



Town of Hampden

Planning Board

Wednesday September 14, 2016, 7:00 pm

Municipal Building Council Chambers

Minutes

In Attendance:

Planning Board

Peter Weatherbee, Chairman
Andrew Scott
Kelley Wiltbank
James Davitt
Morton Syversen

Staff & Others

Angus Jennings, Town Manager
Karen Cullen, AICP, Town Planner

Chairman Weatherbee called the meeting to order at 7:02 pm.

Chairman Weatherbee noted there was no television coverage of tonight's meeting and introduced Karen Cullen, Hampden's new Town Planner. He noted that Myles Block had filled in admirably in the absence of a town planner.

1. Administrative – minutes of July 19, 2016 meeting: Approved as submitted upon motion by Member Syversen with second by Member Davitt; 4/0/1 with abstention by Member Wiltbank.
2. Old Business: none.
3. a. Public Hearing: Zoning Ordinance Amendment to Section 4.8.1, Off-Premises Signs
Chairman Weatherbee opened the hearing and stated that in Ordinance Committee Chairman Avery's absence, he will report that the committee met on August 3 and recommended that this amendment be passed on to Town Council with a recommendation "ought to pass." He noted this concerns the marina and the need for signage on Route 1A so people know what amenities for the public exist there. He said the proposed amendment allows people to know what is there. Member Davitt said the idea is to clean up the area to improve its appearance. Chairman Weatherbee asked for public comment; Town Manager Jennings said the purpose is also to advertise the public park which currently has no visibility on Route 1A and the public doesn't know it exists. There being no further comment, Chairman Weatherbee closed the public hearing.

Motion by Member Davitt to send to Town Council with a recommendation "ought to pass"; seconded by Member Syversen. Motion carried 5/0/0.

- b. Public Hearing: Zoning Ordinance Amendment to Section 5.3.1, Building Permits
Board Chairman Weatherbee opened the hearing and reported that the Ordinance Committee discussed this amendment at their meeting on August 3. Code Enforcement Officer Myles Block had explained that this is a housekeeping item and will make our ordinance consistent with the state's building code. Town Manager Jennings stated that it also changes the time to act on a building permit from six months to twelve months. There being no further comments, Chairman Weatherbee closed the hearing.

Motion by Member Syversen to send to Town Council with a recommendation "ought to pass"; seconded by Member Davitt. Motion carried 5/0/0.

- c. Public Hearing: Shoreland Zoning Ordinance Amendment to bring into compliance with DEP's model ordinance

Town Planner Cullen stated that she had found a significant error in the draft amendment and did not feel comfortable recommending that this proposed amendment move forward at this time. She added that she had spoken with DEP about it and had been assured there is no deadline to make the modifications to our ordinance. She recommended that the Board table this amendment and she will bring revisions forward once she has an opportunity to thoroughly review the ordinance with the DEP guidelines to ensure they are correct and make sense for Hampden.

Motion by Member Davitt to table the proposed Shoreland Zoning Ordinance amendments; seconded by Member Scott. Motion carried 5/0/0.

- d. Pre-application and sketch plan – Bog Road subdivision

Tim Brochu from CES was present with his client, property owner Lee Cliff. Tim explained that the property is about 120 acres off Bog Road. The site was once a gravel operation, the old excavations are now ponds. The site has been reclaimed and now has vegetation growing. The proposed subdivision is to create a total of seven lots along Bog Road; one has about 100 acres and the remaining six range in size from about 2.5 to 3.5 acres. All the lots meet the minimum standards and have land area suitable for installation of a well and a septic system. There are extensive wetlands on the property but not in the area of the subdivision. Most of the large lot is unbuildable (bog). The site is currently in three parcels, tax map 11 lots 9, 10, and 3A; all are on a single deed and are in single ownership. The zoning district is Rural, with some Shoreland zoning along the back of the six smaller lots and the majority of the large lot is in Shoreland zoning. There is an

abandoned house on the lot adjacent to Souadabscook Stream; there is an informal boat landing there which has been maintained by the property owner. Discussion on the future of the landing; Member Syversen stated he was not in favor of the Town purchasing that lot, it was noted that it is private property and the future owner has the option to continue to allow public use or to close it.

Motion by Member Scott to declare the submitted sketch plan as a minor subdivision since there is no infrastructure to be built; seconded by Member Wiltbank. Motion carried 5/0/0.

Town Planner Cullen noted this will be set for public hearing for the October 12th meeting if the final plan application is submitted soon.

e. Discussion re: Day care facilities

Town Planner Cullen stated she had received an inquiry from a resident interested in opening a daycare facility in his home that would exceed the number of children currently allowed at a daycare in the zoning district in which the property lies. The resident was not in attendance at the meeting and the Board passed over the item.

f. Zoning Ordinance Amendment Process – Discussion

Town Planner Cullen presented her summary of the current zoning amendment process along with the required steps and her recommended process (which will require changes to the Town Charter and the Zoning Ordinance). After discussion the consensus of the Board was that they prefer the Town Council taking the lead on zoning amendments.

g. Overview of Town's Work Plan and Planner's responsibilities

Town Manager Jennings explained the background of the town planner position, that there is a need for strong planning functions at this time. He then explained the town work plan, noting that the baseline tasks are those that must get done no matter what, and the value added tasks that provide much needed work but which always get displaced when a crisis arises or when the baseline tasks require more time. Manager Jennings went on to explain that this matrix is his method of cataloging all of the tasks and is a valuable management tool. He noted the list is exhaustive and that he is working with the Town Council to create the "short list" for next year.

Member Syversen asked if this was taken from the comprehensive plan; Manager Jennings said no, this tool was developed while working in a previous job. He

added that he would like to incorporate the comprehensive plan recommendations into this list. He added that using this matrix allows him to be sure the Town Council decisions are based on good, accurate information.

h. Status of Comprehensive Plan Committee

Member Syversen said the comprehensive plan committee was created to prepare the plan and see it go forward. He noted there are no specific action items, but it does have goals at a fairly high level. He stated he felt it made sense to keep the committee intact in the event Town Council wants to amend anything in the plan.

4. Planning Board Comments

Chairman Weatherbee requested that the agenda have more detailed information on each item.

The meeting was adjourned at 8:31 pm by motion of Member Syversen with second by Member Wiltbank; motion carried 5/0/0.

Respectfully submitted by Karen Cullen, Town Planner