**LYMAN PLANNING BOARD MINUTES**

**October 4, 2023**

**Call to Order:** Chairman Donna Clark called the meeting to order at 6:00pm.

**Roll Call:**

Members: Tom Smith ex-officio, Todd Landry, Paul Rayburn, Donna Clark, Diana McGrath-PB Coordinator

Absent: Sandy McKee

Public: Realtor Jason Cape, Ex-Officio Alternate Bruce Beane, Residents Mark Draper and Myles Barnes

**Meeting Minutes:**

The minutes for September 6, 2023 were reviewed and approved. Smith motioned to accept the minutes as written, 2nd by Rayburn, all voted in favor.

**Correspondence:**

Donna Clark’s brief review of the September/October 2023 edition of Town and City Magazine found no information relevant to Planning Board.

**Old Business:**

A final review of Planning Board fees comparing flat fee versus separate fees for administrative costs on processing subdivision, lot line adjustment, and lot merger applications. McGrath presented the Town of Lisbon’s fees as a comparison. The Board agreed that there was no need to change from “flat” to “separate” and will revisit if there is a drastic change in processing a Planning Board application. Smith motioned to adopt the Planning Board Fee Schedule as is with two minor changes approved by the Board at the August meeting, 2nd by Rayburn, all voted in favor.

The ongoing process of reviewing sections of the 2023 online Planning Board conference was tabled to the next regular meeting.

**Public Meeting and Public Hearing - Juanita Hubbard Subdivision:**

Surveyor/Ex-Officio member Thomas Smith recused himself to present a subdivision plan. Landry made a motion to unseat Smith and seat Selectman Bruce Beane in his place, 2nd by Rayburn, all voted in favor.

Chairman Clark opened the public meeting at 6:30 to receive an application from Juanita Hubbard for a two-lot Subdivision for property located on Parker Hill and Hubberton Road, Map 221, Lot 030, containing approximately 128.63 acres. If the application is accepted as complete, a public hearing will immediately follow. The plan was presented by surveyor Tom Smith.

Chairman Clark addressed surveyor Smith and explained that they did not have a full board as only four members were in attendance. Smith stated that, as Designated Agent for Mrs. Hubbard, he was fine in proceeding without a full board.

Chairman Clark confirmed that the Public Meeting was noticed as required - newspaper, Town Hall and Town website. Letters were sent to all abutters by certified mail and payment for the applicant has been received. Chairman Clark asked for the names of abutters in attendance. Abutters Mark Draper and Myles Barnes were present. Mr. Draper advised the Board that abutter Joel King was not able to attend the meeting but had no issues with the plan. Surveyor Smith confirmed that 5 copies of the plan and the Mylar were present.

Chairman Clark reviewed the application with the Board and made sure all requirements were met. Beane motioned to accept the application as complete, 2nd by Landry, all voted in favor.

Chairman Clark then opened the Public Hearing and reconfirmed that the hearing was noticed as required - newspaper, Town Hall and website. Letters were sent to all abutters by certified mail. Surveyor Smith presented the 5 copies for the Board and public for review.

Surveyor Smith explained that the proposed subdivision plan for Juanita Hubbard for Tax Map 221, Lot 030, would divide the 128.63 acres into two-lots, 28.26 and 100.37 acres. He pointed out the new property line and other aspects of the plan. Chairman Clark reviewed Town consultant Neal Brodien’s checklist and Surveyor Smith showed in detail that each technical item had been addressed. Chairman Clark asked for any questions from the abutters, public and board members. Draper asked if the property was always zoned Agricultural? The Board responded that all of Lyman is considered Rural Residential. Beane inquired if easements to wells on the property were satisfied, and Surveyor Smith affirmed that they were. After hearing no further questions or comments, Chairman Clark closed the hearing for Board deliberations.

Landry noted that the plan was clean and well presented, and Beane agreed. After a brief discussion, Landry motioned to accept the subdivision plan as presented, 2nd by Rayburn, all voted in favor. The Mylar and paper copies were signed by all Board members. McGrath will forward the Mylar to the Registry of Deeds. Signed copies of the approved plan will be forwarded to CAI and CNP for mapping and assessing updates.

Landry motioned to unseat Beane and reseat Smith, 2nd by Rayburn, all voted in favor.

Landry motioned to adjourn the meeting at 7:02pm, 2nd by Rayburn, all voted in favor.

**Next Regular Meeting Date:** November 1, 2023

**Approved Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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