

Town of Franklin

Design Review Commission

Tuesday, January 20, 2026
Meeting Minutes



Vice Chair Andrew Pratt called the above-captioned meeting to order this date at 7:07 PM, as a remote access virtual Zoom meeting. This meeting was recorded. The following is stated on the agenda: Pursuant to Chapter 2 of the Acts of 2025, this meeting of the Design Review Commission will be conducted via remote participation. Citizens are encouraged to attend via the Zoom platform using the information provided on the agenda.

Members in attendance: Chair Sam Williams (joined at 7:16 PM), Vice Chair Andrew Pratt, Derek Darvish, Kyle Galvin, Associate Priya Natarajan. Members absent: Associate James Bartro. Also present: Morena Zelaya, Director of Planning & Community Development.

NEW BUSINESS:

a. 12 Main Street - Franklin Convenience Store

Mr. Rocco Cavallaro of Cavallaro Signs explained the signs. He said they have the projecting sign over the main door and letters on the fascia. The rear door has a sign. There is a photo showing the windows and small window stripes at the very bottom. He said he thinks they have the footage okay. He said they are trying to find the paint to block out some of the unusual areas that are odd colors to paint over. He said the signs would not be lit. He said they may like to do that in the future. Mr. Pratt confirmed lighting is not in this sign package.

Motion: To **Approve** the sign package as submitted. Motioned by D. Darvish. Seconded by P. Natarajan. Roll Call Vote: Natarajan-YES; Galvin-YES; Darvish-YES; Pratt-YES. Voted 4-0 (4-Yes; 0-No).

MEETING MINUTES:

a. December 16, 2025

Motion: To **Approve** the meeting minutes for December 16, 2025, as submitted. Motioned by K. Galvin. Seconded by P. Natarajan. Roll Call Vote: Natarajan-YES; Galvin-YES; Darvish-YES; Pratt-YES. Voted 4-0 (4-Yes; 0-No).

Chair Sam Williams joined the meeting at approximately 7:16 PM.

NEW BUSINESS/OLD BUSINESS:

a. Discussion on potential bylaw revisions

Ms. Zelaya said the guidelines are pretty out of date. They were last done in August 2005. Some of the bylaws have changed since then, and it has not been updated. She said the idea is for the guidelines to be updated and to be brought in line with the actual bylaws which is potentially something we could do in house. If any commissioners would want to assist with that, we would be more than grateful. She said it got her thinking that the members would potentially like to see the Commission be a little more robust and take more of an active role in designs, in signs, and potentially looking at bylaw revisions themselves. She reached out to Metropolitan Area Planning

Council (MAPC) if they would be able to offer some technical assistance, and they seem a little interested. If this is a project you would want to take on, we could potentially get someone from MAPC to sort of guide us through this process, and you could do it in an open session or in a working group. She explained what MAPC is and does. She said they have assisted the town in the past.

Mr. Pratt said one item is to update the actual bylaws themselves and modify them, and the second is to refresh that single guideline document. Ms. Zelaya explained it could be just the guidebook, but they could also tackle the bylaws.

Chair Sam Williams said they have had discussions about this before. He explained for the design guidelines, there is a lot that it should be this way, and a lot of it should be compatible with architectural styles and those around it, and it is not well defined and very subjective, and sometimes that leaves things open ended. There is also the idea that as a board, for facades and site plans and so forth, we are simply a recommending board. He said in terms of bylaws, about 99 percent of things are covered, but sometimes there is something that is maybe a little unique which makes it tough.

Mr. Pratt said of the two options, he would be in favor of addressing some of the gaps Chair Williams just gave examples of in our bylaws. This would help with more consistent decisions over time. He is in favor of updating the primary bylaws.

Chair Williams said in previous iterations, we have made suggestions, Planning Department crafts it, and Town Council has to vote on it. Ms. Zelaya said that is right. She explained the bylaw revisions could be made in open session or through a working group. She explained how a working group works.

Chair Williams said a few years ago they tried to make updates and asked everyone to think of other towns that have nice downtowns and look at what their design guidelines are. So, we looked at bylaws for York, Maine, and a few other places, but we never really made a lot of progress.

Mr. Pratt said to update the bylaws to address things that fall between the cracks. He said he feels we could potentially discuss those things that we come across at a meeting, and then just pass an initial more incremental update to the bylaws than trying to make broader updates and maybe not necessarily tackle the design recommendations at this time.

Chair Williams said one thing they could do is have that group take a look at our bylaws and provide feedback. Then we can all take a look at it and compare notes and see where they can help us tighten it up.

Mr. Pratt asked if we would invite MAPC to a public session. Ms. Zelaya said it would depend on what they could offer us at this time. She reviewed how this was done at a previous place she worked. She will talk to MAPC and see what kind of assistance they can offer.

Mr. Pratt asked if they could give an answer quickly. Ms. Zelaya said they would like to move on this quickly, and she can send the Commission members an email with an update. Mr. Pratt said he sees the need to add additional details to the bylaws. Mr. Galvin said the guideline book is not an easy read and seems rather outdated.

Ms. Zelaya said she will have a conversation with MAPC and report back to the Commission members, and they can further discuss at next month's meeting.

ADJOURN:

Motion: To **Adjourn**. Motioned by S. Williams. Seconded by P. Natarajan. Roll Call Vote: Natarajan-YES; Galvin-YES; Darvish-YES; Pratt-YES. Voted 4-0 (4-Yes; 0-No).

Meeting adjourned at 7:38 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary

DRAFT