

1 **OLD ORCHARD BEACH PLANNING BOARD**  
2 **Public Hearing and Regular Meeting Minutes**  
3 **October 11, 2018 7:00 PM**  
4 **Town Council Chambers**

5  
6 **CALL MEETING TO ORDER AT 7:00 PM.**

7  
8 **PLEDGE TO THE FLAG**

9  
10 **PRESENT:** Chair Linda Mailhot, Vice Chair Win Winch, David Walker, Robin Dube, Marianne Hubert,  
11 Marc Guimont.

12 **ABSENT:** Mark Koenigs.

13 **STAFF PRESENT:** Planner Jeffrey Hinderliter, Associate Planner Megan McLaughlin.

14  
15 **Public Hearings**

16 **ITEM 1**

17 **Proposal:** Site Plan: Construct 40' x 80' Garden Center.

18 **Owner:** Robillards Garden Center, LLC

19 **Location:** 85 Cascade Rd., MBL: 103-3-3

20  
21 Public Hearing opened at 7:01 PM.

22 There being no one speaking for or against this proposal, the Public Hearing closed at 7:01 PM.

23  
24 **ITEM 2**

25 **Proposal:** Accessory Dwelling Unit

26 **Owner:** Beachmont Land Development LLC

27 **Location:** 33 Dolphin Ave, MBL: 103-1-317

28  
29 Public Hearing opened at 7:01 PM.

30 There being no one speaking for or against this proposal, the Public Hearing closed at 7:02 PM.

31  
32 **Approval of Minutes: 9/6/18, 9/13/18**

33  
34 The 9/6/2018 Meeting Minutes were not approved.

35  
36 9/13/2018 Meeting Minutes: Board Member Marc Guimont asked that the spelling of his name be  
37 corrected as well as Board Member Marianne Hubert.

38  
39 **MOTION:**

40 Win Winch made a motion to approve the 9/13/2018 meeting minutes, seconded by David Walker with  
41 corrections noted.

42  
43 **Planner Jeffrey Hinderliter called for the vote:**

44  
45 Robin Dube – Yes

46 Marc Guimont – Yes

47 David Walker – Yes

48 Vice Chair Win Winch – Yes

49 Chair Linda Mailhot – Yes

50

1 **VOTE:**  
2 Carries (5-0)

3  
4 **Regular Business**

5 **ITEM 3**

6 **Proposal: Site Plan: Construct 40' x 80' Garden Center.**

7 **Action: Final Ruling**

8 **Owner: Robillards Garden Center, LLC**

9 **Location: 85 Cascade Rd., MBL: 103-3-3**

10  
11 The Planning Board held a sitewalk last month and scheduled the Public Hearing for this month.  
12 There were a few comments from Wright Pierce regarding stormwater. Staff recommends that the  
13 Planning Board place a condition on the project that before the start of construction, the applicant shall  
14 work with the Town and Wright Pierce to address any final comments regarding stormwater to the  
15 satisfaction of the Town and Wright Pierce.

16 The applicant applied for a permit by rule for some grading within 75 ft. of the stream on October 9,  
17 2018.

18 Associate Planner Megan McLaughlin wants to make sure that there is condition of approval on the  
19 project that says that before permit issuance that all applicable DEP permits shall be secured and  
20 submitted to the Town.

21 Staff recommends that the Board Members read the responses to the 9 Site Plan Review Criteria into the  
22 record and make a final ruling on the project with the 2 conditions regarding the storm water and the  
23 Permit by Rule.

24  
25 Bill Thompson, Engineer at BH2M introduced himself. Mr. Thompson stated that he has gone back 2 or  
26 3 times to speak to Stephanie Hubbard from Wright Pierce on a few issues.

27 Her concern with stormwater off to the right front corner where the septic system is going to be  
28 designed and what are the final grades going to be there. Mr. Thompson stated that this is only a 1 acre  
29 site. They will secure the septic system design.

30 Mr. Thompson stated that they have regraded the area by the dumpster and the storage bins. They have  
31 also put landscape boulders in the back of the building because of a drop off which will hopefully prevent  
32 any sort of accident.

33 An Ability to Serve letter was received from ME Water on 9/27/18. Stephanie Hubbard also wants a few  
34 more spot grades and Mr. Thompson will meet with her and try to accommodate her.

35  
36 BH2M has submitted the Permit by Rule to DEP and there is a 14 day review period. They are grading  
37 just into the 75 ft. setback in order to capture the stormwater and put it into the level spreader.

38  
39 Marc Guimont asked what the trip generation is, would there be deliveries taking place behind the  
40 building and he has questions on the dumpster location and pickup.

41  
42 Bill Thompson stated that the purpose of driving around the back is that there will probably be  
43 overhead doors in the back for loading machines, etc. and perhaps deliveries. There will be no loading  
44 docks, everything is at grade level.

45 With the location of the dumpster, they will be able to pick up trash from different angles and they will be  
46 able to pick up at a time when the business will not be open.

47 The trip generation (on note #16) is .89 trips per employee x 604.14 am peak hour trips and 11.76 pm  
48 peak hour trips by the traffic engineer.

49  
50 Chair Linda Mailhot also pointed out that there was a garden center previously in that area and it is not  
51 considered a Conditional Use. This is a Permitted Use.

1  
2 **Chair Mailhot read the 9 Site Plan Review Criteria and Responses:**  
3

- 4 (1) The proposed project conforms to all standards of the zoning district and meets or exceeds  
5 performance standards specified in this article and article VIII of this chapter.  
6 ***Project site is zoned for this use in the NC-4 Cascade Road Neighborhood Commercial District.***  
7 ***All performance standard in Article 8 that apply to this use have been met.***  
8
- 9 (2) The proposed project has received all required zoning board of appeals and/or design review  
10 permits as specified in division 2 of article II and article V of this chapter, if applicable, and has or  
11 will receive all applicable federal and state permits.  
12 ***Zoning board of appeal and State or Federal permits are not required. Design conforms to***  
13 ***division 2 of Article II and Article V.***  
14
- 15 (3) The proposed project will not have an adverse impact upon the quality of surficial or groundwater  
16 resources.  
17 ***The site and surrounding area are served by public water with no drinking water sources in this***  
18 ***area. The subsurface disposal system will be designed to state health engineering standards.***  
19
- 20 (4) The project provides adequate stormwater management facilities to produce no additional peak  
21 runoff from the site during a 25-year storm event or any other event so required by the planning  
22 board, and will not have an undue impact on municipal stormwater facilities or downstream  
23 properties.  
24 ***The stormwater management design includes grading and ditches to direct surface water to the***  
25 ***level spreader. The surface water will then sheet flow to the on-site stream and to the existing 21-***  
26 ***inch culvert under Arnold Road.***  
27
- 28 (5) The proposed project will not have an adverse on-site and off-site impact upon existing vehicular  
29 and pedestrian circulation systems within the community or neighborhood.  
30 ***The trip generation volumes calculated by Traffic Engineer Bill Bray, do not result in any***  
31 ***additional analysis on traffic. Sight distances and entrance separation meet or exceed ordinance***  
32 ***requirements.***  
33
- 34 (6) The proposed project will not have an adverse impact upon environmental quality, critical wildlife  
35 habitats, marine resources, important cultural resources, or visual quality of the neighborhood,  
36 surrounding environs, or the community.  
37 ***The proposed use of a garden center will not result in any environmental quality issues.***  
38 ***Proposed products will include mulch and landscape products. The visual quality will be an***  
39 ***improvement from the existing cabins and shed. This proposed use meets the NC-4 Zone.***  
40
- 41 (7) The proposed project will not produce noise, odors, dust, debris, glare, solar obstruction or other  
42 nuisances that will adversely impact the quality of life, character, or the stability of property values  
43 of surrounding parcels.  
44 ***The proposed use will not produce noise, odors, dust, or debris. The only products sold are***  
45 ***associated with home and business landscape. This site will not “manufacture” products.***  
46
- 47 (8) The proposed project will not have a negative fiscal impact on municipal government.  
48 ***No negative fiscal impact on municipal government will result from this retail business. This***  
49 ***business will be a tax payer and create jobs.***  
50
- 51 (9) The proposed project will not have an adverse impact upon surrounding property values.

1 *This site will be an upgrade from the existing use and is zoned for this type of use.*

2 **MOTION:**

3 Win Winch made a motion to approve this proposal, seconded by Robin Dube with the following 2  
4 conditions:

- 5 • Before the start of construction, the applicant shall work with the Town and Wright Pierce to  
6 address any final comments regarding stormwater to the satisfaction of the Town and Wright  
7 Pierce.
- 8 • All DEP permits necessary are secured and submitted to the Town prior to construction.  
9

10 **Planner Jeffrey Hinderliter called for the vote:**

11  
12 Robin Dube – Yes  
13 Marc Guimont – Yes  
14 David Walker – Yes  
15 Vice Chair Win Winch – Yes  
16 Chair Linda Mailhot – Yes  
17

18 **VOTE:**

19 Carries (5-0)  
20

21 **Proposal: Conditional Use: Accessory Dwelling Unit**  
22 **Action: Final Ruling**  
23 **Owner: Beachmont Land Development LLC**  
24 **Location: 33 Dolphin Ave, MBL: 103-1-317**  
25

26 At the September meeting, the Planning Board reviewed this proposal and made a Determination of  
27 Completeness, scheduled a Site Walk and Public Hearing for this month. As of 10/2, Planning Staff has  
28 not received any comments from the public on the proposal. This will be an in law apartment. Staff  
29 recommends that the Planning Board read the responses to the 5 Accessory Dwelling Unit Standards and  
30 the 12 Conditional Use Standards and make a final ruling on the proposal.  
31

32 **Chair Linda Mailhot read the 5 Accessory Dwelling Unit Standards and Responses:**

33 **Sec. 78-1272. - Accessory dwelling unit.**

34 The purpose of the sections concerning accessory dwelling units is to provide a diversity of housing for  
35 residents while protecting the single-family character of residential neighborhoods. Accessory dwelling  
36 units are allowed as conditional uses in all residential districts and shall comply with the following  
37 conditions:

- 38 (1) The accessory dwelling unit shall be accessed via the living area of the primary structure, and  
39 all other entrances to the accessory dwelling unit shall appear subordinate to the main  
40 entrance. Any proposed additions to the main structure or accessory structures shall be  
41 designed to be subordinate in scale and mass to that of the main structure and compatible with  
42 the architectural style and quality of the main structure.

43 *Access to the ADU will be through the front porch on the front of the house, down a  
44 hallway and through to the basement. It will share a common entrance.*

- 45 (2) The accessory dwelling unit shall have at least 500 square feet of floor area but shall not  
46 exceed 50 percent of the floor area of the main dwelling unit. Floor area measurements shall  
47 not include unfinished attic, basement or cellar spaces nor public hallways or other common  
48 areas.

1           ***The square footage of the main home is 1,651 sq. ft. and the ADU is 682 sq. ft. It meets this***  
2           ***standard.***

3           (3) The dwelling shall be served by a single electrical service.

4           ***This is not shown on the plan, however, the home will only have 1 meter.***

5           (4) Only one accessory apartment shall be permitted per lot. It shall be made part of the main  
6           residence.

7           ***Only 1 ADU is proposed for this lot.***

8           (5) Accessory apartments shall not be permitted for any nonconforming structure or use, where  
9           nonconformity is due to the use of the premises, as opposed to nonconforming dimensional  
10          requirements.

11          N/A

12  
13          **Chair Linda Mailhot read the Conditional Use Criteria and Responses:**

14  
15          (1)The proposed use will not result in significant hazards to pedestrian or vehicular traffic, on-site  
16          or off-site.

17          ***The addition of one vehicle will not result in creating a hazard to pedestrians or vehicle***  
18          ***traffic on and off-site. It is a low vehicle and pedestrian traffic area, the home is located at***  
19          ***the dead end in a cul-de-sac.***

20          (2) The proposed use will not create or increase any fire hazard.

21          ***The ADU will be constructed in accordance with applicable code***

22          (3)The proposed use will provide adequate off-street parking and loading areas.

23          ***Adequate off street parking is provided to allow for the addition of 1 vehicle associated with***  
24          ***the accessory use. The driveway is the length of the front setback and there is also a 2 car***  
25          ***garage.***

26          (4) The proposed use will not cause water pollution, sedimentation, erosion, or contamination of  
27          any water supply.

28          ***The proposal involves minimal site disturbance; therefore, will not cause water pollution,***  
29          ***erosion or contamination. This is a new, to be built home in a fairly new home***  
30          ***development, and will not cause water pollution, sedimentation, erosion, or contamination***  
31          ***of any water supply.***

32          (5) The proposed use will not create unhealthful conditions because of smoke, dust or other  
33          airborne contaminants.

34          ***The ADU will be constructed in accordance with applicable codes which include ventilation***  
35          ***provisions. Also, nothing associated with the proposal will create nuisances or unhealthy***  
36          ***conditions to neighboring properties. The ADU will not create an unhealthful condition***  
37          ***because of smoke, dust, or other airborne contaminants. This ADU will not create any***  
38          ***nuisances to the neighboring properties.***

39          (6) The proposed use will not create nuisances to neighboring properties because of odors, fumes,  
40          glare, hours of operation, noise, vibration or fire hazard or unreasonably restrict access of  
41          light and air to neighboring properties.

42          ***The ADU will be constructed in accordance with applicable codes which include ventilation***  
43          ***provisions. Also, nothing associated with the proposal will create nuisances or unhealthy***  
44          ***conditions to neighboring properties. The ADU will not create an unhealthful condition***  
45          ***because of smoke, dust, or other airborne contaminants. This ADU will not create any***  
46          ***nuisances to the neighboring properties.***

1 (7) The proposed use will provide adequate waste disposal systems for all solid and liquid wastes  
2 generated by the use.

3 *There is trash pickup in this development and the home is on a private sewer.*

4 (8) The proposed use will not adversely affect the value of adjacent properties.

5 *All of the homes in the development are residential. This will not affect the value of any*  
6 *other homes.*

7 (9) The proposed use will be compatible with existing uses in the neighborhood, with respect to  
8 the generation of noise and hours of operation.

9 *The ADU will only be used 3-4 months of the year during the summer months.*

10 (10) The applicant's proposal must include any special screening or buffering necessary to visually  
11 obstruct the subject property from abutting uses or to ensure the continued enjoyment of  
12 abutting uses.

13 *The subdivision was approved by the Planning Board and includes buffering for this lot, the*  
14 *ADU will be located in the basement of the single family structure.*

15 (11) The applicant's proposal must adequately provide for drainage through and for preservation  
16 of existing topography within its location, particularly in minimizing any cut, fill, or paving  
17 intended.

18 *The proposal of this subdivision was approved by the Planning Board, including a drainage*  
19 *plan and is in compliance with all stormwater regulations.*

20 (12) The applicant must be found to have adequate financial and technical capacity to satisfy the  
21 criteria in this section and to develop and thereafter maintain the proposed project or use in  
22 accordance with all applicable requirements.

23 *Beachmont Land Development LLC are distinguished developers in the Town of Old*  
24 *Orchard Beach and they have built 30 homes in this development already.*

25 **MOTION:**

26 Marc Guimont moved to approve the Accessory Dwelling Unit at 33 Dolphin Avenue, seconded by  
27 Win Winch.

28  
29 **Planner Jeffrey Hinderliter called for the vote:**

30  
31 Robin Dube – Yes

32 Marc Guimont – Yes

33 David Walker – Yes

34 Vice Chair Win Winch – Yes

35 Chair Linda Mailhot – Yes

36  
37 **VOTE:**

38 Carries (5-0)

39  
40 **ITEM 5**

41 **Proposal:** Subdivision Amendment: Relocate proposed detention basin #1; Relocate proposed  
42 sewer lines; Relocate proposed building G; Relocate and add stormwater pipes and  
43 catch basins; Proposed road retaining wall replaced with rip rap.

44 **Action:** Ruling on Amendment

45 **Owner:** KRE Properties Inc.

46 **Location:** Settlers Ridge Condo's, Ross Road, MBL: 103-1-5, RD

47  
48

1 The Planning Board tabled this at the last meeting because there were a few outstanding Wright Pierce  
2 comments that needed to be addressed. The applicant provided a submission for this meeting, Wright  
3 Pierce reviewed it and it still had “larger picture” outstanding items and there is also a comment from the  
4 Fire Department about the turn-around in the parking lot area. Stephanie Hubbard and the applicant met  
5 and discussed some of these items and have made some progress.

6 Atar Engineering is going to review and provide some further details about the stormwater concerns and  
7 Wright Pierce will take another look at it. Staff recommends holding off on making a ruling until this  
8 situation is sorted out.

9 Owner King Weinstein introduced himself and spoke about the easement. He stated that on his deed there  
10 is a specific easement allowing him to connect to the sewer utilities and roadway network. Mr. Weinstein  
11 also mentioned that the Condo Docs that are located in the York County Registry of Deeds also have  
12 the same provisions allowing them to do this. He believes that Stephanie Hubbard from Wright Pierce  
13 was looking for a specific defined “Meets and Bounds” which doesn’t exist. This is a generic deed that  
14 says that they can connect wherever they want. Mr. Weinstein also stated that they are also working the  
15 Preliminary Agreement with the Condo Association and that they will pave their road and share the cost  
16 of plowing. The Towns Engineer did speak with Stephanie Hubbard and they discussed 2 issues. One was  
17 the run off towards the neighbors which has been split in multiple areas so it won’t affect them. Mr.  
18 Weinstein stated that he will be meeting with the neighbor to make sure they are ok with that. The other  
19 issue is the potential turn around at the end of the parking lot. Mr. Weinstein said that it’s actually not  
20 required and they have enough room for the cars to back up and turn around but he will talk to the Fire  
21 Chief to make sure that they are ok with this. Associate Planner McLaughlin stated that it was the length  
22 of the fire truck and how much space is needed to turn the truck around that was the concern.

23  
24 Marc Guimont mentioned that he was concerned with the 25 year storm being adequate.

25 Chair Mailhot stated that the project only has to meet the 25 year storm.

26  
27 Marc Guimont stated that this project will have porous pavement and this sort of pavement has some  
28 maintenance issues. If they use sand, the porous becomes plugged up and Mr. Guimont is concerned that  
29 if this doesn’t work properly, this will be a town issue.

30 Mr. Weinstein stated that in the Operational Manual Policy there is a provision that says that it will be  
31 swept every year by a vacuum sweep and they cannot use sand on it. Also generally they would have to  
32 supply an engineering report every 2 years to the Municipality and DEP stating that they have inspected  
33 it.

34  
35 Mr. Guimont mentioned that we are also getting more retention/detention basins and when these  
36 developments generally get approved he would like to know if these will get noted on the towns GIS  
37 system and will the town check to see that the developments are maintained properly.

38  
39 Associate Planner McLaughlin stated that there are regulations through DEP that the ponds are  
40 maintained and they have to submit 5 year certifications to DEP. Staff also requires, for new stormwater  
41 infrastructure under Chapter 71 that they submit annual certifications to the town that it is functioning.  
42 There are 2 certifications that they need to submit to Town and to DEP.

43  
44 Marc Guimont asked will these ponds be noted in the GIS system.

45 Associate Planner McLaughlin stated that she is not sure if the private stormwater ponds are in the layer  
46 of our GIS system right now.

47  
48 **MOTION:**

49 Win Winch made a motion to table this item without prejudice, seconded by Robin Dube.

50  
51 **Planner Jeffrey Hinderliter called for the vote:**

1  
2 Robin Dube – Yes  
3 Marc Guimont – Yes  
4 David Walker – Yes  
5 Vice Chair Win Winch – Yes  
6 Chair Linda Mailhot – Yes

7  
8 **VOTE:**  
9 Carries (5-0)

10  
11 **ITEM 6**

12 **Proposal:** Conditional Use: Accessory Dwelling Unit  
13 **Action:** Determination of Completeness, Schedule Site Walk, Schedule Public Hearing  
14 **Owner:** Michael and Karin Lavigne  
15 **Location:** 9 Pond View Road, MBL: 105-4-4

16  
17 Planner Jeffrey Hinderliter stated that this proposal is for an Accessory Dwelling Unit (ADU) to be built  
18 as part of an addition to an existing single family home. The addition includes converting the existing  
19 garage to living space for the main dwelling, constructing a breezeway which attaches to the new garage  
20 and ADU on the second floor of the garage.

21  
22 Planner Hinderliter pointed out some of the questions Staff had when they reviewed this proposal:

- 23
- 24 • To be consistent we need to make sure that there is adequate space for parking on the lot. We can  
25 get an aerial photo and use that as part of the submission.
  - 26
  - 27 • The proposal includes a breezeway which will serve as a shared entrance to the primary structure  
28 and ADU. The breezeway is considered living area. Regarding the proposed addition being  
29 subordinate to the primary structure, if the breezeway and garage was not part of the primary  
30 structure I would have the opinion it is not subordinate. Because it is part of the primary  
31 structure, the area exclusive to the ADU is only the 2<sup>nd</sup> floor of the proposed garage (remember,  
32 the garage is for the primary structure); therefore, in my opinion, makes the addition associated  
33 with the ADU subordinate to the primary structure. One recommendation, the applicant should  
34 strike the last sentence in their response to this standard. Planner Hinderliter felt that the  
35 breezeway was an acceptable living area and can be used as a shared entrance. He also mentioned  
36 that Staff needs to work on Accessory Dwelling Unit Standards.
  - 37
  - 38 • The Septic System. According to the records in our files at Town Hall we have a relatively new  
39 septic system and the field portion of the septic system was redone around 2009 – 2010. The  
40 sizing for this proposal is for a 3 bedroom dwelling. Part of that sizing also relates to the sizing of  
41 the septic tank which is at 1,000 gallons. The design of the septic system is rated on a 270 gallon  
42 per day flow. This proposal adds 2 additional bedrooms (total of 5 bedrooms). Before this is  
43 approved the Board needs to ensure is that the septic is sized so that it accommodates the  
44 potential design flow.
  - 45

46 **MOTION:**

47 Robin Dube made a motion to schedule the sitewalk on November 1<sup>st</sup> at 5:30 pm and the Public Hearing  
48 on November 8<sup>th</sup>. Then ask the applicant to provide information at the November meeting information  
49 supporting the fact that the septic design is rated for 5 bedrooms as opposed to the current 3 bedrooms,  
50 seconded by Marc Guimont.

51



1 **Planner Jeffrey Hinderliter called for the vote:**

- 2  
3 Robin Dube – Yes  
4 Marc Guimont – Yes  
5 David Walker – Yes  
6 Vice Chair Win Winch – Yes  
7 Chair Linda Mailhot – Yes

8  
9 **VOTE:**

10 Carries (5-0)

11  
12 Applicants Michael and Karin Lavigne told the Board Members that they have contacted the Septic  
13 Designer and this will not support a 5 bedroom because this will only be an additional 1 bedroom  
14 apartment for his mother.

15 Chair Mailhot suggested to the applicants if they could submit clarification and prove to the town that it  
16 will support 4 bedrooms as opposed to 3 bedrooms.

17  
18 **MOTION:**

19 Win Winch made a motion that determines the application conditionally complete for the accessory  
20 dwelling unit at 9 Pond View Road, MBL 105-4-4 with the condition that the applicant submit  
21 documentation that shows the septic system is designed to handle 4 bedrooms in the revised plan is that it  
22 will be a total of 4 bedrooms. And that documentation should be submitted before the final ruling of the  
23 project, seconded by Robin Dube.

24  
25 **Planner Jeffrey Hinderliter called for the vote:**

- 26  
27 Robin Dube – Yes  
28 Marc Guimont – Yes  
29 David Walker – Yes  
30 Vice Chair Win Winch – Yes  
31 Chair Linda Mailhot – Yes

32  
33 **VOTE:**

34 Carries (5-0)

35  
36 **ITEM 7**

37 **Proposal: Site Plan: Wild Acres Campground Expansion**  
38 **Action: Determination of Completeness, Schedule Site Walk, Schedule Public Hearing**  
39 **Owner: Sun Wild Acres RV LLC**  
40 **Location: 179 Saco Avenue, MBL: 208-3-2**

41  
42 Associate Planner McLaughlin stated that the Planning Board saw this proposal in February as a sketch  
43 plan. At the time, it was for the addition of 19 full utility campsites at the Wild Acres Campground. The  
44 proposal now includes the addition of 30 campsites. The sites are proposed to be 40' x 60'. Some of the  
45 sites will be designed as pull-thru sites to benefit larger R.V's.

46 The proposed area for the campground expansion is in a flood zone and the Planning Board cannot  
47 approve the application with any part of the project area located in a flood plain. The applicant has  
48 already applied for a letter of map amendment. The Planning Board cannot make any final ruling until  
49 that goes through and that information is submitted to the Board.

50  
51 At the February meeting the Board discussed if this parcel is in the Campground Overlay. At the time it

1 wasn't shown on our GIS mapping. Staff researched this and found that this area of the parcel should  
2 have been included in the Campground Overlay. The GIS map is now updated.  
3 Another item that Staff recommended that should be submitted was a current updated list of how many  
4 sites are in the campground as well as how many State licenses the campground holds. According to the  
5 documentation that Staff had found, the campground could only expand by 12 or so sites.  
6 Also went through some Performance Standards for the campground overlay that the proposal will have  
7 to meet. One of the major ones was that the only abutting property that is shown on the plan is the Tarbox  
8 property and a few other properties along that boundary and also didn't see a buffer shown. Buffer  
9 requirement is 30' from residential properties.  
10 Staff recommends that more information be submitted on this.  
11 Staff received comments from Wright Pierce and had the same concerns with storm water. Associate  
12 Planner McLaughlin will get the memo to the Board Members for the November meeting.  
13 Staff recommends the Board to wait on making a Determination of Completeness until some of these  
14 items are submitted and sorted out.

15  
16 Applicant Bill Thompson from BH2M stated that this is a 30 site campground proposed with a full  
17 engineering set of plans with water, sewer, storm drain. 3 areas dedicated for storm water. This is an 81  
18 acre site. The State license is for 675 sites, the town license for 649 sites, and currently there are 378 sites  
19 developed with 100 year flood zone. The USGS and FEMA flood maps show a stream coming through,  
20 but there is no stream. Mr. Thompson stated that the stream may have been re-routed back in 1970.  
21 DEP has been on site and there is no indication that there is a stream located there now. Mr. Thompson  
22 has submitted to FEMA to get that area out of the 100 year flood zone. They have done a hydraulic  
23 analysis many times and if FEMA agrees with them they will do a map amendment.  
24 There are some housekeeping things that BH2M have to take care in regards to the Wright Pierce memo.  
25 There was also some comments from Public Works on the sewer which will be reviewed. They will  
26 propose a solid fence as a buffer and plant some additional trees. BH2M will also work with Maine  
27 Water.

28  
29 **ITEM 8**

30 **Proposal: Conditional Use: Home Occupation**  
31 **Action: Determination of Completeness, Schedule Site Walk, Schedule Public Hearing**  
32 **Owner: Michael Goyet**  
33 **Location: 114 Portland Avenue, MBL: 104-1-28**  
34

35 Associate Planner Megan McLaughlin stated that Staff didn't receive all of the materials that they needed  
36 for this proposal so they are recommending tabling this item.

37  
38 **MOTION:**

39 Win Winch made a motion to table this item, seconded by Robin Dube.

40  
41 **Planner Jeffrey Hinderliter called for the vote:**

42  
43 Robin Dube – Yes  
44 Marc Guimont – Yes  
45 David Walker – Yes  
46 Vice Chair Win Winch – Yes  
47 Chair Linda Mailhot – Yes  
48

49 **VOTE:**

50 Carries (5-0)  
51

1 **ITEM 9**

2 **Proposal: Conditional Use: Accessory Dwelling Unit**  
3 **Action: Determination of Completeness, Schedule Site Walk, Schedule Public Hearing**  
4 **Owner: Michael Goyet**  
5 **Location: 114 Portland Avenue, MBL: 104-1-28**

6  
7 Associate Planner Megan McLaughlin stated that Staff didn't receive all of the materials that they needed  
8 for this proposal so they are recommending tabling this item.

9  
10 **MOTION:**

11 Robin Dube made a motion to table this item, seconded by David Walker.

12  
13 **Planner Jeffrey Hinderliter called for the vote:**

14  
15 Robin Dube – Yes  
16 Marc Guimont – Yes  
17 David Walker – Yes  
18 Vice Chair Win Winch – Yes  
19 Chair Linda Mailhot – Yes

20  
21 **VOTE:**

22 Carries (5-0)

23  
24 **ITEM 10**

25 **Proposal: Comprehensive Plan Resolution, Planning Board Member Marc Guimont to present**  
26 **Action: Planning Board Vote**

27  
28 Marc Guimont stated that his goal is that they move forward with the Comprehensive Plan. He also stated  
29 that he would like to see aggressive action on this, however he feels that they did make progress last week  
30 and it seems as though we are moving forward but it is on content that we accomplish that.

31  
32 **Other Business**

33 **1. Discuss Amending Meeting Times**

34 Looking to possibly changing Planning Board meeting time to 6:30 pm. to mimic the council  
35 meeting time. The Planning Board currently starts at 7:00 pm.

36  
37 **2. Discuss amending Planning Board Procedures: Submission Deadline 14 Days to 17 Days,**  
38 **Add Manner of Speaking Section to Procedures**

39 **(5.1) Application Submission Deadlines:** Currently deadlines for submitting an application  
40 according to our procedures is 14 days. We are requesting the materials be submitted 17 days  
41 prior to the Planning Board Regular Meeting.

42 **(7.4) Manner of Speaking:** Just to keep things clean during the meetings so that if a Board  
43 member wants to speak that they will just say "through the Chair" so that the Chair knows that  
44 someone wants to say something and that we keep things moving in a clear and orderly fashion.  
45 It was not stated previously so we are just looking to have that stated in our policies and  
46 procedures. This will be something that the Board will vote on in a future meeting.

47  
48 **Good and Welfare**

49  
50 **ADJOURNMENT at 8:02 pm.**

1 I, Valdine Camire, Administrative Assistant to the Planning Board of the Town of Old Orchard  
2 Beach, do hereby certify that the foregoing document consisting of Twelve (12) is a true copy of  
3 the original minutes of the Planning Board Meeting of October 11, 2018.  
4

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