

TOWN OF ORLAND  
PLANNING BOARD MINUTES  
January 2, 2017  
7:00PM

I. ROLL CALL

X	JACK MACBRAYNE
X	BRENDA LEAVITT
A	CHARLES GIOSIA
X	ROGER WOOD
X	BART HUTCHINS (Alternate)
A	KRISTIN COOK (ALTERNATE)

Staff Attending:

X	LUKE CHIAVELLI, Code Enforcement Officer & Plumbing Inspector
A	EDWARD RANKIN SR, Chair Selectman
X	KIMBERLY ARCHER, Board Secretary

Attending Public:

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

ATTENDING PUBLIC:

JOHN WARDWELL

NORM LETARTE

PAM LETARTE

DON BAKER (Assistant CEO)

MacBrayne: Since there are only 4 of us, Bart will be appointed to vote.

Did everyone get a chance to read the Nov minutes?

Leavitt: Move to approve?

III. Approval of MINUTES OF DEC 6, 2016 MEETING AND NOV 2016 MINUTES:

November minutes approved. Tabling December minutes until the two sets of notes have been combined.

IV. CEO REPORT

A. One permit was issued to Julie for plumbing, it was approved and inspected, and that was in the beginning of December.

V. COMMUNICATIONS AND CHAIRMAN'S COMMENTS – Nothing other than speaking with Julie and Johnny about the issue at hand.

Hutchins: Did you get anything back in regards the Jacques issue.

CEO: has not been discussed since.

VI. SELECTMAN COMMENTS: None in attendance.

VII. UNFINISHED APPLICATIONS- None

VIII. NEW APPLICATIONS –

**MacBrayne:** John and Julie Wardwell: Here to discuss a business in the Old Wardwell office building on Wardwell road, and Julie's heading up the project. Unless I haven't been notified in the past couple of days, I have not seen an application.

**Julie:** I submitted my application last week, and I talked to Tracy and we went over what she was going to put in the letter to all of the abutters.

**MacBrayne:** I'm sure if Tracy has this she is on top of it. So, of course we have to wait for the letters to go out, for feedback to come back, but, why dont you go ahead and speak to the board about what the plans

**John:** 2 Beauticians, 3 rooms, One office, 2 chairs, and its on the QT, and will be moving from Bucksport to Orland, the business owner is in there as we speak, working on the office itself. There are also other businesses that would be potentially moving in there, potentially we store, which is up to 95% capacity. We went to Luke and got our permits, and this is a change of use for an existing commercial building.

**Julie:** I put up to 20 cars to be max for the parking lot. There isn't any new construction to the property, the only thing that had to be added was 2 sinks,

**John:** On the site plan review, it asked locations of sewer, and well, in 83 we had septic out in front, and leach out back. Now that the town water is there, there is potential to hook into town sewer.

There is a dry hydrant at the pond by the house where I used to live. I included a photo of the area, showing the information in the package with the application.

**CEO:** Was there a week ago Wednesday and was not told about any pending applications.

**MacBrayne:** I called and talked to Connie and she was unaware of any pending applications.

**CEO:** hopefully we can do an expedited site plan where it was already submitted.

**WOOD:** This seems pretty cut and dry, I don't see any problems with the project.

**Leavitt:** If they're renting out office space, do they have to go through this every time?

**MacBrayne:** If it is just office space, but if they change the use they'll need to come. If there is nothing else, we can continue this at the next meeting.

**Julie:** Do we both have to be here for the next meeting to see if we are approved?

**MacBrayne:** No.

**CEO:** We should be receiving an application for the gas station upcoming, but I have not seen it yet.

**MacBrayne:** Luke, When you mentioned the business with Julie and John the other day you mentioned a different kind of application for home business. I spent some time re-looking at the ordinance the I think that the best way to handle this, and I've tried to encourage the people at the town office any time I've spoken to someone about the application, under Section 8 of Site Plan Review Ordinance.

"The planning board may waive any of the submission requirements based upon the planning board, during the pre-planning application submission meeting"

There are a lot of the requirements that can be waived, and it can be suggested to the person submitting the application as to which requirement they'd like to see waived.....

When we were revising the ordinance, I wanted to make the pre-application meeting mandatory, and the ordinance put it in as optional. If they can come to the initial meeting they can save themselves an awful lot of work.

**CEO:** They can, but they will have to wait an additional month for their business plan to be approved. I'm trying to save them time, so it ends up taking 2 months, 1 month for their pre-application, and 1 month for the final approval. I told her about the date that it needed to be in and circled the date on the calendar.

**MacBrayne:** If it had been submitted before the holidays they would have been set by now.

Leavitt: It was the holidays....

Discussion of making the site plan checklist available at meetings, Kim will keep copies, and have for meetings. Additionally, Scan new applications coming in for businesses on Fridays to planning board.

IX. PENDING APPLICATIONS: Table application for Julie and John Wardwell until response from abutters and receipt of application.

X. PUBLIC QUESTIONS and COMMENTS-

**Hutchins:** Comprehensive plan committee has not met since the last meeting that we discussed and did our review.

**General Discussion:** What is the town going to do about planning board members?

**CEO:** I think that Don should do it? It wouldn't be a conflict of interest.

**Don B:** I was approached by the selectmen. I'll think about it.

XI. NEXT MEETING will be held February 6, 2016 at 7:00pm at the Orland Community Center.

XII. OTHER BUSINESS and ADJOURN

**MacBrayne:** Motion to Adjourn.

**Hutchins:** So Moved.

Meeting Adjourned at 7:42pm