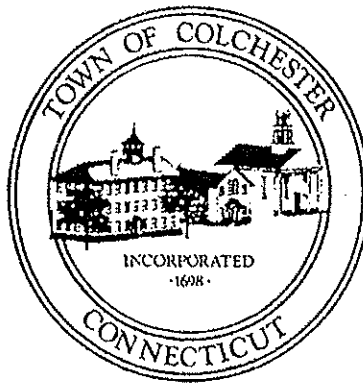


Code Administration  
Building Official  
Fire Marshal  
Wetlands Enforcement



Planning and Zoning  
Planning Director  
Zoning Enforcement  
Town Engineer

**Planning & Zoning Commission  
Meeting Minutes (Amended)  
March 6, 2019  
Town Hall Room 2 @ 7:00 pm**

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TOWN OF COLCHESTER  
PLANNING & ZONING

**Members Present:** Chairman Joseph Mathieu, Jason Tinelle, Meaghan Kehoegreen, Vice Chairman John Novak, Bruce Hayn, Secretary Mark Noniewicz, Alternate Beverly Seeley, and Board of Selectman Liaison Stan Soby

**Members Absent:** Karen Godbout

**Others Present:** Randy Benson, Planning Director, Daphne Schaub, Assistant Planner/Zoning Enforcement Officer, Kamey Cavanaugh, Clerk.

1. **CALL TO ORDER** – J. Mathieu called the meeting to order at 7:01 pm.

2. **APPROVAL OF MINUTES** – February 6, 2019

*B. Hayn MOTIONED to APPROVE the minutes of February 6, 2019. SECONDED by J. Novak. MOTION CARRIED 6/0/1 M. Noniewicz abstained.*

*J. Novak MOTIONED to APPROVE the minutes of February 20, 2019 with corrections. SECONDED by B. Hayn. MOTION CARRIED 6/0/1 M. Noniewicz abstained*

3. **PUBLIC HEARING**- None

4. **FIVE MINUTE SESSION FOR THE PUBLIC** – NONE

5. **PENDING APPLICATIONS** –

*A. Proposed Regulation Amendment: Colchester Land Development Regulations, Section No. 11, Signage. (Continued from January 16, 2019)*

M. Noniewicz was unable to review the previous meeting recordings therefore will be unable to vote on the application.

J. Mathieu provided an update stating the public hearing for this application was closed at the previous meeting and opened for deliberations.

D. Schaub provided the commission with final drafts for review.

The commission deliberated.

***B. Hayn MOTIONED to APPROVE the proposed regulation amendment Section 11, Signage, of the Colchester Land Development Regulation dated 02/14/2019 with the following modifications.***

- *Table 11.1 under Commercial Temporary Signs under Duration, move 'applied for and issued annually' to Zoning Permit Required and Duration will be blank.*
- *Table 11.1 Remove parenthesis within the block of moving signs*
- *Section 11.20 The title will be amended to read 'Commercial Portable, Temporary, and Feather Flags Signs'*
- *Section 11.20 (6) The Commercial Portable and Feather flag sign may be displayed only when the establishment is open for business.*
- *Section 11.20 Addition of a sub-paragraph: The Commercial Temporary Signs are permitted with a zoning permit applied for and issued annually.*

***SECONDED by J. Novak.***

***B. Hayn MOTIONED to AMEND the motion to APPROVE the proposed regulation amendment Section 11, Signage of the Colchester Land Development Regulation dated 02/14/2019 with the additional modification***

- *11.2 Remove the word 'PERMANENT' from the table.*

***SECONDED by J. Novak. MOTION CARRIED 6-0-1, M. Noniewicz abstained***

***Chairman Mathieu thanked the commission and town staff for the hard work and good discussion that has taken place with this application.***

***Chairman Mathieu called for a vote to APPROVE the amended motion with an effective date of October 1, 2019. MOTION CARRIED 6-0-1, M. Noniewicz abstained.***

**6. NEW APPLICATIONS – NONE**

**7. PRELIMINARY REVIEWS – NONE**

**8. OLD BUSINESS – NONE**

**9. NEW BUSINESS - NONE**

## **10. PLANNING ISSUES & DISCUSSION-**

### ***A. Recommendation to BOS regarding Section No. 11 Signage Structure Fee.***

D. Schaub stated the current state of affairs for every zoning permit for permanent signs applied for carries a 1 time fee of \$50. The goal is to have the cost not exceed an annual 1 time fee of \$50 for temporary signs.

J. Faski, stated he is not opposed to a 1 time permit fee and once the regulation is in place, the permit application / fee process will help to keep the business owners in line with keeping their signs looking professional.

Mike Scalise, Broadway Wine & Spirits feels the \$50 fee is a good idea and if possible create a guideline pamphlet to hand out to assist with maintenance of the signs.

The Planning and Zoning commission asked staff to create a letter of recommendation for the Board of Selectman to adopt a \$50 annual fee for the application of a Temporary Sign permit.

## **11. ZONING ENFORCEMENT – February 2019**

D. Schaub will report on the February 2019 ZEO report at the next regular scheduled meeting.

## **11. CORRESPONDENCE –**

Due to the upcoming holiday the next Planning and Zoning Commission meeting will be **WEDNESDAY, MARCH 27<sup>th</sup>, 2019 at 7PM.**

## **12. ADJOURNMENT**

***B. Hayn MOTIONED to adjourn the March 6, 2019 meeting at 8:27 pm, SECONDED by B. Seeley. All members voted in favor. MOTION CARRIED 7/0***

Respectfully Submitted,

*Kamey Cavanaugh*, Clerk