

**Town of Otisfield
Planning Board Meeting Minutes
Town Office Annex
January 14, 2020**

1. The meeting was called to order at 7:02 PM by Chair –Karen Turino
2. **Attendance:** Members present were Chair – Karen Turino, Recording Secretary - Otis Brown & Stan Brett. (Absent Vice Chair - Rick Jackson, Herb Olsen & Alternate – Pauline Flagg)

Code Enforcement Officer: -
Secretary: Tanya Snow

3. **Announcement of Quorum:** Board had a quorum.
4. **Approve Secretary's Report:**
 - A. Regular Meeting Minutes from October 8, 2019. *Motion to accept minutes. SB/OB – Unanimous.
5. **Discussion & Comments from public:**
 - A. None.
6. **Residence - Based Business Applications:**
 - A. None.
7. **Shoreland Zoning Applications:**
 - A. None.
8. **Site Plan Applications:**
 - A. None.
9. **Subdivision Application:**
 - A. None.
10. **Upcoming Dates:**
 - A. Planning Board would normally meet February 11, 2020 at 7:00 PM, (2nd Tuesday of the month) but that doesn't work for a few of the PB members. All agree the Feb. meeting will be held on Monday, February 10th @ 7:00 PM.
11. **Discussion & comments from Code Enforcement Officer:**
 - A. None.
12. **Discussion & comments from Board:**
 - A. None.
13. **Unfinished Business:**
 - A. Shelley A. Norton Land Use Planner for Androscoggin Valley Council of Governments (AVCOG). AVCOG took on the project of going through the 03.05.05 Road Construction Ordinance and part of the 03.01.03 Subdivision Ordinance having to do with roads to make sure that both Ordinances were in agreement. She also updated the Definitions Ordinance for the Town of Otisfield. The Planning Board held a public workshop in May with Shelley in attendance and changes were made.

The Planning Board read through and finished the New Road Construction Ordinance at the 09.17.19 meeting. Some minor issues were brought up to Shelley after that meeting and changes were agreed upon and made by the Planning Board.

*All agree the New Road Construction Ordinance has been completed based on Shelley's response.

The Planning Board members read through and finished the Subdivision Ordinance tonight. At last meeting PB asked KT to contact Shelley with some questions. KT emailed her and Shelley responded with changes on November 27th. Changes were agreed upon and made by the Planning Board tonight.

*All agree the Subdivision Ordinance has been completed based on Shelley's response.

The Planning Board members read through the Definitions Ordinance tonight. One more change the PB members would like to make to this Ordinance is on Page 11, "Major Road Crossing": it currently reads Crossing of a major watercourse. PB members would like to see it read as; **MAJOR WATERCOURSE CROSSING so it will remain in alphabetical order.**

*All agree the Definitions Ordinance has been completed based on Shelley's response with the exception of the one change to be made on page 11.

Discussion: KT believes that Shelley will rewrite everything and provide a clean copy to the Town and also provide the warrant wording for our Town Meeting in June. All agree a Public Hearing might need to be held before this goes to Town Meeting. KT will ask BOS at next BOS mtg on January 22nd if they want to have a special town meeting to address the proposed changes to the (3) Ordinances with a separate Public Hearing or include the (3) revised ordinances with the regular Public Hearing and Town meeting.

14. Adjournment: With no further business, the regular meeting was adjourned at 8:40 PM. OB/SB-Unanimous.

Respectfully submitted,
Tanya Taft, Secretary

Approved by: Karen Turino, Chair
Otisfield Planning Board

Approved on: March 10, 2020

Rob Jackson
Vice Chair

5/12/2020