

**Town of Otisfield
Planning Board Meeting Minutes
February 20, 2018**

1. Call to Order: 7:01 PM

- 2. Attendance:** Chair – Karen Turino, Recording Secretary – David Hyer, Herb Olsen, Alternate – Otis Brown & Alternate - Beth Damon. *Beth Damon & Otis Brown moved up as voting members.
(Absent: Stan Brett & Vice Chair – Rick Jackson)

Code Enforcement Officer: Richard St. John
Secretary: Tanya Taft

3. Announcement of Quorum: Board had a quorum.

4. Approve Secretary's Report:

- A.** Regular Meeting Minutes from January 16, 2018. *Motion to table minutes until next month because DH, BD and OB were not at last months' meeting and cannot vote to approve.

5. Discussion & Comments from public:

- A.** Major Subdivision – (6) lots, (4) on Otisfield Cove Road, (2) on Cobb Hill Road, Map R3, Lot 67. No Roads. The George Siber residence next to the Community Hall. Presented by Stuart Davis, Davis Land Surveying: 23 acres. All the wetlands have been located. The buffer areas will be maintained. Each lot is going to be conveyed with deed restrictions. Lots 1-4 will have a common area access. The owner is trying to market this property as a whole, but wants to go through the PB process of having the 6 lots approved in the event it doesn't sell as one lot. Fee schedule for the application was discussed. *Major Subdivision: (5 or more) \$450/per lot or unit + \$125/per lot escrow (professional services that may be needed). Consideration was requested to waive the escrow requirement. KT stated that the PB was bound by the Subdivision Ordinance and could not waive the fees or escrow.

***(KT read through the Major Subdivision Requirements to see if all has been submitted).**

- *Application fee (All agree - not submitted as of yet).
- *Abutters list needs to be updated to within 1,000 feet. Stuart will email updated list to TT.
- * Public Hearing – notice to public and applicant. (All agree - not submitted as of yet).
- * Finding of fact, (All agree - not submitted as of yet).
- * The rest under first section of application (All agree - was not complete as of tonight).

***(Moved down to Application form to list items that are still needed)**

- *Deed Restrictions: part of information provided, still need additional information.
- *Names and addresses of owner and abutter's. (Page 2 of application) this will be updated and sent to TT.
- *High Intensity soil survey. (All agree - not submitted as of yet). *Stuart requesting waiver
- *location of trees larger than 24" (All agree - not submitted as of yet).
- *Erosion and sedimentation Control Plan: CEO would like applicant to reference "Best Management Practices" rather than a specific remedy at this point.

***(KT read through numbers 16-25 on Major Subdivision Requirements checklist):**

- * Three requirements (#16, #18, #22) in this section were submitted, and #17, #19, #20, #24, and #25 were deemed not applicable.

Discussion: PB would like to see the original minutes and deed information for when the original subdivision application was made. Requesting restrictions from when it was approved. TT will ask AP to see if we have minutes from November 18, 1981 and October 28, 1987. DH is asking for a reference to be included on individual lot deeds regarding the disposal of all winter sand that's being removed from paved surfaces to minimize the harmful dumping of sediment. TT will post Site Walk and Public Hearing on Website and Sign at Town Office along with posting information in Newspapers as required.

*Stuart will bring copies of 2 plans that were recorded, (Phillips in 1983 and a plan in 1984 that was approved). All agree that if this information can't be found, we've done our due diligence by requesting that old and archived PB minutes be researched.

*Site Walk – March 21st @ 4:00 PM – PB members, applicant & public will meet at the Community Hall.

*Public Hearing – March 27th @ 6:00 PM members, applicant & public will meet at the Community Hall.

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 Meeting March 27, 2018 at 7:00 PM. *KT requested this date and all agreed.

B. Planning Board Site Walk March 21st @ 4:00 PM - Map R3, Lot 67.

C. Planning Board Public Hearing March 27th @ 6:00 PM - Map R3, Lot 67.

11. Discussion & comments from Code Enforcement Officer:

A. CEO: Property on Saturday Pond Road. Old mobile home, with addition added, about 45' from the pond where it sits. The prospectus buyer is planning to tear it down. Setbacks will be set- back as far as practical. He may get behind the 75' line. No sketches or application at this time. It's 45' back now, and hoping for at least 65' back.

12. Discussion & comments from Board:

A. KT: At our next meeting we will discuss the Subdivision and New Road Construction Ordinances regarding new road construction standards. KT asking members to review it for homework.

B. TT will make a copy of the Definitions Ordinance for all PB Members for next meeting and a copy of the Cable Ordinance, Marijuana Ordinance and Board of Appeals Ordinances for Otis Brown & Beth Damon

C. Otisfield Subdivision Ordinance – Fees are included on the document on website, page 11. Specific dollar amounts should be removed and the wording should agree with that in the 11.09 edition.

13. Unfinished Business:

- A. Review the Subdivision and New Road Construction Ordinances regarding new road construction standards. Determine which to keep and which to eliminate. Resolve any differences.
- 14. Adjournment:** With no further business, the regular meeting was adjourned at 9:45 PM. DH/HO-Unanimous.

Respectfully submitted,
Tanya Taft, Secretary

Approved by: Karen Turino, Chair

Otisfield Planning Board
Approved on: April 17, 2018