

**MINUTES  
TOWN OF SEBAGO  
PLANNING BOARD MINUTES  
7:00 PM  
Tuesday, March 8, 2022  
TOWN OFFICE BUILDING**

**I. Workshop meeting held at 6:00 p.m.**

The Board held a workshop from 6:00 p.m. until the regular meeting started at 7:00 p.m.

**II. Call to Order**

Paul White called the meeting to order at 7:00 p.m.

Present: Carolyn Calarese, Andrew Plummer, Tina Vanasse, Bev Vucson, Paul White, Code Enforcement Officer Brandon Woolley, Recorder, Desirae Lyle

Guest Present: Cliff Merrow, Tony & Stephen Vacchiano, JP Connolly – DM Roma Consulting Engineers, Mark Roy, Jacob & James Anderson, Adrienne Paul, Cristal Young, Susan & James Coyne

(NOTE: The Board reviewed VII. New Business a. prior to discussing agenda items VII. c. and d. The minutes reflect the order of the agenda, not the order in which items were discussed.)

**III. Public Hearing – Cliff Merrow (Applicant) – Zeruah William Brown (Owner) – 804 Bridgton Road – Map 14, Lot 27C – Proposed Computer IT Business**

Adrienne Paul asked if the business will be conducted solely in the home. Mr. Merrow confirmed that there will be no outside advertisement, no storefront and no indication that there is a business on the property.

Paul White asked if Brandon Woolley has visited the property to see the work space and if he feels there are any concerns. Brandon has not seen the workspace but has no concerns.

The Board reviewed Land Use Ordinance Section 5 (a – c) Home Occupations with the applicant. Andrew Plummer read it aloud and Mr. Merrow acknowledged each item.

*a. The purpose of the Home Occupation provision is to permit the conduct of those businesses that are compatible with the districts in which they are allowed. Home Occupations are limited to those uses which may be conducted within a residential dwelling without substantially changing the appearance or condition of the residence or accessory structure.*

Mr. Merrow is not changing the residence.

*b. Any home occupation or profession which it is accessory to and compatible with a residential use may be permitted if:*

1. *It is carried out in a dwelling unit or in a structure customarily accessory to a dwelling unit.*

Mr. Merrow has stated that the business will be conducted solely in the house.

2. *It is conducted only by a member or members of the family residing in the dwelling unit; and/or not more than one employee.*

Mr. Merrow will be the only “worker” and will not have employees.

3. *It does not materially injure the usefulness of the dwelling unit or accessory structure for normal residential purposes.*

Mr. Merrow stated that the business will not injure the usefulness of the dwelling.

*c. All home occupations shall conform to the following conditions:*

1. *The home occupation shall be carried on wholly within the dwelling or accessory structure.*

Mr. Merrow has assured that it will. Bev Vucson asked if he will be visiting other house or business to work on computers. Carolyn Calarese noted that it is in the minutes from February 8, 2022 that Mr. Merrow stated that he will be doing that. Bev emphasized the word wholly in c.1. relating to working wholly in the dwelling or accessory structure. Mr. Merrow will still be doing work in the dwelling, but will also be travelling to homes and businesses to work on computers there or will take the items back to his dwelling to complete the work.

2. *The home occupation shall be conducted by a member or members of the family residing in the dwelling unit, and/or not more than one employee.*

Mr. Merrow is residing with his family.

3. *Exterior signs shall not be greater than 2 square feet, no exterior storage of materials, and no other exterior indication of the home occupation or variation from the residential character of the principal building.*

Mr. Merrow has stated that there will be no signs advertising the business.

4. *Objectionable conditions such as noise, vibration, smoke, dust, electrical disturbance, odors, heat, glare, activity at unreasonable hours, shall not be permitted.*

Mr. Merrow does not anticipate any of this.

5. *The traffic generated by such home occupation shall not increase the volume of traffic so as to create a traffic hazard or disturb the residential character of the immediate neighborhood.*

Mr. Merrow has stated previously that clients will not come to him, he will be travelling to them.

6. *In addition to the off-street parking provided to meet the normal requirements of the dwelling, adequate off-street parking shall be provided for the vehicles of the*

*maximum number of users the home occupation may attract during peak operating hours.*

Again, Mr. Merrow will not be allowing clients on the property and does not need parking for them.

7. *The home occupation may utilize:*

- a. *Not more than twenty (20%) of the dwelling unit floor area provided that for the purposes of this calculation, unfinished basement and attic spaces are not included.*

Mr. Merrow believes that he is using approximately ten percent (10%) of the dwelling.

- b. *Basement spaces*

Mr. Merrow did not say if he has a basement to utilize.

- c. *One necessary structure. The floor area utilized in the accessory structure shall not exceed fifty (50%) of the total area of the dwelling unit.*

Mr. Merrow noted that he will not be using any accessory structures for the business.

- d. *Unfinished attic spaces to be used for storage only.*

Mr. Merrow does use some attic space for storage.

8. *Home occupations that involve use or storage of hazardous or leachable materials in excess of normal residential use are not permitted.*

Mr. Merrow noted that he will be using rubbing alcohol, but no other hazardous materials.

Paul White asked about the disposal of computer components. Mr. Merrow will be taking any waste to the transfer station. Andrew Plummer asked if anything would be biohazardous. Bev Vucson noted that there are certain parts of a computer that can't be disposed of in regular trash and suggested that a condition of approval be that those components be disposed of in compliance with any laws. Carolyn noted that any business would want at least the hard drives back if not the whole computer to dispose of it themselves. Mr. Merrow explained that before disposing of a hard drive he would ask the owner if they would like the information on it removed or if they would like the hard drive back. The transfer station charges for computers and the town offers a hazardous waste day. Tina Vanasse commented that she was charged \$5.00 to dispose of a printer at the transfer station.

Paul White made a motion that a requirement of approval be that Mr. Merrow dispose of electronic waste properly. Andrew Plummer seconded the motion. Motion carried with all in favor.

Paul White asked if the Board has any other questions for Mr. Merrow. Desirae Lyle reminded the Board that they have not approve the application as complete yet.

Paul White made a motion to approve the application as complete. Andrew Plummer seconded the motion. Motion carried with all in favor.

Carolyn Calarese made a motion to approve the project with the condition that any electronic waste be disposed of in accordance with law. Andrew Plummer seconded the motion. Paul White asked if all fees have been paid. They have been paid to date. Motion carried with all in favor.

The Board signed the decision form at the end of the meeting. Bev Vucson will compile a decision letter for the Board to review prior to the next meeting.

Paul White closed the public hearing at 7:16 p.m.

#### **IV. Correspondence**

Desirae Lyle made the Board aware of the Zoning Board of Appeals meeting next Thursday, March 10, 2022, Thursday, March 17, 2022, Thursday March 31, 2022, Thursday, April 7 and Thursday, April 14, 2022 all at 6:00 p.m.

#### **V. Open to Public Questions**

There were no questions at this time.

#### **VI. Review of Minutes (February 8, 2022)**

Andrew Plummer made a motion to approve the February 8, 2022 meeting minutes as presented. Carolyn Calarese seconded the motion. Motion carried with all in favor.

#### **VII. Old Business**

##### **a. Site Plan Review Application – Cliff Merrow (Applicant) – Zeruah William Brown (Owner) – 804 Bridgton Road – Map 14, Lot 27C – Proposed Computer IT Business**

Mr. Merrow's application was decided during the public hearing portion of this meeting. Desirae Lyle asked for clarification on how the condition should be worded on the decision form that the Board will sign tonight.

##### **b. Site Plan Review Application – DM ROMA Consulting Engineers – Applicant -Tony Vacchiano – Map 9, Lot 18 – Land Lot – Proposed Commercial Self Storage Buildings**

Desirae Lyle reminded the Board that they have approved the application as complete.

Bev Vucson made a motion to move into substantive review for this project. Andrew Plummer seconded the motion. Motion carried with all in favor.

The Board discussed going through section 7 of the Land Use Ordinances and voting on each item again. Carolyn Calarese noted that the Board has already done this and has approved the minutes discussing this. The maintenance of the buffer was discussed. Mr. Vacchiano confirmed that the existing buffer will be maintained and if any of the buffer dies it will be replaced. Bev Vucson stated that the buffer meets the criteria of the ordinances and asked that a condition of approval be that the buffer be maintained. She also asked that a condition of approval be that the dark sky lighting be compliant per what is described in the application.

Paul White asked if the Board felt that the criteria has been met and if there is no other information that the Board feels is needed, he would entertain a motion.

Andrew Plummer made a motion to approve the project with the conditions that the buffer be maintained and that the dark sky lighting be compliant per the application. Bev Vucson seconded the motion. Motion carried with all in favor.

The Board signed the decision form at the end of the meeting. Bev Vucson will compile a decision letter for the Board to review prior to the next meeting.

#### **c. CEO Updates**

Brandon Woolley had nothing to report. Paul White mentioned that he is looking into requesting funding from the Town for an access point on the Folly Road for the Northwest River. Bev Vucson mentioned that a concern would be for ADA (Americans with Disabilities Act) compliancy. The Board also discussed if a plan would need to be submitted and approved or if DEP would need to be involved.

#### **d. Goal Setting Items**

##### **1. Discussion – Site Plan Review Application Revision**

This was discussed during the workshop portion of the meeting. Bev Vucson will update the application and send a revision out to Desirae for her unput and then to the Board for review.

##### **2. Discussion – Site Plan Review Checklist Formation**

This was discussed during the workshop portion of the meeting.

##### **3. Discussion – Scheduling Work Shops**

Andrew Plummer made a motion to hold a workshop at 6:30 p.m. prior to the next meeting (4/12/2022) to review the Draft Site Plan Review Application and Decision Letters. Carolyn Calarese seconded the motion. Motion carried with all in favor.

### **VIII. New Business**

#### **a. Pre-Application Meeting – Jacob Anderson – Map 14, Lot 24 B-1 – Land Lot – Proposed Subdivision**

Jacob and James Anderson purchased property and are here to obtain some guidance from the Board on what they will be looking for on a subdivision application. The

property is in the rural zone. They plan to divide the property into three (3) lots with the remaining land being retained by them.

It was clarified that this is a preapplication meeting, the Andersons are not ready to start the application process, but wanted to meet with the Board and gather information on what will be expected of them when they are ready to submit a sketch plan. The sketch plan that was submitted with the plans for tonight is not intended to be accepted or voted on tonight. The Board noted that the Andersons should review section 8 of the Land Use Ordinances for guidance in moving forward in the application process.

Brandon Woolley noted that he has spoken to the engineer working on this project and they are working on a topographical map with two (2) foot intervals. The next step is to submit a sketch plan application with a sketch map of the property. Also, there is a back lot that would be subject to a right-of-way. Paul White suggested that two (2) of the lots could have a shared driveway, but that wouldn't necessarily be a requirement.

## **IX. Adjournment**

Tina Vanasse made a motion to adjourn at 8:09 p.m. Andrew Plummer seconded the motion. Motion carried with all in favor.

**Respectfully Submitted,**



**Desirae Lyle**  
**Administrative Assistant/Deputy Clerk**  
**Approved at the April 12, 2022 Meeting**