

**MINUTES  
TOWN OF PARSONSFIELD  
PLANNING BOARD MINUTES  
6:00 PM  
Wednesday, July 20, 2022  
TOWN OFFICE BUILDING**

**I. Call to Order**

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

Present: Sabin Beckwith, Aaron Boguen, Allen Jackson, Andy Yale, Roger Moreau (Alternate), Recorder Desirae Lyle

Absent: Gerard Clifford, Code Enforcement Officer Jesse Winters

Guests Present: Selectmen Harvey Macomber, Catherine & John Hadley, Colleen Allard, Steve McCusker, Jeff Wright (arrived at 6:07 pm)

**II. Public Hearing #1 – Site Plan Review – Dawn Barrett (Applicant) – 20 Federal Road – Map U04, Lot 004 – Change of Use from Retail to Residential**

Ms. Barrett has formally withdrawn her applicant by email dated July 7, 2022.

Andy Yale made a motion to accept the withdrawal and close the public hearing at 6:03 p.m. Aaron Boguen seconded the motion. Motion carried with all in favor.

**III. Public Hearing #2 – Site Plan Review – Catherine Hadley (Applicant) – 8 Jayes Lane – Map U07, Lot 008 – Current & Proposed Use Summer Camp/Bathroom Addition**

Allen Jackson asked Sabin Beckwith to update Roger Moreau and himself about the site walk held on Saturday, July 16, 2022 at 10:30 a.m.

Allen Jackson was unable to attend the site walk and asked Sabin Beckwith to update the Board on what he saw. Sabin explained that what was presented on the new map was accurate and he felt that this would be an improvement to the protection of the river. Sabin noted that both Aaron Boguen and Roger Moreau attended the site walk. Andy Yale asked if he and Allen should recuse themselves since they did not attend the site walk. Allen reminded the Board that this question was asked of MMA (Maine Municipal Association). As long as the absent Board members are updated by either the members who attended or by notes made by the members that attended, they are free to act on the application. Desirae Lyle also noted that both Andy and Allen were at the last Planning Board meeting and have reviewed the map that Mrs. Hadley submitted. Sabin expressed that the new drawing was very accurate. Andy pointed out that since there is no one from the public present that the Board should close the public hearing and finish addressing this application under old business.

Sabin Beckwith made a motion to close the public hearing at 6:06 p.m. Andy Yale seconded the motion. Motion carried with all in favor.

**IV. Correspondence**

- a. Information was received from the Effingham Planning Board regarding the Meena Application for gas station. This process will be ongoing for the foreseeable future.

Andy Yale made a motion that the secretary no longer forward to the Board documentation about the Meena project or print it for the Board. Aaron Boguen seconded the motion. Motion carried with all in favor.

Andy Yale asked about the letter sent to the Board of Selectmen about the Meena gas station. Desirae Lyle confirmed that she sent the letter to them and they have not responded. Harvey Macomber noted that the Selectmen felt that the original letter sent in February was sufficient. The Selectmen were not in favor of sending another letter at this time. Jeff Wright asked to comment and mentioned that the Selectmen felt if a judge ruled that it was ok, they don't need to pursue it.

- b. Desirae Lyle presented the Board with a clearly colored zoning map and asked the Board if they would like to ask for funds to update the current map and/or check on the origin of the presented map to see if it pre/post dates the zoning map that is being used.

Allen Jackson made a motion to request funds in the form of a warrant article to obtain an updated zoning map that is clearly delineated and has contrasting colors. Andy Yale seconded the motion. Motion carried with all in favor.

Desirae Lyle will reach out to John O'Donnell & Associates about the origins of the map, if it pre/postdates the map that the Board currently uses and how much it will cost for a new one.

- c. Desirae Lyle presented a checklist drawn directly from the Article III of the ordinances. This is not something that the Board has to use, but it may be useful to keep the Board on track, she was working on one for Sebago and figured she could do the same for Parsonsfield. It was clarified that the Board does not need to vote to use this and this includes parts of the ordinance not identified on the site plan review application.

## **V. Review of Minutes (June 15, 2022) (No Meetings held July 6, 2022)**

Allen Jackson made a motion to approve the June 15, 2022 minutes as presented. Sabin Beckwith seconded the motion. Motion carried with all in favor.

## **VI. Old Business**

### **a. Meena Gas Station Discussion**

This was discussed during correspondence and will be taken off the agenda. Andy Yale offered to keep up to date on this project and keep the Board informed as necessary.

### **b. LD 2003**

Andy Yale has been playing phone tag with Representative Heidi Sampson. The law is not effective until May 2023. Desirae Lyle mentioned that she knows of a group of Towns that are sending a letter to the State, the Town of Denmark is the base of this group. She will forward the information from them to the Board.

**c. Site Plan Review – Dawn Barrett (Applicant) – 20 Federal Road – Map U04, Lot 004 – Change of Use from Retail to Residential**

This application has been withdrawn. The emailed withdrawal will be in Mrs. Barrett's file for this project.

**d. Site Plan Review – Catherine Hadley (Applicant) – 8 Jayes Lane – Map U07, Lot 008 – Current & Proposed Use Summer Camp/Bathroom Addition**

The Board reviewed what has happened so far with Mrs. Hadley's application. At the June 15, 2022 meeting the Board found the application incomplete and asked for an updated site map. Mrs. Hadley has submitted the needed items and a site walk was conducted at the property. There was no opposition from the public at either meeting.

Andy Yale made a motion to accept the application as complete upon receipt and review of the site map. Sabin Beckwith seconded the motion. Motion carried with all in favor.

Sabin Beckwith made a motion to approve the project as presented. Roger Moreau seconded the motion. Motion carried with all in favor.

Mrs. Hadley thanked the Board for their time and left the meeting.

## **VII. New Business**

Aaron Boguen made a motion to promote Roger Moreau to voting member for all of the new business items tonight. Andy Yale seconded the motion. Motion carried with all in favor.

**a. Site Plan Review – Colleen Allard – 27 Federal Road – Map U04, Lot 040 – Proposed Propane Fill Station**

Andy Yale explained that this is change of use, Ms. Allard is changing (adding) the use from redemption center to retail fuel distributor which requires Planning Board approval. It was not included in the approval of the redemption center. The Board asked Ms. Allard to provide the deed for the property to confirm that all lots have been merged. Ms. Allard did clarify that the house is separate from the businesses. Ms. Allard does have a propane canister exchange, but this will be filling the canisters. While reviewing the application the Board informed Ms. Allard that she needs to list all abutters within 500 feet of the property, not just with 500 feet of the proposed fill station. Desirae Lyle informed the Board that abutter notices have been sent, due to the Land Use Ordinances (LUO) stating that once an application is received by the secretary notice shall be sent of a pending application. Sabin Beckwith asked about the map that was submitted, it was determined that the map will need to be more detailed and show the surrounding area as well.

The Board reviewed the rest of the requirements of the application with Ms. Allard. Steve McCusker introduced himself and noted that this is the first time he has had to come before a Planning Board for approval for a fill station. Mr. McCusker explained that he normally deals with the State to complete the installation and inspect it.

The following items need to be submitted in order for the Board to vote that the application is complete:

- a) name and address of all property owners within 500 feet of edge of property line (Abutters List Form)
- b) sketch map showing general location of site within the Town
- c) boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time
- d) copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest
- e) name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan
- f) bearings and distances of all property lines of property to be developed and source of information
- 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
- h) location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development
- i) location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site
- j) location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site
- k) location of intersecting roads or driveways within 200 feet of site
- 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
- m) location, front view, and dimensions of existing and proposed signs
- n) location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions
- o) location of all building setbacks, yards and buffers, required by this or other Town Ordinances
- t) location, front view, and dimensions of proposed signs
- u) location and type of exterior lighting
- w) demonstration of any applicable State applications, or permits which have been or may be issued

Andy Yale explained that the Board will need a completed application before they can approve a change of use. Desirae Lyle suggested looking at the Land Use Ordinance Article III Site Plan Review Section 6 and have this information to the her to send out to the Board by August 10, 2022 at the latest.

The Board acknowledged the letter received from abutter Peter Cormier. Ms. Allard mentioned that she has spoken to him since the letter was received. Mr. Cormier is welcome to attend the August 17, 2022 meeting and speak to the board if he would like. Andy Yale referred to LUO Article III, Section 6 (K) Neighborhood Compatibility.

Aaron Boguen made a motion that the application is incomplete and that the information above needs to be submitted prior to the next meeting. Andy Yale seconded the motion. Motion carried with all in favor.

Aaron Boguen made a motion to hold a site walk on Saturday, August 6, 2022 at 9:00 a.m. Sabin Beckwith seconded the motion. Motion carried with all in favor.

Aaron Boguen made a motion to hold a public hearing on August 17, 2022 at 6:00 p.m. (the start of the meeting). Sabin Beckwith seconded the motion. Motion carried with all in favor.

### **VIII. Open to Public Questions**

- a. Jeff Wright asked if the Board knew for certain how many lots have been merged to create the lot for Village Variety. The tax map shows one (1) lot, and has a listing of three (3) lots.
- b. Mr. Wright also mentioned impervious area, paving and curbing.
- c. Aaron Boguen asked if the Board should address Mrs. Wright's email. Desirae Lyle read the email to the Board. They believe there was a misunderstanding about the site plan review application, the Board understands that the "proposed development" section doesn't only refer to subdivisions. Also, it's not up to the Board or the Secretary to submit information for the applicant, the burden of proof is with the applicant. Desirae did take the time to look at the States website for septic systems and there was no information for U04-004

### **IX. Schedule Workshop for Wednesday, August 3, 2022**

Roger Moreau made a motion to not hold the August 3, 2022 workshop. Aaron Boguen seconded the motion. Motion carried with four in favor, Andy Yale abstained.

### **X. Adjournment**

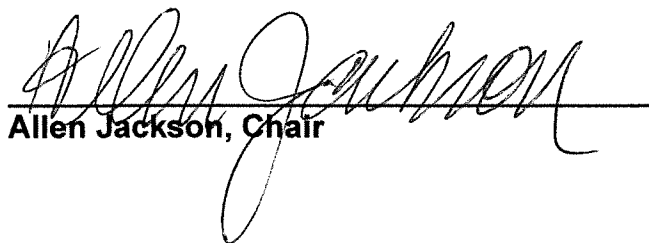
Aaron Boguen made a motion to adjourn at 7:28 p.m. Sabin Beckwith seconded the motion. Motion carried with all in favor.

**Respectfully Submitted,**



**Desirae Lyle  
PPB Executive Secretary**

**Approved by the Board at the August 17, 2022 Meeting.**

  
**Allen Jackson, Chair**

