



**MINUTES OF
THE PLANNING AND ZONING COMMISSION
MARCH 8, 2017**

I. Chairman Jeff LaBar called the meeting to order at 6:57 p.m. In attendance were Commission members, Jeffrey Foltz, Nancy Feuerle, Robert Gray, Cynthia Greengold, and Megan Reiser. Commission member Charles Fink was absent. Also in attendance were the Planning and Zoning Administrator, Christopher Jakubiak, and Secretary, Fran Addicott.

II. APPROVAL OF THE MARCH 8 2017 PLANNING AND ZONING AGENDA AS WRITTEN.

MOTION: Mr. Foltz moved to approve the March 8, 2017 Planning and Zoning Agenda as written. Mrs. Feuerle seconded, all in favor.

III. APPROVAL OF THE FEBRUARY 8, 2017 PLANNING AND ZONING MEETING MINUTES.

MOTION: Mrs. Reiser moved to amend the February 8, 2017 Planning and Zoning minutes of the following adjusted typographical errors:

Item V, remove the apostrophe s from the word Soil's and add the word "Service" after the word Conservation.

Item VI, add an apostrophe s to the word Commission in the heading.

Item VIII, "Public Comment", change the word "behave" to "behalf".

Seconded by Mrs. Feuerle, all in favor.

IV. SIGNS/DRAFT AMENDMENTS TO SECTION 290-22 OF THE ZONING ORDINANCE.

The original preliminary working draft "Sign Document" was given to the Planning Commission to review in November of 2016. Since then the Planning Commission has three new members. Mr. Jakubiak wanted the new members to give their ideas and input on the proposed amendments on the Sign Document.

The reason for the amendments was developed by Mr. Jakubiak after the recent Supreme Court decision in 2015 that states, when Municipalities regulate signage they have to insure that it is content neutral. After the Planning Commission agrees on changes and better standards for signs, then it can be recommended to the Town Council for adoption.

Mr. Jakubiak reported that this was a discussion of the sign power point presentation from the February Planning and Zoning meeting. He wanted the Planning Commission Members to discuss what they learned or observed, and get their ideas and input about the different types of signs, both for Commercial and Residential. Some examples are portable signs such

as Real Estate signs, and Contractor signs. The amount of signs in one location, size, height, and the preservation of some old signs.

At the next Planning and Zoning meeting Mr. Jakubiak will have the Sign power point presentation with pictures to compare the different signs and incorporate other options. He will also bring the sign definitions for the members to discuss and make changes to the following: I. Purpose, II. Applicability, III. Administration, and IV. Prohibited Signs and Signing.

V. CONSIDERATION OF THE ZONING TEXT AMENDMENTS ON SITE PLANS

Mr. Jakubiak stated three Amendments were recommended by the Planning Commission to the Mayor and Town Council for their consideration. The Council approved Amendment 1, regarding meetings and alterations to the Planning and Zoning meeting schedule (§290-31). They did not approve Amendment 2 or 3 of the Zoning Text Amendments on Site Plans. Amendment 2 proposed an administrative adjustment procedure where by the Zoning Administrator could approve very small variances to projects, essentially act like the Board of Appeals when the adjustment would be within a certain percent of the standard as a way of streamlining the approval process. Amendment 3 is in regards to Category 1 and Category 2 Site Plan approval procedures.

VI. PUBLIC COMMENT

Mr. Jakubiak talked about the need to get sidewalks built on streets on the North part of Town, on Route 260, up to North Beach, including 28th, 29th, and the lettered streets up to Bayside Road. The method for this is generally for Mr. Jakubiak to require it as a "condition" of development approval when an Applicant wants to build on a vacant lot or tear down a building. However, in the past that has caused some resistance from some applicants.

With the new development of a Restaurant along Bayside Road, pedestrians would benefit from sidewalks. The Town Administrator and the Town Public Works Supervisor would like the Planning Commission to lead up and be involved in a "Town Master Sidewalk Plan", which could also be an amendment to the Comprehensive Plan. Mr. Jakubiak said that it would take a few months to work on but would have public work sessions as well as the nearby neighbors present to voice their comments or concerns.

There being no further business, the meeting adjourned at 8:47 pm on a motion made by Mr. Gray. Seconded by Mrs. Greengold, all in favor.

Submitted by,



Fran Addicott, Secretary