

# Town of Acton, Maine

## Planning Board Meeting Minutes

Date: May 02, 2024

### Members Present:

Christopher Whitman (Chairman), Gavin Maloney (Vice-Chairman), John Qua, Patricia Pearson, Adam Brock, Andrew Johnson (alternate member), Roger Perreault (alternate member)

### Also Present:

Jason Sevigny (Code Enforcement Officer), David Riley (Land Use Assistant), Michelle LaRoche, Larry Buckman, Tiffany Riley

### Absent:

### Pledge of Allegiance

### Designate Alternates:

### Approval of Minutes:

*Adam Brock – “I’ll make a Motion that we accept the March 21<sup>st</sup> minutes with the change on page two, changing the word from now to no in regard to that Motion for that Greatest practical Extent.”*

*Andrew Johnson – “Second.” Motion Passed 4 – 0, Gavin Maloney, John Qua and Roger Perreault abstaining as they were not present at the March 21st, 2024 Planning Board meeting.*

*Patricia Pearson – “I make a Motion we accept the minutes from April 18<sup>th</sup> with the proposed changes.”*

*Gavin Maloney – “Second.” Motion Passed 5 – 0. Adam Brock and Andrew Johnson abstaining as they were not present at the April 18<sup>th</sup> 2024 meeting.*

### Old Business:

None.

For a more detailed account of the Planning Board Meeting please review the Acton Public Access Television recording for this meetings date at <http://www.actonmaine.org/>

**New Business:**

- **Michelle LaRoche. 902 West Shore Drive. Tax Map 124; Lot 026. Application for Greatest Practical Extent.**

Michelle LaRoche has come before the Planning Board looking for approval to demolish her existing camp on Square Pond and rebuild a slightly larger single-family dwelling utilizing her 30% expansion. She also informed the Planning Board that she is looking to move her structure back from the highwater mark of the lake by 15 feet, which is as far as she can go without infringing on the property setbacks. The Board and Michelle discussed the location of the driveway for the existing structure and the layout of the site. Christopher Whitman inquired if there were any trees that would be removed during this project. Michelle mentioned that two trees would possibly be removed to complete the project.

*Gavin Maloney – “I’ll make a Motion we accept the application for Greatest Practical Extent for Michelle LaRoche, 902 West Shore Drive, Tax Map 124 Lot 026 and the new structure to be relocated no closer than 75 feet from the high-water mark of Square Pond.”*

*Adam Brock – “I’ll Second that.” Motion Passed 5 – 0.*

- **Grammy Rose. 1542 Route 109. Tax Map 233; Lot 004. Application for the Conditional Use of a Food Truck / Trailer.**

Larry Buckman, the manager of Grammy Rose Dog Rescue and Sanctuary and Tiffany Riley owner of the Howling Hunger Food Trailer approached the podium to address the Planning Board. The two individuals are designated agents on behalf of the owners of Grammy Rose who are out of town and unable to attend the meeting. They are looking for approval to have a Food Truck or Trailer at the Grammy Rose Dog Rescue and Sanctuary on Route 109 in Acton. Grammy Rose is not looking for a food truck to be on location everyday but rather for planned events when they are scheduled throughout the summer and fall. The agents informed the Board of two potential locations for the food truck to be parked and detailed those locations on a site map. The two locations were chosen to not disrupt the flow of traffic or access to the site by emergency services. Tiffany Riley continued by providing the Board with insight as to how her food trailer operated, and that it is a self-contained unit powered by a generator. The trailer also contains its own fresh and grey water tanks which are emptied into an approved septic system on her property.

The Planning Board continued the discussion by addressing the operating hours that would be considered for the food trucks that operate on the property. Larry

Buckman stated that the hours of the food truck would be limited to the hours that Grammy Rose Dog Rescue and Sanctuary would be open, which is 9:00am to 5:00 pm. Board member John Qua inquired as to whether there would be more than one food truck operating at a time. The agents stated that there would only be one food truck or trailer operating at any given time. CEO Jason Sevigny asked if they were sure the food truck wouldn't be operating into the evening. Larry Buckman stated that he didn't believe it would be operating into the evening. He continued by saying the intent is to not only provide food, but they are hoping a food truck might help increase foot traffic in the form of tours of the welcome center and exploring the grounds of the dog rescue.

Board member Gavin Maloney stated that he was not sure a Conditional Use permit was the way to approach this proposal, but rather add a Condition to allow food trucks with designated times to the existing approved site plan for the dog rescue. The CEO stated he would find the existing site plan and look into the best process for having that amended to reflect the new conditions and have the Planning Board review that document for approval and signatures. The Board continued with review of the Acton Zoning Ordinance and round table discussions around how to best approach the Amendment of Conditions to an existing site plan approval. The Board decided they would need to view the original site plan document that was approved and then they could determine if it was a minor revision. If the Planning Board determined this adjustment to be a minor revision the CEO would have the authority to approve the proposal. The agents will come back before the Planning Board at the next meeting on the 16<sup>th</sup> of May to have a formal determination made after the Board views the required documents.

### **Round Table Discussions:**

Gavin Maloney inquired if there was any new information for the Board to review regarding the Fairgrounds Variety Store. Jason Sevigny informed the Board that he had spoken to Kendra Ramsell and they are not ready with the formal application yet but Sebago Technics will get it to the Code Office as soon as they are.

### **Pending Projects:**

- **Adam Pelletier / Fairgrounds Variety Store. 631 Route 109. Tax Map 241; Lot 006-001.**

*John Qua – “Mr. Chairman, I move we adjourn.”*

*Adam Brock – “I’ll Second that.” Motion Passed 5 – 0.*