

Town of Franklin



Design Review Commission

**Tuesday, August 9, 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.

Chair Bartro announced that there are two potential Commission members attending the meeting via Zoom to audit the meeting and learn about the processes.

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

Ms. Lauren Burm of NETA stated that they would like to update a current sign and add an additional sign. She stated that they want to get approvals from the Town before they start sourcing and getting costs to be more efficient. She stated that they are a cannabis dispensary and have been operating in Franklin for a long time. She stated that they have received feedback on the current sign which only indicates NETA; people do not know what NETA is. She stated that regulations allow signs for dispensaries to have the words cannabis on them. She stated that they would like to update the current NETA sign to put dispensary on it. She stated they would also like to put a NETA sign on the house as they would like to be a bit more explicit as to what they do.

Chair Bartro confirmed that the applicant is in the Commercial district. He stated that they are limited to 48 sq. ft. He stated the proposed sign is much larger. He requested the sign be brought down to the allowable size. He reviewed that the limitation on the free-standing sign is no more than 50 sq. ft. and no more than 20 ft. high. He stated that this information on sign guidelines is available on the Design Review Commission page on the website. He stated that the Commission will ask for the sign attachment methods. He recommended that the applicant contract with a sign maker. He explained that the Commission will ask for any white to be opaque.

Ms. Kinhart confirmed that no vote was needed on this item.

2. H2T Skin and Laser Center – 435 King Street – Replace existing panels on pylon sign and replace existing letters on front and back of building with same size

Mr. Jim Quinn of Signs by Tomorrow stated that the applicant is replacing what was there before. He stated that the pylon structure is already there and the letters that they want to put on the building are the same size as before. He stated that the letters do not light, they will be PVC and painted, and the free-standing sign is lit. He reviewed the colors.

Chair Bartro reviewed that the Commission recommends that if an applicant wants to have white, it should be opaqued. Mr. Quinn stated that he is sure the applicant will be fine with that. Chair Bartro reviewed the signage regulations for the Commercial Business Corridor. He stated that for the free-standing sign they are allowed 50 sq. ft. for the first establishment and 10 sq. ft. for each additional establishment. Mr. Quinn noted that it was all one owner. Chair Bartro stated that they need to provide an attachment method for the channel letters.

Motion: To **Approve** the signage package as submitted with the stipulation that the backing is opaque on the pylon sign and the creation of a note for the attachment method. Motioned by G. Wood. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

3. Dunkin Donuts – 490 King Street - Install new signs

Mr. Sean Donovan, account manager of ViewPoint Sign & Awning on behalf of Dunkin Donuts, addressed the Commission. He reviewed and provided details of the work summary of signage items A-G as listed on his Design Review application provided in the meeting packet. He noted that Dunkin Donuts is phasing out the word Donuts and going with DD. Sign A is an illuminated wall sign with DD channel letters. Sign B is a non-illuminated panel sign with Dunkin. Sign C is an illuminated wall sign with Dunkin. Sign D is a set of externally illuminated wall sign with Franklin Runs on Dunkin. Sign E is two replacement panels to existing double-sided free-standing sign. Sign F is to install drive thru clearance bar. Sign G is to install drive thru speaker canopy.

Chair Bartro stated that the way the bylaw is written for the applicant's location is that they are allowed 64 sq. ft. divided into two signs for first floor, and upper floors facing street are no more than 6 sq. ft. Mr. Quinn reviewed how they counted the square footage. He stated that there are alternates that they can do. He noted that the awning letters will be coming off. Chair Bartro noted that the applicant is requesting seven signs on the building. He stated that the bylaw really talks about three or four signs depending on how you read it. He requested that they rework this to get it down. Mr. Quinn stated that he can adjust the signs to bring it down. Mr. Williams noted that it seems like most everything is a one-to-one replacement and similar sizes except the Franklin Runs on Dunkin. He stated that he thinks if the new signs are the same square footage as the old signs, he does not have a problem if they do a one-to-one replacement. Chair Bartro requested that Mr. Quinn see if he can cut it a little; the Commission wants to work with him. He questioned the Commission members about the gable counting as a second floor. Mr. Williams said that it is not a second floor. Chair Bartro stated that he thinks Mr. Williams's has the right direction; if you can get to a one-to-one in square footage then we are talking business. Mr. Quinn said that they will be revised, and he will resubmit to Ms. Kinhart. Chair Bartro confirmed that Mr. Quinn would need to return to present the updates to the Commission. Mr. Quinn reviewed the remainder of the sign requests: the clearance bar and the speaker canopy. Chair Bartro reviewed the menu boards. He stated that if it is strictly the menu then it is not an issue; however, if they start using it for seasonal advertising or an ad placement component, it is an issue. Mr. Quinn stated they are Samsung displays that strictly just show the product; it is not advertising. He stated they are adjustable if the Town has an issue with it.

Motion: To **Continue** the sign package. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

Approval of Minutes: July 12, 2022

Motion: To **Approve** the July 12, 2022 Meeting Minutes as presented. Motioned by G. Wood. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

General Matters - Old Business

Chair Bartro stated it was observed for the new construction of the apartments going in across from Town Hall that the siding as it was being put up three weeks ago was not in accordance with the design that was submitted to the Design Review Commission during the façade review. He stated that Mr. Williams alerted the Building Commissioner; the Building Commission contacted the developer, and the developer stated it was a mistake which will be corrected. Chair Bartro stated that it has not yet been corrected. He said that he is going to remind the Building Commissioner tomorrow to make sure it remains on his list.

General Matters - New Business

Chair Bartro stated that the Commission has for a long time been in need of additional Commission members. He stated that there are two people at the meeting tonight via Zoom who have expressed an interest in joining and have been vetted by the Town Administration. They are waiting to be appointed at the next Town Council meeting.

Mr. Paul Lopez introduced himself. He stated that he moved to Franklin two months ago. He provided his background and experience. Ms. Cassie Bethoney introduced herself. She reviewed her background and experience. She stated that she is excited to contribute from a stormwater, architecture, landscape, design perspective. She stated that she has been living in Franklin since 2017. Chair Bartro thanked both candidates.

Mr. Williams stated that Pilates by Gwen on Rt. 140 has a sign that he does not think was permitted and did not come before the Commission. Chair Bartro stated that he would add that to his email tomorrow to the Building Commissioner.

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 7:45 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary