

**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 sq. 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 property 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.



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

<p><b>e. Other Signs, not included in the overall Sign Allowance:</b></p> <p><b>i. Temporary Signs</b></p> <p><b>a. Shall be on private property and may be installed in a location that is visible from the road without infringing on the required sight line.</b></p> <p><b>b. May be no more than thirty-two (32) SF in area for each of the two (2) allowed sign faces. The sign shall have no more than two faces.</b></p> <p><b>c. May be put up sixty (60) days before the event or topic it promotes and shall be removed within two (2) weeks of closure of event or purpose of sign.</b></p> <p><b>d. Portable Signs of no more than twelve (12) SF per side.</b></p> <p><b>e. For a single tenant property, no more than two (2) temporary signs; for multi-tenant property, no more than one (1) temporary sign per tenant.</b></p> <p><b>f. Temporary signs shall not be internally illuminated.</b></p>	<p>Commented [U9]: Added 11/1/18</p>
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Off-site directional signs for non-agricultural use was discussed specifying use shall be one per tenant as opposed to one sign per parcel.

<p><b>h. Off-site Directional Signs</b></p> <p><b>i. Each sign shall not exceed ten (10) inches in height by sixty (60) inches in width.</b></p> <p><b>ii. Prior to issuance of said permit, the applicant shall provide satisfactory evidence of authorization from the owner of the premises upon which said sign (s) will be located.</b></p> <p><b>iii. One off-site directional sign per tenant for non-agricultural use is allowed, but shall not be illuminated.</b></p> <p><b>iv. Up to four (4) off-site directional signs for agricultural uses are allowed.</b></p>	<p>Commented [U10]: Change made to add "per tenant" 11/1/18</p>
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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.