# WOODSTOCK PLANNING & ZONING COMMISSION SPECIAL MEETING WOODSTOCK TOWN HALL, MEETING ROOM A THURSDAY, NOVEMBER 1, 2018 AT 7:30 PM

## **SPECIAL MEETING MINUTES**

### I. SPECIAL MEETING AT 7:30 PM

a. J. Gordon called the Special meeting to order at 7:33 pm

### II. ROLL CALL:

- a. J. Adiletta, K. Ebbitt, J. Gordon, D. Porter, F. Rich, D. Morse, and D. Young
- b. Others present: Tina Lajoie, Delia Fey
- c. Noted for the record: Quorum
- d. D. Porter and K. Ebbitt were seated as alternates

# III. PROPOSED TEXT AMENDMENTS re: Sign Regulations (all as one item)

051718-a Article II Definitions – several proposed revisions 051718-b Article V Permit Requirements, A.1. General, c.v – proposed revision 051718-c Article VI Town-Wide Requirements/Standards, G Signs – new text and several revisions

J. Gordon briefly noted the items to address and the commission members discussed:

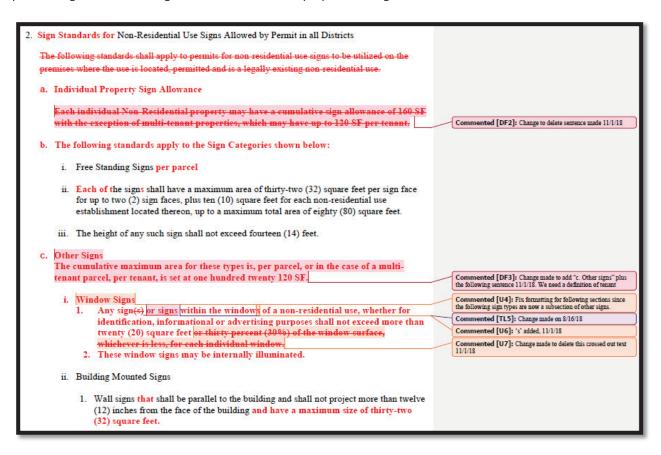
Limit of total signage at any one parcel.

- D. Porter was concerned with the accumulative limit of 160 sq. ft. for a single tenant property, and a multi-tenant property limit is 120 sf. ft. per tenant but does not place a limit on the number of tenants. He suggested a maximum square footage per parcel. J. Gordon questioned what a reasonable amount of square footage per parcel should be.
- D. Porter said the current regulations limit signage to linear footage of building frontage, while the new proposed regulations do not have anything like this. The commission members discussed noting that the initial intent was to streamline the wording for simplicity, though it may be necessary to add further clarification.
- D. Young suggested the 120 sq. ft. belong to all the tenants; if it is just one business on the parcel there is one large sign, while if there are multiple tenants the signage space would be shared amongst them. J. Gordon agreed, limiting the total free-standing sign square footage and allowing the propert owner and tenants to decide how it is to be divided. The commission members commented that it may be necessary to define "tenant". D. Fey and J. Gordon discussed adding definitions for clarification purposes.
- D. Porter said the current proposed changes may be different than what was previously shown to the public and suggested another public hearing as the safest course of action, with more clear and decisive language. J. Adiletta, J. Gordon and the commission members agreed that this post public hearing deliberation and feedback could be used to clarify the proposal content, and another public hearing called.

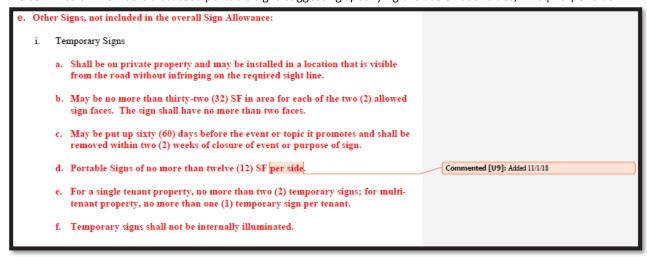
The commission members agreed on the multi-tenant maximum square footage signage approach for free standing signs, which allows the property owner and tenants to decide how the signage is to be divided. D. Porter noted this would be easier from an enforcement point of view as well.

F. Rich noted his concern for the size of individual tenant signs on the buildings; D. Fey replied the square footage amount covers all signage combined with the exception of the entry way sign. D. Porter said temporary signs were not included in the coverage. F. Rich asked about time limits for temporary signs; the commission members discussed temporary signs, sign content, enforcement issues, and the supreme court's clear ruling on content neutrality.

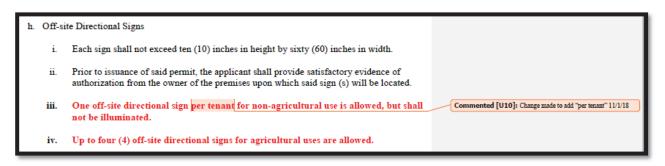
- K. Ebbitt inquired about the allowance of defining what a tenant is, i.e. a permanent tenant vs. a temporary vendor. D. Fey commented this would mean different rules for different types of tenants which was deemed too content specific; J. Gordon recommended verifying the legality of this type of definition with the attorney.
- D. Young asked what a reasonable sized sign for a tenant would be. D. Fey said she drafted the verbiage giving the square footage for maximum signage allowing people to choose how that square footage should be used, rather than determining specifics for each type of sign (such as wall sign, window sign, etc.). D. Porter said he would rather see something based on the linear footage of the building and shift burden from PZC to the landlord and tenant to determine how the signage square footage is used. The commission members discussed.
- J. Adiletta thought that 120 sq. ft. per tenant might be too large, noting that the existing regulations allow a maximum wall sign of 32 sq. ft. per tenant. He also suggested separating free standing signs from building mounted signs, having the free-standing sign as one maximum sq. ft. amount divided amongst tenants per the landlord, and the building mounted sign accumulative to another set square footage. J. Gordon noted that scenario was in the current proposal, but it added in window signs; the amounts were per sign not per property. J. Adiletta confirmed with D. Fey his suggestion was per tenant not per property.
- D. Porter and the commission members agreed on having a separate square footage maximum for the free-standing signs, and a separate maximum accumulative square footage for building and roof signage. J. Gordon confirmed the designation should be per parcel, and two-sided. Other signs and window signs were discussed, as well as differentiating between window and wall signs; J. Gordon felt window and wall signs should be kept in separate categories since only windows signs can be internally lit. D. Porter suggested 1 internally lit window sign. J. Adiletta suggested keeping the windows signs separated for the illuminated sign reasons. J. Gordon and the commission members talked about the temporary signs and banners not included in the overall sign allowance and discussed portable signs. The following edits were made to the proposed changes:



The commission members discussed portable signs suggesting specifying the use of both sides, 12 sq. ft. per side.



Off-site directional signs for non-agricultural use was discussed specifying use shall be one per tenant as opposed to one sign per parcel.



- D. Porter asked if no trespassing signs (for business) should be counted toward the accumulative sign square footage; F. Rich, J. Gordon and D. Fey discussed making those types of safety signs exempt from requiring a permit. The commission members agreed to seek the town attorney's input.
- D. Porter questioned sports team sponsors signs; J. Gordon suggested exempting those types of signs and it was decided to seek the town attorney's input due to content neutrality issues.
- D. Porter **MOTIONED** to Schedule a 2nd public hearing on the sign regulations text amendments once the Commission finalizes its work on the current version. J. Adiletta **SECONDED. MOTION CARRIED UNANIMOUSLY**

# IV. Strategic Review:

- D. Porter MOTIONED to Continue for now with the current Strategic Review Plan that the Commission has in place.
- D. Young SECONDED. MOTION CARRIED UNANIMOUSLY

# V. ADJOURNMENT

F. Rich **MOTIONED** to **ADJOURN**; D. Morse **SECONDED. MOTION CARRIED UNANIMOUSLY** The Special Meeting **ADJOURNED** at 9:18 pm.

Respectfully submitted by Terri Lasota, Recording Secretary

**DISCLAIMER:** These minutes have not yet been approved by the Planning & Zoning Commission.

Please refer to next month's minutes for approval/amendments. Please note that the audio record is the legal record of the meeting.