



Town of Ogunquit
Planning Board
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**OGUNQUIT PLANNING BOARD
REGULAR BUSINESS MEETING
MINUTES
SEPTEMBER 26, 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

B. PLEDGE OF ALLEGIANCE –

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

D. MINUTES – September 12, 2022

**Ms. Olear Moved to Accept the Minutes of the September 12, 2022 Meeting as Amended
OLEAR/BEVINS 5:0 UNANIMOUS**

E. PUBLIC INPUT – None.

F. UNFINISHED BUSINESS –

**1. PUBLIC HEARING FOR: KELLY & KRISTY BOWER – 165 Shore Road – Map
6 Block 79 – LBD.**

Mr. Bower gave an overview of the proposed project.

Mr. Wilkos invited input from the public and abutters. There was none.

- 1.A 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.**

Mr. Wilkos noted that a Site Visit was held at 4:30 this evening.

The Board reviewed the Design Review Approval Standards as outlined in Chapter 225-11-7-C of the Ogunquit Zoning Ordinance and found all standards to have been met and satisfied.

Mr. Hayes Moved to Approve the Application 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

- 2. PUBLIC HEARING FOR: NL HOLDINGS LLC / HARTWELL HOUSE – 312 SHORE ROAD – MAP 3 BLOCK 6 – LB/R/SLR/RP.**

Mr. Wilkos noted that a Site Visit was held at 4:00 this evening.

Per the Applicant's request this application will be tabled to the next Planning Board Meeting and the Public Hearing would take place at that time.

- 2.A 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 new parking areas for twenty-two parking spaces.**

This Application was tabled at the Applicants' request and will resumed at the next Planning Board Meeting.

G. NEW BUSINESS –

- 1. 298 SHORE ROAD LLC / ROBERT DIVAIO – 298 Shore Road – Map 3 Block 8 – LBD. After the Fact Site Plan Review for a Change of Use from Single Family Residence to Type 2 Transient Accommodation (B&B) with four guest rooms and one on-site manager's apartment.**

Applicant Robert Divaio provided an overview of the after-the-fact change of use. He confirmed that he has been in business for over two years at this location.

Mr. McOsker reviewed his September 13, 2022 Memo to the Board.

Mr. Wilkos reviewed Police Chief Lizanecz's September 15, 2022 Memo to the Board.

Mr. Wilkos reviewed Fire Department Captain Bernard's September 26, 2022 Memo to the Board.

Waiver Request for Submission Item 6.6.C.3.U – A traffic impact analysis, prepared by a Registered Professional Engineer with experience in traffic engineering (for projects requiring 10 or more parking spaces, or projected 50+ trips per day).

It was noted that the Board did not receive a written Waiver Request. The Applicant was provided the appropriate Waiver Request Form which he completed and submitted to the Board.

Ms. Olear referenced Chapter 225-9.4 of the Ogunquit Zoning Ordinance which states:

“Bed-and-breakfast and inn; transient accommodation Types 2 and 3 (TA-2 and TA-3).

A. The application for approval shall include a scale drawing of the lot, showing the location of existing buildings, existing and proposed parking, and existing and proposed sewage disposal systems.

B. There shall be no less than one parking space for each rental room in addition to the spaces required for the dwelling unit.

C. There shall be one bathroom provided for the rental rooms, in addition to the bathroom for the dwelling unit.

D. Each rental room shall have not less than 10 feet by 12 feet horizontal dimensions.

E. Each rental room shall be equipped with an approved smoke detector.”

The Board asked the Applicant to provide an amended Site Plan which illustrates his ability to meet Items A and D, prior to the next meeting.

The Applicant was also asked to provide a written waiver request for Submission Item 6.6.C.3.U.

Ms. Olear Moved to Grant the requested Waiver.

OLEAR/HAYES 5:0 UNANIMOUS

Mr. Hayes Moved to Find the Application Complete for 298 SHORE ROAD LLC / ROBERT DIVAIO – 298 Shore Road – Map 3 Block 8 – LBD. After the Fact Site Plan Review for a Change of Use from Single Family Residence to Type 2 Transient Accommodation (B&B) with four guest rooms and one on-site manager’s apartment. HAYES/BEVINS 5:0 UNANIMOUS

The Board requested the Applicant provide a Site Plan which clearly indicates the number, location, and dimensions of the parking spaces. The plan should also include the proposed sewage disposal systems as approved by the Ogunquit Sewer District.

Ms. Olear Moved to Continue the Application for 298 SHORE ROAD LLC / ROBERT DIVAIO – 298 Shore Road – Map 3 Block 8 – LBD. After the Fact Site Plan Review for a Change of Use from Single Family Residence to Type 2 Transient Accommodation (B&B) with four guest rooms and one on-site manager’s apartment to the October 11, 2022 Meeting.

The Board agreed that no Site Visit would be necessary.

The Board Scheduled a Public Hearing to take place at 6:00 p.m. on October 11, 2022.

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

I. **OTHER BUSINESS** –

Review Discussion from the 3rd Workshop regarding LD2003 held earlier this evening.

Mr. Wilkos noted that after some additional investigation by Mr. Feldman and Mr. McOsker the next Workshop would take place on October 24, 2022 at 5:00 p.m.

J. **ADJOURNMENT** –

**Dr. Meller Moved to Adjourn at 6:45 p.m.
MELLER/BEVINS 5:0 UNANIMOUS**

Respectfully Submitted

Maryann Stacy

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Town of Ogunquit

Planning Board Recording Secretary

Accepted on October 11, 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.*