

**TOWN OF SKOWHEGAN
PLANNING BOARD
MEETING MINUTES**

March 5, 2019

7:00 P.M.

Council Room, Municipal Building

PRESENT:

Steve Conley, Chairman
Todd Smith, Vice Chairman
Stephen Gould, Secretary
Steve St. Pierre
Joel Greenwood, Planner
Cynthia Kirk, Recording Secretary

ABSENT

Garrett Quinn
Harvey Austin

PUBLIC PRESENT:

Randall Gray, Code Enforcement Officer
Jason Gayne, Chamber Director

1) QUORUM:

Planning Board Meeting called to order at 7:00 P.M. Quorum was present.

2) MINUTES OF THE February 5, 2019 PLANNING BOARD MEETING TO BE APPROVED:

Motion by Steve Gould to approve the February 5, 2019 Planning Board meeting minutes, as written. Seconded by Todd Smith. Motion passed 3-0.

3) SITE PLAN

None

4) ITEMS BY THE PUBLIC:

None

5) COMMUNICATIONS:

None

6) UNFINISHED BUSINESS:

A) Continue discussion on amending the Ordinance Governing Victualer's Licenses.

Joel said that Jason Gayne has made a couple recommendations on things that the local businesses would like to have updated or changes. He said one of them is in the license required section. He said there aren't any guidelines as to when a waiver might or might not be granted. Steve St. Pierre asked why this license would ever be waived. Joel said that is exactly what they need to look at because it doesn't have any criteria and reasoning on why a waiver would even be issued. Steve Conley asked if there are any exemptions listing

anywhere in this ordinance. Joel said there isn't at this time. Steve Conley then asked if a church wants to hold a public supper then are, they supposed to come get a victualer's license first. Randy said he believes the soup kitchen has one and the Methodist church has one also. Randy said he thinks the victualer's license is in place more for sanitation purposes so that when food is being prepared at a site and served, they can make sure it is done properly. It allows the CEO and Police Chief to go in if necessary, to make sure everything is being done in a safe way.

There was further discussion on what would and wouldn't need a victualer's license.

Joel said there are a couple ways he sees that they could clean up this ordinance. First option is they could tighten up the definitions more such as what qualifies as a victualer or when a license is required. The option they could do is add a section for any exemptions to when a license is required. He said he would recommend tightening the definitions.

Jason Gayne said what they really would like to see is either eliminate waivers or at least define when a waiver for a license would be granted.

There was more discussion about what does and doesn't require a victualer's license.

Joel said the first thing they need to decide is what they really even want to change in this ordinance for it to be better for the CEO as well as business owners. Also, the ordinance title includes innkeepers and boarding houses but they are not mentioned anywhere else in the ordinance so that is something else they might want to think about changing.

Steve Conley asked how much a victualer's license cost. It is \$30.00 each year. Randy said if someone wants a victualer's license they apply for it then he will go do an inspection before it is voted on by the Selectmen.

Steve Conley suggested that they first define what exactly is a food establishment. Then they can have a waiver available to the businesses that don't fall under those categories. Stephen Gould said if they don't fall under the categories then they wouldn't even need a waiver because they wouldn't need one.

Todd Smith mentioned instead of it being an annual renewal for the license what if they changed it to just a one-time license when a business opens. Randy said he thinks it really is needed annually so the CEO can do their ongoing inspections on these businesses for the safety of the public.

Randy said that the Planning Board has made changes to several ordinances that will be going to the taxpayers this year and also a new CEO will be coming onboard in a few months. He suggested that maybe they would want to hold off and give the new CEO some time in our ordinances and get familiar before they try to make any other changes. He said this ordinance has been working fine for about 20 years and it doesn't seem to be a problem right now.

Joel agreed that instead of trying to rush these changes through he thinks it would be better to wait. Joel also said Jason Gayne had mentioned one other thing about the ordinance is the annual cost for the businesses for advertising. Cynthia said she clarified this with the town manager's office and a business only pays for the advertising when it is their first victualer's license. There is no advertising cost on the annual renewals for them.

Steve Conley asked if everyone had a chance to review the ordinances they are proposing to forward to the Selectmen. Everyone had. Jason Gayne said he has shown them to the businesses and they are good with all of them.

B) Discussion and decision on forwarding the proposed amended Obscenities and Adult Entertainment Ordinance to the Selectmen for review.

Motion by Stephen Gould to forward the proposed amended Obscenities and Adult Entertainment Ordinance to the Selectmen for review. Seconded by Todd Smith.
Motion passed 3-0.

C) Discussion and decision on forwarding the proposed amended Special Amusement Ordinance to the Selectmen for review.

Motion by Todd Smith to forward the proposed amended Special Amusement Ordinance to the Selectmen for review. Seconded by Steve St. Pierre.
Motion passed 3-0.

D) Discussion and decision on forwarding the proposed amended Parades and Processions Ordinance to the Selectmen for review.

Motion by Stephen Gould to forward the proposed amended Parades and Processions Ordinance to the Selectmen for review. Seconded by Todd Smith.
Motion passed 3-0.

7) NEW BUSINESS:

8) ITEMS BY:

a) SELECTMEN:

None

b) DEPARTMENT HEADS:

None

c) MEMBERS:

Steve St. Pierre said he had a couple things he wanted to mention. First, he asked if they thought that the town might want to create a futures committee. He said right now everyone seems to be stuck on the Run of River project and the new Fire Station. He thinks it would be good to have people looking at other ways that the town might want to go in the future. Joel said that actually sounds like what the Comprehensive Plan already does. Steve Conley said the town should be getting close to reviewing our current Comprehensive Plan since it has almost been 10 years since it was done last. He said that Steve St. Pierre should ask to be on that committee.

Steve St. Pierre also mentioned that there is currently a new bridge committee meeting and nobody from the Planning Board was asked to be on that committee. He thought that is what this board is supposed to be doing is planning for the town's future. Joel said he was never asked to be on this committee but he is available and has a direct contact with DOT. Steve also mentioned that they aren't involved with the Run of River project or the issue with the new turning lane that's needed for the recreation center. Randy said these are some really great points and they should definitely bring them up at their next joint meeting with the Selectmen.

Stephen Gould said maybe they should look at the Planning Board bylaws and see if those need to be updated for things they should be included in with the town.

d) CHAIRMAN:

e) STAFF:

Joel said he has heard from KVCAP and that project on Mary Street is still being worked on and we might be seeing that coming back in soon.

Cindy said she will not be here for the next meeting but Dena will be here covering for her.

9) ADJOURNMENT:

Motion by Todd Smith to adjourn at 8:26 p.m., Seconded by Steve St. Pierre.

Motion passed 3-0.

Minutes approved on March 19, 2019.

Chairman