

**TOWN OF WATERBORO**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**January 4, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

Present: Lee Nelson   Dwayne Prescott   Judi Carll   Judy Wirth   Ted Doyle  
David Christensen

Absent: Steve Letellier

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

Lee Nelson called the Planning Board meeting to order at 7:00pm on January 4, 2017.

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

Lee moved new business to the front of the agenda.

**II. MINUTES OF PREVIOUS MEETINGS**

- **December 7, 2016** – Judi Carll made the motion to accept the minutes of December 7, 2016. Dwayne Prescott seconded. No discussion. Vote 5 – 0 – 1 (Wirth Absent).
- **December 21, 2016** – Lee Nelson made the motion to accept the minutes of December 21, 2016. Judy Wirth seconded. No discussion. Vote 6 – 0.

**III. NEW BUSINESS & PUBLIC HEARINGS**

- **Tim McCoy – Map 4 Lot 55 General Purpose – Vehicle Repair Facility – Conditional Use** – Tim McCoy introduced himself to the Planning Board. Tim provided the Board with an overview of the proposed project – bringing the use into compliance – needed a Conditional Use permit from the Planning Board. Has been a mechanic repair shop since the 1970's – Tim provided the Board a history of the parcel in their packet. He is looking to rent the property to a mechanic to do only mechanical work – NO body work and NO painting. Inspections not at this time. Glenn Charette, CEO offered that inspections could be included on the Conditional Use if Tim wanted. It would cover any future use including inspections. Dwayne Prescott – do you plan on limiting the number of cars? Glenn – we need to discuss that this evening. Judy Wirth – the renter will then needed to comply? Glenn explained his letter to the Board – the business is allowed in the General Purpose Zone (GP). The reason we are here is that there is nothing in the parcel file to indicate that this business was permitted or not. Without a permit then it cannot be “grandfathered” – for applicant if Planning Board authorizes the use – Code permits the use. Recommending no more than 2 unregistered and un-inspected vehicles. There are junked vehicles on the property and working to fix the violation – still has five vehicles- the Planning Board can

condition the approval by coming into compliance. The CEO and Fire Marshal will do the inspections. Judi – trailers? Glenn – there is no ordinance saying yes or no; could be a nuisance; but there is no ordinance. Tim – the property is being dressed up; Dave, lessor, will be doing the inspections to make compliant; vehicles are registered; having town water put in; bathroom being remodeled to be compliant. Glenn – it would be harsh to table; Planning Board conditions to come into compliance- think this is fair – compliance will be the CEO’s job. David Christensen – limiting uninspected vehicles – any limit on inspections and registered vehicles? Glenn – ten has been the standard. Glenn – Fire Marshall and CEO will make recommendations and requirements before – CEO recommends 2 vehicles stay and others go. Tim – I have spoken with the other vehicle owners to remove them – still waiting for a couple to take theirs. Judi Carll made the motion that we give permission for a repair and inspection station with the following conditions: no more than 2 unregistered uninspected vehicles; and no collection of parts on the outside of the building; and the building, plumbing, electrical, and fire prevention shall meet minimum code requirements and maintain those requirements for the life of the business; and a maximum number of ten vehicles to be worked on will be allowed on the property at any given time. Ted Doyle seconded the motion. No further discussion. Vote 6-0 to approve the Conditional Use. Tim will let Glenn know when the facility is ready for any and all inspections/walk through.

#### IV. OLD BUSINESS

#### V. COMMUNICATION

#### VI. MISCELLANEOUS

- **January 19, 2017 Lyman MDEP** – Judi Carll made the motion to move the meeting date of January 18, 2017 to January 19, 2017 at the Lyman town hall with Maine DEP at 7pm. Dwayne Prescott seconded. No discussion. Vote 6 – 0 meeting moved to January 19 in Lyman.
- **Article 7 Section 7.10 Design Standards – effective December 22, 2016** – tammy explained that the Commercial Design Standards went into effect on December 21, 2016. The Planning board was provided with the necessary pages to change their individual Zoning Ordinances.
- **Glenn Charette commented on Boardsmanship** – if you are following Roberts’ Rules, please direct questions to the Chair/Vice-Chair; the Chair will then determine if the applicant should be asked the question. Usually, the Chair will ask the applicant the question.

#### VII. ADJOURNMENT

- Judy Wirth made the motion to adjourn at 7:35 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 19, 2017**

**7:00 p.m.**

**Regular Meeting**

**I. ROLL CALL**

Present: Lee Nelson   Judi Carll   Judy Wirth   Steve Letellier   Ted Doyle  
David Christensen

Absent: Dwayne Prescott

Others: Tim Neill

The Planning Board meeting for January 18, 2017 was moved to January 19, 2017 with the Planning Board members meeting at the Lyman Townhall for a MDEP workshop for area Planning Boards and ZBA members from 7 to 9pm. Mike Morse 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**  
**February 1, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

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

Absent: Judy Wirth

Others: Tim Neill   Lee Jay Feldman   David Lowe

Lee Nelson called the Planning Board meeting to order at 7:00pm on February 1, 2017.

**II. MINUTES OF PREVIOUS MEETINGS**

- **January 4, 2017** – Judi Carll made the motion to accept the meeting minutes of January 4, 2017. Dwayne Christensen seconded. No discussion. Vote 5 – 0 – 1 (Letellier Absent). Approved.
- **January 19, 2017** – Ted Doyle made the motion to accept the minutes of January 19, 2017. Steve Letellier seconded. No discussion. Vote 5 – 0 – 1 (Prescott Absent). Approved.

**III. NEW BUSINESS & PUBLIC HEARINGS**

- **Election of Officer – Chair** Lee Nelson nominated Dwayne Prescott for the position of Chair. Steve Letellier seconded the motion. No discussion. Vote 6 – 0. New Chair is Dwayne Prescott.
- Dwayne Prescott took over as Chairman of the Planning Board at this time.

**IV. OLD BUSINESS**

- Distribution of the newly enacted, December 23, 2016, Shoreland Zoning Ordinance. Please put this in your Planning Board notebook of Ordinances.

**V. COMMUNICATION**

- **Up-date on Workshop with Board of Selectmen and Economic Development Committee** Lee Jay Feldman – shared that the Economic Development Committee, Chaired by Chuck Morgan of Southern Maine Planning and Development Commission held a workshop with the Board of Selectmen regarding Tax Increment Financing District (TIF). How one operates and how it could potentially assist Waterboro with future economic growth. There will be a lot of work going on behind the scenes on the development of potential TIF Districts. There will be additional workshops and a potential public hearing going forward.

## **VI. MISCELLANEOUS**

- Lee Jay Feldman up-dated the Planning Board on contract zoning and the Comprehensive Plan based on the discussion between Shawn Shoemaker and the Board of Selectmen. Shawn Shoemaker and Chris Dennis had initially requested a contract zone in North Waterboro. Shawn and Chris are now weighing the options between a contract zone and a zone request change. The Board of Selectmen have requested a master plan and the development that would be coming before the Town in the future of the 28 acre development. I approached Shawn with the adoption of the Comprehensive Plan and the review of the Zoning Ordinance with the potential change occurring in the zoning districts. What is there know, may or may not be able to be put there later on. We are not able to foresee the future of the zoning uses and what might be allowed and what would be a conditional use. With the development of the parcel covering from one to ten or more years and him thinking that would be ok during the tenth or longer year – the current zoning ordinance would not necessarily allow the future thinking. Contract Zoning would be an agreement between the Town and the Developer to negotiate in good faith. It might involve for example, providing for an up-grade in the roads or the intersection or create a trail system. The Board of Selectmen want to see his Master Plan for the property prior to them making a decision. A lot depends on the modifications that the Planning Board makes to the Zoning Ordinance. Not sure how this will play out and wanted to keep the Planning Board in the loop. Steve asked about what happens if he purchases an abutting property? Dwayne replied that it will be addressed at that time. The property is currently a split parcel – both Village and Agriculture-Residential.

## **VII. ADJOURNMENT**

- Judi Carll made the motion to adjourn at 7:15 pm. Steve Letellier seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned to the workshop.

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
***PLANNING BOARD***

***MEETING MINUTES***

**February 15, 2017**

**5:30 p.m.**

**The Workshop slated for the February 15, 2017 Planning Board was cancelled due to the weather.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
***PLANNING BOARD***

***MEETING MINUTES***

**March 1, 2017**

**5:30 p.m.**

**The Planning Board held a workshop on March 1, 2017 reviewing the Zoning Ordinance Article 14 – Definitions.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**March 15, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

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

Absent:

Others: Tim Neill Lee Jay Feldman Steve Blake David Benton, Sr. David Lowe  
Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on March 15, 2017.

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

Dwayne moved Old Business: Waterboro Heights to the front of the agenda.

**II. OLD BUSINESS**

➤ **Waterboro Heights – Bill Thompson, BH2M SKETCH Plan Review**

Steve Blake is representing Bill Thompson this evening. Steve proceeded to the podium and provided an overview thus far of the project:

- Since the last meeting with the Planning Board there has not been a lot of design changes – only resource changes;
- Reconfigured thirteen lot subdivision;
- Up-grades to Panoramic Drive up to Tristen Way and into Meadowbrook - they will be designed to Town Road Standards – ultimately with Town acceptance;
- Drainage has been addressed;

Planning Board concerns: Lee Jay – gravel is not acceptable for emergency and maintenance vehicles; the big issue was that the distance between Panoramic and Tristen were not constructed up to town standards and passable for year round use.

Dwayne – options – build with a bond and then build or build roads first then build residences. Discussing going all the way from Deering Ridge Road through to Meadowbrook Road. The Highway Entrance Ordinance you just received will need to be met prior to any consideration for the roads to be accepted.

Lee Jay – Figure the cost when you return to the Planning Board, for preliminary approval, for construction of these roads for potential bonding.

Dwayne – our preference would be for town standards from one end to the other end on Tristen. Dave Benton responded with if asphalted the fact if hauling over

it then it does not need to be to standards then, but when the final certificate of occupancy then it will need to be completed and asphalted.

Dwayne – then we will attach the final to the occupancy permit.

Steve – the collector road to town standards. Dwayne – yes.

Lee Jay – recapping: dry hydrant at existing pond – hammer head/fire truck easement – cluster relevant to total acreage – maintain open space. More information will come as we get closer to the preliminary and final approval.

Judi – will you intend to sell the lots prior to building or build then sell?

Steve – do not know what the final will be – it has been completed. There has been a meeting with DEP and will require the DEP details and permitting at the next Planning Board meeting.

Dave Benton, Director of Public Works and Road Review Committee member came to the podium. Regarding the area near the dry hydrant the Road Review Committee commented that the dry hydrant area should be expanded so the fire trucks can get closer to the dry hydrant. The roads being completed to town standards are greatly appreciated due to safety issues – a very scary situation to be thinking about. Brookside will need to be modified accordingly, due to the number of vehicles coming and going. As DPW and a Road Review Committee member this makes both parties happy. Glad Andy is doing it this way.

Lee Jay – Steve what is your timeframe for coming back for preliminary – Steve – about three months. Should have an agreement with the board. Dwayne should it be about June 31 – three months when you return. If not nailed down then we would need to review again and delay. Let Tammy or Lee Jay know about when you will be returning. Steve thought it would be before the three month mark.

Lee Jay – memo provided but there are minor items missing on the plan. If you decide to accept this then we can condition the plan at preliminary for the final. (Per checklist provided by BH2M the following are not submitted by the applicant: proposed layout of the drainage ditches; shows existing ledge outcropping; historical preserves and trees of unusual size or interest.)

Steve Letellier made the motion to accept the SKETCH Plan with the conditions of checklist not provided. Dave Christensen seconded the motion. No further discussion. Vote 7 – 0 SKETCH Plan accepted with conditions.

### III. COMMUNICATION

- **DMJ Parks, LLC - Notice of Intent to file with MDEP letter** – Lee Jay explained that this was a formal process for MDEP. They handle a public hearing for the filing.
- **MDOT Notice – Rumble Strips** – Dave Benton explained the that MDOT are planning on starting the project this summer. The rumble strips will go from the Alfred 55 mph area to Route 35 in Waterboro. There will be none at any intersections. They are being made more shallow to prevent potholes. It will be a rolling operation so there should be no traffic delays. The information is also available on the town website.

#### **IV. MINUTES OF PREVIOUS MEETINGS**

- **February 1, 2017** – Ted Doyle made the motion to approve the meeting minutes of February 1, 2017 as submitted. Steve Letellier seconded. No discussion. Vote 7 - 0. Approved.
- **February 15, 2017** – Judy Wirth made the motion to approve the meeting minutes of February 15, 2017 as submitted. David Christensen seconded. No discussion. Vote 7 - 0. Approved.
- **March 1, 2017** – David Christensen made the motion to approve the meeting minutes of February 1, 2017 as submitted. Ted Doyle seconded. No discussion. Vote 6 – 0 0 1(Nelson – Absent). Approved.

#### **V. NEW BUSINESS & PUBLIC HEARINGS**

#### **VI. MISCELLANEOUS**

#### **VII. ADJOURNMENT**

- Judi Carll made the motion to adjourn at 7:15 pm. Steve Letellier seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned to the workshop.
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**VIII.** Planning Board signed the approved minutes and remaining minutes from 2015 and 2016.

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
***PLANNING BOARD***

***MEETING MINUTES***

**April 5, 2017**

**7:00 p.m.**

**The meeting for April 5, 2017 was cancelled.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**

**MEETING MINUTES**

**April 19, 2017**

**7:00 p.m.**

**I. ROLL CALL**

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

Absent: Judy Wirth David Christensen

Others: Tim Neill Lee Jay Feldman Glenn Charette Jamie Goodwin  
Crystal Goodwin David Alves David Lowe Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on April 19, 2017.

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

Dwayne moved New Business: Village Plaza to the front of the agenda.

**II. NEW BUSINESS &PUBLIC HEARINGS**

- **Village Plaza – SKETCH/Preliminary Approval – Southern Maine Realty Group Trust, LLC – Tax Map 18 Lot 6 – Commercial Development** – Steve Everett gave an overview of the commercial project. Dave Lowe projected the plot plan to the overhead for better viewing. This is a three to four phase project consisting of phase one then 2 and then three and four. At this time the tenants are unknown. The green area on the overhead with the stream is the FEMA Flood Zone approved in 1985; this is different than the flood maps; the flood zone has been delineated. The red area is emergency access; not surfaced area nor pavement. The heavy dark line will be paved; 40 parking spaces per unit(phase). Phase 1 – 50' x 50' cubicles proposed; will ultimately be determined by the tenant; utility pole will be moved to property line with another pole; water will be coming off the 12" main into a 6" line to the buildings; hydrant at the opening of the plaza; snow removal will be plowed to the riprap area; the tarred area will be graded to serve as a level spreader for the stormwater; septic fields have been reserved; Alex Fennimore designing concrete chamber system with an H2O load rated; fill will be required if using large chambers. The proposed garage maintenance area is 60 x 60; the solid waste area will be located behind the maintenance garage with a berm if needed. Put into scale a tractor trailer for turning radius of both emergency vehicles or front door deliveries or rear deliveries. The turn radius has a 30 foot radius for this size tractor trailer vehicle. Board questions: Judi – propane tanks? Steve – they are buried with two behind each building. Judi – please consider that a large overhang in front will have the snow falling off it and onto the sidewalk – perhaps think of changing. Dwayne – dumpsters? Steve – behind the maintenance garage. Dwayne – fenced? Steve – they will be hidden or small ones behind each unit. Steve Letellier – setback on phase 1 and phase 2? Steve – no parking behind the unit; 40 feet. Dwayne –

consider paving for the dumpster for easier access. Steve- compacted gravel for solid waste area. Dwayne – It is close to the wetlands, please include the setback from the wetland. Steve – will be on the next version. Lee Jay – no public hearing has been set yet – the steps to do before the public hearing are to find the application complete then set the site walk date and time and then the public hearing. Glenn Charette requested that the ADA parking spaces be noted on the plan; the stop sign legend on the exit side and change the wording for the 6' elevated walkway to 6' wide sidewalk. Lee Jay – noted that a number of things need to be added to the plan: dumpster concrete pad, wetlands located, need for erosion control detail sheet, need for lighting cut sheet. Background on the Site Plan Review meeting: those in attendance were Fire, DPW, two Planning Board members, Water District rep, Town Planner and Code Enforcement. Letters have been received from the Fire Department and the CEO. Tammy will obtain the letters from the water district and the DPW. The next submittal package will need design information to see if they meet the commercial design standards. A copy for Article & Subsection 7.10 was distributed to the applicants for their records. Dwayne Prescott made the motion to find the application complete with the site walk on May 3, 2017 at 6 pm and the the Public Hearing to follow at 7pm. Steve – the waivers will be ready for the next meeting. No second was received on the motion, Dwayne recalled the motion. Steve asked what the Planning Board would like to see at the site walk. Glenn – put sticks at the front corners of the buildings – should not create a hardship. Steve – doing the topography now – pitch toward back more than the 202 side – 5-6' of rip rap before getting to any growth. Dwayne – Town Planner or CEO should get the Stormwater Management Plan. Lee Jay – this was discussed at the Site Plan Review – not needed as it will be a 2/3 – 1/3 spreader and distance to water. Glenn agreed with Mr. Feldman nothing will be getting beyond the growth. Dwayne Prescott made the motion that the application is complete. Ted Doyle seconded. No further discussion. Vote 5 – 0 that the application has been found complete.

- **Appointment of Glenn Charette as Planning Board Designee** – Glenn explained that the Shoreland Ordinance on page 6 – foundation(2) can designee CEO as Planning Board representative – move back to the furthest practical extent possible – as CEO I am used to looking at – this can be a case by case or at one time. Dwayne – do each time it comes up- if meets gets permit – moves forward if does not meet then they can come before the Planning Board. Glenn - there are two pending cases – Amy Lane and Connolly Point; the meeting would be in person no phone calls to discuss. Judi Carll made the motion to appoint the Code Enforcement Officer as designee on Connolly Point and Amy Lane. Steve Letellier seconded. No discussion. Vote 5 – 0 to appoint as Planning Board Designee.

### **III. COMMUNICATION**

- Glenn Charette shared that the new building codes are figured to be adopted October 2017. The Governor has signed off with the condition that 2009 Energy Codes stipulated back to MUBEK Board for approval for October 1, 2017.

### **IV. MINUTES OF PREVIOUS MEETINGS**

- **March 15, 2017 – Judi Carll** made the motion to accept the meeting minutes of March 15, 2017 as presented. Ted Doyle seconded. No discussion. Vote 5 – 0 Approved.
- **April 5, 2017** – Lee Nelson made the motion that we did not have a meeting. Steve Letellier seconded. No discussion. Vote 5-0 no meeting held.

**V. OLD BUSINESS**

**VI. MISCELLANEOUS**

- Lee Jay made note to the Planning board that SMPDC is looking into taking over the publication of the Planning & Use Laws. Is this of any interest of the Board? Yes per the Planning Board.

**VII. ADJOURNMENT**

- Judi Carll moved that we adjourn at 7:44pm. Steve Letellier seconded the motion. No discussion. Vote 5 - 0 in favor. Meeting Adjourned to the workshop.

**VIII. Planning Board signed the approved minutes.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**

**MEETING MINUTES**

**May 3, 2017**

**7:00 p.m.**

**Site Walk** – 6pm – Village Plaza - Southern Maine Realty Trust, LLC – 1029 Main Street, Waterboro – Commercial Three/Four Phase Development

**Roll Call:**

Planning Board Members: Dwayne Prescott    Lee Nelson    Judy Wirth    Judi Carll  
Steve Letellier    Ted Doyle

Absent: David Christensen

Others: Jamie Goodwin    Crystal Goodwin    Stephen Everett    Bob Crawford    Tim Neill  
Lee Jay Feldman    David Benton    Tammy Bellman

**Site Walk Findings:** Dwayne Prescott opened the site walk at 6:00pm at 1029 Main Street, Waterboro, and the site for the commercial development. Steve Everett gave an overview of the site layout. The Planning Board walked the perimeter of lot noting the setback from the stream, the front of the building markers, the septic area, the maintenance building area and the paved areas for parking. The Planning Board is interested in the setback from the brook and how far the septic design will infringe into the shoreland as the property naturally slopes away from the road side of the property. The wetland will further be separated by more rip rap to go from current location on the site plan to extend to the property line behind phase one and two buildings. Dave Benton showed the Planning Board how the waterlines will enter the property for each of the phases. The abutter question on the further removal of trees was addressed. There will be minimal tree removal as the property owner does not want any traffic from the abutting parking lot either. Dwayne closed the site walk at 6:30pm.

**I. ROLL CALL**

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

Absent:

Others: Jamie Goodwin    Crystal Goodwin    Stephen Everett    Tim Neill  
Lee Jay Feldman    David Lowe    Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on May 3, 2017.

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

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

## II. NEW BUSINESS & PUBLIC HEARINGS

- **Public Hearing: Village Plaza – Southern Maine Realty Group Trust, LLC – Tax Map 18 Lot 6 – Commercial Development** – Dwayne Prescott opened the public hearing at 7:02pm. Dwayne gave an overview of the Village Plaza project. Dwayne asked if there was anyone wanting to make a public comment regarding Village Plaza to step to the podium. No one responded. Dwayne Prescott closed the public hearing at 7:03pm.

Dwayne Prescott re-opened the Planning Board meeting at 7:03pm.

## III. OLD BUSINESS

- **Village Plaza – Review for Approval** - Steve Everett gave an overview of the commercial project to date including the information obtained at the site walk earlier this evening. Dwayne requested questions from the Planning Board members. Judy Wirth asked if the provided views were conceptual or actual. Jamie – concepts. Judy – brick? Jamie – no clapboards. Judy commented that the vestibules look nice on the front of the building. Jamie responded with they will be built based on the tenants. David Christensen wanted to know if any changes would require a re-visit to the Planning Board. Yes if a larger change than would be expected based on the tenants per Lee Jay. Lee Jay also offered that a condition of approval can be that if design plans change then the applicant provides a view prior to a building permit being issued. Judi Carll asked will Phase 1 look like 2, 3 and four. Steve Everett – only a major change if a fast food restaurant were to come in for phase 2. David – will the run-off be controlled at the end of the parking area? Dwayne – yes a natural and rip-rap. Lee Jay – DPW requested that the rip-rap be extended to the property line to allow for cleaner water than in the stream. Judy – mechanical equipment? Jamie – propane tank buried below grade and camouflaged in back of building. Ted – reclaim on gravel area? Dwayne – they have agreed to use the reclaim instead of gravel. Judi Carll made the motion to the stormwater management and nitrate study. Judy Wirth seconded. No further discussion. Vote 7 – 0 both requests waived. Ted Doyle made the motion to include the following conditions for approval:
  1. The applicant pays for SMPDC staff time to the town of Waterboro for the project review, Article III.C.
  2. The applicant provide an as built survey upon the completion of each phase of the development and submit it to the Planning Board for compliance review, Article III. D.
  3. The applicant provides a clerk of the works during Site Construction to provide written reports to the Code Enforcement Officer during the site construction process, Article III. E.
  4. If the building design, changes the applicant shall submit revised building plans to the Planning Board prior to the issuance of a building permit for each phase of building.
  5. No Certificate of Occupancy shall be issued until all of the improvements shown on the Site Plan (Associated with each phase) has installed or a sufficient Performance Guarantee has been posted for improvements including: drainage, grading, paving, and landscaping, Article III.K. David Christensen seconded. No further discussion. Vote 7 – 0 approved Site Plan.

#### **IV. COMMUNICATION**

- Lee Jay Feldman - the Planning Board had requested that I contact Lake Arrowhead Community about the rezoning name and I have heard back – as long as the primary uses remain they do not mind a name change for the zone.
- Lee Jay Feldman – You have been provided a definition for the animal standards – this will become the definition.
- Lee Jay Feldman shared with the Board a comment from a community member regarding changing the name of the area around Little Ossipee Lake with the Village Residential Zone.

#### **V. MINUTES OF PREVIOUS MEETINGS**

- **April 19, 2017** – Judi Carll made the motion that we accept the minutes of the April 19, 2017 meeting as presented. Ted Doyle seconded. No discussion. Vote 5 – 0 (Abstain Wirth and Christensen) minutes approved.

#### **VI. MISCELLANEOUS**

- Lee Jay made note to the Planning board that SMPDC is looking into taking over the publication of the Planning & Use Laws. Is this of any interest of the Board? Yes per the Planning Board.

#### **VII. ADJOURNMENT**

- Judi Carll moved that we adjourn at 7:31pm. Steve Letellier seconded the motion. No discussion. Vote 7 - 0 in favor. Meeting Adjourned.

#### **VIII. Planning Board signed the approved minutes.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**May 17, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judy Wirth   Judi Carll   Ted Doyle  
David Christensen

Absent: Steve Letellier

Others: Blake Masse   Renee Masse   Tim Neill   Lee Jay Feldman   David Lowe  
Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on May 17, 2017.

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

Dwayne moved New Business to the front of the agenda.

**II. NEW BUSINESS & PUBLIC HEARINGS**

- **Ptarmigan Ridge Estates – SKETCH Plan review** - William (Bill) Thompson will be representing Van Hertel, Jr. Bill gave an overview of the 6-lot subdivision referred to as Ptarmigan Ridge Estates located on Deering Ridge Road in East Waterboro. There will be individual wells and septic systems; the land slopes back from the road so each well will be in front and each septic will be in the rear. Topo detail, culverts and driveway information will be forthcoming. The land was recently logged. The driveways will have great sight distance; septic test pits will be accomplished. The subdivision is only 12.5 acres of the parcel being developed. It is located in the AR Zone (Agricultural-Residential Zone). Currently not in tree growth. Fire Protection will be discussed with the Fire Chief to see what he wants and what the ordinance requires. Dwayne – where do we stand on fire protection? Glenn presented the planning board and applicant with a copy of the ordinance regarding fire protection. Judi – sprinklers? Bill – not a problem. Judi – greenbelt? Bill – sides. Dwayne – culverts? Bill – working with Director of Public Works. Lee – up-date the inset, it is not in Hollis. Lee Jay – remainder of Deering parcel should be lot #7. At the bottom of the survey – no field work? Will it be certified by preliminary? Glenn – requested that the Planning Board require sprinklers as fire ponds went dry last summer and cisterns are not maintained – sprinklers are the way to go. Bill – driveways will be noted; sewerage areas noted on next set; wells – upper gradient. Dwayne – sprinkler systems standard for homes? Glenn – more reasonable fee and better systems. David Christenson - sprinklers get an annual review? Glenn – this would need to be addressed by the Planning Board. David – standards? Follow-up? Dwayne – then it falls on the home owner after the inspection. David – then at the same

point as cisterns and the fire pond – want to go on record to note that sprinkler systems should be reviewed annually. Lee Jay – the next steps would be to set a date for the site walk and public hearing; tests pits flagged and back lots flagged. Dwayne – Site walk June 21, 2017 at 6pm followed by a Public Hearing. Bill Thompson agreed and will get the information to Tammy the first or second week of June.

### **III. OLD BUSINESS**

### **IV. COMMUNICATION**

- The Findings of Fact was provided to the Planning Board.
- Lee Jay – looking at a fall release for the publication of the Planning & Land Use Laws. Working with Margaret Chase Smith Program for an intern to assist.

### **V. MINUTES OF PREVIOUS MEETINGS**

- **May 3, 2017** – Ted Doyle made the motion to accept the minutes of the May 3, 2017 meeting as written. Judi Carll seconded. No discussion. Vote 6 – 0 minutes approved.

### **VI. MISCELLANEOUS**

- Ted Doyle reminded everyone of the Business After Hours at the Massabesic Medical Center.
- Lee Jay reminded the board that they should continue with the Zoning Ordinance work on Article 3 and then take a look at the Zoning Map. David Christenson made the motion to have a workshop on June 7, 2017 for the Zoning Ordinance and map. Ted Doyle seconded. No discussion. Vote 6 – 0 to have a workshop on June 7, 2017.

### **VII. ADJOURNMENT**

- Judy Wirth moved that to adjourn at 7:28pm. Ted Doyle seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned.

### **VIII. Planning Board signed the approved minutes.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
***PLANNING BOARD***

***MEETING MINUTES***

**June 7, 2017**

**7:00 p.m.**

**The Planning Board for the Town of Waterboro conducted a Zoning Ordinance, Article 3 workshop on June 7, 2017.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**June 21, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

Present: Lee Nelson    Judy Wirth    Judi Carll    David Christensen

Absent: Dwayne Prescott    Steve Letellier

Others: Tim Neill    Lee Jay Feldman    David Lowe    Tammy Bellman

Lee Nelson called the Planning Board meeting to order at 7:00pm on June 21, 2017.

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

Lee noted that the Site Walks for Waterboro Heights and Ptarmigan Ridge Estates have been postponed.

**I. MINUTES OF PREVIOUS MEETINGS**

**II. NEW BUSINESS & PUBLIC HEARINGS**

- **Ted Doyle** has been elected to the Select Board and was sworn in on Saturday, June 13, 2017.
- **Waterboro Heights** – Public Hearing postponed.
- **Ptarmigan Ridge Estates** – Public Hearing postponed.

**III. OLD BUSINESS**

- **Waterboro Heights – Preliminary Subdivision Application** – postponed.
- **Ptarmigan Ridge Estates – Preliminary Subdivision Application** – postponed.
- **Waterboro Zoning Ordinance - Draft Review** – Lee Jay Feldman reviewed the major issues regarding the realignment of the Town of Waterboro Zoning Ordinance:
  - Table of Contents - The table was realigned to bring all of the Administrative type of language to the front of the ordinance. The realignment was also to consolidate a lot of items that were scattered throughout the ordinance which are now all under Article 4. Previously some were in article 4 others were in articles 7 and 8 which by their subject matter should be in one common location
  - The Site Plan Review ordinance is currently a separate standalone ordinance. The intent here is to bring the site plan review process in to the zoning ordinance in order to achieve 1) A consolidated process rather than having multiple ordinances and 2) the less places a developer or engineer needs to look for

regulations the smoother the process will go. The current ordinance actually has the first page of the Site Plan review ordinance in section 2.10 however the entire site plan review process is not in the ordinance so it does not seem to make any sense. In the proposed rewrite, the entire process is now located within the zoning document. As part of bringing the Site Plan Review process in to the new document we made two changes to help this process: 1) we have cleaned up the language for the **STAFF Review** portion of the process and made sure the Public Works Director is now part of that review team and 2) there has been specific language added that requires the applicant to pick up my time or whomever is in the planning position seat as a consultant (not a direct hire) after the first five hours of work on a project alleviating the town from having to pick up the entire cost of my time . Five hours was chosen based on the length of time it would take to do a project review vs. a basic review like a Day Care Home for example.

- Currently, Conditional Uses also go to the planning board, and they will still be required to do so, however, the process is currently confusing so the easy way to fix this is require all conditional uses to apply through the site plan review process knowing certain requirements for applicant submissions can be waived. This eliminates the confusion of a separate process.

- The Zoning Districts took the most time to address and there was a great deal of thought and discussion by the planning board during this review. First, there were a number of uses repetitive to each zone which were items not necessarily uses that belonged in a zoning district. For example: **Trapping and Fishing** is not a use normally regulated it is a right for some on to do this on their property or anywhere in town that private landowners allow it, **Signs not requiring a permit**, If they do not require a permit why is it listed as a use in a zone? Furthermore, we have a separate sign ordinance (see Article 6) and by reference in article 6, they allowed in every zone.

- The board also took up the discussion of renaming the Village Residential zone which only encumbers the Lake Arrowhead community and naming it the Lake Arrowhead district since we already have a Village zone and a Residential zone. The Lake Arrowhead board had cleared the use of the name and the idea of using it in there development area, however, the planning board did not feel entirely comfortable with this so it is being left as the Village & Residential zone. The other important discussion surrounding the zoning districts was the topic of the Village zone and whether to create additional distinct Village zones as the Comprehensive plan loosely suggests or to work on new standards for just that one zone. The board chose to leave the Village zone as it currently is written until after this document is adopted so that there can be some meaningful discussion and take their time over what they would like to see and not lose the momentum of having this document adopted.

- Definitions were addressed as well. There were a number of definitions that were in the ordinance but not listed or used anywhere so they have been proposed to be eliminated. Other definitions were cleaned up or modified to address either issues of today or language used on a more consistent basis today than back several years. The board also spent a great deal of time going over these as well during the process asking for both Glenn and I to do research and comeback to them which had occurred on several occasions.

Lee Jay believes that this ordinance update helps the community considerably, however, it is not the be all end all and should be understood that once the document is put to use if additional changes are needed they should be addressed. This ordinance is not meant to be a stagnant ordinance but one that should be

flexible and able to be amended as issues arise during the life of its use.

-Tammy will date the version that the Planning Board is reviewing to make sure when that everyone reviews the correct and most current version.

-The Planning Board will wait to see if Lee Jay is available on July 5, 2017, the next scheduled meeting date; if he is not available then it will be reviewed on July 19, 2017.

**IV. COMMUNICATION**

**V. MISCELLANEOUS**

**VI. ADJOURNMENT**

- Judy Carll moved that to adjourn at 7:36pm. David Christenson seconded the motion. No discussion. Vote 4 - 0 in favor. Meeting Adjourned.

**VIII. Planning Board signed the minutes of May 3, 2017.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**July 5, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judy Wirth   Steve Letellier  
David Christensen

Absent: Judi Carll

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

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on July 5, 2017.

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

**I. MINUTES OF PREVIOUS MEETINGS**

- **Minutes of May 17, 2017** – David Christensen explained his noted request to go on the record. Judy Wirth made the motion to approve the minutes of May 17, 2017. Dwayne Prescott seconded the motion. No discussion. Vote 5 – 0 approved.
- **Minutes of June 7, 2017** - Judy Wirth made the motion to approve the minutes of June 7, 2017. David Christensen seconded the motion. No discussion. Vote 5 – 0 approved.
- **Minutes of June 21, 2017** - Judy Wirth made the motion to approve the minutes of June 21, 2017. David Christensen seconded the motion. No discussion. Vote 3 – 0 (Prescott and Letellier – absent). Non-quorum. Judy Wirth withdrew her motion. David Christensen withdrew his second.

**II. NEW BUSINESS & PUBLIC HEARINGS**

- **Election of Planning Board Officers**
  1. **Secretary** – Dwayne Prescott nominated Judy Wirth for Secretary. Lee Nelson seconded. No discussion. Vote 5 – 0 vote in as Secretary.
  2. **Vice-Chair** – Dwayne Prescott nominated Lee Nelson for Vice-Chair. Judy Wirth seconded. No discussion. Vote 5 – 0 vote in as Vice-Chair.
  3. **Chair** – Steve Letellier nominated Dwayne Prescott as Chair. David Christensen seconded. No discussion. Vote 5 – 0 vote in as Chair.

**III. OLD BUSINESS**

- **Waterboro Zoning Ordinance - Draft Review** – Lee Jay Feldman provided an overview thus far. Seeing that there were no questions at the last meeting on specific items, he noted that a list of codes have been added for what the town follows; David Christensen made reference to the codes as the current codes;

Article 10 membership of the board – removed last sentence – this change came from the Town Attorney; the Select Board will appoint members from the Community. Dwayne asked if any of the board members had any questions: Judy Wirth – 1. 1.08 Amendment second paragraph – removed town counsel reference town's attorney; 2. 3.3.03 – State Aid Roads – change from were considered Old Alfred Road to - are defined as – Lee Jay the maintenance was turned over to the municipality for Old Alfred Road; 3.3.10 – General Purpose Zone – difference between retail shop and service in Primary and Conditional Uses; Lee Jay – do you want as primary or conditional use? Lee Jay will enter a square footage for each one – Glenn recommended 3,000 or 5,000 square feet; Judy would like to add 5,000 square feet to the conditional use. 3. Old 7.2 Mobile Home Park or Manufactured Housing community? Lee Jay – the sections are coming in from a different one, mobile homes and manufactured have chassis – they could be moved – and a modular comes in pieces; this comes from state law; there are also no regulations for tiny homes; the state requirement on homes is no less than 600 square feet. 5. 5.01 Height of Screening – number 4 has the strikethrough. 6. 5.03 17 and 19 note - use needs to be redefined in drive-in; Lee Jay – not defining what a drive-in facility actually has – drive through facility requires 10 currently; can grant waiver for this standard that was already in the ordinance. 7. Fees – a divergence in planning – amended plan has in place for the first time; Glenn – remove from the ordinance so the Select Board approves and changes yearly; Dwayne – request to pull all fees and adjust on as needed basis. 8. Consider sending to Natalie Burns prior to the Board of Selectmen. Dwayne is recommending to appoint a special committee before it goes to the Selectmen – get the Board of Selectmen to consider the committee with possible members of Bob Powers, Leo Binette, Kurt Clason, and Judy Wirth. Lee Jay – the committee should have been working from the beginning now would have to back to you (Planning Board) for re-approval – would like to see the amended version implemented sooner rather than later. Dwayne – Tim please ask the Selectmen if they would consider the Special Committee, should be a stipend position with a timeline. Tim will present the proposal. Tim – what drives this is the medical marijuana issue. Glenn – drafting up an electrical ordinance also. Lee Nelson – 10.04 Review page 2 of 11 – under Planning board – bottom appeal within 30 days is crossed-out ZBA is also cross-out with the appeal going straight to the court. Dwayne – need to make sure ZBA stays in place. Lee Jay – will make sure it stays in place. Dwayne – what Lee and Judy found validates the need for the special committee.

#### **IV. COMMUNICATION**

- Lee Jay Feldman – Marijuana – the town will be going dry with retail marijuana – will write the ordinance into the current ordinance – will have and discuss at the July 19 Planning Board meeting.

#### **V. MISCELLANEOUS**

- Glenn Charette – A Sunset Clause needs to be implemented to protect the town so the subdivision does not sit dormant. Lee Jay – the subdivision Ordinance will be next for the review – the town wants a fulltime planner to work on this.

**VI. ADJOURNMENT**

- Judy Wirth moved that to adjourn at 7:54pm. David Christenson seconded the motion. No discussion. Vote 5 - 0 in favor. Meeting Adjourned.

**VIII.** Planning Board signed the minutes of May 17, 2017 and June 7, 2017.

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**  
**MEETING MINUTES**  
**July 19, 2017**  
**7:00 p.m.**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judi Carll   Steve Letellier  
David Christensen

Absent: Judy Wirth

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

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on July 19, 2017.

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

**I. MINUTES OF PREVIOUS MEETINGS**

**II. NEW BUSINESS & PUBLIC HEARINGS**

- **Heather Glidden – Owner/Operator El Camino Fresh Mexican Grill – Temporary Conditional Use** – Heather Glidden gave an overview of the food trailer to date – purchased the food trailer last year – remodeled the entire inside; took to Old Home Days and fairs two – three days a week; have not used during the winter only summer to date; Judi Carll – any other businesses at JD's? Heather – no; David – parking issues? Glenn – been by often and have not seen any parking issues – have seen only 7-10 cars and there are 20 spaces available; the picnic table is moved out each day; Steve – any issues noted? Heather – the customers like what I am doing no issues; David – fire and safety issues? Glenn – she is serve safe certified; extinguishers are inside and visible; Scott Davis has inspected and says good things recommends that Heather go back to the warmer method of food safety; Heather explained the serve safe process; Dwayne – need for public hearing for surrounding businesses? Glenn – not required; Lee Jay – temporary use may require a public hearing – conditional use 4.01 third paragraph: "If the Planning Board feels it is necessary to either gather additional information, resolve conflicting information, or to inform the public, it may hold a hearing, pursuant to the provisions of Sections 13.07, before deciding an application to commence a conditional use. The Applicant is required to notify abutters of the property of the conditional use application no less than 10 days prior to the scheduled Planning Board meeting. This notice shall inform the abutters of the application for conditional use, the date and time of the meeting and that the abutters shall submit their concerns in writing to the planning board prior to the meeting date. The applicant shall provide the planning board proof of notice to abutters. This evidence can be by certified proof of mailing as provided by a post office listing the names of the abutters, the mailing addresses utilized for

the notice, a copy of the notice sent and the date upon which the notice was mailed.” Dwayne – restrictions on a temporary? Glenn – yes three; Lee Jay – if approval is allowed you can condition that if any issues do arise then a public hearing can be scheduled. David Christensen made the motion to approve the temporary use for 90 days with seeing Glenn every 30 to see if any issues. If issues do arise then it will go to Public Hearing before the next 30 days will be approved. Judi Carll seconded. No discussion. Vote – 5 – 0 approved for 90 days with a condition. Glenn handed out the definition for a Mobile Food Wagon.

- **Waterboro Zoning Ordinance – Article 3 Section 3.01 Marijuana Amendment** – Lee Jay Feldman gave an overview that has wording that has been reviewed by the town attorney. If the Planning Board is ok with the wording the Public Hearing can be held August 2, 2017 at 7pm. David – consistent wording across the State? Lee Jay – no done by town. No further questions. David Christensen made the motion to schedule the Public Hearing on August 2, 2017 for the marijuana amendment. Steve Letellier seconded the motion. No discussion. Vote 5 – 0 motion passes Public Hearing to be scheduled.

### **III. OLD BUSINESS**

### **IV. COMMUNICATION**

- Lee Jay Feldman – handed out the Little Ossipee Lake Campground information received. Please DO NOT discuss tonight as the applicant is not present. Natalie Burns and Lee Jay will be meeting on August 2, 2017. Natalie will generate the letter.
- Dwayne Prescott suggested that a section in the Zoning Ordinance be created for the mobile food cart/trailer, etc – with basic requirements be created. Judi – if vendor gets license from the State Are they required having a bathroom, handing wash area, etc? Glenn – restrict to business property; Judi – would that come under number of uses for that property? Glenn- it would be a temporary use.

### **V. MISCELLANEOUS**

- Glenn notified the Planning Board that he will be on vacation next week (July 24 – 28) Jim Allaire from Alfred and Patti McKenna from Lyman will be acting as Deputy CEOs.
- Dwayne Prescott read the Municipal Seminar new law information provided by Jensen Baird to be held in September. Should attend – good information last year.

### **VI. ADJOURNMENT**

- Judi Carll motion to adjourn at 7:30pm. Steve Letellier seconded the motion. No discussion. Vote 5 - 0 in favor. Meeting Adjourned.

### **VIII. Items needing signature**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**

**MEETING MINUTES**

**August 2, 2017**

**7:00 p.m.**

**I. ROLL CALL**

Present: Lee Nelson   Judy Wirth   Judi Carll   Steve Letellier   David Christensen  
Ryan Vanasse

Absent: Dwayne Prescott

Others: Jaclyn Dagle   Michael Dagle   Megan Berman   Martin Lancaster  
Jeff Paquette   Jerard Paquette   Mike Porter   Tim Neill   Gary Lamb  
Lee Jay Feldman   Glenn Charette   David Lowe   Tammy Bellman

Lee Nelson called the Planning Board meeting to order at 7:00pm on August 2, 2017.

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

Lee introduced Ryan Vanasse, the newest Planning Board member.

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

- I. PUBLIC HEARING – Article 3 Section 3.01 Marijuana Amendment** - Lee Jay Feldman took the podium. He provided the Planning Board and members of the audience an overview of the letter provided to the Planning Board: You have before you this evening, proposed wording that if approved by the selectmen would be placed in Article 3 of the zoning ordinance to completely prohibit the Retail aspects of Marijuana in the town of Waterboro.

During the General election in the fall of 2016, the Maine voters approved the legalization of recreational marijuana. In legalizing its' use, the law established 5 categories that a municipality could consider in the community including:

- Retail marijuana stores;
- Retail marijuana cultivation facilities;
- Retail marijuana products manufacturing facilities and retail marijuana testing facilities; and
- Retail marijuana social clubs.

The community may entertain hosting one, all, or none of the uses. If the town chooses to consider having one or more of these uses in the community, we would establish a number of zoning criteria (performance standards) to be followed in order to allow the use. The other option is complete prohibition which is what staff was asked to prepare as an initial starting point for this process.

This spring, the community placed a series of non-binding questions on the ballot

seeking the attitude of the municipal voters as to favoring or not favoring the retail uses of Marijuana and were rejected by voters.

As part of the proposed wording, there is apportion at the bottom which does exclude Medical Marijuana from this prohibition since this use has already been recognized as acceptable within the zoning ordinance for the Town of Waterboro.

The Maine legislature is currently working through a number of amendments and changes to the law which should be codified for February 1, 2018, which means at that time municipalities should have a sense of the local ordinance structure under Home Rule Authority putting rules and regulations in place for any interested party seeking to establish one of the 5 business categories listed above within the community.

The process from here is that tonight you have the Public Hearing, take in the information, deliberating and make a recommendation back to the Select Board to decide how the community should proceed. The Select Board will also be having a public hearing on this matter prior to their deliberations and decision on this matter.

It is the job of the Planning Board in the process to hold the Public Hearing, deliberate on the issue and send a recommendation to the Select board for their consideration. If you can make a decision or need to do more research or you may also send back to the Select Board

David Christensen asked when the vote was done. Lee Jay – Town Meeting in June, 2017. David – 5 questions 5 rejections.  
Judy Wirth – 2016 Maine voters approved but we rejected. Lee Jay – you can see what the state lays out for rules and regs.

Lee opened the Public Hearing up to public comment:

Megan Berman – What does retail mean?

Lee Jay – Actual sale at storefront all aspects per state are retail – retail manufacturing, retail stores, retail test facilities, and retail social clubs.

Megan – As a caregiver – you can grow it on your property – what does social club mean?

Lee Jay – Medical caregiver allowed where zoning allows – not impacted by this.

Tim Neill – the state regs are clear – does not have any effect on personal use.

Gary Lamb – Town Administrator – I want to set the record straight. November, 2016 passed in town 50 – 49. Select Board questions which one of the 5 retail uses – 6/2017 ballot had 5 questions for each retail use – retail refers to state law ballot does not limit use personally. The Town Planner created the ordinance you have before you – tried to get it to paper. The legal aspect of the pot business – still a federal felony includes medical marijuana – the Selectmen are concerned about approving a business with it being a federal felony. The votes were:

	Prohibit	Favor
Social Clubs	57	43
Cultivation	51	49
Manufacturing	52	48
Stores	55	45
Testing	50.3	49.7

Mike Dagle – answer this - town getting any sales revenue from this?

Lee Jay – Nothing in the wording to allow the towns to get any revenue from this; many amendments in legislature now deadline is February, 2018.

Mike – if town gets tax revenue – premature to prohibit. . . .

Tim Neill – cannot get a loan from a bank, not able to deposit unless the person lies or does not deposit it, can't get account if state – why opening; if Planning Board and /or CEO approve – we approved a federal felony; medical marijuana hanging by a thread; DOJ law can't spend money going after anyone.

Gary – 20% sales tax – suggested 10% with 2% going back to the town.

David – what is the anticipated cost to town to be? Control the process – age . . . .

Gary – Considerable law enforcement cost – smoke ingested/eat – nothing in Colorado to compare it to; accident on the road – substance ingested at a business – edibles are a big thing – less intrusive there is a lot of work for the state to do before February, 2018.

David – Edibles – food – restaurant standards?

Gary – Just like a restaurant; air handling; some fees extremely high tens of thousands of dollars.

Lee closed the Public Hearing at 7:22pm.

Lee opened the Planning Board meeting at 7:23pm.

## **II. MINUTES OF PREVIOUS MEETINGS**

- **Minutes of May 17, 2017** - Judi Carll made the motion to accept the minutes of May 17, 2017 as written. David Christensen seconded the motion. No discussion. Vote 4 – 0 (Steve Letellier and Ryan Vanasse abstained)
- **Minutes of June 21, 2017** - David Christensen made the motion to accept the minutes of June 21, 2017 as written. Judi Carll seconded the motion. No discussion. Vote 4 – 0 (Steve Letellier and Ryan Vanasse abstained.)
- **Minutes of July 5, 2017** – Steve Letellier made the motion to accept the minutes of July 5, 2017 as written. Judy Wirth seconded the motion. No discussion. Vote 4 – 0 (Judi Carll and Ryan Vanasse abstained.)
- **Minutes of July 19, 2017** – Judi Carll made the motion to accept the minutes of July 19, 2017 as written. Steve Letellier seconded the motion. No discussion. Vote 4 – 0 (Judy Wirth and Ryan Vanasse abstained.)

## **III. NEW BUSINESS & PUBLIC HEARINGS**

## **IV. OLD BUSINESS**

- **Article 3 Section 3.01 Marijuana Amendment – Discussion and Vote** – Lee Jay Feldman came to the podium to provide an overview to date. David – is the state in the process of setting requirements? Lee Jay – February 1, 2018 is the date set – there are people getting in line to be able to open on February 1, 2018. David – so what we are acting on could change by February 1? Lee Jay – can undo or modify as it is an ordinance. Prohibition is not a forever thing – it can change at any time. Judy – if we don't do anything then we can do it? Lee Jay – medical caregiver put dispensary in retail areas then open on February 1, 2018. Judy – was thinking as a possible zoning issue. Lee Jay – some zones allow it – don't put prohibition in place. Glenn – regulation – we are prohibiting the use not regulating. David – don't know what legislature going to do prohibition subject to review at a later date. Glenn – if you don't prohibit need standards and regulations in place by February 1, 2018. Lee Jay – only recommending to

Select Board or don't think we should until Augusta determines – the Select Board are the policy makers. Glenn – need to be ready on February 1 to prohibit or allow – the charter says the Board of Selectmen can change an ordinance. David – clarify for myself – vote on recommending this amendment to the Select Board? Glenn – The Select Board are the only ones to change or amend an ordinance. Lee – curious to see what the legislature is going to do prior to February 1. Don't have a problem leaving as written but need to review when legislation comes out. Lee Jay – can be relayed to Select Board – full prohibition but leave the door open for the community to re-visit. There has been some discussion but nothing in the law to prohibit – the ordinance can limit it to one retail sales – put out to bid – fee for the service – if it becomes allowed use – it will take a long time to work through. David Christensen made the motion to adopt the proposed ordinance as written with the added notation that we will continue to review as State and Federal information comes forward. Judi Carll seconded. David – several hurdles – 1. Federal vs State laws; 2. Costs incurred by the town; 3. Tax revenues; 4. Will of the voters at the Town Meeting. Put in form of a motion that the Planning Board does not accept any retail marijuana. Ryan – if the Town had voted the opposite – would it change our mind set? David – prior aspects, costs, admin requirements, how zone correctly, located – we don't have enough information from legislature to consider and then re-visit. Judi – part of Planning Board job what is best for the Town. Steve – if said yes – balance budget tax increased to cover necessary items – prohibit now – get things done at the Planning Board level. No further discussion. Vote 6 – 0 carries to move the marijuana amendment to the Board of Selectmen as written.

- **Tim Neill – Waterboro Zoning Ordinance Revision Status** – The Board of Selectmen have received the latest version of the revised Zoning Ordinance. Judi – The one Natalie reviewed? Lee Jay – aware of changes but not officially – thought close to working through all questions – has not changed anything – to change legal information – can still be done even with Public Hearing done. Tim – take now – hold public hearing – make changes – Legal review – then to Board of Selectmen – their public hearing – make changes – to legal again - - legal will review it three times before going into effect. Lee Jay – do not feel she will need to make significant changes. David – hearing will be preceded by a public document? Lee Jay – public hearing held – don't like a part . . . make the changes – legal already looked at it but may say we cannot do – be careful with timing perspective. David – have preliminary review. Lee Jay – nothing glaring. Gary – you are able to continue the public hearing from one meeting to another meeting. Judi – hope not end of zoning process. Take what we have now and move forward with review to continue. Lee Jay – we have changed state statutes, next visit the Zoning Map, uses in the Village Zone – there has been no earth shattering changes – more steps to do – if it does not work go in and make the change – it is a living document. Judy – so it goes to legal then to public hearing – then to Selectmen – their public hearing – they examine and or change – the Board of Selectmen are the policy makers. Tim gave the history of the Comprehensive Plan. Want Waterboro to remain rural but bring in new businesses. This is the foundation to be able to work ahead and ready to go some place. Lee – set public hearing. Judi – wait for response from legal. Steve – it will give us time to review. Lee Jay – a month would probably be a good timeframe. David Christensen made the motion to set the Public Hearing for the Zoning Ordinance review for September 6, 2017 at 7pm. Judi Carll seconded the motion. Discussion- Glenn – requested that the legal review wait until he is able to get the mobile vendor piece added. No further discussion. Vote – 6 – 0

carried. Judi Carll made the motion to have a workshop on August 16 at 6pm to discuss the mobile vendor. Judy Wirth seconded. No discussion. Vote 6-0 to have workshop on August 16.

**V. COMMUNICATION**

**VI. MISCELLANEOUS**

**VII. ADJOURNMENT**

- Judi Carll motion to adjourn at 8:05 pm. Steve Letellier seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned.

**VIII. Items needing signature**

- **Minutes of May 17, 2017**
- **Minutes of June 21, 2017**
- **Minutes of July 5, 2017**
- **Minutes of July 19, 2017**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
***PLANNING BOARD***

***MEETING MINUTES***

**August 16, 2017**

**6:00 p.m.**

**The Planning Board for the Town of Waterboro conducted a Zoning Ordinance, mobile food vendor workshop on August 16, 2017.**

Present members: Dwayne Prescott   Lee Nelson   Judy Wirth   Steve Letellier  
                                 David Christensen   Ryan Vanasse

Absent members: Judi Carl

Others present: Glenn Charette

Approved Date: \_\_\_\_\_


**TOWN OF WATERBORO**

***PLANNING BOARD***

***MEETING MINUTES***

**September 6, 2017**

**7:00 p.m.**

**There was no Planning Board meeting held on September 6, 2017.**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
**PLANNING BOARD**

**MEETING MINUTES**

**September 20, 2017**

**6:00 p.m.**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judy Wirth   Judi Carll   Steve Letellier  
David Christensen   Ryan Vanasse

Absent:

Others: William Thompson   Tim Neill   Gary Lamb   Lee Jay Feldman  
David Benton   Glenn Charette   David Lowe   Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 6:00pm on September 20, 2017.

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

Dwayne moved the Old Business to the front of the agenda.

**II. OLD BUSINESS**

- **Waterboro Heights Cluster Subdivision** – Establish Sitewalk date and set Public Hearing date for Final Review – Lee Jay came to the podium to give what was needed from the Planning Board this evening: set date for the sitewalk and the date for the public hearing. Judy – Homeowners Association? LJF – a condition to provide that information at the public hearing and prior to the final approval. Judy – the road through the development? Lee Jay – private road. It is very important that the Home Owners Association be a complete document prior to final approval. Judi – Is Tristan Way being improved to make a through-way to Panoramic Drive? William (Bill) Thompson – planning to bring to town standards to the fire turn around it will be gravel to Tristan Way with culverts and a road 24 feet wide. It will not be paved; year-round serviceable. Judi – town paved to the turn-a-round; Tristan Way second way of egress. Bill – it will be plowed. David – it would be great if summary checklist was provided to the Planning Board. Judi – forested buffer owned by each lot owner and conditioned open space. Bill – will detail this information in the association rules. Dwayne set the Sitewalk for October 4, 2017 at 6pm.
- **Ptarmigan Ridge Estates Subdivision** - Lee Jay – gave an overview – Planning Board needs to find complete – there is a difference between did the application submitted by the applicant meeting the submission checklist vs does it do what we want it to do – does it show what we want. Glenn – there are issues with the plan and I will bring them up now – driveway locations; 911 numbering needs to be on the plan; Hampton Stream – not identified – needs to be located on the plan. Dwayne – Lot 6 has significant wetlands. Glenn – if disturbed they will need special permit from MDEP. The building envelope is small. Lee Jay – it is the lot

owner's responsibility to obtain the permit. Glenn – will need to be disclosed to the purchaser. Lee Jay – part of the conditions of disclosure. Judy – 6 driveways entering on Deering Ridge. Lee Jay – please wait until the Public Hearing to discuss as the information may not be what you want to see. Dave Benton – the highway locations are not yet posted. Bill – posting them next week. Dwayne – please stay in touch with Mr. Benton. David – the application is complete but we have specific issues – still need to determine complete. Dwayne – stormwater management plan? Lee Jay – not development proposed by a developer – Dave Benton's responsibility to determine. Dave – if it a big expense to disturbing then we will wait and see. David – How does the stormwater management plan affect the property owner? Lee Jay – property owner would need a Highway Entrance Permit. David – so downstream will not create issue for upstream. Lee Jay – can condition so that the property owner can grade to the DPW Director's specifications. Judy – Shared curb openings? Lee Jay – Dave Benton's recommendations may be conditioned on the subdivision plans. Glenn – the driveway will need to be noted on the plans. Lee Jay – yes to condition. David Christensen made the motion to make the application complete. Steve Letellier second the motion. No further discussion. Vote 7 – 0 application marked complete. The Site Walk is scheduled to take place on October 4, 2017 after the Waterboro Heights site walk.

- Dwayne Prescott noted that the regular Planning Board meeting on October 4, 2017 will start at 7:30pm due to the Site Walks.
- Dwayne Prescott noted that the Public Hearing for Ptarmigan Ridge Estates will take place on October 18, 2017.

### **III. MINUTES OF PREVIOUS MEETINGS**

- **Minutes of August 2, 2017** - Judi Carll made the motion to accept the minutes of August 2, 2017 as presented. David Christensen seconded the motion. No discussion. Vote 6 – 0 - 1 (Dwayne Prescott abstained)
- **Minutes of August 16, 2017 and September 6, 2017** - David Christensen made the motion to accept the minutes of August 16, 2017 and September 6, 2017 as written. Judy Wirth seconded the motion. No discussion. Vote 7 – 0

### **IV. NEW BUSINESS & PUBLIC HEARINGS**

### **V. OLD BUSINESS**

### **VI. COMMUNICATION**

- **2017 Maine Land Use Law Booklet** – The new 2017 Maine Land Use Law Book was provided to the Planning Board.
- **Applicant's Intent to File – SRCC – David & Jacquie Black** – The Planning Board was provided a copy of the intent to file an application with Saco River Corridor Commission.

### **VII. MISCELLANEOUS**

- Steve Letellier resigned his Planning Board position effective tonight. He is being relocated by his fulltime job.

## **VIII. ADJOURNMENT**

- Judi Carll motion to adjourn at 6:38 pm. Lee Nelson seconded the motion. No discussion. Vote 7 - 0 in favor. Meeting Adjourned.

## **IX. Items needing signature**

- **Minutes of August 2, 2017**
- **Minutes of August 16, 2017**
- **Minutes of September 6, 2017**

Approved Date: \_\_\_\_\_

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**TOWN OF WATERBORO**  
***PLANNING BOARD***  
***MEETING MINUTES***

***October 4, 2017***

**7:30 p.m.**

**SITE WALK – 6pm Panoramic Drive, East Waterboro, Tax Map 011 Lot 042(PO)  
Waterboro Heights**

Present: Dwayne Prescott   Judy Wirth   Judi Carll   David Christensen

Absent: Lee Nelson   Ryan Vanasse

Others Present: Tim Neill   Andre Cote   Steve Blake   Lee Jay Feldman   David Benton  
Glenn Charette   Elizabeth Halsey   Alyce Carrera   Tammy Bellman

Dwayne Prescott called the site walk to order at 6pm.

Lee Jay Feldman turned the site walk over to Andre Cote and Steve Blake: Andy provided the Planning Board and community members in attendance an overview of the Waterboro Heights 13 lot clustered subdivision: Andy had the group start the site walk near the entrance to Panoramic Drive to ensure the community members knew how far back the first lot would start – not close to Deering Ridge Road; the lots are designated by the stakes marking both sides with the lot numbers; the road will be engineered and paved to town standards; the greenbelts will be between the properties and on the back/rear side of the property; 50' right of way; the driveways will be done per the Highway Entrance Ordinance – once the new property owner takes out the building permit, the highway entrance application will be completed at the same time – rather than putting it on the survey – this way if the property owner wants the driveway on the other side of the house the entire plan will not need to be amended. Lee Jay stated a waiver will need to be done for the driveway requirement of the Subdivision Ordinance. Andy continued - drainage will be between the lots to funnel the water – it will be an easement that the town can have the property owner keep open with a culvert under the road; there is a no cut zone on the last lot; the open space will be for passive recreation only; per the Fire Department request a paved hammerhead turn-a-round will be provided near the fire pond; Panoramic Drive will be maintained year round; Tristan Way – used by Meadowbrook subdivision is only blocked during the posted road timeframe; the mound/hill near the fire pond will be taken down and become part of the open space for passive recreational use only; thinking of putting in a hydrant to test the fire pond retention – if I let it run for 12 hours and it does not go dry then a good location for the fire pond. No further questions. Dwayne closed the site walk at 6:30pm.

**SITE WALK – 6:35pm Deering Ridge Road, East Waterboro, Tax Map 8 Lot 52A  
(PO) Ptarmigan Ridge Estates**

Present: Dwayne Prescott   Judy Wirth   Judi Carll   David Christensen

Absent: Lee Nelson   Ryan Vanasse

Others Present: Tim Neill   William Thompson   Lee Jay Feldman   David Benton  
Glenn Charette   Tammy Bellman

Dwayne Prescott called the site walk to order at 6:35pm.

Lee Jay Feldman turned the site walk over to William (Bill) Thompson. Bill provided the site walk participants with an overview of the Ptarmigan Ridge Estates typical subdivision: the lots are 460 feet deep; driveways are pinned blue and pink; property corner just pink; driveways are center of the lot 200 feet apart; topography is consistent; the end lots have 400 plus feet sight distance. No questions from the Planning Board at this time. Dwayne closed the site walk at 6:45pm.

The Planning Board returned to the town hall for the regular Planning Board meeting – start time 7:30pm.

## **REGULAR MEETING**

### **I. ROLL CALL**

Present: Dwayne Prescott Judy Wirth Judi Carll David Christensen

Absent: Lee Nelson Ryan Vanasse

Others: Tim Neill Joshua Charette Steve Everett Lee Jay Feldman David Benton  
Glenn Charette David Lowe Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 7:30pm on October 4, 2017.

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

Dwayne went over the site walk information Waterboro Heights followed by Ptarmigan Ridge Estates; with the Public Hearings being held on October 18, 2017 at 7pm.

Dwayne moved the New Business to the front of the agenda.

### **II. NEW BUSINESS & PUBLIC HEARINGS**

- **Xota Brewing Company, LLC Joshua Charette – Site Plan Review** – Lee Jay Feldman provided an overview: the applicant is seeking site plan approval; less than 7 barrels produced daily; nano brewing; 9 parking spaces; out door garden with tables – weather permitting; only issue that concerns is the area marked for emergency vehicle – would like to see it changed to a hammerhead turn-a-round; look at design standards for Route 202 & 4. Joshua Charette came to the podium and provided the Planning Board with the following information: intention is to have a tasting room and nano brewery meaning less than 7 barrels produced on a daily basis; parking is 66' back from route 202 & 4; 1 barrels equals 31 gallons; double batches will be brewed on a brew day; tasting room can only sell brewed products to the tasting room – no water, no juice no other products can be sold due to Brewers' Notice; plans for the building: Steve Everett did the survey; Maine Department of Transportation grandfathered the highway entrance permit – letter provided; 1 employee – Josh; 24 seats; ADA package; turn-a-rounds for parking and emergency vehicles – will ensure Steve puts the hammerhead on the survey; septic done by Albert Frick – under 800 gallons per day; the garden area will have a 6 foot high vinyl fence for the seating area; noise buffering in place; if any music will be inside. Judy – if you have a tasting room is there a size limit on the glasses? Joshua – Maine has no limit on the size 8 oz or 10 oz.; there will 8 – 10 varieties on tap. Judi – 24 seats inside and outside? Joshua – yes – considerable less time spent at the tasting room than most bars/grilles. Judy – where will the seating area be inside? Joshua – look at top view – double door – left side brewing and right side seating area. David – concerned about the 9 parking spaces. What is the occupancy limit? Joshua – can accommodate more parking spaces – the leach bed side can handle more parking. Judy the slab? Joshua – being removed – septic being designed to be able to drive on. Dwayne – abutter notices? Joshua – will get to Tammy tomorrow.

Judy – design standards for the roof? Josh – shed style roof; metal roof; looking for contemporary industrial building. Judy – apologies for being so particular – have been misled in the past. Dwayne – the color? Josh – gray industrial with corrugated metal. Lee Jay – read the design standards – designed to appear to have a pitched roof. Judy – make a suggestion to have black window trim. Josh – 6 x 6 windows; UMO garden section for plantings; plantings on the front side; 48” to 60” garden plot area; front and sides will have garden areas. Glenn – pretty sharp design – roof silver? Josh – a darker color. Judy – don’t use white on the windows. Dwayne – make sure looks like this design. Judy – rear garage door on back – standard on the front- 8x10 payned glass door. Judi – selling to others with big delivery trucks? Josh – Monday, Tuesday and Wednesday will be the brew days – deliveries will be when the facility is closed to the public – can self-distribute 20 kegs to other businesses. Judy – ok with it if he does do what he says. Judi – hop residue? Josh – to local farmers. Dwayne read all of the waivers. Judi Carll made the motion for gas pumps free standing structures to be waived. David Christensen seconded. Due to the number of waivers Judi Carll withdrew her motion and David Christensen withdrew his second. Dwayne suggested to motion all at once. Judy Wirth made the motion to grant the waivers as written. Judi Carll seconded. No further discussion. Vote 4 – 0 all waivers approved. Dwayne – need to decision to hold a public hearing. Abutters notified – Randy Emmons only abutter. David is concerned appreciates the work done but need transparency to neighboring people – need to be allowed to respond need to offer to be heard. Lee Jay – the abutters have been reviewed and distance. Dwayne read the current abutter definition. Josh – provided the tax map to Dwayne. Dwayne – condition with Randy Emmons approval communication letter. Lee Jay – if he does not approve the Planning Board needs to reconsider the motion to reconsider. David Christensen made the motion to approve the site plan with the following conditions: 1. Condition with approval of the abutter; 2. Hammerhead emergency turn-a-round marked on the survey and 3. The design view is held. Judi Carll seconded the motion. No discussion. Vote 4- 0 approved site plan with three conditions.

### III. MINUTES OF PREVIOUS MEETINGS

- **Minutes of September 20, 2017** - Judy Wirth made the motion to approve with changes the minutes of September 20, 2017. David Christensen seconded the motion. No discussion. Vote 4 – 0; approved.

### IV. OLD BUSINESS

### V. COMMUNICATION

- **Up-date on Zoning Ordinance Status** – Lee Jay explained that the changes have been incorporated and formatting is in process per David’s request at the last meeting. Dwayne – expected finish date? Lee Jay – sent to Tammy for forwarding to town staff. Dwayne – understood want back within 30 days. Tim Neill – Board of Selectmen want the fees pulled from the Zoning Ordinance. Glenn – I pulled the fees last year so there is a list already it will be easy to remove in the version in consideration by the Planning Board. Lee Jay – please remember that if it is pulled and the Board of Selectmen do not approve it right away the Town will not have any fees! Tim – creating a document with just the fees? Lee Jay – need to adopt it right away. Tim – the Board of Selectmen sent it back to the Planning Board for

fee schedule. Glenn – a simple statement can be put in the amendment regarding the fees. Dwayne – minor adjustment – get fee schedule to a workshop – does anyone object to a meeting/workshop next Wednesday, October 11, 2017? Lee Jay – we can just remove the fees.

## VII. MISCELLANEOUS

Glenn Charette – The Planning board needs to think/determine what going to do with the two subdivisions coming up – 1. Does the Fire Department have access to water? 2. Not allow use of cistern – cracks, maintenance or repair or require sprinklers? Judy – 6 lot subdivision will have no homeowners association. Dwayne – fire suppression top priority – think fire safety.


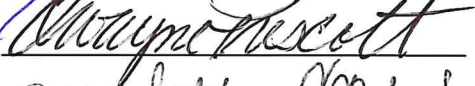
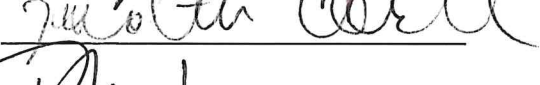

## VIII. ADJOURNMENT

- Judi Carll motion to adjourn at 8:32 pm. Judy Wirth seconded the motion. No discussion. Vote 4 - 0 in favor. Meeting Adjourned.

## IX. Items needing signature

- Minutes of September 20, 2017

Approved Date: October 18, 2017

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**TOWN OF WATERBORO**  
***PLANNING BOARD***  
***MEETING MINUTES***  
***October 18, 2017***  
**7:00 p.m.**

**REGULAR MEETING**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judy Wirth   Judi Carll   David Christensen

Absent: Ryan Vanasse

Others: Tim Neill   Gary Lamb   Lee Jay Feldman   William Thompson  
Stephen Blake   Glenn Charette   David Lowe   Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 7:00pm on October 18, 2017.

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

Dwayne moved the New Business to the front of the agenda.

**II. NEW BUSINESS & PUBLIC HEARINGS**

- **Public Hearing – Waterboro Heights, 13 lot cluster subdivision, Panoramic Drive, East Waterboro, Tax Map 11 Lot 42 (PO)** – Dwayne opened the public hearing at 7:01pm. Steve Blake came to the podium to provide an overview. At the conclusion of the overview there were no interested parties wishing to make any comments. Dwayne closed the public hearing at 7:02pm.
- **Public Hearing – Ptarmigan Ridge Estates, 6 lot traditional subdivision, Webber Road, East Waterboro, Tax Map 8 Lot 52 (PO)** – Dwayne opened the public hearing at 7:03pm. William (Bill) Thompson gave an overview to the subdivision. At the conclusion of the overview there were no interested parties wishing to make any comments. Dwayne closed the public hearing at 7:03pm.

**The Regular meeting of the Planning Board continued at 7:03pm.**

**III. OLD BUSINESS**

- **Waterboro Heights, 13 lot cluster subdivision, Panoramic Drive, East Waterboro, Tax Map 11 Lot 42 (PO)** – Judy Wirth made the motion to approve the preliminary subdivision plans for Waterboro Heights. David Christensen seconded the motion. No discussion. Vote – 5 – 0 preliminary plan approved. Lee Jay Feldman took the podium – the application is at Final Approval for Waterboro Heights. The following conditions were read from his letter: 1. Home Owners' Association document be submitted prior to the issuance of a building permit; 2. Maine Department of Environmental Protection Stormwater Permit – once this is

approved it will need to be submitted to the Planning Board prior to the issuance of a building permit; 3. Condition Tristan Way to remain open and maintained for year-round passage for public safety vehicles and public traffic; and 4. Applicant provide a surety bond acceptable to the town's Selectboard at which time the town shall engage a third party inspector (at the cost to the developer) to oversee the construction of the Road, and drainage systems as shown on the plan. The applicant shall follow the requirements of Article 8.6 Required Improvements and Inspection as directed in the Subdivision regulations; 5. The Panoramic Drive intersection with Deering Ridge Road must adhere to all proper traffic control devices including the proper Stop bar and Stop sign usage; and 6. Provide a dry hydrant for the pond to ensure adequate pumping ability should it be needed for emergency usage. Judy – would Andy be the one to maintain the fire pond? Lee Jay – leave that to the applicant to answer. David – access – makes sense as part of the application and second – maintenance of road being either developer or Home association. Judy – so if only one parcel sells that person would be responsible for the entire road? Lee Jay – the developer until so many parcels sell. Judi – is the fire truck turn-a-round also acceptable for a plow truck turn-a-round? Steve – First 1500' of road would be turned over to the town. Judi – so we do not need to be concerned until it is turned over? Lee Jay – concerned now – it is adequately sized for both. Request that the Planning Board waive the hydro request. Judi Carll made the motion to waive the Hydrogeologic Impact Study for Waterboro Heights. David Christensen seconded the motion. No discussion. Vote 5 – 0 approved for the waiver. Dwayne – a surety bond? Lee Jay – Subdivision regulations lay-out how this is to be approved. Glenn – Does the Planning Board want to look at the Home Owners Maintenance Agreement? Dwayne – Surety amount? Lee Jay – will recommend to the Selectboard and the amount. Dwayne – let know sooner than at a meeting? Lee Jay – yes by memo. David – how do you determine the amount? Lee Jay – 125% of the cost to complete. Judy – does it include taking down the hill for open space? Lee Jay – Yes – the area behind the pond is included. Glenn – 808 fire protection? Lee Jay – Individually sprinkled or fire pond? Lee Jay – Fire Pond – put in Findings – of – Fact as stated fire pond. David – who assures it is ok to use? Lee Jay – Fire Department – make drive through – if no water would call the Home Owners Association. Where does the town responsibility start and stop and the homeowner start? David Put this in the Home Owner's Association document. Meet the minimum requirement once a year. Fire Department could tell us . . . . Glenn – the insurance companies – sprinkler system check – rates estimated based on that – insurance company mandates inspection at least once per year. Tammy – the driveway waiver noted at the site walk? Steve – meet Highway Entrance Ordinance application. Lee Jay – going forward could eliminate from the subdivision plans – will go where best fits to sight. Judy Wirth made the motion to waive the driveway location on the subdivision plans. Lee Nelson seconded the motion. No discussion. Vote 5 – 0 driveway location on subdivision plans waived. Judy Wirth made the motion to approve the final subdivision plans and conditional use with the following conditions: 1. Home Owners' Association document be submitted prior to the issuance of a building permit; 2. Maine Department of Environmental Protection Stormwater Permit – once this is approved it will need to be submitted to the Planning Board prior to the issuance of a building permit; 3. Condition Tristan Way to remain open and maintained for year-round passage for public safety vehicles and public traffic; 4. Applicant provide a surety bond acceptable to the town's Selectboard at which time the town shall engage a third party inspector (at the cost to the developer) to oversee the construction of the Road, and drainage

systems as shown on the plan. The applicant shall follow the requirements of Article 8.6 Required Improvements and Inspection as directed in the Subdivision regulations; 5. The Panoramic Drive intersection with Deering Ridge Road must adhere to all proper traffic control devices including the proper Stop bar and Stop sign usage; and 6. Provide a dry hydrant for the pond to ensure adequate pumping ability should it be needed for emergency usage. David Christensen seconded the motion. No discussion. Vote 5 – 0 Waterboro Heights cluster subdivision and conditional use approved.

- **Ptarmigan Ridge Estates – Preliminary Approval Discussion** – Lee Jay provided an overview. Recommend to the Planning Board to approve with the following conditions: 1. The location map be updated to reflect Waterboro; 2. The greenbelt be identified on the plan; 3. Deering Ridge Right – of –Way and pavement widths be placed on the plan; 4. The anticipated start date submitted at the back of the submission does not provide the idea of fall start ( September or October etc.) or a spring start (April May etc.). The applicant should be more specific to the proposed date of site work. Judy – concerned with 1. Six lot openings onto Deering Ridge Road – could do a communal opening and 2. If sprinkled – could have a fire pond? Glenn – Sprinkled and fire code also. Bill – 200 foot frontage; would create more pavement; recommend a turnaround on each driveway; all lots drain away from the road; no water going to Deering Ridge Road; there are no streams on the property. Dwayne – Director of Public Works accept the entrances? Glenn – do an internal road? Bill – it would create more impervious area affecting the drainage. Glenn – one drive for two lots? Bill – a wider opening, already great sight distance. David – 1. The rest of Deering Ridge has other subdivisions – why this time new standard? 2. Idea of more tar why a concern? 3. Signage on the road to let drivers know there are multiple driveways approaching. Glenn – DPW looking at town expense. David – On Route 202 side very congested. Judi – confused – everything drains back then why a road ditch? Bill – Culvert with driveway over it. Lee Jay – Proposed openings 175 – 300’ only have six house lots – ditch culvert and concerns not a lot of sediment as the road is crowned – sediment only draining from one side. Judi – disclosure for lot six wetlands. Bill – A condition can be put on the plan. David Christensen made the motion to approve Ptarmigan Ridge Estates for preliminary subdivision approval with the following conditions: 1. The location map be updated to reflect Waterboro; 2. The greenbelt be identified on the plan; 3. Deering Ridge Right – of – Way and pavement widths be placed on the plan; 4. The anticipated start date submitted at the back of the submission does not provide the idea of fall start (September or October etc.) or a spring start (April May etc.). The applicant should be more specific to the proposed date of site work; 5. Wetland condition for lot six. Lee Nelson seconded. No discussion. Vote 5- 0 preliminary subdivision approval for Ptarmigan Ridge estates.

- **Glenn Charette – Request for Shoreland Authorization for 247 West Shore Road, East Waterboro** – Requesting to be your designee for a project at 247 West Shore Road, East Waterboro. They are pushing back 5 feet and maintaining the 75’ front setback. Judi Carll made the motion to have Glenn Charette act as the Planning Board’s designee for the project at 247 West Shore Road. Judy Wirth seconded. No discussion. Vote 5 – 0 to appoint Glenn Charette, CEO as the Planning Board’s designee.

#### IV. MINUTES OF PREVIOUS MEETINGS

- **Minutes of October 4, 2017** –Judy Wirth made the motion to accept the minutes of October 4, 2017. Judi Carll seconded the motion. No discussion. Vote 4 – 0 – 1 (Nelson); approved.

#### V. COMMUNICATION

- **Up-date on Zoning Ordinance Status** – Gary Lamb – addressed the Planning Board on the Zoning Ordinance formatting process. Sherry Nadeau is working diligently on making the necessary grammar, formatting, punctuation and article changes so that the Planning Board will have the revised clean copy before them on Friday, October 27, 2017 in their Planning Board packets. This version will have only the track changes from Sherry and me.

#### VII. MISCELLANEOUS

- **Glenn Charette – Asked the Planning Board to consider changing the start time for the Planning Board meetings to 6pm.** – Dwayne – polled the present Planning Board members to get their feelings on the matter. Judi voiced a concern about being able to make the 6pm start time. David suggested a 6:30pm start time – a compromise. Dwayne – compromise with 6:30pm and refer to the By-Laws. David Christensen made the motion to change the meeting times on a trial basis starting at 6:30pm for a period of six months then change the start time in the By-Laws. Judy Wirth seconded the motion. Discussion – Tim read the By-Laws regarding time changes. Lee suggested three months. David withdrew his motion. Judy withdrew her second. David Christensen made the motion to change the meeting times on a trial basis starting at 6:30pm for a period of three months then change the start time in the By-Laws. Judy Wirth seconded the motion. No further discussion. Vote 4 – 1 (Carll) approved for a trial three month start time of 6:30pm.

#### VIII. ADJOURNMENT

- David Christensen made the motion to adjourn at 8:10 pm. Judi Carll seconded the motion. No discussion. Vote 5 - 0 in favor. Meeting Adjourned.

#### IX. Items needing signature

- **Minutes of October 20, 2017**

Approved Date: November 1, 2017

Judy Wirth \_\_\_\_\_

Glenn Charette \_\_\_\_\_

Judi Carll \_\_\_\_\_

**TOWN OF WATERBORO**  
***PLANNING BOARD***  
***MEETING MINUTES***  
***November 1, 2017***  
**6:30 p.m.**

**REGULAR MEETING**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judy Wirth   Judi Carll   David Christensen  
Ryan Vanasse

Absent:

Others: Ted Doyle   Robert Leeman   Gary Lamb   Lee Jay Feldman   Glenn Charette  
David Lowe   Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 6:30pm on November 1, 2017.

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

**II. COMMUNICATION**

- **Tim Neill – Discussion concerning email communications between meetings –**  
Gary Lamb requested to read a letter from Tim Neill. Tim was not available due to a family emergency out of state. Gary read Selectman Neill's letter: To the Planning Board Members, Planning Staff, and the public,

Waterboro has spent thousands of taxpayer dollars for legal review, formatting and editing to develop the draft of a Revised Zoning Ordinance (RZO). The Planning Board, Planning staff, and Town employees have devoted hundreds of hours to that draft.

While the RZO entered the final phase before publication the Planning Board Chair began to develop his own version independently. In a series of emails, the Chair directed the Board members to review these changes. None of the information has been discussed in public meetings, on the record. This process has taken place without public knowledge.

The Chairman had not sought out support from the Board to write a competing ordinance. The Board has not voted to grant him that authority.

I request that Chairman Prescott explain his actions.

Thank you,

Tim Neill, Selectmen's Liaison to the Planning Board

- Judy Wirth made the motion to suspend the rules of order. Judi Carll seconded. Discussion: This moves the authority to Lee Nelson, Vice-Chair to preside over this portion of the meeting. Judi – no discussion on this portion of the motion being made. Lee – would like to know the reasoning behind the motion. Judy – excessive use of emails behind closed doors; not publicly; includes select few; censure status. Suspend the rules of order have been seconded. Vote 4 -1 (Prescott) – 1 (Nelson). Robert's Rules of Order suspended. David Christensen – I don't understand what it means to suspend the rules of order. Lee Jay Feldman – You need to suspend the rules and put Lee Nelson in charge temporarily – regarding the concerns. Lee Nelson – ok to Dwayne? Ryan Vanasse – Lost here with what is going on. Dwayne Prescott sent out emails – per David – I only requested a cleaned up copy, which was decided at the last meeting that the Town employees would be overseeing this and reporting back within a month. – Dwayne – the action is against me for sending out emails between meetings. David - I was only looking for a document that flowed from start to finish. No request for substantive changes; needed to see what had not changed. Judi – I think the way you look at it is not the way we all look at it – we don't think alike – your version, (Dwayne), is offensive to me – you were at most of the meetings – the rest think it was put to bed and now! Dwayne – my intention was to give the Planning Board more information – never my version to put it forward – only to look at between meetings. Gary – willing only to suspend the rules? Ryan – Dwayne still has a say. Judy Wirth made the motion to censure the Chair for not abiding by the Freedom of Access Act. Judi Carll seconded the motion. Discussion – Dwayne – emails are public. Judy – not getting all of the emails. Gary – spoke to Natalie Burns – they are substantive emails – Gary read the Freedom of Access Act – substantive can change time or location. Going forward have to go to the Town Planner then to Tammy to be included in the Planning Board packets. Dwayne – I did not catch the part about it being substantive. Lee Jay – as staff, would hope you would come to me as Town Planner – this is the location to have the discussion. Timetable has been met from when the Town employees proofed and streamlined it to you receiving it back all cleaned up. Gary – Natalie Burns was surprised and disappointed in the Chair of the Planning Board making insulting emails to the Town Planner, Board of Selectmen and Town staff. Dwayne – why elected official being brought into it? – fired off additional loud comments. Lee – interjected – bring the conversation back to the task at hand. Ryan – gave his understanding of the process thus far. David – when I asked for a cleaned up version, town staff would take care of and not editorializ anything going beyond what Lee Jay provided. Dwayne – the bottom line is that I broke the rule. Basically, I broke the rules – substantive subject matter. David – need to realize that 1. What happened in the emails is substantive subject and 2. Be really clear how, what, and tone of communication for the Planning Board. Positive, respectful, order right public, substantive subject at meetings. Judy – when came on board – was told that can't discuss anything that will be coming before the Planning Board. Three or more Board members constitute a meeting – don't have to be discussing a topic from or for a meeting but there are three or more talking – it is a meeting. David – emails are a meeting! Dwayne – reply both ways for a conversation. Lee – we are going to censure at this meeting. Lee called a vote: 6 – 0 the Chair has been censured. Lee Nelson made the motion to re-instate Robert's Rules of Order. David Christensen seconded the motion. No further discussion. Vote 6 – 0. Robert's Rules of Order re-instated.

### III. MINUTES OF PREVIOUS MEETINGS

- **Minutes of October 18, 2017** –Judy Wirth made the motion to accept the minutes of October 18, 2017 as written. David Christensen seconded the motion. No discussion. Vote 5 – 0 – 1 (AB-Vanasse); approved.

### IV. NEW BUSINESS AND PUBLIC HEARINGS

### V. OLD BUSINESS

- **Review of the Revised Zoning Ordinance** – Lee Jay provided an overview of what version the Planning Board was reviewing. Dwayne requested that each Planning Board member go through their individual review of the ordinance. Both Gary Lamb and Lee Jay Feldman made the requested changes in their copy of the Revised Zoning Ordinance. This version will then be cleaned-up and a final review will be done at the November 15, 2017 Planning Board meeting. Tammy will prep for the Public Hearing to be held on December 6, 2017 at 6:30pm.

### VI. MISCELLANEOUS

### VII. MISCELLANEOUS

### VIII. ADJOURNMENT

- Judi Carll made the motion to adjourn at 8:27 pm. Lee Nelson seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned.

### IX. Items needing signature

- Minutes of <sup>November 1,</sup> ~~October 18,~~ 2017

Approved Date: November 15, 2017

<u>Ryan Vanasse</u>	_____
<u>Chayne Prescott</u>	_____
<u>Dan Lamb</u>	_____
<u>Judi Carll</u>	_____

**TOWN OF WATERBORO**  
***PLANNING BOARD***  
***MEETING MINUTES***  
***December 6, 2017***  
**6:30 p.m.**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judi Carll   David Christensen

Absent: Judy Wirth   Ryan Vanasse

Others: Robert Prendergast   Tim Neill   Gary Lamb   Lee Jay Feldman   Glenn Charette  
David Lowe   Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 6:30pm on December 6, 2017.

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

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

**II. MINUTES OF PREVIOUS MEETINGS**

- **Minutes of November 15, 2017 – Judi Carll** made the motion to accept the minutes of November 15, 2017 as read. David Christensen seconded the motion. No discussion. Vote 3 – 0 – 1 (Nelson). The minutes were not approved as there was no quorum for this vote, the minutes will be moved to the next meeting for approval.

**III. NEW BUSINESS & PUBLIC HEARINGS**

- **Public Hearing – Amendments to the Zoning Ordinance** – Dwayne Prescott opened the Public Hearing 6:31pm. Dwayne Prescott closed the Public Hearing at 6:32pm.

**IV. OLD BUSINESS**

- **Discussion/Decision to move draft version of revised Zoning Ordinance forward to the Board of Selectmen** – David Christensen made the motion to move the draft version of the Zoning Ordinance ahead to the Board of Selectmen. Judi Carll seconded the motion. No discussion. Vote 4 – 0 approved to move forward to the Board of Selectmen.

**V. COMMUNICATION**

- **Ptarmigan Ridge Estates** – Findings of Fact/Notice of Decision

## VI. MISCELLANEOUS

- **Election of Chair** – No action taken. Will be put on January 3, 2018's agenda.

## VII. ADJOURNMENT

- David Christensen motion to adjourn at 6:36 pm. Judi Carll seconded the motion. No discussion. Vote 4 - 0 in favor. Meeting Adjourned.

## VIII. ITEMS NEEDING SIGNATURE

- **Minutes of November 15, 2017**
- **Waterboro Heights Mylar and two copies**
- **Ptarmigan Ridge Estates Mylar and two copies**

Approved Date:

December 20, 2017

Cheryl Prescott

Mr. Mr.

Judi Carll

John

**TOWN OF WATERBORO**  
***PLANNING BOARD***  
***MEETING MINUTES***  
***December 20, 2017***  
**6:30 p.m.**

**I. ROLL CALL**

Present: Dwayne Prescott   Lee Nelson   Judy Wirth   Judi Carll   David Christensen  
Ryan Vanasse

Absent:

Others: Nellie and Jerry Bergeron   Jason & Chelsea Dore   Tim Neill   Gary Lamb  
Lee Jay Feldman   David Benton   Glenn Charette   David Lowe  
Tammy Bellman

Dwayne Prescott called the Planning Board meeting to order at 6:30pm on December 20, 2017.

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

Dwayne asked everyone to sign in.

Dwayne moved the New Business and Public Hearing item to the front of the agenda. Dwayne also stated that this is NOT a public hearing it a conditional use application.

**II. NEW BUSINESS & PUBLIC HEARINGS**

➤ **Little Ossipee Lake Campground Expansion – Conditional Use**

Lee Jay Feldman came to the podium and provided the following overview:

- This is a conditional use and the Planning board is not required to hold a public hearing;
- The Planning Board can find the packet complete;
- The applicant will do their presentation;
- Table the agenda item to be able to schedule a Public Hearing if the Board so wishes.
- Lee Jay then turned the podium over to the Applicant's Representative Jim Fisher of Northeast Civil Solutions.

Jim Fisher gave the following overview:

- Little Ossipee Cove – reviewed the survey with the existing campground;
- Expand into new acreage with a total of 30 acres;
- Micro watershed – will improve watershed geo tech – engineers have reviewed the plans;
- Now stormwater picks up solid sediment;
- Treat for quality and quantity;
- Showed and explained what was planned with neighbors earlier in the spring;
- David and MaryAnn Bozza will live 6 months at the house;
- Want the process to run smoothly;

- Limited number of sites – 50 being added;
- Internal roads meet at the gated emergency access;
- Main entrance on Route 5/Sokokis Trail;
- “Knox” box installed at emergency gate;
- Fire department provided road templates;
- Pool and small bath house;
- Waivers requested for
  - 1. Bath house within 500’ of pad sites – 7 sites go beyond the 500’ – there is no tent camping;
  - RV vehicles have facilities within them – water, showers, toilets;
  - 2. Solid waste facility must dispose of trash in RV and have dumpsters within 500’ – set-up at emergency exit – have to go by the dumpster to enter or exit for ease to dump site trash;
- Route 5 is posted at 35MPH;
- Required site distance is met;
- Soil and geo tech engineers looked at plumes and found:
  - o Effluent dissipates and absorbed in soil – cannot leave site – MDEP looked at extensively;
  - o Wetland in the middle – get plumes/nitrates dissipated even better than currently done;
  - o Potential problems have been addressed;
  - o Low impact less than 6 months;
- Docks – became different story – have docks and moorings;
- Reviewed docks now 16 slips and 5 moorings = 21; proposing 32 slips and 0 moorings = 32 slips with 2 dedicated slips for public use – an increase of only 11 slips;
- Decrease use of public landing
- Not a marina;
- No fuel being provided on the docks;
- No trash receptacles;
- No food sales on the docks;
- Going forward the docks would not to be expanded any further;
- Cross-walk – currently working with MDOT to stripe – made a conditional approval.

Judi Carll – how do the boats get into the outer right side docks? Jim – 100’ +/- from the other business; this plan is wider between the docks for maneuverability – more than is required.

Judy Wirth – docks coming out on side into the 100’ section – it is a very small cove. Jim – it is further from that side.

David Christenson – whoever gets to the dock in first gets the use of the cove – year after year over dock space? Jim – up to the Town to determine. David – own right – if goes in sooner then a congested area. Jim – up to Town – currently doesn’t go out that far. David – you have to be a resident of the campground to use the docks? Jim – yes.

Judy – how do they know which slip? Jim – lease assigned space for the slip.

David – no wake zone? Jim – buoy for no wake zone.

Lee Jay – any consideration to flip dock lay-out? Moves boat activity to the outside. Jim – provide more width more area – can look at.

Judy – how long ago was the report done? Jim – 18 months. Judy - The report is dated 2010 or 2012. Jim – the engineering was done with in the last 18 months, soil tests – possibly November, 2016, preliminary report – knew it would work.

Judy – traffic control on Route 5? The traffic pattern report does not say much for recent traffic control. Jim – working with MDOT extensively – Dave Bozza is paying to up-grade the lighting system. Judy – can't see well prior to heading south for the cross-walk. Jim – Dave is looking to up-grade this year.

Ryan Vanasse – MDOT is not responsible for clearing and fixing per the traffic report. Jim – MDOT has to have the crossing ADA compliant 5' wide and pads on either side – a conditional of approval.

David – time of usage of the docks and beach area? 1. How late on the water – timeframe? 2. Policing for noise? 3. Because of night usage – activity controls – pedestrian traffic at night? Jim – noise is controllable; property owner can boot off whomever they want – no planned hours – unruly individuals can be dealt with. David – lighting for the crosswalk? David Bozza – 11pm campground quiet hours; can fish with no noise involved; no prior problems with people partying on the boats. David – with a concentration of powered water craft – how will you deal with gas spills? Jim – self police, substantial – call MDEP. Dave B. all boats have fire extinguishers.

Judy – McLucas Road for construction road? Jim – 2-3 months for construction, will not use McLucas Road if town does not want – will use Route 5. Lee Jay – have not dealt with this yet, would need a bond or letter of credit – if culverts compromised – need to make sure repaired and/or replaced. Jim – more common sense to use road with lesser traffic – would like to go to McLucas. Judy – paving? Heavy trucks make a mess. Jim – yes very heavy – will address beforehand – not responsible for the logging truck damage. Glenn – if McLucas Road used then the Director of DPW should have the power to direct the flaggers.

Judi – address nitrates not phosphates – cause algae blooms – is the \$22K to be used at Little Ossipee Lake or go elsewhere? Jim – escrow fund – classified as needy lake – up to MDEP for control purposes. Phosphates can't send into ground – put in to the water to disseminate the phosphates - designed three separate ponds to deal with the phosphates – dissolve within the pond – totally suspended in the water. Ponds cleaned and maintained every 10 – 15 years. David – who follows the pond maintenance? Jim – MDEP. Lee Jay – thinking may need to report it to the Town. David – a condition? Lee Jay – yes. Jim – MDEP can alter timing, reporting or shutdown the pond.

Judy Wirth made the motion to accept the conditional use application as complete. David Christensen seconded the motion. Discussion: Lee Jay – the Planning Board can ask the applicant to allow more than thirty days for the approval or denial. An amendable agreement. David – asked the applicant if they could go until February to approve or deny. Jim – want to keep moving forward – waiver for the 30 day requirement. No further discussion. Vote 6 – 0 complete application.

Ryan Vanasse made a motion to hold a Public Hearing on January 17, 2018 at 6:30pm with a snow date of January 24, 2018. David Christensen seconded the motion. No discussion. Vote 6 - 0 public hearing approved for January 17, 2018.

The Planning Board took a five minute break.

### III. MINUTES OF PREVIOUS MEETINGS

- **Minutes of November 15, 2017** – Dwayne Prescott made the motion to accept the minutes of November 15, 2017 as read. David Christensen seconded the motion. No discussion. Vote 4 – 0 – 2 (Nelson, Wirth).
- **Minutes of December 6, 2017** – David Christensen made the motion to accept the minutes of December 6, 2017. Lee Nelson seconded the motion. Vote 4 - 0 - 2 (Wirth, Vanasse).

### IV. OLD BUSINESS

- **Discussion/Decision to move draft version of revised Zoning Ordinance forward to the Board of Selectmen** – David Christensen made the motion to move the draft version of the Zoning Ordinance ahead to the Board of Selectmen. Judi Carll seconded the motion. No discussion. Vote 4 – 0 approved to move forward to the Board of Selectmen.

### V. COMMUNICATION

### VI. MISCELLANEOUS

### VII. ADJOURNMENT

- Judi Carll motion to adjourn at 8:15 pm. David Christensen seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned.

### VIII. ITEMS NEEDING SIGNATURE

- **Minutes of November 15, 2017**
- **Minutes of December 6, 2017**

Approved Date: January 17, 2018

<u>Dwayne Prescott</u>	<u>Judi Carll</u>
<u>Judi Carll</u>	
<u>Lee Nelson</u>	
<u>Wendy Vanasse</u>	