

Minutes
Town of Waldoboro Planning Board
Meeting on Revisions to Land Use Ordinance
October 27, 2010

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Next Regular Planning Board Meeting: Wednesday, November 10, 7:00 p.m.

Roll Call

The meeting was called to order at 7:15 p.m. upon attaining a quorum. Planning Board members present were chairman Chuck Campbell, Charles Flint, Ed Karkow, and Jody Perry. Code Enforcement Officer Misty Gorski was present. There was no audience.

1. Minutes of October 13, 2010

On motion of Karkow/Flint, the Board voted 4 – 0 to approve the October 13 minutes as distributed.

2. Citizen Comments – none
3. Ordinance Amendment: Street Access and Driveways

Planning Board members compared the 13-page clean revised draft of “Street Access, Driveways, Street/Road Construction Standards” (erroneously dated “draft 7/26/10 - PW”, but actually prepared by Liam Ducharme after the August 25 ordinance revision meeting, based on revisions made at that meeting) with the 7/26/10 version given out at the August 25 meeting, which has red underlined additions and strike-throughs. The August 25 meeting minutes show the changes made at that meeting. Planning Board members verified that the changes made are all included in the 13-page “black and white” revised version.

The Planning Board made a few corrections to the 13-page draft, as follows:

p. 5 top line, capitalize Ordinance

p. 12 in 3) b) Handicapped access, on motion of Flint/Karkow, the Board voted 4 – 0 to change the third line to read “required by the Americans with Disabilities Act” (replaces “specified by the Board”).

It was recommended that the next revised version of the draft Street Access text be marked with the date on which the changes were made, to avoid confusion with earlier drafts.

4. Other Proposed Ordinance Changes

Campbell pointed out an inconsistency in the June 9, 2009 edition of the Land Use Ordinance. On p. 6-4, subsection 1 Application Submittal (top of p. 6-4) requires the applicant to submit 12 copies of a complete, signed application “including a completed department head sign-off sheet”, indicating that the department heads (Police, Fire, EMS, etc.) have reviewed the application materials and provided comments. On page 6-10 under subsection 5) Application forwarded, (top of page), the Code Enforcement Officer is required to distribute copies of the application to the road commissioner, conservation commission, fire chief, police chief and director of Emergency Management Services, and also to the Waldoboro Water Department if using municipal water and to the Waldoboro Utility District if using the municipal sewerage system, and to the superintendent of schools, for proposed residential developments, and obtain their comments.

Campbell has discussed this with the Town Manager, who prefers that the Code Enforcement Officer make the indicated distributions and obtain input from the various department heads. Campbell suggested that this could be done by notifying the department heads that the application is available in the Town Office and asking them to come in to review it and make out a signed comment sheet by a certain date in advance of the Planning Board meeting at which the application will be reviewed. Copies of the made-out comment sheets should be forwarded to Planning Board members for review along with other application materials, in advance of the meeting.

Campbell therefore recommends that the words at the end of 1. at the top of p. 6-4, “including a completed department head sign-off sheet” be deleted. Flint volunteered to add language to 5) on p. 6-10 stating that the CEO shall obtain completed department head sign-off sheets that become part of the application materials sent to Planning Board members in advance of the meeting at which the application is to be reviewed.

5. Revision of Checklists for Planning Board Review of Applications

Noting the numerous duplications in the various checklists that are made out during review of a site plan or subdivision application, Campbell volunteered to try to revise the checklists to eliminate duplication as much as possible.

He said there will be no ordinance revision meeting on November 24, because it is the day before Thanksgiving, and no ordinance revision meeting on December 22 because it is three days before Christmas. The next regularly scheduled ordinance revision meeting will be in January.

Flint asked Gorski to send blank checksheets to Planning Board members along with the application materials, so that Board members can follow the chairman’s review of the checklists at the meeting. Gorski said she will send a memo of her findings regarding each application when she forwards the application materials. Normally she will not place an application on the agenda unless she thinks it is complete according to the submission checklist.

6. 2010 Edition of Land Use Ordinance

Copies of the updated Ordinance containing all the changes approved by voters since June 9, 2009 will be issued to Planning Board members and department heads as soon as Ducharme has time to do so.

7. Planning Board Membership and Size of Board

Several members noted that there is still a vacancy on the Planning Board since JoAnn Myers left in June. Article 2 of the 2009 Ordinance, Section B (p. 2-2) states that the Planning Board shall consist of seven members, and that when there is a permanent vacancy, the Board of Selectmen shall, within thirty days of its occurrence, appoint a person to serve the unexpired term. Karkow questioned whether it is a legal requirement to have seven members on the Board, or whether the State now requires only six members.

8. All-Day Training Session, "Grappling with Stormwater Management in Light of Climate Change", Tuesday Nov. 30, Augusta Civic Center, 8 a.m. – 4:30 p.m.

Campbell has received notice of this upcoming training session put on by the Maine Department of Environmental Protection. Registration is \$90. Gorski will find out whether there is money in the Planning budget to send someone to this training session.

Adjournment: The meeting was adjourned at 7:57 p.m.

Charles Campbell, Chairman

Charles Flint

Edward Karkow

Submitted by:

Susan S. R. Alexander

Jonathan Perry

WALDOBORO PLANNING BOARD