



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: December 18, 2025

Re: **Item No. 01 – Docket No. PF-1950803-BAR**
386 Maple Ave E - Sign

Request approval of an updated sign for the business located at 386 Maple Ave E., Docket No. PF-1950803-BAR, in the AE, Avenue East zoning district; filed by Sabrina Sullivan, Project Contact.

The applicant is proposing updating the freestanding sign by removing the current tenant information and replace with the following:

- Line 1: "Additional Tenant and"
- Line 2: "Rental Information"
- Line 3: "www.386mapleave.com"

The text will be in black to match the existing sign text. The proposed sign will have no changes to lighting.

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

Recommended motion:

I move to (approve/defer/deny) the application requesting an updated sign for the business located at 386 Maple Ave E., Docket No. PF-1950803-BAR, in the AE, Avenue East zoning district; filed by Sabrina Sullivan, 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.