

**Sabattus Planning Board Meeting Minutes**  
**January 23<sup>rd</sup>, 2024 Sabattus Town Hall-7pm**

Call to order- Time:7pm

**I. Pledge of Allegiance**

Public Attendance- **Scott Girardin, John McLean, Andrea McLean, John Mennealy, Jeremy Thibeault.**

**II. Roll Call:**

<input checked="" type="checkbox"/> Raymond Doyon, Chair	<input type="checkbox"/> Angie Mitchell	<input checked="" type="checkbox"/> Wayne Heyward, Alt 1
<input checked="" type="checkbox"/> James Lowell, Vice Chair	<input checked="" type="checkbox"/> Bruce Lovett	<input type="checkbox"/> VACANT Alt 2
<input checked="" type="checkbox"/> Gary Ham		<input checked="" type="checkbox"/> Bill Martin, CEO

**VIII. Agenda Adjustment to conduct Planning Assoc. Business first**

**Welcome new Alternate Member, Wayne Heyward.**

**Election of officers**

A discussion was initiated about a section of the Planning Board Bylaws which states the Chair position cannot be held for more than 2 consecutive one year terms. The Board unanimously decided to waive that provision because nobody else wanted to be the Chair.

Motion to elect **Ray Doyon** as Chair made by **Bruce Lovett** 2<sup>nd</sup> **James Lowell** Vote **All in favor**

Motion to elect **James Lowell** as Vice Chair made by **Bruce Lovett**. 2<sup>nd</sup> **Wayne Heyward** Vote **All in favor**

**III. Approve Minutes from November 28<sup>th</sup>, 2023.**

Motion to approve minutes as written by **Bruce Lovett** 2<sup>nd</sup> **James Lowell** Vote **5-0**

**Ray Doyon** made an agenda adjustment to conduct **New Business** next.

**VI. New Business-**

**Review of updated Site Plan Review Application for Coastal RV Repair LLC**

Discussion: **John McLean** of Coastal RV Repair LLC explained his intention to lease the property at 65 Mountain Rd and move his business which is currently located in Topsham, ME to this new location. **Bill Martin** stated he didn't have an issue as there was no change of use where this property was previously used as an RV dealership. The Board agreed that a public hearing was not necessary because the use will be the same. The Board did explain that there is a business license that would have to be completed with the town clerk. The Board asked for plans for a sign for the business and reminded **John** that he would need to abide by the signs ordinance by filling out an application and paying any appropriate fees.

Motion to accept application by **Bruce Lovett** 2<sup>nd</sup> **Wayne Heyward** Vote: **5-0** Time: **7:08pm**

Conditions?: **Apply for appropriate business licensing through the town; apply for sign permit when needed; provide copy of lease agreement stating the property owner is allowing the business to be run on their property.**

**Review of updated Site Plan Review Application for Kairos Group LLC**

Discussion: **Jeremy Thibeault**, current property owner of 96 and 104 Sabattus Rd discussed his understanding of what the applicants would like to do with the property. The applicants were not present so the Board chose to table the application acceptance until such a time that the applicant can attend a meeting.

**IV. Public Hearing- None**

**V. Unfinished Business-**

Ordinances in need of update for vote at Town Meeting

- Post Construction Stormwater Ordinance
- Erosion/Sediment control Ordinance
- Rear Lot Ordinance
- Subdivision Ordinance
- Site Plan Review
- Building Code
- Shoreland Zoning
- Aquifer/Wellhead Protection
- Land use Lot Size Minimums

Ordinances to be created for vote at Town Meeting

- Solar Ordinance
- Noise Ordinance
- Stormwater Ordinance
- Accessory Dwelling Ordinance

A great deal of discussion was had regarding ordinance review. The Board identified 4 ordinances that need to be brought up to state standards. There was discussion about whether they should update the current ordinance or if they could just defer to state regulations. It was ultimately decided to defer to state regulations for the current Building Code, Shoreland Zoning, Erosion/Sediment Control, and Stormwater/Post Construction Stormwater.

The following ordinances will need more research and time to edit/create as needed: Subdivision, Site Plan Review, Solar, Accessory Dwelling. The Board plans to utilize state laws, and other comparable towns' ordinances to apply to these current and new ordinances.

Bill Martin brought up his concern about individuals installing solar panels for personal use and what will happen with the panels when they must be decommissioned. He suggested the possibility of a decommission fee to be collected upon installation, similar to how fees are collected and escrowed for a larger scale solar field. He also discussed the permitting fees for individual use solar panels and basing them on square footage and cost of inspection. Jon Mennealy voiced that he disagreed with a decommissioning fee, citing that when one purchases any other appliance which has cost associated with its disposal that the property owner is responsible for covering that cost.

The Rear lot ordinance and noise ordinance were reviewed and found to be adequate as they are.

The Aquifer and Wellhead Protection Ordinance will be made to be congruent with our Land use/Lot Size Minimums as a discrepancy between the two was recently discovered.

#### Comprehensive Plan Update

Discussion: Bill Martin mentioned that they are waiting to hear from someone from AVCOG who offered to assist the town in updating the comprehensive plan.

**VII. Code Enforcement Business-** Bill Martin talked about the ordinances that need to meet state standards and the cost of purchasing the law books and programs that allow access all Maine state codes.

#### **IX. Other Business/House Keeping Reminders/comments from the floor:**

Comments from the Board and/or floor:

Next Meeting February 27<sup>th</sup>, 2024 at 7pm

#### **X. Motion to adjourn meeting &/or Move to Ordinance Review Workshop if needed.**

Motion to adjourn by Wayne Heyward 2<sup>nd</sup> Ray Doyon Time: 8:42pm