

Town of Lincolnville
Planning Board Minutes
July 12, 2017

1. Call to order:

The Meeting of the Planning Board convened at 7:00 PM. These minutes are a summary of the Board's discussions. A video recording of this meeting is available at the Town Office, Chair Dorothy Havey conducted the meeting. Chair Havey welcomed S. Delano to the Board.

Present: Chair Dorothy Havey Planning Board Clerk, Nancy Weser
 Scott Harrison
 Robert Bickford
 Sandy Delano
 Alternate, Jay Foster

2. Application: Commercial Site Plan

Retail Sales / The Red Cottage
258 Main Street
Map 5 Lot 23

CEO Therio opened the meeting by explaining the purpose of the required LUO submissions. This is the first step to make sure the Applicant has submitted all the necessary documents that are required. CEO Therio informed the Board that the Applicant has paid the application fee and provided the certain amount of copies of written and maps required. The application was fully executed and signed for the site plan review. Each Board member was supplied with the exhibit documents for this proposed Commercial Site Plan. The Exhibits are listed;

1. Commercial Site Plan Application including a list of Abutters
2. A map illustrating a 500 ft. radius circle around 258 Main Street
3. A map showing the Applicant's personal property and the land around the Subject Property
4. Sketch Plan outlining the 16 Ft access as per the DOT's Specifications
5. Commercial Site Plan Review Application Notes; addressing areas of the plan which will be Addressed in the submissions.
 - a. Vegetation
 - b. Boundaries
 - c. Subsurface
 - d. Grade Changes
 - e. Location
 - f. Water Supply
 - g. Surface Water Drainage
 - h. Landscaping
 - i. Signage
 - j. Exterior lighting
 - k. Proposed Use
 - l. Daily Traffic

- m. State permits
- 6. A “Notice of Authorization to Proceed”, issued by the State of Maine DOT (Mid Coast Region), Permit # 22261
- 7. Driveway/ Entrance Permit; Maine DOT approves a permit and grants permission to perform necessary grading to construct, in accordance with the sketch plan provided, but with Conditions of Approval
- 8. A profile of the Entrance/Driveway Details which the DOT is requiring. (2 page text)
- 9. Maine DOT/ Culvert Policy
- 10. Quit Claim Deed with Covenant
- 11. A map of property south of and adjacent to Subject Property
- 12. A map outlining where a proposed new porch would be constructed at the The Red Cottage.

Chair Havey asked the applicant to speak to the Board and introduce them to her proposed project. J. Kay described her small red cottage, that it will be seasonal, the retail products, parking location, lighting and signs. Chair Havey instructed the Board to go to the LUO notebook to Section 2.1 on page 48. This explains the classification of the discussion about the Submissions which the Board will cover. J. Foster as an Alternate Board Member expressed that he wanted the ability to vote during this meeting. The Board agreed. Chair Havey started the process by reading the Submission requirements from Section 10 page 56. 10.1 Waiver of **Submission 10.1, the Board hasn’t waived any requirements.**

Submission 10.2 General Information;

- a. Property owner- information supplied on application
- b. Location of all building setbacks & Buffers - Setbacks are included in the boundary survey and site plan as dotted lines on the sketch exhibit #5
- c. Property Owners within 500feet of proposed project. – Exhibit #1 Listing of Abutters
- d. Consultants- Michael Cummons, professional surveyor, located on 305 Hope Rd Lincolnville, ME 04849, other than Mr.Cummons, no other consultants on this project.
- e. Sketch Map showing general location- Exhibit #3 subject property on reduced Tax Map
- f. Boundaries- Exhibit #3, showing ownership of contiguous properties
- g. Tax number and lot number- Exhibit # 3 tax map included in the site plan review application
- h. A copy of deed- Exhibit #10, Quit Claim Deed with covenant provided
- i. Seal of the person who prepared the plan- Exhibit# 12- Michael Cummons’ Seal on the Boundary Survey and Site Plan Review map.
- j. Applicant’s technical and financial capability- History in Camden owning and running a retail business for seventeen years.

10.3 Existing conditions

- a. District Classification- Subject property is located entirely in the Village Mixed Use District & Historic Mixed use District
- b. The bearings and length of all property lines-Exhibit # 12, Boundary Survey and Site Plan Review map
- c. Location & size of any existing sewer & water mains. – Applicant stated no sewer or water Mains the on-site septic system location is noted on exhibit# 12
- d. Existing public and private streets & right-of- ways within the proposed development- Exhibit # 12 Boundary Survey& Site Plan Review map
- e. The location and dimensions& ground floor elevation- It’s in the notes the applicant submitted

- f. Location & dimensions of existing, driveways, parking area. – Exhibit# 12 & # 4 Boundary Boundary Survey map and sketch map on the layout of parking area.
- g. Location of intersecting roads or driveway within 200 feet of the site. - Exhibit 12 Boundary Survey
- h. Location of many unique features – Applicant’s testimony no unique natural areas or habitats located in the immediate vicinity of the proposed changes
- i. The direction of existing surface water drainage across the site. – Exhibit #12 map indicates the direction of water flow.
- j. The location of nearest fire hydrant- Located on Main Street at Norton Pond.
- k. The location, front view and lighting of proposed signs. – Lighting design will be present during the Finding of Facts. The proposed lighting will be down sheathed, the applicant will talk to the CEO about what will be permissible and style of signs.
- l. Location & dimensions of any existing easements & copies of existing covenants or deed. – Exhibit #10 copy of deed included in the site plan review application.

10.4 Proposed Development Activity

- a. Estimated demand for water supply and sewage. – The existing water and sewage is the same from the previous single family but as a business more could be used.
- b. The direction of proposed surface water drainage across the site. – A three car parking lot covering less than 1600 feet. No additional runoff is expected.
- c. Handling of solid wastes. – Materials will be hauled to a transfer collection facility.
- d. The location, dimensions & materials to be used in the construction of parking lot. – Site Plan Sketch using only gravel.
- e. Proposed buffering & landscaping. – Existing hedge on the southern boundary. No more Buffering required.
- f. The location, dimensions and ground floor elevation of all proposed or building proposed for the site. – Exhibit# 12 proposed changes to 258 Main Street Map. Building permit can only be 18’6”. Deck & Porch is on hold, might not be allowed.
- g. Signs. – 2 signs in packet pending. The Board will only work with the LUO specs.
- h. Location and type of exterior lighting. – The Board discussed the lighting. The proposed Lighting design needs work. The Board recommended to bring a new design to the Board during the Finding of Facts.

The applicant added that the lite signs and lighting will be turned off by 6:00 pm.

- i. The location of all utilities, including fire protection systems. – Norton Pond
- j. Proposed Use.- retail sales, open May thru Oct, closed at 6:00 pm.
- k. Traffic during open hours.- Parking lot limited to three spaces, the Applicant hopes 1-20 Patrons will visit the business per day.
- l. Storm water permit from the Maine EPA.- Board determined permit doesn’t required a Storm water permit for proposed project.
- m. Copies of applicable State approvals.- Exhibit # 6 (authorization to proceed) ME DOT, #7 Permit for driveway/entrance permit, Exhibit # 9, ME DOT Culvert Policy

10.5 Additional Infor for Major Projects.- the Board determined this to be a minor proposed project, thus 10.5 is non-applicable.

10.6 Approval Block.- Chair Havey asked the Board if they had any more questions or concerns with the submissions. Chair Havey, stating that the Applicant has submitted all the necessary information required for the submission, she than asked the Planning Board for Approval of the Submissions. J. Foster made a motion that the Applicant meets the necessary requirements of the submissions & the Board gives their approval, seconded by S. Harrison. Motion passed by a majority vote.

A discussion on having a Public Hearing followed. The Applicant was not aware there is certain time frames which the LUO requires. All Abutters need to be notified by certified mail. Posting of the public meeting two weeks in advance, and the Finding of Facts. The Board said a site walk wasn't required. S. Delano asked, what happens if there is no Public Hearing? The response from the Board was, to protect the Town, the Planning Board has a responsibility to the Town. No vote to have the Public Hearing incurred.

Review of Minutes

April 26, 2017 minutes were reviewed corrections made and S. Harrison made a motion to accept the minutes as written, seconded by R. Bickford. Motion passed by majority vote.

May 10, 2017 minutes were reviewed corrections made and S. Harrison made a motion to accept the minutes as written, seconded by J. Foster. Motion passed by a majority vote.

Agenda item: Election

Acting Chair Dorothy Havey thanked the Board for the support she has received during the past months. J. Foster nominated Dorothy Havey to be the new Chair, seconded by R. Bickford. Vote passed unanimously. Chair Havey stated, it was too important that she have a Vice-Chair to depend upon. D. Havey nominated R. Bickford for Vice-Chair, seconded by S. Delano.

Adjournment: Chair Havey made a motion to adjourn at 8:20 PM, seconded by J. Foster. Motion passed by majority vote.

Respectfully Submitted,

Planning Board Clerk, Nancy Weser

Chair Havey made a motion that the Board accept the minutes of July 7, 2017, Motion was accepted and passed by a majority vote.

