

## PLANNING BOARD MINUTES

July 13, 2022

**APPROVED:** 8/24/22

**AGENDA:** 22MSP03 – SUSAN COLBY - 24 PLEASANT ST - #114-189  
22MSP04 – CRYSTAL BORGES & ZACC LACASSE - #112-028, 029, 030  
CONDITIONAL USE PERMIT DOCUMENTS  
PLANNING BOARD BYLAW AMENDMENTS  
OFF PREMISE SIGNS & SANDWICH BOARD SIGNS  
INCORRECTLY DELINEATED WETLANDS  
MASTER PLAN – SURVEY QUESTIONS – DRAFT #2

**ATTENDING:** Denice DeStefano (Chair), Don Milbrand (Select Board Representative), David Shirley, Randall Kelley (Vice-Chair), Elizabeth Seeler, John Miller (Alternate)

**ABSENT:** Bruce Beurivage (Alternate)

**OTHER:** Christina Goodwin (Land Use Manager), Lindsay Thompson (Land Use Administrative Assistant), Susan Colby (Director of Bristol Community Services)

Mrs. DeStefano called the meeting to order at 7:00pm with a quorum in person. She announced that there was a full Board present representing the quorum and that meant that the Alternate, John Miller, would not be voting this meeting.

### **22MSP03 – SUSAN COLBY - 24 PLEASANT ST - #114-189**

Mrs. DeStefano moved to the first agenda item concerning a Minor Site Plan Application hearing for Susan Colby and Bristol Community Services. She asked Ms. Thompson to read the application into record. Ms. Thompson stated that the application is for Bristol Community Services to add an addition to the existing building to serve the food bank location for their organization. Ms. Thompson stated the application file number, where advertised and the list of abutters notified. There were no public comments and no Department Head feedback received.

Mrs. DeStefano asked Mrs. Colby to briefly explain the plans and reasons for the addition and application. Mrs. Colby stated the intent was to add a room at the rear of the building which would be about 32 feet x 16 feet or approximately 510 square feet. Mrs. Colby explained that the food pantry customers had to access through the thrift shop currently, which was not ideal to protect privacy and that between the thrift donations, shop area and the kitchen food pantry area, the organization was overlapping space needs and would like to have more room and separation of activities. She stated recently an abutting lot came up for sale and they purchased. This allows the organization to pursue the addition to give better access, more private area, and more room for activities.

Mrs. DeStefano called the Board's attention to the Minor Site Plan Checklist. Mr. Milbrand motioned to accept the Minor Site Plan Application, 22MSP03, as complete. Ms. Seeler seconded. The motion carried 5-0-0.

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### **22MSP03 – SUSAN COLBY - 24 PLEASANT ST - #114-189 continued**

Mrs. DeStefano opened the hearing to the Board for questions. Ms. Goodwin explained that the town maps show two (2) lots, however, a merger has been processed, that will be reflected on the maps next year. Mr. Shirley asked about the present rear entrance and if it would be moved. Mrs. Colby explained the rear entrance would be moved to the new addition and face the parking lot. Mrs. Colby added that there may be a second door placed where they accept the donations, but it is not defined yet. Mr. Shirley asked if there would be a second light added for the second door and Mrs. Colby confirmed that there would be. Mrs. DeStefano alerted the Board that if they approve this plan, they might want to consider adding a condition regarding if the second door is added, then the additional light would be approved, so the applicant will not have to come back before the Board.

Mr. Miller asked about hours listed of Monday, Wednesday, and Friday, as he knows that they are open Saturdays, so he thought this should be included in the application hours of operation. Mrs. Colby stated that that food pantry was not open on Saturdays, but the thrift shop was. Discussion concluded that some indication of hours for each might be helpful because a change in hours would mean having to come back before the Planning Board. Mr. Shirley asked about the new light and wanted to know if it would project out toward other abutters or just light the immediate area of the parking lot or doorway. Mrs. Colby stated it would only illuminate the immediate area around the door.

Mrs. DeStefano asked if there were any abutters or members of the public present that had any questions. There were none. With no more questions from the Board, the public hearing was closed at 7:20pm for Minor Site Plan 22MSP03.

Mr. Kelley motioned to approve the Minor Site Plan Application, 22MSP03, for Bristol Community Services located at 24 Pleasant Street, Map/Lot #114-189 and to include one (1) additional outside light, if needed. Mr. Milbrand seconded. The motion carried 5-0-0.

Mrs. DeStefano explained that a Notice of Decision would be issued, and Bristol Community Services can move forward to get the Land Use Permit.

### **22MSP04 – CRYSTAL BORGES & ZACC LACASSE – 321 LAKE ST - #112–028, 029, 030**

Mrs. DeStefano moved to the second public hearing for a Minor Site Plan Application for Crystal Borges and Zacc Lacasse for the laundromat, motorcycle and boat detailing shop, and swimwear, sportswear, and home decor shop to be located at 321 Lake Street. She asked Ms. Thompson to read the application into the record. Ms. Thompson stated that the application is to change previous office space to the swimwear, sportswear, and home décor shop. Ms. Thompson stated the application file number, where advertised and the list of abutters notified. There were no public comments received. The Water Department had made comment about active water connections at units 1 and 3 and that the applicant should contact the Water Department to re-activate Unit 2.

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### **22MSP04 – CRYSTAL BORGES & ZACC LACASSE – 321 LAKE ST - #112-028, 029, 030 continued**

Mrs. DeStefano asked the applicant to give a brief description of plans for the application. Ms. Borges explained that all uses for units remain the same or similar as previous use except for the small office space, which she is a seamstress and would like to use the space to sell her clothing and swimwear. Mrs. DeStefano asked the Board to refer to the Minor Site Plan Checklist. Mr. Kelley motioned to accept the application as complete. Ms. Seeler seconded. The motion carried 5-0-0.

Mrs. DeStefano opened the hearing to the Board for questions. Mr. Shirley asked about specifying or designating parking spaces per unit. Ms. Goodwin stated that this has not been required in the past with other applications. It was discussed as a suggestion or recommendation rather than a mandate. Ms. Borges stated she thought it was a good idea to help direct and accommodate the three (3) activities onsite. Mrs. DeStefano questioned the statement in the application regarding the Wizard of Wash hours “will extend hours in the future” and that there are no hours of operation for the boat detailing. Mr. Lacasse and Ms. Borges stated that the motorcycle and detailing services were by appointment only. They were told that changes in hours of operation would require them to come before the Board again, so they should state hours of operation for each for the plans.

Mrs. DeStefano opened the hearing for abutters and members of the public. There were none. The public hearing was closed at 7:35pm for the Minor Site Plan Application 22MSP04.

Mr. Milbrand motioned to approve the Minor Site Plan Application 22MSP04 located at 321 Lake Street, Map/Lot #112-028, 029, 030, with the condition that the applicants contact the Water and Sewer Department to re-activate services for Unit 2. Mr. Kelley seconded. The motion carried 5-0-0.

Mrs. DeStefano stated that the Notice of Decision would be issued in the next few days.

### **CONDITIONAL USE PERMIT DOCUMENTS**

Mrs. DeStefano began with the Conditional Use Permit documents for Steep Slope. The changes to the Instructions and application were completed from last meeting. Ms. Goodwin made a comment regarding a sentence being pushed together by justification in the paragraph and Ms. Thompson noted a line adjustment.

Mr. Kelley motioned to accept the Conditional Use Permit forms for Steep Slopes and Ridgelines as corrected. Ms. Seeler seconded. The motion carried 5-0-0.

Mrs. DeStefano reviewed all edits made to the Conditional Use Permit documents for Internally Lit Signs. All changes had made from the last meeting. Ms. Thompson commented on a line adjustment that can be made on final document.

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### CONDITIONAL USE PERMIT DOCUMENTS continued

Mr. Kelley motioned to accept the Conditional Use Permit forms for Internally Lit Signs as corrected. Ms. Seeler seconded. The motion carried 5-0-0.

### PLANNING BOARD BYLAW AMENDMENTS

Mrs. DeStefano reviewed the edits made to the Planning Board Bylaws Draft #2. The edits were discussed at a previous meeting regarding Article II Section 5 – Designation of Alternate Members. A suggestion regarding removal and addition of commas followed and were noted. With no other changes needed it was discussed that the changes could be accepted, and the full Bylaws would be distributed at the next meeting.

Mr. Kelley motioned to approve the Planning Board Bylaws, as amended. Mr. Milbrand seconded. The motion carried 5-0-0.

### OFF PREMISE SIGNS & SANDWICH BOARD SIGNS

Ms. Thompson stated that the updated changes were to letter E of Draft #3 of Off Premise Signs. More discussion followed about where the signs were permitted and where some were appearing. This included information about State Road restrictions in medians. Mr. Miller asked whether, within the language now, there would be opportunity for the Land Use Department to allow signage for a newly opening business situation. Mrs. DeStefano stated that temporary use is within the current sign ordinance. Some discussion revolved around the distance from premises for placing signs and a suggestion that allowing off-premises signage during business hours only, but for some it was thought to be too restrictive.

Ms. Thompson asked the Board to review and confirm whether language should reference off-premise or off-premises as correct grammar.

Ms. Goodwin asked the Board whether all off-premises signage should be permitted as some now were and some were not, and it might be necessary to control signage that is happening farther away from premises. Discussion brought about review of Historic District Zoning language regarding interim signage. Ms. Goodwin suggested the Land Use Department do some research of Historical District Zoning language and that this and an updated draft be discussed again at next meeting.

### INCORRECTLY DELINEATED WETLANDS

Mrs. DeStefano had done research and states that a Wetlands Scientist is the one that can delineate wetlands. She suggested that the following wording be deleted *“but not limited to a revised soils map of the area in question, a written on typed sealed inspection report and test boring data is available.”* Her reasoning is that she did not know what the original soils map is that needs to be revised; what needs to be on soils maps; what is needed to be included in a typed sealed inspection report; or what test boring data should show. Her thoughts are that if the data form is required, and it is completed, what more is needed? She stated that her research included completely reading the Army Corps of Engineers Wetlands Delineation Manual. She

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### **INCORRECTLY DELINEATED WETLANDS continued**

stated that she had supporting data research for others to peruse, if necessary. Mr. Shirley asked if the Board approves this then it would go through the public hearing process and Mrs. DeStefano confirmed.

Mr. Shirley motioned to approve the changes to 9.4 Wetlands Conservation Overlay District Section with a Public Hearing to be announced. Mr. Kelley seconded. The motion carried 5-0-0.

### **MASTER PLAN – SURVEY QUESTIONS – DRAFT #2**

Mrs. DeStefano reviewed all changes made to this draft based on discussion and recommendations at the last Planning Board meeting. Ms. Goodwin stated that #9 Code Enforcement Officer should just read Enforcement Officer and that addresses should be included on #11b for the Historic Town Hall / Old Fire Station. Ms. Goodwin asked if the Board had asked for #12 to add steep slopes and ridgelines to the list. Mrs. DeStefano stated that Mr. Miller was tasked with addressing questions #18-24 at last meeting. Mr. Miller spoke about the changes he made to the questions, which were incorporated into this draft.

Ms. Goodwin asked if it was alright for office to rearrange questions due to deletions and additions made by Mr. Miller. Mr. Miller indicated that the questions he worked on should be close to others that may be similar. More discussion went into what other Boards and Committees might want to include and sending out a request to these with deadline to respond. Other discussion included logistics on how to get the survey out to the public.

Mrs. DeStefano stated that the survey will be further edited and be back before the Board for final approval and logistics discussion to get it out to public at the next meeting.

### **COMMUNICATIONS**

Ms. Goodwin talked with Board about an email in their packet from people who camp on their property across from the Big Catch. As an FYI they feel they are being restricted in their use of their property and they have yet to apply for the Temporary Camping Permit. They have an RV on property now and when they have visitors there are tents as well. Ms. Goodwin will respond.

Ms. Goodwin read a complaint from a resident regarding political signs and placement along public ways and suggesting an ordinance to regulate this. The Board agreed that political signs fall under State statute.

Ms. Thompson read a July 10 resignation of Alternate member Bruce Beurivage from the Planning Board due to personal reasons. Ms. Goodwin stated that the resignation will go to the Select Board to be accepted next.

### **APPROVAL OF MINUTES – MAY 25 AND JUNE 8, 2022**

The Board reviewed the minutes of May 25. Mr. Shirley asked for a change to Page 2, 22SUP07 for two (2) sentences. Ms. Seeler asked to remove items in two paragraphs noted on page 5. Mr.

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### **APPROVAL OF MINUTES – MAY 25 AND JUNE 8, 2022 continued**

Milbrand motioned to approve the minutes of May 25, 2022 as amended. Mr. Kelley seconded. The motion and carried 5-0-0.

The Board reviewed the minutes of June 8. Ms. Seeler motioned to approve the minutes of June 8, 2022 as written. Mr. Kelley seconded. The motion carried 5-0-0.

### **REPORTS:**

*Select Board* - Mr. Milbrand updated the Planning Board on some Select Board activities including process and resume review for the Town Administrator position. He also updated the status of the Public Safety Building and the inflation cost of doing this project and bonding the project.

*Conservation Commission* - No report.

*Historic District Commission* – No report.

Capital Improvements Program Committee – No report.

*Land Use Department* - Ms. Goodwin stated that they received the Land Use Chapter for Master Plan from Lakes Region Planning Commission. She asked the Board's preference of paying the bill. Ms. Goodwin also read the map types that could be provided for the Chapter, and she stated she will share the information for the next Master Plan workshop. The Board agreed to release the payment and that the Town will complete the edits, if needed.

Mrs. DeStefano stated that the Vision Plan will go out to other Boards and Committees for comment and the public hearing is July 27.

Ms. Goodwin stated that the Land Use Department had been treating Boundary Line Adjustments as Lot Line Adjustments, but they have received a new item called a Boundary Line Agreement. This is a plan outlining a boundary that may have been incorrect on deeds and the property owners agree to its location. The Agreement requires signature by the Planning Board. She stated that at present there is not a checklist or process for this so there may be more forms etc. She added that the agreement is a plan that is drawn up with a mylar like Lot Line Adjustments.

Mrs. DeStefano stated that the office and she will be meeting with Mr. Paul Bemis to discuss and draft a Solar Ordinance.

Ms. Goodwin stated that Mrs. Janet Cote was hired to do the Land Use minutes and special projects. She is expected to attend a meeting to be introduced but will be doing minutes remotely from this point forward.

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**NEXT MEETING July 27, 2022:**

Mrs. DeStefano stated that the next meeting will have a Special Use Permit Application and is a workshop meeting. Ms. Goodwin stated some of the unfinished and pending items that can be ready as a part of that agenda.

Mrs. DeStefano invited the Board to come to Kelley Park the next night for the Dancing with the Stars event of Voices Against Violence.

**ADJOURNMENT:**

With no other business before the Planning Board, Ms. Seeler motioned to adjourn. Mr. Milbrand seconded. The motion carried 5-0-0 and the meeting adjourned at 9:02 PM.

Respectfully submitted,  
Janet Cote  
Land Use Associate