 **PLANNING BOARD**

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Monday, August 20, 2018

WORKSHOP MEETING MINUTES

**Call to Order**

Chairwoman Jessica Larson called the meeting to order at 6:30 p.m.

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

Absent: Ken Hall

Guests Present: Paul Schumacher, SMPD, John Watts, Diann Perkins

**New Business:**

1. **Approve minutes from July 16, 2018 workshop meeting, August 6, 2018 business meeting.**

There were no minutes available to approve.

1. **Paul Schumacher – SMPDC Ordinance and Comprehensive Plan Updates**

Jess explained that there are many inconsistences in the ordinances. Jess asked Mr. Schumacher what SMPDC could offer the Board for help revising the ordinances.

Mr. Schumacher stated that a larger, long term project would require a contract with the Town. He has taken a look at Cornish ordinances, and he agrees that the ordinances as they are would be confusing to anyone trying to figure out where to look or where to go for the project they would like to work on. Mr. Schumacher stated that the work needed would take a year. He mentioned that Limericks ordinances revisions cost approximately $5,000 to $7,000. He suggested that the Board work together to gather a list of information that needs work that SMPDC might not realize needs work. He also suggested separating out the different ordinances for ease of access.

Jess stated that the biggest question is are the funds available? Nancy Perkins suggested asking the Selectmen if the funds can be transferred in order to work on this project. But before the question is asked of the Selectmen does SMPDC have the time to start this, and when could the start. Mr. Schumacher asserted that they could begin this project anytime.

1. **Isabelle Lafforgue – U01-013, Art Studio**

Ms. Lafforgue will be purchasing the property on Friday. Jess asked if Ms. Lafforgue would be will to reschedule for Monday, August 27, 2019 that way she owns the property before the application is discussed. Jess informed that Board that in her research of the tax records there has never been a business at this property. This will be a Change of Use, which doesn’t require a site walk. Nancy Perkins asked about parking. Ms. Lafforgue does have plans for parking. Emily Ward advised her to look at the ordinances and what is required for parking and bring a drawn plan that includes the parking to the next meeting. The Land Use Ordinance states that for retail and service business you need one space for every 150 square feet of sales area. The Board discussed impervious surface area.

1. **Miscellaneous – John Morrissey**

John Morrissey forwarded a copy of an email from Hiram regarding the revision of their Comprehensive Plan and the questions associated with it.

1. **Jodi David – R08-028A**

The Board received an email from Wes stated that he had revisited the property and re-measured the setbacks and the setback measures 32 feet. Emily noted that if a plan or drawing is submitted it should come from an engineer; the CEO is not the one who should be handing in the plan for the applicant. Emily asked if Wes had measured the setbacks prior to last week, to which he replied that no he had not.

Jess read part of the email from Mr. Kessler dated august 7, 2018. This email is attached to and does hereby become a part of the original set of these minutes. Jess reiterated that no measurements had been done until after the last planning board meeting. She noted that she had sent the information to Maine Municipal Association (MMA) and they gave the go ahead considering that the measurements have been verified.

Jess verified that the Site Walk was advertised in Your Weekly Shopping Guide and the Abutter’s Notices have been sent out. York County Sherriff’s Department and Department of Health and Human Services were also sent certified copies of the Abutter’s Notice. Jess would like Desirae to email Mr. Kessler thanking him for his information and ask if he will attend the Site Walk and verify the placement of the boundary pins.

Nancy asked if the Town can legally be held liable if the plans are incorrect. Jess stated that MMA said that it is ok for the CEO to measure the setbacks. Emily pointed out that the problem isn’t with Wes measuring the setbacks; it is with determining that the pins are in fact the true boundary pins. Emily explained that there is no information on the plans, no dates of when the plans where done, who did it is not on the plan either. Emily would like all applicant’s held to the same standards. Jess has advised Mr. David before that his application needs to be complete. In response to Mr. David saying that he just started measuring things that is what a surveyor is for.

The Board again discussed the fees for this application. There is a fee of $150.00 for the conditional use permit. The building is 3,200 square feet; therefore the fee would be $600.00 for a building over 2,000 square feet plus $0.15 per square foot greater than 2,000 which is $180.00. Total fees owed for the conditional use permit are $930.00.

1. **Home Occupation Application Review (Maine Use Planning Commission)**

Jess asked that the Board take a look at the Home Occupation Permit that Emily put together and have comments and/or suggestions ready for the workshop meeting.

1. **Miscellaneous – Meetings**

Jess suggested that since there will be a business meeting on August 27, 2018 that instead of scheduling another business meeting on September 10, 2018 (September 3, 2018 is Labor Day), the Board should hold a split business/workshop meeting on September 17, 2018. The September 17, 2018 meeting will be the only meeting for September. The Board agreed and will vote on this at the next meeting.

**Communications Received/Sent:**

1. John Morrissey e-mail 7/18/18
2. RO8-028A
     \* CEO e-mail 08/07/18
     \* Fred Kessler e-mail 08/07/18
     \* MMA correspondence/ legal opinion 08/11/18
3. YWSG R08-028A notification 08/15/18
4. A-Butter notification R08-028A 08/15/18 (15 letters sent)
5. Town notification R08-028A (certified letters) York County Sheriffs Dept., DHHS, Maine

 Revenue Services, Cornish Town Clerk

**Adjournment:**

Jess Larson motioned to adjourn the business meeting at 8:10 p.m. It was seconded by Emily Ward. Motion carried with all in favor.

Respectfully Submitted,



Desirae Bachelder

CPB Secretary