

**TOWN OF SMITHFIELD
PLANNING BOARD MEETING MINUTES OF
MAY 11TH, 2022**

MEMBERS PRESENT: Eric Rasmussen Jo-Anne Bushey
David Merry Jr. David Kincaid
Michelle Taylor Jodie Mosher Towle
Ed Glasheen

MEMBERS EXCUSED:

MEMBERS ABSENT:

OTHERS PRESENT: Andy Marble Nichole Clark Josh Platt
Amy & Mario Bisol Richard Plante

7:00PM meeting was called to order and members present reviewed all documents presented to them.

Minutes of the April 13th, 2022, Meeting:

Eric Rasmussen motioned to accept the April 13th, 2022; minutes as typed. Jo-Anne Bushey seconded the motion. Motion passed.

Board Update/Info: None

Code Enforcement Update/Report:

1. Questions for the Board about Existing Commercial Permit Application Requirements

Andy asked the board how they wanted to handle an addition to an existing Commercial facility. Camp Matoaka will be submitting an application to add a bowling alley attached to the existing gymnasium to the property. The ordinance requires supporting information, and the CEO wants to know what type of information will be needed from them.

The board agreed that a plan showing the area of where the existing gym is located and how the proposed will be attached. A summary of proposal will need to accompany the plan. If the area is within the Shore Land Zone an application for that will need to accompany as well.

OLD BUSINESS:

1. Solar Facilities Draft for Commercial Ordinance

Andy Marble, CEO is working on the draft.

2. Attorney Response to Board Question-Eagle Nest RV Campground Approval Condition Wording

The board was given copies of the attorney's response to the boards question about changing an existing condition to a permit. The attorney responded that conditions can not be changed, a new application would need to be submitted.

NEW BUSINESS:

1. Application for a New Commercial/Industrial Site Plan Review, Rick Labbe, Map 1 Lot 12-1, Storage Units

Josh Platt, engineer for Coffin Engineering, will be representative for the application.

The following is exactly what the CEO typed up and sent to the applicants and the Planning Board. A copy of the following is attached to these minutes.

- This application is for a proposed storage unit facility consisting of four (4) 30' x 150' buildings.
- Section B(3)(c) of the Smithfield Commercial development review application states that within seven (7) days of submission, the CEO shall provide the applicant and Planning Board with a checklist of the items required to be submitted and note any discrepancies or omissions.
- The following is the list of items required by the ordinance to be submitted.
 - After reviewing each submission requirement, I will state that it **Meets Requirement**, **Does Not Meet Requirement**, or **Partially Meet Requirement**.
 1. Section B(4)a. States that an application fee must be paid. The applicants have paid \$250. **Meets Requirement**
 2. Section B(4)b. requires drawings to be 24" x 36". The submitted drawing is 11" x 17" **Does not meet requirement**.
 3. Section B(4)(c)(1) requires an approved block for signatures. **Meets Requirement**
 4. Section B(4)(c)(2) requires a date, scale, and arrow for North and magnetic north. **Meets Requirement**
 5. Section B(4)(c)(3) requires the shoreland zoning district where the premises in question is located. A copy of the shoreland zoning map is included which shows the property is not in the shoreland zone. **Meets Requirement**
 6. Section B(4)(c)(4) requires a perimeter survey from a registered surveyor or engineer. **Does not meet requirement**
 7. Section B(4)(c)(5) requires the scaled location of existing and proposed buildings. **Meets Requirement**
 8. Section B(4)(c)(6) requires landscaped areas be shown. The plans appears to show where the grass and gravel areas will be (colored, but no key as to what the colors mean). The plan also shows where pine trees will be planted. **Partially Meet Requirement**
 9. Section B(4)(c)(7) requires all signs and locations to be shown. Sign location is shown, Sign size or mock-up it not. **Partially Meet Requirement**
 10. Section B(4)(c)(8) requires complete elevation drawings to be shown for all proposed structures. None included **Does not meet requirement**
 11. Section B(4)(c)(9) requires all existing contours and finished grade elevations, and the system of drainage proposed to be constructed. There are some contours shown (accuracy unknown), and a drainage swale/plunge pool is shown. **Partially Meet Requirement**
 12. Section B(4)(c)(10) requires the location, type, and size of all storm drainages, catch basins, and utilities. The plan shows drainage swales and outlets. **Meets Requirement**

13. Section B(4)(c)11) requires the location of all existing and proposed utilities to be shown. Utility poles shown, no septic needed or well needed. **Meets Requirement**
14. Section B(4)(c)(12) requires erosion control to be shown. Multiple silt fences shown on plan. **Meets Requirement**
15. Section B(4)(c)(13) requires all streets, driveways, and parking areas to be shown. All driveways/ driving areas appear to be shown. **Meets Requirement**
16. Section B(4)(c)(14) requires all existing or proposed rights of way, easements, and other encumbrances be shown. **(not sure if there are any)**
17. Section B(4)(c)(15) requires plans and cross sections of any streets, driveways, or roads to be built. No cross section of driveway or parking area included. **Does not meet requirement**
18. Section B(4)(c)16 requires the location, names and widths of all existing streets abutting the property, as well as abutting landowners names. Streets and abutting landowners shown. **Meets Requirement**
19. Section B(4)(d) “attachments” requires the following attachments be included:
 - Smithfield site review form. **Meets Requirement**
 - Applicant right title or interest in the property. Copy of deed included. **Meets Requirement**
 - A written narrative of how the project will meet approval of the review criteria. A narrative describing how the project will meet various items of the review criteria is included. **Meets Requirement**
 - Evaluation of water supply for the proposed use and fire safety. **no water on site, letter from fire chief stating that travel lanes are adequate for fire equipment.**
 - Wastewater disposal plan **(not needed).**
 - Summary of all local, state, and federal approvals needed, with proof of approval. **Based on the size of property to be disturbed (over 1 acre) this project will require a storm water permit. Does not meet requirement**
 - A cost estimate and performance guarantee of all public improvements. **N/A**
 - A detailed design of any roads proposed to be conveyed to the Town **None being offered. N/A**
 - Copy of storm water management plan. **Does not meet requirement**
 - Evaluation of wildlife impact by professional biologist if development is in critical wildlife habitat. **Does not meet requirement**
 - Professional evaluation of significant historical or archeological impact **Does not meet requirement**
 - Traffic movement permit from DOT. **Does not meet requirement**
- Overall
 1. Based on my comments above, a few important items, such as a 24” x 36” drawing, a surveyed plot plan, elevation drawings of the buildings, and a cross section of the driveway/parking area have not been included with the application.
 - I believe that some of these items are being drawn up by Coffin Engineering and will be available in time for the meeting.

The board went through the PB review for criteria check list and put responses to questions #11, #12 on page 9 and did not approve a free-standing sign for this commercial business. A copy of the review is attached to these minutes.

David Merry Jr. motioned to approve the Commercial Application with the conditions. Jo-Anne Bushey seconded the motion. Motion passed.

2. Letter to the Board from a Property Owner on Board Conduct

The board received a letter from a property owner with a concern about comments made from a board member at the April 2022 meeting. The letter asked for the board member to recuse himself from any applications in the future to do with Virginia Anderson. The board member made a rebuttal to the comments in the letter. The chair, Eric Rasmussen made the comment that any board member needs to not speak to any legality of an issue with out the town's attorney recommendation or council.

3. Discussion on Sections in the Commercial Ordinance-AA

The AA found a discrepancy on page 6 of the Commercial-Industrial Site Plan Review Ordinance item d (3) stating that criteria was listed in section 3 of the ordinance. The ordinance has no sections it has a, b, c order. The board agreed that that discrepancy could be changed without going to a town meeting.

4. Jo-Anne Bushey-Review of Facts Discussion and Board By-Laws

Jo-Anne Bushey has been doing a review of facts form for Shore Land Zoning applications during the meetings and having the Chair sign off on them to be put with the approved application.

Jo-Anne would like the review of facts to be sent out to the board members with the minutes and feels that it should be sent to the applicant/property owner with the permit if granted. No vote was made on this.

Jo-Anne is requesting that the above details be added to the Boards By-Laws. The board will work on the wording and placement at the next meeting.

5. Question on Septic System Inspections

Ed Glasheen asked if the current SLZ ordinance has a requirements for septic systems to be inspected and/or replaced if not working properly. Andy Marble responded that our current SLZ Ordinance only requires the septic system to be inspected when a bedroom is being added to an existing or new structure, the current system is reviewed. Andy said if the board members have any suggestions to let him know. The board asked Andy to put a proposal together so that the board can discuss.

MEETING ADJOURNED

David Merry Jr. motioned to adjourn. Ed Glasheen seconded the motion. Motion passed.