

APPLETON PLANNING BOARD
MONTHLY MEETING MINUTES

November 12, 2018

Attending: Dan Wyman, Gary Roberts, David Kelley, Ed Carroll

Visitors: Jon and Rachel Burns

Reviewed, corrected, and accepted the meeting minutes from our September meeting

Discussed the process we undertook in our recent Site Plan Review, wondering if we could have been more efficient, or if we are satisfied with the procedures we followed. The group agreed that the complexity of the proposal required extra time and more details to be able to complete the review.

Jon and Rachel Burns came to present a proposal for developing a site that would include a barn themed wedding venue as well as a residence. It would be post and beam construction. They presented a packet that gives a thorough description. Copies were distributed to board members.

Discussion:

- They explained how the building, driveway, and septic will be sited on the property.
- Discussed their parking proposal and had some questions about adequate parking for larger events.
- Discussed potential runoff issues
- Discussed signage. They plan on something simple.
- Planned lighting
- We would like to have comments from the town road commissioner regarding their plan for driveway placement.
- We'd like to see a copy of a letter that they send to abutters
- We require a letter from the Fire Chief saying that he has reviewed their proposal and the town has the appropriate access and equipment to manage emergency services to the site.

Brief discussion regarding a potential Occupancy Permit.

- Make it as simple as possible
- Gary shared a copy of the town of Chelsea's Certificate of Occupancy ordinance
- This is required by the state for towns with a population over 2000
- The CEO is asking for a permit process that is not too cumbersome
- Some mortgage companies/federal programs require an occupancy permit for a loan application

Brief discussion regarding a Renovation Permit

- The purpose is to keep the town's valuations up to date and fair
- Would there be a difference between renovation/remodeling and repair?
- Renovations over \$1000

