

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

**I. ROLL CALL**

Present: Lee Nelson Judy Wirth Judi Carll David Christensen

Absent: Dwayne Prescott Steve Letellier

Others: Tim Neill Lee Jay Feldman David Lowe Tammy Bellman

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

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

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

**I. MINUTES OF PREVIOUS MEETINGS**

**II. NEW BUSINESS & PUBLIC HEARINGS**

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

**III. OLD BUSINESS**

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

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

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

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

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

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

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

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

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

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

**IV. COMMUNICATION**

**V. MISCELLANEOUS**

**VI. ADJOURNMENT**

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

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

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

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