**PLANNING BOARD**

  17 Maple Street

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Monday, September 17, 2018

 BUSINESS/WORKSHOP MEETING MINUTES

**Call to Order**

Chairwoman Jessica Larson called the meeting to order at 6:31 p.m.

Present: Jessica Larson, Ken Hall, Stephanie Smith, Emily Ward, Nancy Perkins Sandra Watts, Code Enforcement Officer Wes Sunderland, Recorder Desirae Bachelder.

Absent: Eve Bergstrom

Guests Present: John Watts

**New Business:**

**(NOTE: There were adjustments to the order of the agenda items. The minutes reflect the order in which items were discussed. )**

1. J**ess Larson designated Nancy Perkins as a voting member in Eve Bergstrom’s absence.**
2. **Approve minutes from August 27, 2018 business meeting**

Emily Ward motioned to approve the August 27, 2018 business meeting minutes as presented. It was seconded by Stephanie Smith. Motion carried with all in favor.

1. **Approve minutes from July 16, 2018 workshop meeting**

Ken Hall motioned to approve the July 16, 2018 workshop meeting minutes as presented. It was seconded by Emily Ward. Motion carried with all in favor.

1. **Jody David CUP approval letter**

The board read the Conditional Use Permit approval letter addressed to Jody David owner of 1710 North Road; the Board then signed the letter.

1. **Approve minutes from August 6, 2018 business meeting**

There were no minutes available to approve.

1. **Approve minutes from August 20, 2018 workshop meeting**

There were no minutes available to approve.

1. **Isabelle Lafforgue – U01-013, Art Studio**

Ms. Lafforgue was not in attendance. The property is changing from residential to a Retail Gallery, Personal Studio and Ms. Lafforgue will be offering art classes. This requires a change of use application. The property is located in the Commercial District. An ad was placed in Your Weekly Shopping Guide and 30 abutter’s notices were sent out. Ms. Lafforgue has declared that she will not be residing on the property; it will be for business purposes only. The board confirmed that the property in question 110 Maple Street is not on the Historic building list.

Jess Larson made a motion to approve the change of use application changing from a residential property to a Retail Art Gallery, Personal and Class Studio with the following conditions:

* Ms. Lafforgue needs to register her business with the town.
* Signage needs to conform to the Land Use Ordinance.
	+ If there are any changes or updates the applicant needs to come back before the planning board.
* State and local ordinances are to be followed.

The motion was seconded by Emily Ward. Motion carried with all in favor.

1. **Miscellaneous – Mike Doughty – Saco River Hideaway Campground**

Mr. Doughty has received correspondence from the State concerning the expansion of the campground sites. The existing permit allows for 60 campsites. Any expansion will require a Site Plan Review application and Code Enforcement review.

1. **Cornish Inn: CBDG grant review/approval**

Emily asked if Mr. Rowland has gotten any permits from Wes. Wes stated that Mr. Rowland has not requested any permits to date. Wes stated that if Mr. Rowland is performing maintenance and repair he would not need a permit, but if he was fixing or doing any work to the plumbing of the Cornish Inn besides replacing a washing machine he would need a permit.

The consensus of the planning board was that since the initial CBDG application was
reviewed, approved and signed.  The current document is exactly the same and is only part of the approval so the CBDG grant can move forward; the chair can sign the document without further discussion/review.

1. **Adjournment:**

Jess Larson made a motion to adjourn the business meeting at 6:54 pm. It was seconded by Emily Ward. Motion carried with all in favor.

1. **Call to Order**

Jess Larson called the workshop meeting to order at 6:55 pm.

1. **Paul Schumacher – SMPDC Proposal Selectmen’s Review**

Jess attended the August 29, 2018 Selectmen meeting to discuss the proposal from SMPDC (Southern Maine Planning and Development Commission). The Selectmen feel that there is $1,000.00 available in the general fund that could be used before an article goes before the townspeople. Emily discussed this with Mr. Schumacher and he has stated that the proposal can be reworded to say that billing will be quarterly with the first quarterly payment due on January 31, 2019 with the amount not to exceed $1,000.00. Mr. Schumacher would also like the board to change their workshop date to October 22, 2018 and dedicate it to SMPDC with work to start November 1, 2018.

The board further discussed the issues of what would happen if the townspeople did not approve the expenditure of $7,000.00 for Land Use Ordinance (LUO) revisions. The board also discussed asking the Selectmen to schedule a Special Town Meeting to ask the townspeople for funds sooner than later.

1. **Vote to reopen the business meeting**

Ken Hall made a motion to reconvene the business meeting. The motion was rescinded.

1. **Historic District Permit**

The Historic District section of the Land Use Ordinance was discussed and the board agreed that the Historic District application and documentation in the Land Use Ordinance will be sent to Maine Municipal Association. This section of the ordinances should be noted for SMPDC to work on and update.

1. **Home Occupation Permit**

The board has been given a sample of a Home Occupation Permit from Maine Use Planning Commission. York County also has examples. It was suggested that if SMPDC does update the LUO that they may have a form available for the town to adopt. Emily would like a short form available as guidelines for any Home Occupations applications that come up in the mean time. The board agreed and Jess will begin working on a form.

1. **Miscellaneous**

Dick Craig has been in contact with Jess and Wes about property abutting and behind Cornish Station Apartments.

1. **Miscellaneous**

Billy and Chris Anastasiadis owners of Fairgrounds Pizza and Pub are planning to expand the building, including parking, and install a new septic system. Wes has found documentation of an easement granted to the owners of the 156 Maple Street property for a leach field and parking. The Selectmen are aware of the situation and the town attorney is looking into the matter. The board would like to know what the percentage of impervious surface area and the parking will be. This will be on the October 1, 2018 business meeting agenda.

1. **Vote to reopen the business meeting**

Jess Larson made a motion to adjourn the workshop meeting and reconvene the business meeting. It was seconded by Emily Ward. Motion carried with all in favor.

1. **Paul Schumacher – SMPDC Proposal Selectmen’s Review**

Emily Ward made a motion to draft a written request addressed to the Selectmen to schedule a Special Town Meeting to procure the funds needed from the unexpended funds for Land Use Ordinance revisions. It was seconded by Stephanie Smith. Motion carried with all in favor.

The board agreed that until the Selectmen receive and reply to the aforementioned letter that they will postpone a workshop meeting with SMPDC.

**Communications Received/Sent:**

1. YWSG Ad 8/27/2018
2. YWSG Ad 9/4/2018 CUP U01-013
3. Abutters Letters CUP U01-013 9/5/2018 – 30 Sent

**Adjournment:**

Emily Ward motioned to adjourn the business meeting at 7:56 p.m. It was seconded by Jess Larson. Motion carried with all in favor.

Respectfully Submitted,



Desirae Bachelder

CPB Secretary