

**Town of North Yarmouth
Planning Board - Minutes
Tuesday, December 9, 2014**

Present: Peter Lindsay, Chairman, Steve Morrison, Katryn Gabrielson, Ryan Keith (Code Enforcement Officer.)

Absent: Gary DiLisio, Tom Hinman

Peter Lindsay indicated that Katryn Gabrielson will be a voting member for tonight's meeting.

1. Approval of Minutes for September 9, 2014 and November 11, 2014.

Steve Morrison moved and Katryn Gabrielson seconded to table the minutes until the next meeting until the full group of members are present for review.

Vote: 3-Yes/0-No

2. Review

Site Plan Review and Conditional Use Application from A.H. Grover Inc. proposing a 2600 sq. ft. addition to their existing office building along with renovations to the existing building entailing mostly esthetic upgrades.

Ben Grover indicated that their proposal is for an expansion of their office and photos of the building were reviewed. They would like to expand 36' x 44' and do away with the second floor for the time being but may be something they would like to do in the future, however, is not a part of this application. This changes the overall square footage is slightly over 2,000 sq ft. A new heating, phone and computer systems will be updated. It will also include some dormers and the like for architectural interest. 4 additional parking spaces will be located in the rear. The impervious surface is well below the allowed 30%.

There was a discussion regarding site plan review as outlined in the ordinance. Peter indicated that this application will likely require this. He also asked about the construction waiver. Ben Grover indicated that they would like to begin as soon as possible and they could better supervise this project during their off season. Peter stated that the ordinance indicates that construction must begin within 6 months of approval and that this application falls well within this timeframe.

Peter Lindsay gave an overview of the necessary approval process. There are no concerns with the Yarmouth Water District. Ryan Keith stated that the Fire Department has requested a Knox box and tie their security system to the 911 system. This would provide a better response time and more accuracy as to where the issue is.

Peter stated that the waiver request for start and completion of the project is appropriate.

Katryn Gabrielson asked about the site plan review checklist and cited Section 2 of 4.4 of the Ordinance and whether or not additional checklist items related to this are necessary or not applicable. Ryan Keith stated that this may be an oversight within the ordinance and that this

application falls in line with this. She outlined some of the items, in particular, dimensions etc on the plot plan. Ryan stated that he reviewed the items with the applicant to help determine what is applicable and what is not to be more efficient in their preparation process for the Planning Board meeting.

Peter Lindsay moved to deem the application as complete. Steve Morrison seconded the motion.

Vote: 2-Yes/ 1-No (Gabrielson). Motion fails.

Ben Grover stated that this application is for an addition and has reviewed all the necessary items with the Code Enforcement Officer. He doesn't believe that he should be held up for an internal error. Katryn Gabrielson suggested that Ryan brings his notes from their conversation for discussion with the Board and that this may help answer some questions and move the process along. The group agreed the meeting recessed for a brief period to allow Ryan to get his notes.

The Planning Board reconvened a few minutes later.

Ryan commented on his review of the items with the applicant.

1. The applicant may request a pre-application meeting with the Board. The applicant chose to proceed with the full application.
2. Site inspection was not deemed necessary.
3. Ground water protection overlay – Notification was sent to the Yarmouth Water District and a response from them was submitted.
4. Timeline and abutter notification. This has been provided and letters to abutters were sent and are included in the application packet.
5. Road Commissioner, Fire Chief, Board of Selectmen, Code Enforcement Officer, Conservation Commission (if applicable, was not in this case), and Water District were all notified.

Katryn Gabrielson asked about the items under Section 3 rather than Section 2 as they are more numerous and would like to be sure that they are included

Ryan indicated that these items along with others are included:

1. Signed copy of the application.
2. Payment.
3. Copies can be reduced.
4. Owner's contact information.
5. Set-backs and buffers.
6. General location within the town.

Katryn Gabrielson asked about #9 of the checklist. Ryan stated that as an established business, was confident about the financial aspect of this project and was not applicable for this application.

Section E, 1-12 was also discussed. Ryan indicated that since this was an addition and not a new facility etc, that these items are not applicable and that overall, there are not significant changes to the lot (i.e. lighting, septic.). Wetlands are not being impacted.

Ben Grover stated that what is on the lot was approved in 1987 and the only change is the addition.

Peter Lindsay stated that Section F is also a section that is not applicable but might have been listed as not applicable for clarity. Ryan reviewed them.

1. Water supply –There is no increase as there is no increase in staff/employees.
2. Drainage- there is a sufficient amount of impervious surface on site.
3. Solid waste – There is no increase as there is no increase in staff/employees.
4. Driveway, loading, parking –There is little change other than the 4 additional parking spaces in the rear and is noted on the plan. The Fire
5. Landscaping and buffering- There is no change and there is an upgrade to the design of building.
6. Tree removal- There are no impacts.
7. Vernal pools, streams- There are no impacts.
8. Ground floor elevation of the building. Katryn asked if this information is included in the application. Ryan stated that this is an existing building and there is sufficient drainage away from it and that the majority of the building will be on a frost wall. The addition is not creating a lower elevation.

Section G was not applicable and Groundwater Protection Overlay was discussed and many items were not applicable or included in the application.

Katryn stated that with this review, she believes that the application is complete and thanked the group for the review.

Katryn Gabrielson moved to deem the application as complete. Steve Morrison seconded the motion.

Vote: 3-Yes/ 0-No.

Peter asked for public comment. No public comment other than a notation that a letter was included in the packet.

The Findings of Fact and waivers were reviewed.

Katryn Gabrielson moved to grant the waiver request that the applicant provide a construction timeline. Peter Lindsay seconded the motion.

Vote: 3-Yes/ 0-No

It was noted that Section E, was previously reviewed by the Code Enforcement Officer with the applicant and then at tonight's Planning Board meeting to certain that the items were either in

the packet or not applicable to the application and the Planning Board would like to see them included in the Findings of Fact. Katryn Gabrielson suggested phrasing as it was determined by the Planning Board that the items were not applicable or included in the application packet. Ryan indicated that this will be done.

Peter Lindsay stated that the request for the 2 items by the North Yarmouth Fire Department be included in the Findings of Fact. A 60' by 44' addition and renovation should also be listed in the Findings of Fact for clarity. And, that the application was deemed complete on December 9, 2014.

Steve Morrison moved to approve the application as presented and based on the Findings of Fact and Conclusions. Katryn Gabrielson seconded the motion.

Vote: 3-Yes/0-No

3. Any other items as the chair may deem appropriate.

Peter Lindsay stated that the checklist discussed at this meeting should be reviewed. He indicated that that items that are not applicable should be noted and should there are questions by the Board to the Code Enforcement Officer, that they can easily answered. He asked Ryan to review the checklist that the Planning Board uses in its review process. Ryan stated that his role is to not offer an opinion but to be certain that all the items are reviewed with the applicant and to help the Planning Board review it and that they can determine if it is applicable or not upon the review.

Peter stated that he understands Ryan's position but wants to be certain that it is the applicant's responsibility to have all the necessary items prepared. It is difficult for applicants to sometime understand that an application may take more than one meeting. He encouraged Ryan to help them understand that this process. Ryan stated that he encourages applicants to consider a pre-application process which at times the applicant doesn't want to do since they believe it will delay their process. When an applicant chooses not to take the pre-application process, he makes every effort to help them understand what they need to do to be best prepared for the meeting. Peter encouraged Ryan to help them understand that there are times when issues arise at a Planning Board meeting that can take more than one meeting.

Steve Morrison moved to adjourn the meeting. Peter Lindsay seconded the motion.

Vote: 3-Yes/0-No

The meeting ended at 8:32pm.