

**DESIGN REVIEW BOARD**

**MEETING MINUTES**

September 8, 2021

36 Bartlet Street

VIRTUAL MEETING

**Members Present:**

Craig Gibson  
Paul Maue  
Suzanne Korschun  
Anita Renton

**Members Absent:** Eric Daum

**Call to Order:**

Mr. Maue, acting chair, called the meeting to order at 6:31pm.

**Motion: I move that the Board go into executive session for confidential consultation with Town Counsel and pursuant to option 3 of the Open Meeting Law to discuss litigation strategy with respect to claims of Lillian Montalto relating to 32 Park Street and that the Chair declare that an open session may have a detrimental effect on the litigating position of the Board and to return to open session.**

**A Motion was made by Ms. Korschun to enter into Executive Session, unanimously approved by Roll Call Vote:**

Roll Call:

Craig Gibson – yes

Paul Maue – yes

Suzanne Korschun – yes

Anita Renton - yes

**Return to open session: 7:00pm**

## **APPLICATIONS**

### **Eastern Bank, 15 Elm Street**

DRB-21-15 (GB)

Mr. Batten from Batten Brothers Sign Company presented the application to rebrand the signage. The freestanding sign which is currently 4' x 6' and externally illuminated; the applicant would change the top of the sign to "Eastern Bank" change the size to be 32" x 6'. The background would be painted blue and orange with raised 2" D white letters. The applicant is requesting individual internally illuminated channel letters with a dark blue face and a painted blue return to replace the existing channel letters on the rear of the bank. The sign would be 17'  $\frac{3}{4}$  x 12'. The sign they are requesting in front of the bank would have a dark blue face and blue return with a white and blue logo. Mr. Maue informed the applicant that internal illumination is not allowed. The applicant agreed to forgo that and use the existing external illumination. There is an existing light valance above the Century Bank sign built into the soffit. From a design perspective the board favored the proposed sign.

Ms. Korschun moved to accept the proposal for the free standing sign on page A as submitted and accept proposals B and C with the change that they will not be internally illuminated but instead will be made of a 2" thick PVC material.

**Vote:** Unanimous (4-0)

Roll Call:

Craig Gibson – yes

Paul Maue – yes

Suzanne Korschun – yes

Anita Renton – yes

### **Arrow Floor Carpet One, 207 North Main Street**

DRB-21-16 (MU)

Mr. and Mrs. Withrow presented the application for the new signage. The signs measure 48" x 36", 84" x 36", and 13' x 36". Ms. Renton asked if the sign that is attached to side #2 that is 39 sq ft, is on a façade that has a direct entry way into the use or a window. The applicant stated there is no window or doorway. Ms. Renton stated if there isn't a window or an entry way, the proposed sign doesn't meet the by-law in terms of area and placement, and the applicant would have to apply for a special permit or variance. Mr. Withrow asked what if they make the top less than 10 ft. Ms. Renton said that would solve one problem but then the total sq ft has to be less than 25 sq ft. Ms. Korschun asked if the entrance sign is touching the white trim at the top and

bottom and fully filling in that space. Ms. Withrow said there is a small space above. Ms. Korschun feels the sign would look nicer if it was the same width as the doorway but a reduced height so they can show the brown clapboard above and below. Ms. Korschun recommended moving the square logo above the words “arrow floor” to the left side of the type. Regarding the sign on building #2, Ms. Korschun recommended changing the word order to give it more space. Ms. Korschun recommended matching the larger sign to that as well. Ms. Withrow agreed with these changes.

Ms. Korschun moved to accept the application submitted with the following changes; for the main entrance sign the DRB requested a sign that matches the width of the doorway and that is reduced by 6” in height so there is space above and below the sign; sign B accepted as proposed with the change in the order of the text; sign C request the sign be reduced to 25 sq ft and that it be installed less than 10 ft off the ground with the logo be centered below the “Arrow Floor Carpet One” text, “In Business Since 1963” moved up, and the type order in the two side columns should be ordered from smallest line to largest line.

Ms. Renton seconded the motion.

**Vote:** Unanimous (4-0)

Roll Call:

Craig Gibson – yes

Paul Maue – yes

Suzanne Korschun – yes

Anita Renton – yes

## **DISCUSSION**

Mr. Rouse presented a draft of proposed changes to the Sign By-Law and asked for feedback from the DRB. One of the decisions made on the Sign By-Law task force was to separate the sign by-law issues related to legal issues in the Reed C Gilbert Supreme Court decisions from other issues that were uncovered when they went through the Sign By-Law. The legal issue revision was approved by Town Meeting in 2020. Mr. Rouse plans to propose changes to the Sign By—Law to be voted on at Town Meeting 2022.

**Minutes**

Meeting August 11, 2021

Mr. Maue motioned to accept the minutes with changes discussed.

Ms. Korschun seconded the motion.

Vote: Unanimous (5-0)

Roll Call:

Paul Maue – yes

Suzanne Korschun - yes

Anita Renton - yes

**Adjournment**

Ms. Renton made a motion to adjourn the Design Review Board Meeting for September 8, 2021 at 7:48pm.

Vote: Unanimous (5-0)

Roll Call:

Paul Maue – yes

Suzanne Korschun – yes

Anita Renton - yes

Respectfully Submitted,

Gina Decareau

Approved at 10/13/21 Meeting