

Minutes  
Town of Waldoboro  
Planning Board Meeting  
November 12, 2014

## **Roll Call**

The meeting was called to order by Chairman Seth Hall at 7:02 p.m. in the meeting room at the Municipal Building. Other members present were Barbara Boardman, Ed Karkow, Jody Perry, Devin Prock, and Ken Vencile. New Planning and Development Director Emily Reinholt was present. The audience consisted of former Planning Board Chairman Chuck Campbell.

### **1. Minutes of October 8, 2014**

On motion of Prock/Karkow the Board voted 6 - 0 to approve the minutes of October 8 as revised to delete a word with a strike-through (œ) on p. 2 under Old Business 4.1 on line 5.

### **2. Adjustments to the Agenda**

#### **2.1 Fieldcrest Agenda Item Deferred (126 Depot St., Tax Map U9 Lot 29)**

Robert and Lynn Dains, owners of the Atlantic self-storage facility on Route 1, have withdrawn their request to be on the agenda for tonight's meeting. They are considering purchase of the 13.5-acre former Fieldcrest nursing home property on Depot St. and converting the property to residential use or possible subdivision.

#### **2.2 Chairman's Report**

Hall said that Code Enforcement Officer Stan Waltz rescinded his sign permit for the Family Dollar store currently under construction, on grounds that the proposed signs are larger than the maximum allowed under the Land Use Ordinance. Boardman reported that new evergreen trees have been planted on the north side of the building.

Hall reported to the Select Board about the Planning Board's sign ordinance review in progress, checking sign ordinances from nearby towns including Newcastle and Rockland. If the Planning Board decides to recommend changes to the local sign ordinance, the recommendations must be submitted to the Select Board by March in order to be on the warrant for town vote in June.

### **3. Public Comment - none**

### **4. Old Business**

#### **4.1 Discussion of Signage**

Copies of Rockland's sign ordinance were sent to Planning Board members ahead of tonight's meeting. Copies of Newcastle's new sign ordinance adopted on June 16, 2014, have also been distributed to Planning Board members. Boardman suggested having different sign requirements and specifications for different land use districts. There could be one set of standards for Route 1

Commercial A and B and the Industrial District; another for the Downtown Business, Historic Village, and Village districts; and a third for the Residential, Rural, and Rural Village districts.

Reinholt questioned whether the Planning Board should go ahead with revising the sign ordinance now, or wait until the Comprehensive Plan Committee starts work in 2015. Revision to the Comprehensive Plan will likely lead to revision of the Land Use Ordinance, including the section on signage, but this process might take two years or more. Hall said that the Select Board has asked the Planning Board to review the local sign ordinance, and that this should be done soon. Planning Board members agreed that the Planning Board's work load is such that review of the existing sign ordinance can be done this winter, independent of the Comprehensive Plan Committee. One important issue is what to do about existing signs that do not comply with the Ordinance. The Newcastle ordinance has language dealing with nonconforming signs that were put up without a permit. The Rockland ordinance says that all signs that do not conform to the sign ordinance must be brought into compliance within 10 years of the passing of their ordinance.

#### **4.2 Comprehensive Plan Revision Process**

Reinholt described the process now underway. A Request for Proposals (RFP) for a consultant to guide the process will be put out shortly. She is working with Lincoln County planner Bob Faunce to fine-tune the RFP. Review of the Comprehensive Plan (CP) will start in 2015. Most of the work will be done by Town committee members. There is very little money available to pay for an outside consultant. The problem is how to come up with a high-quality product without overworking Town staff. There is little chance of getting State or Federal money except for a non-traditional Comprehensive Plan. The Comprehensive Plan needs to align with State requirements. The Comprehensive Plan Committee will work with the public to come up with goals for how we want Waldoboro to look and be in 5 - 10 years. All elements of the CP must contribute to these goals and objectives.

As part of CP revision, Reinholt suggested talking to a variety of local business owners about signs. We could devise a written questionnaire or telephone survey, contacting a representative cross-section of members of the Waldoboro Business Association and local residents. We could call a public meeting and ask people for input on sample ordinance language. Camden and Newcastle prohibit very bright, moving, or flashing signs. Illuminated signs may not be appropriate in the Historic Village district.

#### **4.3 Work on Sign Ordinance Evaluation and Revision**

The Newcastle sign ordinance starts with a purpose statement: "The Newcastle Sign Ordinance is intended to establish a comprehensive system of sign regulation that preserves the character, history, and unique qualities of the Town and the safety and well-being of its inhabitants while accommodating the business community's need for effective communication and identification."

Hall asked for a volunteer group of 2-3 people to meet 2-3 times between now and the next Planning Board meeting, December 10. He volunteered to work with others on initial review of how to handle existing non-compliant signs and delineation of zones within Waldoboro that ought to have separate sign regulations. Karkow volunteered to write a mission statement. Reinholt asked to be included in e-mails and offered to sit in on meetings. Vencile said each Planning Board member ought to take on some responsibility, not sit back and let one or two people do the work. Perry said each Planning Board member ought to look at everything. Hall agreed. Reinholt suggested asking other towns how their sign ordinances are working; are they satisfied? She

volunteered to contact the former town planner in Wiscasset for input on that town's sign ordinance. Hall agreed it would be good to get input from Newcastle on how their new sign ordinance is working since its adoption in June, 2014.

Boardman asked for a vote on whether Planning Board members think we should leave the sign ordinance as it stands. (No vote was taken.) Prock said a few things need to be adjusted. There should be a mission statement. Vencile said there are some things missing in the Waldoboro ordinance. He asked what do members think is important in a sign ordinance that we don't have in the existing ordinance.

Assignment: Hall asked all Planning Board members to review the Newcastle and Rockland sign ordinances and the existing Waldoboro sign ordinance, take notes, write down comments, exchange thoughts ahead of the next meeting, try to draft a mission statement, and bring input to the December meeting. Reinholt asked that Planning Board members who want her to provide copies of material at the meeting to notify her on Tuesday before the Wednesday meeting, at the latest.

## **5. New Business**

### **5.1 Introduction of Emily Reinholt, New Planning and Development Director**

Emily Reinholt will be working 20 hours a week, as Planning and Development Director and Planning Board staffer. She started two weeks ago. She has worked most recently for the Lincoln County Regional Planning Commission, working with Bob Faunce and Mary Ellen Barnes. [*Emily, please insert your undergraduate and graduate degrees and work experience.*] She also has her own business. [*Give details?*] Code Enforcement Officer Stan Waltz will handle code enforcement matters, permits, and plumbing inspections, working part-time, about 15 hours per week.

Vencile has said that Waldoboro needs a full-time Code Enforcement Officer. The Land Use Ordinance is not worth much if it is not enforced. Reinholt said she thinks the Town Planner and the Code Enforcement Officer ought to be two separate positions, since it is hard for one person to fill both roles. The CEO has to lay down the law; the Planner needs to build relationships.

### **5.2 Internal Communication among Planning Board Members**

Hall said that Planning Board members do not currently have a good way to exchange documents and communicate with one another. If people form subcommittees, e.g. to do sign research, they need a way to communicate. Reinholt said she will talk with Liam Ducharme about this. It should be possible to develop a place on-line for document sharing. Hall said this can be a discussion item at the December Planning Board meeting.

## **6. Next Meeting: Wednesday, December 10, 7:00 p.m.**

The December meeting will include review of Planning Board checklists and discussion of sample Findings of Fact and Conclusions of Law, not distributed at tonight's meeting. [*Seth, do you want to distribute the sample pages to PB members in advance, for their review, or ask Emily to do so?*]

Adjournment: The meeting was adjourned at 8:44 p.m.

Certificate of Approval

I hereby certify that the above minutes were approved by vote of the Planning Board on

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(date)

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Seth Hall, Chairman  
Waldoboro Planning Board

Submitted by:

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Susan S. R. Alexander