



Planning Board Meeting
Monday, July 13, 2015
Council Chambers, City Hall at 6:00 PM

MINUTES
Approved 7/27/2015

I. Roll Call

Present: David Putnam, James Short, Neil Ward, Marilyn Harris, Chris Belvin, Richard Wahrlich

Absent: William Greenrose, Jim Neilsen, Victor Bergeron, Bruce Kolenda,

City Staff: Nancy Merrill, Director Planning & Development Dept.; Michael McCrory, Interim City Planner

Mr. Wahrlich appointed Mr. Putnam to Mr. Greenrose's seat and Mr. Ward to Mr. Kolenda's seat.

II. Review of Minutes – June 22, 2015

Motion: To accept the minutes as written

Made by: Ms. Harris **Second:** Mr. Short **Vote:** Unanimous in favor

III. Old Business

IV. New Business

V. Reports from Boards and Commissions

VI. Other

a. Master Plan Update

Ms. Merrill and Mr. McCrory presented a PowerPoint program to illustrate to the Board the Master Plan update process and lay out a work plan. They reviewed the scope, purpose and function of the Master Plan and explained its basis in state law. They are striving to have the Plan updated on a five-year cycle.

According to state law, a vision statement and land use chapter are required. The vision statement is based on public input derived from survey results and public forums. The land use chapter describes development of the physical landscape.

Several other chapters are suggested, but not mandated. The City Center Initiative Committee has recommended including an energy chapter.

The Planning Board's role is to oversee the steering committee, review studies, conduct the public hearings, adopt the plan and see to its implementation.

Ms. Merrill and Mr. McCrory suggested a 3-phase work plan:

- Phase 1 – development of the vision statement
- Phase 2 – subcommittee/chapter meetings and plan development
- Phase 3 – implementation strategy and final plan.

It was suggested that the steering committee be formed in August, 2015; public hearing in October, 2015 and plan completion in December 2016.

Ms. Merrill and Mr. McCrory answered various questions from the board.

Ms. Merrill stated that she is asking the Planning Board to start the process for an update of the master plan and to authorize establishment of a steering committee. She also said that the Board could add or delete chapters to/from the plan at this time, although this can be done at any time during the update process.

Motion: To start the Master Plan update process and to ask the City to establish a steering committee.

Made by: Mr. Putnam **Second:** Mr. Short **Vote:** Unanimous in favor

Motion: To add three chapters to the Master Plan – Energy, Implementation and Regional Concerns.

Made by: Mr. Putnam **Second:** Mr. Short **Vote:** Unanimous in favor

VII. Correspondence

VIII. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Ward **Second:** Ms. Harris **Vote:** Unanimous in favor

The meeting adjourned at 6:53 PM.

Respectfully submitted,

deForest Bearse

Resource Coordinator