

**SANFORD PLANNING BOARD MINUTES
MEETING – October 4, 2017 – 6:30 P.M.
City Hall Annex Third Floor Chambers**

MEMBERS PRESENT: Lenny Horr, Chair
John McAdam, Vice Chair
Edward Cormier, Secretary
Dianne Connolly
Jennifer Georgius

MEMBERS ABSENT: Sarah Littlefield (w/notice)
Jace Clarke (w/notice)

STAFF PRESENT: Elizabeth Della Valle, AICP, Director of Planning & Development
Michael Casserly, Asst. City Engineer

STAFF ABSENT: None

I. CALL TO ORDER

Chair Horr called the meeting to order at 6:34 PM.

II. OPENING STATEMENT

Chair Horr outlined how the meeting will be conducted.

III. MINUTES – August 2, 2017 and September 20, 2017

The only set of minutes ready for approval were August 2, 2017.

Chair Horr called for a motion on the minutes.

Board member Cormier made a motion to amend the minutes to change the adjournment time from 6:55PM to 7:55PM and approve the minutes as amended.

Chair Horr seconded the motion.

A vote was taken and the motion passed 5-0 to approve the minutes as amended.

IV. HEARINGS and BUSINESS

A. PUBLIC HEARINGS & NEW BUSINESS

i. File #999-17-T(2): Proposed changes to sign regulations.

Chair Horr called for an overview of the project.

Beth Della Valle, Planning Director, stated she revised the draft based on the Planning Board's direction. She also said she expects there will be more revisions based on comments and discussions with the Board and staff members. She also explained how the Planning Department noticed and distributed the information for tonight's meeting.

Chair Horr opened the public hearing.

Chair Horr asked if there was anyone to speak in favor of this new ordinance; there was no one.

Chair Horr asked if anyone present was opposed to this new ordinance; there was no one.

Chair Horr asked if anyone present would like to speak neither for nor against this new ordinance; again there was no one.

Chair Horr closed the public hearing.

Chair Horr opened the item for discussion.

Planner Della Valle went over the following recommended changes:

- Foot candles vs. candelas
- Standards to measure light emission
- Premise vs. premises
- Remove the term 'sign face' throughout the ordinance – replace with 'sign area'
- Definition of directional sign
- Removal of signs without notice
- Public safety signs
- Terms of right-of-way; public right-of-way; street
- Lighting: watts, candelas
- Signs extending above the height of the rolling stock
- Removal of Section 13.1.4
- Number of signs allowed per residential property
- Attached/painted signs on trees, rocks, etc.

Jim Drummey, a resident of Springvale, asked if the banner signs over Main Street will be banned by this ordinance. He wanted to make sure these would not be affected. Planner Della Valle said she would confirm with Shirley (Sheesley, CEO) that these would not be affected.

Planner Della Valle continued reviewing the following recommended changes:

- Recommendation from Shirley to keep the provision for public safety signs in ordinance (in category for signs allowed without a permit)
- Recommendation from Shirley to remove the phrase 'bona fide' when describing messages
- Some graphics that are being recommended to be removed

The Board further discussed some of the recommended changes they had questions or concerns with, with the majority of the discussion talking about flashing/changing signs, number of signs allowed on property.

Planner Della Valle was going to incorporate recommended changes discussed tonight and bring forward another draft ordinance for the Planning Board to review at the next meeting.

Vice Chair McAdam made a motion to table the sign ordinance.

Chair Horr seconded the motion.

A vote was taken and the motion passed 5-0.

V. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

Planner Della Valle updated the Board on the following:

- a. The Workforce Housing Workshop that took place the previous week
- b. Upcoming pre-apps
 - i. Rymes Propane
 - ii. School redevelopment at the current high and junior high schools, Margaret Chase Smith school
 - iii. St. George's Episcopal Church parking lot request for staff level review

Planner Della Valle presented the proposal to the Board.

The Board asked if the project needed to go before the Design Review Committee (DRC) for their recommendation; it was confirmed this property is within the design review area so the DRC will be reviewing the project.

Discussion took place on stormwater management and landscaping.

Board member Cormier made a motion to send the project to staff level review per the Planning Board's recommendations.

Chair Horr seconded the motion.

A vote was taken and the motion passed 5-0.

VI. COMMUNICATIONS

Board member Cormier informed the Board that he will be away for a work commitment so he will not be at the next Planning Board meeting (second meeting of October).

Board member Connolly asked if there was an update on the community wall in Cumberland Farms; Planner Della Valle responded it was on her to-do list.

VII. ADJOURN

The meeting adjourned at 8:34 P.M. and went into work session.