

Town of Islesboro
Planning Board
Workshop
September 25, 2017 @ 5:15 PM
Town Office Meeting Room

NOTES

Members Present: Chair Jan Harmen, Gil Rivera, Peter Coombs, and alternate and Jennifer West
Excused: Isabel Jackson and Bill Schopee

Others Present: Peggy Pike, Archibald Gillies, Janet Anderson and Marc Schnur

This workshop was taught by Marc Schnur for the purpose of reviewing ways that will “help the Planning Board conduct meetings in an efficient way and provide a good record of its decisions”.

A written overview of the topics discussed are attached in the document entitled “Town of Islesboro Planning Board, Workshop September 25, 2017”.

Important points and highlights as follows:

- ◆ Agenda should be followed with motions to take out of order if necessary.
- ◆ EVERY decision by the Planning Board should be made with a MOTION.
- ◆ MOTIONS SHOULD BE COMPLETE, beginning with “I move....”
- ◆ It is best practice that the Chair NOT make motions for the most part, allowing members to make motions and second them.
- ◆ A member can vote NO on their own motion.
- ◆ A motion is made and then seconded, followed by period of discussion before the final vote.
- ◆ There can be motions made to amend the original motion. Discussion following should only be on the motion to amend, NOT the original motion.
- ◆ Motions have to be clear, detailed and thorough so the secretary can record it.
- ◆ The applicant has standing as well as the attorneys for the applicant. A butter also have standing to talk.
- ◆ A letter of standing is required for anyone representing the applicant who wishes to talk.
- ◆ If there is a person who does not have written permission to talk and has a good excuse why they should talk, the Board can put that person under oath, the Chair administers the oath, they essentially attest that hey have permission to represent the applicant.
- ◆ After all those individuals who have standing have spoken, the Chair can let others talk.
- ◆ The Board has the right to ask all those who have standing questions.
- ◆ All questions are addressed through the chair, no “cross talk”.
- ◆ The Planning Board is responsible for the LUO, DRO and Floodplain, READ ORDINANCES - Be familiar.
- ◆ The Planning is responsible to the Town, State and Federal governments. Floodplain important.
- ◆ Checklists for review of applications is important, even in LUO.
- ◆ CEO is and advisor to the Board, he/she cannot tell the Board what to do. The Board does not need to take CEO’s advice.
- ◆ Site visits - do not discuss the application - you are there to see if the application conforms.
- ◆ The Planning Board has the right and may need to retain services from engineers, soils scientists, lawyers, architects. The DRO says costs are the burden of the applicant with NO PERMIT ISSUED until all costs are

reimbursed. UNDER LUO, Marc doesn't think that the applicant has to reimburse these fees but the Planning Board can ask the applicant to provide an engineers opinion or study on the matter.

- ◆ There are certain items that can be waived by the Planning Board, **APPLICATION FEES CANNOT BE WAIVED.**
- ◆ The Planning Board cannot change the application, only the applicant can.

Respectfully submitted,

Peggy Pike
Secretary to the Islesboro Planning Board

Attachment