

Minutes
Design Review Committee
September 12, 2018

Members in Attendance:

Planning Board	Citizen Members	Staff Support	Other
Lenny Horr, Chair	Thom Gagne Kelly Tarbox	Beth Della Valle, Planning Dir. Mike Casserly, Asst City Engineer	Mel Johnson, Subway

Lenny called the meeting to order at 5:07.

Approval of the minutes from the August 8, 2018 meeting was tabled till the next meeting.

Item # 3 on the agenda was considered next. Mel Johnson from Subway restaurant requested a recommendation for a new sign for the Springvale location at 882 Main Street. The sign will be the same size as the existing sign, with only slight changes in color and design. Thom made the motion to recommend approval for this change, Kelly seconded, and the motion passed 3-0.

Item # 2 was discussed next, Sanford Games and Collectables, 882 Main Street, Sanford. The Committee reviewed the Chronology of Review and noted that the applicant did not provide the information requested by the Committee after the August meeting, which was summarized in Beth's August 13, 2018 email to the applicant. The motion, made by Thom, recommended that the code enforcement officer deny the requested sign permit until such time as the applicant provides the requested information in the specified format and number for review by the Design Review Committee. Kelly seconded, the motion passed 3-0.

Beth noted that she will be working with Jamie (code enforcement office) to prepare proposed amendments of the sign ordinance, including standards for signage on the interior of windows.

The next meeting is scheduled for October 10, 2018.

Motion to adjourn was made at 5:47 pm by Thom, seconded by Kelly, approved 3-0.

Respectfully submitted,

Kelly Tarbox, Acting Secretary