

**Town of Otisfield  
Planning Board Minutes  
Community Hall  
March 9, 2021  
7:00 PM**

1. The meeting was called to order at 7:04 PM by Chair – Karen Turino.
2. **Attendance:** Members present were Chair – Karen Turino, Stan Brett, Herb Olsen, Otis Brown & Pauline Flagg – Alternate & Recording Secretary (Absent - Vice Chair – Rick Jackson) \*Pauline moved up as a voting member.

Code Enforcement Officer: Fred Collins, Jr.  
Secretary: Tanya Snow

3. **Announcement of Quorum:** Board has a quorum.
4. **Approve Secretary's Report:**
  - A. Regular Meeting Minutes from February 23, 2021. \*Motion to accept minutes. HO/SB – Unanimous.

5. **Discussion & Comments from public:**
  - A. None.

6. **Residence - Based Business Applications:**
  - A. None.

7. **Shoreland Zoning Applications:**
  - A. Ken and Kathleen Bailey, 116 Jillson Camp Road. Map U06, Lot 005A. The camp currently sits on sauna tubes, causing possible structural integrity. Applicant requesting approval for installing a full foundation on the existing footage with walkout basement. Erosion Control would be done by P&K Sand and Gravel.

KT read from **Shoreland Zoning Ordinance (page 5) Section C. Non-conforming Structures (1) (a) iii.**  
*For structures located less than 75 feet, horizontal distance, from the normal highwater line of a water body, tributary stream, or upland edge of a wetland, the maximum combined total footprint for all portions of those structures within that 75-foot distance is 1,000 square feet, and the maximum height of any portion of a structure that is within 75 feet, horizontal distance, of a water body, tributary stream or upland edge of a wetland is **20 feet or the height of the existing structure, whichever is greater.***

KT: Because applicant wants to increase the height to 24'10", this must be denied and sent to Board of Appeals. This is a zoning ordinance and Variances / waivers cannot be given by the Planning board, CEO or municipal officers. Statute 30-A, M.R.S.A. §4353, states only the Board of Appeals has the sole authority to grant a Zoning Variance.

\*Motion that we have a completed application before us. OB/HO – Unanimous.

\*Motion to deny this application because it doesn't meet the height restrictions of the Shoreland Zoning Ordinance. OB/SB – Unanimous.

TT will contact applicant after checking with the BOA to see if they can meet after April 9<sup>th</sup> per applicant's request. All agreed.

**8. Site Plan Applications:**

A. None.

**9. Subdivision Application:**

A. None.

**10. Upcoming Dates:**

A. Planning Board Public Hearing, March 23<sup>rd</sup>, 2021 at 6:00 PM with regular meeting to follow at 7:00 –  
Cell Tower

**11. Discussion & comments from Code Enforcement Officer:**

A. None.

**12. Discussion & comments from Board:**

A. Next meeting may generate a lot of interest, so we are contemplating zoom meeting. Trial run of zoom to be scheduled.

B. Virginia Arsenault email submitted into public record.

**13. Unfinished Business:**

**14. Adjournment:** With no further business, the meeting was adjourned at 8:55 PM. HO/SB -  
Unanimous.

Respectfully submitted,  
Tanya Snow, Secretary

*Karen Turino*

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: March 23, 2021.