

DESIGN REVIEW COMMISSION

AGENDA

May 24, 2022
7:00 PM

Virtual Meeting

Due to the growing concerns regarding the COVID-19 virus, we will be conducting 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 (Cell phone or Landline Required) OR citizens can participate by copying the link (Phone, Computer, or Tablet required). Please click on <https://us02web.zoom.us/j/82173642912> or call on your phone at 1-929-205-6099, meeting ID is 82173642912

7:00 PM **UPS – 206 Grove Street**
Illuminated S/F shield flush mount, non-illuminated “Customer Center” letters, non-illuminated aluminum plaque, Customer center parking signs, and double side illuminated directional sign

General Matters:

Approval of Minutes: May 10, 2022

COMMENTS: These listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. This agenda is subject to change. Last updated: 5-5-2022 Next meeting is 6/14/2022

FORM Q

TOWN OF FRANKLIN
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW

A) General Information

Name of Business or Project: UPS

Property Address 206 Grove Street

Assessors' Map # 311 Parcel # 311-001-001

Zoning District (select applicable zone): Business

Zoning History: Use Variance _____
Non-Conforming Use _____

B) Applicant Information:

Applicant Name: Andrew Serrato / Serrato Signs LLC

Address: 15 Dewey Street
Worcester, ma 01609

Telephone Number: 508-756-7004

Contact Person: Andrew Serrato

C) Owner Information (Business Owner & Property Owner if different)

Business Owner: UPS Property Owner: MCP III 206 Grove LLC
Address: 55 Glenlake Parkway Ne 260 Franklin Street
Atlanta, GA 30328 Boston, MA 02110

All of the information is submitted according to the best of my knowledge

Executed as a sealed instrument this _____ day of _____ 20____

[Signature]
Signature of Applicant

Please see Attached Authorization
Signature of Owner

Andrew Serrato
Print name of Applicant

Sheila Meader
Print name of Owner

***FOR SIGNS COMPLETE PAGES 1 & 2 ONLY.**

FOR SITE PLANS, BUILDING PLANS, PROJECTS, COMPLETE PAGES 1 - 4

SEE ADDENDA ATTACHED FOR ASSISTANCE IN COMPLETION OF FORM Q

D) Architect/Engineer/Sign Company Information (if not the applicant)

a. Sign Company

Business Name: Serrato Signs LLC
Contact Person: Andrew Serrato
Address 15 Dewey Street, Worcester, Ma 01609
Telephone Number: 508-756-7004

b. Architect/Engineer (when applicable)

Business Name: _____
Contact Person: _____
Address _____
Telephone Number: _____

E) Work Summary

Summary of work to be done: Installation of (a) illuminated GF Shield flush mount, (b) Non-illuminated "Customer Center letters, (c) Non-illuminated aluminum plaques, (d) Customer Center parking signs and (e) Double side illuminated directional sign

F) Information & Materials to be Submitted with Application

a) FOR SIGN SUBMISSIONS ONLY:

THE FOLLOWING MUST BE SUBMITTED ELECTRONICALLY TO Mkinhart@franklinma.gov

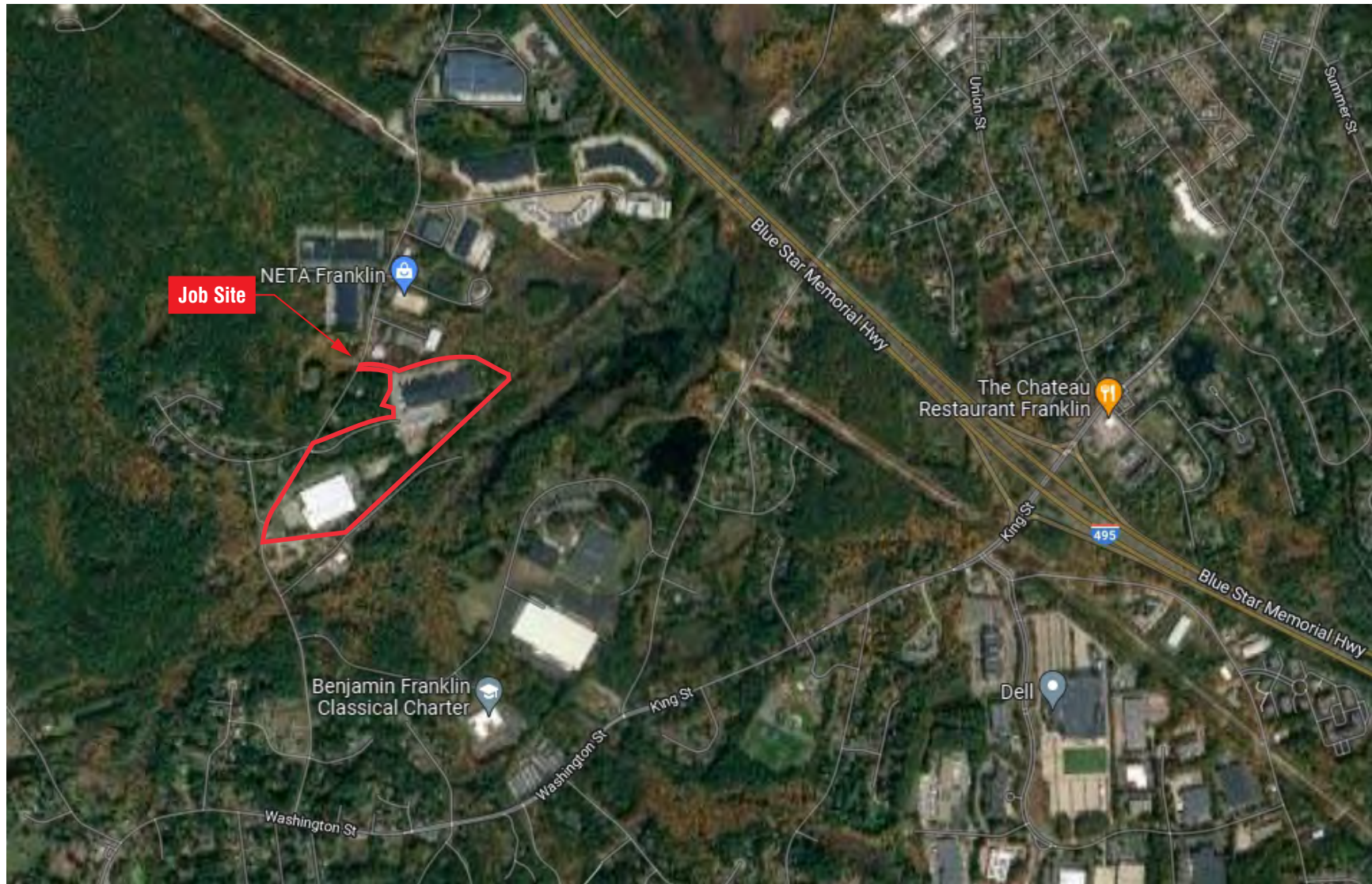
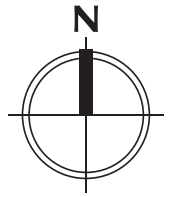
1. Drawing of Proposed Sign which must also include
type of sign (wall, pylon etc.) colors
size/dimensions materials
style of lettering lighting-illuminated, non-illuminated and style
2. Drawing and/or pictures indicating location of new sign.
3. Picture of existing location and signs (if previously existing location)

b) FOR BUILDINGS/DEVELOPMENTS OR PROJECT SUBMISSIONS:

THE FOLLOWING MUST BE SUBMITTED W/APPLICATION to Mkinhart@franklinma.gov

1. Site Plan including Landscape Plan showing plantings. Plantings must be from Best Development Practices Guide
2. Lighting Plan indicating lighting levels & specifications of proposed lights
3. Building drawings, indicating size and height of building(s); front, rear and side elevations (when there are no adjoining buildings) and floor plans
4. Drawings or pictures of existing conditions
5. If any signage on the building or site, provide information from above Signage Checklist

Aerial View



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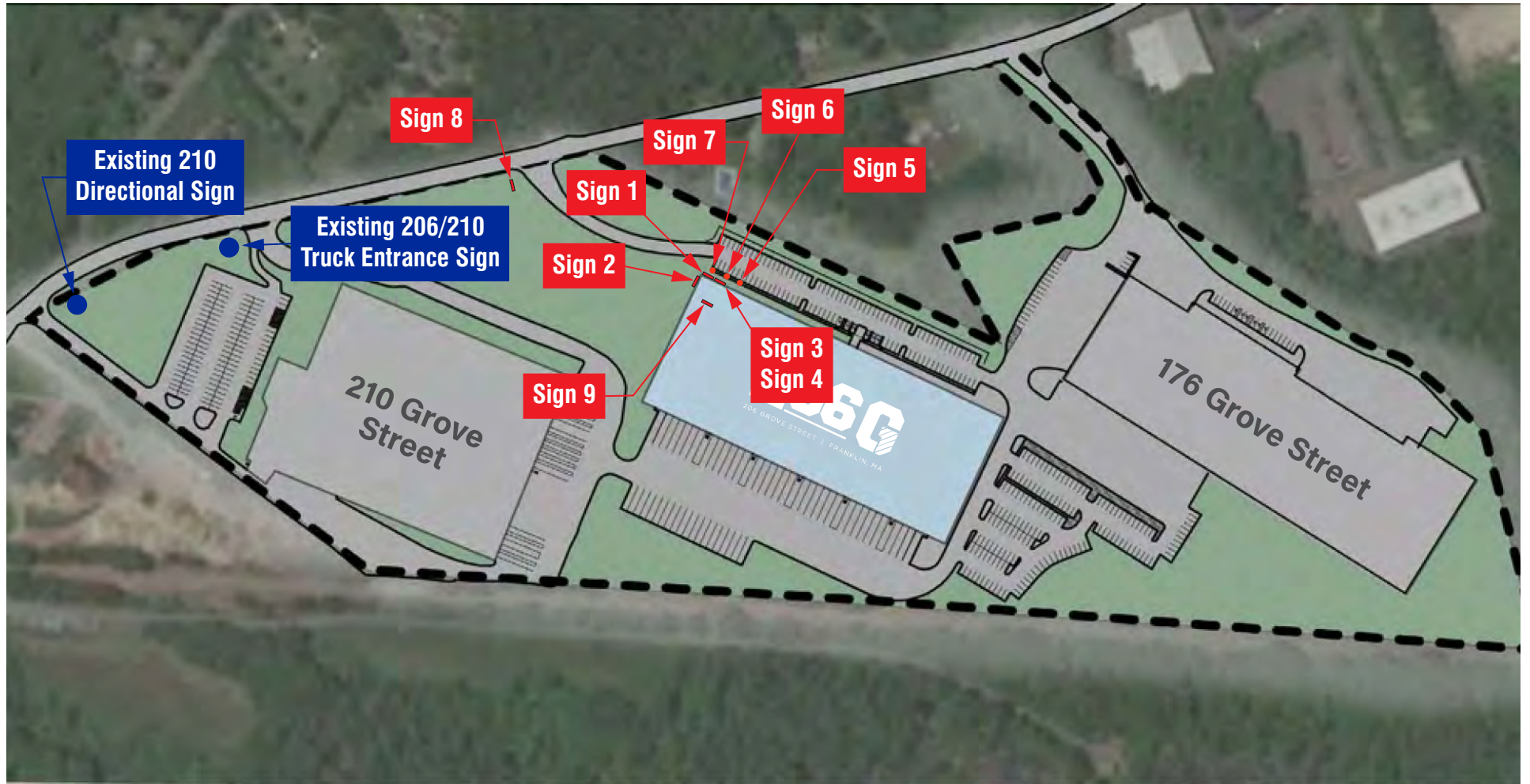
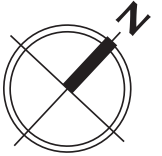
CALIFORNIA
400 West Walnut Street, Gardena, CA 90248
(800) 927-4555 • Fax (310) 380-7451

GEORGIA
1640 Sands Place SE Suite A / Marietta, GA 30067
Toll Free: (877) 367-3576 • Fax (770) 952-4710

REVISIONS		
NO.	COMMENTS	DATE

Client **UPS Healthcare**
 Address **206 Grove Street - Franklin, MA 02038**
 Design No. **66703** Store No. _____
 Scale: **AS NOTED** Sheet **1** of **12**
 Drawn By: **DW** Date **03/09/2022**
 Approved By: _____ Date _____

Sign Positions On Enlarged Aerial View



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Client **UPS Healthcare**
Address **206 Grove Street - Franklin, MA 02038**
Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **2** of **12**
Drawn By: **DW** Date **03/09/2022**
Approved By: _____ Date _____

SIGN 1 - (Sign03)

Illuminated S/F shield, flush mounted.

Seamless white polycarbonate face with UPS vinyls applied.

Qty-1.

Scale: 3/16" = 1'

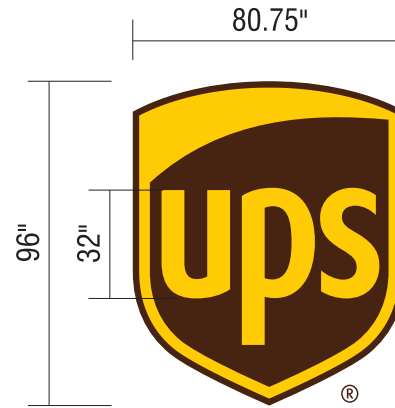
Sign 1 Sq.Ft.: 53.8

Sign 3 Sq.Ft.: 24.1

Total Sq.Ft.: 77.9

**Code: First floor storefront facing street corner:
No more than (90) square feet divided into (2) signs.**

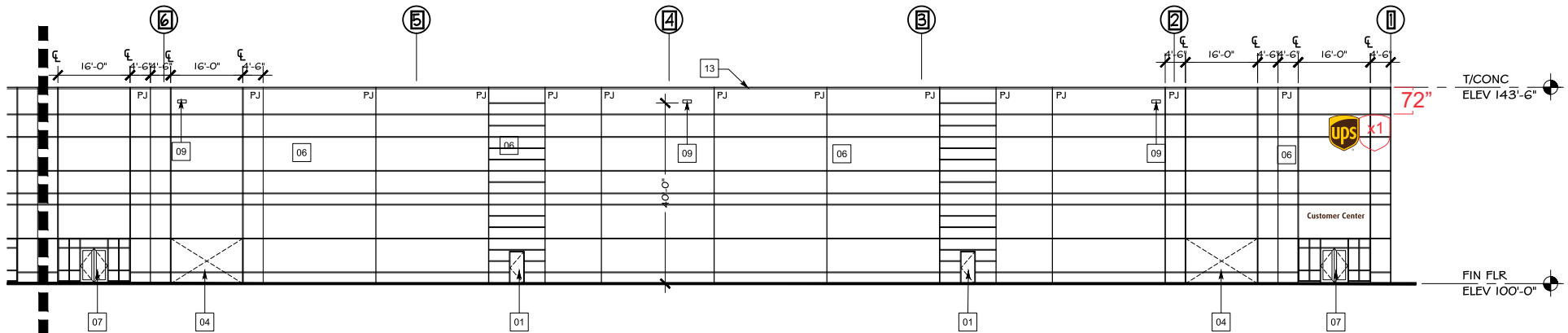
ALL MEASUREMENTS TO BE VERIFIED



end view



existing conditions - nts



2 PARTIAL NORTH ELEVATION
SCALE: 1/16" = 1'-0"

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Client **UPS Healthcare**
Address **206 Grove Street - Franklin, MA 02038**
Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **3** of **12**
Drawn By: **DW** Date **03/09/2022**
Approved By: _____ Date _____

SIGN 2 - (Sign03)

Illuminated S/F shield, flush mounted.

Seamless white polycarbonate face with UPS vinyls applied.

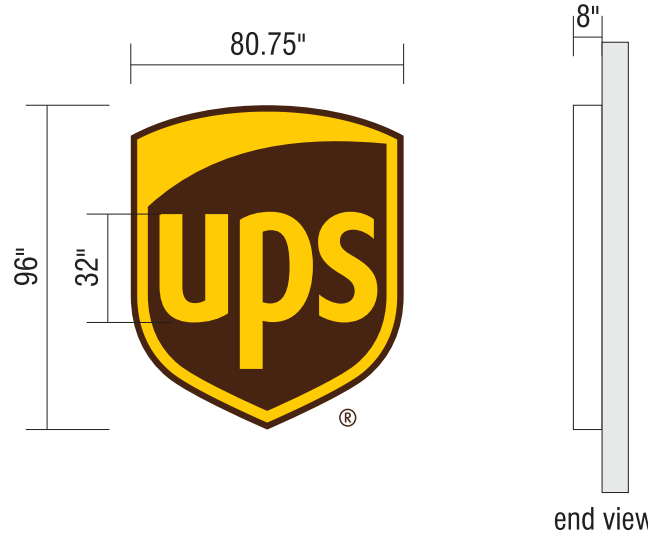
Qty-1.

Scale: 3/16" = 1'

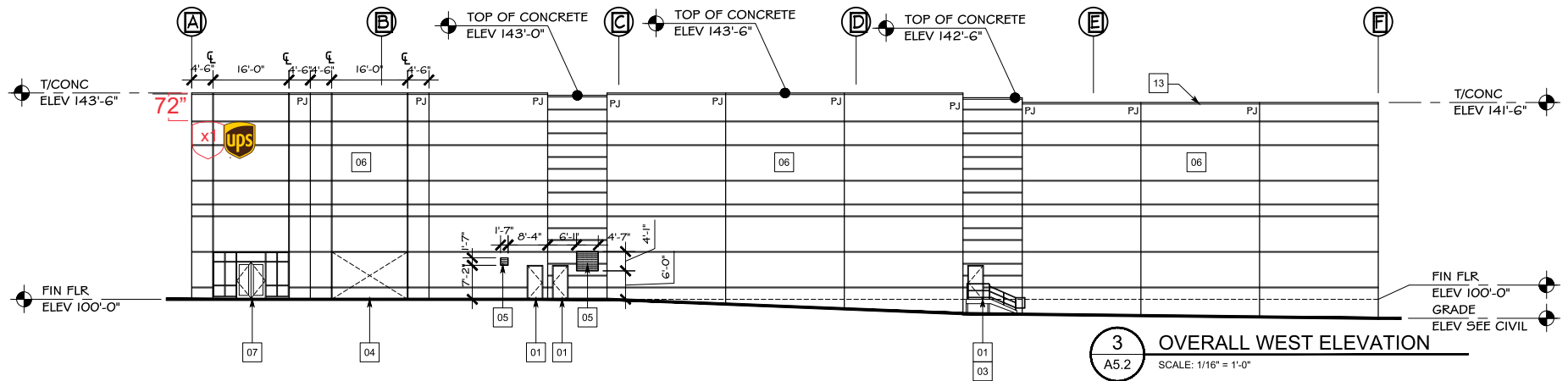
Sign 2 Sq.Ft.: 53.8

**Code: First floor storefront facing street:
No more than (60) square feet.**

ALL MEASUREMENTS TO BE VERIFIED



existing conditions - nts



3 OVERALL WEST ELEVATION
A5.2 SCALE: 1/16" = 1'-0"

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elro signs
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REVISIONS		
NO.	COMMENTS	DATE

Client **UPS Healthcare**
 Address **206 Grove Street - Franklin, MA 02038**
 Design No. **66703** Store No. _____
 Scale: **AS NOTED** Sheet **4** of **12**
 Drawn By: **DW** Date **03/09/2022**
 Approved By: _____ Date _____

Sign 1 & 2 - (Sign3) - Section Detail

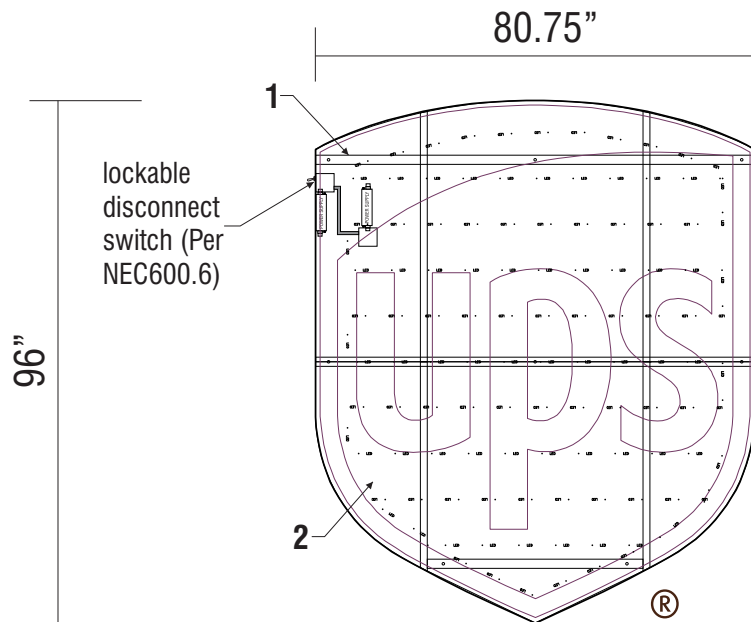
Illuminated S/F shield, flush mounted.

Seamless white polycarbonete face with UPS vinyls applied.

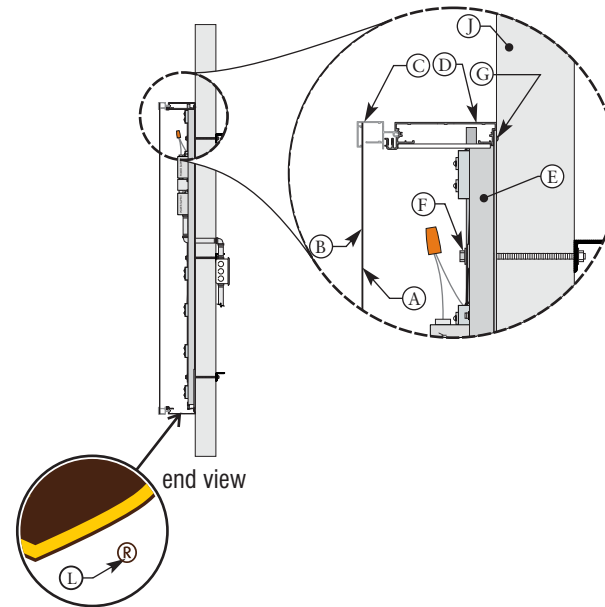
Scale :3/4" = 1'

Qty-1.

ALL BUILDING PENETRATIONS TO BE SEALED WATERTIGHT.



(ILLUMINATED)



- A. .177 white Lexan (GE SG404-L7328-.177)
- B. 3M Scotchal Translucent Film yellow VT12538 and 3M Scotchal Opaque Film brown VTB11502
- C. Custom formed extruded aluminum retainer, painted Brown (PMS 0607298) eggshell finish
- D. Custom formed extruded aluminum sign body, painted Brown (PMS 0607298) eggshell finish
- E. 1 1/2" x 3/16" aluminum square tube for structural framing.
- F. Attachment method will be determined by field conditions and engineering calculations
- G. .125 aluminum back panel (typical pop-rivet connection)
- J. Wall
- L. 1/4" thick alum register mark, stud mounted.

This sign is intended to be installed in accordance with the requirements of article 600 of the National Electric Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

UL listed & labeled sign-OUTDOOR WET LOCATION SIGN

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Client **UPS Healthcare**
Address **206 Grove Street - Franklin, MA 02038**
Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **5** of **12**
Drawn By: **DW** Date **03/09/2022**
Approved By: _____ Date _____

Sign 3- (Sign3) - Section Detail

Non-illuminated Customer Center letters.

Custom formed plastic letters.

Qty-1.

Scale: 3/8" = 1'

Sign 1 Sq.Ft.: 53.8

Sign 2 Sq.Ft.: 24.1

Total Sq.Ft.: 77.9

Code: First floor storefront facing street corner:

No more than (90) square feet divided into (2) signs.

ALL MEASUREMENTS TO BE VERIFIED



SIZE CHART							
A	B	C	D	E	F	G	H
9 1/2"	7"	7'-7 1/4"	2'-6 1/4"	2'-6 1/4"	3'-0"	12'-8 1/4"	1"
1'-1"	9 1/2"	10'-2"	3'-4 1/4"	3'-4 1/4"	4'-0"	16'-11"	1"
1'-7"	1'-2"	15'-2 1/2"	5'-0 1/2"	5'-0 1/2"	6'-0"	25'-4 1/4"	1 1/2"
2'-6 7/8"	1'-10"	24'-3 1/4"	8'-1"	8'-1"	9'-6"	40'-2"	1 3/4"

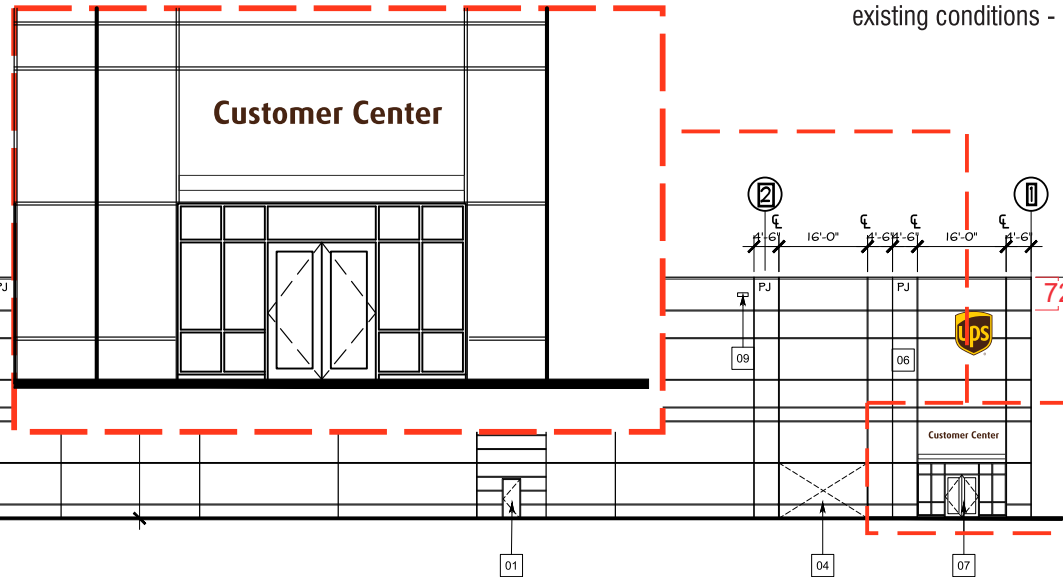


existing conditions - nts



COLOR SPECIFICATIONS:

 **UPS Brown**
PMS 0607298
2283 acrylic



T/CONC
ELEV 143'-6"

FIN FLR
ELEV 100'-0"

2 PARTIAL NORTH ELEVATION
A5.2 SCALE: 1/16" = 1'-0"

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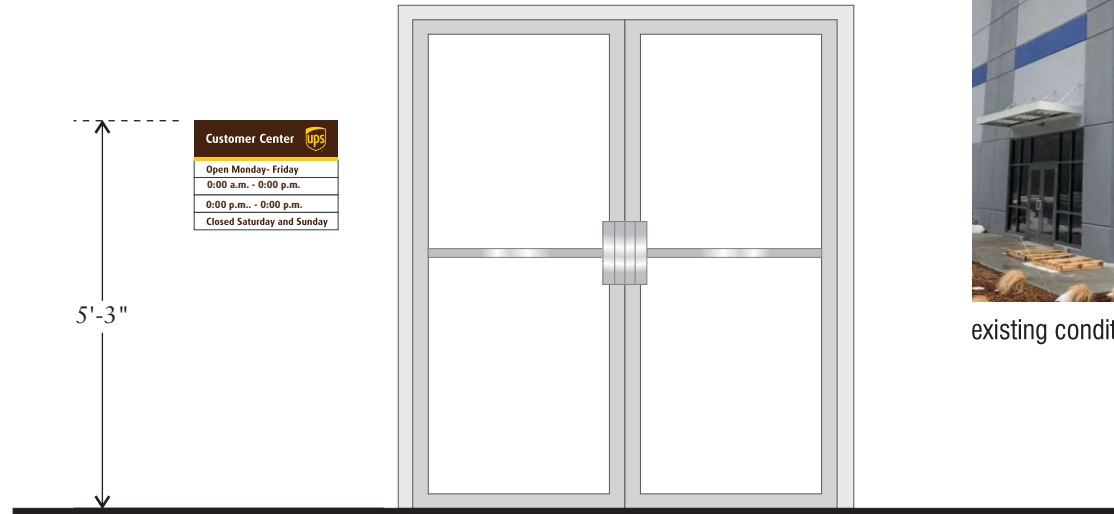
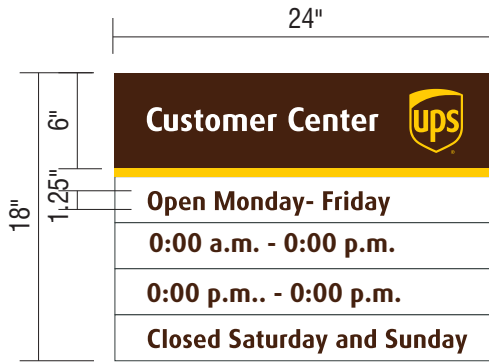
REVISIONS		
NO.	COMMENTS	DATE

Client **UPS Healthcare**
Address **206 Grove Street - Franklin, MA 02038**
Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **6** of **12**
Drawn By: **DW** Date **03/09/2022**
Approved By: _____ Date _____

Sign 4 (Sign28)

(1) Non-illuminated aluminum plaque.
 Modular system with UPS vinyls applied.
 Scale: 1" = 1'
 Sq Ft: 3
 Qty: 1.

ALL MEASUREMENTS TO BE VERIFIED



TYPICAL ELEVATION

SCALE: 1/2" = 1'-0"



COLOR SPECIFICATIONS:

UPS Brown
 PMS 0607298
 2283 acrylic

UPS Yellow
 3M 7725-25
 Sunflower Yellow

White

Hours: TBD

Manufacturing Specifications

- A. White Powder Coated aluminum background.
- B. Screen Painted Yellow to match PMS (1235-C) egg shell finish and Brown to match PMS 0607298 egg shell finish.
- C. White Powder Coat (show-thru copy).
- D. 3M Scotchcal Opaque Film Brown VTB11502 copy.

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Client **UPS Healthcare**

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Design No. **66703** Store No. _____

Scale: **AS NOTED** Sheet **7** of **12**

Drawn By: **DW** Date **03/09/2022**

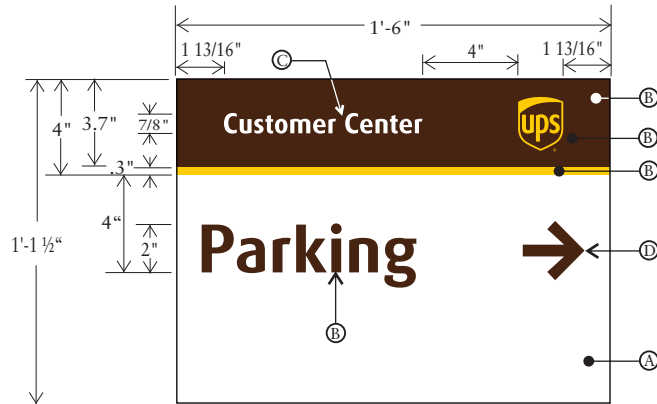
Approved By: _____ Date _____

Customer Center Parking Signs Signs 5 thru 7 - (Sign29)

(3) aluminum sign with vinyl lettering.

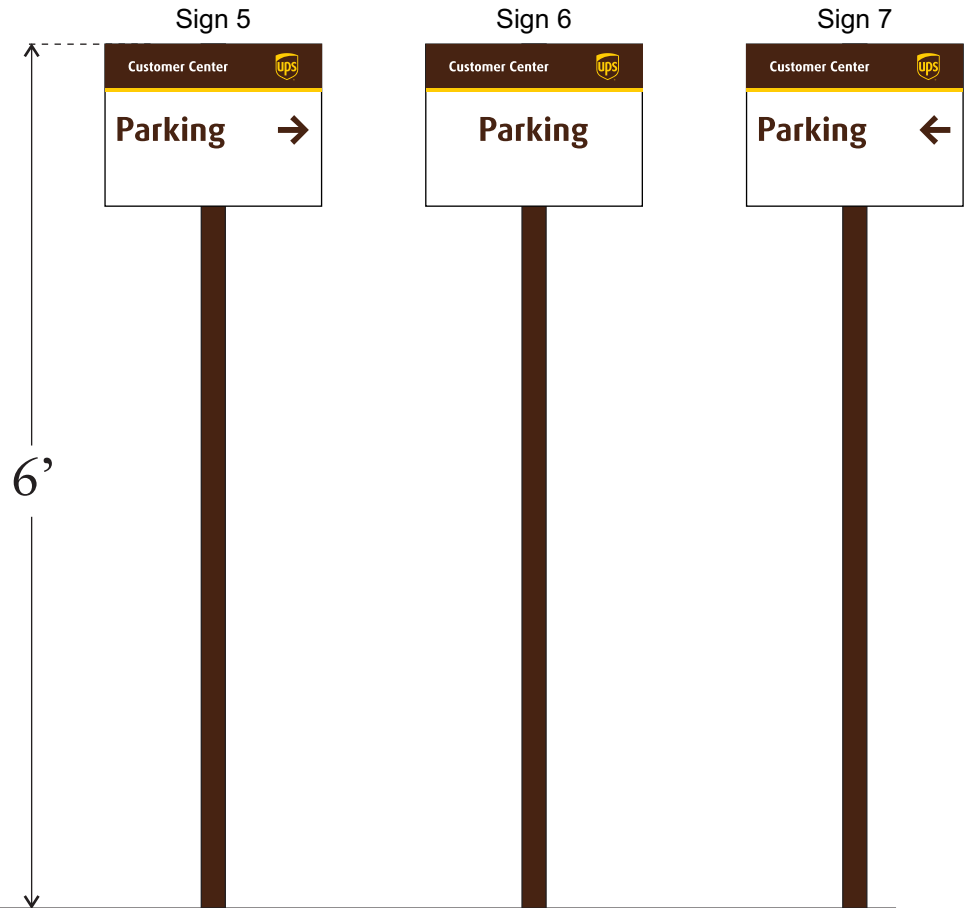
mounted to 2" square tubing

Scale: 1.5" = 1'



Manufacturing Specifications

- A. White Powder Coated aluminum background.
- B. Screen Painted Yellow to match PMS (1235-C) egg shell finish and Brown to match PMS 0607298 egg shell finish.
- C. White Powder Coat (show-thru copy).
- D. 3M Scotchcal Opaque Film Brown VTB11502 ARROW.



Scale: 3/4" = 1'

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REVISIONS

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Client **UPS Healthcare**
 Address **206 Grove Street - Franklin, MA 02038**
 Design No. **66703** Store No. _____
 Scale: **AS NOTED** Sheet **8** of **12**
 Drawn By: **DW** Date **03/09/2022**
 Approved By: _____ Date _____

Sign 8 (Sign17)

Illuminated D/F directional sign.

UPS shield and Copy to be UPS vinyls applied.

Qty-1.

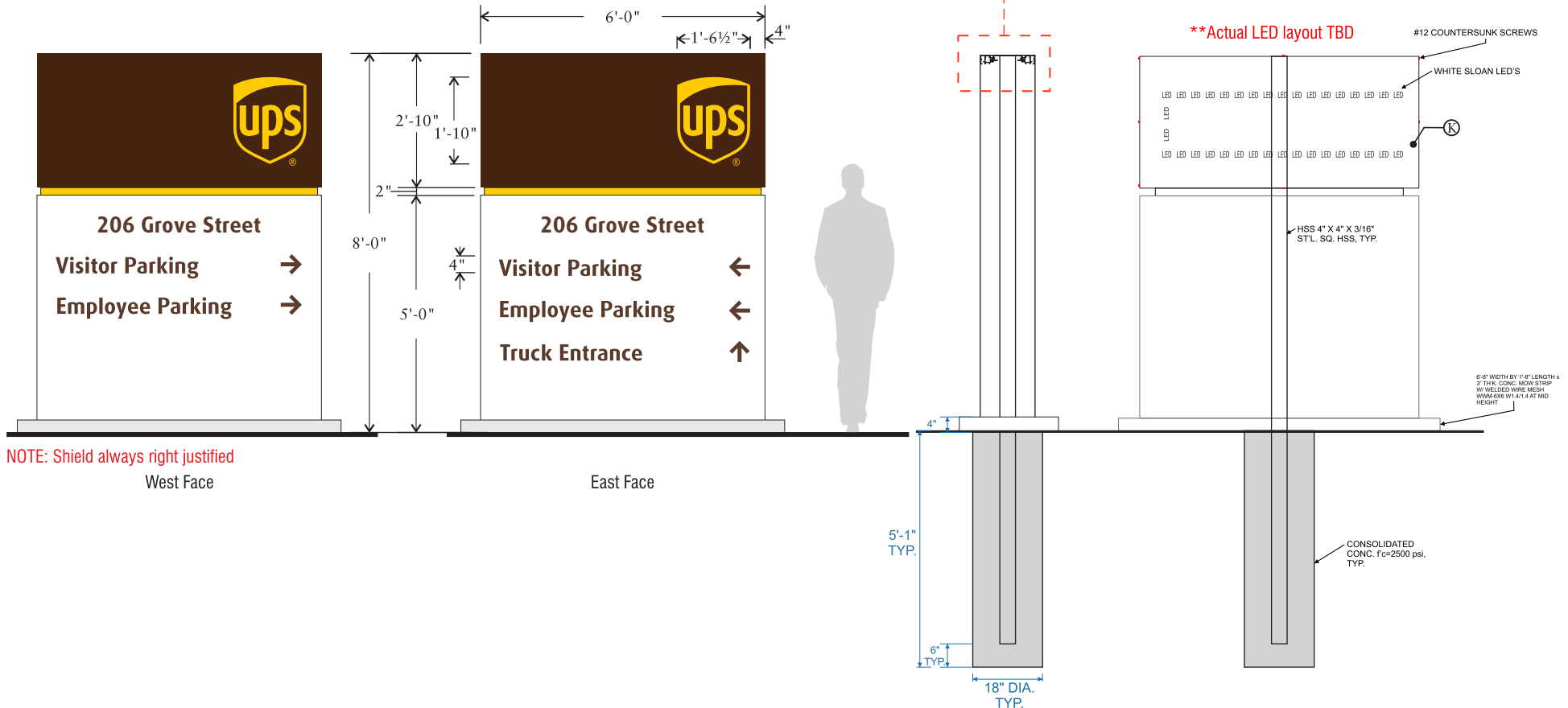
Scale: 1/2" = 1'

Note: placement & angle of sign subject to flagging and detailed field survey.

COLOR SPECIFICATIONS:

	UPS Brown PMS 0607298 2283 acrylic		UPS Yellow 3M 7725-25 Sunflower Yellow
	UPS White		

Field Verify Sign Area & Dimensions.



NOTE: Shield always right justified
West Face

East Face

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Client **UPS Healthcare**
Address **206 Grove Street - Franklin, MA 02038**
Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **9** of **12**
Drawn By: **DW** Date **03/09/2022**
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Existing Directional Signage



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Client **UPS Healthcare**
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Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **11** of **12**
Drawn By: **DW** Date **03/09/2022**
Approved By: _____ Date _____

PERMIT SUMMARY

Town of Franklin

Zoning: IND, Industrial District/ IOPD

A sign permit shall become null and void if the work for which the permit was issued has not been completed within a six-month period.

All signs are required by this bylaw to obtain approval from the Design Review Commission prior to the issuance of a sign permit from the Building Commissioner.

Wall Signs

First floor storefront facing street	No more than (60) square feet
First floor storefront facing street corner	No more than (90) square feet divided into (2) signs
Upper floors facing street	Not permitted

Freestanding Signs

All freestanding signs shall be placed at least (10) feet from the road ROW.

Freestanding signs shall be supported with two uprights. No freestanding signs shall be wider than the distance between the uprights.

Single establishment	One sign no more than (50) square feet and no more than (25) feet high
Single establishment with access from two roadways	One additional freestanding sign permitted near secondary access drive, no more than (20) square feet and no more than (10) feet high

Freestanding signs are required to be landscaped with selected flora, no more than two feet above the average finished grade of adjoining ground. This requirement may be waived if the landscaping is determined to be a safety hazard based upon the Building Commissioner determination in consultation with the Police Chief. The criteria to be considered with regard to freestanding sign landscaping shall include but are not limited to whether the landscaping blocks the view of oncoming vehicles or pedestrians.

Directional Signs

Directional signs bearing only property numbers, names of occupants or premises or other identification of premises, not exceeding one square foot in area and having no commercial connotations do not require a permit.

Window Signs

First floor storefront facing street	No more than (6) square feet or (10%) of window surface, whichever is smaller
Upper floors facing street	No more than (20%) of window surface
Door sign	No more than (2) square feet

Awning or Canopy Signs

First floor	No more than (10) square feet of signage
Upper floors	Not permitted

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Client **UPS Healthcare**
Address **206 Grove Street - Franklin, MA 02038**
Design No. **66703** Store No. _____
Scale: **AS NOTED** Sheet **12** of **12**
Drawn By: **DW** Date **03/09/2022**
Approved By: _____ Date _____



MARCUS PARTNERS

Letter of Authorization

As owner of property, I hereby authorize Elro Sign Company and Serrato Signs LLC to act as my representatives in obtaining the required and necessary permits, licenses and approvals, which may be required for the installation/removal of said signage, and to proceed with the installation/removal if in accordance with all governing laws, statutes and ordinances.

Tenant Name: UPS

Address: 206 Grove Street

City: Franklin State: MA Zip Code: 02038

Landlord / Owner Information

Landlord/Owner: MCP III 206 Grove LLC

Telephone: 617-556-5200 Fax: _____

Address: 260 Franklin Street, Suite 620

City: Boston State: MA Zip Code: 02110

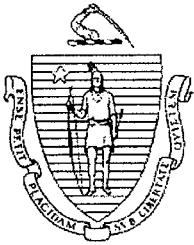
Contact Name/Email: Sheila Meader, smeader@marcuspartners.com

Sheila Meader

Signature of Owner



MARCUS PARTNERS



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 Lafayette City Center
 2 Avenue de Lafayette, Boston, MA 02111-1750
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): Serrato Signs LLC

Address: 15 Dewey Street

City/State/Zip: Worcester, Ma 01609 Phone #: 508-756-7004

Are you an employer? Check the appropriate box:

- | | |
|--|---|
| <p>1. <input checked="" type="checkbox"/> I am an employer with <u>9</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|--|---|

Type of project (required):

- | |
|--|
| 6. <input type="checkbox"/> New construction |
| 7. <input type="checkbox"/> Remodeling |
| 8. <input type="checkbox"/> Demolition |
| 9. <input type="checkbox"/> Building addition |
| 10. <input type="checkbox"/> Electrical repairs or additions |
| 11. <input type="checkbox"/> Plumbing repairs or additions |
| 12. <input type="checkbox"/> Roof repairs |
| 13. <input checked="" type="checkbox"/> Other <u>Signs</u> |

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name: The Hartford

Policy # or Self-ins. Lic. #: 08WECEL6364 Expiration Date: 04/02/2023

Job Site Address: 206 Grove Street City/State/Zip: Franklin, Ma 02038

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).
 Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Linda Slawenwhite Date: 5/16/22

Phone #: 508-756-7004

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (check one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector 6. Other _____

Contact Person: _____ Phone #: _____



Commonwealth of Massachusetts
Division of Professional Licensure
Board of Building Regulations and Standards

Construction Supervisor

CS-078124

Expires: 07/25/2022

ANDREW M SERRATO
1 SALISBURY BLVD
WORCESTER MA 01609



Commissioner *Layla R. Emilia*

Town of Franklin



Design Review Commission

**Tuesday, May 10, 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: 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.

Chair Bartro stated that there are items on the agenda that were tabled from a past meeting; the applicants are present for this meeting.

1. Smiley Gas and Convenience – 52 East Central Street – Rebranding gas station signage from Gulf and DB Mart to Smiley Gas & Convenience - Motion to Remove from Table.

Mr. Nabil Nakhoul, applicant, and Mr. Mark Libman of N.H. Signs addressed the Commission. Chair Bartro reviewed the proceedings held with the applicant at a previous meeting with the Commission. He noted that the one item the Commission asked the applicant to think about in upholding the New England design characteristics in the downtown area was the color scheme. The last time it was very yellow. He stated that he sees that it has come back as more blue in nature. Mr. Libman stated that they also did the opaquing as mentioned by the Commission. Chair Bartro stated that this submission is really recovering the existing Gulf with the Smiley Gas logos. He stated that he thinks this is a much better aesthetic. Mr. Williams stated that the New England character is in the design guidelines; he thinks it is a better solution.

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

2. NISHA Metallizing Solutions – 17 National Drive – Install one (1) non-illuminated sign - Motion to Remove from Table.

Ms. Suzanne Keene (Maxine, please confirm her name/spelling) from Sunshine Sign Company was in attendance representing both 17 and 24 National Drive. Chair Bartro stated that the last time the applicant was before the Commission there was a misunderstanding as to the way the bylaw was written. The submission was oversized. He noted 17 National Drive and 24 National Drive will be

taken as two separate items. Ms. Keene confirmed the signs are not illuminated. She stated they used the 60 sq. ft. allotted.

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

3. NISHA Metallizing Solutions – 24 National Drive – Install one (1) non-illuminated sign - **Motion to Remove from Table.**

Ms. Suzanne Keene (Maxine, please confirm her name/spelling) from Sunshine Sign Company was in attendance representing both 17 and 24 National Drive. Chair Bartro stated that this agenda item is the same story. It is a different property so it gets a separate sign. He stated that the sign was shrunk down for size.

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

4. Franklin Glass – 273 Beaver Street – Replace belt sign.

Mr. Cam Afonso of Signs by Cam, Inc. addressed the Commission. He stated that the applicant has an existing sign; they are rebranding and replacing what is already there. He confirmed it was external illumination. Chair Bartro stated that the sign is within size.

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

Approval of Minutes: April 26, 2022

Motion: To **Approve** the April 26, 2022 Meeting Minutes as presented. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-ABSTAIN; Bartro-YES. Voted 2-0-1.

General Matters – Sign Enforcement

Chair Bartro stated that he would like the Commission in open session to elaborate on their short list of items for enforcement by the Building Commissioner. He stated they would discuss the list during this meeting and then he would submit the list to Ms. Kinhart and Building Commissioner Gus Brown. He stated that he asked Mr. Cam Afonso of Signs by Cam, Inc. and Franklin citizen to attend this portion of the meeting. Chair Bartro read the following items on his list that he has taken notice of.

- Subway sign on Rt. 140 by the Dunkin Donuts. Chair Bartro stated it looks like they did pull a permit on this quite a long time ago and it was rejected. Since then, there has been no record of this sign going in. He asked Mr. Afonso about the sign. Mr. Afonso stated that the business called him about 1.5 years ago about a new sign and pylon. He told them that permits needed to be pulled. He never heard back from them. He stated that the next thing you know a new building sign was put up with two new faces and a single pole directory in the last year. He did not do it. No permits were pulled.
- Fiori has a new sign down at the Franklin Mill Store building. Chair Bartro stated that he does not believe that ever came to the Commission. Mr. Afonso stated that is the second one done there without a permit. The first one was replaced with this one he thinks last week. Chair Bartro stated that it is not permitted.
- One of the Ficco's signs that is still up that was brought to his attention by Mr. Williams. Chair Bartro stated that it would be nice to get it down as it is just rotting up there.

- Professional Auto Detailing on Rt. 140. Chair Bartro stated that they have a large backlit internally illuminated sign that is not opaqued and banners on the side of the building.
- Vogue Nails & Spa at Liquor World Plaza with a white pylon sign non-opaqued. Chair Bartro stated that he did not have it in any of his recent submissions; it should be checked on.
- Mak's Roast Beef. Chair Bartro stated that the sign face has been replaced, it is not the original one permitted, it is non-opaqued backlit, and they also have a temporary sign.
- Garrey Motors, motorcycle shop downtown. Mr. Afonso stated that there used to be an older sign that fell apart. So, the owner took an old sign that was inside his shop and stuck it there. Chair Bartro stated that there was no permit.

Temporary Signage list as read aloud by Chair Bartro

- Professional Auto Detailing on Rt. 140. also has a temporary sign of a banner on the side of the building.
- Mak's Roast Beef also has a temporary sign banner on their stone pylon.
- The Chateau has a revolving banner that they keep putting up.
- Mac City has a sign. Mr. Afonso stated that he thinks they are out of business.
- Former Acapulcos has a banner hung across the door. The whole building is on his list for enforcement.
- WGB Homes is a plywood sign and is totally not what they presented to the Commission.
- Some temporary stick in the ground bannery-type things that Union Street Liquors is sticking in the ground.
- Mr. Afonso stated that Central Auto Body on Washington Street has multiple signs on the building in which he thinks permits were not pulled including awnings.

Chair Bartro stated that this is going to be more than Mr. Brown could do at once. He reviewed his prioritization of the list. The banners first as people can just take those down. Then start with the most recently permitted or the most recently installed. Items like Ficcicos would go to the back of the list. Things like Mak's Roast Beef and Subway seem to be very recent. He reiterated that he would send this list to Ms. Kinhart and Building Commissioner Gus Brown. He stated that as Commission members note these things around Town, bring the items to the meeting. He stated that they will keep a running list. He stated that Mr. Brown said he would attend the Commission meetings. Mr. Afonso stated that this has been an ongoing problem for years. The bottom line is that nothing is ever done about it as far as enforcement. People will keep doing it until they have to pay a fine. Mr. Williams asked if something could be proposed for the bylaws that if you have a non-compliant sign the Town could cover it. Mr. Afonso stated that years ago the building department officials would drive around and take out lawn signs and throw them away; however, no one cares anymore as there are other things to do and they are busy. He asked when it will become a priority. Mr. Williams asked if a notice could be sent to businesses in town reminding them of the sign guidelines. Chair Bartro stated that sending such a notification on Town letterhead would be a reasonable first step to put them on alert. Mr. Afonso thanked the Commission for making an effort regarding signs. Chair Bartro stated that they will bring this to the Building Commissioner.

General Matters - Old Business

None.

General Matters - New Business

Mr. Williams stated that in retrospect relating to Smiley Gas Station, the Commission may need to take an effort to establish what New England character entails. He thinks that involves defining a color palette and material palette. Existing guidelines are very vague; there is nothing in it that can really be enforced. He stated that he could write something up and present it. Chair Bartro suggested writing it up and getting

it to Ms. Kinhart so it can be put on an agenda. It would be good to review something such as that. Mr. Afonso noted that the Town of Sharon has a historic district and their bylaws are straight forward and firm with a color palette and specifications. Ms. Kinhart reviewed the process of making a bylaw change.

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 7:37 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary