**PLANNING BOARD**

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Monday, November 19, 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, 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. **Historic District Guidelines Ordinance findings**

Jess Larson reported her findings about the Historic District Guidelines Ordinance. Article 16 “Approval is required from the Planning Board before the Code Enforcement Officer can issue a permit to demolish, move, or alter the exterior elevations of a designated historic building”, was approved at the March 17, 1997 Annual Town Meeting. The Land Use Ordinance (LUO) books were updated after the 1997 town meeting to include this article. The letter that is included with the Historic District Guidelines Ordinance along with the guidelines was sent out on December 23, 1997, by the code enforcement officer at that time. In 2009 the town clerk was asked to update the LUO books and included the letter and the guidelines. The warrant article 16 that was approved in 1997 is the only thing that was voted on and approved; the guidelines ordinance was never voted on and needs to be removed from the LUO.

Article 16 is in the Land Use Ordinance as Article II, Section 6. J. The list of Historic Buildings and Sites Cornish – 1990 is all that should remain in Appendix C of the Land Use Ordinances.

Jess mentioned that there was a subsequent Town Meeting on April 14, 1999 where the citizens tried to repeal Article II, Section 6. J. The article to repeal Article II, Section 6. J was not approved. Because the guidelines were never approved at a town meeting they need to be removed from the Land Use Ordinance. Jess will let the town clerk and selectmen know to take this section out of the books and off of the website.

Nancy Perkins stated that if the citizens of Cornish want a Historic District Ordinance in place it could be handled through Southern Maine Planning and Development if the citizens approve the funds for the proposed ordinance changes and updates, or the citizens can try to get something together for the next town meeting. Nancy suggested that the pages be removed and a note place in the table of contents where those pages are listed but to wait to renumber the books until SMPDC is done with any changes, if the funds are approved.

1. **Home Occupation application permit**

Revision 3. The first two pages are informational with the definition of home occupation and the Land Use Ordinance articles that are pertinent to home occupations. The board discussed the formatting of the application.

Nancy Perkins suggested asking for a sketch map of the home occupation to be attached to the application for the applicants file. She also suggested that on the question of if there are any chemicals being used the applicant should provide a list if there are any chemicals being used for the home occupation and the fire department should be notified.

1. **Miscellaneous**

Jess mentioned that Peter Simard, a Cornish resident, was on the planning board years ago, he is a registered engineer in Maine Massachusetts and New Hampshire and would be willing to volunteer his time to help the planning board. Jess suggested that he could be an asset to help update the building codes in the future. Jess has spoken to two engineers about impervious surface area and if buildings are included as impervious. There is no definition for impervious area. Large constructions that have the proper water runoff, for example gutters, are not considered impervious.

1. **SMPDC – Public Hearing 11/28/2018 @ 6:00pm**

 **– Special Town Meeting 11/28/2018 @ 6:30 pm**

This agenda item is a reminder for the board members that these meeting will take place next Wednesday night. Emily suggested that Mr. Schumacher from Southern Maine Planning and Development Commission should also be invited to the meeting. Jess asked if Emily would reach out to Mr. Schumacher and invite him.

**Adjournment:**

Emily Ward motioned to adjourn the business meeting at 7:15 p.m. It was seconded by Jess Larson. Motion carried with all in favor.

Respectfully Submitted,



Desirae Bachelder

CPB Secretary