



## MINUTES PLANNING BOARD SEPTEMBER 13, 2012

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 Dan Nezol, Don Fellows, and James Lemieux. Jeff Ganong and Joshua Holmes were excused absences. Associate members present were Curtis Lunt and Karin Paradis. Also, present Amanda Bunker, Wright Pierce Community & Land Use Planner; Stephen Eldridge, Town Manager; Scott Benson, Director of Economic & Community Development; totaling approximately five citizens in the audience.

### 3. CHAIRMAN'S REVIEW OF MEETING RULES

### 4. WRITTEN COMMUNICATIONS:

**VOTE (2012-1)** Mr. Lunt seconded by Ms. Paradis moved to table the reading and approval of the August 23, 2012 minutes until the next meeting. **Order passed - Vote 5-0.**

### 5. PUBLIC HEARING: NONE

### 6. UNFINISHED BUSINESS:

#### CONDITIONAL USE CHECKLISTS ACCEPTANCE

**VOTE (2012-2)** Mr. Lunt, seconded by Ms. Paradis moved to approve the Conditional Use Checklists.

Ms. Bunker said that since the last meeting the packets were split to provide one packet for the applicant and one packet for the Planning Board. Despite the length of the forms, they have been designed to be user friendly so applicants will not have to search several ordinances to find and meet the requirements. She reminded the Board that applicants would still require assistance from the Code Enforcement Officer.

Mr. Fellows recommended moving the waiver to the end of the packet and amending the applicant acknowledgement to read:

I have reviewed all submission requirements and completed the remaining pages of this application form including the following:

Application Checklist 1 \_\_\_ Yes \_\_\_ No  
Application Checklist 2 \_\_\_ Yes \_\_\_ No  
Waiver Request Form \_\_\_ Yes \_\_\_ No

To the best of my knowledge, all the information submitted in this application is complete and correct.

**VOTE (2012-2a)** Mr. Lemieux, seconded by Ms. Paradis moved Amendment #1 to move the waiver to the end and adding the checklist to the applicant acknowledgement. **Amendment #1 Voted 5-0.**

Mr. Nezol said that in the Conditional Use Attachment Checklist 1 he does not agree with number 3 item B ii. Need. The need of a particular location for the proposed use. He does not think that the Planning Board has the right to do that.

Ms. Bunker explained the language exists in the ordinance currently and the Board could flag that, as an ordinance to revisit should the Board wish to recommend that type of change in the future.

**MAIN MOTION AS AMENDED #1** is to approve the Conditional Use Checklists, moving the waiver to the end, and adding the checklist to the applicant acknowledgement. **Order passed 4-1 (Opposed: Nezol).**

### BYLAWS ACCEPTANCE AND FORWARDING TO TOWN COUNCIL

Mr. Fellows noticed an error on page 5, section 4.1.1 second bullet, third sentence should be amended by adding the underlined text or deleting the stricken text as follows: The Chair and the Codes Enforcement Officer shall make the decision and post notice if ~~any~~ no meeting is to be ~~cancelled~~ held during the month.

**VOTE (2012-3)** Mr. Lunt, seconded by Mr. Lemieux moved to accept the Bylaws as presented with the following correction: The Chair and the Codes Enforcement Officer shall make the decision and post notice if ~~any~~ no meeting is to be ~~cancelled~~ held during the month. **Order passed - Vote 5-0.**

### ACCEPTANCE OF ABBREVIATED MEETING RULES FOR BACK OF AGENDA

Mr. Fellows explained that this would be an abbreviated version of the rules outlined in the Bylaws. The intention is to place them on the back of agendas for public reference.

Mr. Fellows recommended deleting the meeting format section that list the order of business so everything will fit on one page. The information is redundant since the agenda on the reverse side will outline the order of business.

All board members are in favor of using the rules presented deleting the meeting format section so they will fit on one page.

## **7. NEW BUSINESS:**

### HOME OCCUPATION DISCUSSION

Mrs. Bunker said that she provided a small packet of sample ordinances from other towns for the Board members to review.

Mr. Lunt liked the two tiers example from Turner.

Mr. Lemieux liked the Gardner example.

Mr. Fellows asked to get an opinion on them from the Code Enforcement Officer and set up a workshop to work on the definition of Home Occupation.

## **8. CODE ENFORCEMENT OFFICIAL BUSINESS:**

Mr. Eldridge said that we will be hiring a part-time Code Enforcement Officer and that Mike Cote should be back Mid-October.

## **9. PLANNING ASSOCIATE OFFICIAL BUSINESS:**

Mrs. Bunker gave a brief progress report of the items she has been working on with the Planning Board:

- Drafted & Completed Conditional Use Forms

- Draft Subdivision and Site Plan Forms
- Completed Bylaws and forwarded to Council for review
- Route 9 Fact Finding - The next step is to hold a Public Forum within another month or so and to create some base values questions.
- Route 196 – need to get started and move toward putting together a group for Master Planning, she noted that Wright-Pierce has been hired to do the Topsham Master Plan for Route 196 and it would be good to coordinate a regional meeting.

Scott Benson, Economic & Community Development Director said that there is a local group of residents and business owners forming to work positively for change in Lisbon. The group begun to meet in June and is called Positive Change Lisbon (PCL). PCL has discussed doing decorative banners around gateways and letters have been sent to businesses owners on Route 196.

Mrs. Bunker said that the Route 196 Master Planning effort is to build on the direction given in the Comprehensive Plan, to look at design guidelines, and infrastructure in the Route 196 growth area.

An Ad-hoc committee needs to be formed by identifying partners and stakeholders. The public sessions could possibly be broken up into sections and hold facilitated conversations.

#### **10. OTHER BUSINESS: NONE**

#### **11. EXECUTIVE SESSION: NONE**

#### **12. ADJOURNMENT**

**VOTE (2012-8)** Mr. Lunt, seconded by Ms. Paradis moved to adjourn at 8:15 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.*