

Minutes

Design Review Committee

January 9, 2019

Members in Attendance:

Planning Board	Citizens	Staff Support	Other
Lenny Horr-Chair	Steve Cabana	Beth Della Valle, Planning Director	Matthew Gardner
Dianne Connolly	Kelly Tarbox	Mike Casserly, Assistant City Engineer	Chelsea Berube
	Thom Gagne		

Meeting called to order by Lenny Horr, Chair at 5:04 p.m.

Agenda Item 1 – Minutes

A motion was made by Kelly Tarbox and seconded by Lenny Horr to accept the minutes of December 12, 2018 meeting. Motion passed 5-0

Agenda Item 2 – Matthew Gardner, 911 Main Street

Mr. Gardner handed out updated photos of proposed temporary business sign. Committee in agreement that new sign design is a visual improvement with accented lettering. At a later date the front of building will be resided. Existing lighting under front sidewalk area overhang will be turned on and off via timer. Mainers baseball hat will be staying overtop of overhang. The 3 lights on top of overhang will cease to be illuminated in the future. Future sign restrictions will be decision of the Codes Enforcement Department.

A motion was made by Steve Cabana and seconded by Kelly Tarbox to recommend approval of the temporary sign, as proposed, subject to the Code Enforcement Officer's decision about whether the sign meets the definition of a temporary sign, while the Planning and Codes Departments work with the Planning Board to prepare revisions for the sign regulations. Motion passed 5-0.

Agenda Item #3 – Tina Williams, on behalf of Alpha Pregnancy Resource Center, 6 Washington Street

At the applicant's request, this will remain on the table until the February 13, 2019 meeting.

Agenda Item #4 – Chelsea Berube, on behalf of H.A. Mapes, Inc., 845 Main Street

Committee member Dianne Connolly asked if the Committee or applicant had any concerns about her review of this item because of her ownership of property abutting applicant. There was none.

Chelsea Berube provided a description of H.A. Mapes upgrades to other businesses it owns in Springvale, Saco, and Westbrook. The applicant is proposing to upgrade its 845 Main Street property in Sanford. Existing sign poles are proposed to remain in place due to setback requirements; however, a new Citgo sign is proposed to be installed. It is proposed to be internally illuminated with LEDs as well as include a digital price board and a Main Street Depot sign. The "Maine" Street Depot sign over the front

entrance is proposed to remain with possible changes proposed at a later date. Light spillage onto abutting residential property at the corner of Williams and Main Streets was discussed. Proposed internal illumination (back lighting) will disperse light to alleviate this concern. The color of existing pole is proposed to remain grey.

As previously permitted, the one remaining lamp post will also be upgraded to LED at the corner of Williams and Main Streets. Installation of this last light was delayed until sign upgrade could be done in order to disturb this area only once. The existing electrical conduit box will remain. The lighting fixture will be capped and directed downward. The Mainer's Baseball sign will be eliminated because of concerns about height limits and the applicant's concern about weather elements damaging the sign.

Landscaping in the area of the sign will be a hardier grass than is currently present on the site as it is hard to maintain grass in this area because of weather impacts/salt. A small retaining wall is also being considered for future improvements.

A motion was made by Thom Gagne, seconded by Kelly Tarbox, to recommend approval of the proposed sign and new light pole. Motion passed 5-0.

Agenda Item #5 – DRC Membership Terms of Appointment

The Zoning Ordinance requires staggered terms for members of the Design Review Committee; however, terms have not been assigned to current members. Steve Cabana recommended that the Planning Board designate 1 year terms for new committee member, Paula Peters, and Kelly Tarbox and 2 year terms for Steve Cabana and Thom Gagne. Planning Board liaisons, Lenny Horr, Chair, and Dianne Connolly to remain pending discussion/vote at first Planning Board meeting January 2019.

Agenda Item #6 – Next Meeting February 13, 2018 @5 p.m.

Future bylaw discussion was held by committee members. Beth Della Valle, Director, was asked about Code of Conduct discussions that were had at the City Council meeting Jan 8, 2019. Will proposed Code of Conduct be required to subcommittees? Will future adjustments have to be made to the DRC bylaws?

Beth Della Valle, Director to inquire with City on this.

Agenda Item #7 - Adjourn

A motion was made by Dianne Connolly, seconded by Steve Cabana to adjourn. Motion passed 5-0

Meeting adjourned at 6:10pm

Respectfully submitted,

Dianne Connolly, Acting Secretary