

**MINUTES OF MEETING
PHIPPSBURG PLANNING BOARD
May 10, 2022**

MEMBERS PRESENT: Mark Hawkes, Clifford Newell, Ashley Thayer, John Totman, Jr., and Marie Varian, Chair.

1. **[0:3:13]** The meeting was called to order by Ms. Varian at 5:00 pm at the Town Hall. Ms. Varian reported that there was a quorum and full board.

2. **[0:3:28]** **Consider the minutes of April 12, 2022, regular meeting and the May 1, 2022, site walk.**

Mr. Newell moved to approve both minutes as written. Ms. Thayer seconded the motions. Mr. Hawkes abstained from voting because he had not read the minutes. All votes were for the motions.

3. **[0:4:22]** **Foxy CEOs, LLC, 126 Parker Head Road, Tax Map 08, Lot 18, Represented by Christopher Fox – Continuation from January through April meetings. Review covenants and wording relating to further subdividing of the lots in Cooley Estate Kennebec River Minor Subdivision. Application #2022-02**

Ms. Varian reported that the Board had received the Applicant's draft "*Release of and Amendment to Deed Conditions and Restrictions*" ("Conditions and Restrictions"). She asked Mr. Fox if he was considering the covenants to be "conditions" because they were written on the map that way. He responded that he was.

Ms. Varian began by referencing paragraph 3.a of the Conditions and Restrictions: "This Agreement may be amended solely by written instrument executed by each of the Parties, which written instrument shall be recorded in the Sagadahoc County Registry of Deeds."

Ms. Varian asked why the Planning Board was not included among the parties who are involved in the amendment of the agreement, since the understanding had been that, if the parties wished to amend the Conditions and Restrictions, they would return to the Planning Board for notification and approval. She stated that, in her opinion, someone reading this clause would assume that the Planning Board would no longer have a say in how the subdivision operated. She had believed that one of the things the Planning Board had been stressing is that they did want to continue to have a say in the few conditions and restrictions remaining.

Ms. Varian said that this was the only part of the Conditions and Restrictions that was different from what they had discussed and agreed to.

Mr. Fox responded that he was open to whatever the Planning Board wants to do. He said that he would discuss it with the attorneys who drafted the document and suggested that, adding the requirement of Planning Board approval, might also be included in the first paragraph of the document in which the parties to the agreement are identified.

Ms. Varian then referenced paragraph 2.h:

“No Commercial Activities. No agricultural (except for domestic garden use), or industrial activities shall be conducted upon any Parcel. Not to limit the foregoing, trailer parks, automotive sales and repairs, commercial boat storage, and campgrounds shall be prohibited on all Parcels. A professional office for a physician, dentist, attorney or architect may be constructed and/or used upon a Parcel, provided it is contained within the main residential building of said Parcel.”

She asked the applicants if it says what they want it to say, since it is limiting about what is allowed. Ms. Varian stated that she doesn't have any objection to it, but she wonders if it gives them the freedom that they want to have.

Ms. Varian asked whether using the Town's ordinance that distinguishes between “business” and “home business” would be useful. She read the relevant criteria from the Town's Land Use Ordinance, Section 9.L.2:

- b. Home businesses shall be carried on wholly within the principal building or other structure accessory to it . . . impact on neighbors is minimal. The business shall be clearly secondary to the use of the dwelling unit for residential purposes.
- c. No unreasonable nuisance, traffic congestion, waste discharge, offensive noise, vibration, smoke, dust, odors, heat, glare, or radiation shall be generated.
- d. Reasonable and safe access and egress as well as parking requirements shall be provided.
- f. Not more than two (2) persons other than family members residing in the home shall be employed in a home business.
- g. Home businesses may not expand beyond the limits imposed by this section without fulfilling all the requirements of this Ordinance [in L.1, “New Business Permit”].

Ms. Varian then read from paragraph h, examples of a home business:

- i. Sale of home-grown vegetables and plants, crafts made in the home, antiques, and other traditional home business activities that have no significant impact on the character of a residential neighborhood;
- ii. Service businesses such as plumbing, carpentry, and home maintenance services in which at least seventy-five (75) percent of the activities take place on the premises of the customer;
- iii. Home beauty and barbershops;
- iv. Home mechanics shop;
- v. Sale of fish or other marine products harvested/landed by the home business owner(s);
- vi. Wharves and piers, storage buildings and the outdoor storage of boats, traps, nets, and other gear used in the commercial harvesting of marine products;
- vii. Use of a residence to provide accounting, insurance, or tax return services, or similar activity;
- viii. Incidental use of a home as an office for municipal business activities;

- ix. Yard or garage sales, limited to four per year. The duration of each sale shall not exceed three (3) consecutive days;
- x. A Bed and Breakfast establishment with not more than two (2) rental rooms may serve breakfast to overnight guests only. No meals shall be served after 11:30 a.m. Such establishments shall meet State requirements and Local Plumbing Inspector approval that the waste water system is adequate;
- xi. One (1) commercial campsite per Section 9.C.2; and
- xii. Businesses that the Planning Board may determine are substantially similar to the above.

Mr. Fox asked if they could just delete paragraph 2.h from the Conditions and Restrictions and replace it with the above language from the Town Ordinance. Ms. Varian said they could. The applicants decided that this is what they would do.

Ms. Varian stated that, beyond fixing the language in paragraph 3, she believed that they have nailed everything else down. The applicants agreed.

Mr. Fox said that he could not attend the June meeting, but he would amend the language, send it to the Board for their review, and the Planning Board could consider it at the regular July meeting. Ms. Varian said that, also at the July meeting, they would complete the process by doing "Findings of Fact."

The Board agreed to continue at the regular July meeting.

4. [27:09] Alex Sulkowski, 28 Lookout Point, Tax Map 32, Lot 12 – Continued from March and April meetings – Landscaping by replacing impervious material (crushed stone) with 16± cubic yards of pervious material (loam) extending outward from house toward water in the Resource Protection District of the Shoreland Zone.

Application 2022-10

Ms. Varian reported that the Board had conducted a site walk on May 1st. The Board viewed the portion of the site between the house and the water, where the proposed landscaping will be done.

Ms. Varian asked Mr. Sulkowski to explain the reason for his request. He asked Michelle Grover, of Great Works Landscape, designer of the project, to describe the project. She pointed out on the plan the step stones along the south and water side elevations of the house that are the primary access to the dock that is currently on the site. The step stones will be level and replace the crushed rock currently there that is not level. The plan is to put gardens between the house and the step stones and between the step stones and existing gardens.

Ms. Grover noted the boulder edge to be placed at the edge of the garden in order to provide more buffer and stabilization where the new soil is to be placed.

She also pointed out the location of some dilapidated concrete walls on the northerly side of the existing house. These will be removed and replaced with boulders. A plant bed will be created to

curve around on the northerly side of the house, with a lawn area created north of the plant bed. This proposed lawn area is currently stone.

Ms. Grover also noted that the plan includes a list of all the plants to be used, providing both the botanical names and the common names. She said that the plants were selected because they are low-maintenance, hardy, long-lived, and sturdy.

Ms. Varian reported that this application is being considered under the following sections of the Town of Phippsburg Shoreland Zoning Ordinance: Section 15.R, "Erosion and Sedimentation Control"; Section 17.B, "Permits Required"; Section 17.C, "Permit Application"; Section 17.D, "Procedure and Fact Finding."

She noted that the application is for a *change* in the existing landscaping from ground cover of crushed rock to loam and plantings. The applicant has received a Department of Environmental Protection (DEP) permit for this project. The overseer of the project is Ryan Grover, DEP Certification #2244. Applicant is responsible for securing any and all other permits necessary to complete the project. The Board has received the entire DEP application and all drawings, as well as letters of explanation, etc.

Ms. Varian mentioned the question that arose during the site walk: whether the stepping stone path from the house could be moved closer to the house and still serve the same purpose. There was also discussion about the width of the stepping stones. Ms. Varian stated that she believed the proposed width of 3 feet was too wide, creating too much solid space. Ms. Grover said that it would be possible to reduce it to 2 feet and provide the same stability and ease for people carrying things to the dock.

Ms. Varian asked Ms. Grover again if it would be possible to move the stone path closer to the house, where possible, without causing any damage to the house, or inconvenience to those walking on the path and, perhaps, carrying things to the dock. If so, that would provide more open area between the path and the water. Ms. Grover thought that it could be closer in some sections.

Ms. Grover explained the difference between using plantings versus a lawn as an erosion control measure. The mulch in a planting bed would immediately have an effect on erosion, whereas the impact of a lawn on erosion would not be immediate because the lawn takes longer to establish itself.

The Board then considered the findings of fact as posed in Section 17.D.3:

- a. *Will maintain safe and healthful conditions.* Yes.
- b. *Will not result in water pollution, erosion, or sedimentation to surface waters.* Yes.
- c. *Will adequately provide for the disposal of all wastewater.* Yes.
- d. *Will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat.* Yes.
- e. *Will conserve shore cover and visual, as well as actual, points of access to inland and coastal waters.* Yes.

- f. *Will protect archaeological and historic resources as designated in the Comprehensive Plan.* Yes.
- g. *Will not adversely affect existing commercial fishing or maritime activities.* Yes.
- h. *Will avoid problems associated with flood plain development and use.* Yes.
- i. *Is in conformance with the provisions of Section 15, "Land Use Standards."* Yes.

There was then further discussion about what conditions should be included with the permit, if approved. Ms. Varian stated that the vote would be (1) approved, (2) approved with conditions, or (3) denied.

Ms. Thayer moved to accept the application with the following conditions:

- 1. Only organic fertilizer shall be used.
- 2. Only fish-based fertilizer shall be used.
- 3. Stepping stones shall be no larger than 12" x 24" and shall have 6"- 8" gap between.
- 4. Stepping stones will be no more than 2 feet away from the awning posts.
- 5. The work area shall not exceed the present area.
- 6. Boulders shall have a minimum of 6" between.
- 7. Within twenty (20) days of completion of project, the applicant shall submit photos of same to the Planning Board.

Mr. Totman seconded the motion, which was passed unanimously.

The applicant paid the fee of \$265 (\$100 for the permit, \$100 for the site walk, and \$65 for advertising the site walk) by check # 3654.

5. [1:32:39] Geoffrey D. McCarren, 56 Blacks Landing Road, Tax Map- 31, Lot 65, Represented by Andrew Cromwell, Contractor – Remove existing non-conforming structure, replace, and expand on non-conforming lot. Application #2022-14

Mrs. McCarren is Ms. Varian's grand-niece. This is too close a relationship for Ms. Varian to be involved in the consideration of this application. As a result, Ms. Varian recused herself and stepped down. Mr. Newell stepped in to conduct the meeting in her place.

Mr. Newell noted that the Board received authorization for Mr. Cromwell to represent Mr. McCarren. Mr. Cromwell explained that he was at the meeting to discuss Mr. McCarren's plan to demolish the existing main structure on the site and build a new house in its place. Mr. Cromwell wanted to find out what limitations there were in the size and placement of the new house and any other issues that he should be aware of.

This application is considered under the Town of Phippsburg Land Use Ordinance: Section 10.D, "General Building Requirements: Mobile Homes" and Section 11, "Non-Conformance."

- Section 11.A, “Grandfathering,” states in paragraph 1 that “All uses of land and buildings existing at the time of adoption of the Building Code for the Town of Phippsburg (enacted March 1970), or which have been developed legally since then may continue even though such use does not conform to the provision of this Ordinance.
- Section 11.B “Non-Conforming Lot of Record,” and C, “Non-Conforming Structures” apply to the lot and structure in this application, which existed and were non-conforming as of the adoption of the Town of Phippsburg Building Code in March of 1970.

Mr. Newell noted that there were some questions about the setbacks. Mr. Cromwell mentioned the rear setback behind the major structure. In one section of the existing structure, there is a 12’ x 12 “bump-out,” leaving only 2’ between that portion of the structure and the rear property line. They expect to gain 6’ at this point in the new construction, so the 2’ setback would be increased to 8’ in that area.

Mr. Cromwell inquired whether, in the new structure, they would be allowed to still have only a 13’ setback in the rear, or would the current 20’ setback need to be adhered to. Mr. Newell responded that the building footprint is grandfathered, so they would not be permitted to do anything to reduce the setback; they may not make the structure or the lot more non-conforming, but they are not required to make it less non-conforming. The non-conformance is grandfathered.

A question arose as to whether the 12’x 12’ “bump-out” in the rear of the building—the section of the structure that is only 2’ from the rear property line—is actually grandfathered. It depends upon whether it existed in March of 1970 and/or whether a building permit was issued for the addition. Ms. Varian said that she could research that question.

Mr. Newell said that the closer they can stay to the established 13’ rear setback, the better. There appears to be some room in the front setback to build the new structure such that the rear setback can increase.

Mr. Newell informed Mr. Cromwell that he was not limited to 30% expansion, so long as they do not increase the non-conformity of the structure. He recommended that the applicant get the survey done, confirm the setbacks of the existing structure, and prepare a site plan showing the dimensions and impact on setbacks of the proposed structure.

Mr. Cromwell asked to be put on the June agenda.

Ms. Varian returned to the meeting.

6. [1:55:27] North East Salt Water, LLC, Joseph M. Jerome, Owner, using property at 47 Wallace Circle in the Village District of the Shoreland Zone, Tax Map 27, Lot 49 – New Business of fishing and sightseeing charter trips. Application #2022-15

Ms. Varian stated that the applicant proposes to use the property at 47 Wallace Circle (formerly the old West Point store) in West Point. This is the land of Rodger Herrigel and he has given permission to the applicant to conduct his business on this property.

Mr. Jerome explained that he holds a USCG Master Captain License, which allows him to carry up to 6 passengers for hire. The skiff that he uses is a 21' Maritime, which limits the number of anglers per trip. He will be using the existing moorings in West Point harbor to store his boat and the floats at the bottom of the dock at 47 Wallace Circle to load and unload passengers. The extent of his use of the property, therefore, is the existing moorings, the floats, and parking area. The hours of operation would be daylight hours.

Ms. Varian reported that this application was being considered under the following sections of the Shoreland Zoning Ordinance:

- Section 15.G.1, "New Business Permit"
- Section 15.A.2.a, which deals with functionally water dependent use
- Section 15.A.4, which exempts functionally water dependent uses from road frontage requirements.
- Section 15.D, "Piers, Docks, Wharfs, etc."

Ms. Varian explained to the applicant that this application requires a public hearing because that's how the Town deals with a New Business application. She explained the public hearing process. She stated that it appears that the application is complete, including:

- Notification of abutters, which he does not need proof of until the date of the public hearing
- Photographs and a sketch of the site
- A letter of authorization from the landowner of 47 Wallace Circle
- A tax map showing where the site is located
- A list of abutters
- Copy of the Town's property record card

Mr. Hawkes asked how many cars could be parked there. Mr. Jerome responded that there is room for 8 cars, if everyone is in the same party. Six, if the people are not connected to each other and may be coming and going at different times. Mr. Hawkes suggested that the applicant anticipate questions at the public hearing about alternate parking.

A public hearing was scheduled for Tuesday, June 7th, at 5:00 p.m. The consensus of the Board was that a site walk was not required.

7. [2:15:09] Wellhaus Goods, proposed by Shannon B. Russo, 356 Meadowbrook Road, Tax Map 41, Lot 49-2 – Home Business Determination - Seasonal shop with elevated goods and gifts. Application #2022-16

Ms. Varian asked the applicant to explain in more detail what she wants to do. Ms. Russo explained that there is a new, 200 SF shed on her property. She would like to turn it into a seasonal gift shop. She anticipates a very simple start—Maine products, hopefully sourced

locally. She would like to have a good variety of things—home goods, gifts, agricultural products, onions, cut flowers, etc. She stated that there was ample off-street parking on the side of the shed.

To begin with, the shop would be open from June to October. Maybe later, it would be May to October. She has applied for an off-premise liquor license, so she can sell craft beer and wine. She hopes to be able to offer things of quality of interest both to visitors and local residents. She said that she intends to offer quality products, along the lines of those offered at Made in Maine and Now You're Cooking.

Ms. Varian stated that the application was considered under the Town of Phippsburg Land Use Ordinance, Section 9.L.2, "Home Business"; Section 12.B & C, "Permits Required" and "Application"; Section 12.D, "Procedure and Fact Finding." She also stated that the applicant is responsible for securing any and all other permits from any and all other persons or agencies required to complete the project. Signage is limited to Section 9.H.1 and 3, relating to Home Business.

Ms. Varian said that the pictures provided are good, particularly showing the available parking area.

The applicant asked what the circumstances would be that would require her to come back to the Planning Board for a full New Business permit.

Ms. Varian responded by reading the following criteria listed in Section 9.L.2, "Home Business":

- Home business is carried on wholly within the principal building or other structure accessory to it.
- The impact on neighbors is minimal.
- No unreasonable nuisance, traffic congestion, waste discharge, offensive noise, vibration, smoke, dust, odors, heat, glare, or radiation shall be generated.
- Reasonable and safe access and egress as well as parking requirements shall be provided.
- Signs shall be restricted to one on premise totaling not more than eight (8) square feet.
- Not more than two (2) persons other than family members residing in the home shall be employed.
- Home business may not expand beyond the limits imposed by this section without fulfilling all the requirements of this Ordinance and obtaining a permit under L.1 ("New Business").

Examples of home businesses:

- Sale of home-grown vegetables and plants, crafts made in the home, antiques, and other traditional home business activities that have no significant impact on the character of a residential neighborhood;

- Services businesses such as plumbing, carpentry, and home maintenance services in which at least seventy-five (75) percent of the activities take place on the premises of the customer;
- Home beauty and barbershops;
- Home mechanics shop;
- Sale of fish or other marine products harvested/landed by the home business owner(s);
- Wharves and piers, storage buildings and the outdoor storage of boats, traps, nets, and other gear used in the commercial harvesting of marine products;
- Use of a residence to provide accounting, insurance, or tax return services, or similar activity;
- Incidental use of a home as an office for municipal business activities;
- Yard or garage sales, limited to four per year. The duration of each sale shall not exceed three (3) consecutive days;
- A Bed and Breakfast establishment with not more than two (2) rental rooms may serve breakfast to overnight guests only;
- One (1) commercial campsite per Section 9.C.2; and
- Businesses that the Planning Board may determine are substantially similar to the above.

The applicant said she had some questions about signage. Ms. Varian told her that there was a section about that in the Land Use Ordinance, which she can download from the Town's website.

Ms. Varian said that Ms. Russo might want to re-think whether her application should be specifically seasonal, because if she decided she wanted to be year-round and her home business determination was for a seasonal business, she would need to come before the Board again. Ms. Russo decided that she would remove the seasonal restriction.

Mr. Newell asked if there was anything that Ms. Russo anticipated selling that might not be included in the permitted activities of a home business, e.g., wine and beer. Ms. Varian responded that the State license would clearly state any restrictions, and she would need a permit from the Town's Select Board to sell wine and beer. Therefore, if the Planning Board gave her approval of the idea of selling wine and beer, but either the State or the Town's Select Board do not permit it, she would not be able to do it.

Ms. Varian asked if there were any conditions that the Board would put on the applicant, if the home business determination was made. One suggestion was that no parking would be permitted on Meadowbrook Road.

Mr. Newell moved to approve with the condition that no parking would be permitted on Meadowbrook Road. Open hours would be 10 am to 6 pm. Ms. Thayer seconded the motion, which was passed unanimously.

Fee of \$100 was paid by check #1041.

8. [2:35:55] Aphrodite Salon, proposed by Colleen Calder, 165 Fiddlers Reach Road, Tax Map 03, Lot 47 – Home Business Determination – hair and associated salon services.

Application #2022-17

Ms. Varian stated that the application was considered under the Town of Phippsburg Land Use Ordinance, Section 9.L.2, “Home Business”; Section 12.B & C, “Permits Required” and “Application”; Section 12.D, “Procedure and Fact Finding.” She also stated that the applicant is responsible for securing any and all other permits from any and all other persons or agencies required to complete the project. Signage is limited to Section 9.H.1 and 3, relating to Home Business.

The applicant stated that she has owned a salon in Portland since 2011 and mostly does bridal hair services. She and her family moved to Phippsburg in August of 2021 and purchased a house that allows for an in-house salon that would serve as a secondary location for her business. She intends to maintain her salon business in Portland, but would like to work from Phippsburg 2 days a week to cut down on her commute to and from Portland. There will not be any employees and she expects to be seeing 3-4 clients a week. Traffic will be minimal, and there is ample parking on-site. Because it is largely bridal trials, the business is somewhat seasonal—March through October.

Ms. Varian asked the Board if they had any conditions to propose. There were none.

Mr. Newell moved to approve this application as a home business. Mr. Totman seconded the motion, which was passed unanimously.

Fee of \$100 was paid by check #109.

Ms. Varian noted that the photographs were so informative in the application that there was no reason for a site walk. The Board could see whatever they needed to see from the photographs.

9. [2:43:34] The Historic 1774 Inn, LLC, Stuart and Sara Devan, 44 Parker Head Road, Tax Map 8, Lot 26 – Discussion of using space for events, parking, and raised beds on their properties, including 42 Parker Head Road, Tax Map 08, Lot 28, and 21 Church Lane, Tax Map 8, Lot 27.

Mr. Devan explained to the Board that, as they own two parcels contiguous to the parcel on which their business is situated, they have been considering possibilities for using the additional parcels in support of their business operation, although the actual business will continue to be conducted from 44 Parker Head Road. Right now the 21 Church Lane parcel has only been used when people want to take pictures of their events from that parcel, rather than 44 Parker Head Road, which is where the actual events take place. The applicants’ concern is whether there are restrictions on what they can do on the contiguous lots since the business permit applies only to 44 Parker Head Road. Examples of their questions were:

- Is there any problem if people wander from 44 Parker Head to the two other parcels?

- Does the view easement on 44 Parker Head restrict what they can do, since they own both 44 and 42 Parker Head?
- Does the fact that the same legal entity does not own all three lots affect what options are available and what difficulties are presented if including them in activities connected with the business?
- Do they need to expand their business license to include these various, non-impactful activities?
- If aspects of the business are spilling over onto the other two parcels, should they be included in the business permit?
- They're thinking of using 42 Parker Head for overflow parking for their events and want to know what would the Planning Board require if they wanted to do that?

He made it clear that they have no intention of holding events at the other two lots, or increasing the number of events and the number of people. Their intention is just to make things safer, more convenient, and more comfortable for event attendees.

Ms. Varian, stating that she is not an attorney, said that she assumed that if the business wanted to do something on 42 Parker Head that would violate the view easement—parking, setting up a tent, etc.—the entity that owns 42 Parker Head could give permission to do so to the entity that owns 44 Parker Head. It was also the opinion of the Board that, as owners of both parcels, they could dissolve the view easement. When the two parcels have the same owner, an agreement can be made between them regarding the enforcement of setback requirements. An attorney should be consulted to be sure.

With regard to the question of parking on land that is owned by the applicant, Ms. Varian told him there are stipulations about land area per parking space, and the position of the driveway that need to be followed.

An abutter [later identified as Mrs. Davan] who occupies 36 Parker Head Road, expressed her concern about impinging on their view easement and about parking and increased traffic in the area. They have a 50' driveway easement on 42 Parker Head Road.

Ms. Varian explained to this speaker that, if the applicant plans to expand his business or make big changes, there are procedures that must be followed, including public notice. Any easements that are to this speaker would have to be honored. The Planning Board only has control under those circumstances. If the applicant wishes to do on his own land something that he is legally entitled to do is not something that the Planning Board has any authority over.

Mr. Hawkes asked if there was any financial arrangement between the business and the trust that owns 42 Parker Head. Mr. Devan confirmed that there were not. The trust is fully responsible for any expenses connected with its parcel and does not benefit from the operations of the business.

Mr. Devan asked whether there was any issue if the residential property at 42 Parker Head was used on occasion for an event at 44 Parker Head. An example he gave was if a caterer wanted to set up at 42 in order to provide food for attendees at 44. Would that kind of use require the

business to include the property at 42 in its business permit? Would that be considered an expansion of the business? Ms. Varian responded that it probably would require some kind of paperwork to accommodate that type of occurrence, but, again, they should consult with an attorney to be sure what is the proper way to handle such a situation.

Mr. Devan emphasized that none of these questions are related to any ideas about expanding the business or the fact that they need more parking. They simply want to make sure they understand their options to improve their ability to meet the demands of their business as it is and to make sure that, if the arrangements they have in place now in regard to parking change, they are prepared to use alternative options that they have confirmed are permissible and feasible. They also wanted the Board to be aware of what they were thinking about.

Ms. Varian asked Mr. Devan if he wanted to come back in to the Board at the next meeting. He responded that he would let her know. They have some research to do, to think about the information that he has received, consult with an attorney. If they decide to submit an application, she would hear from him.

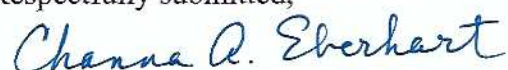
Ms. Varian requested that, if he did decide to submit an application, he call her to get on the agenda and send an application package to each member of the Board 10 days prior to the meeting so that they have time to review it.

10. [3:20:17] **Other Business.** None.

11. [3:20:24] **Announcements.** June 14th is the date of Town elections and also the regular date for the June Planning Board meeting. The Board decided to change the date of its June meeting to June 7th to follow the public hearing, which will start at 5:00 pm.

12. [3:31:09] **Adjourn.** Ms. Thayer moved to adjourn. Mr. Hawkes seconded the motion, which was passed unanimously. Meeting was adjourned at 8:30 pm.

Respectfully submitted,



Channa A. Eberhart
Secretary