



TOWN OF BREMEN
P.O. Box 171~ Bremen, ME 04551

Walter Voskian, Chair
Floyd Gent, Vice Chair
Jack Boak, Board Member
John Clapp, Board Member
Walter Radloff, Board Member
Justin Stailey, Board Member
Mark Tenney, Board Member
Mary Berger, Alt. Member
Deborah Roll, Alt. Member

Bremen Planning Board Meeting Minutes
Tuesday, November 14, 2023, at 7:00 p.m.

1. Attendance

Members Present: Walter Radloff, Walter Voskian, Jack Boak, John Clapp, Justin Stailey, and Deborah Roll

All others present: No applications, No Selectboard members present. Recording secretary, Keena Cates.

2. Meeting called to order at 7:00 p.m.

Chairman Voskian read his two opening statements. A quorum was present. (He appointed Deb Roll as a regular member for this meeting.)

3. Adjustments to Agenda

October minutes moved to later in the meeting.

6. Other Planning Board Business

With no applications to consider, the first item under Other Business was the proposed amendment to the Planning Boards by laws to accommodate a recommendation from the Town attorney at the Planning Boards September meeting. The attorney addressed the issue of the Selectboard's opposition to the Planning Board chair's practice of directly contacting an applicant whose application the chair finds deficient in terms of submission requirements with the intent of resolving such deficiencies. The attorney stated that such an approach could carry the risk of legal jeopardy for the Board and could be considered as "advocacy" on the part of the Board. Instead, the attorney endorsed a proposal by the Board chair that the chair, or another member of the board reviewing the application, collaborate with the CEO on such a review, and then the CEO would contact the applicant in writing about any deficiencies, reflecting the views of the CEO and the Planning Board reviewer. The attorney advised the Board to amend its bylaws to provide for such a procedure.

Before discussion of the proposed amendment, Chairman Voskian reminded the members of the Planning Board of the procedure to amending the bylaws.

"Section 7

These Bylaws may be adopted or amended by an affirmative vote of the members present at any regular meeting of the Board, provided the proposed Bylaws or the proposed amendment has been distributed in draft form and discussed at the previous regular meeting of the Board.”

The Chairman stated this was done in October. So tonight, in accordance with the bylaws the Planning Board will be having a second discussion and a vote on whether to accept the amendment that is presented below.

Section 4, Paragraph I Section 4, Paragraph I

“The chair, or another member of the Board appointed by the chair, shall conduct a preliminary review of each submitted application for land use and construction activity within the Board’s jurisdiction to determine whether such application has any deficiencies in terms of submission requirements to include those requirements stated in the appropriate application form, checklist, local ordinances, and state and federal statutes. After conducting such a preliminary review, the chair, or the appointed Board member noted, shall consult with the Code Enforcement Officer (CEO) to ascertain the CEO’s determinations on the application. The chair or the appointed Board member jointly with and through CEO, and in accordance with Section 16 D of the Shoreland Zoning Ordinance, shall provide written notification to the applicant of any deficiencies in the application, what specified additional material is needed to resolve such deficiencies, and the date by which such additional material must be submitted to the Board.

Such written notification to the applicant shall include a statement that notwithstanding the results of the preliminary review of the application, the final determination as to whether the application is ready for Board review shall be made by the full Board at the meeting at which it formally reviews the application”.

The board made one change to the wording of the new bylaw. They changed the word “shall”, to the word “may” in the first sentence of the bylaws.

4. ***On a motion duly moved by Jack Boak and seconded by John Clapp the Board approved the motion to update the By Law. The motion passed unanimously on a roll call vote.***
5. ***On a motion duly moved by Jack Boak and seconded by Justin Stailey, the Board approved the minutes of October 2023 with changes. The motion passed unanimously on a roll call vote.***

Other issues.

The Chairman reminded members of the Shoreland zoning seminar on 7 December. Sponsored by the Lincoln County Planning Commission.

Proposed revision to Comprehensive Plan

Chairman Voskian said that the subject of whether to revise the comprehensive plan came up at the last Selectboard meeting during a report from the chair of the conservation commission, with some comments about the plan being out-of-date. Chairman Voskian pointed out that he had coincidentally reviewed the almost 20-year-old plan and he too found it very much out of date on some very important issues. He left it that he would raise the issue at the next Planning Board meeting and would come forward to the selectboard with a recommendation as to whether the PB, which according to the Planning Board Ordinance is responsible for administering the process of revising the comprehensive plan, thinks the Town should proceed with a revision sometime soon. The Chairman then presented an explanation of the Comprehensive Plan and its importance and the several areas where the current plans is out date or in need of review. He also proposed a mechanism for revising the plan, including the role of a proposed drafting committee representing citizens and a possible Planning Board role as first line reviewer and guidance agent. The consensus of the Planning Board was that the Chairman's proposal should be presented to the Select Board with a recommendation that the Comprehensive Plan be revised soon.

Next meeting is on 12 December 2023. The site visit day will be 10 December at 3:00 pm. The submission deadline is noon 29 November. Again, please let the chairman know if you plan on missing meetings over the next several months.

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There being no further business, a motion was duly moved by Chairman Voskian and seconded by Justin Stailey to adjourn the meeting at 8:03 p.m. The motion passed unanimously on a roll call vote.

FOR BREMEN PLANNING BOARD:



Walter Voskian, Chairman



Floyd Gent, Vice Chairman

Jack Boak

John Clapp



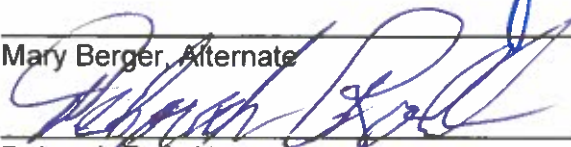
Walter Radloff

Justin Stailey



Mark Tenney

Mary Berger, Alternate



Deborah Roll, Alternate

These minutes do not represent the full extent of discussion on these agenda items.