

**SANFORD PLANNING BOARD MINUTES
MEETING – January 2, 2013 – 7:00 P.M.
Town Hall Annex Third Floor Chambers**

MEMBERS PRESENT: Robert Hardison, Chair
John McAdam, Vice Chair
Joseph Herlihy
David Mongeau, Secretary
Lela Harrison
Matthew Treadwell
Kelly Tarbox

MEMBERS ABSENT: None

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director

STAFF ABSENT: Charles Andreson, PE, Town Engineer (w/notice)
Michael Casserly, Assistant Engineer (w/notice)

I. CALL TO ORDER

James Gulnac called the meeting to order at 7:00 PM.

II. SWEARING IN OF NEW MEMBERS

This was postponed because the city council won't meet until next week (January 8, 2013) to appoint members to the Planning Board.

III. ELECTION OF OFFICERS

Mr. Gulnac called for nominations for a chairperson.

Ms. Tarbox nominated Mr. Hardison as chair. Ms. Harrison seconded the motion. There were no other nominations. It was moved to have Mr. Hardison serve as Chair to the Board for 2013.

Chair Hardison asked if there were any nominations for Vice Chair. Board member Tarbox made a motion to nominate Mr. McAdam. Board member Harrison seconded the motion. It was moved to have Mr. McAdam serve as Vice Chair to the Board for 2013.

Chair Hardison asked the Board to elect a secretary. Board member Tarbox nominated board member Mongeau, seconded by board member Harrison. It was moved to have board member Mongeau serve as secretary to the Board for 2013.

IV. ADOPTION OF 2013 PLANNING BOARD CALENDAR

Chair Hardison noted there was a scheduling conflict on the calendar – July 3rd. Board member Tarbox suggested having meetings on the 2nd and 3rd Wednesdays in July. Chair Hardison asked if there were any comments or other suggestions. All present agreed to the recommended change.

Board member Tarbox made a motion to adopt the 2013 Planning Board calendar as amended.

Board member Mongeau seconded the motion.

A vote was taken, and the motion passed 7-0.

V. ADOPTION OF PLANNING BOARD BY-LAWS

Chair Hardison called for a motion to adopt the by-laws. The updates to the by-laws for tonight's meeting are: change references of town to city; change wording from work session meeting and voting meeting to two meetings a month and not defining which is which; and change the meeting start time from 7:30 PM to 7:00 PM and that no new business will be heard after 9:30 PM instead of 10:00 PM.

Board member Tarbox questioned changing the wording in section 2.2 Approval of Minutes from 'The Planning Board shall act to approve or amend minutes of any meeting at its next regularly scheduled meeting.' to 'The Planning Board shall act to approve or amend available minutes of any meeting at its next regularly scheduled meeting.'

Board member Tarbox made a motion that the Planning Board accepts the by-laws as amended.

Board member Mongeau seconded the motion.

A vote was taken, and the motion passed 7-0.

VI. DISCUSSION ON PROPOSED LAND USE ORDINANCE REVISIONS

Chair Hardison said this topic will be held at a later date per the request of staff member Gulnac and the city manager. Discussion followed.

VII. ADJOURN

The meeting adjourned at 7:09 P.M.