

**Town of North Yarmouth
Planning Board Meeting
Meeting Minutes of June 14, 2017**

I. Call to Order

Present: Katryn Gabrielson (Chair), Steve Morrison, Tom Hinman, Audrey Lones, and Ryan Keith (CEO)

Absent: Chris Cabot (Alternate) Gary Dilisio- with notification

II. Minutes Approval

- a. Minutes of May 9, 2017
No minutes available

III. Communications

Katryn Gabrielson on record congratulated Stacey from the Planning Board on the birth of her baby, we look forward to having her back and hope she is enjoying her leave.

She also wanted noted goodbye and thank you to Steve Morrison, this will probably be his last night serving the Planning Board after a long tenure of 18 years, he will be missed but we are happy to see where he is going and the Board plans to stay in touch. We thank you very much for everything that you have done for the Planning Board.

Katryn Gabrielson asked those of the Board whom attended the Economic development summit on the 10th if anything was said or done that the board should be aware of. Audrey Lones spoke up noting that generally what was said had to do with the Camion plan it may require Planning Board actions, such as changes in the ordinance and density in zoning to align with the Comprehensive plan. Katryn Gabrielson noted we are down 2 members and if anyone is interested should contact Rosemary right away.

IV. Old Business

- a. Subdivision review of a minor subdivision amendment involving Deer brook Subdivision, consisting of the creation of a new single lot (Map 014 – Lot 081).

Board discussed original plan dated 1988 and revised in 1990. They also spoke about needing to notify abutters to the Sub-Division not just the lot. Lengthy discussion about abutter notification took place. They have received the Well Driller letter as requested and the MDOT entrance permit.

Katryn Gabrielson moved to table application until the July 11th meeting, Audrey Lones seconded the motion. Discussion: Applicant asked to make sure there was no other

information needed for the Board. Board advised only thing the Board is requiring.

Vote: 4- Yes, 0-No

V. New Business

a. Site Plan Review of the proposed Maine Design Workshop to be relocated at 527 Mountfort Road (Map 009, Lot 020)

Steve Morrison wanted noted that the land owner is a former client of his, asked the Board if they felt he should be recused. Board noted they do not find that it is a conflict of interest.

Ms. Farr spoke on the application, and answered questions from the Board.

Board reviewed the application checklist, everything has been marked as submitted and setbacks are not applicable. Steve Morrison moved to find the application complete, Adurey Lones seconded the motion. Discussion: None. **Vote 4-Yes, 0-No**

The applicant is Vanessa L. Farr dba. Maine Design Workshop, 42 Chets Way, Cumberland, Maine, site located at 527 Mountfort Road, North Yarmouth, Maine (the "site"). The site is approximately 17 acres and is identified on Tax Map 009, Lot 020, and is located in the Farm and Forest District.

The owner of record of the site is Steve Palmer. There is a letter of intent dated May 30, 2017 to allow Maine Design Workshop to utilize the site. The site includes an existing 1500 sq. ft. office building with gravel driveway and parking areas.

The plan shows no wetlands or bodies of water or "special flood hazard zones" as defined by FEMA on or near the site.

The application is for up to 1500 square feet of office space (commercial business) within the existing building. The applicant has one partner other than herself. The office may be utilized seven days a week 7am to 9 pm.

Procedural History:

Application received by Code Enforcement Officer and application fee paid on May 30 2017.

Abutters notified on June 1 2017.

Application considered by Planning Board on June 14, 2017. Application found complete on June 14, 2017.

No public hearing was held; no site walk was held since site is fully visible from Route 9.

Yarmouth Water District notified.

The Planning Board finds, with respect to the applicable criteria of Article X, that:

1. 10.4 N/A
2. 10.5 N/A
3. 10.6 N/A
4. 10.7 N/A
5. Erosion and Sedimentation Control - "No construction proposed "Best Management Practices for Soil Erosion and Sediment Control" current edition

6. 10.8 Exterior Lighting No changes proposed
7. Financial and Technical Capacity – N/A
8. 10.10 flood plan—N/A
9. Hazardous, Special and Radioactive Materials – N/A
10. Historic and archeologic site-N/A
11. Landscaping, Buffers and Screening – N/A no change
12. 10.15 Noise – No additional noise anticipated
13. 10.16 Sewage Disposal Will provide for adequate sewage disposal and not cause unreasonable burden on municipal services – private subsurface wastewater disposal system on site; no municipal services
14. 10.17 Signs – No new signs requested at this time
15. 10.18 soils suitability-N/A
16. 10.19 Solid Waste Disposal Will not cause unreasonable burden on municipal solid waste disposal
17. 10.20 Storage of Materials – No outside storage anticipated
18. 10.21 Storm Water Control – N/A
19. 10.22 recreation and open space N/A
20. 10.23 Water Supply – private water available
21. 10.24 Water Quality – No adverse effect on water quality with the anticipated use
22. 10.25 Wildlife N/A
23. 10.26 Shoreland access N/A
24. 10.27 Back lot N/A
25. 10.28 Access Management Standards – existing road and driveway limited office traffic only.
26. 10.29 N/A
27. 10.30 subdivision street length N/A
28. 10.31 sidewalks and pedestrian ways N/A
29. 10.32 Internal Vehicular Circulation - adequate
30. 10.33 Off Street Parking – Yes
31. 10.34 Off Street Loading – Yes

Conclusion

Applicable standards of the Town's Land Use Ordinance (Article X Performance and Design Standards for Site Plan Review and Subdivision Review) have been met, Based on the above findings and conclusion, the Planning Board has voted on June 14, 2017 to approve the application for site plan review, subject to the following conditions:.

Tom Hinman moved to approve the findings as written and to approve the application, Steve Morrison seconded the motion. Discussion: None. **Vote 4-Yes, 0-No**

VI. Any Other Business

a. Discuss Contract zoning procedure.

With no new changes to discuss Board agreed to hold off on discussing until next month

b. Ordinance Amendments

Board discussed Ordinances they are looking at making amendments to.

VII. Adjournment

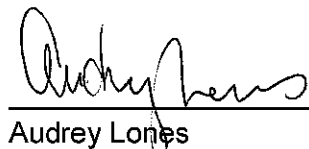
Recorded by: Stacey Ruby- ASC I

Planning Board Members

Katryn Gabrielson- Chair



Tom Hinman



Audrey Lones

Vacant- Alternate

Steve Morrison- Secretary

Gary Dilisio

Chris Cabot - Alternate