

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
January 2, 2008
7:30 p.m.

ROLL CALL

Board Members

Present: David Benton Judy Carll Kurt Clason
 Susan Dunlap Teresa Lowell

Absent: Roland Denby Tim Nelson

Others Present: John Cote Brad Lodge, Middle Branch
 Mark McCallum Bill Thompson, BH2M

 Patti Berry David Lowe Tina Smith

Susan Dunlap, Chair, called the meeting to order at 7:35 p.m.

APPOINTMENTS

Revision to Cathedral Pines Subdivision
Map 9, Lot 6-1 - Bradburn Road
John Cote

John Cote met with the board regarding a revision to the Cathedral Pines Subdivision. He last met with the board on June 6, 2007. At that time, Mr. Cote was instructed to update the plan to show the entire subdivision; the division of lot 3; a note that the hydro study was waived with the stipulation that there will be no further division to the proposed lots (Lots 6-1A and 6-1B) and only one single family house is to be placed on each lot. A motion was made by David Benton to accept the plan as presented. The motion was seconded by Judy Carll and passed unanimously.

Dezan Subdivision Final Plan
Map 3, Lot 12-3 - West Road
Brad Lodge, Middle Branch

Brad Lodge discussed the 'Dezan Way' subdivision final plan with the board.

Kurt Clason made a motion to accept the waiver of the hydro study (Note 8 on plan) with the stipulation that any further division of the lots will require a study. The motion was seconded by Teresa Lowell and unanimously carried.

Teresa Lowell made a motion to waive the requirement for pavement of the road with the stipulation that any further division of the lots will require that the road be brought up to town standards. The motion was seconded by Kurt Clason and unanimously carried.

Kurt Clason made a motion to accept the 1" = 100' scale used on the drawing. The motion was seconded by Teresa Lowell and unanimously carried.

Teresa Lowell made a motion to accept the hammerhead turnaround as shown on the plan. The motion was seconded by Kurt Clason and unanimously carried.

Kurt Clason made a motion that certificates of occupancy will not be issued by the CEO until a Professional Engineer confirms that the road has been built to construction standards. The motion was seconded by Teresa Lowell and unanimously carried.

Waivers must be added to plan

Road Maintenance agreement should be part of the file (Note 13 on the plan)

A motion was made by Kurt Clason to accept the 'Dezan Way' subdivision plan with corrections as noted above. The motion was seconded by Teresa Lowell and unanimously carried.

Sketch Plan - 14 Lot Subdivision

Map 4, Lot 22 - Off West Road

William Thompson - BH2M

Dave Benton asked to abstain because he is on the Water District Board. Sue Dunlap made a motion to not have Dave Benton seated on the board during this review. The motion was seconded by Kurt and passed unanimously (4-0).

Bill Thompson addressed the board regarding the sketch plan application for the proposed subdivision. He explained that this 14 lot subdivision will be developed off Pole Line Lane. The site is generally level. This subdivision will allow the water district to run new water line from their wells back to West Road over the proposed right of way. They would like to get water lines in by April 30. This is the first phase of a 50+ lot subdivision

The board questioned the length of the dead end road. The applicant stated it is 2,200' to the back lot for Phase 1. He added that they are currently working with the Cemetery Association regarding a possible access over abutting land.

Other items noted included:

Possible outsale before submission of the plan

Growth ordinance would allow three permits per year; this would not be applicable for 55+

Road to be built to town standards and offered to town for acceptance
Subdivision would utilize public water and underground electric service
Possible cluster concept for later phases of subdivision
Possible emergency exit for subdivision along Barb's Way

Sue Dunlap reviewed the checklist and noted the following open items:

Proposed layout of drainage ditches
Proposed reserved land
Shows existing ledge outcropping
Historical preserves
Trees of unusual size of interest

MINUTES OF PREVIOUS MEETINGS

November 28, 2007

December 5, 2007

There was not a quorum of members present to vote on the minutes.

REPORT OF OFFICERS

OLD BUSINESS

A motion was made by Susan Dunlap to have Dave Benton return to the board. The motion was seconded by Kurt Clason and passed unanimously (4-0).

Site Plan Review- L&M Floors & More

Map 19 Lot 15 - 961 Main Street

Scot Link

The board reviewed the final site plan for L&M Floors. Eleven parking spaces will be required based on 1,952 sq ft store area and three employees (Section 5.03 of the Zoning Ordinance). Plan shows lighting and does not exceed the property line. The width of road will be accepted as stated because it is an existing lot and existing building with no exterior changes proposed.

Kurt Clason made a motion to accept the final plan as presented, noting that additional exterior lighting may be added as long as it does not exceed the property line; the requirement for abutting street widths was waived as no addition is proposed to the existing building. The motion was seconded by David Benton and unanimously carried.

COMMUNICATION

MISCELLANEOUS

NEW BUSINESS

MEETING CONTINUED

At 9:30 p.m., a motion was made by Teresa Lowell to continue the meeting until Saturday, January 5, 2008, at 9.a.m. in order to conduct a site walk at the Belik property located at 19 Log Cabin Lane. The motion was seconded by David Benton and unanimously carried.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
January 16, 2008
7:30 p.m.

ROLL CALL

Board Members

Present: David Benton Judy Carll Kurt Clason
 Susan Dunlap Teresa Lowell Tim Nelson

Absent: Roland Denby

Others Present: Gerald Belik David Lowe Tina Smith

A motion was made by Kurt Clason to continue the meeting of January 2, 2008. The motion was seconded by Judy Carll and passed 5-0 (Tim Nelson abstaining)

APPOINTMENTS

MINUTES OF PREVIOUS MEETINGS

November 28, 2007

A motion was made by Tim Nelson to approve the minutes of November 28, 2007. The motion was seconded by Judy Carll and carried 4-0 (Kurt Clason and Teresa Lowell abstained).

December 5, 2007

A motion was made by Tim Nelson to approve the minutes of December 5, 2007. The motion was seconded by Teresa Lowell and carried 4-0 (Kurt Clason and Susan Dunlap abstained).

REPORT OF OFFICERS

OLD BUSINESS

Setback reduction

19 Log Cabin Lane - Map 47, Lot 126
Belik property

Gerald Belik addressed the board regarding a setback reduction. The applicant has proposed to construct a 20' X 20' garage and a 5' x 26' addition to the home on the property at 19 Log Cabin Lane and is seeking a reduction of the front setback to 54'. A site walk was scheduled for January 2, 2008; there were no members of the public present.

After discussion, Kurt Clason made a motion that the Planning Board grant a setback reduction with the following stipulations:

- Structure must be located at least 10' from the side property line (Planning Board verified that abutting structure is more than 10' from property line)
- Structure must be located at least 54' from the front property line
- No additional living space in proposed garage
- Disturbed areas are to be revegetated
- All measurements are from drip edge of buildings
- Location of structure to be confirmed by surveyor

The motion was seconded by Tim Nelson and unanimously carried.

COMMUNICATION

*Letter from Jim Katsiaficas to Board of Selectmen, dated January 10, 2008,
Bernard Heights Phase I*

MISCELLANEOUS

Planning Board Budget

NEW BUSINESS

ADJOURNMENT

A motion was made by Tim Nelson to adjourn the meeting at 8:05 p.m. The motion was seconded by Judy Carll and unanimously carried.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
February 20, 2008
7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Susan Dunlap	Teresa Lowell	Tim Nelson

Absent: Roland Denby

Others Present:	Bill Thompson	Mark McCallum	John Vacari
	Jim Katsiaficas		
	Patti Berry	David Lowe	Tina Smith

Susan Dunlap, chair, called the meeting to order at 7:30 p.m

II. APPOINTMENTS

Ø *Sketch Plan – 19 Lot Subdivision*
Map 4, Lot 22 – Off West Road
William Thompson – BH2M

David Benton asked the board to consider excusing him from this subdivision review because he is a member of the Board of Trustees for the Water District and this project includes a waterline that will benefit the water district. Sue Dunlap asked David if he could make an unbiased decision on the project. David responded that he would not be biased. Tim Nelson made a motion to have David remain seated on the board through the review of this application. Kurt Clason seconded and the motion carried 5-0 (David Benton abstaining).

Bill Thompson addressed the Board to discuss the proposed subdivision. The 19 lots are each larger than 40,000 sq ft in size as required by the zone. This phase of the project will not trigger DEP site location permit; further development will require DEP review. Applicant has contacted Maine Historical Preservation; a Level 1 Archeological study will be required

The sketch plan checklist was reviewed by the board; all items are complete. Sue Dunlap questioned whether board members have objections to anything on this plan that would keep them from developing the water line. Tim Nelson has problems with the 25' right of way.

Tim Nelson and Kurt Clason question the brook crossing.

Tim Nelson made a motion to accept the sketch plan as presented. The motion was seconded by Kurt Clason and passed unanimously.

III. MINUTES OF PREVIOUS MEETINGS

Ø December 19, 2007

A motion was made by Teresa Lowell to accept the minutes for the meeting of December 19, 2007. The motion was seconded by Kurt Clason and carried 5-0 (Tim Nelson abstaining).

Ø January 2, 2008

A motion was made by Teresa Lowell to accept the minutes for the meeting held January 2, 2008. The motion was seconded by Judy Carll and carried 5-0 (Tim Nelson abstaining)

Ø January 16, 2008

A motion was made by Kurt Clason to accept the minutes for the meeting held January 16, 2008. The motion was seconded by Tim Nelson and carried 6-0

IV. REPORT OF OFFICERS

V. OLD BUSINESS

Ø Final Subdivision Plan - Bernard Heights Phase 1 Map 17 Lot 4T-14 and Map 14 Lot 44T Jim Katsiaficas – Perkins/Thompson

Jim Katsiaficas met with the board to discuss the final approval of the Bernard Heights subdivision. Jim stated that they have finally come to an agreement with the Board of Selectmen, and it is shown in Note 10. Kurt stated that the approval was with two 30,000 gallon fire tanks, the note says two 60,000 gallon tanks

A motion was made by Tim Nelson to accept the amended plan with note 10 added, as per Board of Selectmen (correction should read two 30,000 gallon cisterns). The applicant will get a corrected copy for the Planning Board to sign. The motion was seconded by Judy Carll and passed unanimously.

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Tim Nelson made a motion to adjourn the meeting at 8:05 p.m. The motion was seconded by Kurt Clason and unanimously carried.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

April 16, 2008

7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Teresa Lowell		

Absent:	Roland Denby	Susan Dunlap	Tim Nelson
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Others Present:	Cal Lewis	John Kustron	Tom Ursia
	Patti Berry	David Lowe	Tina Smith

Kurt Clason called the meeting to order at 7:35 p.m.

II. APPOINTMENTS

Ø *Cal Lewis*

Map 17, Lot 6-1

Reduce road width requirement

Cal Lewis met with the board regarding his property on Nathan Smith Road (off Chadbourne Ridge Road). In order to get a building permit, he needs to improve the road to meet town specs. This is a newly created lot (not a lot of record) on an unimproved discontinued road. Mr. Lewis proposed to build the road 14' to 16' wide. According to the Street Design Ordinance, a low volume road should be 18' wide. However, this requirement may be waived by the Planning Board.

Judy Carll asked how far the applicant's driveway is from Chadbourne Ridge Road; applicant stated it is 700 to 800' and added that he will not be living there in the winter. This is a hunting camp and will not have power. Kurt Clason stated that he is concerned about the next owner.

It was the consensus of the board that there are other properties that have similar circumstance and would like an opinion from the fire chief on the road width requirements. Teresa Lowell made a motion that the application be placed on the next agenda after the applicant receives information from the fire chief. The motion was seconded by Dave

Benton and carried unanimously.

Ø *Maine Lions*
Map 4, Lot 24A
Conditional Use Permit

John Kustron met with the board to discuss a conditional use permit to operate a wood working shop. The property is located at 813 Main Street and is owned by the Town of Waterboro; Maine Lions are the leaseholders. There is currently a 30' x 48' building on the property that is used for storage. The applicant would like to modify the building and use a portion of it as wood working shop to build PET (Personal Energy Transportation). The applicant stated that the Board of Selectmen had no concerns and supports the program.

The property is located in the Village Zone and Section 3.04.02 of the zoning ordinance requires a conditional use permit for fabricating, manufacturing, light industrial activities and facilities with less than five thousand (5,000) sq. ft of work area

David Benton made a motion to grant the conditional use permit. The motion was seconded by Judy Carll and carried unanimously.

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

Ø *Dezan subdivision (sign plan)*

VI. COMMUNICATION

Ø *Letter from Limerick Planning Board re: DEP workshop*

Board members will attend the DEP workshop in Limerick on Wednesday, May 21, 2008 at 7 p.m.

Ø *Financial Report – July to February*

VII. MISCELLANEOUS

VIII. NEW BUSINESS

Ø *Workshop*

IX. ADJOURNMENT

A motion was made by David Benton to adjourn the meeting at 8:18 p.m. The motion was seconded by Judy Carll and carried unanimously.

Approved Date:_____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

June 4, 2008

7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton	Judy Carll	Susan Dunlap
	Teresa Lowell	Tim Nelson	

Absent:	Kurt Clason	Roland Denby
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Others Present:	Ed Wood	David Lowe	Tina Smith
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Sue Dunlap, chair, called the meeting to order at 7:32 p.m.

II. APPOINTMENTS

Ø ***Ed Wood dba Waterways Car Wash***
Map 22, Lot 4B, 816 Main Street
Informational meeting

Ed Wood addressed the board regarding Waterways Car Wash. Applicant stated that he would like to expand the building to house a water reclaim system. He added that he bought two acres behind the property a few years ago and this additional land would allow him to maintain setback and the greenbelt. Based on information reviewed by the board, the following items were noted:

- Will require a revised site plan showing additional acreage; no change to parking; increase in amount of impervious surface; no increase in water useage
- Will required an updated DEP storm water permit
- Verification of wetland setbacks
- Specification on filter bed and how it is cleaned out; pumping schedule
- Will not require hydro study
- New traffic study will not be required

Ø *Susan & Gerald Belik*
Map 47, Lot 126, 19 Log Cabin Lane
Request for Extension of Conditional Use Permit

The board reviewed a letter requesting an extension of the conditional use permit at 19 Log Cabin Lane. Tim Nelson made a motion to extend the permit through January 22, 2009. The motion was seconded by Judy Carll and carried unanimously.

III. MINUTES OF PREVIOUS MEETINGS

Ø *February 20, 2008*

A motion was made by Tim Nelson to accept the minutes of the meeting held February 20, 2008. The motion was seconded by David Benton and passed unanimously.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 8:05 p.m. Tim Nelson made a motion to adjourn the meeting. The motion was seconded by Teresa Lowell and passed unanimously.

Approved Date: _____

showing the revised lighting plan. The Board asked Tom Ursia to check with the town attorney and the Fire Chief.

III. MINUTES OF PREVIOUS MEETINGS

Ø April 16, 2008

Kurt Clason made a motion to accept the minutes of the meeting held April 16, 2008. The motion was seconded by Teresa Lowell and unanimously carried 3-0 (Tim Nelson and Susan Dunlap abstained)

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

Ø Cost Recovery – Tom Ursia

The Board discussed changes to the site plan fee schedule with Tom Ursia. Tom explained that the Cost Recovery Ordinance would require extensive bookkeeping and the board may want to revise the fee schedule originally submitted to the Board of Selectmen. He stated that the strongest opinion regarding the original fee schedule comes from the small business people. Tim Nelson stated that Waterboro taxpayers do not want to subsidize site plan review; it is the cost of doing business in the community.

After discussion, Teresa Lowell made a motion to revise the schedule as follows

Up to 1,999 sq. ft. footprint of structures and paving/parking	\$300
2,000– 9,999 sq. ft. footprint of structures and paving/parking	\$600
10,000– 19,999 sq. ft. footprint of structures and paving/parking	\$2,000
Each additional 1,000 sq. ft. footprint of structures and paving/parking (round to the nearest thousand)	\$50

The motion was seconded by Kurt Clason and unanimously carried.

Board members stressed that fees should be reviewed yearly.

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 9:50 p.m., Kurt Clason made a motion to adjourn the meeting. The motion was

seconded by Judy Carl and unanimously carried.

Approved Date: _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

July 2, 2008

7:30 p.m.

I. ROLL CALL

Board Members

Present: David Benton Susan Dunlap
 Teresa Lowell Tim Nelson

Absent: Judy Carll Kurt Clason Roland Denby

Selectmen Present: Dennis Abbott Jon Gale Tammy Jo Girard

Others Present: Tina Smith

Sue Dunlap, chair, called the meeting to order at 7:30 P.M.

II. APPOINTMENTS

➤ ***Meeting with Board of Selectmen
Tax Titled Property***

The Planning Board met with the Board of Selectmen to review the list of tax titled property. There were two properties that were of interest for possible retention by the town. The ordinance does not state specific purposes for the properties that the town would retain. Dennis Abbott will check with the town attorney about possible revision of the ordinance.

III. MINUTES OF PREVIOUS MEETINGS

➤ ***June 4, 2008***

Teresa Lowell made a motion to approve the minutes for the meeting held June 4, 2008. The motion was seconded by Tim Nelson and passed unanimously.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Tim Nelson made a motion to adjourn the meeting at 8:23 p.m. The motion was seconded by Teresa Lowell and passed unanimously.

Approved Date: 9/8/08

Marian Munlap

Teresa Lowell

David R. Benetank

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
July 16, and July 23, 2008

I. ROLL CALL

Board Members

Present:	Judy Carll	Kurt Clason	Susan Dunlap
	Teresa Lowell	Tim Nelson	

Absent:	David Benton	Roland Denby	
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Others Present:	Gary Shelton	Dustin Holden	Adam Goodwin
	Patti Berry	Tom Ursia	Susan Masiello
	Evan Grover	Tina Smith	David Lowe
	Other abutters		

Sue Dunlap, chair, called the meeting to order at 7:30 P.M.

II. APPOINTMENTS

- *Gary Shelton*
16 Betty Lane, Map 32, Lot 1-8
Setback Reduction

Gary Shelton met with the board regarding a setback reduction to construct a 26' x 36' garage on his property. The applicant owns two lots totaling less than 80,000 square feet located in an AR zone; the applicant bought the property in 2004. Applicant provided proof that abutters were notified. The lot does not meet the exceptions noted in Section 3.03 of the ordinance so must meet front setbacks from Betty Lane and West Shore. Board members question whether the existing shed meets required setbacks. Applicant stated he wants the garage where it is shown on the plan and can't move the shed. The board would like to schedule a site walk and asks applicant to mark leach field and the corners of the proposed structure. Board members state that they need to look at all of the options and minimize impact of the proposed structure. Applicant was unhappy with the action taken by the board and left the meeting. The board tabled the application.

➤ ***Dustin Holden***
609 Ross Corner Road, Map 47, Lot 134
Setback Reduction

Dustin Holden addressed the board regarding a setback reduction in order to construct a 24' x 24' garage on his property. The proposed garage would be outside of 100' shoreland setback and not subject to 30% expansion. Applicant provided proof that abutters were notified. Board members received copies of letters from abutters. The house was built before 1977 and allows expansion to 10' from sideline but no closer than 20' to neighboring structure. Board members questioned the abutting lake access lot and asked Tom Ursia to research if there is a front yard setback that surrounds the lot. Board members requested that the applicant stake the corners of the proposed structure and lot lines before the site walk. Kurt Clason made a motion to conduct a site walk on Wednesday, July 23, 2008 at 7:30 p.m. The motion was seconded by Tim Nelson and unanimously carried. Abutters asked what happens if all of the neighbors don't want the setback reduced. Sue Dunlap stated that every owner of a nonconforming lot has the right to ask for a reduction; it is the Planning Board's job to see that the changes have the least impact. The board will conduct a site walk to assess the character of the neighborhood. The abutters expressed concern over erosion problems. The applicant stated that he is planning to have a retrieval system.

➤ ***Peter Semenchuk (Adam Goodwin)***
40 Courtney Lane, Map 33, Lot 34
Setback Reduction

Adam Goodwin addressed the board regarding a setback reduction to enlarge a porch on the property at 40 Courtney Lane. Applicant provided proof that abutters were notified. The applicant proposed to expand the existing 20' x 8' porch to 22' x 12'. Board members requested that the applicant stake the corners of the proposed structure and lot lines before the site walk. Kurt Clason made a motion to conduct a site walk on Wednesday, July 23, 2008 at 6:30 p.m. The motion was seconded by Tim Nelson and unanimously carried.

III. MINUTES OF PREVIOUS MEETINGS

Tim Nelson made a motion to accept the minutes for the meeting held June 18, 2008. The motion was seconded by Teresa Lowell and passed unanimously.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

➤ Lakeside Community Church Map 13, Lot 51-1, 1248 Sokokis Trail

Gary Fecteau addressed the board regarding approved changes to the site plan. The completion of the cistern and lighting plan were extended to August 1, 2008 by the Planning Board. Tom Ursia was asked to check with the town attorney and the Fire Chief regarding the cistern. The question was whether it was necessary to have the cistern on site, off site, or remove the requirement. The Planning Board also requested clarification of the letter from the Fire Chief. Tom Ursia stated that he conferred with the Fire Chief, Natalie Burns and Patti Berry; Tom stated that the Fire Chief said it was not necessary to have the cistern in order to fight a fire or meet life safety requirements. The cistern was not a requirement of the state Fire Marshal; it was requested by the Planning Board. Tom Ursia added that we have reached the time when we need to consider a cistern ordinance or clarification when cisterns are required other than for subdivision approval. Kurt Clason requested a letter from the Fire Chief.

Kurt Clason made a motion to withdraw the requirement of the cistern from the plan as recommended by the Fire Chief (pending receipt of a letter from the Fire Chief). The motion was seconded by Judi Carll and passed unanimously.

VI. COMMUNICATION

VII. MISCELLANEOUS

Tom Ursia updated the board

- The Rural Road Initiative funding for collector roads will be discussed at the next Selectmen's meeting; West Road is a likely candidate for funding
- Comprehensive Plan has some non-compliance issues; working on regionalization and would like board members to read drafts
- Working on the Capital improvement plans with department heads
- Attending Library board meetings; Library committee would like to meet with Planning Board for informational purposes

Tim Nelson questioned Tom Ursia regarding his review of items before the board. Tom stated that tonight's applicants were dimensional issues, but he would recommend a sealed survey showing location of applicant's and abutters' structures before board review. Board members advised that the ordinance did not require surveys. Tom suggested that the ordinance be changed; deficient plans shouldn't come before the board.

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 9:55 p.m. Tim Nelson made a motion to adjourn the meeting. The motion was seconded by Teresa Lowell and passed unanimously.

Wednesday, July 23, 2008

- *6:30 p.m. – Site Walk*
Peter Semenchuk (Adam Goodwin)
40 Courtney Lane, Map 33, Lot 34
Setback Reduction

Board Members

Present: Judy Carll Kurt Clason Susan Dunlap
Teresa Lowell

Absent: David Benton Roland Denby Tim Nelson

Others Present: Adam Goodwin Tina Smith

Board members noted stakes showing location of proposed addition to porch. Addition is more than 100' from the shoreline and not subject to 30% expansion rule. Adam Goodwin stated that the roof line of the porch will change to line up with the roof line of the house.

- *7:30 p.m. – Site Walk*
Dustin Holden
609 Ross Corner Road, Map 47, Lot 134
Setback Reduction

Board Members

Present: Judy Carll Kurt Clason Susan Dunlap
Teresa Lowell

Absent: David Benton Roland Denby Tim Nelson

Others Present: Dustin Holden Stacy Holden Susan Masiello
Other Abutters Tina Smith

Board members noted stakes showing location of proposed garage and property lines. Addition is more than 100' from the shoreline and not subject to 30% expansion rule.

Garage to be attached to house and may be placed 10' from property line/20' from abutting structure. Dustin Holden stated that he bought the abutting lot; board members requested that he have a new survey for the next meeting. Kurt Clason measured houses across the road; they were 33', 36' and 69'9" from edge of road (measurement from property line would be less). Abutters questioned the amount of the setback being requested; Sue Dunlap explained that 15% is not a Planning Board criteria.

Approved Date: 9/3/08

Sue Dunlap _____
Teresa Lowell _____
Janice Carl _____
[Signature] _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

August 6, 2008

7:30 p.m.

I. ROLL CALL

Board Members

Present:	Judy Carll	Kurt Clason	Susan Dunlap
	Teresa Lowell		

Absent:	David Benton	Roland Denby	Tim Nelson
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Others Present:	Robert Bergeron	Peter Semenchuk	Carl Goodwin
	Dustin Holden	Susan Masiello	Other abutters
	Gary Shelton	Steve Everett	Patti Berry
	Tom Ursia	Tina Smith	David Lowe

Sue Dunlap, chair, called the meeting to order at 7:30 P.M. (Sue added that she will vote if another Planning Board members does not attend.)

II. APPOINTMENTS

- ***Robert Bergeron***
1380 Sokokis Trail, Map 16, Lot 7B
Setback Reduction

Robert Bergeron addressed the board regarding an after the fact setback reduction. Applicant provided proof that abutters were notified of the meeting. Mr. Bergeron explained that he bought the property at 1380 Sokokis Trail last year. There was originally a trailer on the property and it was removed and replaced with a modular. When the modular was placed, the applicant thought he was 35' from the property line. Middle Branch conducted the mortgage survey and found the modular to be 29' from the property line. The Board reviewed a letter from Patti Berry stating that the lot was non conforming (.94 acres) and located in the AR zone.

Susan Dunlap made a motion to reduce the sideyard setback to 28', noting that it was an improvement from the original non-conforming structure; all other setbacks are to be met. The motion was seconded by Teresa Lowell and unanimously carried.

➤ ***Peter Semenchuk (Carl Goodwin)***
40 Courtney Lane, Map 33, Lot 34
Setback Reduction

Carl Goodwin addressed the board regarding an addition to the property at 40 Courtney Lane. The applicant proposed to add a porch which will bring the structure 4' closer to the frontyard setback. The existing structure is 20' from the front property line. The applicant will change the pitch of the addition to move the water and minimize runoff. A site walk was previously conducted by the board.

Kurt Clason made a motion to approve the setback reduction with the following stipulations:

- The porch is to be constructed with a minimum setback of 16' from the front property line
 - The porch may be expanded 4' 4"; measurement to include drip edge
 - Erosion control measures to be followed as directed by the Code Enforcement Officer
- The motion was seconded by Teresa Lowell and passed 4-0.

➤ ***Dustin Holden***
609 Ross Corner Road, Map 47, Lot 134
Setback Reduction

Dustin Holden addressed the board regarding a setback reduction to construct a garage. He stated that he bought the abutting parcel and had a survey which included both parcels.

Kurt Clason said during the site walk the frontyard setbacks for other houses in the neighborhood were measured. This setback reduction would not be much different than the other homes in the area. The character of the neighborhood is not being changed by a setback reduction.

Kurt Clason made a motion to approve the setback reduction with the following stipulations:

- The garage to be constructed with a minimum setback of 30' from the front property line, 10' from the side property line; measured from the drip edge of the building
- The foundation for the garage is to be 24' x 24'
- Erosion control measures to be followed as directed by the Code Enforcement Officer

Abutters questioned the amount of reduction being granted, saying that it exceeded 15%. Board members answered that this is a non-conforming lot of record and a setback reduction is being granted. This is not a variance. The Zoning Board of Appeals uses the 15% guideline.

III. MINUTES OF PREVIOUS MEETINGS

There was not a quorum of members present to approve previous minutes.

IV. REPORT OF OFFICERS

V. OLD BUSINESS

- *Gary Shelton*
16 Betty Lane, Map 32, Lot 1-8
Setback Reduction

Steve Everett addressed the board regarding the setback reduction in order to build a garage. The board reviewed the plan showing the new proposed location of the garage and the existing septic system.

Kurt Clason made a motion to approve the setback reduction with the following stipulations:

- The frontyard setback from West Shore Road for the existing structure reduced to 48'
- The frontyard setback from Betty Lane for the proposed 26' x 36' garage reduced to 45'
- All other setbacks to be maintained; measurements from drip line of building

The motion was seconded by Judi Carll and passed unanimously.

VI. COMMUNICATION

VII. MISCELLANEOUS

Tom Ursia updated the board

- Rural Road Initiative, Selectmen are planning to schedule a special town meeting to vote on the bond of \$150,000 plus contingency; less than one mile of West Road will be repaired
- Sebago Technical is working on the Shoreland Zoning updates and layering of maps
- GIS money approved at town meeting; will be 9.3 version; training to be scheduled
- Frank Oliva, architect for the Library project, will give an informational presentation at the next meeting of the Planning Board
- Les Bois Carthage may be coming back within the next 100 days; asked the board how they would like to approach; Board members suggested an informal workshop to gather ideas
- Comprehensive plan, working on the regional fiscal capacity; will meet the state September 12th

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 8:50 p.m., Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Teresa Lowell and passed unanimously.

Approved Date: 9/3/08

M. Manderlap

Teresa Kowalski

John Carl



TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
August 20, and August 27, 2008

August 20, 2008
7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton Teresa Lowell	Judy Carll	Kurt Clason
Absent:	Susan Dunlap	Roland Denby	Tim Nelson
Others Present:	Jack Seery Gary Moreau Karen Cummings Tammy Jo Girard Tina Smith	Bridget McCallum James Earl Sandra Leeman Tom Ursia David Lowe	Frank Oliva Dean Look Robert Leeman Patti Berry

Kurt Clason, acting chair, called the meeting to order at 7:30 P.M.

II. APPOINTMENTS

- ***Frank Oliva***
Waterboro Public Library

Frank Oliva, of Oliva Architects, addressed the board regarding the plans for the new library. He presented an architectural rendering and scale model of the proposed structure. Jack Seery added that they are working to get funding approved at the June 2009 town meeting and have a timeline to start construction in the fall of 2009.

- ***James Earl (Gary Moreau)***
Dean Drive Map 40, Lot 9A
Setback Reduction

Gary Moreau addressed the board regarding a setback reduction for Map 40, Lot 9A. He stated that the applicant bought the property in 1967. A site plan was prepared by Steve Everett showing the proposed setbacks for the structure. They are 11.5' to the side lines, 37' to the right of way; this will place the structure more than 100' from the water.

Teresa Lowell noted that the proposed septic system was within 28' of the abutter's well. Gary Moreau stated that the well was drilled after the septic plan was designed.

Board members decided to conduct a site walk on Wednesday, August 27, 2008 at 6:30 p.m. Applicant was asked to stake the lot lines and corners of the proposed building.

- *Sandra Leeman*
189 West Shore Road Map 34, Lot 12
Relocation of structure in shoreland zone

Bob Leeman addressed the board regarding a 30% expansion and relocation of the structure. The applicant is proposing to move the existing structure located 10.5' from the water to 11; the sideyard setbacks will remain unchanged. The house will be raised 3'.

Board members decided to conduct a site walk on Wednesday, August 27, 2008 at 7:15 p.m. Applicant was asked to stake the lot lines and corners of the proposed building.

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

Tom Ursia, Town Planner, reported the following:

- Working on CIP with department heads who submitted documents; training session in three weeks; plan to be submitted to Board of Selectmen on November 3
- Continuing to work with Road Review and Library projects
- Reminder that a special town meeting will be held September 9 to approve town funding for the Rural Road initiative - West Road project

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 8:30 p.m. Teresa Lowell made a motion to continue the meeting to August 27, 2008 at 6:30 p.m. The motion was seconded by Judy Carll and carried unanimously.

August 27, 2008

➤ **6:30 p.m. Site Walk**
James Earl (Gary Moreau)
Dean Drive Map 40, Lot 9A
Setback Reduction

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Susan Dunlap	Teresa Lowell	

Absent:	Roland Denby	Tim Nelson	
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Others Present:	Gary Moreau	James Earl	Dean Look
	Abutter	Patti Berry	Tina Smith

Board members walked the site and located the property lines and proposed structure corners. Kurt Clason used a laser to measure the nearest structures on abutting lots. It was 31'10" to the shed on Cummings' property; 27' to oil tank on Look's property (house would be slightly further). The measurement to the back property line was 63'.

Abutters questioned if expansion of the building would need to follow 30% rule. It was stated that the building could be expanded because it was more than 100' from the water, but would need to meet setbacks as determined by the board.

➤ **7:15 p.m. Site Walk**
Sandra Leeman
189 West Shore Road Map 34, Lot 12
Relocation of structure in shoreland zone

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Susan Dunlap	Teresa Lowell	

Absent:	Roland Denby	Tim Nelson	
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Others Present:	Bob Leeman	Sandra Leeman	
	Patti Berry	Tina Smith	

Board members walked the site, noting location of proposed house and leach field. The applicant is proposing to raise the structure 3'. Board members questioned the possibility of turning the septic tank in order to move the structure further from the water. The system has a variance to allow the tank 5' from the house.

At 7:35 Kurt Clason made a motion to adjourn the meeting. The motion was seconded by Teresa Lowell and passed unanimously.

Approved Date: 10-15-2008

Teresa Lowell

Judith Carl

David Berlow

[Signature]

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
September 3, 2008
7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Susan Dunlap	Teresa Lowell	
Absent:	Roland Denby	Tim Nelson	
Others Present:	Gary Moreau	James Earl	Dean Look
	Karen Cummings	Paul Cummings	Sandra Leeman
	Robert Leeman	Tom Ursia	Patti Berry
	Tina Smith	David Lowe	

Susan Dunlap, chair, called the meeting to order at 7:35 P.M.

II. APPOINTMENTS

- ***James Earl (Gary Moreau)***
Dean Drive Map 40, Lot 9A
Setback Reduction

Gary Moreau addressed the board regarding a setback reduction in order to construct a new cottage on Dean Drive. The proposed setbacks would be 11'5" to wall (11' to dripedge) and 37' from the road. A new soil test has been done but the applicant has not yet received a copy. Sue Dunlap noted that board members have statements of objection from abutters in their packets. She added that the Planning Board doesn't rule on septic plans, they must pass state requirements before a building permit is issued. She stated that this lot qualifies for setback reduction. Kurt Clason stated that the proposed structure must be 20' from other structures. He noted that measurements were taken during the site walk, the distance to the closest items on each abutting lot were 32' to the Cummings' shed and 27' to the tank on the Look lot (assume 28' to the house).

Sue Dunlap stated that zoning allows the Planning Board to grant setback reductions to 10' from property lines (20' to the nearest structure) according to Section 2.08 of the ordinance. Conditions can be added to the permit, as necessary. The entire structure will be outside of the 100' shoreland setback. The Code Enforcement Officer will direct the

erosion control measures, revegetation, and lot coverage. The structure is to be placed with the pitch of the roof parallel to the road, eaves facing abutters.

Kurt Clason made a motion to grant the setback reduction with the following conditions:

- The structure to be placed with a minimum setback of 11' from side property lines, 37' from the road (Dean Drive); measurements are from the drip edge of the building
 - Erosion control measures to be followed as directed by the Code Enforcement Officer
- The motion was seconded by Judi Carll and passed unanimously.

Dean Look gave each member of the board a prepared handout.

- *Sandra Leeman*
189 West Shore Road Map 34, Lot 12
Relocation of structure in shoreland zone

Bob Leeman addressed the board regarding the relocation of the structure. The house is located 10.5' from the water and the applicant is proposing to move it to 11' from the water and use the 30% expansion. They will be installing an updated septic system and will not raise the structure more than 3'.

Board members discussed possibly moving the structure back another foot by turning the septic tank. Kurt Clason suggested the applicant could shorten the deck to gain setback from the lake.

After discussion, Kurt Clason made a motion that the applicant decreases the size of the deck in order to increase the lake setback. The motion failed for lack of a second. Judi Carll made a motion that the Planning Board approves the request to remove the existing building and relocate the proposed structure 11' from the shoreline. The applicant must adhere to erosion control measures and revegetate the property. The Board determined that the proposed structure will be moved to the greatest practical extent. The motion was seconded by Kurt Clason and unanimously carried.

III. MINUTES OF PREVIOUS MEETINGS

Teresa Lowell made a motion to approve the minutes for the meeting held July 2, 2008. The motion was seconded by Sue Dunlap and passed 3-0 (Judi Carll and Kurt Clason abstained)

Kurt Clason made a motion to approve the minutes for the meetings held July 16, and July 23, 2008. The motion was seconded by Teresa Lowell and passed 4-0 (David Benton abstained)

Teresa Lowell made a motion to approve the minutes for the meeting held August 6, 2008. The motion was seconded by Kurt Clason and passed 4-0 (David Benton abstained)

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

Tom Ursia, Town Planner, reported the following:

- Reminder that a special town meeting will be held September 9 to approve town funding for the Rural Road initiative - West Road project
- Continuing to work on CIP with department heads who submitted documents; training session scheduled for September 11
- Working on proposed digital mapping

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

At 8:50 p.m. Teresa Lowell made a motion to adjourn the meeting. The motion was seconded by David Benton and carried unanimously.

Approved Date: 10-15-2008

Teresa Lowell

Jonathan Carl

David Benton

[Signature]

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
October 1 and October 2, 2008

October 1, 2008
7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Susan Dunlap	Teresa Lowell	

Absent:	Roland Denby	Tim Nelson	
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Others Present:	Joe Vitko	Jeff Lennon	Charlie Brown
	Doug Foglio	Alicia Fiske	Tom Ursia
	Patti Berry	Tina Smith	David Lowe

Sue Dunlap, chair, called the meeting to order at 7:35 p.m.

II. APPOINTMENTS

- ***Setback Reduction***
Map 38 Lot 32F – 267 West Shore Road
Joseph E. Vitko, Jr.

Joe Vitko addressed the board regarding a setback reduction in order to construct a garage. He explained that the West Shore Road has been excavated and his lot has been enlarged. The proposed structure is outside of the 100' setback from the lake. The applicant is proposing to share a driveway with an abutter, using 10' from both sides of the lot line. His existing house is 4' from the property line. The applicant provided proof that the abutters were notified.

The board scheduled a site walk for October 2, 2008, at 6:00 p.m. The applicant was asked to stake the corners of the proposed structure and the property line.

➤ *Site Plan Review – Sylco Cabinetry
Map 4 Lot 30A (portion) - Main Street
Charlie Brown – Sebago Technics*

Charles Brown, Sebago Technics, addressed the board regarding a site plan application for Sylco Cabinetry. The applicant has an existing business located at the intersection of Routes 202 and 5 and is proposing to move to a new facility. The proposed structure will be located on Main Street, near Architectural Glazing, on a portion of the property currently owned by Doug Foglio. The Maine DOT entrance permit has been approved; this access will be shared with other portions of the property. This will minimize the impervious surface. The applicant would like the site work and paving completed before the paving plants close for the season. Charlie Brown explained that the lot drops off from the road to a wetland and stream at the rear of the site. The proposed structure maintained all of the setbacks required in the zone. The applicant will use public water; there is an existing hydrant shown on the plan. The septic tank is located in the rear of the building; the field is located in the front of the building. The system is designed for 300 gallons per day.

The Planning Board members reviewed the site plan check list noting the following:

- ✓ Letter received from Lt Mike Fraser, Waterboro Fire Marshall
- ✓ There will be an internal Dust Collection system
- ✓ The spray booth is NFPA compliant; vented to rear of building;
- ✓ Hours of operation for cabinet shop will be 8 a.m. to 4 p.m. Monday through Friday; Showroom hours will be 9 a.m. to 5 p.m. Monday through Friday and 9 a.m. to 1 p.m. on Saturday
- ✓ No hazardous waste is currently generated by this business
- ✓ Water district has been in contact with applicant
- ✓ Project is outside of the well head protection zone
- ✓ Charlie Brown stated that no vernal pools were found on the site

The board discussed the storm water management plan. Tom Ursia suggested that peer review was not necessary. Sue Dunlap stated that she would like the stormwater plan looked at by someone else and disagrees that the planner should make the call on stormwater management adequacy. Teresa Lowell made a motion for peer review of the stormwater management plan. The motion failed for lack of a second.

The board discussed setting up a site walk and public hearing. Mike Hammond questioned why the project needed a public hearing. Sue Dunlap stated that abutters were notified of this project but a public hearing gives others the opportunity to find out what the project is and have input.

Kurt Clason made a motion to schedule a site walk for Wednesday October 15, 2008 at 6 p.m. The motion was seconded by Teresa Lowell and passed unanimously. The public hearing was scheduled for 7 p.m. at the Town Hall Annex following the site walk. The

applicant was asked to stake the four corners of the proposed structure, clearing limits, driveway entrance, edge of pavements and wetlands.

III. MINUTES OF PREVIOUS MEETINGS

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

Tom Ursia, Town Planner, reported the following:

- ✓ Anticipates a signed agreement with the DOT within the next three days for the West Road project. Between now and next spring will watch to see what happens with the bond market; if the town can't secure the bond, we default look for bond in another source or go to arbitration
- ✓ Deadline for CIP is November 3

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Teresa Lowell made a motion to continue the meeting to tomorrow night at 6 p.m. at the Vitko property on West Shore Road. The motion was seconded by Judy Carll and passed unanimously.

October 2, 2008

- ***6:00 p.m. Site Walk***
Joseph E. Vitko, Jr.
267 West Shore Road , Map 38, Lot 32F
Setback Reduction

Board Members

Present: David Benton Judy Carll Kurt Clason
 Susan Dunlap Teresa Lowell

Absent: Roland Denby Tim Nelson

Others: Joe Vitko

The board members and the applicant met at the site at 6:05 p.m. The site was walked and property lines and proposed structure corners were located. Teresa motioned to approve the application as submitted with no less than 10' sideline setback, measured to the drip edge, and 75' front setback. The motion was seconded by Judy Carli and passed.

At 6:20 p.m. Kurt motioned to adjourn the meeting. The motion was seconded by Dave Benton and passed.

Approved Date: 11/19/08

<u>Mary Dunlap</u>	<u>[Signature]</u>
<u>David R. Benton Sr</u>	<u>_____</u>
<u>Judith Carli</u>	<u>_____</u>
<u>Teresa Lowell</u>	<u>_____</u>

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
October 15, 2008

6:00 p.m ***Site Walk - Sylco Cabinetry***
Main Street (Map 4, portion of Lot 30A)

Board Members

Present: Judy Carll Kurt Clason
 Teresa Lowell Tim Nelson

Absent: David Benton Roland Denby Susan Dunlap

Others Present: Mike Hammond William Calvert Doug Foglio
 Charles Brown Tina Smith

Attendees viewed locations of proposed structure, clearing limits, driveway entrance and edge of pavements and wetlands.

7:00 p.m. ***Public Hearing (at Town Hall Annex)***
Site Plan Review – Sylco Cabinetry

I. ROLL CALL

Board Members

Present: David Benton Judy Carll Kurt Clason
 Teresa Lowell Tim Nelson

Absent: Roland Denby Susan Dunlap

Others Present: William Calvert Shawn Cahill Michelle Fournier
 Julie Bayley Rick Hull Jeff Lennon
 David Joy Dennis Brewster Doug Foglio
 Alicia Fiske Mike Hammond
 Kelsey Brimmer (*The Reporter*)
 Tom Ursia Patti Berry
 David Lowe Tina Smith

Tim Nelson, acting chair, called the meeting to order at 7 p.m. He explained that a site walk was held previous to this public hearing. He asked audience members to use the sign in sheet.

Charlie Brown, Sebago Tech, recapped the site plan application. Sylco currently has an existing operation and would like to move into the proposed 10,000 square foot building

located north of the Architectural Skylight building. The access to the site is through a new entrance drive, approved by Maine DOT. The proposed structure is a pre-engineered 80' x 120' building. A color rendering of the site was provided.

Bill Calvert questioned if this would impact Water District customers as water restrictions were placed in July. Dave Benton answered that those restrictions were voluntary and are sent to all water district customers. The Water District is planning an additional well which will be going online soon; there are no water shortages.

There were no further comments and the public hearing was closed.

Planning Board meeting to continue at Town Hall Annex upon completion of Public Hearing

II. APPOINTMENTS

- *Site Plan Review – Sylco Cabinetry
Map 4 Lot 30A (portion) - Main Street
Charlie Brown – Sebago Technics*

The site plan standards were reviewed, noting the following:

- ✓ DOT entrance permit received
- ✓ Letter received from Lt. Mike Fraser of Waterboro Fire Department; sprinkled building; design being reviewed by the State Fire Marshal's office
- ✓ Spray booth information received; applicant states that there will be a few hours of spraying per week
- ✓ No hazardous waste on site
- ✓ Lighting information received

Kurt Clason made a motion to approve the site plan application. The motion was seconded by David Benton and passed 5-0.

- *Site Plan Review – Alfred-Waterboro Veterinary Hospital
Map 1 Lot 3 – 1251 Main Street
David Joy – Joy & Hamilton Architects*

David Joy addressed the board regarding the site plan application for the Alfred-Waterboro Veterinary Hospital. The applicant is planning to construct two small additions to the existing building. These additions total 500 square feet and will be used to enlarge the waiting room and reception area and provide a new handicapped entrance. The surgical and treatment area will be shifted around and an additional exam room will be added. No additional personnel will be employed. Hazardous waste is currently picked up by an approved carrier. The handicapped bathroom will be relocated. On the exterior, there will be as little site work as possible. The parking area will be increased by three spaces; the

existing driveway will be shifted over a few feet. This site has been stabilized for more than 20 years.

Kurt Clason made a motion to waive the requirements for contour lines and stormwater management. The motion was seconded by Teresa Lowell and carried 5-0.

Board members discussed their familiarity with the site having made use of the veterinary services for their pets. Teresa Lowell made a motion to waive the site walk. The motion was seconded by Kurt Clason and carried 5-0.

Judy Carll made a motion to approve the plan as presented. The motion was seconded by Teresa Lowell and carried 5-0.

➤ ***Site Plan Review – Lake Arrowhead Realty Group
Map 21 Lot 22 – 1579 Goodwins Mills Road
Julie Bayley, Michelle Fournier***

Rick Hull, an attorney from Biddeford, addressed the board regarding the site plan application. He explained that Michelle Fournier is the owner of the property and is applying to operate a small real estate office. The property was operated as many different businesses in the past, most recently, it was Crazy Little Takeout. The applicants have been in this process for a fair amount of time. The plans have been presented and ruled as a complete application. There have been no modifications to exterior of structure.

Teresa Lowell stated that the submitted plans were difficult to read and questioned the number of parking spaces that would be required. Julie Bayley stated that there will be one employee at this location, or no more than three. Ms. Bayley added that an old porch that had been on the building was destroyed by snow and has been removed. The parking in back of the building would be for an employee. Kurt Clason questioned how car #2 can access the proposed space. Tim Nelson said that the applicant must verify that the septic tank can be parked on or that parking space will be eliminated.

Board members stated that there were many issues to be answered on this application. The applicant is to work with the staff, preferably the planner, to resolve the number of open items.

Board members requested a site walk. The applicant is to mark the boundary lines and the proposed parking spaces. Julie Bayley stated that there is a fence on three sides of the property.

Teresa Lowell made a motion to waive the requirements for topography, landscaping and utility locations. The motion was seconded by Judy Carll and carried 5-0.

Kurt Clason made a motion to schedule the site walk for November 5. The motion was seconded by David Benton and carried 5-0.

Board members requested plans that were drawn to scale with more clarification. Rick Hull questioned this request as the application was determined to be complete. Patti Berry read a portion of her letter which stated that the board would determine if the size of the plan submitted by the applicant was acceptable. Board members decided to accept 11" x 17" plans as long as the required items are shown. The applicant is to submit plans that are drawn to scale showing the customer service area and the proposed parking spaces.

III. MINUTES OF PREVIOUS MEETINGS

- *August 20 & 27, 2008*
- *September 3, 2008*

Kurt Clason made a motion to accept the minutes of the previous meetings. The motion was seconded by Judy Carll and carried 4-0 (Tim Nelson abstained).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Kurt Clason made a motion to adjourn the meeting at 7:55 p.m. The motion was seconded by David Benton and passed unanimously.

Approved Date: 12-17-08

Teresa Lamm _____
Judith Carll _____
David Benton _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
November 5, 2008

6:30 p.m. *Site Walk - Lake Arrowhead Realty*
Map 21 Lot 22 - 1579 Goodwins Mills Road
Julie Bayley, Michelle Fournier

Board Members

Present: David Benton Judy Carll
 Kurt Clason Teresa Lowell

Absent: Roland Denby Susan Dunlap Tim Nelson

Others Present: Michelle Fournier Julie Bayley Shawn Cahill
 Patti Berry Tina Smith

Attendees viewed location of the structure, property lines and proposed parking spaces.

7:30 p.m. *Town Hall Annex*

I. ROLL CALL

Board Members

Present: David Benton Judy Carll Kurt Clason
 Teresa Lowell Tim Nelson

Absent: Roland Denby Susan Dunlap

Others Present: Sandy Binette Leo Binette Clement Desforges
 Michelle Fournier Julie Bayley Tom Ursia
 Patti Berry Tina Smith David Lowe

Tim Nelson, acting chair, called the meeting to order at 7:30 p.m. Kurt Clason explained that board members conducted a site walk at 1579 Goodwins Mills Road. Board members met with the owners and measured clearances on the sides of building. The applicant did not pin the property lines. The west side of the building is 10' from the property line and tapers in; the structure is 11' from the fence line. Board members expressed concern about the metal roof dumping snow on the proposed parking spaces. Property is 87' deep; cars parked in front of the building appeared to be in the right of way of the road. A new site drawing was submitted by the applicant.

II. APPOINTMENTS

➤ ***Sandy Binette***
Zoning Ordinance Change

Sandy Binette explained that she submitted a zone change request to the Board of Selectmen. Ms. Binette is requesting a change in Waterboro Center to expand the Village Zone on properties that are currently zoned Agricultural/Residential. She stated that the AR zone does not meet the needs of the current businesses and properties that lie within this zone.

Board members questioned extending the village zone to the lake because of the higher density it would allow and suggested that only properties that front on Route 5 or Townhouse Road should be rezoned. After discussion, board members and the applicant agreed that the zoning change request should include only the following lots: Map 28 - Lots 3, 4, 5, 10, 31, 33, 33A, 35, 38 and 39. Teresa Lowell made a motion to conduct a public hearing on this matter on December 3, 2008. The motion was seconded by Judi Carll and passed unanimously.

- ***Conditional Use Permit***
Map 8 Lot 40 – Roberts Ridge Road
Evan Dolbec

Application was removed from the agenda because the applicant did not notify the abutters.

- ***Setback Reduction***
Map 47 Lot 189 – 46 Log Cabin Lane
Clement Desforges

Clement Desforges addressed the board seeking a setback reduction in order to construct an addition to an existing shed. The applicant is seeking a reduction of the 35' required setback to 30'. The property is a non-conforming lot of record within the AR (Agricultural & Residential) zoning district. The applicant provided proof that the abutters were notified of the Planning Board review of the application.

Kurt Clason made a motion to allow the applicant to construct an 8' x 20' addition to the existing shed. The setbacks are to be measured from the drip edge of the building; the rear setback is to be no less than 30'. The motion was seconded by Judi Carll and passed unanimously.

- ***Amended Plan – Star Estates Subdivision***
Star Hill Road
John Perry

Applicant did not attend the meeting. After discussion, Teresa Lowell made a motion to postpone review until further notice. Planner is to contact the applicant. The motion was seconded by Kurt Clason and passed unanimously.

- III. MINUTES OF PREVIOUS MEETINGS**
- IV. REPORT OF OFFICERS**
- V. OLD BUSINESS**

VI. COMMUNICATION

Tim Nelson read a public notice of intent to file submitted by Sheridan Corporation for the Goodall Professional Park, Phase II.

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Teresa Lowell made a motion to adjourn the meeting at 8:17 p.m. The motion was seconded by Judy Carll and passed unanimously.

Approved Date: Jan 21, 2009

Teresa Lowell

Judy Carll

[Signature]

David R. Benland Sr.

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES

November 19, 2008

7:30 p.m.

I. ROLL CALL

Board Members

Present:	David Benton	Judy Carll	Kurt Clason
	Susan Dunlap	Teresa Lowell	Tim Nelson

Absent: Roland Denby

Others Present:	John Perry	Steve Everett	Bill Thompson
	Mark McCallum	Tom Ursia	Patti Berry
	Tina Smith	David Lowe	

Sue Dunlap, Chair, called the meeting to order at 7:30 p.m.

II. APPOINTMENTS

***Amended Plan – Star Estates Subdivision
Star Hill Road
John Perry***

John Perry addressed the board regarding an amendment to the existing Star Estates subdivision. Mr. Perry is proposing to sell a portion of Lot 5 to an abutter.

Sue Dunlap noted that the procedure for final plan is to be followed for an amended subdivision. Board noted the following:

- No change to view easement from original plan
- No improvements required; no performance bond
- Avery Road is a private road
- Fire pond is not shown on plan
- Applicant to provide mylar

Kurt Clason made a motion to approve the amended plan for Star Estates pending receipt of a mylar showing the fire pond as proposed. The motion was seconded by Tim Nelson and unanimously carried.

***Amended Plan – Oakwood Ridge Subdivision
Star Hill Road and Avery Road
Steve Everett***

Steve Everett addressed the board regarding an amendment to the Oakwood Ridge subdivision. The applicant proposed to divide Lot 13 into two lots; 38 acres and 20 acres.

This lot was originally proposed to be a conservation easement. The owners decided to retain this lot and split into two parcels using the centerline of the stream as the lot boundary.

Tim Nelson stated that he has a problem with the centerline of the stream as a boundary. Steve Everett responded that he prefers to use natural boundaries because anyone could see where the boundary was. Board members question the continued use of the ATV trail. The outsale lot is shown on the plan but the status of the lot is unclear. The two 10,000 gallon cisterns should be shown on the plan. Letters from other lot owners have not been received. Applicant is to provide mylar and two paper copies for board signatures.

Kurt Clason made a motion to table the application pending receipt of letters from others property owners, addition of cisterns to plan and outparcel definition and conditions under which it was created. The motion was seconded by Tim Nelson and unanimously carried.

***Preliminary Subdivision Plan – Green Court Acres
Off West Road – Map 4, Lot 22
Bill Thompson BH2M***

Bill Thompson addressed the board regarding the Green Court Acres subdivision. The checklist prepared by the Planner was reviewed and the following items noted:

- Stormwater management plan in process
- DEP permit for water quality and phosphorous (Shaker Pond water shed)
- Preapplication meeting requested with DEP
- Letter received from John Vacari of the Water District
- Phase II of this subdivision will require DEP site location review
- Bill Thompson stated that there are no vernal pools on site
- Details requested on gravel pit closure
- Building envelopes shown on plan
- Waiver requests to be reviewed at a subsequent meeting

A site walk was scheduled for Saturday, December 6, 2008 at 9 a.m.; a public hearing was scheduled for Wednesday, December 17, 2008 at 7:30 p.m. at the Town Hall Annex. Tim Nelson made a motion that the check list provided by the town planner satisfied the preliminary plan requirements. The motion was seconded by Kurt Clason and passed unanimously.

III. MINUTES OF PREVIOUS MEETINGS

Teresa Lowell made a motion to approve the minutes for the meetings held October 1 and 2, 2008. The motion was seconded by Kurt Clason and passed 5-0 (Tim Nelson abstaining).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Kurt Clason made a motion to adjourn the meeting at 9:15 p.m. The motion was seconded by Teresa Lowell and passed unanimously.

Approved Date: Jan 21, 2009

Teresa Lowell _____

Judith W. Coe _____

[Signature] _____

David R. Ben Jan Sr _____

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
December 3, 2008

I. ROLL CALL

Board Members

Present: David Benton Judy Carll
 Susan Dunlap Teresa Lowell

Absent: Kurt Clason Roland Denby Tim Nelson

Others Present: Eric Herrle Michelle Fournier Julie Bayley
 Sandra Binette Leo Binette Dwayne Woodsome
 Jon Gale Tammy Jo Girard Tom Ursia
 Patti Berry Tina Smith David Lowe

7:30 p.m. Public Hearing
Expansion of Village Zone to include
Map28 - Lots 3, 4, 5, 10, 31, 33, 33A, 35, 38 and 39

Susan Dunlap, Chair, called the public hearing to order at 7:35 p.m. Sandy Binette addressed the Board regarding a zone change request. The applicant is proposing to expand the village zone to include Map 28, Lots 3, 4, 5, 10, 31, 33, 33A, 35, 38 and 39. This zone change would affect minimum lots sizes and uses.

Sue Dunlap questioned why the lots presented at this public hearing are different from those presented to the Selectmen. Teresa Lowell explained that the original request was reviewed by the board and the applicant at the previous meeting and it was decided to go forward with these lots. Sue Dunlap stated that when a citizen's request comes from the Board of Selectmen, it should not be changed before the public hearing. The applicant stated that they prefer to include the lots owned by Sunnyside Cottages.

After discussion, it was decided that the applicant will amend their information to the Board of Selectmen. The Planning Board will then conduct another public hearing to review the zone change request.

The public hearing was closed at 8:32 p.m.

Sue Dunlap called the meeting to order and made a motion to conduct a public hearing January 7, 2009, at 7:30 p.m., based on revised information to be submitted by the applicant to the Board of Selectmen. The motion was seconded by David Benton and carried unanimously.

- II. APPOINTMENTS**
- III. MINUTES OF PREVIOUS MEETINGS**
- IV. REPORT OF OFFICERS**
- V. OLD BUSINESS**

*Site Plan Review – Lake Arrowhead Realty Group
Map 21 Lot 22 – 1579 Goodwins Mills Road
Julie Bayley, Michelle Fournier*

Julie Bayley addressed the board questioning the status of the site plan application for Lake Arrowhead Realty Group. Sue Dunlap explained that it is still an open site plan application. It is considered complete but does not meet all of the zoning requirements. The board cannot act on the site plan until the parking and green belt requirements are brought into conformance.

Ms. Bayley asked if the lot is grandfathered. Sue Dunlap responded that it is a nonconforming lot of record; the lot is grandfathered; the structure is grandfathered; the use is not grandfathered. She added that the only thing we can discuss is the site plan application before us. The application does not meet the zoning requirements; it was the recommendation of the town attorney that the Planning Board table the application until it meets the requirements. The applicant must meet with the Zoning Board of Appeals to request a variance.

Julie Bayley stated that Tom Ursia told her after the site walk, the Planning Board could accept, accept with conditions, or deny the application. Sue Dunlap stated that the Planning Board has the right to table the application.

Sue Dunlap made a motion to table the site plan application for Lake Arrowhead Realty Group until the application meets the zoning requirements. The motion was seconded by Judy Carll and carried unanimously.

- VI. COMMUNICATION**
- VII. MISCELLANEOUS**
- VIII. NEW BUSINESS**
- IX. ADJOURNMENT**

Teresa Lowell made a motion to adjourn the meeting at 9:05 p.m. The motion was seconded by Judy Carll and carried unanimously.

Approved Date: 3/4/09

Juan Dunlap

Teresa Howell

Judith Carl

David R. Benton Jr

TOWN OF WATERBORO
PLANNING BOARD

MEETING MINUTES
December 17, 2008

I. ROLL CALL

Board Members

Present: David Benton (arrived late) Judy Carl
Kurt Clason Susan Dunlap Teresa Lowell

Absent: Roland Denby Tim Nelson

Others Present: Bill Thompson John Vacari (Water District)
Patti Berry Tina Smith David Lowe

7:30 p.m. Public Hearing
Subdivision Plan – Green Court Acres
Off West Road – Map 4, Lot 22
Bill Thompson BH2M

Sue Dunlap, Chair, called the public hearing to order at 7:30 p.m., noting that there were no members of the public in attendance.

Bill Thompson, BH2M, addressed the board regarding the proposed Green Court Acres subdivision. This is a proposed 19 lot subdivision to be served by public water, on site septic and underground electric service. He added that at the site walk abutting wells were located. This is a very flat site with no wetlands. The applicant has met with DEP for a Stormwater Permit. Site location will not be required because less than 30 acres of area is being developed. A reclamation plan for the gravel pit will be required. Level 1 Archeological survey has been completed as requested by the state. The access road is 2700' long with a secondary access over Barb's Way. The plan is to pave the 24' wide road to town standards and offer as a town road at a later date.

Board members questioned use of the road by school buses or fire equipment. Applicant stated that the turn around will be adequate for this equipment.

The public hearing was closed at 7:37 p.m.

Planning Board meeting to continue at Town Hall Annex upon completion of Public Hearing

Susan Dunlap, Chair, called the meeting to order.

II. APPOINTMENTS

*Subdivision Plan – Green Court Acres
Off West Road – Map 4, Lot 22
Bill Thompson BH2M*

The board reviewed the check list prepared by Tom Ursia. The following items were discussed:

- Common open space may be a recreational lot open to the public, taxes divided between lot owners
- Letter has been received from the Water District
- Waiver requested for dead end road over 600'
- Waiver requested for hydro study
- Location of abutters wells has been added to the plan
- Scale of plan should be 1" = 60'; is shown as 1" = 100'; waiver will be required
- Letter from York County Soil & Water has not been received
- Schedule of construction has not been determined; applicant to build road only
- Proposed to build road for Phase I development to base coat paving; final coat within a year
- Terms of 'Letter of Credit' need to be determined between developer and Board of Selectmen; developer to provide estimate for costs of improvements
- Restrictions on septic system for Lot 18, may not be built on portion of lot near abutting well
- Slope of pit shown as 3:1 needs to be correct to 4:1

Board determined that the open items are waivers for the hydro study, road length and scale, and the bond which is required before final approval. Applicant has requested a waiver for the hydro study because the lots are served by public water, all test pits at 48" were sand and gravel, and the closest distance from septic to an abutting well is 220'. The required scale at 1" = 60' would not allow drawing to fit on one page.

Teresa Lowell made a motion to waive hydro study, length of road (2700', 1180' using Barb's Way) and scale (1"≤100). The motion was seconded by Kurt Clason. Board members discussed whether Barb's Way can handle proposed traffic. This is an existing road, not owned by applicant. The board determined that they need details of addition to Barb's Way. Teresa amended the original motion. She made a motion to waive the Hydro study and accept the scale of 1" = 100'. The motion was seconded by Kurt Clason and carried 4-0.

(David Benton joined the meeting.) The board discussed the status of Barb's Way and determined that they need input from the Fire Department and Road Review Committee. Applicant stated that they have an easement over a portion of Barb's Way. Board questioned whether the applicant can upgrade the portion of the road that they don't own. Teresa Lowell made a motion to seek input from Road Review and the Fire Department on the use of Barb's Way. The motion was seconded by Judi Carll and carried 4-1 (Kurt Clason opposed).

Open items are:

- Update drawing to show reclamation of pit; slope should be 4:1 ^{SD} 3:1
- DEP Stormwater Permit
- Endorsement from York County Soil and Water Conservation District
- Cost for Bond

III. MINUTES OF PREVIOUS MEETINGS

Kurt Clason made a motion to accept the minutes for the meeting held October 15, 2008. The motion was seconded by Teresa Lowell and passed 4-0 (Sue Dunlap abstained).

IV. REPORT OF OFFICERS

V. OLD BUSINESS

VI. COMMUNICATION

VII. MISCELLANEOUS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Teresa Lowell made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Kurt Clason and passed unanimously.

Approved Date: 3/18/09

Kurt Clason

DR. Sue Dunlap

Teresa Lowell

Robert Carroll

[Signature]