

TOWN OF SUTTON
Planning Board
Pillsbury Memorial
Hall Meeting Minutes
October 22, 2013

Present: Planning Board Members: Carrie Thomas Co-Chairperson, Julie McCarthy, and Roger Wells, members; (David Burnham, Co-Chair, Peter Blakeman and Bob DeFelice, members ; and Dan Sundquist, Ex-Officio were absent); Carole O'Connell, Alternate; and Laurie Hayward, Land Use Coordinator (LUC) also present and representing Industrial Tower and Wireless, LLC(ITW) were Kevin Fadden, ITW Site Acquisition Specialist; Kevin Delaney, ITW Engineering & Regulatory Compliance Manager; Richard Voci, Engineer, and also present as an interested member of the public was Thomas Schamberg, State Representative.

The meeting was called to order at 7:00 PM, by Carrie Thomas, Co-Chairperson.

Administrative:

Thomas asked the alternate, Carole O'Connell, to step forward, standing in for Bob DeFelice.

Public Hearings:

The Chair opened the Public Hearing which was a continuance from October 8, 2013 of the Site Review Application of Industrial Tower and Wireless, Inc. for a 135 foot monopole wireless tower in the southwest corner of Sutton. The Chair asked the LUC if there was any correspondence from abutters. The LUC explained that there was none from abutters; however there was an email forwarded which was from Valley Fire in Bradford. The LUC read a brief email which Kevin Fadden had forwarded and was from Mark Goldberg of Valley Fire Equipment as follows:

“Kevin,

You guys are top notch and I will do anything I can to help. Please feel free to tell the Sutton Planning Board and who else it will help to feel free to contact me in regards to how great you [were] here in Bradford both from the Valley side and the Fire Department side. I know Sutton had issues with another tower installed so you might want to invite them up to show them how professional you are.”

The question was posed whether the Bradford site had been completed. Kevin Fadden answered that the pole was not yet complete; but, the pad is constructed. It was agreed that Board members could visit the site if they wished and that Kevin Fadden would email the LUC directions and she would forward the directions to the Board members.

The Chair asked the LUC whether she had received replies to the letters requesting proposals from various engineering firms. The LUC explained that there had been seven RFP letters sent and only one reply to date and that letter was in the member folders for their review. Wells read the Mark Moser RFP response. LUC explained that she would expect to see other responses over the next few days and suggested that the Board consider having the LUC email responses and then choose the three to have emailed to ITW for them to approve one. The Board agreed to use email to review and choose and then have the LUC email ITW the choices. It was agreed that there was nothing else that could be done until the Board had benefit of consulting services and a review of the engineering data. **Wells moved and McCarthy seconded that the Public Hearing on the ITW Site Plan Review be continued at the next meeting which would be held November 12, 2013 and it was voted unanimously.**

This ended this Public Hearing on Planning Board Case PB 2013-05 to be continued at the next meeting.

Minutes of previous meetings: There was a discussion about the minutes of October 8, 2013. Wells suggested that the minutes be re-written. The LUC stated that she had, in reviewing for the meeting, found some typing errors herself. The LUC agreed to go back to the tape and review minutes against tape. Wells showed a number

of suggested changes to the minutes. The LUC said that she would look at Wells marked up copy of the draft minutes as well as listen to the tape. The Luc agreed to provide the Board with a revised draft of the October 8 minutes before the next meeting.

Correspondence:

There was no correspondence beyond the email read in Public Hearing.

Old Business:

The LUC gave an update on the Kuhlman letter, explaining that she had just that day had a message left by Dr. Kuhlman on voicemail. The message explained that Dr. Kuhlman had checked with Elly Phillips and been told that she was OK as long as the sign was under 25 square feet in size. The LUC stated that the end portion of the message was only partially complete and seemed to have been cut off. What she could understand was that Dr. Kuhlman did not understand why she needed to appear before the Planning Board as there was no substantive change in her business. The Board asked why Elly was giving the "OK" rather than the LUC. The LUC explained that there are a number of hours during a week when the Town Hall is open and the LUC office closed. There may be times when it makes sense for Elly to help and she does have a copy of the Ordinances and is familiar with them. Further, in the case of Dr. Kuhlman, there was already a history of Elly assisting with building permits so Dr. Kuhlman went to Elly to see if she needed a permit for the sign.

The LUC reported that Dan Bruzga, who had appeared before the Board at the last meeting had, as was suggested, completed an application requesting the ZBA approve a Special Exception to permit a landscaping business on the property that currently houses the Briar Hill sign business.

Other Business:

There was a discussion about the Sign Ordinance. The Board members questioned what a reasonable sign size was for an in-home business is. As an example, they discussed limiting any sign to 4 sq. ft. and if it is two-sided it could be another 4 sq. ft. on the second side. Anything over 4 sq. ft. would require a Zoning Board of Adjustment appeal. O'Connell was concerned about clarifying whether the structure that holds or supports the sign is included. Wells suggested wording that includes a statement that everything would be considered part of a sign including any supports. There was a discussion about the structure that holds the sign and whether it is included in the square footage. There was an example of a flagpole used and there was some agreement that the sign, but not the flagpole, would be used to calculate the square footage. After some additional discussion about signs, structures that support signs, and how to improve the Ordinance, the Board asked the LUC to do some research on what other towns have for sign ordinances.

Next regular meeting is scheduled to include Public Hearings and will be held on November 12, 2013 at 7:00 PM.

There being no further business, the meeting was adjourned at 8: 15 PM.

Respectfully submitted,

Laurie Hayward
Land Use Coordinator