

Planning Board Bustins Island Village Corporation

To: Planning Board
From: Kevin Petrie
Copies To: CEO, Appeals Board, Board of Overseers, Clerk
Subject: Minutes of the March 22, 2014 Planning Board Minutes

Date: March 22, 2014
Corrected: May 24, 2014
Approved: May 24, 2014

The meeting was held at the Freeport Fire & Rescue Building, Freeport, Maine. Present were Chair, Warren Barrows, Vice Chair, Dave Gosnell, Charlotte Kahn, Christine Martens, Jeff Leland, Associate member Simone Shields and BIVC Board of Overseers member, Bill Cooper. Associate member Kevin Petrie attended through computer on Skype. The CEO/LPI, Ron Tozier was not in attendance. The meeting was called to order at 10:25 a.m..

1. **Review of Follow Up Action Items** -

Chair reviewed the To Do List to delete items that were completed. The long term Agenda items were tabled for a future meeting.

2. **Approval of Minutes** -

Upon a motion duly moved and seconded the January 25, 2014 meeting minutes were unanimously approved with corrections.

3. **Correspondence** –

Chris reported about an email from Mike Morse regarding her inquiry for a definition for “Low Water Line” under section 4.2.5 in the Bustins Island Zoning Ordinance. Mike said there is no definition within the shoreland zoning for that term. Mike offered suggested wording to correct the current language to replace, “Filling the tideland between the normal low water line and the Normal High Water Line, except prevent erosion,...” to “Filling the tideland below the Normal High-Water Line, except to prevent erosion,...”. The board reacted favorable and will likely adopt this language when considering future zoning ordinance changes at a future meeting.

4. **Deeds & Roads Update** –

Bill Cooper reported that all of the deeds for the 2012 road transfers relating to Island Avenue were drafted, signed, and recorded. There are no deeds drafted yet for the proposed 2014 island roads. There are three deeds drafted for previous actions in Section A, along road “C” but they are not recorded as yet as John Woods has been away all winter.

5. **Zoning Map Update** –

Bill Cooper presented the latest draft dated, 12/12/13, of the Bustins Island Zoning Map entitled, “Zoning Map of Bustins Island, Freeport, Maine made for Bustins Island Village Corporation prepared by Island Surveys of Arrowsic, Maine. Bill worked with John Wood of Island surveys this fall to update the changes that have been voted into place at the annual meetings along with many miscellaneous corrections, i.e. missing lot numbers, etc.. The map has not been officially updated at the B.I.V.C. Annual Meeting as the official Zoning Map since 2005. The Planning Board plans to bring forward the latest draft of the Zoning Map with possibly a few more corrections at the 2014 Annual Meeting. This will require a hearing at the end of June as it is an official change to the Zoning Ordinance.

6. **Map Project Update** –

Bill reviewed the importance of John Wood maintaining control of the current Bustins Island Zoning map and recommended that the Planning Board work with him to develop future maps which may show things like the location of septic tanks, wells, and buildable lots.

7. **Water Study Update** –

Bill Cooper reviewed the water study correspondence and proposed bid to rerun the study from Ron Lewis, formerly of MACTECH. Ron now works for AMEC, who does not mind if Ron works independently with Bill regarding updating the water study. The Board of Overseers is considering the proposed bid.

8. **Pidge’s Cove Update** –

Jeff Leland reported that he and Kevin will be soliciting bids from Prock Marine and General Marine after they receive an updated report from Ross Cudlitz. Dave Gosnell will ask Ross for the updated report.

9. **2014 -2015 Budget** –

It was duly moved, seconded and unanimously voted to approve the proposed budget for the 2014-2015 year with a \$500 increase to advertising based on last year’s increased costs. The Planning Board also discussed ways to minimize wording to the adds that need to be advertised to meet public notice requirements for hearings and zoning ordinance changes.

The budget is as follows:

Newspaper Ads/Notices	\$1250.00
Legal Expenses	\$750.00
Postage & Other Mailing Expenses	\$200.00
Copying	\$100.00
CEO/LPI - \$4000 & \$600 training allowance	\$4600.00
Alternate CEO/LPI	<u>\$100.00</u>
	\$7500.00

10. **CEO/LPI Recommendation for 2014-2015** –

It was duly moved, seconded and unanimously voted to approve Ron Tozier to the Board of Overseers for the CEO/LPI position for the 2014-2015 year and to approve recommendation of Barbara Skelton for alternate CEO.

11. **Possible Zoning Ordinance Revisions for 2014** –

Due to the time needed to discuss the Comprehensive Plan these items will be discussed more in depth at our next meeting.

- A. Review and discuss bringing forward potential corrections bypassed last year. Did not discuss.
- B. Review and discuss “Building Height” definition issues. Did not discuss
- C. Discuss allowed uses within Resource Protection District. Did not discuss
- D. Clarify Section 6.2 in the Zoning Ordinance – some discussion
- E. Definition for “Low Water Line” – discussed under correspondence above

12. **Comprehensive Plan Revisions Update** –

The board reviewed the latest draft of the Comprehensive Plan that Warren edited after receiving initial feedback from Phil Carey at the Maine Department of Agriculture that now oversees the process of deeming a Comp. Plan consistent with the criteria set forth by the state. A lengthy review ensued and edits made. The board subsequently moved to approve the plan with the suggested edits and to submit the plan to the state for a formal review following the criteria set forth by the state. The motion was seconded, and unanimously voted to submit the plan. A hearing for the Comprehensive Plan is tentatively set for May 26th at 10:00 at the Community House. Notice will be given following the state criteria.

13. **Any Other Items** - none

Future meetings:

April 26, 2014 @ 10:00 a.m. at FF&R Building
May 26, 2014 @ 8:30 a.m. at Brewer Cottage
June 28, 2014 @ 9:00 a.m. at Community House
July 12, 2014 @ 9:00 a.m. TBD....CABI might have bake sale so Brewer Cottage

The motion was moved, seconded, and unanimously voted to adjourn at 2:25 p.m.

Date

Christine Martens, acting as secretary

To Do List

1. Kevin is going to contact Ron to get the contact information for General Marine and Prock Marine.
2. Kevin will follow up with Dave Gosnell on request for update report from Ross Cudlitz.
3. Kevin and Jeff to solicit bids for estimates on Pidge's Cove
4. Kevin to prepare 2014-2015 meeting schedule and membership for posting at The Store and Community House
5. Kevin to test "hot spot" device next summer
6. Ron will make C.U.P. and Building Applications separate forms.
7. Warren will review section 6.2 of the Building Code to clarify in regard to Use Permits..
8. Warren will do a search for the term "Low Water Line" in the Zoning Ordinance.
9. Warren to email Budget to Pat Lafleur and CEO recommendation
10. Simone to report feedback on inquiry regarding state grants (on-going)
11. Jeff to inquire about long term/future rights to maps in the event that John Wood retires
12. All to read section 6.2 and handout that Chris distributed at end of meeting (your loss if you left!)

Long-Term Agenda Items:

- Discuss Possible Zoning Ordinance Changes for 2014 – Storage on RP, Clarify permits in section 6.2 of ZO.
- Discuss solar system/fire issues
- Discuss electrical permitting
- Review need for informational handout to help Islanders know what people "can do" regarding cutting regulations.
- Continue to (i) investigate and identify BIVC coastal roads and property at risk of loss due to erosion from existing or projected increase in sea level and storm activity and intensity, and (ii) possible need for professional study of coastal bluffs to determine whether action is warranted, and if so, available options.