

Minutes
Town of Waldoboro
Planning Board Meeting
November 14, 2018

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Roll Call

The meeting was called to order by chairman Scott Simpson at 6:07 p.m. in the meeting room at the Municipal Building. Other members present were Barbara Boardman, Sara Hotchkiss, Tara Pelotte and Ted Wooster. A quorum was present throughout. Planning and Development Director Max Johnstone was present. Planning consultant Bill Najpauer was present for the Northeast Transport site plan review; he left the meeting at 6:55 p.m. Reporter Alexander Violo of the *Lincoln County News* was the only person in the audience.

1. Approval of Minutes of September 12 and October 10, 2018

There were no suggested changes to the Sept. 12 minutes. Boardman asked for changes to her comments in Item 4 on p. 3 of the October 10 minutes. She would like the third and fourth sentences of the second paragraph changed to delete “the next” Planning Board meeting and refer to a “future” meeting or meetings. The third sentence as revised should read, “She called for discussion of the Shoreland Zoning Ordinance (LUO Article 7) at future Planning Board meetings...”. The fourth sentence in that paragraph is revised to read, “She called for discussion at upcoming Planning Board meetings...”. With these changes, on motion of Wooster/Pelotte, Planning Board members voted unanimously to approve the September 12 minutes as distributed, and to approve the October 10 minutes as revised.

2. Approval of Site Plan for Parking Lot Expansion, Northeast Transport, 3200 Atlantic Hwy. (Tax Map R13 Lot 7A)

Owner Jeffrey Payson was in representing Northeast Transport, along with civil engineer Michael Sabatini of Landmark Corp. Surveyors and Engineers in Rockport. Northeast provides transport of high-value refrigerated product (lobster meat, frozen blueberries) to all 48 contiguous states and Canada. Northeast is required to provide additional parking for trailers on the 13.65-acre property that it leases from Jajaja LLC. Northeast proposes to expand its parking by 1.54 acres, most of which is a gravel lot at the rear of the property, plus a small paved parking area close to the highway. There will be no new employees.

Boardman suggested an 8’ setback from the property line for the rear parking area. Payson said that they plan to pile snow along the property line, so that portion of the parking area will not be used for parking trailers during much of the year. Part of the rear parking lot near the east boundary will have a retaining wall, so that it will not be possible to park trailers up to the lot line. Johnstone said that all parking should have a setback from property lines.

Sabatini said that according to the State aquifer map, there are no aquifers on the property. If there were, there might be concern about impact on groundwater. Runoff from the site drains to an un-named tributary

to Demuth Brook, which drains to Slaigo Brook and ultimately to the Medomak estuary. There are no vernal pools in the impact area, and no forested wetlands.

Simpson noted that the soil scientist who looked at the forested buffer suggested that the tallest trees in the buffer should be thinned periodically lest they blow down, which would adversely impact the buffer. He suggested adding language to the restrictive covenants in the landscaping maintenance plan, about culling large trees in danger of blowdown, as recommended by soil scientist David Roque on p. 2 of his Dec. 5, 2017 memo. Payson agreed to do this. (This is at the end of Section 12 Stormwater Management in the Site Plan Review Application.)

On motion of Wooster/Hotchkiss, Planning Board members voted unanimously to approve the Northeast Transport site plan with the addition of a cutting plan for the forested buffer and a requirement that the new rear parking area have an 8' setback from the property line. Planning Board approval is conditional upon approval of Northeast's stormwater management plan application currently pending before the Maine Dept. of Environmental Protection.

3. Discussion of "Welcome to Waldoboro" Handout

Planning Board members discussed Johnstone's draft 10-page information handout intended for individuals and businesses that plan to locate in Waldoboro. It was re-titled "Quick Guide to Waldoboro Land Use". Hotchkiss suggested printing the title page on Town letterhead, which will give users the street address, mail address and telephone number for the Town Office. Page numbers should be added.

On p. 1, the first line was changed to read, "If, at any time, you are in need of assistance, know that the staff at the municipal building..."

Under 2. Location on p. 1, in line 4 "permittable" was changed to "permissible".

Pages 2 - 5 are copied from the Land Use Ordinance.

On new p. 7 (old p. 3), under c. PB at the top of the page, the second sentence was changed to read, "This means that applicants wishing to meet with the Planning Board for approval must provide the Town Planner their application..." . In line 7, the word "business(es)" was changed to "projects". The last paragraph above 4. ("An optional task... the finished product.") was deleted.

On new p. 8 (old p. 4), all but the first sentence under c. PB was deleted. The first sentence was added to, and now reads, "The application is given to the Town Planner, who has the responsibility of distributing it to the Planning Board members and scheduling review by the Planning Board." (new text underlined).

On the last page, new p. 9 (old p. 5), a new section 6 was added at the bottom of the page. It reads, "6. This document has been provided as a quick guide to the Waldoboro Land Use Ordinance. For more detail, please refer to the Ordinance. All projects must comply with applicable State laws and the Town of Waldoboro Land Use Ordinance."

Simpson suggested that the text material that follows the ordinance matrix and schedule of dimensional requirements (i.e., pages 6 - 9) could have narrower margins and be set in a smaller type face. Johnstone will revise the document in light of tonight's discussion and send a revised version to Planning Board members for review.

The Economic Development Committee has created a new brochure, "Locate **Your** Business in the Hub of MidCoast Maine – WALDOBORO". Johnstone gave out copies at the end of the meeting.

4. Prospective New Planning Board Member

Jim Russo attended a recent Planning Board meeting, and has applied to join the Board. He lives at the south end of Dutch Neck. Simpson knows him. Next step should be an interview with the Select Board.

5. Special Meeting on Shoreland Issues

The Planning Board should complete review and revision of the Shoreland Zoning Ordinance (Land Use Ordinance Article 7) by next February, so that it can be on the warrant for Town vote in June, 2019. Boardman knows a scientist who could advise the Planning Board about shoreland setbacks. She will invite him to meet with us. This would have to be an afternoon meeting, perhaps at 4 p.m. Simpson offered to write up a summary for those who cannot attend.

6. Next Regular Planning Board Meeting: Wednesday, December 12, 6:00 p.m.

Johnstone has received no new applications for the December meeting. The application deadline is next Wednesday, Nov. 21. The Planning Board can discuss shoreland setbacks in December.

Adjournment: The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Susan S. R. Alexander

Action Items

Johnstone

Revise "Welcome to Waldoboro" handout; send revised version to Planning Board members for input. Notify PB members of date and time of special meeting on shoreland issues being set up by Boardman. Aim for PB to complete review of LUO Art. 7 Shoreland Zoning by February, 2019.

Boardman

Invite David Roque to meet with PB about shoreland issues at 4 p.m. on a weekday; inform Johnstone.

Simpson

Write summary of shoreland meeting for PB members who cannot attend.