

**PROSPECT PLANNING BOARD**

**PROSPECT COMMUNITY CLUB**

**THURSDAY, FEBRUARY 26, 2026**

**4:15 PM**

**PRESENT: KATHLEEN JENKINS, BECKY AMES, SANDY REYNOLDS, HENRI GIGNOUX, LAURIE JONES, ARLINE LAMARCHE**

**ABSENT: LOIS GIANNI**

**IN ATTENDANCE: PETER SHOULTS**

**Jenkins called the meeting to order at 4:17 pm.**

**READING AND APPROVAL OF MINUTES OF REGULAR MEETING FOR  
FEBRUARY 12, 2026:**

Minutes from the meeting were sent to all members. Gignoux made a motion to accept the minutes of February 12, 2026, Jones seconded the motion. All others approved the motion.

**COMMUNICATION:**

N/A

**OLD BUSINESS:**

**Begin Review of Land Use Ordinance with Peter Shoults:**

- Shoults reviewed the current draft of the Land Use Ordinance. He showed the Aquifer map and it will be used to outline possible growth areas and areas where it will be more restrictive. There will be other maps essential to the Ordinance as well.
- Definitions will be at the bottom of the document. (Blue highlighted words will go to what the definition is when you click on it.)
- The Table of Contents will have a feature where one can click on a topic to highlight and it will take one to the section that they are seeking.
- The framework for the Ordinance is based on an Ordinance from the Town of Hope. The committee used this as a template.
- Section 7 contains all existing Ordinances.
- Everything in this Ordinance has to do with development of Land.

- The document still needs some consistency so the format is the same throughout. That goes for the Table of Contents as well. Blue flags indicate links.
- Delete restaurant due to the fact it can be discussed/considered under businesses in general.
- The State prefers the use of Municipal Officers and not Selectmen.
- There have been tables created in Section 5 pertaining to districts. These are already written into the existing Ordinances but the tables will act as shortcuts.
- Everything that is in pink and has a strikethrough will be removed because it is redundant.
- The document is set up to take you directly to where you want to go for specific information.

The Planning Board will hold the Public Hearing and then it's up to the Municipal Officers to review and set a time for the Town to vote on the Land Use Ordinance.

Jenkins stated it would be convenient to put Solar, Minimum Lot Size and Mining Ordinances on the Town Warrant to vote on. The Town Attorney will need to review the changes to the Mining Ordinance for legal purposes.

**Mining Ordinance – Finalize the Section Regarding Leasing:**

- The final changes were completed for the Mining Ordinance/see below:

**ARTICLE III - AUTHORITY, APPLICABILITY & ADMINISTRATION**

**§1 Effective Date**

This Ordinance shall be effective upon its adoption by vote of the eligible voters of the Town of Prospect, Maine in Town Meeting.

**§2 Permit Required**

- A. The provisions of this Ordinance shall apply to all mineral extraction activities within the boundaries of the Town of Prospect, Maine, except as provided in Article II of this Ordinance. This applies to all extraction activities described in Article I which are:
  1. A resumption of extraction activities in inactive operations, or on parcels of land on which inactive operations are located, or on parcels of land that are under a common scheme of development with parcels of land on which inactive operations are located;
  2. Active Operations not permitted by the State;

3. New or proposed; or,
  4. Expansions of the above, except as provided in Article II of this Ordinance.
  5. **Leasing of Quarry**
    - a. For a long term lease of (1) year or more, which would also include multiple leases with terms of less than a year that when combined amount to or exceed a year, the lessee must meet the full requirements of this ordinance.
    - b. For a lease that is less than (1) year, the lessee is required to notify the Town of its specific plans at least (2) weeks before operations commence. This notification must include the beginning and end dates, nature of extraction, blasting schedule, the anticipated traffic plan, number of loads and type of trucks and contact information for lessee.
- B. Approval under this Ordinance shall be obtained as part of and concurrent with any other Planning Board and/or Site Plan review and approval applicable to the mineral extraction activity.
- C. Any application submitted to the Planning Board for any portion of the affected area, shall be treated as if it includes all the previously exempt or non-permitted un-reclaimed inactive area.

Jenkins will send the changes to the Municipal Officers and mention to them to have the Town Attorney review the changes as well.

**Discuss and Set Goals for Planning Board 2026:**

***TABLED FOR FURTHER DISCUSSION UNTIL THE NEXT PLANNING BOARD MEETING***

- Draft roles and responsibilities of the Planning Board. Bring up and review the AI copy that Gignoux presented. The Roles and Responsibilities were discussed and below is what the changes were:

**Planning Board Roles and Responsibilities**

Maine municipal planning boards review development, enforce local land use ordinances (like Subdivision, Site Plan, Shoreland Zoning), and work on Comprehensive Plans, ensuring growth aligns with state law and community goals, acting as a vital link between residents, developers, and municipal government for sustainable community development.

**Core Responsibilities:**

- ***Application Review:*** Review and approve or deny site plans, subdivision plans, and applications for Shoreland Zoning/Floodplain zones, ensuring compliance with local ordinances and state laws.
- ***Ordinance Management:*** Propose, review, and recommend new amendments to land use ordinances (Zoning, Subdivision, etc.) and the Comprehensive Plan to the Municipal Officers.
- ***Comprehensive Plan:*** Prepare, maintain, and implement the municipality's Comprehensive Plan, guiding future growth and development.
- ***Growth Management:*** Advise on growth management strategies and promote wise land use for public health, safety, and welfare.
- ***Public Participation:*** Hold public hearings, solicit citizen input, and maintain records (minutes, decisions) as public documents.
- ***Coordination:*** Work with other town officials, boards, and state agencies on planning initiatives.

**Key Focus Areas:**

- ***Long-Range Planning:*** Focus on long-term community vision, including housing, transportation, natural resources, and infrastructure.

In essence, the Prospect Planning Board is a local body responsible for translating community vision and state planning mandates into tangible review.

**Replace Regulations with Ordinances**

**NEW BUSINESS:**

N/A

**OTHER:**

N/A

**MOTION TO ADJOURN MEETING:**

The meeting was adjourned at 5:32 pm.

Next regular meeting of the Planning Board will be held on Thursday, March 12, 2026 at 4:15 pm at the Prospect Community Center.