

**WOODSTOCK PLANNING & ZONING COMMISSION
SPECIAL MEETING
WOODSTOCK TOWN HALL, MEETING ROOM 1
THURSDAY, DECEMBER 6, 2018 AT 7:30 PM**

SPECIAL MEETING MINUTES

I. Call to Order: J. Gordon called Special Meeting to order at 7:35pm

II. Roll Call:

Members Present: J. Gordon, J. Adiletta, K. Ebbitt (Alt), D. Porter (Alt), F. Rich, and D. Young

Members Absent: G. Dickenson, D. Durst, S. Blodgett, D. Morse, J. Anastasi, D. Frederick (Alt)

Noted for the record: Quorum

Also Present: D. Fey, T. Lajoie, WINY Reporter Hallie Leo, 3 students from Woodstock Academy, Terri Lasota

III. Seating of Alternates: K. Ebbitt and D. Porter were seated.

IV. Proposed Text Amendment re: Sign Regulations (all as one item)

J. Gordon welcomed the students in attendance from Woodstock Academy.

J. Gordon briefly summarized about the questions sent to the Town Attorney, questions regarding directional signs, and a proposal for a sign standards table from D. Fey, and read part of the document received in reply on November 12, 2018 into record. The Commission members discussed the questions asked and the attorney's responses:

J. Gordon noted the Commission would like to better define sign regulations for tenants and for vendors.

D. Porter talked about vendor tables at flea markets and their rights to signage; K. Ebbitt suggested it would be necessary to define flea market and what type of signage is allowed. D. Porter suggested it should be in some way related to frontage; in an indoor flea market you don't have any frontage so if we limit the signs to the amount of frontage they have for the building. F. Rich questioned the outdoor flea markets; J. Adiletta said that would depend on if the zoning regulations were to allow an outdoor flea market. D. Fey commented about defining regulations for things that were not yet allowed. The Commission members discussed temporary vendors, the executive office sub office concept with sublet spaces, and allowing sub footage of signage. Whether they are a tenant or a sub tenant they are still a tenant. J. Gordon asked the Commission members of that was something they wanted to sort through on their own or if they would rather ask the Town attorney; D. Porter said he would like to hear from the attorney, specifically do we want to have our signage requirement related to the footage of the frontage of the building.

F. Rich disagreed with the attorneys wording in the document regarding contractor; D. Porter suggested the attorney missed the point.

J. Gordon and the Commission members discussed determining building frontage, determining the front of the building, and defining tenants and vendors and how to determine their signage allowance. D. Porter noted (of the current regulations) keeping page 104 section G2.All.a which reads "One side is permitted for each tenant space with a maximum size of one square foot of sign space for every 2 linear feet of building frontage, up to a maximum of 32 square feet." He added this would negate the need for differentiating between tenant and vendor.

J. Gordon questioned why the section was dropped and changed; D. Fey replied there was no regulation for width of tenant space; J. Gordon, D. Porter, and D. Fey discussed. The Commission members agreed to re-add section G2.All.a

J. Gordon said there was a question raised in regards to defining building frontage and noted the Town attorney said the Commission could define building frontage as being the front façade of a principle building where their main entrance is, not the side that faces the front property line; he asked D. Fey to add the definition for building frontage to avoid confusion with lot frontage.

J. Gordon and the Commission members discussed exempting certain security and/or warning signs and agreed it was acceptable to do so. D. Fey asked if they needed to be defined; T. Lajoie commented it seemed self-explanatory and J. Gordon noted a definition could be proposed.

Commission members discussed sports team and sponsor signs and banners; J. Gordon said they have to conform to other regulations such as size and lighting, and added the attorney noted that non-profit community advertising signs could be defined. He also asked if it should be limited to just sports, or should other non-profits be included. J. Gordon felt it should not be limited to just sports, but D. Porter felt there were too many non-profits and should be limited to just sports.

This concluded the discussion regarding the attorney correspondence.

J. Gordon noted D. Fey was asked to create a table for sign types and standards allowed; D. Fey and the Commission members discussed the table **Sign Standards For Non-Residential Use Signs Allowed by Permit in all Districts**, and reviewed D. Fey's questions and comments noted on the table draft. They discussed setting the number of signs per property and how to handle maximum square footage of all signage, and adjustments to the table to make it more user friendly. Portable signs and the number of sign faces was briefly discussed. Exempt and lighted signs, window signs and square footage were also discussed, noting that windows signs should be limited to 20 square feet accumulative total.

J. Adiletta asked about compliance with illumination; D. Porter suggested adding a directive i.e. "for more information please refer to the Lighting and Sign Section of These Regulations"

D. Porter and J. Gordon discussed LED lighted signs, illumination standards, and intensity standards; D. Porter reiterated not allowing internally lit signs unless they are in the windows. J. Gordon noted LED needs to be removed from both the table and the text.

D. Young, D. Porter, and J. Gordon discuss internally lit signs and the previous public hearing regarding that regulation change. D. Porter noted that people who were against them attended the public hearing, but if the business community wants to change that, they need to come and express their feelings.

051718-a Article II Definitions - several proposed revisions:

Article II. Definitions

Building Frontage: the side of the structure on a lot that contains the main entrance to the interior, regardless of how the structure is positioned on the lot in relation to the road. For multi-tenant structures: the width of each tenant's space containing the main entrance to their contracted space shall constitute the building frontage for their portion of the structure.

Contractor: a person performs work or provides supplies pursuant to a contract.

Tenant: an occupant of land or premises who occupies, uses, and enjoys real property for a fixed time, usually through a lease or rental agreement with the property owner.

Vendor: a company or person that sells goods or services with the right to access a property for a specific purpose, usually pursuant to a contract.

DF Delia Fey
New definition drafted by D. Fey at PZC request at 12/6/18 mtg.

DF Delia Fey
New definition at request of PZC on 12/6/18 mtg to differentiate it from a vendor. This is from Merriam-Webster.

DF Delia Fey
New definition at request of PZC on 12/6/18 mtg. This is from the zoning definition book.

DF Delia Fey
New definition at request of PZC on 12/6/18 mtg. This is a combination of a definition from Merriam-Webster and what the Town Atty had contained in his letter.

051718-b Article V Permit Requirements, A.1. General, c.v - proposed revision: None

051718-c Article VI Town-Wide Requirements/Standards, G Signs - new text and several revisions:

2. Sign Standards for Non-Residential Use Signs Allowed by Permit in all Districts

b. The following standards apply to the Sign Categories shown below:

i. Free Standing Signs per parcel:

c. Other Signs

The cumulative maximum area for these types is, per parcel, or in the case of a multi-tenant parcel, per tenant, is set at one hundred twenty (120) SF.

i. Window Signs

- Any sign(s) or signs within the windows 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 or thirty-percent (30%) of the window surface, whichever is less, for each individual window.
- These window signs may be internally illuminated.

Delia Fey

12/6/18- fix formatting to make it Y



User December 06, 2018
Added 12/6/18

ii. Building Mounted Signs

- Wall signs that shall be parallel to the building and shall not project more than twelve (12) inches from the face of the building and have a maximum size of thirty-two (32) square feet. 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.



User December 06, 2018
Copy & paste what was in existing regs, pg 104, G2a.ii.a)
re: wall signs – want the complete existing text not what's shown here. Agreed to on 12/6/18



Delia Fey

Deleted at mtg on 12/6/18 and

e. Other Signs, not included in the overall Sign Allowance:

i. Temporary Signs

- Portable Signs of no more than twelve (12) SF per side sign face. Two (2) sign faces maximum.



Delia Fey November 06, 2018
'side' changed to 'sign face' to be consistent as well as the limit to 2 sign faces is added too after discussion on this at PZC mtg 12/6/18

3. Sign Exemptions

- Signage for municipal uses, traffic control or flow, and street identification, and security or warning signs are exempt from needing to have a sign permit and from having to comply with the Zoning Regulations pertaining to signs, other than those Regulations relating to positioning for safe traffic flow and sight lines.



Delia Fey Friday
Added per request at PZC Mtg on 12/6/18



4. Prohibitions

- All signs or electronic message boards with internal illumination, simulated internal illumination, flashing lights, neon, or LEDs shall be prohibited, except as allowed in these Regulations for window signs.



User December 06, 2018
Change made 12/6/18

- All off-site advertising signs other than directional signs, or sport scoreboards and sponsorship banners, are prohibited.



Delia Fey Friday
Added per request at PZC Mtg 12/6/18. May need to ask Atty if identifying them as 'sponsorship banners' is too content specific. Not sure... it might be.

I. V. Adjournment:

F. Rich **MOTIONED** to **ADJOURN**; D. Young **SECONDED**; **MOTION CARRIED UNANIMOUSLY**

The meeting was **ADJOURNED** at 8:57 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.