

TOWN OF ORLAND
PLANNING BOARD MINUTES
September 8, 2015
7:00PM

I. ROLL CALL

X	JACK MACBRAYNE
X	DEXTER JOHNSON
X	BRENDA LEAVITT
X	CHARLES GIOSIA
X	ROGER WOOD
	KRISTIN COOK (ALTERNATE)
X	BILL ORCUTT (ALTERNATE)

Staff Attending:

X	LUKE CHIAVELLI, Code Enforcement Officer & Plumbing Inspector
X	EDWARD RANKIN SR, Chair Selectman
	RALPH GONZALES, Selectman
	LESTER STACKPOLE, Selectman
X	TRACY PATTERSON, Board Secretary

Attending Public: Pamela Latarte, Norman Latarte, Josh Prochaska, Rosa Moore, Tracy Hair

II. Macbrayne called the Meeting to order at 7:05pm.

III. MINUTES OF August 3, 2015 MEETING
Motion to approve minutes: Wood
Second: Leavitt
Approved by unanimous vote.

IV. CEO REPORT

- A. MacBrayne welcomed Luke Chiavelli and introduced the Planning Boards to Chiavelli.
- B. Rankin reported receiving several permit applications, and investigating two complaints.
 - a. Bob Hoffmann, of East Toddy Way, was issued an After-the-fact Permit.
 - b. Al Smith, of 19 Castine Road, was issued a sewer hookup and interior plumbing permit.
 - c. Chiavelli reported completing several inspections of previously issued permits.
 - d. Chiavelli completed a site visit to investigate a living condition complaint at a women's shelter. He reported only finding minor issues that were being addressed by the inhabitants.

- e. Chiavelli investigated a complaint regarding poor living conditions of migrant workers at the Wanderin Moose Campground. He reported finding no significant health concerns, and a few small issues that had been taken care of.
- f. Leavitt asked Chiavelli if he has looked into the two businesses on the Gilpin Road that had never attained permits. Chiavelli stated that he will look back at the Planning Board minutes and follow up. MacBrayne reiterated that even if they had permits, they needed to go through the Planning Board process.

V. COMMUNICATIONS AND CHAIRMAN'S COMMENTS

- A. MacBrayne received a call from Pat Dow asking if they were on the September Agenda, and asking about a permit.
 - i. Discussion among the Planning Board of Dow's possible plans to add a dine-in option to his business.

VI. UNFINISHED BUSINESS - None

VII. NEW APPLICATIONS

- A. H.O.M.E. Inc. submitted a site plan review application to the Planning Board for a project that they have already began. They reported that they are nearing completion of the project and requested expediting the site plan review process in order to secure the building having a roof in time for winter.
 - i. MacBrayne expressed dismay at H.O.M.E. Inc. beginning the project without attaining the proper permits, and failing to investigate the town ordinance prior to submitting the application. Hair, representative for H.O.M.E. Inc., apologized for the errors, and asked for understanding as the person who had previously completed such tasks for the organization has since passed away, and new staff is learning the process.
 - ii. The Planning Board members read through the application and began the review process.
 - 1. Corrected Map and Lot.
 - 2. The Planning Board waived requirement for additional deeds.
 - 3. A.6. Notifying Abutters. Only a portion of abutters were listed. Johnson stated that this information should be provided as not to set a precedent. It was agreed the additional information will be required.
 - 4. A.7. Hair reported that an additional fifty thousand dollar grant was acquired, so all funds have been raised to complete the project.
 - 5. B. 3. Needs to show total perimeter, dimensions, boundaries, and direction of water flow.
 - 6. Leavitt questioned handicap accessibility, and suggested H.O.M.E. Inc. check with the Department of Labor to determine if an employee bathroom would be legally required, and if a sprinkler system would be required.

7. MacBrayne stated that an improved site plan would be required, including B-3 through B-16 being added or marked "Not Applicable". Johnson offered his assistance to H.O.M.E. Inc. to complete application.
8. H.O.M.E. Inc. will be required to submit a list of Names and Addresses of all abutters within 500 feet to the Town Office, and the Town Office will send out notices informing abutters that the application will be considered at the October 5th, 2015 Planning Board Meeting.
9. The Planning Board waived the site visit.
10. Discussion of the option of the Planning Board to require a letter from the Fire Chief. Johnson and Wood suggested it should. The Planning Board agreed that it would be requested.
11. MacBrayne reiterated the specific requirements of H.O.M.E. Inc.'s responsibilities in order to obtain a permit at the October 5th, 2015 Planning Board meeting.
 - a. Provide Names and Addresses of abutters to the Orland Town Office so that Letters to Abutters can be sent out informing neighbors of the project and application.
 - b. Letter from the Fire Chief.
 - c. Amend the financial letter.
 - d. Complete the additional requirements to the Site Plan.

VIII. OTHER BUSINESS

- A. MacBrayne asked Johnson for an update regarding the Comprehensive Plan. Johnson replied that he is putting a request in the paper for volunteers to work on the Comprehensive Plan. He also stated that he has spoken with a professional regarding contract pricing.
 - i. MacBrayne asked Johnson how long the process will take. Johnson replied that it could take anywhere from months to possibly over a year. Johnson discussed utilizing the internet to maximize citizen input, and using Bucksport as a resource on certain aspects since they have recently gone through the process.

IX. PUBLIC QUESTIONS and COMMENTS - None

X. NEXT MEETING will be held October 5, 2015 at 7:00pm at the Orland Community Center.

XI. ADJOURN

- A. MacBrayne motioned to adjourn without holding reviewing Wind Ordinance.
Motion to Adjourn at 8:35pm :Wood
Second: Johnson
Approved by unanimous vote.