

**MINUTES**  
**DESIGN REVIEW ADVISORY COMMITTEE**  
**September 7, 2023**  
**Town Hall Annex**  
**80 Doyle Rd. Bantam, CT**

**1. Appointment of Alternates** – The meeting was called to order by C. Bramley at 9:20 a.m. for informal discussion until D. Muecke arrived at 9:35.

**2. Present:** D. Muecke and C. Bramley, Land Use Administrator S. Musselman, K. Bracciditerro, Sign Pro, Tara-Marie Bares and Jennifer Graham.

**2. Sign Pro Inc: 340 Bantam Road** – Dental office with new signage.

Preliminary discussion of the application began while waiting for D. Muecke to arrive to constitute a quorum. K. Bracciditerro stated the principal in the dental firm met with Land Use Administrator, S. Musselman the day before and the panel sign presented at the 8/3/23 DRAC meeting would be the principal sign with the monument sign, located close to the building by the previous business, would be removed. The panel sign will have wood posts with a PVC sleeve, the sign will be an aluminum tube frame and the panel for future tenants will be an ACM panel. The proposed location of the panel sign was shown on a drawing, locating the sign on the property adjacent to the State highway take line. It was noted the new sign is consistent in location off the highway and size to the adjacent property to the east. The sign will be 73” x 48” meeting the maximum size permitted of 24 sq.ft, overall height 75”, and the width including posts no wider than 80”.

Graphics of sign as presented. D. Muecke moved a favorable recommendation of the proposed sign and placement, C. Bramley seconded and unanimously carried.

**3. Tara-Marie Bares & Jennifer Graham** – Litchfield welcome sign proposal.

T. Bares and J. Graham were present for a preliminary discussion of welcome signs for Litchfield. The idea for welcome signs was initiated by the Economic Development Commission, and it was suggested by the First Selectman discussions start with Design Review. The concept of signs was presented by J. Graham with photos of signs in towns around the state as well as some existing in Litchfield. T. Bares stated the EDC members feel the welcome signs to be important for economic development. DRAC members questioned where the signs would be placed and whether it would be at the various entrances to the town on 202, 63 and 118. It was stated the signs were proposed to be in the Borough of Litchfield with T. Barres and J. Graham sharing a map of draft locations approved by Town Engineer, Raz Alexe, inside the Borough boundaries and adjacent to residential properties. DRAC members did not feel the proposed locations, in the middle of residential neighborhoods, were appropriate, despite it being also stated Borough Warden Carr was open to the concept of signs.

It was also commented that it appeared the signs were specifically focused on the business district on West Street. Pictures of proposed panel style signs were reviewed and DRAC

members suggested the signs be placed just outside the Borough boundaries where Design Review has jurisdiction as the placement might help to calm and slow down traffic entering the village.

It was suggested T. Bares and J. Graham approach the borough for discussion since the preferred placement of signs is within the borough. It was also noted that all signs would be consistent in appearance and DRAC stated they would work with the appearance and type of sign based on Borough HDC preference and approval. The Board of Warden and Burgesses and the Borough HDC are the only entities that can approve signage size, style and location. The Zoning Enforcement Officer issues sign permits based on conformance to the Litchfield sign regulations. DRAC members noted with the primary focus for the signs is to be located in the borough, the first step should be conversations with the Borough Board of Warden and Burgesses and the Borough HDC. Zoning has no jurisdiction over placement or design of signage in the Borough, only the type of sign and maximum dimensions permitted under the zoning regulations.

**5. Approval of Minutes** – August 3, 2023

D. Muecke moved approval of the minutes with the correction “Item 3. Litchfield Medspa color of sign approved black with gold, not black with white. C. Bramley seconded a motion as amended and unanimously approved.

**6. Adjournment** – D. Muecke moved, C. Bramley seconded a motion to adjourn at 10:45 a.m., and unanimously carried.

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Design Review Advisory Committee

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Date: 9/7/1/2023