

**Town of Otisfield  
Planning Board Meeting Minutes  
Town Office Annex  
August 21, 2018**

- 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, Recording Secretary – David Hyer, Stan Brett, Herb Olsen & Alternate – Otis Brown. \*Absent: Vice Chair - Rick Jackson, Secretary - Tanya Taft  
  
Code Enforcement Officer: Richard St. John
- 3. Announcement of Quorum:** Otis Brown was moved up. Board has a quorum.
- 4. Approve Secretary's Report:**
  - A.** Regular Meeting Minutes from July 17, 2018. \*Motion to accept minutes. DH/SB – Unanimous.
- 5. Discussion & Comments from public:**
  - A.**
- 6. Residence - Based Business Applications:**
  - A.** John & Linda Skolfield, 1049 State Route 121 Tax map R09 lot 032. Retail gift shop in existing structure. Business will be in separate structure from residence. Planning to open next Spring and initially be Seasonal. There will also be some consignments and small furniture. The building will be heated. Not sure of exact placement of a sign. Primary discussion focused on the driveway and being able to drive in and turn around. There is room for that. \*Motion to approve as a Resident Based Business. SB/HO – unanimous.
- 7. Shoreland Zoning Applications:**
  - A.** None
- 8. Site Plan Applications:**
  - A.** None.
- 9. Subdivision Application:**
  - A.** Minor Subdivision (REVISION - formally 6 lot) – (3) lots on Cobb Hill Road, Map R3, Lot 67. The George Siber residence next to the Community Hall. Presented by Stuart Davis, Davis Land Surveying: Stuart Davis submitted a letter to the PB dated August 21, 2018, stating that the original application for a major subdivision has been modified. Lots 1 – 4 have been sold as one lot. The proposal has now been modified to change the original Lots 5 and 6 to be Lots 2 and 3, respectively, and be reviewed as a Minor Subdivision. The members agreed that most of the required information has already been submitted and that there was no need to hold a second Public Hearing or do a second Site Walk. \*Motion to approve the request to consider the revised Subdivision proposal as a modification from Major to Minor rather than as a new application. SB/OB – unanimous. The list of Submissions listed in the Ordinance for a Minor Subdivision was reviewed and all but three have been submitted with the original Major Subdivision Preliminary Application. Discussion focused on the letter to the PB from Ross Cudlitz, dated May 14, 2018, in which he raised some issues related to Lots 5 (now 2) and 6 (now 3). These related to Phosphorous Guidelines and Calculations, Wetland fill, Erosion Control, and Stormwater Management/Maintenance of Practices. \*Motion that Richard St. John request a new opinion from Ross Cudlitz after he reviews the changes made to the Plan by Stuart Davis and the engineer for the applicant. HO/OB – unanimous.

KT requested Stuart Davis submit a brief summary of the proposed modification from a 6 Lot Major to a 3 Lot Minor in lieu a new application. In addition the applicant was asked to provide to the Board at the next regular meeting three submissions listed in the Subdivision Ordinance, Article 6 – MINOR SUBDIVISION: 6.3.D.22. -- A Stormwater Plan; 6.3.D.23. – An erosion and sedimentation control Best Management Practices Plan; and 6.3.D.25.b.2. – A long term maintenance plan for all phosphorus control measures.

**10. Upcoming Dates:**

- A. Planning Board Meeting September 18, 2018 at 7:00 PM.

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

- A. CEO reported that the Shoreland Zoning application approved for Camp Arcadia at last month's PB Meeting has been put on hold. If nothing is started by the end of six months, they will have to reapply.

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

- A. Contact list updated by TT and distributed during this meeting.
- B. KT reported that she was asked, as Chair, by Anne Pastore if the new use of property at 151 Hidden Lake Road represented a change of use requiring the new owners, The Progress Center of Norway, to get approval from the PB. It is their intention to house four (4) clients supervised by round the clock staff and use the residence as a "Group Home." KT asked MMA for their opinion: was the use changing from a single family residence to some other residential use? The Legal Department of MMA submitted their opinion referring to both Federal and State laws. Because disabled adults, eight (8) or less, would be housed, the laws require a municipality to treat the "Group Home" as it would a single family residence. By law the facility will need to obtain a license from the State which includes inspection by the Fire Marshall. KT distributed copies of the MMA opinion as an FYI for the Board members.

**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 9:10 PM. SB/HO -- Unanimous.

Respectfully submitted,  
Tanya Taft, Secretary

*Karen Turino*

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: December 18, 2018