

# Newfield Planning Board Minutes

**Date:** September 4, 2019

**Voting Members:** Gloria Dyer, Anthony Garitty, Skip Tonge, Jeff Valley, Sherry Bachelder

**Alternate Members:** Ben Buzzell and Linda Bisson

**Also present:** Dawn Rouillard, Planning Board Secretary; Kenny Gates; Dana Libby, Corner Post Land Surveying, Inc; Andrew and Diane O'Neil; Scott Drugg; Eric Sanderson, SMPDC

**Quorum Present: Yes**

| Topic  | Discussion   | Decision   |
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| 7:00 pm<br>Comprehensive Plan Workshop                       | Discussed Public Facilities and services; Housing; and Natural Resources Goals, Policies and Strategies of the proposed second stage of Newfield's Comp. Plan.   | Continue work on Goals, Policies and Strategies in October. Gloria will send updates to Eric Sanderson. Gloria will Confirm Eric's attendance at the October meeting.  |
| 8:02pm<br>Call to order with pledge of allegiance            | Performed by all   |  |
| Review of 8/7/19 Minutes                                     | Dawn read minutes. Correction was proposed by Gloria. Sherry motioned to accept with one correction; Anthony Seconded motion.  | Vote: 5 / 0 / 0 to accept minutes with correction  |
| 8:10pm<br>Sketch Plan Review of Joanne's Hill; Map 29, Lot 3 | <p>Gloria introduced the informational meeting for Sketch Plan of Joanne's Hill, Map 29, Lot 3. Confirmed Board had received their copies of the plan. Review processes under NPB Subdivision Regulations, Article 7 on page 10. Need to be sure we are meeting the timelines and following fees required.</p> <p>Dana Libby of Corner Post Land Surveying introduced himself and Mr and Mrs O'Neil, property owners. Scott Drugg introduced himself.</p> <p>The Board members introduced themselves. Gloria introduces Ken and Eric.</p> <p>Dana Libby states Mr and Mrs O'Neil are proposing a 13-lot subdivision out on Libby Road. Frick Associates to map the wetlands which are shown in blue on the map. There was also a vernal pool investigation done on the property this Spring. One Significant Vernal Pool was</p> | <p>For next submission, Board members can receive in the mail, have it emailed to them or pick up at town office. Advise each Board Member advise how they wish to receive next submission.</p> <p>Public Notice will be made for Site Walk to be conducted on October 2, 2019 at 6pm.</p> |

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|  | <p>located. There is a 250 foot buffer around the vernal pool, shown on the map. 100 ft setback around the vernal pool that cannot be used. 25% of the 250 foot buffer can be developed. Sketch plans shows that and is under the 25% allowed.</p> <p>Gloria asked to Dana to point out where the road was. Dana points the road out on the map as well as where the houses and driveway proposals are. Topography is laid out in 2' contours. This plan also shows the underlying soils, most of which are good for septic and house design. Driveways are subject to confirming site distances. And as part of the next phase, all lots will be soil tested.</p> <p>Dana opens for questions.</p> <p>Linda: Are the 13 driveways all off main Rd?<br/> Dana: yes, depending on site distances some of the driveways may be shifted.</p> <p>Dana: All state agencies have been contacted and have received letters back from Inland Fisheries, Historical and Conservation. None have any concerns.</p> <p>Gloria: Did they give you something in writing?<br/> Dana: Yes, they were received after submission but will be included in the next phase.</p> <p>Gloria: Next stage is also Soil Tests?<br/> Dana: That's correct.</p> <p>Gloria references Consultant Reports sent in an email to the board members, copy in front of book. Quick synopsis of what you might want to discuss during this sketch plan.</p> <p>Dana: There is one comment in Lee Jays letter about the 5 to 1 ratio, we looked through your zoning and I'm pretty sure it's 3 to 1. Article 10.3, Subsection H.<br/> Gloria: That's in the Subdivision, I think that's been updated. We have a Land Use one also. We have to go by the stricter of the two.<br/> Ben: I believe the 5:1 comes from the State Statute 44.04 #17<br/> Gloria: Read Statute, pertains to rivers, streams, waterfronts – this doesn't apply here.<br/> Dana: Will be asking for a waiver of the 3:1 ratio as all lots are @5:1, lot 13 being the deepest.<br/> Gloria: Restates the section of the letter pertaining to the lot size. All lots are 200 feet except 1 and 13.</p> | <p>Application to be reviewed again on October 2, 2019 and declare if PB accepts as complete. A public Hearing date will be determined at October Meeting.</p> |
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Linda: I see Vernal Pool has 250 ft radius protected area  
Dana: yes that's the DEP mandated buffer area. Then 100 ft set back of no-go zone.  
Linda: asked for Dana to show where the 25% area was.  
Dana: No wetlands impacts.

Eric: Are all the driveways going to have a culvert?  
Dana: any driveways the need a culvert will have one.  
Scott: Casey Tarbox will decide which driveways will need a culvert.

Dana can mail the next phase directly to the members. Email the addresses and can be submitted that way. Email address is [dana@mainesurveyors.com](mailto:dana@mainesurveyors.com)

Gloria: For next submission, Board members can receive in the mail, have it emailed to them or pick up at town office. Advise each Board Member advise how they wish to receive next submission.

Dana: I'm assuming Southern Maine Regional planning will be doing the next review as well?  
Gloria: Yes, Eric is here tonight and since the Town of Newfield hasn't had a major subdivision in a number of years, the Town is hiring a consultant. The Ordinance includes timelines and fees. The application fee is \$195. Usually comes from the CEO when the application is submitted and he signs it. IF that hasn't been done, go to town office and speak with Nichole.

Ben: It's on page 10.

Gloria clarifies by reading the Subdivision Reg Section 7.1, B – regarding fees as \$15 per lot x 13 lots for the application fee, which is \$195, made out to the town as well as a \$25 per lot Consultant fee, which is \$325. Once that is used, the fee changes to \$10 per lot for consultant and again if that isn't enough to cover the consultant fees. You may get several bills because of that. Southern Maine Regional has been hired to assist us in making sure everything is accurate.

Dana asked if they could also submit directly to Lee Jay. Eric confirmed that would be okay.

Site walk scheduled for October 2, 2019 at 6pm.  
Concerns about driveways, contours of site, flag driveways, front lot corners, vernal pool  
Eric or Lee Jay will be at site walk.

No further Questions Regarding the Sketch Plan

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| <p>8:45pm<br/>Shoreland Zoning Ordinance</p>                                  | <p>SMPDC will finish updating the Shoreland Zoning Ordinance. Cost is \$2500. The Planning Board would pay \$500 and the remaining \$2000 may be covered by the technical assistance budget of SMPDC.</p> <p>Budget Reviewed</p> <p>Jeff made motion to use \$500 to hire SMPDC to work on and complete the Shoreland Ordinance and Mapping. Skip seconded the motion.</p> <p>Gloria asked for identifying information to be added to maps, - Written description of Maps in the ordinance.<br/>Anthony asked that it's updated to remove shoreland zoning out of resource protection zone.</p> <p>Eric states will take a couple of months to complete and there will be interaction with the board for questions and revisions.</p>   | <p>Vote: 5 / 0 / 0 To Hire SMPDC.</p> <p>Eric will be in attendance at the site walk on October 2<sup>nd</sup> and the Comp Plan Meeting at 7pm.</p> |
| <p>8:55pm<br/>Fact Finding Form - CUP</p>                                     | <p>Town lawyer emailed a more usable format of the fact finding form to Gloria. Shared with the board. Board Members agreed to adopt the form for Condition Use Permits.</p>  | <p>Dawn will revise form and send to board members.</p>  |
| <p>9:00 pm<br/>Fact Finding Form – Subdivisions</p>                           | <p>Article 11 Performance Standards. Use Waterboro's version that we got from Lee Jay.<br/>Discussion of performance Standards with Eric.</p>   | <p>Ben dismissed from meeting</p>  |
| <p>9:15pm<br/>Land Use and Zoning Ordinance and Major Subdivision Changes</p> | <p>Gloria states that there will need to be a public hearing at some point to adopt changes to the Land Use and Zoning Ordinance and Major Subdivision.</p> <p>Land Use and Zoning Ordinance - Article VIII, Section 2C1 – change 30 Days to 40 Days<br/>Land Use and Zoning Ordinance - Article VIII, Section 2A – Remove the fee amount<br/>Land Use and Zoning Ordinance - Article VII, Section 4A – Remove the fee amount<br/>Major Subdivision – Page 10, Article VII; B – Remove the Fee amount</p> <p>Jeff made motion to strike fee amounts from Land Use and Zoning Ordinance - Article VIII, Section 2A; Land Use and Zoning Ordinance - Article VII, Section 4A; Major Subdivision – Page 10, Article VII; B and to change 30 days to 40 days under Land Use and Zoning Ordinance - Article VIII, Section 2C1. Sherry seconded motion.</p> | <p>Vote 5 / 0 / 0 to adopt all changes.</p> <p>Gloria will send changes to lawyer to review before scheduling a public hearing.</p>                  |

Adjourned at 9:29

Motion to adjourn made by Skip, seconded by Sherry. Vote 5/0/0

Next meeting: October 2, 2019 at 7 pm; with Map 29, Lot 3 Site Walk preceding meeting at 6pm