



**Planning Board Meeting Minutes
Thursday, September 21, 2017 at 7:00 p.m.
Bristol Town Office**

Committee Members present: Andrea Cox, Patricia Jennings, Benjamin Pendleton and Andrew Poland (Alternate)

Also present: Joseph Rose and Jessica Westhaver

Public: John Shattuck, Melissa Shattuck and Sandee Brackett

Absent: Jeff Eilenberg, Robert Cushing and Jason Lord (Alternate)

The meeting was called to order at 7:00 p.m. by Andrea Cox, Chairperson.

Old Business –

- Shattuck's Luck Subdivision Modification.
 - John Shattuck returned to the Planning Board with an updated subdivision modification plan for the Shattucks Luck Subdivision. He originally came to the board on March 16, 2017.
 - The revision is located on Map 002 Lots 059, 059-A, 059-B, 059-C, 059-D and 059-E. Mr. Shattuck originally owned Lot 059 in its entirety and sold off one lot in 2002. None of the other lots sold. He recently re-purchased Lot 059-A (lot 1) with the intention to redesign the entire subdivision plan for all lots.
 - Lot 1 will be split into Lot 1 and Lot 6. Both lots will have right of way access through lot 5 which would maintain a separate driveway off of Shattucks Luck Lane.
 - The newly configured Lot 1 was modified slightly from the March 16 2017 meeting to allow the lot to soil test. The new soil test passed and complies as a viable lot. This lot will remain listed as Map 002 Lot 059-A.
 - Lot 4 was reconfigured and complies as a viable lot.
 - Lot 5 was reconfigured and complies as a viable lot.
 - Lot 6 is a new lot taken from lot 1. This lot complies as a viable lot with a soil test. This lot will be listed as Map 002 Lot 059-F.
 - The Planning Board discussed the modifications to the subdivision request and agrees that all the modifications are appropriate. Four copies of the new plat plan and the Mylar were signed by the planning board. Mr. Shattuck shall submit the Mylar to the Lincoln County Registry of Deeds.
- VOTE: Cox made a motion to approve the Shattucks Luck Subdivision modification; Ben seconded; the board voted unanimously to approve the modification.

New Business –

- Sign Ordinance Conversation on direction from the Selectmen from the Special Town Meeting.
 - Cox discussed the memo received from Town Administrator, Christopher Hall, in regards to the outcome from the Special Town Meeting in regards to question # 3 (*To see if the Town is in favor of the use of Illuminated, Digital Signs in the Town.*) held on August 22, 2017. Selectmen Paul Yates was invited by email and through the original memo sent out by Hall to attend the Planning Board meeting to discuss his thoughts surrounding the matter.
 - The Town vote came in at 128 disapprove the sign to 65 approve the sign.
 - The Board discussed their opinions on the sign:
 - Changes the character of the Town
 - Can be a distraction while driving
 - Formatting is hard to read (unanimously stated by the entire board)
 - Lettering not appropriately sized
 - Does not scroll fast enough
 - Cox stated that she does not believe the intention of the vote was to adopt an extreme sign ordinance. More to address some type of regulation through the Town so they don't start appearing everywhere.
 - CEO, Joseph Rose, stated he had done research on what other communities have for Sign Ordinances. He stated that most towns specifically target commercial zones. Bristol does not currently have zones outside of the Shoreland Zoning Ordinance. He also stated common items in other ordinances refer to specific operation hours.
 - The board discussed the SZO and the lack of specification for the Public Recreation Zone and the Village Zone not being listed for sign limitations. This will be addressed in a future amendment to the SZO.
 - The board discussed to also add the definition of "SIGN" to both the SZO and the Land Use Standards Ordinance. Currently the Land Use Standards Ordinance does not address signs.
 - The following questions arose if an ordinance for the use of signs was developed what should it include:
 - Setback from roads
 - Determine Lighted ability. Lit from outside sources pointing at the sign vs a digital sign illuminated from within or a through LED lights.
 - Is there an engineering specification as the size of the font and how fast it can scroll based on the speed limit for the road it is displayed on. (Rose will research this)
 - Should a sign be limited to only displaying one message per day and not scroll or change?
 - Restrict where the signs can be located. (This would require an approved Comp Plan and zoning)
 - Should there be an internet poll for more input?
 - The Board also discussed the current use of Hanley's digital sign on their awning over the gas pumps. Would we restrict other gas stations from updating to the same type of display?
 - Rose brought up the importance of being too vague with specifications on sign limitations. He referenced a matter in Damariscotta where the Town had directed a property owner to put a fence up to shield items in their yard. Because there was no limitation or direction on what type of fence to install, a fence made of plywood and graffiti was installed.
 - PUBLIC COMMENT:
 - Shattuck stated he did not notice the sign while driving into Bristol, however, he also stated that he would not like to see many digital signs as it would change the character of the Town.
 - Sandee Brackett stated the matter was discussed at a June 2017 Selectmen's meeting. She is upset as a resident of Bristol that the Parks and Recreation Department did not ask for public feedback prior to purchasing and installing the sign. She also stated that she does understand they were within their rights to do so.
 - Matter tabled for future meeting.

- Subdivision Adjustment Question from CEO.
 - Rose discussed with the board the vagueness of wording in the Subdivision Ordinance on page 12, section 14, sub-section *c. (Existing Subdivisions: Any changes, erasures, modifications or revisions to an existing Subdivision shall require a Subdivision Amendment, as described below.)* and *d. (Subdivision Amendment: If the CEO determines that the revision, change or modification requires approval of the Planning Board, an application for a Subdivision Amendment shall be submitted. A proposed amendment is not required to go through the complete review process as a new subdivision unless, in the judgment of the Planning Board, the amendment is so substantial as to alter the character of the originally approved subdivision.)*
 - The board agreed that Rose has the latitude to discern when it is appropriate for him to make a decision vs. bringing a matter to the Planning Board.
 - Rose brought to the attention of the Board a matter in reference Dean Russell on Map 008 Lot 066-A. Lot 066-B was sold in 2002. Part of lot 066-B was also made part of the sale with the intention to make lot 066-A bigger apparently in order to conform with the minimum one acre lot requirement. This lot line adjustment was not brought to the board for approval in 2002. Currently a clear title cannot be obtained. Attorney has asked for a letter of no action from the Town. The board agreed Rose could make the decision on this matter.
 - Russell will need to have a subdivision modification plan with the new lot lines. 3 copies and one Mylar will need to be presented and also recorded with the Registry of Deeds as a plat plan revision. (It is believed this can be accomplished without the Planning Board signature and just a “Revision Block” on the Mylar indicating the original signatures and the CEO’s signature on the revision.)
- Tiny Houses.
 - The matter of “Tiny” houses has come up in recent news. Rose and Westhaver brought the matter to the attention to the Board. A recent publication from the Kennebec Journal dated September 19, 2017. The discussion surrounds concerns on safety and building codes.
 - Currently, if a building is on wheels it is considered a “Travel Trailer” (also known as a Camper Trailer) and is only allowed to be used as a home for no more than 120 days. (Mobile Homes do not fall under this category as they must meet the Manufactured Homes Safety Code.) If the home is located on a foundation and is hooked up to a septic, plumbing and well, it is currently allowed.
 - The State requires towns with a population over 2K to have a building inspector. It also requires these town’s to issue occupancy permits. Rose brought this matter to the Board of Selectmen and no action has been taken as of this meeting.

Follow-up –

- Westhaver to review and amend SZO to include Public Recreation and Village in sign limitations. This will be reviewed by the board and presented at a future Town Meeting for approval.
- Westhaver to research definition of “Sign” for next meeting.
- Rose will research if there are engineering requirements for font sizing for road signs.

Meeting adjourned at 8:20 PM. The next meeting is to be determined.

Respectfully submitted,
 Jessica Westhaver
 Staff Liaison

PLANNING BOARD APPROVED: _____