

**Lebanon, Maine Planning Board
Minutes – Regular Meeting
Thursday October 6th, 2016**

Members Present

P. Philbrick - Chairman
S. Bright – Vice-Chairman
C. Lunderville
D. Harriman
J. Griffin – Clerk

Others Present

Bobbie & Matthew Storman
Mike Beaulieu – Lebanon Code Enforcement
Officer

Chairman Philbrick called for a motion to open the meeting. The motion was made by S. Bright and seconded by C. Lunderville. The vote was taken and carried unanimously. Chairman Philbrick opened the meeting at 6:05 pm.

There was a quorum of members present and there were no conflicts of interest with any of the posted agenda items.

Chairman Philbrick called for a motion to allow Code Enforcement Officer, Mike Beaulieu to address the Board out of order noted on the agenda. The motion was made by C. Lunderville and seconded by S. Bright. The vote was taken and carried unanimously.

Mike Beaulieu – Lebanon Code Enforcement Officer – Marijuana

Lebanon Code Enforcement Officer Mike Beaulieu presented a business plan that was submitted to him by Mr. & Mrs. Storman. The business information presented to the Planning Board was for a retail shop which will carry/offer recreational use marijuana. (This would not be medicinal marijuana, it would be for recreational use only.) The plants would be grown on site and the facility would have 24 hour armed security personnel. This proposal would only be valid if the referendum below is passed.

State of Maine Referendum Election, November 8, 2016 Listing of Referendum Questions

Question 1: Citizen's Initiative

Do you want to allow the possession and use of marijuana under state law by persons who are at least 21 years of age, and allow the cultivation, manufacture, distribution, testing, and sale of marijuana and marijuana products subject to state regulation, taxation and local ordinance?

6:35 pm Mr. & Mrs. Storman left the meeting.

Mike Beaulieu - Lebanon Code Enforcement Officer – Comprehensive Plan

Mike Beaulieu, Lebanon Code Enforcement Officer appeared before the Board to continue the Comprehensive Plan discussion. The Planning Board has paperwork on the previous

Comprehensive Plan and the information that led up to the completion. It was suggested that the Planning Board and the Code Enforcement Officer review the information to determine what information would need to be added, deleted and or recalculated within the demographics/census data to coincide with the Towns growth through the years. Once an outline has been created, the information will be presented to the Select Board to review. Once reviewed and approved to move forward, subcommittees will be formed/appointed and various chapters/sections of the plan will be delegated. The positive impact of a comprehensive plan needs to be aggressively publicized and explained to the residents. Literature, open meetings and networking are ways to accomplish this. Inform the residents that the town possibly can receive grants to create a comprehensive plan once they show proof that they are currently and actively working on one. Mr. Beaulieu left the meeting at 7:00 pm.

Approved Minutes Access to Residents

The question “How do residents who do not have access to a computer view or get copies of approved Planning Board minutes” had been asked during the September 1st, 2016 meeting. The answer, minutes will also be accessible in a binder in the town office lobby in the same area as the property card files. This location is on the Planning Board page online as well as on the hard copy posted agenda notices as such,

“Approved minutes from this agenda may be accessed in the Town Office Lobby in a binder.

For approved minutes Prior to April/2016 please contact the Planning Board Clerk:

LebanonPlanningBoard@gmail.com

(207) 457-6082 ext. 111”

Training Workshops

S.M.P.D.C. Fall Workshop on Thursday October 20th, 2016

This workshop has been confirmed for the following members to attend: P. Philbrick, C. Lunderville, D. Harriman and J. Griffin.

Gay Ehler – Woodland Estates

The current draft of the “Findings of Fact and Conclusions of Law” letter will need to be revised once minutes of August 4th, 2016 and September 1, 2016 have been approved.

Other Business

MMA Workshop December 8, 2016

C. Lunderville cannot make that commitment at this time, S. Bright would like to attend. He needs to make arrangements and will confirm if able to attend or not by the workshop scheduled on October 18th. P. Philbrick has attended fairly recently. D. Harriman is undecided.

Woodland Estates/Gay Ehler - Escrow

Mrs. Ehler left a voicemail message inquiring about the \$3,600.00 escrow that was required per the Subdivision Regulation Guide and when the funds would be released. Mr. Ehlers e-mail address was given as a contact. All copies of the approved signed and recorded final plan need to be returned to the Planning Board in order for the escrow funds to be released. The Ehlers representative Mr. Libby returned signed and recorded copies to the Planning Board however not

all of the copies required were returned. Both Mr. Libby and the Ehlers were sent an e-mail requesting the additional plans that were required in order to begin the process of releasing the escrows funds.

Review Process and documentation

Major subdivision review process was discussed briefly and will be reviewed in more detail at a workshop scheduled for Tuesday October 18th, 2016 at 6:00 pm.

The Clerk made copies of appendix's sample forms from past files, Previous Subdivision Regulations Guides and the internet from S.M.R.P., Southern Maine Regional Planning as it was called in the past, now called S.M.P.D.C., Southern Maine Planning and Development Commission. These will help update the current process in which will be utilized for reviewing and approving future proposed major subdivisions that come before the Board.

Minutes

The minutes of August 8, 2016 were reviewed. Chairman Philbrick called for a motion to accept minutes. The motion was made S. Bright to accept the minutes of August 8, 2016 as is. The motion was seconded by D. Harriman. The vote was taken. The vote carried unanimously.

The minutes of September 1, 2016 were reviewed. Chairman Philbrick called for a motion to accept minutes. The motion was made S. Bright to accept the minutes of September 1, 2106 with the adjustment to change the word "videoing" to "recording". The motion was seconded by C. Lunderville. The vote was taken. The vote carried unanimously.

Other Business

Mr. Dann – Great Brook Estates

After much discussion and research, the board has determined that Mr. Dann should contact the secretary of the Selectboard to be placed on their agenda to pursue the inquiry of the town accepting Great Brook Drive as a town maintained road. The planning board clerk will inform Mr. Dann of this information as well as notify the secretary of the Selectboard of the agenda request as well as a brief background of the inquiry.

Agenda note/"disclaimer"

Mention of a note on the agenda was brought up during the meeting to allow the planning board to discuss agenda items out of the order in which they were listed. After discussing how it should be written, the following wording was suggested by C. Lunderville:

"Agenda item order is subject to change according to the discretion of the Planning Board, and to accommodate those in attendance of the meeting."

Chairman P. Philbrick called for a motion to accept C. Lunderville's wording of the agenda note. The motion was made by S. Bright to accept the wording and seconded by D. Harriman. The vote was taken. The vote carried unanimously.

Planning Board Notice

A notice seeking additional members was distributed to the board for review. The notice outlines basic information such as meeting times, what the planning board reviews as well as a brief note describing the difference in duties between the full member and alternate member. After review the board members all agreed that the notice was acceptable. The clerk will make copies and post the notice in the town hall lobby, the outside notice case at the town hall, at the Lebanon Elementary school and the library. This will also be added to the planning board page on the town website.

Application Fee & Escrow Process

An outline of the process in which application fees as well as escrow fees are collected was distributed and reviewed by the board. Chairman Philbrick called for a motion to accept the outline. The motion to accept the application fee and escrow process as amended from the original draft was made by D. Harriman and seconded by C. Lunderville. The vote was taken. The vote carried unanimously.

Chairman Philbrick called for a motion to adjourn the meeting. The motion was made by S. Bright and seconded by C. Lunderville. The vote was taken and carried unanimously. The meeting was closed at 8:58 pm by Chairman Philbrick.

11/3/2016

Minutes were reviewed

Chairman Philbrick called for a motion to accept minutes as corrected.

The motion was made by C. Lunderville and seconded by D. Harriman.

The vote was taken. The vote carried unanimously.