

**MINUTES
RICHMOND PLANNING BOARD
MONDAY, FEBRUARY 9, 2015 6:00P.M.
RICHMOND TOWN OFFICE MEETING ROOM**

1.0 CALL TO ORDER

Members present: Jeff Severance, Linda Doran, Russ Hughes and Jessica Alexander.

Others present: Geo Johnston; Code Enforcement Officer, James Valley and Executive Assistant, Laurisa Loon.

2.0 UNFINISHED BUSINESS-None

3.0 NEW BUSINESS

**3.1 Geo Johnston-Application Meeting
307 Front Street-New Commercial Business
Elderberries Processing Plant**

Chairman Russ Hughes called the board to review the application for completeness.

DEVELOPMENT REVIEW APPLICATION SUBMISSION REQUIREMENTS

Applications for development review shall be submitted to the Planning Board on application forms provided by the Town. The submission shall contain at least the following exhibits and information unless specifically waived in writing by the Planning Board, in accordance with Article 7, Section B of this Ordinance.

1. Requirements of All Applications

All applications for development review shall contain the following information:

- a. A fully executed and signed copy of the application.
- b. Evidence of payment of the application and, where applicable, professional review fees.
- c. Eight (8) copies of the application for and accompanying written materials plus eight (8) sets of maps or drawings containing the information listed below. The maps or drawings shall be no more than one hundred (100) feet to the inch for that portion of the tract of land being proposed for development:
- d. Name, address, and phone number of owner and applicant, if different
- e. The name of the proposed development
- f. Names and addresses of all property owners within five hundred (500) feet of any and all property boundaries, including the clerk and reviewing authority in neighboring towns, if applicable. The applicant is responsible for providing a list of all abutters within 500 feet of the project, on peel-off address labels suitable for mailing.

- g. Sketch map showing general location of the site within the Town Boundaries of all contiguous property under the total or partial control of the owner or applicant.
- h. The tax map and lot number of the parcel or parcels on which the project is located
- i. A copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.
- j. The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared the plan for major developments.

Finding: The board found the application met the above requirements. The company is leasing the space and provided a lease agreement. Pre-existing manufacturing building.

2. Existing Conditions

Describe existing characteristics of the site:

- a. District and Subdistrict designation of the property and the location of district boundaries.
- b. The bearings and length of all property lines of the property to be developed and the source of this information.
- c. Location, size, and assessment of the adequacy and condition of on-site sewer and water mains, on-site sewage disposal systems, wells, culverts and drains, power and telephone lines, utility poles, public water and sewer service from abutting streets, to meet the needs of the proposed use.
- d. Location, names, and present widths of existing streets and rights-of-way public and/or private within or adjacent to the proposed development.
- e. The location and dimensions of all existing buildings and ground floor elevation drawings. Photographs may be submitted for ground floor elevation drawings. Ground floor elevation drawings must visually represent at least two sides of the building(s) on a vertical plane: front and side view preferred.
- f. The location and dimensions of existing driveways, parking and loading areas and walkways.
- g. Location of intersecting roads or driveways within two hundred (200) feet of the site.
- h. The location of open drainage courses, wetlands, stonewalls, graveyards, fences, and stands of trees, other buffering. Also other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, historic and/or archaeological resources, together with a description of such features.

- i. The direction of existing surface water drainage across the site with degree of slope.
- j. The location, front view and dimensions of existing signs.
- k. The location and dimensions of any existing easements and copies of existing covenants or deed restrictions, including any from The State of Maine or Utility Companies.
- l. The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.
- m. All other information about the site and existing conditions and or surrounding the site as required by the submission requirements for the site inventory and analysis if the application required a site inventory and analysis.

Finding: N/A

3. Proposed Development Activity

A narrative statement including at least the following information:

- a. The location and dimensions of all provisions for water supply and wastewater disposal. Soil test information shall be provided on an HHE-200 form or equivalent. The applicant shall show evidence of suitable soils for the future replacement or expansion of any on-site sewage disposal system.
- b. The direction of proposed surface water drainage across the site and from the site with an assessment of impacts on downstream properties.
- c. Provisions for handling all solid wastes including hazardous and special wastes and the location and proposed treatment of any on-site collection or storage facilities.
- d. A schedule of construction and site work, showing anticipated beginning and completion dates.
- e. The location and dimensions and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways if any and any changes in traffic flow onto or off-site.
- f. Proposed landscaping and buffering.
- g. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks in accordance with the Street Design and Construction Standards Ordinance.
- h. Construction drawings for streets, sanitary sewers, water and storm drainage systems, designed and prepared by a professional engineer registered in the State of Maine.
- i. Copies of applicable State and federal permits (applications, approvals i. And correspondence relative thereto), provided, however, that the Board may approve development plans subject to the issuance of specified State and Federal approvals and permits where it determines that it is not feasible for the applicant to obtain them at the time of development review.

Finding: Section A through H N/A pre-existing conditions no proposed development activity and/or construction.

Section I.: State will require a kitchen inspection based on the Food and Safety Law. The Company holds agency certification in organic and kosher.

4. Approval Block

Spaces shall be provided on the plan for the signatures of the Planning Board and date together with the following words, "Approved: Town of Richmond Planning Board."

Finding: The board found the application met the above requirement.

5. Minor Developments Not Involving the Creation of Individual Lots or Parcels

In addition to the information required of all applicants minor developments and which do not involve the creation of new lots shall include the following additional information:

- a. The location of all building setbacks, yards and buffers required by this Ordinance.
- b. The location and dimensions of all proposed buildings or expansion on the site.
- c. Front and side view of ground floor elevation drawings of all proposed buildings or expansion on the site. Computer Image elevation may be submitted for drawing.
- d. Location, front view, materials, and dimensions of proposed signs together with the method for securing the sign.
- e. Location and type of exterior lighting.

Finding: Project declared a minor development. Pre-existing conditions, no proposed developmental activity. No signage. Exterior lighting pre-existing.

6. Minor Developments Involving Only the Creation of Individual Lots or Parcels

In addition to the information required of all applicants, projects, minor developments which only involve the creation of new lots shall include the following additional information:

- a. A subdivision plan prepared by a registered land surveyor and meeting the standards of the Maine Association of Land Surveyors and showing at a minimum:
 - i. the location of all existing and proposed lot lines include bearings and distances.
 - ii. street lines including the bearings and distances of all lines, the deflection of angles, radius, length of curves, central angles of all curves, and the tangent distances.
 - iii. the area in square feet of each lot.
 - iv. the street frontage of each lot.
 - v. lot numbers in accordance with the prevailing policy on existing tax maps.

- vi. the location, dimensions, and purposes of all easements, areas reserved for or dedicated to public use and areas reserved by the applicant.
 - vii. The location and description of permanent markers.
- b. Written copies of easements, restrictions, covenants or offers of dedication.
- c. Any other information required of major developments identified by the Planning Board as being necessary for adequate review of the project.

Finding: N/A

7. Extractive Activities

Applications involving the extraction of earth materials shall submit the following information in addition to the information required of all developments:

- a. The development plan prepared by a registered land surveyor or registered professional engineer and showing:
 - i the existing contours of the land within and extending beyond the above boundaries for two hundred (200) feet at intervals not to exceed five (5) feet referred to Mean Sea Level;
 - ii the contours as proposed following completion of the operation at intervals not to exceed five (5) feet referred to Mean Sea Level;
 - iii the location of all proposed access roads and temporary structures;
 - iv the proposed provisions for drainage and erosion control, including drainage calculations; and
 - iv other information necessary to indicate the physical characteristics of the proposed operation.
- b. A closure plan showing how the site will be reclaimed in accordance with the performance standards of Article 5 of this Ordinance and State Law 38M RSA '490-A
- c. Written evidence that the appropriate Soil and Water Conservation District has reviewed the plans and finds them in conformance with their standards.

If less than five hundred (500) cubic yards of material is involved, if all slopes affected have less than a ten (10) percent grade, AND if the area under consideration is not subject to erosion or excessive storm water run-off, a written plan prepared by an agent of a qualified professional agency (such as the U.S. Soil Conservation Service or the Cobbossee Watershed District) may be submitted as the required plan.

The Board may require the additional submission of a hydrogeologic study to determine the effects of the proposed activity on groundwater movement and quality within the general area.

Finding: N/A

8. Major Developments

Finding: N/A, deemed a minor development.

9. Requests for Additional Information

Prior to its final decision, the Planning Board may request evidence and documentation in addition to that required in the application as provided for in this section. This additional information may include:

a. Impact on Community Services

The Planning Board may request information regarding the development's effect upon existing services and facilities; a list of construction items that will be completed by the developer prior to the sale of lots; and the list of construction and maintenance items that must be borne by the municipality, which shall include, but not be limited to:

- Schools, including busing
- Road maintenance and snow removal
- Police and fire protection
- Solid waste disposal
- Recreation facilities
- Runoff water disposal drainage ways and/or storm sewer enlargement with sediment traps

Finding: Board requested letter from the Richmond Utilities District on impact on town water and sewer services.

Chairman Russ Hughes called for a motion to vote Linda Doran as a voting member.

Jeff Severance made a motion to vote Linda Doran as a voting member, Jessica Alexander seconded, motion passed (3-0-1), Linda Doran abstained from the vote.

Jeff Severance made a motion to find the application complete pending the letter from the Richmond Utilities District, Linda Doran seconded, motion passed (4-0).

The board scheduled the public hearing for February 24, 2015 at 6:00p.m.

4.0 CORRESPONDENCE

James Valley stated that there will be a proposed pre application subdivision and/or cluster development application on a future agenda.

5.0 APPROVE MINUTES OF DECEMBER 16, 2014

James Valley noted an error under 3.1 the correct address should be listed as 307. There being no further discussion, Linda Doran made a motion to approve the minutes as amended, Jessica Alexander seconded, motion passed (4-0).

6.0 ADJOURNMENT

Jessica Alexander made a motion to adjourn at 6:15p.m., Linda Doran seconded, motion passed (4-0).