

Minutes

Pittsfield Planning Board

June 10, 2019

The Pittsfield Planning Board met on Monday, June 10, 2019 at 7:00 pm in the Council Chambers of the Pittsfield Municipal Building, 112 Somerset Avenue, Pittsfield, Maine.

Members present were: Jan Laux, Brent Newhouse, Anna Bockis, Morris Pollard, Ron Watson, Vaughan Woodruff, Royce Sposato and Simone Engelhardt, Members Absent: Tom Cote. Also present; Gary Jordan Jr., Fire Chief Bernard Williams, Mayor Timothy Nichols, Dr. Howard Margolskee, 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.
2. **Authorize Associates to vote if members are absent.** Chair **Jan Laux** authorized **Morris Pollard** to vote as **Tom Cote** was absent. **Jan Laux** advised that this will be a regular item on future agendas.
3. **Adoption of Minutes:** of the Meeting of May 13, 2019.

Motion by **Vaughan Woodruff** and seconded by **Anna Bockis** to adopt the minutes of May 13, 2019.

VOTE: UNANIMOUS AYE

4. **Public Hearing:**

- a. Proposed changes to the Home Occupation Ordinance:

Chair **Jan Laux** open the Public Hearing on both the Home Occupation and Home Enterprise Ordinances by asking for comments either pro or con. Hearing none **Jan Laux** closed the Public Hearing and called for a vote on the proposed changes to the Home Occupation Ordinance.

Motion by **Royce Sposato** and seconded by **Simone Engelhardt** to approve the Home Occupation Ordinance as written.

VOTE: UNANIMOUS AYE

- b. Proposed changes to the Home Base Enterprise Ordinance.

Next Chair **Jan Laux** call for a motion on the Home Base Enterprise.

Motion by **Vaughan Woodruff** and seconded by **Anna Bockis** to approve the Home Base Enterprise Ordinance as written.

VOTE: UNANIMOUS AYE

5. **New Business:**

- a. Site Plan Review Pre-Application Conference for the Town of Pittsfield's Fire Department Training site at 576 Peltoma Ave. Tax Map 12 Lot 25.

Fire Chief Bernard Williams spoke noting that few years ago the Town Council had given the Fire Department approval to use 2 acres of land on Map 12, Lot 25. One acre on each side of the road that goes into the Police shooting range. Bernard then passed out a sketch showing the locations of several training items. Bernard stated the current location of training area is located south of the transfer station on the same side of the road (southwest side). Barnard states that the Maine DEP as advised this site can no longer be used. Bernard explained the department plans to use the section of land between the road to the shooting range and the re-use building. He went on to describe the training devices and their uses. A class room and storage building is planned for the future. Bernard advised they would like to get the burn box/railroad car, the confined space tank and the LP Tanks move to the site this summer. Bernard states a fence to conceal the site from view has been consider but the cost would prohibit it. Next the need for a Site Plan Review (SPR) was discussed. **Vaughan Woodruff** asked Steve Seekins if he believes a SPR is required. Steve advised if you read the SPR ordinance word for word as a legal document it sounds like one is required.

Motion by **Anna Bockis** and seconded by **Simone Engelhardt** to require a SPR. **Vaughan Woodruff** proposed the project be permitted in phases therefore not requiring a SPR until new buildings/structures were proposed. He pointed out the use is allowed in C-4 and the use exists on this site.

MOTION RETRACTED BY ANN BOCKIS AND SIMONE ENGELHARDT

Motion by **Vaughan Woodruff** and second by **Brent Newhouse** that the Fire Department approach the Planning Board for development on this site when they propose a new structure.

VOTE: UNANIMOUS AYE

- b. Presentation by the Pittsfield Economic Expansion Corporation (PEEC) on the Town's Economic Development Program.
- c. Presentation on a proposed review of the Town's Comprehensive Plan
- d. Review draft letter by Vaughan Woodruff dated June XX, 2019 proposed to be sent to the Pittsfield Town Council.

Chair **Jan Laux** informed the he plans to discuss item d. before items b. and c. and refereed the Board to letter by **Vaughan Woodruff** dated June XX, 2019 shown as d. above. **Vaughan Woodruff** explained the purpose of the letter. Town Manager Kathryn Ruth started to speak on the Pittsfield Economic Expansion Corporation (PEEC) and the Town's Economic Development Program. With her, as a result of hearing the information from the previous Planning Board Meeting, were Mayor Timothy Nichols and Gary Jordan Jr. at this point **Vaughan Woodruff** called for a point of order stating nothing in the letter referred to the Pittsfield Economic Expansion Corporation. Chair **Jan Laux** advised the Board is going to take action on the letter first. **Vaughan Woodruff** asked Kathryn Ruth if she authors meeting minutes of Planning Board's meetings. She advised she does not. **Vaughn Woodruff** asked that Kathryn's answer be entered into the record. **Vaughan Woodruff** stated that 18 to 24 months ago he had read minutes that were written in the first person. **Vaughan Woodruff** respectfully asked that Board move on to addressing the letter. Kathryn Ruth stated she does not author the minutes.

Motion by **Vaughan Woodruff** second by **Brent Newhouse** that we accept the letter as written under the expectations that during the discussion we will make recommendations.

The board proceeded to go through the letter paragraph by paragraph, making changes recommended by the board. At this point **Vaughan Woodruff** stated he wanted to amend his motion.

Amended Motion by **Vaughan Woodruff** and seconded by **Brent Newhouse** that the letter be sent Council as amended for their consideration.

VOTE: UNANIMOUS AYE

Vaughan Woodruff asked Chair **Jan Laux** if he would deliver the letter to the Town Council. **Jan Laux** agreed to do that. **Vaughan Woodruff** will email Steve Seekins the corrected version of the letter to be emailed to the Planning Board Members.

- b. Presentation by the Pittsfield Economic Expansion Corporation (PEEC) on the Town's Economic Development Program.

Kathryn Ruth introduced Pittsfield Economic Expansion Corporation (PEEC) directors Mayor Timothy Nichols and Gary Jordan Jr. Kathryn Ruth and Gary Jordan Jr. both spoke on Economic Development in the town. This was a presentation only. No motions were made.

- c. Presentation on proposed review of the Town's Comprehensive Plan was tabled at this time.

6. Old Business:

- a. Proposed changes to the Use Charts Table P and Table Q of Chapter 13 (no Minimum Building sizes) to allow for Tiny Houses.

Chair **Jan Laux** open the discussion. Steve Seekins advised the first step in making changes that would allow tiny homes would be to change the use charts that restricts minimum building size. Steve stated the next thing would be to address foundation requirement. Would a foundation be needed? Would it sit on blocks? Etc. Gary Jordan Jr. stated he may be able to supply some information, or a model ordinance. Steve Seekins was instructed to find a model ordinance.

Motion by **Royce Sposato** and seconded by **Morris Pollard** to table the discussion.

VOTE: UNANIMOUS AYE

7. Other items that may come before the Board:

Map 20, Lot 4 (RE Planning Board Shoreland Zoning setback approval of 5-13-19)

Owner Joseph LaBrecque has discovered that the existing septic tank is closer to the proposed new camp than he first expected. Therefore, he is requesting that the 11-foot distance from the control line to be reduced to 9 feet. This would make the proposed new camp 2 feet closer to the water, however it would be the required distance from the septic tank. The 11-foot setback was approved by the Planning Board at their May 13, 2019 meeting.

Motion by **Anna Bockis** and seconded by **Simone Engelhardt** that the 11-foot distance from the control line to the lake side of the camp that runs from the 6"x6" concrete monument to the 6"x6" concrete monument labeled (S 04'24'08" W) shown on the plan submitted, be reduce to 9 feet.

VOTE: UNANIMOUS AYE

Brent Newhouse abstained from voting do a conflict of interest.

8. Adjournment

Motion by **Morris Pollard** and second by **Brent Newhouse** to adjourn the meeting at 9:31 pm.

VOTE: UNANIMOUS AYE

Respectfully submitted by: Steve Seekins, Building Inspector

Minutes are a synopsis of a meeting. For more detail, please go to www.pittsfield.org and click on Town Meeting Videos to listen to videos of Planning Board Meetings and other Board/Committee Meetings.