

**MINUTES  
ALFRED PLANNING BOARD  
REGULAR MEETING  
ALFRED TOWN HALL  
ALFRED, MAINE**

**Wednesday, January 20, 2016  
7:00 P.M.**

Members present: Al Carlson, Raymond Blanchette, Art Karcher, Fred Frodyma, John Ibsen and George Dugovic.  
Also present was Secretary Darcy Hobgood.

Chairman Al Carlson opened the meeting at 7:00 p.m.

**Approval of minutes:**

Minutes from the December 16, 2015 meeting were reviewed and corrected. A motion was made by Art to approve the minutes as amended. Fred seconded the motion and all voted in favor.

**Correspondence:**

Al read an email from Susan Crowell, former Secretary. She is recovering from surgery and wishes everyone a "wonderful 2016".

**Old Business:**

- a) Discussion of the changes that should be made to the Town of Alfred's zoning ordinance to be in compliance with the State DEP's Mandatory Shoreland Zoning Act. An updated version of the Shoreland ordinance was received from Kathy Connor and emailed to the Board. It was decided to hold the Public Hearing on February 9, 2016. If a second hearing is required, it would be held on March 8, 2016. The PB Secretary will work with the Selectmen's Secretary to post the hearing and prepare the ordinance for inclusion in the warrant for the Annual March Town Meeting.
- b) The Planning Board's Annual Report prepared by Al Carlson was reviewed. A change in wording was suggested by George. Art will review and suggest possible changes by January 21, 2016. This report will be submitted to the Town's Secretary pending changes.

**New Business:**

- a) Reminder that Bob Dawber of York County Shelter will attend the CPC meeting on February 4, 2016 to discuss future plans for the Shelter and possible impact to the Town. All CPC's meetings are open to the public.
- b) The PB has been invited to attend CPC meetings on February 18, March 17, and April 21, 2016 for discussion of Goals, Policies and Strategies. On February 18, the CPC will be discussing Transportation and Public Facilities and Services GPS. March

17's agenda will include Housing and Population GPS and April 21's agenda includes Agriculture and Forest Resources and Land Use GPS.

- c) In response to a question from George, Al explained that the PB is entitled to 5 hours of service from SMPDC before any additional fees are incurred.
- d) The Quarterly Groundwater Nitrate Testing Results from Kerry Smart, Superintendent of the Alfred Water District, were reviewed. All wells were below the MCL level of 10 mg/l.

Art made a **motion to adjourn** the meeting at 7:45 which was seconded by Fred. All voted in favor.

The next PB meeting is scheduled for February 2, 2016.

**MINUTES  
ALFRED PLANNING BOARD  
REGULAR MEETING  
ALFRED TOWN HALL  
ALFRED, MAINE**

**Wednesday, February 3, 2016  
7:00 P.M.**

Members present: Al Carlson, Raymond Blanchette, Art Karcher, Richard Pasquini, Fred Frodyma, John Ibsen and George Dugovic.

Also present was Jim Allaire, CEO and Secretary Darcy Hobgood and guest Tim Guinard

Chairman Al Carlson opened the meeting at 7:00 p.m.

1. George made a motion to approve the minutes for meeting of January 20, 2016 as written. Art seconded the motion and all voted in favor.
2. Old Business:
  - a) On Thursday, February 04, 2016 Paul Dawber of York County Shelter will attend the Comprehensive Plan Committee meeting at 6:30. PB members felt it would be beneficial to attend.  
Art explained the proposal put forth by the CPC to expand the Commercial District along Routes 202, 4 and 111. It was noted that there is no electrical service along Route 202 north of the village in the Shaker Hill area.  
PB members are also invited to attend CPC meetings on February 18, March 17 and April 21 to discuss relevant Goals, Policies and Strategies.
3. New Business:
  - a) Review of email from Mark Patterson of PATCO concerning landscape screening and signage at the Colin's Meadow subdivision:  
Jim Allaire, CEO shared emails from developer Mark Patterson and abutter Tim Guinard concerning signage and screening for the Colin's Meadow subdivision. The board expressed concerns about the size and growth habits of trees being considered. It was agreed that the trees should be of a "dwarf" variety, not susceptible to disease and not be prone to losing their lower branches.  
Tim Guinard voiced his concern over the proposed location of the subdivision's sign. He stated that the proposed location in the fork of the road is too close to his water line shut off and would interfere with his ability to plow. He suggested an alternate location further down the road behind the row of rocks. Jim recommended that the PB schedule a site walk. PB members were in agreement and the walk was scheduled for Monday, February 8, 2016 at 10:00 a.m.
  - b) Election of Officers:  
Al's proposal that he step down as Chair was met with dismay from PB members who applauded the job he has been doing and pleaded with him to continue as Chair. Al

suggested that Art run some future meetings to help learn the process and prepare to be a future Chair. Richard made a motion that Al remain Chair and John seconded the motion. All voted in favor.

Fred made a motion that Art serve as Vice-Chair and Richard seconded the motion. All voted in favor.

- c) The Maine Municipal Association's Local Planning Boards & Boards of Appeal workshop was discussed. Fred, John, George and Darcy indicated that they were interested in attending on February 23, 2016 in Saco at the Ramada Inn. The workshop runs from 4:30-8:30 p.m.
- d) The PB's Public Hearing to review proposed changes to the Code of the Town of Alfred's Shoreland Zoning on Tuesday, February 16, 2016 at 6:30 p.m. was discussed. Al reminded committee members that a quorum is needed. Fred suggested that sections be assigned to individual members for summarization of the changes. Sections were assigned as follows:  
Al: Sections 160-26, 160-14, 160-117  
Fred: 160-109, 109.1 and 109.2  
Richard: 160-109.3  
George: 160-138  
Jim: 160-144
- e) Jim informed the board of a potential gun shop to be located on Jordan Springs Rd., near the Sanford town line. The owner felt that since his proposed business was to be primarily conducted over the internet, with some walk-ins and deliveries being secondary, he would not need a business permit. The Board felt that not only would he need a permit but he would also need a Federal firearms license. Al said it was clear that the business would qualify as a home occupation (160:22).

The meeting was adjourned at 8:00 p.m.

**Next meeting will be March 2, 2016 unless otherwise required.**

**ALFRED PLANNING BOARD  
REGULAR MEETING  
Wednesday, March 2, 2016  
7:00 p.m.  
Alfred Town Hall  
Alfred, Maine**

Members present: Al Carlson, Raymond Blanchette, Art Karcher, Fred Frodyma and John Ibsen. Also present were CEO Jim Allaire and Secretary Darcy Hobgood.

Al opened the meeting at 7:00 p.m.

**Minutes** for the meeting of February 3, 2016 were reviewed. John motioned to approve the minutes as written, Art seconded the motion and all voted in favor. Minutes for the Site Walk at Colin's Meadow Dr. on February 8, 2016 were reviewed. Art motioned to accept the minutes as amended, Fred seconded the motion and all voted in favor. Minutes from the Shoreland Zoning Hearing on Tuesday, February 6, 2016 were reviewed. Fred made a motion to approve the minutes as written, Art seconded the motion and all voted in favor.

There was no written **correspondence** but Jim stated that he had been informed of an upcoming application for a "doggie daycare" on Fort Ridge Rd.

**Old business** included a reminder of the invitation to PB members to attend CPC's meetings on March 17<sup>th</sup> and April 21<sup>st</sup>.

The Shoreland Zoning Hearing held on Tuesday, February 6, 2016 was reviewed. All were in agreement that although some of the ordinance seems excessively stringent, it should have PB support since the rules still apply even if the Town does not vote to accept it. Without Town Meeting approval the CEO cannot enforce the rules.

Scheduling for a site walk on property owned by Robert Champagne, Map 4, Lot 30 was discussed with all in agreement to attempt to schedule it on Friday, April 1st or Wednesday, March 30<sup>th</sup> at 10am. Jim will contact Mike Morse of the DEP to arrange a day and time.

**New Business** consisted of the review of a Land Use Permit Application submitted by Art McLendon for property owned by Michael Kaplan, map 12, lot 62, (AKA the Old, old jail) to operate a workshop and gallery/retail space of less than 2500 square feet. Art M explained his business, its proposed location in the building and plans for repairs and renovations. Art K asked about paints and chemicals to be used to which Art M replied that he uses only latex paint. Jim explained that up to 32 sq. ft. of signage would be allowed for the business. The PB discussed several Land Use Permits already in place for the building. It was determined that these do not apply and that Art M will have to "go through the process". A Review for Completeness will be scheduled for the next PB meeting on March 16, 2016.

Al adjourned the meeting at 8:55 p.m.

**ALFRED PLANNING BOARD - Minutes**  
**Meeting and Review for Completeness**  
**Alfred Town Hall, Alfred Maine**  
**Wednesday, March 16, 2016**  
**7:00 P.M.**

Members present: Al Carlson, Raymond Blanchette, Art Karcher, Rich Pasquini and John Ibsen. Also present were CEO Jim Allaire and Secretary Darcy Hobgood.

Al opened the meeting at 7:05.

**Minutes** of the meeting of March 2, 2016 were reviewed. Art made a motion to approve as written, Ray seconded the motion and all voted in favor.

At 7:15 the **Review for Completeness** of the Land Use Application from Art McLendon to use a portion of the property owned by Michael Kaplan at map 12, lot 62, 8 Court St, as a workshop and gallery/retail space was begun. All information from the applicant was reviewed and found adequate and fees were collected. The Planning Board requested to have any entrance on less traveled Court St. In response to a question concerning signage from Art McLendon, Jim explained the possible use of Maine DOT signs at directional changes. He will look into their costs and regulations. As there were no other questions from the Planning Board, a Public Hearing was scheduled for April 6, 2016 at 7:15 p.m.

**Correspondence** consisted of a letter from the Sanford Planning Board concerning the public meeting on March 16, 2016 to discuss an application from Matt Pepin to operate a mineral extraction operation and further develop property owned by John Rivard on Bernier Rd in Sanford. Planning Board member Fred Frodyma attended the meeting.

**Old Business** included reminders of **CPC's meetings** on March 17<sup>th</sup> and April 21<sup>st</sup> and the **Annual Town Meeting** with voting at the Conant Chapel on Friday 3/25/16 with the meeting continuing at the Primary School on Saturday 3/26/16, 10:00 a.m.

The **site walk** on property owned by Robert Champagne, Map 4, Lot 30 was scheduled for March 30, 2016 at 10:00 a.m. Planning Board members interested in carpooling from the Town Hall will meet there at 9:45 am.

**New Business** consisted of an application for a "doggie daycare" submitted to the CEO by Kim Harter for use of a detached garage at Map 9, Lot 52, off Fort Ridge Rd. A Review for Completeness has been scheduled for Wednesday, April 6, 2016 at 7:45 p.m.

Art made a motion to adjourn, it was seconded and the meeting adjourned at 7:45 p.m.

**ALFRED PLANNING BOARD - Minutes**  
**REGULAR MEETING, PUBLIC HEARING and REVIEW FOR COMPLETENESS**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, April 6, 2016, 7:00 p.m.**

Members present: Al Carlson, Raymond Blanchette, Art Karcher, John Ibsen, and Rich Pasquini. Also, Jim Allaire, CEO and Darcy Hobgood, Secretary.

Al Carlson opened the meeting at 7:04.

**Minutes from the March 16<sup>th</sup> meeting** were reviewed. Art motioned to accept the minutes as written, Rich seconded the motion and all voted in favor.

**Notice of resignation** as full time Code Enforcement Officer by Jim Allaire was discussed. Jim will remain as CEO part-time along with Glenn Charette, former CEO for the Town of Alfred. Jim will continue to be present at Planning Board meetings.

The **Public Hearing** for the Land Use Application of Art McLendon to use a portion of the property owned by Michael Kaplan at map 12, lot 62, 8 Court St, as a workshop and gallery/retail space began at 7:15. Fees for certified mailings and legal notices were collected. Art M gave a brief summary of his plan to use the ground floor of the building for sign manufacturing, wholesale and retail sales of his signs and a gallery. He does not foresee heavy retail traffic and hopes to open later this month.

Questions from the Planning Board followed. Art K asked if Art M would have employees working at the business to which Art M replied that it would be just him for now. That could change if business necessitates hiring help.

There were no objections to the business from the public via letter, phone call or email.

Al moved on to review applicable performance standards:

- It was explained that any entrance for the business should be off the less trafficked Court St.
- Art M stated that any noise produced would be faint and only between the hours of 8am and 6pm.
- There is ample parking.
- The board had no objection to the business using a State road sign. Jim explained that the business would be allowed signage up to 32 sq. ft.
- As there were no others concerns, Rich moved that the application be approved. The motion was seconded by Art K and all members were in favor.
- Conditions of approval included: no access from Rte. 111, and building and sign permits will be required as needed.
- Al reminded Art M that the Land Use Permit must be recorded at the Registry of Deeds within 90 days.

**Review for Completeness** for the Land Use Permit Application submitted by Kim Harter, Map 9, Lot 5-2, for the use of a detached garage off Fort Ridge Rd as a dog daycare, 10 dog limit began at 7:45. The application fee was collected. Kim Harter gave an overview of her experience in the business and her plans for the daycare. She has been "in the dog world" since 1981 as a

nationally recognized trainer and was also involved in showing. She has run a similar, but larger, business in Freeport for 16 years.

Her plans for the Alfred dog daycare include converting an existing garage into a living room-like setting for up to 10 dogs. Her own 7 dogs will be separate from the daycare. There will also be a large fenced-in exercise yard for organized playtime and training with entrance from the building. Someone will always be in attendance when dogs are present. Dogs will be temperament tested and there will not be a lot of barking. Hours of operation will be from 7am-6pm. Kim has plans for privacy screening and landscaping. The closest neighbors are not within view of the building. Al stated that Jim Hynes, as owner of the property will need to submit a note stating that Kim is acting on his behalf.

As there were no further questions, the motion was made by Ray to accept the application as complete. Art seconded and all voted in favor. A hearing will be scheduled for April 20, 2016 at 7:15.

**Old Business** included a reminder of the invitation to PB members to attend the **CPC's meeting** on April 21<sup>st</sup> when *Agriculture and Forest Resources and Land Use Goals, Policies and Strategies* will be discussed.

**A site walk** on property owned by Robert Champagne, Map 4, Lot 30 will be re-scheduled. Jim is awaiting a call from Mike Morse of the DEP for possible dates and times.

**New Business** consisted of the **Review of Land Use Application** submitted by Jamie Crumb, Map 4 Lot 57, to operate a business in the expanded Rural Residential district for the extraction of natural oils from agricultural products. The decision was made to hold a Review for Completeness at the next meeting on April 20<sup>th</sup>. It was pointed out that the application does not include a sub-surface waste treatment plan. It will be a condition of approval.

Jim mentioned an email from Michael Morse concerning minor changes in the Shoreland Zoning Ordinance. These changes can be included on the warrant for the 2017 Annual Town Meeting. He also mentioned the possibility of the sale of the old "Blue Door" property. If this occurs, an application is expected to come before the Board at a future time.

The meeting was adjourned at 8:00pm.

**ALFRED PLANNING BOARD**  
**REGULAR MEETING, PUBLIC HEARING and REVIEW FOR COMPLETENESS**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, April 20, 2016, 7:00 p.m.**  
**Minutes**

Art Karcher, vice chair opened the meeting at 7:05.

Members present were Art Karcher, Ray Blanchette, John Ibsen and Richard Pasquini. Also present were CEO Jim Allaire and Secretary Darcy Hobgood.

Rules governing a quorum were discussed. It was determined that since 4 voting members were present a quorum was in place. Art stated he would abstain from voting to prevent a possible tie.

The hearing for **Kim Harter's Land Use Permit Application** to operate a dog daycare facility on property owned by Joseph and Theresa Brooks, to be purchased by James Hynes, at 81 Fort Ridge Rd (Map 9, Lot 5-2) opened at 7:15.

Abutters and other members of the public present for the meeting included Jeanne Croy, Shayne Croy, Paul Mootes, Emile Gallent, Christine Bshara, Susan Dean, Carolyn Merrill, Howard Merrill, Rolla Wells, Tammy Wells, Rita Drew, Barbara Roberts, Bill Wright and Susan LeRay.

Fees for certified mail and legal notices were collected from Kim Harter. Introductions of Planning Board members and guests were made. Kim then presented a brief history of her experience handling, training and boarding dogs as well as describing her current dog daycare business in Freeport, illustrated by a handout with pictures. The meeting continued with questions from the public who were concerned about possible noise from barking dogs, the number of dogs, both client dogs and her own, increased traffic, hours of operation, disposal of waste and possible impact on property values.

Kim answered questions and explained her plans to alleviate any possible problems. CEO Jim Allaire explained relevant sections of the Town's zoning code and discussed how any potential noise issues would be handled by the Animal Control Officer.

The Board then moved on to review applicable Performance Standards, particularly §160-128 Home occupations and §160-131 Kennels and veterinary hospitals. Ray moved that all the standards of the Town's Zoning Ordinance had been met. Rich seconded and all voted in favor. The following restrictions were suggested:

- Hours of operation will be from 7:00 am to 6:00 pm, with drop-off from 7:00-9:00 am and pick-up from 4:00-6:00 pm. Monday through Friday only.
- Client dogs will be limited to 10.
- No client dogs will be housed overnight.
- The facility must be designed to minimize adverse effects including noise upon the surrounding properties.
- Must obtain any required building and sign permits from the Code Enforcement Officer.
- Land Use Permit Application must be recorded at the registry of deeds within 90 days.

Rich moved to approve restrictions as submitted, Ray seconded the motion and all voted in favor.

Rich then moved to accept the Land Use Application as submitted with restrictions. Ray seconded the motion and all voted in favor.

CEO Jim Allaire will send Kim a letter of acceptance and permit.

**Review for Completeness** for a Land Use Application from Jamie Crumb to operate a business for the extraction of natural oils from agricultural products at 254 Sanford Rd (Map 4 Lot 57) in the Rural Residential District commenced at 8:30. The application fee was collected. Jamie introduced his business partner Cory then proceeded to give PB members a description of his proposed business.

Jamie explained his process for manufacturing essential oils will use primarily hops to produce concentrated oils used in IPA beers, flavored coffees and food. The machine used to produce these oils is approximately 4'X4' and will process approximately 10-20 lbs. of material per day. Waste will be approximately the same amount and will be disposed of through a compost company or by the family's crematorium business. The machine, a CO2 extraction machine, is a closed system utilizing no solvents and no flammables. Raw material will be stored inside the building in a dry room. The business will consist strictly of manufacturing and will not include sales at the site. Shipping of finished product will be done using their own truck.

Required information consisted of a deed, dollar value of the project (\$100,000), a site plan, signed permit and an application fee. A valid sub-surface waste water design will be a condition of any land use permit issued.

Rich moved to accept the application as complete, Ray seconded the motion and all voted in favor.

A hearing will be set for May 4, 2016 at 7:15 pm.

Review of the **Site Walk** for property owned by Robert Champagne began at 8:45 pm. Susan Dean asked for clarification of steps required for obtaining a Land Use Permit and voiced concern that the agreed upon cleanup of the property has not been completed. CEO Jim Allaire is working with the property owner to see that this is done. He suggested if approved, a condition of the permit could be that all cleanup be completed prior to any new work. The Board stated that Mr. Champagne would have to be Shoreland certified, or hire someone with Shoreland certification to do any filling in the area. The Board will also require the applicant to submit a plan drawn up by a licensed civil engineer.

Review and approval of the **minutes from April 6, 2016** began at 9:00. Rich suggested an addition to the minutes concerning CEO Jim Allaire's resignation as full time CEO and re-hiring along with former Alfred CEO Glenn Charette, as part-time CEO. Jim will continue to attend PB meetings. Rich motioned to accept the minutes as amended. John seconded the motion and all voted in favor.

Next on the agenda was the Water Company's report. All wells tested were within the designated requirements.

The meeting was adjourned at 9:20 pm.

*The next Planning Board meeting is scheduled for May 4, 2016.*

**Minutes**  
**ALFRED PLANNING BOARD**  
**REGULAR MEETING AND PUBLIC HEARING**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, May 4, 2016, 7:00 p.m.**

Members present were Chair Al Carlson, Ray Blanchette, Art Karcher, George Dugovic and Fred Frodyma. Also present were CEO Jim Allaire and Secretary Darcy Hobgood, Jamie Crumb, Corey LaPlante and Paul Gauthier of the Solid Waste and Recycling Committee.

Al called the meeting to order at 7:01 pm.

**Minutes** for meeting of April 20, 2016 were review and corrected. Art made a motion to approve as amended, Ray seconded and all voted in favor.

The **site walk** of Robert Champagne's property on April 13, 2016 was discussed. Al suggested we send Robert Champagne a copy of the site walk notes and a letter explaining that if he plans to proceed, he will be required to submit a plan drawn up by a licensed civil engineer.

At 7:15 the **Public Hearing** for the Land Use Permit Application submitted by Jamie Crumb to operate a business for the extraction of natural oils from agricultural products at 254 Sanford Rd (Map 4 Lot 57) in the Rural Residential District commenced. The fees for certified letters to abutters and legal notices were collected. Jamie then proceeded to describe his proposed business, manufacturing process and customer base. He, along with his business partner Corey LaPlante, explained that the business will utilize a CO2 extraction machine to extract oils used primarily in the production of flavored coffees and IPA beer. It is a closed loop system in which the CO2 is recovered and re-used. They expect to use approximately 2 50# CO2 tanks per week. The machine is approximately 4' wide X 2' deep X 6' tall. In response to a question from George, Jamie explained that the waste produced is a dry natural material that will be disposed of by a compost service in Kennebunk called WeCompostIt. There will be nothing going into the Town's solid waste and no manufacturing waste disposed of in a septic system. They will have one truck delivering their finished product and no on-site sales. Jim asked about the number of employees and Jamie responded that it will be primarily him and Corey with a possible part time employee. Performance Standards were reviewed by Al. It was determined by the Board that all applicable standards would be met. Jim explained that since the previous business left the building less than a year ago, the nonconforming use was grandfathered. Conditions of approval would include:

- All subsurface sewage disposal facilities shall be installed in conformance with the Maine State Subsurface Waste Water Disposal Rules. Use of a "porta-potty" will be temporary. A complete septic system and well will be installed by September 1, 2016.

- No changes, additions or revisions shall be made in any final plan after approval has been given, unless the revised plan is first submitted to the Planning Board and the Board approves any modifications.
- All Zoning and Building Codes of the Town of Alfred must be met.
- The applicant must obtain any required building and sign permits from the Code Enforcement Officer.
- A Certificate of Occupancy issued by the CEO is required in advance of use or occupancy.
- A Land Use Permit Application must be recorded at the Registry of Deeds within 90 days.

Fred made a motion to approve the application with conditions, Art seconded the motion. All were in favor.

A letter stating the Board's approval of the application and a permit from the CEO will be mailed to the applicant.

**Old Business** continued with a reminder of the invitation to PB members to attend the **CPC's meeting** on May 19<sup>th</sup> for discussion of the Future Land Use map with Kathy Connor and Lee Jay Feldman of SMPDC.

**New Business** commenced with a discussion of cul-de-sac dimensions and locations of underground utilities. It has come to the Board's attention that the Road Crew is finding it difficult to plow the cul-de-sac on Colins Meadow Ln due to its dimensions and underground utilities. The Planning Board will seek input from the Road Commissioner concerning future developments to avoid this problem.

James Allaire, CEO, presented Board members with an application for a Land Use Permit from Ken Curry of 29 Curry Ln, who wants to build a new residence in the Resource Protection District and then demolish his existing mobile home. Discussion followed concerning flood elevation, flood plain maps, building size restrictions, and setbacks.

Board members concluded that all required information from the applicant was in place. Art made a motion to accept the application as complete. Fred seconded the motion and all voted in favor.

A site walk was scheduled for Wednesday, May 18, 2016 at 6:30pm.

**Correspondence** consisted of a letter to the Board from Susan LeRay representing residents of Fort Ridge Rd. The residents have filed an administrative appeal with the Zoning Board of Appeals in regard to the Planning Board's decision to grant a Land Use Permit Application to Kim Harter for the operation of a dog daycare facility at 81 Fort Ridge Rd. Al and Art will represent the Planning Board at the ZBA hearing.

**The meeting adjourned at 8:20 pm.**

**Next Meeting: May 18, 2016**

**ALFRED PLANNING BOARD**  
**Regular Meeting Minutes and Site Walk Minutes**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, May 18, 2016, 6:30 p.m.**

The **Site Walk** at 29 Curry Ln (Map 2, Lot 25) commenced at 6:30 pm with the following members present: Chair Al Carlson, Fred Frodyma, Rich Pasquini and John Ibsen. Also present were CEO Jim Allaire, Secretary Darcy Hobgood, applicant Kenneth Curry, Steve Richards of Schiavi Custom Builders and abutters Jessilyn and Michael Smith, and Edgar Chevalier.

Ken explained his plan to build a new home approximately in the area that had been previously staked out. Once the home is in place, he will demolish his existing 12' X 60' mobile home. The new home will be a modular home constructed by Schiavi Custom Builders. Steve Richards of Schiavi is authorized to act on behalf of Mr. Curry.

There was discussion of setbacks (25' from the sides and 100' from the water) which will be met. A new well and leach field will be installed. The current house plan is for a 28' X 50' home with an additional 14' X 20' bump out for a total of 1680 square feet. A 38' X 24' garage is planned in addition to the house. Steve informed members that they have run flood elevations. Two large evergreen trees will be removed. Ken stated that he will do whatever is necessary according to Shoreland Zoning Code as far as replacing the trees. Jim will look into the requirements.

Mr. Curry will be notified concerning a date and time for a Review for Completeness and Hearing.

There being no questions from abutters and no further questions from the Board, the Site Walk was concluded at 7:00 pm.

Chair Al Carlson called the **Regular Meeting** to order at 7:10 pm at the Town Hall. Members present at the meeting were Chair Al Carlson, Art Karcher, Raymond Blanchette, Fred Frodyma, George Dugovic, Richard Pasquini and John Ibsen. Also present were CEO Jim Allaire and Secretary Darcy Hobgood.

**Minutes** for meeting of May 4, 2016 were discussed. Ray motioned to approve the minutes as amended, Art seconded the motion and all voted in favor.

**Correspondence** consisted of an email from Susan Dean and a copy of a letter from the Selectmen to Residents of Fort Ridge Rd.

**Susan Dean's email** to the CEO, the Town Attorney as well as the Planning Board was in reference to property owned by Robert Champagne who has submitted a Land Use Application for filling and earth moving in excess of 100 cubic yards in the Resource Protection District. She states that he continues to be in non-compliance to the "junkyard" violation of which he was found guilty of on December 16, 2014. Jim explained to the Board what could and could not be required of Mr. Champagne. He will speak with the Selectmen at the next possible meeting to see what can be done.

Jim said that Mr. Champagne has agreed to “try to get the brush off the lot by the end of the week”. Jim will respond to Susan Dean’s email. Jim also informed the committee that Mr. Champagne plans to write a letter to the PB and that “the ball was now in his court”.

**A letter from the Selectmen to Residents of Fort Ridge Rd**, dated May 3, 2016 in regards to an appeal with the Zoning Board of Appeals, was discussed. The Selectmen stated that although they are concerned, the residents are following the correct process by bringing this matter to the ZBA.

Al suggested that Board members read Administrative Appeal and Variance Procedure, §160-161, pg. 160:173 prior to the ZBA Hearing on May 25<sup>th</sup>. Discussion and summarization of the PB hearing on April 20, 2016 followed. It was suggested that future meetings be recorded on tape.

Al stated that he will make an initial statement at the ZBA hearing on May 25, 2016, summarizing §160-90 but feels Art should respond on behalf of the PB as he was acting Chair at the hearing on April 20<sup>th</sup>. Al requests all PB members be there if possible.

Jim reminded PB members that the ZBA cannot approve or deny the dog daycare application, they can only kick it back to the Planning Board, in which case the PB would have to hear the application over again. In response to a question from Jim, the ZBA Secretary (AKA PB Secretary) stated that the Animal Control Officer and Road Commissioner intend to be at the ZBA hearing.

**Old Business included** a reminder of invitation to PB members to attend the **CPC’s meeting** on May 19<sup>th</sup> for discussion of the Future Land Use map with Kathy Connor and Lee Jay Feldman of SMPDC. Copies of the CPC’s agenda for their meeting on May 19<sup>th</sup> were distributed.

**New Business** included further discussion of the Site Walk at 29 Curry Ln. Upon consulting §160-149 it was decided that a Review for Completeness of Ken Curry’s Land Use Permit would be included in the next Planning Board Meeting on June 1, 2016. If the application is found complete, a hearing date could be set as early as June 15, 2016. Mr. Curry will be informed of this timeline by mail.

It was noted that the proposed footprint of the residence exceeds the maximum allowable size allowed in the Resource Protection District. This will be brought to Ken’s attention but will not affect determination of completeness of his application.

George requested that the Secretary inform PB members when their terms are due to expire.

The meeting was adjourned at 8:10 pm.

**Next Meeting: June 1, 2016**

**ALFRED PLANNING BOARD MINUTES**  
**Regular Meeting and Review for Completion**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, June 1, 2016, 7:00 p.m.**

Members present: Al Carlson, Raymond Blanchette, Rich Pasquini, George Dugovic, John Ibsen and Fred Frodyma. Also, Jim Allaire, CEO, Darcy Hobgood, Secretary, Ken Curry and Steve Richard.

Al opened the meeting at 7:00.

Meeting minutes of May 18, 2016 were reviewed. Rich moved to accept the minutes as corrected, Fred seconded the motion and all voted in favor.

**Correspondence:**

An email from Susan Dean in regards to the Land Use Application of Robert Champagne was discussed. Jim has been working with Susan Dean. He stated that although Mr. Champagne promised to move the brush pile out, it is still there. In addition he is unloading a trailer full of metal. Susan Dean will provide pictures of the violations. Jim plans to go to the Board of Selectmen to request that the Town bring the problem back to court.

**Old Business:**

The ZBA's hearing of May 25, 2016, the Administrative Appeal from Susan LeRay, William Wright, John & Christina Bshara in response to the Planning Board approval of a Land Use Permit presented to Kim Harter for operation of a dog daycare facility at 81 Fort Ridge Rd. (Map 9, Lot 5-2) was reviewed. The result of the hearing was to remand the matter back to the Planning Board.

The issue of a quorum was discussed, with Jim stating that he addressed the issue with Lee Jay Feldman, Director of Land Use and Planning at SMPDC, who felt the Planning Board did have a quorum present for the hearing. All PB members in attendance also believe that there was a quorum.

George stated that even though he upholds the PB decision, he thinks it was proper to bring it back to the PB to address issues and concerns raised at the ZBA hearing.

Al shared that the Planning Board used to have associate members who attended meetings but only voted if members were absent. PB members may want to think about reinstating this practice. He added that if in the future there are only 4 members present at a hearing, the Board may want to consider continuing the hearing another night.

Al suggested that we have as many members as possible at future site walks and public hearings.

Rich stated that the only new issue brought up at the ZBA hearing was a possible dust problem. The dog daycare discussion was put on hold to conduct new business.

**New Business:**

Review for Completeness of a Land Use Permit Application submitted by Kenneth Curry for construction of a single-family residential structure in a Resource Protection District at 29 Curry Ln, Map 2, Lot 25, began at 7:30.

Al pointed out that the size of the planned structure exceeds the limit of 1500 square feet permissible with Planning Board approval. Steve Richard of Schiavi Custom Builders requested information concerning building requirements in the Resource Protection District. Jim read the definition of the District from the Code Book. Discussion of possible ways to change the building design to see it meets Alfred's Codes yet still provides the home owner with the desired square footage followed. It was noted that the 1500 sq. ft. only refers to the footprint and the square footage could be increased by adding a second floor. Al stated that the PB is unable to grant a variance under Town ordinance.

With permission from the applicant, Kenneth Curry, the PB proceeded with the Review for Completeness. Fred moved that the application was complete and Rich seconded the motion. George abstained and the remaining members voted in favor. A Public Hearing was scheduled for June 15, 2016 at 7:15 p.m.

**Return to Old Business:**

Concerning the dog daycare appeal, it was decided to hold a 2<sup>nd</sup> site walk on June 22, 2016 at 6:30 and a Hearing on June 29<sup>th</sup> at 7:15.

There was a reminder of the CPC's Public Hearing on June 7, 2016, 7:00 pm for review and input of the Comprehensive Plan Draft at Conant Chapel.

A handout of PB member's term expiration dates was discussed.

The meeting adjourned at 8:20 p.m.

**Next Regular Meeting: June 15, 2016**

**ALFRED PLANNING BOARD**  
**Regular Meeting and Public Hearing Minutes**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, June 15, 2016, 7:00 p.m.**

Members present: Vice Chair Art Karcher, Raymond Blanchette, Rich Pasquini, George Dugovic, John Ibsen and Fred Frodyma. Also CEO Jim Allaire, Secretary Darcy Hobgood, applicants Ken Curry and Steve Richard (Schiavi Custom Builders), and abutters Bill Sheehan, Michael & Jessilyn Smith and Ann Dugovic.

Acting Chair Art Karcher called the meeting to order at 7:00. Minutes from the meeting of June 1, 2016 were discussed. Fred moved to accept the minutes as modified, Rich seconded the motion and all voted in favor.

At 7:15 the **Public Hearing** for a Land Use Permit requested by Kenneth Curry for construction of a single-family residential structure in a Resource Protection District at 29 Curry Ln, Map 2, Lot 25 began. The application fee of \$100.00, legal notice costs of \$77.53 and certified mail costs of \$187.63 for a total of \$365.16 was collected.

Four abutter comment forms were returned. All comments were in favor of Ken building his home of choice on his land. Art asked if any of the abutters present at the hearing wished to speak. Ann Dugovic stated that she has no objections to Ken building any size home on his property and feels the size restrictions are excessive. Art explained that the size restriction is set by Town ordinance and cannot be changed by the Planning Board. Jim added that it is mandated by DEP. All abutters present at the hearing were in favor of Ken's plans.

Steve Richard of Schiavi Custom Builders pointed out that §160-96.1, Special exceptions for new single-family residential structures in the Resource Protection District, states that "... the Planning Board may approve a permit... provided that the applicant demonstrates that all of the following conditions are met:" He went on to say that Condition (2), "The lot on which the structure is proposed is undeveloped....", has not been met, therefore Ken does not need Planning Board approval for his proposed residence. Discussion followed concerning what was intended by the condition. Rich suggested that the Board may want to consult with an attorney before making a decision. Art agreed that more research should be done.

Rich made a motion to table the hearing until which time the Board can seek legal counsel on this paragraph. Ray seconded the motion. Members voted in favor with George abstaining due to a conflict of interest. The hearing will be continued on July 20, 2016 at 7:15 pm.

Art asked members if they felt another site walk was required. As members did not feel this was necessary, Art stated he will look at the site on his own. He requested that Jim provide a picture of the property using Google Earth. Rich stated that if

determination is made that Ken indeed does not need Planning Board approval, he will still be required to follow Shoreland Zoning regulations.

Old Business included discussion of **ZBA Hearing of May 25, 2016**. A hearing for Reconsideration is scheduled for Wednesday, July 6, 2016, 6:45 pm. There will be no PB meeting that night but members are encouraged to attend the ZBA hearing. If a decision is made in favor of the appellants, the Planning Board will be required to review the application again. Rich suggested that if the issue comes back to the PB, members should do another site walk.

The **CPC Public Hearing** of June 7, 2016 was reviewed. George stated that the CPC did a very good job explaining the current plan draft. He added that no changes in policy or zoning are mandated by the CPC.

New Business included a reminder of the **Southern Maine Planning & Development Commission Annual Meeting**, Wednesday, June 22<sup>nd</sup>, 5:30 p.m., Town Club, Sanford. The presentation is "Creating Age-Friendly Communities." George stated he would like to attend and will RSVP.

Jim suggested the Planning Board send a letter to **Robert Champagne** concerning his Land Use Permit application of September 22, 2015 to inquire as to whether he plans to continue with a hearing or would like to withdraw his application. Jim will draft a letter for the PB Secretary.

Fred moved to adjourn the meeting at 8:10, Rich seconded the motion and all voted in favor. Meeting adjourned.

**ALFRED PLANNING BOARD**  
**Regular Meeting and Public Hearing Minutes**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, July 20, 2016, 7:00 p.m.**

Members present: Chair Al Carlson, Vice Chair Art Karcher, Raymond Blanchette, Rich Pasquini, George Dugovic and Fred Frodyma. Also CEO Jim Allaire, Secretary Darcy Hobgood, applicants Ken Curry and Steve Richard (Schiavi Custom Builders), and abutters Bill Sheehan, Michael & Jessilyn Smith and Ann Dugovic.

Chair Al Carlson brought the meeting to order at 7pm.

Rich motioned to approve the **minutes for meeting of June 15, 2016** as corrected. Ray seconded the motion and all voted in favor.

**Code book updates** were distributed to Planning Board members.

Correspondence included the **Water District's Nitrate Test** results. All results were below the MCL level of 10 mg/l. George noted that well TW1-92 is often above the drinking level standards yet it is nowhere near the drinking water wells. Al distributed a copy of an article that appeared in the July 19, 2016 issue of the Press Herald concerning a proposed **Detox and Addiction Treatment Center**. He encouraged Board members to read the article prior to discussion at the next Planning Board meeting.

Moving on to old business, George inquired as to the status of **Mr. Robert Champagne's Land Use Permit Application**. Jim replied that during a discussion that day, Mr. Champagne stated that he does not agree with the Planning Board's requirements so will "let the application stand". Jim added the cleanup of the property will be pursued next.

Next was discussion of **ZBA Reconsideration Hearing of July 6, 2016**. Al stated that one lesson learned from the proceedings was that both the Town and the applicant would be better served if 100% of Planning Board members or as close to that as possible, be present at hearings and site walks. He brought up the possibility of adding Associate members to the Board who would be part of the board but not have voting rights unless needed. After some discussion, general consensus was that the Board will try to govern themselves more efficiently, obligating members to be present at hearings and site walks with the possible exception of unforeseen circumstances. Members were also in favor of increasing the quorum number from 4-5. Rich specified that the quorum should consist of an Acting Chair plus 4 members. George added that if we have an Acting Chair at the site walk, that Acting Chair should also chair the hearing for consistency sake.

Al also suggested that the kennel criteria should be better defined in Alfred's Zoning Ordinances. Jim added that the ordinance should distinguish between a kennel vs a daycare vs a groomer.

**The Public Hearing Continuation** for a Land Use Permit requested by Kenneth Curry for construction of a single-family residential structure in a Resource Protection District at 29 Curry Ln, Map 2, Lot 25 began at 7:17. The email from Attorney Susanne Pilgrim of MMA was reviewed by members and abutters. Her opinion was that the Board was required to enforce the maximum 1500 sq. ft. footprint as per Town Code. Steve Richard (Schiavi Custom Builders), stated that the code stated very specifically that it only applied to undeveloped lots. After much discussion the Board agreed that §160-93.1 did not apply to Mr. Curry's lot and he could build his home subject to Shoreland Ordinances, §160-96. All abutters present were also in agreement.

Art brought up the question of requiring a reasonable time-line for demolition and removal of the existing home on the lot. Steve suggested that with the winter season and spring road closings that it be removed by May.

Rich made a motion to approve Mr. Curry's permit application with a condition concerning the timing of removing the old home. Fred seconded the motion. Four members voted in favor with George abstaining due to a conflict of interest.

The Board moved on to New Business including a discussion of **Roger Berube's request for revision of his existing subdivision**. Jim summarized Mr. Berube's plan to create two new lots in the existing Pheasant Run Subdivision. He has abandoned one section of development. Jim suggested that if a permit is granted a condition should be that the concrete fire tank be repaired and tested. After some discussion, consensus was that because Mr. Berube's proposal does not increase the number of lots permitted in his original plan, a public hearing would not be required. Jim will speak with Mr. Berube and suggest he fill out a permit application to be reviewed for completeness at the next Planning Board meeting.

Next on the agenda was discussion of a **Land Use Application from Raymond Poirier** for a business at 397 Jordan Springs Rd, 4-13-B-1. His proposal is to operate a firearms transfer business. The property lies in Alfred's Commercial District and in the opinion of the CEO is permitted in Alfred's Land Use Table, Category 2.2. After reviewing the application, a Review for Completeness was scheduled for August 17, 2016. If the application is deemed complete, a Public Hearing will be scheduled for September 7, 2016.

Ray **moved to adjourn** the meeting at 8:15 pm, Rich seconded and the meeting was adjourned.

**Next Meeting: August 3, 2016**

**ALFRED PLANNING BOARD MINUTES**  
**Regular Meeting and Review for Completeness**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, August 3, 2016, 7:00 p.m.**

Members present were Chair Al Carlson, Vice Chair Art Karcher, Raymond Blanchette, George Dugovic and Fred Frodyma. Also, Secretary Darcy Hobgood and Applicant Roger Burube.

Al opened the meeting at 7:05.

Art moved to accept the **minutes** for meeting of July 20, 2016 as written. George seconded the motion and all voted in favor.

**Old Business** included the discussion of a proposed Detox and Addiction Treatment Center to be housed in the County's old jail building on Rte. 4. Al stated that the women's re-entry center will be phased out. The treatment center will be run by the York County Shelter but still needs approval from the York County commissioners. The program could open as soon as January 2017.

Art shared that he had heard that the County is leaning towards utilizing a more populated area for their proposed Combined Court House.

At 7:15 the **Review for Completeness** for a Land Use Permit submitted by Roger Berube for creating 2 additional lots in his existing Pheasant Run subdivision began. The subdivision revision plan fee of \$150 was collected.

Mr. Berube presented members with a copy of his original subdivision plan and explained his proposed changes. He would like to eliminate several small lots and combine the acreage with existing designated open space to create larger lots. Some of the property currently is owned by LV Allen. Al explained that the Planning Board needs a revised subdivision plan and a purchase and sale agreement before proceeding with a review for completeness. The board will be able to approve or disapprove the plan at the same meeting as the review since a public hearing is not required.

Fred mentioned that the Code Enforcement Officer had stated that there was a problem with a water tank leaking. Mr. Berube was not aware of the problem. He stated it would be fixed if necessary.

Discussion followed concerning a temporary "hammerhead" shown on the plan.

George felt a cul-de-sac might be required. Al will bring this up with CEO, Jim Allaire.

George suggested having the Town's fire chief look at the plan as well.

Al summarized the review by requesting that Mr. Berube bring 9 copies of his proposed revisions with a breakdown of total lots size vs open space when he comes before the Board again.

George requested clarification concerning adjacent **lots in common ownership**, specifically whether they will be considered one lot or two lots when zoning ordinances are a concern. The CEO will be asked his opinion.

**New Business** included a **Land Use Permit Application** from Paul Hollis for property currently owned by James Boldebook to develop a 55+ condominium community in Critical Rural Zone. Al pointed out that plans were drawn up in 2005 and revised in 2009, prior to 5 acre zoning. The plans were never registered.

It was noted that the application lists the property incorrectly as 5-25. It should be 5-25-A. The Board reviewed the application and sketch plan submitted by Mr. Hollis. He proposes “to condominimize all residential structures on property and to add up to 9 detached homes with an over 55 age restriction and shared amenities.”

Al suggested Mr. Hollis be scheduled for a sketch plan review at the PB meeting on August 17, 2016.

A **review for completeness** of Raymond Poirier’s Land Use Permit will also be held on August 17, 2016

The meeting was **adjourned** at 8:15 pm.

**Next Meeting:** August 17, 2016

**ALFRED PLANNING BOARD**  
**Regular Meeting and Review for Completeness**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, August 17, 2016, 7:00 p.m.**

Members present were Vice Chair Art Karcher, Raymond Blanchette, Rich Pasquini, John Ibsen and Fred Frodyma. Also, Secretary Darcy Hobgood, Applicant Raymond Poirier and members of the public, Caren Conrad, Judy Vezina, Karen Sangillo, Elizabeth Littlefield, James Gibbons and Wendy Kellman.

Vice Chair Art Karcher opened the meeting at 7:00.

Fred motioned to approve the minutes for the meeting of August 3, 2016 as corrected, Ray seconded the motion, John abstained and the remaining members voted in favor.

The Review for Completeness of a Land Use Permit submitted by Raymond Poirier for Map 4, Lot 13-B-1 began at 7:05. This permit is required to operate a firearms transfer business in the Commercial District.

The application fee of \$200.00 was collected.

Mr. Poirier proceeded to present the Board with an overview of his business plan. He is in the process of closing a similar business in MA. He has contacted the Boston area Bureau of Alcohol, Tobacco, Firearms and Explosives (AFT) which also has jurisdiction over the Alfred area, and they have approved the transfer. His business will consist of on-line sales, no retail sales, and will be conducted on a part-time basis. He will do background checks through the FBI. A copy of Mr. Poirier's Federal Firearms License was distributed to Board members.

Mr. Poirier then answered questions from the Board pertaining to types and numbers of guns expected to be transferred as well as security precautions and delivery methods. He expects to transfer approximately a half dozen guns per year, which will be mostly delivered through FedEx, occasionally by UPS or USPS. He will not sell ammunition or other related items. The only guns he may sell are some from his private collection and those would be sold on-line. All the guns are locked in safes and he has plans for a comprehensive security system, with much of it currently in place.

Fred noted that the only item he found missing required for Completeness was the dollar value of the business. Mr. Poirier explained that all structures are currently in place and alarmed, so there is very little cost to set up business. He estimated that the dollar value of his safes, computer and office equipment would be \$10,000.

Rich made a motion to deem the application complete. Fred seconded the motion and all voted in favor.

It was decided to hold a Public Hearing for Mr. Poirier's application on Wednesday, September 7, 2016 at 7:30 pm at the Town Hall.

The Sketch Plan Review of Paul Hollis' plan for property currently owned by James Boldebook (Map 5 Lot 25-A) to develop a 55+ condominium community in the Critical Rural Zone was postponed until September 7, 2016 at the request of the applicant.

Discussion with members of the public followed concerning the Site Plan Review, possible Site Walk and Public Hearing. Members of the Board explained the lot size in the Critical Rural Zone is 5 acres and that any possible variance would have to be granted by ZBA. Mr. Hollis's site plan should answer questions about the number and location of buildings as well as location of wells and septic systems.

The meeting was adjourned at 7:40 pm.

Next Meeting: September 7, 2016

**Minutes**  
**ALFRED PLANNING BOARD**  
**Regular Meeting, Public Hearing and Sketch Plan Review**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, September 7, 2016, 7:00 p.m.**

Members present: Chair Al Carlson, Vice Chair Art Karcher, Raymond Blanchette, Rich Pasquini and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood, applicants Paul Hollis, Raymond Poirier and Roger Berube, members of the public, Gerry Rand, Mike Allaire, James Gibbons, Karen Sangillo, Judy Vezina, Rick Hull, James Boldebook, John Hatcher, Elizabeth and Jason Littlefield.

Al called the meeting to order at 7:00 and proceeded with the **Sketch Plan Review** of Paul Hollis' plan for property currently owned by James Boldebook (Map 5, Lot 25-A) to develop a 55+ condominium community in the Critical Rural Zone. Paul introduced himself, property owner James Boldebook, attorney Rick Hull and realtor John Hatch, then gave a brief summary of his plan. Paul explained that he is a residential land developer of primarily high end properties in southern Maine. He proposes to develop the Boldebook property which has three existing homes on 27 acres into a condominium community by adding 10 additional buildings. He noted that of the 27 acres, 10 are in the Resource Protection Zone. He envisions underground utilities, internal transportation utilizing golf carts and community activities such as kayaking, gardening, etc. He stated that there are significant details to be worked out such as the final locations and designs of the proposed structures, septic system(s), roads, etc. He feels his proposal will benefit the Town by concentrating access to the pond as well as increasing the tax base with minimal impact to the Town. Paul stated he was willing to work with Kathy Connor of SMPDC to develop a plan.

Chairman Al Carlson explained that the Planning Board is not a consulting association and that an engineer will need to come up with a design within Alfred's ordinances. Any part of the plan that does not meet the ordinances will require a waiver.

Paul stated that he will regroup with Dana Libby of Corner Post Land Surveying and come up with a proposal to submit to the Planning Board.

The **minutes for meeting of August 17, 2016** were reviewed. Rich motioned to approve as corrected, Art seconded the motion and all voted in favor.

The Board then reviewed the **2017 6-month budget** as suggested by Treasurer, Fred Holt. General consensus was in favor of accepting the budget as presented.

The **SMPDC Fall Workshop** for Planning Board and Zoning Board of Appeals Members was discussed. Al felt the topic "The Role of Your Board-Judicial or Legislative..." was particularly relevant. The workshop is scheduled to be held at

the Sanford Town Hall on Thursday, October 20<sup>th</sup> from 7-9 pm. Board members should indicate whether or not they will attend by contacting the Secretary by October 11<sup>th</sup>.

An email from Administrative Assistant Joyce Wood concerning a **change in the Town's legal counsel** was discussed. The Town's new attorney is Leah Rachin of Bergen Parkinson Attorneys

At 7:30, the **Public Hearing** for a Land Use Permit submitted by Raymond Poirier (Map 4, Lot 13-B-1) began. This permit is required to operate a firearms transfer business in the Commercial District. Ray explained that his proposed business will do the paperwork and background checks for class one and class three firearms purchased on-line. It will be strictly by appointment with no retail store. Ray is in the process of closing a similar business in Massachusetts and is transferring his license to Maine.

Rich reiterated that it will be a very low volume, low traffic and low impact business. Ray P added that there will be no signage and plenty of security measures.

In response to the Chairs request for questions or comments from the public, Joseph Hunt, an abutter stated that he would be happy to be Mr. Poirier's first customer.

The applicable performance standards were reviewed by the Board. In response to §160-94: explosive materials, Ray stated that he is not in the business of selling ammunition, although he may provide some for customers if requested. He also explained State and Federal requirements. He expects an ATF Agent to come up and look at the property once his license is approved.

Rich made a motion to approve the permit with the following conditions:

- A Federal Firearms Permit is obtained with a copy being submitted to CEO, Jim Allaire
- Any and all required building permits are obtained
- A Town business permit is obtained

Art seconded the motion and all voted in favor.

At 7:45, the **Review for Completeness** for a Land Use Permit submitted by Roger Berube for creating 2 additional lots in his existing Pheasant Run subdivision commenced. Mr. Berube provided the Board with revised copies of his plan designed by Corner Post Land Surveying. All the lots are now in excess of 5 acres. Jim stated that the development is no longer considered a cluster subdivision and therefore does not require community open space. The plan still includes over 8 acres of open space owned by the association.

Discussion followed concerning a hammerhead recommended by the Fire Chief and Road Commissioner. Mr. Berube agreed to repair a leaky water tank.

All applicable performance standards were reviewed by the Board.

As the permit is for a revision to an approved plan, it was determined that a public hearing is not required.

Art made a motion to approve the slight modifications to the originally approved plan with the following conditions:

- The existing cistern, a 28,000 gallon holding tank, be repaired.
- A usable hammerhead turn around be constructed in a location and of dimensions acceptable to both the Road Commissioner and Fire Chief.
- The Revised Subdivision Plan be recorded at the Registry of Deeds within 90 days.

Rich seconded the motion and all voted in favor.

**Old business** included discussion concerning a need for a recorder or recording software. The Secretary will contact IT advisor David Lowe, and present options to the Board at a future meeting.

Jim asked if the Board had any items to address for the special Town Meeting in December. He will provide the Board with a copy of the proposed Shoreland Zoning changes. Al suggested the Board may need more time to consider possible changes in quorum issues. Art added the Board should also look into ordinances concerning Kennels, doggie daycares and groomers.

Jim brought the Board up to date on future agenda items including:

- An Autumn Green Funeral Home expansion
- A family compound on Dowdell Ridge
- A home occupation office
- The County Detox center.

Ray made a motion to adjourn at 8:30 pm, which was seconded by Rich.

Next Meeting: September 21, 2016

**ALFRED PLANNING BOARD**  
**Minutes**  
**Regular Meeting**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, September 21, 2016, 7:00 p.m.**

Members present were Chair Al Carlson, Vice Chair Art Karcher, Raymond Blanchette, George Dugovic, Fred Frodyma, Rich Pasquini and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood, Fire Chief David Lord and Applicants and guests: Timothy Amoroso, Bob DeLenzo, Thomas Bond, Stuart Weston, Richard Desfosses, John and Donna Casoli.

Chair Al Carlson opened the meeting at 7:00 pm.

Rich moved to accept the **minutes for meeting of September 7, 2016** as written. Art 2<sup>nd</sup> the motion and all voted in favor.

The review of a **Land Use Permit Application submitted by Tammy Chadbourne** (Map 13, Lot 14) to add an addition to the existing home located at 47 Oak St, the Autumn Green Funeral Home, in the Center Village District began at 7:05 pm. Stuart Weston, representing applicant Tammy Chadbourne, explained the proposal to add a small addition to the funeral home to better accommodate the needs of their clientele. Contractor Bob DeLenzo of DeLenzo construction was present to answer questions. The approximate 16' X17' room with a bump out will allow them to increase their seating capacity by 35 chairs. The construction of the addition will reflect the design and quality of the existing building. Stuart explained that the addition will be built on a slab and would require no plumbing, parking lot or septic changes. CEO Jim Allaire has been contacted concerning setbacks and has verified that they are within Town standards. Electrical service will be relocated by Normand Electric. In response to a question from the Chair, Bob stated that the existing ramp will be relocated and will be within a couple of feet of the driveway. Al explained that if Stuart is going to represent Tammy at subsequent meetings, the board will need written authorization. At there were no other questions, a Review for Completeness was scheduled for October 5<sup>th</sup>, 2016 at 7:05.

Next on the agenda was a review of a **Land Use Permit Application submitted by John and Donna Casoli** for land owned by Steve LaFreniere (Map 9, Lot 15) to split 35 acres among 4 family members in the Critical Rural District, which commenced at 7:10 pm. Donna Casoli explained they are hoping to buy 35 acres, build a house for themselves, one each for their son and daughter, and perhaps eventually a fourth one for her sister. Al clarified that currently all three parcels are in common ownership. Jim stated that one 5.02 acre lot (Map 9, Lot 15-C) has already been divided. The remaining lot (Map 9, Lot 15) would need to be split 3 ways. Al explained to the applicants the ordinances concerning dividing lots and creating subdivisions. The applicants determined that they could split 9-15, creating a 5.35 acre building lot for their son and postpone any further division for at least 5 years therefore avoiding the need for subdivision approval. Fire chief David Lord advised the Casolis to inquire about responsibility for road maintenance prior to purchasing the property, noting there had been a problem with wash outs in the past. Al added that any potential deed should specify who is responsible for road maintenance. Donna and John decided to withdraw their Land Use Permit Application with the Planning Board.

The third review of the evening was for a **Land Use Permit Application submitted by Richard Desfosses** (Map 5, Lot 15-2) to move his current small used car sales business to his residence at 11 Crestview Dr., Alfred. Jim explained that Crestview Dr. is a 4-lot subdivision, off Brackett Hill Rd. Richard summarized his plans stating that he hopes to close his current business in Lebanon and open a scaled back but similar business at his residence in Alfred until which time he finds a new location for his business. He would have 3-4 cars at a time, doing minor repair, detailing and sales. Much of his advertising would be through the internet and cars would also be displayed at other business locations in the area.

The Board discussed the fact that according to the Land Use Table (11.2), motor vehicle repair and maintenance is allowed in the Rural Residential District as long as it is within 1,000 feet of Rte. 202. After consulting the Town Maps, it was determined that Richard's property is outside that area. Jim pointed out that having a home office is allowed as well as having up to 2 unregistered, uninspected cars at a time. Richard stated that he could proceed with a condition that he have 2 or less cars at a time not including his own.

When asked about a dollar value of the project, Richard stated that other than adding a partition wall to create office space and a 3'X6' sign at the end of the road, there would be no expense. The house and garage already exist and vehicles would be displayed on a flat grassy area at end of drive. Jim added that an asphalt pad is not required.

The Board scheduled a Review for Completeness for Oct 5, 2016 at 7:30pm.

The final review of the evening was for a **Land Use Permit Application submitted by York County Government** (Map 4, Lot 3) to convert the current Re-entry Center to a 36 bed Residential Rehabilitation Center in the Commercial District.

Facilities Director Timothy Amoroso spoke to the Board representing County Manager Gregory Zinser, Timothy stated that they are requesting a change in use to operate a drug recovery center. He clarified that it will be limited to detox and recovery, not a methadone clinic. There will be no walk-ins from the street, residents will come from the jail or directly from court. Drug addicts will receive treatment while they await a trial.

Discussion followed concerning possible impact on Alfred's Rescue Service. Dave Lord, Fire Chief, stated that he sees the rehabilitation center as "a good thing" adding that it will be removing addicts from the general population. If necessary Alfred Rescue will take them to the hospital. Dialogue concerning payment for transport services ensued. If the client is not insured, the County will reimburse at the Maine Care rate.

Timothy took note of several questions from the Board to relay to County Manager Gregory Zinser. He expects Gregory to be at the Review for Completeness which was scheduled for Wednesday, October 5, 2016 at 7:45pm.

There was a short discussion concerning the **55+ condominium community** in the Critical Rural Zone, proposed by Paul Hollis. (Map 5, Lot 25-A). Dave Lord discussed the possibility of dry hydrants utilizing the pond. He added that holding tanks would be cost prohibitive. Dave plans to attend the next Planning Board meeting with the developer.

Old business included a reminder of the **SMPDC workshop** for Planning Board and Zoning Board of Appeals Members on Thursday, October 20<sup>th</sup> from 7-9 pm. Those interested should let the Secretary know by October 11<sup>th</sup> 2016.

The meeting was adjourned at 8:15 pm.

Next Meeting: October 5, 2016

**Minutes**  
**ALFRED PLANNING BOARD**  
**Regular Meeting and Reviews for Completeness**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, October 5, 2016**

Members present were Chair Al Carlson, Co-chair Art Karcher, Raymond Blanchette, George Dugovic, Fred Frodyma, and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood and Applicants: Tammy Chadbourne, Richard Desfosses, Timothy Amoroso and Greg Zinser.

Chair Al Carlson opened the meeting at 7:00.

George made a motion to approve the minutes of September 21, 2016 as corrected. Fred seconded the motion and all voted in favor.

At 7:05, the Review for Completeness of a Land Use Permit Application submitted by Tammy Chadbourne (Map 13, Lot 14) for an addition to the existing home located at 47 Oak St, the Autumn Green Funeral Home, in the Center Village District commenced. Tammy described the proposed addition designed to better meet the needs of her growing clientele. It is designed in keeping with the historical value of the home and consists of an approximate 16'X17.5' room, a porch and a ramp. In response to a question from Al, Tammy stated she would like to start construction this fall. As it was determined by the Board that all required information from the applicant had been provided, Fred moved to accept the application as complete. Ray seconded the motion and all members voted in favor. A hearing was scheduled for October 19, 2016 at 7:05 pm.

Discussion of the Contract Zoning Ordinance Draft followed at 7:15. PB members reviewed the draft which was provided by the Select Board. If the Comprehensive Plan passes at the November 8<sup>th</sup> town meeting, the new ordinance could be voted on as an amendment to the Comp. Plan at the December Town Meeting. If adopted, the ordinance would require a town-wide vote to approve a contract zoning project. It was suggested that the Planning Board and Selectmen meet to discuss the proposed ordinance in the near future.

At 7:30, the Review for Completeness of a Land Use Permit Application submitted by Richard Desfosses (Map 5, Lot 15-2) to move his current small used car sales and repair business to his residence at 11 Crestview Dr. began. Al suggested that the PB should schedule a site walk. Jim agreed and a site walk was scheduled for October 12, 2016 at 5:30 pm.

Richard explained that he plans to move his existing business from Lebanon to his residence at 11 Crestview Dr. He will use an existing garage and add a home office to space above the garage. According to State regulations, he needs 5000 square feet which he stated he has. The only expenses associated with the project will be adding a partition wall to create office space, an approximate 12'X6' deck with a set of stairs and a small sign at the end of the road. Al reminded the applicant that a condition of the permit if granted, would be a maximum of two unregistered cars at any time.

The Board reviewed the required information and deemed the application complete. A hearing was scheduled for October 19, 2016 at 7:30 pm.

The final review of the evening began at 7:45, for Completeness of a Land Use Permit Application submitted by York County Government (Map 4, Lot 3) to convert the current Re-entry Center to a 36 bed Residential Rehabilitation Center in the Commercial District.

County Manager Gregory Zinser spoke of the County's plan to move the Re-entry Center to Windham leaving the space available for a 36-bed rehab and detox facility. He then directed Board members to review the booklet provided titled "Layman Way Recovery Center". He gave an overview of both the proposed detoxification program and rehabilitation program. He also stated that funding is still in the works. Gregory next answered questions from the board concerning budget, clientele and treatment. He stressed that the facility will not be a methadone clinic. The clients in the detox beds will be in a locked down unit. Those in the rehab beds would not be in lock down, yet if they left the facility, most would be in violation of parole and be arrested. The facility would be fully staffed, 24-7, with medical staff and intake people, all newly trained, licensed professionals. As restrictions make a site walk difficult, Gregory will provide the Board with blueprints of the buildings. John suggested sharing a copy of the plan with the State Police.

As the facility will not require substantial structural changes, expect costs will be \$5,000 or less.

The overpayment of \$75.00 by the County for the application fee will be credited towards hearing costs.

After reviewing the requirements, Fred made a motion to accept the application as complete. Art seconded the motion and all members voted in favor. The hearing was scheduled for November 2, 2016 at 7:00 pm upstairs in the Town Hall.

Old Business consisted of a reminder of the SMPDC Fall Workshop on 10/20/16, 7-9 pm. Sanford Town Hall. Jim and Darcy will attend.

New Business included discussion of the proposed Shoreland Zoning Workshop. Jim shared an email from Patti McKenna of the Town of Lyman concerning a workshop facilitated by Mike Morse focusing on relocation in the shoreland zone. Board members were in agreement that it would be beneficial to attend. The date and time is yet to be determined but will likely be a Thursday evening.

Ray moved to adjourn at 8:35. Fred seconded the motion and all voted in favor.

Next Meeting: October 19, 2016

**Planning Board/Selectmen's Meeting**  
**October 12, 2016 6:00 pm**  
**Alfred Town Hall**  
**Minutes**

Members present: PB Chair Al Carlson, John Ibsen, Raymond Blanchette, George Dugovic, Selectmen Tony Palminteri and George Donovan. Also, CEO Jim Allaire, PB Secretary Darcy Hobgood and Administrative Assistant Joyce Wood.

George Donovan opened the combined Selectmen and Planning Board meeting at 6:10 to discuss a proposed Contract Zoning Ordinance and Comprehensive Plan Amendment. Contract zoning is a zoning by an agreement in which the landowner agrees to certain restrictions or conditions in exchange for more favorable zoning treatment.

Tony explained that the ordinance will be voted on at the December Town Meeting and an amendment to the Comprehensive Plan concerning Contract Zoning will also be voted on at that time. He went on to explain that the proposal to enact the ordinance came about due to the Land Use Application submitted by Paul Hollis to develop property on Shaker Pond (Map 5, Lot 25-A) for a 55+ condominium community in the Critical Rural Zone. Contract Zoning would give the Town "another tool in the planning kit".

The proposed ordinance would involve 3 levels of checks and balances. Any proposal would have to be first approved by both the Planning Board and Select Board and then be voted on at a Town Meeting. The proposal would then go back to the Planning Board for approval. Tony stated that the Comprehensive Plan Committee unanimously supported the idea when it was brought up at their last meeting.

It was further explained that if a property was approved for contract zoning, the contract could specify any number of stipulations and constraints. For example, the developer could be required to extend water and/or sewer lines, improve roads or adhere to certain design standards. If the property is sold, the contract does not automatically get transferred upon conveyance.

Al stated that a Performance Bond could be issued to the developer to ensure that the project is completed according to the terms of the contact. He added that the Board currently has the authority under Article XIV, §148-67 and §148-68 to waive portions of the submission requirement. Tony replied that that only applies to subdivisions and although the Federal Street development would likely be considered a subdivision, there have been instances in the recent past where having a contract zoning ordinance in place would have benefited the Town, siting the possibility of a bank being located in the old jail building.

George Donovan proposed that for \$500, we hire Kathy Connor of SMPDC to draw up an ordinance so we have something to present to the Town Meeting on December 3, 2016. Tony suggested the Planning Board review it once it is drawn up. Joyce shared that the suggestion was made that the Planning Board pay half of the cost of the draft.

Responding to a question from Joyce, Al clarified that the issue of Contract Zoning never came up in the discussion between Paul Hollis and the Board at his Sketch Plan Review on September 7, 2016. It was suggested that the idea was likely suggested initially by Dana Libby of Corner Post Surveying.

Al reminded the Boards that they need to ensure that any Contract Zoning Ordinance does not conflict with any current ordinances.

Joyce stated that public hearing is required at least 14 days prior to the December 3<sup>rd</sup> Town Meeting and a notice needs to be in the papers at least 10 days in advance of the public hearing.

The meeting was adjourned at 6:30 pm.

**ALFRED PLANNING BOARD**  
**Site Walk Minutes**  
**Wednesday, October 12, 2016, 5:30 p.m.**

Members present were Chair Al Carlson, John Ibsen, George Dugovic and Fred Frodyma. Also, CEO Jim Allaire, Secretary Darcy Hobgood and Applicant Richard Desfosses.

Planning Board members met at the property of Richard Desfosses, 11 Crestview Dr, (Map 5, Lot 15-2) at 5:30 to walk the site of his proposed small used vehicle sale and repair business in the Rural Residential District.

Road frontage, proposed display location, suggested location and size of signage, garage location, deck and office entrance and location of abutters were all noted by the board.

Jim explained to Richard that the total maximum signage could not exceed 3 square feet and that an "Open" sign in the garage window would count toward that total. A directional arrow type sign would be allowed at the end of the driveway. Jim suggested to Richard that he may want to look into a State DOT sign.

As there were no other questions or concerns from Board members, the site walk was concluded at 5:45 pm.

**Minutes**  
**ALFRED PLANNING BOARD**  
**Regular Meeting, Public Hearings and Application Reviews**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, October 19, 2016, 7:00 pm.**

Members present were Chairman Al Carlson, Co-chair Art Karcher, Raymond Blanchette, George Dugovic, Rich Pasquini, Fred Frodyma, and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood, applicants: Tammy Chadbourne, Richard Desfosses and Timothy Amoroso for the County of York and members of the public: Eileen Stone, Joyce Krahling, Joe and Marlene Olszewski, Elissa Brewster, Ronni Lynn and Jason Champlin, Michael Comeau, Roger Huppe and Andrew Sevigny.

Al Carlson opened the meeting at 7:00.

Al briefed Board members about the fourth item on the agenda - **Richard Desfosses'** hearing for his proposed small used car sales business at 11 Crestview Dr. He quoted the definition of Home Occupation (§160-14), "An occupation ....shall not include motor-vehicle-related sales and service operations, as defined by this ordinance." Al explained that a home office is okay under the ordinance and does not need to be authorized by the Planning Board or CEO. George made a motion to refund the application fee and other expenses incurred by Richard Desfosses. Art seconded the motion and all voted in favor. Al will sign the letter prepared by the secretary authorizing a refund.

At 7:05, the Public Hearing for a Land Use Permit Application submitted by **Tammy Chadbourne** (Map 13, Lot 14) to add an addition to the existing home located at 47 Oak St, the Autumn Green Funeral Home, in the Center Village District commenced. Tammy summarized her plans to build a 16X17 addition to the funeral home to accommodate up to 35 chairs for a funeral, including a new heating/cooling system and a ramp for better egress. Al read a concern from an abutter in regard to a fence that was to be put in and has not been. Tammy explained that some of the area is fenced, some is surrounded by tall shrubs. Jim added that the previous plan specifies that a fence would be installed but does not specify size or location. As there were no other questions, performance standards were reviewed by the Chair. It was determined that off street parking (70 cars) was adequate, the planned building design was appropriate and that any impact was beneficial to the community. Tammy stated she would take up concerns of her abutter and added that her driveway does indeed meet State regulations.

Fred moved to approve the application. The motion was seconded by Art and all members voted in favor.

Next on the agenda was the **approval of minutes** for the meeting of October 5, 2016 and the Site Walk and Planning Board/Selectmen's meeting of October 12, 2016. George motioned to accept the Oct 5<sup>th</sup> and Site Walk minutes as written, Fred seconded the motion and all voted in favor. George then motioned to accept the

October 12<sup>th</sup> minutes as written, Ray seconded the motion and all voted in favor.

The Board then addressed a request from the Select Board to contribute to the \$750 fee of having Kathy Connor of SMPDC draft a **Contract Zoning** ordinance. Al made known that the Planning Board has not spent any of their budgeted consulting funds. Fred made a motion to approve the PB provide \$750 for Kathy Connor to write a Contract Zoning Ordinance. George seconded and all voted in favor.

The Public Hearing for a Land Use Permit Application submitted by **Richard Desfosses** (Map 5, Lot 15-2) to move his current small used car sales business to his residence at 11 Crestview Dr. began at 7:30.

Al related to Richard the discussion the Board had earlier in the meeting concerning the ordinance prohibiting his permit and explained that Richard would be reimbursed for his costs. He added that if Richard wishes to pursue the application further, he could take it to ZBA. If it goes before ZBA, there would be another public hearing. In response to Richard's question about the possibility of a temporary permit while he looks for a suitable location for his business, Al stated he may want to take that up with the ZBA.

**Old business** included a reminder of the **SMPDC Fall Workshop**, 7-9 pm Thursday, 10/20/16 at the Sanford Town Hall. Jim and Darcy will attend.

Jim shared that there is no date or time yet for the **Shoreland Zoning Workshop** with the Town of Lyman.

The Board discussed the proposed **Contract Zoning** amendment and ordinance. Kathy Connor of SMPDC will draft an ordinance utilizing a rough draft created by Jim and Joyce. Jim stated that the plan is to have a public hearing on 11/15/16 in order to have it on the warrant for the Dec 3 town meeting. George added that the Planning Board would need to see the draft ASAP in order to propose any changes.

Al emphasized the need to stay in touch with Road Commissioner David Lord concerning emergency access to privately owned roads.

**New Business** included four permit application initial reviews. First was a review of the Land Use Permit Application submitted by Gregory Zinser for the **County of York**, for an expansion of use at 5 Swetts Bridge Rd (Map 4, Lot 3-M) in the Commercial District, to utilize the space for a "traditional" food pantry. Timothy Amoroso was in attendance representing Greg Zinser. He summarized the plan to move the food pantry at YCSP to Swetts Bridge Rd where it will operate more like a traditional food pantry with walk in customers. He stated that he does not know the number of people expected to utilize the pantry but will work on getting a figure for the next meeting. He added that they have no intent to change physical characteristics (parking, building, etc.) except to add an entrance.

A Review for Completeness was scheduled for November 2, 2016, 7:45 pm.

The second review was of the Land Use Permit Application submitted by **Three Rivers Land Trust** to utilize an existing house for office space at 235 Swetts Bridge Rd (Map 3, Lot 16) in the Village District. Fred informed the Board that there would be no

residential tenants but the Land Trust may rent out an office to help with expenses. Amy Titcomb will represent the Land Trust. A Review for Completeness was scheduled for November 2, 2016, 8:00 pm.

The third review of the night was for a Land Use Permit Application submitted by **Three Rivers Land Trust** for wetlands restoration at Pheasant Ln. (8-35-B). Fred stated that this resulted from a grant to restore habitat for Blanding turtles. Danna Truslow of Truslow Resource Consulting LLC will oversee the project. A permit is required for moving over 100 cubic yards in the Resource Protection District. A Review for Completeness was scheduled for November 2, 2016, 8:05 pm.

The fourth and final review of the evening was for an application submitted by **Paul Mathews** of 79 Biddeford Rd for a sign/branding studio in the Village District. Jim explained to the Board where the business would be located and that manufacturing is allowed in the Village District. A Review for Completeness was scheduled for November 2, 2016 at 8:15 pm.

Jim announced that in addition to the Contract Zoning ordinance, the Comprehensive Planning Committee and the Selectmen are working on an ordinance to create a **Design Review Committee**. Jim handed out the ordinance draft to be reviewed. The Planning Board has requested to meet with Selectmen next Tuesday, October 25<sup>th</sup>, 2016. In order to include the ordinance at the November 15<sup>th</sup> Public Hearing, Joyce will have to post a notice in the paper by October 16<sup>th</sup>. It was emphasized that the Design Review Committee is advisory only; the Planning Board would have final say in the matter.

Rich announced that he will miss an unknown number off meetings due to upcoming surgery.

The Board then reviewed the **Water District's Nitrate Report**. Discussion concerning possible effects of the drought followed.

The meeting was adjourned at 8:45 pm.

**Next meeting:** November 2, 2016 Upstairs at the Town Hall, 7:00 pm.

**Minutes**  
**ALFRED PLANNING BOARD**  
**Regular Meeting, Public Hearing and Reviews for Completeness**  
**Alfred Town Hall 2<sup>nd</sup> Floor, Alfred, Maine**  
**Wednesday, November 2, 2016, 7:00 pm.**

Members present were Chairman Al Carlson, Co-chair Art Karcher, Raymond Blanchette, George Dugovic, Fred Frodyma, and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood, Greg Zinser and Timothy Amoroso of York County Government, Bob Dawber, Diane Gerry and Jen Ouellette of YCSP, applicant Paul Mathews, Danna Truslow representing Three Rivers Land Trust, John Sylvester and Aline Chadburn.

Chair Al Carlson opened the meeting at 7:05 commencing with the Public Hearing for the Land Use Permit Application from **York County Government** to convert the current re-entry center located on Laymen Way (Map 4, Lot 3) to a 36 bed residential rehabilitation center in the Commercial District. Greg Zinser, Manager of the County of York, gave an overview of the proposed Layman Way Recovery Center, the primary goal of which is to treat the person's addiction and getting the low level offender out of jail as soon as possible. Greg stressed that it is not a methadone clinic. The detoxification center will have 12 beds with an average stay of 3-7 days; the residential rehab program will have 24 beds with an average stay of 3-6 months. He stated that there will be less traffic in and out then there is currently with the Women's Re-entry Center. He answered questions from the Board concerning overflow and security, explaining that overflow would not be going to York County Shelter on Shaker Hill and that although those in detox would be in lock down, people in rehab would not. He added that anyone walking away from rehab would be arrested and jailed. As documentation provided by the County thoroughly explained the program, there were few questions from the board or members of the public.

The Performance Standards relevant to the application were reviewed, particularly §160-111.2, Community impact analysis. It was concluded that the recovery center would be "a benefit to the community and mankind".

Fred made a motion to approve the application with the conditions that the Women's Re-entry Center be moved from the location and the Recovery Center be licensed by the State. George seconded the motion and all voted in favor.

The next item on the agenda was the Review for Completeness of the Land Use Permit Application submitted by Gregory Zinser for the **County of York**, for an expansion of use at 5 Swetts Bridge Rd (Map 4, Lot 3-M) in the Commercial District, to utilize the space for a "traditional" food pantry. The application fee was collected and it was determined that all required information from the applicant was provided to the Board. Fred moved to accept the application as complete, Ray seconded the motion and all members voted in favor. A hearing was scheduled for November 16, 2016 at 7:15 pm.

At 7:30 the **minutes for the meeting of October 19, 2016** were reviewed. Art moved to accept the minutes as corrected. John seconded the motion and all voted in favor.

The Board then discussed an **email from George Dugovic** concerning the draft of the Contract Zoning Ordinance and the Planning Board's input into the process. Consensus of the Board was to hold off suggesting any changes until an application is received and the

process is followed as written.

Art made a motion to **waive the application fee** for the two Three Rivers Land Trust applications. Ray seconded the motion and all voted in favor. Fred Frodyma will speak with Treasurer Fred Holt concerning waiving the fees on Thursday, November 3<sup>rd</sup>.

The Review for Completeness of the Land Use Permit Application submitted by **Three Rivers Land Trust** for a change of use at 235 Swetts Bridge Rd (Map 3, Lot 16) in the Village District began at 8:00. Fred Frodyma spoke for Three Rivers explaining that the change of use is to utilize an existing house for office space for the land trust. He added that the garage may be repurposed as a meeting room. It was concluded that all application requirements were in place. Art moved to accept the application and Ray seconded the motion. Fred abstained and all remaining members voted in favor. A hearing was scheduled for December 7, 2016 at 7:15 pm.

At 8:05, the second application for **Three Rivers Land Trust** was reviewed for completeness. That Land Use Permit Application is for moving over 100 cubic yards in the Shoreland District at Pheasant Ln. (8-35-B). Danna Truslow from Truslow Resource Consulting LLC spoke for the Land Trust, presenting information and a map illustrating potential restoration work. She explained goals of the land trust were to return the wetlands to a more natural state, restore a more consistent flow and potentially create a nesting area for Blanding turtles.

Art moved to accept the application as complete and Ray seconded the motion. Fred abstained and all remaining members voted in favor.

A site walk was scheduled for Thursday, November 10<sup>th</sup> at 10:15 am.\*

A public hearing was scheduled for November 16, 2016 at 7:30 pm.

The Review for Completeness of a Land Use Permit Application submitted by **Paul Mathews** of 79 Biddeford Rd (12-2) for a sign/branding studio in the Village District began at 8:20 with collection of the application fee. Paul explained his proposal to work out of the existing barn, initially part time, crafting wooden signs. In response to a question from George, Paul explained that "branding" refers to designing logos and brands, something that he has done for many Biddeford businesses. Jim stated that manufacturing with less than 2,500 square feet of gross floor area is allowed in the Village District with Planning Board approval. George motioned to accept the application as complete and Ray seconded the motion. All members voted in favor. A hearing was scheduled for November 16, 2016 at 7:45 pm.

As there was no further business, Art made a **motion to adjourn** at 8:30. Ray seconded the motion and all voted in favor.

Next meeting: November 16, 2016

\* The site walk was later rescheduled to November 9<sup>th</sup> at 3:00 pm.

**Minutes**  
**ALFRED PLANNING BOARD**  
**Site Walk**  
**Wednesday, November 9, 2016, 3:00 pm.**

Members present were Chairman Al Carlson, George Dugovic, Fred Frodyma, and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood and Amy Titcomb representing Three Rivers Land Trust.

At 3:00 Planning Board Members met to walk Three Rivers Land Trust's site on Pheasant Ln.,\* (8-35-B). Amy Titcomb led the walk explaining the proposed restoration work. She pointed out where a culvert would be removed and fill relocated to return the wetlands to a more natural state. The Board noted the Blanding's turtle nesting area and the sites for two potential vernal pools.

A public hearing on this application is scheduled for November 16, 2016 at 7:30 pm.

The site walk adjourned at 3:30 pm.

\* Although the original Permit Application lists the location as Pheasant Lane, 8-35-B is actually located on Wilderness Acres Drive.

**ALFRED PLANNING BOARD  
Public Hearing Minutes  
Conant Chapel, Alfred, Maine  
Tuesday, November 15, 2016, 6:00 pm.**

The following Planning Board members were in attendance: Chairman Al Carlson, Co-chair Art Karcher, Raymond Blanchette and George Dugovic.

The Planning Board held a Public Hearing on November 15, 2016 to receive public input on five ordinance changes to Alfred's zoning. The five proposed ordinance changes are as follows:

- An Ordinance to amend the Code of the Town of Alfred, Chapter 160 to add a new Article XXIII Design Review Committee
- An Ordinance to Amend the Code of The Town of Alfred, Chapter 160 sub-section 160-90 Applicability and purpose.
- An Ordinance to Amend the Code of the Town of Alfred to add a new Article XXII Contract Zoning
- An Ordinance to Amend the Code of the Town of Alfred Chapter 160 sub-section 160-148 Land use permit review procedure by the CEO
- An Ordinance to Amend the Code of the Town of Alfred Chapter 160 sub-section 160-149 Land use permit review procedure by the Planning Board.

All the changes were proposed by the Selectmen.

The Planning Board Chairman called on the Selectmen to explain the purposes of the changes. The residents attending had a minimal amount of concern and seemed supportive of the new concepts – (1) Contract Zoning and (2) a Design Review Committee, to have input into new and changes to existing commercial buildings. At the end of the public input, the Planning Board voted to recommend each of the proposed changes.

The Public Hearing adjourned at 6:30 pm.

**ALFRED PLANNING BOARD**  
**Regular Meeting and Public Hearings Minutes**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, November 16, 2016, 7:00 pm.**

Al opened the meeting at 7:00 pm.

Members present were Chairman Al Carlson, Co-chair Art Karcher, Raymond Blanchette, George Dugovic, Fred Frodyma, and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood, Timothy Amoroso of York County Government, applicant Paul Mathews, Amy Titcomb and Danna Truslow representing Three Rivers Land Trust. Members of the public Jennifer Ivey and Chancey Vieirz.

First on the agenda was the **approval of minutes** for the meeting of November 2, 2016. Art moved to accept the minutes as corrected, Fred seconded the motion and all voted in favor. Next the site walk minutes of November 9, 2016 were reviewed. It was noted that the application references an incorrect location. It was suggested that this be noted in the minutes. Fred motioned to accept the minutes as amended. John seconded the motion and all voted in favor.

Under old business, **waiving permit application fees** for Three Rivers Land Trust was discussed. The Selectmen and Treasurer were in agreement that the Planning Board is not authorized to waive fees. The board will re-address the matter at a future meeting.

Al then gave a brief summary of the **November 15<sup>th</sup> Public Hearing**. The Planning Board had a quorum with four members present. The Hearing was sparsely attended, yet the members of the public had no concerns with either the proposed Contract Zoning Ordinance or the proposed Design Review Committee.

The Board briefly discussed the fact that a proposed **moratorium on recreational marijuana** was postponed. It was explained that a moratorium, which is only good for 6 months, is not required until legislation is in place which may not happen until early 2017.

As it was not quite time for the 7:15 hearing, York County's Facilities Director Timothy Amoroso offered to update the Planning Board concerning the plans for the **Combined Courthouse**. Timothy stated that he had just come from the Commissioners' meeting. He shared that the general consensus at the meeting was that the site location in Biddeford was a poor choice. The town of Alfred's lack of municipal sewer, water and natural gas lines were cited as determining factors in the decision. Others at the meeting felt the decision was preordained. John Sylvester stated the decision did not take into account the 75% of the County's population that did not reside in the Biddeford/Saco area.

At 7:20 the Public Hearing for the Land Use Permit Application submitted by Gregory Zinser for the **County of York** for an expansion of use at 5 Swetts Bridge Rd, (Map 4, Lot 3-M) in the Commercial District, to utilize the space for a "traditional" food pantry began with the collection of fees for hearing costs. Timothy Amoroso representing York County Government summarized the County's plans to move the existing YCSP food pantry from Shaker Hill to the County building at 5 Swetts Bridge Rd. He estimates 1100-1400 boxes of food are currently distributed each month. Al explained that a box's size varies with the size of the family and contains a well-rounded assortment of food.

Timothy clarified that the proposed pantry will still distribute food to other shelters and that the new "traditional pantry" will be about 1/3 of the total operation.

Jim felt the application fell under Land Use Category 12.3 in the Town's Land Use Table: "Storage in an existing building of goods not related to sale or use of those goods on the same lot where they are stored." This use is permitted in the Commercial District with Planning Board approval. Questions from the board regarding parking and days of operation were answered by Timothy. He stated that there is sufficient parking available and the food pantry would serve the public one or two days per week.

Al then reviewed the performance standards. The board concluded that most standards didn't apply. They did, however, address §160-100 Refuse disposal. It was decided that a condition of the permit, if approved, would be that no refuse enter the Town's waste stream. §160-104, Signs, was also discussed. Any sign would have to meet Town standards and would require a permit from the CEO.

Referring to §160-111.2, AI stated that any “Community Impact” would offer more benefit to the community than detriment.

There were no public comments and no other questions from the Board.

Fred moved to approve the application with conditions specifically refuse disposal and signage. Art seconded the motion and all voted in favor.

Timothy Amoroso thanked the Board and stated he plans to come to future Planning Board meetings once every couple of months to facilitate relationships between the Town and County.

The Public Hearing for a Land Use Permit Application submitted by **Three Rivers Land Trust** for moving over 100 cubic yards in the Resource Protection District at Wilderness Acres (Map 8, Lot 35-B) began at 7:40. Permit and hearing fees were collected. Amy Titcomb gave an overview of their proposal, describing the 25-acre site off Wilderness Acres Drive which abuts a 200-acre preserve. Danna Truslow of Truslow Resource Consulting LLC gave a presentation explaining the proposed work which includes removing a 30” diameter culvert and restoring adjacent filled land to a floodplain and small wetland including two vernal pools. The work will be funded through a wetland conservation and restoration grant and will be approved by the Maine DEP and the US Army Corps of Engineers. Although material will be relocated, Danna does not expect any will be removed or brought in. Restored areas will be re-seeded or planted with native plants and monitored for five years. Goals of the project are to provide habitat for Blanding’s turtles and return the wetlands to a more natural state. Danna and Amy answered questions from the Board and public concerning the exact size and location of the project, potential seeding and planting, monitoring and stewardship.

As there were no other concerns or questions, AI proceeded to review the performance standards. Fred Frodyma recused himself from discussion and voting due to the fact that he is a board member of the Three Rivers Land Trust. Specific attention was paid to §160-93 Land uses and activities in any Shoreland Zone. It was concluded that all conditions would be met.

Art made a motion to approve the application as submitted with no conditions. George seconded the motion. Fred abstained and all other Board members voted in favor.

At 8:20 the final Public Hearing of the evening for a Land Use Permit Application submitted by **Paul Mathews** of 79 Biddeford Rd (Map 12, Lot 2) for a sign/branding studio in the Village District commenced with the collection of hearing fees.

Paul explained his plans for a sign manufacturing business and branding studio. He stated that he currently does graphic design out of his home office and would like to expand his business to include the manufacturing of handcrafted wooden signs. Although he does not plan to have walk-in customers, he does plan to put out a sign. He will do business by appointment only.

As there were no questions from the board, AI proceeded to review the performance standards. AI explained that although the building had previously been home to a gift shop, Paul’s business would be considered manufacturing and therefore a change of use. A discussion of signage resulted in the conclusion that because there was previously a sign located at the property and the sign post was still there (an existing structure) no sign permit is required.

It was concluded that all Performance Standards would be met.

Fred made a motion approve the application as submitted with no conditions. Ray seconded the motion and all voted in favor.

As there was no new business the meeting was adjourned at 8:40.

Next Meeting: December 7, 2016

**Minutes**  
**ALFRED PLANNING BOARD**  
**Regular Meeting and Public Hearing**  
**Alfred Town Hall, Alfred, Maine**  
**Wednesday, December 7, 2016, 7:00 pm.**

Al opened the meeting at 7:00 pm.

Members present were Chairman Al Carlson, Co-chair Art Karcher, Raymond Blanchette, Fred Frodyma, Rich Pasquini and John Ibsen. Also, CEO Jim Allaire, Secretary Darcy Hobgood and abutters Stephen Harrison Jr. and Kara Harrison.

The **minutes** for the meeting of November 16, 2016 were reviewed. Art made a motion to accept as amended. Fred seconded the motion and all voted in favor. The minutes for the hearing of November 15, 2016 were also reviewed. Fred made a motion to approve as written. Ray seconded and all voted in favor.

Old Business:

An email from Patti McKenna, CEO Town of Lyman, concerning a **workshop on Relocation in the Shoreland Zone** conducted by Mike Morse from DEP was reviewed. The date and time of the workshop has been set for Thursday, January 19, 2017, 7:00 pm at the Lyman Town Hall. CEO Jim Allaire and all Planning Board members present plan to attend. George will be contacted concerning attendance.

CEO Jim Allaire stated that **Robert Champagne** is planning to proceed with cleaning up his property (Map 4, Lot 30) as required by the Town, by burning debris this week.

Al suggested that now that the **Comprehensive Plan** has been accepted by the Town, the Planning Board should begin working with them to move forward with the goals, policies and strategies designated as Planning Board responsibilities. Art added that the new CP Implementation Committee has yet to be formed and if anyone is interested in joining that committee, they should contact Joyce Wood. The committee is expected to hold their first meeting in January, 2017.

At 7:15 the public hearing for a land use permit application submitted by **Three Rivers Land Trust** for a change of use at 235 Swetts Bridge Rd (Map 3, Lot 16) in the Village District to utilize an existing house for office space began. As Amy Titcomb was unable to attend the meeting, Fred Frodyma, vice president of the Land Trust, summarized their plans for the property. He stated that the house on Swetts Bridge Rd. was given to the land trust by Donna Jacobson. The Land Trust plans to clean it up, remove the kitchen and use the space for offices. He added that the Land Trust's executive committee meets approximately once per month and membership personnel may work there a couple of hours per week. He expects there to be no more than 7-8 cars there at one time during meetings. In response to a question from Al, Fred stated that the Land Trust may lease out additional office space to similar organizations.

Abutters Stephen and Kara Harrison voiced concerns about increased traffic on Kennebunk Rd. and Mouse Ln. and the possibility of development of the property. Fred replied that he doesn't foresee any increase in traffic and added that the Land Trust office should generate less traffic than a typical residence. He explained one goal of Three Rivers is to conserve land and that if adjoining land, specifically the area known as "The Globe", were ever given to the Land Trust it would not be developed. Comments from two abutters which were received by mail were read and discussed. Richard Menelly who has provided office space for Three Rivers for the past three years, stated that he has had no issues concerning noise or parking and offered his strongest support. Gerald Capp shared concerns about the appropriateness of an office in a residential area.

In response to questions from Stephen Harrison concerning an antiquated water system in the area, Al suggested he contact the Alfred Water District.

Performance standards were reviewed. Jim stated that the proposed use would fall under Land Use Category 3.1, Office, Clerical ... with less than 2,500 square feet of gross floor area. Fred stated that a sign would most likely be put up conforming to Alfred code. Parking was deemed sufficient for the proposed use. Discussion followed concerning a request from the Fire Chief to have an alarm installed in the building. It was decided to include this as a condition of the permit if approved.

Art made a motion to approve the application with this condition. Rich seconded the motion. Fred abstained due to a conflict of interest. All other members present voted in favor.

New business included a **summary of the SMPDC Boardsmanship Workshop** attended by CEO Jim Allaire and Secretary Darcy Hobgood. Fred requested the documentation provided at the workshop for further review.

As there are no pending hearings, Art made a motion to cancel the Planning Board meeting scheduled for December 21, 2016. Rich seconded the motion and all voted in favor.

The Planning Board meeting was adjourned at 8:00 pm.

Next Meeting: 1/4/17