



Town of Ogunquit  
Planning Board  
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**OGUNQUIT PLANNING BOARD  
REGULAR BUSINESS MEETING  
MINUTES  
AUGUST 10, 2020  
ONLINE VIA ZOOM**

**A. ROLL CALL –**

Members Present: Steve Wilkos (Chair)  
Mark MacLeod (Vice-Chair)  
Priscilla Botsford  
Bob Whitelaw  
Elaine Cooper

Members Excused: Jackie Bevins

Also Present: Scott Heyland, Code Enforcement Officer

Mr. Wilkos opened the meeting by presenting Muriel Freedman with a gift of gratitude for her over twenty years of service on the Planning Board. Mr. Wilkos noted that Ms. Freedman has never missed a meeting. She has been a diligent, hard working, detailed member who has been fair to all applicants, respectful to everyone; and she will be greatly missed.

Town of Ogunquit Select Board Chairman Heath Ouellette presented Ms. Freedman with a plaque also thanking her for serving at over 500 Planning Board meetings, Site Visits, Workshops, and other Planning Board events. He added that she has been an incomparable member of this board and her absence will be keenly felt.

Mr. MacLeod also expressed his gratitude for Ms. Freedman's service; and how much he personally will miss her.

Mr. Wilkos noted that for each motion voted on during this meeting Board Members would vote yea or nea verbally.

**Mr. MacLeod Moved to excuse Ms. Bevins.  
MACLEOD/BOTSFORD 4:0 UNANIMOUS**

Mr. Wilkos noted that due to Ms. Bevins absence Ms. Cooper would be moved to full voting member status for the duration of this meeting.

## **A.1 ELECTION OF OFFICERS**

**Mr. MacLeod Moved to Elect Mr. Wilkos as Chair.  
MACLEOD/BOTSFORD 5:0 UNANIMOUS**

**Mr. Whitelaw Moved to Elect Mr. MacLeod as Vicechair.  
WHITELAW/COOPER 5:0 UNANIMOUS**

## **B. PLEDGE OF ALLEGIANCE –**

**C. MISSION STATEMENT –** The Mission Statement was read by Mr. MacLeod.

## **D. MINUTES – June 22, 2020**

**Mr. MacLeod Moved to accept the Minutes of the June 22, 2020 Meeting as submitted.  
MACLEOD/BOTSFORD 3:0 (Ms. Cooper attempted, and was unable, to connect to the  
ZOOM Meeting. Mr. Whitelaw was not a standing board member at the June 22, 2020  
Meeting.).**

Mr. Wilkos called for a moment of silence to remember Planning Board Member Brian Aromando who passed away on July 18,2020. Mr. Wilkos stated that “Brian was a dedicated Planning Board Member who always worked to achieve the best outcome for both the applicant and the Town of Ogunquit. He was articulate, intelligent, passionate, thoughtful, and transparent. I learned a lot from Brian; Brian loved the Town of Ogunquit and we in turn loved Brian. Our thoughts and prayers are with his wife Whitney, his daughters Malory and Daisy whom he adored and lived for, his mom, the rest of his family, and his dog Piper. We will miss you Brian.”

## **E. PUBLIC INPUT –** For any matter not on this agenda.

Mr. Wilkos asked if there was anyone who wanted to address the Board on any matter not on this meeting’s agenda. There was no one.

Ms. Botsford asked to address the Board as a member of the public. Ms. Botsford outlined her qualifications to serve on this Board. She informed the Board that she was recently accosted by a local person who was unhappy about the way she (Ms. Botsford) handled his application during a Planning Board Review. This person’s words and demeanor were inappropriate, and she felt threatened. This incident was followed up by social media posts calling for her to be removed from the Board. Ms. Botsford provided the Board with a rundown of her education and work history which all make her very qualified to serve on the Planning Board. That being said, she no longer believes that she can continue to expose her children and family to the bullying tactics which she says have been directed at her. Effective immediately she is resigning from the Planning Board.

Mr. Wilkos and the other Board members expressed disappointment in her leaving the Board and Mr. Wilkos asked her to reconsider.

Ms. Botsford declined to reconsider, she reiterated her intention to resign as of this meeting; and she logged out of the ZOOM meeting.

F. **UNFINISHED BUSINESS** – None

G. **NEW BUSINESS** –

1. **RANEY TROMBLEE / BIG DADDY’S ICE CREAM – 478 Main Street - Map 8 Block 9 – GBD2 – Design Review Application for a post 1930 structure. Application to add one additional customer entry door.**

Mr. Tromblee informed the Board that he wants to install a second door for the protection of his patrons because of COVID concerns. The new door will be identical in appearance to the existing door. The existing door will be used for entry to the store and the new door on the right will be used for patrons to exit the store. This will improve customer traffic flow and prevent patrons from having to squeeze by each other as they try to enter and leave through the same single door. He noted that an additional feature will increase the separation: each door will open towards the other, thus there will be a layer of glass between patrons entering and patrons leaving the store.

Mr. Tromblee agreed to install signage directing people which door to pass through; and he also agreed to install a divider on the stairs to keep people from passing too closely to each other as they go up and down.

At this time the Board reviewed the Design Review Submissions Checklist and found that all required items had been submitted.

**Mr. Whitelaw Moved to find the application complete.  
WHITELAW/MACLEOD 4:0 UNANIMOUS**

Mr. Wilkos polled the Board asking if the members felt a Site Visit and/or Public Hearing were needed.

The Board unanimously agreed that neither a Site Visit nor Public Hearing would be needed for this application.

At this time the Board reviewed the Design Review Approval Checklist regarding Article 11.7.C of the Ogunquit Zoning Ordinance:

Does this review involve a structure built prior to December 31, 1930?

The Board unanimously agreed that it did not.

Scale of Building – Is the scale of the building visually compatible with the site and neighborhood as to the relationship of the open spaces around it and the size of doors/windows/porches/balconies?

The Board unanimously agreed that it is, because the new door will be identical in size and design to the existing door.

Height – Is the height of the building visually compatible with the heights of the buildings in the neighborhood?

The Board unanimously agreed that this standard is not applicable because there will be no change to the height of the building.

Proportion of Front Façade – Is the relationship of the width to the height of the front façade visually compatible with that of its neighbors?

The Board unanimously agreed that this standard is not applicable because there will be no change to the width or height of the front façade.

Relationship of Solids to Voids in Front Façade – Is the pattern of solids and voids in the front façade visually compatible with that of its neighbors?

The Board unanimously agreed that it is because, the addition of the new door is a minimal change; and because of the existence of a vegetative buffer.

Proportions of Openings Within the Facility – Is the relationship of the height of windows and doors to their width visually compatible with the architectural style of the building and with that of its neighbors?

The Board unanimously agreed that it is, because the new door is the same width as the existing door and as the window the new door will be replacing; and because the use of two doors like this is similar to other 1960's ranch style structures in the area.

Roof Shapes – Is the shape and proportion of the roof visually compatible with the architectural style of the building and with those of neighboring buildings?

The Board unanimously agreed that this standard is not applicable because there will be no change to the shape of the roof.

Relationship of Façade Materials – Are the facades of a building, particularly the front façade, visually compatible with those of other buildings around it?

The Board unanimously agreed that this standard is not applicable because there will be no change to the façade material.

Relationship of Spaces to Buildings on the Street – Has the rhythm of spaces to buildings been considered when determining visual compatibility, whether it is between buildings or between a building and the street?

The Board unanimously agreed that this standard is not applicable because there will be no change to any relationship between the subject building and the street or its neighbors.

Site Features – Is the size, placement, and materials of walls, fences, signs, driveways, and parking areas visually compatible with the building and neighboring buildings?

The Board unanimously agreed that this standard is not applicable because there will be no change to any site features.

Architectural, Historical or Neighborhood Significance – Have the construction, reconstruction, maintenance, or moving of pre-1931 buildings been done in a manner which is visually compatible with the architectural, historical or neighborhood significance of buildings existing in 1930.

The Board unanimously agreed that this standard is not applicable because there will be no changes to the overall appearance of this building.

Does the Planning Board desire an irrevocable letter of credit or performance bond prior to the issuance of a Building Permit?

The Board unanimously agreed that it does not.

**Mr. Macleod Moved to Approve the Design Review Application for RANEY TROMBLEE / BIG DADDY’S ICE CREAM – 478 Main Street - Map 8 Block 9 – GBD2 – Design Review Application for a post 1930 structure. Application to add one additional customer entry door.**

**MACLEOD/COOPER 4:0 UNANIMOUS**

**H. CODE ENFORCEMENT OFFICER BUSINESS –**

**1. Flood Plain Management Ordinance Amendments.**

Mr. Heyland summarized that in the spring of 2020 staff from the Maine Floodplain Management Program offered to review the Town of Ogunquit’s Floodplain Management Ordinance which regulates all activities within areas of Special Flood Hazard. The last update was February 9, 2009. He noted that this is not a mandatory update but includes suggested updates.

Generally, the amendments contain updated dates and references as well as updates to the definition sections.

Mr. Heyland noted that Ogunquit was the first town in the State to accept this offer for review.

Mr. Heyland and the Board reviewed each of the proposed changes one by one.

The Board suggested several scrivener’s type corrections.

**Mr. Macleod Moved to schedule a Public Hearing to take place on August 24, 2020 at 6:00 p.m.**

**MACLEOD/COOPER 4:0 UNANIMOUS**

**I. OTHER BUSINESS –**

**1. Planning Board By-Law Discussion regarding public correspondence; and alternate board member participation.**

Mr. Wilkos summarized that a resident suggested that the Maine Municipal Guidelines suggest that alternate board members may not participate in the Board’s discussion leading up to a vote.

Mr. Wilkos referred to Section 2.4.1 of the Planning Board By-Laws which states that:

*“An alternate Member shall attend all Meetings and participate in the proceedings, but may vote only when designated by the Chair to sit for a full Member. Alternate Members shall be designated to vote on an alternating basis.”*

Following discussion the Board unanimously agreed that the current language in the Planning Board By-Laws clearly states that alternate board members are permitted to participate in all Planning Board activities with the exception of voting; and no changes to the By-Law are necessary to confirm this.

**Mr. MacLeod Moved to retain the Ogunquit Planning Board By-Laws Section 2.4.1 which allows Alternate Board Members to participate in all Planning Board activities, discussion, and deliberations with the exception of voting.**

**MACLEOD/COOPER 4:0 UNANIMOUS**

Mr. MacLeod asked if the Board wants to hold a workshop regarding the issue of illegal parking of delivery trucks. He asked if this subject is within the purview of the Planning Board or if it falls under The Municipal Code.

Mr. Heyland responded that this topic falls under Title V and is under the jurisdiction of the Select Board.

It was recommended that the Planning Board would send a memo to the Select Board suggesting the topic of Loading Zones and illegal delivery truck parking throughout the Town. It was agreed that a memo would be sent and that the Planning Board would offer to participate jointly in such a workshop.

Mr. Wilkos again expressed his disappointment with Ms. Botsford’s resignation.

**J. ADJOURNMENT –**

**Ms. Cooper Moved to Adjourn at 7:25 p.m.**

**COOPER/MACLEOD 4:0 UNANIMOUS**

Respectfully Submitted

*Maryann Stacy*

Maryann Stacy

Town of Ogunquit

Planning Board Recording Secretary

ACCEPTED ON AUGUST 24, 2020

Notes:

- *These minutes are not a transcript.*

- *Copies of all referenced documents will be maintained in the Application packet on file with the Land Use Office.*
- *All Planning Board meetings are video archived, and may be viewed for one year after the meeting date, on the Town of Ogunquit's website at [www.townofogunquit.org](http://www.townofogunquit.org).*

*Approved on August 10, 2020*