

**Town of Otisfield  
Planning Board Meeting Minutes  
April 19, 2016**

**1. Call to Order:** The regular meeting was called to order at 7:45 PM by Chair Karen Turino

**2. Attendance:** Chair – Karen Turino, Vice Chair – Beth Damon, Secretary – Rick Jackson, David McVety, Herb Olsen, Alternate – Stan Brett & Alternate – David Hyer.

Code Enforcement Officer: Richard St. John

Secretary: Tanya Taft \*Absent

**3. Announcement of Quorum:** Board had a quorum

**4. Approve Secretary's Report:**

A. Site Walk Minutes April 5, 2016 – Not unavailable tabled until next meeting.

B. Regular Meeting Minutes April 5, 2016. \*Motion to accept. SB/DM - Unanimous

**5. Discussion & Comments from public:**

A. None

**6. Residence - Based Business Applications:**

A. None

**7. Shoreland Zoning Applications:**

A. None

**8. Site Plan Applications:**

A. Tammy Ray DBA Wedding Barn, 439 Gore Rd: Tax Map R04 Lot 021

Have complete application.

Section 5 Review Standards      Site Plan Review Ordinance      Findings and conclusions:

- 5A 1. Preserve and Enhance the Landscape: The 60 spaces parking lot is the focus. There is little disturbance of landscaping. Light pollution should not be an issue. \*Motion: Criteria has been met. BD/RJ Unanimous.
- 5A 2. Relationship of the Proposed Buildings to Environment:  
A deck is planned for the wedding barn, but there is no design plan for this included in the application. Tabled this standard, including 5A 2.a., b., c., d., until next meeting when a detailed deck plan can be reviewed. BD/HO Unanimous.
  - \* There will be a fenced in dumpster site.
- 5A 3. Vehicular and Pedestrian Access:
  - \* a. 1) A conceptual Access Master Plan should be presented showing vehicular access and traffic circulation system on the property. The proposed plan drawing shows the location of two driveways. One gives access to the residence and the wedding barn and one gives access to the parking lot. There is a detailed site plan of the parking lot including access but there is not an Access Master Plan for vehicular access to the buildings. Because there is a turn-around on the drawing, the PB decided that the requirement for a conceptual Access Master Plan could be waived. \*Motion: HO/RJ (4 in favor BD opposed).

- a): This criteria has been met by the letter from the Board of Selectmen stating the access is on a road which has adequate capacity to accommodate the additional traffic.

\*\* (1) and (2): Not applicable.

- a. 1) b): The speed limit on the road is 45 mph requiring a 425' line of sight in both directions for both driveways. Determined by the Engineer's Report and the Site Walk. The curve in the road approaching the driveway into the buildings presents a blind sight distance for vehicles backing out of the property. There will be very limited use of the residence driveway. *(4) Agree (1) Opposed. BD.* Conclusion: The line of sight distance required for the residence is waived, but there needs to be a blind driveway sign placed on the road curve at an appropriate distance before the driveway at the applicant's expense, and a sign must be placed on the driveway requiring vehicles exit head first. The driveway into the parking lot has the proper sight distances in both directions.
- a. 1) c), d), e): Not Applicable RJ/DM Unanimous.
- 1) f) This criteria was met by the Selectmen's letter previously noted .
- 2) a), b), c), d): Not Applicable RJ/DM Unanimous.
- a. 3) a), b), d), e): The criteria have been met by the Engineer Design RJ/BD Unanimous.
- a. 4) a), b), c), d), e), f):-Not Applicable BD/HO Unanimous.
- **5 A. 4. Parking and Circulation:**
  - \* a. 1) Tabled. Applicant to provide a design and circulation plan for parking for the residence and wedding barn. Need 9 Copies. BD/RJ Unanimous.
  - \* a. 2), 3), 4), 5), 6): Not Applicable RJ/HO Unanimous.
- **5 A. 5. Surface Water Drainage:**
  - \* a., b., c., d.: The requirements are met in the Engineer Report HO/RJ Unanimous.

## **9. Subdivision Application:**

A. None.

## **10. Upcoming Dates:**

A. Planning Board Workshop May 3, 2016 at 7:00 PM.

B. Planning Board Meeting May 17, 2016 at 7:00 PM.

## **11. Discussion & comments from Code Enforcement Officer:**

A.

## **12. Discussion & comments from Board:**

A.

**13. Unfinished Business for Workshop:**

**A.** 2015 SLZ proposed guidelines.

**B.** Sign clarification/verbiage in RBB and Site Plan Review needs to be looked at.

**C.** Site Plan Determination form.

**D.** Policy or clarification of Ordinance on the timetable of submissions.

**14. Adjournment:** The regular meeting was adjourned at 9:00 PM. KT/DM – Unanimous.

Respectfully submitted,  
Sandy Ouellette Acting Secretary

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: May 17, 2016

**TAFT 05.18.16**