



**Raymond Planning Board
Minutes*
Wednesday, July 9, 2014**

WORKSHOP

Present: Chairman Robert O'Neill, Vice Chair Bruce Sanford, Greg Foster, Ben Krauter (7:08 pm), Steve Linne and William Priest.

Absent: None.

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

Applicant: Mark Gray (Agent); and Gary Donohue, FI Town Manager.

Other: Tom Ewig, John Ewalt, and Barbara Lovell.

1. Call to order: Chairman Robert O'Neill called the meeting to order at 7:05pm and a quorum was declared. Chairman O'Neill announced that the meeting would be considered a Regular Meeting, rather than as a workshop.

2. Approval of Minutes

- **June 11, 2014**

MOTION: Greg Foster motioned to accept the minutes; seconded by William Priest.

DISCUSSION: None.

VOTE: MOTION CARRIED (3/0/2 [ab BS & SL])

3. Pr-Conference Meeting

a) Frye Island

Map/Lot: 002/011 & 070/060

Quarry Cove Road/ Cape Road/ Ferry Landing Road

LRR2 Zone

Reason: Applicant is requesting a per-conference workshop to discuss a potential application for a new design involving a parking lot to serve the Frye Island Ferry.

Chairman O'Neill explained that in order to consider the application, it would have to be considered a significantly revised plan.

MOTION: Bruce Sanford motioned that the application would be considered as a new project and not a continuation; seconded by Steve Linne.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman O'Neill asked the applicant's agent, Mark Gray of JAMM, to present the materials and highlight the changes.

Mr. Gray introduced himself, the new Town Manager of Frye Island Gary Donohue, and Barbara Lovell, who was a project adviser associated with the Friends of Raymond Cape (FORC). He explained that the project was proposing to widen the Cape Road; expand the drop off area to four (4) cars; and use bituminous curbing instead of posts and chains for walk ways. He added that the plan did not include any curb cuts along Cape Road to enter the parcel and the access road off of Quarry Cove Road would be for two (2) lane traffic. The parking area would also include a five (5) foot wide path leading to the ferry landing. He added that there would also be a change in the lighting plan.

Mr. Gray stated that the study predicted a peak use of forty-two (42) cars during the holiday weekend and stacking in the queue lane would accommodate forty-four (44) in addition. The application was proposing fifty-four (54) spaces with landscaped islands and 180 degree bollard lighting. The proposed plan would be less visible than the previous plan.

Mr. Gray continued that the proposed parking surface was gravel because of the preference of the neighbors. However, Frye Island was still planning to pave the steep portion of Quarry Cove Road. To manage the parking area, the area would be restricted to residents and their guests which would be tracked through a log system maintained by an attendant. A hammer head was proposed in the parking area because of the requirement for safety vehicles and the location would be secured during the off season using Jersey Barriers versus a gate.

Mr. Gray stated that the widening of Cape Road would include a three (3) foot "full depth" reconstruction, which would include locating the mailboxes to an approved spot. He felt that the project would include much less signage.

Mr. Seymour summarized the department heads' concerns for the project. He stated that Code Enforcement wanted to see the building expansion on the plans. Mr. Gray responded that it was only a preliminary plan at this time. He added that there had concerns raised that the parking lot was going to expand too quickly, and the applicant was willing to put a condition that they would not expand the parking area for at least seven (7) years. Chairman O'Neill explained that the Planning Board could not make a requirement of that nature, and Mr. Gray said that he understood but still wanted to make it a note as a "good faith" reminder.

Mr. Seymour continued that the applicant needed to submit a new Storm Water Management Permit to the DEP. They would also need to submit a written waiver because the pod was larger than fifty (50) cars. The applicant also needed to submit a photometric plan showing that the lighting was sufficient for safety. He explained that he was concerned with using all of the Town's right-of-way along Cape Road for the project, and felt that Frye Island should deed an easement to Raymond that would be adequate in the event that the Town needed space along the road.

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Mr. Seymour stated that he was also concerned with drainage and wanted to see how it was going to be addressed and how the road was going to be maintained. He felt that the parking area was of concern because of the lack of paving, which may lead to erosion control issues and spacing issues with no delineation of parking aisles.

Mr. Sanford was interested in seeing advanced warning lights for the pedestrian crossing area. He would rather see granite curbing and a three (3') foot vegetative buffer between the pedestrians and the road. He was also concerned with using gravel for the parking, which was due in part to ADA access. Another part of his concern was regarding isolation of the bollards and the vegetative islands if they were going to be using gravel. Mr. Gray explained that they would be using raised islands with vertical curb, and he did not think that there would be an issue with using granite curb but was concerned with using gravel along the walk ways. Mr. Seymour explained that he was concerned with using sloped granite because vehicles could be driven over much easier than the vertical curbing. He also suggested that the walk way be expanded to six (6') feet wide.

Mr. Sanford asked about the potential of using 270 degree bollard lighting, and Mr. Seymour explained that he was concerned with reducing the lighting too much because of visibility and safety.

Mr. Linne asked if there were going to be consequences later on from widening the road and wondered if the expansion of the Cape Road could occur on the Frye Island property because it would straighten the road. Mr. Gray explained that it was proposed because it was paving over an area that was already cleared but was willing to explore that option.

Mr. Linne followed up by asking how things had looked for the ferry during the fourth of July holiday, and Mr. Donohue responded that it was not an issue because of the weather. Mr. Linne then asked if the parking area was going to be used for contractors, and Mr. Donohue responded that it would not. Mr. Linne then asked if the parking area was going to be open for the same schedule, and Mr. Donohue responded that it would be open a week earlier and later than was originally proposed because they were trying to address those needing parking to go to and from work outside of the ferry schedule.

Mr. Linne stated that he was also concerned with using gravel in the parking area due to erosion and wanted to know how they were going to keep people from parking in the hammer head. Mr. Gray responded that would use signage and staff to police the area. There was discussion as to why the hammer head was needed, and Mr. Seymour responded that it was required as a turn around for Public Safety vehicles.

Mr. Gray stated that they would consider all of the recommendations but was concerned with how to balance the concerns of the Board and those from the public. Mr. Sanford explained that he was primarily concerned with ADA access and wanted to know if they could use motion sensors on the lights. Mr. Gray said that he would look into it but was concerned with the distraction that it may cause if the lights were coming on and off due to wild life. Mr. Seymour felt that the project was far enough off the road that the lights would be barely visible. Mr. Linne wanted to ensure that the lights were adequate for safety.

Mr. Gray was concerned with using granite curbing and asked about the possibility of using a

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mix of granite and bituminous if it were going to be plowed.

Mr. Priest asked how long the walk way was going to be, and Mr. Gray estimated that it would be approximately 270-280 feet. Mr. Priest then asked if there was a reason for the location, and Mr. Gray responded that it was to work around the contours and slopes on the property.

Mr. Linne stated that he was concerned with conflicting passenger traffic.

Mr. Seymour stated that he would like to see a written parking plan.

Mr. Gray asked if Ms. Lovell would be allow to speak on the project's behalf, and Chairman O'Neill denied the request because it was not a public hearing.

Chairman O'Neill was concerned with removing vehicles that did not belong in the lot, and Mr. Donohue stated that he was confident that the Frye Island Public Works could handle it. Mr. Seymour asked how visitors were going to get passes for the parking area, and Mr. Donohue explained that the plan was still in the works. Chairman O'Neill felt that the plan should be written out for the Board to consider. He then asked if the Board wanted to go on another site walk. The Board agreed and the date was set for July 23rd at 6:00pm. Mr. Gray asked if they wanted anything flagged out, and Chairman O'Neill did not feel that was necessary, but Mr. Seymour stated that he would like the walk way marked out. Mr. Linne added that he would like to the expansion along Cape Road marked out as well.

Mr. Sanford stated that he still was not convinced about the size of the proposed lot, but he was encouraged by the cooperation with the town and abutters.

Chairman O'Neill stated that the Board wanted written waiver requests regarding the lot size, lighting, and use of gravel. Mr. Gray asked if they were requiring pavement, and Mr. Seymour stated that they were not, but they needed to be stern with treatment. Chairman O'Neill added that they also needed to ensure that they were at least meeting the minimum requirement for safe lighting and that the Board also wanted to see the management plan.

5. Continued Business

a) Ordinance Workshop for 2015 Revisions

Stephanie Carver outline the changes to be reviewed for changes to the ordinances. These included changes to the definitions municipal, accessory use, and agriculture. Also changes would be made to the Allowed Use Table and possible changes to the 30% expansion requirements as a result of the Chapter 1000 changes made by the State.

Municipal Use:

Ms. Carver explained that one option was to restrict the use to only the "Town of Raymond" but that was not recommended by the Town Attorney. She explained that she could not find the term in the Land Use Ordinance was able to find it in the Shoreland Zoning Ordinance. Mr. Linne was concerned with opening the use to all municipalities, and Ms. Carver gave examples in which such use may be necessary. Mr. Sanford suggested language that allowed for cross border or mutual usage, and Ms. Carver was concerned with narrowing the use and having to create criteria. Mr. Krauter was concerned that by narrowing the definition, they

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were excluding the municipality from using their property as a private owner.

Ms. Carver wondered if allowing other municipalities to be considered institutional, but limiting Raymond to municipal, would be acceptable. Mr. Linne asked if municipal needed to be an allowed use, or if it could be removed altogether. He was concerned with either being too limiting or required to allow such use. Chairman O'Neill felt that the term should remain as long as it fit the character of the ordinance, and that the Board should be focusing on the usage versus the user.

Accessory Use:

Ms. Carver explained that there were many accessory definitions and that it could be simplified by moving the definition in the Shoreland Zoning Provisions into the Land Use Ordinance. She felt that the subcategory definitions under the main definition should stand alone and would not effect the intent of the ordinance. Chairman O'Neill felt that there were some definitions that could be removed.

Agriculture:

Ms. Carver explained that there was no definition in the Land Use Ordinance, though it was referenced, but there was one in the Shoreland Zoning Ordinance and she was recommending copying it over. Mr. Linne felt that there was a State minimum in order to be considered a farm, and Mr. Seymour felt those requirements were for assessing standards and pointed out that they were exempt from Storm Water Standards. Mr. Linne reiterated that he wanted to ensure that they were in compliance with the State's standards, and Ms. Carver pointed out that there were standards in the in State's model ordinance. Mr. Sanford felt that insects, such as bees, should be added to the definition.

Land Use Table:

Ms. Carver listed out the items to be considered:

- 15E- Municipal
- 16 – Change to accessory structure
- 16A – Definition into the Land Use Ordinance.
 - Chairman O'Neill was concerned with changing the name of items, and Ms. Carver suggested that an alternative be to clean up the definition with the Code Officer. Mr. Foster felt that the definition existed because of issues concerning in-law apartments. Mr. Seymour agreed that using “in-law” as part of the definition would not be enforceable because there would be no easy way of knowing who was living there.
- 17 & 27 to reflect changes made the previous year by adding boat launches and parking.

30% Expansion:

Ms. Carver explained that the State was currently making changes to Chapter 1000 and that most were still preliminary except for dealing with expansion of nonconforming structures. However, the DEP had still not ruled on how they were going to deal with these matters. The overall change involved removing the requirement for volume calculations but put square footage expansions on a sliding scale of distance to the water and made height and footprint criteria. Mr. Sanford felt that the intention of making changes was to remain in compliance with the State, and Ms. Carver explained that they were not required to make the change.

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The Board made the decision to wait on changing the ordinance for all agencies to respond to the changes.

Article 10:

Ms. Carver explained that intention of the changes were to require digital plans and reduced sized plans for packets. Mr. Sanford requested making the requirement to half scaled plans to maintain the scale.

Additional Items:

Chairman O'Neill wanted to look at the parking standards in the Shoreland Zone and consider limiting the number of spaces per parking lot. Mr. Seymour cautioned against removing parking but suggested creating a ration or increase the setback for parking. Mr. Sanford wanted to see standards defining "need."

Road Management Plans:

Ms. Carver explained that the item was to require a notary block for road management plans. Mr. Linne asked if old private streets were grandfathered, and Mr. Seymour agreed that it was the intention and suggested adding the word "new" to the definition.

6. Planner Communications

Mr. Seymour outlined the Staff Reviews that had occurred since the last meeting and explained that the Findings of Fact for each were in their packets.

a) Presentation of Staff Review Approvals

- **1565 Roosevelt Trail, Scott Allen DBA Naples Marina Boat Sales**
 - New 2460 square foot commercial building
- **1333 Roosevelt Trail, Olson/McClellan DBA Mosquito**
 - New 350 square foot gift shop/storage shed
- **1239 Roosevelt Trail, Shawn Shuemaker OBO Circle K**
 - New 168 square foot storage shed

7. Adjournment

MOTION: William Priest motioned to adjourn; seconded by Ben Krauter.

VOTE: UNANIMOUS APPROVAL (6/o)

Chairman Robert O'Neill adjourned the meeting at 9:17 pm.

Danielle Loring
Recording Secretary

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