

**DESIGN REVIEW BOARD
MEETING MINUTES**

January 9, 2019
36 Bartlet Street
Third Floor Conference Room B

Call to Order:

The meeting was called to order at 6:31 p.m. Present were members Craig Gibson, Paul Maue, Suzanne Korshun, Anita Renton and Eric Daum.

APPLICATIONS

NONE

DISCUSSION

Ms. Constantine presented the draft of the sign by-law rewrite. Ms. Renton suggested keeping the punctuation and the order of things consistent throughout the by-law. There were a number of significant changes made by the DRB and Ms. Constantine to improve grammar, spelling and clarification of language. Section 5.2.2.10 Reverse-lit Sign has to be reviewed in more depth. The Planning Board will be the Special Permit Granting Authority and the Zoning Board of Appeals will handle any variances. Ms. Constantine also believes we should send a letter out to the sign companies to let them know we have a new Sign By-Law. The Sign Working Group would like to see the DRB review signs in all districts except for residential. Monument signs as far as size requirements will be a case by case discussion. The version of 9.6.3 provided to the DRB the week before the meeting did not make reference to the DRB's required review of new structures, including signage, built by or for the use of the Town of Andover in any district. It did not refer either to the DRB's required review of special permits for attached clusters.

Per the New Open Meeting Law, the list of the documents that were either distributed to the Design Review Board before the meeting in a packet, or at the meeting:

1. Draft 20 of the Sign By-Law
2. Chart of the DRB's current jurisdiction

Adjournment

There being no further business, the meeting of the Design Review Board for January 9, 2019 was adjourned at 9:01 p.m.

Respectfully Submitted,

Gina Decareau

Approved at February 13, 2019 meeting