

**Town of Otisfield
Planning Board Minutes
Town Office Annex
September 14, 2021
7:00 PM**

1. The meeting was called to order at 7:03 PM by Chair – Karen Turino.
2. **Attendance:** Members present were Chair – Karen Turino, Vice Chair – Stan Brett, Recording Secretary/Alternate – Pauline Flagg, Otis Brown, Herb Olson & Alternate - Scott Arn.

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 August 10, 2021. *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. None.

8. **Miscellaneous Applications:**

- A. None.

9. **Subdivision Application:**

- A. Evan Jones, Jones Associates, Inc. out of Auburn representing Dennis Strout; Bell Hill Road, LLC; Map R7, Lot 02. Preliminary preview of a Major (5 lot) Subdivision. 42-acre parcel on Bell Hill Road. After the preliminary application is approved as complete, the PB will schedule a Public Hearing and abutters will be notified. *Note - family division information has been removed and updated since last meeting. Applicant has paid the Application Fee of \$2,250.00 and an Escrow fee of \$625.00. Notice to abutters was sent identifying project and location. Site Walk scheduled for Tuesday, September 21st @ 6:00 PM. PB members will meet at the Bell Hill Road Site.

Subdivision Ordinance (page 10)

7.2. Submissions, The Preliminary Plan Application shall consist of the following items.

- A. Application Form.

***PB agrees that we have this.**

- B. Location Map.

***PB agrees that we have this.** The location map is on Page 5 and on the survey map as well:

1. Existing subdivisions in the proximity of the proposed subdivision.

***PB agrees that we have this in the application.**

2. Locations and names of existing and proposed streets.

***PB agrees that we have this in the application.**

3. Boundaries and designations of zoning districts.
***PB agrees that we do not have zoning districts. N/A.**
4. An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding.
***PB agrees that we have this in the application and this has been met. Page 5**
- C. Preliminary Plan. The preliminary plan shall be submitted in three copies of one or more maps or drawings which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary plan shall be drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read. In addition, one copy of the plan(s) reduced to a size of 8½ x 11 inches or 11 x 17 inches, shall also be provided.
***PB agrees that we have this in the electronic copy (Evan will provide paper copy for file by next meeting). This will be met when paper copy received.**
- D. Application Requirements. The application for preliminary plan approval shall include the following information. The Board may require additional information to be submitted, where it finds necessary in order to determine whether the criteria of Title 30- A, MRSA, §4404 are met.
 1. Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers.
***Bell Hill Road, LLC is on the first page of the application. Map and Lot are listed. All agree we have this.**
 2. Verification of right, title or interest in the property.
***Copy of the deed in our package. All agree this has been met. Appendix A, starting after page 22.**
 3. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the parcel shall be located on the ground and marked by monuments.
***This is shown on the plan. *PB agrees that markers will be a condition if approved.**
 4. A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
***PB agrees that we have this in the application and this has been met.**
 5. A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.
***There are no deed restrictions, other than phosphorous buffers on final plan right now. *All agree that Trailers, manufactured housing and time restrictions might be a condition to discuss.**
 6. Test pit analyses, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site shall be submitted.
***Test pit data is submitted in the package and the cover letter from Mark Hyland, Soils Evaluation and Septic System Design is in the package. All agree this has been met.**
 7. An indication of the type of water supply system(s) to be used in the subdivision. When water is to be supplied by public water supply, a written statement from the servicing water district shall be submitted indicating there is adequate supply and pressure for the subdivision.
***Individual wells to be drilled by the buyer of each lot. All agree this has been met. Section 5; Water Supply; Page # 8 refers to this.**
 8. The date the plan was prepared, north point, and graphic map scale.
***Provided to scale. All agrees this has been met.**
 9. The names and addresses of the record owner, applicant, and individual or company who prepared the plan and adjoining property owners within 1000 feet (including across any roads).
***The abutters were provided on page 19 of the application and the owner / applicant are listed on the cover page. All agree this was met. *NOTE: One of the abutters has sold their property and new owner will be notified.**
 10. A high intensity soil survey by a Certified Soil Scientist. Wetland areas shall be identified on the survey, regardless of size.
***Applicant is looking for a waiver. *CEO doesn't think a high intensity soil survey is necessary because they are not doing any structures. NRCS is being used.**
***SB, suggest we leave this and # 15 up to Ross Cudlitz. All agree. This will be at the property owner's expense. CEO will contact Ross per PB's request.**

11. The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast height shall be shown on the plan.
*** All agree everything is submitted in the application with the exception of location of any trees that may be larger than 26 inches. Tree size will be reviewed on the Site Walk.**
12. The location of all rivers, streams and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is located in the direct watershed of a great pond, the application shall indicate which great pond.
***Sebago lake watershed. All agree this has been met.**
13. Contour lines at the interval specified by the Board, showing elevations in relation to Mean Sea Level.
***These are 2-foot contour lines shown in application. All agree this has been met.**
14. The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision.
***All agree this is N/A**
15. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways, and other underground utilities on or adjacent to the property to be subdivided.
***Applicant looking for a waiver. SB suggest we leave this up to Ross Cudlitz. All agree. This will be at the property owner's expense. CEO will contact Ross per PB's request. *To be determined.**
16. The location, names, and widths of existing and proposed streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision.
***Bell Hill road is listed on the plan and the easement to the back lot is shown on the subdivision plan. All agree this has been met.**
17. The width and location of any streets, public improvements or open space shown upon the official map and the comprehensive plan, if any, within the subdivision.
***There are no streets within. All agree this is N/A.**
18. A copy of an approved driveway or entrance permit issued by the Maine Department of Transportation, if required.
***This is N/A for the subdivision. Owners of lots will obtain from Town Road Commissioner. All agree.**
19. The estimated cost of infrastructure improvements.
***This is N/A for the subdivision. All agree.**
20. The proposed lot lines with approximate dimensions and lot areas.
***This is provided on the map. All agree this has been met.**
21. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
***This is N/A. All agree.**
22. The location of any open space to be preserved and a description of proposed ownership, improvement and management.
***This is N/A. All agree.**

***PB GOING TO START ON # 23 AT NEXT MEETING.**

PB Discussion: Next meeting if Preliminary Application deemed complete, we will set a Public Hearing, notify abutters of Public Hearing/ Completed Preliminary Plan Application and post in the Newspaper. TS will notify Fire Chief, Road Commissioner and Superintendent SAD 17 to get their comments when deemed complete.

10. Upcoming Dates:

- A. Site Walk - September 21, 2021 at 6:00 PM, Map R7, Lot 2.
- B. Planning Board Meeting October 19, 2021 at 7:00 PM.

11. Discussion & comments from Code Enforcement Officer:

- A. None.

12. Discussion & comments from Board:

- A. Pauline Flagg will be going to Florida in the winter months and will miss some meetings. PB members agree this should not be an issue and have no objection to her staying on the PB. Discussion on moving her up from an alternate. Pauline thought she couldn't be a regular member if she missed a specified number of meetings consecutively. KT said that there was such a policy; however, meetings are often cancelled during the winter due to there being nothing on the Agenda, and we could hold Zoom meetings when there is bad weather or to allow her to participate in the meetings while in Florida. All agree zoom meetings might be an option. Pauline will be moved up as a voting member.
- B. Scott Arn took the Local Planning Board & Boards of Appeal 9/13 Zoom webinar. PB members welcomed Scott. A name plate will be ordered and here by next meeting.

13. Unfinished Business:

14. Adjournment: With no further business, the meeting was adjourned at 9:25 PM. PF/OB -Unanimous.

Respectfully submitted,
Tanya Snow, Secretary



Approved by: Karen Turino, Chair
Otisfield Planning Board
Approved on: October 12, 2021.