

Town of Franklin



Design Review Commission  
Tuesday, June 15, 2021  
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, Sam Williams, Mark Fitzgerald, Gerald Wood, Venkata Sompally. Members absent: Chris Baryluk. Also present: Maxine Kinhart, Administrative Assistant.

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.

Chair Bartro authorized Associate member Venkata Sompally to vote.

Note: Agenda items taken out of order.

**1. Botera – 1256 West Central Street-** Install two sets of channel letter signs and update freestanding sign.

Two representatives of Best Price Signs and Printing, representing the applicant, addressed the Commission. Representative stated there is currently a free-standing pylon sign; however, it is damaged to some capacity. They will be updating the sign. She stated that they will also install two sets of channel letter signs on the building of size 12' long x 2' tall. She reviewed the location of the two building signs and the location of the entrance door to the building. She confirmed the sign will be internally lit. Chair Bartro stated that he would like to see the white background have a translucency to help the light go through the logo and the letters. The representative stated that was not a problem. Mr. Fitzgerald noted that there were spaces for four signs on the pylon. He asked if there were space in the building for four tenants. He noted that at this time, Botera has maxed out the allowable signage on the building. Additional tenants could only use the pylon sign. The representative stated that Ford Auto Works already has a sign above the garage on the building. She noted that Botera owns the building. Mr. Fitzgerald suggested Botera, as the building owner, return to the Commission with a uniform presentation; the four tenants cannot have multiple signs all over the building as Botera has already utilized the allowed 48 sq. ft. of signage. He stated that the Commission can approve the pylon at this time. Chair Bartro requested the applicant provide a sign attachment method. The applicant agreed to return to the next Design Review Commission meeting regarding the building signage.

**Motion:** To **Approve** the pylon sign as submitted with the stipulation of the shielding on the white background at night. Motioned by M. Fitzgerald. Seconded by S. Williams. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

**2. Shops at Franklin – 340 East Central Street-** Install new double sided, internally illuminated pylon sign.

Christopher Ramm of Poyant Signs addressed the Commission. He reviewed the sign package submission to install new multiple tenants, double sided, internally illuminated pylon sign. He stated this passed through the ZBA. Chair Bartro stated that he had concerns about the white background. He stated that the Commission will need to review the signs for each individual tenant. Mr. Fitzgerald discussed the location of the signs on the building and the location of cables.

**Motion:** To **Approve** the sign cabinet as submitted with the condition that each tenant present their sign for review individually or as a group; this motion is not an approval of the individual tenant signs. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

**3. iFixPhones – 15 East Central Street-** Install a sign without connecting to electricity.

Chair Bartro confirmed there was no representative for this item present at the Zoom meeting. He stated that he still has concerns about the sign and attachment method shown on the submittal.

**General Matters:**

Chair Bartro stated that Chris Baryluk submitted a letter requesting to step down as Vice Chair of the Design Review Commission and requested to become an Associate member of the Commission.

**Motion:** To **Nominate** Sam Williams as Vice Chair. Motioned by J. Bartro. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

Commission members agreed to recommend Venkata Sompally as Full member of the Commission.

**Approval of Meeting Minutes: May 18, 2021 and June 1, 2021**

Commission members reviewed the meeting minutes. The sign approval and procedure for the Pop Shops was discussed. Chair Bartro stated that he was going to send a note to Building Commissioner Gus Brown regarding Pop Shop signage.

**Motion:** To **Approve** the May 18, 2021 Meeting Minutes as presented. Motioned by G. Wood. Seconded by S. Williams. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

Chair Bartro noted that a letter was sent to Ms. Whalen; the Commission has not heard back from Ms. Whalen.

**Motion:** To **Approve** the June 1, 2021 Meeting Minutes as presented. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

**Motion to Adjourn** by G. Wood. Seconded by V. Sompally. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

Meeting adjourned at 7:36 PM.

Respectfully submitted,

*Judith Lizardi*

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Judith Lizardi  
Recording Secretary