

Town of Lincoln Planning Board – Meeting Minutes
June 9, 2010 – 6:00 pm

Planning Board

Present: Chairman Pat Romprey, Vice Chairman Joe Chenard, Jim Spanos, John Hettinger, Deanne Chrystal,

Staff Present: Town Manager Peter Joseph and Planning & Zoning Administrator Matt Henry.

Excused Absences: Peter Moore, Tom Adams, Charlie Cook

Others Present: Susan Chenard, Herb Lahout

I. CALL TO ORDER by the Chairman Pat Romprey at **5:55PM**;

II. CONSIDERATION of the Draft Meeting Minutes of 5/26/2010.

Jim Spanos asked if it was necessary for the adjournment time to be written in the minutes. It was decided that it is helpful to have a record of what time the meeting officially ended so that the public knows when Town business was discussed. It was decided that going forward, the adjournment time should be documented in the minutes.

MOTION: Joe Chenard made a motion to approve the minutes of 5/26/2010. John Hettinger seconded the motion. The motion carried unanimously.

III. CONSIDERATION of an application for Site Plan Review submitted by Herb Lahout for Subway Restaurant (Tax Map 118 Lot 075).

Proposal: Seeks approval for change of use from existing retail to proposed 34 seat, 4550 sq. ft. restaurant.

Planning Board: Acceptance of the Completed Site Plan Review.

Public Hearing: Approve or Disapprove the Completed Site Plan Review.

Chairman Romprey read the agenda item. Joe Chenard excused himself from the table because he has a personal relationship with the applicant.

Herb Lahout described his plans to change the use of the parcel from retail to a restaurant. He owns both parcels of land which was previously a furniture store, and prior to that a hair salon. Herb Lahout's clients plan to begin construction on Monday. He said that his clients are planning on putting a considerable amount of money into the proposed subway.

Matt Henry recommended that the planning board accept the application as complete and explained that all of the proposed waivers seem acceptable. Peter Joseph described each waiver individually and explained why a waiver was requested for each item. Waivers were requested for checklist items #8, #15, #24 (a, b, c, d), & #25. Pat Romprey expressed concern about item #25. He asked Herb Lahout if a ¾ inch waterline will be sufficient. Herb Lahout responded by saying the engineer never brought up a problem with the waterline. Peter Joseph said that there really is not a lot of water that will be used at the restaurant beyond washing dishes, bathrooms, etc.

MOTION: Jim Spanos made a motion to accept the application for site plan review as presented. John Hettinger seconded the motion. The motion carried unanimously.

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John Hettinger raised issues on parking and whether there will be sufficient parking available. There will be parking in the respective lot as well as 5 additional parking spots on main street. Herb discussed the request for a curb cut on the west end of the building that will alleviate traffic congestion. The Department of Public Works and State Department of Transportation both examined the proposal and they are both agreeable. Bill Willey, the DPW, marked the curb in order to show where it should get cut. Pat Romprey said that there are plenty of parking spaces in the rear of the proposed site that never gets used so there is ample parking. It was decided that parking is more than adequate for this use.

MOTION: Jim Spanos made a motion to open public hearing. John Hettinger seconded the motion. The motion carried unanimously.

Peter Joseph read a letter from Ted Sutton regarding a credit for Water and Sewer Points that are awarded to Herb Lahout due to what had previously existed when the building was a hair salon. Peter said that whenever possible, the town tries to inform applicants about available credits that they are entitled to.

MOTION: Jim Spanos made a motion to close public hearing. John Hettinger seconded the motion. The motion carried unanimously.

MOTION: Jim Spanos made a motion to approve the proposed site plan as documented. John Hettinger seconded the motion. The motion carried unanimously.

VI. REVIEW AND COMMENT on the MATRIX REPORTS and OPEN FILES pertaining to:

- A. Land Use Subdivision and Site Plan Applications/Approvals
- B. Building Permit Applications
- C. Sign Permit Applications

The Board asked questions regarding the Building Permit applications. They specifically asked about Alfred Poulin's application and why it was so much less than the same log home being built by Steven Poulin. Matt Henry responded by saying that was the estimate given on the Building Permit and is probably substantially less expensive because some parts of the home may still be in place from before the fire. However, Alfred Poulin should not be charged sewer, water, and bedroom fees since they were all paid when the home was constructed the first time. The Board asked Matt Henry to check to see what was in place prior to the disaster and refund him the money, if necessary. Peter Joseph gave background about Alfred Poulin asking the Board of Selectmen for a six month extension beyond the one year rebuilding deadline for Non-Conforming uses after a disaster so long as it occupies the same footprint as the destroyed building.

VII. CONTINUING & OTHER BUSINESS (Staff and Planning Board Member/Alternates).

Matt Henry described the Hastings Law Office letter that he e-mailed to the Planning Board. He said that the procedures described in the letter would protect the Planning Board in the event someone

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feels that they are not treated fairly. Peter Joseph went into the history regarding why the memo was written and a clear time when the public may provide input would alleviate repetitiveness as well as ensuring all individuals are given the opportunity to speak. Matt Henry added that so long as the Planning Board is upfront with the applicant and the public about the public hearing procedure then the procedures described in the Hastings Law Office letter would be effective. Having a specific point where public input is allowed vs. when it is not allowed will avoid complications that may arise from controversial items. Additionally, public hearing becomes more complicated when the Planning Board is working on an action item that may span across several meetings. The Hastings Memo spells out the correct procedure the Board should follow in that case.

MOTION: John Hettinger made a motion to adopt procedures described in the Hastings Memo. Jim Spanos seconded the motion. The motion carried unanimously.

The Planning Board was officially appointed at the last Board of Selectmen meeting. However, now that staggered terms are in place, it is necessary to officially elect the Chairman, Vice Chairman, and Secretary. Peter Joseph said that all Planning Board members should now be officially sworn in. He asked the Planning Board to stop by the Town Clerks office at some point so Susan Whitman, Town Clerk, could swear them in.

MOTION: John Hettinger made a motion to elect Pat Romprey as Chairman, Joseph Chenard as Vice Chairman, and Jim Spanos as Secretary. Jim Spanos seconded the motion. The motion carried unanimously.

Pat Romprey read a letter that John Hettinger gave him regarding the Riverwalk project. The (letter is amended to the minutes). There was brief discussion that followed about the project.

VIII. PUBLIC INPUT on Specific Issues

None

IX. ADJOURNMENT:

MOTION: Joseph Chenard made a motion to adjourn at 6:40PM. Jim Spanos seconded the motion. The motion carried unanimously.

Respectfully submitted,

Matt Henry

Dated: June 24, 2010

Pat Romprey, Chairman