



INCORPORATED 1803

**Raymond Planning Board**  
Raymond Broadcast Studio  
423 Webbs Mills Road  
**Draft Minutes**  
**Wednesday, October 14, 2015**  
7:00 pm

**Present:** Chairman Robert O'Neill, Greg Foster, Vice Chair Bruce Sanford, Sheila Bourque

**Staff:** Code Enforcement Officer Christopher Hanson

**Others:** Jim Seymour of Sebago Technics, Planning Consultant Stephanie Carver

**1. Call to order:** Chairman Robert O'Neill called the meeting to order at 7:00PM

**2. Minutes**

• **April 8, 2015**

MOTION: Bruce Sanford motioned to accept the minutes  
SECONDED: Greg Foster seconded  
VOTE: Unanimous approval (3/0/1 [SB])

• **August 12, 2015**

Quorum was not present for the August 12, 2015 meeting, therefore, the minutes were not accepted.

**3. Workshop**

**a) Continuation of Discussion of Staff Proposed Changes for 2016 Ordinance Revisions**

• **Resource Protection and Zoning Map Change**

Jon Giles was not in attendance to present.

• **Shoreland Zoning Building Expansion – Chapter 1000**

Stephanie Carver distributed new material (a PowerPoint presentation created by the DEP) incorporating changes recommended by Mike Morse of DEP. Ms. Carver and Mr. Hanson explained the changes to Section 12.C Non-conforming structures: concerning methods of determining permissible expansion of an existing structure. (Sheila Bourque identified some typos.)

Ms. Carver went through shoreland zoning changes mandated by the State. Major topics discussed were expansions of non-conforming structures, clearing or removal of vegetation for purposes other than timber harvesting, and changes to Section 17: Definitions

Board voted and instructed town staff to move forward with revisions and prepare for the next meeting.

---

It is the sole right and discretion for the Planning Board to take agenda items out of order. Application materials are available for review at the Town Office during regular business hours.

Deadline for November 17, 2015 meeting is Wednesday, October 14, 2015 at 3:00 pm.

In connection with an old application, the board asked Mr. Hanson to look into glacial deposit removal, mineral extraction regulations in shoreland zoning.

Mr. O'Neill brought up the issue of, and led a discussion concerning, consideration of changes to the ordinances regarding parking in the shoreland zone. Mr. Hanson was asked to make inquiries regarding conditional use within the shoreland zone.

The Board instructed Mr. Hanson to seek permission from the DEP to link the above referenced PowerPoint

- **Appeals Procedure for Site Plan Review**

Board and staff discussed recommendation by town attorney to change the ordinance regarding appeals of Planning Board decisions to direct such appeals to Superior Court while code enforcement decision continue to be referred to the Zoning Board of Appeals.

Board and staff discussed 15% vs 20% minimum lot coverage or shoreland zone; impervious surface, and unvegetated surfaces.

- **Cemetery Ordinance Housekeeping Item**

After some discussion of the regulations concerning monuments, the board requested of Mr. Hanson that arrangements be made for a representative of the cemetery committee be asked to the next meeting to clarify the these regulations.

**b) Previously Presented Ordinance Items**

- **House Keeping Items for Fire Protection Ordinance**

It was determined that there were no open issues or questions.

- **Stormwater Calculations for Staff Review Projects**

Mr. Seymour addressed challenges arising in the use of the point system with minor plans and the newer treatment options included in the ordinance revisions. There was discussion regarding the history of the point system and the changing needs of the community.

Ms. Bourque questioned the inconsistent use of the phrases “code enforcement officer” and “code enforcement or reviewing authority”. It was agreed “reviewing authority” should be used throughout the ordinance.

- **Minimum Lot Requirements (differences between SZP vs LUO)  
staff to work on for next meeting**

It was determined that there were no open issues or questions.

- **House Keeping Item Regarding Fees (Various Ordinances)**

It was determined that there were no open issues or questions.

- **Appellant Deadlines**

Mary Costigan to change lanuage from 30 days to 45 to be in keeping with the law.

---

It is the sole right and discretion for the Planning Board to take agenda items out of order. Application materials are available for review at the Town Office during regular business hours.

Mr. Hanson reviewed staff assignments with Chairman O'Neil:

- Mary Costigan should be present for the appeals item
- Questions answered from Mike Morse re: conditional use in a shoreland zone
- Arrange for Sue Look or member of the Cemetery committee to attend the next board meeting to discuss the regulations regarding monuments.
- Work on lot coverage, shoreland buffers, driveways, groupings of definitions of streams, etc.,

Mr. O'Neil review of process timing requirements with staff

- After brief discussion it was decided to wait until after the next meeting to have all reviewed items prepared in warrant form.
- Items which have been reviewed and agreed upon, staff will get them into warrant form which will be reviewed at the December and sent to the attorney.
- A public hearing on the warrant language will be held at the January meeting.
- Any changes resulting from the public hearing will be incorporated
- The Planning Board will then vote to send the warrants to the Board of Selectmen.

The next monthly meeting is November 17 to accommodate a holiday and board member's prior obligation.

Requested of Mr. Seymour that a summary paragraph be prepared for the public hearings.

There was an extensive discussion between the board and staff regarding impact of shoreland zoning ordinances. The changes are state mandated although the DEP has not yet provided a deadline for implementation.

Mr. O'Neil instructed Mr. Hanson to remove the August 12 minutes since quorum was not achieved.

Mr. Seymour raised the issue of one principle structure per lot with Mr. Hanson. Raymond land use ordinance stipulates no more than one principle structure per lot. Mr. Hanson related one instance where this issue was raised. Mr. O'Neil referenced a second instance which occurred "a long time ago". Mr. Hanson explained that although the DEP has no shoreland zone restrictions on the number of principal structures as long as the acreage and water frontage requirements are met, land use ordinance trumps everything because shoreland zoning is under the land use ordinance under separate cover.

After further discussion, the board decided to not make any changes.

#### **4. Planner Communications**

**5. Adjournment:** Chairman O'Neil adjourned the meeting at 8:35 PM

---

It is the sole right and discretion for the Planning Board to take agenda items out of order. Application materials are available for review at the Town Office during regular business hours.

Deadline for November 17, 2015 meeting is Wednesday, October 14, 2015 at 3:00 pm.