like to get the entire package down to 48 sq. ft. which is the allowance in this district. He stated that he understands this is corporate branding. Mr. Donovan discussed possible signage options. Chair Bartro stated that he thinks if the applicant can get the wall signage package down to 48 sq. ft. it would be close enough; the Commission would have to vote on that. Mr. Wood agreed that the applicant should get it to 48 sq. ft. Mr. Lopez stated that it should be one sign, but it is an odd building; he agreed that it should be at or under the allowed 48 sq. ft. Mr. Donovan stated that he thinks that is a goal they can achieve.

Chair Bartro discussed the pylons. Mr. Donovan stated that currently it is brown; it will be painted to the new branding colors, the existing face will be replaced with the current branding face, and they are following the town code with the opaque white. Chair Bartro stated that the structure has been grandfathered; if the applicant wanted to replace the structure, the Commission would ask that they have a dual stance structure. He noted that the other signs look like directional signage. Mr. Donovan confirmed they are wayfinding signs. Chair Bartro confirmed that wayfinding signs are not counted against the total signage. Mr. Donovan stated that the menu board is being replaced as they are upgrading the units. He explained the new menu board configuration. Chair Bartro stated that if a motion is passed,

the stipulation will be that the overall signage package shrinks in size; the locations can be kept. Ms. Kinhart confirmed the next Commission meeting is next week.

**Motion:** To **Table** this item. Motioned by C. Bethoney. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-YES; Lopez-YES; Bethoney-YES; Bartro-YES. Voted 5-0-0.

**2. MKS – 8 Forge Parkway** - Install 60” x 48” monolith non-illuminated signs, install door vinyl & shipping and receiving signs.

Mr. Richard Pretorius of Pretorius Electric & Sign Co. addressed the Commission. He stated that they would like to put up two 60” tall x 48” single-face non-illuminated monolith signs as well as install door vinyl and a shipping and receiving sign. He stated that one of the two signs is a replacement and the other is for a visitor entrance. He stated that the signs are on the property. Chair Bartro stated that these are wayfinding signs. He reviewed that when the signs do not have any branding on them such as logos and names, they are treated as wayfinding and not counted against the square footage total. However, when they do, it is counted. He reviewed the signage square footage allowances for this district which he stated is industrial office. He stated the discussion is if they are wayfinding signs. Discussion commenced on the sign locations and proposed sizes.

**Motion:** To **Accept** the sign package as submitted. Motioned by P. Lopez. Seconded by G. Wood.

**Discussion:** Chair Bartro noted the vinyl on the doors is not too big based on the allowance. He stated that the shipping and receiving sign is a one-to-one replacement of what is there; he confirmed the applicant is under the square footage allowance. Roll Call Vote: Williams-YES; Wood-YES; Lopez-YES; Bethoney-YES; Bartro-YES. Voted 5-0-0.

**Approval of Minutes: November 8, 2022 & November 22, 2022**

**Motion:** To **Approve** the November 8, 2022 Meeting Minutes as presented. Motioned by P Lopez. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Wood-YES; Lopez-YES; Bethoney-YES; Bartro-ABSTAIN. Voted 4-0-1.

**Motion:** To **Approve** the November 22, 2022 Meeting Minutes as presented. Motioned by P Lopez. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-ABSTAIN; Lopez-YES; Bethoney-YES; Bartro-YES. Voted 4-0-1.

**General Matters - Old Business**

Chair Bartro noted that there is a Commission meeting next week and materials would need to be to Ms. Kinhart by tomorrow. He noted that he needs to get a draft to Ms. Kinhart regarding the zoning bylaw markup from York, ME. He stated that he hopes to get that to Ms. Kinhart tomorrow. Ms. Kinhart stated that Mr. Cam Afonso’s missing emails were in her Spam folder.

**General Matters – New Business**

None.

**Motion:** To **Adjourn** by G. Wood. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-YES; Lopez-YES; Bethoney-YES; Bartro-YES. Voted 5-0-0.

Meeting adjourned at 7:28 PM.

Respectfully submitted,

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Judith Lizardi  
Recording Secretary