

**TOWN OF CHESTERFIELD, NH  
PLANNING BOARD**

**Monday, December 16, 2013**

**Present:** Brad Chesley, Jon McKeon, Mike Lynch, David Peach and Rolland Vollebehr

**Call to Order**

Brad Chesley called the meeting to order at 7:13

**Seat Alternates**

Mike Lynch seated for John Koopmann

**Review of the Minutes**

December 2, 2013

*Vollbehr motioned to accept the minutes from December 2, 2013. The motion was seconded by Lynch and passed unanimously.*

**Appointments**

Conceptual consultation- Stone House – Tabled to a future meeting.

Conceptual consultation – Clough Boundary line adjustment – no minutes taken as conceptual consultations are non-binding on either party.

JA Mulligan – Rob Hitchcock – To talk about conditions, as they would like the plans signed Jan 6 2014 to have plans signed. AOT permit is still outstanding.

Hitchcock provided the board with the updated use intensity statement, the wetlands permit and the certification regarding the sprinkler system.

The board reviewed the information and it was noted that all conditions have been met with the exception of the AOT permit. Hitchcock will bring the AOT permit to the meeting on January 6, 2014.

**Items for Discussion**

Master Plan

Chesley noted that an email has gone out to the people that have shown some interest. There has been talk about having a meeting in the first week in January.

McKeon noted we need to get a defined scope of what needs to be done to get some budget numbers.

Chesley noted that budget numbers is the first thing on the agenda. Peach noted that he is happy to be on any committee.

Zoning

The board discussed the sign ordinances at the last meeting and it was decided to bring any potential changes back to this meeting. Bob Brockman, Dutch Walsh and Jon McKeon met over the weekend and talked about the ordinance. James Corliss had provided the board with an email of suggestions as well. McKeon noted that one of the things that was missing was a purpose.

**The suggestion is:**

**401 Signs:**

**Purpose.** The purpose of this ordinance is to govern the placement and maintenance of signs, promote signs in keeping with the town character, discourage excessive signs by minimizing the number and size of signs, eliminate intrusive sign lighting, and encourage structurally sound and well-maintained signs in the interest of the health, safety and general welfare of the residents of Chesterfield.

The next item addressed is 401.1 which currently states:

**401.1 Setbacks**

Business and home occupation signs may be erected only on the same premises where the business they advertise is conducted and shall be no closer than fifty (50) feet from any side or rear property line and ten (10) feet from any highway ROW line.

Proposed change:

401.1 change to “ any state or town ROW.” This applies to both permanent and temporary signs

It was noted that Chet Greenwood would like to change it 50 ft side and rear setback to 30 feet.

McKeon noted that the email does not give a reason for the suggestion. Dutch Walsh would scratch the first sentence, as you can only have one freestanding sign – the regulation does not make sense. McKeon noted that there may be a time when they want the freestanding sign in the back or on the side.

After discussion, the board would like the wording to be:

**401.1 Setbacks**

Business and home occupation signs may be erected only on the same premises where the business they advertise is conducted and shall be no closer than fifty (50) feet from any side or rear property line and ten (10) feet from any State or Town ROW. This applies to both permanent and temporary signs.

The next item discussed is 401.2 Area which states:

**401.2 Area**

- A. Surface Area Per Sign: No business sign may have a surface area larger than thirty-two (32) square feet per business.
- B. No home occupation sign may have a surface area larger than six (6) square feet.
- C. Signs intended to be seen from two directions (e.g., back- to-back signs erected perpendicular to a lane of traffic) may have thirty-two (32) square feet of surface area visible to each lane of traffic.
- D. Cumulative Signage: No business may have more than a total of sixty-four (64) square feet accumulative of advertising signs intended for exterior viewing (including product and trade signs and disregarding one side of back-to-back signs).
- E. No business shall have more than one free standing business sign.

Proposed changes:

**401.2 Area**

A. Surface Area Per Sign: No business signs have a TOTAL CUMULATIVE surface area larger than thirty-two [32] square feet per business. THIS INCLUDES ALL TYPES OF SIGNS PERMANENTLY

ATTACHED OR OTHERWISE visible from the Road. Exempt from calculation is a 2 square foot sign indicating open or closed.

- B. No home occupations sign may have a surface area larger than six [6] square feet.
- C. Signs intended to be seen from two directions etc.
- D. Cumulative Signage: No business may have more than a total of sixty-four [64] square feet accumulative of advertising signs for intended for exterior viewing [including product and trade signs].
- E. No business shall have more than one free standing sign, WHICH IS TO BE INCLUDED IN THE TOTAL ALLOWABLE SIGN COVERAGE UNDER SECTONS A. AND D. Buildings that contain multiple business' shall have one directory sign with a square footage no more than 32 Sq. ft. each side. ADA signs are exempt from calculation.

McKeon noted that they were trying to address – what you see from the road and driving by....limiting that to 32 square feet. Intent is to stop the plastering of the windows with signs. Peach noted that he is still concerned with the clutter on the windows currently. Peach noted that there is an issue with enforcement and consequences.

Vollbehr noted that open flags are larger than 2 feet. McKeon noted that the flags do not comply with the regulations.

The board agrees to the proposed changes.

The next item discussed is 401.4 Illumination, which currently states:

401.4 Illumination

Signs may be lighted, either on the surface by a lamp whose illuminating bulb or tube is shielded from direct view, or by internal means, with an illuminating bulb or tube which is shielded from direct view. Such lighting shall be shielded at its source from abutting streets and nearby properties. Signs shall not contain rotating or flashing lights or moving parts.

Proposed Changes:

401.4 Illumination

Signs MUST be DOWNCAST lighted, AND LIT either on the surface by lamp whose illuminating bulb or tube is shielded from direct view; or by internal means, with an illuminating bulb or tube which is shielded from direct view. Such lighting shall be shielded at it source from abutting streets and nearby properties. Signs shall not contain rotating, flashing, moving or scrolling words, lights or moving parts.

Carol Pelczarski asked about the businesses that are currently in Town and if they are grandfathered. McKeon noted that it depends if they were in compliance previously. McKeon noted that the regulations previously called for no scrolling, the changes are to clarify the existing ordinances, therefore the nobody can be grandfathered.

The board approves the wording to make it:

401.4 Illumination

Signs MUST be DOWNCAST lighted, AND LIT either on the surface by lamp whose illuminating bulb or tube is shielded from direct view; or by internal means, with an illuminating bulb or tube which is shielded from direct view. Such lighting shall be shielded at it source from abutting streets and nearby properties. Signs shall not contain rotating, flashing, moving or scrolling words, lights or moving parts.

Next item: 401.5 Currently states:

**401.5 Projecting Signs**

No sign attached to a building shall project above the roof line or wall coping of that building.

Proposed change as follows:

401.5 Projecting Signs

No sign attached to a building shall project above the roof line or wall coping of that building. All signs shall have a structural review by NH licensed structural engineer before permit issuance.

The board approves the proposed changes.

The next item addressed is 401.7 Temporary off premises signs, which currently states:

**401.7 Temporary Off-Premises Signs**

Temporary off-premises signs are permitted subject to the following regulations and restrictions:

- A. A permit issued by the building inspector shall be required for the placement of each off-premises sign. The fee for each permit shall be as determined by the Selectmen. No more than one off-premises sign shall be placed on any parcel of land and no permit holder may have more than two temporary signs at any one time.
- B. Written authorization from the landowner shall be required prior to the issuance of any off-premises sign permit.
- C. The maximum size shall be 16 square feet per side with a two side limit. No sign shall be more than ten feet above grade.
- D. Lighted signs are not permitted.
- E. There shall be a time limit of 120 days for any sign or succession of signs by any permit holder in any calendar year.
- F. Registered non-profit organizations are exempt from the fee, but not the permit process.
- G. Garage sales, yard sales, tag sales and Auctions as per Article IV, Section 405 are exempt from Article IV, Section 401.7.

Proposed Changes as follows:

401.7 Temporary Off Premises Signs

Temporary off premises signs are permitted subject to the following regulations and restrictions:

E. There shall be a time limit of 120 days for any sign or succession of signs by any permit holder in any calendar year. Agricultural signs shall be exempt from the 120 day limit. They must be renewed on a yearly basis. Signs must be kept in good repair.

G. Garage sales, yard sales, tag sales and auctions as per Article IV, Section 405 ( Garage sales, yard sales, tag sales and auctions are permitted anywhere in Town on the

owner's property for a period up to three (3) days in any one year) are exempt from Article IV, Section 401.7. Signage can be erected no Sooner than 24 hours prior to sale date and shall be removed with in 24 hours after sale date.

H. TRAILERS AND OTHER VECHILES WITH ADVERTISING MUST BE CURRENTLY REGISTERED AND MUST BE MOVEABLE. THE LOCATION OF WHICH MUST BE APPROVED BY THE CODE ENFORCEMENT OFFICER AND COMPLY TO ALL SETBACK AND OTHER ZONING POLICIES. STOREAGE TRAILERS AND OTHER VECHILES THAT ARE NOT REGISTERED MUST HAVE ALL FORMS OF ADVERTISING REMOVED.

I. Short Duration (less than 2 weeks per year) Signs not associated with a fixed Commercial enterprise are permitted by notification to the Building Inspector and must comply with the limits of 401.7 size and lighting.

The board accepted the proposed changes

There was some suggested wording regarding direction signs, which the board decided to table to another meeting. The board will also look at the suggestions made by Vollbehr at a later time.

Lachenal will put the Signage ordinance changes on the next agenda for public hearing.

**Items for Information**

**Other Business**

Third Monday of January is a holiday. The meeting is cancelled.

Vollbehr noted that there is a couple selling eggs on Cross Road and it is a problem to have a farm stand so close to the road. Something has to be done to change the regulations that do not allow them to be by the road. McKeon noted that new state regulations in the last 4 years, pertaining to agricultural – setback regulations and such are not suppose to apply to agricultural.

Peach asked if anyone had any information regarding the Zoning board meeting having to do with Spofford Hall. Lachenal will check with Zoning Board secretary as to the status of the Spofford Hall application and get the information to Peach.

**Items for Signature**

November 18, 2013 minutes

December 2, 2013 minutes

**Adjournment**

*McKeon moves to adjourn at 8:45 PM. Lynch seconds the motion which passes unanimously.*

The next meeting will be held in the Town Offices at 7:30PM January 6, 2013.

Respectfully Submitted by:

**Patricia Lachenal**  
**Planning Board Secretary**

Approved by:

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**Brad Chesley, Chairman**

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**Date**