

Board or Committee:	Design Review Board – Regular Meeting
Date and Time:	Wednesday, March 27, 2024 at 6:00 pm
Meeting Location:	Remote Participation via Zoom
DRB Members Present:	Chair Paul Durand, David Jaquith, Leeann Leftwich, Catherine Miller, Elizabeth Murray, Marc Perras, Sarah Tarbet
DRB Members Absent:	None
Others Present:	Kate Newhall-Smith
Recorder:	Colleen Brewster

Chair Durand calls the meeting to order at 6:00PM. Roll call was taken.

Signs in the Urban Renewal Area

1. 285 Derby Street: Real Pirates

Ken McTague of Concept Signs was present to discuss the project.

McTague stated that Real Pirates, who has a unit on the side of this building, is subletting the front conference room from SATV and they want to use the frontage for a sign that directs people to their main entrance. It would be like their other Real Pirate sign with a black background, raised gold leaf letters, and white vinyl graphics. Leftwich asked if this typeface is used elsewhere in their signage. McTague replied yes, but it has some pirate look, despite being hard to read.

Miller asked if SATV is on the angled part of the building. McTague replied yes. Chair Durand asked how the conference room accessed. McTague replied from the SATV entrance.

Tarbet asked how the sign would be lit. McTague replied with long linear fluorescent lights above it to match those at Lulu's Bakery next door. There are three in a row and a fourth light fixture would be added to the far-left bay and would be installed by the same electrician.

Miller asked if the signage requested meeting the sign requirements. Newhall-Smith replied yes. McTague noted that two years ago they received approval for rear signage that was never installed so adding the front sign should not bring them over the square footage allowances.

Public Comment:

Russel Tanzer, South Harbor Holdings. Have been working with SATV and Real Pirates on this. As the building owners, they are in favor of the signage, as is SATV on the leasing of the conference room.

No one else in the assembly wished to speak.

VOTE: Perras: Motion to approve as presented with the addition of an additional linear light fixture. Seconded by: Jaquith.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor.
Passes 7-0.

2. **1 Derby Square:** Magic Parlor

Ken McTague of Concept Signs was present to discuss the project.

McTague stated that the business has taken over the right-hand side of the space. He will make a new sign to fit within the sign panel. The sign will be a flat panel with vinyl graphics and some airbrushing and will use the same treatment as on the blade sign.

Tarbet asked if both entrances would be used. McTague replied yes.

Public Comment:

No one in the assembly wished to speak.

VOTE: Perras: Motion to approve as presented. Seconded by: Jaquith.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor.
Passes 7-0.

3. **283 Derby Street:** Witchside Tavern

Mazen Mouhiddin, owner and Brianna Mason were present to discuss the project.

Mr. Mouhiddin stated that they are rebranding and switching business names from Brothers Taverna. They want two wall mounted signs and a smaller blade sign mounted below the Notch blade sign. They are proposing a larger wall sign 9-foot-wide x 3-foot-high. With the size of the building, they are allowed 58-square-feet of signage. They would like to add a small sign on the other side of the building if there is any remaining square footage.

Newhall-Smith stated that the building frontage of 60 feet allows them 60-square-feet of signage. She suggested they could install window signage in place of one of the blade signs, since the code only allows one blade sign per business.

Miller stated that the current Brothers Taverna sign is set within moulding while the proposed sign is shorter and would fill in the full height of the sign band. Miller suggested a sign that matches the existing sign dimensions would be a better fit within the detail of the brick sign band. The Board agreed. Mr. Mouhiddin noted that during the 2014 remodel, three wall signs were proposed but only one was installed, and only one is proposed above the entrance now. Miller suggested they also change the graphics when they expand out the sign.

Perras suggested the blade sign be placed on the opposite corner rather than under the Notch sign. Mazen hoped for one on each side of the building but agreed to placing one on the other side of the building. He noted that some customers disregard the arrow on the Notch sign and enter his establishment thinking that they are Notch. Perras and Jaquith agreed that a blade sign on the other side would be clearer. Perras suggested the blade sign be higher or as high as the Notch sign and to use the same bracket as Notch.

Ms. Mason agreed to match the same size as the Brothers Taverna wall sign above the front entrance, to match the blade sign height, and to include a bracket like at Notch blade sign, but at the other end of the building.

Tarbet stated that the proposed wall sign is busy graphically and the various icons is a lot. Leftwich agreed, adding that it looks like two separate establishments are being advertised. She suggested removing the martini glass and keeping only the Witchside Tavern logo. Ms. Mason suggested removing breakfast lunch and dinner from the main sign. The Board disagreed. Leftwich noted that once the contents of the sign is spread out it will also be more successful and the san serif will be easier to read. Leftwich noted that the martini doesn't match the logo.

Miller suggested approving the sign, for the applicant to work with their graphic designer and for the applicant to work with Leftwich on the final design.

Tarbet raised concerns with the potential for confusion over the location of Notch and suggested lowering the blade sign. Chair Durand and Miller agreed.

Public Comment:

Russel Tanzer, South Harbor Holdings. The center sign is approximately 13 linear feet, and he agreed the proposed sign should be stretched out to match the existing. He would like to see the blade sign on the right side or below Notch's sign but out of harm's way since the eyebrow that Brothers Taverna hangs plants from can almost be reached from the ground. that height of the eyebrow.

No one else in the assembly wished to speak.

Leftwich stated that the sign bracket proposed includes a ball end cap which makes the sign read as a banner. Jaquith suggested two blade signs next to one another can complicate things so the new one should be placed on the right side of the building. Chair Durand preferred the new blade sign also be lower. The Board agreed to align the bottom of the blade with the top of the windows on the right side of the building. Mr. Mouhiddin agreed to match the sign for Notch sign material.

VOTE: Jaquith: Motion to match the Notch sign, matching the material and bracket, placing the bottom the sign at the top of the windows, and adjusting the size of the proposed wall sign to match that of the existing wall sign. Seconded by: Murray.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor.
Passes 7-0.

Projects in the Urban Renewal Area

1. 289 Derby Street: Small Project Review – Construction and installation of seasonal shade structure at Charolette Forten Park, *continued from February 28, 2024*

Megan Tompkins from CBA Landscape Architects was present to discuss the project.

Tompkins stated that the shade structure design has been updated to include round posts for a less imposing feel, and because of the scale of the structure round is most feasible. The beams must remain rectangular and the purlins at the front of the cantilever must also remain, but they have been pushed back slightly away from the cantilevered edge. The finish color can match the other structure for a small upcharge and the downlighting will have a grey finish color too.

Tarbet asked if the existing park light fixture would remain. Tompkins replied yes and noted that the downlighting was an add alternate that will not be included.

Tarbet requested the size of round posts. Tompkins replied that they are still approximately 12-inches round and could only be reduced slightly. Jaquith noted the lack of visual bases to the posts which he was okay with.

Perras stated that good improvements have been made. He asked who will remove and reinstall the sails. Tompkins replied that it goes up in the spring and down in the fall. Newhall-Smith stated that there will be a budget item to contract out for the efficient removal and reinstallation of the sails, a method that someone in Chelsea uses on their similar structure. Perras noted that the structure is not attractive without the shade structure. It's somber, stark and feels like a memorial, and the city needs to be clear about how long it will go without a shade. Tarbet agreed. Murray asked if the sails would be removed because of the snow. Newhall-Smith replied yes and noted that The Anthem Group will have year-round activities that may help. Perras noted that the park is currently rarely used. Chair Durand suggested adding lighting or other decorative elements to provide some activation. The Board agreed.

Murray asked what wind speed the structure can withstand with the sail attached like during a hurricane. Tompkins replied 115 mph maximum. Newhall-Smith noted that she spoke to the Harbor Master who felt that designing it to this specification was okay.

Tarbet asked why this kind of structure was proposed rather than the smaller pergola. Tompkins replied that they were asked to design something that would provide solid shade and the pergola is very open. They looked at different options, including a metal roof, combining wood and metal, as well as placement, but they didn't want a design that required large footings.

Perras asked if a blue shade was still proposed. Newhall-Smith replied yes. Perras noted that year-round use of the park will help the starkness and he was in favor of the lighting idea.

Public Comment:

Russell Tanzer, South Harbor Holdings. Lighting during the off-season would be nice. He is excited about the shade it will bring to the area.

No one else in the assembly wished to speak.

Tarbet requested confirmation that string lighting could be added. Tompkins replied yes.

VOTE: Perras: Motion to approve as presented with the addition of lighting or decorative elements in the off season when the sail is down. Seconded by: Jaquith.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

2. 283 Derby Street: Small Project Review – Installation of new rooftop condenser unit

Chris Lohring, owner of Notch Brewing Co., was present to discuss the project.

Lohring stated that in 2016 they installed a glycol chiller used to brew their beer. Due to age, expansion, and climate change, the system needs to be more efficient, so they need to install a rooftop compressor. The original unit is 8.6 feet-high and additional compressor is 6.5 feet-high. It will be spaced out due to structural requirements, however; the new compressor is 25% smaller in height and 50% smaller in width.

Perras asked if a structural engineer provided a new framing strategy. Lohring replied yes, and the new unit was moved 2 bays over between 2 trusses so new framework will be added as well as a new curb on the roof below the new compressor.

Public Comment:

Russel Tanzer, South Harbor Holdings. They are the landlord to Notch Brewing Company, and they are in favor of adding the new compressor. He noted that the compressor was located because the bay in-between is a patch in the roof where there once was a skylight.

No one else in the assembly wished to speak.

VOTE: Perras: Motion to approve as presented. Seconded by: Tarbet.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

3. 208 Essex Street: Small Project Review – Installation of new windows on East Elevation of Salem Five

Samuel Clement of Jones Architecture was present to discuss the project.

Sarah Tarbet and Marc Perras recused themselves as employees of Jones Architecture.

Clement stated that they are proposing to add 9 new windows along the east elevation, six on the third floor and three on the second floor, as part of an interior renovation of the corporate headquarters. Their desire was for more lighting in the center of the floor plate within this more modern addition to 210 Essex Street, the original historic bank structure. The east façade is over the CVS roof, but it is not visible from many locations and the photo provided was taken from the Museum Place garage. The existing east elevation has two-foot-wide cement panels and no windows, and the proposed window configuration is due to existing structural elements and fire protection requirements. They are also trying to limit the amount of demolition required, so they will selectively remove panels to install windows where they can, while blending in using a fiber cement panel to match as closely as possible. The new windows will be a close match, using a similar dark bronze aluminum framed system, and they will be installing an energy efficient window to meet the new code.

Public Comment:

No one in the assembly wished to speak.

VOTE: Jaquith: Motion to approve as presented. Seconded by: Miller.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

4. 90 Washington Street: Outdoor Dining – Review of proposed outdoor dining for Koto

Sarah Tarbet and Marc Perras returned to the meeting.

Leo Liu, owner of Koto, was present to discuss the project.

Newhall-Smith stated that the Koto will use the same footprint as prior years, they will add fencing around the area, and provide access to the fire hydrant for public safety which the Salem Fire Department has had no issue with in the past. Liu presented a revised fencing plan which will have Asian animals for each year rather than their logo. The opening in the fence will be for fire hose access to the hydrant. The fence will be a nicer material, with new tables and chairs for handicapped accessibility requirements.

Perras asked how the floor will be raised to align with the curb. Liu replied by in-filling at the curb with a platform for accessibility. They will also have two entrances, one in front of Koto and another towards the Red Lion Smoke Shop.

Perras asked if the entire perimeter fence to be painted black. Liu replied yes. Perras had no issues with the design. Leftwich asked if the panel color would be grey with black graphics. Liu believed it to be red, but he will confirm, since he is having them premade. They will reinstall the PT wood fencing until the new fencing arrives and the artwork will be used on both sides of the fencing with a black base. The animals will be laser printed onto the boards; they are not painted. The Board was in favor of it. Perras noted his preference for all black fencing. Liu had no issue with all black, which will match the furniture.

Public Comment:

No one in the assembly wished to speak.

VOTE: Perras: Motion to approve as presented. Seconded by: Jaquith.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

5. 288 Derby Street: Outdoor Dining – Review of proposed outdoor dining for Bambolina

Elizabeth Childs, owner of Bambolina, was present to discuss the project.

Childs stated that they will use the same outdoor dining set up, but it will only be 40-feet-long and will stop at the end of the building rather than extend further down Derby Street. They will also use the same red beer garden style tables and umbrellas.

Perras asked who controls the use of the jersey barriers. Noting that it is difficult to see them at night, he suggested something reflective be added to the end barrier making it easier to see. Childs agreed and replied that the city controls the barriers. Newhall-Smith agreed to make that recommendation to the Salem Police Department.

Perras was in favor of the design, noting that it left the sidewalk open for pedestrians. Jaquith agreed.

Public Comment:

Russel Tanzer, South Harbor Holdings. Excited to see this return to Derby Street and for the buzz it creates.

No one else in the assembly wished to speak.

VOTE: Jaquith: Motion to approve as presented with the addition to add protective tape at the end of the jersey barrier. Seconded by: Perras.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

6. 155 Derby Street: Outdoor Dining – Review of proposed outdoor dining for Adriatic Restaurant

Vini Kurti, owner of Adriatic Restaurant, was present to discuss the project.

Kurti stated that he is proposing the same outdoor dining that takes up two parking spaces on Front Street with a raised platform. He noted that pedestrians can still walk through the middle of the sidewalk, and they will use the same tables and chairs, and umbrellas with no logos.

Perras asked why some establishments have jersey barriers, some have fences, and some chains with stanchions. Newhall-Smith replied that the proposals are evaluated by the Salem Police Department and a representative from Traffic and Parking, who both look at each location individually and consider vehicular traffic. The Adriatic Restaurant is tucked away with low vehicular traffic, so jersey barriers aren't needed.

Perras was in favor if accessibility is maintained. Miller asked if they can they maintain the sidewalk that remains open, because sometimes it is closed, and people end up walking in the street. Kurti replied that they have received permission from the city to close the sidewalks when they are serving to encourage large group tours to walk on the other side of the street. They have closed it during Halloween when the street is closed to vehicular traffic. Miller stated that the sidewalk should be open even during busy weekends. Kurti suggested limiting the number of large tour groups allowed on that side of the street to prevent hundreds of people from walking through, making for them to serve their customers. Newhall-Smith agreed to ask if anything can be done. Miller noted that a group of hundreds is different than a family and they shouldn't be pushed out into the street with the vehicles creating a dangerous situation. She suggested adding a "No Large Group Tour" sign. Kurti stated that he would like to keep it open, and he has used an A-frame sign suggesting tours avoid the patio, but when things slow down they've removed it. He agreed to not use the chain to block off the sidewalk.

Public Comment:

No one in the assembly wished to speak.

VOTE: Perras: Motion to approve as presented. Seconded by: Jaquith.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

7. 2 East India Square: Outdoor Dining – Review of proposed outdoor dining for Village Tavern

Alex Ingemi and Andrew Ingemi, co-owners, were present to discuss the project.

Andrew Ingemi stated that the extension of premises has been this way since Covid. They use red umbrellas. A white fence surrounds the areas, but black was suggested.

There is a fence along the fountain that will be moved outward a few feet to keep access within the brick area around the fountain. The host stand moves depending on the volume, it's usually at the far end but in October they move it closer to the restaurant to create a cueing area for customers and get them off Essex Street. This process starts in the spring, and it will take up space all the way to Essex Street at the edge of the fountain. They also take up a small area behind the fountain, the area to the far left is for Essex Pizza.

Miller believed that four feet of clearance is required for ADA around the perimeter of the fountain. Andrew Ingemi agreed to provide four feet. Chair Durand noted that they walked the area and there is plenty of room.

Miller requested the barrier material. Andrew Ingemi replied that it is a white picket fence that can be painted back. The barrier is lattice, and the base is concreted into a half barrel that holds flowers.

Miller noted that the area extends far out towards Essex Street. She can see using parking spaces but not public park areas being used as private space. Andrew Ingemi replied that parking spaces are the same, public space used for private use, and they are leaving areas to enjoy the fountain, and there are no other stores around them.

Miller asked if there was a barrier at the existing patio. Andrew Ingemi replied that there is an existing brick low wall, and they no longer use additional lattice. The fencing is used to contain the use of alcohol. Miller noted that the solution has improved from last year, adding that the white fencing is very bright but black will stand out less.

Perras asked if there would be fence along the fountain. Andrew Ingemi replied yes, they will be modifying the existing area.

Tarbet stated that this feels like Village Tavern Park, the fencing still affects the use of the fountain, and their use of it feels very dominant. Andrew Ingemi replied that the Salem Police Department requested the fencing to contain the use of alcohol. Miller noted that Adriatic Restaurant doesn't have a fence, and their customers pay and leave. She added that a 4-foot path and a tall fence isn't very welcoming, but she understands the limitations. Newhall-Smith added that liquor licensing may play a roll in it. The Adriatic Restaurant has a chain barrier with shrubs along the street. She asked the applicant if he felt the police would have an issue changing from fencing to chain barriers. Alex Ingemi suggested installing a chain fence. Andrew Ingemi suggested keeping what they suggested by the police.

Miller stated that the DRB has concerns with the look of the downtown. Newhall-Smith noted that the application will return to the SRA, which leaves time to discuss the matter with the police. She suggested an approval that leaves some flexibility with a preference for less visual blocks.

Tarbet stated that the patio is also large and takes up a lot of area. Perras noted the strong precedent in the plaza for black chains and stanchions. He suggested making it a

recommendation with the lattice wall at the interior face being a back-up. Miller agreed. Murray suggested using shrubs rather than an interior lattice fence.

Public Comment:

No one in the assembly wished to speak.

Tarbet stated that the floor plan shows enough tables for 28 people but the rendering shows more. She asked if there will be ten tables or seven. Andrew Ingemi replied that moving the fencing inward will limit the number of tables, noting that this is also their entrance and exit so a lane must be clear.

Tarbet noted the existence of a small sign attached to the lattice and a separate paper sign. Andrew Ingemi replied that the Salem Police Department required a "No Alcoholic Beverages Beyond This Point" sign. Miller suggested the use of a nicer sign either mounted to the chain or on a post.

VOTE: Miller: Motion to approve with the following conditions; the black lattice fence supported by posts and flower pots and flowers at the backside of the patio and to the east, the DRB recommends that the additional sides for the patio be defined with a black posts and chains signage as required by the Salem Police Department, and the chain to be a minimum of 4-feet away from the edge of the fountain. Seconded by: Jaquith. Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

8. 282 Derby Street: Outdoor Dining – Review of proposed outdoor dining for All Souls

Jan Tran and Patrick Shultz of All Souls were present to discuss the project.

Tran stated that they are proposing the same layout that they've used the past three years, they will reuse the decking flush with the sidewalk, reinstall poles to hang string lights on, will use six jersey barriers to surround the two parking spots, there will be five tables with four seats each totaling 20 seats. They will request the jersey barriers that were painted to match their theme from the DPS. They will also use plain red umbrellas and grey furniture as last year.

Perras asked what the square elements were surrounding the platform floor plan. Tran replied that additional posts for rope or chain to close off the area.

Perras suggested the corners of the jersey barrier have a reflective material added for safety. Newhall-Smith agreed to make that recommendation to the Salem Police Department.

Public Comment:

No one in the assembly wished to speak.

VOTE: Perras: Motion to approve as presented with a recommendation to the Salem Police Department to add reflective items. Seconded by: Tarbet.
Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor.
Passes 7-0.

Projects Outside the Urban Renewal Area

1. 16-18, 20R Franklin Street: North River Canal Corridor – Review of 100% design drawings

Mark Yanowitz of LYF Architects was present to discuss the project.

Yanowitz stated that they are completing the permit application for Building B, and they've made minor modifications; some of the base must be concrete, they can't expand the footprint after the Chapter 91 review, so they are using a colored parge coating in Charcoal Grey. The mechanical system has changed, the garage level louvers are larger but there are fewer of them, there is one louver on three sides and no louvers at the front. The entry canopy has been simplified; they removed the decorative cornice to create a cleaner band that wraps the building. The parapet height increased to just under 1-foot-high due to an interior drainage design, where the roof will be sloped with sumps and downspouts painted Charcoal Grey. All other items will remain the same.

Perras stated that the note still calls for the base painted rather than a parging material impregnated with color. Yanowitz replied that paint will be mixed in with the parge. Perras preferred downspouts painted the color of the façade, particularly those at the middle section of the building. Yanowitz noted that changing the downspout color to match the background color which will be seen from the site angle. Murray suggested a copper or bronze color. Perras suggested an anodized finish that pops. Chair Durand agreed. Yanowitz suggested bronze. Tarbet noted that it would match the dark bronze storefront. Perras suggested all metal elements be dark bronze.

Tarbet asked if the balcony railings are black steel. Yanowitz replied that stainless cables with black frames is proposed, there are other colors available, but they wanted to deemphasize those elements. Murray suggested making those elements an accent color to dress up and accentuate them. Yanowitz suggested wrapping the trim with bronze coated aluminum. Perras once again recommended dark bronze.

Perras requested the material of the corner elements on the balconies. Yanowitz replied that the painted PVC wraps around a wood posts. Perras suggested those also be painted dark bronze to simplify all those elements. Murray agreed.

Tarbet asked if dryer vents would show up in elevation. Yanowitz replied that they were able to go vertically with those to keep the façade clean.

Perras asked why the planters are not being parged. Yanowitz replied that they may apply the coating to them as well.

Public Comment:

No one in the assembly wished to speak.

VOTE: Perras: Motion to approve with the change of all metals to a similar dark bronze color except for the mechanical louvers, and to change the planter surround to a parge coat. Seconded by: Jaquith.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

Newhall-Smith to share the DRB decision with the Planning Board so they know it was reviewed by the DRB.

New / Old Business

1. Approval of Minutes:
 - a. February 28, 2024

VOTE: Perras: Motion to approve the February 28, 2024, meeting minutes. Seconded by: Tarbet.

Roll Call: Jaquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

2. Sign Manual Update Project – Update on Project Status

Newhall-Smith stated that the sub-committee met on Monday, they made some edits, have still some edits to discuss. Leftwich added that they will review it further for font, graphics, and images. She noted that their next meeting will be on April 15, 2024, via Zoom.

3. Staff Updates, if any:

Newhall-Smith stated that this is Colleen Brewster's last meeting as the Clerk of the DRB. Newhall-Smith and the Board thanked Brewster for her years of service.

Jaquith stated that after 25 years he is leaving the Board but will stay on until they find a replacement for him.

Newhall-Smith stated that the courthouses and crescent lot will be before the DRB in April. She noted that the DRB requested a mock-up of the curved wall proposed at the crescent lot. The materials have a long lead time, but they will be on display in Beverly in June.

Newhall-Smith stated that the 75 North Street project will be before the DRB in April, which already has a full agenda. Chair Durand suggested a special meeting. Tarbet noted that there is a lot of public comment attached to the project.

Miller stated that there has been some talk with Parks & Rec about Lapin Park getting a refresh, she remembered that astroturf was proposed. She asked if the DRB will review the proposed plan. Newhall-Smith replied that the DPS is working with Landworks and John Bobrick on a radically different plan, and it was explained to the DPS that there must be a public review process. She noted that the Planning Department doesn't have the capacity to work on it at this time, but she anticipates public engagement to occur over the summer.

Newhall-Smith stated that she will work on enforcement issues that Perras has raised with downtown businesses. Perras suggested that the city address enforcement prior to the start of Halloween season.

Perras stated that the last 2 meetings the DRB has set a precedent for the use of lattice; lattice must be black, wood, and captured on all sides. Miller agreed. Newhall-Smith stated that she will advise new applicants of the lattice requirements.

Adjournment

Jaquith: Motion to adjourn. Seconded by: Perras.

Roll Call: Jacquith, Leftwich, Miller, Murray, Perras, Tarbet, and Durand were in favor. Passes 7-0.

The meeting is adjourned at 8:45PM.

Know your rights under the Open Meeting Law M.G.L. c. 30A §18-25 and City Ordinance Sections 2-028 through 2-203