

Town of Lincolnville  
Planning Board Meeting Minutes  
December 29, 2021  
7:00 pm

1. Call to order: The meeting of the planning Board convened at 7:00 pm in the Selectmen's Room at the Town Office. These minutes are a summary of the Board's discussions. A video of the meeting is available at the Town Office as well as the option to view the meeting on Channel 22.

Members present: ◇ Elizabeth Eudy, Chair  
◇ Sandy Delano, Vice-Chair  
◇ Dick Vermeulen  
◇ Bill Norfleet, alternate  
◇ Jay Foster, alternate

Others: CEO Frank Therio  
Briar Lyons, Broo & Jennifer Temple  
Nancy Weser, Scribe

Absent: Janis Kay  
Scott Harrison

Chair Eudy opened the meeting by asking the Board to approve the 2 alternates, J. Foster and B. Norfleet to vote during the meeting to complete a quorum. A vote of 3 members approved. Chair Eudy asked Briar Lyons to come to the podium with her proposed request to serve alcohol at the counter on the first floor of the The General Store and add chairs and tables upstairs where alcohol will be served as well. B. Lyons stated the State Liquor Dept. has been notified and a permit has been requested. Referencing Section 18 Subsection 2.1.e "The conversion of an existing nonresidential use, in whole or in part, to another nonresidential use on a site that had been reviewed under Sections 11, 12 and 13 of the Commercial Site Plan Ordinance." will be discussed. CEO Therio said there will be no change in the plat plan. J. Foster suggested the Board go thru Sections 11, 12 & 13 to help assist the applicant in providing the necessary information that will be required to do the Amendment to a change of use. The Board continued by going thru Section 10 Submission requirements.

10: Redo the proposed application, Amendment for a change of use  
Evidence of paid fees  
Nine copies of the written materials

10.2

- A. Need information required on page 57
- B. Existing and approved
- C. Need names & addresses of all owners within 500 feet of any property boundaries
- D. Existing and approved
- E. Need a sketch map on how the traffic flow and doors and signs, design of upstairs
- F. Non-applicable
- G. Map 5 Lot 77 269 Main Street, existing and approved
- H. Need copy of the Deed

- I. Existing, No seal needed
- J. Existing, proof of capability

10.3 Existing conditions

- A. Determined by the Board, not to do a redo in the new application
- B. Determined by the Board, not to do a redo in the new application
- C. Determined by the Board, not to do a redo in the new application
- D. Determined by the Board, not to do a redo in the new application
- E. Determined by the Board, not to do a redo in the new application
- F. Need to know the traffic flow of existing parking, loading areas, walkways on or immediately adjacent to the site.
- G. Determined by the Board, not to do a redo in the new application
- H. Determined by the Board, not to do a redo in the new application
- I. Determined by the Board, not to do a redo in the new application
- J. Need to know location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.
- K. Determined by the Board, not to do a redo in the new application
- L. Need to know the location & dimensions of any existing easements and copies of existing covenants or deed restrictions.

J. Foster made a motion what the Board determined to be required submissions in the redo application for Amendment of Change of Use and those Submissions that are waived, be approved, seconded by Vice-Chair Delano. Motion passed by a vote of 5, 0 opposed.

Agenda 2.

Commercial Site Plan  
 Map 16 Lot 92  
 2561 Atlantic Hwy  
 Owner: Broo & Jennifer Temple

It has been determined that there is no Commercial Site Plat Plan on record for this site, at the Town Office. Historically, when the building site was built there was no Commercial Site Plan Ordinance in the Town's Land Use Ordinances. The Board suggested to the new owners to apply for a Commercial Site Plan with an Amendment for Change of Use. To assist the applicants the Board went thru the Submissions, Section 10 to see what could be waived and information that would be required by the Board to seek approval. The applicants submitted a commercial site plan application with incomplete information. CEO Therio added that if the Temples didn't want to have a Commercial Site Plat Plan on record, than the site is considered grandfathered. This is a minor site plan, if the Temples proceed with the approved Site Plan.

Section 10 Submission Requirements

- 10.1 Waiver of Submission Requirements
- 10.2 General Information/ Submitted as Exhibit 1.
- 10.3 Existing Conditions
  - A. B. C. D. E. G. H. I. new information not required

- F. Need information on doors and entrance to the site
- J. Need evidence of location of nearest fire hydrant, dry hydrant or other water supply for fire protection.
- K. Need the location, front view, dimensions and lighting of existing and proposed signs.
- L. Just a question from the Board if any existing easements or copies of existing covenants or deed restrictions are on a record?

10.4 Proposed Development Activity

A. B. C. D. E. F. G. H. I. J. K. L. M. new information not required

10.5 Additional information for Major Projects

A. B. C. D. E. F. G. H. I. J. new information not required.

CEO Therio will work with the applicants to help speed up the time line for the applicants can return to finalize the proposed application.

Agenda 3 Shoreland Zone: Postponed due to health issues

Review of Minutes: D. Vermeulen made a motion to approve the minutes of November 24, 2021 with the addition on line 38 (Section 18 Subsection 2.1, Activities requiring Site Plan Review), seconded by B. Norfleet. Motion passed by vote of 4, 0 opposed on December 29, 2021.

B. Norfleet made a motion to approve the minutes of December 8, 2021 as written, seconded by D. Vermeulen. Motion passed by a vote of 5, 0 opposed on December 29, 2021.

Adjournment: Chair Eudy entertained a motion to adjourn at 8:25 pm. Motion passed by a vote of 5, 0 opposed.

Respectfully submitted,

Nancy Weser, Scribe

Chair Eudy made a motion the minutes of December 29, 2021 be approved after corrections, seconded by D. Vermeulen. Motion passed by a vote of 4, 0 opposed on January 12, 2022.