

TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
January 6, 2016
7:00 p.m.

Kurt Clason called the Planning Board meeting to order at 7:07pm on January 6, 2016.

Kurt stated that a quorum has been reached by the Planning Board with the members present.

I. ROLL CALL

Present: Kurt Clason Katy Mann Lee Nelson Judy Carll Judy Wirth

Absent: Dwayne Prescott

Others: Lee Jay Feldman David Lowe Tammy Bellman

II. MINUTES OF PREVIOUS MEETINGS

- Katy Mann made a motion to accept the minutes of December 16, 2015. Judi Carll seconded. No discussion. Vote 5 – 0.

III. NEW BUSINESS & PUBLIC HEARINGS

IV. OLD BUSINESS

- **Revised Planning Board By-laws to add Vice-Chair** – Lee Jay Feldman noted that Katy sent an email voicing a concern regarding the Secretary/Treasurer position being removed from the by-laws. Lee Jay further noted that he believes that this board is small enough and the way the board operates that the Chair can sign the minutes instead of Secretary/Treasurer, more important to have the Chair or Vice-Chair sign anything that needs to be signed. Judy said that after reading through the by-laws again that on page 5 number 2 referring to workshops and hearing of attendees she thought that there should be something done to eliminate what happened at a prior workshop. Kurt concluded that there would need to be a motion by the Board to accept comment from the audience at a workshop.

V. COMMUNICATION

VI. MISCELLANEOUS

- **Public Hearing – January 26, 2016; 6pm - Board of Selectmen Article 2 Sub-section 2.08 Size Reductions or Increases** – noted by the Board. Lee Jay shared that Natalie Burns is in concurrence for the way that the Board is passing Section 2.08 to the Select Board.

VII. ADJOURNMENT

- Kurt Clason made the motion to delay that meeting (January 20, 2016) until February 3, 2016. Judy Wirth seconded. Discussion – Katy suggested that a workshop be held that evening instead of the meeting. Judy thought they should take a break that evening. No further discussion. Vote 5 – 0. There will be no meeting on January 20, 2016.
- Judy Wirth made the motion to adjourn at 7:13 pm. Judi Carll seconded the motion. No discussion. Vote 5 - 0 in favor. Meeting Adjourned to the workshop.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

January 20, 2016

7:00 p.m.

There was no meeting of the Planning Board on January 20, 2016.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

February 3, 2016

7:00 p.m.

There was no meeting of the Planning Board on February 3, 2016.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
February 17, 2016
7:00 p.m.

Katy Mann called the Planning Board meeting to order at 7:01pm on February 17, 2016.

Katy stated that a quorum has been reached by the Planning Board with the members present.

Katy introduced Steve Letellier – the newest Planning Board member.

I. ROLL CALL

Present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott Steve Letellier

Absent: Kurt Clason Judy Wirth

Others: Tim Fox Dianne Holden Donald Holden Joseph Kushnia Sandra Guay
Lee Jay Feldman Glenn Charette David Lowe Tammy Bellman

Katy Mann made the motion to move the Old Business to the front of the agenda. Dwayne Prescott seconded. No discussion. Vote 5-0, approved to move Old Business to the front of the agenda.

II. OLD BUSINESS

- **Tim Fox – Conditional Use Permit Extension** – Tim gave an overview for the reasons that he needs the Conditional Use extension. The building is smaller than the original building approved on the first Conditional Use. Judi requested to know how long of an extension he would need. Glenn Charette offered that he was actually renewing the Conditional Use permit; the building has changed by a decrease of 6 square feet. He recommends that the Planning Board grant the renewal/extension. Judi Carll made the motion that the Planning Board renews Mr. Fox's application for the Conditional Use with the building presented. Dwayne Prescott seconded. No discussion. Vote 5-0 approved.
- **Donald and Dianne Holden – Vacating Meadow Brook Acres Subdivision** – Dianne spoke to the Planning Board regarding the deterrents that the subdivision faces once approved: cost of fire protection; the Town is not friendly to subdivisions – a separate tax bill for each lot of the subdivision; some subdivisions are not being taxed (no reference given); the former Town Planner thought that a sunset clause for subdivision would be good for the Planning Board to look at; only asking for the subdivision to be vacated. Judi Carll made the motion that the revised Meadow Brook Acres subdivision be dissolved with the two exceptions noted by the Town Planner in his memo. Dwayne Prescott seconded. No discussion. Vote 5 – 0 in favor of the vacating of the subdivision. Per the memo dated February 17, 2016, from the Town Planner the following is included for reference: In dissolving this subdivision there are two action items that must be accomplished once the Planning Board votes to allow this to occur.

1. Record the Findings of Fact in the Registry; and
2. Provide a revised deed to the main parcel describing the parcel as one (1) large property to the town of Waterboro once the revised deed has been recorded in the York County Registry of Deeds for verification of the action.

- **Glenn Charette – Fire Suppression in new homes mandated for June 1, 2016** – Glenn spoke on the 2015 IBC and 2016 IRC keeping the fire suppression in the codes. The requirement for a sprinkler system is there in the new codes and being considered as a mandate effective June 1, 2016. It is possible every new house will need the fire suppression.

III. NEW BUSINESS & PUBLIC HEARINGS

IV. MINUTES OF PREVIOUS MEETINGS

- **January 6, 2016** – Judi Carll made the motion to accept the minutes as written. Lee Nelson seconded. No discussion. Vote 3 – 0 – 2 (Letellier not member and Prescott absent).
- **January 20, 2016** – Dwayne Prescott made the motion to note that there was no meeting on January 20, 2016. Lee Nelson seconded. No discussion. Vote 4 – 0 – 1 (Letellier not on Planning Board at that time).
- **February 3, 2016** - Dwayne Prescott made the motion to note that there was no meeting on February 3, 2016. Lee Nelson seconded. No discussion. Vote 4 – 0 – 1 (Letellier not on Planning Board at that time.)

V. COMMUNICATION

- Lee Jay shared that there is a workshop scheduled for March 15, 2016 at 6pm with the Board of Selectmen regarding the following:
 - Commercial Design Standards and Guidelines in support of the Comp Plan;
 - Punch list to Select Board to re-write the ordinances – this will not be an all-inclusive list; and
 - Section 2.08 to review a more involved presentation on the sliding scale – leaving the decision for setbacks to the Code Enforcement Office for the distances.

VI. MISCELLANEOUS

- **Public Hearing set for March 2, 2016 – Maine State Statutes up-date in the Zoning Ordinances** – Lee Jay up-dated the Planning Board on the errata sheet that was reviewed by himself and Town Attorney Natalie Burns regarding the Maine State Citations that needed to be corrected. The Zoning Ordinance, Site Plan Review Ordinance, and Subdivision Ordinance are being up-dated.
- **Maine DEP Chapter 1000 and Shoreland Map** - Glenn Charette and Lee Jay spoke on state mandated Shoreland Zoning requirement for both the shoreland zone (Chapter 1000) and the status of the town shoreland Map. Glenn referenced the Shoreland Map being finalized by Sebago Technics. Glenn will be doing a presentation on March 2, 2016 for the Planning Board regarding the Shoreland Zoning and Shoreland Map. With the Public Hearing being April 6, 2016.

Dwayne suggested that the Board of Selectmen be invited to attend the presentation on March 2, 2016.

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 7:20 pm. Lee Nelson seconded the motion. No discussion. Vote 5 - 0 in favor. Meeting Adjourned to the campground workshop.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
March 2, 2016
7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Katy Mann Lee Nelson Judi Carll Dwayne Prescott
Judy Wirth Steve Letellier

Absent:

Others: Gary Lamb Sandra Guay Brigit McCallum Patricia Pebble
Lee Jay Feldman Glenn Charette David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:03pm on March 2, 2016.

Kurt stated that a full quorum has been reached by the Planning Board with the members present.

II. MINUTES OF PREVIOUS MEETINGS

- **January 6, 2016** – Judi Carll made the motion to accept the minutes as written. Katy Mann seconded. No discussion. Vote 4 – 0 – 2 (Letellier not member and Prescott absent).
- **February 17, 2016** – Judi Carll made the motion to accept the minutes as written. Dwayne Prescott seconded. No discussion. Vote 5 – 0 – 2 (Clason and Wirth absent).

III. NEW BUSINESS & PUBLIC HEARINGS

- **Public Hearing – Maine State Statute Citations Up-dated in Site Plan Review Ordinance, Town of Waterboro Zoning Ordinance and Town of Waterboro Land Subdivision Regulations of the Planning Board** – Kurt Clason opened the Public Hearing at 7:05pm. Kurt reviewed the changes being made. Lee Jay gave an overview – revising the ordinances to be in agreement and up-date with the appropriate citations. There have been no wording changes within the ordinances. The errata sheet has been reviewed by Natalie Burns, Town Attorney. The public was offered copies. Referencing old citations from MRSA 30 from 1998 and the new citation is MRSA Title 30-A and the appropriate sections.

Patricia Pebble – wanted to know if there were any substantive changes that we would need to know about being on Little Ossipee Pond and what we would need to do in the future. Lee Jay – no these are just the Maine State Statute Citations, you will probably want to hear Glenn's presentation on Shoreland Zoning.

Kurt closed the Public Hearing for Maine State Statute Citations Up-date at 7:10pm.

Kurt Clason opened the Planning Board meeting.

There was no discussion on the Maine State Statute Citations being up-dated.

Kurt Clason made the motion to accept the Maine State Statute Citations Up-Date be amended as proposed and move forward to the Board of Selectmen for their approval. Katy Mann seconded the motion. No discussion. Vote 7 – 0 to pass the Maine State Statute Citations Up-Date on to the Board of Selectmen for their approval. Tammy will provide the information to the Board of Selectmen.

IV. OLD BUSINESS

- **Shoreland Zoning Ordinance – Glenn Charette, CEO** – Glenn gave an overview of the process thus far – Waterboro’s draft cannot be less strict than the Maine Department of Environmental Protection’s (MDEP) Chapter 1000. The Saco River Corridor Commission (SRCC) covers Lake Arrowhead and the map shows the territory covered by SRCC. Lee Jay added that the SRCC was a state Legislative created commission. The Waterboro Ordinance has 85-90% MDEP wording. The Planning Board would approve then to the Board of Selectmen with MDEP having the final approval.

Glenn continued – the Preliminary Draft HAS been approved by Mike Morse with MDEP. Resource Protection and the Shoreland Map is typically 75 feet from the high water mark – some have been reduced – two shoreland districts have been eliminated. Lee Jay offered that the State Shoreland Zone is 250 feet from the high water mark with 100 feet regulated.

Glenn – two shoreland districts are no longer valid – limited commercial and stream protection; the regulated districts are limited residential, general development and resource protection.

- The Land Use Table reflects the changes. The ordinance is less restrictive within the districts – for example a non-conforming structure – cannot increase the non-conformity; 30% rule in place with square footage added: if the structure is within 25’ of high water mark you are allowed 30% expansion up to 800 square feet; if structure is within 75’ of high water mark 30% expansion up to 1000 square feet and a structure within 100’ of high water mark 30% expansion up to 1500 square feet. Limited square footage has done away with volume restriction. Height is restricted if within 25’ of high water mark can go up to 15’ in height with a 25’ height total – this prevents the rear or back lot views from being blocked. The Code Office gets into more detail when the building permit application comes to be processed.

- Relocation within Shoreland – about the same; revegetation is required – in any development in shoreland - more strict – needs to be native to the state, trees 4.5 feet tall with 3’ diameter; a new tree for each one removed or unless 5 or more trees removed then can be 3 replaced to one taken down. On a new house the Certificate of Occupancy is not issued until the revegetation has been completed.

- Piers, docks, and wharfs – pretty simple 6 feet wide by 30 feet long cumulative; i.e.: out 20 feet with two five foot fingers. This includes commercial docks.

Dwayne – what needs a permit? Glenn – a dock is a structure – any structure developed in shoreland needs a permit in theory every new dock needs a building permit to be constructed or laid out – not sure what Waterboro will be doing yet.

Glenn - Permanent piers, docks, wharfs not approved without Planning Board approval. Permanent is in water 7+ months temporary is less than 7 months.

- Campgrounds were added to the Shoreland Ordinance. Campground Shoreland guidelines follow what the Planning Board has been working on within the Zoning Ordinance.

- Land Use Table – removed commercial/industrial uses – would not want paint and body shops, laundromats, etc around the lakes/ponds.

- Roads and Driveways – quite a bit more strict cannot hot-top – have to remain gravel – water runs to fast on the hot-top. Lee Jay – MDEP does not recognize permeable asphalt.

Glenn – MDEP Chapter 1000 has been in effect since February, 2016. The time limit for town approval/adoption has not been given – but waiting until the last minute not a good option/plan.

- when is a violation a violation? Worked with Mike on this one and a violation is a violation when the Code Enforcement Officer see it – even if it is ten years ago when it was originally done.

Kurt – driveway slope 20%? Glenn – yes – different than Waterboro’s new Highway Entrance Ordinance.

Glenn – sign criteria – does not match Waterboro’s sign ordinance.

- Mineral exploration is quite a bit stricter.

- Septic now needs to be 100 feet from high water mark. Sedimentation control by law; a shoreland certification needs to be provided to work in shoreland. Homeowners, public works departments are exempt.

- Bridge and culvert sizes added. Municipalities do not need a culvert permit.

- Hazardous trees are anything damaged by weather and/or disease. An arborist letter is required in Waterboro and an inspection by the CEO. The property owner must provide a revegetation plan. There are criteria within the Chapter 1000 as to what I go by. Revegetation criterion has been added – if it affects the canopy then will require 2 or 3:1 replacement in the plan. The canopy around the lake is the ultimate protection. No canopy the erosion is significantly increased.

- Administrative Chapter has been added – this gives direction to the Code Office. Let’s us know what is required for paperwork, permits, timelines, etc – the Zoning Board of Appeals is the only one that can hear an administrative appeal to the Code Officer’s decision, not the Selectmen.

- A lot of definitions have been added – basal area, tree measurement, basement, canopy, dock, wharf, pier, mooring, footprint, temporary, permanent, driveway, normal high water line – to give you a few of them.

Dwayne – the driveway references serving a single family dwelling or one two family dwelling; what about a second family home? Glenn – plays into the e911 addressing which requires numbers at the end of the driveway. Lee Jay – my gut feeling is it serves up to 2 single family dwellings.

Lee Jay – The definitions of the Shoreland Ordinance do not affect the Town of Waterboro Zoning Ordinance – the definitions pertain to the Shoreland Ordinance. The Shoreland Zoning Ordinance is a standalone ordinance.

Kurt scheduled the Public Hearing for the Shoreland Ordinance for April 6, 2016 at 7pm. Glenn will do a hand-out with the highlights of the Shoreland Zoning Ordinance.

V. COMMUNICATION

VI. MISCELLANEOUS

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 1942 (7:42pm). Judy Wirth seconded the motion. No discussion. Vote 7 - 0 in favor. Meeting Adjourned to the Commercial Design Standards and Guidelines PowerPoint workshop.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
March 16, 2016
7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Katy Mann Lee Nelson Judi Carll Steve Letellier

Absent: Dwayne Prescott Judy Wirth

Others: Gary Lamb Jamie Duncan Sandra Guay Maryellen Bozza
David Bozza Barbara Lamont Kim Tobin Dale Duncan
Lee Jay Feldman Glenn Charette David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:04pm on March 16, 2016.

Kurt stated that a full quorum has been reached by the Planning Board with the members present.

Kurt moved the Public Hearing to the front of the agenda.

II. NEW BUSINESS & PUBLIC HEARINGS

- **Public Hearing –Article 7 Subsection 7.03 Campground Developments** – Kurt Clason opened the Public Hearing at 7:05pm. Kurt reviewed the Article being reviewed – reminded the Board that this is a Public Hearing and we would just take comments, for the community it is not in reference to any particular site in town or application before the Planning Board.

Sandra Guay – representing David and MaryEllen Bozza of Little Ossipee Lake Campground. Appreciate letting her speak at the workshop. Concerned with the type of buffer strip – natural or planted. Also, 1. definition of accessory structure – would welcome it to ten feet. There are several at the campground already at 10 feet – will they remain conforming? And 2. If the RV is relocated the centerpiece have 10 foot – if older than 10 feet new ones 10 feet – difficult for CEO to monitor. Would appreciate if the Board would consider the ten foot instead of the 8 foot.

Dale Duncan – 1. cut down the size of the lot from 5000 square feet to 1250 square feet – this will increase the number of units by approximately 75%.

Lee Jay – this proposal is not referenced. It will bring the standards in-line with other communities – not reducing the shoreland size of sites. The paperwork that has been before us before have not seen any increase in sizes based on the proposed. Cannot change the size within the shoreland.

Dale – 2. Not addressed mooring – number of moorings and docks allowed

Kurt – this is the campground development ordinance not the shoreland ordinance.

Dale – number of docks per property owner?

Kurt – one per lot, state law.

Lee Jay – as the chairman has indicated we are not looking at a particular project. This is for any campground in Waterboro. This ordinance does not address the weight of any proposal.

Barbara Lamont – I have read all through the ordinance and there is no talking about the number of docks and moorings. Lee Jay – you are referring to the Shoreland Ordinance – go to the State DEP website – Chapter 1,000 state proposed ordinance coming forward with minimum requirements from state regulations. Barbara – so April 6 are there going to be any discussion on docks, moorings and wharfs? Lee Jay – not in regards to the number of additional or more moorings, docks – the ones you are referring to are a whole separate issue which is not being discussed on April 6. Tammy – informed her that the April 6 information will be available on the Town website on March 25. Lee Jay – Shoreland Zoning Ordinance will regulate all waterfront properties on Little Ossipee Lake, Lake Arrowhead and rivers and streams in Waterboro.

Patricia Peebles – live on East Shore Road. I would like to echo what Mr. Duncan said – 1. Density of lots going from 5,000 square feet to 1,250 square feet and 2. Traffic in that area previously had to be 50 feet wide now down to 20 feet. Kurt – we are not discussing any application at this time – purely the ordinance tonight.

Kurt closed the Public Hearing at 7:14pm.

- **Discussion and Vote** on Article 7 Subsection 7.03 Campground Developments – Kurt there were 5 comments on 7.03 we will look at the comments –
1. **Trees or shrubs Natural or planted vegetation-** Lee Jay - we can add natural or planted vegetation. Glenn – natural growth, but natural growth can be poison ivy - first line should be 25 foot wide buffer strip that should be 25' wide – trees and shrubs – how many planted in the space. Kurt – basically create a screen. Lee Jay – if you read further it explains the planted with trees and shrubs, between the campground and adjacent lots and all camping sites and facilities shall be screened from the view of any abutting residents within 200 feet.
 2. **8 foot vs 10 foot accessory structure -** Lee Jay – Board wanted 8 feet until tonight – have been questions on this - have not done the research within the industry – don't know if standard is 8 feet or 10 feet. Katy 8 foot is the standard. Slide-outs are part of the camper the accessory structure would be similar to a screen room. Glenn – if the accessory structure is moved to another site would need to reduce to 8 feet if the Board keeps it at 8 feet. A ten foot wide enclosure can be kept at 10 feet until they move it. Lee Jay – is a building permit is required? And when moved another one needed? Glenn – technically yes. Not opposed to keeping it at 10 feet not critical. Lee – keep at 8 feet. Lee Jay will call

area campgrounds to see what they have for either 8 or 10 foot accessory structures. Steve – I called Sebago campground and they have the 8' dimension, a 10' can facilitate a mobile home, they use the 8', they would rather have the RV not the mobile home.

3. **1,250 vs 5,000 square feet** – Kurt – shoreland is 5,000 outside shoreland 1,250 – 100 x 125 a base. Katy – 1250' is ok. Judi – ok with 1,250'. Lee – ok with 1,250'. Kurt – stay at 1,250.
4. **Roads** – 50 ft vs 20 ft – Lee Jay – a point – hard to differential a town road asks for a 50' right of way but the road way is only 18 – 20 feet. The current standards are currently asking for a 50' road. Wider than the Maine Turnpike. Equity for any campground and environmental issues are a concern, run-off. Lee – 20 feet, Steve – 20, Katy – 20, Judi 20. Lee Jay – spoke to Chief and 20 feet works.

Kurt – need to research further the enclosures for April 6, 2016 Planning Board. The Board will discuss and vote on April 6, 2016 on Article 7 Section 7.03 Campground Developments.

III. MINUTES OF PREVIOUS MEETINGS

- **March 2, 2016** – Kurt Clason made the motion to accept the minutes. Katy Mann seconded. No discussion. Vote 5 – 0.

IV. OLD BUSINESS

V. COMMUNICATION

- Lee Jay – spoke on a recent Design Guidelines received very well. Discussion on feedback from ordinance as drafted with Route 202/5 for the standards – would this encourage new business from going out of the 202/5 areas - is this going to create more sprawl in the other areas and would you consider including other state aid roads in Waterboro. Kurt – make universal all state aid roads. Judi – it should be what is allowed in that district - manufacturing – if allowed – the building will still be a building. Lee Jay – this will be a discussion that will happen when we delve into the Zoning Ordinance.
- Lee Jay - Put together a number of Zoning Ordinance issues for overhaul for the Select Board – issues that need to be addressed – additional discussion with moving the Zoning Ordinance review – over all or a smaller ordinance committee that review this instead of the Planning Board. Kurt – could this be moved over to SMPC – Lee Jay made recommendations to Gary about this portion.
- Article 2 Section 2.08 - The Select Board has reviewed and a further proposal and is considering a sliding scale setback requirement outside of the shoreland zone. Select Board liked the concept. Judi very supportive of the sliding scale outside the shoreland.

VI. MISCELLANEOUS

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 7:38pm. Steve Letellier seconded the motion. No discussion. Vote 5 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

April 6, 2016

7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Katy Mann Lee Nelson Judi Carll Dwayne Prescott
Judy Wirth Steve Letellier

Absent:

Others: James Cloutier Sunnyside Cottages Charles White Janet White
Dana Blackburn Dianne Blackburn Virginia Harnois Peter Semenchuk
Barbara Lamont Stuart Lamant Roger Bouffard Leonard Sanborn
Marguerite Dow Nate Wersackas Philip Richard Katherine Damon
Kevin Tobin Priscilla Tobin Tom Blesso Deidre Donovan Rick Hall
Charlene Hall Gary Marcotte Lorraine Marcotte Richard Gendron
Dale A. Witman Michael Taflas Karen Dodge Linda Comeau
John Conway Robert Thomas Paul Tebbetts A L Loukola
Robert Preble Trust Karen Cummings Paul Kusssmann Ed Doggett
Sandy Labelle Stacey Cote Debra Lauzon John T Sisey Karen Albert
Danny Albert L Goddard Brian Davies Sherri Cluff Jarrod True
Joanne Vanasse Bruce Church Jon Mistos Diane Mistos
Michelle Houk Mark Houk Leo Binette Gary Massucco
Dianne Schultz Doug Schultz Alan Weeks Craig Fredericks
Richard Savoy Joe Colombo Ken Crepeau Richard Sevigny
Nancy Colombo Tim White Karen Bolduc Darlene Bolduc
Frank Patten Cheryl Patten Peter Schild Patty Schild Steve Jacobsen
Kathy Jacobsen Brenda Ringuette Bethany Bedard Dennis Albert
Becky Joyce Patty Mattos Mary Maxfield Joe Presby Linda Presby
Rita Costa John Costa Bill Walker Marie Clark-Coleman Claire Dube
Nick Smity Jim Wersackas Dan Babb Joyce Lincoln Lauree Moulton
Joseph Boucher Robert V Prendergast Kyle Tompkins Alan Smyth
Maryellen Bozza David Bozza Tim Neill Robert Pomerleau
Neil Wright Sue Wright Gene Libby Sondra Leeman Robert Leeman
Billy Curro Roger Lauzier Marie Mattos Pete Mattos Michael Bourre
Doug Foglio, Sr Gary Lamb Lee Jay Feldman Glenn Charette
David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:04pm on
April 6, 2016.

Kurt Stated that a full quorum has been reached by the Planning Board with the
members present.

Kurt moved the Public Hearings to the front of the agenda.

II. NEW BUSINESS & PUBLIC HEARINGS

- **Public Hearing – Shoreland Zone Map** – Kurt Clason opened the Public Hearing at 7:05pm. Kurt reminded the Board that this is a Public Hearing and we would just take comments, for the community members present it is not in reference to any particular site in town or application before the Planning Board. Glenn Charette, CEO reviewed the Shoreland Zone Map being reviewed – anyone that has a particular question regarding their property can contact him or tammy to set up an appointment to discuss their property. No Comments from the public. Kurt closed the Public Hearing at 7:08pm.
- **Discussion and Vote on Shoreland Zone Map** – Kurt to Lee Jay – seeing there are no questions - your thoughts on passing to Board of Selectmen? Lee Jay suggested to moving forward as a packet with the Shoreland Zoning Ordinance.
- **Public Hearing – Shoreland Zoning Ordinance** – Kurt requested that the large group of community members present be civil and will be stopped if they make reference to any application either before the Board or coming to the Board – only hear Shoreland Zoning Ordinance comments and/or concerns. Glenn Charette introduced himself and tammy – administrative assistant. The Shoreland definition has not changed in 40 years. Which is 250' through MDEP. Worked closed with MDEP from the start. Planning Board to do the editing. Board of Selectmen will also do the editing at their Public Hearing. The final draft from the town will go back to MDEP for approval. Glenn clarified the following:

Non-vegetative surface – includes, but not limited to, driveways, parking areas, structures, decks, patios, and other areas from which vegetation is removed. This term has replaced impervious surface. Defined in Chapter 1000 and our Zoning Ordinance.

Legal non-conforming lot – lots, structures or uses that were legal when ordinance took effect

Permit by Rule (PBR) – Section 305 of the DEP regulations - requires MDEP PBR if within 75' of high water mark and permit from the Town of Waterboro

Districts being deleted but still regulated: stream protection – DEP eliminated area does not need to be on the Shoreland Map just no district; and limited commercial – no area around lake that will support a business

Non-conforming structures – the criteria has changed currently allows up to a 30% expansion of floor area and volume the proposed changes have eliminated the volume criteria. If the structure is within 25' of the high water mark you may expand 30% larger up to 800 sq. ft. with a height limit of 15 ft.; if less than 75' from the high water mark 30% expansion is allowed up to 1,000 sq. ft with a height limit of 20 ft.; if the structure is less than 100' from the high water mark 30% expansion is allowed up to 1,500 sq. ft. with a height limit of 25 ft. If you need a clearer explanation please contact tammy and I for more information. Lee Jay – it is good we don't have to calculate the volume. The height has changed.

Campground not in existing ordinance has been placed in the draft.

Erosion Control Excavation – Shoreland Certification needs to be obtained by a business doing excavation within the shoreland within 250' of shoreland. The property owner and municipal Department of Public Works are exempt but must follow erosion control measures.

Definitions added: Basal Area – basement – canopy – dock – pier – mooring – wharf – driveway – footprint – hazard tree – normal high water – temporary – permanent.

Docks – currently Waterboro does not have restriction the length of a dock; if we don't limit and would then revert back to the DEP criteria – the facility shall be no larger in dimension than necessary to carry on the activity and be consistent with the surrounding character and uses of the area. What that means is open interpretation for the CEO – the CEO will be able to take into consideration aesthetic viewa, access, shading, pattern of water flow, - some docks go from corner to corner of the property with two ten foot fingers. If the height of the water 30 feet out is only two feet of water then the property owner could have a longer dock and if the water is higher then a shorter dock would be the norm. if your dock covers 200 sq ft of water – it affects the shading of the natural environment, docks put chemicals into the water – aluminum corrodes and puts chemicals into the water as does pressure treated, it blocks the bottom feeders from sunlight. Safety issues – kayaking, canoeing, motor boats out further into the water. Tonight's highlights are only part of the draft ordinance. We are not able to be less restrictive, we can be more restrictive as we have been in certain areas of the draft ordinance.

Kurt opened the Public Hearing up to comments from the attendees.

Roger Lauzier – one item clarified – 30% expansion with up to 1,500 square feet height limit of 25 feet - where is the 25 foot height measured from? Most residences around the lake have slopes - does not leave much room for expansion – where do we measure the height limit from front-side-rear?

Jim Cloutier – Lawyer for Sunnyside Cottages. Jim provided a letter to the Planning Board supporting the Town in what they are doing. One issue noted – Sunnyside has over 500 feet of lake frontage – 4 tax lots – single owner single mooring? – think about swimming, rafting, out there range from 6' to 18' each cottage has a dock. Supportive of Town.

Doug Foglio, Sr. – speak on proposed dock 30' long not long enough when you have a 30' boat – the bow would be on the shore – ordinance on dock – everyone allowed 2 docks – change a rental dock to commercial dock would be a marina – take up the rites to other property owners – ordinance restricts owner to one dock 30 feet long – apparent that definition will determine – commercial dock is a marina – hope you consider that.

Richard Savoy – Page 18 C – one pier, dock on lot – existing hopefully grandfathered – mooring - public installed with large party barge – should be in the ordinance. Page 18 D. Campground – single lot –

limit number of boats into lake – other New Hampshire and Maine
campgrounds do limit number of boats. Page 54 – mooring – jetski added?

Dick Hall – Swim platforms and rafts is mooring? Page 4 Section 12 –
non-conformance will they be grandfathered?

Marguerite Dow – difference between personal and commercial docks currently
have two docks with 1,000 feet of shore frontage; consideration
for the frontage with what frontage we have; up-graded when
the when purchased property; follow the rules; grandfathering be
considered.

Joyce Lincoln – over 50 years on lake – 40 foot standard length; don't know how
obstruct view as the dock usually sits in front of you; four foot
lengths – how sold consider length.

Patty Mattos – appreciate work you have done; own property with sister; two docks
as both have boats; also urge to keep grandfathering in mind for
structures that have been there for many years.

Jim Moresakis – everyone coming up has an agenda of their own – longer dock,
what's a mooring? Grandfathering; how do you grandfather
something that is taken in and out every year? Who will monitor
this? Been on the lake for 28 years –pontoon boats, jetskies – over
last 20 years seen majority have pontoon boat, jetskies – 2 boats, 2
jetskies – how does one dock 30 feet long work? Consideration for
everyone on the water as they enjoy fishing, boating, swimming
and canoeing. How can you limit a dock with 30 feet.

Gene Libby – speak on behalf of David Bozza owners of Little Ossipee Lake
Campground – speak on the draft ordinance; Shoreland Ordinance
related to expansion – it is not! Real concern town has had shoreland
ordinance – docks in existence since 1996; limitations on shoreland –
1996 not limit number, size length of docks. Make sure implied
representation are required coming from State – ordinance proposed
control number of docks, length of docks, width of docks exceeded by
State – State does not width, not length – State minimum does not limit
number of docks, length or width of dock. Shoreland does not require a
permit to replace board or paint house – this ordinance does - State not
permit for up-keep – State does mandate minimum guidelines –
Bozza's property located partly in shoreland. Not appropriate in this
age of transparency as minimum as guidelines and where located.
Bottom line here draft ordinance you are considering goes well beyond
the minimum standards required by the State. Mr. Feldman's memo is
more restrictive – nobody told the public section 15 optional not
mandated by the State. Provisional structure over on or other structure
below high water wetland – note in minimum – municipality may not
restrict this ordinance Gene Libby read the ordinance. Everyone here
who is limited – optional – the need to enact written serious problem
with the ordinance as drafted. No more restrictive 1 pier dock on a
single lot. One mooring per property owner – lot vs mooring. Added –

Gene Libby – (con't) – not in State guidelines – no one has told public as I know the changes are being presented. The CEO mentioned 30 foot added to the language with in the length in the draft read dock definition – what does accumulative mean - should be defined in ordinance. No doubt the drafter has an agenda – that being the campground expansion! There is no length limit in the State guidelines. Why 30 feet here and not in State minimum standards? Planning Board needs to look at Section 15.C.5 – limits docks to 6 feet wide - 30 foot length also attached State Guidelines look at page 20 15.C.5 that of State Guidelines that I attached and compare the two – Gene Libby read this portion in its entirety. For non-commercial purposes has been deleted not indicated State recognizes that there is a difference – deleted and commercial and non-commercial business – will impact anyone that for non-commercial purposes has been deleted not indicated State recognizes that there is a difference in needs for commercial purposes – deleted and obviously will affect commercial business – this community has a 2020 Committee Plan, May, 2015 – the 2020 comp plan are inconsistent with this ordinance – 2020 Planning Committee of the town and Little Ossipee Lake Association create an ordinance for a Harbor Master, Marina regulation and mooring regulation – work with the campground to gain public access to for public use Lakeside Market. Not sure Little Ossipee Lake Association has been involved as envisioned by Comp Plan Committee with this ordinance. Also been very important definition change functionally dependent water uses a State mandated definition – includes commercial and recreational fishing and boating facilities and marinas. One hand comp plan that says the Town work on Harbor Master, marina and boating plan and the other not transparent water dependent uses. A lot in this ordinance well beyond minimum standards the guidelines envision following comp plan – municipality need not adopt word by word . . . meet the needs of the community. Change in draft ordinance Section 12 – this ordinance allows requires with a permit and makes the change to cross out without a permit – minor repair maintenance – needs to get a permit. Kurt request that Gene Libby finish up. Request the Town a simple request in 2020 comp plan commitment to increase tourism – this ordinance to exactly the opposite no one identify where exceeds. An example – Section page 16 B.4 – State does not regulate retaining walls – draft ordinance regulates retaining walls well beyond state minimum Little Ossipee Lake Campground does have interest and does follow comp plan – exceeds State minimum where exceeds identifies before the community.

Karen Dodge – 7 generations on Little Ossipee Lake; number, length, use and preservation of the lake – a pristine lake – an individual use a section divided in to 85 units; and now worried about a marina on the lake to expand his income. Kurt – we are not discussing a project before the board. Karen – I understand. There needs to be a ratio between over extend 17 piers. Kurt – we are not talking about . . . Karen- length or pier, uses on the lake. Kurt – please stop now.

Brian Davis – Residential vs Commercial – not on the lake; change commercial ordinance use common sense for business.

Richard Sevigny – hope this comes to a public vote not a committee vote.

Richard Savoy – individual who spoke poke on the swim platform; needs to read the draft as a definition for a mooring – is for a boat You have done a great job – keep it going!

Kevin Tobin – don't envy you with what is going on – there is a lot of legal ease going on – come up with a plan – general change – volume of boat traffic – get away from saturation point – erosion on shoreline, number of boats increased traffic – take one part of lake and saturate the lake – need to keep the integrity of the lake the same.

George Harnois – Retaining walls – the boats are bigger, faster vicious at times – would like to see horsepower rating – have a dock that rolls; erosion from the waves – need fortifying the shore.

Nick Smith – Wife owned since the fire of 1947; few wakes at that time – different now 10 feet from shore wakes come over the shoreline and splash me in the hammock. Is this little lake going to become a commercial enterprise? I painted a step am I going to be in trouble?

Michael Taflas – President Little Ossipee Lake Association – welcome the Comprehensive Plan Committee to get involved.

Bill Walker – Concerned about erosion – raise the water level - wakes larger – really eroding – stick 2 feet into ground – island one-third the size it was when I was a kid – it has changed considerably.

Marie Clark-Coleman – President of Camp Laughing Loon, Director – 100 campers per week – need to keep the kids safe – shorter docks mean boats come closer to the kids - retaining wall starting to collapse with boat wake, erosion – don't want to lose what we have.

Marie Pete – Mattos – Where do we go from here and stay informed? Kurt – the Planning Board will review the comments and concerns then we will come back out or send on to the Board of Selectmen – but either way there will be another Public Hearing. Marie – how do we stay informed of this? Lee Jay – call Tammy to get the information regarding any meetings and or Public Hearings. Tammy explained what needs to be provided to her for placement on the town emailing group.

Kurt Clason concluded that the Shoreland Zoning Ordinance Public Hering be closed at 8:14pm.

Kurt – the Planning Board will not be doing a discussion or vote on the Shoreland Zoning Ordinance tonight.

Lee Jay suggested that the Shoreland Zone Map and Shoreland Zoning Ordinance go to the Board of Selectmen as a package.

Kurt – we will take a five minute break.

Kurt called the Planning board meeting back to order at 8:26pm.

III. MINUTES OF PREVIOUS MEETINGS

- **March 16, 2016** – Katy Mann made the motion to accept the minutes. Lee Nelson seconded. No discussion. Vote 5 – 0 with 2 abstentions (Wirth and Letellier).

IV. OLD BUSINESS

- **Article 7 Section 7.03 Campground Developments** – Lee Jay researched and presented the portable screen room width norms – 8 and 10 feet are both available – what if 10 foot wide additions are moved within a campground – then they can be grandfathered. Anyone new coming in has to be 8 feet. If the Board would like wording can be added. Kurt asked how the CEO would monitor what is moved? Glen offered – a valid question – would require yearly inventory – rely on honesty of property owner and tenants. Kurt – 8 or 10 feet does not affect the lot size. Judi Carll made the motion to change the accessory structure size from 8 feet to ten feet. Dwayne Prescott seconded. Steve confirmed that individuals that he knows also have ten foot structures. No further discussion. Vote 7 – 0. Lee Jay also explained the square footage – the 1,250 is the minimum for the tent size. He is comfortable the 1,250 or can go larger. Judi Carll made the motion to move Article 7 Section 7.03 Campground Developments on to the Board of Selectmen with these changes. Katy Mann seconded. No further discussion. Vote 7 – 0.

V. COMMUNICATION

VI. MISCELLANEOUS

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 8:34pm. Steve Letellier seconded the motion. No discussion. Vote 7 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
April 20, 2016
7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Katy Mann Lee Nelson Judi Carll Dwayne Prescott
Judy Wirth Steve Letellier

Absent:

Others: Al Grover Tara Ryan David Bozza Kevin Tobin Dick Hall Jody Lincoln
John Cyr Deidre Donovan Sandra Labelle Robert Thomas
William Thompson Lee Jay Feldman Glenn Charette David Lowe
Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:03pm on April 20, 2016.

Kurt stated that a full quorum has been reached by the Planning Board with the members present.

Kurt moved New Business to the front of the Agenda.

II. NEW BUSINESS & PUBLIC HEARINGS

- **William Thompson, BH2M – Waterboro Heights SKETCH Plan** – Lee Jay addressed the Planning Board – no memo prepared as this is the SKETCH Plan, Bill Thompson has met with the Director of Public Works, Code Enforcement Officer, Town Planner, Fire Department and CEO Admin Assistant twice before coming before you. William Thompson (Bill) gave an overview of the project thus far:

- Proposed as a cluster subdivision with 13 lots – with no denser development
- 40,000 square feet minimum per lot
- Remainder of proposed land will be put into Open Space for recreational use – possible ball field built, soccer field, etc
- Agricultural Residential Zone – reduced from 80,000 square feet to 40,000 square feet
- Frontage move to 110 feet
- 14 Acres remain OPEN Space to be controlled by a Homeowners Association
- Panoramic Drive comes off Deering Ridge Road
- Ties into Tristan Way – Tristan will be improved to a 24 foot gravel Road
- Proposed 1,400 foot paved road to Town Standards – going with 24 foot wide road with shoulders through to an improved Tristan onto Meadowbrook Drive. This will be accomplished when up-grade of Panoramic Drive done. Improved to meet stormwater treatment. Big

- step to move forward will be how to treat the stormwater.
- Will meet the 100 foot setback on with the stream.
- Topo done and stormwater wetland – have to meet MDEP standards.
- The firetruck is now able to drive in pick up water and back out to return to the needed location.
- Year round will be plowed.
- No DEP Site Location Permit – the area involved is too small.
- Stormwater Permit being done – must meet MDEP Standards.
- First meeting was February 16 then again on March 17 – some of the noted improvements are:
 - Meeting 100 year flood plan
 - Corrected the abutters
 - Created the fire turnaround
 - Lot 2 has a better lay-out
 - Proposed 24 foot wide road
- No detail on the engineering yet – will be done after this meeting

Kurt – Planning Board questions:

Judy – Roads only – no sidewalks? Cluster subdivision - make houses look different with the placement?

Bill – will look like a village; provide different alignment; once topo done then will do the layout.

Steve: Soil testing?

Bill: Yes a Nitrate Study

Lee – Fire Department good? Driveways? Road continued?

Bill - Yes; driveways on next plan; yes going to follow ordinance with soils

Kurt – Green lot? Mailboxes? Open spaces numbered? Note on Drawing with who owns the open spaces? Fire hydrant – who owns? Note: what part of the original plan – Locust drawing does not match anything.

Bill – Nothing has been done with it – it will be part of Lot 2.

Lee Jay – No issue with numbering or left as open space perpetuity.

Bill – Will note on the plan that never to be developed.

Judy – Who pays the taxes on the open space?

Bill – Divided amongst the lots.

Lee Jay – Become 1/13th and part of their tax – per lot.

Lee Jay – Want to consider how you are going to treat the stormwater – one way would be to grade with LID for drainage or with rain gardens.

Bill – Road is fairly flat – tend to rock the grade to point of treatment.

Glenn – A text on how the roads will be hot topped.

Kurt – Will you be using an independent engineer to validate the hottop?

Bill – Yes there are qualified groups out there.

Kurt – to Bill you will be able to return when you have the next phase of the plan done. Please call Tammy in advance of your return to schedule a date with the Planning board.

III. MINUTES OF PREVIOUS MEETINGS

IV. OLD BUSINESS

V. COMMUNICATION

- **Maine State Statute Citation up-date** – Provided copy of email passing the Maine State Statute up-dates for the Zoning Ordinance, Site Plan Review Ordinance and Land Subdivision Ordinance.

VI. MISCELLANEOUS

- **Board of Selectmen PUBLIC HEARING – Waterboro Zoning Ordinance Article 2 Section 2.08 Size Increases or Decreases** – Lee Jay – the Board of Selectmen have asked for lots that currently do not meet Article 2 Section 2.08 but would work with the current proposal before the Board.
- **Lee Jay Feldman** requested to discuss Commercial Design Standards as he had lost track of their status. Did the Planning board want to include all state roads or keep only routes 202 / 4 and 5? We need an action to forward onto the Board of Selectmen. Katy Mann made a motion to move forward the Commercial Design Standards on to the Board of Selectmen to include only 202/4.and 5 state roads. Judy Wirth seconded. Discussion: Kurt Clason – it should include ALL state aided roads. Vote 6 – 1 (Clason).

VII. ADJOURNMENT

- Steve Letellier made the motion to adjourn at 7:26pm. Lee Nelson seconded the motion. No discussion. Vote 7 - 0 in favor. Meeting Adjourned to the Shoreland Zoning Ordinance workshop.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
May 4, 2016
7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Lee Nelson Judi Carll Judy Wirth Steve Letellier

Absent: Katy Mann Dwayne Prescott

Others: Sandy Labelle Jody Lincoln Deidre Donovan John Cyr Lee Jay Feldman
David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:02pm on May 4, 2016.

Kurt stated that a full quorum has been met by the Planning Board with the members present.

Kurt moved New Business to the front of the Agenda.

I. MINUTES OF PREVIOUS MEETINGS

- **April 6, 2016**
- **April 20, 2016**

Judi Carll made a motion to accept the minutes as written for April 6 and April 20, 2016. Steve Letellier seconded the motion. No discussion. Vote 5 – 0. Approved.

II. NEW BUSINESS & PUBLIC HEARINGS

III. OLD BUSINESS

IV. COMMUNICATION

- **Article 7 Section 7.03 Campground Developments AND Article 2 Section 2.08 Size Increases or Decreases** - The Board of Selectmen Public Hearing is scheduled for May 24, 2016. Article 2 Section 2.08 had one minor change that will be changing the 5 feet to 10 feet between structures. Lee Jay suggested that Planning Board members be there for the Public Hearing in support of the Articles. Kurt requested that a workshop be held at the next Planning board meeting on May 18, 2016. Tammy will email the director and President of the Little Ossipee Lake Association to invite the Officers and/or Directors of the Association.
- **Shoreland Zoning Ordinance** – Lee Jay shared with the Planning Board that Gene Libby has shared with them a document that came indicating generalized comments and then provided pages and pages of documents for a particular property. Suggested that they throw them out. The **Shoreland Zoning**

Ordinance is in NO WAY associated with any project. It does NOT relate to campground developments in Waterboro NOR does it discuss any expansion projects. The Shoreland Zoning Ordinance does discuss docks, piers and moorings to be included for ALL waterbodies in the Town of Waterboro not just Little Ossipee Lake.

V. MISCELLANEOUS

VI. ADJOURNMENT

- Judy Wirth made the motion to adjourn at 7:11pm. Steve Letellier seconded the motion. No discussion. Vote 5 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
May 18, 2016
7:00 p.m.

I. ROLL CALL

Present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott Judy Wirth

Absent: Kurt Clason Steve Letellier Lee Jay Feldman

Others: Michael Taflas Deidre Donovan Stephen Everett John Cyr Sandy Labelle
Brad French Tara Rich Cory Woodsome Bethany Woodsome David Bozza
Ed Doggett Stu Lamont Barbara Lamont Glenn Charette David Lowe
Tammy Bellman

Katy Mann called the Planning Board meeting to order at 7:03pm on May 18, 2016.

Katy stated that a full quorum has been met by the Planning Board with the members present.

I. MINUTES OF PREVIOUS MEETINGS

➤ **May 4, 2016**

Judy Wirth made a motion to table the Minutes of May 4, 2016. Dwayne Prescott seconded. No discussion. Vote 5 – 0 to table. The tabling was needed as there were enough members present from the May 4, 2016 meeting and at May 18, 2016 meeting.

II. NEW BUSINESS & PUBLIC HEARINGS

- **Cory Woodsome – Woody's Sports Grille expansion** – Cory Woodsome gave an overview of the proposed plan: The abutting property at 40 West Road has been purchased. The house has finally been moved off the property. Looking to put on an 24 x 40 roughly addition. The addition will be on the West Road side of the building. A second addition is requested to go over the outside cooler on the back side of the building. No people will be eating in the addition. The only catch with the project – is finances – the roof on the addition would like to be done through the summer if finances allow will enclose this year. This will be the waiting area for the current restaurant. Later it will serve as a waiting rea with a new restroom and possibly 16-20 serving seats. State permitted a 30 foot wide driveway entering from West Road. Judi Carll asked how many seats currently? Cory – in the future may gain 16 maybe. . not looking to expand just increase efficiency currently 17 employees the new parking will be 40-50 slots. The West Road side will have future landscaping and no parking. Judy Wirth – stockade fencing? – add greenery along the fence? Cory – keep it looking nice and presentable. Judy on fence or near boundary line? Cory – there is a 12 foot plow area for snow. Cory projected the proposed plan to the Planning Board.

Stage 1 will be the temporary outdoor area, only access to the area from the inside. Judi – outside dining? Cory – No. Have contacted CMP and waiting to hear if one pole will cover the lighting required for the parking lot. Have not heard back yet. Judi – a down facing light? Cory – yes. Dwayne – put on plan the number of spaces and the number of employees. Judy – a timeline to enclose? Cory – attempt to do before snow. Glenn – Planning Board does not approve what Cory can do – not your jurisdiction. Lee Nelson – Site Plan Review? Glenn – all set with the design. Cory – received the email from DEP, the driveway permit and the letter from the Fire Chief. Katy Mann – Site Walk on June 1, 2016 at 6pm with the Public Hearing set for June 1, 2016 at 7pm. Dwayne Prescott made the motion for the Public Hearing and Site Walk to held on June 1, 2016 if able to be published. Judy Wirth seconded. No discussion. Vote 5 – 0 approved. Katy requested to stake it. Glenn – does the Planning Board want elevations? Tammy will print the pictures from Cory. Judi – elevations? Glenn – I have them.

III. OLD BUSINESS

IV. COMMUNICATION

- Tammy shared information from Lee Jay for the Planning Board:
 1. Planning Board encouraged to attend the Board of Selectmen's meeting on May 24, 2016 at 6pm for the Article;
 2. Section 2.08 discussion and final vote. 2. Article 7 Section 7.03 Campground Developments Public Hearing on May 24, 2016 at 6pm. A reminder that the Campground Development Ordinance does not pertain to any campground development; and
 3. The Economic Development Committee is looking for new members – contact tammy if you are interested.

V. MISCELLANEOUS

VI. ADJOURNMENT

- Judi Carll made the motion to adjourn at 7:35pm. Lee Nelson seconded the motion. No discussion. Vote 5 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

June 1, 2016

7:00 p.m.

Site Walk – 38 West Road, Woody’s Sports Grille expansion; 6pm –

Roll Call:

Planning Board members present: Katy Mann Lee Nelson Judi Carll

Others: Cory Woodsome Stephen Everett Heather Rideout Janet Johnson
Lee Jay Feldman Tammy Bellman

Findings: Katy Mann opened the site walk at 6:10pm at 38 West Road. Steve Everett and Cory Woodsome gave an overview to the photos provided to the Planning board members in attendance – additional pictures were provided with an up-dated view of the proposed expansion, vinyl fence and parking arrangement. The new entrance is 30 feet wide and has been approved by the State. There will be a green space next to the property line of approximately 12 feet. The fencing will be white vinyl similar to the fence at the Anthony Taylor residence located on Ricker Lane. The addition will be 28 x 46 feet. There will be a new customer entrance when the addition is enclosed. This will be accessible from the parking lot side. The employees will have a designated parking area and entrance on the Ricker Lane side of the building. The customers will enter through the new driveway and park on the back side of the building there will be three handicapped parking spaces next to the new entrance. The temporary customer entrance will be on the West Road side of the building. It will have a handrail and wood style entrance (need help with the term for the temp entrance). After the addition has been completed the front parking spaces will be landscaped with grass and arborvitae. The landscaping will go between the building and the sidewalk. Cory has offered to work with Janet Johnson to help cut-down on the vehicle lights exiting the parking lot with additional vegetation on their property or a fence to block the lights. (Cory were you able to come to terms with the Johnson’s from across the street?). The white vinyl fencing will be six feet in height and be located between the driveway and the Timothy Johnson property at 44 West Road. Timothy Johnson has asked for an 8 foot high fence. Cory has spoken with the Johnsons and will go the 8 feet high beside their driveway. The six foot high fencing will go down the property line approximately half way and then be a stockade fence to the end of the property. On the Ricker Lane side of the property there will be a gated fence for emergency access and exit. There is a natural buffer at the end of the parking lot and this will remain – there will be no fencing through the natural buffer. This buffer is to ensure that no residence will be able to see the parking area from the residence. Lee Jay asked about phasing in the addition to be enclosed. Cory said yes it will be done in phases. No outdoor dining area no food will be served to the customers waiting in the proposed addition area while not enclosed. The larger parking area is in hopes to relieve the parking across the street. Still going to close at 10pm. The addition will be capped with a railing until we are able to fully enclose the 28 x 46 area. The area in the back will be able to cover the outside

portion of the freezer will have a building permit issued through Glenn. The lighting for the parking lot is going to be either a rental from CMP that will be on from dusk to dawn. Or a down-shaded light set on a timer. CMP has been out to review the area to be lit and we are still waiting to see if the one light will cover the area needed. Katy closed the site walk at 6:42pm. The Planning Board returned to the Town hall for the scheduled Public Hearing and Planning Board meeting.

I. ROLL CALL

Present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott

Absent: Kurt Clason Steve Letellier Judy Wirth

Others: Cory Woodsome Bethany Woodsome Stephen Everett Heather Rideout
Dale Dubay Tim Johnson Noor Johnson Lee Jay Feldman David Lowe
Tammy Bellman

Katy Mann called the Planning Board meeting to order at 7:01pm on June 1, 2016.

Katy stated that a full quorum has been met by the Planning Board with the members present.

I. MINUTES OF PREVIOUS MEETINGS

- **May 4, 2016** – Tabled due to lack of Planning Board members present at the May 4, 2016 meeting.
- **May 18, 2016** – Judi Carll made the motion to approve as printed. Dwayne Prescott seconded. No discussion. Vote 4 – 0 approved.

II. NEW BUSINESS & PUBLIC HEARINGS

Public Hearing

- **Cory Woodsome – Woody's Sports Grille expansion** – Katy opened the Public Hearing at 7:03pm. Cory Woodsome gave an revised version overview of the proposed plan. The 28 x 46 addition will be the waiting area for the current restaurant. Later it will serve as a waiting rea with a new restroom and possibly 16-20 serving seats. State permitted a 30 foot wide driveway entering from West Road. The entrance from West Road will increase the visibility exiting from the property. The new entrance and addition being enclosed as fast as the budget will allow. The building permit is good for two years – hoping, to be done before the permit expires. Eliminating the entrance on the Ricker Lane side will make a better environment for the residents of Ricker Lane. Heather Rideout – Will there be signs for the employee parking? Cory – no as the customers entrance will be completely on the other side of the building; they would need to walk all the way around the building. Katy closed the Public Hearing at 7:11pm.
- **Woody's Sports Grille** – Judi Carll asked if there would be parking along the driveway and the dimension on the rear addition. Cory – The rear roof and supports will be a building permit from the Code Enforcement Officer. The roof is to help the refrigerator components not have to work so hard and relieve

the snow coming onto the unit. Lee Jay – want to clarify – the parking area is currently not paved – the photo imagery is more accurate? Cory – yes with handicapped being closest to the new entrance. Lee – lighting will be from CMP? Cory – more information is coming – how much light? Ensure not shine into neighbors? Cory – correct. Lee Jay read the abutter letter from Anthony and Elaine Taylor. Cory – yes to the vinyl fence and recommend posting Ricker Lane as no parking. Lee Jay – the Board of Selectmen would need to amend the list of no parking streets. Recommend area shown as proposed on the new site plan.

Public Hearing

- **Cory Woodsome – Woody’s Sports Grille expansion** – Katy re-opened at 7:20pm to hear the concerns of Noor Johnson from 44 West Road. Wondering how high and how far the fencing will be down the property line? Cory – extend it down as far as possible starting 12 feet from the sidewalk; would like to go half way down with the white vinyl and then another style fence; six foot tall panels; 10-12 foot green space to the fence. Tim Johnson offered to give money to help make the fence taller. Cory – will work with you anyway I can. Lee Jay – for the record – Eight foot high fence in Maine Title 17 Section 91 is considered a spite fence if it is not an issue between abutters then you are able to accommodate the 8 foot fence. Katy closed the Public Hearing at 7:26pm. Comments from the Planning Board? Dwayne Prescott made a motion to pass this expansion of Woody’s Sports Grille on this plan. Judi if we state a plan then we need to - Lee Jay - needs to be revised to reflect the rendering that is in front of you this evening. Dwayne - I agree. Motion to pass the expansion of Woody’s Sports Grille as proposed on the rendering before the Planning Board on June 1, 2016. Judi Carll seconded. No discussion. Vote 4 – 0. Passed!

III. OLD BUSINESS

- **Judy Wirth – Review of Brook’s Dance Center – Building exterior** – Lee Jay – be very general as the applicant is not been notified. Plans that are submitted in town has a Planning Board member concerned. The opinion from legal comes to the second paragraph of the email – the Planning Board has no enforcement authority. It would come down to the CEO talking with the applicant or the applicant comes back before the Planning Board with an amended plan. The Planning Board has no enforcement authority to take any action. There are no design standards in place. Dwayne – what is the time limit to get the building finished. Lee Jay – two years. Dwayne – only if they open and don’t agree with what was submitted. Lee – once opened and does not agree with what was submitted. Lee Jay – yes. Judi – what if a plan is submitted and the trees are not what was proposed. Lee Jay – then they should be followed up with.

IV. COMMUNICATION

- **Article 2 Section 2.08 Size Increases or Decreases** – Last week was approved by the board of Selectmen with the responsibilities going to the Code Enforcement Office – telescoping property have less for a setback. Helps narrow lots to meet the setback.

- **Article 7 Section 7.10 Campground Developments** – Also passed; the one issue that the Board of Selectmen had was with the limited length of the season – what if the campers want to go hunting or use their snowmobile, etc. during November through April. Dwayne Prescott and Judy Wirth were in attendance. Dwayne – work with DPW for plowing and moving snow for emergency vehicles. Lee Jay – we need to work on the wording.
- **Design Standards** – Still in process. Judi – only 202 and 5? Lee Jay – yes the Board of Selectmen want all roads – with just state roads then the applicant can look for areas outside where they don't have to abide by the Design Standards. Katy – state aid roads have weight limits.
- **Zoning Ordinance** – Last evening Gary had a workshop with Board of Selectmen and Community members; new fiscal year to actually re-do the Zoning Ordinance; make amendments to make easier to understand and follow.

V. MISCELLANEOUS

- Katy scheduled a Shoreland Zoning Ordinance for June 15, 2016 after the regular Planning Board meeting.
- Dwayne Prescott suggested moving forward with a Wilderness Campground guidelines and/or ordinance. Lee Jay thought that if it came as an urgency then it could be moved forward.

VI. ADJOURNMENT

- Judi Carll made the motion to adjourn at 7:50pm. Dwayne Prescott seconded the motion. No discussion. Vote 4 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
June 15, 2016
7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Katy Mann Lee Nelson Judi Carll Judy Wirth

Absent: Steve Letellier Dwayne Prescott

Others: David Abbott Katie Brooks Alina Cram David Bozza Gene Libby
Deidre Donovan Brad French Sandy Labelle Robert Thomas
Lee Jay Feldman Glenn Charette David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:04pm on June 15, 2016.

I. MINUTES OF PREVIOUS MEETINGS

- **May 4, 2016** – Judy Wirth made the motion to accept the minutes as presented. Judi Carll seconded. Vote 4 – 0 – 1 (Katy Mann – Absent)
- **June 1, 2016** – Tabled by Kurt Clason.

II. NEW BUSINESS & PUBLIC HEARINGS

III. OLD BUSINESS

- **David Abbott – Brooks Dance Center Amendment** – David Abbott presented an amended rendering to the front elevation. The Planning Board received one with a stone façade when the original plan was approved. The front entrance has also been modified and is depicted here. There will be a border around the building between the top and bottom color. Judy Wirth – the original was presented with stonework and landscaping; then clapboards; it was approved with stonework. The bottom still not with clapboards. David – it will be made aesthetically pleasing. Would be the same building. Kurt – we were presented a design and it definitely does not look like the conceptual drawing. David – it was the proposal; did not feel cosmetics would apply. Assumed the plans that Glenn reviewed would have the same cosmetics. Dealing with an architect that took liberties both inside and out. Kurt – we were presented a view – should have let us know; it is an effort to help the area being residential; currently don't have commercial standards. This is the first time this has happened don't have the authority to change it. Glenn do you review cosmetics? Glenn – no look at building structure, mechanical, electrical. David – cost a lot of money to make everyone happy. Glenn – there is plenty of blame to go around; the Planning Board needs to make clear going forward to applicants that are these the plans with the way the structure will look when completed. Let's

concentrate on the fix. David – there will be a plastic band that separates the colors and big posts on the front for the entry. David pointed to an area on the plans with Glenn seeing the area. Kurt – will there be any façade on the front? David – no an independent structure from the building. Glenn- can we see a drawing? David – round sign goes in the gable end. The front will have six inch beams same roof and fascia. Kurt Clason made a motion to accept the design amendment proposed on the drawings dated June 10, 2016, although noted on drawing does not show the north and south elevation the projection. Lee Nelson seconded the motion. Discussion: Judy Wirth – I said what I wanted to say; I think this sets a precedence; I say this as a citizen also.. Vote 4 yeas – 1 nay (Wirth). Approved.

IV. COMMUNICATION

- Findings of Fact for Woody’s Sports Grille recorded copy.

V. MISCELLANEOUS

- Glenn Charette – In future make sure the applicant knows what is expected on the views; Lee Jay where I am headed is take lead from Glenn’s comment – what is submitted - is what is approved. Kurt – a smart developer will give us just a stick figure. Lee Jay – site elevations are not required. Glenn – the building permit requires the elevations and that is what is submitted to the planning board. The Site Plan requires elevations. Judy – can the applicant change the plans after submission? Kurt – yes. Lee Jay – yes – not held to it because trying to be pro-active for economic development and a layer will be added such as a bond or letter of credit – would need to manage the bond to ensure they adhere to all of the submission – would need to add another layer to the government.
- Lee Jay Feldman – Design Standards presentation done and they are the radar for the Board of Selectmen. Going to be scheduled to go before the Board.

VI. ADJOURNMENT

- Kurt Clason made the motion to adjourn at 7:28pm. Judy Wirth seconded the motion. No discussion. Vote 5 - 0 in favor. A five minute break and then the Planning Board went into the Shoreland Zoning Ordinance workshop where Kurt stated no public comment will be taken tonight.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
July 6, 2016
7:00 p.m.

I. ROLL CALL

Present: Kurt Clason Dwayne Prescott Lee Nelson Judy Wirth

Absent: Katy Mann Judi Carll Steve Letellier

Others: Ron Roberge Tim Neill Julie Lemieux Phil Lemieux Ross Dindio
Stephen Everett Lee Jay Feldman Glenn Charette David Lowe
Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:03pm on July 6, 2016.

Kurt stated a quorum has been met with the members present.

Kurt moved the Election of Officers to the bottom of the agenda.

I. MINUTES OF PREVIOUS MEETINGS

- **June 1, 2016** – Tabled by Kurt Clason.
- **June 15, 2016** – Kurt Clason made the motion to accept the minutes of June 15, 2016. Judy Wirth seconded. No discussion. Vote 3-0-1(Prescott – Absent).

II. NEW BUSINESS & PUBLIC HEARINGS

- **Election of FY 2017 Planning Board Officers** – Tabled until next Planning Board meeting.
- **Aaron Additon – SKETCH Plan Review – “Blueberry Fields”** Represented by Stephen Everett. Steve gave an overview to include the following: 6,000 square feet short for three conventional lots in the AR Zone, less than 1,000 feet from Route 202, 2 additional test pits were completed to ensure good ground for the systems. Lee Jay – this is the SKETCH Review for a minor subdivision. Kurt – do a site walk, reviewed cluster – aggregate house lot and common area vs conventional lot. Judy – 3 wells 3 septic’s? Steve – emergent wetland – stream higher value; grass – wet meadow. Kurt – nitrates? Steve – nitrate plume back toward the wetland; 3 ½ foot water refusal depth. Kurt – now is the time to move forward. Lee – schedule the site walk. Kurt – Site walk scheduled for the Planning Board meeting on July 20, 2016 at 6pm at the Blueberry Fields location on Old Alfred Road. Steve please mark/flag the frontages and building envelopes.

III. OLD BUSINESS

- **Ron Roberge – Relocation in Shoreland** – Ron provided a review of the project. Have been working with Glenn on the package for the Planning Board. Replacing existing camp; Northeast Civil Solutions did flood plain zone determinations; 100 foot setback is on the plan; 15% current lot coverage; hoping for a year round residence; looked at the contours – look to move 3+/- feet – if more will destabilize the trees on the upper level; maintain the 25 foot setback. Kurt – with the new addition still 25' setback? Ron – slid it back to keep it in line. Kurt read Glenn's letter. Ron – move forward – demolish and rebuild; 2x6 16' on center; headers 2x4 some not meet code aluminum wire and copper wire. Kurt – Site Walk for next Planning Board meeting July 20, 2016 at 630pm at 65 Dean Drive, East Waterboro.
- **Glenn Charette – Final vote Shoreland Zoning Ordinance draft and Shoreland Zoning Map draft** – Glenn - You have before you the legal reviewed Shoreland Zoning Ordinance and Shoreland Zoning Map both in draft form. Per legal there are minor corrections in blue as noted: page 2 the effective date; page 4 permitting reference; page 18 and 19 both numbering sequence and language; page 19 also, no moorings in Shoreland Zoning Ordinance – per municipal lawyer. Kurt – explain the concern with commercial docks – one-time take pics do conditional use – no further he said/she said. Glenn – page 43 spelling; page 45 do not permit a culvert; page 49 “note” removed; page 51 Zoning Board of Appeals wording clarification; page 58 mooring not be a part of the ordinance and the definition should be removed; a mooring ordinance would need to be created to regulate moorings. Would like to keep it in the definitions because it tells the owner what color to make it. Kurt – only other way would be to add MRSA 23 to definition. The Planning Board agreed. Glenn - When Lee Jay and I go through the Zoning Ordinance might need to create a mooring ordinance. Glenn – the green page starts the additional Zoning Ordinance amendments that would need to take place to remove the Shoreland Ordinance from the Zoning Ordinance. Kurt – wheelchair ramps are going to be ok within the shoreland. Glenn recommends that the Planning Board approve the final draft of the Shoreland Zoning Ordinance; approves the amendments of the Waterboro Zoning Ordinance that refer to the Shoreland Zoning Ordinance; and approve the draft of the Shoreland map. Lee Jay need to delete Article 7 Section 7.01 from the Zoning Ordinance. Glenn recommends that Article 7 Section 7.01 in its entirety be deleted from the Zoning Ordinance. Kurt Clason made the motion that the Planning Board approve the final draft of the Shoreland Zoning Ordinance with amendments that reference the Shoreland Zoning Ordinance in the Town of Waterboro Zoning Ordinance; draft Shoreland Zoning Map and strike Article 7 Section 7.01 in its entirety from the Town of Waterboro Zoning Ordinance. Seconded by Judy Wirth. Dwayne asked if the public will have another opportunity to voice their concerns. Glenn – yes – at at least one Public Hearing by the Board of Selectmen. No further discussion. Vote 4 – 0 approved. Per Lee Jay this motion also sends the draft Shoreland Zoning Ordinance and draft Shoreland Zoning Map on to the Board of Selectmen for their processing as a standalone ordinance.

IV. COMMUNICATION

- **Lee Jay Feldman** – beginning new fiscal year a lot of work to be done on the Zoning Ordinance working on this behind the scenes to realign the wording and clean up language then working on more substantive things within the Zoning Ordinance.
- **Glenn Charette** – Talk to you about what is coming up from the Legislature. The International Residential Code (IRC); International Existing Building Code (IEBC); and International Building Code (IBC) – the commercial code; will be going to the 2015 version of the IBC, IRC, IEBC effective about October, 2016. The 2009 energy code will probably remain unchanged, adopt 2015 but enforce 2009 – the Legislature will delete this portion as 2015 is much more strict. Once the State adopts the 2015 Building Codes, Waterboro will be required to enforce the State Codes.

V. MISCELLANEOUS

VI. ADJOURNMENT

- Judy Wirth made the motion to adjourn at 7:41pm. Kurt Clason seconded the motion. No discussion. Vote 4 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

July 20, 2016

7:00 p.m.

Site Walk – 6pm – Aaron Additon – Old Alfred Road, East Waterboro – “Blueberry Fields”
3-lot subdivision

Roll Call:

Planning Board members present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott

Others: Aaron Additon Stephen Everett Tim Neill Lee Jay Feldman Tammy Bellman

Site Walk Findings: Katy Mann opened the site walk at 6:01pm at Old Alfred Road Subdivision location. Steve Everett gave an overview of the physical parcel divisions. The 75 foot setbacks were noted by the Planning Board. The Planning Board walked the perimeter of lots two and three. They were interested in the wetland noted on the plan. The property naturally slopes away from the road side of the property. The wetland is designated as common area on the plan. The entrances marked on the current plan may need to be moved to allow for easier fill and access to the properties. Katy closed the site walk at 6:25pm.

Site Walk – 6:30pm – Ron Roberge – 65 Dean Drive, East Waterboro – Relocation in Shoreland Zone

Roll Call:

Planning Board members present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott

Others: Ron Roberge Tim Neill Glenn Charette Lee Jay Feldman Tammy Bellman

Site Walk Findings: Katy Mann opened the site walk at 6:41pm at 65 Dean Drive. Ron Roberge gave an overview of the history thus far. Looking to demolish the camp and rebuild 3 feet back from the current location. If the building goes further back the tree line, elevated property and structures behind the existing camp will be impacted creating an erosion control problem running into the lake. Three feet would be the greatest extent as possible to move it back before it would create a more significant problem. Katy closed the site walk at 6:50pm.

I. ROLL CALL

Present: Katy Mann Judi Carll Dwayne Prescott Lee Nelson

Absent: Kurt Clason Judy Wirth Steve Letellier

Others: Tim Neill Ron Roberge Stephen Everett Aaron Additon Thomas Blesso
Scott Bernier Patricia Bernier Lee Jay Feldman Glenn Charette
David Lowe Tammy Bellman

Katy Mann called the Planning Board meeting to order at 7:12pm on July 20, 2016.

Katy reviewed the agenda and site walks.

Katy Mann made the motion to move Old Business to the front of the agenda. Dwayne Prescott seconded. No discussion. Vote 4 – 0 approved.

I. OLD BUSINESS

- **Aaron Additon – “Blueberry Fields” – Review for pre-application completeness** – Steve Everett came to the podium and provided an overview of the project thus far. The only other change would be to move the most southerly driveway toward 202, near the end of the parcel for a better location. Lee Jay – the process tonight for the Planning Board would be to find the application complete provide the checklist with non-applicable notations Lee Jay noted going forward these will need to be waived in a more formal way, find the application complete; and the applicant has provided a soils test with good soils noted. The Planning Board reviewed the subdivision checklist. Katy Mann made the motion to find the application complete. Dwayne Prescott seconded the motion. No discussion. Vote 4 – 0 approved. Lee Nelson made the motion to waive all the items marked on the subdivision checklist as non-applicable. Dwayne Prescott seconded. No discussion. Vote 4 – 0 approved. Steve – all of the waivers are completed with this action. Lee Jay – yes. Katy scheduled the Public Hearing for August 17, 2016 at 7pm.
- **Ron Roberge – Relocation in Shoreland** – Ron provided a review of the project thus far. Have been working with Glenn on the package for the Planning Board. Remove existing camp; replace with a foundation and building; and move it back to the furthest extent possible, 3 feet. Glenn Charette – the relocation is allowed by ordinance. The Planning Board will need to approve the relocation and require it to be to the furthest extent possible from the water. Ron will then need to provide a new site plan with the above information. He is required to have a survey done to prove the conditions of the approval. Dwayne Prescott made the motion to relocate the structure. Judi Carll seconded. No discussion. Vote 4 – 0. Dwayne Prescott made the motion to move back 3 feet to the greatest extent possible due to topography and vegetation. Judi Carll seconded. No discussion. Vote 4 – 0.

II. MINUTES OF PREVIOUS MEETINGS

- **June 1, 2016** – Judi Carll made the motion to accept as submitted. Dwayne Prescott seconded. No discussion. Vote 4 – 0 approved.

II. NEW BUSINESS & PUBLIC HEARINGS

- **Election of FY 2017 Planning Board Officers** – Katy Mann tabled until next Planning Board meeting.
- **Thomas Blesso – SKETCH Plan Review for “Sweet Fern Acres” 7-lot subdivision** – Steve Everett represented Thomas Blesso. Steve gave an overview – this piece of property is an old gravel pit. Tom purchased it with a structure on lot 1. The property is as flat as a pancake – only vegetation are sweet ferns. Designed an extension of 560’ to Sky Lane ending in a cul-de-sac with 6 lots and the road. Forested wetlands; Pigeon Brook – a non-flowing

brook when surveyed. Steve explained how the owner of lot 2 would be able to fill part of the wetland per State Ordinance – not fill more than 10% of 1 acre. Lee Jay – please confirm the building envelope to be outside the wetlands. Glenn agreed. Steve and Tom – Sky Lane will remain private. Tom – it will be up to the town if they want to change the status. Steve – ok to remove the driveway entrances from the survey? Dwayne – have the owners provide a Highway Entrance Permit as they will need to be in compliance if the town accepts Sky Lane. Judi – 5 lots need fire protection by ordinance. Glenn – could make access to the shallow pond. Steve – option of sprinklers. Tom introduced himself. Lee Jay – part of the application for the preliminary; the Bernier’s had questions. Site distances for egress and ingress need to have their questions answered on the plans. Glenn – would like to see the following: id Sky Lane; building envelope id; building envelope out of 2; assign e911 numbers on final; property pins by ordinance have to be placed; frontage identified on the plans; and sight distance. Lee Jay – for future developments make clear to other property owners the primary use of the property so future buyers will understand. Steve – The shallow pond is identified as a vernal pool – unnatural due to the gravel pit use. It is a frog pond – gravel pit not identified by the State. Glenn – please bring the definition of the vernal pool for the next meeting. Katy scheduled the Site Walk for Wednesday, August 3, 2016 at 6pm at Sky Lane, North Waterboro. Steve – the preliminary will be on August 3? Katy – yes. Katy scheduled the Public Hearing for August 17, 2016 after the Blueberry Fields Public Hearing.

III. COMMUNICATION

IV. MISCELLANEOUS

V. ADJOURNMENT

- Judi Carll made the motion to adjourn at 8:05pm. Dwayne Prescott seconded the motion. No discussion. Vote 4 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO

PLANNING BOARD

MEETING MINUTES

August 3, 2016

7:00 p.m.

Site Walk – 6pm – Thomas Blesso “Sweet Fern Acres” Sky Lane, North Waterboro 7-lot subdivision on Tax Map 10 Lot 49A

Roll Call:

Planning Board members present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott
Judy Wirth

Others: Thomas Blesso Stephen Everett Tim Neill Scott Bernier Pattie Bernier
Lee Jay Feldman Dave Lowe Tammy Bellman

Site Walk Findings: Katy Mann opened the site walk at 6:12pm at Sky Lane subdivision location. Steve Everett gave an overview of the physical parcel divisions and general lay-out of the property; landing strip, extension of Sky Lane, etc. The Planning Board walked the center line of the road to the end of the cul-de-sac for the locations of the road frontages to the extension of Sky Lane. The Planning Board asked questions referencing the lack of a drainage easement due to the gravel pit and gravel base. The septic designs will have excellent drainage due to the gravel base of the old gravel pit. Steve noted that there will be no drainage towards Pigeon Brook. The parcels are in a “contour bowl” – drainage is to the “bowl” not the brook. The Planning Board drove to the intersection of Silas Brown Road and Sky Lane to note the sight distance when exiting from Sky Lane. Katy closed the site walk at 6:31pm.

Regular Meeting

I. ROLL CALL

Present: Katy Mann Lee Nelson Judi Carll Dwayne Prescott Judy Wirth
Steve Letellier

Absent: Kurt Clason

Others: Tim Neill Stephen Everett Thomas Blesso
Scott Bernier Patricia Bernier Lee Jay Feldman Glenn Charette
David Lowe Tammy Bellman

Katy Mann called the Planning Board meeting to order at 7:00pm on August 3, 2016.

Katy reviewed the agenda and site walk.

Katy stated a quorum has been met with the Planning Board members present tonight.

II. MINUTES OF PREVIOUS MEETINGS

➤ **July 6, 2016 tabled until next meeting.**

➤ **July 20, 2016**

Judi Carll made the motion to accept the July 20 minutes. Dwayne Prescott seconded. No discussion. Vote 5 – 0 - 1 (Wirth Absent).

III. NEW BUSINESS & PUBLIC HEARINGS

- **Election of FY 2017 Planning Board Officers** – Katy Mann tabled until next Planning Board meeting.

IV. OLD BUSINESS

- **Thomas Blesso – “Sweet Fern Acres” Review for preliminary completeness**
– Steve Everett represented Thomas Blesso. Steve gave an overview of the additions made to the plot plan for Sweet Fern Acres: Sky Lane noted; building envelopes noted on all parcels; building envelope for lot 2 has been removed from the shoreline of the brook; the cul-de-sac frontages are noted. The shallow pond is no longer a concern as the building envelope has been pulled to the 250 foot dimension. As you saw this evening this plan does not capture just how big this parcel of land really is. Lee Jay requested that a memo with a clear understanding when you came forward the primary use – seasonal storage for watercraft; seasonal equipment; interpretation can’t have just a garage as a primary use Natalie agreed needed a primary use. Glenn can make sure it is on record for that. Steve noted that with his discussion with Glenn is that it would be that of a residential sub-division; will need to be discussed with Glenn. Tom – it would be to store only residential “things.” Judy asked if the purchasers know that there would be no industrial equipment to be stored. Tom – I thought that subdivision with same use as my garage; this is going in a different direction than I thought – consistent with garage first then residence second. Lee Jay – suggest that you table until we can get this clarified – until the next meeting. Judy Wirth made a motion to table the subdivision until the next Planning Board meeting. Judi Carll seconded. No discussion. Vote 6 – 0 tabled. Katy requested to have Glenn be at the next meeting.

V. COMMUNICATION

- Lee Jay let the Planning Board know that the EDC has asked for a Planning Board member join the EDC and attend their meetings on Thursday’s at 4pm. Judy Wirth said she would like to try it. Chuck Morgan will be notified by Lee Jay.

VI. MISCELLANEOUS

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 7:15pm. Judy Wirth seconded the motion. No discussion. Vote 6 - 0 in favor.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
August 17, 2016
7:00 p.m.

Regular Meeting

I. ROLL CALL

Present: Kurt Clason Katy Mann Judi Carll Dwayne Prescott Judy Wirth

Absent: Lee Nelson Steve Letellier

Others: Tim Neill Stephen Everett Aaron Additon Thomas Blesso Patricia Bernier
Roger Lauzier Lee Jay Feldman Glenn Charette David Lowe
Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:00pm on August 17, 2016.

Kurt reviewed the agenda.

II. MINUTES OF PREVIOUS MEETINGS

- **July 6, 2016** - not enough members present from the July 6 meeting - tabled until next meeting.
- **August 3, 2016** - Katy Mann made the motion to accept the August 3 minutes. Judi Carll seconded. No discussion. Vote 4 – 0 - 1 (Clason).

III. NEW BUSINESS & PUBLIC HEARINGS

- **Election of FY 2017 Planning Board Officers** – Kurt Clason postponed until next Planning Board meeting.
- **Public Hearing – Aaron Additon – “Blueberry Fields” 3-lot subdivision, Old Alfred Road** Kurt Clason opened the Public Hearing up at 7:07pm. Steve Everett came to the podium representing Aaron Additon. Steve explained the changes on the survey for “Blueberry Fields”. No public comment. Kurt closed the Public Hearing at 7:08pm.
- **Public Hearing – Thomas Blesso – “Sweet Fern Acres” 7-lot subdivision, Sky Lane** Katy Mann made the motion to take “Sweet Fern Acres” off the table. Dwayne Prescott seconded. No discussion. Vote 4-0-1(Clason). Kurt Clason opened the Public Hearing at 7:10pm. Steve Everett came to the podium representing Thomas Blesso. Steve explained the changes that were requested and noted on the latest project survey: note 7, sight distances are 525 and 553 feet at the intersection of Sky Lane and Silas Brown Road. Kurt opened the Public Hearing up to questions from the audience:

Patricia Bernier – At the last meeting what was the decision on the primary residence needs to come before the garage? Does the primary residence need to come first? Dwayne went over the prior meeting information. Patricia – this sounds more like a storage unit or just a garage – I see no value coming to the community and residents. Want to make sure that bringing activity that is of a value to the community and its residents. If putting in road and houses then that is a good activity to the area and a positive impact on the area.

Glenn Charette – When Mr. Blesso came with his proposal I based my decision on Section 2.07 of the Zoning Ordinance. And, told Mr. Blesso that the garages were allowable. I asked for Natalie's determination and she disagreed with me along with the Town Administrator. I can't buck Natalie's opinion. As it stands now can't do only residential garage as a primary use. There are four garages without a residence in the AR district that have been permitted by four CEOs with no Planning Board review. The Ordinance does not say what the order of the buildings need or must be for the buildings to be constructed. I don't agree with Natalie's opinion, it is just an opinion. If you read Section 2.07; Glenn read **Section 2.07 Use Restrictions** - In each zoning district the only uses permitted are those specified as primary uses or conditional uses and those natural and usual accessory uses and structures which enable or facilitate necessary repair, storage, parking, gardening, recreational activity, the non-commercial keeping of animals, and similar undertakings incidental to a primary or conditional use." In addition, all conditional uses in any zoning district and their accessory uses and structures are subject to Planning Board review and approval (See Article 4). There are a pile of things that could be in the AR Zone including junkyards. You are able to have contracting equipment but not a personal garage used for storage. I don't think they would restrict the use of the property because you can store excavators on your property in the AR Zone. Kurt closed the Public Hearing for Sweet Fern Acres at 7:17pm.

IV. OLD BUSINESS

- **Aaron Additon – “Blueberry Fields” 3-lot subdivision Final Preliminary/Approval** – Kurt Clason abstained – not familiar enough.
Dwayne Prescott – I make the motion to approve Blueberry Fields as a 3-lot subdivision. Judi Carll – I have something to say first. You do not have 80,000 square feet per definition of a cluster development – you can't increase the overall density of the land. You don't have enough land so you are increasing the density. GP Zone density minimum square footage not serviced by water per 3.14. Have been under the impression that not increase the density but give break on builder for not meeting other requirements. Steve – not very well explained. Judi – what I just read is very clear. Steve – what we are short is the size of a good sized house. Kurt – this been addressed before at a previous meeting. Judi – did more research – found that there are conflicting things. Chapter 14 definitions and 3.10.02 – Judi read Subsection 3.10.02 Conditional Uses and Structures
 - 2. Clustered single through multi-family residences at no greater density than one family unit for each 40,000 sq. ft. in the total parcel being developed where public water supply is available. If public water is not available the maximum density shall be 80,000 square feet per family unit.

Under this I can't support. Kurt – we have a motion – Dwayne – I remove my motion. Glenn came to the podium – Section 8.03 is vague – the interpretation has to be in favor of the applicant not the Town. Glenn read **Section 8.03**

Cluster Development - . . . However, all layout, dimensional, and area requirements imposed by this ordinance or the town's subdivision regulations may be altered without restriction. Glenn – for interpretation the Planning Board can alter the subdivision requirements based on section 8.03 - all decisions are weighted in the favor of the applicant not the Town. Dwayne clarified three lots short by 3,200 square feet. Kurt the overall acreage is short – can't give up conservation area. Dwayne – when were the sections amended – for most current? Kurt and Glenn same date. Kurt – we need to make a decision. You can see we are at a negative thought process coming out of the board, we have three options: 1. A motion to approve or deny; 2. Send back and see if something different you want to do; or 3. Change the number of lots or acquire 3,200 square feet. If we deny, you can go to the ZBA to appeal. They are able to overturn our decision. Steve – speaking with the applicant. May I approach – can we table this and let this sink in. What Glenn read opens the discretion of the board – the board would be allowed to make the decision. We are close very close. Would we be able to continue to the next meeting. Dwayne Prescott made the motion to continue this to the next meeting. Katy Mann seconded. Discussion – Dwayne does the fact that none of the abutters did not make an appearance make a decision on the outcome. Lee Jay – no. Vote 5 – 0, continued.

- **Thomas Blesso – “Sweet Fern Acres” Preliminary/Final Approval** – Steve Everett represented Thomas Blesso. Kurt this is Preliminary – Steve – correct. Kurt – I read through Tom's responses. Any questions from the Board? Dwayne – two different decisions. As a subdivision can subdivide and the other is the use of the property. Should we pass the subdivision and then determine the use. Or is the conditional use in question. Lee Jay no application for the conditional use. As long as the subdivision meets the requirements the land can be divided. However, it has been made aware that the applicant wants to put uses on the property that are not allowed. The board can put conditions on the approval for a primary use for when the building permit is issued based on lot by lot. Dwayne – noticed under conditional use clarified between accessory structure anything from #12 latitude by Planning Board same like and kind. Lee Jay I would differ with you. Similar in character. Judi – come up with definition of residential garage and add to zoning regulations. Dwayne – if you look at the comp plan this meets the comp plan – brings in property tax at full 100% property value profit without taxing the school system and town. Lee Jay – this is not a business. Dwayne – falls completely within the Comp Plan! Judy Wirth – assured us that the water level run-off would not be going toward Pigeon Brook. Katy – we are only looking at the subdivision right now – correct? Kurt – yes. That is the only application before us. Kurt – if we adjust like Lee Jay said – if approved then it would be part of the plan. Lee Jay - To be recorded in the registry. Steve – how would you like me to state the note? Lee Jay will come up with the wording for the final note. Kurt – you will work with Steve to come up with the wording. Lee Jay – I will work with the board. The other thing the applicant should be aware of and the board also – this is the first one with an infrastructure and will need to follow the standard – the applicant come forward with a dollar or letter of credit while the road is being constructed. Kurt – Lee Jay is correct – need to have a third party standard before it becomes a public road. Steve – may I huddle with my client? Kurt – yes. Steve returned to the

podium. So for the approval – if the road may become or the current owner has the ability couldn't you insist that it be brought to the current standards or leave as a private drive for the six lots? Dwayne – it is not appropriate to leave the maybe in. you need to put a note on the plan to say it will remain a private road with no intention to make it public. Steve - if I change the note the new owner can come to the town if they bring it up to the current standard. Lee Jay – please be aware of 12.04 Performance Guarantee has “shall's” not “mays”. Judy – what about a general note on the road association? Kurt – you can enter the note about a road association on the plans. Lee Jay explained/read 12.04 to the audience and the Planning Board. Dwayne – the Performance Guarantee is a guarantee to the town that the work will be performed. Kurt – we will work on the wording and communicate it to you. Steve – isn't the structural height the CEO's responsibility? Dwayne – if it is listed in the Zoning Ordinance and not said this where it gets “squirrely.” Kurt – so it is back to the applicant – your letter addresses residences. Steve – I will put something on the plan. Kurt – we have done dozens with lots for sale. Dwayne – my position is to not condition the entire plan – do one at a time to come before the Planning Board. Lets get the subdivision completed first then go forward with the conditional uses and clarify the road issue. Kurt – the reason to do now is the cost perspective – if done now then would not need to hire an engineer to inspect and guarantee that the road is at the current standard of that date. Steve – the road may not go public so the money would be wasted. Kurt – yes. Kurt Clason made the motion that Sweet Fern Acres has completed preliminary and ready to go to Final on September 7, 016. Judi Carll seconded. No discussion. Vote 5 – 0.

V. COMMUNICATION

- **Glenn Charette – Up-date on Shoreland Ordinance** - The Board of Selectmen held their Public Hearing on the Shoreland Ordinance. Many attended but not nearly as many as for the Planning Board Public Hearing. The argument was still there on the docks. The Board gave the public 30 days to provide written comment on the ordinance. They will take a boat tour on Saturday. The Board would like to schedule a workshop with the Planning Board. I encouraged them to get it completed by the end of the year. Tim Neill commented that it was nice to see the Planning Board dealing with complicated issues.

VI. MISCELLANEOUS

- **Lee Jay Feldman** - you have in front of you the proposed realignment Table of Contents for the Zoning Ordinance. It flows better with this alignment. The Site Plan Review has been moved in its entirety into the Zoning Ordinance. Specialty use standards are grouped together; propose to move from Article 7 to Article 4. You are able to see where to current location is and where it will be moved to. You do not have to make a decision this evening – I wanted you to see the progress thus far. It will not go to the Board of Selectmen until after the entire Zoning Ordinance is done. Judy – Design Standards have not been scheduled by the Board of Selectmen.
- **Glenn Charette** – I have been with the Town now for a year and a half - it bothers me that in one situation I am told to walk away from the ordinance and Where the ordinance is vague I am told this is the way it should be. It is up to me to interpret the ordinance, not the town attorney, not the administrator not

the Planning Board. She gives me her opinion. The Planning Board’s duty is to pressure the Board of Selectmen to find the money to fix the ordinance. I take things to Lee Jay and sometimes we agree and sometimes we don’t. It is my interpretation. With the prior applicant situation, I still stick to my opinion that it should be allowed. Sometimes I make the applicant happy sometimes I don’t and sometimes I am wrong. I am not going to make any further comment as the applicant is not here. I take my job very seriously. Kurt – So glad we have two experts to give us counsel. The Board does not mean to say we disagree or don’t value your opinion – the Planning Board strongly values your opinion and interpretation. For a long time we worked in a vacuum. Don’t want to make you feel that way. Glenn – I commend you on what you are doing. You have two very difficult situations that you need to have to make a decision on. Judy – how would one pressure the Board of Selectmen? Glenn- Create a pack – have the residents pressure to get the work done, send out letters, emails. Lee Jay – agreed with Glenn, situations all time. Kurt – we will provide a line budget for the next year. Tammy – need to be ready for the first of the year as the Budget Committee starts meetings shortly thereafter. Lee Jay – it will be good when re-written. Active EDC wants the business side but also wants to protect the citizenry. Dwayne – can you get us a preliminary project proposal? Lee Jay – yes. Glenn - Mr. Lamb is behind both Lee Jay and myself and knows the issues we face.

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 8:20 pm. Judy Wirth seconded the motion. No discussion. Vote 5 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

September 7, 2016

7:00 p.m.

There was no meeting of the Planning Board on September 7, 2016. All agenda items were moved to the next scheduled Planning Board meeting, September 21, 2016.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

September 21, 2016

7:00 p.m.

Regular Meeting

I. ROLL CALL

Present: Kurt Clason Lee Nelson Judi Carll Dwayne Prescott Judy Wirth
Steve Letellier Ted Doyle

Absent:

Others: Tim Neill Stephen Everett Aaron Additon Thomas Blesso Nicole Boucher
Diane Madruga Tim Folley Scott Bernier Patricia Bernier
Lee Jay Feldman Glenn Charette David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:00pm on September 21, 2016.

Kurt stated a quorum has been met with the members present. Ted Doyle was introduced as the newest Planning Board member and welcomed by the other Board members.

Kurt reviewed the agenda. Then placed the Minutes and election of officers on hold to later in the meeting.

II. MINUTES OF PREVIOUS MEETINGS

- **July 6, 2016** - Kurt Clason made the motion to accept the Minutes of July 6, 2016. Dwayne Prescott seconded. No discussion. Vote 4-0-3 (Nelson, Wirth. Letellier)
- **August 17, 2016** – Judi Carll made the motion approve the August 17, 2016 minutes. Judy Wirth seconded. No further discussion. Vote 4-0-3 (Nelson, Letellier, Doyle)
- **September 7, 2016** – Kurt Clason made the motion to accept the minutes of the non-meeting on September 7, 2016. Steve Letellier seconded. No further discussion. Vote 7 – 0 accepted.

III. NEW BUSINESS & PUBLIC HEARINGS

- **Election of FY 2017 Planning Board Officers** – Dwayne Prescott made the motion to nominate Kurt Clason as Chair. Judy Wirth seconded. No discussion. Vote 6-0-1 (Clason). Dwayne Prescott made the motion to nominate Lee Nelson as Vice-Chair. Judi Carll seconded. Vote 6-0-1 (Nelson).
- **Tim Folley – Social Significance Daycare – 305 Main Street Map 5 Lot 53** – Tim Folley gave an overview of the daycare project. Glenn has been out to review the site location. Need to make the bathrooms ADA compliant. Located in the General Purpose Zone and is a conditional use for that zone. Judi Carll – School? Tim – special-ed preschool. Judi – daycare not school! Tim Neill – extremely high need for

a special-education daycare. Dwayne Prescott – what is the difference between a daycare and a school? Tim – the licensing. Dwayne – listing as daycare? Tim – yes. There will be no more than 12 in the immersion classroom only 6 will have special needs. Judy Wirth – more caring and less school environment. Steve Letellier safety issues? Kurt – falls under code. Dwayne Prescott made the motion to approve this application. Judy Wirth seconded. No further discussion. Vote 7 – 0 in favor of approval of Social Significance Daycare. Kurt reminded the applicants that will need to work with Code before opening.

IV. OLD BUSINESS

➤ **Aaron Additon – “Blueberry Fields” 3-lot subdivision Final**

Approval/Discussion – Steve Everett approached the podium representing Aaron Additon. Steve provided the Board with an overview thus far. Kurt – does not meet square footage requirements. Steve – moving forward with the plan as 8.03 allows the Board to condition the requirements. Judi – Section 3, Article 14 – can’t use to increase density, then 8.03 reads - The clustering of residential housing units is permitted by this ordinance. Clustered housing developments are a conditional use in all zoning districts (see Sections 3.04-3.08)--as such they are subject to all of the requirements and approval procedures of Article 4 except that the time provisions of Section 4.01 are extended to sixty (60) days. The clustering of housing units may be undertaken on any size parcel of land which is owned or under the control of a single developer. The overall density of housing permitted in a particular district and at a minimum cluster developments must comply with the substantive provisions of Article 5, 6, and 7 and the height limitations imposed in each district. Steve – read the last sentence of 8.03. Judi – it refers to the dimensional requirements. Refers to fact to put buildings closer together. As example – C&K Apartments, Applewood, and Middle Road all clustered. Steve – it says area requirements. “However, all layout, dimensional, and area requirements imposed by this ordinance or the town's subdivision regulations may be altered without restriction.” Area requirements. Judi – look at PUDs almost the same sentence the ordinance does not allow for increased density. The wording is ambiguous, Town won. Steve the statement gives leeway to the applicant. Kurt open for remaining Board to make comments. Judy – have ordinance to be followed; Ted – confident to make decision; Kurt – 2.08 allowed to make changes on setback – prohibited to do variance; Ted – go to ZBA because of the vagueness – go in favor of the applicant; Dwayne – alter without restrictions 2.08 sends them to the ZBA; Aaron – read 2.08 can’t do variance so go to ZBA but even if the area required is less than 2 percent? Dwayne – it goes back to 8.03. Lee Jay – legal status – he read Article 13 Cluster development definition. Last sentence may not increase overall density. Judi – it does not matter how much; it is short. Lee Jay offered one other way to go – table and go to ZBA for clarification. Or 2. Make determination and 1. seek a variance or 2. an administrative appeal. Dwayne – there is a third option – 2 lots. Glenn encouraged the Board to make a decision this evening. Kurt Clason made the motion for Blueberry Fields to be denied due to lack of square footage. Judi Carll seconded. No further discussion. Vote 6 Yea – 1 No (Nelson in favor) Denied due to lack of square footage.

➤ **Thomas Blesso – “Sweet Fern Acres” Preliminary/Final Approval –**

Lee Jay Feldman – before we start – it was left at the last meeting that I would provide a condition wording. The Planning board is reviewing this application from a technical subdivision. So the wording will not be required. Steve Everett approached the podium representing Thomas Blesso. Steve provided the Planning Board with an overview of the subdivision to this point. Kurt – the conditional use is off the table and we are looking at a 7-lot subdivision. Lee Jay – a building permit can be appealed within 30 days of issue. Kurt – final review of “Sweet Fern Acres.” Any questions from the Board? Judy – 7 huge lots; Judi – fire protection? Glenn – applicant needs to indicate fire suppression on the final design that will be signed. Lee Jay – it can be built in under Code. Steve – fire protection kicks in with the 6th lot. Judi – 5 or more need fire suppression. Steve – did not require cistern until 6th structure put in – it has happened before. We will put something with fire protection. Glenn – it needs to be fire department approved. Lee Jay – if non-residential can they be sprinkled? Glenn – yes. The first structure has to have fire suppression. Dwayne Prescott made the motion to approve the subdivision application with the condition that a fire suppression plan is noted. Lee Nelson seconded. Discussion – fire department acknowledges the fire suppression plan. Vote 7 – 0 approved 7-lot subdivision.

V. COMMUNICATION

VI. MISCELLANEOUS

- **Lee Jay Feldman** – I am looking to get your agreement on the reshuffling of the Zoning ordinance – the realigning only – no ordinance work. Need just a head nod. Also, want to also give you the heads-up on a Boardsmanship workshop on October 20, 2016 in Sanford, please let tammy know if you would like to attend. The Town will pay for the workshop if you decide dot go.
- **Judy Wirth** – Design Standards have been sent to the Board of Selectmen – when will it make it to their agenda? Tim Neill will ask at the next meeting and Lee Jay will ask Gary on Thursday.
- **Tim Neill** is the official Planning Board liaison.
- **Tammy** is to add signing of documents to the agenda.

VII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 7:56 pm. Dwayne Prescott seconded the motion. No discussion. Vote 7 - 0 in favor.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
October 5, 2016
7:00 p.m.

Regular Meeting

I. ROLL CALL

Present: Kurt Clason Lee Nelson Judi Carll Dwayne Prescott Judy Wirth
Steve Letellier Ted Doyle

Absent:

Others: Tim Neill Lee Jay Feldman Glenn Charette David Lowe Tammy Bellman

Kurt Clason called the Planning Board meeting to order at 7:02pm on October 5, 2016.

Kurt stated a quorum has been met with the members present.

Kurt reviewed the agenda.

II. MINUTES OF PREVIOUS MEETINGS

- **September 21, 2016** – Judy Wirth made the motion to accept the minutes of September 21, 2016. Ted Doyle seconded. No further discussion. Vote 7 – 0 approved.

III. NEW BUSINESS & PUBLIC HEARINGS

- **Dwayne Prescott – Planning Board By-Laws** - brought up the removal of the Secretary position in the Planning Board By-Laws. The Secretary or Chair would sign the minutes based on both Roberts Rules and the Town Charter. When the by-laws were amended did we stray too far from Robert's Rules? Should we put the Secretary position back into the By-laws? Lee Jay – don't need to have secretary position because Tammy takes the minutes – it can be added back in. I will work on the wording and bring it back in. The Planning Board all agreed.

IV. COMMUNICATION

V. MISCELLANEOUS

- **Lee Jay Feldman** – On October 20, 2016 at 7pm is the Fall Legal Workshop for the ZBA and Planning Board members. There is new information some will be the same there are new law cases – changes to the way things are being done.

VI. ADJOURNMENT

- Kurt Clason made a motion to move the October 19, 2016 Planning Board meeting to Thursday, October 20, 2016 and adjourn the meeting at 7:11pm. Judy Wirth seconded the motion. No discussion. Vote 7 - 0 in favor of postponing the October 20 meeting and adjourning.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

October 20, 2016

7:00 p.m.

Regular Meeting

I. ROLL CALL

Present: Kurt Clason Lee Nelson Judi Carll Dwayne Prescott Judy Wirth
Steve Letellier Ted Doyle

Absent:

Others: Tim Neill Dwayne Woodsome Glenn Charette Tammy Bellman

The Planning Board meeting for October 19, 2016 was moved to October 20, 2016 with the Planning Board members meeting at the City of Sanford city hall for the SMPDC Fall Legal Workshop for Planning Board and ZBA members from 7 to 9pm. Natalie Burns was the presenter.

II. MINUTES OF PREVIOUS MEETINGS

III. NEW BUSINESS & PUBLIC HEARINGS

IV. COMMUNICATION

V. MISCELLANEOUS

VI. ADJOURNMENT

➤ The workshop concluded at 9:07pm.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

November 2, 2016

7:00 p.m.

Regular Meeting

I. ROLL CALL

Present: Lee Nelson Judi Carll Dwayne Prescott Judy Wirth Steve Letellier
 Ted Doyle

Absent: Kurt Clason

Others: Tim Neill Lee Jay Feldman David Lowe Tammy Bellman

Lee Nelson called the Planning Board meeting to order at 7:01pm on November 2, 2016.

Lee stated a quorum has been met with the members present.

Lee reviewed the agenda.

II. MINUTES OF PREVIOUS MEETINGS

- **October 5, 2016** – Judi Carll made the motion to accept the minutes of October 5, 2016 as printed. Dwayne Prescott seconded. No further discussion. Vote 6 – 0. Approved.
- **October 20, 2016** - Judi Carll made the motion to accept the minutes of October 20, 2016 as presented. Steve Letellier seconded the motion. No further discussion. Vote 6 – 0. Approved.

III. NEW BUSINESS & PUBLIC HEARINGS

- **Planning Board By-Laws – Revision** – Dwayne Prescott made the motion to bring the Secretary position back to the Planning Board By-laws. Ted Doyle seconded. No discussion. Vote 6 – 0; added back in.
- **Election of Secretary** – Dwayne Prescott made the motion to nominate Judy Wirth for the Secretary position of the Planning Board. Judi Carll seconded. No discussion. Vote 5 – 0; elected.

IV. COMMUNICATION

- Lee Jay Feldman – shared the Board of Selectmen held their Public Hearing on the Shoreland Zoning Ordinance. Three wording changes were noted and will come back to the Board of Selectmen on November 22, 2016 for a vote.

- Design Standards are scheduled to go on the agenda on November 22, 2016. Judy asked if they could talk to people about the meeting/public hearing and the Design Standards. Yes per Lee Jay.

V. MISCELLANEOUS

VI. ADJOURNMENT

- Judi Carll made the motion to adjourn the meeting at 7:13pm. Ted Doyle seconded the motion. No discussion. Vote 6 - 0 to adjourn.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

November 16, 2016

7:00 p.m.

There was no meeting of the Planning Board on November 16, 2016. All agenda items were moved to the next scheduled Planning Board meeting, December 7, 2016.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

December 7, 2016

7:00 p.m.

Regular Meeting

I. ROLL CALL

Present: Lee Nelson Judi Carll Dwayne Prescott Steve Letellier Ted Doyle

Absent: Kurt Clason Judy Wirth

Others: Tim Neill Lee Jay Feldman David Lowe Tammy Bellman

Lee Nelson called the Planning Board meeting to order at 7:01pm on December 7, 2016.

Lee stated a quorum has been met with the members present.

Lee reviewed the agenda.

II. MINUTES OF PREVIOUS MEETINGS

- **November 2, 2016** – Judi Carll made the motion to accept the minutes of November 2, 2016 as presented. Ted Doyle seconded. No further discussion. Vote 5 – 0. Approved.
- **November 16, 2016** - Dwayne Prescott made the motion to accept the non-minutes of November 16, 2016 as presented for no meeting. Steve Letellier seconded the motion. No further discussion. Vote 5 – 0. Approved.

III. NEW BUSINESS & PUBLIC HEARINGS

IV. COMMUNICATION

V. MISCELLANEOUS

- 2017 Planning Board meeting dates presented.
- January 19, 2017; 7pm Lyman Town hall there will be a workshop put on by Mike Morse of the MDEP. The main topic will be relocation to the greatest practical extent.
- Notice of Zoning Board of Appeals hearing on December 1, 2016 and continuation to December 8, 2016.

VI. ADJOURNMENT

- Dwayne Prescott made the motion to adjourn the meeting at 7:17pm. Judi Carlil seconded the motion. No discussion. Vote 5 - 0 meeting adjourned.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

December 21, 2016

7:00 p.m.

There was no meeting of the Planning Board on December 21, 2016. All agenda items were moved to the next scheduled Planning Board meeting, January 4, 2017.

Approved Date: _____
