

**ITEM 1 - ROLL CALL**

Present: Jeff Duncan - Acting Chairman, Dennis Lentz, Melissa Horner – Alternate, and Christine Bennett – Alternate.

Also present: Kate Pelletier, Planning Assistant.

Absent: Larry Bouchard (excused), Greg Whalen (excused).

Voting members: Jeff Duncan, Dennis Lentz, Melissa Horner – Alternate, and Christine Bennett – Alternate.

**ITEM 2 – PLEDGE OF ALLEGIANCE**

**ITEM 3 – MOMENT OF SILENCE**

**ITEM 4 – REVIEW AND APPROVE MINUTES, AS NEEDED**

No minutes were reviewed.

**ITEM 5 – REVIEW “NOTICE OF DECISION” LETTERS, AS NEEDED**

**Teske – Day Nursery (PB17-15)**

It was agreed that this would be reviewed at the next meeting.

Ms. Bennett asked why this notice was already signed.

Ms. Pelletier said that she must have signed it as she was waiting for the meeting to start; that the applicant has not received it yet and we will just put it on for next time.

**Sea Dog Realty – Amended Site plan (PB16-11)**

This was not reviewed.

**ITEM 6 – PUBLIC APPLICATIONS OR PLANNING BOARD BUSINESS TO BE CONSIDERED**

**A. 10-minute public input session.**

Ms. (Michele) Meyer, Odiome Lane, said that she recalled at the October 3 meeting that the Teske Letter of Decision was not ready; that there was a comment that Ms. Teske had asked for the letter and Ms. Pelletier had indicated that she just didn't have it; that it was not ready. She added that she was just a little bit confused that a letter could be dated and signed at a meeting where it wasn't ready to be reviewed.

Mr. Duncan said that he thinks Ms. Pelletier has already addressed that; that it was in error and has not been issued; that it will be reviewed at the next meeting.

**B. Request for Planning Board Action to amend a previously-approved Subdivision/Site Plan (PB06-7) by constructing a 40'X120' storage building to provide additional storage space for the residents of Cole Brown Estates Mobile Home Park. Applicant is Russell Sylvester (mailing address: 40 Caslyn Drive, Eliot, Maine 03903). Owner is B&RH Associates, Inc. (mailing address: 40 Caslyn Drive, Eliot, Maine 03903). Property can be identified as Map 16/Lots 12& 13 and is located in the Suburban Zoning District. (PB17-18)**

**Received: September 9, 2017**

**1<sup>st</sup> Heard: October 17, 2017**

**Public Hearing: N/A**

**2<sup>nd</sup> Hearing: \_\_\_\_\_, 2017**

**Site Walk: \_\_\_\_\_, 2017**

**Approval: \_\_\_\_\_, 2017**

Mr. (Russell) Sylvester was present for this application.

Mr. Sylvester said that when the PB looked at this in 2006 the ordinance then read that there should be 300 square feet of enclosed storage space for each site. He added that when we designed this park we did not include sheds, we included garages on each of these homes; that, subsequently, we find that these 2-car garages (24X24) don't leave sufficient space for people to store their items they find necessary to keep. He said that he is offering this to give them additional storage space without cluttering the yard; that there's really no place to add additional buildings because the layouts were designed to fit in close quarters. He added that he thinks his calculations are in error; that he should have asked for 40'X140' to give each person sufficient square footage remaining above what they have in their garage.

Mr. Duncan asked him if he was asking for a different building configuration than his application shows.

Mr. Sylvester said that, basically, if we moved forward with approval of the 120', he'd be short-falled; that the extra 20' is what he really needs to do. He apologized that he only realized it late today or he would have made the correction prior to this meeting.

Mr. Duncan clarified that the 40'X120' mini-storage proposed should be 40'X140'.

Mr. Sylvester agreed.

Mr. Duncan asked Ms. Pelletier if the only direction we can go is west, as they are talking about a 50-foot setback.

Ms. Pelletier said that she thinks that's up to Mr. Sylvester to tell us where he wants it.

Mr. Sylvester said that he measured setbacks and there is sufficient room for the 40'X120' and there's certainly room for the 40'X140'; that, in fact, he thinks there's about 80 feet left, which would allow vehicles to drive around the building for access.

Mr. Sylvester showed the particular area being discussed on the plan for clarification.

Ms. Bennett said that originally, on the 2006 approval, he was proposing to put the storage behind the clubhouse, asking if there is a reason why he is not going to do that anymore.

Mr. Sylvester said that there was insufficient room; that the building currently there is the clubhouse, and there's not much left.

Ms. Bennett asked if the clubhouse became larger.

Mr. Sylvester said that it did; that these original configurations were only for illustrative purposes and this building is actually configured more like 'this' building so he could get a little more building in for the people to use, and it does have a small garage at the side for our storage.

Mr. Duncan said that what the applicant is talking about is moving the storage area to what is called on the Layout Plan the 'common area'.

Mr. Sylvester said that that was correct; that we are currently using that for things like camping trailers, additional vehicles, and boat trailers; that there is a lot of room back there and it's just a matter of configuring the building so it meets the setbacks appropriately.

Mr. Duncan asked if what was shown on 'this' drawing as 'proposed trail' is actually vehicle accessible.

Mr. Sylvester said yes.

Mr. Lentz asked about the design of the proposed building.

Mr. Sylvester said that what he envisioned was something like commercial storage, like we have on Route 236 in several locations, divided into cubicles or individual units with walls and a separate door for people's individual use.

Mr. Lentz asked if it would be a one-story, standard frame.

Mr. Sylvester said yes; that it might have a pitched roof but he hasn't done a grand amount of research yet.

Mr. Lentz said that a concern would be the actual location (of the building) to the wetland and how we're really going to fit that in there.

Mr. Sylvester asked if his concern was encroachment of the wetland.

Mr. Lentz said yes, will it fit in there with the right setbacks from the wetland.

Mr. Sylvester said that there is a delineated wetland on two sides of that area.

Ms. Pelletier clarified that it is not Shoreland Zone, as it is not large enough to meet that requirement, and it isn't wet; that there's no municipal setback to it. She added that he's going to have to ask DEP if it's okay with them for this to happen; that they may have their own requirements he needs to meet but there's nothing in the Town ordinance.

Ms. Bennett said that, if she's correct, the applicant has DEP/ACE approval for the crossings of the wetland in 2006, and for 'this' layout.

Mr. Sylvester agreed, saying that those were conditions of approval.

Ms. Bennett said that one of the notes (#12) on the recorded survey states: "Open space shall be open space park area for picnic tables and foot traffic." She asked if it was correct that the applicant was asking the PB to override that condition and put in a storage unit instead.

Mr. Sylvester said that he doesn't know if he is; that he's not sure that he's clear on the difference, if any, between 'common' and 'open' area.

Ms. Bennett understood, saying that that is delineated on the plan and this plan is part of his prior approval.

Mr. Sylvester said that if he had to put this in perspective, we're switching a little bit, putting a little bit of the storage that was originally approved, by the clubhouse out back, finding out we need more to meet our needs, and that open area that was reserved for outside recreation back over to the clubhouse, which there is enough room for picnic areas and gatherings, etc.; so, it's kind of a swap of land, one for the other. He added that he doesn't know that we doing more in one area than another; that that's basically what it is.

Mr. Duncan said that the note specifically states "open space", which could be almost anything, but it does specifically state "open space shall be open space park area for picnic tables and foot traffic"; that one reading of that says everything that's not wetland in that one lot could be reserved for that and he isn't sure he knows another reading of that. He asked if anyone on the PB had any thoughts on that footnote.

Mr. Lentz said only what he reads there.

Mr. Duncan asked Mr. Lentz if he interpreted that to be that whole common area; that he guessed common area is sort of designated as something that's got setbacks, if he reads that dashed line correctly.

Mr. Lentz said that he thinks so.

Mr. Duncan asked if, on the other hand, it's the whole lot that's highlighted in yellow on the 2006 drawing.

Mr. Lentz said that it seems to him it's the common area; that that's the way he reads it.

Ms. Bennett said that she's not sure this provides clarity or confuses the matter any more; that in reading the prior approval for this subdivision, it was approved as a mobile home park, so, she's assuming at some point between the document you received and today you came before this Board and asked for conversion from a mobile home park to a manufactured home.

Ms. Pelletier said that they were the same thing under the ordinances; that there is no conversion and what he built meets our definition for mobile home park, even though they're manufactured homes; that they did meet the definition, he didn't change anything in the meantime; that it was his note that he put on the plan and there really isn't a reason why he can't change that; that there's nothing in the ordinance that requires a certain amount of open space for mobile home parks, a certain amount of common area, either.

Ms. Bennett said that there is a section that says 'conversion to another use' within the mobile home ordinance.

Ms. Pelletier said that it's not, though; it's not a conversion to another use, nothing is changing about the use; that he's just adding some storage for the existing residents; that it's still a mobile home park.

Ms. Bennett asked even though they're not mobile homes.

Ms. Pelletier said that they are, according to our definition, and the PB agreed with that in 2006.

Ms. Bennett said that she was curious why the decision letter said it was a mobile home park if it was an actual manufactured home.

Ms. Pelletier said that that was because that's what we call them; that we don't have a manufactured home park.

Ms. Bennett said that she guessed that didn't bring up the issue but, under the same section of the code it does discuss setting aside space for open space and common areas within a mobile home park. She added to go back to this is a mobile home park, with manufactured housing, let's go back to that piece of it; so, §41-281 says, "*Open space requirements for lots served by public sewer are as follows: (1) Open space suitability. At least 50 percent of the required open space shall consist of land that is suitable for active recreation or storage. (2) Developed open space. All developed open space shall*

*be designed and landscaped for the use and enjoyment of the park residents and shall be maintained for their longterm use. Plans for these areas shall be submitted by the developer. (3) Undeveloped open space. To the maximum extent possible, undeveloped open space shall be left in its natural state. Improvements to make trails for walking and jogging or to make picnic areas are permitted. (4) Open space ownership. The developer shall submit, as part of his application, a copy of that portion of the proposed park rules and a plan which specify how the open space is to be used and maintained and what conditions are to apply to its use. The plan shall specify the areas to be dedicated to open space, recreation and storage.”* She said that she believes he did all of those things in 2006; that he designated what was going to remain open and in a natural state and what was going to be built up as a common use area and what was going to be storage. She added that the question, here, is whether or not we want to modify that to remove the natural areas and create a building.

Mr. Sylvester clarified that the spirit of what he has put before the PB is to interchange one thing for another and to try to fulfill as many of the requirements as we possibly can; that we’re short on storage space with a long open area and undeveloped land; that that area back there that is ‘common’ – again, he doesn’t know the difference between ‘common’ and ‘open’ or if there is a definable difference between the two – and that land is open and has a 50-foot buffer of trees around it, which is nice especially this time of year with the color change and is being used partially for storage and can be used partially as a picnic area. He added not where the clubhouse is, which is originally designated storage; that there’ll be no storage on that area- that’s all left open or, if you will, common space.

Mr. Lentz asked if, since 2006, has anything been developed in this ‘common area’ that we’re talking about – grass, picnic tables, beautiful trees, shrubs, walkways – have we done any of that.

Mr. Sylvester said that, around the clubhouse, we’ve waited until we were able to have breathing room; that there’s two ingredients that put that clubhouse forward – financial ability and enough time on the schedule; that since the spring of 2014 we’ve put in 32 homes and it’s been non-stop. He added that he would have loved to have had that clubhouse in three years ago for the people to use and enjoy but part of that clubhouse is the development of the outside – a deck, a picnic area, the grill, and that type of thing. He reiterated that he was trying to substitute one for the other, just in different locales.

Ms. Pelletier said that, to Ms. Bennett’s point, §41-220 says, “*Open space. The planning board may require the subdivider to provide up to ten percent of the total area for open space and other public sites.*”, but they did not choose to exercise that option; that we cannot then apply the ‘open space’ requirements because it was not required of this subdivision.

Mr. Duncan asked if we were not considering this one lot in the northeast corner to be ‘open space’, common open space.

Ms. Pelletier said that it says 'common area' and does not say it's 'open space'; that it was his choice to do that and not a requirement of the PB, so, he's not under those restrictions, or he wasn't at the time, because the PB chose not to require him to have open space.

Ms. Bennett said that he recorded a deed at the York County Registry of Deeds that indicated he would treat that area as such.

Ms. Pelletier said that he has every right to change that; that it's his park.

Mr. Sylvester asked if he might suggest that the label 'common area' he doesn't think would be better off served but for storage space for everybody to use in common.

Ms. Horner said that she agreed with Ms. Pelletier and the applicant that he's not changing the use; that the use is 'common space'; that Ms. Bennett read the ordinance that says space or storage. She added that she thinks, personally, we've spent enough time on this; that she's much more concerned about the drawing for the next time, like the actual road, with the setbacks from how far away the wetland is, if there's going to be pavement around the storage area, feedback from the Fire Marshall, all that kind of stuff, reiterating setbacks on the road because she is assuming that people are going to be driving out there.

Mr. Sylvester said that he has no intent to pave anything back there; that it will be a gravel surface that will absorb water; that it's not a commercial facility but just for the residents.

Ms. Horner asked if he was going to be digging, moving earth.

Mr. Sylvester said that we will have to prepare a pad for that building but silt fences is a common denominator in that type of thing.

Ms. Horner asked if the Fire Marshall had to sign off; that she didn't know if that was a concern.

Ms. Pelletier said yes, if it's over 3,000 square feet.

Ms. Horner said that it would be 5,600 square feet with the new building.

Ms. Pelletier said that it does need to go to them for review, even though they may not have any requirements; that 3,000 is the threshold according to the Fire Chief.

Ms. Horner said that the setbacks of the wetland from the DEP should be on the next plan; that she would like to see them or have them be a condition of approval. She asked if the trail that's crossing the wetland proposed or is that there.

Mr. Sylvester said that it was proposed and it was built.

Ms. Horner asked if a car could go over it.

Mr. Sylvester said yes. He added that it is his understanding that there are no setbacks to those wetlands for building because they're not significant.

Ms. Pelletier said not for the Town, that's correct.

Mr. Sylvester said that he doesn't plan to build up on the corner of them; that he plans to be off them and down on the plain field.

Ms. Horner said that, like the applicant said in the spirit of 'common area', there's not much more common you can get; that it's his lot, he wants to put up a building, that's what he's here to do.

Mr. Duncan asked Ms. Pelletier, in the 2006 drawing, if she knew what created the dashed line, other than rear and side setbacks that surrounds the area called 'common area'.

Ms. Pelletier said that she doesn't.

Mr. Sylvester said that we had to satisfy the requirements of the DEP, the Town and various other agencies, those wetlands needed to be delineated; that his understanding that it was done with GPS and put on this site plan.

Mr. Duncan clarified that we are questioning the delineation of the wetland. He said that the area on the 2006 plan that is labeled 'common area' appears to have bounds to it that is shown as a dashed line; that two of those bounds are setbacks off the rear and side property lines and the remained of it seems to be setback off the wetland; that he's just asking if anybody that was involved with the decision in 2006 recalls what established that irregular line set back off the wetland.

Mr. Sylvester said that he believes that that was a misconception on the part of his engineer who thought all wetlands needed a 20-foot setback to everything and, in fact, they do not. He showed the PB on the plan what he was discussing, adding that the 50 feet on the side and rear is a buffer and can't disturb that, it's in its natural state.

Mr. Duncan asked Ms. Bennett if she had anything further, at this point.

Ms. Bennett said that she would like to see an actual site plan that indicates the existing conditions that the applicant has today, where the clubhouse is, where you're proposing to move the 'common area', and where you're proposing to put the storage units. She added that she'd like all of those on a scaled drawing, ideally using this recorded survey from 2006. She clarified that she wanted an 'as built' on the one piece (highlighted area); that he didn't have to do all the other units. She said that the drawing he submitted is far from adequate; that it is something that needs to have a scale and shows the entire parcel, reiterating that it isn't adequate, in her estimation, for a change of use in an



approved subdivision. She added that he has engineered drawings and he can modify and engineered drawing.

Ms. Horner said that he's not changing the use.

Mr. Duncan said that he's adding to the approved use; that that's what he'd like to do.

There was further discussion to clarify what to show and how to show it.

Ms. Pelletier gave the applicant a copy of her checklist and said that he should address anything marked in yellow, such as more detail regarding the makeup of the road.

Mr. Lentz agreed what Ms. Bennett asked for would help; that his original question still stands – can we put a 40'X140' mini storage unit in that 'common area' and meet all the setbacks. He asked if this PB going to be able to change any of the notes on this drawing; that that's the main question, because the note says it's 'common'; does this shed still make it 'common'.

Mr. Duncan said that, if you look at the ordinance – recreation/storage – they're both acceptable, so that's something we'd have to come to grips with.

Mr. Lentz agreed.

Ms. Bennett suggested the PB do a site walk.

It was the **consensus of the PB** to hold a site walk on October 28 at 10:00 AM.

Ms. Bennett said that she believes we've mis-numbered the application; that we've already had a PB17-18, which was the doggie daycare up on Route 236, and we need to be referring to this as something else; that she thinks it should be PB17-21.

Mr. Duncan asked if all the others would be bumped up, as well.

Ms. Bennett said no; that the next one we're going to here is PB17-19, then, after that is PB17-20 and there seems to then be an open space in her accounting.

Mr. Duncan said that we've got 21 and 22 on the agenda this evening.

Ms. Bennett said okay; so, this needs to be a different number; that PB17-18 was Shadallah (doggie daycare on Route 236) so we would bump it to PB17-23.

Mr. Duncan asked Ms. Pelletier asked if that worked for her.

Ms. Pelletier said sure.

Mr. Duncan said that PB17-18 in today's agenda will become PB17-23.

Mr. Duncan said that, before we get too much further, will anybody have thoughts or comments at this point as to whether or not this will ultimately be an administrative change or will this require public hearing for a full review.

Ms. Bennett said that it seems kind of administrative to her because it's just one portion of a full subdivision.

Mr. Lentz said that there are not a lot of abutters.

Ms. Bennett said that it looks like there were a lot of comments at the original subdivision but...

Mr. Lentz said that this was internal to that.

PB members agreed.

It was **agreed by consensus** that this would be an administrative change.

Mr. Duncan said that we will do the site walk and see the applicant on November 21<sup>st</sup>.

**C. Application for a Home Business permit to establish a tattoo studio at 88 Beech Road. Applicant/owners are: Amylyn & Jonas Zev Amberger (mailing address: 88 Beech Road, Eliot, Maine 03903). Property can be identified as Map 21/Lot 3 and is located in the Suburban Zoning District. (PB17-19)**

**Received: September 28, 2017**  
**1<sup>st</sup> Heard: October 17, 2017**  
**Public Hearing: \_\_\_\_\_, 2017**  
**2<sup>nd</sup> Hearing: \_\_\_\_\_, 2017**  
**Site Walk: N/A**  
**Approval: \_\_\_\_\_, 2017**

The applicants were present for this application.

Mr. Amberger said that we have a dear friend who is a tattoo artist and we want to offer him a part of our garage, renovate the garage for a tattoo studio that would be working on a part-time basis.

Mr. Duncan asked for Ms. Pelletier's comments on her checklist.

Ms. Pelletier said that she thinks it's pretty self-explanatory but would answer any questions the PB might have.

Mr. Duncan established that the Ambergers had seen the checklist and asked if we were still waiting for the Fire Chief.

Ms. Pelletier said yes.

Mr. Duncan asked for any thoughts or questions from the PB.

Ms. Bennett asked which one, or both, of the applicants is going to be involved in this tattoo business.

Ms. Amberger said that he is going to be our employee; that we already run a business – the Yoga School.

Ms. Bennett asked if he was going to be under the Yoga School.

Ms. Amberger said that it's going to be a new thing; that that's why we're coming forth.

Mr. Duncan asked Ms. Pelletier if there were any issues with more than one business on a residential lot.

Ms. Pelletier said that there is not; that they don't have two home businesses; that they have a commercial business that went through full site plan review and they can have as many home businesses, separate and apart from that, as they'd like as long as it doesn't exceed the standards and the ordinance, which is 1,500 square feet of your home, four parking spaces, a four-foot sign; that as long as it doesn't exceed those things, you can have as many as your space allows; so, no issues there.

Ms. Horner and Mr. Lentz had no more questions.

Ms. Bennett asked where people would be parking.

Mr. Amberger said in an existing parking area that was established last year down at the base of the driveway.

Ms. Bennett asked if that would crowd out any spaces they needed for the school.

Mr. Amberger said no.

Ms. Pelletier said that you can have up to four parking spaces but you can also allow joint use of an existing parking area for two uses so they wouldn't have to create more. She added that she believes the applicants have over the number of spaces required for the Yoga School; that they have a few extras there.

The applicants agreed.

The PB agreed there was no need for a site walk.

Mr. Duncan asked about holding a public hearing.

Ms. Pelletier said that she believes it is a requirement for a home business.

The public hearing was scheduled for November 21<sup>st</sup>.

The applicants will address the checklist issues by November 10<sup>th</sup>.

**D. Request for Planning Board Action to amend a previously-approved Site Plan by adding a 2-car garage, with office space above, to the existing structure located at 43 Harold L. Dow Highway. Applicant is Frank Fortunato (mailing address: PO Box 608, Eliot, Maine 03903). Owner is Amariah Properties (mailing address: PO Box 608, Eliot, Maine 03903). Property can be identified as Map 23/Lot 1 and is located in the Commercial/Industrial Zoning District. (PB17-20)**

**Received: October 2, 2017**

**1<sup>st</sup> Heard: October 17, 2017**

**Public Hearing: N/A**

**2<sup>nd</sup> Hearing: \_\_\_\_\_, 2017**

**Site Walk: N/A**

**Approval: \_\_\_\_\_, 2017**

Mr. (Andrew) Fortunato (son) was present for this application.

Mr. Fortunato said that the plan was to add a 2-car garage and an office above; that the garage below would be used for storage for our current HVAC business; that the office space would be for additional offices and a conference room.

Mr. Duncan said that the photo showed one existing 2-bay garage and he was requesting to add another 2-bay garage.

Mr. Fortunato said that that was correct.

Mr. Duncan said that it would be connected with a breezeway.

Mr. Fortunato said that that was correct.

Mr. Lentz asked if would be connected with a breezeway.

Mr. Fortunato said yes.; that it connects the old and proposed structures on the second-floor level and you will be able to walk or drive underneath. He added that the second floor will be strictly offices and conference room with one additional bathroom; that they are on a septic system.

Mr. Lentz asked if it was a non-conforming lot.

Ms. Pelletier said yes; that it s only half an acre and 3 acres are required in the C/I Zone.

Ms. Bennett asked if Ms. Pelletier knew what the % lot coverage was.

Ms. Pelletier said that that was actually going to be her question; that she didn't see anything in the packet and explained to the applicant that he is limited to 50% lot coverage by structure on that building; that she's not sure where he is now but if the applicant could get us that figure for next time so that we can make sure he is not going over that, that would be great.

Mr. Fortunato agreed.

Ms. Bennett said that she thought it was 25% for the floor plan and 50% for parking.

Ms. Pelletier read §45-405 (e), *Maximum lot coverage shall include a 25 percent potential for expansion of floor space and 50 percent for expansion of parking areas*. She said that she's never understood that requirement, quite honestly, asking if that was reserved, previously, and at what point can you take advantage of that; that he's reserved it and, now, he wants to use it. She asked Mr. Fortunato if he knew if his father came before the PB at some point to build that.

Mr. Fortunato said that we came before the PB when we added the first 2-car garage and there was always the plan to add more.

Ms. Pelletier explained that she had always thought of that requirement as applying to your initial development of the site; but, what's the good of reserving it, if you can't ever use it.

Mr. Duncan said that the applicant wasn't changing the parking, at this point, other than, maybe, the space under the breezeway.

Mr. Fortunato said that that was correct; that there would still be parking all around the building available.

Mr. Lentz asked if there was a need to apply to the DOT for a driveway permit.

Ms. Pelletier said that there will be a new driveway entrance DOT permit required; that the PB has allowed that as a condition of approval if it's not in place at the time, as long as the permit is in place prior to building permitting.

There was further discussion regarding allowable % of lot coverage.

Mr. Fortunato said that the entrance is paved but most of the rest of the parking area is not paved. He asked, to be clear, the interpretation is that if it's over 50% building coverage to the lot that this would not be approved or we would have to take an additional step.

Ms. Pelletier said that the PB can't waive that standard so the applicant would have to go to the BOA for either a waiver or a variance, which we can talk about if we need to.

Mr. Duncan said that he thought the applicant's engineer should be able to calculate that fairly easily. He added that, visually, it doesn't look like it's going to be a problem but it would be helpful just to have it in the record, as to what the lot coverage would be.

There was no site walk required.

Requested information will be in by November 10.

The PB agreed by consensus that there was no need for a public hearing, as it was just an addition to an existing use in the C/I Zone.

**E. Application for Site Plan Review to establish a boat storage, retail, and repair operation at 100 Harold L. Dow Highway. Applicant/owner is Douglas Anderson of Toro Properties, LLC (mailing address: 224 Pleasant Street, Eliot, Maine 03903). Property can be identified as Map 23/Lot 12 and is located in the Commercial/Industrial Zoning District. (PB17-21)**

**Received: October 6, 2017**

**1<sup>st</sup> Heard: October 17, 2017**

**Public Hearing: N/A**

**2<sup>nd</sup> Hearing: \_\_\_\_\_, 2017**

**Site Walk: N/A**

**Approval: \_\_\_\_\_, 2017**

Mr. (Douglas) Anderson was present for this application.

Mr. Anderson said that it's currently an auto sales/repair business, which we want to keep, and add this other use to the property.

Mr. Lentz said that the applicant has boats in there already.

Mr. Anderson said yes; that there are boats in there being stored, free of charge at this point anticipating, hopefully, that this will go through and then they can store there; that it's a bad time of season when people want to get their boats out.

- RV's/boats stored outside.
- RV's/boats offered for sale.
- Repairs mainly inside current garage facility.
  - May be some boats that don't fit in current garage.
  - Not handling hazardous materials.
  - Outboard winterization/maintenance.
  - No fiberglass work.
  - No hull repairs.

- Recovery tanks currently on-site for trash, spent oil, gasoline, etc.

Mr. Lentz asked Ms. Pelletier to explain the Federal Emergency Management (FEMA) letter dated the 25<sup>th</sup>.

Ms. Pelletier said that the property used to be considered to be in a flood zone and, to get a property out of a flood zone, a surveyor can determine what its elevation is and you can apply for a LOMA (Letter of Map Amendment) through FEMA; that they approved that request so the entire property is effectively out of the flood zone, at this point; that it isn't in the Shoreland Zone, either.

Ms. Horner asked if this was an administrative change; that it all feels like the same – current and proposed.

Ms. Pelletier said yes; that we kind of struggled with sending this to the PB or not and decided to err on the side of caution. She added that it is a slightly different kind of a thing that we are dealing with; that it also took up a bit more of the site than was originally approved; that one of the areas was specifically labelled as customer parking that would now be boat storage. She said that, technically, it is a change and the PB attaches that condition that any change has to come back to the PB. She reiterated that she thought it could definitely be done administratively.

Ms. Horner said that that's how she is feeling about this application.

Ms. Duncan asked what the current approval was for.

Ms. Pelletier said that she believes it was auto recycling operation; that that's how we used to get retail auto sales in; that you would have to, somehow, repair them to a point – refurbish them – to meet that definition because we don't have auto sales as a use.

Ms. Bennett asked if we had an actual site plan on record.

Ms. Pelletier said yes and retrieved it from the file for the PB's review.

Mr. Lentz asked Ms. Pelletier if it would be possible to have a map of this whole general area carved out with what these folks want to work with; that he'd like to see those lines.

Ms. Pelletier said yes.

Ms. Bennett said that the applicant recently purchased this property, asking if he got a copy of the survey; that there is a recorded survey of the property from 1987 (B152/P40 – Robert M Seeley) and it indicates the ROW that goes through that's part of his deed; that that would go to Mr. Lentz's question about where the boundaries are, as well as who are the neighbors, and give the applicant a better, more formal site plan.

Mr. Lentz said that what he is reading is that portions of this property remain in the special flood area; that this consideration applies to the preceding property, *"Portions of this property but not the subject of determination/comment document may remain in the Special Flood Hazard Area. Therefore, any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for flood plain management."* He added that he's not sure what that means, so, he would like to see what are the boundaries that they are talking about.

Mr. Anderson said that Civil Consultants are the ones that did the FEMA application and they did a full elevation survey; that that is in the FEMA application and it shows the delineated areas.

Mr. Lentz said that that's pretty much what he is looking for.

Mr. Anderson said that he can have that; that it shows exactly what the lines are. He added that the new FEMA map takes that whole area out of the flood zone, anyway.

Mr. Lentz said that they still recommend you have flood insurance, based on what he is reading.

Mr. Anderson agreed that they did recommend it.

Mr. Duncan said that, looking at that figure that was in the 1995 application, it pretty much, to him at least, looks like it's the right-hand half (southeast corner) of this overall lot, which is labelled 'storage & retail'. He asked if it's one common lot, the part that's on the other side of the ROW, that's part of his lot, as well.

Mr. Anderson said yes.

Ms. Pelletier said that it's an odd site plan that doesn't really match the shape of it, currently; that it seems to be flipped, or something, on the old one; that she found it was difficult to match up.

Mr. Duncan said that he thought that Mr. Lentz's point was well-taken; that it will be helpful to see where FEMA has...was the FEMA activity specific to this lot or prior to the subdivision.

Mr. Anderson said that, if he understands the question correctly, the exemption was specific to this lot; that he hired Civil Consultants to survey the elevation.

Mr. Duncan said that this FEMA letter is specific to Map 23, Lot 12 and, as Mr. Lentz pointed out, a portion of it is still in because only a portion of it was removed. He asked if that was correct.

Mr. Lentz said that that was the way he understood it but he's not sure.



Mr. Duncan said that he thought the figure that FEMA operated off of, or generated, would be a big help for us to go forward. He asked if there was anything else, at this point.

Mr. Anderson said that it's a filled lot; that a 2-acre portion of the 3 acres has been filled; so, that filled elevation now brings it above the flood plain; that when FEMA does a flood map, it's a general area and there may be areas within that that are higher than the flood plain, and that's when they will give you the exemption, but it's only on the filled portion of this property; that the other part is still at or just below.

Ms. Bennett asked if the applicant was planning to cut any of the trees.

Mr. Anderson said no.

Ms. Bennett said that the area without trees is where the applicant will keep that storage.

Mr. Anderson said yes.

Mr. Duncan said that, on the drawing, the applicant has two bold lines that are labelled 'fence' and, then, there's a curved bold line that runs back behind 'storage & retail', asking if that was a fence, also.

Mr. Anderson said no; that that was showing the working area.

Mr. Lentz asked how many employees the applicant thought would be working there.

Mr. Anderson said three, at the most; that they don't have set hours, at this point; that parking is adequate.

Ms. Bennett asked if the applicant knew how many boats he would be storing.

Mr. Anderson said that he didn't really have a planned number.

Mr. Duncan asked if the area surrounded by the driveway was the extent of the parking area that the applicant will retain.

Mr. Anderson clarified that that area holds cars that are for sale.

Mr. Duncan asked where customer and employee parking would be.

Mr. Anderson said that that isn't really designated on the drawing; that if we need one, we will establish one.

Mr. Duncan asked what the minimum parking requirement would be for this business use.

There was discussion on which parking requirement to apply.

Mr. Anderson said that customers would not be allowed to work on their own boats or RV's at the site.

After further discussion, the PB asked that 6 parking spaces be designated on the drawing.

Mr. Lentz said that there will be a fence around a portion of the area, asking if that would be gated and locked.

Mr. Anderson said not at this time.

Mr. Lentz asked if there was a well on the property.

Mr. Anderson said no, that it's Town water and, on that side (of 236?), it's holding tanks.

Mr. Duncan asked if this had gone to Fire and Police.

Ms. Pelletier said yes; that they've been given copies of the application but she has not received comments.

Mr. Anderson said that the 30-foot ROW has to remain open and gives full access to all sides of the building.

Mr. Lentz said that he could support an administrative change if we get the requested details.

Ms. Bennett agreed.

The PB agreed by consensus that this would be an administrative change, with no public hearing.

The applicant was asked to have the requested information in by November 10 and that the PB would hear this application on November 21.

**F. Request for Planning Board Action to amend a previously-approved Site Plan (PB03-34) by changing the use to establish a senior adult day care facility for up to twenty (20) people at 21 Cedar Road, Unit 1. Applicants are Amy Nashwinter & Joshua Holt (mailing address: 21 Cedar Road, Eliot, Maine 03903). Owner is S&J Enterprises, Inc. (mailing address: 21 Cedar Road, Eliot, Maine 03903). Property can be identified as Map 63/Lot 11-1 and is located in the Suburban Zoning District. (PB17-22)**

**Received: October 3, 2017**

**1<sup>st</sup> Heard: October 17, 2017 (Administrative change)**

**Public Hearing: N/A**

**2<sup>nd</sup> Hearing: N/A**

**Site Walk: N/A**

**Approval: October 17, 2017**

The applicants were present for this application.

Mr. Holt said that what we're looking to do, here, is an adult social day center; that as you know, there is a big need in our community for seniors and elders in our community to go and have a place to stay mentally and physically active, and that's what we're looking to do. He added that we are looking to change the use from the old restaurant to this senior center; that what we need from the PB is approval so that we can go to the State and go through the permitting process; that that permitting process from the State is pretty rigid; so, we need that initial okay from the PB that allows us to do that.

Mr. Duncan said that this is a change of use application, no exterior revisions to the building, etc.

Mr. Holt said no, adding that we will be using the existing signage.

Mr. Duncan asked if you anticipate, for individuals who use this, to drive there or to be dropped off.

Mr. Holt said that most of them would be dropped off.

Mr. Duncan asked if they knew how many parking spaces were currently available.

Mr. Holt said that there was roughly 20; that, as part of the permitting process with the State, the State will do that, as well.

Mr. Duncan asked if he meant the State would tell them how many spaces.

Mr. Holt said exactly; that there's a certain unit space we have to have for every resident that we have. He added that he believes we have met the Town parking requirements; that there is a lot of parking there and there is parking out back, too.

Mr. Duncan asked, for our purposes, if 'day nursery' would be the closest we're going to come up with.

Ms. Pelletier said that that was the closest she could come up with.

Mr. Duncan asked what parking requirements do we have for that.

Ms. Pelletier said it was two parking spaces for each nursery room plus one space for each adult instructor.

Mr. Holt said that there is one room and we anticipate having three instructors; that that would be three to four spaces and there is plenty of space beyond that.

Ms. Pelletier asked if they would say that any portion of their clients drive there.

Ms. (Julie) Kahler said no; that they would all be drop-off; that the only thing she would anticipate is, since she used to work with the Town with the ECSD, she would like to get it so that the mobile seniors can, maybe, come help and volunteer with the seniors so it's kind of a 2-for-1, keeping them active and helping with them and them being able to work with others.

Mr. Duncan asked in driving or being dropped off.

Ms. Kahler said that her original thought was that, if we had Kyle come over with the bus (but the bus is now dead), that would be something to work out; but it would just be them volunteering, coming over to potentially help out but that's way down the line, once we get established.

Mr. Holt reiterated that there are plenty of parking spaces out front plus parking in the back.

Mr. Lentz asked if they would be leasing this property.

Mr. Holt said yes.

Ms. Nashwinter said that it looks like there are 16 spots on the map provided, if she is counting correctly.

Ms. Kahler said that there's a ton of space out back; that it's wide open.

Ms. Horner said that on the application, which she thinks can be quickly amended, if needed, there's day care for up to twenty people but, inside where you have that the State allows a particular number, it says sixteen.

Mr. Holt said that he believes their license is going to be for up to twenty but we are only going to be allowed up to sixteen because of square footage.

Ms. Kahler explained that the way the State runs it on their application, is big groupings – 1-10, 10-20 – you can't just do 16, you have to do the 10-20 group.

Mr. Lentz said that, on the last sketch in his packet, he sees something called 'proposed addition', asking if you are planning to put on an addition.

Mr. Holt said that this is a previous map from October 26, 1996.

Ms. Pelletier apologized for not taking that off.

Ms. Bennett said that these are the existing conditions, as they are today; what's depicted on this map.

Mr. Holt said yes.

It was clarified that that piece was already built and part of the space for this application.

Ms. Pelletier said that when Mr. Sylvester was here earlier he happened to mention that this property changed hands to his sons; so, it's now Cedar Road Properties, Inc. She asked if it was okay of she changed that on their application.

Ms. Kahler said yes; that the letter of intent is signed by Rob Sylvester.

Ms. Bennett addressed the existing septic and bathroom additions. She asked if they were going to add any bathrooms; that the restaurant was approved for fourteen customers.

Ms. Nashwinter said no; that we have to go to the State and the State will come down with the Fire Marshall, then they will tell us if we need to add any bathrooms; that we don't think that we will.

Ms. Bennett asked if the existing bathroom was ADA compliant.

Ms. Nashwinter said yes. She added that we can't have the Fire Marshall come down until we get something from the Town that says we can operate; that, then, the Fire Marshall from the State comes down and looks.

Ms. Kahler said that it's kind of a catch-22; that the State won't let us do anything until the PB says we can, but we can't do anything until we do this; that we can't even turn in the application to the State until we have a letter from you saying that we can go ahead as long as we follow their (State) guidelines.

Ms. Bennett asked if the CEO had weighed in on the suitability of this septic system.

Ms. Pelletier said that she has a copy of the application but she has not submitted comments, yet; that they usually submit comments for the second meeting but she will make sure the CEO gets on that sooner rather than later.

Mr. Holt said that he imagined our use of the septic will be much less than the restaurant.

Ms. Pelletier agreed, asking if they would be serving meals.

Mr. Holt said no.

Mr. Duncan asked about hours.

Ms. Nashwinter said, usually, 9AM to 3PM; that there are plenty of people who are home during the day, people who are taking care of their parents, but they go to work, and their parents are home alone and would like to bring them there for some activity. She added that there is a place in York called The Gathering Place and she knows a few people that bring their parents there so that they have some activities to do; that some of them go every day. She added that it helps the child, who is now taking care of the parent, because now the parent has someplace to go and they don't have to worry about them; that it also helps the parents because they have something to do.

Mr. Duncan said that, as part of your licensing by the State, you have to tell them who you are hiring and what their qualifications are.

Ms. Nashwinter said that there are background checks, they have to have CPR training, an evacuation plan, an emergency plan, an earthquake plan; that it's pretty exhaustive.

Mr. Duncan asked, with the change of use, what's the Board's opinion on having this go to public hearing; that from a restaurant to a day care seems to be a pretty significant use change.

Mr. Lentz agreed, adding that he believes it will have a lot of interest and was supportive of a public hearing.

Ms. Horner agreed.

Ms. Bennett said that she would go along, not because it's that significant of a change...

Mr. Holt said that it's really an amendment of the use of the building; that the building was originally approved for business use, so, that's what it is; that it's not approving it from a restaurant to something else, it's using it for a business, which really isn't a change of use.

Ms. Horner said that that's what you are asking us to do on your application.

Mr. Holt said that we are asking you to amend it; that he feels it is administrative that way. He added that it is a very low-impact business.

Ms. Bennett said that, with that said, it's always nice to get the buy-in from the public for any change; that she doesn't even know what it's being used as right now.

Ms. Pelletier said that it was The Hen House (closed) and The Grapevine before that.

Ms. Nashwinter said that it was empty.

Mr. Holt said that there is a lot of lag time, a lot of people who need our help, and if you are talking about the 21<sup>st</sup>, now moving it back to December and who knows how long.

Ms. Nashwinter said that, once we submit our application, the State has 90 days to come out; so, if we push it to November, then it's 90 days, plus that, that the Fire Marshall has; that everything they have to do has to be submitted within a two-week timeframe of submitting the application; that once that gets submitted, 90 days; so, then they come out but we can't start that 90-day process until the PB says we can have this type of business there.

Mr. Lentz asked if they were on a specific timeline, other than let's get it done.

Mr. Holt said that there's just a lot of need and we just want to decrease the burden; help people.

Ms. Nashwinter said that we're not going to sign a lease with Mr. Sylvester until the PB says it's okay; that she's sure he would like to collect rent, at some point, so, sooner is obviously better.

Ms. Horner said that she doesn't mind making this an administrative change.

Ms. Kahler held up a packet of papers, saying these are the State guidelines we have to pass and the first thing they want is a letter to attach to the application.

Mr. Duncan said right, understood.

Ms. Bennett said that she is going to have to abstain a little bit because she used to work for an adult day care facility; that she totally understands the need that the applicants are trying to meet in the communities; so, she thinks she shouldn't be asked about that and would let that decision be made with the rest of the Board.

Mr. Duncan asked if the other two would move this forward tonight, one way or the other.

Ms. Horner said that we have to have one more meeting, anyway.

Ms. Pelletier said that anything outstanding could be conditions of approval.

Mr. Lentz said that he was on the fence.

Ms. Pelletier said that the applicants run the risk, of course, if the CEO does say that something needs to be upgraded, such as septic, you'll have to deal with that, too.

Mr. Duncan said that that's outside this Board's purview.

Ms. Pelletier agreed.

Ms. Horner said that anything that needs to happen is outside of us, stuff we can't ask for.

Mr. Lentz asked if we needed a public hearing.

Mr. Duncan said that it's a change of use and that's all we're really being asked to approve; that there's no exterior activity going on.

Mr. Holt reiterated that the business is a business use; that he doesn't feel it's a change of use from business to residential or business to industrial, for example; that it would obviously be something different.

Mr. Duncan said that there are a lot of different businesses.

Mr. Holt said that, with all due respect, the previous applicant was just an administrative change, moving from auto sales to boat sales. He added that he appreciated the PB's time.

Mr. Lentz said that he would go ahead and move it forward.

Ms. Horner said that she could agree with that.

Mr. Duncan asked if there was anything we needed from the applicant, as far as conditions.

Ms. Horner said the State Fire Marshall.

Mr. Duncan asked if we were asking for any particular submission from the applicant to bolster their application, as this point.

Mr. Lentz and Ms. Horner said no.

Mr. Duncan said that he would entertain a motion.

Mr. Lentz moved, second by Ms. Horner, that the Planning Board approve PB17-22, subject to the following conditions of approval:

1. The property may be developed and used only in accordance with the plans, documents, material submitted, and representations of the applicant made to the Planning Board. All elements and features of the use as presented to the Planning Board are conditions of approval and no changes in any of those elements or features are permitted unless such changes are first submitted to and approved by the Eliot Planning Board.
2. Copies of approved permits from Maine DEP, Army Corps of Engineers, if applicable, and State shall be provided to the CEO before construction on this project may begin.
3. The permit is approved on the basis of information provided by the applicant in the record regarding the ownership of the property and boundary location. The applicant has the burden of ensuring that they have the legal right to use the property and that they are measuring required setbacks from the legal boundary



lines of the lot. The approval of this permit in no way relieves the applicant of this burden. Nor does this permit approval constitute a resolution in favor of the applicant of any issues regarding the property boundaries, ownership, or similar title issues. The permit holder would be well-advised to resolve any such title problems before expending money in reliance on this permit.

4. The applicant authorizes inspection of premises by the Code Enforcement Officer during the term of the permit for the purposes of permit compliance.
5. Approval from the Maine State Fire Marshall Office, State licensing requirements.

**VOTE**

**3-0-1 (Ms. Bennett abstained)**  
**Motion passes.**

Mr. Duncan said that the application stands approved and there is a 30-day period from which the PB decision can be appealed by an aggrieved person or parties – move forward but move forward cautiously.

**ITEM 7 – DISCUSS STATUS OF OUTSTANDING ACTION ITEMS**

Ms. Bennett said that she would like the PB to consider scheduling an executive session at the next meeting of the PB; that she knows there are standards associated with an executive session but there has been a lot of news...the PB has been in the news a lot and, since we last met; that with the removal of our Chair and a laundry list of shortcomings with regard to our legal obligations, she would ask that, pursuant to Maine Revised Statute, Title 1, Chapter 13, §405.6, permitted deliberations of this executive session would be to discuss the assignment and duties of the Planning Assistant, as well as the reason for the dismissal of the Planning Board Chair. She added that she believes we need to go into executive session because a public discussion could reasonably be expected to cause damage to the individual's reputation or individual's right to privacy would be violated. She said that she feels like it would be very helpful for all of us to discuss what we heard and what we've learned within the privacy of our own membership and not with that camera on. She added that she also believes strongly that we need to consult with the Town's attorney to find out what the legal rights and duties of this Board are in regards to the failure to publish notice of public hearings in 2015 and 2016; that she believes that, under §405.6(e), we are allowed to consult with our attorney concerning these legal rights and duties; that there could be the possibility of future litigation about our failure to publicly publish our public hearings and we should have the opportunity to have a privileged attorney-client conversation with our attorney in real time; that if the attorney can't be present then, hopefully we can have a conference call. She said that she thought it would be very useful for all of us to get on the same page.

Mr. Duncan asked if we had the physical ability to do a conference call in the Town Hall.

Ms. Pelletier said that she didn't know; that she highly doubted it.

Mr. Lentz said to Ms. Bennett that he believes she should document what she said.

Ms. Bennett said that she has it.

Mr. Lentz said that he also has April and nothing happened with that, either, and you all had a copy of that; that he believes that, before we do anything on our own, Ms. Bennett needs to talk to the Town Manager and Select Board; that there are some ongoing things, as he understands it and he doesn't think it would be right for us to start off on our own. He added that he is not in disagreement with where she wants to go.

Ms. Bennett asked if we could, perhaps, include the Town Manager and Select Board; that she feels that, in some ways, we've been kept in the dark and a lack of communication from the Town Manager and Select Board regarding all of this.

Mr. Duncan asked if she would want the full Select Board or just a representative to represent the Board's actions and opinions.

Ms. Bennett said that she thought a representative would be fine but the full Board would be best; that it's good to have everyone hearing everything together.

Ms. Horner said that she's not too sure what we would benefit from that; that the news doesn't dictate how she performs her volunteer duties for this PB or the Chair's duties, that she could be the Chair when others aren't available; that she thinks an executive session is a little like jumping the gun; that she doesn't think there's much to talk about except to try to figure out what's going on but she doesn't necessarily feel like it's any of her business. She added that, as far as Ms. Bennett using the word 'shortcomings' and to discuss what the Planning Assistant is in charge of, she feels like we've talked about this for the last year and the answers are always the same – the Town is short-staffed, as realized tonight with 6 applications before of us; that she knows the Planning Office is busy; that she thinks human beings work in that office. She said that she understands there are legal requirements but she didn't think that was up to us to discuss in executive session; mostly because, then, that means the Town Clerk needs to be there, the Town Manager, possibly his assistant, possibly the Town Clerk's assistant; that all that sounds like it falls on the Town Manager. She added that she's sort of in agreement with Mr. Lentz that the first things is...she's not going to support the motion but she would support if the Chair wanted to set up a meeting with the Town Manager for Ms. Bennett to ask her questions. She said that she really doesn't feel comfortable calling a meeting to learn about the details of things that don't concern her.

Ms. Bennett asked Ms. Horner if she knew exactly why the Chair was removed.

Ms. Horner said that she doesn't feel that that matters; that it doesn't affect how she does her volunteer work here on the PB.

Ms. Bennett said that, if you don't know why he was removed, then you don't know what you're not supposed to do.

Ms. Horner clarified that she didn't say she didn't know why he was removed, she said that she doesn't feel like knowing why will affect how she volunteers on this Board, regardless of what the answer is.

Ms. Bennett asked if she was hearing Ms. Horner correctly that, knowing why he was removed, she would still do what he did because it wouldn't change, regardless.

Ms. Horner asked Ms. Bennett if she was asking her if she (Ms. Horner) knew what he did would she do it anyway.

Ms. Bennett said right.

Ms. Horner said that that doesn't make any sense to her at all.

Ms. Bennett said that Ms. Horner is saying that it will not influence how you act as a volunteer, going forward.

Ms. Horner asked how someone's behavior outside, even in, a meeting dictate how she acts.

Ms. Bennett said that she thinks there's an object lesson, here, for all of us to learn about what is acceptable behavior and what is not acceptable behavior, not only in this room but outside in public.

Ms. Horner asked if those aren't dictated by our Charter, already.

Mr. Duncan said that what he would suggest, if the PB feels this is, at least, a compromise to start with, that Ms. Bennett would document and he would go talk to Mr. Lee, discuss what we've been talking about – pro and con, and report back to the PB at the next meeting what the outcome of that discussion was. He added that, if it needs to be discussed publicly or behind closed doors, we'll make that decision at the next meeting and go from there.

The PB agreed.

Mr. Duncan asked if you had heard anything about our vacancy.

Ms. Pelletier said no.

Mr. Duncan said that it was his understanding that there was an interview that took place.

Ms. Pelletier said that she has heard nothing.

Mr. Lentz said that 5 of 6 applicants were there and they all received interviews, with the exception of the one person who was traveling; that the SB was going to come back with a decision at the next meeting.

**ITEM 8 – CORRESPONDENCE AND PLANNING ASSISTANT, AS NEEDED**

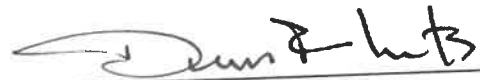
There was no correspondence.

**ITEM 9 – SET AGENDA AND DATE FOR NEXT MEETING**

The next regular Planning Board Meeting is scheduled for November 7, 2017 at 7PM.

**ITEM 10 – ADJOURN**

There was a motion and a second to adjourn the meeting at 9:25 PM.

  
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Jeff Duncan, Acting Chair  
Date approved: 1/16/2018

Respectfully submitted,

Ellen Lemire, Recording Secretary