

PROSPECT PLANNING BOARD
PROSPECT COMMUNITY CENTER

THURSDAY, JANUARY 23, 2025

4:15 PM

PRESENT: HENRI GIGNOUX, LAURIE JONES, ARLINE LAMARCHE, ALFRED REYNOLDS, BECKY AMES, SCOTT REDMOND (CEO

BY PHONE: LOIS GIANNI, KATHLEEN JENKINS

GUESTS: RICHARD DYER, MARY DYER, SHAWN HAMILTON

Ames called the meeting to order at 4:21 pm.

READING AND APPROVAL OF MINUTES OF REGULAR MEETING FOR JANUARY 9, 2025:

Minutes from the meeting were sent to all members. Gignoux made a motion to accept the minutes as read. Jones seconded the motion. All others approved.

1. COMMUNICATION:

a. Municipal Officers – Acceptance of Fee Schedule & Special Town Meeting Date:

Jenkins mentioned that the Municipal Officers accepted a Fee Schedule for the town. Also the Officers have scheduled a Special Town meeting for Saturday, March 1, 2025 @ 9:00 am. At this meeting the newly revised Subdivision Ordinance and the newly revised Building Code Ordinance will be discussed and up for approval along with a discussion on the updated Building Permit Application and Fee Schedule which have been reviewed by the CEO and the Municipal Officers and recommended by the Planning Board.

b. Update on Starlink :

Gianni mentioned she had spoken to Municipal Officer Bridges who stated again that Starlink had been delivered to the Superintendent's office and the Technical group from that office would be installing the equipment. CEO Redmond said the equipment was at the Town office and that he and the Town Clerk had looked over the equipment and some parts need to be installed on the roof. Hopefully the Technical group will be able to schedule the installation sooner than later.

Starlink will make it possible for the Town Attorney and Jenkins and Gianni as well as others to join in future meetings when not possible to be physically present.

2. OLD BUSINESS:

a. Discuss Changes in the Building Code Ordinance (Remond) :

Redmond would like to start using the updated Building Permit Application. Jenkins mentioned that the current Intent to Build Application needs to be used until the updated Building Code Ordinance can be approved at the Town meeting.

Redmond stated he thought the definition of “*Structure*” was different in the updated Ordinance. Should there be dollar amounts attached to the structures and should they be listed in the Ordinance? Gignoux mentioned that with dollar amounts the Planning Board would be continually updating the Ordinance to keep up with changing dollar amounts.

Cell towers were mentioned as an example of structures. Cell towers are dealt with in the Site Plan Review before moving to the Building Code Ordinance. Maybe there needs to be a separate discussion on how to deal with the replacement of antennas.

As it stands anything 200 sq. ft. and under is exempt from permitting. Anything that exceeds 200 sq. ft. would need a permit application under Section 4, of the Town of Prospect Building Code Ordinance.

Just a reminder: CEO Redmond noticed a few things that need to be changed in the Town of Prospect Building Code Ordinance before it is printed for the Special Town meeting.

Section 4., A., the last sentence should read Section 5

Section 4., C., the last sentence should read Section 9

Section 14., the last section should read (1)(C)

b. Prospect Shores Project Site Plan Review Checklist:

The Site Plan Review Checklist needed to be updated. Thank you to Gignoux who cleaned up the Checklist and brought copies to the meeting for everyone.

The Planning Board started their review of the Project using the updated Checklist and Shawn Hamilton and the Dyers were available for questions, clarifications and stats during the review. Hamilton was helpful in pointing out necessary information for the Board and CEO.

The procedure for contacting abutters has previously fallen to the Town and the property owners have reimbursed the Town for any associated costs. It was recommended that Hamilton contact the Town Clerk and see how to best handle the communication since the Town already has a procedure in place.

The adequacy of water is still in question but not relevant to the checklist. It was just noted that a variance may be requested if needed at a later date.

The Board concluded that everything was in order on the checklist except for ***“Location, front view, materials and dimensions of proposed signs”***

The property owners and Hamilton will provide this information for the Board’s next meeting to be held on Thursday, February 13, 2025.

Therefore, a motion was made by Gignoux pending acceptance of the Prospect Shores Project application as complete with the condition that any signs, including size, materials and verbage will be provided at the next scheduled meeting of the Planning Board for review. This motion was seconded by Jones and all approved.

Jenkins needs a copy of the completed checklist for a signature. This signed checklist will be attached to the Prospect Shores application and delivered to the Town office. Jenkins will also make sure the property owners, the Dyers, receive a signed checklist as well.

2/13/25 – continue review of project with Site Plan and Subdivision Ordinances – at this time if the Board has received the signage information from the property owners, it can review and deem the project complete

2/27/25 – cross reference Shoreland Zoning Ordinance and Subdivision Ordinance and check any density issues

3/13/25 – possible Public Hearing and possible vote to approve project

3. NEW BUSINESS:

N/A

4. OTHER BUSINESS:

N/A

5. MOTION TO ADJOURN MEETING:

Ames made a motion for adjournment. All approved. The meeting was adjourned at 5:30 pm.