

**Town of Otisfield  
Planning Board  
WORKSHOP MINUTES  
May 10, 2016  
7:00 PM  
Town Office Annex**

**1. Call to Order:** The workshop was called to order at 7:05 PM

**2. Attendance:** Members present were Chair – Karen Turino, Secretary – Rick Jackson, Herb Olsen, Alternate – Stan Brett & Alternate – David Hyer. (Absent- Beth Damon & David McVety) \*SB & DH moved up as voting members.

Code Enforcement Officer: Richard St. John  
Secretary: Tanya Taft

**3. WORKSHOP ITEMS:**

**A.** 2015 SLZ proposed guidelines: PB reviewed updated SLZ proposed ordinance based on the new State guidelines. Indents, parentheses, and minor typo corrections made. CEO will make necessary edits and send it to KT who will then send a memo to the BOS with a request that the Ordinance be placed as an article on the warrant for the Town Meeting.\*Motion that we accept this with formatting changes.HO/SB –Unanimous.

**B.** Sign clarification/verbiage: Sign verbiage appears in Site Plan Review Ordinance, Site Plan Determination Form, Shoreland Zoning Ordinance, Residence Based Business Application & Comprehensive Plan.

**Site Plan Review Ordinance:**

Signs are mentioned in the following sections:

- Page 2, Section; h: "Signs shall be limited to 8 square feet, shall be externally lit, and shall be no more than 10 feet in height".
- Page 4, Paragraph L. "The location, size and character of all signs and exterior lighting".
- Page 14, Paragraph 7. Advertising Features: "The size, location, design, and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties. Exterior signs and other advertising features if will be lighted and shall be lit by shielded non-flashing lighting".

Discussion: (only applies to RBB) sign or signs? One sided or double sided? All agree this is subjective. Can this be made one of the PB policies-where we can write down our interpretation of what the vague wording means and don't have to revise any ordinances? It could then be effective as soon as we have agreed upon it. Possible MMA question. All agree they would like all references to signs have one interpretation. DH: Would like to see clarification on Site Plan Review & RBB. SB: I don't think we can limit it to (1) sign because it says signs (meaning plural). If we change the # of signs then we are changing the Ordinance. KT: What is our interpretation of the front/back issue. SB: A double sided single sign. \*Tabled until an upcoming workshop.

C. Site Plan Determination form. \*Tabled for an upcoming workshop.

D. Planning Board Policies & FAQ need Review: (TT will bring printouts to next workshop)

1) Clarification of Policy on the timetable of submissions. Discussion: All agree they would like the Policy to read: Any material to be presented to the board must include (9) copies and be submitted to CEO by noon time (2) Fridays prior to the regularly scheduled meeting. The only exception being the time limit for submittal(s). This may be altered by mutual agreement between the Applicant & PB. \*Tabled and to be included at next workshop when we address the PB Policies.

**4. Adjournment:** With no further business, the workshop was adjourned at 9:15 PM. RJ/HO – Unanimous.

Respectfully submitted,  
Tanya Taft, Secretary

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: May 17, 2016

**TAFT 05.18.16**