

BUXTON PLANNING BOARD AGENDA

Buxton Municipal Building
185 Portland Road, Buxton ME 04093

Monday, January 13, 2025 at 7 p.m.

This meeting will be streamed on the Saco River Community Media at <https://www.src-tv.org/>

-Wyatt properties CUP
- 207 Landscaping
- Redcoral LLC
-MFOO properties
LLC
-Christine Paul 17
Miso way

1. **Call to Order**

2. **Pledge of allegiance**

3. **Appointments**

- **Application for conditional use – Mpila Sansi Arnaldo + Archelon Samba – Group of Intercession International Church- 1301 Long Plains Rd – Map 6 Lot 46.**

4. **CEO Report:**

5. **Approval of Minutes:**

Minutes for December 23 ,2024

6. **Approval of Bills:**

7. **Communications:**

Maine Municipal Association Zoom Webinar for Local Planning Board & Board of Appeals held on Tuesday, February 11,2025.

Maine Town and City Magazine

8. **Other Business:**

9. **Attendees may address the Board on the evening's business:**

10. **Adjourn:**

11. **Next meeting –Monday January 27, 2025**

Time permitting: Workshop on proposed zoning changes

**Town of Buxton
Planning Board Minutes
January 13, 2025**

Minutes prepared by Roxanne Gardner

Members present: Jere Ross, Heath Knight, Craig Lefebvre, Scott Warchol, Roger Tracy. Also attending on behalf of the town: Patti McKenna, Code Enforcement officer, Roxanne Gardner, Code Enforcement Secretary. Other attendees: Tonja Lefebvre, Michael Navaro, Mpila Sansi Arnaldo, Archelon Samba, Junior Teca, Judi Kinkela, Kiakelo Christiane, Rachete Olembo, Christiane Nyembo, Lievin Ncurean, Maria S. Buangi, Helena Nime, Henry W. Huntly.

Chairman Jere Ross called the meeting to order at 7 pm

Appointments: Application for conditional use – Mpila Sansi Arnaldo + Archelon Samba – Group of Intercession International Church- 1301 Long Plains Rd – Map 6 Lot 46.

Jere Ross stated there was a site walk done on January 5, 2025 we met with the applicant walked around the property and building everything looked good. Jere stated he asked the applicant to provide the layout for the parking. Michael Navaro spoke on behalf of the applicants he stated he had contacted BPR striping and sealcoating company they came out to the property I gave them the design I had presented to the planning board so they could use it as a guide. BPR striping and sealcoating came up with 64 parking spots including 3 handicap spots totaling 67 parking spots. Michael also asked BPR to include painting directional arrows as well as installing the entrance and do not enter signs the board had asked for at the entrances to the lot off Long Plains Rd.

Scott stated the board did ask for a parking site plan is BPR going to draw something up for you to submit to the board. Michael stated if that is something the board requires, I will absolutely get BPR to draw the site plan up. Scott stated that is something we asked for at the site walk and was hoping to have it tonight.

Jere stated the planning board could always make it a condition of approval. Jere asked Patti, code enforcement officer, “we need 58 spaces is that correct. Patti stated for a church it is one space for every three seats. When doing the math, it comes out to 50 parking spaces. Michael stated at its current size of 150 congregational members with an average of 125 on any giving Saturday service but going with the 150 members we would need a minimum of 50 parking spots of course we would want to make sure we understood how much growth potential we would have. Michael stated that if the parking spots are locked at 50 spots, then they’re capped on the congregational growth, or the church would have to add a second service.

Scott asked Michael to have the parking plan in for the public hearing and on the parking plan to show where the diagonals are, the directionals, and show the arrows where you are going to put the signs. Michael stated that he would show the stalls in the various locations at different angles, the directional signs on the pavement, and the location of the three handicap parking spots.

Jere asked Michael if there was a handicap spot already at the end of the building and would only need to add two more handicap spots. Michael stated that there were already two handicap spots, and he would only be adding the third handicap spot.

Jere stated that the board still needed something from a site evaluator saying the septic system is appropriate for the use you're proposing. Michael stated that he talked with advance leech fields as the inspector and was able to get their opinion and spoke to Matt Logan who has the inspection report, the HHE that is in the town file, our notes, and the comments from the board. Michael stated that he was still waiting for the report to come back from Matt Logan.

Jere asked Michael if the exterior lighting was going to be changed. Michael stated no, the exterior lighting was going to stay the same.

Michael stated the sign out front in the immediate term will be replaced in its same location, size, and shape no added lighting just changing the name.

Jere asked if there were any additional comments from the board members on the application. There were no comments from the board.

Jere asked if there were any comments from town staff. Patti stated she just wanted to add that the current septic system would be rated for 202 seats for the church. I believe that is where we came to 67 parking spots. Patti stated that the septic and the parking spot numbers match up.

Jere stated to Michael that there would be no parking along Long Plains Rd. Michael stated no, there would not be parking on the road.

Scott stated that no parking on the road should be added to the conditions. Michael stated that in the event there is cause for more parking the church should rent a bus or shuttle.

Jere asked the board if they felt there was sufficient information to set up a public hearing for the applicant. Craig said yes.

Craig made a motion to set a public hearing for January 27, 2025 at 7:00pm for the Intercession International church-1301 Long Plains Rd-Map 6 Lot 46. Roger seconded the motion. Motion passed 5-0 in favor.

Jere stated to Michael the board would like to have the information the board asked for at least a week before the public hearing.

CEO Report:

Patti McKenna, Code Enforcement Officer stated that she wanted to point out the town clerk's annual town meeting dates and deadlines.

Minutes

Scott stated that he had mentioned there was a vacancy on the Saco River Corridor Commissions Committee for the Town of Buxton that needed to be added to the meeting minutes for December 23, 2024.

Jere stated that if anyone was interested in serving on The Saco River Corridor Commissions Committee for the Town of Buxton to talk with the Buxton Selectman.

Scott Warchol made a motion with the addition mentioned above to approve the December 23,2024 minutes. Craig seconded the motion. The motion passed with a vote of 5-0 in favor.

Bills None currently

Communications

Jere stated for communications he had a flyer from Maine Municipal Association zoom webinar for local planning boards and Appeals boards to be held on Tuesday February 11,2025 if anybody is interested you can contact them yourself or go through the Code Enforcement office to sign up for the webinar.

Jere stated that he had a copy of the Maine town and city magazine for December 2024 if anyone is interested. Scott stated he would take the magazine.

Other Business

Scott stated that the only other business he had was the Freedom of Information Act and he was looking to take the course. The fee is \$25 dollars. Patti stated that the course is required. Scott asked if it was annually or per term. Patti answered annually. Jere asked Patti if the course was required for all board members. Patti answered yes. Patti stated that we would look into setting the zoom webinar for the Freedom of Information Act up so the board can do the training together. Heath stated that the webinar is only about an hour long. Craig asked Patti if the Appeals board and the Town Selectman are required to take the webinar. Patti stated that we can invite the other boards to do the training at the same time.

Jere stated the other business he had was Southern Maine Planning Development commission do we want them to come in and speak with the board. Patti stated that they are scheduled to talk with the Planning board on January 27,2025. Jere stated that the Southern Maine Planning Development commission will be at the January 27,2025 planning board meeting to give a presentation on working on reviewing ordinances and review of subdivisions.

Scott stated that something else the planning board should start touching base on was in the Town charter that the planning board is supposed to review the comprehensive plan every five years and determine if it needs to be a bigger comprehensive study. Scott asked the board how they wanted to go about doing that. Roger asked when the last time it was reviewed. Scot stated that the charter is clear that the planning board is supposed to review it very five years. It might have been reviewed but I don't think anything is on the record that it was reviewed. Scott stated the only thing on the record was when it was approved by the Town, which was 2003. Scott stated that might be something the board wants to talk to the Southern Maine Planning Development commission about. Patti stated the charter says you are reviewing it for whether we've met the goals. Not reviewing the plan itself but whether we have accomplished the goals set out in the plan. Scott stated there were a number of goals in the comprehensive plan that had dates to be done by. Scott stated that could be something the board does after the ordinances are done.

The planning board discussed future meeting dates for 2025. The planning board moved the May 26th meeting to May 27,2025 and October 13th meeting to October 14,2025 due to holidays.

Attendees may address the Board

There were no comments from attendees.

Adjourn

Craig Lefebvre made the motion to adjourn at 7:24 PM to a workshop to talk about basic Ordinance changes. Scott Warchol seconded. The motion passed with a vote of 5-0 in favor.

Date Approved: _____

Signed: _____

Jere Ross, Chairman

Next meeting –Monday, January 27, 2024

PLEASE SIGN IN

DATE: 1/13/2025

BOARD: PLANNING BOARD

Please **PRINT** your name for the record:

Tonja LeFebvre

Henry W. Hontley

Michael Navarro ✓

MPILA SANSI ARNALDO ✓

JUNIOR TECA ✓

ARCHFLOI SAMBA ✓

KIAKELO CHRISTIANE ✓

RACHELLE - OIEMBO ✓

JUDI KINKELA ✓

CHRISTIANE MYEMBO ✓

LEVIN MUENGA ✓

MARIA S. BUANGI ✓

Helena Nime ✓