

**MINUTES
TOWN OF SEBAGO
PLANNING BOARD MINUTES
7:00 PM
Tuesday, December 10, 2019
TOWN OFFICE BUILDING**

I. Call to Order

Paul White called the meeting to order at 6:59p.m.

Present: Jim Jansz, Tina Vanasse, Paul White, Code Enforcement Officer Brandon Woolley, Recorder Desirae Lyle.

Absent: Dick Perry, Andrew Plummer

II. Correspondence

Desirae Lyle noted that the list of 2020 meeting dates was mailed with the December 10, 2019 meeting packet

III. Open to Public Questions

None

**IV. Review of Minutes (October 8, 2019)
(NOTE: No meeting was held in the month of November)**

Tina Vanasse made a motion to approve the October 8, 2019 meeting minutes as presented. It was seconded by Jim Jansz. Motion carried with all in favor.

V. Old Business

None

a. CEO Updates

Brandon Woolley advised the Board that there are no new developments. There are many new houses in Town.

b. Goal Setting Items

1. Review of Application Processing Documents

Desirae Lyle presented forms that were adopted in 1988 that she has updated for the Board to use. One form is a Request for Additional Information; the other is a Decision Form for Findings of Fact. Paul White stated that the Board will make a habit of using the forms. Desirae clarified that this does not take the place of the

Voting Matrix it only adds structure to the Decision Form. The second page is what the Board normally signs the night they approve or deny an application, this form helps the Board get all of the information that is required. The Board agreed that more formalized paperwork is needed when reviewing projects.

VI. Miscellaneous

Jim Jansz asked Desirae Lyle if there is an evidence file that the Board can use if it is needed in the future. Desirae explained that when a project comes before the Board any documentation presented or sent to the Board or generated by Desirae goes into the project folder. This includes the application, letters etc. Each project is filed by Map and Lot in the Planning Board filing cabinets. Paul White suggested a log sheet that members of the public would sign and date when they want to look through a file. Desirae noted that any time a member of the public requests copies of a file they are required to fill out a FOIA (Freedom of Information Act) Request.

Jim Jansz asked Brandon Woolley if there are any projects or applications on the horizon. Brandon replied that at the moment there are no applications in the near future, but that could change tomorrow. There have been some large parcels purchased but no one has approached Brandon with intents to develop. There are a lot of new houses in Town, but fewer than half a dozen house lots available.

Tina Vanasse asked if there were ordinances that needed to be addressed for updates. Brandon suggested discussing this in the workshop portion of the meeting.

VII. New Business

None

VIII. Adjournment

Tina Vanasse made a motion to adjourn and move into a workshop at 7:09 p.m. It was seconded by Jim Jansz. Motion carried with all in favor.

Respectfully Submitted,



Desirae Lyle
Administrative Assistant/Deputy Clerk