DURHAM PLANNING BOARD REGULAR MEETING AGENDA Durham Town Offices, 6:30 p.m. October 4, 2023

NOTE: No public comment will be taken on individual applications at the meeting unless the Board schedules a formal public hearing with required notice posted. Comments on applications can be submitted in writing to the Town Planner and will be forwarded to the Planning Board and the applicants.

- 1. Roll Call & Determination of a Quorum
- 2. Amendments to the Agenda
- 3. Acceptance of the Minutes of Prior Meetings (September 6, 2023)
- 4. Informational Exchange on Non-Agenda Items:
 - a) Town Officials
 - b) Residents (Public comment will be taken)
 - c) Non-Residents (Public comment will be taken)

5. New Business

- a) Subdivision Amendment to Change Lot Line at Turnaround in Woodland Acres Section 2, Map 9, Lot 9K1 (Public comment will not be taken)
- b) Subdivision Amendment to Combine Lots at Bowie Hill Subdivision, Map 10, Lots 1&2&3 and 11&12 (Public comment will not be taken)

6. Other Business:

a) Board Discussion of Draft Land Use Ordinance Amendments (Public comment will not be taken)

3. Acceptance of the Minutes of Prior Meetings (September 6, 2023)



Town Of Durham

Planning Board Minutes

Town Offices, 6:30 pm September 6, 2023

1. Roll Call & Determination of a Quorum

In attendance: John Talbot (Chair), Juliet Caplinger (Vice Chair), Allan Purinton, Tyler Hutchison, Brian Lanoie, and George Thebarge (Town Planner).

Absent: Anne Torregrossa (Alternate).

Guest(s): Kenneth and Gwenn Huot (Applicant: Durham Leisure Campground) and Richard Meek, Civil Engineer for TERRADYN CONSULTANTS, LLC (Ruby Farmview)

- 2. Amendments to the Agenda: None
- 3. Acceptance of the Minutes of prior meeting (August 2, 2023)

Alan Purinton moved to accept the August 2nd, 2023 meeting minutes, Tyler Hutchison seconded, and the motion carried with 4 votes and 1 abstention (Juliet Caplinger).

- 4. Informational Exchange on Non-Agenda Items:
 - a.) Town Officials None
 - **b.)** Residents Rebekah Polster (525 Meadow Road) Questions about possible subdivisions near Swamp Road and wanted to know how many new building permits are allowed per year.
 - c.) Non-residents None

5. Old Business

a.) Public hearing on Conditional Use Application for Expansion of the Leisure Campground for 112 RV sites, Map 2, Lot 13 (Public comment will be taken)

Town Planner Comments:

- The Planning Board bylaws provide that the Chairman is to describe the purpose of the public hearing and the procedures to be followed.
- Per those bylaws, the Board may receive oral or documentary evidence but shall
 exclude irrelevant, or unduly repetitious evidence. The Chairman shall make a
 determination of the relevance of any evidence or testimony and that determination
 can be challenged by a motion of any Board member subject to a majority vote of the
 Board members.
- Every party shall have the right to present its case in the order determined by the Chairman and without interruption.

- The Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard.
- Every party shall have the right to submit rebuttal evidence and to conduct cross examination of any other party through the Chair, provided however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.
- An aggrieved party is defined as any person who can demonstrate that he or she will suffer a particularized injury by issuance or non-issuance of the license/permit approval in question. A particularized injury is one that directly operates against a party's property, pecuniary or personal rights. An injury suffered by all of the citizens of the Town in an equal and proportionate manner is not a particularized injury (Section 19.7 Durham Land Use Ordinance).
- Comments and questions should be focused on helping the Planning Board determine whether the application meets the adopted conditional use criteria as opposed to debating Town growth management policies which are set at Town Meeting and must be followed by the Planning Board.
- The application and staff comments were made available on the Town website and the purpose of the public hearing is to receive public input on the application and not to have an explanation of the process and Ordinance requirements.
- These procedures and limitations on public input are required to ensure that the applicant and affected parties are given due process and the legal deadlines for a Planning Board decision on the application can be met.

The Vice Chair, Juliet Caplinger, recused herself from the Board review panel, because she is an abutter to the property of the Durham Leisure Campground.

Applicant (Petitioner): Kenneth and Gwenn Huot, 24 Leisure Lane, Durham, ME 04222

- The applicants would like to expand their thirty-six (36) sites, by adding another forty (40) sites for a total of 76 sites. (Note: Site 35 is not used/total actual sites is 77)
- They are proposing to have 4,000 square feet per campsite.
- They are currently having issues with large camping units (40 feet or larger) wanting to camp there, as well as tiny homes.
- They would like to extend the current 12 week stay period.
- They would like to accommodate more seasonal campers rather than transit campers.
- Currently they do not have tent sites, and nine (9) campsites are grandfathered for year-round stay, they would like to add an additional 21 sites for year-round.
- They would like to have sites available from early April to late October (weather permitting), instead of the 12-week period (May 15th through September 15th).

The Board opened the Public Hearing at 6:54 pm.

Fran Kelley (11 Leisure Lane) – abutter to the property, only concern is the possible increase of traffic and pulling large camper units onto Route 136. The campground is very quiet and a good neighbor

Public Hearing is closed at 6:58 pm.

b.) Substantive Review of Conditional Use Application for Expansion of the Leisure Campground for 112 RV sites, Map 2, Lot 13 (Public comment will be taken).

Town Planner Comments:

- The Planning Board conducted a site walk for the Leisure Campground application on August 16 from 5:30 to 6:30 p.m. John Talbot, Brian Lanoie, and Tyler Hutchison attended. A photographic record of the site features observed by Board members during the site visit was included in the packet.
- On August 2 the Planning Board reviewed the application and had numerous questions about the existing use and proposed expansion. The packet contained copies of the Planning Board and Board of Appeals past decisions and approval conditions.
- In April of 1986, the Planning Board approved a conditional use permit for 110 campground sites with a maximum of 40 to be installed in the first year and with an 11 pm curfew.
- In June of 1986, the Board of Appeals denied an appeal filed by neighbors of the project to overturn the Planning Board decision.
- In March of 1987, the Planning Board and prior owner affirmed agreement to a campground discontinuance provision (one year) and requirement for Planning Board approval of any transfer of campground ownership.
- In October of 2016, the current applicant applied for and received Planning Board conditional use approval to expand from 9 sites to 34 sites with a finding that the campground was required to comply with the seasonal time limits of the Ordinance which were applied as an approval condition along with all other campground requirements contained therein.
- In November of 2016, the Board of appeals denied a variance request to reduce the required 100-foot property line setback for campsites. In that variance request, the current applicant requested relief from the time limits of the Ordinance, which the Board also denied. The record indicates that when the current applicant acquired the property, there were 9 licensed sites
- In April of 2017, the applicant obtained ownership of a Town-owned property and received Planning Board conditional use approval to add 2 more campsites. That approval again reiterated the seasonal time of occupancy limits of the Ordinance being applicable to the campground as an approval condition.
- On August 15, the applicant submitted a revised "Existing Conditions Plan" showing a fall zone around the cell tower. The updated plan also indicates that the applicant is now requesting approval of 40 new campsites or a total of 76. The revised plan does not differentiate between existing or proposed seasonal and year-round campsites.
- On August 28, the applicant provided the following additional submissions:
 - o Updated corporate filing report (2022);
 - o Campground addressing and site numbering diagram;
 - HHE-606 State of Maine Health Inspection Program License Application for Campground & Event Camping; and,
 - Color-coded diagram showing the proposed year-round and seasonal campsites and utility lines.

- On September 6, the Board received a certification letter from a company that conducted a review of the tower and stated that it meets all required codes and provided an inspection record.
- On September 6, the Board received a letter from MDOT confirming that they do not have a permit for that site, they consider it to be grandfathered and they don't believe that the proposed expansion of the campground raises any issues for the MDOT.
- On September 6, the chairman of the Board received an email from the Fire Chief stating that if the applicants provide a water storage tank with a 2000-gallon capacity with hook ups for the Fire Department that would satisfy his concern for fire safety.

Section 7.4 CONDITIONAL USE REVIEW CRITERIA

- A. Review Criteria: Before it issues a conditional use permit, the Planning Board shall find, as a matter of fact, that the proposed use meets the following criteria:
 - 1. Public Health Impacts: The proposed use will not create unsanitary or unhealthful conditions by reason of sewage disposal, emissions to the air or water, or other aspects of its design or operation.

Motion made by Allan Purinton: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for public health impacts.

Motion seconded by Tyler Hutchison.

i. The applicant submitted an HHE 606 State of Maine Health Inspection Program License Application for Campground & Event Camping for "41 or more RV sites in an existing RV park."

Allan Purinton amended his motion: Under (item i) the HHE 606 application must be approved by the State prior to any additional work. Motion seconded by Brian Lanoie: <u>4</u> Votes to deny: <u>0</u>

2. Traffic Safety Impacts: The proposed use will not create unsafe vehicular or pedestrian traffic conditions when added to existing and foreseeable traffic in its vicinity.

The Board discussed possible signage to help indicate that a campground is present and help to keep the speed down on the main road.

Motion made by Allan Purinton: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for traffic safety impacts.

Motion seconded by Tyler Hutchison: Votes to approve: <u>4</u> Votes to deny: <u>0</u>

3. Public Safety Impacts: The proposed use will not create public safety problems which would be substantially different from those created by existing uses in the neighborhood or require a substantially greater degree of municipal services than existing uses in the neighborhood.

Motion made by Allan Purinton: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for public safety impacts.

Motion seconded by Tyler Hutchison: Votes to approve: <u>4</u> Votes to deny: <u>0</u>

4. Environmental Impacts: The proposed use will not result in sedimentation or erosion or have an adverse effect on water supplies.

Motion made by John Talbot: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for environmental impacts.

Motion seconded by Brian Lanoie: Votes to approve: 4 Votes to deny: 0

5. Scale & Intensity of Use: The proposed use will be compatible with existing uses in the neighborhood, with respect to physical size, visual impact, intensity of use, and proximity to other structures.

The Board made amendments to the draft findings for item d.) change 400 feet to 100 feet. Add item f.) In addition to the Google Maps, the Board has also reviewed the applicant's plans.

Motion made by Tyler Hutchison: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for scale and intensity of use.

Motion seconded by Brian Lanoie: Votes to approve: 4 Votes to deny: 0

6. Noise & Hours of Operation: The proposed use will be compatible with existing uses in the neighborhood, with respect to the generation of noise and hours of operation.

Motion made by Allan Purinton: The applicant has satisfied a reasonable burden of proof of the compliance with the criterion for noise and hours of operation.

Motion seconded by Tyler Hutchison: Votes to approve: <u>4</u> Votes to deny: <u>0</u>

The applicant has stated that they live on the property and manage the noise control.

7. **Right, Title, or Interest:** The applicant has sufficient right, title or interest in the site of the proposed use to be able to carry out the proposed use.

Motion made by John Talbot: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for right, title, or interest.

Motion seconded by Allan Purinton: Votes to approve: 4_Votes to deny: 0_

8. Financial & Technical Ability: The applicant has the financial and technical ability to meet the standards of this Section and to comply with any conditions imposed by the Planning Board pursuant to subsection 7.5.

Motion made by Brian Lanoie: The applicant has satisfied a reasonable burden of proof of compliance with the criterion for financial & technical ability.

The Board noted that there was a discrepancy of \$25,000 between the applicant's resources and project costs in the original estimate, but due to the change in number of sites from 112 sites to 40 new sites that isn't an issue.

Motion seconded by Tyler Hutchison: Votes to approve: 4 Votes to deny: 0

Section 7.5 CONDITIONS OF APPROVAL

- A. Planning Board Approval Conditions: Upon consideration of the criteria listed in subsection 7.4, the Planning Board may by majority vote attach such conditions, in addition to those required by other provisions of this Ordinance, as it finds necessary to ensure compliance with those criteria and all other applicable requirements of this Ordinance. Violation of any of those conditions shall be a violation of this Ordinance.
 - 1. No construction to commence until the applicant has applied for and received Planning Board site plan approval for the project infrastructure.
 - 2. The project shall comply with all DHHS requirements for wastewater disposal, public water systems, and campgrounds.
 - 3. The project must comply with all the requirements of Section 5.8 A. through I. for campgrounds, except for the following:
 - 4. Sites 1 through 37 (site 35 is missing) are approved for year-round RV and Park Model RV use and the cabin at 33 Leisure Lane is approved for year-round use.
 - 5. Sites 38 through 77 are approved for seasonal use from April 1 through October 31.
 - 6. Pool hours are 9:00 to dusk.
 - 7. Quiet time is 10:00 pm to 7:00 am.

Motion made by Tyler Hutchison: To apply the following conditions of approval to the permit for conditional use.

Motion seconded by Allan Purinton:

8. Motion to amend made by Tyler Hutchison:

Item #4: Sites 1 through 21 and Sites 28 through 37 are approved for year-round RV and Park Model RV use and the cabin at 33 Leisure Lane is approved for year-round use.

Item #5: Sites 22 through 27 and Sites 38 through 77 are approved for seasonal use from April 1 through October 31.

Add Item #8 Seasonal sites will have a limit of a 7-month stay and year-round sites will have a limit of a 12-month stay.

Motion seconded by Allan Purinton: Votes to approve: 4 Votes to deny: 0

6. Other Business:

a. Subdivision Sketch Plan Review for 4 Additional Lots, Ruby Farmview Subdivision, Map 5, Lot 78B (Public comment will not be taken)

Mr. Talbot stated to the Board and applicant that he is a customer of Copp Excavation and he has no prejudice towards the applicant's proposed project. He is asking the applicant and the Board if they are comfortable with him remaining on the Board for this plan review. The applicant has no issues with Mr. Talbot remaining on the Board for this review.

Motion made by Allan Purinton: To allow John Talbot to continue with the process for Ruby Farmview Subdivision amendment review.

Motion seconded by Juliet Caplinger: Votes to approve: 4 Votes to deny: 0

Applicant: Richard Meek, Civil Engineer for TERRADYN CONSULTANTS, LLC, on behalf of Michael Copp, developer/landowner of subdivision.

- o Proposing to construct about 700 feet of road, intersecting with the existing Ruby Lane
- Proposing to create four new lots, each consisting of 90,000 square feet of area that includes 300 linear feet of frontage and a minimum of 40,000 square feet of contiguous buildable area.
- o A wetland delineation was conducted in the spring.

Town Planner comments:

- The applicant is seeking sketch plan review of a four-lot expansion of the existing subdivision.
- O Sketch plan review is an opportunity for the applicant and Board to informally discuss pursuit of a subdivision development plan on the subject property.
- O General information related to the property in question is provided to have an informed discussion.
- o The main purpose is to ensure that the applicant and Board are "on the same page" in terms of ordinance requirements and the subdivision review process.
- The meeting also provides opportunities to flag key issues that will come up during a future application process.
- O Sketch plan review is also an opportunity to explore any intention of the applicant to request any waivers of procedures, submissions, or performance standards and general reasons for doing so.
- No notice to abutting property owners is required at this informal stage of the subdivision review process.

- No decisions, whether express or implied can be made at this stage of the review process.
- The Ruby Farmview Subdivision was approved on December 5, 2018 and was amended in May of 2021.
- O Under Title 38, § 482, if the applicant creates 15 or more lots in any 5-year period, a site location permit from the Maine DEP will be required.
- o If the applicant pursues development of the four new lots before December 5 of 2023, they will need a site location permit.
- The applicant should be aware of new procedural forms and administrative provisions being used by the Planning Board and staff.

The Board scheduled a site walk for Wednesday, September 20^{th} at Ruby Farmview on Ruby Lane from 5 to 6 pm.

7. Adjourn

Allan Purinton motioned to adjourn the meeting. Juliet Caplinger seconded, motion carried 5-0. Meeting adjourned at 9:02 pm.

5. New Business:

a. Subdivision Amendment to Change Lot Line at Turnaround in Woodland Acres Section 2, Map 9, Lot 9K1 (Public comment will not be taken)

TOWN PLANNER COMMENTS:

- The applicant is seeking Planning Board approval of an amendment to the Woodland Acres Section 2 subdivision plan.
- A mortgage survey indicated that construction intruded on the 50-foot setback from the turnaround of the June Cruz Drive (formerly Arnold Way), the short side spur off Woodland Road.
- A surveyor has prepared an amended plan that changes the angle of the line at the end of the turnaround to move the setback to the conforming distance.
- Under Section 6.10 of the Land Use Ordinance, no changes, erasures, modifications, or revisions can be made to a recorded plan unless a revised final plan is submitted to the Board and the Board approves the changes in accordance with the provisions of Section 6.11.
- If no new lots are created, the amended plan application can be reviewed in a single, final plan step with the application providing adequate information to determine that the performance standards of Section 6.14 are met.
- The revised plan must indicate that it is a revision of a previously approved and recorded plan and must show the title of the subdivision and the book and page number of the original recorded plan (Section 6.14.B).



Town of Durham 630 Hallowell Road Durham, Maine 04222

Tel: 207-353-2561 Fax: 207-353-5367

Office of Code Enforcement and Planning

FINAL SUBDIVISION PLAN APPLICATION

Subdivision Name: June Cruz Prile	
Application Date: 4/18/23	
Preliminary Approval Date:	
A. Owner & Developer	
Is applicant owner of the property?YES	_NO (If no, letter of owner authorization is required)
Property owner: Maken Bailey	Property developer:
Address 18 June Cruz DAW	Address:
	6
Telephone number: 207 - 844 - 0638	Telephone number:
Email address: Kohen Khailey Wymail. Com	Email address:
B. Project Designers	
Surveyor: Wayne Wood	Engineer:
Address: 30 Wood Drive Gray Maine	Address:
	-
Telephone number: 202 - 657-3330	Telephone number:
Email address: W+WCO @ Secure speed.het	Email address:
Person to whom all correspondence on project should	d go: Kohen Bailey
	1

Preliminary Subdivision Plan Application

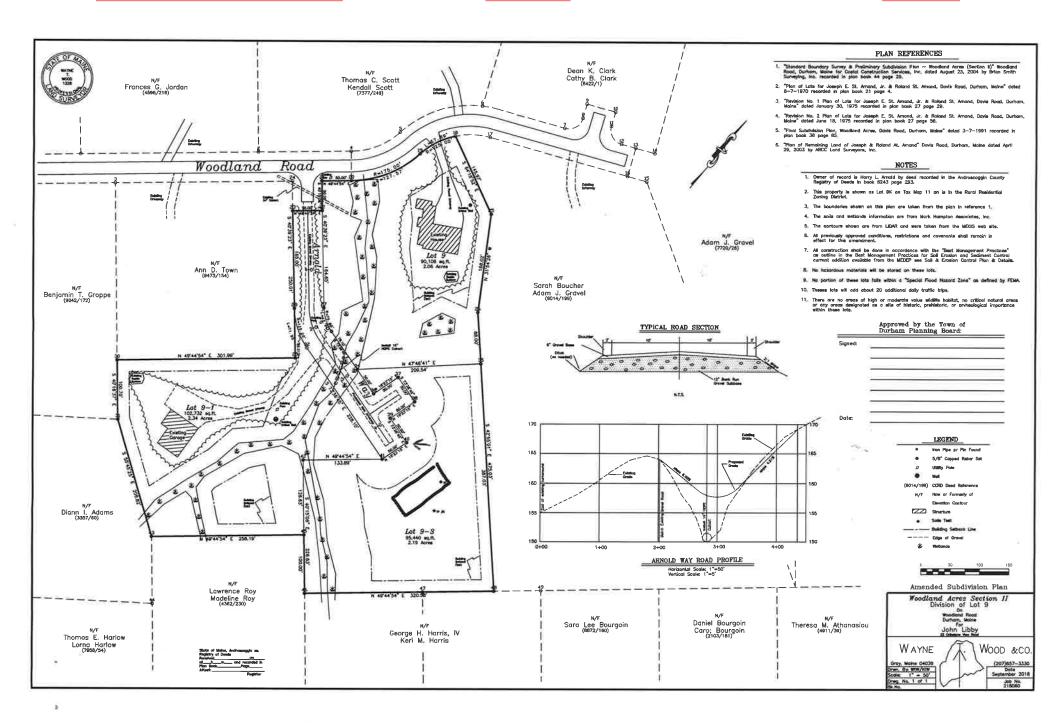
C.	Status of Preliminary Plan Approval & Current Application		
На	s it been more than 6 months since preliminary approval was granted?	YES	_ NO
Are	changes required by preliminary approval reflected in the final plans?	YES	_ NO
Are	e all technical peer reviews required by the Board complete and attached? _	YES	NO
ls t	here an engineer's construction cost estimate for required improvements?	YES	NO
ls t	here a bank commitment letter for the amount of the construction costs?	YES	NO
Wil	a bank letter of credit be submitted as a performance guarantee?	YES N	0
lf y	es, does the letter of credit follow the format approved by the Town Attorne	y? YE	6NO
lf a	in alternative form of performance guarantee is to be requested, what form	will it take:	
_			
На	s that form been reviewed by the Town Attorney at the applicant's expense	? YES	NO
На	ve all State and other outside agency reviews been completed? YE	ES NO	
Are	e permits and/or letters from State and outside agencies attached?	YES N	0
Are	e their approval conditions incorporated into the final plans? YES _	NO	
Dio	their approval conditions substantively change the preliminary plan?	YES	NO
	the submissions include a declaration of covenants and homeowners' assom ownership and maintenance of the project improvements? YES		ork for long-
Do	those legal documents follow the Town Attorney's format?YES _	NO	
lf r	not, have they been reviewed by the Town Attorney at applicant's expense?	YES_	NO
D.	Required Public Notices	/	
	ive all abutting property owners received notice per Section 6.6.E.?	_YES	NO
Do	es this project abut or cross over into another Town? YES	_NO	
ls	this project within 1000 feet of the water wells of the Elementary School?	YES <u>\</u>	NO

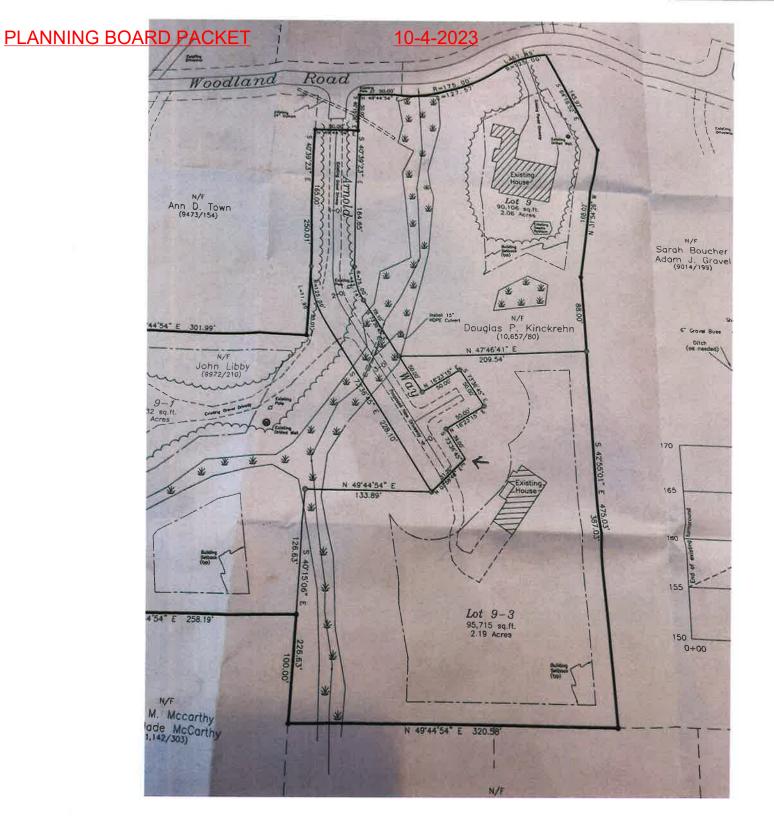
Page 3

E. Requested Waivers

Planning Board

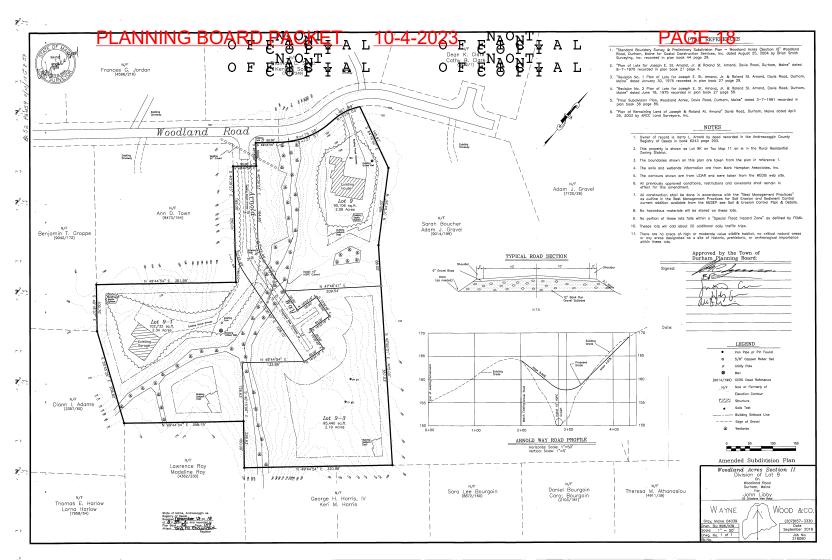
Does the applicant intend to request any waivers of the subdivision requirements? If yes, list them and state the reasons for the request (Note: waivers from design standards will require technical analysis to demonstrate that the subdivision criteria will be met). Provide full explanation and documentation of waiver requests and justification in the submissions:
Are the waivers of performance standards noted on the final plan per Section 6.35.C.4? YES NO
F. Review Fees and Escrow Non-refundable application fee of \$300: \$ VES Pay & With Cord
Was the technical review escrow depleted to 25% of the original amount? YES NO
If yes, the escrow must be brought back up to the original amount of \$250 per lot: \$
Date review fees & escrow paid:
G. Checklist and Required Submissions
Are the completed final plan checklist and all submissions attached? YES NO
To the best of my knowledge, all of the above stated information submitted in this application is true and correct.
H. Signature of Applicant
4(18/2)
Printed Name: Hohen Bailey Date

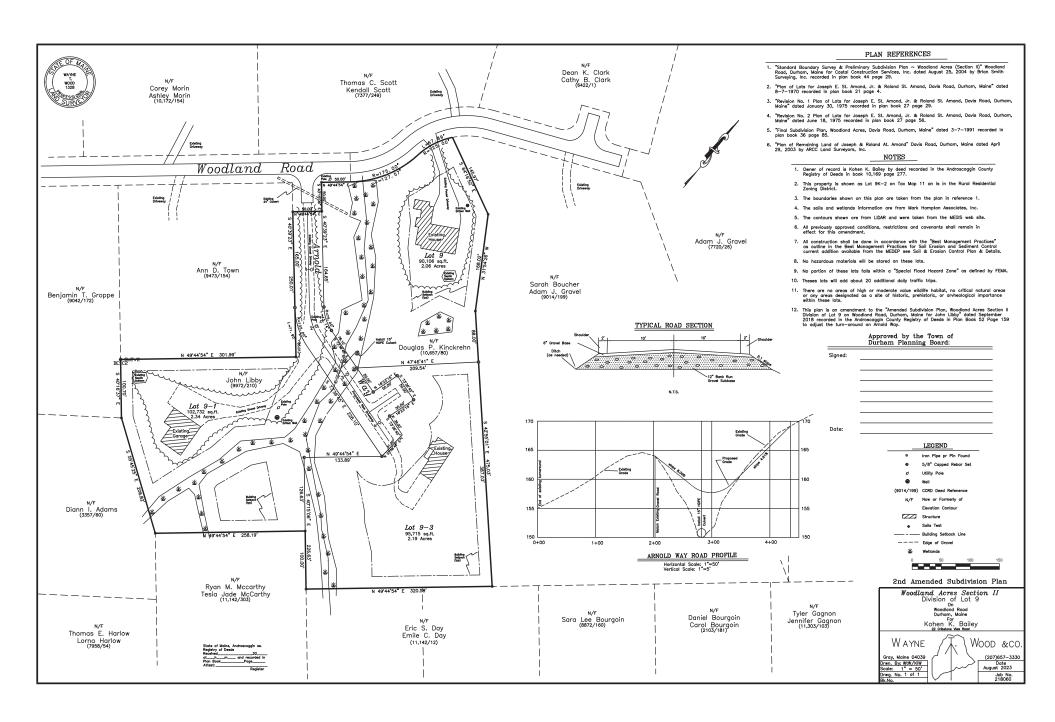




U.S. Postal Service™ GERTIFLED MAIL® RECEIPT







5. New Business:

b. Subdivision Amendment to Combine Lots at Bowie Hill Subdivision, Map 10, Lots 1&2&3 and 11&12 (Public comment will not be taken)

TOWN PLANNER COMMENTS:

- The applicant is seeking Planning Board approval of an amendment to the Bowie Hill subdivision plan.
- The applicant seeks to merge Lot 2 of the subdivision plan into the abutting Lots 1 and 3.
- The applicant also seeks to merge Lots 11 and 12 into a single lot.
- A surveyor has prepared the proposed amended plan.
- Under Section 6.10 of the Land Use Ordinance, no changes, erasures, modifications, or revisions can be made to a recorded plan unless a revised final plan is submitted to the Board and the Board approves the changes in accordance with the provisions of Section 6.11.
- If no new lots are created, the amended plan application can be reviewed in a single, final plan step with the application providing adequate information to determine that the performance standards of Section 6.14 are met.
- The revised plan must indicate that it is a revision of a previously approved and recorded plan and must show the title of the subdivision and the book and page number of the original recorded plan (Section 6.14.B).

Grange Engineering LLC

New Gloucester, Maine Grange.Engineering.Me@gmail.com 207 712 6990

George Thebarge Bowie Hill Subdivision Revision to Final Subdivision Plan

September 14, 2023

Town of Durham Planning Board,

This is a request to make a couple minor adjustments to the approved subdivision plan for Bowie Hill Subdivision. The adjustments include combining Lots 11 and 12 (now just Lot 11) and Lots 1 and 2 (now just Lot 1). Along with combining Lots 1 and 2, the back corner between lots 2 and 3 has been moved to make lot 3 more accessible. As a result of the changes there will now only be 11 lots in the Bowie Hill Subdivision.

I've included the approved/recorded plan along with the Amended Subdivision Plan.

Thanks,

Charlie Burnham, P.E. Project Engineer

Attachments:

A – Forms B – Plan Set



TOWN OF DURHAM+ 630 Hallowell Road Durham, Maine 04222

Office of Code Enforcement and Planning

Tel. (207) 376-6558 Fax: (207) 353-5367

FINAL SUBDIVISION PLAN APPLICATION

Subdivision Name:	
Application Date:	_
Preliminary Approval Date:	
A. Owner & Developer	
Is applicant owner of the property?YES	NO (If no, letter of owner authorization is required)
Property owner:	Property developer:
Address	Address:
Telephone number:	Telephone number:
Email address:	Email address:
B. Project Designers	
Surveyor:	Engineer:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Person to whom all correspondence on project sho	uld go:

C. Status of Preliminary Plan Approval & Current Application

Has it been more than 6 months since preliminary approval was granted?	YES	NO
Are changes required by preliminary approval reflected in the final plans?	/ES	NO
Are all technical peer reviews required by the Board complete and attached?	YES	NO
Is there an engineer's construction cost estimate for required improvements?	YES	NO
Is there a bank commitment letter for the amount of the construction costs?	_YES	_NO
Will a bank letter of credit be submitted as a performance guarantee? YES	NO	
If yes, does the letter of credit follow the format approved by the Town Attorney? _	YES _	NO
If an alternative form of performance guarantee is to be requested, what form will it	take:	
Has that form been reviewed by the Town Attorney at the applicant's expense?	YES	NO
Have all State and other outside agency reviews been completed? YES _	NO	
Are permits and/or letters from State and outside agencies attached? YES	NO	
Are their approval conditions incorporated into the final plans? YES	_ NO	
Did their approval conditions substantively change the preliminary plan?	/ES	NO
Do the submissions include a declaration of covenants and homeowners' association	on framewor	k for long-
term ownership and maintenance of the project improvements? YES	NO	
Do those legal documents follow the Town Attorney's format? YES	_ NO	
If not, have they been reviewed by the Town Attorney at applicant's expense?	YES	NO
D. Required Public Notices		
Have all abutting property owners received notice per Section 6.6.E.?YE	S NO)
Does this project abut or cross over into another Town? YES NO		
Is this project within 1000 feet of the water wells of the Elementary School?	YES	NO

Planning Board Page 2

E. Requested Waivers

Does the applicant intend to request any waivers of the subdivision requirements? If yes, list them and state the reasons for the request (Note: waivers from design standards will require technical analysis to demonstrate that the subdivision criteria will be met). Provide full explanation and documentation of
waiver requests and justification in the submissions:
Are the waivers of performance standards noted on the final plan per Section 6.35.C.4?
YES NO
F. Review Fees and Escrow
Non-refundable application fee of \$300: \$
Was the technical review escrow depleted to 25% of the original amount? YES NO
If yes, the escrow must be brought back up to the original amount of \$250 per lot: \$
Date review fees & escrow paid:
G. Checklist and Required Submissions
Are the completed final plan checklist and all submissions attached? YES NO
To the best of my knowledge, all of the above stated information submitted in this application is true and correct.
H. Signature of Applicant
Printed Name: Date

Planning Board Page 3



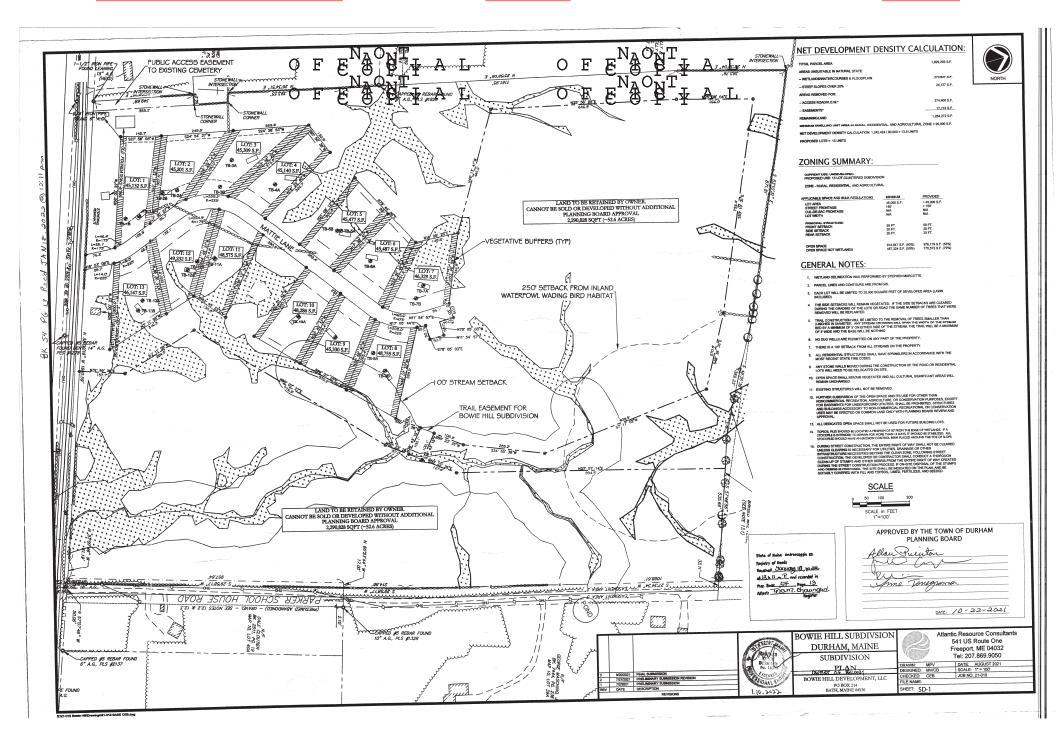
TOWN OF DURHAM 630 Hallowell Road Durham, Maine 04222

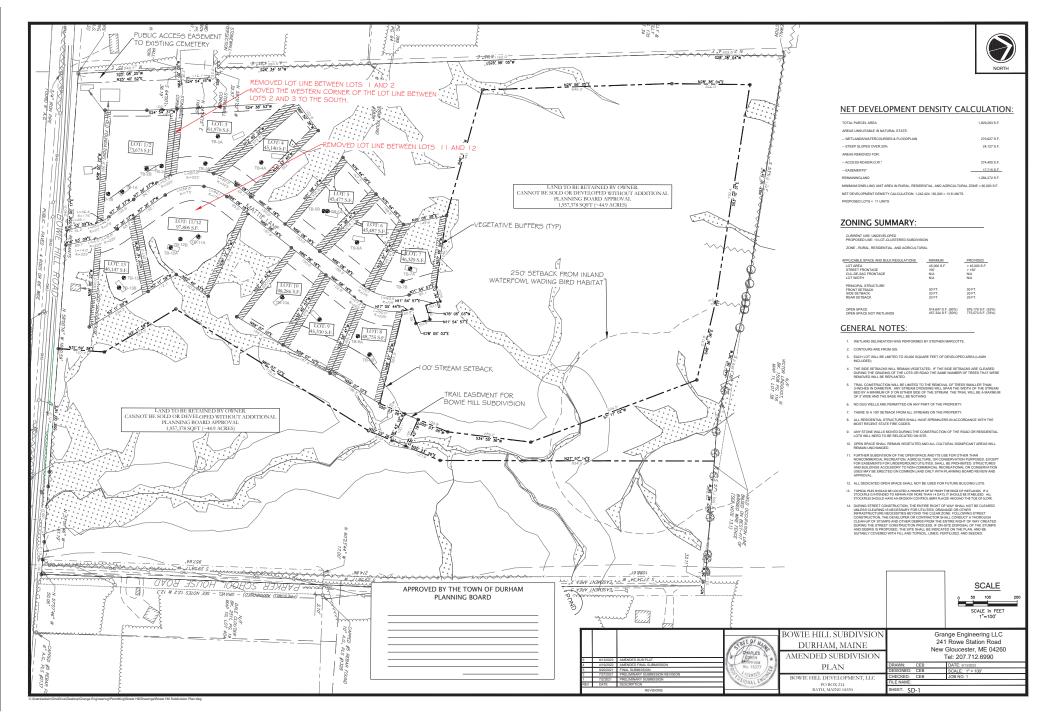
Office of Code Enforcement and Planning

Tel. (207) 353-2561 Fax: (207) 353-5367

NOTICE OF RECEIPT OF SUBDIVISION AMENDMENT APPLICATION

Date:
The Planning Board of the Town of Durham has received an application for a lot line change at
Town records indicate that you own property abutting the parcel proposed to be changed. In accordance with Title 30-A M.R.S.A., §4403.3, the Planning Board is required to notify you it has received this application. The Planning Board has not yet determined that the application is complete and has not reviewed the application.
The application is available for your review at the Town Offices at 630 Hallowell Road. The next scheduled meeting to discuss the application is at 6:30 p.m. At that meeting, the Planning Board will review the application to determine if it is complete and ready for formal review. When the Board determines that it has received a complete application, it will decide whether to conduct a site walk and/or a public hearing before reviewing the application for consistency with the subdivision review criteria and performance standards.
The Planning Board welcomes public comment submitted in writing or by email. The Board is required by law to approve a subdivision application if it meets <u>all</u> of the adopted review criteria and standards. It must deny any application that fails to meet <u>any</u> of the criteria and standards. Please focus any public comments on whether the application, in your view, meets or fails to meet requirements of the subdivision regulations. If you have questions about those requirements, you can contact George Thebarge, the Town Planner by email to townplanner@durhammaine.gov.





6. Other Business:

- a. Board Discussion of Draft Land Use Ordinance Amendments (Public comment will not be taken)
- The Town of Durham has allowed every residential lot to have two housing units for several decades in the form of a single family home with accessory apartment or a duplex.
- In 2022, the Maine Legislature passed legislation that requires Durham to allow a third housing unit wherever there is an existing single-family dwelling.
- The 2018 Durham Comprehensive Plan recommends consideration of 3-unit and 4-unit housing if the design of the units is controlled to protect rural character and neighborhood integrity.
- Over the past year and a half, the Planning Board has conducted a public participation process that indicated equal citizen concerns for housing availability and for the impacts of new housing on the community.
- A set of draft Land Use Ordinance amendments has been prepared to address both concerns expressed by citizens.
- To address concerns for housing availability the draft amendments allow a third housing unit if it is limited to a smaller, accessory apartment.
- To address concerns for the impacts of increased housing, the draft requires much larger lots for multiple, full-sized housing units with the same limit of 3 housing units on any lot.
- This approach has been reviewed by staff at the Maine Department of Economic and Community Development and lawyers at the Maine Municipal Association and both agencies consider it workable under the new law.
- The Planning Board intends to hold a second public participation process to get citizen input on the specific recommendations for addressing housing policy.
- In addition to public input on the specific housing policy changes, the Board could also include survey questions on the larger issues of the Town's growth management program adopted five years ago in the Comprehensive Plan update.
- That 2018 Plan called for a continuation of the uniform, 2-acre lot size across Town with 300 feet of road frontage, which limits development but promotes lower-density suburban sprawl.
- The current long-range plan also set priorities for preserving agriculture and forestry while protecting Durham's rural character and natural resources.
- Because of the lack of public utilities and any densely developed areas, townspeople specifically abandoned the growth and rural areas model

promoted by the State in its growth management laws.

- Some Board members and members of the public have questioned if these policies are still relevant and the best way to manage growth and its impacts.
- The comprehensive planning process typically runs on a 10-year cycle with a check-in at 5 years of implementation.
- The packet contains the survey questions from the 2018 public participation process.
- Some or all of these questions could be included in the current feedback solicitation about housing policy.
- The Board should schedule one or more public information sessions for the fall.

ARTICLE 4: SPATIAL STANDARDS IN ZONING DISTRICTS Section 4.1 DISTRICT REQUIREMENTS

- A. Rural Residential & Agricultural District
 - 1. Minimum Lot Size Single-Family or Two-Family 90,000 sq. ft.
 - a. Minimum Buildable Area Each lot must contain a contiguous 40,000 sq. ft. building envelope which does not contain areas in Resource Protection District, wetlands, or slopes greater than twenty (20%) percent.
 - 2. Minimum Access to Lots Only one single family detached dwelling or two-family dwelling shall be permitted on a lot. No dwelling shall be erected except on a lot that fronts on a street as defined, and the minimum street frontage, measured along the lot line at the street, shall be at least equal to the minimum lot width.
 - 3. Minimum Road Frontage 300 ft.
 - 4. Minimum Setbacks
 - a. Front Lot Line Residential 50 ft.
 - b. Front Lot Line Non-residential 100 ft.
 - c. Side Lot Line Residential 20 ft.
 - d. Side Lot Line Non-residential 100 ft.
 - e. Rear Lot Line Residential 20 ft.
 - f. Rear Lot Line Non-residential 100 ft.
 - 5. Maximum Structure Height¹ 35 ft.
 - a. For Schools and Municipal Structures 50 ft.
 - 6. Maximum Coverage for impervious surfaces (including structures) 25%
 - 7. Minimum Lot <u>Area Size Two Family Multiple</u> Dwellings <u>110,000 90,000</u> sq. ft. per dwelling if the lot contains more than a single-family detached dwelling or a two-family dwelling (accessory apartments are exempt from lot area requirements).
 - 8. Maximum Number of Housing Units per Lot- Three (3)

NOTE: To address future housing needs in Durham, the 2018 Comprehensive Plan recommends using the same lot size for a duplex (two-family) as a single-family home and allowing additional smaller accessory apartments on those lots to better fit neighborhoods and the Town's rural character. The State has mandated that additional housing units be added without size restrictions but allows lot sizes to be increased for those full-sized units. This two-pronged proposal allows the smaller accessory apartments on standard lots to favor that outcome while requiring 2 acres per full-sized housing unit to discourage increased housing that detracts from neighborhood and rural character. Thus, building a

¹ Features of structures such as chimneys, towers, spires and structures for electric power transmission and distribution lines may exceed the maximum structure height requirement.

single-family home and a duplex on the same lot will require 6 acres of land. In both cases, the maximum number of housing units allowed on any lot with be three. Landowners will be able to pursue either option, multiple smaller housing units on a standard lot or multiple larger housing units on a larger lot. If the proposed Ordinance changes are not adopted, landowners will be legally entitled to build a single-family home and a duplex on 2.5 acres as of July 1, 2024.

ARTICLE 5: PERFORMANCE STANDARDS Section 5.1 ACCESSORY APARTMENTS

The purpose of the provisions concerning accessory apartments is to provide a diversity of housing for town residents while protecting the single-family rural character of residential neighborhoods the community. Accessory apartments may be utilized for rental purposes as well as in-law accommodations subject to the following requirements. If the accessory apartment does not meet all of said requirements, then a conditional use permit shall be required:

- A. The dwelling shall have only one main entrance and all other entrances shall appear subordinate to the main entrance. An entrance leading to a foyer with entrances leading from the foyer to the two dwelling units is permitted. No open or enclosed outside stairways shall be permitted above the first story.
- B. The main dwelling unit shall have at least fifteen hundred (1500 sq. ft.) square feet of floor area and the accessory apartment shall not exceed fifty (50%) percent of the floor area of the main dwelling unit. Floor area measurements shall not include unfinished attic, basement or cellar spaces, nor public hallways or other common areas.
- C. Only one accessory apartment shall be permitted per lot. It An accessory apartment shall be made part of the main residence or located in a separate building whose primary function is not as a dwelling unit, such as a garage or barn.
- D. Accessory apartments shall not be permitted for any nonconforming structure or use, where the nonconformity is due to the use of the premises, as opposed to nonconforming dimensional requirements.

NOTE: To address future housing needs in Durham, the 2018 Comprehensive Plan recommends using the same lot size for a duplex (two-family) as a single-family home and allowing additional smaller accessory apartments on those lots that better fit neighborhoods and the Town's rural character. When combined with changes to Articles 4 (District Standards) and 19 (Definitions), the draft amendments will allow two smaller accessory apartments with a single-family home and one accessory apartment with a duplex for a maximum of three housing units on a 2-acre lot. A duplex and single-family home on the same lot will require 6 acres. While either option of smaller units or full-sized units will be allowed as required by State law, the changes will favor smaller units. If the proposed Ordinance changes are not adopted, landowners will be legally entitled to build a single-family home and a duplex on 2.5 acres as of July 1, 2024.

NOTE: In April of 2022, the Maine Legislature passed an affordable housing law that requires all municipalities to allow up to two dwelling units on any lot where a single-family home is currently allowed. These amendments remove language that is no longer enforceable.

Section 5.7 BACK LOTS

Back lots may be developed although they lack frontage on a Town and/or state maintained accepted road if the development is in accordance with the following provisions:

- A. If a back lot is accessible only by a legally enforceable right-of-way, it may be used for one single back lot -family dwelling if the following conditions are met:
 - 1. The right-of-way must be deeded to the owner of the back lot and be a minimum of fifty (50') feet in width.
 - 2. Creation of the 50-foot right-of-way to serve the back lot shall not create a nonconforming front lot by reducing such lot's road frontage below the minimum for that district, or, if the front lot is already nonconforming, reduce its road frontage at all. Where the right-of-way is given by easement or irrevocable license, or some grant less than a fee interest, the land over which the back lot access is created by deed or by easement such servitude is placed may not be counted toward meeting road frontage requirements for the front lot.
 - 3. No more than one right-of-way for back lot development may be created out of any lot fronting on a Town and/or state maintained road unless each subsequent right-of-way is created out of at least an additional three hundred and fifty (350') feet of Town road frontage, and the road entrances to such Town road are at least six hundred (600') feet apart.
 - 4. The dimension of the back lot which borders upon the right-of-way shall be at least three hundred (300') feet in length and the depth of the lot perpendicular to said frontage shall be at least two hundred (200') feet for at least three hundred (300') feet along the right-of-way. The back lot shall have a minimum of five (5) acres not including any land constituting the right of way.
 - 5. The driveway shall be required to be sixteen (16') twenty (20') feet wide with twelve (12") inches of aggregate subbase, six (6") inches of aggregate base, and appropriate drainage as shown in Appendix 1, Section 1.3, Figure 3 of this Ordinance, however no shoulders or pavement are required.
- B. A legally enforceable right-of-way may be used for more than one backlot or single-family dwelling if the following conditions are met:
 - 1. A street plan shall be prepared by a professional engineer, along with a cross section and drainage plan. The plan shall be labeled "Plan of a Private Way" and shall provide an approval block for the signatures of the Code Enforcement Office and Road Commissioner. The Plan shall delineate the proposed way and each of the lots to be served by the private way. The plan

shall be recorded in the Androscoggin Registry of Deeds prior to construction of the second or subsequent dwelling.

- a. The street plan shall bear notes: (1) The Town of Durham will not be responsible for the maintenance, repair, or plowing of the privately owned road and (2) Further lot divisions utilizing the privately owned road are prohibited without prior approval of the Planning Board. Nothing contained in this paragraph shall prevent a privately owned road from becoming a Town way pursuant to the state and local laws.
- 2. A maintenance agreement as described in Section 5.22 of this Article shall be recorded in the Androscoggin County Registry of Deeds. The maintenance agreement shall specify the rights and responsibilities of each lot owner with respect to the maintenance, repair and plowing of the private way.
- 3. No residential building permit for a dwelling shall be issued for second and subsequent Back Lots until the requirements of this Ordinance have been met.
- 4. The right-of-way and road must be brought up to subdivision road standards as found in Appendix 1. Section 1.3 of this Ordinance, with the exception of the paving requirement.

ARTICLE 19: DEFINITIONS

Section 19.1 DEFINITIONS

ACCESSORY APARTMENT: A separate, secondary housing unit located on a property with a single-family or two-family dwelling that is subordinate to the main dwelling(s) in terms of size and use.

DWELLING: Any building or structure or any portion thereof designed or used for residential purposes.

- a. **Single-Family Dwelling:** A Structure containing only one Dwelling Unit for occupation by not more than one family. The terms shall include modular homes and mobile homes as defined herein.
- b. **Two-Family Dwelling:** A single Structure containing two Dwelling Units on one parcel of land, such building being designed for residential use and occupancy two families living independently of each other.
- c. **Multi-Family Dwelling:** A single Structure containing three to six Dwelling Units, where each Dwelling Unit is designed for residential house and occupancy by a family living independently of families in the other Dwelling Units.

DWELLING UNIT: A room or group of rooms, used primarily as living quarters for one Family, and that includes provisions for living, sleeping, cooking, and eating. The term shall not include hotel or motel rooms or suites, rooming house rooms, or similar accommodations.

HOUSING UNIT: A room group of rooms designed and equipped exclusively for use as permanent living quarters for only one family at a time, and containing cooking, sleeping and toilet facilities, including accessory apartment, single-family dwelling, and two-family dwelling.

MULTI-FAMILY DWELLING: See Dwellings.

RESIDENTIAL DWELLING UNIT: A room or group of rooms designed and equipped exclusively for use as permanent, seasonal, or temporary living quarters for only one family at a time, and containing cooking, sleeping and toilet facilities. The term shall include mobile homes and rental units that contain cooking, sleeping, and toilet facilities regardless of the time-period rented. Recreational vehicles are not residential dwelling units. [Article 9, Shoreland Zoning]

SINGLE FAMILY DWELLING: See Dwellings.

NOTE: To address family housing needs, proposed amendments to the Land Use Ordinance will allow up to three housing units (new definition) on a lot in combinations of a single-family with two accessory apartments or a duplex with one accessory apartment. To address concerns for impacts on neighborhoods and rural character, lots that add full-sized dwellings as the three allowable housing units will require two acres of land per dwelling unit.

LD 2003 Implementation

BASELINE IMPACTS OF THE LEGISLATION ON DURHAM

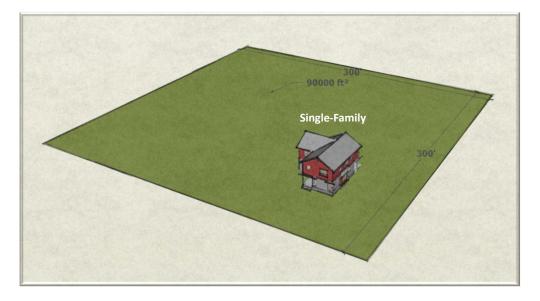
WHAT WILL CHANGE?

PLANNING BOARD RECOMMENDATION

FOR RESPONSE TO STATE MANDATE

Current Durham Requirements

SINGLE-FAMILY



TWO-FAMILY (DUPLEX)

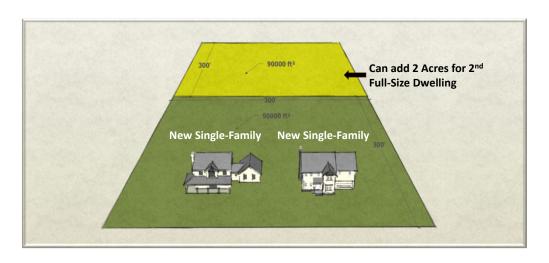


- 2 Acre Lot for a Single-Family
- 300 Ft Road Frontage
- 1 Accessory Apartment
- 50% Floor Area of House
- Maximum of 2 Housing Units

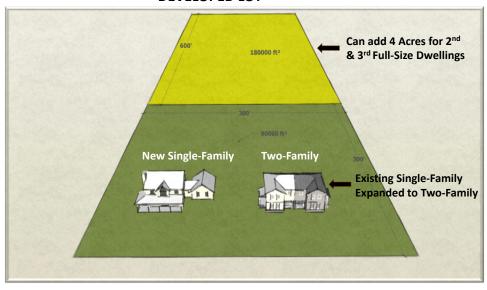
- 2^{1/2} Acre Lot for a Two-Family
- 300 Ft Road Frontage
- No Accessory Apartment
- Maximum of 2 Housing Units

LD 2003 Requirements (Effective July 1, 2024)

VACANT LOT



DEVELOPED LOT



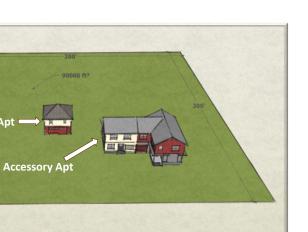
- Must allow 2 Dwelling Units on a vacant lot
- · Can be Duplex or 2 Single-Family Homes
- Maximum of 2 Units
- Can Require 2 Acres per Dwelling Unit
- (Without Town Action by July 1 2024, Must Allow on 2 Acres)

- Must allow 3 Dwelling Units on a lot with an existing home
- Can be One Attached, One Detached, or One of Each
- Maximum of 3 Units
- Can Require 2 Acres per Dwelling Unit
- (Without Town Action by July 1 2024, Must Allow on 2.5 Acres)

DURHAM COMPREHENSIVE PLAN APPROACH

10-4-2023

SINGLE-FAMILY



TWO-FAMILY



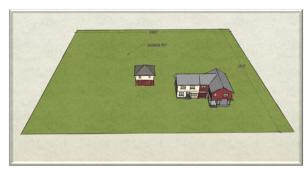
- Allow 2 Accessory Apartments with any Single-family home
- Limit Size to 50% of Main Dwelling Unit
- Maximum of 3 Housing Units

Accessory Apt

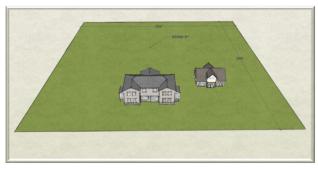
- Reduce Lot Size from 2^{1/2} Acres to 2 Acres for a Two-family home
- Allow 1 Accessory Apartment
- Limit Size to 50% of Either Dwelling Unit
- Maximum of 3 Housing Units

PLANNING BOARD PROPOSAL

1. FOLLOW THE COMPREHENSIVE PLAN FOR SMALLER ACCESSORY APARTMENTS (Address Housing Availability)

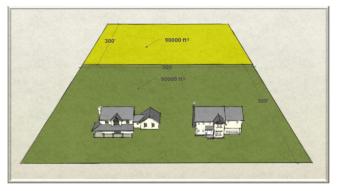


- Single-Family with 2 Accessory Apartments
- 2-Acre Lot
- Maximum of 3 Housing Units



- Two-Family with 1 Accessory Apartment
- 2-Acre Lot
- Maximum of 3 Housing Units

2. FOLLOW LD 2003 FOR FULL SIZED HOUSING UNITS (Address Housing Impacts)



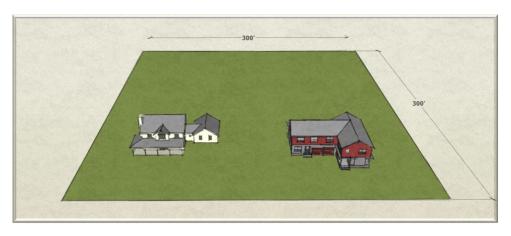
- 2 Single-Family Homes
- 2 Acres per Dwelling Unit
- 4 Acres for 2 Dwelling Units



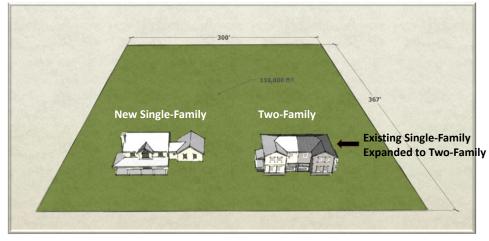
- 1 Single-Family and 1 Two-Family
- 2 Acres per Dwelling Unit
- 6 Acres for 3 Housing Units

LD 2003 Requirements (Effective July 1, 2024)

VACANT LOT



DEVELOPED LOT

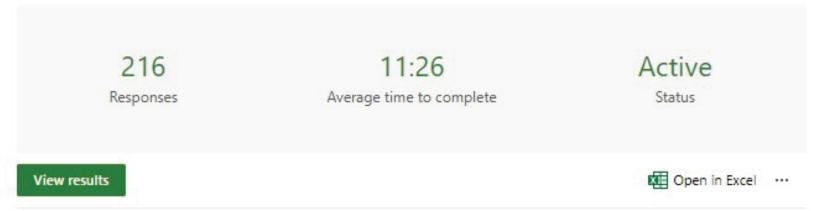


- Must allow 2 Dwelling Units on a vacant lot
- Can be Duplex or 2 Single-Family Homes
- Maximum of 2 Units
- Lot size is 90,000 sq. ft. (2.07 acres)

- Must allow 3 Dwelling Units on any lot with an existing home
- Can be One Attached, One Detached, or One of Each
- Maximum of 3 Units
- Lot size is 110,000 sq. ft. (2.53 acres)

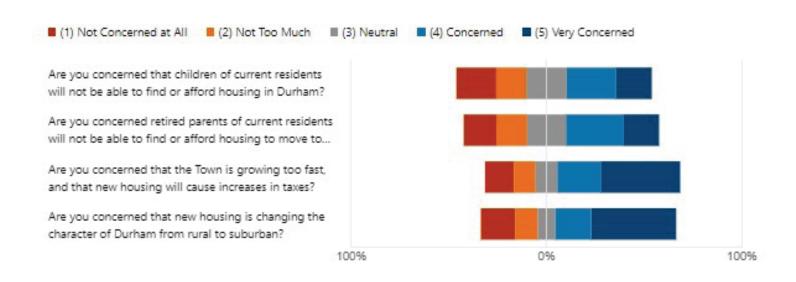
IF DURHAM VOTERS TAKE NO ACTION

DURHAM LAND USE POLICY CITIZEN SURVEY ON MAINE'S NEW AFFORDABLE HOUSING LAW



 On a scale of 1 to 5, with 1 being not concerned at all and 5 being very concerned, please circle your level of concern on the following questions:

More Details



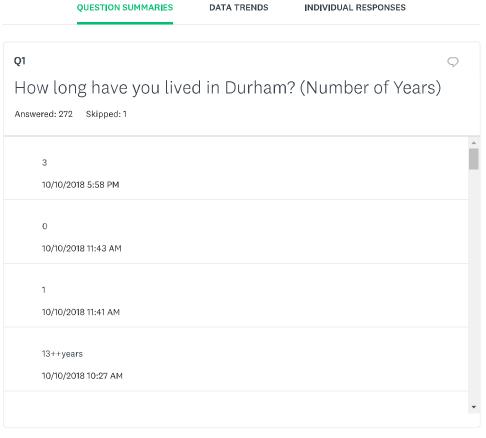
Based on these concerns, which of the three options identified by the Planning Board to respond to the requirements of the new State affordable housing law do you think Durham should implement? (Check the Option You Prefer)

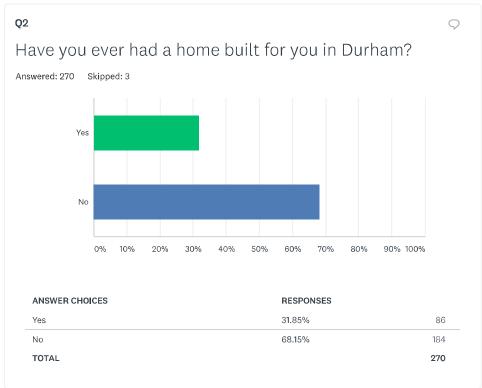


PLANNING BOARD PACKET FUTURE LAND USE PLAN SURVEY QUESTIONS

How long have you lived in Durham?	Number of Years	
Have you ever had a home built for you in Durham?	Yes	No
Have you bought an existing home in Durham?	Yes	No
Have you ever sold vacant land in Durham for a lot or subdivision?	Yes	No
Has a new home or subdivision been built near your home in Durham?	Yes	No
Would you support allowing house lots to be smaller than 2 acres?	Yes	No
Would you like to see a requirement for house lots to be more than 2 acres?	Yes	No
Are you concerned that development is changing the Town's character from rural to suburban?	Yes	No
Do you think it important to preserve commercial farming in Durham?	Yes	No
Do you think it important to preserve commercial forestry in Durham?	Yes	No
Do you support increasing regulatory protections for natural resources?	Yes	No
Do you support increasing regulatory protections for abutting homeowners?	Yes	No
Do you support increasing regulatory requirements for public safety?	Yes	No
Do you think land use regulations unfairly restrict property rights?	Yes	No
Would you like to see land use regulations reduced to make it easier to develop land and build new homes?	Yes	No
Would you like to see one or more areas in Durham with densely-developed neighborhoods to create a town center while limiting new homes in other, more rural parts of town?	Yes	No
Would you support keeping the current 2-acre zoning in place across the whole town while adopting additional land use regulations that preserve rural character and protect natural resources?	Yes	No



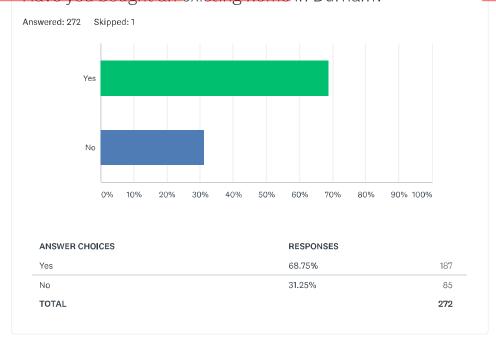


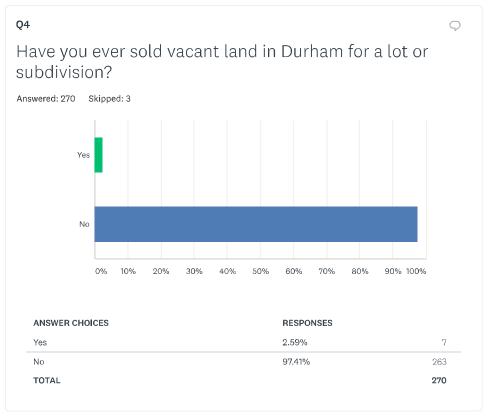


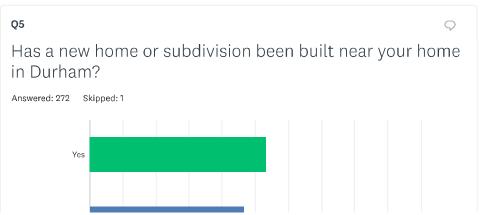
Share Link

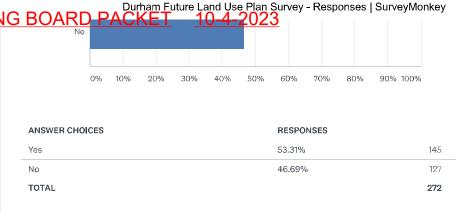
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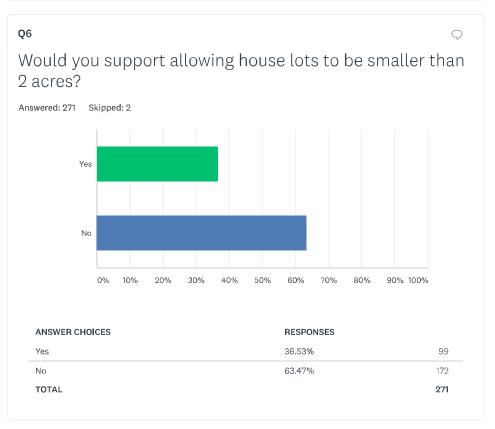
273 responses

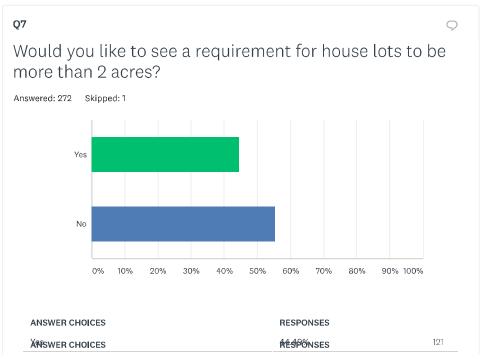






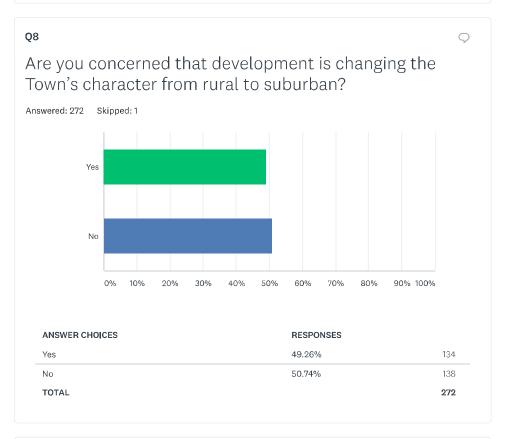


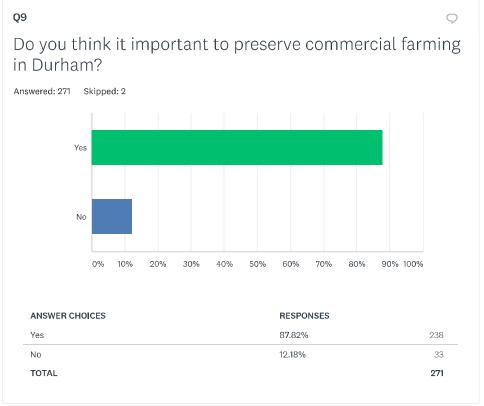




TOTAL

272

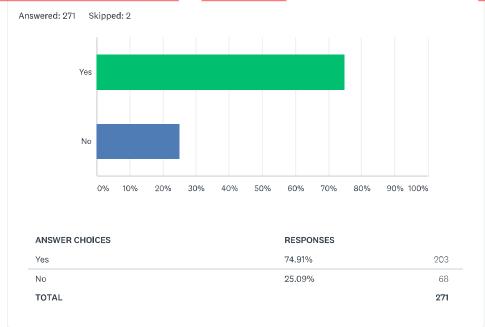


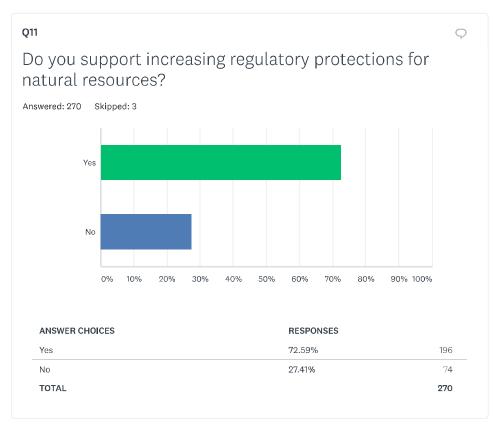


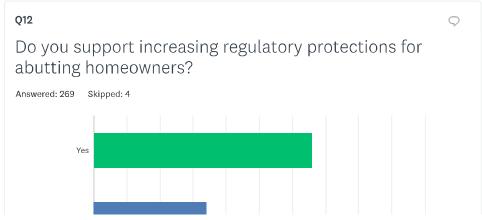
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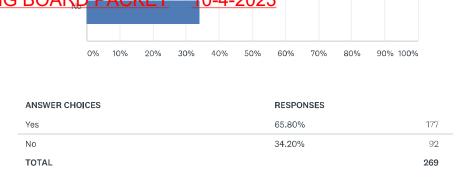
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Do you think it important to preserve commercial forestry in Durham?

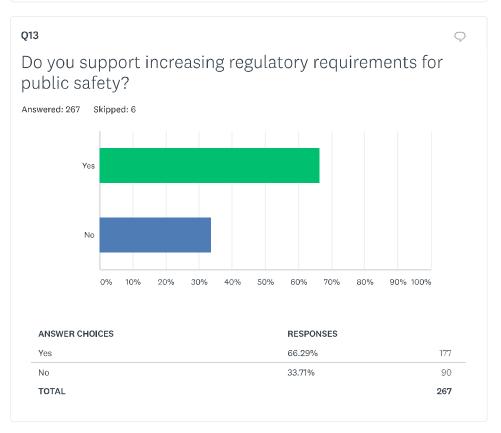


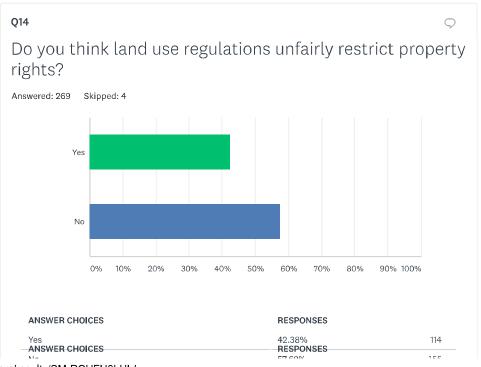






Durham Future Land Use Plan Survey - Responses | SurveyMonkey





PAGE 49

