

Thorndike Planning Board
3-2-16 Meeting Minutes (Approved)
Town Office

[Decisions and commitments made in bold italic type.]

Members Attending: Michael Berry, Bob Carter, Mary Ann Hayes, Darryl Raven, Barbara Walch

Members Absent: Jesse Hargrove (School Board conflict), Doug Nye (vacation)

Others Attending: Kim Juskevica

Call to Order: Mike called the meeting to order at 6:30 PM.

Review & Approve Board Meeting Minutes: *On a motion by Darryl, seconded by Bob, the February 3 minutes were approved as presented.*

Town Meeting Preparation: The Warrant is about to be approved and detailed docs to be attached very soon. Mary Ann noticed missing a \$15 emergency vehicle access evaluation fee in the Road Ordinance that needs to be flagged for deletion. ***Any other items identified by the end of the meeting will be conveyed to update the proposals for town meeting.*** No other preparation should be necessary other than Board members being familiar with proposals if asked questions. Planning Board Report and Summary should be adequate for most.

Ordinance Revisions, Application Forms and Info Sheets: *Based on Town Meeting votes, Mary Ann will make changes in the ordinances and work with office staff to get them printed and 3-hole punched by April 6 Planning Board meeting. Mike will draft changes to Application Forms, Permits & the Info Sheet for review at that meeting by the Board and CEO.*

Lot Permit: The Board discussed ways to better publicize the need for this permit. Web site and tax bill insert were suggested but realized that these may not be effective at the time those planning to create a lot were paying attention. ***Since town gets deed recordings, the assessor should be instructed to pass along new lot info to CEO to see if Lot Permit was done and if not go back to creator of lot (not the purchaser who may likely own it by then). They would owe double the fee and potentially be liable for \$100/day violation. When a building permit is requested on a lot, CEO should be able to see if lot was legally created before or since ordinance and can then require the double fee of new owners (subject to check since technically prior owners' responsibility) before entertaining building permit.*** We are not trying to be punitive but advertise need to comply. Needs continued thinking and strategizing with Selectmen, Clerk and CEO. Hopefully new technology will make this easier to flag in the system. If we get notice of a split, should be able to get after the fact permit done during the same year.

Permit Fee Recommendations: The recommended fees following expansive discussion are recorded in the attached chart. It was discovered thanks to Barbara that the Land Use Ordinance also had the \$15 fee reference and that the Wind Energy Facility Ordinance had a robust fee section near the end of the ordinance. ***It was agreed that the Wind Energy Facility Ordinance would be best left alone but likely the warrant had already been finalized. Mary Ann agreed to fix the proposed amendments by Thursday afternoon for Board review as the warrant would be posted very soon.***

Regarding labeling, it was agreed to add "private" to Road Permits to distinguish them from Road Acceptance Permits and to label "Shoreland Zoning Permits" for those issued pursuant to that ordinance.

While \$1000 fees were agreed to as the final recommendation for Solar and Cell Tower application fees, some Board members felt that these were high compared to Site Plan and Subdivision Application fees relative to the likely amount of work/cost required of the Planning Board. But it was agreed that this was hard to know given such limited experience with development proposals of any kind and that these fees were incidental to developers of such projects. Given property tax stress, it was best to err on the side of charging developers than asking taxpayers to foot review costs.

Agenda for April 6 Meeting:

Orientation for at least 1 new member (to be recruited to replace Barbara)

Review & approve new info sheet & application forms

Discuss Lot Permit Enforcement with CEO

Review binders with new inserts

Review bylaws

Discuss workplan and schedule for coming year

Elect officers

Barbara's Last Meeting:

Despite repeated begging, Barbara reiterated that she would not entertain staying on for another term or portion of a term. ***All thanked her for her years of above and beyond service and how much she would be missed.*** She credited her value to just being willing to READ THE ORDINANCES.

Recruiting New Planning Board Member:

Some names were discussed. ***Members agreed to approach candidates to ascertain interest before making suggestions to the Selectmen. All agreed someone with attention to detail and willingness to dive into the ordinances would be needed to replace at least that key contribution of Barbara.***

Adjournment: The meeting adjourned at 8:30pm.