

**TOWN OF SEBAGO
PLANNING BOARD MINUTES
6:00 PM
Tuesday, November 14, 2023
TOWN OFFICE BUILDING**

The Board held a workshop to discuss Planning Board Bylaws from 5:30 p.m. to 6:00 p.m. Susan Thuotte, Tina Vanasse, David Welch, and David McCarthy were present.

I. Call to Order

Susan Thuotte called the meeting to order at 6:03 p.m.

Present: David Welch, Susan Thuotte, Tina Vanasse, David McCarthy, Code Enforcement Officer Brandon Woolley, and Planning Board Executive Secretary Keisha Garnett

James Seymour, with Sebago Technics was in attendance as the Sebago Town Planner.

Guests Present: Marcy Laliberte, Annette Thomas, Brenda Merritt, Frank Merritt, Richard Merritt, April Murray, Kevin Morse, Julie Mahan Sulzinsky, Philip Lowe, Nancy Kavanaugh, Christine Powers, and Barry Powers.

II. Correspondence –

Four letters from interested parties were distributed to the Board regarding the District Boundary Line Interpretation application from Kevin and Cynthia Morse.

III. Open to Public Questions –

Richard Merritt asked if the Board should read the correspondence received into the record.

The correspondences were read in the following order:

Susan Thuotte read aloud the email received from Laura and Jeff Shafer and Nancy and Tom Kavanaugh.

Tina Vanasse read aloud the letter received from Frank and Brenda Merritt.

David McCarthy read aloud the email received from Barry and Christina Powers.

David Welch read aloud the email received from Lori Ward.

Barry Powers asked the Board about the process for changing the district of a lot. Brandon Woolley explained the process and stated that redistricting requires a town vote. Brandon read from Town of Sebago Land Use Ordinance Section 3.D.5: "Boundaries indicated as being parallel to extensions of features listed above shall be so construed. Distances not specifically indicated on the official map shall be determined by the scale of the map." He expressed that the District and Tax maps for the town do not always align with the features of the earth.

IV. Review of Minutes

- a. **October 10, 2023** – Tina Vanasse made a motion to approve the October 10, 2023, Planning Board Meeting Minutes with two grammatical corrections (see approved minutes for corrections on pages 2 and 3). David Welch seconded the motion. Motion carried with three in favor and one abstention.
- b. **April 11, 2023** – Susan Thuotte asked when the Board could expect the April meeting minutes to be completed. Keisha Garnett explained that they were not complete as regular business hours have not allowed for the time to complete the minutes. It was a lengthy meeting and requires significant detail to be included within the minutes.

David McCarthy made a motion to have the Planning Board Chair query the Selectboard regarding completion of the April meeting minutes. David Welch seconded the motion. Motion carried with all in favor.

V. Old Business

- a. **District Boundary Line Interpretation – Kevin and Cynthia Morse – Map 27, Lot 25A, Sokokis Road**

David McCarthy made a motion that the Board not make a decision due to the Board not having sufficient information. David Welch seconded the motion. Motion carried with all in favor.

- b. **CEO Updates** – None
- c. **Goal Setting Items**

- i. **Scheduling Workshop (December 12, 2023)**

David McCarthy made a motion to hold a workshop on December 12, 2023, at 5:00 p.m. David Welch seconded the motion. Motion carried with all in favor.

The board agreed to discuss the Planning Board Bylaws as the topic of the workshop.

VI. New Business

- a. **Site Plan Review – April Murray – Map 4, Lot 3-17A – 12 Valley Lane – Home Occupation: Food Preparation and Storage**

April Murray provided a brief overview of the project. She stated that she is ordering a brand-new food truck and needs to have a designated brick and mortar commercial kitchen area for the health and safety and liquor license requirements. She said she would eventually like to have one employee, the truck would not be parked at the residence, there would be no signage at the residence, and no outside storage. The residence is not a part of an association and is located on a public road. Her primary location for sales will be in Standish and she will be inquiring about waste disposal at the Standish Transfer Station, and if that is not an option, she has alternative waste disposal options. She is working with Joel Demers, a health inspector, on permitting and is aware she needs a mobile permit, catering permit, and eating and lodging permit. Potable water for the truck will be provided by her home well and will have to be tested. The septic system was installed in 2003 and has been pumped every 2-3 years.

James Seymour noted that a home occupation cannot use more than 20% of the floor area of the living space in a home. The area of the home is approximately 1,200 square feet and the proposed

area of the kitchen is 10 feet by 10 feet in the currently unfinished basement, that will add to the square footage of the overall house.

David McCarthy made a motion that a site visit was not needed. Tina Vanasse seconded the motion. Motion carried with all in favor.

The Board reviewed the Site Plan Review Approval Voting Matrix and determined that there were very few things that were relevant to the project. The project will be reviewed under Section 5.13 Home Occupations. Keisha Garnett will prepare a voting matrix for the Board with the requirements of Section 5.13 Home Occupations.

The applicant was advised that she will need to provide the Board with detailed specs and all approved licensing that she is able to obtain.

David McCarthy made a motion to have a public hearing for the application on December 12, 2023, at 6:00 p.m. David Welch seconded the motion. Motion carried with all in favor.

VII. Adjournment

Tina Vanasse made a motion to adjourn at 7:25 p.m. David Welch seconded the motion. Motion carried with all in favor.

Meeting adjourned at 7:25 p.m.

Respectfully Submitted,



Keisha Garnett
Administrative Assistant/Deputy Clerk
Approved at the December 12, 2023 Meeting