

Minutes  
Town of Waldoboro  
Planning Board Meeting  
January 14, 2015

Roll Call

The meeting was called to order by Chairman Seth Hall at 7:07 p.m. in the meeting room at the Municipal Building. Other members present were Barbara Boardman, Chuck Flint, Ed Karkow, Jody Perry, and Devin Prock. Planning and Development Director Emily Reinholt was present. A quorum was present throughout. The audience consisted of Jann Minzy, Waldoboro's newest Selectman. Returning Planning Board member Chuck Flint was welcomed. He has yet to be sworn in, so attended as a non-voting member.

1. Minutes of December 10, 2014

On motion of Karkow/Prock the Board voted unanimously to approve the minutes of December 10, 2014, as distributed.

2. Chairman's Report

Hall reported that the Town Office meeting room now has Wi-Fi, but he was unable to make the connection. Reinholt said a password is needed. Hall requested that the Wi-Fi service be available by the next Planning Board meeting.

Hall said he should have been notified of Chuck Flint's appointment ahead of tonight's meeting. He asked Reinholt to send agendas and meeting materials to all Planning Board members 7 - 10 days ahead of each meeting. New Planning Board members should be given a packet containing the most current version of the *Waldoboro Land Use Ordinance*, a copy of the *Waldoboro Planning Board Rules*, and a copy of the MMA's *Manual for Local Planning Boards: A Legal Perspective*.

3. Town Planner's Report

Reinholt said that she has put money in the budget to pay for publishing notices of Planning Board meetings in local papers.

"Land Use Ordinance Issues and Notes": This undated document lists 16 items that previous planning directors have compiled reflecting the need for updates and minor changes to the LUO. Assessors' Agent Darryl McKenney found it in the file some months ago and gave a copy to Hall. Reinholt will send copies to Planning Board members. It is unclear how many, if any, of the 16 items may already have been addressed.

Document repository: Reinholt said the proposed "document repository", a web site on which Planning Board members can post and edit shared documents regarding work in progress, can't include official Town documents, which must be stored on the regular Town web site that is accessible to the public. She is in the process of uploading Town maps. Boardman has requested maps showing the speed limits on roads in Waldoboro. Hall volunteered to test the new document site for workability. Boardman said documents should be in a non-pdf format, so that they can be edited, with changes shown in color.

Request for proposals for Comprehensive Plan revision: The RFP is almost done. It will be posted on the Town web site. Reinholt will give hard copy to Planning Board members. It calls for an outside consultant to run three public meetings to get input from townspeople. The consultant will be responsible for providing printed informational materials for the public meetings. The Town is responsible for providing printed materials for the Comprehensive Plan Revision Committee. Reinholt has checked the budgets used by some other towns for comprehensive plan revision. \$10,000 - \$20,000 is a common figure. Damariscotta hired a consultant to handle visioning and public meetings, but members of the Damariscotta comprehensive plan revision committee wrote much of the revised text themselves. Hours have been added to Reinholt's contract to pay for her time working with maps and collecting data. She does not want to do the writing, which would increase her hours beyond what the Town wants to pay, or else increase the elapsed time for completing the revised Comprehensive Plan. She hopes that members of the Comprehensive Plan Revision Committee will volunteer to write sections of the revised CP, such as History and Education.

Reinholt noted that current models of Comprehensive Plans have changed over the past ten years in both content and format. The State also has added requirements that must be followed for comprehensive plans.

Re-use of former Fieldcrest Manor property: Reinholt is working with a couple from Union (not previous applicants Robert and Lynn Dains) who are interested in acquiring the former Fieldcrest nursing home at 126 Depot St. (tax map U9 Lot 29, 13.5 acres) and remodeling it for housing the elderly. (See October 8, 2014 Planning Board minutes, p. 1.) They may apply for a grant to help with the cost of remediating asbestos contamination ("brownfields"). Reinholt said the brownfields process is very time-consuming. Hall asked whether the applicants might like to come before the Planning Board for preliminary/informational conversation. Reinholt said she thinks this would be premature and should be deferred. Hall asked her to keep the Board informed.

#### 4. Old Business

##### a) Revision of Sign Ordinance

Vencile, who was unable to attend tonight's meeting, sent an e-mail to Planning Board members on Dec. 18, titled "A sampling of how regional municipalities have treated nonconforming signs". It reports on sign ordinances from Camden, Newcastle, Rockland, Thomaston and Wiscasset. Warren's and Damariscotta's sign ordinances do not address nonconforming signs. Cushing has no sign ordinance.

Prock handed out copies of sign ordinances from Newcastle, Warren and Camden at tonight's meeting. These were not discussed.

Karkow has drafted a Statement of Purpose for the Land Use Ordinance (LUO) section on Signs, Article 4 Section N. Hall said the Waldoboro LUO lacks a section on penalties. He has drafted suggested text on penalties (not given out at tonight's meeting). *Note: Hall later realized that penalties are adequately covered in the Enforcement section of the LOU, e.g., Article 2-D.5.*

Boardman has suggested that the Planning Board consider dividing Waldoboro into several different signage areas with different requirements, according to land use districts: Route One Commercial A and B and the Industrial District; small-scale businesses in the Downtown Business

and Historic Village districts; and the Residential and Rural Village districts. The LUO could have different sign size maximums and lettering size maximums for the different signage areas. She will e-mail her work to Planning Board members for discussion at the Jan. 28 special meeting. (Flint gave his preferred email address as [lonewolfway@yahoo.com](mailto:lonewolfway@yahoo.com)).

Time frame: Hall said that the Select Board has specifically asked the Planning Board to consider revisions to the sign ordinance for Town vote ahead of general revision of the LUO. In order for changes to the sign ordinance to be on the warrant for Town vote in June, 2015, the Planning Board's recommendations should be given to the Select Board in March, to allow time for public hearings. Reinholt said she hopes that some Planning Board members will be willing to work on revision of the sign ordinance and Land Use Ordinance, outside of meetings.

Input from local business people and other citizens: Karkow questioned whether it is true that local business people find the current sign ordinance requirements limiting. Reinholt said that is what she heard when she first came to work for the Town. She got this feedback from talking with business people, not from staff at the Town Office. She encouraged individual Planning Board members to talk informally with local business people and also with other townspeople. She would prefer not to have a formal questionnaire sent to business people, or to all citizens, by the Town at this time, because it might duplicate a survey of public opinion that would be conducted later as part of revising the Comprehensive Plan. Hall wants to get input about signs this winter, rather than waiting until the Comprehensive Plan revision is under way or complete, which could take 2 - 3 years. Prock offered to help Hall assemble a set of questions for business people regarding signs. Flint urged getting input also from local people who do not own businesses. These people are in the majority and their thoughts and concerns about signage in Waldoboro are also very important to consider.

Next steps: Hall said Planning Board members should exchange materials and comments in-between meetings. He called for drafting a set of definitions, adding a penalty section, and aiming to have something regarding sign ordinance revision to present to the Select Board in February. Hall asked to have the work-sharing site available for use in a week or two. Reinholt said that Planning Board members don't need to have a Google site in order to share documents and work on them. She expressed concern about the size of documents to be stored on the work-sharing site. Hall said he is talking about background documents, maps, etc. Reinholt said she will be responsible for uploading material onto the shared site. She will create a Google folder.

#### b) Land Use Ordinance revision

Hall asked whether an editable version of the Land Use Ordinance can be placed on the work-sharing site, so that Planning Board members can mark it up and insert suggested new or revised material. Reinholt will check. She will not be in the office again until next week. Prock said it is possible to convert a .pdf text to .doc format so that it is editable. He knows how to do this. Hall said that if need be he will call Willa Antczak, since she was the most recent previous Waldoboro Planning Board staffer and may know the location of the LUO sources.

### 5. New Business

#### a) "Tiny Houses"

Boardman sent an e-mail to Planning Board members on Jan. 9 concerning tiny houses and temporary housing, raising questions as to what permits are required and whether our existing LUO

Minutes, Waldoboro Planning Board Meeting 1/14/15, p. 4  
is adequate to cover these structures. She referred to a web site  
<http://tinyhousecommunity.com/places.htm>, which contains basic information.

Boardman has asked for Planning Board discussion of a new movement toward houses with a very small footprint, perhaps 8 - 10' wide by 16' long, often two-story with a sleeping loft, often mounted on wheels like a travel trailer. They generally lack running water and septic system connections. They can be placed on a permanent foundation. States such as Arizona, California and Colorado are changing local ordinances to address and regulate such very small houses. A group in Damariscotta is said to be working to build tiny houses as temporary housing for homeless people. The Down East magazine currently on newsstands (perhaps the January 2015 issue) has an article with photographs of such a house in Maine. (The town is not named, out of concern that the house may not meet local ordinance requirements.)

The concern is that land use ordinances like Waldoboro's may not be adequate to regulate tiny houses. Such small, often wheel-mounted and therefore movable, structures are usually regulated under single-wide mobile homes or campsite structures. Hall cited the potential for conflicts with our existing regulations, such as under LUO Article 7, Shoreland Zoning.

Flint said that any structure over 100sq ft requires a building permit. Hall said that a tiny house on wheels is not considered a permanent structure, but is treated more like a recreational vehicle, and is not taxed as a residence. Residential use has property tax implications. Planning Board members know of two such structures in Waldoboro that are being lived in, one only seasonally. Boardman said she is willing to work more on "tiny houses" after the Planning Board finishes review of the sign ordinance.

3. Next Meeting: Wednesday, January 28, 7:00 p.m.: special meeting on sign ordinance revision

Boardman asked whether it is feasible to start meetings at 6:30 p.m. Perry said he can barely make meetings at 7 p.m. Flint agreed.

Reinholt is in charge of sending out the agenda and meeting materials in advance of the meeting. Karkow will work on drafting the Purpose section. Hall hopes that by the next meeting, Liam can get the Wi-Fi working.

Adjournment: The meeting was adjourned at 8:40 p.m.

Certificate of Approval

I hereby certify that the above minutes were approved by vote of the Planning Board on

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Seth Hall, Chairman  
Waldoboro Planning Board

Submitted by:

\_\_\_\_\_  
Susan S. R. Alexander