

**TOWN OF SKOWHEGAN  
PLANNING BOARD  
MEETING MINUTES**

March 21, 2023

6:00 P.M.

Municipal Building, Council Room

**PRESENT:**

Steve Conley, Chairman  
Derek Chretien, Vice Chairman  
Jeff McCabe, Secretary  
Harvey Austin  
Dan Luce  
Andrew Thorpe  
Randall Franck  
Anjanette McFarlin, Alternate  
Adrian Sincyr, Alternate  
Joel Greenwood, Planner  
Cynthia Kirk, Recording Secretary

**ABSENT:** None

**PUBLIC PRESENT:**

**1) QUORUM:**

Planning Board Meeting called to order at 6:00 P.M. Quorum was present.

**2) MINUTES OF THE March 7, 2023 PLANNING BOARD MEETING TO BE APPROVED:**

Motion by Derek Chretien to approve the March 7, 2023 Planning Board meeting minutes, as written. Seconded by Jeff McCabe. Motion passed 6-0.

Recording Time: 01:22

**3) SITE PLAN / SUBDIVISION:**

**None**

**4) ITEMS BY THE PUBLIC:**

**None**

**5) COMMUNICATIONS:**

**None**

**6) UNFINISHED BUSINESS:**

**A) Discuss ordinances that need to be updated.**

Steve Conley said that the first ordinance they have to look at is the Zoning Board of Appeals ordinance. There were some spelling corrections that need to be done. Also the attendance requirements that were added to the Planning Board ordinance have been added to this one. The Board of Selectmen would like to have this added for all boards and committees. There

is also a change to the site visit notifications that need to be done. Steve Conley asked if there is a fee to file an appeal. Cindy said there is no fee but they do have to pay the advertising costs associated with the appeal process. There was discussion if fees should be charged or not. No decision was made.

Motion by Derek Chretien to pass this proposed amended Zoning Board of Appeals ordinance onto the Selectmen for their review. Seconded by Andrew Thorpe. Motion passed 6-0.

Recording Time: 13:42

Steve Conley said that they have been asked to look at the Site Plan Ordinance next in regards to the parking requirement section. Cindy explained that the parking section of this ordinance had been brought up by the Selectmen during their joint meeting last September. She said that Bryan said if they would like to take these copies home and review them and come up with some ideas for a future meeting that would be great.

Jeff McCabe asked if Joel had any experience with other towns and their parking requirements in their ordinances. He said maybe Joel can come up with some and email them to the board to review.

Joel reviewed the parking section that is currently in our ordinance. He also said that the VPI is currently working on a parking study to help with the parking issues as well and hopefully they should have that in a couple months.

Harvey also mentioned maybe using TIF money to be able to purchase some empty downtown properties to allow for more parking.

Further discussion about being able to charge a fee in lieu of parking which is stated in the ordinance.

Motion by Jeff McCabe to make a recommendation to the Selectmen that they look at maximizing parking by the Tewksbury Hall by the swinging bridge and further look to identify possible locations within the downtown area for parking use either through purchase or donation. Seconded by Derek Chretien.

Harvey said they should also look at using TIF money to purchase spaces for additional parking.

Motion by Jeff McCabe to amend his original motion by adding the possible use of TIF money for purchases. Seconded by Derek Chretien. Motion passed 6-0.

Amended original motion passed 6-0.

Joel said he can work on getting something written up to pass onto the Selectmen.

Recording Time: 48:10

**7) NEW BUSINESS:**  
**None**

**8) COMPREHENSIVE PLAN UPDATE:**  
**None**

**9) ITEMS BY:**  
**• SELECTMEN:**  
None present

• **DEPARTMENT HEADS:**

None present

• **MEMBERS:**

Anjanette said that something that they could also look at to help with parking issues is the use of shuttles during big events.

• **CHAIRMAN:**

Steve said that one thing he has been thinking about lately is all of the turmoil that is going on in the world right now and he doesn't really have a lot of faith in the leadership within the federal government right now. He said maybe they should be looking into local planning to help our own town with things such as food shortages, inflation etc.

Randall Franck talked about the community refrigerator that his wife started in the past and hopefully someone will be starting that again soon to help with some of the food insecurities in town.

Recording Time: 55:23

• **STAFF:**

Joel reviewed the appeal that has been submitted regarding the Spinning Mill project. He said the developer is currently working on amending the site plan to rectify the reason for the appeal. Joel also reviewed upcoming projects.

**ADJOURNMENT:**

Motion by Derek Chretien to adjourn at 7:03 p.m., Seconded by Andrew Thorpe.

Motion passed 6-0.

**Minutes approved on April 4, 2023**

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**Chairman**

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