

**Planning Board Meeting
January 23, 2024 – 7:00 PM
Town Office Conference Room**



Meeting Materials

**Planning Board
Tuesday, January 23, 2024
7:00 PM – Town Office Conference Room**

CALL TO ORDER

MINUTES

January 9, 2024

COMMUNICATIONS

OLD BUSINESS

Informational – Daniel Ouellette – 25 Schellinger Road – Map 6 Lot 6C

Potential CLUC changes for 2024

NEW BUSINESS

Sketch Plan Review – Wolf Cove Inn, Geoff Skidmore – 5 Jordan Shore Drive – Map 32 Lot 1

Findings of Fact and Conclusions of Law for:

Formal Site Plan – Lawrence Roakes – Off Knoll Road – Map 13 Lot 36

ANY OTHER BUSINESS

ADJOURNMENT

POLAND PLANNING BOARD
MINUTES OF MEETING
January 9, 2024
Approved on _____, 2023

CALL TO ORDER – Chairperson James Porter called the meeting to order at 7:00pm with Members Cheryl Skilling, Jon Gilson, James Walker, Alternate Member Heather Ryan, and CEO Scott Neal present. Member George Greenwood is absent with notice. Alternate Member Heather Ryan is a voting member for this meeting.

MINUTES – December 12, 2023 – Member Gilson moved to approve the minutes. Member Walker seconded the motion. Discussion: None Vote: 4-yes 0-no 1- abstained (Alternate Member Ryan is not a voting member for the minutes because she was not a voting member at the 12.12.2023 meeting.)

COMMUNICATIONS – None

OLD BUSINESS – Potential CLUC changes for 2024

NEW BUSINESS – Formal Site Plan Application – Matt New – Maine Street – Map 15 Lot 5C
Shane Howley of Main-Land Development Consultants, Inc and Matt New presented the project to the Board. Mr. New would like to build a car wash on the property. The facility will have three self-serve wash bays, one automatic wash bay, and a mechanical room. Since the property is located over an aquifer there will be a closed loop wash water recycle system with the water discharged from the system into storage tanks. The tanks will be pumped, and the wastewater trucked off site and disposed of properly. There will also be two or three vacuums at the back of the building.

The Board was concerned with having two way traffic all the way around the building and believes there should be a one-way dedicated traffic pattern around the building.

The following items need to be addressed by the applicant at a future meeting: there is no photometric plan or similar detail, no elevations, no detail as to how the Downtown Design standards are met, no landscape plan, no dedicated parking spot for a maintenance person, and it is not shown on the plan where snow will be put.

Member Gilson moved to approve the checklist as complete. Member Walker seconded the motion. Discussion: None Vote: 5-yes 0-no

Member Gilson moved to conditionally approve the Formal Site Plan Application with the following conditions: no public hear, no site walk, and the Applicant must provide the following materials: a photometric plan or similar detail of the lights, elevations, how the Downtown Design standards are met, a landscaping plan, a dedicated parking spot shown on the plan, and show on the plan where snow will be stored. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

Informational – Daniel Ouellette – 25 Schellinger Road – Map 6 Lot 6C
Mr. Ouellette was not in attendance at the meeting.

POLAND PLANNING BOARD
MINUTES OF MEETING
January 9, 2024
Approved on _____, 2023

Informational – Sawyer Learned – 49 Rocky Acres Lane – Map 10 Lot 55A

Mr. Learned was previously approved for a backlot driveway with the first seventy-five feet at a 3% grade. Mr. Learned would like to change the percentage from 3% to 4.5%.

Member Gilson moved to approve the change in percentage from 3% to 4.5%. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

Informational – William Gagne – 31 Hotham Lane – Map 13 Lot 63 Sublot 3

Mr. Gagne would like to change the maximum allowed accessory dwelling unit size from 700 sq. ft. to 1400 sq. ft. Mr. Gagne will submit formal language stating this to the Code Office so it can be considered by the Board as part of the changes to the CLUC.

Findings of Fact and Conclusions of Law for:

Formal Shoreland Zoning Application – Karl and Michelle Dowling
– 44 West Shore Drive – Map 46 Lot 12

Member Gilson moved to approve the Findings of Fact. Alternate Member Ryan seconded the motion. Discussion: None Vote: 5- yes 0-no

ANY OTHER BUSINESS – None

ADJOURN – Member Gilson moved to adjourn the meeting at 8:05 p.m. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

Recorded by: Sarah Merrill

Planning Board

James Porter, Chairperson

Absent with Notice
George Greenwood, Vice Chairperson

Jonahan Gilson, Secretary

Cheryl Skilling, Member

James Wlaker, Jr., Member

Heather Ryan, Alternate Member

Scott Neal

From: Dan Ouellette <grandfallsmort@gmail.com>
Sent: Friday, January 12, 2024 3:42 PM
To: Scott Neal; Dan Ouellette; Debra Ouellette
Subject: Re: Zoom meeting

Good Afternoon Scott,

I would appreciate your bringing forth this idea to the planning board for their review. After talking with you this morning and listening to the meeting you had with Bill Gagne, I have some of my own ideas. I know that Bill is asking for an increase in ADU square footage from the existing ordinance, however after having conversations with other members of the town, perhaps a proposed change in the town's existing ADU rule should not be based on the size comparisons between what exists and what will can be added as an approved ADU dwelling. Labeling what is primary and secondary seems arbitrary. How the structure is used should be the determinant of what is primary or secondary. As long as the ADU meets the necessary set-backs, why should primary and/or secondary size be an issue. Why does it matter which structure is primary or accessory if both uses are residential for the purpose of additional housing? If a person purchased or built a small home at a time when that is all they could afford, why shouldn't they be allowed to use the ADU ordinance to build a new and possibly larger home at a later date to which they are able to afford? (Again as long as they are meeting the required setbacks, size should not matter). The state of Maine ordinance MRS Title 30-A 4364-B Accessory Dwelling Units subsection 6. PL 2021, c 192, 18 AMD regarding size requirements states an ADU must meet a minimum size of 190 square feet. There is not a maximum. Obviously we also read in that state ordinance that the town may impose a maximum size. The City of Auburn does not impose a maximum at this time. It is clear and obvious that a revision in this ordinance would bring about the opinions of numerous town residential home owners and land owners. It is wonderful that our nearby Auburn Maine municipal neighbor is moving forward in a positive direction for the state of Maine with regard to the Governor's hope to increase affordable housing throughout the entire state of Maine both rural and urban areas. We hope that The Town of Poland would allow the same opportunity with no discrimination regarding secondary or primary dwelling labels in order to help facilitate the need for housing in both Poland and our State of Maine. Most importantly, we sincerely hope that an ADU ordinance change could be voted on by the people, for the people in the Town of Poland by the June town meeting. We understand it will take some effort to put a notice and public hearing in place prior to the town meeting. It is important that anyone interested in the possibility of utilizing the ADU ordinance will be equally informed of the existing ADU ordinance that the State of Maine has passed.

If you have any further questions, please give me a call or send along an email at grandfallsmort@gmail.com and please cc Debbie at grandfallsinc@gmail.com

Thank you very much.

Sincerely,

Daniel M. Ouellette
Poland Town Resident
207-576-2358



Town of Poland
PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for: 01 / 23 / 2024

Meetings are normally conducted in the Municipal Conference Room at the Town Office from 7:00 to 9:00 pm.

Applicant Information

Applicant's Name: William Gagne Email: williamgagne@gmail.com
Mailing Address: 31 Hotham Ln Map: 12 Lot: 63-3 Sub-lot: _____
Home Phone: _____ Work Phone: _____ Cell Phone: 207-740-5793

Project Information

Type of Application: _____ Informational _____ Sketch Plan _____ Site Review _____ Shoreland _____ Subdivision
Property Address/ Road Location for project: 31 Hotham Ln
Map: 12 Lot: 63-3 Sub-lot: _____ Zoning: Farm & Forestry Lake Watershed: _____
Description of Project/ Business to be discussed: Modification of CLUC 508.6 A, B to increase from 700 sq ft to 1400 sq ft for accessory apartments and residential structures

IMPORTANT – READ CAREFULLY

The Code Office **must** receive the original application, plus nine (9) copies, a digital PDF copy on either a cd or USB drive, and appropriate fees by Thursday at 1:00 pm, twelve (12) days before the stated meeting to be put on the meeting agenda.

- New business is scheduled on the agenda in the order this office receives completed applications.
- If you want your application reviewed for contents prior to the meeting, it must be in the Code office fourteen (14) days before the meeting.
- Should the Planning Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: Will Gagne Date: 11-Jan-2024

OFFICE USE ONLY

Date: _____ Time: _____ Received By: _____

508.6 Accessory Apartment, Accessory Residential Structure, and Offsite Accessory Structure

A) Accessory Apartment

- 1) Purpose – The purpose of these standards is to provide less expensive rental units to make housing units available to lower income households who might otherwise have difficulty finding housing in Poland, and to protect property values and traditional residential characteristics.
- 2) General Requirements – The addition of an accessory apartment to a single family dwelling may be allowed with a permit issued by the Code Enforcement Officer provided that the following are met:
 - a) The additional dwelling unit shall be a complete and separate house-keeping unit;
 - b) The additional dwelling unit shall be designed so that the appearance of the structure remains that of a single family dwelling, with the exception of emergency egress, if so required;
 - c) The design and size of the additional dwelling unit conforms to all applicable standards in the Town of Poland Building Code and the Code;
 - d) Adequate off-street parking shall be provided which does not encroach upon required setbacks;
 - e) Subsurface wastewater disposal systems shall comply with all provisions of the State of Maine Subsurface Wastewater Disposal Rules;
 - f) The structure shall not be located in any Shoreland Zoning District; and
 - g) The structure has a maximum of **one thousand four hundred (1400)** of floor area excluding any space with a floor to ceiling height of less than six ft. eight inches (6' 8"), closets, and stairways.

B) Accessory Residential Structure

- 1) Purpose – The purpose of these standards is to allow for the construction of a detached less expensive rental unit or the conversion of an existing structure on one (1) lot of ownership to a dwelling unit, thereby allowing two (2) dwelling units on one lot.

2) General Requirements – The addition of an accessory residential structure may be allowed with a permit issued by the Code Enforcement Officer provided that the following are met:

- a) The structure has a maximum of one thousand four hundred (1400) sq. ft. of floor area excluding any space with a floor to ceiling height of less than six ft. eight inches (6' 8"), closets, and stairways;
- b) The structure shall not be located in any Shoreland Zoning District;
- c) The structure shall meet all building code requirements when completed;
- d) All building, plumbing, electrical permits, and applicable fees shall be met;
- e) The structure shall not be sold or transferred as a separate structure on its own lot unless all dimensional requirements for the district in which it is located are met;
- f) Adequate off-street parking, which shall be provided; which does not encroach upon required setbacks;
- g) Subsurface wastewater disposal systems shall comply with all provisions of the State of Maine Subsurface Wastewater Disposal Rules, and
- h) A new structure shall meet all setback requirements for a principal structure; converted structures may meet accessory structure setback requirements.

C) Offsite Accessory Structure

- 1) An offsite accessory structure can only be a residential use accessory structure which is accessory to a principal residential use.
- 2) The parcel on which the accessory structure is to be located must be a conforming lot or legal nonconforming lot.
- 3) The parcel shall be within two hundred ft. (200') of the principal structure.
- 4) The structure must meet all setback requirements for a principal structure.
- 5) The parcel that the accessory structure is located on cannot be sold separately from the principal use lot unless the structure is converted to a permitted use.

Town 1 - Example.

All grounds or parts thereof shall be maintained to prevent unsafe, unsanitary and/or nuisance conditions (according to the nuisance definition found in 17 M.R.S.A. §2802) and to avoid any adverse effect on the value of adjoining properties. Grounds also include vacant land, vacant structures, accessory and appurtenant structures such as garages, sheds and fences. Unsafe or unsanitary conditions may include but not limited to: refuse, household trash, junk, discarded plumbing and heating supplies, old or scrap copper, brass, rope, rags, batteries, paper trash, rubber, waste and all scrap iron, steel, other ferrous or nonferrous material, debris, scrap lumber, inoperable machinery or part thereof, glass, unused and inoperable appliances, worn and unused furniture, and junked, unused and unserviceable vehicle(s).

Town 2 - Example

SECTION 5. Maintenance Standards for Grounds, Premises and Yard Areas All premises and yard areas shall be maintained in a safe and sanitary condition, including but not limited to steps, walks, driveways, fences, retaining walls, trees, shrubs. If any such area or object constitutes a danger to health or safety, it shall be repaired, replaced, or removed. All yards, driveways, and lots shall be kept free of accumulations of trash, garbage, refuse, junk or other noxious or offensive material which may cause a fire hazard or may act as a breeding place for vermin or insects, or create a negative impact on the use or value of neighboring properties, or obstruct the safe egress from or access to the property for emergency services. Material intended for the private use of the property owner may be stored on the property as long as the material is screened from the public way and from abutting property owners and is not in violation of state Automobile Graveyard and Junkyard laws (30-A M.R.S. §§3751-3760). Private use does not include commercial resale operations. Agricultural equipment that is part of an active farming operation shall be excluded from the requirements of this Section.

Town 2 - Definition

Nuisance Condition: This term has been defined by 17 M.R.S. Section 2802. It reads as follows:

"The erection, continuance or use of any building or place for the exercise of a trade, employment or manufacture which, by noxious exhalations, offensive smells, or other annoyances, become injurious and dangerous to the health, comfort or property of individuals, or of the public, causing or permitting abandoned wells or mining shafts to remain unfilled or uncovered to the injury or prejudice of others; causing or suffering any offal, filth or noisome substance to collect, or to remain in any place to the prejudice of others; obstructing or impeding, without legal authority, the passage of any navigable river, harbor or collection of water, corrupting or rendering unwholesome or impure the water of a river, stream, pond or aquifer; unlawfully diverting it from its natural course or state, to the injury or prejudice of others; and the obstructing or encumbering by fences, buildings or otherwise, of highways, private ways, streets, alleys, commons, common landing places or burying grounds are nuisances within the limitations and exceptions mentioned. Any places where one or more old, discarded, worn out or junked motor vehicles are defined in Title 29A, Section 101, subsection 42, or parts thereof, are gathered together, kept, deposited or allowed to accumulate, in such a manner or in such location or situation, either within or without the limits of any highway, as to be unsightly, detracting from the natural scenery or injurious to the comfort and happiness of individuals and the public, and injurious to property rights, are declared to be public nuisances," or impedes access to a structure for fire suppression or emergency medical response.

From Page 151

F) Prohibited Commercial, Industrial, and Home Occupation Uses in the Aquifer Protection Overlay Districts. The following new commercial, industrial, and home occupation uses are prohibited within the Aquifer protection Overlay District:

- Auto washing facilities unless a public sanitary sewerage system is not available and the facility is connected to an approved recycling/reclaiming system, yearly reports are submitted to the Code Enforcement Officer showing compliance that the system is being pumped and disposed of appropriately at a licensed commercial wastewater processing facility or treatment plant and is in compliance with the State of Maine Department of Human Services commercial wastewater disposal regulations.
- Auto washing facilities unless designed with a sediment tank where the effluent may be legally discharged to a public sanitary sewage system. A letter of approval must be obtained from the Public Works or Sanitary Sewer Department stating that the proposed discharge flows will have no adverse impacts on the municipal system, with regards to capacity.
- Auto or other vehicle service and/or repair operations, including body shops
- Chemical and bacteriological laboratories
- Storage of chemicals, including herbicides, pesticides, or fertilizers other than amounts normally associated with individual households or farms
- Commercial painting, wood preserving, furniture stripping
- Dry cleaning establishments • Electronic circuit board manufacturing
- Laundromats, unless connected to a public sanitary sewage system
- Metal plating, finishing, or polishing
- Petroleum or petroleum product storage, not associated with normal household use and/or sale, **except storage of same as use occurs** ~~and~~, except for storage and sales associated with marinas, and for storage and sales associated with an automobile gas station and vehicular fuels, with written approval of a variance application meeting all requirements for "Facilities Located Over Significant Sand and Gravel Aquifers" by the Department of Environmental Protection Bureau of Remediation and Waste Management.

The Town may want to adopt a definition for Automobile Gas Station too..

Formatted: Font color: Accent 1

This an example of one definition I uncovered in another community.

Formatted: Font color: Accent 1

AUTOMOBILE GAS STATION

Any building, land area, or other premises, or portion thereof used for the retail dispensing or sales of vehicular fuels and as an accessory use the sale of lubricants, tires, batteries, and similar vehicle accessories. The sale of additional items or services on the same site must also be allowed by the applicable zoning district(s).



Town of Poland, Maine Planning Board Sketch Plan Review

Instructions:

1. Read every part of this document. Failure to follow requirements can and will delay the Planning Board's decisions.
2. Fill out the forms on pages 1 and 5. Obtain or get copies of information as required by the application on these pages.
 - a. The CEO can generate a map of the general location of your project if you cannot find a topographic map.
 - b. Words in italics contain important instructions. Please follow them.
3. Use the "Submission Checklist" on page 3 to make sure submission requirements are met.
 - a. The checklist is a summary of the standard requirements in Section 509.4 of the Comprehensive Land Use Code.
 - b. The actual Code wording may be found on-line at www.polandtownoffice.org. Go to the "Code Enforcement" page and then select "Services".
 - c. Hardcopies are available at the town office.
 - d. Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
 - e. Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
4. Make the necessary copies of pages 1 through 4 of the application and all information requested (see item 5 below).
5. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
 - a. A total of at least ten (10) copies and 1 PDF copy (either cd or usb) of the plans are needed. (*Don't forget to make a copy for yourself*) The Code Enforcement Office must receive the original application, one PDF copy (either cd or usb), and an additional nine (9) copies with appropriate fees by **1:00 p.m. twelve (12) days before the stated meeting to be put on the upcoming agenda.**
 - b. If review for missing information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least **14 days** prior to the meeting.
6. The application must be on file for public review for at least **7 days** prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date. **Additional information:**
 - a. An Agenda Request form is on page 4. This form needs to be filled out and returned to the Planning Office. This form is used to place your application on the Planning Board's agenda on a first-come, first-served basis. This may be filled out and given to this office at the time you obtain the application.

Planning Board Review Fees:

| Type of fee | Description | Amount | Units or Comments |
|----------------------------|--|-----------------|-------------------|
| Application - sketch plans | Rough designs or concepts | \$ 100.00 | Each application |
| Notification of Abutters | All Abutters within 500 ft of property must be notified. | \$ 1.00 X 27 | Per Notification. |

PROJECT NAME: Wolf Cove Inn

Date of Planning Board Review: 1 / 12 / 24

Application # _____

LOT INFORMATION:

Tax Assessor's Map # 0032 Lot # 0001 Sub lot # _____ Watershed: _____

Road Location : 5 Jordan Shore Drive

Lot Size: 1.74 Acres or Sq. Ft. Road Frontage: _____ Ft.

Year lot created: 1940 est. (If unknown, give best estimate with "est." after date)

Zoning District(s): LR/R-2 Flood Zone: _____ Aquifer Overlay: _____

Current use of lot: B&B

LAND OWNER(s):

Name(s): Geoff Skidmore

Company: Wolf Cove Inn

Mail Address: 5 Jordan Shore Drive Main Phone: 207-392-8841

Town/State/Zip: Poland, ME 04274 Alternate Phone: 207-998-4976

APPLICANT - CONTACT PERSON:Applicant is: ☒ Landowner ☐ Contractor ☐ Renter ☐ Buyer

If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:

Name(s): SAME

Company: _____

Mail Address: _____ Main Phone: _____

Town/State/Zip: _____ Alternate Phone: _____

THIS APPLICATION IS FOR: (Check all that apply)

- ☒ Commercial
☐ Industrial
☐ Institutional
☐ Governmental
☐ Open Space

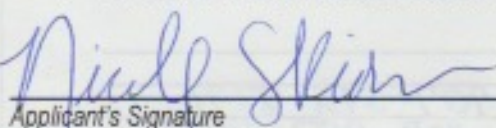
- ☐ New Development
☒ Change in Use
☐ Expansion of Use
☐ Expansion of Structure(s)
☐ Resumption of Use

Proposed Development**SUBMISSIONS:**

1. **Attach drawings and/or statements describing the following items if applicable:**
 - a. Provide a copy of deed and Tax Assessor's information card.
 - b. Provide a map of the general area showing land features within at least ½ mile of this lot.
 - c. Provide sketch plan(s) of your lot with existing development and its dimensions shown.
 - d. Provide sketch plan(s) of your lot with proposed development and its dimensions shown.
 - i. (May be combined on existing development drawing.)
 - e. Standard submissions requirements shall follow Section 509.4.D of the Comprehensive Land Use Code. Copies of the Code are available for viewing at the Town Office and Library. Copies can be purchased in the Code Enforcement Office.
 - i. (Use checklist on page 3 for summary of usual requirements.)
 - f. Other requirements unique to your project may be added by the Planning Board.
2. **List all state and federal approvals, permits, and licenses that may be required for the project:**

DISCLOSURE: (READ BEFORE SIGNING)

1. I hereby acknowledge that I have read this application and state that the information in this document is to the best of my knowledge correct and true.
2. I agree to comply with all the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this pre-application.
3. I understand that all construction of proposed structures shall conform to the Maine Uniform Building and Energy Code, and the NFPA-101 Life Safety Code, 2003.
4. I understand that final approval is valid for only the uses as specified in the formal application. Any approval sought in the pre-application and not in the formal application shall not be a part of any approval from the Planning Board without express written approval from the Board.
5. I understand that the permitting authority must approve any changes made to the uses sought in the formal application after approval is granted or permits issued.
6. I understand that the **pre-application becomes invalid** if the formal review plan has not been received by the Planning Board within six (6) months of the Planning Board's review of this application, without express written permission from the Planning Board to allow a longer time period, or it is found that false statements have been furnished with this application.
7. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner.


 Applicant's Signature

1/9/24
 Date

SKETCH PLAN CHECKLIST:

The following list is the information required in Chapter 509.4 of the Comprehensive Land Use Code for the Town of Poland, Maine for a complete Sketch Plan Review Application. Please check in the left-hand columns if the information has been provided, if you request a waiver from submitting the information, or you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required.

| For Applicant Use | | | For Planning Board Use | | | |
|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Provided | Waiver Request | Not Applicable | Item Section 509.4.D | Received | On File | Not Applicable |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signed copy of application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name & address of owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map & lot #'s | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sketch plan of proposed development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map of general location | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all contiguous properties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show existing development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This pre-application was first looked at by the Planning Board on ____ / ____ / ____ but does not create vested rights in the initiation of the review process.

By vote of the Board this application requires an on-site inspection: ____ Yes ____ No

If yes, an onsite inspection is scheduled for ____ / ____ / ____ at ____ : ____ AM ____ PM

Special Requirements for Formal Site Review: _____

Planning Board Chair

Date

On-site Inspection

| ITEM | Requirements Met | Deficient | Waived | Not Applicable |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Less than 6 inches of snow on the ground | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Structures, roads, parking, etc. flagged | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Notice of inspection posted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Public allowed to accompany on-site inspection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. PB reviewed site findings at next meeting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. PB set contour intervals for formal application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Town of Poland, Maine
PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for:

11/23/24

Meetings are normally conducted from 7:00 to 9:00 PM in the Municipal Conference Room at the Town Office

Map 32 Lot 1 Sub-lot _____

Applicant's Name:

Geoff Skidmore / Nicole Skidmore

Mailing Address:

5 Jordan Shore Drive

Town, State, Zip:

Poland, ME 04274

Home Phone:

207-392-8841

Hours: _____

Work Phone:

207-998-4976

Hours: _____

Type of application:

| | | | | |
|---|--------------------------------------|------------------------------------|--------------------------------------|--|
| <input checked="" type="checkbox"/> Sketch Plan | <input type="checkbox"/> Site Review | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Informational |
|---|--------------------------------------|------------------------------------|--------------------------------------|--|

Road location for project:

5 Jordan Shore Drive

Zoning: LR/R-2

Lake Watershed:

Tripp Lake

Nature of business to be discussed (Brief description):

Create two new suite rooms within existing floor layout

IMPORTANT - READ CAREFULLY:

This Office must receive the original application, one PDF copy (on either cd or usb), and an additional nine (9) copies with appropriate fees by 1:00 p.m. twelve (12) days before the stated meeting to be put on the upcoming agenda.

- New business is scheduled on the agenda in the order this office receives this form.
- If you want your application reviewed for contents prior to the meeting, it must be in this office 14 days before the meeting.
- Should the Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature:

Norly Skidmore

Date:

01/09/24

OFFICE USE ONLY:

Request Taken By: _____ Date: ____/____/____ Time: ____:____ a.m. p.m.

Return to the CEO Office by: _____

NOT FOR CONSTRUCTION



MAIN FLOOR-EXISTING
SCALE: 1/4" = 1'-0"

| |
|---------------------|
| SCALE: 1/4" = 1'-0" |
| DATE: 08/11/08 |
| DATE: 11/08/08 |
| DATE: 01/09/08 |

| REVISIONS | |
|-----------|-------------|
| NO. | DESCRIPTION |
| 001 | 001 |
| 002 | 002 |
| 003 | 003 |
| 004 | 004 |

CLIENT:
JOHN TARGIT, JR.
WOLF COUNTRY RENOVATIONS
3 JORDAN SPRUCE DR.
POUND, NC

www.targit.com
800-444-4444
www.targit.com



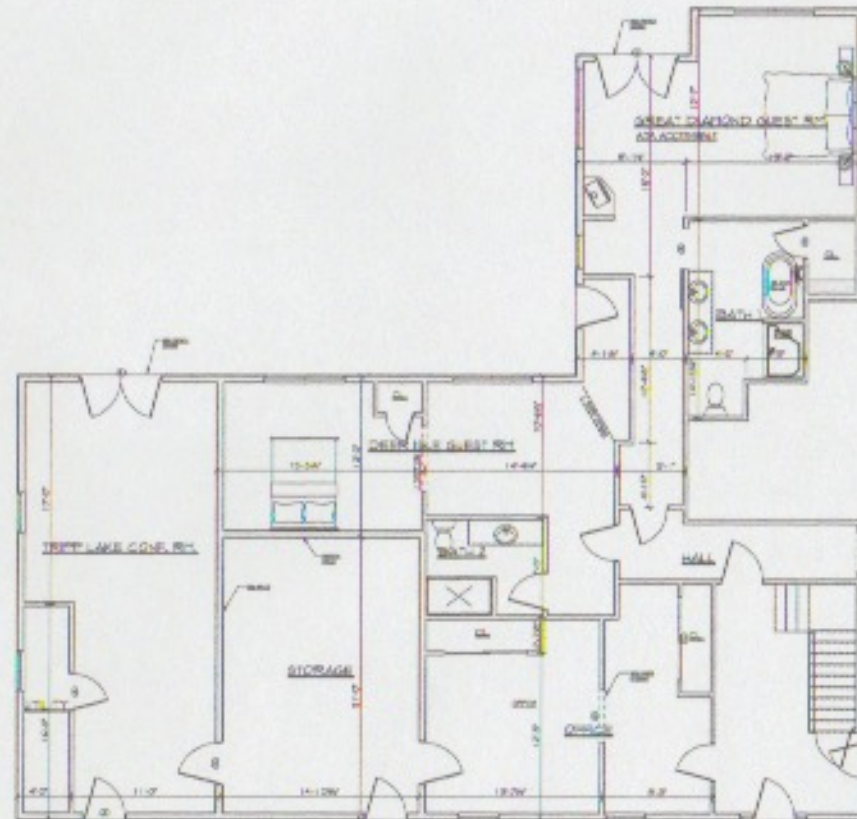
DWG NO:
23-185

VERSION:
PRELIM

STATUS:
NFC

PAGE:
1

NOT FOR CONSTRUCTION



MAIN FLOOR-PROPOSED
SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"
DATE: 01/10/2020
DRAWN BY: JLM
CHECKED BY: JLM
DATE: 01/10/2020
PROJECT: JLM 01/10/2020

| REVISIONS | |
|-----------|-------------|
| NO. | DESCRIPTION |
| 1 | |
| 2 | |
| 3 | |
| 4 | |

CLIENT:
JOHN LANGRISH
WOLF CREEK INN RENOVATIONS
N. JEROME BLVD. STE. 100
FARMINGTON, CT 06031

DESIGNER:
JLM
ARCHITECT
100 N. JEROME BLVD. STE. 100
FARMINGTON, CT 06031

WHITE RESIDENTIAL DESIGN
ARCHITECTS
100 N. JEROME BLVD. STE. 100
FARMINGTON, CT 06031

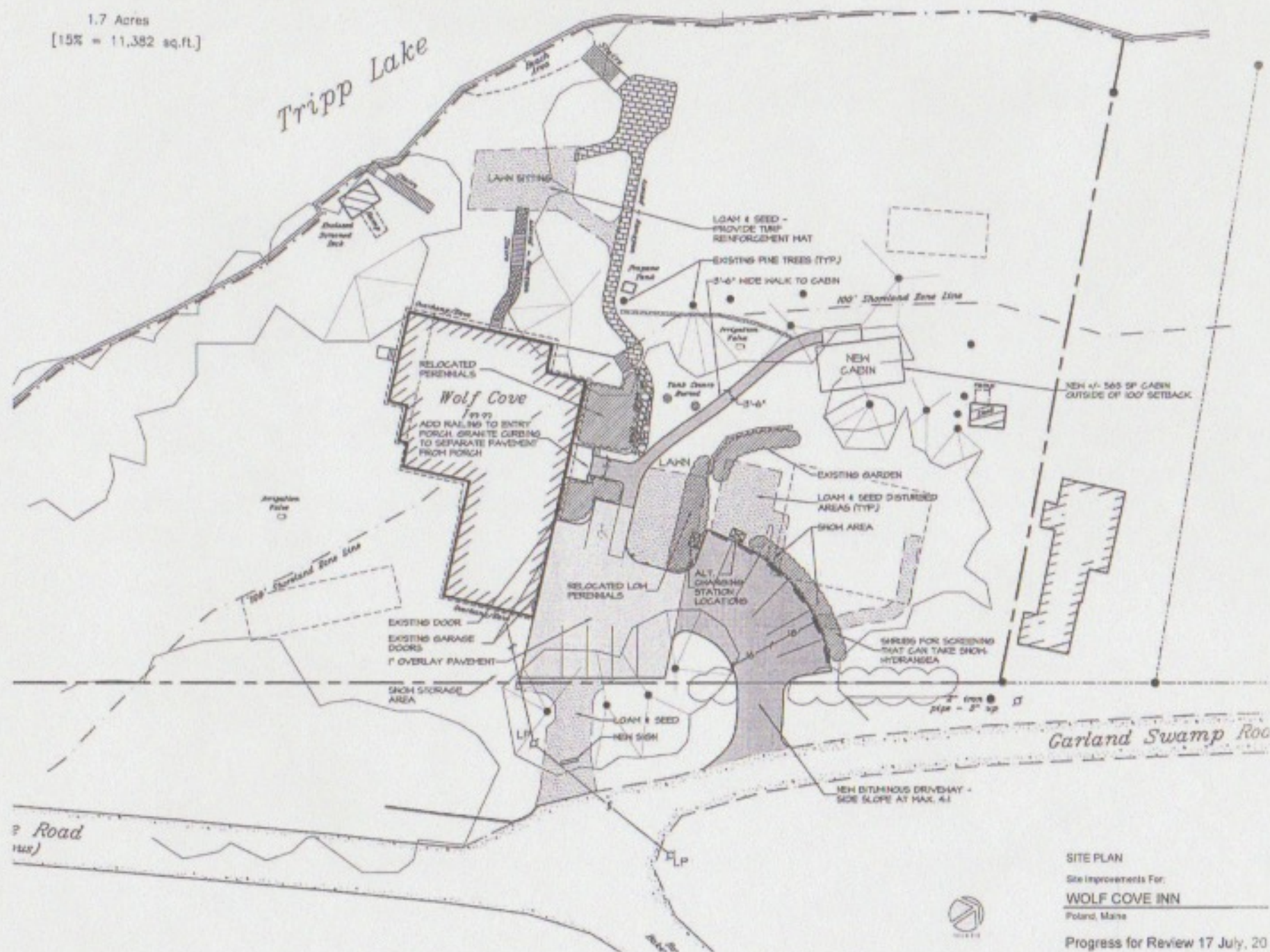
DWG NO:
23-109

VERSION:
PRE

STATUS:
NFC

PAGE:
2

1.7 Acres
[15% = 11,382 sq.ft.]



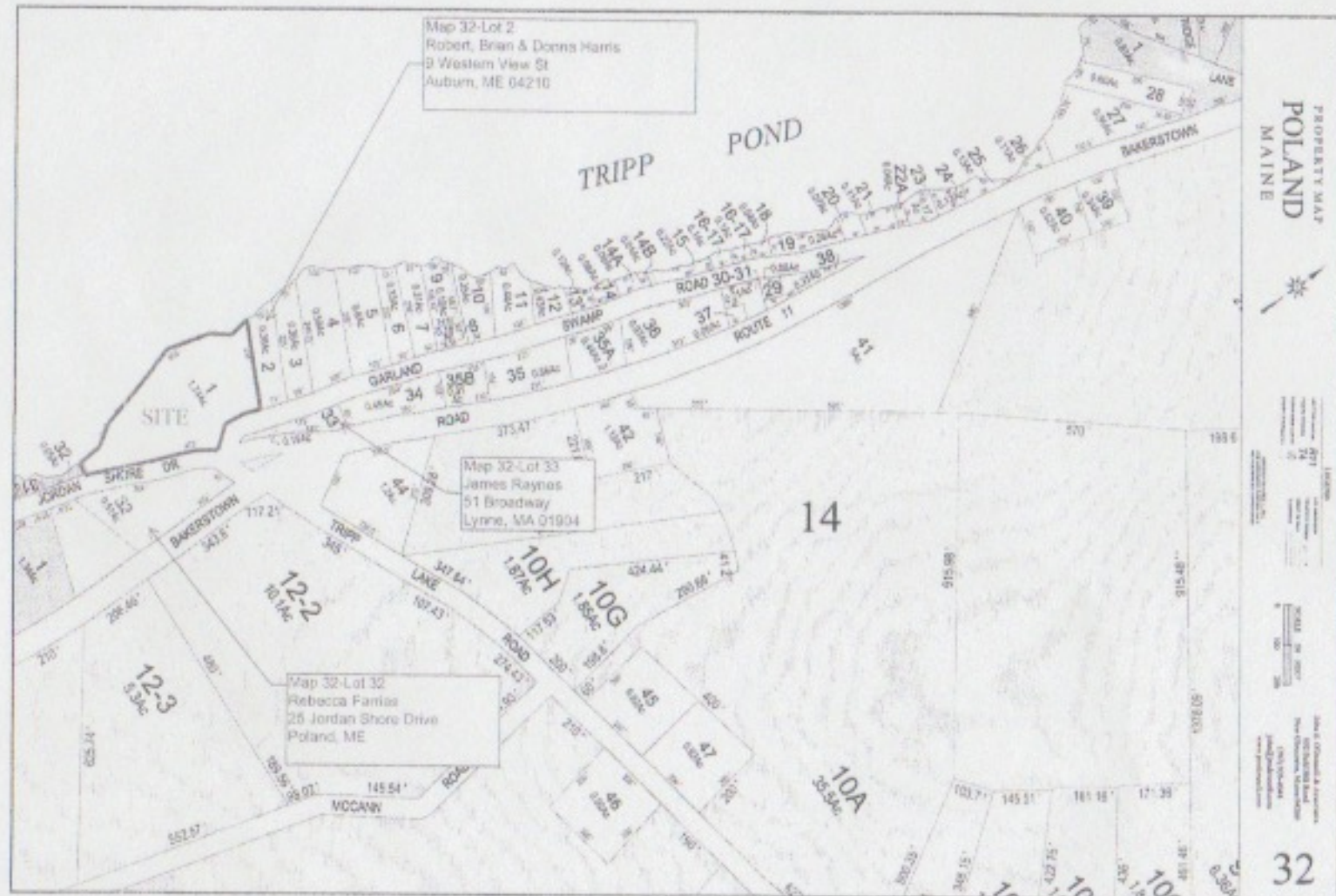
SITE PLAN

Site Improvements For:

WOLF COVE INN

Poland, Maine

Progress for Review 17 July, 20





Planning Board Office

1231 Maine Street,
Poland, Maine 04274-7328

Findings of Fact & Conclusion of Law

Application Type: Site Plan Review for Lawrence Roakes – Back Lots & Backlot Driveway

Date of Application Materials Submitted: September 12, 2023

Owners Name: Lawrence Roakes

Located at: off Knoll Road

Parcel ID: 0013-0036

Zoning Districts: Village 3

PROJECT DESCRIPTION & BACKGROUND

The applicant proposes to divide Tax Map 13 Lot 36 to create two lots and construct Lynn's Way for frontage and access. Lynn's Way is a proposed 16' wide private gravel backlot driveway within a 60' Right-of-Way (ROW) accessed off Knoll Road. The parcels will be serviced by private individual wells and sanitary systems, and overhead electric extended along Lynn's Way.

The application was submitted for review on September 12, 2023, by Davis Land Surveying, LLC. No public hearing or site walk was held. The Town did not receive written or verbal opposition to the project. A written waiver request from the Comprehensive Land Use Code (CLUC) Section 509.11(D) "*a back lot driveway shall originate from a paved street constructed in accordance with the Town's Street Construction Standards...*" was included with the application materials.

At the October 10, 2023 meeting, the Planning Board discussed the project with the applicant, Davis Land Surveying, LLC, and Terradyn Consultants, LLC. The Board voted 5-0 to approve the waiver request and Site Plan Application with conditions.

SITE PLAN REVIEW STANDARDS

A. Preservation of Landscape:

The application promotes the preservation of natural tree buffers on both proposed lots for the purposes of stormwater buffers. A note will be added to the plan listing a 12% maximum impervious lot coverage restriction. There are no scenic vistas defined in the Comprehensive Plan associated with this property. Based on this information and in the record the Board finds that the standards of this section will be met.

B. Relation of Proposed Buildings to Environment:

There are no new buildings proposed with the application; therefore, the Board finds that this section is not applicable.

C. Compatibility with Residential Areas:

The project proposes two lots for single-family detached dwelling use within the Village 3 District. Based on this information and in the record the Board finds that the standards of this section will be met.

D. Vehicular Access:

Access to the site will be from Knoll Road, a 16' wide private gravel road within a 60' ROW maintained by the Knoll Road Association. Owners of the newly created parcels will be members of the road association. The fee ownership of Lynn's Way ROW will be conveyed to the first owner of the newly created parcels. An easement will be granted to the owner of the second parcel. The ownership and maintenance responsibilities of Lynn's Way will be detailed in recorded deeds.

A written waiver request from the CLUC Section 509.11(D) was included with the application materials to allow the proposed backlot driveway, Lynn's Way, to originate from a gravel street. Based on this information and in the record the Board finds that the standards of this section will be met.

E. Access to Route 26 and Route 11:

The site will not have access from Routes 11, 26, 121, and 122; therefore, this section does not apply.

F. Surface Water:

The overall drainage patterns on the site will remain the same in pre- and post-development conditions. Forested buffers will prevent erosion and will provide for some treatment of stormwater runoff. A Stormwater Management Law permit application is currently being reviewed by the Maine Department of Environmental Protection (DEP) for the project. A copy of this permit must be provided to the town when issued. Wetlands were delineated in accordance with the 1987 Corps of Engineers Wetlands Delineation Manual. Based on this information and in the record, the Board finds that the standards of this section will be met.

G. Conservation, Erosion, and Sediment Control:

A Site Layout Plan, Grading and Utility Plan, Roadway Profile, and Erosion and Sediment Control Plan for Lynn's Way prepared by Terradyn Consultants, LLC has been submitted for this project under a separate cover. The plans appear to minimize cut fill operations to the extent necessary to construct the backlot driveway and maintain the existing hydrology. The project avoids impacts to adjacent wetlands and the stormwater management design incorporates forested buffers and a level spreader.

Means and methods to control erosion and sedimentation during and after construction are detailed in the erosion control plan narrative and details. Construction period housekeeping requirements are also included in the erosion control narrative. Based on this information and in the record the Board finds that the standards of this section will be met.

H. Phosphorus Export:

The project site is located within a watershed most at risk from new development. A stormwater management plan has been submitted for this project under a separate cover. The plan provides ditch turnouts with level lip spreaders and buffer strips to treat stormwater runoff. Stormwater Best Management Practices (BMPs) have been designed in accordance with the DEP's Stormwater BMPs Manual. The project is currently being reviewed by the DEP for a Stormwater Management Law permit. A copy of this

permit must be provided to the town when issued. Based on this information and in the record, the Board finds that the standards of this section will be met.

I. Site Conditions:

The Site Layout Plan submitted under a separate cover includes construction period housekeeping notes and construction notes that describe the contractor's responsibility to maintain acceptable site conditions. Based on this information and in the record, the Board finds that the standards of this section will be met.

J. Signs:

No signs are proposed with this project; therefore, the Board finds that this section is not applicable.

K. Special Features:

No special features are proposed with this project; therefore, the Board finds that this section is not applicable.

L. Exterior Lighting:

The application does not include any new exterior lighting; therefore, the Board finds that this section is not applicable.

M. Emergency Vehicle Access:

The application materials state a letter was submitted under a separate cover for Phase 1 from the Fire Chief of Poland commenting "The temporary turn-around on Lynn's Way is acceptable for emergency access." The Town's Fire Department and Public Works comments were not received in time for review at the October 10, 2023 meeting. Based on this information and in the record the Board finds that the standards of this section will be met.

N. Municipal Services:

The proposed private road will be maintained by the owners of the proposed lots. No new public infrastructure is being built. The development should have minimal impact on municipal services due to its size. Based on this information and in the record the Board finds that the standards of this criteria will be met.

O. Water Supply:

Private wells are proposed for the development. A letter from Affordable Well Drilling, Inc was submitted under a separate cover stating "Based on our record of wells in this area, it appears that drilling a well in this area should adequately supply the property or properties." Based on this information and in the record the Board finds that the standards of this section will be met.

P. Ground Water:

One test pit per lot was analyzed by Basswood Environmental indicating the property contains suitable soils for subsurface wastewater disposal systems. The project is not located within the extents of a mapped aquifer. Based on this information and in the record the Board finds that the standards of this section will be met.

Q. Air Emissions:

The project is not anticipated to have a point or non-point source of air pollution. Housekeeping notes included under a separate cover describe fugitive sediment and dust emission control requirements. Based on this information and in the record the Board finds that the standards of this section will be met.

R. Odor Control:

The project does not generate any odors; therefore, the standards of this section are met.

S. Noise

The proposed project may have some construction equipment-related noise and the Town shall verify that it does not exceed Town's sound limits or efforts made to mitigate noise are completed. Based on this information and in the record the Board finds that the standards of this section will be met.

T. Sewage Disposal

The project proposes private sanitary systems to serve the two parcels. Suitable soils have been confirmed by a Licensed Site Evaluator. HHE-200 forms must be submitted to the Code Enforcement Officer for review prior to construction. Based on this information and in the record the Board finds that the standards of this section will be met.

U. Waste Disposal

Construction period waste will be the contractor's responsibility to manage at a licensed disposal facility. After construction, solid waste will be the individual homeowner's responsibility to manage. Hazardous waste is not anticipated to be generated from the project. Based on this information and in the record the Board finds that the standards of this section will be met.

V. Buffer Areas

The project does not propose industrial or commercial uses. Forested buffers are proposed along external lot lines. Based on this information and in the record the Board finds that the standards of this section are met.

W. Adequate Financial and Technical Capacity

The Board discussed financial capacity with the applicant and found the project to be relatively low cost and it reasonable to expect the applicant to fund the development. The applicant has contracted professional services with Davis Land Surveying, LLC, Terradyn Constultants, LLC, and Basswood Environmental, LLC. Based on this information and in the record the Board finds that the standards of this section are met.

X. Conformance with the Comprehensive Plan

The proposed project is in conformance with the Comprehensive Plan and is a permitted use within the Village 3 District. Based on this information and in the record the Board finds that the standards of this section will be met.

WAIVERS

Pursuant to the CLUC Section 509.10, the following standards were waived in order for the project to be approved.

1. Waiver from CLUC Section 612.8.C.2 for 1,320 foot setback from deer wintering area. Waiver approved and granted on May 24, 2022 Planning Board meeting minutes and Findings of Facts and Conclusion of Law signed and approved September 13, 2022.
2. Waiver from CLUC Section 808.3.E for pavement of gravel road due to undue economic hardship. Waiver approved and granted on July 11, 2023 per Planning Board meeting minutes.
3. Waiver from 509.11(D) to allow a backlot driveway to originate from a non-paved street.

CONCLUSION

THEREFORE, the Town of Poland Planning Board hereby approves by a 5-0 vote held on October 10, 2023, with the granted waivers and following conditions, for the Site Plan application for Lawrence Roakes, and the Back Lots & Backlot Driveway project consisting of the division of Tax Map 13 Lot 36 to create two residential lots and the construction of a backlot driveway. The proposed Site Plan is as described in the application approved and in this Findings of Fact.

CONDITIONS OF APPROVAL

1. The Backlot Driveway plan shall revise Note #14 to allow overhead utilities; add Note #15 describing the maintenance agreement and ownership of Lynn's Way; and add Note #16 regarding the 12% maximum impervious lot coverage restriction.
2. All requirements and conditions as required by the issued Maine Department of Environmental Protection Stormwater Management Law permit for the parcels and entire private road, shall apply to the project road construction, drainage improvements, and maintenance of the stormwater treatment measures, once completed.
3. The applicant must record the approved plan in the Androscoggin Registry of Deeds within thirty days of approval.

Date of Site Plan Approval: October 10, 2023

Poland Planning Board

James Porter, Chairperson

Cheryl Skilling

George Greenwood, Vice Chairperson

James Walker

Jon Gilson

Absent with Notice
Heather Ryan