

SABATTUS PLANNING BOARD MINUTES
September 26th, 2023 SABATTUS TOWN HALL-7pm

Call to order- Time: 7pm

Pledge of Allegiance

Public Attendance- Keith Wood, Justin Wood, Roger Roberge, Terry Sherman

Roll Call:

☒ Raymond Doyon, Chair

☒ Angie Mitchell

☐ VACANT Alt 1

☒ James Lowell, Vice Chair

☒ Bruce Lovett

☐ VACANT Alt 2

☒ Gary Ham

☒ Bill Martin, CEO

☒ Jeff Baril, CEO

Approve Minutes from August 29th, 2023 meeting.

Motion by Bruce Lovett 2nd Gary Ham Vote 5-0

Public Hearing- None

Unfinished Business-

Post Construction Stormwater Ordinance

Discussion: The Board discussed the need to ensure compliance with state regulations.

Erosion/Sediment control Ordinance

Discussion: Bill Martin, CEO mentioned state Shoreland Zoning regulations were updated in 2015 and need to be included in the town's current ordinance.

Creation of Solar Ordinance

Discussion: Jeff Baril, CEO stated that he would get copies of a neighboring town's ordinance to the board members to utilize in the creation of a new one.

Comprehensive Plan Update

Discussion: None

Review of ordinance updates including marijuana, rear lot, noise, subdivision, site plan review.

Discussion: Still working to finalize draft marijuana ordinance for Select Board approval.

Sabattus Crossing approval conditions.

Discussion: No further news/discussion

New Business-

Subdivision Application submitted 9/15/23 by Keith Wood for a 5-lot subdivision located off Sabattus Road (map 4 lot 29).

Discussion: The Board discussed the plans for a 5 unit (each building/unit consisting of 4 rental condominiums) subdivision to be built over the next +/- 5 years located off the Ballpark Road (map 4 lot 29). There will be a paved road maintained by the property owners. Water and sewer needs will be met by the Sabattus Sanitary District. It was found that the application was lacking certain DOT and DEP approvals, and water/sewer connection applications. The Board will consider this application when all necessary components are completed.

Creation of new Stormwater Ordinance needed by Town Meeting 2024

Discussion: None

Creation of Accessory Dwelling Ordinance needed by Town Meeting 2024

Discussion: Jeff Baril, CEO explained the new Accessory Dwelling Laws and presented a draft ordinance to be finalized at the next meeting and then forwarded to the Select Board.

Code Enforcement Business- Jeff Baril, CEO stated that he will be working with the Superintendent at the Sanitary District to update the current Aquifer Ordinance.

Planning Associate Business- None

Other Business/House Keeping Reminders/comments from the floor:

Comments from the Board and/or floor: None

*All new Applications need to be brought to the Planning Board before the 15th of each month for timely processing.

Next Meeting would be October 24th, 2023.

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

Motion by Bruce Lovett 2nd James Lowell Time: 8pm

Public Participation at Board Meetings / Rules of Public Participation

-All comments to the Board and from the Board shall be made through the Chair. The Chair is responsible for moderating the Board's discussion, and discussion and comments from the public or applicants, to allow for appropriate exchange of information in a manner that complies with the Rules of Decorum stated in these bylaws.

-Public participation during regular meetings is allowed only after the introduction of an agenda item and appropriate motions and time for explanation and Board member questions. (See also Public Hearings, below.) The public may be allowed to comment on that agenda item at the discretion of the Chair. During that period, the public may address the agenda item only and each participant shall be limited to two minutes. Each participant may address the Board only one time unless requested by the Chair to comment further, and the Chair may limit time for comments to no more than ten minutes in total on an agenda item. A member of the public who wishes to comment on an item not on the agenda may be allowed to speak during the "Other Business" portion of the agenda.

-The meeting rules for Board meetings shall be printed on the back of each meeting agenda.

-Any member of the Board, the public, or an applicant who cannot comply with the ruling of the Chair or the Rules of Decorum in these bylaws during a Board meeting waives their right to participate in that meeting and shall be asked to leave the meeting.

Rules of Decorum for Public Meetings

-All Board meetings shall be conducted in such a manner as to be completed within two and one-half (2.5) hours of commencement. The board, by unanimous consent, decides to extend the meeting but only at the point where the meeting can be concluded within another hour. Any action after that point requires a tabling or postponing order. During Workshops — the attending public may not participate unless the Chair allows or requests such comment.

-During Hearings: the attending public may speak only in accordance with the specific rules set up for hearings.

-During Site Visits: This is a special meeting in all respects except that the public is not allowed to participate. Although the public is allowed to be present, comments and explanations will only be accepted by Board members and an applicant or agents representing an applicant. Only participant comments may be considered in any notes taken for minutes of such meeting.

Executive Sessions

-Executive sessions shall only be held within the bounds of the stipulations required by the Maine Right to Know Act. These shall be announced, moved, seconded, and voted for by a majority of members as per the stipulating statute hearings.

Public Hearings

-The Board shall hold a public hearing whenever it is deemed necessary or as required by MSRA REVISED STATUTES or Municipal Charter.

-Public hearings shall be advertised once in newspapers of general local circulation, the notice published at least seven days prior to and not more than fourteen days prior to the date of said hearing and/or onsite review. The cost of advertising for public hearings shall be paid by the applicant involved with such hearing. Abutters will be notified of public hearings and on sites.

-The advertisement for the hearing shall state the general nature and location of the question involved.

-Any person may appear in person or by agent at the hearing.

-Although not a legal requirement, it is strongly recommended that the applicant involved with the hearing appear in person or by agent at the hearing.

-Orderly procedure shall be maintained. The Board Chair shall preside, and all persons shall abide by the orders of the Chair.

Procedure for a Planning Board Public Hearing

-Hearings shall begin with an explanation by the Chair of the process about to begin by summarizing the items listed herein including that all matters are conducted through the Chair, and that the public must comment only when specifically allowed. The chair must emphasize that no decisions are made during the hearing and the process may not conclude during the current meeting. Finally, the Chair will state that order must be maintained and is required of all participants.

- The hearing will be declared open, stating the specific case number and time the hearing was opened. The Chair will call for a Presentation by the applicant or representative or attorney and witnesses without interruption.
- Clarifying questions will be allowed through the Chair to the applicant by Board members and people who will be directly affected by the project (e.g., abutters) and requests for more detailed information on the evidence presented by the applicant.
- The Chair will call for presentations by abutters or others, their attorneys, and witnesses, who will be directly affected by the project.
- Clarifying questions will be allowed through the Chair, by the applicant and Board members to the people directly affected and the witnesses who made presentations.
- Rebuttal statements may be presented by any of the people who testified previously.
- Comments or questions by other interested people in the audience will be allowed, with questions from the applicant or Board and rebuttal as appropriate.
- The Chair will declare the hearing closed, stating the time of close.