

Heath Ouellette, Chair
John M. Daley, Vice Chair
Richard Dolliver
Lindsey M. Perry
Robert N. Winn, Jr.



Special Joint Meeting of the Select Board and Budget Review Committee

Monday, September 14, 2019

2:00 p.m.

This meeting is being conducted remotely via Zoom. See sign-on information below.

Agenda

Note: This is a continuation of the Tuesday September 8 Select Board Meeting which ended before completing the agenda due to technology issues. The Budget Review Committee has also been invited and may reconsider some of its earlier votes due to new information.

1.0 Welcome and Call to Order

2.0 Public Comment on Agenda Items Only

The Select Board welcomes public comments and questions about agenda items only for this special meeting. We ask that people keep comments brief and to the point (3 minutes), as well as that your comments be respectful of the community we aspire. Please begin your comments by stating your name and your affiliation with Ogunquit (i.e. resident, taxpayer, voter, business owner, etc.) or state the Town you are from.

3.0 Consideration of the November 3, 2020 Special Town Meeting Warrant Articles

3.1 Capital Improvement Budget Articles

- A. Conservation Land Acquisition: Contribution of \$300,000 to the Great Works Regional Land Trust for the purchase land known as the "Old Boston Land" located off Old Village Road.

Note: Budget Review Committee voted 5 to 0 to recommend the appropriation of \$225,000, plus use of \$75,000 from the Town's Land Conservation Reserve Account to purchase this land, provided there was contractual requirements that the land would be forever open to Ogunquit residents/public for passive recreational activities such as hiking, plus hunting, fishing, snowmobiling, and similar activities.

- B. LED Streetlight Conversion Project: Authorize the Town to enter into a 5-Year Lease Agreement at an annual expense of no more than \$38,000 (total lease of no more than \$175,000) to replace the current streetlights with LED lights which will save the Town approximately \$40,000 annually.

Note: Budget Review Committee voted 4 to 1 not to recommend at this time.

C. Fire/EMS Department: \$78,000 for EMS Equipment

1) EMS Chest Compressor: \$18,000 (1 unit)

2) Cardiac Monitors: \$58,000 (2 units)

Note: Budget Review Committee voted 5 to 0 to recommend.

D. Police Department: \$20,00 to purchase a used vehicle for the Police Chief

Note: Budget Review Committee voted 5 to 0 to recommend.

E. Transfer Station: \$17,500

1) Purchase of 2 Roll-Off Containers (\$14,000)

2) Repairs to 1 Waste Container (\$3,500)

Note: Budget Review Committee voted 3 to 2 to recommend \$3,600 to repair the Waste Container.

3.2 Zoning and Land Use Ordinance Amendments

A. Floodplain Management Ordinance

B. Subdivisions Regulations

3.3 Acceptance of a Private Way (Mariner Overlook)

3.4 Citizens Petition: Shall the Town vote to raise and appropriate the sum of \$300,000 for a onetime land acquisition contribution to the Great Works Regional Land Trust (GWRLT) in order to ensure the purchase, conservation, and public use of one hundred fifty (150) acres of undeveloped land historically known as "The Boston Farm" located in the Town of Ogunquit?

Adjourn

Attending the meeting by computer or mobile device:

Register in advance or at the time of the meeting:

https://ogunquitpd-org.zoom.us/webinar/register/WN_yj-KeNyDQuSpNlOqtl0aPw

Connecting by land line/telephone: If you want to call in to the meeting, dial:

1-312-626-6799 (ID 851986093304*) or 1-929-436-2866 (ID 851986093304*)

Password: 8395739

This meeting will be broadcast live on WOGT (Channel 3 or 1302), live streamed on the Town website www.townhallstreams.com/towns/ogunquit_maine and it will be recorded for future viewing on WOGT and on the Town's web site.

MEMO

Date: 9.12.2020

From: Keith Fletcher, Old Boston Land Project Manager
Maine Coast Heritage Trust and Great Works Regional Land Trust

To: Town of Ogunquit Select Board and Budget Review Committee

Re: \$300,000 appropriation for Old Boston Land

I am Keith Fletcher, overall Project Manager for the Old Boston Land. I am working with Tin Smith, Doug Mayer, Danielle Olson and others at Great Works Regional Land trust to conserve the historic Old Boston Land property in western Ogunquit.

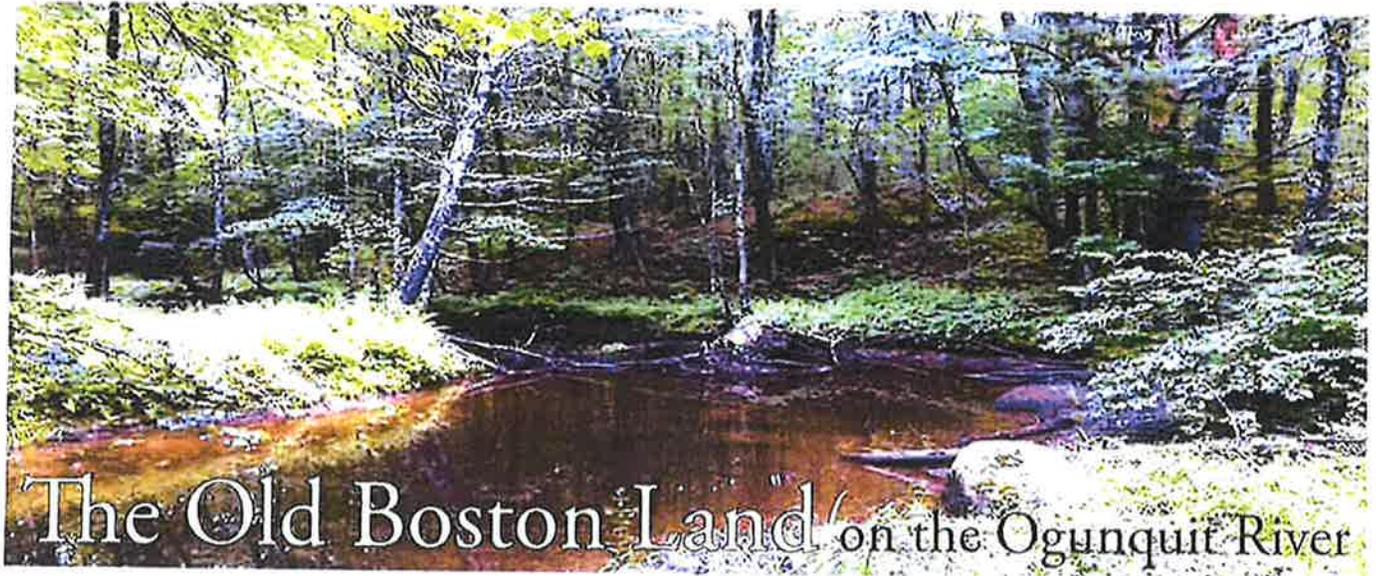
I understand, and it is perfectly understandable, that the Select Board desires assurance that the land will remain conserved, and that traditional passive recreation – specifically hunting, fishing, and walking – will not be prohibited. We are happy to accommodate this request, though any accommodation would need to be acceptable to the funder who awarded this project a \$860,000 grant. That funder is the Maine Natural Resources Conservation Program – ‘MNRCP’ -- and its funds are derived from mitigation fees. I have been working this out with MNRCP for several weeks, and I and that funder believe the best approach is to grant to the Town of Ogunquit:

- A simple public access and conservation easement that would ensure continued hunting and fishing use and prevent subdivision or the construction of major structures; the town would hold this easement.
- A springing Executory Interest or other instrument that would transfer ownership to the town or to another land trust if Great Works goes out of business. If the land goes to the town, the easement will transfer to another qualified easement holder (the latter is required by MNRCP). Another approach would be for the land to be transferred to another qualified holder, and for the town to retain the easement. Either approach should work.

We are still awaiting final approval from state DEP and Army Corps attorneys for these approaches however program staff indicate that acceptance is likely.

We are familiar with the instruments required and can draft needed documents for the Town Attorney's review.

I stand ready to answer any questions. Thank you so much for your consideration.



At 157 acres and with 2,000 feet of frontage on the Ogunquit River, the Old Boston Land is the largest undeveloped land parcel in Ogunquit. This historic tract, held by the same family for centuries, sits astride North Village Road with more than 2,800 feet of scenic frontage.

Thanks to conservation-minded landowners, Great Works Regional Land Trust (GWRLT) has a purchase option on the land and has until December 31, 2020 to raise needed funds. If the campaign succeeds the land will be purchased, owned and managed as a preserve by GWRLT, with public access for traditional uses such as hiking, hunting and snowshoeing.

This natural, forested land – with river frontage, tributary streams, vernal pools and forested wetlands – plays an important role in cleaning and filtering water flowing into the Ogunquit River. It abuts York Land Trust's Hilton-Wynn Preserve and will add significant conserved acreage to that preserve and some 6,000 acres of nearby conservation lands.

The Old Boston Land features historic foundations and a cemetery associated with the historic farm. In addition to its importance to Ogunquit, this land is a high conservation priority for the Mt. Agamenticus to the Sea (MtA2C) Conservation Initiative.

Location: Ogunquit

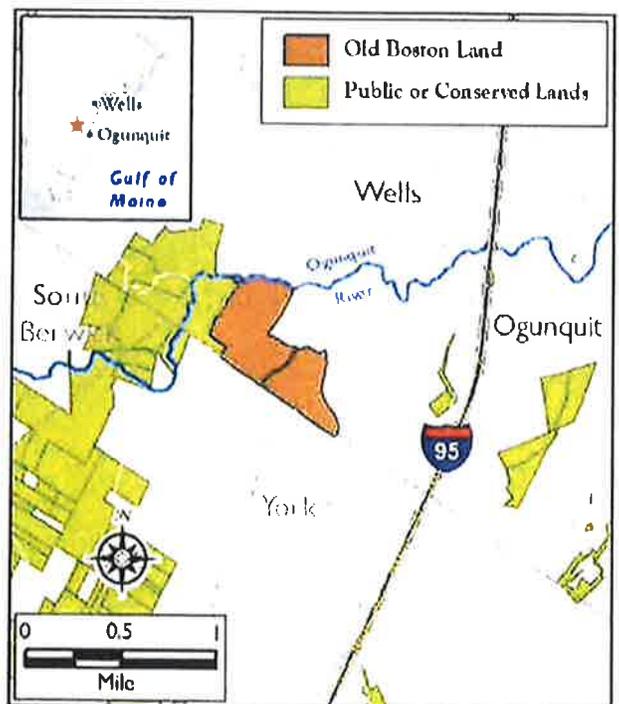
Project size: 157 acres

Total cost: \$1.19 million

Raised as of Dec. 2019: \$863,000

Need: \$327,000

Fundraising covers land acquisition costs, pooled stewardship funds, improvements for recreation, and operational support.



This is a project of Great Works Regional Land Trust in partnership with Maine Coast Heritage Trust and the MtA2C Conservation Initiative. GWRLT has until December 31, 2020 to raise \$1.19 million for the project.

Great Works Regional Land Trust | Beach Plum Farm | 610 Main St, Ogunquit | (207) 646-3604 | info@gwrlt.org



OGUNQUIT CONSERVATION COMMISSION

August 28th, 2020

Dear Chair Ouellette and Select Board Members,

The Conservation Commission met via Zoom webinar on August 20th for our regular monthly meeting. One of our discussions at that meeting was in regard to the proposed acquisition of land on the North Village Road proposed for conservation by the Great Works Regional Land Trust, and others.

The Conservation Commission voted unanimously (6-0) to issue the following statement of support to the Select Board of Ogunquit:

The Ogunquit Conservation Commission is in favor of the conservation of land known as the Old Boston Farm property located on and near the North Village Road in Ogunquit.

If there are any questions or we can provide any additional comments, please contact me.

Sincerely,
Patience Prescott-Sundaresan, Chair



OGUNQUIT CONSERVATION COMMISSION

August 28th, 2020

Dear Chair Ouellette and Select Board Members,

The Conservation Commission met via Zoom webinar on August 20th for our regular monthly meeting. Two items were decided at that meeting that I bring here to the attention of the Select Board.

These issues are presented to you in contemplation of your preparation of the November warrant knowing that deadline is approaching. Item One is the Conservation Commission's statement of request related to a CIP item that is meant to be an annually occurring request placed before the voters. Item Two is a request that a proposed language change in the Ogunquit Ordinance be placed before the voters.

Item One - The Conservation Commission voted unanimously (6-0) to recommend and ask that the Select Board place the following on the November warrant:

Request from the voters of the Town of Ogunquit to approve and fund \$25,000. for the "Land Conservation Fund"

Item Two - The Conservation Commission voted unanimously (6-0) to request that the Select Board place the following on the November warrant:

Request for change of language as noted below, new language in red, remove struck through language.

TITLE XIII OGUNQUIT MUNICIPAL CODE CONSERVATION COMMISSION ORDINANCE

103 Definitions

Conservation Land shall be defined as land, owned in fee or by easement **either** by the Town of Ogunquit **or an applicable Conservation Organization**, which, either by its own value or in conjunction with other **conserved** ~~town-owned~~ parcels will be useful to advance one or more of the following objectives:

Thank you for your consideration, if there are any questions or we can provide any additional comments, please contact me.

Sincerely,
Patience Prescott-Sundaresan, Chair

Office of the Town Manager

To: Select Board
From: Pat Finnigan 
Date: Sept. 8, 2020

RE: LED Street Light Conversion

As part of our efforts to provide essential services as cost effectively as possible, staff has been researching and analyzing the cost-savings the Town could have by converting the streetlights to LED fixtures. As you know, the Town has started a project to convert the decorative lights on Shore Road to LEDs. The Town owns the decorative streetlights. This project would convert the 313 streetlights owned by CMP to LED lights. By changing the ownership of the fixtures from CMP to the Town, the Town will save on its utility bills, gain control over the light fixtures, and reduce energy usage.

Streetlights in the Town of Ogunquit are currently owned and operated by Central Maine Power (CMP). The Town pays a monthly rental fee for the fixtures and poles. As owner of the infrastructure, CMP is responsible for the upkeep and maintenance of the system. As such, the Town has no control over the wattage or brightness of each fixture. Currently we have an inventory of 313 streetlight fixtures(non-decorative) throughout town.

There are two options for the Town to consider that would mean cost savings to the taxpayers:

One option would be to contract with CMP and have them do the conversion. Under this model, CMP would retain ownership of the streetlights. The Town would not have any capital investment costs. The savings to the taxpayers would be about \$29,000 a year or \$290,00 over 10 years.

The other option would be for the Town to purchase the streetlight system from CMP and contract with a private vendor to purchase and install the new LED lights. Under this option, the town would be responsible for the maintenance and replacement of the lights, but the Town would have control over the fixtures and their brightness. Under this option, the Town's financing cost would be about \$38,000 for 5 years, with a net savings after the lease payments. The savings would be used to pay for the financing costs. The savings to the taxpayers, including the cost of maintenance, would be \$390,000 over 10 years.

With the LED streetlights, instead of paying CMP \$75,000 annually, the cost will be less than \$12,000. In addition, the reduced energy usage is expected to reduce the Town's carbon footprint by 139 tons annually.

Under either of these options, the Town would have significant annual cost savings. As shown on the attached chart, the CMP option would save approximately \$29,000 annually over 10 years, and the Town-ownership option would average \$39,000 a year. Lease payments would be paid once per year on the anniversary date of the lease signing. The savings from our annual energy savings would be used to fund the lease payments.

TOWN OF OGUNQUIT									
LED STREETLIGHT COMPARISON									
SEPTEMBER 2, 2020									
DESCRIPTION	CMP REQUIRED INVESTMENT	CURRENT SYSTEM COST	CMP PROJECTED COST FOR LED ANNUAL	CMP ANNUAL SAVINGS	PROJECTED ANNUAL SYSTEM COST	THIRD PARTY 5-YR. REQUIRED PAYMENTS	THIRD PARTY ANNUAL SAVINGS		
YEAR ONE	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	\$ 37,532.95	\$ 26,250.00		
YEAR TWO	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	26,250.00		
YEAR THREE	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR FOUR	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR FIVE	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR SIX	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR SEVEN	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR EIGHT	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR NINE	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
YEAR TEN	0	75,394.07	46,270.00	\$ 29,124.00	11,611.00	37,532.95	18,750.00		
TOTAL 10-YR SAVINGS				\$ 291,240.00			\$ 390,165.00		
NOTE: NO MAINTAINANCE COST REQUIRED YEARS 1&2 AFTER YEAR TWO INCLUDED @ \$7,500.00/Year									
NOTE: ESTIMATED ANNUAL CO2 SAVINGS - 139.2 TONS									

Chest Compression System



LUCAS 3, version 3.1, Chest Compression System

LUCAS® Chest Compression System provides benefits to cardiac arrest patients by delivering Guidelines-consistent, high-quality chest compressions even under difficult conditions and for extended periods of time. The device allows you and your team to work more efficiently without having to compromise on your own safety.

The LUCAS 3.0 CPR Chest Compression System is a lifesaving device. It enables medical professionals to best save lives of sudden cardiac arrest and avoid neurological damage during an event by supplying a steady supply of oxygen to both the heart and the brain.

The LUCAS 3 creates life-sustaining circulation through its effective and uninterrupted chest compressions. Studies show the LUCAS compressions are able to sustain a higher blood flow to both the brain and the heart compared to manual compressions.

Not only this, but as any first responder knows, manual CPR is nothing short of tiring, with performance difficult to sustain over sustained periods of time (even minutes). The LUCAS 3 provides patients with the needed chest compressions, ultimately freeing rescuers to focus on other required duties to best save lives.

August 20, 2020

Chief Ed Smith
Ogunquit Fire Department
13 School St
Ogunquit, ME 03907

Chief Smith,

This letter is to inform you of my recommendation to upgrade the current Lifepak 15 monitors. There are several components that the newer models have that will provide much better patient care from the department. Most notably is the ability to provide rapid temperature monitoring as well as the ability to transmit 12-Lead EKG's to the receiving hospital. In the world of COVID-19 the ability to rapidly determine febrile patients provides a window to people who may be potentially exposed to the virus. Even without COVID, the rapid detection of septic patients and the ability to provide timely care can reduce morbidity and mortality in a disease process with a 40% mortality rate.

The ability of the monitor to transmit 12-lead EKG's will improve STEMI care to our patients as well. Rapid determination of ST elevation myocardial infarctions with timely activation of a cardiac catheterization lab reduces the time to revascularization in these patients. Every minute gained in the identification and treatment is heart muscle saved.

By improving the ability of the monitors to encompass these features, I believe the fire department has the ability to make real differences in the outcomes of our patients. If there is anything I can do to answer any questions about this, please let me know.

Very respectfully,



Robert Brown, DO
Medical Director
Ogunquit Fire Department

What's new with V4?

Upgrades that elevate user experience

- Lighter without sacrificing reliability
- Display any lead and still capture continuous paddles impedance data from defibrillation electrodes
- More durable and responsive keypad with additional tactile feedback
- Enhanced shock analysis software (SAS) for patients with implantable devices
- Includes well-known benefits: easy-to-use, durable, escalating energy to 360 joules, Glasgow algorithm with ST trend monitoring

Enhancements

V4 V2 V1

- | | | | |
|--|--|---|---|
| <ol style="list-style-type: none"> 1. Reduced weight (7%) 2. Capture impedance from standard defibrillation pads while monitoring any lead 3. Keypad improvements—enhanced tactile feedback and upgrades to increase durability 4. Enhanced AED analysis algorithm 5. Restriction of Use of Hazardous Substances (RoHS) compliant 6. STJ values on 12-lead printout 7. Enhanced data software—capture continuous waveforms from all channels 8. Continuous temperature monitoring 9. AC/DC power | <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> | <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> | <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> |
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LIFEPAK 15 monitor/defibrillator



For further information, please visit our website at strykeremergencycare.com

LIFEPAK 15 is a complete acute cardiac care response system designed for basic life support (BLS) and advanced life support (ALS) patient management protocols. **INTENDED USE:** LIFEPAK 15 is intended for use by trained medical personnel out-of-doors, in indoor emergency care settings, and is designed to be used for ground transportation. Monitoring and therapy functions may only be used on one patient at a time. Manual mode monitoring and therapy functions are intended for use on adult and pediatric patients. Automated external defibrillation (AED) mode intended for use on patients ≥ 8 years of age.

INDICATIONS FOR USE – MANUAL DEFIBRILLATION: Indicated for termination of certain potentially fatal arrhythmias, such as ventricular fibrillation and symptomatic ventricular tachycardia. Delivery of energy in synchronized mode is a method for treating atrial fibrillation, atrial flutter, paroxysmal supraventricular tachycardia and, in relatively stable patients, ventricular tachycardia. **CONTRAINDICATIONS – MANUAL DEFIBRILLATION:** Contraindicated in treatment of PEA and asystole. **AED MODE:** To be used only on patients in cardiopulmonary arrest. Patient must be unconscious, pulseless, and not breathing normally before using defibrillator to analyze patient's ECG rhythm. In AED mode, the LIFEPAK 15 is intended for use on pediatric patients ≥ 8 years of age. **CONTRAINDICATIONS – AED MODE:** None known.

INDICATIONS FOR USE – MONITORING ADHUNG 12-LEAD ECG: 12 lead electrocardiogram used to identify, diagnose, and treat patients with cardiac disorders and is useful in early detection and prompt treatment of patients with STEMI. **MONITORING SPO₂, SPCO, AND SPMET:** Pulse oximetry indicated for use in any patient who is at risk of developing hypoxemia, carboxyhemoglobinemia, or methemoglobinemia. SpO₂ monitoring may be used during no motion and motion conditions, and in patients who are well or poorly perfused. SpCO and SpMet accuracies have not been validated under motion or low perfusion conditions. **MONITORING NONINVASIVE BLOOD PRESSURE:** Intended for detection of hypertension or hypotension and monitoring blood pressure trends in patient conditions. NIBP monitoring not indicated for neonatal patients <1-month-old. **MONITORING ET/CO₂:** Used to detect trends in level of expired CO₂, used for monitoring breathing efficacy and treatment effectiveness in acute cardiopulmonary care. **MONITORING INVASIVE PRESSURE:** Indicated for use in patients who require continuous monitoring of physiological pressures to rapidly assess changes in patient's condition or response to therapy. May also be used to aid diagnosis. **MONITORING CONTINUOUS TEMPERATURE:** Indicated for use in patients who require continuous monitoring of body temperature. **MONITORING CONTRAINDICATIONS:** None known.

Operating Instructions provide important information to help you operate LIFEPAK 15. Become familiar with all terms and warnings. **GENERAL DANGER:** Explosion hazard. **GENERAL/THERAPY/MANUAL DEFIBRILLATION WARNINGS AND CAUTION:** Shock or fire hazards • Possible patient skin burns and ineffective energy delivery • Possible device failure, damage, inability to deliver therapy, shutdown, loss of power during patient care, improper device performance • Possible electrical interference with device performance or with other equipment • Safety risk • Failure to detect change in ECG rhythm • Possible failure to detect out of range condition • Possible interference with implanted electrical device • Possible paddle damage • Possible incorrect energy delivery. **CPR METRONOME WARNING:** CPR delivered when not needed. **SYNCHRONIZED CARDIVERSION WARNING:** Possible lethal arrhythmia. **NONINVASIVE PACING WARNING:** Possible inability to pace, interruption of therapy, ineffective pacing, and patient skin burns. **PEDIATRIC ECG MONITORING AND MANUAL DEFIBRILLATION WARNING:** Possible inability to obtain diagnostic quality 12-lead ECG or inaccurate diagnosis • Pediatric patient safety risk. **ECG MONITORING WARNING:** Possible misinterpretation of ECG data. **12-LEAD ECG WARNINGS:** Possible misinterpretation of data or ECG misinterpretation • Pediatric patient safety risk. **ECG MONITORING WARNING:** Possible misinterpretation of ECG data. **12-LEAD ECG WARNINGS:** Possible inability to obtain diagnostic quality 12-lead ECG or inaccurate diagnosis • Possible incorrect treatment with reperfusion therapy. **SPO₂, SPCO, AND SPMET WARNINGS AND CAUTION:** Shock or burn hazard • Inaccurate pulse oximeter readings • Possible skin injury • Possible strangulation • Inaccurate SPO₂, SPCO and/or SPMET readings • Possible equipment damage. **NIBP MONITORING WARNINGS AND CAUTION:** Possible loss of IV access and inaccurate infusion rate, circulation impairment or inaccurate blood pressure or oxygen saturation readings • Possible patient harm • Possible equipment damage. **ET/CO₂ MONITORING WARNINGS AND CAUTION:** Fire hazard • Possible inaccurate patient assessment or inaccurate CO₂ readings • Possible strangulation • Infection hazard • Possible lethal arrhythmia • Increased intracranial pressure. **TEMPERATURE MONITORING WARNINGS:** Possible inaccurate pressure readings, air embolism, blood loss or loss of sterility • Possible patient injury or equipment damage • Possible ST SEGMENT TRENDS WARNING: Inaccurate interpretation of patient status.

U.S. Federal law restricts this device to sale by or on the order of a physician.

Please consult Operating Instructions at www.physio-control.com or call 800.442.1142 for complete list of indications, contraindications, warnings, cautions, potential adverse events, safety and effectiveness data, instructions for use and other important information.

Manufactured by:
Physio Control, Inc., 11811 Willows Road NE, Redmond, WA, 98052 U.S.A. • Toll free 800 442 1142 • strykeremergencycare.com

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Emergency Care

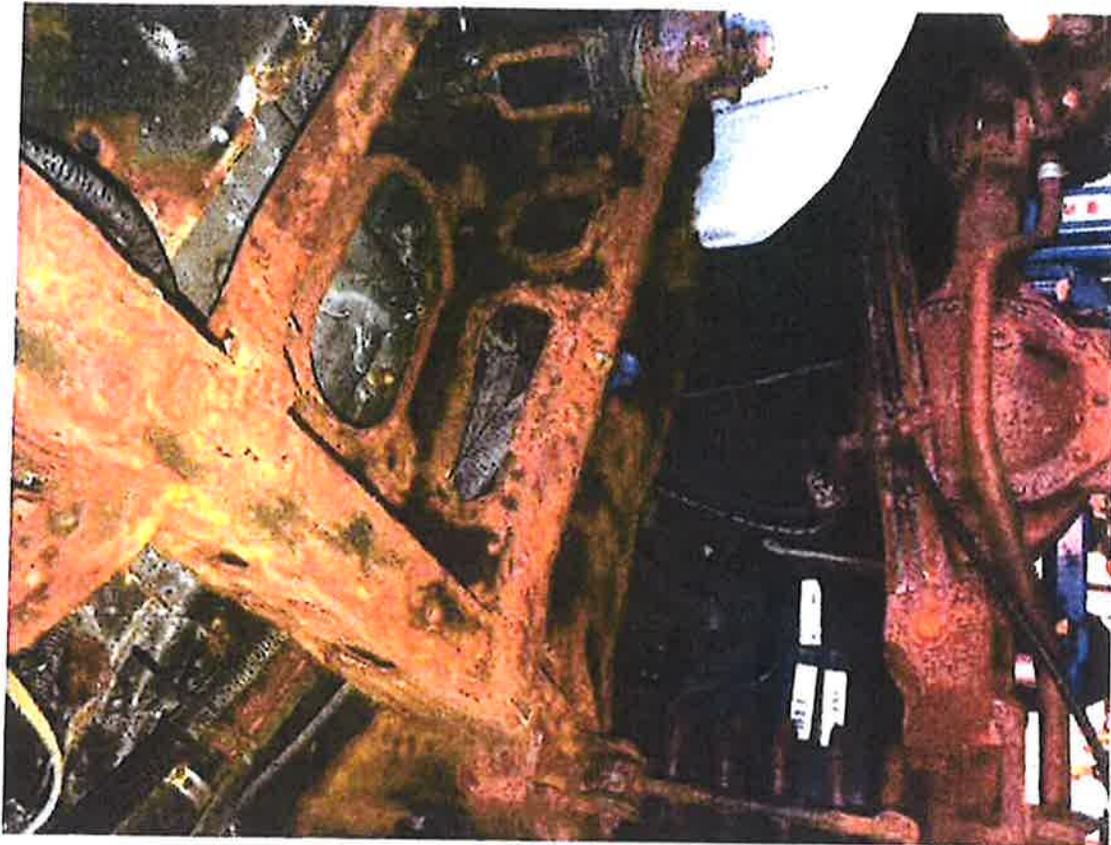
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2015 Chevrolet Tahoe



Police Chief Vehicle - Condition



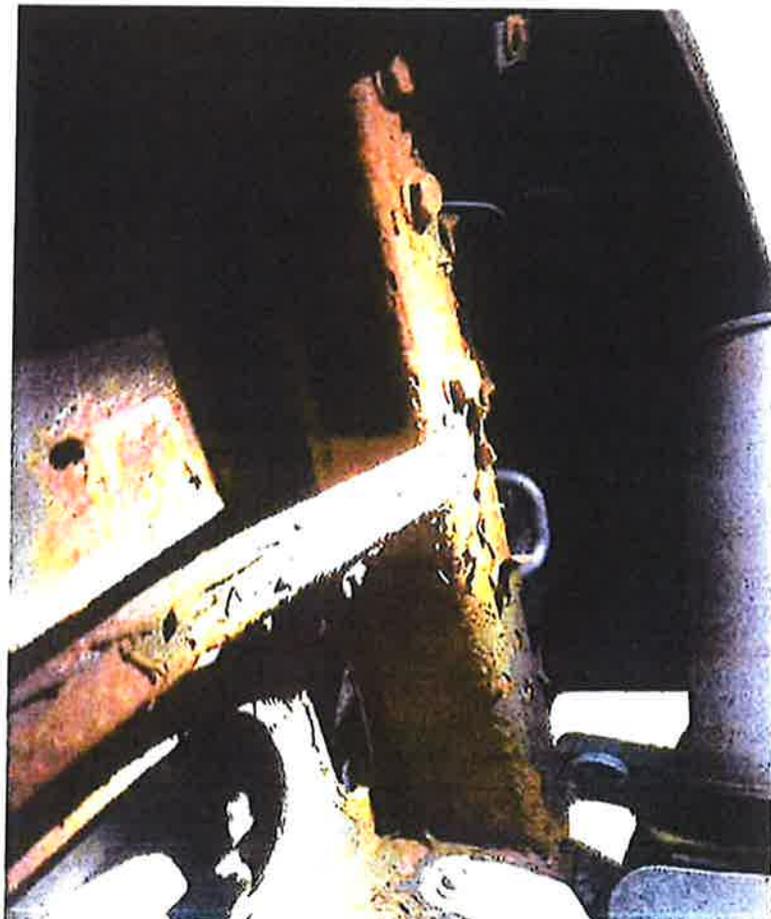
Police Chief Vehicle - Condition



Police Chief Vehicle - Condition



Police Chief Vehicle - Condition



Transfer Station
Roll-off Containers



Transfer Station
Roll-off Containers



MEMO

TO Pat Finnigan, Chris Murphy, Cheryl Emery
CC Steve Wilkos and Scott Heyland
FROM Maryann
DATE August 25, 2020
RE Proposed Amendments to The Floodplain Management Ordinance and
Subdivision Regulations
For the November 2020 Town Meeting

Attached are paper copies of the above-noted documents, along with cover letters from the Planning Board to the Select Board requesting they be placed on the November 2020 Town Warrant for voter consideration.

Technical difficulties prevent me from scanning and sending you electronic copies.

Maryann

Beautiful Place by the Sea

August 25, 2020

To the Town of Ogunquit Select Board,

Re: Flood Plain Management Ordinance Amendments.

On August 24, 2020, the Ogunquit Planning Board held a Public Hearing regarding amendments to the Town of Ogunquit Flood Plain Management Ordinance. On that same date the Board voted to submit the enclosed proposed amendments to you along with a request that said amendments be presented to the voters of Ogunquit at the November 2020 Town Meeting.

Pursuant to the above request please find the following:

- Review/summarization memo prepared by Code Enforcement Officer Scott Heyland dated August 3, 2020;
- Final Proposed Draft with red underlined and blue strike throughs of proposed changes.

The Planning Board hereby respectfully requests the proposed, enclosed amendments to the Town of Ogunquit Flood Plain Management Ordinance be included on the warrant for the November 2020 Town Meeting.

Respectfully



Steve Wilkos
Planning Board Chair

Enclosures: as noted
Pc: Town Manager (w/ enclosures)
Town Clerk (w/ enclosures)

Beautiful Place by the Sea

Land Use Office
Post Office Box 875
Ogunquit, Maine 03907-0875

Tel: 207-646-9326
ceogt@townofogunquit.org

MEMORANDUM

Date: August 3, 2020
To: Town of Ogunquit Planning Board
From: Scott Heyland-Director of Codes and Planning
RE: Floodplain Management Ordinance Amendments

In the spring of 2020 Staff from the Maine Floodplain Management Program offered to review our Floodplain Management Ordinance. This Ordinance regulates all activities within areas of Special Flood Hazard. The last update was 02/09/2009. This is not a mandatory update but includes suggested updates.

Generally, the amendments contain updated dates and references as well as updates to the definition sections.

Please review the proposed changes.

When the Preliminary Flood Maps are finalized we will only be required to amend Article 1 to include the new dated "Flood Insurance Rate Map and Study".

810-2020

**FLOODPLAIN MANAGEMENT ORDINANCE
FOR THE
TOWN OF OGUNQUIT, MAINE**

*Language to be added is in **RED** and underlined.*

Language to be removed is in ~~BLUE~~ and struck through.

ENACTED:

February 9, 2009

Date

CERTIFIED BY:

Name

Title

Affix Seal:

FLOODPLAIN MANAGEMENT

ORDINANCE

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ARTICLE 1- PURPOSE AND ESTABLISHMENT

Certain areas of the Town of Ogunquit, Maine are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968.

Therefore, the Town of Ogunquit, Maine has chosen to become a participating community in the National Flood Insurance Program, and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as delineated in this Floodplain Management Ordinance.

It is the intent of the Town of Ogunquit, Maine to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards.

The Town of Ogunquit has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001 -3007, 4352, ~~and~~ 4401-4407, and Title 38 MRSA, Section 440.

The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the Town of Ogunquit having a special flood hazard be identified by the Federal Emergency Management Agency and that floodplain management measures be applied in such flood hazard areas. This Ordinance establishes a Flood Hazard Development Permit system and review procedure for development activities in the designated flood hazard areas of the Town of Ogunquit, Maine.

The areas of special flood hazard, Zones A, A1-30, AO, and/or V1-30, are identified by the Federal Emergency Management Agency in a report entitled "Flood Insurance Study _Town of Ogunquit, Maine, York County," dated January 5, 1983 with accompanying "Flood Insurance Rate Map" dated July 15, 1992 and "Flood Boundary and Floodway Map" dated July 5, 1983, which are hereby adopted by reference and declared to be a part of this Ordinance.

ARTICLE II - PERMIT REQUIRED

Before any construction or other development (as defined in Article XIV), including the placement of manufactured homes, begins within any areas of special flood hazard established in Article I, a Flood Hazard Development Permit shall be obtained from the Code Enforcement Officer except as provided in Article VII. This permit shall be in addition to any other permits which may be required pursuant to the codes and ordinances of the Town of Ogunquit, Maine.

ARTICLE III -APPLICATION FOR PERMIT

The application for a Flood Hazard Development Permit shall be submitted to the Code Enforcement Officer and shall include:

- A. The name, address and phone number of the applicant, owner, and contractor;
- B. An address and a map indicating the location of the construction site;
- C. A site plan showing location of existing and/or proposed development, including but not limited to structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;
- D. A statement of the intended use of the structure and/or development;
- E. A statement of the cost of the development including all materials and labor;
- F. A statement as to the type of sewage system proposed;
- G. Specification of dimensions of the proposed structure and/or development; [Items H-K.3. apply only to new construction and substantial improvements.]
- H. The elevation in relation to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or to a locally established datum in Zone A only, of the:
 1. base flood at the proposed site of all new or substantially improved structures, which is determined:
 - a. in Zones A1-30, AO, and V1-30 from data contained in the "Flood Insurance Study _Town of Ogunquit, Maine," as described in Article I; or,
 - b. in Zone A:
 - (1) from any base flood elevation data from Federal, State, or other technical sources (such as FEMA's Quick-2 model, FEMA 265/July 1995), including information obtained pursuant to Article VI.K. and IX.D.;
 - (2) from the contour elevation extrapolated from a best fit analysis of the floodplain boundary when overlaid onto a USGS Quadrangle Map or other topographic map prepared by a Professional Land Surveyor or registered professional engineer, if the floodplain boundary has a significant correlation to the elevation contour line(s); or, in the absence of all other data,

- (3) to be the elevation of the ground at the intersection of the floodplain boundary and a line perpendicular to the shoreline which passes along the ground through the site of the proposed building.
 2. highest and lowest grades at the site adjacent to the walls of the proposed building;
 3. lowest floor, including basement; and whether or not such structures contain a basement; and,
 4. level, in the case of non-residential structures only, to which the structure will be floodproofed;
- I. A description of an elevation reference point established on the site of all developments for which elevation standards apply as required in Article VI;
- J. A written certification by a Professional Land Surveyor, registered professional engineer or architect, that the base flood elevation and grade elevations shown on the application are accurate;
- K. The following certifications as required in Article VI by a registered professional engineer or architect:
1. a Floodproofing Certificate (FEMA Form 81-65, ~~3/09 08/99~~, as amended), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Article III.H.4.; Article VI.G.; and other applicable standards in Article VI;
 2. a V-Zone Certificate to verify that the construction in coastal high hazard areas, Zone VI-30, will meet the criteria of Article VI.P.; and other applicable standards in Article VI;
 3. a Hydraulic Openings Certificate to verify that engineered hydraulic openings in foundation walls will meet the standards of Article VI.L.2.a.;
 4. a certified statement that bridges will meet the standards of Article VI.M.;
 5. a certified statement that containment walls will meet the standards of Article VI.N.;
- L. A description of the extent to which any water course will be altered or relocated as a result of the proposed development; and,
- M. A statement of construction plans describing in detail how each applicable development standard in Article VI will be met.

ARTICLE IV - APPLICATION FEE AND EXPERT'S FEE

A non-refundable application fee of \$50.00 for minor development or \$100.00 for new construction or substantial improvements shall be made out to the Town of Ogunquit and paid to the Town Clerk or the Code Enforcement Officer. A copy of a receipt for the same shall accompany the application.

An additional fee may be charged if the Code Enforcement Officer and/or Board of Appeals needs the assistance of a professional engineer or other expert. The expert's fee shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.

ARTICLE V - REVIEW STANDARDS FOR FLOOD HAZARD DEVELOPMENT PERMIT APPLICATIONS

The Code Enforcement Officer shall:

- A. Review all applications for the Flood Hazard Development Permit to assure that proposed developments are reasonably safe from flooding and to determine that all pertinent requirements of Article VI (Development Standards) have been, or will be met;
- B. Utilize, in the review of all Flood Hazard Development Permit applications:
 1. the base flood data contained in the "Flood Insurance Study _Town of Ogunquit, Maine," as described in Article I.;
 2. in special flood hazard areas where base flood elevation and floodway data are not provided, the Code Enforcement Officer shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Article III.H. 1 .b.; Article VI.K.; and Article IX.D., in order to administer Article VI of this Ordinance; and,
 3. when the community establishes a base flood elevation in a Zone A by methods outlined in Article III.H.1.b, the community shall submit that data to the Maine Floodplain Management Program in the State Planning Office.
- C. Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in Article I of this Ordinance;

- D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334;
- E. Notify adjacent municipalities, the Department of Environmental Protection, and the Maine Floodplain Management Program in the State Planning Office prior to any alteration or relocation of a water course and submit copies of such notifications to the Federal Emergency Management Agency;
- F. If the application satisfies the requirements of this Ordinance, approve the issuance of one of the following Flood Hazard Development Permits, based on the type of development:
1. A two-part Flood Hazard Development Permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the Code Enforcement Officer with a second Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer or architect based on the Part I permit construction, "as built", for verifying compliance with the elevation requirements of Article VI, paragraphs F, G, H, or P. Following review of the Elevation Certificate data, which shall take place within 72 hours of receipt of the application, the Code Enforcement Officer shall issue Part II of the Flood Hazard Development Permit. Part II shall authorize the applicant to complete the construction project; or,
 2. A Flood Hazard Development Permit for Floodproofing of Non-Residential Structures that are new construction or substantially improved nonresidential structures that are not being elevated but that meet the floodproofing standards of Article VI.G. 1 .a, b, and c. The application for this permit shall include a Floodproofing Certificate signed by a registered professional engineer or architect; or,
 3. A Flood Hazard Development Permit for Minor Development for all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. Minor development also includes, but is not limited to: accessory structures as provided for in Article VI.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

For development that requires review and approval as a Conditional Use, as provided for in this Ordinance, the Flood Hazard Development Permit Application shall be acted upon by the Planning Board as required in Article VII.

- G. Maintain, as a permanent record, copies of all Flood Hazard Development Permit Applications, corresponding Permits issued, and data relevant thereto, including reports of the Board of Appeals on variances granted under the provisions of Article X of this Ordinance, and copies of Elevation Certificates, Floodproofing Certificates, Certificates of Compliance and certifications of design standards required under the provisions of Articles III, VI, and VIII of this Ordinance.

ARTICLE VI - DEVELOPMENT STANDARDS

All developments in areas of special flood hazard shall meet the following applicable standards:

- A. **All Development** - All development shall:
1. be designed or modified and adequately anchored to prevent flotation (excluding piers and docks), collapse or lateral movement of the development resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 2. use construction materials that are resistant to flood damage;
 3. use construction methods and practices that will minimize flood damage; and,
 4. use electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during flooding conditions.
- B. **Water Supply** - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.
- C. **Sanitary Sewage Systems** - All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- D. **On Site Waste Disposal Systems** - On site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.
- E. **Watercourse Carrying Capacity** - All development associated with altered or relocated portions of a watercourse shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of the watercourse.

- F. **Residential** - New construction or substantial improvement of any residential structure located within:
1. Zones A1-30 shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation.
 2. Zone AO shall have adequate drainage paths around structures on slopes, to guide floodwater away from the proposed structures:
 3. Zone AO shall have the lowest floor (including basement) elevated above the highest adjacent grade:
 - a. at least one foot higher than the depth specified in feet on the community's Flood Insurance Rate Map; or,
 - b. at least three feet if no depth number is specified.
 4. Zone A shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to Article TII.H.1.b; Article V.B.; or Article IX.D.
 5. Zone V 1-30 shall meet the requirements of Article VI.P.

- G. **Non Residential** - New construction or substantial improvement of any non-residential structure located within:

1. Zone A 1-30 shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
 - a. be floodproofed to at least one foot above the base flood elevation so that below that elevation the structure is watertight with walls substantially impermeable to the passage of water;
 - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
 - c. be certified by a registered professional engineer or architect that the floodproofing design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Article -.K. and shall include a record of the elevation above mean sea level to which the structure is floodproofed.

2. Zone AO shall have adequate drainage paths around structures on slopes, to guide floodwater away from the proposed structures.
3. Zone AO shall have the lowest floor (including basement) elevated above the highest adjacent grade:
 - a. at least one foot higher than the depth specified in feet on the community's Flood Insurance Rate Map; or,
 - b. at least three feet if no depth number is specified; or,
 - together with attendant utility and sanitary facilities be floodproofed to meet the elevation requirements of this section and floodproofing standards of Article VI.G. 1.
4. Zone A shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation utilizing information obtained pursuant to Article III.H.1.b.; Article V.B.; or Article IX.D., or
 - a. together with attendant utility and sanitary facilities meet the floodproofing standards of Article VI.G.1.
5. Zone VI-30 shall meet the requirements of Article VI.P.

H. **Manufactured Homes** - New or substantially improved manufactured homes located within:

Zone A1-30 shall:

- a. be elevated such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation;
- b. be on a permanent foundation, which may be poured masonry slab or foundation walls, with hydraulic openings, or may be reinforced piers or block supports, any of which support the manufactured home so that no weight is supported by its wheels and axles; and,
- c. be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:
 - (1) over-the-top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (manufactured homes less than 50 feet long require one additional tie per side); or by,

- (2) frame ties at each corner of the home, plus five additional ties along each side at intermediate points (manufactured homes less than 50 feet long require four additional ties per side).
 - (3) all components of the anchoring system described in Article VI.H.1.c.(1)&(2) shall be capable of carrying a force of 4800 pounds.
2. Zone AO shall have adequate drainage paths around structures on slopes, to guide floodwater away from the proposed structures.
 3. Zone AO shall have the lowest floor (including basement) of the manufactured home elevated above the highest adjacent grade:
 - a. at least one foot higher than the depth specified in feet on the community's Flood Insurance Rate Map; or,
 - b. at least three feet if no depth number is specified; and,
 - c. meet the anchoring requirements of Article VI.H.1.c.
 4. Zone A shall:
 - a. be elevated on a permanent foundation, as described in Article VI.H.1.b., such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation utilizing information obtained pursuant to Article VI.H.1.b.; Article V.B; or Article IX.D.; and
 - b. meet the anchoring requirements of Article VI.H.1.c.
 5. Zones V 1-30 shall meet the requirements of Article VI.P.

I. **Recreational Vehicles** - Recreational Vehicles located within:

1. Zone A1-30 shall either:
 - a. be on the site for fewer than 180 consecutive days,
 - b. be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or,
 - c. be permitted in accordance with the elevation and anchoring requirements for "manufactured homes" in Article VI.H. 1.

2. Zone VI-30 shall meet the requirements of either Article VI.I.1 .a. or b., or Article VI.P.

J. Accessory Structures □ □ Accessory Structures, as defined in Article XIV, located within Zones AI-30, AO, and A, shall be exempt from the elevation criteria required in Article VI.F. & G. above, if all other requirements of Article VI and all the following requirements are met. Accessory Structures shall:

~~1. be 500 square feet or less and have a value less than \$3000;~~

1.2 have unfinished interiors and not be used for human habitation;

2.3 have hydraulic openings, as specified in Article VI.L.2., in at least two different walls of the accessory structure;

3.4 be located outside the floodway;

4.5 when possible be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,

5.6 have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and when possible outside the Special Flood Hazard Area.

K. Floodways -

1. In Zone A1-30 riverine areas, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted within a regulatory floodway which is designated on the community's "Flood Boundary and Floodway Map", unless a technical evaluation certified by a registered professional engineer is provided demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

2. In Zones AI -30 and A riverine areas, for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in the floodway as determined in Article VI.K.3. unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development:

a. will not increase the water surface elevation of the base flood more than one foot at any point within the community; and,

- b. is consistent with the technical criteria contained in ~~Chapter 5~~ entitled "Hydraulic Analyses," Flood Insurance Study - Guidelines and Specifications for Study Contractors, (FEMA 37/ January 1995, as amended). FEMA's guidelines and standards for flood risk analysis and mapping.
 3. In Zones AL-30 and A riverine areas for which no regulatory floodway is designated, the regulatory floodway is determined to be the channel of the river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high water mark to the upland limit of the floodplain.
- L. Enclosed Areas Below the Lowest Floor _ New construction or substantial improvement of any structure in Zones A 1-30, AO, and A that meets the development standards of Article VI, including the elevation requirements of Article VI, paragraphs F, G, or H and is elevated on posts, columns, piers, piles; "stilts," or crawl spaces may be enclosed below the base flood elevation requirements provided all the following criteria are met or exceeded:
1. Enclosed areas are not "basements" as defined in Article XIV;
 2. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood water. Designs for meeting this requirement must either:
 - a. be engineered and certified by a registered professional engineer or architect; or,
 - b. meet or exceed the following minimum criteria:
 - (1) a minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;
 - (2) the bottom of all openings shall be below the base flood elevation and no higher than one foot above the lowest grade; and,
 - (3) openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of flood waters automatically without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means;
 3. The enclosed area shall not be used for human habitation; and,
 4. The enclosed areas are usable solely for building access, parking of vehicles, or storage.

M. Bridges - New construction or substantial improvement of any bridge in Zones A1-30, AO, A, and V 1-30 shall be designed such that:

1. when possible, the lowest horizontal member (excluding the pilings, or columns) is elevated to at least one foot above the base flood elevation; and
2. a registered professional engineer shall certify that:
 - a. the structural design and methods of construction shall meet the elevation requirements of this section and the floodway standards of Article VI.K.; and
 - b. the foundation and superstructure attached thereto are designed to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all structural components. Water loading values used shall be those associated with the base flood.

N. Containment Walls - New construction or substantial improvement of any containment wall located within:

1. Zones A1-30, A, and V1-30 shall:
 - a. have the containment wall elevated to at least one foot above the base flood elevation;
 - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
 - c. be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Article III.K.
2. Zone AG shall have adequate drainage paths around containment walls on slopes, to guide floodwater away from the proposed walls.
3. Zone AO shall have the top of the containment wall elevated above the highest adjacent grade:
 - a. at least one foot higher than the depth specified in feet on the community's Flood Insurance Rate Map; or,
 - b. at least three feet if no depth number is specified; and,
 - c. shall meet the requirements of Article VI.N. 1 .b. & c. 13

0. **Wharves, Piers and Docks** - New construction or substantial improvement of wharves, piers, and docks are permitted in Zones AI-30, AO, A, and VI-30, in and over water and seaward of the mean high tide if the following requirements are met:
1. wharves, piers, and docks shall comply with all applicable local, state, and federal regulations; and
 2. for commercial wharves, piers, and docks, a registered professional engineer shall develop or review the structural design, specifications, and plans for the construction.

P. **Coastal Floodplains** -

1. All new construction located within Zones AI-30, A, and VI-30 shall be located landward of the reach of mean high tide except as provided in Article VI.P.6.
2. New construction or substantial improvement of any structure located within Zone VI-30 shall:
 - a. be elevated on posts or columns such that:
 - (1) the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to one foot above the base flood elevation;
 - (2) the pile or column foundation and the elevated portion of the structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components; and,
 - (3) water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable state and local building standards.
 - b. have the space below the lowest floor:
 - (1) free of obstructions; or,
 - (2) constructed with open wood lattice-work, or insect screening intended to collapse under wind and water without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting piles or columns; or,

- (3) constructed to enclose with non-supporting breakaway walls which have a design safe loading resistance of not less than 10 or more than 20 pounds per square foot.
 - c. require a registered professional engineer or architect to:
 - (1) develop or review the structural design, specifications, and plans for the construction, which must meet or exceed the technical criteria contained in the *Coastal Construction Manual*, (FEMA-55/~~February, 1986~~); and June 2000.
 - (2) certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the criteria of Article VI.P.2.
3. The use of fill for structural support in Zone V1-30 is prohibited.
4. Human alteration of sand dunes within Zone V 1-30 is prohibited unless it can be demonstrated that such alterations will not increase potential flood damage.
5. ~~The enclosed areas may be used solely for parking vehicles, building access, and storage.~~ The area below the lowest floor shall be used solely for parking vehicles, building access, and storage.
6. Conditional Use - Lobster sheds and fishing sheds may be located seaward of mean high tide and shall be exempt from the elevation requirement in Article VI.G. only if permitted as a Conditional Use following review and approval by the Planning Board, as provided in Article VII, and if all the following requirements and those of Article VI.A., VI.K., and VI.L. are met:
 - a. The conditional use shall be limited to low value structures such as metal or wood sheds 200 square feet or less and shall not exceed more than one story.
 - b. The structure shall be securely anchored to the wharf or pier to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
 - c. The structure will not adversely increase wave or debris impact forces affecting nearby buildings.
 - d. The structure shall have unfinished interiors and shall not be used for human habitation.
 - Any mechanical, utility equipment and fuel storage tanks must be anchored and either elevated or floodproofed to one foot above the base flood elevation.

- f. All electrical outlets shall be ground fault interrupt type. The electrical service disconnect shall be located on shore above the base flood elevation and when possible outside the Special Flood Hazard Area.

ARTICLE VII - CONDITIONAL USE REVIEW

The Planning Board shall hear and decide upon applications for conditional uses provided for in this Ordinance. The Planning Board shall hear and approve, approve with conditions, or disapprove all applications for conditional uses. An applicant informed by the Code Enforcement Officer that a Conditional Use Permit is required shall file an application for the permit with the Planning Board.

A. Review Procedure for a Conditional Use Flood Hazard Development Permit

1. The Flood Hazard Development Permit Application with additional information attached addressing how each of the conditional use criteria specified in the Ordinance will be satisfied, may serve as the permit application for the Conditional Use Permit.
2. Before deciding any application, the Planning Board shall hold a public hearing on the application within thirty days of their receipt of the application.
3. If the Planning Board finds that the application satisfies all relevant requirements of the ordinance, the Planning Board must approve the application or approve with conditions within 45 days of the date of the public hearing.
4. A Conditional Use Permit issued under the provisions of this Ordinance shall expire if the work or change involved is not commenced within 180 days of the issuance of the permit by the Planning Board.
5. The applicant shall be notified by the Planning Board in writing over the signature of the Chairman of the Planning Board that flood insurance is not available for structures located entirely over water or seaward of mean high tide.

B. Expansion of Conditional Uses

1. No existing building or use of premises may be expanded or enlarged without a permit issued under this section if that building or use was established or constructed under a previously issued Conditional Use Permit or if it is a building or use which would require a Conditional Use Permit if being newly-established or constructed under this Ordinance.

ARTICLE VIII - CERTIFICATE OF COMPLIANCE

No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a Certificate of Compliance is issued by the Code Enforcement Officer subject to the following provisions:

- A. For New Construction or Substantial Improvement of any elevated structure the applicant shall submit to the Code Enforcement Officer:
 - 1. an Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer, or architect, for compliance with Article VI, paragraphs F, G, H, or P and,
 - 2. for structures in Zone V1-30, certification by a registered professional engineer or architect that the design and methods of construction used are in compliance with Article VI.P.2.
- B. The applicant shall submit written notification to the Code Enforcement Officer that the development is complete and complies with the provisions of this ordinance.
- C. Within 10 working days, the Code Enforcement Officer shall:
 - 1. review the required certificate(s) and the applicant's written notification; and,
 - 2. upon determination that the development conforms with the provisions of this ordinance, shall issue a Certificate of Compliance.

ARTICLE IX - REVIEW OF SUBDIVISION AND DEVELOPMENT PROPOSALS

The Planning Board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law or local ordinances or regulations and all projects on 5 or more disturbed acres, or in the case of manufactured home parks divided into two or more lots, assure that:

- A. All such proposals are consistent with the need to minimize flood damage.
- B. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages.
- C. Adequate drainage is provided so as to reduce exposure to flood hazards.
- D. All proposals include base flood elevations, flood boundaries, and, in a riverine floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.

- E. Any proposed development plan must include a condition of plan approval requiring that structures on any lot in the development having any portion of its land within a Special Flood Hazard Area, are to be constructed in accordance with Article VI of this ordinance. Such requirement will be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an intent to transfer any interest in real estate or structure, including but not limited to a timeshare interest. The condition shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on any map, plat, or plan to be signed by the Planning Board or local reviewing authority as part of the approval process.

ARTICLE X - APPEALS AND VARIANCES

The Board of Appeals of the Town of Ogunquit may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

The Board of Appeals may grant a variance from the requirements of this Ordinance consistent with state law and the following criteria:

- A. Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- B. Variances shall be granted only upon:
1. a showing of good and sufficient cause; and,
 2. a determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or create nuisances, cause fraud or victimization of the public or conflict with existing local laws or ordinances; and,
 3. a showing that the issuance of the variance will not conflict with other state, federal or local laws or ordinances; and,
 4. a determination that failure to grant the variance would result in "undue hardship," which in this sub-section means:
 - a. that the land in question cannot yield a reasonable return unless a variance is granted; and,
 - b. that the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and,

- c. that the granting of a variance will not alter the essential character of the locality; and,
 - d. that the hardship is not the result of action taken by the applicant or a prior owner.
- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief, and the Board of Appeals may impose such conditions to a variance as it deems necessary.
- D. Variances may be issued for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:
 - 1. other criteria of Article X and Article VI.K. are met; and,
 - 2. the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- E. Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of Historic Structures upon the determination that:
 - 1. the development meets the criteria of Article X, paragraphs A. through D. above; and,
 - 2. the proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as a Historic Structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Any applicant who meets the criteria of Article X, paragraphs A. through E. shall be notified by the Board of Appeals in writing over the signature of the Chairman of the Board of Appeals that:
 - 1. the issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage;
 - 2. such construction below the base flood level increases risks to life and property; and,
 - 3. the applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks and agrees to indemnify, and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain

and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in the floodplain.

G. Appeal Procedure for Administrative and Variance Appeals

1. An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party within thirty days after receipt of a written decision of the Code Enforcement Officer or Planning Board.
2. Upon being notified of an appeal, the Code Enforcement Officer or Planning Board, as appropriate, shall transmit to the Board of Appeals all of the papers constituting the record of the decision appealed from.
3. The Board of Appeals shall hold a public hearing on the appeal within thirty-five days of its receipt of an appeal request.
4. The person filing the appeal shall have the burden of proof.
5. The Board of Appeals shall decide all appeals within thirty-five days after the close of the hearing, and shall issue a written decision on all appeals.
6. The Board of Appeals shall submit to the Code Enforcement Officer a report of all variance actions, including justification for the granting of the variance and an authorization for the Code Enforcement Officer to issue a Flood Hazard Development Permit, which includes any conditions to be attached to said permit.
7. Any aggrieved party who participated as a party during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State laws within forty-five days from the date of any decision of the Board of Appeals.

ARTICLE XI - ENFORCEMENT AND PENALTIES

- A. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance pursuant to Title 30-A M RSA § 4452.
- B. The penalties contained in Title 30-A M RSA § 4452 shall apply to any violation of this Ordinance.
- C. In addition to any other actions, the Code Enforcement Officer may, upon indentifying a violation, upon determination that a violation exists, shall submit a declaration to the Administrator of the Federal Insurance Administration requesting a flood insurance denial ~~denial of flood insurance~~. The valid declaration shall consist of:

1. the name of the property owner and address or legal description of the property sufficient to confirm its identity or location;
2. a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance;
3. a clear statement that the public body making the declaration has authority to do so and a citation to that authority;
4. evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and,
5. a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

ARTICLE XII - VALIDITY AND SEVERABILITY

If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

ARTICLE XIII - CONFLICT WITH OTHER ORDINANCES

This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, bylaw, permit, or provision of law. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall control.

ARTICLE XIV - DEFINITIONS

Unless specifically defined below, words and phrases used in this Ordinance shall have the same meaning as they have at common law and to give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

Accessory Structure - means a small-detached structure that is incidental and subordinate to the principal structure.

Adjacent Grade - means the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Area of Shallow Flooding - means a designated AG zone on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard - means the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the Flood Insurance Study cited in Article I of this Ordinance.

Base Flood - means the flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.

Basement - means any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway Wall - means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Building - see Structure.

Certificate of Compliance - A document signed by the Code Enforcement Officer stating that a structure is in compliance with all of the provisions of this Ordinance.

Code Enforcement Officer - ~~any person or board responsible for performing the inspection, licensing, and enforcement duties required by a particular statute or ordinance. A person certified under Title 30-A MRSA, section 4451 (including exceptions in section 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws.~~

Conditional Use - means a use that because of its potential impact on surrounding areas and structures, is permitted only upon review and approval by the Planning Board pursuant to Article VII.

Development - means any ~~change caused by individuals or entities~~ man-made change to improved or unimproved real estate. This includes including but is not limited to, the construction of buildings or other structures; the construction of additions or substantial improvements to buildings or other structures; mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials; and the storage, deposition, or extraction of materials. public or private sewage disposal systems or water supply facilities.

Elevated Building - means a non-basement building

- a. built, in the case of a building in Zones AI-30, A, or AG, to have the top of the elevated floor, or in the case of a building in Zone V 1-30, to have the bottom of the lowest horizontal structural member of the elevated floor, elevated above the ground level by means of pilings, columns, post, piers, or "stilts;" and
- b. adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.

In the case of Zones AI-30, A, or AO, **Elevated Building** also includes a building elevated by means of fill or solid foundation perimeter walls with hydraulic openings sufficient to facilitate the unimpeded movement of flood waters, as required in Article VII.L. In the case

of Zone VI-30, **Elevated Building** also includes a building otherwise meeting the definition of elevated building, even though the lower area is enclosed by means of breakaway walls, if the breakaway walls meet the standards of Article VI.P.2.b.(3).

Elevation Certificate - An official form (FEMA Form 81-31, ~~03/09~~ ~~08/99~~, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

Flood or Flooding - means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
 1. The overflow of inland or tidal waters.
 2. The unusual and rapid accumulation or runoff of surface waters from any source.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph a.1. of this definition.

Flood Elevation Study - means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

Flood Insurance Rate Map (FIRM) - means an official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study - see **Flood Elevation Study**.

Floodplain or Flood-prone Area - means any land area susceptible to being inundated by water from any source (see flooding).

Floodplain Management - means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood-control works, and floodplain management regulations.

Floodplain Management Regulations - means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodproofing - means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and contents.

Floodway - see **Regulatory Floodway**.

Floodway Encroachment Lines - mean the lines marking the limits of floodways on federal, state, and local floodplain maps.

Freeboard - means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed, that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions.

Functionally Dependent Use - means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Historic Structure - means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 1. By an approved state program as determined by the Secretary of the Interior,
or

2. Directly by the Secretary of the Interior in states without approved programs.

Locally Established Datum-means, for purposes of this ordinance, an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or any other established datum and is used in areas where Mean Sea Level data is too far from a specific site to be practically used.

Lowest Floor - means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements described in Article VI.L. of this Ordinance.

Manufactured Home - means a structure, transportable in one or more sections, which is built on a permanent chassis and is desired for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

Manufactured Home Park or Subdivision - means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level - means, for purposes of the National Flood insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD), or other datum, to which base flood elevations shown on a community's Flood Insurance Rate map are referenced.

Minor Development - means all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of (the structure. It also includes, but is not limited to: accessory structures as provided for in Article VIJ., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

National Geodetic Vertical Datum (NGVD) - means the national vertical datum, whose standard was established in 1929, which is used by the National Flood Insurance Program (NFIP). NGVD was based upon mean sea level in 1929 and also has been called "1929 Mean Sea Level (MSL).

New Construction - means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations adopted by a community and includes any subsequent improvements to such structures. (Ogunquit's initial floodplain management regulations were dated March 31, 1975.)

North American Vertical Datum (NAVD) -- means the national datum whose standard was established in 1988, which is the new vertical datum used by the National Flood Insurance Program (NFIP) for all new Flood Insurance Rate Maps. NAVD is based upon vertical datum used by other North American countries such as Canada and Mexico and was established to replace NGVD because of constant movement of the earth's crust, glacial rebound, and subsidence and the increasing use of satellite technology.

100-Year Flood - see **Base Flood**.

Recreational Vehicle - means a vehicle which is:

- a. built on a single-chassis;
- b. 400 square feet or less when measured at the largest horizontal projection, not including slideouts
- c. designed to be self-propelled or permanently towable by a motor vehicles; and
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory Floodway -

- a. means the channel of a river or other **water course** and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot, and
- b. when not designated on the community's Flood Boundary and Floodway Map, it is considered to be the channel of a river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high water mark to the upland limit of the floodplain.

Riverine - means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Special Flood Hazard Area - see **Area of Special Flood Hazard**.

Start of Construction - means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, or modification of any construction element, whether or not that alteration affects the external dimensions of the building.

Structure - means, for floodplain management purposes, a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.

Substantial Damage - means, damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement - means any singular or successive reconstructions, repairs, rehabilitations, additions, or other improvements of a structure, the cumulative cost (value) of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the first improvement project following the effective date of **November 07, 2001**. In determining whether a development project constitutes a substantial improvement, the total cost (value) of all reconstructions, repairs, rehabilitations, additions, or other improvements shall be accrued over a period of 5 years from the time of the first permit application following the effective date of **November 7, 2001**. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- b. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as a historic structure, and a variance is obtained from the Board of Appeals.

Variance - means a grant of relief by a community from the terms of a floodplain management regulation.

Violation - means the failure of a structure or development to comply with a community's floodplain management regulations.

ARTICLE XV - ABROGATION

This ordinance repeals and replaces any municipal ordinance previously enacted to comply with the National Flood Insurance Act of 1968 (P.L. 90-488, as amended). [The most previous floodplain management ordinance was dated 12/11/96]

MEMO

TO Cheryl
FROM Maryann
DATE August 18, 2020
RE Proposed Amendments to Subdivision Regulations Packet
For the November 2020 Town Meeting

Cheryl

Here is the packet of proposed amendments to the Ogunquit Subdivision Regulations:

- Letter to Select Board from Planning Board, dated July 22, 2020;
- Review/Summarization Memo prepared by Lee Jay Feldman, dated February 17, 2020;
- Final Proposed Draft with red underline and blue strikethrough indications of proposed changes.

I will e-mail electronic copies to you, Chris, and Pat.

Maryann

Beautiful Place by the Sea

Planning Board
Tel 207 646-9326

July 22, 2020

To the Town of Ogunquit Select Board,

re: Proposed amendments to the Ogunquit Subdivision Regulations.

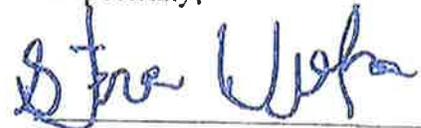
On March 9, 2020 the Ogunquit Planning Board held a Public Hearing regarding amendments to the Town of Ogunquit's Subdivision Regulations. On May 26, 2020 the Planning Board voted to submit the enclosed proposed Subdivision Regulations Amendments to you along with a request that said amendments be presented to the voters at the November 2020 Town Meeting.

Pursuant to the above-noted request please find the following:

1. Proposed Amendments to the Town of Ogunquit Subdivision Regulations (Final Draft);
2. Lee Jay Feldman's, SMPDC February 17, 2020 Memorandum Summary of Proposed Amendments to the Town of Ogunquit Subdivision Regulations.

The Planning Board hereby respectfully requests that the proposed, enclosed amendments to the Ogunquit Subdivision Regulations be included on the warrant for the November 2020 Town Meeting.

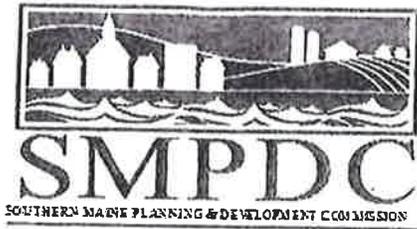
Respectfully,



Steve Wilkos
Planning Board Chair

enclosures: as noted

pc: Town Manager (w/ enclosures)
Ogunquit Town Clerk (w/ enclosures)



To: Ogunquit Planning Board
From: Lee Jay Feldman
Date: 2/17/20
Re: Subdivision draft changes

In order to layout the changes proposed in an orderly fashion, I have drafted this memo which will try to explain a majority of the changes in a manor not as confusing as trying to interpret all of the strikethroughs and underlines in the document.

- There have been several terminology changes in order to make the document consistent with current terminology used today. Those change include:
 - Selectmen changed to Select Board
 - Planning board changed to Planning Board
 - Code Enforcement Officer changed to Director of Codes and Planning
 - Professional Civil Engineer changed to Licensed Engineer
- Change documents sited in the regulations from a date the document was originally published to wording which says “ The Most recent Version” This change is proposed due to the fact that those documents noted in the regulation do get updated from time to time and it is easier to have this as a rolling citation rather than needing to amend this document to update cited documents.
- We have also proposed to do the same for the State Subdivision law itself. Rather than including the document verbatim to the state law, the most effective way to note the subdivision law is to use MRS title 30-A 4401. This is because the state law changes almost on a yearly basis based on the Legislative agenda and the need to always tweak the law this way the town will not need to again amend this document every time there is a change.
- There is a proposal to eliminate a number of the definitions found in this document which are either not consistent with the definition found in the zoning ordinance or not relevant to a subdivision review. If the later is the

case, the ordinance indicates that the definition found in the zoning ordinance is the ruling definition.

- Bring Article 1 Purpose and Statutory Review Criteria up to minimum state standards which have not been part of the town's review previously
- In Article 6 the Preliminary Plan Submission it is proposed to eliminate 6.2.13 Estimated Traffic Generated as part of the submission but now require a full Traffic Impact Study be done for all subdivisions which will include Trip Generation information as part of the submittal.
- We are suggesting but not requiring that Low Impact Development (LID) standards be used for stormwater design which has not been a true consideration in the past. This change will now signal to the developers that we want to see better alternatives for stormwater rather than the typical TR-20 design.
- A proposal has also been included that will move the decision making process to 45 days rather than 30 days so that the Planning Board does not feel a need to make a decision that may need an additional meeting to make the 15 days pushes the ability to make determinations out one additional meeting.
- Other additional changes include:
 - Fines going from \$1,000 to \$2,500 in line with State law in accordance with MRSA 30-A Section 4452
 - Including the Historic Preservation Commission by requirement to now be involved in the project review.
 - Changing the need for Mylar to be recorded in the York County Registry of Deeds to 20# White paper which is a new state law.
 - There are several other minor changes as well but nothing that has the impact as those changes above.

The professional consulting team responsible for the recodification underway in town has been reviewing these changes and has made previous comment on them.

TOWN OF OGUNQUIT

SUBDIVISION REGULATIONS

Final Proposed Draft

Adopted November 5, 1985

Amended April 2, 1988

Amended April 3, 2000

Amended November 6, 2001

Amended June 11, 2002

**Repealed and Replaced, with Amendments,
as Subdivision Regulations, May 24, 2004**

(Pursuant to Procedure approved at April 12, 2004 Town Meeting)

Amended October 18, 2004

Amended May 9, 2005

Amended September 12, 2005

Amended July 24, 2006

Amended December 10, 2007

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ARTICLE I PURPOSE AND STATUTORY REVIEW CRITERIA

- 1.1 The purpose of these standards shall be to assure the comfort, convenience, safety, health and welfare of the people, to protect the environment and to promote the development of an economically sound and stable community. When reviewing any subdivision as defined in Article 3 of this regulation for approval, the ~~Planning Board~~Planning Board shall consider, but not be limited to, the following criteria and before granting approval, shall determine that the proposed project:
- 1.1.1 Will not result in undue water or air pollution. In making this determination, it shall at least consider:
 - a) The elevation of the land above sea level and its relation to the flood plains;
 - b) The nature of soils and subsoils and their ability to adequately support waste disposal;
 - c) The slope of the land and its effect on effluents; and
 - ~~d) The availability of streams for disposal of effluents; and~~
 - ed) The applicable State and local health and water resources rules and regulations;
 - 1.1.2 Has sufficient water available for the reasonably foreseeable needs of the subdivision;
 - 1.1.3 Will not cause an unreasonable burden on an existing water supply, if one is to be utilized;
 - 1.1.4 Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition results;
 - 1.1.5 Will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed and, if the proposed subdivision requires driveways or entrances onto a state or state aid highway, the Department of Transportation has provided documentation indicating that the driveways or entrances conform to Title 23, section 704 and any rules adopted under that section;
 - 1.1.6 Will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized;
 - 1.1.7 Will not cause an unreasonable burden on the ability of a municipality to dispose of solid waste if municipal services are to be utilized;
 - 1.1.8 Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline;
 - 1.1.9 -Is in conformance with a duly adopted subdivision or other applicable project regulation or ordinance, comprehensive plan, development plan or land use plan, if ~~any;~~any; In making this determination, the ~~Planning Board~~Planning Board may interpret these ordinances and plans;
 - 1.1.10 The subdivider has the financial and technical capacity to meet the standards of this section;

1.1.10 Whenever situated, in whole or in part, within 250 feet of any wetland or great pond, as defined in Title 38, sections 435 through 490, or within 250 feet of tidal waters, will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water; and

A. When lots in a subdivision have frontage on an outstanding river segment, the proposed subdivision plan must require principal structures to have a combined lot shore frontage and setback from the normal high-water mark of 500 feet.

(1) To avoid circumventing the intent of this provision, whenever a proposed subdivision adjoins a shoreland strip narrower than 250 feet which is not lotted, the proposed subdivision shall be reviewed as if lot lines extended to the shore.

(2) The frontage and setback provisions of this paragraph do not apply either within areas zoned as general development or its equivalent under the Town's shoreland zoning, adopted pursuant to 38 M.R.S.A., chapter 3, subchapter 1, article 2-B, or within areas designated by ordinance as densely developed. The determination of which areas are densely developed must be based on a finding that existing development met the definitional requirements of 30-A M.R.S.A., Section 4401, subsection 1, on September 23, 1983.

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1.1.12+ Will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water

~~1.1.12 Will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.~~

1.1.13 Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the applicant shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision or project plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation;

1.1.14 All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district;

1.1.15 Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in Title 38, section 480-B, subsection 9;

1.1.16 The proposed subdivision will provide for adequate storm water management;

1.1.17 If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond or coastal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1;

1.1.18 For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located. ~~1.1.19 The developer has adequate financial and technical capacity to meet the standards of this section.~~

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~~1.1.19 All farmland within the proposed subdivision has been identified on maps submitted as part of the application. Any mapping of farmland may be done with the help of the local soil and water conservation district.~~

~~1.1.20 Timber on the parcel being subdivided has not been harvested in violation of rules adopted pursuant to 12 M.R.S.A. Section 8869, subsection 14. If a violation of rules adopted by the Maine Forest Service to substantially eliminate liquidation harvesting has occurred, the Board must determine prior to granting approval for the subdivision that 5 years have elapsed from the date the landowner under whose ownership the harvest occurred acquired the parcel. The Board may request technical assistance from the Maine Department of Agriculture, Conservation and Forestry, Bureau of Forestry, to determine whether a rule violation has occurred, or the Board may accept a determination certified by a forester licensed pursuant to 32 M.R.S.A. Chapter 76. If the Board requests technical assistance from the bureau, the bureau shall respond within 5 working days regarding its ability to provide assistance. If the bureau agrees to provide assistance, it shall make a finding and determination as to whether a rule violation has occurred. The bureau shall provide a written copy of its finding and determination to the Board within 30 days of receipt of the Board's request. If the bureau notifies the Board that the bureau will not provide assistance, the Board may require a subdivision applicant to provide a determination certified by a licensed forester.~~

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~~For the purposes of this subsection, "liquidation harvesting" has the same meaning as in 12 M.R.S.A. Section 8868, subsection 6 and "parcel" means a contiguous area within one municipality, township or plantation owned by one person or a group of persons in common or joint ownership. This subsection takes effect on the effective date of rules adopted pursuant to 12 M.R.S.A. Section 8869, subsection 14.~~

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ARTICLE 2 AUTHORITY AND ADMINISTRATION

2.1 Authority

- 2.1.1 These standards have been prepared in accordance with the provisions of Title 30-A, section 4401 through 4407.
- 2.1.2 These standards shall be known and may be cited as "Subdivision Regulations of the Town of Ogunquit, Maine."

2.2 Administration

- 2.2.1 ~~The Planning Board~~Planning Board of the Town of Ogunquit, hereinafter called the Board, shall administer these standards. ~~The Planning Board~~Planning Board may call upon the ~~Code Enforcement Officer-Director of Codes and of Planning~~ or the Town Planner for assistance in administering these standards. (Amended June 11, 2002)
- 2.2.2 The provisions of these standards shall pertain to the creation or the amendment of all the subdivisions as herein defined within the boundaries of the Town of Ogunquit.

ARTICLE 3 DEFINITIONS

3.1 Definitions found in a standard Webster's Dictionary of the current decade will apply to all words not already defined herein or in Ogunquit's Zoning Ordinance. Words used in the present tense include the future; plural includes the singular; the word "lot" includes the word "plot"; the word "building" includes the word "structure"; the word "shall" is always mandatory; "occupied" or "used" shall be considered as though followed by the words "or intended, arranged or designed to be used/occupied". The terms "Code" and "Ordinance" are to be considered interchangeable. All definitions found in Article 2 of the Ogunquit zoning ordinance shall be the controlling definition with the exception of those definitions found below including the definition of Subdivision found here.

~~3.1.1~~ *Abutting*

~~Having a common border with, or being separated from such a common border by an alley, easement, street, road, public way or private way.~~

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3.1.2 *Comprehensive Plan*

A document or interrelated documents and maps, as defined by Title 30-A M.R.S.A sec. 4301.

~~3.1.3~~ *Contiguous Lot*

~~For the purposes of these regulations, a lot shall be considered to be contiguous if either or both of the following conditions exist:~~

- ~~a) The lots adjoin or are continuous at any point or line, or~~
- ~~b) If two adjacent lots are separated at any point by a water body less than forty (40) feet wide.~~

3.1.4 *Developed Area*

Any area on which a site improvement or change is made, to include buildings, landscape, parking area, etc.

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~~3.1.5~~ *Essential Services*

~~The construction, alteration or maintenance of gas, electrical, communication facilities, steam, fuel or water transmission or distribution systems, collection, supply or disposal systems. Such systems may include towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm and police call boxes, traffic signals, hydrants and similar accessories, but shall not include buildings which are necessary for the furnishing of such services.~~

3.1.6 *Final Plans of Subdivision*

The final drawings on which the developer's plan of a subdivision is presented to the ~~Planning Board~~ Planning Board for approval and which, if approved, may be filed for record with the Municipal Clerk and county.

3.1.7 *Flood, Base*

Means the Flood having a one (1%) percent chance of being equaled or exceeded in any given year. (Adopted May 10, 1983)

3.1.85 High Intensity Soil Survey

A map prepared by a Certified Soil Scientist, identifying the soil types down to one-eighth (1/8th) acre or less at a scale equivalent to the subdivision plan submitted. The soils shall be identified in accordance with the National Cooperative Soil Survey. The map shall show the location of all test pits used to identify the soils, and shall be accompanied by a log of each sample point identifying the textural classification and the depth to seasonal high water table or bedrock at that location. Single soil test pits and their evaluation for suitability for subsurface waste water disposal systems shall not be considered to constitute high intensity soil surveys.

3.1.96 High Water Mark, Normal

a) **Coastal Waters**

That line on the shore of tidal waters reached by the shoreward limit of the rise of the median tides between the spring and the neap.

b) **Inland Waters**

That line on the shore and banks of non-tidal waters which is apparent because of the contiguous different character of the soil or vegetation due to the prolonged action of the water. In places where the shore or bank cannot be easily determined (rock slides, ledges, rapidly eroding or slumping banks), the normal high water mark shall be estimated from places where it can be determined by the above method.

~~3.1.10 Industrial Park or Development~~

~~An area zoned and planned for varied industrial uses and developed and managed as a unit, usually with provisions for common services for the users.~~

~~3.1.11 Living Unit~~

~~This term applies to residential dwelling units and shall include single, duplex and multi-family dwellings, apartments, efficiencies and condominiums. Each individual unit which functions as a separate dwelling quarters shall be a dwelling unit.~~

~~3.1.12 Person~~

~~Includes a firm, association, organization, partnership, trust, company or corporation as well as an individual.~~

~~3.1.13 Planning Board~~

~~The Planning Board of the municipality created pursuant to Article 6 of the Town of Ogunquit Zoning Ordinance, and the laws of the State of Maine, as amended.~~

~~3.1.10 Outstanding River Segments~~

~~See MRS Title 12 Section 402~~

~~3.1.1417 Preliminary Plan of Subdivision~~

~~The preliminary drawings indicating the proposed layout of the subdivision to be submitted to the Planning Board for its consideration.~~

3.1.45128 Resubdivision

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The division of an existing subdivision or any change of lot size therein or the relocation of any street or lot in a subdivision.

~~3.1.16 **Street**~~

~~The word "street" means and includes such public or private ways as alleys, avenues, boulevards, highways, roads, streets and other right-of-ways. The term "street" shall also apply to areas on plans designated as "streets", etc.~~

3.1.17139 **Subdivision**

The word "Subdivision" shall be defined as in Title 30-A M.R.S.A. sec. 4401, subpart 4. (See Appendix for a copy of the Statutory Definition.)

For the purposes of this regulation, the word "subdivision" shall not include condominium conversions of existing projects pursuant to the Condominium Act, Title 33 M.R.S.A. sec. 1601-101, *et seq.*, or other such functional divisions of existing projects allowable under law.

~~3.1.18 **Structure or Structures, New**~~

~~"New structure or structures" includes any structure for which construction begins on or after September 23, 1988. The area included in the expansion of an existing structure is deemed to be a new structure for the purposes of this subchapter.~~

3.1.191410 **Tract or Parcel of Land**

"Tract or parcel of land" means all contiguous land in the same ownership, provided that lands located on opposite sides of a public or private road are considered each a separate tract or parcel of land unless the road was established by the owner of land on both sides of the road.

ARTICLE 4 ADMINISTRATIVE PROCEDURE

4.1 Purpose

4.1.1 The purpose of this Article is to establish an orderly, equitable and expeditious procedure for reviewing subdivisions.

4.2 Agenda

4.2.1 In order to avoid unnecessary delays in processing applications for subdivision review, the Land Use Office, in consultation with the ~~Planning Board~~ Planning Board Chair, shall prepare an agenda for each regularly scheduled meeting.

4.2.2 Applicants shall request to be placed on the ~~Planning Board~~ Planning Board's agenda through the Land Use Office provided all materials are submitted in conformance with the board's procedures.

~~4.2.3 Applicants who attend a meeting, but who are not on the Planning Board's agenda, may be heard, but only after all agenda items have been completed and then only if a majority of the Board so votes.~~

4.3 Order of Business

The ~~Planning Board~~ Planning Board shall process and review each ~~applicant application~~ in a similar and equitable manner. In order to accomplish this, the Board shall follow the procedures set forth in the following Articles, for each stage of the review process.

ARTICLE 5 SKETCH PLAN

5.1 Sketch Plan Purpose.

The purpose of the sketch plan meeting and on-site inspection is for the applicant to present general information regarding the proposed subdivision to the Board and receive the Board's comments prior to the expenditure of substantial sums of money on surveying, soils identification, and engineering by the applicant.

5.2 Sketch Plan Meeting Procedure

- A. The applicant shall present the Sketch Plan and make a verbal presentation regarding the site and the proposed subdivision.
- B. Following the applicant's presentation, the Board may ask questions and make suggestions to be incorporated by the applicant into the subsequent application.
- C. ~~The Planning Board shall set the date of the on-site inspection as part of the sketch review process is selected.~~

5.3 Sketch Plan Submissions

Fifteen copies of the sketch plan and all supporting materials must be submitted 14 days prior to a regularly scheduled ~~Planning Board~~ Planning Board meeting, in order to be placed on the Board's agenda. The sketch plan shall show, in simple sketch form, the proposed layout of streets, lots and other features in relation to existing conditions. The sketch plan, which does not have to be engineered ~~and may be a free-hand penciled sketch~~, shall show site conditions such as steep slopes, wet areas and vegetative cover in a general manner. The sketch plan shall be supplemented with a written project narrative, with general information to describe or outline the existing conditions of the site and a full description of the proposed development. The narrative should include general proposals for how any common areas and infrastructure will be managed and maintained. It is recommended that the sketch plan be superimposed on or accompanied by a copy of the assessor's tax map(s) on which the land is located. The Sketch Plan shall be accompanied by:

- 5.3.1. A copy of a portion of the U.S.G.S. topographic map of the area showing the outline of the proposed subdivision; and
- 5.3.2. A copy of that portion of the county soil survey covering the proposed subdivision, showing the outline of the proposed development.
- 5.3.3. A completed sketch plan application form and a fee to be set by the ~~Selectmen~~ Select Board.
- 5.3.4. In addition, the applicant shall pay a fee of \$1500 to be deposited in a special account designated for that subdivision application, to be used by the Board for hiring independent consulting services to review the application. If the balance in this special account is drawn down by 75%, the Board shall notify the applicant, and require that an additional \$750 be

deposited by the applicant. The Board shall continue to notify the applicant and require an additional \$750 be deposited as necessary whenever the balance of the account is drawn down by 75% of the original deposit. Any balance in the account remaining after a decision on the final plan application by the Board shall be returned to the applicant

5.4 On-Site Inspection

Within thirty days of the sketch plan meeting, the Board shall hold an on-site inspection of the property, ~~and inform the applicant in writing of the required contour interval on the Preliminary Plan.~~ The applicant shall place "flagging" at the centerline of any proposed streets or drives, and at the approximate intersections of the street centerlines and lot corners, prior to the on-site inspection. If the proposed project includes buildings, the approximate corners of building footprints shall be "flagged."

The Board may choose not to conduct on-site inspections when there is inclement weather or snow on the ground. On-site inspections shall be noticed as required by 1 M.R.S.A. §§401-410, and the public shall be allowed to accompany the Board. Minutes shall be taken in the same manner as for regular meetings.

5.5 Follow-up and Acceptance of Sketch Plan

At its next meeting following the on-site inspection, the board should discuss the inspection and note various conditions or features found. If the Board finds the sketch plan acceptable, it should then ~~write a letter to the applicant highlighting its findings from the inspection, giving~~ give any general guidance to the applicant regarding the future submittal of a preliminary plan application, ~~and informing the applicant of the contour interval to be required for the preliminary plan application.~~ If the Board finds the sketch plan unacceptable, it should indicate its decision to the applicant in writing, and the applicant shall be required to submit a new, modified sketch plan application if it wishes to proceed with the proposed project.

5.6 Rights not Vested.

The sketch plan meeting, the submittal or review of the sketch plan or the on-site inspection shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title 1 M.R.S.A., §302.

~~5.7 Establishment of File.~~

~~Following the sketch plan meeting the Board shall establish a file for the proposed subdivision. All correspondence and submissions regarding the sketch plan meeting and subsequent preliminary and final subdivision plan applications shall be maintained in the file.~~

ARTICLE 6 PRELIMINARY PLAN FOR SUBDIVISION

6.1 Procedure

6.1.1 Within six (6) months after acceptance of the sketch plan by the ~~Planning Board~~ Planning Board, the developer shall submit an application for a Preliminary Plan to the Land Use Office. Fifteen copies of the preliminary plan and all supporting materials must be submitted at least 14 days prior to a regularly scheduled ~~Planning Board~~ Planning Board meeting in order to be placed on the Board's agenda. Failure to ~~do so~~ submit an application and plan within the six (6) month time frame shall require resubmission of the sketch plan to the Board. The Preliminary Plan shall ~~resemble approximately~~ resemble approximately the layout shown on the sketch plan as well as any recommendations made by the Board.

~~6.1.2~~ 6.1.2 The application for the preliminary plan shall be accompanied by a fee previously established to be set by the Selectmen/Select Board. ~~If a public hearing is deemed necessary by the Board, an~~ additional fee shall be required to cover the costs of advertising associated with the public hearing.

The Board may continue to require replenishment of the escrowed funds for consulting fees as authorized in sect 5.3.4, so that it may continue to employ consultants during the preliminary plan application review, if necessary.

6.1.3 The applicant, or the applicant's duly authorized representative, shall attend the meeting of the ~~Planning Board~~ Planning Board to present the preliminary plan application. Failure to attend the meeting to present the preliminary plan application shall result in a delay of the Board's review of the plan until the next meeting at which the applicant is present.

6.1.4 At least ~~14~~ 14 days prior to the ~~Planning Board~~ Planning Board meeting at which an application for preliminary plan of a subdivision is initially presented, the Land Use Office shall:

- 1. Issue a dated receipt to the applicant.
- 2. Notify in writing all owners of abutting property that an application for subdivision approval has been submitted, specifying the location of the proposed subdivision and including a general description of the project.
- 3. Notify the Town Clerk and the ~~Planning Board~~ Planning Board of the neighboring municipalities if any portion of the subdivision abuts or crosses the municipal boundary.

6.1.5 ~~Within thirty days~~ Forty five days of the receipt of the preliminary plan application, the Board shall determine whether the application is complete at a ~~scheduled meeting~~ scheduled meeting and notify the applicant in writing of its determination. If the application is not complete, the Board shall notify the applicant of the specific additional material needed to complete the application.

6.1.6 Upon determination that a complete application has been submitted for review, the Board shall determine whether or not to hold a public hearing on the preliminary plan application.

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Comment (11): This time frame does not work if the submitter is 14 days prior to the next meeting this may need to be pushed out to 45 or 60 days

In the event that the ~~Planning Board~~ Planning Board determines to hold a public hearing on an application for approval of a subdivision, it shall hold such hearing within ~~thirty (30) days~~ five (5) days of receipt by it of a completed application and shall cause notice of the date, time and place of such hearing to be published in a newspaper of local circulation, at least two (2) times, the date of the first publication to be at least seven (7) days prior to the hearing. A copy of the notice shall be sent by first class mail to abutting landowners and to the applicant, at least ten (10) days prior to the hearing. The Land Use Office shall prepare a written certification of the date, time, and location when and where notices were mailed. In addition, the notice of the hearing shall be posted in at least three prominent public places within the municipality at least ten (10) days prior to the hearing.

Comment (12): again not sure this time final works

- 6.1.7 The Land Use Office shall notify the director of public works, police chief, and fire chief of the proposed subdivision application. The Board shall request that these officials review the application and comment upon the adequacy of their department's existing capital facilities to service the proposed development. The Land Use Office shall also notify the Conservation Commission of the application, request comments on whether the application meets the standards of Town ordinances with respect to environmental matters, and invite the Commission to participate in any scheduled hearings.
- 6.1.8 Within thirty (30) days of a public hearing or within sixty (60) days ~~of receiving a completed application, or finding the application complete if no hearing is held,~~ or within such other time limit as may be otherwise mutually agreed to, the ~~Planning Board~~ Planning Board shall take action to give preliminary approval, with or without ~~conditions modifications or deny disapprove~~ such preliminary plan. The reasons for any ~~conditions modifications~~ required or the grounds for ~~denial/disapproval~~ shall be stated upon the record of the ~~Planning Board~~ Planning Board and shall be issued in writing to the applicant.
- 6.1.9 When granting approval of a preliminary plan, the ~~Planning Board~~ Planning Board shall state the conditions of such approval, if any, with respect to:
- 6.1.9.1 The specific changes which it will require in the final plan;
- 6.1.9.2 The character and extent of the required improvements for which waivers of submissions or review standards may have been requested and which, in its opinion, may be waived without jeopardy to the public health, safety and general welfare;
- 6.1.9.3 The construction items for which cost estimates and performance guarantees will be required as a prerequisite to the approval of the final plan, pursuant to section 10.9.
- 6.1.10 Approval of a preliminary plan shall not constitute approval of the final plan, but rather it shall be deemed an expression of approval of the design submitted on the preliminary plan as a guide to the preparation of the final plan. The final plan shall be submitted for approval by the ~~Planning Board~~ Planning Board and for recording upon fulfillment of the requirements of these standards and the conditions of the preliminary approval, if any. Prior to approval of the final plan, the ~~Planning Board~~ Planning Board may require additional changes as a result of further study of the project in final form or as a result of new information obtained at any public hearings.

6.2 Submissions

The following items shall be submitted as part of the Preliminary Plan Application, unless the applicant submits a written waiver request, and is granted a waiver from the submission requirement by the ~~Planning Board~~ Planning Board, pursuant to Article 12. Fifteen copies of all materials shall be delivered to the Land Use Office, at least fourteen days prior to a regularly scheduled ~~Planning Board~~ Planning Board meeting, in order for the application to be placed on the Board's agenda. The Board may require additional information to be submitted, as necessary, in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met.

- 6.2.1 Application & Checklist.** Completed Preliminary Plan Application Form and Preliminary Plan Application Submissions Checklist
- 6.2.2. Location Map.** The location map shall be drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the Board to locate the subdivision within the municipality. The location map shall show:
- 6.2.2.1. Existing subdivisions in the proximity of the proposed subdivision.
 - 6.2.2.2. Locations and names of existing and proposed streets.
 - 6.2.2.3. Boundaries and designations of zoning districts.
 - 6.2.2.4. An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding.
- 6.2.3 Preliminary Plan.** The preliminary plan drawing sets may be printed or reproduced on paper, and shall show all dimensions in feet or decimals of a foot. The preliminary plan shall be drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read.
- 6.2.4 Identification of Project.** Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers.
- 6.2.5 Right, Title or Interest.** Verification of right, title or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest.
- 6.2.6 Survey.** A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor. The corners of the parcel shall be located on the ground and marked by monuments. The entire parcel or tract shall be shown, including all contiguous land in common ownership within the last five years, as required by Title 30A M.R.S.A. section 4401.
- 6.2.7 Existing Deed.** A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
- 6.2.8 Proposed Deed Restrictions.** A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.

6.2.9 Proposed Sewage Disposal. An indication of the type of sewage disposal to be used in the subdivision.

6.2.9.1. When sewage disposal is to be accomplished by connection to the public sewer, a letter from the sewer district stating the district has the capacity to collect and treat the waste water shall be provided.

6.2.9.2. When sewage disposal is to be accomplished by subsurface ~~waste-water~~wastewater disposal systems, test pit analyses, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site shall be submitted.

6.2.10 Proposed Water Supply. An indication of the type of water supply system(s) to be used in the subdivision. When water is to be supplied by public water supply, a written statement from the ~~servicing~~-water district shall be submitted indicating there is adequate supply and pressure for the subdivision.

6.2.11 Plan Details. The following information shall be included on the plan or plans:

6.2.11.1 The date the plan was prepared, north-point~~arrow~~, and graphic map scale.

6.2.11.2 The names and addresses of the record owner, applicant, and individual or company who prepared the plan and adjoining property owners.

6.2.11.3 A high intensity soil survey by a Certified Soil Scientist. Wetland areas shall be identified on the survey, regardless of size.

6.2.11.4 The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast height shall be shown on the plan.

6.2.11.5. The location of all rivers, streams and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is located in the direct watershed of a great pond, the application shall indicate which great pond.

6.2.11.6. Contour lines at the interval specified by the Board, showing elevations in relation to Mean Sea Level.

6.2.11.7. The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision.

6.2.11.8. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.

6.2.11.9. The location, names, and present widths of existing streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision.

6.2.11.10. The width and location of any streets, public improvements or open space shown upon the official map and the comprehensive plan, if any, within the subdivision.

6.2.11.12. The proposed lot lines with approximate dimensions and lot areas.

- 6.2.11.13. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- 6.2.11.14. The location of any open space to be preserved and a description of proposed ownership, improvement and management.
- 6.2.11.15. The area on each lot where existing forest cover will be permitted to be removed and converted to lawn, structures or other cover and any proposed restrictions to be placed on clearing existing vegetation.
- 6.2.11.16. If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan.

6.2.12. Hydrogeologic Assessment. A hydrogeologic assessment prepared by a Certified Geologist or ~~Registered-Licensed~~ Professional Engineer, experienced in hydrogeology, when the subdivision is not served by public sewer and

- a. Any part of the subdivision is located over a sand and gravel aquifer, as shown on the 1:24,000 scale "Significant Aquifer Maps," by the Maine Geological Survey; or
- b. The subdivision has an average density of more than one dwelling unit per 100,000 square feet.

The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on ground water quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; or the proposed use of shared or common subsurface waste water disposal systems.

~~6.2.13. Estimate of Traffic Generated.~~ ~~An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from the most recent available edition of the Trip Generation Manual, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions.~~

6.2.134. Traffic Impact Analysis. ~~For subdivisions involving 40 or more parking spaces or projected to generate more than 200 vehicle trips per day, a~~ traffic impact analysis, prepared by a ~~Registered-Licensed~~ Professional Engineer with experience in traffic engineering, shall be submitted ~~for all proposed subdivisions.~~ The analysis shall indicate the expected average daily vehicular trips, peak-hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site and neighboring streets which may be affected, and recommended improvements to maintain the desired level of service on the affected streets. ~~Trip generation rates used shall be taken from the most recent available edition of the Trip Generation Manual, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions~~

6.2.145. **Wildlife Habitat Areas.** Areas within or adjacent to the proposed subdivision which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the comprehensive plan. If any portion of the subdivision is located within an area designated as a unique natural area by the comprehensive plan or the Maine Natural Areas Program or Maine Department of Inland Fisheries & Wildlife Beginning With Habitat Program the plan shall indicate appropriate measures for the preservation of the values, which qualify the site for such designation.

6.2.156. **Historic Sites.** All areas within or adjacent to the proposed subdivision which are either listed on or eligible to be listed on the National Register of Historic ~~Places or Places,~~ or have been identified in the comprehensive plan as sensitive or likely to contain such sites.

ARTICLE 7 FINAL PLAN FOR SUBDIVISION

7.1 **Procedure.** The following are the procedures for the final plan application for a subdivision:

- 7.1.1 Within six months after the approval of the preliminary plan, the applicant shall submit fifteen copies of an application for approval of the final plan with all supporting materials to the Land Use Office. Application copies must be submitted at least fourteen days prior to a regularly scheduled meeting of the Board, in order to be placed on the Board's agenda. If the application for the final plan is not submitted within six months after preliminary plan approval, the Board shall require resubmission of the preliminary plan, except as stipulated below. The final plan shall approximate the layout shown on the preliminary plan, plus any changes required by the Board.
- 7.1.2 If an applicant cannot submit the final plan within six months, due to delays caused by other regulatory bodies, or other reasons, the applicant may request an extension. Such a request for an extension to the filing deadline shall be filed, in writing, with the Board prior to the expiration of the filing period. In considering the request for an extension the Board shall make findings that the applicant has made due progress in preparation of the final plan and in pursuing approval of the plans before other agencies, and that municipal ordinances or regulations which may impact on the proposed development have not been amended.
- 7.1.3 All applications for final plan approval for a subdivision shall be accompanied by an application fee ~~previously established~~ set by the ~~Board of Selectmen~~ Select Board. ~~If a public hearing is deemed necessary by the Board, an~~ Additional fees shall be required to cover the costs of advertising and postal notification. The Board may continue to require replenishment of the escrowed funds for consulting fees as authorized in sect 5.3.4, so that it may continue to employ consultants during the final plan application review, if necessary.
- 7.1.4 Prior to submittal of the final plan application, ~~all the following~~ from outside agencies shall be obtained in writing, where applicable additional outside agencies may include other agencies beyond those listed below:
 - 7.1.4.1. Maine Department of Environmental Protection, under the Site Location of Development Act.
 - 7.1.4.2. Maine Department of Environmental Protection, under the Natural Resources Protection Act or if a storm water management permit or a waste water discharge license is needed.
 - 7.1.4.3. Maine Department of Human Services, if the applicant proposes to provide a public water system.
 - 7.1.4.4. Maine Department of Human Services, if an engineered subsurface waste water disposal system(s) is to be utilized.
 - 7.1.4.5. U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required.

7.1.4.6. Maine Department of Transportation Traffic Movement Permit, and/or Highway Entrance/Driveway Access Management Permit

If the Board is unsure whether a permit or license from a state or federal agency is necessary, the applicant may be required to obtain a written opinion from the appropriate agency as to the applicability of their regulations.

- 7.1.5. If the preliminary plan identified any areas listed on or eligible to be listed on the National Register of Historic Places, the applicant shall submit a copy of the plan and a copy of any proposed mitigation measures to the Maine Historic Preservation Commission and Ogunquit Historic Preservation Commission prior to submitting the final plan application.
- 7.1.6. The applicant, or the applicant's duly authorized representative, shall attend the meeting of the Board to discuss the final plan. Failure to attend the meeting to present the final plan application shall result in a delay of the Board's review of the plan until the next meeting which the applicant attends.
- 7.1.7. At the meeting at which an application for final plan approval of a subdivision is initially presented, the Board shall issue a dated receipt to the applicant.
- 7.1.8. Within ~~Forty Five days~~ ~~buty days~~ of the receipt of the final plan application, the Board shall determine whether the application is complete and notify the applicant in writing of its determination. If the application is not complete, the Board shall notify the applicant of the specific additional material needed to complete the application.
- 7.1.9. Upon determination that a complete application has been submitted for review, the Board shall direct the Land Use Office to issue a written notice to the applicant, indicating its complete status. The Board shall determine whether to hold a public hearing on the final plan application.
- 7.1.10. If the Board decides to hold a public hearing, it shall hold the hearing within ~~Forty Five days~~ ~~thirty (30) days~~ of determining it has received a complete application, and shall publish a notice of the date, time and place of the hearing in a newspaper of local circulation at least two (2) times, the date of the first publication to be at least seven (7) days before the hearing. A copy of the notice shall be sent by first class mail to abutting landowners and to the applicant, at least ten (10) days prior to the hearing. The Land Use Office shall prepare a written certification of the date, time, and location when and where notices were mailed. In addition, the notice of the hearing shall be posted in at least three prominent public places within the municipality at least ten (10) days prior to the hearing.
- 7.1.11. Where a subdivision is located within five (500) feet of a municipal boundary, the Town Clerk and the ~~Planning Board~~ ~~Planning Board~~ of the adjacent municipality involved shall be notified at least ten (10) days prior to the hearing. Comments and recommendations made by the ~~Planning Board~~ ~~Planning Board~~ of the adjacent municipality shall be given due consideration in the deliberations and decision-making process of the Ogunquit ~~Planning Board~~ ~~Planning Board~~.

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7.1.12 Before the ~~Planning Board~~Planning Board grants approval of the final plan, the applicant shall file with the municipal treasurer either a certified check, bond letter of credit or other surety to cover the full cost of the required improvements. Any such surety, such as a letter of credit, performance bond, or other development agreement shall be satisfactory to the Board of ~~Selectmen~~Select Board, the Town Manager, and the ~~Director of Codes and Planning~~municipal attorney as to form, sufficiency, manner of execution, and ease of management. The surety shall clearly indicate a period of time of at least one (1) year within which required improvements must be completed, with an option for renewal by the ~~Board of Selectmen~~Select Board should the project not be completed with the specified time period. The certified check, bond, or other surety, shall include an amount required for recreation land or improvements as specified. The applicant shall present a copy of the receipt from the town treasurer for the certified check, or a letter from the Town Manager indicating approval of the surety, before the ~~Planning Board~~Planning Board grants approval of the final plan.

7.1.13 Within ~~thirty-Forty Five days from the public hearing or within sixty days~~ of receiving a complete application, ~~if no hearing is held,~~ or within another time limit as may be otherwise mutually agreed to by the Board and the applicant, the Board shall make findings of fact, and conclusions relative to the criteria for approval contained in Title 30-A M.R.S.A., §4404 and the standards of these regulations. If the Board finds that all the criteria of the statute and the standards of these regulations have been met, they shall approve the final plan. If the Board finds that any of the criteria of the statute or the standards of these regulations has not been met, the Board shall either deny the application or approve the application with conditions to ensure all of the standards will be met by the subdivision. The reasons for any conditions shall be stated in the records of the Board.

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7.2 Inspection of Required Improvements

7.2.1 At least five (5) days prior to commencing construction of required improvements, the applicant shall notify the ~~Director of Codes and Planning~~Code Enforcement Officer, in writing, of the time when he or she proposes to commence construction of such improvements. ~~The Director of Codes and Planning or his/her designee shall, so that the Board of Selectmen, can cause inspection to be made to~~ assure that all municipal specifications and requirements ~~will~~ be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the ~~Planning Board~~Planning Board.

7.2.2 If the ~~Code Enforcement Officer~~Director of Codes and Planning shall find, upon inspection of the improvements performed before expiration date of the performance bond, that any of the required improvements have not been constructed in accordance with plans and specifications filed by the applicant, he shall so report to the ~~Board of Selectmen~~Select Board and ~~Planning Board~~Planning Board. The ~~Select Board of Selectmen~~ shall then notify the applicant and if necessary, the company or agency backing the surety, and take all necessary steps to preserve the municipality's rights under the surety. ~~No plan shall be approved reviewed by the Planning Board~~Planning Board as long as the applicant is in default on a previously approved plan.

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7.2.3 If, at any time before or during the construction of the required improvements, it is demonstrated to the satisfaction of the ~~Code Enforcement Officer~~ Director of Codes and Planning that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the ~~Code Enforcement Officer~~ Director of Codes and Planning may, upon approval of the ~~Planning Board~~ Planning Board, authorize modifications provided these modifications are within the spirit and intent of the ~~Planning Board~~ Planning Board's approval and do not extend to the waiver or substantial alteration of the function of any improvement required by the Board. The ~~Director of Codes and Planning~~ Code Enforcement Officer shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the ~~Planning Board~~ Planning Board at its next regular meeting.

7.2.4 The applicant shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until acceptance of said improvements by the legislative body.

7.3 Submissions.

7.3.1. The final plan shall consist of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches, ~~in size, and shall have a margin of two inches outside of the borderline on the left side for binding and a one inch margin outside the border along the remaining sides.~~ Space shall be reserved on the plan for endorsement by the Board. One reproducible, stable-based ~~20# white paper~~ transparency to be recorded at the Registry of Deeds, and fifteen full size paper copies of the plan shall be submitted.

Fifteen copies of all application materials shall be submitted to the Land Use Office no less than fourteen days prior to a regularly scheduled ~~Planning Board~~ Planning Board meeting in order to be placed on the Board's agenda.

7.3.2. The final plan shall include or be accompanied by the following information.

7.3.2.1 Completed Final Plan Application Form and Final Plan Application Submissions Checklist

7.3.2.2 Proposed name of the subdivision and the name of the municipality in which it is located, plus the assessor's map and lot numbers.

7.3.2.3 The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features.

7.3.2.4 An indication of the type of sewage disposal to be used in the subdivision. When sewage disposal is to be accomplished by connection to the public sewer, a written statement from the sewer district indicating the district has reviewed and approved the sewerage design shall be submitted.

7.3.2.5 An indication of the type of water supply system(s) to be used in the subdivision.

- 7.3.2.5.1 When water is to be supplied by an existing public water supply, a written statement from the ~~servicing~~ water district shall be submitted indicating the district has reviewed and approved the water system design. A written statement shall be submitted from the fire chief approving all hydrant locations or other fire protection measures deemed necessary.
- 7.3.2.5.2 When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
- 7.3.6 The date the plan was prepared, north ~~point~~ arrow, graphic map scale.
- 7.3.7 The names and addresses of the record owner, applicant, and individual or company who prepared the plan.
- 7.3.8 The location of any zoning boundaries affecting the subdivision.
- 7.3.9 If ~~different~~ than those submitted with the preliminary plan, a copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.
- 7.3.10 The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.
- 7.3.11 The location, names, and present widths of existing and proposed streets, highways, easements, buildings, parks and other open spaces on or adjacent to the subdivision: The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a Professional registered land surveyor. The original reproducible plan shall be embossed with the seal of the ~~registered~~ Professional land surveyor and be signed by that individual.
- 7.3.12 Street plans, meeting the requirements of Article 10.
- 7.3.13 A storm water management plan, prepared by a Licensed registered professional engineer in accordance with the *Stormwater Management for Maine: Best Management Practices*, published by the Maine Department of Environmental Protection (most recent version). ~~(1995)~~ The Board may not waive submission of the storm water management plan unless the subdivision is not in the watershed of a great pond, the proposed subdivision will not involve grading which changes drainage patterns, and the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision.
- 7.3.14 An erosion and sedimentation control plan prepared in accordance with the *Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices*, published by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, ~~most recent version, March 1994~~. The Board may not waive submission of the erosion and sedimentation control plan unless the subdivision is not in the watershed of a great pond, the proposed

subdivision will not involve grading which changes drainage patterns, and the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision.

- 7.3.15 If applicable, the location of any streets, public improvements, or open spaces shown in the comprehensive plan or capital improvements program, that fall within the boundaries of the proposed subdivision.
- 7.3.16 All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public ways and open spaces shown on the Plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be maintained shall be submitted. If proposed streets and/or open spaces or other land is to be offered to the municipality, written evidence that the ~~Board of Selectmen~~ Select Board are satisfied with the legal sufficiency of the written offer to convey title shall be included.
- 7.3.17 The boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan.
- 7.3.18 Evidence that the applicant has the financial and technical capacity to implement the project.
- 7.3.19 The location and method of disposal for land clearing and construction debris.

7.4 Final Approval and Filing

- 7.4.1 Upon the granting of final approval pursuant to sec. 7.1.13 above, the plan shall be signed by ~~a majority of the~~ those Members of the ~~Planning Board~~ Planning Board who voted on the final plan approval. Requisite numbers of signed copies shall then be filed by the applicant at the York County Registry of Deeds (YCRD). After filing at the YCRD, the applicant shall submit to the Ogunquit Land Use Office and Tax Assessor's Office, paper copies of the plan filed at the YCRD that shows the YCRD recording marks and the YCRD book and page number. Any subdivision not so filed or recorded within ninety (90) days of the date upon which such plan is approved and signed by the ~~Planning Board~~ Planning Board as herein provided, shall become null and void.
- 7.4.2 At the time the ~~Planning Board~~ Planning Board grants final plan approval, it may permit the plan to be divided into two (2) ~~or more sections~~ phases subject to any conditions the Board deems necessary in order to insure the orderly development of the plan. The applicant may file a section of the approved plan with the Municipal Tax Assessor and the Registry of Deeds if said section constitutes at least ten (10) percent of the total number of lots contained in the approved plan. In these circumstances, plan approval of the remaining sections of the plan shall remain in effect for three (3) years or a period of time mutually agreed to by the Municipal Officers, ~~Planning Board~~ Planning Board and the subdivider.

7.5 Plan Revisions After Approval

7.5.1 No changes, erasures, modifications or revisions shall be made in any final plan after approval has been given by the ~~Planning Board~~Planning Board and endorsed in writing on the plan, unless the plan is first resubmitted and the ~~Planning Board~~Planning Board approves any modifications. In the event that a final plan is recorded without complying with this requirement, the same shall be considered null and void and the Board shall institute proceedings to have the plan stricken from the records of the Municipal Tax Assessor and the Registry of Deeds.

7.6 Public Acceptance of Streets, Recreation Areas

7.6.1 The approval by the ~~Planning Board~~Planning Board of a subdivision plan shall not be deemed to constitute or be evidence of any acceptance by the municipality of any street, easement or other open space shown on such plan.

7.6.2 When a park, playground or other recreation area shall have been shown on the plan, approval of the plan shall not constitute an acceptance by the municipality of such area. The ~~Planning Board~~Planning Board shall require the plan to be endorsed with appropriate notes to this effect. The ~~Planning Board~~Planning Board may also require the filing of a written agreement between the applicant and the Municipal Officers covering future deed and title, dedication and provision for the cost of grading, development, equipment and maintenance of any such recreation area.

ARTICLE 8 ENFORCEMENT

- 8.1 No plan of a subdivision of land within the municipal boundaries which would constitute a subdivision as defined herein, shall hereafter be filed or recorded in the Registry of Deeds until a final plan thereof shall have been approved by the ~~Planning Board~~ Planning Board in accordance with all of the requirements, design standards and construction specifications set forth elsewhere in these standards, nor until such approval shall have been entered on such final plan by the ~~Planning Board~~ Planning Board.
- 8.2 No person, firm, corporation or other legal entity may convey, offer or agree to convey land in a subdivision which has not been approved as required by ~~this section these regulations~~ and shall be punished by a fine of not more than \$4,000.00 ~~the recommended penalty described in MRS 30-A 4452~~ for each such conveyance, offering or agreement. The Attorney General, the municipality or the appropriate municipal officers may institute proceedings to enjoin the violation of ~~these regulations.~~ this section.
- 8.3 No public utility, water district, sanitary district or any utility company of any kind shall serve any lot in a subdivision for which a final plan has not been approved by the ~~Planning Board~~ Planning Board.
- 8.4 Not only is making a subdivision without ~~Planning Board~~ Planning Board approval a violation of the law, but also within such a subdivision is grading or construction of roads, grading of land or lots or construction of buildings until such time as a final plan of such subdivision shall have been duly prepared, submitted, reviewed, approved and enforced as provided in these standards and until the original copy of the final plan so approved and endorsed has been duly recorded in the York County Registry of Deeds.

ARTICLE 9 GENERAL REQUIREMENTS

9.1 Purpose

In reviewing applications for the subdivision of land, the Board shall consider the following general requirements. In all instances, the burden of proof shall be upon the person proposing the subdivision.

9.2 Subdivision Plan Shall Conform to Comprehensive Plan

9.2.1 Any proposed subdivision shall be in conformity with a Comprehensive Plan or policy statement of the municipality and with the provisions of all pertinent state and local codes and ordinances.

9.3 Relationship of Subdivision to Community Service

9.3.1 Any proposed subdivision may be reviewed by the Board with respect to its effect upon existing services and facilities. The final plan shall include a list of the construction items that will be completed by the developer prior to the sale of the lots and the list of construction and maintenance items that must be borne by the municipality, which shall include, but not be limited to, schools, including busing; road maintenance and snow removal; police and fire protection; solid waste disposal; recreation facilities; runoff water, disposal drainage ways and/or storm sewer enlargement with sediment traps.

9.3.2 The board may further require the developer of a subdivision to provide accurate cost estimates to the Town for the above services and the expected tax revenue of the subdivision.

9.4 Retention of Proposed Public Sites and Open Spaces

9.4.1 Depending on the size and location of the subdivision, the Board may require the developer to provide up to ten (10%) percent of his total area for recreation. It is desirable that areas reserved for recreation be at least five (5) acres in size and easily accessible from all lots within the subdivision.

9.4.2 Land reserved for park and/or recreational purposes shall be of a character, configuration and location suitable for the particular use intended. A site to be used for active recreation purposes, such as a playground or play field, should be relatively level and dry and have a total frontage on one (1) or more streets of at least two hundred (200) feet. Sites selected primarily for scenic or passive recreation purposes shall have access as the Board may deem suitable and shall have no less than twenty-five (25) feet of road frontage. The configuration of such sites shall be deemed adequate by the Board with regard to scenic attributes to be preserved, together with sufficient areas for trails, lookouts, etc. where necessary and appropriate.

9.5 **Preservation of Natural and Historic Features**

9.5.1 The Board may require that a proposed subdivision design include a landscape plan that will show the preservation of existing trees (6" or more), the replacement of trees and vegetation, ~~with native species~~ graded contours, streams and the preservation of scenic, historic or environmentally desirable areas. The street and lot layout shall be adapted to the topography. Extensive grading and filling shall be avoided as far as possible.

9.6 **Land Not Suitable for Development**

9.6.1 The Board shall not approve for development such portions of any proposed subdivision that:

9.6.1.1 Are situated below sea level.

9.6.1.2 Are located within the one hundred (100) year frequency flood plain as identified by an authorized Federal or State agency or when such identification is not available, are located on flood plain soils identified and described in the National Cooperative Standard Soil Survey, unless the applicant shows proof through the submittal of materials prepared by a Registered Land Surveyor which show that the property in question lies at least two (2) feet above the one hundred (100) year frequency flood. Elevation not to include filled or made land or if the applicant presents material which ensure:

1. That proposed developments are consistent with the need to minimize flood damage;
2. That all public utilities and facilities, such as sewer, gas, electrical and water systems are located, elevated and constructed to minimize or eliminate flood damage;
3. That adequate drainage is provided so as to reduce exposure to flood hazards;
4. That new or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood water and require that on-site waste disposal systems be located so as to avoid impairment of them or contamination from them during flooding; and
5. That construction within the one hundred (100) year flood plain conforms to the U.S. Army Corps of Engineers Flood Proofing Regulations.

9.6.1.3 Are located on land which must be filled or drained or on land created by diverting a water-course, except the Board may grant approval if a central sewage collection and treatment system is provided. In no instance shall the Board approve any part of a subdivision located on filled tidal wetlands or filled or drained Great Ponds (natural

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bodies of water ten (10) acres or more in size).

- 9.6.1.4 Employs septic sewage disposal and is located on soils rated poor or very poor by the Soil Suitability Guide for Land Use Planning in Maine (as revised in February, 1975 most recent version).

Where soils are rated fair for septic sewage disposal, the minimum area of that soil shall be forty thousand (40,000) square feet.

9.7 Blocks

~~9.7.1 In blocks exceeding eight hundred (800) feet in length, the Planning Board may require the reservation of a twenty (20) foot wide easement through the block to provide for the crossing of underground utilities and pedestrian traffic where needed or desirable and may further specify, at its discretion, that a four (4) foot wide footpath be included. The Planning Board shall require the subdivider to provide for the proper maintenance of any such easement.~~

9.7.8 Lots

9.7.8.1 The lot's size, width, depth, shape and orientation and the minimum building setback lines shall be appropriate for the location of the subdivision and for the type of development and use contemplated. Land that is not suitable for development, that is required to be subtracted from lot areas by the definition of "Net Residential Area" in Article 2 of the Zoning Ordinance, shall not be included in the calculation of the lot areas.

9.7.8.2 Depth and width of properties reserved or laid out for all purposes shall be adequate to provide for off-street parking and service facilities for vehicles required by the type of use and development contemplated.

9.7.8.3 The subdividing of the land shall be such as to provide that all lots shall have the minimum street frontage as per the Ogunquit Zoning Ordinance.

9.7.8.4 Double frontage lots and reverse frontage lots shall be avoided, except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages or topography and orientation. A planting screen easement of at least ten (10) feet, across which there shall be no right of access, shall be provided along the line of lots abutting such a traffic artery or other disadvantageous use.

9.7.8.5 Side lot lines shall be substantially at right angles or radial to street lines.

9.7.8.6 Where a tract is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Board may require that streets and lots be laid out so as to permit or prohibit future resubdivision in accordance with the requirements contained in these standards.

9.7.8.7 If a lot on one side of a stream, tidal water, road or other similar barrier fails to meet the minimum requirement lot size, it may not be combined with a lot on the other side of the

stream, tidal water or road to meet the minimum lot size of these standards or for the purposes of on-site disposal.

9.87.8 Flag lots and other odd-shaped lots in which narrow strips are joined to other parcels in order to meet minimum lot size requirements are prohibited. The ratio of lot length to width shall not be more than 5:1.

9.89 **Easements for Natural Drainage Ways**

9.89.1 Where a subdivision is traversed by a natural watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width or construction or both, as will assure that no flooding occurs and all storm water can be disposed of properly. Such easement or right-of-way shall be not less than thirty (30) feet in width.

9.940 **Utilities**

9.940.1 The size, type and location of public utilities, such as street lights, electricity, telephones, gas lines, fire hydrants, etc., shall be approved by the Board and installed in accordance with local practice.

9.940.2 Utilities shall be installed underground except as otherwise approved by the Board.

9.940.3 Utilities shall be installed in a timely manner during street construction so as to prevent re-excavation of the finished street.

9.104 **Additional Requirements**

9.104.1 Street trees, esplanades and open green spaces may be required at the discretion of the ~~Planning Board~~ Planning Board. Where such improvements are required, maintained and replaced for a period of one (1) year from planting, they shall be incorporated in the final plan and executed by the subdivider as construction of the subdivision progresses.

9.104.2 The subdivision design shall minimize the possibility of noise pollution either from within or without the development (from highway or industrial sources) by providing and maintaining a green strip of at least twenty (20) feet planted with appropriate shrubbery between abutting properties that are so endangered.

9.112 **Required Improvements**

9.112.1 The following are required improvements: monuments, street signs, streets, sidewalks (when appropriate), water supply, sewage disposal and storm drainage, except where the Board may waive or vary such improvements in accordance with the provisions of these standards.

9.122.2 **Monuments**

9.122.2.1 Permanent monument shall be set at all corners and angle points of the subdivision boundaries and at all street intersections and point of curvature.

9.122.2.2 Monuments shall be stone or granite located in the ground at final grade level and indicated on the final plan. The minimum monument size shall be four (4) inches square at the top and three (3) feet in length. After they are set, drill holes, a half an inch (1/2) deep, shall locate the point or points described above.

9.1342.3 **Water Supply**

9.1342.3.1 A public water supply system with fire hydrants shall be installed at the expense of the subdivider or, if in the opinion of the Board, service to each lot by a public water system is not feasible, the Board may allow individual wells to be used.

9.1342.3.2 The subdivider shall demonstrate by actual test or a signed affidavit from an authorized representative of the servicing water company that water meeting Public Health Service, Drinking Water Standards, (Most Recent Version) (1962) can be supplied to the subdivision at the rate of at least three hundred fifty (350) gallons per day per dwelling unit and at an adequate pressure for fire fighting purposes.

9.1342.3.3 Storage shall be provided as necessary to meet peak domestic demands and fire protection needs.

9.1342.3.4 The subdivider shall demonstrate in the form of signed affidavits from the servicing water company or by engineering reports prepared by a civil engineer registered/licensed in the State of Maine that the proposed subdivision will not result in an undue burden on the source, treatment facilities or distribution system involved or provide adequate assurance that such source, treatment facility or distribution system will be modified to meet the expanded needs.

9.1342.3.5 The minimum water main permitted shall be eight (8) inches and shall be installed at the expense of the subdivider.

9.1342.3.6 The water supply system shall be designed and installed in accordance with requirements of the Maine Department of Human Services.

~~9.12.3.7 Because they are difficult to maintain in a sanitary condition, dug wells shall be permitted only if it is not economically or technically feasible to develop other ground water sources.~~

9.13.742.3.8 If a central water supply is provided by the subdivider, location and protection of the source and design, construction and operation of the distribution system and appurtenances and treatment facilities shall conform to the recommendations included in the Manual for Evaluating Public Drinking Water Supplies, Public Health Service No. 1180 (Most Recent Version) (1969).

9.13+2.4 **Sewage Disposal**

9.13+2.4.1 A sanitary sewer system shall be installed at the expense of the subdivider or, if in the opinion of the Board, service to each lot by a sanitary sewer system is not feasible, the Board may allow individual septic tanks to be used. In no instance shall a septic disposal system be allowed in soils rated poor or very poor for such purpose by the Soil Suitability Guide for Land Use Planning Maine (Most Recent Version) ~~as revised February, 1975.~~

9.13+2.4.2 A developer shall submit plans for sewage disposal designated by a professional civil engineer ~~registered~~ licensed in the State of Maine in full compliance with the requirements of the State of Maine Plumbing Code and/or Department of Environmental Protection.

9.13+2.4.3 Where a public sanitary sewer line is located within one thousand five hundred (1,500) feet of a proposed subdivision at its nearest point, the subdivider shall connect into such sanitary sewer line with a main not less than eight (8) inches in diameter, provided the appropriate municipal agencies certify that extending the services will not be a burden to the system.

9.14+2.5 **Surface Drainage and Storm Water Management** ~~(Amended April 3, 2000)~~

9.14+2.5.1 Where a subdivision is traversed by a water course, drainage way or future sewer line or where the Board feels that surface water drainage to be created by the subdivision should be controlled for the protection of the subdivision and other property owners, there shall be provided an easement or drainage right-of-way and culverts, catch basins or other means of channeling surface water within such subdivision and over other properties of such nature, width and location as the Board ~~of municipal engineer~~ deems adequate.

9.14+2.5.2 The developer shall provide a statement from a civil engineer, licensed ~~registered~~ in the State of Maine, that the proposed subdivision or site plan will not create erosion, drainage or runoff problems either in the subdivision or site plan or other properties. The developer shall submit a surface drainage plan showing ditching, culverts, easements and other proposed improvements. Adequate provisions shall be made to manage any storm water flows generated by a development. All development subject to subdivision and/or site plan review shall meet the following standards for storm water management.

1. Storm water shall be detained on the site using the natural features of the site to the greatest extent possible.

2. The rate of storm water flows from the site after development shall not exceed the predevelopment rate of storm water flow from the site unless the applicant can demonstrate, through engineering studies, that no negative impact on down gradient drainage facilities due to increased storm water runoff rates from a site will result.
3. The quality of the storm water flows off site shall be addressed. Retention of the first one-half (1/2) inch of runoff from a storm event for twenty-four (24) hours or other storm water quality improvement measure shall be necessary to minimize or eliminate sediments and other contaminants, including, but not limited to domesticated animal offal, from the storm water leaving the site.
4. In addition to any other applicable requirements of this Ordinance, any development which would require a storm water management permit from the Maine Department of Environmental Protection (DEP) under 389 MRSA 420-D shall comply with rules adopted by DEP pursuant to the statute. ~~(1 thru 4 Adopted April 3, 2000)~~(Most Recent Version)

9.42-514.3 Topsoil shall be considered part of the subdivision. Except for surplus from roads, parking areas and building excavations, it is not to be removed from the site.

9.42-514.4 Except for normal thinning and landscaping, existing vegetation shall be left intact to prevent soil erosion. The Board may require a developer to take measures to correct and prevent soil erosion in the proposed subdivision.

9.1412-5.5 To prevent soil erosion of shoreline areas, tree cutting in a strip paralleling the shoreline and extending thirty-five (35) feet inland from all points along the normal high water mark shall be limited in accordance with the following provisions:

1. No more than thirty (30) percent of the length of the strip shall be clear-cut to the depth of the strip.
2. Cutting of this thirty (30) percent shall not create a clear-cut opening in this strip greater than thirty (30) feet wide for ~~every one~~ every one hundred (100) feet of shoreline.
3. In the remaining seventy (70) percent length of the strip, cutting shall leave sufficient cover to preserve natural beauty and control erosion.

9.13 — Dwelling Size

~~No dwelling unit shall provide less than six hundred fifty (650) square feet of habitable floor space.
(Adopted April 2, 1988)~~

ARTICLE 10 STREET DESIGN AND CONSTRUCTION STANDARDS

10.1 General Procedures and Requirements

10.1.1 The ~~Planning Board~~ Planning Board shall not approve any subdivision plan unless proposed street(s), whether they are to be offered to the public for acceptance or to remain private, are designed and constructed in accordance with all State and local ordinances as well as the specifications contained in these regulations. When provisions or standards herein specified are more restrictive than zoning or other ordinances, these standards and requirements shall apply, but in any case, the most rigid requirement of either this standard, the zoning or other ordinance shall apply whenever they may be in conflict. Final subdivision approval by the ~~Planning Board~~ Planning Board of a subdivision plan shall not be deemed to constitute or be evidence of acceptance by the municipality or any street, easement or other open space.

10.1.2 Subdividers shall submit to the ~~Planning Board~~ Planning Board, as part of an integral part of the plot plan and application for subdivision approval, the following information:

1. Applicant's name, address, telephone number, signature and date;
2. Names of the owners of record of the land upon which the proposed street is located;
3. A statement of any legal encumbrances on the land upon which the proposed way is located;
4. The anticipated beginning and ending dates of each major phase of street construction; and
5. A plan view, centerline view and typical cross section view of the proposed street(s).

10.1.3 Plans

The plans and illustrations submitted as part of the application shall include the following information.

1. The date and scale of the plan;
2. The direction of TRUE north;
3. The beginning and ending points with relation to accepted town ways and any planned or anticipated future extensions of the streets proposed for acceptance. (All terminal points and the centerline alignment shall be identified by survey stationing.);
4. The roadway and roadway limits with relation to existing buildings and established landmarks;

5. Dimensions, both linear and angular, necessary for locating subdivisions, lots, easements and building lines;
6. The lots as laid out and numbered on the proposed street showing the names of all owners of abutting property;
7. All natural waterways and watercourses in or on land contiguous to the proposed street;
8. The kind, size, location, profile and cross section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and/or watercourses;
9. Complete curve data shall be indicated for all horizontal and vertical curves;
10. The turning radii at all intersections;
11. All centerline gradients;
12. The limits and locations of all proposed sidewalks and curbing;
13. The location of all existing and proposed overhead and underground utilities to include, but not be limited to, the following: public water supply systems, sanitary sewer system, electric power line poles or underground vaults, telephone line poles of underground vaults, fire hydrants, street lights, fire alarm boxes; and
14. Such other information as may be required by the ~~Planning Board~~ Planning Board as may be deemed essential for proper evaluation and action.

10.1.4 Upon receipt of an application for subdivision approval which includes proposed streets, the ~~Planning Board~~ Planning Board shall confirm, in writing, the classification of the proposed streets. ~~The streets The Public Works Director shall comment and confirm the proposed street classification based on the plan. In addition, the commission of said application and its classification shall request a review and comment on the proposed street plan.~~

10.1.5 In addition to other fees for subdivision reviews, a fee is herein established to partially defray the cost of technical, legal and administrative services required for the review, processing and inspection of roads and streets. This fee is to be paid by the developer to the Town Clerk at the time of his application for road and street construction.

10.2 Street Classification Definitions

10.2.1 Arterial Street

An arterial street shall be defined as a major thoroughfare which serves as a major traffic way for travel between and through a town.

10.2.2 Collector Street

A collector street shall be defined as a street servicing at least fifteen (15) units of residential development or streets which serve as feeders to arterial streets and collectors of traffic from minor streets.

10.2.3 Local Residential Street

A local residential street shall be defined as a street servicing less than fifteen (15) units of Residential development.

10.2.4 ~~Planning Board~~ Planning Board Determination

The classification of a proposed street shall be made by the ~~Planning Board~~ Planning Board after its consideration of land use or a Comprehensive Plan adopted by the town. Said determination may be made by the ~~Planning Board~~ Planning Board prior to the formal application after submission of all information that may be required for that purpose.

10.3. Street Design Standards

10.3.1 Design standards shall be defined as paved streets with such appurtenances as curbs, esplanades, paved sidewalk(s), ditches, culverts, under drain and/or storm water drainage systems. All proposed streets shall be designed and constructed to meet the design standards of this section.

10.3.1.1 Proposed streets shall conform, as far as practical, to such Comprehensive Plan or policy statement as may have been adopted, in whole or in part, prior to the submission of the preliminary plan.

10.3.1.2 All streets in the subdivision shall be so designed that, in the opinion of the Board, they will provide safe vehicular travel while discouraging movement of through traffic.

10.3.1.3 The arrangement, character, extent, width, grade and location of all streets shall be considered in their relation to existing or planned streets, to topographical conditions to public convenience and safety and their appropriate relation to the proposed use of the land to be served by such street. Grades of streets shall conform as closely as possible to the original topography.

- 10.3.1.4 In the case of dead-end streets, where needed or desirable, the Board may require the reservation of a twenty (20) foot side easement in the line of the street to provide continuation of pedestrian traffic or utilities to the next street.
- 10.3.1.5 Reserve strips controlling access to streets shall be prohibited ~~except~~ where their control is definitely placed in the Town under conditions approved by the ~~Planning Board~~Planning Board.
- 10.3.1.6 In front of areas zoned and designed for commercial use or where a change of zoning to a zone which permits right-of-way and/or pavement, widths shall be increased by such amount on each side as may be deemed necessary by the Board to assure the free flow of through traffic without interference by parked or parking vehicles and to provide adequate and safe parking space for such commercial or business district.
- 10.3.1.7 Adequate off-street loading space, suitably surfaced, shall be provided in connection with lots designed for commercial use.
- 10.3.1.8 Where a subdivision or limited access highway borders on or contains a railroad right-of-way or limited access highway, the ~~Planning Board~~Planning Board may require a street approximately parallel to and on each side of such right-of-way as applicable, at a distance suitable for the appropriate use of the intervening land as for park purpose in residential districts or for commercial or industrial purposes in appropriate districts. Such distances shall also be determined with due regard for approach grades and future grade separations.
- 10.3.1.9 Where a subdivision borders an existing narrow road (below standards set herein) or when the Comprehensive Plan indicates plans for realignment or widening of a road that would require use of some of the land in the subdivision, the subdivider shall be required to show areas for widening or realigning such roads on the plan, marked "Reserved for Road Realignment (or Widening) Purposes". It shall be mandatory to indicate such reservation on the plan when a proposed widening or realignment is shown on the official map. Land reserved for such purposes may not be counted in satisfying setback or yard or area requirements of the Zoning Ordinance.
- 10.3.1.10 Where a subdivision abuts or contains an existing or proposed arterial street, the Board may require marginal access streets (streets parallel to arterial streets providing access to adjacent lots), reverse frontage (that is frontage on a street other than the existing or proposed arterial street) with screen planting contained in a non-access reservation along the rear property line or such other treatment(s) as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
- 10.3.1.11 Subdivisions containing fifteen (15) lots or more shall have at least two street connections with existing public streets or streets shown on the official map as

such exists or streets on an approved subdivision plan for which a bond has been filed.

10.3.2 The following design standards apply according to street classification:

<u>DESCRIPTION</u>	<u>TYPE OF STREET</u>		
	<u>Arterial</u>	<u>Collector</u>	<u>Local Residential</u>
Minimum right-of-way width	68'	50'	50' (Amended 6/11/02)
Minimum pavement width	40'	24'	20' (Amended 6/11/02)
Minimum Sidewalk width	5'	5'	4'
Minimum grade	0.5%	0.5%	0.5%
Maximum grade	6.0%	6.0%	6.0%
Minimum centerline radius	800'	230'	150'
Minimum tangent between curves of reverse alignment	300'	200'	100'
Maximum Roadway crown	1/4"/foot	1/4"/foot	1/4"/foot
Minimum Roadway crown	1/8"/foot	1/8"/foot	1/8"/foot
Minimum angle of street intersections (see Note below)	90 degrees	90 degrees	90 degrees
Maximum Grade at intersections (within 75' of intersection)	2%	2%	2%
Curb radii at intersection 90 degrees	30'	20'	15'
Minimum property line radii at intersection	20'	10'	10'
Minimum width of shoulders (each side)	3'	3'	3'
Minimum sight distance	250'	200'	150'

NOTE: Intersections of streets shall be at angles as close to ninety (90) degrees as possible and in no case shall two (2) streets intersect at an angle smaller than sixty (60) degrees. To this end, where one street approaches another between sixty and ninety (60-90) degrees, the former street should be curved approaching the intersection.

10.3.3 Centerline

The centerline of the roadway shall be the centerline of the right-of-way.

10.3.4 Dead End Streets

Dead-end streets shall be constructed to provide a cul-de-sac turn-around with the following requirements for radii of the turn-around at the terminus of the dead end: property line/right-of-way – 65', outer edge of pavement – 50'. The maximum length of a dead end street, including the cul-de-sac, shall be 1000 feet.

10.3.5 Grades, Intersections and Sight Distances

- 10.3.5.1 Grades of all streets shall conform in general to the terrain and shall not be less than one-half (1/2) of one percent, nor more than five (5) percent for arterial, industrial and commercial streets, six (6) percent for collector streets or six (6) percent for minor streets in residential zones, but in no case, more than two (2) percent within fifty (50) feet of any intersection.
- 10.3.5.2 All changes in grade shall be connected by vertical curves of such length and radius as meet with the approval of the ~~Planning Board~~ Planning Board so that clear visibility shall be provided for distances specified in paragraph 10.3.2, Minimum Sight Distances.
- 10.3.5.3 Cross (four (4) cornered) street intersections shall be avoided insofar as possible except as shown on the Comprehensive Plan or at other important traffic intersections. A distance of at least two hundred (200) feet shall be maintained between center lines of offset intersecting streets.
- 10.3.5.4 Street intersections and curves shall be so designed as to permit adequate visibility for pedestrian and vehicular traffic. That portion of any corner lot which is necessary to allow twenty-five (25) foot sight lines between intersecting streets shall be cleared of all growth (except isolated trees) and obstructions above the level two (2) feet higher than the center line of the street. If directed, ground shall be excavated to achieve visibility.

10.3.6 Sidewalks

Sidewalks where installed shall meet the minimum requirements as set forth herein.

10.3.6.1 Bituminous Sidewalks

1. The gravel aggregate sub-base course shall be not less than twelve (12) inches in thickness;
2. The crushed aggregate base course shall be not less than two (2) inches in thickness; and
3. The hot bituminous pavement surface course shall be not less than two (2) inches in thickness, after compaction.

10.3.6.2 Portland Cement Concrete Sidewalks

1. The sand base shall be not less than six (6) inches in thickness; and
2. The Portland Cement Concrete shall be reinforced with six (6) inch square, number ten (10) wire mesh and shall be not less than four (4) inches in thickness.

10.3.6.3 Curbing

Curbing shall be quarried granite, bituminous concrete or cement, with a minimum height of six inches, and shall be installed on a thoroughly compacted gravel base of six (6) inches minimum, except bituminous curbing shall be installed on a three (3) inch thick bituminous pad.

10.4 **Street Construction Standards**

10.4.1 Minimum thickness of materials after compaction:

STREET MATERIALS

MINIMUM REQUIREMENTS

	<u>Arterial</u>	<u>Collector</u>	<u>Local Residential</u>
Aggregate sub-base course (Maximum sized stone – 4")	18"	18"	18"
Crushed aggregate base course	4"	3"	3"
Hot bituminous pavement (after compaction)			
Total thickness (after compaction)	3 ¼"	2 ½"	2 ½"
Surface course (after compaction)	1 ½"	¾"	¾"

Base course (after compaction) 1 ¼" 1 ¼" 1 ¼"

Hot bituminous pavement conforming to the standards set herein shall be used on all streets within the Town or village centers and on all arterial roadways. Hot bituminous pavement also shall be used on heavily trafficked streets, through streets and where deemed necessary by the ~~Planning Board~~ Planning Board. Liquid asphalt may be used in more rural areas where the traffic volume is low and where through traffic is minimal. The final determination of the paving shall be made by the ~~Planning Board~~ Planning Board.

10.4.2 Preparation

- 10.4.2.1 Before any clearing has started on the right-of-way, the center line of the new road shall be staked and side staked at fifty (50) foot intervals. Limits of clearing shall be marked by stakes or flagging distances from the center line shall be obtained from the cross sections.
- 10.4.2.2 Before grading is started, the entire right-of-way area shall be cleared of all stumps, roots, brush and other objectionable material. All ledge, large boulders and tree stumps shall be removed from the right-of-way.
- 10.4.2.3 Tree stumps and other organic materials shall be removed to a depth of two (2) feet below the subgrade of the roadway. Soils which are designated as being poor or very poor for road fill by the Soil Suitability Guide for Land Use Planning in Maine, as revised February, 1975 (Most recent version) shall be removed from the street site to a depth of two (2) feet below the subgrade and shall be replaced where necessary with soils listed by the Soil Suitability Guide as being good or fair for road fill.
- 10.4.2.4 Side slopes shall not be steeper than a slope of three (3) feet horizontal to one (1) foot vertical, graded, fertilized and seeded. Planting strips to be lined at the rate of ten (10) pounds of a 10-10 fertilizer per one hundred (100) square feet or equivalent and seeded with a conservation mix meeting the standards of the York County Soil and Water Conservation District.

10.4.3 Bases and Pavements

10.4.3.1 Bases

1. Aggregate sub-base course – Gravel aggregate sub-base shall not contain particles of rock exceeding four (4) inches in any dimension; and

2. Aggregate base course – Crushed aggregate base shall not contain particles of rock that will not pass the two (2) square sieve.

10.4.3.2 Pavement Joints

Where pavement placed joints existing pavement, the existing pavement shall be along a smooth line and to a neat, even, vertical joint.

10.4.3.3 Curbs and Gutters

1. Street curbs and gutters shall be installed as required by the ~~Planning Board~~ Planning Board; and
2. Curbs shall be vertical except when sloped curbs are specifically allowed by the ~~Planning Board~~ Planning Board.

10.5 **Storm Drainage Design Standards**

10.5.1 Adequate provision shall be made for disposal of all storm water collected in streets and areas tributary to the street system and underground water through ditches, culverts, under drain and/or storm water drainage systems.

10.5.1.1 All storm water systems shall be designed to meet the criteria of a twenty five (25) ← ~~year~~ storm based on rainfall data from Weather Bureau records in Portland.

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10.5.1.2 Appropriate conveyances for outlets to drainage systems must be provided. Asphalt coated steel culverts and asphalt coated steel pipes or equivalent shall be used where drainage is required.

10.5.1.3 In any case, the minimum pipe size for any storm drainage pipe shall be twelve (12) inches. Catch basins of an appropriate size and type shall be installed where necessary and shall be located generally at the curb line. Catch basins shall be placed away from the line of traffic flow, however, shall be adequate to design and strength to accommodate vehicle traffic.

10.5.2 Upstream drainage shall be accommodated by an adequately size system for existing conditions and future potential development in the upstream drainage area or areas tributary to the proposed town way. The adequacy of the proposed system(s) shall be determined by the ~~Planning Board~~ Planning Board.

10.5.3 Existing or future downstream drainage requirements shall be studied to determine the effect of proposed drainage. The applicant shall demonstrate to the satisfaction of the Planning Board that the storm drainage will not, in any way, ~~overload~~ overload existing or future storm drainage systems downstream from the proposed street.

10.5.4 Where open ditches, channels, streams or natural drainage courses are used either to collect or discharge storm water, adequately sized perpetual easements shall be provided and appropriate erosion control measures taken. No storm water will be permitted to drain across a street or across an intersection.

10.5.5 Under Drainage Systems

Where subsurface solids are of the nature to require an under drainage system, under drains shall be installed and discharged not to degrade the environment.

10.5.5.1 An under drainage system shall be installed to properly drain all springs or areas where the ground water level is too high and would cause a hazard to the stability of the roadway base.

10.6 Storm Drainage Construction Standards

10.6.1 All material used for storm drainage construction shall be in conformity with State of Maine Specifications for Highways and Bridges, most recent version. In addition, the quality of storm water flows off the street shall be addressed. Retention of the first half (1/2) inch from a storm event for twenty-four (24) hours by an oil and gas separator catch basin (properly maintained) or other storm water quality improvement measures may be necessary, as determined by the ~~Planning Board~~ Planning Board, to minimize or eliminate sediments, hydrocarbons or other contaminants from the storm water leaving the right-of-way. Whenever possible, Low Impact Development Standards (LID) shall be incorporated into the site design.

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10.6.2 General Construction Requirements

- 10.6.2.1 Trenching shall be accomplished in accordance with all appropriate State and federal safety requirements.
- 10.6.2.2 Drain alignment shall be straight in both horizontal and vertical alignment unless specific approval of a curvilinear drainage is obtained in writing from the ~~Planning Board~~ Planning Board.
- 10.6.2.3 Manholes shall be provided at all changes in vertical or horizontal alignment and at all junctions. In straight runs, manholes shall be placed at a maximum of four hundred (400) feet intervals.
- 10.6.2.4 When necessary, outlets shall be terminated in an end wall or concrete construction or shall be rip-rapped to prevent erosion or other appropriate

measures taken. Facilities for energy dissipation shall be provided where necessary.

10.7. Additional Improvements and Requirements

10.7.1 Erosion Control

Procedures shall be undertaken, both during preparatory, construction and cleanup stages to prevent soil erosion and water pollution. A plan shall be prepared meeting the standards of the York County Soil and Water Conservation District.

10.7.2 Cleanup

Following street construction, the developer and contractor shall conduct a thorough cleanup of stumps and other debris from the entire road or street right-of-way.

10.7.3 Street Name, Street Signs, Street Lights

Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and shall be subject to the approval of the ~~Planning Board~~Select Board. Street name signs shall be furnished and installed by the developer. The type, size and location shall be subject to the approval of the ~~Planning Board~~Planning Board. Street lighting shall be installed as required by the ~~Planning Board~~Planning Board.

10.7.4 A residential neighborhood, development or subdivision with clearly defined geographical boundaries may have on (1) sign located at the primary entrance not to exceed twelve (12) square feet. (~~Adopted November 6, 2004~~)(Most Recent Version)

10.8 Design and Construction Plans

10.8.1 Plans and illustrations submitted in accordance with Section 10.2.3 (Plans) shall be designed and prepared by a ~~professional-civil engineer licensed registered~~ in the State of Maine. No construction will be permitted until the ~~Planning Board~~Planning Board has approved the ~~plan~~plans. No lot in a subdivision may be sold, leased or otherwise conveyed before the street upon which the lot fronts is completed in accordance with these standards up to and including that lot.

10.8.2 Utilities, where available, shall be installed prior to the street construction phase so as to avoid re-excavation of the finished street.

10.8.3 Prior to the commencement of each major phase of construction, the ~~Code Enforcement Officer~~Director of Codes and Planning shall be notified.

10.8.4 Upon completion of street construction and prior to a vote by the ~~Board of Selectmen~~Select Board to submit a proposed town way to a Town Meeting, a written certification signed by a ~~professional Civil Engineer registered/licensed~~ in the State of Maine shall be submitted to the ~~Board of Selectmen~~Select Board, at the expense of the applicant, certifying that the proposed town way meets or exceeds the design and construction requirements set forth herein.

10.9 **Performance Bond or Surety**

10.9.1 Pursuant to the procedures set forth in section 7.1.11, prior to the time of the approval of the final plan application, the applicant shall tender either a certified check payable to the Town, or other such surety or performance bond payable to the Town in the amount of one hundred (100) percent of the cost of streets, and completing all grading, paving, storm drainage and utilities specified in the application.

10.9.2 Prior to the release of such check, bond or other surety, the ~~Planning Board~~Planning Board shall determine to its satisfaction, in part by the written certification required pursuant to Section 10.8.4, that the proposed street and any other improvements meet or exceed the design and construction requirements set forth in the application and this ordinance.

ARTICLE 11 RELEASE OF PERFORMANCE BOND OR SURETY

- 11.1 Before a subdivider may be released from any obligation required by this guarantee of performance, the Board shall require certification from the ~~Director of Codes and Planning~~ Planning Board ~~or Municipal Engineer or appointed licensed engineer and whatever other agencies and departments~~ that may be involved to the effect that all improvements have been satisfactorily completed in accordance with all applicable standards, State and local codes and ordinance.

ARTICLE 12 WAIVERS OF SUBMISSIONS OR REVIEW STANDARDS

- 12.1 Where the ~~Planning Board~~ Planning Board finds that unnecessary hardships may result from strict compliance with the required application submissions or where there are special circumstances of a particular plan, upon written request of the applicant, the Board may waive application submissions so that substantial justice may be done and that the public interest be secure, provided that such waivers will not have the effect of nullifying the intent and purpose of the Comprehensive Plan or the Zoning Ordinance.
- 12.2 Where the ~~Planning Board~~ Planning Board finds that unnecessary hardships may result from strict compliance with particular review standards, or that due to special circumstances of a particular plan, the provision of certain required improvements or compliance with particular review standards is not requisite in the interest of public health, safety and general welfare or is inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, upon written request of the applicant, the Board may waive compliance with such review standards, subject to appropriate conditions, provided that such waivers will not have the effect of nullifying the intent and purpose of the Comprehensive Plan or the Zoning Ordinance.

ARTICLE 13 APPEALS

- 13.1 Any appeal from an action of the ~~Planning Board~~ Planning Board in administering the provisions of these regulations shall be made to the Superior Court in accordance with state law.

ARTICLE 14 SEVERABILITY AND EFFECTIVE DATE

- 14.1 The invalidity of any provision of these regulations shall not invalidate any other part.
- 14.2 These regulations shall take effect immediately on adoption of the same by the ~~Planning Board~~ Planning Board.

Appendix
Maine Revised Statutes Annotated

All copyrights and other rights to narrow text are reserved by the State of Maine. The text included in this publication is current as of 2004 of the Second Special Session of the 122nd Legislature, which adjourned July 30, 2003, but is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

Title 30-A, §4401, Definitions

4. **Subdivision.** "Subdivision" means the division of a tract or parcel of land into 3 or more lots within any 5-year period that begins on or after September 23, 1971. This definition applies whether the division is accomplished by sale, lease, development, buildings or otherwise. The term "subdivision" also includes the division of a new structure or structures on a tract or parcel of land into 3 or more dwelling units within a 5-year period, the construction or placement of 3 or more dwelling units on a single tract or parcel of land and the division of an existing structure or structures previously used for commercial or industrial use into 3 or more dwelling units within a 5-year period. ~~{2001, c. 55, § 44-3 (and) }~~

A. In determining whether a tract or parcel of land is divided into 3 or more lots, the first dividing of the tract or parcel is considered to create the first 2 lots and the next dividing of either of these first 2 lots, by whomsoever accomplished, is considered to create a 3rd lot, unless:

(1) Both divisions are accomplished by a subdivider who has retained one of the lots for the subdivider's own use as a single-family residence that has been the subdivider's principal residence for a period of at least 5 years immediately preceding the 2nd division; or

(2) The division of the tract or parcel is otherwise exempt under this subchapter.

~~{2001, c. 59, § 1 (and) }~~

B. The dividing of a tract or parcel of land and the lot or lots so made, which dividing or lots when made are not subject to this subchapter, do not become subject to this subchapter by the subsequent dividing of that tract or parcel of land or any portion of that tract or parcel. The municipal reviewing authority shall consider the existence of the previously created lot or lots in reviewing a proposed subdivision created by a subsequent dividing.

~~{1992, c. 104, Pt. A, § 43 and Pt. C, § 10 (new) }~~

C. A lot of 40 or more acres must be counted as a lot, except:

(2) When a municipality has, by ordinance, or the municipal reviewing authority has, by regulation, elected not to count lots of 40 or more acres as lots for the purposes of this subchapter when the parcel of land being divided is located entirely outside any shoreland area as defined in Title 38, section 435 of a municipality's shoreland zoning ordinance.

~~{2001, c. 551, § 1 (and) }~~

D.

~~{2004, c. 359, § 2 (rp) }~~

D-1. A division accomplished by devise does not create a lot or lots for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter.

~~{2001, c. 549, § 3 (new) }~~

D-2. A division accomplished by condemnation does not create a lot or lots for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter.

~~{2001, c. 359, § 3 (new) }~~

D-3. A division accomplished by order of court does not create a lot or lots for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter.

~~{2001, c. 359, § 3 (new) }~~

D-4. A division accomplished by gift to a person related to the donor of an interest in property held by the donor for a

continuous period of 5 years prior to the division by gift does not create a lot or lots for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter. If the real estate exempt under this paragraph is transferred within 5 years to another person not related to the donor of the exempt real estate as provided in this paragraph, then the previously exempt division creates a lot or lots for the purposes of this subsection. "Person related to the donor" means a spouse, parent, grandparent, brother, sister, child or grandchild related by blood, marriage or adoption. A gift under this paragraph can not be given for consideration that is more than 1/2 the assessed value of the real estate.

D-5. A division accomplished by a gift to a municipality if that municipality accepts the gift does not create a lot or lots for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter.

D-6. A division accomplished by the transfer of any interest in land to the owners of land abutting that land that does not create a separate lot does not create a lot or lots for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter. If the real estate exempt under this paragraph is transferred within 5 years to another person without all of the merged land, then the previously exempt division creates a lot or lots for the purposes of this subsection.

F. The division of a tract or parcel of land into 3 or more lots and upon each of which lots permanent dwelling structures legally existed before September 23, 1977, is not a subdivision.

F. In determining the number of dwelling units in a structure, the provisions of this subsection regarding the determination of the number of lots apply, including exemptions from the definition of a subdivision of land.

G. Notwithstanding the provisions of this subsection, leased dwelling units are not subject to subdivision review if the municipal reviewing authority has determined that the units are otherwise subject to municipal review at least as stringent as that required under this subchapter.

H-1. This subchapter may not be construed to prevent a municipality from enacting an ordinance under its home rule authority that:

- (1) Expands the definition of "subdivision" to include the division of a structure for commercial or industrial use; or
- (2) Otherwise regulates land use activities.

A municipality may not enact an ordinance that expands the definition of "subdivision" except as provided in this subchapter. A municipality that has a definition of "subdivision" that conflicts with the requirements of this subsection at the time this paragraph takes effect shall comply with this subsection no later than January 1, 2006. Such a municipality must file its conflicting definition at the county registry of deeds by June 30, 2003 for the definition to remain valid for the grace period ending January 1, 2006. A filing required under this paragraph must be collected and indexed in a separate book in the registry of deeds for the county in which the municipality is located.

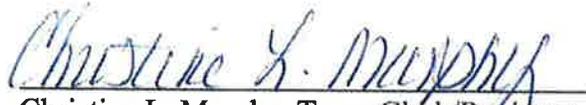
I. The grant of a bona fide security interest in an entire lot that has been exempted from the definition of subdivision under paragraphs D-1 to D-6, or subsequent transfer of that entire lot by the original holder of the security interest or that person's successor in interest, does not create a lot for the purposes of this definition, unless the intent of the transferor is to avoid the objectives of this subchapter.



CERTIFICATION NOTICE

A Petition presented by Ann Marie Roy, Bruce Roy and Patience Prescott-Sundaresan, acting on behalf of citizens of the Town of Ogunquit, to request that the Select Board place an Article on the Special Town Meeting Warrant to be voted on by secret ballot at the next scheduled town meeting was received by the Town Clerk on September 3, 2020 (See attached).

A certification of signatures obtained on said Petition(s) has been completed as of this date. A total of 117 signatures were collected with 115 being declared valid, registered voters. This meets the requirement of ten percent (10%) of the votes cast in the last gubernatorial election (859/86) held on November 6, 2018.


Christine L. Murphy, Town Clerk/Registrar

Dated: 09/04/2020

Master Petition Summary Report - OGUNQUIT

Petition Name: PETITION/GWRLT/BOSTON
Petition Type: LOCAL PETITION
Petition Status: Active
Required # of Signatures: 86
Total # of Accepted Signatures: 115
Total # of Rejected Signatures: 2
Total # of Withdrawn Signatures: 0

Start Date: 07/27/2020
End Date: 09/04/2020
As of Date: 09/04/2020

Page #	Accepted Signatures	Rejected Signatures	Rejected Reason	Withdrawn Signatures	Withdrawn Reason
1	15	2	2 - NR	0	
2	10	0		0	
3	25	0		0	
4	25	0		0	
5	23	0		0	
6	5	0		0	

Page #	Accepted Signatures	Rejected Signatures	Rejected Reason	Withdrawn Signatures	Withdrawn Reason
7	12	0		0	

Rejection Summary Report - OGUNQUIT

Petition Name : PETITION/GWRLT/BOSTON LAND/11.03.2020

115 Total Accepted Signatures

2 Total Rejected Signatures

Rejection Reasons

0 DUPLICATE SIGNATURE = DUP
0 INVALID DISTRICT = DIS
0 INVALID PARTY = NE
0 INVALID SIGNATURE = ANO
0 NO SIGNATURE = SIG
2 NOT REGISTERED = NR
0 OTHER = OTH

0 Total Withdrawn Signatures

Withdrawn Reasons

0 CLERICAL CORRECTION = CC
0 VOTER REQUEST/SIG. STRIKEOUT = VR

Municipality : OGUNQUIT

Page # 1

Petition Name : PETITION/GWRLT/BOSTON LAND/11.03.2020

Petition Type : LOCAL PETITION

17 Total Number of Signatures on the Page

15 Total Accepted Signatures

2 Total Rejected Signatures

Rejections Reasons

0 DUPLICATE SIGNATURE = DUP

0 INVALID DISTRICT = DIS

0 INVALID PARTY = NE

0 INVALID SIGNATURE = ANO

0 NO SIGNATURE = SIG

2 NOT REGISTERED = NR

0 OTHER = OTH

0 Total Withdrawn Signatures

0 Clerical Correction = CC

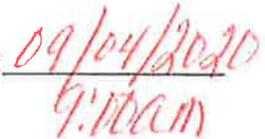
0 Voter Request/SIG. Strikeout = VR

I hereby certify that the names of all the petitioners listed as valid appears on the voting list as registered voters.

Signature of Registrar:



Date:



Petition Page Detail Report

Generated By : CMURPHY

Petition Name : PETITION/GWRLT/BOSTON LAND/11.03.2020

Petition Page : 1

Municipality : OGUNQUIT

Total Accepted Signatures : 15

Total Rejected Signatures : 2

Total Withdrawn Signatures : 0

Line	Signature	Status	Rejection/Withdrawn Reasons
1	WINIFRED L MASON	Accepted	
2	LINDA M KAHN	Accepted	
3	HARRY M OHANSIAN	Accepted	
4	SHEILA OHANSIAN	Accepted	
5	ELLEN S FARBER	Accepted	
6	MELINDA P DOLAN	Accepted	
7	THOMAS G DOLAN	Accepted	
8	BRUCE WALLACE FEARON	Accepted	
9	JEAN WALLACE FEARON	Accepted	
10	HARRY D HENRY	Accepted	
11	ELLEN S HENRY	Accepted	
12	ROBERT G DATEO	Accepted	
13	ARLENE R CONNOR	Accepted	
14	VOTER ON LINE 13 PRINTED NAME ON LINE 14 DUE TO LACK OF SPACE	Rejected	NOT REGISTERED
15	JACQUELYN D CONNERTY	Accepted	
16	VOTER ON LINE 15 PRINTED NAME ON LINE 16 DUE TO LACK OF SPACE	Rejected	NOT REGISTERED
17	JOSEPH PATRICK CLEARY	Accepted	



RECEIVED
SEP 3 2020 PM 3:25

To the Select Board, Town of Ogunquit, Maine:

We, the undersigned voters of the Town of Ogunquit, Maine, qualified to vote in all Town affairs, hereby request that you place the following article before the voters for their consideration on the next secret ballot referendum (s. 2528(5))

Shall the Town vote to raise and appropriate the sum of \$300,000 for a one-time land acquisition contribution to the Great Works Regional Land Trust (GWRLT) in order to ensure the purchase, conservation, and public use of one hundred fifty (150) acres of undeveloped land historically known as "The Boston Farm" located in the Town of Ogunquit?

SIGNATURE PRINTED NAME STREET & NUMBER
(NO PO BOXES) DATE

- ✓1. *Lakini Lisa Mason* WIN. FRED MASON 36 Throter St = 8/30/2020
- ✓2. *Linda Kahn* Linda Kahn 3 Tern St. 8/30/20
- ✓3. *Harry M. Ohanesian* Harry M. Ohanesian 29 Bayview Ave 8/30/20
- ✓4. *Shella A. Ohanesian* Shella A. Ohanesian 29 Bayview Ave 8-30-20
- ✓5. *Ellen Starbuck* Ellen Starbuck 20 Tern St 8/3/20
- ✓6. *Mylinda Dahan* Mylinda Dahan 8 Tern St 8/31/2020
- ✓7. *Thomas Dahan* Thomas Dahan 8 Tern St 8/31/2020
- ✓8. *Bruce Wallace-Fearon* Bruce Wallace-Fearon 17 Moonview Av 8-31-2020
- ✓9. *Ann Wallace-Fearon* Ann Wallace-Fearon " 8-31-2020
- ✓10. *Harry D. Henry Jr* HARRY D. HENRY JR 5 CAPITAL RD 8/31/2020
- ✓11. *Ellen Henry* Ellen Henry 51 Capt. Thomas Rd 8/31/2020
- ✓12. *Robert E. Dateo* Robert E. Dateo 90 RIVERBANK AVE 8/31/2020
- ✓13. *Arlene Connor* Arlene Connor 16 TERN ST Ogunquit 8/31/2020
- X14. *Arlene Connor*
- ✓15. *Jacquelyn Connerly* Jacquelyn Connerly 6 Woodland Hills, Ocf. 8/31/2020
- X16. *Jacquelyn Connerly*
- ✓17. *Joseph P. Cleary* Joseph P. Cleary 109 RIVERBANK 9/1/2020
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

RECEIVED
SEP 3 2020 PM 3:25

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	SIGNATURE	PRINTED NAME	STREET & NUMBER (NO PO BOXES)	DATE
✓26.	<i>Robin Staples</i>	Robin Staples	54 Staples Pk Road	9/1/20
✓27.	<i>Corey Staples</i>	Corey Staples	54 Staples Rd	9/1/20
✓28.	<i>Percy Staples Jr.</i>	Percy Staples Jr.	27 Winter Hills Rd.	9/1/20
✓29.	<i>JAMES D. HUSBY</i>	JAMES D. HUSBY	942 Highland Ave	9/1/20
✓30.	<i>ROBERT MANLOWE</i>	ROBERT MANLOWE	10 BEAN MEADOW DR #36	9/1/2020
✓31.	<i>Pamela Lynch</i>	Pam Lynch	48 School St PO Box 1753	9-1-20
✓32.	<i>Michael Lynch</i>	Michael Lynch	48 School St Ogt. Me	9/1/20
✓33.	<i>Terry Ann Lunt</i>	Terry Ann Lunt	58 Bourne Lane	9/1/2020
✓34.	<i>Linda K. Blake</i>	Linda K. Blake	31 Winter Hills Lane, OGT	9/2/2020
✓35.	<i>Thomas McElwain</i>	THOMAS McELWAIN	31 WINTER HILLS LANE OGT, ME	9-2-20
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