**PLANNING BOARD**

 17 Maple Street

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Monday, October 15, 2018

WORKSHOP MEETING MINUTES

**Call to Order**

Chairwoman Jessica Larson called the meeting to order at 6:32 p.m.

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

Guests Present: John Watts

**New Business:**

1. **Southern Maine Planning and Development Commission Proposal**

The planning board will be meeting with the Selectmen on Wednesday, October 17, 2018 to discuss the proposal from SMPDC and the possibility of scheduling a special town meeting to procure the funds needed to update the Land Use Ordinances.

1. **Land Use Ordinance Review**

This workshop has been dedicated to identifying what parts of the ordinance need to be brought to the attention of SMPDC.

1. **Historic District Permit**

The board discussed the Historic District Guidelines Appendix C. Jess Larson stated that regular maintenance to a building does not require a building permit. If the historic appearance, exterior of the building, is being changed the property owner needs to come before the planning board for approval.

Emily Ward suggested that the board section up the Land Use Ordinance and be prepared for SMPDC’s questions of what needs to be addressed in Cornish. SMPDC will be updating the ordinances to be in line with State updates.

The board discussed that the definition of elevation, concerning a building, should be better defined in the ordinances. It was discussed that the goal of SMPDC reviewing and updating the ordinances is to make the ordinances more user friendly.

Emily stated that the intent of the historic district guidelines is not to stop anyone from improving their buildings but to preserve the character of the village the way it is.

There was further discussion about the historic district guidelines, review of the Comprehensive Plan will need to take place to determine the validity of the guidelines themselves.

1. **Home Occupation Permit**

The board discussed having an application available for anyone who would like to establish a home occupation. Jess Larson suggested that the ordinances and definitions be added to the application. Jess asked Emily to read aloud what she has added to the Home Occupation applications. The definition of Home Occupation: An occupation or profession which is carried on in no more than five-hundred (500) square feet or twenty-five percent (25%) of the floor area of a detached, single-family dwelling unit by the full-time permanent occupants of the dwelling and no more than two (2) non-occupant employees on site at any time, which is clearly incidental and secondary to the use of the dwelling for residential purposes and which does not change that character of the neighborhood. The term “home occupation” shall include both professional and personal services.

Emily then read Land Use Ordinance Article II, Section 8 E 1-6. The parts of the sign ordinance pertaining to Home Occupations were also included on the application.

Nancy Perkins asked that the application include the question about whether the home occupation will produce chemical and/or hazardous waste, and how that waste will be removed and disposed of. The permitting process for a Home Occupation is through the Code Enforcement Officer, a Home Occupation is not required to appear before the planning board. A Home Occupation will need to be registered through the town as a business, even if the occupation is established as an LLC.

The board discussed “Home Occupations” throughout town. Home Occupations are to be carried on wholly within the principal or accessory structures. There shall be no outside storage or display of materials or products or equipment or vehicles.

A copy of the proposed Home Occupation Permit Application will be filed with these minutes. When the application is complete it will be added to the website.

**Communications Received/Sent:**

1. Jody David CUP Approval sent 9/25/2018

**Adjournment:**

Emily Ward motioned to adjourn the business meeting at 7:45 p.m. It was seconded by Eve Bergstrom. Motion carried with all in favor.

Respectfully Submitted,



Desirae Bachelder

CPB Secretary