



TOWN OF SCOTLAND

PLANNING & ZONING COMMISSION

Wednesday, September 21, 2022 – 7:00 p.m.
Scotland Fire Department, 47 Brook Road, Scotland

Regular Meeting Minutes

1. Call to Order T. Delaney called the meeting to order at 7:00 p.m.

2. Roll Call/Seating of Alternates

Members Present: T. Delaney, J. Jakubowski, B. Syme, M. Garrison, P. Martin,
R. Brautigam

Others Present: I. Kisluk, J. Makara

G. Nelson arrived at 7:02 and was seated for R. Manning

R. Manning arrived at 7:03

3. Additions/Changes to Agenda None

4. Approval of Minutes

A. Regular Meeting of August 17, 2022

R. Brautigam made a motion to approve the minutes. P. Martin seconded. Motion passed unanimously.

5. Audience of Citizens None

6. New Business

A. **PZ#22-4-SP (RENEW)**, Peter Savino, for annual renewal for Gravel Operation at 302 Bass Road.

I. Kisluk read her memo to the Commission that stated she had inspected the property in August of 2022 with P. Savino and former Wetlands Agent John Valente. She stated she found the site to be well managed with no sediment and erosion control concerns. P. Martin made a motion to approve PZ#22-4-SP (RENEW). R. Brautigam seconded. Motion passed unanimously.

7. Old Business

A. Land Use Fee Schedule

T. Delaney stated the town would be having an information meeting soon and then a formal town meeting in October and that the Commission should have the fees in front of them at that time. T. Delaney stated that the Commission's review

of the proposed land use fee ordinance is due to concerns expressed by residents over the dollar fee per foot of road frontage. The Commission discussed the dollar per foot fees for subdivisions and resubdivisions. T. Delaney reiterated previous discussion which included charging the road frontage fee for only the proposed subdivision.

R. Manning stated he is in favor of tying the fee to the new parcel being created.

B. Syme agreed that charging the fee only for the new parcel being created would be more reasonable and pointed out that the fee for road frontage is not to exceed \$5,000.

The Commission discussed if this change would be sufficient to make the fee reasonable for residents looking to subdivide their property.

R. Brautigam asked how these fees relate to the historic cost to the town in the past? T. Delaney stated that J. Jakubowski did an analysis last year of the town's fees. J. Jakubowski stated that he did an analysis of the building department fees to see if it cost the town to allow building to occur and found that at the end of the 2020-2021 fiscal year the cost to the town just broke even with the fees being charged. J. Jakubowski stated the proposed fees are intended to cover the cost to the town.

The Commission discussed the other fees in the schedule, including those for Special Permits.

G. Nelson asked why the resubdivision fee is significantly higher than the subdivision fee? The Commission discussed the difference in fees. B. Syme asked J. Jakubowski if he feels the fees are reasonable with the one change mentioned as he spent a significant amount of time reviewing Scotland's Land Use Department fees. J. Jakubowski stated he feels this is in line with other towns and further stated these fees haven't been revisited since 2010. He stated he thinks the proposed fee schedule is reasonable with the one change of applying the fee per lineal foot of road frontage only to the newly created subdivision lot. B. Syme agreed and stated she does not think a maximum fee of \$5,000 to resubdivide is unreasonable.

T. Delaney raised G. Nelson's question about the difference between the subdivision and resubdivision cost again. The Commission discussed the differences between the two. T. Delaney suggested changing the fee per lineal foot of existing road frontage to \$1 for resubdivisions to match the price of subdivisions. J. Jakubowski stated he feels that \$1 is too low to reflect the cost to the town and suggested \$5 and \$10 for the fees per lineal foot of road frontage instead of \$1.

R. Manning asked to include a change to the fee schedule to remove the two blank spaces on the first page where it should say Scotland.

J. Jakubowski made a motion to forward the new fee proposals to the Selectmen for inclusion at a town meeting. R. Brautigam seconded. Motion passed unanimously.

8. Sub-Committee Reports

A. Affordable Housing

R. Manning gave an overview of the affordable housing plan. He stated one shortcoming of the analysis is there is not a good understanding of how many accessory dwelling units are in town. B. Syme received some additional information from the assessor, but it was not yet included in the report. R. Manning summarized the recommendations given in the report for the Commission.

J. Jakubowski stated he felt the information from the assessor should be added to the affordable housing plan. He also stated he feels that better clarification is needed for the over 55 housing requirements for the average person reading the document.

R. Manning stated he could have the accessory dwelling unit to the plan.

The Commission discussed the recommendation of reducing the minimum lot size and multifamily housing.

J. Jakubowski asked what needs to be done to meet the January deadline to be compliant with the state? B. Syme stated the Commission will need to vote to send the Affordable Housing Plan to Board of Selectmen to review and schedule a public hearing.

R. Brautigam made a motion to include the information from the Assessor in the plan and to forward the Affordable Housing Plan to the Board of Selectmen for inclusion at a town meeting. P. Martin seconded. Motion passed unanimously.

9. Audience of Citizens None

10. Administrative Reports

A. Enforcement report

I. Kisluk stated she has been collecting information and working to make sure no missteps are taken in the enforcement process for the two properties on Kemp Road. She stated that a cease and desist was sent out to the property on Indian Hill Road as discussed at the last meeting and no appeal was filed with the town.

11. Communication and Bills

A. 88 Cemetery Road

T. Delaney stated that activity has begun at this property. He stated the town's attorney contacted the attorney for Ms. Trainor who stated she is only representing her for the pending application to amend the regulations. T. Delaney stated he and I. Kisluk have a meeting scheduled to speak with the Commission's lawyer next week to move forward with enforcement.

B. Conversion of Palmer Road Church to business use in the Village District
I. Kisluk summarized the proposed new use of the church on Palmer Road for a commercial heating business. J. Makara, the owner of Yankee Service Company was present to discuss his business with the commission. T. Delaney stated the question is, would the language in the regulations need to be amended to include part storage for the heating business, or would this use be eligible for a special permit as a business. B. Syme stated she believes the term business is broad enough as it is normal for businesses to retain an inventory. Other Commission members agreed. T. Delaney explained the Special Use Permit application process to J. Makara.

12. Commission Open Discussion

J. Jakubowski asked if there was any update on the communication with Hillyland Winery. I. Kisluk stated that the letter had only recently been sent out to provide them with updated contact information and stated that the town had not been notified in the past month of any outdoor events occurring at the property.

13. Executive Session

14. Adjournment

R. Brautigam made a motion to adjourn. P. Martin seconded. Motion passed unanimously at 8:26 p.m.