

<b>Board or Committee:</b>	<b>Design Review Board – Regular Meeting</b>
<b>Date and Time:</b>	<b>Wednesday, September 27, 2023 at 6:00 pm</b>
<b>Meeting Location:</b>	<b>Remote Participation via Zoom</b>
<b>DRB Members Present:</b>	<b>Chair Paul Durand, Catherine Miller, Marc Perras, J. Michael Sullivan, Sarah Tarbet</b>
<b>DRB Members Absent:</b>	<b>Glenn Kennedy, David Jaquith</b>
<b>Others Present:</b>	<b>Kate Newhall-Smith</b>
<b>Recorder:</b>	<b>Kate Newhall-Smith</b>

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

### **Signs in the Urban Renewal Area**

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#### **1. 30 Church Street:** Theara Spicy Kitchen

Meg Nichols of Painted Lady Sign Co. was present to discuss the proposal.

Nichols confirms that this business is located within the East Regiment Beer Company. The applicant is proposing to install a 36" x 36" projecting sign on a new bracket. Newhall-Smith confirms that the new bracket will be over the storefront that the brewery occupies.

Members discuss the size of the proposed sign in relation to the size of the East Regiment sign. Miller recommends reducing the size of the sign to 32" x 32" so that proportionally relates to the East Regiment sign.

Sullivan asks about the height of the sign and questions if it will line up with the bottom of the East Regiment sign. Newhall-Smith suggests the board consider if they want to see the bottoms of the sign or the heights of the brackets be in alignment with each other. Members discuss and express their desire to see the brackets at the same height.

Tarbet asked about the sign material. Nichols confirms that it's a PVC sign with painted elements.

Public Comment: There was no one in the assembly who wished to speak.

**VOTE:** Miller: Motion to approve with the projecting sign in a reduced size of 32" x 32" and installation of the bracket at the same height as the other existing brackets. Seconded by: Tarbet. Roll Call: Miller, Sullivan, Tarbet, Perras and Durand were in favor. Passes 5-0.

#### **2. 226 Essex Street:** Moons Gift Shop

Ken McTague of Concept Sign, Co., was present to discuss the proposal.

McTague states that the proposed sign is similar to the existing one. It is an HDU sign that will be hung on an existing bracket. The moons will be raised elements.

Members express their support of the sign design.

Public Comment: There was no one in the assembly who wished to speak.

**VOTE:** Miller: Motion to approve as presented. Seconded by: Perras.

Roll Call: Miller, Sullivan, Tarbet, Perras and Durand were in favor. Passes 5-0.

3. **1 Derby Square:** Acorn Tattoo

Ken McTague of Concept Sign, Co. was present to discuss the proposal.

McTague states that the proposed sign is a carved, gold leaf sign that will be installed near the entrance. He confirms that the Fresh sign will be removed.

Sullivan asks about the bracket style. McTague states that the bracket used for Maison Vampyre is likely from the 1940's and he is not able to source a bracket that is an exact match but is proposing a bracket that features scrolls similar to the existing one.

Miller asks about the bracket installation and states her preference to see the brackets at the same height so that they mirror each other on each side of the entrance. McTague confirms that this is also his preference.

Public Comment: There was no one in the assembly who wished to speak.

**VOTE:** Miller: Motion to approve with the bottom of the new bracket at the same elevation as the bottom of the existing bracket on the other side of the entrance. Seconded by: Tarbet.

Roll Call: Miller, Sullivan, Tarbet, Perras and Durand were in favor. Passes 5-0.

### **Projects in the Urban Renewal Area**

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1. **23 Summer Street:** Modification of Approved Design – Request to remove slate roof and replace it with GAF Slateline fiberglass/asphalt shingle and request to change from Hardie siding to LP Smart Siding, continued from 6/28/23. Request to continue to October 25, 2023.

The applicant has requested you to continue your review of this project to the October 25, 2023, meeting.

**VOTE:** Perras: Motion to continue this proposal to the October 25<sup>th</sup> meeting. Seconded by: Sullivan.

Roll Call: Miller, Sullivan, Tarbet, Perras and Durand were in favor. Passes 5-0.

### **New/Old Business**

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1. **Approval of Minutes** – August 23, 2023

**VOTE:** Miller: Motion to approve the August 23, 2023, meeting minutes. Seconded by: Tarbet.

Roll Call: Miller, Perras, Sullivan, Tarbet, and Durand were in favor. Passes 5-0

2. **November and December Meeting Dates**

Newhall-Smith states that due to the Thanksgiving and Christmas/New Year holidays she has scheduled the DRB meetings for the third Wednesdays of November and December, i.e., November 15<sup>th</sup> and December 20<sup>th</sup>.

She requests board members to let her know as soon as possible if they are not able to attend these meetings.

### **3. Staff Updates**

Newhall-Smith states that she is work on sign enforcement as follows:

- Vinyl building wraps – she will be meeting with a representative from the PEM regarding their vinyl building wraps.
- Temporary Halloween Signage – there are banners and window painting on several businesses. Rather than try to get business owners' attention now, she will wait until after October to contact them and share sign regulations.
- Black Cat – she sent an email to the owners today asking for their timeline to seek a permit for permanent signage at their business. She hopes to see them come through the review process before the end of the calendar year.

Newhall-Smith discusses the SRA Sign Manual and the potential to review the document and update it to reflect current sign practices and preferences in the downtown area. This review can be done in-house with DRB volunteers with a final presentation to the DRB and the SRA and adoption by the SRA. It will not require any public hearings or legal ads, but the project can be carried out via a public process through regular DRB meetings where materials are vetted.

Newhall-Smith will sketch a project outline for this initiative and share it with the board.

### **Adjournment**

Perras: Motion to adjourn. Seconded by: Tarbet.

Roll Call: Miller, Perras, Sullivan, Tarbet, and Durand were in favor. Passes 5-0.

Meeting is adjourned at 6:45PM.

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