

**Town of Otisfield
Planning Board Meeting Minutes
Community Hall
7:00 PM
May 12, 2020**

1. The meeting was called to order at 7:00 PM by Vice Chair – Rick Jackson.
2. **Attendance:** Members present were Vice Chair - Rick Jackson, Recording Secretary - Otis Brown, Stan Brett, Herb Olsen & Alternate – Pauline Flagg. (Absent: Chair – Karen Turino)

Secretary: Tanya Snow

Code Enforcement Officer: - Fred Collins

3. **Announcement of Quorum:** Board has a quorum.
4. **Approve Secretary's Report:**
 - A. Regular Meeting Minutes from January 14, 2020. *Motion to accept minutes. SB/OB – Unanimous.
 - B. Regular Meeting Minutes from March 10, 2020. *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. Richard Greenleaf, represented by Mike Richmond of Custom Concepts, Inc. Map U01/Lot 16.
Mike Richmond: Existing camp to be torn down and replaced with a 1,000 sq. ft structure within the 100' setback. Modest structure. Will include a new septic system behind the cottage. Compliant within the setbacks. The height determined by the lowest point on the downhill side will still be below the requirements. Small outbuilding will go away. Low roof pitch. All code compliant and proposed structure would be a vast improvement over what's currently there. The 1000 sq. ft includes the over hangs. Only using about 18% of lot coverage. CEO: He has proposed 1,000 sq. ft and he can have that within 100' of the shoreline. HO would like to see a site walk. RJ Requesting that the application be filled in and completed more thoroughly for next PB meeting and stakes be placed where proposed structure will be for clarification on site walk. *Site Walk scheduled for June 9th at 6:00 PM. *Tabled until June 9th.
 - B. Yair Talmor, represented by Joshua Gregoire, Bartow Construction. Map U07/Lot 10. Moving a structure from neighboring lot (both owned by Yair Talmor). Josh: There is 500 sq. ft. of proposed structure within the 100' setback. Proposed structure will be about 15' from underground wires. Looking to have 2/3 of building within 500 sq. ft. RJ: Greatest practical extent is decided by Planning Board. Deputy CEO Rick Micklon, who has been involved with the project as interim CEO before Fred stepped in, called Jeff Kalinich, Regional Shoreland Zoning Rep for Maine DEP regarding this project for clarification because it's a different situation. He was told it is Maine DEP Shoreland Zoning guidelines that Otisfield has adopted and applicant is allowed to build within the setbacks up to the cap per distance from the high water mark. If structure was on the same lot, he couldn't do it, but because it's on a different lot (same owner), it is allowed. DEP is 100% in accepting of what the applicant is requesting. (MEMO from K. Turino submitted into public record). Josh stated that for the record, he disagrees with what KT has submitted. CEO: The information is all there and I have no objections to this application. Discussion: RJ: would like to see gutters on this proposed structure. Josh said he would be happy to discuss any

recommendations with the owner. CEO will talk and oversee gutter system with applicant. Run off should have a catch basin.: Josh will include the egress stairs in the sq. ft. and drop off a larger scale print for the file tomorrow. *Motion to accept this application with the conditions that he provide a larger print 11 x 17 for the file and an Erosion Control plan that the CEO approves. HO/OB – Unanimous.

8. Site Plan Applications:

A. None.

9. Subdivision Application:

A. None.

10. Upcoming Dates:

A. Planning Board Site Walk, June 9th at 6:00 PM. Map U01/Lot 16.

B. Planning Board Meeting, June 9th at 7:00 PM

11. Discussion & comments from Code Enforcement Officer:

A. None.

12. Discussion & comments from Board:

A. HO: Would like to have a workshop with CEO in attendance: He would like to discuss the responsibility of overlooking Erosion Control plans within Shoreland Zoning and all applicant submittals being the proper size for the file prior to the meeting and anything else the board feels should be addressed. All agreed.

B. HO: Speaker system: If we are going to continue to meet at the Community Hall he would like to see the speaker system used. RM agrees and has offered to come to next meeting to set that up for the PB.

C. BOS HF: Public hearing on June 4th, Town Meeting on June 27th, The PB has (3) ordinance changes this year and he would like to request that a couple of the PB members try to attend to answer any questions. He has asked TS to post the mark up Ordinances on the website this week. No copies will be made due to pandemic and no one being allowed to enter the Town Office. The agenda will be posted on the website. Rick Jackson will plan on attending to answer any questions and asked if there was a contingency plan for the Town Meeting or Public Hearings if State of Emergency is not lifted on June 1st. HF: We are allowed 50 people as of June 1st and we've never had more than 20 or 30, so we'll address that at the Public Hearing if necessary and Town Meeting the BOS will be placing chairs 6 feet apart ahead of time.

13. Unfinished Business:

14. Adjournment: With no further business, the regular meeting was adjourned at 8:25 PM. SB/OB - Unanimous.

Respectfully submitted,
Tanya Snow, Secretary

Approved by: Rick Jackson, Vice Chair
Otisfield Planning Board

A handwritten signature in black ink, appearing to read "Rick Jackson" with "Vice Chair" written below it in a cursive style.

Approved on: June 9, 2020