

**TOWN CENTER DESIGN REVIEW BOARD  
SPECIAL MEETING MINUTES, June 18, 2024**

**DESIGN REVIEW BOARD MEMBERS PRESENT:** George Fields - Chairman, Frank Grillo, Robert Borg.

**STAFF:** Bill Hawkins, AICP – Director of Planning & Development

**OTHER:** Applicant – Karen Poltronieri, Business Owner

The meeting was called to order at 1:30 P.M.

**File# 2024-DRB1:** Request from Karenough Crafts & Boutique for an awning/sign for the business located at 11 High Street, Map 34H, Block 32, Lot 13

Business owner Karen Poltronieri described the request for a new awning on the building at 11 High Street for the Karenough Crafts & Boutique. She stated that the awning will have the name of the business on it to help people find them on the High Street side of the building. Mr. Hawkins stated that this property is unique in that it has frontage on High Street and Mountain Road but is not a corner lot. He further explained that the unique configuration of the property has made signage for the businesses in the building a concern for a number of years as only one ground mounted sign is permitted for the property and the existing sign is on High Street. A rendering of the proposed awning was shown to the DRB members and Ms. Poltronieri stated that she would like the awning to be black with the lettering white. The awning would project out from the building about 1 FT with the overall size of 3 FT by 7 FT but depending on the fit to the window it could be 4 FT by 7 FT. Mr. Hawkins explained that either size would fit into the requirements of the regulations for the building.

The Board discussed the color of the existing barber shop sign on the building which has a black background with gold lettering. The proposed awning will also be black but with white lettering which they felt would look good on the building. Mr. Grillo asked if the other windows could have a similar awning and Mr. Hawkins stated that they could if the business owner wanted one after receiving the necessary approvals.

With nothing further, Mr. Borg made a motion to approve the awning as presented. Mr. Grillo seconded the motion which passed unanimously. Mr. Borg then made a motion to adjourn which was seconded by Mr. Grillo and passed unanimously at 1:50 PM.

Respectfully submitted,



Bill Hawkins, Recording Secretary