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**OGUNQUIT PLANNING BOARD MINUTES
MONDAY OCTOBER 11, 2016**

REGULAR BUSINESS MEETING

A. ROLL CALL –

Members Present: Steve Wilkos (Chair)
 Muriel Freedman
 Jackie Bevins
 Rusty Hayes
 Mark MacLeod (1st Alternate)

Members Excused: Don Simpson (Vice Chair)

Also Present: Scott Heyland, Code Enforcement Officer
 Maryann Stacy, Recording Secretary

Mr. Wilkos confirmed that all cell phones were off the table.

B. PLEDGE OF ALLEGIANCE -

C. MISSION STATEMENT – The Planning Board Mission Statement was read by Ms. Freedman

D. MINUTES - September 26, 2016 Regular Business Meeting.

**Mr. Hayes Moved to Accept the Minutes of the September 26, 2016 Meeting as Amended.
HAYES/BEVINS 4:0 (Mr. MacLeod was not a sitting member at that meeting)**

E. PUBLIC INPUT – For any matter NOT already on this Agenda.

Mr. Wilkos asked if there was anyone who wished to be heard on any matter not on this meeting's agenda. There was no one.

F. UNFINISHED BUSINESS –

- 1. FINDINGS OF FACT FOR:
GRAHANELI, LLC / MOLLY TROLLEY DEPOT — 724 MAIN STREET Map 11
Block 6 GBD2/SLC/SLR/R/RP Zones — Revised Site Plan Review for a post 1931
structure/property. Application for change of use for:**

1. Private pay parking lot with private shuttle for patrons;
2. Office for private charter service and parking lot;
3. Retail and Restaurant space.

Meeting dates: January 11, 2016

March 28, 2016

June 6, 2016 Application Found Complete

June 20, 2016 Public Hearing

August 22, 2016

September 26, 2016

Ms. Bevins Moved to Accept the Findings of Fact for GRAHANELI, LLC / MOLLY TROLLEY DEPOT — 724 Main Street - Map 11 Block 6 as Submitted. BEVINS/FREEDMAN 4:0 (Mr. MacLeod was not a sitting member for this application)

2. **PIZZA NAPOLI / BRUNO LOLA PARIS PROPERTIES LLC – 667 Main Street - Map 12 Block 19 – GBD2 – Site Plan and Design Review Application for a post 1931 structure. Application to expand prep area of existing kitchen.**

Jerry DeHart addressed the Board as the Applicant's representative. Mr. DeHart described the project as a small expansion of the existing kitchen. He noted that the building will not change in appearance because of the existing roofline.

The Board reviewed the Design Review Standards as required under Article 11.7.C of the Ogunquit Zoning Ordinance and found all requirements to be satisfied.

Mr. Wilkos asked Mr. MacLeod if he felt he has been able to familiarize himself with this application sufficiently to allow him to vote.

Mr. MacLeod responded that he attended the meeting and had reviewed the material and felt he could knowledgeably vote.

Ms. Freedman Moved to Approve Design Review for PIZZA NAPOLI / BRUNO LOLA PARIS PROPERTIES LLC – 667 Main Street -Map 12 Block 19. FREEDMAN/BEVINS 5:0 UNANIMOUS

The Board reviewed the Site Plan Review Standards as required under Section 6.7 of the Ogunquit Zoning Ordinance and found all requirements to be satisfied.

Ms. Freedman Moved to Approve Site Plan Review for PIZZA NAPOLI / BRUNO LOLA PARIS PROPERTIES LLC – 667 Main Street -Map 12 Block 19. FREEDMAN/BEVINS 5:0 UNANIMOUS

G. **NEW BUSINESS** – None

H. **CODE ENFORCEMENT OFFICER BUSINESS** – None

I. **OTHER BUSINESS** –

Discussion regarding upcoming workshop topics.

The Board agreed that due to a lack of business, the October 24, 2016 Planning Board Meeting would be cancelled, and that the Ogunquit Residents' Alliance (ORA) Planning Board Workshop scheduled for that night would be postponed to the next regularly scheduled Planning Board Meeting on November 14, 2016 at 4:30 p.m.

The Board discussed, created, and prioritized a list of upcoming workshops.

The Board agreed that the next workshop with the ORA would be a continued discussion, continuing with the last meeting's agenda.

The Board next discussed topics for upcoming workshops.

Mr. Hayes would like a workshop to discuss refining the language regarding traffic studies.

Ms. Bevins would like a workshop to discuss outside lighting particularly strings of lights being used year round.

Mr. Heyland noted that there are many different types of strings of lights. He referenced outdoor strings of lights placed under canopies to provide lighting for diners.

Ms. Freedman would like a workshop to discuss the outside display of goods for sale, particularly items placed on open doors. She agreed that strings of lights need to be discussed.

Mr. MacLeod suggested that after the November 2016 Town Meeting there may be things the Planning Board will need to look at. He also noted that the Comprehensive Plan Survey is almost complete and it may provide information which the Board could discuss.

Ms. Bevins asked for a workshop to discuss fines for those individuals who flaunt ordinance violations after they have been notified by the Code Enforcement Officer.

Mr. Heyland agreed that it is sometimes difficult to enforce the Ordinance with those individuals who refuse to comply. He noted that some towns use a ticket system, similar to tickets issued by the police.

Mr. Hayes added that the Board also needs to discuss the issue of weekly home rentals, particularly with regard to safety issues.

Mr. Heyland stated that as of now anyone who rents a single family home must obtain a business registration. This year the Town received 60 to 70 registrations out of approximately 200 properties known to be rented.

Mr. Hayes asked if life safety issues should be under the jurisdiction of the Fire Department.

Mr. Heyland responded that currently there is no language regarding inspections. The only requirement is the seven day minimum rental timeframe. He noted that the City of Rockland is

the most aggressive with weekly rentals; also Old Orchard Beach requires yearly inspections for weekly home rentals. He noted that for Ogunquit to inspect every weekly home rental there is the question of liability to the Town, it would also require additional staff. He agreed that there are issues around weekly home rentals which need discussion.

Ms. Freedman suggested the Town post a list of all those weekly home rentals which are in compliance with life safety requirements and Town registrations.

The Board prioritized the upcoming workshops as follows:

ORA workshop on November 14, 2016 to discuss Article 11 – Design Review and CAD drawings.

Ms. Northrop reiterated that the ORA would like to review the previous workshop’s discussion to firm up all the loose ends.

Mr. Heyland stated that he is still looking into putting the applications online. He noted that it is a difficult system to set up and it may take some time. He summarized that the ORA wants to discuss CAD drawings and the level of detail and information they contain.

- * Traffic Studies with inclusion of traffic counts;
- * Outside lighting; *These three topics to be discussed at a single workshop.*
- * Outside sales.

*Single Family Home Weekly Rentals: enforcement for noncompliance, life safety inspections to be taken over by the Fire Department.

* Procedures for fines to enforce continued Code violations.

The Board agreed to set the dates for these future workshop after the November ORA workshop.

J. ADJOURNMENT -

Ms. Bevins Moved to Adjourn at 6:50 p.m.
BEVINS/MACLEOD 5:0 UNANIMOUS

Respectfully Submitted

Maryann Stacy

Maryann Stacy

Recording Secretary

Approved as Submitted on November 12, 2016