

**DESIGN REVIEW COMMISSION  
MINUTES OF MEETING  
November 1, 2016**

A meeting of the Design Review Commission was held on Tuesday, September 27, 2016, at the Franklin Municipal Building, Franklin, Massachusetts. Members present were Mark Fitzgerald, Chairman, Chris Baryluk, Vice Chairman, Claudine Silverman, Anna Moses and Doug Newton. John Allen, Program Coordinator was also present.

Doug Newton was authorized to vote.

Chairman Fitzgerald opened the meeting at 7:00 PM.

1. **Coldwell Banker** – 351-359 West Central Street.– Wall sign

Barlo Signs represented the owner with a request to replace the existing wall sign. The new wall sign is 38.98 square feet, which is a reduction from 60 square feet. The overall reduction for the plaza is 100 square feet. The proposed sign will have the standard Coldwell Banker colors and design.

The DRC did not have any concerns or suggestions and accepted the sign package as submitted.

**Motion:** Baryluk. Moses second: voted **(5-0-0)** to **Approve** the wall sign as submitted.

2. **Cold Chain Technologies** – 10 Main St. – window sign

Cam Alfonso of Signs By Cam represented the owner with a request for a monument sign and building sign. The company's name will appear in blue with the company's blue and grey logo. The sign will be internally illuminated with LED lights. The wall sign will have blue channel letters.

The DRC did not have any concerns or suggestions and accepted the sign package as submitted.

**Motion:** Silverman. Newton second: voted **(5-0-0)** to **Approve** the request as submitted.

3. **First Universalist Society of Franklin** – 262 Chestnut St.– Replace free standing sign

Cam Alfonso of Signs By Cam represented the owner with a request to replace the existing free standing sign. The 18 square foot, double sided sign will be made of PVC. The letters will be white with a black background. The sign will be externally illuminated with the existing lighting. .

The DRC did not have any concerns or suggestions and accepted the sign package as submitted.

**Motion:** Moses. Baryluk.second: voted **(5-0-0)** to **Approve** the request as submitted.

**Other Business:**

The minutes from September 27, 2016, October 11, 2016 and November 1, 2016 were approved.

The meeting dates for 2017 were approved. Please see attached.

The DRC had an extend conversation about accepting sign submissions electronically in the future. The members felt that it was a good idea for sign submissions but had concerns over site plans, and other complex and detailed submissions.

Conceptually, the committee envisioned the information being maintained in a central file similar to Dropbox, which would allow the files to be accessed as desired by the members. Conceivably, the general public could also have access to the files. Clearly safe guards would be put in place to ensure the files were not changed or corrupted.

The DPCD staff would then bring a hard copy to the meeting to be shared and passed around. This hardcopy could be signed and used to maintain the files. Alternatively, a memo could be attached to the file if the DRC had changes.

Motion to adjourn. All in favor 5-0-0.

Adjourned.

Respectfully submitted,

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John Allen