



MINUTES PLANNING BOARD JULY 26, 2012

Don Fellows - Regular 2013
Jeffrey Ganong - Regular 2013
Dan Nezol - Regular 2014
Joshua Holmes - Regular 2015
James Lemieux - Regular 2015
Vacant - Associate 2013
Vacant - Associate 2014

1. **CALL TO ORDER:** The Vice Chairman, Mr. Fellows called the meeting to order at 7:00 PM.
2. **ROLL CALL:** Regular members present were Dan Nezol, Don Fellows, Joshua Holmes, James Lemieux and Jeff Ganong (arriving at 7:15 p.m.). Also, present Amanda Bunker, Wright Pierce Community & Land Use Planner; Scott Benson, Director of Economic & Community Development; Karin Paradis and Curtis Lunt, Planning Board Applicants; totaling approximately 6 citizens in the audience.

2A. ANNUAL ELECTION OF OFFICERS: *(Item taken out of order)*

3. PUBLIC HEARING: NONE

4. REGULAR MEETING:

6. **DISCUSS PLANNING BOARD MEMBERSHIP:** The Vice Chairman, Mr. Fellows gave a brief overview of the current membership of the Planning Board. Steve Warren gave his resignation as an Associate member of the board to apply as a Regular member. The Town Council appointed another individual to that opening and Mr. Fellows wanted clarification from Mr. Warren as to rather or not he wished to remain an Associate member of the board. Mr. Warren said he would not be interested in that opening.

Mr. Fellows explained that there were two individuals who have applied to become Associate Members, Jody has given them packets to them and they are welcomed to participate in board discussions without voting privileges.

Mr. Ganong arrived at 7:15 p.m. the board will move to other business, Annual Election of Officers, and then continue the Regular Meeting items.

5. OTHER BUSINESS:

OPEN DOOR BIBLE CHURCH STORAGE FACILITY SIGN DESIGN: Eric Metevier, representing Open Door Bible Church has a sign design to present to the board. It will have a double line border on a coated laminate wood and include a graphic design. They would like to put up the sign as soon as they receive approval by the board.

Mr. Lemieux asked what the installation height would be.

Mr. Metevier said that the sign would be installed as high as possible on the building to maximize exposure.

Mr. Holmes seconded by Mr. Ganong moved to approve the sign for Open Door Bible Church Storage facility. Vote: 4-0-1 Carried. (Abstained: Holmes).

2A. ANNUAL ELECTION OF OFFICERS:

Mr. Ganong nominates Mr. Fellows to serve as Chairman of the board.

Mr. Fellows nominates Mr. Ganong to serve as Vice Chairman of the board.

Ms. Bunker raised a point of order; the board needs to vote on the first nomination on the floor before proceeding.

Mr. Ganong wanted to take a moment to tell the board that he really doesn't have time to lead the board with three young children at home and Don has been the work force behind the Planning Board over the past year.

Mr. Ganong seconded by Mr. Nezol moved to appoint Mr. Fellows as Chairman of the board. Vote: 4-0-1 Carried. (Abstained: Fellows).

Mr. Fellows nominates Mr. Ganong to serve as Vice Chairman of the board.

Mr. Fellows seconded by Mr. Lemieux moved to appoint Mr. Ganong as Vice Chairman of the board. Vote: 4-0-1 Carried. (Abstained: Ganong).

4. REGULAR MEETING CONTINUED:

6. DISCUSS PLANNING BOARD MEMBERSHIP: The newly elected Chairman, Mr. Fellows asked the applicants to the Planning Board to introduce themselves to the members of the board.

Karen Paradis said that she has lived in Lisbon for six years. She is a retired Real Estate Agent and hopes to offer some of her experience with that as well as a female perspective to the board.

Curtis Lunt said that he has served the Town in a different capacity before. He said that planning efforts are important and he would like to work constructively with the Planning Board on the upcoming planning efforts.

1. REVIEW PLANNING BOARD MATERIALS, CHECKLIST AND ORGANIZATION: The Board began with the Conditional Used Application and Checklist because it is used more frequently than the Site Plan and Subdivision Applications.

Mr. Lunt said that he likes the forms and is happy to see this he applauds the Town for taking this direction.

Mr. Fellows said that these forms would have helped the board avoid some mistakes they have run into in the past.

The board would like to streamline questions 12 and 13. They would also like to add more signature lines to the Decision form for all members to sign.

David Bowie, Upland Road said he thought it would be a good idea to add Town of Lisbon in the footer of all the pages in the forms. He asked if posting requirements should be a part of them as well.

2. DISCUSS COORDINATION AND COMMUNICATIONS: Mr. Fellows asked about adding Public Hearing requirement details to each of the checklists. He would like all board members to review and comment on the Conditional Use Forms prior to the next meeting.

Mr. Bowie said that it would be great if the Planning Board could post the agenda and documents online. He said that the Council is doing that and the public finds it is a helpful resource.

Ms. Durisko said that the Planning Board Agendas and Minutes are already available online. The only documents not posted online in advance are the packet materials. There are certain items of the packets that may be too large to provide online and many times the ordinances provided in the packets are already available on our website. Currently, the regular support staff for the Planning Board is out on medical leave and this item should be discussed further when staffing levels return to normal.

Ms. Bunker will send out materials ahead of time by email. Ms. Durisko will update and email a new distribution list to everyone.

Mr. Fellows will work on establishing a draft set of bylaws for the board to consider for adoption.

3. DISCUSS TENTATIVE TIMELINE: A brief discussion regarding availability of the membership to hold bi-weekly meetings on the 2nd and 4th Thursday of each month. The first meeting on the second Thursday could be to focus on planning initiatives and the meeting on the fourth Thursday for regular business.

Ms. Bunker would like to review the timeline so it can be provided as a handout at the joint workshop with the Town Council.

Ms. Bunker presented an ambitious timeline for the board. The board reviewed the timeline and agreed with the objectives in the timeline.

4. DISCUSS ROSI ZONE (ROUTE 9 CORRIDOR): The board discussed sending a postcard as notification to residents in that zone. The postcard needs a title that is more personal or meaningful and should include a meeting date, time, and link to the website for more information.

The board wants to complete a thorough review of the ROSI district and compile a list of options to react to. In addition, a flyer with a list of the problems or current issues within the zone could be posted with the agenda.

- 6a. The Chairman, Mr. Fellows gave a brief update from a meeting he attended at the Durham Fire Station regarding the Durham/Lisbon Bridge. He said some of the topics included were renovation versus replacement, size, location, and rather or not a sidewalk is needed.
- 6b. Mr. Fellows would also like to ask the board to give a formal recommendation to the Council regarding appointments to the Planning Board.

Mr. Holmes seconded by Mr. Lemieux moved to recommend Karen Paradis and Curtis Lunt as Associate Members of the Planning Board. Vote: 5-0 Carried.

6. WRITTEN COMMUNICATIONS: Minutes of 6/28/2012

ACTION TAKEN: Mr. Ganong, seconded by Mr. Holmes moved to table the minutes of 6-28-2012. Vote: 5-0 Carried.

7. ADJOURNMENT:

ACTION TAKEN: Mr. Ganong, seconded by Mr. Holmes moved to adjourn at 8:58 PM. Vote: 5-0 Carried.

Jody Durisko
Administrative Assistant

Date Approved: _____

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