

NORTH HAVEN PLANNING BOARD

Minutes

October 13, 2021 5:00 PM

Town Office

Present: Pat Curtis, Jeff Crawford, Melissa Lattimer, Jamien Shields, Zeb Campbell (by conference call), Tammy Brown (Associate CEO) , Faye Grant, (CEO)

Guests: Rick Lattimer (Town Administrator)

1. Call to Order 5:05pm

2. Approve Minutes of September 8, 2021

Jeff made a motion to approve the minutes of September 8, 2021. Seconded by Melissa. Approved 5-0.

3. CEO Report

Code Enforcement Officer: Faye T. Grant

New Permits Issued:

33/2021 **Kyle Moller**
Map 15 Lot 06A
Shoreland District
RE: Garage

34/2021 **Angie Ruffolo**
Map 32 Lot 02
Village District
RE: Addition

Pending Permits:

Josephine Bush – Map 11 Lot 8B Shoreland District Addition

Need to do a site visit to determine the current bedroom count and compare to Subsurface Wastewater Disposal System Application we have on file at the Town Office is for 3 bedrooms in the main house and 2 for the bunkhouse.

Site visit today with Faye, Roman and Tammy found that the existing system needs to be expanded or a new system put in place before the addition can be added. Currently the barn has one bedroom, the main house has 3 bedrooms, the cottage has one bedroom and the small building by shore has one bedroom.

Roman said he will have Joe Labranche work on system design before starting the new addition.

J.J & J. B Realty Trust (Jon Bush Turner Farm)– Map 05 Lot 04-4 Shoreland District New Barn with apartment. Site visit done on October 7, 2021 interior and exterior with caretaker Jonathan Demmons. Barn location is located on top of high-tension wires that are located underground, Faye contacted Dig Safe and the building location will have to be moved due to the high-tension wire. They have exceeded the bedroom count for the Subsurface Wastewater Disposal System Application we have on file at the Town Office, so they will have to either add on to the existing system or have a separate system designed for the new barn.

Meeting with Faye, Roman and Tammy regarding the New Barn location and the conversations between Faye, Dig Safe and Fox Island Electric. She also discussed the current septic system and the number of bedrooms currently in the house. They are beyond the current WasteWater Disposal System.

Patti & Ben Sparhawk - Map 26 Lot 06B Rural District New Home and three Garages: Waiting on Subsurface Wastewater Disposal System Application

Have been granted an easement through Bill Parkerton's property for access to their lot.

Site visit done today with Ben Sparhawk, Faye, Tammy to walk the new driveway and discuss the placement of the new house. They also discussed the setbacks from any wetlands.

RE: Walker's property on Wooster Cove, they have added a new deck and pool without permits. A penalty will be assessed once permits come in.

Follow Up Items:

Met with Grayson Demmons to discuss setting the tiny home back further on the lot therefore meeting the road setback that is required. Need a permit application on file for this tiny home.

Met with Adam Campbell regarding the removal of the yurt placed along the shore of the Salt Pond on Middle Road. Faye did a second site visit on October 7, 2021 and Yurt is still in place. Faye left a message for Adam to call her and he has not called her back. She will follow up on this matter.

Faye first met with Adam September 24th. If yurt is not removed by 10/24/21, he will be sent a notice of violation with a fine per day, amount TBD.

Met with Foy Brown regarding a wharf at the James & Kathleen Solberg property located on 145 Ames Pont Road to discuss the placement of the wharf they intend on building. This is dependent on whether they would build a permanent wharf or keep their temporary set up. They will need to go through proper permitting for a permanent wharf.

Other Discussion:

Jason and Tamera Burns property Middle Road

The majority of this lot falls within the Fresh Pond Watershed, which is very restrictive.

Update RE: Brown's tiny houses. They will be disassembling one of them. Faye has informed them of violations and will follow up.

Question RE: Turnip Island. New building is very close to shore. They have a permit to enclose the porch, but there needs to be follow up on whether new bedrooms are being put in and/or whether there has been expansion that brings the structure closer to the shore.

Question RE: New wharf at Cobb's on Crabtree Point. Does the Planning Board need to approve the approach to the wharf that is being built to access the float?

4. Update: LUO Draft Document

Rick proposed the following timeline for enacting a new LUO and SZO.

Land-Use Ordinance & Shoreland Zone Ordinance Enactment Timeline

- 14-27 Oct: **Preliminary Work**
- Market research and RFP development (Rick)
 - Develop concepts for SZO (PB, SB, Tammy, Faye, Rick)
- 27 Oct: **Joint Workshop – PB & SB (with attorney?)**
- LUO – Summarize concepts and discuss with SB
 - SZO – Approve concepts to send to contractor & DEP
- 28 Oct: **Issue RFP for SZO drafting** (Rick)

- 22 Nov: **RFP due (Contractors)**
- 23-30 Nov: **Evaluate proposals (Team)**
- 1 Dec: **Award contract (SB)**
- 17 Dec: **SZO draft due (Contractor)**
- 17-31 Dec: **Review and comment on draft SZO (PB, SB, Rick)**
- 5 Jan: **Joint Meeting – PB and SB**
 - Send SZO comments to contractor
 - Approve final LUO
- 14 Jan: **Revised SZO draft due from contractor**
- 19 Jan: **Finalize SZO (PB)**
- 29 Jan: **Public hearing on both ordinances**
- 31 Jan-9 Feb: **Revise ordinances if appropriate (PB)**
- 19 Feb: **Special Town meeting**

Coordinate with DEP along the way.

Rick will discuss this timeline with the town’s attorney, Phil Saucier, to determine whether it is feasible. Getting the DEP involved in the SZO process should happen as soon as possible to ensure that we are able to adhere to this time table. Rick has confirmed that there are contractors available to draft language for both ordinances.

a. Set Public Meetings Dates

Jamien made a motion to accept the Land Use Ordinance and Shoreland Zone Ordinance Enactment Timeline, as proposed by Rick. Seconded by Jeff. Approved 5-0

5. Review Shoreland Zoning Ordinance(s)

The Planning Board will review this at the next workshop on Tuesday, October 19th. Jeff shared via email the draft SZO that the Planning Board had created a few years back, prior to starting work on the LUO draft. Tammy has shared via email the new Chapter 1000 SZO enacted

by the state, along with a document comparing our current SZO with the state's new SZO. The Planning Board will review all of these documents prior to the 10/19/21 workshop.

6. Other Business

None.

7. Ordinance Workshop Date

The next Planning Board workshop is scheduled for Tuesday, October 19

8. Reminder: Next Meeting Date: November 10, 2021

9. Adjourn

Jeff made a motion to adjourn at 5:59pm. Seconded by Melissa. Approved 5-0.

Respectfully submitted,
Jamien Shields