

**TOWN OF PARSONSFIELD
PLANNING BOARD MEETING MINUTES
6:00 PM
Wednesday, July 19, 2023
TOWN OFFICE BUILDING**

I. Call to Order

Aaron Boguen called the meeting to order at 6:00 p.m.

Present: Aaron Boguen, Allen Jackson, Roger Moreau, Paul Farris (Alternate), Code Enforcement Officer Jesse Winters, Recorder Desirae Lyle

Absent: Sabin Beckwith, Gerard Clifford

Guests Present: Michael & Eileen Blokland, Sam Park, John & Deborah Marble, Daniel Swett, Michael & Terri-Ann Guilbeault, Mark & Scott Mounce

II. Correspondence

- a. Correspondence related to applications will be discussed during each agenda item.
- b. Drawings were received after the meeting deadline from Kezar Commons LLC as well as a letter of approval and permit from Saco River Corridor Commission (SRCC).

III. Review of Minutes (June 21, 2023)

Roger Moreau made a motion to accept the June 21, 2023 meeting minutes as amended. Allen Jackson seconded the motion. Motion carried with all in favor.

IV. Old Business

(Note: The Old Business agenda items are place holders, no new information has been received from Parsonsfield Seminary, information from Kezar Commons LLC was discussed under correspondence.)

- a. **Subdivision Review – Parsonsfield Seminary – Map R04, Lot 003 – Land Lot (Hobbs Swamp Road) – Proposed Subdivision – No Action**
- b. **Site Plan Review – Kezar Commons, LLC – Map U04, Lot 003 – 18 Federal Road – Mixed Uses (Commercial, Retail, Office, Residential, Short-Term Rental) – No Action**

V. New Business

Desirae Lyle noted that there are no previous Planning Board files related to either of the application submitted.

- a. **Site Plan Review – Michael & Eileen Blokland – Map U12, Lot 004 – 15 Sunset Cove Rd – Shoreland Zoning – Private Residence & Expansion**

Mr. & Mrs. Blokland are proposing to demolish their existing dwelling and rebuild to include up to a 30% expansion, drill a new well and install a new septic system.

The Board reviewed the application and items a. through n. on the site plan review application checklist. Many items were addressed. The following items need to be submitted to the Board prior to the next meeting:

- 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.*

Allen Jackson made a motion that the application is incomplete. Roger Moreau seconded the motion. Motion carried with all in favor.

Allen Jackson made a motion to schedule a site walk on Saturday, August 12, 2023 at 9:00 a.m. Roger Moreau seconded the motion. Motion carried with all in favor.

Allen Jackson made a motion to schedule a public hearing for Wednesday, August 16, 2023 at 6:00 p.m. Roger Moreau seconded the motion. Motion carried with all in favor.

Desirae Lyle will send an Incomplete Application letter to the applicants so that the request is documented.

b. Site Plan Review – Daniel Swett (Applicant) – John & Deborah Marble (Owners) – Mao U-14, Lot 002 – 183 Randall Pond Rd – Shoreland Zoning – Adding Deck to Residence

Mr. & Mrs. Marble currently have a set of narrow stairs without a railing attached to their camp. They are proposing a wider deck and stairs to make accessing the dwelling easier and safer.

The Board reviewed the application and items a. through n. on the site plan review application checklist. The following items need to be submitted to the Board prior to the next meeting:

- 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.*

Allen Jackson made a motion to schedule a site walk on Saturday, August 12, 2023 at 10:00 a.m. Roger Moreau seconded the motion. Motion carried with all in favor.

Allen Jackson made a motion to schedule a public hearing for Wednesday, August 16, 2023 immediately following the scheduled public hearing. Roger Moreau seconded the motion. Motion carried with all in favor.

Allen Jackson made a motion that the application is incomplete. Roger Moreau seconded the motion. Motion carried with all in favor.

Desirae Lyle will send an Incomplete Application letter to the applicants so that the request is documented.

VI. Open to Public Questions

There were none.

VII. Schedule Workshop for Wednesday, August 2, 2023

Allen Jackson made a motion to hold the workshop on Wednesday, August 2, 2023. Roger Moreau seconded the motion. Motion carried with all in favor.

Desirae Lyle will reach out to the Board on Monday, July 31, 2023 to confirm that at least three members will be able to attend the meeting, so that if not, adequate notice can be given of a cancelation.

VIII. Adjournment

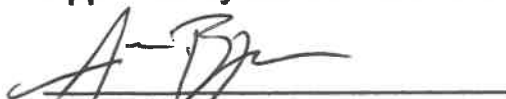
Roger Moreau made a motion to adjourn at 6:55 p.m. Allen Jackson seconded the motion. Motion carried with all in favor.

Respectfully Submitted,



**Desirae Lyle
PPB Executive Secretary**

Approved by the Board at the August 16, 2023 Meeting.


Aaron Boguen, Vice Chair