

**NORRIDGEWOCK PLANNING BOARD
MINUTES
THURSDAY, JULY 9, 2020
6:00 PM**

APPROVED 08/13/2020

Members Present: Robert Hopkins, Becky Ketchum, Margaret O'Connell, Charlotte Curtis

Members Absent: Brian Aubry

Others Present: Town Manager Richard LaBelle, Kerri Everett, Linda Quimby

1. The meeting was opened at 6:00 PM by Chairman Hopkins.
2. Discussion of Minutes of 04/09/20: Becky Ketchum moved to accept the minutes as read; Charlotte Curtis seconded. All in favor.
3. Discussion/Action on Site Plan Review Application of The Quimby Child Care Center on Waterville Road at Map 35 Lot 27 for the proposed development of a childcare center

The following items, correlating with the Site Plan Review Ordinance Section 11(H) were reviewed during the meeting.

Item 1: The application did not include the classification of the proposed construction. In discussion, it was agreed that this was a change of use from residential to commercial, with a conversion.

Items 2-3: In consideration of the nature of the business, coupled with the applicant's proven reputation, the escrow fee was waived. The applicant agreed to submit a waiver request form.

Charlotte Curtis moved to waive the escrow fee; Becky Ketchum seconded. All in favor

The applicant made a case for waiving the Site Review Application permit fee. After discussion and again with consideration for the nature of the business and its important role in the community, the Board agreed to waive the application fee for the Site Review.

Charlotte Curtis moved to waive the site review application fee; Becky Ketchum seconded. All in favor.

Item 4: Size of parcel missing, deed not available (applicant will provide). The applicant included a description of the short- and long-term construction plans, divided into two phases. Phase 1 is the main floor and Phase 2 is upstairs and the ground floor.

Item 5: There were concerns about maps/attachments and clarity. The applicant assured the Board that this would be corrected. A list of abutters needs to be attached and the tax map is usually used for this process. Letters are to be sent to abutters and a copy attached to the application.

Item 6: None

Item 7: Pending, letter from the Fire Chief is required.

Items 8-13: None.

Item 14: Applicant will revise the map to show the name of the road the entrance is on and identify the points of entry and exit.

Item 15: None

Item 16: The property is located on a State road, so there is no local jurisdiction. There was a question about the number and location of parking spaces. The plans identified seven spaces, but the application stated there would be 16 spaces. The applicant indicated that there would be parking in the entrance circle and said that the drawings will be updated to reflect that.

Item 17: None

The applicant will provide a revised application to each board member and for the file at the Town Office.

With all of the above incorporated as discussed and agreed to during the point by point review, Charlotte Curtis moved to accept the application as complete, also contingent that the Planning Board receive a copy of the deed, plumbing permit number, and copy of the abutter letter. Becky Ketchum seconded. All in favor.

4. Old Business: None
5. Other Business: None
6. Chairman Hopkins adjourned the meeting at 7:15 PM