

Town of Franklin



Design Review Commission

**Tuesday, October 19, 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, Gerald Wood, Mark Fitzgerald. Members absent: Venkata Sompally, 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. Starbucks – 345 East Central Street – Exterior signage.**

Chair Bartro reviewed that the site came before the Design Review Commission this summer and the overall design of the monument was approved. At that time, the Commission stated that they wanted to see the actual signage for the tenants. As such, tonight, the Starbucks signage for that site is going to be reviewed. He stated that in addition, the awnings on the building will be discussed regarding a slight variation to the original signage.

Mr. Joe Nolasco of Hilton Displays addressed the Commission and provided a review of the submitted sign package. He stated that there would be two logo medallions: one over the drive thru and one over the back of the building. The lettering for Starbucks would be on the front of the building. He confirmed that there will be two drive thru signs. Chair Bartro asked about the monument sign. He stated that the design of the overall monument was approved, but that specific sign in the monument was not approved. He asked Mr. Nolasco to tell the landlord that they need to make sure that happens soon. Mr. Fitzgerald asked about the drive thru signs with the Starbucks logo. Chair Bartro stated that it looks like there are two sets of these signs marked as position F. Discussion commenced about the locations and information on the directional signage.

**Motion:** To **Approve** the sign package as submitted with the stipulation that the pylon/monument sign panel has not been submitted yet. Motioned by M. Fitzgerald. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Fitzgerald-YES. Voted 4-0-0.

Ms. Kinhart stated that some additional documents were submitted today to be added to the Starbucks submission. Approved plans for the whole building showed burgundy canopies. However, they cannot get the burgundy canopies and want approval to swap to black.

Mr. John Bradshaw of Camburas & Theodore, Ltd., stated that they did the architecture for the Shell building. Prior to their involvement, there was approval of the fabric awnings to be a maroon/burgundy color. However, they would like to change the color to black for all the canvas awnings. Chair Bartro stated that this would be an amendment to what the Commission originally saw.

**Motion:** To **Amend** the Commission's original recommendation to reflect the new color for the awnings, which is black. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Fitzgerald-YES. Voted 4-0-0.

**2. Escape Into Fiction - 70 East Central Street** – Add posters to inside windows, one in front facing street and one on right side facing parking lot.

Chair Bartro noted that there are two submissions for the same address. He noted that there is a large insurance company on the first floor. This agenda item and the next agenda item are pop-up shops going into this location. He noted that the Commission's previous recommendation to the Building Department was that the unique signage for each pop-up shop should be reviewed by the Commission. He reiterated that there will be two businesses operating in the same location: Escape Into Fiction and Doglio Coffee.

Ms. April Rock, business owner of Escape Into Fiction, reviewed that there are two signs: one for the front of the building and one for a side window facing the parking lot. She stated that the front windows are about 30" wide and approximately 6' tall. She stated the front poster is 2' x 2'. The Commission members reviewed the Town bylaw regarding allowed signage; signage cannot be more than 10 percent of window surface. Ms. Rock stated that the 2' x 2' sign leaves plenty of sight through glass. Mr. Williams stated that he did some math and it should be fine. Ms. Rock stated that the signage facing the parking lot will be 30" x 36" size.

Chair Bartro stated that as both businesses are in the same location, both submissions should be heard before a vote is made by the Commission.

Mr. Fitzgerald stated this is the same issue for Doglio Coffee. He questioned if they are covering up more than 10 percent of the glass space. Ms. Alexa Manocchio, business owner of Doglio Coffee, reviewed the proposed signage. It will be the same sign for two windows, similar to Ms. Rock's signage. Ms. Manocchio stated that they are not going forward with the banner. She noted the signs are vinyl. Chair Bartro confirmed that each business owner is requesting two signs. He stated that if this were one establishment, it would be close to the 10 percent. However, this is two establishments, and the bylaw is written as signage per establishment. So, it is probably within the 10 percent.

**Motion:** To **Accept** the Escape Into Fiction sign package as submitted. Motioned by M. Fitzgerald. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Fitzgerald-YES. Voted 4-0-0.

**3. Doglio Coffee – 70 East Central Street** – Window signs.

See Item #2, Escape Into Fiction, for discussion.

**Motion:** To **Accept** the Doglio Coffee sign package as submitted. Motioned by M. Fitzgerald. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Fitzgerald-YES. Voted 4-0-0.

Ms. Kinhart reviewed that the business owners will receive the Commission's decision. They will bring that to the Building Department for a permit. The fee is \$75 for the building signs.

**General Matters**

**Approval of Meeting Minutes:** None.

**Old Business**

Chair Bartro provided an update on an action to bring to the building commissioner's attention some signage that some folks observed around town as being out of sorts. He stated that he spoke with Building Commissioner Gus Brown about iFixPhones and H&R Block; Mr. Brown stated that he was going to step up enforcement. Chair Bartro stated that he owes a consolidated next draft of the document Mr. Fitzgerald had submitted. Hopefully, at the next meeting the Commission will review the document. Mr. Fitzgerald stated that it looks like he may be moving at the end of November, and he will be resigning his position before the end of the year. Ms. Kinhart stated that there were a few applicants to the Design Review Commission.

**Motion to Adjourn** by S Williams. Seconded by G. Wood. Roll Call Vote: Bartro-YES; Williams-YES; Wood-YES; Fitzgerald-YES. Voted 4-0-0.

Meeting adjourned at 7:37 PM.

Respectfully submitted,

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Judith Lizardi  
Recording Secretary