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Debby Willis, Chairperson
Angelia Christopher, Administrative Assistant

PLANNING BOARD

Meeting Minutes

Tuesday June 14, 2022 @ 6:00 PM

City Council Chambers

- 1. Call the Meeting to Order-** Chair Willis called the meeting to order at 6pm.
- 2. Roll Call-**Debby Willis, Pam Mitchel, Matt Murphy, and Adam Lemire. Chair Willis determined that there was a quorum. Others present included Tracey Desjardins- Economic Development Director, Kris McNeill- Code Enforcement Officer, Jim Coffin- Coffin Engineering, Jo Roderick, Roland Pinette- applicants, Stephanie Demetriou- abutting property owner.
- 3. Review of April 12, 2022 meeting minutes-** The Board decided to review minutes at a later date. Pam Mitchel makes a motion to table the minutes until the next meeting. Matt Murphy seconded the motion. All Board members present in favor.
- 4. Public Hearing-** Iron Mine LLC -Jo Roderick and Roland Pinette have returned and are requesting a revision to their approved Subdivision Plan. They would like an expansion of a State of Maine approved and licensed Mobile Home Park. They are requesting to add 5 additional mobiles to the existing 37 unit park. The park is located at Old Brunswick Rd. City Tax map 027 Lots 014-014A and 015B in the MUV zone.

When this subdivision was approved the Board informed the applicant that they would need to verify that lot 16 existed if they wanted to have it be included in development. The applicants included documentation proving that this lot previously existed, so #16 can be developed. The applicants want to add 5 mobiles to their existing mobile home park. One mobile would be placed on lot 16 and the other four would be placed on land adjacent to Williams's lane that the applicants have obtained.

Jim Coffin presents the work that he has done for stormwater improvements. He states that the previous plan had an error with the detention pond. Over this past winter the pond backed up, overflowed, and caused ice to form and build up on the road. A new pond has been developed to be placed at the end of Williams Lane and the culvert on Griffin St. will need to be cleaned out. Public works will confirm that this will be taken care of. Mr. Coffin will work with Public Works director, Jerry Douglass to discuss the changes to the stormwater plan.

The land that has been acquired will supply them with enough density to add the additional units. They currently have 37 mobiles, and adding these 4 new units, and a unit for lot #16 will bring their total unit count to 42. They have applied for an increase on their State of Maine mobile home park license and are waiting for it to be processed/approved.

Chair Willis states that the Board will review the application. There is right, title, and interest. There is enough density on this lot to add these units, and the state licensing process is in effect.

Chair Willis opens the public hearing and asks if there is anyone present to speak.

Stephanie Demetriou lives at 19 Williams Lane and submitted a letter of concern. She states that she is concerned about the timing of this project, and wants to know when it will be complete. There are two proposed units that will be in front of her home and she is concerned how this will affect her property values. She states that while she understands that the park is still under construction, but she is looking forward to seeing the finished product. Right now there is a pile of debris across the street from her house that has been sitting there for a while. Ms. Demetriou also feels that her water pressure may have been affected by the park, and adding 5 units might make it worse. After discussion it was found that this is likely due to a design flaw from when the lines were installed for the home and she will likely need to have a booster pump installed to get the pressure she needs. Ms. Demetriou is also concerned about speeding on Williams Lane now that the two roads are connected. She tells the board that there are children that play at the homes on Williams Lane and there have also been a couple of animals killed. Roland Pinette suggests to Ms. Demetriou that perhaps a privacy fence installed in the park-owned 15' ROW in front of her home would work. Ms. Demetriou agrees to this and will work with the park's owners to get this installed. As far as speeding in the park, Mr. Pinette states that there are speed limit signs set to go up in the next week. This has been a problem in the park, and they have considered installing speed bumps if needed. Ms. Demetriou's questions have been answered and Chair Willis asks if there is anyone else present to speak for or against this application. There is not.

Chair Willis closed the public hearing.

The board started to review the application. The application for a community expansion has been filed with the state. The driveways for all units will be paved when the new units are done. All required documents are included in this application. Chair Willis asks for a motion.

Pam Mitchel makes a motion that the application for a Subdivision Revision is complete. Matt Murphy seconded the motion. No further discussion. All members present in favor.

Areas that were chosen to review include: 8.11, buffering and screening. (has been addressed with the fence addition at 19 Williams Lane)

Section 9- Environmental Performance Standards- The addition of these units are new construction. The applicants will be seeding to control erosion, and dust control measures will be taken during construction.

9.1 Air Quality- N/A

9.2 Water Quality- N/A

9.3 Groundwater Protection

9.4 Water Bodies- no water bodies will be affected by this development.

9.5 Solid Waste- N/A

9.6 Potable Water Supply- N/A

9.7 Public and Private Sewer Provisions-9.7 Sewer the letter from Doug Clark needs to be rewritten as it is not phrased correctly. This will be conditioned.

9.8 Phosphorus Control- N/A

9.9 Erosion Control - Areas will be seeded to prevent erosion.

9.10 Stormwater Management Design Standards- There is a new stormwater feature that has been added that the Board reviewed.

9.11 Historic, Archeological, Wildlife Habitat, Scenic Areas, and Rare and Natural Areas- N/A

9.12 Earth Moving Activity- N/A

10.17.2 Manufactured Housing Parks

The Board agreed that there were no areas that needed review- all standards are met.

14.6 Subdivision standards - The Board did not find any violations to this section.

The consent area has pins, and the perimeter of the property has monuments as well, but individual lots do not need to be pinned.

Adam Lemire has compared the approved subdivision plan with this proposed one. There are few areas that he points out need to be corrected. Total square footage on the lot that holds units 23, 25, and 27 needs to be updated as the dimensions of that lot have changed. Lot 40- the mobile is shifted slightly to the right on the new rec plan. Is this the correct placement? On unit 30 there are 2 rectangles for no known reason. The plan needs to be updated to reflect units that are in place.

That appears to be it. Chair Willis asks what the Board would like to do with this application.

Pam Mitchel offers a motion that they approve the amended subdivision with conditions:

1. A new letter from Doug Clark, with corrected verbiage be obtained.
2. The SF of the lot that contains units # 23, 25, 27 be corrected.
3. The State of Maine license for the expansion of the park be obtained, and the City given a copy for the record.
4. The Board will need a revised letter and if needed, a site visit from Public Works- Jerry Douglass stating that he is satisfied with the amended stormwater feature.
5. A fence will be installed to screen the property at 19 Williams.
6. The rec plan will be updated to reflect the discrepancies that were found.

Matt Murphy seconded the motion. No further discussion. All members present in favor to approve this revised Subdivision plan with conditions.

5. Other Business- The Board will not meet in July due to applications not being received within timeline requirements. The next proposed meeting will be on July 12th. *(No meeting held for July- next meeting will be held on August 25th).*

6. Adjourn- Matt Murphy motioned to adjourn at 7:15pm. Adam Lemire seconded the motion. All board members present in favor.