

TOWN OF CUMBERLAND PLANNING BOARD MEETING MINUTES
Tuesday, June 21, 2022

A. Call to Order: Chairman Record called the meeting to order at 7:00 pm.

B. Roll Call: Present: Paul Auclair (excused prior to item F.3), Peter Bingham, Bridget Perry, Lorraine Rardin, Jason Record & Ann Sawchuck. **Absent:** Joshua Saunders.
Staff: Carla Nixon - Town Planner, Christina Silberman – Administrative Assistant.

C. Approval of the Minutes of the May 17, 2022, meeting: Mr. Auclair moved to adopt the minutes as written, seconded by Mr. Bingham and **VOTED, 4 yeas, 2 abstained (Perry & Rardin) - motion carries.**

D. Staff Site Plan Approvals:

1. Minor Staff Site Plan Review: SBA Communications to install three (3) antennas and associated equipment to an existing tower located at 159 Range Way as shown on Tax Assessor Map R07, Lot 48. Owner: SVR, LLC; Applicant: Envy Construction, Representative: Craig Burgess, P. E. – Sebago Technics, Inc.

Chairman Record reported that the above minor staff site plan review was approved.

E. Minor Change Approvals: None.

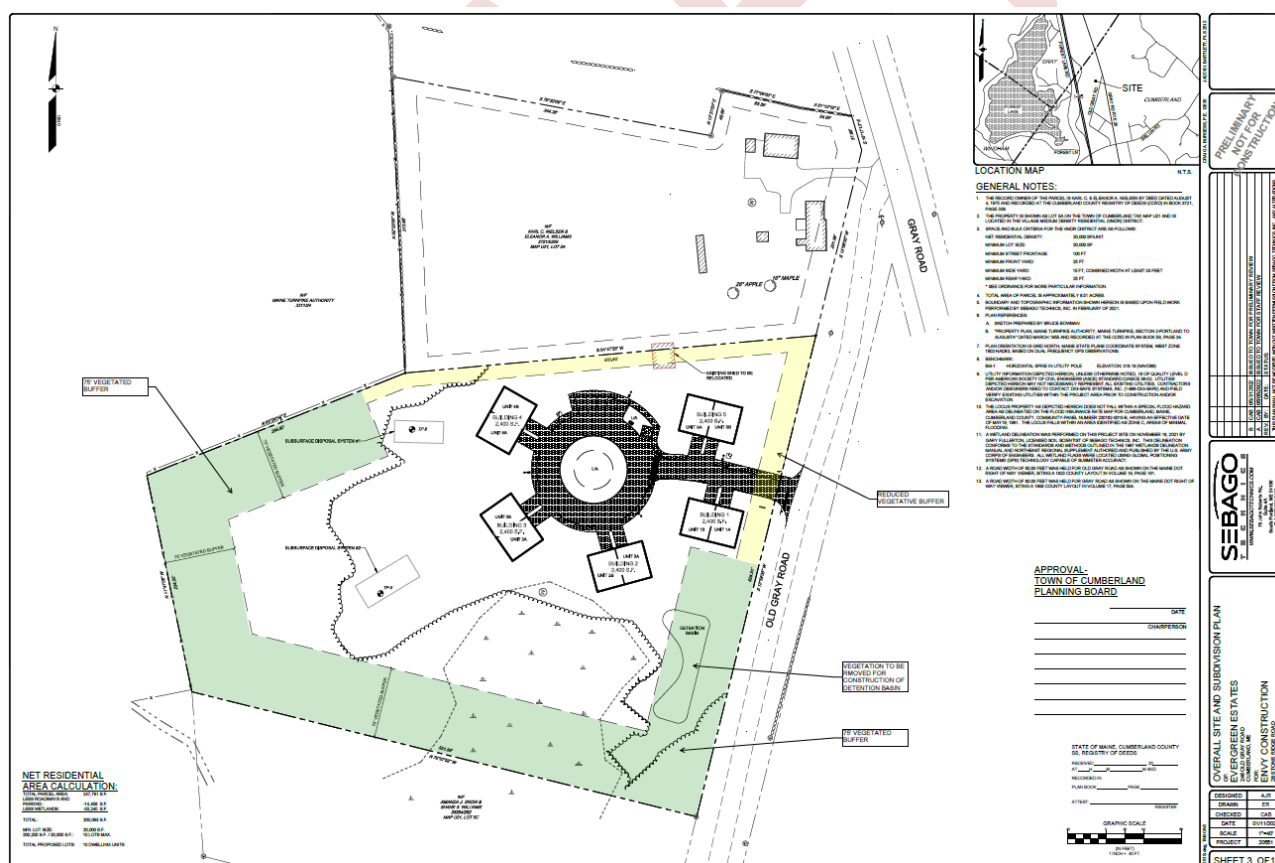
F. Hearings and Presentations:

1. Public Hearing: Preliminary Major Subdivision Review for Evergreen Estates, a ten (10) unit residential development on a 5.69 acre parcel located on Old Gray Rd., Tax Assessor Map U21, Lot 5E in the Village Medium Density Residential (VMDR) Zoning District. Owner: SVR, LLC; Applicant: Envy Construction, Representative: Craig Burgess, P. E. – Sebago Technics, Inc.

Chairman Record introduced the item. Ms. Nixon explained that when the conservation subdivision was put in place, the language that was put into the ordinance that talked about minimum lot sizes for this type of subdivision was not cleaned up and is not applicable. The Town Attorney has explained that this project is one lot with multiple units and meets the minimum lot size. Chairman Record said that the Town Attorney's explanation is that no changes to the existing ordinance are required for this project to move forward because it is one lot and Ms. Nixon agreed.

Chairman Record referred to a different project waiver request for the perimeter buffer that was requested at the previous meeting and asked for confirmation that the Board is not setting a precedent if this waiver is granted. Ms. Nixon responded that the Town Attorney has indicated to her many times that the Planning Board doesn't set precedent and only a court can set precedent. When a waiver motion is made, it is with the words "due to the unique circumstances of the site." Ms. Nixon said that there are unique circumstances with the project that make this a reasonable waiver to grant. Chairman Record referred to State legislation LD2003 and asked if the Board would create any issue by granting these sorts of waivers. Ms. Nixon replied that she doesn't see how

Mr. Burgess displayed a plan of the project and identified the adjacent site, retained by the original owner, from which the project site was cut from. Mr. Burgess reported that there will be approximately .7 acres of new impervious surface with a 20' private driveway, additional guest parking, a fenced dumpster area, and a walkway within the development. Underground utilities will extend from Old Gray Rd. The site will be served by two wells and two subsurface wastewater disposal systems. Mr. Burgess identified the location of the wastewater disposal systems and noted complications to the design due to bedrock. Mr. Burgess identified the location of a delineated wetland that is contiguous with an off-site stream.



Mr. Burgess explained that there is a limited stretch of about 60' where the project could achieve sight distance with access to Old Gray Rd. and it is critical to have the access in the proposed location. Stormwater will be redirected to a drain into a detention pond

in the southeasterly corner. The project does not propose over one acre of new impervious surface and DEP permitting requirements do not apply.

Mr. Burgess referred to a waiver request for a reduction of portions of the 75' perimeter buffer and said that due to the constraints with the wetland and bedrock, the ability to push the development to the south is limited. The applicant plans to supplement the reduced buffer with robust landscaping to create a visual buffer from Old Gray Rd. There is a requirement in the deed for the lot conveyance that additional trees be planted along the new lot line created by the split. Mr. Burgess noted there will be a cut in area for the duplexes and they will be sunken down low and, along with the plantings, they do not anticipate that they will be highly visible from the abutting residence.

Mr. Burgess said review comments were overall minor and will be addressed in the final application.

Mr. Bingham asked if the proposed improvements to the road and the intersection are satisfactory. Ms. Nixon replied that the road improvement plan has not been formally submitted and the final review will have this info. Mr. Bingham asked if the plan makes sense to the Peer Review Engineer regarding the wetland location and reduction of the buffer. Ms. Nixon replied that she will ensure that the Engineer concurs for the final approval. Mr. Bingham says on the surface, the waiver appears to meet the requirement for unique circumstances and Ms. Nixon agreed.

Mr. Auclair asked for information about the buffer waiver area. Mr. Burgess pointed out the areas for the proposed reduced buffer highlighted in yellow on the plan and said the size would be the same as the building setback within the zone. Mr. Burgess said the applicant can treat the building setback as a vegetated buffer and add more robust plantings for visual screening. Mr. Burgess explained that the deed for the lot split requires a dense tree buffer between the seller's and buyer's parcels.

Mr. Burgess displayed and described the grading plan for the project. Mr. Auclair asked for the length of the area of the reduced buffer. Mr. Burgess said he thinks it is 23 feet in the front and 10 or 15 feet on the side. Ms. Rardin noted that the area highlighted in green on the plan is 75 feet and, in looking at this, you can get a feel for what the reduced buffer is.

Mr. Auclair asked about the peer review comments and said he did not find these in the meeting packet. Mr. Burgess reviewed four comments and explained that they will be addressed for the final submission.

Chairman Record asked if the waiver request is to be zero or if it is to be the same as the setbacks. Mr. Burgess asked if the buffer is a no disturb buffer requiring natural vegetation or if additional trees and shrubs for visual screening could be added. Ms. Nixon indicated that additional plantings can be added. Mr. Burgess said the applicant could completely plant the setback area as shown in yellow on the plan.

Ms. Sawchuck asked if the Board needs to do the waiver tonight. Ms. Nixon replied that it would be helpful for the waiver to be granted with preliminary approval tonight, otherwise the project can't really go forward. The waiver is needed to meet a key

requirement. Chairman Record noted that the verbiage of the waiver can require it match the current setbacks.

Mr. Auclair asked about residences that would be affected by a reduced buffer. Mr. Burgess replied that the previous lot owner was aware of the project and it is spelled out in the deed for the sale of the lot to put in a row of plantings along this property line. Mr. Burgess referred to the reduced buffer area along Old Gray Rd. and identified a residence across the road noting that the residence is very close to the right-of-way. Mr. Burgess said the location of the proposed units is consistent with how close the project will be to the road as with the nearby houses.

Chairman Record referred to the buffer required in the deed for land to the north and said that the Board has no authority to enforce it. Ms. Nixon agreed and noted that the Board could still require plantings on the project side of the property line. It is outside of the Board's purview to have a condition of approval to honor the deed. Mr. Burgess said that as part of the final application, they will include a plan for a planted landscape buffer along this property line and to supplement the buffer along the road for visual screening.

Ms. Perry noted that the Board could enforce the vegetation buffer within the width of the waiver. Ms. Perry noted the building setback is 25 feet from the front and 15 feet from the side and said she would be comfortable with these set values. Mr. Bingham asked if there would be a condition of approval or if it would be part of the waiver. Ms. Nixon said it could be either way. Mr. Bingham said a condition of approval would make sense. Mr. Auclair suggested the Board could grant the waiver and the waiver could refer to meeting a condition of approval.

Ms. Sawchuck asked if the Route 100 Design Standards apply, Ms. Nixon said no.

Chairman Record opened the public hearing.

James Banfield, 10 Old Gray Rd., said that as long as the project has the vegetation to meet the setbacks, his household is in favor of it. Mr. Banfield noted that the road will potentially affect them and is also a concern.

Chairman Record closed the public hearing.

Mr. Bingham moved that due to the unique circumstances of the site, the Planning Board grant a partial waiver of the 75' buffer requirement subject to the condition of preliminary plan approval, seconded by Mr. Auclair and **VOTED, 6 yeas, unanimous - motion carries.**

Chairman Record reviewed the prepared findings of fact. Mr. Auclair moved to adopt the findings of fact as written and read, seconded by Ms. Rardin and **VOTED, 6 yeas, unanimous - motion carries.**

FINDINGS OF FACT - Chapter 250 - Subdivision of Land The purpose of these standards shall be to assure the comfort, convenience, safety, health and welfare of the people, to protect the environment and to promote the development of an economically sound and stable community. To this end, in approving subdivisions within the Town of Cumberland, Maine, the

Board shall consider the following criteria and before granting approval shall determine that the proposed subdivision:

1. Pollution. The proposed subdivision will not result in undue water or air pollution. In making this determination, it shall at least consider:

- A. The elevation of the land above sea level and its relation to the flood plains;
- B. The nature of soils and subsoil and their ability to adequately support waste disposal;
- C. The slope of the land and its effect on effluents;
- D. The availability of streams for disposal of effluents; and
- E. The applicable state and local health and water resource rules and regulations;

There are no flood plains on site. A subsurface investigation confirmed that the soils and subsoils are adequate to support waste disposal and passing test pits were confirmed. A nitrate evaluation was conducted that meets the requirements of the State of Maine and the Cumberland Subdivision Ordinance. Based on the information provided, the Board finds that the standards of this section have been met.

2. Sufficient Water. The proposed subdivision has sufficient water available for the reasonable foreseeable needs of the subdivision;

The lots will be served by two drilled wells. A hydrogeologic Assessment dated April 13, 2022, was provided which states that the proposed subdivision will have adequate water available and will not adversely affect the supply of water to adjacent properties. The Town Engineer has reviewed and approved the findings of the hydrogeologic report. Based on the information provided, the Board finds that the standards of this section have been met.

3. Municipal Water Supply. The proposed subdivision will not cause an unreasonable burden on an existing water supply if one is to be used;

The subdivision will not utilize public water. Based on the information provided, the Board finds the standards of this section have been met.

4. Erosion. The proposed subdivision will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results; ***An erosion and sedimentation control plan that includes housekeeping procedures for maintenance has been submitted and the plan has been reviewed and approved by the Town Engineer. Based on the information provided, the Board finds that the standards of this section have been met.***

5. Traffic. The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed; ***A traffic impact assessment dated March 29, 2022, was submitted that shows that the project is estimated to generate six trips during both the AM and PM peak hour periods. A Traffic Movement Permit from MDOT is not required. There are no high crash locations in the area and there is adequate site distance at the exit from the subdivision. The application states that the development is estimated to generate six (6) vehicle trips in the peak AM and PM hours. Based on the information provided, the Board finds that the standards of this section have been met.***

6. Sewage disposal. The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services, if they are utilized; ***There will be two septic systems for the 10 units. The location of the systems and depiction of the location of passing soils tests have been provided and a hydrogeologic Assessment was provided that shows the proposed septic systems will provide for adequate sewage disposal without impacting well water quality. Based on the information provided, the Board finds that the standards of this section have been met.***

7. Municipal solid waste disposal. The proposed subdivision will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized; ***The site plan shows the location of a 12' x 12' dumpster enclosure. A private waste hauler will be used. Based on the information provided, the Board finds that the standards of this section have been met.***

8. Aesthetic, cultural and natural values. The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline; ***Letters are on file from State agencies indicating that the proposed subdivision will have no adverse impact on any of the above features. The Board finds that the standards of this section have been met.***

9. Conformity with local ordinances and plans. The proposed subdivision conforms to a duly adopted subdivision regulation or ordinance, comprehensive plan, development plan or land use plan, if any. In making this determination, the municipal reviewing authority may interpret these ordinances and plans; ***The plans have been reviewed and approved by the Town Planner, the Town Engineer and Town department heads. Additional information is required for final plan submission. The Board finds that the standards of this section have been met.***

10. Financial and technical capacity. The subdivider has adequate financial and technical capacity to meet the standards of this section;

Financial Capacity: The Applicant has submitted a letter dated March 29, 2022 from Gorham Savings Bank stating that bank has reviewed Mr. Salvo's financials and the details of the proposed project and finds that Mr. Salvo has the financial capacity to fund and/or obtain financing for such project. An estimate of values shall be submitted with the final plan.

Technical capacity is evidenced by the use of the professional technical consultants including a professional engineer, a licensed land surveyor, a landscape Designer, hydrogeologist, and a wetland scientist. In addition, a statement from the developer was provided that gave an overview of past projects completed in the Greater Portland Area. The Board finds that the standards of this section have been met.

11. Surface waters; outstanding river segments. Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38 chapter 3, subchapter I, article 2-B, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of the body of water; ***Wetlands were delineated by Gary Fullerton, LSS of Sebago Technics in November, 2020. There is one mapped wetland located in the south-east portion of the site.***

Based on the information provided, the Board finds that the standards of this section have been met.

12. Ground water. The proposed subdivision will not alone, or in conjunction with, existing activities, adversely affect the quality or quantity of ground water; ***The 10 unit residential subdivision, which will utilize private well water, will not adversely affect the quantity or quality of groundwater. A hydrogeologic Assessment was provided that shows the proposed septic systems will provide for adequate sewage disposal without impacting well water quality. Based on the information provided, the Board finds that the standards of this section have been met.***

13. Flood areas. Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an

area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation;

The development is not located within a 100 year flood plain as shown on FEMA Flood Insurance Rate Map 230162 0010B-0015B.

Based on the information provided, the Board finds that the standards of this section have been met.

14. Storm water. The proposed subdivision will provide for adequate storm water management; ***A stormwater Management Report dated May, 2022 was included in the application. The proposed development has been designed to manage stormwater runoff through Best Management Practices approved by MDEP. Run-off discharging from the site will be at or below pre-development conditions for the 2, 10 and 25 year storm events. Based on the information provided, the Board finds that the standards of this section have been met.***

15. Freshwater wetlands. All potential freshwater wetlands, as defined in 30-A M.R.S.A. §4401 (2-A), within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.

One wetland area was mapped and is shown on the plan. The development of the 10 units has been designed to avoid wetland impacts to the maximum extent possible and will involve the filling of 2,558 s.f. of wetland which is below MDEP permitting thresholds. Based on the information provided, the Board finds that the standards of this section have been met.

16. River, stream or brook. Any river, stream, or brook within or abutting the proposed subdivision has been identified on any map submitted as a part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in Title 38, Section 480-B, Subsection 9. [Amended; Effective. 11/27/89]

There were no streams identified on the site. Based on the information provided, the Board finds that the standards of this section have been met.

Ms. Nixon noted that six prepared conditions of approval are needed at final approval. The Board just needs the one for the waiver and for preliminary approval tonight. Ms. Nixon shared proposed language for the condition of preliminary approval.

Mr. Bingham moved that the Board approve the condition of preliminary plan approval, as prepared by the Town Planner, and approve the project (preliminary major subdivision review for Evergreen Estates) with the standard condition of approval and one condition of preliminary plan approval, seconded by Mr. Auclair and **VOTED, 6 yeas, unanimous - motion carries.**

Standard Condition of Approval: This approval is dependent upon and limited to the proposals and plans contained in the application and supporting documents submitted by the applicant. Any variation from the plans, proposals and supporting documents, except de minimus changes as so determined by the Town Planner which do not affect approval standards, is subject to review and approval of the Planning Board prior to implementation.

Condition of Preliminary Plan Approval:

1. A waiver of 25' on the front and 15' on one side has been granted by the Planning Board with the condition of approval that a robust buffering and planting plan shall be submitted for final plan review.

2. Site Plan Preapplication Conference: The Grange Hall Pub at Longwoods Preserve to be located on two adjacent parcels totaling approximately 61.56 acres, with a contract zone agreement in the Rural Residential 1 (RR1) Zoning District, Tax Assessor Map R03, Lot 6A and Map R03, Lot 13 - 76 Longwoods Rd. Owner: Synergosity, LLC, Representative: Jeffrey Read, P. E. – Sevee & Maher Engineers, Inc.

Chairman Record introduced the item and noted this is not an actionable item. Ms. Nixon explained this is a preapplication conference and the project has a contract zone that was approved by the Council.

Jeff Read, P.E. - Sevee & Maher Engineers, is here on behalf of Alex Timpson and Synergosity to present the Grange Hall Pub at Longwoods Preserve project. Mr. Read said the applicant is looking for feedback from the Board on the design to finalize their site plan application.

Mr. Read said the 61.5 acre site will have 55 acres of dedicated conservation area with a working farm and trail system. 6.5 acres will be the development parcel that will house a 3,500 square foot restaurant with 120 seats. There will be a large outdoor patio and terrace. Sixty of the seats will be permanent indoors and sixty will be seasonal outdoors. Mr. Read said traffic and parking is based on 120 seats. There will be a 43 space parking lot adjacent to the structure that will meet Town requirements. Sixteen parking spaces are proposed along the access road and there will be eight new parking spaces at each trailhead. The project is served by a private well that is already drilled and tested. There will be two septic systems to serve the project. The existing driveway will be improved to meet town standards for access to the site. The drive in is approximately 1,300 feet. The restaurant and parking area are behind a rise that is behind the existing farmhouse and the visual impact should be minimal.

Mr. Read said that in addition to a farm to table restaurant and brew pub, the developer hopes to be involved with the community as a community center to host events like farmer's markets, weddings or corporate events. The facility will include some live music, mostly indoors. Mr. Read noted that the music will not be loud and is intended as background for dining.

Mr. Read said that additional permitting would be required for this project. They have submitted for an MDOT entrance permit. There will be less than one acre of new impervious surface area. Mr. Read said that they hope to have the MDEP permit by rule before they come back to the Board.

Mr. Read displayed and described a conceptual site plan. Mr. Read said there are hopes that a farmer will work the land and use the existing farmhouse but this has not been decided. Mr. Read reported that some wetlands work has been done. There are no vernal pools within the development parcel or within 250 feet outside of the development parcel to correspond with the MDEP terrestrial habitat.

Ms. Perry asked about plans for the road material. Mr. Read replied that the plan is to have a gravel base to meet Town standards and a reclaim asphalt travel surface for the access drive and the parking area.

Ms. Sawchuck asked about the cultivation area. Mr. Read identified an area in the front of the property that is currently field. Mr. Timpson noted that it will be about 16 acres.

Chairman Record asked for clarification regarding marijuana cultivation. Mr. Timpson replied that the agreement is that they will be allowed to grow whatever crops are allowed within the existing zone now and in the future.

Mr. Timpson noted that there is language in the contract zone for a future residential dwelling but there is no plan to construct this within the next five years.

Chairman Record said he thinks this is a neat project and asked if there is anything else to run by the Board. Mr. Read responded that there will be a few waiver requests and this should be a pretty straightforward project.

Mr. Auclair announced that he has to leave the meeting at this time and excused himself prior to review of item #3.

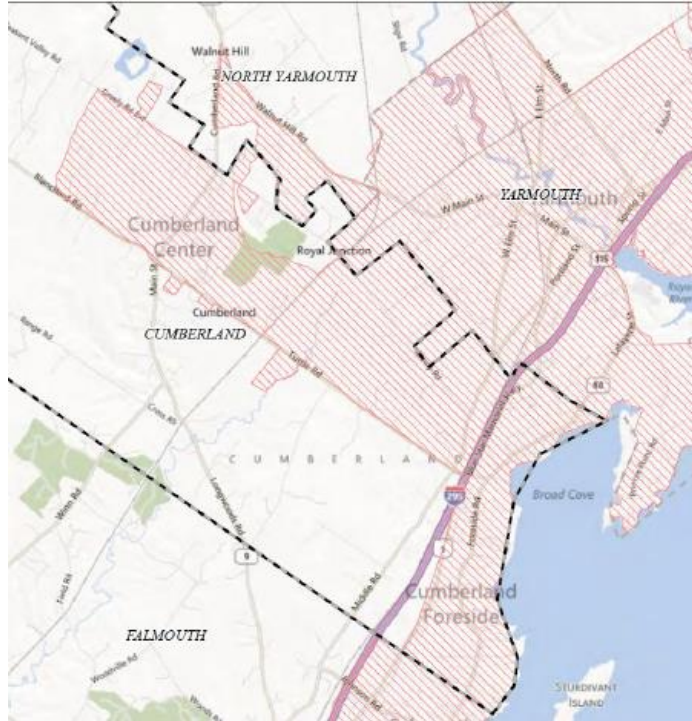
3. Stormwater Report: Annual report to the Planning Board regarding the MS4 Stormwater program as required by the Maine DEP Permit. Presented by Kristie Rabasca of Integrated Environmental Engineering, Inc.

Chairman Record introduced the item. Chairman Record explained that this is not an actionable item tonight but there will be changes that the Town will need to make coming forward.

Kristie Rabasca, P. E. – Integrated Environmental Engineering, Inc., said that she assists the Town in compliance with the Town's stormwater permit. Ms. Rabasca reported that there are two ordinance changes coming up that are required by the stormwater permit. One change relates to erosion and sedimentation control and the Town has about one year to get these changes through. The second change relates to low impact development standards and the Town has about two years to get these changes through. The permit is called the General Permit for Stormwater Discharges from the Municipal Separate Storm Sewer Systems. This is for the storm drain system and includes the outfalls, ditches, catch basins, drain manholes, etc.

Ms. Rabasca said that the Town has been regulated by this permit since 2003. A new permit will start July 1, 2022. Ms. Rabasca said she has been working with Town staff to write a five-year stormwater management plan to address specific requirements.

Ms. Rabasca reported that the Town became regulated because of a U.S. Census designation in 2003. The Census looks at population density and in 2010 started looking at impervious area. When people are living in close proximity, there is pollution building up and runoff contaminating water bodies. Ms. Rabasca explained that a high potential for pollution means the Town gets regulated by this stormwater permit. Ms. Rabasca showed a map of the Town and noted the regulated area is shown in red.



Ms. Rabasca reviewed pollutants such as oil and grease from cars, brake dust, gasoline, pesticides and fertilizers and said the stormwater permit addresses these but in particular are construction sites. Construction sites and post-construction sites have pollutants that build up and get released to the water bodies when it rains.

Ms. Rabasca said the permit affects almost every aspect of municipal operations. Public Works takes care of most of the program and coordinates with Cumberland County to do public education. Public Works maps the storm drain system and does inspections.

Ms. Rabasca said that a model low impact development (LID) ordinance has to be submitted to the DEP by September 1, 2022. Portland area communities have been working on this. Ms. Rabasca said that she has a draft proposal. DEP will post the submittal for public comment and will get back to the Town regarding which strategies to implement. The Town will have until 2024 to implement the changes. Ms. Rabasca reviewed some of the LID model ordinance and said there will probably be a staff meeting to discuss these and put a proposal together for the Board.

Ms. Nixon asked if the Board would have any discretion over the changes. Ms. Rabasca said the Board will have some discretion in the form of whether it conflicts with a standard the Town already has or whether it is appropriate in a certain zoning area. Ms. Nixon noted that there seems to be a lot of detail and technical requirements that the Planning Board doesn't get involved with. Ms. Rabasca said there will be discussion around this with Ms. Nixon, Mr. Shane (Town Manager) and Mr. Longley (Code Enforcement Officer) to review the standards in detail and then there will be a more detailed presentation about what the Town ought to do. Ms. Rabasca said she will be giving a separate webinar to discuss the performance standards on July 14th at 11 am.

Mr. Bingham asked if this applies only to the areas shown in red on the map and Ms. Rabasca replied yes.

Ms. Rabasca referred to the Erosion Sediment Control (ESC) requirements and said the permit language says that the municipality has to create or update an ordinance that requires the use of erosion and sediment control BMPs (best management practices) at construction sites that disturb one or more acres of land consistent with the minimum standards outlined in the appendix to the general permit. Ms. Rabasca said the MDEP does not have enforcement authority to do a stop-work order and this requirement has come down to the municipalities. The specifics will be embedded in the Town ordinance so the Code Enforcement Officer will have better enforcement capability.

Ms. Rabasca reviewed some of the ESC requirements. Ms. Rabasca said there are optional elements that will be reviewed with Town staff and recommendations will be made to the Board as to what should be embedded in Cumberland's ordinances. Ms. Rabasca reviewed some of the existing standards in the site plan and subdivision ordinance that will need to be revised and suggested options for the revisions.

Mr. Bingham said that this seems more complicated than what everyone thought. Mr. Bingham said the Town will also be dealing with the new zoning ordinances and he assumes the Town will need outside help. Mr. Bingham asked if there are funds budgeted for this. Ms. Nixon said that the Town already budgets funds for Ms. Rabasca to work with the Town.

Mr. Bingham asked if the proposed amendments would go to the Ordinance Committee. Ms. Nixon said she has not consulted with the Town Manager about if this will go to the Ordinance Committee. Ms. Nixon added that this seems like more of a housekeeping thing for work the Town already does and she does not see it as being labor intensive.

Mr. Bingham said that if someone is a contractor looking at this, there are more requirements being piled on and it looks like there is major stuff in the proposed changes. Ms. Nixon replied that the Town is already doing most of the things being proposed. Mr. Bingham noted that someone has to approve the changes and asked if the Council will do this. Ms. Nixon said she assumes so. Ms. Rabasca said she will contact Town Manager Bill Shane to see if the proposals have to go through Ordinance Committee. Mr. Bingham said the Town Council will eventually deal with this and the standard thing is for the Council to run it by the Planning Board. Ms. Rabasca agreed and noted that it will have to go through the public process.

Ms. Rabasca referred to questions she had prepared and asked if the Planning Board can answer the questions. Ms. Nixon said she thinks there should be a meeting with Bill Shane.

The Board thanked Ms. Rabasca for the presentation.

G. Administrative Matters/New Business: None.

H. Adjournment: Mr. Bingham moved to adjourn the meeting at 8:52 pm, seconded by Ms. Perry and **VOTED, 5 years, unanimous - motion carries.**

A TRUE COPY ATTEST:

Jason Record, Planning Board Chair

Christina Silberman, Admin. Asst.

DRAFT