

TOWN OF WATERBORO
PLANNING BOARD

Meeting Minutes

January 2, 2013

7:00 p.m.

I. ROLL CALL

Present:	Frank Allen	Andy Cote	
	Tim Neill	Tim Nelson	Dwayne Prescott

Absent: Kurt Clason

Others Present:	Josh Waterhouse	Paul Gadbois
	Tina Smith	David Lowe

Tim Nelson, chair, opened the meeting at 7 p.m. noting the excused absence of Kurt Clason.

II. APPOINTMENTS

- ***Review, discuss, and vote***
Revision to Stonewall Estates Subdivision
JW Group LLC

Paul Gadbois, surveyor for the applicant, addressed the board regarding the proposed amendment to the lot lines in the Stonewall Estates subdivision. He explained that during the mortgage inspection for lot 7/9-2, it was discovered that the structure was too close to the property line. The applicant, JW Group LLC, owns both of the parcels involved and opted to have lot lines adjusted to accommodate the required 35' setback. Andy Cote made a motion to accept the revised subdivision plan as proposed showing that the existing structure including overhang does meet the required setbacks. The motion was seconded by Frank Allen and carried unanimously.

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

- ***Pending: Growth Management Ordinance***

The Planning Board will be holding a public hearing to review the proposed changes to the Growth Management Ordinance. This hearing is scheduled for January 8, 2013, at 6 p.m.

- ***Cisterns***

Andy Cote stated that he has been looking online for sample ordinances dealing with cisterns and has found very little. Board members suggested that the town planner be asked to contact Maine Municipal for any assistance they could offer.

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS


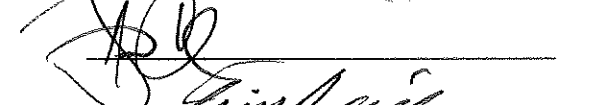
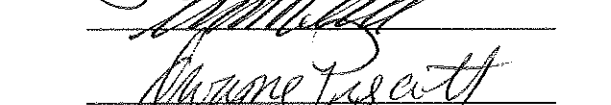
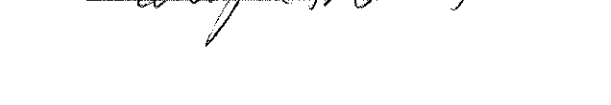
IX. ADJOURNMENT

At 7:15 p.m., Andy Cote made motion to continue the meeting to Tuesday, January 8, 2013, at 6 p.m. in order to conduct a public hearing on proposed changes to the Growth Management Ordinance. The motion was seconded by Frank Allen and carried unanimously.

Public hearings were conducted by the Planning Board and Board of Selectmen on Tuesday, January 8, 2013, at 6 p.m. There were no comments from the public on the changes to the Growth Management Ordinance. (See Selectmen's Meeting Minutes January 8, 2013.)

At the Selectmen's meeting on January 15, 2013, Andy Cote moved to approve the new growth ordinance as drafted, seconded by Frank Allen and carried 5-0. (Allen, Clason, Cote, Neill and Prescott were in attendance.) The Planning Board portion of the meeting was adjourned. (See Selectmen's Meeting Minutes January 15, 2013.)

Approved Date: 2-6-2013

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

February 6, 2013

7:00 p.m.

I. ROLL CALL

Present: Frank Allen Kurt Clason
Tim Neill Dwayne Prescott

Absent: Andy Cote Tim Nelson

Others Present: Shawn Girard Mark McCallum Tom Ursia
Tina Smith David Lowe

Kurt Clason, Vice Chair, opened the meeting at 7:05 p.m. noting the excused absences of Tim Nelson and Andy Cote.

II. APPOINTMENTS

➤ ***Conditional Use Application – Used Car Lot/Equipment Sales
10 Garland Hill Road, Map 16 Lot 7A, Shawn Girard***

Shawn Girard addressed the board regarding a conditional use application for a used car lot on the subject property. Board members reviewed information and pictures supplied by the applicant. Mr. Girard currently has a used car license, as well as a full body shop and a repair shop at his Limerick location. The cars he would offer for sale would be in ‘sticker’ condition. The location would be staffed for more than 40 hours per week (Monday through Saturday 8 a.m. through 5 p.m.) The applicant would follow the state guidelines for a used car annex. Dwayne Prescott made a motion to approve the conditional use application with a maximum number of 20 cars/pieces of equipment for sale at one time. The motion was seconded by Frank Allen and carried 4-0.

➤ ***Informational Meeting
Mark McCallum – Green Court Acres***

Mark McCallum addressed the board regarding the Green Court Acres subdivision. Mr. McCallum explained that he purchased the land in 2007; in 2008 D&C Construction became Waterboro LLC. DEP approval for the project was issued in March 2010. The board had granted preliminary approval of the subdivision plan.

There are new board members since the project was presented and it was the consensus of the board that a public hearing should be held. A public hearing was scheduled for March 6, 2013 at 7 p.m.

III. MINUTES OF PREVIOUS MEETINGS

➤ *December 5, 2012*

Tim Neill made a motion to accept the minutes for the meeting held December 5, 2012. The motion was seconded by Frank Allen and carried 4-0.

➤ *January 2, 2013*

Frank Allen made a motion to accept the minutes for the meeting held January 5, 2013. The motion was seconded by Dwayne Prescott and carried 3-0-1 (Kurt Clason abstaining as he did not attend the meeting)

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Frank Allen made a motion to adjourn the meeting at 7:55 p.m. The motion was seconded by Dwayne Prescott and carried 4-0.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
March 20, 2013

6:00 p.m. - Workshop/Fire Protection

7:00 p.m. - Planning Board Meeting

I. ROLL CALL

Board Members

Present:	Frank Allen	Andy Cote
	Tim Neill	Dwayne Prescott

Absent:	Kurt Clason	Tim Nelson
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Others Present:	James Waltz	Dave Woodsome
	Dave Lowe	Tina Smith

Frank Allen, Secretary/Treasurer, called the meeting to order at 7:00 p.m.

II. APPOINTMENTS

- ***Relocation of a Structure in the Shoreland Zone***
James C. Waltz
Map 16 Lot 19-3

James Waltz addressed the board regarding a relocation of a structure in the shoreland zone. The applicant stated that the existing structure has no foundation; he owns 3 acres and there is no installed septic system. The proposed structure would be on stilts because of its location in the flood zone. After reviewing information supplied by the applicant, the board decided to schedule a site walk for Wednesday, April 17, at 6 p.m. The board asked the applicant to mark corners of the property.

III. MINUTES OF PREVIOUS MEETINGS

Tim Neill made a motion to accept the minutes of the meeting held February 6, 2013. The motion was seconded by Dwayne Prescott and carried 4-0.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

➤ *Letter from Gail Woodsome regarding Map 25 Lot 11*

Board members discussed the rezoning of the lot in question. They would like a recommendation from the 20/20 Committee before proceeding. Andy Cote and Tim Neill also serve on the 20/20 Committee and will bring this item up at their next meeting.

VII. MISCELLANEOUS

VIII. NEW BUSINESS

Tim Neill has proposed an addition to the Zoning Ordinance Section 7.06 Wellhead Protection District. Andy Cote made a motion that the proposed amendment be forwarded to the Board of Selectmen before proceeding. The motion was seconded by Tim Neill and carried 4-0

IX. ADJOURNMENT

Tim Neill made a motion to adjourn the meeting at 7:40 p.m. The motion was seconded by Andy Cote and carried unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

April 3, 2013

7:00 p.m.

I. ROLL CALL

Board Members

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

Absent: None

Others Present:	Jayson Haskell, Sebago Tech	Greg Patterson
	Dave Woodsome Dave Lowe	Tom Ursia
	Tina Smith	

Tim Nelson, Chair, called the meeting to order at 7:05 p.m.

II. APPOINTMENTS

- *Site Plan Review – Jayson Haskell, Sebago Technics
Waterboro Safe Storage
Map 26 Lot 7*

Jayson Haskell, Sebago Technics, addressed the board regarding the site plan review for Waterboro Safe Storage. This is a 22,800 square foot mini-storage facility with 750 square foot office space located on 2.13 acres. The property is in the Village Zone and designated as Tax Map 26 Lot 7 and located at 103 Main Street. There are existing abandoned residential structures on the site that will be demolished. An MDOT Driveway Permit has been approved. The project is currently undergoing MDEP review.

Andy Cote made a motion to schedule a Public hearing on April 17, 2013, at 7 p.m. The motion was seconded by Dwayne Prescott and carried 6-0. The applicant was asked to stake the building corners and the driveway opening.

III. MINUTES OF PREVIOUS MEETINGS

Dwayne Prescott made a motion to accept the minutes for the meeting held March 20, 2013. The motion was seconded by Frank Allen and carried 4-0-2 (Nelson and Clason abstained).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

➤ ***Pending: Cisterns (Workshop May 8, 2013 at 6 p.m.)***

Board members discussed the upcoming workshop and agreed that the Board of Selectmen should be invited.

➤ ***Pending: Wellhead Amendment***

An email of support was received from the Board of Selectmen for the Wellhead amendment. Board members asked Tom Ursia, Town Planner, to consult with Natalie Burns, town attorney, to refine the wording for this amendment.

VI. COMMUNICATION

SMRPC has sent a letter to the town asking that they appoint two members to the General Assembly. David Woodsome has agreed to represent the Board of Selectmen. Planning Board members recommended Mark Mitchell, CEO, for the other position.

VII. MISCELLANEOUS

Tim Nelson announced that he will remain on the Planning Board but will step aside as Board Chair.

After discussion, Dwayne Prescott nominated Tim Neill as Chair. The motion was seconded by Frank Allen and carried 5-0-1(Neill abstained). Tim Neill graciously accepted the position of Chair.

VIII. NEW BUSINESS

IX. ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
April 17, 2013

6:00 p.m. ***Site Walk – Site Plan Review - Map 26, Lot 7 - 103 Main Street***
Waterboro Safe Storage – Patterson Companies

7:00 p.m. ***Public Hearing – Site Plan Review - Map 26, Lot 7 - 103 Main Street***
Waterboro Safe Storage – Patterson Companies

OPEN PUBLIC HEARING

The public hearing was called to order at 7 p.m. by Tim Neill, Chair. There were no members of the public in attendance.

Shawn Frank, Sebago Technics, addressed the board regarding the site plan review for the Waterboro Safe Storage. This is a 22,800 square foot mini-storage facility with 750 square foot office space located on 2.13 acres. The property is in the Village Zone and designated as Tax Map 26 Lot 7 and located at 103 Main Street. There are existing abandoned residential structures on the site that will be demolished. An MDOT Driveway Permit has been approved. The applicant supplied a letter from MDEP stating that the application was found to be acceptable for processing.

The public hearing was closed at 7:07 p.m.

I. ROLL CALL

Board Members

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

Absent:	Tim Nelson
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Others Present:	Shawn Frank, Sebago Technics	
	Mark Adler, Patterson Companies	Mike Allen
	Mark Mitchell Tom Ursia,	Dave Lowe
	Tina Smith	

II. APPOINTMENTS

- ***Site Plan Review***
Map 26, Lot 7 - 103 Main Street
Waterboro Safe Storage – Patterson Companies

Board members reviewed additional information and revised plan supplied by the applicant and noting that they had just completed a site walk. Andy Cote made a motion to approve the waiver

from providing a performance guarantee. The motion was seconded by Dwayne Prescott and carried 5-0.

Andy Cote made a motion to approve the site plan review application as submitted, pending receipt of DEP permit and the applicant's use of earth tone colors for the structure. The motion was seconded by Dwayne Prescott. After discussion, Andy Cote amended his motion to exclude the color requirement. Dwayne Prescott amended his second. The amended motion carried 5-0.

➤ ***Informational Discussion on 1,275 sq ft addition to JD's Store
Waiver Request – Mike Allen
13 Sokokis Trail, Map 25, Lot 5-1***

Mike Allen addressed the board regarding a 25' x 51' addition to his property at 13 Sokokis Trail, JD's Store. He noted that the addition was strictly for storage and as an entrance for deliveries. The existing sheds in the back of the property would not be removed.

After discussion, the applicant stated that he would keep the addition under 1,000 square foot and not trigger site plan review. Kurt Clason made a motion to deny the request to waive the site plan requirements for the proposed addition. The motion was seconded by Andy Cote and carried 5-0.

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

➤ ***Pending: Cisterns (Workshop May 8, 2013 at 6 p.m.)***

➤ ***Pending: Wellhead Amendment***

Tom Ursia is working with Natalie Burns on the wording for the amendment.

➤ ***Request to Rezone Map 25, Lot 11***

Board members asked that a memo be sent to Tom Ursia, Town Planner, requesting that this item be placed on the agenda for the 20/20 Committee.

➤ ***Schedule site walk for James Waltz***

The site walk was scheduled for April 24, 2013, at 6 p.m. with a meeting following at the town hall annex.

VI. COMMUNICATION

VII. MISCELLANEOUS

Tom Ursia reminded Board members about the Sewall Company presentation which will be held on Monday, April 22, 2013, at 5 p.m. at the Central Fire Station.

VIII. NEW BUSINESS

IX. ADJOURNMENT

A motion was made by Kurt Clason to adjourn the meeting at 8:10 p.m. The motion was seconded by Frank Allen and carried unanimously.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

AGENDA
April 24, 2013

6:00 p.m. ***Site Walk – Relocation of a Structure in the Shoreland Zone***
Map 16 Lot 19-3 – James Waltz

Meeting to continue at Town Hall Annex after site walk.

I. ROLL CALL

Board Members

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

Absent: None

Others Present:	Tom Ursia,	Dave Lowe	Tina Smith
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Tim Neill, Chair, called the meeting to order at 7:10 p.m.

II. APPOINTMENTS

- ***Relocation of a Structure in the Shoreland Zone***
Map 16 Lot 19-3 – James Waltz

Board members just returned from a site walk with the applicant. Many issues were raised including the legality of the lot, floodplain and wetland delineations, and the proposed location of the new structure. Tim Nelson made a motion to deny the application based on shoreland requirements; the 100' setback can be met. The motion was seconded by Kurt Clason and passed unanimously. A letter of denial will be sent to the applicant noting the outstanding questions.

III. MINUTES OF PREVIOUS MEETINGS

Kurt Clason made a motion to approve the minutes for the meeting held April 3, 2013. The motion was seconded by Dwayne Prescott and carried 6-0.

Frank Allen made a motion to approve the minutes for the meeting held April 17, 2013. The motion was seconded by Kurt Clason and carried 5-0-1 (Nelson abstained).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

- ***Pending: Cisterns (Workshop May 8, 2013 at 6 p.m.)***

Tim Neill is scheduled to present the Planning Board update to the Board of Selectmen at their meeting on May 7, 2013. At that time, he will determine if the workshop on cisterns will be held, pending the Selectmen's decision on responsibility for cistern maintenance.

Tim Nelson states that we shouldn't even be talking about cisterns; the board should require sprinklers in subdivisions and eliminate any cistern liability questions.

Wellhead Amendment

Tom Ursia will forward an email from Natalie Burns concerning the conditional use portion of the performance/review standards. Due to scheduling, Ms. Burns will have wording for the amendment in three to four weeks.

Docks

Mark Mitchell will provide recommendations on changes to the ordinance.

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 7:55 p.m., Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Frank Allen and passed unanimously.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

May 29, 2013

7:00 p.m.

I. ROLL CALL

Board Members

Present:	Frank Allen	Andy Cote	Tim Neill
	Dwayne Prescott		

Absent:	Kurt Clason	Tim Nelson
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Others Present:	Dianne Holden	Jim Carll	Jeff Balmer
	Angela Allen	Robert Thomas	Joanne Thomas
	David Woodsome	Tom Ursia	
	Dave Lowe	Tina Smith	

Tim Neill, Chair, called the meeting to order at 7:00 p.m.

II. APPOINTMENTS

- ***Conditional Use – Farmer’s Market/Community Yard Sale
Waterborough Historical Society
Taylor House, Map 7 Lot 80, 6 Old Alfred Road***

Jim Carll addressed the board regarding a conditional use permit for the Taylor House. The applicants are seeking to have a Community Yard Sale, Farmers Market and Artisan Market. After discussion, Dwayne Prescott made a motion to approve the application to be operational during daylight hours on Saturday and Sundays from May through September. Bathroom facilities are to be available in the Taylor House. Parking will not be allowed in the street. The motion was seconded by Frank Allen and passed unanimously.

- ***Conditional Use – Farmer’s/Craft Market
Cornerstone Country Market
Map 18 Lot 5A, 1045 Main Street***

Jeffrey Balmer addressed the board regarding a conditional use permit for Cornerstone Country Market. The applicants are seeking to have a Farmers Market and Craft Market. After discussion, Frank Allen made a motion to approve the application to be operational during daylight hours on Fridays and Saturday from May through October. Port O Potti will be maintained on site. Parking will not be allowed in the street. The motion was seconded by Andy Cote and passed unanimously.

- ***Conditional Use – Day Care
Angela Allen
Map 10 Lot 7, 520 McLucas Road Ext***

Angela Allen addressed the board regarding a conditional use permit to operate a day care at her home located at 520 McLucas Road Ext. The applicant is proposing to operate a child care facility for up to 12 children; hours of operation to be Monday through Friday 6:00 a.m. through 6:00 p.m. After discussion, Frank Allen made a motion to approve the application with the condition that the septic system is checked by the Code Enforcement officer to confirm that it can accommodate the daycare, a 4' fence is installed around the play area, and the applicant maintain a state daycare license. The motion was seconded by Andy Cote and passed unanimously.

III. MINUTES OF PREVIOUS MEETINGS

➤ *April 24, 2013*

Andy Cote made a motion to accept the minutes for the meeting held April 24, 2013. The motion was seconded by Frank Allen and passed unanimously.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

➤ *Report from Town Planner* *20/20 Recommendation on Rezoning*

Tom Ursia reviewed the map representing the area proposed to be rezoned. After a lengthy discussion, a motion was made and seconded to proceed with the rezoning of only the Woodsome property. The motion was carried 3-1 (Neill opposed). The hearing was scheduled for June 26, 2013, at 7 p.m.

VI. COMMUNICATION

A memo was received from the Town Administrator requesting a letter of support from the Planning Board for the CDBG Public Infrastructure Project. A motion was made by Andy Cote to provide a letter of support for the project. The motion was seconded by Dwayne Prescott and passed unanimously.

VII. MISCELLANEOUS

Board members decided to schedule a workshop with the town attorney to discuss the wellhead amendment to the Zoning Ordinance. The meeting was tentatively scheduled for June 26th at 6 p.m.

Next meetings were scheduled for June 26th and July 17th.

VIII. NEW BUSINESS

Robert Thomas, owner of property at 46 Laughing Loon Lane, asked the board about enforcement of the Zoning Ordinance regarding docks. He stated that he has a dock which has been in place for 40 years and an abutting property owner has placed a dock which does not meet the requirements of the ordinance. The Code Enforcement Officer has not issued a permit for this dock and is not enforcing the ordinance. The board advised that appeal of the CEO decision

would be made to the Zoning Board; if it is a question of CEO performance, it should be addressed to the Town Administrator.

IX. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

July 17, 2013

7:00 p.m.

I. ROLL CALL

Board Members

Present:	Kurt Clason	Andy Cote	Tim Neill
	Dwayne Prescott		

Absent:	Frank Allen	Tim Nelson
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Others Present:	Travis Staples	Richard Sirois	Ralph Lefebvre
	Gerald Soucy	David Woodsome	Tom Ursia
	Dave Lowe	Tina Smith	

II. APPOINTMENTS

- ***Conditional Use – Duplex in Forest and Agriculture District***
498 Middle Road – Map 6 Lot 40
Travis Staples

Travis Staples addressed the board regarding the conversion of his existing home into a duplex to add a seasonal home for his parents. He is proposing to add a 24' x 36' gambrel attached by a three bay garage. Mr. Staples is in the processing of acquiring more land from an abutter to get the 10 acres required for a duplex in the Forest and Agriculture District. The two units will have separate septic systems, each designed for three bedrooms.

Kurt Clason made a motion to approve the conditional use. The motion was seconded by Dwayne Prescott and carried 4-0.

- ***Village Pines Subdivision***
Informational Meeting
Subdivision Restrictions

Residents of the Village Pines subdivision addressed their concerns to the board. The two main issues are the status of the road and the 55+ restriction on the subdivision.

Board members explained that restrictions in the subdivision can only be changed by the Planning Board. Any change to the approved plan would require that all who own property in the subdivision agree to the amendments. If all agree that the 55+ restriction should be removed from the plan, a revised plan would need to be submitted to the Planning Board with changes noted. The revised plan would then be reviewed and voted on by the Planning Board.

In order to change the road from private to public, the road would need to be built to current standards. Tom Ursia suggested that a meeting with the road commissioner would be in order. When the road is brought up to current standards to the satisfaction of the road commissioner and a third party engineer, a revised plan should be submitted to the Planning Board. After Planning Board approval, it would then need to be forwarded to the Board of Selectmen for placement on the warrant for town meeting and accepted by vote at the town meeting.

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Kurt Clason made a motion to adjourn the meeting at 8:05 p.m. The motion was seconded by Dwayne Prescott and passed unanimously.

Approved Date: _____

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TOWN OF WATERBORO

PLANNING BOARD

MEETING MINUTES

September 18, 2013
7:00 p.m.

I. ROLL CALL

Board Members

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

Absent: Kurt Clason Tim Nelson

Others Present: George Kando Tim McInnis David Woodsome
Tom Ursia Dave Lowe Tina Smith

Tim Neill, chair, called the meeting to order at 7:00 p.m.

II. APPOINTMENTS

➤ *Setback Reduction – Map 45 Lot 1631 – Acorn Court George Kando*

George Kando addressed the board regarding a setback reduction. Mr. Kando explained that he purchased the property in 1995 and had always planned to retire there. He recently had a survey done and the proposed 24' x 36' foundation would be 9' from the property line, and 18' from the road surface. Board members reviewed 'Proposed House Layout' dated August 2013 and prepared by Stephen W. Everett, Land Surveyor; Subsurface Wastewater Disposal System design dated August 28, 2013 and prepared by Kenneth Gardner; letter from Lake Arrowhead Board of Trustees dated September 12, 2013. After discussion, Andy Cote made a motion to deny the setback reduction referring the applicant to the Zoning Board of Appeals for a reduction of the shoreline setback. The motion was seconded by Judy Carll and carried 5-0.

III. MINUTES OF PREVIOUS MEETINGS

Dwayne Prescott made a motion to accept the minutes for the meeting held July 17, 2013. The motion was seconded by Andy Cote and passed 3-0-2 (Judy Carll and Frank Allen abstained).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

Tom Ursia, Town Planner, reviewed the 'Digital Plan Requirements' as revised September 13, 2013. Frank Allen made a motion to accept; the motion was seconded by Dwayne Prescott and passed 5-0.

Board members commented on the 'Site Plan Review Ordinance' as amended September 4, 2013. There are concerns with the definition of 'substantial start.' Staff members are to explore other towns' ordinances and make recommendations.

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Dwayne Prescott made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Frank Allen and passed unanimously.

Approved Date: _____

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TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

October 16, 2013

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:	Steven MacKay	Helen MacKay	David Woodsome
	Dave Lowe	Tina Smith	

Tim Neill, chair, called the meeting to order at 7:00 p.m.

II. APPOINTMENTS

- *Setback Reduction*
34 Bernier Lane, Map 47 Lot 145
Steven J. MacKay

Mr. MacKay addressed the board with a request for setback reduction. The applicant stated that they purchased the property four years ago with the intention to retire there. The MacKay's are currently seeking a reduction in the front setback to 60' in order to construct an addition to the existing structure. The applicant provided proof that the abutters were notified. Board members noted that they were familiar with this area, and a reduction in the front setback would be in keeping with the neighborhood. After discussion, Kurt Clason made a motion to allow the front setback be reduced to 60', side setback 10' from the property line, measured from the drip edge of the building. The motion was seconded by Dwayne Prescott and carried 6-0.

III. MINUTES OF PREVIOUS MEETINGS

Dwayne Prescott made a motion to accept the minutes for the meeting held September 18, 2013. The motion was seconded by Judy Carll and carried 5-0-1 (Kurt Clason abstained).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Kurt Clason made a motion to adjourn the meeting at 7:25 p.m. The motion was seconded by Dwayne Prescott and passed unanimously.

Approved Date: _____

TOWN OF WATERBORO

PLANNING BOARD

MEETING MINUTES

December 4, 2013

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

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

II. APPOINTMENTS

- ***Subdivision Sketch Plan***
Carpenter Estate - Map 13, Lots 30A & 27B
Frances LaPierre, Post Road Surveying

Fran LaPierre addressed the board regarding the Carpenter Estate subdivision. As an abutter to the subdivision, Dwayne Prescott recused himself during this review. Ms. LaPierre explained that the subdivision would be six lots not including the current homestead or a parcel on the southerly side of Clark's Bridge Road. The Town Planner provided a copy of the checklist for the sketch plan review. Board members asked the applicant to provide a chronology of previous sales and asked that building envelopes for each lot be shown on the plan. Andy Cote asked that a site walk be scheduled. All parties agreed to Saturday, December 14, 2013 at 8 a.m. The applicant will flag lot lines. Road Review Committee and Road Commissioner, Doug Foglio, will be sent a copy of the plan.

- ***Request for extension of Conditional Use Permit***
Penny & Adam Curtis
11 Esther Lane, Map 33, Lot 24

After discussion, Andy Cote made a motion to extend the Conditional Use permit for one year. The motion was seconded by Frank Allen and carried 6-0.

III. MINUTES OF PREVIOUS MEETINGS

- ***October 16, 2013***

Kurt Clason made a motion to accept the minutes for the meeting held on October 16, 2013. The motion was seconded by Frank Allen and carried 6-0.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

Site Plan Review Ordinance

Board members discussed changes to the Site Plan Review Ordinance. This will be placed on the December 18, 2013, agenda for a final decision.

VI. COMMUNICATION

➤ 2015 Budget Request

Board members reviewed the budget for 2015. Figures were adjusted as follows: Salaries \$4,500; Books/Per \$245; Legal \$4,000; Consultants \$600; Advertising \$1,100; Incidentals \$500; Total \$10,945. These adjustments did not change the total as approved in the previous budget. A motion was made by Frank Allen to submit this proposed budget. The motion was seconded by Dwayne Prescott and carried 6-0.

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Kurt Clason made a motion to continue the meeting to December 14, 2013, at 8 a.m. to conduct a site walk at the Carpenter subdivision. The motion was seconded by Frank Allen and carried 5-0-1 (Prescott abstained).

Approved Date: _____

_____	_____
_____	_____
_____	_____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

December 18, 2013

7:00 p.m.

I. ROLL CALL

Board Members

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

Absent:	Frank Allen	Tim Nelson	
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Others Present:	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

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

Tom Ursia reported receiving an email from Mark Adler, PATCO, advising that the schedule for building the Waterboro Safe Storage has been moved to 2015. Board members asked Mr. Ursia to respond that the email was received and accepted and to thank PATCO for all of the work they did at Friendship Park.

Pending: Site Plan Review Ordinance

Board members reviewed the proposed changes to the Site Plan Review Ordinance. After discussion, board members agreed to make the following changes:

- ✓ Remove - the major/minor review process
- ✓ Add - under 1,000 square foot addition allowed once in a five year period
- ✓ Maintain - sunset clause
- ✓ Maintain - cost of mailings to be borne by applicant.

Changes will be made and sent to the town attorney.

Cisterns

Board members discussed possible changes to the subdivision ordinance regarding cisterns/fire protection. Tom Ursia suggested that we contact an engineering firm (e.g. Woodward & Curran, Wright-Pierce) to get their perspective and recommendations. Kurt Clason made a motion that

Mr. Ursia approach these firms with a series of questions; cost not to exceed what remains in the Planning budget for consultants. The motion was seconded by Dwayne Prescott and carried 5-0.

Road Standards

Mr. Ursia will check with the Road Review Committee and set a date (2nd meeting in February at 6 p.m.) for a workshop.

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 8:15 p.m., Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Dwayne Prescott and carried 5-0.

Approved Date: _____

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_____	_____
