

**Lancaster Planning Board  
Minutes of Meeting**

Meeting held upstairs in Town Hall

Wednesday – July 10, 2019

The meeting was called to order by Chairman Mark M. E. Frank at 6:30 P.M., followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular Members:

**Present:** Chairman Mark M. E. Frank, Selectmen's Representative Leo Enos, Justin Carter, Mark M. St. Pierre and Penny Noyes.

**Absent:** Vice Chairman Andy Nadeau and Rusty Scott.

Alternate Members:

**Present:** Shane Beattie, Don Doolan, and Garrett Savard.

**Absent:** Greg Westcott.

Others attending:

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson, Maggie Jones and Surveyor Mark Vander Heyden.

**At this time Chairman Mark M. E. Frank appointed Alternate Member Don Doolan to full voting member for the night's meeting in absence of Vice Chairman Andy Nadeau.**

To review and approve the minutes of the June 12, 2019 meeting.

**A motion was made by Leo Enos and seconded by Mark M. St. Pierre to approve the minutes as written. A vote was taken and the motion carried.**

**Appointment(s):** None.

**Public Hearing(s):**

**Amendments to Subdivision & Site Plan Review Regulations** – The effect of the proposed amendments would create a Technical Review process required for all proposals prior to development of a final application to the Planning Board. There are also amendments to the Roads Standards in the Subdivision Regulations as well as minor edits for spelling, grammar and style.

**The Public Hearing opened at 6:35.**

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson spoke, stating the changes in both regulations are based on the discussions that the Board has been holding for the last several months and include changes to the Subdivision road standards and the addition of a Pre-Planning Board consultation step for both Subdivision and Site Plan Regulations. This meeting was for the applicants and agents to discuss their plans with the Town's Department Heads prior to submitting a formal application. It was asked if all the Department Heads would be involved or

only those who had something that was important to the case. Mr. Gaetjens-Oleson stated that all would be expected to attend. Mr. Gaetjens-Oleson also explained this was in response to some issues with previously approved developments once construction began that could have been addressed if the Department Heads met with the developers before plans were created. He stated that although they all get copies of the Planning Board packets to review it would be better for them to have face to face discussions with the applicants.

Noting there was nothing else to present on the Subdivision amendments the meeting was opened to the public. Noting that there was no one from the public wishing to speak the meeting was closed to the public and opened only to the Planning Board.

Mr. Gaetjens-Oleson asked the Board if they still felt the Pre-Planning Board Consultation should be required for all projects, even lot line adjustments. Some felt it should be required for all. Mr. Gaetjens-Oleson asked Surveyor Mark Vander Heyden if he would appreciate being required to come to an extra meeting with the Department Heads for a simple proposal. Mr. Vander Heyden felt there were some things that may not require that level of review. Mr. Gaetjens-Oleson stated the Board could leave it up to their designee to determine if the request needed to go before the Department Heads first. The Board felt this was an appropriate change to the proposed amendment. With no further discussion from the Board a motion was called.

**A motion was made by Leo Enos and seconded by Mark M. St. Pierre to approve the proposed amendments to the Subdivision Regulations with the addition of authorizing the Planning Board's designee having responsibility for determining when a proposal needed to go to the Department Heads for consultation. A vote was taken and the motion carried.**

The discussion was then opened for the Site Plan Review Regulations amendments. Mr. Gaetjens-Oleson stated the only change to these was the addition of the Pre-Planning Board Consultation. He stated in order to be consistent with the Subdivision Regulations it should also include the Planning Board's designee being responsible for determining what proposal goes through the step.

Noting there was nothing else to present on the Site Plan Review amendments the meeting was opened to the public. Noting that there was no one from the public wishing to speak the meeting was closed to the public and opened only to the Planning Board. Noting the Planning Board had nothing further to add a motion was called.

**A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to approve the proposed amendments to the Site Plan Review Regulations with the addition of authorizing the Planning Board's designee having responsibility for determining when a proposal needed to go to the Department Heads for consultation. A vote was taken and the motion carried.**

**The Public Hearing closed at 6:47 P.M.**

**Other Business:**

**Preliminary Conceptual Consultation:**

- Surveyor, Mark Vander Heyden was present to discuss two potential lot line adjustments. He handed out preliminary sketches of both and began with property owned by Landra Leach on Portland Street. He explained that a previous lot line adjustment was done several months ago and now the new owner of one of her properties wants a little more land. The change in property lines would give a blueberry patch to the new owners. Mr.

Gaetjens-Oleson asked about a small cabin near the proposed property line and if it would meet the required setbacks. Mr. Vander Heyden answered that he knows it is close and will ensure the new line will keep it within the required setbacks. Mr. Vander Heyden is hoping to have the plan in front of the Board at the August meeting.

- Mr. Vander Heyden's second case is for two parcels of land off Elm and Water Streets. Both are owned by the same family and they wish to add more land to the house lot which is off Elm and decrease the bare land lot off Water. Mr. Vander Heyden stated he had not walked the land yet and wanted to be sure a driveway would be no problem and another connection to the Water Street water and sewer would be allowed. Mr. Gaetjens-Oleson stated he would get the answers to these questions.

**Commercial Building Permit(s):**

- Verizon Wireless-Replacement of existing antennas and other related equipment on the Mt. Orne's telecommunications tower.

**Voluntary Merger(s):** None.

**Recent Zoning Decision(s):** None.

**Training Topic(s) & Material(s):** None.

**Announcement(s) & Correspondence(s):**

- Mr. Gaetjens-Oleson stated that he has most of the committee put together for the Master Plan Update but is in need of 2 members of the Planning Board. After some discussion Don Doolan and Maggie Jones (once appointed by the Selectboard) agreed to serve for the Planning Board. He stated that he hoped to have the first meeting in August to introduce everyone and set the process schedule. After, a topic for each meeting will be presented for discussion. It was asked if the main committee would be breaking up into sub-committees and Mr. Gaetjens-Oleson answered no. He also stated that he hoped it could be done in a year. He reminded the Board that the Master Plan is only a guiding document not a regulation.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.

**A motion was made by Leo Enos and seconded by Mark M. St. Pierre to adjourn. A vote was taken and the meeting adjourned at 7:00 P.M.**

Respectfully,

Approved:

Sandra E. Doolan – Clerk

Mark M.E Frank - Chairman