

ZPA Minutes March 24, 2015

Present: Jan Finley – chair, Steve Cannon, Merilyn Mills, Cynthia Morse, Greg Noyes and Jeanne Peacock. Also present Roberts Scott Eastport's CEO

Meeting was **called to order** at 6:04 by Jan.

There were no **adjustments to the agenda**.

Approval of Minutes for the Nov. 24, 2014: Jeanne moved to approve and Steve seconded it. All were in favor of approval.

Housekeeping: Jan informed Merilyn that she needed to attend the State training session. She had missed previous session due to illness in her family and a session was canceled.

Jan was re-elected as chair and Cynthia was elected as Secretary. After some discussion it was decided that we would meet on the third Tuesday of the month, 6:00pm in the Shead High School Library. **Attendance: Jan informed us if we cannot attend a meeting we need to tell her.** Also copy of the minutes needs to be sent to the Town Office. Robert said

he would bring the November minutes to the town office and put them on the website.

Old Business: Port Authority sign. We told Chris Gardiner that we would have an answer about the extra signs on the building in January but due to the weather we have not been able to meet. We agreed at the last meeting that the front sign could remain but the back sign needs to meet the ordinance criteria. A decision is necessary for signage for the tenants and public bathrooms. A discussion center around the need for how to identify tenants and bathrooms in a safe and professional way that is consistent for everyone. In other towns office building do not have signs for each office. Both Greg and Steve felt one sign with tenants listed would eliminate the need for other signage such as window sign. Instead there would be an interior directory or other signage. Everyone was in agreement with that.

Jan mentioned that in future meetings we need to make changes to the sign ordinances so they are clearer. Jeanne suggested that we could provide new construction with a guide for signage. Cynthia said specifically for the Port Building that the decal signs on the exterior windows should be placed on the inside windows. Greg mentioned that people who are visiting an office have an appointment with an address. It is different with retail business where people are walking on the street looking for shops. Jeanne mentioned that people would be looking for the Chamber and Public bathrooms.

Greg pointed out that ordinance 6.21.1.1 allows signs for retail business but not offices or business that do not sell items. Currently the tenants in the Port building are not selling anything. After a lengthy discussion we all agreed what was needed is one sign by the road, which identifies the Port Authority on the top and under it, a place for removable tenants signs.

New multi use construction needs an ordinance to address signage. Some ideas that were discussed were: a shared outside entrance needs a shared sign and separate entrances need to have a sign at each entrance. Greg pointed out that we need to address the second sign because he felt each office space could now ask for a separate second sign. Cynthia disagreed because ordinance 6.21.1.1 allows signs for retail business but not offices or business that do not sell items.

Greg felt that if we should declare a moratorium on office signage until we can clarify the signage ordinance. Then we could give Chris a decision but first we should contact Denis (town attorney) for his legal opinion on ordinance 6.2.1.1.

Decisions: Jan will ask the Counsel for a moratorium on signage for multi use buildings. Steve moved and Greg second that we table for the decision on the Port's signage until we hear back from Denis. All were in favor.

Robert will ask Denis about ordinance 6.21.1 and the moratorium.

We need a visual sign for the public bathrooms (international symbol -man & woman) so the public will know that the bathrooms are in the lower entrance facing the Breakwater. Chris had said he would not put up any signs until we got back to him. When we make our decision about Port signage it should include signage for public restrooms.

For next meeting: Jan asked us to do some research for definition for multi use building and premise. Our ordinance states that if there is no definition then we should use the customary dictionary definition. Different address is a different premise. She has definitions from Ellsworth and Sanford Me and a New Hampshire town.

Steve moved for adjournment, Cynthia seconded. All in favor.

Next meeting April 21st 6:00