

Town of Franklin



Design Review Commission  
Tuesday, July 20, 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, Vice Chair Sam Williams, Mark Fitzgerald, Gerald Wood, Venkata Sompally. 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.

**1. Bamboo House – 2 Main Street-** Install sign.

Chair Bartro reviewed that this item was discussed at the last meeting. The owners were under the impression that the sign maker had obtained a permit; however, they had not. At the last meeting, the Commission requested photos of the current building signage to review square footage; there are awning signs, window signs and now a building sign. He reviewed the revised submission. He stated that the Commission wanted to review the awning signs; he noted the current signage has been in place for quite a while. He noted that awning signs are allotted 10 sq. ft. and window signs are allotted 6 sq. ft. or not more than 10 percent, whichever is less. Ms. Yuya Chen stated that the awnings are 8" x 54"; there are four. Mr. Williams confirmed that it is not the entire awning, only the lettering on the awning. He stated that by looking at it, he guessed that the signage is not over. Chair Bartro noted that the Commission is being asked to approve the submitted signage; however, the Commission wanted to look at the totality of the signage before approving the new submission. Ms. Chen stated that the awnings were there from the previous owners. Mr. Fitzgerald stated that he calculated 12 sq. ft. on the awnings. Chair Bartro stated that there is no enforcement complaint in front of the Commission. Ms. Chen reviewed the window signage. Mr. Williams stated that it is under the 10 percent allowed. Ms. Chen confirmed that the sign is already installed. Mr. Fitzgerald stated that it looks like all the numbers add up.

**Motion:** To **Accept** the sign package as submitted. 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.

**2. Wicked Fitness – 425 Franklin Village Drive-** Install channel letter set.

Mr. Cam Afonso of Signs by Cam, Inc., representing the applicant, reviewed the proposed signage. He stated that this is channel letters, LED, internal illumination, and mounted through a raceway. Mr. Fitzgerald requested an update be sent to Ms. Kinhart to be included in the submission package.

**Motion:** To **Accept** the sign package as submitted with the stipulation that the final design will be submitted prior to pulling the permit. Motioned by M. Fitzgerald. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 5-0-0.

Mr. Afonso asked for clarification on awning signage. Chair Bartro stated that wall signs are permitted, and as a separate line item on the schedule are awnings and canopy signs. Discussion commenced on the types of signage in separate categories and signage allowed in the downtown area. Chair Bartro stated that he would review this with Building Commissioner Gus Brown and report back to the Commission at the next meeting.

### **General Matters**

Chair Bartro stated that he had an action from the last meeting regarding revisions to the bylaws. He stated that he spoke with Ms. Kinhart; the process is long and ends with a review by Town Council. He thinks the first step is to get a draft of the amendment changes the Commission would like to discuss. He asked Commission members to write down their suggested changes to be discussed at a future meeting. Mr. Fitzgerald stated that he started a markup. He asked if this document could be created on a Google document so all members could collaborate. Ms. Kinhart stated that all discussion needs to be done in open meeting. Chair Bartro reiterated that the Commission should plan to discuss this as an agenda item at a future meeting.

### **Approval of Meeting Minutes: July 6, 2021**

**Motion:** To **Approve** the July 6, 2021 Meeting Minutes as presented. Motioned by G. Wood. Seconded by V. Sompally. Roll Call Vote: Bartro-YES; Williams-ABSTAIN; Wood-YES; Sompally-YES; Fitzgerald-YES. Voted 4-0-1.

### **General Matters (continued)**

Mr. Sompally noted that he would not be in attendance at the meetings for one month; he will send an email to the Commission.

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

Meeting adjourned at 7:26 PM.

Respectfully submitted,

*Judith Lizardi*

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Judith Lizardi  
Recording Secretary