

**Town of Otisfield
Planning Board Meeting Minutes
Town Office Annex
August 20, 2019**

1. Call to Order: The regular meeting was called to order at 7:00 PM by Chair – Karen Turino.

2. Attendance: Members present were Chair – Karen Turino, Vice Chair - Rick Jackson, Recording Secretary - Otis Brown, Herb Olsen & Alternate – Pauline Flagg. (Absent – Stan Brett)

*David Hyer has decided not to renew his term, therefore Otis Brown will be moved up to a regular voting member from the alternate position, which will leave one open alternate position.

Secretary - Tanya Snow

Code Enforcement Officer: Richard St. John

3. Announcement of Quorum: Board has a quorum.

4. Approve Secretary's Report:

A. Regular Meeting Minutes from June 18, 2019. *Motion to accept minutes. HO/PF – (4) in agreement, (1) abstention - RJ - not at last meeting.

5. Discussion & Comments from public:

A. None.

6. Residence - Based Business Applications:

A. Thomas Lee, TC Auto, Map R12, Lot 004-A. Automotive repair, maintenance and inspections. PB members reviewed his application. Applicant has his license to do inspections. If this application is approved he can get his license to do inspections out of his garage. Hours will be evenings and Saturdays. *Motion to accept this application as submitted. RJ/PF – Unanimous.

7. Shoreland Zoning Applications:

A. Joshua Gregoire, Bartow Construction, representing Yair Talmor - Map U07, Lot 10. *Applicant asked to be on the agenda at last meeting, so put on the agenda as a courtesy, but he is not in attendance tonight and no application or fee has been received as of tonight.

8. Site Plan Applications:

A. None.

9. Subdivision Application:

A. None.

10. Upcoming Dates:

A. Planning Board Meeting – September 17, 2019 at 7:00 PM.

11. Discussion & comments from Code Enforcement Officer:

A. No new projects at this time.

12. Discussion & comments from Board:

- A. Election of Officer's: TS will update web site accordingly.
1. Chair – *Motion for Karen Turino. OB/HO – Unanimous.
 2. Vice Chair – *Motion for Rick Jackson. PF/HO – Unanimous.
 3. Recording Secretary – *Motion for Otis Brown. HO/PF – Unanimous.
- B. Camp Nona Road: Letter received from James F. Schaff 08.19.19 (Submitted into public record) Map U21, Lot 6. Letter is regarding sale of property owned by Hancock Lumber to a developer, name unknown at this time who wants to develop 57.7 acres with access through Camp Nona Road. Hancock does not have a fifty-foot right of way, nor will the family grant them one. Mr. Schaff wants to make it clear to anyone who intends to purchase this land that Hancock Lumber does not have a valid fifty-foot right of way through the property as needed for development. The letter states that the family has objected to this in the past and continues to do so. Copies of this letter have been sent to members of the BOS; PB; BOA; and CEO.
- C. 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 both Ordinances were in agreement and highlighted the differences which need to be resolved. Changes were made and sent out via email. Shelley also updated the Definitions for the Town of Otisfield's Ordinances. Included in her email with the updated ordinances, Shelley noted issues raised with the PB at previous meetings that were discussed and left for her to investigate and make suggestions for proposed language. She asked the PB to review.
- 1) Monuments discussed on page 50 of proposed Subdivision Ordinance and page 14 of proposed New Road Construction Ordinance. *PB members agree unanimously that this covers the Ordinance.
 - 2) Gravel Roads: page 13 of proposed New Road Ordinance
*PB members agree unanimously that this covers the Ordinance.
 - 3) Road Section, page 13 of proposed Subdivision Ordinance
*PB members agree unanimously that this covers the Ordinance.
 - 4) Road Commissioner Input was discussed and implemented.
*PB members agree unanimously that this covers the Ordinance.

RJ would like to go through the proposed revised Road Construction Ordinance page by page. He is suggesting we take it home and review the changes. It's only 21 pages.

Subdivision Ordinance – phosphorous levels: Shelley noted that there has been a change by DEP to phosphorous level standards that the PB should include in the revision of the Subdivision Ordinance. CEO will call Norway to ask about who to call at DEP to help identify where the numbers can be located.

13. Unfinished Business:

A.

- 14. Adjournment:** With no further business, the regular meeting was adjourned at 8:40 PM. RJ/HO -- Unanimous.

Respectfully submitted,

Tanya Snow, Secretary

Approved by: *Karen Turino, Chair*

Otisfield Planning Board; Approved on: September 17, 2019