



Town of Sudbury

Design Review Board

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Meeting Minutes February 25, 2026 Design Review Board

Meeting Format: Zoom Conference Call
Present: Susan Vollaro (Chair), Ark Pang, and Scott Utke
Absent: Katie McCue

Susan Vollaro opened the Design Review meeting at 7:31 PM, and requested roll call: S. Vollaro-present, S. Utke-present, A. Pang-present

Review of Proposed Signage

**Applicant: Formosa Market
435 Boston Post Road**

Business owner Chia Shin Chen was present to discuss the matter with the board. The applicant is proposing 162" x 24" wall-mounted lettering mounted above the storefront. In addition, there will be a double-height business name panel added to the property monument sign.

The proposed sign was a revision to the initial application that had larger sign which was deemed to be too large per the town's zoning review. The revised sign was submitted to the town hours before the meeting and complied with the maximum allowable primary sign size at 27 s.f. The sign would be externally illuminated with gooseneck signs to match existing on the property. The board felt that the sign design was appropriate and did not have any changes to recommend. Ms. Vollaro noted that it seemed as if the mounting hardware on each letter would be visible and distracting as it was shown on the application. She asked the owner to confirm that the hardware would either be concealed and/or painted to match the backboard so that it would not be visible. Ms. Chen agreed to look into that.

The monument panel sign was listed on the application as being 34" high x 84" wide. It would take up two business name slots vertically on the existing sign. Ms. Vollaro noted that per the Bylaw section 3265B.c, the maximum height of a freestanding business panel sign on a monument sign is 18". But she observed that the size shown on the application was very large and could not be correct. The applicant was asked to obtain the correct panel size and report back to the town. As long as it is between 8" and 18", it conforms to the bylaws. However, the board recommended a panel sign that was two panels wide rather than two panels high. The board agreed that it would be a better layout for the business name. The applicant was not sure about this but would ask the property owner.

S. Utke motioned to approve the signs as presented as long as the panel sign was not more than 18” high, with the recommendation that the panel sign be two slots wide rather than two slots high. A. Pang seconded the motion. It was on motion 3-0; Vollaro-aye, Pang-aye, Utke-aye.

Review of Proposed Signage

**Applicant: Italian Exclusive Vacations
345C Boston Post Road**

Business owner Luca Figliuolo and Accounting Manager Nicholas De Bari were present to discuss the matter with the Board. The business is located on the second floor, and the applicant is proposing a 10” x 30” wall-mounted sign mounted on the wall between openings for parking. This location is under the actual business location. No lighting is planned.

At 2.1 square feet, the sign size conforms to the Bylaws, and the board felt that the design was appropriate. The owner shared that they were adding a sign to help visitors locate the appropriate entrance to the building and noted that there was no obvious location at the actual entrance to place the sign. Mr. Pang recommended that the sign be placed higher up, closer to the windows of the business. Ms. Vollaro felt that the ideal location would be to the right of the door, where other business panels already existed, but there did not seem to be any room to add a sign. Mr. Utke also felt that the sign should be by the door but would need to be above the existing light in an odd location. Ms. Vollaro suggested that the sign could be located under the first set of their windows, closest to the building entrance. This suggestion was acceptable to the applicant, and the remainder of the board also concurred. The applicant asked if they would need to go before the board if they wanted to make the sign smaller. Ms. Vollaro said that they would not need to but advised against making it smaller because it was already a small sign which she believed appears larger on the mock-up than it will be. However, if the applicant decides to select a different location for the sign, they will need to go before the board again for review.

S. Utke motioned to approve the sign design and size as presented, with a mounting location centered under the right-most set of windows and above the horizontal datum on the façade. A. Pang seconded the motion. It was on motion 3-0; Vollaro-aye, Pang-aye, Utke-aye.

Review of Proposed Signage

**Applicant: Chase Bank
527 Boston Post Road**

Eric Metzger of Philadelphia Sign Company was present to discuss the matter with the board. The business is looking to add a sign on the west façade, in addition to their existing signs.

The applicant is proposing an 84” x 15” wall mounted sign that would be externally illuminated with gooseneck lighting. At previous meetings, it was determined that the overall maximum sign square footage was reduced given that the 19.2 s.f. primary sign is internally illuminated. The

existing 2.3 s.f. ATM sign plus this proposed new sign at 8.75 square feet conform to the remaining allowable maximum total signage size per the town's zoning review.

S. Utke motioned to approve the signs as presented in the materials dated 2/9/26. A. Pang seconded the motion. It was on motion 3-0; Vollaro-aye, Pang-aye, Utke-aye.

Annual Report:

S. Utke motioned to approve the 2025 Design Review Board Annual Report. A. Pang seconded the motion. It was on motion 3-0; Vollaro-aye, Pang-aye, Utke-aye.

Minutes for approval:

A. Pang motioned to approve the meeting minutes dated 1/28/2026. S. Utke seconded the motion. It was on motion 3-0; Vollaro-aye, Pang-aye, Utke-aye.

The meeting adjourned at 8:31 p.m.