

BELGRADE COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

MEETING NOTES

February 19, 2020

Attending: Mary Vogel, Kathi Wall (until 6:30pm), Michael Donohue, Pat Donohue, Kimberly Dallas & George Seel

New business:

1. The committee welcomed new members Kimberly Dallas and Pat Donahue
2. Meeting notes – George explained that members take turns keeping meeting notes and that it was his turn this evening. Next meeting it would be Mary's turn and then new members would be incorporated into the rotation.

Old business:

1. The committee completed review of the implementation status of the recommendations from Chapter 13 – Growth & Development:
 - a) 13-8 Preparation of a citizen's guide to the Town's ordinances was revisited. George had prepared a list of the Town's ordinances from the website identifying those which spelled out a process by which the public applied for some sort of approval from the Town (attached). Upon further discussion it was decided this recommendation applied only to land use ordinances. Kathi recalled the original purpose of this recommendation – a simple educational publication to give the public initial direction as to the purpose and applicability of existing land use ordinances. No such publication has been developed to date.
 - b) 13-10 Does the Planning Board publish and post it's meeting agendas and minutes in a timely manner such that they are available to the public? George, who is on the Planning Board, indicated that minutes are made available as soon as they are approved by the Board. Agendas are published in advance of meetings but he was uncertain if they are posted on the Town website. George will check with Peter Rushton, Planning Board chair, and Nick Poole, the Board's staff person.
 - c) 13-11 Does the CEO ensure all permit approval standards are met following permit issuance, including phosphorous control, stormwater management, soil erosion control, and visual screening? George reminded everyone that at last Town meeting that funding for the CEO was increased to a half time position from 14-15 hours. Mary mentioned that the CEO often works closer to 24 hours per week. Discussed was that the CEO also the local plumbing inspector and that it was unclear if he has adequate time to do citizen complaint and compliance inspections, particularly of new commercial developments permitted by the Planning Board and the CEO. Kimberly noted that multiple inspections were conducted of her home during construction in the Shoreland Zone for compliance with her permit. George mentioned that prior discussions of improving compliance with Town ordinances have been inconclusive and confusing due to a lack of definitive information on the CEO's job description, the number and types of inspections conducted, and the degree of compliance. George expressed the concern that inconsistent enforcement lead to a playing field for those obtaining permits that was not level, and not

treating all equitably. This was a concern repeatedly expressed by members of Belgrade's business community during the development of the Comprehensive Plan and why it shows up in multiple recommendations throughout the Plan. It was concluded it may be best to wrap a discussion of this recommendation with others in the Plan that also address improving ordinance and permit compliance into a future agenda item, inviting the Town manager and CEO in an effort to get a handle on the Town's performance.

- d) 13-11 This recommendation also calls for incorporating phosphorous and stormwater control plans into existing ordinances. This has been completed for those ordinances that the Planning Board has updated in recent years, including the Commercial Development Review and Shoreland Zoning. The Planning Board is just starting the process of updating the Subdivision Ordinance.
- e) 13-12 This recommendation calls for the Planning Board and CEO to meet annually with the Town Manager and Select Board to review policies, procedures and discuss challenges. The Select Board now meets quarterly with the CEO according to Kathi who is on the Select Board. The Planning Board does not meet with the Select Board other than to present ordinance updates required to go to public hearing or when the Select Board has a task for it.
- f) 13-13 The Town manager attends almost all Planning Board meetings, meeting this recommendation.
- g) 13-14 This recommendation relates to improving the implementation of the Commercial Development Review ordinance by the Planning Board by developing a more complete checklist of application requirements, findings of fact and permit templates. George reported all were completed by the Board following the 2017 update of that ordinance.
- h) 13-15 Does the Planning Board periodically meet with other town planning boards in the Belgrade Lakes watershed to discuss mutual development issues? No known attempt has been made to implement this recommendation. Michael pointed out that the Dams Committee is an example of an existing multi-town effort.
- i) 13-16 Has any progress been made toward developing a plan for the development of the so-called triangle bounded by Rt. 27, Cemetery Rd. and Rt. 11 for municipal and commercial uses? Mary mentioned that the Comprehensive Plan designates this area for commercial development. George will ask the Town manager to determine if any work is underway on such a plan.

2) Next meeting

- a) Next meeting is March 18 at 6:00pm.
- b) Briefly discussed which chapter recommendations to review next. The three remaining chapters that the committee has not yet completed a first cut review of progress include Public Services & Management, Transportation and Farming and Forestry. George mentioned that his initial review of these led him to believe Public Services and Management, and Transportation would be quite detailed and would require considerable discussion with the Town manager. Ultimately decided to review the Farming and Forestry chapter recommendations next, starting at the next meeting.

**AVAILABILITY OF WRITTEN GUIDANCE FOR SEEKING TOWN APPROVAL UNDER
BELGRADE ORDINANCES***

January 2020

Ordinance	Principle Administrator(s)	Date Last Revised	Guidance Available?
Addressing	Selectpersons	1996	No
Adult Businesses	Selectpersons	2011	No
Animal Control	Animal Control Officer	2011	NA**
Appeals Board	Appeals Board	2019	NA**
Assessment	Board of Assessment	2004	No
Cemetery	Cemetery Committee	2016	No
Commercial Development Review	Planning Board	2017	Yes
Emergency Mgmt.	Selectpersons Town Mgr.	2007	NA**
Floodplain	Planning Board	2011	No
Junkyard	Selectpersons	1995	No
Library	Library Board Trustees	Not indicated	NA**
Manufactured Housing Mobile Home Park	Code Enforcement Officer	1990	No
Mass Gathering	Selectpersons Town Mgr.	2015	No
Minimum Lot Size	Code Enforcement Officer	2010	Yes
Municipal Fire Dept.	Selectpersons Town Mgr.	2009	NA**
Multi-Family Dwelling	Planning Board	1978	No
Recall of Elected Officials	Town Clerk	2010	No
Road	Selectpersons Town Mgr. Road Commissioner	2010	No
Shoreland Zoning	Planning Board	2019	Yes
Solid Waste Recycling	Selectpersons	2006	NA**
Subdivision	Planning Board	2010	No
Tree	Tree Warden	2007	NA**

* Ordinances as listed on the Town of Belgrade website, except for Multi-family Dwelling Ordinance which is not on website.

** Authorizes establishment of town board, committee or official; and spells out their duties. Does not include a town permit or approval requirement, or process, unlike other ordinances.