

Minutes for Tuesday, September 22, 2015 Planning Board Meeting

1. Call to Order: David Johnson called the meeting to order at 7:02 PM.

2. Introduction of Attendees: Present were: Chairman David Johnson, Secretary Laura Chadbourne, Members Gail Bartlett and Dan Cousins, and CEO Eric Gulbrandsen. Absent were Members Kevin Taylor and Alternate Member Ron Kiesman.

3. Minutes from the July 21, 2015 Meeting: The minutes were reviewed by the group. Gail Bartlett moved and Dan Cousins seconded the acceptance of the minutes as written. The motion passed unanimously. The group noted for the record that the August Planning Board meeting was cancelled due to lack of quorum.

4. CEO's Report for July and August 2015: It was noted by Laura Chadbourne that the June CEO report should have been added to the September agenda, since formal presentation of the June report had not occurred at the July meeting. Laura will include the June CEO report in the October 2015 Planning Board meeting for formal presentation and approval for the record.

Eric Gulbrandsen presented the CEO reports for July and August 2015. The following activity occurred:

July 2015:

1. BUILDING PERMITS ISSUED:
Lighthouse Realty Trust/Yvonne Brice, R2, 3C, 71 Hardscrabble Rd, enclose 8'x20' deck; fee \$44.20
2. R. V. PERMITS ISSUED:
NONE
3. CERTIFICATES OF OCCUPANCY ISSUED:
NONE
4. VIOLATION NOTICES ISSUED:
NONE
5. TIMBER HARVEST NOTIFICATIONS:
NONE
6. OTHER:
Fielded various calls about code questions.
Preparing violation notices for Tripp, Hicks & Flayhan/O'Brian

August 2015:

1. BUILDING PERMITS ISSUED:
Norris Bennett, Map R09, Lot 13, 876 Lovell Rd, 30' x 50' greenhouse; fee \$53.50
Andrew & Ann Lowell, Map R06, Lot 25A, 117 Lee Gray Rd, 40' x 20' porch; fee \$82.60
Pietree LLC, Map 02, Lot 35, 803 Waterford Rd, 20' x 48' hoop house; fee \$85.00
2. R. V. PERMITS ISSUED:
NONE
3. CERTIFICATES OF OCCUPANCY ISSUED:
NONE
4. VIOLATION NOTICES ISSUED:
NONE

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5. TIMBER HARVEST NOTIFICATIONS:

Bradford Dunlop, 20 Fern Map R9, Lot 3

Buker Stearns Pond Nominee Realty Trust, Buker Rd, U08, Lot 18A

6. OTHER:

Investigated a complaint by Stephen Marx concerning a “dock” that the Ashes had put in the water. Determined that it was a moored float and it did not fall under the town jurisdictions.

Consulted with O’Connells about building replacement and setbacks on Stearns Pond.

Gail Bartlett moved and Laura Chadbourne seconded the acceptance of the CEO’s July and August 2015 reports. The motion passed unanimously.

5. Communication & Bills

A. Correspondence Received (by date):

1. None.

B. Correspondence Sent (by date):

1. 8/18/2015: email sent by PB Secretary Laura Chadbourne to Bridgton Deputy Town Manager (Georgianna Fleck), inquiring for more information about how the Town of Bridgton manages fees for applications that the Planning Board reviews. No response received.

6. Old Business:

A. Central Maine Power vegetative screening die-off issue. CEO has not taken any action this month.

B. Fees for Conditional Use Permit (CUP) applications: group continued discussion from previous meeting about whether to recommend an increase in CUP fees to the Selectboard. Prior to the meeting, Laura Chadbourne sent an email to the group with additional information on fees that other towns charge:

Waterford: does not have conditional use permits in ordinance (I confirmed with town CEO – no conditional use permits)

Denmark: “A fee of **\$50.00 plus the cost of certified mailings** for each property owner within 500 feet of property to be notified will accompany applications for conditional use permits; the cost of the certified mailings to be determined by the Secretary of the Planning Board. Applications for conditional use permits shall be heard and decided upon by the Planning Board in accordance with the provisions of this Ordinance. The applicant shall be responsible for any additional costs to the Board for reviewing the application.”

Lovell: “The applicant should request a pre-application conference with the Code Enforcement Officer or the Officer’s designee, to review the application and submittal requirements, and to discuss potential waiver requests, prior to submitting the application package to the Planning Board. The applicant shall be responsible for a filing fee, which covers administrative costs, which shall be set from time to time

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by the Board of Selectmen. Costs for advertising and notice for the public hearing shall be paid in addition to the filing fee, pursuant to section 9.9.E below.” [fee schedule was not available online]

Fryeburg: \$125

Bridgton: \$50 + \$100 escrow for applications requiring Planning Board approval. Note: there was no response to Laura’s email inquiry to Bridgton about how escrow accounts for Conditional Use Permits are managed.

Sweden: \$50, plus any actual fees incurred.

The Board reviewed the information together. Laura noted that since certified mailing fees tend to cause the most fluctuation in CUP processing costs, the Board should consider the model Denmark uses, which is \$50 plus the cost of mailing. Eric Gulbrandsen offered to work with future CUP applicants to determine the number of abutters and thus the expected cost of mailings ahead of the applicant submitting a check for the CUP fee. This approach would allow Sweden to collect expected mailing costs up front, with the remaining fee of \$50 available to cover the cost of a newspaper block ad as well as cost for paper copies of applications for Board members and attendees at public hearings.

Laura Chadbourne motioned and Dan Cousins seconded that the Board recommend to the Selectmen the following new CUP application fee structure: \$50 plus the cost of expected certified mailing fees to Abutters; cost of the certified mailings to be determined by the Secretary of the Planning Board. The motion passed unanimously. Laura will draft a letter for Chair Dave Johnson’s review and signature.

8. New Business:

A. None.

8. Announcements:

- A. The next regular Meeting will be **Tuesday, October 20th** at 7:00 PM at the Sweden Town Office.
- B. The board has an opening for one Alternate Member (Alternate Members serve a 1-year term). Should anyone express interest, they can be appointed by the Selectmen.

Gail Bartlett moved that the meeting be adjourned at 7:28 PM. Chairman David Johnson adjourned the meeting.

Respectfully submitted,

Laura Chadbourne
Secretary, Sweden Planning Board