

**Town of Lincolnville  
Planning Board Minutes  
August 9, 2017**

**1. Call to order:**

The Meeting of the Planning Board convened at 7:08pm. These minutes are a summary of the Board's discussions. A video of this meeting is available at the Town Office, Acting Chair, Jay Foster conducted the meeting.

Present Members: ◇ Alternate, Jay Foster  
                          ◇ Rob Bickford  
                          ◇ Sonny Delano  
                          ◇ Scott Harrison

Others: Janis Kay & Tom Sadowski  
                          Red Cottage  
                          258 Main St  
                          Map 5 Lot 23

Absent: ◇ Chair Dorothy Havey

CEO Frank Therio  
Planning Board Clerk, Nancy Weser

Acting Chair J. Foster asked the Board, would they agree to his being the Chair for the meeting. All Board members agreed. This meeting is to determine whether the applicant, Janis Kay has presented all the necessary information & exhibits to go through the approval standards in Sections 11, 12 and 13 of the LUO. The Chair Foster suggested to the Board, they should go through each standard in that section and at the end of each section entertain a motion to accept that section as complete. The Board agreed.

Section 11

11.1 Utilization the Site:

- A. This is an existing site. It does meet the standard.
- B. Natural Drainage. It does meet the standard.

11.2 Traffic Access & Parking:

- A. Routes 173 & 52. It does meet the standard.
- B. 1. 16 Ft access. Exhibits from the 6 and 7 Maine DOT approval, meets the standard.
  - 2. Parking lot design Exhibit 4, meets the standard.
  - 3. The grade, incompliance with the standard.
  - 4. Parking Design in compliance with the standard.
  - 5. Frontage of two streets non applicable
  - 6. No turns lane, standard non applicable
  - 7. Internal backing up not an issue with the site design, meets the standard
  - 8. 100 Cars a day will not enter the site per day, standard is non-applicable
  - 9. No sidewalks exist, standard is non-applicable.

C. Location & Spacing

- 1. There are no signals, standard is non-applicable
- 2. No changing of private access ways, standard is non-applicable
- 3. Shared access way per lot, standard is non-applicable

D. Internal Vehicular

- 1. Adjacent deliveries on the other side of site, meets the standard.
- 2. Fire Chief, the Applicant spoke to the Fire Chief and the response was no foreseeable

Problem. It does meet the standard.

3. There will be three parking spaces in the design, it meets the standard.
4. Existing structure, parking to be developed, design will have minimum gravel grading

#### E. Parking Layout

1. Applicant agrees to place a no parking sign for the ease of backing up.
2. The design plan meets the standard.
3. In lots utilizing diagonal parking, this standard is non-applicable.
  - A. "Overhang of parked vehicles", this standard was OK'd by the Board.
  - B. No tour buses will be arriving, this standard is non-applicable.

#### F. Pedestrian Access

The design plan submitted meets the standard.

#### 11.3 Storm water Management

Due to the existing site the drainage and storm runoff is not an issue with this site. 1 thru 3 meets the standards. Numbers 4 thru 7 are non-applicable, there is no chemical or biological properties, no design of a storm water drainage system in existence. The Board agreed 11.3 isn't necessary with this application.

#### 11.4 Erosion

The Board determined that this is a very old site, natural vegetation is in place. The new design doesn't alter the site by adding a three space parking lot. This meets the Standard.

#### 11.5 Water Supply Provisions

Adequate water is present. It meets the standard.

#### 11.6 Sewage/ Wastewater Disposal

The CEO stated for future growth in the business a new design system will need to be designed and recorded. The existing system will remain the same as a single family dwelling use. This meets the standard.

#### 11.7 Utilities

The existing site is adequate. This meets the standard.

#### 11.8 Natural Features

Applicant states only enough vegetation and landscaping will be removed to accommodate the parking lot. This meets the standard.

#### 11.9 Groundwater Protection

1. Application poses no threat,
- 2 The business will not cause any fire materials
3. Doesn't apply.

#### 11.10 Hazardous, Special and Radioactive Materials

The applicant states that this business doesn't deal with what is stated in this standard. This standard is non- applicable.

#### 11.11 Shore Land Relationship.

This site doesn't pose a threat.

#### 11.12 Solid Waste

The Applicant states waste will be removed to the transfer station in Camden.

#### 11.13 Historic and Archeological Resources.

The site isn't considered an historical site.

#### 11.14 Floodplain Management

This site isn't considered a flood area.

### 11.15 General Fire Protection.

- A. Applicant will be in compliance with Exit signs and fire extinguisher
- B. The Board would like the CEO to check on this when the business opens.
- C. Board Ok'd
- D. Board Ok'd
- E. Not yet
- F. After installation the fire code will be on file.

Chair Foster entertained a motion that we the Board accept that the applicant has met the criteria and standards in Section 11, seconded by R. Bickford. The motion past by a majority vote of 4.

### Section 12 Neighbor Standards

#### 12.1 Exterior Lighting

- A. Applicant states that lighting will be down sheathed on both sides of front door.
- B. walkway will be lite
- C. The Board stated that for there to be approval of this standard the Applicant needs to work with the CEO on additional lighting in the parking lot.**
- D. This is a matter in Limbo.**

#### 12.2 Buffering

- A. Transitional change of use doesn't exist. Board Ok'd.
- B. The site has a boundary line that is old natural growth. Board Ok'd
- C. The owners are the abutters to the Site.
- D. the Applicant states there is a design plan. Board Ok'd

#### 12.3 Noise

- A. Control levels are fine, Board Ok'd
- B. No plan construction at the site. Board Ok'd

#### 12.4 Storage of Materials

- A. No dumpsters are going to be used. Board Ok'd

**Chair Foster moved that Section 12 to be accepted and approved with a contingent that the CEO approves of the lighting, seconded by S. Delano. Motion past by majority vote of 4.**

**The Chair stated that this Section 13 would have many non-applicable due to the application and existing site.**

### Section 13 Design Standards

#### 13.1 Landscaping

- A. The only change of landscaping is the development of the parking lot. Board Ok'd
- B. The parking lot will consist of three spaces only. Board Ok'd

#### 13.2 Business signs

The CEO will work with the Applicant so signage requirements are met. Board Ok'd

#### 13.3 Roadside & Parking Lot Buffers

- A. There is an existing vegetative strip which exists and no changes are planned. Board OK'D
- B. Board Ok'd

#### 13.4 Site Considerations

- A. Non-applicable because the site & structure exist. Board Ok'd
- B. Building Orientation- non-applicable

C. Building Scale- non-applicable

D. Parking Lot Placement-

**The question to the Applicant, Can an ADA van use the hammer head area to park? The answer, YES. Planning Board agreed and considered minimum impact on the ADA.**

13.5 Canopies & Drive through Facilities

A. & B. non-applicable

13.6 View Protection

A. There is no view at site. Board Ok'd

B. The site for application exists. Board Ok'd

13.7 Ridgeline Protection

A. Non-applicable

13.8 Hillside Development

A. Non-applicable

13.9 Shore land Development

A. No view and no shore land

Chair Foster made a motion that Section 13 be accepted and approved with the contingent that the CEO Therio approves of the Lighting and Signage, seconded by S. Harrison. Motion past by majority vote.

**Chair Foster entertain a motion that the Planning Board accepts that all the standards in Section 11,12 & 13 have been met, seconded by S. Harrison. Motion past by a majority vote of 4. The Board and Applicant signed the maps to complete this application.**

**2. Review of Minutes- July 11, 2017** were deferred till Chair Dorothy Havey is back to attend the next meeting.

Chair Foster made a motion to adjourn the meeting at 8:05 pm, seconded by S. Delano . Motion past by majority vote of 4.

Exhibits submitted:

1. Commercial Site Plan Application
2. Diagram of 258 Main Street 500 ft. Radius of Abutters
3. Diagram of the Subject property lines
4. Diagram of proposed changes in driveway/ 16 ft. access
5. Commercial Site Plan Review Application Notes
6. Permit to proceed from Maine DOT
7. Driveway/Entrance Permit from Maine DOT
8. Maine DOT Entrance/Driveway Details
9. Maine DOT Culvert Policy
10. Quitclaim Deed without Covenant
11. Map of Standard Boundary Survey
12. Map from Michael Cummons-Surveyor

Respectfully Submitted,

Planning Board Clerk, Nancy Weser

Chair Havey made a motion to accept the minutes of August 9, 2017, motion passed by a majority vote.