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# TOWN OF NORTHBOROUGH DESIGN REVIEW COMMITTEE

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**November 30, 2023**

**Design Review Committee**

**Meeting Minutes**

**Approved March 7, 2024 as Amended**

**Members Present:** Amy Poretsky, Chair; Lisa Maselli, David Veron.

**Others Present:** Laurie Connors, Planning Director; Robert Frederico, Building Inspector and Zoning Enforcement Officer.

This meeting of the Design Review Committee was held in Conference Room B, 2<sup>nd</sup> floor of Town Hall. The meeting was called to order at 8:30am.

## **Discussion of Proposed Sign Bylaw Changes**

Members and staff discussed sign bylaw changes proposed by Ms. Poretsky per the draft attached.

Items discussed in detail were flags vs banners, the difference between the low monument signs and the taller freestanding signs (some town bylaws include pictures as examples), sandwich boards, projecting/blade signs, changeable signs vs electronic signs. Mr. Frederico stated changeable signs include physical letters and electronic signs change letters and words digitally. There are currently no changeable signs downtown except some of the churches and municipal buildings. It was agreed changeable signs will be removed downtown except churches and municipal buildings.

When a new business is starting in a location, is considered a new sign and must conform to current bylaw. When existing sign from the same owner is relettered, an exact replication of a current sign, including lettering, is grandfathered and allowed to continue. Sandwich boards will be allowed downtown, as temporary signs, as long as they aren't blocking sidewalks. There was a discussion about the 56 days allowed for temporary signs. Most towns use 30 days and Mr. Frederico agreed that would be easier to keep track of if 30 days; changing to 30 days.

Ms. Connors will get definitions for monument signs and freestanding signs.

Sign permits, non-conformity and compliance were discussed. Ms. Connors suggested a sign permitting process instead of requiring a special permit, as the advertising fee required for a public hearing would be prohibitive.

It was decided that we keep the bylaw in the written form vs. a table form for this year. It was also decided that the Design Review Committee should come up with Sign Guidelines to add to the Design Review Guidelines.

Mr. Veron departed at 10:55am.

Ms. Connors will incorporate the changes discussed at the meeting. This conversation will continue at another DRC meeting before being shared with the Planning Board.

Design Review make up will be discussed next time (was included in meeting packet).

Minutes were tabled to the next meeting.

The meeting adjourned at 11:45am.

Respectfully Submitted by  
Michelle Cilley, Board Secretary