

MINUTES
TOWN OF PARSONSFIELD
PLANNING BOARD
6:00 PM
Wednesday, January 4, 2023
TOWN OFFICE BUILDING

I. Call to Order

Andy Yale called the meeting to order at 6:00 p.m.

Present: Aaron Boguen, Allen Jackson, Andy Yale, Roger Moreau (Alternate), Recorder Desirae Lyle

Absent: Sabin Beckwith, Gerard Clifford, Paul Farris (Alternate), Code Enforcement Officer Jesse Winters

II. Workshop

a. Discuss – Processes, Procedure, Ordinances

The Board discussed the feasibility of reviewing Planning Board files as part of the site plan review application process. The Board would like to add this as a question on the application, which would place the burden of proof on the applicant. The Board also commented that this could become a request that the secretary review the files and if there is a previous application, forward it to the Board so that they know what was approved and what conditions may have been placed on the property. Desirae Lyle did note that the Planning Board applications are filed by map and lot, which would make reviewing the files a feasible option. The Code Enforcement Officer should also be able to provide some insight on what has been approved and what is available in the code files. This would be moot if it is for a property that has never had a need for a site plan application. Desirae asked the Board to consider if they would like to review prior files before reviewing an application or during the application process. The Board understands that they cannot make a decision on an application simply based on an applicant's compliance or a previous Board's determination. Each application needs to be reviewed individually for completeness and compliance with the Land Use Ordinances.

The Board discussed updating the Planning Board bylaws, and eventually the ordinances. The Board also noted that they should measure impervious area on applicable properties themselves.

Aaron asked if a 30% expansion is requested in the Shoreland Zone, does anyone review the property and confirm that they have not been approved for a 30% expansion in the past. The CEO should review the property file and confirm that the property is eligible for the expansion and if an expansion has been approved in the past. Desirae confirmed that the CEO does review the Planning Board files as needed.

The Board determined that they would like the executive secretary to add to the site plan review application "List all previous uses, variances or special conditions associated with the property". This will need to be reviewed and approved at a regular meeting of the Planning Board.

III. Reminders – None at this time

IV. Adjournment

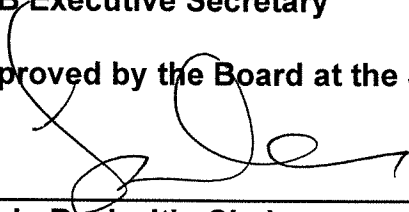
Allen Jackson made a motion to adjourn at 6:29 p.m. Roger Moreau seconded the motion. Motion carried with all in favor.

Respectfully Submitted,



**Desirae Lyle
PPB Executive Secretary**

Approved by the Board at the January 18, 2023, Meeting.



Sabin Beckwith, Chair