



Design Review Board Meeting Minutes
Monday, December 20, 2021
7:30 PM

Board Members:

Mark Gluesing, Chair (P)
Bob Dermody, Board Member (P)
Chad Reilly, Board Member (P)
Deborah Robinson, Board Member (P)
Rana Mana-Doerfer, DRB Recording Secretary (P)
Elisa Litchman, Administrative Assistant, Planning & Community Development (P)

Applicants & Attendees:

1. Tim Parker, FastSigns representing Katie Klein Orthodontics to be located at 32 Chestnut Street, has made application to the Design Review Board for a Special Permit pursuant to the Sign By-Law Section 5.5.3.1 a) requesting second attached wall sign.

Mr. Chair called the meeting to order on December 20, 2021, at 7:30 PM EST.

Mr. Chair notified attendees of new public meeting orders issued by the governor of Massachusetts.

Agenda Item 1:

Hearing: Fast Signs representing Katie Klein Orthodontics to be located at 32 Chestnut Street for a second attached wall sign. – Tim Parker

The Board had previously reviewed and approved the signage presented to them, but when Mr. Parker presented the signs to the Building Department, he was told he needed a special permit for the second wall sign.

The second wall sign would face Chestnut Street and be installed on the right side of the property.

The sign is 14.2 inches high and 92.17 inches wide. The sign has the words “Katie Klein Orthodontics” on it, which are made of non-illuminated ½” white acrylic letters, stud mounted with spacers.

Mr. Chair noted for the Board that when they last reviewed this sign they made two conditions, the first condition is that they adjust the letter spacing in the upper text line, and that one-inch spacers be reduced to a quarter inch. The Chair suggested to re-impose those conditions again.

The Board reviewed the specifics of what they had discussed at the previous meeting when they reviewed the sign.

Motion to approve the special permit sign with the conditions that the letter spacing in the “Katie Klein” line be adjusted, specifically the “K-a-t” section, and that the one-inch silver spacers be reduced to ¼ inch by Mr. Reilly.

Motion was seconded by Ms. Robinson.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	
Deborah Robinson	Aye	

Minutes:

Motion to approve the minutes of November 22nd, 2021 by Mr. Reilly.

Motion was seconded by Ms. Robinson.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	
Deborah Robinson	Aye	

Motion to approve the minutes of December 6th, 2021 by Mr. Reilly.

Motion was seconded by Mr. Dermody.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	

Deborah Robinson	Aye
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Motion to Adjourn:

Motion to adjourn the Design Review Board meeting by Mr. Dermody.

Motion was seconded by Mr. Reilly.

Meeting adjourned at 7:46 PM.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	
Deborah Robinson	Aye	

Future Meetings:

Jan. 10, 2022	Via Zoom
Feb. 7, 2022	Via Zoom
Feb. 28, 2022	Via Zoom
March 14, 2022	Via Zoom
April 4, 2022	Via Zoom
April 25, 2022	Via Zoom
May 16, 2022	Via Zoom
June 6, 2022	Via Zoom
June 27, 2022	Via Zoom
July 11, 2022	Via Zoom
July 25, 2022	Via Zoom