**PLANNING BOARD**

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Monday, July 2, 2018

BUSINESS MEETING MINUTES

**Call to Order**

Vice chairwoman Emily Ward called the meeting to order at 6:30 p.m.

Present: Eve Bergstrom, Ken Hall, Stephanie Smith, Emily Ward, Nancy Perkins, Code Enforcement Officer Wes Sunderland, Recorder Desirae Bachelder.

Absent: Jessica Larson, Sandra Watts

Guest Present: Bob Tripp, Karen & James Remington, John & Anne MacIntyre, Lisa & Mike Fulginiti, Scott Pingree, Tom Pingree, Diann Perkins, John Watts.

**Old Business:**

**New Business:**

1. **Emily Ward designated Nancy Perkins as a voting member in Jess Larson’s absence.**
2. **Welcome Stephanie Smith as new member**

The Board welcomed Stephanie Smith as the new full time planning board member.

1. **September Business Meeting change of date due to Labor Day Holiday**

Ken Hall motioned to move the September 3, 2018 business meeting to the following Monday, September 10, 2018 due to the Labor Day holiday. It was seconded by Eve Bergstrom. Motion carried with all in favor.

1. **Approve minutes from May 21, 2018 workshop meeting**

Nancy Perkins motioned to approve the May 21, 2018 workshop meeting minutes as presented. It was seconded by Ken Hall. Motion carried with all in favor.

1. **Approve minutes from June 4, 2018 business meeting**

There were no minutes available to approve.

1. **MMA Workshop July 26, 2018 in Portland 4-8:30 pm**

There is a Maine Municipal Association Planning Board/Board of Appeals workshop on July 26, 2018 at 4:00 pm. Desirae and Emily have already signed up, Stephanie and Nancy would like to go if there is still room to sign up.

1. **Bob Tripp – 6 Bridge Street, Real Estate Office/Rental Unit: U03-017. Site Plan Review**

A site walk was conducted at 2:30 pm today, July 2, 2018. The $150.00 Site Plan Fee has been paid.

Nancy Perkins raised the concern of parking on Bridge Street, and if the widening of the driveway should be stated in the approval of Mr. Tripp’s application. Mr. Tripp stated that he would like to widen that driveway once he owns the property. Emily Ward suggested that the wording of the approval include that the access to the parking spaces for the rental unit and the office space is in accordance with all parking and driveway ordinances.

Land Use Ordinance, Article II, Section 6, M and Tables 3 and 4 of that section refer to the correct parking needs. Two spaces are required for the rental unit, and one space is required for every 250 square feet of office space.

Diann Perkins also voiced concerns about parking. Nancy Perkins referenced the Article I, Section 3 of the Land Use Ordinance, where it states that, “The purpose of this Ordinance is …to promote traffic safety…”

Mr. Tripp will make sure that there is enough room for a turn around, and he intends to widen the driveway once he owns the property.

Stephanie Smith motioned to approve the application for a Real Estate office and a 2 bedroom 1 bath rental unit, providing that all driveway and parking ordinances be followed. It was seconded by Ken Hall. Motion carried with 4 in favor and 1 abstaining.

1. **Karen Remington – Horse Ring 1-1 Instruction: U03-046A. Site Plan review**

A site walk was conducted at 3:00 pm toady, July 2, 2018. The $150.00 Site Plan Fee has been paid.

Jess Larson gave Nancy Perkins a copy of Animal Welfare Chapter 42, to present to the Board in her absence. To comply with State laws, Part 9, Animal Welfare, Chapter 743, Equine activities, Mrs. Remington needs to place a sign on the property stating that “Under Maine Law an equine professional has limited liability for an injury or death resulting from the inherent risks of equine activities.”

Nancy would like the final approval to mention that the Road Commissioner needs to approve Minkey Way as suitable for commercial use.

It was noted that the ring meets the proper setback requirements. Nancy confirmed with the Remington’s that there will be no lighting or music.

Diann Perkins had concerns about: use of the house bathroom for customers, the surface of the riding ring, proximity of the ring to the well and other horses, manure runoff, line of sight exiting Minkey Way, and the placement of the sign at the end of Minkey Way.

Wes stated that signs are to be placed far enough from the road that they will not obstruct the line of sight. He also addressed the concern of the well, leach fields are to be placed 100 feet from the well, and therefore there shouldn’t be an issue with the ring.

James Remington stated that he will be composting the horse manure. When asked about conducting riding lessons at night James stated that they would approach the planning board with that request in the future if need be, at this time there will be no night lessons.

Land Use Ordinance, Article II, Section 6, B. Agriculture, addresses the concern of manure runoff. “Agricultural activities in the Shoreland and Resource Protection Districts shall conform to the following land use standards. In other land use districts, such activities must comply with applicable State and Federal regulations.

1. All spreading or disposal of manure shall be accomplished in conformance with the “*Maine Guidelines for Manure and Manure Sludge Disposal on Land,*” published by the University of Maine and the Maine Soil and Water Conservation Commission in July, 1972.”

The Remington’s currently have 3 horses and 1 pony. Land Use Ordinance definition of Animal Husbandry, Breeding or Care: The keeping or raising of four (4) or more animals, including domestic animals and pets, for any commercial use. This definition also includes kennels.” This means that they need a Conditional use Permit.

Wes noted for the record that he has spoken to James a couple times about the fence along the property; Wes would like to see the fence corrected.

Emily Ward and Nancy Perkins formally recused themselves from the vote due to the conflict of interest as abutter’s.

Stephanie Smith motioned to approve the application with the following requirements:

* + Manure runoff consistent with Article II, Section 6. B. 1.
	+ Existing lower driveway is to be used for personal use only, no commercial use.
	+ State and local ordinances are to be followed.
	+ If there are any changes or updates the applicant needs to come back before the planning board.

**The motion was seconded by Ken Hall. Motion carried with all in favor.**

1. **Miscellaneous**

Nancy would like to discuss starting an ordinance review committee to update and amend the Land Use Ordinances. Nancy would like Southern Maine Planning and Development to be involved as well.

Section 13 of the Planning Board By-laws states: “Workshops are scheduled for the purpose of updating or to take under advisement; the Comprehensive Plan, subdivision regulations, zoning ordinances, Planning Board By-Laws and other work relating to the Board’s activities, providing the public is notified.”

Section 15 of the By-laws states: “In the event that the topic of the work session involves such matter in which the Board has requested that a Citizen Advisory Group be established to aid the Board in its findings and deliberations, said group shall be allowed to contribute its comments during the discussion phase of the meeting.”

The Board can work on the updates themselves or establish a committee to bring the updates before the Board. This will be on the July 16, 2018 workshop agenda.

**Communications Received/Sent:**

1. MMA Responses
2. Abutter’s letters Tripp & Remington

**Adjournment:**

Stephanie Smith motioned to adjourn the business meeting at 7:33 p.m. It was seconded by Emily Ward. Motion carried with all in favor.

Respectfully Submitted,



Desirae Bachelder

CPB Secretary