



## MINUTES PLANNING BOARD OCTOBER 27, 2016

Dan Nezol - Regular 2017  
Karin Paradis - Regular 2018  
James Lemieux - Associate 2018  
Scott T. Hall - Regular 2018  
Vacant - Associate 2019  
Curtis Lunt - Regular 2019  
Don Fellows - Regular 2019

1. **CALL TO ORDER:** The Chair, Mr. Fellows called the meeting to order at 7:00 PM.
2. **ROLL CALL:** Regular members present were: Karin Paradis, Dan Nezol, Curt Lunt, Donald Fellows, and Scott Hall. Associate member present was James Lemieux. Also present was Dennis Douglass, Code Enforcement Officer; Amanda Bunker, Contracted Town-Planner, and one citizen in the audience.

### 3. CHAIR'S REVIEW OF MEETING RULES:

The Chair said meeting rules are on the back of each agenda available in the document holder by the door but he was going to use this time to introduce Daniel Leeman who is interested in serving on the Planning Board.

Mr. Leeman told the board members that he, his wife, and children live in Lisbon and are active community members. He said he doesn't have an agenda for wanting to serve that he just wants to help and learn.

### 4. WRITTEN COMMUNICATIONS:

#### Minutes of October 6, 2016

Mr. Nezol pointed out a correction to the votes 2016-59 and 2016-60 which were noted as 6-0 and should be 5-0 since the board only has five regular members.

**VOTE (2016-61)** Mr. Lunt, seconded by Ms. Paradis moved to accept the minutes as corrected. **Vote: 5-0 carried.**

### 5. UNFINISHED BUSINESS:

#### Findings of Fact/Mylar for Case #16-6 Kelly Park Subdivision Amendment

Dennis Douglass, Code Enforcement Officer reviewed and distributed the following findings of fact:

*The applicant submitted an application for Subdivision Amendment and Site Plan Review on August 4th, 2016. The applications were accepted as complete on August 11th, 2016. The Planning Board conducted a Site Visit on August 25th, 2016. The Planning Board held a Public Hearing for Subdivision Amendment on August 25th, 2016. The Planning Board held a Public Hearing for Site Plan Review on August 25th, 2016. The Planning Board approved the Preliminary Subdivision Amendment Plan with Conditions on September 8th, 2016. The Planning Board approved the Final Plan for Subdivision Amendment with Conditions on September 22nd, 2016. The Planning Board approved the Site Plan Review on September 22nd, 2016.*

#### Conclusion of Law

*Subdivision Review: Chapter 62 and Chapter 66 - Reference Chapter 66-51 and 62-81, Lisbon Code of Ordinances.*

*Site Plan Review: Chapter 62 - Reference Chapter 62-71 through 62-76, Lisbon Code of Ordinances.*

Performance Standards.

1. Completed the Subdivision Review, Planning Board Review Standards Checklist
2. Completed the Subdivision Review, Planning Board Procedure Checklist
3. Completed the Site Plan Review Local Ordinances Checklist
4. Completed the Site Plan Review Tier 2 Review standards Checklist
5. Completed the Site Plan Review - Tier 2, Planning Board Procedure Checklist

Amendments to Planning Board By-Laws, Meeting Rules and Agenda Template

The Chair, Mr. Fellows reviewed the proposed changes to the Planning Board Bylaws. The following corrections were made to the draft:

- P. 6 Section 4.1.2 last bullet -  
Notwithstanding the time constraints that may be imposed upon the Secretary; previous meeting minutes shall be available for review at least 48 hours prior to the meeting where approval would normally occur. If not feasible within that timeframe, the board shall then, upon the ~~objection~~ request of at least one (1) member, defer acceptance of the minutes to the next regularly scheduled meeting.
- P. 7 Section 4.1.6 first bullet -  
The agenda for each meeting for the Planning Board shall be prepared by the code enforcement officer in consultation with ~~as directed by~~ the Chairman as he or she considers input from planning officials of the town. The deadline for the final agenda shall be the ~~Friday~~ Thursday immediately preceding the scheduled meeting or workshop. This deadline does not supersede any requirements for the public posting or advertizing of meetings or hearings.

**VOTE (2016-62)** Mr. Lunt, seconded by Mr. Hall moved to approve the Planning Board Bylaws with the corrections as outlined above. **Vote: 5-0 carried.**

**6. NEW BUSINESS:**CDBG Grant Letter

The Chair explained this item is a formality to provide the State Office of Community Development documentation that the Planning Board has reviewed the 2016 Downtown Revitalization Grant Project.

Mr. Lunt said he doesn't remember reviewing the project and asked for a brief overview to refresh his memory.

Amanda Bunker, Contracted Town-Planner said the review happened at a Council meeting and the Planning Board was asked to attend. She said she would be happy review it again for a refresher.

**VOTE (2016-63)** Mr. Lunt, seconded by Mr. Hall moved to approve the CDBG Letter as presented. **Vote: 5-0 carried.**

**7. OTHER BUSINESS:**Chapter 70 Section 70-7

The amendment changes the public hearing requirement in section 70-7 (c) (1) from a 30 day notice to at least a 13 day notice.

**VOTE (2016-64)** Ms. Paradis, seconded by Mr. Hall moved to approve the amendment to section 70-7 as presented. **Vote: 5-0 carried.**

**VOTE (2016-64)** Mr. Lunt, seconded by Ms. Paradis moved to schedule a public hearing for the amendment to section 70-7 on November 10, 2016. **Vote: 5-0 carried.**

#### Chapter 91 Signs Section 91.35

The Chair, Mr. Fellows said the reason this is before the board is because it was brought to the board's attention that there is another town policy out there that was missed during the initial review of the sign ordinance. The draft attached is an attempt to have all requirements regarding signs incorporated in the sign ordinance.

The board held a brief discussion regarding political signs on town-owned property which led the board to ask Amanda Bunker, Contracted Town Planner to revise the draft and have it ready for review at their next meeting.

**VOTE (2016-65)** Mr. Lunt, seconded by Ms. Paradis moved to postpone the amendment to section 91.35 until November 10, 2016. **Vote: 5-0 carried.**

### **8. TOWN PLANNER – OFFICIAL BUSINESS:**

#### Discussion on Orton Family Foundation

Amanda Bunker, Contracted Town Planner said there was a presentation by the Orton Family Foundation at the Planner's conference that some of planning board members were able to attend. They gave a presentation on their Heart and Soul program which helps communities get deep into community involvement. She said some Maine communities who have participated in this program are: Gardiner, Biddeford, Damariscotta, and Bucksport. The program has been successful in Maine however it is not free. Towns have to budget in the range of \$40,000 - \$50,000 per year for at least two years. Mrs. Bunker thinks it is a great fit for Lisbon but the budget will be a tough sell.

Mr. Fellows believes Economic and Community Development needs to be included on it and wonders if it is a good fit for the community.

Mr. Lunt always thinks we need to reach out as far as they can.

Dennis Douglass asked if the grant money we just received could be used toward this. Mrs. Bunker said that would not be allowed.

Mrs. Bunker said she will put the Comprehensive Plan on the back burner until they know if they want to pursue the Heart and Soul Program because they are something that should go hand in hand.

Mr. Nezol said he does not think we need someone coming in from the outside to tell us what to do but he would listen to a presentation on the program.

Mrs. Bunker said the planning board still needs to review the inventory items within the Comprehensive Plan, set up a meeting with AVCOG, as well as, find out who the Chair of the Comprehensive Plan Committee was.

**9. CODE ENFORCEMENT OFFICER – OFFICIAL BUSINESS: None.**

**10. ADJOURN:**

**VOTE (2016-66)** Mrs. Paradis, seconded by Mr. Lunt moved to adjourn at 8:27 PM. **Vote: 5-0 carried.**

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Jody Durisko, Administrative Assistant  
Date Approved: