

Minutes
Pittsfield Planning Board
Regular Meeting
April 9, 2018

The Pittsfield Planning Board met on Monday, April 9, 2018 at 7:00 pm in the Council Chambers of the Pittsfield Municipal Building, 112 Somerset Avenue, Pittsfield, Maine.

Members Present: Royce Sposato, Jan Laux, Anna Bockis, Brent Newhouse, Vaughan Woodruff, Tom Cote, and Ron Watson. Members absent: Simone Engelhardt and Morris Pollard. Also Present: Town Manager Kathryn Ruth and Building Inspector Steve Seekins.

1. Chair **Jan Laux** opened the meeting by leading the Pledge of Allegiance to the flag. Chair **Jan Laux** appointed Associate Member **Ron Watson** voting rights since **Simone Engelhardt** was absent.
2. Motion by **Ton Cote** and seconded by **Royce Sposato** to adopt the minutes of the meeting of March 12, 2018

VOTE: UNANIMOUS AYE

3. Old Business:

- a. Review of the draft of the proposed revisions to the Town Pittsfield's Shoreland Zoning Ordinance. Consider setting to Public Hearing at the next meeting.

Chair **Jan Laux** opened the discussion on the proposed revisions to the Shoreland Zoning Ordinance. Steve Seekins explained that changes in the ordinance were in bold italic underlined print and listed the page numbers that those changes were on. He advised this draft of the ordinance has changes that the Planning Board recommended at its last meeting. Steve explained the basic change in the ordinance is in the way the town would determine the allowed expansion percentage of a structure. Currently the 30% allowed expansion is determined by square footage of the floor spaces and the interior volume of the structure (whichever is larger). The proposed ordinance would determine the allowed expansion by only the foot print of the structure. This would include the eave overhangs, decks and porches. Steve states this makes it easier to figure the allowed expansion, and in his opinion, it would not increase erosion since a second floor could be added (if height requirements are met) without increasing the foot print. Steve advised if the Planning Board recommends the new ordinance and sets it to public hearing at the next meeting he will send a copy to the state for preliminary approval. The next step would be to place the proposed ordinance on the Council's agenda for their approval and their scheduling it to a second public hearing. Chair **Jan Laux** questioned if this adoption is a state requirement. Steve Seekins advised it was.

Motion by **Tom Cote** and seconded by **Ron Watson** that this be accepted as the final draft and set it to public hearing at the next meeting.

VOTE: UNANIMOUS AYE

4. Public Hearing: None

5 New Business:

- a. Site Plan Review request by B & D Properties of Maine, Inc. for a 5,072 square foot shop and office facility at Tax Map 11 Lot 2-1 Main Street.

Chair **Jan Laux** opened the discussion on the Site Plan Review application of B & D Properties of Maine, Inc. Chair **Jan Laux** asked applicant and Planning Board member **Brent Newhouse** to excuse himself from the board and sit in the audience section of the room. Brent then presented his plan to build a 5,072 square-foot shop and office building and described the site location. He states the building will be a wooden structure with concrete frost walls and metal siding. He states the building will have town water and a private sewer system. The water line is on the other side of the road. The water will be brought to site by boring under the road. Power will be underground to the building. Brent states site drainage is to the east and north, which will not be changed by the construction. Access to the site will be by gravel driveway. He plans to start construction this spring and hopefully the building will be closed in by winter time. Brent states during the construction he will be following Maine Best Management Practices for erosion control. The building will be used for storage of construction equipment and minor equipment maintenance such as changing oil. Heavy maintenance will be off site. Used oil will be collected in a 5-gallon can and taken to a shop that burns used oil for heating. Brent states he will not store used oil on site. A dumpster will be on site for other waste. He advised he will have 3 to 5 employees arriving on site between 6:00 to 6:30 in the morning leaving their vehicles on site and going out with company vehicles. They will return around 5:00 pm. Brent states no more than ten vehicles will be leaving and returning per day. He expects very little activity in the winter. **Anna Bockis** was concerned with the business disturbing the neighbors. Brent advised that exterior lighting would be minimal and of the motion detection type. Signage will be permitted by obtaining a town permit to town codes at a later date. Chair **Jan Laux** brought up that he feels the Site Plan Review process (for future applicants) needs to be streamlined. **Brent Newhouse** agreed and stated that plan and submittal should be emailed or be in Power Point form to save printing costs. Other members agreed. It was agreed that this subject should be an agenda item at next meeting. Chair **Jan Laux** then started the Finding of Fact Review. It was decided that items labeled as complete did not need to be reviewed. Steve Seekins pointed out "Complete" was his suggestion and final determination was that of the Planning Board. It was decided that determining if a public hearing or site visit is needed would be decided as last item of review. **Vaughan Woodruff** asked Brent for a background/history of Brent's experience, which Brent spoke on. **Anna Bockis** asked the distance to wet lands. Brent point to the location of wetland on the site plan which is to the rear of the lot far from the constriction area. **Vaughan Woodruff** asked the location of driveway entrance. Brent advised it was across from the Webb Road. Brent advised he has a current entrance permit from Maine DOT. Brent explained his solid waste plan consists of a dumpster and to contain waste oil waste to be burnt for heat and local businesses. He also explained he would have a designated wash bay that would drain into an oil/water separator tank and then a daylighted drain pipe. **Anna Bockis** stated she was concerned about the location of the driveway entrance. Brent advised he had a Maine DOT permit that allows the location. Brent advised there was a hump of earth and a tree that he plans to remove for better visibility. Steve Seekins advise that a state stormwater permit would be needed if he were developing more than one acre of land, which he is not. The board decided that neither a public hearing or a site visit was needed.

Motion by **Tom Cote** and seconded by **Royce Sposato** that a Public Hearing for this application is not needed.

VOTE: UNANIMOUS AYE
Brent Newhouse abstained

Motion by **Tom Cote** and seconded by **Ron Watson** that a Site Visit in not needed.

VOTE: UNANIMOUS AYE
Brent Newhouse abstained

Chair **Jan Laux** read aloud the Conditions of Approval on the last page of the Finding of Facts Document.

Motion by **Tom Cote** and seconded by **Anna Bockis** that the Site Plan Review Application be approved.

VOTE: UNANIMOUS AYE
Brent Newhouse abstained

6. **Other items that come before the Broad:**

Chair **Jan Laux** asked Kathryn Ruth if she would like update the board on happenings in the town. She advised that the Innovative Specialties, LLC building is progressing. Two other projects are underway which are confidential. One is in the downtown and the other is a proposal for one or more businesses in the Industrial Park. She advised the town will host a job fair on 5-9-18. **Vaughan Woodruff** questioned the status on getting internet service in the council chambers. Kathryn Ruth advised that the staff are working the providers to have the internet work downstairs and this has been difficult as the pricing differs each time staff call. The last price quoted was cost prohibitive. **Vaughan Woodruff** asked if he could try installing one of two devises that may work. Kathryn Ruth advised he could and it would be greatly appreciated. Next was a discussion on the comprehensive plan. **Jan Laux** and **Anna Bockis** feel that we need to have a discussion on the direction the town should follow in the future. **Jan Laux** advised he plans to speak with Mayor Michael Cianchette to discuss having a joint workshop session of the Planning Board and the Town Council on planning the direction that the Town will proceed in the future. Steve Seekins asked **Jan Laux** if there was something wrong or missing with the current comprehensive plan? He replied, no, but a lot has happened since the plan was written. A couple of businesses have folded. He states we need to get people to come to Pittsfield. He states he does not see the need for new comprehensive plan but feels a need for a discussion on the future. **Vaughan Woodruff** stated the town should have an action plan. Kathryn Ruth advised changes to Comprehensive Plan will require state approval. She states the current plan is general enough to serve the town's needs. **Anna Bockis** comment on the poor conditions of the roads in town and vacant buildings. **Tom Cote** explained why there were a number of vacant buildings in town as our population is aging and people have moved into nursing homes. The State then is involved with the property which cannot be sold. **Jan Laux** states a future plan to address the need for elder care and transportation is needed. **Ron Watson** stated he believes the comprehensive plan is fine.

Motion by **Vaughan Woodruff** and seconded by **Royce Sposato** that an invitation to the Town Council to attend a workshop be an agenda item on the next Planning Board Meeting's agenda.

VOTE: UNANIMOUS AYE

7. Adjournment:

Motion by **Vaughan Woodruff** and seconded by **Tom Cote** that the meeting be adjourned.

VOTE: UNANIMOUS AYE

Respectfully submitted by:
Steve Seekins, Building Inspector