



MINUTES PLANNING BOARD FEBRUARY 28, 2013

Don Fellows - Regular 2013
Jeffrey Ganong - Regular 2013
Dan Nezol - Regular 2014
Joshua Holmes - Regular 2015
James Lemieux - Regular 2015
Curtis Lunt - Associate 2013
Karin Paradis - Associate 2014

- 1. CALL TO ORDER:** The Chairman, Mr. Fellows called the meeting to order at 7:03 PM.
- 2. ROLL CALL:** Regular members present were Don Fellows, Josh Holmes, Dan Nezol, James Lemieux, and Jeff Ganong. Associate members present were Curtis Lunt; Karin Paradis was an excused absence. Also, present Amanda Bunker, Wright Pierce Community & Land Use Planner; Dennis Douglass, Code Enforcement Officer; Councilor Bickford, and Councilor Pesce totaling approximately three citizens in the audience.
- 3. CHAIR'S REVIEW OF MEETING RULES:** Suspended for this session. The Chairman, Mr. Fellows granted Mr. Lunt voting privileges.
- 4. WRITTEN COMMUNICATIONS:**

MINUTES OF JANUARY 24, 2013

VOTE (2013-10) Mr. Ganong seconded by Mr. Holmes moved to approve the minutes of January 24, 2013. **Order passed - Vote 5-0.**

- 5. PUBLIC HEARING: NONE**
- 6. UNFINISHED BUSINESS:**

SITE PLAN AND SUBDIVISION

REVIEW APPLICATIONS AND CHECKLISTS

Mrs. Bunker gave a brief overview of the Site Plan Application. She did some general clean up to the application, added question 11, a brief description of the difference between tier 1 and tier 2 on page 3, and made some changes to the last question relating to waivers. In the local ordinance checklist on page 4-4 the Access Management Ordinance was added to the attachments list.

The board held discussion regarding the need for site visits. It was asked if the board should conduct a site visit for each site plan or subdivision application submitted and if the language used in the materials should strongly suggest it or leave it to the Planning Boards discretion knowing that the Code Enforcement Officer will be conducting a site visit for each application. The consensus of the board was to encourage that in addition to the Code Enforcement Officer's site visit that the board members conduct one as well.

Mrs. Bunker said that there is still a lot to complete the Subdivision Application and Checklists because it is a more lengthy and complex ordinance. On page 2, a check off box for an Open Space Subdivision was added and a few minor edits were made in the checklist. She explained that the Applicant procedure, Final Plan Requirements Checklist, and the Open Space Requirement Checklist still need some work.

Mr. Nezol said there used to be a section addressing planned cluster development in open space and wanted to know if that would need to be addressed.

Mrs. Bunker said that she still is not sure, how that works with the Open Space Ordinance or if they are completely separate things.

Mrs. Bunker said that she would fill in the Final Plan Requirement Checklist and finish the Applicant Procedure so we can start using the forms and revisit them as needed.

The Chairman, Mr. Fellows said the Council passed the Zoning Ordinance Amendment that the board passed on and the Conditional Use Forms should be updated so they can be posted to the website.

7. NEW BUSINESS:

ADOPTING THE MODEL FLOODPLAIN MANAGEMENT ORDINANCE

Mr. Douglass, Code Enforcement Officer reviewed the Model Floodplain Management Ordinance sent to us by the Federal Emergency Management Agency (FEMA). He explained that we can make changes to the Floodplain Management Ordinance but are required to send them to FEMA for approval. To summarize, they changed the map numbers from A1-30 to AE and added one paragraph in the definition section for the North American Vertical Datum (NAVD).

Mr. Holmes asked how many properties would be affected by the changes.

Mr. Douglass said that only three properties would be affected and he recommends we adopt the changes as presented.

The Chairman, Mr. Fellows suggested that the Planning Board adopt it and forward it to Council since the Council is required by Charter to conduct two readings and a public hearing prior to adoption.

Mr. Nezol asked if the ordinance required publishing the notice two times.

Mrs. Bunker checked the ordinance and confirmed that it would require the publication of two notices but doesn't stipulate rather or not it is done at the Planning Board or Council level.

VOTE (2013-11) Mr. Ganong seconded by Mr. Lemieux moved to accept the Model Floodplain Management Ordinance as presented and forward it to Council for adoption. **Order passed - Vote 4-0-1 (Abstained: Nezol).**

8. CODE ENFORCEMENT OFFICIAL BUSINESS:

Mr. Douglass said that permitting is slow and he is working diligently at becoming acquainted with local ordinances and the general operation of the Codes Office.

9. PLANNING ASSOCIATE OFFICIAL BUSINESS:

Mrs. Bunker said speaking of local ordinances; we need to flag the Shoreland Zoning Ordinance and Map so we can post that to the website.

There is a Route 196 Steering Committee Meeting on Tuesday, March 5, 2013 at 5:30 PM. They will be recapping feedback on the North Corridor, drafting a plan, and receiving feedback. The goal is to try having all three sections done this spring.

10. OTHER BUSINESS:

HOME OCCUPATION/CONDITIONAL USE PERMIT - ROUTE 9 CORRIDOR

Mr. Douglass said that there is a conditional use permit coming up on the Route 9 Corridor and he would like to confirm when the Home Occupation Ordinance was enforceable.

The Chairman, Mr. Fellows said that the ordinance would be enacted 21 days after Council approval. The Council approved the ordinance on February 5, 2013 making the Home Occupation Ordinance enforceable.

11. EXECUTIVE SESSION: NONE

12. ADJOURNMENT

VOTE (2013-12) Mr. Ganong, seconded by Mr. Holmes moved to adjourn at 7:54 p.m. **Order Passed 5-0.**

Jody Durisko, Administrative Assistant

Date Approved: _____

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