

**RICHMOND PLANNING BOARD  
TUESDAY, FEBRUARY 24, 2015  
TOWN OFFICE MEETING ROOM 6:00P.M.**

**MINUTES**

**1.0 CALL TO ORDER**

Present: Russ Hughes, Jeff Severance, Larry Srock, Jessica Alexander and Tom Nugent.  
Others present: Linda Kristin, Patti Lawton, Geo Johnston; Code Enforcement Officer, James Valley; Executive Assistant, Laurisa Loon and Community and Business Director, Victoria Boundy.

Chairman Russ Hughes called the meeting to order at 6:00p.m.

**2.0 UNFINISHED BUSINESS-None**

**3.0 NEW BUSINESS**

**3.1 Geo Johnston-Public Hearing  
307 Front Street-New Commercial Business  
Elderberries Processing Plant**

Geo Johnston gave an overview of the proposed business.

Jeff Severance made a motion to move into public hearing, Tom Nugent seconded, motion passed (5-0).

Resident Linda Kristin stated she was concerned with traffic and noise.

Geo Johnston responded that the public would be virtually unaware that business was being conducted. They are using an existing space in a manufacturing building. Hours would be from 8-5p.m., with some weekends. Pick-up and drop off would be by Fed Ex, UPS and tractor trailer which is already existing on site. They will be using current staff that is employed at Richmond Manufacturing. There is no loud noises generated by any of the equipment used. The largest piece of equipment would be a hydraulic press.

Jeff Severance made a motion to come out of public hearing, Larry Srock seconded, motion passed (5-0).

The board reviewed the application for completeness under Article 8 of the Land Use Ordinance.

**Findings of Fact**

1. The owner of the property is **Richmond Contract Manufacturing.**
2. The property is located at **307 Front Street.**

It is in the **Village** underlying zoning district and **is** located in the Shoreland District. The property **is not** located in the Resource Protection/Stream Protection District. The property is further identified as Assessor's Tax Map **U02, Lot 020-00**.

3. The applicant is **Geo Johnston**, who has demonstrated a legal interest in the property by providing a copy of a **Lease Agreement**.
4. The applicant proposes to operate an **elderberry processing plant**. The property is currently **improved**. Walls have been constructed to enclose the designated 2,000 square feet and plumbing has begun to be installed.
5. The property **will be served by public sewer**.
6. The property **will be served by public water**.
7. A complete application was submitted on **February 3, 2015**.
8. The Planning Board conducted a site walk of the property on **N/A**.
9. A Public Hearing was held on **February 24, 2015**.
10. Other relevant facts are: **None**

Based on the above stated facts, the Planning Board makes the following conclusions.

1. *Compliance with Applicable Performance Standards.* The proposed development **will** meet the applicable general performance standards set forth in Article 5 of the Land Use Ordinance:
  - Art. 5, Sec. A: Accessory Buildings  
**(Applicable: NO)**
  - Art. 5, Sec. B: Automobile Graveyards and Junkyards  
**(Applicable: NO)**
  - Art. 5, Sec. C: Back Lots  
**(Applicable: NO)**
  - Art. 5, Sec. D: Bed and Breakfast  
**(Applicable: NO)**

- Art. 5, Sec. E: Filling, Grading, Lagooning, Dredging or other Earth Moving Activity  
**(Applicable: NO)**
- Art. 5, Sec. F: Development in Areas of Special Flood Hazard  
**(Applicable: NO)**
- Art. 5, Sec. G: Glare  
**(Applicable: NO)**
- Art. 5, Sec. H: Hazardous, Special and Radioactive Materials  
**(Applicable: NO)**
- Art. 5, Sec. I: Height of Buildings  
**(Applicable: NO)**
- Art. 5, Sec. J: Demolition/Removal of Buildings of Historic Significance  
**(Applicable: NO)**
- Art. 5, Sec. K: Home Occupations  
**(Applicable: NO)**
- Art. 5, Sec. L: Hotels/Motels and Inns  
**(Applicable: NO)**
- Art. 5, Sec. M: Kennels and Veterinary Hospitals  
**(Applicable: NO)**
- Art. 5, Sec. N: Manufactured Housing – Individual Units  
**(Applicable: NO)**
- Art. 5, Sec. O: Mobile Home Parks  
**(Applicable: NO)**
- Art. 5, Sec. P: Multifamily Dwelling Units  
**(Applicable: NO)**
- Art. 5, Sec. Q: Noise  
**(Applicable: NO)**

- Art. 5, Sec. R: Off-Street Parking and Loading Requirements  
**(Applicable: YES)**  
**One space for each employee must be available on site and loading on site.**
- Art. 5, Sec. S: Private Roads  
**(Applicable: NO)**
- Art. 5, Sec. T: Phosphorous Control – Pleasant Pond  
**(Applicable: NO)**
- Art. 5, Sec. U: Refuse Disposal  
**(Applicable: YES)**  
**Applicant has stated all solid waste will be removed for compost.**
- Art. 5, Sec. V: Sanitary Standards  
**(Applicable: YES)**  
**Applicant has met with Frank Tolbert (RUD) and Richmond Utilities can handle the processing of the elderberries at this time pursuant to an initial water test and six month follow up.**
- Art. 5, Sec. W: Signs  
**(Applicable: YES)**  
**Applicant stated no exterior signs will be placed on the property.**
- Art. 5, Sec. X: Storage of Materials  
**(Applicable: YES)**  
**All materials will be stored inside the property and Richmond Contract Manufacturing already has a dumpster on property.**
- Art. 5, Sec. Y: Wildlife Habitat  
**(Applicable: NO)**

2. *Compliance with Applicable Ordinances.* The application **does** comply fully with all applicable requirements and standards of the Land Use Ordinance and any other applicable Town ordinance.
3. *Compliance with Shoreland and Resource Protection District Standards.* If applicable, the application **does** comply fully with Article 8, Section C(2) and C(3):
4. *Utilization of the Site.*  
  
Proposed buildings and support facilities **will not** be placed in those portions of the site that have the most suitable conditions for development:
5. *Access to the Site.*  
  
Vehicular access to the site **will** be on roads that have adequate capacity to accommodate the additional traffic generated by the development.  
  
Vehicular access to the site **will** be arranged to avoid the need to use local residential streets.
6. *Access into the Development.* Vehicular access into the development **will** meet the standards set forth in Article 8, Section C(6) of the Land Use Ordinance.
7. *Access Design.* The design of driveways or streets providing access to the site **will** comply with the standards contained in the Maine Department of Transportation Highway Design Manual, 1990 (as may be amended from time to time), and **will** provide for safe and efficient movement of vehicles into and out of the development.
8. *Access Way Location and Spacing.* **N/A**
9. *Construction Materials/Paving.* The application **will** meet the standards set forth in Article 8, Section C(9) of the Land Use Ordinance.
10. *Internal Vehicular Circulation.* The layout of the site **will** provide for the safe movement of passenger, service and emergency vehicles through the site and **does** meet the standards set forth in Article 8, Section C(10) of the Land Use Ordinance.
11. *Pedestrian Circulation.* **N/A**
12. *Stormwater Management.* The development **will/will not** have adverse impacts on abutting or downstream properties and **does/does not** meet the standards set forth in Article 8, Section C(12)(a-h) of the Land Use Ordinance: **N/A**

13. *Erosion Control.*

The development plan does/does not utilize existing topography and desirable natural surroundings to the fullest extent possible, and **does/does not** preserve and protect natural vegetation wherever possible: **N/A**

During construction, erosion of soil and sedimentation of watercourses and water bodies **will/will not** be minimized by employing practices as set forth in Article 8, Section C(13)(a-h) of the Land Use Ordinance: **N/A**

14. *Water Supply.* The development **will** be provided with a system of water supply that provides for an adequate supply of water meeting the standards of the State of Maine for drinking water, and **does** meet the standards set forth in Article 8, Section C(14) of the Land Use Ordinance.

15. *Utilities.* The development **will** be provided with electrical and telephone service adequate to meet the anticipated use of the project and **does** meet the standards set forth in Article 8, Section C(15)(a-c) of the Land Use Ordinance.

16. *Natural Features.* The development plan **will/will not** preserve the landscape in its natural state as much as is practical by minimizing tree removal, disturbance and compaction of soil, and by retaining existing vegetation as much as is practical during construction; and the application **does/does not** meet the standards set forth in Article 8, Section C(16)(a-c) of the Land Use Ordinance: **N/A**

17. *Groundwater Protection.* The development and use **will/will not** adversely impact either the quality or quantity of groundwater available to abutting properties or public water supply systems: **N/A**

18. *Water and Air Pollution.* The development **will not** result in undue water or air pollution.

19. *Exterior Lighting.* Proposed lighting **will/will not** meet the standards set forth in Article 8, Section C(19)(i-iv) of the Land Use Ordinance: **N/A-No proposed lighting**

20. *Waste Disposal.* The applicant **will** provide for the adequate disposal of all solid wastes at a licensed disposal facility having adequate capacity to accept the development's solid wastes; and, if applicable, **will** provide for the adequate disposal of all hazardous wastes at a licensed hazardous waste disposal facility under contract with the applicant.

21. *Landscaping.* The development plan **will/will not** provide for landscaping to define street edges, break up parking areas, soften the appearance of the

development and protect abutting properties from adverse impacts of the development: **N/A**

22. *Shoreland Relationship.* The development **will/will not** adversely affect the water quality or shoreline of any adjacent water body, and **will/will not** provide for access to any abutting navigable water bodies for the use of residents of the development: **N/A**
23. *Technical and Financial Capacity.* The applicant **has/ has not** demonstrated the financial and technical capacity to carry out the project in accordance with the Land Use Ordinance and the approved plan, and **has/has not** submitted evidence from a financial institution or other source of project funding that demonstrates that adequate resources are available to complete the project in accordance with the approved plans. **N/A**
24. *Buffering.* The application **does/does not** meet the buffering requirements set forth in Article 8, Section C (24) of the Land Use Ordinance: **N/A**
25. *Off-Street Parking.* The development plan **does** indicate that off-street parking or loading will be located in the required front setback.
26. *Historic and Archaeological Resource.* The development **is** located on a site that has been identified as containing historic or archaeological resources; if yes, the development **will** include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of site, timing of construction, and/or limiting extent of excavation.

### **Conditions of Approval**

1. The property shown on this plan may be developed and used only as depicted on this approved plan. All elements and features of the plan and all representations made by the applicant in the record of the Planning Board proceedings are conditions of the approval. No change from the conditions of approval is permitted unless an amended plan is first submitted to and approved by the Planning Board.
2. Any proposed revision to, or expansion of, a project that received development approval in accordance with Article 8 of the Land Use Ordinance shall be required to be reviewed by the Planning Board in accordance with the requirements of Article 8.
3. This approval and any permits issued under this approval shall lapse and become void unless the start of construction or operation of the project begins within one (1) year from the date of this approval, and substantial completion of

construction occurs within two (2) years from the date of this approval, unless other provisions are made, as part of the approval of the project.

**Other conditions of approval:**

The Richmond Utilities District wants the water tested initially after operation begins and again in six months.

Larry Srock made a motion to approve the application with the conditions of approval as stated above, Jeff Severance seconded, motion passed (5-0).

**3.2 Victoria Boundy-Comprehensive Plan Update**

The Comprehensive Planning Committee is looking at the “Recreation” portion of the plan and will be meeting with different organizations such as RYRA and the Snowmobile Club. The committee is hoping to have the plan on the 2016 Town Meeting Warrant.

Member of the committee Tom Nugent stated they are looking at areas in Richmond where the community would like to encourage growth. There is the potential for growth in the Route 97 corridor. These meetings are opportunities to think and encourage where we see the future of Richmond and urges members of the planning board to attend.

Russ Hughes stated that once the plan is passed it will be the planning board to incorporate the plan in the Land Use Ordinance.

Victoria Boundy stated that all meetings are open to the public they meet the second Tuesday of every month.

Member Patti Lawton would like feedback from the planning board on what applications have become before the board they have had issues our trouble dealing with.

**3.3 2015 Floodplain Management Ordinance**

The proposed Floodplain Management Ordinance will be going to the June Town Meeting. James Valley stated that not much has changed for our zone.

**4.0 CORRESPONDENCE**

James Valley, Code Enforcement Officer stated that the pre-application for Jones Associations will be on the next agenda. He will also reach out to the town attorney to see if he is able to attend to go over the mobile home ordinance proposed changes in the Land Use Ordinance.

**5.0 APPROVE MINUTES OF FEBRUARY 9, 2015**

Jessica Alexander made a motion to approve the minutes, Larry Srock seconded, motion passed (4-0-1), Tom Nugent abstained from vote due to absence on the February 9, 2015 meeting.

**6.0 ADJOURNMENT**

Jessica Alexander made a motion to adjourn, Larry Srock seconded, motion passed (5-0).