

TOWN OF WATERBORO
PLANNING BOARD
MEETING MINUTES
April 4, 2018
6:30 p.m.

I. ROLL CALL

Present: Lee Nelson Judy Wirth Judi Carll Dwayne Prescott David Christensen
Sam Hayden

Absent:

Others: Tim Neill Lee Jay Feldman Eric Sanderson David Lowe Tammy Bellman

Lee Nelson called the Planning Board meeting to order at 6:30pm on April 4, 2018.

Lee stated a quorum has been met with the members present.

II. MINUTES OF PREVIOUS MEETINGS

- **Minutes of February 21, 2018** – Judy Wirth made the motion to accept the minutes of February 21, 2018. David Christensen seconded the motion. Vote 5 – 0 – 1 (Carll) minutes approved.
- **Minutes of March 7, 2018** – David Christensen made the motion to accept the minutes of the non-meeting notice of March 7, 2018. Judy Wirth seconded. No discussion. Vote 6 – 0, non-meeting notice minutes approved.
- **Minutes of March 21, 2018** – Judi Carll made the motion to accept the minutes of March 21, 2018. Judy Wirth seconded. No discussion. Vote 6 – 0 minutes approved.

III. NEW BUSINESS & PUBLIC HEARINGS

- **Ordinance Review List – create next ordinance(s) list to review** – The Planning Board and Lee Jay Feldman discussed various ordinances that are in need of review and possible enhancements. the bullet list for the Town Planner, Lee Jay Feldman is to review the following: Subdivision Ordinance, Zoning Map corrections, Findings of Fact/Notice of Decision standardized checklist with yes/no boxes and are able to hand write in the reasons for approval and or denial, and Article Three of the Zoning Ordinance. The sign ordinance is a sensitive issue with businesses; would be able to provide the Board with information and then an option would be to hold a public hearing to have the community chime in on what they would like to see in the sign ordinance before the Board tackles the writing portion. A “Sample” Packet was proposed by Dwayne that when an applicant comes in discuss a project that would go before the Planning Board; they would be provided a “Sample” packet of exactly what the Planning Board would be expecting to see. Lee Jay noted the following order for the review list:
 1. Findings of Fact checklist;
 2. July start the Subdivision Review;

3. Article 3 of the Zoning Ordinance.

- A workshop has been set for April 18, 2018 at 6:30pm on the Findings of Fact/Notice of Decision checklist.

IV. OLD BUSINESS

- **Election of Chair** – Dwayne Prescott nominated Lee Nelson for Chair. David Christensen seconded the nomination. Judy Wirth nominated David Christensen for chair. Judi Carll seconded the nomination. Judi Carll made the motion that nominations cease. Sam Hayden seconded the motion. Discussion – Sam asked Lee if he wanted the Chair. Lee – got through being Vice-Chair. Sam to David do you want to be Chair? David – not on top of things to do list. Judi Carll withdrew her motion to cease nominations. Sam Hayden withdrew his second of the nomination motion to cease. Judy Wirth withdrew her motion for David Christensen’s nomination for Chair. Judi Carll withdrew her second for David Christensen’s nomination as Chair. The only motion on the floor remains to be: Dwayne Prescott nominated Lee Nelson for Chair. David Christensen seconded the nomination. No further discussion. Vote 6-0 Lee Nelson is Chair of the Planning Board. Judy Wirth nominated David Christensen for Vice-Chair. Lee Nelson seconded the motion. No further discussion. Vote 6 – 0 David Christensen is Vice-Chair.

V. COMMUNICATION

- **March 29, 2018 effective Zoning Ordinance distributed**
- **FOF/NOD Little Ossipee Lake Campground expansion – Conditional Use**
- **FOF/NOD Foglio – new wood processing facility – Conditional Use**

VI. MISCELLANEOUS

- **Town Planner Job Description** – Dwayne would like there to be a discussion regarding the missed workshop on the Town Planner Job description. He would still like to meet with the Board of Selectmen. He stated that Dennis Abbott wanted the Planning Board to discuss the Town Planner job description. He thinks the 4 year degree should not be mandatory; should think outside the box; be able to reach out to businesses. Lee – should be a salesman for the Town; David – could share with another Town – professional training would provide the “toolbox” that would be required for the position. Dwayne – don’t need the overkill in the training. Judy – need formal training or courses or certifications on how to plan a town; Lee Jay – many places require AICP (American Institute of Certified Planners) certification and a master’s degree; Judi – technical expertise; David – need to define what looking for with outcomes. Determined that getting * our thoughts to Tammy on the job description and then she will forward them to the Board of Selectmen. Sam Hayden asked about the Comprehensive Plan – Lee said that it was on-line and Lee Jay provided him a copy to review. The Board members explained what took place and how the Comp Plan encompasses the job of the Town Planner.

VII. ADJOURNMENT

- Judy Wirth made the motion to adjourn at 7:28 pm. David Christenson seconded the motion. No discussion. Vote 6 - 0 in favor. Meeting Adjourned.

VIII. ITEMS NEEDING SIGNATURE

- **Minutes of February 21, 2018**
- **Minutes of March 7, 2018**
- **Minutes of March 21, 2018**

Approved Date: June 6, 2018



Joe A. Coe



Christine Prescott