

Town of Greenwood
Planning Board Meeting Minutes
June 27, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/89491212025?pwd=VjE4UnlFQTJ1dWVlQjY4dUpvTVZBQT09>

Meeting ID: 894 9121 2025

Passcode: 656917

(no one attended meeting via Zoom)

Item 1: Call meeting to order - Chair Mills called the meeting to order at 5:30pm.

Item 2: Roll Call

Present:

Eva Mills, Chair

Becky Secrest, Vice Chair

David Newcomb, Secretary

Matt Mitchell

Joelle Corey, Codes Enforcement Officer

Kim Sparks, Recording Secretary

Item 3: Review Minutes of June 6, 2022

The Board reviewed the minutes. Becky motioned and David seconded to accept the minutes as presented. Vote: 4-0. Minutes are approved.

Item 4: Old Business

- A. The Coal Burned Spoon Sanctuary, Site Plan Review
86 Wintergreen Way, Greenwood
R14-1-2

Chair Mills asked the Board to review the Site Plan Review checklist to determine if the application is complete.

- A. Executed and signed copy of the application – **Received**
- B. Application Fee and Review Escrow – **Received**
- C. Sketch map showing general location of project site – **Received**

Esther from Main-Land submitted new plans that reflected the changes from the last meeting to include fire turnouts. The Board reviewed the revised plans. Esther explained that the new plans show the turnouts about every 500'. Esther explained that the 500' is what the Land Use Planning

Commission recommends to use as the average spacing for turnouts so they wanted to run that by the Board. Esther explained that these are the areas that they picked out as they have suitable slopes and would not require a lot of earth work to make those turnouts happen. Esther informed the Board that they did move the maintenance building further away from the property line. She explained that after the last meeting with listening to the abutters, John and Karen decided to move the building 70' from the property line. Esther explained that one other change was that they did add a fire pond and dry hydrant. Esther explained that there will be a water source on-site for fire protection. Becky asked if there were two ponds on the plans. Esther stated that there are two ponds – the bear pond that didn't change and the proposed fire pond which would be just for fire protection. Karen stated that they tried to incorporate tangible requests from the feedback that they heard at the last meeting. Karen explained that abutter Mr. DeNormandie stated that he thought the maintenance building was a little close to the property line and although it met the Town's setback requirement, they decided to move the building 70' from the property line and move the septic system on the other side of the building.

Matt asked if Chief Cole has seen these new plans. Esther stated that he hadn't seen the updated plans as she just brought them. Esther gave Chief Cole a copy of the updated plans dated 06/27/2022. Matt asked Chief Cole if he made his map based on driving up on the property. Chief Cole explained that he had a discussion with John, that John was looking for dimension for the turnouts based on the size of our apparatus, and based on that information he drew up a map for the turnouts. Chief Cole stated that he would review the submitted turnout plan. Esther stated that they did keep the dimensions that the Fire Chief requested but reduced the number of turnouts. Matt asked if the turnouts are primarily used for space for people to get off of the road if there is another vehicle coming from the other direction. Matt stated if the turnouts get farther away then if two people meet someone has to back up. Karen stated that is correct but wanted to point out that the only time this would occur was in the event of an emergency because people are going to be allowed to drive there. Karen stated that this would be for emergency vehicles only. Esther stated that they would like to not have to build 15 turnouts as they thought that was a lot. John stated that they are not going to install a turnout on a slope, so they tried to find areas that were flat, and they tried to put in as many as they could that made sense. John stated that he thinks what they have submitted is quite close to what the Fire Chief is looking for. Matt asked if they considered site lines when determining the locations of the turnouts. Chief Cole stated that a curvy section of road is of greater concern as the site distance is poor but communication is key, they need to be able to radio each other, and a need for a road marker system so emergency workers can let each other know what their location is on the road.

Chief Cole stated that he didn't demand that they install a helipad, that it was just a suggestion. Chief Cole stated that John thought it was a good idea and had a perfect, cleared location for it. Matt asked if there were guidelines on how to maintain these landing zones and are they inspected periodically. Esther explained that it is on the map, basically a large flat, cleared area that would require very little work to maintain. Karen asked Chief Cole if they

would have to keep that area plowed. Chief Cole explained that they would need some designation, signage, and it doesn't need to be plowed. Chair Mills asked the applicant's if they were all right with having this. Karen stated that they were. Becky stated that the Planning Board doesn't have any jurisdiction over this and it is not a requirement from the Planning Board.

Chair Mills asked if the Board would give Chief Cole time to review the proposed turnouts. Karen stated that they would be happy to work with Chief Cole and thought it would be best if he could meet them onsite.

D. Site plan or maps at a scale of not more than one (1) inch to fifty (50) feet indicating the following:

- 1 Name of proposed project – **Received**
- 2 Name, address and signature of property owner - **Received**
- 3 Name and address of applicant - **Received**
- 4 Name and address of authorized agent - **Received**
- 5 Boundaries of all contiguous property to the proposed project in which the applicant has title or interest - **Received**
- 6 Perimeter survey of the parcel signed and embossed by a Professional Land Surveyor - **Received**
- 7 Existing and proposed contour lines at intervals specified by the Planning Board – **Received**

(End of page 1)

**Condition on D- that Chief Cole review the proposed turnout plan and work with the Bolduc's if he requests any changes.

Becky motioned and David seconded to approve all of the Items on Page 1 of the Application Completeness Checklist as completed with the condition that Chief Cole work with the Bolduc's to complete the turnout plan. Vote: 4-0. Motion passes.

- 8 Soil types and location of soil boundaries - **Received**
- 9 Location of existing and proposed structures (including design, exterior materials, size and height) driveways, sidewalks, parking spaces, loading areas, open spaces, open drainage courses, service areas and landscaping - **Received**
- 10 Location, size and character of all signs and exterior lighting

Matt suggested that we include signage for the turnouts in this section. The Board agreed.

- 11 Area of project parcel and amount of street frontage - **Received**
- 12 Location al all buildings within 50' of the parcels to be developed and intersection roads/driveways within 200' - **Received**
- 13 Location of mapped aquifers and recharged areas - **Received**
- 14 Location of wetlands, significant wildlife habitat, known or potential archaeological resources, rare and endangered species or other important natural feature's scenic locations, as identified in the comprehensive plan, historic buildings and sites - **Received**
- 15 Location and elevation of any area identified as 100-year flood plain - **Received**
- 16 Boundaries and name of the direct watershed of a great pond - **Received**
- 17 Utility plan showing provisions for water supply and waste water disposal - **Received**
- 18 Preparer's seal. - **Received**

Chief Cole suggested that they not install a dry hydrant as they are a waste of his and their time. He explained that they need to be flushed and maintained regularly, they don't always work, and then when used they will pick up mud which will damage their pumps. Chief Cole stated as long as there is a flat area to access the pond with their floating strainer, they will be all set.

- E. A written narrative substantiated by the appropriate documentation that includes the following:
- 1 Names and addresses of all property owners within 500 feet of the project - **Received**
 - 2 Name, address and number of PE, PLS, or Planner who prepared plan. – **Received**

(End of page 2)

Becky motioned and Matt seconded to approve all of the Items on Page 2 of the Application Completeness Checklist as completed with the condition that signs are installed at the turnouts. Vote: 4-0. Motion passes.

- 3 Evidence of right, title or interest in the property to be developed – **Received**
- 4 Location of property Book and Page/Lot and Lot number – **Received**
- 5 Method of sewage disposal and result of on-site soil investigation. – **Received**
- 6 Type of water supply– **Received**
- 7 Description of the proposed use(s) – **Received**
- 8 Total floor area and ground coverage of buildings and structures and percentage of lot to be covered by buildings and structures– **Received**
- 9 Summary of existing and proposed easements, restrictions and covenants placed on the property– **Received**

- 10 Method of solid waste disposal– **Received**
- 11 Erosion and sedimentation control plan– **Received**
- 12 Stormwater control plan– **Received – waiting on DEP approval**
Joelle asked how the DEP permit process was going. Esther explained that everything has been submitted to DEP at the beginning of May, they have accepted the application, and said that we will not see comments from them until the fall.
- 13 Statement of financial capacity– **Received**
- 14 Nature and type of air emissions– **Received**
- 15 Municipal impact analysis – **Waived**
Esther explained that they asked for a waiver on this they are not using any public roads or public utilities. The Board agreed.
- 16 Evaluation of the availability and suitability (capacity) of off-site public facilities - NA
- 17 Statement from Fire Chief relating to provisions for fire protection – **PENDING**
- 18 Date when construction will begin, when use will begin and completion date– **Received**

(End of page 3)

Becky motioned and Matt seconded to approve all of the Items on Page 3 of the Application Completeness Checklist as completed with the conditions, 1) Waiting on the DEP approval, 2) Waiting on the written statement from the Greenwood Fire Chief - # 17, and the Municipal Impact Analysis is waived, # 15. Vote: 4-0. Motion passes.

- 19 Description of the current or most recent use or proposed use of the building or land including type of products(s) sold or manufactured, operating hours, nature and number of patrons served on a daily basis, peak hours, and other items as the Planning Board may find necessary. – **Received**
- 20 Traffic data– **Received**
- 21 Driveway/Entrance Permit– **NA – existing driveway**
- 22 Type and size of machinery likely to generate noise at lot lines– **Received**
- 23 Phosphorous control plan– **Received**
- 24 Other local, State or Federal permits as required–

Waiting approval from Maine DEP, Army Corp of Engineers, and the Maine Drinking Water Program.

Becky stated that she thought that they were going to be putting together food kits and asked if they had the appropriate licenses. Karen stated that they do not have those licenses at this time but it is something that they definitely have to apply for. Karen explained that is a commercial kitchen license thru the State of Maine.

Becky motioned and David seconded to approve all of the Items on Page 4 of the Application Completeness Checklist as completed with the conditions, 1) Waiting on the Maine DEP approval, 2) Waiting on the permit from the Army Corp of Engineers, 3) waiting on approval from the Maine Drinking Water Program, and 4) waiting on State of Maine Commercial Kitchen license.

Matt asked what happens if they decide to not do a kitchen then why would we need the State license. Joelle agreed and stated that there should only be a condition for the Commercial Kitchen License if they are installing a Commercial Kitchen.

Matt motioned and Becky seconded to modify the motion to read:

Approve all of the Items on Page 4 of the Application Completeness Checklist as completed with the conditions, 1) Waiting on the Maine DEP approval, 2) Waiting on the permit from the Army Corp of Engineers, 3) waiting on approval from the Maine Drinking Water Program, and 4) waiting on State of Maine Commercial Kitchen license in the event that the applicant decides to install a commercial kitchen. Vote: 4-0.

Matt asked Chief Cole what his time table was. Chief Cole stated that he would reach out to John within the coming days. Matt asked what was the timeframe of completion. Joelle explained that the applicant has two years from approval of a Site Plan Review.

Becky motioned and Matt seconded to approve the Site Plan Review Application for the Coal Burned Spoon Sanctuary with listed conditions. Vote: 4-0. Motion passes. Plan is approved with conditions.

Item 5: New Business - Kim updated the Board that the Legion will be attending a meeting in the future for building a history education center next to the Town Office. She said she would get copies to everyone once the application comes in.

Item 6: Admin Issues - Next meeting if needed is on July 11, 2022

Shoreland Zoning Map Update – Joelle updated the Board that the Town approved a new Shoreland Zoning Ordinance with map but we are still waiting on the final map from AVCOG. Joelle explained that AVCOG is working on hiring 2 planners and until the positions are filled, we will not have an updated map.

Item 7: Adjourn - having no further business, Chair Mills motioned and David seconded to adjourn the meeting at 6:22pm. Vote: 4-0.