 **PLANNING BOARD**

 17 Maple Street

 Cornish, Maine 04020

Telephone: 207.625.4324 Fax: 207.625.4416 E-mail: planningboard@cornishme.com

Monday, March 5, 2018

BUSINESS MEETING MINUTES

**Call to Order**

Chairwoman Jessica Larson called the meeting to order at 6:31 p.m.

Present: Eve Bergstrom, Ken Hall, Jessica Larson, Emily Ward, Nancy Perkins, Sandra Watts, Code Enforcement Officer Wes Sunderland, Recorder Desirae Bachelder.

Absent: Norm Harding

Guest Present: Stephanie Smith, Dan Sherman, Brad Perkins, Diann Perkins, John Watts.

**Old Business:** None

**New Business:**

1. Approve minutes of the February 19, 2018 Workshop Meeting

Ken Hall motioned to approve the minutes from February 19, 2018 as presented. It was seconded by Eve Bergstrom. Motion carried with all in favor.

1. Jessica Larson designated Nancy Perkins as a voting member in Norm Harding’s absence.
2. Jessica Larson discussed the use of the Cornish Town Seal on the meeting minutes. Jess presented the Board with minutes from a pharmacy board that has the State of Maine seal on the header. Although the Board has not used the seal in the past, there is no issue in continuing to use it on the meeting minutes.
3. Wellness Center - 31 Maple St

Stephanie Smith presented the permanent sign design for The Root & Leaf Tea Shoppe and Apothecary Home of Mind Body Soul Holistic Wellness. She also presented plans for a stockade fence.

Definition of a structure: Anything constructed or erected, the use of which requires a fixed location on or in the ground or in the water, or an attachment to something having a fixed location on the ground, including buildings, billboards, signs, commercial park rides and games, carports, porches, and other building features, including stacks and antennas, but not including sidewalks, fences, driveways, parking lots, and field or garden walls or embankment retaining walls. For purposes of this Ordinance, utility poles are not considered structures.

Stephanie Smith stated that the stockade fence will match her neighbor’s fence and conform to the Ordinances.

Emily Ward motioned to approve the stockade fence. It was seconded by Eve Bergstrom. Motion carried with all in favor.

Jessica Larson stated that the sign Ms. Smith is requesting was approved through the Conditional Use Permit on August 21, 2017. The Board needs to decide if it conforms to the Sign Ordinance.

Stephanie Smith stated that the permanent sign will be 4 foot by 4 foot, will be indirectly lit during hours of operation and will have removal riders to advertise what is currently being offered. Stephanie asked if a normal OPEN flag was permissible. The Board discussed the fact that the OPEN flag could be attached to the accessory structure, the sign, and it would be in conformance with the ordinances.

Nancy Perkins motioned to approve the permanent free standing sign with riders for The Root & Leaf Tea Shoppe and Apothecary Home of Mind Body Soul Holistic Wellness with the OPEN sign attached. It was seconded Emily Ward. Motion carried with all in favor.

1. Cornish Variety - Yasser Alsudany and Amanda Smith

This item will be moved to the next meeting agenda.

Jess Larson discussed the fee schedule with former member Bill Hoxie. Land Use Ordinance Appendix B. Cornish Fee Schedule, page 112. Bill worked through the fee using the proposed 3,360 square feet for the store, 3,325 square feet for the canopy, 608 square feet for the gas tanks, and 300 square feet for the propane, for a combined total of 7,593 square feet. Subtract 2,000 square feet, which is the $600.00 fee for a Site Plan over 2,000 square feet, leaving 5,593 square feet. 5,593 square feet would then be multiplied by $0.15. A final plan has not been submitted, these amounts are based on the pre-application plan the Board was given on February 19, 2018.

The Board discussed the Site Plan Review application process with CEO Wes Sunderland. The applicant needs to contact the Planning Board so that they can be scheduled for the next meeting.

1. Other. The Board discussed a Home Occupancy Permit, and how to control or keep track of the fact that the “professional service” offered is the same as what was originally permitted, or if there are any changes to what was allowed, how to hold the applicant accountable. Jess Larson will check how the State has defined a “professional service”. It was also suggested that a “Home Occupancy Permit” be created to better keep track of home occupancies.

The Site Plan Review application process was further discussed and Article III, Section 4 Administration was referenced.

5. The Board discussed the fee for the Cornish Variety. The proposed 3,360 square feet for the store, 3,325 square feet for the canopy, 608 square feet for the gas tanks, and 300 square feet for the propane, for a combined total of 7,593 square feet. Subtract 2,000 square feet, which is the $600.00 fee for a Site Plan over 2,000 square feet, leaving 5,593 square feet. 5,593 square feet would then be multiplied by $0.15. So $600.00 plus $838.95 minus the $150.00 already paid for a total of $1288.95 due upon submission of the completed Site Plan Review application.

**Public Comment:**

Diann Perkins asked the Board if they knew what was going on at Fairgrounds Pizza & Pub. Jess Larson asked where in the Land Use Ordinance Wes had looked for the definition of an accessory structure. Wes stated the he had talked to the owner of Fairgrounds who showed him new plans for a pavilion.

Jess Larson stated that a commercial business in the commercial district adding an accessory structure less than 100 square feet to the principal structure needs a Conditional Use Permit, which means, according to Land use tables, that the new structure needs to come before the Planning Board.

 Accessory Use or Structure: A use or structure which is customarily both incidental and subordinate to the principal use or structure on the same lot only. The term “incidental” in reference to the principal use or structure shall mean both:

(a) subordinate and minor in significance to the principal use or structure, and

1. attendant to the principal use or structure.

Such accessory uses, when aggregated, shall not subordinate the alleged principal use of the lot.

Structure: Anything constructed or erected, the use of which requires a fixed location on or in the ground or in the water, or an attachment to something having a fixed location on the ground, including buildings, billboards, signs, commercial park rides and games, carports, porches, and other building features, including stacks and antennas, but not including sidewalks, fences, driveways, parking lots, and field or garden walls or embankment retaining walls. For purposes of this Ordinance, utility poles are not considered structures.

The Board asked Wes to contact the owner of Fairgrounds Pizza & Pub and tell them to stop work on the pavilion until the Board approves a Conditional Use Permit, which cannot be done until the next business meeting. Wes agreed and will be at the restaurant first thing in the morning.

**Communications Received/Sent:**

1. Maine Municipal Association: PB By-Law request town meeting adoption 03-16-2009 (e-mail).

Jess Larson received a response and would like to add this to the next agenda.

1. J Wadsworth/T Greer CUP letter. Sent 2/20/2018
2. Site plan review applications B Anderson/Jeff Amos. Sent 2/20/2018.
3. YWSG March Workshop Change of Date. Sent 3/2/2018.

**Agenda Items for Next Meeting: Workshop Meeting – Monday, March 26, 2018 @ 6:30 PM**

1. Approve minutes of the Business Meeting, March 5, 2018.

**Adjournment:**

Emily Ward motioned to adjourn at 8.35 p.m. It was seconded by Nancy Perkins. Motion carried with all in favor.

Respectfully Submitted,



Desirae Bachelder

CPB Secretary