

**SANFORD PLANNING BOARD MINUTES**  
**MEETING October 1, 2014 – 7:00 P.M.**  
**City Hall Annex Third Floor Chambers**  
Amended  
**Amended with Corrections**

**MEMBERS PRESENT:** John McAdam, Chair  
Lela Harrison, Secretary  
Richard Bergeron  
Lenny Horr

**MEMBERS ABSENT:** Kelly Tarbox, Vice Chair (w/notice)  
Robert Hardison (w/notice\*)

**STAFF PRESENT:** James Q. Gulnac, AICP, Planning & Development Director  
Michael Casserly, P.E., Assistant City Engineer  
Shirley Sheesley, Chief Codes Enforcement Officer  
Jamie Cole, Codes Enforcement Officer

**STAFF ABSENT:** None

\*\*\*\*\*

**I. CALL TO ORDER**

Chair McAdam called the meeting to order at 7:00 P.M.

**II. PUBLIC HEARINGS**

1. **File #999-14-T(1): The Planning Director** is presenting a draft of the revised sign ordinance for discussion and feedback.

Chair McAdam called for a representative to present the project.

James Gulnac, Planning Director overviewed the decision from the last meeting, which was to use the model ordinance as a foundation to create a new ordinance instead of editing the current ordinance. He informed the Board off premise signs would not be discussed tonight. The proposal being discussed tonight deals with on premise signs only.

He said he received a lot of comments regarding Section 6 of the model ordinance that deals with formulas to determine sign height, letter height, etc. Mr. Gulnac says the formulas do not work, so he is recommending removing this section from the proposal. He said he would recommend using the matrixes instead; he explained the two he provided for tonight's discussion.

Chair McAdam confirmed Section 6 is not in the current ordinance. He feels the formulas are confusing. Jamie Cole, Codes Enforcement Officer confirmed Section 6 is not in our current ordinance. Mr. Cole said he tried to follow the formula and said it was impossible.

Staff member Gulnac suggested the sign ordinance does not need to be in the site plan ordinance. He said the sign ordinance is currently in both the site plan and zoning ordinances. Mr. Gulnac recommended the sign ordinance be removed from the site plan ordinance, keep it in the zoning ordinance where it can be regulated by

the codes enforcement office and gave his reasons why. Discussion took place on whether or not the Planning Board has any authority on signs.

Board member Horr asked if there would be any deviation allowed if pictures were used in the ordinance to show a description of the picture. Staff member Gulnac believed a process could be created that would allow discussion between a business and the city to compromise.

Mr. Gulnac said it is his suggestion that off premise signage become a city code issue, administered by the city manager's office, with assistance of the director of public works as well as the codes enforcement officer and has discussed this suggestion with the city manager and the director of the Growth Council; he then explained the types of signs he was referring to.

Chair McAdam asked Mr. Gulnac if the state considered an off premise sign of a certain size a billboard. Mr. Gulnac replied the state does and billboards are not allowed. Discussion followed.

Mr. Gulnac recommended that only on premise signs be discussed tonight. He feels off premise signs are not covered by this ordinance. Chair McAdam said that the codes enforcement office will have to enforce all the signs.

Staff member Gulnac said he would like to get feedback from the Zoning Board of Appeals (ZBA) members in attendance, along with the codes officers, on their review of the proposed ordinance – if they had a chance to review it – and hoped it would help clarify some of the issues the ZBA has dealt with.

Staff member Gulnac felt it may be better to discuss this with the ZBA in a work session and table the public hearing.

Chair McAdam called for a motion to table the public hearing.

Shirley Sheesley, CEO, would like to have the ZBA and her comments heard during the public hearing.

Jane Bowker, Chair of the ZBA stated the Board didn't have enough review time to offer an opinion and would like time to comment during the work session.

The public hearing was tabled.

**The meeting moved into work session discussion on the public hearing item, after the Planning Director's report, at 7:26 P.M.**

**The meeting reconvened after work session discussion at 9:35 P.M.**

Chair McAdam reopened the public hearing.

Chair McAdam stated the Board will table the public hearing on this item until October 29, 2014.

### **III. NEW BUSINESS**

There were no new business items.

**IV. OLD BUSINESS**

There were no old business items.

**V. APPROVAL OF MINUTES – September 17, 2014**

Minutes were not available for approval.

**VI. PLANNING DIRECTOR'S REPORT**

James Gulnac, Planning Director presented the request for Renaissance Way. The applicant would like to add a loading dock to the rear of the building to add a shredding business, to be run by Waban. Mr. Gulnac felt it was a simple request, but there is no approved site plan on this building. Mr. Gulnac's hope was the Planning Board would accept the plan presented tonight, deem it a site plan, and allow staff review for approval of this proposal.

Chair McAdam asked Mike Casserly, Asst. City Engineer and Shirley Sheesley, CEO if there were any issues.

Staff member Casserly stated he met with the applicant's contractor and reviewed the plan. Mr. Casserly felt the plan was unclear and asked the contractor to get an engineer to provide verification if the size trucks Waban was planning to use could actually be used. Discussion followed on impervious coverage.

Board member Harrison made a motion that the Planning Board, by consensus, authorizes the Planning Director to approve the request to add a loading dock to the building at 10 Renaissance Way subject to the approval of the city engineer and any and all building and fire safety codes.

Board member Bergeron seconded the motion.

A vote was taken and the motion passed 4-0.

**VII. ADJOURN**

The meeting adjourned at 7:26 P.M. to go into work session. After the work session, the meeting adjourned at 9:36 P.M.

\*Amended: incorrectly stated Robert Hardison was absent without notice.