

## Minutes for Thursday, December 17, 2018 Planning Board Meeting

**1. Call to Order:** The meeting was called to order at 7:00 PM.

**2. Introduction of Attendees:** Present were: Chair Dave Johnson, Secretary Laura Chadbourne, and Members Morris Gibely and Melanie Eldracher, and Alternate Member Ron Kiesman. Absent: Member Kevin Taylor.

**3. Minutes from the November 8, 2018 Meeting:** The minutes were reviewed by the group. Morris Gibely moved and Melanie Eldracher seconded the acceptance of the minutes as written. The motion passed unanimously.

**4. CEO's Reports for October and November 2018:** The group reviewed the reports together. Laura noted that the October report had been updated to correct a fee typo from the original report. The other question from the October report had been about the date on a building permit (from 2004). CEO had confirmed that the building permit date was correct.

- Laura Chadbourne moved and Morris Gibely seconded that the acceptance of the **October CEO report**. The motion passed unanimously.
- Laura Chadbourne moved and Morris Gibely seconded that the acceptance of the **November CEO report**. The motion passed unanimously.

### 5. Communication & Bills

#### A. Correspondence Received and Sent (by date)

1. Letter (emails) between John Cole and the Planning Board Secretary, dated 11/8/2018, 11/17/2018, and 11/20/2018 regarding process for a building permit for a non-conforming structure. Group reviewed the section of the Zoning Ordinance relative to this building permit (Section IX Non-Conformance, C.3.b), which states that if “a new, enlarged, or replacement foundation is constructed under a non-conforming structure, the structure and new foundation must be placed such that the setback is met to the greatest practical extent as determined by the Planning Board...”. Therefore, if the foundation for this property will be replaced (not just re-used or repaired), the PB will be required to review and approve the building plans.

### 6. Old Business:

- A. **Bridgton Academy Re-vegetation Plan:** PB discussed the inspection schedule for the Bridgton Academy (“BA”) re-vegetation remediation plan for the footpath right of way over the McQueen’s property (Map R-1, Lot 2) on Stearns Pond to land owned by BA at Map U-8, Lot 27. The Erosion and Sedimentation Control Plan for this footpath states that for permanent remediation, BA will have an inspection conducted no less frequently than annually; also, that BA will maintain a log of all inspections and corrective actions. The Board agreed that it would be prudent to have a copy of the log for the town files related to this issue (given that it took over a year to resolve). Secretary to draft a letter for Chair’s approval, then Board to send to BA.

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- B. **Update to Town of Sweden Zoning Ordinance:** Laura presented rationale about the need to update the Zoning Ordinance (ZO): Sweden's ZO was last updated in 2009, nearly 10 years ago. It is time to review the ZO and revise as needed to comply with Maine state law. For example, Maine's Board of Environmental Protection (which establishes minimum guideline for mandatory shoreland zoning) updated its guidance in January of 2015, which means that Sweden's ZO is likely out of compliance with state law. This needs to be addressed along with any other sections of the ZO which may be misaligned to state law.

Laura reviewed the process to update the ZO. In Sweden, the Planning Board is the legally designated reviewing body for the ZO. However, this review is not done in a vacuum. Any proposed revisions must align to the Town of Sweden Comprehensive Plan (approved in 2004). Additionally, any workshops that the PB holds to review and suggest changes to the ZO must be publicly noticed so that interested parties can attend. Finally, once the PB feels the revisions are ready to public review and approval, the PB needs to bring the revised ZO to the Annual Town Meeting or to a Special Town Meeting (advertised as required) for the public to vote on approval of the updated ZO.

All agreed that the annual town meeting was coming up too soon (March 2019) to get through all the work anticipated to revise the ZO. Therefore, holding a special Town Meeting in a few months is the likely route.

Planning Board assistant Julia McQueen may be able to provide support to the PB in revising the ZO; Laura to follow up with Julie. Additionally, Lakes Environmental Association should be willing to guide the PB as well.

**Schedule for workshops:** PB agreed that meeting twice a month, once during the same night as the regularly scheduled PB meeting and then one other time each month, would be the goal to work on the ZO. Tentatively, the PB agreed that January 7<sup>th</sup> would work for a workshop if information could be gathered in time. Laura to see if PB assistant can provide support; if not, the first workshop will be moved to a later date.

### 7. New Business:

- A. **PB Monthly Meeting schedule:** Melanie raised an issue to the PB about a new conflict with the new 4<sup>th</sup> Thursday of each month schedule. She apologized but has a commitment to a class required for work and it meets each Thursday evening. After discussion around the table, the group agreed that the 3<sup>rd</sup> Tuesday of each month would work for everyone's schedules and Laura confirmed that it appeared the Town Office was free on that schedule.

**Decision: PB decided to move its monthly meetings to each THIRD TUESDAY of each month** pending confirmation from PB Secretary of availability of the Town Office as well as the availability of CEO Arthur Dunlap to attend on that schedule. Laura to confirm the two items ASAP.

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### 8. Announcements:

- A. The next regular Meeting will be on **Tuesday, January 15<sup>th</sup>, 2019** at 7:00 PM at the Sweden Town Office.
- B. The board has an opening for one Alternate Member (Alternate Members serve a 1-year term). Should anyone express interest, they can be appointed by the Selectmen.

A motion was made to adjourn the meeting. The Chair adjourned the meeting at 7:50 PM.

Respectfully submitted,

Laura Chadbourne,  
Secretary, Sweden Planning Board