

Minutes  
Design Review Committee Meeting  
May 9, 2018

Members in attendance:

<i>Planning Board:</i>	<i>Citizen Members:</i>	<i>Staff support:</i>	<i>Other:</i>
Lenny Horr, Chair	Steve Cabana Tom Gagne	Beth Della Valle, Planning Director	Maura Herlihy, Townhouse Properties Joe Stanley, Line Pro Surveying
Jack McAdam, Vice Chair	Kelly Tarbox	Mike Casserly, Assistant City Engineer	Ed and Kevin Sevigny, NexGen Tooling
Dianne Connolly			

The meeting was called to order at 5:05 pm.

1. The minutes from the April 11, 2018 meeting were approved, with addition of who made motion to adjourn, on a motion by Jack, seconded by Dianne, 5:0.

Kelly arrived at 5:12.

2. Aubuchon Hardware, 640 Main Street – Barry Johndro could not attend the meeting and will be prepared for the next meeting. The cause of concern is that, with the installed planters, the proposed lights could be subject to vandalism. Motion by Lenny, seconded by Dianne, to table this item until the next meeting, approved 5:0.
3. Townhouse Properties, 885 Main Street – Maura Herlihy presented a proposal to add an ATM in the former bank drive up window. She would remove the old bank drawer and lower window and pop in an ATM machine. A new 36" X 24" sign will be added above the ATM. The light above the ATM will be replaced with a LED fixture. She is working on two-sided 28" X 24" entrance and 18" X 18" exit signs. A new do not enter sign is also proposed. The entrance and exit signs will have a cream background and green lettering. Motion to recommend approval of the project was made by Kelly and seconded by Jack; approved 6:0.
4. Town Square Realty, 885 Main Street – Steve recused himself from voting on this item so as to present the proposal. Town Square is moving to 883 Main Street, aka Townhouse Properties. They hope to be in their new space by the end of June. Steve presented copies of the three new proposed signs – an 18" X 96" sign sited above the space the business will occupy; a 24" X 72", two-sided sign which is proposed to extend out from the building on the Main Street façade (the frame would remain and be painted black); and a 15" X 37", two-sided sign which is proposed to be added to the existing ladder sign frame. The background color of the signs will be beige with black or maroon lettering. Steve discussed lighting fixtures above the new signs (4 over the sign sited above the space, 3 over the sign that extends out from the building) and said they plan to mimic the number, style, and black color of the fixtures that are already in use. Beth asked Steve to send her the specification sheet for the new fixtures once they have been selected. Beth will send copies of the spec sheet to the Committee. Steve indicated they would be sensitive of directing light spillage so it does not go into the tenant's window. He also indicated that if they place anything in the windows,

it will be from the inside and they probably will not place a monitor there, but if they do, it will likely be on the courtyard, not Main Street side of the building. Lenny made a motion to recommend approval of the proposal once the Committee has review the lighting specification sheet, seconded by Dianne and unanimously approved (5:0).

5. Richie's Jerk & BBQ, 35 Washington Street (now open) – The applicant did not attend the meeting. Beth presented the proposal. The applicants are proposing two signs that are already mounted – a 5' X 8' on the second story of the front of the building that faces Washington Street, and a 3' X 5' sign placed on the second story of the uphill side of the building. It is not clear if the current signs are intended to be permanent. Steve suggested that we go to Code Enforcement to determine the correct square footage. Currently they have 64 square feet of signage. Thom brought up the concern that the current signs are vinyl and that they will show signs of wear and tear down the road. The Committee recommends that when the signs become tatty, they should be replaced. Motion by Steve, seconded by Kelly to recommend approval of the proposed signage, passed 6:0. [NOTE: Beth spoke with Code Enforcement the day after the meeting and was told that the applicant intends to replace the current signs with more permanent signage.]
6. Gold Rush Pawn and Auto, 928 Main Street - The applicant did not attend the meeting. Kelly made a motion, seconded by Dianne, to table this item until the next meeting, unanimously approved (6:0)
7. NexGen Tooling, 42 Railroad Avenue – Dianne noted that she lives on Railroad Avenue and asked if anyone objected to her participation. Neither the applicants nor the Committee had concerns about her participation. Joe Stanley, of Line Pro Surveying, presented the proposal. The NexGen projects needs a Design Committee recommendation before the site plan can be acted on by the Site Plan Review Committee. Currently they have a 2,800 square foot building and they are proposing to expand with an additional 5,860 square feet. Specifications sheets were provided for the proposed outdoor security lights; they are different from the ones in the preliminary sketch, which was submitted for review. The applicants indicated that the security lights will be as bright as is needed by the Police, but not brighter, and will keep the light spillage on the property. The applicant is proposing a back lighted the letters (no frame) for the 3' X 8' sign, which is proposed to be placed on the expansion. Also, once the dimensions of the curb cut have been determined, some type of native, leafy, shade tree, probably a maple, will be planted for curb appeal. The color scheme of the proposed addition will match the existing building – tan, sage green, and brick red trim. Motion by Thom, seconded by Kelly to recommend approval of the project as presented. Unanimously approved (6:0).

Beth presented some information about upcoming items. The Committee decided that the business(es) involved will need to present at its next regularly scheduled meeting on June 13. No special meeting time was considered.

Motion by Thom, seconded by Jack to adjourn. Unanimously approved. Meeting adjourned at 7:42

Respectfully submitted,

Thom Gagne, Acting Secretary