

**Town of Mills River
Minutes of the Planning Board
Tuesday, February 4, 2020**

The Town of Mills River Planning Board met on Tuesday, February 4, 2020, at 7:00 PM in the Mills River Town Hall. Board members present were: Brian Kimball, Wayne Carland, Dennis Wilson, Carolyn Moore, Sherri Hill, Jim Foster, and Matt Holloway. Cheryl Janoski attended by phone; Ryan Perry was absent (excused). Mills River Town Council members present were Randy Austin, Roger Snyder, Chae Davis, Brian Caskey, and Richmond Meadows. Staff present were Town Manager Daniel Cobb, Town Planner Brian Burgess and Tax Collector/Deputy Town Clerk Aurelie Taylor. There are no open seats on the Board and a quorum was present.

Chairman Brian Kimball called the meeting to order and led the Pledge of Allegiance.

Adjustments/Additions to Agenda: None.

Dennis Wilson made a motion to approve the agenda; the motion was seconded by Wayne Carland and the motion passed by unanimous verbal assent.

Carolyn Moore made a motion to approve the minutes from December 3, 2019; the motion was seconded by Sherri Hill and the motion passed by unanimous verbal assent.

Public Comment: Jeff Young expressed his concern about enacting additional ordinances when he doesn't think that the current ordinances are being enforced to the degree that they should.

Old Business: No Old Business

New Business:

A. Sign Ordinance Review -Town Planner Brian Burgess

At their last regular meeting, Town Council directed Planning Board to review the sign ordinance and recommend any changes they thought appropriate. Planning Board asked if Council had any specific changes they would like to see. The one issue brought up was the section dealing with electronic changeable signs. Much discussion followed; generally it was agreed by all but one member of the Board and the Council that signs of that nature should be further restricted or banned outright.

Carolyn Moore made a motion that electronic changeable copy signs be disallowed in the entirety of the Town of Mills River. Dennis Wilson seconded the motion and the motion passed. Jim Foster voted against the motion.

B. Architectural Guidelines Review – Town Planner Brian Burgess

Town Planner Brian Burgess explained along with the directive from Town council to look at the sign ordinance, they wished Planning Board to review the architectural guidelines section of the ordinances. Council expressed the desire to see standards raised while avoiding standards so strict that it made cost of constructing commercial buildings overly burdensome on small business owners. There was prolonged discussion of a variety of related subjects including specific examples of acceptable buildings vs unacceptable buildings, future proposed construction projects, building façade materials, visibility from roadways, and how other towns regulate the “look” of their towns.

Planning Board Chairman Brian Kimball asked if these four points are specifics that they all agreed could be modified:

- 1) The number of sides of façade that could be subject to the guidelines
- 2) The roads effected by the ordinance
- 3) Whether the zoning designation of MR-LI should be included
- 4) To extend the guidelines to buildings under 5000 square feet.

After more discussion, the Board agreed that they would like to see staff develop a sample draft ordinance change including those four points as well as bring them a map of the streets included in the guidelines with the 1,000 foot area shown.

Additional Items - Town Manager Daniel Cobb reported to the Board the highlights of the Town Council visioning sessions, including the decision to pay off the loan for the construction of Town Hall. This should save thousands of dollars in interest. The baseball field groundbreaking will be on Wednesday, February 12, at 11am. Everyone is invited. Budget season is in full swing. The “Making Mills River” steering committee meets tomorrow night. The Comprehensive Plan should be completed by early fall.

As there was no further business to discuss, Jim Foster made a motion to adjourn the meeting. Carolyn Moore seconded the motion and the motion passed by unanimous verbal assent.

Respectfully submitted,

Aurelie Taylor, CTC
Tax Collector/Deputy Town Clerk