

Shapleigh Planning Board

Minutes

Tuesday, July 11, 2023

Members in attendance: Steve Foglio (Chairman), Ann Harris (Vice Chairman), Madge Baker, Maggie Moody, Norman Baker and Alternate Thomas Clement. Code Enforcement Officer Mike Demers was unable to attend.

Minutes are not verbatim unless in quotes “” – If the names of a Citizen making a comment was not requested by the Planning Board Chairman, the reference to their name will be known as ‘Citizen’ or ‘Abutter’ depending on who is speaking.

The Planning Board meeting started at 7:00 pm.

The minutes from Tuesday, June 27, 2023 were accepted as written.

- **The Planning Board Chairman began the regular meeting with The Pledge of Allegiance.**
- **Unfinished Business**

Conditional Use Permit – Replace Retaining Walls – Map 24, Lot 24 (7 Acorn Way) – Matt Colton, Applicant; Jeff Gaudette, Property Owner

Mr. Colton and Mr. Arey from Mainely Barge, and Mr. Gaudette were present for the review of the application.

Provided along with the application, was a Letter of Authorization, which stated in part, that Jeff Gaudette grants permission to Matthew Colton to act as his agent in all aspects in order to obtain a building permit from the Town of Shapleigh, for property located at 7 Acorn Way, Map 24, Lot 24, dated 6/6/2023.

Provided was a copy of the Permit by Rule Notification Form, dated 6/2/2023, with the Brief Project Description as follows: *Replace existing / failing retaining walls along shoreline and rebuild house.*

Provided was a sketch plan which depicted the lot, existing house, and highlighted in orange, ‘Walls and Steps to be Replaced’; highlighted in green, ‘Vegetation - All vegetation that is Removed will be Replaced with Native Trees, Bushes, and other Ground Cover’.

Provided were existing conditions pictures of the property, showing the house, wood retaining wall, vegetation, and stones at the water’s edge.

The detailed application description is as follows: *Failing camp / retaining walls / dead trees and replace with new camp, walls and vegetating. 30% increase on house and existing location on walls and camp.*

Provided this evening was a plan entitled ‘Plan Showing a Boundary Survey & Existing Conditions Made for Jeff Gaudette, 39 Sandy Pond Road, North Wakefield, NH 03872 of Property Located on Acorn Way in Shapleigh, Maine’, drafted by Joseph Stanley, PLS #2453 of LinePro Land Surveying, LLC, located in Springvale, Maine. The plan depicts the location of Acorn Way, the abutting property owners, which are David B. Folsom on Map 24, Lot 26, and James E. & Barbara A. Bates, on Map 24, Lot 25; the existing house with deck; existing pump house; gravel driveway; and proposed septic location. The 100 foot setback to the high-water-mark was noted on the plan; the 50 foot distance to the centerline of Acorn Way; the distance from the existing house/deck to the high water mark is noted to be 21 feet at its closest point to the high-water-mark and it is 20.1 feet to the lot line adjacent to Lot 25. Existing trees are located in the area surrounding the proposed septic system, and other trees (but not all) are located on the property, along with the location of replacement trees, which will be placed along the side lot line adjacent to Acorn Way and Lot 25. In addition, proposed Sweetfern & Hosta were located behind where the new wall will be placed along the water’s edge. Various tree grids were located on the plan, and plan Note 8 speaks to the grids and is written as follows:

Tree Location:

Not all trees on the lot were located as part of this plan.

- a. Tree Area A (highlighted in light green) – Trees in this area were located and displayed following the normal DEP Guidelines for “Clearing Vegetation in the Shoreland Zone” using the point system with 25’ x 50’ grids.
- b. Tree Area B (highlighted in white) – **All** of the trees within Area B were located. Area B is the land in and around the proposed septic system. As part of the proposed septic plan there will be a significant amount of earth/trees removed from Area B. It is recommended that LinePro return to the site after all earth/tree removal has been completed and locate the remaining trees. After LinePro has determined how many trees have been removed as part of this process a replanting plan can be completed.

On June 27th, the board tabled the application waiting for a revegetation plan prepared by someone with expertise in what is best for this location.

Steve F. stated the board was looking for additional information for the retaining wall. Mr. Colton stated that he believed the board was looking for revegetation. Steve stated the revegetation and the tree points on site. Mr. Colton provided a plan depicting the entire site, and pointed out the general location of the retaining wall on the plan. Mr. Colton stated in the key on the plan it showed the trees that were going and the fact they would make up the points. He said they had a proposed revegetation plan for stabilization of the retaining wall. He said there was no vegetation now, but they wanted to put ground cover. Madge B. noted there was vegetation in that area, but at the site inspection she noted it had been removed. Madge, looking at the pictures provided, showed there was vegetation on site previously. She said her point previously was that there was vegetation. Mr. Colton said, “Yup, so we are going to replace it with Sweetfern, Hosta, you know ground cover.” Mr. Colton stated he was able to get some information from a past meeting, information from local nurseries saying what is native to Shapleigh. He said he has a document from Moody’s Nursery and one from Skillins, and there is a list of native shrubs and trees to the area. Madge said, “Good.”

Mr. Colton stated that the grids on the plan are 25’ x 50’. Ann H. said she was curious about the size and said it appears this is the State requirement. Mr. Colton agreed. Ann asked if they take the acreage and divide it into grids? Mr. Colton stated that every red block on the plan is 25 by 50. He said that Joe

Stanley (surveyor who drafted the plan), and CEO Demers have figured it out. He said it was uncharted territory, so they are trying to come up with something generic and useable for the future. Steve F. stated that the zoning ordinance does identify the grid in §105-51 ‘Clearing or removal of vegetation for activities other than timber harvesting’.

Steve F. said that the board needed to stick to the review of the wall. He asked if the board felt they had reviewed the wall enough? He said they had previously gone through §105-51 and §105-73 ‘Conditional use permits.’

Steve F. stated that this project (the wall), was going on simultaneously with the structure replacement. He asked Mr. Colton if he wanted to set a start date and end date for the wall? Mr. Colton stated that yes, he wanted to keep the wall separate from the replacement structure. Mr. Colton stated they would not be doing the wall until late fall because the water was extremely high, so a possible start date was at the end of August and an end date of June 15, 2024, which includes the revegetation of the area.

Steve F. stated the conditions of approval are as follows:

- 1) Best Management Practices shall be used until the project is completed.**
- 2) A licensed surveyor shall confirm in writing that the placement of the new structure(s) is correct per the specifications approved by the Planning Board, and provide this information to the Code Enforcement Officer.**
- 3) The project, including the revegetation plan as provided, shall be completed by June 15, 2024. If this date cannot be met, the applicants shall come back before the board to amend the approval and set a new date of completion.**
- 4) Photographs were received for preconstruction of the shoreline, vegetation and development site. Post construction photos shall be required within 20 days of completion of the project, to both the Planning Board and Code Enforcement office. These photos must show both the new walls and revegetation / stabilization of the area.**
- 5) All debris from the existing wall(s) shall be removed by the applicant, taken out of the Town of Shapleigh, and disposed of properly.**

Steve F. asked if there were any other conditions of approval? There were no other comments.

Ann H. made the motion to approve the replacement of the retaining wall(s) at 7 Acorn Way, keeping the wall the same size and in the same location, with the stated conditions. Madge B. seconded the motion. By a vote of 5 – 0, the motion to approve was unanimous.

Nothing more was discussed.

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**Findings of Fact**

1. The owner(s) of Shapleigh Tax Map 24, Lot 24 (7 Acorn Way) is Jeffrey A. Gaudette, mailing address of 39 Sandy Point Road North, East Wakefield NH 03830, per Warranty Deed, BK 19248, PG 213, recorded 6/1/2023.

2. The property is located in the Shoreland District, and according to the Assessor's office, it contains .5 Acres.
3. Provided was a copy of the Permit by Rule Notification Form, dated 6/2/2023, with the Brief Project Description as follows: *Replace existing / failing retaining walls along shoreline and rebuild house.*
4. Provided was a sketch plan which depicted the lot, existing house, and highlighted in orange, 'Walls and Steps to be Replaced'; highlighted in green, 'Vegetation - All vegetation that is Removed will be replaced with Native Trees, Bushes, and other Ground Cover'.
5. Provided were existing conditions pictures of the property, showing the house, wood retaining wall and stones at the water's edge.
6. The detailed application description is as follows: *Failing camp / retaining walls / dead trees and replace with new camp, walls and vegetating. 30% increase on house and existing location on walls and camp.*
7. A notice was mailed to all abutters within 500 feet of the property on June 15, 2023. Meetings were held on Wednesday, June 14, 2023, Tuesday, June 27, 2023 and Tuesday July 11, 2023. A site inspection was done by members prior to the meeting on June 27th.
8. The application as presented met the performance standards under §105-73 'Conditional Use permits' as per the documentation provided and as presented with five conditions. The proposed new wall will not have an adverse effect on aquatic life or wildlife; the project will help to conserve shore cover by stopping stormwater from entering the lake; the use is consistent with the Comprehensive Plan which wants to protect the waterbodies from stormwater / erosion; traffic access to the site is safe for the intended project; the lot is not located within the flood zone; the existing walls will be removed by the applicant & shall be taken out of Shapleigh; the walls will be constructed per the engineered plans from R. Pepin & Sons and will help prevent stormwater from entering the lake; erosion control measures shall be approved by the Code Enforcement Officer; the project takes place near the lake and fire protection is not a requirement for this project; there is limited noise and dust from the construction of the walls which shall be completed by June 15, 2024; performance standards will be met with five conditions.
9. The application as presented met the conditions under §105-4.D(5) 'Removal, reconstruction or replacement' of a non-conforming structures, all existing vegetation shall be replaced with native vegetation in accordance with §105-4.D(7)(b), and a licensed surveyor shall place the wall to be sure it does not encroach onto the lake or neighboring properties.
10. The application as presented met the conditions under §105-39 'Earth removal and filling for activities other than mineral exploration and extraction'. The extent and type of fill is appropriate for the scope of the project; the contractor shall be licensed by the MDEP in erosion control practices, the Code Enforcement Officer shall make sure best management practices are put into place, and the project shall be completed by June 15, 2024.

11. The Planning Board unanimously agreed to approve the Conditional Use Permit for earth moving in the Shoreland District to replace the existing walls, on Map 24, Lot 24 (7 Acorn Way), per the documents provided and as presented, with five conditions.

12. **The conditions of approval are as follows:**

- 1) **Best Management Practices shall be used at all times until the project is completed, which includes the revegetation and stabilization of all areas disturbed by the project. The person doing the project shall be DEP certified in best management practices (unless the homeowner does the project in its entirety).**
- 2) **A licensed surveyor shall confirm in writing that the placement of the new structure(s) is correct per the specifications approved by the Planning Board, and provide this information to the Code Enforcement Officer.**
- 3) **The project, including the revegetation plan as provided, shall be completed by June 15, 2024. If this date cannot be met, the applicants shall come back before the board to amend the approval and set a new date of completion.**
- 4) **Photographs were received for preconstruction of the shoreline, vegetation and development site. Post construction photos shall be required within 20 days of completion of the project, to both the Planning Board and Code Enforcement office. These photos must show both the new walls and revegetation / stabilization of the area.**
- 5) **All debris from the existing walls shall be removed by the applicant, taken out of the Town of Shapleigh, and disposed of properly.**

**The Conditional Use Permit for earth moving in the Shoreland District in order to replace the existing retaining walls, the same size and same location as the existing on Map 24, Lot 24 (7 Acorn Way), per the documents provided and as presented, with five conditions, was approved.**

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**Best Practical Location – Replace Structure – Map 24, Lot 24 (7 Acorn Way) – Matt Colton, Applicant; Jeff Gaudette, Property Owner**

Mr. Colton, Mr. Arey, and Mr. Gaudette were present for the review of the application.

Provided along with the application, in addition to the above information, was a plan drafted by Joseph L. Stanley, PLS #2453, dated June 13, 2023, entitled ‘Plan Showing a Boundary Survey & Existing Conditions Made for Jeff Gaudette, 39 Sandy Pond Road, North Wakefield, NH 03872 of Property Located On Acorn Way in Shapleigh Maine’. The plan depicted the following abutters: David B. Folsom, YCRD Book 17466, Page 322, Shapleigh Tax Map 14, Lot 26; & James E. & Barbara A. Bates, YCRD Book 15471, Page 350, Shapleigh Tax Map 24, Lot 25. The plan depicts the applicants lot, registered at the YCRD Book 19248, Page 213, Shapleigh Tax Map 24, Lot 24, consisting of 24,834± sq. ft.; the location of Acorn Way (Gravel) in relation to the lot; the existing gravel driveway; the existence of 10 trees over 13 inches in diameter; a pump house; the location of the existing structure, which sets 27.8’ from the high-water-mark to the foundation and 21 feet to the high-water-mark at the closest point on the deck; and 20.1 feet from the deck to the lot line of Map 24, Lot 25. Also noted on the plan is the 100 foot setback to the HWM, the 10’ setback location to Map 24, Lot 25, and the 50’ setback to what appears to be the centerline of Acorn Way. There are typical notes on the plan which include Deed References, Plan References, Basis of Bearings, Underground Utilities, Zoning Information, along with Road Record, and a note regarding the high-water mark to Mousam Lake, and that property ownership is to the low-water mark.

Provided were existing conditions pictures of the property, showing the house, vegetation, wood retaining wall and stones at the water's edge.

The detailed description on the application is as follows: *Replace existing camp with new foundation and septic.*

Provided this evening was a plan entitled 'Plan Showing a Boundary Survey & Existing Conditions Made for Jeff Gaudette, 39 Sandy Pond Road, North Wakefield, NH 03872 of Property Located on Acorn Way in Shapleigh, Maine', drafted by Joseph Stanley, PLS #2453 of LinePro Land Surveying, LLC, located in Springvale, Maine. The plan depicts the location of Acorn Way, the abutting property owners, which are David B. Folsom on Map 24, Lot 26, and James E. & Barbara A. Bates, on Map 24, Lot 25; the existing house with deck; existing pump house; gravel driveway; and proposed septic location. The 100 foot setback to the high-water-mark was noted on the plan; the 50 foot distance to the centerline of Acorn Way; the distance from the existing house/deck to the high water mark is noted to be 21 feet at its closest point and it is 20.1 feet to the lot line adjacent to Lot 25. Existing trees are located in the area surrounding the proposed septic system, and other trees (but not all) are located on the remaining area of the property, along with the location of replacement trees, which will be placed along the side lot line adjacent to Acorn Way and Map 24, Lot 25. In addition, proposed Sweetfern & Hosta were located behind where the new wall will be placed along the water's edge. Various tree grids were located on the plan, and plan Note 8 speaks to the grids and is written as follows:

**Tree Location:**

**Not all trees on the lot were located as part of this plan.**

- a. Tree Area A (highlighted in light green) – Trees in this area were located and displayed following the normal DEP Guidelines for "Clearing Vegetation in the Shoreland Zone" using the point system with 25' x 50' grids.
- b. Tree Area B (highlighted in white) – **All** of the trees within Area B were located. Area B is the land in and around the proposed septic system. As part of the proposed septic plan there will be a significant amount of earth/trees removed from Area B. It is recommended that LinePro return to the site after all earth/tree removal has been completed and locate the remaining trees. After LinePro has determined how many trees have been removed as part of this process a replanting plan can be completed.

Steve F. said the next item to review is the best practical location for the structure on 7 Acorn Way. Mr. Colton stated that he is presenting the best practical location for the house, they want the new structure to be in the same location as the existing. He said the board was waiting for the revegetation plan, and he is talking about Area B on the new plan. He said Area B is where the septic system will be located, taking into consideration everyone's wells, property boundaries, etc. He noted he was not the site evaluator, he is not the one that designed it. He said the grids are on the plan, they make all the points required. He pointed the grids out to the board using the plan. He showed the vegetation that will remain, and said they did not grid the entire site because Mr. Stanley was still trying to figure out what will be new common practice for tree grids. He stated that the entire hill will be removed, so the trees have to be removed, and they will replant. The board continued to review the plan with Mr. Colton. Mr. Colton stated they would be replanting with trees that were 2 to 4 inches in diameter and they are worth 2 points each. It was noted by Mr. Colton that the trees would be several different species, because Mr. Stanley stated that in the ordinance the trees cannot all be the same. Steve stated that he was correct.

Steve F. reviewed §105-46 ‘Sanitary provisions’, Section E. which read as follows:

E. Wastewater systems in the Shoreland District; use of fertilizers.

- (1) All subsurface wastewater disposal systems that are in the Shoreland Zoning District and within 100 feet of the shoreline shall comply with the present Maine state plumbing laws effective January 1, 1998.
- (2) Clearing or removal of woody vegetation necessary to site for a new system, and any associated fill extensions, shall not extend closer than 75 feet, horizontal distance, to the normal high-water line of a water body or the upland edge of a wetland.
- (3) A holding tank is not allowed for a first-time residential use in the Shoreland Zone.
- (4) The use of fertilizers shall be banned within 100 feet of the shoreline.

Mr. Colton stated that he believed he was 100 feet to the high-water-line from the proposed leachfield. Ann H. asked if they could not remove any vegetation between the high-water-line and the 75 foot mark, because that is within the 75 feet under (2). Steve F. thought this was correct. Ann asked Mr. Colton if he would be able to remove the hill without removing the vegetation in that area. Mr. Colton stated that they have to remove the vegetation, but they plan on replanting; anything within the square can be removed and replanted according to CEO Demers and Mr. Stanley. Ann wanted to be sure they were meeting the requirement in the ordinance. Mr. Colton stated that Mr. Stanley and CEO Demers have been talking about this, perhaps the board can put a condition that this is pending CEO Demers approval. Ann said again she was concerned with the 75 foot restriction, not wanting the homeowner to get fined by the DEP if they cut trees within the 75 feet. Mr. Colton stated again they have the grid and they will be making up the points and he added that the grid is State law. Ann stated that the ordinance is more stringent, and we have to go by what is more stringent. Mr. Colton stated that Shapleigh requires a 1 for 1 replant, and they will be putting back more than 1 for 1 for trees. Ann stated that it is only 1 for 1 for retaining walls.

Steve F. reviewed §105-51 ‘Clearing or removal of vegetation for activities other than timber harvesting’, reading from Section B ‘Buffer strips of vegetation’ as follows:

- (1) (a) There shall be no cleared opening greater than 250 square feet in the forest canopy (or other existing woody vegetation if a forested canopy is not present) as measured from the outer limits of the tree or shrub crown. However, a single footpath not to exceed six feet in width as measured between tree trunks and/or shrub stems is allowed for accessing the shoreline, provided that a cleared line of sight to the water through the buffer strip is not created.
- (b) Selective cutting of trees within the buffer strip is allowed, provided that a well-distributed stand of trees and other natural vegetation is maintained. For the purposes of this section, a ‘well-distributed stand of trees’ adjacent to a great pond classified GPS, or a river stream flowing to a great pond classified GPS, shall be defined as maintaining a rating score of 12 or more in any twenty-five-foot-by-twenty-five-foot square (625 square feet) area as determined by the following rating system:

| <b>Diameter of Tree at 4 ½ Feet</b> |               |
|-------------------------------------|---------------|
| <b>Above Ground Level (inches)</b>  | <b>Points</b> |
| 2 to 4                              | 1             |
| Greater than 4 to 12                | 2             |
| Greater than 12                     | 4             |

[1] Adjacent to other water bodies, tributary streams and wetlands, a “well-distributed stand of trees” is defined as maintaining a minimum rating score of eight per twenty-five-foot-by-twenty-five-foot square area.

Steve F. asked Mr. Colton what they used as a measurement. Mr. Colton stated they used 25 foot by 50 foot. Mr. Colton stated he had to remove the trees but they may be able to replant 20 feet away from the disposal field. Mr. Colton stated that on plan Note 9 it states that Mr. Stanley should come back to the site to see what has been removed and what is needed to make the points. (Note 9 states in part: As part of the proposed septic plan there will be a significant amount of earth/trees removed from Area B. It is recommended that LinePro return to the site after all earth/tree removal has been completed and locate the remaining trees. After LinePro has determined how many trees have been removed as part of this process a replanting plan can be completed.) Mr. Colton stated that after the work is done, if they leave some of the trees they will not survive. He said when they are finished the area will be flat and freshly landscaped. Using the plan, he showed that most of Area B will be removed.

Ann H. was still concerned with the wording under §105-46. Steve F. stated that §105-51 was not as specific as 105-46. Mr. Colton thought the board was just dealing with the best practical location for the structure. Steve stated the board was dealing with the relocation of the house and the board also has to make sure there is a suitable septic system. He said if a septic system is going in in conjunction with the project, which they are doing, then the board has to look at §105-46.E. Mr. Colton said that if the Maine State Site Evaluator says this is the best location for the leachfield, isn't the location of the house where it has to be. Steve said that the Planning Board has to decide the location based on slope, which is a big factor in this case, where the best possible spot is for the house. He said he had no problem relocating the house where it is, because it is disturbing less. He said the biggest disturbance for the lake is the septic system. Madge B. said she thought the board agreed at the last meeting they did not want to move the structure. Steve agreed. Madge said the only other place it could be moved would be where there are slope problems. Steve agreed. Mr. Colton believed all the board wanted was to see a revegetation plan. He said they provided a plan, which showed the grids and the fact they will meet the point system. He stated that in addition, Mr. Stanley will come back to be sure they make the points. Mr. Gaudette stated that he believed he was over the points required for the tree count. Mr. Colton agreed.

Steve F. stated this was a lot to take in, having just being presented the plan. He said he will not speak for the board, if they feel comfortable making the decision and moving forward, or if they need more time to review the plan. Barbara F. let the board know they can get an opinion on the application plan from the DEP if they choose to. Mr. Colton stated this was all new, and Mr. Stanley was working with CEO Demers to try to figure out what should be on the plan and what is required.

Mr. Colton stated he sat down with Mr. Stanley yesterday to show on the plan what Mr. Gaudette wanted for revegetation. He said he could see the big picture, where the septic will be, that the hill will have to come out, the area will be revegetated away from the septic, and the trees will be planted. He said it will follow State and Town law.

Steve F. asked the board how they felt? Maggie M. said what she wasn't sure of was the new normal, the grid. She said a few weeks ago CEO Demers gave her a grid to look at for her trees, and it was 25' x 25' feet. Mr. Colton stated that his is 25' x 50'. Mr. Arey stated that you have to have 12 points in 25' x 25', so in 25' x 50' you have to have 24. Maggie said that they just made it bigger, it is actually two 25 x 25's. Mr. Gaudette said it was the same thing, the points are just less on the 25 x 25. Maggie said that she did not know if they had to make a change to the ordinance, if you are calling this the new normal? Mr. Colton said that on a small space you do the 25 x 25, and in a larger space 25 x 50. Steve stated that the ordinance states 'Adjacent to other water bodies, tributary streams and wetlands, a "well-distributed stand



of trees” is defined as maintaining a minimum rating score of eight per twenty-five-foot-by-twenty-five-foot square area’. Mr. Arey and Mr. Gaudette stated that if this is the case, they have more points than needed. Mr. Gaudette added that they have more points on the replant. Ann H. added that you also have to look at the 250 foot canopy in the 25 x 25. Ann said she was still concerned with the sentence under sanitary provisions regarding the 75 foot setback.

Steve F. read from 105-51, Section B(b)[2][c] ‘Where conditions permit, no more than 50% of the points on any twenty-five-foot by twenty-five-foot square area may consist of trees greater than 12 inches in diameter’. He then read Section B(b)[3] ‘For the purposes of Subsection B(1)(b), “other natural vegetation” is defined as retaining existing vegetation under three feet in height and other ground cover and retaining at least three saplings less than two inches in diameter at 4 ½ feet above ground level for each twenty-five-foot by twenty-five-foot square area. If three saplings do not exist, no woody stems less than two inches in diameter can be removed until three saplings have been recruited into the plot.’ Next he read Section B(b)[4], ‘Notwithstanding the above provisions, no more than 40% of the total volume of trees four inches or more in diameter, measured at 4 ½ feet above ground level, may be removed in any ten-year period.’

Maggie M. stated with respect to the 75 feet, if you are putting in a retaining wall, you cannot avoid taking something within 75 feet. Steve F. stated the 75 feet rule is specific to septic systems. Ann H. said that is what she was speaking about, it states you cannot take anything with 75 feet of the water for the septic. Mr. Arey stated that they have done many shoreline stabilizations for septic systems; projects for properties on Treasure Island, on properties that do not even have 75 feet of depth on the property. He said they go in and remove an old tank and put a full blown system in, and it doesn’t go before the Planning Board, only CEO Demers. He said they take trees within 75 feet. Members continued to talk about the 75 foot mark, some using the plan for the discussion. Mr. Colton spoke of a current project, where they are working within 75 feet of the water, where they are removing trees and there is no call for revegetation at all from the CEO. He thought what they are doing with this plan is the new normal.

Steve F. said he understood the scope of the project, and he wanted to be sure the board reviewed it correctly. He said he appreciated the work that has gone into the plan, but it is a lot to review. He asked the board if they felt comfortable moving forward with the plan and application? Madge B. thought it would be good to have CEO Demers discuss the plan with the board. Steve asked if the board wanted a workshop? Madge thought CEO Demers could speak to the replacement system. She added that she would also like Joe Stanley to be involved in the execution of the plan. She believed he was willing to. Steve added that it was Mr. Stanley’s stamp on the plan. Madge asked if his stamp on the plan meant the project would get done as the plan is drafted? Steve said, “No, it’s on Mike”. Madge said she would prefer to hear from Mike (CEO Demers). Steve said Mr. Stanley’s stamp on the plan means the trees are where he says they are. Steve said there was a note on the plan which states “Not all trees on the lot were located as part of this plan. Tree Area A – Trees in this area were located and displayed following the normal DEP Guidelines for “Clearing Vegetation in the Shoreland Zone” using the point system with 25’ x 50’ grids.” Ann H. said again that she believed the trees were on the plan, the points were there, but she didn’t want anyone to get fined because of not following the septic ordinance.

Steve F. stated he was fine taking a bigger look at the plan, but if the board is comfortable moving forward they can do that as well. Maggie M. thought the board could wait until Mike (CEO Demers) comes back from vacation. Steve said the board has time between now and the next meeting to meet on

the project. Madge B. said she would like to meet with CEO Demers. Steve said he would take a motion to table.

**Madge B. made the motion to table the application until the board has had time to go over the plan with CEO Demers, and bring the application back up at the next meeting on July 25<sup>th</sup>. Maggie M. seconded the motion. By a vote of 5 – 0, the motion to table was unanimous.**

The board members thanked Mr. Colton for the plan he provided.

Nothing more was discussed.

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**Conditional Use Permit – 8’ x 16’ Storage Shed within 25 of the ROW in the Shoreland District – Map 33, Lot 20 (84 Treasure Island Road) – Haskell Kingston, Applicant & Property Owner**

Mr. Kingston was present for the review of the application.

Provided along with the application, was a copy of the Subsurface Wastewater Disposal System Application, drafted by John E. Large, SE #7, dated 10/18/1996, for a 2 bedroom single family dwelling.

Provided was a plan entitled, ‘Site Plan Land of Haskell C. & Cynthia A. Kingston, 84 Treasure Island Road, Square Pond, Shapleigh, York County, Maine’, drafted by Christen B. Wilber, PLS #2351, dated 4/30/2023. The plan depicted the existing 1 story camp, lot dimensions, location of Square Pond and Treasure Island Road, and distance calculations for the proposed 8 x 16 shed. The shed was shown as being 25 feet from the side lot line and front lot line adjacent to Treasure Island Road, and 100+ feet from the high water mark.

The detailed application description of the project is as follows: *16 x 8 Shed for Storage*

This evening Mr. Kingston provided another copy of the plan for the board members, which included a signature box for them to use for signatures once approved.

Steve F. stated the applicant, Mr. Kingston, wanted to put an 8 x 16’ storage shed on his property, within 25 feet of the right-of-way in the Shoreland District. Steve said he believed the only thing the board needed to do was notify abutters. Barbara F. stated that she had no comments from anyone.

Madge B. said she had no issue with this project. Mr. Kingston reminded the board there would be no septic, no electric, and no water for the shed. Steve F. said there was only 1 tree to be removed. Mr. Kingston agreed there was one dead tree to remove.

**Steve F. stated the conditions of approval are as follows:**

- 1) Best Management Practices shall be used at all times until the project is completed.**
- 2) A licensed surveyor shall confirm in writing that the placement of the new structure is correct per the specifications approved by the Planning Board, and provide this information to the Code Enforcement Officer.**
- 3) The plan provided shall be recorded within 90 days of approval, otherwise the approval becomes null and void. Proof of the recording shall be given to the Planning Board and Code Enforcement Officer.**

Steve asked Mr. Kingston what his date of completion would be? Mr. Kingston said he would have it in by September. Steve asked if September 30<sup>th</sup> would be good. Mr. Kingston said that would be good. Steve said there was no existing shed, so there is no debris.

- 4) **The project shall be completed by September 30, 2023. If this date cannot be met, the applicants shall come back before the board to amend the approval and set a new date of completion.**

Steve asked if there were any other conditions that the board would like to impose? There were no other conditions noted. Steve stated he would entertain a motion.

**Madge B. moved that they approve the application for a Conditional Use Permit to place a shed on the property located at 84 Treasure Island, within 25 feet of the right-of-way with the stated conditions. Maggie M. seconded the motion. By a vote of 5 – 0 the motion to approve was unanimous.**

Board members signed the applicant’s plans, and again reminded him that he needed to record the plan at York County Registry of Deeds within 90 days, or the approval would become null and void.

Mr. Kingston stated that he would be putting the shed on cinder blocks. He asked if the 25 feet started at the cinder block or did it start at the wall of the shed? Steve F. asked if he was putting big cinder blocks down? Thomas C. asked if he was cementing them down? Mr. Kingston stated that he was not. Steve asked how much they stuck out beyond the building? Mr. Kingston thought they may stick out 4 inches. Steve thought that he would need to measure from the building. Mr. Kingston asked if he had to get another survey once the building is in? Barbara F. stated that she believed the surveyor only had to send CEO Demers a letter stating the building is placed per the plan. Steve agreed.

Nothing further was discussed.

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Findings of Fact

1. The owner(s) of Shapleigh Tax Map 33, Lot 20 (84 Treasure Island) are Haskell C. & Cynthia A. Kingston, of 8 Hobbs Circle, Eliot Maine, mailing address of P.O. Box 104, Eliot Maine 04001, per Warranty Deed, BK 17356, PG 198, recorded 11/2/2016.
2. The property is located in the Shoreland District, and according to the Assessor’s office, it contains .49 Acres.
3. Provided was a plan entitled, ‘Site Plan Land of Haskell C. & Cynthia A. Kingston, 84 Treasure Island Road, Square Pond, Shapleigh, York County, Maine’, drafted by Christen B. Wilber, PLS #2351, dated 4/30/2023. The plan depicted the existing 1 story camp, lot dimensions, location of Square Pond and Treasure Island Road, and distance calculations for the proposed 8 x 16 shed. The shed was shown as being 25 feet from the side lot line and front lot line adjacent to Treasure Island Road, and 100+ feet from the high water mark.

4. Provided along with the application, was a copy of the Subsurface Wastewater Disposal System Application, drafted by John E. Large, SE #7, dated 10/18/1996, for a 2 bedroom single family dwelling.
5. The detailed application description of the project is as follows: *16 x 8 Shed for Storage*
6. A notice was mailed to all abutters within 500 feet of the property on June 28, 2023. Meetings were held on Tuesday, June 27, 2023 and Tuesday, July 11, 2023.
7. The application as presented met the performance standards under §105-73 ‘Conditional Use Permits’ as per the documentation provided and as presented with four conditions. The proposed new structure(s) will not have an adverse effect on aquatic life or wildlife, Best Management Practices (BMP) shall be used during placement of the structure as required and the structure sits beyond the 100 foot mark to the high water mark; no vegetation is being removed at the shoreline; the Comprehensive Plan does not directly address this at present but does want safe and healthy growth, the new structure(s) will meet the ordinance standards; there is no traffic access to this location; a State approved Septic System is on site; there are no hazardous materials associated with the application; there shall be no additional stormwater going into the water or onto adjacent properties during placement of the structure or once the project is completed; any required BMP shall be approved by the Code Enforcement Officer; the project takes place near the lake and fire protection was not addressed for this project; there is minimal vegetation being removed for this project, and the shed shall be completed by September 30, 2023; there is no glare, odors and the like produced by this project; all performance standards shall be met with four conditions.
8. The board members reviewed 105-19.D Front yards. When a lot fronts on the shore and on a road or right-of-way, both the shoreland setback of 100 feet and the front setback as defined in § 105-18 shall be met, except on nonconforming lots of record, in which case the setback may be no less than 25 feet from the property line or road. This reduction shall require a conditional use permit from the Planning Board. All conditional uses approved relating to setbacks shall require confirmation, in writing, by a licensed surveyor that the placement of the structure is correct and the plan shall be recorded in the York County Registry of Deeds within 90 days of the date of the Planning Board approval. If the plan is not recorded within this time period, the approval of the Planning Board shall be null and void. *The application as presented met the requirements, placing the structure 25 feet from the right-of-way.*
9. The Planning Board unanimously agreed to approve the Conditional Use Permit for the 25 foot setback from the right-of-way to construct an 8’ x 16’ shed in the Shoreland District, 100 feet from the high water mark, on Map 33, Lot 20 per the plan provided by Christen B. Wilber, PLS #2351 of Eliot, Maine, dated April 30, 2023, with four conditions.
10. **The conditions of approval are as follows:**
 - 1) **Best Management Practices shall be used at all times until the project is completed, which includes the revegetation and stabilization of all areas disturbed by the project. The person doing the project shall be DEP certified in best management practices (unless the homeowner does the project in its entirety).**

- 2) A licensed surveyor shall confirm in writing that the placement of the new structure is correct per the specifications approved by the Planning Board, and provide this information to the Code Enforcement Officer.
- 3) The plan provided shall be recorded within 90 days of approval, otherwise the approval becomes null and void. *Proof of the recording shall be given to the Planning Board and Code Enforcement Officer.*
- 4) The project shall be completed by September 30, 2023. If this date cannot be met, the applicants shall come back before the board to amend the approval and set a new date of completion.

Decision:

The Conditional Use Permit to approve the 25 foot setback from the right-of-way to construct an 8' x 16' shed in the Shoreland District, 100 feet from the high water mark, on Map 33, Lot 20 per the plan provided by Christen B. Wilber, PLS #2351 of Eliot, Maine, dated April 30, 2023, with four conditions was approved.

New Business:

Conditional Use Permit – Howling Hunger Food Truck – Map 7, Lot 3-2 (926 Shapleigh Corner Road) – Tiffany Riley, Applicant; James Correggio, Property Owner

Mrs. Riley was present for the application, along with her husband, David.

Provided was a letter dated June 29, 2023, from property owner James Correggio, stating the following: *Please be advised, I give my permission for the Howling Hunger Food Truck to utilize my property at 926 Shapleigh Corner Road, Shapleigh ME.*

Provided along with the application was the GIS picture of the property, which depicted the existing structures on site, parking area, and the entrance onto State Route 11. The Land Use Secretary placed the existing parking plan in the file, which showed there is currently parking for 40 cars in the area adjacent to the Exit Key Realty Building.

Provided was a copy of the State of Maine, Dept. of Health and Human Services permit, EST ID: 30959, expiration date of 5/6/2024 for Tiffany Riley / Howling Hunger. A Certificate of Liability Insurance was provided for Commercial General Liability, Policy No. P102.025.162.1 from Hiscox Insurance Company Inc., 5 Concourse Parkway, Suite 2150 Atlanta, GA 30328.

Provided was a letter dated June 27, 2023 from Tiffany Riley, which stated the following: *I am applying for a Conditional Use Permit that will allow me to park and serve food from my food trailer at Tax Map 7, Lot 3-2, by Exit Key Real Estate on Route 11 in Shapleigh.*

The business owner of Exit Key Real Estate has requested my services one day per week, which will most likely be Fridays. I want to request permission to utilize Monday through Friday as potential serving days at Exit Key Real Estate, in the event the owner asks for a different day.

Jim Correggio, the property owner, has also agreed to allow Howling Hunger’s food service at the property. He is planning to submit a written statement via email to the Land Use Secretary.

As noted on my CUP application and approved permit to park and serve food at 63 Emery Mills Road, the unit (food trailer) is self-contained and does not require access to electrical, plumbing, or other utilities. Food served will be take out only.

The application detailed description of the project is as follows: *Parking and serving food from Howling Hunger Food Truck Friday afternoons, 10 – 5 pm, by Exit Key Real Estate Building.*

Steve F. asked Mrs. Riley if she was going to do the same thing as at the Emery Mills location? Mrs. Riley stated that she was.

Steve F. asked if the board members had any questions? There were none. Steve asked what the hours of operation would be? The application read 10 am to 5 pm. She noted that these hours would not be hours of actual operation but these were hours including preparation. Mrs. Riley said that she put down the wrong hours on the application if they were only until 5 pm, it should say 9 pm. Mr. Riley said that they usually close at 6 pm, but they let the truck sit to cool off before they leave.

Steve F. stated that there would be no seating, no trash left on site. Mr. Riley stated there would be no seating and the trash will go with him to the transfer station. He said they usually only fill one half of a trash bag a day.

Steve F. stated with no other questions, they will pick up the application at the next meeting.

Steve F. stated a notice to abutters will be mailed and they will hold a public hearing at 6:30 pm on July 25th. A site inspection was not necessary, as all the board members knew the site location.

Nothing further was discussed.

Amendment to a Conditional Use Permit – Howling Hunger Food Truck / Add to Hours of Operation – Map 19, Lot 13 (63 Emery Mills Road) – Tiffany Riley, Applicant; Roger Berube, Property Owner

Mrs. Riley was present for the review of the application, along with her husband, David.

Provided along with the application was a letter dated June 27, 2023, from Tiffany Riley, which stated the following:

I am applying for an Amendment to a Conditional Use Permit that the Planning Board recently approved me for.

Per the request of several Shapleigh and Acton residents, I am requesting consent to add Tuesday through Friday as serving days for Howling Hunger Food Truck at 63 Emery Mills Road. We are currently only approved to park and serve from our food trailer between the hours of 11:00 am and 9:00 pm on Mondays. It has become evident that our service has become appreciated by residents, who have asked if we could be there more days per week.

Mainely Rustic, the main storefront at 63 Emery Mills, is closed on Mondays and Tuesday. Those are the two days we plan to serve food so as not to disrupt the flow of traffic or business for Mainely Rustic. We are requesting adding Tuesday through Friday in the event we want to add another day for special occasions.

Roger Berube, the property owner, has agreed to allow Howling Hunger Food Truck to park and serve food at 63 Emery Mills Rd. You will find his signature of agreement in the attached application.

The application detailed description read as follows: Looking to add a day per week to park and operate food trailer which already operates at location on Mondays.

Steve F. stated the next item to review is an amendment to the Conditional Use Permit for Howling Hunger Food Truck. Mr. Riley stated that they did not know Mainely Rustic was also closed on Tuesdays, so they will not be affecting the parking for that business, therefore they want to be open an additional day.

Steve F. said to be clear, you only want to add one day? Mrs. Riley said, “Yes”. Barbara F. noted that in her letter it states that they are requesting to add Tuesday through Friday in the event they want to add another day for special occasions. She asked them if they want Tuesday to Friday? Mrs. Riley said she really only wanted Monday and Tuesday. Barbara asked her if she wanted to come back to the board again for a special occasion? Steve asked the applicants what they had against Saturday and Sunday? Mrs. Riley stated that she is usually booked for Saturday and Sunday. Barbara reminded Mrs. Riley she did not have to be there 7 days a week, but she would have the option. Mrs. Riley agreed it was a good idea.

Steve F. stated that the applicant has modified her application from Sunday to Sunday and the hours are 10 am to 9 pm. The board members agreed this was a good idea for her business.

Steve F. asked the board members to review §105-73.G to see if the conditions have been met. Madge B. stated the board has already reviewed these conditions and the business meets all the conditions, they are only changing their hours of operation.

Madge B. moved to approve the amendment to the conditional use permit to extend the hours of operation for Howling Hunger Food Truck to be located on Map 19, Lot 13, all other existing conditions of approval continue to apply. Maggie M. seconded the motion. By a vote of 5 – 0, the vote to approve was unanimous.

Nothing further was discussed.

The Findings of Facts

1. The owner(s) of Shapleigh Tax Map 19, Lot 13 (63 Emery Mills Road) is Roger Berube Builders, Inc., mailing address of P.O. Box 14, Springvale, Maine 04083, per Warranty Deed - Book 14288, Page 266, dated 11/15/2004, registered at the York County Registry of Deeds.
2. The property is located in both the General Purpose District and Shoreland District, and according to the Assessor’s office, it contains 3 acres.

3. Originally provided was a GIS photo of Map 13, from which could be seen the lot lines, existing vegetation, structures and parking area, abutting properties, and Emery Mills Road.
4. Originally provided was a copy of the Town Tax Map 19, depicting Lot 13, and sketched on the lot was the existing structure, parking area, entrance and the proposed location of the food trailer. Notations on the sketch gave the distance from the food trailer to the water to be 350 feet and the distance from the food trailer to the road to be 130 feet.
5. Originally provided was a copy of the Onsite Wastewater Disposal System – Local Review and Verification Form, for Howling Hunger Food Truck, for the physical address of 44 Stone Post Road, Shapleigh, Maine, signed by Code Officer and Plumbing Inspector Mike Demers on 4/27/2023; indicating the site is to be used to park a mobile food trailer and dump grey water in approved septic system / not previously licensed. Also provided was a copy of the Subsurface Wastewater Disposal System Application for Stone Post Road, Shapleigh Maine, drafted by Kenneth Gardner, SE #73, dated 4/6/2023.
6. The application detailed description is as follows: *Looking to add a day per week to park and operate food trailer which already operates at location on Mondays.*
7. The original application met the Basic Performance Standards in the Zoning Ordinance, as well at the performance standards under §105-73 ‘Conditional Use Permits’, as approved on 5/23/2023. There is only one change being made to the original approval, which is extending the hours of operation.
8. The Planning Board unanimously agreed to approve the Amendment to the Conditional Use Permit to operate a mobile food trailer on Tax Map 19, Lot 13 (63 Emery Mills Road), to extend the hours of operation, keeping all other conditions of approval in place.
9. **The condition(s) of approval are as follows:**
 - 1) **Hours of operations are allowed 10 am to 9 pm, seven days a week.**
 - 2) **A receptacle for the trash shall be provided and it shall be removed at the end of day from the property.**
 - 3) **Any signage will be approved through the Code Enforcement Office.**
 - 4) **There shall be no picnic tables on site provided for customers.**
 - 5) **There shall be no glaring lights added to the property, the existing food trailer lights are allowed.**

Decision:

The Amendment to the Conditional Use Permit to extend the hours of operation from 10 am to 9 pm, seven days a week, for Howling Hunger Food Truck, on property known as Tax Map 19, Lot 13 (63 Emery Mills Road), keeping all other conditions of approval as written, was approved.

Conditional Use Permit – In-home Day Care – Map 10, Lot 12 (64 Mann Road – Morgan Angers, Applicant & Property Owner

Mrs. Angers was present for the review of the application.

Provided along with the application was a sketch plan of the site, which depicted the lot; 28 x 44 house; driveway/parking area; septic tank/leachfield location; well location; 12 x 16' shed; 40' x 40' area for goats/chickens; and 25' x 25' play yard for the children. The plan also noted the location of Little Ossipee River, Mann Road, and the abutting properties of 52 Mann Road and 74 Mann Road.

Provided was a copy of a water test for the property taken 6/2/2021, done by Nelson Analytical Lab, which showed the water to be safe from bacteria and lead on that date.

Provided was a copy of the Subsurface Wastewater Disposal System Application, dated 9/22/2020, done by Kenneth Gardner, SE #73 for a 3 bedroom single family home.

The application detailed description of the project is as follows: *Open a licensed in-home day care. No construction involved. Operational Hours: Mon – Fri, 6:30 am to 5:30 pm, excluding some holidays. Serving ages 6 wks. – 12yrs, 12 children max (with another staff). (10 children max by myself.)*

Steve F. asked Mrs. Angers to let the board know what she wanted to do. Mrs. Angers stated that she wanted to start a home day care for up to 12 children. She said she was in the process of putting up a fence, and she noted the location on the sketch plan, it was where the play yard for the children will be located. She said everything else on site is existing.

Madge B. asked how much space was for the driveway and parking? She asked how large both were. Mrs. Angers, using the sketch plan, showed where the parking was located and noted it was L-shaped. She said the driveway was about a car length wide. She said a car can pull in 3 spaces, and showed an area that was 2 cars wide and 3 cars deep. She also showed where on the plan the turn-around was located.

Steve F. stated that a public hearing would be held at 6:30 pm. on July 25th. He said a site inspection would be done at 6:00 pm that night, and a notice to abutters will be mailed. Mrs. Angers said she was the second house on the left on Mann Road, a small ranch.

Steve F. looked through some of the standards to make sure the board was not missing any information.

105-21 – Traffic. *Steve F. stated the board will check to see if there is a turnaround. Madge stated they will check the site distance at the site inspection, and it appears there is a turnaround, but the board can see how much space there is for parking. Mrs. Angers, using the plan, showed the board how she pulls in, turns around, and pulls out. Ann H. asked if there were any trees or bushes blocking the view? Mrs. Angers said the person she bought the property from already cleared the view.*

105-22 – Noise.

105-25 – Glare. *Madge B. asked about outdoor lighting, what she had or would she be adding any? Madge said if the day care was operating in the winter it could be dark in the evening when people pick the children up. Mrs. Angers said there is a front light on her house that is very bright. Madge said what the board does not want are lights that are directed out toward the road to blind people. Mrs. Angers said it just lights the outside area.*

Madge B. said that Mrs. Angers was not doing any construction, based on what she read on the application. Mrs. Angers agreed.

105-28 – Setbacks and screening. *Steve F. asked if there was a tree buffer along the property line or was it a lawn all the way to the neighbors. Mrs. Angers stated that there are trees on both sides.*

105-33 – Refuse disposal.

105-40.1 – Child day care. *Madge B. said she asked about the parking and thought Mrs. Angers stated she could park 3 vehicles? Mrs. Angers stated the area was about as wide as the house. She said her car would be the only car on site. Ann H. asked if she would have any employees? Mrs. Angers stated that she did not plan to. Maggie M., looking at the ordinance, stated that it required two spaces for the dwelling unit and two additional spaces minimum. She wondered since the applicant only had one vehicle if she only needed 3 spaces? Ann H. asked how large a parking space had to be? Steve stated 10' x 20', 200 sf total. Mrs. Angers noted that she can only have 10 children, minus her one child. She did not believe there would ever be more than 2 vehicles there at one time.*

Steve read the sections of the ordinance that applied to this application as follows:

A. A child day-care home or center may be conducted as a conditional use.

B. A child day-care home shall be allowed in a single-family dwelling located on a residential lot that meets the minimum lot size requirement, providing care for up to 12 children, which charges for their care and which holds all legally required licenses and approvals by the Town of Shapleigh and the State of Maine.

(1) A child day-care home may also include part-time care. “Part-time” in this use shall mean four hours per day, per child. *Steve asked what Mrs. Angers hours of operation would be? Mrs. Angers stated 6:30 am to 5:30 pm.*

(2) The parking area shall be large enough to accommodate the two spaces required for the dwelling unit, as well as two additional spaces minimum.

C. Day-care centers. (Does not apply.)

Steve asked Mrs. Angers if she was having any employees? Mrs. Angers stated that she was not.

D. Outside play areas shall be buffered from adjoining uses, including neighboring properties, and the parking area(s), by appropriate fencing or plantings.

E. All outside play equipment shall meet the required front, side, and rear setback requirements.

105-46 – Sanitary provisions. *Madge B. asked if she had a conforming septic system? Steve F. stated it was a new house with a new septic system.*

Norman B. asked if the water had been tested? Mrs. Angers stated that it had been in 2021 and it would be tested again once she was approved for the day care.

Steve F. stated that because he will not be at the next meeting or site inspection, he would like Mrs. Angers to add the front light to her plan, so the board knows it is adequately lit. He said he also wants a scale or measurement of the driveway and parking area, to show the area can accommodate her two spaces, as well as two vehicles behind those spaces. Steve told her that she can redraw this on the plan she provided. Madge B. added that the other board members will come see the site as well, prior to the next meeting.

Ann H. asked if there was a fence around the 25' x 25' play area? Mrs. Angers stated that she was in the process of putting one up. She said the holes for the posts are dug, they were just waiting for it to not be raining.

Steve F. stated that other than two modifications to the plan, the board members will see her on site prior to the next meeting at 6:00 pm. The public hearing will be at 6:30 pm.

Nothing more was discussed.

Growth Permits

There are growth permits available.

The meeting adjourned at 8:10 pm.

The Planning Board now meets the 2nd and 4th Tuesday of each month at 7:00 pm, unless it falls on a holiday or Election Day. Should there be a cancellation due to a storm event, holiday, or Election, the meeting will typically be held the following Wednesday, also at 7:00 p.m. Public hearings are held at 6:30 pm, just prior to the meeting.

Please contact the Land Use Secretary if there is a question in scheduling, 207-636-2839, x4.

Also visit www.Shapleigh.net, there is a calendar of events, and you will find Planning Board information there including schedules, the agenda, and minutes of the meetings.

Respectfully submitted,
Barbara Felong, Land Use Secretary
Town of Shapleigh
planningboard@shapleigh.net