



Town of Ogunquit
Planning Board
Post Office Box 875
Ogunquit, Maine 03907-0875
Tel: 207-646-9326

**OGUNQUIT PLANNING BOARD
REGULAR BUSINESS MEETING
MINUTES
SEPTEMBER 12, 2022**

A. ROLL CALL – 6:00 p.m.

Members Present: Steve Wilkos, Chair
Leslie Olear, Vice Chair
Steven Meller
Rusty Hayes
Jackie Bevins

Also Present: Tyler McOsker, Code Enforcement Officer
Lee Jay Feldman, SMPDC Town Planner

B. PLEDGE OF ALLEGIANCE –

C. MISSION STATEMENT – The Mission Statement was read by Dr. Meller.

D. MINUTES – August 22, 2022 Workshop and Regular Business Meeting.

Ms. Olear Moved to Accept the Minutes of the August 22, 2022 Regular Business Meeting as Amended.

OLEAR/MELLER 5:0 UNANIMOUS

Ms. Olear Moved to Accept the Minutes of the August 22, 2022 Workshop as Submitted.

OLEAR/MELLER 5:0 UNANIMOUS

E. PUBLIC INPUT – None

F. UNFINISHED BUSINESS – None

G. NEW BUSINESS –

KELLY & KRISTY BOWER – 165 Shore Road – Map 6 Block 79 – LBD. Design Review Application for a pre-1930 single family dwelling. Application to add a new two-story addition with additional dwelling unit, enclose portion of existing porch, add a dormer, and demolish existing detached garage.

Kelly Bower (Applicant) and Gavin Studer (Hidden Architecture) addressed the Board and gave a brief overview of the proposed project for a comprehensive renovation as illustrated in the material they submitted with their application packet.

Mr. Hayes noted that the submitted plans were 1:50 scale, not the 1:20 scale which the Board is usually given. The Applicant agreed to submit larger plans, including larger images of the proposed structure.

Mr. McOsker noted that this application did not require Site Plan Review because the Limited Business District doesn't require Site Plan for this type of renovation.

The Board reviewed the Design Review Submission Checklist as defined in Chapter 225-11.6 of the Ogunquit Zoning Ordinance, and found all standards submitted and complete.

Mr. Hayes Moved to Find the Application Complete for KELLY & KRISTY BOWER – 165 Shore Road – Map 6 Block 79 – LBD. Design Review Application for a pre-1930 single family dwelling. Application to add a new two-story addition with additional dwelling unit, enclose portion of existing porch, add a dormer, and demolish existing detached garage. HAYES/BEVINS 5:0 UNANIMOUS

Mr. Wilkos noted that the Applicant has agreed to submit five larger format (1/4"/foot) Site Plans, and five larger elevations and renderings of the proposed final building design appearance.

The Board scheduled a Site Visit to take place on September 26, 2022 at 4:00 p.m. (*this time was later changed to 4:30*).

The Board scheduled a Public Hearing to take place on September 26, 2022 at 6:00 p.m.

NL HOLDINGS LLC / HARTWELL HOUSE – 312 SHORE ROAD – MAP 3 BLOCK 6 – LB/R/SLR/RP. Site Plan and Design Review for a post 1930 structure. Application to convert existing paved area for outside dining, create parking for twenty-two spaces (existing 13 spaces plus 9 new parking spaces).

Applicant Seth Driggin, his representative Richard Meek (Terradyn Consultants), and his Traffic Engineer John Adams all addressed the Board and provided an overview of the proposed project as outlined in the submitted application material.

Mr. Wilkos reviewed Town Staff Memos to the Board (*copies of all memos will be archived in the Applicant's Planning Board File in the Ogunquit Land Use Office*).

The Board asked for a Peer Review of the Traffic Analysis prepared by Barton & Loguidice dated August 24, 2022; and the Applicant agreed. Mr. Feldman agreed to coordinate the Peer Review Process.

The Board requested nine copies of the easement for parking on the abutter's property.

The Board reviewed the Site Plan Submission Checklist as outlined in Chapter 225-6.6.C.3 of the Ogunquit Zoning Ordinance, and found all required items to have been submitted or deemed to be Not Applicable. It was noted that there were no waiver requests.

Ms. Olear Moved to Find the Application Complete for NL HOLDINGS LLC / HARTWELL HOUSE – 312 SHORE ROAD – MAP 3 BLOCK 6 – LB/R/SLR/RP. Site Plan and Design Review for a post 1930 structure. Application to convert existing paved area for outside dining, create parking for twenty-two spaces (existing 13 spaces plus 9 new parking spaces).

OLEAR/BEVINS 5:0 UNANIMOUS

A Site Visit was scheduled to take place at 4:00 p.m. on September 26, 2022.

A Public Hearing was scheduled to take place at 6:00 p.m. on September 26, 2022.

Mr. Feldman agreed to oversee the obtaining of a Traffic Engineer for the Peer Review.

Mr. Hayes Moved to Postpone NL HOLDINGS LLC / HARTWELL HOUSE – 312 SHORE ROAD – MAP 3 BLOCK 6 – LB/R/SLR/RP. Site Plan and Design Review for a post 1930 structure. Application to convert existing paved area for outside dining, create parking for twenty-two spaces (existing 13 spaces plus 9 new parking spaces).

HAYES/BEVINS 5:0 UNANIMOUS

H. CODE ENFORCEMENT OFFICER BUSINESS – None

I. OTHER BUSINESS –

1. Review, Adopt, and Sign the Town of Ogunquit Code of Ethics for Boards, Committees, and Commissions.

Ms. Olear Moved to Adopt the Town of Ogunquit Code of Ethics for Boards, Committees and Commissions.

OLEAR/HAYES 5:0 UNANIMOUS

2. Review, Amend, and Adopt By-Laws.

Ms. Olear Moved to Adopt the Amended By-Laws.

OLEAR/MELLER 5:0 UNANIMOUS

3. The Board scheduled a 3rd Workshop regarding LD2003 for 5:00 p.m. on September 26, 2022.

J. ADJOURNMENT -

**Ms. Bevins Moved to Adjourn at 7:25 p.m.
BEVINS/OLEAR 5:0 UNANIMOUS**

Respectfully Submitted

Maryann Stacy

Maryann Stacy

Town of Ogunquit

Planning Board Recording Secretary

Accepted on September 26, 2022

Notes:

- *These minutes are a summary of what was discussed and are not a transcript.*
- *Copies of all referenced documents will be maintained in the Application packets 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.*