**PLANNING BOARD MINUTES for Liberty, ME**

1. **MEETING DETAILS:**

Chairperson: Steve Fountain

Co-Chairperson: Betty-Lu Davis

Secretary: Kate Meadows

Date: **July 14, 2022**

Time: 7:00 pm

Location: Overlock Room

 Town Office, 7 Water Street, Liberty, ME 04949

1. **ROLL CALL:**

The **Chairperson** called the meeting to order at 7:01 pm.

**Members in Attendance:** Betty-Lu Davis, Steve Fountain, Carol McGovern

**Members Absent:** Kristine Gorman (abstained), Francis Stewart

**Alternate Members Present:** Carrie Mancini, John Morris **Absent:** NA

**Staff Present:** Kate Meadows, Secretary; Don Harriman, CEO

1. **CALL TO ORDER:**

**Previous Meeting Minutes:** Members who attended June meeting were absent this meeting; note that Kristin Gorman indicated virtually that she approved of minutes. Approval of minutes will be delayed until August meeting.

1. **APPLICATIONS / CORRESPONDENCE / ACTIVITY:**
	1. Shoreland: 360 Stickney Hill
		1. Applicant: Doug Blaisdell
		2. Original permit dated 05.14.2020 expired. Property owner requesting permit to be renewed. Note Mr. Blaisdell was present and indicated nothing has changed, although existing trailer was removed. Nothing new built.
		3. Betty-Lu motioned to approve, second the motion made by Steve Fountain, all present in favor.
		4. A detailed discussion followed between abutting property owners Dave and Deborah Demuth, Doug Blaisdell, CEO Don Harriman and the Planning Board. Discussion involved transferring the permit along with the sale of this property. Many factors must be considered, such as non-conforming status, what happens if construction starts on original lot, lot size and setback, what would be substantial construction if started, etc. Don Harriman indicated what would be required to become a conforming lot. Ultimately it was clarified that the re-approved permit would transferable to owner of an abutting lot, due to existing ordinances.
2. **CEO Report on Shoreland Zone Activity:** Don Harriman indicated the houseboat that had been on Stevens Pond had been removed.
3. **PUBLIC:**
	1. Doug Blaisdell – see above\*
	2. Dave and Deborah Demuth – see above\*
	3. Jeremy Hart – Mr. Hart had additional questions about his property but not pertained to Shoreland Zoning. Intent to Build questions were addressed by Don Harriman.
	4. Joe Meadows – requested a modification to an approved permit. Betty-Lu Davis indicated that a new permit needed to be submitted and all present on Planning Board agreed.
4. **OLD BUSINESS:**
	1. Carrie Mancini is new PB alternate member and needs to be sworn in by Select Board.
	2. Kate Meadows revisited that the Intent to Build Notification Ordinance requires that an (approved) Shoreland Zoning Permit be attached to the Notification. Additionally, the actual Form asks if a copy of the permit is attached. However, it has been noted by the CEO that neither the ordinance nor form submission follow this requirement and indicated it is not a necessary process. Kate to follow up with Select Board on how to proceed.
5. **NEW BUSINESS:**
	1. The Select Board notified the Planning Board of a new process adopted 06.13.2022 involving the process of Shoreland Zoning to provide the Assessors Agent all appropriately approved permits.
6. **ADJOURNMENT:**

There was a motion by Steve Fountain to adjourn the meeting at 8:08 pm. The motion was seconded by Betty-Lu. The Board approved the motion with 3 votes.

The NEXT regularly scheduled meeting is **Thursday, August 11th, 2022** at 7:00 pm. The draft minutes for the June 9th and July 14th, 2022 Planning Board meeting will be adopted at the August 2022 meeting.

Draft minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kate Meadows

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Steve Fountain