

Minutes
Town of Waldoboro
Planning Board Meeting
January 27, 2016

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Feb. 17, 7:00 p.m. - special Planning Board meeting on sign ordinance
Feb. 23, 5:00 or 5:30 p.m.- workshop with Select Board on sign ordinance

Roll Call

The meeting was called to order by Chairman Seth Hall at 7:08 p.m. in the meeting room at the Municipal Building. Other members present were Barbara Boardman, Joyce Dupuis and Ted Wooster. A quorum was present throughout. Planning and Development Director Emily Reinholt was present. Prospective new Planning Board member Maggy Rhinelander was present in the audience.

1. Minutes of December 9, 2015

On motion of Wooster/Dupuis, Planning Board members voted 4 – 0 to accept the December 9 minutes as distributed.

2. Chairman's Report

- Hall reported that Hannaford hopes to begin work on their renovations soon and to be done with store expansion by late fall, 2016.
- There are two vacancies on the Planning Board. Bo Yerxa is resigning for family health reasons. Maggy Rhinelander is willing to join the Board. Selectman Ron Miller is said to have a candidate in mind too.
- Google drive training, suggested by Boardman, will be added to the Feb. 10 meeting agenda.
- Hall met with Town Manager Briggs for more than an hour last week. Among other things, they discussed the status of proposed revisions to the Sign Ordinance. The Planning Board submitted draft revisions last year, but the Select Board did not act on them, and the proposed revisions were not voted on by townspeople. Boardman and Hall will work together on sign ordinance changes for review at the February 10 Planning Board meeting.
- Hall wants to present recommended changes to the Land Use Ordinance, including Sign Ordinance changes, to the Select Board in March or April, in time for vote at June town meeting.
- Reinholt said that members of the Select Board including Ron Miller want input into revising the Sign Ordinance. A joint workshop with the Select Board on February 23 was suggested, starting at 5 or 5:30 p.m. Reinholt will arrange this. The Planning Board's recommended changes should be sent to the Select Board for review in advance of the workshop.
- The Land Use Ordinance needs to be updated to clarify the job description and responsibilities of the Code Enforcement Officer in Article 2. When the Ordinance was written, the Code Enforcement Officer served also as Town Planner. This will be addressed at tonight's meeting.

3. Planning and Development Director's Report

Reinholt has a list of vacancies on Town committees. It was suggested to post these on a wall with a Help Wanted sign, and on the Town's web page.

The Comprehensive Plan Revision Committee is working well. Boardman and Wooster are members of the Committee. They are reviewing results of the visioning process done in 2010, to test whether those observations are still pertinent and valid. Large public meetings are planned. The Committee held its first focus group this Monday with 10-12 people. It went well and there was positive feedback about the facilitator. We need a good way to get information out to the public, perhaps a Google site. Reinholt will talk with Liam Ducharme about using a site he administers.

4. Old Business

A. Duties and Responsibilities of Code Enforcement Officer and the Planning and Development Director

There was no position of Town Planner when the Land Use Ordinance was written. The responsibilities of the Town Planner (now titled Planning and Development Director), now include items 2b and 9 in the list of responsibilities of the Code Enforcement Officer in Article 2 p. 2-1 of the Land Use Ordinance. Hall has proposed revision of Article 2 to separate the duties of the Town Planner from those of the Code Enforcement Officer. He will circulate a suggested revision to Planning Board members and the Town Manager. This will include:

Agendas: Prepare agenda, comments and recommendations for distribution to Planning Board members at least seven (7) calendar days before each meeting of the Planning Board and Board of Appeals, and attend meetings, provide advice and comments to the Planning Board and Board of Appeals.

Meetings: The chairperson shall call at least one (1) regular meeting of the Planning Board each month. The Planning and Development Director or designated alternate shall prepare meeting agendas, information packets, comments and recommendations for distribution to all members of the Board at least seven (7) calendar days before each meeting of the Board, and shall attend all Planning Board meetings.

B. Sign Ordinance Review

The group discussed a sheet suggesting possible maximum signage allowances (sum of square footage of all signs) for various land use districts, giving total signage maximum and maximum sizes for pole signs, wall signs, monument signs and projecting signs, and definitions for the various kinds of sign. The four districts Rural Village, Village, Historic Village, and Downtown Business District were grouped together, with a maximum signage limit of 70 s.f. in two signs, with maximum sizes for wall signs 30 s.f., monument signs 50 s.f., and projecting signs 16 s.f. The two Route 1 Commercial districts and the Industrial District were grouped together, with a proposed total signage maximum of 150 s.f. and a monument sign maximum of 80 s.f.

Boardman showed a series of photographs of storefronts with a 150 s.f. sign superimposed on the building, to give an idea of scale. The new sign for Hannaford supermarket after remodeling is 20 feet wide by 3 feet high or 60 s.f., not including the logo. She could make this presentation at the workshop with the Select Board.

There was discussion of whether the maximum sign size should be increased for a very big building, in proportion with the larger scale. This could be based on either the square footage of the façade or the square footage of interior floor space. No decision was made.

Boardman suggested keeping the size of monument and pole signs relatively similar all along Route 1, for a uniform attractive appearance. Reinholt recommended allowing a larger maximum size for a wall sign than

for a pole sign. Should there be a maximum size for wall signs on Route 1? She suggested having a smaller maximum wall sign size in the central area of Route 1 (Commercial B) and a larger maximum wall sign size to the east and west (Commercial A), areas most likely to be developed in the future. Boardman suggested increasing the wall sign maximum to 80 s.f. Reinholt suggested a 60 s.f. maximum size limit for pole signs, and 80 s.f. for wall signs. Hall pointed out that if we increase the maximum size for wall signs, a number of existing nonconforming signs might become legal.

Boardman suggested possibly having another sign size category for buildings set back from the highway. For example, wall signs could be 10 s.f. larger for buildings set back 100 feet or more from the road. Should there be an increase in the maximum allowed size for pole signs and monument signs set back further from the road? Dupuis preferred to have pole signs lined up in a row along Route 1. She suggested making the maximum size of wall signs 10 s.f. larger for every 10' of additional building setback from the road beyond 100' of setback. Other Planning Board members thought this makes sense, up to some maximum limit. Reinholt suggested allowing a 5 s.f. increase in maximum wall sign size for every 50' of setback from the road beyond 200' back. No decision was reached.

5. New Business - none

6. Next Meetings

Wednesday, February 10, 7:00 p.m. - regular Planning Board meeting

Wednesday, February 17, 7:00 p.m. - special Planning Board meeting on sign ordinance, in preparation for workshop with Select Board

Tuesday, February 23, 5:00 or 5:30 p.m. - workshop with Select Board on sign ordinance

Adjournment: The meeting was adjourned at 9:27 p.m.

Certificate of Approval

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

(date)

Seth M. Hall, Chairman
Waldoboro Planning Board

Submitted by:

Susan S. R. Alexander