

**Kingfield Planning Board
Meeting April 23, 2024
6:00 pm at Webster Hall**

Date: Tuesday, April 23, 2024

Location: Webster Hall

Time: 6:00-7:30 meeting

Topic: CEO report on Signs; Signage Ordinance timeline; JV CZ application, coffee shop, Carrabassett Coffee

Board present: S. Davis, R. Hawkes, B. Smith, C. Tranten; CEO Ben Hitchcock

Board Absent: J. Clukey, S. Hoisington, M. Wahl

Chair Clay Tranten called the meeting of the Kingfield Planning Board to order at 6:00 pm in Webster Hall. A quorum was declared.

Agenda approval: Richard Hawkes noted that the Iron Bridge item was incorrect: instead of “Speed Limit” it should be about a weight posting limit. *With that correction, the Agenda was approved, moved by Richard Hawkes, seconded by Babe Smith.*

Minutes approval:

- a) March 12, 2024 workshop and meeting: *Babe Smith moved approval of the March 12th workshop and meeting, seconded by Sue Davis. Hawkes corrected an incorrect name, David, to Richard Hawkes on p. 5 and noted that the page numbering of 1 to 8 was incorrect on his copy. Noting those corrections, the motion passed unanimously.*
- b) March 19 Public Hearing: *Smith moved approval, seconded by Hawkes and approved unanimously.*

CEO Report:

Sue Davis has asked the Code Enforcement Officer if he could give the PB a monthly report of permits he has issued. He agreed and PB members agreed to its usefulness in keeping the PB informed, with the caveat that PB and CEO purview were different and that the PB was not in place to oversee CEO work. Davis added that the CEO is effectively staff to the PB, that not only keeping the PB informed but also guiding it through ordinance review and application were appropriate aspects of the CEO’s work.

- a) **Signs inventory:** CEO Ben Hitchcock reported that he has found 20 permitted and paid signs on record. Finding more is a question of looking through individual files done by several CEOs, each of whom had their own method of filing and organization. Tranten suggested that going forward all signs be entered into a dedicated software program. Rather than researching Town records, it was suggested to reverse engineer the process, that Hitchcock approach all businesses whose permits he has not found and ask them to show their permits. Those that don’t have them can then be permitted and charged per the current signage ordinance if their signs post-date the creation of the current ordinance. Others would be assumed to be grandfathered and only need a permit if there were a change. Sue Davis added that this conversation should be continued as a workshop topic, using the sign matrix as a tool when the PB resumes its signage ordinance revision work. **[The matrix of signs inventoried by Richard Hawkes and Scott Hoisington late February, which is not complete, shows the following 102 signs:**

1. 44 General, Main Street from Poland Spring to Wooden Bowl
 2. 11 General Single & Combined, Rt 27, Curve & Salem
 3. 2 Multi business, Main Street
 4. 32 Wall-Mounted, Main Street/Rt 27, Depot
 5. 4 Window, Main Street
 6. 6 Internally lit, Main Street
 7. 3 Digital or electronic, Main Street]
- b) Coffee Shop (Maxine Knapp's building in the Village): The owners have received their building permit from the CEO. Because they are building within the footprint of the original building razed three years ago, the PB does not have to be involved. Because it is on a major road, on a shoreline and within a scenic byway, the State MDOT and DEP will oversee its construction. The CEO's only future involvement will be within the building, specifically the plumbing.
- c) Carrabassett Coffee permit: the permit has been issued for a new building, which was well below the threshold of allowing a building of that square footage. Owner Bob Luce has presented his new drainage plan, which has been accepted. Hawkes responded to Luce with questions, which Luce answered to Hawkes's satisfaction.
- d) Other:
- a. Annie's sign permit has now been paid, \$10 each for two signs, one at each end of the gas pumps. Reviewing the issue, Hitchcock explained that Annie's initial request was lost in the gap of CEOs and passage of the new ordinance that prohibited internally lit signs. Several other sign permits happened at the same time, some approved: Skowhegan Savings, Rolling Fatties, Jordan's, Irvings, SnowWanderer's as examples. Hitchcock approved Annie's permit because it cited financial hardship.
 - b. Nostalgia Tavern owner Kirt Rolbiecki has been approached about taking down his old sign. The present sign ordinance does not require owners to remove their sign but he is willing to work with the PB on its request.

Signage Ordinance

Tranten suggested bypassing this until Scott Hoisington, the leader on this project, returns. All agreed. The deadline to have an ordinance to the Select Board for inclusion in a warrant for the November 5 election date needs to be looked at closely because of the need for Informational and Public Hearings. Davis agreed to create a timeline, to be included in the minutes; Tranten will run the dates by Town Manager Leanna Targett:

1. **May 14: PB workshop at 5 and PB meeting at 6: set date for Info. and Public Hearings, each requiring 2-week notification**
2. **May 28 or June 4: Informational Hearing**
3. **June 11: PB workshop at 5 and PB meeting at 6: incorporate Informational Hearing into draft signage ordinance**
4. **June 25 or July 2: Public Hearing**
5. **July 9: PB Meeting: draft article for Select Board for article for the November 5 warrant.**
6. **July 22: Select Board meeting to accept PB article for November warrant**

Jordan Ventures Application

Clay Tranten's recommendation letter to the Select Board was edited by PB members. Attached to the letter are a copy of the running minutes of meetings, the warrantied deed, lease agreement and letters from the abutters. The variances requested are:

- Density: Zoning ordinance requires 40,000 sf/unit; they are proposing two four-family units on 45,738 sf.
- Set-back buffers for multifamily dwellings: Ordinance requires 50' landscape buffer; they are proposing a 15' buffer

Hawkes noted the 4 standards required to qualify for Contract zoning and asked that they be included in the letter:

- Is for land with an unusual nature or location
- Is consistent with the Town's growth management program and comprehensive plan.
- Is consistent with, but not limited to, the existing uses and permitted uses within the original zone.
- The conditions proposed are sufficient to meet the intent of this section.

Tranten thought it was overdoing it; Hawkes felt it fulfilled the public's need to know, Contract Zoning's purpose, noting in addition that it was important for the Select Board to understand CZ's intent. Tranten agreed to include it. They noted that there would be no conditions or restrictions as they were incorporated already into the application.

ADU Amendments to zoning ordinance

Clay Tranten reported on a meeting with Eustis CEO Peter Farnsworth. Using the model ordinance provided by AVCOG's Erica Bufkins, Eustis adjusted it to the square footage and lot size of their ordinance. He is providing Tranten with the exact breakdown based on their zoning overlays. They are basing their control on square footage.

AVCOG is available for consultation as the PB proceeds; Maine Municipal Association (MMA) can provide legal language support up to the point of adjudication.

Iron Bridge weight limit posting

The Bridge is still not posted. Brochu/Pleasant River Partners, the owner of the bridge has not replied to the letter sent as directed after the last PB meeting. Hawkes and Davis asked Tranten to send it again.

Tranten invited a motion to adjourn at 7:30. Babe Smith moved to adjourn, seconded by Richard Hawkes. The motion passed unanimously.

Respectfully submitted,

Sue Davis, Secretary