

**TOWN OF SKOWHEGAN  
PLANNING BOARD  
MEETING MINUTES**

October 20, 2020

6:00 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:** Harvey Austin, Kris Laney, Brady Chapman

**PUBLIC PRESENT:**

Bryan Belliveau, Code Enforcement Officer  
Jason Gayne, Skowhegan Chamber

**1) QUORUM:**

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

**2) MINUTES OF THE October 6, 2020 PLANNING BOARD MEETING TO BE APPROVED:**

Motion by Stephen Gould to approve the October 6, 2020 Planning Board meeting minutes, as written. Seconded by Todd Smith. Motion passed 3-0.

**3) SITE PLAN / SUBDIVISION**

**4) ITEMS BY THE PUBLIC:**

Jason Gayne from the Chamber said that he would like to have the Planning Board look at the sign ordinance which was adopted in 2014. He said he has a member that is looking to put a new electronic sign in and according to the ordinance it states that graphic animation isn't allowed on signs. However, there are several signs already in Skowhegan that appear to be noncompliant with the ordinance. He said he would like everyone to have to be on the same page according to the sign ordinance as well as maybe update the ordinance to the current trends.

**5) COMMUNICATIONS:**

None

**6) NEW BUSINESS:**

**A) Start discussion of Comprehensive Plan update.**

Cindy said she has provided everyone with a current copy of the Comprehensive Plan for them to use during these updates. Steve Conley asked Joel if there are certain guidelines or criteria that they should follow in doing the update. Joel said he has put together a sample guideline for them to follow and passed it out to everyone. He said this is going to be approximately an 18-month process that the Planning Board will heading up. Joel said he didn't know how they are going to want to include people outside of the municipality who

might have input in certain sections of the comprehensive plan. Steve St. Pierre said they might want to make some sort of list of people that should be invited in for their input on certain areas of the plan. Joel said he has put together the schedule so they would be working on different sections each month. Joel said he will be able to provide a lot of the figures and data and the job of the Planning Board will be to make sure everything fits to the town in general. He also said that they might want to work on the transportation section soon before Greg Dore retires in June. Joel went over the rest of the schedule and process as well. One of the most difficult things to do Joel said is getting public participation and input. He said it might be a good idea to engage them and advertise throughout the updating process instead of only one time in the process. Steve Conley asked if the Planning Board has an advertising budget. Joel said that advertising was figured into KVCOG's estimate for this Comprehensive Plan update so they would be taking care of that. Steve Conley said it might be a good idea to get something advertised now asking for the public's ideas on how they would like to see Skowhegan move forward in the future. He suggested on Facebook or website advertising. He also said on the town website they could set something up such as asking a few questions on what the townspeople would like to see for the future of Skowhegan. For the people that don't use computers they could put something in the newspaper or have forms for them to fill out here in the building. Joel suggested maybe having its own page on the website where they can post updates and information on what they are working on.

Joel said that he needs to check and see if while they are working on updating the plan if they have to meet during an official Planning Board meeting or if they can have a more informal type gathering where they invite members of the public in for input and suggestions.

Steve Conley said that when he worked on the Comprehensive update in 2010 one of the areas that is the biggest expense for the town is the schools. He said the further everyone is spaced out in town the higher the cost for schools. That's one thing they will want to look at is where exactly they want to see the growth happen in town.

Todd Smith said that one thing they will also need to take into consideration is if they build a new school in the future and its location. Joel said that will also come in to play when they are looking at a second bridge location as well.

Stephen Gould suggested that they forward the schedule to the department heads sooner than later. Steve Conley also suggested forwarding it to other community civic groups as well.

### **B) Discussion on updating the Victualer's Ordinance.**

Todd Smith said he had asked to talk about this because he isn't really sure why we have this ordinance other than collecting \$30.00 each year from our food establishments. Steve Conley said maybe it is so our Code Enforcement officer knows who is still in business and so he can go around and check on them. Bryan said he received a stack of victualer's licenses about a month ago after the Selectmen had approved them and he just was asked to sign them all. Joel said he isn't really sure what the purpose of this is either because there aren't even any standards listed in the ordinance. He said the standards that these establishments have to follow are through the State health department. The ordinance doesn't even state who enforces it. Joel said it just seems like this is to just be able to have a list of businesses in town. Steve Conley asked where everyone would like to go with this. Stephen Gould said maybe look back to when it was adopted and see if there is any information about why they created this. Cindy said she will see if there is anything available.

**7) UNFINISHED BUSINESS:**

**8) ITEMS BY:**

**a) SELECTMEN:**

None

**b) DEPARTMENT HEADS:**

Bryan said that he has looked at all of the electronic signs in town based on what Jason Gayne has brought up. He has found a few that are not compliant with the Sign Ordinance and he will be reaching out to these businesses to have these violations corrected. Steve Conley said they might need to look at tweaking the ordinance to meet the changing demands of businesses.

**c) MEMBERS:**

Stephen Gould asked what is happening with the solar array at the landfill. Bryan said that the lease agreement is currently with the town's attorney for review so it is moving forward.

**d) CHAIRMAN:**

**e) STAFF:**

Joel said they have had a pre-application meeting with Amber & Joel Lambke regarding their plans for the old KVI site downtown. He said they don't have a final plan yet but are working on it. He said this will be coming to them eventually because this is a very big project.

**9) ADJOURNMENT:**

Motion by Stephen Gould to adjourn at 7:55 p.m., Seconded by Todd Smith.  
Motion passed 3-0.

**Minutes approved on November 17, 2020.**

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**Chairman**

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