

Jay Planning Board November 14, 2023

Board: Chair Barbara Cook, Vice Chair Mike Fournier, Jaime Carden-Leventhal, Dennis Stevens, Daniel Ryder, Sue Theberge, and C.J. Jerry.

Staff: Ronda Palmer, Code Officer

The meeting was called to order at 6:00 PM

Minutes – Oct. 17, 2023

C.J. made a motion to accept the minutes of the October 17th meeting as written. Sue seconded the motion and it passed unanimously.

Subdivision Raymond Ouellette Development

The Board checked the final plan to be sure that #3 that dealt with test pits was removed and that utility poles were added to the plan. Toby also submitted an updated 1st page of the application with a corrected address.

Motion made by Mike and seconded by Jamie that the Subdivision application met the standards as listed in Section 5-501 of the Ordinance. Motion carried.

Motion was made by Mike and seconded by Dennis to approve Draft Permit 23-01 for Raymond Ouellette Development. Motion carried.

The Plan was signed by the Board and the Permit will be signed by the Chair and Patricia Ouellette. Toby will have both recorded at the Registry of Deeds.

LD 2003 - update

At the last meeting when the Board was reviewing the proposed subdivision amendment it was noticed that minor changes were needed to the Subdivision Ordinance. Below are the changes that were agreed upon:

18. Abutter. "Abutter" means any person who owns property contiguous to the Proposed Subdivision Parcel, or directly across any public or private street or way adjacent to the Proposed Subdivision Parcel. In the case of a revision or amendment to a previously approved subdivision, abutter shall include those abutters to the amended lot. ~~original subdivision as well as all current owners within the original subdivision.~~

Fee Schedule: Previously when a new lot was being created in a previously approved subdivision we charged \$50.00, yet when a lot line was being changed we charged \$100.00. The Board felt the wording was correct but to clarify \$50.00 would be charged in both circumstances going forward.

§5-302 3.

b. Review Fee. The applicant shall pay all direct costs specifically related to the application, including, legal, engineering, environmental consulting, survey, architectural, land use planning, other professional fees, preparation of information and materials for the Board, and other costs specifically related to the application (collectively "Review Costs"). The JAY SUBDIVISION REVIEW ACCOUNT is hereby established. All applications for Subdivision approval, including

amendments or revisions to previously approved plans, shall be accompanied by an additional payment of \$150 for each lot or dwelling unit, which shall be deposited in the SUBDIVISION REVIEW ACCOUNT. The Review Fee may be used by the Board for Review Costs. The Board has the right to waive this fee in the case of amendments and charge the direct cost of the review (postage)

§5-305 The Final Plan:

B. The Final Plan:

1. Shall include all changes ordered by the Board when it approved the preliminary subdivision application.
2. Shall have no substantial changes except as provided in paragraph 1 hereof, between the preliminary plan and the final plan;
3. Shall be submitted on 20 pound paper and be a minimum of 11"x17" and a maximum of 25"x36" in dimensions and further drawn in ink on mylar suitable follow Recording Plans as stated in Title 33 Chapter 11 Section 652 -for recording in the Franklin County Registry of Deeds;
4. Shall be submitted with one (1) original for recording and onethree (13) copies;

The Board then began reviewing the Ordinances for LD 2003:

Sally Daggett, the Town attorney had prepared a new Chapter 5, Subdivision Ordinance, Chapter 15, Town-wide Residential Land use Standards and minor changes to the Shoreland Zoning Ordinance to comply with LD2003.

Erica Bufkins, AVCOG was unable to make the meeting. She was present remotely through Zoom.

The Board then began reviewing the ordinance prepared by Sally that deals with LD 2003. It was mentioned that Chapter 15 does not require the Planning Board or Code Officer to issue any permits. It was decided to ask the Town Attorney if she felt that because no permits were issued if we could do away with the changes in Chapter 15 and simply refer to State Statute in the Subdivision Ordinance.

Sue also questioned if the Town will need to begin issuing Certificate of Occupancy Permits. Erica, AVCOG, stated that she did ask the DECD this question and municipalities that do not issue building permits do not need to start issuing C of O's.

It was also mentioned that ADU's have different definitions in the proposed Subdivision Ordinance, the new Chapter 15 and Shoreland Zoning Ordinance. Originally the Board had made a motion that the minimum size of an ADU was to be 250 s/f. The State had set it at 190 s/f. The attorney stated this could not be changed. The maximum the Board set was 1000 s/f and no more than 2 stories tall. This was only put into the amended Subdivision Ordinance so that the remainder of the Town would not be more restrictive than the Town currently is.

Once we have more information from our Attorney and the minor changes the Board discussed are made to the Ordinance the draft will be brought back to the Board for approval.

Comp Plan

Erica reviewed what a Comprehensive Plan entails. She will send a presentation by email and Ronda will distribute it to the Board.

Erica stated it is best to have variety of individuals with conflicting ideas so that different opinions are brought up and also individuals with different skill sets.

She stated that the ideal committee needs to be appointed by the Select Board and should consist of 9 to 11 members. The plan will develop ideas of what the citizens want the Town of Jay to look like in the future.

The Board decided to look over the email Erica provides and begin discussion at the next meeting on the best way to advertise for committee members.

Erica stated that the entire housing section and the DOT section of the Comp Plan would be included through a grant that AVCOG has received. The maps for the Comp Plan are included through AVCOG's annual membership.

Other Business

None

Next Meeting Date

December 12th at 6:00 PM

Motion was made by Mike and seconded by Sue to adjourn at 7:15 PM