Planning Board Meeting Minutes
November 16, 2017

The Planning Board met on Thursday, November 16, 2017, at the Chebeague Recreation Center at 7:00 PM.

Planning Board Members Present: John “Chip” Corson, Bob Earnest, Carol White, Jane Frizzell, Kyle Koerber
Members Absent: Nancy Hill, Caitlin Bowman
Also present: Marjorie Stratton and Gloria Brown, Steve Hinchman of ReVision Energy

1. Call to order: Chair Bob Earnest called the meeting to order at 7:03 PM.

2. Public Hearing / Site Plan Review of the Town’s / ReVision Energy’s solar project on Chebeague

PUBLIC HEARING
- Bob Earnest opened the public hearing at 7:04 PM.
- New Information: a site plan review has already been done for this property and this facility back in January, 1995. Therefore, the present application is for an amendment to the prior site plan review.
- In 1995, the property was reviewed as a major site plan. It is not yet clear whether the present application should also be reviewed as a major rather than a minor site plan as submitted.
- Bob read aloud the Standard Conditions from January, 1995
- Steve Hinchman presented the project and answered questions.
- Discussion re: site work (regrading) to be done by the Town

Motion: Moved by Carol White, seconded by Jane Frizzell, to close the public hearing.

Vote: Unanimous; Motion Carried

DELIBERATIONS
- Review of a draft Project Description prepared by CEO Nick Adams
  o Planning Board members did not receive all of the attachments originally attached to the application.
  o The Board confirmed property ownership, dimensional description, map and lot numbers, address of the project, and jurisdiction of the Board.
There are no conflicts of interest between Board members and the applicant.

The Board confirmed that the location of the property as being in the Island Residential District, that the application was received on October 9, 2017, that proper notice of the current meeting was posted and sent to abutters, and that Marjorie Stratton, Town Administrator and Steve Hinchman of ReVision Energy were present at the meeting.

**DISCUSSION RE: WHETHER OR NOT THE APPLICATION IS COMPLETE**

- Item #2: owner is incorrect; should be Town of Chebeague Island
- #4: address is incorrect; should be 49 Littlefield Road
  - If there are 3 buildings, then the application includes the whole parcel (including transfer station); not just the project area next to the town garage
  - There are conflicting opinions of whether the application is to be considered “minor” or “major.”
- #5.b: waivers are probably needed for grading; need for contours to be shown on illustrations
- Page 2, item B.1: inaccuracies to be corrected and re-submitted
  - B.2: see page G00
  - B.3: Planning Board needs a copy of the Power Purchase Agreement
  - B.4.a: Planning Board needs a depiction of the buffers from prior approval
  - B.4.b: Depiction of property boundaries needs to be part of the application.
  - B.5: Planning Board needs a copy of the list of abutters
  - C.2: incomplete
  - C.3: site map should show all of the information in Section C drawn out and labeled
  - C.3.i: answer should be some or none; if some, show on map
  - C.4: on-site well?
  - D.1: see D.1. on checklist attached
  - D.4: to be shown on depiction of drainage of the whole site showing changes (or not) when this project is installed
  - D.6: grading will change vegetation; need to be re-vegetated?
  - D.12: need paragraph: so drainage, erosion control immediately afterwards and long-term plan for re-vegetation
Motion: Moved by Chip Corson, seconded by Kyle Koerber, the Planning Board finds that ReVision Energy’s application for installation of a solar array is incomplete as currently presented.

Vote: Unanimous; Motion Carried

- Return to review of a draft Project Description
  - Site walk not needed
  - Classified as minor development subject to resolution of the question of whether this is a revision of an existing site plan which was a major site plan review; need to know if waivers are needed
  - From what the Planning Board has seen and discussed thus far, third-party review will not be necessary.
  - Requirement for a performance guarantee can be decided after Board members have reviewed the Power Purchase Agreement.
- Bob asked about whether historical and archaeological resources on the site would need to be protected during installation. Marjorie reported that Donna Damon said the cemetery would be the nearest historical or archaeological resource, so not part of the proposed installation.

3. Consider changing meeting time to a different weekday / time

Motion: Moved by Kyle Koerber, seconded by Carol White, to change the Board’s meetings to 7:00 PM on the second Tuesday of the month, at the Rec Center.

Vote: 5-0; Motion Carried

The next meeting of the Board will be on December 12th at 7:00 PM.

4. Review and approve minutes of October 19, 2017

Motion: Moved by Kyle Koerber, seconded by Chip Corson, to accept the minutes of the October 19, 2017 meeting as presented.

Vote: 5-0; Motion Carried

5. Update on document review splitting the Shoreland Zoning from Zoning Ordinance

- Bob reported that Gloria has re-formatted both the separated Shoreland Zoning document and the remnant Zoning document. Still to be done, is checking on continuity of content and cross references.
- Gloria and Marjorie checked to make sure changes are being made to the most recently approved Zoning Ordinance dated June 11, 2016.
- Carol reported on progress toward updating our Zoning Map to show Shoreland Zoning.
- Bob reported that the new zoning ordinances do not have to go to the DEP for approval until after the town meeting that adopts the new ordinances; however, it’s a good idea to go to DEP first to make sure what we are taking to town meeting isn’t wrong.

6. Adjourn

**Motion:** Moved by Chip Corson, seconded by Kyle Koerber, to adjourn the meeting at 9:02 PM.

**Vote:** 5-0; Motion Carried

Respectfully submitted,

Gloria Brown, Deputy Town Clerk