

**Minutes
Design Review Board
August 8, 2019 at 6:00 PM
Council Chambers – Municipal Building
93 Cottage Street**

Chairperson Barbara Sassaman, Vice-chair Steve Demers, Secretary Peter Bono and board members Francis “Pancho” Cole and Andrew Geel were present. The sixth and seven seats on the board are currently vacant.

Town staff present: Planning Director Michele Gagnon.

I. CALL TO ORDER

Chairperson Sassaman called the meeting of the Design Review Board to order at 6:00 PM.

II. EXCUSED ABSENCES

None

III. ADOPTION OF THE AGENDA

Cole moved to adopt the agenda. Demers seconded the motion. The motion carried unanimously (5-0).

IV. ELECTION OF OFFICERS

Cole nominated and moved the same slate officers (Chairperson Barbara Sassaman, Vice-chair Steve Demers, and Secretary Peter Bono) with Geel as second. The motion carried unanimously (5-0).

V. APPROVAL OF MINUTES (June 13, 2019)

Demers moved to adopt the minutes of June 13, 2019. Cole seconded the motion. The motion carried unanimously (5-0).

VI. PUBLIC COMMENT

None

VII. BUILDING PERMIT REMINDERS

Sassaman reminded the applicant that they would need to apply for and receive a building permit prior to commencing any of the activities approved at the meeting.

VIII. REGULAR BUSINESS

a. Certificate of Appropriateness

**Application: DRB-19-22 (Hulls Cove Gas Station)
Applicant: Sign Services Inc.
Project Location: 3 Breakneck Road/223-003-000
Proposed Project: Installation or Changes in sign or awning**

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No one was representing the applicant.

Demers moved that:

- 1) There will be no lighting on the face of the canopy or pectin panel or vertical surfaces. The lighting under the canopy will be 3,000 KV.**
- 2) The standing ID sign's digital prices will be illuminated from within but nothing else on the ID sign will be lit. Two gooseneck lights will illuminate the ID sign and will be 3,000 KV.**
- 3) All signage for the gas station and the store totals 180 SF, which is approved, even though it exceeds the allowance.**
- 4) No other lighting or signage is approved**
- 5) Store signs included in the 180 SF are: General Store 32 SF, Coca Cola Sold Here 6 SF, Green Mountain Coffee 6 SF, Hot Breakfast banner 18 SF, Pizza banner 22 SF, and the ATM neon sign 1 SF.**
- 6) Size of gas station signs are approved as submitted.**

Cole seconded the motion. The motion carried unanimously (5-0).

b. Certificate of Appropriateness

**Application: DRB-19-36 (Destination Health)
Applicant: Destination Health Properties, LLC
Project Location: 124 Cottage Street/104-159-000
Proposed Project: Construction of New Building and Installation of Sign**

Representing the applicant were Stewart Brecher from Stewart Brecher Architect and Geoff Fraser from Fraser Associates Architects. The owner, Andrea Lepcio, was also present.

The project was presented to the board including the material that would be used.

A long discussion ensued about how the modern architectural style of the proposed building fits into the area. Bono read a statement explaining why he could not support the proposed design.

It was agreed that the applicant needs to demonstrate to the board how the project meets the standards.

Chairperson Sassaman moved to table the application and to schedule a site visit at 5:15 PM (later changed to 5:00 PM) on August 22, 2019. Cole seconded the motion and it carried unanimously (5-0).

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IX. OTHER BUSINESS

- a. **Color chart – Chairperson Sassaman moved that the old, list minus CW-300 Tucker Orange and CW-540 Dunmore Green, is Trim Colors only and that the new list is for everything. Demers seconded the motion and it carried unanimously (5-0).**
- b. **DR Handbook – Tasks to be accomplished by August 22, 2019 – Chairperson Sassaman would like the members to provide pictures of exemplary signs.**
- c. **Discuss vacancies (3) - Board members will try to come up with names.**

X. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

None

XI. ADJOURNMENT

Cole moved to adjourn the meeting at 8:00 PM. Demers seconded the motion and carried unanimously (5-0).

Pete Bar

8-22-19