



Town of Sudbury

Design Review Board

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Draft Meeting Minutes January 11, 2023 Design Review Board

Meeting Format: Zoom Conference Call

Present: Susan Vollaro, Jim Parker, Katie McCue, Zach Blake, and Chris Alfonso

Other Business:

Town Report: The 2022 Design Review Board Annual Report was unanimously approved.

Current Sign Bylaws: Discussion ensued regarding town bylaws pertaining to signage. As follow up Susan Vollaro will talk to Adam Duchesneau, Director of Planning and Community Development, regarding the confusing language and vagueness of the bylaws including Free-Standing Business Signs and Free-Standing Business Center Identification Signs. It was felt by members of the board that the language of the Sudbury signage bylaws is at times confusing and difficult to interpret. It was agreed that the language could be simplified and be made easier to understand for members of the general public and that this would be a worthwhile endeavor for the board to pursue. Susan Vollaro agreed to talk to Adam to seek out the staff perspective with respect to the current signage bylaws. Zach Blake noted that other nearby towns such as Brookline had a Sign Design Guidebook. It was generally agreed that having a guidebook would be helpful for applicants. It was decided to consider development of a sign guidebook for Sudbury. Zach Blake raised the issue of enforcement of penalties and fines for noncompliance. This issue will be raised with Adam. It was noted that the signage bylaws and signage definitions may be difficult for the general public to find online at the town website. The idea of specific online links to signage bylaws and definitions was raised. This could be included with the signage application.

Current Sign Application: There was extensive discussion as to how to improve the sign application to make it less confusing and more complete with goal of improving the process of applying for signage. Multiple ideas as to how to improve the application were discussed. Susan Vollaro and Chris Alfonso agreed to rework the application for further review by the board.

The minutes for the meeting dated November 9, 2022 were unanimously approved by the board.

Meeting adjourned at 8:18 PM.