

**Town of Eliot
REGULAR PLANNING BOARD MEETING MINUTES**

May 5th, 2009 7PM

ITEM 1 - ROLL CALL

Present: Steve Beckert – Chairman, Dutch Dunkelberger, Paul Burke and Jeff Duncan - Alternate.

Absent: Dwight Snow and Chris Pollard – Vice Chairman.

Jeff Duncan was appointed as a voting member for this meeting.

Steve Beckert stated that Dwight Snow had been excused for several weeks due to a work-related class he was taking.

ITEM 2 – PLEDGE OF ALLEGIANCE

ITEM 3 – MOMENT OF SILENCE

ITEM 4 - REVIEW AND APPROVE MINUTES AND INVOICES AS NEEDED

MOTION:

Dutch Dunkelberger made the motion to approve the minutes of February 17th, 2009 as written.

Paul Burke seconded the motion.

Vote: 3-0, Chair concurs.

MOTION:

Dutch Dunkelberger made the motion to approve the minutes of March 3rd, 2009 as written.

Jeff Duncan seconded the motion.

Vote: 3-0, Chair concurs.

MOTION:

Dutch Dunkelberger made the motion to approve the minutes of March 17th, 2009 as amended.

Paul Burke seconded the motion.

Vote: 3-0, Chair concurs.

ITEM 5 - REVIEW OF "NOTICE OF DECISION" LETTERS, AS NEEDED

The Board reviewed the notice of decision letter for Joe Analoro and Shane Robinson and issued it with no changes.

ITEM 6 - PUBLIC APPLICATIONS OR PLANNING BOARD BUSINESS TO BE CONSIDERED

A. 10-minute public input session

Public input session opened.

No comments.

Public input session closed.

B. Review and discuss amendments to the ordinance to reflect current planning board practice.

Kate Pelletier stated that, at the request of the Board, she prepared an ordinance amendment to better clarify Planning Board procedures as they relate to the application submittal and review process. She stated that she went through the entire zoning ordinance and changed any areas where the code enforcement officer accepted and/or reviewed applications that will eventually go before the Planning Board.

Steve Beckert stated that these ordinances were written before the town had a planning assistant to vet applications. He asked if the Board had any comments or changes on the draft.

Jeff Duncan suggested the following change under Section 41-91:

*The subdivision review process shall begin when an applicant, referred to as the subdivider, submits to the ~~code enforcement officer~~ planning assistant or town designee an application, sketch plan, and other data relative to the proposed subdivision. ~~The code enforcement officer~~ **planning assistant or town designee** shall review all applications, identify other requirements for planning board review, and verify compliance with local, state and federal laws.*

The Board agreed.

Dutch Dunkelberger suggested that the term “planning assistant” be capitalized because it is a title.

Kate Pelletier stated that Municode, the company who publishes the town’s ordinances, does not capitalize any titles or people or boards/committees.

Paul Burke suggested that the term “he” be changed to “he or she” when referring to the subdivider in Section 41-117.

The Board agreed.

MOTION:

Dutch Dunkelberger made the motion to accept the amendments to Chapter 33, Chapter 41, and Chapter 45.

Paul Burke seconded the motion.

Vote: 3-0, Chair concurs.

ITEM 7 - ACTION ITEM LIST

None.

ITEM 8 – CORRESPONDENCE, OTHER AS NEEDED

Steve Beckert stated that the Conservation Commission is setting up a sub-committee to look into how to maintain and develop open space. He stated that Jeff Duncan will act as the liaison between the two boards and their first meeting is May 6th.

ITEM 9 - SET AGENDA AND DATE FOR NEXT MEETING

The next regular Planning Board meeting was scheduled for May 19th, 2009.

ITEM 10 – ADJOURN

MOTION:

Dutch Dunkelberger made the motion to adjourn at 7:40 PM.

Jeff Duncan seconded the motion.

Vote: 3-0, Chair concurs.

Stephen Beckert, Chairman

Date approved: _____

Respectfully submitted,

Kate Pelletier, Recording Secretary