

**SIGN COMMITTEE  
MINUTES NOVEMBER 3, 2014  
UN-APPROVED**

**Present:** Mark Haddad, Tracy Heighton, Carolyn Perkins  
**Also Present:** Dawn Dunbar, Michelle Collette, Janine LaValley

Mr. Haddad called the meeting to order at 5:00pm.

**Public Hearing - Mill Run Plaza – Sign Permit Request**

Mr. Haddad read into record the public hearing notice.

*Ms. Perkins moved to open the public hearing. Ms. Heighton seconded the motion. The motion carried unanimously.*

Ms. Lavalley said that the Mill Run Condominium Association would like to put up a sign for the tenants located at 489-497 Main Street. She said that the proposed sign had enough space for plaques for all tenants. She said that the letter size on the signs would be 3" with the entire sign being 11ft high by 18ft wide post to post.

Ms. Perkins asked if both sides were the same. Ms. Lavalley said they would be. Ms. Heighton asked if it was being made so there would be no need to add on. Ms. Lavalley said that was correct adding that the sign would also have down lighting as required by the bylaw. Mr. Haddad said that because this sign was coming in under Special and Unique Circumstances they could deviate away from that. He asked how many businesses there were. Ms. Lavalley said there was space for 20-22 businesses. Mr. Haddad asked if it would require a building permit. Ms. Lavalley said that it would. Mr. Haddad said he assumed it would be an engineered sign with a foundation. Mr. Cataldo said that he would require as large of a base as would be allowed and would need an engineer to sign off on it for wind sustainability. Mr. Cataldo said that a minimum grade of 3 ft was required. Mr. Haddad asked if Chief Palma had seen the design and whether or not sight distance had been discussed. Ms. Lavalley said that she had not yet. Ms. Collette said they could make the sign conditional on speaking with the Police Chief.

Mr. Cunningham asked if this was part of the site plan process. Ms. Collette said that under the old sign bylaw it would have been but not under the new bylaw. Ms. Eliot asked if the sign could be combined. Ms. Lavalley said that the bank and Groton Wellness had the largest 2 signs adding that if they ever decided to sublet their space, they would have to share the sign space. Ms. Lavalley said that any sign is going to be hard to see from the road with that many businesses. Mr. Haddad said that how the sign was implemented should be left up to the businesses. Ms. Lavalley said that with no sign there now, it will be safe to read and attractive to have. Ms. Eliot asked if there would be a way for businesses to advertise sales or special events on the sign. Mr. Haddad said that there was nothing there presently for them to do that adding that it would be up to the businesses to advertise. Ms. Lavalley said that this was a multi-tenant sign and not an advertising sign. Mr. Cunningham asked if they could put up temporary one day sign. Mr. Haddad said not in addition to an identifying sign under the sign bylaw. Ms. Collette added that it had to be very close to their business, 3 ft from the front door to be specific.

*Ms. Perkins moved to close the public hearing. Ms. Heighton seconded the motion. The motion carried unanimously.*

Mr. Haddad said that the request qualified under 196-8 adding that his only concern was the actual placement and having the Police Chief weigh in. He said he was comfortable with the request. Ms. Collette said that the building code issues also needed to be satisfied. Ms. Perkins thought that they could add those as conditions.

Mr. Haddad said that they had 4 conditions they could attach to the sign.

1. Sign would be designed and installed as presented.
2. The Police Chief would need to sign off on it.
3. A building permit would be issued by the Building Commissioner.
4. There would be no grade changes.
5. The height would reflect 3ft plus.

*Ms. Perkins moved to approve the sign application for Mill Run Plaza Condominium Association under the Unique and Special Circumstances section of the bylaw due to the need to identify multiple businesses within the site. She added that the sign was appropriate to the neighborhood character and was subject to the 5 conditions stated by Mr. Haddad. Ms. Heighton seconded the motion. The motion carried unanimously.*

### **Chamberlin Mills Subdivision**

Mr. Haddad said that Robert Kiley, owner of the Chamberlin Mills Subdivision wanted to construct a sign to advertise the homes for sale. Ms. Collette said that the sign was limited to 6 sqft because it was in a residential area. Ms. Perkins asked where it would be located. Mr. Kiley said it would be located on Schoolhouse Road and it would be kept back from the street. Mr. Haddad asked if the sign would come down once the construction was finished. Mr. Kiley said it would.

*Ms. Perkins moved to approve the sign as presented. Ms. Heighton seconded the motion. The motion carried unanimously.*

### **Minutes**

*Mr. Haddad said he would entertain a motion to accept the minutes of October 20, 2014. Ms. Perkins made the motion. Ms. Heighton seconded the motion. The motion carried unanimously.*

### **Other Business**

Ms. Collette said that Kindred Smiles did not come in as promised with an application for their sign. She asked for permission to send them a letter. The Committee was okay with Ms. Collette sending a letter.

*Ms. Perkins moved to adjourn the meeting at 5:29pm. Ms. Heighton seconded the motion. The motion carried unanimously.*

Respectfully submitted,

Dawn Dunbar  
Executive Assistant to the Town Manager

Date Approved: