

## Lebanon, Maine Planning Board Regular Meeting - Thursday April 21st, 2016

### Members Present

C. Cone  
P. Philbrick  
S. Bright  
C. Lunderville  
J. Griffin - Clerk

### Others Present

Ben Thompson  
Jennie McComish

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Meeting was brought to order at 6:02 pm by J. Griffin, Planning Board Clerk which was approved by Selectman Thompson.

P. Philbrick who was an alternate for the Planning Board has been appointed a full member by the Selectboard.

**Minutes** – Minutes from the December 14<sup>th</sup>, 2015 could not be reviewed. This is due to (4) four members of the board at that time resigning. Therefore, there was not a quorum of those members in attendance at this meeting to act upon the December meeting minutes.

Selectman Thompson made the suggestion that copies of the proposed minutes be sent to the board members in attendance at that December 14<sup>th</sup> meeting to review, correct or approve the minutes as recorded.

**Introduction of new members** - Planning Board Clerk J. Griffin introduced the newest board members S. Bright and C. Lunderville.

**Election of Chairman and Vice Chairman** – C. Cone nominated P. Philbrick for Chairman of the Planning Board. S. Bright seconded the motion. P. Philbrick accepted the nomination/position of the Planning Board Chairman. The vote was taken and carried 3 yes and 1 abstain.

C. Cone nominated S. Bright for Vice-Chairman of the Planning Board. P. Philbrick seconded the motion. S. Bright accepted the nomination/position of the Planning Board Vice-Chair. The vote was taken and carried 3 yes and 1 abstain.

**New meeting day/time** – The Planning Board discussed the possibility of a new day, time and location for Planning Board meetings from this date forward. A motion was made by P. Philbrick to hold the regular planning board meetings on the 3<sup>rd</sup> Thursday of the month in the conference room of the Town Office at 6:00 pm instead of the 2<sup>nd</sup> Monday of the month in the Martha Sawyer Community Library at 7:00 pm. The vote was taken and carried unanimously.

A motion was made by C. Cone to close the Planning Board meetings no later than 8:30 pm. C. Lunderville seconded the motion. The vote was taken and carried unanimously.

### **Other Business –**

- C. Cone asked if the Board has received any further contact from Dana Libby/Cornerpost Surveying concerning his client Gay Ehler and the proposed subdivision located on Poplar Hill Road. J. Griffin informed the Board that no contact has been made since the December 14<sup>th</sup>, 2015 meeting.
- Selectman Thompson suggested looking into the availability of any Land Use Workshops through Maine Municipal Association (MMA).
- Selectman Thompson informed the Board that the Town Lawyer(s) will be holding a workshop at the town office sometime in June about FOAA (Freedom of Access Act).

- Discussion took place about a possible ordinance to go before the Towns people to allow the Planning Board to hire an outside consultant, to be approved and paid for by the applicant, for application reviews as needed to ensure conformity with all existing state and local requirements.
- P. Philbrick suggested creating a flow chart of the Planning Board process to help the board and applicants follow the process of obtaining approval for projects submitted for review.
- Jennie McComish addressed the Board concerning the driveway adjustment at her home located within “Wiswell Estates” on Merchants Row. P. Philbrick suggested that Ms. McComish be placed on the May 19<sup>th</sup>, 2016 agenda to allow the newly formed board ample time to research the requirements for driveway changes in an approved subdivision.
- Questions/concerns from Selectman B. Thompson and other members
  - Should the board request a “sample” copy or an actual signed copy from the contractor/subdivider of the Road Association Contract during the approval process to be kept at the Town Office in the applicants file? Should the existence of this Contract be placed on the final approved and recorded plan? Should the realtor be aware of this to inform potential buyers so there is not miscommunication concerning the Town adopting the subdivision road/roads for maintenance and plowing?
  - Once an applicant, (home owner or contractor/subdivider) has had an amendment to the original approved and recorded plan what steps should take place? Who would follow up on the amended plans? Should the applicant bring the amended plan to the board so that the board would be responsible for bringing the amended plan to the registry to be recorded and acquire the copies for the file(s) at the Town office? If the applicant/home owner/contractor/subdivider is responsible to bring the amended plan to the registry to be recorded, what happens if they do not register the plan and who would follow up on this?
  - Discrepancy in the Subdivision Regulation Guide wording between major and minor subdivisions. Minor is stated as 4 lots or less. Major is stated as 3 lots or more.

**The Clerk is to do the following:**

- Set up MMA accounts for each board member
- Copies of the MMA Planning Board/Appeals Board workshop information for everyone
- Update the Planning Board contact list
- Update the list of approved subdivisions from 2013 forward
- Forward December 14<sup>th</sup>, 2015 meeting minutes to resigned members, R. Bumford, G. Getchell and L. Park for input, correction and or approval as recommended by Selectman Thompson.
- Acquire copies of Gay Ehler’s subdivision application for the new board members S. Bright and C. Lunderville.
- Schedule and announce the May Planning Board meeting once the agenda is created and approved by the Chairman of the board.

C. Cone made the motion to adjourn the meeting at 7:30 pm. S. Bright seconded the motion. The vote was taken and it carried unanimously.

*Minutes were reviewed 5/19/2016.*

*S. Bright made the motion to accept the minutes as is.*

*C. Lunderville seconded the motion.*

*The vote carried unanimously*