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**TOWN CENTER DESIGN REVIEW BOARD
SPECIAL MEETING MINUTES, January 8, 2025**

DESIGN REVIEW BOARD MEMBERS PRESENT: George Fields - Chairman, Frank Grillo, Robert Borg, Ray Wilcox, Robin Zatory, Laura Webber, Michael Grandfield, Earl Waterman.
STAFF: Bill Hawkins, AICP – Director of Planning & Development
OTHER: Applicant – Lawrin Rosen - President artfx Signs, Matt Haskell, artfx Signs

File# 2025-DRB1: Request from Windsor Federal Bank to update existing signage on the building and the time/temperature monument sign located at 128 Mountain Road. Map 34H, Block 30, Lot 123.

Chairman Fields called the meeting to order at 1:30 PM and had the members of the board introduce themselves since there are several new members. At this time, new board member Michael Grandfield recused himself from the meeting as he has a conflict of interest with this application. Mr. Fields asked the applicant to explain the request for the board. President of artfx Signs, Lawrin Rosen described the request to remove the two internally lit box signs on the west side of the building that faces the plaza parking lot and replace them with one LED channel letter sign. Mr. Haskell explained that the existing box signs have a total of 60 SF of area and the proposed one LED channel letter sign is 45 SF with a new color scheme and logo that Windsor Federal is replacing at all of their locations. Mr. Rosen then described the box sign over the drive through above the ATM facing Mountain Road. For this sign, the proposal is to replace the panel insert and leave the box. Lastly, they are proposing to put in a new face for the time/temperature monument sign with a white background and the new blue color scheme for the lettering of the bank and logo.

Mr. Fields asked about replacing the non-conforming internally lit signs and questioned whether the board can approve them. Mr. Hawkins explained that State Statutes changed with regard to non-conforming structures and that demolition or deconstruction of a non-conforming structure is not evidence of the owner's intent to not reestablish such structure. Therefore, the owner can remove the non-conforming internally lit sign and replace it provided the non-conformity is not increased and explained that the proposal is to remove two internally lit signs and replace them with one that has less square footage. As a result, he was of the opinion that provided the board approves the application, the applicant can replace the signs as it is clear they intend to re-establish the structures.

Mr. Borg asked why the bank does not propose to make all the signs the same. Discussion took place regarding the zoning regulations and that all signs on the same building shall be uniform in terms of size, shape, location, and color and whether that means that all signs on the same building have to be built the same way. There was much discussion amongst the board members about having consistency with the proposed signage. Mr. Rosen stated that if the board wanted the sign above the ATM to also be an LED channel letter sign similar to the sign facing the parking lot to the west of the building that he would make that change. Mr. Rosen also suggested changing the panels on the time/temperature sign from the proposed white background and blue letters and logo

to an opaque blue background with white letters and logo. Mr. Hawkins explained the proposed colors are similar to blue colors in the approved historic color palette.

The board asked whether the lights would be on a timer or if they would be on all night. Mr. Rosen responded that the lights would be on a photocell with a shut off maximum rather than a timer so they would not be on all the time. Further discussion took place about keeping the signs in a box type construction so they would look like the Second Chance Shop. Mr. Rosen said they could build a new box for the main sign facing the plaza parking lot but they would have to make it 60 SF and that his client would prefer the updated look of the channel letter sign proposed.

Mr. Grillo asked the applicant to confirm that they would make both building signs the LED channel letter design. The applicant responded that they would if that is what the board wants. Several members stated that they like the updated look of the channel letter sign. With nothing further, Mr. Borg made a motion to approve the application with the LED channel letter building sign as proposed facing west, a channel letter sign over the ATM drive through not to exceed the SF of the existing sign in this location, and to reverse out the panels on the freestanding clock sign with an opaque blue panel and white letters, logo, and outline around the perimeter. The motion was seconded by Mr. Fields and passed 7-1 with Mr. Wilcox voting against.

Respectfully submitted,



Bill Hawkins, Recording Secretary