

**Town of Otisfield  
Planning Board Meeting Minutes  
Town Office Annex  
July 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 – 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.** Public Hearing Minutes from April 17, 2018. \*Motion to accept minutes. RJ/DH – Unanimous.

**B.** Regular Meeting Minutes from April 17, 2018. \*Motion to accept minutes. DH/SB – Unanimous.

**5. Discussion & Comments from public:**

**A.** Henry and Shirley Hamilton, 877 State Route 121, Tax Map R09, Lot 013. Request for a Home Burying Ground. It will be 300 feet from the nearest house and 600 feet from the nearest well. The boundaries of the 10x10 plot are marked at each corner with a 36" 4'x4' granite post, with 6 to 7 inches sticking out of the ground. Plot will also be marked by a 4 foot memorial bench. CEO: It needs to be delineated and if they put markers that's sufficient. \*Motion that we approve this request because it meets our Ordinance. DH/HO – Unanimous. KT: Requesting Shirley let Dan Peaco, Town Sexton know the exact location so he can put it in his records.

**6. Residence - Based Business Applications:**

**A.** None.

**7. Shoreland Zoning Applications:**

**A.** Camp Arcadia, 1578 State Route 121, Tax Map R-10, Lot 017. Replace a non-conforming structure 4' from Pleasant Lake. Applicant would like to build a 24 x 20 building for life jackets and paddles and a rainy day room on waterfront to replace smaller building that is already there. Would like to pull it back to the 25' line and make it a little bit bigger. Currently it is 15 feet long x 8 feet deep. (Approximately 100 sq. ft.). The plan says to pull it back 20', but it should say 25'. Existing roof line is about 9'. If location is moved it would provide 25 feet in front of new building and about 18-19 feet behind us. CEO: has not seen this particular building, but does know the area very well. Applicant would like to start work in the fall after the summer session has ended. The roof pitch will be 10 feet and interior wall will be 7 feet which is low enough to keep the existing view. RJ: will any vegetation be removed? Steve Jordan: No vegetation will be removed; it will be going over grass. KT: do we want to do a site-walk? SB: if Richard is going to go down and check it out, I'm comfortable with that. CEO: I have been on this property many times. DH: This doesn't seem to present any issues to me, but would like to see the water off the roof controlled. \*Motion that we don't need a site walk. HO/DH – Unanimous. RJ: Is moving it back 28' so the step is behind the 25' line an issue? Applicant: Not at all, we can move it back. \*Motion that we accept the application with the condition of storm water runoff best practices approved by CEO and the structure be back 28 feet from the water line. DH/HO – Unanimous.

**8. Site Plan Applications:**

**A.** None.

**9. Subdivision Application:**

- A. Final 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:

*At 04.17.18 meeting it was discussed that the Preliminary Plan is complete except the determination of completion 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, Superintendent who were notified via email on 04.19.18. No response from Road Commissioner or Superintendent to date. TT did receive an email from Fire Chief, Kyle Jordan saying he does not have any concerns regarding this project. (Submitted into public record).*

CEO: Applicant has withdrawn this application. They are anticipating to close on 14 acres (lots 1-4) today. That leaves 2 remaining lots across the street and they are discussing selling it to the abutters.

\*No further action will be taken and application has been removed from the Planning Boards Agenda.

**10. Upcoming Dates:**

- A. Planning Board Meeting August 21, 2018 at 7:00 PM.

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

A.

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

- A. RJ: Subdivision Ordinance: Effective date 3/1/2003, amended 6/27/09 and updated 6/2017. Definitions were approved and put on website separately. TT will make new copies of ordinance for members and update website.
- B. Term Renewals:
- 1) Beth Damon – Alternate: Term expired on 06/30/2018. Beth will not be renewing her term.
  - 2) Rick Jackson: Term expired 06/30/2018 and would consider renewing his term for one more term if the PB members understand and are ok with him missing time during the Fryburg Fair. All agree that they would like to see him stay on the board.
  - 3) Herb Olson: Term expired 06/30/2018. Herb would like to renew his term.
  - 4) The PB has an opening for (1) more member to serve as an alternate. TT will post on website.
- C. KT: Contact List needs to be updated. TT will update and provide for next meeting.
- D. Election of Officer's
1. Chair – \*Motion for Karen Turino. SB/DH – Unanimous.
  2. Vice Chair - \*Motion for Rick Jackson. SB/HO – Unanimous.
  3. Recording Secretary - \*Motion for Otis Brown. DH/HO – Unanimous.
- E. Oath of Office: Rick Micklon, State of Maine Dedimus Justice (Lifetime appointment by Governor John Baldacci) has sworn in all PB members. This is to be done once during each member's term and each subsequent renewal.

**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 8:35 PM. RJ/SB - Unanimous.

Respectfully submitted,  
Tanya Taft, Secretary

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: August 21, 2018