



MINUTES PLANNING BOARD SEPTEMBER 14, 2017

Karin Paradis - Regular 2018
Scott T. Hall - Regular 2018
Dan Leeman - Regular 2019
Curtis Lunt - Regular 2019
Don Fellows - Regular 2019

1. **CALL TO ORDER:** The Chair, Mr. Fellows called the meeting to order at 7:00PM.
2. **ROLL CALL:** Regular members present were Don Fellows, Karin Paradis, Curtis Lunt, Scott Hall and Dan Leeman. Also present was Code Enforcement Officer, Dennis Douglass, Town Planner, Amanda Bunker, and two citizens in the audience.
3. **CHAIR'S REVIEW OF MEETING RULES:**
The Chair noted that there was no public hearing tonight therefore meeting rules technically didn't need to be reviewed. Mr. Fellows stated that if there was any question regarding the meeting rules, they are located on the back of each agenda, available in the document holder by the door.

4. **WRITTEN COMMUNICATIONS:**

Minutes of August 24, 2017

The meeting minutes of August 24th were distributed to all members. The Chair asked if there were corrections or additions. Seeing none, Mr. Fellows declared the minutes approved.

5. **PUBLIC HEARING:** None

6. **NEW BUSINESS:**

-Case #17-12 Applicant: Dale Crafts
Property Location: Ridge Road
Tax Map/Lot: Map R5 Lot 1C
Intended Use: 3 Lot Residential Subdivision Proposal.

George Bouchles, Land Surveyor, approached the stand to represent Dale Crafts for this meeting. He explained that the plan for this property is to do a simple subdivision between three lots. Mr. Bouchles brought a full-scale plan and a thirty-eight page application which included the town's checklist, proof of ownership, site maps, soil evaluation reports, wetland report, letter of financial capacity, and topographic plan.

Code Enforcement Officer, Dennis Douglass, stated that all required documents were complete. He did state that due to the size of one of the lots, it might be considered a rear lot when it comes time to build on it. Mr. Douglass stated that he would be ready to notify abutters if the Planning Board accepted this application as submitted.

VOTE (2017-43): Mrs. Paradis made a motion, seconded by Mr. Lunt, to accept this application as submitted.

Vote: 5-0 passed.

Town Planner, Amanda Bunker, asked Mr. Bouchles about possibly widening the right of way. Mr. Bouchles stated that all the property owner asked for was the minimum, therefore he felt that making it wider is unnecessary.

Mr. Fellows acknowledged that a public hearing needed to be scheduled for this case.

VOTE (2017-44): Mrs. Paradis made a motion, seconded by Mr. Lunt, to schedule a public hearing for Case #17-12 for the next planning board meeting on September 28th.

Vote: 5-0 passed.

7. **OTHER BUSINESS:** Findings of Facts

-Case #17-11 Catherine Cote D/B/A 'Essential Learning Solutions' at 52 Lisbon Street

Mr. Douglass approached the stand and informed the board that he learned the town is responsible for the drainage issue that was brought up at the last meeting. Either way, that issue needs to be taken care of before this daycare facility opens.

-James Lemieux Resignation – Open Associate Planning Board Seat

Mr. Fellows acknowledged that associate member, James Lemieux, has unfortunately left the planning board. With that being said, there are now two associate member seats open. These two openings have been posted with hopes of filling the seats soon.

Mr. Douglass announced to the board that during a visit to the location of the future Domino's building in Lisbon Falls, he spoke with the property owner that stated the fence between that property and the gas station has been removed. The reason being to connect the two parking lots in hopes of easier access for both businesses' customers. The board immediately replied that this was not on the plan for Domino's and this affects parking spots. Mr. Douglass stated that the board will need a revised site plan for both Domino's and for Extra Mart (gas station) due to losing parking spaces. Mr. Lunt explained that the gas station's parking lot is always quite busy and thinks connect the lots is not a wise decision. The board agreed that a follow up needs to be done with this situation.

8. TOWN PLANNER: -Comprehensive plan update & recreational marijuana survey/update.

Mrs. Bunker informed the planning board that so far, she has noticed a quality number of the community have participated with the online marijuana survey. She noted that this survey has been posted on social media accounts and posted in multiple places around the town. The last day this survey will be active is September 25th and Mrs. Bunker should have the final results by September 28th.

Mrs. Bunker has made progress with the comprehensive plan. She stated that she has scheduled interviews with department heads to gain more information including updated data. Mrs. Bunker said that associate town planner, Ben Smith, will be asking questions that are short and broad, mainly pertaining to the future of Lisbon.

Mrs. Bunker was happy to announce that she recently received the transportation section for this plan. She plans on using that newly received section in order to update her data and have those numbers by the next planning board meeting. Mr. Fellows brought up a high accident area, located in the intersection of Upland Road and Route 9/Ridge Road. Mrs. Bunker stated that from 2014 to 2016, there was 11 motor vehicle accidents at that location.

A public workshop is being planned near the date of the first planning board meeting in October. Mrs. Bunker is hoping to draw at least twenty to thirty people for this workshop. The board discussed possibly having this workshop directly after their meeting. The idea behind that thought is that if citizens are already in the audience, that perhaps they will stay. Mrs. Bunker is expecting have an exact date and time by the next planning board meeting on September 28th.

9. CODE ENFORCEMENT OFFICER – OFFICIAL BUSINESS: None

10. ADJOURN TO WORKSHOP: -Revisions to Site Plan Review criteria -Update on projector/laptop set-up for Planning Board.

Mr. Douglass gave the planning board a packet that included exact details regarding a package for the planning board to own a projector and laptop. Mr. Douglass went over the packet, describing what each item costs. For a laptop, projector, projection screen, wireless mouse, and a laptop briefcase, the total came to \$1,689.53.

Mr. Lunt asked if this is something that only the planning board would be using; Mr. Douglass replied yes. Mr. Lunt then asked if this total includes a stand for the laptop and projector; Mr. Douglass answered with a no and that the stand is an extra \$60.

VOTE (2017-45): Mr. Lunt made a motion, seconded by Mr. Leeman, to approve this project and to take the money out of the comprehensive plan.

Vote: 5-0 passed.

VOTE (2017-46): At 7:43 PM, Mrs. Paradis made a motion to adjourn to workshop; motion was seconded by Mr. Lunt. **VOTE: 5-0 carried**

Amber Gallo, Assistant Town Clerk
Date Approved September 28, 2017