

**CITY OF DOVER**

## SIGN COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: 2<sup>nd</sup> Floor Conference Room, City Hall, 288 Central Avenue  
Meeting Date: Tuesday, December 9, 2014  
Meeting Time: 5:30 PM

**MEMBERS PRESENT:** Gary Green (Chair), Lee Skinner, Dan Barufaldi, Tom Clark

**STAFF PRESENT:** Steve Bird (City Planner)

**OTHERS PRESENT:** None

The meeting was convened by Green at 5:35 PM.

### 1. APPROVAL OF MINUTES

*Skinner motioned to approve the minutes of November 12, 2014, Clark seconded. Vote: Unanimous*

### 2. Citizens Forum: None

### 3. Old Business

#### a. Wrap Up Sign Tables & Diagrams

Clark: I have been trying to get a hold of Louise Paradise at CTC, but have had no luck. I need more time to get them.

Green: This will not hold up our process.

Skinner: I would like to see something, but I will not object. I would like to see them as soon as they are available.

*Clark motioned to submit the proposed sign diagrams to the committee before it goes to the Planning Board, Barufaldi seconded. Vote: Unanimous*

### 4. WRAP UP OF FINAL AMENDMENTS TO PRESENT TO PLANNING BOARD

Green: Any comments on the final draft?

Barufaldi: I looked it over and have no objections.

*Barufaldi motioned to accept the final amendments for submission to the Planning Board, Clark seconded.*

Green: Any discussion on the motion?

Bird: I want to bring attention to the amendment to the Gateway District that the Planning Board voted to post in March, due to a scrivener's error. This amendment needs to be included, either included in these other amendments or separately.

Skinner: If I vote yes on this motion, will I be locked into my vote at the Planning Board? If I have any objections should vote no now?

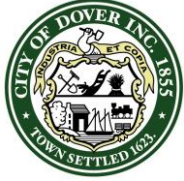
Clark: I would say no. We are only forwarding them onto the Planning Board.

Barufaldi: The Planning Board is the decision making body.

Green: That is a good question. You can vote no on any part of the amendment.

Bird: The amendments can be presented all together or as separate amendments.

Green: If it is all sent as a package, a Planning Board member could propose an amendment to delete or modify a particular section.



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Bird: In my review of the final document, there may be some amendments that you talked about but never came to any consensus on. For example we discussed how to regulate non-profit or civic signs in public areas, but no amendment was agreed to. Staff may want to take a look at this and other areas to work on additional amendments. I do not want to undermine the work of the committee.

Green: We came up with an application form that contained standards for non-profit signs.

Bird: However any standards or requirements have to be added to the ordinance to have any force.

Clark: If the staff thinks that there are still changes to be made, I would be uncomfortable to forward these amendments if they are not complete. Can we not wait?

Green: The committee needs to end soon because I am gone for three months.

Clark: Any deadline is self imposed. We are already waiting for sign diagrams. We could present the amendments and say there were areas where no consensus was reached.

Green: Staff can make the recommendation for those areas.

Barufaldi: We can say that in this area we did come to a consensus and the committee is open to staff coming up with amendments for the Planning Board with the hope that regulations can be adopted in this area.

*Barufaldi moved to amend the motion on the floor as follows: in that the committee did not come to a consensus on the non-profit sign issue, we agree to ask the staff to present their recommendations to the Planning Board for approval in this specific area, Clark seconded.*

Green called for a vote on the proposed amendment: *Vote: Unanimous*

Green called for a vote on the amended main motion which reads as follows: *To accept the final amendments for submission to the Planning Board and in that the committee did not come to a consensus on the non-profit sign issue, we agree to ask the staff to present their recommendations to the Planning Board for approval in this specific area. Vote: Unanimous*

Green: I am going to prepare a cover memo to the Planning Board to accompany the amendments. I will give a verbal report to the Planning Board tonight.

Bird: The document will be put in the packets for January 13<sup>th</sup>.

Skinner: So you will not be here to present to Planning Board.

Green: There is a possibility I could be here, but no promises.

### 5. NEW BUSINESS: NONE

### 6. CORRESPONDENCE: NONE

### 7. MEMBER COMMENTS:

Barufaldi: I would like to thank the committee for all their hard work, and thank the Chair and thank Bird for his support.

### 8. ADJOURNMENT

*Skinner motioned to adjourn at 6:12 pm. Barufaldi seconded. Vote: Unanimous*