



Village of Manchester, Vermont

**Minutes of a Regular Meeting of the
Planning Commission
Held on the twelfth day of December, 2018**

Members Present: Chair Donald Brodie, Consie West, Renee Waller, Marian Haines

Member(s) Absent: Anthony MacLaurin

Others Present: Nina Mooney, Brian Knight, Eric Scott, Administrative Officer and PC Clerk

Chair Brodie called the meeting to order at 10:00 A.M.

Minutes:

Approve the minutes of the November 14, meeting.

Chair Brodie asked if there were any additions or corrections to the draft minutes of the November 14, meeting. Member Haines stated that she had a comment about the minutes. Member Haines stated that she did not believe a “consensus” had been reached regarding the question: Should the Planning Commission consider the Music Hall (Opera House)? and Should the Planning Commission consider the former Mark Skinner Library? A motion was not made and Chair Brodie tabled the approval until the next meeting.

Business:

Review and update the Village Sign Regulations

Provide draft changes to the current Sign Regulations.

Changes to Sign Regulation Definitions were approved and are attached. Deleted passages have a ~~strike through~~ effect and insertions are underlined. Passages in **black** require further review.

Certificates of Occupancy/Use Tabled

There being no further business to come before the Commission, the meeting was adjourned at 11:05 A.M.

DEFINITIONS

Arcade Sign - any sign projecting beneath the underside of any structural overhang or passageway.

Alter – any change to a sign, with the exception of ~~change of copy or~~ maintenance of an existing sign.

Awning – a structure, usually composed of canvas or other non-rigid material, but which may also be of a rigid material, which provide shelter and shade over windows, entrances, porches, terraces, and the like. Such structures may be adjustable, and are supported either partially or entirely from the exterior wall to which they are attached. ~~Awnings with wording, logos, or other identifying information are wall signs.~~ The area of such sign will be determined as the area of the smallest polygon which encloses all parts of the information message.

Banners - non-rigid material secured or mounted so as to allow movement caused by wind. Traditionally sized national flags, flags of states, are excluded from this definition.

Bulletin board – a single faced sign, lighted, or unlighted, for display of notices, bulletins. Schedules, information for the public, etc., most usually used by churches, schools, public offices, and other institutions.

Canopy – see Awning.

Change of copy – the change of name of business, personnel, logo, and/or message on the face or faces of a legally existing sign.

Dimensions (of signs) – dimensions of signs are measured:

For signs which are ~~regular~~ irregularly polygons with distinct exterior boundaries (i.e., the background material upon which the sign is placed), the dimensions shall be measurements of the exterior boundaries of the sign.

For signs which are irregular, and/or have no backing material to form a mass (i.e., letters placed on a building wall, a logo placed with lettering, but which is larger than the lettering, etc.), dimensions shall be the area of the smallest regular polygon which ~~enclosed~~ enclosed all parts of the informational message.

Directional signs – a permanent sign void of advertising, necessary for the safety and direction of residents, employees, patrons, or visitors whether in a vehicle or on foot.

Facing or surface – the surface of a sign upon, against, or through which the message is displayed or illustrated. A two-faced sign is considered to be one sign, and may have a permitted sign area found in these regulation for each face of the sign.

Flag – see Banners.

Free-standing sign – a sign supported by one or more uprights or braces placed upon the ground, and not attached to any building.

Garage sale/tag sale sign – a sign advertising a sale of goods which temporarily occurs at a residential dwelling.

Multiple tenant, single business building – a business building in which there is more than one ~~space-commercial or industrial establishment~~ business.

Multiple tenant, multiple business development buildings – a business development of more than one building in which there exists more than one ~~space-commercial or industrial establishment~~ business, in which there may be shared facilities such as parking, pedestrian mall, or common ownership of the real property upon which the development is located.

Name plate – a sign identifying the name, street address, occupation, and/or profession of occupant of the premises.

Permanent sign – any ~~legally placed~~ sign which is intended to be, and is ~~so~~ constructed as to be, of a lasting and enduring condition, remaining unchanged in character, condition (beyond normal wear), and position, and affixed in a permanent manner to the ground or to the wall of a building.

Perpendicular sign – a ~~conforming~~ sign mounted at right angles to the wall of a building.

Premise -

Real estate sign – a sign which advertises the real estate on which it is located for rent, sale, or lease.

Roof sign – a sign placed upon any part of the roof of a building, including sides of mansard roofs, gables, dormer, etc.

Sign – any object, made of any material, including symbols, lettering, and logos, located on any surface, the purpose of which is to call attention to, or advertise, a place, building, product, land use, service, or person ~~for without~~within the building, Merchandise displayed inside windows of business establishments is not considered a sign.

Sign height – the vertical distance from the lowest point of the adjacent grade below the sign to the highest part of the sign or sign supports.

Single tenant, multiple buildings~~business development~~ – a business development of more than one building in which there exists a single business use.

Single tenant, single building - a building in which there exists a single business use.

Temporary sign – any type of sign not permanently attached to the ground or to a building, and which is intended to be displayed for a limited time period.

Traffic control sign or device – a route marker, guide, sign, warning sign, or sign regulating traffic, which has been erected by the Village of Manchester.

Wall sign – a sign attached to, erected against, or painted on a wall of a structure.

Awnings, canopies, and marquees which contain language or logos are considered signs.

Window sign – a sign, located inside a building, or on a window surface, the purpose of which is to be visible from ~~without~~ outside the building.