

WOODSTOCK PLANNING & ZONING COMMISSION  
SPECIAL MEETING  
THURSDAY, FEBRUARY 7<sup>th</sup>, 2019 7:30 PM  
WOODSTOCK TOWN HALL, MEETING ROOM 1

MINUTES

I. **Call to Order:** J. Gordon (Chairman) called the meeting to order at 7:39 pm

II. **Roll Call:**

**Present:** J. Gordon, F. Rich, J. Adiletta, G. Dickinson, S. Blodgett, D. Morse, D. Porter (Alt)

**Excused:** J. Anastasi, D. Durst, D. Young, D. Frederick (Alt), K. Ebbitt (Alt)

**Others Present:** D. Fey (Regional Planner), T. Lasota (Recording Secretary)

**Noted for the Record:** Quorum

Doug Porter was seated.

III. **Proposed Text Amendment 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 reminded Commission members that a vote had been previously taken which would take the sign regulations draft back to a public hearing once the draft has been completed, the date and time is still to be determined.

Commission members discussed free standing signs and other signs and acceptable square footage of signage, and also determined the signage be related to the building frontage. The following edits were made to the draft sign regulations accordingly:

<p>2. <b>Sign Standards for Non-Residential Use Signs Allowed by Permit in all Districts</b> <del>The following standards shall apply to permits for non-residential use signs to be utilized on the premises where the use is located, permitted and is a legally existing non-residential use.</del></p> <p><b>a. Individual Property Sign Allowance</b></p> <p><del>Each individual Non-Residential property may have a cumulative sign allowance of 160 SF with the exception of multi-tenant properties, which may have up to 120 SF per tenant.</del></p> <p><b>The following standards apply to the Sign Categories shown below:</b></p> <p>i. Free Standing Signs <b>per parcel:</b></p> <p>a) <del>Each of</del> The signs shall have a maximum area of thirty-two (32) square feet per sign face for up to two (2) sign faces, plus ten (10) square feet for each non-residential use establishment located thereon, up to a maximum total area of eighty (80) square feet.</p> <p>b) The height of any such sign shall not exceed fourteen (14) feet.</p>	<p>U User Thursday Change made 2/7/19</p>
<p><b>b. Other Signs</b></p> <p><del>The cumulative maximum area for these types is, per parcel, or in the case of a multi-tenant parcel, per tenant, is set at sixty (60) one hundred twenty (120) SF. For every two lineal feet of building (tenant) frontage greater than twenty (20) lineal feet, an additional one SF of signage is allowed.</del></p>	<p>U User Thursday 2/7/19 change to 60 sf</p>

<p><b>b. Other Signs</b></p> <p>The cumulative maximum area for these types is, per parcel, or in the case of a multi-tenant parcel, per tenant, is set at sixty (60) <del>one hundred twenty (120)</del> SF. For every two lineal feet of building (tenant) frontage greater than twenty (20) lineal feet, an additional one SF of signage is allowed.</p>	<div>User Thursday Added 2/7/19</div>
<p><b>b. Other Signs</b></p> <p>The cumulative maximum area for these types is, per parcel, or in the case of a multi-tenant parcel, per tenant, is set at sixty (60) <del>one hundred twenty (120)</del> SF. For every two lineal feet of building (tenant) frontage greater than twenty (20) lineal feet, an additional one SF of signage is allowed.</p> <p><b>i. Window/ <del>Glass Door</del> Signs</b></p>	<div>User Thursday Added 2/7/19</div>
<p><b>i. Window/ Glass Door Signs</b></p> <p>a) Any sign(s) <del>or signs</del> within the windows <del>or glass door(s)</del> of a non-residential use, whether for identification, informational or advertising purposes shall not exceed a cumulative total of more than twenty (20) square feet <del>or thirty percent (30%) of the window surface, whichever is less, for each individual window.</del></p> <p>b) These window or glass door signs may be internally illuminated.</p>	<div>User Thursday Added 2/7/19</div>
<p><b>i. Window/ Glass Door Signs</b></p> <p>a) Any sign(s) <del>or signs</del> within the windows or glass door(s) of a non-residential use, whether for identification, informational or advertising purposes shall not exceed a cumulative total of more than twenty (20) square feet <del>or thirty percent (30%) of the window surface, whichever is less, for each individual window.</del></p> <p>b) These window <del>or glass door</del> signs may be internally illuminated.</p>	<div>User Thursday Added 2/7/19</div>
<p><b>ii. Building <del>or Solid Door</del> Mounted Signs</b></p> <p>a) Wall signs <del>that</del> shall be parallel to the building and shall not project more than twelve (12) inches from the face of the building <del>and have a maximum size of thirty-two (32)-square-feet.</del> One sign is permitted for each tenant space, with a maximum size of one (1) square foot of sign face for every two (2) lineal feet of building (tenant) frontage up to a maximum of thirty-two (32) square feet.</p>	<div>User Thursday Added 2/7/19</div>
<p><b>ii. Building <del>or Solid Door</del> Mounted Signs</b></p> <p>a) Wall signs <del>that</del> shall be parallel to the building and shall not project more than twelve (12) inches from the face of the building <del>and have a maximum size of thirty-two (32)-square-feet.</del> One sign is permitted for each tenant space, with a maximum size of one (1) square foot of sign face for every two (2) lineal feet of building (tenant) frontage up to a maximum of thirty-two (32) square feet.</p>	<div>DF Delia Fey Friday Change agreed to 2/7/19</div>

D. Fey is to draft the wording and make changes to the Sign Standards Diagram Table based on the changes made. J. Adiletta requested a clean copy of the draft be provided for review.

J. Gordon and the Commission members discussed the public hearing; D. Porter and F. Rich suggested to set the public hearing for April 2019. J. Gordon noted to make this an agenda item in 2 weeks.

#### IV. Adjourn:

G. Dickinson **MOTIONED to ADJOURN;** F. Rich **SECONDED. MOTION CARRIED UNANIMOUSLY.**  
The meeting was **ADJOURNED** at 8:39 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