



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: May 15, 2025

Re: **Item No. 2 – Docket No. PF-1620220-BAR**
Woodfire – 303 Mill St NE
Sign

Request approval of a new sign for Woodfire, located at 303 Mill St NE, Docket No. PF-1620220-BAR, in the M, Mill zoning district; filed by Nikita Patel, JD Sign & Installation, Project Contact.

The applicant is proposing the installation of a new illuminated box sign measuring 24 square feet. The white acrylic sign face will feature the business name, “WOODFIRE”, in black applied vinyl along with the business flame logo in red, orange, and yellow vinyl applied graphics. The sign will be mounted to the building façade with 3/8-inch lag bolts and will be illuminated at 3500 Kelvins and 150 Lumens.

Attachments: 01 – Staff Report
02 – Application and Authorization
03 – Sign Rendering
04 – Relevant Code Section

Recommended motion:

I move to (approve/defer/deny) the request for a new sign for Woodfire, located at 303 Mill St NE, Docket No. PF-1620220-BAR, in the M, Mill zoning district; filed by Nikita Patel, JD Sign & Installation, Project Contact. (as submitted / with the following conditions....)

Applicants must attend the meeting and represent their application.
Failure to appear may result in the deferral of the item or amendments to the design.
Failure to appear will not relieve any pending violations.

Process

Per Town Code Chapter 4, all land areas zoned other than single-family detached residential are architectural control districts. Any lot, parcel or area of land within any area zoned for single-family detached residences, which is used for other than single-family detached residences, or which is the subject of an application for a use permit or building permit involving any such other use, is also designated an architectural control district.

No structure, building, sign or other improvements or other major landscape features surrounding such building, structure, sign or improvement located on any land within any architectural control district shall be erected, reconstructed, altered or restored until the plans for such shall have been approved by the Board of Architectural Review.