



**Raymond Planning Board  
Minutes\*  
Wednesday, October 10, 2012**

**Present: Chairman Patrick Clark, Vice-Chair Robert O'Neil, Greg Foster and Bruce Sanford.**

**Absent: Steve Linne and Dan West**

**Staff: Jim Seymour, Contract Planner; Stephanie Carver, Planning Consultant; and Danielle Loring, Recording Secretary.**

**Other: Pat Cayer**

**1. Call to order:** Chairman Patrick Clark called the meeting to order at 7:00pm and a quorum was declared.

**2. Approval of Minutes:**

**a) September 12, 2012**

MOTION: Greg Foster motioned to accept the minutes as written with amendments; seconded by Bruce Sanford.

DISCUSSION: Mr. Foster stated that there was a correction on page 3 from "600' foliage frontage" to "60'." Mr. Clark stated that he would hand in a list of changes rather than listing them into record.

VOTE: 3/0/1 [ab RO])

**3. WORKSHOP**

**a) Ordinance Review Workshop for 2013 Town Meeting**

Mr. Clark read into record an email from Sharon Dodson concerning the foliage frontage requirement and other changes that were supposed to be made consistent with the Comprehensive Plan. He asked that staff go through the warrants and confirm that all the appropriate changes had been made.

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\*\*Item taken out of order

## Back Lot Driveways

Mr. Seymour briefed the Board on the history of the changes being proposed for the Backlot Driveway ordinance provisions and presented a chart that Ms. Carver had created, based on previous discussions.

Ms. Carver stated that the first issue was the reviewing authority for back lot driveway applications. It was determined that the CEO would have the reviewing authority, unless referred to the Board, and that he could differ to other staff and contractors as needed. Ms. Carver added that she was concerned that the changes were not within the Street Ordinance. Mr. Clark thought that there should be a direct reference to the Back Lot Driveway Ordinance within the Street Ordinance. Ms. Carver said that the content was the same, but that the order was different, and Mr. Clark agreed stating that the ordinances should have the same requirement language. Mr. Seymour said that he thought that the design and definitions should be under the Street Ordinance but the Back Lot Driveway would have the application requirements.

The Board continue to discuss how they could organize the ordinances for clarity and efficiency.

The Board moved on to discuss the composition and restrictions on the Back Lot Driveway. Chairman Patrick Clark opened the workshop for public comment and Mr. Cayer explained his history with working with the Back Lot Driveway Ordinance. They continued to discuss the location, setbacks, and position of the back lot. Mr. Cayer provided visual aids for the Board to reference.

The Board continued to discuss topics related to back lot driveways:

- Frontage;
- Creation of second back lot;
- Lot size standards;
- Emergency vehicle access;
- Phosphorus submission requirements;
- Adding requirement for turn around and requirements;
- Grade of back lot driveway; and,
- Transition of back lot driveway from street.

Mr. Clark pointed out that the back lot driveway plan needed to be recorded with the Cumberland County Registry of Deeds and areas of concern within the ordinance. Specifically, he felt that there should be a request for waivers should be included under submission requirements. He added that the plan, with metes and bounds, needed to be created by a professional land surveyor, because it was being recorded at the registry, and that an engineer would be included for the design of the road.

Mr. Cayer said that he was concerned with the use of the word “may” under the requirements situation because he felt that it was ambiguous. Mr. Clark agreed and asked that language be

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drafted to clarify the process for storm water drainage structures in accordance with the Storm Water Management Plan standards. Mr. Cayer also wanted to know when a professional engineer would be required and Mr. Clark stated that all requirements could be waived with consideration by the Board. He wanted to see that the same standards were being upheld for all applicants. Mr. Seymour agreed because the applicant could have a reviewing authority state whether the use of such items as culverts were required, and if there were any discrepancies from the normal practice, the CEO could send the application to the Planning Board for consideration.

Mr. Clark reiterated concerns with the language within the Street and Back Lot Driveway ordinances and Mr. Seymour said that the plan was to keep design standards in the Street Ordinance and definitions and land use references in the Back Lot Driveway provisions, within the Land Use Ordinance.

Mr. Cayer voiced concerns with issues regarding moving existing driveways to be joined with the back lot driveway. He stated that he understood the purpose to reduce the number of entrances on to a public way, but he showed examples where, because of the location from the existing house, it did not make sense for the driveway to have to connect to the back lot. Mr. Clark agreed that there would be situations where it seemed impractical and left it to the discretion of staff to draft language for this issue.

#### **4. Board Communications**

None.

#### **5. Planner Communications**

None.

#### **6. Adjournment**

MOTION: Robert O'Neill motioned to adjourn; seconded by Bruce Sanford.

VOTE: UNANIMOUS APPROVAL (4/0)

Chairman Patrick Clark adjourned the meeting at 8:43 pm.

Danielle Loring  
Recording Secretary

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