

**MINUTES
TOWN OF PARSONSFIELD
PLANNING BOARD MINUTES
6:00 PM
Tuesday, June 16, 2021
TOWN OFFICE BUILDING**

I. Call to Order

Allen Jackson called the meeting to order at 6:00 p.m.

Present: Sabin Beckwith, Gerard Clifford, Allen Jackson, Thelma LaVoie, Andy Yale, Clifford Krolick (Alternate), Aaron Boguen (Alternate) Code Enforcement Officer Jesse Winters, Recorder Desirae Lyle

Guests Present: Selectmen Harvey Macomber, Roger Moreau, Jill Cramer – Attorney for Mr. Moreau, Michael LaLonde, Michael Nelligan, David Silk – Attorney for Mr. Nelligan, Jeff Wright, Mark Haley, Ben Bassett, Judy Ingram, Corey Lane (of Porter)

The Board welcomed Aaron Boguen as an alternate member to the Planning Board.

II. Correspondence

Michael LaLonde has submitted new survey maps for Mr. Moreau's project.

David Silk submitted an extensive packet of information regarding Mr. Moreau's project.

III. Review of Minutes (May 5, 2021 & May 19, 2021)

The May 5, 2021, workshop meeting minutes are not available currently.

Gerard Clifford noted that there was information missing from the minutes. Allen Jackson mentioned that there is a note at the bottom of the minutes *NOTE: Minutes are not verbatim. A recording of the proceedings is available in the Clerk's Office.* The meeting videos are online as well.

Andy Yale mentioned that the mill project was referenced but not identified, that should be added to the minutes.

Sabin Beckwith made a motion to approve the minutes as amended. The motion was seconded by Andy Yale. Motion carried with four in favor, one abstention.

IV. Old Business

A. Site Plan Review – Roger Moreau – 26 Reed Lane – Map R19, Lot 044 – Automotive Repair Shop

Mr. Clifford has recused himself from this application.

Allen Jackson mentioned that he would like to contact MMA concerning Gerard's participation in the meetings once he has recused himself. Mr. Macomber spoke up and stated that the Selectmen have already received an answer that Mr. Clifford still participate as a private citizen.

The Board has received two (2) maps. One (1) shows the property lines and abutters, the other one (1) shows all of the information that the Board asked for. Allen asked if there are any questions from the Board members.

Cliff Krolick asked if the two (2) properties have been joined together and recorded. Jill Cramer confirmed that the lots are still separate.

Andy Yale noted on the map that there is an area that is set aside for a possible leased area of 1.25 acres. Mr. LaLonde explained that sometimes when a new use is approved it can be seen as a separate lot.

Mr. Clifford noted that the Board should have received the record from the ZBA (Zoning Board of Appeals) and that the deeds still haven't been merged.

Mr. Silk stated that he feels that there is an issue on the boundary survey. The lots are not merged because they are not under identical ownership. Allen asked why the lots have to be merged to allow this garage to move forward. Allen noted that in reading the ordinance he doesn't see anything that would require the two (2) lots to be merged, when he has a deed fifty (50) foot right-of-way. Mr. Silk argued that Mr. Moreau needs to comply with the standards for a new commercial use, that Mr. Moreau can not have another use on the rear lot because it is still a rear lot.

Andy Yale asked that the Board follow a linear approach and see if the applicant submitted the items requested by the Board, see if the application is complete and vote on it.

Gerard Clifford again mentioned the ZBA records.

Jill Cramer noted that she has a response for Attorney Silk, but understands that the Board needs to continue moving forward without interruptions.

Allen Jackson made a motion to table this agenda item because of the late submissions by both parties so that the Board has time to review the items, and ask that the ZBA send the documentation from their decision. Andy Yale stated his objection to the motion noting the applicant has complied with the requests of the Board. The motion was seconded by Cliff Krolick. The motion carried with 4 in favor, 1 opposed.

B. Site Plan Review – Mark Haley – 16 Gayles Lane – Map R8, Lot 32B – Garage Apartment

The Board reviewed the items Mr. Haley was asked to provide to the Board for this meeting.

NOTE: These are the items that Mr. Haley needed to address:

1. name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan Existing Conditions.
2. location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site.

Sabin Beckwith made a motion to accept and approve the application. It was seconded by Thelma LaVoie. Motion carried with four in favor, Gerard Clifford abstained.

V. New Business

A. Site Plan Review – Ben & Donna Bassett – 8 Sumner Lane – Map U7, Lot 20 – Expand Existing Cabin

Gerard Clifford asked if the subdivision that Mr. Bassett's property is part of was established before 1971. Mr. Bassett is not sure. Gerard referenced the Land Use Ordinance (LUO) Article II, Section 8, Item E (1) Table of Minimum Lot Standards. Gerard also asked about Mr. Bassett's approval from the Saco River Corridor Commission (SRCC), he would like to see a copy of the approval.

Cliff Krolick suggested tabling the application. Mr. Bassett noted that he had asked the Town about the subdivision and was told that it was register prior to the Town keeping records of subdivisions. Andy Yale agreed with tabling the application so that precedent is not set.

Allen Jackson asked Jesse Winters to read the section of State Shoreland Zoning. *Each lot contains at least four hundred (400) feet of shore frontage and at least twenty thousand (20,000) square feet of lot area.* This would be a lot that is at least one hundred (100) feet wide and two hundred (200) feet deep.

Mr. Bassett explained that he is only adding on to one (1) cabin to keep within the allowed thirty percent (30%) shoreland expansion. The expansion is further away from the shore not getting closer. Mr. Bassett has proposed a new septic plan

Desirae Lyle researched the deed on York County Registry of Deed, the original deed for Mr. Bassett's lot is Book 1819, Page 377, it is lot 1 of the South River Development and it was recorded June 27, 1968. This means that Mr. Bassett's lot is grandfathered.

Andy Yale made a motion to take a vote on whether proceed with this application as written based on completeness and not on the issues that have been raised. The motion was seconded by Allen Jackson. Motion carried with four in favor, one against.

1. *One original fully executed and signed application for Site Plan Review (this document), plus nine (9) copies - Submitted*
2. *Ten (10) copies of site plan drawn at a scale to allow review of list of approval criteria, and showing the following, when applicable: Submitted*

General Submission Information:

- a) *name and address of all property owners within 500 feet of edge of property line – Submitted*
- b) *sketch map showing general location of site within the Town - Submitted.*
- c) *boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time – Submitted.*
- d) *copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest – Submitted.*
- e) *name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan Existing Conditions: - Submitted, there is a land surveyor seal on the elevation certificate.*
- f) *bearings and distances of all property lines of property to be developed and source of information – Not applicable.*
- g) *location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site – Submitted.*
- h) *location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development – Submitted.*
- i) *location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site – Submitted.*
- j) *location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site – Submitted.*
- k) *location of intersecting roads or driveways within 200 feet of site – Submitted.*
- l) *location of open drainage courses, wetlands, stands of trees, and other important natural features, with description of features to be retained and of any new landscaping – Not applicable.*
- m) *location, front view, and dimensions of existing and proposed signs – Not applicable.*
- n) *location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions – Submitted, part of the deed.*

Proposed Development Activity:

- o) *location of all building setbacks, yards and buffers, required by this or other Town Ordinances – Not applicable.*
- p) *location, dimensions and ground floor elevations Above Ground Level (AGL) of all proposed buildings – Submitted.*
- q) *location and dimensions of proposed driveways, parking and loading areas, and walkways – Not applicable.*
- r) *location and dimensions of all provisions for water supply and wastewater disposal – Not applicable.*
- s) *direction and route of proposed surface water drainage – Not applicable.*

- t) *location, front view, and dimensions of proposed signs* – Not applicable.
- u) *location and type of exterior lighting* – Not applicable.
- v) *proposed landscaping and buffering* – Not applicable.
- w) *demonstration of any applicable State applications or permits which have been or may be issued* – Included with plans.
- x) *schedule of construction, including anticipated beginning and completion dates* – Dependent upon material prices. The building permit can be obtained, and the building would need to be completed within eighteen months. At that time if the project has not been completed, he can apply for an extension from the CEO for the building permit.
- y) *Space shall be provided on the plan for the signatures of the Planning Board and date, together with the following words, "Approved: Town of Parsonsfield Planning Board* – Not applicable.

Andy Yale made a motion that the application is complete. The motion was seconded by Sabin Beckwith. Motion carried with all in favor.

Jesse Winters mentioned that he would like the Board to consider requiring a sealed tank. Mr. Bassett will still need to get approval from DEP (Department of Environmental Protection). Jesse will work with Mr. Bassett to get that approval. Cliff Krolick asked about the sealed tank. There is information attached to the Site Plan Review that has the sealed tank on it.

Sabin Beckwith made a motion to hold a Site Walk on Saturday, July 17, 2021 at 8:00 a.m. The motion was seconded by Andy Yale. Motion carried with all in favor.

Allen Jackson made a motion to schedule a Public Hearing for the Wednesday, July 21, 2021 Planning Board meeting at 6:00 p.m. The motion was seconded by Andy Yale. Motion carried with all in favor.

VI. Open to Public Questions

Jill Cramer asked about Mr. Moreau's application and the Board's decision to table the application. Allen Jackson noted that his opinion is that there were late submissions by both parties and the Board hasn't had time to review those submissions. Ms. Cramer referenced another automotive repair shop that was submitted in the past in January and approved in February.

Mr. Silk asked about the submission deadline, he is willing to submit items to the Board ahead of time if other parties are willing to do so as well. Allen asked Desirae to speak on that. Desirae Lyle stated that the submission deadline {fifteen (15) days prior to the Planning Board meeting} is for applicants that wish to be on the next agenda. Mr. Moreau has been on the agenda for some time. The Board is unsure if there is a time constraint on when documentation needs to be submitted to the Board.

Sabin Beckwith asked if the parties present think that they will work this out. Ms. Cramer stated that her client is before the Board, and the Board makes the decision. Sabin noted that the Planning Board is trying to do their job and follow the ordinance.

Gerard Clifford noted that the most recent survey map submission from Mr. Moreau still does not have the abutters listed. He also noted that the ponds and wetlands are not listed on the map.

Michael LaLonde brought the Board's attention to Land Use Ordinance Article III, Section 4, Item A. Pre-application Meeting. The applicant has met with the Board and submitted the items the Board has requested for a complete plan.

The Board will review the submissions from both parties prior to the July 21, 2021 meeting and be prepared to move forward.

Andy Yale asked that the Board review everything prior to the next meeting so that the Board can move forward with this project.

Mr. Silk pointed out that he does not feel that the boundary survey is complete, and asked that the Board review all the material submitted and not make a predetermined decision.

Mr. LaLonde mentioned that he had submitted with the original application a GIS map that shows Moulton Brook.

Mr. Silk also asked about a site visit, there are Board members that have not been to the site. Andy noted that there have been two (2) site visits to the property previously.

VII. Schedule Workshop for Wednesday, July 7, 2021

Allen Jackson made a motion that there is no need to have a workshop on Wednesday, July 7, 2021. The motion was seconded by Sabin Beckwith. Motion carried with all in favor.

VIII. Adjournment

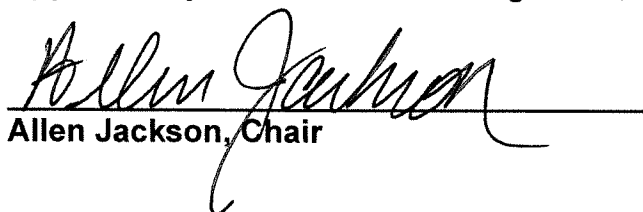
Andy Yale made a motion to adjourn at 8:05 p.m. It was seconded by Allen Jackson. Motion carried with all in favor.

Respectfully Submitted,



**Desirae Lyle
PPB Secretary**

Approved by the Board at the August 18, 2021, Meeting.



Allen Jackson, Chair