

**MINUTES
TOWN OF PARSONSFIELD
PLANNING BOARD MEETING
6:00 PM
Wednesday, December 1, 2021
TOWN OFFICE BUILDING**

I. Call to Order

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

Present: Aaron Bogue, Gerard Clifford, Allen Jackson, Roger Morea (Alternate), Code Enforcement Officer Jesse Winters, Recorder Desirae Lyle

Absent: Sabin Beckwith, Andy Yale

Guests Present: Selectman Harvey Macomber, Jeff Wright

II. Workshop

a. Discussion – Site Plan Review – Michael Bolton (Applicant) – Gaylee Selkirk (Owner) – 55 Road Between the Ponds – Map U11, Lot 007 – Private Residence

Gerard Clifford asked if the Board should be reviewing this application at a workshop. Allen Jackson stated that yes, the Board is reviewing the application to see if there are any questions that the applicant will need to answer. Allen noted that this helps the Board and gives them a better understanding of the application so that at the regular meeting they will be better prepared to ask for more information.

Jesse Winters gave the Board copies of Chapter 1000 in the Shoreland Zoning Statutes that refer to expansions of nonconforming lots in the shoreland zone. The Parsonsfield Land Use Ordinance refers to the same information. Jesse clarified that the foundation is failing, and the applicant would like to demolish the current residence and rebuild with a thirty (30%) expansion. Jesse will need to gather the impervious versus pervious area.

Allen directed the Board to Land Use Ordinance (LUO) Article II, Section 8 (E) (2) (f) *The total footprint areas of all structures, parking lots and other non-vegetated surfaces, within the Shoreland District shall not exceed twenty (20) percent of the lot or a portion thereof located within the Shoreland District, including land area previously developed and includes the footprint of driveways, but shall not apply to public boat launches. In the General Development District adjacent to rivers which do not flow to great ponds classified GPA, the lot coverage must not exceed seventy (70) percent.*

Allen also read Article II, Section 8 (C) (1) (a) (iii) (b) *For structures located less than 100 feet from the normal high-water line of a great pond classified as GPA or a river flowing to a great pond classified as GPA, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,500 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater.* The Board will

need to determine if the applicant does indeed meet all the requirements to allow the thirty (30%) percent expansion.

Jesse Winters will visit the property and measure the pervious versus impervious area prior to the next Board meeting.

The Board discussed if reviewing this application at a workshop was acceptable. The Maine Municipal Association (MMA) Planning Board Manual and the LUO to determine if abutter notices need to be sent out prior to this workshop. The manual was ambiguous regarding workshops.

The public was notified by the agenda being posted a week prior to the workshop meeting.

b. Discussion – Land Use Ordinance and other Related Documentation.

Gerard Clifford reiterated that the Land Use Ordinances and the Comprehensive Plan are not compatible. Allen Jackson mentioned the idea that other towns are not using a Comprehensive Plan anymore, only ordinances. Gerard reminded the Board that the Comprehensive Plan is required by the State. Gerard read the mission statement of the Planning Board Bylaws. *The mission of the Parsonsfield Planning Board is to insure that all residents are able to exercise their constitutional rights without hindrance and within the scope of the statutes and regulations of the town of Parsonsfield and the state of Maine and with reference to the vision laid out in the Comprehensive Plan.*

Gerard Clifford mentioned site walks. Allen Jackson asked Desirae to find the email from MMA Legal regarding site walks. The LUO states that the Board *may* hold site walks not *shall*. Allen read aloud the email from MMA. (NOTE: This email is filed in the Planning Board office.) The email noted that if any member misses a site walk any members that attended the site walk should inform the absent member about what went on at the next meeting. Also, site walks should be advertised/posted to allow the public to attend and if there is a quorum of members present, the site walk would be treated like a public meeting of the Board.

c. Discussion – Proposed Site Plan Review Application Update.

Desirae Lyle presented an updated Site Plan Review application. She gave the Board copies of the current application, the updated application with all the notes for each change, and the clean copy of what the application would look like if the Board agreed with the changes. Her hope is that this application will help the Board and future application by making the process a little easier. (Note: Copies of each application will be filed in the Planning Board office.) She explained that she has already reviewed the application with Allen and has made a few adjustments. She is open to questions or suggestions on anything that would make this application more user friendly.

After discussion, the Board asked Desirae to send out the applications by email for the Board to review before the next meeting. This will be placed on the next agenda for the Board to review and possibly approve.

III. Adjournment

Aaron Boguen made a motion to adjourn at 7:15 p.m. Allen Jackson seconded the motion. Motion carried with all in favor.

Respectfully Submitted,



**Desirae Lyle
PPB Secretary**

Approved by the Board at the January 19, 2022 Meeting.


Allen Jackson, Chair

