

**Lebanon, Maine Planning Board
Minutes – Regular Meeting
Thursday November 3rd, 2016**

Members Present

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

Others Present

Chief Meehan – Lebanon Fire and Rescue Chief
Mike Beaulieu – Lebanon Code Enforcement
Officer

Chairman Philbrick called for a motion to open the meeting. The motion was made by C. Lunderville and seconded by D. Harriman. The vote was taken and carried unanimously. Chairman Philbrick opened the meeting at 6:00 pm.

There was a quorum of members present and there were no conflicts of interest with any of the posted agenda items. Vice Chairman S. Bright was not in attendance.

Chief Meehan – Lebanon Fire and Rescue Chief - Fire Suppression

Chief Meehan reviewed responses from area fire departments of their fire suppression ordinances as well as suggestions. There are several other area towns who *suggest* sprinklers as the first option of fire suppression within a subdivision, with either a fire pond or cistern as other choices. The Chief has visited several homes which do have a sprinkler system in which a hook up for the fire department was not available. Chief Meehan inquired if condominiums/townhouses fall under single family homes or a subdivision. Example given was the proposed “Eastwood Condominium” project. Each “unit” was considered as a “lot”. The project was considered a major subdivision in which the fire suppression criteria was applicable. Chief Meehan and the Code Enforcement Officer will be collaborating with the area departments/towns in order to create updated fire suppression criteria within the town of Lebanon. Single family homes, apartment houses, commercial buildings, townhouse/condominiums, subdivisions, single lots all need to be considered and addressed in order to provide consistence and fairness moving forward.

Mike Beaulieu - Lebanon Code Enforcement Officer –

a) Road Bond Verbiage Mr. Beaulieu mentioned holding a meeting/workshop between the road commissioner, himself and the planning board in order to discuss enacting a Road Bond Impact Fee requirement for subdivisions/home-owners and or businesses that would be required in the event a Town maintained road is damaged during the construction of a subdivision/single family or business that needed to be fixed. The clerk will research surrounding towns ordinances for examples.

b) Marijuana Update

With the November election next week on Tuesday, November 8th, 2016, the planning board and the code enforcement officer feel that an ordinance should be put in place concerning Question 1, citizens initiative on the ballot to legalize recreational use of marijuana in the State of Maine. The possible impact on our community is extensive and the serious consideration of whether or not the Town of Lebanon should allow the sale of recreational marijuana, social clubs and or other scenarios that may arise should be addressed immediately.

Informing the community of the importance of creating an ordinance, to answer questions as well as listen to concerns and or suggestions, was discussed. A suggestion of holding a town meeting and creating a mass mailing “flyer” with information on the matter was mentioned as an avenue to contact as many residents so that they can ask questions as well as voice there opinions and concerns should this initiative pass. The clerk will look into the approximate cost of a mass mailing. Due to the anticipated lengthy discussion on this item, a workshop for Friday, November 18th at 6:00 pm will be held. The clerk will confirm with the Selectboard secretary that the conference room is available.

c. Comprehensive Plan

M. Beaulieu distributed copies of the previous comprehensive plan as well as the proposed updates to the planning board as reference in starting the process to create a new comprehensive plan or to update the existing one. Due to the anticipated lengthy discussion on this item also, a workshop for Friday, November 18th at 6:00 pm will be held. The clerk will confirm with the Selectboard secretary that the conference room is available.

- d. An Emergency 911 approval letter was presented by the Planning board to Code Enforcement Officer M. Beaulieu. This letter states that the Woodland Estates subdivision located on Poplar Hill road, will not impact the current numbering in regards to the Emergency 911 numbering system. The letter was approved and signed by M. Beaulieu, Code Enforcement Officer.

Woodland Estates/Gay Ehler -**a) Review “Findings of Fact and Conclusions of Law”**

The board in attendance briefly discussed the “Findings of Fact and Conclusions of law” document. Further discussion as well as corrections and or approval will be revisited at the December 1st, 2016 planning board meeting due to the absence of S. Bright this evening.

b) Escrow account release

The board in attendance also briefly discussed the release of the \$3,600.00 Subdivision Review escrow account. Further discussion will also be revisited at the December 1st, 2016 planning board meeting due to the absence of S. Bright. The clerk will contact Mr. Ehler with an update.

Budget

The planning board budget for the fiscal year 2017-2018 was discussed and compared to previous years. Chairman P. Philbrick will adjust and submit to the Selectboard.

Marijuana Moratorium

C. Lunderville brought before the board research on the process of adopting a moratorium on marijuana facilities in town and the importance of such was discussed.

Other Business

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.

The clerk presented a "Request for Subdivision Escrow Account Disbursement/Release" form. This form would document the disbursement or release of escrow account funds and would need to be approved and signed off by both the Selectboard as well as the planning board prior to presenting to the treasurer. Once disbursed or released the treasurer would record the date, check number and the amount of the disbursement or release of funds, and sign the document. The original copy would be returned to the planning board clerk. Copies would be given to the Selectboard and the treasurer if they deem necessary. The addition of the escrow account number was requested to be added to the form and for the clerk to contact and ask the treasurer if it were possible to have a copy of the bank receipt with the account number for each transaction. The clerk will edit and the board will review at the next regular meeting scheduled for December 1st, 2016.

Review Process and documentation

C. Lunderville has taken on the task of reviewing, editing as well as weeding out the numerous forms which were utilized by the planning board through the years during the subdivision approval process. These forms were distributed to the board at the 10/6/2016 meeting. C. Lunderville updated the board that she is in the process of re-typing the suggested forms to be utilized. Once completed, these will be saved and the file sent to the clerk to be placed onto department letterhead and saved in the planning board computer files.

Minutes

The minutes of October 6th, 2016 were reviewed. Chairman Philbrick called for a motion to accept minutes as corrected. The motion was made C. Lunderville to accept the minutes of October 6th, 2016 as corrected. The motion was seconded by D. Harriman. The vote was taken. The vote carried unanimously.

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

12/1/2016

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 3 in favor and 1 abstention.