

**Town of Otisfield  
Planning Board Meeting Minutes  
Town Office Annex  
March 19, 2019**

- 1. Call to Order:** The regular meeting was called to order at 7:02 PM by Chair – Karen Turino.
- 2. Attendance:** Members present were Chair – Karen Turino, Vice Chair - Rick Jackson, Recording Secretary & Alternate – Otis Brown, David Hyer & Herb Olsen. \*Motion to move Alternate - Pauline Flagg up as a voting member. RJ/DH – Unanimous. (Absent – Stan Brett)

Secretary - Tanya Snow  
Code Enforcement Officer: Richard St. John

- 3. Announcement of Quorum:** Board has a quorum.

KT welcomed newest member, Pauline Flagg as an Alternate. Pauline was sworn in by BOS for a (3) year term. Planning Board By-laws state it is a (5) year term. All agree there is such a learning curve to the PB that it really is good if the term extends to 5 years, because you enter into a stage where you're familiar with ordinances and more productive. PF agreed to serve for (5) years. TS will ask BOS to correct it to a (5) year term.

- 4. Approve Secretary's Report:**

A. Regular Meeting Minutes from January 15, 2019. \*Motion to accept minutes. RJ/HO – Unanimous.

- 5. Discussion & Comments from public:**

A.

- 6. Residence - Based Business Applications:**

A. Frey's Garage, Map R09, Lot 71-D – Mobile, heavy equipment mechanic. Applicant went over his application and explained most work is off-site. PB members have no concerns. \*Motion to accept the application as presented. RJ/HO – Unanimous.

- 7. Shoreland Zoning Applications:**

A. None

- 8. Site Plan Applications:**

A. None.

- 9. Subdivision Application:**

A. None.

- 10. Upcoming Dates:**

A. Regularly scheduled Planning Board Meeting of April 16<sup>th</sup> will be postponed until April 23, 2019 at 7:00 PM due to a few PB members availability.

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

A. None.

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

- A. CEO, Richard St. John contacted **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 they were in agreement and highlighted the differences which need to be resolved.

### **DISCUSSION:**

- Definitions in Article 3 of the Subdivision Ordinance were moved to the Definitions Ordinance on 6/27/09. They should be deleted from the Article and wording inserted referring reader to that ordinance.
- Subdivision Ordinance & Road Construction Ordinance should both state “business days” in their verbiage to eliminate any confusion any place a number of days is listed. All agree.
- Subdivision Ordinance: This is an Ordinance not a regulation, since it was Adopted 8/19/97 at a regularly called Town Meeting. All agree.
- Change Road Ordinance to agree with Subdivision Ordinance and add (2) newspaper postings to advertise a public hearing. All agree.
- Change Road Ordinance from 60 days ~~and~~ to agree with Subdivision Ordinance ~~from 65 days to~~ at 75 business days to be consistent for making FOF’s and conclusions anywhere it appears. All agree.
- To be consistent (45) days should be written out and in parentheses in Article 7, 7.1, E. of Subdivision Ordinance. Editing note.\
- Change Road Ordinance to be consistent with Subdivision Ordinance regarding determining that an application is complete within (45) days. All agree.
- Remove the word “municipality” and add “Town of Otisfield” from the Subdivision Ordinance Article 11.5, B, 6 to be consistent with Road Ordinance. All agree.
- Subdivision Ordinance refers to a zoning ordinance in Article 11.9. Otisfield doesn’t have one. Get advice regarding required changes to that section.
- Subdivision Ordinance Article 12.2, A, 3. Remove words “of Section 12.2.B below” and insert the word “in”.
- Road Construction Ordinance: Remove “paved driveways are required”. All agree.

KT will contact Shelley Norton to see about who makes the final edits. PB is hoping to get this done for Town meeting, but understands a special Town Meeting can be held if necessary.

## **13. Unfinished Business:**

A.

- 14. Adjournment:** With no further business, the regular meeting was adjourned at 9:32 PM. RJ/OB -- Unanimous.

Respectfully submitted,  
Tanya Snow, Secretary

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: April 23, 2019