

The Planning and Zoning Commission of the Town of Avon held a regular, hybrid meeting on Tuesday, November 21, 2023. Present in person (Selectman's Chambers) were Lisa Levin, Vice Chair, Mary Harrop, Robin Baran, Joseph Gentile, Chet Bukowski (joined virtually at 7:20pm) and Alternates Jamie DiPace (sat) and Elaine Primeau (sat). Absent from the meeting were Peter Mahoney, Chair, Dean Hamilton, and Alternate Julie Rousey. Also present (virtually) was Hiram Peck, Director of Planning and Community Development.

Ms. Levin (as acting Chair) called the meeting to order at 7pm.

### **PUBLIC HEARING**

App. #5020 - Avon BF LLC, owner, Landmark Sign Service, applicant, request for Special Exception under Section VII.C.4.b.(2) of Avon Zoning Regulations to permit detached sign, 225 West Main Street, Parcel 4540225, in a CR Zone

Raymond Santa, Landmark Sign Service, was present virtually and explained that the proposed detached sign has a Lexham face with an illuminated LED cabinet and a red brick base. The sign is 24 square feet in size and stands five feet high.

After some discussion, Mr. Peck confirmed that he will work with the applicant on sign details (materials, colors, landscaping, sightline).

The hearing was opened for public comment. There were none.

The public hearing for App #5020 was closed.

Ms. Baran motioned to approve App #5020 subject to the following:

1. The application meets/satisfies the three applicable Special Exception criteria in Section VIII of the Regulations.
2. Sign location/installation shall not block sightlines for vehicles exiting site onto West Main Street.
3. Applicant shall work with the Planning Director for review and approval of a planting plan/installation at the bottom of the sign prior to receiving the final C/O for the property.
4. Applicant shall work with the Planning Director relative to the materials to be used for the base of the sign to ensure the best match/coordination with the approved building façade materials.

The motion was seconded by Mrs. Harrop and received unanimous approval.

### **STAFF UPDATES**

#### Housing Task Force Process

Mr. Peck reported that in order to officially put the five-member Affordable Housing Task Force into effect a resolution is needed by the Town Council authorizing the Task Force. He confirmed that he has spoken with the Town Attorney and is in the process of drafting the language for a resolution for the Council at their December meeting. All recommendations of the Housing Task Force will be reported back to the Commission.

#### Zoning Regulations – General Discussion Including Notice, Signs, Etc.

Mr. Peck reported that Staff has been continuously working with the consultant; there are now seven (7) sections of the Regulations that cover all the items that exist in the current Regulations (10 sections). All the language will be cleaned up and clarified/streamlined. The changes to the State Statutes that have

taken place in recent years will be integrated into the Regulations. He explained that anything contained in the “draft” versions of the Regulations that the Commission receives can be modified. We should be in good shape by the end of January (2024) with all the changes to the Regulations. He confirmed that the Zoning Regulations only require approval by this Commission noting that a public hearing is required for approval/adoption. A copy of the Regulations could be sent to the Town Council to let them know what is going on but it is not required.

After discussion regarding notice to abutting property owners, Mr. Peck indicated that many other towns do have notice requirements adding that he would do some research as to specifics and report back to the Commission. He explained that any notice requirements would be contained in the last section of the Regulations (Administration).

After discussion regarding signs, Mr. Peck noted his understanding of the Commission’s concerns and sensitivity towards signage. He explained/clarified that the current Regulation that permits (via Special Exception) a 24-square-foot detached sign to stand 5 feet high (low-profile sign) has existed for many years. He noted that Staff has received many calls from businesses regarding signage since the Pandemic adding that he is trying to find the right balance regarding all types of signage. Signage in any town is typically the most difficult section of the regulations. He welcomed any comments/suggestions from the Commission that could be shared with the Consultant.

There being no further business, the meeting adjourned at 8:30pm.

Linda Sadlon  
Avon Planning and Community Development