



MINUTES PLANNING BOARD JANUARY 9, 2020

Christopher Huston- Regular 2022
Curtis Lunt- Regular 2022
Vacant
William Kuhl - Regular 2020
Lisa Ward - Associate 2022
Shaun Carr- Regular 2021
Scott T. Hall - Regular 2021

1. **CALL TO ORDER:** The Chairman, Mr. Lunt called the meeting to order at 7:00 pm.
2. **ROLL CALL:** Regular members present were Curtis Lunt, William Kuhl, Shaun Carr and Scott Hall and Chris Huston. Associate member Lisa Ward was present as well. Also present was Town Planner, Ben Smith and Councilor Fellows. There was one audience member.
3. **CHAIRMAN'S REVIEW OF MEETING RULES:** The Chairman, Mr. Lunt explained the meeting rules are located on the back of each agenda, available in the document holder by the door.
4. **WRITTEN COMMUNICATIONS:** Minutes of December 12, 2019
The meeting minutes of December 12, 2019 were distributed to all members. The Chairman, Mr. Lunt asked if there were corrections or additions. Seeing none, Mr. Lunt declared the minutes approved.
5. **PUBLIC HEARING – None**
6. **UNFINISHED BUSINESS – None**
7. **NEW BUSINESS – None**
8. **OTHER BUSINESS – None**
9. **TOWN PLANNER – Accessory Dwelling Units & Update**

Mr. Smith presented the Planning Board with a Draft Ordinance for Accessory Dwelling Units and said Board tasked me with developing a draft ordinance for Lisbon based on the conversation around the summaries of other local ordinances provided at that meeting. The draft Lisbon ADU ordinance is ready for discussion and he presented the comparison summary (see attached) .

Mr. Smith said adding ordinance standards for ADUs was on the list of ordinance change goals for 2019, submitted to the Town Council in January 2019. He said as discussed at the last few meetings, ADUs are used around the country to meet community needs around affordable housing options, increasing housing options for smaller households, and to address aging in place concerns.

Mr. Smith presented the draft ADU Ordinance as follows:

Sec. 70-1. – Definitions.

Accessory Dwelling Unit means a residential living unit that is within or attached to a single family dwelling, or is located in a detached structure and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

Sec 70-TBD. – Accessory Dwelling Unit.

(1) Purpose.

The purpose of the Accessory Dwelling Unit standards are to:

- a. Increase the supply of affordable housing without the need for more infrastructure or further land development.
- b. Provide flexible housing options for residents and their families.
- c. Integrate affordable housing into the community with minimal negative impact.
- d. Provide elderly citizens with the opportunity to retain their homes and age in place.

(2) Conditional Use Permit Required

The Planning Board is authorized to grant a Conditional Use Permit to allow for Accessory Dwelling Units in accordance with the restrictions and requirements of this section.

(3) Criteria for Approval

All of the following criteria must be met in order for the Planning Board to approve an Accessory Dwelling Unit.

a. A maximum of one (1) Accessory Dwelling Unit may be permitted on a property located in zoning districts that allow single-family dwellings and must be located within or attached to the principal single family dwelling unit, or be located in a detached structure on the property.

b. The Accessory Dwelling Unit shall have an independent means of ingress and egress. c. All municipal regulations applicable to single-family dwellings shall also apply to the combination of a principal dwelling unit and an Accessory Dwelling Unit, including but not limited to, lot and building dimensional requirements.

d. A minimum of one (1) parking space shall be provided for the Accessory Dwelling Unit.

e. The applicant must demonstrate adequate provisions for water supply and sewage disposal for the accessory and principal dwelling units. Water and wastewater systems for the principal dwelling unit and Accessory Dwelling Unit may be shared or separate.

1. If expansion of a private septic system is required to meet the increased flow, the system may be permitted concurrent to Planning Board review. Any septic system expansions must be completed prior to the issuance of an Occupancy Permit.

f. Either the principal dwelling unit or the Accessory Dwelling Unit must be owner occupied. The owner must demonstrate that one of the units is their principal place of residence. Both the primary dwelling unit and the Accessory Dwelling Unit must remain in common ownership.

g. Accessory Dwelling Units shall maintain an aesthetic continuity with the principal dwelling unit as a single-family dwelling.

h. An Accessory Dwelling Unit shall not exceed 800 square feet.

i. The Accessory Dwelling Unit shall have no more than 2 bedrooms.

(4) An Accessory Dwelling Unit that complies with the requirements of this section shall not be considered an additional dwelling unit when calculating lot area per family under the space and bulk regulations of the Code.

(5) Occupancy Permit Required

Prior to the occupancy of the Accessory Dwelling Unit, the homeowner shall obtain an occupancy permit from the Code Enforcement Officer.

a. The Conditional Use permit shall run with the land, not the property owner.

Sec. 70-531. - Table of land uses.

<i>Residential Uses</i>	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P ¹⁰
<u>Accessory Dwelling Unit</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>NO</u>	<u>NO</u>	<u>C</u>

Mr. Smith also handed out a comparison chart showing other towns information (See attached).

Mr. Lunt stated for clarification that the Planning Board certainly wants to proceed with working on Accessory Dwelling Unit Standards, but that they are not required to enact these standards.

Mr. Kuhl clarified that the plan is just to define what is an acceptable structure and/or layout for an Accessory Dwelling Unit.

** These minutes are not verbatim. A recording of the meeting is on file.*

Mrs. Ward stated that they will stay within the Comprehensive Plans goal of specifying growth zones and controlling it a little bit to make sure it goes in the right direction and to make it all inclusive as to not cut anyone out.

Mr. Smith explained that this is not about someone building a second home on a single lot, but regarding something that is smaller and an accessory to an existing home with the idea that it is not going to change the character of the neighborhood. He is proposing that these would require more than just an administrative code review, it would require a conditional use permit. The Board agreed. He is also proposing to put a limit on one per property in the zoning districts that allow single family dwellings, located within or attached to the principal single family dwelling unit or located in a detached structure on the property, the ADU shall have an independent means of ingress and egress, the unit still needs to meet the setback requirements and minimum lot sizes, a minimum of one parking space.

Mrs. Ward suggested it should read (1) off street parking space. The Board agreed.

Mr. Smith proposed they demonstrate adequate provision for water supply and sewerage disposal for both the accessory and principal dwelling unit, the water and waste water systems may be shared or separate, either unit must be owner occupied, using one as a principal dwelling unit, both units must remain in common ownership, ADU's shall remain in aesthetic continuity with the principal dwelling unit as a single family dwelling, accessory unit shall not exceed 800 square feet, no more than two bedrooms, ADU's that comply with the requirements section shall not be considered an additional dwelling unit when calculating lot area per family under the space and bulk regulations and prior to occupancy, the owner will obtain an occupancy permit from the Code Officer. The Conditional Use Permit, shall run with the land and not the property owner.

The Planning Board agreed that the only change they wanted was to change the sentence in Section 70.TBD Part 3 Criteria for approval, section D, from "a minimum of (1) parking space shall be provided for the accessory dwelling unit", to "a minimum of (1) off street parking space shall be provided for the accessory dwelling unit."

Richard Main, member of the Conservation Committee stated that the only concern that the Water Department Superintendent had was the recharge areas for the wells. He recommended that they also talk with the Sewer Department as well about their capacities available. He asked the Board if the new dwellings would have separate water, sewer lines and separate electrical lines or would it be tied to the primary dwelling unit.

Mr. Huston stated that some will be separate and some will be tied to the same building.

Councilor Don Fellows stated that he attended the Lisbon Development Committee meeting last night. They discussed the Worumbo property. He recommended that the Planning Board re-visit the Village Zone as it pertains to that area.

Mr. Smith discussed the Planning Boards Goals that they've accomplished and are working on as well. He suggested they start working on reviewing the Village District's allowed uses and review Shore land areas as well.

10. CODE ENFORCEMENT OFFICER – Mr. Douglass left some documents with the Planning Board regarding:

- New registry requirements for recoding approved plans/projects
- Update on Grimmell's Mobile Home Park Expansion

11. ADJOURN

VOTE (2019-72) Mr. Kuhl, seconded by Mr Carr, moved to adjourn at 8:01 pm. **Vote: 5-0 Carried.**

Respectfully Submitted,

Lisa B. Smith, Deputy Clerk
Date Approved: January 23, 2020