

## PLANNING BOARD MINUTES

August 10, 2022

**APPROVED:** 8/24/22

**AGENDA:** MASTER PLAN – Vision Chapter discussion and edits  
FINAL DRAFT OF SURVEY QUESTIONS  
REVIEW ANY ADDITIONAL SURVEY QUESTIONS  
ZONING ORDINANCE PROPOSED AMENDMENT – 9.1 Wetlands Overlay District  
OFF-PREMISES SIGN AMENDMENTS – DRAFT #5  
22SUP09 – Amy Manzelli, Esq. – 481 West Shore Road - #203-067 Sub #001-002  
Amended Site Plan – Pizza Bene  
MASTER PLAN – Review Land Use Chapter & map options – 1st Draft

**ATTENDING:** Denice DeStefano (Chair), Don Milbrand (Select Board Representative), Randall Kelley (Vice-Chair), Elizabeth Seeler, John Miller (Alternate)

**ABSENT:** David Shirley

**OTHER:** Janet Cote (Land Use Associate), Ingrid Heidenreich (Fire Department Administrative Assistant)

Mrs. DeStefano called the meeting to order at 7:00pm with a quorum in person. She announced that David Shirley was absent, so she was appointing Alternate John Miller to serve as a voting member tonight.

### **MASTER PLAN – VISION CHAPTER DRAFT #6:**

Mrs. DeStefano stated that materials were sent out to the Board for review and discussion. She explained that draft #6 Vision Chapter now incorporated some of the other Board and Committee comments. Comments from Bill Dowey and some from Bruce Dorner of the Economic Development Committee were not included yet in this draft. She stated that some of Bill Dowey's comments would be destined to other parts of the Master Plan and that these and other comments should be discussed further.

Discussion followed regarding the draft with Mr. Kelley cautioning about inclusion of specific items like Workforce Housing that may preclude the Town having final decisions on such projects in the future. His concern was regarding outside entities like the State could overrule or veto a decision. Others stated that Zoning and Permitting would take precedence for any future applications. Mr. Miller stated that most of the issues come up because of definitions necessary to distinguish between Workforce and Affordable Housing. A suggestion to make language changes to state more broadly what the vision is such as "Housing that gives working families choices" was agree upon.

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### **MASTER PLAN – VISION CHAPTER DRAFT #6 continued:**

Further discussion led to a general feeling that the Vision should give a broader “big picture” view of where the Town wants to move and grow with less specific type project language. Mr. Miller also stated that some of the other comments could be included in a broader sense stating language like “leveraging technology to enhance community needs.” Mr. Milbrand stated that draft #6 covers the discussion of choices that allow graduates and others to have choices to remain in the community.

Discussion followed concerning Bruce Dorner’s last comment about working with the School District regarding enhancing cooperation between the Town and School District and educating youth in our community. Board members agreed that the School District is a separate entity including other towns interaction and this would be unnecessary and too specific. A broader statement might make sense like something that would state a commitment to education needs in the community.

With all outside input, concerns and discussion noted, Mrs. DeStefano summarized and stated that other input would be kept for review to address other Master Plan sections. Mr. Miller volunteered to work on language adjustments and inclusion of Economic Development Committee member comments without specifics. Once received, Mrs. DeStefano will post draft #7 on Town website for review before the Public Hearing later this month and send to Board members.

### **FINAL DRAFT SURVEY QUESTIONS:**

Mrs. DeStefano stated that several Town Committee and Board members submitted ideas and questions that they wished to have included in the Master Plan Survey. She stated that Historic District Commission (HDC), Energy Committee and Sustainability Committee replied with comments that the survey looked good. She read the comment from Mr. Dowey of the Economic Development Committee submission.

Mr. Dowey’s request to include a “Multi-Unit Facility” question was considered and after interpretation and discussion, it was suggested that a “mixed use/multi use development” question would be added as a bullet under Question 15.

Further discussion determined that for a Final Plan for the Survey it was best to move forward with the using Survey Monkey and post marked post cards. This would be prepared with the assistance of Mr. Miller and should launch in mid to end of September with a 1-month deadline to finish by mid to end of October. This would give the Board updated data to consider for finishing the Master Plan.

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### **ZONING ORDINANCE PROPOSED AMENDMENT – 9.1 Wetlands Overlay District**

Mrs. DeStefano stated she was proposing the changes to clarify if and when Land Use would contact other agencies, explaining that as a rule, statutes trigger some of the items concerning Regional Impact. She stated that Town Counsel review may require inclusion of this but at present she felt this was not needed.

Proposed changes were to the statement beginning paragraph of Article 9.1 A # 4 “When deemed appropriate by the Land Use Department”.

Mr. Milbrand motioned to approve the change to Article 9.1 letter A #4 as written. Ms. Seeler seconded. The motion carried 5-0-0.

### **OFF-PREMISES SIGN AMENDMENTS – DRAFT #5**

Mrs. DeStefano stated that all the edits have been updated in this draft. No further discussion or changes were made. Ms. Seeler motioned to approve all edits made to Off Premises Signs. Mr. Kelley seconded. The motion carried 5-0-0.

### **22SUP09 – Amy Manzelli, Esq. – 481 West Shore Road - #203-067 Sub #001-002**

Mrs. DeStefano stated that the applicant’s Counsel has asked for a continuance. Mr. Miller motioned to approve the request for continuance of 22SUP09 for 481 West Shore Road. The hearing will be scheduled for August 24, 2022. Mr. Milbrand seconded. The motion carried 5-0-0.

### **AMENDED SITE PLAN – Pizza Bene**

Mrs. DeStefano stated that the office did receive the Pizza Bene Amended Site Plan as they were still waiting for the Fire Department to sign off the proposed changes. She also stated that Land Use did not have an actual application for an Amended Site Plan, so she created one for them to use. This case was moved to the August 24, 2022 agenda.

### **MASTER PLAN – Review Land Use Chapter & map options – 1st Draft**

Mrs. DeStefano presented an email with several Land Use Map options for consideration from Lakes Region Planning Commission. The options were discussed. The maps represent, constrained and unconstrained lands and other information. Ms. Seeler wanted to understand what unconstrained and constrained meant. Mrs. DeStefano explained that constrained might have zoning, wetlands or other restrictions. Mr. Miller stated that all three maps had a place in Planning Board workshop activities but for the Master Plan he felt only option two made sense.

Review of the Land Use Chapter materials was postponed to next meeting to allow all Board Members a chance to fully read and come up with comments.

**MINUTES:** Mrs. DeStefano stated no minutes were ready for tonight’s meeting.

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### COMMUNICATIONS:

Mrs. DeStefano read communications about a Boundary Adjustment for properties on Pike's Point and a Wetlands Permit by Notification to repair a retaining wall at 31 Lakeside Road.

### REPORTS:

*Historic District Commission (HDC)* – Mrs. DeStefano stated that the HDC met for a short meeting on August 9, 2022. No hearings took place, but it was a required meeting, which took care of administrative tasks and bylaws.

*Select Board* - Mr. Milbrand reported that the Select Board received notification of grant funding from the Covid Relief that was available for Master Planning should the Planning Board be interested. Deadlines were discussed as well as whether any professionals might be available to do the work within the deadline requirements. Mr. Milbrand stated that the Economic Development Committee (EDC) was willing to help write the grant request. More discussion and questions about who in town would do final review of grant application especially with regard to commitments that might be required with a grant application. Mr. Milbrand will contact EDC.

*Capital Improvements Program Committee* – They meet next week.

*Conservation Commission* - Mrs. Cote provided an update on the Commission. She reported that the Commission is working to create a sub-committee for Lake Watershed and Water quality Study. The Committee will determine what impacts to water quality there might be. The Commission also reviewed an application for lake retaining walls.

*Land Use Department* - Land Use updates were given by Mrs. DeStefano. She reported that Ms. Goodwin was on vacation, but the office was still active. Future Minor Site Plans will be coming in for a couple of projects including new owner of Skip's Gun Shop and his plan to make the property a 3-family and the Corbeil application for the grooming business. Other amendments approved previously have gone to Town Counsel for review and will come back for final edits per Counsel and then Public Hearings can be held. The Public Hearing for the Vision Plan will be scheduled for August 24.

**NEXT MEETING** – The next meeting is scheduled for August 24, 2022.

### ADJOURNMENT:

With no other business to come before the Board, Ms. Seeler motioned to adjourn. Mr. Miller seconded. The motion carried 5-0-0 and the meeting adjourned at 8:00 PM.

Respectfully submitted,  
Janet Cote  
Land Use Associate