

Kingfield Planning Board

Date: Tuesday, February 13, 2024
Location: Webster Hall
Time: 5:00-7:30
Topic: Signage work session 5:00-6:00
Topic: Planning Board meeting 6:00-7:30
Board present: J. Clukey, S. Davis, R. Hawkes, S. Hoisington, B. Smith, M. Wahl
Board Absent: C. Tranten
Public: Jeffrey Maget, Charles Cary, Jonathan Jordan, Taylor Jordan, Bob Luce,
Benjamin Hitchcock, Jeffrey Graffam, Liz Walker-Feeney, Mr. Feeney
Remote/Cell: Kim Jordan, Jonathan Jordan

Signage work session

There was extensive discussion of the gas price signs at Annie's. It is our information that the Appeals Board denied the request but that Annies / owner-at-the-time John Beaupre just went ahead and installed the internally-lit gas price signs. The PB assumes that enforcement lies with the Town Manager, that the code enforcement officer (CEO) should follow up with a recommendation. It was suggested that the PB get a copy of the minutes of the Appeals Board meeting.

Jared Clukey pointed out that the Select Board approved an internally lit Town information sign in 2022.

Vice chair Richard Hawkes invited Scott Hoisington who prepared the draft Signage Ordinance to lead the discussion. Sue Davis expressed concern about formatting. All agreed the document needed a table of contents and to move the definitions to the front as the lead chapter.

Davis agreed to format the document, incorporating written and discussed questions and comments for PB member review by email by 2/20 and for publication 2/23 for Information Hearing February 27. Hoisington and Hawkes agreed to do a walk-through inventory of signs in town, with measurements and pictures, to present to residents at the information meetings in order to understand the ordinance recommendations.

A Public Information Meeting was scheduled for February 27. Results would be incorporated into the ordinance at the next scheduled Planning Board meeting, March 12. The Planning Board would hold the required public hearing the following week, March 19, based on clearance from the Town Manager Leanna Targett that Webster Hall is available on those dates.

Following the March 12 PB meeting and assuming PB approval, the PB would pass the ordinance to the Town Manager for legal review in preparation for the Public Hearing March 19. At the regularly scheduled April 9 meeting, the PB would approve the ordinance and pass it to the Select Board for their April 15 meeting to approve for placement on the Warrant for the Town Meeting in June.

These dates, once confirmed, will be announced in the necessary venues, local newspapers and at the Town Hall and as determined. The Public Hearing date requires a two-week notice.

Timeline for Signage Ordinance (SO) approval

- 2/20: Davis completes SO formatting, passes to PB members for review and email comments.
- 2/23: Davis incorporates PB member comments into SO for Info. Mtg. publication
- 2/26: Hoisington and Hawkes complete signage inventory with pictures for Info. mtg 2/27
- 2/27: Public Informational Meeting at Webster Hall
- 3/4: Publish notice of 3/19 Public Hearing
- 3/12: PB meeting
 - Incorporate findings from Informational Meeting
 - PB passes SO to Town Manager for legal review.
- 3/19: Public Hearing
- 4/9: PB meeting to included legal recommendations and to approve SO to pass to Town Manager for Select Board consideration and approval
- 4/15: K Select Board approves SO for Town Meeting warrant.
- 6/1: Kingfield Annual Town Meeting

Planning Board meeting

Planning Board Vice Chair Richard Hawkes opened the February 13 meeting at 6:00 pm at Webster Hall. He noted that there was a quorum and asked for approval of the agenda and then of the minutes.

Jared Clukey moved approval of the agenda, seconded by Mark Wahl and approved unanimously.

Hoisington move approval of the January 9, 2024, minutes, seconded by Clukey and approved unanimously.

Hoisington moved approval of the January 18, 2024, work session notes, seconded by Hawkes and approved unanimously.

Sign Ordinance

Hawkes outlined to the audience the results of the SO work session and schedule, see above.

Jordan Contract Zone application

Unable to activate the Zoom, Hawkes connected with Jordan Ventures applicants Kim and Jonathan Jordan remotely by cell so that they could introduce their revised contract zone application (JV CZ) for constructing the Kingfield Housing III Project.

The reason for Contract Zoning for Jordan Ventures is density.

Jordan Ventures has changed access from the original plan and now limits access to all units through one common road off West Kingfield Road. They have received approval from Skowhegan Savings Bank (Patricia White, Kingfield Branch Manager) for their financial capability for the project as well as acceptance of their plans from Kingfield Fire Department (Fred Nichols, Fire Chief) and Kingfield Water District (Alan Stewart, Superintendent). None is needed from Kingfield Wastewater as Jordan Ventures will install their own septic.

Their lease agreement covers behavior and other concerns:

- Pets are limited to one dog and one cat.

- Pet waste is immediately removed.
- Overnight stays are limited.
- One dumpster is provided for trash for all 8 units.
- Storage will be limited to garages, at 30 feet deep large enough to accommodate bikes, mechanical toys, etc.
- Parking for two vehicles will include one in the garage and one in the driveway;
- There is additional parking if needed and for visitors at the end of the entrance road.

Kim and Jonathan Jordan will be the property managers and will plow. The Jordans have met with the two abutters who have no concern about buffers.

Jared Clukey noted that the density that Jordan Ventures is requesting through Contract Zoning is allowed without needing CZ if residents are 62 years of age or older and/or are disabled. The Jordans prefer to open the rental units to all ages but if this CZ application were turned down by the Town, they might revisit their plans to specify that category of renters. They are not looking to provide housing for low-income residents.

Hawkes explained that in the PB's first application for CZ, he created a list of 40 questions that guided the approval process. In the interest of being consistent while noting the smaller scale and different funding model, Hawkes created a list of 27 questions for Jordan Ventures. Clukey asked why the need for the questions; Hawkes explained that the PB was working on behalf of town citizens and questions they might have.

Timeline for Jordan Ventures Contract Zoning (JV CZ) application acceptance:

- 2/23: Planning Board members review JV CZ application remotely and get back to Hawkes with comments and questions no later than 2/23, in place of scheduling a work session.
- 2/27: Public Informational Meeting for JV CZ
- 3/4: Publish notice of Public Hearing 3/19 for JV CZ
- 3/12: PB meeting
 - incorporate resident concerns.
 - vote to consider the JV CZ application complete.
 - Pass JV CZ to Town Manager for legal review.
- 3/19: Public Hearing for JV CZ
- 4/9: PB meeting to recommend approval of JV CZ to the Select Board (or not)
- 4/15: SB recommends listing JV CZ for acceptance and recommendation (or not) for the Town Warrant for Town approval at Annual Town meeting in June.
- 6/1: Kingfield Annual Town Meeting

Hawkes noted that the PB will need to review today's revised JV CZ application. Hoisington asked if we could combine information meetings and public hearings with those scheduled for the signage ordinance. In order to do that for the JV CZ application, PB members would need to study the application individually and get back to Hawkes with comments to confirm member understanding and incorporate any comments or recommendations they might have before the information meeting. All appeared willing to do that.

Timeline combining **SO** and **JV CZ** application:

Blue= Signage Ordinance / **SO**
application

Red= Jordan Ventures Contract Zoning / **JV CZ**

- 2/20: Davis completes **SO** formatting, passes to PB for review and email comments.
- 2/23: Davis incorporates PB member comments into **SO** for Info. Mtg. publication
- 2/23: Planning Board members review **JV CZ** application remotely and get back to Hawkes with comments and questions no later than 2/23, in place of scheduling a work session
- 2/26: Hoisington and Hawkes complete signage inventory with pictures for Info. mtg 2/27
- **2/27: Informational meeting on SO and JV CZ application**
- 3/4: Publish notice of 3/19 Public Hearing for **SO & JV CZ application**
- 3/4: Publish notice of Public Hearing for **JV CZ 3/19**
- **3/12: PB meeting for SO and JV CZ**
 - Incorporate findings from **SO** Informational Meeting
 - Pass **SO** to Town Manager for legal review.
 - incorporate resident concerns about **JV CZ**.
 - vote to consider the **JV CZ** application complete.
 - Pass **SO** and **JV CZ** to Town Manager for legal review
- **3/19: Public Hearing for SO and JV CZ**
- 4/9: PB meeting to approve **SO** to pass to Town Manager
- 4/9: PB meeting to recommend approval of **JV CZ** to the Select Board (or not)
- **4/15: K Select Board approves SO and JV CZ for Town Meeting warrant at Annual Town meeting in June**
- **6/1: Annual Town Meeting**

Carrabassett Coffee

May 9, 2023, Bob Luce, owner of Carrabassett Coffee, brought plans for a garage storage building to the Planning Board for approval, which was given. When he mentioned a future expansion at that time, the PB explained that it would require a storm water management plan, which Luce came to present tonight before applying for his building permit.

He proposed one pond, increasing the size of it and another pond, to the right towards Farmington next to the new building. Site plan review is required for this per page 47 of the zoning ordinance. Hawkes requested larger drawings for the Board to sign, which is required per the zoning ordinance. Hawkes provided Luce with a template for preparing for a Site Plan Review.

Hoisington asked about a site visit, which Luce is happy to accommodate.

Hawkes cited PB action would be to review tonight's storm water management plan and to connect it with May 9, 2023, action in preparation for acceptance of the plan. Hoisington, Hawkes and new code enforcement officer Ben Hitchcock will arrange a time with Luce for a site visit in preparation for Luce's application for a building permit and his return to the next PB meeting March 12 for a site plan review if that is required.

Well-head review for building on West Kingfield lot

Representing a client who would like to build on a lot in proximity to the Town's well head on West Kingfield Road, Rangeley realtor Liz Walker-Feeney presented her request for approval for her client. Walker-Feeney has received a letter from Poland Spring that they have no restrictions for building on the lot. Hawkes asked for a copy of that letter. Her client would like permission to build. Biggest issue, to be 250 from the river. *(Add actual distance from the river here.)* The well head protection ordinance requires PB approval. The lot is 3.5 acres in zone one of the map, shown on map 2. The Town shall notify the Water District superintendent.

The PB will recommend to code enforcement officer (CEO) Ben Hitchcock that it recommends approval subject to checking with the Water District superintendent. Clukey volunteered to contact Alan Stewart, and to get back to Hawkes and/or the CEO.

Mark Wahl moved to approve the application to build in the well-head protection area subject to notification with the Water District Superintendent Alan Stewart, seconded by Jared Clukey, approved unanimously.

Site plan review & subdivision reviews with checklist

To make it easier for an applicant and the Board when reviewing site plans and subdivisions, Hawkes has prepared site plan and subdivision checklists. Hawkes took the Findings of Fact and included waivers and variances. Miner waivers come back to the CEO in some cases, to the Planning Board in others. Next step is to make these electronic so people can print them out.

Action for PB members to review checklists and provide comments to Hawkes.

Sub-division on Ira Mountain

Hawkes shared homeowner association letters about Mark Wahl's planned subdivision. Arguments were made to put the access off the Ira Mountain Road rather than the Iron Bridge Road for safety, expense and road maintenance reasons. A minimum bond was also suggested to cover repair to the road from construction traffic. Mark Wahl does not have a firm date of when the subdivision plan will be completed for PB review.

There was also concern about the bridge study that Pleasant River Partners has had done. Recommendations of the engineering firm to post the bridge, etc., have not been put into place. Hawkes agreed to draft a letter from the Planning Board to instruct PRPs to do what the study has proposed. Bridge inspections every 5 years was also one of the proposals.

Jared Clukey moved to adjourn, seconded by Mark Wahl and approved unanimously.

Respectfully submitted,

Sue Davis, Secretary