

**Town of Otisfield
Planning Board Meeting Minutes
Town Office Annex
April 17, 2018**

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 – David Hyer, Stan Brett, Herb Olsen & Alternate - Beth Damon. (Absent: Alternate – Otis Brown)

Code Enforcement Officer: Richard St. John & Planning Board 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 accept minutes. SB/RJ – (4) agree, (2) Abstained DH/BD - They were not at the Jan. meeting.
- B. Regular Meeting Minutes from February 20, 2018. *Motion to accept minutes. DH/HO – (4) agree, (2) Abstained SB/RJ - They were not at the Feb. meeting.
- C. Site Walk Minutes from March 21, 2018. *Motion to accept minutes. SB/RJ - 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. Preliminary plan is now under review for a Major Subdivision – (6) lots, (4) on Otisfield Cove Road, (2) on Cobb Hill Road, Map R3, Lot 67. The George Siber residence next to the Community Hall. Presented by Stuart Davis, Davis Land Surveying: There was a Planning Board Site Walk March 21st @ 4:00 PM and the Public Hearing was held tonight @ 6:00 PM.

Stuart brought with him tonight, copies of 2 plans that were recorded, (Phillips in 1983 and a plan in 1984 that was approved). May of 83 and June of 84 plans with no restrictions that was approved.

Major Subdivision – Preliminary Plan requirements (See separate document)

#10. High Intensity Soil Survey: Discussion: Applicant requesting waiver on this. High intensity soils are for larger scale projects, not necessary for small projects of this size. Soils for septic are more than adequate for this project. KT: Last page of wetland report, soils map there (Section 7). CEO: Explained the reasoning behind High Intensity Soil Survey's. CEO feels confident in his opinion that what he provided is sufficient. Lots are large, not condensed, wetlands are well delineated and every test pit is quite suitable. All agree based on this discussion, they would be in favor of granting waiver.

*Motion to grant waiver on 7, 2 D, 10. DH/SB – Unanimous.

#11 A. Location of trees, larger than 24". Discussion: There are only two located on the property owner's lot and none are within any of the building envelopes.

*Motion that we waive 7. 2. D. 11. RJ/ SB – Unanimous.

21. Erosion and sedimentation plan: Discussion: RJ: This subdivision is not doing any digging. I feel it's not needed. CEO: That is correct. No soil disturbance. Each lot will have one submitted with their building plan.

*Motion that 7. 2. D. 21 is not applicable. RJ/ SB – Unanimous.

#27. Phosphorous Control Plan: Discussion: KT asking CEO to explain what makes them qualify for either simplified review or not simplified. CEO: If it's high density cluster or a lot of change in the land, you would be more concerned with this and check off not qualifying for Simplified Review. Stuart: These buffers were designed to handle this. KT: So it qualifies for simplified review because it's low density and not clusters. HO: This whole subdivision drains into Thompson Lake. Everything follows State Standards. Plan is signed and stamped by a Professional Engineer.

*All agree we are good with simplified review.

All agree, we now have a completed Preliminary Plan Application.

*We need to do findings of facts, notify Road Commissioner, Fire Chief, superintendent of schools.

Discussion: David Hyer: What he heard from the Public at the Public Hearing was that the driveways on lots 5 & 6 need to be better defined and restricted and I'm not sure how to go about that, but I'd like to see it in the plan that driveways fall within limited envelope and defined with input from Road Commissioner, Richard Bean. Suggesting they remove the word "proposed" driveways. Stuart: If Mr. Bean goes out and looks at locations and he wishes to change them, we can look at it together. After Mr. Bean reviews and gives his input I can make changes. HO: asking culverts to be listed on the plan. CEO: Asking PB not to lock him into driveways at an exact location, they may want to come in with a curved driveway and that will shed the water off better. Leave some flexibility in there. Leave it up to the soils guy and CEO to decide. We will address that strongly. DH: Anything in the plan that you can suggest that will reduce the impact? CEO: I think the plan as presented is sufficient. KT: Let's make a condition that the design for the driveway and the culverts on private property is at the approval of the CEO and where it cuts into the road is permitted by Road commissioner. DH: That makes me more comfortable.

*Motion that there be a condition for the preliminary plan that the driveway design and culverts on private property will be subject to approval of the CEO and this condition will be added as a restriction on the plans for lots 5 & 6. DH/HO – Unanimous.

Any other conditions: Discussion: The disposal of all winter sand to be disposed of is more for major projects. Section 10, page 2, SB: This is NA, - DH: My recommendation based on discussion tonight with BOS is that section 10, page 2 of the Preliminary Plan application referring to sand removal on paved surfaces gets removed from the plan and is not in the final plan. All agree. *Motion to remove page 2 of section 10 from the subdivision Preliminary Plan application prepared for George Siber. DH/ SB – Unanimous.

*Motion that the Preliminary Plan Application is submitted and voted complete. RJ/SB – Unanimous.

Major Subdivision – Preliminary Plan (FINDINGS OF FACTS) (See separate document)

#7. Ground water supply: Exhibit 8 and note 12 on the Plan. All agree.

10. Waived. All agree.

11. a. N/A – All agree. Trees larger than 24” are only on lot 1 and they are on the boundary in non buildable areas.

#21. N/A -- Erosion and sedimentation plan. All agree this is unnecessary as there will be no digging until the individual lot owner begins to build. At that time they will have to have an Erosion and Sedimentation plan.

#23. Hydrogeologic assessment: Waiver requested. RJ would grant that waiver due to the fact that it's not even coming close to more than one dwelling unit in 100,000 sq. ft. We are not exceeding one occupancy per 100,000 sq. ft. or approximately 1 house per 2.3 acres. Waived. All agree.

#27. All agree after CEO discussion that this would be simplified review.

Discussion: RJ: Asking CEO, should we have someone take a 2nd look at this Phosphorous Control Plan? Do we want to have it verified that numbers are good on it so they can concur. KT: The engineer who designed it, do you have any knowledge of that engineer? CEO, I have no concerns with what has been provided. RM: in the past, we have had Ross Cudlitz P.E., of Engineering Assistance & Design, Inc., as our contracted Engineer. Ross has over 25 years of experience working for Soil & Water Conservation Districts. His extensive history of working on DEP projects assures that all engineering design work meets current regulatory guidelines.

*Motion that we ask the CEO to call Oxford County Soil & Water Conservation. HO/RJ – Unanimous. (1 Abstaining) SB. CEO will make the phone call and report back to PB. The Fire Chief, Road Commissioner and SAD 17 Superintendent Rick Colpitts need to be notified as well. We will wait for their reply.

The Final Plan will be contingent on receiving the Phosphorous Control Plan Reviewed and returned to us from Ross Cudlitz along with the input from the Fire Chief, Road Commissioner and SAD 17, Superintendant. All agree everything should be in place by next meeting.

*No vote on The Findings of Facts until we have the items mentioned above.

10. Upcoming Dates:

A. Planning Board Meeting May 15, 2018 at 7:00 PM.

11. Discussion & comments from Code Enforcement Officer:

- A. Nothing new to report at this time.

12. Discussion & comments from Board:

- A. TT handed out copies of the Definitions Ordinance, Cable Ordinance, Marijuana Ordinance and Board of Appeals Ordinances for all PB Members. A copy was put aside for Otis Brown to be handed to him at next meeting.
- B. Oath of Office: Rick Micklon, State of Maine Dedimus Justice (Lifetime appointment by Governor John Baldacci) has sworn in all PB members at tonight's meeting. The signed originals were brought up stairs to keep on file. Otis Brown will be contacted to come in so that he may take the Planning Board oath of office while serving his term too.

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 9:05 PM. RJ/SB - Unanimous.

Respectfully submitted,
Tanya Taft, Secretary

Approved by: Karen Turino, Chair
Otisfield Planning Board
Approved on: July 17, 2018