

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

January 15, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present:	Frank Allen	Judy Carll	Kurt Clason
	Andy Cote	Tim Neill	Dwayne Prescott

Absent: Tim Nelson

Others Present:	Fran LaPierre	Neil Haskell	Scott Carpenter
	Tom Ursia	David Woodsome	
	Tina Smith	David Lowe	

The meeting was called to order at 7:05 p.m. by Tim Neill, chair.

II. APPOINTMENTS

- ***Carpenter Estate - Map 13, Lots 30A & 27B***
- Frances LaPierre, Post Road Surveying***
- Sketch Plan Approval – Review of Waiver Requests***

Fran LaPierre addressed the board regarding the Carpenter Estate subdivision. Dwayne Prescott, an abutter to the subdivision, recused himself during this review. An email from Gary Lamb, Town Administrator, dated January 13, 2014, was provided to the applicant and read into the record.

Board members reviewed the four waiver requests submitted by the applicant.

Waiver Request 6.2.1.9 Contours – Applicant advised that no road construction is being proposed and 10 foot contours from USGS Quad are digitized on the plan. After discussion, Kurt Clason made a motion to grant the waiver beyond 500' from road; property within 500' of the road to include 2' contours. The motion was seconded by Frank Allen and carried 5-0. Board members suggested that the preliminary plan needs to define the building envelope; current note 3 on plan should be struck.

Frank Allen made a motion to send to DEP for review by Mike Morse to determine status of the brook and regulations regarding spaghetti lots. The motion was seconded by Andy Cote and carried 5-0. Ms. LaPierre will contact Mr. Morse with the board's concerns.

Waiver Request 6.2.1.14 Storm Water Management Plan - After discussion, Andy Cote made a motion to table until additional information is received. The motion was seconded by Kurt Clason and carried 5-0. Applicant will decide what they intend to do regarding the Road Commissioner's request for engineered plans and easements.

Waiver Request 6.2.1.21 Soil Erosion and Sediment Control Plan – Andy Cote made a motion to table the request until additional information is received. The motion was seconded by Frank Allen and carried 5-0.

Waiver Request 6.2.1.26 Hydrogeologic Assessment – Kurt Clason made a motion to grant the waiver. The motion was seconded by Frank Allen and carried 5-0.

The applicant advised that they would be asking for an additional waiver from 6.2.1 regarding the required 1"=60' scale of the plan as submitted. It was the consensus of the board that 1"=120' would be acceptable. Waiver request will be submitted in writing.

The applicant provided a schedule of the outsales for the property.

Andy Cote made a motion to accept the sketch plan in concept. The motion was seconded by Kurt Clason and carried 5-0. A site walk will be scheduled when outstanding issues are addressed.

III. MINUTES OF PREVIOUS MEETINGS

Frank Allen made a motion to accept the minutes for meeting held December 4, 2013. The motion was seconded by Kurt Clason and carried 5-0 (Prescott not voting).

Judy Carll made a motion to accept the minutes for the meeting held December 18, 2013. The motion was seconded by Kurt Clason and carried 4-0 (Prescott and Allen not voting).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

Tom Ursia advised the board that he had contacted engineering firms for an advisory letter regarding cisterns. Wright Pierce has agreed to provide a letter to be delivered with three to four week at a cost of \$750. Since the Planning Board only had \$600 available, the 20/20 Committee has agreed to partner with the Planning Board and provide \$150 from their budget. Kurt Clason made a motion to proceed. The motion was seconded by Dwayne Prescott and carried 6-0.

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 8:15 p.m. Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Frank All and carried unanimously.

Approved Date: _____

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Approved Date: _____

Waterboro Planning Board

Minutes

March 5, 2014 – 6:30 PM

Roll Call: Chairman Tim Neill, Andy Cote, Judi Carll, Dwayne Prescott, and Frank Allen, members. Town Planner, Tom Ursia and Code Enforcement Officer, Mark Mitchell.

Appointments

Minutes of Previous Meetings

Report of Officers

Old Business

- Cisterns: Tom reported that the Wright-Pierce report is nearly complete and he will e-mail it to the members as soon as it is received. The report will be discussed at the April 2nd. meeting.
- Site Plan Review Ordinance: Tom has sent to the Town Attorney. A couple of items still need to be addressed. Suggests having the Attorney attend one of the meetings in April, at which time other concerns can also be addressed.

Communications

New Business

- Status report on hiring of new Planning Board Secretary: Tom reported that currently there have been 6 applications received, with a March 12th. deadline.
- Future Land Use Planning Activities of 20/20 Master Planning Committee: Tom reported that this will be the last chapter for the Comprehensive Plan. The Committee has broken the Town into four sectors and they are currently reviewing each sector for recommendations to the Planning Board to do with zoning changes, adding zones, administrative and wording concerns, etc. Sector I is ready and will be presented at the April 2nd. Planning Board meeting. Sector II should be ready in May.

- Status report on the upstart of the Economic Development Committee: Tom reported that it is almost a full committee, Leo Binette is Chairman and the Committee is working on an Economic Development Chapter for the 20/20 Committee and it should be completed by the end of April.

General Discussion:

- Tom reported that the Little Ossipee Lake Campground will be expanding and it will be coming before the PB as a Conditional Use, and suggests that at their first meeting with the PB, should be an informational meeting only, and the second meeting should be the Conditional Use meeting. Tom was asked to invite Sel. Dennis Abbott to the informational meeting due to Dennis' knowledge of the campground.
- Tim reported that the Road Review Committee is currently working on a proposed Driveway Ordinance and their next task will be to work on a Common Standard for Roads. Frank wants to see waivers to the Driveway Ordinance be dealt with documentation, thru policies and procedures, including timelines; and also that a fee should be charged for such waivers. Discussion. Tom noted that there will be a joint meeting by the Board of Selectmen, Road Review and PB on March 18th. to discuss the Driveway Ordinance.
- Tom informed the Board that at the March 19th. meeting, owners of 222 East Shore Road will come before them requesting a setback reduction Conditional Use Permit. Abutters will be notified. Discussion. All agreed to have Town Attorney advise on the change of wording in the ordinance in regards to Conditional Uses and have remedied as soon as possible.
- Discussion on action items from the CEO list. Agreed to have Mark contact the Town Attorney for discussion, wording and procedure necessary to make changes to the following four items of the Zoning Ordinance: 1) State Shoreland Zoning (LD320) needs to be incorporated into the Town's ordinance; 2) Accessory (in-law) apartments; 3) 20,000 & 40,000 sq. ft. zoning uses; and, 4) setback reductions. PB will review the current wording in the ordinance and Mark will contact the Attorney asking for her input into these four action items and request she attend the April 16th. PB meeting to discuss the wording of the changes etc.

Adjournment: Judi made the motion to adjourn at approximately 8:15 PM. Frank seconded. Voted, passed.

3.

Upcoming Meetings:

Joint Meeting with Board of Selectmen, Road Review & PB – **March 18, 2014 – 6 PM**
To review the proposed Town of Waterboro Driveway Ordinance

Regular Meeting – March 19, 2014 - 7 PM

Respectfully submitted,

Dianne Holden
Town Committee Secretary

Agenda items for April 2nd:

- Cisterns – Wright-Pierce Report
- Review 20/20 Master Planning Committee – Sector I suggestions

Agenda items for April 16th:

- Town Attorney to attend a workshop; discussion of four priority action items, Site Plan Review Ordinance, Cisterns, campground expansion, etc.
- Regular Meeting to follow workshop

Approved: March 19, 2014

Waterboro Planning Board

Minutes

March 19, 2014 – 7 PM

Roll Call: Chairman Tim Neill, Andy Cote, Judi Carll, Dwayne Prescott, Kurt Clauson and Frank Allen, members. And, Code Enforcement Officer, Mark Mitchell. Guests: George Harnois, Bob Toothaker and a neighbor.

Appointments:

George Harnois, 222 East Shore Rd. applying for a Conditional Use Permit for a setback reduction for an addition to his existing home. (Tax Map 35, Lot 13) Mr. Harnois presented and reviewed his sketch of the property, with the changes to be made to it. The small cottage will be removed, so that square footage plus 30% and 30% of the existing house will equal the new addition. Mr. Harnois also presented a copy of the 1929 subdivision plan for that area. Discussion in regards to paper streets, which was decided not to be an issue. Discussion as to whether the property needed to be surveyed and it was decided it didn't as the addition was basically squaring off the building. It was noted that the addition would have a deck towards the water, but it would not go closer to the lake than the existing deck. Mr. Harnois was asked to provide a new sketch showing the proposed project upon completion (without the small cottage, etc), showing side yard setbacks. A site walk was scheduled for April 2nd. at 6 PM. The Board also needs a copy of the application.

CEO Mark stated that this request was in violation of the setback requirements and also noted that this was the second setback Conditional Use applied for on the property.

Minutes of Previous Meetings: Frank amended the March 5th minutes to include within the General Discussion for the Little Ossipee Lake Campground, that Tom invite Sel. Dennis Abbott to attend the informational meeting due to Dennis' knowledge of the campground. Dwayne seconded. Judi made the motion to accept the minutes with the amendment. Dwayne seconded. Voted, passed.

Communications: E-mail received from Town Planner Tom Ursia

Report of Officers

Old Business

- Cisterns: Tabled – report will be given at April 2nd. regular meeting.
- Site Plan Review Ordinance: Tabled – to be discussed with Atty. Burns at April 16th. workshop meeting.
- Status report on hiring of new Planning Board Secretary: Tabled – report will be given at April 2nd. regular meeting.

New Business

- Action items from the CEO and Town Planner: Tabled – to be discussed with Atty. Burns at April 16th. workshop meeting.

General Discussion: In regards to the joint meeting with Board of Selectmen, Road Review and Planning Board held on March 18th. to discuss a proposed Driveway Ordinance. Andy will write up a draft and asked Frank to provide him with the wording he would like to see incorporated into the ordinance in regards to waivers having documentation, including knowing the reason why it is being requested, which will be created thru policies and procedures, including timelines; and also that a fee be charged for them.

Adjournment: Frank made the motion to adjourn at approximately 7:40 PM. Kurt seconded. Voted, passed.

Upcoming Meetings:

April 2nd: 6PM – Site Walk 222 East Shore Road, East Waterboro for setback reduction.

7 PM – Regular Meeting

April 16th: 6 PM – Workshop with Atty. Natalie Burns

7 PM – Regular Meeting

Respectfully submitted,

Dianne Holden

Town Committee Secretary

Approved: April 2, 2014

Waterboro Planning Board

Minutes

April 2, 2014 – 7 PM

Roll Call: Chairman Tim Neill, Andy Cote, Dwayne Prescott, Kurt Clason and Frank Allen, members. Absent: Judi Carll. Tom Ursia, Town Planner and Sel. Dave Woodsome. Guests: George Harnois.

Appointments:

George Harnois, 222 East Shore Rd. applying for a Conditional Use Permit for a setback reduction for an addition to his existing home. (Tax Map 35, Lot 13) Board members did a site walk at Mr. Harnois at 6 PM, prior to this meeting, at which time Mr. Harnois presented them with the requested drawing for his project. Kurt made the motion to approve the Conditional Use Permit for a setback reduction for the addition to Mr. Harnois existing home, as presented in the second drawing received at the site walk. Dwayne seconded. Voted, passed.

Review & Accept Agenda: All agreed to accept as written.

Communications: Letter received from Atty. Arthur Dumas in regards to the proposed subdivision of land of the Helen M. Carpenter Estate.

Announcements: None

Election of Officers: Tabled

Minutes of Previous Meetings: Frank made the motion to accept the minutes of the March 19, 2014 meeting as written. Andy seconded. Voted, passed.

Report of Officers: None

Old Business

- Discuss/vote on Conditional Use Permit for George Harnois, 222 East Shore Road – See Appointments above.
- Cisterns: Discussion covered many facets. Size of cisterns, centralized cistern systems and who will be responsible for maintenance/replacement of systems. Also discussed were fire ponds, new and existing cisterns and home sprinkler systems.

Kurt made the motion to have the Selectmen take a vote on how to handle the existing cistern systems in place and also, who will be responsible in the future, as to whether the Town will take any financial responsibility or not. Dwayne seconded. Voted, passed.

- Status report on hiring of new Planning Board Secretary: Tom reported that five applicants will be interviewed on April 14th.

New Business

Review/Discuss 20/20 Master Planning Committee's Sector I suggestions: Tom handed out a list of items that the 20/20 Master Planning Committee prepared for future land use considerations in Sector I – East Waterboro to Lyman town line. The Board discussed and reviewed the six items: Creation of a new zone entitled Business Park or Enterprise Business within the defined geographic area(s); Vision for Dearborn holdings twenty years from 2014 (expansion of the Conservation Zone should be considered); Conservation designation for old rail road bed. First rights of refusal/acquisition for multi-use trail system in perpetuity; Extension of water distribution system to high priority areas; Define next well head protection zone and impact on business; and, Protection and development of air infrastructure; requirements for site location, down slope, approach requirements and other current FAA standards. Frank made the motion to have Tom move forward with the items on the list. Dwayne seconded. Voted, passed.

General Discussion: Tom reported that an information meeting on the Little Ossipee Lake Campground expansion will be held on May 7th. Once they have all their State and local approvals, the Planning can move to Final Plan.

Adjournment: Tim made the motion to adjourn the meeting and enter into a workshop session in regards to the new Driveway Ordinance at 8:10 PM. Frank seconded. Voted, passed.

Respectfully submitted,

Dianne Holden

Town Committee Secretary

Upcoming Meetings:

April 15th. 6 PM – Selectmen's Workshop – Committee Reports

April 16th: 6 PM – Workshop with Atty. Natalie Burns

7 PM – Regular Meeting

May 7th. 7 PM - Information meeting on expansion of the Little Ossipee Lake Campground.

Approved April 16, 2014

Waterboro Planning Board

Minutes

April 16, 2014 – 7 PM

6 PM: Workshop held with Town Attorney, Natalie Burns.

Roll Call: Chairman Tim Neill, Judi Carll, Dwayne Prescott, Kurt Clason and Frank Allen, members. Absent: Andy Cote. Tom Ursia, Town Planner, Sel. Dave Woodsome and CEO, Mark Mitchell.

Appointments: None.

Review & Accept Agenda: All agreed to accept as written.

Communications: Notice of “Broadband and the Economy-Opportunity and Challenges” seminar to be held in Biddeford at UNE, on Wednesday, April 30th. from 9-noon.

Announcements: None

Minutes of Previous Meetings: Dwayne made the motion to accept the minutes of the April 2, 2014 meeting as written. Kurt seconded. Voted, passed.

Report of Officers: Tim reported that he attended the Board of Selectmen’s committee reporting meeting on April 15th. He talked about cisterns and passed the decision making on to the BoS for their review.

Old Business:

Status report on hiring of new Planning Board Secretary: Tom reported that five applicants were interviewed on April 14th. The Town Administrator will go into Executive Session with the BoS to confirm the hiring. The new secretary may possibly be on board for the May meeting.

New Business

Review/Discuss 20/20 Master Planning Committee’s Sector Two suggestions: Tom handed out a list of items that the 20/20 Master Planning Committee prepared for future land use considerations in Sector Two – Hannaford north on Route 5 to the Little Ossipee Lake Campground. The Board discussed and reviewed the five items: Review, analyze and upgrade zoning ordinance standards to promote more mixed-use retail/service/residential center development; analyze and create a new zoning for business enterprise areas; analyze, clarify and expand, if necessary, the zoning, siting and infrastructure requirements for campground/mobile home developments; review and recommend modern changes to the dimensional regulations contained in Article 3, Waterboro Zoning Ordinance; and, review existing and proposed trail systems and potential linkages to the systems with all new subdivisions and site plans. Make this change as part of the checklist review process.

If the Board is supportive, the 20/20 Committee would like a vote of confidence. Members were asked to let Tom know of any additions to the list.

Driveway Ordinance: Tabled to next meeting.

General Discussion: None.

Adjournment: Tim made the motion to adjourn the meeting at 7:40 PM. Frank seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Town Committee Secretary

Upcoming Meetings:

May 7th. 7 PM - Information meeting on expansion of the Little Ossipee Lake Campground.

Approved 5/7/14

Waterboro Planning Board

Minutes

May 7, 2014 – 7 PM

Roll Call: Chairman Tim Neill, Judi Carll, Andy Cote, Dwayne Prescott, and Frank Allen, Jon Gale, Sel. Dennis Abbott, Sel. Gordon Littlefield, Doug Foglio, Sr., Road Commissioner and Mark Mitchell, CEO. Guests: Dave Lowe, Dave Benton, Leo Binette, Sharon Abbott, Dave Bozza, Little Ossipee Lake Campground owner and, Travis Letellier and Jim Fisher from Northeast Civil Solutions Inc.

Appointments: Joint meeting with the Board of Selectmen and Little Ossipee Lake Campground owners – information meeting on their proposed expansion: Jim Fisher spoke about the proposed expansion and stated that Phase II would start in the autumn of 2014 if approved. They wanted to solicit comments and suggestions for a future presentation of technical aspects. He conducted an overview of the presentation plan. The plan requires DEP permitting; however, there is only a small impact on wetlands. They would like the traffic to use McLucas Road, which goes into a controlled intersection. They currently are licensed for 85 sites and are using close to that number. Phase II would add an additional 50 sites and each site far exceeds the minimum 5,000 sq. ft. size requirement. There will be power, septic and water at each site. Campers over fifteen years old are not allowed. Most sites are seasonal. Alfred Frick will be the soil scientist. In Phase I, the old systems have been updated. There will be two bath houses with showers, with no washing machines on site. 90% of the site is not impervious surface and will take care of any stormwater. DEP is trying to get away from stormwater ponds, however phosphorus control requires ponds. Woody, re-vegetation areas are now preferred, as it filters the water going into the wetland. In regards to the traffic on Route 5, they will complete a full traffic report. Discussion of vehicles having full access to Route 5, should it be one-way or closed, or all traffic use McLucas Road. Pedestrian traffic to the lake was also discussed. They will try to make lights and crosswalks work, and request additional signage from DOT. A Q&A period was held. Questioned about the boundary line on the causeway and location of docks. Mr. Fisher stated that Mr. Bozza has deeded ownership of the land abutting the lake. Mr. Bozza stated that presently he has nine docks, which is the maximum number he can have. There currently are five or six moorings beyond the docks, which are not regulated. Sel. Abbott stated that the Planning Board needs to discuss this issue. There was concern shown for the private wells located on McLucas Road and the impact of sewerage and stormwater runoff. Also the small pond between McLucas Road and Route 5. Mr. Bozza stated that he pumps the tanks of those RVs located next to the pond and doesn't charge to do so for those sites.

Doug Foglio, Sr., Road Commissioner spoke. He stated is not opposed to the expansion, however is opposed to any use of McLucas Road as it is not wide enough, nor designed to handle large RV's, and, the culvert on McLucas Road cannot handle the possible increase water flow. Also the intersection of McLucas and Ossipee Hill Road is too close to the next intersection and large RVs would block Ossipee Hill Rd. He addressed the caution lights on Route 5 that the Town had installed and maintained for years. The Board of Selectmen voted to discontinue them several years ago. The campground was asked if they wanted to take them over and they didn't – to which Mr. Bozza replied that he was told by his Attorney not to take on the liability. Mr. Foglio stated further that he felt that a full year traffic study needed to be completed. Pedestrian warning lights, as a minimum, should be required, 400 ft. from the crossing on Rt. 5. Discussion on pedestrian crossing included installing a skywalk to putting in a large culvert from the small pond to the lake that boats could pass through. Mr. Foglio felt that the approximately 14,000 sq. ft. of imperious roofing should be addressed as far as stormwater. He felt that the stormwater impact of the area wouldn't change from what it is today to when Phase II will be completed, but it certainly has changed since the vegetation was stripped and the trees were cut several years ago.

Mr. Foglio then spoke as a resident of Waterboro. He questions the beach ownership and feels the Planning Board should require a survey of the land, as well as find out the deeded use, noting that the causeway used to be a lot wider. The mooring balls should be taken in during the winter months, as they are dangerous to the winter sports activity. Due to pollution in the small pond in the past, water quality studies should be conducted on the pond for a full year, including taking ground water samples ten feet from the high water mark along the pond. In regards to the upper level, it should be determined how deep down the bedrock is. The Planning Board should require a study of the ground water, having phosphorus and nitrate studies done on the ground and the water bodies. He requested a one year moratorium on campgrounds to get answers. He feels that this plan is insufficient and the Town needs to make sure that Little Ossipee Lake isn't going to be polluted.

Sel. Abbott stated that he is not against the expansion, as it will be a huge boost to Town businesses. The Planning Board needs to negotiate what the waterfront will be and that's what has to be done.

Sel. Gale stated he realized the recreation potential in Town and increase in business, but feels the project needs to proceed with caution.

Chm. Neill stated that the Sewall Co. report for the Comprehensive Plan identified the lake as being at risk.

Sel. Littlefield stated that he has been happy with the new owner and improvements, but agreed that the Town should go slow.

Mr. Bozza stated that he would see that the moorings were taken out in the fall. He noted that he pays for the crosswalk paint. In regards to the caution lights, he feels the Town has a liability for public safety. They have talked about installing a swimming pool within the campground.

Review & Accept Agenda: Frank made the motion to add 'review/discuss/vote' to the Driveway Ordinance item under Old Business. Judi seconded. Voted, passed.

Communications: None.

Announcements: None

Minutes of Previous Meetings: Frank requested a report from the Town Administrator in regards to the Broad Band Summit. Frank made the motion to accept the minutes of April 16, 2014 as written. Dwayne seconded. Voted, passed.

Report of Officers: None.

Old Business:

Status report on hiring of new Planning Board Secretary: Tom reported that the new secretary will be on board the first Monday of June.

New Business

Review/Discuss 20/20 Master Planning Committee's Sector Two suggestions: Tom stated that he is good with this item.

Review/Discuss/Vote on Proposed Driveway Ordinance: Discussion. Dwayne stated that he was not comfortable with Section 4F, also, private roads that don't meet Town standards. It was agreed that the Road Review Committee will address those issues. Frank made the motion to send the amended copy to the Road Review Committee, merging the comments and suggestions by Kurt, Andy and Tim. Andy seconded. Voted, passed.

General Discussion: Tom reminded the Board that the 20/20 Master Planners will be meeting on May 12th. at 5:15 PM.

Adjournment: Andy made the motion to adjourn the meeting at 8:35 PM. Frank seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Town Committee Secretary

Approved May 21, 2014

Waterboro Planning Board

Minutes

May 21, 2014 – 7 PM

Public Hearing: 7 PM – Meadow Brook Acres subdivision on Straw Mill Brook Road. Owners, Don & Dianne Holden requesting a lot line modification. Tax Map 4, Lot 18.

Roll Call: Chairman Tim Neill, Andy Cote, Dwayne Prescott, and Frank Allen, Tom Ursia, Town Planner, Sel. Dave Woodsome and Mark Mitchell, CEO. Absent: Judi Carll and Kurt Clason
Guests: Dave Lowe, Martha Cognato, Margaret Wescott, John Cyr, Mr. & Mrs. William Murdoch and John Cole, Architect.

Appointments: Review/discuss/vote: Lot line modifications for the Meadow Brook Acres subdivision on Straw Mill Brook Road, removing Lot #2 from the approved subdivision created in 1999. Tax Map 4, Lot 18. Dwayne made the motion to approve as presented. Andy seconded. Voted, passed.

Review & Accept Agenda: Frank made the motion to add Site Plan Review under General Discussion. Dwayne seconded. Voted, passed.

Communications: Town Administrator's e-mail in regards to the Broadband Summit. Communications from Judi & Kurt that they would not be able to attend tonight's meeting.

Announcements: Tom announced that the annual meeting of So. Maine Regional Planning will be held on July 11th. Let Tom know by tomorrow, (May 22nd.) if any member wants to attend.

Minutes of Previous Meetings: Frank made the motion to accept the minutes of May 7, 2014 as written. Andy seconded. Voted, passed.

Report of Officers: None.

Old Business:

Status report on hiring of new Planning Board Secretary: Tom reported that the new secretary will be on board for the Boards' first meeting in June.

New Business

1. Review/discuss/vote: Lot line modifications for the Meadow Brook Acres subdivision on Straw Mill Brook Road: See Appointments, above.

2. Shoreland Setback Reduction by William Murdock, 20 Penny Circle, East Waterboro. Tax Map 36, Lot 22: This is the first request for a 30% expansion of the property. The plan is to add a garage above the 100 ft. mark from Little Ossipee Lake, with a 10 ft. setback from a private way, noting that the property has a steep slope from Penny Circle to the lake. Mr. Cole presented drawings and stated that other than the garage, the proposed expansion to the existing cottage meets all the criteria of the Town. The CEO stated that Penny Circle is a private way and he feels that it is so narrow, the setback should be considered as a rear setback. Andy made the motion to hold a site walk at the property on June 4, 2014 at 6 PM. Dwayne seconded. Tim told Mr. Murdock that it wouldn't hurt to get letters in agreement to his proposal from the abutters.
3. Condition Use in Shoreland Zone by John Cyr of 159 West Shore Road, Tax Map 34, Lot 6: Mr. Cyr presented plans and stated that the current camp is set in a hill, so the only way he can go is up. He proposes to jack the building up and put a foundation under it and lower it back down. The elevation difference between the existing foundation to the new foundation will be 16 inches higher. There will be no expansion to the building. The building currently has a partial, crumbling foundation. Tim reminded Mr. Cyr that erosion control will be needed. Dwayne made the motion to approve the Conditional Use plan as presented. Frank seconded. Voted, passed.
4. Sector Three priority recommendations from the 20/20 Master Planning Committee and Town Planner: Tom presented a list of future land use considerations/needs on the Route 5 corridor from Little Ossipee Lake to North Waterboro. a) Tom would like to inventory large parcels of land in the Town and show all of them on one map. Changes in zoning techniques may be needed, particularly to maintain the ruralness of North Waterboro. b) Tom reported that currently there are 3-4 developers in Town showing interest in some type of campground development. Currently 'sportsmen' or 'wilderness' campgrounds are not covered in the Town's zoning. These types of campgrounds do need to be addressed. c) Cluster Developments, also known as PUD's, need to be retooled. Currently there is not enough latitude. Article 8 of the Zoning Ordinance needs to be revisited and rewritten to fit the current economic times. d) create a focused and definitive strategy for the re-construction of Route 5 with key MDOT/regional/community officials as part of a State bond issue. e) Tom pointed out that in the Town of Madison, Backyard Farmers has 24 acres on which they grow tomatoes that are distributed nationally. They are a classic business model. North Waterboro and the lay of the land is perfect for a special Agribusiness Zone/overlay for farmlands and commercial agriculture businesses.

Frank stated that the Road Review Committee needs to tell the Planning Board which roads are substandard and can't have development on them. Discussion of different types of campgrounds. Tom reported that there was one more sector that will be coming before the Planning Board later this summer, which will be So. Waterboro. Tom is looking for feedback on the Sector Three suggestions, if any.

General Discussion:

1. Sideline Setback Reductions: Tim suggests that they ask Atty. Burns to write up a change to the current ordinance. All agreed.
2. Site Plan Review: Tom stated that the Planning Board has done it's proper review and it is ready to go to the Board of Selectmen and have them vote on it. Frank made the motion to send the Site Plan to the Board of Selectmen for their approval. Andy seconded. Voted, passed.
3. Road Standards & Driveway Ordinance: Frank stated that the Planning Board needs to meet with the Road Review Committee in regards to the Road Standards. Tom suggest to also include discussion on the Driveway Ordinance. All agreed to invite the RRC to the PB's June 4th. meeting.
4. Meadow Brook Acres Subdivison: Members were reminded to sign the mylar approving the change, to be recorded at the York County Registry of Deeds.

Adjournment: Tim made the motion to adjourn the meeting at 8:03 PM. Frank seconded. Voted, passed.

Respectfully submitted,

Dianne Holden
Town Committee Secretary

Waterboro Planning Board

Minutes

June 4, 2014

Site Walk: 6 PM – 20 Penny Circle, East Waterboro, Tax Map 36, Lot 22: Shoreland Setback Reduction Request by William Murdock.

The meeting was called to order by Tim Neill, Chair at 701pm.

Roll Call: Tim Neill, Chair, Andy Cote, Judi Carll, Dwayne Prescott, Frank Allen, Dianne Holden, Mark Mitchell, CEO and Tammy Bellman.

Attendees: William and Sally Murdoch

Appointments

1. Shoreland Setback Reduction request by William Murdock, 20 Penny Circle, East Waterboro.
2. Joint meeting with the Road Review Committee to discuss the Road Standards and Driveway Ordinance.

Review & Accept Agenda: Frank Allen made the motion to accept the agenda. Tim Neill seconded. Voted, passed.

Communications: None

Announcements: None

Minutes of Previous Meetings: Frank Allen made the motion to accept the meeting minutes of the May 21, 2014 meeting as written. Tim Neill seconded. Voted, passed.

Report of Officers: None

Old Business: None

New Business: None

Site walk: Shoreland Setback Reduction request by William Murdock, 20 Penny Circle, East Waterboro.

Motion made by Frank Allen to accept the set back with the following amendment – that the drip edge of the garage will have a 10 foot setback from the right-of-way. Seconded by Dwayne Prescott. Voted, passed.

General Discussion: The joint meeting with the Road Review Committee to discuss the Road Standards and Driveway Ordinance will need to be re-scheduled. The Road Review Committee will not be looking at this until their June 18, 2014 meeting per Roger Macomber's email from 5/30/2014.

Adjournment: Frank Allen made the motion to adjourn the meeting, Dwayne Prescott seconded. Voted, passed. The meeting adjourned at 7:20pm.

Approved Date: _____

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Upcoming Meeting(s): June 18, 2014: 7 PM – Planning Board Meeting

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

June 18, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Andy Cote Judi Carll Tim Neill Dwayne Prescott
 Frank Allen

Absent: Kurt Clason Tim Nelson

Others Present: Tom Ursia Douglas Foglio Tammy Bellman

The meeting was called to order at 7:02 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

- ***Re-schedule the joint meeting with the Road Review Committee to discuss the Road Standards and Driveway Ordinance***

Frank Allen stated to leave up to Road Review Committee to notify the Planning Board when the review has been completed.

Doug Foglio notified the Planning Board that the ordinance was done and going to the Town Administrator.

- ***Board Up-dated Contact Information if not submitted on-line***

Tammy Bellman reported that information was all set at this time.

III. Review and Accept the Agenda for June 18, 2014

IV. Announcements

Tom Ursia reported that the Waterboro Water District in collaboration with the 20/20 Committee received a 50/50 matching grant for the water and well head initial geography study.

Tom Ursia reported that the intersection of route 5 and Townhouse Road will be under construction from Monday, June 23 through Friday, June 27. It will be a reconstruct. Tom Ursia recommends finding an alternate route to come to the Town Hall.

Tom Ursia provided the Planning Board with an email from Fire Chief, Matt Bors regarding the concerns with the Little Ossipee Lake campground expansion. Email included.

V. COMMUNICATIONS

Tom Ursia up-dated the Planning Board on the Bozza campground expansion. The campground expansion falls under the Conditional Use process so there will be no formal application. The information provided on May 7, 2014 by David Bozza and Jim Fisher initiated the process.

Technical questions can be incorporated into the Conditional Use – the Town has not received any further details.

Tom Ursia called Jim Fisher, Engineer for an up-date on the status and was told that it is a green light to pursue; the DEP process has been started.

Tom Ursia reported that this Conditional Use process will be treated as a review following the “punch list” – or step by step review process.

Frank Allen wants the email from Matt Bors to be provided to the applicant.

Tim Neill mentioned that with the conditional review and campground ordinance - the Planning Board may not want to consider a moratorium until next spring.

Tom Ursia provided information regarding a moratorium that the moratorium needs to be grounded with precise reasons as to why the moratorium is being requested. The Town attorney, Natalie Burns would be the best one to address this. Conditional Use covers roads and public safety – the campground ordinance is flexible enough to cover the scope of this project. If reasonable things are asked for then the applicant has the opportunity to ensure the requests are completed and addressed. Ultimately, the board has the final vote. Right now there is no information to review only the conceptual information provided at the May 7, 2014 meeting. There is a fine line without the applicant being present.

Doug Foglio raised the question of how much land does the applicant own.

Tom Ursia reported that will be answered when the “punch list” is reviewed – the deed, survey, etc will be reviewed when provided.

Tom Ursia will gather the initial data to prepare the Board when it is presented to Tom.

Tom Ursia is willing to forward the email from Matt Bors to the applicant.

Doug Foglio wants to add to mince the moratorium. Doug does not feel an application has been submitted until a check has been received from the applicant. Other concerns come up with wanting to bring in more campgrounds. The Zoning Ordinance is seriously out dated – what we have are more like summer homes than a campground.

Frank Allen wants to wait for legal opinion before pursuing a moratorium.

Tom Ursia reported that DEP was 100% involved.

Andy Cote stated we should not be discussing the campground expansion without the applicant present.

Andy Cote reported that the EDC and 20/20 Committees are in favor of expanding the campground.

Tom Ursia reported that it would be best to get the town attorney involved and then meet with the Town Administration and the Planning Board.

Doug Foglio shared that work with this group under the current ordinance – future ones under up-dated ordinance. The State does have a time limit on moratoriums. He is concerned as the Road Commissioner with roads that need a tremendous amount of work – who will be paying for it.

Tom Ursia reported that there are two additional groups that are interested in wilderness camping areas.

Dwayne Prescott reported that these are for just camping out – no amenities.

Tom Ursia states that we should not mix issues with this campground and wilderness campsites. It would be a small investment to have Natalie Burns come in to give a legal opinion.

Tim Neill asked if everyone agrees that Natalie Burns be brought in to up-date the Planning Board. All Planning Board members present responded with yes.

Doug Foglio suggested that a note be sent to Natalie Burns with the information that would be discussed.

Dwayne Prescott would like to include the difference between wilderness campsites and a campground.

Tom Ursia will prepare questions for consideration and forward them to the Planning Board prior to close of business on Thursday, June 19, 2014. The Planning Board will review the questions and respond with any suggestions that they individually would have. Tom Ursia and Tim Neill will review these responses early next week (week of June 23, 2014) and then send the email to Natalie Burns including a copy of the meeting.

Doug Foglio noted that the Zoning Ordinances were 36 years old and the Planning Board should look at up-dating the ordinances.

Andy Cote noted that not all of the members were in agreement for the moratorium and re-writing the Zoning Ordinance is a major undertaking and currently the Board has a lot to be working on.

Tim Neill suggested that updating the Ordinances can be part of the new Comprehensive Plan.

VI. MINUTES OF PREVIOUS MEETINGS

June 4, 2014 meeting minutes

Judy Carll made notification that there were areas that needed to be looked at on the June 4, 2014 minutes. The first and last name should be used when mentioning names; the amendment part should read amendment motion or just motion, and the amendment motion should read the ten foot setback is from the right-of-way not the water line.

Judi Carll made a motion that the minutes be changed to include the following:

- A. The first and last name should be used when mentioning names;
- B. The amendment part should read amendment motion or just motion;
- C. The amendment motion should read the ten foot setback is from the right-of-way not the water line

Dwayne Prescott seconded.

Discussed, voted – passed 5-0.

Tim Neill requested that Tammy Bellman make the corrections and review again at the next Planning Board meeting.

VII. REPORT OF OFFICERS

VIII. OLD BUSINESS

- A. New state shore land zoning (LD320)
- B. Accessory (In-law) apartments
- C. 20,000 and 40,000 sq. ft. zoning uses
- D. Set-back reductions (variances) transferred to ZBA

Tim Neill requested that Mark Mitchell, Code Enforcement Office provide an up-date on the above. Tammy Bellman will email Mark Mitchell to invite him to the next Planning Board meeting with the up-dates.

IX. MISCELLANEOUS

A. Tim Neill suggested that the Planning Board meetings be moved to a 6pm start time. Tim will email Kurt Clason regarding the possibility of a 6pm start time and report back to the Board at the next Planning Board meeting.

B. Tim Neill will contact Tim Nelson about his possible resignation, to make room for a new member.

Tom Ursia suggested that the Planning Board consider a succession plan for the committee.

X. NEW BUSINESS

A. Tim Neill suggested that the Planning Board table to election of officers until Kurt Clason is present.

B. Tom Ursia reported that usually who maintains the cisterns is responsible for them - the Fire Station maintained the cisterns for last year. Tom Ursia reminded the Planning Board that there is a joint meeting with the Selectmen on June 24, 2014 regarding the cistern question.

XI. ADJOURNMENT

Frank Allen made a motion to adjourn the meeting at 8:07pm. The motion was seconded by Judi Carll and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO

PLANNING BOARD

MEETING MINUTES

July 16, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Frank Allen Judy Carll Dwayne Prescott
Andy Cote Tim Neill

Absent: Kurt Clason

Others Present: Tom Ursia David Lowe Tammy Bellman

The meeting was called to order at 7:01 p.m. by Tim Neill, chair.

II. APPOINTMENTS

➤ ***Setback reduction request by Nicholas Beinars 149 West shore Road, Map 34 Lot 4***

Nicholas Beinars addressed the board regarding raising his cottage to install concrete and frame foundation, raising the cottage less than 3 feet. Nicholas provided the Planning Board with a current Proposed Conditions Site Plan.

Board members reviewed the site plan provided by the applicant.

Andy Cote, Dwayne Prescott and Frank Allen requested a site walk. A site walk is scheduled for August 6, 2014 at 6pm. They requested that Mr. Beinars mark his property lines and proposed site location(s). They are concerned about one of the side property lines.

III. REPORT OF OFFICERS

None

IV. MINUTES OF PREVIOUS MEETINGS

Andy Cote requested to further review the June 18, 2014 minutes before a vote is cast. He would like to review the Road Review statement by Doug Foglio.

Frank Allen made a motion to accept the minutes for the meeting held January 15, 2014. The motion was seconded by Tim Neill and carried 4-0 (Prescott not voting).

Andy Cote made a motion to approve the minutes for the meeting held June 4, 2014. The motion was seconded by Frank Allen and carried 5-0.

V. OLD BUSINESS

➤ Election of Officers for 2015

Frank Allen made the motion to continue with the same officers until there is a full board. Andy Cote seconded and carried 5-0.

➤ Follow up report by Mark Mitchell, CEO

Mark provided a memorandum with information, attached, regarding the four bullet points noted on the agenda.

➤ Cisterns – Progress Report on last Selectman’s Meeting

Dwayne Prescott stated that the Town does not accept ownership; Andy Cote added but we will maintain it until it fails. Frank Allen states that it is not our expertise, pass to the Fire Department and then it can come back from the Fire Chief with recommendations.

Tim Neill stated that the Cistern issue is closed. Gavel dropped.

VI. NEW BUSINESS

Tim Neill turned the floor over to Tom Ursia, Town Planner for the following up-dates:

- General Dollar – Tennessee Corporate offices, 10,000 named stores – VT, NH have 33 stores and Maine is next with the potential of 25-50 stores. General Dollar has looked at 8 sites and narrowed it to three and currently two have contracts on them. Tom believes the timeline is August/September for any further information/application. Tom will email the Planning Board when he receives the application and/or information.
- The Water District did receive the water capacity grant monies. The Planning Board can choose how they participate – from meeting attendance to participation with the grant. The Water District Superintendent will be contacting three engineering companies and looking to make the final selection in the next month or two. Tom is hoping that the next well head will be included. Tom will keep the Planning Board up-dated. Tom is willing to invite John Vacari, Superintendent, in to give a progress report to the Board.
- Tom has made numerous calls to Fran, Surveyor, regarding the Carpenter Estates. Fran feels it is stalemated and a month or so ago the Waterboro Land Trust, specifically the Hinter Land, would go into a trust. The conversation’s sticking point is the Stewardship fees requested by the trust to the applicant. There has been no information from the applicant in 6 months. At this point if they decide to continue the Planner will go back to the beginning of the process with them.
- Heath’s Variety Store 5 weeks ago was to become a pizza and sub shop; David DiBiase was proposing. He will not pursue due to liabilities for the gas tanks that were there before. Tom shared that if another storage shed business were to come into the PATCO Storage Shed area the driveway would be grandfathered but if it was a different type of business then the Planning Board has the full right to request a travel study to determine both visibility and entrance. Tom will keep the Planning Board posted.

VII. Announcements

- Tim Neill shared that Tim Nelson has resigned from the Board. He was a former chairman and CEO for the Town of Waterboro. The Selectmen reluctantly accepted his resignation.
- Tom Ursia shared that the August 20th Planning Board meeting will have an informational up-date only from Mr. Sylvester regarding the wilderness campground. A surveyor has been hired and Mr. Sylvester is in communication with DEP. The Little Ossipee Lake Campground (Bozza) has requested to up-date the Planning Board. The survey plans received confirms that they do own up-to Ossipee Lake. Tom stressed to the Bozza group that the Planning Board needs the information two weeks prior to the appearance at the Planning Board meeting.

VIII. ADJOURNMENT

At 8:24 p.m. Tim Neill made a motion to adjourn the meeting. The motion was seconded by Frank Allen and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

August 6, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Frank Allen Judy Carll Dwayne Prescott
 Kurt Clason Tim Neill

Absent: Andy Cote

Others Present: Mark Mitchell, CEO David Lowe Dan Babb
 Stephen Everett Tom Sawyer Peter & Patricia Schild
 Roger Lauzier David Woodsome Tammy Bellman

The meeting was called to order at 7:02 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

- ***Setback reduction request by Nicholas Beinars 149 West Shore Road, Map 34 Lot 4. Site walk.***

Frank Allen made the motion to approve the application for the setback reduction contingent upon the receipt of the letter from the abutter – Michael Garrity confirming a shared property line. Dwayne Prescott seconded the motion. Mark Mitchell agreed on the above motion. Voted. Passed 3 – 1 abstain (Klason).

- ***Setback reduction by Roger Lauzier, 24 Webber Rd., Map 36 Lot 27A.*** Represented by Stephen Everett. Stephen Everett provided an overview of the project on the Mary Gooch property; this is the last parcel that Mary Gooch owns. Roger Lauzier is requesting a 10 foot sideline and road setback from the boundary. Discussion held. Tim Neill scheduled a site walk for August 20, 2014 at 6pm. Steve Everett was requested to have a visible footprint for the property and building proposed. Mark Mitchell suggested to have the soil looked at for the septic system. If a variance is needed the request would need to go through the state.

- ***Relocation in Shore Land Zone request by Peter and Patricia Schild, 131 West Shore Road, Map 33 Lot 27*** Peter Schild provided an overview for the raising of the camp. The sill is showing rot where the deck attaches. The request would be to raise the camp and put in a proper foundation, making a daylight basement. The sill would be raised less than the three foot limit. Tim Neill polled the remaining Planning Board members - no site walk was requested. Dwayne Prescott made the motion to approve the request. Frank Allen seconded the motion. No discussion. Voted. Passed 5-0.

III. MINUTES OF PREVIOUS MEETINGS

The vote on the June 18, 2014 minutes will be postponed until Andy Cote can attend per his having questions on the minutes.

Frank Allen made a motion to approve the minutes for the meeting held July 16, 2014. The motion was seconded by Dwayne Prescott and carried 5-0

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

➤ Election of Officers for 2015

Kurt Clason agreed to continue with the same officers as last year.

➤ Follow up report received from Natalie Burns, Town Attorney

1. Accessory (In-Law) apartments
2. 20,000 and 40,000 square foot zoning uses
3. Setback reductions (variances) transferred to the Zoning Board of Appeals

Tim Neill, Chair would like to concentrate on item 3 – transferring the setback reductions to the ZBA. Tim proposed a Public Hearing on September 3, 2014 at 7pm so the changes from Natalie Burns could be discussed and a recommendation made to the Board of Selectmen. The remaining Planning Board members agreed. Items 1 and 2 will be discussed at a later Planning Board meeting.

VI. NEW BUSINESS

None.

VII. Announcements

None.

VIII. ADJOURNMENT

At 7:34 p.m. Frank Allen made a motion to adjourn the meeting. The motion was seconded by Dwayne Prescott and carried unanimously.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

August 20, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Frank Allen Judy Carll Dwayne Prescott
 Kurt Clason Tim Neill Andy Cote

Absent:

Others Present: David Lowe Stephen Everett Roger Lauzier
 David Woodsome Tom Ursia Rita Cote
 Jim Fisher Jim Logan Travis Letellier
 Tammy Bellman

The meeting was called to order at 7:01 p.m. by Tim Neill, Chair.

Frank Allen made the motion to amend the agenda to include a vote on the site visit for Roger Lauzier's setback reduction request on the Mary Gooch property, Map 36 Lot 27-A.

Seconded by Tim Neill. No discussion, passed 5 – 0, (Clason abstained).

II. APPOINTMENTS

- ***Setback reduction request by Roger Lauzier, Mary Gooch property, next to 26 Logan Circle Extension, Map 36 Lot 27-A. Site walk.***

Andy Cote made the motion to approve the application for the setback reduction of 13 feet from the dirt road and 10 feet on the sides. Frank Allen seconded the motion. No discussion. Voted. Passed 6 – 0.

- ***Setback reduction by Marguerite Dow Map 39 Lot 8.*** Marguerite Dow provided background information on the request to raise the camp to put a daylight basement under the current camp. No increase in size. No site walk was requested. Kurt Clason made the motion to put the foundation in as noted. Andy Cote seconded the motion. Voted 6-0 passed.

- ***Conditional Use Review for Little Ossipee Lake Campground expansion. Map 7 Lot 52.*** Jim Fisher from Northeast Civil Solutions made the presentation on behalf of David Bozza, dba DMJ Parks, LLC. David Bozza and Northeast Civil Solutions are not requesting a vote this evening. The designs have been completed and provided to the Planning Board for review and questions. The Planning Board went through the checklist provided by Tom Ursia, Town Planner, attachment A. Andy Cote stated that the waiver

request(s) should be submitted separately. The Applicant said that some of those requests will be:

- Reduction in the 50 foot road width
- Reduction in the number of bathhouses and
- Waiver of the high-intensity soil map
- The Applicant would like to phase the project and may need a waiver to cover the extended construction schedule

The Applicant will also be looking for guidance on what constitutes “substantial completion.” Jim Logan, from Albert Frich, stated that the campground has a public water supply. The water quality is monitored by the State. Andy Cote questioned the Applicant at length about their storm water/septic plans. As designed the site will not degrade the water quality of Little Ossipee Lake. The Campground’s plan is also being reviewed by the State, attachment B, MDEP and requires MDEP approval. Applicant explored the possibility of using McLucas Road for construction vehicles. It was agreed upon by the Planning Board, the Applicant and the engineering Team that McLucas Road would not be used for any reason other than emergency access. Tom Ursia suggested a meeting with the Engineers, Applicant, Town Planner, Department of Public Works and the Fire Chief to review any of the checklist that had not been addressed. Tim Neill requested to have Tom set up this meeting. Jim Fisher will check with the State regarding re-stripping of the cross-walk going from the campground across Route 5. Jim Fisher suggested a general agreement between the Applicant and the Town for lights, any signage and re-stripping the cross-walk to ensure the public’s safety. Tom Ursia suggested that the Planning Board and the Applicant determine a maximum number of docks and a specific layout of the docks to prevent any further discussion and/or time before the Planning Board. The Applicant provided landscaping information and agreed to one tree per site. Tom Ursia suggested that if the Planning Board is comfortable with him working with the Applicant on the landscaping issue. Frank Allen suggested using the Town of Waterboro’s Community Garden Committee to assist with the landscaping for the new expansion area. Andy Cote would like the emergency access addressed on the site plan. Tom Ursia suggested that a statement in the Notation block should be included regarding the emergency access. Andy Cote suggested not taking the driveway for the house and including it as part of the campground. David Bozza and Jim Fisher agreed. The Planning Board and Engineers discussed a Site Walk for September 13, 2014 at 9am meeting at the Office and a Public Hearing on Wednesday, September 17, 2014 at 6pm with a vote to follow. The Planning Board thanked Northeast Civil Solution for providing a thorough and well put together presentation and documentation.

III. MINUTES OF PREVIOUS MEETINGS

- Frank Allen made a motion to approve the minutes as written for the meeting held June 18, 2014. The motion was seconded by Dwayne Prescott and carried 6-0.
- Frank Allen made a motion to approve the minutes as written for the meeting held August 6, 2014. The motion was seconded by Judy Carll and carried 5-0, Cote – abstained.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

- Public Hearing scheduled for September 3, 2014 at 7pm for public comments on the proposed changes to Section 2.08 of the Zoning Ordinance.

VI. NEW BUSINESS

None.

VII. Announcements

None.

VIII. ADJOURNMENT

At 8:32 p.m. Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Judy Carll and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

September 3, 2014

7:00 p.m.

***Public Hearing – Zoning Ordinance Amendment Section 2.08 Size reductions and
Increases***

OPEN PUBLIC HEARING

The Public Hearing was called to order at 7pm by Tim Neill, Chair. There were no members of the public in attendance.

Tim Neill shared that Natalie Burns, Town Attorney, determined that how the Planning Board handles setback variances is illegal and cited a 1998 Ogunquit court case where the decision of the Planning Board was overturned. The responsibility should be passed to the Zoning Board of Appeals. Natalie burns has re-written Section 2.08 to come into compliance with State regulations.

Frank Allen made the motion to close the Public Hearing at 7:05pm. Seconded by Andy Cote. No discussion Passed 5-0.

I. ROLL CALL

Board Members

Present: Tim Neill Frank Allen Judy Carll Dwayne Prescott
 Andy Cote

Absent: Kurt Clason

Others Present: Katy Mann Tom Ursia Tammy Bellman

The meeting was called to order at 7:08 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

➤ ***Setback reduction request by Stephen Caron, Map 36 Lot 27-A. Site walk.***

Stephen Caron requested to be heard at the September 17, 2014 Planning Board meeting.

➤ ***Request to change zone by Katy Mann Map 1 Lot 36***

Katy Mann provided an overview for the Planning Board of the requested zoning change to go from Residential to Agriculture-Residential. Katy provided the Planning Board with an overhead visual of the property involved. Tim Neill questioned the Town Planner, Tom Ursia as to why a conditional use could not be considered. Tom responded that the Town has begun to keep areas agricultural to encourage a more agricultural use which would be consistent with the Comprehensive Plan and promote that future generations would also be agricultural in use. Tom Ursia also included that this is the proper way to do this change as opposed to a conditional use change. Further discussion was held by the Planning Board. Andy Cote would like to have a site visit and Public Hearing to get input from the abutters. Tom confirmed that the next step would be for the Public Hearing. Tom confirmed the process for the zoning change to be Planning Board Public Hearing – send to Selectmen – Selectmen’s Public Hearing – recommendation from Selectmen to the Planning Board. Dwayne Prescott would also like a site visit prior to the Public Hearing. The site Visit is tentatively scheduled for September 17 at 600pm and the Public Hearing 630pm on September 17. The Little Ossipee Lake Campground expansion Public Hearing will be at 7pm on September 17. Tammy Bellman will make the necessary calls to the campground and the newspapers for notification.

III. MINUTES OF PREVIOUS MEETINGS

- Frank Allen made a motion to approve the minutes as written for the meeting held August 20, 2014. The motion was seconded by Tim Neill and carried 5-0.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

- Public Hearing scheduled for September 3, 2014 at 7pm for public comments on the proposed changes to Section 2.08 of the Zoning Ordinance. No community members were present at the Public Hearing. The Planning Board would like to see the following change made to the proposal that Natalie Burns provided. The side setbacks be changed to 10 feet rather than 15 feet.

Motion was made by Judy Carll to send the Zoning Ordinance Section 2.08 to the Board of Selectmen with the following minor change – Side Setback changed to 10 feet. Dwayne Prescott seconded the motion. No discussion. Vote. Passed 5-0.

VI. Communication

None.

VII. Miscellaneous

Andy Cote proposed a meeting with the Planning Board, Board of Selectmen, Town Administrator and the Town Attorneys to discuss what can legally be disclosed and when is it appropriate or not appropriate. A call made to Natalie Burns with a request for guidelines for disclosure with how and when – we don't want the applicants to be blind-sided when they come before the boards. Tom Ursia suggested the use of pro-bono hours for the workshop.

VIII. New Business

Tom Ursia presented the Draft of the Change of Zone Request Form. Tom went through the form line by line for the Planning Board should they have any input or changes that they would like to see prior to sending this on the Board of Selectmen. The changes are noted on the attached copy of the document.

Dwayne Prescott made the motion to change the fee to \$500. Andy Cote seconded the motion. Vote. Passed 5-0.

After the discussion Tom recommended that the form be sent to the Board of Selectmen for a review of the fee schedule.

Andy Cote made the motion to start the process by sending the changed document to the Board of Selectmen for a fee review and start using this document with the next applicant that request a zoning change. Dwayne Prescott seconded the motion. No discussion. Vote. Passed 5-0.

IX. ADJOURNMENT

At 8:26 p.m. Frank Allen made a motion to adjourn the meeting. The motion was seconded by Judy Carll and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

September 17, 2014

6:30 p.m.

6:30pm ***Public Hearing – 429 Federal Street, Katy Mann Zoning Change Request Map 1
Lot 36***

OPEN PUBLIC HEARING

The Public Hearing was called to order at 6:30pm by Tim Neill, Chair.

Harold Jamison, 487 Federal Street came to the podium to voice his concern over the number of animals and conditional uses that would be made available if the zone changes.

Ester Briand, 449 Federal Street has no objection a couple of horses it is the cleanliness part of the zone change that has her concerned and she hopes it will not devalue her property.

Frank Allen suggested that Tom Ursia speak with the Assessor to determine if the valuation would change.

Tim Neill explained the process going forward for the Zone Change Request.

Katy Mann explained that the “horse poop” will be removed by Tibbett’s Farm and not be piled anywhere near the river.

Harold Jamison asked why the Planning Board can’t grant a variance or conditional use instead of a zone change?

Tom Ursia responded that a conditional use is not possible. Tom stated that the Town of Waterboro and Katy Mann may be able to do a contract zoning agreement. He will contact the Town’s attorney and follow up.

Tim Neill made the motion to close the Public Hearing at 6:43pm. Frank Allen seconded the motion. No discussion. Voted. Passed 5-0.

7:00pm ***Public Hearing – Little Ossipee Lake Campground expansion, Map 7 Lot 25, David
Bozza and Northeast Civil Solutions***

OPEN PUBLIC HEARING

The Public Hearing was called to order at 7:00pm by Tim Neill, Chair.

Jim Fisher made introductions and gave an overview of the expansion project. The campground is currently licensed for 85 sites only adding 48. Jim gave the orientation to old and new areas as most of the campers in the old section stay year round and the Bozza's are looking for the new section to go seasonal also. The access on McLucas will be for emergencies only. The Town of Waterboro has no dock ordinance. The expansion project would eliminate the docks and create 2 "T" docks going out 84 feet. There would be slips for 12 boats and 6 moorings. The swim area would be protected. A pool is being considered for the future. On one of the "T" docks slips would be made available for the public pending liability determination. The total number of slips will only be increased by 8.

Tim Neill requested any concerns and questions from the attendees at the Public Hearing.

Dan Babb is concerned that there is nothing to stop the campground from putting more moorings and docks in in the future.

Tom Ursia responded that there going to be a specific number provided to the Planning Board for the final approval and if more were wanted then they need to come before the board again.

Andy Cote read the Dock Ordinance.

Responses and concerns presented:

It is going to look like a marina.
They are asking for a lot and paying nothing.

Tax information will be researched by Tom Ursia and the Assessor regarding how the Town of Waterboro assesses the property commercial vs residential and the number of docks.

After repeated questions of the same nature Andy Cote explained that the Public Hearing was to just voice the communities concerns and not to expect or receive any answers at this time.

Gordon Littlefield, Board of Selectmen representative, spoke that there were 2 Public Hearing regarding the dock Ordinance change and no one showed for either Public Hearing. The Planning Board also had two Public Hearings and no one showed for these either. Community members need to become more involved.

John Cyr, Little Ossipee Lake Association, measured the cove for a no wake zone. If the 84 foot docks were put in he feels it would cut off Sunnyside Cabins from accessing the lake.

Larry Gaudette is concerned with the growth of the town and where it is going.

Bob Leman – Sunnyside's access is cut off, people are going further and not paying for moorings.

Joyce Lincoln – unrelated to the Public Hearing ordinances are needed; “junk” is being moored; the State Ordinance is more environmentally based; to the Planning Board - thank you for your time; if people don’t like the regs it is time to get new ones.

Ross Briand presented two areas of concern: 1. Proposed laundry area with bathrooms including showers. 2. McLucas Road should be used with condition as either car entrance or exit as McLucas Road is 22 feet wide; West Road is 18 feet wide and Deering Ridge is 21 feet wide. I have watched the traffic coming and going from the campground 8 times on McLucas – left turn to light only one. You could limit the cars to left-hand turns. The number of pedestrians is very few crossing the road.

Mrs. Bozza commented that they do not want to block anyone’s access to the lake. They only have one jet ski moored.

Gordon Littlefield is concerned about their well needing to be replaced in the future and the number of cars parking on McLucas as it is a traffic danger.

Jim Fisher commented that there are 8-9 different categories for water quality; these at the campground are substantially less than the State requires. The DEP review will be available for the final approval. The plumes or concentration of nitrates will dissipate in a very short distance and not leave the site.

Tim Neill made the motion to close the Public Hearing at 8:15pm. Frank Allen seconded the motion. No discussion. Voted. Passed 5-0.

I. ROLL CALL

Board Members

Present: Tim Neill Frank Allen Judy Carll Dwayne Prescott
 Andy Cote Kurt Clason

Absent:

Others Present: Tom Ursia David Lowe Tammy Bellman
 Please see attached attendance lists for additional names.

The meeting was called to order at 8:27 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

- ***Request to change zone by Katy Mann Map 1 Lot 36.*** Frank Allen suggested to postpone the Zone Change Request until the response is received back from the Assessor and the Contract Zoning Agreement has been received from Natalie Burns. Andy Cote suggested that the Contract Zoning was in the Zoning Ordinance but would need to research it.

Kurt Clason made the motion to that the Town of Waterboro lawyer research contract zoning and propose a Contract Zoning Agreement. Frank Allen seconded the motion. No discussion. Voted. Passed 4-1 (Cote).

- ***Setback reduction request by Stephen Caron, Map 36 Lot 27-A.*** Michael O'Toole, Layer representing the Caron's spoke to the Planning Board with the overview of the project. The Planning Board sked questions and received answers from both the Carons and Mr. O'Toole. Tim Neill read Mark Mitchell's memo to the Planning Board regarding the Caron foundation concern, see attached. Tom Ursia suggested that they flag to corners for the site walk where the construction was to be done. A Site Walk was scheduled for Saturday, September 27, 2014 at 9am at 30 Galli Lane.
- ***Informational – Cantwell Corp. Steve Cantwell, Map 25 Lot 4-1.*** Steve Cantwell gave an overview of the proposed Aroma Joe's coming to Waterboro. There has been a Site Review completed and the gas tanks will be removed. The old well will be sealed and filled with concrete. The DEP review is at Stage 2. Tom Ursia made a point of clarification that the entrance will be a joint entrance with the NAPA entrance and should be considered a condition of approval. The Planning Boards question were answered by Steve Cantwell.

Frank Allen made the motion to approve the request with the following conditions:

- Approved with the following conditions being satisfied:
- Need letter from the Fire Chief stating that the Fire Department's "punch list" has been completed.
- Need letter from the Director of Public Works that the Department of Public Works "punch list" has been completed.
- Landscaping will be low profile and will be finalized with Judy Carll, Tom Ursia and Steve Cantwell.
- The old-well will be sealed.
- A letter form the engineers (Civil Consultants) regarding storm water management be included.
- A set of light plans will be noted and more specific with a light cut sheet or tear sheet.

Seconded by Dwayne Prescott. No discussion. Voted. Passed 5-0.

III. MINUTES OF PREVIOUS MEETINGS

- Frank Allen made a motion to approve the minutes as written for the meeting held September 3, 2014. The motion was seconded by Dwayne Prescott and carried 5-0.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

None.

VI. Communication

- Tammy Bellman up-dated the Planning Board on the Change of Zone Request form and fee – it is going before the Board of Selectmen on September 23, 2014.
- Tammy Bellman up-dated the Planning Board on the Zoning Ordinance Amendment Section 2.08 – it is going before the Board of Selectmen on September 23, 2014.

VII. Miscellaneous

- Tom Ursia up-dated the Planning Board on Code Enforcement Officer Mark Mitchell leaving the Town of Waterboro on September 24, 2014 to work for the Town of Scarborough.
- Tim Neill would like the information from Natalie Burns regarding the “In-Law Apartments” to be on the agenda in October under Old Business.
- Tom Ursia will speak with the Town Administrator regarding a workshop for the Board of Selectmen and the Planning Board.
- Andy cote would like to see notices posted in local newspapers and on the Town website instead of having to come to the Town hall to see the meeting notices. Dave Lowe noted that it would be easy to add to the website. Tom Ursia requested that with the Planning Board’s approval that when the approval comes from the Board of Selectmen that the information/changes are posted directly to the website.

VIII. New Business

None.

IX. ADJOURNMENT

At 9:19 p.m. Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Andy Cote and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

October 1, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Tim Neill Andy Cote Judy Carll Dwayne Prescott
 Frank Allen Kurt Clason

Absent:

Others Present: Patty Martel Bill Murdoch John & Donna Martel
 Ray Sylvestre Brian Boucher Carol & Steve Caron
 Ted & Patty Foden David Lowe Tammy Bellman

The meeting was called to order at 7:02 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

- ***Setback reduction request by Stephen Caron, Map 32 Lot 63, 30 Galli Lane.*** Site walk was on Saturday, September 27, 2014 at 10AM. The Planning Board asked questions regarding the request. The information regarding the location of the septic system will be considered as part of the building permit. Kurt Clason made the motion to accept the proposal as written. Frank Allen seconded the motion. Vote passed 5-0.
- ***Setback Reduction – John and Donna Martel Map 40 Lot 3 – 78 Hush Puppies Road.*** Patty Martel gave an overview of the proposal before the Planning Board for the building of a two car garage attached to the current residence. The Planning Board asked questions and determined that the 4 foot setback on the left hand corner was too close to the property line to be considered. The Planning Board provided the Martel's with the following options:
 1. Redesign the building envelope to fit with a 10 foot front setback - or
 2. Purchase Lot 4 – or
 3. Apply to the Zoning Board of Appeals

The Martel's were also told that the fee would be waived if they return to the Planning Board.

- ***Relocation – William Murdoch Map 36 Lot 22 – 20 Penny Circle*** William Murdoch gave an overview of the proposed building request. It will have the same size foot-print. He would like to put a foundation under the existing camp. Planning Board concerned that the corner of the proposed deck will be closer to the water. The original request was larger than the request provided to the Planning Board meeting. The Building Permit application should read revision rather than amendment.

Andy Cote made the motion to approve the request with the following Conditions of Approval: the foundation is approved as written and the corner of the deck will not be built any closer to the lake than the closest corner of the house. Frank Allen seconded the motion. Vote. 5-0 Passed.

- **Informational – Ray Sylvestre – Wilderness Campsites/Camping Map 5 Lot 25** Ray Sylvestre gave an overview of the potential proposal for the land on Map 5 Lot 25. No cable, no electric, 40-60 sites – rough sites, hand pump well, port-a-potties, dug well, septic would have a holding tank for campers if necessary, no year round sites, main road with pockets for the sites, three seasons – ATV, hunting and fishing – no spring activity due to snow melt. Frank Allen stated that the State of Maine has strict requirements for wilderness camping. Kurt Clason would like to see the guidelines as provided from Vermont. Frank Allen reminded Ray Sylvestre that Bennett Road is an abandoned road. Andy Cote would like to know if Mr. Sylvestre goes through the State can the Town of Waterboro waiver motorized vehicles? Planning Board is concerned with the following:
1. Dug well maybe an issue
 2. EMS getting to outreach areas of the property with no roads – negotiate with the Fire Chief for training to EMS personnel to meet State Requirements
 3. Planning Board would need waiver(s) from the campground ordinance
 4. Will need permit from the State

Frank Allen suggested that Ray Sylvestre come back once he hears from the State and obtains the fire requirements. Andy Cote reiterated that even though he might receive State approval it does not dictate that the will receive town approval. This was an informational appointment only. It does not constitute the beginning of an application.

III. MINUTES OF PREVIOUS MEETINGS

- Kurt Clason made a motion to approve the minutes as written for the meeting held September 17, 2014. The motion was seconded by Dwayne Prescott and carried 5-0.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

- **Change of Zone Request Form** – needs to go to a Public Hearing per the Board of Selectmen. The Planning Board asked Tammy Bellman to contact MMA for a determination on a separate table of fees instead of updating the ordinance when a fee change is approved.
- **Zoning Ordinance Amendment Section 2.08** – the Board of Selectmen are having their Public Hearing on the Zoning Ordinance Change Request to Section 2.08 on October 14, 2014 at 6pm.

VI. Communication

- Tammy Bellman to contact the Road Review Committee for a joint meeting with the Planning Board regarding the Driveway Ordinance Proposal. The Road Review Committee meets the second Wednesday of each month.

VII. Miscellaneous

- None

VIII. New Business

- None.

IX. ADJOURNMENT

At 8:17 p.m. Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Frank Allen and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

October 15, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Tim Neill Andy Cote Judy Carll Dwayne Prescott
 Frank Allen Kurt Clason

Absent:

Others Present: Travis Letellier Armand Desrochers Patrick Burns Tim Laffin
 Rebecca & Richard Doucette Stephen Everett Phil Gendron
 Raymond Berard Bob Gage

The meeting was called to order at 7:02 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

- ***Setback reduction request by Laurie Davis, Map 47 Lot 113, 59 Long Causeway.*** Steve Everett represented Laurie and provided an overview of the project. The Planning Board asked questions regarding the request. Kurt Clason requested a staked site walk. After hearing Burns' and Laffin's request a site walk is scheduled for October 25, 2014 at 9am. The Site Walk will start at the Davis property.
- ***Relocation/Setback Reduction – Armand Desrochers, Map 29 Lot143 – 21 Desrochers Lane.*** Armand Desrochers provided an overview of the project. The Planning Board asked questions and determined that they could not approve the project as presented and determined that the project was incomplete. Mr. Desrochers could return to the Planning Board with a plot plan outside of the 100 foot setback from the lake and the fee would be waived.
- ***Relocation/Setback Reduction – Richard Doucette Map 32 Lot 28 – 87 Amy Lane*** Richard Doucette gave an overview of the proposed building request. The Planning Board asked questions. Tammy Bellman will email prior CEO Mark Mitchell regarding approving the demolition and re-building within the 100 foot shoreland setback. Re-schedule Mr. Doucette for the November 5, 2014 Planning Board agenda.
- ***Setback reduction request by Patrick Burns, Map 47 Lot 33*** –Patrick Burns gave an overview of the potential proposal for the land on Map 47 Lot 33. Kurt Clason requested a staked site walk. After hearing Burns' and Laffin's request a site walk is scheduled for October 25, 2014 at 9am. The Site Walk will start at the Davis property.
- ***Setback reduction request by Tim Laffin, Map 47 Lot 32*** –Tim Laffin gave an overview of the potential proposal for the land on Map 47 Lot 32. Kurt Clason requested a staked site walk. After hearing Burns' and Laffin's request a site walk is scheduled for October 25, 2014 at 9am. The Site Walk will start at the Davis property.
- ***Setback reduction request by Raymond Berard, Map137 Lot 74 – 158 Chadbourne Ridge Road*** – Raymond Berard gave an overview of the proposed project. The Planning

Board asked questions. Kurt Clason made the motion to approve as proposed with the front setback to 60 feet. Frank Allen seconded the motion. Voted. 6 – 0 passed.

- ***Informational – Dollar General Map 13 Lot 68 – Chadbourne Ridge Road and Sokokis Trail*** - Bob Gage from Dollar General Corporate Office presented the proposed business/building proposal. A 9,100 square foot building, built on 2 acres parcel that is zoned village. Frank Allen concerned with posting Chadbourne Ridge Road in the spring that they will not be able to receive deliveries. Tammy Bellman obtained the weight limit of 26,000 pounds when the road is posted. Deliveries will be received only one time per week where the trucks will only be on site approximately 1 hour before the store is open for the daily business. Dollar General agreed to move the historical building that is currently located on the parcel. Judy Carll will provide a list of building movers to Bob Gage. Bob will check on the availability of putting an ATV/snow mobile trail around the back and side of the business. DEP has been contacted for the culvert that will need to be installed.

Bob Gage requested that they be allowed to return for final approval on November 5, 2014 contingent upon DEP approval.

III. MINUTES OF PREVIOUS MEETINGS

- Frank Allen made a motion to approve the minutes as written for the meeting held October 1, 2014. The motion was seconded by Dwayne Prescott and carried 6-0.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

- ***Change of Zone Request Form*** – Public Hearing set for November 19, 2014 at 7p.m.
- ***Joint meeting with the Road Review Committee and Planning Board*** –Tim Neill stated that it was productive meeting and once the changes have been incorporated into the Driveway Ordinance it will be sent to the Town Administrator and Natalie Burns, Town Attorney

VI. Communication

None.

VII. Miscellaneous

- Kurt Clason made the motion to suspend setback reductions until a decision has been made on Section 2.08 by the Board of Selectmen. Andy Cote seconded the motion. No discussion. Voted. 6- 0 passed.
- Workshop - October 29, 2014 at 7p.m. there will be a workshop for a discussion on the Little Ossipee Lake Campground expansion community concerns and a workshop on

design standards. Tammy will send out the email and any documents that have been received since the Public Hearing on the campground expansion. Invites will be sent to include Department of Public Works Director, Fire Chief, Northeast Civil Solutions, Mr. and Mrs. Bozza, Planning Board, and Town Planner. Tom Ursia, Town Planner will provide sample design standards to review.

VIII. New Business

➤ None.

IX. ADJOURNMENT

At 8:59 p.m. Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Dwayne Prescott and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

November 5, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Tim Neill Andy Cote Judy Carll Dwayne Prescott
 Frank Allen Kurt Clason Lee Nelson

Absent:

Others Present: David Woodsome Travis Letellier Armand Desrochers
 Rebecca & Richard Doucette Stephen Everett Bob Gage
 Tammy DesJardins Patti Martel David Lowe Tammy Bellman

The meeting was called to order at 7:01 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

- ***Setback reduction request by Laurie Davis, Map 47 Lot 113, 59 Long Causeway*** - A site walk was held on October 25, 2014 at 9am. Tim Neill made to motion to approve the plans as presented. Frank Allen seconded the motion. Voted. Passed 6-0.
- ***Setback reduction request by Patrick Burns, Map 47 Lot 33*** – A site walk was held on October 25, 2014 at 9:30am. Tim Neill noted that the building envelope is a very tight plan. Frank Allen made to motion to approve the plans as submitted. Andy Cote seconded the motion. Voted. Passed 6-0.
- ***Setback reduction request by Tim Laffin, Map 47 Lot 32*** – A site walk was held on October 25, 2014 at 10:00am. Tim Neill noted that the building envelope is a very tight plan. Andy Cote made to motion to approve the plans as submitted. Tim Neill seconded the motion. Voted. Passed 6-0.
- ***Relocation/Setback Reduction – Armand Desrochers, Map 29 Lot143 – 21 Desrochers Lane.*** A site walk was scheduled for Saturday, November 8, 2014 at 9am. Mr. Desrochers is to be placed on the November 19, 2014 Planning Board agenda.
- ***Relocation/Setback Reduction – Richard Doucette Map 32 Lot 28 – 87 Amy Lane*** Richard Doucette is going with his original plan as presented by Northeast Civil Solutions. Tammy Desjardins spoke regarding the oak trees overhanging the boundary line. The Planning board reminded both parties that it is a civil issue. A site walk was scheduled for Saturday, November 8, 2014 at 9:30am. Mr. Doucette is to be placed on the November 19, 2014 Planning Board agenda.
- ***Relocation/Setback Reduction – John & Donna Martel Map 40 Lot 3 78 Hush Puppies Road*** Steve Everett represented the Mr. & Mrs. Martel. A site walk was scheduled for Saturday, November 8, 2014 at 10:00am. Mr. & Mrs. Martel are to be placed on the November 19, 2014 Planning Board agenda.
- ***Final Approval – Dollar General Map 13 Lot 68 – Chadbourne Ridge Road and Sokokis Trail*** - Bob Gage from Dollar General Corporate Office presented the Final

approval overview of the Dollar General Site Plan. Bob consulted with the Dollar General Attorney and has suggested that Dollar General will make a reasonable donation to the Historical Society to move the cobbler shop. Due to the condition of the building, Kurt Clason suggested that he and Judy Carll meet to discuss further. The well capping will be noted on the plans along with a negotiated reasonable donation cap for the moving of the cobbler shop.

Andy Cote made the motion that Dollar General's plan as submitted is approved with the following conditions noted on the plan:

1. The capping of the well
2. The negotiated reasonable donation to the Historical Society for the removal of the cobbler shop

Kurt Clason seconded the motion. No discussion. Voted. Approved 6 – 0.

III. MINUTES OF PREVIOUS MEETINGS

- Kurt Clason made a motion to approve the minutes as written for the meeting held October 15, 2014. The motion was seconded by Dwayne Prescott and carried 6-0.
- The Planning Board suspended action on Section 2.08 of the Zoning Ordinance on October 15, 2014 and was advised by the Town Attorney to continue accepting applications for setback reductions. Tammy will contact Gary Lamb, Administrator to obtain the status of the transfer to the ZBA.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

- ***Change of Zone Request Form*** – Public Hearing set for November 19, 2014 at 7p.m. A copy of the Public Hearing notice was provided to the Planning Board.

VI. Communication

- ***Zoning Board of Appeals*** – Zoning Board of Appeals notice was provided to the Planning Board.
- ***Email from Natalie Burns regarding Section 2.08 and Shoreline demolition*** – the email received from Natalie Burns was read and reviewed by the Planning Board. Notice was made in the Minutes Section (III) of these minutes.
- ***Contract Zoning Information*** – Tom Ursia provided the response received from Natalie Burns regarding Contract Zoning for the Planning Board to review.
- ***Carpenter Estates has requested a site walk*** by the Planning Board through Tammy. The Planning Board has requested that they will need to prove that the design has not

changed. The Planning board is requesting to be notified when a Site Plan Review and or Subdivision Plan is discussed by the Town Planner and any additional Town Employees. The minutes need to also be provided to the Planning Board.

VII. Miscellaneous

- Kurt Clason inquired about the Driveway Ordinance that had been sent to the Town’s Attorney for review. Tim Neill commented that it was still “up in the air” and the Planning Board should wait for the response for the Town’s Attorney. Dave Woodsome said it will be a better product and will also check on the status and report back.
- Tim Neill will contact Gary Lamb regarding a Town employee Executive Session.

VIII. New Business

- None.

IX. ADJOURNMENT

At 8:20 p.m. Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Judy Carll and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

November 19, 2014

7:00 p.m.

7pm - **Public Hearing** – Change of Zone Request Form and Fee

OPEN PUBLIC HEARING

The Public Hearing was called to order at 7pm by Tim Neill, Chair. Tim asked if there were any members from the public in attendance. No one responded.

Tim Neill shared that the Change of Zone Request Form would make it easier for the community members to request a zone change and the fee would assist the Town of Waterboro in recovering expenses.

Tim Neill closed the Public Hearing at 7:01pm.

I. ROLL CALL

Board Members

Present: Tim Neill Andy Cote Judy Carll Dwayne Prescott
 Kurt Clason Lee Nelson

Absent: Frank Allen

Others Present: David Woodsome Brian Desrochers for Armand Desrochers David
 Lowe Rebecca & Richard Doucette Stephen Everett Patti Martel
 Tammy Bellman

The meeting was called to order at 7:02 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

➤ ***Relocation/Setback Reduction – Armand Desrochers, Map 29 Lot143 – 21 Desrochers Lane.*** A site walk was conducted on Saturday, November 8, 2014 at 9am. The Planning Board was presented with three possible options for the Desrochers to complete the rebuild of the red camp. The Planning Board indicated that Option C is the one that they are recommending.

Judy Carll made the motion to rebuild and approve Option C to include a 10 foot setback to the drip edge and no closer to the lake than the current camp. Dwayne Prescott seconded the motion. Vote 6 – 0. Passed.

- **Relocation/Setback Reduction – Richard Doucette Map 32 Lot 28 – 87 Amy Lane**
A site walk was conducted on Saturday, November 8, 2014 at 9:30am. Richard Doucette agreed to detach the garage and move it back to the 100 foot high water mark and build the house as submitted. They will provide the Planning Board a new plot plan with these items noted. They will be placed on the December 3, 2014 agenda for review.
- **Relocation/Setback Reduction – John & Donna Martel Map 40 Lot 3 78 Hush Puppies Road** Steve Everett represented the Mr. & Mrs. Martel. A site walk was conducted on Saturday, November 8, 2014 at 10:00am. Tim Neill gave an overview of the site walk. Steve Everett will bring the grade down 6 inches below the Allen’s garage.

Andy Cote made the motion to approve the garage as drawn as long as the top of the Martel’s slab is 6 inches below the lowest point of Mr. Allen’s garage slab. Judy Carll seconded the motion. Voted. 5 – 0 (Clason abstained.) Passed.

- **Katy Mann – Change of Zone request – Map 1 Lot 36 429 Federal Street**
Katy Mann was asked questions by the Planning Board regarding the change of zone. Tom Ursia spoke on Contract Zoning. Contract Zoning has not been practiced in Waterboro. Attorney provided the process to participate with Contract Zoning and it involved an expensive process for the applicant. Simplest solution to benefit the Town of Waterboro and consistency with the Comprehensive Plan would be to add a conditional use to the Zoning Ordinance. Zoning Ordinance 3.05 and conditional use does not address agricultural use. The Planning Board and applicant have a discussion. Solution if Planning Board finds acceptable to change Ordinance 3.05 (02) to include livestock as a conditional use. Tom Ursia Conditional Use would not change, the Planning Board can approve, deny or modify. Recommend a minimum acreage for the conditional use. Andy Cote stated that he would be in favor of a conditional use of that zone to add livestock – it would make it level ground for all individuals in that zone. Tom Ursia received a consensus from the Planning Board regarding the process listed below:
 - Conditional Use write-up – Tom Ursia will write up the statement for the conditional use
 - Public Hearing will be scheduled and held
 - The Planning Board will review any comments/suggestions from the Public Hearing
 - Planning Board will set the standards

Andy Cote made the motion to move ahead and have Tom Ursia write up the language for the statement. Judy Carll seconded the motion. Voted. 6 – 0. Passed.

- **Gary Lamb – Discussion of Site Plan Review Process** - Gary up-dated the Site Plan Review Ordinance and would like the Planning Board to consider it. Section 2 is missing the Director of Public Works and the Fire Chief. Section 4 – consider giving the group a committee name. Capture their comments and put it down on paper. Tom Ursia and Gary had a brief discussion. The Site Plan Review checklist would be able to add the titles noted above. Documentation is an issue. The bigger issue is that the Planning Board needs to get this information in a timely manner. Tim Neill stated that the written concerns are suggestions, they member providing the suggestions does not have veto power. Tom Ursia provided an easy fix: 1. change the checklist to include the Director of Public Works and the Fire Chief so that a letter is provided before the information goes to

the Planning Board; 2. A representative from the Planning Board sits on the Site Plan Review as ex officio thus keeping the voting power with the Planning Board; and 3. Communicate for transparency – administrator says be at the meetings and the Planning board only votes. Tim Neill suggests building Site Plan Review Committee. There is no sunset clause for the Site Plan Review Ordinance.

- ***Informational Carpenter Estates – Fran Lapierre – Map 13 Lot 30A***Dwayne Prescott recused himself. Fran Lapierre gave an overview of the up-dated project. A new site plan had been submitted to Tammy on November 19, 2014 before the meeting started. Scott Carpenter, Heir, shared with Fran that evening that the Waterboro Land Trust is to accept the rear lot. She did not have any further information. Fran stated that the Stormwater Management Plan needs Planning Board review and approval. Tammy will email this report to the Planning Board, Doug Foglio, Director of Public Works and the Fire Chief. Tom Ursia suggested having the stewardship fee issue rectified before coming to preliminary review. Keep moving forward if 1. Land Trust invited to Planning Board meeting and 2. Proceed ahead piecemeal style. Fran presented the Planning Board chair with the email between Mr. Lamb and Fran regarding the preliminary plans submitted in March. Andy Cote suggested that she return with the sketch plan for 4 lots. A Site Walk is scheduled for Saturday, November 22, 2014 at 7am. Tom Ursia suggested that they should schedule the return for after the decision of the Land Trust – in fairness to the applicant ask the Land Trust to come before the Planning Board and express intentions and assume consummated. Fran stated the easement term will remain in the natural state. The following schedule was provided to Fran: 1st appointment will be for the sketch plans; 2nd appointment will be for the preliminary and the 3rd appointment will be for any waivers for the plan. Fran will be the first appointment on the December 17, 2014 Planning Board agenda. Tom Ursia suggested to have invite the Land Trust if no decision has been made and Dave Woodsome suggested to get a decision date from the Land Trust. Dwayne Prescott suggested that someone with authority get the date out to the Land Trust.

III. MINUTES OF PREVIOUS MEETINGS

- Andy Cote made a motion to approve the minutes as written for the meeting held November 5, 2014. The motion was seconded by Judy Carll and carried 6-0.

IV. REPORT OF OFFICERS

None.

V. OLD BUSINESS

- ***Change of Zone Request Form*** – Public Hearing was held on the Change of Zone Request Form and fee. Tim Neill made the motion to accept the Change of Zone Request Form and fee. Andy Cote seconded the motion. Voted 6 – 0 passed.
- ***Fees Schedule*** - Tammy to start gathering the fees in the Zoning Ordinance so that a Fee Schedule can be established. Tom Ursia will bundle them together.

VI. Communication

- *Gary Lamb up-date on Section 2.08 transfer* – Gary reported that Section 2.08 transfer needs more time and it is with Natalie Burns. He will work on it to get resolved.

VII. Miscellaneous

- Dave Lowe was thanked for getting the agendas and minutes onto the town website – the agendas back to 1988 and the minutes back to 1968.

VIII. New Business

- None.

IX. ADJOURNMENT

At 9:20 p.m. Judy Carll made a motion to adjourn the meeting. The motion was seconded by Dwayne Prescott and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

December 3, 2014

7:00 p.m.

I. ROLL CALL

Board Members

Present: Tim Neill Andy Cote Judy Carll Frank Allen
 Kurt Clason Lee Nelson

Absent: Kurt Clason, from start, arrived 7:10pm.

Others Present: David Lowe Matt Bors Gary Lamb Doug Foglio, Sr.
 Katy Mann Gordon Littlefield Travis Letellier Troy McDonald
 Richard & Patricia Doucette Peter & Patricia Schild Brigit McCallum
 Jon Gale Lisa Bennett Mike Fraser Nancy Roberge
 TammyJo Girard Tammy Bellman

The meeting was called to order at 7:00 p.m. by Tim Neill, Chair.

Tim Neill made a slight change to the agenda – expand Dollar General Site Plan Review item to acknowledge receipt of the traffic movement video, Peer Review Study, and to enter letters from the DPW and WFD into the record.

II. APPOINTMENTS

- ***Relocation/Setback Reduction – Richard Doucette Map 32 Lot 28 – 87 Amy Lane***
The Doucette’s provided a new plot plan with separated structures; the garage being setback 100 feet from the high water mark. Tim Neill gave the overview of a new plan that was requested at the November 19, 2014 Planning Board meeting. Setbacks of no closer than 35 feet to the high water mark; side setbacks of 20 feet and rear setback of 40 feet. Applicant will need to remain within the 30% expansion. Glenn Charette reminded the Board, and the Doucette’s, that they will need the Elevation Certificate for the building permit.

Andy Cote made the motion to approve the plan based on the drawing submitted with minimum setbacks submitted to the Planning Board on 12/03/2014. Tim Neill seconded the motion. Voted. 6-0 passed.

- ***Amend August 6, 2014 Relocation/Setback Reduction - Peter & Patricia Schild Map33Lot 27 - 131 West Shore Road*** Tim Neill gave overview of the Schild’s prior appearance before the Planning Board on August 6, 2014. A site Walk has been performed. The proposed site plan is smaller than the original footprint. Peter Schild also stated it is moved back from the shoreline.

Tim Neill made the motion to approve as presented. Frank Allen seconded the motion. Discussion. Glenn Charette spoke regarding the need for an Elevation Certificate prior to the building Permit being approved. Andy Cote responded that in the past the Code Office could approve or deny the Permit based on the ordinances. The Planning Board only gives the approval for the setback reduction.

Tim Neill withdrew his first motion. Frank Allen seconded the withdrawal. Voted. 6-0 passed.

Tim Neill amended his motion to read – I make the motion to approve the plans as presented with the foundation being raised a maximum of three feet. Frank Allen seconded. No discussion. Voted. 6-0 approved.

- **Gary Lamb – Vote whether to reconsider the Dollar General Site Plan approval** – Tim Neill apologized to both Matt Bors and Doug Foglio for criticizing them for delaying the process for Dollar General at a Planning Board meeting. Both Doug and Matt are in attendance.

Tim Neill explained that a Public Hearing was not held, and that letters from the Department of Public Works and the Fire Chief were lost in “the works.” Those in hand tonight are dated December 2, 2014 and November 25, 2014 respectively. Kurt Clason – both after the approval.

Gary Lamb, Town Administrator, is respectfully, asking the Planning Board to formally reconsider their November 5, 2014 vote approving the Dollar General site plan. A short history is provided for the record on this situation. By mid-November, 2014, staff including the Fire Chief, DPW Director and Town Administrator learned of this approval. Questions arose as to why it was approved when the Fire Chief and DPW Director did not approve of the site design. In addition, the Town Planner recommended in writing to the Planning Board that the Board not approve the site plan in present form.

On Monday, November 24th, a meeting of Tim Neill, Planning Board Chair, Doug Foglio, Director Department of Public Works, Matt Bors, Fire Chief, David Woodsome, Board Selectmen Chair, Tom Ursia, Town Planner and Town Administrator was conducted. This meeting was to clear the air and understand why this approval happened. At the end of this meeting there were at least five things that were evident:

- The Planning Board is not getting the information needed to make fully informed decisions
- Staff must, (and will), change how staff review comments are captured in writing and forwarded to the Planning Board in a timely fashion
- Staff will do a better job of getting department heads to the Planning Board meetings when their presence is needed
- The Dollar General Site Plan did not have a mandatory public hearing as required by the Site Plan Review Ordinance

- Fire Chief, DPW Director and Town Planner had met with the applicant many weeks prior and discussed how to change and improve traffic flow for emergency and commercial vehicles...and were not stalling or trying to prevent Dollar General from building here in Waterboro.

On November 25th, the applicant's representative Travis Letellier, Northeast Civil Solutions was contacted via phone and informed that the town was going to ask the Planning Board to reconsider the November 5, 2014 approval. Travis was notified that the Town was prepared to appeal to the Zoning Board of Appeals and Superior Court in the event reconsideration was not approved. I also told him why I was doing this...for the reasons above.

Town Administrator recommended that the Planning Board approve reconsideration to remedy the legal exposure of no public hearing. The Planning Board can then conduct a public hearing, discuss staff concerns with them and the applicant at future meetings, suggest site plan amendments, if you so desire, and then vote to approve or deny the applicant's site plan.

Concerning peer review, one of the firms the town uses for engineering work is Sebago Technics. On Monday, December 1, 2014, Town Planner had Sebago Technics traffic engineer Brad Lyons do a peer review of the submitted turning movement data. The results of that peer review and it shows potentially dangerous situations that can be improved by changing the site plan. It is then up to the Planning Board to first receive and absorb staff and peer review comments and decide on the next course of action.

The Town Administrator is well aware that Northeast Civil Solutions and their client may not want to amend the site plan, because they did not implement such changes when discussed earlier this fall. Town Administrator also aware the Planning Board can deny approval of the present application if public safety concerns exist, in hopes that the applicant will then submit an amended site plan acceptable to all.

According to Natalie Burns, Town attorney, a motion to reconsider should be made within the 30 day appeal period and must be made by someone who voted for approval on November 5th. If the Board votes to reconsider, she suggests a subsequent vote to postpone further review decisions until a date certain.

Department heads would be happy to answer any questions the Planning Board may have.

Tim Neill – the first step is to vote to re-open the Dollar General Site Plan approval.

Tim Neill made the motion to re-open the Dollar General application. Judy Carll seconded the motion. Voted 3-2 (Allen, Clason voted no). After further discussion was heard from the Planning Board, Tim Neill made the motion to withdraw the original motion to re-open the Dollar General application. Judy Carll seconded the motion and withdrew her second for the original motion. A motion was made by Tim Neill, and seconded by Andy Cote to reopen the Dollar General Site Plan Review application. No discussion. Voted. Approved 6-0.

The Public Hearing is scheduled for December 17, 2014 at 7pm.

Tom Ursia shared that in terms of process, the Planning Board should receive further information on the application. Should the plans change, the Board will see the final set of plans and have a second meeting for review of these plans. It can be discussed after the Public Hearing and then re-submitted. Staff and public can present concerns. Gary added that the department heads can speak after the Public Hearing. January 7, 2015 would be the earliest possible appointment for a vote on approval.

Tom Ursia would like the minutes to reflect that Travis Letellier accepts the changes as noted.

Jon Gale raised the questions of whether or not the applicant had looked at other locations, and noted that the proposed business did not reflect the conceptual drawings for the upcoming Comp. Plan. Residents in the proposed location are not going to be happy.

Tom Ursia shared that the alternate location across from Jellerson Road is still in consideration and that Dollar General was considering building on both sites at one time. The two final sites were narrowed from 10. The East Waterboro site has not been released at this time.

Tim Neill stopped the discussion as the applicant was not present.

III. MINUTES OF PREVIOUS MEETINGS

- The minutes were postponed until December 17, 2014. Andy Cote found that the wording for the Martel Garage needed to be changed to 6 inches below the lowest point of the slab not the tar as noted in the minutes.

IV. REPORT OF OFFICERS

- Kurt Clason would like the Site Plan Review Ordinance on the agenda soon

V. OLD BUSINESS

- Tom Ursia shared that the approved 20/20 plan is 11 years old. The current conceptual plan is just that, a concept at this time. Tom added a closing note that at Staff Review they can agree or disagree; create a punch list with an in and out order; and will have a deficiency list to forward to the Planning Board, along with the application.

VI. Communication

- None.

VII. Miscellaneous

- Kurt Clason would like the reminders at the bottom of the agenda for future Planning Board meetings to be utilized.

VIII. New Business

- Tom Ursia wants to review the Site Plan Review Ordinance and make the checklist come into agreement with the ordinance.

IX. ADJOURNMENT

At 8:25 p.m. Frank Allen made a motion to adjourn the meeting. The motion was Seconded by Kurt Clason and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

December 17, 2014

7:00 p.m.

7pm - **Public Hearing** – Dollar General, Map 13 Lot 68 - corner of Sokokis Trail (Route 5) and Chadbourne Ridge Road, Northeast Civil Solutions

OPEN PUBLIC HEARING

The Public Hearing was called to order at 7pm by Tim Neill, Chair.

Travis Letellier gave an overview of the proposal before the Planning Board:

- Located on the corner of Chadbourne Ridge Road and Sokokis Trail (Route 5)
- 9,100 square foot building
- 40 parking stalls
- 1 in drive lane and 2 out drive lanes
- No wetland involved
- DEP Stormwater study being done

David Benton – Concerned as to why there is no tree-line buffer.

TammyJo Girard – Read Zoning Ordinance 1.02 and 1.03 – safety, aesthetics, and general welfare for Waterboro. She is concerned with truck deliveries (vendors) – noise pollution. Turning trucks unsafe traffic pattern. Fire suppression system. Decrease in quality of life. Side and back no tree line. Increase landscaping to decrease the noise.

Nancy Roberge – Safety – driving entrance Chadbourne ridge Road not built for increased traffic. Can't imagine a tractor trailer making that tight a turn safely. Plan on renting the farmhouse across the street. Will Dollar General reimburse when not able to rent out because of the traffic and lights? The building is an eye sore. Was a quaint neighborhood. Decrease the farm's value. If you do go forward do it right.

Todd Abbott – Valid concerns raised. Is structure in code? Pro-business – strike an agreement with Dollar General. Are they asking for anything not allowed? Dollar General is a smart corporation. Generate income for the town. Four villages - Zoning Ordinance needs to be changed. Business is good for the Town.

Andrew Orr – Jobs for our children. Taxes for town. Traffic light? Install sprinkler system. Move driveway. Store be a draw to Waterboro. Can't keep the Town in the 1800's.

Judy Wirth – Villages serious thought (20/20 vision). Build ugly building. Don't need another low income store. Strip zoning everywhere. Definitely against it.

Gordon Littlefield – Good planned growth. Do it right. Public safety is an issue. Spoke with Fire Chief regarding the safety issues. Extreme limitations. Waterboro fastest growth in area – up and coming growth center. Plan out how to introduce companies to Waterboro. Good for tax base. Home owners face bulk of tax base – do it right.

- Jack Seery – Planning Board in a hurry. How much serious business? Should have months of negotiations. Concerns with Department of Public Works and Fire Chief. Encourage serious negotiations. If not they don't belong in Waterboro.
- Jon Gale – Concern of placement. Talk to engineers. Looking at couple of different spots. 202/5 to Lyman line open to business. Current historical area. Get back to the placement – put in East Waterboro.
- Rick Madruger – Location is important – out of place. Even if in Lyman community can't support three dollar stores. Out of character. Bad for everybody. Consider East Waterboro near Hannafords.
- Justin Fortin – Fire and lighting concerns. House on Bird's Way – what do you think it will do to my property values?
- Dwayne Woodsome – Business allowed by zones. Look like North Windham in ten years – farming area no longer. Village Zone allows business. Tax money coming into town. East Waterboro start of North Windham. Has the State been contacted to have Route 5 access? Urban Renewal status?
- Charlie Drapeau – Incorrect placement. Needs something done with driveway placement. Truck turning radius not allow this plan.
- Todd Abbott – North Waterboro not being a village. Used to be sawmill hub. Future looking for lighted intersection. Concerns but business not easy to get into town. You'll make the right decisions.
- Andrew Orr – Is there going to be a sprinkler system? Maybe they will put it in.
- Tim Neill – No they are below the threshold for a sprinkler system. The Town has no Design Standards. Not practical to stop business until Zoning Ordinance is changed.
- Paul Kussman – North Waterboro maintain current nature. Put off decision until 20/20 plan has been voted on. Overwhelming sentiment to balance with aesthetic needs.
- Debbie Downs – Am I correct that in the past 10-15 years no design standards have been looked at – Tim Neill – no it has been shot down at Public Meeting in the spring. Two concerns – 1. Reading/hearing reports about malls being closed abandoned creating a blight of enormous spaces building being useless and 2. On the record for being supportive of the opposition.
- David Woodsome – Citizen – Comprehensive Plan is just a suggestion/a plan that the town direction will go in. Planning board follow-up on what suggested. Community proper to participate on committees. Planning Board has right rules and ordinances to be followed. Dollar General in Fryeburg the citizens concerned – Matt Casey he said could suggest a change the color to an earthtone and some type of bordering to make it more pleasing. Suggest to take back to corporate to change color.
- Gordon Littlefield – Look at Family Dollar and Hannaford for their traffic pattern. The deliveries don't intermingle no negative impact on traffic getting in and out of business.
- Tim Neill – Planning deliveries before hours first thing in morning. Not all hours of the night. Will be a condition of the approval.
- Travis Letellier – Deliveries before 7am.
- Kelly Hanson – Before 9am is prime pick up time for area schools. Years ago picked Waterboro to rent and then own home. Envisioned Waterboro growing – live on outskirts. Quiet nice beautiful neighborhood not next to home – so I am opposed.

Dwayne Woodsome – Every business has delivery trucks look at Merrills, worst and then Lakeside probably 2nd. Can't swing a 42 foot truck into a 30 foot entrance then something wrong.

Dave Benton – Concerns of Department of Public Works and Fire Department. Tim Neill – they will be heard but no public comment. Industrial property better suited for public water.

Todd Abbott – Did dollar General come to Town and ask questions? Travis Letellier – part of the process after purchase. Todd – this is an allowable use. But ultimately went to town ask questions got answers and Planning Board approval. Disapprove on public opinion. If fails who would rent if it goes under?

Justin Fortin – Tax dollar great – lessen tax burden. Stores like this ten years from now not there end up with building there what's next? Manipulation of the economy. Break ins loitering. Planning on future in town.

Gordon Littlefield – Other corporations – Springvale Car Wash – Dunkin' Donuts design aesthetically pleasing. Dollar General large down south. Prime location for North Waterboro Fire Station.

Tim Neill closed the Public Hearing at 7:59pm. Everyone is welcomed to stay but no public comment during the remainder of the Planning Board meeting.

I. ROLL CALL

Board Members

Present: Tim Neill Andy Cote Dwayne Prescott Frank Allen
Kurt Clason Lee Nelson

Absent: Judy Carll

Others Present: Travis Letellier Angela McGarrigle Orr David Woodsome David Lowe
Matthew Bors Dwayne Woodsome Nancy Roberge Charlie Drapeau
Debby Downs Linda Hanscom Jack Seery TammyJo Girard Judith
Wirth David Benton, Sr. Ronna Rault Laura Randall Andrew Orr Ethan
Johnson Gary Lamb Doug Foglio, Sr. Michael Fraser Lisa Bennett Jon
Gale Glenn Charette Brigit McCallum Gordon Littlefield Shaun
Sanborn Todd Abbott Rick Madruger Justin Fortin Paul Christianson
Carol Christianson Tammy Bellman

The meeting was called to order at 8:07 p.m. by Tim Neill, Chair.

II. APPOINTMENTS

➤ *None.*

Tim Neill moved the minutes to the end of the Planning Board agenda.

III. REPORT OF OFFICERS

None.

IV. OLD BUSINESS

- *Dollar General discussion with Planning Board, applicant, Applicant's Engineer, Fire Chief, and Director of Public Works.*
- Tim Neill reviewed the document received from Tom Ursia, Town Planner:
 1. Require Performance Bond – Kurt Clason- has not been submitted by applicant.
 2. Peer Review – took place after approved, someone from the Town Hall requested the Peer Review not the Planning Board.
 3. Additional fees -Town Hall is responsible for the cost of the Peer Review not the applicant or Planning Board.
 4. Storm Water Permit – Receipt of report contingent upon approval.
 5. Hazardous waste - Tom's email asked about the hazardous waste to be stored on site and Travis responded that propane use is for the store and not for sale or filling of tanks.
- Matt Bors, Fire Chief letter of 11/25/2014 provided with areas of concern:
 1. Trucking water to that location 2-plus miles round trip
 2. Parking lot turning radius improvement – only able to protect two sides due to entrance being on the corner of the building – put truck there for the two sides no one else able to enter the area to assist
 3. Site Plan Review Ordinance Section II. 2 – “This proposed use will not create fire safety hazards by not providing adequate access to the site, or to the buildings on the site, for emergency vehicles; adequate dry hydrants; or adequate access to off-site dry hydrants and from there to the site. (Attached Site Plan Review amended October 20, 2009).
 4. Alarm System will give early notification. Water flow once on site will be a concern.
 5. Snow removal so apparatus can be maneuvered around the building.
 6. Tim Neill asked who notifies the Sate Fire Marshall. Per Travis the Architect will be notifying the Sate Fire Marshall.
 7. ISO water requirements 10% 303 gallons per minute, 120 minutes 36,360 gallons – asked Dollar General for improvements on the entrance so the vehicles can park out of the way of the egress because the apparatus will be in the width of the entrance. Water shuttle will not be able to access the pumpers.
 8. Suggestions made at prior meetings to 1. Move building towards Merrill's location (forward and to the right) and 2. Add entrance for trucks to access the back side of the building. Which will allow access to the back two sides and allow the water relay for needed fire suppression.

9. Andy Cote – are there any differences for different type of occupancy – what over and above for this – per Matt if different occupancy would potentially need sprinkler system.
 10. Frank Allen – hazardous classification for this building? Matt responded Mercantile Class B.
- Doug Foglio, Interim Director of Public Works – handed the Planning Board a copy of the Town of Waterboro Highway Entrance Ordinance, dated November 4, 2003.
1. Discussion on who has the authority to issue the Driveway Permit – determined DPW, Director
 2. September 23, 2014; 2pm meeting concerns brought forward concerns regarding main turning radius entering the site and the ability to service the site.
 3. Site location will substantially change the traffic flow in North Waterboro. Second to the Old Alfred Road – Silas Brown Road 2,400 cars per day from 6a – 7pm average 154 cars per hour with 247 being the highest.
 4. Any large variety vehicle takes the entire end of Chadbourne Ridge Road and other vehicles will need to wait until the intersection is clear before it can turn. Unacceptable.
 5. Turning lane to Chadbourne Ridge Road better flow of traffic – preferable solution would be a truck only entrance from Route 5 with an exit onto Chadbourne Ridge Road swinging around the back of the building – existing straight onto Chadbourne Ridge Road – staying on their side of the road.
 6. The above would also assist the Fire Department.
 7. Tim Neill noted that that if the applicant does not change the entrance/exit to accommodate the Director of DPW then the driveway permit will not be approved.
 8. Director of Public Works concerned with only one entrance/exit for the building.
 9. Andy Cote wants to know which ordinance has the requirement for the access to the back of the building or the entrance.
 10. Doug – Zoning Ordinance ensure public safety when look at any plan.
 - Truck entrance most practical for trucks coming into the property
 - Trucks exit more than 110 feet from Route 5 - 200 feet in length if at end of building; would be able to get straight so not to block easterly lane traffic.
 11. Tim Neill noted that in order to obtain the support from the Director of Public Works for a Driveway Permit the applicant would need to install a turning lane on Chadbourne Ridge Road, or a separate, truck only, entrance off Route 5.
 12. Kurt Clason – the turning radius meets minimum standards – where do we go in the future.
 13. Long range plans to connect buildings on the adjacent lot; Urban Compact to maintain Route 5; year or so ago minimize the number of curb cuts on Route 5.
 14. Doug only asking for truck entrance.

15. Kurt Clason – lights shining into farm house – if driveway moved further up Chadbourne Ridge Road then would solve two issues raised tonight.
16. Andy Cote – only way to protect farmhouse is to use landscaping to block lights.
17. Frank Allen- shift building 180 degrees. Doug – still truck coming in accessing the intersection – don't want trucks in the intersection even though other trucks are currently do it. Very do able.

Tim Neill - we need to look at what is required and what is desired. Curb cut is desired. According to the Driveway Ordinance the Planning Board cannot approve this plan.

Glenn Charette stated that the Driveway Ordinance cannot prevent Planning Board approval. Only has an impact on the CEO issuing permits.

Tim Neill to Travis Letellier – will be digesting what has been brought up tonight and come back to the Planning Board after looking at the issues and speaking with Corporate; incorporating into an amended plan.

Tim Neill– Section 7 does not prevent approval.

Andy Cote – only approving plan not issuing a permit.

Glenn Charette, CEO – Code Office licensing authority; cannot issue a building permit until the driveway permit has been issued. The driveway is only one of the conditions, Doug approve entrance agreement, state fire marshal approve plan, state electrical permit approved.

Andy Cote – to applicant – come back to Planning Board with new plan, amend current plan.

Kurt Clason – does the Mercantile Class B change the gallons per minute (gpm)? Matt Bors – need 10 minute reserve. Need to determine feasibility of water source available across the road.

Appointment closed on Dollar General discussion.

V. Communication

- ***Gary Lamb up-date on Section 2.08 transfer*** – Gary reported that Section 2.08 transfer needs more time and it is with Natalie Burns. He will work on it to get resolved.

VI. Miscellaneous

- The following items will be included under Old Business until they have been cleared.
 - A. Zoning Ordinance 2.08 - status and up-date at each Planning Board meeting.
 - B. Carpenter Estates – letters need to be received from Department of Public Works, Land Trust, and Fire Department – 4 weeks applicant waiting for letters. Tom told Tim that the only part outstanding is the Land Trust. Need signed letters from DPW and Fire Department.

- C. Design Standard – creation.
- D. Driveway Ordinance – status and up-date at each Planning Board meeting.
- Frank Allen insisting that we go back to Southern Maine Regional Planning for Peer Reviews

VII. New Business

- None.

VIII. MINUTES OF PREVIOUS MEETINGS

- Andy Cote made a motion to approve the minutes as corrected/amended for the meeting held November 19, 2014. The motion was seconded by Tim Neill and carried 6-0.
- Andy Cote the minutes from December 3 looks like a narrative – need clarification and answers to the narrative – added language with opposition. Andy Cote made the motion to table the December 3rd minutes until the next Planning Board meeting. Kurt Clason seconded. No discussion. Voted 6-0. Passed.

IX. ADJOURNMENT

At 9:25 p.m. Andy Cote made the motion to adjourn the meeting. The motion was seconded by Frank Allen and carried unanimously.

Approved Date: _____

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