

**Waterboro Planning Board
Meeting Minutes
October 8, 2001**

I. ROLL CALL

Susan Dunlap calls the meeting to order at 7:35 noting attendance of Todd Morey, Tim Neill and Roland Denby. Everett Whitten enters at 9:15. Also attending are Walt Stimpson and Kate Reynolds from Sebago Technics.

II. APPOINTMENTS

The only appointment for this meeting is to meet with Sebago Technics regarding their review of the Waterboro Zoning Ordinance for conflicts in the land use chart and the written descriptions of the uses allowed in each zone.

Walt Stimpson reviewed the directions he received from the board at their last meeting. The focus of this first review of the ordinance was to review the conflicts in the land use chart with the written descriptions of allowed uses in each zone. Kate Reynolds from Sebago Technics has done the work on this first review. Kate presents the board with an overview of the discrepancies that she found in sections 3 of the zoning ordinance.

There is discussion regarding how the chart was removed by town meeting vote in 1993, the descriptions that went with the chart were removed. In 1998 town meeting vote put the descriptions of the uses back into the zoning ordinance incorrectly. The descriptions that came out in 1993 were not put back in. A clerical error was made in the warrant of the 98 town meeting and the descriptions from 1977 were put back into the 98 ordinance. This omitted all of the zoning changes from 77-98 in that section of the ordinance and this created much of the conflicts between the chart and the written descriptions of the uses in each zone. According to the town attorney the clerical error cannot be fixed without town meeting vote because it was in the warrant and that is the way it was voted in.

To fix these errors they need to be brought back to town meeting to be approved.

The inconsistencies in the chart were reviewed at this time according to a chart put together by Kate Reynolds.

Kate also listed various definitions that are referred to through out the ordinance that are not defined and presented suggested definitions from a book of zoning definitions widely used by the industry.

There is discussion about what route the board would like to take to get this corrected. It is agreed that the first thing that should be done is to make the chart agree with the descriptions of the zones.

The board will decide what changes it would like to make at this year's annual town meeting and get this to Sebago Technics so that they can help draft the wording and insure that the changes won't further conflict with the ordinance.

At this time the board briefly reviews the list of all the items that have been discussed for possible zoning changes. It is agreed that everyone take the list home and be prepared to make a decision as to which changes will be worked on for the April town meeting.

V. OLD BUSINESS

1. Reviewed the format suggested by James Webster for the CEO, Planning Board, applicants and engineers to use in calculating 30% expansions. Attached is a letter from Alex Wong at DEP dated July 23, 2001 in which he has stated the format conforms to DEP's guidelines for expansion in the shoreland zone.

Everett Whitten made the motion to use this format as outlined for the Planning Board, the CEO, the engineers and the applicants as a guide to figuring the 30% expansions as approved by Alex Wong from ME DEP. Todd Morey seconds the motion. Motion carries with a unanimous vote in favor.

2. Discussed revising the site plan review checklist to include all the items in the site plan standards from the ordinance. The board would like to amend the checklist to have a third line where the applicant can make a reference note as to where on the plans each item can be found.

A note will be added to the checklist as follows:

The Planning Board will not review incomplete site plan applications.

Another note will be added at the top of the second page of the checklist as follows:

The applicant shall submit as evidence, a written narrative or description addressing how the proposed plan meets the following standards. Where necessary other town or state agencies may be required to supply documentation. Applicant shall be responsible for obtaining this information prior to Planning Board review of the application.

These changes will be drafted and brought back for further review.

3. Discussed amending the Planning Board by-laws. Town meeting amended the planning board membership to seven members in 1988. The by-laws should be changed to reflect how the planning board is functioning at the present time. Sue Dunlap appoints a committee consisting of Roland Denby, Everett Whitten, and Tim Neill to review the by-laws and come back with proposed changes.

IX. ADJOURNMENT

Roland Denby made the motion to adjourn at 10:23 p.m. Everett Whitten seconds. Motion carries with a unanimous vote in favor.

APPROVED date: 10/25/01

Roland E. Denby

Sue Dunlap

Everett Whitten

Tim Neill
