

**DEVELOPMENT REVIEW BOARD  
UNAPPROVED MINUTES  
Meeting of TUESDAY, August 16, 2011**

1. The meeting was called to order at 7:00 p.m.

Members present: Robert J. Wernecke, Chairman; Muriel I. Morse, Vice-Chair; Henry A. LaGue, Jr.; and Alida VanDenBerg. Absent: Kyle Faye Mooney.

Staff present: Jeffrey Schulz, Town/Zoning Administrator and Carla Preston, Recording Secretary.

Others present: Ralph Comiskey with Twin State Signs.

The Board reminded attendees of its Policy and definition of party status and interested persons.

2. New Business

**A. 11-050 – Monro Muffler Brake, Inc. d/b/a Tire Warehouse** submitted an application to replace an existing illuminated pylon sign with a new illuminated sign (**Tire Warehouse – Tires For Less**). The property is located at 1063 U.S. Route 302, Berlin, in the Highway Commercial and Medium Density Residential Zoning Districts, Tax Map U3-Lot 14. Ralph Comiskey with Twin State Signs was sworn in to give testimony on this matter.

The following documents were submitted and admitted as exhibits: **Exhibit #1:** Application For Zoning Permit dated July 19, 2011 (#11-050); **Exhibit #2:** Sketch of Lot showing access, existing buildings, etc.; **Exhibit #3:** Authorization dated July 5, 2011 from the property owner/applicant to allow representatives from Twin State Signs to present their sign application; **Exhibit #4:** Photographs of the existing illuminated pylon sign and the proposed new illuminated sign; **Exhibit #5:** Sign details and specifications; **Exhibit #6:** Photographs of the building and sign from two directions on US Route 302; and **Exhibit #7:** List of Abutters.

Ralph Comiskey said the existing sign is 64 square feet (4 feet high by 16 feet long; 18 feet overall in height). The proposed new sign would be smaller at 40 square feet (5 feet high by 8 feet long; 16 feet overall in height) and would be mounted on the same pole. He did not know whether the existing sign was working. The new sign would be internally illuminated by eight florescent bulbs. The new sign would have the same color scheme with changeable letters. He explained that there would be two lines of copy on a plaster reader board for eight inch letters that could be manually changed. Those letters would not be illuminated and could be changed to show specials (e.g. winter tire sale). He confirmed that the letters are not electronic or digital and must be changed manually.

Mr. Comiskey believed that the sign complied as far as its location with respect to the distance from the property line. He said they are using the same pole as the existing sign.

Zoning Administrator Schulz reviewed the file from the previous permit but could not find the distance shown from the property line. The new sign would be smaller, shorter and located in the same place as the existing sign. The property line through that area is fee simple.

In response to the Board's question about the use of LED illumination versus florescent, Mr. Comiskey said they chose not to use LED due to the cost, reliability and effectiveness.

Based on documents presented and testimony heard, Ms. Morse made a motion, seconded by Ms. VanDenBerg, to close the hearing in the matter of Application 11-050. Motion passed unanimously.

3. Review and approval of the Minutes.

The Chairman called for approval of the Minutes of the August 2<sup>nd</sup> meeting. A few redundant statements were removed or clarified in the last paragraph on page one. The 3<sup>rd</sup> paragraph on page two was corrected to show that Peggy Bowen was the contractor, not an owner. The last paragraph on page three was amended to reflect the discussion about the trailers on the lot. Other grammatical corrections were made. Ms. Morse made a motion, seconded by Ms. VanDenBerg, to approve the Minutes of the August 2, 2011 meeting as corrected. Motion passed, 3-0. Chairman Wernecke did not participate in the vote since he was not present for the August 2<sup>nd</sup> meeting.

4. Public Comment

Persons present participated in the meeting as noted above.

5. Other Business

6. Status of Findings.

The Board voted to go into deliberative session at 7:30 P.M. and out at 7:53 P.M. to discuss the status of Findings. The Board's decision with regard to (closed) adjourned applications will be reported in its Findings.

7. The next meeting of the Development Review Board is scheduled for **Tuesday, September 6, 2011.**

8. There being no further business, the meeting was adjourned at 7:54 P.M.

Respectfully submitted,

Carla Preston  
Recording Secretary  
Town of Berlin